

Date: March 25, 1999

SOW-00-8432-8H289B-1/1

**STATEMENT OF WORK (SOW)
For the Repair of the
Disk Drive Unit
NSN 7025-01-426-1735, NSN 7025-01-426-1725
P/N: 94008A1117, 94008A1117-1; CAGE: 01365**

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1.0 Scope

1.1 Background

This Statement of Work (SOW) establishes, sets forth tasks, and identifies the work effort that shall be performed by the Contractor to repair the Disk Drive Unit, 7025-01-426-1735 and/or 7025-01-426-1725; *hereafter referred to as the Disk Drive Unit. This document contains requirements to restore the Disk Drive Unit to Condition Code "A." Condition Code A is defined as "serviceable/issuable without qualification, new, used, repaired or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction, including materiel with more than six months shelf-life remaining."*

2.0 Applicable Documents

The following documents form a part of this SOW to the extent specified. Unless otherwise specified, the issues of these documents are those listed in the Department of Defense Index of Specifications and Standards (DODISS) and supplement thereto which is in effect on the date of solicitation. In the event of conflict between the documents referenced herein and the contents of this SOW, the contents of this SOW shall be the superseding requirement.

2.1 Military Standards

MIL-STD-129	DoD Standard Practice for Military Marking
MIL-STD-2073-1C	DoD Standard Practice for Military Packaging

Military Standards (For Reference Only)

MIL-STD-973	Configuration Management
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2.2 Industry Standards

ANSI/EIA-625	Requirements for Handling Electrostatic-Discharge Sensitive ESDS Devices
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ANSI/ISO/ASQC Q9003-1994 Quality Systems

2.3 Other Government Documents and Publications The issues of those documents cited below shall be used.

247892-720	Test Specifications
247892-750	Test Procedures
DOD 4000.25-1-M	MILSTRIP Manual
NAVICPINST 4491.2A	Requisitioning of Contractor Furnished Material From The Federal Supply System

Copies of military specifications and standards are available from the Naval Publications and Forms Center, (Attn: NPODS), 5801 Tabor Avenue, Philadelphia, PA 19120-5099. Copies of other government documents and publications required by contractors in connection with specific SOW requirements shall be obtained through the contracting officer: Commander, Marine Corps Logistics Bases, (Code 890) Attn: Contracting Officer, 814 Radford Blvd., Albany, Georgia 31704-1128, commercial telephone number (912) 439-6773 or DSN 567-6773. Copies of engineering drawings, if applicable, shall be obtained from Commander (Code 825-3), Marine Corps Logistics Bases, 814 Radford Blvd., Albany, Georgia 31704-1128, commercial telephone number (912) 439-6410 or DSN 567-6410.

3.0 Requirements

3.1 General Tasks In fulfilling the specified requirements, the Contractor shall provide materials, labor, equipment, facilities and missing/repair parts, necessary to inspect, diagnose, restore, and test and calibrate the Disk Drive Unit. Upon completion of repairing the subject item it shall be Condition Code "A."

3.2 Detail Tasks The following tasks describe the different phases for repair of the Disk Drive Unit:

Phase I	Pre-Induction
Phase II	Repair
Phase III	Inspection, Testing and Acceptance
Phase IV	Preparation for Shipment and/or Storage

3.2.1 Phase I (Pre-Induction) A pre-induction inspection analysis shall be performed for each Disk Drive Unit within five working days of induction into the Contractor's facility for evaluation of repair capability. If repair is not feasible, assign Condition Code "H" (CC "H"), notify Marine Corps Logistics Base, Albany, Georgia for disposition instructions, otherwise assign CC "M" and induct into the repair cycle. Standard Form 364 (Appendix A) and Report DA-2404 (Appendix B) shall be used to report all anomalies and shall be provided to the government in accordance with section 4.0 of this SOW.

3.2.2 Phase II (Repair) After pre-induction tests and inspections have been completed, repair of the Disk Drive Unit shall be accomplished in accordance with this SOW. Deficiencies noted on the Pre-Induction Checklist (Appendix A and Appendix B) during Phase I shall be

repaired/replaced. Components or assemblies shall not be disassembled for replacement of parts unless that part has failed, or the component assembly wherein the part is located is disassembled for repair.

a. Hardware

(1) Replace broken, unserviceable and/or missing hardware including nuts, bolts, screws, washers, turnlock fasteners, mandatory replacement items, safety, and one-time use items. Unserviceable would include any of the above that failed to function properly.

(2) Ensure proper hardware locking devices are present on all moving mechanical assemblies.

(3) Hardware normally supplied with commercial parts shall be used unless specifically prohibited.

b. Publications and Documentation The Contractor shall use appropriate technical documentation, as discussed in paragraph 1.1, to restore the Disk Drive Unit to condition code "A."

c. The following Standards and Publications shall be used to assist the Contractor:

247892-720	Test Specifications
247892-750	Test Procedures

3.2.3 Phase III (Inspection, Testing and Acceptance)

a. Inspection, Testing and Acceptance of the Disk Drive Unit shall be conducted in accordance with the documents listed in section 3.2.2.c and documentation retained by the manufacturer.

b. The Contractor shall be responsible for conducting required tests in accordance with applicable procedures and specifications.

c. The Contractor shall be responsible for correcting any deficiencies identified during inspection/testing. MCLB (Code 843-2), Albany, GA representatives may require the Contractor to repeat tests or portions thereof, if the original tests fail to demonstrate compliance with this SOW.

3.2.4 Phase IV (Packaging, Handling, Storage and Transportation (PHS&T))

a. The contractor shall be responsible for preservation and packaging of items being repaired under the terms of this statement of work. Preservation and Packaging of items scheduled for long term storage or immediate shipment to overseas destinations shall be level "A" in

accordance with MIL-STD-2073-1C, Appendix A, Table A. VI, Electronic Equipment. Items scheduled for domestic shipment shall be level "B."

b. Marking of all items shall be in accordance with MIL-STD-129.

c. The Marine Corps will provide the contractor with the shipping address(es) for delivery of the repaired equipment, and the contractor shall be responsible for arranging for shipment to the pre-designated site. The Marine Corps will be responsible for transportation costs associated with shipping the subject equipment to and from the Contractor.

3.3 Government Furnished Equipment (GFE)/Materiel (GFM) Accountability. GFE is government owned equipment authorized by contract for use by a commercial/Government contractor. It is neither consumed during production nor incorporated into any product. GFM is materiel furnished to a contractor that will be consumed during the course of production or incorporated into the product being manufactured/remanufactured under a contract/statement of work. In the event the Marine Corps does have GFE/GFM requirements the Management Control Activity (MCA/G316-2), Marine Corps Logistics Bases, Albany, Georgia, will coordinate required GFE and will maintain a central control on Marine Corps assets in the Contractor's possession. The MCA will forward a GFE Accountability agreement to the Contractor Facility for signature to establish a chain of custody and property responsibilities for Marine Corps assets.

3.4 Contractor Furnished Materiel In the event that Contractor Furnished Materiel is required for repair parts, the DOD 4000.25-1-M, (MILSTRIP) Chapter 11 authorizes contractors to requisition through the DoD Supply System. The Marine Corps has adopted the Navy's procedures regarding Contractor Furnished Materiel (NAVICPINST 4491.2A). This would require specific provisions in section H of the contract to place total responsibility on the contractor to obtain direct electronic access to the DoD Supply System, electronically submit their requisitions, maintain status, receive billing from the source of supply and provide direct payment to DFAS.

3.5 Electrostatic Discharge (ESD) Control Program The contractor shall establish, implement and document an ESD control program following the guidelines provided in EIA-625. ESD protective measures shall be used during manufacturing, handling, inspection, test, marking, packaging, storing and transporting ESD sensitive components.

3.6 Quality Assurance Provisions The Contractor shall provide and maintain a Quality System that as a minimum, adheres to the requirements of ANSI/ISO/ASQC Q9003-1994, Quality System Model for Quality Assurance in Final Inspection and Test. The program shall ensure quality throughout all areas to include design, fabrication, processing, assembly, inspection, test, maintenance, and preparation for delivery and shipping. Unless otherwise specified in the contract, the contractor shall be responsible for performance of all inspection requirements. The Government reserves the right to perform any of the inspections set forth in the contract

where such inspections are deemed necessary to assure products and services conform to the prescribed requirements.

3.7 Acceptance The performance of the Contractor and the quality of work delivered, including all equipment furnished and documentation written or compiled, shall be subject to in-process review and inspection during performance. Inspection may be accomplished in-plant or at any work site or location, and Marine Corps representatives shall be permitted to observe the work or to conduct an inspection.

3.8 Rejection Failure to comply with any of the specified requirements listed herein shall be reason for rejection by MCLB Code 843-2, Albany, representative. The Contractor shall, at no additional cost to MCLB, Albany, Georgia, correct the deficiencies and repeat the verification until an acceptable compliance with acceptance test procedures is demonstrated.

3.9 Configuration Control If necessary to temporarily depart from the authorized configuration, the contractor shall prepare and submit a Request for Deviation/Request for Waiver using MIL-STD-973, paragraph 5.4.3 or 5.4.4, and subparagraphs and Appendix E, as a guide. Any proposed permanent departures to the configuration baseline affecting fit, form, or function, shall require an Engineering Change Proposal using MIL-STD-973, paragraph 5.4.2 and Appendix D as a guide.

4.0 Reports

4.1 Pre-Induction Checklist The Contractor shall complete the Pre-Induction Inspection (Appendix A and B) Checklist for each Disk Drive Unit repaired. These documents shall be available prior to final acceptance testing. One copy of each document shall be provided to MCLB (Code 843-2) Albany, Georgia, after final acceptance of the Disk Drive Unit.

4.2 Repairable Item Inspection Report The Contractor shall provide a Repairable Item Inspection Report (Appendix A and Appendix B) for each Disk Drive Unit. The report shall be identified by United States Marine Corps Serial Number.

4.3 Monthly Progress Report The Contractor shall provide a Monthly Progress Report summarizing the progress and status of the Disk Drive Unit Program.

INSTRUCTIONS

DEPARTMENT OF DEFENSE: DLAR 4140.55/AR 735.11.2/NAVSUPINST 4440.127E/AFR 400.54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67.7/MCO 4140.1B, processing Discrepancy Reports Against Foreign Military Sales Shipments. CIVILIAN AGENCIES: See FPMR handbook cited in 19 (2) (a).

REPORT OF DISCREPANCY (ROD)		1. DATE OF PREPARATION	2. REPORT NUMBER					
SHIPPING _____ PACKAGING _____		3. TO: (Name and Address, Include ZIP Code)						
4. FROM: (Name and Address, Include ZIP Code)		5a. SHIPPERS NAME						
5b. NUMBER AND DATE OF INVOICE		5c. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)						
7a. SHIPPER'S NUMBER (Purchase Order/Shipmet, Contract, etc)	7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)					
9. SHIPMENT, BILLING, AND RECEIPT DATA			10. DISCREPANCY DATA					
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUAN-TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	1 CODE (d)	2 ACTION CODE
12. REMARKS (continue on separate sheet of paper if necessary)								

<p>1. DISCREPANCY CODES</p> <p>CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment</p> <p>SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete, Improper or without authority (Only when receipt cannot be properly processed)</p> <p>MISDIRECTED MATERIAL M1 - Addressed to wrong activity</p> <p>OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicate shipment</p> <p>PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper Marking P4 - Improper unitization</p>	<p>2 ACTION CODES</p> <p>1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See Remarks) 1C - Supporting supply documentation requested 1D - Material still required, expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply onreverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned 1H - No action required. Information only 1Z - Other action requested (See remarks)</p>
<p>PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments)</p> <p>SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments</p> <p>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or Mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing</p> <p>WRONG ITEM (Identify requested item as a separate copy in Item 9. above) W1 - Incorrect item received W2 - Unacceptable substitute</p> <p>OTHER DISCREPANCIES Z1 - See Remarks</p>	

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

16. FROM:	17. DISTRIBUTION ADDRESSEES FOR DISTRIBUTION
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18. TO:	Use window envelope to mail this document. Insert Name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.
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19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:			
a. MATERIAL <input type="checkbox"/> HAS BEEN <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER	<input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT PROPER OFFICE UNDER APPROPRIATE	
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED		e. <input type="checkbox"/> <input type="checkbox"/> PR OF D

f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THIS REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION	
(1) REASON FOR NOT PROCESSING	(2) PRESCRIBING REGULATION
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR	(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCY OR DEFICIENCIES IN GSA OR DOD SHIPMENTS,
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 191(2)	(b) CHAPTER 2 AND/OR 7 OF DOD 4000.25.7.M, MILITARY STANDARD BILLING SYSTEM (MILBILLS) AND

20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL	
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:
e. <input type="checkbox"/> SHIP MATERIAL <i>Specify location</i>	
(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:	
(2) <input type="checkbox"/> CHARGES COLLECT - VIA <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST	
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED	(4) <input type="checkbox"/> FREIGHT PREPAID

f. <input type="checkbox"/> OTHER <i>(Specify)</i>	
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21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION.	22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON/OR BEFORE:
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23. REMARKS *(Continue on separate sheet of paper if necessary).*

24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF OFFICIAL	PREPARING	24b. SIGNATURE
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CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TOP _____ TM _____ OTHER _____ <input checked="" type="checkbox"/>
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D. SYSTEM/ITEM Disk Drive Unit	E. CONTRACT/PR NO.	F. CONTRACTOR
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1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Contractor's Progress, Status, and Management Report	3. SUBTITLE
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4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227	5. CONTRACT REFERENCE SOW 4.3	8. REQUIRING OFFICE MCLBA (843)
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7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION See Blk 16	14. DISTRIBUTION			
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16	a. ADDRESSEE	b. COPIES		
					Draft	Final	
						Reg	Repro

16. REMARKS Blk 4 - Tailor DI-MGMT-80227 as follows: Delete paragraphs 10.3g, 10.3h, 10.3i, 10.3j, 10.3k, and 10.3n. Blk 12 - The reporting period shall be from the first to last business day of each month. Initial submission shall be 60 DAC. Blk 13 - Subsequent submissions shall be 10 days after the last business day of each month.	MCLBA (843-2)	0	1	0
15. TOTAL →	0	1	0	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

G. PREPARED BY Ronnie M. Bark	H. DATE 3/16/99	I. APPROVED BY <i>William J. Reynolds</i>	J. DATE 3/16/99
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CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TDP _____ TM _____ OTHER <input checked="" type="checkbox"/>
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D. SYSTEM/ITEM Disk Drive Unit	E. CONTRACT/PR NO.	F. CONTRACTOR
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1. DATA ITEM NO. C002	2. TITLE OF DATA ITEM Request For Deviation	3. SUBTITLE Configuration Management
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4. AUTHORITY (Data Acquisition Document No.) DI-CMAN-80640B	5. CONTRACT REFERENCE SOW 3.9	6. REQUIRING OFFICE MCLBA (825)
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7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED A	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION
9. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	14. a. ADDRESSEE	

16. REMARKS Blk 4 - Contractor format is authorized. Blks 10 & 12 - RFDs shall be submitted to obtain authorization to deliver nonconforming material which does not meet prescribed configuration documentation. RFDs will be reviewed and disposition determined within 30 calendar days upon receipt by the Government. RFDs shall be submitted on a 3.5" disk in ASCII format. Distribution Statement A: Approved for public release, distribution is unlimited.	14. b. COPIES			
		Draft	Final	
		Reg	Repro	
	MCLBA (825-2)	0	1	0
15. TOTAL	0	1	0	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

G. PREPARED BY <i>James L. Bradley</i>	H. DATE MAR 16 1999	I. APPROVED BY <i>William J. Rupp</i>	J. DATE 3/16/99
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CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY: TOP _____ TM _____ OTHER _____ X
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D. SYSTEM/ITEM Disk Drive Unit	E. CONTRACT/PR NO.	F. CONTRACTOR
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1. DATA ITEM NO. C003	2. TITLE OF DATA ITEM Request For Waiver	3. SUBTITLE Configuration Management
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4. AUTHORITY (Data Acquisition Document No.) DI-CMAN-80641B	5. CONTRACT REFERENCE SOW 3.9	6. REQUIRING OFFICE MCLBA (825)
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7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION		
9. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE	b. COPIES	
					Draft	Final
					Reg	Repro

16. REMARKS Blk 4 - Contractor format is authorized. Blks 10 & 12 - RFWs shall be submitted to obtain authorization to deliver nonconforming material which does not meet prescribed configuration documentation. RFWs will be reviewed and disposition determined within 30 calendar days upon receipt by the Government. RFWs shall be submitted on a 3.5" disk in ASCII format. Distribution Statement A: Approved for public release, distribution is unlimited.	MCLBA (825-2)	0	1	0
15. TOTAL	→	0	1	0

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

G. PREPARED BY Diane L. Bradley	H. DATE MAR 16 1999	I. APPROVED BY William J. Reynolds	J. DATE 3/16/99
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