



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO P4410.26  
PSE  
27 Nov 91

MARINE CORPS ORDER P4410.26 W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ENGINEERING DATA PROGRAM MANUAL

Encl: (1) Locator Sheet

1. Purpose. To prescribe policy and procedures for the Marine Corps Engineering Data Program. This Manual does not include policy and procedures for the management of Supplementary Provisioning Technical Documentation (SPTD).
2. Cancellation. MCO P4000.49, MCO 4235.20C, MCO 5210.12F, and MCO 4410.17B.
3. Summary of Revision. This is a total revision and restructuring of Marine Corps policy and procedures for engineering data and should be completely reviewed.
4. Recommendation. Recommendations concerning this Manual are invited. Submit recommendations to the Commanding General (PSE), Marine Corps Research, Development, and Acquisition Command, Washington, DC 20380-0001 via the appropriate chain of command.
5. Definition. For the purposes of this Manual, the following definition applies:

Engineering Data. Technical data relating to the design, manufacture, procurement, test, or inspection of hardware items or services. Examples are drawings, associated lists, accompanying documents, manufacturer specifications, manufacturing planning documentation, and specifications prepared by a contractor or Government design activity. For the purpose of this Manual, engineering data does not include technical manuals or Supplementary Provisioning Technical Documentation (SPTD) although SPTD's may be stored in the repository.

MC0 P4410.26  
27 Nov 91

6. Applicability. This Manual applies to all Marine Corps personnel whose functions include the acquisition, utilization, storage, maintenance, requisitioning and distribution of engineering data.

7. Certification. Reviewed and approved this date.

R. A. TIEBOUT  
By direction

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MCO P4410.26 Ch 1  
PSE  
8 Jan 93

MARINE CORPS ORDER P4410.26 Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ENGINEERING PROGRAM MANUAL

Encl: (1) New page insert to MCO P4410.26

1. Purpose. To transmit new page insert and direct pen changes to the basic Manual.

2. Action

a. Insert new page 5-7 in the basic Manual.

b. On page 1, delete, "Report Required": Inventory of Equipment (Report Control Symbol MC-4440-30), par 4002b(7)."

c. On page 3-5, paragraph 3004.c(5) and c(6), replace paragraph numbers 5.7.1 and 6.7.11 with "Appendix" and "Appendix, paragraph 30.10" respectively. In paragraph c(6), delete the term (MC).

d. On page 4-3, paragraph 4001.d, change paragraph 104 to 101.16.

e. On page 4-6, paragraph 4002, delete b(7); renumber paragraph (8) through (12).

f. On page 5-5, paragraph 5002.b(3), change paragraph 402.8 to 406.8. In paragraph b(4) (a) change paragraph 402.14 to 406.13. In paragraph b(4)(b) change paragraph 402.9 to 406.9. In paragraph c(1)(b) and (c) change figure 1 to read figure 5-1.

3. Filing Instruction. This Change transmittal will be filed immediately following the signature page of the basic Manual.

MCO P4410.26 Ch 1  
8 Jan 93

4. Certification. Reviewed and approved this date.

J. A. BRABHAM  
By direction

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ENGINEERING DATA PROGRAM MANUAL

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# ENGINEERING DATA PROGRAM MANUAL

## INTRODUCTION

0001. PURPOSE. The purpose of this Manual is to promulgate policies and procedures for the Marine Corps Engineering Data Management Program.

0002. STATUS

1. Requirements in this Manual are binding on any Marine Corps organizational element whose responsibilities include the planning, acquisition, review and acceptance, storage and maintenance, or requisitioning of engineering data.

2. Any deviation from the instructions contained in this Manual must be authorized by the Commanding General (PSE), Marine Corps Research, Development, and Acquisition Command.

0003. SCOPE. This Manual contains instructions for all aspects of the Marine Corps Engineering Data Program.

0004. RESPONSIBILITY. The currency, accuracy and modification of this Manual are the responsibility of the Commanding General (PSE), Marine Corps Research, Development, and Acquisition Command.

0005. CHANGES. Changes will be made to this Manual per MCO P5215.1.

LOCATOR SHEET

Subj: Marine Cords Engineering Data Program Manual

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

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ENGINEERING DATA PROGRAM MANUAL

CHAPTER 1

ENGINEERING DATA MANAGEMENT PLANNING

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# ENGINEERING DATA PROGRAM MANUAL

## CHAPTER 1

### ENGINEERING DATA MANAGEMENT PLANNING

1000. SCOPE. This chapter establishes minimum requirements for engineering data management planning within the Marine Corps. The provisions of this chapter apply to any program subject to the requirement to prepare an acquisition plan. These provisions may be followed for any program that acquires engineering data.

1001. PURPOSE. Engineering Data Management Plans (EDMP) provide Government personnel with a comprehensive document on all aspects of the engineering data on a given program.

1002. POLICY. Engineering Data Management Planning shall be accomplished per SECNAVINST 4210.9.

1003. DISPOSAL OF RECORDS. All records and documents produced under this directive shall be disposed of as follows:

1. Administrative records, including Contract Data Requirements Lists and record files, shall be destroyed after contract acquisition is completed. Input for the technical data repository, shall be archived at the end of Life-Cycle-Management.

2. Statements of Work (SOW'S) shall be disposed of as described in SECNAVINST 5212.5C, SSIC 4200.1b.

1004. RESPONSIBILITIES

1. Program Managers shall develop EDMP's for major acquisition programs per SECNAVINST 4210.9. EDMP's, when required, shall be endorsed by NAVSUP (SUP50) prior to submission of acquisition plans to SECNAV.

2. Commanding General (PSE), Marine Corps Research, Development, and Acquisition Command, shall provide program managers with support in the generation of EDMP's to include overall management of this program.

3. Commanding General (Code 850), Marine Corps Logistics Base, Albany shall review EDMP's to ensure logistics support aspects are sufficiently planned for and maintain EDMP's in the TD/CMS.

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CHAPTER 2

ACQUISITION OF ENGINEERING DATA

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# ENGINEERING DATA PROGRAM MANUAL

## CHAPTER 2

### ACQUISITION OF ENGINEERING DATA

2000. SCOPE. This chapter contains policies and procedures for the acquisition of engineering data for the Marine Corps.

2001. POLICY. Engineering data shall be acquired per MCO P4000.21 and as follows:

a. When the acquisition of engineering data is being considered, greater emphasis must be placed on the logistic support problems caused when adequate engineering data is not acquired, as opposed to the emphasis that is placed on acquiring the absolute minimum data for other technical data deliverables. Experience indicates that the most frequently encountered impediment to the internal support and competitive reprourement of weapons systems and support material is the nonavailability of adequate and accurate engineering data.

b. It is Marine Corps policy that a major goal of the full scale engineering development (FSED)/limited production phase of the acquisition process is to produce a coherent design disclosure package which defines the developed item and which is complete, accurate, proven, and suitable for its intended purpose.

2002. RESPONSIBILITIES

1. Program managers shall ensure engineering data is acquired as described above.

2. Commanding General (Code 850), Marine Corps Logistics Base, Albany shall perform the Logistics Element Manager function for engineering drawings to include: Establishing requirements for Statements of Work and Contract Data Requirements Lists for Marine Corps procurement programs and providing them to the Program Manager, Marine Corps activity, or other service/agency for contractual implementation.

3. Commanding General (PSE), Marine Corps Research, Development, and Acquisition Command shall establish policy related to the acquisition, review and acceptance of engineering drawings procured in support of Marine Corps materiel.

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CHAPTER 3

REVIEW AND ACCEPTANCE OF ENGINEERING DRAWING  
PACKAGES (EDP's)

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# ENGINEERING DATA PROGRAM MANUAL

## CHAPTER 3

### REVIEW AND ACCEPTANCE OF ENGINEERING DRAWING PACKAGES (EDP's)

3000. PURPOSE. To disseminate policy, provide instructions, and assign responsibility for the review and acceptance of EDP's procured in support of the Marine Corps materiel.

3001. APPLICABILITY. This Manual is applicable to all Marine Corps activities whose functions include the acquisition, review, and/or acceptance of EDP's to support Marine Corps materiel.

#### 3002. BACKGROUND

a. There is a general need to standardize the procedures followed within the Department of Defense to review and accept EDPs. The lack of standardization among, and within, the services has caused undue confusion in industry and has helped to drive up the cost of technical data. MIL-HDBK-288 was developed in an attempt to eliminate industry questions such as, "If the Army/Air Force/Navy accepted the drawing why isn't it acceptable to you?"

b. A review of MCO P4000.49 by other DoD components resulted in a request to develop a multi-service document. MIL-HDBK-288 was developed to fulfill those requests.

c. The policies described within this chapter are intended to take the standardization of EDP review and acceptance procedures from the interservice level to the intraservice level.

3003. DEFINITIONS. See paragraph 3 of MIL-HDBK-288.

#### 3004. POLICY

a. Unless otherwise directed/approved by the CG MCLB (Code 850), Albany, the review of all required engineering drawings (as described in MIL-T-31000 or DoD-D-1000) which are acquired to support present or future Marine Corps acquisitions shall be reviewed by the MCLB, Albany, GA. The review of EDP's procured for the Marine Corps via other service contracts, joint service programs or multi-service programs will be per joint service regulations or agreements.

b. Engineering drawings acquired solely to document a design concept shall be reviewed by the Marine Corps activity responsible for the design or its designated representative. The MCLB (Code 850), Albany may be used to perform or support these reviews.

c. All reviews are to be conducted per MIL-HDBK-288 as tailored below:

(1) Paragraph 4.6.2. MCLB (Code 850), Albany will determine the extent of the review to be performed. This decision will be based on input and guidance from the cognizant program office. When sample reviews are to be performed, they shall follow the procedures outlined as follows:

(a) MIL-STD-105 should be used as the basis for the selection of the drawings to be sampled. However, this standard by itself normally does not provide for sufficient drawings to project an accurate picture. Therefore, MIL-STD-105 shall be supplemented as follows:

1 One subassembly representing each type of item or system (i.e., mechanical, electrical, electronic, structural, hydraulic) making up the end item shall be reviewed.

2 An example of each type of engineering drawing (i.e., assembly drawing, schematic, specification control drawing, selected item drawing, etc.)

3 For each drawing selected for review per MIL-STD-105, the selected drawing as well as the next higher assembly and all first tier drawings called for by the selected drawing shall be reviewed.

4 If the end item drawing package consists of sets of drawings developed by separate contractors, a sample of each set shall be reviewed.

(2) Paragraph 4.6.3. All communication with contractors concerning engineering drawings shall be conducted through the appropriate Marine Corps Program Manager and cognizant contracting officer, unless otherwise directed by the Program Managers (PM).

(3) Paragraph 4.9.1

(a) The recommendation for acceptance or rejection of an EDP shall be forwarded to the cognizant PM by the MCLB (Code 850), Albany or designated reviewing activity. The cognizant PM has acceptance authority where the Marine Corps is the accepting

activity and the cognizant PM will provide the Marine Corps disposition to the Principal Development Activity (PDA), or Acquisition Engineering Agent (AEA).

(b) EDP's should not be accepted by the Marine Corps until configuration audits per MCO P4130.8 have been successfully completed or a waiver of this requirement has been obtained from the Configuration Management policy office (CG MCRDAC (PSE)).

(c) Ideally, final reviews of EDPTs should be done after the equipment or hardware has been proven against its functional or performance requirements.

(4) Paragraph 4.9.2

(a) A copy of each recommendation to the PM to reject an EDP shall be forwarded to the CG MCRDAC (PSE) by the MCLB (Code 850), Albany. In cases where a Marine Corps activity is not listed as the accepting activity, all recommendations shall be forwarded to the CG MCRDAC (PM), unless otherwise directed by the PM.

(b) If the PM decides to accept an EDP against the advice of the MCLB (Code 850), Albany, both the MCLB (Code 850), Albany, and the CG MCRDAC (PSE) shall be so notified in writing.

(5) Appendix. The Engineering Study (ES) format detailed herein shall be utilized by the Marine Corps, MCLB (Code 850), Albany.

(6) Appendix, paragraph 30.10. The ES shall be forwarded to the cognizant PM for the Marine Corps. The PM will forward the ES to the contractor with a disposition, per MIL-HDBK-288. The PM, if they so desire, may direct the ES be forwarded directly to the contractor.

d. The sequence of events to be followed in arranging for and conducting as EDP review is as follows:

(1) Schedules for conducting the technical reviews of the EDP shall be specified in the contractual document which procures the drawings.

(2) As early in the contract period as possible a contractor indoctrination should be held per paragraph 4.5 of MIL-HDBK-288. It is recommended that the cognizant project/program office utilize the engineering drawing expertise resident at the MCLB (Code 850), Albany when conducting the contractor indoctrination or other meetings when the EDP will be discussed.

(3) Prior to the contractor completing its EDP, a sample of each type of drawing and list which will be in the package should be submitted to the reviewing activity for a review.

(4) A technical review of the EDP should be completed prior to conducting a Physical Configuration Audit of the hardware. However, failure to meet this milestone should not be cause to delay the Audit (paragraph 3004 c(3)(b) above).

3005. RESPONSIBILITIES

a. Commanding General, Marine Corps Research, Development, and Acquisition Command (PSE):

(1) Establish policy concerning the acquisition, review, and acceptance of engineering drawings procured in support of Marine Corps materiel;

(2) Assist in resolving conflicts between the reviewing activity, and program managers or contractors regarding drawing discrepancies and contractual requirements.

b. Commanding General, Marine Corps Logistics Base (Code 850). Albany:

(1) Establishing requirements for Statements of Work and Contract Data Requirements Lists for Marine Corps procurement programs and providing them to the Program Manager, Marine Corps activity, or other service/agency for contractual implementation.

(2) Providing technical guidance to Marine Corps activities, other services, and contractors regarding the review.

(3) Reviewing EDP's and providing recommendation for acceptance or rejection of EDP's to the appropriate Program Manager, Marine Corps activity, or other service/agency. Such action to be taken is dependent upon the contractual clauses imposed on the contractors and will only be imposed by the appropriate Program Manager, Marine Corps activity, or other service/agency.

(4) Granting approval for Marine Corps activities to use an organization other than MCLB (Code 850), Albany to perform EDP's reviews.

(5) Coordinating the Marine Corps review of EDP's procured and/or maintained by other services.

(6) Establishing priorities for EDP's to be reviewed.

(7) Coordinating with the cognizant program office to determine the specific EDP's to be reviewed, levels of review required, and timeframes for completion.

(8) The analysis and authentication of EDP's to ensure compliance with contractual requirements.

(9) Ensuring EDP reviews are completed within the time frames established by the contractual requirements, the accepting activity, or the CG MCRDAC as appropriate.

(10) Recommending acceptance or rejection of engineering drawing packages per paragraph 3004.c above and the procedures outlined in MIL-HDBK-288.

(11) Providing the CG MCRDAC (PSE) with status reports, as requested, of all EDP's under review (both in-process and final).

(12) Maintaining a file of all ES's prepared. The length of retention of ES's shall be determined by MCLB (Code 850), Albany.

(13) Coordinate review and maintain changes to MIL-HDBK-288.

c. Commanding General, Marine Corps Research, Development, and Acquisition Command (PSE) (Program Manager). The PM office involved in the acquisition of EDP's to support Marine Corps materiel shall ensure the following:

(1) That the engineering drawings are procured per chapter 2 of this Manual. The expertise resident within the Marine Corps (at CG MCLB (Code 850), Albany) shall be used to determine the type of EDP required to support the various programs.

(2) That the EDP's are reviewed per paragraph 3004 of this chapter. Exemptions to this requirement must be approved by the CG MCRDAC (PSE) on a program-by-program basis.

(3) That the CG MCLB (Code 850), Albany is provided sufficient program-related documentation (in addition to the EDP itself) to enable a thorough review of the EDP. This documentation shall include the contract under which the EDP was procured and all associated hardware specifications.

(4) That action is taken against contractors who do not comply with contractually imposed EDP requirements.

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CHAPTER 4

MARINE CORPS TECHNICAL DATA REPOSITORIES

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# ENGINEERING DATA PROGRAM MANUAL

## CHAPTER 4

### MARINE CORPS-TECHNICAL DATA REPOSITORIES

4000. PURPOSE. To establish requirements for the Marine Corps Technical Data Repository (MCTDR) and the Marine Corps Alternate Technical Data Repository (MCATDR).

4001. POLICY

a. The MCTDR will be established and maintained at the Marine Corps Logistics Base -(MCLB), Albany, GA. The repository shall:

(1) Provide a mechanized and automated central file of 35mm microfilm/aperture cards, digitized, and hardcopy technical data to support Marine Corps acquisition and logistics requirements.

(2) Provide the capability to retrieve data by drawing number, part number, national stock number, item nomenclature, end item nomenclature, specification, vendor part number, and item model number. All of the preceding as applicable.

(3) Allow for expansion and introduction of state-of-the-art data handling techniques.

(4) Be able to interface with other Department of Defense (DoD) and industry repositories that are consistent with the Navy's Engineering Data Management Information and Control System (EDMICS) and the Computer-Aided Acquisition and Logistic Support strategy.

b. The MCATDR will be established and maintained at the MCLB, Barstow. This repository shall act as a contingency file of technical data and immediately assume the responsibilities of the technical data repository in the event the MCTDR cannot perform its function for a period exceeding 15 days.

c. DoD policy detailed in MIL-M-9868, MIL-C-9877, MIL-M-38761, MIL-C-9949, MIL-STD-804 and MIL-HDBK-59 shall govern the handling and reproduction of technical data on microfilm media within the subject repositories.

d. The specifications listed in DoD-STD-100, paragraph 101.16 shall govern the handling and reproduction of technical data on hardcopy media within the subject repositories.

e. The policy detailed in MIL-STD-100, DoD-D-1000, MIL-T-31000 and MCO 4130.8 shall govern the revising of technical data in the subject repositories.

4002. RESPONSIBILITIES

a. The CG MCRDAC (PSE) shall:

(1) Establish policy and procedures for the acquisition, storage, handling, and distribution of technical data.

(2) Maintain policy management over the subject repositories.

(3) Oversee the elimination of duplicate technical data files. This does not preclude the existence of satellite files which are authorized per paragraph 4002(f), following.

(4) Establish requirements for the technical data to be maintained in the MCTDR and MCATDR.

(5) Establish requirements for satellite files.

(6) Review and approve requests for the establishment of satellite files at Marine Corps activities.

b. The Commanding General, Marine Corps Logistics Base (Code 850), Albany. The CG MCLB (Code 850), Albany, shall establish and maintain a technical data repository per this Manual. In support of this requirement, the CG MCLB (Code 850), Albany, shall:

(1) Fund the repository operation, maintenance, personnel, and equipment required to meet Marine Corps and DoD requirements which include the Engineering Data Management Information and Control System (EDMICS).

(2) When requested, provide the CG MCRDAC (PSE) recommendations for the data to be maintained in the MCTDR and MCATDR.

(3) Establish and implement optimum methods and procedures for:

(a) The receipt, storage, maintenance, and retrieval of technical data within the MCTDR.

(b) The distribution and exchange of technical data from the MCTDR to other Marine Corps activities, DoD, and the public. Release of technical data to the public shall be governed by MCO P5720.56.

(c) The quality control of data within the MCTDR per MIL-M-9868, MIL-C-9877, MIL-M-38761, MIL-C-9949, MIL-STD-804, DoD-STD-100, DoD-D-1000 and MIL-T-31000.

(d) The storage of inactive technical data and the disposal of obsolete technical data.

(e) The handling of classified and proprietary technical data within the MCTDR.

(f) The updating of existing technical data and all new technical data as a result of engineering changes, modifications, and the like.

(g) The identification of technical data stored in the MCTDR which was ordered and accepted as provisioning documentation vice that technical data which was ordered and accepted as engineering drawings.

(h) The identification of that data which has been reviewed for technical adequacy vice that which has not been reviewed.

(4) Establish and maintain liaison with the MCATDR.

(a) The MCTDR shall develop the exact requirements for the MCATDR and forward item to the CG MCRDAC (PSE) for approval.

(b) Upon approval of the CG MCRDAC (PSE) as to the data to be maintained at the MCATDR, ensure such data is in place and maintained.

(5) In conjunction with the CG MCRDAC (PSE), establish criteria for and coordinate the elimination of duplicate technical data files within the Marine Corps (see paragraph 4002a(3), preceding).

(6) Maintain custody over master drawings of equipment procured by the Marine Corps subsequent to the program office responsible for development and fielding the equipment.

(7) Compile and provide technical data packages as required by the (CMC and MCRDAC), or as requested per MCO P5215.1.

(8) Provide technical assistance and coordination on specifications and procurement documents citing microfilm requirements for technical data.

(9) Participate in programs and projects concerning data storage, retrieval, and distribution as requested by the CG MCRDAC.

(10) Maintain a file of authorized satellite files with the Marine Corps and the data maintained in each. Ensure these files are provided updated data as it becomes available.

(11) Develop an appropriate directive implementing the requirements of this Manual. Identify and include in the directive records distribution instructions per MCO P5215.1. A copy of the directive shall be forwarded to the CG MCRDAC (PSE) upon its formal release.

c. The Commanding General, Marine Corps Logistics Base, Barstow. The CG MCLB, Barstow, shall establish and maintain an alternate technical data repository per this Manual. In support of this requirement the following shall be accomplished:

(1) Operate the MCATDR so it will be able to assume the minimum functional responsibilities of the MCTDR within 15 days notice.

(2) Maintain the MCATDR in an up-to-date condition.

(3) Notify the CG MCRDAC (PSE) of any problems in the exchange of data with the MCTDR.

(4) Reconcile data on hand that is maintained by the MCTDR on a biyearly basis to ensure both files are compatible.

(5) Maintain liaison with the MCTDR.

(6) Fund the repository operation, maintenance, personnel, and equipment required to meet the requirements set forth herein.

d. The Commanders of all Marine Corps activities which acquire technical data in support of Marine Corps materiel shall utilize the MCTDR to store and maintain technical data procured in support of Marine Corps materiel. The data covered by this requirement is only that which will be needed to support future procurements, cataloging actions, provisioning, configuration management, and maintenance/rework.

e. Users of Technical Data. Marine Corps personnel requiring technical data stored at the MCTDR shall follow the procedures in chapter 6 of this Manual.

f. Marine Corps activities which require satellite files of technical data or remote data terminals to access EDMICS shall provide justification for the same, in writing, to the CG MCRDAC (PSE).

(1) Within 60 days of the CG MCRDAC (PSE) approval to maintain a satellite file, the controlling activity shall forward a list of the data on hand to the MCTDR. This list shall indicate the numbers, revisions, dates; etc., of the data. The MCTDR will reconcile this data with that in the repository, and provide the satellite files with copies of all updated data.

(2) Those activities authorized to maintain satellite files shall reconcile their data with that maintained by the MCTDR on a semiannual basis. More frequent reconciliations may be done at the discretion of the controlling activity.

ENGINEERING DATA PROGRAM MANUAL

CHAPTER 5

FORMAT AND NUMBERING OF ENGINEERING DRAWINGS PROCURED OR  
DEVELOPED FOR THE MARINE CORPS

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# ENGINEERING DATA PROGRAM MANUAL

## CHAPTER 5

### FORMAT AND NUMBERING OF ENGINEERING DRAWINGS PROCURED OR DEVELOPED FOR THE MARINE CORPS

5000. PURPOSE. To provide procedures for the format and assignment of document identification and Contractor and Government Entity (CAGE) Codes numbers to drawings prepared by or for the Marine Corps.

5001. BACKGROUND. DoD-D-1000 and MIL-T-31000 require procurement documents for engineering drawings to specify whether Government or contractor CAGE and document identification numbers are to be placed in the title block of the drawings and whether Government drawing formats are to be used.

#### 5002. POLICY

a. Whenever engineering drawings are procured or developed for the Marine Corps, the procurement document(s) shall require identifying numbers to be assigned per the following:

(1) Marine Corps numbers shall be required whenever the Marine Corps is responsible for the design of the equipment depicted and the original master drawings are being procured.

(2) Marine Corps document identification numbers should be used when the original master drawings are being procured.

(3) Contractor numbers should be used whenever the engineering drawing package depicts a privately developed item for which the Marine Corps is not obtaining unlimited rights.

(4) Control drawings which depict vendor developed items shall use the same numbering sequence as the overall drawing package.

b. The Marine Corps Engineering Drawing Numbering System shall be as follows:

(1) The document identification number shall consist of ten characters. The characters are assigned per the following procedures:

(a) The first two characters are digits which indicate the calendar year during which the numbers for the basic equipment were issued. For example, if the block of numbers was issued in 1985 the first two characters of the document identification number would be "85" (i.e., 85XXXXXXXX).

(b) The next three characters are digits which are consecutively assigned by the Marine Corps Logistics Base (MCLB), Albany. These digits shall be used as an internal accounting system to distinguish between the blocks of numbers assigned to the various programs. For example, the first block of numbers assigned in 1985 would be 85001xxxxx. The next block of numbers would be 85002xxxxx, and so on to 85999xxxxx for the 999th block of numbers assigned in 1985.

(c) The last five characters are alphanumerics to be used by the preparer of the engineering drawing package to designate top assembly, subassembly, and piece part drawings.

1 The top drawing for the equipment should be assigned document identification number XXXXXA0000.

2 Piece Part drawings which fall directly below the top drawing should be assigned document identification numbers XXXXXA000I through XXXXXA0999.

3 The first tier of assembly drawings which fall below the top drawing should be assigned numbers XXXXXA1000 through XXXXXA9000. If more numbers are required, the alpha character in the sixth position should be changed to the next consecutive letter (i.e., after XXXXXA9000 the next drawing would be XXXXXB1000).

4 The next lower tier of drawings should be assigned numbers XXXXXXX100 through XXXXXXX900). The "X" in the 6th and 7th position represents the number assigned in paragraph 5002b(1)(c)3, preceding.

5 This numbering sequence should be followed as much as possible through the drawing package.

6 If more than 9,999 drawing numbers are required for a single drawing package, the alpha character in the 6th position should be changed to the next consecutive letter (i.e., after XX001A9999 the next drawing would be assigned a number in the XX001B0000 series).

(2) The CAGE number used on the engineering drawings utilizing the format as prescribed by this Manual shall be 01365.

(3) Associated lists (parts lists, data lists, and index lists) shall be identified per paragraph 406.8 of DoD-STD-100.

(4) A CAGE and document identification number, once assigned to a drawing, should only be changed under the following conditions:

(a) A change to the drawing which affects the form, fit, or function of the part depicted thereon shall be cause for a change in the document identification number. See paragraph 406.13 of DoD-STD-100.

(b) An additional CAGE shall be added to the drawing when design responsibility for the drawing is transferred. See paragraph 406.9 of DoD-STD-100.

c. Whenever engineering drawings are procured or developed for the Marine Corps, the procurement document(s) shall require the drawing format to adhere to the policy contained in this Manual.

(1) If Marine Corps document identification numbers are used, the drawing format shall be as follows:

(a) Overall drawing size and format shall be per ANSI Y14.1-1980.

(b) Supplementary blocks which exhibit dimensioning and tolerance notes, the contract number, material, and the part or identifying numbers of the next higher assembly and end item assembly (Used On), etc., shall be included on the drawing as illustrated in figure 5-1 of ANSI Y14.1-1980.

(c) Title blocks shall be per paragraph 8 of ANSI Y14.1-1980, and contain the information detailed in figure 5-1.

(2) If contractor numbers are used on the drawings, format shall be per the contractors internal drafting practice so long as the information required by ANSI Y14.1-1980 is provided.

#### 5003. RESPONSIBILITIES

a. The Commanding General, Marine Corps Logistics Base (Code 850), Albany, shall:

(1) Establish an office to issue, as required, Marine Corps drawing numbers per this Manual.

(2) Ensure the correct CAGE is provided with each set of drawing numbers issued. CAGE are assigned per paragraph 5002b( 2), preceding.

(3) Provide guidance to Marine Corps activities and contractors concerning the use of Marine Corps drawing numbers.

(4) Maintain a permanent record of all Marine Corps drawing numbers issued. This record shall identify the block of numbers assigned, the contract the numbers were assigned to, and the name and phone number of the person requesting the numbers.

b. Other Marine Corps Activities. Originators of documents requiring the procurement of engineering drawings shall require the use of drawing numbers per the criteria of paragraph 5002a, preceding. Contractors shall be directed to contact the MCLB (Code 850), Albany, in writing for assignment of drawing numbers.

c. Commanding General, Marine Corps Research, Development, and Acquisition Command (PSE). The CG MCRDAC (PSE) shall maintain policy control over the subject.

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|   |         |  |                       |      |  |  |  |  |
|---|---------|--|-----------------------|------|--|--|--|--|
|   |         | DO NOT RESE DRAWING<br>FOR INTERPRETATION OF<br>DRAWING SEE STD-100 APPLIC<br>REMOVE MARKS AND BREAK<br>MARR EDGES<br>UNLESS OTHERWISE SPECIFIED<br>DIMENSIONS ARE IN INCHES<br>ONE PLACE ±<br>TWO PLACES (.XX) ±<br>THREE PLACES (.XXX) ±<br>ANGLES ± | DR 1                  | DATE | DEPARTMENT OF THE NAVY<br>UNITED STATES MARINE CORPS |  |  |  |
|   |         |  | CHK 2                 |      |  |  |  |  |
|   |         |  | CON 3                 |      | SIZE    CAGEC    DWG NO.    REV.                     |  |  |  |
| 8   | 9       |  | APPR 4                |      |  |  |  |  |
| NEXT ASSY   | USED ON | CONTR NO   | 5                     |      |  |  |  |  |
| APPLICATION   |         |  | GOV ACTIVITY APPROVAL | 6    |  |  |  |  |
| FOR INTERPRETATION OF DIMENSIONS AND TOLERANCES SEE ANS Y 14.50 |         | MATERIAL   | APPROVED              | 7    |  |  |  |  |

Block 1: Initials of draftsman and date.

Block 2: Initials of checker and date.

Block 3: Signature of contractor's representative approving the drawing for release.

Block 4: Signature of contractor's representative approving the drawing for release.

Block 5: The preparing contractor's name, address, CAGE code, and the number of the contract for which the drawing was prepared. If the drawing is delivered under a contract other than the one under which it was prepared, the second contract number shall be placed above block 1.

Block 6: Signature of the Government representative responsible for the design and engineering of the hardware depicted on the drawing.

Block 7: Signature of the Government representative responsible for reviewing the drawing.

Block 8: The drawing number of each immediate Next Higher Assembly.

Block 9: The drawing number of the end item.

Figure 5-1. Sample Title Block for Marine Corps Drawings.

# ENGINEERING DATA PROGRAM MANUAL

## CHAPTER 6

### PROCEDURES FOR REQUISITIONING ENGINEERING DRAWINGS AND ASSOCIATED DATA

6000. PURPOSE. To prescribe procedures for Marine Corps personnel to obtain engineering drawings and associated data required for technical review, maintenance, cataloging and/or other functions requiring technical data.

#### 6001. INFORMATION

1. Chapter 4 established the Marine Corps Technical Data Repository (MCTDR) at the MCLB (Code 850), Albany. The MCTDR has the responsibility to receive, store, maintain, and distribute engineering data for the Marine Corps. If you have a remote terminal system, contact MCLB (Code 850), Albany for instructions to requisition drawings.

2. Proper submission of requests for drawings is essential to the timely distribution and receipt of the drawings.

#### 6002. RESPONSIBILITIES

1. All Marine Corps Activities. All Marine Corps activities shall utilize the MCTDR to obtain copies of engineering drawings and associated data. If the requested drawing(s) are deliverables under an active contract for Marine Corps materiel, the MCTDR shall contact CG MCRDAC to obtain status of the drawings. Request for drawings and associated data shall be submitted in the following manner:

a. Emergency and urgent requests may be submitted by telephone or message. Such requests shall be submitted as follows:

Telephone: AUTOVON 567-6423/6424  
Commercial (912) 439-6423/6424

Message: CG MCLB Albany GA 31704-5000

For: Code 850

Message requests shall provide the same information that is required on NAVMC 10683 (Rev. 2-86). Telephonic requests shall be followed up by NAVMC 10683 (Rev. 2-86).

b. Urgent requests may, and routine requests shall be submitted using NAVMC 10683 (Rev. 2-86). The form shall be prepared as follows:

Preparation Instructions for NAVMC 10683 (Rev. 2-86)

| <u>Block</u> | <u>Title</u>               | <u>Entry</u>  |
|--------------|----------------------------|---|
| 1            | Requisition Number         | To be assigned by originator.   |
| 2            | Date of Form               | To be determined by originator.   |
| 3            | From                       | Self-explanatory.   |
| 4            | Point of Contact           | Self-explanatory.   |
| 5            | Priority                   | To be determined by originator. Use the appropriate alpha symbol, (E), (U), or (R) as described in paragraph 2 below.           |
| 6            | Need date                  | To be determined by originator.   |
| 7            | To                         | Fill in the following:<br><br>Commanding General, Marine Corps Logistics Base<br>Attn: Code 850,<br>Albany, GA 31704-5000       |
| 8            | Justification for E/U need | To be determined by originator.   |
| 9            | Special instructions       | Self-explanatory.   |
| 10           | Item No.                   | Enter a separate number for each drawing requested.   |
| 11           | Drawing No.                | Enter either the individual drawing requested or the top drawing if an entire assembly or system drawing package are requested. |

|    |                       |   |
|----|-----------------------|---|
| 12 | Specific revision     | Use only if a specific revision of a drawing is required. If this block is left blank, the MCTDR will supply the latest revision available.   |
| 13 | CAGE or Name          | Enter the appropriate 5-digit Contractor And Government Entity (CAGE) code, provided in Cataloging Handbook H4, for each drawing ordered. If the code is unknown, enter the contractor or Government activities name and address. If this block is left blank, the MCTDR may not be able to fill the order. |
| 14 | Subtier Drawings      | Check this block if drawings, which are a subtier to the ones ordered, are required.  |
| 15 | Nomenclature or NSN   | Enter the nomenclature of the drawing ordered or NSN of the item depicted on the drawing.   |
| 16 | Copy Form             | Enter "A" if microfilm mounted in aperture cards is required. Enter "H" if hardcopy is desired.   |
| 17 | Qty                   | Enter the number of copies required.  |
| 18 | Remarks               | Enter any special instructions or information.  |
| 19 | Authorizing Signature | Self-explanatory.   |
| 20 | Date                  | Self-explanatory.   |
| 21 | Ship to               | Enter the name and official mailing address of the activity to whom the requested material is to be shipped. An individuals name or code should be cited.   |

The following blocks are for MCTDR use only.

|    |                       |   |
|----|-----------------------|---|
| 22 | Date received         | Enter the date the request is received.   |
| 23 | Dwgs on file/on order | Indicate whether the requested drawings are on file or must be ordered.   |
| 24 | Shipment made         | If some of the requested drawings are on file and others must be ordered, partial shipment should be made by the MCTDR. A copy of the original request shall be forwarded with the shipment. Fill in this block as appropriate. |
| 25 | Missing dwgs          | Use this block in conjunction with block 24.  |
| 26 | Name                  | Enter the name of the MCTDR person who handled the request.   |
| 27 | Signature             | This block shall contain the signature of the MCTDR person authorizing shipment of the requested data.  |
| 28 | Date                  | Date of the signature in block 27.  |

2. The Commanding General (Code 850), Marine Corps Logistics Base, Albany, GA shall ensure that the MCTDR fills request for engineering drawings within the following time frames:

- a. For drawings on file with MCTDR:
  - Emergency Requests (E): 24 hours
  - Urgent Requests (U): 72 hours
  - Routine Requests (R): 10 working days

- b. For drawings not on file with MCTDR:
  - Emergency Requests (E): 48 hours
  - Urgent Requests (U): 10 working days
  - Routine Requests (R): 30 working days

These time frames are based on the date and time the request for drawings is received by the MCTDR and do not include time required to transmit the drawing(s) to the requesting activity. If these time frames cannot be met, the requesting activity shall be notified immediately after this fact is realized by the MCTDR. If block 9 of NAVMC 10638A, the telephonic, or message request indicates that the requested drawings are needed regardless of their location, the MCTDR shall order the drawings from the cognizant manufacturer, Department of Defense service, or civilian agency. In this case the MCTDR may elect to have the drawings shipped directly to the requestor. Copies of these drawings should not be kept on file in the MCTDR unless the Marine Corps can be registered as a user of the document(s) and assured that the MCTDR will be kept up to date with all changes.

3. Copies of the requests for engineering drawings and associated data, together with related correspondence, shall be maintained on file per the following:

- a. Copies shall be retained by the MCTDR for a period of 2 years after the requisition has been filed or canceled. All copies shall be destroyed after that period of time.

- b. All other copies shall be destroyed within 1 year of receipt of the requested data