Attachment 4

DATA DELIVERY DESCRIPTION - NOTICE OF REVISION (NOR)

This Data Delivery Description (DDD) contains the content and preparation instructions for the data product resulting from the work task specified in the contract. This DDD is used in conjunction with an Engineering Change Proposal (ECP). A requirement for ECPs should be contractually imposed in conjunction with this DDD. This DDD may also be used with Specification Change Notices (SCNs). Where NORs are required for changes to paper specifications, a requirement for SCNs may be contractually imposed in conjunction with this DDD.

Requirements:

1. Reference documents. The applicable issue of any documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract.

2. Format and content. The NOR shall be prepared in contractor format. The NOR content shall be in accordance the contractor's processes and procedures, or as specified in the contract.

3. Distribution statement. The appropriate distribution statement shall be affixed to the NOR in accordance with the requirements of the contract.

4. Date. Provide the submittal date of the NOR. Normally this date will be identical to the ECP submittal date.

5. DODAAC. Provide the DODAAC of the procuring activity.

6. Procuring Activity Number (PAN). Provide the PAN of the procuring activity, if known.

7. Originator name and address. Provide the name and address of the contractor submitting the proposed NOR (inclusion of submitting individual's name is optional).

8. CAGE code. Provide the CAGE code of the originator of the ECP.

9. NOR number. Unless the use of a Government assigned number is prescribed, the originator shall either assign a number or enter the document number and new revision letter as the NOR number. When the requirement in the contract identifies the NOR by ECP number, the originator shall attach a dash number (i.e., xxx-1).

10. CAGE Code. Provide the CAGE Code of the original design activity that appears on the document to which the revision applies. If the original design activity is not the current design activity, also enter the CAGE code of the current design activity.

11. Document number. Provide the number of the drawing, standard, specification, list or other document to be revised.

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12. Title of document. Provide the title of the document to which the NOR applies.

13. Revision letter. Show the existing revision of the document for which the NOR is prepared.

14. Outstanding NORs. Provide the NOR number of all approved unincorporated NORs for the affected document.

15. ECP number. Provide the number of the ECP describing the engineering change which necessitates the document revision covered by the NOR.

16. Configuration item (or system) to which ECP applies. Provide Government assigned system designation (if any); otherwise, enter the name and type designation of the Configuration Item to which the ECP applies.

17. Description of change. Describe the change in detail, giving the exact wording of sentences or paragraphs that are to be added, or that are to replace designated sentences or paragraphs of the current document. State the dimensions, tolerances and other quantitative requirements that are to replace current requirements. Attach a marked print when necessary to clearly explain the desired revision. Use a "From - To" format in the description of the change.