

**TYPE DESIGNATION AUTOMATED SYSTEM  
WEB CLIENT USER'S GUIDE  
VERSION 2.1**

**for the**

**DOD CALS IDE PROJECT**

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Submitted by  
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Non-CDRL



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## 1.0 INTRODUCTION

The Type Designation Automated System (TDAS) offers four levels of "read-and-write" access and action, and one level of "read-only" access. System Administrators for each site using TDAS are responsible for the assignment and control of user IDs, passwords, and so on.

“Read-and-write” access to TDAS is available to Department of Defense (DoD) Control Points, Government Agencies, Department Control Points, and Manufacturing Contractors. “Read-only” access is available to Administrative Contractors

Users will have available only those commands appropriate to their respective levels of access. In the TDAS Web Client, the FILE menu contains only two commands, regardless of the user's specific level of access. These two commands are CHANGE PASSWORD and QUIT TDAS.

Each of these two commands functions in a relatively obvious manner. Use the CHANGE PASSWORD command to change your password. Use the QUIT TDAS command to exit the TDAS Web Client.

The TDAS Web Client software embodies the relevant capabilities and functions of the stand-alone version of the TDAS. However, some of the functions accomplished by menu commands in the stand-alone version are performed in the Web Client by means of drop-down selection boxes and other features built directly into the TDAS Web Client interface.

We present five command matrices, one for each of the five levels of user access. In each matrix are listed the commands that are available to that particular level of access.

The remainder of this Guide provides TDAS user descriptions, form-completion requirements, and other information.

## 2.0 DOD CONTROL POINT COMMANDS AND FUNCTIONAL DESCRIPTION

A DoD Control Point is officially responsible for the assignment of type designations. DoD Control Points have the highest level of access to TDAS information.

DoD Control Point offices are responsible for the assignment of type designations within the TDAS system at Communications and Electronics Command (CECOM). DoD control points use the TDAS system locally to formally accept or reject type-designation actions received from the department control points.

**Table 2.0-1 DoD Control Point Commands**

<b>File</b>	<b>Actions</b>	<b>Reports</b>	<b>Help</b>
<ul style="list-style-type: none"> <li>• Change Password</li> <li>• Quit TDAS</li> </ul>	<ul style="list-style-type: none"> <li>• Process Package</li> <li>• Process Submittal</li> <li>• Prepare New Package</li> <li>• Prepare New Form</li> <li>• Modify a Returned or Unfinished Form</li> <li>• View Form</li> <li>• Reserve Nomenclature</li> <li>• Add Paper Form (Legacy)</li> <li>• Delete Form From Database</li> </ul>	<ul style="list-style-type: none"> <li>• View All Submittals</li> <li>• View Pending Submittals</li> <li>• View Approved Submittals</li> <li>• Completed Non-Army DD61s</li> <li>• Completed Army DD61s</li> <li>• Statistics Overall</li> <li>• Statistics by Technician</li> <li>• Statistics by Proponent</li> <li>• Statistics by Proponent and Action</li> <li>• Duplicate Design activity part numbers</li> <li>• Duplicate Manufacturer part numbers</li> <li>• Duplicate Contractor part numbers</li> </ul>	<ul style="list-style-type: none"> <li>• About TDAS</li> <li>• TDAS Help</li> <li>• MIL-STD-196E</li> </ul>

Primary procedures that will be performed by a TDAS user at the DoD Control Point level of access include:

- Prepare a package.
  - Do not allow a contractor to input an "unrelated DD Form 61" as part of a package, because if the unrelated DD Form 61 is rejected, the entire package will be rejected.
  - Submit the unrelated DD Form 61 separately.
- Prepare a single assignment request.
- Request revision to a single existing type designation.
- Request a cancellation to a single existing type designation.
- Modify a returned or unfinished submittal.
- Retrieve (View) DD Form 61.
- Process a submittal.

- Process a package.
- Reserve Nomenclature.
- Add a paper form (legacy).
- Associate images with form.
- Delete a DD Form 61 from the TDAS database.
- View all submittals.
- View pending submittals.
- View approved submittals.
- Generate reports, including:
  - Completed non-Army DD Form 61's.
  - Completed Army DD Form 61's.
  - Statistics overall.
  - Statistics by technician.
  - Statistics by proponent.
  - Statistics by proponent and action.
  - Duplicate design activity parts.
  - Duplicate manufacturer parts.
  - Duplicate contractor parts.

### 3.0 GOVERNMENT AGENCY COMMANDS AND FUNCTIONAL DESCRIPTION

Government Agencies use the TDAS system in a manner analogous to that of Department Control Points. A Government Agency typically receives the completed DD Form 61(s) from the Department Control Point, and uses the TDAS to ensure that the forms have been completed properly before forwarding the forms to the DoD Control Point.

**Table 3.0-1 Government Agency Commands**

<b>File</b>	<b>Actions</b>	<b>Reports</b>	<b>Help</b>
Change Password	<ul style="list-style-type: none"> <li>• Process Package</li> <li>• Process Submittal</li> </ul>	<ul style="list-style-type: none"> <li>• View All Submittals</li> <li>• View Pending Submittals</li> </ul>	<ul style="list-style-type: none"> <li>• About TDAS</li> </ul>
Quit TDAS	<ul style="list-style-type: none"> <li>• Prepare New Package</li> <li>• Prepare New Form</li> <li>• Modify a Returned/Unfinished Form</li> <li>• View Form</li> <li>• Notify Originator</li> </ul>	<ul style="list-style-type: none"> <li>• View Approved Submittals</li> <li>• View Returned Submittals</li> <li>• Duplicate Design activity part numbers</li> <li>• Duplicate Manufacturer part numbers</li> <li>• Duplicate Contractor part numbers</li> </ul>	<ul style="list-style-type: none"> <li>• TDAS Help</li> <li>• MIL-STD-196E</li> </ul>

Primary procedures that will be performed by a TDAS user at the Government Agency level of access include:

- Prepare a package.
  - Do not allow a contractor to input an "unrelated DD Form 61" as part of a package, because if the unrelated DD Form 61 is rejected, the entire package will be rejected.
  - Submit the unrelated DD Form 61 separately.
- Prepare a simple assignment request.
- Request revision to a single existing type designation.
- Request a cancellation to a single existing type designation.
- Modify and resubmit a submittal returned by a DoD control point.
- Retrieve DD Form 61.
- Process a submittal.
- Process a package.
- Notify an originator of a completed form or package.
- View all submittals.
- View pending submittals.
- View approved submittals.
- View returned submittals.
- Generate reports, including:
  - Duplicate design activity parts.
  - Duplicate manufacturer parts.
  - Duplicate contractor parts.

#### 4.0 DEPARTMENT CONTROL POINT COMMANDS AND FUNCTIONAL DESCRIPTION

A Department Control Point (also called a “program office” or a “program manager”) has responsibility for pre-approving the correctness and completeness of information in the DD Form 61s it receives from manufacturing contractors.

These are the official control points within the military departments authorized to obtain joint electronic type designations from the DOD Control Point. Department control points use the TDAS system externally, to pre-approve or to reject a type-designation action that has been received from a manufacturing contractor.

**Table 4.0-1 Department Control Point Commands**

<b>File</b>	<b>Actions</b>	<b>Reports</b>	<b>Help</b>
<ul style="list-style-type: none"> <li>• Change Password</li> <li>• Quit TDAS</li> </ul>	<ul style="list-style-type: none"> <li>• Process Package</li> <li>• Process Submittal</li> <li>• Prepare New Package</li> <li>• Prepare New Form</li> <li>• Modify a Returned/Unfinished Form</li> <li>• View Form</li> <li>• Notify Originator</li> </ul>	<ul style="list-style-type: none"> <li>• View All Submittals</li> <li>• View Pending Submittals</li> <li>• View Approved Submittals</li> <li>• View Returned Submittals</li> <li>• Duplicate Design activity part numbers</li> <li>• Duplicate Manufacturer part numbers</li> <li>• Duplicate Contractor part numbers</li> </ul>	<ul style="list-style-type: none"> <li>• About TDAS</li> <li>• TDAS Help</li> <li>• MIL-STD-196E</li> </ul>

Primary procedures that will be performed by a TDAS user at the Department Control Point level of access include:

- Prepare a package.
  - Do not allow a contractor to input an "unrelated DD Form 61" as part of a package, because if the unrelated DD Form 61 is rejected, the entire package will be rejected.
  - Submit the unrelated DD Form 61 separately.
- Prepare a single assignment request.
- Request revision to a single existing type designation.
- Request a cancellation to a single existing type designation.
- Modify and resubmit a submittal returned by a DoD control point.
- Retrieve DD Form 61.
- Process a submittal.
- Process a package.
- Notify originator of a completed form or package.
- View all submittals.
- View pending submittals.
- View approved submittals.

- View returned submittals.
- Generate reports, including:
  - Statistics overall.
  - Statistics by technician.
  - Statistics by proponent.
  - Statistics by proponent and action.
  - Duplicate design activity parts.
  - Duplicate manufacturer parts.
  - Duplicate contractor parts.

## 5.0 MANUFACTURING CONTRACTOR COMMANDS

A Manufacturing Contractor actually manufactures the particular item or system that is being processed for type designation and nomenclature. Manufacturing contractors fill out DD Form 61s and submit them to department control points.

**Table 5.0-1 Manufacturing Contractor Commands**

<b>File</b>	<b>Actions</b>	<b>Reports</b>	<b>Help</b>
<ul style="list-style-type: none"> <li>• Change Password</li> <li>• Quit TDAS</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare New Package</li> <li>• Prepare New Form</li> <li>• Modify a Returned/Unfinished Form</li> <li>• View Form</li> </ul>	<ul style="list-style-type: none"> <li>• View All Submittals</li> <li>• View Pending Submittals</li> <li>• View Approved Submittals</li> <li>• View Returned Submittals</li> </ul>	<ul style="list-style-type: none"> <li>• About TDAS</li> <li>• TDAS Help</li> <li>• MIL-STD-196E</li> </ul>

Primary procedures that will be performed by a TDAS user at the Manufacturing Contractor level of access are listed below. Note that manufacturing contractors will be able to access only those items they have originated. One manufacturing contractor cannot view another manufacturing contractor's submittals.

- Prepare a package.
  - Contractors should not input an "unrelated DD Form 61" as part of a package, because if the unrelated DD Form 61 is rejected, the entire package will be rejected.
  - Submit the unrelated DD Form 61 separately.
- Prepare a single assignment request.
- Request revision to a single existing type designation.
- Request a cancellation to a single existing type designation.
- Modify and resubmit a returned submittal.
- Retrieve a DD Form 61.
- View all submittals.
- View pending submittals.
- View approved submittals.
- View returned submittals

## 6.0 ADMINISTRATIVE CONTRACTOR COMMANDS

An Administrative Contractor gathers TDAS information (through "read-only" access) for government agencies.

**No creation, modification, or deletion of TDAS information is possible for administrative contractors.**

**Table 6.0-1 Administrative Contractor Commands**

<b>File</b>	<b>Actions</b>	<b>Reports</b>	<b>Help</b>
<ul style="list-style-type: none"><li>• Change Password</li><li>• Quit TDAS</li></ul>	<ul style="list-style-type: none"><li>• View Form</li></ul>	<ul style="list-style-type: none"><li>• View All Submittals</li><li>• Duplicate Design activity part numbers</li><li>• Duplicate Manufacturer part numbers</li><li>• Duplicate Contractor part numbers</li></ul>	<ul style="list-style-type: none"><li>• About TDAS</li><li>• TDAS Help</li><li>• MIL-STD-196E</li></ul>

Administrative contractors can perform "read-only" access of TDAS information. The possible forms of access are:

- Retrieve a DD Form 61 for viewing.
- View all submittals.
- Duplicate design activity parts.
- Duplicate manufacturer parts.
- Duplicate contractor parts.

## **7.0 TDAS TROUBLE REPORTS**

TDAS problem reports and software-change requests are to be sent to your DoD Control Point.

## 8.0 TDAS WEB CLIENT DD FORM 61

Figures 8.0-1 through Figure 8.0-8 present the TDAS Web Client DD Form 61 as it might appear to the user. The basic form-completion requirements are presented in the next section.

---

### REQUEST FOR NOMENCLATURE

*Please do not close this form by closing your web browser.  
Make a selection at the bottom of this form, then click the 'Continue' button.*

---

**General Comments by Initiator, GA, DCP, and/or DODCP:**

---

#### 1. ORIGINATOR AND ADDRESS

Name: ANDY FRANKS  
Phone: (304) 367-1699  
Agency: MANTECH INTERNATIONAL  
Attn:  
Street: 1000 TECHNOLOGY DR., STE. 3310  
City, State, ZIP: FAIRMONT, WV 26554

---

#### 2a. THRU OR VIA (Government Agency)

Name (Agency): ANDY FRANKS (MANTECH INTERNATIONAL)

---

#### 2b. THRU OR VIA (Department Control Point)

Name (Agency): ANDY FRANKS (MANTECH INTERNATIONAL)

---

#### 3. TO (Department of Defense Control Point)

Name (Agency): ANDY FRANKS (MANTECH INTERNATIONAL)

**Figure 8.0-1 DD Form 61, Blocks 1 to 3**

The appearance of the TDAS Web Client may vary from these figures because the user's computer can be configured with any one of many color-schemes and resolution settings, and because the Web Client window can be resized to suit the user. However, the appearance of the Web Client will not affect its functionality.

<b>4. DATE OF REQUEST</b>	<b>5. DESCRIPTION PER DP NO.</b>	<b>6. SOURCE REQUEST NO.</b>
06/10/1998		MASI-1998-9989-001-001

  

<b>7. SECURITY CLASS OF EQUIP.</b>	<b>8. FEDERAL SUPPLY CLASS</b>	<b>10. ACTION</b>
<input checked="" type="radio"/> Unclassified <input type="radio"/> Confidential <input type="radio"/> Secret <input type="radio"/> CCI	<input type="text"/>	<input checked="" type="radio"/> Assignment (Simple Assignment) <input type="radio"/> Assignment (Assignment Modification) <input type="radio"/> Assignment (Basic Variable Configuration) <input type="radio"/> Assignment (Actual Configuration) <input type="radio"/> Revision <input type="radio"/> Cancellation
	<b>9. NIIN</b>	
	<input type="text"/>	

  

<b>11. FOR REVISIONS NOTE CHANGE IN</b>	<b>12. TYPE OF NOMENCLATURE REQUESTED</b>
<input type="checkbox"/> Item Name <input type="checkbox"/> Type Designation <input type="checkbox"/> Technical Data <input type="checkbox"/> Security Class of Equip <input type="checkbox"/> Security Class of Tech Data	<input checked="" type="radio"/> Experimental or Development <input type="radio"/> Preproduction or Production

Figure 8.0-2 DD Form 61, Blocks 4 to 12

---

**13. RECOMMENDED NOMENCLATURE**

Item Name:

Type Designation:

---

**14. TECHNICAL DATA**

**14-1. Federal Catalog Item Name**

**14-2. Technical Characteristics**


**14-3. Operating Power Requirements**


**14-4. Overall Dimensions and Weight**

**Additional Information**

Height	<input type="text"/>	Depth	<input type="text"/>
Width	<input type="text"/>	Weight	<input type="text"/>


**14-5. Mounting Data**


**Figure 8.0-3 DD Form 61, Blocks 13 to 14-5**

**14-6. Material**

--

**14-7. Complement Data**

Qty	Item Name	CAG	Part No.	Drawing No.	Type Designa

**14-8. Special Features**

--

**14-9. Design Activity Data**

A. Name of Activity

B. Address

C. CAGE Code

D. Part Number

E. Drawing Number

F. Model Number

**Figure 8.0-4 DD Form 61, Blocks 14-6 to 14-9**

**14-10. Manufacturer's Data**

A. Name of Manufacturer

B. Address

C. CAGE Code

D. Part Number

E. Drawing Number

F. Model Number

**14-11. Contractor's Data**

A. Name of Contractor

B. Address

C. CAGE Code

D. Part Number

E. Drawing Number

F. Model Number

**14-12. Type of Installation**

**Figure 8.0-5 DD Form 61, Blocks 14-10 to 14-12**

**15. FUNCTIONAL DESCRIPTION**

--

**16. CONTRACT OR ORDER NO.**

**17. GOV'T DRAWING NO.**

**18. GOV'T SPECIFICATION NO.**

**19. DATE ACTION TAKEN TO**

*No action taken*

06/30/1998

**20. PROJECT GROUP**

**21. EQUIPMENT OF WHICH THIS IS A PART**

***(IMPORTANT NOTE: Enter a list of items separated by commas.)***

--

**22. EQUIPMENT WITH WHICH THIS ITEM IS USED**

***(IMPORTANT NOTE: Enter a list of items separated by commas.)***

--

Figure 8.0-6 DD Form 61, Blocks 15 to 22

**23. INITIATOR REQUESTING SUFFIX LETTER ASSIGNMENT OR NEW ASSIGNMENT WILL MARK APPROPRIATE BLOCK. COMPLETE DETAILS CONCERNING SIMILARITIES, DIFFERENCES, AND INTERCHANGEABILITY WILL BE STATED IN "OTHER PERTINENT INFORMATION" BLOCK BELOW.**

Two way interchangeable, except by maintenance parts, with (List equipments)

Two way interchangeable, including maintenance parts, with (List equipments)

One way interchangeable with (List equipments)

Similar to (List equipments)

But not...  Electrically  Mechanically  Functionally

*(Select appropriate block or blocks and specify differences.)*

---

**24. OTHER PERTINENT INFORMATION (List any additional information not covered by the above questions concerning function, application, purpose, relationship or similarity to other equipment, reason for revision, substitutability of or by other equipment, description of the design change, etc., which would aid in the assignment of nomenclature to this request.)**

---

**Figure 8.0-7 DD Form 61, Blocks 23 to 24**

**25. INITIATED BY**

Name: ANDY FRANKS  
Title: DOD CONTROL POINT  
Telephone Extension: 159

**26. SIGNATURE:** *ANDY\_DODCP*

---

**27. AUTHORIZED NOMENCLATURE**

Item Name:

Type

Designation:

---

**28. AUTHORIZED BY**

Name: ANDY FRANKS  
Title: DOD CONTROL POINT  
Telephone Extension: 159

**29. SIGNATURE** *ANDY\_DODCP*

---

<p><b>Selection:</b></p> <p><input type="radio"/> Save &amp; Submit</p> <p><input type="radio"/> Save &amp; Do Not Submit</p> <p><input type="radio"/> Load Data From Database</p> <p><input type="radio"/> Cancel</p>	<input type="button" value="Continue"/>
--	---

---

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**Figure 8.0-8 DD Form 61, Blocks 25 to 29**

## 9.0 TDAS FORM REQUIRED FIELDS

The TDAS software automatically imposes form-completion requirements specific to each particular action or task being performed by a particular type of user. However, all users must follow these guidelines:

- The user must complete at least the name and agency fields in the “ORIGINATOR AND ADDRESS” Block (Block #1).
- The user must complete at least the name and agency fields in the “thru or via” Block (Block #2a and/or Block 2b).
- The user must complete at least the name and agency fields in the “to” Block (Block #3).
- Manufacturing Contractors must leave blank Block #9, "NIIN."
- The user must complete Block #12.
- The user must complete the “Item Name” field in Block #13.
- The user must complete the “Type Designation” field in Block #13.  
PLEASE NOTE that this field may not contain any spaces.
- If the “type of nomenclature requested” selection entered in Block #12 is “Experimental or Development,” the “Type Designation” field in Block #13 must contain <> parentheses.
- If the “type of nomenclature requested” selection entered in Block #12 is “Preproduction or Production,” the “Type Designation” field in Block #13 may optionally contain <> parentheses.
- The user will get a warning if the Item Name and Type Designation already exist in the database. However, the user can continue to add the form to the database if the user is performing a revision or a cancellation, or if the user is assigning a reserved nomenclature.
- An “action” must be selected in Block #10. There are three kinds of actions the user may select:
  - Assignment.
  - Revision.
  - Cancellation.

### 9.1 Assignment

An assignment can be one of four types: "simple assignment," "assignment modification," "basic variable configuration," or "actual configuration."

### 9.1.1 Simple Assignment

If “simple assignment” is selected, a DD Form 61 must be completed in conformance with the basic information requirements per the following:

- The user must select a “SECURITY CLASS OF EQUIPMENT” in Block #7.
- Manufacturing Contractors must leave blank Block #9, "NIIN."
- The user must select “type of nomenclature requested” in Block #12.
- Nothing should be selected in the Block #11 field, “FOR REVISIONS NOTE CHANGE IN.”
- The user must complete the “Technical Characteristics” field in Block #14-2.
- The user must complete the “Operating Power Requirements” field in Block #14-3.
- The user must complete the “Height,” “Width,” “Depth,” and “Weight” Blocks #14-4.
- If the Type of Nomenclature Requested field in Block #12 is “Preproduction or Production,” then the user must complete at least one of these:
  - The “Design Activity Data” Block #14-9 C and (D, E, or F).
  - The “Manufacturer’s Data” Block #14-10 C and (D, E, or F).
  - The “Contractor’s Data” Block #14-11 C and (D, E, or F).
  - The user must complete the “FUNCTIONAL DESCRIPTION” Block #15.
- If the “TYPE OF NOMENCLATURE REQUESTED” field in Block #12 is “preproduction or production,” you must complete at least one of the following:
  - Block #16, “contract or order no.”
  - Block #17, “gov’t drawing no.”
  - Block #18, “gov’t specification no.”

### 9.1.2 Assignment Modification

If “assignment modification” is selected, a DD Form 61 must be completed in conformance with both the basic information requirements and additional information requirements automatically imposed by the TDAS software per the following:

- The user must select a “SECURITY CLASS OF EQUIPMENT” in Block #7.
- Manufacturing Contractors must leave blank Block #9, "NIIN."
- The user must select “type of nomenclature requested” in Block #12.
- Nothing should be selected in the Block #11 field, “FOR REVISIONS NOTE CHANGE IN.”
- The user must complete the “Technical Characteristics” field in Block #14-2.
- The user must complete the “Operating Power Requirements” field in Block #14-3.
- The user must complete the “Height,” “Width,” “Depth,” and “Weight” Blocks #14-4.
- If the Type of Nomenclature Requested field in Block #12 is Preproduction or Production, then the user must complete at least one of these:
  - The “Design Activity Data” Block #14-9, C and (D, E, or F).
  - The “Manufacturer’s Data” Block #14-10, C and (D, E, or F).
  - The “Contractor’s Data” Block #14-11, C and (D, E, or F).

- The user must complete the “FUNCTIONAL DESCRIPTION” Block #15.
- **ADDITIONAL COMPLETION REQUIREMENT:** If the user selects “Assignment Modification,” the user must select one of the first three boxes in the “initiator requesting suffix letter...” field, Block #23.

### 9.1.3 Basic Variable Configuration

If you choose “basic variable configuration,” you will have to fill out the DD Form 61 in conformance with both the basic information requirements and additional information requirements automatically imposed by the TDAS software per the following:

- AT LEAST ONE of the values the user enters for “quantity” in the “complement data” field in Block #14-7 MUST BE a range; that is to say, it MUST CONTAIN a “-“.
- The user must select a “security class of equipment” in Block #7.
- The user must select “type of nomenclature requested” in Block #12.
- Nothing should be selected in the Block #11 field, “for revisions note change in.”
- The user must complete the “Technical Characteristics” field in Block #14-2.
- The user must complete the “Operating Power Requirements” field in Block #14-3.
- The user must complete the “Height,” “Width,” “Depth,” and “Weight” Blocks #14-4.
- If the Type of Nomenclature Requested field in Block #12 is "Preproduction or Production," then the user must complete at least one of these:
  - The “Design Activity Data” Block #14-9, C and (D, E, or F).
  - The “Manufacturer’s Data” Block #14-10, C and (D, E, or F).
  - The “Contractor’s Data” Block #14-11, C and (D, E, or F).
- The user must complete the “FUNCTIONAL DESCRIPTION” Block #15.
- **ADDITIONAL COMPLETION REQUIREMENTS:** If the user selects “Basic Variable Configuration,” the user must leave blank both the “Federal Supply Class” field in Block #8 and the “NIIN” field in Block #9. Manufacturing Contractors must leave these blocks blank in any case.

### 9.1.4 Actual Configuration

If “actual configuration” is selected, a DD Form 61 must be completed in conformance with both the basic information-requirements and additional information-requirements automatically imposed by the TDAS software per the following:

- The user must select a “SECURITY CLASS OF EQUIPMENT” in Block #7.
- Manufacturing Contractors must leave blank Block #8, "Federal Supply Class," and Block #9, "NIIN."
- The user must select “type of nomenclature requested” in Block #12.
- Nothing should be selected in the Block #11 field, “FOR REVISIONS NOTE CHANGE IN.”
- The user must complete the “Technical Characteristics” field in Block #14-2.

- The user must complete the “Operating Power Requirements” field in Block #14-3.
- The user must complete the “Height,” “Width,” “Depth,” and “Weight” Blocks #14-4.
- If the Type of Nomenclature Requested field in Block #12 is “Preproduction or Production,” then the user must complete at least one of these:
  - The “Design Activity Data” Block #14-9, C and (D, E, or F).
  - The “Manufacturer’s Data” Block #14-10, C and (D, E, or F).
  - The “Contractor’s Data” Block #14-11, C and (D, E, or F).
- The user must complete the “FUNCTIONAL DESCRIPTION” Block #15.
- **ADDITIONAL COMPLETION REQUIREMENT:** If the user selects “actual configuration,” NONE of the values entered for “Quantity” in the “complement data” field in Block #14-7 may be a range; that is to say, NONE MAY CONTAIN a “-.”

## 9.2 Revision

If the action selected in Block #10 is “revision,” then:

- The user must select a “SECURITY CLASS OF EQUIP” in Block #7.
- Manufacturing Contractors must leave blank Block #8, "Federal Supply Class," and Block #9, "NIIN."
- The user must select a “type of nomenclature requested” in Block #12.
- If the Type of Nomenclature Requested field in Block #12 is "Preproduction or Production," then the user must complete at least one of these:
  - The “Design Activity Data” Block #14-9, C and (D, E, or F).
  - The “Manufacturer’s Data” Block #14-10, C and (D, E, or F).
  - The “Contractor’s Data” Block #14-11, C and (D, E, or F).

## 9.3 Cancellation

If the action selected in Block #10 is “cancellation,” then:

- Manufacturing Contractors must leave blank Block #8, "Federal Supply Class," and Block #9, "NIIN."
- The user must select nothing in the “for revisions note change” field in Block #11.
- The user must leave blank the “FUNCTIONAL DESCRIPTION” field in Block #15 AND the “initiator requesting suffix letter...” field in Block #23.
- The user must complete the “other pertinent information” field in Block #24.

## 10.0 REPORT QUERYING

Follow these guidelines for report querying:

- Any field that is left blank on the query form will act as a wildcard in the query.
- Query form fields that contain information that was entered by the user will be logically “AND”ed in the query.
- If a starting date is specified, but not an ending date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls AFTER the starting date.
- If an ending date is specified, but not a starting date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls BEFORE the ending date.
- If both a starting date and an ending date is specified, then the resulting set of submittals to be viewed will include only those forms where the date of request falls BETWEEN the starting date and the ending date.

<b>Thru or Via (Agency):</b>	Matches all submittals where the “thru/via” agency field contains the value entered in the query form.
<b>Source Request Number (SRN):</b>	Matches all records where the SRN starts with the value entered in the query form.
<b>Item Name:</b>	Matches all records where the item name contains the value you have entered in the query form.
<b>Type Designation:</b>	Matches all records where the type designation contains the value you have entered in the query form.
<b>CAGE Code:</b>	Matches all records where the design cage code exactly matches the value you have entered in the query form.
<b>Design Part Number:</b>	Matches all records where the design part number contains the value you have entered in the query form.
<b>Manufacturer’s Part Number:</b>	Matches all records where the manufacturer’s part number contains the value you have entered in the query form.
<b>Contractor’s Part Number:</b>	Matches all records where the contractor’s part number contains the value you have entered in the query form.
<b>Federal Supply Class (FSC):</b>	Matches all records where the FSC exactly matches the value you have entered in the query form.
<b>National Item Identification Number (NIIN):</b>	Matches all records where the NIIN exactly matches the value you have entered in the query form.

## **10.1 And**

If two elements in a query are logically ANDed, any returned result (e.g., a document or record) will contain both of the elements. For example, if a query is constructed in which the elements "blue" and "red" are ANDed, any returned result will contain BOTH the word "blue" and the word "red."

Any document or record containing only the word "blue," or only the word "red" would not be returned as a result of the "blue" AND "red" query.

When executing a query in TDAS, the software assumes that the user wants all of the query terms they have specified to be logically ANDed. TDAS logically ANDs all query terms.

## **10.2 Wildcard**

A "wildcard" element in a query simply means that any document or record containing ANY information (or no information at all) in that particular field will be returned as a result of the query.

## **11.0 PACKAGE**

A package is a set of related DD Form 61s that will be submitted together for type designation and nomenclature reservation.

Do not submit an unrelated DD Form 61 with a package. If the unrelated DD Form 61 is rejected, the entire package will be rejected.

Submit the unrelated DD Form 61 separately.

## **12.0 QUERY CONSTRAINTS**

A query constraint is nothing more than a way of limiting the records that the query will return. Querying a database without constraining the query is like asking for every book in a library. A well-chosen set of constraints lets the user say, in effect, “I want to see all of the American history textbooks published in Missouri between March 1, 1995, and March 30, 1995.”

For example: To see a list of DD Form 61s that had been submitted in the last quarter of 1996, use a start date of 09/30/96 and an end-date of 01/31/97. By using these constraints, the user would be certain to receive all of the DD Form 61s submitted during the last quarter of 1996.

If only the first constraint was used, the user would receive all of the DD Form 61s submitted during the period of 09/30/96 to the present. If 09/30/86 was inadvertently entered as the first constraint instead of 09/30/96, the user would receive all of the DD Form 61s submitted during the period of 09/30/86 to the present.

### 13.0 ALERTS, NOTICES, AND COMPLETIONS

The “Alerts, Notices, and Completions” screen provides information regarding pending DD Form 61 form actions from the Department Control Point. Figure 13.0-1 shows a portion of a typical Alerts, Notices, and Completions screen.

#### *Alerts, Notices, & Completions*

DATE	SRN	STATUS	ITEM NAME	TYPE DESIGNATION
05/28/1998	<a href="#">MASI-1998-0036-001-001</a>	Approved by DCP	GADGET 9876	LANDROVER
05/28/1998	<a href="#">MASI-1998-0049-001-001</a>	Approved by DCP	LAWN MOVER II	MOW1234

**Figure 13.0-1 Alerts, Notices, and Completions**

Press the “Refresh Alerts” button after processing pending DD Form 61 form(s), or to update the “Alerts, Notices, & Completions” list for incoming actions from the Department Control Point.

The DoD Control Point can access the electronic DD Form 61 form(s) for processing by clicking on the particular item in the “Alerts, Notices, & Completions” list box. Note that Department Control Points can automatically notify the originator of a form or package that the submittal has been formally accepted into TDAS. This is done by simply double-clicking on the alerts indicating that the form or package has been approved by the DoD Control Point.

Administrative Contractors will not see the “Alerts, Notices, and Completions” screen when starting the TDAS application.

## 14.0 PROCESSING A SUBMITTAL

Various types of users (e.g., DoD Control Points, Department Control Points) can use the commands available on the *ACTIONS* command menu of the electronic DD Form 61 for viewing data, creating data, and/or modifying data. Functions may be selected at the bottom of the DD Form 61, depending on the particular user/task scenario.

When a DoD Control Point, a Government Agency, or Department Control Point is reviewing a submitted form or package, the following functions are available:

- Accept
- Return
- View Image
- Cancel
- Reject

These choices are located just below Block 29 on the electronic DD Form 61.

**ACCEPT** When the user reviews the DD Form 61(s) and is confident that the information is correct, he or she may accept the data by selecting "Accept." This changes status of the form to denote that it has been accepted by either the Department Control Point or the DoD Control Point. When the DoD Control Point accepts the form or package, the acceptance triggers a notice to the Department Control Point on the "Alerts, Notices, and Completions Screen." The notice will indicate that the item has been accepted by the DoD Control Point.

**RETURN** The "Return" selection works in a similar fashion. A typical case for returning a form or package involves the DoD Control Point identifying some problem with the data and attaching some comments to the form. This event triggers a notice to the Department Control Point (on his or her "Alerts, Notices, and Completions" screen) that the particular item (SRN) has been returned.

**VIEW IMAGE** The "View Image" selection allows the user to load the corresponding Tagged Image File Format (TIFF) image associated with the particular SRN. If only one TIFF image file is associated with the form, the View Image button will not open the Select Image dialog box, but will instead simply open the TIFF image file.

When the user selects an image name and clicks the "View" button, the image will be displayed. The user can scroll up and down to view the entire image by using the vertical scroll bar located at the right-hand edge of the window.

**CANCEL** The "Cancel" selection simply closes this window and returns the user to the previous window.

**REJECT**

The “Reject” selection is used to completely reject a form that must, in the opinion of the rejecting authority, be recreated “from scratch” and resubmitted. Rejected forms are “closed out” in the TDAS database, ensuring an audit trail, but the records of the rejected forms are flagged to denote the fact that they have been rejected.

## **15.0 COMMAND REFERENCE**

The following pages present, in alphabetical order, all the commands available in the TDAS Web Client. Specific users will have access to the command set appropriate to the user's individual level of access.

### **15.1 About TDAS**

The About TDAS dialog box provides information about which version of TDAS is in use. To close the dialog box and return to the previous screen, click on the Return button.

### **15.2 Add Paper Form (Legacy)**

Use this command to add legacy data obtained from paper-based DD Form 61s to the database. The user will be required to select the file from which the data is to be extracted.

The "Add Paper Form" command is used by the DoD Control Point to enter and submit paper-based DD Form 61(s) that have been approved through the pre-TDAS, paper-based, type-designation process. This command is similar to the Prepare New Form command.

When adding a paper form, the rules for the preparation of new forms apply.

### **15.3 Associate Images with Form**

Use this command to associate graphics files with the current DD Form 61. The user will be required to specify an SRN and to select the image file to be associated with the form.

### **15.4 Completed Army DD Form 61s**

Use this command to begin closing out all Army DD Form 61s.

The "Completed Army DD Form 61s" command is used to view all DD Form 61s that have been approved by the DoD Control Point and that were routed through an Army Department Control Point.

If a starting date is specified, but not an ending date, then the resulting set of Army DD Form 61s to be closed out will include only those forms where the date of request falls AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of Army DD Form 61s to be closed out will include only those forms where the date of request falls BEFORE the ending date.

If both a starting date and an ending date is specified, then the resulting set of Army DD Form 61s to be closed out will include only those forms where the date of request falls BETWEEN the starting date and the ending date.

## **15.5 Completed Non-Army DD Form 61s**

Use this command to begin closing out all Non-Army DD Form 61s.

The "Completed Non-Army DD Form 61s" command is used to view all DD Form 61s that have been approved by the DoD Control Point and that were routed through a non-Army Department Control Point.

If a starting date is specified, but not an ending date, then the resulting set of Non-Army DD Form 61s to be closed out will include only those forms where the date of request falls AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of Non-Army DD Form 61s to be closed out will include only those forms where the date of request falls BEFORE the ending date.

If both a starting date and an ending date is specified, then the resulting set of Non-Army DD Form 61s to be closed out will include only those forms where the date of request falls BETWEEN the starting date and the ending date.

## **15.6 Delete Form From Database**

Use this command to delete a specific DD Form 61 from the database. The user will be required to enter an SRN, and will be prompted to confirm that they do in fact desire to delete the file.

## **15.7 Duplicate Contractor Parts**

This report lists all of the contractor part numbers (from field 14.11 d) that are assigned to more than one SRN. The report is sorted first by greatest to least number of duplications, then by contractor part number, and finally by SRN.

## **15.8 Duplicate Design Activity Parts**

This report lists all of the design part numbers (from field 14.09 d) that are assigned to more than one SRN. The report is sorted first by greatest to least number of duplications, then by design part number, and finally by SRN.

## **15.9 Duplicate Manufacturer Parts**

This report lists all of the manufacturer part numbers (from field 14.10 d) that are assigned to more than one SRN. The report is sorted first by the greatest to the least number of duplications, then by manufacturer part number, and finally by SRN.

### **15.10 Modify a Returned or Unfinished Form**

Use this command to open a returned or unfinished form so that it may be completed. You will be prompted to enter an SRN.

### **15.11 Notify Originator of Completed Form or Package**

The "Notify Originator of Completed Form or Package" option is only available to Department Control Points and Government Agencies. To use this command, you must be prepared to enter a valid SRN.

When the DoD Control Point finally approves a form and/or a package, the Department Control Point or Government Agency is notified before the contractor (the originator).

This is done so that the Department Control Point or Government Agency may discuss and clear outstanding issues with the DoD Control Point prior to the release of any information to the originator.

After the Department Control Point or Government Agency notifies the originator, the contractor is notified and the form/package reaches its final state.

### **15.12 Prepare New Form**

When the "Prepare New Form" command is selected, a blank DD Form 61 will be displayed. Some fields will be pre-filled using default "through or via" and "to" information, if same have been provided. At a minimum, the user must enter an individual name and an agency name in the "Originator and address" block.

At the bottom of the form, just below Block #29, the user can choose one of four actions: "Save & Submit," "Save & Do Not Submit," "Load Data From Database," and "Cancel."

"Save & Submit" is used to submit a newly prepared form or package or to resubmit a modified form or package. Submitting a form or package triggers a notice to the next-level user above the submitter.

"Save & Do Not Submit" is used to save a newly (perhaps partially completed) prepared form or package.

"Load Data From Database" partially completes the form with data stored in the DD Form 61 database.

"Cancel" closes the form. Note that unsaved information may be lost if the form is not saved before it is closed.

If "Save & Submit" is selected and a required field is incomplete, the database will not be updated, and the user will be advised of the first incomplete field. If the user does not complete

all of the incomplete fields before they again select “Save & Submit,” the user will be advised of the next incomplete field. When the form is completed and “Save & Submit” is selected, the DD Form 61 database will be updated with the information that was provided. The information will eventually be checked and, if acceptable, approved by a DoD control point.

If the form is completed and “Save & Do Not Submit” is selected, the DD Form 61 database will be NOT be updated with the information that was provided. The form will be saved in a directory and with a filename specified by the user.

When “Load Data From Database” is selected, the DD Form 61 database will be used to enter previously stored information into the form.

### **15.13 Prepare New Package**

This command is used to prepare a new package for submission. The user will be prompted to enter the number of items in the package. Please note that, in use, TDAS will display and enable only those commands appropriate to the users’ respective levels of access.

### **15.14 Process Package**

Use this command to begin processing a package. The user must be prepared to enter an SRN. Please note that, in use, TDAS will display and enable only those commands appropriate to the users’ respective levels of access.

### **15.15 Process Submittal**

This command is used to begin processing a submittal. The user must be prepared to enter an SRN. Please note that, in use, TDAS will display and enable only those commands appropriate to the users’ respective levels of access.

### **15.16 Reserve Nomenclature**

This command is reserved for use by DoD control points. Note that the H-series executable can be started from this dialog box, enabling access to the list of approved types. A valid SRN must be entered, and the user must complete all but the "ATTN.:" field prior to pressing the OK button.

### **15.17 Statistics by Proponent**

This command is used to view a given Proponent’s statistics. Any field on the query form that is left blank will act as a wildcard in the query. Query form fields in which the user has entered information will act as an “AND” in the query.

If a starting date is specified, but not an ending date, then the resulting set of statistics will include only those statistics for the period that falls AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of statistics will include only those statistics for the period that falls BEFORE the ending date.

If both a starting date and an ending date is specified, then the resulting set of statistics will include only those statistics for the period that falls BETWEEN the starting date and the ending date.

Pressing the Select button or the Enter key while the insertion point is in the "Proponent" box opens the "Select Proponent" list box. This displays a list of the technicians who have submitted DD Form 61s. The user can then specify the proponent for the report.

### **15.18 Statistics by Proponent and Action**

This command is used to view statistics for a given Proponent and Action. Any field left blank on the query form will act as a wildcard in the query. Query form fields in which the user entered information will act as an "AND" in the query.

If a starting date is specified, but not an ending date, then the resulting set of statistics will include only those statistics for the period that falls AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of statistics will include only those statistics for the period that falls BEFORE the ending date.

If both a starting date and an ending date is specified, then the resulting set of statistics will include only those statistics for the period that falls BETWEEN the starting date and the ending date.

### **15.19 Statistics by Technician**

Use this command to view a given technician's statistics. Any field left blank on the query form will act as a wildcard in the query. Query form fields in which the user entered information will act as an "AND" in the query.

If a starting date is specified, but not an ending date, then the resulting set of statistics will include only those statistics for the period that falls AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of statistics will include only those statistics for the period that falls BEFORE the ending date.

If both a starting date and an ending date is specified, then the resulting set of statistics will include only those statistics for the period that falls BETWEEN the starting date and the ending date.

To open the "Select Technician" list box, press the Select button or the Enter key while the insertion point is in the "Technician" box. This displays a list of the technicians who have submitted DD Form 61s. Then specify a technician to see a report.

## **15.20 Statistics Overall**

Use the "Statistics Overall" command to view overall statistics. Any field left blank on the query form will act as a wildcard in the query. Query form fields in which the user entered information will act as an "AND" in the query.

If a starting date is specified, but not an ending date, then the resulting set of statistics will include only those statistics for the period that falls AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of statistics will include only those statistics for the period that falls BEFORE the ending date.

If both a starting date and an ending date is specified, then the resulting set of statistics will include only those statistics for the period that falls BETWEEN the starting date and the ending date.

## **15.21 View All Submittals**

This command enables the user to view certain key portions of the information contained in the DD Form 61(s) submitted. The terms of the query entered by the user will determine the nature and extent of the information returned by the query. A dialog box called a query form will open when this command is selected. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

## **15.22 View Approved Submittals**

This command enables the user to view key information from all of the DD Form 61s that have been approved. Pending or reserved submittals will not be displayed. When this command is selected, a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

## **15.23 View Form**

Manufacturing contractors can use this command to view all forms originating from their respective offices. Administrative contractors can view only completed approved forms.

## **15.24 View Pending Submittals**

This command enables the user to view key information from ALL of the DD Form 61s whose approval is pending. To view specific forms pending, use the View All Submittals command. When this command is selected, a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals' information is returned as a result of the query.

## 16.0 TDAS DD FORM 61 FIELDS

Note that each of the 29 Blocks of this form are officially defined in the Data Item Description for the DD Form 61.

### 16.1 Source Request Number (SRN)

A serial number assigned by the Department Control Point in an approved format. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or disapproved. The new format of the SRN is:

**aaa-bbbb-cccc-ddd-eee**

Where:

'aaa' = two to six alphanumeric characters (indicates activity, program office, field activity, and so on).

'bbb' = four-digit year.

'cccc' = sequential package number for this submitter in this year.

'ddd' = sequential item number for this item within a package.

'eee' = total number of items in this package.

#### **Example #1:**

SRN = 'DND-1997-0129-005-100'

DND = activity code, program office code, field activity code, and so on. In this case, "DND" refers to the Canadian equivalent of our Department of Defense.

1997 = year.

0129 = 129th package submitted by (in this case, the Canadian DND) this year.

005 = 5th item in this package.

100 = 100 items in this package.

#### **Example #2:**

SRN = 'DND-1997-0141-001-001'

DND = activity code, program office code, field activity code, and so on. In this case, "DND" refers to the Canadian equivalent of our Department of Defense.

1997 = year.

0141 = 141st package submitted by (in this case, the Canadian DND) this year.

001 = first item in this package.

001 = There is only one item in this package.

Note that the last six digits are required, even if the submission is not part of a package.

Here is an example of a package containing five items or requests for nomenclature:

DND-1997-0166-001-005

DND-1997-0166-002-005

DND-1997-0166-003-005

DND-1997-0166-004-005

DND-1997-0166-005-005

## **APPENDIX A: ACRONYMS**

<b>CAGE</b>	Commercial And Government Entity
<b>CALS</b>	Continuous Acquisition and Life-cycle Support
<b>CDRL</b>	Contract Data Requirements List
<b>CD-ROM</b>	Compact Disk – Read Only Memory
<b>CECOM</b>	Communications and Electronics Command
<b>DND</b>	Department of National Defense
<b>DLSC</b>	Defense Logistics Service Center
<b>DoD</b>	Department of Defense
<b>FSC</b>	Federal Supply Class
<b>IDE</b>	Integrated Data Environment
<b>JETDAS</b>	Joint Electronics Type Designation Automated System (identical to TDAS)
<b>LAN</b>	Local Area Network
<b>MASI</b>	ManTech Advanced Systems International
<b>MIL-STD</b>	Military Standard
<b>MSTDS</b>	Military Service Type Designation System
<b>NIIN</b>	National Item Identification Number
<b>NSN</b>	National Stock Number
<b>PDF</b>	Portable Document Format
<b>RDBMS</b>	Relational Database Management System
<b>SRN</b>	Source Request Number
<b>TDAS</b>	Type Designation Automated System (identical to JETDAS)
<b>TIFF</b>	Tagged Image File Format

## **APPENDIX B: GLOSSARY**

<b>ACTIVITY PART NUMBER</b>	An alphanumeric string identifying the equipment part nomenclature in this design activity.
<b>CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the equipment.
<b>COMPLEMENT DATA ITEM NAME</b>	The complement data item name. Note that “complement data” refers to the list of the major components that are part of the item/system being nomenclatured.
<b>COMPLEMENT DATA TYPE DESIGNATION</b>	The type designation for the complement data item.
<b>COMPLEMENT DATA CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the particular complement part of an end-item.
<b>COMPLEMENT DATA DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of a particular complement part of an end-item (the item nomenclatured).
<b>COMPLEMENT DATA PART NUMBER</b>	An alphanumeric string identifying the complement data part.
<b>COMPLEMENT DATA</b>	A list of the major components in the item/system being (targeted for) nomenclatured. Note that these listed items/systems are commonly nomenclatured also. Each component listed contains the following four information fields: Quantity, Item Name, CAGE Code, and Part Number or Drawing Number (if nomenclatured designation). National Stock Numbers (NSNs) are also available. This information is contained in Item #7 of Block #14 of the DD Form 61.
<b>CONTRACT OR ORDER NUMBER</b>	Number identifying the contract responsible for submitting a DD Form 61 to nomenclature the equipment.

<b>CONTRACTOR CAGE CODE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the contractor responsible for the equipment. Often this is the same as CAGE CODE.
<b>CONTRACTOR DRAWING NUMBER</b>	The contractor's alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>CONTRACTOR PART NUMBER</b>	The contractor's alphanumeric string identifying the nomenclatured equipment part. Very often, this is the same as ACTIVITY PART NUMBER.
<b>GOVERNMENT DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>DESIGN ACTIVITY DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>DESIGN CAGE</b>	A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the design activity responsible for the equipment.
<b>DESIGN PART NUMBER</b>	An alphanumeric string identifying the equipment part nomenclatured in this design activity.
<b>GOVERNMENT DRAWING NUMBER</b>	An alphanumeric string identifying the drawing of the end-item being nomenclatured.
<b>GOVERNMENT SPECIFICATION NUMBER</b>	A number that references the Government specification that was used as the basis for which the item was built.
<b>ITEM NAME</b>	A name published in the Federal Cataloging Handbook H6, or that name developed by the requester in accordance with DoD-STD-100, that portion applicable to drawing titles. Item names used with type designation assignments will be consistent with policies of the Federal Cataloging Program. An Item Name is what the item is, not what it does.

**MANUFACTURER CAGE CODE**

A code comprising five alphanumeric characters - the Commercial And Government Entity code, identifying the manufacturer responsible for the equipment. Often this is the same as CAGE CODE.

**MANUFACTURER DATA DRAWING NUMBER**

The manufacturer's alphanumeric string identifying the drawing of the end-item being nomenclatured.

**MANUFACTURER PART NUMBER**

The manufacturer's alphanumeric string identifying the equipment part nomenclatured. Very often, this is the same as ACTIVITY PART NUMBER.

**NOMENCLATURE**

Refers to item name and type designation.

**PACKAGES**

A group of DD Form 61s for a particular configuration item and/or system, which consists of related sub-items and/or -systems, that is being processed for type designation and nomenclature.

**SOURCE REQUEST NUMBER**

A serial number assigned by the Department Control Point in an approved format. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or disapproved. Please refer to Section 3.4.2.1 for a description of the SRN format.

**TYPE DESIGNATION**

A combination of letters and numerals arranged in a specific sequence to provide a short, significant method of identification of equipment.