

REQUEST FOR ENGINEERING DRAWINGS (4235)

NAVMC 10683 (REV. 2-86) (EF) (Previous editions are obsolete and will not be used)
 SN: 0109-LF-064-0400

SEE REVERSE FOR INSTRUCTIONS

1. REQUISITION NO.	2. DATE OF REQUEST	3. FROM
5. PRIORITY	6. NEED	4. POC AT REQUESTING ACTIVITY (INCLUDE AUTOVON/COML. PHONE NO)

7. TO

**COMMANDER
 MARINE CORPS LOGISTICS BASES (CODE
 850)
 814 RADFORD BLVD.**

9. SPECIAL INSTRUCTIONS

For drawings not in file at MCTDR, the following action is requested:

DO NOT OTHER (See Block 18)

ORDER

If payment is requested

DO NOT ORDER ORDER

8. JUSTIFICATION FOR EMERGENCY/URGENT NEED

10. ITEM NO.	11. DRAWING NUMBER	12. SPECIFIC REVISION	13. MFR CODE OR NAME	14. SUBTIER DWGS	15. NOMENCLATURE OR NSN	16. COPY FORM	17. QTY

18. REMARKS

19. AUTHORIZING SIGNATURE (REQUESTED)	20. DATE	FOR MCTDR USE ONLY	
21. SHIP TO	22. DATE REQUEST RECEIVED		23. DRAWINGS ARE: <input type="checkbox"/> ON FILE <input type="checkbox"/> ON ORDER
	24. SHIPMENT MADE <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL		25. MISSING DRAWINGS ARE: <input type="checkbox"/> TO BE SHIPPED _____
	26. NAME OF PERSON HANDLING REQUEST		<input type="checkbox"/> NOT TO BE SHIPPED
	27. SIGNATURE OF MCTD PERSON AUTHORIZING SHIPMENT		28. DATE

INSTRUCTIONS

BLOCK	TITLE	ENTRY	BLOCK	TITLE	ENTRY
1	REQUISITION NUMBER	TO BE ASSIGNED BY ORIGINATOR.	THE FOLLOWING BLOCKS ARE FOR MCTDR USE ONLY:		
2	DATE OF REQUEST	TO BE DETERMINED BY ORIGINATOR	22	DATE RECEIVED	ENTER THE DATE THE REQUEST IS RECEIVED.
3	FROM	SELF-EXPLANATORY	23	DWGS ON FILE/ON ORDER	INDICATE WHETHER THE REQUESTED DRAWINGS ARE ON FILE OR MUST BE ORDERED.
4	POINT OF CONTACT	SELF-EXPLANATORY	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 SHOULD BE FORWARDED WITH THE SHIPMENT. FILL IN THIS BLOCK AS APPROPRIATE
5	PRIORITY	TO BE DETERMINED BY ORIGINATOR. USE THE APPROPRIATE ALPHA SYMBOL (E), (U), OR (R). SEE PARAGRAPH 5B OF THE BASIC ORDER.	25	MISSING DRAWINGS	USE THIS BLOCK IN CONJUNCTION WITH BLOCK 24.
6	NEED DATE	TO BE DETERMINED BY ORIGINATOR.	26	NAME	ENTER THE NAME OF THE MCTDR PERSON WHO HANDLED THE REQUEST.
7	TO	THIS BLOCK SHOULD NOT BE CHANGED FROM WHAT APPEARS ON THE SAMPLE FORM.	27	SIGNATURE	THIS BLOCK SHOULD CONTAIN THE SIGNATURE OF THE MCTDR PERSON AUTHORIZING SHIPMENT OF THE REQUESTED DATA.
8	JUSTIFICATION FOR (E/U NEED	TO BE DETERMINED BY ORIGINATOR.	28	DATE	DATE OF THE SIGNATURE IN BLOCK 27.
9	SPECIAL INSTRUCTIONS	SELF-EXPLANATORY.			
10	ITEM NO.	ENTER A SEPARATE NUMBER FOR EACH DRAWING REQUESTED.			
11	DRAWING NUMBER	ENTER EITHER THE INDIVIDUAL DRAWING REQUESTED OR THE TOP DRAWING NUMBER IF AN ENTIRE ASSEMBLY OR SYSTEM DRAWINGS ARE REQUESTED.			
12	SPECIFIC REVISION	USE ONLY IF A REVISION OF A DRAWING IS REQUIRED. IF THIS BLOCK IS LEFT BLANK THE MCTDR WILL SUPPLY THE LATEST REVISION AVAILABLE..			
13	MFR CODE OR NAME	ENTER THE APPROPRIATE 5-DIGIT MANUFACTURER'S CODE, PROVIDED IN HANDBOOK H4, FOR EACH DRAWING ORDERED. IF THE CODE IS UNKNOWN ENTER THE MFG 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 SUBTIER TO THE ONE(S) ORDERED, ARE ALSO 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 INDIVIDUAL'S NAME OR CODE SHOULD BE CITED.			