

**I. GENERAL**
**A. SUBMITTAL TYPES**

The following provides a description of the types of submittals and when they shall be used.

When additional sheets are required, clearly identify each sheet as applicable to the submittal, provide the applicable Block Name to which the supplemental information applies, and number all pages consecutively starting with page 2.

[P-335 Approval Request \(AR\)](#) - A form initiated by the Supplier to submit technical contract documents (e.g., drawings, specifications, procedures), as specified in the Purchase Order, for FMP approval or information.

[P-336 Request For Information \(RFI\)](#) - A form initiated by the Supplier for the purpose of requesting a contract clarification, missing information or an editorial change.

[P-337 Request for Engineering Change \(REC\)](#) - A form initiated by the Supplier which transmits a recommended change to contract technical requirements. All changes to FMP approved drawings which change FMP technical requirements invoked on the Purchase Order require submittal as an REC with the following exceptions: (1) editorial corrections, (2) format changes, and (3) changes to procedures, standards, documents and drawings prepared by the Supplier which do not change technical requirements. Changes to these documents shall be submitted for approval or information in the same manner as the original submittal using the same type of submittal form or an P-336 RFI, as appropriate.

**B. DEFINITIONS**

Products - Products, as used herein, include materials, parts, intermediate assemblies, final assemblies, equipment, components and services

Non-conforming Products - Products that do not meet contract technical requirements

Technical Requirements - Specifications, standards, drawings, or other requirements invoked by the Purchase Order and Supplier originated/FMP approved drawings/procedures

**II. P-335 APPROVAL REQUEST (AR) SUBMITTAL INSTRUCTIONS**

A P-335 AR is initiated by the Supplier to submit technical contract documents (e.g., drawings, specifications, procedures), as specified in the Purchase Order, for FMP approval or information. ARs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. The numbered blocks on the P-335 correspond with the block numbers in Table 1. When additional sheets are required, clearly identify each sheet as applicable to the AR, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.

<b>Table 1: P-335 Approval Request (AR)</b>	
<b>Block</b>	<b>Information to be Provided</b>
1	<b>To:</b> Enter the FMP facility the AR is being sent to (Bettis, Knolls, KS, NRF). See the Purchase Order for facility address.
2	<b>Attention:</b> Enter the FMP representative's name.
3	<b>Purchase Order No:</b> Enter the <i>Purchase Order No.</i> from the Purchase Order face sheet.
4	<b>Release No:</b> If this is a release order placed against a master or blanket agreement, enter the <i>Release No.</i> listed on the Purchase Order face sheet. If not applicable, enter N/A.

**Table 1: P-335 Approval Request (AR)**

Block	Information to be Provided
5	<b>Submittal ID:</b> Enter in the following format: <i>AR-Sequential AR No. (Revision Letter if applicable)</i> . ARs shall be numbered sequentially, starting with "1". Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "A". For example, the first revision to the third AR shall be: "AR-3A".
6	<b>Project Name:</b> Enter the general title of the project work being completed.
7	<b>Request Type:</b> Check appropriate box as required by the technical requirements.
8	<b>Description:</b> Enter a brief description of the information provided (e.g., submittal, procedure, drawing for review). Typically, only one document should be submitted via each AR to enable more expeditious processing.
9	<b>Attachments:</b> Indicate if there are attachments to the AR and the number of pages.
10	<b>Contract Requirement / Reason Requested:</b> State the reason for this AR (e.g., provide the contract specification requirement, drawings or procedures). Enter the specification, procedure, drawing number and revision associated with the AR, if applicable.
11	<b>Supplier Name, Title, Name, Signature and Date:</b> Enter the full company name, job title, and name of the person responsible for submitting this AR with a signature and date.
12	<p><b>Disposition:</b> FMP will provide disposition of ARs within 20 business days, unless otherwise mutually agreed to. Below is a summary of each disposition and associated Supplier actions:</p> <ul style="list-style-type: none"> <li>• <u>Approved</u> - Information provided by the Supplier is approved for use in this contract.</li> <li>• <u>Conditionally Approved</u> - If Supplier concurs with the FMP conditions, Supplier shall revise the AR to comply with the FMP comments and resubmit the revised AR for FMP approval. Such resubmittal denotes Supplier's concurrence with the FMP comments. The revised AR shall be submitted within 30 business days after the conditional approval is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. Pending approval of the revised submittal, the Supplier may proceed with the work involved providing the Supplier complies with all FMP comments. If Supplier does not concur with all FMP conditions, Supplier shall notify FMP within 5 business days after FMP response so that resolution can be pursued.</li> <li>• <u>Accepted</u> - Procedure, practice or method information provided by the Supplier is accepted for use in this contract. Acceptance is an FMP determination that the information provided conforms to safety and health or contractual requirements. Supplier retains responsibility for ensuring employees working under the contract, a safe and healthful work environment while complying with all contractual requirements.</li> <li>• <u>Conditionally Accepted</u> - If Supplier concurs with FMP conditions, Supplier shall revise the AR to comply with the FMP comments and resubmit the revised AR for FMP acceptance. The revised AR shall be submitted within 30 business days after the conditional accepted is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional acceptance to revert to disapproval. Pending acceptance of the revised submittal, the Supplier may proceed with the work involved providing the Supplier complies with all FMP comments. If Supplier does not concur with all FMP comments, Supplier shall notify FMP within 5 business days after FMP response so that a resolution can be pursued.</li> <li>• <u>Disapproved</u> - Supplier shall revise disapproved items and resubmit the revised AR for FMP approval. The Supplier shall not perform work affected by this disapproval until FMP approval is obtained.</li> <li>• <u>Receipt Acknowledged</u> - Applies when the AR is provided to FMP for information only. FMP disposition of Receipt Acknowledged documents completion of required Supplier action.</li> </ul>
13	<b>Comments:</b> Any FMP comments associated with disposition of the submittal will be included in this box or on attached pages, if noted.
14	<b>Technical Approver Name, Signature and Date:</b> Upon completion of the AR review by FMP, the Technical Approver shall enter their name, signature, and date signed which constitutes FMP technical disposition.

<b>Table 1: P-335 Approval Request (AR)</b>	
<b>Block</b>	<b>Information to be Provided</b>
15	<b>Contracts Professional Name, Signature and Date:</b> For submittals that require contractual disposition, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual disposition of the RFI. Submittals requiring contractual disposition are identified in the Purchase Order.

### III. P-336 REQUEST FOR INFORMATION (RFI) SUBMITTAL INSTRUCTIONS

A P-336 RFI is initiated by the Supplier to request a contract clarification, missing information, or an editorial change. RFIs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. The numbered blocks on the P-336 correspond with the block numbers in Table 2. When additional sheets are required, clearly identify each sheet as applicable to the RFI, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.

<b>Table 2: P-336 Request for Information (RFI)</b>	
<b>Block</b>	<b>Information to be Provided</b>
1	<b>To:</b> Enter the FMP facility the submittal is being sent to (Bettis, Knolls, KS, NRF). See the Purchase Order for facility address.
2	<b>Attention:</b> Enter the FMP representative's name.
3	<b>Purchase Order No:</b> Enter the <i>Purchase Order No.</i> from the Purchase Order face sheet.
4	<b>Release No:</b> If this is a release order placed against a master or blanket agreement, enter the <i>Release No.</i> listed on the Purchase Order face sheet. If not applicable, enter N/A.
5	<b>Submittal ID:</b> Enter in the following format: <i>RFI-Sequential RFI No.</i> RFIs shall be numbered sequentially, starting with 1. For example, the third RFI shall be: "RFI-3"
6	<b>Project Name:</b> Enter the general title of the project work being completed.
7	<b>Description:</b> Enter a brief description of the information requested (e.g., contract clarification, missing information or an editorial change).
8	<b>Attachments:</b> Indicate if there are attachments to this RFI and number of pages.
9	<b>Contract Requirement / Reason Requested:</b> Enter the specification (procedure), drawing number and revision associated with the submittal, if applicable. State the reason for this RFI (e.g., provide contract clarification, editorial change).
10	<b>Supplier Name, Title, Name, Signature and Date:</b> Enter the full company name, job title, and name of the person responsible for submitting this RFI with a signature and date.
11	<b>Comments / Information to Supplier:</b> FMP shall provide a response back to the Supplier on all RFIs to provide the requested information or indicate concurrence with Supplier's clarification within 20 business days, unless otherwise mutually agreed upon.
12	<b>Requestor Name, Signature and Date:</b> Upon completion of the RFI review by FMP, the Requestor shall enter their name, signature, and date signed which constitutes FMP technical disposition.
13	<b>Contracts Professional Name, Signature and Date:</b> For submittals that require contractual disposition, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual disposition of the RFI. Submittals requiring contractual disposition are identified in the Purchase Order.

### IV. P-337 REQUEST FOR ENGINEERING CHANGE (REC) SUBMITTAL INSTRUCTIONS

A P-337 REC is initiated by the Supplier to request a change to a contract technical requirement for the purpose of improving the product or methods of manufacture. All changes

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to FMP approved drawings which change FMP generated technical requirements invoked on the Purchase Order require submittal as an REC with the exception of:

1. Editorial corrections
2. Format changes
3. Changes to procedures, standards, documents and drawings prepared by the Supplier which do not change technical requirements.

Changes to these documents shall be submitted for approval or information in the same manner and type of the original submittal or using a P-336 RFI, as appropriate.

It is FMP policy to obtain products in strict accordance with Purchase Order requirements. However, FMP will consider Supplier requests for changes to contract technical requirements if acceptance of the REC is of sufficient benefit to FMP to offset all FMP effort involved in implementing the change.

Responsibility for delay in schedule due to obtaining approval or rejection of an REC rests solely with the Supplier. Such lost time is to be made up by the Supplier at no increase in Purchase Order price to meet contract dates. Work started on or utilizing components in advance of FMP approval of an REC is done at the Supplier's risk. The Supplier shall not assume that approval will be granted because similar conditions were previously approved.

#### A. FMP ACTIONS

1. FMP will evaluate the submittal to determine whether it is of sufficient benefit to FMP to offset all FMP effort involved in implementing the change (e.g., engineering evaluation, specification change, drawing and technical manual changes, quantity of repair parts, interchangeability studies). RECs are disapproved and returned to the Supplier without further evaluation if the benefit to FMP is insufficient with reason(s) for return indicated.
2. Contractual Authorization
  - a. No Change in Contract Cost or Delivery

The signature of an FMP Contracts Professional on the final approved REC constitutes contractual authorization for disposition of the REC. FMP approval does not authorize any increase in the Purchase Order price or delay in delivery.
  - b. Change in Contract Cost or Delivery

If REC approval results in a change in Purchase Order price or delivery, an amendment to the Purchase Order shall be required for incorporation of the proposed approved changes into the contract. FMP approval of the REC authorizes the change but does not authorize any increase in the Purchase Order price or delay in delivery; an amendment to the Purchase Order is required to formally modify the price or schedule.

#### B. PREPARATION OF P-337 REC

RECs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. The numbered blocks on P-337 correspond with the block numbers in Table 3. When additional sheets are required, clearly identify each sheet as applicable to the REC, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.

**Table 3: P-337 Request for Engineering Change (REC)**

Block	Information to be Provided
1	<b>To:</b> Enter the FMP facility the REC is being sent to (Bettis, Knolls, KS, NRF). See the Purchase Order for facility address.
2	<b>Attention:</b> Enter the FMP representative's name.
3	<b>Purchase Order No:</b> Enter the <i>Purchase Order No.</i> from the Purchase Order face sheet.
4	<b>Release No:</b> If this is a release order placed against a master or blanket agreement, enter the <i>Release No.</i> listed on the Purchase Order face sheet. If not applicable, enter N/A.
5	<b>Submittal ID:</b> Enter in the following format: <i>REC-Sequential REC No.(Revision Letter if applicable)</i> . RECs shall be numbered sequentially, starting with "1". Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "A". For example, the first revision to the third REC shall be: "REC-3A"
6	<b>Project Name:</b> Enter the general title of the project work being completed.
7	<b>Drawing No. &amp; Rev.:</b> Enter drawing number and revision affected, if applicable.
8	<b>Specification No. &amp; Rev.:</b> Enter the specification number associated with the submittal, if applicable.
9	<b>Drawing Item No.:</b> Enter the drawing item number, if applicable.
10	<b>Part Name:</b> Enter the drawing part name, if applicable.
11	<b>Detailed Description of Present Requirement and Proposed Change:</b> Provide the existing contract technical requirement to be revised. State the proposed change(s) in concise and specific wording to facilitate revision of applicable contract technical documents. Attach additional sheets, supplemental drawings or sketches, if required. When attached, each must be clearly identified as applicable to the particular request and must be page-numbered in consecutive order beginning with page 2.
12	<b>Justification &amp; Benefit to the Government for Acceptance:</b> Identify effect on cost, delivery, quality, ease of manufacture, or product improvement of the proposed change, with sufficient supporting information to justify the conclusions.
13	<b>Detailed Engineering Basis for Acceptance Including Compounding Effects:</b> Define the improvement or problem that the proposed change is intended to correct (e.g., non-conforming condition, failure, malfunction, cost factors, or needed product improvement). Include any additional effect on quality, improvement in performance, life, safety, interchangeability, maintainability or reliability with sufficient supporting information to justify the conclusions. When the REC is directed towards providing a new capability, describe the improvements. If applicable, include a list of testing performed prior to REC submittal.
14	<b>Effect on Price:</b> If there is a change in Purchase Order price due to approval of this REC, enter the dollar amount here. If there is no change, specify "none".
15	<b>Effect on Delivery:</b> If there is a change in the delivery schedule, enter the estimated revised date here. If there is no change, specify "none".
16	<b>Supplier Name, Title, Name, Signature and Date:</b> Enter the full company name, job title, and name of the person responsible for submitting this REC with a signature and date.

**Table 3: P-337 Request for Engineering Change (REC)**

Block	Information to be Provided
17	<p><b>Disposition:</b> FMP will provide disposition of the REC within 20 business days, unless otherwise mutually agreed upon. The following provides a summary of Supplier actions required for each disposition (see also Section IV.A for discussion on FMP actions):</p> <ul style="list-style-type: none"> <li>• <u>Approved</u> - Supplier's recommended action is approved. See Section IV.A.2 for contractual authorization of the approved REC.</li> <li>• <u>Conditionally Approved</u> - If Supplier concurs with the FMP conditions, Supplier shall revise the REC to comply with the FMP comments and resubmit the revised REC for FMP approval. Such resubmittal denotes Supplier's concurrence with the FMP comments. The revised REC shall be submitted within 30 business days after the conditional approval is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. If Supplier does not concur with all of the FMP conditions, Supplier shall notify FMP within 5 business days after FMP response so that resolution can be pursued. Note that a resubmittal is required within 30 business days. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval.</li> <li>• <u>Disapproved</u> - Supplier's recommended action is not acceptable to FMP for reason(s) provided and is not approved.</li> </ul>
18	<p><b>Comments:</b> Any FMP comments associated with disposition of the REC will be included in this box or on attached pages, if noted.</p>
19	<p><b>Technical Approver Name, Signature and Date:</b> Upon completion of the RFI review by FMP, the Technical Approver shall enter their name, signature, and date signed which constitutes FMP technical disposition.</p>
20	<p><b>Technical Manager Name, Signature and Date:</b> Upon completion of the REC review by FMP, the Technical Manager shall enter their name, signature, and date signed.</p>
21	<p><b>Charge Code(s):</b> For FMP internal use.</p>
22	<p><b>Financial Services Name, Signature and Date:</b> For FMP internal use.</p>
23	<p><b>Contracts Professional Name, Signature and Date:</b> Upon completion of the REC review by FMP, the Contracts Professional shall enter their name, signature, and date signed. See Section IV.A.2 for contractual authorization.</p>