

INSTRUCTIONS AND ADDRESS CODE DISTRIBUTION
FOR ECP/RFD/VECP

1. Concurrent distribution of Value Engineering Change Proposals (VECPs), Engineering Change Proposals (ECPs), Request for Deviations (RFDs) shall be submitted as follows:

2. The preferred method of transmission is electronically to the below addresses. The submission shall be under 10MB. Electronic forms (DD Forms 1692, 1693, and 1694) are available for your use at https://www.pica.army.mil/prod_techdata/cmdocs-links.htm..

a. Usarmy.RIA.ardec.mbx.ardec-ecp-input@mail.mil, if item is NOT a Chemical item.

b. Contracting office: Provide to the buyer's email address as reflected on the front page of the contract (or most recent modification, if applicable).

c. The Administrative Contracting Officer.

3. If hardcopies are submitted, the contractor shall submit one copy as required to:

a. Director, U.S. Army Armament Research, Development and Engineering Center, ATTN: RDAR-EIS-PE (ECPs), Picatinny, NJ 07806-5000

b. Contracting Office: Provide to the buyer's address as reflected on the front page of the contract (or most recent modification, if applicable).

c. Administrative Contracting Officer.

4. When ECPs, NORs, RFDs are determined to be Urgent, Critical and/or Schedule impacting, an action copy shall be provided to RDAR-EIS-PE via data facsimile (FAX) to 973-724-2082. This transmission is to be immediately followed with the usual email submittal, and copies provided as identified above.

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