

**INSTRUCTIONS AND ADDRESS CODE DISTRIBUTION
for CHEM-BIO ECPs/NORs/RFDs/VECPs
(Configuration Management)**

1. Concurrent transmittal of Engineering Change Proposals (ECPs), Notice of Revisions (NORs), Requests for Deviation (RFDs) or Value Engineering Change Proposals (VECPs) shall be submitted by the Contractors by either emailing or faxing engineering actions as follows:

2. The contractor shall electronically transmit copies of all ECPs, NORs, RFDs and VECPs to:

a. ECBC-RI RDECOM Engineering Office

OFFICE: RDCB-DEM

EMAIL: usarmy.ria.ecbc.mbx.cmaction@mail.mil

FAX: (309) 782-4537

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. Administrative Contracting Officer

3. For VECPs only, in addition to the above, also send a copy to:

ECBC RDECOM

OFFICE: RDCB-DES-I

POC: Mashala Macias

EMAIL: mashala.m.macias.civ@mail.mil

FAX: (309)782-2247