

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE		2. IDENTIFICATION NUMBER		
REQUEST FOR NOMENCLATURE (DD FORM 61)		DI-CMAN-81254A		
3. DESCRIPTION/PURPOSE				
3.1 Request for Nomenclature (DD Form 61) is a written request for an assignment, revision or cancellation of nomenclature.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
971008	ARMY - CR			
7. APPLICATION/INTERRELATIONSHIP				
7.1 This data item description (DID) is applicable to systems, centers, centrals, sets, groups, kits, units, accessories and equipment procured for research, development and production purposes.				
7.2 This DID satisfies the requirements contained in MIL-STD-196 and Chapter 300 of MIL-STD-100.				
7.3 This DID replaces DI-E-1108, DI-E-3126A, DI-V-4961B, DI-E-7194, DI-E-21336B, UDI-P-22502B, UDI-E-23090B and DI-CMAN-81254.				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER		
	DD Form 61	A7288		
10. PREPARATION INSTRUCTIONS				
10.1 A request for nomenclature assignment shall be prepared on a DD Form 61, Request for Nomenclature, in accordance with the following instructions. The applicable issue of documents cited herein shall be as listed in the contract.				
10.2 Request for Nomenclature (DD Form 61).				
10.2.1 BLOCK 1 - ORIGINATOR & ADDRESS. The originator and complete address, including zip code, shall identify the activity which prepared the request.				
10.2.2 BLOCK 2 - THRU OR VIA. Complete address, including zip code, shall be as indicated on the Contract Data Requirements List (CDRL), DD Form 1423.				
10.2.3 BLOCK 3 - TO. Complete address of the assigning activity: Department of Defense Control Point (DODCP).				
10.2.4 BLOCK 4 - DATE OF REQUEST. Actual date of request for submission.				
10.2.5 BLOCK 5 - DESCRIPTION PER DP NO. Enter Data Item Description Number.				
10.2.6 BLOCK 6 - SOURCE REQUEST NO. For Government use only.				
10.2.7 BLOCK 7 - SECURITY CLASS OF EQUIPMENT. Self explanatory.				
11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

10. PREPARATION INSTRUCTIONS (Continued)

10.2.8 **BLOCK 8 - FEDERAL SUPPLY CLASS.** For Government use only.

10.2.9 **BLOCK 9 - STOCK .NO** For Government use only.

10.2.10 BLOCK 10 - ACTION REQUESTED. For type of nomenclature action desired, the appropriate block shall be checked as follows.

(a) **ASSIGNMENT** block shall be checked when:

- (1) Requesting nomenclature assignment to a new item,
- (2) Requesting assignment of modification letters to an item already type designated,
- (3) Requesting reinstatement of a type designation that has previously been canceled.

Also, the letters "RE", signifying reinstatement, shall be added to the **ASSIGNMENT** block.

(b) **CANCELLATION** block shall be checked when requesting cancellation of nomenclature.

(c) **REVISION** block shall be checked when:

(1) The data for an item already type designated is no longer correct, i.e., adding data which was originally omitted, or was not available; correcting erroneous data; or updating complement listing or other technical data to identify the item,

(2) Requesting a change in the item name,

(3) Reporting a change in the security classification of the equipment or technical data.

10.2.11 BLOCK 11 - FOR REVISION NOTE CHANGE IN. Appropriate block(s) shall be checked only if revision in Block 10 is checked.

NOTE: Changes in security classification of the item must be submitted as separate actions and should not be combined with changes to item names, technical data or type designations.

10. PREPARATION INSTRUCTIONS (Continued)

10.2.12 BLOCK 12 - TYPE OF NOMENCLATURE REQUESTED. Appropriate block shall be checked.

10.2.13 BLOCK 13 - RECOMMENDED NOMENCLATURE. The Item Name and Type Designation together constitute the nomenclature as follows.

(a) The recommended Item Name shall be selected from the Federal Item Name Directory, Cataloging Handbook, H-6 if possible. When an appropriate name does not appear in the H-6 Handbook, a new name shall be developed in accordance with MIL-STD-100 and the H6.

NOTE: An Item Name shall reflect what an item is, not what it does, nor where and how it is used and is driven by Block 15, Functional Description.

(b) The recommended type designation shall be selected according to what it is and or where it is used, its purpose and type of equipment.

10.2.14 BLOCK 14 - TECHNICAL DATA. Enter, as applicable, the following technical and specification characteristic and features pertinent to the item submitted for type designation action in accordance with the applicable requirements specified in MIL-STD-196. (Due to the wide variety of electronics, communication equipment and related support systems and equipment covered by these Military Standards it is not feasible to list all of the characteristics or elements thereof which may apply, nor is it intended that they be limited to those outlined below. However, the data listed is representative of that required for type designation action.) List in tabular form as follows:

10.2.14.1 FEDERAL CATALOGING ITEM NAME. (Leave blank)

10.2.14.2 TECHNICAL CHARACTERISTICS. Provide the technical characteristics pertinent to the item being submitted for type designation and which are required for a complete understanding of its operating parameters.

10.2.14.3 OPERATING POWER REQUIREMENTS: List voltage, frequency phase, current, and state if provisions for internal battery (i.e., 110 VAC, 60 HZ, 1 Phase; 24 VDC, 5 AMPS; INCLUDES PROVISIONS FOR INTERNAL BATTERY).

NOTE: Use fields A through J to itemize individual requirements.

10. PREPARATION INSTRUCTIONS (Continued)

10.2.14.4 OVERALL DIMENSIONS AND WEIGHT: As applicable

- A. Height
- B. Width
- C. Depth
- D. Weight

10.2.14.5 MOUNTING DATA: (e.g., RACK MOUNTED, BENCH MOUNTED, PEDESTAL MOUNTED, FOUR 1/2 IN. MOUNTING HOLES ON 10 IN. BY 5 IN. MOUNTING CENTERS.)

10.2.14.6 MATERIAL DATA: List material of which the item is constructed, when the material is a readily identifiable characteristic of the item.

10.2.14.7 COMPLEMENT DATA: (Applicable only in describing systems, subsystems, sets, groups, kits, and variable units.) Give a separate series of replies for each variation of the following subrequirements. List major items including items already type designated and items recommended for type designation. (Excludes parts and subassemblies.)

- A. Quantity (e.g., 1, 2, 0 to 3)
- B. Item Name
- C. CAGE Code (5 digit code only)
- D. Part Number
- E. Drawing Number
- F. Type Designation
- G. NSN
- H. Model Number
- I. Source Request Number

10.2.14.8 SPECIAL FEATURES: (List unusual characteristics not normally inherent in the item described and not covered by the preceding requirements and which are essential for identification.)

10.2.14.9 DESIGN ACTIVITY DATA:

- A. Name of design activity.
- B. City & State

10. PREPARATION INSTRUCTIONS (CONTINUED)

- C. CAGE Code (5 digit code only)
- D. Part Number
- E. Drawing Number
- F. Model Number

10.2.14.10 MANUFACTURER'S DATA:

- A. Name of Manufacturer
- B. City and State
- C. CAGE Code (5 digit code only)
- D. Part Number
- E. Drawing Number
- F. Model Number

10.2.14.11 CONTRACTOR'S DATA:

- A. Name of Contractor
- B. City and State
- C. CAGE Code (5 digit code only)
- D. Part Number
- E. Drawing Number
- F. Model Number

10.2.14.12 TYPE OF INSTALLATION: (e.g. Designed for Airborne Installation, Portable Use, etc.)

10.2.15 BLOCK 15 - FUNCTIONAL DESCRIPTION: A brief narrative functional description of the item capabilities for both itself, and, when applicable, related items. The functional description shall support the recommended nomenclature.

10.2.16 BLOCK 16 - CONTRACT OR ORDER NUMBER: Self explanatory.

10.2.17 BLOCK 17 - GOVERNMENT DRAWING NUMBER: Self explanatory.

10.2.18 BLOCK 18 - GOVERNMENT SPECIFICATION NUMBER: Self explanatory.

10. PREPARATION INSTRUCTIONS (CONTINUED)

10.2.19 BLOCK 19 - DATE ACTION TAKEN: Leave Blank. To be filled in by the DODCP.

10.2.20 BLOCK 20 - PROJECT GROUP: The appropriate Government Engineering Project Office, System Program Code, Symbol, or number shall be specified.

10.2.21 BLOCK 21 - EQUIPMENT OF WHICH THIS ITEM IS A PART: The nomenclature (item name and type designation) or recommended nomenclature of which the item described in block 13 is 'part of', including the manufacturer's request serial number, and part number

10.2.22 BLOCK 22 - EQUIPMENT WITH WHICH THIS ITEM IS USED: The nomenclature (item name and type designation) or recommended nomenclature for the equipment of which the item described in Block 13 is 'part of' including the manufacturer's request serial number, and part number.

10.2.23 BLOCK 23 - SUFFIX LETTER ASSIGNMENT: Replies shall be based on exchangeability of items, para 3.1.6, MIL-STD-196.

10.2.24 BLOCK 24 - OTHER PERTINENT INFORMATION: Self explanatory, however, revision information shall be specified.

10.2.25 BLOCK 25 - INITIATED BY: Self explanatory.

10.2.26 BLOCK 26 - SIGNATURE: Self explanatory.

10.2.27 BLOCKS 27, 28, and 29: Leave blank. To be completed by the DODCP only.