DATA ITEM DESCRIPTION

Title: Request for Nomenclature (DD Form 61)

Number: DI-SESS-81254C   **Approval Date:** 20160105
AMSC Number: 9622   **Limitation:** N/A
DTIC Applicable: N/A   **GIDEP Applicable:** N/A
Preparing Activity: CR   **Project Number:** SESS- 2016-004
Applicable Forms: DD Form 61

Use/relationship: Request for Nomenclature (DD Form 61) is an automated request for an assignment, revision, or cancellation of nomenclature.

a.   This data item description (DID) is applicable to systems, subsystems, centers, centrals, sets, groups, kits, units, accessories and equipment procured for research, development and production purposes.

b.   This DID satisfies the requirements contained in MIL-STD-196 and ASME Y14.100M.

c.   This DID supersedes DI-SESS-81254B.

Requirements:

1.   A request for nomenclature assignment shall be prepared in the Joint Electronics Type Designation Automated Systems (JETDAS), 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. JETDAS web address: https://tdas7.apg.army.mil/jetdas

2.   Request for Nomenclature (DD Form 61)

Block No.	Description of Information Required
1	Originator and address – Database generated.
2A	Thru or Via (Submitter Review Point) – Choose the Government Representative/Government Agency you are supporting who will review the DD61.
2B	Thru or Via (Department Control Point) – choose the appropriate DCP.
3	Department of Defense Control Point – choose one of the CECOM Representatives at Aberdeen Proving Ground, MD
4	Date of Request – Actual date of request for submission. Database generated.
5	Description per Data Product Number – Enter the Data Item Description Number.
6	Source Request Number – Database generated.

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7	Security classification of equipment – Select the appropriate security classification from the drop down menu.
8	Federal Supply Class – Enter the Federal Supply Class (FSC) for the item name listed in Block 13.
9	Stock Number – Enter if applicable.
10	Action Requested – Select the appropriate action.
11	For Revision-Note Change – Mandatory only for revisions. Select the appropriate option(s). Provide more detailed explanation of the revision in Block 24.
12	Type of Nomenclature Requested – Appropriate block shall be checked.
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. When an appropriate name does not appear in the H-6 Handbook, a new name shall be developed in accordance with ASME Y14.100M and the H-6. 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, where it is used, its purpose and type of equipment. Select type designations using guidelines found in Tables I/II/III of MIL-STD-196.
14	Technical Data 14-1. The Federal Cataloging Item Name- (No action required.) 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. The technical characteristics that describe the item are not the same as the Functional Description listed in Block 15. 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). 14-4. Overall Dimensions and Weight – As applicable. Include Units of Measurement (e.g. feet, inches, pounds, kilograms, etc.). Use Additional Information section, 14-4, to expand on Dimensions and Weight. 14-5. Mounting Data – (e.g., Rack mounted, bench mounted, pedestal mounted, four ½ in. mounting holes on 10 in. by 5 in. mounting centers.)

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14-6. Material(s) – Provide examples of materials (e.g. metal, aluminum, plastic, etc.)

14-7. Complement Data – (Applicable only in describing systems, subsystems, centers, centrals, sets, groups, and kits.) List major items including items already type designated and items recommended for type designation.

    a. Quantity. (e.g., 1, 2, 0 to 3)
    b. Item Name – Approved name in H6
    c. CAGE Code – (5 digit or alphanumeric code)
    d. Part Number
    e. Drawing Number
    f. Type Designation (if applicable)
    g. NSN (if applicable)
    h. Model Number (if applicable)
    i. Source Request Number (if applicable)

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.)

14-9. Design Activity Data

    a. Name of Design Activity.
    b. Address
    c. CAGE Code (5 digit or alphanumeric code)
    d. Part Number
    e. Drawing Number f. Model Number

14-10. Manufacturer's Data

    a. Name of Manufacturer
    b. Address
    c. CAGE Code (5 digit or alphanumeric code)
    d. Part Number
    e. Drawing Number f. Model Number

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Block No.	Description of Information Required

14 (con't.)	14-11. Contractor's Data
	
	   a. Name of contractor
	   b. Address
	   c. CAGE Code (5 digit or alphanumeric code)
	   d. Part Number
	   e. DrawingNumber
	   f. Model Number
	
	14-12. Type of Installation – (e.g. Designed for Airborne Installation, Portable Use, etc.)

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. The Functional Description shall be different than the Technical Characteristics listed in Block 14-2.
16	Contract or Order Number – self explanatory. Mandatory (one block 16, 17 or 18 must be filled in)
17	Government Drawing Number – self explanatory. Mandatory (one block 16, 17 or 18 must be filled in)
18	Government Specification Number – self explanatory. Mandatory (one block 16, 17 or 18 must be filled in)
19	Data Action Taken To – Leave blank. Database generated.
20	Project Group – The appropriate Government Engineering Project Office, System Program Code, Symbol, or number shall be specified.
21	Equipment of which this is a part – The nomenclature (item name and type designation) or recommended nomenclature of which the item described in block 13 is "part of". Include the type designation number.
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 "used with". Include the type designation number.

23	Modification/New Assignment information –
	  1. Modification - If an item is modified, enhanced, or changed in any way that requires a suffix letter to be added to the nomenclature, select one of the three options for interchangeability, and list previous equipment type designation(s) it is interchangeable with.
	  2. New Assignment - If the item requiring nomenclature is similar to previously approved type designation, check "similar to", select applicable difference(s) (electrically, mechanically and/or functionally), and list the equipment type designation(s) which it is similar to.

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24	Other pertinent information – Additional information on the item not previously mentioned on DD Form 61. If submitting a revision or modification, state specific reason(s) why an item is being revised or modified.
25	Initiated by – (reference block 1 – Originator's Information) Database generated.
26	Signature – (reference block 1 – Originator's Information) Database generated.
27	Authorized Nomenclature – To be completed by the DoDCP only.
28	Authorized by – (reference block 3 – Department of Defense Control Point) Database generated.
29	Signature – (reference block 3 – Department of Defense Control Point) Database generated.

End of DI-SESS-81254C