



DEPARTMENT OF THE AIR FORCE
AIR FORCE LIFE CYCLE MANAGEMENT CENTER
TINKER AIR FORCE BASE OKLAHOMA

August 2025

FROM: AFLCMC/LZPEM

SUBJECT: Requesting Engineering Data

1. The purpose of this letter is to provide non-government customers simple directions for requesting and receiving engineering data from the Engineering Data Repository. To receive engineering data please complete the following steps:
 - a) To establish an account Contractors must have a valid [DD Form 2345](#).
 - b) Once the DD 2345 is approved, send completed PSA request form along with a digitized copy of your valid DD Form 2345 to:
[AFLCMC/LZP TINKER PUBLIC SALES \(aflcmc.lzp.tinkerpublicsales@us.af.mil\)](mailto:aflcmc.lzp.tinkerpublicsales@us.af.mil)
 - c) Payment for data must be received by AFLCMC/LZPEM prior to data being uploaded to DoD SAFE.
 - d) Department of Defense policy mandates only the Data Custodian listed on the DD Form 2345 is eligible to receive data. Therefore, the 2345 Data Custodian will receive email notification from DoD SAFE when requested data is available with a secure link. Then a following email from our Public Sales office will be sent with the encryption code which must be entered to open the file.
2. Ensure you use the Public Sales Request Form to request data from this office. Your request will be delayed or will expire after 30 days if it is missing the following information:
 - a) Intended Use of Data (Provide specific reason for the data requested. e.g. Contract Number, Solicitation Number, or any pre-solicitation information needed to bid or perform on a contract with the DoD, or other U.S. Government Agency, or for other legitimate business purposes in which the U.S. contractor is engaged, or plans to engage.)
 - b) Drawing Number
 - c) Cage Code
 - d) Description
 - e) Weapon System applicable to requested item
 - f) File copy of your current DD Form 2345, Militarily Critical Technical Data Agreement Form.

3. Delays may be incurred if any discrepancies exist in the following:

- a) The data custodians name, email address, business name and/or address, and DD2345 specifics do not match the DD Form 2345 information.
- b) The DD Form 2345 doesn't explicitly state the information requested directly aligns to the purpose of their commission.
- c) The DD Form 2345 doesn't have a valid justification
- d) Other (Will be specified)

4. The Public Sales Office will respond to a request to verify the latest version of an Engineering Drawing if submitted to the email address below. The request form is limited to 5 items.

5. We look forward to providing solutions for your data needs. If you have any questions please contact us at the Tinker Public Sales Desk by email aflcmc.lzp.tinkerpublicsales@us.af.mil

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