



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



20 April 2017

FROM: AFLCMC/LZPES

SUBJECT: Requesting Engineering Data – Tinker AFB

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. Improvements are designed to safeguard sensitive acquisition related information during the solicitation phase of the procurement cycle, the Source Approval Process (SAR) with the Air Force Office of Small Business, and to more fully operate within an eGov environment to better serve our customers. Improvements include the use of email notification with our Public Sales Account (PSA) tracking number, and the secure web base distribution of data via Federal Business Opportunities (FedBizOpps). To receive technical data please complete the following steps:

- a) To establish an account Contractors must have a valid [DD Form 2345](#). Joint Certification Program registration does not require a Cage Code or DUNS number, however, a Cage Code or a DUNS number is required to download data from our web based system FedBizOpps. To download data you must be **registered as a Federal Vendor** in [FedBizOpps](#).
- b) Register for a [Cage Code](#) or for a [DUNS Number](#).
- c) Please note that FedBizOpps automatically validates vendor registration in the System for Award Management (SAM) and Defense Logistics Information Service (DLIS) database prior to data dissemination. Department of Defense policy mandates only the Data Custodian listed on the DD Form 2345 is eligible to receive data downloaded from FedBizOpps. Therefore, the 2345 Data Custodian and FedBizOpps registered data recipient must be the same person. The data recipient will receive email notification from FedBizOpps when requested data is posted to the website with a secure link provided to download the data. If you need to change the Data Custodian and/or modify the DD Form 2345 please go to [DD2345 revision instructions](#).
- d) At FedBizOpps you will receive important instructions on how to view images. For any problems viewing or downloading data from FedBizOpps, please contact the FedBizOpps Help Desk at 1-866-606-8220.
- e) We cannot upload data to FedBizOpps until your registration/certification is completed. Once completed you may email the completed PSA request form along with a digitized copy of your valid DD Form 2345 to: [AFLCMC/LZPES Public Sales Desk \(ocalc.lgldo.public@us.af.mil\)](mailto:ocalc.lgldo.public@us.af.mil)
- f) Payment for data must be received by AFLCMC/LZPES prior to data being uploaded to FedBizOpps. To establish a prepay account contact the Public Sales Desk at 405-736-4676.

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) Drawing Number
 - b) Cage Code/Nomenclature
 - c) Specific National Stock Number (NSN) and/or part number (P/N) of the item for which you seek approval and for items used to prove manufacturing capability.
 - d) Specific business purpose for which requested data would be used. If for a Source Approval Request, state SAR.
 - e) 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 name of the Data Custodian identified on the DD Form 2345 is not listed as a Vendor Name in FedBizOpps.
 - b) The requestor's business name and/or address do not match information on the DD Form 2345.
 - c) The DD Form 2345 related business activity does not match the purpose for which you are certified and eligible.
 - 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. Please limit your request to no more than ten (10) items.
5. We look forward to providing eGov solutions for your data needs. If you have any questions please contact us at our Public Sales Desk at 405.736.4676, or by email ocalc.lgldo.public@us.af.mil

Dru Brummer
Engineering Data Systems
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