



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

January 1, 2020

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 DoD Secure Access File Exchange service (DoD SAFE). To receive technical 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/LZPES Public Sales Desk \(ocalc.lgldo.public@us.af.mil\)](#)
  - c) Payment for data must be received by AFLCMC/LZPES prior to data being uploaded to DoD SAFE. To establish a prepay account contact the Public Sales Desk at 405-736-4676.
  - 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) 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 requestor's business name and/or address do not match information on the DD Form 2345.

- b) The DD Form 2345 related business activity does not match the purpose for which you are certified and eligible.
- c) 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](mailto:ocalc.lgldo.public@us.af.mil)

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