|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUEST FOR CLARIFICATION, DEVIATION, OR REVISION** | | | | | | | | | | | | |
| **CHECK APPROPRIATE BOX** |  | **CLARIFICATION** | | | |  | **DEVIATION** |  | | **REVISION** | | |
| **ACTIVITY** | | | | | **ACTIVITY REQUEST NUMBER** | | | | | | | |
| **WHE NUMBER** | | | | **MANUFACTURER** | | | | | **SPS CRANE**  **Yes \_\_\_\_\_**  **No \_\_\_\_\_\_** | | | |
| **SUBJECT** | | | | | | | | | | | | |
| **PREPARED BY** | | | | **PHONE** | | | | | **FAX** | | **DATE** | |
| **E-MAIL** | | | | |
| **APPROVED BY** | | | | **PHONE** | | | | | **FAX** | | **DATE** | |
| **E-MAIL** | | | | |
| **CONTRACTING OFFICER’S**  **REPRESENTATIVE (IF PREPARED AND APPROVED BY CONTRACTOR)** | | | | **PHONE** | | | | | **FAX** | | **DATE** | |
| **E-MAIL** | | | | |
| **REFERENCE(S)** | | | | | | | | | | | | |
| **ENCLOSURE(S)** | | | | | | | | | | | | |
| **PURPOSE** | | | | | | | | | | | | |
| **BACKGROUND** | | | | | | | | | | | | |
| **DISCUSSION** | | | | | | | | | | | | |
| **REQUEST** | | | | | | | | | | | | |
| **NAVY CRANE CENTER RESPONSE** | | | | | | | | | | | | |
| **NAVY CRANE CENTER CONTROL NUMBER** | | | | | | | | | | | | |
| **PREPARED BY** | | | **PHONE**  **DSN** | | | | | | **FAX** | | | **DATE** |
| **APPROVED BY** | | | **PHONE**  **DSN** | | | | | | **FAX** | | | **DATE** |

FIGURE 1-1 (1 of 2)

REQUEST FOR CLARIFICATION, DEVIATION, OR REVISION INSTRUCTIONS

This form is designed for fax transmission without a cover page or by e-mail and, with enclosures and signatures, shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer and approver shall be filled in. The e-mail address is m\_nfsh\_ncc\_rcdr@navy.mil. The fax number is (757) 396-1772.

1. Clarification, Deviation, or Revision: Check appropriate block.

2. Activity: Enter the Standard Navy Distribution List (SNDL) plain language address (PLA) and unit identification code (UIC) for your activity.

3. Activity Request Number: Enter the request number from your activity in the following format: UIC-FY-000 i.e., your unit identification code, a dash, the current fiscal year, a dash, and the number of the request from your activity in sequence (use four digits).

4. WHE Number: Self-Explanatory, otherwise mark "N/A" if not WHE specific.

5. Manufacturer: Self-Explanatory, otherwise mark "N/A" if not WHE specific.

6. SPS Crane: SPS as defined by NAVSEA 0989-030-7000. Otherwise mark "N/A" if not WHE specific.

7. Subject: Enter the paragraph or other part of the manual addressed.

8. Prepared by: Self-explanatory.

9. Approved by: Approval should be at the level of chief crane engineer, certifying official, or weight handling program manager.

10. Contracting Officer’s Representative: If the request was prepared and approved by a contractor, indicate concurrence by the contracting officer’s representative.

11. Reference(s): Enter the applicable references.

12. Enclosure(s): List the applicable enclosures.

13. Purpose: State the purpose of the request in one or two short sentences.

14. Background: State the background or reason that prompted the request.

15. Discussion: State the rationale behind the request.

16. Request: State the specific request.

17. Navy Crane Center Response, etc.: Reserved for Navy Crane Center use.

FIGURE 1-1 (2 of 2)