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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | | | | | | | | |
| **DATE NAVY CRANE CENTER RESPONSE NEEDED:** | | | | | | | | | | | | |
| **NAVY CRANE CENTER RESPONSE** | | | | | | | | | | | | |
| **NAVY CRANE CENTER CONTROL NUMBER** | | | | | | | | | | | | |
| **PREPARED BY** | | | **PHONE** | | | | | | **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 not be accepted without signatures; however, digital signatures are acceptable. The e-mail address is NAVFAC\_NCC\_RCDR@us.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. Signatures shall remain on the first page if continuation sheets are utilized.

Figure 1-1 (2 of 2)