

MWI 1280.1

REVISION C

EFFECTIVE DATE: December 16, 2002

EXPIRATION DATE: December 16, 2007

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# **MARSHALL WORK INSTRUCTION**

**ED01**

## **FABRICATION REQUEST INSTRUCTIONS (MSFC FORM 3751)**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P09.1-C08 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new organizational codes. MSFC-P14.2-C01 in document history log description for baseline MWI 1280.1 was changed to MSFC-P09.1-C08. Paragraph 6.5.1: changed MPG 8730.7 to MPG 8730.1.
Revision	B	3/16/01	Added definitions 5.6 and 5.9, clarified 5.10, and added sections 6.5.3 and 6.6.3. Revised MSFC Form 3751 and added use of revised MSFC Form 4069 to use in listing internal customer supplied parts for manufacturing.
Revision	C	12/16/02	Removed the word services from Fabrication Services Request to Fabrication Request throughout document and title. Changed last sentence under Applicability to include outsourcing and removed technician support; added MWI 5100.3 and deleted ED37-09-003 under Applicable Documents. Added Core Capability, Outsource, and Outsourcing Process Teams definitions and changed Deliverable End Item, Kit/Kitting, Parts Tag, Quality Sensitive, Requester, and Storeroom definitions; clarified section 6.2, 6.3, 6.4, 6.6.3, 6.6.15, 6.6.16, 6.9, 6.12; added section 6.5 Determine "Make" or "Buy" and note to 6.12; completely redid section 11 flow diagram; revised MSFC Form 3751 and its preparation instructions; revised MSFC Form 4069 and added its preparation instructions; revised ED37 Form 001 and changed the name to "Customer Satisfaction Survey for In-house Manufacturing Contractor; changed first bullet to Appendix C to Outsourcing through local offsite contractors.

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## 1. PURPOSE

This Marshall Work Instruction (MWI) provides instructions for preparing the Fabrication Request, MSFC Form 3751.

## 2. APPLICABILITY

This MWI is applicable to all Marshall Space Flight Center (MSFC) organizations that initiate, approve, or process requests for fabrication services by the Engineering Directorate, Materials Processes, and Manufacturing Department, Manufacturing Services Group. This includes flight, test, ground support equipment, research, development, and facility hardware as well as outsourcing to offsite contractors.

## 3. APPLICABLE DOCUMENTS

- 3.1 MPG 8040.2, "Product Identification"
- 3.2 MPG 8730.1, "Inspection and Testing"
- 3.3 MPG 8730.3, "Control of Nonconforming Product"
- 3.4 MPG 6410.1, "Handling, Storage, Packaging, Preservation, and Delivery"
- 3.5 MWI 5100.3, "Outsourcing Processing for Fabrication/Integration Services)"

## 4. REFERENCES

None

## 5. DEFINITIONS

5.1 Core Capability. MSFC manufacturing core capability is accomplished through the in-house manufacturing contractor. It is defined as R&D hardware products and manufacturing processes for MSFC in-house designs that require close and continual collaboration with design personnel, development of manufacturing processes, or are schedule critical.

5.2 Customer. Recipient of a product provided by the supplier. The requester or contact person on MSFC Form 3751 who is requesting work or services from the Manufacturing Services Group.

5.3 Deliverable End Item (DEI). Manufactured or procured end

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products deliverable to the customer through the Manufacturing Services Group.

5.4 Internal Customer-Supplied Product (ICSP). Products (parts, raw material, standard hardware, or any other items) supplied by a customer for the purpose of fabrication, assembly, special processing, testing, temporary storage, analysis, and/or refurbishment by the Manufacturing Services Group.

5.5 IR Tag. "Inspection Report Tag." Same as Parts Tag. See section 5.8 of definitions below.

5.6 Kit/Kitting. Kitting is gathering individual components and/or materials and providing them in a packaged "kit" with a detailed parts list. A kit consists of two or more items required to make up one unit of one assembly identified by one part number.

5.7 Non-Quality Sensitive (NQS). A term used to identify equipment, hardware, software, or material not directly related to flight systems (e.g., mock-ups, development hardware and software, industrial machinery, laboratory equipment). The end items do not receive an IR Tag, but do receive the minimum quality inspections defined by the internal inspection procedures of the in-house Manufacturing Services contractor. The manufacturing engineer/planner may also add special inspection points as required at the manufacturing level. Released documentation is not required.

5.8 Organization. Generic term used to describe a Marshall Program/Project Office, Directorate, Department, or Group.

5.9 Outsource. Outsourcing is defined as manufacturing work performed outside Redstone Arsenal and separate from the in-house manufacturing contract. The procurement is initiated by the Outsourcing Process Team.

5.10 Outsourcing Process Team (OPT). The OPT consists of co-located procurement, manufacturing, and quality assurance personnel responsible for developing the procurement package, the request for quote, evaluation, award, and administration of the purchase order.

5.11 Parts Tag. MSFC Form 312 is an inspection report tag commonly referred to as the IR Tag by manufacturing. The parts tag is a quality control document that remains with the part and records parts identification and inspection verification during manufacture, test, assembly, and storage.

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5.12 QA Inspection Not Applicable (NA). Work that does not require any formal in-house manufacturing contractor Quality Assurance (QA) Department inspections or their involvement. Quality is assured by the technician being responsible for his/her work and producing a quality product or process. In some instances the supervisor may inspect the work being performed.

5.13 Quality Sensitive (QS). A term used to identify inspection and test verification for flight hardware, flight software, and flight-associated ground support equipment; deliverable products that are to be assembled into a launch vehicle and associated equipment for testing, handling, launching, servicing, and maintaining a vehicle in space; qualification and requalification hardware; hardware or software procured for development activities is non-quality sensitive unless the data resulting from development activities will be used in the "justification for qualification" of flight hardware, software, or flight-associated hardware; and hardware to be used in a hazardous operation might also be designated as quality sensitive by the responsible organization.

5.14 Requester. The person initiating MSFC Form 3751 requesting fabrication services.

5.15 Storage Area. Any area designated for storing material, equipment, and/or products. This includes any holding areas for receiving, staging, and/or inspection. Controlled storage is utilized to prevent damage, loss, or deterioration of materials and products.

5.16 Storeroom. Refers to the Manufacturing Services Group Storeroom and storage areas maintained by the in-house support contractor. This storeroom, located in building 4705, is primarily used for in-process storage of hardware, parts, materials, and supplies used in fabrication and assembly of development, qualification, flight, and test hardware for programs and projects at MSFC.

## 6. INSTRUCTIONS

### Actionee

### Action

Organization	6.1	Establish, maintain, and provide a list to the Manufacturing Services Group of NASA/MSFC personnel (managers, team leads, project leaders, contracting officer technical representatives, etc.)
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who are authorized to approve requests for fabrication services within the organization.

NOTE:

Signature of the authorized NASA/MSFC individual indicates the work or service requested is official NASA business and not part of another support contractor's task or level of effort. The signature also indicates that the cost code is valid and funding is available.

- |                                 |       |  |
|---------------------------------|-------|--|
| Requester                       | 6.2   | Determine the need and coordinate fabrication requirements as they relate to materials, cost, and delivery. Refer to Appendix C for a list of types of work or services.         |
|                                 | 6.3   | Provide labor and funding cost codes as required to the Manufacturing Services Group for outsourcing procurements and/or in-house manufacturing.                                 |
|                                 | 6.4   | Complete MSFC Form 3751, Appendix A, per Preparation Instructions, Appendix B. Forward the completed form to the Manufacturing Services Group in building 4705. See section 7.3. |
| Manufacturing<br>Services Group | 6.5   | <b>Determine "Make" or "Buy".</b>  |
|                                 | 6.5.1 | "Make" decision must fall into the definition of MSFC manufacturing core capability.   |
|                                 | 6.5.2 | If "Make," route MSFC Form 3751 to in-house contractor or to ED37 Manufacturing Engineer/Planner for processing.   |
|                                 | 6.5.3 | If "Buy," route MSFC Form 3751 to Outsourcing Process Team to initiate procurement (MWI 5100.3).   |
|                                 | 6.6   | <b>Internal Customer-Supplied Products (ICSP) provided with request.</b>   |

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Requester            6.6.1    All ICSP shall be labeled or tagged for identification. A label, tag, or other means of identification shall either be attached to the item or the container. The parts label shall match the information provided on the parts list including a find number where applicable.

NOTE: Unless requirement for IR Tag is waived by Program/Project Management, ICSP that will be used for in-scope flight, GSE, and qualification hardware shall have been inspected upon receipt by MSFC Quality in accordance with MPG 8730.1, and shall be identified with quality status maintained on a parts tag.

6.6.2    Prepare a list of ICSP. The list may be put on the Fabrication Request form for cleaning/surface treatment type requests ONLY.

6.6.3    All other ICSP shall be listed on MSFC Form 4069, Appendix F, or on a separate computer-generated list that contains information similar to MSFC Form 4069 and follows the same type format. See Section 7.3.

6.6.4    For parts with a part number, the list shall consist of at least the Item or Find Number, Quantity, and the Part Number (PN) and nomenclature (listed under Description.)

NOTE: Reference the parts tag (IR Tag) number if the ICSP falls under the note in section 6.5.2 above, and provide the original parts tag or copy for each part number. The part number shall consist of drawing number, engineering order number, engineering parts list, and drawing revision as applicable to define the configuration of the parts provided.

ICSP with            **ICSP that have part number.**  
Part Number:

(example)            The following parts are provided:

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Item or Find No.	Qty	Description	IR Tag
1	4	MS3476L16-23P, Connector	SSS456
2	23	MS21209-C0815, Helical Coil	AAA234
3	1	97M23450-1B-104, Board Assy	CCC789

6.6.5 For parts and/or materials that are not readily identified by a unique part number, briefly describe what is being supplied and give item quantities. See Notes, Section 7.

ICSP without  
Part Number:  
(example)

**ICSP without a part number.**

The following parts are provided:

Item	QTY	Description
1	5	4" Valve
2	3	2" x 36" x 60" 6061-T651 AL Plate
3	56	3/8" x 12" SST Tubing
4	30	3" SCH 40 304L 90 Deg. Elbow

6.6.6 A kit may be provided as ICSP for an assembly and a list must be provided using the following format. The list shall be in the engineering parts list find number order to facilitate receiving inspection.

ICSP Kit:  
(example)

**ICSP delivered to manufacturing as a Kit.**

The following parts are provided for:

97M23450-1B-104-KIT Board Assembly

<u>Find No.</u>	<u>QTY</u>	<u>Description</u>	<u>IR Tag</u>
1	4	MS3476L16-23P Connector	SSS456

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2 23 MS21209-C0815 Helical Coil AAA234

- Requester 6.6.7 On the fabrication request, identify any special handling or environmental requirements (MPG 6410.1) and indicate any product identification or traceability requirement that has to be maintained (MPG 8040.2).
- 6.6.8 Provide or arrange transportation of items and/or materials to the 4705 storeroom or identified storage areas.
- 6.6.9 Deliveries to the 4705 storeroom areas should be made during normal hours of operation (7:00 A.M. - 3:30 P.M.). Special arrangements may be made by contacting ED37 for other hours.
- 6.6.10 Deliver MSFC Form 3751 with small ICSP and ICSP Kits to building 4705, room A114 for processing.
- 6.6.11 Large, unwieldy items must be taken to the Manufacturing Services Storeroom, B117, and dropped off, but must be followed up with the proper paperwork attached to the ICSP.
- Manufacturing Services Support Contractor 6.6.12 Check and aid the customer in completing the above steps properly and process the request to obtain a computer-generated unassigned customer order number for tracking the job.
- 6.6.13 Write the customer order number in block 2 of MSFC Form 3751; for cleaning/surface treatment type requests ONLY, make a copy of the fabrication request with ICSP list to be placed with the parts.
- 6.6.14 Place fabrication request with large unwieldy items that were, or are to be, dropped off at the Manufacturing Services Group Storeroom.
- Manufacturing Services 6.6.15 Process small items delivered to A114 and deliver items to the Manufacturing

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- Support Contractor Services Storeroom.
- 6.6.16 Inspect the ICSP and notify customer of any discrepancies. Quality-sensitive items shall not be placed in storage until after inspection, acceptance, and buy-off (quality stamp).
- Manufacturing Services Group 6.6.17 Contact customer about errors and work out discrepancies until quality-receiving inspection has been satisfied.
- NOTE: Notify MSFC Quality to document, per MPG 8730.3, nonconformances of in-scope flight, GSE, and qualification hardware.
- 6.6.18 Temporarily store ICSP, with IR Tag if applicable, per storeroom work instructions.
- 6.7 **Getting items from the Storeroom.**
- Requester 6.7.1 Getting items from the 4705 storeroom shall be coordinated with the Manufacturing Services Group in order to correctly identify part numbers and determine part availability. This is usually the manufacturing planner or engineer for the project.
- 6.7.2 Initiate MSFC Form 3751 to request parts be issued from the Manufacturing Services Group Storeroom. Identify parts by part number, description/nomenclature, and quantity to be issued.
- Manufacturing Services Group 6.7.3 Initiate a customer order and work order in the VISUAL Manufacturing computer system to issue parts.
- 6.8 The Manufacturing Services Group Leader will resolve any conflict between Manufacturing and the Requester concerning "make or buy" and/or scheduling issues.
- Manufacturing 6.9 Process and perform service or fabricate

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Services Group hardware as scheduled through the in-house manufacturing contractor or outsource contractor.

Storeroom 6.10 Notify requester for pickup of completed items.

Requester 6.11 Arrange for pickup of completed items in a timely manner and sign receipt of DEI on DD Form 250 block 22.

6.12 Fill out the ED37 Form 001, "Customer Satisfaction Survey for In-house Manufacturing Contractor" and leave in the storeroom for ED37.

NOTE: This survey is used for contractor performance metrics and must be filled out prior to the release of end product to the customer.

## 7. NOTES

7.1 All internal customer-supplied products shall be tagged for identification and a list provided on MSFC Form 4069. A label, tag, or other means of identification shall either be attached to the item or the container.

7.2 Kitting components for printed wiring boards and/or other electrical or mechanical sub-assemblies is done by the customer as a kit of parts and delivered to the Manufacturing Services Group with the request and list of parts on MSFC Form 4069. Each kit shall be for a single work order and each kit is processed with a separate MSFC Form 4069. Kitting can also be requested through the Flight Hardware Support Operations contractor for items in their inventory. In such a case, their form may be substituted for MSFC Form 4069, but only when all the parts on the form are kitted for a single work order.

7.3 Both the MSFC Form 3751 and MSFC Form 4069 are located on-line in the Marshall Integrated Document Library under Forms. Similar computer-generated formats may be used when approved by the Manufacturing Services Group or Team Leader prior to their use.

## 8. SAFETY PRECAUTIONS AND WARNING NOTES

None

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## **9. RECORDS**

The Manufacturing Services Group will maintain the following records, which are maintained for 5 years plus the current calendar year and then discarded or filed as reference only documents.

9.1 DD Form 250, "Material Inspection and Receiving Report"

9.2 ED37 Form 001, "Customer Satisfaction Survey for In-house Manufacturing Contractor"

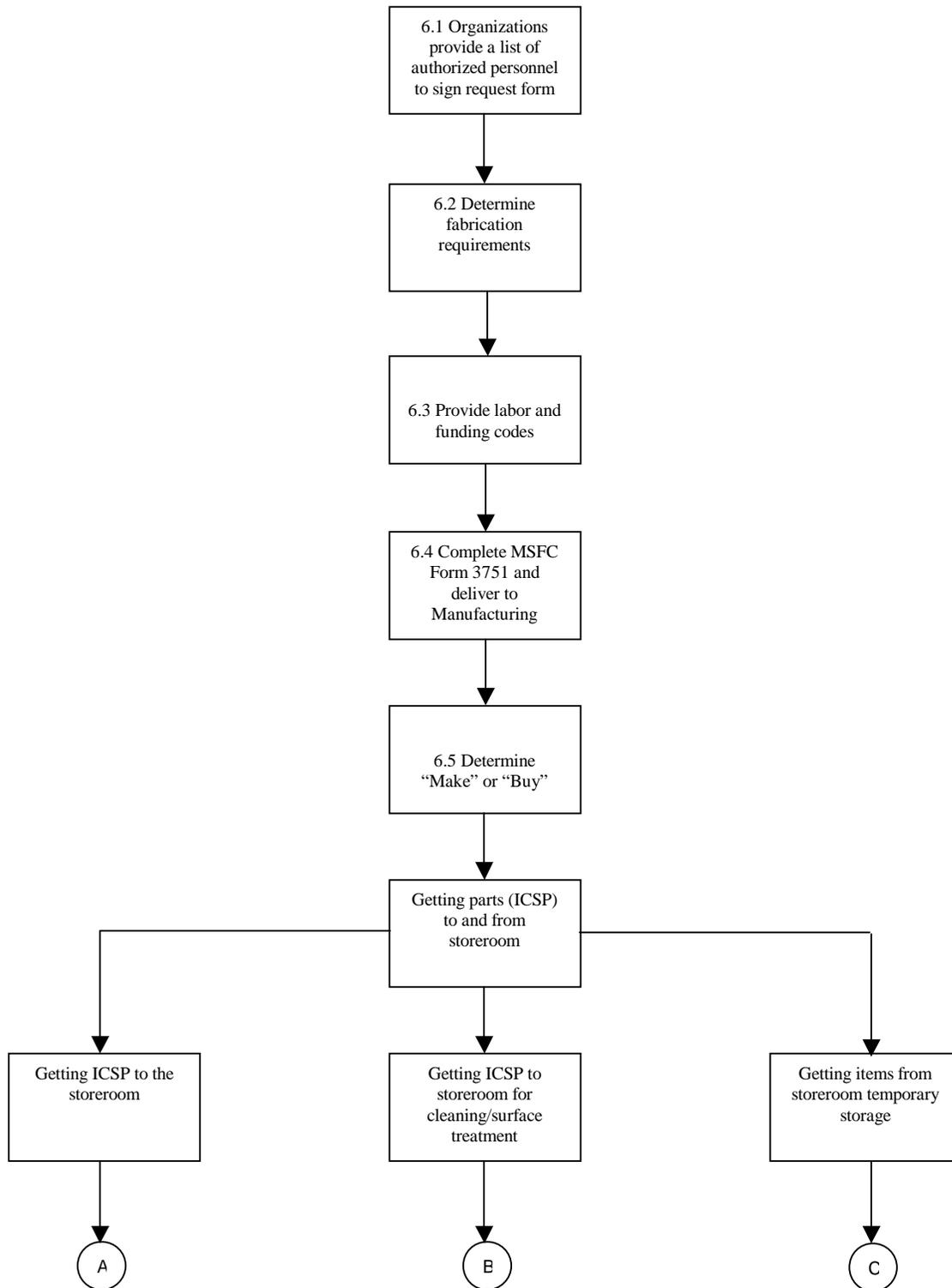
9.3 MSFC Form 3751, "Fabrication Request"

## **10. PERSONNEL TRAINING AND CERTIFICATION**

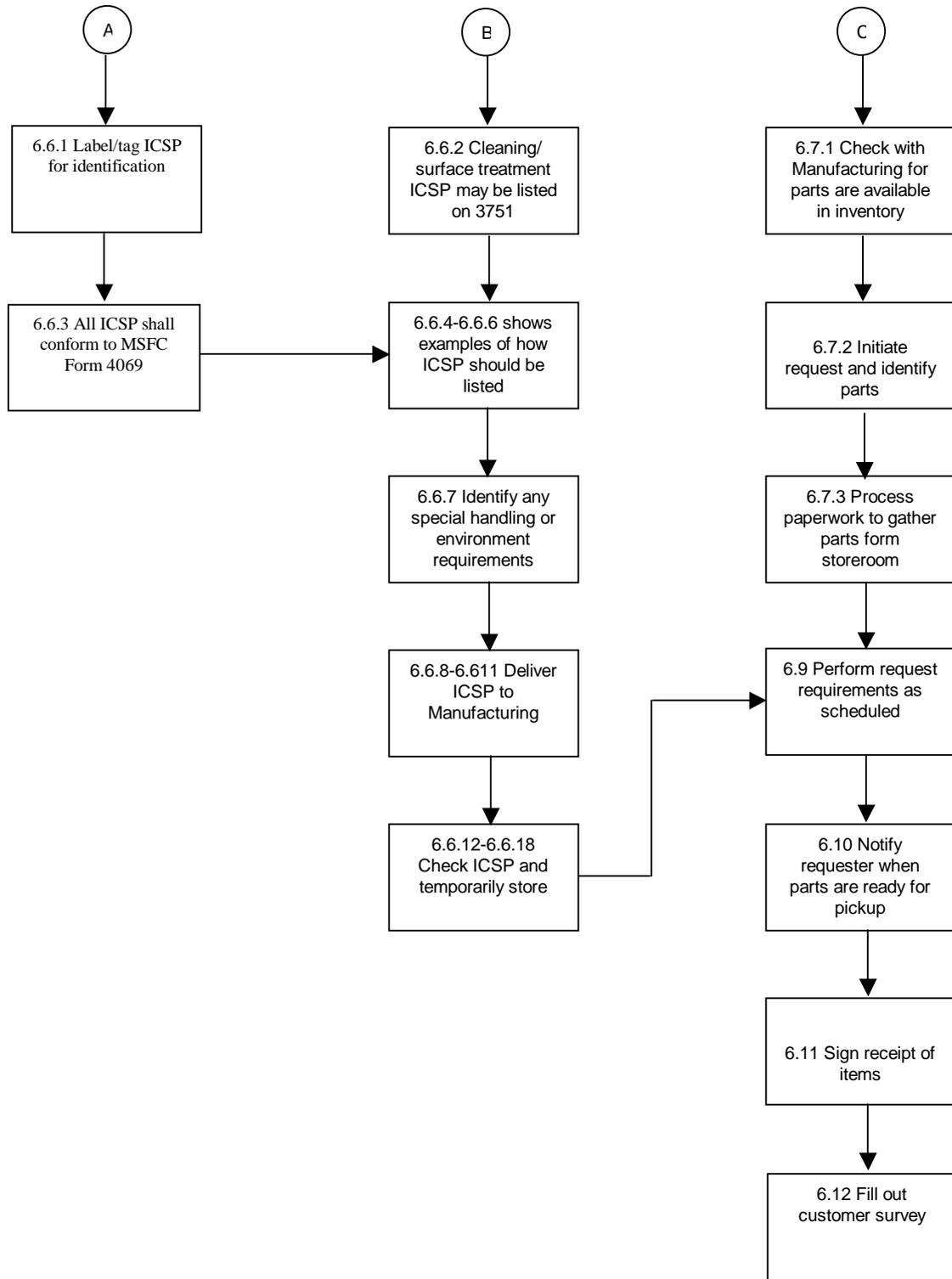
None

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**11. FLOW DIAGRAM: FABRICATION REQUEST**



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## 12. CANCELLATION

MWI 1280.1B dated March 16, 2001

Original signed by  
Axel Roth for

A. G. Stephenson  
Director

- Appendix A MSFC Form 3751, Fabrication Request
- Appendix B MSFC Form 3751, Preparation Instructions
- Appendix C List of Fabrication Services and Support
- Appendix D DD Form 250, Material Inspection and Receiving Report
- Appendix E ED37 Form 001, Customer Satisfaction Survey for In-house Manufacturing Contractor
- Appendix F MSFC Form 4069, Internal Customer Supplied Parts (ICSP) List
- Appendix G MSFC Form 4069, Preparation Instructions



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## APPENDIX B

### MSFC FORM 3751 PREPARATION INSTRUCTIONS

BLOCK TITLE	BLOCK INSTRUCTIONS
1. ED37 DATE RECEIVED: 2. ED37 CONCURNACE: 3. ED37 CUSTOMER ORDER NUMBER:	These fields are filled in when received by Manufacturing.
4. DATE:	The initiation date of the request.
5. NEED DATE:	Enter the realistic need date. If this need date cannot be supported, it will be negotiated.
6. PROJECT:	Enter program/project nomenclature and acronym for this work.
7. WBS ELEMENT:	Enter the current and appropriate WBS Element for the project.
8. FUNDING CONTRACT/PHONE	Name and phone number of person to contact for approving funds.
9. FUND:	Enter the current and appropriate Fund for the project.
10. FUND CENTER:	Enter the current and appropriate Fund Center for the project.
11. TYPE OF WORK:	Check the appropriate box for the type of work being requested.
12. QUALITY ASSURANCE COVERAGE:	Mark the appropriate box to show the type of inspection required or check NOT APPLICABLE. See Section 5 for definitions of these terms. Normally, only QUALITY SENSITIVE items require an inspection report (IR) tag or parts tag.
13. MAKE or BUY:	ED37 will fill this out when they do their "Make or Buy" plan to determine where the work will be done.
14. IN-HOUSE PERFORMANCE METRICS:	Enter the percentage of quality (customer satisfaction), schedule, and cost performance metrics that shall be used to calculate incentive fee earned on this job. Use whole numbers and the total shall equal 100%.
15. DISPOSITION OF END ITEM:	Check the correct box to indicate if the completed item is to be stored for later assembly or to be picked up. No deliverable end item (DEI) is checked when a service is performed or when the DEI is to be installed at another location.
16. REQUESTER/CONTACT NAME:	Type the name or the person to contact for additional information and/or to pick up the deliverable end items.
17. PHONE: 18. ORGANIZATION:	Type the phone number and organization of the contact name.
19. REQUESTER CONTROL NUMBER.:	Enter any identification number utilized by the submitting organization for tracking this job.
20. ITEM:	Enter item number or separate task number sequentially.
21. QTY:	Enter the quantity required for each deliverable end item.
22. DESCRIPTION OF WORK:	A clearly defined task must always be identified. Identify by part number and nomenclature the items to be fabricated or modified.
23. PRINT NAME AND ORGANIZATION CODE: 24. SIGNATURE AND DATE:	Print the name and organization code of the approver in block 23, then have the approver sign and date in block 24.

## APPENDIX C

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### **LIST OF FABRICATION SERVICES AND SUPPORT**

(Services provided are not limited to the following)

- Outsourcing through local offsite contractors.
- Hardware fabrication and assembly, including production of full-scale models and mockups, process development tooling, test support equipment and fixtures, test specimens and experimental flight hardware, facilities, and other hardware items in support of Center mission.
  - Machining (including CAD/CAM)
  - Assembly
  - Ultra Precision Measuring
  - Flex Hose Fabrication
  - Fabrication (Sheet Metal)
  - Optical Alignment
  - Surface Treatment and Cleaning
  - Electrical/Electronic Fabrication
  - Welding/Brazing
  - Heat Treatment
  - Multi-Layer Insulation (MLI) Blankets
  - Dry Film Lubrication

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**APPENDIX D**  
**DD FORM 250**

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p style="text-align: center;"><b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.</b></p>						
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO.		ORDER NO.		6. INVOICE NO./DATE		7. PAGE OF
2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L TCN		5. DISCOUNT TERMS		
9. PRIME CONTRACTOR CODE		10. ADMINISTERED BY CODE				
11. SHIPPED FROM (If other than 9) CODE		FOB:		12. PAYMENT WILL BE MADE BY CODE		
13. SHIPPED TO CODE		14. MARKED FOR CODE				
15. ITEM NO.	16. STOCK/PART NO.	DESCRIPTION <i>(Indicate number of shipping containers - type of container - container number.)</i>	17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
						0 0.00 0.00 0.00 0.00 0.00 0.00
<b>21. CONTRACT QUALITY ASSURANCE</b> <b>a. ORIGIN</b> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				<b>b. DESTINATION</b> <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		
DATE _____ TYPED NAME: TITLE: MAILING ADDRESS:		DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		<b>22. RECEIVER'S USE</b> Quantities shown in column 17 were received in apparent good condition except as noted. DATE RECEIVED _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:		
DATE _____ TYPED NAME: TITLE: MAILING ADDRESS:		DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.		
DATE _____ TYPED NAME: TITLE: MAILING ADDRESS:		DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		COMMERCIAL TELEPHONE NUMBER:		
23. CONTRACTOR USE ONLY						

DD FORM 250, AUG 2000

PREVIOUS EDITION IS OBSOLETE.

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**APPENDIX G**

**MSFC FORM 4069 PREPARATION INSTRUCTIONS**

<b>BLOCK TITLE</b>	<b>BLOCK INSTRUCTIONS</b>
1. DATE:	The initiation date of the request.
2. NAME/PHONE NUMBER:	Enter the full name and phone number of the person to contact for additional information.
3. ORGANIZATION:	Enter the organization of the contact name.
4. CUSTOMER ORDER NUMBER:	Manufacturing will enter the customer order number generated by their application software.
5. PROJECT:	Enter the project acronym.
6. DRAWING NUMBER:	Enter the drawing number the parts are used on followed by the engineering parts list (EPL) number if known.
7. WORK ORDER NUMBER:	Manufacturing will enter the work order number generated by their application software.
8. FIND/ITEM NO.:	Enter the Find Number, if known, of the EPL in sequential order. Otherwise use a sequential item number.
9. QTY:	Enter the quantity of the item being provided.
10. PART NUMBER AND DESCRIPTION:	Enter the part number of the part followed by the description with a comma between.
11. PARTS TAG NO.:	Enter the Inspection Report (IR) Tag number for Quality Sensitive items.
12. FOR INTERNAL USE ONLY:	Manufacturing will enter everything below this block.