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Maintenance

**ENGINEERING DATA STORAGE,
DISTRIBUTION, AND CONTROL**

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This instruction implements AFR 21-4, *Engineering Data*. It describes the duties of Engineering Data Service Centers (EDSC) and assigns responsibility for storing, distributing, and controlling engineering data. AFC4A is exempt from this instruction but will use AFI 21-404, *Command, Control, Communications, and Computer (C4) Systems Installation Records* (formerly AFR 700-28).

SUMMARY OF REVISIONS

This revision is the initial publication of AFI 21-401, substantially revising AFR 67-28. It is limited to only that information necessary to accomplish engineering data storage, distribution, and control across the Air Force. All other information not directly pertaining to this process has been eliminated.

Section A—Responsibilities

1. HQ USAF/LGM:

- Determines policy for storing, distributing, and controlling engineering data.
- Approves or disapproves requests for Category V EDSCs.
- Chairs the Air Force Engineering Data Group (AFEDG).
- Ensures that facilities that store engineering data media set environmental and access criteria.
- Advocates and implements policy that increases electronic distribution of engineering data.

2. Major Commands and Field Operating Agencies (MAJCOM and FOA):

- Approve or disapprove requests for Category I through IV EDSCs.
- Oversee the management of, designate focal points, and set priorities for EDSCs within their jurisdiction.
- Name members to represent the organization in the AFEDG.

- Require EDSCs to periodically confirm that users' need to automatically receive, or electronically access engineering data.
- Make sure that those who request complete data sets need them.
- Fund initial data sets and updates.
- Set policy for base level data requirements.
- Establish procedures for customer access to Department of Defense Index of Specifications and Standards (DODISS) specifications and standards.
- Set fees for services and policies for reimbursement of EDSCs.
- Make sure that all aperture cards placed in EDSCs comply with MIL-STD 804.
- Make sure that electronic engineering data placed in EDSCs comply with MIL-STD-1840 and Continuous Acquisition and Life Cycle Support directives.

3. Headquarters Air Force Materiel Command (HQ AFMC/ENC):

- Serves as vice chair of the AFEDG and coordinates the time, place, and agenda of meetings.
- Lead Standardization Activity for Department of Defense (DoD) Engineering Data Reproduction Systems (EDRS) standardization area.

4. Air Force Cryptological Support Center (AFCSC/LMM):

- Distributes, stores, and controls cryptologic and subsurface atomic energy detection engineering data.

5. Technical Operations Division (TOD/LGV):

- Distributes, stores, and controls engineering data on non-subsurface atomic energy detection system and related equipment.

6. Directorate of Nuclear Weapons (SA-ALC/SWRL):

- Distributes, stores, and controls engineering data for nuclear ordnance items and related equipment.

7. Aerospace Guidance and Metrology Center (AGMC/SCI):

- Distributes, stores, and controls engineering data for inertial guidance and metrological equipment and related items.

8. Air Force Engineering Data Group (AFEDG):

- Reviews and suggests changes to policy on Air Force engineering data storage, distribution, and control for this instruction as well as AFI 21-402, *Engineering Drawing System* (formerly AFR 81-10) and AFI 21-403, *Engineering Data Acquisition* (formerly AFR 800-34).
- Includes Air Force members from activities involved in storing, distributing, and controlling engineering data. The chair may appoint ad hoc sub-groups to address specific concerns.

9. Planning Goals. When planning to store, distribute, and control engineering data consider these goals:

- Plan for increased automation.
- Plan for increased electronic interface capabilities for engineering data.
- Improve accountability by continually improving the process.
- Increase ability to electronically store and extract engineering data sets.

Section B—Operations and Measurements

10. Authorized EDSCs Distributing Data:

- Control, store, maintain, and distribute engineering data.
- Protect classified data per AFPD 31-4, *Information Security*, and AFI 31-401, *Information Security Program Management*.
- Protect limited rights data from unauthorized use, according to 48 CFR Subpart 227.4 and DFARS Subpart 227.4.
- Release data per AFPD 61-2, *Management of Scientific and Technical Information*, AFI 37-131, *Air Force Freedom of Information Act Program*, AFI 37-132, *Air Force Privacy Act Program*, and AFI 61-204, *Controlling the Distribution of Classified and Unclassified Scientific and Technical Information*.
- Make rules for giving data to authorized users.
- Follow the rules in AFI 63-107, *Weapon System Program Management*, to give data to foreign military sales (FMS) customers.
- Set policies for releasing data as Government Furnished Information through authorized Government agencies.

11. Requisitioning Engineering Data:

- Establish procedures for asking an EDSC for data.
- Establish procedures for EDSCs to answer requests for data.
- Send requests for data sets and updates through command channels so other MAJCOMs can approve them.
- Establish procedures for EDSCs to provide data sets and updates to authorized activities.
- Establish procedures and controls for distributing data to be used for FMS, Public Sales, and Freedom of Information Act (FOIA) requests.
- Set target response times for answering customer requests quickly.

12. Storing Data:

- Store data media in environmentally controlled and secure facilities.
- Keep back up data files (disks and tapes) of electronic data in an area remote from the EDSC.

13. Controlling Data:

- Establish controls to protect the accuracy and integrity of electronic data during data enhancement process.

- Establish controls to make sure that the EDSC accepts only officially acquired and processed data.
- Establish controls to make sure that changes or alterations of data are made only through an authorized process.

14. Reproducing Data:

- EDSCs shall establish capabilities to reproduce data in, or delivered to, the EDSC.

15. Measuring Success:

- EDSCs collect data according to the *Engineering Data Report* (RCS: HAF-LGM[A]9315), to achieve targeted results as defined by AFPD 21-4.

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Attachment 1

GLOSSARY OF ACRONYMS AND TERMS

Abbreviations and Acronyms

AFC4A—Air Force Command, Control, Communications, Computer Systems Agency

AFCSC—Air Force Cryptological Support Center

AFEDG—Air Force Engineering Data Group

AGMC—Aerospace Guidance and Metrology Center

ALC—Air Logistics Center

C4—Command, Control, Communications, Computer

DFARS—Defense Federal Acquisition Regulation Supplement

DODISS—Department of Defense Index of Specifications and Standards

EDRS—Engineering Data Reproduction System

EDSC—Engineering Data Service Center or Engineering Data Support Center

FAR—Federal Acquisition Regulation

FMS—Foreign Military Sales

FOA—Field Operating Agency

FOIA—Freedom of Information Act

MAJCOM—Major Command

TOD—Technical Operations Division

USAF—United States Air Force

Terms

Aperture card—A generic term which, for the purposes of this instruction, refers to all tabulating cards, processed or unprocessed, which contain a rectangular opening or aperture specifically designed for the mounting of a frame of microfilm. This includes the terms aperture card, camera card, copy card, and image card which are specifically defined in MIL-STD-804.

Data enhancement process—The electronic enhancement of electronic files to increase legibility of the image by improving contrast.

Data set—A batch of data an EDSC usually keeps separately and uses to reproduce a package for off-site customers. It usually contains information about a single thing, such as a complete weapon system or a major sub-system.

Attachment 2

DESCRIPTIONS OF EDSC CATEGORIES

CATEGORY I EDSC—This EDSC is established to support a base or installation whose mission requires minimal engineering data. These EDSCs do not maintain data files nor are they authorized to have any equipment for viewing and reproduction. A DODISS documents library is permitted.

CATEGORY II EDSC—This EDSC is established to support a base or installation whose mission requires small amounts of engineering data. These EDSCs do not maintain data files but may have equipment for viewing and printing copies of engineering data. These EDSCs may requisition engineering data on a one-time basis. A DODISS documents library is permitted.

CATEGORY III EDSC—This EDSC is established to support a base or installation whose mission requires individual items of data, some partial or complete sets of data, and the maintenance of data files. These EDSCs requisition data on a one-time basis. They are authorized to have equipment for viewing and printing copies of engineering data. A DODISS documents library is required.

CATEGORY IV EDSC—This EDSC is established to support a base or installation whose mission requires complete sets of data. These EDSCs must maintain data files. They are authorized to have equipment for viewing and printing copies of engineering data. A DODISS documents library is required.

CATEGORY V EDSC—This EDSC is established to receive new data from contractors, subcontractors, vendors, and government design activities; process requests for copies of individual items and sets of data from government and nongovernment activities; provide automatic updates to Category III and Category IV EDSCs and to other individuals or activities as necessary. These EDSCs, located at the five ALCs, are primary DoD repositories maintaining the official Air Force record copies of data, sets of data (reserve files), and have complete reproduction capabilities for that data. These EDSCs also perform the local base-level EDSC operations for their respective bases. A DODISS documents library is required.