

## INSTRUCTIONS FOR PREPARATION OF ENGINEERING RELEASE RECORD UTILIZING DD FORM 2617

### GENERAL

**SCOPE.** This instruction establishes uniform requirements for the preparation of the DD Form 2617, "Engineering Release Record".

**APPLICATION.** The provisions of this instruction apply whenever the ERR is utilized to authorize use of new approved configuration documentation.

**APPLICABLE DOCUMENTS.** DI-SESS-80463

**GENERAL REQUIREMENTS.** DD Form 2617 is not mandatory and is provided for reference only. ERRs may be prepared in Supplier format with the approval of the Acquirer.

**Distribution Statement.** Use this block to insert the appropriate Distribution Statement and/or Export Control Warning for this form in accordance with Block 9 of the applicable DD Form 1423, "Contract Data Requirements List" which this document is being delivered against and/or DODI 5230.24, Distribution Statements on Technical Documents.

**DETAILED REQUIREMENTS.** Detailed instruction for completion of the ERR.

**Block 1. Date Prepared.** Enter the date which the ERR was prepared or submitted for approval.

**Block 2. ERR No.** Enter the unique ERR identification number or the number assigned by the Acquirer.

**Block 3. Procuring Activity Number.** To be entered by the procuring activity to provide an internal processing number if required.

**Block 4. ERR Page No.** Enter the page number of the ERR form.

**Block 5. Baseline Established or Changed.** Check appropriate block to identify the configuration baseline established or changed.

**Block 6. Type of Release.** Check appropriate block to indicate whether release is establishing a baseline (initial) or a change to the established configuration baseline.

**Block 7. ECP Number.** Enter the ECP number associated with this ERR.

**Block 8. ECP Approval Date.** Enter the date the ECP, which this ERR is based, was approved.

**Block 9a. Affected Item Nomenclature.** Enter the nomenclature for the affected system or configuration item.

**Block 9b. Part Number.** Enter the Part Number for the affected system or configuration item.

**Block 9c. NSN.** Enter the National Stock Number (NSN) for the affected system or configuration item if available.

**Block 10. Remarks or Miscellaneous.** Enter the identification numbers of additional ECPs, when applicable. This block can also be used to note the item that the documentation identifies (e.g., system specification, minor item, configuration item, critical component, partial or complete releases, or any other remarks pertinent to the data being released).

**Block 11. Data Released or Revised.** In the space provided within Block 11, enter each document and sheet as a separate line entry per the instructions below. EXCEPTION: Multi-sheet documents are to be entered as a single line entry when all sheets are maintained as the same revision.

**Block 11a. CAGE Code.** Enter the CAGE Code of the document listed in Block 11c.

**Block 11b. Type.** Enter document type code (commonly used acronym as shown in the following examples):

### CODE DOCUMENT TITLE (EXAMPLES)

|       |  |
|-------|--|
| 3D    | 3-dimensional CAD Models                             |
| DR    | Drawings   |
| SQ    | Quality Assurance Provisions                         |
| IL    | Index List   |
| EL    | List of Inspection Equipment                         |
| DL    | Data List  |
| PL    | Parts List   |
| PS    | Special Packaging Instructions                       |
| ED    | List of Equipment - Depot Installed                  |
| EM    | List of Equipment - Manufacturer Installed           |
| ET    | List of Equipment - Troop Installed                  |
| B-5   | Development Specification                            |
| C-5   | Product Specification                                |
| CPTPR | Computer Program Test Procedure                      |
| CPTS  | Computer Program Test Specification                  |
| DBDD  | Database Design Document                             |
| FSM   | Firmware Support Manual                              |
| IDS   | Interface Design Specification                       |
| IRS   | Interface Requirements Specification                 |
| LCUG  | Life Cycle Software Support Environment User's Guide |
| PDD   | Preliminary Description Document                     |
| PDS   | Program Design Specification                         |
| PPD   | Program Package Document                             |
| PPS   | Program Performance Specification                    |
| SPS   | Software Product Specification                       |
| SRS   | Software Requirements Specification                  |
| SS    | System Specification                                 |
| STD   | Software Test Description                            |
| STPR  | Software Test Procedure                              |
| TEMP  | Test and Evaluation Master Plan                      |
| VDD   | Version Description Document                         |

**Block 11c. Number.** Enter documents in a logical order by types of documents in ascending numerical and alpha-numerical sequence.

**Block 11d. Page of.** Enter the particular page number of the total count of pages in Column 11e. No entry required for single page documents.

**Block 11e. Pages.** Enter the total count of pages comprising the document. No entry required for single page documents.

**Block 11f. Letter.** Enter the new revision symbol to be issued for the document listed in Column 11c.. For original documentation, enter a hyphen (-).

**Block 11g. Date.** Enter the document date.

**Block 11h. Release.** (1) Initial Release (IR). Enter "X" if the document is being initially released. (2) New Application Release (NAR). Enter "X" if the document has a new application.

**Block 11i. Change.** (1) Change (CH). Enter "X" for each document listed for which the revision level of an established baseline document is being changed. (2) Cancellation (CAN). Enter "X" for each listed document which is to be deleted from an established configuration baseline.

**Block 11j. Other.** For optional use.

**Block 12. Submitted by.** Enter typed, printed, or stamped name and signature of responsible drafting or engineering services organization or engineering segment.

**Block 13. Approved by.** To be completed by the authorized acquiring activity official.