

ADDRESS CODE DISTRIBUTION  
FOR ECP/RFD/RFV/VECP

1. Concurrent distribution of Value Engineering Change Proposals (VECPs), Engineering Change Proposals (ECPs), Request for Deviations (RFDs)/Request for Variance (RFVs) shall be submitted as follows:
2. The preferred method of transmission is electronically to [USARMY.RIA.ARDEC.MBX.ARDEC-ECP-INPUT@MAIL.MIL](mailto:USARMY.RIA.ARDEC.MBX.ARDEC-ECP-INPUT@MAIL.MIL). Submission shall be under 7MB. Electronic forms (DD Forms 1692, 1693, and 1694) are available for your use at [HTTPS://WWW.PICA.ARMY.MIL/PROD\\_TECHDATA/CMDOCS-LINKS.HTM](HTTPS://WWW.PICA.ARMY.MIL/PROD_TECHDATA/CMDOCS-LINKS.HTM). DD Forms associated with MIL-STD-3046 (DD Forms 1692, 1694, 1695) are located at <http://www.dtic.mil/whs/directives/infomgt/forms/>.
3. If hardcopies are submitted, the contractor shall submit copies as required and as identified below to:
  - a. Director, U.S. Army Armament Research, Development and Engineering Center, ATTN: RDAR-EIS-PE (ECPs), PICATINNY, NJ 07806-5000
  - b. Contracting office: Provide to the contract specialist's current mail/email address as reflected on the front page of the contract (or most recent modification, if applicable).
  - c. Administrative Contracting Officer
4. When ECPs, NORs, RFDs/RFVs are determined to be Urgent, Critical and/or schedule impacting, an action copy shall be provided to RDAR-EIS-PE via data facsimile (FAX) to 973-724-2082. This transmission shall be immediately followed with the usual email submittal.