

MATERIAL APPROVAL SUBMITTAL

(See Instructions on Reverse)

Form Approved
OMB No 9000-062
Expires May 31, 2005

Public reporting burden for this collection of information is estimated to average 20 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 this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project OMB No 9000-0062, Washington D.C. 20593. Please DO NOT RETURN your form to either of the addresses Send your completed for to: SAF/AQCP, 1050 Air Force Pentagon, Washington, D.C. 20330

TO: (Contracting Officer's Representative)		FROM: (Contractor)		DATE (YYYYMMDD)	
CONTRACT NUMBER		SUBMISSION NUMBER		SUBMITTAL	
				☒ New ☐ RESUBMITTAL	
PREVIOUS SUBMISSION NUMBER			PROJECT NUMBER		

TO BE COMPLETED BY CONTRACTOR**FOR GOVERNMENT USE ONLY**

ITEM NO.	SPECIFICATION SECTION/ PARA NO./DRAWING NO	DESCRIPTION OF MATERIAL (Include Type, Model Number, Catalog Number, Mfg., etc.)	AP- PROVED	DISAP- PROVED	SEE REVERSE	INITIAL

**BY COMPLETING THIS FORM, THE UNDERSIGNED CONTRACTOR CERTIFIES THAT
THE MATERIAL COMPLIES WITH ALL SPECIFICIFICATIONS OF SUBJECT CONTRACT**

DATE (YYYYMMDD)	[Contractor] TYPE OR PRINT NAME AND GRADE	Signature

FOR GOVERNMENT USE ONLY

TO: (Base Civil Engineering Project Manager)	
For Evaluation and Action	

DATE (YYYYMMDD)	[Base Civil Engineering CM/Inspector] TYPE OR PRINT NAME	Signature

TO: (AF Contracting Officer's Representative)	

RECOMMEND ☐ APPROVAL ☐ DISAPPROVAL AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE

DATE (YYYYMMDD)	[Base Civil Engineering Project Mgr] TYPE OR PRINT NAME	Signature

☐ APPROVED ☐ DISAPPROVED AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE

RESUBMITTAL ON DISAPPROVED ITEMS WITHIN ____ DAYS OF DATE SHOWN BELOW.

TO: (Contractor)		
DATE (YYYYMMDD)	[Contracting Officer's Representative] TYPE OR PRINT NAME	Signature

COMMENTS

(Number to correspond with applicable Item Number on reverse)

INSTRUCTIONS TO CONTRACTORS

1. The term "material" is defined as articles, supplies, raw materials, equipment, parts, components, and end items that are to be incorporated into the work required by the contract.
2. This form is to be used by contractors for submitting Shop Drawings, Equipment Data, Manufacturer's Literature and Certificates and sample of Materials to the Government for approval in accordance with the provisions of this contract. Unless otherwise specified, it is to be prepared in 4 copies, signed, and provided to the contracting officer with appropriate attachments.
3. Item(s) to be approved will be clearly tabbed or identified. Data pertaining to items(s) to be approved will be clearly identified or tabbed, particularly where documents are voluminous, in order to properly evaluate the materials or articles to be incorporated in the work. Each attachment will be numbered to correspond with the item number shown on the face of the form.
4. Request submitted shall be numbered consecutively, by contract, in the space entitled "Submission No.". This number, in addition to the Contract No., will be used to identify each Material Approval Submittal. Resubmissions will be indicated in the appropriate block and the insertion of previous submission number data in addition to a new submission number. A single submission should be used for all work of a section of the specifications, but in NO instance should the submission include work for more than (1) one contract. Submittals requiring priority handling will be submitted by separate submittal using the form and so marked across the face of the form.
5. This material Approval Submittal is not valid unless it is signed by the contracting officer. This approval is required as called for by the contracting officer under the terms of this contract.