



ATTACHMENT 1

PROCEDURE AND RESPONSIBILITIES FOR RELEASING STRUCTURES' ELECTRONIC CONTRACT PLAN FILES (AFTER AWARD)		
Structure Document Unit	Structure Design Branch	Structure CADD Services
1. Receive request - Form DS-DO 144E (Request for Electronic Contract Drawings)		
2. Log in request A. Requestor's 1) Name 2) Address 3) Telephone Number 4) Email Address B. User's 1) Name 2) Address 3) Telephone Number 4) Email Address C. Date of receipt of request D. Electronic files information see Attachment 2A for example		
3. Sends request to Original Structure Design Branch A. Logs date sent and then request is passed on to Original Structure Design Branch		
	1. Receives request from Structure Document Unit - Form DS-DO 144E	
	2. Dates and fills out Form DS-DO 144E - see Attachment 2B for example	
	3. Passes on request to CADD Services to retrieve electronic files - Form DS-DO 144E	
		1. Receives request from Structure Design Branch - Form DS-DO 144E
		2. Retrieves electronic files from archives.
		3. Dates and fills out Form DS-DO 144E - see Attachment 2C for example
		4. Returns electronic files to Structure Design Branch along with Form DS-DO 144E



ATTACHMENT 1

PROCEDURE FOR RELEASING STRUCTURES' ELECTRONIC CONTRACT PLAN FILES (AFTER AWARD)		
Structure Document Unit	Structure Design Branch	Structure CADD Services
	4. Receives electronic files from CADD Services along with Form DS-DO 144E	
	5. Removes all signatures, seal information, and names from each electronic file before releasing files to requesting party.	
	6. Fills out standard transmittal memo see Attachment 3 for examples	
	7. Dates and fills out Form DS-DO 144E - see Attachment 2D for example	
	8. Passes on electronic files along with Form DS-DO 144E and standard transmittal memo to Structure Document Unit	
4. Receives electronic files from Structure Design Branch along with Form DS-DO 144E and the standard transmittal memo		
5. Completes Form DS-DO 144E and retains for records - see Attachment 2E for example		
6. Sends electronic files along with standard transmittal memo to requestor		
7. Structure Document Unit waits for verification of receipt from requestor		
8. After receiving verification of receipt, Structure Document Unit sends verification to Structure Design Branch		
	9. Structure Design Branch waits for verification of receipt from Structure Document Unit	
	10. Receives verification and now can delete electronic files	