DATA REQUEST FORM (DRF)

1. DRF Number	2. DRF Date (MM/DD/YYYY)	3. Data Coordinator
4. Time Received	5. Date Required (MM/DD/YYYY)	6. Transmittal Method
7. Program	8. Working Group Team Name	9. Period of Interest
10. Title (Data Type)		

11. REQUESTOR

a. Name (Last, First)	b. Organization
c. Phone Number (Include Area Code and Ext.)	d. Email

12. CONTACT

a. Name (Last, First)	b. Phone Number (Include Area Code and Ext.)
c. Street Address	d. City, State, ZIP Code

13. DESCRIPTION OF REQUEST

14. IMPLEMENTATION COMMENTS

15. DRF CONCURRENCE

a. Name		b. Signature	c. Date
d. Title	e. Office Symbol	f. Phone Number (Include Area Code and Ext.)	
g. Requestor		h. Signature	i. Date

** NOTE: Data requestor is responsible for retention of all data received pending SSP direction upon completion of investigation.*

INSTRUCTIONS
DATA REQUEST FORM (DRF)

DRF Number:	Propulsion System Integration (PSI) Data Coordinator assigns tracking number.
DRF Date:	Date of data request.
Data Coordinator:	PSI data coordinator.
Time Received:	Time of data request.
Date Required:	Date required by contact.
Transmittal Method:	Identify how the requested data will be provided (hardcopy, email, disc,..)
Contact:	PSI point of contact.
Description of Request:	Requestor shall provide a well defined description of the requested data.
Implementation:	Data Coordinator may use this field to explain information pertinent to the requested data.
DRF Concurrence:	MSFC Data and Records Handling Coordinators authorized to grant the requested data.
Requestor Signature:	Requestor will sign to signify requested data is acceptable and assumes responsibility for the retention of all data received pending SSP direction.