# Do not include these instructions (Page 1) with the submittal

**GENERAL INSTRUCTIONS**

* Only include page 2 of this form in the MIC Mark Package submittal **(as the cover sheet)**.
* Ensure all documentation supports that the part in the final configuration is in accordance with the drawing(s) and meets all Critical Safety Item (CSI) requirements.
* Add or delete lines, as needed.
* **Do not** submit a package with more than one contract, part, or purchase order. (Multiple serial numbers **is** allowed.)

**FIELD-SPECIFIC INSTRUCTIONS**

**Part Number:** Number according to the designated drawing—ONLY one part per MIC Mark Package

**Part Name:** Name according to the designated drawing

**Revision:** Revision the supplier is working to with any applicable engineering change notices (ECNs)

**Supplier and CAGE Code:** Supplier that is submitting the MIC Mark Package documentation and current Commercial and Government Entity (CAGE) code

**Serial Number:** GA-EMS serial number(s) as instructed per the associated drawing (e.g., 4700012345-0001 or 4700012345-0001 through -0005)

**Contract Number:** Government-issued contract number (e.g., N00019-14-C-0037)—ONLY one contract per MIC Mark Package

**NOTE:** To avoid contract number confusions, if the contract is for CVN 80, add “(CVN 80)” next to the contract number

**CSI Documentation:**

* **ONLY** list the documentation that fulfills the critical or major characteristic requirements per the drawing or standards
* CSI documentation can include but is not limited to:
  + Non-destructive testing
  + Material certification
  + Dimensional data
  + Testing report
  + Process and operation sheet (POS)
  + Inspection method sheet (IMS)
* POSs and IMSs are usually only needed if GA-EMS or Government signatures are not on the other documents or for traceability
* Ensure page numbering starts after the cover sheet (e.g., 2–16 if the coversheet is one page long)

**Supplemental Documentation:**

* Remove this table if there are no supplemental documents
* Include any other documentation that supports, corrects, traces, or is needed to complete the package as a standalone document
* Only fill in the part number and serial number if the documentation goes to a second page for traceability; otherwise delete it.
* Supplemental documentation can include but is not limited to:
  + Quality notifications
  + Traceability matrices or documentation
  + Forging information
  + Indentured part data

**Points of Contact:**

* Fill in the Subcontractor area with supplier information and the Government Source Inspection (GSI) Authority (if known)

| **Part Number:** |  |  | **Supplier and CAGE Code:** |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part Name:** |  |  | **Serial Number:** |  |  |
| **Revision:** |  |  | **Contract Number:** |  |  |
|  |  |  |  |  |  |

| **CSI DOCUMENTATION** | | | | |
| --- | --- | --- | --- | --- |
| **Sequence Number** | **Document Number** | **Document Name** | **Document Description** | **Page Number(s)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

| **SUPPLEMENTAL DOCUMENTATION** | | | | |
| --- | --- | --- | --- | --- |
| **Sequence Number** | **Document Number** | **Document Name** | **Document Description** | **Page Number(s)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |



| **POINTS OF CONTACT** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **GA-EMS** | | **Subcontractor (If Applicable)** | | **GSI Authority** | |
| **Contact Name:** |  | **Contact Name:** |  | **Contact Name:** |  |
| **Email/Phone:** |  | **Email/Phone:** |  | **Email/Phone:** |  |