



**Naval Air Technical Data and Engineering Service Command
Joint Engineering Data Management Information and Control System**

THE NATEC JEDMICS SYSTEM

Definition: The Joint Engineering Data Management Information and Control System (JEDMICS) is the system for electronically storing Department of Defense (DOD) technical data. The JEDMICS system is a DOD approved system for use by all service components.

Purpose: NATEC is the central management activity for aeronautical technical publications, engineering drawings and associated technical services. The mission is to provide technical services, as directed in the development, preparation, publication, reproduction and controlled distribution of above data to designated naval and service-wide activities. JEDMICS is the system used to automate the processes in order to supply the best, most current data to our customers in a timely and efficient manner. The NATEC JEDMICS System is the Master Repository for NAVAIR engineering drawings and technical data.

Engineering drawings and technical data are received from various sources inclusive of all hardware design contractors and government activities. Once received at NATEC this data is reviewed and loaded into the JEDMICS system and becomes available to our users on site as well as our remote users worldwide.

JEDMICS ACCESS REQUEST FORM "GOVERNMENT EMPLOYEES ONLY"

This form must be completed in full, signed by the user and the manager/official requesting this user's access to a NATEC JEDMICS computer system. An incomplete form will not be processed. Please return the completed form to:

Naval Air Technical Data and Engineering Service Command
Attn: JEDMICS Code 333111N
P.O. Box 357031
San Diego, CA 92135-7031

Tel: DSN 735-7954 Commercial: (619) 545-7954
FAX: DSN 735-2722 Commercial: (619) 545-2722

*****User Information*****

Name: _____ Firewall or Device IP
Please Specify: _____
(Please Print)

Are you a US Citizen? Yes No

Phone Number: DSN: _____ Commercial: _____

Employee Code: _____

E-mail address: _____

Activity: _____

Address _____

Point of Contact E-mail Address _____

*****SYSTEM INFORMATION*****

Requirement: Add User _____ Remove User _____ Change Information _____

User's Signature: _____ Date ___/___/___

_____ I confirm my requirement for access to the JEDMICS System and agree that I will not abuse or misuse the system and its contents in any manner. When access is no longer required I will notify NATEC immediately.

Requesting Official _____ Code _____ Phone Number _____

(Please Print)

Requesting Official Signature: _____ Date ___/___/___

I certify that the individual listed above requires access to the JEDMICS System and that the information derived from the system will be used appropriately.

*****FOR NATEC USE ONLY*****

3.3 Approval Yes No Signature _____

3.6 Approval Yes No Signature _____

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**INSTRUCTIONS FOR COMPLETING NATEC
JEDMICS ACCESS REQUEST FORM**

All the requested information is required. If any of the information is missing, the form will be regarded as incomplete, and will be returned to the user.

Both user and supervisor must sign and date the form. Signatures are mandatory.

Allow 5 to 7 working days, from the date of receipt, for the forms to be processed.

The following is a description of the information requested. All information is required.

NAME:	Name of the person who is to use the JEDMICS system – must be a government employee.
FIREWALL OR DEVICE IP:	IP address required to clear NATEC firewall.
CITIZENSHIP:	Are you a United States Citizen?
PHONE NO.:	The number where the user can be reached.
EMP CODE:	Employee code used for mailing purposes.
E-MAIL ADDRESS:	Address of the person who is to use the JEDMICS system.
ACTIVITY:	self-explanatory.
ADDRESS:	Address of the person who will be using the system, for mailing purposes.
POINT OF CONTACT:	One POC at your site to be notified regarding system scheduled/unscheduled downtime.
REQUESTING OFFICIAL:	The supervisor of the person seeking access to the system.
PHONE NO.:	The number where the supervisor can be reached.
REQUIREMENT:	Type of Action Required.
USER SIGNATURE:	The signature of the person requesting access.
REQUESTING OFFICIAL SIGNATURE:	The signature of the supervisor approving the requirement for access to the system.