### SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF SUBMITTAL ITEM (Type size, model number/etc.)</th>
<th>SUBMITTAL TYPE CODE (See Note 6)</th>
<th>NO. OF COPIES</th>
<th>CONTRACT DOCUMENT REFERENCE</th>
<th>CONTRACTOR REVIEW CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td>c.</td>
<td>d.</td>
<td>e.</td>
<td>g.</td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIFICATION SEC. NO.** (Cover only one section with each transmittal)

**PROJECT TITLE AND LOCATION**

**THIS TRANSMITTAL IS FOR:**

- [ ] FIO
- [ ] GA
- [ ] DA
- [ ] CR
- [ ] DA/CR
- [ ] DA/GA

**CHECK ONE:**

- [ ] THIS IS A NEW TRANSMITTAL
- [ ] THIS IS A RESUBMITTAL OF TRANSMITTAL

**REMARKS**

I certify that the above submitted items had been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications except as otherwise stated.

**NAME OF CONTRACTOR**

**SIGNATURE OF CONTRACTOR**

---

### SECTION II - APPROVAL ACTION

**ENCLOSURES RETURNED (List by item No.)**

**NAME AND TITLE OF APPROVING AUTHORITY**

**SIGNATURE OF APPROVING AUTHORITY**

**DATE**

---

**ENG FORM 4025-R, MAR 2012**

**REPLACES EDITION OF MAR 95, WHICH IS OBSOLETE.**
1. Section I will be initiated by the Contractor in the required number of copies.

2. Each Transmittal shall be numbered consecutively. The Transmittal Number typically includes two parts separated by a dash (-). The first part is the specification section number. The second part is a sequential number for the submittals under that specification section. If the Transmittal is a resubmittal, then add a decimal point to the end of the original Transmittal Number and begin numbering the resubmittal packages sequentially after the decimal.

3. The "Item No." for each entry on this form will be the same "Item No." as indicated on ENG FORM 4288-R.

4. Submittals requiring expeditious handling will be submitted on a separate ENG Form 4025-R.

5. Items transmitted on each transmittal form will be from the same specification section. Do not combine submittal information from different specification sections in a single transmittal.

6. If the data submitted are intentionally in variance with the contract requirements, indicate a variation in column h, and enter a statement in the Remarks block describing the detailed reason for the variation.

7. ENG Form 4025-R is self-transmitting - a letter of transmittal is not required.

8. When submittal items are transmitted, indicate the "Submittal Type" (SD-01 through SD-11) in column c of Section I.

Submittal types are the following:

SD-01 - Preconstruction  SD-02 - Shop Drawings  SD-03 - Product Data  SD-04 - Samples  SD-05 - Design Data  SD-06 - Test Reports
SD-07 - Certificates  SD-08 - Manufacturer's Instructions  SD-09 - Manufacturer's Field Reports  SD-10 - O&M Data  SD-11 - Closeout

9. For each submittal item, the Contractor will assign Submittal Action Codes in column g of Section I. The U.S. Army Corps of Engineers approving authority will assign Submittal Action Codes in column i of Section I. The Submittal Action Codes are:

A  --  Approved as submitted.
B  --  Approved, except as noted on drawings. Resubmission not required.
C  --  Approved, except as noted on drawings. Refer to attached comments. Resubmission required.
D  --  Will be returned by separate correspondence.
E  --  Disapproved. Refer to attached comments.
F  --  Receipt acknowledged.
X  --  Receipt acknowledged, does not comply with contract requirements, as noted.
G  --  Other action required (Specify)
K  --  Government concurs with intermediate design. (For D-B contracts)
R  --  Design submittal is acceptable for release for construction. (For D-B contracts)

10. Approval of items does not relieve the contractor from complying with all the requirements of the contract.