



L3HARRIS

U.S. DOMESTIC (CONUS) SHIPPING INSTRUCTIONS FOR RMA RETURNS

IF SHIPPING FROM AN APO/FPO address please contact Harris Product Service Department and request our International Shipping instructions. (p) 585-242-3561 Option 2 (e) productservice@l3harris.com. Failure to follow the International Shipping Instructions from your location will cause delays in returning your equipment.

These instructions are subject to change at any time and should be requested for every shipment.

NON CCI SHIPMENTS

SHIP TO:

Via US Post Office

Harris Corporation
1680 University Avenue
Rochester, NY 14610
Attn: Product Service / RMA xxxxx

Via All Other Methods(i.e. FedEx)

Harris Global Communications
1350 Jefferson Road, Dock F
Rochester, NY 14623
Attn: Product Service / RMA xxxxx

CCI SHIPMENTS PROCEDURES FOR COMSEC (CCI) SHIPMENTS TO HARRIS/RF:

1. Be sure to **"Zeroize"** all COMSEC material being sent, if possible. Please refer to the applicable operation manual for detailed instructions on zeroizing the equipment.
2. **All CCI material MUST be accompanied by an SF-153.** A verified COMSEC/DODAAC number must be entered in block 2 and must correspond with the COMPLETE Final Destination address also referenced in block 2. If this information is not included, CCI processing is hampered, causing a delay in moving the material into the repair cycle. This may result in the material not being returned as quickly and efficiently as possible.

If the unit is being returned back within 60 days to the same COMSEC account, it is acceptable to Hand Receipt the item to Rochester on the SF-153 form. Hand receipted items can only be returned to ORIGINAL sender. When packing the material, tape all open edges of the container and include the SF-153 detailing the material being shipped and a COMSEC account number or DODDAC number along with point of contact and phone number. All "Mark For" or "Ship First To" instructions MUST be clearly stated. This is especially important for anything being shipped internationally. This is potentially a very serious omission, and could also result in delay of repaired equipment.

3. The package must be shipped via an approved carrier with tractability (Tracking Numbers). The preferred method (for US) is Federal Express and Registered Mail from the U.S. Post Office. When shipping COMSEC materials to Harris, please use the following addresses:

Please DO NOT Mark CCI on Outside of Packages or any other COMSEC nomenclature

Address packages to ATTN: 871581

INTERNAL USA:

Preferred Method:

Via FedEx Ground or 2nd Day Air

Harris Global Communications

1350 Jefferson Rd., Dock F

Rochester, NY 14623

ATTN: 871581

Phone: 585-242-4494 Fax: 585-453-8864

Email: comsec@l3harris.com

If necessary:

Via U.S. Post Office Registered Mail to:

HARRIS CORP/RF COMM. DIV.

P.O. Box 22784

Rochester, NY 14692

ATTN: 871581

If shipping CCI Material from non-U.S. facilities, outside CONUS, special arrangements must be made by the Shipping Country in accordance to their Security guidelines.

COMSEC Custodian:

COMSEC Account No: 871581

Phone: 585-242-4494

Fax: 585-453-8864 or 321-674-2761

Email: comsec@l3harris.com

PRODUCT SERVICE:

Phone: 1-866-264-8040 Option 2

Fax: 585-242-4483

Email: productservice@l3harris.com

Product Service Material Packaging Guide

THIS INFORMATION IS ITAR CONTROLLED

THIS INFORMATION IS CONTROLLED BY THE U.S. DEPARTMENT OF STATE INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR), 22CFR 120-130, AND CANNOT BE EXPORTED FROM THE UNITED STATES OR SHARED WITH A FOREIGN PERSON WITHOUT PRIOR APPROVAL FROM THE UNITED STATES GOVERNMENT.

Definitions:

Static shielding packaging will prevent an electrostatic discharge from passing through the package and into the assembly causing damage.

Antistatic (low charging) packaging materials are used to provide inexpensive cushioning and intermediate packaging for ESDS items. Antistatic materials do not generate charges when motion is applied. However, if an electrostatic discharge occurs, it could pass through the packaging and into the part or assembly, causing EOS/ESD damage to ESDS components.

Material Packing

1. Determine and obtain large enough and strong enough shipping container (Fig.1)
2. Basic materials needed:
 - a) Anti-static bubble / foam material (Fig.2)
 - b) Strong tape (Fig.3)
 - c) Corrugated sheets or flattened boxes
 - d) Static shielded bubble bags (Fig.4)



Fig.1



Fig.2

Anti-static bubble wrap

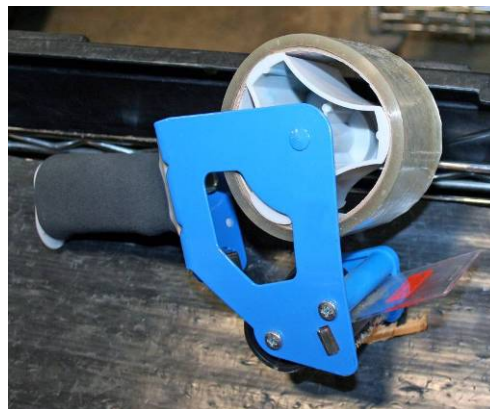


Fig.3

Packaging tape shall not be used on any static sensitive item



Fig.4

Static shielded bubble bag

Acceptable Material Packing for sealed / completed units:

(If not sealed, wrap w/anti-static bubble / foam)

Not Acceptable



Fig.5

Acceptable



Fig.6

NOTE: Do Not put boards and bulky sub assemblies or chassis in the same box

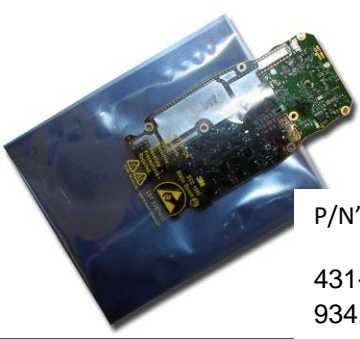
PWB Packing:

- Each PC Board must be packaged at an ESD safe workstation
- Each PC Board must be placed in an individual ESD bag (Fig.7), labeled, and sealed, then ESD safe bubble wrap, or foam, around bag (see methods 1, 2, & 3)
- Fill empty spaces, within box, with Anti-static bubble wrap / foam
- Sealed PWB ESD bags shall be packaged in separate boxes
- A sealed box of boards can be placed in a larger shipping container, as long as the boards have been properly packed in the box, as stated above (**avoid stacking on top of boards**) Chassis, sub-assemblies, batteries, ect., shall not be packed on top of PC boards

Method 1:



Method 2:



P/N's 431-811
431-516, 427-934, 431-543

Method 3:



P/N's 479-845



Label
P/N 418-399



P/N 469-379



P/N S-789



Tape
P/N 424-832

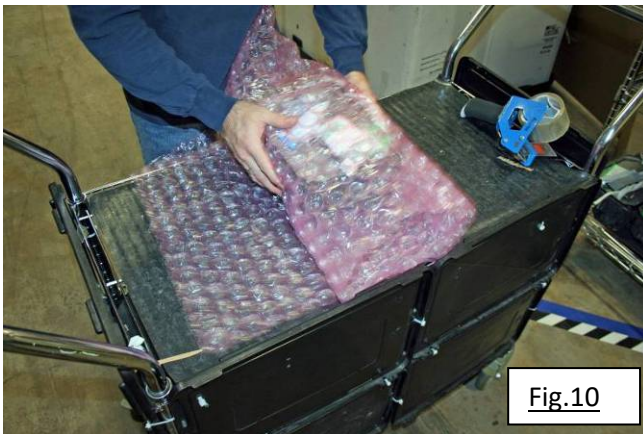
Fig.7

Heatsink and Bulk Assemblies

1. Obtain units to be packed (Fig.9)



2. Packaging of any ESD sensitive boards / devices / exposed product shall be processed at an ESD safe work station with proper operator grounding. Cut sheets of packing material large enough to completely cover units and secure with ant-static tape (Figs 10 & 11)



3. Line the bottom of shipping container with packing material (Fig.12)



4. Set completed / sealed units in container neatly and securely (Fig.13)



Fig.13

5. When this row is complete, lay a sheet of corrugated cardboard down. Completely covering layer (Fig. 14)



Fig.14

6. Start new row and continue until container is full (Fig. 15)



Fig.15

7. Fill empty spaces in container with anti-static bubble wrap to prevent movement and damage.
8. Secure container with tape.

CABLE REQUIREMENTS

- Cables are to be made and inspected in accordance with 10052-9000.
- Cables with metal backshells (does not include coax) shall have connectors wrapped to protect against surface scratching or chipping of paint.
- All cables shall be looped neatly prior to placing them inside the bag.



Not Acceptable



Acceptable

List the RMA numbers on the outside of the box (Fig. 16)



Fig.16

Guidelines for Returning Material to Harris

1. Tools, Equipment and Test Fixtures must be packed separate from Stock being returned.
2. Damaged or scrap material must be separated from Stock Material and must be marked as “damaged or scrap” and packaged separately.
3. Stock being returned must be packaged properly
 - 3.1. PC Boards
 - 3.1.1. Each PC Board must be placed in an individual ESD bag and sealed. If you do not have ESD bags, PC Boards shall be placed in an ESD static shielded bag, then wrapped in Anti-static foam / bubble wrap. (reference page 3 of this process)
 - 3.1.2. The part number needs to be on the outside of each bag.
 - 3.1.3. Boards with the same part number can be placed in a box or larger bag (as long as boards are in individual ESD bags first). The part number and quantity should be on the outside of the box / bag. If the box is too big for the quantity of boards, use antistatic foam to fill empty space.
 - 3.2. Metalwork must be wrapped to prevent damage. No metal on metal. For more detail on how to pack heat sinks and bulky assemblies, reference page 4 of this process.
 - 3.3. Flex assemblies and delicate cables shall be shipped in anti-static plastic/foam trays if available
4. All parts need to be clearly marked with the part number and quantity on the outside of the box or bag. Smaller boxes or bags will be placed in larger boxes for shipment
5. All ESD sensitive materials shall be properly labeled
6. Items of the same or similar weight and structure can be shipped in the same box.
7. When preparing to send material back to Harris, care must be taken to pack items so they are protected from damage during shipment.