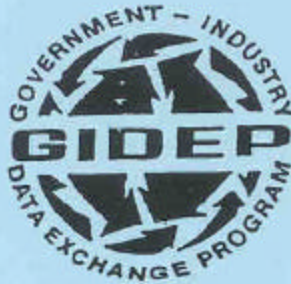


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# OPERATIONS MANUAL

STATEMENT A  
APPROVED FOR PUBLIC RELEASE  
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**GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM**



NOVEMBER 1994

Mar 93

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Mar 1993

## **CHAPTER 1 PROGRAM DESCRIPTION**

### **1.1 INTRODUCTION**

The Government-Industry Data Exchange Program (GIDEP) is a cooperative effort to exchange research, development, design, testing, acquisition and logistics information among government and industry participants. GIDEP seeks to reduce or eliminate expenditures of time and money and to improve the total quality and reliability of systems and components during the acquisition and logistics phases of the life cycle.

### **1.2 POLICY**

It is the policy of the Department of Defense, Joint Logistics Commanders and supporting Government Agencies that their respective organizations, contractors, subcontractors and vendors supporting government acquisitions involving research, development, design, test, acquisition, standardization, logistics and maintenance parts for components, systems, subsystems, and facilities, will fully participate in the exchange of information through GIDEP. The objective of GIDEP is to improve the availability of information for the total quality management of mission critical materiel. This goal includes improving reliability, maintainability and cost of ownership while reducing or eliminating the use of critical national resources for redundant testing and avoiding use of known problem or discontinued parts and materials.

It is the policy of the Office of Management and Budget that each agency shall setup a nonconforming parts program and use GIDEP as the central database for receiving and disseminating information about such products (OMB Letter 91-03).

### **1.3 PROGRAM MANAGEMENT**

The Government-Industry Data Exchange Program is established under the Assistant Secretary of Navy (Research, Development and Acquisition) Product Integrity. The GIDEP Program Manager is chartered by the Joint Logistics Commanders to provide executive management of GIDEP to meet program objectives.

### **1.4 PROGRAM OBJECTIVES**

The objectives of GIDEP are:

- a. Reduce or eliminate expenditure of funds for duplicative testing of identical parts and components used in systems and subsystems.
- b. Improve systems reliability, maintainability and quality.
- c. Eliminate actual or potential problems with nonconforming parts, components, materials, manufacturing processes, testing and items of supply by exchanging failure data.

- d. Provide an on-line network to facilitate rapid communications among scientific and technical personnel working on government programs.
- e. Provide a centralized database for Diminishing Manufacturing Sources and Material Shortages (DMSMS) information and alternate sources of supply.
- f. Provide a centralized database for test information on parts, components, materials, systems and subsystems for reliability, maintainability, safety , human factors engineering and related environmental factors.
- g. Exchange metrology information including calibration procedures and technical manuals for test and measurement equipment. This database includes related National Institute of Standards and Technology (NIST) documents.
- h. Provide a centralized database for exchange of reliability and maintainability statistical data. This data includes failure rate, failure mode and replacement rate data to assist in the planning, design and testing of parts, components and systems to satisfy reliability, maintainability and logistics requirements. Methodology reports are also available through this data area.

## 1.5 MANAGEMENT

The Program Manager's Charter authorizes the Program Manager to establish and maintain the following organizational structure:

- a. The Program Manager. is responsible for exercising executive authority over the planning, direction and operation of GIDEP. The Program Manager's office is located in the Office of the Assistant Secretary of Navy (Research, Development and Acquisition) Acquisition OASN (RDA) ACQ 1000 NAVY PENTAGON, RM. BF992, WASHINGTON, DC 20350-1000; USA
- b. The Program Director. is responsible for the day to day operation of the Program, as directed by the Program Manager, to ensure that all facets of the Program are diligently and effectively executed. The Program Director's office is located at the GIDEP Operations Center, Naval Surface Warfare Center, Corona Division, Corona, California 92878-5000.
- c. The Government Advisory Group is composed of representatives appointed from the participating Government agencies. The Government Advisory Group, which functions in a consultative capacity to the Program Manager, recommends policy and information requirements for their respective agencies. Government agencies are invited to appoint a GIDEP Representative to this group. Copies of the GIDEP Government Advisory Group's charter are provided to government participants.
- d. The Industry Advisory Group is composed of fifteen industry members elected at large by the industry representatives. Industry representatives must have the support of their management to attend at least two scheduled management and committee meetings per year, as required. The Program Manager may appoint special representatives

representing special interests to participate on Integrate Product Teams. Copies of the GIDEP Industry Advisory Group's charter are provided to industry participants.

- e. The GIDEP Operations Center performs the day-to-day functions of GIDEP as directed by the Program Director. The Operations Centers develops administrative and operational procedures, implements and maintains the GIDEP Operations Manual. They also process and automate data, perform imaging to optical disk, and distribute documents electronically and on CD-ROM. The GIDEP Operations Center is located at the Naval Surface Warfare Center, Corona Division, Corona, California 92878-5000.

## 1.6 DEFINITIONS

- a. GIDEP Participant. Any government activity or industrial company which contracts for supplies or services; any industrial organization which supplies items and services to the government; and can use the types of information exchanged through GIDEP. Participation requirements are provided in Chapter 2 of the GIDEP Operations Manual.
- b. GIDEP Representative. A person appointed by their organization to represent them. The representative is responsible for ensuring appropriate documents generated by their organization are submitted to GIDEP; for coordinating and obtaining user authorization to access the database; and for coordinating and submitting annual utilization reports. Utilization reporting requirements and procedures are provided in Chapter 5 of the GIDEP Operations Manual.
- c. GIDEP User. A person within a participating organization who is authorized by the GIDEP Operations Center to electronically access the GIDEP database. The GIDEP user is responsible for providing the GIDEP Representative utilization data as documents are accessed and used.
- d. GIDEP Operations Manual. A manual that contains the operating procedures necessary for the smooth operation of the Program and defines the types of information exchanged through GIDEP. The Manual describes the types of documents which should be submitted; procedures for generating failure experience reports and diminishing manufacturing sources and material shortages (discontinued items)(DMSMS Notices) reports; and ideas to enable the GIDEP Representative to effectively implement the Program within their organization.
- e. Data. Any report, document, test report, specification, process, procedure, destructive physical analysis (dpa), failure experience or discontinued item report related to parts, components, materials, processes or procedures which are authorized for distribution by the GIDEP data system.

## 1.7 PROGRAM OPERATION

- a. Documents and Data. As documents and data are generated by government and industry organizations incidental to on-going tasks or to meet contractual data requirements of contracts and copies of documents which meet the criteria of the GIDEP Operations Manual should be forwarded to GIDEP for inclusion in the database. Except for failure experience data, (ALERTs, SAFE-ALERTs, Problem Advisories, Agency Action Notices, DMSMS Notices and Product Change Notices) documents are not required to be generated or formatted specifically for GIDEP.

- b. Funding. Funding for GIDEP, which is centrally managed by the GIDEP Program Manager, is provided by DoD services and Federal government agencies. The data exchanged by GIDEP is used by participating members to reduce costs and eliminate duplicate testing, redesign, laboratory analysis and purchase of nonconforming items, as well as, eliminating procurement of the same information.
- c. Data Utilization. The GIDEP Representative's responsibility is to ensure that all departments and persons, who may have a need for GIDEP information, have electronic access to the database. The Representative is responsible for obtaining computer passwords for identified users and for controlling the passwords within their organization. GIDEP Representatives may request as many passwords for users in their organizations as is necessary. All authorized users are encouraged to search and utilize information from the GIDEP database.
- d. Utilization Reporting. Once documents are selected, which lead to successful completion of a task or resolution of a problem, the Representative requests the GIDEP User to complete a GIDEP Annual Utilization Report form. These forms are consolidated into the GIDEP Utilization Report or entered into the electronic GIDEP reporting database (Chapter 5, GIDEP Operations Manual). Complete reports are required to be provided to the GIDEP Operations Center for the Program Manager's Annual Utilization Report. This report is vital for sustaining and expanding GIDEP service
- e. Program Manager's Report. Once a year the Program Manager reports the progress and effectiveness of the Program to the Joint Logistics Commanders, the Secretary of Defense, the Assistant Secretaries of Defense and Supporting Government Agencies. At the same time recommended long range plans and funding are submitted for approval. Recommendation for improving and expanding the Program are coordinated with the sponsoring Government Agencies and Departments.

## 1.8 WHAT'S IN GIDEP

The GIDEP database contains five major data areas. These data are accessible through a series of menus. Desired documents are downloaded electronically to the users personal computer (PC). Indexes to specific major data are maintained on-line for downloading by the GIDEP Users. New data products are continually being assessed and may be made available based on the Data Committees analysis and recommendations. The following major types of data are available from GIDEP:

- a. Engineering Data (ED). Information in Engineering data covers a broad range of technical reports related to parts, components, materials, processes, systems and subsystems applicable to all the engineering and technical disciplines. Included are reports on construction, civil engineering, electrical/electronic engineering, computer software nuclear engineering, etc. Many of the reports cover management subjects such as GIDEP Utilization, cost estimating and cost studies, and plant management. Nonstandard parts information and nondevelopmental items are covered. The test reports on parts, materials, components and subsystems are a valuable resource which may prevent duplicative testing. Soldering technology, best manufacturing practices and value engineering reports are also contained in this data area.

- b. Product Information Data (PID). The Product Information data includes the DMSMS Notices, Product Change Notices (PCN), and Product Information Notices (PIN). This data is maintained in an on-line database. The new database provides improved tools to assist industry and government activities in resolving DMSMS issues. It provides an on-line, near real time capability to distribute DMS information which helps build a foundation for federal agencies to quickly solicit and compile long term requirements for potential solutions to DMS issues. DoD has established GIDEP as the government's centralized database for managing DMSMS information and sharing the information among DoD and industry groups.
- c. Failure Experience Data (FED). Failure Experience data includes the nationally known ALERTs, SAFE-ALERTs, Problem Advisories and Agency Action Notices. Early notification of impending problems are provided via the Failure Experience electronic bulletin board which is updated daily. The complete text of the documents may be printed out from the database and exact images of the documents may be downloaded in image format, as required.
- d. Reliability-Maintainability Data (RMD). The Reliability-Maintainability data contains failure rate (reciprocal of MTBF), failure mode, replacement rate, and mean-time-to-repair data on parts, components and subsystems. Reliability, maintainability and logistics engineers find the methodology information invaluable when developing new RAM programs, and for reliability and maintainability predictions during the development of new systems. Failure analysis reports are also included in the FED.
- e. Metrology Data (MD). Calibration procedures and technical manuals for test and measurement equipment constitute the major portion of this data. Information may also be found on the design and operation of metrology laboratories. National Institute for Standards and Technology calibration and measurement documents appropriate for GIDEP are also included. Engineering and scientific reports are contained in the engineering data.

## 1.9 COMMUNICATIONS

GIDEP provides a number of unique services which permit the participants to communicate with other participants including the GIDEP Operations Center.

Urgent Data Request. One valuable resource is the Urgent Data Request (UDR) which allows the participant to request information which cannot be found in GIDEP or from other information resource within their organization. UDRs are distributed in accordance with Chapter 10, Urgent Data Requests, GIDEP Operations Manual.

Roster of Representatives. Another valuable communications medium is direct phone calls with other GIDEP Representatives and Users. In order to facilitate communication the GIDEP Roster is maintained on-line. Participants are encouraged to contact other GIDEP Representatives directly to discuss problems and information of mutual concern. Frequently such discussions of problems may provide innovative solutions which otherwise may take significant resources to resolve.



E-Mail. GIDEP also provides an electronic mail (E-Mail) service. Participants may contact each other or the Operations Center using their computers. Facimile. Finally the FAX number of each participant and GIDEP Manufacturer's Parts Coordinator is included in the GIDEP Roster of Representatives, if furnished by the participant, for those wishing to communicate by facsimile. Our FAX number is (909) 273-4677.

## 1.10 DISTRIBUTION

Documents and reports submitted to GIDEP are distributed electronically using the electronic information system. Selected documents are being reissued entered into the GIDEP database. The older products are no longer distributed but may be obtained upon request. The older documents, issued prior to 1993, which are archived on the microform, include:

- Engineering Data 16mm microfilm (blue)
- Reliability/Maintainability Data 16 mm microfilm (red)
- Metrology Data 105mm microfiche (gold)
- Soldering Technology Library 105mm microfiche

Copies of documents archived on microform can be loaned to the participant to make a copy. The participant must return the microform after copying is completed. The participant is responsible for any reproduction costs.

## 1.11 DISTRIBUTION POLICY

Information distributed by GIDEP may contain technical data whose export is restricted by Arms Export Act (Title 22, USC Sec. 2751 Et Seq) or Executive Order 12470. GIDEP information is provided to GIDEP participants and users on a privileged basis for dissemination and utilization within their organizations. Distribution is not authorized outside of the participant's organization. All materials distributed by GIDEP are government furnished materials (GFM) and must be controlled as such. Current materials must be returned to the GIDEP Operations Center, P. O. Box 8000, Corona, CA, 92878-8000 upon request. A current list of materials is available from the GIDEP Operations Center.

GIDEP materials or documents may not be released to the news media, in whole or in part, without the approval of the GIDEP Program Manager and the submitting organization. GIDEP materials or documents may not be released to governments, organizations or corporations outside the United States of America and Canada except in accordance with a Memorandum of Understanding/Agreement approved by the supporting agency, the U. S. Department of State, the Department of Defense and the GIDEP Program Manager.

GIDEP participants use the documents and information distributed by GIDEP, exercising prudent judgment as to the accuracy of the data, statements, diagrams and conclusions. GIDEP does not verify the accuracy or applicability of the information, nor does the Program Office in any way assume any liability for the accuracy or timeliness of the information. The timeliness of the information is dependant on the submitter providing information as soon they get it. GIDEP Representatives are encouraged to contact the submitter of the information if they are concerned with its applicability, accuracy of the contents, statements or conclusions drawn in the document

or, to determine if there may be unstated conditions or assumptions made during the preparation of the document.

Distribution beyond participant's organization must comply with GIDEP's Distribution policy or be approved by the originator of the data.

## **1.12 NEED HELP?**

If you are a new Representative, or you encounter a problem, or you are not sure how to utilize the GIDEP information to your organization's best advantage, there are several sources of help near at hand.

Yearly, the GIDEP Operations Center conducts a Clinic to provide detailed training for new representatives. Each organization is urged to send their newly appointed representative to the next GIDEP Clinic, which is held at the Naval Surface Warfare Center, Corona Division, 2300 Fifth St., Norco CA 92860. Contact the GIDEP Operations Center for a schedule.

Another source of help is a veteran GIDEP Representative located near you. Representatives who have an active program can provide you with details and guidance about how to set up a viable program in your facility. You can find the names of local representatives in the online GIDEP Roster of Representatives, which can be accessed electronically. Also the Participant Support Group at the GIDEP Operations Center will help you get started.

Local area GIDEP Representative Outreach Workshops (GROW) meetings provide an excellent opportunity to meet with other GIDEP Representatives and exchange ideas about the exchange and utilization of GIDEP information. A schedule of GROW meetings are maintained on the GIDEP web site. If one has not been scheduled in your area, and your organization would be willing to sponsor one, contact the GIDEP Operations Center for assistance.

Annually, GIDEP conducts a Workshop in conjunction with the Industry Advisory Group. The workshop is primarily designed to allow experienced GIDEP representatives the opportunity to discuss implementation of GIDEP within their organization, problems they have utilizing information and to present their views on policies which need to be instituted or changed.

Finally the Participant Support Group at the GIDEP Operations Center is always available to assist the GIDEP Representatives with problems, questions or concerns. You are encouraged to call the Operations Center whenever you need help. Please call the person shown in the GIDEP Roster of Representatives for help in the area which you having difficulty.

### **GIDEP OPERATIONS CENTER**

P. O. Box 8000

Corona, California 92878-8000

Phone: (909) 273-4677

or

DSN 933-4677



# **OPERATIONS MANUAL**

## **PARTICIPATION REQUIREMENTS**

### **CHAPTER 2**

**JUNE 2009**

**GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM**

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## CHAPTER 2

# PARTICIPATION REQUIREMENTS

### 2.1 INTRODUCTION

The requirements and procedures for participation in and access to the Government - Industry Data Exchange Program (GIDEP) are discussed in this chapter. GIDEP membership is limited to U.S. and Canadian government departments, agencies, and activities and industry organizations that directly or indirectly do business with the U.S. or Canadian government and have agreed to comply with GIDEP policies and procedures.

### 2.2 PARTICIPATION POLICY

The policy of the Department of Defense (DoD) is that all DoD components and activities fully support and maximize their participation in GIDEP in accordance with their implementing directives. Some government agencies and activities are required to participate in accordance with OMB Policy Letter Number 91-3 while others are required by their agency's implementing policy. Copies of some of these directives and documents can be found listed in the Implementing Policy Guidance section on the GIDEP websites (<http://www.gidep.org> or <https://members.gidep.org>).

DoD components and activities may require their contractors, subcontractors and suppliers to utilize GIDEP when appropriate. These participation requirements are typically specified by a contract clause, a statement of work, or Data Item Descriptions (DIDs) in the Contractor Data Requirements List (CDRL)(DD Form 1423).

Any U.S. or Canadian company that directly or indirectly does business with the government or supports the government's acquisition of systems, facilities and materiel, may voluntarily participate in GIDEP. Hence, any commercial activities engaged in research, design, development, production, operation, maintenance or logistics support of equipment, parts, components, subsystems, systems, facilities or mission critical materiel for the government are eligible to have access to GIDEP data.

### 2.3 PARTICIPATING ACTIVITIES

Examples of participating organizations include:

- DoD departments, agencies and support activities;
- Federal agency acquisition and logistics support activities;
- Original equipment manufacturers;
- Manufacturers and suppliers of parts, components, subassemblies, subsystems and construction supplies;
- Suppliers supporting government contractors;
- Public and private utilities;
- Canadian Department of National Defence;
- Canadian Defence industrial companies;

- Distributors who supply items to the government or to original equipment manufacturers (OEMs) which have contracts with the government;
- Consultants engaged in engineering studies which support government contracts; and
- Universities offering an accredited engineering curriculum where GIDEP is taught and used as a part of courses or research for the government.

## **2.4. GIDEP MEMBERSHIP RESPONSIBILITIES**

Every organization that becomes a GIDEP Member is expected to fulfill certain roles and responsibilities. GIDEP membership roles include Participant, Representative and User. The responsibilities for these roles are defined below.

### **2.4.1. GIDEP PARTICIPANT'S RESPONSIBILITIES**

The GIDEP Participant is a government activity or commercial organization which is an active GIDEP Member. The responsibility of the Participant includes:

- a. Appoint one or more GIDEP Representatives within the various divisions of the organization to collect technical data to share among GIDEP members and to coordinate the collection of utilization data. The Representative may add others as Users within the organization that may require access to GIDEP information.
- b. Identify the government agency or contracts which GIDEP data will be used to support. Indicate the contracts, subcontracts or purchase orders; the procuring activities; and the scheduled ending dates. If voluntarily participating, indicate whether participation will be in support of government procurements or in support of another government contractor.
- c. Provide internet access, Adobe Acrobat Reader™ to view GIDEP documents, and a valid e-mail address from the participating organization.
- d. Have the newly appointed GIDEP Representative(s) participate in GIDEP Training at the first convenient opportunity and thereafter at least once every two years. Refer to Members website (<https://members.gidep.org>) for available format, locations and dates.
- e. Provide support for the GIDEP Representative to attend two management meetings per year if elected to an advisory group or appointed to a working committee.
- f. Submit GIDEP Utilization Reports (minimum annually) that show benefits resulting from the use of GIDEP data.
- g. Establish internal policies and procedures for utilization of GIDEP data by all applicable groups within their organization.
- h. Agree to submit appropriate unclassified/non-proprietary documents to the GIDEP Operations Center for sharing with other GIDEP participating members. For detailed guidelines, refer to the Data chapters of the GIDEP Operations Manual.
- i. Agree not to release GIDEP data and information outside of their immediate organization and/or other GIDEP Members.
- j. Agree not to use GIDEP data and information for advertising or marketing purposes.
- k. Agree to notify the GIDEP Operations Center within 15 days when there is a change of GIDEP Representatives or Users within their organization.

### **2.4.2. GIDEP REPRESENTATIVE'S RESPONSIBILITIES**

The GIDEP Representative functions as a GIDEP coordinator for their organization. The responsibilities of the Representative include:

- a. Serving as the point-of-contact between their organization and the GIDEP Program. The Representative should establish a network of coordinators within the various divisions and departments to ensure that access to data is available according to their needs. The Representative also identifies those groups who are potential sources of data for submission to GIDEP.
- b. Maintaining control of and safeguarding of their assigned GIDEP User Identification (UserID) and password
- c. Submitting applicable data for inclusion in the GIDEP database.
- d. Publicizing the availability of GIDEP throughout the organization. Accordingly, the GIDEP Representative is responsible for aggressively promoting and publicizing the availability of GIDEP data, as appropriate. Promotional materials such as posters, slides, and support for internal briefings are available upon request from the GIDEP Operations Center.
- e. Collecting utilization data and submitting GIDEP Participant Utilization Reports. It is recommended that Representatives submit utilization data as documents are accessed and value is realized, but submitting once annually will meet the participation requirement. Refer to Chapter 5, GIDEP Utilization Reporting.
- f. Ensuring data to be submitted to GIDEP by contractual agreement is done so in a timely manner.
- g. Informing upper management of benefits resulting from participation in GIDEP.
- h. Verifying and approving new GIDEP User applications.

### **2.4.3. GIDEP USER'S RESPONSIBILITIES**

The GIDEP User is a member of the organization who requires access to GIDEP information and has been authorized by the GIDEP Representative to access GIDEP information for use within the organization. The responsibilities of the User, at a minimum, include:

- a. Maintaining control of and safeguarding of their assigned GIDEP User Identification (UserId) and password.
- b. Submitting GIDEP Participant Utilization Reports when GIDEP information is accessed and used. Refer to Chapter 5, GIDEP Utilization Reporting.

## **2.5 GIDEP MEMBERSHIP APPLICATION**

Organizations who want to be a GIDEP Member must agree to support the responsibilities described in Paragraph 2.4 as well as meet the participation requirements described in Paragraph 2.2. Acquiring GIDEP Membership begins with the completion of the GIDEP Online Membership Application (GOMA) found on the GIDEP public website ([www.gidep.org](http://www.gidep.org)).

The applicant must:

- Have internet access, e-mail access, and a valid e-mail address provided by the requesting organization,
- Be an employee of the requesting organization,
- Agree to GIDEP Terms & Conditions and Information Security Policy (Refer to Appendices A and B, respectively),
- Apply as the organization's GIDEP Representative if there is no active GIDEP Membership. Refer to Paragraph 2.4.2 for explanation of responsibilities.
- Provide the name, phone number and e-mail address of the organization's Authorizing Official (AO). The AO is typically an executive or manager that has responsibility for or directs the applicant's work actions and has authority to confirm the organization's commitment to abide by the GIDEP Participation Requirements.
- Provide Proof of Business with the U.S. or Canadian government if applicant's organization is a government contractor or subcontractor and does not have an active GIDEP membership at another division. The Proof of Business can be a copy of a recent a government contract or a purchase order with a government agency or government contractor. It must contain both the affiliation's name and address. An applicant who is applying as an additional GIDEP Representative to the Organization is not required to provide Proof of Business.

### 2.5.1. APPLICATION PROCESS

The full application process is depicted in Figure 2.1.

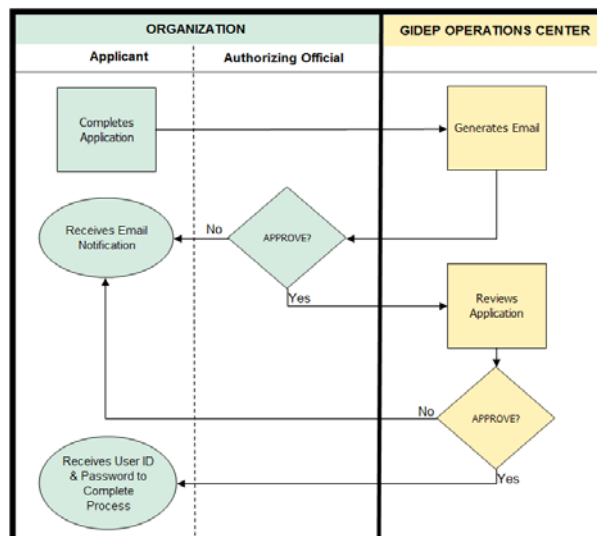


Figure 2.1. GIDEP On-line Membership Application (GOMA) Process



Applicant must:

- Register official e-mail address given by the requesting organization.
- Read and agree to GIDEP Terms and Conditions (Refer to Appendix A).
- Confirm GIDEP eligibility category that applies to your organization, defined in Paragraph 2.2.
- Complete the online membership application (name, address, phone, etc.) and, when applicable, submit Proof of Business with the US or Canadian government.
- Provide information concerning your agency/company Authorizing Official (AO) when applying as a GIDEP Representative in order for GIDEP to contact the AO to approve your application. An applicant who is applying as a GIDEP User should coordinate with the GIDEP Representative, designated as the AO for the User application. Refer to GIDEP websites for details.
- Complete application process upon receiving GIDEP UserID and password to activate GIDEP membership.

AO must:

- Confirm the designation of the applicant as the GIDEP Representative. If the AO does not respond within 90 days, the application will automatically be canceled.
- Approve and certify the applicant's usage of GIDEP in accordance with GIDEP Terms and Conditions as well as policies indicated in the GIDEP Operations Manual.

GIDEP Operation Center shall:

- Send an e-mail with instructions to the applicant after the applicant has registered his/her official email.
- Send an e-mail to the applicant's AO after the applicant submits an application to GIDEP to begin the approval process.
- Send a confirmation e-mail to the applicant, informing him/her of the AO's decision as well as the next steps in the application process.
- Review all applications and any supporting documentation before membership is granted. If any additional information or clarification is required, the applicant will be contacted by the GIDEP Operations Center. Organizations meeting the GIDEP participation requirements will be considered eligible, contingent on GIDEP Program Manager approval. In addition, Canadian business organizations must have the concurrence of the Department of National Defence (Canada).
- Send an e-mail advising of the resulting Membership status. If membership has been granted, the e-mail will contain instructions for completing the application process. This e-mail will also contain the assigned GIDEP Participant Code (PC) as well as the GIDEP UserID for use in accessing the GIDEP websites. The applicant's initial password will be provided in a separate e-mail.

- Send a formal GIDEP Membership Letter of Acceptance to the GIDEP Representative via postal mail. Note: this does not apply to a new GIDEP Representative from an already active Participant.

## **2.6 TERMINATION POLICY**

Organizations may terminate their GIDEP membership by notifying the GIDEP Operations Center in writing or via e-mail. All GIDEP furnished materials must be return to GIDEP, unless otherwise indicated, at their own expense.

GIDEP membership may also be terminated at the discretion of the GIDEP Program Manager if the GIDEP Representative(s) fails to submit a GIDEP Utilization Report, at least once annually, or fails to abide by the terms of the participation agreement. Termination due to lack of a Utilization Report normally occurs in the following sequence:

- a. GIDEP Representatives are notified once a year that a GIDEP Utilization Report must be submitted in accordance with Chapter 5, GIDEP Utilization Reporting, in the GIDEP Operations Manual.
- b. The GIDEP Representative is notified that the organization is delinquent in fulfilling their GIDEP participation requirements and suspension from GIDEP is eminent.
- c. If the organization still fails to respond with the requested information membership will be terminated.

## **2.7 ADDITIONAL GUIDANCE**

GIDEP Representatives may obtain additional guidance to successfully implement GIDEP within their organization. Handbooks, residing in the GIDEP database, provide suggested methods of incorporating GIDEP in an organization, both for industry and government. In addition, many of the more successful GIDEP Representatives have submitted their implementing policies and procedures to GIDEP. To access these procedures search the data base for the terms GIDEP and GIDEP DOCUMENTATION and/or GIDEP Specific Document (GSD).

For additional assistance, the GIDEP Operations Center can be reached at [gidep@gidep.org](mailto:gidep@gidep.org) or 951-898-3207.

## **APPENDIX A**

### **GIDEP TERMS & CONDITIONS**

## GIDEP TERMS & CONDITIONS

GIDEP information is provided on a **privileged** basis. GIDEP members must agree to the following terms and conditions:

1. Limit dissemination and utilization of GIDEP information to their immediate organization's employees and/or other registered GIDEP members.
2. Safeguard GIDEP data in accordance with the Security and Technology Transfer regulations of the U. S. and Canadian government.
3. Obtain permission from the document originator or the GIDEP Program Manager prior to releasing GIDEP information to non-members.
4. Control access to the GIDEP websites.
5. Return GIDEP materials if membership is terminated.
6. Designate a GIDEP Representative and persons that will be using the GIDEP database.
7. Establish in-house procedures for utilization of GIDEP.
8. Support and promote the GIDEP mission.
9. Submit documents for inclusion in the GIDEP database.
10. Submit a **Utilization Report** at least once annually.
11. Follow policies and procedures as indicated in **GIDEP Operations Manual**.

## **APPENDIX B**

### **INFORMATION SECURITY POLICY**

## INFORMATION SECURITY POLICY

June '09

**Purpose:** To make known general Information Systems (IS) security guidelines for accessing GIDEP information via the internet to U. S. Government IS resources.

**Scope:** These procedures set forth the basic security protocol for signing-on, signing-off and general use of the host computer system. These security guidelines are based on security policy set forth in DoD Instruction 8510.01. Access to GIDEP information is controlled through a series of good operating practices and privileged passwords assigned to authorized users. Misuse of passwords and the access obtained by their usage can result in denial of further GIDEP usage and possible penalties under 18 USC 1905 and other applicable statutory regulations.

**Password Control** The GIDEP representative for each participating activity will submit a GIDEP Online Application form for each new user to the GIDEP Operations Center. The GIDEP Operations Center will issue a temporary password for each new user. This password must be changed by the user before accessing the GIDEP database. The password should be changed at three to six month intervals, but no longer than six months, or anytime actual or suspected compromise of the password has occurred. When the user resigns, has been terminated, transfers, or has no further authorized use for his/her passwords, immediately notify the GIDEP Operations Center.

Do **NOT** share your password. You are responsible for all activity initiated under your password.

Do **NOT** leave the computer unattended when logged on to GIDEP. Terminate web access when a session is completed.

Report suspected tampering or security violations to the company security personnel and the GIDEP Operations Center. Stop processing data until the system can be checked.

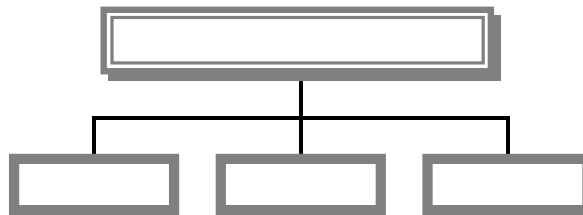
**Data Management** Do not process classified information. Protect all GIDEP information (hard copy and electronic media) from unauthorized disclosure. If in doubt about proper security procedures, please contact your security manager and/or the GIDEP Operations Center for further assistance or information.



# POLICIES AND PROCEDURES MANUAL

## ORGANIZATION

### CHAPTER 3



**JULY 1994**

**GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM**

Jul 94

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## CHAPTER 3 GIDEP ORGANIZATION

### 3.1 INTRODUCTION

This chapter provides an overview of the GIDEP program management, advisory groups, committees, and organizational structures deemed necessary for the Government-Industry Data Exchange Program (GIDEP) to meet its mission and objectives as defined in the Program Charter issued by the Joint Logistics Commanders (JLCs). This structure is designed within the concept of total quality leadership or total quality management concept of meeting the customers needs for information. GIDEP is a part of the total DoD and Government-wide information infrastructure necessary for rapid exchange of information in the government-industry industrial base.

### 3.2 JLC CHARTERED ORGANIZATION

The Program Manager (PM ) is chartered by the JLCs. The PM's office resides in the Office of the Assistant Secretary of Navy, Research, Development and Acquisition, Product Integrity [OASN(RDA)PI] in accordance with agreements established by the JLCs. The PM's organization as viewed by the JLCs appears as shown in figure 3.1. The PM has also executed a Memorandum of Agreement (MOA) with the Naval Warfare Assessment Division, Naval Ordnance Center, Corona, California for operational support of the program.

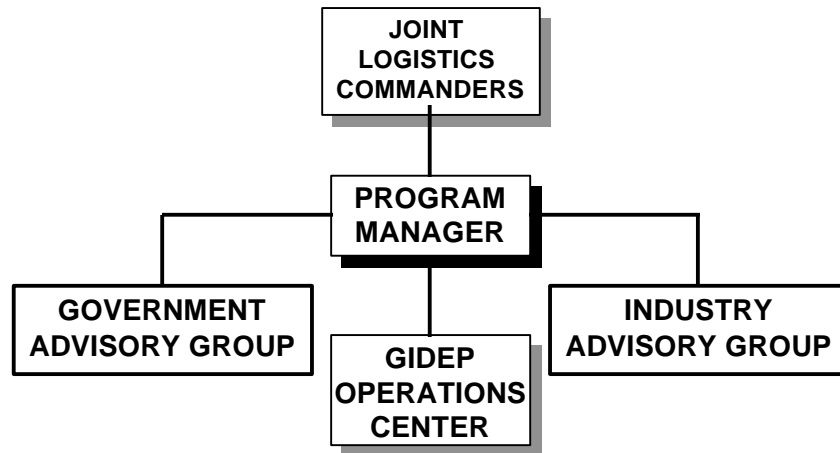


Fig. 3.1 JLC Chartered Organization

#### 3.2.1 PROGRAM MANAGER (PM)

The PM is designated by the Office of the Assistant Secretary Navy as required by the JLCs. The GIDEP Charter, as issued by the JLCs, is shown in Appendix A of the GIDEP Policies and Procedures Manual. The PM has two advisory groups, the Government and Industry Advisory Groups, which provide recommendations for expansion and improvement of the program. In addition, the GIDEP Operations Center staffs and provides recommendations to the PM. The specific responsibilities of the PM are provided in Chapter 4, Duties and Responsibilities.

### 3.2.2 DEPUTY PROGRAM MANAGER (DPM)

The DPM is located in the Washington office of the PM and assists in the overall executive management and oversight of the Program. The DPM reports to the PM and provides continuity during the transition of the Program from one PM to another. The DPM represents the PM at GIDEP management meetings, committee meetings, program reviews, interfaces with government agencies and industrial organizations, and represents the PM in his absence.

### 3.3 PARTICIPANT ORGANIZATION

The foundation of the successful operation of GIDEP is its participants. GIDEP is made up of several hundred participating government activities with many more government GIDEP Representatives and on-line users. In addition, GIDEP has thousands of participating companies and users. These individuals are the backbone of GIDEP and have made GIDEP into the respected service organization it is. GIDEP is the only organization which is designed for connectivity and information for industry and government. The participant's role in GIDEP

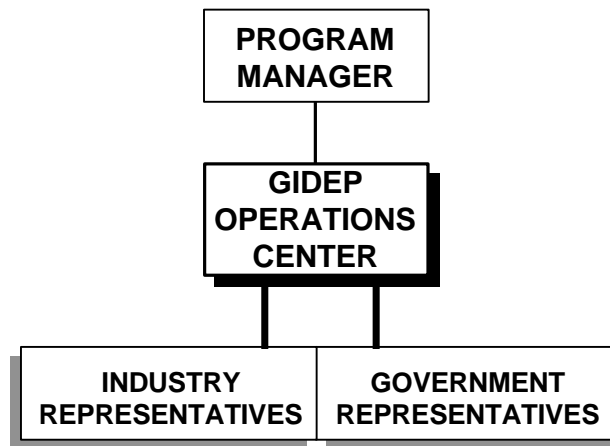


Fig. 3.2 Participant Organization

is shown in figure 3.2. Each participant is an important customer of this organization and the government is dependent upon the active participation of each organization in using the data, submitting utilization reports, and most importantly, submitting useful data into the database in accordance with the governing procedures in this Manual and the policies of their organization.

### 3.4 GIDEP OPERATIONS CENTER

The GIDEP Operations Center is located at the Naval Warfare Assessment Division, Naval Ordnance Center, Corona, California. GIDEP is organized to manage and support the data management processes required for receipt, processing and distribution of data in electronic media. In addition, GIDEP provides management of the GIDEP on-line information system. In order to quickly assist GIDEP users, a part of the GIDEP organization is the Participant Support Group. The GIDEP Operations Center is organized as shown in figure 3.3.

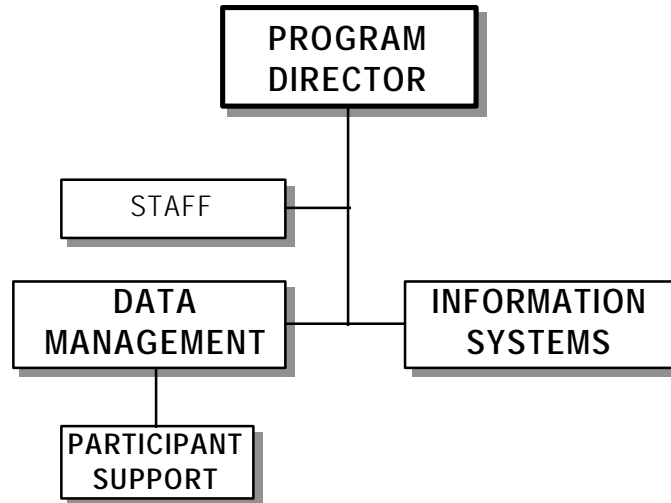


Fig. 3.3 GIDEP Operations Center Organization

### 3.4.1 PROGRAM DIRECTOR (PD)

The PD is responsible for management of the overall day-to-day operations of the Program at the GIDEP Operations Center. His duties are generally described in the GIDEP Policies and Procedures, Chapter 4, Duties and Responsibilities, paragraph 4.4. The PD manages the following functions:

### 3.4.2 ADMINISTRATION

The Administrative Staff provides for planning, budgeting, resource allocation, funding expenditures, customer relationships, new business opportunities, GROW (GIDEP Representative's Outreach Workshops) meetings, agency briefings, industrial exhibits at conferences, and action item tracking systems. This staff function is also responsible for preparation of management reports for the PM and the funding sponsors.

### 3.4.4 DATA MANAGEMENT

Data Management is responsible for receiving, classifying, processing, imaging, archiving and distributing data provided by the participants. This group is responsible for determining the customers information requirements from the electronic database systems. Project engineers are assigned to each of the major areas of data including Engineering, Failure Experience, Metrology, Product Information (Diminishing Manufacturing Sources and Materials Shortages - DMSMS), and Reliability-Maintainability Data. Data Management recommends other databases or types of data which may be added to the database based on user needs.

### 3.4.5 INFORMATION SYSTEMS

Information Systems acquires and develops hardware, software and communications systems which are used to image, process, archive and distribute data submitted and

retrieved by GIDEP participants and users. This group develops the user interfaces needed to rapidly retrieve, download and view data found in the GIDEP database. Included in this organization are the personnel which assist the Data Management, Participant Support and the users, in achieving the goal to rapidly exchange information through GIDEP.

### 3.5 ADVISORY GROUPS ORGANIZATION

The JLC Charter for the GIDEP PM provides for two advisory groups, the Government Advisory Group (GAG) and the Industry Advisory Group (IAG). The GAG is composed members appointed by their respective agencies. The IAG is composed of members elected at-large from the industry GIDEP Representatives. The overall organizational structure of GIDEP is shown in figure 3.4

#### 3.5.1 GOVERNMENT ADVISORY GROUP (GAG).

The GAG is composed of appointed Representatives from each participating government department or agency. This group has an executive committee which comprised of the funding sponsors only. The GAG provides recommendations concerning policy, procedures, funding and represent their respective organizations. The GAG is chartered by the PM as shown in Appendix B of the GIDEP Operation Manual. The specific responsibilities and reporting procedures are provided in Chapter 4, Duties and Responsibilities.

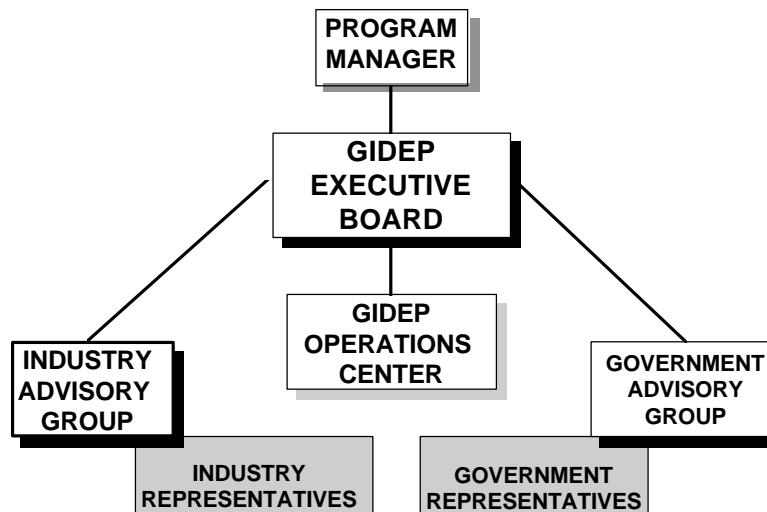


Fig. 3.4 Advisory Groups Organization

#### 3.5.2 INDUSTRY ADVISORY BOARD (IAG)

The IAG is composed of fifteen representatives elected at large from the industry GIDEP representatives. In addition, the IAG may appointed selected GIDEP representatives

which represent special interest, in coordination with the PM. The purpose of the IAG is to provide recommendations to the PM from an industry perspective. This group hosts the Annual Workshops conducted by the GIDEP Operations Center. The IAG is chartered by the PM, as shown in Appendix C of the GIDEP Policies and Procedures Manual. Specific responsibilities of the IAG are provided in Chapter 4, Duties and Responsibilities.

### 3.6 GIDEP MANAGEMENT TEAM

The GIDEP Management Team is composed of the PM, DPM, PD, voting members of the Industry Advisory Group and the Government Advisory Group. The GIDEP Management Team is chaired by the PM and provides the general forum for discussion of issues and resolution of GIDEP committee recommendations. The organization of the GIDEP Management Team is shown in figure 3.5.

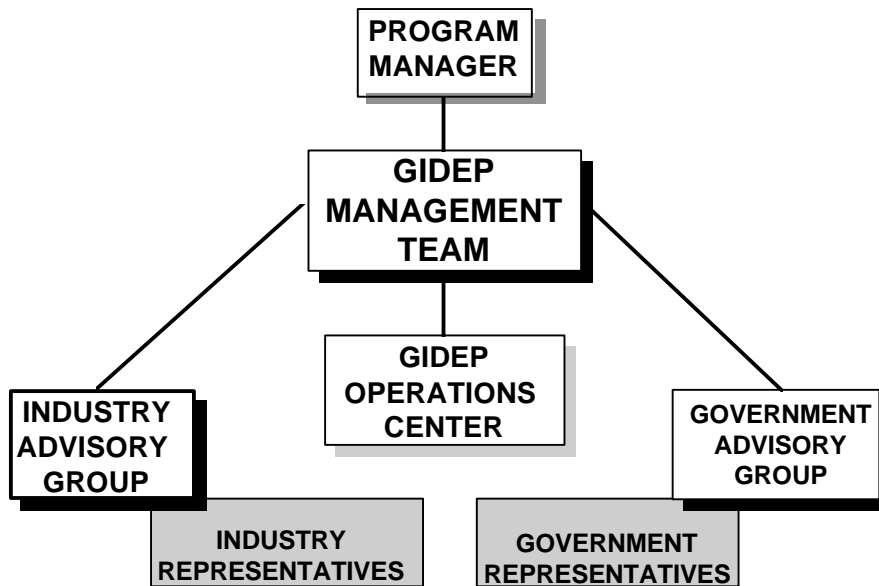


Fig. 3.5 GIDEP Management Team

### 3.7 STANDING COMMITTEES

The standing committees are chartered by the PM. Ad-hoc committees may be appointed by the PM upon the recommendation of the Advisory Groups. The organization of the Standing Committees, shown in figure 3.6, report to the Management Team recommendations for changes for policies and procedures and data requirements related to the objectives of the committee. These recommendations must have been formally balloted through subcommittee, standing other committees with a common interest, and the main management team. Verbal recommendations not documented will be remanded back to the appropriate committee for action.

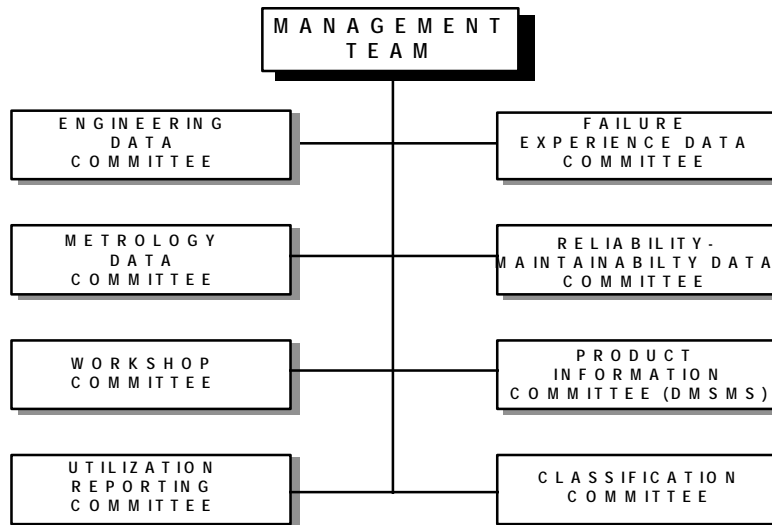


Fig. 3.6 Standing Committees

### 3.7.1 COMMITTEE ORGANIZATION

Each committee is an organization of GIDEP Representatives from the IAG, GAG, GIDEP Operations Center, industry and government. Each committee develops a charter, using the format suggested in Chapter 4, Appendix A, as a guideline. Charters must be approved by the PM and the Management Team. Figure 3.7 illustrates the relationship of the Management Team, the GIDEP Operations Center, the IAG and GAG, industry and government participants. Once the committee is formed and their charter is approved, the committee begins deliberations and actions to achieve its stated scope and objectives. The committee's purpose is to investigate, develop recommended Action Items, and to advise the Management Team and the PM.

### 3.7.2 COMMITTEE PARTICIPATION

Participation by the GIDEP Representatives is essential to the evolution and growth of GIDEP. The qualification for being a member of a standing committee or ad-hoc committee, is an interest in the scope and objectives of the committee, a willingness to attend the Management Meetings, support of the representative's participating organization, and a willingness to participate in other committee meetings and activities, as necessary, to achieve the committees objectives. A member of the GIDEP Operations Center staff is assigned to each committee to provide assistance in developing the charter; maintaining documentation for recommendations; balloting of recommended practices and procedures; researching issues and advising the committee, as requested. All GIDEP Representatives are welcome to join and participate in the committees. Questions concerning participation should be directed to the committee chairperson.

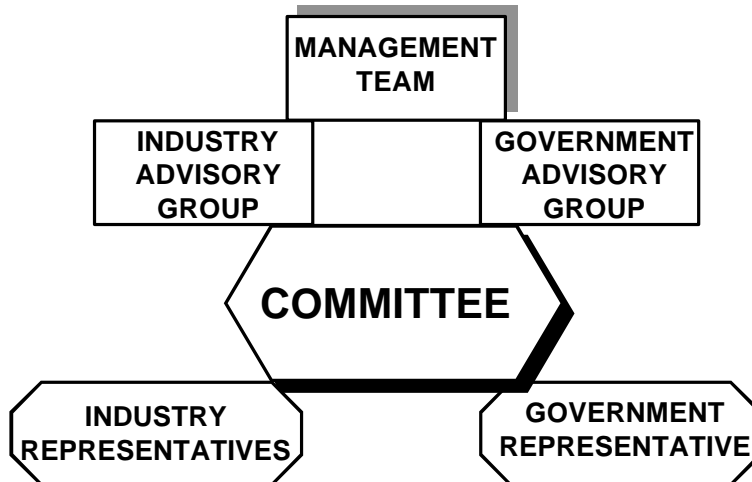


Fig. 3.7 Committee Organization

### 3.7.3 COMMITTEE OPERATION

The duties and responsibilities for the operation of the individual standing and ad-hoc committees are provided in Chapter 4, Duties and Responsibilities, and the committee's charter. Committees and their members are expected to adhere to the code of ethics in 3.8.

### 3.7.4 COMMITTEE RELATIONSHIPS

The committee is a key element of the GIDEP organization. While committees have well defined scopes and roles with the total GIDEP organization, issues frequently affect other committees. It is the responsibility of the committee chairpersons to impartially moderate the meetings and to keep other committees informed concerning deliberations and actions being taken. Management Team members are to be informed of actions which may affect the Board's decisions or which may impact one of the Advisory Group's functions. The inter-relatedness of the committees should not be overlooked during the deliberations of a committee.



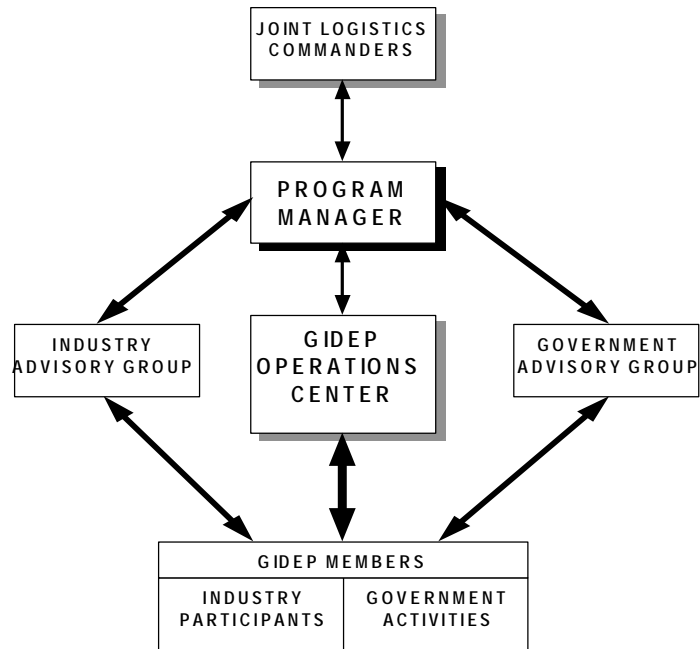


Fig. 3.8 Committee Participation

### 3.8 ORGANIZATION ETHICS

In order for the GIDEP organizational groups, discussed in this chapter, to function smoothly, each member must participate and maintain the highest professional ethical standards common in industry and government. Each member will regard other members with the utmost respect while maintaining opinions which may differ from the other members in the group.



## POLICIES AND PROCEDURES MANUAL

# DUTIES AND RESPONSIBILITIES

## CHAPTER 4



SEPTEMBER 1995

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

Jul-94

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## **CHAPTER 4 DUTIES AND RESPONSIBILITIES**

### **4.1 INTRODUCTION**

The general duties and responsibilities of the Program Manager, Deputy Program Manager, and Program Director for the Government Industry Data Exchange Program (GIDEP), the GIDEP Executive Board, Government Advisory Group, Industry Advisory Group and committees are described in this chapter. This chapter also establishes the procedures for initiation, coordination, approval and implementation of issues, policies, procedures and actions, and the general methods of processing actions for Program Manager's approval.

### **4.2 POLICY**

The Program Manager is responsible for executive management of GIDEP and will have final approval of recommendations from the GIDEP Executive Board, Government Advisory Group, Industry Advisory Group, the GIDEP Program Director, Standing Committees and Ad Hoc Committees. Recommendations to complete actions assigned to committees, subcommittees and ad hoc committees will be balloted for approval in committee and referred through the Industry and Government Advisory Group prior to being submitted to the GIDEP Executive Board and the Program Manager for decision or approval.

### **4.3 PROGRAM MANAGER (PM)**

The PM is responsible for executive management of the Government-Industry Data Exchange Program (GIDEP) and is delegated final authority in the approval of policy and resources for program implementation. Specifically the PM:

- a. Consults with the funding sponsors, develops funding plans which provide for the expansion and continued program database systems operation.
- b. Develops and annually updates a long range strategic program plan for the strategic expansion and focusing the program in keeping with the Joint Logistics Commander's Program Charter.
- c. Serves as Chairman of the GIDEP Management Team at GIDEP management meetings.
- d. Reviews and authorizes contracts for supplies and services necessary for equipment, software, operation and maintenance of the program.
- e. Reviews and approves recommended policies and procedures for the program.
- f. Coordinates major program changes with the sponsoring government agencies.

- f. Monitors related databases and data exchange programs with a view of consolidating databases for cost effectiveness where there are overlapping functions.
- g. Makes technical and business management decisions in support of the program, as defined in the program charter.
- h. Charters advisory groups and committees, as described in the program charter, to recommend policies and procedures which assist the PM in the discharge of his responsibilities.
- i. Provides an annual summary report of the program's status, utilization, accomplishments and planned future direction to sponsoring organizations.

#### **4.4 DEPUTY PROGRAM MANAGER (DPM)**

The DPM assists in the overall executive management and oversight of the Program. The DPM reports to the PM and provides continuity during the transition of the program from one PM to another. The DPM represents the PM at GIDEP management meetings, committee meetings, program reviews, and interfaces with government agencies and industrial organizations.

#### **4.5 PROGRAM DIRECTOR (PD)**

The PD is responsible for management and overall day-to-day operation of the program at the GIDEP Operations Center. Specifically the PD:

- a. Recommends long range plans in keeping with program objectives.
- b. Recommends budget requirements to support level of program effort in consonance with planned program requirements.
- c. Establishes business plans to improve and expand the program within the program charter.
- d. Provides periodic program status reports to the Program Manager and funding sponsors, as required.
- e. Provides overall management of the program at the GIDEP Operations Center, including:
  - (1) Financial budget and program funds.
  - (2) Participant Support including Help Desk, Training, Workshops and Clinics.
  - (3) Data management for Engineering Data, Failure Experience Data, Metrology Data, Product Information and Reliability-Maintainability Data and other data types, as approved by the PM.
  - (4) Information Systems including database software and hardware, systems upgrades, communication hardware and software, systems security and participant retrieval software.

- f. Implements policies and procedures recommended by the Executive Board and committees and approved by the PM
- g. Coordinates recommended changes to policies and procedure with the Executive Board's committees prior to obtaining approval of the PM.
- h. Surveys GIDEP users to obtain user views, data needs and new data base opportunities to ensure maximum utilization of the database.

## **4.6 GIDEP OPERATIONS CENTER**

The GIDEP Operations Center implements day-to-day program functions of GIDEP as directed by the PD. These functions include:

- 4.6.1 **ADMINISTRATION** This function establishes and maintains the GIDEP help desk, tracking of customer requests, ancillary customer services, and newsletters.
- 4.6.2 **PARTICIPANT SUPPORT.** Participant support includes help desk, customer services, training documentation, customer relations, product identification and marketing. This function also supports administrative functions, such as, requests for documents, distribution of products, passwords, directory services (roster), newsletters, administrative statistics and utilization reporting.
- 4.6.3 **DATA MANAGEMENT.** Data Management is responsible for the administrative management of the types of data processed and distributed by GIDEP which are approved and within the mission of GIDEP. Each Data Manager is responsible for staffing recommended changes for their data type and changes in procedures with the standing committee. Data Management is responsible for processing and distributing the following data types:
  - a. Engineering Data including such document types as engineering reports, GIDEP documents, management information, nonstandard parts data, parts and process specifications, test reports, value engineering, solderability technology library and best manufacturing practices.
  - b. Failure Experience Data including ALERTs, SAFE-ALERTs, Problem Advisories, Agency Action Notices and failure analysis data.
  - c. Metrology Data including calibration procedures and technical manuals for test equipment. This function also manages measurement science data related to metrology and test equipment.
  - d. Product Information Data including discontinued items and materials information for Diminishing Manufacturing Sources and Materials Shortage (DMSMS) data. This data also includes processing and distribution of Product Change Notices for items which manufacturers have changed the functional characteristics as defined in MIL-STD-480.

- e. Reliability-Maintainability Data which is responsible for the managing and processing of reliability-maintainability statistical data, methodology data and prediction data. This function also process reliability-maintainability test data.
- f. Urgent Data Request which include the receipt and processing of customer's urgent requests for data not in the current database.

4.6.4 INFORMATION SYSTEMS. Information systems is responsible for applications programming of database software, maintaining the integrity of the database against equipment failures and natural disasters, maintaining database security, developing user password systems, developing new database systems software and hardware, developing and maintaining communications software and hardware, developing imaging and indexing systems for the GIDEP database, and developing windows and object type retrieval software.

## **4.7 GIDEP MANAGEMENT TEAM**

The GIDEP Management Team is composed of the Program Manager, Deputy Program Manager, Program Director, members of the Industry Advisory Group and Government Advisory Group. The GIDEP Management Team is chaired by the PM and provides the general forum for discussion of issues and resolution of GIDEP Committee recommendations. The recommendations, issues and committee assignments are made by the GIDEP Management Team to the PM for his approval. The committee chairpersons will only recommend policies, procedures and initiate actions in writing via the GIDEP Management Team.

## **4.8 GOVERNMENT ADVISORY GROUP**

The Government Advisory Group is composed of one Representative appointed from the headquarters of each government agency or department, or a designated alternate. Agencies and departments may assign subordinate activity representatives with specialized interest to represent the organization on the committees, sub-committees and ad-hoc committees. The chairperson from this group assists the PM and PD in establishing an agenda for each meeting, at least thirty days prior to a called meeting.

## **4.9 INDUSTRY ADVISORY GROUP**

The Industry Advisory Group is composed of fifteen members elected at large from the industry GIDEP Representatives. Each member must receive management approval and support to attend at least three meetings a year and to assist in clinics and workshops, as required. In addition, the Industry Advisory Group may appoint, in coordination with the PM such other members as may be necessary to represent special user interests. The Industry Advisory Group is responsible for performing the following functions:

- a. Coordinating the site selection for GIDEP workshops and management meetings.



- b. Nominating members to standing and ad hoc committees.
- c. Assisting in developing the Workshop Program.
- d. Representing industry's perspective to the PM.
- e. Hosting the Annual GIDEP Workshops and Clinics.

## **4.10 COMMITTEES**

- 4.10.1 **STANDING COMMITTEES.** Standing committees are those committees which are intended to have on-going responsibilities. The standing committees are shown in Fig. 3.6 Standing Committees of chapter 3, of the GIDEP Operations Manual.
- 4.10.2 **AD HOC COMMITTEES.** Ad hoc committees may be appointed for a period of not longer than two years to perform special investigations and report back to the Executive Board. Ad hoc committees have a tasking statement but do not have charters because of limited scope and duration.
- 4.10.3 **COMMITTEE CHARTERS.** Committees will prepare and coordinate their charters with the GIDEP PM. The general format and guidelines for committee charters are provided in Appendix A of this chapter. Committees should review and update the charters not less than bi-annually and report any changes required to reflect the current or recommended scope and task.
- 4.10.4 **MEMBERSHIP.** Any GIDEP Representative with an interest in the scope and task of a specific committee may become a committee member. The Representative should have the support of their organization and be able to attend and contribute to the three scheduled meetings per year and other committee meetings and activities, as necessary, to achieve the committee's objectives.

## **4.11 COMMITTEE PROCEDURES**

- a. Recommendations will be staffed and balloted through subcommittee, committee and Executive Board prior to submission to the PM for approval. The GIDEP Operations Center staff member will assist the committee in preparing and balloting written recommendations, as required.
- b. Recommended changes to policies and procedures initiated by the GIDEP Operations Center will be staffed through the appropriate committees prior to implementation.
- c. Committees will not report committee actions and activities as recommendations at Executive Board meetings.
- d. Negative ballots will be resolved at the appropriate committee level. Issues which can not be resolved at subcommittee or committee level will be reported out at the Executive Board meeting accompanied by a recommended course of action to be considered. Negative ballots

must be accompanied by a recommended course of action to be considered. Negative ballots without constructive comment will not be considered.

**APPENDIX A**

**GUIDELINES**

**FOR**

**COMMITTEE CHARTERS**

## GUIDELINES FOR COMMITTEE CHARTERS

Date: Enter date of issuance.

### NAME OF COMMITTEE

**1. PURPOSE.** Enter purpose that the committee is being established.

Ex: The GIDEP \_\_\_\_\_ Committee is established to provide staff support to the Program Manager in the area of \_\_\_\_\_ data. These areas include: \_\_\_\_\_.

**2. AUTHORITY.** Enter the statement:

"This charter is issued under the authority of the GIDEP Program Manager in support of GIDEP program requirements. Changes to this charter may be made with the concurrence of the Program Manager.

**3. ORGANIZATION:** Enter the organizational information such as:

- a. The committee membership shall consist of volunteers from both government and industry GIDEP Representatives. Previous experience in GIDEP committee work is unnecessary, just the Representatives knowledge of \_\_\_\_\_ as a user of GIDEP \_\_\_\_\_, and approval of the representative's company management to provide support for additional travel to attend meetings.
- b. The committee membership shall elect a chairperson, vice-chairperson and recorder for a two year period. The chairpersons elected will include one representing government and one representing industry. Each committee will include a staff member from the GIDEP Operations Center.
- c. The \_\_\_\_\_ Committee chairperson shall establish or disestablish subcommittees, appoint subcommittee chairpersons, and assign projects as required.
- d. The \_\_\_\_\_ Committee chairperson shall ensure that committee meeting agendas, meeting announcements and minutes are produced and distributed.
- e. Committee meetings shall open to any GIDEP Representative wishing to attend meetings in the areas for information.
- f. Any member not present for more than two consecutive meetings shall advise the committee chairperson whether they intend to actively participate in the committee. Non-attendance at meetings will indicated a need to evaluate continuation of membership for the individual.

**4. SCOPE:** This sections should clearly describe the scope of the tasking which supports purpose of the committee. The following is an example of a scope:

"The business of the \_\_\_\_\_ Committee shall be to investigate and develop recommendations for \_\_\_\_\_, and shall include the development and accomplishment of tasks and studies related to:

- a. Types of data applicable to \_\_\_\_\_ information in the GIDEP database.
  - b. Increasing the amount and quality of \_\_\_\_\_ information in the database.
  - c. Requirements for electronic submittal and utilization of the database.
  - d. Training and indoctrination in the GIDEP database.
  - e. Products and services which should be made available from the \_\_\_\_\_ data.
  - f. Other tasks agreed upon by the GIDEP Executive Board and directed by the GIDEP Program Manager. Committee members may recommend projects and tasks for committee action.
- 5. MEETINGS:** Define the times the committee will meet. Examples of statements include:
- a. The committee will hold a minimum of three regularly scheduled meetings per year. Whenever, possible the meetings will be held in conjunction with meetings of the GIDEP Executive Board.
  - b. Special meetings may be held at any time at the request of the Program Manager or the committee chairpersons.
- 6. RESPONSIBILITIES:** Define the committee's responsibilities. Example tasking responsibilities include:
- a. Developing techniques, methods and procedures for accomplishing task objectives.
  - b. Providing the what, where and when information necessary to implement the task.
  - c. Utilizing the committees expertise in developing the entire project. This includes making phone calls, writing letters, making surveys and arranging meetings.
  - d. Interfacing with other committees, government agencies, industry associations and technical societies.
  - e. Preparation and balloting recommended changes to the GIDEP Operations Manual, and operating procedures.
  - f. Conducting investigations and surveys to determine GIDEP user (customer) needs, opinion and practices regarding technical data collection, generation and/or dissemination.
  - g. Providing alternative solutions for the improvement and expansion of this technical area of program operations.
  - h. Recommending procedures and practices for electronic data interchange.



# **OPERATIONS MANUAL**

## **UTILIZATION REPORTING**

### **CHAPTER 5**

**DECEMBER 2005**

**GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM**

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## CHAPTER 5. UTILIZATION REPORTING

### 5.1 PURPOSE

The purpose of Utilization Reporting is to document the Benefits, Impacts, and Usage of GIDEP information along with the Prevention of Unplanned Expenditures (PUE) accrued as a result of using information obtained from GIDEP. Chapter 5, Utilization Reporting, defines policy, definitions and reporting procedures related to Utilization Reporting.

### 5.2 POLICY

It is the policy of the Joint Logistics Commanders (JLC), the GIDEP Program Manager and the funding sponsors that each government and industry participant shall report the benefits of unplanned expenditures on an annual basis at a minimum. Reports must be filed with the GIDEP Operations Center each fiscal year (1 October - 30 September). A participant's failure to file a report each fiscal year may result in the termination of the participant from the Program in accordance with the provisions described in Chapter 2, Participation Requirements.

### 5.3 DEFINITIONS

- 5.3.1 BENEFIT** Any and all impacts to your organization, your customer, or the final end user of your product or service. This impact is a result of being a GIDEP member and using GIDEP information. Both positive and negative impacts should be submitted along with any effect on the availability, reliability, usability, operability, maintainability, or readiness for the end user.
- 5.3.2 PREVENTION of UNPLANNED EXPENDITURES (PUE)** The Prevention of Unplanned Expenditures of assets and resources through the utilization of GIDEP.
- 5.3.3 QUANTITATIVE METHOD** The calculation of costs as related to information on parts or processes that were prevented through the use of GIDEP. (see **Appendix A**) (Built into PURS)
- 5.3.4 QUALITATIVE METHOD** The method in which descriptive narrative statements of the benefits derived from GIDEP information are submitted in lieu of cost estimates. This method is used in the case that a cost cannot be determined using the quantitative method. (see **Appendix A**) (Built into PURS)

### 5.4 REPORTING PROCEDURES

- 5.4.1 WHEN TO REPORT** Utilization data is collected during the government fiscal year. The government fiscal year begins October 1 and ends September 30. The Annual Utilization Report (AUR) is due no later than November 1 of the fiscal year ending the previous September.
- 5.4.2 FAILURE TO REPORT** The consequence of not meeting the November 1 date may be termination of the participant from the program.
- 5.4.3 WHAT TO REPORT** Participant's benefits and Prevention of Unplanned Expenditure or ancillary benefits.
- 5.4.4 HOW TO REPORT**



#### **5.4.5 On-Line Users:**

Users of the Participant Utilization Reporting System (PURS) are able to report on each document downloaded or reviewed by logging on to PURS and using the required reports screen to generate their utilization or to enter a no impact report for documents that did not relate to their products, services or organization. (See Figure 5.1) Appendix B Figures illustrates the PURS system. Please refer to the PURS User Guide (available on line through the Members Web site) for more instructions.

#### **5.4.6 DVD/CD Rom Users:**

Metrology/calibration data users are provided a built-in utilization reporting system on the DVD's. This system tracks each document accessed and allows the user to enter the prevented expenditure, the customer/program and comments. Appendix B-2 illustrates the DVD Utilization Module. The resulting file (HSTFYnn, where nn is the last two digits of the fiscal year being reported) may be emailed to GIDEP after the end of the fiscal year. The prevented expenditure, customer/program and comments need to be entered before emailing.

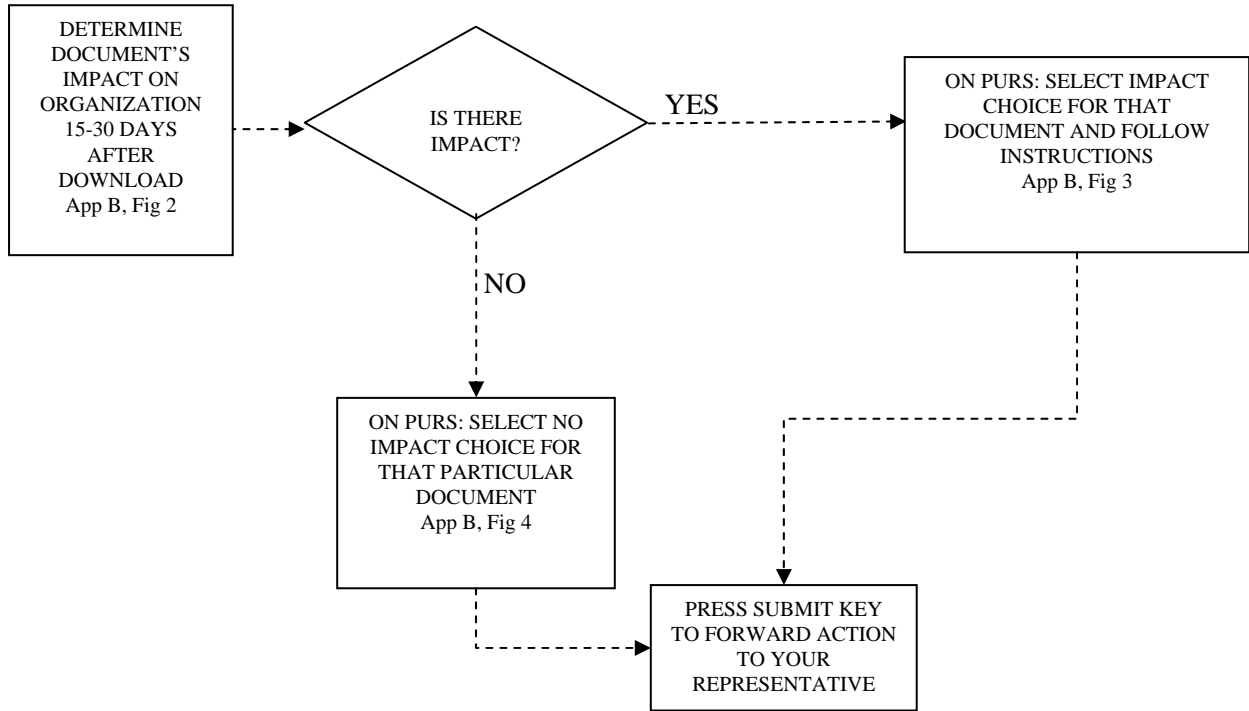
Email address for these reports: [utilization@gidep.org](mailto:utilization@gidep.org) (See Figure 5.2)

### **5.5 TRACKING INTERNAL USAGE**

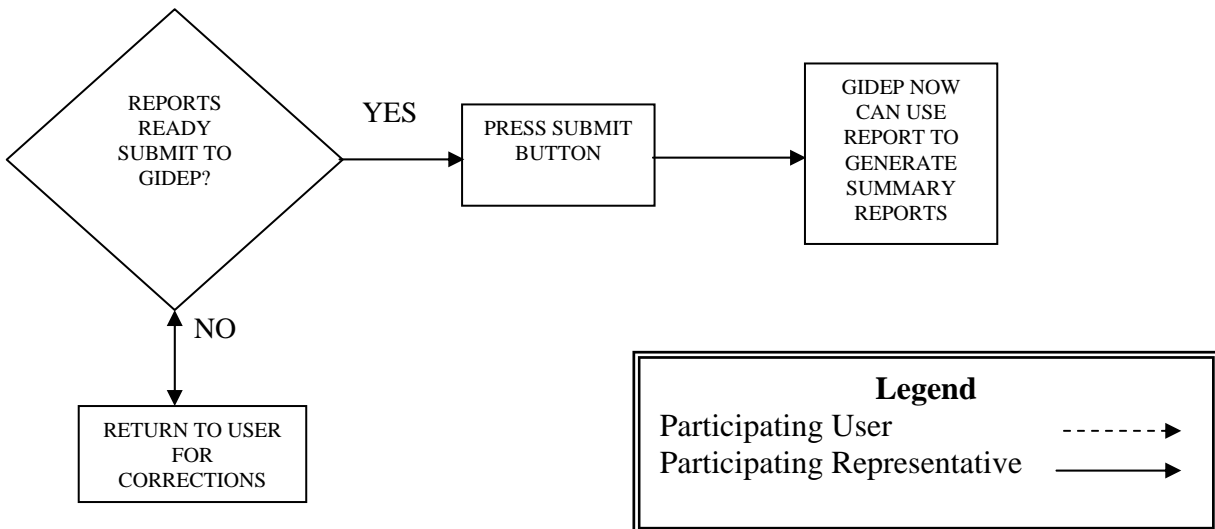
It is the Representative's responsibility to insure each GIDEP user at their organization has completed and submitted utilization reports for all documents used. It is also the representatives responsibility to obtain usage information from other internal users who are not directly accessing the GIDEP database.

Figure 5.1 Utilization Reporting Process Flow

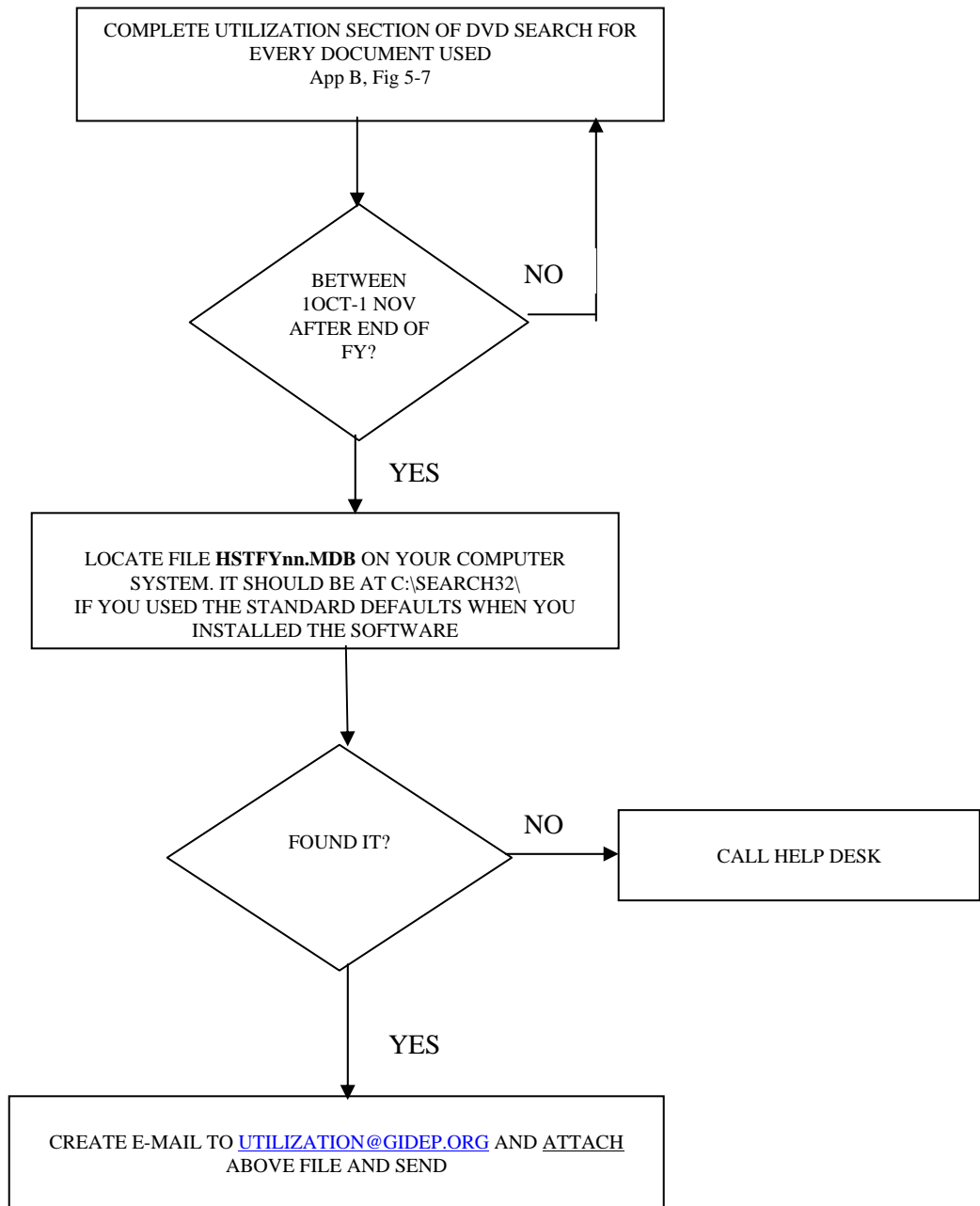
**USER ACTIONS:**



**REPRESENTATIVE ACTIONS**



### Figure 5.2 DVD Reporting



**APPENDIX A  
GUIDELINES  
FOR  
ESTIMATING PREVENTED EXPENDITURES**

## GUIDELINES FOR ESTIMATING PREVENTION OF UNPLANNED EXPENDITURES

### A.1 INTRODUCTION

Estimating and reporting Prevention of Unplanned Expenditures is based on the premise that because of information obtained from GIDEP, *your organization* did not have to perform work or tasks which would have been required had the information not been available. As an example, the contract may require qualification tests be performed for all component parts to ensure their performance and reliability under expected operating environments. Elimination of qualification tests, because the test was performed on the same components by another contractor may avoid the cost of testing. The methods presented herein are intended as guidance only. You are encouraged to use the methods and costing data from your organization.

### A.2 ESTIMATING PREVENTION OF UNPLANNED EXPENDITURES

Unplanned expenditures may be captured either by a Quantitative or Qualitative method. Frequently preventing the use of nonconforming items, materials or software can have far reaching effects. As an example, discovery of a production lot of deficient memory microcircuits might prevent the grounding of the Navy's F18 Fighter wings. Grounding of the planes could result in millions of dollars of expense to the governments.

### A.3 METHODS FOR REPORTING UTILIZATION

The following methods have been developed by United Space Alliance-Integrated Logistics (DU1), and are provided as a guideline only.

**A.3.1 QUANTITATIVE METHOD** Industry formulas for calculations of unplanned expenditures related to defective parts which were prevented through the use of GIDEP data.

Measures value of solution by determining:

- How equipment would have failed
- If rework would have been required
- If material/parts had been issued

Suggestions for obtaining utilization data through ---

- Installation & removal of failed components
- Failed parts reporting documentation
- Failed parts returned packaging & shipping
- Additional equipment downtime
- Additional inspection & material handling

**A.3.2 QUANTITATIVE FORMULAS****A.3.2.1 BASED ON REPAIR & REPLACEMENT****GROSS USER COST EXPENDITURES**

Total Hrs Expended * Industry Burden Rate	= Labor
Qty Purged * Material \$ Value	= Material
GIDEP Document Cost	= \$

**GROSS USER COST PREVENTED**

Hrs To Repair * # Of Units	= Eng. Hrs
Hrs To Test * # Of Units	= Tech. Hrs
Eng Hrs * Industry Burden Rate	= Labor
Technician * Industry Burden Rate	= Labor
Inspection * Industry Burden Rate	= Labor
Eng + Technician + Inspection	= Gross Labor
Material \$ Amount * # Of Units	= Gross Mat'l

**BASED ON PARTS INSPECTION & RETURN-TO-STOCK****GROSS USER COST EXPENDITURES**

Total Hrs Expended * Industry Burden Rate	= Labor
Qty Purged * Material \$ Value	= Material

**GROSS USER COST PREVENTED**

Total Items Inspected * Time Per Item * Industry Burden Rate	= Gross Labor
Or	
Total Time to Inspect * Industry Burden Rate	= Gross Labor
Items Return-To-Stock * Material \$ Value	= Gross Material

**BASED ON INVESTIGATING ALERTS RECEIVED PRIOR TO INSTALLATION  
REQUIRING REMOVAL**

Total Hrs Expended * User Industry Burden Rate	= Labor
--	---------

*Prevention of Unplanned Expenditures by acting on an ALERT before installation which would have required removal*

**BASED ON PRODUCTION LINE OR OVERHAUL REPAIR**

Method 1:  $A \times B = S$

Where:

A = Estimated Mean Overhaul Or Repair Cost . (This Information Mean Overhaul Or Repair Cost).

*This Information Is Obtained From The Production Scheduler.*

B = # Of Items Scheduled For Repair Including Estimated Quantity Scheduled For Use.

S = Prevention of Unplanned Expenditures In Dollars

Method 2:  $D - E - F - G = S$

Where:

D = Cost Of Equipment Or Parts Which Would Have Failed

E = Cost Of Processing Alert

F = Cost Of Material

G = Cost Of Replacing The Material

S = Prevention of Unplanned Expenditures In Dollars

### ***BASED ON MATERIAL IN SUPPLY WAREHOUSE***

Method 3:  $H - E = S$

Where:

H = Cost Per Unit Issue Times Total Quantity Of Discrepant Inventory

E = Cost Of Processing Alert

S = Prevention of Unplanned Expenditures In Dollars

A.3.3 **QUALITATIVE METHOD** Statement of potential impact should be written if cost cannot be determined by answering:

- o How Did GIDEP Data Impact Your Company?
- o Use Examples On How Your Company Would Have Been Impacted..

**\*\*\*Had It Not Been For Having GIDEP Data?\*\*\***

When value added is identified, it is an estimated impact cost should remedial action not be taken. Based on this fact, it is conceivable that one occurrence could avoid millions of dollars of unplanned expenditures & lost lives!

**APPENDIX B-1**  
**PARTICIPANT UTILIZATION REPORTING SYSTEM (PURS)**



### Accessing PURS

To access PURS from the GIDEP website, click the Utilization button on the GIDEP Database web page. This will open the PURS Required Reports web page, showing GIDEP documents for which you or your organization owe utilization reports.



## Representative Required Reports Screen

The required report screen is the default view displayed when a Rep enters PURS, and provides an overview of all utilization reports that you currently owe ( or your company owes) to GIDEP.

GIDEP Participant Utilization Reporting System - Participant: CALLN (Rep. LARRY NELSON) - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Go Links Mbrs PDB Beta i-TEST I-Net CSC NWS

Address http://surrogate.gidep.org/purs/purs\_main\_page.pl?si=90bc87a5927349fceaafai

**GIDEP** Participant Utilization Reporting System Home Preferences Database Help Log-Out

**Required Reports: CALLN** Submitted Reports: CALLN Online Analysis

Total: 55 Drafts to Review: 0 Date Range: Accessed FY 2004 Benefits: No Impacts Rep Only Management Reports: Representative Overview Reported Benefits

Working: 17 UDR Response: 0 Not Started: 38

Rep Only: 55

**Required Reports for CALLN** Accessed By

Document Number	Document Title	Access Date	No-Impact Report	Impact/Benefit Report	Accessed By
WR-U-03-17	SOURCE OF SUPPLY REQUEST FOR FLARING TOOL	01-OCT-2003		Working (Rep)	LARRY NELSON
X1-D-04-82	M-SYSTEMS PRODUCT DISCONTINUANCE NOTIFICATION 93-EL-1203-00	31-DEC-2003		Working (Rep)	LARRY NELSON
AS3-U-04-001	SOURCE OF SUPPLY REQUEST FOR BEARING	31-DEC-2003	Working (Rep)		LARRY NELSON
X1-D-04-51	XICOR DISCONTINUANCE NOTIFICATION EOL-03-14	31-DEC-2003		Working (Rep)	LARRY NELSON
D7-A-04-01	NON-DESTRUCTIVE INSPECTIONS PERFORMED WITH SYSTEMS THAT FAILED PROCESS CONTROL CHECKS	09-FEB-2004		Working (Rep)	LARRY NELSON
AS3-U-02-05	SOURCE OF SUPPLY REQUEST FOR BRAKE SHOES	02-MAR-2004		Working (Rep)	LARRY NELSON
LL-U-03-139	EQUIPMENT CONTAINING LIQUID ACCIDENTALLY RELEASED AS SCRAP METAL	02-MAR-2004	Create Report	Create Report	LARRY NELSON
4A455C301-59	AN/APX-100 (V) INTRASYSTEM COMSEC TEST	02-MAR-2004	Create Report	Create Report	LARRY NELSON
X1-D-04-121	OMRON PRODUCT DISCONTINUANCE PC-145	02-MAR-2004		Working (Rep)	LARRY NELSON
A03-U-02-09	SOURCE OF SUPPLY REQUEST FOR MILITARY GRADE BLACK POWDER (CLASS 1-9) MATERIAL/CHEMICAL	02-MAR-2004	Create Report	Create Report	LARRY NELSON
*	(* ANY OTHER UNLISTED DOCUMENT *)	*	Blank Form	Blank Form	*

Page: 1 2 3 4 5 6 Previous Next 10 per page

[PURS Home](#) | [Preferences](#) | [GIDEP Database](#) | [Help](#) | [Log-Out](#)

Questions? Send e-mail to: [utilization@gidep.org](mailto:utilization@gidep.org) or call the GIDEP Help Desk: (951) 898-3207

Done Local intranet

## Impact/Benefit Report Screen

The Impact/Benefit Report is designed to make your reporting of benefits as efficient as possible. The GIDEP documentation information, Access Date and your User ID are pre-filled, and default values for Program Affected and Benefiting Agency are pre-filled from your most recent previously submitted report.

GIDEP Impact/Benefit Utilization Report: CALLN-2004-00006 - Microsoft Internet Explorer

Address: http://surogate.gidep.org/purs/purs\_benefit\_form.pl?si=90bc87a5927349fceaaf

PURS Home | Preferences | GIDEP Database | Help | Log-Out

### GIDEP Impact/Benefit Utilization Report

Reference Number: CALLN-2004-00006 Status: **Editable**  
Working (Rep)

*NOTE: Items marked with \* are Required before Submitting Report.*

**Utilization Type: Database Access**

Accessed by: CALLN (LARRY NELSON) Date Accessed: 02-MAR-2004  
 GIDEP Document Number: X1-D-04-121  
 Document Title: OMRON PRODUCT DISCONTINUANCE PC-145

\* Narrative:  
 (Describe below how you benefited from this document)

This notice allowed our engineering support to obtain an alternate microcircuit to replace the discontinued article. Had we not received this notice our support of a critical US Navy program would have been severely impaired.

**Benefit Line Item 1**

\* Agency: US Navy Cmd/Office: Naval Air Systems Cmd  
 \* Program: AIM-9 SIDEWINDER: MISSILE, AIR TO AIR  
 Part/Model #: C2000H-CPU01-EV1 Equipment:

\* Expenditure Prevention Attachment(s):

'A': Cost Worksheet	<input type="button" value="Edit"/>	<input type="button" value="Del"/>	Amount APPLIED:	\$33,850
'B': DMS Calculator	<input type="button" value="Edit"/>	<input type="button" value="Del"/>	Amount APPLIED:	\$73,000
'C': Best Estimate	<input type="button" value="Edit"/>	<input type="button" value="Del"/>	Amount APPLIED:	\$35,700
<b>Line Item 01 Expenditure Prevention Total:</b>				<b>\$</b>

Local intranet

### Cost Worksheet Attachment Screen

The Cost Worksheet attachment can help you compute the estimated total prevented expenditure from your organization's itemized labor, material and services costs.

PURS Home | Preferences | GIDEP Database | Help | Log-Out

**GIDEP Impact/Benefit Utilization Report** Status: **Editable**  
Working (Rep)  
Reference Number: TESTREP-2002-016 Line Item: 1  
Part/Model: XYZ-789

**Attachment A: Cost Worksheet**

*Use this worksheet to calculate your prevented labor, material and services expenditures due to utilization of the GIDEP document. You may enter detail amounts (rate/hours/cost-each/qty) and/or Sub-totals into this worksheet. Entering a Sub-total sets the associated details to 'N/A'.*

Number of Labor Categories:  Number of Material/Services Items:

Enter Your Prevented Labor Costs Below:					Compare Your Totals with the Industrial Averages Below: (All Averages Are Per Event)			
Labor Category	Burdened Rate	Labor Hours/Unit	# of Units	Labor Sub-totals	FY 2001 Task(s)	Avg Labor Hours	Average Cost	Average Cost Range
Engineering	\$90.00	12	1	\$1,080	Alternate Parts Selection	16	\$13,000	\$10,000 - \$16,000
Technicians	\$80.00	10	1	\$800	Change Order	20	\$22,500	\$20,000 - \$25,000
Quality Assurance	\$70.00	3	1	\$210	Configuration Change	20	\$22,500	\$20,000 - \$25,000
Documentation	\$65.00	7	1	\$455	Construction Analysis	40	\$45,000	\$40,000 - \$50,000
	\$00.00	0	1	\$0	Delivery Slippage	20	\$22,500	\$20,000 - \$25,000
<b>Labor Totals (Hours, Cost):</b>				<b>32</b>	<b>\$2,545</b>			
Enter Prevented Material/Services Costs Below:								
Material or Services Description	Cost Each	Qty	Material or Services Sub-totals					
Paint gallon	\$20.00	5	\$100		Destructive Physical Analysis	12 - 24	\$18,000	\$12,000 - \$24,000
Other Services	\$N/A	N/A	\$500		Inspection	1	\$350	\$200 - \$500
Re-surfacing	\$350.00	1	\$350		Item Recall	20	\$22,500	N/A
<b>Material or Services Total:</b>			<b>\$950</b>		Life/Qualification Test	10	\$15,000	\$10,000 - \$20,000
					New Control Item	8	\$900	\$800 - \$1000
					Packaging and Shipping	2	\$350	\$200 - \$500
					Parts Screening	5	\$1,000	\$500 - \$1500
					Process Change	20	\$22,500	\$20,000 - \$25,000
					Recondition / Rework Item	4	\$1,000	\$500 - \$1500
					Redesign Board	200	\$175,000	\$100,000 - \$250,000
					Redesign Circuit Card	48	\$12,500	\$5000 - \$20,000
					Repair/Rework Hours	2	\$200	\$200
					Reprogramming	200	\$30,000	\$10,000 - \$50,000
					Schedule Slippage	N/A	\$1,000	\$1000
					Test Plan	40	\$4000	\$4000
					Testing Hours	0.5	\$500	\$500
					Writing Calibration Procedure	40	\$2500	\$2500

**Optional Remarks About Your Above Entries:**

"Other Services" includes cleaning the equipment, recalibrating the wave solder machine, and sharpening of the shear.

**Expenditure Prevention Total (Labor + Materials/Services):** \$

Apply Total to Report

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Questions? Send e-mail to: [utilization@gidep.org](mailto:utilization@gidep.org) or call the GIDEP Help Desk: (951) 898-3207

**Best Estimate Attachment Screen**

The Best Estimate attachment provides instructions and industrial average cost data, and allows you to enter your estimated cost savings directly. This allows you to compare your estimate with typical industrial averages for similar tasks and labor rates, to help you arrive at the most accurate estimate.

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**GIDEP Impact/Benefit Utilization Report** Status: **Editable**  
Working (Rep)

Reference Number: TESTREP-2003-001 Line Item: 2

**Attachment D: Best Estimate** Part/Model: XYZ-987-Rev A

---

*Please enter your best estimate of the total expenditures or costs you prevented or avoided by utilizing the GIDEP document.*

\$

**Optional Remarks About Your Estimate:**

This estimate is based on our company Projected Project Expenses Report dated 23 December 2003, page 37.

Apply Estimate to Report:

**The Industrial Averages below are provided for your reference.  
(All averages are per event)**

FY 2001 Task(s)	Avg Labor Hours	Average Cost	Average Cost Range
Alternate Parts Selection	16	\$13,000	\$10,000 - \$16,000
Change Order	20	\$22,500	\$20,000 - \$25,000
Configuration Change	20	\$22,500	\$20,000 - \$25,000
Construction Analysis	40	\$45,000	\$40,000 - \$50,000
Delivery Slippage	20	\$22,500	\$20,000 - \$25,000
Destructive Physical Analysis	12 - 24	\$18,000	\$12,000 - \$24,000
Inspection	1	\$350	\$200 - \$500
Item Recall	20	\$22,500	N/A
Life/Qualification Test	10	\$15,000	\$10,000 - \$20,000
New Control Item	8	\$900	\$800 - \$1000
Packaging and Shipping	2	\$350	\$200 - \$500
Parts Screening	5	\$1,000	\$500 - \$1500
Process Change	20	\$22,500	\$20,000 - \$25,000
Recondition/Rework Item	4	\$1,000	\$500 - \$1500
Redesign Board	200	\$175,000	\$100,000 - \$250,000
Redesign Circuit Card	48	\$12,500	\$5000 - \$20,000
Repair/Rework Hours	2	\$200	\$200
Reprogramming	200	\$30,000	\$10,000 - \$50,000
Schedule Slippage	N/A	\$1,000	\$1000
Test Plan	40	\$4000	\$4000
Testing Hours	0.5	\$500	\$500
Writing Calibration Procedure	40	\$2500	\$2500

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Questions? Send e-mail to: [utilization@gidep.org](mailto:utilization@gidep.org) or call the GIDEP Help Desk: **(951) 898-3207**



### DMS Calculator Attachment Screen

When your usage of GIDEP data allows your organization to utilize a less costly resolution for a Diminishing Manufacturing Sources and Material Shortages (DMSMS) problem, use the DMS Calculator to calculate your estimated cost avoidance.

Impact/Benefit Utilization Report		Status: <b>Editable</b>												
Reference Number: TESTREP-2002-016		Working (Rep)												
<b>Attachment B: DMS Calculator</b>		Line Item: 1												
		Part/Model: XYZ-789												
<p>STEP 1: Select the DMSMS Resolution you UTILIZED. Then select (or enter manually) your Non-Recurring Engineering (NRE) cost for this Resolution, using the Industry Cost Range as a guide. The LOW cost is for low-complexity, high-volume parts; HIGH is for high-complexity low-volume parts.</p>														
<p>Resolution You UTILIZED: <input type="text" value="Reclamation"/></p> <p>DEFINITION (FY 2002 Industry Range: \$1,000 - \$3,000): The use of an item found in equipment beyond economical repair at depots or surplus items from the Defense Reutilization and Marketing Service (DRMS).</p>	<p>NRE Cost for this Resolution (Enter Manually Below)</p> <p>\$2,500</p>													
<p>STEP 2: Select the DMSMS Resolution you AVOIDED. Then select (or enter manually) the Estimated NRE cost had you utilized this Resolution. If this Resolution would have also resolved DMSMS problems involving other parts (i.e. Redesign), enter the number of other DMSMS problems resolved in the "O/P." ("Other Problems") box (cannot be greater than 9).</p>														
<p>Resolution You AVOIDED: <input type="text" value="Alternate"/></p> <p>DEFINITION (FY 2002 Industry Range: \$4,000 - \$9,000): A part that is equal to or better than the part specified on a parts list. Such parts may be (1) listed in a specification or standard as superseding parts; (2)</p>	<p>NRE Cost for this Resolution Industry Average: \$7,000</p> <p>\$7,000      O/P: <input type="text" value="0"/></p>													
<p>STEP 3: For Part/Model: XYZ-789, enter the average price PER PART for both your UTILIZED Resolution and AVOIDED Resolution. Enter the Quantity of Parts impacted:</p>														
Unit Price (UTILIZED): \$ <input type="text" value="33"/>	Unit Price (AVOIDED): \$ <input type="text" value="35"/>	Qty of Parts: <input type="text" value="100"/>												
<p>STEP 4: If you avoided other significant costs, enter them here: (Examples: Procurement/administrative labor, New source qualification, Radiation hardening testing, etc.)</p>														
	<table border="1"> <thead> <tr> <th>Descriptions of Other Costs:</th> <th>Amounts:</th> </tr> </thead> <tbody> <tr> <td>Radiation hard. testing</td> <td>\$2,000</td> </tr> <tr> <td>Administrative Labor</td> <td>\$1,500</td> </tr> <tr> <td>-</td> <td>\$0</td> </tr> <tr> <td>-</td> <td>\$0</td> </tr> </tbody> </table>	Descriptions of Other Costs:	Amounts:	Radiation hard. testing	\$2,000	Administrative Labor	\$1,500	-	\$0	-	\$0			
Descriptions of Other Costs:	Amounts:													
Radiation hard. testing	\$2,000													
Administrative Labor	\$1,500													
-	\$0													
-	\$0													
<p>STEP 5 (Optional): Enter Remarks about your above entries, for future reference:</p> <p>Our reclamation cost was somewhat higher than industry average, due to the expense of traveling to the DRMS depot.</p>														
<p><b>Calculation derived from your above entries (not editable):</b></p> <table border="1"> <tbody> <tr> <td>NRE Cost:</td> <td>\$4,500</td> <td>("Alternate": \$7,000 - "Reclamation": \$2,500)</td> </tr> <tr> <td>+ Parts Cost:</td> <td>\$200</td> <td>((Avoided: \$35 - Utilized: \$33) x Qty: 100)</td> </tr> <tr> <td>+ Other Costs:</td> <td>\$3,500</td> <td>(\$2,000 + \$1,500 + \$0 + \$0)</td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$8,200</b></td> <td></td> </tr> </tbody> </table>			NRE Cost:	\$4,500	("Alternate": \$7,000 - "Reclamation": \$2,500)	+ Parts Cost:	\$200	((Avoided: \$35 - Utilized: \$33) x Qty: 100)	+ Other Costs:	\$3,500	(\$2,000 + \$1,500 + \$0 + \$0)	<b>Total:</b>	<b>\$8,200</b>	
NRE Cost:	\$4,500	("Alternate": \$7,000 - "Reclamation": \$2,500)												
+ Parts Cost:	\$200	((Avoided: \$35 - Utilized: \$33) x Qty: 100)												
+ Other Costs:	\$3,500	(\$2,000 + \$1,500 + \$0 + \$0)												
<b>Total:</b>	<b>\$8,200</b>													
<p>Expenditure Prevention Total: \$ <input type="text" value="8,200"/></p> <p> <input type="button" value="Calculate"/> <input type="button" value="Save Attachment"/> <input type="button" value="Cancel - Go Back to Report"/> <input type="checkbox"/> Apply Total to Report: <input checked="" type="checkbox"/> </p>														
<p>PURS Home   Preferences   GIDEP Database   Help   Log-Out</p> <p>Questions? Send e-mail to: <a href="mailto:utilization@gidep.org">utilization@gidep.org</a> or call the GIDEP Help Desk: (951) 898-3207</p>														

## **APPENDIX B-2 METROLOGY UTILIZATION REPORTING**

### Metrology Search Screen

Utilization tracking saves, to a database, a record of every document that has been viewed during the present fiscal year (Oct 1 to Sep 30). This may be used as an aid in filling out the required GIDEP Utilization Report. At the beginning of a new fiscal year a new history tracking database is automatically created. The previous database is preserved and may be viewed and edited. The history database may be viewed by clicking the "View Utilization" button on the Search32 GIDEP Metrology Data" screen that is displayed above (if the button is "grayed-out", it means the database is empty).

Search32 GIDEP Metrology Data - Version 1.9.0 September 2002

Search By

- Manufacturer Name
- CAGE Code
- Model Number
- Document Number
- Keyword
- Met. Doc. Keyword
- GIDEP - Internet

404

Search

404  
404-1K-2  
4040  
4040B  
404184  
404184-1

Manufacturers

ASSOCIATED RESEARCH INC  
BECKMAN/BERKLEY SHASTA DIV  
COMPUTATIONAL SYSTEMS INC  
FLUKE CORP  
HARRIS CORP GOVERNMENT SUPPORT SYSTEMS DIV  
PRD ELECTRONICS DIV HARRIS CORP (CAGE 77327)

Document(s)

DVD Number	Access	DD	Document Number	Doc. Date	CE Date	PC	Title
DVD_0002-17	U00091931	CP	33K3-4-1-3-13	7/30/1978	9/21/2000	FW	FREQUENCY METER 4

Help View Utilization View Document Exit

Your search on Model Numbers resulted in: 22 records      Manufacturers found: 8      01:46 PM



### Metrology View Utilization Screen

This screen displays the documents that you accessed during the current fiscal year and are required to report utilization.

Date	Document Number	Document Date	User ID	Equipment Model	Expenditure	Customer/Program
12/14/200	NA17-20AX-653L	3/1/1995	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX
10/25/2005	NA17-20AQ-386	7/1/1998	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX

Records found: 2   
 Number of times all documents have been viewed: 2   
 Expenditure prevention: None   
 02:41 PM

### Metrology History Edit Screen

The Metrology History screen allows you to edit your utilization file before submitting it to GIDEP. All fields must be filled out as the procedure is being used or at the end of the fiscal year.

**Metrology History - Fiscal Year 06**

File Options Internet Tools Utilization Help

## Metrology History Edit Screen

**User ID - DAAMU**


**Times document used - 1**

**Last date document used - 10/25/2005**

**Document date - 7/1/1998**

**Document number - NA17-20AQ-386**

**Document title - MULTIFUNCTION METERS**



**Expenditure Prevention**

**Model Number**

**Customer/Program**

**User comments**  Did not use this document

None

Records found: 2
Number of times all documents have been viewed: 2
Expenditure prevention: None
02:42 PM

### Create Utilization Report Screen Part 1

After you have edited your utilization file you must create your Utilization Report. Click on Utilization at the top of the screen and then click on Create Utilization Report.

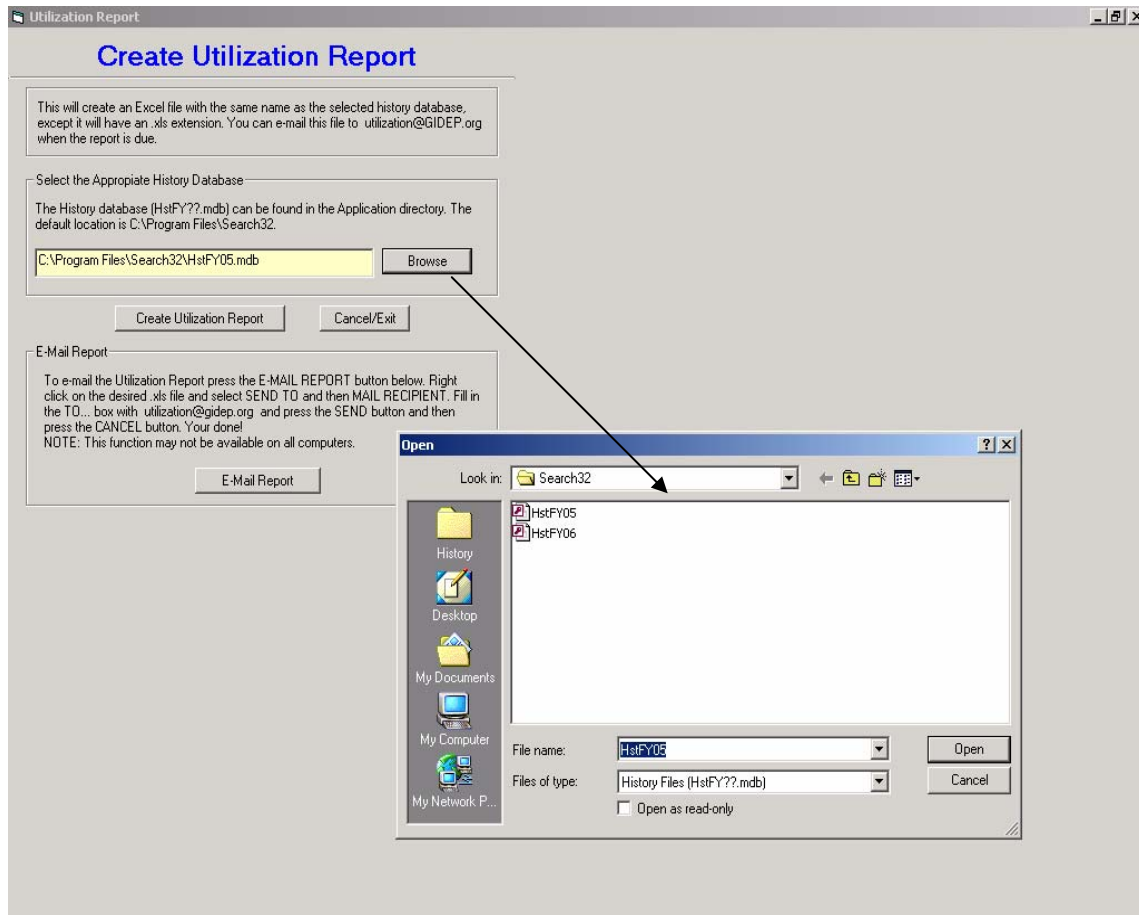
The screenshot shows a software interface for creating a utilization report. At the top, a menu bar includes 'File', 'Options', 'Internet', 'Tools', 'Utilization', and 'Help'. A 'Create Utilization Report' button is highlighted with a red circle. Below the menu is a table with the following data:

Date	Document Number	Document Date	User ID	Equipment Model	Expenditure	Customer/Program
12/14/2005	NA17-20AX-653L	3/1/1995	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX
10/25/200	NA17-20AQ-386	7/1/1998	DAAMU	XXXXXXXXXX	500	XXXXXXXXXX

Below the table are five buttons: 'Help', 'Edit', 'Save', 'Cancel', and 'Return'. At the bottom of the screen, there are four status fields: 'Records found: 2', 'Number of times all documents have been viewed: 2', 'Expenditure prevention: \$500', and '02:46 PM'.

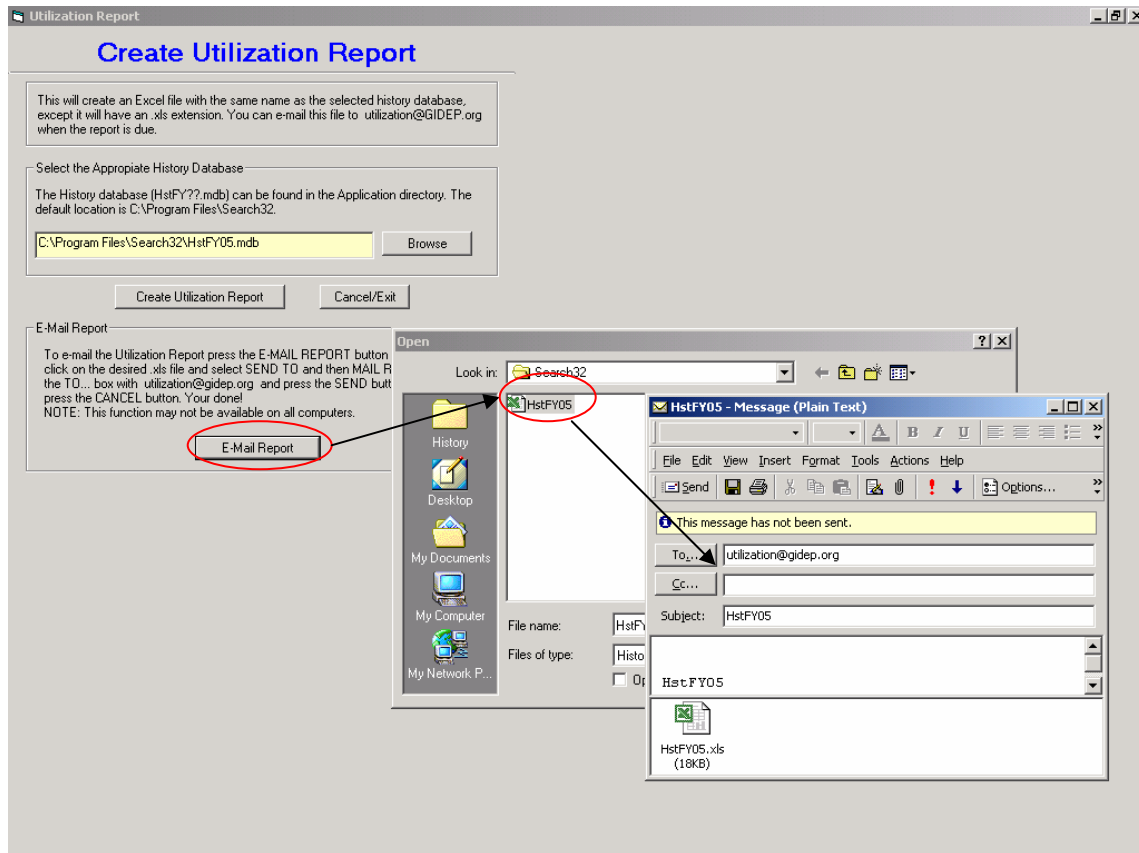
## Create Utilization Report Screen Part 2

The Create Utilization Report screen below will appear. The yellow section will be blank and you will need to click on the Browse button. This will open the Search 32 Directory and allow you to select a file. Make sure you select the HstFYnn file for the proper fiscal year. Then click on Create Utilization Report. You will receive a message that you Utilization file has been successfully created.



### E-mailing your Utilization report

After creating your Utilization report. You must e-mail in to GIDEP. Click on E-Mail Report. The Search 32 Directory will open. Right click on the HstFYnn file and select on Send to and then on mail recipient. When your e-mail opens up address it to [utilization@gidep.org](mailto:utilization@gidep.org) and click on send.





# **OPERATIONS MANUAL**

## **ENGINEERING DATA**

### **CHAPTER 6**

**MARCH 2008**

**GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM**

Mar-08

# ENGINEERING DATA

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## CHAPTER 6

# ENGINEERING DATA

### 6.1 INTRODUCTION

Engineering Data (ED) provides information about research materials, quality assessments, engineering tests, evaluation and qualification tests, parts and materials specifications, manufacturing, design, business practices, process controls, solder-ability, and other related engineering data on parts, components, materials, and processes. Reports pertain to both military and commercial applications. Because of the wide span of topics, the data is categorized under seven (7) document types: engineering reports, management reports, test reports, process specifications, soldering technology, computer technology documents, and facilities documents, shared with Metrology Data. These reports are generated during research, development, testing, production, procurement, and logistical operations—all phases of the acquisition life cycle.

### 6.2 OBJECTIVE

The Engineering Data (ED) is one of the data types in the GIDEP database. This objective of this chapter of the GIDEP Operations Manual is to describe and to provide guidance. The data fosters information for improvement in quality, design, manufacturing, schedules, and processes; development of new methods or techniques for better, leaner business practices; and avoidance of duplication efforts hence reduction of costs.

### 6.3 POLICY

The Government-Industry Data Exchange Program (GIDEP) is a network of people sharing data to help each other solve problems and avoid costs associated with procurement and development.

Each participant must safeguard GIDEP data, obtain permission from the document originator or the GIDEP Program Manager prior to releasing information to non-participants, and submit documents for inclusion in the GIDEP database. Refer to Chapter 2, Participation Requirements, of the Operations Manual for more details.

In order to maintain GIDEP membership, each industry or government participant must submit utilization report(s) documenting the benefits, particularly the cost avoidance, which resulted from utilizing documents during the preceding fiscal year (1 October to 30 September). Refer to Chapter 5, GIDEP Utilization Reporting, of the Operations Manual.

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## 6.4 DEFINITIONS

Engineer Data is categorized under seven (7) document types: engineering reports, management reports, test reports, process specifications, soldering technology, computer technology documents, and facilities documents. The acronym is referred as document designator (DD) in the GIDEP database.

### 6.4.1 Engineering Reports (DD=ER) - Technical studies and engineering evaluations that cover a broad range of topics. These topics may include:

- Aerospace and space including aerodynamics, aeronautics, astronautics and astrophysics
- Alloys
- Applied mechanics of materials
- Attaching methods
- Automated production equipment
- Automotive sciences and engineering
- Chemistry
- Communications  
-satellite  
-radar
- Composites
- Containerization
- Contamination
- Controls
- Corrosion
- Cryogenics
- Electronics
- Energy related report  
-cogeneration  
-electrical generations  
-hydro generation  
-nuclear energy  
-recycling generating plants  
-solar energy
- Engineering analysis
- Engineering mathematics and developmental research
- Engineering simulation
- Environmental hazards
- Environmental studies
- Fracture mechanics and fatigue
- Fuels
- Heating and ventilating
- Heat transfer
- Human factors engineering
- Lasers
- Logistics engineering
- Lubricants and lubrication
- Maintenance engineering
- Manufacturing
- Materials handling
- Mechanisms
- Packaging
- Part application, manufacture and utilization  
-filters  
-fasteners  
-diodes  
-delay devices  
-capacitors  
-fittings  
-etc.
- Physics
- Plastics
- Pollution
- Power trains
- Refrigeration
- Robotics
- Safety engineering
- Surface treatments
- Telecommunications  
-fiber optics
- Thermodynamics
- Training simulators

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**6.4.2 Management Reports (DD=MR)** - Reports and studies which include project plans, management plans, cost studies, management problems and solutions, guidelines, manufacturing facilities, procedures, and operations research. Management reports include:

- Cost studies/life cycle costs
- Design analysis and decision techniques
- Engineering practices
- Facilities and construction management
- Human resources management
- Management program plans and guides
- Safety management
- Total quality management
- Quality management practices
- Quality techniques and guidelines
- Workload management
- Waste disposal and management
- Lessons learned prior to October 1999. After October 1999, all pertaining documents have been classified under Lessons Learned (LL) under Failure Experience Data.
- GIDEP documentation prior to June 1993 including cost reduction, directives, information retrieval, operational methods, participation requirements, presentations, procedures, program implementation, promotional methods, records management, reporting to management and utilization reporting. After June 1993, all pertaining documents have been classified under GIDEP Specific Documents (GSD).

**6.4.3 Test Reports (DD=TR)** - Reports cover qualification and evaluation testing of parts, components, materials and related systems. This document designator includes procedures for conducting tests and may include data from the resultant test. Test reports include:

- |  |                           |
|--|---------------------------|
| • Chemical tests   | • Inspection procedures   |
| • Engineering evaluation tests   | • Re-qualifications tests |
| • Ergonomic tests  | • Simulated test          |
| • Fatigue and material tests   | • Software tests          |
| • Final acceptance tests   | • Test procedures         |
| • Fluid dynamics tests   | • Test plans              |
| • Thermal analysis   |                           |
| • Thermodynamic tests  |                           |
| • Wind tunnel tests  |                           |
| • Failure analysis test results prior to June 1993. After June 1993, all pertaining documents have been classified under Failure Analysis (FA) under Reliability and Maintainability Data. |                           |

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**6.4.4 Process Specifications (DD=PS)** - General specifications for processes and procedures used to produce parts, components and materials. Such subjects are:

- Environmental simulation procedures
- Manufacturing procedures
- Shipping specifications
- Shipping procedures
- Preservation procedures
- Nonmilitary procurement specifications
- Parts specifications
- Test procedures
- Process control
- Parts application data
- Process and material specifications
- Process procedures
- Repair procedures
- Source control drawings and specifications
- Nondestructive testing specifications and procedures

**6.4.5 Soldering Technology Library (DD=STL)** - Reports on solder-ability and soldering processes and related topics. This category includes:

- Manufacturing processes and methods.
- Process controls
- Inspection methods.
- Soldering papers and publications.
- Soldering practices and methods.
- Soldering specifications and procedures.
- Joining processes
- Plastics soldering processes

**6.4.6 Computer Technology Documents (DD=CTD)** - General documents on computer software, hardware and management include:

- Computer science
- Computer systems
- Simulation
- Qualification and design
- Computer aided design
- Computer code
- Integrated manufacturing
- Computer interfaces
- Computer program
- Computer resources
- Network software and management
- Software procurement
- Workflow processes/procedures

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**6.4.7 Facilities Documents (DD=FD)** - Technical documents related to design, building and managing facilities. This document type is also in the Metrology area. These documents include:

- Design
- Environmental controls
- Facilities evaluations and analysis
- Nuclear storage
- Facilities management
- Laboratory management
- Test laboratories and range
- Ammunition loading facilities
- Missile processing plants
- Space launch facilities
- Harbor facilities

## 6.5 RULES AND GUIDELINES

### 6.5.1 Criteria

Information should be widely distributed within your organization to be effective. The GIDEP representative is encouraged to be creative in getting as many departments and individuals to use the information as possible. All GIDEP members should submit appropriate engineering information for inclusion into GIDEP database and report utilization of the data to measure of GIDEP's effectiveness.

### 6.5.2 Data Submittal

Generally, Engineering Data does not use any GIDEP form for submitting documents. Submitters may submit electronically (preferred method) by e-mail to [gidep@gidep.org](mailto:gidep@gidep.org) or on any electronic media (e.g. CD-ROM, DVD, etc.) in standard processing formats (e.g. PDF, Microsoft Word, Microsoft Publisher, etc.). Hardcopy documents are also acceptable but must be clear contrast. Direct any electronic media or hard-copy mailing to

GIDEP Operations Center  
P.O. Box 8000  
Corona, CA 92878-8000

Upon submittal, documents are given a security code and GIDEP users with the same security privileges may have access to the appropriate documents. The security code is derived by the distribution statement on the document in accordance to the document originator's directives or by the direction of the submitter. GIDEP does not establish or remove the limited distribution statement. Each document is also assigned a Participant Code (PC) which identifies the submitter of a document. The PCs are searchable in the GIDEP Roster On-Line. When the submitter does not have a PC, the document will be indexed participant code of VV.

Submitters can directly control the distribution of their documents by using DD Form 2000. The content of the form summarizes the document and contains the point of contact for the document. Instructions for the form are included in Appendix C.

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**6.5.2.1** Reports accepted in ED should meet the following guidelines:

- 6.5.2.1.1 Reports and documents should be clear contrast sufficient for imaging. Photographs must be high contrast for good imaging.
- 6.5.2.1.2 Amended or revised reports must be resubmitted in their entirety for input into the database.
- 6.5.2.1.3 Reports submitted by automatic distribution form Contractor Data Requirements Lists, or other distribution means, if they meet the general criteria for ED reports.
- 6.5.2.1.4 Copyrighted or proprietary documents which have a release letter authorizing distribution by GIDEP. See Appendix A and B for example of release letter.

**6.5.2.2** Reports are not acceptable in GIDEP include:

- 6.5.2.2.1 Commercial or industrial specifications for sale from other sources (ANSIs, ASTMs, IEEEs, etc).
- 6.5.2.2.2 Contracts and amendments to contracts.
- 6.5.2.2.3 Corrective action reports.
- 6.5.2.2.4 Classified, proprietary or sensitive documents submitted without a release letter.
- 6.5.2.2.5 Advertising materials in reports.
- 6.5.2.2.6 Incomplete or illegible documents.
- 6.5.2.2.7 Journal articles, including government journals.
- 6.5.2.2.8 Sales information or sales specification sheets.
- 6.5.2.2.9 Reports from Data Analysis Centers, except by exchange agreements or memoranda of agreement.
- 6.5.2.2.10 Test reports containing only raw parametric data (discussion and summary required).

**6.6 DISTRIBUTION**

GIDEP data may be distributed to all potential users within a participant's organization. See Chapter 1, Program Description, of Operations Manual for complete distribution guidelines.

GIDEP participants who use the documents and information distributed by GIDEP should exercise prudent judgment as to the accuracy of the data, statements, diagrams and conclusions. GIDEP does not verify the accuracy or applicability of the information, nor does the Program Office in any way assume any liability for the accuracy or timeliness of the information. The timeliness of the information is dependant on the submitter providing information.

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### 6.6.1 Access

New Engineering documents submitted to GIDEP are available electronically in the GIDEP database via the internet (<https://gidep-data.gidep.org>), requiring a computer UserID and password (See Chapter 2, Participation Requirements, of Operations Manual). Also at this site, GIDEP offers other products such as the online utilization reporting, participant directory known as Roster On-line, and other connectivity.

In addition to the GIDEP data site, Members web site (<https://members.gidep.org>) contains an extensive amount of information on Engineering Data, as well as other data types, types of products, and services available only to GIDEP participants. Engineering Data webpage has updated information regarding the data like new weekly documents index, monthly index, links to other data sources, point of contact, sample Utilization Reporting, and success stories. Other services include parts batching, change request process for new GIDEP capabilities, training, GIDEP forum, Urgent Data Request (UDR) and more to come. The GIDEP Help Desk personnel are available for additional assistance Monday-Friday, 6:30 AM – 5:30 PM Pacific Time.

### 6.6.2 Push Mail

Push mail is generated as a convenience to GIDEP Participants to obtain an overview of information. All GIDEP Representatives are automatically eligible to receive push mail. Users may also be granted access with their Representative's approval.

### 6.6.3 Products

**6.6.3.1 Document Format.** Since November 2007, documents are available in PDF format; prior, documents are in both in PDF format and text (ASCII) format. The text file should be used as REFERENCE ONLY since it does not contain any graphics, special mathematic notations or formulas, such as pictures, schematics, or letterheads. Older ED documents processed prior to November 1994 are index descriptions containing abstracts and other information about the document. These older documents may be placed on-line upon request to GIDEP Operation Center.

**6.6.3.2 Document Index.** This can be received, downloaded or created to overview relevant documents. Weekly index of reports may be sent to participants via Push Mail sign-up. If a document in the listings is of interest, the corresponding document can be retrieved from the database. Monthly index are also available from the Engineering Data webpage on the Members website. Generation of special topic index can be created from report creation after a search is done on the database. See GIDEP Training Exercise Manual from Members website. All these listings may be share to others within the organization.

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**6.6.3.3 Urgent Data Request (UDR)** is service that allows a participant to query the GIDEP community to obtain engineering data not available in GIDEP database or within participant's internal resources. UDR can provide a valuable resource for obtaining information or provide other point of contact for the information. Responses are sent directly back to requestors and remain in the GIDEP database. Procedures for UDRs are provided in Chapter 10, Urgent Data Request, of Operations Manual.

## **6.7 UTILIZATION REPORTING GUIDELINES**

The purpose of Utilization Reporting is to document the benefits, impacts, and usage of GIDEP information along with the prevention of unplanned expenditures (PUE) accrued as a result of using information obtained from GIDEP. Utilization Reporting, Chapter 5, of the Operations Manual defines policy, definitions and reporting procedures related to Utilization Reporting. The online PURS (Participant Utilization Reporting System) helps each GIDEP user keeps track of all the downloaded documents and helps GIDEP Representatives and program managers review the benefits of organization's GIDEP participation. All GIDEP users are encouraged to utilize PURS to reports benefits. Samples of past utilization reports can be found Sample AURs or Success Stories from the Engineering Data Members webpage.



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# **APPENDIX A**

## **DOCUMENT AUTHORIZATION RELEASE**

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**COPYRIGHT DOCUMENT  
LIMITED RELEASE AUTHORIZATION**

\_\_\_\_\_  
GIDEP Participant Code

\_\_\_\_\_  
Organization/Company

\_\_\_\_\_  
Point of Contact (please print last, first name)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone (please include area code)

\_\_\_\_\_  
City, State Zip

The above named organization/company authorizes the GIDEP Operations Center distribution the following copyrighted document(s) to its participants:

- \_\_\_\_\_  
Document title and number
- All documents with limited distribution statement
- All copyrighted documents

**To (Check one):**

- GIDEP U.S. and Canada Government Agencies/Organizations only
- Department of Defense (DoD) only
- All GIDEP participants (government activities and government suppliers)
- Other \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (Month, Day, Year)

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## **PROCEDURE**

1. If you are submitting a limited distribution or copyrighted documents for distribution through GIDEP, please complete this form out. Indicate the title(s) of the document(s) which you wish to be released to GIDEP Participants. Indicate the level of distribution by checking the appropriate box.

2. Please electronically forward the entire document to: [gidep@gidep.org](mailto:gidep@gidep.org)

Or to     GIDEP Operations Center  
          P.O. Box 8000  
          Corona, CA 92828-8000

3. If you have any questions please contact GIDEP Operation Center at (951) 898-3207.

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# **APPENDIX B**

## **SAMPLE TRANSMITTAL LETTER**

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**APPENDIX B**  
**SAMPLE TRANSMITTAL LETTER**

(COMPANY OR ACTIVITY LETTERHEAD)

Date

GIDEP Operations Center  
Attn: Data Manager  
P.O. Box 8000  
Corona, CA 92878-8000

Please find enclosures (1) through ( ) for inclusion in the GIDEP database. Documents are authorized for (limited or unlimited) distribution in accordance with distribution statement.

The GIDEP Operations Center is authorized to scan the data and abstracted data may be appended onto the on-line database.

Respectfully,

(Typed First and Last Name)  
GIDEP Representative

Encl: (1) Report title and document number  
(2) Report title and document number

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# **APPENDIX C**

## **GENERAL DOCUMENT SUMMARY SHEET**

### **DD FORM 2000**

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GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM		Form Approved OMB No 0704-0188 1 of	
<b>GENERAL DOCUMENT SUMMARY SHEET</b>			
1. ACCESS NUMBER	2. COMPONENT / PART NAME		
3. APPLICATION	4. MANUFACTURER NOTIFICATION <input type="checkbox"/> Notified <input type="checkbox"/> Not Applicable	5. DOCUMENT ISSUE DATE	
6. ORIGINATOR'S DOCUMENT TITLE		7. DOCUMENT TYPE	
8. ORIGINATOR'S DOCUMENT NUMBER	9. ORIGINATOR'S PART NAME/IDENTIFICATION		
10. DOCUMENT (SUPERSEDES/ SUPPLEMENTS) ACCESS NUMBER	11. ENVIRONMENTAL EXPOSURE		
12. MANUFACTURER	13. MANUFACTURER PART NUMBER	14. INDUSTRY/ GOVERNMENT STANDARD NUMBER	
15. OUTLINE, TABLE OF CONTENTS, SUMMARY, OR EQUIVALENT DESCRIPTION			
16. KEYWORDS			
17. GIDEP REPRESENTATIVE		18. PARTICIPANT ACTIVITY AND PARTICIPANT CODE	

DD Form 2000

PREVIOUS EDITIONS ARE OBSOLETE

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**PREPARATIONS INSTRUCTIONS  
FOR  
GENERAL DOCUMENT SUMMARY SHEET (DD FORM 2000)**

BLOCK INSTRUCTIONS  
NO.

PAGE NUMBER. Enter the total number of pages in the report including summary sheet form and supplemental sheets.

1. ACCESS NUMBER. Leave blank - GIDEP Operations Center use only.
2. COMPONENT/PART NAME. Enter the nomenclature of the part, material, component or system.
3. APPLICATION. Indicate the application in which the device was used (for example, ground missile, shipboard, spacecraft).
4. MANUFACTURER NOTIFICATION. If the manufacturer is notified, check NOTIFIED and enter the manufacture's name and address into block 12. If the manufacturer is not notified, check NOT APPLICABLE.
5. DOCUMENT ISSUE DATE. Enter the date the document was written.
6. ORIGINATOR'S DOCUMENT TITLE. Enter the author's title for the document.
7. DOCUMENT TYPE. Enter ER for Engineering Report, MR for Management Reports, TR for Test Reports, PS for Process Specifications, STL for Soldering Technology Library, CTD for Computer Technology Documents, or FD for Facilities Document.
8. ORIGINATOR'S DOCUMENT NUMBER. Enter document number exactly as it appears on the document.
9. ORIGINATOR'S PART NAME/IDENTIFICATION. Enter part name and identifications as assigned by organization/agency originating the report; if not specified, enter NA (Not Applicable).
10. DOCUMENT (SUPERSEDES/SUPPLEMENTS) ACCESS NUMBER. Delete either SUPERSEDES or SUPPLEMENTS. If the document supersedes/supplements an existing GIDEP document, enter the GIDEP Access Number of the document. If the document neither supersedes nor supplements an existing GIDEP document, enter the word NONE.
11. ENVIRONMENTAL EXPOSURE. Enter the environmental exposure if applicable. If not specified, enter NA (Not Applicable)



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12. MANUFACTURER and CAGE (Commercial and Government Entity) CODE. Enter the manufacturer abbreviation and CAGE listed in the Defense Logistics Agency (DLA) Cataloging Handbook. If the manufacturer is not listed, enter the phrase "SEE BLOCK 15"; enter the manufacturer's full name and division (if any) in Block 15. If more than one manufacturer, enter phrase "SEE BLOCK 15; enter additional manufacturers as appropriate. If the manufacturer is not specified, enter NA (Not Applicable).
13. MANUFACTURER PART NUMBER. Enter complete part number. If more than one part number, enter the phrase "SEE BLOCK 15" and enter additional part numbers into Block 15. If the part number is not specified, enter NA (Not Applicable).
14. INDUSTRY/GOVERNMENT STANDARD NUMBER. Enter the standard part number such as the 1N and 2N diode and transistor designators. For GIDEP purposes, any military assigned number is considered as a government standard part number.

If a part or document has (1) a manufacturer P/N, (2) a contractor P/N, (3) an industry standard P/N, and (4) a government standard P/N, the manufacturer and industry standard P/N are entered in Block 13 and 14 respectively.

If there is more than one standard number, enter the phrase "SEE BLOCK 15" and enter standard numbers into Block 15.

15. OUTLINE, TABLE OF CONTENTS, SUMMARY, OR EQUIVALENT DESCRIPTION. Briefly summarize tenet results or material detailed in the text or the document. Include any pertinent details or comments required, or proper interpretation of the material presented (e.g. peculiar environmental capabilities, unique electrical characteristics that may be "state-of-the-art", or characteristics that restrict the part usage to particular applications or any other details that may aid a prospective user of the part). If the subject matter can be categorized into more than one subject category or nomenclature, enter additional subject category or nomenclature.
16. KEYWORDS. Enter additional keywords (descriptors) or phrases which describe or summarize the document. Do not include the terms in Block 2. The keywords and phrases should be separated by semicolons. The terms in Blocks 2 and 16 are used to retrieve the reports and to categorize them in the index.
17. GIDEP REPRESENTATIVE. Enter the signature or name of the GIDEP Representative.
18. PARTICIPANT ACTIVITY AND CODE. Enter the name, city and state of the participant's activity or corporation and division submitting the document, plus the GIDEP two or three character code (e.g. X1).



# **OPERATIONS MANUAL**

## **FAILURE EXPERIENCE DATA**

### **CHAPTER 7**

**September 2009**

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September 2009

## GIDEP OPERATIONS MANUAL

### CHAPTER 7 FAILURE EXPERIENCE DATA

#### 7.1 INTRODUCTION.

This chapter of the GIDEP Operations Manual is intended to provide guidance for originating and processing Failure Experience Data (FED) reports. FED provides information about problems, potential problems and failure experience data on parts, components, materials, manufacturing processes, specifications, computer software, test equipment and safety. FED is exchanged to improve quality, reliability, and delivery schedules and to reduce costs. A flow chart outlining the suggested decisions necessary to determine the type of report to issue is provided in Figure 7.1. If you have questions or need assistance in completing any report, please contact the GIDEP Operations Center FED Manager.

#### 7.2 POLICY FOR NON-CONFORMING MATERIALS.

The Office of Management and Budget, Office of Federal Procurement Policy issued OMB Policy Letter 91-3. This letter established policies and procedures for exchanging information about non-conforming products among agencies via the Government-Industry Data Exchange Program (GIDEP). The letter made it mandatory to exchange information among agencies about non-conforming products. The Government-Industry Data Exchange Program (GIDEP) was identified as the central database for receiving and disseminating information about such products.

#### 7.3 OBJECTIVE.

The objective of issuing failure experience reports is to preclude the integration of non-conforming items in government and industry systems and inventory. The Alert, Safe-Alert, or Problem Advisory is not to be used as a corrective action document. These documents are intended to inform others that a problem situation exists and to prevent usage of problem products. Whenever possible, problems are identified by specific lot date codes of products. Government and industry buyers need to be made aware that these items may exist in manufacturer or distributor stocks or in the user's inventory. In some cases, the items may generally work well in some applications, but malfunction in other applications. The watchword for products that have Alerts, Safe-Alerts, Problem Advisories or Agency Action Notices issued against them, is to use prudent technical judgment before using them. If in doubt, the GIDEP participant is urged to contact the manufacturer for more information regarding the affected product or service.

#### 7.4 DEFINITIONS. The following definitions are applicable to FED reports:

- **AGENCY ACTION NOTICE.** An Agency Action Notice redistributes problem information issued by a Government Agency to GIDEP participants. Agency Action Notices may have a restricted distribution.
- **ALERT.** An Alert reports a problem with parts, components, materials, specifications, software, facilities, manufacturing processes or test equipment that can cause a functional failure.
- **CRITERIA.** Where identified, criteria are the bases by which FED reports are determined to be acceptable for distribution by GIDEP.

- **GUIDELINES.** Guidelines are the procedures followed during the generation and processing of FED reports.
- **LESSON LEARNED.** A Lesson Learned document describes a good work practice or innovative approach that is captured and shared to promote repeat application. A lesson learned may also be an adverse work practice or experience that is captured and shared to avoid recurrence.
- **NON-CONFORMING PRODUCT.** A non-conforming product, process, software or material (non-conforming product) is a product, process or material that does not meet manufacturing specifications, design, composition, or contractual requirements.
- **PROBLEM ADVISORY.** A Problem Advisory reports a problem with parts, components, materials, manufacturing processes, specifications software, manufacturing processes or test equipment that has an unknown or low probability of causing problems for other users.
- **SAFE-ALERT.** A Safe-Alert reports a non-conforming item, product or situation that creates a safety hazard for personnel or equipment.

7.5 **GENERAL GUIDELINES.** The following general guidelines apply to all FED reports:

- a. The report must be of general interest to the GIDEP community, which includes DOD, Federal Agencies and Departments, government activities and industry participants.
- b. These guidelines apply equally to government supplies including military, general supply and Commercial Off-The-Shelf (COTS), nondevelopmental items (NDI), and services.
- c. Reports will be submitted in a timely fashion. Reports should be submitted no more than sixty (60) days from time of discovery of the non-conforming or defective item to preclude further loss to government and industry users.
- d. It is highly recommended that you have your legal department review any draft FED report before sending to the manufacturer and/or submittal to the Operations Center.
- e. Items and services uniquely acquired for a specific application or use, and known not to be used by anyone else, will not be reported through GIDEP. If you are unsure whether the item may be similar to one used for another application modified only by the color or slight change of form or fit, you should report the non-conforming item or service using the applicable form.
- f. The preferred media for submission of FED reports is by electronically transmitted files. The forms for FED submittal are included in Chapter 7 in the on-line Operations Manual. Copies may also be obtained by contacting the GIDEP Operations Center.
- g. If you need assistance in applying these procedures to your situation, consult the FED Manager at the GIDEP Operations Center, Corona, California, phone (951) 898-3207 or e-mail [gidep@gidep.org](mailto:gidep@gidep.org).
- h. If the item or service was supplied by a distributor, the FED report must still be coordinated with the original manufacturer where the defect was generated, except where the non-conformance was created as result of value added processes or operations. The objective is to correct the cause of the problem and prevent similar non-conforming items from entering the original equipment manufacturer's inventory or government supply systems.
- i. Accompanying photographs must be an original copy. Xeroxed copies are not acceptable.
- j. GIDEP does not perform technical analysis on the information provided by an originator or by a manufacturer. It is the responsibility of the originator to ensure that only known facts related to the non-conformance are provided in the report.

## 7.6 ALERTS AND SAFE-ALERTS.

7.6.1 CRITERIA. Alerts and Safe-Alerts should meet the following criteria:

- a. The FED reports a problem or an actual failure, or a problem with a high probability of failure, with a part, component, material, specification, or process that is of immediate concern to other participants.
- b. The FED must report the primary failure, not the secondary failure that may be a consequence of the root cause of equipment or processes failing.
- c. The failure must have occurred while the item was being operated within specification limits.
- d. The problem or failure resulted from an inadequate, incorrect, or easily misunderstood specification.
- e. The problem or failure was a result of a deficiency in production, quality inspection, testing, handling, sampling inspection or specification which lead to delivery of non-conforming or problem parts, units, or materials.

7.6.2 GUIDELINES. The following guidelines apply when the generating these reports:

- a. Reports are normally issued by the activity experiencing or observing the problem. This can be the end product user, systems manufacturer, or the item manufacturer. In some cases, the report may be issued by a government activity with detailed knowledge of the problem. Supporting data and samples of non-conforming products will be provided, whenever possible, to assist the producer to respond.
- b. Alerts or Safe-Alerts will be prepared using GIDEP Form 97-1 (see Figures 7.2 and 7.3). Appendix A provides the detailed instructions in filling out the form. To report a Suspect Counterfeit part, please use the instructions provided in Appendix E.
- c. Non-GIDEP participants may NOT issue an Alert or Safe-Alert against another company. However, they may use the GIDEP Alert or Safe-Alert form to report their own non-conformance issues.
- d. The manufacturer must be notified, in writing, of your intent to issue an Alert or Safe-Alert. (See Appendix C for a sample notification letter.) It is recommended that the notification be sent by registered mail to the Director (manager) of Quality Assurance, or the equivalent. E-mail is also acceptable. GIDEP recommends that the originating company confirm receipt of the notification documents.
- e. Allow a minimum of fifteen (15) working days for the manufacturer or supplier to respond (except for Safe-Alerts). If the manufacturer provides a response at a later date, the report shall be followed up with an amendment (see paragraph 7.11).
- f. In order to promulgate information as quickly as possible, Safe-Alerts should be issued concurrently with coordination with the manufacturer. When the manufacturer provides a response to the notification letter, an amendment to the original report shall be issued.
- g. Submit a signed copy of GIDEP Form 97-1 (see Figure 7.2). If the report is submitted electronically, GIDEP will authenticate the report by whatever means available (e.g., by requesting a signature via Fax - (951) 736-4091.)

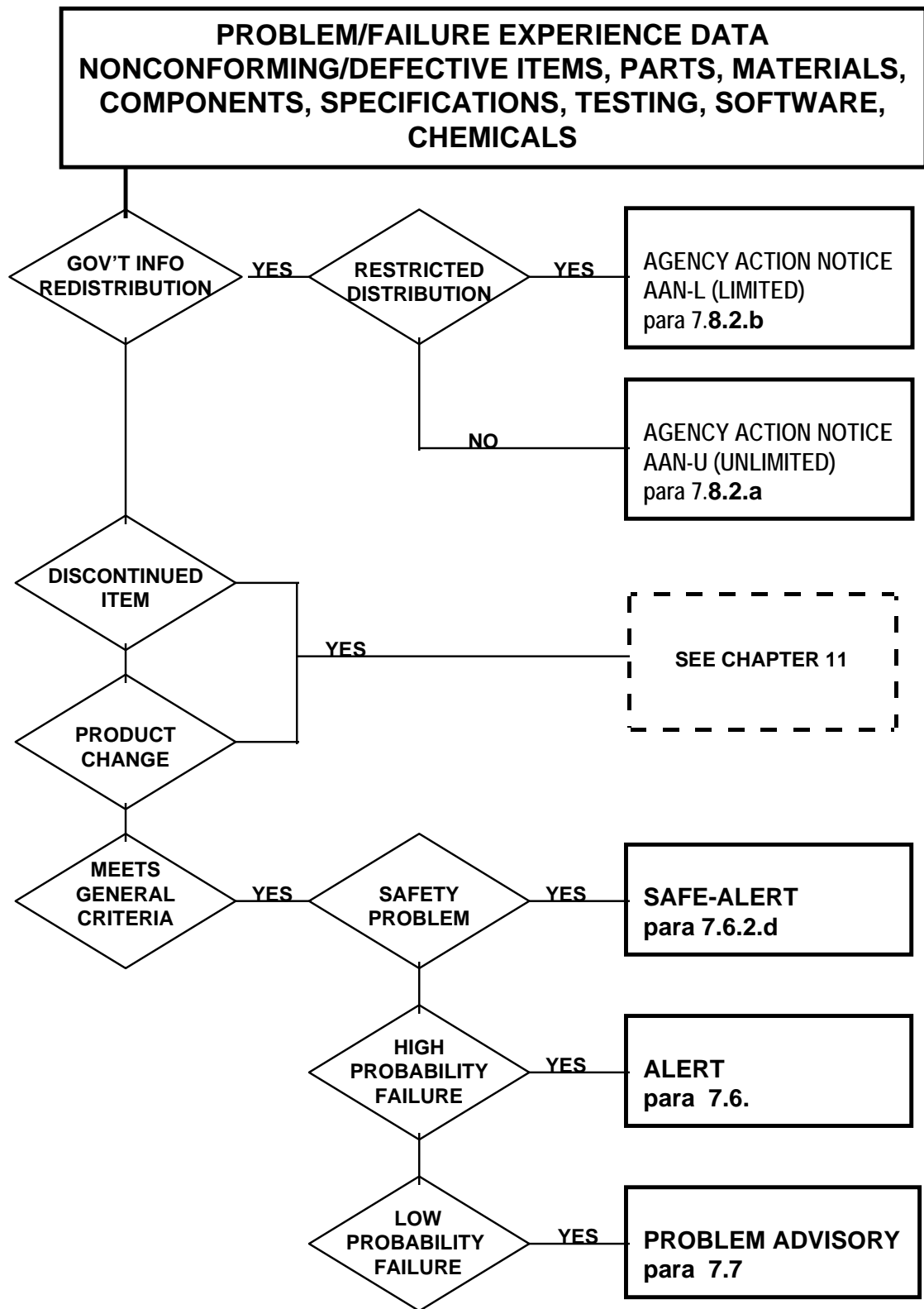


Figure 7.1 Failure Experience Data Decision Tree



- h. Provide as much factual information as possible regarding the non-conformance, applications involved, conditions during which the failure occurred, etc. The more information that an originator provides, the less work required by the participants receiving the report.
- i. Provide supporting data such as applicable laboratory analysis/failure analysis reports, when available.
- j. When submitting an Alert/Safe-Alert (note that it is the same form, except for the title), attach a copy of the notice to the manufacturer together with the manufacturer's response (if available). Although the manufacturer's response does not have to be in agreement with your organization's findings and analysis, you must include this information to give participants as broad a perspective of the issues as possible.
- k. Non-conformances for which a manufacturer cannot be identified shall NOT be reported using an Alert or Safe-Alert. These situations shall be reported via a Problem Advisory, Agency Action Notice, or Lessons Learned, as appropriate.
- l. Do not report receiving inspection non-conformances unless a trend or the problem may be of concern to other participants.
- m. Do not report defective items that are procured uniquely for one application, unless a generic problem of concern to other participants is indicated.
- n. Safe-Alerts are issued under the same criteria and guidelines as Alerts except that the Safe-Alert reports a problem, failure or non-conformance, which in the opinion of the submitter could result in the loss of life, personal injury, or significant damage to equipment or facilities.
- o. Instructions for preparing GIDEP Form 97-1 for a Safe-Alert or Alert are provided in Appendix A.
- p. Do not include any company sensitive or proprietary stamped supporting documentation without a proper release statement from the document owner.
- q. Submit the completed and signed Alert or Safe-Alert form, relevant responses, supporting documentation, and notification letter to [gidep@gidep.org](mailto:gidep@gidep.org). The notification letter is kept on file by the GIDEP Operations Center and is not included in the database entry.

## 7.7 PROBLEM ADVISORIES.

### 7.7.1 CRITERIA.

- a. Reports a problem with parts, components, materials, manufacturing processes, specifications or test equipment that has an unknown or low probability of causing functional failure.
- b. Known non-conforming items or services that can be expected to cause functional failures shall be reported as an Alert.

### 7.7.2 GUIDELINES.

- a. Reports are normally issued by the activity observing the problem. This can be either the product user or manufacturer. In some cases, the report may be issued by a government activity with detailed knowledge of the problem. Supporting data should be provided when applicable. Include manufacturer information as appropriate.
- b. Non-GIDEP participants may NOT issue a Problem Advisory against another company. However, they may use the GIDEP Problem Advisory form to report their own non-conformance issues.
- c. Problem Advisories will be prepared using GIDEP Form 97-2 (see Figure 7.4) using the instructions provided in Appendix A. To report a Suspect Counterfeit part, please use the instructions provided in Appendix E.
- d. Notify the manufacturer, in writing, of your intent to issue a Problem Advisory. (See Appendix C for a sample notification letter.) It is recommended that the notification be sent registered mail or by FAX. E-mail is also acceptable. GIDEP recommends that the originating company confirm receipt of the notification documents.
- e. Allow a minimum of fifteen (15) working days for the manufacturer or supplier to respond. If the manufacturer or supplier does not respond, issue the report and follow-up with an amendment when a response is received. The manufacturer's response does not have to be in agreement with your organization's findings and analysis.
- f. Provide supporting data such as applicable laboratory analysis/failure analysis reports, if available.
- h. Other guidelines listed in 7.6.2 for submitting an Alert also apply to a Problem Advisory.
- i. Submit the completed and signed Problem Advisory form, relevant responses, supporting documentation, and notification letter to [gidep@gidep.org](mailto:gidep@gidep.org). The notification letter is kept on file by the GIDEP Operations Center and is not included in the database entry.

## 7.8 AGENCY ACTION NOTICES.

### 7.8.1 CRITERIA.

- a. AANs may only be issued by government agencies and activities.
- b. AANs will be prepared on GIDEP Form 97-3 (see Figure 7.5).
- c. AANs may be either limited distribution or unlimited distribution. Unlimited AAN's are distributed to all GIDEP participants. Limited distribution AANs may be restricted to access by designated government agencies and/or contractors. Questions regarding specific access should be directed to the Operations Center.
- d. GIDEP does not distribute information classified Confidential or Secret, or higher.

### 7.8.2 GUIDELINES.

- a. AANs may unilaterally direct government recipients to take specific actions. As an example, an AAN could notify GIDEP government recipients that procurements with a company have been suspended due to litigation or fraud.
- b. Limited distribution AANs will be distributed as directed by the submitting agency.
- c. Government agencies are encouraged to coordinate AANs with manufacturers, as appropriate.
- d. Notices must redistribute information that is timely, such that other agencies and activities can act on the information before the situation or problem is encountered or becomes worse.

### 7.9 LESSONS LEARNED.

7.9.1 CRITERIA - Lessons Learned (LL) documents may be submitted by participating government or industry activities.

7.9.2 GUIDELINES - A general outline of an LL should include (but is not limited to): 1) a description of the situation that lead to the lesson learned report, and 2) a suggested local approach to preclude future occurrences of the event that lead to the lesson learned.

7.9.3 FORMAT - There is no FED form, or specific format, for submission of Lessons Learned documents. Please provide a point of contact information that the GIDEP users may contact for additional information.

### 7.10 SUSPECT COUNTERFEIT REPORTS.

7.10.1 CRITERIA - Suspect Counterfeit reports are Failure Experience documents that specifically address Suspect Counterfeit parts or materials.

#### 7.10.2 GUIDELINES

- a. Reports are normally issued by the activity observing the suspect counterfeit problem. Suspect Counterfeit reports are coordinated with the supplier, and when required, with internal legal/investigative functions prior to release to the GIDEP Operations Center.
- b. Appendix E provides the detailed instructions for completing the Alert/Safe-Alert/Problem Advisory forms for reporting Suspect Counterfeit problems. Follow the instructions and note the changes that are required in reporting suspect counterfeit parts versus other non-conformance issues.
- c. Government agencies may use the GIDEP Agency Action Notice form to report suspect counterfeit parts.
- d. Notify the supplier, in writing, of your intent to issue an Alert/Safe-Alert/Problem Advisory (See Appendix C for sample notification letter.) It is recommended that the notification be sent registered mail or by FAX. E-mail is also acceptable. GIDEP recommends that the originating company confirm receipt of the notification documents.
- e. Allow a minimum of fifteen (15) working days for the supplier to respond. If the supplier does not respond, issue the report and follow-up with an amendment when a response is received. The supplier's response does not have to be in agreement with your organization's finding and analysis.

- f. We recommend that you also notify the manufacturer whose product may have been counterfeited. However, this is not required in reporting suspect counterfeit parts.
- g. Please note that the analysis of the problem (non-conformance, defect, etc.) by the supplier or the company whose product may have been counterfeited does not have to agree with the originator's technical review.
- h. GIDEP recommends against naming of the secondary brokers in the GIDEP form or any portion of the document originator's discussion, unless the originator's legal organization indicates otherwise.
- i. Do not attach any company sensitive or proprietary documentation without a proper release statement.
- j. Submit the signed Suspect Counterfeit report using an Alert/Safe-Alert/Problem Advisory form. Attach any relevant responses, supporting documentation, and notification letter(s) to [gidep@gidep.org](mailto:gidep@gidep.org).

#### 7.11 FED AMENDMENTS.

Amendments may be made any time after an FED document has been placed in the GIDEP database. As with the original Failure Experience documents, the amendments also must be factual and address the technical or non-conformance issues discussed in the original document.

- a. Amendments are normally coordinated with the originator and the manufacturer/activity against which the document has been written. The manufacturer/activity may send its response to the originator of the document to be released as an amendment to the original document. The proposed amendment may also be sent to the GIDEP Operations Center.
- b. Five (5) working days are allowed for acknowledgement to proceed. Note: this does not mean that the appropriate party has to agree with the proposed amendment. This a courtesy provided to them so that they are not "blind-sided".
- c. There may be rare instances when the originator wishes to cancel or withdrawal a document in its entirety. An amendment then is issued to cancel and to indicate the reason for the withdrawal of the original document. (Note: The original document cannot be removed from GIDEP database.)

#### 7.12 ELECTRONIC REPORTING.

The templates for generating the forms for FED reports are available as part of Chapter 7 of the Operations Manual found on-line at <https://members.gidep.org>. The forms simplify the generation of Alerts, Safe-Alerts, Problem Advisories and Agency Action Notices. Submittal of electronic FED reports assists the GIDEP Operations Center during processing of reports, speeds up processing and reduces the cost of operating the GIDEP database. It is requested that whenever possible, FED reports be submitted electronically to GIDEP. Hardcopy format will also be accepted. Alerts, Safe-Alerts, and Problem Advisories must include:

- a. The completed form with the GIDEP representative's signature.
- b. A signed copy of the notification letter sent to the manufacturer (See Appendix C). E-mail is acceptable.
- c. All supporting documentation including failure analysis, laboratory and risk analysis reports.
- d. All of the manufacturer's response documentation (even if it does not agree with your position or is negative).
- e. All of the supplier's response documentation if Suspect Counterfeit related.
- e. GIDEP will review the report for completeness and consistency with the database format requirements. Major changes to the report are coordinated with the submitter; minor changes to nomenclature and document dates are not coordinated with the submitter.

#### 7.13 WWW-BASED RETRIEVAL SYSTEM.

GIDEP is an on-line information service accessible via the Internet for government and industry participants. FED information is made available via the GIDEP WebPages to GIDEP users. The users may download part number information, report text, or images of individual reports. Participants may request to receive weekly "pushed" FED summaries. Participants may also request "Batch Match" processing of their internal parts lists, either on a one-time or continuing basis, against FED or all types of GIDEP documents.

#### 7.14 REDISTRIBUTION OF REPORTS.

FED reports issued by GIDEP are limited to GIDEP participants in the United States and Canada. FED reports will not be sent to contractors/suppliers/government activities outside the United States and Canada. See Chapter 1, Program Summary, Paragraph 1.11, Distribution, for required control of redistribution of GIDEP information.

In addition, GIDEP participants must adhere to the distribution statement provided in a Limited Distribution AAN. The government only AANs must not be sent to contractors or Industry GIDEP participants. We recommend the contractors or Industry GIDEP participants contact the originator of the document for any information desired.

**APPENDIX A**

**INSTRUCTIONS**  
**FOR**

**COMPLETING**

**ALERT/SAFE-ALERT/PROBLEM ADVISORY**  
**FORMS**

**APPENDIX A  
INSTRUCTIONS FOR COMPLETING  
ALERT/SAFE-ALERT/PROBLEM ADVISORY FORMS  
(GIDEP Forms 97-1 and 97-2)**

BLOCK NO.INSTRUCTION**1. TITLE (Class, Function, Type, etc.)**

Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process which is non-conforming. (You may use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

**2. DOCUMENT NUMBER**

Leave Blank. The GIDEP Operations Center will enter the ALERT/SAFE-ALERT/Problem Advisory number. The document number is composed of your participant code (See Roster); a dash; the letter 'A' for ALERT, 'S' for SAFE-ALERT; or 'P' for Problem Advisory followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, the GIDEP Operations Center will add a letter starting with 'A', in ascending order.

Examples:                                    S3-A-94-01                                    WR-S-94-03A                                    F3-P-97-01

**3. DATE**

Leave Blank. The GIDEP Operations Center will enter the date that the report is prepared. Date format is DD-MMM-YY.

Example:                                    20-AUG-96

**4. MANUFACTURER**

Enter the name of the manufacturer (of the item or service described in block **19**, including the address. If more than one manufacturer or distributor is being cited, submit a separate report for each manufacturer. If a specification is the cause of the non-conformance, cite the cognizant authority that issued the specification.

**5. PART NUMBER**

Enter the part number of the original manufacturer or the value added manufacturer, depending on the origin of the non-conformance or defect.

**6. NATIONAL STOCK NUMBER**

Enter the government's National Stock Number(s) (NSN) for the parts. If unknown, enter the Federal Stock Class (FSC). Use DLA Handbook H2/H6 or CD-FICHE if available. The GIDEP Operations Center will review NSN's that may match part numbers identified in the report.

**7. SPECIFICATION**

Enter the procurement specification number to which the item was acquired or manufactured. For Commercial Off-The-Shelf (COTS) items, the referred-to specification must have previously been published. If the specification caused the non-conformance, indicate the responsible agency or activity in Block 4.

**8. GOVERNMENT PART NUMBER**

Enter the government part number(s) or government drawing number(s) described in Block 1.

**9. LOT DATE CODE START**

Enter the beginning lot date code when the manufacturer suspected non-conforming items began to be manufactured. Serial numbers and lot numbers should be included in the Block 19 discussion, if applicable. The date format will normally be YYWW where Y is the year and W is the week.

**10. LOT DATE CODE END**

Enter the latest lot date code identified with the reported non-conformance.

**11. MANUFACTURER'S POINT OF CONTACT (POC)**

Enter the name of the point of contact (POC) at the manufacturer's plant that should be contacted for information.

**12. CAGE**

Enter the CAGE (Commercial and Government Entity) Code for the company location where the parts were manufactured (see DLA Handbook H4/H8).

If the CAGE Code is unknown or doesn't exist, enter NONE. The Operations Center will verify the submitted CAGE Code, if any.

**13. MFR. FAX**

Enter the phone number of the manufacturer's POC facsimile (FAX) machine.

**14. MFR. POC PHONE**

Enter the phone number of the manufacturer's POC (current as of date of document)

**15. MFR. E-MAIL**

Enter the e-mail address of the manufacturer's POC (current as of date of document)

**16. SUPPLIER**

Enter "Not Available". Reserved for Suspect Counterfeit reports.

**17. SUPPLIER ADDRESS**

Enter "Not Available". Reserved for Suspect Counterfeit reports.

**18. SUPPLIER CAGE**

Enter "Not Available". Reserved for Suspect Counterfeit reports.

**19. PROBLEM DESCRIPTION/DISCUSSION/EFFECT**

Describe as accurately and concisely, as possible, the types of item(s) involved, number of items manufactured or involved, number of items tested, number of items non-conforming or failed, failure mode exhibited and cause of failure based upon your failure analysis. Provide any detailed information that may help GIDEP users determine if similar conditions may exist at the plant or activity. Attach any documentation including test reports, failure analysis, Scanning Electron Microscope (SEM) reports, field reports, photographs, etc. Include all correspondence with the manufacturer, distributor and other participants that may help to resolve the problem. If the originator is aware of a previously published FED on the same general problem, the document number(s) should be referenced in this block. Note! The manufacturer's or supplier's analysis of the problem, non-conformance, defect or safety condition cited does not have to agree with the originator's technical review. If the specification is the cause of the problem, describe the difficulty encountered when using the document. ALERTs/SAFE-ALERTs/Problem Advisories being



reissued to provide supplemental information or the manufacturer's response or information received from another source (participant) will contain the statement, "ALERT (or, SAFE-ALERT/Problem Advisory) IS AMENDED TO INCLUDE (*state reason*)". SAFE-ALERTs issued concurrently with letter of notification to the manufacturer, will contain the statement, "SAFE-ALERT IS ISSUED CONCURRENTLY WITH NOTIFICATION TO THE MANUFACTURER."

**20. ACTION TAKEN/PLANNED**

Describe actions your organization or the manufacturer is taking, or plans to take, to resolve the problem and prevent recurrence of the non-conformance, defect, or problem. Do not include statements such as "Manufacturer not recommended as a source". Do not make recommendations for actions that GIDEP participants should take regarding the issue.

**21. DATE MFR. NOTIFIED/SUPPLIER NOTIFIED**

Enter the date of your letter of notification to the manufacturer. The date entered shall correspond to the latest copy of the notification provided to the Operations Center with the report.

**22. MFR./SUPPLIER RESPONSE**

Check the appropriate block. You must attach all of the manufacturer's response (without modification or abridgement) if the block - REPLY ATTACHED is marked (even if it disagrees with your findings).

**23. ORIGINATOR ADDRESS/POINT OF CONTACT**

Enter the name of the person from the organization originating the report that GIDEP users may contact for additional information. Be sure to include the organization, address, and telephone number/e-mail address.

**24. GIDEP REPRESENTATIVE**

Enter the name of the GIDEP Representative - the Representative must be the one listed in the GIDEP Roster of Representatives. If the report is being issued by an organization not currently a participant in GIDEP, enter the name of the executive manager authorized to issue such reports.

**25. SIGNATURE**

Sign the ALERT, SAFE-ALERT, or Problem Advisory prior to forwarding the report to GIDEP. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. The signature must match the name in block 24 and the registered GIDEP Representative in the Roster of Representatives.

**26. DATE**

Enter the date when the report is signed or, if electronically submitted, the date transmitted to GIDEP.

## GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

**ALERT**

1. TITLE (Class, Function, Type, etc.)		2. DOCUMENT NUMBER	
		3. DATE (DD-MMM-YY)	
4. MANUFACTURER AND ADDRESS	5. PART NUMBER		6. NATIONAL STOCK NUMBER
	7. SPECIFICATION		8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START		10. LOT DATE CODE END
11. MANUFACTURER'S POINT OF CONTACT (POC)	12. CAGE	13. MANUFACTURER'S FAX (     )	
14. MFR. POC PHONE (     )	15. MANUFACTURER'S E-MAIL		
16. SUPPLIER	17. SUPPLIER ADDRESS		18. SUPPLIER CAGE
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT			
20. ACTION TAKEN/PLANNED			
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED  <input type="checkbox"/> NO REPLY	23. ORIGINATOR ADDRESS/POINT OF CONTACT	
24. GIDEP REPRESENTATIVE		25. SIGNATURE	26. DATE

GIDEP Form 97-1 (Sept 2009)

Figure 7.2 ALERT Data Form

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM		
<b>SAFE ALERT</b>		
1. TITLE		2. DOCUMENT NUMBER
		3. DATE (DD-MMM-YY)
4. MANUFACTURER AND ADDRESS	5. PART NUMBER	6. NATIONAL STOCK NUMBER
	7. SPECIFICATION	8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START	10. LOT DATE CODE END
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	13. MANUFACTURER'S FAX (     )
14. MFR. POC PHONE (     )	15. MANUFACTURER'S E-MAIL	
16. SUPPLIER	17. SUPPLIER ADDRESS	18. SUPPLIER CAGE
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT		
20. ACTION TAKEN/PLANNED		
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED <input type="checkbox"/> NO REPLY	23. ORIGINATOR ADDRESS/POINT OF CONTACT
24. GIDEP REPRESENTATIVE	25. SIGNATURE	26. DATE

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM		
<b>PROBLEM ADVISORY</b>		
1. TITLE		2. DOCUMENT NUMBER
		3. DATE (DD- <i>MMM</i> -YY)
4. MANUFACTURER AND ADDRESS	5. PART NUMBER	6. NATIONAL STOCK NUMBER
	7. SPECIFICATION	8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START	10. LOT DATE CODE END
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	13. MANUFACTURER'S FAX (     )
14. MFR. POC PHONE (     )	15. MANUFACTURER'S E-MAIL	
16. SUPPLIER	17. SUPPLIER ADDRESS	18. SUPPLIER CAGE
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT		
20. ACTION TAKEN/PLANNED		
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED  <input type="checkbox"/> NO REPLY	23. ORIGINATOR ADDRESS/POINT OF CONTACT
24. GIDEP REPRESENTATIVE	25. SIGNATURE	26. DATE

**APPENDIX B**

**INSTRUCTIONS**  
**FOR**

**COMPLETING**

**AGENCY ACTION NOTICE FORM**

**APPENDIX B  
INSTRUCTIONS FOR COMPLETING  
AGENCY ACTION NOTICE**

Block

Instruction

**1. TITLE**

Enter the nomenclature of the items or system being reported or the title of the report/ notice.

**2. DOCUMENT NUMBER**

Leave this block blank. The document number will be assigned by the Operations Center. The document number is composed of the letters "AAN", a dash, the letter L (Limited Distribution) or U (Unlimited Distribution), another dash, the last two digits of the fiscal year, another dash, and the issue sequence number.

**3. SUBMITTING AGENCY**

Enter the official title of the government agency submitting the report.

Examples: Nuclear Regulatory Commission      Defense Supply Center Columbus

**4. AGENCY POC**

Enter name, location, phone, and the e-mail address of the Agency Point of Contact (POC) with technical knowledge of the issue(s), in the event that GIDEP participants have questions regarding an Agency Action Notice.

**5. DATE**

Please leave blank - the GIDEP Operations Center will enter the date the document was released from GIDEP.

**6. DISCUSSION**

Provide a Limited Distribution statement, if desired.

Provide company names(s), address(es), CAGE codes(s), Part Number(s), NSN(s), Lot Date Codes, Point of Contact etc.

Provide a summary discussion of the problem and actions being taken to resolve the problem.

## GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

**AGENCY ACTION NOTICE**

<b>1. TITLE</b>		<b>2. DOCUMENT NUMBER</b>
		<b>3. DATE</b>
<b>4. SUBMITTING AGENCY</b>	<b>5. AGENCY POC (NAME, ADDRESS, PHONE, MAIL)</b>	
<b>6. DISCUSSION</b>		

GIDEP Form 97-3

Figure 7.5 Agency Action Notice Data Form





## **APPENDIX C**

### **SAMPLE**

### **NOTIFICATION LETTER TO THE MANUFACTURER**

**SAMPLE NOTIFICATION LETTER TO THE MANUFACTURER**

**PARTICIPANT LETTERHEAD**

Date:

Ref:

Manufacturer's Name

Street Address

City, State, Zip Code

Subject: PROPOSED (FED REPORT TYPE), (**DRAFT FED DOC NO.**) CONCERNING A PROBLEM WITH (ITEM, PRODUCT OR SERVICE NAME)

Dear (Name),

The enclosed draft of the subject report describes a problem with (*items/products/services*) supplied by your company on our purchase order (*number*). Fifteen (15) working days from the date of this letter, the enclosed (*FED REPORT TYPE*) will be forwarded to the Government-Industry Data Exchange Program for distribution to thousands of government and industry GIDEP participants.

Government and industry organizations participate in GIDEP to exchange information on parts, components, software, specifications, test equipment, materials and safety problems. GIDEP (*FED REPORT TYPE*) are issued to highlight problems that are of immediate concern to members of the GIDEP community.

We solicit your comments regarding the subject report. We request that your reply address:

1. What was the root cause of this problem?
2. What corrective actions are be take to prevent recurrence of this problem?
3. What lots or date codes are affected?
4. Does the problem describe in our (*FED REPORT TYPE*) affect similar items that were made using the same manufacturing processes by your company? Could this problem be systemic to similar items produced by other companies?

Written comments received by *(date)* will be included with the subject *(FED REPORT TYPE)* for distribution via the GIDEP system. Any written response received afterwards will be submitted as an amendment to the document. If you have any questions, please contact me at *(phone number)*. My FAX number is *(phone number)*. My e-mail address is *(e-mail address)*.

Sincerely,

*(Signature)*

*(Type name)*

GIDEP Representative

**Encl:** *(Draft FED Document Number)*

**cc:** **GIDEP Operations Center**

(\*The correct *term/document type* must be inserted by the originator during generation of the letter in the *italicized* parenthetical expressions.)

## **APPENDIX D**

# **RECOMMENDED BEST PRACTICES FOR FAILURE EXPERIENCE DATA**

## APPENDIX D

### Internal GIDEP ALERT Processing Recommended Practice

The figure 7.6 flow diagram is a top-level graphic representation of information flow associated with the distribution of GIDEP information internal to any organization. This is a state of the art *paperless* electronic distribution system. The information may be handled by networks, WAN or LAN. The important note here is that the distribution system can (and should) be accomplished by utilizing the existing system infrastructure of the organization. The purpose of each of the flow diagram blocks is listed below.

**GIDEP Representative receives electronic GIDEP information:** All members of the GIDEP are required to have a Representative. This individual should have a broad engineering knowledge of parts, materials, and processes. The GIDEP Representative should perform the download process for retrieving information from GIDEP. It is also important that the peers of the GIDEP Representative have full confidence in this individual for the overall assessment and recommended of course of action for the handling of GIDEP information internally to the organization.

**Supplier Database, Procurement History:** This is a key element of timely resolution of GIDEP information. The GIDEP Representative should have direct access to information related to the suppliers used and part numbers purchased. This database should also contain information related to the receiving dock date and the program that purchased the material.

**Determine Applicability:** Using the supplier and procurement history databases, the GIDEP Representative will make an immediate determination as to whether there is a possibility that material has been received that could be suspect. The three important questions must be answered: Does the organization purchase material from the manufacturer identified? Has the specific part number or a derivative been purchased? Was material received/produced in a time frame that could include the suspect product?

**Prepare and Distribute Summary Report:** The purpose of the Summary Report is two fold. The report transmits the manufacturer, part number, and effected programs information to responsible organizational functions. Second, in the case that the information does not have immediate effect, the responsible parties are notified such that the material will not have future effects within the organization.

**Local GIDEP Database:** This database becomes the organizational source of GIDEP information. The database will include data elements that store information related to the programs effected, date code, part number, action recommendations and supplier. The important note here is that the information stored is that which will take time and effort to regenerate.

**On Site Customer and or Representative:** The Summary Report will contain information that should be shared with the on site customer and or his representative. Most Government Representatives will receive GIDEP information from the area office. However, it is important to work as a team when a part or material issue is reported. Early customer involvement can significantly reduce MRB cycle time.

## **Internal GIDEP ALERT Processing**

**Engineering, Material, Quality, Purchasing:** The Summary Report must be transmitted throughout the organization to those individuals that can take action. The engineering functions must review and assess the impact of the GIDEP information as it relates to specific programs i.e.; a part that fails at -25° C may have no effect on a part that is used in support test equipment. The material function is responsible for containment of the suspect part/material. Quality will have the task of interfacing with the customer of the end item affected. Remember that in most circumstances the procurement activity will have the final authority as to the resolution of parts or components affected. Purchasing is responsible for stopping orders in process and interface with the manufacturer of suspect parts materials. In any event, engineering, material, quality, and purchasing must form a team to coordinate an activity for determining an action plan that will be acceptable to the procurement activity.

**Program Review and Assessment:** A team of representatives from engineering, material, quality, purchasing and the customer determine an acceptable course of action for material and equipment disposition. This disposition may include the development of special screening, testing, retrofit, scrap, etc.

**Customer:** The end item procurement activity. The customer will typically have the ultimate authority for the disposition of suspect material installed in equipment.

**Closure Report:** A report or notice of action that is written to document the results of the Program Review and Assessment. This report or a summary thereof is transmitted to the GIDEP Representative. This report becomes one of the driving elements for cost avoidance reporting.

### GIDEP Process Map (Receive) Recommended Practice

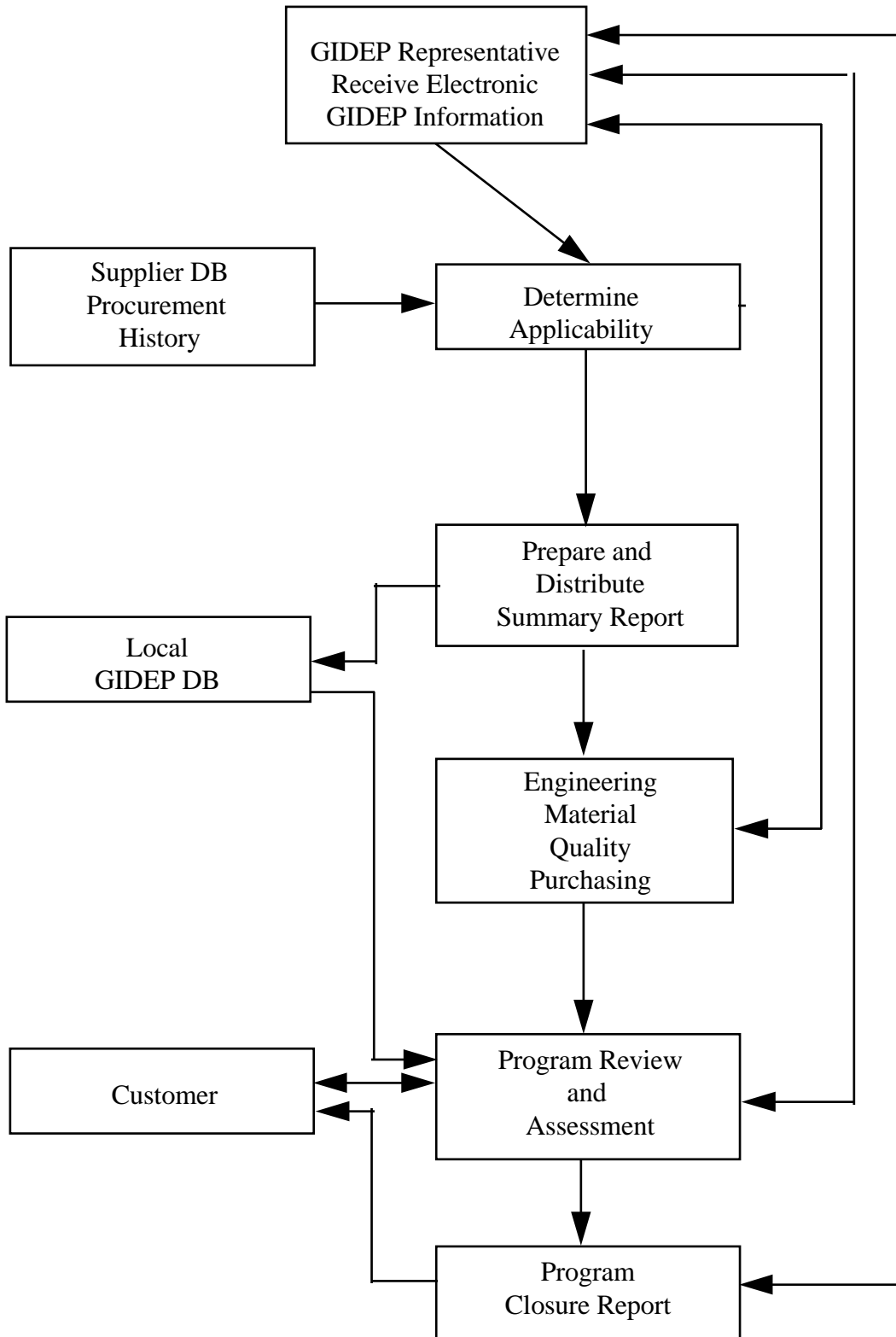


Figure 7.6 GIDEP Process Map (Receive)

## **GIDEP ALERT Submittal Processing Recommended Practice**

The flow diagram shown in figure 7.7 is a top level graphic representation of information flow associated with the submission of Alert information the GIDEP Operations Center. Use of a state of the art *paperless* electronic distribution system throughout the process is recommended. The information may be handled by networks, WAN or LAN. The important note here is that the information transmittal can (and should) be accomplished by utilizing the existing system infrastructure of the organization. The purpose of each of the flow diagram blocks is listed below.

**GIDEP Representative notified of lot or process information:** All participants in GIDEP shall have a representative. This individual should have a broad engineering knowledge of parts, materials, and processes. In addition, the GIDEP Representative must be knowledgeable of **GIDEP Operations Manual, Chapter 7, Failure Experience Data**. It is also important, that the peers of the GIDEP Representative have full confidence in this individual for the overall assessment and recommendation of courses of action for the handling of GIDEP information to be published external to the organization. When notified by an internal source (engineering, reliability, quality, manufacturing, etc.) that there is a problem or failure, the GIDEP Representative shall determine if the specific instance meets the criteria of Chapter 7.

**Prepare GIDEP Text Draft:** The GIDEP Representative shall prepare a formal draft document that addresses all of the information blocks of GIDEP Form 97-1/97-2. Information related to Lot Date Code and or serial number and manufacturer part number is critical to GIDEP participants. The draft copy should be sent to the requester, the legal advisor and the part manufacturer. This document should be sent in parallel to the aforementioned individuals.

**The Requester:** The individual requesting information be published through the GIDEP shall review the draft text for accurate technical and problem statements. Changes must be coordinated with the GIDEP Representative.

**The Manufacturer:** The manufacturer shall be notified of the pending GIDEP publication by the GIDEP Representative. The manufacturer should review the draft text. The manufacturer should comment and/or submit to the GIDEP Representative any changes or a statement to be included with the GIDEP information release as appropriate. This will occur within fifteen working days per Chapter 7 requirements.

**Legal Council:** The submitting organization's legal council should review the GIDEP draft for possible litigation issues. Recommendations should be coordinated with the GIDEP Representative.

**Compile Comments:** The GIDEP Representative shall review comments and make appropriate changes to the draft text to produce the final document. Copies of the documentation received from the manufacturer must be included in the final report to be a legal and acceptable document, even if the manufacturer draws different conclusions from the submitters.

**Submit Document:** The GIDEP Representative shall transmit the final version document to the GIDEP Operations Center for distribution to all GIDEP participants.



## GIDEP Process Map (Submit) Recommended Practice

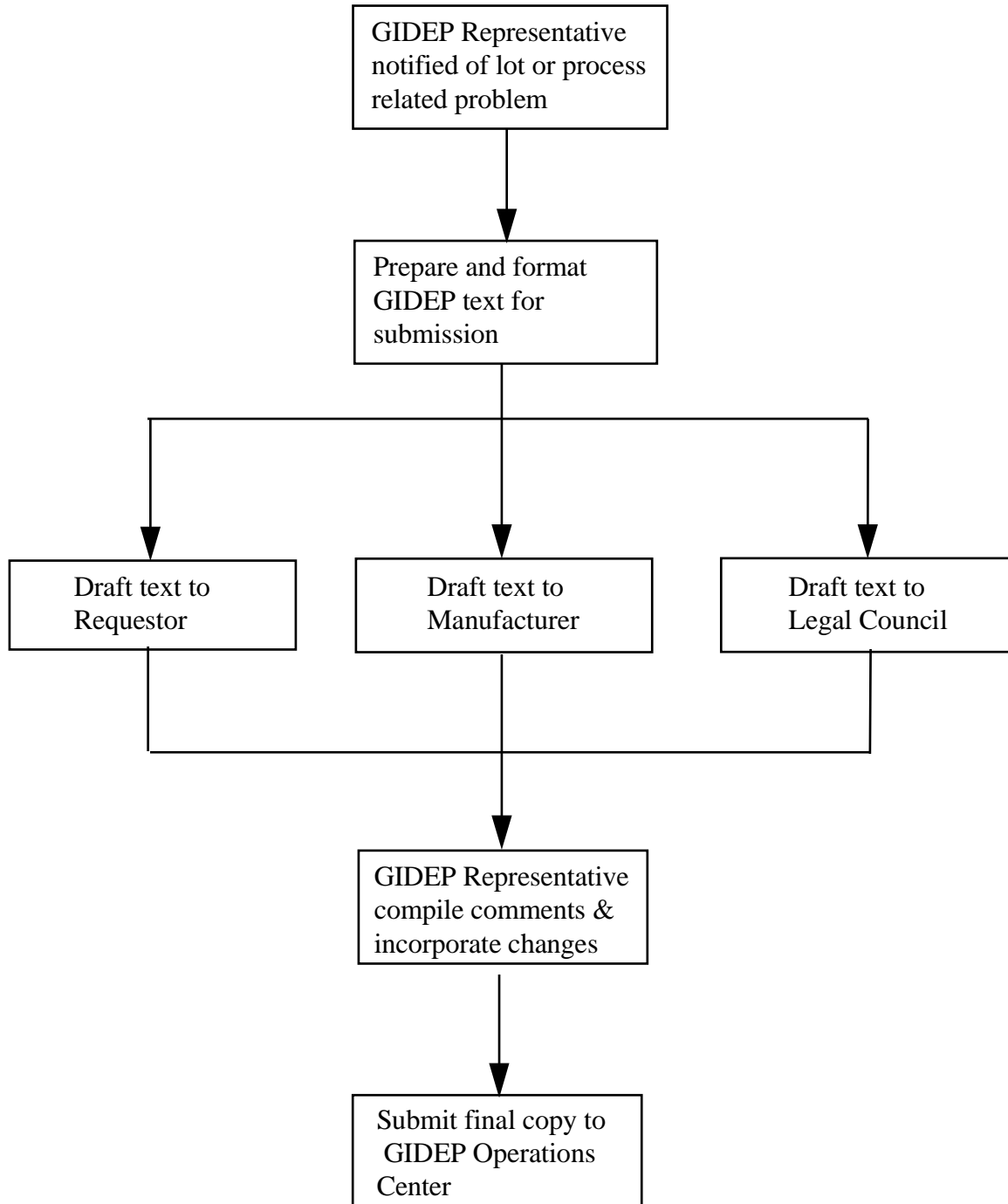


Figure 7.7 GIDEP Process Map (Submit)

**APPENDIX E**

**INSTRUCTIONS**  
**FOR**

**REPORTING SUSPECT COUNTERFEIT PARTS**  
**USING**

**ALERT/SAFE-ALERT/PROBLEM ADVISORY**  
**FORMS**

**APPENDIX E**  
**INSTRUCTIONS FOR REPORTING**  
**SUSPECT COUNTERFEIT PARTS**  
**USING ALERT/SAFE-ALERT/PROBLEM ADVISORY FORMS**  
**(GIDEP Forms 97-1 and 97-2)**

BLOCK NO.INSTRUCTION**1. TITLE (Class, Function, Type, etc.)**

Enter “**Suspect Counterfeit**,” then enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process that is suspected as being counterfeit. You may use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.

**2. DOCUMENT NUMBER**

Leave Blank. The GIDEP Operations Center will enter the Alert/Safe-Alert/Problem Advisory number. The number is composed of your participant code (See Roster); a dash; the letter 'A' for Alert followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number Example: E7-A-07-01

**3. DATE**

Leave Blank. The GIDEP Operations Center will enter the date that the report is prepared.

**4. MANUFACTURER**

Enter the name of the manufacturer whose product may have been counterfeited.

Note: This reporting convention is necessary to facilitate GIDEP database searches for suspect counterfeit products and is by no means intended to imply that the manufacturer identified in block 4 is involved with the suspect product. Most GIDEP participants use the data in block 4 to identify potential problem items on their parts lists or inventories.

**5. PART NUMBER**

Enter the part number as marked on the suspect counterfeit product.

**6. NATIONAL STOCK NUMBER**

Enter the National Stock Number(s) (NSN) if marked on the suspect counterfeit product.

**7. SPECIFICATION**

Enter the procurement specification number if marked on the product or packing material.

**8. GOVERNMENT PART NUMBER**

Enter the government part number(s) or government drawing number(s) described in Block 1.

**9. LOT DATE CODE START**

Enter the beginning lot date code as marked on the suspect counterfeit product. Serial numbers and lot numbers should be included in the Block 19 discussion, if applicable. The date format will normally be YYWW where Y is the year and W is the week.

**10. LOT DATE CODE END**

Enter the latest lot date code identified with the reported suspect counterfeit product.

**11. MANUFACTURER'S POINT OF CONTACT (POC)**

Enter the name of the point of contact (POC) at the company whose product was counterfeited.

**12. CAGE**

Enter the manufacturer CAGE (Commercial and Government Entity) Code.

**13. MANUFACTURER'S FAX**

Enter the facsimile (FAX) phone number of the company whose product was counterfeited.

**14. MANUFACTURER'S PHONE**

Enter the POC phone number of the company whose product was counterfeited (current as of date of document).

**15. MANUFACTURER'S E-MAIL**

Enter the POC e-mail address of the company whose product was counterfeited (current as of date of document).

**16. SUPPLIER**

Enter the name of the primary supplier the suspect counterfeit part was purchased from.

**17. SUPPLIER ADDRESS**

Enter the primary supplier's address.

**18. SUPPLIER CAGE**

Enter the supplier CAGE (Commercial and Government Entity) Code.

**19. PROBLEM DESCRIPTION/DISCUSSION/EFFECT**

Provide only fact-based information. Describe as accurately and concisely, as possible, the types of item(s) involved, number of items manufactured or involved, number of items tested, number of items non-conforming or failed, failure mode exhibited and cause of failure based upon your failure analysis.

Provide any detailed information that may help GIDEP users determine if similar conditions may exist at the plant or activity. Attach any documentation including test reports, failure analysis, Scanning Electron Microscope (SEM) reports, field reports, photographs, etc.

Include the following paragraph -“*Note: The manufacturer identified in block 4 is the entity whose product may have been counterfeited. This reporting convention is necessary to facilitate GIDEP database searches for suspect counterfeit products and is by no means intended to imply that the manufacturer identified in block 4 is involved with the suspect product.*”

**20. ACTION TAKEN/PLANNED**

Describe actions your organization, the manufacturer whose product was counterfeited, or the supplier is taking, or plans to take, to resolve the problem and prevent recurrence of the non-conformance, defect, or problem. Do not make recommendations for actions that GIDEP participants should take regarding the issue. Details of legal actions are not recommended.

**21. DATE MFR./SUPPLIER NOTIFIED**

Enter the date of your letter of notification to the **supplier**. The date entered shall correspond to the latest copy of the notification provided to the Operations Center with the report.

**22. MFR./SUPPLIER RESPONSE**

Check the appropriate block. You must attach all of the supplier's response (without modification or abridgement) if the block - REPLY ATTACHED is marked (even if it disagrees with your findings).

**23. ORIGINATOR POINT OF CONTACT**

Enter the name of the person from the organization originating the report that GIDEP users may contact for additional information. Also, enter the name of the organization and address.

**24. GIDEP REPRESENTATIVE**

Enter the name of the GIDEP Representative.

**25. SIGNATURE**

Sign the appropriate form prior to forwarding to GIDEP. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. The signature must match the name in block 24 and the registered GIDEP Representative in the Roster of Representatives.

**26. DATE**

Enter the date when the report is signed or, if electronically submitted, the date transmitted to GIDEP.

# Suspect Counterfeit Reporting Guidance

(See Appendix E for complete instructions)

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM		
<b>ALERT</b>		
1. TITLE	2. DOCUMENT NUMBER	3. DATE (DD)
4. MANUFACTURER AND ADDRESS	5. MFR. PART NUMBER	6. FEDERAL STOCK NUMBER
	7. SPECIFICATION	8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START	
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	
14. MFR. POC PHONE ( )	15. MANUFACTURER'S PHONE	
16. SUPPLIER	17. SUPPLIER ADDRESS	18. SUPPLIER CAGE
19. PROBLEM DEFINITION / DISCUSSION / EFFECT		
20. ACTION TAKEN/PLANNED		
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED <input type="checkbox"/> NO REPLY	23. ORIGINATOR
	24. TITLE	25. SIGNATURE

Insert "Suspect Counterfeit,"

Put the part identifier, as marked on the product, in the 'Part Number' block.

Put the name of the the manufacturer whose product may have been counterfeited.  
(To facilitate BOM search... not intended to impugn the impacted manufacturer.)

Blocks 11-15, provide the information for the manufacturer named in block 4.

Put the supplier information in blocks 16-18.

Include the following paragraph ...  
"The manufacturer identified in block 4 is the entity whose product may have been counterfeited. This reporting convention is necessary to facilitate GIDEP database searches for suspect counterfeit products and is by no means intended to imply that the manufacturer identified in block 4 is involved with the suspect product."

Submit draft copies of documents for comment to:

- Companing supplying suspect product (required)
- Impacted manufacturer (recommended)

After 15 working days, attach signed form, all responses, supporting documentation, and supplier notification letter to GIDEP

Insert the date the supplier was notified.

Figure 7.8 Suspect Counterfeit Reporting Guidance

September 15, 2010

From: GIDEP Program Manager  
To: GIDEP User Community (Participants, Representatives, and Users)

Subj: GIDEP Interim Policy Change Regarding “Reporting Suspect Counterfeit Parts and Materials”

The purpose of this notice is to provide interim guidance on the reporting of suspect counterfeit parts and materials in GIDEP. This guidance is being provided to facilitate and encourage the reporting of suspect counterfeits until such time as federal policy and an appropriate supporting procedure can be determined and implemented. This interim guidance will expire or be renewed on December 15, 2010.

Suspect Counterfeit Parts and Materials fall under the general category known as nonconforming products which are reported in the GIDEP Failure Experience Data (FED) database. FED reports (Safe-Alerts, Alerts, and Problem Advisories) are issued based on the severity or likelihood of failure and are intended to help the community using the part and the manufacturer of the part address the non-conformance. One of the issues common to the reporting of suspect counterfeits is that the “true” manufacturer of the part is not known. So to compensate for this, current GIDEP Policy asks that the supplier of the part or material be identified when reporting a Suspect Counterfeit. This presents a problem to some GIDEP members because they are hesitant or not permitted to identify the supplier due to potential legal issues or other concerns. Without being able to identify the “true” manufacturer and not being willing and/or able to identify the supplier, current GIDEP policy limits the use of FED reports to only the Problem Advisory (see GIDEP Operations Manual, Chapter 7, paragraph 7.6.2.k). This prevents the reporter from alerting the community via a Safe-Alert or Alert when the severity or likelihood of the failure is known.

Therefore, to reduce the number of reports withheld due to supplier sensitivity and enable use of the appropriate report form (Safe-Alert, Alert, Problem Advisory), the following interim guidance will be followed when reporting Suspect Counterfeit parts and materials through GIDEP:

Where the supplier information (Block 16 through 18 on GIDEP Form 97-1 & 97-2) cannot be provided, it may be omitted in order to facilitate the submission of the report to the GIDEP community (“Withheld” will be entered in Blocks 16 through 18). However, if the supplier information is omitted, the submitter shall ensure that Block 19 of the report includes the category of supplier (i.e., Original Component Manufacturer, Authorized or Franchised Distributor, Aftermarket Manufacturer, Independent Distributor, Broker/Broker Distributor. Refer to SAE Aerospace Standard AS5553 for definitions of these categories). Further the submitter shall ensure that the report includes a detailed description of the problem, as well as evidence that supports the conclusion, e.g., detailed reports, photos, lab tests, etc. This guidance applies to Alerts, Safe Alerts and Problem Advisories pertaining to Suspect Counterfeit issues.

Note: This interim guidance will only be exercised where absolutely necessary to address those circumstances where the publishing of the supplier information is impeding the release of the Suspect Counterfeit report.

Please refer to the GIDEP Operations Manual, section 7.10 and appendix E for additional information on the report submission process. If you have questions please contact GIDEP at [gidep@gidep.org](mailto:gidep@gidep.org) or call the Help Desk at 951-898-3207.

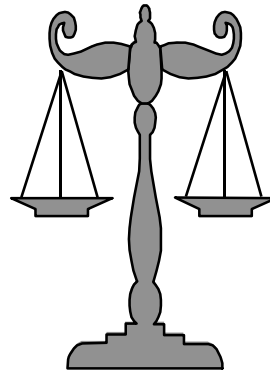
//signed//  
Jim Stein  
GIDEP Program Manager



# OPERATIONS MANUAL

## METROLOGY DATA

### CHAPTER 8



NOVEMBER 1994

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM



Nov-94

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Nov-94

## CHAPTER 8 METROLOGY

### 8.1 INTRODUCTION

The GIDEP Metrology database is a collection of measurement science documents, including calibration procedures, technical manuals, measurement analytical studies, hardware specifications, measurement papers by renown authors in metrology. The GIDEP Metrology database is designed for the electronic exchange of metrology information between government and industry participants throughout the United States and Canada.

This chapter provides the GIDEP procedures for submittal, access, and distribution of metrology data.

### 8.2 SCOPE

The GIDEP Metrology database includes a wide range of measurement technology data, test and measurement systems information, fundamental standards, measurement traceability, calibration management systems, and authoritative technical papers on measurement sciences from the various national measurement laboratories. Documents prepared by participant activities, are collected and submitted by the participant's GIDEP Representative to the GIDEP Operations Center.

The metrology data is indexed in the GIDEP database. The actual documents are available on microform because of the amount of graphical information contained each document. Calibration procedures and selected documents received after 1994 are electronically down-loaded as text and image files. Documents prior to 1994 are archived on microform, primarily microfiche.

### 8.3 POLICY

Each participant should submit to GIDEP, measurement science related documents, including those on software, generated by their organization (or coming into their possession) in the normal course of business. These submittals include measurement and calibration procedures, technical manuals, and related metrology documents. The metrology data is reviewed and processed in accordance with the Metrology Data Decision Tree shown in figure 8.1. Copyrighted metrology documents may be submitted to the GIDEP database when permission to distribute is provided by the copyright holder.

In order to maintain their membership, each industry or government participant must submit an annual utilization report documenting the benefits, particularly the cost avoidance, which resulted from utilizing documents during the preceding year (Refer to Chapter 5, GIDEP Utilization Reporting).

### 8.4 DEFINITIONS

**8.4.1 CALIBRATION PROCEDURE.** A detailed procedure for the periodic verification of the accuracy of test, diagnostic, and measurement equipment. A calibration procedure may be a either document or a description of a computer software format.

**8.4.2 TECHNICAL MANUAL.** A document providing detailed maintenance, and/or repair, and/or operation instructions. A TECHNICAL MANUAL may be in either hardcopy or computer compatible format.

**8.4.3 GENERAL METROLOGY DOCUMENT.** For GIDEP classification purposes, any report on measurement science related topics, or containing metrology data, not fitting either of the two previous categories, but containing information of interest to individuals in the measurement community, especially Metrologists, metrology technicians, and engineers.

**8.4.4 UNLIMITED DISTRIBUTION.** Distribution of a metrology document which is available to all GIDEP participants. Unlimited metrology documents are distributed electronically to all authorized GIDEP database users (See Chapter 2, Participation Requirements).

**8.4.5 LIMITED DISTRIBUTION.** Distribution of a metrology document may be controlled by a limited distribution statement. The distribution statement is generated in accordance with applicable government directives by the originator and determines who may have access to the document. *GIDEP does not establish or remove the limited distribution statement .*

## 8.5 GUIDELINES FOR DATA SUBMITTALS

All appropriate metrology related documents and other software (except data which is proprietary or classified), should be submitted to the GIDEP Operations Center for inclusion into the Metrology Data Base. Submittal of metrology related data is a continuing responsibility of the participant's designated GIDEP Representative for each activity. General guidelines are:

- a. Documents should be of interest to other using organizations.
- b. Documents should be submitted in electronic format (i.e., 3.5" floppy disk, FTP file transfer, E-Mail) whenever possible.
- c. Amendments and/or revisions to documents should be submitted within reasonable time frame to ensure the currentness, integrity and accuracy of the data base.
- d. NCSL recommended practice, "RP3 Recommended Practice for the Preparation of Calibration Procedures", is a suggested guideline for the preparation of procedures and other documents for submittal. (RP3 *may* be obtained from the National Conference of Standards Laboratories (NCSL), Boulder, CO.) A participant's document preparation format may be acceptable, if it contains title, date and document number.
- e. Copyrighted documents with permission to electronically distribute by GIDEP.
- f. A list of the types of documents shown in Appendix A. The list is not an inclusive of all the documents which could be submitted.

## 8.6 DISTRIBUTION OF DATA

Authorized participation in GIDEP entitles the participant access to the GIDEP on-line database system. Metrology documents are accessed by using computer-assisted retrieval from a computer terminal and is most efficient method of obtaining GIDEP documents.

Documents which do not reside as electronic text and image files in the GIDEP data base, will be provided by the GIDEP Operation Center by request. Documents classified as Technical Manuals are available by request from the Operations Center on a case-by-case basis.

The GIDEP Representative is responsible for obtaining their organization's users passwords for computer access to Metrology Data. The Representative serves as the central point of contact for GIDEP to maximize the use of metrology data and GIDEP Metrology data base.

## **8.7 METROLOGY INFORMATION SERVICES**

GIDEP is an officially designated repository for metrology documents issued by the National Institute of Standards and Technology (NIST) [NOTE: NIST was formerly known as the National Bureau of Standards (NBS)]. Older documents may have been indexed as "NBS" rather than "NIST". The GIDEP Operations Center has included an index of all NIST (or NBS) documents published since 1 January 1965, as an integral part of the GIDEP METROLOGY data base. Selected measurement science related documents issued between January 1965 and December 1976, and deemed appropriate to the objectives of the GIDEP METROLOGY data base, were microfilmed. NIST documents received after 1 January 1977 have been microfilmed. NIST documents received after 1 January 1994 were converted to electronic text and image files.

## **8.8. URGENT DATA REQUESTS**

The Urgent Data Request system (UDR) allows a participant to query other GIDEP Participants to obtain metrology data unavailable from local sources. Whatever the information the user may need, (e.g. quality planning, hardware service reliability, exotic instrument calibration and/or repair, unusual hardware procurement sources, etc.) the UDR can provide a valuable resource for obtaining information. Procedures for UDRs are provided in Chapter 10 Urgent Data Request.

GIDEP Participants have access to entire GIDEP data bases. Other types of data available from the GIDEP data base is described in the following chapters of the Operations Manual:

Engineering Data	Chapter 6
Failure Experience Data	Chapter 7
Product Information Data	Chapter 11
Reliability-Maintainability Data	Chapter 9.

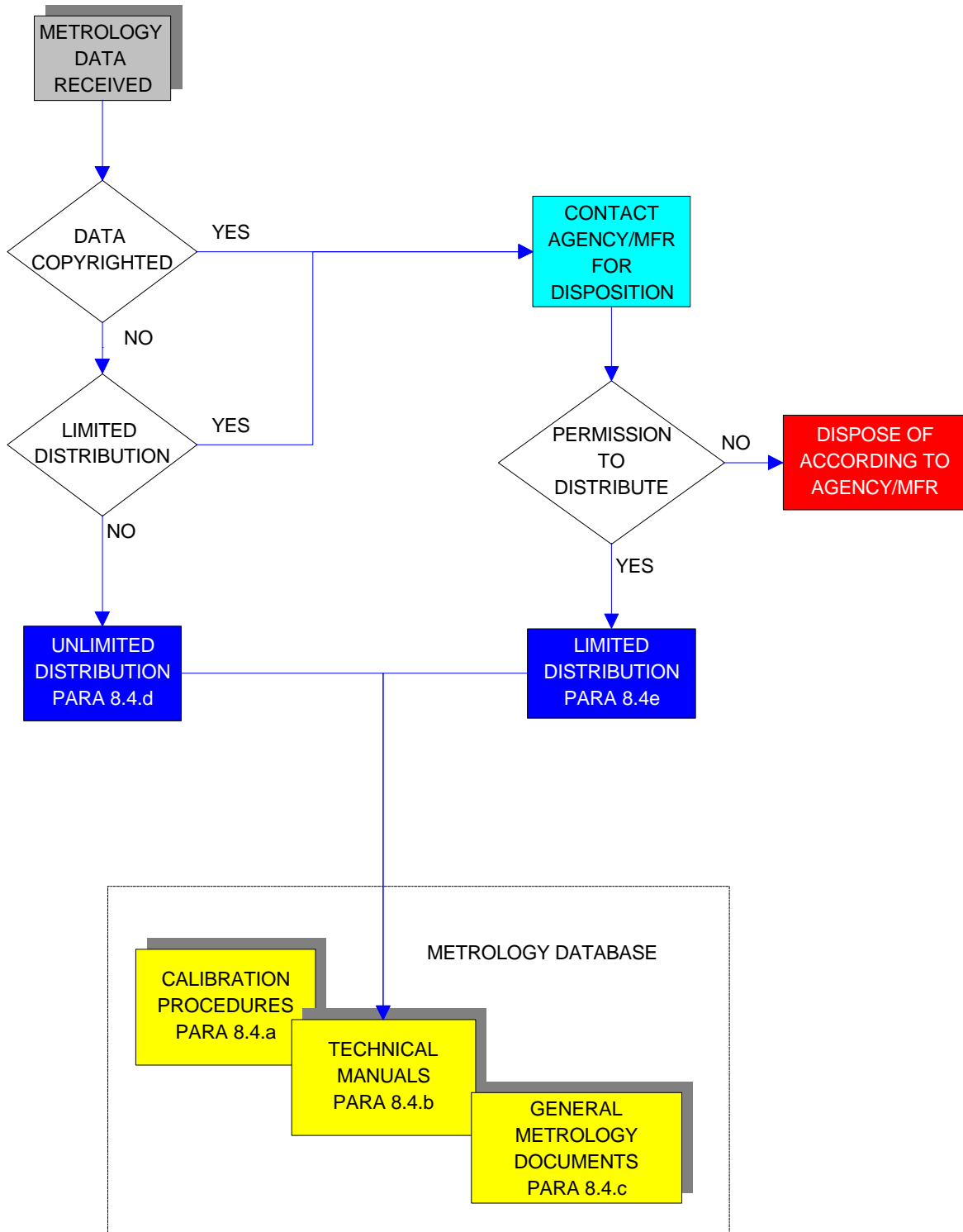


Figure 8.1 Metrology Data Decision Tree

## **APPENDIX A**

# **TYPES OF DOCUMENTS IN THE METROLOGY DATA BASE**

## APPENDIX A

### TYPES OF METROLOGY REPORTS

- Reports experiments and theory associated with measurement statistics, measurement analysis, measurement error prediction, or the theory and design of experiments.
- Calibration procedures for calibration of test, measurement and diagnostic instruments, including automated calibration equipment and test equipment.
- Objective and comprehensive evaluation tests for evaluating performance of test equipment or an instrument (i.e., comparison of several alternate models to select one best suited for a given application).
- Evaluation test reports from evaluation of manufacturer's specifications for test and measurement equipment and systems.
- Failure reports which identify instrumentation failed to perform satisfactorily under specified conditions.
- Problem with instrumentation families and recommended corrective actions.
- Calibration recall systems and intervals.
- Maintenance procedures pertaining to test, measurement and diagnostic equipment.
- Preservation instructions and procedures for storing and shipping test and measurement equipment.
- Operations manuals for test equipment or related measurement hardware.
- Automatic test equipment (ATE) software programs for automated calibration, test and measurement equipment. Programs may be shared between participants upon request.
- Training aids including presentation material, trainer and student guides.
- General metrology documents and reports on the field of metrology including bibliographies.
- Calibration facilities requirement documents for selection, design, layout, environmental controls and specifications for calibration laboratories.
- Calibration requirements documents which provide technical guidance for the preparation of calibration procedures to achieve uniformity and consistency in the designation of calibration requirements. They cover test requirements for selected generic classes of test and monitoring systems. These documents provide guidelines for the following data:

- (b) Rationale for performing tests
  - (c) Choice of test points
  - (d) Guidance for combination and sequence of tests to minimize testing time
  - (e) Functional check information.
- Technical requirements providing policies, rationale, and guidelines concerning technical elements of a metrology and calibration program. Technical requirements documents provide a baseline for technical decisions to be applied to the analysis of calibration requirements, determination of calibration approaches, selection and application of calibration equipment, preparation and review of calibration procedures, calibration interval analysis, and related calibration support requirements for test and monitoring systems.
  - Instrument calibration techniques which provides general instructions for calibrating physical/mechanical test instruments to specified standards.
  - Engineering documents which provided information regarding various types of test and monitoring systems and provide a general overview of how various parameters are determined and disseminated in a metrology and calibration program. The documents may also provide instruction on the maintenance of various standards (e.g., Care and handling of mercury).
  - Technical documents which describe the results of investigations into various measurement methods (e.g., Frequency Span Accuracy Test for Spectrum Analyzer), general information on equipment use or maintenance (e.g., Nickel-cadmium batteries, torque tool sealant application) or standard requirements for various test and monitoring systems (e.g., Electro-optical laboratory facilities recommendation).
  - Training manuals which provide instructions in the training, use or calibration of test and measuring equipment (i.e., Training in phase package standards, calibration of dimensional measurements, or calibration of panel meters). Includes documents providing guidelines for establishment of a local calibration program.



## RELIABILITY-MAINTAINABILITY DATA INTERCHANGE

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May 2002

## **GIDEP OPERATIONS MANUAL**

### **Chapter 9 RELIABILITY-MAINTAINABILITY DATA INTERCHANGE**

#### **9.1 INTRODUCTION**

This chapter of the GIDEP Operations Manual provides guidance for the submittal, access and distribution of reliability and maintainability (R&M) data. The types of R&M data accepted include reliability, maintainability, and availability information on parts, assemblies, and systems, as well as software, materials, processes and applications which are based on various reliability concepts, data and assessments. Primarily, the GIDEP database contains reliability related information for mechanical, electronic, electromechanical, microelectromechanical (MEM), pneumatic, and hydraulic items for both Military and Commercial-Off-the-Shelf (COTS) products, including Plastic Encapsulated Microcircuits (PEMs).

#### **9.2 OBJECTIVE**

The GIDEP reliability database offers an electronic exchange of reliability information between government and industry participants throughout the United States and Canada with the primary goal of reducing the high cost of unreliability by offering specific reliability data, useful reliability concepts and practical engineering tools to the engineers and managers for making reliability decisions

#### **9.3 GUIDELINES**

**9.3.1 Data Submittal.** Each participant should submit reliability related data and documents including those on maintainability and availability. The submittals could range from a document containing general reliability information to those containing part(s) specific data. Upon review and approval, the submittals will be processed and included in the GIDEP.

A limited distribution statement may be used to control distribution of a reliability document and must be defined on the document. GIDEP does not establish or remove the limited distribution statement.

GIDEP does not accept classified or proprietary data, except if the proprietary data is accompanied with release correspondence. Any information with a copyright statement must have a document release attached.

All appropriate reliability information should be submitted, preferably in electronic format, to the GIDEP operations center.

Email data to: [gidep@gidep.org](mailto:gidep@gidep.org)

GIDEP participants could also provide a company web site containing reliability reports, which may qualify as participant data submittals. Upon review and approval, GIDEP operations center will download the reports and include in the GIDEP database.

Hardcopies or diskettes may be mailed to:  
GIDEP Operation Center  
Attention: Reliability Data  
P.O. Box 8000  
Corona, CA 92878-8000

Because of poor quality of transmission, facsimile submissions are not encouraged.

Documents submitted to GIDEP in paper form are converted to text by optical character reader (OCR) process.

**9.3.2 Data Access.** GIDEP participants are allowed access to the online database, which contains the reliability data as well as other types of data. Since some information may not properly convert to text, GIDEP recommends obtaining document images or PDF over the processed text. Pre 1993 documents contain limited information and do not reside as text and image files in the database. GIDEP operations center will provide these documents upon request within 24 hours. The phone number is 909-273-4677.

GIDEP participants are also allowed access to the GIDEP Members web site (<http://members.gidep.org>), which contains an extensive amount of information on the types of products and services available only to the participants. In addition to the online database, GIDEP offers other products such as the online utilization reporting, participant directory and quarterly newsletter. Some of the services include the weekly push mail, parts batching, training, GIDEP forum, Urgent Data Request (UDR) and help desk. The help desk personnel is available Monday-Friday, 6:30 AM – 5:30 PM Pacific Time.

Each GIDEP data type has its own unique web page. GIDEP Reliability data page offers additional sources of reliability information, including the most visited documents summary, monthly index, and links to other data sources.

**9.3.3 Internal Data Distribution.** GIDEP reliability data may be distributed to all potential users within a participant's organization, provided that the GIDEP distribution policy is followed.

**9.3.4. Reliability Data Usage.** The following delineates some helpful hints in using the GIDEP reliability data.

1. Review weekly push mail summaries. Push mail is generated as a convenience to GIDEP representatives to obtain an overview of information without having to access the database. If a part or title in the listings is of interest, the corresponding document can be retrieved from the database.

2. Search the GIDEP online database. Perform keyword searches or use other searchable fields to find the pertinent reliability data.
3. Call the operations center help desk to access older reliability documents.
4. Search other reliability data sources. Visit the reliability links provided on the GIDEP reliability web page to find other data sources and technical papers.
5. Send an Urgent Data Request (UDR). Query the entire GIDEP community to obtain information not immediately available from the GIDEP database or other sources.
6. Complete an online utilization form to report the value of documents used. Utilization reporting justifies the funding of GIDEP and is used as a measure of its effectiveness.

## 9.4 Data Types

Each reliability data submittal will be categorized as one of the following four types. These are referred to as document designators (DD) in the GIDEP database. They are: 1) Methodology Data (DD=RM), 2) Prediction Data (DD=RP), 3) Failure Analysis (DD=FA), and 4) Reliability/Failure Statistics Data (DD=RS).

**9.4.1 Methodology Data (DD=RM).** Any report that addresses reliability allocation, modeling and prediction techniques, specific design approaches and analytical assessment tools to determine reliability unknowns. This category also includes general analyses or technical papers on reliability, maintainability, and availability. Examples are as follows.

1. Reliability modeling
2. Reliability allocation
3. Reliability by design tools and techniques
  - a. Failure Modes, Effects and Criticality Analysis (FMECA)
  - b. Failure Mode and Effects Analysis (FMEA)
  - c. Electrical stress analysis
  - d. Thermal stress analysis
  - e. Worst case analysis
  - f. Sneak circuit analysis
  - g. Fault tree analysis
  - h. Derating
4. Reliability prediction techniques
5. Reliability growth
6. Design of experiments and Analysis of Variance (ANOVA)
7. Reliability management
8. Reliability policies
9. Reliability manuals
10. Reliability and costs
11. Warranty studies
12. Product liability
13. Quality assurance

14. Reliability/Maintainability training
15. Maintenance strategies

**9.4.2 Prediction Data (DD=RP).** This category includes studies and reports on predicted life of parts, assemblies and systems.

**9.4.3 Failure Analysis (DD=FA).** Any evaluation or analysis that addresses the origin or root cause of a failure, part failures or part suitability.

1. Failure Analysis (FA) reports
2. Destructive Physical Analysis (DPA) reports
3. Part construction/suitability analysis reports

**9.4.4 Reliability/Failure Statistical Data (DD=RS).** This type includes reports that contain reliability, failure, and maintainability data. Examples are as follows.

1. Reliability qualification test data
2. Accelerated life test data
3. Environmental Stress Screening (ESS) results
4. Field failure data
5. Part performance/specification data (datasheets)
6. Reliability demonstration test data
7. Maintainability demonstration test data
8. Product acceptance data
9. Environmental testing data
10. Failure Reporting and Corrective Action Systems (FRACAS) data
11. Reliability in manufacturing results (Statistical Process Control (SPC))



## OPERATIONS MANUAL

# URGENT DATA REQUEST

## CHAPTER 10

**MAY 1999**

**GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM**



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## Chapter 10 URGENT DATA REQUEST SYSTEM

### 10.1 INTRODUCTION

GIDEP provides a unique means of communication between participants to obtain information not immediately available from the GIDEP database or other sources. This chapter provides the procedures for preparation of, issuance of, and response to, Urgent Data Requests (UDRs).

### 10.2 URGENT DATA REQUEST GUIDELINES

#### 10.2.1 UDR CRITERIA

- (1) Only a GIDEP representative may submit the UDR.
- (2) The request must be for specific information.
- (3) UDRs may not be used as advertising or sales media.
- (4) UDRs will only be used to supplement other information sources available to the user.

#### 10.2.2 RULES AND REGULATIONS FOR UDRs

- (1) Search the GIDEP database, internal sources and other external sources prior to submitting the UDR.
- (2) Issue UDRs where requiring information for:
  - (a) Test reports or information for a specific item.
  - (b) Failure rate and reliability information.
  - (c) Calibration procedures and technical manuals.
  - (d) Part replacement, substitution data and source data.
- (3) Complete the UDR (DD Form 2002), (Figure 10.1), in accordance with Appendix A.
- (4) Make the form as complete as possible. Do not use ambiguous or vague statements.

### 10.3 UDR SUBMITTAL

- (1) Before submitting a UDR, the GIDEP representative may be able to obtain relevant information more quickly by contacting a GIDEP representative at other activities by using the on-line Roster of Representatives.
- (2) UDRs should be typed, not handwritten.
- (3) The UDR may be submitted to the GIDEP Operations Center by:
  - Electronic Mail (e-mail), [gidep@gidep.corona.navy.mil](mailto:gidep@gidep.corona.navy.mil)
  - Facsimile to GIDEP FAX machine, (909) 273-5200
  - Postal service to: GIDEP Operations Center, P.O. Box 8000, Corona, CA 91718-8000

## 10.4 RESPONSIBILITIES

10.4.1 The GIDEP Representative (Originator). The GIDEP representative is responsible for:

- (1) Contacting other GIDEP representatives registered in the GIDEP Roster of Representatives for information when appropriate.
- (2) Ensuring that pertinent details are included in the UDR (DD Form 2002) to preclude ambiguous interpretation of the information requested.
- (3) Maintaining a log of UDRs and responses for input to their Annual Utilization Report.
- (4) Recording the benefits and/or prevention of unplanned expenditures accrued as a result of information received from the UDR.
- (5) Providing the Operations Center the information requested in paragraph 10.4.2(6) as appropriate.

10.4.2 The GIDEP Operations Center. Upon receipt of proposed UDRs, the Operations Center will:

- (1) Review the UDR to determine if it is complete and meets the criteria provided herein.
- (2) Distribute the UDR within 48 hours.
- (3) Maintain a log of all UDRs received and distributed.
- (4) Notify participants of UDR availability via the GIDEP WebPages – <http://www.gidep.org/>
- (5) Send all registered UDR requesters the full UDR upon being committed to the GIDEP database.
- (6) Contact the UDR originator by e-mail or by phone thirty (30) calendar days after electronic distribution of the UDR to obtain the following information:
  - a) Was the UDR responded to?
  - b) Who were the responders?
  - c) What did the responders provide?
  - d) Is there an estimated prevention of unplanned expenditures?
  - e) If the UDR was an information gathering effort, can the data provided be included as a report in the GIDEP database?
  - f) To conclude the phone conversation, the Operations Center will remind the UDR originator to either submit a partial prevention of unplanned expenditures report or include the prevention of unplanned expenditure estimates in their Annual Utilization Report submittal.
- (7) Assign the responsibility of the e-mail or phone call to the appropriate Operations Center Point of Contact (POC) [based on the subject matter of the UDR]. Examples of assignment include:
  - Source of supply - Product Information Data Manager
  - Failure rate data – Reliability Data Manager
  - Procurement specification – Engineering Data Manager
  - Calibration procedure – Metrology Data Manager
  - Failure processes – Failure Experience Data Manager
  - a) Upon completion of the e-mail or phone process, the Operations Center POC will record the results and provide a copy to the UDR Coordinator (the Failure Experience Data Manager).
  - b) The UDR Coordinator will provide a monthly report summarizing the UDRs to the GIDEP Operations Center Program Director and the Deputy Program Manager.

10.4.3 The GIDEP Representative (Recipient). Upon receiving an issued UDR, the GIDEP representative is responsible for:

- (1) Determining who in the organization might have the type of requested information.
- (2) Disseminating the UDR to appropriate personnel such as reliability, engineering, quality assurance, metrology, etc., for a possible response.
- (3) Collecting and forwarding any information to the requester as requested in Block 1 of the UDR form.

10.4.4 Any UDR responses that are provided by the originator to the Operations Center will be entered into the GIDEP database, as appropriate. Any GIDEP activity that responds to a UDR receives credit for submittal of a report by completing the blocks found at the bottom of the UDR form and sending a copy to the Operations Center.

## 10.5 COMMUNICATION

Communications between participants are encouraged to maximize the rapid exchange of information. GIDEP representatives and users of the GIDEP databases may contact each other directly by:

- (1) Phone call. Calling representatives of other GIDEP activities that may have specific knowledge of the relevant problem. The names of GIDEP representatives and their telephone numbers are available via the on-line GIDEP Roster of Representatives.
- (2) Facsimile. Many GIDEP representatives maintain their FAX number in the GIDEP Roster of Representatives so other representatives can send information or query them for information.
- (3) Internet e-mail. Many GIDEP representatives maintain their e-mail address in the GIDEP Roster of Representatives so other representatives can send information or query them for information.
- (4) Help Desk. GIDEP has a Help Desk that can assist you if you have specialized information requirements. Give the Help Desk a call at (909) 273-4677 or DSN 933-4677.

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Appendix A

**INSTRUCTIONS  
FOR  
URGENT DATA REQUEST**

(DD Form 2002)

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NO CHARGE OR OBLIGATION EITHER TO THE PARTICIPANT OR TO THE GOVERNMENT IS INCURRED  
BY THE TRANSMITTAL OF, OR THE RESPONSE TO THIS INFORMATION REQUEST

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

# URGENT DATA REQUEST

Please Type All Information - See Instructions On Reverse

1. REQUESTER (Complete Items 1 through 13)		2. UDR No.	
		3. DATE (Day, Month, Year)	
4. SUBJECT CATEGORY			
5. TYPE OF DATA NEEDED (Check below as required)			
<input type="checkbox"/>	TEST	<input type="checkbox"/>	FAILURE RATE
<input type="checkbox"/>	DESIGN	<input type="checkbox"/>	FAILURE MODE
<input type="checkbox"/>	METROLOGY	<input type="checkbox"/>	METHODOLOGY
<input type="checkbox"/>		<input type="checkbox"/>	FAILURE EXPERIENCE
<input type="checkbox"/>		<input type="checkbox"/>	SPECIFICATION
<input type="checkbox"/>		<input type="checkbox"/>	MAINTENANCE
<input type="checkbox"/>		<input type="checkbox"/>	SOURCE OF SUPPLY
<input type="checkbox"/>		<input type="checkbox"/>	OTHER (SPECIFY)
6. COMPONENT / PART / MATERIAL / TEST EQUIPMENT / PROCESS DESCRIPTION			
7. MANUFACTURER		8. MANUFACTURER PART NUMBER	
		9. NATIONAL STOCK NUMBER (NSN)	
10. APPLICATION (e.g., Aircraft, Missile, Shipboard)		11. SPECIFICATION NUMBER	
12. PERFORMANCE REQUIREMENTS			
13. DATA SOURCES SEARCHED			
If you can help this GIDEP participant in any way, please contact them directly. Then complete the remainder of this form and return it for report submittal credit to: UDR Coordinator, GIDEP Operations Center, Corona, California 91720			
<input type="checkbox"/> INFORMED REQUESTER OF ADDITIONAL DATA SOURCES		<input type="checkbox"/> DATA AVAILABLE AND TRANSMITTED TO REQUESTER	
<input type="checkbox"/> IF NO DATA IS AVAILABLE DO NOT RETURN THIS FORM			
DATE	NAME		PARTICIPANT
LOCATION (City and State)		PHONE NUMBER	SIGNATURE

DD FORM 2002  
1 MAY 99

ALL PREVIOUS EDITIONS ARE OBSOLETE

Figure 10.1 Urgent Data Request Form



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**PREPARATION INSTRUCTIONS FOR DD FORM 2002 [NEW]  
GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM  
URGENT DATA REQUEST**

BLOCK

INSTRUCTIONS

1. REQUESTER: - Enter: **a.** The name and address of the organization requesting information; **b.** The name of the point of contact (POC) to talk to for telephone response; and **c.** The phone number, FAX number, and e-mail address at which the POC can be reached.
2. UDR NO: -Leave blank; the GIDEP Operations Center will assign the UDR number.
3. DATE: - Leave blank; the GIDEP Operations Center will enter the date of issue.
4. SUBJECT CATEGORY/NOMENCLATURE: - Enter the subject category or class or part nomenclature if the information requested concerns parts, components, materials or items of supply. If the information requested is for technical or engineering documents, enter three or more words for the topic for which information is needed.
5. TYPE OF DATA NEEDED: - Check the appropriate block or check other. If other is checked, indicate the broad category of information or topic the information needed falls under.
6. COMPONENT/PART/MATERIAL/TEST EQUIPMENT/PROCESS DESCRIPTION: - Enter a brief description of the item for which you need information. If the request is for related engineering information, describe as concisely as possible the type of information that is needed to solve the problem or that meets your needs.

Note! If the information requested is not about specific parts, skip block 7 through 12.

7. MANUFACTURER: - Enter the name of the manufacturer of the item being sought, if known:
8. MANUFACTURER PART NUMBER: - Enter the part number of the item being sought. Add additional cross-reference part numbers in Block 6.
9. NATIONAL STOCK NUMBER: - Enter National Stock Number (NSN), or other government number, if known.
10. APPLICATION: - Describe the general end use or application.
11. SPECIFICATION NUMBER: - Enter the specification (s) which is/are applicable to this request.
12. PERFORMANCE REQUIREMENTS: - Describe any performance requirements that may be relevant to the needed information.
13. DATA SOURCES SEARCHED: - List the information or data sources already researched to help eliminate repetitive research.  
**Did you search the GIDEP database first?**

The UDR system enables GIDEP participants to have greater connectivity and the ability to rapidly obtain information from others in the GIDEP community. The UDR system is for the use of GIDEP participants; information is furnished to each other on a voluntary basis. Participants should make maximum use of internal data systems prior to submitting a UDR. UDRs sent to GIDEP electronically or by FAX generally will be distributed electronically within forty-eight hours after receipt at the GIDEP Operations Center. UDRs should be submitted electronically or faxed to the GIDEP Operations Center:

FAX number: (909) 273-5200  
Internet address: [gidep@gidep.corona.navy.mil](mailto:gidep@gidep.corona.navy.mil)  
Mail address: GIDEP Operations Center  
P.O. Box 8000  
Corona, CA 91718-8000

Note:

If the submitter of an UDR receives documents, they should be submitted to GIDEP in accordance with procedures in the GIDEP Policies and Procedures Manual.

DD FORM 2002(Reverse)

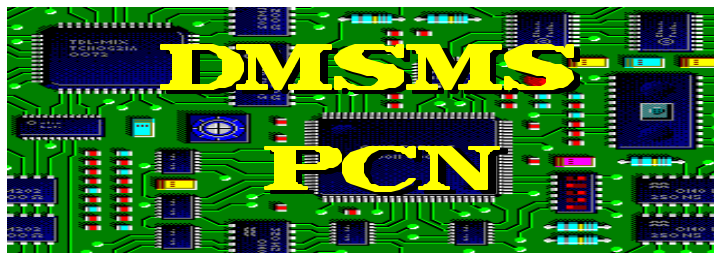
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## POLICIES AND PROCEDURES MANUAL

# PRODUCT INFORMATION DATA

## CHAPTER 11



April 1997

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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Jun-01

## Chapter 11 PRODUCT INFORMATION

### 11.1 INTRODUCTION

This Chapter of the GIDEP Policy and Procedures Manual provides the policies and procedures for reporting Product Information by manufacturers and by government agencies. This information is useful for program managers, design engineers, part configuration managers, purchasing agents, and logisticians. Manufacturers discontinue or change the design and manufacturing process of materials, parts and components for various reasons including, economic viability, diminishing government orders, obsolescence, or discontinuing business. The procedures described in this chapter provide the vehicle for the interchange of information for discontinued production of, and engineering changes to, products.

### 11.2 POLICY

In accordance with Department of Defense (DoD) 4140.1R, DoD Material Management Regulation, issued by the Office of the Assistant Secretary of Defense for Procurement and Logistics [OSD(P&L)], GIDEP is designated the DoD centralized database for the distribution of Diminishing Manufacturing Sources and Material Shortages (DMSMS) data.

### 11.3 DEFINITIONS

**11.3.1 DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS).** DMSMS is the loss or impending loss of manufacturers of items, reduction of suppliers of items, or shortages of raw materials. DMSMS is caused by manufacturers of items or suppliers of raw material who discontinue production. Some of the reasons for DMSMS situations are:

- Rapid changes in technology which cause obsolescence;
- Uneconomical production requirements and increasing emphasis on use of commercial products;
- Foreign source competition;
- Federal environmental and safety regulations;
- Limited availability of items and raw materials used in the manufacturing process.

DMSMS situations tend to have a pervasive effect that precludes repair of materiel and prevents procurement of additional systems, equipment, spare assemblies, and subassemblies that depend on the availability of items and raw materials that are no longer manufactured or available.

**11.3.2 DISCONTINUED ITEM.** A Discontinued Item is any component, part, chemical, software, or material for which a manufacturing or material source of supply no longer exists.

**11.3.3 DMSMS CASE.** A DMSMS item becomes a case when a Federal Government agency or activity initiates a course of action designed to satisfy Federal Government requirements. DMSMS Notices are assigned a unique case number for tracking purposes when the items are listed in the government's inventory.

- 11.3.4 DMSMS NOTICE.** A DMSMS Notice is a notice from a manufacturer, source of supply, or Federal Government agency or activity that a part, component, chemical, software, or material will no longer be produced by the manufacturer or source of supply.
- 11.3.5 MANUFACTURER.** The manufacturer is generally the original equipment manufacturer (OEM) of an item, part, component, chemical, software, or material. Manufacturers should furnish a DMSMS Notice for any item(s) that they no longer intend to produce.
- 11.3.6 AFTER MARKET SOURCE.** An after market source is any secondary manufacturer who obtains the rights to manufacture an item or items from the OEM and makes the product available to the market.
- 11.3.7 PRODUCT CHANGE NOTICE.** A Product Change Notice is a notice that a manufacturer has changed either the form, fit, or function, or the production processes of their product. If the items are controlled by government specifications, the manufacturer has usually received government approval to change the characteristics of that part, component, or material. In the case of commercial off-the-shelf (COTS) items, the manufacturer may issue a Product Change Notice without prior government coordination, unless specifically restricted by contractual instruments.

## **11.4 CRITERIA**

DMSMS and Product Change Notices must meet the following criteria:

### **11.4.1 DMSMS NOTICES**

- a. Manufacturers and government activities will report products being discontinued to GIDEP using the fastest method available. The reports should include alternate source information, final order date, and CAGE code(s). The notice must list other part numbers, which the discontinued items may have been purchased under (e.g., manufacturer part number, National Stock Number (NSN), industry part number, military part number, etc.). Report(s) should be submitted by the manufacturer or the cognizant government activity.
- b. The item manager or cognizant government activity should report the disposition of the DMSMS case when information is known. The DMSMS Notice may be modified and reissued as an amendment.
- c. DMSMS Notices or the manufacturer's discontinuation letter should be submitted as soon as possible, but no later than ninety (90) days prior to discontinuation of production. This advance warning provides an opportunity for commercial customers and government activities to place final orders for the products.
- d. Manufacturers should report changes in production plans or changes to last buy dates as an amendment to the original DMSMS Notice.
- e. The cognizant inventory item manager will report the DMSMS solution code assigned and any supplemental resupply information such as substitute or alternate parts, or, if an activity has engineered an alternative solution.
- f. Industry or government activities having knowledge of after market sources for a discontinued product should submit a supplemental DMSMS report. After market

suppliers should use the DMSMS Notice to report availability as a new after market source for the products listed in a DMSMS notice previously issued by the OEM.

- g. Manufacturers are encouraged to submit discontinuance notifications for not only parts manufactured in accordance with military or government specification but also commercial parts.
- h. Although DMSMS notices have traditionally dealt with discontinuance of electronic parts, manufacturers and government agencies are encouraged to submit notifications for mechanical parts as well.

#### **11.4.2 PRODUCT CHANGE NOTICES**

- a. Manufacturers should report form, fit or function changes that affect the performance, interchangeability or reliability of a product. The notice must be submitted by the original equipment manufacturer.
- b. Any changes to information in the original Product Change Notice should be submitted as an amendment to the notice.
- c. MIL-STD-883 and MIL-I-38535 require customer notification of Class 1 changes as defined in MIL-STD-480 which has been superseded by MIL-STD-973. This notification can be handled through the Product Change Notice, but it remains the manufacturer's responsibility to ensure that their customers are notified.

#### **11.4.3 PRODUCT INFORMATION NOTICES**

- a. Using PIN, manufacturers could report useful information out to the GIDEP community. This could include (but not limited to):
  - Introduction of a new product to the marketplace
  - Manufacturer datasheets
  - Test data
  - Qualified Manufacturers List (QML) status (for microcircuits)
  - Package information (for microcircuits)
- b. Under no circumstances can the information being presented be construed as advertising. The information must be of general interest to the GIDEP community.
- c. Instructions for preparing DD form (draft) for a Product Information Notice is provided in Appendix C.

### **11.5 PROCEDURES**

DMSMS Notices, Product Information Notices and Product Change Notices are processed in accordance with the following procedures (see Appendix A, B or C for specific details in completing these forms):

**11.5.1 DATA SUBMITTALS.** Users may submit data electronically (preferred media) to GIDEP in any text (ASCII) or standard word processing formats (e.g., WordPerfect, Microsoft Word, etc.). GIDEP electronic forms are available for download off the GIDEP members web site. Data may be submitted to the GIDEP Operations Center by:

- E-mail (Preferred): Include documents and corresponding completed forms and e-mail to [gidep@gidep.corona.navy.mil](mailto:gidep@gidep.corona.navy.mil).
- Diskette: Including documents and corresponding completed forms may be mailed to: GIDEP Operations Center



P.O. Box 8000  
Corona, CA 92872-8000

- Hardcopy
  - a. Mailings: Include documents and corresponding completed forms and mail to:  
GIDEP Operations Center  
P.O. Box 8000  
Corona, CA 92872-8000
  - b. Facsimile (NOT Encouraged): Include documents and corresponding completed forms and fax to (909) 273-5200.
- When possible, landscape formatted reports should be avoided since these type documents do not OCR well.

### **11.5.2 DATA PROCESSING**

After the DMSMS Notices, or manufacturers' letters of discontinuation of production, or Product Change Notices are received at the GIDEP Operations Center, GIDEP performs the following actions:

- The information received from the manufacturer or government activity is reviewed for completeness, entered on the appropriate form when necessary, and electronically processed for distribution.
- Upon receipt of a DMSMS Notice, GIDEP immediately coordinates with the cognizant Defense Logistics Agency (DLA) supply center to obtain a case number (when assigned). This provides a tracking method for further analysis and for supplemental information from the cognizant government activities.
- Notices are reviewed for completeness and supplemental part numbers are added if available.
- Discontinued product data is distributed using the DMSMS Notice form.
- Product change data is distributed using the Product Change Notice (PCN) form.
- After the cognizant government activities complete the associated case studies, the results are distributed as amendments to the original DMSMS Notice.
- GIDEP processes the DMSMS, Product Change Notices and Product Information Notices on a modernized document imaging system. Data is also archived on microfiche and is available upon request.
- A manufacturer does not have to be a participant or member of GIDEP to submit data to the GIDEP Operations Center.

### **11.5.3 DATA DISTRIBUTION.**

Product Information Data (PID) is maintained in an on-line database indexed to the full text and images of the original document. GIDEP provides access to DMSMS and Product Change Notices in the on-line GIDEP database, which ensures that the manufacturer's and the government's information is immediately available to all GIDEP

participants. Authorized GIDEP users may retrieve documents using their personal computer (PC) and a modem. Some users access the GIDEP database through internal networks that connect to the Defense Data Network, NAVNET, or INTERNET. Once the user has found the document, it can be downloaded to the PC and printed on a local printer. (See the GIDEP On-line Users Access Guide for details).

#### **11.5.4 DMSMS WEB PAGE.**

The following items are available on the GIDEP Members-only web page:

- a. Weekly discontinued parts list (also available on the GIDEP Public web page)
- b. Upcoming meetings
- c. Parts forum
- d. DMSMS library
- e. DoD DMSMS initiatives
- f. DMSMS hot links

#### **11.6 THIRD PARTY NOTICES.**

As an activity becomes aware of information concerning items and materials, which manufacturers have changed or discontinued, it is requested that this information be reported to GIDEP using the appropriate DMSMS Notice or Product Change Notice form. For notices that are received from third parties (other than manufacturers), GIDEP will contact the manufacturers to verify the information prior to issuing the notice.

**APPENDIX A**

**GUIDELINES FOR COMPLETING**

**DMSMS NOTICES**

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM			
<b>DMSMS NOTICE</b>			
DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES			
1. TITLE		2. DOCUMENT NUMBER	
		3. DATE ( <i>Year, Month, Date</i> )	
4. MANUFACTURER NAME AND ADDRESS		5. MANUFACTURER POINT OF CONTACT (NAME)	
		6. MANUFACTURER POINT OF CONTACT TELEPHONE	
7. CAGE CODE (H4)	8. MANUFACTURER FINAL ORDER DATE	9. MANUFACTURER PART NUMBER	10. BASE PART
11. DOCUMENT ORIGINATOR		12. GOVERNMENT PART NUMBER	13. SPECIFICATION NUMBER
		14. TYPE DESIGNATOR	15. MODEL NUMBER
		16. NATIONAL STOCK NUMBER (NSN)	17. DRAWING NUMBER
18. COMMENTS			
<i>FOR GOVERNMENT AGENCIES USE ONLY</i>			
19. FEDERAL GOVERNMENT NAME AND ADDRESS		20. FEDERAL GOVERNMENT POINT OF CONTACT NAME	
		21. FEDERAL GOVERNMENT POINT OF CONTACT TELEPHONE	
22. CASE NUMBER		23. USER RESPONSE DEADLINE DATE	24. ROUTING IDENTIFIER CODE
25. SOLUTION /STATUS CODE		26. USERS	

GIDEP Form 97-4

Figure 11.1

## APPENDIX A

### GUIDELINES FOR COMPLETING DMSMS NOTICES

#### GIDEP FORM 97-4

#### BLOCK

#### INSTRUCTION

#### **BLOCK 1 - NOMENCLATURE**

Enter the class, function, or type of item, part, component, or material. For multiple parts, enter the generic class of parts and then describe the detailed nomenclature for each in a table in the attached material. DLA Handbooks H2 and H6 may be used as references for completing nomenclature, or, contact the GIDEP Operations Center for assistance.

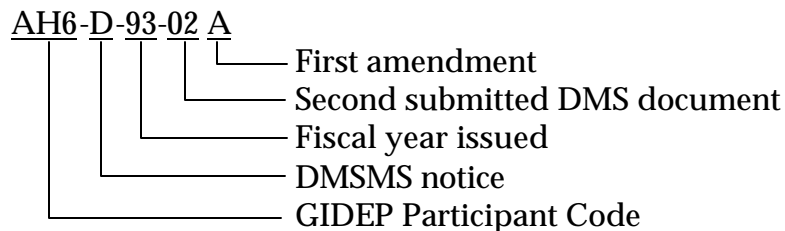
#### Examples:

- Single part type: "TRANSISTOR, POWER, NPN"  
(A single item, followed by its "narrowed-down" description)
  
- Multiple part types: "NOR GATE, BUFFER, COUNTER, DECODER"  
(Multiple individual parts)

#### **BLOCK 2 - DOCUMENT NUMBER**

Enter the DMSMS document number which is composed of your GIDEP Participant Code (usually 2 to 4 alphanumeric characters), a dash (-), a 'D' for DMSMS notices, followed by a another dash (-), the last two digits of the fiscal year issued, a dash (-), and the next sequential number for DMSMS notices submitted by your activity for the current fiscal year. Amendments/supplements are indicated by adding change letters (A, B, or C as required) to the sequence number. However, if you are unsure about the document number, this block may be left blank; the Operations Center will complete it. In the situation where the originator is not a GIDEP participant, the document number will start with "VV" and the rest of the document number would follow the same format previously described.

#### Example:



#### **BLOCK 3 - DATE**

Leave blank, the GIDEP Operations Center will enter the date of issue.

#### **BLOCK 4 - MANUFACTURER ADDRESS AND POINT OF CONTACT**

Enter the name and address of the manufacturer of the item described in Block 1. Enter manufacturer's point of contact (POC) for the DMSMS item.

#### **BLOCK 5 - FEDERAL GOVERNMENT POINT OF CONTACT**

If known, enter the name and phone number of the cognizant government point of contact (POC). This block is generally used by government activities when updating a DMSMS Notice.

#### **BLOCK 6 - CAGE/H4**

Enter the Commercial and Government Entity (CAGE) code of the manufacturer. A CAGE code may be obtained from DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance.

#### **BLOCK 7 - FINAL ORDER DATE**

Enter the final date by which orders for the DMSMS item will be accepted by the manufacturer.

Note: Use Block 8 for the customer's response date.

#### **BLOCK 8 - USER RESPONSE DEADLINE DATE**

Enter the date set by the cognizant government DMSMS Item Manager by which other government activities must submit their requirements for that particular item. This block is to be left blank by the manufacturer.

#### **BLOCK 9 - MANUFACTURER PART NUMBER**

Enter the manufacturer's or value added manufacturer's catalog part number of the discontinued item.

Example:

**Manufacturer's Part Number - TC301BL/902X**

#### **BLOCK 10 - GENERIC PART NUMBER**

Enter the industry's generic (or industry) part number of the discontinued item.

Examples:

**Generic Part Number - 54LS6901 (Microcircuit)  
- 2N2222 (Transistor)**

#### **BLOCK 11 - NATIONAL STOCK NUMBER (NSN)**

Enter the National Stock Number of the discontinued item. If unknown, or, if an NSN has not been assigned by the Federal Government, enter the Federal Stock Class (FSC) from DLA handbook H2/H6.

Example:

**National Stock Number - 5962-01-235-1317  
(The Federal Stock Class number is 5962)**

**BLOCK 12 - SPECIFICATION/DRAWING NUMBER**

Enter the specification and/or drawing number for the discontinued item.

Example:

**Drawing Number** - 180-6360946, REV G

**BLOCK 13 - MILITARY PART NUMBER**

Enter the military part number for the discontinued item. Military part numbers are normally cited on the Military Specification sheet.

Examples:

<b>Military Part Number</b>	M38510/22807BZA (Microcircuit)
	JAN2N2222A (Transistor)
	M39014/01-1141 (Capacitor Ceramic)
	RNR60H49R6FS (Resistor Metal Film)

Note: Mil-Spec numbers are not part numbers but are used for procurement and engineering purposes. The previous examples of numbers are typically carried as reference numbers in logistics systems.

**BLOCK 14 - SOLUTION CODE**

A code assigned by the government DMSMS Item Manager indicating the current solution status or solution of a case. This block is to be completed by the government and may contain one or more of the following solution descriptions:

- In Process
- LOT Buy
- Alternate Part
- Alternate Source
- Redesign
- GEM
- Excess Part
- Reopened
- Other (Describe in Block 17)

**BLOCK 15 - MANAGING ACTIVITY CASE NUMBER**

A number assigned by a government DMSMS Item Manager or managing activity. This block is to be left blank by the manufacturer.

**BLOCK 16 - REFERENCE**

This reference number will appear in most GIDEP DMSMS notices which have been generated from MOM (Microcircuits Obsolescence Management) letters or from manufacturers reporting as an after market source. For MOM notices, this number indicates that the current DMSMS Notice supplements a previous Notice on the same discontinued item(s) of the same manufacturer. The difference is that the original notice was submitted from the manufacturer while the second notice was issued by the MOM program, which needs a longer time to perform their analysis. MOM analysis reports provide users with additional information such as microcircuit cross-reference lists and affected equipment in addition to

discontinued part numbers and alternate source lists. Leave this block blank upon submittal, the GIDEP Operations Center is responsible for completing this block. For manufacturers reporting as an after market source, the original DMSMS document number should be listed.

### **BLOCK 17 - COMMENTS**

Provide any comments that pertain to disposition of the DMSMS case or study, or any discussion or special information about the DMSMS item that may be useful to others working the case. Managing activities will, where known, identify the system applications in this block.



**APPENDIX B**

**GUIDELINES FOR COMPLETING**

**PRODUCT CHANGE NOTICES**

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM		
<b>PRODUCT CHANGE NOTICE</b>		
1. TITLE		2. DOCUMENT NUMBER
		3. DATE
4. MANUFACTURER AND ADDRESS		5. MANUFACTURER PART NUMBER
		6. BASE PART
		7. NATIONAL STOCK NUMBER (NSN)
8. CAGE	9. EFFECTIVE DATE	10. GOVERNMENT NUMBER
11. POINT OF CONTACT		12. DRAWING NUMBER
		13. SPECIFICATION NUMBER
14. PRODUCT CHANGE		
15. APPROVAL DATE	16. APPROVING GOVERNMENT ACTIVITY	
17. GIDEP REPRESENTATIVE	18. SIGNATURE	19. DATE

GIDEP Form 97-5

Figure 11.2

11-13

## APPENDIX B

### GUIDELINES FOR COMPLETING PRODUCT CHANGE NOTICES

#### GIDEP FORM 97-5

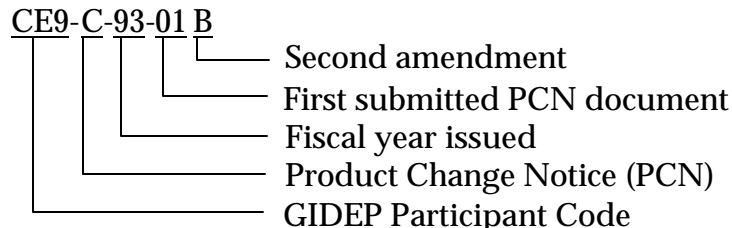
#### **BLOCK 1 - NOMENCLATURE**

Enter the class, function, and type of the item, part, component, or material being changed. DLA Handbook H2 and H6 may be used as a reference in completing the nomenclature, or, contact the GIDEP Operations Center for assistance.

#### **BLOCK 2 - PCN DOC NUMBER**

Enter the PCN document number which is composed of your GIDEP Participant Code (usually 2 to 4 alphanumeric characters), a dash (-), a letter 'C' for Product Change, followed by another dash (-), the last two digits of the fiscal year issued, a dash (-), and ended by a consecutively sequenced number of all Product Change notices submitted by the originator during the fiscal year. Amendments are indicated by adding change letters (A, B, or C as required) to the sequence number. However, if you are unsure about the document number, leave this block blank, the Operations Center will complete it.

Example:



#### **BLOCK 3 - DATE**

Leave blank, the GIDEP Operations Center will enter the date of issue.

#### **BLOCK 4 - MANUFACTURER ADDRESS**

Enter the name of the manufacturer of the item(s).

#### **BLOCK 5 - CAGE**

Enter the Contractor and Government Entity (CAGE) code of the manufacturer (or distributor) of the part(s) affected by the changes. The CAGE code may be determined using the DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance.

#### **BLOCK 6 - EFFECTIVE DATE**

Provide the date or the lot date code when the change became effective.

**BLOCK 7 - POINT OF CONTACT**

Enter the name and phone number of the manufacturer's point of contact (POC).

**BLOCK 8 - PRODUCT CHANGE**

Describe the product change that was made including previous configurations or processes and the current configuration or process. Include any change in testing and current values used. Information may be provided on supplemental sheets.

**BLOCK 9 - APPROVAL DATE**

If the change was approved by a government activity in accordance with government standards, specifications, or guidelines, provide the date of approval.

**BLOCK 10 - APPROVING GOVERNMENT ACTIVITY**

Enter the name of the cognizant approving government activity (see Block 9).

**BLOCK 11 - COMPANY REPRESENTATIVE**

Enter the name of the authorizing company representative.

**BLOCK 12 - SIGNATURE**

Signature block to be signed by the authorized company representative.

**BLOCK 13 - DATE**

Enter the date of submittal.

**APPENDIX C**

**GUIDELINES FOR COMPLETING**

**PRODUCT INFORMATION NOTICES**

## GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

**PRODUCT INFORMATION NOTICE**

1. TITLE ( <i>Class, Function, Type, etc</i> )		2. DOCUMENT NUMBER	
		3. DATE ( <i>DD-MMM-YY</i> )	
4. MANUFACTURER AND ADDRESS		5. POINT OF CONTACT FOR GENERAL INFORMATION	
		6. POINT OF CONTACT FOR RELIABILITY INFORMATION	
7. CAGE	8. MANUFACTURER PART NUMBER	9. NATIONAL STOCK NUMBER	
10. BASE PART	11. GOVERNMENT PART NUMBER	12. SPECIFICATION NUMBER	13. DRAWING NUMBER
14. DESCRIPTION (FOR NEW PRODUCTS, PROVIDE AVAILABILITY DATE AND LEAD TIME)			
<b>NOTE: THIS DOCUMENT IS PUBLISHED FOR INFORMATION ONLY AND IS NOT TO BE CONSIDERED AS AN ENDORSEMENT OF THE REFERENCED PRODUCTS BY GIDEP MANAGEMENT OR OPERATIONS CENTER PERSONNEL.</b>			
15. GIDEP REPRESENTATIVE		16. SIGNATURE	17. DATE

## APPENDIX C

### GUIDELINES FOR COMPLETING PRODUCT INFORMATION NOTICES

#### DD FORM (DRAFT)

#### **BLOCK 1 – TITLE**

Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process being introduced. (Use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

#### **BLOCK 2 - DOCUMENT NUMBER**

Enter the PIN document number. The number is composed of your participant code (See Roster); a dash; the letter 'I' for Product Information, followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, add a letter starting with 'A', in ascending order. when the originator is not a GIDEP participant, the document number will start with "VV" and the rest of the document number would follow the same format previously described

Example:

<u>CE9- I -93-01 B</u>	Second amendment First submitted PIN document Fiscal year issued Product Info. Notice (PIN) GIDEP Participant Code
------------------------	--

#### **BLOCK 3 – DATE**

Enter the date that the report is prepared. Date format is DD-MMM-YY.

#### **BLOCK 4 - MANUFACTURER NAME AND ADDRESS**

Enter the name and address of the manufacturer of the item described in Block 1.

#### **BLOCK 5 - POINT OF CONTACT FOR GENERAL INFORMATION**

Enter the name and phone number of an individual from the company who GIDEP users may contact for additional general information on the item.

#### **BLOCK 6 - POINT OF CONTACT FOR RELIABILITY INFORMATION**

Enter the name and phone number of an individual from the company who GIDEP users may contact for additional reliability information on the item.

#### **BLOCK 7 - CAGE**

Enter the Commercial and Government Entity (CAGE) code of the manufacturer. A CAGE code may be obtained from DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance. If the CAGE Code is unknown or doesn't exist enter NONE. The Operations Center will verify CAGE Code.

#### **BLOCK 8 - MANUFACTURER PART NUMBER**

Enter the manufacturer's or value added manufacturer's catalog part number(s) of the item(s) described in Block 1.

#### **BLOCK 9 - NATIONAL STOCK NUMBER**

Enter the National Stock number(s) of the item(s) described in Block 1. If unknown, or, if an NSN has not been assigned by the Federal Government, enter the Federal Stock Class (FSC) from DLA handbook H2/H6 or FEDLOG if available. The GIDEP Operations Center will review FEDLOG for NSN's which may match part numbers identified in the report.

#### **BLOCK 10 - BASE PART**

Enter the generic or family part number(s) of the item(s) described in Block 1.

#### **BLOCK 11 - GOVERNMENT PART NUMBER**

Enter the government part number(s) of the item(s) described in Block 1. Government part numbers are items manufactured in accordance with a government specification or tested to meet government requirements.

#### **BLOCK 12 - SPECIFICATION NUMBER**

Enter the procurement specification number to which the item was acquired or manufactured to. For Commercial Off-The-Shelf (COTS) items the referred to specification must have previously been published.

#### **BLOCK 13 - DRAWING NUMBER**

Enter the drawing number if the part is manufactured in accordance with a government drawing.

#### **BLOCK 14 – DESCRIPTION**

Provide a brief description and all related information of the product.

#### **BLOCK 15 - GIDEP REPRESENTATIVE**

Enter the name of the authorizing company representative. If the report is being issued by an organization/company not currently a participant in GIDEP, enter "NA".

#### **BLOCK 16 – SIGNATURE**



Signature block to be signed by the authorized company representative. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. If the report is being issued by an organization/company not currently a participant in GIDEP, enter "NA".

**BLOCK 17 – DATE**

Enter the date of submittal or, if electronically submitted, the date uploaded to GIDEP or the date transmitted.

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS US ARMY MATERIEL COMMAND  
5001 EISENHOWER AVE. ALEXANDRIA, VA. 22333-0001

**DEPARTMENT OF THE NAVY**  
DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)  
WASHINGTON, DC 302150-2000

**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE LOGISTICS COMMAND  
WRIGHT PATTERSON AFB, OHIO 45433-

**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE SYSTEMS COMMAND  
5001 ANDREWS AFB, WASHINGTON, DC 20334-5000

**JOINT LOGISTICS COMMANDERS  
PROGRAM CHARTER  
FOR THE  
GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM**

I. PURPOSE. This revised Charter continues the establishment of the Government-Industry Data Exchange Program (GIDEP) and outlines the program mission, objectives, and management responsibilities.

II. BACKGROUND: On 15 September 1970, the Joint Logistics Commanders (JLC) reviewed the existing Interagency Data Exchange Program (IDEP) and determined that a single service manager was required to make the program more effective. By direction of the JLCs, a Charter was issued by the Chief of Naval Material on 15 December 1970, establishing the Government-Industry Data Exchange Program (superseding IDEP) under Navy management. The current Navy Program manager is in the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition). This Charter supersedes all previous Charters, the latest dated 16 July 1986.

III. MISSION: The mission of the Government-Industry Data Exchange Program is to support government systems readiness, logistic effectiveness, productivity and cost reduction through timely retrieval, storage and distribution of data among government and industry organizations.

IV. OBJECTIVES: The objectives of GIDEP are:

- A. To identify data which can enhance mission accomplishment.
- B. To provide the means to collect, store and disseminate appropriate data to participants.
- C. To ensure government and industry organizations' awareness of the potential benefits of GIDEP utilization.
- D. To accomplish the mission by the most cost-effective means.

V. PROGRAM EXECUTION: Program mission and objectives are to be met by GIDEP providing a data base and organizational structure to support the sharing of technical and related information by participants. Technical information appropriate to GIDEP includes:

A. Failure experience and problem data on parts, components and materials to identify defective/ nonconforming/suspect items, to highlight safety hazards, to facilitate the removal of defective items from stock, and to preclude their entry into equipment.

B. Engineering information, including reliability, maintainability and quality assurance data, technical documents, test results, manufacturing practices and processes.

C. Information on parts availability, including diminishing manufacturing sources, alternate sources of parts, and related government agency actions.

D. Metrology documents, measurement; test and calibration procedures.

E. Requests for information and announcements of changes in areas listed above.

VI. PROGRAM MANAGEMENT.

A. The Deputy Chief of Naval operation (Logistics) has been designated by the Joint Logistics Commanders to exercise program oversight and central control of GIDEP.

B. The Deputy Chief of Naval Operations (Logistics) has requested that the Assistant Secretary of the Navy (Shipbuilding and Logistics), since reorganized as Assistant Secretary of the Navy (Research, Development and acquisition), provide a Program Manager to manage and operate GIDEP.

VII. PROGRAM MANAGER AUTHORITY AND RESPONSIBILITIES. Within the purview and limitations of this charter, current regulations and statute, the Program Manager is responsible for central planning, organizing, staffing, directing and controlling GIDEP. These responsibilities include:

A. Develop, update and execute a long range program plan in coordination with sponsoring government organizations.

B. In consultation with funding sponsors, establish necessary and sufficient budget requirements.

C. Execute the program within budget and plans.

D. Control program resources and expenditures.

E. Report annually on program status, progress, cost effectiveness, and accomplishment. Maintain necessary records, including participant rosters and utilization reports.

F. Be responsive to participant needs for technical data exchange, coordinating implementation with program objectives, plans and resources.

G. Promote effective and efficient exchange of technical data among government and industry organizations.

H. Establish program organization, procedures, and participation requirements, and ensure compliance.

I. Establish by charter Government and Industry advisory Groups to assist and provide participant perspective to the Program Manager in the execution of his responsibilities. Chair joint sessions of the Advisory Groups.

## VIII. PARTICIPATION

A. Participation by any organization is contingent upon agreement to abide by GIDEP policy and procedure.. These procedures shall explicitly limit GIDEP data to unclassified, nonproprietary information and shall provide for protection in accordance with information security and technology transfer regulations.

B. All U.S. government organization. are eligible to join GIDEP.

C. The full participation and sponsorship of the Canadian Department of National Defence are welcome and are fully in accord with this Charter. Agencies of governments other than the U.S. and Canada are not eligible to Join without approval of the Joint Logistics Commanders.

D. U.S. and Canadian business organizations which directly or indirectly provide equipment, material or services under U.S. or Canadian government contract are eligible to join GIDEP contingent on Program Manager approval. In addition, Canadian industry organizations must have the concurrence or of the Department of National Defence.

IX. FUNDING: Funding and support for GIDEP will be provided by Army, Navy, Air Force, and other supporting government agencies in accordance with financial plans developed by the Program Manager, negotiated with the funding sponsors, and approved by the Joint Logistics Commanders.

X. COMMUNICATION: The Program Manager is authorized direct communication with all government agencies and activities interested in GIDEP. He is authorized to issue over his own signature such correspondence, technical directives, implementing plans, instructions, delegations and allocations as may be necessary in fulfillment of the program as defined in this Charter.

XI. ADVISORY GROUPS:

A. Government Advisory Group (GAG). The primary purpose of the Government Advisory Group is to advise and assist the Program Manager in determining and maintaining effective overall program policy and procedures, and to represent participating government organizations' positions on issues related to exchange of data. This group shall consist of one designated representative from the national headquarters of each participating government organization and will operate in accordance with a Charter approved by the Program Manager. Representatives whose organizations fund GIDEP are designated Funding Sponsor Representatives. In addition to their GAG responsibilities, they will assure GIDEP management policy, funding and long range program plans are in consonance with their organizations' objectives.

B. Industry Advisory Group (IAG). The primary purpose of the Industry Advisory Group is to provide the Program Manager with the industry users' perspectives on issues related to technical information exchange, and to promote effective utilization of the program within the industrial community. This group shall consist of representatives of industry elected from among the industry participants and will operate in accordance with a Charter approved by the Program Manager.

XII. COORDINATION. This Charter will be reviewed by the Program Manager annually on its anniversary. Changes will with the Government Advisory Group and the Industry Advisory Group, prior to submission by the Program Manager to the Joint Logistics Commanders for approval.

Signed  
WILLIAM G. T. TUTTLE, JR.  
General, USA  
Commander  
U.S. Army Materiel Command

signed  
STEPHEN F. LOFTUS  
Vice Admiral, USN  
Deputy Chief of Naval Operations  
(Logistics)

signed  
CHARLES C. McDONALD  
General, USAF  
Commander  
Air Force Logistics Command

signed  
RONALD W. YATES  
General, USAF  
Commander  
Air Force Systems Command

Date: 14 MAR 1991

02 Feb 2004



Charter  
for the  
GIDEP  
Government Advisory Group  
(REV C)

Office of the Assistant Secretary of the Navy  
(Research, Development and Acquisition)  
1000 Navy Pentagon  
Washington, D.C. 20350-1000

02 Feb 2004

Government-Industry Data Exchange Program  
Office of the Assistant Secretary of the Navy  
(Research, Development and Acquisition)  
1000 Navy Pentagon  
Washington, D.C. 20350-1000

BASIC, 21 AUG 1991  
REV-A, 17 OCT 1994  
REV-B, 19 DEC 2000  
REV-C, 2 FEB 2004

## **GIDEP - GOVERNMENT ADVISORY GROUP CHARTER**

### 1. PURPOSE:

This charter continues the establishment of the Government-Industry Data Exchange Program (GIDEP) Government Advisory Group (GAG), sets forth GAG composition, duties and responsibilities, and provides by-laws for organization and operation of the group. The primary purpose of the GAG is set forth in the program charter.

### 2. AUTHORITY:

The Program Manager has issued this Charter as authorized by the Department of Defense Joint Logistics Commanders, and as provided for in the Program Charter for the Government-Industry Data Exchange Program, dated 14 March 1991. The signature by the GAG Chairman indicates coordination and resolution of comments received from the current GAG membership during its development.

### 3. SCOPE:

The GAG will work closely with the Industry Advisory Group, the Operations Center, the GIDEP Program Office, and other Government Agencies to achieve the following:

- a. Advise and assist the Program Manager in determining and maintaining effective overall program policy and procedures.
- b. Participate with the GIDEP Operations Center and Industry Advisory Group in the coordination, planning, and operation of the GIDEP workshop.
- c. Promote, monitor, and develop effective participation and utilization within and between their respective organizations and make appropriate recommendations to the Program Manager.
- d. Assure through the efforts of Funding Sponsor Representatives that



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GIDEP management policy, funding and long-range program plans are in consonance with their organizations, objectives, plans, and budgets.

e. Provide feedback independently or in coordination with the Industry Advisory Group to the Program Management Office for the improvement of program operations and procedures.

#### 4. ORGANIZATION:

a. The GAG shall commission from within its membership, such officers and committees as necessary to coordinate efforts and to focus issues to the degree appropriate for the GAG at large to fulfill its scope and to forward recommendations, requests, and conclusions to the Program Manager.

b. The GAG shall ensure that a balance of government agency views and areas of interest is maintained in support of the GIDEP Program Charter.

#### 5. MEMBERSHIP:

Each Federal Agency, Defense Agency or Military Service is entitled to assign a Representative for that Agency. The Representative assigned by the Agency shall be a Member of the GAG, has the responsibilities and duties as indicated in this charter and must agree to abide by the GIDEP Policy and Procedures Manual.

a. Funding Sponsor Representatives: The Funding Sponsor Representative is the individual from a Federal or Defense Agency or Military Service designated to speak and commit funding for their respective organization. Funding Sponsor Representatives should be prepared and empowered to speak for their Agency or organization on issues related to GIDEP funding and the expenditure of funds. Funding Sponsor Representatives shall serve until replaced by the parent organization. In the event of a Funding Sponsor Representative's absence at any regularly scheduled meeting, he/she may temporarily designate an Alternate Funding Sponsor to speak for their organization. The Program Manager and the Program Director will be notified prior to the meeting.

b. Agency Representatives: An Agency Representative is an individual from a non-funding Federal or Defense Agency or Military Service. These organizations may assign one person as an Agency Representative. Agency Representatives shall be prepared and empowered to speak for their agency or organization on issues related to GIDEP. Agency Representatives shall serve until replaced by the parent organization.

c. Alternate Agency Representatives: Each participating Federal Agency, Defense Agency and Military Service shall assign an alternate representative. All Alternate Agency Representatives shall be prepared to speak for their agency in the absence of the Agency Representative. Alternate Agency Representatives shall serve until replaced by the parent organization.

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d. GIDEP Operations Center Attendee: The Program Director or designee of the GIDEP Operations Center may be a non-voting attendee of the GAG and may act in an advisory capacity to address topics and concerns that relate directly to operational requirements, funding, and personnel limitations.

e. Member: Any GIDEP roster registered government entity user, currently employed by a participating Agency, appointed by their respective organization to the GAG for participation on committees or other GAG functions. This appointment would be for the specific purpose of lending their expertise to a particular effort in GIDEP, or to perform other functions as deemed appropriate by the Funding Sponsor/Agency Representative. These additions shall have the concurrence of the GAG Chairman.

## 6. BY-LAWS:

The following are the by-laws for operation of the GAG:

### ARTICLE I - ORGANIZATION

1. Chairman: The GAG Chairman may be elected from the GAG's total membership of Funding Sponsor Representatives, Agency Representatives, Alternate Agency Representatives, and Members. The term of office for the CHAIRMAN shall be for a period of two (2) years. No limit to number of terms served.

2. Vice-Chairman: The GAG VICE-CHAIRMAN may be elected from the GAG's total membership of Funding Sponsor Representatives, Agency Representatives, Alternate Agency Representatives, and Members. The VICE-CHAIRMAN shall act as Chairman or Executive Secretary if the incumbents are absent from scheduled events or meetings. The term of office for the VICE-CHAIRMAN shall be for a period of two (2) years. No limit to number of terms served.

3. Executive Secretary: The EXECUTIVE SECRETARY may be elected from the GAG's total membership of Funding Sponsor Representatives, Agency Representatives, Alternate Agency Representatives, and Members. The EXECUTIVE SECRETARY shall act as Chairman or Vice-Chairman if the incumbents are absent from scheduled events or meetings. The term of office for the EXECUTIVE SECRETARY shall be for a period of two (2) years. No limit to number of terms served.

### ARTICLE II – MEETINGS

1. There shall be not less than two regularly scheduled meetings per year, termed GAG Meetings. Meetings shall be approximately equally spaced during the calendar year and should be in conjunction with the meetings of the Industry Advisory Group. If desired by the GAG Members, it may

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be requested that joint sessions of the GAG and Industry Advisory Group be held to discuss issues of interest to both organizations.

2. There will be regularly scheduled Funding Sponsor meetings chaired by the Program Manager and attended by each Funding Sponsor Representative or Alternate Funding Sponsor, the Deputy Program Manager, the Program Director, and the Special Assistant to the Program Director for finance and policy.

3. Special GAG meetings may be held at the direction of either the Program Manager or the GAG Chairman.

4. Meetings may be open or closed to non-GAG members at the discretion of the GAG Chairman. Discussions of funding issues will normally be limited to Funding Sponsor Representatives or Alternate Funding Sponsors and the Program Manager.

5. Meetings shall be conducted in accordance with this Charter and Robert's Rules of Order.

6. The GAG Chairman shall determine if a quorum exists at any regularly scheduled meeting of the GAG.

7. GAG Members shall participate in periodic GAG telephone or video conference calls to disposition current issues and issues requested by the GIDEP Program Manager or the GAG Chairman between scheduled GIDEP Management Meetings.

### ARTICLE III - ELECTION OF OFFICERS

1. Voting for GAG officers will be by the GAG general membership.

2. Voting on issues and policies affecting GIDEP budget or funding will be by the Funding Sponsor Representative or Funding Sponsor Alternate and the Program Manager.

3. A GAG Representative unable to attend a voting session for either an Election of Officers or a Committee decision may elect to grant a proxy to an Alternate or other Member from their agency. The Executive Secretary or GAG Chairman will be notified prior to the meeting.

4. All votes will be by simple majority of votes cast by the GAG general membership. In case of a tie, voting will be narrowed down to Funding Sponsor Representatives and designated Funding Sponsor Alternates. If a tie still exists, voting will be further narrowed to Funding Sponsor Representatives.

5. Since the function of the GAG is advisory, consensus will be sought on recommendations to the Program Manager. Tie votes and other very close votes should be provided to the Program

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Manager and recorded in the minutes to reflect the issues at hand and the lack of clear consensus. Advocates of minority opinions, regardless of voting, are welcome to present their recommendations to the GAG Chairman and/or the Program Manager.

6. Elections shall be held at the end of the 2-year term of any Officer. New officers shall take office at the close of the Meeting at which elected. Vacancies that occur during a term of office shall be filled by election at the next regular GIDEP Management Meeting. Interim appointments may be made by the Chairman or if the Chairman's position is vacant, by the Vice-Chairman acting as the Chairman. If both the Chairman and Vice Chairman positions are vacant, the Program Manager shall appoint a Chairman until the next meeting where a Chairman can be elected, but not later than the next scheduled GAG meeting. At that time, the newly elected Officers' duties shall start and the interim appointed officers' duties would terminate.

#### ARTICLE IV - DUTIES

##### 1. Chairman:

- a. Preside at GAG meetings.
- b. Charter GAG committees and appoint a Chairman for each committee.
- c. Serve as spokesman for the GAG to the Program Manager and other interested organizations.
- d. Approve GAG minutes and any GAG correspondence.
- e. Call special GAG meetings, telephone or videoconferences as deemed necessary.
- f. Participate in or delegate Workshop planning and operations activities.
- g. Participate as a GIDEP committee member as appropriate.

##### 2. Vice-Chairman:

- a. Act for and in the absence of the GAG Chairman and Executive Secretary.
- b. Assist the GAG Chairman with all the above GAG Chairman duties.
- c. Participate as a GIDEP committee member as appropriate.

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3. Executive Secretary:

a. Prepares and maintains full and complete records of the activities of the GAG, including agenda and minutes of meetings, telephone or video conferences, records of votes taken, charters of GAG committees, recommendations made to other GIDEP elements, and such archival information as necessary. Forward all meetings and Committee minutes or notations to the GIDEP Program Manager and the GIDEP Operations Center Program Director after approval signature of the Chairman.

b. Prepare correspondence as directed by the GAG Chairman.

c. Acts as GAG Chairman or Vice-Chairman if the incumbents are absent.

d. Acts as Election Committee Chairman.

4. Funding Sponsors & Agency Representatives:

a. Nominate and arrange for the participation in the GAG of Alternates and other Members selected from their respective organizations.

b. Act as liaison and spokesperson between the Agency and the GAG.

5. Members, Others:

a. Serve on committees and other activities as appointed by their Agency Representative or as requested by the GAG Chairman and approved by the member's management.

b. Attend meetings of the GAG and volunteer for committee work, with approval of that Agency Representative.

c. May review all program policies and procedures as they affect their Agency and bring issues and proposed changes to the attention of that Agency Representative. The Agency Representative will review member's questions or proposals and respond as appropriate.

d. Collect, collate, and review recommendations from within their assigned working command or work areas concerning GIDEP policies and procedures. Forward recommendations and comments to the Government Agency Representative for consideration.

e. Act as a point of contact within their participating organizations for collection and dissemination of information related to GIDEP. Promote the utilization of GIDEP within the agency.

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## ARTICLE V - COMMITTEES

### 1. Purposes:

GAG Committees may be established by charter to focus investigations into issues, answer specific taskings, provide a forum for cooperation, or monitor particular subjects as they apply to GIDEP. Committees are not intended to preclude informal communications, and should be utilized only to increase GAG effectiveness or efficiency.

### 2. Committee Types:

a. Standing

b. Ad-Hoc

### 3. Committee Charter Elements: Committee charters will contain the following elements.

a. Title: A brief title identifying subject matter and committee authority.

b. Purpose: A succinct statement setting the bounds of the Committee.

c. Duration: This may be expressed as time, functional completion, or, if necessary, indefinite.

d. Authority: The Chairman of the GAG has the authority to create, task and dissolve GAG committees, and to Co-charter Joint GAG-IAG Committees.

e. Reporting Requirements: Unless otherwise stated in the committee charter, all committees shall report status at each regularly scheduled management meeting and at the management meeting following completion of the committee's tasking.

f. Signatures: The authority(ies) creating the committee and the Chairman shall sign the committee charter, signifying their agreements to its provisions. Joint GAG-IAG Committees require both Advisory Group Chairman signatures.

### 4. Committee Chairmanship Responsibilities:

a. Sign charters upon accepting the chairmanship.

b. Solicit appropriate committee membership.

c. Call and chair such meetings as are necessary to carry out the provisions of the charter.

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d. Maintains and provides appropriate charter, membership listing, meeting minutes, and conclusions/recommendations; keeps records, providing copies to committee members, the GAG Executive Secretary and GAG Chairman.

e. Report to the charter authority if unable to continue the chairmanship and recommend and coordinate a replacement if practicable.

f. Upon dis-establishment of a committee, provide to the GAG Executive Secretary the committee's records.

7. CHARTER REVIEW:

This Charter will be reviewed as necessary (and after major policy changes), at the next scheduled GAG meeting in order to approve it or to make recommendations for changes to the Program Manager. Any GAG member may also request a Charter Review if they feel that such is necessary, but whomever requests such a review will be responsible for coordinating all recommended changes unless responsibility is otherwise accepted by the Executive Secretary or another GAG member. All Charter changes require the approval of the GAG Chairman and GIDEP Program Manager.

//signed// 02 Feb 04  
Thomas S. Rotella, P.E.  
National Nuclear Security Administration  
U.S. Department of Energy  
GIDEP GAG Chairman

//signed// 02 Feb 04  
J. Stein  
GIDEP Program Manager (acting)



Charter  
for the  
GIDEP  
Industry Advisory Group

Office of the Assistant Secretary of the Navy  
(Research, Development and Acquisition)  
1000 Navy Pentagon  
Washington, D.C. 20350-1000



Government-Industry Data Exchange Program  
Office of the Assistant Secretary of the Navy  
(Research, Development and Acquisition)  
1000 Navy Pentagon  
Washington, D.C. 20350-1000

**GIDEP - INDUSTRY ADVISORY GROUP (IAG) CHARTER**

1. **PURPOSE:**

To define the composition, duties and responsibilities of the Government-Industry Data Exchange Program (GIDEP) Industry Advisory Group (IAG), and set forth the by-laws under which the group will be organized and operated. The primary purpose of the IAG is set forth in the GIDEP Program Charter. (See II Authority, below)

2. **AUTHORITY:**

The GIDEP Program Manager has issued this IAG Charter as authorized by the Department of Defense Joint Logistics Commanders, and as provided for in the GIDEP Program Charter, dated 14 March 1991.

3. **SCOPE:**

The IAG will work closely with the Government Advisory Group (GAG), the GIDEP Operations Center, and the Program Manager as well as other industry organizations to achieve the following:

- a. Provide the Program Manager with the Industry users' perspectives on issues related to technical information exchange.
- b. Promote key metrics for defining effective utilization of GIDEP within the industrial community that promote the core competencies of the community.
- c. Monitor and coordinate GIDEP participation and utilization within and between member organizations by updating the annual communications plan that supports networking/mentoring through active GIDEP participation and utilization between the membership.
- d. Provide interface with Industry Associations and Societies to maintain current awareness of industry thoughts and trends in data collection, storage, retrieval, and dissemination.
- c. Provide feedback, independently or in coordination with the GAG, to the Program Manager for the improvement of program operation and procedures.
- d. Monitor new requirements or requests for data/information exchange within and among Industry participants and demonstrate possible solutions for incorporation into GIDEP.
- e. Coordinate the annual GIDEP workshop and GIDEP clinics in cooperation with the Program Office and the Workshop Committee.

f. Assist in an annual systematic compilation and formulation process in updating the GIDEP Strategic Plan (Industry perspective) for short and long term review.

#### 4. ORGANIZATION:

The IAG shall be structured to best represent the views of the GIDEP Industry Representatives.

a. The IAG shall commission, from within its membership, such officers and committees as necessary to coordinate efforts and focus issues to the degree appropriate for the IAG at large to fulfill its scope and to provide feedback to the Program Manager.

b. The IAG shall ensure that a balance of industry views and disciplines is maintained within its membership.

c. GIDEP Representatives from participating companies shall be eligible for IAG membership, in accordance with the By-Laws.

#### 5. BY-LAWS:

The IAG shall be organized and operated in accordance with these by-laws.

### ARTICLE I - MEMBERSHIP

1. **MEMBERSHIP** - The IAG shall consist of eleven voluntary, elected GIDEP Industry Representatives chosen by vote of the Industry GIDEP Representatives. Vacancies to the IAG may be filled by appointments made by the Chairperson of the IAG with concurrence of a majority of the IAG. The duration for a board member Appointee shall be for the remainder of the term of the board membership that the appointee is being assigned.

2. **TERM OF MEMBERSHIP** - Terms of membership shall be for a two year period, commencing at the close of each workshop.

3. **CANADIAN REPRESENTATION** - At least one IAG representative from the Canadian industry should be maintained, whether by vote of the Industry Representatives or appointed by either the Chairperson of the IAG or the GAG Canadian Representative.

4. **PROXY** - IAG Board Members may appoint Alternate IAG Industry Representatives to act in their stead temporarily. In advance of the appointment, the IAG Member must contact the Chairperson stating the condition and term of the appointment.

5. **COMMITTEES** - Industry Representatives may be appointed by the Chairperson to serve on committees or otherwise assist the IAG.

6. **IAG TERMINATION** - IAG membership will terminate upon the cessation of that member's company as a participant in GIDEP or by resignation tendered to the IAG or Committee

Chairperson. Termination can also be consistent with gross misconduct while as a member/officer due to conduct or practices deemed unethical. Punishment for offenses may be a reprimand or expulsion. Documented actions may be forwarded to the sponsoring company or organization. A three-fourths (3/4) majority vote of the board is required for expulsion of a member. Disciplinary procedures shall be consistent with Robert's Rules of Order.

## ARTICLE II - IAG ELECTIONS

1. **BALLOT** - The IAG, elected at-large for terms of two years, shall be elected by the Industry GIDEP Representative membership by a secret letter ballot from a slate comprising all eligible Industry GIDEP Representatives who express a willingness to serve and whose companies will support them in serving. One half (1/2) of the board shall be elected each year, or the number required to fill the board to the 11 member and 1 alternate capacity.

2. **ELECTION OF IAG MEMBERS** - Each Industry Organization or Company with a specific Participant Code, recorded in the GIDEP Roster shall have one vote for purposes of IAG membership elections. If more than one individual is shown under the participants code in the GIDEP Roster because of interchange responsibility then a single coordinate vote is required.

3. **ELECTION COMMITTEE** - An Election Committee, appointed by the IAG Chairperson, will compile a list of candidates, communicate candidate qualifications to voters, arrange balloting, count votes, and certify results to the outgoing IAG Members at each annual Workshop. Ties shall be resolved by the Chairperson.

4. **ELECTION OF OFFICERS** - The new IAG shall elect a Chairperson, a Vice-Chairperson, an Executive Secretary, and a Treasurer from among its members. The terms of office for all officers shall be for one year, commencing at the close of the workshop.

## ARTICLE III - IAG MEETINGS

1. **IAG MEETING SCHEDULE** - There shall be not less than three regularly scheduled GIDEP IAG Management Meetings per year and one scheduled IAG Teleconferencing Management Meeting per month. The regularly scheduled IAG Management Meetings shall be approximately equally spaced throughout the calendar year and should be in conjunction with the meetings of the GAG. These meetings will normally be at the call of the Program Manager, who will chair joint sessions of the GAG and IAG. The IAG Teleconferencing Management Meetings shall be held the first Monday of each month commencing at 1300 EST/EDT unless otherwise addressed by the IAG Chairperson. The IAG Chairperson will chair these meetings and minutes will be prepared and submitted by the IAG Executive Secretary.

2. **SPECIAL MEETING** - Meetings may be held at any time at the call of either the Program Manager or the IAG Chairperson.

3. **STATUS OF MEETING** - Meetings may be open or closed to non-IAG members, at the discretion of the Chairperson of the IAG.

4. **RULES OF MEETING** - Meetings shall be conducted in accordance with this Charter and Robert's Rules of Order.

#### ARTICLE IV - VOTING

1. IAG ISSUES - IAG issues under discussion, with the exception of the IAG Charter, that are not unanimously agreed to shall be decided by a simple majority of those IAG members present. Amendments to the IAG Charter shall require 60% majority vote of all IAG members.

2. PROXY - An IAG Member, unable to attend a voting session, may elect to grant a proxy to an IAG member by communicating that proxy to the Chairperson in advance of the voting session.

3. QUORUM - A quorum (i.e. more than half of the IAG members) will exist at any meeting of the IAG which is called to order by the Chairperson. If the number of voting members present at a meeting does not represent a quorum, minutes will be annotated to identify the voters represented.

4. TIES - Tie votes and other very close votes should be translated to the Program Manager and recorded in the minutes to reflect the issues at hand and the lack of clear consensus. Advocates of minority opinions are welcome to present their recommendations to the IAG Chairperson.

#### ARTICLE V - DUTIES

##### 1. Chairperson

- a. Supervise activities of the IAG
- b. Preside at IAG meetings.
- c. May establish IAG Committees and appoint IAG Committee Chairperson
- d. Serve as spokesperson for the Group to the Program Manager and other interested organizations and parties.
- e. Interface with other data organizations regarding matters of mutual interest.
- f. Propose dates, locations and duration of Management Meetings, Clinics and Workshops to the Program Manager.
- g. Approve meeting minutes and IAG related correspondence.
- h. Sign Group originated correspondence.
- i. Call special IAG meetings as required.
- j. Oversee Workshop planning and operation, coordinating with the Program Office and Workshop Committee as appropriate.
- k. Approve expenditures of funds from the IAG Treasury.
- l. IAG focal point for the ANNUAL Strategic Plan.

2. Vice-Chairperson:

- a. Act for and in the absence of the Chairperson.
- b. Act as Good Will Administrator for the IAG.
- c. Coordinate the Workshop Session agenda and presentations with the Workshop Committee.

3. Executive Secretary:

- a. Act for and in absence of the Chairperson and Vice-Chairperson.
- b. Ensure the preparation and maintenance of full and complete records of the activities of the Group, including agenda and minutes of meetings, records of votes taken, charters of the IAG committees, recommendations made to/from other GIDEP elements, and such archival information as necessary.
- c. Prepare correspondence as directed by the IAG Chairperson.

4. Treasurer:

- a. Act as financial advisor to the Chairperson, providing quarterly financial statements, projections of financial status and cost estimates of projects when requested.
- b. Establish and maintain appropriate financial accounts.
- c. Investigate and identify to the Chairperson when requested alternate approaches to accomplishing projects requiring resources.
- d. Evaluate IAG policies, procedures and practices to ensure all statutory requirements are met. Advise the Chairperson concerning financial regulations related to the IAG.
- e. Submit any financial records of the IAG to audit by two non-Officer IAG members at the first Management Meeting following the Workshop. Provide results of the audit and make available any financial records requested to the Chairperson and the Program Manager.

ARTICLE VI - COMMITTEES

1. TYPES - Within GIDEP, there may be IAG, GAG, Joint GAG-IAG, Operations Center, and Program Manager Committees. These committees may be ad hoc or standing committees.

2. PURPOSE - IAG Committees may be established to investigate issues, provide a forum for cooperation, or monitor particular subjects as they apply to GIDEP. Committees are not intended to preclude informal communications and should be utilized only to increase GIDEP's effectiveness or

efficiency.

3. PARTICIPATION - The Chairperson of the IAG and each committee chairperson may solicit participation for committees and must keep a roster of current committee members from the Advisory Groups, GIDEP Operations Center, the GIDEP Program Manager, and other GIDEP participants and/or organizations whose support is relevant to the committee's carrying out its purpose.

4. MEMBERSHIP RESPONSIBILITIES - Membership on committees is encouraged and is voluntary and dependent on acceptance by the Committee Chairperson.

#### VI. CHARTER REVIEW

The IAG Charter shall be reviewed every five years or at the suggestion of the IAG Chair, The PM, or by petition from the IAG members regarding a specific line item or section. The chair will notify each incoming Program Manager of this clause within 30 days of a confirmed appointment of a new Program Manager.

8 JUN 2001  
Date

*ORIGINAL SIGNED*  
M. B. Newton  
Commander, U.S. Navy  
GIDEP Program Manager



## EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D. C. 20503

APR - 9 1991

OFFICE OF FEDERAL  
PROCUREMENT POLICY

POLICY LETTER NO. 91-J

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Reporting Nonconforming Products

1. **Purpose.** This Policy Letter establishes policies and procedures for using a Government-wide system for exchanging information among agencies about nonconforming products and materials. The use of a central system will enhance communications among agencies. Specifically, it will help eliminate instances where individual agencies or their contractors acquire products and materials previously identified as nonconforming by other agencies.
2. **Definition.** For purposes of this Policy Letter, a nonconforming product, process or material (nonconforming product) is a product, process or material that does not meet manufacturing specifications, design, composition or other contract requirements.
3. **Background.** Recent General Accounting Office (GAO) and Inspectors General (IG) reports indicate that nonconforming products are a common problem. A July 1990 survey report of 22 Federal agencies by the President's Council on Integrity and Efficiency (PCIE) reveals that approximately 40 percent of Government personnel involved in the procurement process have had recent experience with nonconforming products. In comparison, 85 percent of the employees who perform quality assurance/quality control responsibilities or receive or use products are aware of recent product substitution problems. The PCIE survey found that instances of nonconforming products occur most frequently in the construction equipment and materials area. Office equipment and supplies are second in frequency and electronic equipment is third.

The Federal Acquisition Regulation (FAR) Part 46.407 requires that contracting officers ordinarily reject nonconforming products when the nonconformance adversely affects safety, health, reliability, durability, performance, interchangeability, or other contract objectives. Such products, if not detected, can compromise defense and other agency missions, result in unanticipated replacement, repair or maintenance costs, and jeopardize public safety and health.



Nonconforming products often result from the failure of suppliers to adequately control quality and in some instances from criminal intent.

4. Policy. Agencies shall review existing programs or, where necessary, establish new programs to assure the quality of purchased products and materials. Information shall be exchanged among agencies about nonconforming products. The existing Government/Industry Data Exchange Program (GIDEP) operated by the Department of Defense will serve as the central data base for receiving and disseminating information about such products.

a. Screening Information. Information should be submitted to GIDEP about nonconforming products that (1) do not meet the requirements of contracts (including purchase orders), catalogue descriptions or referenced specifications, or (2) are commonly available products or materials such as, nondevelopmental items, commercial off-the-shelf items, National Stock Numbered items, catalogue items, and (3) if the nonconformance is not reported to GIDEP, continued supply or use could adversely affect other Government agencies or contractors. Information should not be transmitted to GIDEP that would not benefit other agencies or protect the public; e.g., routine acceptance test anomalies or routine quality deficiency reports. GIDEP information should be limited to situations where the nonconformity adversely affects safety, health, operating performance or could result in significant maintenance cost and the nonconformity has not been granted formal waivers or deviations by the acquiring agency.

b. Internal Controls. Each agency, as part of its periodic internal controls reviews under Office of Management and Budget Circular A-123, shall assess its programs for identifying and preventing the acquisition of nonconforming products. As a minimum, this assessment should address:

- The impact such products have on the agency's mission and on the health and safety of agency employees and the public, and
- The agency's procedures for assuring the quality of acquired products and materials and, where appropriate, recommendations for improving those procedures.

New assessments of agency programs for controlling nonconforming products are not required in those agencies



where such assessments have been made within the past 18 months.

5. Required Practices. Agencies not currently participating in GIDEP shall commence participating within 60 days of the date of this Policy Letter. Agencies are required to participate only in the "Failure Experience" data interchange. Participation in the other GIDEP data bases is elective and shall be determined by each agency. An application for GIDEP participation is attached (Attachment 1). The application shall be completed and mailed to the GIDEP Operations Center, Corona, California 91720-5000. The Operations Center will provide additional information to each agency applicant about using GIDEP.
- a. Safety, Health and other Considerations. Information about any nonconforming product that could be harmful to employees or to public safety and health should be promptly transmitted to GIDEP. Cases of fraud or suspected fraud including counterfeit and misrepresented products should be referred to the appropriate authorities in accordance with existing agency procedures. Defective or ambiguous specifications should be referred to appropriate agency officials or to the Government's specifications manager. Other causes for nonconformance should be directed to the contractor through the contracting officer.
- b. Sensitive Information. Agencies shall work through their respective Inspectors General or other appropriate offices and establish specific procedures and processes for receiving and disseminating sensitive information. Special procedures are being developed to permit GIDEP to disseminate sensitive information directly to designated agency contact points. Sensitive information concerns any person or entity that is under investigation or being considered for investigation as a result of the submission of nonconforming products to an agency. Agency procedures shall ensure the timely preparation and release of sensitive information about nonconforming products to GIDEP while assuring that such information is screened prior to release to prevent (1) compromising ongoing and future criminal/civil investigations and prosecutions, or (2) the release of privileged grand jury information or information under seal by a court. The requirements of this section do not supersede existing agency regulations or procedures concerning the release of sensitive information, and in no event shall sensitive information be provided to GIDEP unless authorized by law or agreement.

- c. Notifying the Supplier. In addition to the actions specified in FAR Part 46.407, GIDEP procedures shall be followed regarding notification of suppliers of nonconforming products. Generally, these procedures require that the specific nonconforming features of a product be identified in writing and provided by letter to the supplier of the item. The supplier is given 15 days to respond to the agency notice. Notice of the nonconforming product together with the supplier's response, if any, shall be transmitted to GIDEP at the end of the 15 day period. Information about products that have a direct adverse impact on public safety or health shall be transmitted to GIDEP concurrent with the notification to the supplier. GIDEP will disseminate information about nonconforming products to all agency and private industry contact points.
6. Use of GIDEP Information. GIDEP information is intended for the protection of the Government and should not be relied on for the protection of third parties. While GIDEP is primarily intended to serve Federal agencies and contractors, some activities regulated by Federal agencies now participate in it. This Policy Letter does not preclude such participation.
7. GIDEP Waiver. If an agency because of the small size of its procurement program or for other specific agency unique reasons believes that participating in GIDEP would not be appropriate, the rationale for not participating shall be provided by letter from the agency's Senior Procurement Executive to the Administrator for Federal Procurement Policy. The Administrator will review such requests on a case-by-case basis.
8. Use of FAR. The initiation of any suspension or debarment action resulting from nonconforming products including use of the GSA listing of "Parties Excluded From Procurement Programs" shall continue to be governed by Part 9.4 of the FAR. Contracting officer decisions to accept or reject nonconforming products shall continue in accordance with Part 46 of the FAR.
9. Effective Date. This Policy Letter is effective upon issuance.
10. Information. Questions or inquiries about this Policy Letter should be directed to Charles W. Clark, Office of Federal Procurement Policy, 725 17th Street, NW, Washington, DC 20501, telephone (202) 395-6803.

8/27/83

Allan V. Burman  
Administrator

**Agency Application for GIDEP Participation**

We hereby apply for participation in the Government-Industry Data Exchange Program (GIDEP).

We agree to govern our participation in accordance with current requirements as set forth in the GIDEP Policies and Procedures Manual.

Our initial participation will be in the Failure Experience Data Interchange. Our agency title is: \_\_\_\_\_

Our appointed GIDEP representative is:

Name (including middle initial): \_\_\_\_\_

Phone number (including area code): \_\_\_\_\_

FAX number (including area code): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Participation in GIDEP is requested by:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions please contact:

GIDEP Operations Center at (714) 736-4877  
(Autovon 933-4877)

GIDEP Program Manager at (703) 602-2369  
(Autovon 332-2369)

**GIDEP PUBLICATION 1**

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**GOVERNMENT-INDUSTRY  
DATA EXCHANGE  
PROGRAM (GIDEP)  
REQUIREMENTS GUIDE**

STATEMENT A  
APPROVED FOR PUBLIC RELEASE  
DISTRIBUTION UNLIMITED

**GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM**

**APRIL 2008**

## GIDEP PUB 1

April 2008

### GOVERNMENT-INDUSTRY DATE EXCHANGE PROGRAM (GIDEP) REQUIREMENTS GUIDE PREAMBLE

This guide will be selectively applied and tailored by the procuring activity to the specific acquisition under consideration. This guide is applicable to all federal departments and agencies.

Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed by letter to: GIDEP OPERATIONS CENTER, PO BOX 8000, CORONA CA 92878-8000.

## GIDEP PUB 1

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## GIDEP PUB 1

# GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) REQUIREMENTS GUIDE

## 1. SCOPE

1.1 Policy. This Requirements Guide provides general guidelines for participation in the Government-Industry Data Exchange Program (GIDEP) and for sharing of technical data between government and industry. This guide establishes the requirements for contractors and suppliers to participate in the GIDEP and is applicable to all contractors, US Federal Agencies, and the Canadian Department of Defence.

1.2 Background. GIDEP is a cooperative data exchange between government and industry participants for sharing and use of existing engineering and failure data. GIDEP provides a means to exchange a variety of data during the acquisition process and life cycle of systems and equipment that can be utilized to improve reliability and reduce the cost of ownership.

GIDEP was initially established 1959 as the Interservice Data Exchange Program (IDEP), in order to reduce duplication of testing and evaluation of similar or identical equipment, components, parts and materials through the exchange of test data and related technical information among the contractors and defense agencies involved in the design, development and fabrication strategic missile systems and related equipment. Later it was expanded to include other missiles systems and even later was extended to all defense systems.

In 1991, GIDEP's role was expanded by direction of the Office of Management and Budget (OMB) to include reporting of nonconforming materials and services purchased by all federal agencies. GIDEP serves as an electronic repository of shared technical data that is available for determining the best approach in research, design, development, test, evaluation, production and introduction of new goods or services.

The primary thrust of the GIDEP initiatives is to provide a means to save time and reduce the costs of duplicate testing by making maximum use of existing data. Additionally, the program provides a repository of quality and reliability data, coupled with information on diminishing manufacturing sources and materials shortages, and manufacturer's product changes.

### 1.3 Application.

1.3.1 Participation. The contractor shall participate in and utilize data in the GIDEP database, in accordance with the provisions of contractual requirements. The contractor shall have access to the contents of the GIDEP databases, as authorized by the government. Participating contractors are not charged any fees to electronically access data in the GIDEP database and utilize GIDEP provided products and services.

1.3.2 Utilization. Data from the GIDEP database will be used to support the complete life cycle of all government contracted products and services.



1.3.3 Limitation of Data. Data and documents downloaded from GIDEP are controlled distribution and shall not be shared with companies outside the continental United States and Canada. Distribution of GIDEP data is controlled under the Foreign Technology Transfer Act.

Access to the GIDEP databases and sharing of program data is restricted to United States and Canadian governments and government contractors, as prescribed in the GIDEP Operations Manual, and a Memorandum of Agreement. Access by other nationals and foreign contractors operating outside Canada and the United States requires approval of the US Department of State and the DoD Office of Technology Transfer.

Requests for exceptions to the restriction will be sent to the Program Manager, Office of the Deputy Undersecretary of Defense, Supply Chain Integration, with a copy to the GIDEP Operations Center. The Program Manager will process the request for exception to the restrictions and directly advise the requester of the approval or rejection of the request.

1.3.4 Document Quality. The Government does not warrant the correctness or reliability of the statements, conclusions or accuracy of the data. The user should exercise prudent judgment when using the information. If questions arise concerning accuracy of the information or data in a report, the user should contact the originator of the document.

In providing the documents the Government does not convey any license regarding any copyrights or patents inherent or described in the documents retrieved from GIDEP. The user is required to contact the originator to negotiate any use of copyrights or patent rights in accordance with current legal practices.

## **2. REFERENCED DOCUMENT**

The following document forms a part of this Requirements Guide to the extent specified herein:

GIDEP Operations Manual SO300-BT-PRO-010

Requests for copies of the GIDEP Operations Manual shall be addressed to:

**GIDEP OPERATIONS CENTER  
PO BOX 8000  
CORONA CA 92878-8000**

**Phone: (951) 898-3207**

**Fax: (951) 898-3250**

### 3. DEFINITIONS

#### 3.1 GIDEP organizational structure.

3.1.1 GIDEP User. An individual within the GIDEP participant's organization who is authorized by the GIDEP Representative and the GIDEP Operations Center to access the GIDEP database for the purpose of retrieving and downloading data. Access to the GIDEP database requires a userid and password. Passwords are assigned to individual users. The contractor may submit as many names of GIDEP Users as needed to support their operation.

3.1.2 GIDEP Representative. An individual(s) assigned by the GIDEP Participant who is responsible for implementation and coordination of GIDEP within the participant's organization. The contractor may assign more than one GIDEP representative when the operating groups are not co-located within the same facility or different groups perform different functions.

3.1.3 GIDEP Member. An organization (industry or government) that participates in GIDEP, in accordance with one or more contractual requirements, or voluntarily.

3.1.4 GIDEP Operations Center. The Government activity that implements GIDEP, as directed by the Program Manager. This activity processes and manages the database for the federal government.

3.1.5 GIDEP Program Manager (PM). The GIDEP Program Manager (PM) is assigned to the office of the Assistant Deputy Undersecretary of Defense, Supply Chain Integration. The GIDEP PM has executive authority for the management of the GIDEP. The PM may be contacted at:

GIDEP PROGRAM MANAGER  
Assistant Deputy Undersecretary of Defense  
Supply Chain Integration  
8725 John J. Kingman Road  
Fort Belvoir VA 22060-6221

Phone: (703) 767-1638  
DSN: 427-1638  
Fax: (703) 767-6876

#### 3.2 GIDEP Action Documents.

3.2.1 ALERT. A standardized report prepared by a GIDEP participant for identification and notification of actual or potential problems on nonconforming parts, components, materials, manufacturing processes, test equipment, construction materials, office equipment, chemicals or computer software. ALERTs are submitted on DD Form 1938.

3.2.2 SAFE-ALERT. A SAFE-ALERT is similar to an ALERT, except that it identifies and notifies the GIDEP participant of an unsafe condition.

3.2.3 Problem Advisory. A Problem Advisory reports:

- (a) Preliminary information on a suspected problem, or
- (b) A problem with parts, components, materials, manufacturing processes, specifications or test equipment that has a potential for causing a functional failure.
- (c) Problem Advisories that report preliminary information must be followed by updated reports at not less than 30 day intervals until resolved or canceled.

3.2.4 Agency Action Notice. An Agency Action Notice redistributes problem information issued by a government agency to notify GIDEP participants of problems and actions taken. Distribution of some Agency Action Notices may be limited to government agencies only, as determined by the submitter.

3.2.5 Diminishing Manufacturing Sources and Material Shortages (DMSMS) Notice. A DMSMS Notice notifies the participant of:

- (a) The end of production by an item manufacturer or material supplier.
- (b) The item's disposition by the item manager or other government activity.

3.2.6 Product Change Notice (PCN). A PCN notifies users of changes to parts, components, or materials that affect form, fit, function, performance or change of production location or production lines. PCNs are issued by the item manufacturer. PCNs for GOVERNMENT-INDUSTRY qualified parts will only be issued after obtaining appropriate approvals of the cognizant controlling government activity.

3.2.7 Urgent Data Request (UDR). An UDR permits participants to rapidly query the engineering and technical expertise of other GIDEP participants for information relating to specific problems. The UDR is initiated by a participant and electronically distributed to all other participants. Participants having knowledge of the problem respond directly to the person making the request.

## 4. GENERAL REQUIREMENTS

### 4.1 General Participation Requirements.

4.1.1 New Organizations. New industrial or government organizations desiring or required to participate in GIDEP shall request a GIDEP Participation Request form from GIDEP Public web site (<http://www.giddep.org>) or the GIDEP Operations Center, Corona, CA. The GIDEP Operations Center will forward Participation Request, along with preparation instructions to the requesting organization.

As part of the membership application, each request for participation shall identify the individual who will be designated as the organization's GIDEP Representative, the individual's address, telephone, facsimile number and Internet address. In addition, the designated Representative will submit a User's Authorization form for each individual who will require access to the GIDEP on-line databases.

Upon approval of the application, the GIDEP Operations Center will provide the new Representative with a unique userid, password and instructions for accessing the GIDEP databases. A "Welcome to the GIDEP Program" letter will be mailed to the Representative.

Participation in the GIDEP program is governed by the GIDEP Operations Manual.

Training is available for Representatives and Users. A GIDEP Clinic / Workshop for new and experienced database users is held each fall. In addition, Representatives may schedule and attend periodic training sessions held at the GIDEP Operations Center in Corona, CA. GIDEP also conducts GIDEP Representatives Outreach Workshops (GROW) at sites hosted by area Representatives where local Representatives and Users can attend.

4.1.2 Participating Organizations. Existing GIDEP Participants need not re-apply. It should be noted that continued participation requires each individual participant, government agency or corporate entity, to submit a GIDEP Utilization Report. Procedures for Utilization Reporting are described in the GIDEP Operations Manual.

4.2 Industry Participation. A corporate entity may participate in GIDEP via one or more GIDEP contractual requirements or may voluntarily participate. A combination of contractual/voluntary participation may exist for a given- corporate entity.

4.2.1 Contractual Participation. Contractors that have requirements to participate in GIDEP that are invoked by terms and conditions of Federal procurements shall adhere to the requirements, terms and provisions of the applicable contract for participation, utilization of GIDEP data and reporting of data to GIDEP. Definitive participation procedures are contained in the GIDEP Operations and Procedures Manual.

4.2.2 Voluntary Participation. Government contractors which are not required to participate contractually, may do so voluntarily. Specific guidance for voluntary participation is provided in the GIDEP Operations and Procedures Manual. Applications for voluntary participation should be forwarded to the GIDEP Operations Center.

4.3 Government Participation. Participating government activities will submit a GIDEP Participation Request application to obtain access to the GIDEP databases. The organization will identify the activity's GIDEP Representative and Users, and to ensure GIDEP information is utilized by the appropriate offices within the agency or activity.

## 5. DETAILED REQUIREMENTS

5.1 Contractor responsibilities. The contractor shall:

5.1.1 Application. Notify, upon contract award, the GIDEP Operations Center of its requirement to participate, the applicable contract(s) or subcontract(s) and the name(s) of the GIDEP Representative(s). Upon notification, the GIDEP Operations Center will provide the Participation Request application forms and assistance to the contractor.

5.1.2 Policy. Establish, document, and implement an internal operations policy for the collection dissemination, and utilization of GIDEP data by appropriate elements of its organization.

5.1.3 Data Submittal. Ensure that all data applicable to the GIDEP, generated on the contract, are submitted to the GIDEP Operations Center. The contractor shall not submit data to the GIDEP Operations Center which are proprietary or classified. Nothing in this document shall be construed as requiring the generation of any technical data not otherwise required by the contract. Data may be submitted in electronic (e.g., email) form (preferred) or hard copy.

5.1.4 GIDEP Representative(s). Designate one or more persons as GIDEP Representative(s) to represent the organization. The GIDEP Representative is responsible for ensuring appropriate documents generated by the participant organization are submitted to GIDEP; for coordinating requests for user authorization to access the database; and for coordinating and submitting annual utilization reports.

5.1.5 GIDEP user. Identify personnel within the contractor's organization who will require passwords in order to electronically access the GIDEP database. The GIDEP Users will provide the GIDEP Representative their group's utilization data, as documents are retrieved and utilized from the GIDEP database.

5.1.6 Support Requirement. Provide the GIDEP Representative(s) and GIDEP Users with management support, facilities and equipment necessary to implement an effective cost avoidance program for the organization. GIDEP Representatives and Users shall have computer equipment, software and printers to access and retrieve data from the database (Refer to Section 5.4).

5.1.7 Storage of GFM. Provide for the storage and return of GIDEP Government Furnished Material (GFM) including the Operations Manual, upon the termination of participation in the Program.

5.2 GIDEP Representative's Responsibilities. The contractor's GIDEP Representative(s) shall:

5.2.1 Control of GFM. Maintain and store any GIDEP materials (GFM) in a safe and usable manner.

5.2.2 Point-of-Contact. Serve as the point-of-contact to the GIDEP Operations Center, other GIDEP users in their organization and other GIDEP participating organizations.

5.2.3 GIDEP Policy. Recommend policies and procedures for the improvement of exchange of GIDEP data. GIDEP Representatives are encouraged to become members of the GIDEP committees which analyze the requirements of the GIDEP users, and recommend procedural and program changes to the Program Manager.

5.2.4 Data Utilization. Ensure that the personnel access the GIDEP electronic database and utilize GIDEP information to eliminate or avoid costs of completing contractual requirements.

5.2.5 Submission of Data. Submit copies of contractor generated data and documents to the GIDEP Operations Center that are generated in accordance with the contract, or as volunteered.

5.2.6 GIDEP Utilization Report. Prepare and submit an annual utilization report to the GIDEP Operations Center by using the on-line Participant Utilization Reporting System (PURS) (mandatory).

5.2.7 Annual Workshops and Seminars. Attend the first available GIDEP Clinic after being assigned as GIDEP Representative. Attend a GIDEP Clinic / Workshop at least once every two years, to obtain the latest information on database access and utilization methods.

5.3 The GIDEP Database System. This system is comprised of the following five major databases:

5.3.1 Engineering Data (ED). The ED database contains evaluation and qualification test reports, nonstandard parts data, parts and material specifications, management reports, best manufacturing practices, solderability data, value engineering information, and other related data on parts, components, materials and processes. This data also includes technical reports on diverse engineering disciplines such as: energy, pollution, packaging, hazardous materials, solvents, nuclear storage and waste disposal, solar energy, construction, hydraulics and many other subjects.

5.3.2 Failure Experience Data (FED). The FED database contains objective information on nonconforming items and problem information on parts, components, materials, specifications, processes and safety conditions. This database includes ALERTs, SAFE-ALERTs, Problem Advisories, Agency Action Notices, Urgent Data Requests and failure analysis reports. This information alerts the contractors that potential problems may exist in equipment they are manufacturing or on parts that are currently in their inventory.

5.3.3 Metrology Data (MD). The MD database contains calibration procedures and technical manuals on test, measurement and diagnostic equipment. It also includes metrology engineering reports on test, calibration and measurement systems. GIDEP is a designated repository for selected National Institute for Standards and Technology (NIST) data. The contractor will use the MD to preclude creating calibration and measurement procedures when some already exist. When new calibration procedures or technical manuals for calibration, measurement and test equipment are generated, an electronic copy will be provided to GIDEP.

5.3.4 Product Information Data (PID). The PID database contains notices of discontinued items, alternate parts and sources, focal points for diminishing manufacturing sources and materials shortages (DMSMS), and secondary market manufacturers. It also contains Product Change Notices (PCNs) changes of to manufacturer's products not reflected in current product specification sheets.

5.3.5 Reliability-Maintainability Data (RMD). The RMD database contains failure rate, failure mode and replacement rate data on parts; components, assemblies, subsystems and materials based on field performance information and reliability tests of equipment, subsystems and systems. This database also contains reports on theories, methods, techniques and procedures related to reliability and maintainability practices.

#### 5.4 GIDEP User's Computer for Information Exchange:

5.4.1 Computer System. Access to GIDEP is via a World Wide Web interface. Each GIDEP representative and user will be required to have a computer capable of running current web browser software and accessing the Internet using http/https protocols.

5.4.2 Software. Each GIDEP Representative / User computer will have a current Internet web browser capable of accessing GIDEP web sites and successfully displaying content provided. Since GIDEP documents are presented in Portable Document Format (PDF), all GIDEP Representatives / Users computer systems must have a current version of Adobe Reader (available from <http://www.adobe.com>) installed on their computers. Adobe Reader is required to view GIDEP database documents and other content provide on the GIDEP web sites.

5.5 Automated Information System Security Agreement. All participants will be required to establish electronic database access security procedures (as specified in the GIDEP Operations Manual) to prevent unauthorized access.

5.6 GIDEP Help Desk. GIDEP provides a help desk to assist users in setting up their computer station and accessing the database. The Help Desk is manned from 6 a.m. to 5 p.m., Pacific Time. Call the number shown in Section 2, to obtain assistance from the GIDEP Operations Center.

### 6. NOTES

6.1 Intended use. This guide is intended to be applied to government contractors actively engaged in research, engineering, development, design, software engineering, construction, production, logistics support, supply and maintenance of equipment, systems, subsystems, including commercial off-the-shelf items, nondevelopmental items, end items and facilities for the government. These contractors are users of parts, components, chemicals, construction materials for construction operation and maintenance of government facilities, equipment, and software. GIDEP contractual requirements are generally invoked in each contract that exceeds \$ 500,000 in total estimated value or when GIDEP participation is determined to be justified by the Agencies technical representatives.

6.2 Restriction. This guide should be applied to contracts as provided for by Department, Agency or Activity directives. In accordance with OMB Policy Letter 91-3, all non-conforming items that could be purchased by other government procurement activities, shall be reported on ALERT or SAFE-ALERT forms to the GIDEP Operations Center for distribution, without regard to contract value. Nonconforming items may be reported by non-participants in the Program. Contact the GIDEP Operations Center at the address provided in Section 2., for the criteria, procedures and assistance in reporting nonconforming items.

6.3 GIDEP Assistance. The GIDEP Operations Center staff provides technical assistance and recommendations to Contracting Officers with respect to GIDEP participation, data utilization, types of data input and utilization reporting requirements. Technical assistance can be obtained by contacting the GIDEP Operations Center at the address provided in Section 2.



## GIDEP HISTORY

GIDEP began in 1959 as the Interservice Data Exchange Program (IDEP). IDEP was created by mutual agreement of the three Military Services (Army, Navy and Air Force) in an effort to reduce duplicate qualification and environmental testing being conducted for the Military Services by various contractors on the same parts, components and materials. At its inception, IDEP covered only the ballistic missile effort of U.S. defense programs.

Initially, IDEP consisted of one Data Interchange -- the Technical Data Interchange. Each service maintained their own management offices. The Army's office was at Redstone Arsenal, Huntsville, AL; the Navy's office was at the Naval Ordnance Laboratory, Corona, CA; and the Air Force's office was located at Space Systems Division, El Segundo, CA. The government administration of IDEP was through a Policy Board composed of one command level individual appointed from each of the sponsoring services. In addition, IDEP began a cooperative partnering with industry and a Contractors Advisory Board was formed in accordance with the approval of the Joint Material Commanders. As the information needs of the U.S. defense industries changed, IDEP was expanded to include other types of data and information. Throughout the years, the primary concept of the IDEP/GIDEP has been to *"have the data waiting for the user -- not the user waiting for the data."*

The Navy initiated a program, the Components Reliability History Survey

(CRHS), during the 1950s to collect information on high reliability items. In 1963, the Navy's CRHS program merged with IDEP. The CRHS program was designed to exchange documented test and related information on high reliability parts/components used in the various ballistic missile programs for the military. In addition, the Navy had a parallel effort to collect reliability information for its guided missile programs. Guided Missile Data Exchange Program (GMDEP) also designed to exchange reliability and test information on parts/components used in the Navy's other missile programs. In 1964, the Navy's GMDEP merged with IDEP.

The National Aeronautics and Space Administration (NASA) requested to join IDEP in 1965, to improve the exchange of data for parts used for space application. NASA began to issuing ALERTs in 1966, on parts, components and materials that did not meet specifications for space requirements. Thus the NASA ALERTs were the start of the IDEP ALERT system. Rapidly, many of the IDEP participants began exchanging ALERT information on nonconforming parts and components used by the military and NASA. The ALERT system was considered a special service but remained a part of the Engineering microfilm. In 1978, the ALERT system name was changed to the Failure Experience Data Interchange. The data was issued daily in hard copy and monthly on microfiche. At the same time, the Department of National Defence, Canadian Military Electronics Standards Agency



(CAMESA) requested permission to join IDEP to exchange data among Canadian industry and government activities and the U.S. suppliers. A Memorandum of Agreement was signed between the Canadian Government and the U.S. Department of State in 1966. The Canadian Department of Defence became a sponsor and participant in the Program.

With the addition of NASA and CAMESA to the IDEP community, the program name was changed to the Interagency Data Exchange Program, while retaining the acronym IDEP, which more closely reflecting the makeup of the government sponsors and participants. At the same time, the scope of data for the IDEP program was changed to accept test and reliability data on all missile and aerospace programs.

In 1968, the National Conference of Standards Laboratories (NCSL), due to budgetary constraints, requested IDEP assume responsibility for collection and distribution of its massive hard copy calibration file maintained at Vandenberg Air Force Base. The Joint Material/Logistics Commanders approved this action. The integration of this data became the substance for a second data interchange, the Calibration Procedures Interchange, to IDEP. As may be seen further on this exchange became nucleus the Metrology Data Interchange.

At a briefing to report progress of the Program, Commander McPherson recommended that in the interest for improved efficiency and timeliness for data exchange, the Program be centrally managed and the management delegated to the Navy. By this time over 130 industry contractors

were on distribution for the indexes to the data. The three service's IDEP Offices were consolidated at the Fleet Missile Evaluation and Analysis Group, Corona, California, by agreement of the Joint Logistics Commanders (JLCs). The Program was renamed the Government-Industry Data Exchange Program (GIDEP) to reflect the makeup of its participants and the its growth. The JLCs requested Chief of Naval Operations, Navy assume the overall program management of GIDEP.

In 1973, the Navy decided to consolidate the Secretariat for Electronic Test Equipment (SETE) from the New York University, Long Island, New York, to Corona, California and place it within GIDEP. In 1976, SETE was merged with GIDEP, combined with the Calibration Data Interchange and renamed the Metrology Data Interchange. About the same time the National Bureau of Standards (NBS), now known as the National Institute for Standards and Technology (NIST), became active in GIDEP and made the Program a repository for calibration and standards information.

Early in the sixties, the Navy began a program to collect and analyze reliability data at the Fleet Missile Systems Analysis and Evaluation Group (FMSAEG), Corona, CA. The data was collected, cataloged, analyzed and published in a series of books known as the Failure Rate Data (FARADA) Handbooks. The FARADA Handbooks became widely used throughout the defense and aerospace industry. FARADA was a separate interagency data program supported by the Army, Navy, Air Force, and NASA. The FARADA program which was co-

located in the same offices as GIDEP, was merged with GIDEP in 1973. At that time the name was changed to the Reliability-Maintainability Data Interchange. During the same Joint Material/Logistics Commanders meeting the Program Manager was requested to investigate provide the Index information on line for participant retrieval. In 1973, GIDEP initiated its first retrieval program that could be accessed by a remote computer terminal. The first retrieval program was very limited in scope and accessibility. The remote terminal retrieval program has changed and evolved over the years to the present retrieval system with its graphical user interface software.

During the 80s availability of petroleum based energy resources caused GIDEP participants to look to GIDEP as source of information on energy sources and their production. The nation's industry began focusing on how to better harness renewable energy sources such as nuclear, solar and wind. As the importance of energy and energy exploration increased, the Department of Energy (DOE) and Nuclear Regulatory Agency (NRC) joined GIDEP. In 1981, decision was made to add selected DOE documents and reports to GIDEP. The Program now became a repository for energy information needed by the same industry contractors that had been suppliers to the Department of Defense and NASA.

In 1988, the Department of Defense Inspector General (DoDIG) was asked to review GIDEP to determine its effectiveness and to recommend changes to improve its viability. Results of their survey highlighted the need to modernize the GIDEP system to increase its responsiveness to its customers. It was also recommended that the Program should focus on information vital to the nation's interest and which would decrease the cost of systems acquisition. As a result,

the Program Manager, with the support of the GIDEP sponsors, briefed the Jointed Logistics Commanders and recommended an aggressive program for the acquisition of equipment and software for the state-of-the-art imaging and data retrieval system. It was also recommended, in keeping with the general philosophy of reduced dependence on paper, to have a system whose primary method distribution would be electronic.

The new Electronic Document Automated Information System (EDAIS) was activated, September 1992. At the same time planning was approved for a second modernization in 1995. The EDAIS system provided the first experience with imaging of libraries, optical character recognition of large quantities of hard copy materials, and the transfer of large quantities of text and images over existing communications systems. In 1993, due to the age of the existing Navy's mainframe computer, the decision was made to migrate the GIDEP information systems from the mainframe computer to a state-of-the-art client server platform, using parallel processing technology and a relational database. The migration to the latest technology provides the GIDEP customers with a more reliable, faster, and user friendly environment, to obtain information needed to remain competitive in a rapidly changing world.

As the technological world of information changes, so will GIDEP. The information needs of tomorrow's GIDEP customers will be different from those it founders envisioned when the IDEP program began in 1959. The speed and timeliness of information will create new opportunities and challenges for the people involved in the Program as GIDEP continues its shift to a "paperless society" where data is stored in on-line databases and retrieved electronically by GIDEP's customers.