

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM ALERT		<i>Form Approved OMB No. 0704-0188</i>	18. NOMEN- CLATURE
<i>(Please type all information - see instructions on reverse.)</i>			
<p>The public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS.</p>			
1. NOMENCLATURE <i>(Part/Material/Hazard/Safety Problems)</i>		2. ALERT/SAFE - ALERT NO.	
		3. DATE <i>(Year, Month, Day)</i>	
4. MANUFACTURER AND ADDRESS	5. NSN		
	6. PROCUREMENT SPECIFICATION	7. REFERENCE	
	8. MANUFACTURER'S PART NUMBER	9. LOT/DATE CODE OR SERIAL NO.	
10. SPECIAL REQUIREMENTS OR ENVIRONMENT <i>(Requirements placed on, or extreme environment to which item was exposed)</i>			
11. PROBLEM SITUATION AND CAUSE <i>(State facts of problem and cause - failure mode and mechanism - project and function)</i>			
12. ACTIONS TAKEN <i>(State all actions taken to correct the problem situation and to prevent its recurrence)</i>			
13. DATE MFR NOTIFIED <i>(Year, Month, Day)</i>	14. MANUFACTURER RESPONSE <input type="checkbox"/> CORRESPONDENCE ATTACHED <input type="checkbox"/> DID NOT REPLY	15. CONTACT POINTS FOR INFORMATION <i>(Name, Affiliation, Phone)</i>	
16. ALERT COORDINATOR <i>(Name, Affiliation)</i>		17. SIGNATURE OF ALERT COORDINATOR	

**INSTRUCTIONS FOR PREPARING DD FORM 1938,
"GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM ALERT"**

- 1. NOMENCLATURE** - Enter major subject category classification and function information. This is obtained from Section 12 of the Government-Industry Data Exchange Program (GIDEP) Policies and Procedures (P&P) Manual.
- 2. ALERT/SAFE ALERT NO.** - Use originator's code assigned by GIDEP. Enter letter "A" for ALERTS or letter "S" indicating SAFE ALERT when subject or ALERT affects health or safety of personnel who may come in contact with defective part or unit it is assembled into. The letter is followed by last two digits of year and then by consecutive sequence number of all ALERTS submitted by the originator for that year. An addendum is indicated by adding a change letter (A, B, or C, as required) to the sequence number. For example: XX-A-97-02A is ALERT number for addendum to second ALERT in 1997 by an originator with code XX.
- 3. DATE** - This is date ALERT is released by ALERT Coordinator. Note coordination procedures in 13. Each addendum should have a new release date.
- 4. MANUFACTURER AND ADDRESS** - List actual manufacturer of item. Also enter Manufacturer's Federal Code Number (MFCN) from Federal Handbook H4-1 or H4-2. When possible, also enter Contract Administration Service Code Number (CASN) from DOD 4105.59-H. If supplied from source other than manufacturer and this is pertinent, also list the source here or in Block 10. If ALERT is against a category or application, do not identify manufacturer.
- 5. NATIONAL STOCK NUMBER** - (Formerly Federal Stock Number.) List applicable number. If several numbers are applicable and space is not available, place asterisk after last number and continue entry in Block 10. As a minimum, enter Federal Supply Class.
- 6. PROCUREMENT SPECIFICATION** - List applicable procurement specification and name of issuing organization. Include, in Block 10, nearest government or industry specification and any exceptions or special recognized government or industry specification requirements which were imposed.
- 7. REFERENCE** - List any applicable documentation not included as part of this ALERT, e.g., previous ALERT number, TWX, or report number.
- 8. MANUFACTURER'S PART NUMBER** - List manufacturer's catalog identification part number of item. If different than procurement specification identification, list nearest similar manufacturer's identification and list differences in Block 11.
- 9. LOT/DATE OR SERIAL NO.** - When problem is applicable to only certain lot date code or serial numbered items, list appropriate code or number. Use year purchased if other information is not available. Blank space indicates "all."
- 10. SPECIAL REQUIREMENTS OR ENVIRONMENT** - State any special requirements placed on item or any special or extreme environment to which it was subjected. This would include any exceptions or requirements other than imposed in applicable procurement specification listed in Block 6.
- 11. PROBLEM SITUATION AND CAUSE** - State facts of problem and cause, including failure mode and mechanism.
- 12. ACTIONS TAKEN** - State all actions taken to correct problem situation and to prevent further occurrences. This will include any actions taken by manufacturer, if known.
- 13. DATE MANUFACTURER NOTIFIED** - Release of ALERT requires that a copy be sent to manufacturer identified in Block 4 and fifteen (15) working days be allowed for a reply. When available, attach a copy of the reply to the ALERT.
- 14. MANUFACTURER'S RESPONSE** - Item manufacturer must be notified. When manufacturer correspondence is included, check CORRESPONDENCE ATTACHED entry. When manufacturer did not reply, check DID NOT REPLY entry. If ALERT is against a category or application and manufacturer is not identified, enter N/A in CORRESPONDENCE ATTACHED entry.
- 15. CONTACT POINTS FOR INFORMATION** - Enter name, affiliation, and telephone number of persons to contact for further information. This may include designated personnel from ALERT originator's organization, or any other organization.
- 16. ALERT COORDINATOR** - Enter name and affiliation of the ALERT Coordinator.
- 17. SIGNATURE** - Signature of ALERT Coordinator.
- 18. NOMENCLATURE** - Same as in Block 1.
- 19. ALERT/SAFE-ALERT NO.** - Same as in Block 2.