



OPERATIONS MANUAL

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

NOVEMBER 1994

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY MATERIEL COMMAND
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DEPARTMENT OF THE NAVY
DEPUTY CHIEF OF NAVAL OPERATIONS (LOGISTICS)
WASHINGTON, DC 302150-2000

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE LOGISTICS COMMAND
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HEADQUARTERS AIR FORCE SYSTEMS COMMAND
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**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



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

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

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.

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

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

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.

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.

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.

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
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1000 Navy Pentagon
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Government-Industry Data Exchange Program
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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

OFFICE OF FEDERAL
PROCUREMENT POLICY

APR - 9 1991

POLICY LETTER NO. 91-3

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 45.407 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) 395-6801.

ALLAN V. BURMAN
Administrator

Attachment

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)

**GOVERNMENT-INDUSTRY
DATA EXCHANGE
PROGRAM (GIDEP)
REQUIREMENTS GUIDE**

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

APRIL 2008

GIDEP PUB 1

April 2008

GOVERNMENT-INDUSTRY DATA 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.

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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

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.gidep.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 it 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 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.

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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.

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 TM 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).

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.

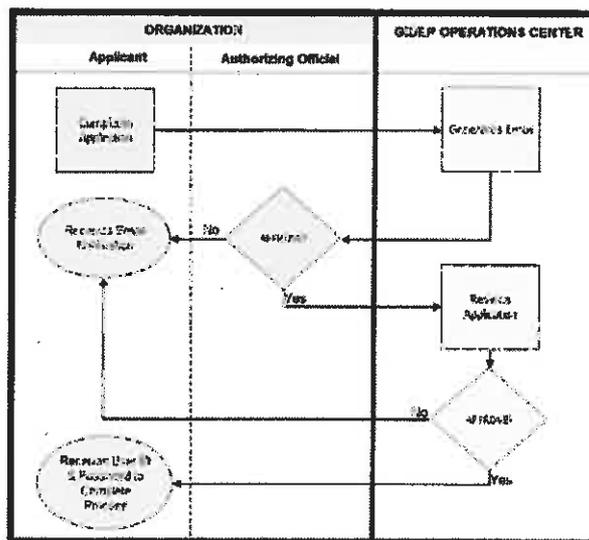


Figure 2.1. GIDEP On-line Membership Application (GOMA) Process

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 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.

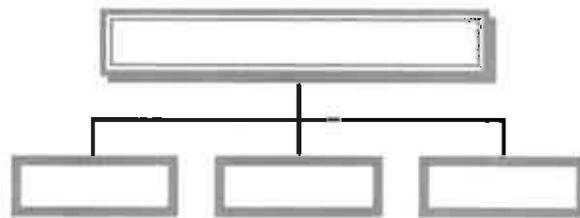
Data Management Do not process classified information. Protect all GIDEP information (hard copy and electronic media) from unauthorized disclosure. If in doubt about proper security procedures, please contact your security manager and/or the GIDEP Operations Center for further assistance or information.



POLICIES AND PROCEDURES MANUAL

ORGANIZATION

CHAPTER 3



JULY 1994

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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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.

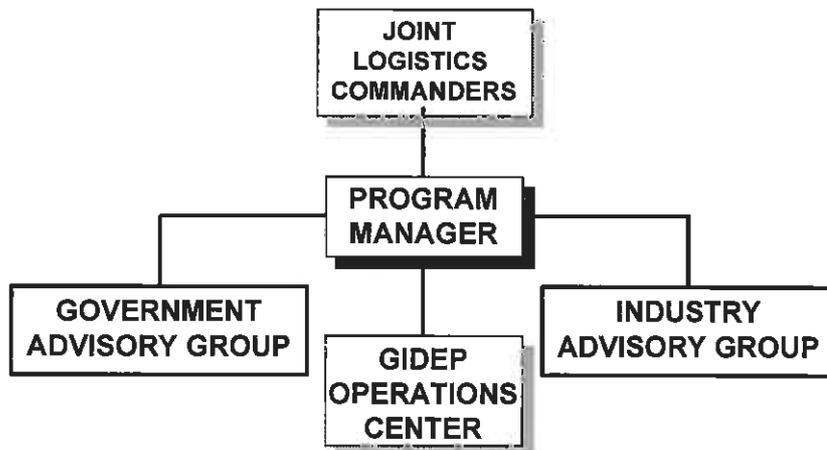


Fig. 3.1 JLC Chartered Organization

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

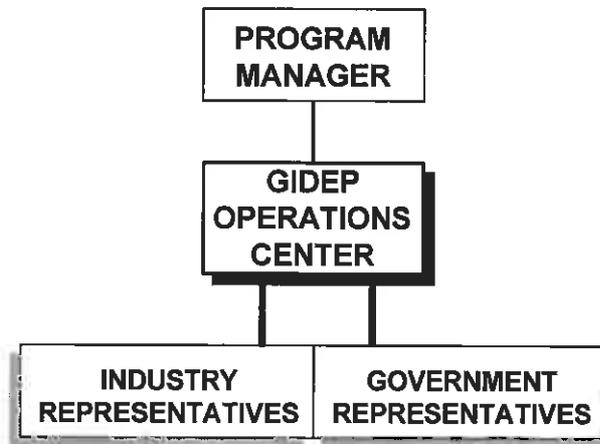


Fig. 3.2 Participant Organization

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.

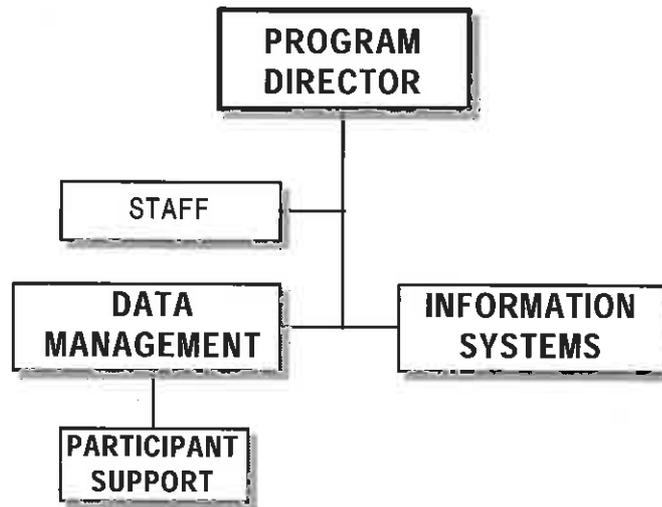


Fig. 3.3 GIDEP Operations Center Organization

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.

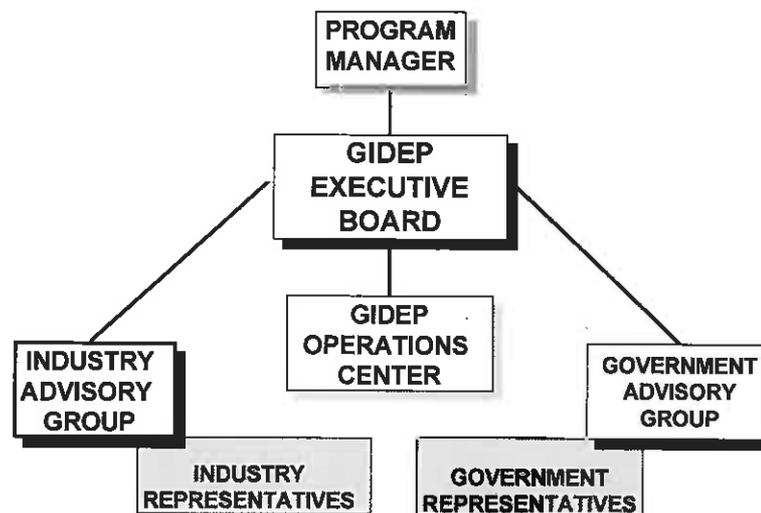


Fig. 3.4 Advisory Groups Organization

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.

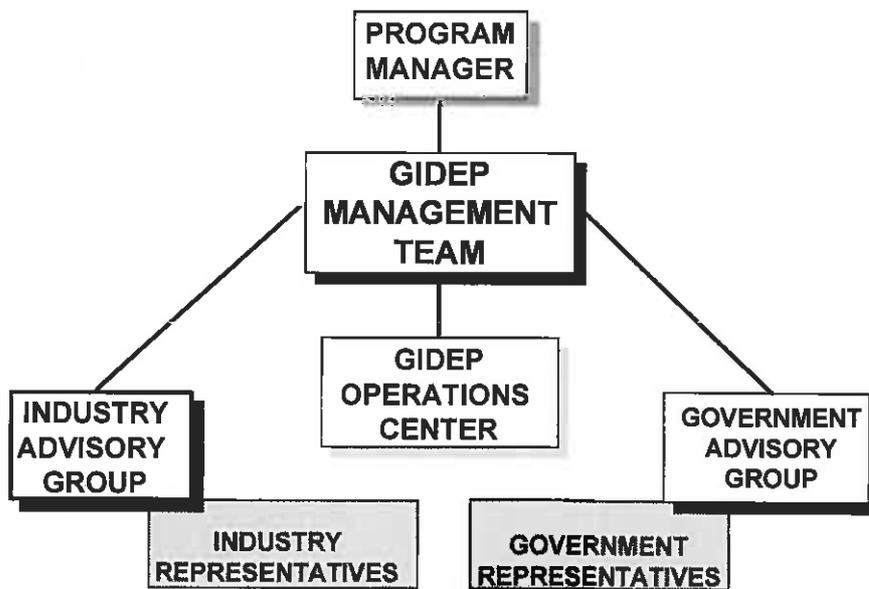


Fig. 3.5 GIDEP Management Team

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.

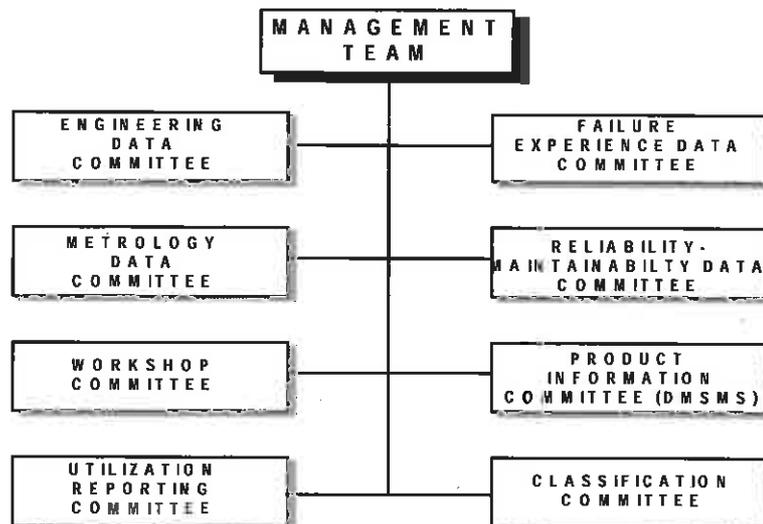


Fig. 3.6 Standing Committees

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.

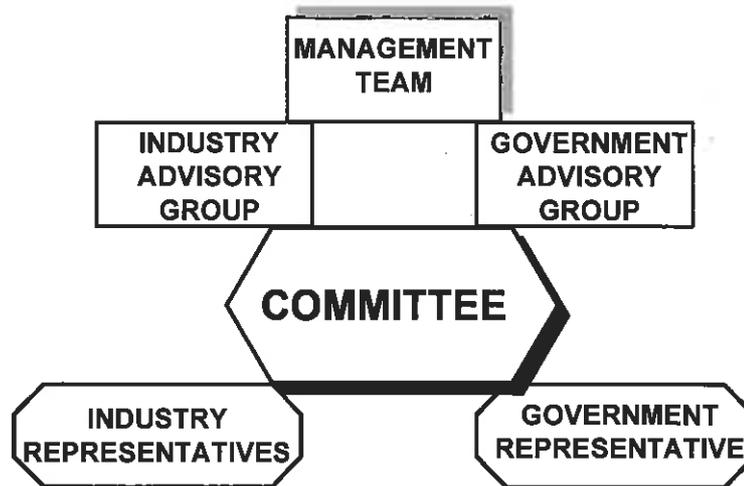


Fig. 3.7 Committee Organization

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.

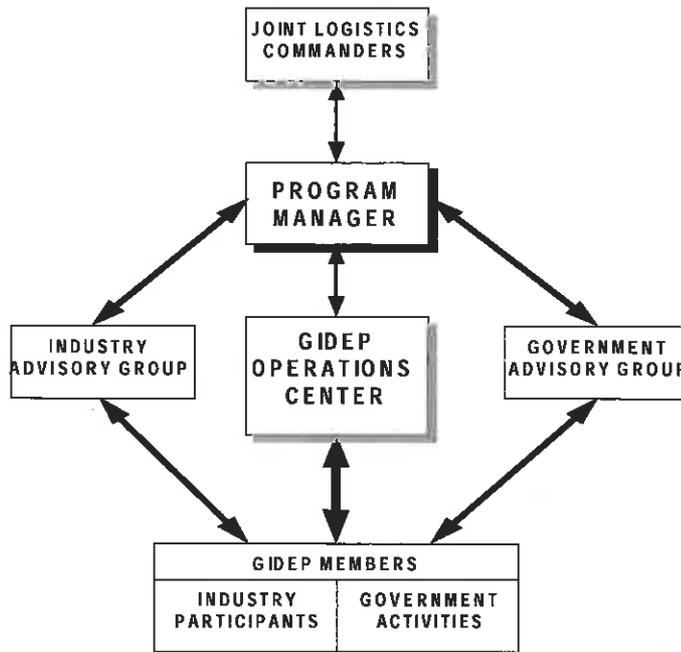


Fig. 3.8 Committee Participation

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

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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

APPENDIX A

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.

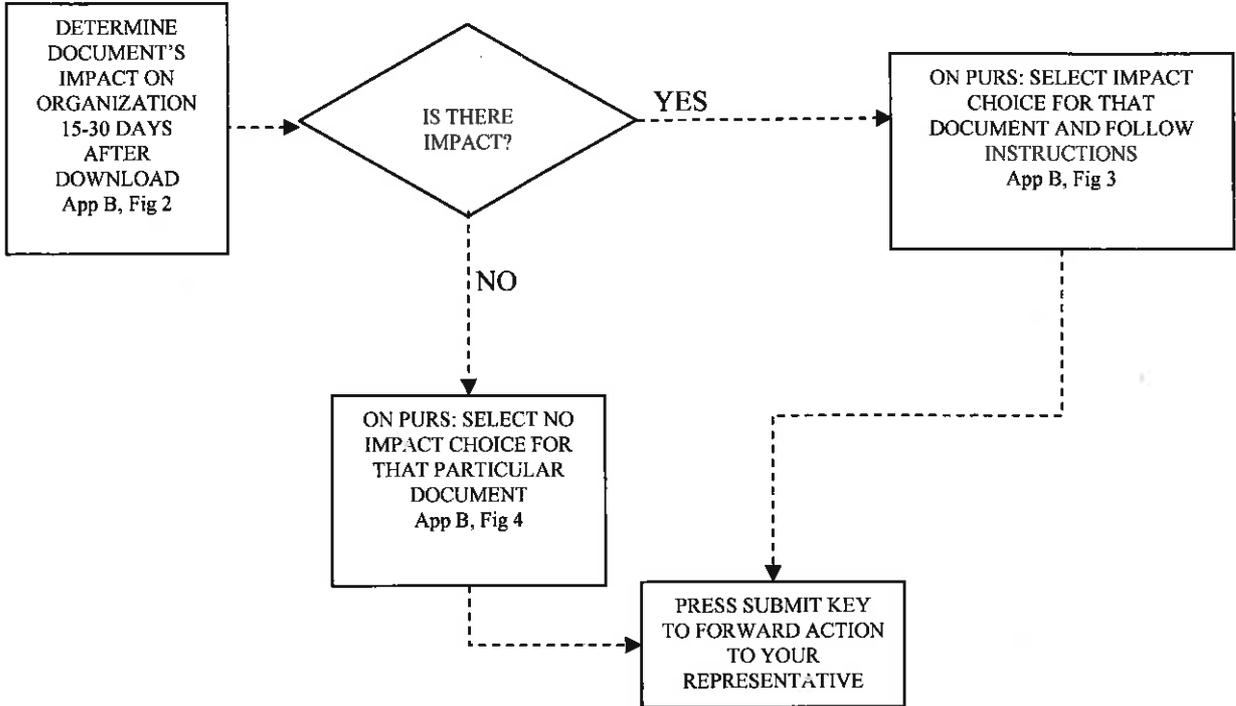
Email address for these reports: utilization@gidep.org (See Figure 5.2)

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

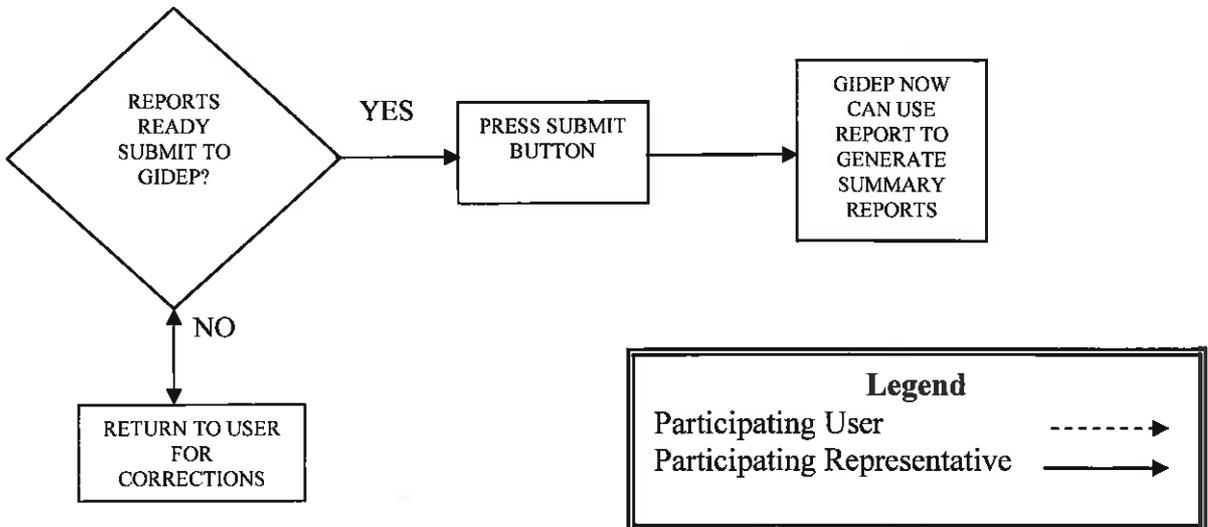
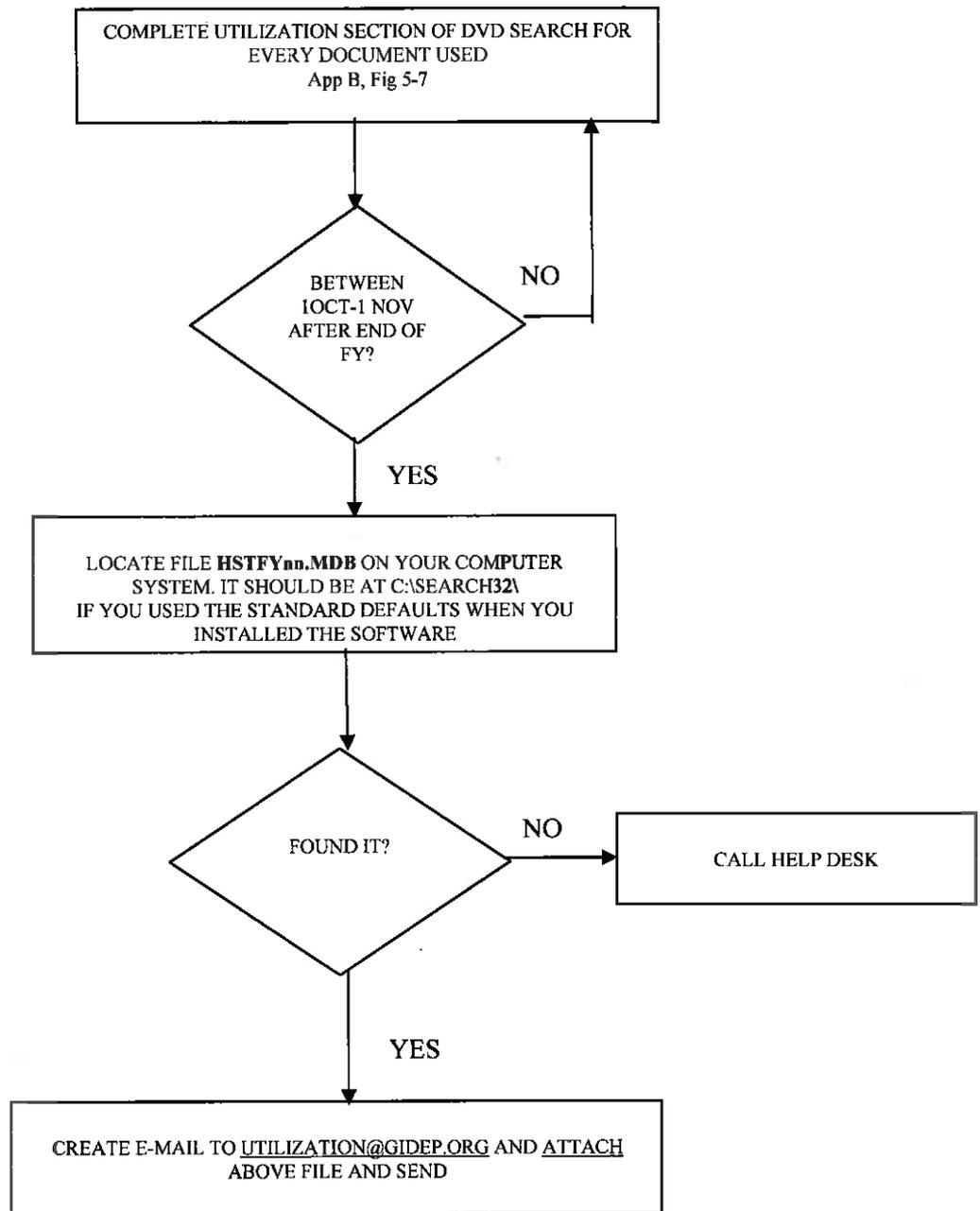


Figure 5.2 DVD Reporting



**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:

- o How equipment would have failed
- o If rework would have been required
- o 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:

- ø How Did GIDEP Data Impact Your Company?
- ø 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.

GIDEP Database Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://surrogate.giddep.org/link/database

Government-Industry Data Exchange Program

NOTICE: You must be a registered GIDEP participant to access this site. If you are not a registered participant exit now!
This U.S. Government System is subject to monitoring.

- Search Database
- Roster On-line
- Utilization (PURS)
- Urgent Date Request
- Official Business
- Single Part Search

[Change Password](#) [LOGOUT](#)

Effective October 1, 2004, a DOD PKI CERT will be required to access this site.

Send comments, suggestions, and corrections to: webmaster@giddep.org

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 Mail CEC JAWS

Address: http://surogate.gidep.org/purs/purs_main_page.pl?si=90bc87a5927349fcaacfa

GIDEP Participant Utilization Reporting System Home | Preferences | Database | Help | Log Out

Required Reports: CALLN

Total: 55
Working: 17
Rep Only: 55

Submitted Reports: CALLN

Date Range: Accessed FY 2004

Benefits: No Impacts
Rep Only

Online Analysis

Management Reports
Representative Overview
Reported Benefits

Required Reports for CALLN Accessed By: [dropdown]

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 88-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	2COR 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	OMFON PRODUCT DISCONTINUANCE PC-145	02-MAR-2004		Working (Rep)	LARRY NELSON
AD3-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 [dropdown]

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

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

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=93bc87a5927349f0a6c

PURS Home | Persistence | GIDEP Database | Help | Log Off

GIDEP Impact/Benefit Utilization Report

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

NOTE: This notice was not 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:

A	Coal Worksheet	Edt	Del	Amount APPLIED	\$33,850
B	DMC Calculator	Edt	Del	Amount APPLIED	\$73,000
C	Best Estimate	Edt	Del	Amount APPLIED	\$35,700
Line Item 01 Expenditure Prevention Total					\$

* Expenditure Prevention Attachment(s): Add New Attachment: --Select--

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.

GIDEP Impact/Benefit Utilization Report					Status: Editable Warning: (Rep)			
Reference Number: TES (REP) 2002-016					Line Item: 1			
Attachment A: Cost Worksheet					Part/Model: KYZ 710			

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/quantity) and/or Sub-totals into this worksheet. Entering a Sub-total sets the associated details to 'N/A'.

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

Enter Your Prevented Labor Costs Below:					Compare Your Totals with the Industrial Averages Below: (All Averages Are Per Event)				
Labor Category	Standard Rate	Labor Hours/Unit	# of Units	Labor Sub-total	TY 2001 Task(s)	Est Labor Hours	Average Cost	Average Cost Range	
Engineering	\$90.00	12	1	\$1,080	Address Part Selection	16	\$13,000	\$10,000 - \$16,000	
Technicians	\$30.00	18	1	\$540	Change Order	20	\$12,500	\$20,000 - \$25,000	
Quality Assurance	\$70.00	3	1	\$210	Component Change	20	\$21,500	\$20,000 - \$25,000	
Documentation	\$25.00	7	1	\$175	Construction Analysis	40	\$45,000	\$40,000 - \$50,000	
	\$0.00	0	1	\$0	Delivery System	20	\$23,500	\$20,000 - \$25,000	
Labor Totals (Hours, Cost):				32	\$1,905	Destructive Physical Analysis	12 - 24	\$18,000	\$12,000 - \$24,000
					Inspection	7	\$380	\$200 - \$500	
					Int. Final	20	\$23,000	N/A	
					Life/Qualification Test	10	\$15,000	\$10,000 - \$20,000	
Enter Prevented Materials/Services Costs Below:					New Control Sys.	9	\$495	\$0 - \$1,000	
Material or Service Description	Cost Each	Qty	Material or Services Sub-total		Packaging and Strapping	2	\$250	\$500 - \$500	
Paint gallon	\$27.00	5	\$135		Parts Screening	5	\$1,500	\$500 - \$1,000	
Other Services	\$100	100	\$10,000		Process Change	20	\$22,000	\$20,000 - \$25,000	
Re-surfacing	\$353.00	1	\$353		Recondition / Service Test	4	\$1,700	\$500 - \$1,500	
Material or Services Totals:				\$1,350	Redesign Board	200	\$175,000	\$100,000 - \$250,000	
					Redesign Circuit Card	40	\$12,500	\$5,000 - \$20,000	
					Repair Network Hours	2	\$200	\$700	
					Reprogramming	200	\$20,000	\$10,000 - \$50,000	
					Software Storage	400	\$1,000	\$1,000	
					Tooling	40	\$4,000	\$4,000	
					Tooling Hours	0.5	\$200	\$100	
					Using Callout Procedure	40	\$350	\$250	

Optional Remarks About Your Above Entries:

Other Services? Includes cleaning the equipment, reestablishing the new ordered package, and sharpening of the steel.

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

[Home](#) | [Main Menu](#) | [GIDEP Database](#) | [Help](#) | [Logout](#)
Questions? Send e-mail to utiladmin@nrc.gov or call the GIDEP Help Desk - (815) 399-1010

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.

GIDEP Impact/Benefit Utilization Report

Reference Number: TESTR0010003001

Status: Estimate

Working Report

Attachment D: Best Estimate

Line Item: 2

Particulars: XYZ 997 Rev A

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

\$ 70,000

Optional Remarks About Your Estimate:

This estimate is based on our company Projected Project Expenses Report dated 30 December 2003, page 27.

Save Attachment

Cancel - Go Back to Report

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
Continuous Change	20	\$22,500	\$20,000 - \$25,000
Construction Analysis	40	\$45,000	\$40,000 - \$50,000
Delivery Delay	20	\$22,500	\$20,000 - \$25,000
Diagnostic Physical Analysis	12 - 24	\$16,000	\$12,000 - \$24,000
Inspection	1	\$200	\$200 - \$500
Item Recall	20	\$22,500	104
Life/Qualification Test	10	\$15,000	\$10,000 - \$20,000
New Control Item	0	\$0	\$0 - \$1000
Packaging and Shipping	1	\$200	\$200 - \$500
Parts Sourcing	5	\$1,000	\$500 - \$1500
Process Change	20	\$22,500	\$20,000 - \$25,000
Recondition/Repair Item	4	\$7,000	\$500 - \$1500
Redesign Error	700	\$70,000	\$10,000 - \$250,000
Redesign Critical Cost	40	\$12,000	\$5000 - \$20,000
Repair/Work Hours	1	\$200	\$200
Reprogramming	200	\$20,000	\$10,000 - \$30,000
Schedule Slippage	100	\$1,000	\$1000
Tool Kit	40	\$4000	\$4000
Training Hours	0.5	\$500	\$500
Writing Collection Register	40	\$2500	\$2500

PLM/ERP/HRM | Project Management | GIDEP Database | Help | Log Out

Questions? Send e-mail to utilization@plm.com or call the GIDEP Help Desk - (951) 946-3207

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.

[Home](#) | [About](#) | [Help](#) | [Log Out](#)

Impact/Benefit Utilization Report
 Reference Number: YESTREP_2002-016
 Status: Editable
 Working Item

Attachment 8: DMS Calculator
 Line Item: 1
 Part/Model: KY2-789

STEP 1: Select the DMSMS Resolution you UTILIZED. Then select (or enter manually) your Non-Returning (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.

Resolution You UTILIZED: <input type="text" value="Replacement"/> <small>DEFINITION: (FY 2002 Industry Range: \$1,000 - \$3,000) Use of an item found in equipment beyond economical repair or repair or surplus items from the Defense Reutilization and Marketing Service (DRMS).</small>	NRE Cost for this Resolution: <input type="text" value="\$3,500"/>
---	--

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 "Cost of Other Problems" box (cannot be greater than 5).

Resolution You AVOIDED: <input type="text" value="Redesign"/> <small>DEFINITION: (FY 2002 Industry Range: \$4,000 - \$6,000) 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 replacing parts; (2)</small>	NRE Cost for this Resolution: <input type="text" value="\$7,000"/>	Cost of Other Problems: <input type="text" value="0"/>
---	--	---

STEP 3: For Part/Model KY2-789, enter the average price PER PART for both your UTILIZED Resolution and AVOIDED Resolutions. Enter the Quantity of Parts impacted.

Unit Price (UTILIZED): \$ <input type="text" value="35"/>	Unit Price (AVOIDED): \$ <input type="text" value="70"/>	Qty of Parts: <input type="text" value="100"/>
---	--	--

STEP 4: If you avoided other significant costs, enter them here.
(Examples: Procurement/administrative labor, New source qualification, Redesign/hardening/testing, etc.)

Descriptions of Other Costs	Amounts
<input type="text" value="Redesign hardening"/>	\$0.00
<input type="text" value="Administrative Labor"/>	\$1,500
<input type="text" value=""/>	\$0
<input type="text" value=""/>	\$0

STEP 5 (Optional): Enter Remarks about your above entries, for future reference.

Calculation derived from your above entries (not editable):

NRE Cost:	34,500	($11 \text{ Resolutions} \times \$3,000 + 1 \text{ Resolution} \times \$7,500$)
+ Parts Cost:	3,500	($(\text{Avoided: } \$35 - \text{Utilized: } \$70) \times \text{Qty: } 100$)
+ Other Costs:	15,500	($\$2,000 + \$1,500 + \$0 + \0)
Total:	\$53,500	

Expenditure Prevention Total: \$ 1,000

Apply Total to Report

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Comments? Send email to utilities@guides.org or call the GIDEP Help Desk (866) 848-1707

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

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

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	7/1/1996	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX

41

Help Edit Save Cancel Return

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 - 10/25/2006
Document date - 7/1/1998
Document number - NA17-20AQ-366
Document title - MULTIFUNCTION METERS



Expenditure Prevention: 500
Model Number: xxxxxxxxxxxx
Customer/Program: xxxxxxxxxxxx

User comments: Did not use this document
None

Help Edit Save Cancel Return

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.

File Options Inquire Top Utilization Help

Create Utilization Report

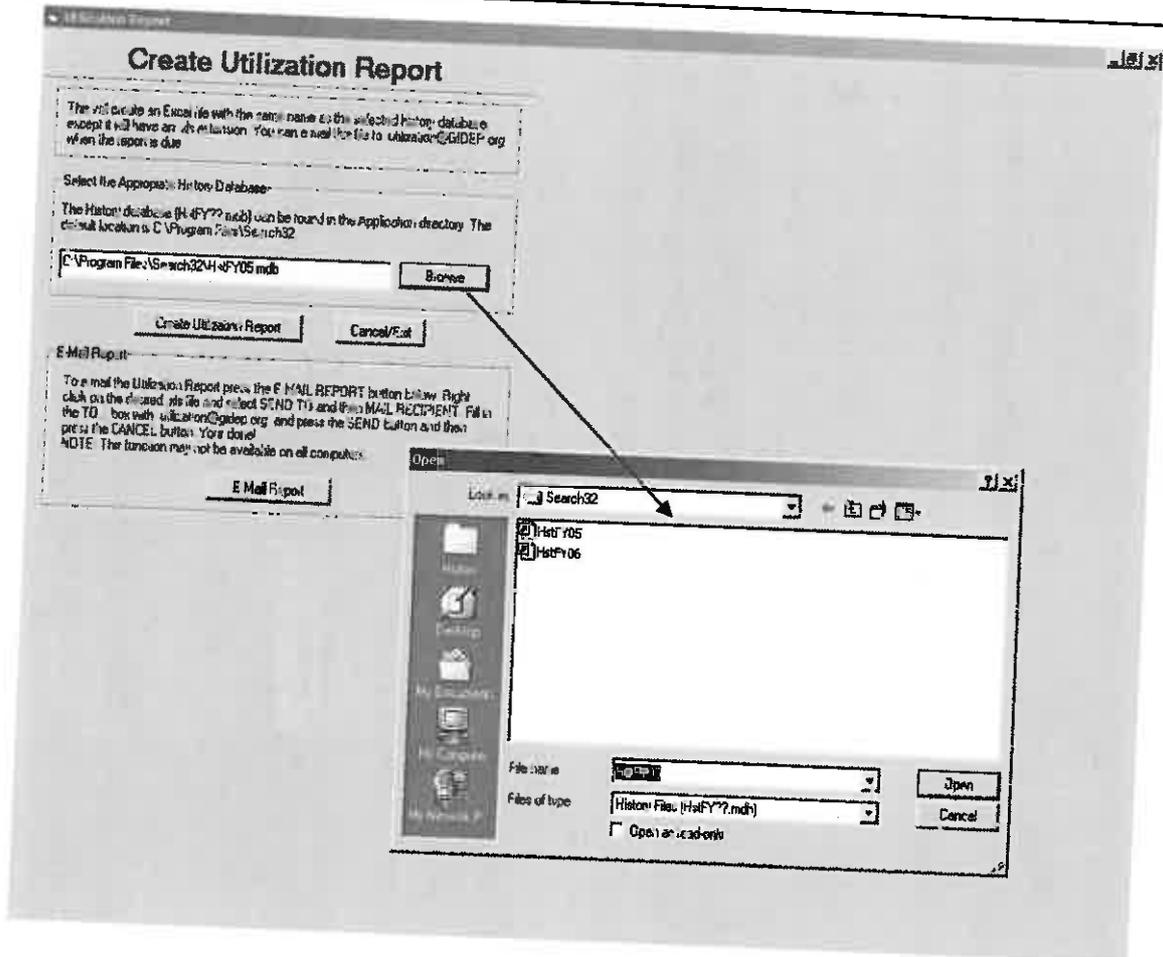
Date	Document Number	Document Date	User ID	Equipment Model	Expenditure	Customer/Program
2/14/2005	NA17-20AX-653L	9/1/1995	DAAMU	XXXXXXXXXX	0	XXXXXXXXXX
10/25/200	NA17-20AQ-386	7/1/1996	DAAMU	XXXXXXXXXX	500	XXXXXXXXXX

Help Edit Save Cancel Return

Records found: 2 | Number of times all documents have been viewed: 2 | Expenditure prevention: \$500 | 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 your 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 and click on send.

Create Utilization Report

This will create an Excel file with the same name as the selected history database. For example, if you select the HstFY05 database, the file will have an .xls extension. You can e-mail this file to utilization@gidep.org when the report is due.

Select the Appropriate History Database

The History database (HstFY?? .xls) can be found in the Application directory. The default location is C:\Program Files\Search32

C:\Program Files\Search32\HstFY05.xls

E-Mail Report

To e-mail the Utilization Report press the E MAIL REPORT button, click on the desired .xls file and select SEND TO and then MAIL TO the TO box with utilization@gidep.org and press the SEND button. You do not press the CANCEL button. You do not

NOTE: This function may not be available on all computers

Search32

HstFY05

HstFY05 - Message (HstFY05)

File Edit View Format Format Icons Settings Help

Send

This message has not been sent

To: utilization@gidep.org

Cc:

Subject: HstFY05

HstFY05

HstFY05.xls (16KB)