

DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS CCMAND HEADQUARTERS
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IN REPLY REFER TO
NAVAIRINST 4200.21C
AIR-1.3.3
29 JUN 95

NAVAIRINST 4200.21C

From: Commander, Naval Air Systems Command

Subj: NAVAL AVIATION SYSTEMS TEAM DATA REQUIREMENTS REVIEW BOARD

Ref: (a) DODI 5000.2 "Defense Acquisition Management Policies and Procedures" of 23 Feb 91
(b) DOD 5010.12-M "Procedures for Acquisition and Management of Technical Data" of 14 May 93
(c) Operating Agreement between the Commander, Naval Air Systems Command and the Naval Aviation Program Executive Officers of 16 Aug 90 (NOTAL)

1. Purpose. To establish policy, procedures, and responsibilities governing the review and approval of data requirements under the integrated program team (IPT) approach directed by Program Manager (PM) leadership. The policy and procedures of this instruction are consistent with references (a) and (b).

2. Cancellation. This instruction supersedes Naval Air Systems Command (NAVAIR) Instruction 4200.21B of 12 July 1993. Since this is a major revision, changes are not indicated.

3. Scope. This instruction applies to the Naval Aviation Systems Team (TEAM): NAVAIR which includes Naval Air Systems Command Headquarters (NAVAIRHQ), Naval Air Warfare Center (NAWC) Activities, Naval Aviation Depots (NADEPs), and Logistic Support Activities; the Aviation Supply Office (ASQ); and the Naval Aviation Program Executive Officers (PEOs) per reference (c).

4. Policy. In keeping with the spirit of Acquisition Reform, it is the intent of the TEAM to purchase minimum data necessary for government insight into the critical risk areas. Data shall be clearly defined, justified and requested in contractor format. Provided are TEAM policy and jurisdictional guidelines governing the generation, review, and approval of data requirements.

a. Prior to providing the contracts office with a procurement initiation document (PID) for an acquisition having a potential cost of \$5 million or more, a formal Data Requirements Review Board (DRRB) shall be convened per references (a) and (b) to ensure:

(1) Intended users of the data are in agreement with the needs and requirements of the proposed acquisition.

(2) Only essential data, in the most economical form, is requested, defined and justified. This includes minimum quantities, contractor format, and use of draft or informal data to meet initial needs versus expensive final data deliveries.

(3) Data item descriptions (DIDs) that reference military specifications and standards have met the Department of Defense waiver requirements.

(4) Inclusion of appropriate contract data clauses and warranties.

(5) Approval requirements, delivery dates, and deferred ordering or delivery of data are reasonable, and consistent with the program schedule.

b. Only the DRRB Chair, or authorized designee may sign the approval blocks of a Contract Data Requirements List (CDRL).

c. The following type of acquisitions are excluded from DRRB processing:

(1) Any research or exploratory development contract when reports are the only deliverable item.

(2) Any service contracts where the contracting officer determines that the use of Department of Defense (DD) Form 1423 is impractical.

(3) Contracts for standard commercial items when the only deliverable data would be packaged or furnished with the items, following customary trade practices.

(4) All other procurement actions having an estimated value of less than \$5 million.

d. Modifications to previously approved data requirements identified by a DD Form 1423 will be made only with concurrence of the PM or authorized designee.

e. The PM or authorized designee shall approve the inclusion of Type III or one-time DIDs, DD Form 1664, for use planned PIDs per references (a) and (b). The Command Data Management Office AIR-1. 3.3 shall approve the one-time DID(s), DD Form 1664 and assign the number(s), and this authority cannot be delegated.

f. The DRRB chair is vested with total decision authority.

5. Procedures. The procedures for conducting DRRBs within the IPTs will be at the discretion of the PM.

6. Responsibilities. The following responsibilities apply:

a. The DRRB, chaired by the PM or authorized designee will approve data requirements for TEAM procurements having an estimated value of \$5 million or more

as required by references (a) and (b). The PM or authorized designee will also approve data requirements under \$5 million. The PM will develop procedures for their DRRBs and provide them to the IPT members and a copy to AIR-1.3.3.

b. AIR-1.3.3 will provide policy and guidance to TEAM PMs, Inventory Control Points (ICPs), and shore station activities by providing:

(1) Assistance in establishing DRRBs, following this instruction and future addenda.

(2) A reporting network to support the communications of TEAM policy and procedural changes concerning data requirements.

(3) Vice chair DRRBs when requested by the PM.

(4) Approve and assign numbers to one-time DIDs~ when required.

(5) DRRB policy reviews/audits by convening meetings with PMs, IPTs, shore station activities to address changes that affect data management.

7. Membership. TEAM DRRB membership shall consist of similar functional areas as described in reference (b). A sound DRRB should include a Chair (PM or authorized designee), and a Vice Chair. The remainder of the board members shall be selected from the IPTs in the areas of engineering, product assurance, safety, test and evaluation, logistics, contracts, financial, training, configuration management, and in some cases the end users of the data (i.e., ICPs, depot activities).

8. Functions. The DRRB will meet as required and exercise positive control by focusing management attention on the necessity for in-depth reviews of contract data requirements. Prior to approval, the DRRB will conduct a thorough review of proposed data requirements to ensure:

a. No duplication or overlapping requirements exist.

b. Each DD Form 1423 requirements for deliverable data is traceable or equated to a work effort in the applicable statement of work.

c. Each PID containing data requirements, contract data clauses, and estimated data costs are reviewed for essentiality.

d. Quantities and types of data specified by PIDs are consistent with Department of Defense policies concerning competitive acquisitions and military document waiver process.

e. Data is tailored and purchased in contractor format, and is adequate for procurement or its intended use.

f. Guidance is provided regarding acquisition of unlimited rights in technical data and computer software pursuant to the provisions of Federal Acquisition Regulations

(FAR) Subpart 27.4 and Defense FAR Supplement (DFARS) Subpart 227.4.

g. DRRB members selected from the IPTs validate the data requirements in their respective areas of expertise.

h. Delivery dates specified for data are reasonable and will permit timely accomplishment of program objectives and intended uses.

9. Review. Command Data Management Office shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.

J. A. LOCKARD

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