

# NAVAL AVIATION SYSTEMS TEAM

# *DATAGRAM*



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## DATA MANAGEMENT

### *Welcome Aboard!*

The new TEAM Data Management Focal Point is Carolyn Thiebaud, AIR-1.1.5B. Throughout her career as a Program Analyst, Carolyn has participated in various developmental rotational assignments within NAVAIR. Her assignments have included the H-1 Program Office, (PMA 276), Contracts Department, (AIR 2.3), T45TS Program Office, (PMA 273), and Procurement Process Management and Industrial Base Process Division, (AIR-1.1.3). Additionally, she was assigned to support the Standard Procurement Systems PID Focus Group. Carolyn is located in

building 441. She can be reached at commercial (301) 757-9017, DSN 757-9017, or by email at [thiebaudcl@navair.navy.mil](mailto:thiebaudcl@navair.navy.mil). Please feel free to call or stop by to say hello!

### *Merger of AIR-1.1 and AIR-1.3 Departments*

The NAVAIR Planning and Management Department, AIR-1.1, and the former Procurement and Configuration Management Support Department, AIR-1.3, have merged to form the new NAVAIR Program Support Department, AIR-1.1. Department Head for the NAVAIR Program Support Department is Mr. Richard "Rick" Martin. This merger was enacted in the best interest of achieving organizational efficiency, and to address emerging workload requirements associated with the Joint

Program Opportunities Board of the Joint Aeronautical Commanders Group.

### **Digital Data Policy**

On November 2, 1999, the Assistant Secretary of the Navy, Research, Development and Acquisition (ASN, R,D&A) signed out a memorandum establishing the “Policy on Digital Logistics Technical Data.” Enclosure (1) of this memorandum provides specific guidance on the acquisition and conversion of logistics technical data to digital form. In the memorandum, Mr. Buchanan states “DON will convert hard copy paper and film (legacy) technical documents to digital formats that comply with standards specified in enclosure (1) when conversion is cost-effective”. Pursuant to DOD Regulations 5000.2-R, DON will acquire all new digital logistics technical data in accordance with paragraph 3.3.4.5 and 3.3.5.5 of DOD Regulations 5000.2-R. Furthermore, programs should be prepared to provide a status of compliance with this policy when describing the extent of implementation of Integrated Digital Environment requirements specified in paragraph 3.3.5.5 of DOD Regulation 5000.2-R. A corporate goal has been set for the end of 2002 to build an integrated operating environment for all acquisition management and life-cycle support activities for all of the Department of Defense. This policy is effective immediately.

To view the full text of this memorandum and enclosure (1) click on the web site below. Click on the “In Documents” icon. Document can be

found under the heading Digital Data Policy. <http://www.navycahs.hq.navy.mil>

### **Are DIDs and CDRLs Still Required?**

**YES!** Use of DD Form 1423 Contract Data Requirements List (CDRL) is cited in the DFARS (refer to DFARS 204.7105). The Acquisition of Technical Data - DFAR 227.7103-1 states that data items shall be listed as separate contract line items or listed individually on an **exhibit** to the contract. The **TEAM policy** is to list the individual data items on **CDRLs**. CDRLs are assigned exhibit identifiers as described in DFAR 204.7105(b), and the Procurement Initiation Document (PID) Guide.

### **Did You Know?**

**Public Law** minimizes the collection of information by the Federal Government, including data acquired under DoD contracts. DOD Data Management Program implements DOD’s control of the data collection process. The **Acquisition Management and Data Requirements Control List (AMSDL)**, DOD.5010.12-L, lists the data requirements (source documents and data item descriptions (**DIDs**)) that have been approved for use in Defense contracts.

### **DIDs Available in ASSIST Database**

The Acquisition Streamlining and Standardization Information System (ASSIST) is a database system for DOD-wide standardization document information management. Currently the ASSIST database is being populated with DIDs. Once all DIDs are in the ASSIST database, it will be the only official

source of DIDs. DID status and revision history may be obtained through ASSIST-Quick Search. In addition DIDs may be viewed and printed. ASSIST-Quick Search does not require an account or password. Documents are available free of charge. To access click on the web site below and enter search criteria.

<http://astimage.daps.dla.mil/quicksearch/>

**Prior to going on contract remember** to check the AMSDL or ASSIST to ensure that you are accessing the latest revision of the DID. If you need help or are unable to locate a copy of a current or canceled DID, contact AIR-1.1.5B for assistance.

### **Did You Know?**

**One-time DIDs** may be developed for data requirements if an approved DID cannot be found in the AMSDL, or if one contained in the AMSDL can not be tailored to address the specific data requirements. One-time DIDs are approved for one-time acquisition use only, i.e., *for a single multi-year contract or for multiple contracts associated with a single acquisition program*. AIR-1.1.5B is authorized to approve one-time DIDs generated throughout the Naval Aviation Systems Team. This authority cannot be delegated.

If recurring contractual use is anticipated, a new or revised DID shall be prepared in accordance with MIL-STD-963B by the requiring office, and submitted to AIR-1.1.5B. All new and revised DIDs and source documents must be reviewed and cleared by AIR-1.1.5B before being used in a contract.

AIR-1.1.5B is responsible for coordinating this effort with the appropriate reviewing activities, before final submission to the Defense Standardization Program Office.

**Tailoring of DIDs** may be accomplished to accept contractor format or to reduce the scope through deletion or selection of existing requirements in DIDs. Block 16 of the CDRL may be used to explain how a particular DID applies to the specific acquisition if the original format, content, intent, scope, and deliverables of the data acquisition document are not exceeded or increased. Tailoring requirements to exceed or increase the content, intent, scope, and deliverable of the data requirements of an approved DID is prohibited. Specifications or standards referenced in DIDs shall be reviewed to determine if they are necessary. If they are not necessary, cite this information in Block 16 of the CDRL. In addition, if critical data content or preparation instructions are embedded in a referenced specification or standard, this may be extracted and placed in Block 16 of the CDRL. This precludes the unnecessary reference to specifications and standards.

### **Revised Checklist for DID Approval**

The Checklist for Data Item Description Approval has been updated to reflect MIL-STD-963B. The checklist has multiple uses, and is required to be submitted when requesting any DID action from AIR-1.1.5B. A copy of the revised checklist will be available for download from our Web Site or contact Carolyn Thiebaud at [\*\*thiebaudcl@navair.navy.mil\*\*](mailto:thiebaudcl@navair.navy.mil)

### **Reminder!**

All new, revised, and one-time DIDs for the entire Naval Aviation Systems TEAM are required to be reviewed and cleared by AIR-1.1.5B.

### **Data Requirements Review Board**

**Please note!** The Data Requirements Review Board (DRRB) is an acquisition process **required by** DOD 5010.12-M and NAVAIRINST 4200.21C to authenticate all data requirements (including corresponding SOW tasking requirements) for any acquisition having an estimated total contract cost of \$5M or more. The Program Manager or his/her authorized representative chairs the DRRB. DRRB membership should include a cross-section of functional experts who have direct authority to approve or disapprove the data requirements and associated tasks for their respective functions.

The purpose of the DRRB is to ensure that **only essential and minimum data is required and properly specified** to support program decision-making, reduce risk, and support product research, development, production, operation, maintenance, provisioning, training and other related logistics functions over the life cycle of a configuration item(s).

AIR-1.1.5B provides policy and guidance for DRRBs, and will vice-chair DRRBs at the request of the PM. AIR-1.1.5B performs DRRB assessments and will review each program DRRB procedures.

For acquisitions having an estimated total contract cost of less than \$5M, DRRBs may be conducted on a formal or informal basis.

### **Training Opportunities**

The Air Force Institute of Technology School of Systems and Logistics located in Dayton, Ohio currently offers the following courses.

**Fundamentals of Data Management (SYS110) course.** This is 5 day course addresses the fundamental principles of data management. SYS 110 is a DOD course with student participation from each of the military services and DLA.

**Course Description:** The course addresses the fundamental principles of data management to support the life cycle acquisition, operation, and management of defense systems and the importance of the data management function in an integrated product team concept. The course will stress the need for data managers to take a proactive role in evaluating data requirements to ensure that data requirements are properly coordinated, accurate, and accessible to support the new integrated management process. The course will provide students with a uniform approach to data management of defense systems during both the acquisition and sustainment phases. Students will be instructed in the appropriate data management tools necessary to minimize and standardize data requirement normally identified in DOD contracts. Emphasis will be placed on understanding and working with DD Form 1423, DIDs, SOO, SOW, contract formatting, data call process, and

implementation of quality review processes, and digital exchange and integration of defense system data.

**Prerequisites:** Students should have an actual or anticipated assignment to a responsible data management position where the review or approval of data will be a primary responsibility of the individual.

**Added Notes:** This is a no cost course and is open to civilian personnel grades GS-07 through GS-14, Military Officers in the rank of Second Lieutenant to Lt. Col., and enlisted members in the ranks of Technical Sergeant to Chief Master Sergeant.

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**Engineering Data Management (SYS150) course.** This 5-day course teaches the management concepts, which underlie the acquisition of engineering data. The management responsibilities of the engineering data management office (EDMO) are the primary theme. This course outlines the process involved in the identification, acquisition and management of engineering data for use in spare parts and component acquisition. The course will address the types and use of engineering data as defined in appropriate government and industry directives. The process for acquiring engineering data is conceptualized and dissected via specific treatment of the role and responsibilities of the EDMO. These duties are addressed as they apply during early program acquisition activities, production phase activities, and the contracting process for identification and procurement of engineering data. Special issues affecting

this acquisition process are also explored. Among these issue are spare parts acquisition, in-process reviews, quality control, data rights, engineering drawing inspection and interpretation. The objective of this course is to present an overview of the engineering data acquisition/management process. It does not attempt to provide a checklist approach to the EDMO function and is not designed as a technical training course in engineering drawing or the analysis thereof.

**Prerequisite:** SYS 110

**Added Notes:** This is a no-cost course and is open to military officers, NCOs E-6 through E-9, or civilians GS-7 and above.

Those wishing to attend SYS 110 and SYS 150 should initiate an Initial Training Request Form, NDW-NAWCAD 12410/28, and request that the resulting DD Form 1556 be sent to:

AFIT/LSA  
Attn: Elsa Wagner  
BLDG# 641  
2950 P Street  
WPAFB, OH 45433-7765

If you have any questions about the AFIT courses, contact Elsa Wagner at DSN 785-7777 ext. 3119 or COMM (937) 255-7777 ext. 3119.

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**Performance-Based Statement of Work.** Upon completion of this 2-day course participants should be familiar with the latest requirements in performance measurements. In addition, participants should be able to prepare

performance based work breakdown structures, and participants should be able to describe the important factors in performance measurement.

**Course Description:** This course examines writing techniques along with the types of problems which have arisen during performance when the performance based SOW did not contain the measurements needed to determine satisfactory performance. The course will cover SOW as the foundation for contracts, as well as characteristics and preparation of an effective SOW. This will be a skills-based course and participants will be given ample opportunity to practice the skills taught. Performance-based contracting has been adopted by the Department of Defense as its standard in its efforts to reform acquisition processes and to comply with federal policy.

**Prerequisites:** None

**Audience:** The target audience for this course is planners, technical writers, and those involved in development and administration of contracts and subcontracts.

**Location:** Employee Development Center, Building 2189.

**Course Codes and Dates:**  
476476 07-08 Mar 00

**Added Notes:** The cost for this course is \$275.00. Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28.

**NAVAIR Procurement Process.** Upon completion of this course participants should be able to understand the procurement process, including acquisition planning and defining and integrating requirements into a quality procurement package. In addition, participants should be able to understand the importance that teamwork and individual responsibility play in developing quality procurement initiation documents and contracts.

**Course Description:** This 4-day course focuses on methods and procedures required in the preparation of PIDs for materials and services.

**Prerequisites:** None

**Audience:** The target audience for this course is NAVAIR acquisition personnel Level I and Level II, who are or will be directly involved in reviewing, preparing or integrating administrative/technical requirements, attachments, etc., into PIDs.

**Location:** Employee Development Center, Building 2189.

**Course Codes and Dates:**  
475712 20-23 Mar 00  
475713 19-22 Jun 00

**Added Notes:** This course is offered at no cost. Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28.

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### **New Commercial Standard for Configuration Management**

A DOD Configuration Management (CM) meeting was held on 16 December to discuss the planning for a new commercial CM standard. The meeting was chaired by Mr. Tom Parry OUSD (A, T&L) and was the most recent step taken toward developing a new commercial CM standard that would meet the needs of both industry and government for the exchange of CM data. The objective(s) of the meeting was to:

- **Establish a common understanding of where the government and industry are with respect to CM and what exactly needs to be achieved.**
- **Understand the process of achieving consensus on the appropriate scope and domain of a commercial standard.**
- **Define the mechanisms for articulating and inserting DOD needs.**
- **Implement appropriate action(s) to initiate the development of a commercial standard for the defined scope.**

In keeping with the goals of Acquisition Reform it was agreed that the DOD would not support a commercial CM Standard that is only distinguishable from existing government -CM standards (MIL-STD-973/2549) by the addition of industry cover sheet. A commercial standard that truly reflects current commercial CM data requirements and practices and can be readily adopted and integrated by the government is what will

be pursued. In order to achieve this goal the following actions were identified:

- **Cancel MIL-STD-973 (Notice III) (Configuration Management) as soon as practical.**
- **Remove MIL-STD-2549 (CM Data Interface) from the Joint Technical Architecture (JTA) in preparation for cancellation, but continue working the recommended corrections and updates to MIL-STD-2549 text that have already been started as part of the on-going Revision.**
- **Move to a commercial CM standard as soon as possible.**
- **Since the U.S. Army has already invested in the application of MIL-STD-2549, assist them in satisfying its requirements until the new commercial CM standard is available.**
- **Cancel MIL-STD-973 as soon as possible. (The proposed cancellation documentation is presently working its way through the services).**
- **Update MIL-HDBK-61 (CM Guidance for PMs/IPT Personnel). It was recommended that since commercial standards, unlike government standards are voluntary, that the current Data Item Descriptions (DIDs) specified in MIL-STD-973 and MIL-STD-2549 for CM Data Product deliverables (e.g. ECPs, SCNs, Waivers, Deviations, Audits, etc...) need to be moved to MIL-HDBK-61.**

The new commercial CM standard will be developed jointly by industry and the government using the Electronics

Industries Association (EIA) standards approval process. However, it has been recognized that a limited amount of government oversight would still be required to ensure the outcome of the EIA tasking remains on track and in alignment with the above DOD goals.

The next step taken will be the actual development of a draft EIA task description and strawman action plan for OUSD (A, T&L) approval. Mr. Parry agreed to work with the services to determine how best to consolidate/disposition their formal inputs in support of the new commercial CM standard.

Please note that the proposed cancellation of MIL-STD-973 and MIL-STD-2549 should not adversely impact NAVAIR (short-term) because the majority of NAVAIR contracts contain option year requirements that will ensure CM deliverables continue to be supplied in the previous MIL-STD-973 format.

For additional CM guidance and/or information please contact Mr. John B. Jones, AIR-1.1.5.

**AIR-1.1.5 Web Site Is Coming!**

Check out the DATAGRAM on our Web Site, which will be functional in the next few months. Look for us under the AIR-1.0 Home Page at <http://www.navair.navy.mil/air10/air10.html>.

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