

# NAVAL AVIATION SYSTEMS TEAM

# *DATAGRAM*



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## *Welcome Aboard!*

***Douglas (Doug) Dawson (New AIR-1.1 Department Head)*** - Doug joins the AIR-1.0 Team with over twenty-two years of experience working in Research, Development, Testing and Evaluation (RDT&E) of aircraft systems. Doug started his government career as a Mechanical Draftsman/Configuration Manager for Aircrew Systems. After attending night school and earning a BS

in Mechanical Engineering, he was employed as an aircraft oxygen systems engineer, the Project Coordinator/IPT Leader for PMA-202, the Class Desk Officer for Chemical/Biological Defense programs and eventually Headed up the Personal Protection Systems Branch. Doug is a graduate of SEMDP and the Naval War College and is working on an MS in both Engineering and Management. He also has 24 years with the Coast Guard Reserve serving as both enlisted and as an officer. Doug resides

locally with his wife Stacey, son Joseph and stepson Patrick.

***William "(Bill)" Letnauchyn (New AIR-1.1.5 CM/DM ILA Team Leader)*** - Bill accepted a rotational assignment in the Configuration & Data Management Policy and Processes Division (AIR-1.1.5) in October 2000 and has just recently accepted a permanent position there as the CM IPT Leader for Integrated Logistics Assessments. Bill is also acting as the Division's liaison in support of the Command's Enterprise Resource Planning (ERP) initiative. Bill's prior job was Deputy Program Manager for the C-9 and C-40 aircraft in PMA-207. Prior to PMA-207 Bill worked in the Logistics field in Supply Support and as an Assistant Program Manager for Logistics (APML).

***Farewell!*** Special thanks go to Mr. Rick Martin for his superior leadership and for all that he accomplished as the former AIR-1.1 Department Head. Rick decided it was time to make another career move and is now heading up one of the new AIR-7.0 Core Process Teams as the Executive Secretariat of AIR-7.1. Our loss is definitely AIR-7.0's gain. Good luck and best wishes Rick from the AIR-1.1 Gang!

### **TRANSITION OF DOD CONFIGURATION MANAGEMENT REQUIREMENTS**

As most of you probably already know, there have been several significant transitions in the Configuration Management (CM) competency as the result of acquisition reform. The first being introduced in June 1994 which

resulted in the following conceptual changes:

- a. A shift from the Government imposing rigid process requirements on a contractor by citing military standards.
- b. Limiting the focus of Government configuration control (where practical/warranted) to more performance based vice detail oriented design solutions.
- c. Basing Government oversight of contractor practices on the adequacy of the contractors' manufacturing processes rather than the inspection and overall quality of the product.

The second significant transition influencing CM has resulted from the rapid advance of information technology. The predominant media for exchange of information continues to evolve from a paper base to a digital one. This concept is providing excellent opportunities for both Government and Industry to productively integrate a variety of data from distributed sources. This in turn is leading toward a true virtual enterprise that will include all the CM data necessary for a product's life cycle.

As a consequence to these transitions, DOD standardization and CM are rapidly evolving to the use of industry or commercial standards rather than military standards. For example, MIL-STD-973 "DOD Configuration Management " and MIL-STD-2549 "Configuration Management Data Interface" were cancelled effective 30 September 2000. As the result, DOD has adopted ANSI/EIA-649, "National Consensus Standard for Configuration

Management," as the principle guidance document outlining the universal concepts and principles of effective CM programs.

Additionally, the DOD and industry are currently partnering in the development of EIA-836, "National Consensus for CM Data Exchange and Interoperability," and plans to adopt it when approved and published by the Electronics Industries Alliance as a web (XML) based asset. As we continue the CM transition, MIL-HDBK-61 " Configuration Management Guidance", will continue to be updated in order to provide Program Managers and CM practitioners with the latest guidance for the effective application of CM.

**New CM Standard EIA-836**  
**"Consensus Standard(s) for**  
**Configuration Management, Data**  
**Exchange and Interoperability"**

The Government Electronics Industries Association has launched a new standardization project in partnership with the DOD and several other industry participants. The project is currently developing a new series of CM data exchange standards which will be designated EIA-836. Once approved it will define the data elements and business objects for the rapid exchange of CM information between government and industry. This effort involves developing a data element dictionary that defines the CM XML vocabulary for exchanging CM information, as well as a set of XML document templates for CM business objects. The primary focus of EIA-836 is to provide fundamental reference information to facilitate CM data exchange and interoperability, regardless

of any specific schema or particular method of data transfer. EIA-836 will continue to focus on CM with relation to the transfer of controlled information necessary for performing adequate CM functions throughout a product's life cycle.

**Note!** EIA Standard 836, Draft Revision 0.3 is currently out for comment with final EIA balloting/approval expected in September 2001.

***Functional Goals of EIA-836***

- Enable CM data exchange, sharing, and access within electronic business (e-business) environments.
- Satisfy government and industry needs.
- Data transport technology neutral.
- Large corporation and small business compatible.
- Scalable, extensible, and adaptable
- Open access to the standard(s)
- Efficient process for standard(s) maintenance.

***Case for Expressing EIA-836 Data Elements & Business Objects as XML Schemas***

- Proven technology designed for the web.
- Supports both human and computer sensible representations.
- Low and no cost tools and open standards support data management, storage, exchange and sharing.
- New XML schemas provide a robust data modeling capability.
- XML documents are "Self Describing" (Tags define content).

- Rapidly emerging and widely embraced as the language of choice for data exchange.

**Multiple Frameworks Supported by EIA-836 (partial list)**

- BizTalk (Microsoft Initiative)
- CXML
- EbXML (Oasis/Uncefact Initiative)
- MarketSite/xCBL (Commerce One Initiative)
- OPB (Open Buying on the Internet)
- RosettaNet
- SMBXML
- XEDI

***Data Dictionary Objectives of EIA-836***

- Base on comprehensive CM "Reference Vocabulary" of ANSI/EIA-649.
- Graphically illustrate data element relationships using XLM schema.
- Provide clearly understandable definitions and relationships.
- Incorporate clarifying CM business rules.
- Be independent of specific process.
- Capture unique CM intelligence of cancelled MIL-STD-2549.
- Encompass a broader commercial environment.
- Allow maximum user choice and selectively and flexible terminology via aliases.
- Be compatible and interoperable with other E-commerce initiatives.

***EIA-836 Scope Will Include***

- Definitions of all data elements (meta data) within the CM domain that address product and configuration

document identification, change management, configuration status accounting, configuration verification and audits and other meta data necessary to locate and share an object (e.g. engineering drawing, specification, or attached file).

- Detailed content descriptions for CM business objects, including engineering change proposals (ECP), requests for deviation/waiver (RFD/RFW), and notices of revision (NOR).

***EIA-836 Scope Will Not Include***

- Product definition geometry, topology, tolerances, features, specifications/requirements, CM process descriptions and manufacturing process plans.

***Typical EIA-836 Data Element Definition Template***

- DED Name/Attribute Name
- UDEF Name
- UDEF Number
- Field Format
- Definition
- Valid Domain Values (if applicable)
- Aliases (by domain)
- Assumed Roles in Schema
- Applicable Notes.

***Case for Developing EIA-836***

- Exchange/Access/Sharing of CM data is essential to e-commerce and IDE environment- A clear, comprehensive, non-parochial documentation of CM information transactions and data elements is lacking.

- The emerging extensive framework technologies require neutral reference vocabulary- Shared grammars, vocabularies, and semantics are essential for effective business-to-business processes.
- CM information is needed across many industrial domains as well as the DOD.
- Ultimately the business case rests on the benefit to the "Bottom Line"
- CM data interoperability between trading partners without major system modifications (enabling ad hoc CM data exchange with business partners).
- Facilitating accurate integration of extended enterprises.
- Reduced CM costs, expanded CM information resulting in reduced life-cycle-cost and risk (i.e., selecting appropriate systems and preventing disaster by securing information about the right configuration of a product).
- Improved competitive advantage.

### ***Why XML?***

- Emerging as the de factor language for defining business data for business to business commerce on the Internet.
- It's a series of related technical specifications that provide a syntax for identifying, exchanging, and displaying data.
- It's a series of business standards that define specific information exchanges.
- Developing technology products (servers, applications, databases, etc.) are based on such technical specifications and business standards.

### ***What are XML Technical Specifications?***

- Specifications developed by the World Wide Web (WWW) Consortium (W3C).
- Issued as W3C recommendations.
- Not submitted to standard bodies.

### ***What XML Technical Specifications Are Not?***

- Are not business standards and do not contain agreed upon tag identifiers, data elements, document structures or contents, exchange requirements.

### ***Some XML Implementation Issues***

Technical specifications are still developing and maturing  
 A universal agreement to developing business standards does not exist  
 Fragmentation is still significant  
 Implementers are chasing technology tail and do not have clear focus  
 Architecture- XML can integrate with backend non-XML applications and databases, but WEB architecture and XML enabled applications/databases are required to take full advantage

### ***XML Conclusions***

- Provides new opportunities.
- Premature to migrate existing EC now.
- No central-agreed-upon business standards body to control/direct XML expansion of web-based EDI.

### ***XML Recommendations for CM***

- XML is right technology for exchanging CM data in mixed human to machine and machine to machine environment.
- Key is to develop Web strategy and ensure technology is leveraged for real process improvements.
- In developing XML business standard- work with key industry groups to reuse existing work.

**Current/Future Impact To NAVAIR**

**CM Requirements** - The following information is being provided to explain how the existing NAVAIR CM processes will be impacted prior/subsequent to the approval of EIA-836 for maintaining effective CM programs.

**NAVAIRINST 4130.1C, "NAVAIR Configuration Management Policy"**-

This document is still valid for implementing new CM contract/program requirements with the exception of those directly referenced or linked to MIL-STD-973. Discussions are currently underway by a special AIR-1.1 process focus group as to how best to update this document with regard to current and/or planned changes to DOD CM policy and practices. In all probability this document will remain a NAVAIR Instruction to emphasize Team compliance and process discipline.

**MIL-STD-973 "Configuration**

**Management" Cancelled** - Effective 30 September 2000 is cancelled. Although cancelled, the CM requirements outlined by this document are more than adequate and will continue to remain valid in current or active acquisition contracts. It is not recommended at this point in time that existing acquisition contracts be changed unless a significant reduction in

life-cycle costs can be demonstrated to the applicable Milestone Decision Authority (MDA) to warrant it.

***MIL-STD-973 Related Data Item Descriptions (DID's) Also Cancelled -***

As a result of the cancellation of MIL-STD-973 the following CM DID's previously referenced by the standard have been cancelled, and as such can not be cited in new acquisition contracts:

- DI-CMAN-80463B** - Engineering Release Record (ERR)
- DI-CMAN-80556A** - Configuration Audit Plan (CAP)
- DI-CMAN-80639B** - Engineering Change Proposal (ECP)
- DI-CMAN-80640B** - Request for Deviation (RFD)
- DI-CMAN-80641B** - Request for Waiver (RFW)
- DI-CMAN-80642B** - Notice of Revision (NOR)
- DI-CMAN-80643B** - Specification Change Notice (SCN)
- DI-CMAN-80858A** - Configuration Management Plan (CMP)
- DI-CMAN-80858A** - Contractor's Configuration Management Plan (CCMP)
- DI-CMAN-81022A** - Configuration Audit Summary Report (CASR)
- DI-CMAN-81245** - Installation Completion Notification (ICN)
- DI-CMAN-81246A** - Advance Change Study Notice (ACSN)
- DI-CMAN-81247A** - Interface Control Management Report (ICMR)
- DI-CMAN-81248** - Interface Control Drawing Documentation (ICDD)
- DI-CMAN-81253** - Configuration Status Accounting Information (CSAI)

**NEW CM DIDs** - The following CM DIDs were developed/approved by OSD as appropriate CM product deliverables.

**DI-CMAN-80463C - ERR**  
**DI-CMAN-80639C - ECP**  
**DI-CMAN-80640C - RFD**  
**DI-CMAN-80642C - NOR**  
**DI-CMAN-80643C - SCN**  
**DI-CMAN-80858B - CCMP**  
**DI-CMAN-81022C - CASR**  
**DI-CMAN-81245A - ICN**  
**DI-CMAN-81248A - ICD**  
**DI-CMAN-81253A - CSAI**

The new DIDs provide for submission in XML format. EIA-836 has developed XML templates and associated documents to facilitate generation and submission of data items in accordance with the DIDs, using MIL-HDBK-61A for guidance. The objective is to provide document authors with the option to create documents in XML using templates based on an XML Document Type Definition (DTD). The DTD is an XML schema specification for a data item document based on the DID and using MIL-HDBK-61A for guidance. XML documents can be created using any one of a large and growing number of low and no cost XML authoring tools. An XSL stylesheet is also available to allow the resulting XML documents to be viewed in an XML enabled browser in a human friendly form. These DIDs are assessable in the ASSIST database in PDF format. To view any of these CM data items DTD, XML template document, and stylesheet visit the EIA 836 website at [http://www.geia.org/836/cm\\_data\\_items.htm](http://www.geia.org/836/cm_data_items.htm).

Unique NAVAIR CM DIDs are currently being developed by AIR-1.1.5 to provide

critical CM aviation product deliverables that are not addressed by the OSD DIDs listed above. Final approval anticipated sometime in August 2001.

**Note!** Based on the fact that the majority of CM Programs used by defense contractors are predicated on MIL-STD-973 requirements, no significant changes are anticipated until EIA-836 is approved for use.

***NAVAIR Configuration Control Board (CCB) Process*** - Other than for some minor changes, such as the recent addition of a new Flight Hour Program (FHP) cost element, no significant process changes are planned. Fortunately, the current NAVAIR CCB process and specifically the CCB forms were designed based on CM Acquisition Reform initiatives and therefore are compatible with any of the CM functional changes which may result from the approval of EIA-836.

**Note!** Although the NAVAIR CCB Process is structured in both a Centralized and Decentralized fashion, only one NAVAIR CCB process is considered to exist. The policy and procedures established by AIR-1.1.5 apply to both types of CCB's. CCB processes and forms are not to be modified unless authorized by AIR-1.1.5.

***New "Two-Step" ECP Approval Process*** - A new and shorter "Two-Step" Engineering Change Proposal (ECP) approval process has been developed under the Acquisition Management Business Process Reengineering (CP1-1) Initiative following the leadership of Mr. William Balderson, Deputy Commander for Acquisition & Operations (AIR-1.0).

One of the objectives of CP1-1 was to reduce the average ECP/Modification cycle-time from initial funding to the last modification installation. The new Two-Step ECP approval process has been designed to do just that, but without sacrificing CM process integrity and discipline.

The Policy memo authorizing implementation of the new process is currently in staffing. CM training is currently being updated to successfully implement the new process once approved.

***The New Two-Step ECP Process Works Like This:***

1. An Integrated Product Team (IPT) has authorization to proceed with an ECP.
2. The IPT prepares and forwards the RFP for necessary prototyping and testing to an "offeror."
3. The RFP requires the offeror to assign a preliminary ECP number to the resulting non-recurring (NR) work proposal for configuration status accounting purposes.
4. The IPT reviews, staffs and dispositions the offeror's NR proposal by preparing a tailored ECP Configuration Control Board (CCB) directive as is done today.
5. Under the new process, the CCB directive will address only the NR engineering, logistics analysis and prototyping costs for the planned step-one activities. The IPT can, for information purposes only, include estimated modification costs based on approved budgets.

6. Once the offeror's NR work proposal is staffed by the IPT for concurrence/approval and a CCB staffing number is assigned by AIR-1.1.5 (for new process accounting only), the CCB directive is forwarded to the contracts division for NR contract award.
7. The prime contract deliverable from the NR effort will be a formal Class-I ECP that will then be processed/approved as is currently done. Approval of the NR proposal constitutes step two of the new process.

**Note!** Process training is currently being developed by AIR-1.1.5 and AIR-3.1.8 and may soon become part of the Naval Aviation Configuration Management Expert Development (NACMED) Course.

**New Commonality Board for Naval Aviation Systems**

Naval Aviation has always been recognized for its ability to perform efficiently and effectively. Greater efficiency is now required for naval aviation to perform its mission as effectively as in the past with fewer dollars. Positive measures must be taken to continue to drive Department of the Navy (DON) Total Ownership Cost (TOC) to more affordable levels. Improved supportability of fielded systems is a key to this strategy. One measure of supportability is reducing the number and variety of configuration items/support technologies introduced into the inventory by addressing commonality issues. Common items often provide advantages over other alternatives, particularly if identified early in the life cycle of a system, and can

often improve readiness while reducing TOC.

On 2 May 2001, the Assistant Secretary of Navy for Research, Development & Acquisition approved a Commonality Board (CB) Charter for Naval Aviation Systems. The CB provides naval aviation an important forum for senior leadership to address commonality issues and pursue TOC savings and maintain or improve readiness through commonality of systems and subsystems throughout the naval aviation inventory.

### ***Scope of Responsibility/Authority***

The CB is empowered to address multiple application issues spanning naval aviation that affects systems' acquisition and integration of specific items and/or technologies.

The CB functions within the acquisition process for naval aviation systems.

The CB has broad authority to request whomever it deems appropriate within the Naval Aviation Systems Team (TEAM) to assist on any particular issue brought before it for review.

### ***Operations***

The CB promotes improved communications and cooperation among the various Program Managers Air (PMAs) in the adoption of common items across naval aviation.

The CB meets upon notification that an issue has been prepared for its consideration.

The CB will designate an item as common or not common, and may recommend to the Naval Aviation Leadership Group (NALG) that a program (or programs) adopts an item based upon the results of analyses. Each CB decision must be supported by a documented Business Case Analysis (BCA) which considers all relevant criteria and conducted under the auspices of a working group representing the acquisition, research and engineering and logistics organizations of the TEAM.

### ***CB Membership***

Vice Commander, Naval Air Systems Command (Chairperson)  
Deputy Assistant Secretary of the Navy (Air Programs) (DASN-AIR)  
Deputy Chief of Naval Operations, Air Warfare Division (N78)  
Assistant Deputy Chief of Staff for Aviation, Headquarters Marine Corps (AVN-AP)  
Program Executive Officer, Joint Strike Fighter (PEO-JSF)  
Program Executive Officer, Strike Weapons & Unmanned Aviation (PEO-W)  
Program Executive Officer for Tactical Aircraft Programs (PEO-T)  
Program Executive Officer for AIR ASW, Assault & Special Mission Programs (PEO-A)  
Deputy Commander for Acquisition and Operations (AIR-1.0)  
Assistant Commander for Logistics (AIR-3.0)  
Assistant Commander for Research and Engineering (AIR-4.0)

### ***Deliverables***

Recommendations made by the CB are issued by memoranda to the NALG via the appropriate NALG working group(s) with supporting documentation.

### ***CB Charter Life/Duration***

The CB and its charter remain in effect until rescinded by ASN-RDA.

### **Prototype Modifications to OT & DT Assist Aircraft**

Did you know that OPNAV 4790.2 "Naval Aviation Maintenance Program (NAMP)" specifies COMNAVAIRSYSCOM as the only authority to modify or withhold modification of aeronautical equipment. Although the CNO does not desire to prevent or discourage operating activities from using their foresight or initiative in performing work of an experimental nature to correct or overcome quality deficiencies in aeronautical equipment, modification of more than one aircraft or unit prior to COMNAVAIRSYSCOM approval is not authorized. This policy was necessary in order to limit the unauthorized proliferation and operation of Naval Aircraft containing various prototype modifications out of concerns over Safety and Configuration/Logistic Support issues requirements.

So what exactly does this policy mean with respect to VX and Fleet Trusted Agent aircraft used in supporting OT & DT projects. Simply put, it means that authorization from the COMNAVAIRSYSCOM Configuration Control Board (CCB) (as governed by NAVAIRINST 4130.1C) must be obtained prior to modifying more than

one such aircraft as currently allowed by the NAMP.

The following CCB approval procedures for OT & DT aircraft modifications are very similar to the CCB hand carry approval procedures currently used for interim or safety related changes.

1. A CCB Directive/Change Package must be prepared and staffed by the respective IPT following the hand carry approval procedures outlined in NAVAIRINST 4130.1C. The CCB Directive/Change package must include as a minimum:

NAVAIR Form 4130/1 (Front cover of CCB Directive) Provides purpose of test, and references test plan, applicable ECPs/CCBs, and flight clearances

NAVAIR Form 4130/2 (Cost & Funding Summary) Identifies implementing codes, tasked activities, and funding required to configure/reconfigure test assets

NAVAIR Form 4130/3 (Milestone Chart) Identifies required scheduling for actions necessary to complete testing and reconfigure assets

NAVAIR Form 4130/4 (IPT Implementing Instructions) Identifies total quantity of assets to be modified, and directs actions needed to authorize modifications and return to previous configuration

NAVAIR Form 4130/9 (Competency Staffing/Concurrence Sheet) Records concurrence of appropriate staffing codes

2. Although unlikely, some additional NAVAIR 4130 series forms may be required depending on size, scope or complexity of the proposed modifications (e.g. Support Equipment (SE), Government Furnished Equipment (GFE) etc.)

3. Once the CCB Directive/Change Package is completed the Cognizant PMA, DPMA or designated IPT must generate a memo to the CCB Chairman (John Jones/AIR-1.1.5 or Co-Chairman Ed Whiteside/AIR-1.1.5A) requesting priority hand carry approval authorization. Upon receipt of this authorization the CCB Directive/Change Package may be hand carried (or electronically transmitted) to the appropriate staffing codes for review and evaluation on an expedited basis. This entire process shouldn't take longer than two workdays and can often be accomplished on the same day of the request.

4. CCB staffing requirements as a minimum must include:

- AIR-3.0 Cognizant AMPL
- AIR-3.0 CCB Voting Member
- AIR-4.0 Cognizant Class Desk or Project Engineer
- AIR-4.0 CCB Voting Member
- AIR-4.0 Flight Worthiness/Clearance Officer
- AIR-1.0 CCB Chairman

5. Once these functional chops have been received, the CCB Directive will be delivered to the CCB Chairman (AIR-1.1.5 or AIR-1.1.5A) for final approval.

6. Once approved the CCB Secretariat will assign the CCB Directive/Change

Package a CCB tracking number for status accounting purposes. Subsequent changes to the initially approved CCB Directive/Change Package must be processed as administrative changes following NAVAIRINST 4130.1C guidance.

7. All prototype modifications installed in OT and DT aircraft must be removed upon completion of the test program(s), as specified by the CCB Directive/Change Package, unless otherwise authorized by the CCB Chairman.

**Note!** These are interim procedures and may change based on lessons learned.

### **CONFIGURATION MANAGEMENT IN ERP**

The Configuration Management Policy and Processes Division (AIR-1.1.5) is currently participating in the development and implementation of NAVAIR's Enterprise Resource Planning (ERP) Initiative and the incorporation of all CM process requirements into SIGMA (NAVAIR's ERP system). It's involvement thus far has consisted of defining and clarifying the current CM process with the Enterprise Solutions Program Office (ESPO) Team to assure it is successfully integrated into the ERP software. As part of the ERP Pilot development effort, the first CM process incorporated into SIGMA was the ECP staffing/approval process. The SIGMA solution for the ECP process is a document management/staffing tool called Documentum, which is a bolt-on to the ERP software and can be used to receive, log-in, review and approve ECPs. Following a successful

demonstration of the Documentum concept for ECP activities, John Jones (Air-1.1.5) signed off on the process accepting it for NAVAIR implementation. Ed Whiteside and Bill Letnaunchyn, also from AIR-1.1.5, continue to work closely with the ESPO Team and other corporate stakeholders, such as Linda Bushell, from ILS CM Department (AIR-3.1.8), to refine the Documentum ECP approval process and other CM processes contained in the ERP Plant Maintenance module through hands on use as Super Users. Three cycles of SIGMA pilot testing have already been successfully completed. Ed and Bill are also working with representatives from AIR-3.6 and NAVICP to ensure CM compatibility and integration between the SIGMA program and the NAVSUP SMART ERP program and will also be participating in the SIGMA Role Definition workshop. Additionally AIR-1.1.5 is part of a process focus group currently working to define and implement “cradle to grave” CM requirements in ERP.

#### **New NFHP Staffing Requirement for Class I ECPs**

The Naval Audit Service (NAS) has determined that Technical Directives (TDs) are increasing the cost of the Navy Flight Hours Program (NFHP) by redirecting maintenance funds to satisfy unplanned and unbudgeted maintenance actions. As a result, the NFHP must absorb these additional costs at the expense of the entire program. To correct this process deficiency, the NAS recommended to N78 that NAVAIR needed to implement tighter process controls over the ECP/TD decision making process in

order to limit the Fleet's future financial obligation.

Because TDs are a product of approved Class I Engineering Change Proposals (ECPs), a new mandatory NFHP staffing element has been added to the current Configuration Control Board (CCB) staffing form (NAVAIR Form 4130/\_ ) for concurrence. This simple but important change will enable the APMLs to identify any real or potential NFHP cost impact during the PM/CCB decision making process. This in turn will enable N78 to more accurately plan, budget and control out-year NFHP operating costs. This change will become effective upon AIR-1.0 approval of the policy memo currently in staffing.

#### **Procurement Initiation Process (PID) Process**

A PID Process lessons learned session was held at the Frank Knox building on 23 January 2001, to discuss the recent decline in the quality of PID's being prepared and furnished to the Contracts Division (AIR-2.0) for execution. The meeting was jointly sponsored by Ms. Karen Lane (AIR-1.0A) and Mr. Tom Florip (AIR-2.0A), and was hosted by Ms. Elveta Peterson (AIR-1.1.3), the PID Process Manager. Approximately 130 employees from across the Team were in attendance with the vast majority of them being from Contracts and the Program Offices. Based on the dialog, many Team members are not very familiar with the PID process including the contents as well as the functional roles and responsibilities of certain IPT members at the Program Planning Conference (PPC). The results of the PID meeting were later briefed to the

Acquisition Operations Council (AOC) chaired by Mr. William Balderson (AIR-1.0). The AOC expressed deep concern over this issue and how best to fix it, because as Mr. Balderson put it, the PID process is the bedrock of our entire NAVAIR acquisition process. Mr. Balderson directed the establishment of a PID process focus team to review the current PID policy and practices and to develop recommendations for improving it.

**Note!** Personnel involved in the preparation of PIDs should take advantage of the PID training course being provided by AIR-1.1.3.

**Factors Influencing PID Quality** - The following are believed to be contributing factors to the recent decline in PID quality:

- High rate of personnel turnover in Program Offices and Contracts
- PID billets transferred to PMA's slowly disappearing
- AIR-1.1 role is strictly limited to PID policy, process definition and training.
- Minimum influence over government personnel performing PID preparation services.
- Misunderstanding of PID roles and responsibilities
- Use of inexperienced PM CSS personnel for performing PID services.

**Digital Data Policy - Still in Effect**

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." This policy is still in effect. The Department of the Navy intends to build an integrated digital operating environment for all acquisition management and life-cycle support activities by the end of 2002.

**Are DIDs and CDRLs Still Required?**

A data item description (DID) describes the data preparation instructions necessary to formulate a document. It is used to define the data required of a contractor, including the data content, preparation instructions, format, and intended use. The contract data requirements list (CDRL) delineates the data delivery requirements for data acquisitions resulting from a contractual task. It is used to specify the data to be delivered during a contract, the schedule for that delivery, and the form in which that delivery must be made. The CDRL designates how the DID that will be used to define documentation and specifies any tailoring instructions for the DID. Use of DD Form 1423/CDRL is cited in the DFARS. DFARS 215.470(b) states that when data are required to be delivered under a contract, the solicitation will include DD Form 1423/CDRL. Pursuant to DFARS 217.602-1-- Contractual Provisions contracts containing provision requirements shall include on the DD Form 1423, a schedule of provisioning technical documentation, or provide the schedule to be incorporated later by contract modification. The **TEAM policy** is to list the individual data items on **CDRLs**. These 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. The Paperwork Reduction Act of 1995 (P.L. 104-13) requires that the Office of Management and Budget (OMB) approve each collection of information by a Federal agency before it can be implemented. This oversight is implemented in practice by OMB's placement of authorization numbers on documents they have authorized for data acquisition. A standard set of Data Item Descriptions (DIDs) has been authorized by OMB, and the DID numbers they bear are the OMB authorization numbers. The **Acquisition Management and Data Requirements Control List (AMSDDL)**, DOD.5010.12-L, lists these DIDs. Only the data requirements explicitly stated in these DIDs are authorized.

### **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, then click on quick search and enter search criteria. <http://assist.daps.mil>

**Prior to going on contract remember** to check the AMSDDL 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?**

DIDs are structured to facilitate the tailoring (deletion) of requirements not applicable to a specific acquisition. The AMSDDL identifies all source documents and related DIDs approved for use in defense contracts. A board reviews these DIDs before being included on the list. Occasionally, a documentation requirement exists for which a DID is not available in the AMSDDL. **One-time DIDs** may be developed in this case for a specific acquisition. If an approved DID cannot be found in the AMSDDL, or if one contained in the AMSDDL can not be tailored to address the specific data requirements a One-time DID may be developed. 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**

#### **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.

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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.

**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.

**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.

**Course Description:** 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.

**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.

**Prerequisites:** None

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

**For cost, course codes, dates, and location please contact your training coordinator.**

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**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.

**For cost, course codes, dates, and location please contact your training coordinator.**

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**Configuration Management (LOG204) course.** Discussions in this four-day course include the uses of configuration management in each life cycle phase and its interrelationships with other support elements.

**Audience.** New acquisition logistics professionals and military and government personnel in grades GS-3 to GS-12, E4 to e7, and O-1 to O-6.

**For cost, course codes, dates, and location please contact your training coordinator.**

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**Configuration Management and Advanced Configuration Management Seminars.** Sponsored by the Technology Training Corporation (TTC), this comprehensive combination of seminars provides the most recent developments in the practice, tools, techniques, and requirements impacting configuration management. For information regarding cost and location visit the TTC website at [www.TechnologyTraining.com](http://www.TechnologyTraining.com)

## AIR-1.1.5 Web Site Is Here!

Check out the DATAGRAM and other useful configuration and data management information on our Web Site. Look for us under the AIR-1.0 Home Page at <http://www.navair.navy.mil/air10/air11/>

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