SD-25

Government-Industry Data Exchange Program (GIDEP) Operating Policies and Procedures

Defense Standardization Program Office

November 2023

STDZ

Foreword

Since 1959, the DoD has operated GIDEP to promote and facilitate the sharing of technical information between the DoD and industry partners to increase systems safety, reliability, and readiness and reduce systems development, production, and ownership costs. Since that time, the GIDEP has expanded to serve other U.S. Government agencies, the Canadian Department of National Defence and the Canadian Space Agency; each year processing thousands of documents covering half a million parts. To facilitate information sharing between these organizations, the GIDEP Program has developed these operating policies and procedures in accordance with the regulations and issuances of participating organizations.

This document is applicable to all who use GIDEP or interact with the program regardless of membership status. It is intended to be a holistic approach on the program and provide the necessary policies and procedures to be productive within the modernized system released in November 2023.

This is initial guidance with planned updates to add additional content and include feedback. The new modernized GIDEP system also has planned updates with new capabilities and enhancements. Feedback and lessons learned are encouraged throughout this process to enhance this document and GIDEP holistically.

This document is approved for public release. Recommended changes to this publication should be sent to the Defense Standardization Program Office, 8725 John J. Kingman Road, Stop 5100, Fort Belvoir, VA 22060-6220 or email at pm@gidep.org.

Michael A. Heaphy Jr.
Director
Defense Standardization Program Office

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Section 1. Background

The Department of Defense established the Government-Industry Data Exchange Program (GIDEP) in 1959 as the Interservice Data Exchange Program to reduce duplication of testing among the contractors and defense agencies involved in strategic missile systems. By 1970, the Joint Logistics Commanders renamed the program to GIDEP after the National Aeronautics and Space Administration (NASA) and the Canadian Department of National Defence joined. GIDEP continued to grow with the publication of Military Standard (MIL-STD) 1556, “Government/Industry Data Exchange Program (GIDEP) Contractor Participation Requirements,” in 1976 and the joining of Department of Energy in 1981. Office of Management and Budget (OMB) Policy Letter 91-3, “Reporting Nonconforming Products,” further expanded GIDEP by dictating all federal agencies exchange information regarding nonconforming products and specifying GIDEP as the central repository for receiving and disseminating information about such products.

Although DoD cancelled MIL-STD-1556 in 1995, the department began integrating requirements and content in support of GIDEP more holistically across more types of systems. This integration includes Department of Defense Manual (DoDM) 4140.01, Volume 3, which mandates the reporting of “all occurrences of suspect and confirmed counterfeit items to the appropriate authorities and reporting systems, including the Government-Industry Data Exchange Program (GIDEP).” Department of Defense Instruction (DoDI) 4140.67 directs that “information about counterfeiting [be] accessible at all levels of the DoD supply chain” through the documentation of “all occurrences of suspect and confirmed counterfeit materiel in the appropriate reporting systems including the Government-Industry Data Exchange Program (GIDEP).” The 2019 publication of Federal Acquisition Regulation (FAR) 52.246-26 details submission and screening of data pertaining to critical nonconforming items to and through GIDEP. In addition, DoDI 4245.15, published in 2020, directs the DoD component heads to “share information on DMSMS issues and resolutions … using the Government Industry Data Exchange Program.”

Section 2. Introduction

GIDEP is a community for a common good. GIDEP is a program established to allow members of the government and the associated industry supply chain to collaborate and share information that would otherwise be unavailable across such a large and disparate community. This informatization sharing ultimately helps the community accomplish the GIDEP mission.

2.1 Purpose

The purpose of this document is to convey that GIDEP is a community for a common good. To help get a better sense of the terms "community" and "common good" as they apply to GIDEP, reference the GIDEP mission statement.

GIDEP Mission

Foster technical information sharing among government agencies and their industry partners to increase systems' safety, reliability, and readiness and reduce systems' development, production, and ownership costs.

- Community—government agencies and their industry partners.
- Common good—sharing technical information to increase systems' safety, reliability, and readiness and reduce systems' development, production, and ownership costs.

To fulfill this purpose, this document first establishes a common framework of GIDEP, followed by detailed policies and procedures. This common framework uses new terms and concepts.

Note: Even those with vast experience with GIDEP should read this document carefully.

2.2 Expectations

2.2.1 Document Organization

The main document establishes the common framework. The appendices contain detailed information, including policies and procedures. Due to the diverse audience that GIDEP supports, the policies and procedures are not one-size-fits-all. Thus, a solid understanding of the common framework is needed to fully comprehend the distinctions in the appendices.

2.2.2 This Document Will Accomplish

- *Awareness and Knowledge of GIDEP*
  This document sets the basis of awareness and knowledge across the broader audience regardless of prior exposure to GIDEP. Although GIDEP has many complexities and unique elements, this document lays the core foundation through the common framework and associated details in the appendices to expand audience comprehension of the common good.
- *Common Framework of GIDEP*
  This common framework is new content even to the experienced GIDEP audience. The common framework establishes a foundation at the core of the policies and procedures. This common framework explains the "why" or "so what."

- *Policies and Procedures of GIDEP*
  The policies and procedures in the appendices follow the same structure as the common framework. These appendices provide the next level of detail, including additional knowledge, rules, or steps for interacting or participating with GIDEP.

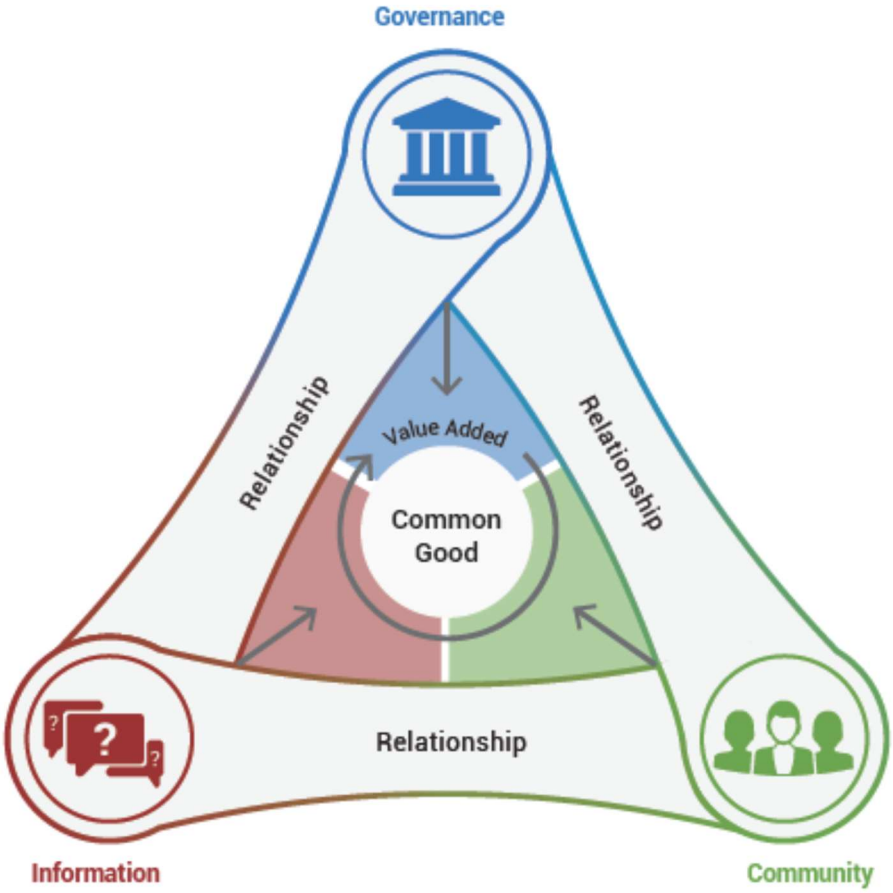
2.2.3 This Document Will NOT Accomplish

- *Interpretation*
  GIDEP cannot dictate how the community interprets the information in GIDEP documents.
- *Implementation*
  GIDEP cannot dictate how the community integrates GIDEP policies and procedures with internal processes.
- *External Influences*
  External influences beyond GIDEP governance, as such the legal rules of precedence, apply.

Section 3. Common Framework

GIDEP uses the common framework to effectively run and support the common good, which often includes support to other requirements. This mechanism represents structures and concepts applied across a unique set of situations and communities, each connected and adjusting to an ever-changing environment. The integrity of the common framework is rooted in the strength of the three corners (governance, community, and information) and the balance of the interrelationships between these corners. This balance offers resilience and integrity to an ever-changing environment for growth and adaptation to new requirements. Figure 1 depicts this common framework.

Figure 1. GIDEP Common Framework



3.1 Governance

GIDEP defines governance as the process of developing, applying, and overseeing a framework of standards, rules, and guidelines in support of a diverse community working together to share useable information. The pillars of governance concept in Section 4 further refines the governance process.

3.2 Community

The GIDEP community is diverse and includes multiple overlapping categories, such as government agencies, industry, members, and non-members. It includes those organizations with an interest in GIDEP governance or information. Section 5 further discusses each of the community categories.

3.3 Information

The information exchanged in GIDEP focuses on supporting *increasing systems' safety, reliability and readiness while reducing systems' development, production, and ownership costs*. This information includes multiple forms or types but, at the highest levels, still supports the GIDEP mission. Section 6 further discusses GIDEP information.

3.4 Relationships

The relationships between each of the three corners (governance, community, and information) are important to the overall functionality of the common framework as they create balance. These robust relationships promote agility and stability despite dynamic external pressures. Section 7 further discusses these relationships.

3.5 Value Added

The contributions of the corners (governance, community, and information) and their associated relationships add value. Each corner and relationship forms a knowledge multiplier when used collectively and in the appropriate context.

3.6 Common Good

The common good is the collective effect of the value-added elements, resulting in the sharing of technical information to *increase systems' safety, reliability, and readiness and reduce systems' development, production, and ownership costs*. The common good applies to the community, not GIDEP. The community benefits from access to GIDEP information. GIDEP offers the framework for the common good to flourish.

Section 4. Governance

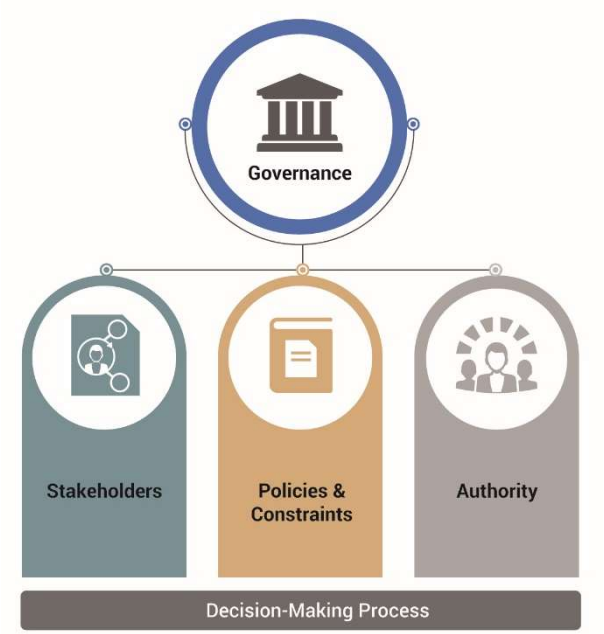
The process of developing, applying, and overseeing a framework of standards, rules, and guidelines in support of a diverse community working together to share useable information.

This section breaks the discussion of governance into two parts: management and implementation. Management is the oversight of the process and the process owners while implementation is the understanding of the process and the supporting elements. Refer to Appendix A for further details.

4.1 Management

GIDEP is a DoD program of record promoting and facilitating the exchange of technical information among the U.S. Government, the Government of Canada, and their supply chains. As a result of this designation, the Program Office of GIDEP takes on the management responsibility through the Defense Standardization Program (DSP) under the direction and leadership of the Under Secretary of Defense for Research & Engineering (USD(R&E)). Figure 2 represents this management in its blue circle.

Figure 2. GIDEP Pillars of Governance



4.2 Implementation

The process of governance requires several supporting elements, or pillars, to function effectively. Each pillar is dynamic and complex on its own and intertwines at multiple levels throughout the governance process. This document presents governance not as a step-by-step process but an overarching concept. Figure 2 shows the three pillars supporting the management of governance: stakeholders, policies and constraints, and authority.

4.2.1 Stakeholders

The stakeholders pillar has two elements to consider: those stakeholders involved in GIDEP and those in leadership positions in GIDEP supporting structures across the community. Involved stakeholders include any member of the community interacting with GIDEP. The leadership element comes from the various boards, councils, and working groups across the community, each with a specific audience. The leadership holds key insights and resources to support GIDEP.

4.2.2 Policies and Constraints

The policies and constraints pillar includes everything external to GIDEP that adds considerations and restrictions to the information or process. More specifically, it integrates those constraints into the GIDEP process with the understanding that different constraints apply to different audiences in the GIDEP community, such as the following:

- FAR changes or updates
- DoD policy on controlled unclassified information (CUI)
- United States Code, Title 44, “Records Management,” compliance.

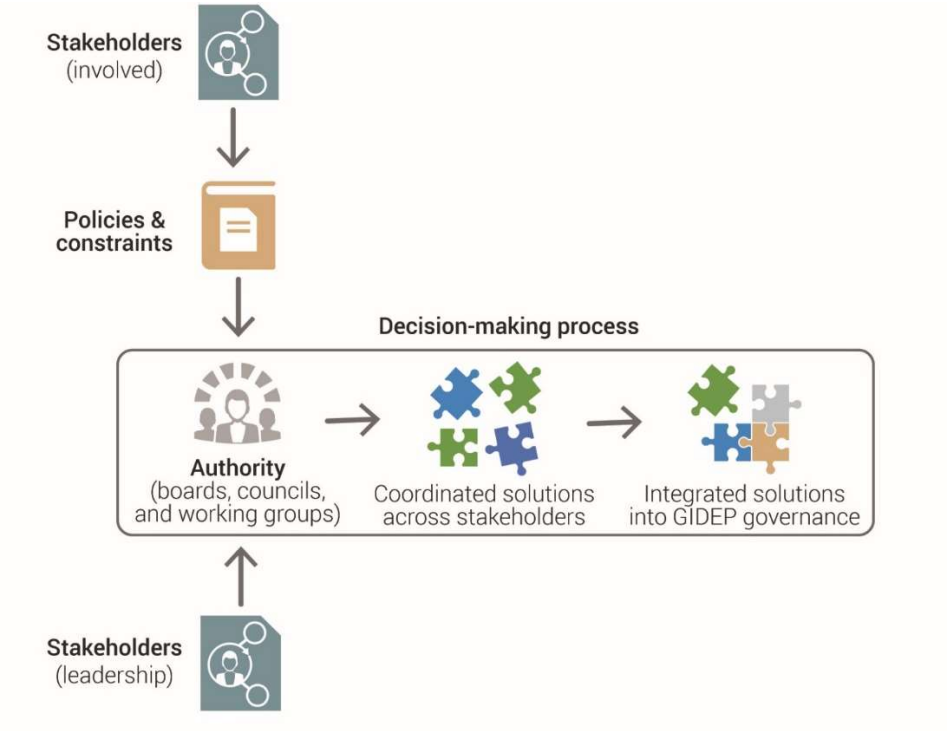
4.2.3 Authority

The authority pillar facilitates checks and balances through a structure of delegated authorities and responsibilities across the diverse GIDEP community. Similarly focused groups in the GIDEP community collaborate and address issues specific to their needs and elevate issues to the next level through various boards, councils, and working groups.

4.2.4 Decision-Making Process

The decision-making process is a foundation that supports and binds all three pillars (stakeholders, policies and constraints, and authority) together. For example, an involved stakeholder identifies a constraint and brings it to the working group (authority). That working group’s decision-making process pushes recommendations up or across to another council or board for consideration. When necessary, the council uses its decision-making process to evaluate and seek advice from other boards and working groups to guide the GIDEP community to the best solution (refer to Figure 3).

Figure 3. Decision-Making Process



Section 5. Community

The GIDEP community includes individuals and organizations with a vested interest in GIDEP governance or information. This community can be divided into subcategories based on multiple quantifiers but the most relevant and common are government, industry, member, and non-member. Appendix B contains further details.

5.1 Government

Government encompass all U.S. Government agencies, including those at the state and local level. In addition, this community includes the Canadian Department of National Defence and the Canadian Space Agency.

5.2 Industry

Industry includes the supply chains that support the government agencies from Paragraph 5.1. Industry participation is limited based on two factors:

1. Proof of relationship (direct or indirect) with a government agency.
2. Physical location (must be physically in the territorial boundaries of the U.S. or Canada).

5.3 Members

Membership has several levels, based on specific situations and criteria, to comply with applicable laws, regulations, and policies. The levels of membership provide different access to GIDEP information.

5.4 Non-Members

Non-members of the GIDEP community do not have access to GIDEP information but can fall into one of the following categories:

- Eligible for membership. This type of non-member is often in the research stage to decide whether membership is appropriate or at the policy level to facilitate collaboration. Some of these non-members eventually become members because of a need to access GIDEP information. The others remain stakeholders without access.
- Ineligible for membership but contributors of valuable information.

Section 6. Information

The information in GIDEP is unclassified and predominantly technical documents, notices, and reports, hereby collectively referred to as GIDEP reports. The community saves GIDEP reports in a database and makes them available to members, as defined in Appendix B. Appendix C contains further details.

6.1 Types of Information

6.1.1 Failure Experience

Failure experience information primarily documents nonconformance or suspect counterfeit issues, including items not meeting technical or quality requirements or misrepresented as authentic.

6.1.2 Metrology

Metrology information consists of calibration procedures or technical manuals to assist with maintenance or operations of equipment.

6.1.3 Product Information

Product information contains notices of manufacturer changes to a product, document, or process, including Diminishing Manufacturing Sources and Material Shortages (DMSMS) notices.

6.1.4 Reliability, Maintainability, and Engineering

Reliability, maintainability, and engineering documents cover a variety of topics across all phases of the acquisition life cycle, ranging from assessments and test reports to concepts and theories as well as decision-making.

6.2 GIDEP Reports

The community provides information to GIDEP, which shares this information via a web-based platform. As a repository for the information, GIDEP does not manage the contents of reports. In this way, GIDEP is like a library since both are repositories without ownership of the information and require the member or reader to form their own opinions. Refer to Figure 4.

Figure 4. GIDEP as a Library Analogy

GIDEP	*Library*
GIDEP provides a repository for the information and enables access; members must form their own assessments based on a collection of information, not simply on the existence of a GIDEP report.	A library doesn't validate or own the content of the books within; it simply houses the books and allow those with a library card to choose the book they wish to read and form their own opinions.

Section 7. Relationships

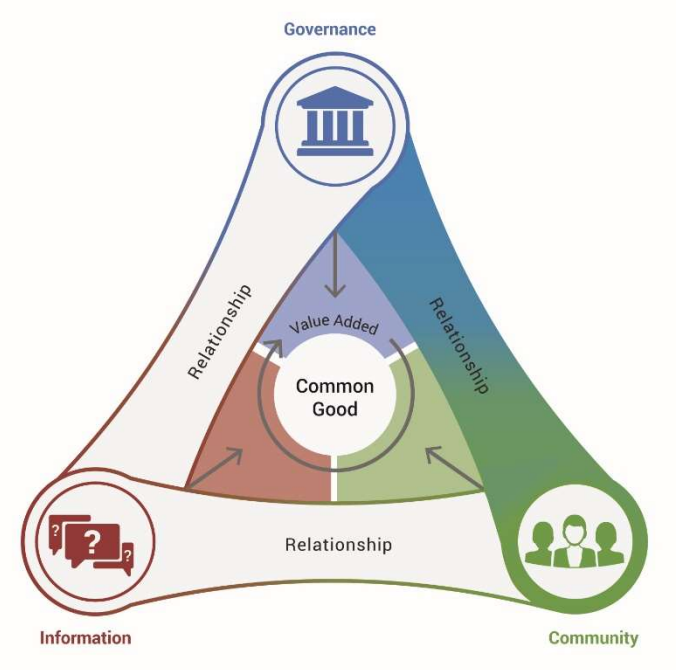
To understand how these relationships balance to the framework through agility and stability, the audience must know that not all elements or conditions of the relationship are two-way; limits and constraints exist on both ends. Some elements of the relationship are a push-pull while others are more open and collaborative. Each relationship has multiple elements with varying characteristics. *Understanding the nature of these relationships sets a foundation for the policies and procedures.*

7.1 Governance and the Community

Governance is the process of developing, applying, and overseeing a framework of standards, rules, and guidelines in support of a diverse community working together to share useable information.

Community includes government agencies, industry, members, and non-members with a vested interest in GIDEP governance or information.

Description. This relationship is the connection between the community and the entry point to the processes to access the information in GIDEP, including everything from the GIDEP Operations Center and training, to assistance with providing information and feedback. This relationship isn't a group of auditors or testers that validate the contents of the information. GIDEP reports are reviewed to ensure they meet the GIDEP quality standards but technical information is not validated.



Limitations. This relationship has the most personal interactions of all the relationships, requiring the GIDEP community to proactively push information through the governance process.

7.1.1 Governance Responsibilities

- Assist the GIDEP Operations Center, including with setting up new accounts and troubleshooting existing accounts.
- Train and guide on GIDEP-related tasks, such as how to submit a GIDEP report and how to access GIDEP information.
- Gather feedback from across the community on various aspects of GIDEP.
- Analyze how the community is using GIDEP to plan for future improvements.
- Manage and support boards, councils, and working groups.
- Review documentation from the GIDEP community to ensure it meets quality standards.

7.1.2 Community Responsibilities

- Follow the policies and procedures established by GIDEP.
- Respond to GIDEP Operations Center and GIDEP Program Office inquires and requests.
- Participate in and contribute to the supporting boards, councils, and working groups.
- Provide GIDEP with appropriate information promptly.

7.1.3 Common Good and Value Added

GIDEP policies and procedures trace back to valid requirements and lessons learned while establishing a foundation for future growth. These requirements and foundations are more complex and dynamic than any one market or sector of the community participating in GIDEP. So, as the community contributes to GIDEP, each community member must respect the governance to maintain the integrity of the system.

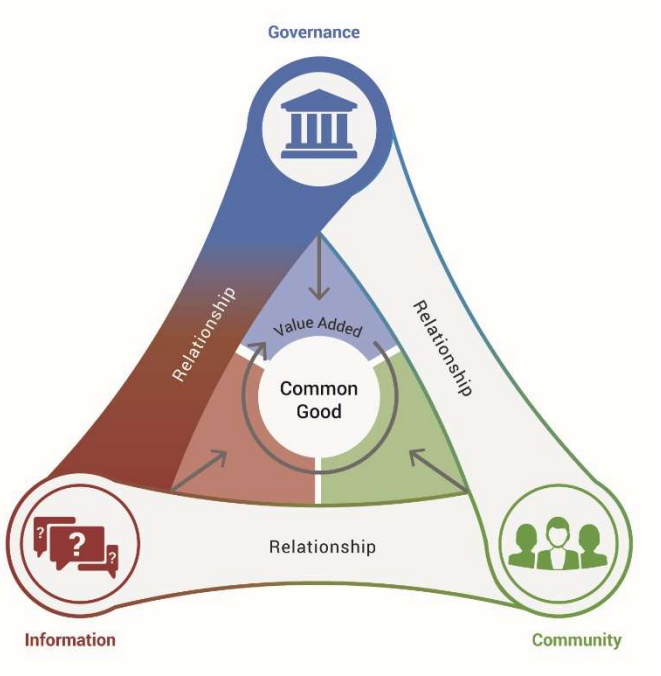
7.2 Governance and Information

Governance is the process of developing, applying, and overseeing a framework of standards, rules, and guidelines in support of a diverse community working together to share useable information.

Information supports *increasing systems' safety, reliability, and readiness while reducing systems' development, production, and ownership costs*.

Description. This relationship is the connection between the process and the information, specifically ensuring the information exists in a form, such as a repository and associated tools, to facilitate access and use.

Limitations. This relationship is based on translating a dynamic process and applying it to a set of tools to access a large array of information. The limitation comes from the time needed to modify the tools based on changes in the process.



7.2.1 Governance Responsibilities

- Provide a secure repository (database) for the information, including the design, maintenance, and future upgrades to the tools supporting the information.
- Supplement the information (data source) on behalf of the GIDEP community and in partnership with other programs to synchronize information (such as the Product Deficiency Reporting and Evaluation Program (PDREP)).
- Manage access to the information.
- Ensure the information included in the GIDEP database accurately reflects the initial submission.

7.2.2 Information Responsibilities

- Data usage can influence policy and procedures.
- Health data usage can assist in planning for future requirements in GIDEP.

7.2.3 Common Good and Value Added

This relationship ensures protected and accessible information through appropriate constraints, ultimately enabling the right access to the right people in an effective and efficient form and means.

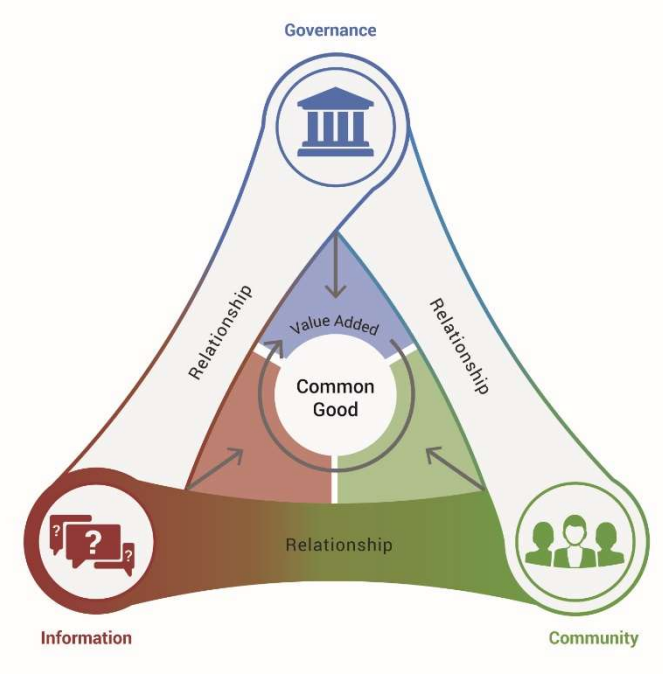
7.3 Community and Information

Community includes government agencies, industry, members, and non-members with a vested interest in GIDEP governance or information.

Information supports *increasing systems' safety, reliability, and readiness while reducing systems' development, production, and ownership costs*.

Description. This relationship is the connection between the community and the information desired or provided.

Limitations. This relationship can give the illusion that GIDEP owns the information, but it does not. GIDEP is a repository for the information and the community member who provided the information maintains ownership of that GIDEP report with no expiration date.



7.3.1 Community Responsibilities

- Provide relevant information using the available GIDEP tools.
- Search for relevant information.
- Control the distribution of information per GIDEP policies and procedures.

7.3.2 Information Responsibilities

- Distribute or mark the accessibility level of the document or information.
- Present the information from the author accurately.
- Control access based on GIDEP policies and procedures.

7.3.3 Common Good and Value Added

This relationship is the win-win scenario. The more the GIDEP community contributes quality information, the more effective the information is for other members of the community while the information remains protected and accessible.

Appendix A. Governance

Governance is the process of developing, applying, and overseeing a framework of standards, rules, and guidelines in support of a diverse community working together to share useable information.

A.1 Management

Management is the oversight of the process and the process owners.

A.1.1 Management Organizations

Management organizations manage GIDEP and plan, program, fund, and execute throughout the life cycle of the program. Their efforts include policy and material solutions (e.g., database or information systems) to meet the program's requirements in accordance with regulations and DoD policies (refer to Paragraph A.1.3. and A.1.4.).

- DoD provides the authority to execute GIDEP as a program of record and web-based information system.
- USD(R&E) oversees GIDEP.
- The Defense Standardization Program Office (DSPO) serves as the executive sponsor for GIDEP under USD(R&E).
- The GIDEP Program Management exercises executive authority over the planning, direction, and operation of GIDEP. The Program Management Office and the Program Manager are assigned to DSPO.

A.1.2 Management Stakeholders

Management stakeholders support the management functions of GIDEP.

- The GIDEP Operations Center supports the GIDEP Program Management Office through the implementation and maintenance of the GIDEP information system.
- The Government of Canada has policies, procedures, and agreements for support.
- NASA provides regular support.
- Department of Energy provides regular support.
- Additional federal agencies and industry members provide regular support.

A.1.3 Specific Authoritative Documents

Specific authoritative documents establish GIDEP and give the information system the authority to operate.

- OMB Federal Procurement Policy Letter 91-3, April 9, 1991.
- Upcoming continuous authorization to operate documentation and requirements for the GIDEP information system.

A.1.4 Specific Documents and Policies

GIDEP manages specific documents and policies.

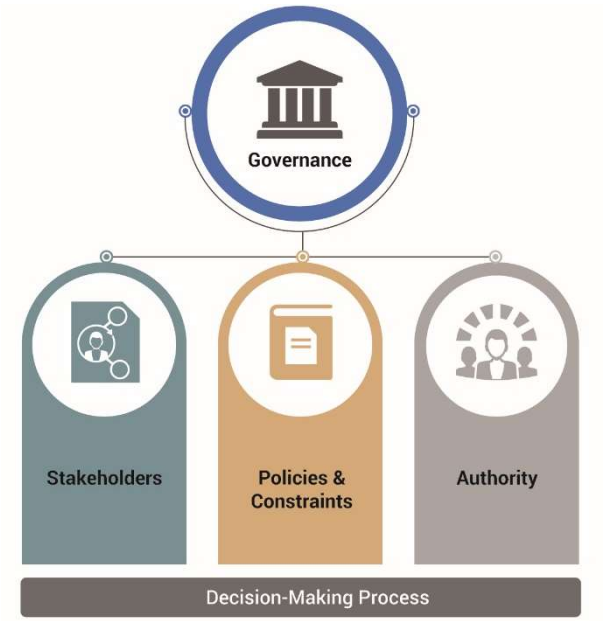
- DoDI 5200.49, "Oversight of the Collection and Exchange of Information Using the Government-Industry Data Exchange Program," August 18, 2022.
- GIDEP Information Security Policy; refer to Attachment 1.

- GIDEP Membership Terms and Conditions; refer to Attachment 2.
- GIDEP Boards, Councils, and Working Groups; refer to .
- Membership Responsibilities; refer to Attachment 4.

A.2 Implementation

The implementation of governance occurs when the process and supporting pillars (stakeholders, policies and constraints, and authority) function through an effective decision-making process. Refer to Figure 5.

Figure 5. Pillars of Governance



A.2.1 Stakeholders Pillar

A.2.1.1 Leaders in the GIDEP Community

This group has two categories:

1. All individuals in leadership positions in the GIDEP supporting structure, including members of the various boards, councils, and working groups discussed in .
2. All senior members of an organization that participates (through its members) with GIDEP. This category is included due to the influence of control of how the organization implements or complies with the GIDEP governance.

A.2.1.2 GIDEP Community (in Its Entirety)

All involved or interact with GIDEP, regardless of membership status.

- Members (individuals)
- Member organizations
- Non-members (individuals) who interact with GIDEP
- Non-member organizations who interact with GIDEP

A.2.2 Policy and Constraints Pillar

This pillar contains elements external to GIDEP that restrict or add considerations to GIDEP processes. Due to the breadth of the GIDEP community, these external policies and constraints apply differently to different audiences. Their multiple forms include the following:

- Laws, executive orders, or international agreements
- Agencies or organizational policies
- Contracts or agreements between agencies or organizations
- Internal policies in an agency or organization
- Supporting or related programs to GIDEP.

A.2.3 Authority Pillar

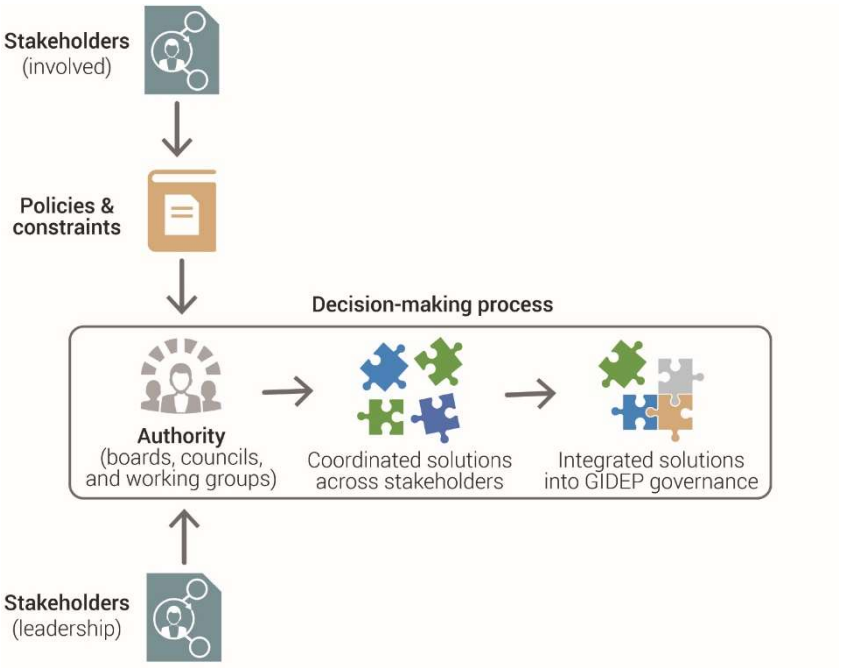
This pillar provides a collaborative forum and a mechanism for checks and balances. Refer to for additional details. Each entity has a specific audience and function, focusing their efforts, collaboration among peers, and recommendations or inputs accordingly.

- *Executive Steering Committee (ESC):* Comprised of DoD personnel in support of DoDI 5200.49 for the DoD-wide oversight of the collection and exchange of information using GIDEP. Refer to DoDI 5200.49 for additional participation and organizational responsibilities.
- *Government Advisory Group (GAG):* Comprised of representatives appointed to this group by their respective participating government agency. Must be designated a GIDEP representative and a government member. Refer to Appendix B for definitions.
- *Industry Advisory Group (IAG):* Comprised of GIDEP representatives elected at large by the GIDEP industry representatives. Must be designated as a GIDEP representative and an industry member.
- *Executive Board:* Comprised of select representatives from the GAG and IAG along with support from the GIDEP Operations Center to work through issues affecting both communities.
- *Various Working Groups or Teams:* Established to support higher-level boards, councils, or working groups. Can be standing or ad hoc.

A.2.4 Decision-Making Process

This piece integrates the three pillars in a dynamic and collaborative process. The process takes inputs from stakeholders about policies and constraints to the authorities in the GIDEP supporting structure to work through challenges. As they develop challenges and solutions, these efforts are shared across other authoritative entities in the GIDEP supporting structure for input and collaboration. In working across the authorities, solutions are proposed for integration into the GIDEP governance. Figure 6 depicts this process.

Figure 6. Decision-Making Process



A.3 Supporting and Relating Programs

Supporting and relating programs support or are related to GIDEP. The following subsections (extracted from the sources listed) detail several programs.

A.3.1 Product Quality Deficiency Reporting (PQDR)

Source: Defense Acquisition University, https://www.dau.edu/acquipedia-article/product-quality-deficiency-reporting-pqdr

- PQDR is required per Title 41, *Code of Federal Regulations* (CFR), 101-26.8, Discrepancies in GSA [General Services Administration] of DoD Shipments, Materials or Billings and implemented per Defense Logistics Agency Regulation (DLAR) 4155.24/AR 702-7/Secretary of the Navy Instruction (SECNAVINST) 4855.5C/Air Force Instruction (AFI) 21-115/Defense Contract Management Agency (DCMA) Inst 305, Product Quality Deficiency Reporting Program (Inter-Service Product Quality Deficiency Report). According to DLM [Defense Logistics Manual] 4000.25, Volume 2, Chapter 24, "the DoD PQDR program requires DoD Component capture and exchange product quality deficiency information to facilitate root cause determinations, corrective actions, reliability analysis, and recoupment actions (contractor caused deficiencies)."
- There are many systems used by the DoD and Services (as well as the US Coast Guard) to process deficiency reports, and the major systems used by the Services are discussed below.

A.3.1.1 Product Deficiency Reporting and Evaluation Program (PDREP)

- PDREP is a Department of the Navy program that supports requirements regarding the reporting, compilation, and use of supplier performance information, and is by far the largest such reporting system. PDREP supports Navy management of the supply chain ensuring first time quality and on-time delivery of materials for both critical and non-critical applications. PDREP promotes Continuous Process Improvement for increased material readiness and decreased deficiency issues, providing an overall cost savings to DoD and the Navy.

- PDREP provides a wide selection of standard reports, management reports, and custom metrics for its users. It also provides an ad hoc feature that allows for creation of unique reports, designed specifically by the individual user. PDREP is the link between the men and women in the field and the support agencies and contractors who supply materials.

A.3.1.2 Joint Deficiency Reporting System (JDRS)

Source: JDRS Website

- JDRS provides a common, seamless solution for deficiency reporting and resolution management across the Aeronautical Enterprise. JDRS is a cross-service web enabled automated tracking system designed to initiate, process and track deficiency reports from the Warfighter through the investigation process.
- JDRS provides for deficiency reporting and resolution management across the DoD Aeronautical Enterprise. It is a cross-service web enabled automated tracking system designed to initiate, process and track deficiency reports from the Warfighter through the investigation process.

A.3.2 Diminishing Manufacturing Sources and Material Shortages (DMSMS)

Source: SD-22, http://assist.dla.mil

- A DMSMS issue is the loss, or impending loss, of manufacturers or suppliers of items, raw materials, or software. [The term “software” encompasses commercial off-the-shelf (COTS), custom, or any combination thereof of firmware, middleware, wrappers, gateways, firewalls, application programs, and operating systems.] The DoD loses a manufacturer or supplier when that manufacturer or supplier discontinues production and/or support of needed items, raw materials, or software or when the supply of raw material is no longer available.
- Five steps of the management process
    - Prepare: DMSMS Management Program (DMP) Infrastructure
        - It encompasses establishing the foundations for robust DMSMS management, developing a DMSMS Management Plan, forming a properly trained DMSMS management team (DMT) to carry out all DMSMS activities, and establishing DMSMS operational processes.
        - As the first step, Prepare lays the groundwork for the other five DMSMS management process steps.
    - Identify: DMSMS Monitoring and Surveillance
        - This second step requires a program office to monitor and survey its items and materials for end of life (EOL) notices or other indicators of potential discontinuance. DMSMS monitoring and surveillance should begin as early as possible during the design phase and continue throughout the entire life cycle of the system. This section describes the monitoring and surveillance processes (whether accomplished within the government, by a contractor, or preferably as a combined team).
        - At the end of the Identify step, a preliminary health assessment report could be generated to inform program leadership of the immediate results.
    - Assess: Resolution Need, Timing, and Level
        - The Assess step of the DMSMS management program examines the potential effects that a DMSMS issue, at any level of a system, may have on cost, schedule, availability, and readiness. Most DMSMS issues result in a combination of these effects and, ultimately, all if left unaddressed.
        - The purpose of the assessment is to answer three questions:
            - Should a resolution to the problem be pursued? Or, should a case be opened?

        - Which problem should be addressed first? Or, when should the resolution be started?
        - At what level of assembly should a resolution be considered?
    - The DMSMS community does not answer these questions on its own. Data collection and research on the potential resolution level are carried out in conjunction with other DMT members. In particular, the assessment should be done in partnership with program office and prime/original equipment manufacturer logisticians because inventory data and demand data are essential elements for determining when an impact will occur. If the demand data are not based on field experience, then the program office and prime/original equipment manufacturer engineers must be involved to assess reliability. Determining the level at which the resolution should be considered involves several technical engineering considerations about resolution feasibility and complexity as well as DMSMS information about other items in the higher-level assemblies.
  - Analyze: DMSMS Resolution Determination
    - The Analyze step explains how to find the best resolution option. The resolution determination process is iterative; the analysis is updated as new issues are identified and prioritized. Typically, new issues to be resolved are added at every DMT meeting. The following sections address identifying the cost elements associated with estimating implementation costs, identifying, and defining resolution options, and determining the preferred resolution option. The resolution determination process is the same whether the DMSMS issue is related to hardware (materials and structural, mechanical, and electrical items) or software.
  - Implement
    - In the Implement step, the DMT should be involved in three final processes: programming and budgeting for implementing the preferred resolution, integrating DMSMS resolution and modification funding, and implementing the preferred resolution.
    - In some cases, contracts with the prime contractor (during design and production) or a logistics provider (during sustainment) may include a requirement for the contractor to fund DMSMS resolutions. This situation is complex.

- Within those steps, strategic processes increase the likelihood of implementing low-cost resolutions while delaying and preventing the occurrence of DMSMS issues in concert with system modification planning. Strategic processes also include the use of evaluation results for the program office's DMSMS management processes to improve effectiveness and efficiency. Since the strategic processes relate to all five DMSMS management process steps, the need to "strategize" is an overarching process in DMSMS Management.

A.4 Supporting and Relating Documents

A.4.1 DoD Issuances

DoDIs and DoDMs are available at https://www.esd.whs.mil/DD/. The following content is extracted from the sources listed.

A.4.1.1 DoDI 5200.49, "Oversight of the Collection and Exchange of Information Using the Government-Industry Data Exchange Program," August 18, 2022

- Audience: This Instruction applies to Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense (IG

DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

- Purpose: In accordance with the authority in DoD Directive (DoDD) 5137.02, this issuance:
  - Establishes policy on the oversight of collecting and exchanging information using the Government-Industry Data Exchange Program (GIDEP). Such information is collectively referred to herein as "information pertaining to counterfeit and nonconforming items" and includes information on:
    - Suspect and confirmed counterfeit items
    - Major and critical nonconforming items
  - Assigns responsibilities and prescribes procedures across the DoD for overseeing the collection and exchange of information pertaining to counterfeit and nonconforming items using the GIDEP.
  - GIDEP applicability: entire document

A.4.1.2 DoDI 4140.01, "DoD Supply Chain Materiel Management Policy," March 6, 2019

- Audience: This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- Purpose: In accordance with the authority in DoDD 5134.01 and the July 13, 2018 Deputy Secretary of Defense Memorandum, this issuance establishes policy and assigns responsibilities for management of materiel across the DoD supply chain.
- GIDEP applicability
  - Defense Pricing and Contacting responsibilities
  - USD(R&E) responsibilities

A.4.1.3 DoDI 4140.67, "DoD Counterfeit Prevention Policy," April 26, 2013, incorporating Change 3, March 6, 2020

- Audience
  - This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
  - All phases of materiel management, from identifying and defining an operational requirement to an item's introduction into the DoD supply chain through weapon and DoDI 4140.67, April 26, 2013 information system phase-out and retirement, including operation and maintenance, materiel disposition, and the materiel management data systems.
- Purpose: In accordance with the authority in DoDD 5134.01:
  - Establishes policy and assigns responsibilities necessary to prevent the introduction of counterfeit materiel at any level of the DoD supply chain, including special requirements prescribed by section 818 of Public Law 112-81 related to electronic parts.
  - Provides direction for anti-counterfeit measures for DoD weapon and information systems acquisition and sustainment to prevent the introduction of counterfeit materiel.
  - Assigns responsibilities for prevention, detection, remediation, investigation, and restitution to defend the DoD against counterfeit materiel that poses a threat to personnel safety and mission assurance.

- Incorporates and cancels Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum.
- GIDEP applicability
  - Policy: "Document all occurrences of suspect and confirmed counterfeit materiel in the appropriate reporting systems including the Government-Industry Data Exchange Program (GIDEP)"
  - USD(R&E) responsibilities
  - DoD Components Heads responsibilities

A.4.1.4 DoDI 4245.15, "Diminishing Manufacturing Sources and Material Shortages Management," November 5, 2020

- Audience: This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- Purpose: In accordance with the authority in DoD Directive 5135.02, this issuance:
  - Establishes policy, assigns responsibilities, and prescribes procedures for diminishing manufacturing sources and material shortages (DMSMS) management.
  - Implements risk based, proactive DMSMS management for all DoD materiel, parts, equipment, assemblies, components, material, and software, throughout the life cycle in accordance with (IAW):
    - The authority in DoDIs 4140.01, 5000.02T, 5000.02, 5000.75, 5000.80,5000.81, 5000.85, and 5000.87.
- GIDEP applicability
  - USD(R&E) responsibilities
  - DoD Components Heads responsibilities

A.4.1.5 DoDI 5230.24, "Distribution Statements on DoD Technical Information," January 10, 2023

- Audience
  - Applies to:
    - OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
    - Newly created, revised, or previously unmarked classified and unclassified technical information originated or managed by all DoD-funded research, development, test and evaluation programs and DoD technical information originated or managed by DoD acquisition and sustainment activities, including system design, development, production, and procurement; sustainment, including logistics, maintenance, and materiel readiness; or collaboration activities.
    - Newly created, revised, or previously unmarked information, whether in tangible (e.g. technical report, model, prototype, blueprint, photograph, plan, instruction, operating manual) or intangible form (e.g. technical service or visual description), including but not limited to:
      - Engineering drawings.
      - Configuration-management documentation.
      - Engineering data and associated lists.

        - Standards.
        - Specifications.
        - Technical manuals, reports, and orders.
        - Blueprints, plans, and instructions.
        - Computer software and computer software documentation.
        - Catalog-item identifications.
        - Data sets, studies and analyses, and other technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.
        - Other types of technical data.
    - Does not apply to technical information categorized as cryptographic and communications security, communications, and electronic intelligence and such other categories that may be designated by the; Director, National Security Agency; Chief, Central Security Service; or the Under Secretary of Defense for Intelligence and Security.
    - May not be used by the DoD Components as authority to deny information to Congress or any Federal, State, or local government agency that requires such information for regulatory or other official government purposes. The DoD Component will notify the recipient when information is subject to DoD distribution controls.
    - Does not provide authority to withhold from public release unclassified information regarding DoD operations, policies, activities, or programs, including the costs and evaluations of performance and reliability of military and space equipment or any other information that is not exempt from release IAW DoDD 5400.07; DoDIs 5200.01, 5230.09, and 5230.29; DoDM 5200.01; or DoDM 5230.30.
- Purpose: In accordance with the authority in DoDD 5137.02 and pursuant to Section 133a of Title 10, United States Code (U.S.C.), this issuance:
    - Establishes policies, assigns responsibilities, and provides procedures for assigning distribution statements on technical information, including: research, development, test and evaluation; engineering; acquisition; and sustainment information, to denote the extent to which the technical information is available for secondary release and distribution without additional approvals or authorizations.
    - Establishes a standard framework and markings for managing, sharing, safeguarding, and distributing technical information IAW national and operational security, privacy, records management, intellectual property, Federal procurement, and export-control policies, regulations, and laws.
    - Aligns marking procedures for controlled technical information IAW procedures described in DoDI 5200.48 and Part 2002 of Title 32, CFR.
    - Helps originators of technical information determine to what extent it must be controlled IAW DoDD 5230.25.
- GIDEP applicability: Appropriate marking of GIDEP reports and information.

A.4.1.6 DoDI 6055.07, "Mishap Notification, Investigation, Reporting, and Record Keeping," June 6, 2011, incorporating Change 1, August 31, 2018

- Audience: This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

- Purpose: This Instruction reissues DoDI 6055.07 IAW the authority in DoDD 5134.01, cancels Directive-Type Memorandum (DTM) DTM-07-020 and DTM-04-008, and describes procedures in support of DoDD 4715.1E and DoDI 6055.1 to:
  - Update procedures for mishap notification, investigation, reporting, and record keeping.
  - Implement the Occupational Safety and Health Administration reporting requirements IAW Executive Order 12196 and part 1960 of title 29, CFR.
  - Establish the DoD Mishap Data Requirements Working Group IAW DoDI 5105.18.
  - Establish requirements for interactions with the National Transportation Safety Board and the Secretary of Transportation IAW sections 1131 and 1132 of title 49, U.S.C.
  - Establish requirements to report explosives and chemical agent mishap information to the DoD Explosives Safety Board IAW DoDM 6055.09-M.
- GIDEP applicability: Enclosure 10 DoD Component Information Cross-Feed Requirements

A.4.1.7 DoDI 7050.05, "Coordination of Remedies for Fraud and Corruption Related to Procurement Activities," May 12, 2014, incorporating Change 1, July 7, 2020

- Audience: This instruction applies to the OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- Purpose: In accordance with the authority DoDD 5106.01, this instruction:
  - Reissues DoDI 7050.05 to establish policy, assign responsibilities, and prescribe procedures for the coordination of remedies that may be taken in response to evidence of procurement fraud stemming from criminal and administrative investigations of fraud or corruption related to DoD procurement activities.
  - Incorporates and cancels Contract Audit, Internal Audit and Criminal Investigations Joint Policy Memorandum.
- GIDEP applicability: Enclosure 5: Actions to take in non-conforming product, defective product, product substitution, and counterfeit materiel investigations, specifically by the designated lead DoD Component.

A.4.1.8 DoDM 4120.24, "DSP Procedures," September 24, 2014, incorporating Change 2, October 15, 2018

- Audience: This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- Purpose: This manual reissues DoD 4120.24-M IAW the authority in DoDD 5134.01 and DoDI 4120.24 to assign responsibilities and prescribe the procedures for implementing the DSP IAW sections 2451-2457 of Title 10, U.S.C.
- GIDEP applicability: Enclosure 14: Qualification
  - Maintenance of electronic qualified products list or qualified manufacturers list in the Qualified Product a Database on a continuing basis to keep the information current. Addresses the obligations of all parities including manufacturer, user, and government.
  - Removal from an electronic qualified products list or qualified manufacturers list, specifically the publication of removal notice.

A.4.1.9 DoDM 4245.15, "Management of Diminishing Manufacturing Sources and Material Shortages," October 26, 2022

- Audience: This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, DoD IG, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- Purpose: In accordance with the authority in DoD Directive 5135.02 and the policy in DoD Instruction (DoDI) 4245.15, this issuance:
  - Assigns responsibilities and prescribes procedures for management of diminishing manufacturing sources and material shortages (DMSMS).
  - Implements a risk-based, proactive DMSMS management approach for all DoD systems and the DoD items (e.g., the parts, equipment, assemblies, components, material, and software) that comprise them throughout their life cycles.
  - Establishes the charter for the DoD DMSMS Working Group.
- GIDEP applicability
  - DoD Component Heads Responsibilities: Share information on DMSMS issues, and resolutions thereof (as applicable), within 10 business days of occurrence among all DoD Components using the Government-Industry Data Exchange Program (GIDEP) and collaborate on resolutions where feasible.
  - Procedures: Identify DMSMS Issues
    - The use of the Defense Logistics Agency (DLA) Shared Data Portal or the GIDEP.
    - Transmitting validated DMSMS issues to the GIDEP using GIDEP procedures and processes.
    - Provide information on DMSMS issues to … The GIDEP using the GIDEP procedures and processes.
  - Procedures: Analyze Resolution Options
    - Determine the optimal resolution for the DMSMS issue, using a business case analysis or equivalent analysis that considers inputs from all stakeholders. Update the GIDEP with proposed resolution information.
  - Procedures: Implement Resolution Options
    - Update the GIDEP with final DMSMS issue resolution information for the DoD item.

A.4.1.10 DoDM 4140.01, Volume 3, "DoD Supply Chain Materiel Management Procedures: Materiel Sourcing," October 9, 2019, incorporating Change 1, August 26, 2022

- Audience: This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, IG DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.
- Purpose: This manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoDD 5135.02, DoDD 5134.12, and DoDI 4140.01:
  - This manual:
    - Implements policy, assigns responsibilities, and provides procedures for DoD materiel managers and others who work within or with the DoD supply system.
    - Establishes standard terminology for use in DoD supply chain materiel management.

- This volume:
  - Describes procedures for the DoD supply chain materiel management processes dealing with sourcing and acquiring materiel.
  - Establishes the DoD Integrated Materiel Management Committee.
- GIDEP applicability
  - Section 5: Material Acquisition Strategies, specifically programs preventing the acquisition and retention of unapproved product substations and counterfeit materiel.
  - Section 8: Quality Program, specifically quality program requirements.
  - Section 9: Diminishing Manufacturing Sources and Material Shortages (DMSMS), specifically actions for minimizing the impact of DMSMS.

A.4.2 Other Agency Documents

A.4.2.1 FAR 52.246-26 (https://www.acquisition.gov/browse/index/far)

- Screening Requirement: The Contractor shall screen Government-Industry Data Exchange Program (GIDEP) reports, as a part of the Contractor's inspection system or program for the control of quality, to avoid the use and delivery of the following items:
  - counterfeit or suspect counterfeit items or
  - items that contain a major or critical nonconformance.
- Reporting Requirement: Submit a report to GIDEP within 60 days of becoming aware or having reason to suspect, such as through inspection, testing, record review, or notification from another source (e.g., seller, customer, third party) that an item purchased by the Contractor for delivery to, or for, the Government is:
  - A counterfeit or suspect counterfeit item,
  - or a common item* that has a major or critical nonconformance.

    *The term "common item" is defined to mean "an item that has multiple applications versus a single or peculiar application."

A.4.2.2 Defense Federal Acquisition Regulation (DFAR) Supplement 252.246-7007 (https://www.acquisition.gov/dfars)

As prescribed in 246.870-3 (a), use the following clause:

- Audience: this clause do[es] not apply unless the Contractor is subject to the Cost Accounting Standards under 41 U.S.C. chapter 15, as implemented in regulations found at 48 CFR 9903.201-1.
- Requirements
  - Acceptable counterfeit electronic part detection and avoidance system. The Contractor shall establish and maintain an acceptable counterfeit electronic part detection and avoidance system. Failure to maintain an acceptable counterfeit electronic part detection and avoidance system, as defined in this clause, may result in disapproval of the purchasing system by the Contracting Officer and/or withholding of payments and affect the allowability of costs of counterfeit electronic parts or suspect counterfeit electronic parts and the cost of rework or corrective action that may be required to remedy the use or inclusion of such parts (see DFARS 231.205-71).
  - System criteria. A counterfeit electronic part detection and avoidance system shall include risk-based policies and procedures.

- Government review and evaluation of the Contractor's policies and procedures will be accomplished as part of the evaluation of the Contractor's purchasing system in accordance with 252.244-7001, Contractor Purchasing System Administration—Basic, or Contractor Purchasing System Administration—Alternate I.
- Subcontracts. The Contractor shall include the substance of this clause, excluding the introductory text and including only paragraphs (a) through (e), in subcontracts, including subcontracts for commercial products, for electronic parts or assemblies containing electronic parts.

- GIDEP Applicability
  - Reporting and quarantining of counterfeit electronic parts and suspect counterfeit electronic parts. Reporting is required to the Contracting Officer and to the Government-Industry Data Exchange Program (GIDEP) when the Contractor becomes aware of, or has reason to suspect that, any electronic part or end item, component, part, or assembly containing electronic parts purchased by the DoD, or purchased by a Contractor for delivery to, or on behalf of, the DoD, contains counterfeit electronic parts or suspect counterfeit electronic parts. Counterfeit electronic parts and suspect counterfeit electronic parts shall not be returned to the seller or otherwise returned to the supply chain until such time that the parts are determined to be authentic.
  - Process for screening GIDEP reports and other credible sources of counterfeiting information to avoid the purchase or use of counterfeit electronic parts.

A.4.2.3 DLAR 4155.24/AR 702-7/SECNAVINST 4855.5C/AFI 21-115/DCMA-INST 305, incorporating Change 2, September 24, 2018

- Audience
  - This Regulation applies to:
    - The Military Services, DCMA, and DLA (referred to as DoD Components in this regulation). The term "Military Services," in this regulation, refers to the Army, Air Force, Navy, and Marine Corps. DoD Components will use this regulation when reporting interservice product quality deficiencies. Users of DoD Component-provided supplies or contract administration services, including the Coast Guard, may use this regulation for processing internal product quality deficiencies as may the GSA.
    - New and newly reworked Government-owned products found to be deficient any time after Government acceptance. Submit Product Quality Deficiency Reports (PQDRs) regardless of the product's inspection or acceptance location (source or destination). It also applies to products that were presented for Government destination acceptance, but later found to be deficient.
  - This Regulation does not apply to the following deficiencies:
    - Products approved for local base or station buys, which are reportable under local procedures. This exclusion does not apply to local buys where the original source was GSA.
    - Foreign Military Sales customers submit quality deficiencies using a Supply Discrepancy Report (SF364) which are processed IAW DLM 4000.25, Vol 2, Ch-17, C17.1.7.3 (reference c).
    - Subsistence materiel deficiencies (reported by the DoD Hazardous Food and Nonprescription Drug Recall System) IAW AR-40-660/DLAR 4155.26, DoD Hazardous Food and Nonprescription Drug Recall System (reference d).
    - Unsatisfactory materiel whose condition results from improper handling or deterioration during storage (report following individual DoD Component procedures).

        - Report preservation, packaging, packing, and related marking deficiencies on Supply Discrepancy Reports (SF 364). This includes shipping type (item) discrepancies, for example, shortages, overages, expired shelf life, wrong items, and missing military markings.
        - Use Transportation Discrepancy Reports (SF 361) to report transportation-type discrepancies, for example, shortages, losses or damages in transit.
        - Materiel that fails because of inadequate maintenance, improper operation, or normal wear and tear.
        - Malfunctions involving the use of ammunition and explosives (report under individual DoD Component procedures). Report deficiencies involving ammunition and explosives under this regulation.
        - Materiel for Navy Strategic Weapons Systems and the Navy Nuclear Propulsion Program.
        - Excess or surplus property or billings for services, space, communications and printing as covered in as covered in Title 41 CFR 101-26.802, Exclusions [to Discrepancies or Deficiencies in GSA or DoD Shipments, Material, or Billings] (reference e).
    - Submit exceptions to the use of this regulation in reporting PQDRs through the respective DoD Component headquarters. All affected DoD Components must agree before approval of any exception.
- Purpose
    - Establishes policy, assigns responsibility and implements procedures for a standard DoD Product Quality Deficiency Reporting method to identify, report, and resolve conditions affecting the warfighter. Objectives include:
        - Providing feedback to activities responsible for design, development, purchasing, production, supply, maintenance, contract administration, and other functions for them to act on finding the cause, taking corrective action, and preventing recurrence.
        - Integrating deficiency analysis and resolution processes to identify cause and prevent or mitigate recurrence within acquisition, quality, systems engineering, and overall life cycle management plans.
        - Obtaining cost, credit, replacement, and/or contractual remedy for procurement related quality deficiencies resulting from poor workmanship, nonconformance to applicable specifications, drawings, standards, processes, or other technical requirements.
        - Providing historical collection of deficiency data for future analysis.
    - This regulation implements Title 41, CFR, 101-26.8, Discrepancies or Deficiencies in General Services Administration (GSA) or DoD Shipments Title 41, CFR. It reissues DLAR 4155.24/AR702-7/SECNAVINST 4855.5A/AFR 74-6, Product Quality Deficiency Report Program, July 20, 1993. The regulation provides uniform policy for reporting, processing, and investigating interservice Cross-DoD Component product quality deficiency data. It establishes a reliable and standardized system for feedback of product quality deficiency data across the United States Military Services, the DCMA, and the DLA.
- GIDEP Applicability: Enclose 2: Procedures
    - Tell other users about deficient products reported. When necessary, provide for the disposition of nonconforming materiel in stock and in use throughout the DoD/GSA system (see paragraph 6). This includes notifying private industry and non-DoD and GSA Governmental activities using the Documents Types contained in the Failure Experience Database portion of the Government-Industry Data Exchange Program (GIDEP). These Documents would include GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP PROBLEM

ADVISORIES, and GIDEP AGENCY ACTION NOTICES. Provide notice within 60 days of discovery (NDAA 2012 Section 818).

- Determine whether investigation results warrant notice under the GIDEP. Forward the investigation determination to the GIDEP representative. (Note: Each organization that takes part in GIDEP is responsible for appointing a GIDEP representative, who is responsible for serving as the primary point of contact between their organization and the GIDEP Program. To locate the Service/Agency GIDEP representative, consult Service/Agency documents.)

A.4.2.4 OMB Federal Procurement Policy Letter 91-3

- Audience: To the Heads of Executive Departments and Establishments
- 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.
- GIDEP Applicability
  - Policy: … Information shall be exchanged among agencies about nonconforming products. The existing Government/Industry Data Exchange Program (GIDEP) operated by the DoD will serve as the central data base for receiving and disseminating information about such products.
    - Screening Information
    - Internal Controls
  - Required Practices:
    - …within 60 days
    - Safety, Health and other Considerations
    - Sensitive Information
    - Notifying the Supplier
  - 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.

Appendix B. Community

The GIDEP community includes government agencies, industry, members, and non-members with a vested interest in GIDEP governance or information. The GIDEP community continues to evolve and grow; it includes the U.S. DoD, federal agencies and departments, state and local government agencies and entities, the Canadian government, industry members, and supporting supply chain organizations.

B.1 Membership

- Membership levels are based on specific situations and criteria to comply with applicable laws, regulations, and policies. These levels allow different access to GIDEP information without fees or dues.
- Members encompass areas in research, design, development, test, acquisition, production, operation, maintenance, or logistics support of equipment, parts, components, subsystems, systems, facilities, or materiel.

B.1.1 Government Members

Government members encompass all U.S. Government agencies, including the state and local level as well as limited agencies in the Government of Canada.

B.1.1.1 U.S.

Available to all U.S. Government agencies (federal, state, and local).

B.1.1.2 Canada

Limited to agencies of the Department of Canadian National Defence and the Canadian Space Agency. In this document, the term “Canadian government” is limited to the Department of Canadian National Defence and the Canadian Space Agency.

B.1.2 Industry Members

Public- and private-sector entities, such as business organizations (large and small), manufacturers, distributors, educational institutions, public and private utilities, and public and private transportation entities.

B.1.2.1 U.S.

Limited to U.S. organizations that provide a service or product to the U.S. Government or the Government of Canada as described in Paragraph B.1.1.2.

- Must provide documentation showing that a product or service has been provided to the U.S. Government or the Canadian government.
- Must be physically located in and maintain GIDEP administration within the territorial boundaries of the U.S. and its territories.

B.1.2.2 Canada

Limited to Canadian organizations that provide a service or product to the U.S. Government or the Government of Canada as described in Paragraph B.1.1.2.

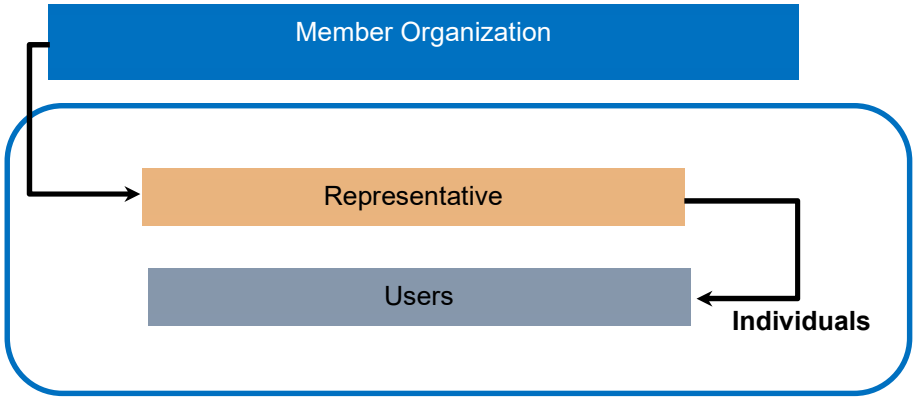
- Must provide documentation showing that a product or service has been provided to the U.S. Government or the Canadian government.
- Must be physically located in and maintain GIDEP administration within the territorial boundaries of Canada.

Refer to Paragraph 5.4 for information about non-members.

B.2 Membership Roles

Membership roles are broken into categories: organizational and individual based, which are linked. Membership is based on an organization's status and ability to meet the necessary requirements. Individuals in the member organization either fill a GIDEP representative or user role based on their ability to meet the necessary requirements. GIDEP has over 5,000 member organizations and approximately 12,000 individual representatives or users. Refer to Figure 7.

Figure 7. Membership Roles



B.2.1 Member Organization

GIDEP is comprised of individual site-specific entities called, member organizations. Although GIDEP members are often part of larger, more dispersed organizations, membership is locally focused and associated with a specific registered address (provided to GIDEP at the time of application). This address or discrete geographic location is a specific site of an office or industrial facility, including a location that has a cluster of buildings generally recognized as a business or government entity.

For example, the Navy is a GIDEP member only because site-specific entities in the Navy are member organizations with personnel assigned to defined GIDEP roles. Similarly, major corporations are GIDEP members because site-specific entities in those corporations are member organizations with employees assigned to defined GIDEP roles. Each member organization must do the following:

- Establish an internal program.
- Designate at least one GIDEP representative.
- Renew membership, as needed.
- Sustain at least minimum levels of participation in GIDEP.
- Ensure registered members do the following:
  - Agree to comply with established GIDEP policies and procedures.
  - Follow all established GIDEP terms and conditions.

B.2.2 Representatives

Member organizations must designate one or more people as GIDEP representatives to represent the organization. Key responsibilities for the GIDEP representative include the following:

- Act as the principle point of contact (POC) between the member organization and GIDEP.
- Abide by the terms and conditions of GIDEP membership.
- Submit appropriate documents generated by the member organization to GIDEP.
- Coordinate and approve requests for user authorization to access GIDEP information.
- Coordinate participation of users and submit feedback reports.

B.2.3 Users

When necessary, member organizations can select personnel in the organization who require access to the GIDEP Dashboard. Key responsibilities for GIDEP users include the following:

- Abide by the terms and conditions of GIDEP membership.
- Provide any applicable feedback information to the GIDEP representative as documents are retrieved and used.
- Control individual access credentials.

B.3 Membership Responsibilities

Each member organization has responsibilities to maintain access to GIDEP information. Refer to Attachment 4 for additional details.

B.4 How to Register and Manage Membership

Refer to Attachment 5 for details.

Appendix C. Information

Information supports increasing systems' safety, reliability, and readiness while reducing development, production, and ownership costs.

C.1 Protection

C.1.1 Owner of Information

The submitter of information retains all rights and ownership along with the responsibility for its accuracy. GIDEP is a repository for information and does not manage the contents of GIDEP reports. GIDEP does not verify the accuracy or applicability of the information, nor does the program office assume any liability for the accuracy or timeliness of the information.

C.1.2 Distribution of Information

Distribution of information and documents downloaded from GIDEP is controlled. Information distributed by GIDEP can contain technical information whose export is restricted by the Arms Export Act (Title 22, U.S.C. Sec. 2751 Et Seq) or Executive Order 12470. GIDEP information is provided to member organizations and their registered individuals on a privileged basis for dissemination and use in their site-specific member organization.

- Do not distribute outside of the registered user's own immediate member organization.
- Exchanging information outside the member organization requires case-by-case permission from the submitting organization. Notify GIDEP of any request for GIDEP documents (gidep@gidep.org). Establish permission to share via a written response (letter or verifiable email) with the agreement indicating whether the information can be exchanged once or multiple times. Provide the GIDEP Operations Center with a copy of the permission response documentation (through forwarded email or electronic copy [PDF] of the written permission). Once permission is granted, do not exchange the information beyond the agreement. To avoid this process, any non-member organizations that qualify for GIDEP membership can become GIDEP members.
- All materials distributed by GIDEP are government-furnished materials; control them as such. Upon request, return physical media to the GIDEP Operations Center or dispose of it to prevent further dissemination.
- Do not release GIDEP information, materials, or documents to the news media, in whole or in part, without the approval of the GIDEP Program Manager and the submitting organization. Do not release GIDEP materials or documents to governments, organizations, or corporations outside the United States of America and Canada, except in accordance with a memorandum of understanding or agreement approved by the supporting agency, the U.S. Department of State, DoD, and the GIDEP Program Manager.
- Exercise prudent judgment as to the accuracy of the information, statements, diagrams, and conclusions.

C.1.2.1 National Security Considerations

In many instances, distribution of GIDEP source information is subject to International Traffic in Arms Regulations (ITARs) and Export Administration Regulations (EARs). Any exchange of information must conform with any restrictions on any contract by its issuing agency and, at minimum, follow the technology security policies and programs of DoD at all times. Access by foreign nationals operating within and outside the U.S. and Canada can require approval of the U.S. Department of State, the U.S.

Department of Commerce, or the DoD Office of Technology Transfer. Send requests for exceptions to the restriction to the GIDEP Program Manager with a copy to the GIDEP Operations Center.

C.1.3 Partitioning of Information

GIDEP information is organized into levels (partitioned) accessible to member organizations in tiers (three categories).

C.1.3.1 General Document Information: Level One

Information that can be exchanged with any supply chain organization without establishing a need to know.

- Document Number
- Document Date
- Document Title
- Document Designator
- Document Data Types
- Manufacturer Name
- Manufacturer Commercial and Government Entity (CAGE)
- Part Identifier (Manufacturer Part or Model No.)
- National Stock Number (NSN)

C.1.3.2 GIDEP Failure Experience Data (FED) Information: Levels Two and Three

Information partitioning is structured to meet FAR and DFAR requirements for access to nonconformance and suspect counterfeit information. Before GIDEP FED Level 2 or Level 3 information can be exchanged, the member organization and the supply chain organization must establish a need to know based on contract or subcontract requirements between the organizations.

- Level Two information includes the reported conclusion.
- Level Three includes the evidence for the conclusion, containing detailed technical information, laboratory reports, and drawings and photographs, if applicable.

C.2 Types of Information

No confidential or proprietary information.

GIDEP contains and exchanges the following four major types of information: engineering, reliability, and maintainability; failure experience; metrology; and product information. Refer to Appendix F for the detailed document types under each type of information.

C.2.1 Engineering, Reliability, and Maintainability

Engineering, reliability, and maintainability documents cover topics across multiple phases of the acquisition life cycle, ranging from assessments and test reports to concepts, theories, and decision-making. Refer to Table 1.

Table 1. Engineering, Reliability, and Maintainability Roles in the Life Cycle Phases

Life Cycle Phases	Engineering, Reliability, and Maintainability
Logistics Product Data	☑
Design Engineering	☑
Parts Reviews	☑
Testing	☑
Failure Analysis	☑
Obsolesce Solutions	
Procurement	
Receiving	
Logistics	
Deployment	☑

- Engineering, reliability, and maintainability types contain technical reports on research materials, quality assessments, engineering tests, evaluation and qualification tests, parts and materials specifications, manufacturing, designs, process controls, solder-ability data and other related engineering data on parts, components, materials, and processes. Reports pertain to military and commercial applications.
    - Engineering data (ED) covers a wide span of topics crossing over various technical disciplines. ED is generated throughout all phases of the acquisition life cycle (research, development, testing, production, procurement, and logistical operations).
    - Reliability and maintainability data (RMD) contains technical reports covering various reliability concepts, theories, methods, and practical tools essential in making reliability decisions. Failure analysis reports on nonconforming parts are also a part of RMD.
- RMD offers a wide range of reliability information to engineers and managers (including specific data, useful concepts, and practical engineering tools), enabling them to make informed decisions and reduce high costs related to reliability. Each reliability data submittal is categorized as one of the following four document types: methodology, prediction, reliability/failure statistical data, and failure analysis.
    - Failure analysis (FA) includes data on parts and assemblies submitted by test labs, where some can be classified as counterfeit. Found in the FA section, these documents lack supporting documentation and information.
- Because of the wide span of topics, ED is categorized under eight document types: engineering reports, management reports, test reports, process specifications, soldering technology library, computer technology documents, facilities documents, and lessons learned. These reports are generated during research, development, testing, production, procurement, and logistical operations—all phases of the acquisition life cycle.
- RMD and ED do not use GIDEP forms for submitting documents. GIDEP members are encouraged to submit appropriate RMD and ED for inclusion in the GIDEP database. GIDEP does not establish or remove limited distribution statements from submitted documents. The submitter should consider this before submitting ED and RMD.

C.2.2 Failure Experience

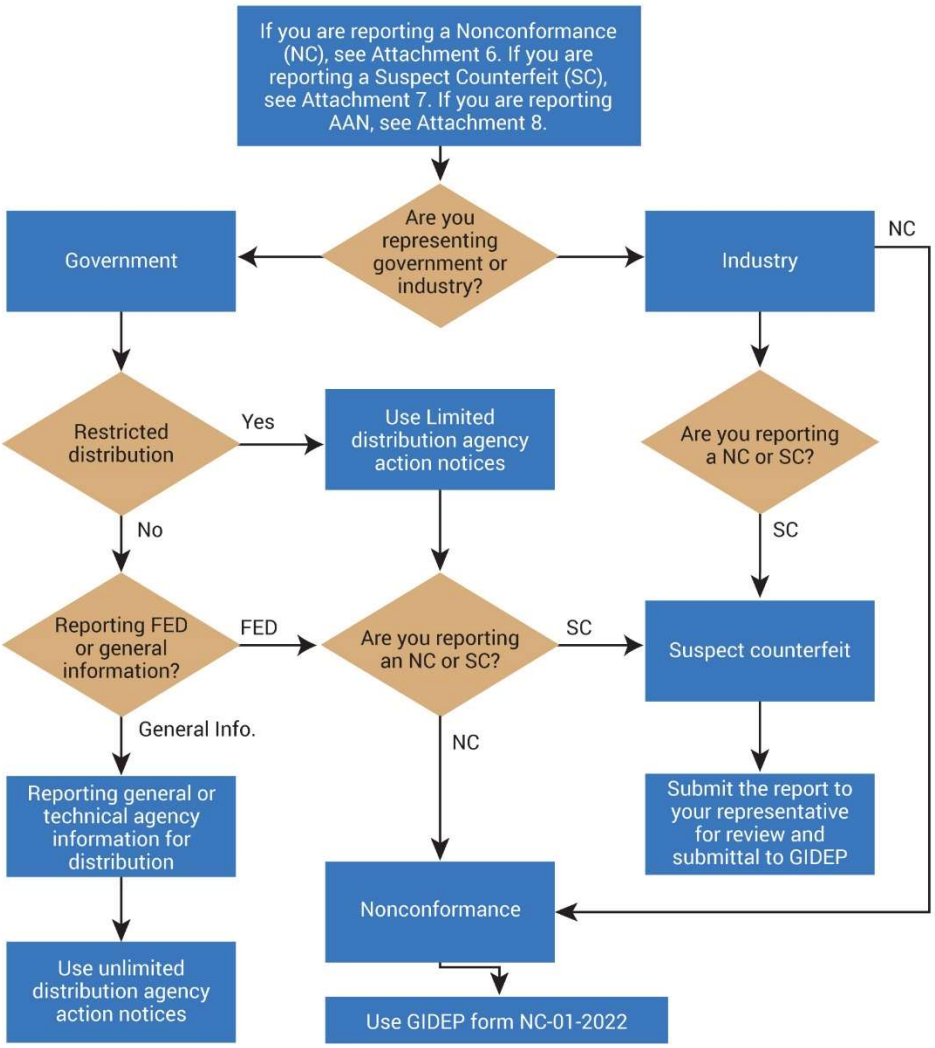
Failure experience documents cover topics across multiple phases of the acquisition life cycle. Refer to Table 2.

Table 2. Failure Experience Data (FED) Roles in the Life Cycle Phases

Life Cycle Phases	Failure Experience (Non-Conformance)
Planning	☑
Design Engineering	☑
Parts Reviews	☑
Testing	☑
Failure Analysis	☑
Obsolesce Solutions	
Procurement	☑
Receiving	☑
Logistics	☑
Deployment	☑

- Primarily, failure experience information notifies users of nonconforming parts, components, products, chemicals, processes, materials, services and specifications, or software. Nonconformances also report safety and hazardous situations, along with failure analysis results and problem information resulting from laboratory analyses. A special classification of failure experience information is suspect counterfeit information. Counterfeiting of components and assemblies used in the government has increased notably during the past decade. GIDEP contains information on equipment, parts, and assemblies suspected of being counterfeit.
- A significant portion of information received and distributed by GIDEP is categorized as FED. FED comprises nonconforming products, including items not meeting technical or quality requirements or misrepresented as authentic. FED reports include nonconformance, suspect counterfeit, and Agency Action Notices (AANs). Nonconformances are categorized by urgency and possible effect through identification as a problem advisory, alert, or safe alert. GIDEP has developed various FED forms to help the submitter file the correct type of information for each report type. Figure 8 shows a flow chart outlining the suggested decision tree necessary to select the type of report to submit to GIDEP.

Figure 8. FED Decision Tree



C.2.2.1 Nonconformance

A nonconformance can occur in a part, component, product, chemical, process, material, service and specification, or software when the item does not meet the manufacturing specifications, design, chemical composition, or contractual requirements as defined by the customer or government agency. GIDEP Nonconformance Report Forms report any type of nonconformance that deviates from a documented technical or quality requirement. For detailed information regarding Nonconformance Reports, refer to Attachment 6.

C.2.2.2 Suspect Counterfeit

Suspect counterfeit parts are a type of a nonconforming part for which credible evidence provides reasonable doubt that the item is authentic. Suspect Counterfeit Reports report suspected or confirmed counterfeit parts in the supply chain. These reports are not for parts generated by the manufacturer in a nonconforming manner. For detailed information regarding Suspect Counterfeit Reports, refer to Attachment 7.

C.2.2.3 Agency Action Notices

Agency Action Notices (AANs) are available for use by U.S. Government GIDEP members only. Government GIDEP members can use AANs to report general, nonconformance, and suspect counterfeit parts information. As an example, an AAN can notify GIDEP government recipients that procurements with a company have been suspended due to litigation or fraud. Government agencies can temporarily withhold AANs from the broader GIDEP industry membership by requesting publication in GIDEP with the distribution limited. Limited distribution AANs are typically restricted to distribution to all U.S. Government GIDEP members; however, they can be further restricted to access by specifically designated government agencies and contractors. Use limited distribution AANs for releasing sensitive information only. Sensitive information includes any person or entity under investigation or being considered for investigation due to submitting nonconforming or suspect counterfeit parts or products to a government agency. To minimize the impact of restricting access to this information, government activities responsible for these reports must do the following:

- Consider broader distribution or other mechanisms to reduce the impact on safety if safety is an issue (e.g., issue a nonconformance safe alert, if applicable).
- Release non-sensitive summary information to the broader GIDEP industry membership.
- Review the reports quarterly to evaluate whether the restricted release is still required.

C.2.2.4 Benefit

Failure experience reports preclude the integration of nonconforming items in government and industry systems and inventory. The reports are not a corrective action document.

C.2.2.5 Data Partitioning

- To facilitate efficient retrieval of information for all members and provide the security necessary for distribution to sponsored members in foreign countries, information submitted in FED reports is partitioned into three levels. Refer to C.1.3.2.
- The partitioned data is available on a need-to-know basis.

C.2.2.6 Manufacturer and Supplier Notification

The submitter of the FED report must notify the manufacturers cited in the nonconformance report or the suppliers cited in the suspect counterfeit report. Appendix H details the manufacturer and supplier notification process. Manufacturer and supplier notification is not required if the FED reported covers items or services manufactured or provided by the submitting organization.

C.2.3 Metrology

Metrology documents cover topics across multiple phases of the acquisition life cycle. Refer to Table 3.

Table 3. Metrology Roles in the Life Cycle Phases

Life Cycle Phases	Metrology
Planning	
Design Engineering	
Parts Reviews	
Testing	☑
Failure Analysis	
Obsolesce Solutions	
Procurement	
Receiving	☑
Logistics	
Deployment	☑

- Metrology data (MD) includes calibration procedures for the periodic verification of performance of test, diagnostic, and measurement equipment as well as technical manuals with detailed maintenance, repair, or operating instructions.
- MD includes a wide range of measurement technology information, test and measurement systems information, fundamental standards, measurement traceability, and calibration management systems. The GIDEP representative collects and submits documents prepared by member organizations to the GIDEP Operations Center.
- MD is categorized as one of the following three document types: calibration procedures, measurement documents, and technical manuals. Because the metrology document type list is not all inclusive, refer to the following list for definitions of the types of metrology documents accepted for submittal:
    - Calibration procedures for calibration of test, measurement, and diagnostic instruments, including automated calibration equipment and test equipment.
    - Objective and comprehensive evaluation tests for evaluating performance of test equipment or an instrument (i.e., comparison of several alternate models to select one best suited for a given application).
    - Evaluation test reports from evaluation of manufacturers' specifications for test and measurement equipment and systems.
    - Problem with instrumentation families and recommended corrective actions. Calibration recall systems and intervals.
    - Maintenance procedures pertaining to test, measurement, and diagnostic equipment.
    - Preservation instructions and procedures for storing and shipping test and measurement equipment. Operations manuals for test equipment or related measurement hardware.
    - General metrology documents and reports on the field of metrology, including bibliographies. Calibration facilities requirement documents for selection, design, layout, environmental controls, and specifications for calibration laboratories.
    - Calibration requirements documents which provide technical guidance for the preparation of calibration procedures to achieve uniformity and consistency in the designation of calibration requirements. These documents provide guidelines for the following:

- Table of required test parameters
- Rationale for performing tests
- Choice of test points
- Guidance for combination and sequence of tests to minimize testing time
- Functional check information.

- Instrument calibration techniques with general instructions for calibrating physical and mechanical test instruments to specified standards.
- Technical documents describing the results of investigations into various measurement methods (e.g., Frequency Span Accuracy Test for Spectrum Analyzer), general information on equipment use or maintenance (e.g., nickel-cadmium batteries and torque tool sealant application), or standard requirements for various test and monitoring systems (e.g., electro-optical laboratory facilities recommendations).
- Training manuals with instructions for the training, use, or calibration of test and measuring equipment (i.e., training in phase package standards, calibration of dimensional measurements, or calibration of panel meters). Includes documents with guidelines for establishing a local calibration program.

C.2.4 Product Information

Product information notices (PINs) inform about changes manufacturers make to a product, document, or process, including DMSMS notices. Product information data contains notices on parts, components, and materials for which the attributes have been changed or discontinued by the manufacturer. DMSMS notices and product information data cover a variety of topics across all the phases of the acquisition life cycle. Refer to Table 4.

Table 4. DMSMS and Product Change Notices Role in the Life Cycle Phases

Life Cycle Phases	DMSMS	Product Change
Planning	☑	
Design Engineering	☑	☑
Parts Reviews	☑	☑
Testing		☑
Failure Analysis		☑
Obsolesce Solutions	☑	☑
Procurement	☑	
Receiving		☑
Logistics	☑	☑
Deployment	☑	☑

C.2.4.1 Diminishing Manufacturing Sources and Material Shortages

DMSMS information originates when a part manufacturer or supplier announces that a product, part, material, or production line is, or will be, substantially curtailed or discontinued.

GIDEP is DoD's centralized database for managing and disseminating DMSMS information. The GIDEP database contains information on parts manufactured in accordance with military and commercial specifications.

DoDI 4245.15 and DoDM 4245.15 provide more guidance on DoD DMSMS management, along with SD-22, “Guidebook for Implementing a Robust DMSM Management Program.”

C.2.4.1.1 Benefits

- Inform users of potential opportunities for end-of-life buys rather than implementing a more costly solution.
- Provide users with information with enough lead time for obsolete parts to be not designed into new systems or tech refreshes.
- Inform users of obsolete parts and replacement parts.

C.2.4.2 Product Change Notice (PCN)

Manufacturers use PCNs to notify the supply chain of changes that affect the form, fit, function; reliability; or packaging of their products as well as the following information:

- Facility relocation
- Change to fabrication processes
- Specifications
- Die modifications
- Changes to data book or sheet
- Device markings.

Most manufacturers use PCNs to communicate any changes to their customers; however, some manufacturers use PINs to report information to the GIDEP community. PINs provide info such as the following:

- Introduction of a new product to the marketplace
- Manufacturer datasheets
- Test data
- Qualified Manufacturers List status for microcircuits
- Package Information for microcircuits.

Changes to a submitted and published PCN are made by amendments submitted consequently and separately.

C.2.4.2.1 Benefits

- Inform users of changes in technical characteristics or parameters in products.
- Allow lead time to make necessary decisions and find alternate sources or design solutions.

C.3 Tools and Services

C.3.1 Notifications

GIDEP registered members receive notifications pushed to the GIDEP Dashboard (and, in some cases, through email) based on preferences they select at sign up and subsequently modify through changes made to their profiles (accessible on the GIDEP Dashboard).

C.3.1.1 Eligibility

All GIDEP registered members are eligible to receive notifications. Registered members can update their profile and adjust their notification preferences online.

C.3.1.2 Notification Types

Registered members can sign-up for the following types of notifications:

C.3.1.2.1 Profile Update and Membership Activity

GIDEP emails notifications of changes to member profile information, acknowledges changes in membership, and informs registered members of pending membership status changes.

C.3.1.2.2 News

This notification type provides information on important GIDEP-related issues, such as updates on database availability, what's new, upcoming GIDEP events, announcements, tips, and helpful hints.

C.3.1.2.3 Urgent Data Request (UDR)

Announces the distribution of new requests for information (RFIs) and source of supply (SOS) UDR notifications.

C.3.2 Web-Based Platform

C.3.2.1 Publicly Accessible Website

GIDEP maintains a publicly accessible website (www.gidep.org) comprised of general program information and membership requirements. The GIDEP public website contains general program information and descriptions, the types of information available, membership requirements, and the GIDEP Online Membership Application interface. This site is gives members of the public enough information to evaluate whether GIDEP membership is of interest to them. The GIDEP public website also provides for GIDEP member login.

C.3.2.2 GIDEP Dashboard

The GIDEP Dashboard is available to GIDEP registered members using their assigned authentication credentials only. The GIDEP Dashboard contains member-specific GIDEP program information, individualized notifications, and access to GIDEP information. Through online controlled access, information is safeguarded, allowing only those individuals with authorization to review the information. Features include the following:

- Flexible field searches
- Field-oriented output reports
- Full document access
- Member organization profile and user account management
- Roster of registered members.

C.3.3 Database Access (Applying for Membership)

- GIDEP membership applications are initiated online from the GIDEP public website (www.gidep.org). When applying as a GIDEP representative, identify the designated Authorizing Official (AO). The AO is typically an executive or manager with responsibility for or who directs the applicant's work actions and has authority to confirm the organization's commitment to abide by the GIDEP participation requirements (for GIDEP Membership Terms and Conditions, refer to Attachment 2). After the applicant's submission, the AO will receive, via email, a web link to authorize the applicant as a GIDEP representative and confirm the organization's commitment to the GIDEP participation requirements. When applying as a GIDEP representative of a new member organization, the applicant must also provide valid Proof-Of-Doing-Business (PODB) documentation (Paragraph A5.5). If the

applicant is submitting in a user role, authorization is obtained from an active registered GIDEP representative in the member organization.

- Upon receipt of the application, the GIDEP Operations Center verifies the information and any documentation. When the GIDEP membership application is verified, an email is sent to the applicant with information to access the GIDEP Dashboard.
- Attachment 5 details the membership application process, which applicants can complete online at www.gidep.org.

C.3.4 Database Submissions (GIDEP Reports)

The process of submitting reports and notices in all their forms to GIDEP is termed reporting.

C.3.4.1 Submission of Information by GIDEP Members

U.S. federal agencies and activities can mandate the use of GIDEP for the reporting, submitting, and screening of information through directives, contractual requirements, or flow-down requirements. These participation requirements are typically specified by a contract clause or a statement of work; however, reporting and submitting can be voluntary. Reporting is primarily completed by submitting the various information (document) types online through the GIDEP Dashboard following the detailed directions there. Information can also be submitted electronically or by mail to gidep@gidep.org or GIDEP Operations Center, P.O. Box 8000, Corona, CA 92878-8000.

- The GIDEP Dashboard interface (www.gidep.org) is the preferred means for GIDEP members to submit information. The interface contains instructions guiding members on how to submit.
- Information can also be submitted, when necessary, by email to gidep@gidep.org in any standard processing electronic format, including PDF and Microsoft Word. Physical media, including CD-ROM, DVD, and hardcopy documents are also acceptable, but discouraged. Hardcopy documents must be legible. Direct any physical media or hardcopy mailings to the GIDEP Operations Center.

C.3.4.2 Submission of Information by Non-GIDEP Members

All manufacturers and suppliers are encouraged to submit product information data to GIDEP, regardless of whether they are GIDEP members. GIDEP encourages all eligible organizations to apply for GIDEP membership and submit information through the GIDEP public website: www.gidep.org. Organizations that do not meet GIDEP eligibility requirements, or are otherwise not a GIDEP member, can submit information to GIDEP via electronic forms available from the GIDEP public website: www.gidep.org. Information can be submitted to the GIDEP Operations Center by emailing documents and the corresponding completed forms to gidep@gidep.org.

C.3.4.3 Documents, Notices, and Reports

Information exchanged by GIDEP is submitted, processed, retained, and accessed as documents, notices, and reports:

- FED, identifying nonconformances and suspected counterfeit circumstances (often completed in compliance with contractual obligations), are termed reports.
- Product information data, including product change and DMSMS data and agency actions, are termed notices.
- Although MD, RMD, and ED are often submitted and, subsequently, retained and accessed in the form of reports, these information types are termed documents.

Reports, notices, and documents, as defined in the preceding three bullet points, are collectively termed GIDEP document types.

C.3.4.4 Data Submission Process

- When information is sent (via the website, through email, or by other means) to the GIDEP Operations Center for review and processing, it is termed as submitted. Information that has finished the submission process and been approved (when required) by the submitter is deemed released for publication. Only information that has been published can be viewed by the greater GIDEP community as prescribed by access rules that apply to the GIDEP document type. Once published, all information remains in the GIDEP database in perpetuity.
- Attachments 6 through 9 contain submission guidelines by GIDEP document type.

C.3.4.5 Report Generation

Draft reports are assembled and reviewed by the submitting organization prior to inclusion in the GIDEP database. The GIDEP Operations Center and its online resources can aid in the construction of a report. Only the submitting organization and GIDEP Operations Center staff can access submitted information while it is in process. Only after completion of the submission process and following final approval of the submitter are reports published and available to the GIDEP community as prescribed by access rules that apply to the information type.

C.3.4.6 Information Organization

Information submitted to GIDEP is organized into GIDEP document types, which structure the information into usable, comprehensive, and understandable relatable groupings. During the submission process, certain relevant information is extracted into discrete fields for searching and indexing. Note: the GIDEP public website (www.gidep.org) and Attachments 6 to 9 contain specific information detailing the submission process and the GIDEP document types.

C.3.4.7 Value-Added Information

For effectiveness, GIDEP collects as much information as possible. The submitter should complete as many of the data fields as possible. Although GIDEP does not verify the accuracy of any information submitted, GIDEP can use research tools to confirm the information and fill in any missing information. If GIDEP's efforts find value-added information in any field that displays on the report or notice form, GIDEP shares that information with the submitter and seeks concurrence before document publication.

C.3.4.8 Submission Guidelines

These guidelines serve to ensure the GIDEP database is comprehensive and accurate, providing each GIDEP member with an effective means of exchanging information. Detailed submission guidelines are provided online, and by specific GIDEP document type, in the attached appendices.

Note: The accuracy of the report is the responsibility of the submitter; GIDEP Operations Center staff do not perform technical analysis on the information or verify the correctness or the applicability of any information, statements, diagrams, or conclusions.

Note: GIDEP does not accept information classified by DoD at the confidential or higher level. In addition, GIDEP does not accept any company sensitive or proprietary information without a release statement granting access to all GIDEP members.

C.3.4.8.1 General Guidelines

- Submit information of general interest to the GIDEP community in whole or in part.
- Provide be sufficiently legible for imaging documents. Photographs must be high contrast for good imaging.
- Resubmit amended or revised reports in their entirety for input into the GIDEP database.

C.3.4.8.2 FED-Specific Guidelines

- Whenever possible, identify nonconforming or suspect counterfeit items by specific lot date codes, batch numbers, and serial numbers.
- The activity experiencing or observing a problem typically issues the report. This activity can be a product user, systems manufacturer, an intermediate integrator, or the item manufacturer. In some cases, a government activity with detailed knowledge of the problem issues the report.
- Select nonconformance designations based on your experience, the issue's criticality and related safety issues, and expectations of effect and recurrence in their individual situation. Do not base the designation on estimates regarding how the failed part or service affects other members.
- Use the problem advisory report instead of the alert or safe alert when the manufacturer of a nonconforming item is not known or cannot be identified, or if the reported nonconformance has a general application not specific to a manufacturer or manufacturers.
- Notify any manufacturer, distributor or entity identified on any nonconformance report in writing (refer to) of the pending publication of the report and the submitter's intent to issue a nonconformance report. Examples of entities to notify include the following:
    - The original manufacturer where the defect was generated
    - The distributor if the nonconformance was created as a result of value-added processes or operations performed by a distributor
    - The organization responsible for an incorrect specification leading to the manufacture or delivery of nonconforming items.

C.3.4.8.3 Legal Review

- Have legal counsel review any draft FED report before sending it to manufacturers and suppliers, any other company mentioned (portrayed unfavorably) in the report, and GIDEP.
- Submit suspect counterfeit reports even if the same part or supplier has been previously reported.

C.3.4.9 Information Sources Not Acceptable for Inclusion in GIDEP

Information included in the following types of materials are not accepted by GIDEP:

- Commercial or industrial specifications for sale from other sources (American National Standards Institute, American Society of Testing and Materials, Institute of Electrical and Electronics Engineers, etc.)
- Contracts and amendments to contracts
- Corrective action reports
- Classified, proprietary, or sensitive documents without a release letter (refer to Attachment 12)
- Advertising materials in reports
- Incomplete or illegible documents
- Journal articles, including government journals
- Marketing information or sales specification sheets
- Reports from data analysis centers, except by exchange agreements or memoranda of agreement
- Test reports containing only raw parametric data (discussion and summary required).

C.3.5 Amendments

- Issue an amendment to update the status for any report or notice published for distribution by GIDEP. Amendments can be issued any time after a report or notice has been published. Only the submitting organization issues amendments.
- Amendments provide additional information, clarification, or corrections to reports or notices. Amendments must consist of known facts and address the technical issues discussed in the original submission. Provide an amendment statement summarizing the information being changed, added, or updated (FED only).
- Amendments do not replace a report or notice previously published in GIDEP. Amendments are issued in addition to previously published GIDEP documents. The previous versions of the report or notice remain intact (unchanged) and accessible in the GIDEP database.
- Manufacturers and suppliers cited in any published GIDEP report or notice can also initiate an amendment. Cited manufacturers and suppliers coordinate the submission of the amendment through the submitting organization of the report or notice (FED only).

C.3.6 Database Searches

- Access to the GIDEP database and exchange of program information is restricted to U.S. and Canadian persons. Registered members access the GIDEP Dashboard to search and screen information for documents of interest to the member organization.
- Screening is the process of reviewing the GIDEP database for information relevant to GIDEP members. Registered members have access to the GIDEP Dashboard and the GIDEP database. Each GIDEP information type has its own unique section offering additional guidance. The GIDEP public website and GIDEP Dashboard provide specific instructions for screening GIDEP information.
- The GIDEP Dashboard facilitates database searches through database field terms and keywords. The search engine provides the user with useful information focused on the purpose of the search. The interface accepts character strings, filters information types, and changes output based on user parameters. The search function returns all results with links to documents in the GIDEP database.

C.3.7 Automation

C.3.7.1 XML Services

Member organizations receive information in XML format in three categories: General, Industry, and Government. The member organization must adhere to all applicable GIDEP distribution policy and other applicable regulations, such as ITAR and EAR Export Administration Regulations, as required, when using this information. Registered members can download dynamic information (ad hoc) in XML format.

C.3.7.2 Batch Match

Submitted lists are NOT shared with the GIDEP community. Batch match has the following features:

- Part identifier comparison (manufacturer part or model number, government, specification, drawing, model, and NSN)
- Specify data types of interest (refer to Appendix F)
- Auto match (submitted lists compared against the GIDEP database on an ongoing basis)
    - Available by request
    - Run daily with results returned for new information published into the database.
- It is transferable to another user in the organization.

C.3.7.2.1 Primarily Use

- Obsolescence information
- Nonconformance information
- PCNs

C.3.7.2.2 Benefits

- Provides monitoring capability for program parts without the user having to perform periodic searches of the GIDEP database
- Permits the user to focus on those parts with the greatest potential risk
- Results can be sent to multiple recipients to make analysis more manageable

C.3.7.2.3 Types

- Historical
    - One time
    - Results are delivered by the types of documents or data specified
    - Results available within 48 hours
    - Auto
- Continuous comparison against any parts added to the GIDEP database
- List runs daily
- New matches and results are available

C.3.7.3 Urgent Data Request (UDR)

UDR allows registered members to query the GIDEP community for information not in the GIDEP database or the member organization's internal and external resources. UDRs can be a valuable resource for obtaining technical information or data, acquiring other points of contact for the information, or finding a SOS. Responses are sent to requestors. UDR responses are solely those of the individuals cited in the response and do not reflect the opinion of GIDEP, the GIDEP Operations Center, the GIDEP Program Office, GAG, IAG, or DSPO. The following guidelines and criteria apply for UDRs:

- Do not use UDRs for advertising or marketing purposes.
- Search the GIDEP database, internal sources, and other external sources prior to submitting any UDR.
- Fill in the online form as completely as possible.
- Specify the information in the request; do not use ambiguous or vague statements.

C.3.7.3.1. Types of UDRs

- SOS
    - Parts
    - Materials
    - Older or obsolete parts (DMSMS issues)
    - Vendors
    - Manufacturers
- RFI
    - Technical information
    - Failure experience, failure rates, and failure mode
    - Test data

- Calibration procedures and tech manuals
- Specification
- Maintenance

C.3.7.4 Roster Search

Roster Search is a directory of all member organizations. GIDEP members can search for GIDEP organizational members and individual members.

C.3.8 Specific GIDEP Report Instructions and Templates

C.3.8.1 Instructions for Completing a Nonconformance Report

Refer to Attachment 6.

C.3.8.2 Instructions for Completing a Suspect Counterfeit Report

Refer to Attachment 7.

C.3.8.3 Instructions for Completing an Agency Action Notice

Refer to Attachment 8.

C.3.8.4 Instructions for Completing a Product Information Notice (PIN) Form

Refer to Attachment 9.

C.3.8.5 Instructions for Completing an Urgent Data Request (UDR)

Refer to Attachment 10.

C.3.8.6 Instruction for Completing a Feedback Form

Refer Attachment 11.

C.3.8.7 Sample Release Letter for Copyrighted or Proprietary Document Submittals to GIDEP

Refer to Attachment 12.

C.3.8.8 Sample Notification Letter to Manufacturer for Nonconformance

Refer to .

C.3.8.9 Sample Notification Letter to Supplier for Suspect Counterfeit

Refer to Attachment 14.

Appendix D. Training

D.1 Self-Paced

Web-based training modules give insight into GIDEP, types of data, and products and services. Each of these short courses focuses on a particular subject. These training modules are available from the GIDEP Dashboard. New modules and updates to existing modules occur periodically. GIDEP recommends that all new registered members review these modules as an introduction to GIDEP.

D.2 Webinars

Periodic training: regularly scheduled training is offered via webinars. These sessions provide an overview of the program and hands-on practice of database searches. Interested registered members can enroll online for any of the scheduled training sessions.

D.3 Digital Reference Library

The digital reference library is a collection of GIDEP's recorded training sessions along with other digital material to assist users with their GIDEP education and knowledge.

Appendix E. Points of Contact

E.1 GIDEP Program Office

For GIDEP-program issues, questions, and inquires.

- Email: pm@gidep.org
- U.S. Postal Service:

Defense Standardization Program Office

8725 John J Kingman Rd, Stop 5100

Fort Belvoir VA 22060-6220

- Phone: (571) 767-1638

E.2 GIDEP Operations Center

For assistance with GIDEP-related issues, GIDEP maintains a GIDEP Operations Center for questions and inquiries.

- Email: gidep@gidep.org
- U.S. Postal Service:

GIDEP Operations Center

P.O. Box 8000

Corona, CA 92878-8000

- Phone: (951) 898-3207, Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time (except on federal holidays)

Appendix F. GIDEP Data Document Types

The tables in this appendix detail the GIDEP data document types' designators and descriptions. All these documents require notification of the manufacturer prior to publication. The codes in parentheses represent the document designator for searches.

F.1 Failure Experience Document Designators and Descriptions

Table 5. Failure Experience Document Designators and Descriptions

Alert (DD=AL)	Reports problems with parts, components, materials, specifications, test equipment, or manufacturing processes that can cause a functional failure. These documents require notification of manufacturer prior to publication.
Agency Action Notice (DD=AN)	Redistributes problem or general information issued by a government agency. These notices can have a limited distribution to government agencies only.
Nonconformance (DD=NC)	Reports products, material, processes, services, specifications, or software when the *item* does not meet the manufacturing specifications, design, chemical composition, or contractual requirements as defined by the customer or a government agency.
Problem Advisory (DD=PA)	Reports (1) preliminary information on a suspected problem or (2) a problem with parts, components, materials, manufacturing processes, or specification on test equipment that has an unknown or low probability of causing a functional failure. Also can report preliminary information on a suspected problem or a problem with test equipment.
Safe Alert (DD=SA)	Reports problems that relate to the safety of personnel or equipment.
Suspect Counterfeit (DD=SC)	Reports a nonconforming part for which credible evidence provides reasonable doubt that the item is authentic.

F.2 Reliability and Maintainability Document Designators and Descriptions

Table 6. Reliability and Maintainability Document Designators and Descriptions

Methodology Data (DD=RM)	Any report that addresses reliability allocation, modeling, and prediction techniques, specific design approaches, and analytical assessment tools to determine reliability unknowns. This category also includes general analyses or technical papers on reliability, maintainability, and availability.
Prediction Data (DD=RP)	This category includes studies and reports on the predicted life of parts, assemblies, and systems.
Reliability/Failure Statistical Data (DD=RS)	This type includes reports that contain reliability, failure, and maintainability statistics data.
Failure Analysis (DD=FA)	Any evaluation or analysis that addresses the origin or root cause of a failure, part failures, or part suitability. This category also includes detailed analysis reports on nonconforming or suspect counterfeit parts.

F.3 Engineering Document Designators and Descriptions

Table 7. Engineering Document Designators and Descriptions

Engineering Reports (DD=ER)	Technical studies and engineering evaluations that cover a broad range of topics.
	• Aerospace and space including aerodynamics, aeronautics, astronautics, and astrophysics
	• Alloys
	• Applied mechanics of materials
	• Attaching methods
	• Automated production equipment
	• Automotive sciences and engineering
	• Chemistry
	• Communications
	  ○ Radar
	  ○ Satellite
	• Composites
	• Containerization
	• Contamination
	• Controls
	• Corrosion
	• Cryogenics
	• Electronics
	• Energy-related report
	  ○ Cogeneration
	  ○ Electrical generations
	  ○ Hydro generation
	  ○ Nuclear energy
	  ○ Recycling generating plants
	  ○ Solar energy
	• Engineering analysis
	• Engineering mathematics and developmental research
	• Engineering simulation
	• Environmental hazards
	• Environmental studies
	• Fracture mechanics and fatigue
	• Fuels
	• Heating and ventilating
	• Heat transfer
	• Human factors engineering
	• Lasers
	• Logistics engineering
	• Lubricants and lubrication
	• Maintenance engineering
	• Manufacturing
	• Materials handling

	• Mechanisms
	• Packaging
	• Part application, manufacture, and utilization
	  ○ Filters
	  ○ Fasteners
	  ○ Diodes
	  ○ Delay devices
	  ○ Capacitors
	  ○ Fittings
	• Physics
	• Plastics
	• Pollution
	• Power trains
	• Refrigeration
	• Robotics
	• Safety engineering
	• Surface treatments
	• Telecommunications
	  ○ Fiber optics
	• Thermodynamics
	• Training simulators

Management Reports (DD=MR)	Reports and studies which include project plans, management plans, cost studies, management problems and solutions, guidelines, manufacturing facilities, procedures, and operations research. • Cost studies and life cycle costs • Design analysis and decision techniques • Engineering practices • Facilities and construction management • GIDEP documentation prior to June 1993, including cost reduction, directives, information retrieval, operational methods, participation requirements, presentations, procedures, program implementation, promotional methods, records management, reporting to management and utilization reporting; Note: After June 1993, all pertaining documents have been classified under GIDEP-Specific Documents (GSD) • Human resources management • Lessons learned prior to October 1999; Note: After October 1999, all pertaining documents have been classified under Lessons Learned • Management program plans and guides • Safety management • Total quality management • Quality management practices • Quality techniques and guidelines • Workload management • Waste disposal and management
Test Reports (DD=TR)	Reports that cover qualification and evaluation testing of parts, components, materials, and related systems. This document designator includes procedures for conducting tests and may include data from the resultant test. • Chemical tests

	• Engineering evaluation tests • Ergonomic tests • Failure analysis test results prior to June 1993; Note: After June 1993, all pertaining documents have been classified under Failure Analysis (FA) • Fatigue and material tests • Final acceptance tests • Fluid dynamics tests • Inspection procedures • Re-qualifications tests • Simulated tests • Software tests • Test procedures • Test plans • Thermal analysis • Thermodynamic tests • Wind tunnel tests
Process Specifications (DD=PS)	General specifications for processes and procedures used to produce parts, components, and materials. • Environmental simulation procedures • Manufacturing procedures • Nondestructive testing specifications and procedures • Nonmilitary procurement specifications • Parts application data • Parts specifications • Preservation procedures • Process and material specifications • Process control • Process procedures • Repair procedures • Shipping procedures • Shipping specifications • Source control drawings and specifications • Test procedures
Soldering Technology Library (DD=STL)	Reports on solder-ability and soldering processes and related topics. • Inspection methods • Joining processes • Manufacturing processes and methods • Plastics soldering processes • Process controls • Soldering papers and publications • Soldering practices and methods • Soldering specifications and procedures
Computer Technology Documents (DD=CTD)	General documents on computer software, hardware, and management. • Computer-aided design • Computer code

	• Computer interfaces • Computer program • Computer resources • Computer science • Computer systems • Integrated manufacturing • Network software and management • Qualification and design • Simulation • Software procurement • Workflow processes and procedures
Facilities Documents (DD=FD)	Technical documents related to design, building, and managing facilities. • Ammunition loading facilities • Design • Environmental controls • Facilities evaluations and analysis • Facilities management • Harbor facilities • Laboratory management • Missile processing plants • Nuclear storage • Space launch facilities • Test laboratories and range
Lesson Learned (DD=LL)	A description of the situation that lead to the lesson learned (LL) report and suggested local approach to preclude future occurrence of the event that led to the LL. Technical POC information is required.

F.4 Metrology Document Designators and Descriptions

Table 8. Metrology Document Designators and Descriptions

Calibration Procedures (DD=CP)	Documents procedures used to calibrate test and measurement equipment for government and industry.
Metrology Documents (DD=MD)	These documents include calibration recall interval and technical guidance to achieve consistency in calibration requirements. They also include test requirements for generic classes of test equipment and government documents which provide guidance on approved calibration procedures and technical information.
Technical Manuals (DD=TM)	Manuals for test and measurement equipment for operating procedures, maintenance, and calibration methods.

F.5 Product Information Data Document Designators and Descriptions

Table 9. Product Information Data Document Designators and Descriptions

Diminishing Manufacturing Sources (DD=DS)	A notice that a manufacturer has or will be discontinuing production of a part, component, material, or software. The DMSMS Notice is also used to supplement the original notice of potential changes and solutions which are then issued as amendments to the original notice. Also includes notices of discontinuation for test, measurement, and diagnostic equipment, which are metrology-related data.
Product Change Notice Advisory (DD=PC)	A notice that a manufacturer (or government activity) has received approval to change the Class 1 characteristics of a part or component or material, as defined in MIL-STD-480, for parts controlled by government specifications. In the case of commercial off-the-shelf parts, the manufacturer can issue a product change notice without prior government coordination, unless specifically restricted by contractual instruments. Also includes notices of approved change for test, measurement, and diagnostic equipment, which are metrology-related data.

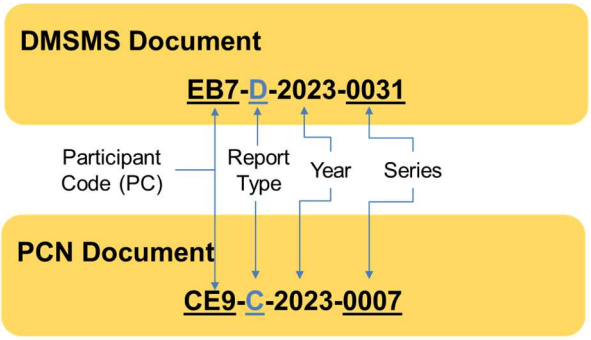
F.6 Other GIDEP Document Designators and Descriptions

Table 10. Other GIDEP Document Designators and Descriptions

GIDEP Specific Documents (DD=GSD)	Includes the computer access manual, policies, and procedures manuals, GIDEP charter, GIDEP representative's handbook, index of reports, GIDEP implementation reports, and GIDEP utilization reports.
Urgent Data Request (DD=UDR)	A document to query the GIDEP community for information related to a problem, a needed part, or information necessary to shorten a response time to a customer.

Appendix G. Document Number Format

Document numbers have four parts.



G.1 Who or How the Document Was Submitted

- Alphanumeric: Member-submitted document (Participant Code)
  - Example: EB7-D-23-0031 or CE9-C-23-0007
  - Example: EB7-D-2023-0031 or CE9-C-2023-0007
- AAN-U and AAN-L: Notice reporting a government agency action
  - Example: AAN-U-93-13 or AAN-L-84-09
  - Example: AAN-U-1993-13 or AAN-L-1984-09
- X1: Report or notices originated by GIDEP
  - Example: X1-D-22-0102 or X1-C-23-0006
  - Example: X1-D-2022-0102 or X1-C-2023-0006
- VV: Indirect submittal from non-GIDEP member
  - Example: VV-D-23-0020 or VV-C-23-0297
  - Example: VV-D-2023-0020 or VV-C-2023-0297

G.2 The Report Type

- DMSMS is “D”
- PCN is “C”
- Safe Alert is “SA”
- Alert is “AL”
- Problem Advisory is “PA”
- Suspect Counterfeit is “SC”
- Nonconformance is “NC”
- Limited Agency Action Notice is “L”
- Unlimited Agency Action Notice is “U”

G.3 The Year

- On older documents, the year is identified by the last 2-digits of the fiscal year when the document was submitted.
- On newer documents, the year is identified by the 4-digit calendar year when the document was submitted.

G.4 The Document Sequence Number

- Numeric: Indicates that it isn't an amendment.
  - Example: B2N-D-23-0007
  - Example: B2N-D-2023-0007
- Alphanumeric: Indicates it is an amendment.
  - Example: B2N-D-23-0007A
  - Example: B2N-D-2023-0007A

Appendix H. Manufacturer and Supplier Notification Process

The manufacturer and supplier notification process (Notification Process) is an integral part of issuing a nonconformance report or suspect counterfeit report through GIDEP. The submitter must notify the manufacturer or supplier cited in the report to be submitted. The Notification Process requires that a written letter detailing all the specific nonconforming features or counterfeit evidence of the part or product be provided to the manufacturer or supplier of the part. If the nonconformance reports an issue with a published specification, the activity that prepared the specification cited in the nonconformance report must be notified. The notification letter must include a copy of the entire report to be submitted to GIDEP, including the completed nonconformance or suspect counterfeit form and any supporting documentation, such as test reports.

The Notification Process requires that the specific nonconforming or suspect counterfeit features of a product and the full FED report to be submitted in writing, by email, or by letter to the manufacturer or supplier of the item before the report is submitted to GIDEP.

The Notification Process ensures that manufacturers and suppliers are allowed (in most cases) at least 15 working days to respond. The 15-day time can be reduced or eliminated if the safety of personnel or equipment is jeopardized by the experienced failure (safe alert); in such cases, the report is submitted concurrent with the date of the manufacturer or supplier notification.

Note: Some cases require extra time for a manufacturer or supplier to provide an adequate response; in that event, the 15-day time is extended through mutual agreement between the submitter and the manufacturer or supplier.

The manufacturer's or supplier's response, if any, must be sent together with the report to GIDEP to complete the submission process.

Note: A copy of the notification letter is kept on file by GIDEP as a record of the notification only; it is not published as a part of the submitted FED report.

H.1 Manufacturer Notification (Nonconformance Report)

The manufacturer, distributor, or entity responsible for the nonconforming item or process must be notified of the pending publication of a nonconformance report. Examples of entities to notify include the following:

- The original manufacturer where the defect was generated.
- The distributor if the nonconformance was created because of value-added processes or operations performed by a distributor.
- The organization responsible for an incorrect specification leading to the manufacture or delivery of nonconforming items.

H.2 Supplier Notification (Suspect Counterfeit Report)

The supplier is the source which sold the suspect counterfeit parts to the submitting organization. Suppliers must be notified of the pending publication of a suspect counterfeit report. Types of suppliers to notify include brokers or independent distributors.

H.3 Out-of-Business Manufacturer or Supplier

Notification is required even if the manufacturer or supplier is no longer in business.

GIDEP recommends sending notifications by certified or registered mail to the manufacturer's or supplier's last known physical address. This practice protects the submitting organization and GIDEP as the returned receipt or undeliverable notice with no forwarding address serves as official documentation.

If sending the report using certified or registered mail to the manufacturer's last known address is not feasible, provide a detailed summary of the submitter's efforts to contact the manufacturer as well as any screen captures of web sources visited.

H.4 Additional Companies

Notification must be sent to any other companies referenced in the submitter's report, including test labs, contract manufacturers, and any additional suppliers in the supply chain in a submitter's suspect counterfeit report.

H.5 Notification Letter

Refer to for a sample nonconformance notification letter or Attachment 14 for a sample suspect counterfeit notification letter. The submitter is not required to use these sample letters but, at a minimum, notification letters must do the following:

- Completely identify the nonconformance or suspect counterfeit feature.
- Explain the submitter's intent to issue a GIDEP nonconformance or suspect counterfeit report that all GIDEP members can access.
- Indicate that the manufacturers or suppliers have at least 15 working days to review the letter, the draft report, and its attachments, if any, and submit a written response to the submitter. Explain the following:
    - If the response is received within the 15 working days, GIDEP will include the response in the final published report.
    - If the response is received after the 15 working days or any mutually agreed on submission date, GIDEP releases an amendment to the original report with the manufacturer's or supplier's response.

Note: Safe alerts are issued concurrently with the letter of notification to manufacturers or suppliers. In such instances, the notification must contain a statement indicating that a safe alert was issued concurrent with the sending of the notification letter.

H.6 Manufacturer or Supplier Response Time

With exception of safe alert situations, the manufacturers or suppliers must be given sufficient time and opportunity to officially respond to the pending publication of a nonconformance report. Allow at least 15 working days for the manufacturer to respond. The two parties can agree to a longer time, if necessary, for a more comprehensive report. If, for example, the manufacturer wants to test one of the nonconforming items, the submitter can extend the time to respond.

H.7 Follow-Up Notification

Submitters must inform manufacturers or suppliers of any changes to a draft report after the initial notification. For example, if the submitter received additional testing results after sending the initial notification letter to the manufacturer, the submitter must send the manufacturer a follow-up notification letter.

H.8 Confirmation of Notification Acceptance

GIDEP recommends that the submitter confirm manufacturer or supplier receipt of the notification letter and the accompanying draft nonconformance or suspect counterfeit report.

H.9 Manufacturer or Supplier Response

The manufacturer's or supplier's response, if available, must be sent to GIDEP as a part of the original report or as an amendment. The manufacturer or supplier response provides the facts as understood by the manufacturer or supplier, helps clarify the issue, and explains any corrective actions and improvements made since becoming aware of the nonconformance or suspect counterfeit issue.

- An amendment is issued if the manufacturer or supplier response is received after the release of the original nonconformance or suspect counterfeit report or additional information is provided by the manufacturers or suppliers after their initial response to the original notification letter.
- Submitters of an amendment must allow five working days for the manufacturer to respond before submitting the amendment.
- Whether the manufacturer's or supplier's response agrees or conflicts with the submitter's analysis or information, it must be included to give GIDEP members as broad a perspective of the issues as possible.

Appendix I. Glossary

I.1 Acronyms

AAN	Agency Action Notice
AFI	Air Force instruction
AO	Authorizing Official
AR	Army regulation
CAGE	Commercial and Government Entity
CFR	Code of Federal Regulations
DCMA	Defense Contract Management Agency
DCMA-INST	Defense Contract Management Agency Instruction
DFAR	Defense Federal Acquisition Regulation
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLM	Defense Logistics Manual
DMSMS	diminishing manufacturing sources and material shortages
DMT	DMSMS management team
DoD	Department of Defense
DoDD	DoD Directive
DoDI	DoD Instruction
DoDM	DoD Manual
DSP	Defense Standardization Program
DSPO	Defense Standardization Program Office
DTM	Directive-Type Memorandum
EAR	Export Administration Regulations
ED	engineering data
ESC	Executive Steering Committee
FA	failure analysis
FAR	Federal Acquisition Regulation
FED	failure experience data
FOD	final order date
GAG	Government Advisory Group
GSA	General Services Administration
GIDEP	Government-Industry Data Exchange Program
GSD	GIDEP-Specific Documents
IG DoD	Inspector General of the Department of Defense
IAG	Industry Advisory Group
IAW	in accordance with

ITAR	International Traffic in Arms Regulations
JDRS	Joint Deficiency Reporting System
LL	lessons learned
MD	metrology data
MIL-STD	Military Standard
NASA	National Aeronautics and Space Administration
NC	nonconformance
NDA	non-disclosure agreement
NSN	National Stock Number
OCM	original component manufacturer
OMB	Office of Management and Budget
OSD	Office of the Secretary of Defense
PCN	product change notice
PDREP	Product Deficiency Reporting and Evaluation Program
PIN	Product Information Notice
POC	point of contact
PODB	Proof of Doing Business
PQDR	Product Quality Deficiency Reporting
RF	Radio Frequency
RFI	request for information
RMD	reliability maintainability data
SC	suspect counterfeit
SD	Standardization-related Document
SECNAVINST	Secretary of the Navy instruction
SOS	source of supply
UDR	Urgent Data Request
USD(AS)	Under Secretary of Defense for Acquisition and Sustainment
USD(R&E)	Under Secretary of Defense for Research and Engineering
U.S.C.	United States Code
XML	eXtensible Markup Language

I.2 Definitions

calendar year	Begins 1 January and ends 31 December. Note: As of November 2023, GIDEP uses the calendar year
counterfeit item	Defined in Part 46 of the FAR.
critical nonconformance	Defined in Part 46 of the FAR.
discrete geographic location	The specific site of an office or industrial facility, including a location that has a cluster of buildings generally recognized as a business or government entity.
fiscal year	Begins October 1 and ends September 30.
GIDEP community	U.S. DoD, federal agencies and departments, state and local government agencies and entities, the Canadian government, industry members, and supporting supply chain organizations.
GIDEP Dashboard	The division of the GIDEP public website available to registered members through secure login only. The GIDEP Dashboard is the gateway to advanced functionality (e.g., screening and downloading GIDEP information).
GIDEP members	A U.S. Government or Government of Canada department, agency, or activity or a business in such government entities' supply chains that does business with the U.S. Government or Government of Canada and has agreed to comply with the GIDEP policies and procedures on the GIDEP public website.
GIDEP public website	The GIDEP website accessible to all.
GIDEP supporting structure	An encompassing term including all supporting groups, boards, councils, committees, working groups, and teams sponsored by GIDEP.
government member	Federal, state, and local agencies and activities in the U.S. and Canada that have joined GIDEP.
industry member	Public- and private-sector entities that include business organizations (large and small), manufacturers, distributors, educational institutions, public and private utilities, and public and private transportation entities. Industry member participation in GIDEP can be voluntary or in adherence to specific contractual requirements.
information pertaining to counterfeit and nonconforming items	Information on suspect counterfeit or counterfeit items. Information on items that have minor, major, or critical nonconformances. This information assists GIDEP members in evaluating actions: • To evaluate whether they possess the same item in the GIDEP report (e.g., part identifier, manufacturer, and manufacture date). • To understand the findings of the GIDEP report that led to the conclusion that the item is suspect counterfeit or nonconforming. • To understand the inspections and tests performed and the technical information and evidence produced (e.g., inspections, lab reports, drawings, and photographs).

item	A physical object, a commonly available product or material, such as a non-developmental item, commercial off-the-shelf item, National Stock Numbered item, or catalogue item. The term includes a material, part, component, or product.
member organization	GIDEP is comprised of these individual site-specific entities. Although GIDEP members are often part of larger more dispersed organizations, membership in GIDEP is locally focused. With this understanding, the Navy can be considered a member of GIDEP, but that is only true because site-specific entities in the Navy are member organizations, e.g., bases, stations, and specific, individual, activities on bases and stations, each with personnel assigned to defined GIDEP roles (GIDEP representative and, if applicable, user). Similarly, major corporations are termed GIDEP members because site-specific entities in those corporations (divisions, departments, and other identifiable management structures) are member organizations, each with employees assigned to defined GIDEP roles. Member organizations have a specific location identifiable by a unique registered address.
nonconformance	The non-fulfillment of a technical requirement that results in manufacturing-related quality deficiencies not covered by supply discrepancy reporting. This includes a failure of a characteristic or feature or process to conform to the requirements in the contract, drawings, specifications, or other approved configuration documentation.
nonconforming product	Defined in OMB Federal Procurement Policy Letter 91-3.
non-member organizations	Organizations that are not GIDEP members.
operations security	A capability that identifies and controls critical information and indicators of friendly force actions attendant to military operations and incorporates countermeasures to reduce the risk of an adversary exploiting vulnerabilities. Defined in the *DoD Dictionary of Military and Associated Terms*.
originator	The individual point of contact most knowledgeable of the technical information in the submitted data. Either part of member organizations or non-member organizations. Although not necessary, in many instances, the originator and the submitter are the same person.
published	A document accessible in GIDEP in accordance with appropriate distribution requirements and submitter preferences. GIDEP publishes documents through its controlled publication process. Not all published documents are accessible to all GIDEP registered members. Once published, a document is never removed from GIDEP.
registered members	Individual persons filling GIDEP roles (representative or user) in member organizations.
representative	The individual who serves as the principle POC between the organization and GIDEP. Member organizations must assign at least one GIDEP representative.

responder	Individuals (registered members and non-members) who reply to UDRs.
screening	The process by which accessed data is reviewed for applicability.
submitter	The individual in any organization who directly provides information to GIDEP for publication. The submitter can be part of member organizations or non-member organizations. Although not necessary, in many instances, the submitter and the originator are the same person.
submitting organization	Organizations submitting data, through the actions of an individual submitter in them.
suspect counterfeit	Defined in Part 46 of the FAR.
supply chain organization	A broader term than industry member, referring to all non-governmental organizations (providing goods and services to the government) which contribute or otherwise participate in GIDEP without GIDEP membership. Although supply chain organizations may qualify for GIDEP membership, some do not seek or obtain it.
user	Individuals additional to GIDEP representatives in the organization who require access to GIDEP and participate in submission and screening.

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DoDI 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019, as amended.

DoDI 5230.24, ‘Distribution Statements on DoD Technical Information,” January 10, 2023.

DoDI 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended.

DoDI 6055.1, “DoD Safety and Occupational Health (SOH) Program,” August 19, 1998.

DoDI 6055.07, “Mishap Notification, Investigation, Reporting, and Record Keeping,” June 6, 2011, as amended.

DoDI 7050.05, “Coordination of Remedies for Fraud and Corruption Related to Procurement Activities,” May 12, 2014, as amended.

DoDM 4120.24, “Defense Standardization Program (DSP) Procedures,” September 24, 2014, as amended.

DoDM 4140.01, Volume 3, “DoD Supply Chain Materiel Management Procedures: Materiel Sourcing,” October 9, 2019, as amended.

DoDM 4245.15, “Management of Diminishing Manufacturing Sources and Material Shortages,” October 26, 2022.

DoDM 5200.01, Volume 1, “DoD Information Security Program: Overview, Classification, and Declassification,’ February 24, 2012, as amended.

DoDM 5200.01, Volume 2, “DoD Information Security Program: Marking of Information,” February 24, 2012, as amended.

DoDM 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” February 24, 2012, as amended.

DoDM 5230.30, “DoD Mandatory Declassification Review (MDR) Program,” December 22, 2011, as amended.

DoDM 6055.09-M, “DoD Ammunition and Explosives Safety Standards,” is now replaced by Defense Explosives Safety Regulation 6055.09 Edition 1, January 13, 2019.

Federal Acquisition Regulation, current edition.

Government-Industry Data Exchange Program Website, “Government-Industry Data Exchange Program (GIDEP),” https://www.gidep.org/.

Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition.

OMB Federal Procurement Policy Letter 91-3, “Reporting Nonconforming Products,” April 9, 1991.

United States Code, current edition.

Attachment 1: GIDEP Information Security Policy

A1.1 Purpose

To make known general information systems (IS) security guidelines for accessing GIDEP information via the internet to U.S. Government IS resources.

A1.2 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 DoDI 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 U.S.C. 1905 and other applicable statutory regulations.

A1.3 Password Control

Each participating activity submits a GIDEP Online Application form for each new user to the GIDEP Operations Center. Once GIDEP has approved membership, change the password at three- to six-month intervals, but no longer than six months, or any time actual or suspected compromise of the password has occurred. When the user resigns, has been terminated, transfers, or has no further authorized use for the password, 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 completing a session.
- Report suspected tampering or security violations to company security personnel and the GIDEP Operations Center. Stop processing data until the system can be checked.

A1.4 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 or the GIDEP Operations Center for further assistance or information.

Attachment 2: GIDEP Membership Terms and Conditions

GIDEP information is provided on a privileged basis. During the process of registering as a GIDEP member, prospective GIDEP members must agree to the following terms and conditions:

- Limit dissemination and use of GIDEP information to their immediate member organization's employees.
- Safeguard GIDEP data in accordance with the security and technology transfer regulations of the U.S. and Canadian governments.
- Obtain permission from the document submitter or the GIDEP Program Manager prior to releasing GIDEP information outside of the immediate member organization.
- Control access to the GIDEP Dashboard.
- Return GIDEP materials if membership is terminated.
- Designate a GIDEP representative and persons who will use the GIDEP database.
- Establish in-house procedures for use of GIDEP.
- Support and promote the GIDEP mission.
- Submit documents for inclusion in the GIDEP database.
- Submit a feedback report at least annually.
- Follow GIDEP policies and procedures.

Attachment 3: Boards, Councils, and Working Groups

Content will be included in a future update of this document.

Attachment 4: Membership Responsibilities

A4.1 Managing the Exchange of GIDEP Information

Participation in GIDEP and management of the exchange of its information requires adherence to the policies in this document. When process suggestions are provided, participating members can follow or develop their own processes using maximum flexibility to manage their program to improve quality, reduce costs, and introduce the latest technological advances. Nothing in this document requires the generation of any technical information not otherwise required by contract.

A4.2 GIDEP Membership Responsibilities

All GIDEP members must fulfill certain roles and responsibilities. GIDEP is comprised of individual site-specific entities called member organizations. Although GIDEP members are often part of larger, more dispersed organizations, membership is locally focused and associated with a specific registered address (provided to GIDEP at the time of application). Similarly, major corporations are termed GIDEP members because site-specific entities in those corporations are member organizations with employees assigned to defined GIDEP roles. The responsibilities for these roles are defined in the following sections. Any deviation from the membership conditions described in this attachment must be documented in a memorandum of agreement between the organization, the GIDEP Operations Center, and the GIDEP Program Manager.

A4.3 Member Organization Management and Responsibilities

Government agencies or supply chain organizations can have multiple site-specific entities (member organizations) with one GIDEP representative, at minimum, for each site. The GIDEP Operations Center assigns a participant code (PC) for each site-specific entity once membership has been approved. Depending on an organization's needs, that organization can have multiple PCs for a single site, each of which represents a different function (e.g., quality, procurement, production, or metrology). Each PC can also have multiple GIDEP representatives; subsequently internal coordination is recommended as to which representative submits current PODB documentation to GIDEP (refer to Paragraph A5.5).

A4.3.1 Member Organization

- Appoint one or more GIDEP representatives. Each GIDEP representative can add others who require access to the GIDEP Dashboard as a user. All GIDEP representatives and users under the assigned PC must be employees of the organization at the registered location, the address on the GIDEP application. In addition, all appointed GIDEP representatives and users should be a U.S. person under the U.S. participating PC or permanent resident of Canada under a participating Canadian PC. This requirement accounts for GIDEP registered members having access to GIDEP data containing distribution restrictions as described in this document.
    - For any U.S. government contractor who is an agent of the government and executes or performs as a government entity, the GIDEP Program Manager has granted an exception for such persons to register as a user under the U.S. government PC. Such persons must have a signed non-disclosure agreement (NDA) with the U.S. federal government agency having the GIDEP membership under the specific PC, have a government email address, and be approved by the government GIDEP representative. Note: Such government contractors have the same access to GIDEP data as their government counterparts.
    - As part of the PODB provided to GIDEP, supply chain organizations must identify the government agency, contracts, or purchase orders where GIDEP data will be used.

Documentation must contain the procuring activity (buyer) and the supplier's names and addresses, as well as the delivery dates; refer to Paragraph A5.5.

- Provide internet access and Adobe Acrobat Reader to view GIDEP documents and a valid individual company email address from the participating organization.
- Have the newly appointed GIDEP representatives participate in GIDEP training. Refer to the GIDEP Dashboard for format, locations, and dates.
- Submit feedback reports showing the benefits resulting from the use of GIDEP data. For details, refer to Attachment 11.
- Establish internal policies and procedures for use of GIDEP data by all applicable groups in the organization.
- Agree to submit appropriate unclassified and non-proprietary documents to the GIDEP Operations Center to be exchanged with other GIDEP participating members. For details, refer to Attachments 6 to 11 as appropriate.
- Agree to remain compliant with the GIDEP distribution policy and procedures, in addition to any distribution statements on the document, such as those from ITAR, EAR, DoD, or any other specialty distribution.
- Agree not to use GIDEP data and information for advertising or marketing purposes.
- Agree to notify the GIDEP Operations Center within 15 days of a change in organizational structure affecting GIDEP membership, representatives, or users.

A4.3.2 Representatives

Member organizations must designate one or more individuals as GIDEP representatives to represent the organization. A GIDEP representative is an employee of the member organization and is a GIDEP coordinator for the local participating site. The GIDEP representative selects the AO of the organization. The AO is typically an executive or manager with responsibility for or who directs the GIDEP representative's work actions and has authority to confirm the organization's commitment to abide by the GIDEP Membership Terms and Conditions (Attachment 2). For instance, if the company is classified as a small business, the company's president is the AO. If the company is medium or larger company (greater than 100 employees) and the supervisor is the vice president or general manager, this person is the AO. The AO confirms and approves the representative's participation in GIDEP, reaffirms the organization's commitment, and agrees that the organization will comply with GIDEP policies and procedures. The AO does not have GIDEP access through this process. The GIDEP representative should establish a network of colleagues across departments to ensure that access to GIDEP data is available according to their needs. The responsibilities of the GIDEP representative include the following:

- Serve as the local POC between the member organization under the specific PC and the GIDEP Operations Center, providing necessary documentation to initiate and maintain the organization's GIDEP membership. If the PC has multiple GIDEP representatives, coordinate internally on which representative will submit current PODB documentation to GIDEP for member organization renewal. For details, refer to Paragraph A5.5.
- Maintain control of and safeguard their assigned GIDEP User Identification (User ID) and password. Refer to the GIDEP Information Security Policy in Attachment 1.
- Ensure data is submitted to GIDEP, when available and as required, for inclusion in the GIDEP database. Member organizations with multiple GIDEP representatives must coordinate among each other to collect technical information to be exchanged with other GIDEP members.
- Publicize the availability of GIDEP throughout the member organization. The GIDEP representative promotes and publicizes 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.

- Collect and submit GIDEP feedback, detailing the benefits resulting from the use of GIDEP data as well as GIDEP products and services, refer to Attachment 11.
- Verify and approve new GIDEP user applications from colleagues in the member organization that require access to GIDEP data.
- Notify the GIDEP Operations Center within 15 days of a change in organizational structure affecting GIDEP membership or in the listing of active GIDEP users.
- Maintain control of GIDEP data in accordance with GIDEP distribution policy as well as any distribution statement on documents.
- Ensure that the member organization remains compliant with all GIDEP requirements of this document and notify the GIDEP Operations Center when any noncompliance develops.

A4.3.3 Users

A GIDEP user is an employee of the member organization who requires access to the GIDEP information system and has been authorized by their GIDEP representative to access the GIDEP Dashboard. GIDEP users must agree to abide by the terms and conditions of GIDEP membership and provide information to their GIDEP representative as documents are retrieved and used. The responsibilities of a GIDEP user, at minimum, include the following:

- Maintain control of and safeguard of the assigned GIDEP User ID and password. Refer to the GIDEP Information Security Policy in Attachment 1.
- Notify the GIDEP Operations Center when access is no longer needed.
- Maintain control of GIDEP data in accordance with GIDEP distribution policy as well as any distribution statement on documents.
- Submit GIDEP feedback showing benefits resulting from the use of GIDEP data as well as GIDEP products and services. For details, refer to Attachment 11.

A4.4 Membership Maintenance

To retain GIDEP membership, organizations must ensure their GIDEP registered members follow all established GIDEP terms and conditions, and sustain at least minimum levels of participation in GIDEP:

- Maintain at least one GIDEP representative.
- Registered members must log in to the GIDEP Dashboard as notified.

GIDEP membership can be cancelled voluntarily or involuntarily. Once membership has been terminated, all GIDEP furnished materials must be returned to GIDEP at the former member's own expense or discarded in accordance with the organization's disposal procedure for sensitive information.

A4.5 Voluntary Cancellation

When GIDEP access or information is no longer needed, membership can be cancelled voluntarily on request via the following methods:

- GIDEP representatives or users can deactivate their own GIDEP membership via an email to GIDEP.
- GIDEP representatives can deactivate GIDEP membership for users via an email to GIDEP or through the GIDEP Dashboard.
- A GIDEP representative or AO can deactivate a participating site's membership per request via email.

A4.6 Involuntary Cancellation

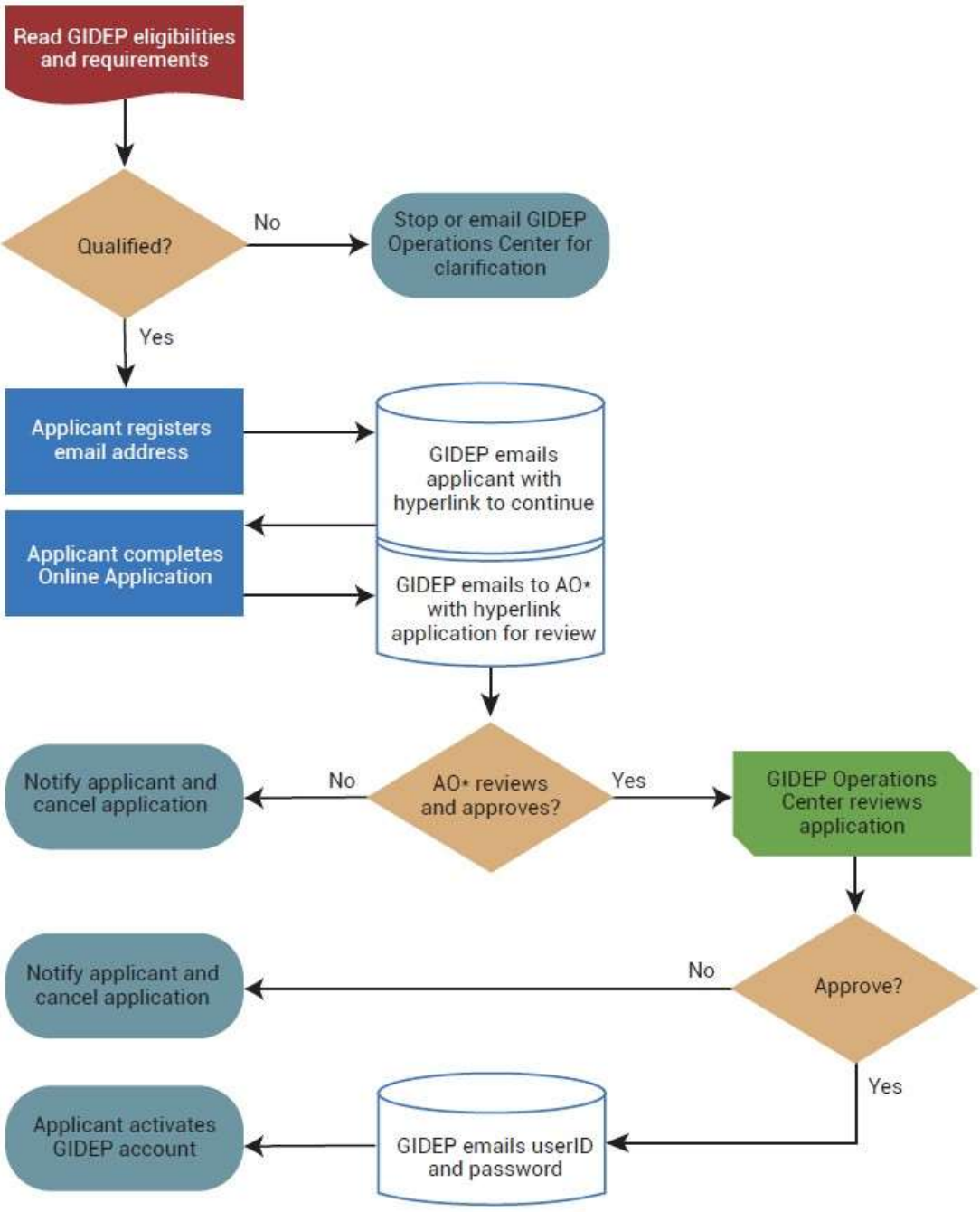
Membership can be cancelled involuntarily due to the following:

- Failure to sign in to the GIDEP Dashboard one year after password expiration. GIDEP notifies registered members when a password is about to expire or has expired. The DoD information assurance policy defines an expired password.
- Failure to comply with GIDEP Information Security Policy rules. Refer to Attachment 1.
- The GIDEP Operations Center is unable to contact via phone (disconnected number or wrong number) or email (undeliverable emails or no reply after a reasonable wait time). For GIDEP users, the GIDEP Operations Center attempts to contact the user's GIDEP representative before membership termination.
- No active GIDEP representative. The GIDEP Operations Center attempts to contact the on-file AO or the active users under the respective representative before membership termination.
- Failure to provide new PODB to renew membership. Refer to Paragraph A5.5.
- Behaving badly by GIDEP standards, U.S. government standards at the GIDEP Program Manager's discretion, or direction from the U.S. federal offices of Inspectors General or known prime contractors.

Attachment 5: How to Join GIDEP

A request for GIDEP membership begins with the completion of the GIDEP Online Membership Application on the GIDEP public website. The applicant is the GIDEP representative or user. Figure 9 depicts the process. GIDEP representatives can also initiate a membership request for a user from the GIDEP Dashboard.

Figure 9. Online Membership Application Process



A5.1 Membership Application

GIDEP exchanges information between government and industry member organizations. Government members are defined as federal, state, and local agencies and activities in the U.S. and Canada. Industry members are public- and private-sector entities, such as business organizations (large and small), manufacturers, distributors, educational institutions, public and private utilities, and public and private transportation entities. Government and Industry organizations encompass areas in research, design, development, test, acquisition, production, operation, maintenance, or logistics support of equipment, parts, components, subsystems, systems, facilities, or materiel. Each member organization must establish an internal program with at least one GIDEP representative endorsed by an AO from their organization. All AOs and registered members must agree to comply with established GIDEP policies and procedures.

Participating government and industry member organizations include the following:

- U.S. DoD departments, agencies, and support activities
- U.S. federal agency acquisition and logistics support activities
- U.S. state and local governments
- Canadian Department of National Defence
- Canadian Space Agency
- U.S. and Canadian manufacturers, suppliers, and distributors of parts, components, subassemblies, subsystems, and construction supplies
- U.S. public and private utilities (a U.S. utility is defined as an organization that maintains the critical infrastructure for a public service and is subject to regulation ranging from local community-based groups to statewide government monopolies)
- U.S. and Canadian consultants that perform research or provide services that support the U.S. or Canadian governments
- U.S. educational institutions that provide services or perform research for the U.S. government.

The GIDEP public website lists company names and government activities.

A5.2 The Applicant

An applicant is an individual who does not have an active GIDEP membership and is in the process of applying for membership. The applicant applies as the organization's GIDEP representative at a specific site if one does not already exist. Refer to GIDEP Representative's Responsibilities section of Attachment 4 for the list of responsibilities. If the organization has an active GIDEP representative for the specific site, the applicant can apply as an additional representative or a user. If applying as a user, the registered GIDEP representative with active status is the AO and has authority to approve the application.

The applicant must do the following:

- Register an individually assigned email address from the requesting organization (e.g., first.lastname@companyname.com). GIDEP sends an email with a web link to continue the application process.
- Be an employee of the applying organization and physically report for work at the address on the application. For applicants who telecommute or are on temporary duty at another location, the address on the application must reflect the prescribed office address from which the employee would otherwise work.

Note: A U.S. direct government contractor who executes or performs as a government entity can apply as a GIDEP user under the GIDEP government participating site with an

NDA and a government email address. After the application has been approved by the GIDEP representative, a copy of the NDA must be provided to GIDEP by the government GIDEP representative and the applicant. If there is any personal identifiable information or sensitive information on the NDA, the information must be redacted before sending it to GIDEP. GIDEP retains the NDA internally and does not share it outside of the GIDEP Operations Center and the GIDEP Program Management Office.

- Read and agree to the GIDEP Membership Terms and Conditions (refer to Attachment 2).
- Confirm the eligibility category that applies to the appropriate organization: government activity or non-government organization. The eligibility category determines what required information is displayed during the application process.
- Complete the online membership application (e.g., name, address, and phone) and submit PODB documents, when applicable, as one file (5 MB maximum in size, in PDF format).
- Provide the agency's or organization's AO information (the name, job title, phone number, and email address) when applying as a GIDEP representative. The GIDEP Representative's Responsibilities section defines the AO. The applicant who is applying as a GIDEP representative can be the AO if the applicant is the president, chief executive officer, or the owner of the company or organization. GIDEP emails the AO to approve the application. An applicant who is applying as a GIDEP user does not need to identify the AO because GIDEP will notify the active GIDEP representatives for approval. Refer to the member listing on the GIDEP public website for active participating sites.
- Complete the application process upon receiving GIDEP User ID and password to activate the GIDEP membership. If the membership is not activated within 15 days, the membership will be terminated. In such cases, the applicant must reapply for membership.

A5.3 The Authorizing Official

The designated AO must do the following:

- Confirm the designation of the applicant. If the AO does not respond within 90 days, the application will be canceled automatically.
- Approve and certify the applicant's use of GIDEP in accordance with the GIDEP Membership Terms and Conditions (Attachment 2) as well as the policies and procedures indicated in this document.

A5.4 The GIDEP Operations Center

GIDEP Operations Center does the following:

- Send an email with instructions to the applicant after the applicant has registered an official email.
- Send an email to the applicant's AO after the applicant applies to GIDEP to begin the approval process.
- Send a confirmation email to inform the applicant 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 or declined. If any additional information or clarification is required, the GIDEP Operations Center contacts the applicant; the application is kept in "pending" status for 90 days. If membership is not granted to the requesting site, an email with the reasons is sent to the applicant after the 90-day hold time. U.S. organizations meeting the GIDEP participation requirements are granted membership contingent on the GIDEP Program Manager's approval. Canadian organizations are approved by the appropriate office in the Canadian Department of National Defence.

- Send an email advising the applicant of the resulting membership status. If membership has been granted, an email contains additional instructions on how to access the GIDEP Dashboard.
- In accordance with the submitted PODB, set the duration of GIDEP membership for industry member organizations. Renewal notification is sent to the active GIDEP representatives under each PC 3 months prior to the membership expiration date.

A5.5 Proof of Doing Business

A5.5.1 Acceptable Documents

- A copy of a recent government contract,
- Purchase order, or
- Invoice from a U.S. or Canadian government agency, government contractor, government subcontractor, or another member organization with active membership.

A5.5.2 Document Requirements

- The documentation must contain the qualifying buyer's name and address, with the applicant's organization as the provider of the products or services. The documentation must include cover pages identifying the applicant's organization as the seller and the government, government prime contractor, government subcontractor, or active member organization as the buyer, and the associated pages with dates of the deliverables or period of performance or service.
- Service, delivery, or sale date on the PODB can describe an extended period or multiple single deliveries, with recent past (within 6 months) or future dates. However, if the PODB contains only one service, delivery, or sale date, a minimum of three different PODBs are required.
- Note: This requirement is to demonstrate a continual support versus one-time delivery.
- Dates in the PODB older than six months prior to the AO's approval of the GIDEP application are not acceptable.
- The dates in the PODB determine the length of GIDEP membership for the participating site. Membership expires one year after the last service, delivery, or sale date or one year after the last period of performance date in all the submitted PODBs.
- Note: Membership extension of one year is to ensure quality products are being delivered in the supply chain even after the last date of delivery.
- Any sensitive information on the PODB document (e.g., credit card number, bank information, or Federal Tax ID) must be redacted before submitting to GIDEP. Do not submit classified information to GIDEP.

A5.5.3 Document Handling and Storage

GIDEP retains the PODB internally and does not share it outside of the GIDEP Operations Center and the GIDEP Program Management Office.

Attachment 6: Instructions for Completing a Nonconformance Report

This attachment contains field-by-field instructions for completing a nonconformance report. For submissions, download the Nonconformance Form (GIDEP Form-NC-01-2022), complete it, and submit it electronically to gidep@gidep.org. Follow the instructions to fill in the required fields Figure 10.

These instructions are divided into four sections:

1. Section 1 Nonconformance Guidelines and Considerations. This section includes all necessary guidelines to follow when designating, drafting, and preparing the nonconformance report.
2. Section 2 Completing the Nonconformance Report (Form). This section provides field-by-field (block-by-block) instructions for completing the Nonconformance Report Form.
3. Section 3 Submitting a Nonconformance Report to GIDEP. This section describes the submission considerations for nonconformance reports.
4. Section 4 Amending a Published Nonconformance Report. This section describes the particulars of amending a previously published nonconformance report.

A6.1 Section 1 Nonconformance Guidelines and Considerations

A6.1.1 Nonconformance Data Submittal

Industry and government GIDEP members can submit nonconformance reports. Non-member organizations also can submit nonconformance reports only if reporting nonconforming issues related to the products they manufacture or supply. Prepare nonconformance reports in accordance with the detailed instructions online and in this attachment. The following paragraphs provide instructions for determining and identifying nonconformance designations and submittal guidelines for issuing a nonconformance report.

A6.1.2 Nonconformance Report Designations

Identify nonconformance data as one of three different designations: Problem Advisory, Alert, or Safe Alert. Indicate the type of nonconformance by selecting from among the three options (one of the three at the top of the Nonconformance Report Form [GIDEP Form-NC-01-2022] [Figure 10]). Select designations based on experience, the criticality and related safety issues, and expectations of the effect and recurrence of the situation. Do not base the designation on estimates regarding how the failed part or service affects others.

When the manufacturer of a nonconforming item is not known or otherwise cannot be identified, or the reported nonconformance has a general application not specific to a manufacturer or manufacturers, use the Problem Advisory designation.

Note: Nonconformance reports must describe the primary failure, not the secondary failure resulting from the root cause of equipment or processes failing.

Note: GIDEP Operations Center staff do not validate the technical accuracy of the nonconformance designation chosen by the submitter.

A6.1.2.1 Problem Advisory

Reports a problem with items, parts, components, materials, manufacturing processes, specifications, or test equipment with an unknown or low probability of causing functional failure.

A6.1.2.2 Alert

Reports a problem or an actual failure, or a problem with a high probability of failure, with an item, part, material, specification, or process of immediate concern.

- The problem or failure must have occurred while the item was being operated within specification limits.
- The problem or failure resulted from an inadequate, incorrect, or easily misunderstood specification.
- The problem or failure was a result of a deficiency in production, quality inspection, testing, handling, sampling inspection, or specifications, which resulted in delivery of nonconforming or problem parts, units, or materials.

A6.1.2.3 Safe Alert

A safe alert has the same criteria as an alert except it reports a problem, failure, or nonconformance that, in the opinion of the submitter, could result in the loss of life, personal injury, or significant damage to equipment or facilities.

Note: Nonconformance reports designated as safe alerts issued concurrently with letter of notification to the manufacturer, must contain the statement, “Safe Alert is issued concurrently with notification to the manufacturer.”

A6.1.3 Guidelines

The following bullets detail guidelines to consider when creating of a nonconformance report:

- The activity experiencing or observing the nonconformance problem typically issues these reports. This activity can be a product user, systems manufacturer, an intermediate integrator, or the item manufacturer. In some cases, a government activity with detailed knowledge of the problem issues the report.
- Notify the manufacturer, in writing, of the submitter’s intent to issue a nonconformance report. Email is acceptable if its receipt can be verified.
- If applicable, use a notification letter, such as the sample in . A minimum of 15 working days for the manufacturer to respond is required (except for nonconformance reports designated as safe alerts). For detailed instructions regarding the manufacturer and supplier notification process, refer to Appendix H and paragraphs Manufacturer Notification and Manufacturer Response of this attachment.
- Safe alerts are issued concurrently with notification to the manufacturer. When the manufacturer responds to the notification letter, an amendment to the original report is issued.
- Enter data properly to support the correct partitioning. Follow the specific instructions for the Conclusion and Evidence of Conclusion fields (Blocks 14 and 15) carefully. The Conclusion field (Block 14) must summarize the nonconformance and the actions taken. The Evidence of Conclusion field (Block 15) must discuss the evidence for the conclusion in detail, including findings, laboratory testing, and any other technical information used to develop the conclusion.

- Legal Review. Have legal counsel review draft reports before sending them to the manufacturer or supplier, any other company mentioned (portrayed unfavorably) in the report, and GIDEP.

A6.2 Section 2 Completing the Nonconformance Report (Form)

Follow these steps to complete the Nonconformance Report Form (Figure 10).

Start the nonconformance report by marking the appropriate document designator box at the top of the form. Refer to the prior paragraphs on the form (Problem Advisory, Alert, and Safe Alert) to choose the appropriate designation.

- TITLE Field (Block 1):
  Mandatory. Enter the name of the nonconforming item, part, component, part identifier, material, chemical, specification, or process. Examples:
  - Leak Test Failure on MIL-DTL 38999, Series I and III Connectors
  - Plating Nonconformance and Testing Noncompliance
  - Semiconductor, Radio Frequency (RF) Power Field Effect Transistor
- DOCUMENT NUMBER Field (Block 2):
  To be populated by GIDEP. GIDEP Operations Center Staff enters the alert, safe alert, or problem advisory number. The document number is composed of the reporting organization's GIDEP participant code; the letter "P" for Problem Advisory, "A" for Alert, or "S" for Safe Alert; two-digit calendar year; and the next sequence number, specific to the submitting organization, all separated by dashes. GIDEP adds a letter starting with "A," in ascending order, for amendments. Examples:
  - "X1-A-19-01" indicates the reporting organization with an assigned GIDEP participant code of "X1" is reporting its first Alert for calendar year 2019.
  - "X1-A-19-01A" indicates the same organization is providing an update or change to the original document, thereby issuing an amended document version "A."
- MANUFACTURER AND ADDRESS Field (Block 3):
  Mandatory. Enter the name and address of the manufacturer of the item or service described in the Conclusion and Evidence of Conclusion fields (Blocks 14 and 15). If more than one manufacturer is cited, submit a separate report for each manufacturer.

If a specification is the cause of the nonconformance, cite the cognizant authority that issued the specification.

If a value-added process caused the deficiency and was performed by an organization other than the original manufacturer, enter the name and address of this organization in this field.

Note: The submitter must notify the manufacturer identified in this field. Refer to Appendix H.

- MANUFACTURER POC, PHONE NUMBER AND EMAIL Field (Block 4):
  Enter the POC's (person with the most detailed knowledge of the particulars of the nonconformance reported) name, phone number (extension, if applicable), and email.
- MANUFACTURER CAGE CODE Field (Block 5):
  Enter the CAGE Code for the manufacturer.
- PART IDENTIFIER Field (Block 6):
  Mandatory. Enter the part identifier assigned by the original manufacturer or the value-added manufacturer, depending on the origin of the nonconformance or defect.
- NATIONAL STOCK NUMBER Field (Block 7):
  If known, enter the NSNs for the part.
- SPECIFICATION NUMBER Field (Block 8):
  If known, enter the specification number associated with the nonconformance.

- DATE CODE—END Field (Block 9):
  Enter the latest lot date code identified with the reported nonconforming item.
- DATE CODE—START Field (Block 10):
  Enter the beginning lot date code that indicates when the nonconforming items began to be manufactured. The date format is normally YYYYWW, where YYYY is the year and WW is the week.

Example: A date code start of “201612” indicates the nonconforming items began to be manufactured during the 12th week of year 2016.

- LOT/SERIAL/BATCH NUMBER Field (Block 11):
  If applicable, enter the lot, serial, or batch number of the nonconforming item.
- DATE MANUFACTURER NOTIFIED Field (Block 12):
  Mandatory. Enter the date printed on the notification letter sent to the manufacturer named in the Manufacturer and Address field (Block 3). This date must correspond to the latest copy of the notification to GIDEP.
- MANUFACTURER RESPONSE Field (Block 13):
  Mandatory. Check the appropriate box.

Check “Not Applicable” if the submitter is a GIDEP representative of the same manufacturer listed in Manufacturer and Address field (Block 3); such an instance is termed by GIDEP as “self-reporting.”

Note: If the block Reply is checked, the submitter must attach the complete manufacturer’s response, without modification or abridgement, even if it disagrees with the findings.

Data must be entered properly in the Conclusion and Evidence of Conclusion fields (Blocks 14 and 15) to support effective partitioning of data. The information required in the Conclusion and Evidence of Conclusion fields (Blocks 14 and 15) of the nonconformance report form is specific and intentionally different in nature and detail. Data is partitioned by type, Conclusion field (Block 14) one type and Evidence of Conclusion field (Block 15) another. To provide for controlled access of data by level type in GIDEP, these detailed instructions must be followed.

1. The Conclusion field (Block 14) must contain a summary of the nonconformance and the actions taken.
2. The Evidence of Conclusion field (Block 15) must discuss the evidence for the conclusion in detail, including findings, laboratory testing, and any other technical information used to develop the conclusion.

- CONCLUSION Field (Block 14):
  Mandatory.
  - Identify the nonconformance situation encountered.
  - State a conclusion, abstract, or summary of information obtained and used to make the conclusion. Include the types of items involved, number of items manufactured or involved, number of items tested, number of nonconforming items failed, and failure mode exhibited. Include the types of tests performed without describing the details.
  - Do NOT include detailed test results, photographs, and analysis in this field (block).
  - The information provided in this field (block) should be general in scope, not specific in detail.

Amended Documents: Amendments require an amendment statement summarizing the information changed, added, or updated. The statement is included in this field prefacing any other information.

- EVIDENCE FOR CONCLUSION Field (Block 15):
  Mandatory.
  - This field (block) includes all the detailed technical information.
  - Discuss, in detail, how the parts were verified to be nonconforming.

- Provide evidence by describing specific testing methods and results.
- Describe, as accurately and concisely as possible, the cause of failure based on failure analysis.
- Provide any detailed information to help GIDEP members know whether similar conditions exist at their facilities.
- If the specification is the cause of the problem, describe the difficulty encountered when using the document.
- If the submitter is aware of a previously published report on the same general problem, reference that document number in this field (block).
- Describe actions the reporting organization or the manufacturer is taking, or plans to take, to resolve the problem and prevent recurrence of the nonconformance, defect, or problem.
- Do not include statements such as “Manufacturer not recommended as a source.” Do not recommend actions for GIDEP members regarding the issue.
  - Attach supporting documentation, including test report, failure analysis, and images.

- ORIGINATOR Field (Block 16):
  Mandatory. Enter the technical POC’s name, activity, address, and phone number or email address that GIDEP members can use to obtain additional information.
- GIDEP REPRESENTATIVE Field (Block 17):
  Mandatory. Enter the GIDEP representative’s name, activity, and address.
- The GIDEP Roster must list the representative.
- DATE Field (Block 18):
  To be populated by GIDEP. GIDEP enters the date the final report was approved by the submitting organization.
- GIDEP REPRESENTATIVE SIGNATURE Field (Block 19):
  To be populated by GIDEP. GIDEP enters “Signature on File” after it verifies the submission by authenticating the submitting representative’s signature.

Figure 10. Nonconformance Report Form

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

NONCONFORMANCE REPORT

☐ PROBLEM ADVISORY ☐ ALERT ☐ SAFE ALERT

1. TITLE (ITEM NAME, TYPE)*		2. DOCUMENT NUMBER
3. MANUFACTURER AND ADDRESS*	4. MANUFACTURER POC, PHONE NUMBER AND EMAIL	5. MANUFACTURER CAGE CODE
6. PART IDENTIFIER*	7. NATIONAL STOCK NUMBER	8. SPECIFICATION NUMBER
9. DATE CODE - END	10. DATE CODE – START	11. LOT/SERIAL/BATCH NUMBER
12. DATE MANUFACTURER NOTIFIED		13. MANUFACTURER RESPONSE ☐ REPLY ☐ NO REPLY ☐ NOT APPLICABLE
14. CONCLUSION*		
15. EVIDENCE FOR CONCLUSION*		
16. ORIGINATOR (POC NAME, COMPANY, ADDRESS, PHONE/EMAIL)*		17. GIDEP REPRESENTATIVE (NAME & ADDRESS)*
18. DATE (APPROVED BY GIDEP REPRESENTATIVE)		19. GIDEP REPRESENTATIVE SIGNATURE*

GIDEP FORM-NC-01-2022 * MANDATORY FIELDS

A6.3 Section 3 Submitting a Nonconformance Report to GIDEP

Submit the completed Nonconformance Report Form along with all attachments, including supporting documentation and notification letter, in accordance with the instructions in Appendix H.

GIDEP Operations Center staff review reports for completeness and consistency with the database format requirements. Staff coordinate major changes to the report with the submitter; but do not coordinate minor changes, such as nomenclature and document dates.

When sending a nonconformance report to GIDEP, the submitter must include the following:

- The completed form.
- A copy of the notification letter. GIDEP keeps this letter on file as a record of the notification only; it is not published as a part of the submitted FED report.
- All supporting documentation, including failure analysis, test laboratory reports, and risk analysis reports. Include digital and radiological images with descriptors if a test report is not available.
- The entire manufacturer's response documentation (even if it does not agree with the submitter's position or is negative). The report must stand on its own and be judged on the merits of the information.

A6.3.1 Manufacturer Notification

The submitter of the nonconformance report must notify the manufacturers cited in the report. Appendix H details the manufacturer and supplier notification process. Manufacturer notification is not required if the FED report covers items or services manufactured or provided by the submitter.

A6.3.2 Manufacturer Response

The response provides the manufacturer with the opportunity to present its facts, help clarify the issue, and explain corrective actions, illustrating improvement since the nonconformance finding. The submitter's report, together with the manufacture response, if any, must be sent to GIDEP. Appendix H details specifics of the manufacturer and supplier notification process.

A6.4 Section 4 Amending Published Nonconformance Reports

- Any updates to a previously published nonconformance report are issued by an amendment. Only the original report submitting organization issues an amendment. Interested cited entities (any manufacturer, supplier, or organization identified on the report with amending, fact-based, technical information pertaining to the published report) must coordinate their efforts with the report submitter.
    - Amendments are issued to provide additional information, clarification, or corrections to reports or notices.
    - Amendments may be issued to include data received belatedly from cited manufacturers after nonconformance report publication.
    - Amendments must consist of known facts and address the technical issues discussed in the original submission.
- Amendments are an addition to the GIDEP database, they are associated with, and supersede, the report they amend, but do not replace the previously published report. Once GIDEP publishes a report, it remains in the GIDEP database for viewing by the GIDEP community as prescribed by access rules that apply to the data type.

A6.4.1 Amendment Summary

The submitter must provide an amendment statement by summarizing the information changed, added, or updated. The previous version of the report remains intact in the GIDEP database. The amendment statement is added to Conclusion field (Block 14) and prefaces any other data there.

A6.4.2 Coordinating Amendments with Manufacturers

The submitting organization coordinates amendments with the manufacturers. If not sent in time to be released with the original report, the manufacturer response to the submitting organization can be issued as an amendment. The proposed amendment can also be sent to GIDEP to provide an advance notice. The submitter coordinates amendments with any companies notified previously. Submitters of an amendment must allow five working days for the manufacturer to respond before the amendment is submitted.

Note: GIDEP does not require that the submitter and the cited manufacturers to agree on the assessment in the report. GIDEP only requires the cited manufacturer be notified and given sufficient time to respond.

Attachment 7: Instructions for Completing a Suspect Counterfeit Report

This attachment contains field-by-field instructions for completing a suspect counterfeit report. Download the Suspect Counterfeit Form (GIDEP Form-SC-01-2022) and submit the completed form electronically to gidep@gidep.org. Follow the step-by-step instructions to fill in the required fields (refer to Figure 11).

These instructions are divided into four sections:

1. Section 1 Suspect Counterfeit Guidelines and Considerations. This section includes all necessary guidelines to follow when designating, drafting, and preparing the suspect counterfeit report.
2. Section 2 Completing the Suspect Counterfeit Report (Form). This section provides field-by-field (block-by-block) instructions for completing the Suspect Counterfeit Report Form.
3. Section 3 Submitting a Suspect Counterfeit Report to GIDEP. This section describes the submission considerations for suspect counterfeit reports.
4. Section 4 Amending Published Suspect Counterfeit Reports. This section describes particulars of amending a previously Published Suspect Counterfeit Report.

A7.1 Section 1 Suspect Counterfeit Guidelines and Considerations

A7.1.1 Suspect Counterfeit Data Submittal

This section addresses suspect counterfeit reporting. Industry and government GIDEP members can submit suspect counterfeit reports. Non-member organizations also can submit suspect counterfeit reports only if reporting suspect counterfeit issues related to the products they supply. Suspect counterfeit reports are prepared in accordance with the detailed instructions online and in this attachment. The following criteria and guidelines apply when issuing a suspect counterfeit report:

A7.1.2 Guidelines

- The activity experiencing or observing a problem typically issues these reports. This entity can be a product user, systems manufacturer, an intermediate integrator, or the item manufacturer. In some cases, a government activity with detailed knowledge of the problem issues the report.
- Use suspect counterfeit reports to report suspected or confirmed counterfeit parts in the supply chain. Do not use these to report parts known to have been generated by the manufacturer in a nonconforming manner.
- Notify the supplier (the immediate SOS which sold the parts to the submitting organization), in writing, of your intent to issue a suspect counterfeit report. A notification letter (refer to the sample in Attachment 14) can be used. Email is acceptable if its receipt can be verified. Allow a minimum of 15 working days for the supplier to respond. For detailed instructions regarding the manufacturer and supplier notification process, refer to Appendix H and paragraphs Supplier Notification and Supplier Response of this attachment.
- As a courtesy, a copy of the draft suspect counterfeit report can be sent to the original component manufacturer (OCM) whose part may have been counterfeited. The OCM name, its logo, or trademark, if identified on the suspect part, is the company who owns the intellectual property rights to the authentic part.
- Enter data properly to support the correct partitioning. Follow the specific instructions for the Conclusion and Evidence of Conclusion fields (Blocks 8 and 9) carefully. The Conclusion field

(Block 8) must summarize the suspect counterfeit situation and the actions. The Evidence of Conclusion field (Block 9) must discuss the evidence for the conclusion in detail, including findings, laboratory testing, and any other technical information used to develop the conclusion.

- Legal Review. Have legal counsel review draft reports before sending them to the suppliers, any other company (portrayed unfavorably) in the report, and GIDEP.

A7.1.3 Same Supplier and Same Part

Submit suspect counterfeit reports even if the same part or supplier has been reported previously by another GIDEP member. Additional findings on the same supplier and same part help to highlight the ever-increasing volume of suspect counterfeit parts entering the supply chain, especially when purchasing parts from other than trusted sources of supply.

A7.2 Section 2 Completing the Suspect Counterfeit Report (Form)

Follow these steps to complete the Suspect Counterfeit Report Form (Figure 11):

- TITLE Field (Block 1):
  Mandatory. Enter the name of the suspect counterfeit item, part, component, material, or chemical. Examples:
  - Microcircuit, Instrumentation Amplifier
  - Valve, Safety Relief
  - Semiconductor, Radio Frequency Power Field Effect Transistor
  - Counterfeit Hand-Held Fire Extinguishers
- DOCUMENT NUMBER Field (Block 2):
  To be populated by GIDEP. GIDEP Operations Center staff enters the document number. The document number is composed of the reporting activity's GIDEP participant code; the letters "SC" for suspect counterfeit; two-digit calendar year; and the next sequence number, specific to the submitting organization, all separated by dashes. GIDEP adds a letter starting with "A," in ascending order, for amendments. Examples:
  - "X1-SC-19-01" indicates the reporting activity with assigned GIDEP participant code of "X1" is reporting its first suspect counterfeit report for calendar year 2019.
  - "X1-SC-19-01A" indicates the same activity is providing an update or change to the original document, thereby issuing an amended document version "A."
- PART IDENTIFIER Field (Block 3):
  Mandatory. Enter the part identifier as marked on the suspect counterfeit product.

If the part identifier is not marked, enter the part identifier declared on the purchase order or other paperwork.

- COMPANY NAME/MARKINGS Field (Block 4):
  Enter the OCM company name as marked on the part or otherwise identified by logo or trademark.

If the company name, logo, or trademark is not marked on the part, enter the company name declared on the purchase order or other paperwork.

Note: The "company" identified in this field (block) is the entity whose product may have been counterfeited. The reporting of the company name in this field (block) does not imply the company is involved with the suspect product. This reporting convention facilitates GIDEP members' bill-of-material searches for suspect counterfeit products.

- DATE CODE Field (Block 5):
  If applicable, enter the date code as marked on the part.

The date code format normally appears as YYYYWW where YYYY is the year (“2016” for year 2016) and WW is the week (“12” for 12th week of 2016).

- LOT/SERIAL/BATCH NUMBER Field (Block 6):
  If applicable, enter the lot, serial, or batch number marked on the part or other paperwork.
- NATIONAL STOCK NUMBER Field (Block 7):
  If known, enter the NSN for the part.

Enter data properly in the Conclusion and Evidence of Conclusion fields (Blocks 8 and 9) to support effective partitioning of data. The information required in the Conclusion and Evidence of Conclusion fields (Blocks 8 and 9) of the Suspect Counterfeit Report Form is specific and intentionally different in nature and detail. Data is partitioned by type, Conclusion field (Block 8) one type and Evidence of Conclusion field (Block 9) another. To provide for controlled access of data by level type in GIDEP, the detailed instructions must be followed.

1. The Conclusion field (Block 8) must contain a summary of the suspect counterfeit situation and actions.
2. The Evidence of Conclusion field (Block 9) must discuss the evidence for the conclusion in detail, including findings, laboratory testing, and any other technical information used in developing the conclusion in Block 8.

- CONCLUSION Field (Block 8):
  Mandatory.
  - Identify the suspect counterfeit situation.
  - State a conclusion, abstract, or summary of the information used to make the conclusion. Include the types of items involved, number of items involved, how the suspect part was detected (e.g., during visual inspection there appeared to be inconsistencies when compared against known authentic parts), and failure mode exhibited (e.g., parts appeared to be blacktopped and remarked, leads have been refurbished, leads show signs of previous use). Include the types of verification tests performed.
  - Do NOT include detailed test results, photographs, and analysis in this field (block).
  - The information in this field (block) is general in scope, not specific in detail.
  - Do NOT identify the supplier’s name.

Amended Documents: Amendments require an amendment statement summarizing the information changed, added, or updated. The statement is included in this field prefacing any other information.

- EVIDENCE FOR CONCLUSION Field (Block 9):
  Mandatory.
  - Include all the detailed technical information.
  - Discuss, in detail, how the suspect items were verified as counterfeit.
  - Provide evidence of the counterfeit, including specific testing methods and results.
  - Describe, as accurately and concisely as possible, the cause of failure based on failure analysis.
  - Provide the following specific details, if available:
    - The country the suspect parts originated from (as marked on the parts).
    - The country the suppliers are located in.
    - The purchase date to evaluate whether the parts were purchased after the parts were considered obsolete.
    - The total quantity purchased, the number of parts tested, the number of parts failed.
    - Whether any previous suspect counterfeit reports in GIDEP have the same part identifier.
    - What test methods were performed.
    - Which test methods the suspect parts passed and which test methods they failed.

- Were the parts provided to the supposed requirements of a standard, such as AS6081 or AS6171 by details of a contract or purchase order.
- If parts were used in assemblies or the supply chain, describe actions to prevent them from moving up the supply chain.
  - Provide any detailed information to help GIDEP members know whether similar conditions exist at their facilities.
  - Attach supporting documentation, including test report, failure analysis, and images.
  - Do not include statements such as “Supplier not recommended as a source.”
  - Do not recommend actions for members regarding the reported issue or the companies.

- PARTS DISPOSITION Field (Block 10):
  Check the appropriate box.
- SUPPLIER NAME Field (Block 11):
  Mandatory. Enter the name of the immediate SOS the submitter purchased suspect parts from.

If necessary, discuss the names of other sources of supply and their involvement in the Conclusion field (Block 9).

Note: Notify the suppliers identified in this field (block) and any other suppliers named in the Evidence for Conclusion field (Block 9). Refer to Appendix H for detailed instructions.

- SUPPLIER CAGE Field (Block 12):
  Enter the CAGE Code for the supplier.
- SUPPLIER ADDRESS Field (Block 13):
  Enter the address of the supplier from whom the parts were purchased.
- DATE SUPPLIER NOTIFIED Field (Block 14):
  Enter the date of the notification letter was sent to the supplier named in Supplier Address field (Block 13). The date must correspond to the latest copy of the notification to GIDEP.
- SUPPLIER RESPONSE Field (Block 15):
  Mandatory. Check the appropriate box.

Note: If the box, Reply Attached, is checked, attach the supplier’s complete response, without modification or abridgement, even if it disagrees with the findings detailed in the suspect counterfeit report.

- ORIGINATOR Field (Block 16):
  Mandatory. Enter the technical POC’s name, activity, address, and phone number or email address the GIDEP members can use to obtain additional information.
- GIDEP REPRESENTATIVE Field (Block 17):
  Mandatory. Enter the GIDEP representative’s name, activity, and address.

The representative must be listed in the GIDEP Roster.

- DATE Field (Block 18):
  To be populated by GIDEP. GIDEP enters the date the final report was approved by the submitting organization.
- GIDEP REPRESENTATIVE SIGNATURE Field (Block 19):
  To be populated by GIDEP. GIDEP enters “Signature on File” after it verifies the submission by authenticating the submitting representative’s signature.

Figure 11. Suspect Counterfeit Report

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

SUSPECT COUNTERFEIT REPORT

1. TITLE (ITEM NAME, TYPE)*		2. DOCUMENT NUMBER
3. PART IDENTIFIER*	4. COMPANY NAME/MARKINGS	
5. DATE CODE	6. LOT /SERIAL/BATCH NUMBER	7. NATIONAL STOCK NUMBER
8. CONCLUSION *		
9. EVIDENCE FOR CONCLUSION *		
10. PARTS DISPOSITION ☐ PARTS QUARANTINED ☐ PARTS SCRAPPED ☐ PARTS DESTROYED ☐ OTHER		
11. SUPPLIER NAME *	12. SUPPLIER CAGE	13. SUPPLIER ADDRESS *
14. DATE SUPPLIER NOTIFIED*	15. SUPPLIER RESPONSE* ☐ REPLY ATTACHED ☐ NO REPLY	
16. ORIGINATOR (POC NAME, COMPANY, ADDRESS, POC PHONE NUMBER/EMAIL)*		17. GIDEP REPRESENTATIVE (NAME, COMPANY, ADDRESS)*
18. DATE (APPROVED BY GIDEP REPRESENTATIVE)*		19. GIDEP REPRESENTATIVE SIGNATURE*

GIDEP FORM-SC-01-2022 * MANDATORY FIELDS

A7.3 Section 3 Submitting a Suspect Counterfeit Report to GIDEP

- When sending a suspect counterfeit report to GIDEP, the submitter must include the following:
  - The completed Suspect Counterfeit Report Form.
  - A copy of the notification letter. GIDEP keeps this letter on file as a record of the notification only; it is not published as a part of the submitted report.
  - All supporting documentation, including failure analysis, test laboratory reports, and risk analysis reports. Include digital and radiological images with descriptors if a test report is not available.
  - All the supplier's response documentation (even if it does not agree with the submitter's position or is negative). The report must stand on its own and be judged on the merits of the information.
- Submit the completed Suspect Counterfeit Report Form along with all attachments, including supporting documentation and notification letter, in accordance with the instructions in Appendix H.
- GIDEP Operations Center staff review the report for completeness and consistency with the database format requirements. Staff coordinate major changes to the report with the submitter but do not coordinate minor changes, such as nomenclature and document dates.

A7.3.1 Supplier Notification

Notify the suppliers cited in the report. Appendix H details the manufacturer and supplier notification process.

A7.3.2 Supplier Response

The response provides the supplier with the opportunity to present its facts, help clarify the issue, and explain corrective actions, illustrating improvement since the item was suspected to be counterfeit. The submitter's report, together with the supplier response, if any, must be sent to GIDEP. Appendix H details specifics of the manufacturer and supplier notification process.

A7.4 Section 4 Amending Published Suspect Counterfeit Reports

- Any updates to a previously published suspect counterfeit report are issued by an amendment. Only the original report submitting organization issues an amendment. Interested cited entities (any supplier or organization in the report with amending, fact-based, technical information pertaining to the published report) must coordinate their efforts with the report submitter.
  - Amendments provide additional information, clarification, or corrections to reports or notices.
  - Amendments can include data received belatedly from cited suppliers after suspect counterfeit report publication.
  - Amendments must consist of known facts and address the technical issues discussed in the original submission.
- Amendments are an addition to the GIDEP database; they are associated with, and supersede, the report they amend, but do not replace the previously published report. Once GIDEP publishes a report, it remains in the GIDEP database for viewing by the GIDEP community as prescribed by access rules that apply to the data type.

A7.4.1 Amendment Summary

Provide an amendment statement by summarizing the information changed, added, or updated. The previous version of the report remains intact in the GIDEP database. The amendment statement is added to the Conclusion field (Block 8) and prefaces any other data there.

A7.4.2 Coordinating Amendments with Suppliers

The submitting organization coordinates an amendment with the suppliers. If the supplier did not respond in time for it to be released with the original report, the supplier can send the response to the submitting organization to be issued as an amendment to the original document. The proposed amendment can also be sent to GIDEP to provide an advance notice. The submitter coordinates amendments with any additional suppliers or companies notified previously. Submitters of amendments must allow five working days for suppliers to respond before the amendment is submitted.

Note: GIDEP does not require that the submitter and the cited entities agree on the assessment in the report. GIDEP only requires the cited suppliers be notified and given sufficient time to respond.

Attachment 8: Instructions for Completing an Agency Action Notice

U.S. Government agencies use AANs to report failure experience (nonconformance and suspect counterfeit) and general agency action issues. This attachment contains field-by-field instructions for completing an AAN. Download the appropriate Agency Action Notice Form (AN-01-2022 or AN-L-01-2022) and submit the completed form electronically to gidep@gidep.org. Follow the step-by step instructions in this attachment to fill in the required fields (refer to Figure 12 and Figure 13). These instructions are for completing AAN forms (AN-01-2022 and AN-L-01-2022).

Note: Use AN-L-01-2022 if limited distribution is necessary.

These instructions are divided into four sections:

1. Section 1 Agency Action Notice Guidelines and Considerations. This section includes all necessary guidelines to be followed when designating type, drafting, and preparing an AAN.
2. Section 2 Completing the Agency Action Notice (Form). This section provides field-by-field (block-by-block) instructions for completing the AAN.
3. Section 3 Submitting an Agency Action Notice to GIDEP. This section describes the submission considerations for an AAN.
4. Section 4 Amending a Published Agency Action Notice. This section describes the particulars of amending a previously published AAN.

A8.1 Section 1 Agency Action Notice Guidelines and Considerations

A8.1.1 Agency Action Notice Submittal

Only government agencies and activities can issue AANs. AANs notify GIDEP members of actions taken. As an example, an AAN can notify GIDEP government recipients that procurements with a company have been suspended due to litigation or fraud. The following criteria and guidelines apply when issuing AANs. Government GIDEP members can also use AANs to report nonconformance or suspect counterfeit information.

AANs can be limited or unlimited distribution. Unlimited distribution AANs are available to all GIDEP members. Limited distribution AANs can be restricted to access by designated government agencies and contractors although, typically, limited distribution AANs are distributed to all U.S. government GIDEP members.

Note: GIDEP does not accept or distribute information classified by DoD as confidential or higher.

Prepare AANs in accordance with the instructions online and in this attachment.

The following paragraphs provide instructions for determining and identifying nonconformance designations and submittal guidelines to follow when issuing an AAN.

A8.1.2 Agency Action Notice Types

- Determine the distribution required of the AAN before preparing it for submittal.
- Government agencies can temporarily withhold AANs from the broader GIDEP industry membership by requesting publication in GIDEP with the distribution limited to U.S. government members only or as directed by the submitting government agency. Limited distribution AANs are only for releasing sensitive information. Sensitive information includes any person or entity

under investigation or being considered for investigation because of the submission of nonconforming or suspect counterfeit parts or products to a government agency. To minimize the impact of restricting access to this information, government activities responsible for these reports must do the following:

- Consider broader distribution or other mechanisms to reduce the impact on safety if safety is an issue (e.g., issue a nonconformance Safe Alert, if applicable).
- Release non-sensitive summary information to the broader GIDEP industry membership.
- Review the reports quarterly to evaluate whether the restricted release is still required.

If limited (restricted) distribution is required, select form AN-L-01-2022, otherwise use AN-01-2022 for unlimited AAN distribution to all GIDEP members. AN-01-2022 and AN-L-01-2022 are identical except for the addition of the limited distribution statement in the Conclusion field (Block 11) (refer to Figure 12 and Figure 13).

Designate AANs as nonconformance or suspect counterfeit according to the type of information they include.

A8.1.3 Guidelines

- Issue AANs promptly so that GIDEP members can act on the information before the situation or problem is encountered or becomes worse.
- Use AANs also to redistribute relevant information publicly available on various government websites.
- Select the proper distribution (limited or unlimited) and form. Unlimited distribution AANs are available to all GIDEP members. Limited distribution AANs can be generated by government agencies only and are subject to restricted access as designated on the form (Figure 12) (refer to Paragraph A8.1.2).
- Select the AAN type by placing an X in just one of the three labeled boxes in the Legend field at the top of the form. Select, Nonconformance, Suspect Counterfeit, or General information; do not select more than one. Refer to the instructions and in Paragraph A8.1.2.
- To benefit all GIDEP members, reissue previously released limited distribution AANs as unlimited distribution AANs if the information is no longer considered sensitive.
- Enter data properly to support the partitioning of data. Follow the specific instructions for the Discussion field (Block 11) carefully.
- Coordinate AANs, as appropriate, with manufacturers for nonconforming issues and suppliers when counterfeit parts are suspected.
- Legal Review. Review any draft report with the submitting agency's legal department before sending it to GIDEP.

A8.2 Section 2 Completing the Agency Action Notice (Form)

Follow these steps to complete Agency Action Notice Form.

- Indicate the type of AAN by selecting from among the two found at the top of the AAN form (GIDEP Form AN-01-2022 or AN-L-01-2022).

Note: AAN reports of nonconformance describe the primary failure, not the secondary failure that is a consequence of the root cause of equipment or processes failing.

Note: GIDEP Operations Center staff do not validate the technical accuracy of the nonconformance designation chosen by the submitter.

- TITLE Field (Block 1):
  Mandatory. Enter the name of the items being reported or the title of the report or notice.
  Examples:

- Semiconductor, RF Power Field
- DLA Notice of Debarment: Name of the Company/Party being debarred
- Defective Material Notice, Tube, Tee

- DOCUMENT NUMBER Field (Block 2):
  To be populated by GIDEP. GIDEP Operations Center staff enter the document number. The document number is composed of the letters “AAN” for Agency Action Notice, the letter “U” (Unlimited Distribution) or “L” (Limited Distribution), four-digit calendar year, and the next sequence issue number all separated by dashes. GIDEP adds a letter starting with “A,” in ascending order, for amendments.
- DATE Field (Block 3):
  To be populated by GIDEP. GIDEP enters the date the document was approved or prepared by GIDEP using the following date format: DD-MMM-YYYY.
- SUBMITTING AGENCY Field (Block 4):
  Mandatory. Enter the official title of the government agency submitting the report. Examples:
  - DCMA
  - DLA Headquarters
- AGENCY POC Field (Block 5):
  Mandatory. Enter name, location, phone, and email address of the agency POC with technical knowledge of the issue who GIDEP members can contact for additional information.
- MANUFACTURER OR COMPANY NAME Field (Block 6):
  Mandatory. Enter the name of the manufacturer of the item or service described in the Discussion field (Block 11). (For suspect counterfeit issues, enter the name of the supplier the suspect counterfeit parts were obtained from).
- CAGE CODE Field (Block 7):
  If known or applicable, enter the CAGE code for the manufacturer. (For suspect counterfeit issues, enter the CAGE code of the suppliers the suspect counterfeit parts were obtained from).
- PART IDENTIFIER Field (Block 8):
  Mandatory. Enter the part identifier assigned by the original manufacturer or the value-added manufacturer, depending on the origin of the nonconformance or defect.
  - For suspect counterfeit issues:
    - Enter the part identifier as marked on the suspect counterfeit parts.
    - If the part identifier is not marked on the suspect counterfeit parts, enter the part identifier declared on the purchase order or other identifying paperwork.
- NATIONAL STOCK NUMBER Field (Block 9):
  If known, enter the NSN.
- SPECIFICATION Field (Block 10):
  If known, enter the specification.
- DISCUSSION Field (Block 11):
  Mandatory
  - State a conclusion, abstract, or summary of information. Include the types of items involved; number of items manufactured, supplied, or involved; number of items tested; number of nonconforming items failed; and failure mode exhibited. Include the types of tests performed.
  - This field (block) should include all the detailed technical information.
  - Attach supporting documentation, including test reports, failure analysis, and images.
  - If applicable, include a supplier’s name in this field (block).

- If the submitter is aware of a previously published report on the same general problem, reference that document number in this field (block).

Nonconformance

- Discuss in detail how the parts were verified as nonconforming.
- Provide evidence by describing specific testing methods and results.
- Describe, as accurately and concisely as possible, the cause of failure based on failure analysis.
- Provide any detailed information to help GIDEP members evaluate whether similar conditions exist at their facilities.
- If the specification is the cause of the problem, describe the difficulty encountered when using the document.
- Describe actions the reporting organization or the manufacturer is taking, or plans to take, to resolve the problem and prevent recurrence of the nonconformance, defect, or problem.

Suspect Counterfeit

- State how the suspected counterfeits were detected (e.g., during visual inspection there appeared to be inconsistencies when compared against known authentic parts) a failure mode exhibited (e.g., parts appeared to be blacktopped and remarked, leads have been refurbished, and leads show signs of previous use). Include the types of verification tests performed.
- Discuss in detail how the suspect items were verified as counterfeit.
- Provide evidence of the counterfeit, including specific testing methods and results.
- Describe, as accurately and concisely as possible, the cause of failure based on failure analysis.
- Provide the following specific details, if available:
  - The country the suspect parts originated from (as marked on the parts).
  - The country the suppliers are in.
  - The purchase date (to evaluate whether if the parts were purchased after the parts becoming obsolete.
  - The total quantity purchased, the number of parts tested, and the number of parts failed.
  - Any previous suspect counterfeit reports in GIDEP for the same part identifier.
  - The test methods performed.
  - Which test methods the suspect parts passed and which test methods they failed.
  - Whether the parts were supposed to meet requirements of a standard, such as AS6081 or AS6171, by details of a contract or purchase order.
  - If parts were used in assemblies or the supply chain, describe actions to prevent them from moving up the supply chain.

Provide any detailed information to help GIDEP members evaluate whether similar conditions exist at their facilities.

Amended Documents: Amendments require an amendment statement summarizing the information changed, added, or updated. The statement is included in this field prefacing any other information provided here.

A8.3 Section 3 Submitting an Agency Action Notice to GIDEP

- Government agencies submit the completed form electronically to GIDEP at gidep@gidep.org.
- GIDEP Operations Center staff review the notice for completeness and consistency with the database format requirements. The staff coordinate major changes to the notice with the submitter but do not coordinate minor changes, such as nomenclature and document dates.

A8.4 Section 4 Amending Published Agency Action Notices

- Submitters update previously published AANs through issuing an amendment. Only the original AAN submitting organization issues amendments to it.
  - Submitters issue amendments to provide additional information, clarification, or corrections to notices.
  - Amendments must consist of known facts and address the technical issues from the original submission.
- Amendments are an addition to the GIDEP database; they are associated with, and supersede, the notice they amend, but do not replace the previously published notice. Once a notice is published by GIDEP, it remains in the GIDEP database for reference by the GIDEP community as prescribed by access rules that apply to the data type.

A8.4.1 Amendment Summary

The submitter must provide an amendment statement by summarizing the information changed, added, or updated. The previous version of the report remains intact in the GIDEP database. The amendment statement is added to the Discussion field (Block 11), prefacing any other data there.

Figure 12. Agency Action Notice (Unlimited) Form

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

AGENCY ACTION NOTICE

☐ Nonconformance ☐ Suspect Counterfeit

1. TITLE	2. DOCUMENT NUMBER
	3. DATE

4. SUBMITTING AGENCY	5. AGENCY POC (NAME, ADDRESS, PHONE/EMAIL)

6. MANUFACTURER OR /COMPANY NAME	7. CAGE CODE	8. PART IDENTIFIER	9. NATIONAL STOCK NUMBER	10. SPECIFICATION

11. DISCUSSION

GIDEP Form AN-01-2022

Figure 13. Agency Action Notice (Limited) with Distribution Statement

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

AGENCY ACTION NOTICE

☐ Nonconformance ☐ Suspect Counterfeit

1. TITLE	2. DOCUMENT NUMBER
	3. DATE

4. SUBMITTING AGENCY	5. AGENCY POC (NAME, ADDRESS, PHONE/EMAIL)

6. MANUFACTURER OR /COMPANY NAME	7. CAGE CODE	8. PART IDENTIFIER	9. NATIONAL STOCK NUMBER	10. SPECIFICATION

11. DISCUSSION

****DISTRIBUTION IS LIMITED TO UNITED STATES GOVERNMENT AGENCIES ONLY****
CONTACT THE SUBMITTING AGENCY'S POC PRIOR TO ANY RELEASE TO A CONTRACTOR OR ANYONE OUTSIDE YOUR ACTIVITY
****DISTRIBUTION IS LIMITED TO UNITED STATES GOVERNMENT AGENCIES ONLY****

GIDEP Form AN-L-01-2022

Attachment 9: Instructions for Completing a Product Information Notice (PIN) Form

Product information data contains notices on parts, components, materials, and software for which the attributes have been, or will be, changed or discontinued by the manufacturer or supplier. Government and industry member organizations as well as non-member organizations can submit these notices.

PCN and DMSMS notices are issued on piece parts, especially in the electronics area (primarily microcircuits) and non-electronic types of commodities, such as fasteners, valves, filters, and software. PCN and DMSMS notices document changes made and discontinuances at the component, module, equipment, or other system indenture levels. PCNs must address items identified by a specific, unique number, or name. Prepare and submit PCN and DMSMS notices in accordance with the detailed instructions in this attachment. Implement changes to a published notice by issuing an amendment.

This attachment contains field-by-field instructions for completing a PIN Form. Download the PIN Form (GIDEP Form-PN-01-2022) and submit the completed form electronically to gidep@gidep.org. Follow the step-by step instructions to fill in the required fields (refer to Figure 14).

These instructions are divided into four sections:

1. Section 1 PIN Guidelines and Considerations. This section includes all necessary guidelines for preparing the PIN Form.
2. Section 2 Completing the Product Information Notice (Form). This section provides detailed field-by-field (block-by-block) instructions for completing the form.
3. Section 3 Submitting a PIN to GIDEP. This section describes the submission process for a PIN.
4. Section 4 Amending a Published Product Information Notice. This section describes the particulars of amending a previously published PIN.

A9.1 Section 1 PIN Guidelines and Considerations

A9.1.1 Submission Criteria

- DMSMS notices and PCNs must meet the criteria outlined in the following paragraphs.
- The information must be of general interest to the GIDEP community. Under no circumstances can the information being presented be construed as advertising.
- PCN: Manufacturers and suppliers report form, fit, or function changes that affect the performance, interchangeability, or reliability of a product, for example:
    - Facility relocation
    - Change to fabrication processes
    - Specifications
    - Die modifications
    - Changes to data book and sheet
    - Device markings
    - Shipping labels and containers.

A9.1.2 DMSMS Notices

- Manufacturers, suppliers, and government activities report products being discontinued. The report should include items (parts, materials, and software) becoming obsolete, final order date (FOD), and additional information, such as CAGE code, NSN, and alternate or replacement parts or materials, when available.
- Manufacturers or suppliers should report changes in product availability or changes to FODs as an amendment to the original DMSMS notice.
- Manufacturers are encouraged to submit discontinuance notifications for commercial parts and parts manufactured to military or government specifications.

A9.1.3 Third-Party Notices:

GIDEP requests that organizations report when they become aware of changes to, or discontinuances of, items manufactured or supplied by others by providing a copy of the manufacturer's notice to gidep@gidep.org.

A9.2 Section 2 Completing the Product Information Notice (Form)

Follow these steps to complete the Product Information Notice Form (Figure 14):

- Select the PIN type (Diminishing Manufacturing Sources & Material Shortages or Product Change) by placing an "X" in only one of the two boxes in the Legend field at the top of the form.
- TITLE Field (Block 1):
  Mandatory. Enter the title of the notice. Examples:
  - Company X Product Discontinuance Notification ABCDE
  - Company X Product Discontinuance Notification for select products
  - Company X Product Change Notification ABCDE
- DOCUMENT NUMBER Field (Block 2):
  Enter the document number if you manage and maintain a sequence of submitted document numbers.

Otherwise, the GIDEP Operations Center staff enters the document number. Refer to Appendix G.

- DOCUMENT DATE Field (Block 3):
  Enter the date of the manufacturer's notice.

When the manufacturer's notice does not have a date, leave this field blank and GIDEP will enter the processing date.

- MANUFACTURER NAME AND ADDRESS Field (Block 4):
  Enter the name and address of the manufacturer.
- MANUFACTURER POINT OF CONTACT AND PHONE NUMBER Field (Block 5):
  Enter the manufacturer's POC information, including name and phone number.
- MANUFACTURER CAGE CODE Field (Block 6):
  Enter the CAGE code for the manufacturer, when available.
- DOCUMENT ORIGINATOR Field (Block 7):
  Enter the name, organization's name, address, and contact information of the originator of the PIN document.
- PART IDENTIFIER Field (Block 8):
  Enter the part identifier when one part is involved. Enter "See Document" when multiple parts are involved.

- NATIONAL STOCK NUMBER Field (Block 9):
  Enter the NSN, if available, when one NSN is involved. Enter “See Document” when multiple NSNs are involved.
- FINAL ORDER DATE OR CHANGE EFFECTIVE DATE Field (Block 10):
  For DMSMS, enter the FOD for the discontinued parts. For PCNs, enter the effective date of implementation. When multiple FODs or effective dates are listed, enter "See Document."
- ABSTRACT/DESCRIPTION/COMMENTS/REASON FOR CHANGE OR OBSOLESCENCE Field (Block 11):
  For DMSMS, briefly describe the discontinuances and any relevant details. Include a copy of the manufacturer’s notice with the submittal, when available.

For PCNs, briefly describe the changes and any relevant details. Include a copy of the manufacturer’s notice with the submittal, when available.

- CASE ACTIVITY MANAGER Field (Block 12):
  Government-generated DMSMS notices only.

For government-generated DMSMS notices, include the activity case manager (name, address, and contact information) responsible for issuing the notice.

- CASE NUMBER Field (Block 13):
  Government-generated DMSMS notices only.

Enter the case number.

A9.3 Section 3 Submitting a PIN to GIDEP

- Submit the completed form to GIDEP online or by email at gidep@gidep.org.
- GIDEP Operations Center staff review the notice for completeness and consistency with the database format requirements. Staff contact the submitter if additional information is needed.

A9.4 Section 4 Amending Published Product Information Notices

Once a notice has been published, it remains in the GIDEP database for reference by the GIDEP community. When the submitting organization develops additional information, clarification, or corrections to a published PIN, the submitter publishes an amendment to the PIN in GIDEP.

Figure 14. Product Information Notice Form

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

PRODUCT INFORMATION NOTICE

☐ DIMINISHING MANUFACTURING SOURCES & MATERIAL SHORTAGES

☐ PRODUCT CHANGE

1. TITLE	2. DOCUMENT NUMBER
	3. DOCUMENT DATE (MM/DD/YYYY)

4. MANUFACTURER NAME AND ADDRESS	5. MANUFACTURER POINT OF CONTACT AND PHONE NUMBER
6. MANUFACTURER CAGE CODE	7. DOCUMENT ORIGINATOR

8. PART IDENTIFIER	9. NATIONAL STOCK NUMBER	10. FINAL ORDER DATE OR CHANGE EFFECTIVE DATE (MM/DD/YYYY)

11. ABSTRACT/DESCRIPTION/COMMENTS/ REASON FOR CHANGE OR OBSOLESCENCE

12. CASE ACTIVITY MANAGER NAME, ADDRESS, AND CONTACT INFORMATION	13. CASE NUMBER

GIDEP FORM-PN-01-2022

Attachment 10: Instructions for Completing an Urgent Data Request (UDR)

This attachment provides the procedures for preparation of, issuance of, and response to UDRs. UDRs enable registered members to do the following:

- Query the GIDEP community for technical information or data.
- Acquire POCs for the information.
- Find a SOS not in the GIDEP database or the member organization's internal and external resources.

This service is available to all GIDEP representatives and users via the online UDR form on the GIDEP Dashboard. GIDEP recommends that users notify or coordinate with their GIDEP representative prior to submitting a URD to GIDEP. After submission and GIDEP Operations Center staff review, GIDEP posts the URD on the GIDEP Dashboard and emails it to all interested registered members within 2 working days. The identity of the submitter and the UDR No. (Document No.) is not revealed on the posted and emailed notices.

In appreciation of responders' efforts, GIDEP encourages the submitter to send a short email of recognition to responders.

The online response form collects the responses, then emails them to the submitter of the request before the UDR expiration or close date. Any attachment to the response is accessible to the submitter of the request through the member's UDR online account only after GIDEP Operations Center staff review it for content appropriateness.

Disclaimer: Comments and attachments associated with responses are solely the views expressed by the individual generating the response and do not reflect the opinions of GIDEP, the GIDEP Operations Center, the GIDEP Program Office, GAG, IAG, or DSPO.

Before the submitter closes the UDR, all responses and any attachments are stored, along with the associated UDR, in the submitter's UDR online account.

After the submitter closes the UDR, GIDEP publishes the final UDR form and all its responses, which become available to all registered members through GIDEP data searches. The responder's selected distribution preference determines the availability of response attachments. Direct questions concerning the content of a UDR response or attachment to the responder.

A10.1 UDR Criteria

- UDRs must not be used for advertising or marketing purposes.
- Search the GIDEP database, internal sources, and other external sources prior to submitting any UDR.
- Complete the form as thoroughly as possible.
- Request specific information; do not use ambiguous or vague statements.

A10.2 Completing and Submitting an UDR

UDRs are divided into two categories: RFIs and SOSs. SOSs permit registered members experiencing part availability problems to query the GIDEP community for procurement sources. RFIs permit GIDEP registered members to query the GIDEP community for technical information or data regarding a specific product or service (e.g., test report or information for a specific item, failure rate and reliability information, calibration procedure, or technical manual).

Members complete both types of UDRs through the online interactive form on the GIDEP Dashboard. The interactive form addresses the type of UDR selected. Follow these steps to complete the UDR Form (Figure 15). The following paragraphs describe the data to enter for each field:

- REQUESTOR Field (Block 1)
  Populated by the system: The system populates this field according to the submitter's GIDEP profile: company name and address, phone number, and email address.
- UDR NO. Field (Block 2):
  Populated by the system: The UDR number format is PC-U-YYYY-XXX where PC is the participant code of the submitter, U represents UDR, YYYY is the year, and XXX is the increment of the number of UDRs initiated for the year. Note: Not all UDRs published under the same PC have consecutive numbers because not all initiated UDRs are submitted to GIDEP Operations Center for processing.

The data in this field (block) is stored as the Document Number field in the GIDEP database.

- DATE Field (Block 3):
  Populated by the system: If additional coordination is required with the submitter, GIDEP Operations Center changes the original date to the date of final review. Its format is DD Month YYYY.
- SUBJECT CATEGORY Field (Block 4):
  For RFIs, this field includes the subject category.

For SOSs, this field includes the supply class, part, or material nomenclature, as appropriate.

The data in this field (block) is stored as the Title field in the GIDEP database.

- TYPE OF DATA NEEDED Field (Block 5):
  For RFIs, multiple options can be selected: Test, Design, Metrology, Failure Rate, Failure Experience, Failure Mode, Specification, Methodology, or Maintenance.

For SOSs, select SOS and specify under OTHER the appropriate option. The options are Any Qualified Manufacturer, Any Qualified NSN, Specific Part, Specific NSN, Specific Part to NSN, and Specific Part to CAGE.

For RFIs and SOSs, check the Other option to further define the broad category of information or topic of the information.

- COMPONENT/PART/MATERIAL/TEST EQUIPMENT/PROCESS DESCRIPTION Field (Block 6):
  Provide a brief description in this field.

For an RFI, concisely describe the type of information needed to solve the problem or issue.

For an SOS, describe the conditions required for the part, e.g., only certain form, fit, or function; need short lead time; certificate of conformance requirement; additional cross-referenced part identifiers or replacement parts; range of part quantity; or partial quantity. An SOS, in which the Any Qualified Manufacturer or Any Qualified NSN selection has been made, can identify the original manufacturer or NSN in this field (block).

For RFIs and SOSs, include the expiration date for the UDR in this field. The expiration date is the date the UDR is closed (the date that information is no longer wanted or needed).

Note: The default expiration date is 90 days from the UDR initiation date. The submitter can manually change this to any date deemed appropriate (allowing at least 5 working days for responses). Before the expiration date, the submitter can extend the expiration date to allow more time for additional response from the posted listing. The submitter can shorten the expiration date to close the UDR by submitting a feedback report from the member's UDR online account. In either case, the original published expiration date in this field does not change.

The data in this field is stored as the Abstract field in the GIDEP database.

- MANUFACTURER Field (Block 7a):
  If known, for an RFI, include the name of the manufacturer of the item being sought.

For an SOS, when this field displays Any Qualified Manufacturer, the original manufacturer can be identified in Block 6.

- CAGE CODE field (Block 7b):
  If known, this field includes the 5-character (alphanumeric) CAGE of the manufacturer identified in Manufacturer field (Block 7a).

Note: If Blocks 8–11 display "See Block 6," input the extended information in the Component/Part/Material/Test Equipment/Process Description field (Block 6).

- PART IDENTIFIER Field (Block 8a):
  Input the part identifier of the item being sought.
- PART QUANTITY Field (Block 8b):
  Applicable for SOS only. Enter the desirable quantity number for the part identified in the Part Identifier field (Block 8a). If multiple quantities associated with multiple identified items are involved, describe the minimum acceptable quantity or maximum desirable quantity in the Component/Part/Material/Test Equipment/Process Description field (Block 6).
- NATIONAL STOCK NUMBER Field (Block 9a):
  If known, include the NSN (the NSN format is ####-##-###-####).

For an SOS, Any Qualified NSN displays if that option was selected.

- NOMENCLATURE Field (Block 9b):
  If known, provide the complete, established part nomenclature.
- APPLICATION Field (Block 10):
  Provide the general end use or application, e.g., aircraft, ground vehicle, or shipboard.
- SPECIFICATION NUMBER Field (Block 11):
  Describe the specifications applicable to this request.
- PERFORMANCE REQUIREMENTS Field (Block 12):
  Describe any performance requirements relevant to the needed information.
- DATA SOURCES SEARCHED Field (Block 13):
  List the information or data sources already researched to help eliminate repetitive research.

A10.3 UDR Response

Use the hyperlink in the email notification or from the posting (Open UDR listing) to open a response module. The response module displays the title, document date, and the summary of the request with a comment box for the responder's input.

- Responses must be received before the expiration date. Only provide information directly applicable to the request, no advertising.
- The response module provides a means to affix an attachment. The responder can limit access to the attachment to the UDR submitter only.
- Until a UDR is closed, only the UDR submitter can access responses and attachments (if any).

Figure 15. Urgent Data Request Form

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

URGENT DATA REQUEST

Please Type All Information – See Instructions On Reverse

1. REQUESTOR (Complete items 1 through 13)	2. UDR NO.
	3. DATE (Day, Month, Year)

4. SUBJECT CATEGORY

5. TYPE OF DATA NEEDED (Check below as required)

☐	TEST	☐	FAILURE RATE	☐	FAILURE MODE	☐	METHODOLOGY
☐	DESIGN	☐	FAILURE EXPERIENCE	☐	SPECIFICATION	☐	MAINTENANCE
☐	METROLOGY	☐	SOURCE OF SUPPLY	☐	OTHER (Specify)		

6. COMPONENT / PART / MATERIAL / TEST EQUIPMENT / PROCESS DESCRIPTION

7a. MANUFACTURER	8a. PART IDENTIFIER	9a. NATIONAL STOCK NUMBER (NSN)
7b. CAGE CODE	8b. PART QUANTITY	9b. NOMENCLATURE

10. APPLICATION (e.g. Aircraft, Missile, Shipboard)	11. SPECIFICATION NUMBER

12. PERFORMANCE REQUIREMENTS

13. DATA SOURCES SEARCHED

GIDEP-Form-UDR-1-2019

Attachment 11: Instructions for Completing a Feedback Form

Feedback lets GIDEP effectively track and record the benefit, impact, and use of the data in the GIDEP database as well as GIDEP products and services. The GIDEP representative collects and submits feedback on the benefits resulting from the use of GIDEP data.

Feedback enables member organizations to effectively record the benefit received from accessing GIDEP information as well as usage of GIDEP products and services. Benefits realized can be for the member organization, its customers, or the user. Registered members submit feedback to GIDEP.

A11.1 Usage of Tools and Services

- XML Services (see Paragraph C.3.7.1)
- Batch Match (see Paragraph C.3.7.2)
- UDRs (see Paragraph C.3.7.3)
- Accessing GIDEP documents

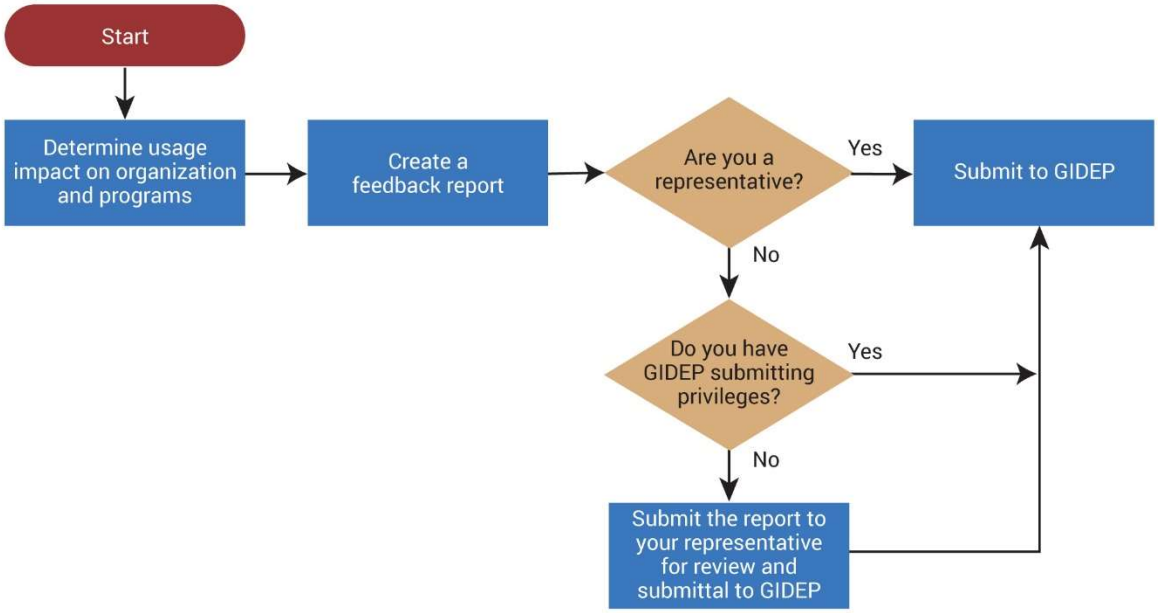
A11.2 What to Report

- GIDEP is most interested in stories. For example:
  - How a GIDEP interaction aided the member organization in avoiding injury or the loss of life.
  - How the information from GIDEP prevented equipment failure or loss.
  - How GIDEP information prevented a major redesign of a system, component, or part.
  - How GIDEP information assisted engineering and manufacturing efforts that led to better products.
  - How GIDEP information circumvented the inclusion of counterfeit or nonconforming parts in products delivered to the customer.
  - How GIDEP metrology information prevented the need to develop a new calibration procedure, provided useful updates to existing procedures, or provided information not readily available from other sources.
- Feedback can report on an awareness that caused the member organization to develop a new way of doing business going forward. Feedback can include any prevented expenditure or cost avoidance realized by accessing GIDEP information.

A11.3 Who Reports

Registered members that access information or use any of GIDEP products and services are expected to report the benefit of the information (refer to Figure 16). Each GIDEP representative is responsible for ensuring that their users provide feedback.

Figure 16. Feedback Reporting Process



A11.4 When to Report

Feedback is required. The feedback period for each year starts and ends in sync with the calendar year.

A11.5 How to Report

Report feedback using the Online Report Forms accessible through the GIDEP Dashboard or via emailing it to gidep@gidep.org. Provide a list of documents accessed as a reference.

- Download the GIDEP Feedback Report Form from the GIDEP Dashboard (refer to Figure 17).
- Online submission of the GIDEP Feedback Report is coming soon.

A11.5.1 Completing the GIDEP Feedback Report Form

Follow these steps to complete the GIDEP Feedback Report Form:

- ORGANIZATION/COMPANY NAME Field (Block 1):
  - Mandatory
  - Enter the name of the reporting member organization.
- ACCESS DATE Field (Block 2):
  Enter the date the report is created.
- REFERENCE NUMBER Field (Block 3):
  GIDEP Operations Center staff enter the reference number.
- ACCESSED BY Field (Block 4):
  - Mandatory
  - Enter a User ID.

- DOCUMENT TITLE Field (Block 5):
  Enter the year of the report and Feedback Report (e.g., 2019 Feedback Report).
- LAST NAME (Representative) Field (Block 6):
  - Mandatory
  - Enter the last name of the GIDEP representative submitting the feedback report (or the last name of the GIDEP representative supervising the user if a user is submitting the report).
- FIRST NAME (Representative) Field (Block 7):
  - Mandatory
  - Enter the first name of the GIDEP representative submitting the feedback report (or the first name of the GIDEP representative supervising the user if a user is submitting the report).
- LAST NAME (User) Field (Block 8):
  If a user is submitting the report, enter the last name of the user.
- FIRST NAME (User) Field (Block 9):
  If a user is submitting the report, enter the first name of the user.
- DOCUMENT NUMBER Field (Block 10):
  Enter the GIDEP document number of the document upon which the reported feedback is based (if multiple documents were involved, summarize them in the Narrative field).
- PROGRAM IMPACTED Field (Block 11):
  Enter the name of the program that benefited from use of GIDEP (e.g., KC-46, F-18, or SLS).
- AGENCY IMPACTED Field (Block 12):
  Enter the name of the agency that benefited from use of GIDEP (e.g., Navy, NASA, or Army).
- EXPENDITURE PREVENTION Field (Block 13):
  Provide (if known) the total dollar amount of any prevented expenditure or cost avoidance realized by accessing GIDEP information.
- NARRATIVE Field (Block 14):
  - Mandatory
  - Summarize the impact the organization experienced through using GIDEP products and services.
  - Include stories of significance to maximize value: How a GIDEP interaction aided the member organization in avoiding injury or the loss of life; how the information from GIDEP prevented equipment failure or loss; how GIDEP information prevented a major redesign of a system, component, or part; or how it circumvented the inclusion of counterfeit or nonconforming parts in products delivered to the customer. Feedback can report any benefits attained through engineering and metrology information accessed from GIDEP. Feedback can report on an awareness that caused the member organization to develop a new way of doing business going forward. Though not its primary focus, feedback can include any prevented expenditure or cost avoidance realized by accessing GIDEP information.

A11.5.2 Submit Feedback Report

- Submit feedback online or email a completed report to utilization@gidep.org.
- The GIDEP representative collects and submits feedback to GIDEP that describes benefits resulting from the use of GIDEP data during the calendar year (January through December). GIDEP representatives can grant submittal privileges to their users by requesting it online or through email sent to the GIDEP Operations Center at helpdesk@gidep.org. This privilege

allows a user to submit feedback to GIDEP without prior review by their GIDEP representative.

Figure 17. GIDEP Feedback Report Form

GOVERNMENT- INDUSTRY DATA EXCHANGE PROGRAM (GIDEP)

FEEDBACK REPORT

1. ORGANIZATION, COMPANY NAME **	**2. ACCESS DATE** (MM-DD-YYYY) ******
3. REFERENCE NUMBER *	**4. ACCESSED BY** (USER-ID) ******
5. DOCUMENT TITLE **	
6. LAST NAME (Representative) **	**7. FIRST NAME** (Representative) ******
8. LAST NAME (User) if applicable	**9. FIRST NAME** (User) if applicable

10. DOCUMENT NUMBER	11. PROGRAM IMPACTED *(e.g. C-17, F-18, Space Shuttle, etc.)*	12. AGENCY IMPACTED *(e.g. Navy, NASA, Army, etc.)*	13. EXPENDITURE PREVENTION $

14. NARRATIVE**

GIDEP FORM-FR-01-2022

**REQUIRED FIELD
*ENTERED BY GIDEP OPERATIONS CENTER

Attachment 12: Release Letter for Copyrighted or Proprietary Document Submittals to GIDEP

When submitting proprietary or copyright protected information, the submitting organization must allow for a release of that information before GIDEP will publish it. Although each element is not required, the release should include the following:

- Submitting organization name and GIDEP PC code (if available)
- POC, including name, address, and telephone number
- An authorization statement, e.g., the organization or company authorizes GIDEP distribution of the following copyrighted or proprietary documents to its members
- A document identifier (include adequate identifying information, complete title, and any significant date or document control information, e.g., Revision).

The release can specify distribution restrictions as follows:

- GIDEP U.S. and Canadian government agencies or organizations only
- U.S. DoD only.

Unless otherwise specified, the release is considered permission to distribute the document to ALL GIDEP members.

Releases are accepted by email with the information in the body of the email or an attachment to the email. Figure 18 shows a sample release letter.

GIDEP keeps all release authorizations on file.

Figure 18. Sample Release Letter

COPYRIGHT DOCUMENT
LIMITED RELEASE AUTHORIZATION

_____ _____
GIDEP Participant Code Organization/Company

_____ _____
Point of Contact (please print last, first name) Street Address

_____ _____
Telephone (please include area code) City, State Zip

The above named organization/company authorizes the GIDEP Operations Center distribution the following copyrighted document(s) to its participants:

❑ _____
Document title and number

❑ All documents with limited distribution statement

❑ All copyrighted documents

To (Check one):

❑ GIDEP U.S. and Canada Government Agencies/Organizations only

❑ Department of Defense (DoD) only

❑ All GIDEP participants (government activities and government suppliers)

❑ Other _____

_____
Authorized Signature

_____
Date (Month, Day, Year)

Attachment 13: Sample Notification Letter to Manufacturer for Nonconformance

Subject: PROPOSED NONCONFORMANCE REPORT, (DRAFT FED DOC NO.) CONCERNING A PROBLEM WITH (ITEM, PRODUCT OR SERVICE NAME)

Dear (Name),

The enclosed draft of the subject report describes a problem with (items/products/services) supplied by your activity on our purchase order (number). Fifteen working days from the date of this letter, the enclosed (FED REPORT TYPE) will be forwarded to the Government-Industry Data Exchange Program (GIDEP) for publication and distribution to government and industry GIDEP members.

Government and industry activities participate in GIDEP to exchange information on items, parts, components, software, specifications, test equipment, and materials problems. GIDEP members also use this resource to exchange important information regarding safety problems. GIDEP (FED REPORT TYPE) are published and distributed to highlight problems of immediate concern to members of the GIDEP community.

We solicit your comments regarding the subject report. We request that your reply address the following:

1. What was the root cause of this problem?
2. What corrective actions will be taken to prevent recurrence of this problem?
3. What lots or date codes are affected?
4. Does the problem described in our (FED REPORT TYPE) affect similar items made using the same manufacturing processes by your activity? Could this problem be systemic to similar items produced by other companies?

Written comments received by (date) will be included with the subject (FED REPORT TYPE) for distribution via GIDEP. Any written response received afterwards will be submitted as an amendment to the document. If you have any questions, please contact me at (phone number). My FAX number is (FAX number). My email address is (email address).

Sincerely,

(Signature)

(Type name)

GIDEP Representative

Encl: (Draft FED Document Number)

cc: GIDEP Operations Center

Note: The submitter must insert the correct term and document type in the parenthetical expressions during generation of the letter.

Attachment 14: Sample Notification Letter to Supplier for Suspect Counterfeit

(Supplier's Name and Address)

Subject: PROPOSED SUSPECT COUNTERFEIT REPORT (DRAFT SC DOC NO.) CONCERNING A PROBLEM WITH (PART, ITEM, OR PRODUCT)

Dear (Name),

The enclosed draft of the subject report describes a problem with (items/products) supplied by your activity on our purchase order (number). Fifteen working days from the date of this letter, the enclosed Suspect Counterfeit Report will be forwarded to the Government-Industry Data Exchange Program (GIDEP) for publication and distribution to government and industry GIDEP members.

Government and industry activities participate in GIDEP to exchange information on items, parts, components, software, specifications, test equipment, and materials problems. GIDEP members also use this resource to exchange important information regarding safety problems. GIDEP Suspect Counterfeit Reports are published and distributed to highlight items or parts suspected of being counterfeited, an issue of immediate concern to members of the GIDEP community.

We request that your reply include the following:

1. What was your SOS (company/country of origin) for the parts discussed in the subject report?
2. Have you sold these same parts to others?
3. What date codes or lots are affected? Are there additional dates or lot codes?
4. Did you test the parts? If so, what types of testing methods were used?
5. What representations or certificates did you receive from your SOS?

Written comments received by (date) will be included with the subject report for distribution via GIDEP. Any written response received afterwards will be submitted as an amendment to the document. If you have any questions, please contact me at (phone number). My email address is (email address).

Sincerely,

(Signature)

(Type name)

GIDEP Representative

Encl: (Draft SC Document Number)

cc: GIDEP Operations Center

Note: The submitter must insert the correct term or document type in the parenthetical expressions during generation of the letter.