

S0300-BU-GYD-010
0910-LF-708-900

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

STATEMENT A
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GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

APRIL 2008

GIDEP PUB 1

April 2008

GOVERNMENT-INDUSTRY DATE EXCHANGE PROGRAM (GIDEP) REQUIREMENTS GUIDE PREAMBLE

This guide will be selectively applied and tailored by the procuring activity to the specific acquisition under consideration. This guide is applicable to all federal departments and agencies.

Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed by letter to: GIDEP OPERATIONS CENTER, PO BOX 8000, CORONA CA 92878-8000.

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GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) REQUIREMENTS GUIDE

1. SCOPE

1.1 Policy. This Requirements Guide provides general guidelines for participation in the Government-Industry Data Exchange Program (GIDEP) and for sharing of technical data between government and industry. This guide establishes the requirements for contractors and suppliers to participate in the GIDEP and is applicable to all contractors, US Federal Agencies, and the Canadian Department of Defence.

1.2 Background. GIDEP is a cooperative data exchange between government and industry participants for sharing and use of existing engineering and failure data. GIDEP provides a means to exchange a variety of data during the acquisition process and life cycle of systems and equipment that can be utilized to improve reliability and reduce the cost of ownership.

GIDEP was initially established 1959 as the Interservice Data Exchange Program (IDEP), in order to reduce duplication of testing and evaluation of similar or identical equipment, components, parts and materials through the exchange of test data and related technical information among the contractors and defense agencies involved in the design, development and fabrication strategic missile systems and related equipment. Later it was expanded to include other missiles systems and even later was extended to all defense systems.

In 1991, GIDEP's role was expanded by direction of the Office of Management and Budget (OMB) to include reporting of nonconforming materials and services purchased by all federal agencies. GIDEP serves as an electronic repository of shared technical data that is available for determining the best approach in research, design, development, test, evaluation, production and introduction of new goods or services.

The primary thrust of the GIDEP initiatives is to provide a means to save time and reduce the costs of duplicate testing by making maximum use of existing data. Additionally, the program provides a repository of quality and reliability data, coupled with information on diminishing manufacturing sources and materials shortages, and manufacturer's product changes.

1.3 Application.

1.3.1 Participation. The contractor shall participate in and utilize data in the GIDEP database, in accordance with the provisions of contractual requirements. The contractor shall have access to the contents of the GIDEP databases, as authorized by the government. Participating contractors are not charged any fees to electronically access data in the GIDEP database and utilize GIDEP provided products and services.

1.3.2 Utilization. Data from the GIDEP database will be used to support the complete life cycle of all government contracted products and services.

1.3.3 Limitation of Data. Data and documents downloaded from GIDEP are controlled distribution and shall not be shared with companies outside the continental United States and Canada. Distribution of GIDEP data is controlled under the Foreign Technology Transfer Act.

Access to the GIDEP databases and sharing of program data is restricted to United States and Canadian governments and government contractors, as prescribed in the GIDEP Operations Manual, and a Memorandum of Agreement. Access by other nationals and foreign contractors operating outside Canada and the United States requires approval of the US Department of State and the DoD Office of Technology Transfer.

Requests for exceptions to the restriction will be sent to the Program Manager, Office of the Deputy Undersecretary of Defense, Supply Chain Integration, with a copy to the GIDEP Operations Center. The Program Manager will process the request for exception to the restrictions and directly advise the requester of the approval or rejection of the request.

1.3.4 Document Quality. The Government does not warrant the correctness or reliability of the statements, conclusions or accuracy of the data. The user should exercise prudent judgment when using the information. If questions arise concerning accuracy of the information or data in a report, the user should contact the originator of the document.

In providing the documents the Government does not convey any license regarding any copyrights or patents inherent or described in the documents retrieved from GIDEP. The user is required to contact the originator to negotiate any use of copyrights or patent rights in accordance with current legal practices.

2. REFERENCED DOCUMENT

The following document forms a part of this Requirements Guide to the extent specified herein:

GIDEP Operations Manual SO300-BT-PRO-010

Requests for copies of the GIDEP Operations Manual shall be addressed to:

**GIDEP OPERATIONS CENTER
PO BOX 8000
CORONA CA 92878-8000**

**Phone: (951) 898-3207
Fax: (951) 898-3250**

3. DEFINITIONS

3.1 GIDEP organizational structure.

3.1.1 GIDEP User. An individual within the GIDEP participant's organization who is authorized by the GIDEP Representative and the GIDEP Operations Center to access the GIDEP database for the purpose of retrieving and downloading data. Access to the GIDEP database requires a userid and password. Passwords are assigned to individual users. The contractor may submit as many names of GIDEP Users as needed to support their operation.

3.1.2 GIDEP Representative. An individual(s) assigned by the GIDEP Participant who is responsible for implementation and coordination of GIDEP within the participant's organization. The contractor may assign more than one GIDEP representative when the operating groups are not co-located within the same facility or different groups perform different functions.

3.1.3 GIDEP Member. An organization (industry or government) that participates in GIDEP, in accordance with one or more contractual requirements, or voluntarily.

3.1.4 GIDEP Operations Center. The Government activity that implements GIDEP, as directed by the Program Manager. This activity processes and manages the database for the federal government.

3.1.5 GIDEP Program Manager (PM). The GIDEP Program Manager (PM) is assigned to the office of the Assistant Deputy Undersecretary of Defense, Supply Chain Integration. The GIDEP PM has executive authority for the management of the GIDEP. The PM may be contacted at:

GIDEP PROGRAM MANAGER
Assistant Deputy Undersecretary of Defense
Supply Chain Integration
8725 John J. Kingman Road
Fort Belvoir VA 22060-6221

Phone: (703) 767-1638
DSN: 427-1638
Fax: (703) 767-6876

3.2 GIDEP Action Documents.

3.2.1 ALERT. A standardized report prepared by a GIDEP participant for identification and notification of actual or potential problems on nonconforming parts, components, materials, manufacturing processes, test equipment, construction materials, office equipment, chemicals or computer software. ALERTs are submitted on DD Form 1938.

3.2.2 SAFE-ALERT. A SAFE-ALERT is similar to an ALERT, except that it identifies and notifies the GIDEP participant of an unsafe condition.

3.2.3 Problem Advisory. A Problem Advisory reports:

- (a) Preliminary information on a suspected problem, or
- (b) A problem with parts, components, materials, manufacturing processes, specifications or test equipment that has a potential for causing a functional failure.
- (c) Problem Advisories that report preliminary information must be followed by updated reports at not less than 30 day intervals until resolved or canceled.

3.2.4 Agency Action Notice. An Agency Action Notice redistributes problem information issued by a government agency to notify GIDEP participants of problems and actions taken. Distribution of some Agency Action Notices may be limited to government agencies only, as determined by the submitter.

3.2.5 Diminishing Manufacturing Sources and Material Shortages (DMSMS) Notice. A DMSMS Notice notifies the participant of:

- (a) The end of production by an item manufacturer or material supplier.
- (b) The item's disposition by the item manager or other government activity.

3.2.6 Product Change Notice (PCN). A PCN notifies users of changes to parts, components, or materials that affect form, fit, function, performance or change of production location or production lines. PCNs are issued by the item manufacturer. PCNs for GOVERNMENT-INDUSTRY qualified parts will only be issued after obtaining appropriate approvals of the cognizant controlling government activity.

3.2.7 Urgent Data Request (UDR). An UDR permits participants to rapidly query the engineering and technical expertise of other GIDEP participants for information relating to specific problems. The UDR is initiated by a participant and electronically distributed to all other participants. Participants having knowledge of the problem respond directly to the person making the request.

4. GENERAL REQUIREMENTS

4.1 General Participation Requirements.

4.1.1 New Organizations. New industrial or government organizations desiring or required to participate in GIDEP shall request a GIDEP Participation Request form from GIDEP Public web site (<http://www.gidep.org>) or the GIDEP Operations Center, Corona, CA. The GIDEP Operations Center will forward Participation Request, along with preparation instructions to the requesting organization.

As part of the membership application, each request for participation shall identify the individual who will be designated as the organization's GIDEP Representative, the individual's address, telephone, facsimile number and Internet address. In addition, the designated Representative will submit a User's Authorization form for each individual who will require access to the GIDEP on-line databases.

Upon approval of the application, the GIDEP Operations Center will provide the new Representative with a unique userid, password and instructions for accessing the GIDEP databases. A "Welcome to the GIDEP Program" letter will be mailed to the Representative.

Participation in the GIDEP program is governed by the GIDEP Operations Manual.

Training is available for Representatives and Users. A GIDEP Clinic / Workshop for new and experienced database users is held each fall. In addition, Representatives may schedule and attend periodic training sessions held at the GIDEP Operations Center in Corona, CA. GIDEP also conducts GIDEP Representatives Outreach Workshops (GROW) at sites hosted by area Representatives where local Representatives and Users can attend.

4.1.2 Participating Organizations. Existing GIDEP Participants need not re-apply. It should be noted that continued participation requires each individual participant, government agency or corporate entity, to submit a GIDEP Utilization Report. Procedures for Utilization Reporting are described in the GIDEP Operations Manual.

4.2 Industry Participation. A corporate entity may participate in GIDEP via one or more GIDEP contractual requirements or may voluntarily participate. A combination of contractual/voluntary participation may exist for a given- corporate entity.

4.2.1 Contractual Participation. Contractors that have requirements to participate in GIDEP that are invoked by terms and conditions of Federal procurements shall adhere to the requirements, terms and provisions of the applicable contract for participation, utilization of GIDEP data and reporting of data to GIDEP. Definitive participation procedures are contained in the GIDEP Operations and Procedures Manual.

4.2.2 Voluntary Participation. Government contractors which are not required to participate contractually, may do so voluntarily. Specific guidance for voluntary participation is provided in the GIDEP Operations and Procedures Manual. Applications for voluntary participation should be forwarded to the GIDEP Operations Center.

4.3 Government Participation. Participating government activities will submit a GIDEP Participation Request application to obtain access to the GIDEP databases. The organization will identify the activity's GIDEP Representative and Users, and to ensure GIDEP information is utilized by the appropriate offices within the agency or activity.

5. DETAILED REQUIREMENTS

5.1 Contractor responsibilities. The contractor shall:

5.1.1 Application. Notify, upon contract award, the GIDEP Operations Center of its requirement to participate, the applicable contract(s) or subcontract(s) and the name(s) of the GIDEP Representative(s). Upon notification, the GIDEP Operations Center will provide the Participation Request application forms and assistance to the contractor.

5.1.2 Policy. Establish, document, and implement an internal operations policy for the collection dissemination, and utilization of GIDEP data by appropriate elements of its organization.

5.1.3 Data Submittal. Ensure that all data applicable to the GIDEP, generated on the contract, are submitted to the GIDEP Operations Center. The contractor shall not submit data to the GIDEP Operations Center which are proprietary or classified. Nothing in this document shall be construed as requiring the generation of any technical data not otherwise required by the contract. Data may be submitted in electronic (e.g., email) form (preferred) or hard copy.

5.1.4 GIDEP Representative(s). Designate one or more persons as GIDEP Representative(s) to represent the organization. The GIDEP Representative is responsible for ensuring appropriate documents generated by the participant organization are submitted to GIDEP; for coordinating requests for user authorization to access the database; and for coordinating and submitting annual utilization reports.

5.1.5 GIDEP user. Identify personnel within the contractor's organization who will require passwords in order to electronically access the GIDEP database. The GIDEP Users will provide the GIDEP Representative their group's utilization data, as documents are retrieved and utilized from the GIDEP database.

5.1.6 Support Requirement. Provide the GIDEP Representative(s) and GIDEP Users with management support, facilities and equipment necessary to implement an effective cost avoidance program for the organization. GIDEP Representatives and Users shall have computer equipment, software and printers to access and retrieve data from the database (Refer to Section 5.4).

5.1.7 Storage of GFM. Provide for the storage and return of GIDEP Government Furnished Material (GFM) including the Operations Manual, upon the termination of participation in the Program.

5.2 GIDEP Representative's Responsibilities. The contractor's GIDEP Representative(s) shall:

5.2.1 Control of GFM. Maintain and store any GIDEP materials (GFM) in a safe and usable manner.

5.2.2 Point-of-Contact. Serve as the point-of-contact to the GIDEP Operations Center, other GIDEP users in their organization and other GIDEP participating organizations.

5.2.3 GIDEP Policy. Recommend policies and procedures for the improvement of exchange of GIDEP data. GIDEP Representatives are encouraged to become members of the GIDEP committees which analyze the requirements of the GIDEP users, and recommend procedural and program changes to the Program Manager.

5.2.4 Data Utilization. Ensure that the personnel access the GIDEP electronic database and utilize GIDEP information to eliminate or avoid costs of completing contractual requirements.

5.2.5 Submission of Data. Submit copies of contractor generated data and documents to the GIDEP Operations Center that are generated in accordance with the contract, or as volunteered.

5.2.6 GIDEP Utilization Report. Prepare and submit an annual utilization report to the GIDEP Operations Center by using the on-line Participant Utilization Reporting System (PURS) (mandatory).

5.2.7 Annual Workshops and Seminars. Attend the first available GIDEP Clinic after being assigned as GIDEP Representative. Attend a GIDEP Clinic / Workshop at least once every two years, to obtain the latest information on database access and utilization methods.

5.3 The GIDEP Database System. This system is comprised of the following five major databases:

5.3.1 Engineering Data (ED). The ED database contains evaluation and qualification test reports, nonstandard parts data, parts and material specifications, management reports, best manufacturing practices, solderability data, value engineering information, and other related data on parts, components, materials and processes. This data also includes technical reports on diverse engineering disciplines such as: energy, pollution, packaging, hazardous materials, solvents, nuclear storage and waste disposal, solar energy, construction, hydraulics and many other subjects.

5.3.2 Failure Experience Data (FED). The FED database contains objective information on nonconforming items and problem information on parts, components, materials, specifications, processes and safety conditions. This database includes ALERTs, SAFE-ALERTs, Problem Advisories, Agency Action Notices, Urgent Data Requests and failure analysis reports. This information alerts the contractors that potential problems may exist in equipment they are manufacturing or on parts that are currently in their inventory.

5.3.3 Metrology Data (MD). The MD database contains calibration procedures and technical manuals on test, measurement and diagnostic equipment. It also includes metrology engineering reports on test, calibration and measurement systems. GIDEP is a designated repository for selected National Institute for Standards and Technology (NIST) data. The contractor will use the MD to preclude creating calibration and measurement procedures when some already exist. When new calibration procedures or technical manuals for calibration, measurement and test equipment are generated, an electronic copy will be provided to GIDEP.

5.3.4 Product Information Data (PID). The PID database contains notices of discontinued items, alternate parts and sources, focal points for diminishing manufacturing sources and materials shortages (DMSMS), and secondary market manufacturers. It also contains Product Change Notices (PCNs) changes of to manufacturer's products not reflected in current product specification sheets.

5.3.5 Reliability-Maintainability Data (RMD). The RMD database contains failure rate, failure mode and replacement rate data on parts; components, assemblies, subsystems and materials based on field performance information and reliability tests of equipment, subsystems and systems. This database also contains reports on theories, methods, techniques and procedures related to reliability and maintainability practices.

5.4 GIDEP User's Computer for Information Exchange:

5.4.1 Computer System. Access to GIDEP is via a World Wide Web interface. Each GIDEP representative and user will be required to have a computer capable of running current web browser software and accessing the Internet using http/https protocols.

5.4.2 Software. Each GIDEP Representative / User computer will have a current Internet web browser capable of accessing GIDEP web sites and successfully displaying content provided. Since GIDEP documents are presented in Portable Document Format (PDF), all GIDEP Representatives / Users computer systems must have a current version of Adobe Reader (available from <http://www.adobe.com>) installed on their computers. Adobe Reader is required to view GIDEP database documents and other content provide on the GIDEP web sites.

5.5 Automated Information System Security Agreement. All participants will be required to establish electronic database access security procedures (as specified in the GIDEP Operations Manual) to prevent unauthorized access.

5.6 GIDEP Help Desk. GIDEP provides a help desk to assist users in setting up their computer station and accessing the database. The Help Desk is manned from 6 a.m. to 5 p.m., Pacific Time. Call the number shown in Section 2, to obtain assistance from the GIDEP Operations Center.

6. NOTES

6.1 Intended use. This guide is intended to be applied to government contractors actively engaged in research, engineering, development, design, software engineering, construction, production, logistics support, supply and maintenance of equipment, systems, subsystems, including commercial off-the-shelf items, nondevelopmental items, end items and facilities for the government. These contractors are users of parts, components, chemicals, construction materials for construction operation and maintenance of government facilities, equipment, and software. GIDEP contractual requirements are generally invoked in each contract that exceeds \$ 500,000 in total estimated value or when GIDEP participation is determined to be justified by the Agencies technical representatives.

6.2 Restriction. This guide should be applied to contracts as provided for by Department, Agency or Activity directives. In accordance with OMB Policy Letter 91-3, all non-conforming items that could be purchased by other government procurement activities, shall be reported on ALERT or SAFE-ALERT forms to the GIDEP Operations Center for distribution, without regard to contract value. Nonconforming items may be reported by non-participants in the Program. Contact the GIDEP Operations Center at the address provided in Section 2., for the criteria, procedures and assistance in reporting nonconforming items.

6.3 GIDEP Assistance. The GIDEP Operations Center staff provides technical assistance and recommendations to Contracting Officers with respect to GIDEP participation, data utilization, types of data input and utilization reporting requirements. Technical assistance can be obtained by contacting the GIDEP Operations Center at the address provided in Section 2.