



OPERATIONS MANUAL

PARTICIPATION REQUIREMENTS

CHAPTER 2

JUNE 2009

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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CHAPTER 2 PARTICIPATION REQUIREMENTS

2.1 INTRODUCTION

The requirements and procedures for participation in and access to the Government - Industry Data Exchange Program (GIDEP) are discussed in this chapter. GIDEP membership is limited to U.S. and Canadian government departments, agencies, and activities and industry organizations that directly or indirectly do business with the U.S. or Canadian government and have agreed to comply with GIDEP policies and procedures.

2.2 PARTICIPATION POLICY

The policy of the Department of Defense (DoD) is that all DoD components and activities fully support and maximize their participation in GIDEP in accordance with their implementing directives. Some government agencies and activities are required to participate in accordance with OMB Policy Letter Number 91-3 while others are required by their agency's implementing policy. Copies of some of these directives and documents can be found listed in the Implementing Policy Guidance section on the GIDEP websites (<http://www.gidep.org> or <https://members.gidep.org>).

DoD components and activities may require their contractors, subcontractors and suppliers to utilize GIDEP when appropriate. These participation requirements are typically specified by a contract clause, a statement of work, or Data Item Descriptions (DIDs) in the Contractor Data Requirements List (CDRL)(DD Form 1423).

Any U.S. or Canadian company that directly or indirectly does business with the government or supports the government's acquisition of systems, facilities and materiel, may voluntarily participate in GIDEP. Hence, any commercial activities engaged in research, design, development, production, operation, maintenance or logistics support of equipment, parts, components, subsystems, systems, facilities or mission critical materiel for the government are eligible to have access to GIDEP data.

2.3 PARTICIPATING ACTIVITIES

Examples of participating organizations include:

- DoD departments, agencies and support activities;
- Federal agency acquisition and logistics support activities;
- Original equipment manufacturers;
- Manufacturers and suppliers of parts, components, subassemblies, subsystems and construction supplies;
- Suppliers supporting government contractors;
- Public and private utilities;
- Canadian Department of National Defence;
- Canadian Defence industrial companies;

- Distributors who supply items to the government or to original equipment manufacturers (OEMs) which have contracts with the government;
- Consultants engaged in engineering studies which support government contracts; and
- Universities offering an accredited engineering curriculum where GIDEP is taught and used as a part of courses or research for the government.

2.4. GIDEP MEMBERSHIP RESPONSIBILITIES

Every organization that becomes a GIDEP Member is expected to fulfill certain roles and responsibilities. GIDEP membership roles include Participant, Representative and User. The responsibilities for these roles are defined below.

2.4.1. GIDEP PARTICIPANT'S RESPONSIBILITIES

The GIDEP Participant is a government activity or commercial organization which is an active GIDEP Member. The responsibility of the Participant includes:

- a. Appoint one or more GIDEP Representatives within the various divisions of the organization to collect technical data to share among GIDEP members and to coordinate the collection of utilization data. The Representative may add others as Users within the organization that may require access to GIDEP information.
- b. Identify the government agency or contracts which GIDEP data will be used to support. Indicate the contracts, subcontracts or purchase orders; the procuring activities; and the scheduled ending dates. If voluntarily participating, indicate whether participation will be in support of government procurements or in support of another government contractor.
- c. Provide internet access, Adobe Acrobat Reader™ to view GIDEP documents, and a valid e-mail address from the participating organization.
- d. Have the newly appointed GIDEP Representative(s) participate in GIDEP Training at the first convenient opportunity and thereafter at least once every two years. Refer to Members website (<https://members.gidep.org>) for available format, locations and dates.
- e. Provide support for the GIDEP Representative to attend two management meetings per year if elected to an advisory group or appointed to a working committee.
- f. Submit GIDEP Utilization Reports (minimum annually) that show benefits resulting from the use of GIDEP data.
- g. Establish internal policies and procedures for utilization of GIDEP data by all applicable groups within their organization.
- h. Agree to submit appropriate unclassified/non-proprietary documents to the GIDEP Operations Center for sharing with other GIDEP participating members. For detailed guidelines, refer to the Data chapters of the GIDEP Operations Manual.
- i. Agree not to release GIDEP data and information outside of their immediate organization and/or other GIDEP Members.
- j. Agree not to use GIDEP data and information for advertising or marketing purposes.
- k. Agree to notify the GIDEP Operations Center within 15 days when there is a change of GIDEP Representatives or Users within their organization.

2.4.2. GIDEP REPRESENTATIVE'S RESPONSIBILITIES

The GIDEP Representative functions as a GIDEP coordinator for their organization. The responsibilities of the Representative include:

- a. Serving as the point-of-contact between their organization and the GIDEP Program. The Representative should establish a network of coordinators within the various divisions and departments to ensure that access to data is available according to their needs. The Representative also identifies those groups who are potential sources of data for submission to GIDEP.
- b. Maintaining control of and safeguarding of their assigned GIDEP User Identification (UserID) and password
- c. Submitting applicable data for inclusion in the GIDEP database.
- d. Publicizing the availability of GIDEP throughout the organization. Accordingly, the GIDEP Representative is responsible for aggressively promoting and publicizing 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.
- e. Collecting utilization data and submitting GIDEP Participant Utilization Reports. It is recommended that Representatives submit utilization data as documents are accessed and value is realized, but submitting once annually will meet the participation requirement. Refer to Chapter 5, GIDEP Utilization Reporting.
- f. Ensuring data to be submitted to GIDEP by contractual agreement is done so in a timely manner.
- g. Informing upper management of benefits resulting from participation in GIDEP.
- h. Verifying and approving new GIDEP User applications.

2.4.3. GIDEP USER'S RESPONSIBILITIES

The GIDEP User is a member of the organization who requires access to GIDEP information and has been authorized by the GIDEP Representative to access GIDEP information for use within the organization. The responsibilities of the User, at a minimum, include:

- a. Maintaining control of and safeguarding of their assigned GIDEP User Identification (UserId) and password.
- b. Submitting GIDEP Participant Utilization Reports when GIDEP information is accessed and used. Refer to Chapter 5, GIDEP Utilization Reporting.

2.5 GIDEP MEMBERSHIP APPLICATION

Organizations who want to be a GIDEP Member must agree to support the responsibilities described in Paragraph 2.4 as well as meet the participation requirements described in Paragraph 2.2. Acquiring GIDEP Membership begins with the completion of the GIDEP Online Membership Application (GOMA) found on the GIDEP public website (www.gidep.org).

The applicant must:

- Have internet access, e-mail access, and a valid e-mail address provided by the requesting organization,
- Be an employee of the requesting organization,
- Agree to GIDEP Terms & Conditions and Information Security Policy (Refer to Appendices A and B, respectively),
- Apply as the organization's GIDEP Representative if there is no active GIDEP Membership. Refer to Paragraph 2.4.2 for explanation of responsibilities.
- Provide the name, phone number and e-mail address of the organization's Authorizing Official (AO). The AO is typically an executive or manager that has responsibility for or directs the applicant's work actions and has authority to confirm the organization's commitment to abide by the GIDEP Participation Requirements.
- Provide Proof of Business with the U.S. or Canadian government if applicant's organization is a government contractor or subcontractor and does not have an active GIDEP membership at another division. The Proof of Business can be a copy of a recent a government contract or a purchase order with a government agency or government contractor. It must contain both the affiliation's name and address. An applicant who is applying as an additional GIDEP Representative to the Organization is not required to provide Proof of Business.

2.5.1. APPLICATION PROCESS

The full application process is depicted in Figure 2.1.

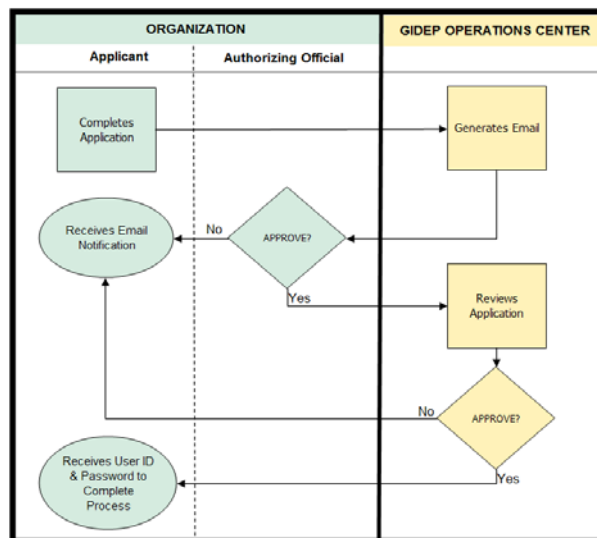


Figure 2.1. GIDEP On-line Membership Application (GOMA) Process

Applicant must:

- Register official e-mail address given by the requesting organization.
- Read and agree to GIDEP Terms and Conditions (Refer to Appendix A).
- Confirm GIDEP eligibility category that applies to your organization, defined in Paragraph 2.2.
- Complete the online membership application (name, address, phone, etc.) and, when applicable, submit Proof of Business with the US or Canadian government.
- Provide information concerning your agency/company Authorizing Official (AO) when applying as a GIDEP Representative in order for GIDEP to contact the AO to approve your application. An applicant who is applying as a GIDEP User should coordinate with the GIDEP Representative, designated as the AO for the User application. Refer to GIDEP websites for details.
- Complete application process upon receiving GIDEP UserID and password to activate GIDEP membership.

AO must:

- Confirm the designation of the applicant as the GIDEP Representative. If the AO does not respond within 90 days, the application will automatically be canceled.
- Approve and certify the applicant's usage of GIDEP in accordance with GIDEP Terms and Conditions as well as policies indicated in the GIDEP Operations Manual.

GIDEP Operation Center shall:

- Send an e-mail with instructions to the applicant after the applicant has registered his/her official email.
- Send an e-mail to the applicant's AO after the applicant submits an application to GIDEP to begin the approval process.
- Send a confirmation e-mail to the applicant, informing him/her 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. If any additional information or clarification is required, the applicant will be contacted by the GIDEP Operations Center. Organizations meeting the GIDEP participation requirements will be considered eligible, contingent on GIDEP Program Manager approval. In addition, Canadian business organizations must have the concurrence of the Department of National Defence (Canada).
- Send an e-mail advising of the resulting Membership status. If membership has been granted, the e-mail will contain instructions for completing the application process. This e-mail will also contain the assigned GIDEP Participant Code (PC) as well as the GIDEP UserID for use in accessing the GIDEP websites. The applicant's initial password will be provided in a separate e-mail.

- Send a formal GIDEP Membership Letter of Acceptance to the GIDEP Representative via postal mail. Note: this does not apply to a new GIDEP Representative from an already active Participant.

2.6 TERMINATION POLICY

Organizations may terminate their GIDEP membership by notifying the GIDEP Operations Center in writing or via e-mail. All GIDEP furnished materials must be return to GIDEP, unless otherwise indicated, at their own expense.

GIDEP membership may also be terminated at the discretion of the GIDEP Program Manager if the GIDEP Representative(s) fails to submit a GIDEP Utilization Report, at least once annually, or fails to abide by the terms of the participation agreement. Termination due to lack of a Utilization Report normally occurs in the following sequence:

- a. GIDEP Representatives are notified once a year that a GIDEP Utilization Report must be submitted in accordance with Chapter 5, GIDEP Utilization Reporting, in the GIDEP Operations Manual.
- b. The GIDEP Representative is notified that the organization is delinquent in fulfilling their GIDEP participation requirements and suspension from GIDEP is eminent.
- c. If the organization still fails to respond with the requested information membership will be terminated.

2.7 ADDITIONAL GUIDANCE

GIDEP Representatives may obtain additional guidance to successfully implement GIDEP within their organization. Handbooks, residing in the GIDEP database, provide suggested methods of incorporating GIDEP in an organization, both for industry and government. In addition, many of the more successful GIDEP Representatives have submitted their implementing policies and procedures to GIDEP. To access these procedures search the data base for the terms GIDEP and GIDEP DOCUMENTATION and/or GIDEP Specific Document (GSD).

For additional assistance, the GIDEP Operations Center can be reached at gidep@gidep.org or 951-898-3207.

APPENDIX A

GIDEP TERMS & CONDITIONS

GIDEP TERMS & CONDITIONS

GIDEP information is provided on a **privileged** basis. GIDEP members must agree to the following terms and conditions:

1. Limit dissemination and utilization of GIDEP information to their immediate organization's employees and/or other registered GIDEP members.
2. Safeguard GIDEP data in accordance with the Security and Technology Transfer regulations of the U. S. and Canadian government.
3. Obtain permission from the document originator or the GIDEP Program Manager prior to releasing GIDEP information to non-members.
4. Control access to the GIDEP websites.
5. Return GIDEP materials if membership is terminated.
6. Designate a GIDEP Representative and persons that will be using the GIDEP database.
7. Establish in-house procedures for utilization of GIDEP.
8. Support and promote the GIDEP mission.
9. Submit documents for inclusion in the GIDEP database.
10. Submit a **Utilization Report** at least once annually.
11. Follow policies and procedures as indicated in **GIDEP Operations Manual**.

APPENDIX B

INFORMATION SECURITY POLICY

INFORMATION SECURITY POLICY

June '09

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

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 DoD Instruction 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 USC 1905 and other applicable statutory regulations.

Password Control The GIDEP representative for each participating activity will submit a GIDEP Online Application form for each new user to the GIDEP Operations Center. The GIDEP Operations Center will issue a temporary password for each new user. This password must be changed by the user before accessing the GIDEP database. The password should be changed at three to six month intervals, but no longer than six months, or anytime actual or suspected compromise of the password has occurred. When the user resigns, has been terminated, transfers, or has no further authorized use for his/her passwords, 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 a session is completed.

Report suspected tampering or security violations to the company security personnel and the GIDEP Operations Center. Stop processing data until the system can be checked.

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 and/or the GIDEP Operations Center for further assistance or information.