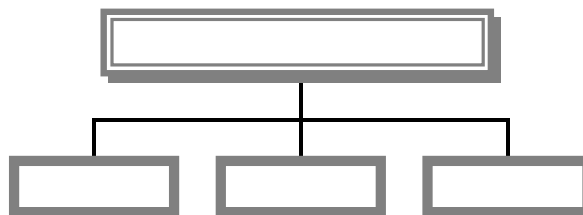




POLICIES AND PROCEDURES MANUAL

ORGANIZATION

CHAPTER 3



JULY 1994

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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CHAPTER 3 GIDEP ORGANIZATION

3.1 INTRODUCTION

This chapter provides an overview of the GIDEP program management, advisory groups, committees, and organizational structures deemed necessary for the Government-Industry Data Exchange Program (GIDEP) to meet its mission and objectives as defined in the Program Charter issued by the Joint Logistics Commanders (JLCs). This structure is designed within the concept of total quality leadership or total quality management concept of meeting the customers needs for information. GIDEP is a part of the total DoD and Government-wide information infrastructure necessary for rapid exchange of information in the government-industry industrial base.

3.2 JLC CHARTERED ORGANIZATION

The Program Manager (PM) is chartered by the JLCs. The PM's office resides in the Office of the Assistant Secretary of Navy, Research, Development and Acquisition, Product Integrity [OASN(RDA)PI] in accordance with agreements established by the JLCs. The PM's organization as viewed by the JLCs appears as shown in figure 3.1. The PM has also executed a Memorandum of Agreement (MOA) with the Naval Warfare Assessment Division, Naval Ordnance Center, Corona, California for operational support of the program.

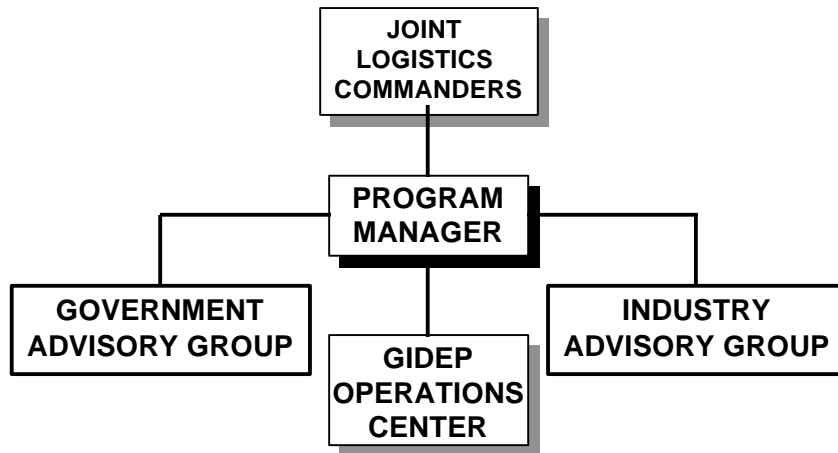


Fig. 3.1 JLC Chartered Organization

3.2.1 PROGRAM MANAGER (PM)

The PM is designated by the Office of the Assistant Secretary Navy as required by the JLCs. The GIDEP Charter, as issued by the JLCs, is shown in Appendix A of the GIDEP Policies and Procedures Manual. The PM has two advisory groups, the Government and Industry Advisory Groups, which provide recommendations for expansion and improvement of the program. In addition, the GIDEP Operations Center staffs and provides recommendations to the PM. The specific responsibilities of the PM are provided in Chapter 4, Duties and Responsibilities.

3.2.2 DEPUTY PROGRAM MANAGER (DPM)

The DPM is located in the Washington office of the PM and assists in the overall executive management and oversight of the Program. The DPM reports to the PM and provides continuity during the transition of the Program from one PM to another. The DPM represents the PM at GIDEP management meetings, committee meetings, program reviews, interfaces with government agencies and industrial organizations, and represents the PM in his absence.

3.3 PARTICIPANT ORGANIZATION

The foundation of the successful operation of GIDEP is its participants. GIDEP is made up of several hundred participating government activities with many more government GIDEP Representatives and on-line users. In addition, GIDEP has thousands of participating companies and users. These individuals are the backbone of GIDEP and have made GIDEP into the respected service organization it is. GIDEP is the only organization which is designed for connectivity and information for industry and government. The participant's role in GIDEP

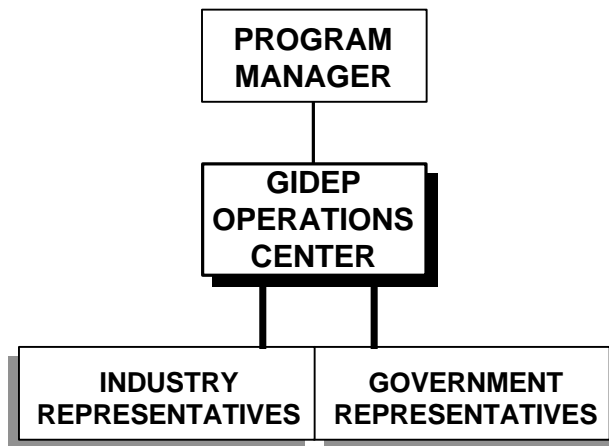


Fig. 3.2 Participant Organization

is shown in figure 3.2. Each participant is an important customer of this organization and the government is dependent upon the active participation of each organization in using the data, submitting utilization reports, and most importantly, submitting useful data into the database in accordance with the governing procedures in this Manual and the policies of their organization.

3.4 GIDEP OPERATIONS CENTER

The GIDEP Operations Center is located at the Naval Warfare Assessment Division, Naval Ordnance Center, Corona, California. GIDEP is organized to manage and support the data management processes required for receipt, processing and distribution of data in electronic media. In addition, GIDEP provides management of the GIDEP on-line information system. In order to quickly assist GIDEP users, a part of the GIDEP organization is the Participant Support Group. The GIDEP Operations Center is organized as shown in figure 3.3.

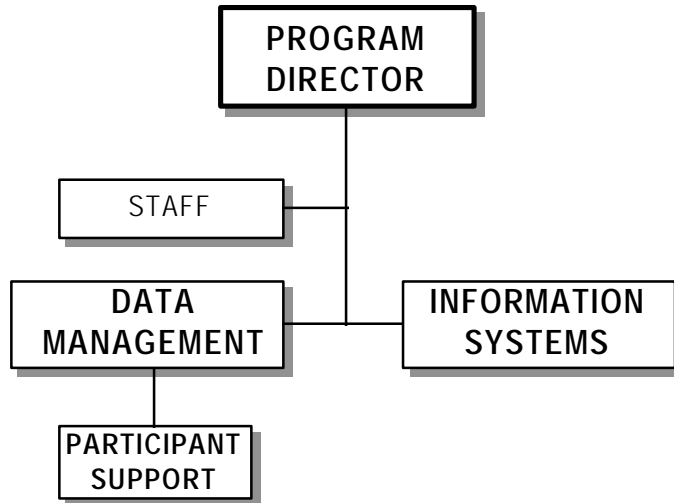


Fig. 3.3 GIDEP Operations Center Organization

3.4.1 PROGRAM DIRECTOR (PD)

The PD is responsible for management of the overall day-to-day operations of the Program at the GIDEP Operations Center. His duties are generally described in the GIDEP Policies and Procedures, Chapter 4, Duties and Responsibilities, paragraph 4.4. The PD manages the following functions:

3.4.2 ADMINISTRATION

The Administrative Staff provides for planning, budgeting, resource allocation, funding expenditures, customer relationships, new business opportunities, GROW (GIDEP Representative's Outreach Workshops) meetings, agency briefings, industrial exhibits at conferences, and action item tracking systems. This staff function is also responsible for preparation of management reports for the PM and the funding sponsors.

3.4.4 DATA MANAGEMENT

Data Management is responsible for receiving, classifying, processing, imaging, archiving and distributing data provided by the participants. This group is responsible for determining the customers information requirements from the electronic database systems. Project engineers are assigned to each of the major areas of data including Engineering, Failure Experience, Metrology, Product Information (Diminishing Manufacturing Sources and Materials Shortages - DMSMS), and Reliability-Maintainability Data. Data Management recommends other databases or types of data which may be added to the database based on user needs.

3.4.5 INFORMATION SYSTEMS

Information Systems acquires and develops hardware, software and communications systems which are used to image, process, archive and distribute data submitted and

retrieved by GIDEP participants and users. This group develops the user interfaces needed to rapidly retrieve, download and view data found in the GIDEP database. Included in this organization are the personnel which assist the Data Management, Participant Support and the users, in achieving the goal to rapidly exchange information through GIDEP.

3.5 ADVISORY GROUPS ORGANIZATION

The JLC Charter for the GIDEP PM provides for two advisory groups, the Government Advisory Group (GAG) and the Industry Advisory Group (IAG). The GAG is composed members appointed by their respective agencies. The IAG is composed of members elected at-large from the industry GIDEP Representatives. The overall organizational structure of GIDEP is shown in figure 3.4

3.5.1 GOVERNMENT ADVISORY GROUP (GAG).

The GAG is composed of appointed Representatives from each participating government department or agency. This group has an executive committee which comprised of the funding sponsors only. The GAG provides recommendations concerning policy, procedures, funding and represent their respective organizations. The GAG is chartered by the PM as shown in Appendix B of the GIDEP Operation Manual. The specific responsibilities and reporting procedures are provided in Chapter 4, Duties and Responsibilities.

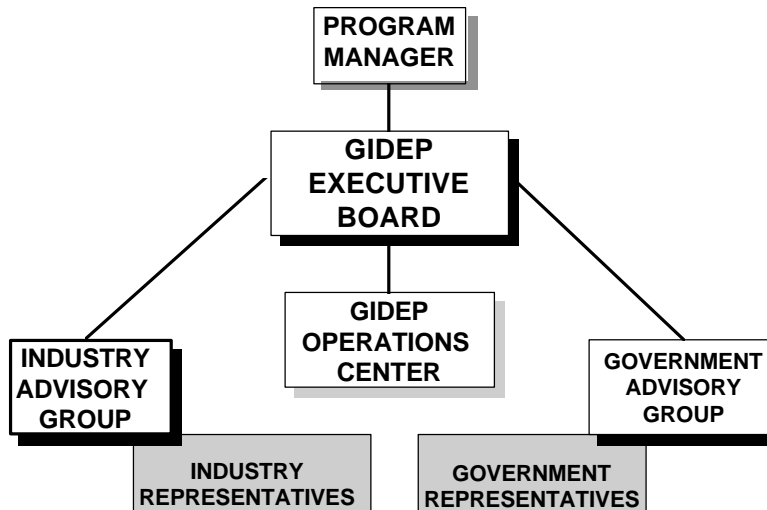


Fig. 3.4 Advisory Groups Organization

3.5.2 INDUSTRY ADVISORY BOARD (IAG)

The IAG is composed of fifteen representatives elected at large from the industry GIDEP representatives. In addition, the IAG may appointed selected GIDEP representatives

which represent special interest, in coordination with the PM. The purpose of the IAG is to provide recommendations to the PM from an industry perspective. This group hosts the Annual Workshops conducted by the GIDEP Operations Center. The IAG is chartered by the PM, as shown in Appendix C of the GIDEP Policies and Procedures Manual. Specific responsibilities of the IAG are provided in Chapter 4, Duties and Responsibilities.

3.6 GIDEP MANAGEMENT TEAM

The GIDEP Management Team is composed of the PM, DPM, PD, voting members of the Industry Advisory Group and the Government Advisory Group. The GIDEP Management Team is chaired by the PM and provides the general forum for discussion of issues and resolution of GIDEP committee recommendations. The organization of the GIDEP Management Team is shown in figure 3.5.

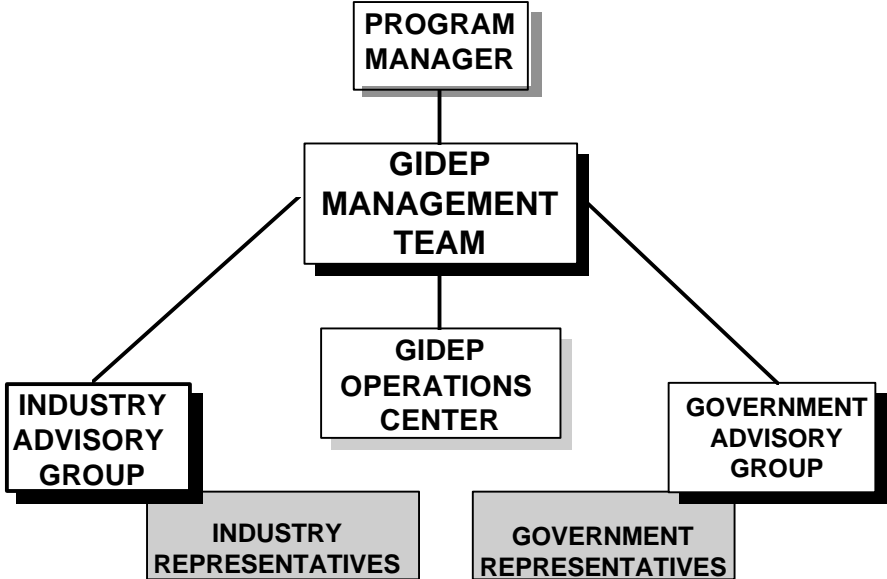


Fig. 3.5 GIDEP Management Team

3.7 STANDING COMMITTEES

The standing committees are chartered by the PM. Ad-hoc committees may be appointed by the PM upon the recommendation of the Advisory Groups. The organization of the Standing Committees, shown in figure 3.6, report to the Management Team recommendations for changes for policies and procedures and data requirements related to the objectives of the committee. These recommendations must have been formally balloted through subcommittee, standing other committees with a common interest, and the main management team. Verbal recommendations not documented will be remanded back to the appropriate committee for action.

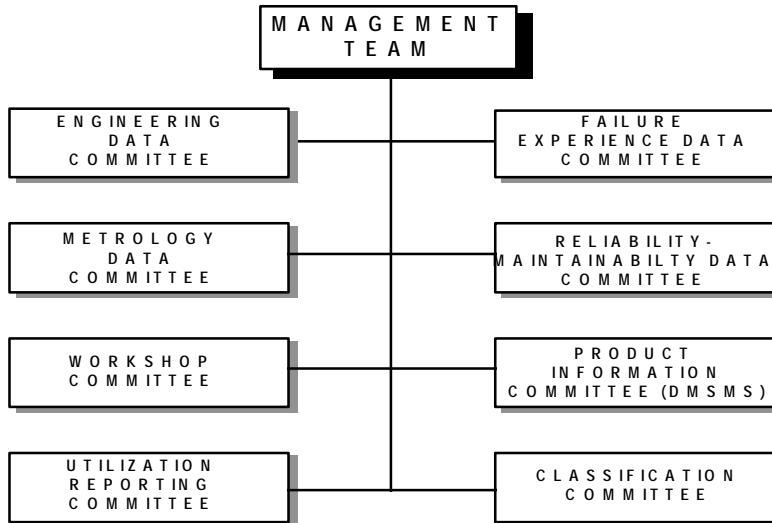


Fig. 3.6 Standing Committees

3.7.1 COMMITTEE ORGANIZATION

Each committee is an organization of GIDEP Representatives from the IAG, GAG, GIDEP Operations Center, industry and government. Each committee develops a charter, using the format suggested in Chapter 4, Appendix A, as a guideline. Charters must be approved by the PM and the Management Team. Figure 3.7 illustrates the relationship of the Management Team, the GIDEP Operations Center, the IAG and GAG, industry and government participants. Once the committee is formed and their charter is approved, the committee begins deliberations and actions to achieve its stated scope and objectives. The committee's purpose is to investigate, develop recommended Action Items, and to advise the Management Team and the PM.

3.7.2 COMMITTEE PARTICIPATION

Participation by the GIDEP Representatives is essential to the evolution and growth of GIDEP. The qualification for being a member of a standing committee or ad-hoc committee, is an interest in the scope and objectives of the committee, a willingness to attend the Management Meetings, support of the representative's participating organization, and a willingness to participate in other committee meetings and activities, as necessary, to achieve the committees objectives. A member of the GIDEP Operations Center staff is assigned to each committee to provide assistance in developing the charter; maintaining documentation for recommendations; balloting of recommended practices and procedures; researching issues and advising the committee, as requested. All GIDEP Representatives are welcome to join and participate in the committees. Questions concerning participation should be directed to the committee chairperson.

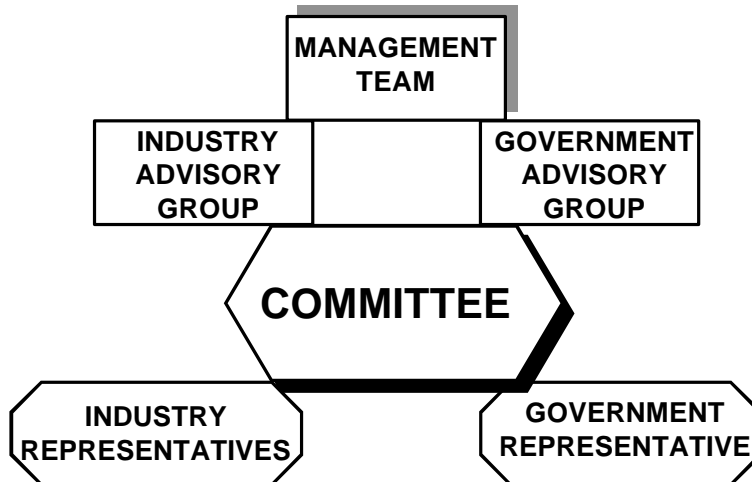


Fig. 3.7 Committee Organization

3.7.3 COMMITTEE OPERATION

The duties and responsibilities for the operation of the individual standing and ad-hoc committees are provided in Chapter 4, Duties and Responsibilities, and the committee's charter. Committees and their members are expected to adhere to the code of ethics in 3.8.

3.7.4 COMMITTEE RELATIONSHIPS

The committee is a key element of the GIDEP organization. While committees have well defined scopes and roles with the total GIDEP organization, issues frequently affect other committees. It is the responsibility of the committee chairpersons to impartially moderate the meetings and to keep other committees informed concerning deliberations and actions being taken. Management Team members are to be informed of actions which may affect the Board's decisions or which may impact one of the Advisory Group's functions. The inter-relatedness of the committees should not be overlooked during the deliberations of a committee.

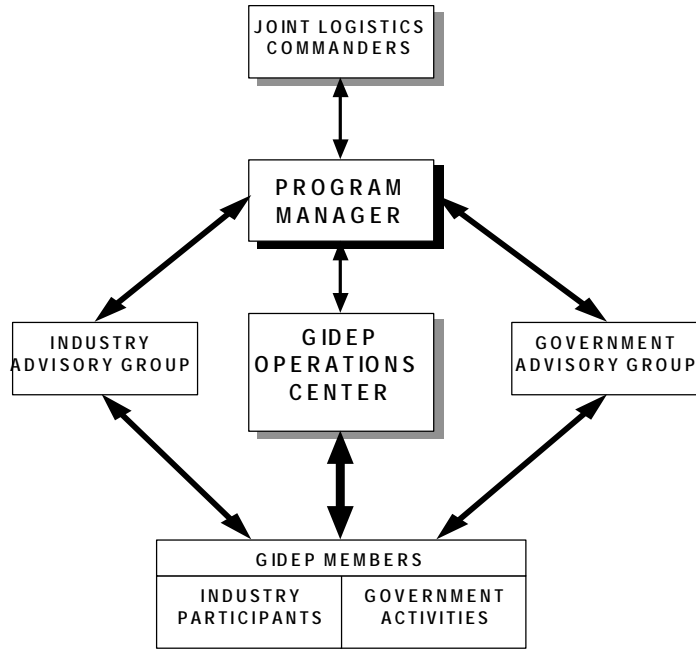


Fig. 3.8 Committee Participation

3.8 ORGANIZATION ETHICS

In order for the GIDEP organizational groups, discussed in this chapter, to function smoothly, each member must participate and maintain the highest professional ethical standards common in industry and government. Each member will regard other members with the utmost respect while maintaining opinions which may differ from the other members in the group.