



POLICIES AND PROCEDURES MANUAL

DUTIES AND RESPONSIBILITIES

CHAPTER 4



SEPTEMBER 1995

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

TABLE OF CONTENTS

	<u>CONTENTS</u>	<u>PAGE</u>
4.1	INTRODUCTION	4-1
4.2	POLICY.....	4-1
4.3	PROGRAM MANAGER(PM).....	4-1
4.4	DEPUTY PROGRAM DIRECTOR (DPM)	4-2
4.5.	PROGRAM DIRECTOR (PD)	4-2
4.6	GIDEP OPERATIONS CENTER	4-3
4.6.1	ADMINISTRATION.....	4-3
4.6.2	PARTICIPANT SUPPORT	4-3
4.6.3	DATA MANAGEMENT	4-3
4.6.4	INFORMATION SYSTEMS	4-4
4.7	GIDEP MANAGEMENT TEAM	4-4
4.8	GOVERNMENT ADVISORY GROUP	4-5
4.9	INDUSTRY ADVISORY GROUP	4-5
4.10	COMMITTEES	4-5
4.10.1	STANDING COMMITTEES	4-5
4.10.2	AD-HOC COMMITTEES	4-5
4.10.3	COMMITTEE CHARTERS	4-6
4.10.4	MEMBERSHIP	4-6
4.11	COMMITTEE PROCEDURES	4-6
 <u>APPENDIX</u>		
A	GUIDELINES FOR COMMITTEE CHARTERS	4-7

Page left blank

CHAPTER 4 DUTIES AND RESPONSIBILITIES

4.1 INTRODUCTION

The general duties and responsibilities of the Program Manager, Deputy Program Manager, and Program Director for the Government Industry Data Exchange Program (GIDEP), the GIDEP Executive Board, Government Advisory Group, Industry Advisory Group and committees are described in this chapter. This chapter also establishes the procedures for initiation, coordination, approval and implementation of issues, policies, procedures and actions, and the general methods of processing actions for Program Manager's approval.

4.2 POLICY

The Program Manager is responsible for executive management of GIDEP and will have final approval of recommendations from the GIDEP Executive Board, Government Advisory Group, Industry Advisory Group, the GIDEP Program Director, Standing Committees and Ad Hoc Committees. Recommendations to complete actions assigned to committees, subcommittees and ad hoc committees will be balloted for approval in committee and referred through the Industry and Government Advisory Group prior to being submitted to the GIDEP Executive Board and the Program Manager for decision or approval.

4.3 PROGRAM MANAGER (PM)

The PM is responsible for executive management of the Government-Industry Data Exchange Program (GIDEP) and is delegated final authority in the approval of policy and resources for program implementation. Specifically the PM:

- a. Consults with the funding sponsors, develops funding plans which provide for the expansion and continued program database systems operation.
- b. Develops and annually updates a long range strategic program plan for the strategic expansion and focusing the program in keeping with the Joint Logistics Commander's Program Charter.
- c. Serves as Chairman of the GIDEP Management Team at GIDEP management meetings.
- d. Reviews and authorizes contracts for supplies and services necessary for equipment, software, operation and maintenance of the program.
- e. Reviews and approves recommended policies and procedures for the program.
- f. Coordinates major program changes with the sponsoring government agencies.

- f. Monitors related databases and data exchange programs with a view of consolidating databases for cost effectiveness where there are overlapping functions.
- g. Makes technical and business management decisions in support of the program, as defined in the program charter.
- h. Charters advisory groups and committees, as described in the program charter, to recommend policies and procedures which assist the PM in the discharge of his responsibilities.
- i. Provides an annual summary report of the program's status, utilization, accomplishments and planned future direction to sponsoring organizations.

4.4 DEPUTY PROGRAM MANAGER (DPM)

The DPM 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, and interfaces with government agencies and industrial organizations.

4.5 PROGRAM DIRECTOR (PD)

The PD is responsible for management and overall day-to-day operation of the program at the GIDEP Operations Center. Specifically the PD:

- a. Recommends long range plans in keeping with program objectives.
- b. Recommends budget requirements to support level of program effort in consonance with planned program requirements.
- c. Establishes business plans to improve and expand the program within the program charter.
- d. Provides periodic program status reports to the Program Manager and funding sponsors, as required.
- e. Provides overall management of the program at the GIDEP Operations Center, including:
 - (1) Financial budget and program funds.
 - (2) Participant Support including Help Desk, Training, Workshops and Clinics.
 - (3) Data management for Engineering Data, Failure Experience Data, Metrology Data, Product Information and Reliability-Maintainability Data and other data types, as approved by the PM.
 - (4) Information Systems including database software and hardware, systems upgrades, communication hardware and software, systems security and participant retrieval software.

- f. Implements policies and procedures recommended by the Executive Board and committees and approved by the PM
- g. Coordinates recommended changes to policies and procedure with the Executive Board's committees prior to obtaining approval of the PM.
- h. Surveys GIDEP users to obtain user views, data needs and new data base opportunities to ensure maximum utilization of the database.

4.6 GIDEP OPERATIONS CENTER

The GIDEP Operations Center implements day-to-day program functions of GIDEP as directed by the PD. These functions include:

- 4.6.1 **ADMINISTRATION** This function establishes and maintains the GIDEP help desk, tracking of customer requests, ancillary customer services, and newsletters.
- 4.6.2 **PARTICIPANT SUPPORT.** Participant support includes help desk, customer services, training documentation, customer relations, product identification and marketing. This function also supports administrative functions, such as, requests for documents, distribution of products, passwords, directory services (roster), newsletters, administrative statistics and utilization reporting.
- 4.6.3 **DATA MANAGEMENT.** Data Management is responsible for the administrative management of the types of data processed and distributed by GIDEP which are approved and within the mission of GIDEP. Each Data Manager is responsible for staffing recommended changes for their data type and changes in procedures with the standing committee. Data Management is responsible for processing and distributing the following data types:
 - a. Engineering Data including such document types as engineering reports, GIDEP documents, management information, nonstandard parts data, parts and process specifications, test reports, value engineering, solderability technology library and best manufacturing practices.
 - b. Failure Experience Data including ALERTs, SAFE-ALERTs, Problem Advisories, Agency Action Notices and failure analysis data.
 - c. Metrology Data including calibration procedures and technical manuals for test equipment. This function also manages measurement science data related to metrology and test equipment.
 - d. Product Information Data including discontinued items and materials information for Diminishing Manufacturing Sources and Materials Shortage (DMSMS) data. This data also includes processing and distribution of Product Change Notices for items which manufacturers have changed the functional characteristics as defined in MIL-STD-480.

- e. Reliability-Maintainability Data which is responsible for the managing and processing of reliability-maintainability statistical data, methodology data and prediction data. This function also process reliability-maintainability test data.
- f. Urgent Data Request which include the receipt and processing of customer's urgent requests for data not in the current database.

4.6.4 INFORMATION SYSTEMS. Information systems is responsible for applications programming of database software, maintaining the integrity of the database against equipment failures and natural disasters, maintaining database security, developing user password systems, developing new database systems software and hardware, developing and maintaining communications software and hardware, developing imaging and indexing systems for the GIDEP database, and developing windows and object type retrieval software.

4.7 GIDEP MANAGEMENT TEAM

The GIDEP Management Team is composed of the Program Manager, Deputy Program Manager, Program Director, members of the Industry Advisory Group and 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 recommendations, issues and committee assignments are made by the GIDEP Management Team to the PM for his approval. The committee chairpersons will only recommend policies, procedures and initiate actions in writing via the GIDEP Management Team.

4.8 GOVERNMENT ADVISORY GROUP

The Government Advisory Group is composed of one Representative appointed from the headquarters of each government agency or department, or a designated alternate. Agencies and departments may assign subordinate activity representatives with specialized interest to represent the organization on the committees, sub-committees and ad-hoc committees. The chairperson from this group assists the PM and PD in establishing an agenda for each meeting, at least thirty days prior to a called meeting.

4.9 INDUSTRY ADVISORY GROUP

The Industry Advisory Group is composed of fifteen members elected at large from the industry GIDEP Representatives. Each member must receive management approval and support to attend at least three meetings a year and to assist in clinics and workshops, as required. In addition, the Industry Advisory Group may appoint, in coordination with the PM such other members as may be necessary to represent special user interests. The Industry Advisory Group is responsible for performing the following functions:

- a. Coordinating the site selection for GIDEP workshops and management meetings.

- b. Nominating members to standing and ad hoc committees.
- c. Assisting in developing the Workshop Program.
- d. Representing industry's perspective to the PM.
- e. Hosting the Annual GIDEP Workshops and Clinics.

4.10 COMMITTEES

- 4.10.1 **STANDING COMMITTEES.** Standing committees are those committees which are intended to have on-going responsibilities. The standing committees are shown in Fig. 3.6 Standing Committees of chapter 3, of the GIDEP Operations Manual.
- 4.10.2 **AD HOC COMMITTEES.** Ad hoc committees may be appointed for a period of not longer than two years to perform special investigations and report back to the Executive Board. Ad hoc committees have a tasking statement but do not have charters because of limited scope and duration.
- 4.10.3 **COMMITTEE CHARTERS.** Committees will prepare and coordinate their charters with the GIDEP PM. The general format and guidelines for committee charters are provided in Appendix A of this chapter. Committees should review and update the charters not less than bi-annually and report any changes required to reflect the current or recommended scope and task.
- 4.10.4 **MEMBERSHIP.** Any GIDEP Representative with an interest in the scope and task of a specific committee may become a committee member. The Representative should have the support of their organization and be able to attend and contribute to the three scheduled meetings per year and other committee meetings and activities, as necessary, to achieve the committee's objectives.

4.11 COMMITTEE PROCEDURES

- a. Recommendations will be staffed and balloted through subcommittee, committee and Executive Board prior to submission to the PM for approval. The GIDEP Operations Center staff member will assist the committee in preparing and balloting written recommendations, as required.
- b. Recommended changes to policies and procedures initiated by the GIDEP Operations Center will be staffed through the appropriate committees prior to implementation.
- c. Committees will not report committee actions and activities as recommendations at Executive Board meetings.
- d. Negative ballots will be resolved at the appropriate committee level. Issues which can not be resolved at subcommittee or committee level will be reported out at the Executive Board meeting accompanied by a recommended course of action to be considered. Negative ballots

must be accompanied by a recommended course of action to be considered. Negative ballots without constructive comment will not be considered.

APPENDIX A

GUIDELINES

FOR

COMMITTEE CHARTERS

GUIDELINES FOR COMMITTEE CHARTERS

Date: Enter date of issuance.

NAME OF COMMITTEE

1. PURPOSE. Enter purpose that the committee is being established.

Ex: The GIDEP _____ Committee is established to provide staff support to the Program Manager in the area of _____ data. These areas include: _____.

2. AUTHORITY. Enter the statement:

"This charter is issued under the authority of the GIDEP Program Manager in support of GIDEP program requirements. Changes to this charter may be made with the concurrence of the Program Manager.

3. ORGANIZATION: Enter the organizational information such as:

- a. The committee membership shall consist of volunteers from both government and industry GIDEP Representatives. Previous experience in GIDEP committee work is unnecessary, just the Representatives knowledge of _____ as a user of GIDEP _____, and approval of the representative's company management to provide support for additional travel to attend meetings.
- b. The committee membership shall elect a chairperson, vice-chairperson and recorder for a two year period. The chairpersons elected will include one representing government and one representing industry. Each committee will include a staff member from the GIDEP Operations Center.
- c. The _____ Committee chairperson shall establish or disestablish subcommittees, appoint subcommittee chairpersons, and assign projects as required.
- d. The _____ Committee chairperson shall ensure that committee meeting agendas, meeting announcements and minutes are produced and distributed.
- e. Committee meetings shall open to any GIDEP Representative wishing to attend meetings in the areas for information.
- f. Any member not present for more than two consecutive meetings shall advise the committee chairperson whether they intend to actively participate in the committee. Non-attendance at meetings will indicated a need to evaluate continuation of membership for the individual.

4. SCOPE: This sections should clearly describe the scope of the tasking which supports purpose of the committee. The following is an example of a scope:

"The business of the _____ Committee shall be to investigate and develop recommendations for _____, and shall include the development and accomplishment of tasks and studies related to:

- a. Types of data applicable to _____ information in the GIDEP database.
- b. Increasing the amount and quality of _____ information in the database.
- c. Requirements for electronic submittal and utilization of the database.
- d. Training and indoctrination in the GIDEP database.
- e. Products and services which should be made available from the _____ data.
- f. Other tasks agreed upon by the GIDEP Executive Board and directed by the GIDEP Program Manager. Committee members may recommend projects and tasks for committee action.

5. MEETINGS: Define the times the committee will meet. Examples of statements include:

- a. The committee will hold a minimum of three regularly scheduled meetings per year. Whenever, possible the meetings will be held in conjunction with meetings of the GIDEP Executive Board.
- b. Special meetings may be held at any time at the request of the Program Manager or the committee chairpersons.

6. RESPONSIBILITIES: Define the committee's responsibilities. Example tasking responsibilities include:

- a. Developing techniques, methods and procedures for accomplishing task objectives.
- b. Providing the what, where and when information necessary to implement the task.
- c. Utilizing the committees expertise in developing the entire project. This includes making phone calls, writing letters, making surveys and arranging meetings.
- d. Interfacing with other committees, government agencies, industry associations and technical societies.
- e. Preparation and balloting recommended changes to the GIDEP Operations Manual, and operating procedures.
- f. Conducting investigations and surveys to determine GIDEP user (customer) needs, opinion and practices regarding technical data collection, generation and/or dissemination.
- g. Providing alternative solutions for the improvement and expansion of this technical area of program operations.
- h. Recommending procedures and practices for electronic data interchange.