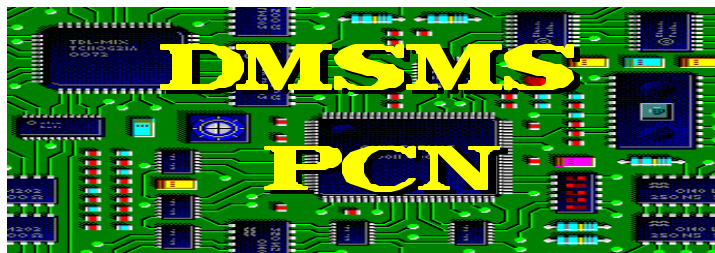




POLICIES AND PROCEDURES MANUAL

PRODUCT INFORMATION DATA

CHAPTER 11



April 1997

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM

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Chapter 11 PRODUCT INFORMATION

11.1 INTRODUCTION

This Chapter of the GIDEP Policy and Procedures Manual provides the policies and procedures for reporting Product Information by manufacturers and by government agencies. This information is useful for program managers, design engineers, part configuration managers, purchasing agents, and logisticians. Manufacturers discontinue or change the design and manufacturing process of materials, parts and components for various reasons including, economic viability, diminishing government orders, obsolescence, or discontinuing business. The procedures described in this chapter provide the vehicle for the interchange of information for discontinued production of, and engineering changes to, products.

11.2 POLICY

In accordance with Department of Defense (DoD) 4140.1R, DoD Material Management Regulation, issued by the Office of the Assistant Secretary of Defense for Procurement and Logistics [OSD(P&L)], GIDEP is designated the DoD centralized database for the distribution of Diminishing Manufacturing Sources and Material Shortages (DMSMS) data.

11.3 DEFINITIONS

11.3.1 DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS). DMSMS is the loss or impending loss of manufacturers of items, reduction of suppliers of items, or shortages of raw materials. DMSMS is caused by manufacturers of items or suppliers of raw material who discontinue production. Some of the reasons for DMSMS situations are:

- Rapid changes in technology which cause obsolescence;
- Uneconomical production requirements and increasing emphasis on use of commercial products;
- Foreign source competition;
- Federal environmental and safety regulations;
- Limited availability of items and raw materials used in the manufacturing process.

DMSMS situations tend to have a pervasive effect that precludes repair of materiel and prevents procurement of additional systems, equipment, spare assemblies, and subassemblies that depend on the availability of items and raw materials that are no longer manufactured or available.

11.3.2 DISCONTINUED ITEM. A Discontinued Item is any component, part, chemical, software, or material for which a manufacturing or material source of supply no longer exists.

11.3.3 DMSMS CASE. A DMSMS item becomes a case when a Federal Government agency or activity initiates a course of action designed to satisfy Federal Government requirements. DMSMS Notices are assigned a unique case number for tracking purposes when the items are listed in the government's inventory.

- 11.3.4 DMSMS NOTICE.** A DMSMS Notice is a notice from a manufacturer, source of supply, or Federal Government agency or activity that a part, component, chemical, software, or material will no longer be produced by the manufacturer or source of supply.
- 11.3.5 MANUFACTURER.** The manufacturer is generally the original equipment manufacturer (OEM) of an item, part, component, chemical, software, or material. Manufacturers should furnish a DMSMS Notice for any item(s) that they no longer intend to produce.
- 11.3.6 AFTER MARKET SOURCE.** An after market source is any secondary manufacturer who obtains the rights to manufacture an item or items from the OEM and makes the product available to the market.
- 11.3.7 PRODUCT CHANGE NOTICE.** A Product Change Notice is a notice that a manufacturer has changed either the form, fit, or function, or the production processes of their product. If the items are controlled by government specifications, the manufacturer has usually received government approval to change the characteristics of that part, component, or material. In the case of commercial off-the-shelf (COTS) items, the manufacturer may issue a Product Change Notice without prior government coordination, unless specifically restricted by contractual instruments.

11.4 CRITERIA

DMSMS and Product Change Notices must meet the following criteria:

11.4.1 DMSMS NOTICES

- a. Manufacturers and government activities will report products being discontinued to GIDEP using the fastest method available. The reports should include alternate source information, final order date, and CAGE code(s). The notice must list other part numbers, which the discontinued items may have been purchased under (e.g., manufacturer part number, National Stock Number (NSN), industry part number, military part number, etc.). Report(s) should be submitted by the manufacturer or the cognizant government activity.
- b. The item manager or cognizant government activity should report the disposition of the DMSMS case when information is known. The DMSMS Notice may be modified and reissued as an amendment.
- c. DMSMS Notices or the manufacturer's discontinuation letter should be submitted as soon as possible, but no later than ninety (90) days prior to discontinuation of production. This advance warning provides an opportunity for commercial customers and government activities to place final orders for the products.
- d. Manufacturers should report changes in production plans or changes to last buy dates as an amendment to the original DMSMS Notice.
- e. The cognizant inventory item manager will report the DMSMS solution code assigned and any supplemental resupply information such as substitute or alternate parts, or, if an activity has engineered an alternative solution.
- f. Industry or government activities having knowledge of after market sources for a discontinued product should submit a supplemental DMSMS report. After market

suppliers should use the DMSMS Notice to report availability as a new after market source for the products listed in a DMSMS notice previously issued by the OEM.

- g. Manufacturers are encouraged to submit discontinuance notifications for not only parts manufactured in accordance with military or government specification but also commercial parts.
- h. Although DMSMS notices have traditionally dealt with discontinuance of electronic parts, manufacturers and government agencies are encouraged to submit notifications for mechanical parts as well.

11.4.2 PRODUCT CHANGE NOTICES

- a. Manufacturers should report form, fit or function changes that affect the performance, interchangeability or reliability of a product. The notice must be submitted by the original equipment manufacturer.
- b. Any changes to information in the original Product Change Notice should be submitted as an amendment to the notice.
- c. MIL-STD-883 and MIL-I-38535 require customer notification of Class 1 changes as defined in MIL-STD-480 which has been superseded by MIL-STD-973. This notification can be handled through the Product Change Notice, but it remains the manufacturer's responsibility to ensure that their customers are notified.

11.4.3 PRODUCT INFORMATION NOTICES

- a. Using PIN, manufacturers could report useful information out to the GIDEP community. This could include (but not limited to):
 - Introduction of a new product to the marketplace
 - Manufacturer datasheets
 - Test data
 - Qualified Manufacturers List (QML) status (for microcircuits)
 - Package information (for microcircuits)
- b. Under no circumstances can the information being presented be construed as advertising. The information must be of general interest to the GIDEP community.
- c. Instructions for preparing DD form (draft) for a Product Information Notice is provided in Appendix C.

11.5 PROCEDURES

DMSMS Notices, Product Information Notices and Product Change Notices are processed in accordance with the following procedures (see Appendix A, B or C for specific details in completing these forms):

11.5.1 DATA SUBMITTALS. Users may submit data electronically (preferred media) to GIDEP in any text (ASCII) or standard word processing formats (e.g., WordPerfect, Microsoft Word, etc.). GIDEP electronic forms are available for download off the GIDEP members web site. Data may be submitted to the GIDEP Operations Center by:

- E-mail (Preferred): Include documents and corresponding completed forms and e-mail to gidep@gidep.corona.navy.mil.
- Diskette: Including documents and corresponding completed forms may be mailed to: GIDEP Operations Center

P.O. Box 8000
Corona, CA 92872-8000

- Hardcopy
 - a. Mailings: Include documents and corresponding completed forms and mail to:
GIDEP Operations Center
P.O. Box 8000
Corona, CA 92872-8000
 - b. Facsimile (NOT Encouraged): Include documents and corresponding completed forms and fax to (909) 273-5200.
- When possible, landscape formatted reports should be avoided since these type documents do not OCR well.

11.5.2 DATA PROCESSING

After the DMSMS Notices, or manufacturers' letters of discontinuation of production, or Product Change Notices are received at the GIDEP Operations Center, GIDEP performs the following actions:

- The information received from the manufacturer or government activity is reviewed for completeness, entered on the appropriate form when necessary, and electronically processed for distribution.
- Upon receipt of a DMSMS Notice, GIDEP immediately coordinates with the cognizant Defense Logistics Agency (DLA) supply center to obtain a case number (when assigned). This provides a tracking method for further analysis and for supplemental information from the cognizant government activities.
- Notices are reviewed for completeness and supplemental part numbers are added if available.
- Discontinued product data is distributed using the DMSMS Notice form.
- Product change data is distributed using the Product Change Notice (PCN) form.
- After the cognizant government activities complete the associated case studies, the results are distributed as amendments to the original DMSMS Notice.
- GIDEP processes the DMSMS, Product Change Notices and Product Information Notices on a modernized document imaging system. Data is also archived on microfiche and is available upon request.
- A manufacturer does not have to be a participant or member of GIDEP to submit data to the GIDEP Operations Center.

11.5.3 DATA DISTRIBUTION.

Product Information Data (PID) is maintained in an on-line database indexed to the full text and images of the original document. GIDEP provides access to DMSMS and Product Change Notices in the on-line GIDEP database, which ensures that the manufacturer's and the government's information is immediately available to all GIDEP

participants. Authorized GIDEP users may retrieve documents using their personal computer (PC) and a modem. Some users access the GIDEP database through internal networks that connect to the Defense Data Network, NAVNET, or INTERNET. Once the user has found the document, it can be downloaded to the PC and printed on a local printer. (See the GIDEP On-line Users Access Guide for details).

11.5.4 DMSMS WEB PAGE.

The following items are available on the GIDEP Members-only web page:

- a. Weekly discontinued parts list (also available on the GIDEP Public web page)
- b. Upcoming meetings
- c. Parts forum
- d. DMSMS library
- e. DoD DMSMS initiatives
- f. DMSMS hot links

11.6 THIRD PARTY NOTICES.

As an activity becomes aware of information concerning items and materials, which manufacturers have changed or discontinued, it is requested that this information be reported to GIDEP using the appropriate DMSMS Notice or Product Change Notice form. For notices that are received from third parties (other than manufacturers), GIDEP will contact the manufacturers to verify the information prior to issuing the notice.

APPENDIX A

GUIDELINES FOR COMPLETING

DMSMS NOTICES

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM DMSMS NOTICE DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES			
1. TITLE		2. DOCUMENT NUMBER	
		3. DATE (<i>Year, Month, Date</i>)	
4. MANUFACTURER NAME AND ADDRESS		5. MANUFACTURER POINT OF CONTACT (NAME)	
		6. MANUFACTURER POINT OF CONTACT TELEPHONE	
7. CAGE CODE (H4)	8. MANUFACTURER FINAL ORDER DATE	9. MANUFACTURER PART NUMBER	10. BASE PART
11. DOCUMENT ORIGINATOR		12. GOVERNMENT PART NUMBER	13. SPECIFICATION NUMBER
		14. TYPE DESIGNATOR	15. MODEL NUMBER
		16. NATIONAL STOCK NUMBER (NSN)	17. DRAWING NUMBER
18. COMMENTS			
<i>FOR GOVERNMENT AGENCIES USE ONLY</i>			
19. FEDERAL GOVERNMENT NAME AND ADDRESS		20. FEDERAL GOVERNMENT POINT OF CONTACT NAME	
		21. FEDERAL GOVERNMENT POINT OF CONTACT TELEPHONE	
22. CASE NUMBER		23. USER RESPONSE DEADLINE DATE	24. ROUTING IDENTIFIER CODE
25. SOLUTION /STATUS CODE		26. USERS	

GIDEP Form 97-4

Figure 11.1

APPENDIX A

**GUIDELINES FOR COMPLETING
DMSMS NOTICES**

GIDEP FORM 97-4

BLOCK

INSTRUCTION

BLOCK 1 - NOMENCLATURE

Enter the class, function, or type of item, part, component, or material. For multiple parts, enter the generic class of parts and then describe the detailed nomenclature for each in a table in the attached material. DLA Handbooks H2 and H6 may be used as references for completing nomenclature, or, contact the GIDEP Operations Center for assistance.

Examples:

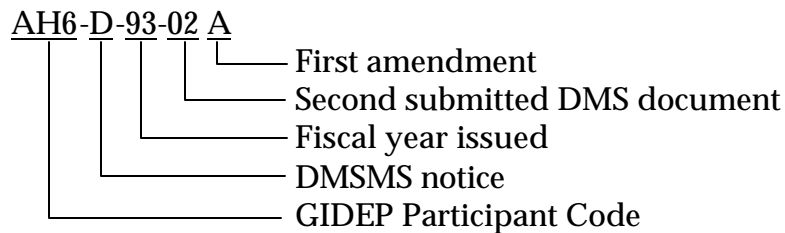
- Single part type: "TRANSISTOR, POWER, NPN"
(A single item, followed by its "narrowed-down" description)

- Multiple part types: "NOR GATE, BUFFER, COUNTER, DECODER"
(Multiple individual parts)

BLOCK 2 - DOCUMENT NUMBER

Enter the DMSMS document number which is composed of your GIDEP Participant Code (usually 2 to 4 alphanumeric characters), a dash (-), a 'D' for DMSMS notices, followed by a another dash (-), the last two digits of the fiscal year issued, a dash (-), and the next sequential number for DMSMS notices submitted by your activity for the current fiscal year. Amendments/supplements are indicated by adding change letters (A, B, or C as required) to the sequence number. However, if you are unsure about the document number, this block may be left blank; the Operations Center will complete it. In the situation where the originator is not a GIDEP participant, the document number will start with "VV" and the rest of the document number would follow the same format previously described.

Example:



BLOCK 3 - DATE

Leave blank, the GIDEP Operations Center will enter the date of issue.

BLOCK 4 - MANUFACTURER ADDRESS AND POINT OF CONTACT

Enter the name and address of the manufacturer of the item described in Block 1. Enter manufacturer's point of contact (POC) for the DMSMS item.

BLOCK 5 - FEDERAL GOVERNMENT POINT OF CONTACT

If known, enter the name and phone number of the cognizant government point of contact (POC). This block is generally used by government activities when updating a DMSMS Notice.

BLOCK 6 - CAGE/H4

Enter the Commercial and Government Entity (CAGE) code of the manufacturer. A CAGE code may be obtained from DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance.

BLOCK 7 - FINAL ORDER DATE

Enter the final date by which orders for the DMSMS item will be accepted by the manufacturer.

Note: Use Block 8 for the customer's response date.

BLOCK 8 - USER RESPONSE DEADLINE DATE

Enter the date set by the cognizant government DMSMS Item Manager by which other government activities must submit their requirements for that particular item. This block is to be left blank by the manufacturer.

BLOCK 9 - MANUFACTURER PART NUMBER

Enter the manufacturer's or value added manufacturer's catalog part number of the discontinued item.

Example:

Manufacturer's Part Number - TC301BL/902X

BLOCK 10 - GENERIC PART NUMBER

Enter the industry's generic (or industry) part number of the discontinued item.

Examples:

**Generic Part Number - 54LS6901 (Microcircuit)
- 2N2222 (Transistor)**

BLOCK 11 - NATIONAL STOCK NUMBER (NSN)

Enter the National Stock Number of the discontinued item. If unknown, or, if an NSN has not been assigned by the Federal Government, enter the Federal Stock Class (FSC) from DLA handbook H2/H6.

Example:

**National Stock Number - 5962-01-235-1317
(The Federal Stock Class number is 5962)**

BLOCK 12 - SPECIFICATION/DRAWING NUMBER

Enter the specification and/or drawing number for the discontinued item.

Example:

Drawing Number - 180-6360946, REV G

BLOCK 13 - MILITARY PART NUMBER

Enter the military part number for the discontinued item. Military part numbers are normally cited on the Military Specification sheet.

Examples:

Military Part Number	M38510/22807BZA (Microcircuit)
	JAN2N2222A (Transistor)
	M39014/01-1141 (Capacitor Ceramic)
	RNR60H49R6FS (Resistor Metal Film)

Note: Mil-Spec numbers are not part numbers but are used for procurement and engineering purposes. The previous examples of numbers are typically carried as reference numbers in logistics systems.

BLOCK 14 - SOLUTION CODE

A code assigned by the government DMSMS Item Manager indicating the current solution status or solution of a case. This block is to be completed by the government and may contain one or more of the following solution descriptions:

- In Process
- LOT Buy
- Alternate Part
- Alternate Source
- Redesign
- GEM
- Excess Part
- Reopened
- Other (Describe in Block 17)

BLOCK 15 - MANAGING ACTIVITY CASE NUMBER

A number assigned by a government DMSMS Item Manager or managing activity. This block is to be left blank by the manufacturer.

BLOCK 16 - REFERENCE

This reference number will appear in most GIDEP DMSMS notices which have been generated from MOM (Microcircuits Obsolescence Management) letters or from manufacturers reporting as an after market source. For MOM notices, this number indicates that the current DMSMS Notice supplements a previous Notice on the same discontinued item(s) of the same manufacturer. The difference is that the original notice was submitted from the manufacturer while the second notice was issued by the MOM program, which needs a longer time to perform their analysis. MOM analysis reports provide users with additional information such as microcircuit cross-reference lists and affected equipment in addition to

discontinued part numbers and alternate source lists. Leave this block blank upon submittal, the GIDEP Operations Center is responsible for completing this block. For manufacturers reporting as an after market source, the original DMSMS document number should be listed.

BLOCK 17 - COMMENTS

Provide any comments that pertain to disposition of the DMSMS case or study, or any discussion or special information about the DMSMS item that may be useful to others working the case. Managing activities will, where known, identify the system applications in this block.

APPENDIX B

GUIDELINES FOR COMPLETING

PRODUCT CHANGE NOTICES

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

PRODUCT CHANGE NOTICE

1. TITLE		2. DOCUMENT NUMBER
		3. DATE
4. MANUFACTURER AND ADDRESS		5. MANUFACTURER PART NUMBER
		6. BASE PART
		7. NATIONAL STOCK NUMBER (NSN)
8. CAGE	9. EFFECTIVE DATE	10. GOVERNMENT NUMBER
11. POINT OF CONTACT		12. DRAWING NUMBER
		13. SPECIFICATION NUMBER
14. PRODUCT CHANGE		
15. APPROVAL DATE	16. APPROVING GOVERNMENT ACTIVITY	
17. GIDEP REPRESENTATIVE	18. SIGNATURE	19. DATE

APPENDIX B

GUIDELINES FOR COMPLETING PRODUCT CHANGE NOTICES

GIDEP FORM 97-5

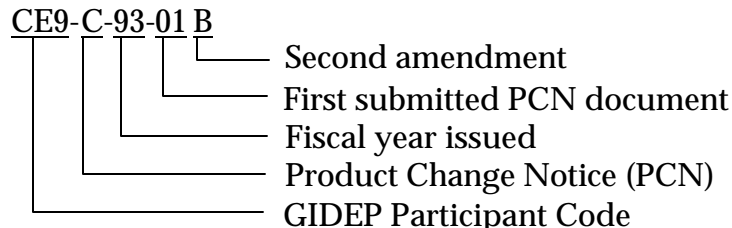
BLOCK 1 - NOMENCLATURE

Enter the class, function, and type of the item, part, component, or material being changed. DLA Handbook H2 and H6 may be used as a reference in completing the nomenclature, or, contact the GIDEP Operations Center for assistance.

BLOCK 2 - PCN DOC NUMBER

Enter the PCN document number which is composed of your GIDEP Participant Code (usually 2 to 4 alphanumeric characters), a dash (-), a letter 'C' for Product Change, followed by another dash (-), the last two digits of the fiscal year issued, a dash (-), and ended by a consecutively sequenced number of all Product Change notices submitted by the originator during the fiscal year. Amendments are indicated by adding change letters (A, B, or C as required) to the sequence number. However, if you are unsure about the document number, leave this block blank, the Operations Center will complete it.

Example:



BLOCK 3 - DATE

Leave blank, the GIDEP Operations Center will enter the date of issue.

BLOCK 4 - MANUFACTURER ADDRESS

Enter the name of the manufacturer of the item(s).

BLOCK 5 - CAGE

Enter the Contractor and Government Entity (CAGE) code of the manufacturer (or distributor) of the part(s) affected by the changes. The CAGE code may be determined using the DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance.

BLOCK 6 - EFFECTIVE DATE

Provide the date or the lot date code when the change became effective.

BLOCK 7 - POINT OF CONTACT

Enter the name and phone number of the manufacturer's point of contact (POC).

BLOCK 8 - PRODUCT CHANGE

Describe the product change that was made including previous configurations or processes and the current configuration or process. Include any change in testing and current values used. Information may be provided on supplemental sheets.

BLOCK 9 - APPROVAL DATE

If the change was approved by a government activity in accordance with government standards, specifications, or guidelines, provide the date of approval.

BLOCK 10 - APPROVING GOVERNMENT ACTIVITY

Enter the name of the cognizant approving government activity (see Block 9).

BLOCK 11 - COMPANY REPRESENTATIVE

Enter the name of the authorizing company representative.

BLOCK 12 - SIGNATURE

Signature block to be signed by the authorized company representative.

BLOCK 13 - DATE

Enter the date of submittal.

APPENDIX C

GUIDELINES FOR COMPLETING

PRODUCT INFORMATION NOTICES

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM

PRODUCT INFORMATION NOTICE

1. TITLE <i>(Class, Function, Type, etc)</i>		2. DOCUMENT NUMBER	
		3. DATE <i>(DD-MMM-YY)</i>	
4. MANUFACTURER AND ADDRESS		5. POINT OF CONTACT FOR GENERAL INFORMATION	
		6. POINT OF CONTACT FOR RELIABILITY INFORMATION	
7. CAGE	8. MANUFACTURER PART NUMBER	9. NATIONAL STOCK NUMBER	
10. BASE PART	11. GOVERNMENT PART NUMBER	12. SPECIFICATION NUMBER	13. DRAWING NUMBER
14. DESCRIPTION (FOR NEW PRODUCTS, PROVIDE AVAILABILITY DATE AND LEAD TIME)			
<p>NOTE: THIS DOCUMENT IS PUBLISHED FOR INFORMATION ONLY AND IS NOT TO BE CONSIDERED AS AN ENDORSEMENT OF THE REFERENCED PRODUCTS BY GIDEP MANAGEMENT OR OPERATIONS CENTER PERSONNEL.</p>			
15. GIDEP REPRESENTATIVE		16. SIGNATURE	17. DATE

APPENDIX C

GUIDELINES FOR COMPLETING PRODUCT INFORMATION NOTICES

DD FORM (DRAFT)

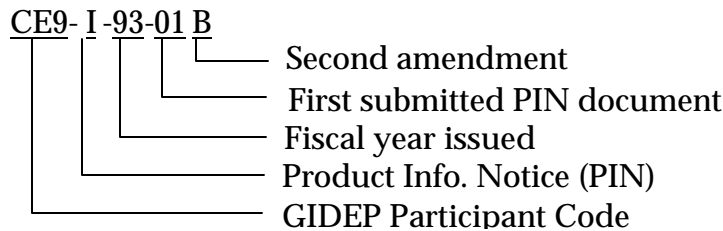
BLOCK 1 – TITLE

Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process being introduced. (Use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

BLOCK 2 - DOCUMENT NUMBER

Enter the PIN document number. The number is composed of your participant code (See Roster); a dash; the letter 'I' for Product Information, followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, add a letter starting with 'A', in ascending order. When the originator is not a GIDEP participant, the document number will start with "VV" and the rest of the document number would follow the same format previously described

Example:



BLOCK 3 – DATE

Enter the date that the report is prepared. Date format is DD-MMM-YY.

BLOCK 4 - MANUFACTURER NAME AND ADDRESS

Enter the name and address of the manufacturer of the item described in Block 1.

BLOCK 5 - POINT OF CONTACT FOR GENERAL INFORMATION

Enter the name and phone number of an individual from the company who GIDEP users may contact for additional general information on the item.

BLOCK 6 - POINT OF CONTACT FOR RELIABILITY INFORMATION

Enter the name and phone number of an individual from the company who GIDEP users may contact for additional reliability information on the item.

BLOCK 7 - CAGE

Enter the Commercial and Government Entity (CAGE) code of the manufacturer. A CAGE code may be obtained from DLA Handbook H4, or, by calling the GIDEP Operations Center for assistance. If the CAGE Code is unknown or doesn't exist enter NONE. The Operations Center will verify CAGE Code.

BLOCK 8 - MANUFACTURER PART NUMBER

Enter the manufacturer's or value added manufacturer's catalog part number(s) of the item(s) described in Block 1.

BLOCK 9 - NATIONAL STOCK NUMBER

Enter the National Stock number(s) of the item(s) described in Block 1. If unknown, or, if an NSN has not been assigned by the Federal Government, enter the Federal Stock Class (FSC) from DLA handbook H2/H6 or FEDLOG if available. The GIDEP Operations Center will review FEDLOG for NSN's which may match part numbers identified in the report.

BLOCK 10 - BASE PART

Enter the generic or family part number(s) of the item(s) described in Block 1.

BLOCK 11 - GOVERNMENT PART NUMBER

Enter the government part number(s) of the item(s) described in Block 1. Government part numbers are items manufactured in accordance with a government specification or tested to meet government requirements.

BLOCK 12 - SPECIFICATION NUMBER

Enter the procurement specification number to which the item was acquired or manufactured to. For Commercial Off-The-Shelf (COTS) items the referred to specification must have previously been published.

BLOCK 13 - DRAWING NUMBER

Enter the drawing number if the part is manufactured in accordance with a government drawing.

BLOCK 14 – DESCRIPTION

Provide a brief description and all related information of the product.

BLOCK 15 - GIDEP REPRESENTATIVE

Enter the name of the authorizing company representative. If the report is being issued by an organization/company not currently a participant in GIDEP, enter "NA".

BLOCK 16 – SIGNATURE

Signature block to be signed by the authorized company representative. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. If the report is being issued by an organization/company not currently a participant in GIDEP, enter "NA".

BLOCK 17 – DATE

Enter the date of submittal or, if electronically submitted, the date uploaded to GIDEP or the date transmitted.