



DEPARTMENT OF THE NAVY  
NAVAL SEA SYSTEMS COMMAND  
WASHINGTON, DC 20362-5101

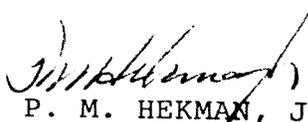
IN REPLY REFER TO  
NAVSEAINST 4340.1A  
OPR CEL-TD  
5 FEB 90

NAVSEA INSTRUCTION 4340.1A

From: Commander, Naval Sea Systems Command

Subj: GOVERNMENT FURNISHED INFORMATION (GFI) MANAGEMENT SYSTEM

1. Purpose. To reissue policy, designated authority, and assigned responsibilities for the standard Government Furnished Information Management System in the Naval Sea Systems Command. This is a major change to the current instruction and should be read in its entirety.
2. Cancellation. NAVSEAINST 4340.1 of 14 January 1976 and publication 0900-LP-089-8010, GFI Management Guide.
3. Scope. This instruction applies to Command organizations having management responsibility to provide GFI in support of ship acquisition or modernization contracts and system acquisition or modification contracts valued in excess of \$1 million. Exclusions to the provisions of this instruction, definition of GFI, and matters under the technical cognizance of the Deputy Commander, Nuclear Propulsion Directorate (SEA 08) are prescribed in the "Introduction" beginning on page I-I.
4. Waivers and Deviations. Alternative contracting approaches and management systems to those required by this instruction may be implemented if an equivalent program-level methodology has been documented and received approval from the Deputy Commander, for Acquisition, Planning, and Appraisal (SEA 90). Waivers or deviations from the provisions of this instruction shall be obtained from CEL-TD at Command Headquarters.

  
P. M. HEKMAN, JR.

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Subj: The Naval Sea Systems Command Government  
Furnished Information (GFI) Management System

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RECORD OF CHANGES

CHANGE NO.	DATE OF CHANGE	DATE ENTERED	SIGNATURE OF PERSON MAKING CHANGE

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## INTRODUCTION

### 1. Background

a. When the Government requires incorporation of specific military systems, equipment, or characteristics into the development of a major contractual end item, the Government assumes an extensive obligation to furnish appropriate materials to the contractor which will allow accomplishment of that incorporation. The Government's obligation generally arises as a requirement to define the physical, functional, and operational support characteristics of the Government Furnished Equipment (GFE) to be incorporated into the end item. Part of this obligation is the furnishing of accurate and complete documentation in time to permit the contractor to meet the delivery schedule.

b. One of the primary causes of past contractor claims against ship acquisition and modernization projects, and against major Command system acquisition programs, has been late, inadequate, and inaccurate Government Furnished Information (GFI). In response, the Command has established a standardized GFI Management System that is based on the following parameters:

(1) Assignment of a designated GFI manager to ensure a continuity of management attention.

(2) Early planning for the identification, acquisition, delivery, and status accounting of GFI.

(3) Development of a list of GFI (Schedule C) as an attachment to the contract and the use of a special contract clause for GFI requirements.

(4) Use of a transmittal and receipt system for the on-time delivery of GFI to the contractor.

(5) Use of a tracking system to maintain status on GFI delivered and outstanding.

(6) Contractor identification and reporting of GFI deficiencies coupled with timely Government correction of reported deficiencies.

### 2. Scope Exclusions:

a. Nuclear Propulsion Directorate. The provisions of this instruction do not apply with respect to nuclear propulsion plant systems, associated nuclear support facilities, and other matters under the technical cognizance of the Deputy Commander, Nuclear Propulsion Directorate (SEA 08). The Nuclear Propulsion Directorate shall be consulted in all GFI matters related to, or affecting the nuclear propulsion plant and associated nuclear support facilities.

b. Other Exclusions. Also excluded from the provisions of this instruction, and from the definition as GFI (see Appendix A), are the following:

(1) Ship design data and ship class working drawings and data developed by a Design Agent and provided to shipbuilders as directive guidance.

(2) Ship design data and ship construction drawings and data developed by a lead shipyard and provided as guidance on follow-ship contracts.

(3) Technical publications and data packed with Government Furnished Equipment.

(4) Technical publications and data provided to a contractor for the outfitting of ships or to be packaged with deliverable equipment or systems.

(5) Naval Sea Systems Command Standard and Type Drawings and Federal, DoD, and Military specifications and standards obtainable through normal contract provisions.

- END -

**SECTION 1  
POLICY AND RESPONSIBILITY**

**1.1 Policy**

a. Government Furnished Information (GFI) management shall be implemented on all NAVSEA ship and system acquisition programs within the scope of the Instruction.

b. GFI management shall be standardized throughout the Command and shall incorporate the system parameters defined by this Instruction.

c. Government Furnished Information (GFI) requirements shall be a part of all solicitations and contracts requiring delivery of GFI to a contractor.

d. A Schedule C attachment to the contract shall list all the information that the Government agrees/commits to deliver to the contractor.

e. GFI management guidance shall be made available to ship and other acquisition managers for the implementation of a GFI management system. GFI management support (tasked and funded) shall be available on a limited, priority basis.

**1.2 Responsibility**

1.2.1 **Deputy Chief Engineer for Logistics (CHENG-L)**. CHENG-L is responsible for executive direction of the NAVSEA GFI Management System.

1.2.2 **Director of Technical Data (SEA CEL-TD)**. SEA CEL-TD is responsible for the execution of the NAVSEA GFI Management System.

1.2.3 **Ship Program Managers (SPMs), System Acquisition Managers (AMs), and Participating Acquisition Managers (PARMs)**. SPMs, AMs, and PARMs are responsible for implementing GFI management in accordance with this Instruction.



## SECTION 2

### MANAGEMENT ACTION AND OPERATIONS

#### 2.1 Ship and System Acquisition Program Managers

a. Implement GFI management on each ship design, construction, conversion, and modernization program, and on each system acquisition valued over \$1M to enable the Government to provide GFI to contractors in accordance with contract requirements.

b. Budget, task, and fund Participating Acquisition Managers (PARMs) to provide GFI in support of required GFE.

c. Assign planning and execution authority to a designated GFI manager within the program office or at another Naval activity (See para. 2.2). As required, budget, task and fund appropriate activities for GFI management support.

d. Ensure that a Schedule C (Appendix B) is incorporated in each contract and that it reflects a GFI delivery schedule that supports ship design, construction, conversion, and modernization, or system acquisition.

e. Ensure incorporation of the GFI special contract requirements (Appendix C) in contracts.

f. Establish a requirement in each contract for contractor submission of GFI deficiency reports to the designated GFI manager.

#### 2.2 Designated GFI Manager

a. Develop a Schedule C of GFI for each applicable contract. See Appendix D for guidance.

b. Prepare inputs to Ship Project Directives (SPD) or other tasking/funding documents to establish PARM GFI tasking requirements.

c. Require periodic status inputs from PARMs and other support activities on data being procured or developed to satisfy Schedule C requirements.

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d. Update Schedule C as necessary to reflect GFI content and delivery schedule changes from PARMs. Provide updated Schedule C to Contract Directorate.

e. Ensure that delivery of GFI is accomplished per the required due dates and that GFI is accompanied by a transmittal/receipt sheet identifying the documents. Ensure contractors are required to forward copies of receipts to the GFI manager.

f. Establish a GFI status/tracking system and a central project GFI receipt file to corroborate delivery of GFI items. Use the contractor-forwarded receipts as tracking system input.

g. Analyze GFI deficiency reports and resolve GFI deficiencies. Prepare response to originator of deficiency report.

h. Prepare GFI reports for program management use (e.g., monthly status, open item, and deficiency).

i. Act as the focal point for program GFI management support. Establish points of contact with all involved organizations; promulgate supplementary procedures; delineate responsibilities; and maintain frequent liaison, adequately documented.

**2.3 Participating Acquisition Managers (PARM).**

Activities tasked and funded with the responsibility for providing Government Furnished Equipment (GFE), Government Furnished Information (GFI), or engineering data to support ship acquisition/modernization or system/equipment acquisition programs:

a. Implement GFI management for system/equipment acquisitions in response to tasked GFE delivery requirements.

b. Provide the designated GFI manager with identification of existing GFI data planned for delivery in support of GFE to be supplied.

c. Identify data categories of GFI to be provided for GFE under development (See Appendix B.) and provide schedule dates of GFI availability.

d. Provide quality assurance of GFI. Take action to correct data deficiencies.

e. Report any changes in GFI content, identification, or delivery schedule to the designated GFI manager, with justification supporting the change and the revised estimated delivery date.

f. Provide timely notification of GFI substitutions.

g. Submit GFI to the contractor, via SUPSHIPS or other Administrative Contract Officer (ACO), with a transmittal/receipt letter which identifies the GFI item and contains the appropriate usage statement (See Appendix D.). Direct the contractor to forward copies of all receipts to the designated GFI manager.

h. Designate a point of contact (name, code, and telephone number) to assist in the resolution of GFI deficiencies and other contract technical data problems.

2.4 Contracts Directorate (SEA 02). Ensure the inclusion of a Schedule C, special contract requirements (Appendix C), and data requirements for GFI in each contract for which the Government will provide technical information or data.

2.5 Technical Data Division (SEA CEL-TD)

a. Develop, publish, and maintain implementing policy and guidelines for the Command GFI Management System.

b. Provide technical guidance to the Naval Sea Data Support Activity (NSDSA) for support of the standard GFI Management System.

2.6 Naval Sea Data Support Activity (Naval Ship Weapon System Engineering Station, Code 5H00)

a. Act as the NAVSEA point of contact for guidance in implementing the standard GFI Management System.

b. Establish and maintain the capacity and expertise to provide GFI management support services when properly tasked (GFI Task Sheet, Appendix E) and funded by requesting acquisition managers. Such support shall be provided on a limited, priority basis subject to NAVSEA CEL-TD approval.

c. Act as the designated GFI manager (subject to CEL-TD approval) for acquisition program managers when properly tasked and funded.



APPENDIX A

LIST OF DEFINITIONS AND ACRONYMS

DEFINITIONS

**GOVERNMENT FURNISHED INFORMATION (GFI)** - Technical information or data the Government furnishes to a contractor in support of a NAVSEASYSKOM contractual requirement for the incorporation of Government Furnished Equipment (GFE) or specific military characteristics into the contractor's deliverable end item. GFI is specifically identified as such in a Schedule C attachment to the Procurement Request (PR), Request for Proposal (RFP), Invitation for Bid (IFB), and the resultant contract. Examples of GFI include: GFE - related research and engineering data, engineering drawings and associated lists, technical manuals, and technical reports.

**SCHEDULE A** - The contractual document that sets forth the Government Furnished Material (GFM), as prescribed by the Federal Acquisition Regulation (FAR). In the case of nuclear powered ships, this refers to only Schedule A, Part I, which deals with non-nuclear propulsion plant GFM.

**SCHEDULE C** - The contractual document that sets forth the Government Furnished Information (GFI) to be provided to the contractor. The items on Schedule C are keyed to the items of GFM on Schedule A (except for items of general information), and specify dates of delivery to the contractor.

ACRONYMS

A/C	Schedule A/Schedule C
ACO	Administrative Contracting Officer
AM	Acquisition Manager
CEL-TD	Technical Data Division
CHENG-L	Deputy Chief Engineer for Logistics
CHG	Change
ECP	Engineering Change Proposal
E-STEPS	Enhanced Ships Technical Publications System
ESWBS	Expanded Ship Work Breakdown Structure
FAR	Federal Acquisition Regulation

GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Material
IFB	Invitation for Bid
MOD	Modification
NAVSEA	Naval Sea Systems Command
NAVSEASYSKOM	Naval Sea Systems Command
NPPSO	Navy Publishing and Printing Service Office
NSDSA	Naval Sea Data Support Activity
PARM	Participating Acquisition Manager
PIIN	Procurement Instrument Identification Number
PR	Procurement Request
PRT	Part
REV	Revision
RFP	Request for Proposal
SCN	Ship Construction Navy
SPD	Ship Project Directive
SPM	Ship Program Manager
SUP	Supplement
TM	Technical Manual
VOL	Volume

**APPENDIX B**  
**SCHEDULE C**  
**JSE AND PREPARATION**

**B.1 GENERAL**

B.1.1 Schedule C, List of Government Furnished Information (GFI), is provided with the Request for Proposal (RFP). The final Schedule C is incorporated into the contract so that the Government's obligation to provide data or information, in addition to that which is a part of the contract, is specifically defined for both parties to the contract. It is not expected that Schedule C should list military specifications or other ordinary data that a contractor may be expected to have in a library, or that can be readily obtained from the Government. However, such items may be listed if special circumstances warrant.

B.1.2 The Government's obligation to provide information to the contractor, subsequent to award of the contract, generally arises from the requirement to incorporate Government Furnished Equipment (GFE), both developmental and nondevelopmental, into the end item being procured. GFI not related to specific GFE may also be required.

**B.2 IDENTIFICATION OF EXISTING GFI**

B.2.1 Where documents are in a Government repository and can be specifically identified, the documents should be listed by specific titles and corresponding document numbers and dates. [See Attachment (1)].

**B.3 IDENTIFICATION OF GFI UNDER DEVELOPMENT**

B.3.1 In the case of equipment or information that is under development, the data may not exist at the time the Schedule C is prepared.

B.3.2 To design the GFE into the ship or system, the contractor will need data in various categories. For the sake of uniformity, the Government should list the anticipated data categories (content of documents to be furnished) in Schedule C, as shown in Attachment (2).

B.3.3 The data elements listed below represent the kinds of information required during the design process, and provide a more detailed breakdown of information content requirements in each of the data categories that may appear on a Schedule C.

<u>DATA CATEGORY</u>	<u>DATA ELEMENTS</u>
System Configuration	Equipment Configuration Equipment Modifications Top Down Break Down List
Dimensional and Physical Data	Size Weight Clearance Dimensions Entrance Requirements Center of Gravity
Power Requirements	Power Required
Auxiliary Cooling/Heating	Heat Dissipation (Air) Air Coolant Characteristics Dry Air Characteristics Coolant Characteristics Heat Dissipation (Coolant)
Electrical/Electronic Interfaces	Cabling Requirements Conductor Terminations Conductor Functions Inter and Intra Connection Data Cabling Diagram
Installation Requirements	Mounting Dimensions Bolting Requirements Bracing Requirements Cabinet Material
Test and Checkout Data	Test Outlines Test Procedures Test Sequence Networks
Special Requirements	Ancillary Equipment EMC/EMI Requirements Special Tools and Equipment Documentation Shock, Noise, Vibration Requirements All other
Operation and Maintenance	Technical Manuals Maintenance Requirements Schematic Diagrams

**B.4 IDENTIFICATION OF OTHER GFI**

B.4.1 Other technical data that will be provided as GFI may be identified either specifically or generally, depending on the data available at the time of preparing a Schedule C [see Attachment (1)]. This data should be listed at the end of the Schedule C, after the GFE-related data.

**B.5 LEVELS OF INFORMATION**

B.5.1 The format for a Schedule C does not obligate the Government to provide preliminary or intermediate levels of data to the contractor. This does not preclude giving the contractor data of a planning nature (not listed on Schedule C) as long as the transmittal clearly identifies the use that may be made of data.

B.5.2 Data that is broadly descriptive, however, such as aggregate weight, maximum power consumption, and space reservation, and that is accurate for design purposes should not be considered merely planning information, but should be furnished as an initial increment of the GFE descriptions that directly relate to the Schedule C category of GFI. Later increments of data that supply further levels of detail should be provided to support the initial data.

**B.6 GFI TRANSMITTALS AND STATUS**

B.6.1 Each transmittal of GFI will identify the associated line item number (a combination of "schedule" number and "A/C" number) from Schedule C.

B.6.2 Where the document being transmitted bears the same identification number as the document number listed in Schedule C, an association is easily confirmed, and the status report prepared by the designated GFI manager will show the date of delivery.

B.6.3 In the case of GFI under development, where the document being transmitted either partially or fully satisfies one of the categories of information under an item of GFE, the forwarding activity will show the line item number and the identification number of each document delivered and the delivery date.

**B.7 INSTRUCTIONS FOR PREPARING A LIST OF GOVERNMENT FURNISHED INFORMATION, SCHEDULE C (SEE SAMPLE FORMAT, ATTACHMENT 1)**

a. Program Title. Enter the title of the project/program.

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- b. **PIIN/PR No.**. Enter the actual Procurement Instrument Identification Number (PIIN), Procurement Request (PR) number, ship project directive (SPD) number or other appropriate designator that will identify the particular obligation.
- c. **Code**. Enter the NAVSEA Project/Program Manager's code.
- d. **Date**. Enter the calendar date of the current contractual Schedule C.
- e. **Column (1), Schedule**. Enter the sequence number from the GFE list (Schedule A) corresponding to the equipment for which GFI is to be listed. For non-GFE related data, enter an Expanded Ship Work Breakdown Structure (ESVBS) number corresponding to GFI.
- f. **Column (2), A/C**. Enter a sequential number for each item of GFI to be supplied for the schedule entry identified in column (1).
- g. **Column (3), Mod**. Enter the latest contract modification number that changed that Schedule C line item.
- h. **Column (4)**. Enter, as appropriate:
- (1) **Equipment Nomenclature**. The name of the equipment as identified in Schedule A.
  - (2) **Equipment Designator**. The identification designation assigned to a specific system/equipment/unit as identified in Schedule A.
  - (3) **Document Title**. A brief description of the document. The GFI shall be listed below each type of equipment as applicable. For existing Government-owned equipment related data, the title of the document or documents should be listed. For data related to equipment under development, which is not a published document when Schedule C is prepared, the documentation identified should be listed generically according to the standard data categories presented in paragraph 3.3.
  - (4) **Document Number**. The number assigned to identify a specific document (i.e., NAVSEA technical manual or installation drawing). If no number has been assigned, leave blank.

i. Column (5), Vol., Prt, Rev, Chg, Sup. Identify the Schedule C GFI data down to the document volume (vol) and part (prt) numbers; revision (rev) level; change (chg) level; and supplement (sup) number. In most cases these data fields will be blank.

j. Column (6) Doc Date. Enter publication date of the document. This is left blank for drawings.

k. Column (7), GFI Due Date. Identify the dates each GFI line item is due at the contractor. Whenever possible, base this date upon the ship, system, or equipment design or delivery schedule.

- (X)MBD Months before ship, system, or equipment delivery.
- (X)MBT Months before the start of ship builder's trials or equipment First Article tests.
- (XX)DAC Days after contract award.
- (X)MAC Months after contract award date.
- (X)MACM Months after contract modification date.

DD/MM/YY Calendar date when documentation is required.

\*\*\*\*\*  
GFI data for these Schedule C items has been provided to the contractor under a previous contract and is validated for the current contract. The GFI data will not be re-shipped unless the data has been revised and the revision affects installation design requirements.

l. Page Number. Assign page numbers sequentially.

## B.8 CHANGES TO SCHEDULE C

B.8.1 It is important to prepare Schedule C so as to avoid bookkeeping-type changes. Significant changes that have contractual implications will be processed as contract modifications.

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B.8.2 Listings of due dates for the delivery of items of GFI will be relative to contract milestones where feasible. A subsequent, authorized change in a milestone would not, therefore, require changes to the Schedule C. GFI that will be provided shortly after contract award will be shown as due "X days after contract award (XX DAC)" to accommodate any slippage in the contract signature date. Cite only those milestones by which the contractor is contractually bound. Changes to GFE during the course of the contract may or may not require changes to the Schedule C. If a change is significant, the applicable Engineering Change Proposal (ECP) submitted in accordance with configuration management procedures will disclose the GFI that is to be changed.

SCHEDULE C  
GOVERNMENT FURNISHED INFORMATION FOR MCX-XX

DATE: 11 MAR 89  
CODE: PMS XXX

PROGRAM TITLE: MINE COUNTERMEASURES SHIP  
PLIN/PR NUMBER: N00024-89-R-2550

LINE ITEM NUMBER SCHEDULE A/C	MOD	EQUIPMENT NOMECLATURE EQUIPMENT DESIGNATOR DOCUMENT TITLE DOCUMENT NUMBER	VOL	PRT	REV	CHG	SUP	DOC DATE	GFI DUE DATE
05110.001		RADAR SET AN/SPS-49(V)5							
001		DRAWING LIST 807-5033718							30 MBD
002		BLOCK DIAGRAM 807-5033724							30 MBD
003		LIST OF MATERIAL 807-5033720							30 MBD
004		CABLE RUNNING LIST 807-5033719							30 MBD
47411.001		DECOY LAUNCHER SYSTEM MK 36 MOD 0							
001		INTERCONNECTING DIAGRAM RE-D2698655							28 MBD
002		OUTLINE AND MOUNTING RE-D2698665							28 MBD
04200		MIL-HDBK-253 dtd 28 July 1978							90 DAC
002		DOD-HDBK-270 dtd 1 June 1983							90 DAC



APPENDIX C

GOVERNMENT FURNISHED INFORMATION (GFI)  
SPECIAL CONTRACT REQUIREMENTS

H-\_\_\_\_\_ INFORMATION AND DATA FURNISHED BY THE GOVERNMENT  
(NAVSEA - NOV 1988)

(a) Contract Specifications. The Government will furnish, if not included as an attachment to the contract, any unique contract specifications set forth in Section C.

(b) Contract Drawings and Data. The Government will furnish contract drawings, design agent drawings, ship construction drawings, and other design or alteration data cited or referenced in Section C or in the contract specification as mandatory for use or for contract guidance.

(c) Government Furnished Information (GFI). GFI is defined as that information essential for the installation, test, operation, and interface support of all Government Furnished Material enumerated on the Schedule A attachment to the contract. The Government shall furnish only the GFI identified on the Schedule C, dated \_\_\_\_\_, attached to the contract. The GFI furnished to the contractor need not be in any particular format. Further, the Government reserves the right to revise the listing of GFI on the Schedule C as follows:

(1) The Contracting Officer may at any time by written order:

(i) delete, supersede, or revise, in whole or in part, data listed or specifically referenced in Schedule C; or

(ii) add items of data or information to Schedule C; or

(iii) establish or revise due dates for items of data or information in Schedule C.

(2) If any action taken by the Contracting Officer pursuant to subparagraph (1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract an equitable adjustment shall be made in the [see Note (1)] contract price and delivery schedule in accordance with the procedures provided for in the clause of this contract entitled "CHANGES - [see Note (2)]".

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(d) Except for the Government information and data specified by paragraphs (a), (b), and (c) above, the Government will not be obligated to furnish the contractor any specification, standard, drawing, technical documentation, or other publication, notwithstanding anything to the contrary in the contract specifications, the GFI listed on the Schedule C, the clause of Section I entitled "GOVERNMENT PROPERTY - [See Note 3]", or any other term or condition of this contract.

(e) Referenced Documentation. The Government will not be obligated to furnish Government specifications and standards, including Navy Standard and Type drawings and other technical documentation, which are referenced directly or indirectly in the contract specifications set forth in Section C and which are applicable to this contract as specifications. Such referenced documentation may be obtained as provided for in the clause of this contract entitled "GOVERNMENT PROPERTY - [See Note (3)]". Commercial specifications and standards, which may be referenced in the contract specification or any sub-tier specification or standard, are not available from Government sources and should be obtained from the publishers.

(f) The provisions of this clause do not apply with respect to nuclear propulsion plant systems and other matters under the technical cognizance of the Deputy Commander, Nuclear Propulsion Directorate, Naval Sea Systems Command.

- NOTE:
- (1) Insert "estimate cost and fixed fee of the contract/target cost, target fee, maximum fee, minimum fee" in lieu of "contract price" for COST REIMBURSEMENT contracts.
  - (2) Insert either "(FIXED PRICE)" or "(COST REIMBURSEMENT)".
  - (3) Insert the contract type - FIXED-PRICE CONTRACT [specify the FAR (date) and clause (52.245-2)] or COST REIMBURSEMENT, TIME AND MATERIAL, OR LABOR HOUR CONTRACT [specify the FAR (date) and clause (52.245-5)].

## APPENDIX D

### GFI MANAGEMENT GUIDELINES

#### D.1 INTRODUCTION

The role of data management efforts in the Navy is most often considered to be that of furnishing the requirements for data to be procured from a contractor, to receive that data, and to provide it to the eventual user. Under certain contractual conditions, however, there is the "other side" of data management where a contractor is furnished data (GFI) by the Government to satisfy the efficient fulfillment of the contract. This "other side" requires the use of standardized system under which program offices can manage the delivery of GFI for which they are responsible. The NAVSEA standard GFI Management System has been developed to satisfy the needs of program offices in this data management area.

#### D.2 GFI MANAGEMENT RESPONSIBILITIES

**D.2.1 Program GFI Management.** The responsibility for the implementation and utilization of the NAVSEA standard GFI management system rests directly within each NAVSEASYSKOM program office which must provide GFI to a contractor. The program office will be required to perform a significant GFI interface effort in order to define the scope of the program GFI and to provide necessary planning information for the identification of the required GFI items. Successful implementation of GFI management requires that the program office assign the responsibility for this effort to either an internal organizational element or to another Naval activity having the capability and capacity to accomplish the work. In either instance, a specific GFI manager must be appointed. The creation of this organizational structure helps to ensure that the necessary resource requirements are available to the program office to manage its GFI operation.

**D.2.2 GFI Manager Responsibilities.** The designated GFI manager has one basic function in the administration of the GFI management system. That function is to coordinate GFI program participant activities to ensure the support required for efficient operation of the system. This requires the organized tasking of

many activities to provide a continuous flow of support through the planning, identification, and control phases of the GFI program. Specifically, these include:

a. Planning activities involving the establishment of an overall GFI program schedule, the issuance of program policy letters to the various program participants, and the laying out of a plan of action through an initial GFI program meeting.

b. GFI identification commencing with the tasking of the various program participants. The GFI manager will serve as the system catalyst to stimulate the process of identifying and collecting the GFI inputs in accordance with the tasking document requirements. The iterative process through which the GFI listing, the Schedule C, will be generated will require intensive liaison effort on the part of the GFI manager.

c. Control activities encompassing the actual delivery of the data, maintenance of program status, and GFI problem resolution. Program participants will execute the "usual" or daily operations of the delivery and status accounting functions, thereby permitting the GFI manager to concentrate on the "unusual" aspects of program tasks. Thus, his efforts will be directed toward resolution of potential problems as well as those requiring immediate corrective attention.

**D.2.3 Participating Acquisition Managers (PARMs).** PARMs are responsible to the program office in accordance with the written agreements contained in the Ship Project Directives (SPDs) or other tasking documents. During the planning stages of ship and major weapon system acquisitions, items of GFE and contractor furnished equipment (CFE) are tentatively identified. As the development and design stages progress, the list of GFE is finalized allowing specific identification of the cognizant PARMs required to support the program. The PARM assists the program office in the selection of GFE for which the PARM will be responsible. Associated with the GFE is the related GFI for which the PARM will be equally responsible. The responsibilities of the PARM relating to the delivery of GFI are written into the SPD or other tasking document.

### **D.3 GFI MANAGEMENT INTERFACES**

Efficient operation of the GFI management system is based on a high degree of interface and significant information inputs from various support organizations which are directly involved in the identification, acquisition, and control of GFI for the program.

**D.3.1 Naval Sea Data Support Activity (NSDSA).** The NSDSA acts as the point of contact for NAVSEA ship and system acquisition managers in the implementation of the GFI management system. The NSDSA can provide guidance on such matters as whether an acquisition program is subject to the requirements of NAVSEAINST 4340.1A, how to select a designated GFI manager, when and how to introduce GFI requirements into SPDs and other tasking documents, and where to obtain non-GFE related technical data when such data must be supplied to a contractor. In addition, the NSDSA can provide guidance to a designated GFI manager on such subjects as how and when to begin Schedule C development, where to obtain available GFI data for existing, Navy inventory GFE, and points of contact at PARMs, inventory control points, and data repositories.

NSDSA also can provide, subject to NAVSEA CEL-TD approval and priorities, direct support for program GFI management efforts. The range of this direct support is identified in the GFI management support task sheet included as Appendix E to this Instruction. Acquisition activities desiring such support should contact the NSDSA to determine the availability of resources for the projected effort. The acquisition activity should then coordinate the completion of a task sheet with NSDSA and submit the completed task sheet to SEA CEL-TD for approval.

**D.3.2 Supervisor of Shipbuilding, Conversion, and Repair (SUPSHIP).** SUPSHIP is the contract administrator for ship programs in the private sector and as such is the intermediary between the Government program office and the contractor. The SUPSHIP should, therefore, receive instructions from the program office concerning the administration and management of GFI. The SUPSHIP is the coordinator and approving authority for visits to the the contractor by development codes and other program participants for GFI related matters.

The SUPSHIP is the recipient of GFI material from PARMs to be delivered to contractors, or the SUPSHIP must receive copies of transmittals if GFI is sent directly to the contractor. He assures that material is forwarded to the contractor and is the avenue through which contractor receipts for GFI are forwarded to the GFI manager and the PARMs. Further, when contractors receive GFI without its intended use noted, the SUPSHIP will resolve the deficiency with the originator of the transmittal. SUPSHIP also must coordinate all changes in GFI with the contractor in order to minimize impact on ship production.

#### D.4 GFI MANAGEMENT PROCESSES

**D.4.1 Identification of GFI.** GFI identification is an iterative process which culminates in the generation of a contractual GFI listing (Schedule C). This process begins with a coordinated effort between the ship or system acquisition program manager and the PARMs in selecting equipment to fulfill the ship or system designated mission. The selected equipment are identified in an integrated list of GFE (Schedule A) for the total program.

Once the Schedule A has been developed, the GFI manager requests the cognizant PARM for each equipment to provide a listing of available or planned GFI for that equipment. For existing equipment (already in the Navy inventory), the PARM should be able to provide specific identification, by number, of the drawings, publications, reports, etc. that he plans to deliver in support of the program. For equipment under concurrent development, the PARM will likely be able to identify only the categories (Appendix B) of data anticipated for delivery. In either case, the PARM should specify an availability date for each item of GFI.

The identification of GFI, and the stated availability dates, provided by each PARM is made a part of the final SPD or other tasking document issued by the program office. For existing equipment and GFI, the SPD or tasking document should not require change during the balance of the program. For equipment under development, the SPD or tasking document probably will require one or more revisions to accommodate the emerging identification of specific GFI items and changes in the PARM's hardware acquisition schedules and GFI availability dates.

**D.4.2 Development of the Schedule C.** The GFI manager consolidates the inputs from all PARMs into a composite program-level GFI Availability List as a precursor to the contractual Schedule C. This list is distributed to all participating activities for comment and identification of possible conflicts. When all participating activities have concurred, the GFI manager prepares the proposed Schedule C that will be included in the RFP or IFB. In preparing the proposed Schedule C, the GFI manager should ensure that the GFI Due Dates on the Schedule C do not conflict with the GFI availability dates provided by the PARMs. The GFI Due Dates are subject to negotiation as part of the RFP/Contract process; thus the proposed dates should not be earlier than the agreed-upon PARM availability dates and should seldom be the same as those dates, thereby allowing some freedom of negotiation.

The proposed Schedule C is provided to the Contracting Officer for inclusion in the RFP or IFB. In preparing his response to the solicitation, the contractor will use the proposed GFI Due Dates as input to his proposed development/construction schedule. During contract negotiations, the contractor may request that certain of the dates be advanced to facilitate his proposed schedule. To avoid later claims against the Government, no GFI Due Date should be allowed to be negotiated for earlier than the PARM-supplied GFI Availability Date.

After contract negotiations, the final GFI Schedule C becomes the basis for all further GFI management efforts. Major changes to any part of the Schedule C after award of contract may require a contract modification with potential for increases in program cost and delays in ship or system delivery.

**D.4.3 Monitoring and Tracking of GFI.** After a firm Schedule C has been negotiated and made a part of the contract, the main function of the GFI manager is the monitoring of PARM progress towards making GFI items available on schedule and the tracking of GFI items delivered to the contractor. Part of the GFI manager's responsibility is to maintain a tracking system that will substantiate the delivery of GFI to the contractor and verify receipt of the data by the contractor.

Part of the GFI requirements written into SPDs and other tasking documents should be a requirement for participating activities to report GFI availability status to the GFI manager on a regular basis. By monitoring these reports, the GFI manager can identify possible GFI delivery problems before they become a fact and, through regular liaison with the PARMS, prevent such problems from occurring.

As part of his support to the program manager, the GFI manager should provide regular reports summarizing the status of the GFI effort, identifying any GFI problems that have arisen, and detailing the actions taken to correct the problems.

**D.4.4 Transmittal of GFI to Contractors.** Each transmittal of GFI data to the contractor, from whatever source, must be accompanied by a transmittal/receipt form which specifically identifies the material being delivered, relates the data to a line item on the Schedule C, and specifies the use for which the data is intended. The receiving contractor will be required to return the signed receipt to the forwarding activity, via the SUPSHIP or other ACO, with a copy to the designated GFI manager. The GFI manager utilizes the receipt copies as input to the tracking system discussed in Paragraph D.4.3.

As each PARM receives data items on the Schedule C from vendors under contract, he forwards these items to the contractor (via the SUPSHIP or other ACO) with a transmittal that explains the status and intended usage of the items. In order to preclude any confusion on the part of the contractor, the GFI manager should standardize the usage statements used by PARMs as part of the tasking document. Recommended status and usage statements for GFI transmittal are presented in paragraph D.4.4.1. If necessary, the PARM may add amplifying usage information to the transmittal. In addition, if the PARM proposes to furnish information which modifies in any way previously forwarded information, the PARM must follow the program office's change control procedures as specified in the SPD or other tasking document prior to transmitting the modifying data to the contractor. Copies of all transmittal documents also should be forwarded to the GFI manager for input to the GFI tracking system.

**D.4.4.1      Criteria for Forwarding GFI.**

a. GFI data will not be transmitted to contractors unless it has been determined to be accurate and usable for the intended usage.

b. GFI transmittal cover sheets shall include the following instructions to the contractor:

(1) GFI will be used only for the purpose noted on this cover. In the event GFI is received without its use being noted, the contractor should immediately advise the SUPSHIP or other ACO prior to use of the data. Resolution with the originator of the transmittal will be documented and the contractor will be advised.

(2) If the GFI of this transmittal impacts work already performed, the contractor shall immediately advise the SUPSHIP or ACO and the program office.

c. When forwarding GFI to the contractor, the PARM shall choose an appropriate forwarding (usage) statement from the list provided in paragraph D.4.4.2. In general, GFI that is provided for information only is not regarded as useful and should be avoided. Cases that do not fit on of the provided usage statements should be resolved individually with the designated GFI manager or the program office.

**D.4.4.2 List of Standard Usage Clauses to be Used With the Transmittal of GFI Data.**

- a. Forwarded as GFI for use in design of (ship or system nomenclature).

This information is currently identified as satisfying the GFI requirements pertaining to Schedule C, Item xxxx.xx.

- b. Forwarded as revised GFI for use in design of (ship or system nomenclature).

This information supersedes that which was provided by reference ( ) pertaining to Schedule C, item xxxx.xx.

- c. Forwarded as partial GFI for use in design of (ship or system nomenclature).

This information pertains to Schedule C, item xxxx.xx.

- d. Forwarded as advance information pertaining to the design of (ship or system nomenclature).

The contractor should utilize the data for advance information only; subject to change.

**D.4.5 GFI Deficiencies.** All ship and system acquisition contracts that will involve the delivery of GFI must include a requirement for contractor reporting of GFI deficiencies. Such a requirement is not a normal part of either the Schedule C descriptions or the current special contract clause invoking the Schedule C. Thus, the requirement will have to be incorporated into the contract statement of work (SOW) or added to the contract clause. In addition, the DD Forms 1423, Contract Data Requirements List (CDRL), exhibit to the contract must contain an Exhibit Line Item (ELIN) citing Data Item Description (DID) DI-A-26298A to authorize the contractor's submission of the deficiency reports. Block 6 of the ELIN will normally identify the SUPSHIP or other ACO as the cognizant office; Block 14 must include the designated GFI manager as a recipient of GFI deficiency reports.

**D.4.5.1**        Types of Deficiencies.    GFI data can be assessed as deficient for any number of reason. The following are some of the most common deficiencies:

- a.    Unreadable.
- b.    Inaccurate.
- c.    Inadequate for the purpose intended.
- d.    Not applicable to the equipment listed in Schedule C or not applicable to the actual equipment provided.

**D.4.5.2**        Resolution.    The resolution of a GFI deficiency is the responsibility of the activity having cognizance over the data. Generally, this will be the PARM for the appropriate equipment or the inventory control point in the case of stock equipment items. However, the GFI manager should coordinate the resolution of deficiencies with the appropriate activities and track all deficiencies to ensure the timely transmittal of corrected data to the contractor.

APPENDIX E

GOVERNMENT FURNISHED INFORMATION (GFI) TASK SHEET

From (Code and Activity address): \_\_\_\_\_ Date \_\_\_\_\_

To: Commanding Officer  
Naval Ship Weapon Systems Engineering Station (Code 5H00)  
Port Hueneme, CA 93043-5007

Applicable Procurement Document and Contractor (when known): \_\_\_\_\_

1. The Naval Sea Data Support Activity (NSDSA), Naval Ship Weapon Systems Engineering Station (Code 5H00), shall provide Government Furnished Information (GFI) support to this office according to the boxes checked off below:

- a. Develop a GFI master file which will reflect the GFI information for this project.
- b. Identify a preliminary list of GFI from the existing inventory equipment.
- c. List the categories of data which are related to equipment under development.
- d. Provide and maintain a GFI status and summary report that includes all information concerning GFI and that reflects the contractual Schedule C for this project.
- e. Identify data previously provided as GFI to the above contractor and annotate on the GFI status report.
- f. Coordinate with Participating Managers (PARMs) and other retention points, as necessary.
- g. Order GFI from data stocking points and PARMs.
- h. Insure that transmittal sheets and return receipts are utilized, collected, and maintained suitable for audit for all GFI provided to the contractor named above.
- i. Interface with PARMs and other activities to ensure their inputs are entered into the NSDSA's GFI project files.
- j. Contact this office to discuss further support.
- k. Other (Explain).

2. Resource Requirements. The Naval Ship Weapon Systems Engineering Station (NSDSA Code 5H00) is requested to provide an estimate of the resource requirements for each stated task. After review and approval of the estimates, funding will be provided in accordance with authorized NIF procedures.

3. ADP Expenditures. NAVSEA ADP expenditure control ceiling is available for assigned tasks. Accordingly, where these tasks result in ADP expenditure at the Naval Ship Weapon Systems Engineering Station (NSDSA Code 5H00), reportable under SECNAVINST 5238.1, such expenditures will be reported as receipts for reimbursable services to NAVSEA.

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Copy to:

