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

IN REPLY REFER TO

NAVSEAINST 4000.6A
OPR CEL-TD
18 April 1989

NAVSEA INSTRUCTION 4000.6A

From: Commander, Naval Sea Systems Command

Subj: DATA MANAGEMENT PROGRAM

Ref: (a) DoDI 5010.12
(b) SL150-AA-PRO-010/DMP

1. Purpose. To issue updated policy, delegate authority and assign responsibilities for the life cycle management of data, and for the inclusion of data requirements in Command acquisitions in conformity with references (a) and (b).

2. Cancellation. This instruction supersedes NAVSEAINST 4000.6 of 27 August 1976 cancelled by NAVSEANOTE 5215 Ser 09B12/104 of 2 Jan 1986.

3. Background. The escalating cost of high technology systems and equipment make it imperative that the Command increase emphasis on data management and the need to acquire only minimum essential data. Several recent and substantive initiatives have been and are being implemented to achieve this goal and to operate a more streamlined Data Management Program. Some of these important initiatives are:

a. Establishment of and delegation of authority to directorate level Data Requirements Review Boards (DRRB).

b. Increased emphasis on data manager training, certification, and approval authority.

c. Establishment of data management procedures.

4. Definitions. The terms and acronyms associated with data management functions are contained in reference (b).

5. Scope

a. This instruction applies to any acquisition originated by Command Headquarters and its shore activities that require the delivery of data to the Government.

b. The provisions of this instruction do not apply to data procured for hardware under the technical cognizance of the Deputy Commander for Nuclear Propulsion (SEA 08).

M. MACKINNON III
Vice Commander

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SECTION 1

POLICY

It is the policy of the Commander, Naval Sea Systems Command that:

1.1 The Program Manager or Engineer (i.e., Ship Program Manager, Project Manager, Acquisition Manager, Life Cycle Manager, In-Service Engineering Agent, etc.) is responsible for the execution of all aspects of the data management program in conformity with reference (a) for their assigned hardware commodity or ship class. Certified data managers shall provide support and expertise in preparing the requirements for technical data products and management data in conjunction with the requirements of specified functional area managers and the Data Requirements Review Board (DRRB).

1.2 Contract data requirements shall be listed on the OMB approved DD Form 1423, Contract Data Requirements List or its mechanized equivalent. Exceptions to this requirement are set forth in the DoD Federal Acquisition Regulation Supplement (DFARS) 227.475-1.

1.3 Data requirements identified in acquisitions shall be selected from those data item descriptions (DID) (DD Form 1664), military specifications or standards listed in Sections I, II, and III of the Acquisition Management Systems and Data Requirements Control List (AMSDL).

a. Cancelled DIDs listed in Section IV of the AMSDL shall not be used in any contract or acquisition program.

b. Superseded DIDs listed in Section IV of the AMSDL may be used only on contracts which are for follow-on procurement or modifications to existing data baselines developed to the superseded DIDs, when continuity of data format and content is required, in which case a copy of the superseded DID must be included in the solicitation/contract.

c. One-time DIDs may be developed when standard DIDs listed in the AMSDL will not provide the required data product. Approved one-time DIDs must be included in the solicitation/contract. Action shall be initiated simultaneously to develop and process a standard DID for those requirements which are expected to be recurring.

1.4 Tailoring shall be accomplished by deleting requirements (paragraphs, sentences, or words) from the data acquisition documents that are not needed or not applicable to the acquisition. Modifications, addenda, supplements, or other types of revisions to the data requirements of an approved data acquisition document are prohibited for use on contract. If the requirements of a data acquisition document need to be supplemented or modified, the document must be formally revised to incorporate the modified or added requirements (see 1.3.c above).

1.5 Only minimum essential data shall be procured in Command acquisitions. In follow-on contracts, special care shall be taken to preclude reordering data previously procured.

1.6 Formal DRRBs are required for acquisitions which are estimated to equal or exceed $5 million.

1.7 Contract data requirements for acquisitions shall be reviewed, validated, and approved in accordance with the criteria set forth in reference (b).

1.8 Only the signature of the Chairperson of the appropriate DRRB, designated alternate(s), or a certified data manager, as applicable, is authorized in the approval block of DD Forms 1423.

1.9 Modifications made to a previously approved exhibit will be made only with the concurrence of the original approval authority. Wholesale deletion of approved logistic data such as provisioning, engineering drawings and technical manuals (TM) due to cost considerations without concurrence of the functional area manager is prohibited.

1.10 In the planning process of an acquisition, for each phase of the life cycle, the data manager shall, at the earliest practical date, issue a data call for the submission of data requirements by all program participants.

1.11 All program offices within Command Headquarters and its shore activities that acquire data shall be supported by a certified data manager.

1.12 Data shall be purchased in the contractor's format whenever it is determined that the contractor's format will be adequate for the intended use.

1.13 DFARS Subpart 204.71 prescribes procedures for establishing all items of supplies and services set forth in contracts and related documents. This subpart shall be followed in the establishment of lines and sublines for data.

1.14 All data managers shall be certified.

1.15 Command directorates and shore activities shall provide written procedures and guidance to subordinates to implement the policy of this instruction.

SECTION 2

RESPONSIBILITIES

2.1 Naval Sea Systems Command Headquarters

a. Deputy Chief Engineer for Logistics (CHENG/L). The Deputy Chief Engineer For Logistics is responsible for providing executive direction for the Command Data Management Program and approving authority levels for directorate Data Requirements Review Boards (DRRB).

b. Director, Technical Data Division (CEL-TD). The Director, Technical Data Division provides for program management and oversight, and is responsible for:

(1) Establishing and administering Command data management policies, procedures, criteria, and guidance.

(2) Coordinating approval levels for directorate DRRBs. In general, data managers can obtain approval up to $5 million, directorate DRRBs can obtain approval for first-time buys limited to $20 million with follow-on buys unlimited.

(3) Developing, maintaining, and issuing the Data Management Program Operations and Procedures Manual, reference (b).

(4) Presiding over the CHENG/L and Command DRRBs.

(5) Certifying all data managers and approve authority level.

(6) Maintaining and disseminating current listings of certified data managers, DRRB chairpersons, and other points of contact involved with data management.

(7) Developing a Data Management Improvement Program.

(8) Providing data management policy guidance to all directorate and shore activity DRRB chairpersons, their designated alternate(s), and data managers.

(9) Reviewing directorate and shore activity implementing procedures and monitoring DRRB activities; recommending changes if necessary.

(10) Reviewing qualifications of nominees and replacements to directorate and shore activity DRRBs.

(11) Administering the issuance and approval of all Data Item Descriptions (DID) for the Naval Sea Systems Command.

(12) Processing candidate DIDs for inclusion in the AMSDL.

(13) Conducting audits to determine the effectiveness of the NAVSEA Data Management Program and initiating corrective action as necessary. Unresolved policy issues and problems affecting logistics (i.e., deletion of data requirements because of cost) shall be referred to CHENG/L.

(14) Representing the Command at data management meetings and conferences with higher authority.

(15) Reviewing specifications and standards for appropriate statements of data requirements.

(16) Reviewing existing DIDs listed in the AMSDL for recommended cancellation due to obsolescence.

(17) Establishing a training program for Command Headquarters and shore activity data management personnel to ensure development of qualified data managers.

(18) Managing and directing the development of automation in support of data management within NAVSEA.

(19) Presiding over Data Management Working Groups, as necessary, to review and evaluate the status of the NAVSEA Data Management Program and to assist and provide guidance to directorate DRRBs.

c. Directorates

(1) Conforming to the requirements of this instruction and the Data Management Operation and Procedures Manual (reference (b)).

(2) The following organizations shall establish directorate DRRBs:

(a) Deputy Commander for Ship Design Engineering (SEA 05).

(b) Deputy Commander for Weapons and Combat Systems (SEA 06).

(c) Deputy Chief Engineer for Logistics (CHENG/L).

(d) Deputy Commander for Surface Combatants (SEA 91).

(e) Deputy Commander for Submarines (SEA 92).

(f) Deputy Commander for Amphibious, Auxiliary, Mine and Sealift (SEA 93).

(3) Forward written implementation documentation and procedures to CEL-TD for review and, if necessary, recommendation for change.

d. Directorate DRRBs. The directorate DRRB shall approve data requirements up to their approved level of authority.

e. Acquisition Managers. Each acquisition manager (SPM, PM, AM, LCM, ISEA, etc.) who generates procurement requests and contractual data requirements shall nominate an individual within that organization to be the data manager. The position may be full time or a collateral duty according to the needs of the organization. The nominee must be at least a GS-7 grade level and have at least one year of non-clerical, program office experience. Nominations shall be forwarded to CEL-TD who will certify data managers according to the procedures in reference (b).

f. Contracting Officers. Contracting Officers shall be responsible for:

(1) Accepting only those DD Forms 1423 which have an authorized DRRB chairperson, designated alternate, or a certified data manager signature in the approval block. CEL-TD will provide a list of approved DRRB chairperson and certified data managers to SEA 02 denoting their level of approval authority.

(2) Ensuring that each approved DD Form 1423 is included in the procurement instrument.

(3) Obtaining estimated prices for each Contract Line Item Number (CLIN) from the acquisition manager, whenever practicable.

(4) When practicable, requesting from contractors the actual cost for each DD Form 1423 exhibit line item in accordance with DFARS requirements.

2.2 Command Shore Activities. Shore activities are responsible for:

a. Conforming to the requirements of this instruction and the Data Management Operation and Procedures Manual (reference (b)).

b. Nomination of data managers to CEL-TD for certification in accordance with this instruction.

c. Establishment of an activity DRRB. Send a list of DRRB appointees and other data management points of contact to CEL-TD.

2.3 Data Managers. Data managers are responsible for:

a. Assisting PR preparers and acquisition managers within their respective organizations to identify data requirements to support program objectives.

b. Acting as the organizational focal point for all data management policies and procedures.

c. Conducting the data call.

d. Reviewing data requirements in PRs, RFPs, IFBs, solicitations or contracts. Certified data managers may approve the data requirements on acquisitions according to the level set forth in their certification letters.

e. Developing the Contract Data Requirements List (CDRL) based on the data call and coordination with the acquisition manager.

f. Establishing procedures to ascertain the actual receipt of the data and to ensure that all contractual data requirements have been met.

g. Evaluating, on a sampling basis, the effective use of data deliverables through interview of data recipients and reporting results to the program manager.

h. Maintaining records of DID usage in order to develop a list of DIDs applicable to acquisitions within their organization.

2.4 Functional Area Managers. Functional area managers such as configuration, reliability, training, engineering drawings and technical manuals identified in reference (b) are responsible for:

a. Maintaining a listing of up-to-date DIDs and source documents for use on Command acquisitions.

b. Identifying data requirements, DIDs and work statements in response to data calls.

c. Developing new DIDs and providing guidance to acquisition managers when modifying or issuing new policy requirements.

d. Providing analysis and recommendation on one-time and standard DID requirements.

e. Reviewing contracts and solicitations to ensure the establishment of appropriate CDRL exhibit lines, work statements, and CLINs to define technical data, technical manuals, and management data. When required:

(1) Document proposed changes or additions.

(2) Provide recommended tailoring of standard DIDs proposed for inclusion in the CDRL.

(3) Justify the need for additional requirements to the acquisition manager and DRRB, indicating the impact if not accommodated.