DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 9085.2B
Ser 04L3/035
13 Apr 01

NAVSEA INSTRUCTION 9085.2B

From: Commander, Naval Sea Systems Command

Subj: ENGINEERING DRAWING ACQUISITION AND LIFE-CYCLE MANAGEMENT POLICY AND RESPONSIBILITIES

Ref: (a) SECNAVINST 5510.36 - Department of the Navy (DON) Information Security Program (ISP) Regulation

(b) NAVSEAINST C5511.32 - Safeguarding of Naval Nuclear Propulsion Information (NNPI)

(c) DoD 5000.2-R - Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information Systems (MAIS) Acquisition Programs

(d) DoD 5010.12-M - Procedures for the Acquisition and Management of Technical Data

(e) DoD Program Manager's Integrated Digital Environment Guide, GSA # 23F9758H

(f) ASN (RD&A) Memorandum for Distribution, DON Policy on Digital Logistics Technical Data, dtd 2 Nov 99

(g) NAVSEA S0005-AE-PRO-010/EDM - Engineering Drawing Life-Cycle Management Process Manual

(h) DoDD 5200.28 - Security Requirements for Automated Information Systems (AISs)

(i) DoDI 5200.40 - DoD Information Technology Security Certification and Accreditation Process (DITSCAP)

(j) DoDD 5230.24 - Distribution Statements on Technical Documents

(k) NAVSEA ltr 9085 Ser 04L3/130 of 30 NOV 1998

1. Purpose. To promulgate policy and responsibilities for the acquisition and life-cycle management of engineering drawings and associated data within the Naval Sea Systems Command (NAVSEA).

2. Cancellation. This instruction supersedes NAVSEAINST 9085.2A and its enclosed manual of 1 February 1995.

3. Applicability and Scope

a. This instruction applies to the acquisition and life-cycle management of all engineering drawings and associated data acquired for or held by NAVSEA, including all sensitive and Naval Nuclear Propulsion Information (NNPI) (i.e., Not Releasable to Foreign Nationals (NOFORN)) drawings and associated data. Policy regarding the marking and handling of classified and unclassified drawings and associated data is contained in references (a) and (b).

b. This instruction also applies to the acquisition and life-cycle management of all engineering drawings and associated data acquired for or held by the Program Executive Officers (PEOs), Military Sealift Command (MSC), and the Department of Transportation (DoT) (e.g., U.S. Coast Guard) to the extent specified in written agreements between NAVSEA and those offices.

4. Discussion. Availability of correct and usable engineering drawings and associated data is essential to the acquisition and life-cycle maintenance, reprocurement, shipboard operations, repair and modernization of Navy ships and equipment. Reference (c) establishes the requirement that delivery of these items be specified in applicable major Defense contracts. References (d)/(e)/(f) and (g), respectively, provide supporting Department of Defense (DoD)/NAVSEA guidance and/or procedures for engineering drawing acquisition and life-cycle management.

5. Policy

a. Engineering drawings and associated data shall be acquired in accordance with the requirements of reference (b) and the guidance of references (d), (e), and (f).

b. To the extent practicable, engineering drawings and associated data shall be acquired and delivered in digital format which meets current DoD requirements as defined in references (d), (e), and (f). Reference (e) provides Integrated Digital Environment (IDE) guidance and can be accessed through the World Wide Web at: ide.dsmc.dsm.mil.

c. Engineering drawings and associated data shall be managed throughout their life cycle in accordance with the procedures of reference (g).

d. Digital data repositories shall be established and maintained to store, reproduce, distribute, and digitally back up engineering drawings and associated data in accordance with references (g), (h), and (i).

e. Data repositories and systems shall be certified and accredited to handle data to the proper classification and sensitivity level. For example, NNPI data will only be placed in data repositories and systems that are certified and accredited to handle this NOFORN data. Users should check with their local Information Security personnel to confirm that a system has been certified and accredited for NOFORN information. Questions related to the specific NOFORN protection requirements of reference (b) should be directed to NAVSEA 08.

f. All NAVSEA engineering drawings shall be stored in and distributed from repositories as listed in reference (g). Please note: System and Equipment Technical Manuals shall not functionally serve as the engineering drawing repository.

g. A central indexing system such as the Military Engineering Drawing Asset Locator System (MEDALS) shall be maintained in accordance with reference (g) to facilitate global researching, locating, and ordering engineering drawings from drawing repositories.

h. Engineering drawings which are intended to be used for reprocurement and/or operational purposes shall be accepted or approved; marked in accordance with references (a), (g), and (j); and maintained current throughout the life cycle of the applicable program.

i. A NAVSEA Continuity of Operations Plan (COOP) shall be developed and maintained in accordance with reference (h) for implementation by all engineering drawing repositories.

j. Drawing approval shall be accomplished with the original signature of a Government representative on the original drawing or via a serialized Government approval letter for Computer Aided Design (CAD) drawings, in accordance with reference (k) and as determined by the Program Manager.

6. Responsibilities

a. Program Managers (PMs)

(1) Ensure engineering drawing acquisition and life-cycle support is in accordance with the requirements of reference (c) and the guidance and procedures of references (a), (b), (d), (e), (f), and (g).

(2) Designate and task data maintenance support activities (e.g., Engineering Drawing Maintenance Activities (EDMAs)) to perform engineering drawing acquisition and/or maintenance, approval, management, distribution and quality assurance actions as described in references (d), (e), (f), and (g). Provide EDMAs the option to approve drawings via a serialized Government approval letter for Computer Aided Design (CAD) drawings, as determined by the PM. The approval block on the drawing shall include the typed name and activity code of the person who approved the drawing, and the serial number and date of the approving letter.

(3) Ensure engineering drawings which are intended to be used for reprocurement are appropriately annotated to indicate applicable acceptance or approval status. Ensure media used for delivery, distribution or reprocurement are also properly marked with the appropriate distribution statement in accordance with reference (j).

(4) As the data owner, designate a digital data repository to store, reproduce, distribute, and back up engineering drawings and associated data in accordance with references (a), (b), (g), (h), and (i). Ensure data repositories and systems are certified and accredited to handle data to the proper classification and sensitivity level, e.g., certifying and accrediting a repository to the NOFORN level for NNPI data.

(5) Task the data repository to implement the NAVSEA COOP in accordance with references (g), (h), and (i).

(6) Task the designated digital data repository to electronically submit engineering drawing index data for entry into the central locator indexing system in accordance with reference (g).

b. <u>NAVSEA 04L, Assistant Deputy Commander, Fleet Logistics Support</u>

(1) Develop and maintain engineering drawing policy and life-cycle management procedures.

(2) Perform liaison with other Navy and DoD Commands to ensure active participation in and compliance with other programs which may affect or be affected by the acquisition and life-cycle

management of ship or equipment engineering drawings by the Command and participating PEOs.

(3) Provide technical support and guidance regarding the requirements and procedures of this instruction.

(4) Assign and track all NAVSEA engineering drawing numbers as described in reference (g).

(5) Develop, maintain, and coordinate for issue a NAVSEA COOP in accordance with references (g) and (h).

c. Engineering Drawing Maintenance Activities

(1) To the extent tasked by the PM, provide engineering drawing and associated data acquisition support as described in references (c), (d), (e), and (f).

(2) To the extent tasked by the PM, provide engineering drawing and associated data life-cycle management support as described in reference (g).

(3) To the extent tasked by the PM, provide all engineering drawings, revisions, and associated data to the designated repository as identified in reference (g).

d. Engineering Drawing Repositories

(1) To the extent tasked by the PM, receive, store, back up digital files, reproduce, and distribute engineering drawings as described in references (g) and (h).

(2) To the extent tasked by the PM, electronically submit engineering drawing index data for entry into MEDALS and the Global Data Management System (GDMS) as described in reference (g).

(3) To the extent tasked by the PM, establish a process that details the methods used to implement the requirements of the NAVSEA COOP as described in reference (g).

e. Engineering Drawing User Activities

(1) Obtain engineering drawings and associated data in accordance with reference (g).

(2) Promptly report engineering drawing discrepancies to the data owner as described in reference (g).

7. Definitions

a. Engineering Drawing Maintenance Activity (EDMA). A Government or Industry activity, designated by the data owner, with primary responsibility for developing and/or performing maintenance of NAVSEA controlled drawings for designated shipboard systems or equipment. An EDMA is typically a ship class planning yard, In-Service Engineering Agent (ISEA), Life Cycle Manager (LCM), or a prime contractor performing under a production contract. EDMAs provide revised drawings to the designated repositories.

b. Repository. An activity responsible for storing, reproducing, and distributing engineering drawings in digital and non-digital formats. Repositories electronically submit engineering drawing index data for entry into MEDALS and GDMS.

G. P. NANOS, JR.

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