THE ASSISTANT SECRETARY OF THE NAVY
Research Development and Acquisition
1000 Navy Pentagon
Washington DC 20350-1000

OCT 2 3 2004

MEMORANDUM FOR DISTRIBUTION

Subj: DON POLICY ON DIGITAL PRODUCT/TECHNICAL DATA

Ref: (a) DEPSECDEF Memorandum, "Policy for the Transition to a
             Digital Environment for Acquisition Programs", 2 July 1999
        (b) USD (A&T) Management Reform Memorandum #2, "Moving to a Paper-free
             Contracting Process by January 1, 2000", 21 May 97 w/Addendum, 29 July 1997
        (c) USD (A&T) Memorandum, "Guidance for the Transition to a Digital
             Environment for Acquisition Programs", 15 July 1997
        (d) USD A&T Memorandum, "Transition to a Digital Environment for Acquisition
             Programs (Paperless Program Office)", 15 April 1999
        (e) SECNAVINST 5000.36, Department of the Navy Data Management and
             Interoperability, 1 November 2001
        (f) GENADMIN/CNO Washington DC/032300ZAPR2001, "Implementing the Web
             Enabled Navy"
        (g) Web-Enabled Navy Logistics Integration (WEN-L) Plan, June 2001
        (h) NAVAIR ltr Ser AIR-3.3/005, "Digital File Formats Required for Technical Data
             Repository and Distribution Management", 1 May 2003
        (i) DoD Directive 5230.24, Distribution Statements on Technical Documents, 18
             March 1987
        (j) SECNAVINST 5000.2B, "Implementation of Mandatory Procedures for Major
             and Non-major Defense Acquisition Programs and Major and Non-major
             Information Technology Acquisition Programs", 6 December 1996
        (k) DOD Directive 5000.1, "The Defense Acquisition System", 12 May 2003
        (l) DoD Memorandum on the DoD Information Technology Standards Registry
             (DISR), 15 July 2004; DoD CIO, USD AT&L, and JS
        (m) Joint Aeronautical Commanders Group, Strategy for Product Data Throughout the
             Life Cycle, 8 May 2002
        (n) DISA DIICOE, Version 3.1, Baseline Specifications, 29 April 1997
        (o) Global Information Grid, Overarching Policy, DoD Directive 8100.1, 19 Sept
             2002
        (p) ASN RDA Memorandum on Summary of FORCEnet EXCOM, 19 February
             2004, ASN RDA
        (q) SECNAVINST 4105.1A, Independent Logistics Assessment (ILA) and
             Certification Requirements
        (r) DON Independent Logistic Assessment Handbook, NAVSO P-3692, December
             2003

        This memorandum updates existing DoN Policy for Digital Product/Technical Data.
New business practices relying on the use of digital methodologies and products have generated
significant cost savings, reduced process cycle times and expanded capability for

interoperability. References (a) through (d) set corporate goals for digital operations within the Department of Defense (DoD). Reference (e) defines the Department of the Navy (DoN) requirements for management, interoperability, authoritative sources and technical change authority of DoN data. Reference (f) established Task Force Web to implement Navy web enablement. Reference (g) describes the Navy's strategy for Web-Enabled Navy Logistics (WEN-L) for digital data. This memorandum better aligns current policy with references (e), (f) and (g) as well as with major command objectives in reference (h). These references express goals for an interoperable digital logistics product/technical data environment to improve warfighter support and reduce the life cycle system management cost of DoN systems.

To achieve the goals and benefits of digital operations and WEN-L, Program Executive Officers (PEOs), Direct Reporting Program Managers (DRPMs), Systems Command (SYSCOM) Commanders and Program Managers (PMs) shall establish an Integrated Digital Data Environment (IDDE) encompassing their entire organization. PEOs, DRPMs, SYSCOMs and PMs will procure all product/technical data in attachment (1) digital formats and ensure product model data meets ISO/STEP requirements specified in attachment (1). Procuring activities shall:

1. For contracts awarded after 1 January 2005, plan, procure and accept delivery of product/technical data only in digital formats specified by attachment (1). In cases where the acquisition strategy requires access only to technical data (such as Performance Based Logistics (PBL) contracts), procuring activities must ensure product/technical data is developed in accordance with attachment (1);

2. For contracts awarded prior to 1 January 2005 as well as existing contracts, establish and submit plans to ASN (RD&A) - (DASN Logistics) outlining timelines to modify contracts to require delivery of (or access to) digital data in accordance with attachment (1) formats. These plans shall be submitted by 31 December 2004, and address the timing of necessary contract modifications to ensure only digital data be delivered to the government after 31 December 2005. If initial planning and analysis indicate it would be cost prohibitive to modify existing contracts, a detailed BCA shall be conducted to document all costs associated with the decision. Should the BCA indicate it would not be cost effective to convert existing data, a waiver letter shall be prepared and forwarded to ASN (RD&A) - (DASN Logistics) for approval. The original BCA shall be retained by the program office;

3. For legacy data, prepare abbreviated BCAs to assess the cost effectiveness of converting existing hard copy data or data not in compliance with the digital formats specified in attachment (1). The results of the BCAs should be reported to ASN (RD&A) - (DASN Logistics) no later than 28 February 2005 and a copy of the

analysis retained by the Program Office. Programs having BCAs indicating conversion of legacy data would be cost effective should prepare and submit conversion schedules and plans no later than 31 December 2005.

4. Provide for appropriate protection of digital data and ensure that all product/technical data is properly marked (meta-data) for distribution in accordance with reference (i); and

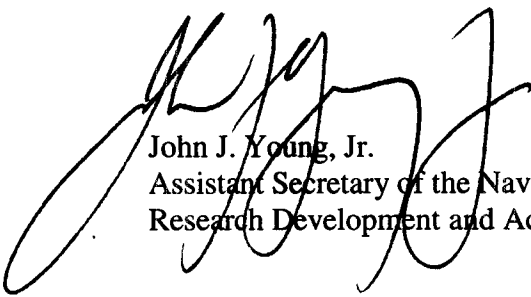5. Apply business and process analyses to IDDE digital improvements.

Attachment (1) provides specific guidance on the acquisition, conversion and access to digital product/technical data. This guidance enables the DoN to comply with paragraph 3.3.4.5 of reference (j) and paragraphs E1.10 and E1.13 of reference (k). Infrastructure, standards and tools will be compliant with the DoD Information Technology Standards Registry (DISR), reference (l) (formerly the DOD Joint Technical Architecture); the Joint Aeronautical Commanders Group Strategy for Product Data Throughout the Life Cycle, reference (m); when required, the Defense Information Infrastructure Common Operating Environment, reference (n); the DoD Global Information Grid, reference (o), and with the FORCEnet architecture and standards resulting from reference (p).

This policy does not prohibit the reproduction of digital data in hardcopy formats where needed to meet specific needs, as in the use of large schematics or foldout drawings. This policy also does not apply to the acquisition of proprietary data that is available only in hardcopy. (See Sections 5 and 7 of attachment (1))

For all Acquisition Category (ACAT) programs, compliance with this policy will be assessed prior to major milestone reviews and throughout the acquisition process as required by references (q) and (r).

This above policy is effective immediately and will be incorporated in subsequent revisions to SECNAVINST 5000.2 series.

Additional information or questions relating to this policy should be directed to my action officer within DASN Logistics, Mr. Chuck Silva, at (703) 697-4063 or e-mail charles.silva1@navy.mil.

John J. Young, Jr.
Assistant Secretary of the Navy
Research Development and Acquisition

Attachment:
1. Guidance on Acquisition & Conversion of Product/Technical Data to Digital Form, Rev 1

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