



DEPARTMENT OF THE NAVY
NAVAL INVENTORY CONTROL POINT
700 ROBBINS AVENUE 5450 CARLISLE PIKE - PO BOX 2020
PHILADELPHIA PA 19111-5098 MECHANICSBURG PA 17055-0788

COM & FTS (717) 605-6654
DSN & EXT 605-6654
FAX # 6922

IN REPLY REFER TO:

NAVICPINST 4420.170P

845/DWE

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NAVICP INSTRUCTION 4420.170P

From: Commander

Subj: GUIDELINES FOR THE LEVEL I/SUBSAFE AND DEEP SUBMERGENCE
SYSTEMS PROGRAM STOCK PROGRAMS

- Ref:
- (a) NAVSUP/NAVSEAINST 4440.16 - Level I/SUBSAFE (LI/SS) Stock Program
 - (b) Naval Sea Systems Command And Ships Parts Control Center Logistics Support Plan For The Deep Submergence Systems Program SER: PMS395A/174 dtd 24 Sep 1990
 - (c) NAVSEA SUBSAFEGRAM 81A dtd 27 Jan 03
 - (d) NAVSEA 0924-062-0010 - Submarine Safety (SUBSAFE) Requirements Manual
 - (e) NAVSEA 0948-LP-045-7010 - Material Control Standard (Non-Nuclear)
 - (f) NAVSEA SS800-AG-MAN-010/P-9290 - System Certification Procedures and Criteria Manual for Deep Submergence Systems
 - (g) NAVICPINST 4855.1 - Level I/SUBSAFE and Deep Submergence Systems Program Procurement Quality Assurance Program
 - (h) NAVSEA Manual 0948-LP-103-6010 - LI/SS Stock Program Catalog
 - (i) NAVICPINST 4355.5 - Level I/SUBSAFE Stock Program Material Procedures
 - (j) Uniform Industrial Process Instruction No. 0810-902
 - (k) NAVSEASYS COM ltr of 17 Jan 02 Ser 92TC1/003; Subj: Material Control Markings For Corporate Component Repair Assets
 - (l) NAVICP ltr Ser 845/088 of 4 Mar 02; Subj: Movement of Unmarked "F" Condition Level I CCRP Material
 - (m) NAVICPINST 4030.10 - Packaging, Packing, and Marking of Level I/SUBSAFE (Submarine Safety Certification) Program Items
 - (n) NAVICP/NAVSEALOGCENINST 9000.1 - Level I/SUBSAFE Stock Program Material Configuration Management (MIL-STD-973) Requirements
 - (o) NAVICP/NAVSEALOGCEN Memorandum of Understanding (MOU)

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for the Level I/SUBSAFE (LI/SS) Engineering Information System (EIS), Engineering Referral Tracking System Module (ER Track)

- (p) NAVICP/NAVSEALOGCEN Memorandum of Understanding (MOU) for Quality Assurance Review of Level I/SUBSAFE (LI/SS) Procurement Specifications

- Encl:
- (1) Abbreviations, Acronyms and Definitions
 - (2) LI/SS/DSSP Special Material Identification Codes (SMICs)
 - (3) Corporate Component Repair Program (CCRP) Charter
 - (4) Inventory Management Division (8451) Responsibilities and Procedures
 - (5) Provisioning and Technical Support Division (8453) Responsibilities and Procedures
 - (6) LI/SS/DSSP Personnel Training

1. **Purpose.** To provide guidelines for the support of the Level I/SUBSAFE (LI/SS) and Deep Submergence Systems Program (DSSP) Stock Programs.

2. **Cancellation.** NAVICP Instruction 4420.170N, LI/SS Operating Instruction #1, DSSP Operating Instruction #2 and DSSP Operating Instruction #3 in their entirety.

3. **Summary of Changes.** This revision incorporates significant changes and requires a thorough review by all participants involved in the LI/SS and DSSP Programs.

4. **Background.** The LI/SS/DSSP Department (Code 845) within the Submarine Support Directorate at NAVICP is responsible for the coordination and implementation of the LI/SS/DSSP Stock Programs.

a. The SUBSAFE Program was created as a result of the sinking of the USS THRESHER (SSN 593) on 10 April 1963 with the loss of all hands. The program was designated as nationally vital by the Assistant Secretary of Defense (Installation and Logistics) in 1968 and is of major importance to the logistics and operating submarine forces of the Navy.

b. The DSSP Stock Program was established in 1966 by the order of the Secretary of the Navy and is of major importance to the submarine forces of the Navy.

5. **General.** This instruction provides specialized or unique processing requirements for provisioning, technical, cataloging, inventory management, purchase and Quality Assurance associated

with the LI/SS/DSSP Stock Programs as assigned to NAVICP by references (a) and (b).

a. Enclosure (1) provides a list of abbreviations, acronyms and definitions used in this instruction.

b. Enclosure (2) provides LI/SS/DSSP material SMIC Code definitions.

c. Per reference (c), SMIC SS has been converted to LI and SMIC SB has been converted to C1. Although NAVICP has removed SMICs SS and SB from automated cataloging records, physical assets will not be remarked, so SMICs SS and SB markings will continue to be seen on material in storage until current assets are depleted.

6. **Responsibilities**

a. LI/SS/DSSP Department (Code 845)

(1) Serve as the NAVICP SUBSAFE Program Director (SSPD) with duties as defined in reference (d).

(2) Serve as the NAVICP LI/SS/DSSP Program Manager and perform Program Management for NAVSUP.

(3) Provide guidance, coordinate action and act as the focal point for internal and external policy as it relates to the LI/SS/DSSP Stock Programs.

(4) Provide components, assemblies, repair parts and consumable items of requisite quality to support references (d) through (f).

(5) Ensure compliance with NAVSEA generated changes to references (d) through (f).

(6) Maintain stock levels to meet the established Chief of Naval Operations goal of 85 percent SMA.

(7) Coordinate attendance and participation in contractor surveys, program reviews, internal and external audits, meetings and workshops.

(8) Develop and maintain instructions for internal and external processing requirements for LI/SS/DSSP Stock Programs material.

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(9) Establish and maintain liaison with NAVSUP, NAVSEA, DLA, DCMA and other agencies, as required, to resolve problems or discrepancies requiring higher authority decision and to improve the effectiveness of the program.

(10) Conduct internal and external LI/SS/DSSP training as required.

(11) Process LI/SS/DSSP discrepancy reports per reference (g).

(12) Process LI/SS/DSSP requirements for procurements and repairs.

(13) Maintain the LI/SS Stock Program Catalog (reference (h)).

(14) Serve as the central point of contact for processing deviation and waiver referrals.

(15) Coordinate all inventory management operations for LI CCRP items in accordance with references (i) through (l) and as discussed in enclosure (3).

(16) Coordinate all technical, provisioning and quality assurance for LI TRIPER and LI CARPER programs.

(17) Provide monthly status of the LI/SS/DSSP Stock Programs to the NAVICP Director of Submarine Support (Code 84).

b. LI/SS/DSSP Inventory Management Division (Code 8451)

(1) Maintain and coordinate all inventory management operations for LI/SS/DSSP Stock.

(2) Code 8451 responsibilities and procedures are outlined in enclosure (4).

c. LI/SS/DSSP Quality Assurance and Training Division (Code 8452)

(1) Assure, maintain and coordinate product quality for all LI/SS/DSSP Stock Programs material in accordance with references (d) through (f).

(2) Develop an annual LI/SS/DSSP training plan and maintain personnel training records documenting compliance.

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(3) Code 8452 responsibilities and procedures are outlined in reference (g).

d. LI/SS/DSSP Provisioning and Technical Support Division (Code 8453)

(1) Maintain the overall provisioning and technical management functions related to life-cycle support of LI/SS/DSSP Stock Programs components, secondary item spares and repair parts.

(2) Code 8453 responsibilities and procedures are outlined in enclosure (5).

e. Submarine Systems Logistics Support Department (Code 842)

(1) All LI/DSSP provisioning will be accomplished in accordance with enclosure (5).

(2) Non-LI/SS/DSSP Stock Program NICN/NSNs will not be upgraded to LI/SS/DSSP Stock Program NICN/NSNs.

(3) LI/SS/DSSP Stock Program NICN/NSNs may be downgraded (by removal of the SMIC, change to a lower level SMIC or change to a non-LI/SS/DSSP Stock Program SMIC) if action is coordinated with Code 845.

(4) Responsible for LI TRIPER item management functions.

f. Maritime Industrial Support Department (Code 843)

(1) Review SMS and SHIPALT Bills of Material to determine LI/SS/DSSP applicability for nonstandard requirements using enclosure (6) for guidance.

(2) Forward LI/SS/DSSP system and component PTDs to Code 8453.

(3) Coordinate with Code 8453 to ensure accurate and complete technical/logistical support is provided for LI/SS/DSSP systems.

g. Nuclear Reactors Support Determination Department (Code 872)

(1) Utilize enclosure (5) when provisioning non-nuclear LI material.

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(2) Coordinate with Code 8453 to ensure accurate and complete technical/logistical support is provided for non-nuclear LI/SS systems.

h. Weapons Systems Support Department (Code 058)

(1) Review exceptions in PTD, ACRs, CFBRs, SMS, and SHIPALT Bills of Material to determine LI/SS applicability using enclosure (5) for guidance.

(2) All LI/SS changes must be forwarded to Code 8453 for action and resolution.

(3) Responsible for LI CARPER item management functions.

i. Pollution Prevention and Packaging, Handling, Storage and Transportation Division (Code 0772)

(1) Provide technical packaging assistance to NAVICP Code 02, NAVICP 84 and NAVSEALOGCEN as required.

(2) Take action on all preservation, packaging, packing and marking issues for LI/SS SMIC L1/S1/C1 and DSSP SMIC D4/DG/DO/DS material.

(3) Review and help resolve packaging problems concerning NAVICP contracts.

(4) Review reference (m) annually and coordinate revisions as required with field activities, NAVSEA and NAVICP Code 845.

j. LI/DSSP Contracting Division (Code 0243), Casualty Report Contracting Division (Code 0241) and Submarine Support Contracting Division (Code 846)

(1) Issue and administer LI/SS/DSSP Stock Program contracts and purchase orders. NAVICP Code 0243 has responsibility for LI and SOC DSSP contracts.

(2) NAVICP Code 846 has responsibility for non-SOC DSSP contracts.

(3) When processing LI/SS Stock Program requisitions, material shall be shipped to PNS for receipt inspection, testing and certification.

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(4) All folders, purchase orders, contracts and contract modifications will be stamped "Level I" for SMICs L1/S1/C1.

(5) All folders, purchase orders, contracts and contract modifications will be stamped "DSSP" for SMICs D4/DG/DO/DS.

(6) Codes 0241 and 0243 will issue Request for Quotations (RFQs) and Request for Proposals (RFPs). Contracts/purchase orders will be awarded only to contractors who meet the requirements of MIL-I-45208A or other inspection system/quality programs approved by Code 845. The contractor's inspection system must include LI/DSSP traceability requirements.

(7) LI/SS waivers and deviations will be processed in accordance with reference (n).

(8) DSSP waivers and deviations will be processed in accordance with enclosure (5).

(9) LI/SS/DSSP waivers and deviations for packaging requirements will be coordinated with the Pollution Prevention and Packaging, Handling, Storage and Transportation Division (Code 0772).

(10) Forward LI/SS/DSSP Stock Program discrepancy reports to NAVICP Code 8452 per reference (g).

(11) Utilize internal and external contractor performance data during the procurement source selection process.

(12) Attend internal and external meetings and conferences as coordinated by Codes 845 and 024.

k. All Departments/Divisions

(1) Refer all LI/SS/DSSP Stock Programs policy matters to Code 845.

(2) Conduct/attend training as required for individuals involved in the LI/SS/DSSP Stock Programs as outlined in enclosure (6).

(3) Develop and maintain operating procedures for internal processing of LI/SS/DSSP Stock Programs material.

(4) Process LI/SS/DSSP engineering referrals in accordance with reference (o).

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(5) Process LI/SS/DSSP purchase referrals in accordance with reference (p).

7. **Maintenance/Procedural Responsibilities**

a. The maintenance responsibility for this instruction is assigned to the LI/SS/DSSP Department (Code 845) of NAVICP.

b. Procedural responsibility is assigned to Critical Requirements Contracting Department (Code 024), Weapons Systems Support Department (Code 058), Pollution Prevention and Packaging, Handling, Storage and Transportation Division (Code 0772), Submarine Systems Logistics Support Department (Code 842), Maritime Industrial Support Department (Code 843), Submarine Support Contracting Division (Code 846) and Nuclear Reactors Support Determination Department (Code 872).



G. L. PERKINS, JR.
By direction

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NAVSEALOGCEN (05313)

ABBREVIATIONS, ACRONYMS AND DEFINITIONS

ACR - Allowance Change Request
AEC - Advance Engineering Change
AIMS - Action Item Management System
ALT - Administrative Lead Time
APL - Allowance Parts List
ATIS - Advanced Technical Information System
CAGE - Comercial and Government Entity
CARPER - Carrier Planned Equipment Replacement Program
CASREP - Casualty Report
CCRP - Corporate Component Repair Program
CDF - Consolidated Data File
CDRL - Contract Data Requirement List
CFBR - COSAL Feedback Report
CHC - Contractor History Card
CHF - Contractor History File
CID - Component Identification Number
CITIS - Contractor Integrated Technical Information System
CMLSA - Configuration Management Logistics Support Action
COSAL - Consolidated Shipboard Allowance List
CUNER - Consumable Use Not Equipment Related
DCMA - Defense Contract Management Agency
DEN - Data Element Number
DFS - Departure From Specification
DICI - Due In Committed Inapplicable
DIIP - Defense Inactive Item Program
DILS - Due In Long Supply
DLA - Defense Logistics Agency
DLR - Depot Level Repairable
DLSC - Defense Logistics Services Center
DOP - Designated Overhaul Point
DRIPR - Disposal, Redistribution, Issue, Procurement and
Repair Code
DRN - Drawing Revision Notice
DSRV - Deep Submergence Rescue Vehicle
DSS - Deep Submergence System
DSSP - Deep Submergence Systems Program
DT - Due-In Termination
EIS - Engineering Information System
EP - Emergency Procedure
EXCOM - Executive Committee
FCFBR - Fleet Cosal Feedback Report
FISC - Fleet and Industrial Supply Center
FMS - Foreign Military Sales
FMT - Files Maintenance Tool
HSC - Hardware System Command

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ICAPS - Integrated Computer Assisted Provisioning System
ICR - Item Control Recommendation
IM - Inventory Manager
IMC - Item Management Code
IMEC - Item Military Essentiality Code
IMTK - Inventory Manager Tool Kit
ISEA - In-Service Engineering Activity
ITIMP - Integrated Technical Item Management and
Procurement
JEDMICS - Joint Engineering Data Management Information
Control System
LI/SS - Level I/SUBSAFE
LOE - Level of Essentiality
LRC - Local Routing Code
MCD - Material Control Division
MDF - Master Data File
MIC - Material Identification Code
MOU - Memorandum Of Understanding
MRC - Maintenance Requirement Card
NAVICP - Naval Inventory Control Point
NAVSEA - Naval Sea Systems Command
NAVSEALOGCEN - Naval Sea Logistics Center
NAVSSES - Naval Ship Systems Engineering Station
NAVSUP - Naval Supply Systems Command
NDT - Non-Destructive Testing
NFFI - Not Fit For Issue
NICN - Navy Item Control Number
NIIN - Navy Item Identification Number
NRFI - Not ready For Issue
NSN - National Stock Number
NSO - Numerical Stockage Objective
NSWCDD - Naval Surface Warfare Center, Carderock Division
NSY - Naval Shipyards
OBRP - On Board Repair Part
OP - Operating Procedure
ORSI - Organizational Routing/Sender's Identification
PARM - Participating Manager
PBP - Pressure Boundary Parts
PCLT - Procurement Lead-time
PM - Program Manager
PMS - Program Manager Support
PNS - Portsmouth Naval Shipyard
PPR - Planned Program Requirement
PR - Purchase Request
PTD - Provisioning Technical Data
PSIG - Pounds Per Square Inch Gage
QA - Quality Assurance

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QAS - Quality Assurance Specialist
QDR - Quality Deficiency Report
OQE - Objective Quality Evidence
QALI - Quality Assurance Letter of Instruction
RDRT - Repository Data Research Tool
RFI - Ready For Issue
RFP - Request For Proposal
RFQ - Request For Quote
RIA - Receipt Inspection Activity
RIC - Repairable Item Code
RISIC - Rubber Insert Sound Isolation Coupling
RTV - Return To Vendor
SDR - Supply Demand Review
SDI - Ships Drawing Index
SHIPALT - Ship Alteration
SLSP - SUBSAFE Level I Stock Program
SMA - Supply Material Availability
SMIC - Special Material Identification Activity
SM&R - Source Maintenance and Recoverability
SMS - Submarine Maintenance Standards
SNAP - Shipboard Non-Tactical Automated Data Processing
Program
SOC - Scope Of Certification
SSR - Supply Support Request
SSWG - Submarine SUBSAFE Working Group
SUBSAFE - Submarine Safety Certification Program
SUBMEPP - Submarine Maintenance Engineering Planning and
Procurement
SUPSHIPS - Supervisor of Shipbuilding
SYSCOM - System Command
TDP - Technical Data Package
TRF - Technical Reference File
TSA - Technical Support Activity
UIC - Unit Identification Code
TRIPER - TRIDENT Planned Equipment Replacement Program
TYCOM - Type Commander
WLF - Work Load Forecast
WSF - Weapon System File

Definitions

QA - Quality Assurance is comprised of the planning and systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical and drawing requirements.

LI/SS - Level I/SUBSAFE is comprised of those systems, subsystems, components and associated maintenance and operating procedures required to ensure the safety and well being of submarine personnel.

SOC - Scope of Certification is comprised of those systems, subsystems, components and associated maintenance and operating procedures required to ensure the safety and well being of DSSP personnel.

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LI/SS/DSSP Special Material Identification Codes (SMICs)1. Level I Stock Program SMICs and their definitions.

L1 - (Level I). An item that supports either a SUBSAFE Boundary or Level I system and has undergone the extreme material control/quality assurance techniques which provide OQE of acceptance for appropriate application. Each item has certification papers (or special markings which provide traceability to the certification) which provide pedigree for its chemical and physical properties, provide traceability to manufacturer, contract list and lot, and document the OQE/test requirements applied to the item.

C1 - (Level I Oxygen Cleaned). Items require MIL-STD-1330 special cleaning and packaging for oxygen/nitrogen service and also meet the requirements of Level I material.

S1 - (Surface Level I). Fossil Fueled Surface Ship Main Steam System unique items that also meet the requirements of Level I material.

2. Non-LI SMICs. The following non-Level I SMICs are technically and quality assurance supported and managed by the LI/SS Stock Programs. Components/piece parts assigned these SMICs are determined by NAVSEA/NAVSEALOGCEN and imposed by NAVSEA/NAVICP-M decision sheets and NAVSEA letters SS/9480 Ser 6153E13-2190 of 9 October 1967, SS/9480 Ser 6153-2812 of 11 December 1967 and 6153G:JEK:1B 9480 Ser 439 of 23 April 1969 (Ball and Seats); NAVSEA letter 6101G/JLM Ser 17 of 8 March 1976 (Hose Fittings above two inches); and NAVSEA letter Ser 564D/42 of 22 April 1986 (Pumps).

Q3. Items that support a Level I or SUBSAFE critical component/system and have undergone quality assurance during the acquisition process. Q3 SMIC invokes chemical and mechanical certifications traceable to the heat code permanently marked on the material. Q3 also invokes cognizant DCMA element inspection/acceptance of the certification(s)/software, with one copy of the certification(s)/software forwarded to NAVICP Contracting officer (NAVICP Code 0243) as part of the applicable contract. Q3 SMIC coded material is not receipt inspected or MIC marked by the receipt inspection activity.

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VG - (Q3 Oxygen Cleaned). An item that requires MIL-STD-1330 special cleaning and packaging for oxygen/hydrogen services in addition to meeting all SMIC Q3 requirements.

3. DSSP Stock Program SMICs and their definitions.

D4. An item that supports deep submergence systems and have undergone the extreme material control/quality assurance techniques that provide objective quality evidence of its acceptance for appropriate application. Each item has certification papers (that pedigree its material and physical properties) or a tag stating where certification papers are on file, provide traceability to the manufacturer, contract list and/or lot, and document the objective quality evidence requirements to the item.

DO. An oxygen/hydrogen cleaned item that supports deep submergence systems and have undergone the extreme material control/quality assurance techniques that provide objective quality evidence of its acceptance for appropriate application. Each item has certification papers (that pedigree its material and physical properties) or a tag stating where certification papers are on file, provide traceability to the manufacturer, contract list and/or lot, and document the objective quality evidence requirements to the item.

DG. An item that requires special cleaning and packaging for oxygen/hydrogen service (valves, piping systems and generators).

DS. A Deep Submergence item.

Note: Provisioning support for NAVSEA PMS395 platforms is assigned to NAVICP Code 845. Reference (b) provides guidance for provisioning of DSSP material.

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Corporate Component Repair Program (CCRP) Charter

1. The CCRP was developed to support the 688 Class Submarine Overhaul Program. The items identified for inclusion in CCRP are critical to the timely completion of the 688 Class Overhauls. Because these assets are not repaired and/or handled using the traditional "ship to shop" overhaul methods and because many CCRP items are Level I, special procedures that apply only to CCRP assets have been established and are included in references (i) through (l) of this instruction.

2. The material stocked and managed under the CCRP is identified by NSNs and NICNs annotated with the following LRCs: WV2, WV3, WV5, WV6 and WW.

3. Level I "F" condition CCRP assets may be received into the supply system without a Material Identification Code (MIC) number per reference (i). The associated shipping document (DD-1348) for this material shall be marked with "NO MIC AVAILABLE" and the shipping container(s) shall be clearly stamped with both "LEVEL I" and "CCRP".

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Inventory Management Division (Code 8451) Responsibilities and Procedures

Attachments: A LI/SS High Priority Requisition Processing Guidelines
B Disposal Guidelines
C Defense Inactive Item Program (DIIP) Guidelines
D Contract Status Guidelines
E Extra Fastener Procurement Guidelines
F Minimum Dollar Value Procurement Guidelines
G FMS Requisition Guidelines
H Processing LI/SS Terminations
I LI/SS DLR MIC Traceability Verification at PNS

1. Responsibilities

a. Responsible for all inventory management matters for LI/SS and DSSP Stock Program material (SMICs: L1, C1, S1, Q3, VG, D4, DO, DG and DS).

b. Process requisitions received from fleet and ashore customers. Attachment A provides guidance for processing LI/SS high priority requisitions.

c. Determine material procurement and repair requirements using Supply Demand Review (SDR) and Workload Forecasting (WLF).

d. Monitor inventory management accuracy for Levels Setting and Stratification.

e. Ensure commodity budget adequacy and initiate timely material acquisition for programmed requirements. Perform semi-annual Stratification reviews.

f. Expedite procurement and LI/SS Stock Program receipt inspection to ensure timely delivery of material.

g. Review activity stock position and distribute material to support activity requirements.

h. Provide disposition instructions for turn-in and re-inspection of LI/SS Stock Program material.

i. Provide disposition instructions to field activities reporting excess stocks and initiate disposal actions for obsolete or excess wholesale material. Attachment B provides

guidelines for processing disposal of LI/SS material.

j. Coordinate and participate in the evaluation and resolution of LI/SS/DSSP Stock Program Quality Deficiency Reports (QDRs).

k. Manage resolution of suspended material (Condition Codes "J", "K" and "L").

l. Maintain proper inventory levels for established items at the stock points identified in reference (i).

m. When initiating procurement with SDR, ensure LI/SS Stock Program material is consigned only to PNS (NHZ). Spot buys will be consigned as stated above (with transshipment to the end user following certification by PNS). Exceptions may include heavy or bulky items that are joint source inspected by PNS personnel at the vendor's facility.

n. Ensure NSO quantity of one is loaded on all DSSP stocked items managed by NAVICP. This action is necessary to ensure a constant reorder level of one for each item.

o. Maintain the integrity of LI/SS/DSSP Stock Program material.

(1) Identify recalled, defective or non-conforming material in the Master Data File (MDF) and other files when notified by NAVICP Code 8452.

(2) Ensure DENs pertinent to LI/SS/DSSP Stock Programs are maintained to highlight and prevent issue or release of material without prior approval.

(3) Ensure all DSSP items are in the Vulnerable NIIN Program allowing only authorized users access to DSSP material.

(4) Review LI/SS/DSSP items for disposal following guidance outlined in Attachment B.

p. Prioritize the receipt inspections at the receipt inspection activity on a quarterly basis and as needed to support critical requirements. Use projected readiness impact or other criticality factors to prioritize on a NIIN basis.

q. Attachment C provides guidance for processing candidates for the Defense Inactive Item Program (DIIP).

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r. Attachment D provides guidance for contacting contractors for contract status.

2. Procedures

a. General. The basic functions of inventory management are requirements determination, initiation of procurement or repair, allocation/redistribution/storage of material and disposal of excess stocks. The Inventory Management Division (Code 8451) is responsible for the acquisition of replenishment stock of LI/SS and DSSP items and components necessary to provide systems support of fleet requirements on a worldwide basis. To provide effective fleet support LI/SS material shall be positioned at Stocking Points listed in reference (i). Level I/SS Stock Program items managed are assigned SMICs L1, C1, S1, Q3 and VG. DSSP Stock Program items managed are assigned SMICs D4, DO, DG and DS.

b. Requirements Determination

(1) Supply Demand Review (SDR), scheduled monthly, will be conducted utilizing the IMTK. Priority sequence of item review will be based on dollar value of procurement recommendations, with the highest dollar value procurement recommendations being reviewed first. SDR recommendations are reviewed by the Item Manager for procurement, termination and redistribution. Repair requirements are reviewed by the Item Manager via quarterly Workload Forecasts (WLFs) and bi-weekly B08 Repair Reviews. Guidelines for SDR processing are provided in SPCCINTINST 4400.62.

(a) Attachment E provides guidance for procuring extra fasteners for testing.

(b) Attachment F provides guidance for processing minimum dollar value items procurements.

(2) For procurements required as a result of a SDR recommendation, material with SMICs L1, C1 and S1 will be allocated only to PNS (routing identifier NHZ).

(3) For procurements required as a result of a SDR recommendation, material with SMICs Q3, VG, D4, DO, DG and DS may be allocated to Stock Points listed in reference (i).

(4) Approval authority guidance and thresholds for high

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dollar procurements are provided in SPCCINST 4400.62. Thresholds also apply to termination and disposal actions.

c. Stratification

(1) Stratification is a matching of assets to requirements to determine funding requirements for future NAVICP budgets. It is used as a basic tool for budget development to determine the readiness position of the supply system and to identify assets in excess of requirements. Guidelines for Stratification are provided in NAVICPINST 4440.458.

(2) The Tier II STRAT Application shall be utilized to work Stratification. Data will be loaded into the STRAT for items in the following categories based on the dollar value review parameters established each STRAT cycle:

- (a) Total Assets.
- (b) Total Requirements.
- (c) Procurement Deficits.
- (d) Repair deficits.
- (e) Long Supply.
 - 1. Due-In Committed Inapplicable (DICI).
 - 2. Due-In Long Supply (DILS).
 - 3. Repair.
 - 4. On Hand Long Supply (Excess)

As the list above indicates, there are several categories for which STRAT data is obtained, but the major concentration by the Item Managers is in the Long Supply category, particularly DICI and DILS. The major purpose of the STRAT Review is to bring requirements and assets into balance. The IM must do a thorough review of each item, starting with the highest dollar item and working down. All requirements and assets (RFI, NRFI and Due-In) must be reviewed to determine if any actions or changes are required. When making changes in STRAT, the Item Manager must be careful to input data using the proper parameters (i.e. change only for the STRAT tape or is the change also required for the live files).

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(3) Stratification Checklist. The following checklist is provided to assist Item Managers during Stratification review. The list is not meant to be all-inclusive, but highlights some of the major contributors to STRAT imbalance.

- (a) Administrative Lead-time validated.
- (b) Production Lead-time validated.
- (c) Quarterly Demand validated.
- (d) Dues (contracts and PRs) validated.
- (e) NRFI assets stratified properly (applicable vs. non-applicable).
- (f) Unit Price (standard and replacement price) validated.
- (g) Required changes have been made to the STRAT Tape and, if required, live file.
- (h) Backorders validated.
- (i) For low demand, high cost items, review BRF X P/Pop to compare with quarterly demand.
- (j) Cancellation action taken for buys.

d. Requisition Processing

(1) U.S. Navy requisitions received from fleet ships, shipyards, LI/SS stocking activities and other users should be processed following reference (i).

Processing Stock Requisitions. When a stock requisition (i.e. Fund Code 26) is received, ensure there is a corresponding Funded PPR (not unfunded 301) in file for the Region (total of main site and partnered sites) that would store the material. Normally, the stocking activity is identified by the UIC in the document number (if signal code is "A") or by the UIC in the supplementary address (if signal code is "J"), however FISC Pearl Harbor sometimes uses signal code "A" even though material will be picked up at the supplementary address partner site. The Item Manager may reject any quantity above the total authorized quantity for the Region

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or honor the larger quantity if they feel it makes sense given the current demand in the Region.

(2) Non-Navy Requisitions

(a) Other Services. Requisitions for LI/SS items are occasionally received from other than U.S. Navy customers. For the most part, the requisitioner does not really need LI/SS, but rather a non-LOE repair part. It is NAVICP policy that while we will not automatically supply the requested item, neither will we automatically cancel the requisition. All such requisitions will be afforded the same treatment as a U.S. Navy requisition to include causative research to determine acceptable substitution information and providing this information to the requisitioner. NAVICP Code 8451 Item Managers will be responsible for processing stock numbered requisitions, to include requesting clarification from the requisitioner, for the LI requirements and providing information on the existence of a non-LOE item (NSN and manager). Seek Code 8453 technical assistance if required. Code 8453 will process part numbered requisitions.

(b) Foreign Military Sales (FMS). Code 8451 Item Managers are responsible for processing stock numbered requisitions for authorized LI/SS users. Code 8453 will process part numbered requisitions. FMS requisitions will be filled in accordance with NAVICPINST 4440.467. Attachment G provides guidance if requirements cannot be filled from stock. Provide status to Code 05851. If the requisition does not represent a valid LI/SS user/application and on-hand assets are not in long supply, return the requisition to Code 05851 advising of invalid LI/SS application and provide non-LOE NSN if available.

(3) Processing Time Standards. Requisitions shall be processed by Item Managers in accordance with the time standards prescribed by NAVSUP PUB 485:

CASREPS	1 day
IPG I (01-03)	1 day
IPG II (04-08)	1 workday
IPG III (09-15)	3 workdays

(4) Reconsignments will not be initiated for LI/SS material. Spot buys and spot repairs should only be used for CASREPs and IPG I requisitions when there is no other procurement in process.

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(5) To permit a timely response to urgent fleet requirements, referral of requisitions against "J" condition assets, with the intent to expedite inspection to "A" condition, is necessary when "A" assets are not available. Accordingly, referral against "J" condition assets is authorized for the following requirements:

- (a) CASREPs.
- (b) Work Stoppages.
- (c) Deployment Deadlines.
- (d) Priority 01 Requisitions.

Referral against "J" condition assets (material undergoing receipt inspection) is authorized only to PNS (NHZ). Material will be issued only when accepted/certified and placed in "A" condition.

e. Issue Restriction

(1) Currently, less than 10% of LI/SS items are assigned an external issue restriction code of "BL" (DEN D014A). These items are automatically processed upon referral to NAVICP by the SMIC-to-UIC table programmed in the UICP requisition processing program. Local Routing Code (LRC) "WVS" items are authorized an Issue DRIPR "B". Item Managers desiring to assign a "B" DRIPR to an individual item must obtain approval from the Division Head. If approved, the "B" shall only be a temporary assignment until an adequate stock position is attained.

(2) A list of all items with a "B" Issue DRIPR (except for S1 SMIC'ed items) will be run annually for Item Manager review to determine if the "B" should be removed.

f. Asset Retention Policy

(1) NAVSUPINST 4500.13 provides policy on the retention of wholesale and retail Navy material, the transfer of such material to other services or allied forces and the reutilization of excess material.

(2) NAVICPINST 4500.9 provides a procedure for processing disposal recommendation documents derived from the

Stratification of inventories and the forwarding of finalized disposal actions to the field. Additional guidance is provided in Attachment B.

g. Receipt Inspection Expedite. Coordinate and prioritize items requiring receipt inspection expedite due to the critical supply status or excessive inspection time of these items. The list shall contain the NSN, contract number and contract quantity requiring inspection. Only assets in "J" condition shall be expedited. Also, items in-transit from the manufacturer may be expedited, but the list should indicate the material is in-transit and the shipping date should be provided. Emergent expedite requirements will be forwarded to PNS monthly or as required.

h. Procurement Lead Time. Inventory Managers should add the appropriate Administrative Lead Time (ALT) from the current NAVICP ALT Matrix, which includes receipt inspection time, when computing PLT manually.

i. Shipper/Receiver Codes. The Shipper/Receiver Code (DEN A003) identifies the stocking policy applicable to each reporting activity for each NSN. LI/SS material identified by SMIC Codes L1, C1 and S1 should have PNS (Activity Routing Identifier NHZ) designated as the receiving activity due to the receipt inspection requirement.

j. Fleet QDRs. Fleet QDRs are generated when discrepancies are identified with material requisitioned from the stock system. Refer to reference (g) for LI/SS Fleet QDR processing guidance.

3. Processing Commercial Repair Purchase Requests (PRs) For LI/SS Material

a. Code 8451 will determine actual manufacturer of item to be repaired and assure DOP is loaded in the file for competitive items.

b. Assure certification package is available at receipt inspection activity. For assets held in "F" condition at collection point prior to induction to repair, Item Manager will verify with PNS that material can be certified upon completion of repair.

c. When no certification package is available:

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(1) For IMEC 0, 1, and 2 items, dispose of Not Fit For Issue (NFFI) material.

(2) For IMEC 3 and 4 items, review item to determine feasibility of certifying without a certification package.

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LI/SS HIGH PRIORITY REQUISITION PROCESSING GUIDELINES

1. This guidance applies to all LI/SS IPG I requisitions except Foreign Military Sales (FMS). FMS requisition processing is covered in Attachment (7) of this enclosure. High priority requisitions include any requisition with priority 1-3, FBM/TRIDENT requisitions (priority 1-4), CASREPs (regardless of priority) and Work Stoppage Requisitions (regardless of priority).

2. The following criteria will be used for processing high priority requisitions.

a. "A" Condition Assets. If on hand RFI is sufficient and not protected by PPRs, issue. If on hand RFI is protected by PPRs, attempt to obtain authority to issue.

b. "J" Condition Assets. If "J" Condition assets are on hand, hold requisition in open status (A0) for a maximum of 30 days while expediting receipt inspection. In urgent cases, IMs may pass the requisition to the receipt inspection activity pending imminent transfer to "A" condition. This requires close coordination with receipt inspection personnel. If material is not expected to be available within 30 days, backorder requisition and continue expediting receipt inspection.

c. "K" Condition Assets. If "K" Condition assets are on hand, hold requisition in open status (A0) for a maximum of 30 days while expediting rollback inspection. If material is not expected to be available within 30 days, backorder requisition and continue expediting rollback inspection.

d. "M" Condition Assets. If "M" Condition assets are in work, backorder requisition and expedite the repair.

e. "L" Condition Assets. If "L" Condition assets are on hand and release to "A" condition or replacement is expected within 120 days, backorder requisition.

f. Firm Contract In Place. If a firm contract is due to be delivered within 120 days, backorder requisition.

g. Shop Stores Requisitions. If the requisition is for "Shop Stores" (e.g., project code 606), backorder.

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Failing all of the above, spot buy or reconsign against an existing stock procurement contract. Do not backorder against PR (pre-award) dues.

3. Spot Buys should be held to a minimum, since they may cause extra receipt inspection costs.

4. Item Managers are authorized to deviate from the above criteria when it makes good business sense from a financial and customer service standpoint. When processing CASREPs/Work Stoppages, every attempt should be made to find the fastest available source of material.

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DISPOSAL GUIDELINES

Use the following guidelines when processing disposal recommendations.

1. RFI material. Re-compute retention quantity as the maximum of...

- 4, 8 or 20 quarter demand average (including NRD), multiplied by 48 (12 years). [Use 80 (20 years) for 2" and under standard valves.]

- Parts Population (up to maximum of 10).

- One full "Ship's Set".

- Consider loading this new demand forecast to file if it will not drive buys we do not need (i.e. retain based on this most generous forecast, but buy only based on the "best" estimated forecast).

2. NRFI material. Use Attrition Demand vice Full Demand.

3. Wherever possible, close a single "bin" rather than reducing the quantities held in two or more bins.

4. Do not consider purpose code "V" assets at King's Bay as Supply System assets.

5. Do not dispose of material that is no longer procurable if there is a reasonable possibility of needing it in the future.

6. Do not dispose of material if the item's population is increasing or if you expect increased demand due to overhaul schedules.

7. Enter disposal actions in AIMS "as you go" rather than holding them until the end.

8. Accepted disposals over \$100K and/or any decisions not in accordance with these guidelines should be forwarded to the Code 8451 Division Head for signature.

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DEFENSE INACTIVE ITEM PROGRAM (DIIP) GUIDELINES

Use the following guidelines when processing DIIP recommendations.

1. To enter your decisions, go into AIMS DIIP in URES. For each NIIN, you will enter a "Y" if the NIIN should be kept or an "N" if the NIIN should be de-cataloged.
2. Do not de-catalog any NIIN that has had a demand in the last 5 years.
3. Do not de-catalog any NIIN that you know can be upgraded to, modified into or substituted for an item that we have a requirement for.
4. Do not de-catalog any NIIN for which you know or suspect there may be current applications (whether showing in file or not). If in doubt about possible applications, consult your technician. If you or the technician determines that there is a current application, request the technician enter the application data into file.

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CONTRACT STATUS GUIDELINES

1. Codes 0243 and 846 Contract Administrators typically provide shipping status on LI and DSSP procurement and repair contracts.
2. If required, Item Managers may call contractors directly when routine shipping status is needed. The Item Manager must clearly communicate to the contractor that they are not a contracting officer, are not authorized to modify the terms of the contract and are only seeking current status from the contractor's perspective. If the contractor attempts to discuss any changes to contractual terms, the Item Manager will make no commitments and must refer the contractor to the Contract Administrator.
3. The Item Manager will not call the contractor directly if there are known ongoing delivery date negotiations or other contractual issues to be resolved. In these cases, request status through the Contract Administrator.

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EXTRA FASTENER PROCUREMENT GUIDELINES

This guidance only applies to externally threaded fasteners with a unit of issue of EACH. It does not apply to internally threaded fasteners (because these are not destructively tested) or to fasteners with unit of issue of BOX (because the reprocurement specifications for these will specify the additional test sample).

1. When processing procurement recommendations for externally threaded fasteners with a unit of issue of EACH, the Item Manager should procure one additional fastener for destructive testing.
2. If the total to be procured is less than three, including the extra unit, see the Code 8451 Division Head before proceeding.

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MINIMUM DOLLAR VALUE PROCUREMENT GUIDELINES

1. Due to the relatively high cost of receipt inspection, Item Managers must ensure we are not spending more on receipt inspection than on the material itself. However, we must also make sure we do not generate disposable excess. The following guidelines are to be followed when the scrubbed Toolkit computation results in a buy recommendation for less than \$3K.

a. Compute the required quantity, based on the Replacement Price (DEN B055) that will result in initiating a procurement totaling at least \$3K.

b. Load the newly computed procurement quantity as the Minimum Production Quantity in DEN B061B.

c. Include this Minimum Production Quantity information in the Toolkit note.

2. For newly provisioned items (or items with no procurement history) check with the reprocurement technician to ensure that the estimated replacement price is reasonable, by comparison with similar items or other data available. If the replacement price should be higher, compute a new Reorder Level in Toolkit based on the new price, and buy accordingly.

3. When working a Toolkit recommendation for Partial Termination, ensure that the remaining buy quantity represents at least \$3K.

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FMS REQUISITION GUIDELINES

Use the following guidelines when processing FMS requisitions.

1. Code 8451 will not spot buy FMS requisitions.
2. Process FMS requisitions as follows.
 - a. Issue material from on hand "A" condition material if material is available above the reorder point.
 - b. Only issue material from on hand "A" condition material below the reorder point if, in the estimation of the Item Manager, the LI/SS U.S. Navy program will not be jeopardized.
 - c. If there is insufficient material to issue, backorder requisition.

Note: If the FMS requisition is the only requirement and the dollar value is less than \$3,000, contact the FMS Country Manager to either increase the quantity to reach a value of \$3,000 or cancel the requisition.

- d. If an FMS backorder has reached an age of one PCLT, issue any material available (even below ROL).

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PROCESSING LI/SS TERMINATIONS

The following guidelines define the actions that will be taken after generation of Due-In Termination (DT) actions for LI/SS buys.

1. Post-Award. The Contract Administrator will accept all Post-Award DTs unless material has already shipped or the Item Manager has requested that the DT be rejected.
2. Pre-Award. The Buyer will accept all Pre-Award DTs unless the Item Manager has requested that the DT be rejected.
3. For both Post-Award and Pre-Award DTs, the Buyer/Contract Administrator may contact the Item Manager if they feel the termination would not be in the Navy's best interest. If the Buyer/Contract Administrator and Item Manager agree on a course of action, that action will be initiated. If they cannot agree on a course of action, the issue will be elevated to the Code 0243 and Code 8451 Division Heads.

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LI/SS DLR MIC TRACEABILITY VERIFICATION AT PNS

The following guidelines provide the procedure for requesting MIC verification for DLR carcasses located at PNS.

1. Code 8451 Item Managers will...

a. Complete the Level I/SUBSAFE DLR MIC Traceability Verification form with NAVICP contact, phone number, NSN, nomenclature, quantity and location (normally PNS).

b. Fax the form to the number pre-printed on the form.

2. PNS Inspector will...

a. Fill out the PNS contact and phone information and record the results of the MIC verification check.

b. Tag the carcass with a green, white or red tag.

Note: The colored tag is intended to facilitate the Item Manager's decision regarding disposition of each carcass. The meaning of each color is explained on the form.

c. Fax the form back to the NAVICP fax number pre-printed on the form.

3. After reviewing the completed form, the Item Manager will...

a. Decide what to do with each carcass (e.g. dispose, move to DOP or leave in place).

b. Take appropriate action based on the decision.

(1) Issue an automated supply directive to move the carcass to the DOP if required.

(2) If dealing with a "mixed bag" of carcasses the Item Manager may need to request PNS Stock Control transfer some carcasses to "H" condition for disposal and send a supply directive via message (to ensure the correct carcasses are sent to the DOP) for some of or all of the balance.

c. If you FAX disposition instructions to PNS Stock Control, include a copy of the completed form and refer to the tag colors for the carcasses involved.

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**Provisioning and Technical Support Division (8453)
Responsibilities and Procedures**

Attachments: A LI/SS Technical Data Package Development
B DSSP Technical Data Package Development

1. Responsibilities

a. Direct and control the overall provisioning and technical management functions related to life-cycle support of LI/SS and DSSP Stock Programs components and secondary item spares/repair parts (SMICs L1, C1, S1, Q3, VG, D4, D0, DG and DS).

b. Serve as the single point of contact at NAVICP for provisioning, technical, standardization and substitution matters relating to the LI/SS/DSSP Stock Programs.

c. Perform Level of Essentiality (LOE) determination on existing precedence.

d. Technical Data Package (TDP) development and maintenance, including maintenance of the automated technical data package program, for requisition, procurement and repair requests shall be in accordance with attachments (1) and (2) of this enclosure for LI/SS and DSSP respectively.

e. Consult appropriate references and authority to assign the correct MCD level and appropriate OQE requirements.

Note: NAVICP does not determine MCD levels.

f. Maintain configuration control of assigned equipment.

g. DSSP Only - Ensure submissions to DLSC for the DSSP Stock Program will include all applicable reference numbers and special requirements to differentiate these items from all other items of supply. Additionally, DSSP stock numbers submitted to DLSC with a SMIC of D4, D0, DG and DS must contain the following criticality statement: "CRITICAL ITEM FOR SAFETY AND SURVIVAL OF DEEP SUBMERGENCE RESEARCH AND RESCUE VEHICLES AS DIFFERENTIATED BY SPECIAL TEST FEATURES."

h. LI/SS Only - Make or obtain decisions on assist requests submitted by the Receipt Inspection Activity (RIA).

i. Make or obtain decisions on proposed standardization

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actions within DOD/Navy for obsolete or substitute materials/items and determine proper method of disposition.

- j. Assess the impact of Specs & Standards Reform initiatives and coordinate with NAVSEALOGCEN on the implementation logistics of replacement specifications.
- k. Determine other applications for excess material.
- l. Provide technical input on Quality Deficiency Reports (QDRs).
- m. Provide technical assistance to the fleet, NSYs, and other external activities.
- n. Review and ensure proper end item application and SMIC assignment.
- o. LI/SS Only - Maintain, correlate and publish reference (h).
- p. Provide and/or coordinate responses on requests for waivers and deviations.
- q. Interpret and evaluate technical data and enter technical determinations into the computerized files.
- r. Provide identification and item analysis for items pertaining to the LI/SS/DSSP Stock Programs.
- t. LI/SS Only - Take necessary action on Submarine Maintenance Standards.
- u. Take necessary action on Maintenance Requirement Card (MRC).
- v. Take necessary action on COSAL Feedback Reports (CFBR).
- w. Make or obtain decision on DLA DD 339 Technical Assist Requests.
- x. Responsible for provisioning of components and parts utilizing the Integrated Computer Assisted Provisioning System (ICAPS).

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- y. Conduct research for identification of components and parts and assign APL numbers as required. Establish and maintain the component characteristic file.
- z. Review SM&R Codes and assign technical and supply codes, SMIC, IMC, Procurement Method Codes, Procurement Method Suffix Codes, prices and lead times, etc., to all items selected for support via the provisioning process.
- aa. Maintain Stock Program APLs, spare and repair part APL relationships through life cycle of the component/system via design changes or reliability improvement. LI/SS also maintains T-RICs (Trident LI/SS), X-RICs (LI Non-Nuclear Stream-electric) and CMLSA sheets.
- bb. Take necessary action on Q-SCAN/FOSSAC reports.
- cc. Take necessary action on Supply Support Requests (SSRs).
- dd. Make or obtain decision on DLA DD 1685 cataloging requests.
- ee. LI/SS Only - Participate in the evaluation of contractors quality assurance systems for LI/SS Stock Program items procured by NAVICP as required.
- ff. LI/SS Only - Process DD Form 1716 (Procurement Data Package Recommendation Deficiency Report) from NAVSEALOGCEN.
- gg. Maintain the SUBSAFE Level I Stock Program (SLSP) decision sheet process.

(1) The cognizant Program Manager has direct authority and responsibility for the SLSP process. This authority shall include interpretation of NAVSEA technical requirements and extension (when/where appropriate) of precedent decision sheets to like systems and components within the applicable ship class without repeated NAVSEA action, unless otherwise directed. 8453 Technicians must obtain Program Manager concurrence before extending any decision sheet precedent. A technical information referral will be submitted to NAVSEALOGCEN to document any extension of precedent.

(2) Cognizant Code 8453 personnel shall verify NAVSEA established LOE per references (d) through (f), applicable Submarine Safety Certification Boundary Book and applicable ships

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class MIC Level I Boundary Book. Selected record and system drawings for submarines may also be used as appropriate.

2. Procedures

a. Technical. The Provisioning and Technical Support Division's (Code 8453) basic functions are to develop Technical Data Packages (TDPs), maintain various computer files, take necessary action on purchase referrals for waiver and/or deviation requests, perform Level of Essentiality (LOE) reviews, disseminate data for fleet use, provision to determine the range and quantity of support items necessary to operate and maintain an end item of material, process FCFBR, ACRs, DD 339s, DD 1685s, Submarine Maintenance Standards, MRCs, SSRs, and CMLSAs and maintain policies that emphasize assurance of quality through written procedures and the Code 845 Intranet site.

b. Files Maintenance

(1) C-10, C-14 and DLSC files maintenance will be initiated on those Data Element Numbers (DENs) for which technical has responsibility in accordance with NAVICP files maintenance manual and Code 84 desk guide for C10 files maintenance. Following input of file maintenance changes, it is the responsibility of each individual inputting the changes to verify that the changes have taken effect. Use of the Action Item Management System (AIMS) will provide a means to correct rejected inputs.

(2) 1244C change notice actions will be routed to Code 8453 via Code 8451 for information/concurrence.

(3) LI/SS Only - Technicians provide updates to the LI/SS Stock Program Catalog, reference (h), as necessary. Updates usually occur following TDP development or revision, files maintenance updates or circumstances that require a change or addition to the information contained in the catalog.

c. Purchase Referrals

(1) Take necessary action on waiver and deviation requests forwarded by Code 024 per NAVICP/NAVSEALOGCENINST 9000.1.

(a) Upon receipt of a purchase referral response from

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NAVSEALOGCEN mandating an update or change to TDP(s), action will be taken within five days to update TDP requirements in ITIMP.

(b) If the referral response requires backfit, action will be taken to apply the backfit to the extent specified within the referral response.

(c) If referral response requires a purge or recall of stock, forward to Code 8452 for action in accordance with reference (g).

(2) LI/SS - Changes, deviations and waivers affecting design require Hardware System Command/In Service Engineering Activity approval in accordance with NAVICP/NAVSEALOGCENINST 9000.1. In the event Code 8453 is delegated approval authority on certain departures, a copy of the purchase referral response to Code 024 shall be provided to NAVSEALOGCEN.

d. LOE Review. The LI/SS/DSSP Stock Programs support those critical equipments covered by references (d) and (e) which require a high degree of assurance of their chemical composition and mechanical properties and whose failure would result in a high probability of loss of life, loss of ship or abortion of mission. A major function of LI/SS/DSSP provisioning and technical support is to verify and assign the applicable LOE per references (d) through (f). As the NAVICP focal point for LOE questions, the Provisioning and Technical Division (Code 8453) shall clarify any questionable LOE for repair parts reflected on provisioning documentation. When required, Code 8453 shall request a decision on a questionable LOE from NAVSEALOGCEN utilizing the SS/LI Stock Program (SLSP) Material Identification and Control Decision Sheet (LI/SS items) or Engineering Support Request Letter to NAVSEA PMS395 (DSSP items).

e. LI/SS Only - Upgrading non-level material to Level I or procuring material with the intent to upgrade is not permitted.

f. Downgrade of DSSP Material. The technician will check other applications (DEN D009) of the item via PTBK and CDF retrievals.

(1) If the equipment has other applications, determine if SOC requirements are applicable for the applications via engineering support request to NAVSEA. If SOC is applicable, provisioning of a new NSN/APL may be required to reflect requirements in reference (f).

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(2) If there are no other SOC applications, proceed with the downgrade as follows.

(a) Input a change notice action code "RO" for the NSN via a FMT retrieval to reflect the downgrade.

(b) Remove the CDF/MCF or WSF records to reflect the new SMIC and removal of SOC requirements.

(c) Update the TDP in ITIMP to reflect the revised requirements for the NSN.

g. Upgrade of DSSP Material

(1) Check for other applications (DEN D009) of the item via PTBK and CDF retrievals.

(a) If the equipment has other applications, the technician will determine if SOC requirements are applicable for the applications via engineering support request to NAVSEA. If some applications are for non SOC material, provisioning of a new NSN/APL for the upgraded material is required. Determination on cost effectiveness of establishing a new NSN/APL will be made by program manager and technician.

(b) If no other non-SOC applications, proceed with the upgrade as follows.

(2) Update the TDP in ITIMP to reflect the more stringent OQE requirements and add DD-1423 deliverables in accordance with reference (e).

(3) A review of the asset position of the NSN by the technician, program manager, and inventory manager to determine if item constitutes a long lead item or is obsolete. The inventory manager will check for existing stock on hand via PTAS retrieval to determine dollar value of material.

(a) If stock is determined to be indispensable or more cost effective to upgrade, the inventory manager will send a message to the stock point authorizing the shipment of material to the manufacturer or ISEA for material testing in compliance with the upgraded TDP requirements.

1. Contracting is responsible to forward the updated TDP to the manufacturer under a repair contract in

accordance with established contracting procedures.

2. Organic Contracting is responsible to negotiate a work request with the organic activity in accordance with Attachment (3) of this enclosure.

3. Technical is responsible to forward an updated TDP to a point of contact at the organic activity.

(b) If stock is determined to be dispensable and would not be economically feasible to upgrade, the inventory manager will send a message to the stock point authorizing the disposal of the material.

(4) Input a change notice action code "RO" for the NSN via FMT retrieval to reflect the upgrade.

(5) Update the CDF/MCF or WSF records to reflect the new SMIC and SOC requirements.

h. Processing Part Numbered Requisitions

(1) Part numbered requisitions will be processed by Code 8453. A technical review will be conducted to determine if the item has a valid LI/SS or DSSP application and can be identified to a stock number. If a LI/SS or DSSP stock number is identified, the requisition shall be forwarded to the LI/SS/DSSP Inventory Management Division (Code 8451) for processing.

(2) If a stock number cannot be identified, but the part numbered item is a valid LI/SS or DSSP item per LOE review, a Technical Reference File (TRF) NICN shall be established via the manual entry process within ITIMP. This will initiate a procurement action in ITIMP.

(3) For part numbered requisitions which cannot be identified to an NSN and the LOE cannot be validated, Code 8453 will request clarification from the requisitioner via written correspondence.

(4) LI/SS Only - Code 8453 technicians are responsible for processing FMS part numbered requisitions. Part numbered requisitions which are identified to a LI/SS NSN shall be forwarded to Code 8451 for processing. For part numbered requisitions which cannot be identified to a LI/SS NSN, notify Code 056 (Customer Support and Liaison Department) of the following alternatives.

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- (a) Spot buy LI/SS item.
- (b) Additional data required to validate LI requirement.
- (c) Non-LOE NSN available.
- (d) Return requisition to Code 056.

i. Processing Time Standards. Purchase Requests (PRs) and requisitions are to be reviewed and processed within the following time standards.

- (1) PRs - 45 days.
- (2) Requisitions
 - (a) CASREPS - 1 day.
 - (b) IG I - 7 days.
 - (c) IG II - 14 days.
 - (d) IG III - 21 days.

j. Breakout. Breakout is a process by which NAVICP attempts to achieve competitive acquisition of parts by systemic review of technical data. Code 8453 is responsible for the limited screen breakout review of LI/SS/DSSP items.

k. Submarine Maintenance Standards (SMS)

(1) An SMS is a document prepared by SUBMEPP which provides guidance on how to overhaul a piece of equipment. An SMS provides detailed guidance on disassembly, inspection, reassembly and testing.

(2) NAVICP is responsible for ensuring that SMS's reflect the correct parts to facilitate the repair of the component. The SMS attachment list items by nomenclature and applicable drawing item number. These items are categorized as mandatory replacements, special tools and contingency items. The SMS attachment is reviewed to ensure every mandatory item and special tool is supported by an NSN on the applicable APL. Contingency items may also have NSNs assigned

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when they are required to complete an overhaul. Upon completion of the SMS review a comment sheet should be filled out citing any disparities or no comments and sent to SUBMEPP. Completed SMSs should be forwarded to Code 842 for file.

1. Maintenance Requirement Card. The MRC is the document used to perform mandatory maintenance on equipment while at sea. It is NAVICP responsibility to ensure these required parts are loaded on the platform. The MRC usually defines the part with a part number. These part numbers need to be identified to NSNs and ensure the NSN is cited on the applicable APL with override codes to drive the part on board.

m. COSAL Feedback Reports (CFBRs)

(1) CFBRs are documents by which the fleet, and in some cases the cognizant maintenance activity, will provide to NAVICP feedback pertaining to data which the end user deems in error, or data which may need to be added to the APL. CFBRs responses should be written and submitted to the respective Program Manager (PM) for concurrence.

(2) LI/SS Only - The entire surface fleet and submarines with the exception of the SSBN 726 class submit CFBRs directly to Naval Surface Warfare Center, Carderock Division (NSWCCD) for review. NSWCCD reviews the request, responds to the submitter and requests NAVICP to update the applicable APL in accordance with their decision. The Trident Fleet submits CFBRs directly to NAVICP for resolution/review and action.

(3) LI/SS Only - SSBN 726 class CFBRs are reviewed against drawings, technical manuals or other data to determine if the requested action is valid. Upon completion of this review, action will be initiated to change the APL or provide non-concurrence with an explanation back to the submitter.

n. Allowance Change Requests (ACRs). An ACR is a request from the fleet or fleet activity to increase, decrease, add or remove an item from the spare parts carried by the ship. An ACR is submitted by the using activity and is approved by the Type Commander (TYCOM) before its submittal to NAVICP. The cognizant individual reviews and approves/disapproves the applicable request. Upon completion the reviewer shall coordinate with the Program Manager (PM) to ensure the appropriate files maintenance is accomplished. It is Code 842s responsibility to prepare a letter and close out the ACR

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action.

o. Allowance Parts List (APL). As a result of PTD review, APLs are prepared by LI/SS and DSSP provisioners. The APLs list all maintenance significant items/parts that are required to support "O" (Organization), "I" (Intermediate), and "D" (Depot) level maintenance. All pertinent data about the equipment is extracted from the drawings, technical manuals, ACRs, CFBRs, SMS, SHIPALT Bills of Material and other PTD data in preparing an APL. Every effort should be made to identify to and/or update to an existing APL number to prevent duplication of support. The APL data is checked by the provisioner for accuracy and completeness before loading in the ICAPS Program. In order to better support the fleet, changes to APLs will be submitted as pen and ink changes. These changes will be submitted to Code 8422 who will forward the changes to Code 0553 for transmittal to the fleet.

(1) LI/SS Only - Assign LI/SS Stock Program components/equipments with the following unique identification:

(a) Valves

<u>Type</u>	<u>CAT ID</u>	<u>File Number</u>
Level I (Exhaust, Induction)	886	7000 Series to 7999
Level I (Other than above)	887	All

4TH and 5TH DIGITS REPRESENT THE FOLLOWING:

00	Angle	20	Fuel Oil Reg (Micrometer)
01	Y	21	Float
02	Cross	22	Pilot
03	Check (Inc. Stop-Chk)	23	Hydraulic
04	Gate	24	Special design
05	Globe	25	Diaphragm Motor
06	Flush	26	Pump Govenor
07	Needle	28	Operating
08	Plug	29	Butterfly
09	Pressure Reg	30	Ball
10	Refrigeration	31	Orifice
11	Relief/Safety Relief	32	Vent
12	Scupper	33	Exhaust
13	Stop and Stop-Check	34	Induction
14	Temperature Reg		

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16	Testing Casting	35	Manifolds
17	Boiler Safety	36	Throttle
18	Solenoid	37	Shearing
19	Diaphragm Control-Pilot Pilot Operated	90	Misc. valves and Acc Equipment.

(b) Non-Valve component/equipment

<u>Type</u>	<u>CAT ID</u>	<u>File Number</u>
Level I:	00, 10, 38, 42, 48, 52, 53,	7000 Series to 7999
	61, 63, 73, 75, 77, 83, 92,	7000 Series to 7999
	99	7000 Series to 7999

(c) Other component/equipment categories CAT ID normally assigned to Series 7000-7999.

(d) The LOE (Level I/Level I Special Clean) will appear in the characteristics portion of the applicable APL.

(e) All Level I/SOC or Level N/SOC APLs will contain a "Y" suffix.

(2) PTD for Stock Program components received from Code 024/846 for N00104 contracts/purchase orders will be reviewed for acceptance/rejection. If acceptable, provision the new items. Prepare an APL and indicate the assigned CID number on NAVICP-4295/43 and return complete package to Code 024. If unacceptable, indicate the reason for rejection on NAVICP-4295/43 and return the complete package to Code 024 for resolution.

(3) Repair parts for the above equipment and components will be assigned an LOE per documentation or direction received from NAVSEA for general or specific equipment/repair part types. Emphasis must be placed, during the provisioning cycle, to obtain detailed drawings for those equipments, components and repair parts being recommended for system stock and place the applicable drawing into the NAVICP drawings library (JEDMICS). Clarification of questionable LOE for repair parts shall be obtained by Code 8453 as required.

p. All internal transcripts and documents covering LI/SS/DSSP Stock Program items will be identified by a NSN or a NICN (prior to NSN assignment) with the appropriate SMIC.

3. Provisioning Determinations

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a. The LOE determination is made by NAVSEA. The LOE requirements for a system may change after a contract is awarded. When the change is a mandatory upgrading, contractual action will be taken to incorporate the change in the shipbuilding contract and the contractor will be requested to resubmit a PTD to ensure upgraded support. Where a system is downgraded by a permissive change and a cost saving contract change can be negotiated in the shipbuilding contract, this will normally be done.

b. Provisioning Technical Documentation (PTD). The provisioning process begins with the acquisition of PTD. MIL-STD-1388-2A, Department of Defense requirement for a Logistics Support Analysis Record, prescribes the format and preparation instructions for uniform PTD in conjunction with MIL-STD-1561. PTD consists of parts lists and approved drawings (Unapproved drawings should not be processed without NAVSEA/NAVSEALOGCEN approval) necessary to establish piece part support for equipment entering the supply system. Provisioners review PTD for completeness, reasonableness and accuracy, and ensure contractor compliance with requirements for furnishing PTD.

c. To ensure that the COSALs reflect the latest NAVSEA requirements the contractor should be notified of any suspected discrepancy in the PTD submission. Conflicts shall be referred to NAVSEA (via Code 845J) for resolution. The COSAL, when issued, shall reflect the latest known LOE requirements. When provisioning packages are forwarded to Code 845J for a LOE review, they shall also identify the class of submarine, hull number, applicable selected record drawing, piping plan/systems drawing number and ships location (i.e. valve mark, fitting number, pipe number, location, etc.).

d. Contractors should ensure that proper provisioning documentation is submitted separately for the Level I components and for the non-Level I components.

e. Interactive Computer Aided Provisioning System Client-Server (ICAPS C/S). Navy Provisioning Policy (with the exception of NAVSEA 08) now requires that the ICAPS C/S be used as the sole method for the transmission, processing and tracking of all new and revised provisioning data. If any technical data elements are changed, the In Service Engineering Activity (ISEA) Technical Support Activity (TSA) will be automatically notified via ICAPS C/S, and the project will not pass to the Weapons Systems File (WSF) until the ISEAs/TSA

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approves the change. ICAPS C/S will also provide the ISEAs/TsAs and NAVICP-M with the capability to produce a Provisioning Allowance Report at any time in the provisioning process, enabling the user to preview the allowances generated as a result of the coding of the key technical data elements.

f. Provisioning Requirements Computation. Code 8453 will utilize the "RD" computation model, unless directed otherwise by the Program Manager, HSC, or Participating Manager (PARM), to compute requirements for APL worthy items and will utilize the Request For Stock Number Assignment form as a basis for computing requirements for Consumable Use Not Equipment Related (CUNER) items.

g. New National Stock Number (NSN) Assignment. As a result of requests from internal and external customers, NSNs are obtained/established by Code 8453. NSNs with the appropriate SMIC will be assigned to all NIINs/NICNs considered as system or tender load/tender stock candidates. Initial system stock requirements and allowed OBRP will be computed with existing NAVICP inventory models. Prior to the establishment of the NSN, the correct APL should be identified. Requestor should provide the APL information. Every attempt should be made to identify the item to a component or general/systems APL. Typical exceptions are commodities of welding rods and bar stock. Creation of an NSN for an "89" category or systems APL may require coordination with other codes.

(1) The drawing/piece/find numbers are the primary numbers for procurement of a SMIC Coded item. The number used as the primary procurement number requires a variation number of "1". The drawing number and or part number should be loaded as a secondary procurement number. If a drawing/piece/find number does not exist it is acceptable to use a part number for procurement. When provisioning these primary or secondary numbers, they should be accompanied by a line in the PTBK with a 03950 cage and the applicable SMIC at the end of the primary procurement number. The secondary numbers should have a variation code of "2". When a drawing revision changes a part number, a new stock number is required only when the drawing revision affects form, fit or function. The new part number is then loaded into files as a secondary procurement number. Any line on the PTBK other than the '03950' line containing a SMIC on the end of the part number has a variation of "1".

(2) LI/SS Only - The following DENs should be loaded with the data indicated for all newly established LI/SS Stock

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Program items:

<u>DEN</u>	<u>Data Input</u>
DRIPR Code (B001)	All SMICs - LL_LL
Acquisition Advice Code (E089)	D for Consumable or Field Level Repairables, Z for NSO or C for DLR.
Production Lead Time (B010)	6.0 quarters
Procurement Activity (C009)	HD
Local Routing Code (B002)	WV0WZ for SMIC Coded items managed by Code 845. WU0W3 for non-SMIC submarine items. GL0SB for non-SMIC surface ship items. NOTE: In the case where there is both non-SMIC submarine and non-SMIC surface ship users for an item, enter the LRC for the higher percentage user.
Local Routing Code (B079)	H
Local Routing Code (C033)	Y
Local Routing Code (F024B)	D (K for 7H COG Repairables)
Program Manager (B002S)	LI/SS

h. Code 8453 will review for existing RIC assignments. Components having no previous applications will be assigned a new RIC reflecting the applicable LOE.

i. Upon receipt of the new RIC assignment, the shipbuilder will prepare and forward to NAVICP a provisioning work package.

(1) NAVICP reviews and approves the provisioning work package and forwards to NAVSSES or the applicable technical support activity for final approval.

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(2) Code 8453 will process work packages into the Weapons System File for COSAL distribution.

4. LI/SS Only - Submarine RIC/APL Categories and Surface Ship applicability, systems and RIC/APL Categories

a. 00 Ordnance APL/RIC - The only affected systems or components are the torpedo tubes and the ejection pump. Included are the hull penetrators and associated piping system components installed between the breach and muzzle doors that form part of the pressure boundary up to and including the inboard joint of the backup closure.

b. 01 Pumps APL/RIC - Only the main sea water, auxiliary sea water, trim and drain, high pressure brine, sanitation pumps, shaft seal water and feed pumps. The primary pressure boundary piece parts of these components shall have a SMIC of Q3 assigned. However, pressure boundary fasteners and plugs shall have a SMIC of L1.

c. 03 Heat Exchanger APL/RIC - Only those which are connected and cooled by the main sea water and auxiliary sea water systems. Included are the fasteners and plugs used when joining two pressure boundary parts.

d. 04 Condenser APL/RIC - Only those which are connected and cooled by the main sea water and auxiliary sea water systems. Included are the fasteners and plugs used when joining two pressure boundary parts.

e. 05 Steam Turbines APL/RIC - Only pressure boundary fasteners and plugs shall have a SMIC of L1.

f. 06 High Pressure Air Compressors (1500 PSI or higher) APL/RIC - Only pressure boundary fasteners and plugs shall have a SMIC of L1.

g. 08 Distilling Plants/Evaporator APL/RIC - Only those which are connected and cooled by the auxiliary sea water. Included are the fasteners and plugs used when joining two pressure boundary parts.

h. 10 Meters (Mechanical) APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e).

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- i. 16 Oxygen Generators APL/RIC - Only pressure boundary fasteners and plugs shall have a SMIC of L1.
- j. 31 Marine Hardware and Hull Item APL/RIC - Portions of the fairwater diving plane gear and the retractable bow planes. Included are the hull penetrator assemblies and the through hull operating shafts.
- k. 38 Flowmeters APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e).
- l. 42 CORD Assemblies APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e).
- m. 44 High Pressure Air (1500 PSI or higher) System Dehydrators APL/RIC - Only pressure boundary fasteners and plugs shall have a SMIC of L1.
- n. 48 Filter APL/RIC - Only those filters used in air and nitrogen systems with a design pressure 1500 PSIG and higher; oxygen and hydrogen systems with a design pressure 100 PSIG and above.
- o. 52 Hydraulic Equipment APL/RIC - Only hydraulic systems for any steering and diving control surface, failure of which would cause loss of both the normal and emergency modes of operation for the control surface; periscope hoist cylinders; and only pressure boundary fasteners and plugs on hydraulic accumulators.
- p. 53 Capstan APL/RIC - Included are the hull penetrator assembly, gland nuts, shaft retainer, through hull operating shaft and hull integrity fasteners.
- q. 60 Steering Gear APL/RIC - All control surface operating linkages and pressure hull penetrators from and including attachments to the stern diving planes, fairwater planes, bow planes and rudder.
- r. 61 Control (Valve Only) APL/RIC - Only valve actuators which are operated by 1500 PSIG and higher air.
- s. 63 Windlasses APL/RIC - Included are the hull penetrator assembly, through hull shaft and hull integrity fasteners.

- t. 73 Ejectors APL/RIC - Included are the trash disposal unit, signal ejector and countermeasure launcher.
- u. 75 Strainers APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e).
- v. 77 Traps APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e).
- w. 83 Ship and Boat Propulsion Component APL/RIC - Included are the main propulsion shaft and shaft seal/seal housing.
- x. 87 Underwater Log Equipment APL/RIC - Underwater log rodmeter only when it penetrates the pressure hull or hard tanks, otherwise it is Level N/A.
- y. 92 Tanks/Cylinders/Flasks APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e).
- z. 93 Pipe Tubing, Hose, and Fitting APL/RIC - When they form part of the pressure boundary of the systems cited in reference (e). Note: Flexible hose is specifically excluded.
- aa. 97 Periscopes and Masts/Antennas APL/RIC - When they penetrate the pressure hull of the submarine.
- bb. 99 Miscellaneous Equipment APL/RIC - Sound Isolation Couplings (RISICs) used in main sea water, auxiliary sea water, feed water systems and high pressure air system storage cylinders. Note: The isolation rubber elements are specifically excluded.

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LI/SS Technical Data Package Development

1. Purpose. To define responsibilities and provide procedures for the development, review and approval of TDPs used to specify the technical requirements in NAVICP contracts for the procurement/repair of LI/SS material. Processing of LI/SS TDPs outside of these procedures is not authorized.

2. Scope. Applies to all procurements and repair actions of LI/SS material.

3. Responsibilities

a. General Supply Specialist. Develop Technical Data Packages (TDPs) which include the purchase descriptions, drawing bid sets, document reference information, contract data requirements list (CDRL - DD Form 1423), and any other forms or documents required for procurement of all LI/SS Stock Program and SMIC Q3/VG items, using all applicable technical resources. Detailed drawings should be obtained during the preparation of the TDP. Make use of existing NAVSEALOGCEN approved boilerplate paragraphs and TDP prototype formats as appropriate. Policy issues concerning TDP requirements for LI/SS material shall be developed and distributed by Code 8453. Coordination with NAVSEALOGCEN may be required when technical authority issues are addressed. Email and intranet memo posting are acceptable methods of coordination and distribution.

b. Ensure that the TDP reflects the following:

(1) Scope statement advising of critical application. LI (S00010) or Q3 (S00011).

(2) Listing of applicable documents.

(a) NAVSEALOGCEN approved boilerplate paragraphs and free text shall be used as applicable.

(b) When a competitive drawing is the main component design, the JEDMICS Repository Data Research Tool (RDRT) shall be used to prepare a list of drawings necessary for the manufacture of fully competitive items. This drawing list will be automatically imported into the drawing section of the TDP. If JEDMICS cannot provide a drawing, the Advanced Technical Information System (ATIS)

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and the Contractor Integrated Technical Information System (CITIS) workstation databases can be searched. If the drawing is found, the digital images shall be forwarded to the NAVICP Repository using established digital image delivery systems. If the drawing cannot be found digitally, a request for the drawing shall be submitted to the applicable shipbuilder or planning yard, and if that request is unsuccessful, NAVSEA assistance should be solicited.

(c) When a proprietary drawing is the main component design, all necessary drawings shall be listed in boilerplate A00018.

(d) Required specifications shall be listed in the Referenced Documents section of the TDP.

(3) Specific Technical Requirements

(a) NAVSEALOGCEN approved boilerplate paragraphs and free text shall be used as applicable.

(b) Specification changes identified via purchase referrals and AEC program should be used for guidance on updating TDP requirements. NAVSEALOGCEN engineers may be contacted to obtain assistance in determining TDP requirements.

(c) Ensure PTD requirements are sufficient for the contractor to submit adequate data.

(4) Quality Assurance Provisions

(a) NAVSEALOGCEN approved boilerplate paragraphs and free text shall be used as applicable.

(b) TDPs shall indicate that the contractor furnishing items under the contract shall maintain an inspection system IAW MIL-I-45208 or the ISO-9000 series of specifications.

(c) TDPs shall include all applicable requirements of reference (e), to ensure contract will contain provisions for Level I OQE/MIC requirements, material control, material testing, material inspection, material identification (MIL STD-792), material handling,

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Minimum Traceability Requirements, configuration control per MIL-STD-973/NAVSEA direction, all applicable first tier specifications, quality assurance, packaging, packing and preservation.

(5) Packaging. Boilerplate P00004 (Packaging, Packing and Preservation requirements are specified elsewhere in the Contract/Purchase Order.)

(6) Miscellaneous Notes. Definitions, directions and miscellaneous notes.

c. TDP Review

(1) TDPs for LI/SS material shall be reviewed for accuracy and completeness prior to procurement action. TDPs with no changes (or minor editorial updates) with a previous procurement within 15 months may be forwarded directly to 02 after review by NAVICP. TDPs that do not meet this criteria must be forwarded to NAVSEALOGCEN for a formal Quality Assurance (QA) review. However, TDPs for certain commodities are created by an automated program. This Automated Prototype Program is controlled by NAVICP and receives prior approval by NAVSEALOGCEN. Procurements for these automated TDPs may also be forwarded to 02 for a period of one year, when the automated program will be reviewed for necessary updates.

(2) Resolve any discrepancies found during NAVSEALOGCEN review and return corrected package to NAVSEALOGCEN.

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DSSP Technical Data Package Development

- Exhibit 1 DSSP TDP Checklist
- 2 ITIMP Procedures for In-house Manufacture Buys

1. Purpose. To provide procedures and define responsibilities for the development, review and approval of TDPs used to specify the technical requirements in NAVICP contracts for the procurement/repair of DSSP Scope of Certification (SOC) material. Processing of DSSP-SOC TDPs outside of these procedures is not authorized.

2. Scope. Applies to all (new and repair) procurements for DSSP-SOC material.

3. Background. The NAVSEA and NAVICP Logistics Support Plan for DSSP assign responsibility for the procurement/repair and management of spares to NAVICP. These responsibilities include verification that Provisioning Technical Documentation (PTD) specifies that correct testing and Objective Quality Evidence (OQE) requirements to support the certification process, as established by reference (f). NAVICP converts these attributes into procurement specifications/TDPs. Accordingly, it is necessary to establish procedures governing the development and review of procurement specifications/TDPs to ensure that they are complete, accurate and contain the required OQE, material, certification, testing, etc.

4. Priority categories and processing time frames. The following establishes priority categories and processing time frames for TDP development and reviews.

<u>Issue Group</u>	<u>Time Frames (working Days)</u>
CASREPs	1
Issue Group 1	3
All Others	18-22

Note 1. These time frames will be reviewed and adjusted as required.

Note 2. Referrals forwarded from NAVICP to NAVSEA for resolution will not have the "NAVSEA" time counted. A separate statistical count will be maintained.

Note 3. Factors such as quality issues, quantity of work assigned and level of difficulty may impact NAVICP turnaround time.

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5. DSSP Responsibilities. The following responsibilities are hereby established:

a. Technical

(1) Receive ITIMP automated referrals for SMICs D4, DS, DG, D0, and other critical items as appropriate. Technician will follow the material upgrade/downgrade procedure contained in paragraphs 2.f and 2.g of enclosure (5) prior to processing incorrectly SMIC coded items.

(2) Verify applicable SOC designation in accordance with reference (f), as well as appropriate boundary books, the SOC Notebook and other pertinent documents. Refer questions regarding SOC determinations to NAVSEA/ISEA for resolution.

(3) Verify the latest drawing revision (Ships Drawing Index (SDI), SOC Notebook, etc.) when preparing or revising a TDP for a component or part which falls within the parameters of reference (f).

(4) Verify/establish which SOC OQE requirements will be invoked in the TDP. Reference (f) and other appropriate documents (i.e., drawings, specifications) shall be utilized. If the drawings or specifications don't address the required OQE then NAVSEA will be asked to determine them. All requests for engineering support on OQE will be referred to NAVSEA via a letter, except for DSRV procurements, when hard copy TDPs (without drawings or other relevant documents) will be forwarded to the ISEA (Lockheed Martin Marine Systems) for their review with an information copy to NAVSEA, after the Quality Assurance Specialist (QAS) has reviewed it for completeness.

(5) Items determined to be within the SOC will be identified on the "Folder Item Description Update" screen by adding "SOC" to the eartag of the ITIMP folder. (This update will apply to the current procurement folder number only and will need to be added to all future procurements.) Do not remove the eartag without first consulting the QAS - it must be present for audit purposes.

(6) Ensure that the material certification and applicable marking requirements (i.e., heat or heat code,

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not the material designators of reference (e)) are invoked in all TDPs for SOC items.

(7) In accordance with Exhibit 1, the technician prepares the applicable TDP, ensuring that all required sections are included and complete. Scope, Applicable Documents, Requirements, Quality Assurance, Packaging, Notes, Contract Data Requirements List (CDRL), and any other required sections, attachments, enclosures, bidsets, etc. Figure A of Exhibit 1 shall be used as a guideline for the incorporation of ITIMP boilerplates for SOC items.

(8) Process ITIMP automated referrals requiring drawings (bid sets) using the Joint Engineering Data Management Information Control System (JEDMICS) to request the latest available revision of applicable drawings for competitive procurement action. Verify the requested drawing revision is in accordance with that specified in the TDP and the SDI.

(9) Forward drawings to the Technical Data Division for photocopying into JEDMICS after approval, as necessary.

(10) Route ITIMP automated referrals and TDPs to QAS for review. (Note. After routing ITIMP referral, the technician must be added back to the routing; necessary for the release of the referral.) For organic procurement/repair, process in accordance with procedures outlined in Exhibit 2.

(11) Forward relevant documents (drawings, letters, aperture cards, etc.) to the QAS to facilitate the review of the TDPs.

(12) When the technician receives a purchase referral in ITIMP indicating boilerplate differences on an existing TDP (annotated by a "+" located next to the affected boilerplate), the TDP will need to be validated before any modifications are made to the TDP. A TDP having MIL-SPEC differences annotated on the referral will need to be processed on the document reference screen.

(13) Prior to the release of the referral to the contracting branch, the technician will route (in ITIMP) all sole source automated referrals to the QAS to address vendor qualification and to document (in buyer notes) the need for a Quality Assurance Letter of Instruction (QALI).

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(14) The technician may receive pre-award referrals on competitive SOC items from the contracting branch on vendor requests for waiver of Inspection System Requirements (A001). The referrals will be routed (in ITIMP) to the QAS to address vendor qualification and to document the need for a QALI (annotated in buyer notes). For vendors not previously qualified, requests for pre-award surveys on SOC items will be generated by the contract specialist prior to award. The buyer may send a referral to the technician requesting the point of contact for survey participation and dates of availability. The technician will forward this referral to the QAS via ITIMP. Once the buyer has this information, they will send out the pre-award survey request. The buyer will then send a referral back to the QAS advising that the survey has been requested and that the buy is on hold pending the survey results. Once the survey is complete, the QAS will complete the referral regarding survey results.

(15) The technician shall add buyer notes for any additional specific/supplemental instructions (technical, quality, etc.) to ensure accurate procurement of the item.

(16) Ensure Higher Level Inspection Code field on TDP Inquiry screen is filled in with appropriate inspection system specification (i.e., MIL-I-45208A, ISO 9000 Series).

(17) Revise ITIMP referrals and TDPs returned with discrepancies noted by the QAS, ISEA or organic activity.

(18) Take the necessary technical actions on waiver and deviation purchase referrals forwarded by contracting branches on SOC items. Forward engineering request letters to NAVSEA/ISEA and track through completion by obtaining status of overdue letters via telephone calls or logistics review. Forward a copy of responses to the QAS for retention. Incorporate changes to the TDP, APL and other data files as appropriate.

b. Quality Assurance Specialist

(1) Receive ITIMP referrals from the DSSP technician along with relevant documents. (Note. If they are not routed via ITIMP, return to technician for proper routing.)

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(2) Perform a review of the TDP. This review will consist of, but is not limited to the following:

(a) Ensure TDP is complete as outlined in Exhibit 1.

(b) Check that the drawing used for the TDP is the same revision listed in the applicable documents section.

(c) Review the TDP for completeness and accuracy to the requirements of reference (f), and other applicable directives, documents and drawings.

(d) Ensure correct and complete material specifications, revisions and dates are being specified.

(e) Appropriate initials/signatures and dates in the referral remarks or on the DD-1423 Form, as applicable.

(3) Return ITIMP referrals and TDPs containing discrepancies to the technician for correction. Discrepancies shall be documented for returned referrals.

(4) Maintain a log of discrepancies, showing as a minimum the NIIN, nature of discrepancy, and technician by LRC/ORSI, and the final resolution (i.e., valid/invalid, corrected/not corrected).

(5) Prepare statistical reports concerning volume, processing time, deficiencies, etc. (when requested by management). Data will be retained for historical purposes and used to facilitate training, revise procedures, monitor operational efficiency and improve quality.

(6) Forward ITIMP referrals to the applicable technician after indicating that the quality assurance review and acceptance has been accomplished in the referral response section of ITIMP.

(7) Maintain Exhibit 1 to ensure that DSSP TDPs are reviewed in a uniform manner to meet NAVSEA/program requirements.

(8) Maintain a log of all waivers and deviations generated by NAVICP for DSSP material. This log (or

computer program equivalent) of all Departure From Specification (DFS) requests shall be maintained for each Deep Submergence System (DSS). Departures within the SOC shall be annotated "SOC" on the departure and in the log.

(a) In the context of DSS SOC, a DFS is a non-conformance of any certification attribute from the intended or as-certified condition of the DSS. This includes non-conformances to approved drawings, component specifications, technical manuals, operating and emergency procedures (OPs/EPs), maintenance procedures and any other authoritative document specifying a certification attribute of the DSS. A DFS shall be identified as a deviation or waiver as follows:

Deviation - A DFS which is requested **prior** to a planned non-conformance

Waiver - a DFS which is requested **subsequent** to the non-conformance occurring

Departures are categorized as Major or Minor based on the following criteria:

Major - DFS that affects:

- Performance
- Durability
- Reliability or maintainability
- Interchangeability
- Effective use or operation
- Weight or stability
- Health or safety
- System design parameters such as schematics, flows, pressures, or temperatures

Minor - A DFS that does not meet the criteria for a Major DFS.

(b) The minimum information required shall be supporting justification, technical documentation, calculations, rationale and related correspondence.

(c) A copy of the waiver or deviation shall be forwarded to the applicable asset and its planning yard.

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This applies to both approved and/or disapproved waivers or deviations.

(d) Conditionally approved waivers and deviations shall be tracked by NAVICP until the condition is either cleared or added to the applicable technical document as an acceptable condition.

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DSSP TDP CHECKLIST

1. General

a. Verify TDP is complete with applicable paragraphs for the following sections:

- (1) Scope
- (2) Applicable Documents
- (3) Requirements
- (4) Quality Assurance
- (5) Packaging
- (6) Notes
- (7) Attachments as applicable (e.g., Drawing Revision Notices (DRNs))
- (8) DD-1423 Requirements

b. Verify all drawings needed for procurement of competitive items are listed in the Drawing References section, included in the bid set, and are the correct revision/amendment. For proprietary designs, the pertinent drawings will be listed in the Applicable Documents section (boilerplate A00018). Use caution when entering the data in A00018 to ensure the output is formatted correctly.

c. Verify destination is to an established DSSP stocking activity (as applicable) or designated user.

d. Review PTBK for application/reference data to ensure current/correct.

2. Detail

a. NSN/NICN and SMIC must match PTBK retrieval. If they do not match, add a note for the buyer to include an award note on page (2) of the contract to correct any discrepancy. An example would be the SMIC is incorrect however corrections have been submitted.

b. Verify SOC/Material Control Divisions (MCD) designations are correct.

c. Ensure nomenclature in text of Requirements section is the same as that annotated on the drawing.

d. Verify SOC/SMIC against SOC Notebook, system level drawing, the system/service application for applicability

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to reference (f), and impart the necessary requirements into the procurement specifications.

e. Verify size against military/commercial specification, drawing, and other applicable documentation and include, as necessary, to describe the item under procurement.

f. Verify pressure and/or temperature against military/commercial specification/drawing and other applicable documentation and include, as necessary, to describe the item under procurement.

g. Verify end connections (socket weld, butt weld, silver braze, flanged, etc.) against military/commercial specification, drawing, and other applicable documentation and include, as necessary, to describe the item under procurement.

h. Verify drawing and assembly (modifications, if applicable) against PTBK and other applicable documentation and include, as necessary, to describe the item under procurement.

i. Ensure design changes are incorporated within the TDP and are supported with applicable documentation.

j. Verify the material for parts requiring certification against military/commercial specification, drawing/parts list, or other applicable documentation are correct/current.

k. Ensure radiography requirements against military/commercial specification, drawing, or other applicable documentation are specified within the TDP.

l. Ensure chemical and mechanical analysis is specified for items requiring such, including any additional requirements (i.e., special heat treatment notes, weldability test, intergranular corrosion test) from applicable documentation.

m. Ensure applicable NDT requirements are included.

n. Ensure hydrostatic and seat tightness tests are included as required. Ensure that the test duration and

the test pressure requirements meet the minimum program/platform specifications.

o. Verify hi-shock test requirements are included, or have been performed and approved, as applicable.

p. Verify inspection system requirements (e.g., MIL-I-45208A or ISO 9000 Series) paragraphs are included.

q. Verify mercury-free requirements are addressed in the TDP, as applicable.

r. Ensure flammability, toxicity, cleanliness, implodability and explodability requirements are incorporated within the TDP, as applicable.

s. Ensure requirements for submission of welding procedures and qualification data are specified, along with the applicable performance/acceptance criteria, whenever welding is required/permitted.

t. Ensure that material control/traceability requirements are included as applicable.

u. Verify material identification and marking requirements (Marking area specified if special or as specified on the drawing).

v. Verify material inspection requirements are included as applicable.

w. Verify Document references, Drawing References, and/or Applicable Documents sections list all drawings, specifications, standards, etc., that are cited in the Requirements and Quality Assurance sections with approved revisions and dates.

x. Verify that certification requirements are listed on the DD Form 1423 and refer to the correct paragraph. All other contract deliverables; e.g., manuals, drawings, test reports, radiographic films and shooting sketches, etc., are included; cite the appropriate remarks, distribution, etc.; and that block 7 is filled in as appropriate (i.e., LT, SS, SD).

y. The Quality Assurance Specialist (QAS) will sign DD-1423 Form as approver.

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z. Verify DD-254 Form is included (if required for confidential drawings/data) and mention in Notes to Buyer section.

aa. Ensure any DSSP requirements of reference (f), and other pertinent NAVSEA directives/policies, are included as appropriate.

bb. Verify that any hard copy/external document(s) relative to the buy that must be forwarded to the contractor, via the buyer, are listed in the External Documents section of the TDP (e.g., DRNs that are not included in the bid set, PTD forms).

3. Miscellaneous

a. Check for typographical and spelling errors.

b. Check for missing words and grammatical errors.

c. Check for punctuation errors and formatting irregularities.

d. Check for overall consistency and clarity of the requirements specified.

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Figure A - Typical ITIMP Requirements for a Scope of Certification Item

- S00005 - lead -in paragraph
- S00011 - <(DSSP) Scope of Certification Material - Material Control Division "A, B, or C">
- S00016 - This <assembly> includes non-metallic materials that must satisfy the toxicity and flammability requirements of NAVSEA SS800-AG-MAN-010/P-9290. Use of any material other than that specified requires special engineering approval and may require testing. (sub-paragraph) First make sure this applies to your procurement

- A00008 - Order of Precedence - we should be using A00008 since the purpose of developing a TDP is to clearly define all requirements within one document
- A00004 - Applicable Documents (lead in paragraph)
- A00006 - Document References (sub-paragraph)
- A00005 - Document Control (sub-paragraph)
- A00007 - Document Changes (should only be used when there are document changes listed within the TDP) (sub-paragraph)
- A00018 - Use if drawing is not being provided to contractor (use this if procurement is sole source)

- R00002 - R00004 <Description of what being ordered>
- R00254 - First Article test (see 00-301-5593)
- R00313 - Use if procurement is for refurbished material
- R00373 - Material for parts requiring Chemical/Mechanical Certifications (lead in paragraph for R00374)
- R00374 - To be used as many times as required identifying the applicable parts requiring Chemical/Mechanical certifications <Parts name, item number, drawing number> <Material specification the above part is made from>
- R00275 - Testing Certification (lead in paragraph for R00276)
- R00276 - R00358 citing the applicable boiler plate for the type of testing required
- R00530 - DSSP Critical Volume Testing <specify pressure>
- R00357 - Quality Conformance/Compliance Inspection
- R00455 - R00456 Oxygen/Nitrogen Cleaning in accordance with the attached Special Packaging Instruction (SPI)

- R00457 - Cleaning and protection shall be in accordance with MIL-STD-419
- R00531 - Certificate of Compliance
- R00517 - R00518 welding if part is pressure boundary and metallic
- R00246 - General Marking requirements - only to be used if no marking requirements are cited on the drawing, or specification
- R00238 - Marking in accordance with MIL-STD-130
- R00604 - Configuration Control R00604 and R00421 should be used on Material Control Division A products. Place R00421 2nd because it is a sub-paragraph (MIL-STD-973, Notice 3, 13 Jan 95)
- R00471 - Mercury Free - mandatory in most cases but think about what is being procured

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- Q00013 - Q00092 Inspection Records/NDT Test Certifications or one developed/modified to suit our needs
 - Q00024/Q00025 - First Article Test (FAT) <1> non-destructive, <2> one (01), <3> IAW whatever drawing, MIL-STD or specification invokes the requirement (see 00-301-5593)
 - Q00059 - Welding Procedures and Qualification Data (use with R00517/R00518 or welding is required)
 - Q00065 - Use when Test Certifications are required
 - Q00095 - Quality Conformance Testing
 - Q00098 - Inspection System to MIL-I-45208A (use revision dated amendment 1, 24 JUL81)/ISO 9000 Series (no manual required to used in lieu of Q00006)
ISO10012 (use revision dated 01 May 93)
ISO 9001 (use revision dated 01 JUL 94)
ISO 9002 (use revision dated 01 JUL 94)
MIL-STD-45662 (use revision dated A, 01 AUG 88)
 - Q00099 - Inspection System to MIL-I-45208/ISO9000 series (manual required)
 - Q00097 - Material Traceability Requirements for Material Control Division "A" material (MIL-STD-105, MIL-STD-792)
 - Q00107 - Use when a Certification of Compliance is required
 - Q00108 - Use with R00530 - DSSP Critical Volume Testing
 - Q00119 - Certificate of Compliance for Material Control Division "B" material
 - Q00120 - Traceability Requirements for Material Control Division "B" Material

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- N00006 - Information regarding abbreviations (DD-1423)
 - N00015 - Terms and Definitions (OQE Terms)

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N00019 - Drawing distribution statement codes (Who can get
dwg)

N00004 - Ordering Information for Document References

P00004 - Preservation, Packaging, Packing and Marking

DD Form 1423 (s)

DI-MISC-80678 Certification/Data Sheet (for all kinds of
info)

Remarks: Use D00103 (fill-in correct code)
D00108 with Certificate of Compliance or
D00109 with all other tests (two fill-ins)

Distribution: NAVICP-M 0243 and EACH ITEM SHPD

DI-QCIC-81110 Inspection and Test Plan (chg bk 7 to SD,
add SUB TL: QUALITY ASSURANCE MANUAL,
FREQUENCY: ONE/R, FIRST SUB DT: NR OF
DAYS:45, OR DT:DAC)
Use D00027 and D00092 (need to use a D00002
for repair buys)

DI-NDTI-80809A Test Report (when contractor must develop
test)

Remarks: D00103 (fill-in correct code)

Distribution: NAVICP-M and EACH ITEM SHPD

DI-MISC-81020 (DSSP) Certification Data (Chem/Mech
Certifications)

Remarks: D00002 <Block 14.A - A copy of the chemical
and mechanical test reports shall be
packaged with each assembly.>
D00103 (fill-in correct code)

Distribution: NAVICP-M 0243 and EACH ITEM SHPD

DI-MISC-80875 Welding Procedures (use D00026) SD, ONE/R,
AS REQ

DI-MISC-80876 Welding Procedures Qualification Test Report

Remarks: (Use D00026 and D00025 in that order) SD,
ONE/R, AS REQ

DI-MISC-80653 First Article (see 00-301-5593)

DI0NDTI-80603 Test Procedures

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ITIMP Procedures For In-House Manufacture Buys

1. Purpose. To establish a process for the handling of in-house buys for both SOC and non-SOC DSSP material.
2. Scope. Applies to all DSSP in-house manufacturing buys.
3. Background. NAVICP is responsible to provide material that adheres to the requirements set forth in reference (f).
4. DSSP Technical Code Responsibilities. The following steps will be adhered to after the technician verifies the method of procurement is going to be from a government activity.
 - a. Change DENs F024=X, F024B=D and update reference data on the NIIN with the organic CAGE.
 - b. Update the routing code to the Organic Contracting Branches Code in ITIMP and change ship to (stocking activity) if necessary.
 - c. If the manufacturing information is not available as NIIN history, contact the cognizant government in-house manufacturing activity to obtain necessary manufacturing information.
 - d. Type "INHOUSE" (one word) in the ear tag on the Folder Item Description Update screen. (Non-SOC items)

OR

Type "SOCINHS" (one word) in the ear tag of the Folder Item Description Update screen. (SOC items)

- e. Select the Referral Response Processing menu and type in the following information:

This item is manufactured by a Government facility.
Performing activity (Government activity name and address).
POC and telephone number at the performing activity.
CAGE
Quantity

Exhibit 2
Attachment B
Enclosure (5)

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Unit of Issue
Equipment Name and Platform
Technician name and telephone number

(For SOC material)

"Scope of Certification material,
technical Data package being forwarded to
the procurement/repair activity."

f. Fax a TDP for the SOC procurement or repair to the organic activity's POC prior to the RFQ being sent.

(1) Acknowledgment of receipt of TDP required by fax.

(2) Ensure Technical Code is the recipient of all contract deliverables for organic procurement/repair. This action will be taken in the "Remarks" section of DD-1423. (Boilerplate D00103 applies)

5. Organic Contracting Code Responsibilities.

a. In addition to normal processing requirements, the following statement must be added on the NAVCOMPT Form 2275, "Scope of Certification material, ensure all material procured/repared is in accordance with the Technical Data Package faxed to your activity for this NSN. If the Technical Data Package was not received, contact the NAVICP technician, (name), DSN (number)."

b. To ensure this process works, the Organic Contracting Code's personnel MUST view the "Remarks Inquiry Screen" in ITIMP on all DSSP referrals. This will advise if SOC material is involved. IF SOC MATERIAL IS SPECIFIED, THE ABOVE STATEMENT IS MANDATORY.

c. Any waivers/deviations on SOC material must be forwarded to the DSSP Technical Code for resolution.

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LI/SS/DSSP Personnel Training

1. General. Training is required to maintain a technically qualified work force of employees who possess the skill, knowledge and ability required of employees at full performance levels. The LI/SS/DSSP Department shall maintain a program providing for training of employees in quality program requirements applicable to specific work assignments as well as the use of quality assurance techniques to improve quality and productivity.

2. Responsibility. The Quality Assurance and Training Division (Code 8452) will be responsible for the LI/SS/DSSP Training Program. All identified personnel will take/attend required LI/SS/DSSP training.

3. LI/SS/DSSP Training Requirements

a. Formal training requirements will be established identifying baseline LI/SS/DSSP knowledge and skill requirements. LI/SS/DSSP training records will be maintained.

b. Refresher training will be provided on an annual basis to all applicable NAVICP personnel associated with LI/SS/DSSP programs as identified in the annual LI/SS/DSSP Training Plan.

c. Level of Knowledge examinations will be given periodically to assess the program knowledge of personnel working within the LI/SS/DSSP Stock Programs.

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