



DEPARTMENT OF THE NAVY
NAVAL INVENTORY CONTROL POINT
AND
NAVAL SEA LOGISTICS CENTER
5450 CARLISLE PIKE
MECHANICSBURG PA 17055-1078

IN REPLY REFER TO:
NAVICP/NAVSEALOGCENINST 9000.1F
N44/DPD

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NAVICP/NAVSEALOGCEN INSTRUCTION 9000.1F

From: Commander, Naval Inventory Control Point
Commanding Officer, Naval Sea Logistics Center

Subj: LEVEL I/SUBSAFE STOCK PROGRAM MATERIAL CONFIGURATION
MANAGEMENT (MIL-STD-973) REQUIREMENTS

Ref: (a) NAVSUP/NAVSEAINST 4440.16B
(b) MIL-STD-973 Configuration Management Interim Notice 2
(c) NAVSEA 0948-LP-103-6010
(d) NAVICP/NAVSEALOGCENINST 4355.12B
(e) NAVSEA 0924-062-0010

1. Purpose

a. To provide organizational responsibilities and actions for invoking configuration control in Naval Inventory Control Point (NAVICP) contracts for Level I/SUBSAFE (LI/SS) Stock Program material.

b. This is a complete revision to this instruction and must be reviewed in its entirety.

c. This instruction is no longer an internal instruction.

2. Cancellation. SPCC/NAVSEALOGCENINST 9000.1E

3. Scope. This instruction applies to NAVICP contracts or orders for procurement of LI/SS Stock Program material under the technical cognizance of the Naval Sea Systems Command (NAVSEASYS COM). This material includes most items listed in reference (c). Specifically excluded from this instruction are Vendor Information Requests (VIRs), waiver and deviation requests involving matters of contract administration, packaging, provisioning, part number changes, etc. which can be approved by SPCC without referral to Naval Sea Logistics Center (NAVSEALOGCEN); also excluded are VIRs, waiver and deviation requests relative to radiography which are referred directly by NAVICP to NAVSEA's representative.

4. Background. In accordance with reference (a), NAVICP is responsible for the procurement of LI/SS Stock Program materials,

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and the responsibility to provide engineering services to the program is assigned to NAVSEALOGCEN. As such, the Commands share responsibility to assure configuration control is maintained on materials included in the LI/SS Stock Program. Although NAVICP procures LI/SS Stock Program material in full accordance with technical specifications, there are a number of causes which may result in a departure from these specifications. For example, contractors may propose the use of an alternate material, request relief on machining tolerances, or recommend permanent changes to the design of the material under procurement. In each case these departures represent a proposed change to the material configuration and as such are forwarded to NAVSEALOGCEN for processing and approval in accordance with references (b) and (e). This instruction outlines the responsibilities of NAVSEALOGCEN and NAVICP to assure that configuration control is maintained in accordance with the latest specifications.

5. Definitions

a. Approved Engineering Alternative (AEA). A deviation, waiver, or other approved variation from contract or technical requirements which is documented for dissemination to users of LI/SS Stock Program material.

b. Approved Engineering Change (AEC). A permanent change to the current configuration documentation of a configuration item (CI) which is documented for dissemination to users of LI/SS Stock Program material.

c. Configuration Control. The systematic proposal, justification, evaluation, coordination, approval or disapproval of proposed changes, and the implementation of all approved changes in the configuration of a CI after establishment of the configuration baseline(s) for the CI.

d. Configuration Item (CI). An aggregation of hardware or software that satisfies an end use function and is designated by the Government for separate configuration management.

e. Deviation. A specific written authorization, granted prior to the manufacture of an item, to depart from a particular requirement(s) of an item's current approved configuration documentation for a specific number of units or a specified period of time. (A deviation differs from an engineering change (EC) in that an EC requires corresponding revision of the item's current approved configuration documentation, whereas a deviation does not.)

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- f. Engineering Change (EC). A change to the current approved configuration documentation of a CI at any point in the life cycle of the item.
- g. Engineering Change Proposal (ECP). A proposed EC and the documentation by which the change is described, justified, and submitted to the government for approval or disapproval.
- h. Procuring Contracting Officer (PCO). The individual authorized to enter into and administer government contracts and make determinations and findings with respect thereto.
- i. Specification. The performance or design requirement invoked by contract. For the purpose of this instruction, "specification" shall include the technical description of the item included in the contract along with other documents (drawings, Military Specifications, etc.) invoked or referenced in that technical description.
- j. Supplemental Agreement. A definitive modification to a contract which sets forth a mutual agreement to modify the contract and includes the revised task to be performed, the price of performing the task, the time necessary, and any other terms agreed upon.
- k. Value Engineering Change Proposal (VECP). A formal cost reduction proposal submitted by a contractor to the government setting forth a recommended change to contractual documents.
- l. Waiver. A written authorization to accept an item which, during manufacture or after having been submitted for government inspection or acceptance, is found to depart from specified requirements but, nevertheless, is considered suitable for use "as is" or after repair by an approved method.

6. Responsibilities

- a. NAVICP shall have written procedures for the following:
- (1) Invoking reference (b) in all contracts and purchase orders.
- (2) Specifying in all contracts and purchase orders via the procurement specification that all ECPs, VECPs, deviations, and waivers, regardless of significance or classification, require review and approval by the PCO.

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(3) Screening of ECPs, VECPS, VIRs, requests for deviations or waivers, and reports of defective material for the exclusions noted in paragraph 3 and consulting with NAVSEALOGCEN when in doubt as to the need for engineering resolution of a particular problem.

(4) Assuring that all departures identified in paragraph 6a(3) are forwarded to NAVSEALOGCEN except those for which approval authority has been specifically delegated to NAVICP and forwarding copies of all such departures approved by NAVICP to NAVSEALOGCEN for information purposes.

(5) Assuring that contractors comply with reference (b) concerning the use of DD Forms 1692 and 1694 when submitting ECPs or VECPS and deviations or waivers, respectively. In cases of Navy-rejected material, NAVICP shall have written procedures for notifying vendor to submit DD Form 1694 if the vendor wishes material to be considered for acceptance.

(6) Issuing contract modifications, utilizing supplemental agreements to the maximum extent possible, and/or procurement specification modifications, if appropriate, when directed by NAVSEALOGCEN.

b. NAVSEALOGCEN shall have written procedures for the following:

(1) Processing ECPs, VECPS, deviations, and waivers in accordance with NAVSEASYSKOM guidelines.

(2) Reviewing and evaluating all other NAVICP referrals resulting from actions in paragraph 6a above.

(3) Maintaining a record of the status and disposition of all ECPs, VECPS, deviations, waivers, and other NAVICP referrals.

(4) Maintaining records of all referral responses, including rationale and evaluation data.

(5) Evaluating all recurring requests for deviations and/or waivers concerning the probability that either the requirements are too stringent or the practices of the contractor are questionable and making determinations concerning means of eliminating recurring deficiencies.

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(6) Coordinating all permanent ECs to procurement specifications with NAVSEASYSKOM and notifying NAVICP to make necessary changes to the procurement specifications.

(7) Notifying all potential end users of LI/SS Stock Program material of all AECs associated with given items so such items may be used without need for additional research, deficiency reports, or waiver requests by the receiving activity.

(8) Notifying all potential end users of LI/SS Stock Program material of all AEAs (i.e., onetime variations) associated with given items so these items may be used without need for additional research, deficiency reports, or waiver requests by the receiving activity.

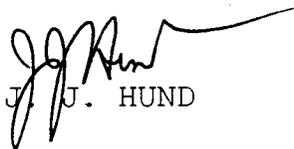
(9) Providing original copy of all drawings approved by purchase referral to NAVICP (Code 8452) for distribution, retention, etc.

c. In accordance with reference (a), NAVICP and NAVSEALOGCEN shall perform internal audits on a scheduled basis to assure the action required by this instruction is executed satisfactorily.

Such audits shall be conducted in accordance with reference (d).

7. Forms. DD Forms 1692 and 1694 can be obtained from Defense Printing Service Detachment Office (DPSDO) by ordering on a Publications and Printing Request, DPS 2500/1. MIL-STD-973 can be obtained from the Defense Automotive Printing Service (DAPS), 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.

8. Maintenance. The maintenance responsibility for this instruction is assigned to the LI/SS Support Engineering Division (N44) of NAVSEALOGCEN.


J. J. HUND


F. C. LAWTON, III
By direction

Distribution:

NAVSEALOGCEN (N44 - 15 copies)

NAVICP (M021.X, M0214, M0241, M0243, codes 84, 845, 8452, and M0851 - 1 copy; Code 845B - 5 copies)

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NAVSEASYSKOM (SEA 0416, SEA 07Q, SEA 92Q)