Defense Logistics Agency Instruction

DLAI 3213
September 14, 2009
DLA J-331

Product Data Program

References: Refer to Enclosure 1.

1. PURPOSE. This instruction establishes the policies, processes, and procedures for identifying, developing, accessing, and controlling data requirements in and between the Department of Defense (DoD) Components.

   a. The Product Data Management Program (PDMP) applies policies, systems, and procedures for identifying, developing, accessing, and controlling data requirements in and between the Department of Defense (DOD) Components as well as facilitating the exchange of data between each DOD Component which includes DOD Contractors. The primary mission provides required product data to DOD vendors as well as DOD personnel in support of the DLA acquisition mission. The Product Data Management Division (PDMD) at DSC Columbus (DSCC), DSC Philadelphia (DSCP), DSC Richmond (DSCR) and Defense Logistics Information Service (DLIS) serve as the focal points for all product data entering and leaving their center and for the storage, management, and improvements to business processes of product data related to the specific commodities managed by the respective centers.

   b. The PDMD is primarily responsible for document acquisition, creation, indexing, storage, distribution, Bidset development, maintenance, updating, and linking of Document Information Records (DIRs) to materials.

   c. The focus of Data Management is to support the Agency’s objective in providing the right item to the customer in the right quantity and right time frame requested by ensuring the engineering data is available to support the procurement of a quality part and in a timely manner.

   d. The PDMD matrix defines the objectives for Data Management and determines the processes to measure. The program uses select measures to monitor performance and compares the results of those measures to data management objectives. The PDMD reviews and updates the business goals to ensure that the Agency meets the customers’ needs. In addition, the PDMD uses quantitative and qualitative information to initiate and implement innovative methods to improve the effectiveness of the product data program. Various metrics alert the PDMD of potential impacts that would affect the criticality of the mission.

   e. As a primary goal, the PDMD provides efficient, effective and timely support to the acquisition mission through adopting innovative and streamlined business methods based on the agency's initiative to achieve continuous improvements towards the desired results. The PDMD reviews business goals and updates them to ensure that the measurements trace directly back to customers’ needs.
2. **APPLICABILITY.** This DLA Instruction applies to HQ DLA, DLA Defense Supply Centers (DSCs) and Defense Logistics Information Service (DLIS).

3. **POLICY.** All managed product data must meet the requirements and intended use of DLA’s customers. DOD 5010.12-M describes and governs the organization and structure of Technical Data Management. DODD 5230.24, DODD 5230.25 and Federal Acquisition Regulation - Part 27, provide further direction with regard to the handling and distribution of product data.

4. **RESPONSIBILITIES.**

   a. The PDMD acquires data from Military Service, Original Equipment Manufacturers (OEMs) and commercial data repositories in various formats using several methods. Upon receipt, the PDS reviews the data for completeness and legibility. The PDS submits the acceptable product data for storage in the Document Management System (DMS). The PDS establishes an index record for the data in DMS which in turn provides a copy of the applicable data index for storage in the DOD locator system, Military Engineering Data Asset Locator System (MEDALS), for universal location of the product data.

   b. The PDS purchases product data from an OEM through the use of a contract. The requesting PS justifies the need for the data to PDMD. After a review of the justification, the PDMD initiates a contract for the specific piece of product or engineering data. Purchase of the data depends upon the OEM providing a complete, unlimited, and technically adequate data package to the Government.

   c. The PDMD purchases Mylar/Stable-base drawing reproduction services through the use of individual contracts. Due to the sensitivity of Mylar material and the need of an accurate one-to-one duplication, the contractor must maintain the data in a controlled environment.

   d. PDMD uses a contract to purchase Bidsets development services from contractors. With the award of a contract, the contractor becomes an agent of the Government and has specific access to Government tools.

   e. The PDS reviews product data for accuracy, completeness, and legibility; validates the product data and ensures data received does not duplicate stored data for that item; clean acceptable product data using the appropriate editing program, saving the image and linking to the document record in DMS; assigning document identification number, Document Data Codes (DDC), CAGE code, security level, Technical Data Availability Code (TDAC) and control code to designate ownership of the product data. The PDS reviews the document for ESA assigned Distribution Statement Code, revision date, drawing title and drawing size.

   f. The PDMD is responsible for electronically pulling applicable Logistics Reassignment data on an “as needed” basis from losing activities system. For logistically reassigned data not available in an automated system, the product data is made available at the time of transfer in digital format on compact discs for loading into DMS by the PDS.
5. PROCEDURES

   a. The PDMD determines the data storage location by the type of product data. The DSCC PDMD stores all classified data offline in a secure and separate storage location from unclassified product data and assigns a right code. A dummy document for the classified document is stored in DMS. The DSCR PDMD stores all MYLAR (stable-based) documents offline. Shortly after being notified of the contract award, the DSCR MYLAR personnel will distribute the stable based data to the contract awardee.

   b. The PDMD determines and assign Government rights code. The PDMD ensures that the DLA Rights Codes are assigned in conjunction with the DLA Conditional Use Data Matrix which considers the following: proprietary data, copyright data, patented data, Engineering Support Activity (ESA) assigned rights codes, special licensing agreements and unrestricted public release rights.

   c. The PDS builds and validates Bidsets for material handled by the assigned supply chain either by Enterprise Business System (EBS) forwarding a technical blocked Release Strategy Workflow (RSW), the PS submitting a request, in support of a special project, or in support of a long term/corporate contract. The Product Specialist (PS) reviews and approves assembled Bidsets, when appropriate. The PDS establishes the document sets in DMS based on the Bidset information.

   d. The PDS links all documents in DMS to each Material Master record applicable. Each document set references the specific documents identified by the PDS and Product Specialist (PS) as being required (and supplied by the DSC) in a fully competitive procurement environment.

   e. The PDS post Licensing Agreements in cFolders; cFolders releases and distributes product data related to special licensing agreements to certified recipients. Eligible contractors/vendors receive certification after agreeing to adhere to the handling and dissemination restrictions that have been placed on the data. Normal restrictions include non-disclosure as well as destruction of the data within a predetermined amount of time from the time of receipt.

   f. The PDMD releases available unrestricted product data in response to a FOIA request in accordance with DODD 5400.7. Determines the search, review, and duplication costs and changes the FOIA requester using the billing guidelines and fee rates in Chapter 6.3 of DoD 5400.7-R

   g. The PDS process Data Right Challenges and receives the response from the appropriate Industry Design Control Activity or Military Service who retains ownership and release authority to the rights for use by the Government. The PDS digitally file Data Rights Challenge response by creating a Data Rights Letter (DRL) in the DMS and associates the letter as an object link to the Document Information Record(s) (DIR) to which it applies. The PDS indexes the applicable product data and uses it in accordance with the Data Rights Challenge response. In cases where a PS was the source for the data rights challenger, the PDS will notify the PS when the response is received.
6. **EFFECTIVE DATE**  October 31, 2003

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ENCLOSURE(S)
Enclosure 1
References


The following regulations and policies control the management of product data:


24. Nondisclosure Agreement. In accordance with DODD 5220.22-M, National Security Program Operating Manual, all contractors, licensees, or grantees must sign an agreement spelling out the requirements to protect classified information from unauthorized release.

25. Applicable Memorandums of Agreement/Memorandums of Understanding. The MOA/MOU defines the relationship between the repository and the data owner. The MOA/MOU must identify the unique requirements for complying with the receipt and dissemination of the owner's data.