



Form Field Descriptions of the Technical Data Package (TDP)

The TDP is the responsibility of the Service Agency Uniform Office and shall be submitted to the Service Agency Liaison Office upon completion. Enclosures 1 and 2 contain checklists that coincide with these form field descriptions. The appropriate TDP checklist must be submitted to the Service Agency Liaison Office with the TDP documents. A completed and coordinated TDP shall include:

1. Standardization Position Letter Sent to Services:
 - a. Standardization position of all other Services for all items described in the TDP regardless of whether each of the other Services is a registered user of the phase-out/substitute item and for new items not replacing an existing item that are subject to standardization. The formal statement of non-adoption shall include a definitive reason.
2. Type of specification shall be one of the following four options:
 - a. Military Performance specification: A specification that states requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics. Both defense specifications and program-unique specifications may be designated as a military performance specification.
 - b. Military Detailed specification: A specification that specifies design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification. Both defense specifications and program-unique specifications may be designated as a military detail specification. Specification should include Table of Operations.
 - c. Commercial Item Description (CID): An indexed simplified product description managed by GSA that describes by function, performance, or essential physical requirements the available, acceptable commercial products that will satisfy the government's needs.
 1. Commercial-type Product: A commercial product, (a) modified to meet some Government-peculiar physical requirement or addition, or (b) otherwise identified differently from its normal commercial counterparts. Modifications, usually in the areas of packing, packaging, marking, quality levels, or range of acceptable characteristics, are such that the vendor can meet federal requirements without expensive changes to commercial production processes.
 - d. Purchase Descriptions (PD): A statement outlining the essential characteristics and functions of an item, service, or materiel required to meet the minimum needs of the government. It is used when a specification is not available or when specific procurement specifications are not required by the individual Military Departments or the Department of Defense.
3. All military (and if applicable, PD and CID) specifications shall be in accordance with MIL-STD 961, DOD 4120.24-M, and Fed Std 2000.
4. Patterns:
 - a. These should include oak tag patterns, electronic patterns, and a sample garment to prove patterns are doable for quality review (when applicable).
5. Standard samples:
 - a. Must be furnished when specification requirements indicate that one or more physical or chemical characteristics of the item must be compared with the standard sample. This should

include a finished, intended product with basic material requirements, including color, shade, perspiration, and fabric.

6. Suggested sources (if applicable):
 - a. Identify sources used during R&D development and bridge contract information.
7. Price estimate to include:
 - a. Unit cost based on previous items or prototype.
8. Engineering Drawing (primarily for equipment items):
 - a. Equipment drawings to include interfaces, tubes, dimensions, different size factors, materials, materials of core capability, and core functionality.
 - b. Patterns for equipment with drawings for each size.
9. In accordance with TROOP SUPPORT C&T 4125.1/AR 70-29/NAVSUPINST 4454.2/AFR 74-12/MCO 4855.3, Production Testing of TROOP SUPPORT C&T Managed Items, the following information shall be addressed for all new items entering the TROOP SUPPORT C&T supply system except when previously agreed to between TROOP SUPPORT and the Services that the information is not required:
 - a. Suggested number of production test contracts.
 - b. Suggested minimum quantities.
 - c. Suggested list of contractors.
 - d. Estimated production unit cost.
 - e. List of new or special production equipment.
 - f. Identification of long lead time or short supply materials or components.
 - g. Recommendations regarding critical and/or desire in-process production control points or procedures.
 - h. "State of the Art" precautions highlighted during development process.
 - i. Work statement delineating potential problem areas.
 - j. Certification that:
 1. Research and engineering phase completed.
 2. Specification is ready for production tests, Expanded First Article (EFA), or mass production. (EFA is a procedure where the adaptability of a new specification to mass production is validated through the simultaneous acquisition of production test and supply quantities of an item utilizing economic manufacturing practices)
 - k. A recommendation for establishment of a qualified products list when life support items are to be procured.

Note: Army Natick provides a transition letter to LSO that includes all of this information with the exception of items a. and b.

Additional items that may be included in the TDP:

10. Hubs/dies, molds, models, cartoons, special tools and/or production lasts.
11. Engineering support information as required by TROOP SUPPORT C&T 3200.1/PAM 715-13/NAVSUPINST 4120.30A/AFI 21-408/MCO 4000.18, Engineering Support Instruction for Items Supplied by Defense Logistics Agency. [NOTE: Currently being revised and will be referred to as JESI 3200.1 (Joint Engineering Support Instruction)].
12. Additional definitions and detailed information on specific steps can be found in TROOP SUPPORT C&T 4140.34/AR 32-5/NAVSUPINST 4410.3F/MCO 10120.31F/AFR 67-145, Introduction of New Clothing and Textile (C&T) Items into the Department of Defense (DoD) Supply System.

*TO BE INCLUDED IN SRP SUBMISSION PACKAGE

<u>Clothing Technical Data Package (TDP) Checklist</u>				
Item Nomenclature:				
Engineering Service Agency (Name & Contact Info):				
Program Manager (Name & Contact Info):				
TROOP SUPPORT Customer Relationship Manager (CRM) Team Lead:				
Date submitted to Liaison Office:				
<u>Items Required</u>	<u>√</u>	<u>Who is responsible (name & department)?</u>	<u>Date coordinated with TROOP SUPPORT & POC at TROOP SUPPORT</u>	<u>Comments</u>
Standardization Position Letter Sent to Services				
Specification Document (Detail?Performance specification. PDs or CIDs)				
Patterns (when applicable)				
Engineering Drawings (when applicable)				
Standard Samples				
Suggested Sources (if applicable)				
Price Estimate				
Production Testing				

Equipment Technical Data Package (TDP) Checklist

Item Nomenclature:				
Engineering Service Agency (Name & Contact Info):				
Program Manager (Name & Contact Info):				
TROOP SUPPORT Customer Relationship Manager (CRM) Team Leader:				
Date submitted to Liaison Office:				
<u>Items Required</u>	<u>√</u>	<u>Who is responsible (name & department)?</u>	<u>Date coordinated with TROOP SUPPORT & POC at TROOP SUPPORT</u>	<u>Comments</u>
Standardization Position Letter Sent to Services				
Engineering Drawings				
Specification (Detail or Performance) or Item Description (CID or PD) Includes <ul style="list-style-type: none"> - Scope - Classification - Salient Characteristics - Regulatory Requirements <ul style="list-style-type: none"> - Product Conformance - Packaging - Notes 				
Patterns (if applicable)				
Standard Samples				
Suggested Sources (if applicable)				
Price Estimate				

Form Field Descriptions of the Supplier Request Package (SRP)

The Service Agency Liaison Office receives and reviews the TDP from the Service Agency Uniform Office. The Service Agency Liaison Office will complete the SRP and submit the completed package to the Standardization Office within TROOP SUPPORT. Enclosure 5 contains a checklist that coincides with these form field descriptions. The SRP checklist must be submitted to TROOP SUPPORT with the SRP documents. A completed and coordinated SRP shall include:

1. A Service Letter which identifies what service is requesting and includes:
 - a. Phasing of Quantity (quantitative requirements by quarter for 3 years)
 - b. Replaceable item description (breakdown of differences between old and new item)
 - c. New item description
 - d. Disposition of Item Being Replaced (generic plan for phase-in/phase-out)
 - e. Service Fielding Plan (Primary Customer DODAACs and issue priority, describing who gets the item first)
 - f. Sole Source Justification (if applicable) shall include a completed J&A:
 - i. Where sole source is involved, provide specific details which support the Service decision to select sole source item, including an explanation of how a particular circumstance under paragraph 6.302-1 of the Federal Acquisition Regulations (FAR) applies. TROOP SUPPORT will evaluate the rationale and justification at any point in the development/testing cycle upon request of the developing Service in order to minimize the effect of a new item denial because of inadequate sole source justification.
 - g. Size tariff shall include demand percentages by size:
 - i. If the item being introduced is sized and is replacing a sized item, a size correlation chart must be included in the SRP unless replacement is on an exact size-for-size basis, or unless a size correlation is not feasible due to a major change in concept of fit. Number of sizes and dimensions must be included.
 - h. Standardization position responses from other DoD Components
 - i. Demilitarization (Demil) Code :
 - i. How the item is disposed.
 - j. Controlled Inventory Item Code (CIIC) (previously referred to as the Physical Security Code) DoD 4100.39-M; Vpl.10 Table 192
2. DD Form 1277 (catalog action):
 - a. Service shall make entries to Blocks 1 through 13. Use Block 10 for comments.
3. Completed and coordinated TDP
4. Additional Package Items (if applicable)
 - a. Acquisition Plan (product Testing Data)
 - b. Urgency of Need
 - c. Upfront Funding / Letter of Intent (initial funding)
 - i. Usually completed outside SRP during weekly UEWG (Uniform Enterprise Working Group) but include in SRP if information is available

*TO BE INCLUDED IN SRP SUBMISSION PACKAGE

Supply Request Package (SRP) Product Checklist

Item Nomenclature:			
Liaison Office (Name & Contact Info):			
TROOP SUPPORT Customer Relationship Manager (CRM) Team Lead:			
Date submitted to TROOP SUPPORT:			
<u>Items Required</u>	<u>✓</u>	<u>Who is responsible (name & department)?</u>	<u>Comments</u>
Service Letter Includes: - Phasing of Quantity (quantitative requirements by quarter for 3 years) - Replaceable Item Description (breakdown of differences between old and new item) - New Item Description - Disposition of Item Being Replaced (Phase-In/Phase-Out Plan) - Coordination with other services - Service Fielding Plan (Primary customer DODAACs) - Sole source justification (if applicable) - Size Tariff - Standardization Position Letter Responses - Demilitarization Code - Controlled Inventory Item Code (CIIC)			
DD Form 1277			
Completed and coordinated TDP			
Additional Package Items (If applicable)			