

Appendix AB to Annex A

**Data Item Descriptions (DID) – In-Service Support
for the
Area Detection and Identification System
(ADIS)**

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NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées.

DATA ITEM DESCRIPTION (DID) LIST

The following table lists the DIDs contained in this Annex, including their DID number as well as their associated Contract Data Requirements List (CDRL) number.

DID Number	Title	Associated CDRL	Short Title
ISS-001	In-Service Support (ISS) Status Report	ISS-001	
ISS-002	Registry of Problem Reports	ISS-002	PR
ISS-003	Material Change Notice	ISS-003	MCN
ISS-004	Equipment Advisories	ISS-004	EA

APPLICABLE DOCUMENTS

The standards, specifications and publications identified in the References, Acronyms and Glossary (RAG) Volume 2, Annex A, Appendix AE are applicable to the extent specified in this document.

Any documents in Volume 2, Annex A, Appendix AE not specifically identified in the text of this document are to be considered as supplemental information.

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence.

In the event of inconsistency within the document, the Technical Authority (TA) will provide clarification.

Unless otherwise specified, the issue or amendment of a document effective for this contract is the one in effect on the RFP closing date.

DID FORM DEFINITIONS

The following section defines the various blocks of information found on the Data Item Description (DID) forms:

BLOCK 1 – TITLE

The title of the data item for the DID.

BLOCK 2 - IDENTIFICATION NUMBER

The DID number, consisting of a sequential three-digit number and prefixed with an abbreviation code, to uniquely identify the DID.

BLOCK 3 - DESCRIPTION

Provides a general description of the data content requirements.

BLOCK 4 - APPROVAL DATE

Indicates the date of the originator's approval of the DID.

BLOCK 5 - OFFICE OF PRIMARY INTEREST (OPI)

The office of primary interest for the review, acceptance and/or approval of the data item.

BLOCK 6 - GIDEP APPLICABLE

An "X" indicates that the data is to be submitted by a Government organization or the Contractor to the Government/Industry Data Exchange Program (GIDEP). Otherwise the block is left blank.

BLOCK 7 - APPLICATION / INTERRELATIONSHIP

Provides the application details and interrelationship of the data item to other DIDs or documents.

BLOCK 8 - ORIGINATOR

Indicates the originator's office responsible for the DID.

BLOCK 9 - APPLICABLE FORMS

Indicates any form associated with the DID.

BLOCK 10 - PREPARATION INSTRUCTIONS

Provides the preparation instructions, including format and content requirements, for the data.

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DATA ITEM DESCRIPTION		DND Form 1409
1. TITLE <p style="text-align: center;">In-Service Support (ISS) Status Report</p>	2. IDENTIFICATION NUMBER <p style="text-align: center;">ISS-001</p>	
3. DESCRIPTION/PURPOSE The ISS Status Report provides information on progress made during the reporting period.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DGLEPM / DCSEM 12-5 (TA)	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP CDRL ISS-001		
8. ORIGINATOR DCSEM 12-5	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 <u>FORMAT</u>		
10.1.1 The ISS Status Report must be in MS Word format unless otherwise directed by the Technical Authority (TA).		
10.2 <u>CONTENT</u>		
10.2.1 Management		
10.2.1.1 The ISS Management section must identify: <ul style="list-style-type: none"> a. Changes in key personnel, facilities, and procedures; b. Schedule of work activities to be completed in the following period; and c. Identification of areas of concern in completing contract requirements. 		
10.2.2 Engineering/Technical Support		
10.2.2.1 Engineering/Technical Support section must identify: <ul style="list-style-type: none"> a. Configuration Management(CM) activities and issues; b. Obsolescence management issues and activities; and c. System upgrade issues. 		
10.2.3 Maintenance Support		
10.2.3.1 The Maintenance Support section must include a list of all equipment received and those returned during the reporting period, with the following information:		

- a. The equipment's NATO Stock Number (NSN), part number and serial number (if applicable);
- b. The date and origin of the equipment received;
- c. The date the equipment was taken on Contractor charge in the Defence Resource Management Information System (DRMIS);
- d. A description of fault reported and the fault confirmed;
- e. The maintenance tasks in progress and those completed;
- f. The spare parts used to complete the maintenance tasks;
- g. The date the equipment was reported serviceable to the National Defence Quality Assurance Representative (NDQAR);
- h. The labour and the spare parts costs to complete the maintenance tasks; and
- i. Identification whether the work was core work, tasking work or warranty work.

10.2.4 Supply Support

10.2.4.1 Supply support must provide the following:

- a. ADIS materiel held by the Contractor;
- b. Identification of each materiel item by stock number, name, manufacturer's part number, quantity held, serial numbers (if applicable), and annotation of whether it is a shelf life item or not.
- c. Materiel issued/disposed of during period
- d. Record of each supply activity whether a receipt, issue or transfer of ownership.
- e. Record to contain pertinent information of serial number, quantity, etc.
- f. If supply activity was an issue, the date demand was received from DND's representative or the TA, the unit to which the issue was made, and the shipping date must be provided.

10.2.5 Tasking Update

10.2.5.1 This section must provide a list of all active tasks, their due date, status updates and any other relevant issues or information concerning each task.

10.2.6 Field Service Representative (FSR) Progress Update

10.2.6.1 If applicable FSR progress will be reported using PWGSC Form 7139 "Progress Report Mobile Repair Parties" attached as an Appendix to this Report.

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DATA ITEM DESCRIPTION		DND Form 1409
1. TITLE <p style="text-align: center;">Registry of Problem Reports (PR)</p>	2. IDENTIFICATION NUMBER <p style="text-align: center;">ISS-002</p>	
3. DESCRIPTION <p>The Registry of Problem Reports is an ongoing registry of technical problem reports on ADIS as they arise within the Defence Resource Management Information System (DRMIS). The registry includes the Contractor recommended corrective or otherwise course of action and is updated as each problem report is raised.</p>		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DGLEPM / DCSEM 12-5 (TA)	6. GIDEP APPLICABLE
7. APPLICATION/INTERRELATIONSHIP CDRL ISS-002		
8. ORIGINATOR DCSEM 12-5	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> 10.1.1 The format must be in Microsoft Word format unless otherwise directed by the TA. 10.2 <u>Content</u> 10.2.1 When the Contractor receives notice of a DND generated problem report, it shall consider the technical problem identified and provide a recommendation for resolution to the TA via the registry. The recommendation can run the course from an isolated incident with no further action necessary to a safety issue requiring immediate attention and correction. 10.2.2 The registry must include the following information: a Contractor assigned incident number; the DRMIS identification number; the date of the incident; the location of the incident; the item affected; the serial number (if applicable); a summary of the problem; and the Contractor’s recommendation for addressing the problem. 10.2.3 The Contractor must also record the recommendation of the TA with date and enter progress in the registry until the incident is considered closed by the TA. The registry is an ongoing history of problem reports and closed incidents must not be removed.		

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DATA ITEM DESCRIPTION		DND Form 1409
1. TITLE <p style="text-align: center;">Material Change Notice (MCN)</p>	2. IDENTIFICATION NUMBER <p style="text-align: center;">ISS-003</p>	
3. DESCRIPTION The MCN provides the information required whenever changes to provisioning documentation occurs, including anticipated obsolescence issues.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DGLEPM / DCSEM 12-5 (TA)	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP CDRL ISS-003		
8. ORIGINATOR DCSEM 12-5	9. APPLICABLE FORMS	
10. PREPARATION INSTRUCTIONS		
10.1 <u>FORMAT</u>		
10.1.1 An MCN must be prepared in accordance with D-01-100-215/SF-000, <i>Preparation of Material Change Notice</i> , to identify changes to parts or assemblies (down to the lowest replaceable part) or technical data.		
10.2 <u>CONTENT</u>		
10.2.1 The MCN must include the information shown below.		
10.2.2 The MCN must substantiate the change, describe any change in the performance parameters or tolerances of affected parts or assemblies, and recommend a course of action for DND.		
MANAGEMENT DATA Contractor replacement Equipment Name Contract Number MCN Sequence Number Submitted By Approved/Rejected (DND use only)		ACTION REQUIRED (Check one only) <input type="checkbox"/> Delete existing item without <input type="checkbox"/> Add new item <input type="checkbox"/> Replace existing item with new item <input type="checkbox"/> Amend existing item Change Authority
DATA FIELD CHANGED	EXISTING DATA	NEW DATA
- Item Number (unique sequence no.)	_____	_____
- Indenture Code	_____	_____
- Item Name	_____	_____
- Reference (Manufacturer's Part) No.	_____	_____
- NSCM/CAGE Code	_____	_____
- OEM's Part Number (if assigned)	_____	_____
- NATO Stock Number (if assigned)	_____	_____

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-	Quantity Per Assembly	_____	_____
-	Standard Unit Price	_____	_____
-	Unit of Issue (UOI)	_____	_____
-	Unit of Measure	_____	_____
-	Government Supplied Material (GSM)	_____	_____
-	Procurement Lead Time (PLT)	_____	_____
-	Reference Designation	_____	_____
-	Shelf Life	_____	_____
-	Usage Rate	_____	_____
-	Recommended Buy Quantity	_____	_____

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DATA ITEM DESCRIPTION		DND FORM 1409
1. TITLE Equipment Advisories (EA)	2. IDENTIFICATION NUMBER ISS-004	
3. DESCRIPTION The purpose of EA is to alert the TA of any problem, process or situation that may affect the equipment so appropriate action and follow-up may be taken. Equipment advisories include service bulletins, technical advisories, health and safety alerts, and all other such notices to users and maintainers.		
4. APPROVAL DATE	5. OFFICE OF PRIMARY INTEREST DGLEPM / DCSEM 12-5 (TA)	6. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP CDRL ISS-004		
8. ORIGINATOR DCSEM 12-5	9. APPLICABLE FORMS	
<p>10. PREPARATION INSTRUCTIONS</p> <p>10.1 <u>FORMAT</u></p> <p>10.1.1 Equipment advisories must be in Microsoft Word format unless otherwise directed by the TA.</p> <p>10.2 <u>CONTENT</u></p> <p>10.2.1 An equipment advisories must be a copy of, or must include pertinent excerpts from, all notices issued with respect to the equipment, including commercial or military service bulletins, technical advisories, and alerts, from any source, including the Contractor, subcontractors, vendors, Original Equipment Manufacturers (OEMs) of the equipment and its components, authorized maintainers and other users of the equipment known to the Contractor.</p> <p>10.2.2 Each equipment advisory (or group of equipment advisories) must be accompanied with a description of the impact to the following operation and support considerations:</p> <ul style="list-style-type: none"> a. Health and safety of users and/or the equipment; b. Operational performance of the equipment relative to the approved baseline; c. The design life of the equipment relative to the approved baseline; d. Logistic support factors, such as maintenance, availability or suitability of spare parts, support costs, operational life, and training; and e. Impending obsolescence of the equipment or any component of the equipment that could adversely affect supportability, support costs and/or the expected operational life. <p>10.2.3 Where the notice of equipment deficiency is provided by a third party (originator is neither the CAF nor the Contractor), the submitted equipment advisory to the CAF must include the Contractor's response to the originator of the notice of deficiency.</p>		