



Armstrong Flight Research Center
Edwards, California 93523

DCP-S-056, Baseline-2
Expires July 1, 2017

Compliance is mandatory.

SUBJECT:

**Government Industry Data Exchange Program
(GIDEP) Alert / NASA Advisory Process**

RESPONSIBLE OFFICE:

SQ / Quality Assurance Branch

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1.0 PURPOSE OF DOCUMENT

This document describes the processes used for documenting, evaluating, distributing, and dispositioning Government-Industry Data Exchange Program (GIDEP) alerts and National Aeronautics and Space Administration (NASA) advisories (alert/advisory) at Armstrong Flight Research Center (AFRC, hereinafter referred to as the Center).

2.0 SCOPE, APPLICABILITY, & WAIVER

2.1 Scope

This procedure applies to all purchases made with government funds.

2.2 Applicability

This procedure applies to anyone at the Center who makes purchases with government funds.

2.3 Waiver

This procedure may not be waived.

3.0 OBJECTIVES & METRICS

Objective: Alerts and/or advisories are distributed to affected individuals within 3 business days of GIDEP Alert and NASA Advisory coordinator receipt.

Target: 100% of affected individuals are notified of alerts/advisories within 3 business days of receipt.

Metric: Percentage of affected individuals not notified within 3 business days of receipt.

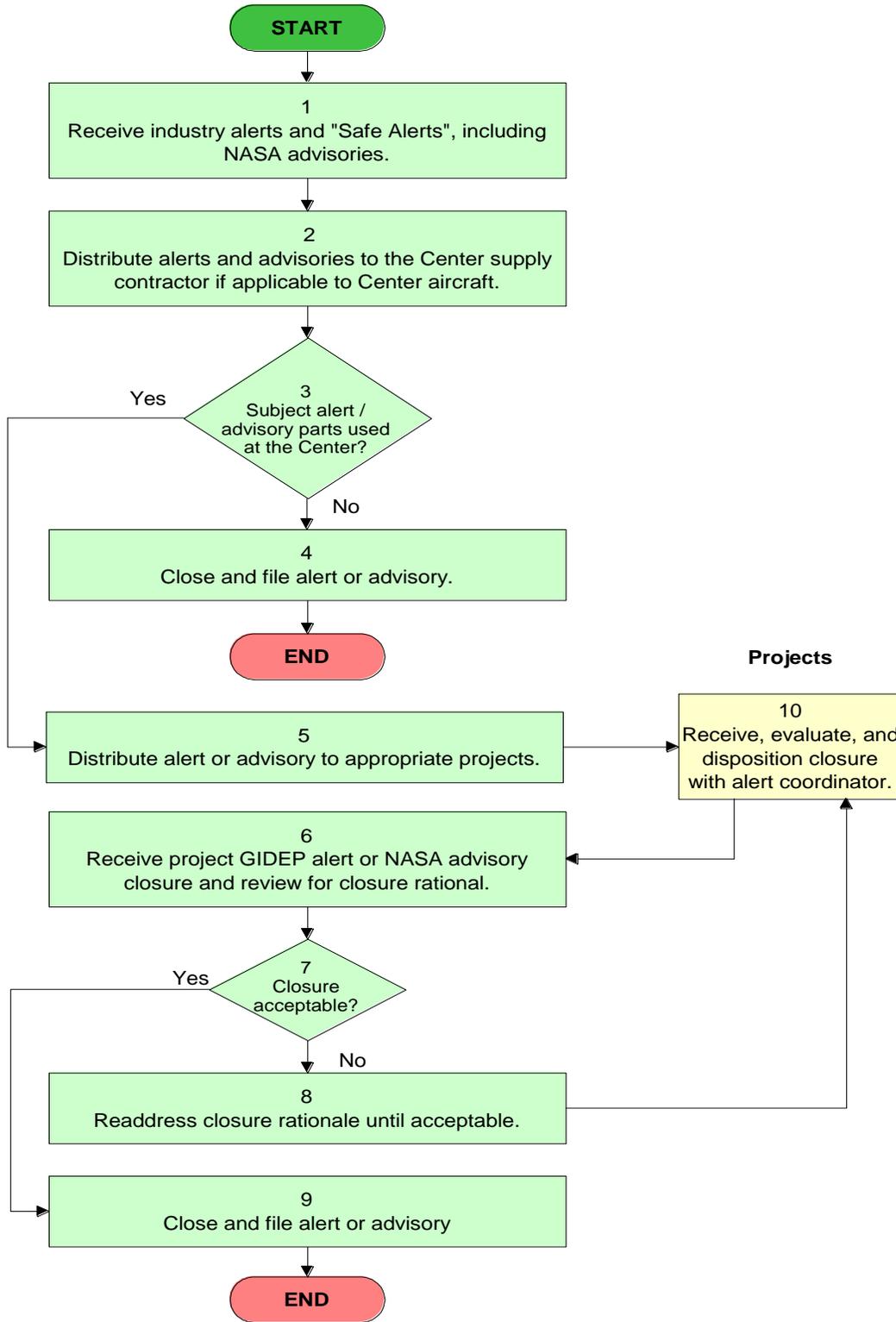
Metric data collection and formulation: Excel spreadsheet

Where reported: Director, Code S

How often reported: Biannual

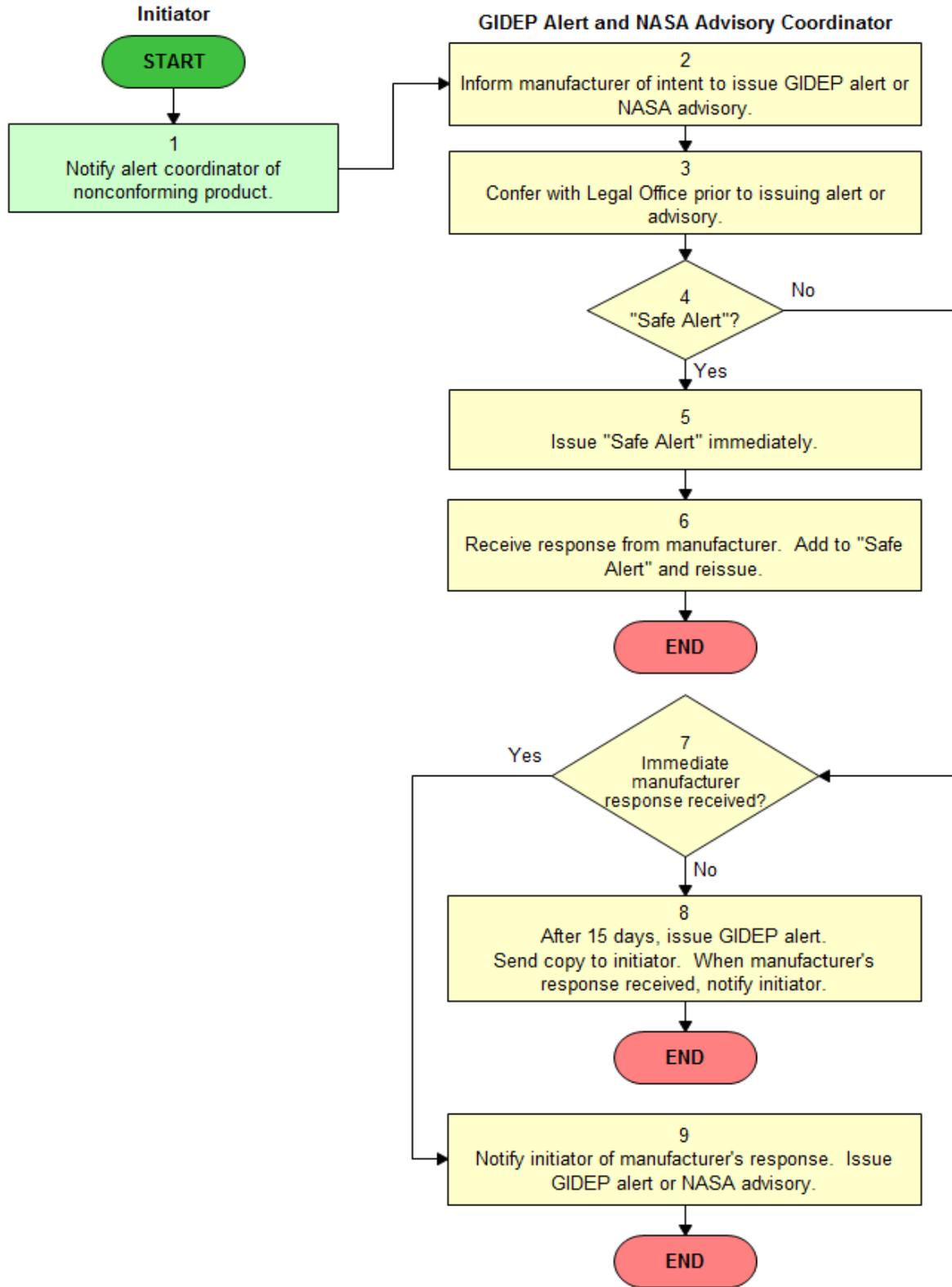
4.0 RECEIVE GIDEP ALERT OR NASA ADVISORY

GIDEP Alert and NASA Advisory Coordinator



Before use, check the Master List to verify that this is the current version. For reference only when printed. This document does not contain export-controlled content and may be distributed outside the Center.

5.0 ISSUE GIDEP ALERT OR NASA ADVISORY



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6.0 MANAGEMENT RECORDS & RECORDS RETENTION

Destruction of any records, regardless of format, without an approved schedule is a violation of Federal law.

See the Code S record plan and inventory for storage location, retention requirements, and ultimate disposition for the following management records associated with this procedure

1. Email notifications

7.0 RELEVANT DOCUMENTS

7.1 Authority Documents

NPR 8735.1 Procedures For Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories

APPENDIX A, Definitions

Alert/Advisory Notice of nonconforming product. Manufacturer is allowed 15 days to respond.

Safe Alert Notice of nonconforming product that affects safety. Notice must be issued immediately.

APPENDIX B, Acronyms

AFRC	Armstrong Flight Research Center
DCP	centerwide procedure
GIDEP	Government-Industry Data Exchange Program
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Directive

Document History Log

Review Date: 10-19-07

This page is for informational purposes and does not have to be retained with the document.

Baseline, 12-07-07

- Replaces DOP-S-001

Admin Change, Baseline-1, 11-16-11

Changes in response to QAAR audit # 026, November 2010

- Title: Changed title from "Government Industry Data Exchange Program (GIDEP) Process" to "Government Industry Data Exchange Program (GIDEP) Alert / NASA Advisory Process"
- Updated Section 3.0.
- Throughout document and flowcharts: Changed "GIDEP/NASA alerts" to include NASA advisories.

Baseline-1 REVALIDATED, 07-11-12

- Revalidated for continued use.

Admin Change, Revision Baseline-2, 10-11-16

- Wording changes to flowchart on Page 4.