

**Example of Task Description Document for
— Depot Maintenance PPP Agreement —**

**TASK DESCRIPTION DOCUMENT
FOR
(INSERT NAME OF PROGRAM)
*DEPOT REPAIR EFFORT***

1.0 General – The purpose of this program is to establish and operate a Government/Industry Support Partnership program applicable to the (Insert Name of Program). _____ is responsible for managing the entire program. The aim of the Program, with contributions from the Customer Company and the *Depot*, is to improve the availability and reliability of the (system/component) goal of reducing Total Ownership Cost (TOC). It is anticipated that this program may realize significant savings over the life of the program through effective inventory management, repair management, transportation, reliability improvements, enhanced configuration management authority, and parts obsolescence management to provide affordable life cycle support. A multifaceted industry strategy of total asset visibility will be employed by Customer to provide a seamless data transfer technology, proven best practice commercial transport, reliable tracking and delivery services and the leverage of the existing supplier partnerships. The Customer will manage wholesale stock and the pick-up, transportation and delivery of assets between retail locations, designated repair points, and wholesale inventory points and manufacturing centers. *Depot* will provide program management, labor and facilities to accomplish repairs for the assigned components and equipment.

This Task Description Document (TDD) defines the tasks to be performed by Customer and Depot. Work to be performed by the *Depot* shall consist of providing the necessary program management, supervision, labor, facilities and equipment to achieve the tasks detailed below for aircraft components, Peculiar Support Equipment (PSE) for *Depot* overhaul and repair of components and equipment for which the *Depot* is Designated Repair Point (DRP).

1.1 Definitions

Non Ready For Issue (NRFI) – Assets that are in an unusable condition requiring repair services and material to achieve a Ready for Issue condition.

Ready for Issue (RFI) – Assets that are in a serviceable, but not necessarily like new, operating condition. The asset must meet all the operational and functional requirements for which it was intended.

Certified Capability – Formal declaration letter from the *Depot* stating all logistic elements and resources are in place to repair/rework each assigned end item.

1.2 Subparagraph Applicability – Where paragraphs of this TDD or any other document are referenced herein, it shall be understood that all subparagraphs of the referenced paragraphs are applicable unless otherwise noted.

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2.0 CUSTOMER RESPONSIBILITIES

2.1 Inventory/Asset/Repair Tracking – Customer will provide notification of status of incoming NRFI assets. Information will include part number, shipping data, and failure description, if available.

2.2 Transportation – Customer will be responsible for transporting NRFI repair assets to *Depot* and for transporting RFI assets from *Depot* to the point of need.

2.3 Reliability Investigations/Improvements – Customer will initiate studies to improve (system/component) program reliability and will request support from the *Depot* to provide available failure and other information to support the studies. Upon authorization of a reliability, maintainability, or supportability improvement, Customer will be responsible for providing any and all new equipment, tooling, training, facilities, or other logistics support elements required to implement the improvement.

2.4 Customer Furnished Repair Parts

2.4.1 Customer will provide all parts required for effecting the repair and retrofit activity. Customer will furnish the *Depot* notification of repair part availability within two (2) business days from date of *Depot* request for repair parts. The notification will address all repair parts necessary for the *Depot* to accomplish their Weapon Replaceable Assembly (WRA) and Shop Replaceable Assembly (SRA) repair service. This does not include incidental materials such as paints, solvents, glues, potting material and bulk materials including shelf life items and freezer materials. Customer will provide unique bulk materials as the need arises for twelve months following capability certification of each component.

2.4.2 Upon notification that parts/material that Customer is responsible for are not going to be available within two (2) business days and no further repair/rework can be accomplished on an SRA/WRA, the *Depot* turn around time (TAT) will be suspended and the item will be placed in an awaiting parts (AWP) status. Upon receipt of a new/replacement item or a repaired/reworked BER item provided to complete the repair/rework of the SRA/WRA, the TAT will continue, a new delivery date will be established, and notification will be provided to Customer.

2.4.3 Customer provided non-conforming material that is supplied to the *Depot* will be returned to Customer for exchange. Until the *Depot* receives the conforming material, the negotiated TAT will be suspended and the item will be placed in an AWP status. Upon receipt of conforming material, the TAT will continue and *Depot* will provide Customer a new delivery date.

2.5 Customer Technical Support – Customer and its subcontractors will provide technical and/or repair support as necessary to aid the *Depot* with maintaining its delivery requirements and/or improve its repair process and identify and implement reliability improvements on a non-interference basis.

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3.0 DEPOT RESPONSIBILITIES – Upon certification of capability, the *Depot* shall provide all program management, supervision, labor, facilities, and equipment for depot overhaul and repair of components and equipment for which the *Depot* is the Designated Repair Point (DRP). This includes appropriate management activities to ensure timely and economical execution of the *Depot* defined responsibilities under the CSA and this TDD.

3.1 Management – *Depot* shall provide its overall *Depot* program management, planning and scheduling, administration, coordination and other functions normally associated with its management process.

3.1.2 Management Reporting Requirements vs. Advanced Funding – The *Depot* will prepare three reports: 1) a monthly report; 2) a quarterly report; and 3) a final ending report. The monthly report shall track the Advanced Funding and report on the last working day of each month current commitments vs. total authorized funding for each specific quarter. The quarterly report will summarize the amount of advanced funds for that specific three-month period and current expenditures for each item in work under that specific quarterly period. A final ending report will be submitted once the expenditures are complete for a specific quarter.

3.2 Repair

3.2.1 Repair/Retrofit Induction – *Depot* shall induct NRFI items as soon as possible, but not later than seven (7) calendar days after notification by the Customer representative that an NRFI and/or retrofit part is locally available for induction. Upon induction, *Depot* shall perform repairs as necessary to return the unit to an RFI condition in accordance with the Commercial Services Agreement, attachments thereto and the Purchase Order. Potential problems in meeting the induction requirements will be resolved in accordance with paragraph ___ of the CSA.

3.2.2 Receipt/Incoming Inspection – The *Depot* shall be responsible for inspection of incoming assets for any damage that may have occurred during transportation and identify any Missing On Induction (MOI) items. All repairable items shall be tracked for information such as part number, serial number, and National Stock Number (NSN). *Depot* will notify Customer of items received in damaged condition or MOI for further instructions and disposition.

3.2.3 Material Support – *Depot* shall provide the labor, including incidental materials, as defined in the paragraph entitled “Customer Furnished Repair Parts” above, to repair assets to an RFI condition supporting fleet operations in accordance with the negotiated schedule and quantities as set out in the PO. *Depot* shall provide the repair service that supports the negotiated TAT once the repair item is inducted at the *Depot’s* facility. *Depot* shall repair all SRAs concurrent with repair of the WRA, if capability exists, and provided the repair material for the SRAs is available from Customer. *Depot* shall provide Customer with repair status information including schedules for repair completion, required material, assets awaiting support equipment repair, and assets requiring BER dispositions. The negotiated TAT is suspended while in AWP status or during the BER determination.

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3.2.4 Depot Preparation For Custody Transfer – The *Depot* shall use reasonable care when preparing an asset for custody transfer back to the on-site Customer Representative. Items received in reusable shipping containers will be returned in the same container. Items with non-reusable shipping containers will be returned in a manner that protects the asset during the handling and transfer process. However *Depot* is not required to follow MIL-STD process for packaging and preservation. *Depot* will provide appropriate MSDS (Material Safety Data Sheets) for all repair parts containing any hazardous materials.

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3.2.5 Cannot Duplicate (CND) – In the event a NRFI item is received but upon testing the *Depot* is unable to duplicate the failure or discrepancy which lead to the NRFI condition, the *Depot* shall return the item to the on-site Customer representative as an RFI item.

3.2.6 Beyond Economical Repair (BER)/Beyond Physical Repair (BPR) – Upon suspicion of a BER/BPR condition, the *Depot* shall schedule a Material Review Board (MRB) and notify Customer that an item is being placed in quality review. The TAT shall be suspended during the BER assessment process. Within five (5) working days of notifying Customer of a suspect BER condition, *Depot* shall notify Customer of the MRB decision. If the item is confirmed BER/BPR, Customer will provide the *Depot* disposition instructions within five (5) working days. Should Customer exceed the five (5) day limit developing its disposition, then the *Depot*, at its option, can return the BER/BPR asset to the on-site Customer representative until further instructions are provided. The BER limit is 70% of replacement cost. Customer will provide the BER value for each item. Once Customer instructs the *Depot* to repair/rework the BER/BPR item, a new TAT will be negotiated.

3.2.7 Test After Repair – Verification of repair by approved functional tests shall be performed to assure serviceability of the repaired item. The *Depot's* quality assurance verifier or equivalent shall certify the acceptance of the repaired item. The *Depot* shall issue a DD Form 1574/1574-1 as the Certificate of Conformance for each repair.

3.2.8 Inspection Test Records – *Depot* shall keep and maintain inspection, test, and repair records for a minimum of two (2) years following the disposition or completion of the individual repair. *Depot* shall provide Customer with information relating to the repair within 30 days following completed repair. *Depot* shall provide Customer with information relating to the repair including:

1. Date Received
2. Actual Date of Completion/Possession Transfer to Customer
3. Part Number
4. Serial Number
5. Failure Data
 - a) Problem description
 - b) Corrective Action

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- c) Repair Materials
 - Part Number
 - Nomenclature
 - Quantity

3.2.9 Identification and Condition Code Tags – RFI or NRFI (or *Depot* equivalent) tags shall be completed and attached to the item as required. The tag shall reflect the part number of the item, and conformance to repair requirements shall be certified by the authorized *Depot's* quality assurance verifier. DD Form 1574-1, Serviceable Label Material, the RFI tag; the DD Form 1577-2/3, Unserviceable (repairable) Label Material, the NRFI tag for a repairable item; and DD Form 1577, Unserviceable, Condemned Tag Material, for a NRFI non-repairable.

3.2.10 Special Tooling/Test Equipment – Upon certification of capability, the *Depot* shall provide all special tooling and test equipment and facilities required for performance of this program, unless Customer initiates reliability, maintainability, or supportability improvements requiring new equipment, tooling, or facilities.

3.2.11 Information Systems Integration – The *Depot* and Customer agree to negotiate an information and connectivity plan to allow Customer access to *Depot* repair asset schedule, status and failure data. Until the information system integration is complete, the *Depot* shall provide the data manually.

3.3 Reliability Improvement – The objective of this program is to reduce the total ownership cost of the (system/component) to the USN. The *Depot* shall be responsible for coordinating suggestions its artisans and engineers provide for improving the reliability performance of the component and associated peculiar support equipment. These suggestions for reliability enhancements will be provided to Customer for consideration with new designs, technology insertion, maintenance concept changes, and material improvements. The *Depot* shall be responsible for responding to specific Customer requests for information relative to reliability improvements. These requests are expected to be for available failure data and/or information to support analysis and trade studies regarding potential reliability improvements. Upon authorization of a reliability, maintainability, or supportability improvement, Customer will be responsible for providing any and all new equipment, tooling, training, facilities or other logistics support elements required to implement the improvement. *Depot* will not be required to perform the new process or technique until *Depot* certifies/re-certifies capability.

3.3.1 Depot Liaison Support – Information regarding *Depot's* repair activity shall be coordinated between *Depot* Program Manager or other designated point of contact and the OEM's liaison representative in order for the OEMs to gather failure data and perform failure mode analysis to enable reliability improvement and management of obsolescence by the OEM. *Depot* is encouraged to allow the OEM to review *Depot* repair processes for their equipment and to suggest improvements that may reduce *Depot* Repair TAT or improve reliability of their assigned equipment. The OEM and the *Depot* shall choose the most appropriate method and frequency for discussion and review of each other's processes and/or components for supporting and improving the Program.