

GENERAL DYNAMICS

Electric Boat

323:LCR/935968/12.1.1

April 23, 2020

To: Valued Electric Boat Supplier

Subject: Guidance on Content and Distribution for Letters of Advise ment to Electric Boat When Issues Are Identified With Previously Delivered Hardware

Reference: (a) Quality Control Requirements for Procured Material, Electric Boat Specification 2678M; dated February 19, 2016

Enclosure: (1) Letter of Advise ment Template

1. The purpose of this letter is to provide guidance to all Electric Boat Valued Suppliers on the proper content and distribution for Letters of Advise ment (LOAs) to Electric Boat Corporation when issues are identified with previously delivered hardware.
2. Reference (a), Section 9.3 provides direction on when to submit an LOA, to whom it shall be addressed, and the required content. Suppliers shall provide immediate informal notification and subsequent written LOA within 24 hours for non-conformities or latent defects discovered after delivery and acceptance of hardware supplied by your company to Electric Boat to enable timely action to preclude adverse impact on ship missions, personnel safety, or equipment performance. The immediate informal notification (i.e., phone call or email) with confirmed receipt shall be given to the buyer and their manager. Note that an e-mail with a preliminary description of the problem statement and the status of the investigation is considered the immediate information notification, and does not substitute for an LOA.
3. The LOA shall be addressed at a minimum to the Electric Boat buyer for your organization and the following directors:
 - Nicholas Dombrowski, Director of Supplier Quality, (860) 433-5873
 - Jim Cassidy, Director of Subcontracts, (860) 433-4500
 - Michelle Natzel, Director of General Procurement, (860) 433-5262
4. Enclosure (1) provides a template with the expected content for an LOA. The LOA shall be on company letterhead and contain a minimum of the following information:
 - Problem Statement - A description of the deficient condition(s)
 - Part number(s) impacted
 - All EB purchase orders, line items affected (please note if purchase orders and line items affected is a preliminary list and include an estimated completion date to bound purchase orders and line items)

75 Eastern Point Road
Groton, CT 06340-4989
Tel 860-433-9220
Fax 860-433-3433

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5. The LOA should also contain the following information if readily available and obtaining such information shall not delay the initial submittal of the LOA:
 - Root cause (please note if root cause is preliminary)
 - Corrective or preventative action (include any actions with ECDs required to bound issue)
 - Recommendation (please note if recommendation is based on preliminary data and provide ECD for final recommendation)

6. Except for the two situations described below, all LOAs shall be submitted through the Vendor Technical Data Exchange (VTDX) application on the Shipbuilding Partners and Suppliers (SPARS) system. The SPARS system allows transmission of unclassified technical data to enable transmission of necessary details in the LOAs. The following methods shall be used for suppliers that do not have access to SPARS:
 - Foreign suppliers shall transmit LOAs via the General Dynamics e-Supply Network (GD-ESN)
 - Domestic suppliers that do not have access to SPARS shall submit LOAs via overnight mail to the addresses in Paragraph 3 above:

Director of Subcontracts/General Procurement	Director of Supplier Quality
Department 330	Department 323
75 Eastern Point Road	75 Easter Point Road
Groton, CT 06340	Groton, CT 06340

7. As a reminder, compliance with instructions addressing document marking is crucial in ensuring consistent and appropriate control of information disseminated both to and from our suppliers. DoD Instruction 5230.24, Distribution Statements on Technical Documents should be used as a directional guide for how and when to apply such markings. This document is available at <https://www.esd.whs.mil/Directives/issuances/dodi/>.

8. Suppliers shall provide immediate informal notification and subsequent written letter of advisement within 24 hours for non-conformities or latent defects discovered after delivery and acceptance of hardware supplied by your company to Electric Boat.

9. This letter has been concurred with by the Director of General Procurement, Director of Subcontracts, and Director of Supplier Quality.

10. Please address any questions concerning this letter to L.C. Robbins, (860) 433-9220.

11. This letter is considered to be within the scope Electric Boat purchase orders and no change in the price, terms, or schedule of any Electric Boat purchase orders is authorized. If the party assigned action considers a cost or schedule impact will result, they should promptly, and in any event within 10 days, notify their customer in writing with a rough

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order of magnitude estimate of the impact, and await written authorization prior to proceeding.



A. Sederholt
Manager of Supplier Quality

LCRobbins

xc: B. Decker, D601
W. Lennon, D601
N. Dombrowski, D323
A. Allen, Jr. D323
B. Rasmussen, D323
J. Russo, D323
J. Cassidy, D330
L. Georgian, D330
M. Natzel, D330
D330 Managers
EB Document Data Bank, D436

Letter of Advisement Template

April 23, 2020

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Electric Boat

Letter of Advisement (LOA) Template Format on Company Letter Head

To: *See Note 1
Electric Boat Corporation

To: Nicholas Dombrowski
Director of Supplier Quality
Electric Boat Corporation

Subject: Letter of Advisement for Nonconformance – Note 2

To whom it may concern,

ISSUE(S)

We have identified that the following issue(s) impact material previously delivered to Electric Boat:

- Describe issue #1
- Describe issue #2 (if applicable)
- Etc.

The following Purchase Order Line Item(s) are impacted by the noted deficiency(ies) and have been delivered to Electric Boat.

Table 1: Material Delivered to EB				
Purchase Order	Line Item	Part Number	Serial Number or MIC Number	Description

*See Note 3

This (These) issue(s) also impact(s) material not delivered to Electric Boat and Vendor Information Request(s) has (have) has been submitted for disposition:

Table 2: Material Not Delivered to EB					
VIR Number	Purchase Order	Line Item	Part Number	Serial Number or MIC Number	Description

*See Note 4

This issue also impacts (or does not impact) material delivered to HII-NNS, or the Navy submarine procurement activities. These customers have been notified. *See Note 5

TECHNICAL EVALUATION

Provide the technical evaluation

ROOT CAUSE(S)

The (preliminary) root cause(s) is (are) (describe root cause). *See Note 6

CORRECTIVE AND PREVENTATIVE ACTIONS

We identified the following corrective/preventative actions with estimated completion dates (ECD):*See Note 6

- Corrective/Preventative Action #1 “described” ECD mm/dd/yyyy or completed.
- Corrective/Preventative Action #2 “described” ECD mm/dd/yyyy or completed.
- Etc.

RECOMMENDATION AND JUSTIFICATION

We recommend that EB (provide recommendation with justification). *See Note 7

Sincerely,

Signature with date
Printed Name, Title

Notes:

- 1 Address to Jim Cassidy, Director of Subcontracts or Michelle Natzel, Director of General Procurement based on direction from the cognizant Electric Boat buyer.
- 2 General Description of issue or issue(s). Examples are “incorrect material property test”, “not manufactured in accordance with requirement”, and etc.
- 3 If full list is not known at time of submittal, please provide an ECD when it will be available. Table information can be submitted as an attachment to LOA.
- 4 VIR Statement may be removed if not applicable. If information is not known at time of submittal, provide an ECD when it will be available.

For example: “This (These) issue(s) also impact(s) material not delivered to Electric Boat and Vendor Information Request(s) **will be submitted to Electric Boat by mm/dd/yyyy**”

- 5 Statement should be made if positive or negative. If not known at time of submittal then state as such and provide an ECD when it will be available. Examples of Navy submarine procurement activities are NAVICP, DLA, and BPMI.
- 6 If root causes and corrective actions are not known at time of submittal, please provide an ECD when it will be available. Also, note if recommendation is based on preliminary data and provide ECD for final recommendation. The information can be submitted as an attachment to LOA.
- 7 Examples of recommendation:
 - “Recommend accept as is”
 - “Recommend replace material within X years due to service life concerns.”
 - “Recommend immediate replacement of material.”
 - “Evaluation is incomplete, recommendation will be submitted to Electric Boat by mm/dd/yyyy”
 - Etc.