

Northrop Grumman Technical Services Supplier Awareness Bulletin

Date: April 8, 2013

Initiator: Supplier Quality

Suppliers / Commodity Affected: All Technical Services Suppliers

Applicable Programs: All Programs

Effectivity: May 1, 2013

Subject: Request for Change / Information (RC/I) Form (P0-F030) Introduction and Guidance

Supplier Alert Message/Text:

The purpose of this Bulletin is to communicate how to utilize the Request for Change / Information (RC/I) form.

- Northrop Grumman Technical Services (NGTS) is introducing this important supplier communication tool. This tool has been used for many years by Northrop Grumman Aerospace Systems (NGAS), therefore, many of you are probably familiar with the process.
- OASIS has been updated to provide the links to the RC/I form as well as points of contact and instructions. This can be found at [OASIS - Technical Services - Forms and Instructions](#).
 - As stated, the first preference is to submit the request via [MES-NC Web Portal](#) (My OASIS username and password required) which provides a Work Instruction to follow. NOTE: If there is not a NGTS site to choose from choose the “St. Augustine/Bethpage/Melbourne” site and it will reach the NGTS Help Desk.
 - The second option is to follow the link to the [Form P0-F030 – RC/I](#) to download a serialized form. Follow the form instructions [Request for Change/Information form instructions](#) to fill it out. Save the Word document and forward to the Help Desk point of contact e-mail address given in [Help Desk Points of Contact for Submitting RCI/s](#).
- Contact your Buyer or Help Desk point of contact for assistance if required.

RC/I Form Guidance:

To properly allocate and prioritize Integrated Product Team (IPT) resources to respond to supplier requests, NGTS is requesting suppliers to submit properly completed RC/I's with accurate need dates and sufficient lead-time. Also, the following issues are common problems seen with submitted RC/I forms that:

- Contain more than “one” request in Block 25 (Nature of Request and Reason)
- Have Block 19 (Need Date) incorrectly completed:
 - With no specified date or “ASAP”

RC/I Form Guidance: (cont.)

- Dates inconsistent with Block 11 – NGTS Internal Field (RC/I Category) requesting demands for completion

For an adequate cycle time, it is important to understand the prioritization that is utilized for processing RC/I's. NGTS suggests the following guidance be considered to help support production schedule needs.

RC/I prioritization is predicated on:

1. **CRIT CODE:** This is how "CRIT CODES" are defined and the associated cycle time.

CRIT 1 or 2: Disposition is due within "24 hours"; 1 Manufacturing-day (M-day). RC/I's requiring immediate IPT action because they have a hardware impact that will jeopardize assembly or supplier performance to schedule.

CRIT 3: Disposition is due within "48 hours"; 2 Manufacturing-days (M-days). RC/I's identifying a Bill of Material (BOM) impact (e.g., Engineering Parts Listing, Engineering BOM, Manufacturing BOM, Order BOM, etc.) or other type of impact. This includes detail and/or next assembly effectivity mismatches, quantity mismatches, incorrect next assembly callouts, minor 2D/3D discrepancies and other miscellaneous broken-leg type errors.

CRIT 7: Disposition is due within 1 week; actual 8 Manufacturing-days (M-days). RC/I's requesting affordability, producibility, manufacturing plan approvals.

CRIT N/A: Disposition is due within 3 weeks; actual 15 Manufacturing-days (M-days). All other requests including any of the above, but without serious time constraint.

CRIT R: Not used

One Request per RC/I:

Different part numbers or multiple issue requests for direction cannot be submitted on a single RC/I. The RC/I was designed for and is capable of handling up to four "dash" numbers, however, only One Disposition can be provided for one part number or issue request. RC/I's submitted with multiple issues or different part numbers will impede processing times and may result in rejection.

NOTE: It is important that all RC/I instructions be followed. The form instructions can be viewed by selecting the hyperlink on the front of the RC/I Word form.

RC/I's submissions that consider the cycle time and CRIT CODE / Need Date accuracy will enable NGTS to improve the response time to our Supplier needs as demands and rates continue to escalate in the future.

Should there be questions about this Supplier Bulletin, please contact your Buyer, Supplier Quality Representative or Help Desk point of contact.