

## INDUSTRIAL CAPABILITIES QUESTIONNAIRE

Form Approved  
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**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE GOVERNMENT REPRESENTATIVE IDENTIFIED IN ITEM 4.**

## SECTION I - FACILITY INFORMATION

DATA DATE

## 1. COMPANY OR U.S. GOVERNMENT DEPARTMENT/FACILITY (Manufacturing Site)

a. SITE NAME

b. ADDRESS (1) STREET

(2) CITY

(3) STATE

(4) ZIP CODE

(5) COUNTRY

c. CAGE CODE

d. DUNS NUMBER

e. INTERNET ADDRESS

f. STATUS OF OWNERSHIP (X one)

(1) GOVERNMENT FACILITIES

(2) COMMERCIAL FACILITIES

(3) BUSINESS CLASSIFICATION

 GOGO PUBLICLY TRADED FOREIGN LARGE GOCO PRIVATELY HELD % OWNERSHIP SMALL

## 2. MANUFACTURING SITE POINT OF CONTACT

a. NAME (Last, First, Middle Initial)

b. TITLE

c. TELEPHONE NUMBER

d. FAX NUMBER

e. SIGNATURE

f. DATE SIGNED

g. E-MAIL ADDRESS

(Include area code)

(Include area code)

## 3. PARENT COMPANY OR GOVERNMENT HEADQUARTERS (If any)

a. NAME

b. ADDRESS (1) STREET

c. CAGE CODE

d. DUNS NUMBER

(2) CITY

(3) STATE

(4) ZIP CODE

(5) COUNTRY

e. INTERNET ADDRESS

## 4. REQUESTING GOVERNMENT REPRESENTATIVE

a. NAME (Last, First, Middle Initial)

b. TITLE

c. TELEPHONE NUMBER

d. FAX NUMBER

e. SIGNATURE

f. DATE SIGNED

g. E-MAIL ADDRESS

(Include area code)

(Include area code)

h. ADDRESS (1) STREET

(2) CITY

(3) STATE

(4) ZIP CODE

## 5. REMARKS

## INSTRUCTIONS

**NOTE TO ALL USERS:** This form is used to collect industrial capability information. All in-house Government sources of information are to be searched for applicable data which is then entered on the form by Government personnel prior to presenting the form to contractors. Contractors may then be requested to verify the Government data and to provide any missing or more current data for the form. Contractors are encouraged to provide requested information in the format most efficient to their internal reporting practices and products, including the use of electronic data transfer to the maximum extent available. To minimize the burden on industry, Government representatives are instructed to tailor this questionnaire by striking through those data elements not specifically needed in this solicitation.

Participation by contractors is voluntary. The signatures attest that the information contained herein is provided for the sole purpose of gauging the adequacy of the U.S. industrial base to meet defense requirements in accordance with applicable laws and regulations. Further, the signatures indicate an awareness of the Government's dependence upon accurate data as a basis for appropriate and cost effective measures to assure sufficient and timely support to U.S. warfighters. The signatures hereon in no way bind the named firm(s) to the Government in any legal contractual relationship, nor is the Government obligated to contract with the named firm if procurement of the items specified herein is required. It is understood that access to this data will be limited to duly accredited officials of the Department of Defense who are subject to penalties for unlawful disclosure. The protection given to data relating to your facility under the espionage act and other statutes will confine accessibility within the Government to those responsible for the defense of the United States.

## SECTION I. FACILITY INFORMATION

This section identifies the industrial base entity, location, size, parent, and ownership status.

**1.a. Company Site Name or U.S. Government Department Facility.** This is respondent's legal name and includes qualifiers such as, division, subsidiary, or next higher organizational entity. This block of data pertains to the location about which information is being collected. Do not include information about off-site locations with capabilities irrelevant to defense requirements.

**b. Address.** Street address includes post office box number, if used, as well as, physical street address, city, state or province, and zip code. Nine digit zip codes are preferred for U.S. entities, and 10 character zip codes for Canadian entities.

**c. CAGE Code.** This is the acronym for Commercial and Government Entity. It is a five character, alphanumeric designator and identifies contractors doing business with the Government, located in the U.S., Canada, NATO member nations, and other foreign nations. If a contractor or facility has multiple CAGE Codes, contact the requesting government representative, identified in Block 4, for assistance.

**1.d. DUNS Number.** This is a nine-character code assigned by Dun & Bradstreet Financial Services that identifies corporate entities.

**e. Internet Address.** This is the World Wide Web site address for this particular entity, if available.

**f. Status of Ownership.** Mark (X) the appropriate block.

(1) For Government Owned Government Operated facilities, mark GOGO. For Government Owned Contractor Operated, mark GOCO.

(2) "Publicly Traded" indicates this entity's stock is traded on the public stock exchange. Mark "Privately Held" if not a stock held company. "Foreign" is defined as a facility located in a country other than the U.S. or Canada, or a facility located in the U.S. or Canada which is wholly or partially owned by foreign nationals. If so marked, please indicate the percentage of foreign ownership.

(3) Please identify with the appropriate mark if this entity is a Large or Small business unit.

**2. Manufacturing Site Point of Contact.** Enter the name of the primary point of contact for this site, their job title, and telephone and facsimile numbers, including area code. Indicate Defense Switched Network by using the acronym "DSN". The point of contact should provide a signature and date when submitting requested information. If available, the point of contact should provide their electronic mail address to facilitate communications and exchange of information with the requesting Government representative.

**3. Parent Company or Government Headquarters.** This is identifying information for the manufacturing site's parent company and/or next higher organizational entity. If Government Owned, this block should cite the component's identity and command: i.e., U.S. Army Tank and Automotive Command; U.S. Navy, Naval Sea Systems Command; U.S. Air Force, Air Force Materiel Command, etc. Use the instructions provided for Item 1.

**4. Requesting Government Representative.** Enter the name of the requesting Government representative, their job title, and telephone and facsimile numbers, including area code. Indicate Defense Switched Network by using the acronym "DSN". The representative should provide a signature and date when submitting a request for information. If available, the representative should provide their electronic mail address to facilitate communications and exchange of information with the manufacturing site point of contact.

**5. Remarks.** This block may be used by the site point of contact or Government representative to provide clarifying statements or guidance for using the submitted information.

## INDUSTRIAL CAPABILITIES QUESTIONNAIRE

## SECTION II - BUSINESS PROFILE.

This section provides sales, investment, and employment information. The submitted information should be applicable only to the particular facility or business unit being solicited, not the entire corporate entity.

CAGE CODE

DATA DATE

## 1. ANNUAL VALUE OF SALES

- a. For calendar years \_\_\_\_\_ through \_\_\_\_\_, provide the annual total value of sales, actual and/or prospective, for this business unit. Show the distribution of this sales information for categories of programs such as:
- Domestic commercial
  - Direct foreign commercial
  - Foreign Military Sales
  - DoD (by individual Service or Agency)
  - Other government programs (*specify*)
- b. Identify the products or items included in each of the categories used above. Identify the month and year that the current backlog of work will be completed for each category, above.
- c. For calendar years \_\_\_\_\_ through \_\_\_\_\_, provide the annual value of materials or subcontracted work procured, actual and/or prospective, for this business unit. Show the distribution of this material information among the categories of programs, above.
- d. Identify the base year for this sales information as being the most recent calendar year for which actual data is available.
- e. Provide the past \_\_\_\_\_ years of income statements on a business unit basis. Also, provide pro forma estimates of the next \_\_\_\_\_ years of income statements on a business unit basis.

## 2. FACILITY INVESTMENTS

- a. For calendar years \_\_\_\_\_ through \_\_\_\_\_, provide the annual capital investments and R&D investment amounts, separately, for this business unit.
- b. Identify the base year for this capital expenditure information as being the most recent calendar year for which actual data is available.

## 3. EMPLOYMENT

- a. For calendar years \_\_\_\_\_ through \_\_\_\_\_, provide the annual total employment levels, actual and/or prospective, for this business unit. Qualify these employment values (e.g. end of year, annual average, monthly, etc.).
- b. Provide the current employment level for the basic categories of direct and indirect labor as defined by this business unit. Examples of these categories might be: Design/engineering, Planning, Procurement, Material management, Production, Tests, Quality Assurance, Administration, Marketing, Labor Relations, etc.
- c. Indicate the base period for the requested labor information as being the most recent period for which actual data is available.

## INSTRUCTIONS

## SECTION II - BUSINESS PROFILE

1. **Annual Value of Sales.** Self-explanatory. Government representative to indicate for which years annual sales, annual value of materials purchased, and/or income statement data are needed.
2. **Facility Investments.** Capital investments are those costs to acquire or improve capital assets, such as buildings, facilities, or machinery equipments. R&D investments such as those costs (independent or contract) to develop or improve processes, practices, or products.
3. **Employment.** Self-explanatory. Government representative to indicate for which years employment data are needed.

**INDUSTRIAL CAPABILITIES QUESTIONNAIRE**

<b>SECTION III - MANUFACTURED ITEM</b>	<b>CAGE CODE</b>	<b>DATA DATE</b>
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**1. ITEM IDENTIFICATION**

<b>a. ITEM NAME</b>		
<b>b. NATIONAL STOCK NUMBER (NSN)</b>	<b>c. PART NUMBER/OTHER IDENTIFIER</b>	<b>d. NAICS CODE</b>
<b>e. PRODUCTION LINE</b> <i>(Designation, if applicable)</i>	<b>f. UNIT OF MEASURE</b>	<b>g. SHELF LIFE</b> <i>(Years) (If applicable)</i>

**h. ITEM CRITICAL RESOURCES**

- (1) List the trades, skills, or professions essential to producing this item. Provide the average time required to hire each of these critical personnel categories and the average time required for new hires in these categories to reach their maximum proficiency level through training and on the job experience.
- (2) List those individual or group of facility work stations, production equipments, test equipments, and tooling most critical or constraining to producing this item. Include the normal lead time and estimated cost for acquiring each of these constraining production resources.
- (3) List the product and process technologies most critical to producing this item.

**2. KEY SUBCONTRACTORS/SUPPLIERS**

List those materials, items, or components and their suppliers or service subcontractors that are most critical to production of Item 1.a. Include in this list:

- |                     |   |
|---------------------|---|
| a. Company Name     | d. Name of Material, Item, Component, or Service Provided       |
| b. Full Address     | e. Material cost (as a % of Item 1.a. cost)                     |
| c. Point of Contact | f. Supplier's Material, Item, or Component Production Lead Time |

**3. ALTERNATE SOURCES FOR MANUFACTURED ITEM**

Provide a separate list of potential alternate sources for Item 1.a., including: Manufacturer's Name, CAGE Code, and Address.

**4. ITEM COST DATA** *(Indicate base date for the latest actual data provided on a per unit basis.)*

<b>a. UNIT COST (CURRENT YEAR)</b>	<b>b. UNIT COST (PREVIOUS YEAR)</b>	<b>c. UNIT COST (+ 1 YEAR FORECAST)</b>	<b>d. UNIT COST (+ 2 YEAR FORECAST)</b>
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**5. ITEM PRODUCTION LEAD TIME** *(In weeks or months)*

<b>a. GOVERNMENT INITIAL ORDER</b>	<b>b. GOVERNMENT REPEAT ORDER</b>	<b>c. COMMERCIAL INITIAL ORDER</b>	<b>d. COMMERCIAL REPEAT ORDER</b>
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**6. ITEM PRODUCTION DATA**

<b>a. ESTIMATED CURRENT YEAR ITEM PRODUCTION FOR U.S. GOVT. END USE</b> MINIMUM: _____ MAXIMUM: _____	<b>b. CURRENT PRODUCTION RATE</b>	<b>c. CONTINUOUS or BATCH PRODUCTION</b>
<b>d. ESTIMATED MONTH AND YEAR PRODUCTION LINE GOES COLD</b>	<b>e. MINIMUM SUSTAINING RATE</b>	<b>f. ECONOMIC ORDER QUANTITY</b>
<b>g. PLANNED INVENTORY ON-HAND</b>	<b>h. QUALIFIED MANUFACTURER</b> <i>(Y/N)</i>	<b>i. TECHNICAL DATA PACKAGE AVAILABLE</b> <i>(Y/N)</i>

**j. SHARED CAPACITY.**

Provide item production capacity information below assuming normal operating conditions are in effect. Concurrent information should consider all other ongoing or planned production in addition to the item being evaluated. Identify other items used in developing the concurrent production rates requested below.

	<b>SHIFT BASIS</b> <i>(1-8-5, 2-8-5, 3-8-5, etc.)</i>	<b>INITIAL PRODUCTION FROM COLD BASE</b> <i>(Quantity/month achieved)</i>	<b>MAXIMUM PRODUCTION RATE FROM WARM BASE</b> <i>(Quantity/month achieved)</i>	<b>MAXIMUM PRODUCTION RATE FROM COLD BASE</b> <i>(Quantity/month achieved)</i>
(1) CONCURRENT				
(2) STAND ALONE				

**7. ITEM SURGE REQUIREMENTS** *(To be completed by Government personnel only when requesting crisis preparedness planning.)*

<b>a. PLANNING PERSONNEL HAVE DETERMINED A POTENTIAL DEMAND OF _____ ITEMS PER MONTH.</b>
<b>b. PLANNING PERSONNEL HAVE DETERMINED A POTENTIAL CUMULATIVE DEMAND OF _____ ITEMS WITHIN _____ MONTHS.</b>

**8. ITEM SURGE CAPABILITIES** *(See instructions on next page.)*

MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6

## INSTRUCTIONS

## SECTION III - MANUFACTURED ITEM

**1. Item Identification.**

a. - c. Requesting Government Representative will identify those manufactured items for which production information is being solicited. This will include providing the NSN, Part Number/Other Identifier information, if available.

d. **NAICS Code.** The North American Industry Classification System (NAICS), adopted by OMB in 1997, is the industrial classification system used by statistical agencies of the U.S. This replaces the 1987 Standard Industrial Classification (SIC) code.

e. - g. Self-explanatory.

**h. Item Critical Resources.**

(1) Identify those critical trades, skills, and/or professions that would be the first or primary constraints encountered at the current projected peak level of production or would impede increased output above that peak for Item 1.a. Disregard competing demands for these same skills to produce other items or products at this business entity. If requested, provide the average time, in terms of week, months, or years, to hire each of these critical skills and for these new hires to reach maximum proficiency levels.

(2) Identify the facility work station, production equipment, test equipment, and tooling that would be the first or primary constraints encountered at the current projected peak level of production or would impede increased output above that peak for Item 1.a. Disregard competing demands for the same facility work station, production equipment, test equipment, and tooling to produce other items or products at this business entity. Provide the lead time in weeks or months and the replacement costs for each of the constraining production resources identified above.

(3) Self explanatory.

**2. Key Contractors/Suppliers.**

a. - c. Identifying information for those companies supplying key material, items, or components critical to the production of Item 1.a.

d. Self explanatory.

e. Value of the material, item, component, or service identified in 2.d. as a percentage of the current unit cost to the Government for Item 1.a. This value should account for the total quantity of this 2.d. material, item, component, or service required for each unit of Item 1.a.

f. Lead time experienced or planned by this business entity for acquiring the 2.d. material, item, component, or service. Qualify lead time as being measured in either days, weeks, or months.

**3. Alternate Sources for Manufactured Item.** Self explanatory.

**4. Item Cost Data.**

a. - d. Current year cost to the Government for the manufactured item, as compared to the cost of this item in the previous year, and the projected cost to the Government for this item next year and the following year. Assume order quantities are equal each year and procured on separate annual contracts (i.e., no multi-year awards).

**5. Item Production Lead Times.**

a. **Government Initial Order.** The lead time required to design and produce this item to government specifications, within the state of the art (without extensive research and development) by a manufacturer who has not previously produced this item. This includes the time necessary to design, obtain plan approval and tooling, procure materials and subcomponents, manufacture, assemble, test, and prepare the first production unit for shipment.

b. **Government Repeat Order.** Lead time required to produce this item to government specification, identical, except for minor changes, to items previously ordered. Generally, the production lead time of a repeat order is less than that required on an initial order since design and approval of plans will be considerably less and the tooling required for production are available.

**5. Item Production Lead Times (Continued)**

c. **Commercial Initial Order.** The lead time required to design and produce this item to commercial specifications, within the state of the art (without extensive research and development) by a manufacturer who has not previously produced this item. This includes the time necessary to design, obtain plan approval and tooling, procure materials and subcomponents, manufacture, assemble, test, and prepare the first production unit for shipment.

d. **Commercial Repeat Order.** The lead time required to produce this item to commercial specifications, identical, except for minor changes, to items previously ordered. Generally, the production lead time of a repeat order is less than that required on an initial order since design and approval of plans will be considerably less and the tooling required for production are available.

**6. Item Production Data.**

a. **Production for U.S. Government End Use.** Estimate the minimum and maximum quantity of this item to be produced in this current year that will be sold directly to the U.S. Government or will be included in some other product that is sold to the U.S. Government. If the end use of some or all of this item produced at this site is not known, provide your best "educated guess". Do not include items for Foreign Military Sales.

b. **Current Production Rate.** Current monthly production rate for this item to meet contractual requirements. Also identify the shift basis in effect. (1-8-5, 2-8-5, etc.)

c. **Continuous or Batch Production.** Self explanatory.

d. **Estimated Month and Year Production Line Goes Cold.** Estimated MM/YYYY when the production line supporting this item will be shut down unless additional orders are placed for this or other supported items.

e. **Minimum Sustaining Rate.** The lowest monthly production rate on a 1-8-5 basis at which this business entity can produce this item without increasing the unit cost.

f. **Economic Order Quantity.** The optimum (least cost) quantity of this item which should be produced monthly.

g. **Planned Inventory On-Hand.** Normal level of material inventory on-hand that could be applied to the production of this item. Disregard conflicting needs if this material is also used in the production of other items.

h. **Qualified Manufacturer.** Manufacturer has current technical data package and has passed First Article Test, or a comparable test in advance of actual procurement, which demonstrates their capability to specified requirements for this item.

i. **Technical Data Package Available.** A current technical data package is available for a potential item manufacturer.

**j. Shared Capacity.**

(1) Concurrent. Consider all ongoing or planned commercial and Government production requirements.

(2) Stand Alone. Identify capacity if available resources are dedicated to production of this item.

**7. Item Surge Requirements.** To be completed by Requesting Government Representative.

**8. Item Surge Capabilities.** Provide monthly surge capability for this item relative to the requirements stipulated in Item 7. Take into account any constraints resulting from concurrent production requirements. Document any clarifying assumptions to these capability rates in the Remarks block of Section 1.



## INSTRUCTIONS

**SECTION III - MANUFACTURED ITEM***(Continued)***9. Item - Factors of Production.**

**a. Resources for Required Production.** Hours required to produce the specified quantity of the surge item for each limiting factors of production category (Production Equipment, Test Equipment, Tooling, and Skilled Manpower). Consider which piece of production equipment is utilized for the most hours to produce the surge item and respond with respect to that piece of production equipment. In other words, focus on the piece or group of production equipment, test equipment, tooling, and skilled manpower that would be the first bottleneck limiting increased output of the surge item. (Ignore production bottlenecks that are not the direct result of production equipment constraints and ignore competing demands for the production resources to produce items other than the surge item.)

**b. Utilization - Normal Operations.** Hours per week that constitute 100 percent utilization during normal operations for those constraining production resources that formed the basis for your response in 9.a., above.

**c. Utilization - Surge Operations.** Hours per week that constitute 100 percent utilization during surge or emergency operations for those constraining production resources that formed the basis for your response in 9.a. above. Assume the surge or emergency operations would be sustained for up to one year and an adequate supply of other factors of production would be available to support maximum utilization of each of these production resources.

**d. Utilization - Government End Use.** Average hours per week, utilized to produce the total quantities of all items intended for Government end use, for those constraining production resources that formed the basis for your response in 6.a. and 9.a., above.

**e. Current Capacity Utilization.** Hours per week actually being used by each of the constraining production resources that formed the basis for your response in 9.a., above.

**10. Competing Production Requirements.**

List the other planned items produced at this site which are competing for resources required by the item being evaluated. Identify with an "X", in the appropriate production resource spaces, those resources used by these other items which are also critical to the production of the surge item under evaluation.

**11. Surge Factors of Production.** Provide order-to-delivery lead time (days) from new production for this item under surge conditions. Assume this surge item is given top priority over all other production in your facility. Also, provide the lead time (days) for each of the constraining production resources assuming the suppliers of these resources are required to give your order top priority. Assume the use of special incentives to attract skilled manpower.