

LETTER OF ADVISEMENT (LOA) GUIDELINES

1.0 The LOA shall be on a dated and signed (or e-signed) company letterhead and contain, at a minimum, the following:

- Problem Statement - A description of the deficient condition(s)
- Part number(s) impacted
- All Purchaser POs, line items affected (please note if POs and line items affected is a preliminary list and include an estimated completion date to bound POs and line items)

2.0 The LOA should also contain the following information if readily available and obtaining such information shall not delay the initial submittal of the LOA:

- a) Root cause (please note if root cause is preliminary)
- b) Corrective and/or or preventative action (include any actions with ECDs required to bound issue)
- c) The logic or manner by which the problem was bounded, or actions being taken to bound the problem.
- d) Recommendation (please note if recommendation is based on preliminary data and provide ECD for final recommendation)

3.0 FOR MATERIALS PROCURED BY EB:

- a) Foreign Suppliers are required to transmit LOAs by contacting their EB Buyer.
- b) Domestic Suppliers are required to submit LOAs through the Electric Boat iSupplier portal found at the URL provided upon registration. Use the template located at the end of this section and instructions for guidance.
- c) For assistance with submitting LOAs, please refer to 'OQE Submission in Oracle iSupplier Job Aid' found at the following URL or contact your Buyer:

http://www.gdeb.com/suppliers/5_esupply_ecommerce/attachments/JA_OQE_Submission_Oracle_iSupplier.pdf

4.0 FOR MATERIALS PROCURED BY HII-NNS:

- a) Foreign Suppliers are instructed transmit LOAs by contacting their NNS Buyer.
- b) For Domestic Suppliers, the LOA shall be sent by letter, email, or VTDX (FOUO and NOFORN), at a minimum, to the Purchaser's Agent (Buyer) and the following:

Manager of Supplier Quality Procurement

Department 005

Building 872-2

4101 Washington Avenue

Newport News, VA 23607

and

Director of Supply Chain

Department 051

4101 Washington Avenue

Newport News, VA 23607

- c) Please attempt to send a digital copy via VTDX, or email (if not FOUO or NOFORN) before using the US Postal Service. It is advisable to send a digital copy of the LOA to the Purchaser's Supplier Quality cognizant engineer, also to ensure receipt

Letter of Advise ment (LOA) Template Format on Company Letter Head

To: *See Note 1

Electric Boat Corporation (or Huntington Ingalls -Newport News Shipbuilding)

To: Director of Supplier Quality

Electric Boat Corporation (or Huntington Ingalls -Newport News Shipbuilding)

Subject: Letter of Advise ment for Non-conformance – 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 PO Line Item(s) are impacted by the noted deficiency(ies) and have been delivered to the Purchaser:

Table 1: Material Delivered to Purchaser				
PO	Line Item	Part Number	Serial Number or MIC Number	Description

*See Note 3

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

Table 2: Material Not Delivered to Purchaser					
VIR Number	PO	Line Item	Part Number	Serial Number or MIC Number	Description

*See Note 4

This issue also impacts (or does not impact) material delivered to EB/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 (if applicable), etc.

RECOMMENDATION AND JUSTIFICATION

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

Sincerely,

Signature , Date
Printed Name, Title

Letter of Advisement (LOA) Template Notes:

- 1 Address to Director of Subcontracts or Director of General Procurement based on direction from the cognizant Purchaser's 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 Purchaser and Vendor Information Request(s) will be submitted to the Purchaser 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. This information should be submitted later as a supplement to the LOA so as not to delay the initial issuance of the 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 the Purchaser by mm/dd/yyyy"