SMART-T

Quick-Start
USER'S GUIDE

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SMART-T is a product of the
Naval Sea Systems Command and the
Naval Systems Data Support Activity

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Figures and Screens

1.0 Introduction

The Streamlined Modular Acquisition Requirements Tailoring Tool (SMART-T) is NAVSEA's web-based tool designed to help Program Offices and Technical Support Activities generate, store, and distribute procurement documentation (see Section 5 for sample output documents). This guide introduces the basic features and techniques required to effectively benefit from SMART-T. The guide is a quick read with ample pictures and screen shots**.** While its purpose is to help familiarize users with SMART-T, users are encouraged to navigate through the practice sessions often to familiarize themselves on SMART-T's capabilities and limitations. **If you have any questions after you've read this User's Guide in full, feel free to contact the SMART-T Program Office by email (smart2mgr@phdnswc.navy.mil) or using the "Help/Feedback" tab on the Utility Bar within the program.**

For users who are familiar with the Modular Specification System (M-SPECS), SMART-T is an extension of M-SPECS with upgraded features, functionality, and scope. You will still be able to generate TMCR/TMSRs as before; SMART-T adds a CDRLs and SOW capability presented in the same, intuitive approach used by M-SPECs. Although it has a slightly different look, M-SPECS in its basic form still exists within SMART-T. In addition, SMART-T will cover other logistics areas such as Training, Maintenance Planning, Engineering Drawings and Provisioning.

2.0 To Register

You **don't** need to register if you just want to review the program without creating real contract requirements documents. If this is the case, simply enter the system and select "PRACTICE SESSION". You also **don't** need to register if you have an existing M-SPECS account. If this is the case, you can use your existing M-SPECS username and password for access.

Once you are familiar with the system through the practice session and want to begin generating real documents, you will need to register for a SMART-T username and password if you don't already have one. To do so, select the "REGISTER" button on the left side of the SMART-T Home Page (http://nsdsa.phdnswc.navy.mil/smart-t/smart-t.asp?lvl=1) and fill out your user profile information. After submitting your information, your registration will be processed and e-mailed to you by the SMART-T Program Office.

3.0 To Start

Enter SMART-T via the "ENTER" button on the left side of the SMART-T Home Page. Select the appropriate logistic module from the main menu (Figure 1). For more than one logistic requirement, select "MULTIPLE LOGISTIC ELEMENTS".

While the Multiple Logisitic Element Route has a richer and more integrated functionality, it is highly recommended that users unfamiliar with SMART-T select a single logistic element to start because of its simplicity.

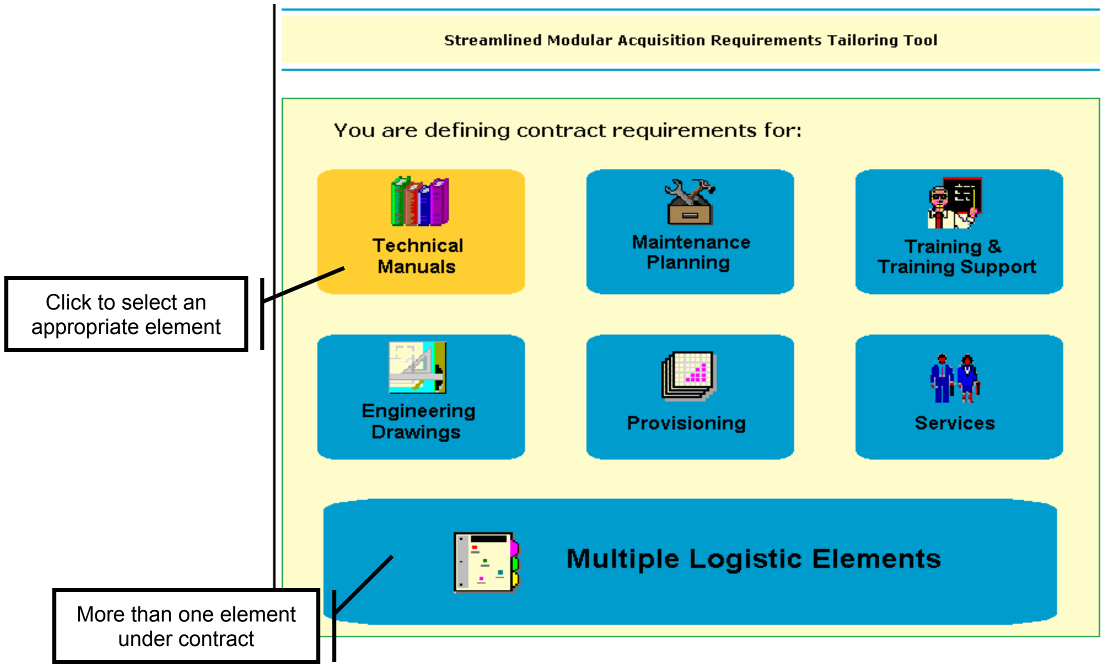


Figure 1. Main Menu Screen

Once selected, verify your module selection by opting either “PRACTICE” or “PRODUCTION” session and clicking “CONTINUE” (Figure 2). Remember, you don’t need a username or password to proceed with a practice session. Novices should select “PRACTICE” until they are comfortable enough to generate real documents. Documents generated in “PRACTICE” will not be recorded in the SMART-T repository (see Section 6) or saved in your “MyProjects” folder (see Section 4.1). If you have selected the wrong module, select “PREVIOUS” to return to the main menu.

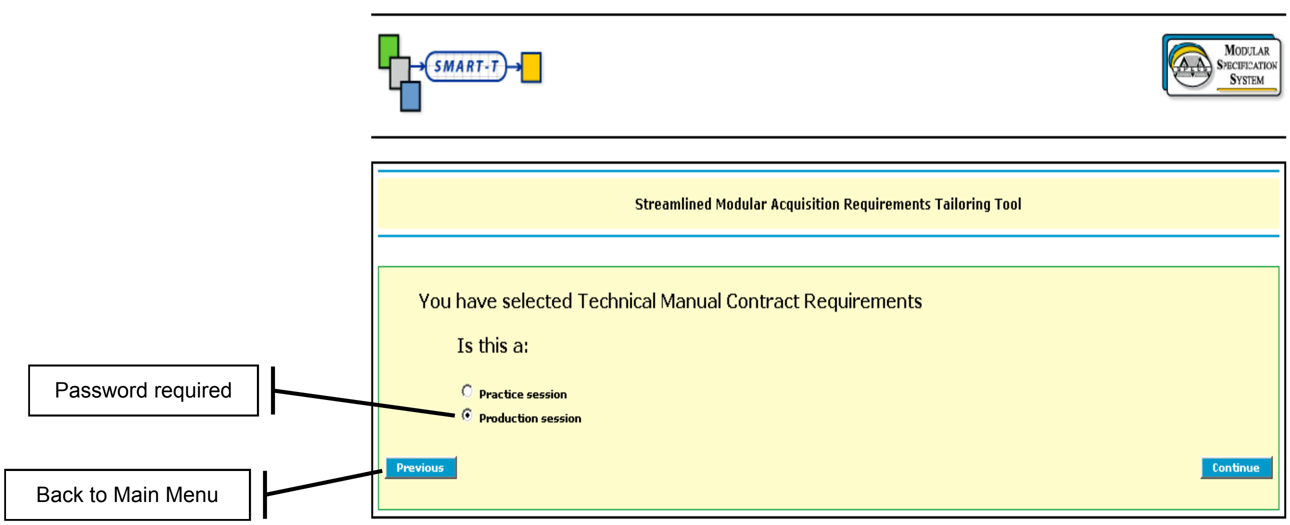


Figure 2. Practice/Production Option Screen

4.0 The SMART-T Page Layout

Figure 3 illustrates the general page layout of SMART-T. The questions and data fields may change, but the basic layout is the same throughout. Once you have selected an appropriate route, you will begin to answer a series of questions related to your procurement needs and specific contract requirements. This series of questioning (or path) may be different from one session to the next depending on the decisions and selections you make. Enter as much information as you can. However, you may skip (or leave blank) most fields that are either not applicable or not yet determined. SMART-T will prompt you if you skip a required field. If you are unclear of the question asked or need assistance answering the question, click the blue ? for clarification found throughout.

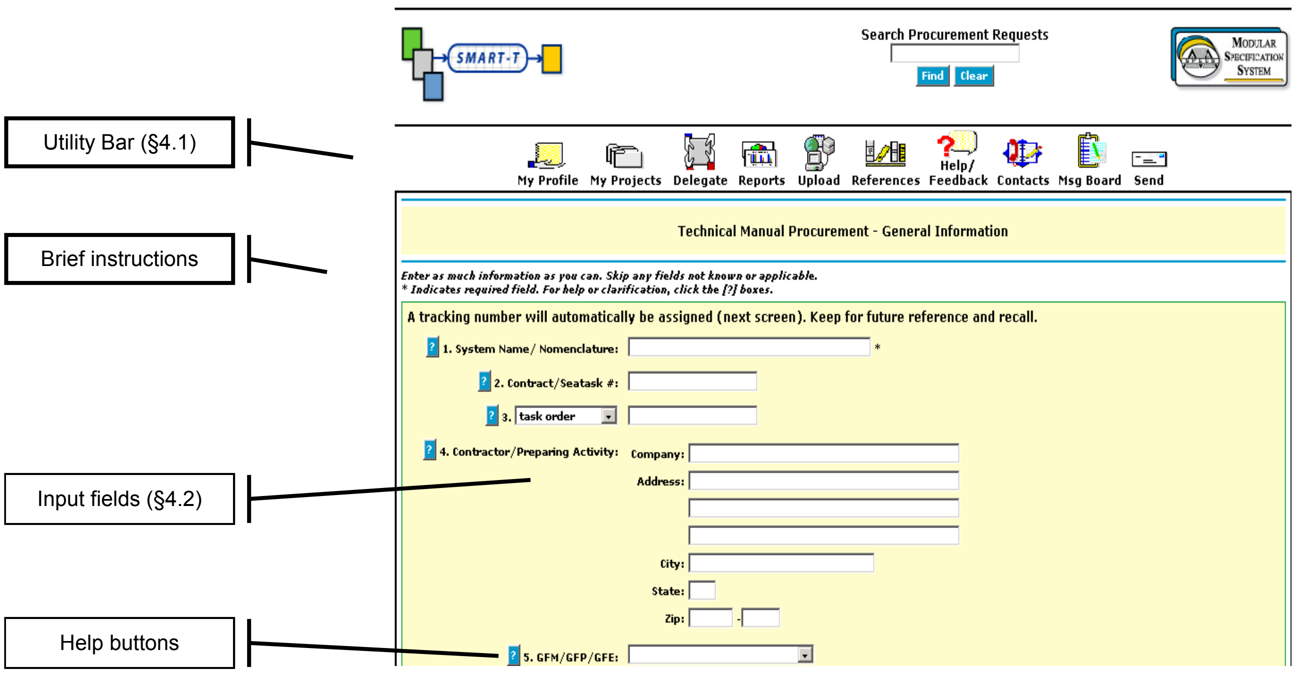


Figure 3. SMART-T Page Layout

4.1 The Utility Bar

The Utility Bar is located at the very top of every page once you enter the SMART-T system. Make sure to scroll up to the very top of the page if you need to use it and don't immediately see it. We've put it out of the way so you can focus on answering the questions that are asked. This Utility Bar is designed to help you execute functions that support your overall documentation process. While you may not have an immediate need to use them yet, it may be helpful to understand some of these functions.

Icon	Utility
My Profile	Use My Profile to update or change your user account profile including name, address, phone, or sponsor information. Because, SMART-T uses much of this information to pre-load information into some data fields, always make sure your profile information is current.
My Projects	Use My Projects to recall an existing contract requirement (CR) package that you have already created. From this menu, you can select from a list of projects to either "EDIT" or "DELETE" from your records.
Delegate	As a default, no other users have access to your CR package. However, you can use this feature to grant access privileges to other users for review and editing purposes. Your CR package will appear in their "PROJECTS" folder as if they had created it as well.
Reports	Under construction. This tab will eventually generate reports such as projected cost, delivery timeline, or contract cycle time.
Upload	This tab allows users to upload associated documents to the RFP and share information across the Program team. Examples of documents that should be uploaded are Independent Government Cost Estimates, GFI, associated Appendices, etc.
References	This tab is used to assign documents to the SOW (section 2).
Help/ Feedback	Users may pose questions or comments to the SMART-T Program Office (SPO) using this tab. Allow 48 hours for a response.
Contacts	For immediate and direct help, this tab contains SPO contact information.
Msg Board	Team members can post, search, or monitor messages using this tab. This message board also automatically documents activities performed throughout the RFP generation process.
Send	This tab should be used only as the last step once the contract documentation is finalized. SMART-T will convert all generated documents to Microsoft Word 97 format and email them as attachments to the originator. Users may want to fine-tune their documentation once they receive it or forward them "as-is" to their Program Office or Contracts Office.

4.2 Text Inputs and Data Fields

SMART-T attempts to fill in as much information as it can for you based on the information it already knows. You may find certain data and text fields already populated with information. This is designed to save you time, reuse data, and help you answer questions while giving you the flexibility to create the results that fit your exact situation. Feel free to accept, edit, or delete this information as necessary. The example below (Figure 4) illustrates text fields for Scope, Background, and Objectives that will be used to build your SOW. Block 16 of the CDRL (Figure 7) is another example of where SMART-T attempts to populate information based on the selections you have made. Continue answering questions until your Contract Requirements are complete.

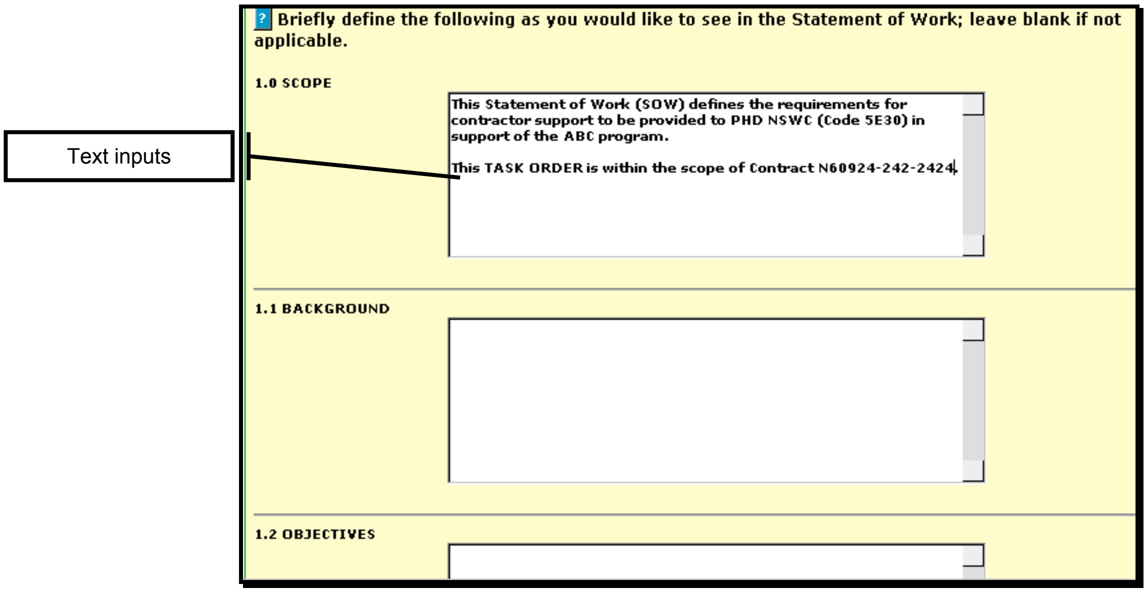


Figure 4. Text fields for SOW

4.3 Multiple Logistic Element Route

The MULTIPLE LOGISTIC ELEMENT route has additional features that you won't find in the individual module routes. While much more complex, it is designed to help Program Managers and ILS Managers develop PR packages that entail multiple logistic requirements. The following subsection describes some of these added features.

4.3.1 The Navigation Bar

The Navigation Bar is used to identify where you are within the process and to navigate (or jump to a specific step) within this process. It appears on every page directly beneath the Utility Bar (see Figure 5) in the Multiple Logistic Element Route.

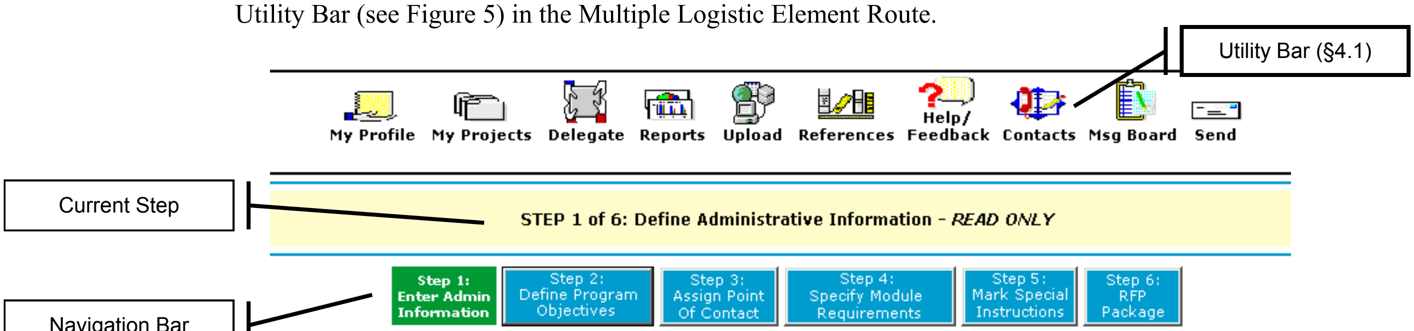


Figure 5. The Navigation Bar

The Navigation Bar identifies the six primary steps within the MULTIPLE LOGISTIC ELEMENT route:

Step 1 – Enter Admin Information: This is where you enter basic programmatic information such as the System Name, Program Name, Period of Performance, Travel requirements, etc.

Step 2 – Define Program Objectives: These are program-specific text entries that describe contract scope, background, and performance objectives used in the body of the SOW (see Figure 4).

Step 3 – Assign Point of Contact: This is where you designate certain elements of coverage and Points of Contact (POC) under this solicitation (see 4.3.2 for a more detailed description).

Step 4 – Specify Module Requirements: This is where you or your designated POC may enter a given module to identify element-specific requirements. This is the heart of the SMART-T "modular" concept and is used to bind all logistic element requirements together. From here, designated POCs or the PR originator may enter a given module, answer questions, and define specific requirements.

Step 5 – Mark Special Instructions: This is where you can document additional special instructions to the contractor such as special packaging instructions, inspection requirements, or CITIS requirements.

Step 6 – RFP Package: This is where you can review the resulting solicitation package and documentation including CDRLs, Supplemental Worksheets, Contract Requirements, SOW, etc.

4.3.2 The Work Breakdown Structure (or Organizational Breakdown Structure)

The Work Breakdown Structure (WBS) only appears in the MULTIPLE LOGISTIC ELEMENT route and occurs in **Step 3 – Assign Points of Contact** (see Figure 6). The WBS allows you to visually select elements relevant to your acquisition needs. First, select a Group (Logistics, Hardware, Software, or Services) and designate a Group Manager or Point of Contact (POC) via the popup box that appears. **For now, only Logistics and Services groups are active – Hardware and Software groups are not.**

Next, select an element within that group. In Figure 6, you can see that the Training block was selected (under Logistics) and the popup box that appears for the user to designate a POC. Usually, this is a person with subject matter expertise that will be the program's technical representative. Enter a name and select from the list of registered SMART-T users. If this person is not a registered SMART-T user, then you will need to also need to input his/her email address. Once inputted, notice that the element block text color changes from white to yellow, indicating that the module has been activated and a POC assigned.

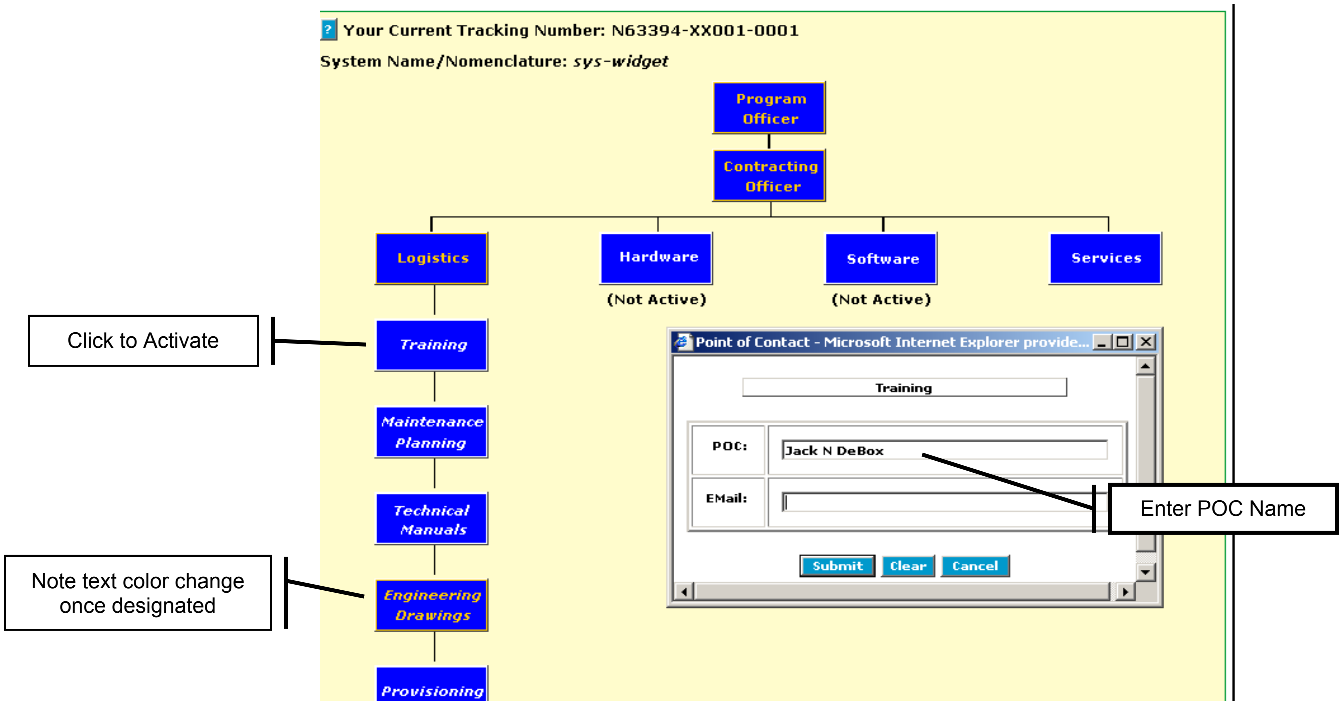


Figure 6. The Work Breakdown Structure

4.3.3 Specify Module Requirements

Once the Work Breakdown Structure (WBS) has been created, it will serve as the focal point for the Program Team, highlighting areas (logistic elements) to be covered and technical responsibility (**Step 4**). From this WBS, assigned individuals can enter their respective module to answer technical questions relating to the program's unique requirements, and generate documentation for those requirements.

For example, the Technical Data Specialist may enter the Technical Manual (TM) module (by clicking on the TM box on the WBS) to specify technical manual requirements of the program, generate a TMCR, and create CDRLs associated to the TM data deliverables. Similarly, the Training Specialist can create documentation for training support and the Supply Support Specialist can generate provisioining requirements documentation (see Section 5 for sample documents).

4.3.4 Completing the RFP Package

Once all program team members have generated their requirements, the Program Office would continue with **Step 5 – Special Instructions** including Packaging, Marking, and Inspection instructions, and Contractor Integrated Technical Information System (CITIS) requirements.

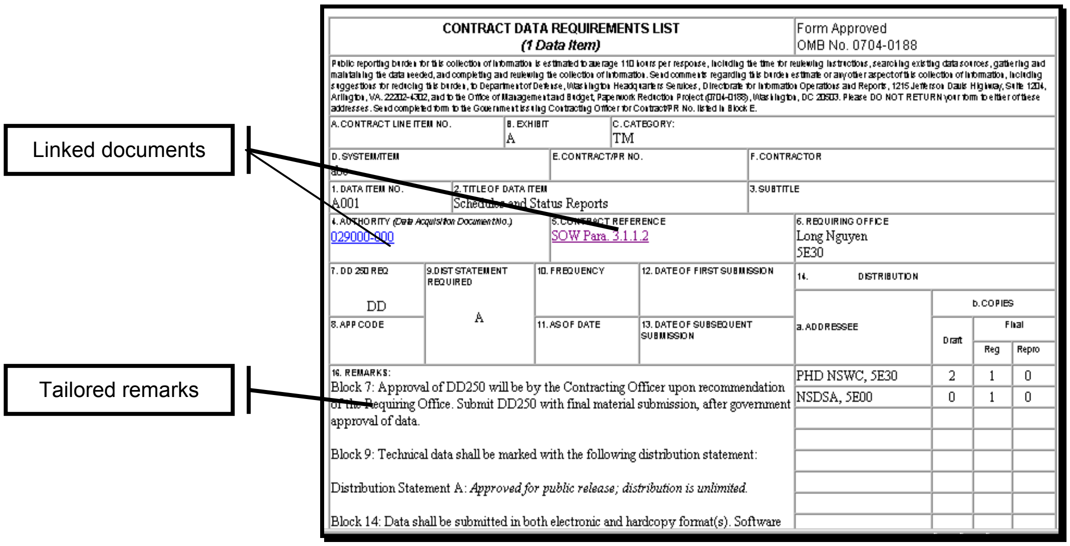
Step 6 – RFP Package is the resulting Request For Proposal documentation including all logistical Contract Requirements (CR), integrated SOW, CDRLs, LMI checklists, TDP option worksheets, etc. generated by the entire program team.

After all documentation have been reviewed for accuracy, this package can be sent via email to the entire team using the "SEND" button from the Utility Bar. The Program Office can make minor editing and refinements before submitting the package to the Contracts Office. Once submitted, the acquisition requirements documentation process is complete.

5.0 Sample Output Documents

In this section you can see some samples of the documents that you will be able to generate through SMART-T.

5.1 Contract Data Requirements List (DD FORM 1423)



CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)
Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.
B. EXHIBIT: A
C. CATEGORY: TM
D. SYSTEM/ITEM: abc
E. CONTRACT/PR NO.
F. CONTRACTOR
1. DATA ITEM NO.: A001
2. TITLE OF DATA ITEM: Schedules and Status Reports
3. SUBTITLE
4. AUTHORITY *(Data Acquisition Document No.)*: 029000-000
5. CONTRACT REFERENCE: SOW Para. 3.1.1.2
6. REQUIRING OFFICE: Long Nguyen 5E30
7. DD 250 REQ: DD
8. APP CODE
9. DIST STATEMENT REQUIRED: A
10. FREQUENCY
11. AS OF DATE
12. DATE OF FIRST SUBMISSION
13. DATE OF SUBSEQUENT SUBMISSION

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
PHD NSWC, 5E30	2	1	0
NSDSA, 5E00	0	1	0

16. REMARKS:
Block 7: Approval of DD250 will be by the Contracting Officer upon recommendation of the Requiring Office. Submit DD250 with final material submission, after government approval of data.

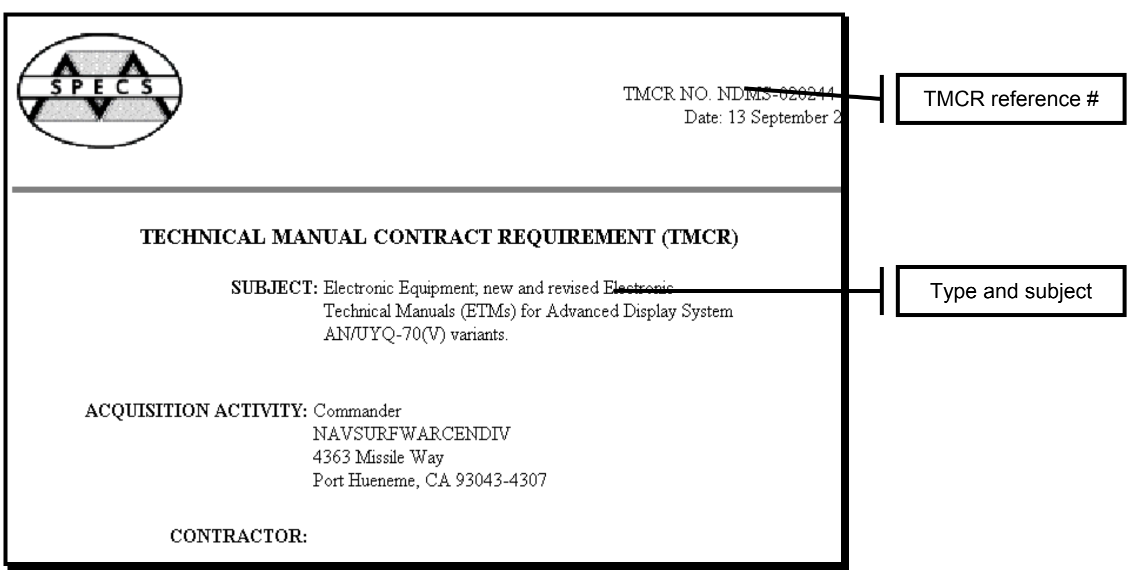
Block 9: Technical data shall be marked with the following distribution statement:

Distribution Statement A: *Approved for public release; distribution is unlimited.*

Block 14: Data shall be submitted in both electronic and hardcopy format(s). Software

Figure 7. Sample CDRL Output

5.2 Technical Manual Contract Requirement (TMCR)



TMCR NO. NDMS-020244
Date: 13 September 2

TECHNICAL MANUAL CONTRACT REQUIREMENT (TMCR)

SUBJECT: Electronic Equipment; new and revised Electronic Technical Manuals (ETMs) for Advanced Display System AN/UYQ-70(V) variants.

ACQUISITION ACTIVITY: Commander
NAVSURFWARCENDIV
4363 Missile Way
Port Hueneme, CA 93043-4307

CONTRACTOR:

Figure 8. Sample TMCR/TMSR Output

5.3 Training Systems Contract Requirement (TSCR)


TSCR No. 030004
Date: 14 November 2002

SMART²

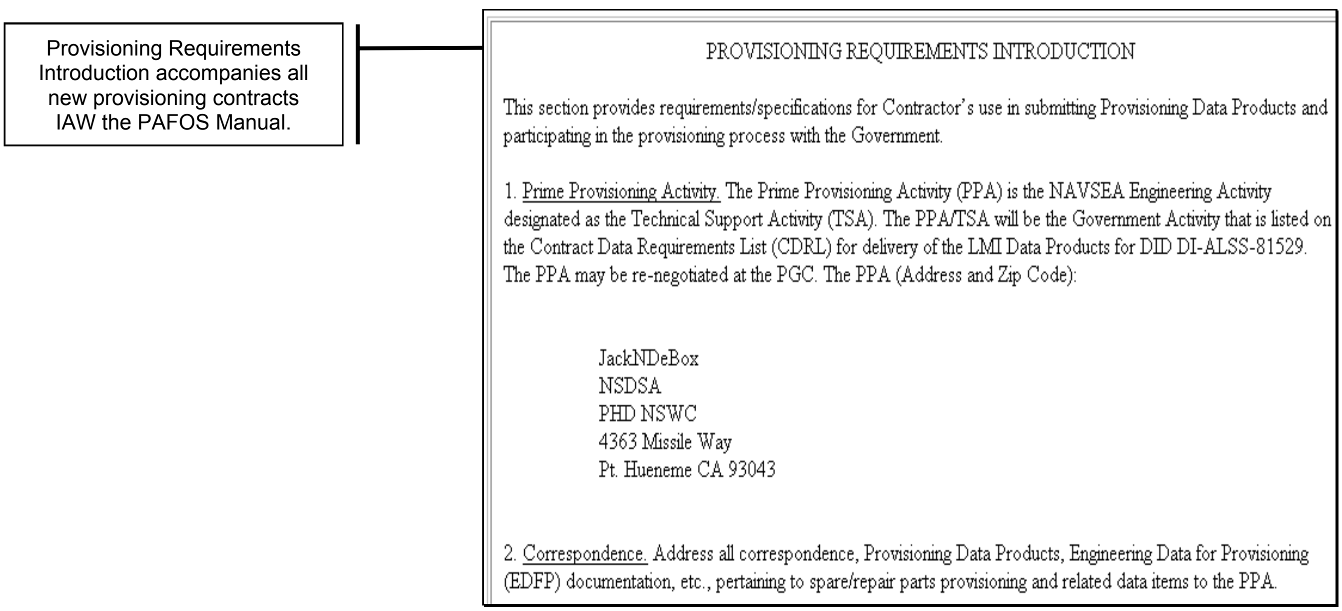
Streamlined Modular Acquisition Requirements Tailoring Tool

TRAINING SYSTEMS CONTRACT REQUIREMENT
(TSCR)

Subject: Training Requirements for ABC System
Acquisition Activity: Jack N DeBox, 5E30
Contractor: XYZ Company

Figure 9. Sample TSCR Output

5.4 Provisioning Requirements Introduction



PROVISIONING REQUIREMENTS INTRODUCTION

This section provides requirements/specifications for Contractor's use in submitting Provisioning Data Products and participating in the provisioning process with the Government.

1. Prime Provisioning Activity. The Prime Provisioning Activity (PPA) is the NAVSEA Engineering Activity designated as the Technical Support Activity (TSA). The PPA/TSA will be the Government Activity that is listed on the Contract Data Requirements List (CDRL) for delivery of the LMI Data Products for DID DI-ALSS-81529. The PPA may be re-negotiated at the PGC. The PPA (Address and Zip Code):

JackNDeBox
NSDSA
PHD NSWC
4363 Missile Way
Pt. Hueneme CA 93043

2. Correspondence. Address all correspondence, Provisioning Data Products, Engineering Data for Provisioning (EDFP) documentation, etc., pertaining to spare/repair parts provisioning and related data items to the PPA.

Figure 10. Sample Provisioning Requirements Introduction

5.5 LMI Worksheets

LMI Worksheets specify data products and fields required for Provisioning IAW the PAFOS Manual.

LMI Worksheet

		DATA PRODUCT DELIVERABLES				
DPDN	DATA PRODUCT TITLE	LLTIL	PPL	SCPL	SLPPL	ADDITIONAL INFORMATION
0010	ALLOWANCE ITEM CODE (AIC)	A	A	A	A	Record D, Block 50
0020	ALLOWANCE ITEM QUANTITY	A	A	A	A	Record D, Block 51
0140	COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE	X	X	X	X	Record A, Block 5
	CAGE CODE - ARN	A	A	A	A	Record A, CSN>001, Block 5
0230	DEMILITARIZATION CODE (DMIL)	N	N	N	N	Record B, Block 23
0280	ESSENTIALITY CODE	X	X	X	X	Record A, Block 11
0290	ESTIMATED PRICE	N	N	N	N	
0370	INDENTURE CODE	A	A	A	A	Record A, Block 4
0480	ITEM NAME	X	X	X	X	Record A, Block 12. Change Field Length to 19X
0560	MAINTENANCE REPLACEMENT RATE I (MRRI)	N	N	N	N	Record C, Block 34
0680	NATIONAL STOCK NUMBER AND RELATED DATA	Y	Y	Y	Y	Record B, Block 15, Required if Contract Option is exercised.
	COGNIZANCE CODE	Y	Y	Y	Y	
	MATERIEL CONTROL CODE	A	A	A	A	
	FEDERAL SUPPLY CLASSIFICATION	Y	Y	Y	Y	
	NATIONAL ITEM IDENTIFICATION NUMBER	Y	Y	Y	Y	
0690	NEXT HIGHER ASSEMBLY PROVISIONING LIST ITEM SEQUENCE NUMBER (NHA PLISN)	X	X	X	X	Record C, Block 29, Automatically assigned by ICAPS.
0790	PRECIOUS METAL INDICATOR CODE (PMIC)	N	N	N	N	Record B, Block 27
0820	PRIOR ITEM PROVISIONING LIST ITEM SEQUENCE NUMBER (PRIO ITEM PLISN)	X	X	X	X	Record C, Block 39, Automatically assigned by ICAPS
0830	PRODUCTION LEAD TIME (PLT)	N	N	N	N	Record B, Block 24
0870	PROVISIONING CONTRACT CONTROL NUMBER	X	X	X	X	Records A through M, Block 1

Figure 11. Sample Provisioning LMI Worksheet Table

5.6 Engineering Drawing TDP Option Worksheet

The TDP Option Worksheet is attached to an Engineering Drawing Contract Requirement (EDCR) for added specificity

APPENDIX B
ENGINEERING DRAWING
TAILORING OPTION WORKSHEET

A. CONTRACT NO	B. EXHIBIT/ATTACHMENT NO	C. CLIN	D. CDRL DATA ITEM NO
N24242-142-2422	A	0002	A001

DELIVERABLE PRODUCT: Product Drawings and Associated Lists

	a. ORIGINAL DRAWINGS (Specify drawing format and form below.)
	b. REPRODUCTIONS (Identify specifications , type, grade, and class etc., and quantity of each)
X	c. DIGITAL DATA (Identify specification, exchange media, etc., and specify original (master) or copy Reproduction Drawings IAW Joint Engineering Data Management Information and Control System (JEDMICS) C4 tiled raster data format, MIL-PRF-28002C

2. CAGE CODE AND DOCUMENT NUMBERS

Figure 12. Sample TDP Option Worksheet

6.0 Repository

SMART-T maintains a public repository of all Contract Requirements for information sharing and contract reference. The repository can be accessed via the "REPOSITORY" button on the left side of the SMART-T Home Page. You must first select the type of Contract Requirement (i.e. Technical Manual, Engineering Drawing, etc.) you are searching for. Figure 11 presents the repository type selection box.

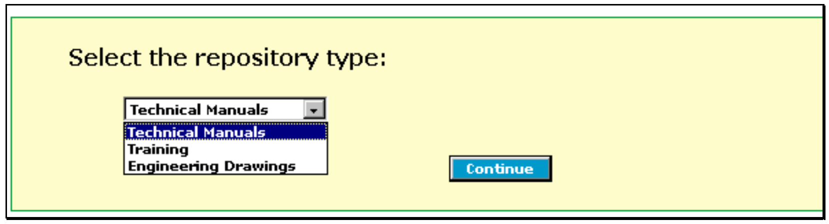


Figure 13. Select Repository Type

You can further refine your search for a particular document by indicating the Document Number, System Name/Nomenclature. Figure 12 presents the Technical Manual Repository.

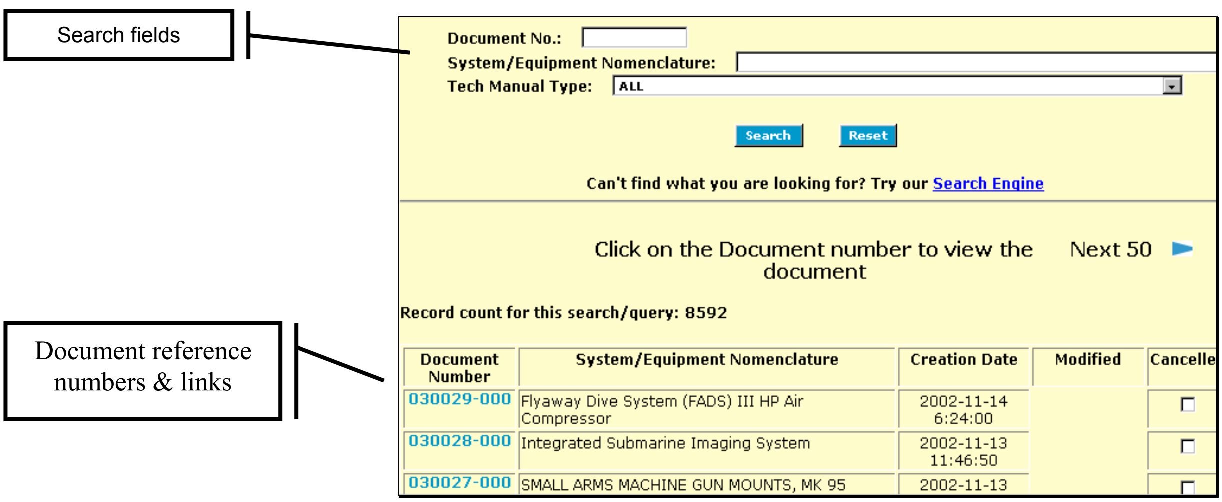
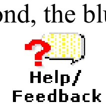
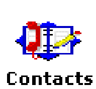


Figure 14. Sample TMCR/TMSR Repository

7.0 Help

If you are having difficulties with SMART-T, there are several options and levels to assist you:

1. First, read this User's Guide thoroughly to familiarize yourself with SMART-T functionality.
2. Second, the blue  located on every page are your primary means for question-specific help.
3. The 

tab located on the Utility Bar is your next line of assistance. Questions and comments will be directly emailed to the SMART-T Program Office for response within 48 hours. Be sure to be as specific as you can when filling out questions and comments. You may also reference specific pages by indicating the **Page Screen Identifier** located on the bottom left hand corner of every screen page. This will tell us exactly which page you're having trouble with.
4. The 

tab lists other means of contacting the SMART-T Program Office directly.