<INSERT COMPANY LETTERHEAD \*See Note 1>

To: Rudie Simpson

Department O05

Building 872-2 (Room 214)

4101 Washington Avenue

Newport News, VA 23607

To: Kelly MacDonald

Director of Supply Chain Procurement

Department O50

Building 802-1

4101 Washington Avenue

Newport News, VA 23607

Subject: Letter of Advisement for Non-conformance – \*See Note 2

To whom it may concern,

**ISSUE(S)**

We have identified that the following issue(s) impact material previously delivered to HII-NNS:

* 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 HII-NNS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 1: Material Delivered to HII-NNS** | | | | |
| PO | Line Item | Part Number | Serial Number or MIC Number | Description |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*See Note 3

This (These) issue(s) also impact(s) material not yet delivered to HII-NNS and Vendor Information Request(s) has (have) has been submitted for disposition: \*See Note 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table 2: Material Not Delivered to HII-NNS** | | | | | |
| VIR  Number | PO | Line Item | Part Number | Serial Number or MIC Number | Description |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

This issue also impacts (or does not impact) material delivered to Electric Boat, 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.

**THE LOGIC OR MANNER BY WHICH THE PROBLEM WAS BOUNDED, OR ACTIONS BEING TAKEN TO BOUND THE PROBLEM**

\*See Note 7

**RECOMMENDATION AND JUSTIFICATION**

We recommend that HII-NNS (provide recommendation with justification). \*See Note 8

Sincerely,

Signature with date\_\_\_\_

Printed Name, Title

Company Name

Company Address

Instruction Notes:

1 Insert the company’s letterhead or transfer this form’s information to company’s form

2 General Description of issue or issue(s). Examples are “Unauthorized weld”, “Weld without NNS approved weld procedure”, 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 EB 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 logic or actions to bound the problem:

• “The worker responsible has only been on the job for the last four weeks; therefore, this problem is bounded to material produced between mm/dd/yyyy and mm/dd/yyyy.”

• “The NDT inspector who tested and accepted the defective material on June 1, 2020 was last certified on February 1, 2020. A representative (xx%) random sample of inspected work performed by the NDT Inspector between the date of failure and the last passed certification exam will be re-inspected to assess whether additional material is affected. If any material is identified as unsat a 100% re-inspection of suspect material will be performed.”

8 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 HII by mm/dd/yyyy”
* Etc.

9 Submit Letters of Advisement to the following e-mail [LettersofAdvisement@hii-nns.com](mailto:LettersofAdvisement@hii-nns.com) and the address below.

Manager of Supplier Quality

Department O05

4101 Washington Avenue

Newport News, VA 23607