Test Incident Report and Failure Analysis and Corrective Action Report Data

30 May 2003
V–12. Completion of section VI of a Test Incident Report

Specific instructions follow for completing blocks 100 through 109 of the TIR. Data stream examples are at figure V–4.

**BLOCK 100. CA Status: (cols. 7–16, X(10) max)**

Enter: OPEN, PROPOSED, VERIFIED, REVIEWED, COMPLETED, INCOMPLETE, or NOT REQD to indicate the status of the corrective action. This is a “MUST FILL” block.

**BLOCK 101. CA Entry Date: (cols. 33–52, X(20) max)**

Enter the date (in DD MMM YYYY format) that the CA data are released for submittal. If the CA data are revised, the entry date changes with each new release and submission. A revision number is assigned for each revision. This is a “MUST FILL” block. Example follows:

Original CA data: 04 OCT 2000       Revised CA data: 06 OCT 1993 REV# 01

**BLOCK 102. CA Date Reviewed: (cols. 59–69, X(11) max)**

Enter the date (in DD MMM YYYY format) that the corrective action review team reviewed the CA and verified it as appropriate and effective. Review may be by correspondence or electronic media (telephone, teleconference, e-mail, facsimile). This date is entered when complete concurrence has been obtained (to include resolution of elevated issues). If review was by correspondence or electronic media, then use the date when final coordination was achieved. block 100 would be annotated REVIEWED. This is a “MUST FILL” block if the CA review team verifies the CA.

**BLOCK 103. CA Date Proposed: (cols. 7–17, X(11) max)**

Enter the date (in DD MMM YYYY format) that the program manager submits a potentially acceptable CA. Once entered, it will not change unless an error was made. Block 100 would be annotated PROPOSED. This is a “MUST FILL” block if a CA is proposed.

**BLOCK 104. CA Date Verified: (cols. 33–43, X(11) max)**

Enter the date (in DD MMM YYYY format) that test or analysis verified the CA as adequate. Block 100 would be annotated VERIFIED. This is a “MUST FILL” block when the CA action is verified as adequate.

**BLOCK 105. CA Date Completed: (cols. 59–69, X(11) max)**

Enter the date (in DD MMM YYYY format) that the CA was approved for production and no further actions are required. This block is not a required entry for a CA Status of NOT REQD. This is a “MUST FILL” block if block 100 contains COMPLETED.

**BLOCKS 106 to 109. (cols. 2–77, X(76) max)**

Space is provided for entering four different types of narratives that pertain to the corrective action. The four narrative types, together with their respective block numbers, are as follows:

- 106. Developer’s Analysis of Problem.
- 108. Test Results on Corrective Action.
- 109. Planned Production Implementation.

Enter the block number and the title for the type of narrative that is being addressed; then prepare and enter the narrative. The use of upper-case and lower-case letters is permitted and encouraged. Use complete sentences and proper paragraph structuring, numbering, and indentation. Enter table headings and values as required to amplify the narrative. Use footnotes, if applicable. If desired, skip lines to separate paragraphs, space tables and table headings, and isolate footnotes.

Use as many lines as are necessary for each narrative type. Complete one narrative and add a line of dashes before beginning another narrative. Complete the narrative before continuing on to another block. Keep the narratives in order by block number. Each of the narratives is “MUST FILL” blocks.

Limit the narratives to the corrective action and related incident reports. Reference any hard-copy reports; sketches, photographs, or correspondence containing classified information that is being distributed separately. Do not include any classified information in the narratives or, for that matter, in any other blocks.

Revise or update the narratives as more information becomes available. Identify revised information with the heading on a separate line: “Revision” and the date of the revision. All original narrative data are retained during corrective action revision to ensure data integrity. Revisions may add data or change erroneous data by citing the old and adding the correction.
# HEADER DATA

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Length (Fixed)</th>
<th>Field Position (Fixed)</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Item</td>
<td>1</td>
<td>1</td>
<td>0 - Indicates test incident information. Only the tester can originate this information. 1 - Indicates corrective action information. Only the test sponsor can originate this information. 2 - Indicates both test incident and corrective action information. Only the DTC ADACS database can originate this combined information. 3 - Indicates ADACS data from ATTC.</td>
</tr>
<tr>
<td>Markings</td>
<td>1</td>
<td>1</td>
<td>0 - Unclassified 1 - FOUO</td>
</tr>
<tr>
<td>Version #</td>
<td>2</td>
<td>3-4</td>
<td>Version number.</td>
</tr>
<tr>
<td>Sender's Phone #</td>
<td>20</td>
<td>5-24</td>
<td>Commercial Phone #</td>
</tr>
<tr>
<td>Sender's E-Mail</td>
<td>78</td>
<td>25-102</td>
<td>Test Project # (TIRS only)</td>
</tr>
<tr>
<td>Project #</td>
<td>20</td>
<td>103-122</td>
<td>Date of submittal in YYMMDD format.</td>
</tr>
<tr>
<td>Submittal Date</td>
<td>6</td>
<td>123-128</td>
<td>Date of submittal in YYMMDD format.</td>
</tr>
<tr>
<td>Submitter</td>
<td>20</td>
<td>129-148</td>
<td>Point of contact that submitted the data.</td>
</tr>
<tr>
<td>Reserved</td>
<td>10</td>
<td>149-158</td>
<td>Reserved for future use.</td>
</tr>
</tbody>
</table>

# CORRECTIVE ACTION DATA

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Field Length (Maximum)</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA Action #/Revision</td>
<td>10/2</td>
<td>This data field is not on the TIR form. It is used to distinguish one corrective action from another when multiple corrective actions occur on test incidents. Any convenient sequencing scheme may be used. If omitted, Corrective Action # will be generated. Do not use TIR # as Corrective Action #. When</td>
</tr>
</tbody>
</table>

Figure V–4 (PAGE 1). TIR Corrective Action data stream
~3  
Test Project #  20  

~4  
TIR #  10  
//  2  

~100  
CA Status  8  

~101  
CA Entry Date  9  

~102  
CA Date Reviewed  9  

~103  
CA Date Proposed  9  

~104  
CA Date Verified  9  

~105  
CA Date Completed  9  

~120  
Developer's Analysis of Problem  76  
//  2  

~121  
Status/Description of Corrective Action  76  
//  2  

~122  
Test Results on Corrective Action  76  
//  2  

~123  
Planned Production Implementation  76  
//  2  

NOTE: Do not leave any blank lines at the beginning or end of this file.

---

Example - Corrective Action Data Stream

10 041055594 1 3  sponsor@matplace.army.mil  etc., etc., <cr> <lf>

---

Figure V–4 (PAGE 2). TIR Corrective Action data stream—Continued

---

DA PAM 73–1 • 30 May 2003  
341