**FORWARD TO: Newport News Shipbuilding**

NN 3409 (REV 20) REF. SSP K-1128 **\*See Instruction for NNS Routing\***

**4101 Washington Avenue**

**(REFER TO INSTRUCTIONS ON REVERSE SIDE) Newport News, VA 23607-2770**

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| **VENDOR INFORMATION REQUEST** | | | | | | | | | | | | | | | | | | **1.**  **VIR NO.:** | | | | | | |
| **2. SUPPLIER NAME AND MAILING ADDRESS**    **COMPANY NAME**    **ADDRESS**    **CITY, STATE & ZIP CODE**    **FAX NUMBER** | | | | | | | | **3. COMMODITY OR PART NAME** | | | | | | | | | | **4. PURCHASER’S REFERENCE** | | | | | | |
| **7.**  **NON-NUCLEAR**  **NUCLEAR**  **SHIPPING DESTINATION**  **EB GROTON, CT**  **EB QUONSET PT., RI**  **NNS, NEWPORT NEWS, VA**  **OTHER** | | | | | | | | | | **5. PAGE** **OF** | | | | | **6. DATE** | |
| **8. HULL** | | | | | **9. DATE DISP. REQ’D** | |
| **10. PURCHASE ORDER NO.** | | **SUPP** | | **ITEM** | **11. VIR QTY.** | | | **12 PURCHASER’S P / N** | | | | | | | **13. RESPONSIBILITY** | | | | | **14. MATERIAL LOCATION** | | | | |
| **15. DRAWING NUMBER** | | **16. REV** | | **17. PART / PC NO.** | | | | | | | **19. MATERIAL** | | | | **20. PATTERN NO.** | | | | **21. HEAT NO.** | | | | | **22. SERIAL NO.** |
| **23. STATUS OF PART**  **NOT STARTED**  **IN-PROCESS**  **COMPLETED** | | | | | | | | | | | | | | | | | | | | | | | | |
| **24. REASON FOR REQUEST:**  **NONCONFORMANCE**  **SPECIFICATON CHANGE**  **INTERPRETATION**  **WELD**  **DRAWING CHANGE**  **PURCHASER’S SUPPLIED MATERIAL**  **BUY AMERICAN AMENDMENT**  **SPECIALTY METALS / BERRY AMENDMENT**  **OTHER**  **Does the issue identified in this VIR apply to material previously delivered to either NNS or Electric Boat?**  YES NO  **If “YES” is checked, the Supplier is requested to provide all PO and Item numbers affected by the issue identified.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **25. DESCRIPTION:**  **26. CAUSE OF NONCONFORMANCE (NOTE: ITEMS 26, 27, AND 28 ARE ONLY APPLICABLE TO NONCONFORMANCES)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **27. CORRECTIVE ACTION TAKEN**    **28. RECOMMENDED DISPOSITION**    **30. TECHNICAL JUSTIFICATION AND PURCHASER’S BENEFIT** | | | | | | | | | | | | | | **29. VALUE OF PART SUBMITTED** | | | | | | | | | | |
| **31. DELIVERY IMPACT**  **\*IF DISAPPROVED, DELIVERY WILL BE:**  **\*IF APPROVED, DELIVERY WILL BE:** | | | | | | | | | | |
| **THE VENDOR ACCEPTS FULL RESPONSIBILITY FOR THE CORRECTNESS OF**  **INFORMATION AFFECTING THE ABOVE PARTS** | | | | | | | | | | | | **32. REPORTED BY: SIGNATURE PHONE #** | | | | | | | | | | | | |
| **VENDOR: PLEASE DO NOT WRITE BELOW THIS LINE** | | | | | | | | | | | | | | | | | | | | | | | | |
| **33. PR ORIG. DEPT.** | **34. BUYER** | | | | | | **35. BUYER’S NO.** | | | **36. TEL. EXT.** | | | | | | **37. VENDOR NO.** | | | | | **38. DATE RECEIVED** | | | |
| **39. DISPOSITION: (LIMIT TO INSTRUCTIONS TO VENDOR)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **APPROVED\***  **DISAPPROVED\***  **CONDITIONALLY APPROVED\*  NOT REQUIRED\* TVD**  **YES**  **NO** | | | | | | | | | | | | | | | | | | | | | | | | |
| **BELOW SPACE IS FOR FINAL DISPOSITION AUTHORIZATION USE ONLY VENDOR TO MARK MAT’L WITH VIR #: YES**  **NO** | | | | | | | | | | | | | | | | | | | | | | | | |
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| **40. THE DISPOSITION RESULTS IN:       ER REQUIRED:**  **YES**  **NO IF ER IS REQUIRED, REFERENCE ER #** | | | | | | | | | | | | | | | | | | | | | | | | |
| **DEVIATION**  **YES**  **NO**  **WAIVER  YES  NO**  **SS DESIGN REVIEW IMPACT  YES  NO**  **SS ATTRIBUTE IMPACT  YES  NO**  **DSS-SOC ATTRIBUTE IMPACT  YES  NO**  **VENDOR DWG. REV REQ’D  YES  NO** | | | | | | **SUPSHIP APPROVAL REQ’D  YES  NO**  **NAVSEA APPROVED REQ’D  YES  NO**  **DES. YARD APPROVAL REQ’D  YES  NO**  **MINOR  YES  NO**  **MAJOR  YES  NO** | | | | | | | | | | **SHOCK QUAL. IMPACT  YES  NO**  **NOISE CONTROL IMPACT  YES  NO**  **ENVIRONMENT IMPACT  YES  NO**  **COST / SCHEDULE IMPACT  YES  NO**  **PART NUMBER IMPACT  YES  NO** | | | | | | | | |
| **APPROVALS** | | | | | | | | | | | | | | | | | | | | | | | | |
| **41. ENG RESOLVED BY: DATE** | | | **42. ENG APPROVED BY: DATE** | | | | | | **43. SUPSHIP: DATE** | | | | **44. SUPSHIP-CONTRACT OFFICER DATE** | | | | | | | | | **45. QUALITY DATE** | | |
| **46. VENDOR RESPONSIBLE REWORK IS REQUIRED BY PURCHASER**  **YES  NO** | | | | | | | | **47. RECEIVING INSPECTION-REJECT UPON RECEIPT**  **YES  NO** | | | | | | | | | **48. DISPOSITION SENT TO SUPPLIER**  **BY:** **DATE** | | | | | | | |
| **49. VIR TYPE CODE** | | | | | | | | **50. DISPOSITION CODE** | | | | | | | | | **51. DATE ISSUED TO ADMINISTRATIVE DEPARTMENT** | | | | | | | |
| **NOTICE TO SUPPLIER: THE DISPOSITION OUTLINED ABOVE IS APPLICABLE TO THE MATERIAL ON THIS VIR ONLY. SHIPPING DOCUMENTS FOR THIS MATERIAL MUST REFERENCE THIS VIR.**  **\*Any impact to price or delivery necessitated by the disposition of this VIR must be negotiated with the appropriate NNS/EB Sourcing Representative. Such changes may then be authorized only through an official NNS Purchase Order modification.** | | | | | | | | | | | | | | | | | | | | | | | | |

**INSTRUCTIONS TO VENDOR**

**A PROPERLY APPROVED VENDOR INFORMATION REQUEST (VIR) OR A SUPPLEMENT TO A PURCHASE ORDER ARE THE ONLY DOCUMENTS WHICH ARE AUTHORIZED**

**TO RESOLVE QUESTIONS OR PROBLEMS INVOLVING ELECTRIC BOAT CORPORATION AND NEWPORT NEWS SHIPBUILDING COMPANY PURCHASE ORDERS.**

**TO FACILITATE THE PREPARATION OF THE FORM, A BRIEF DESCRIPTION APPEARS BELOW INDICATING THE INFORMATION REQUIRED TO BE ENTERED IN THE APPROPRIATE BLOCK.**

**IF MULTIPLE PAGES ARE REQUIRED, LINK ADDITIONAL PAGES BY NUMBER TO THE FIRST PAGE. FOR VIRs THAT INCLUDE MULTIPLE PO LINE ITEMS, USE THE CONTINUATION SHEET (LINK AS MANY CONTINUATION SHEETS AS NECESSARY).**

**BLOCK # ENTRY**

1. **REFER TO THIS NUMBER ON ANY INQUIRY, RECORD THIS NUMBER ON THE PACKING LIST PRIOR TO SHIPPING.**
2. **ENTER YOUR FULL MAILING ADDRESS, INCLUDING THE NAME AND FAX NUMBER OF ANYONE TO WHOM THE RETURNED VIR SHOULD BE SENT.**
3. **A GENERAL DESCRIPTION OF THE COMMODITY OR PART NAME THAT APPEARS ON THE PURCHASE ORDER.**
4. **NUMBER ASSIGNED BY NEWPORT NEWS UPON INITIAL RECEIPT OF VIR. WHEN RESUBMITTING, VENDOR IS REQUIRED TO REFERENCE THIS NUMBER.**
5. **SHOW THE NUMBER OF THE FIRST PAGE AND ALSO THE TOTAL NUMBER OF PAGES INVOLVED.**
6. **THE DATE THE ENTRIES ARE BEING MADE.**
7. **LEAVE BLANK**
8. **LEAVE BLANK**
9. **GIVE DATE RESPONSE TO THE VIR IS REQUIRED BY IN ORDER TO AVOID DELAY OF DELIVERY.**
10. **ENTER THE PURCHASE ORDER NUMBER, SUPPLEMENT NUMBER AND THE ITEM NUMBER THAT IS AFFECTED BY THIS REQUEST.**
11. **QUANTITY OF PIECES AFFECTED BY VIR (NOT QUANTITY ORDERED).**
12. **NEWPORT NEWS SHIPBUILDING PART NUMBER AS INDICATED IN THE PURCHASE ORDER.**
13. **VENDOR OR NEWPORT NEWS SHIPBUILDING (NNS).**
14. **INDICATE WHERE MATERIAL IS PHYSICALLY LOCATED (I.E., YOUR PLANT, SUBCONTRACTOR’S PLANT SHIPPED, ETC.).**
15. **INDICATE THE DRAWING NUMBER(S) INVOKED BY THE PURCHASE ORDER OR SUPPLEMENT PERTINENT TO THE ITEM(S) REFERRED TO IN THE VIR.**
16. **REVISION OF THE DRAWING NUMBER MADE APPLICABLE BY THE PURCASE ORDER OR LATEST PURCHASE ORDER SUPPLEMENT.**
17. **THE PIECE MARK OR PART NUMBER GIVEN ON THE DRAWING TO THE ITEM REFERRED TO IN THE VIR.**
18. **DELETED**
19. **GIVE FULL DESCRIPTION OF MATERIAL, INCLUDING MIL-SPEC, COMMERCIAL SPEC, OR NEWPORT NEWS SPEC AS APPLICABLE.**
20. **PATTERN NUMBER, MOLD NUMBER AND TOOL NUMBER, IF FURNISHED BY NEWPORT NEWS.**
21. **HEAT NUMBER OF MATERIAL INVOLVED, WHERE APPLICABLE.**
22. **SERIAL NUMBER OF PIECE AFFECTED, WHERE APPLICABLE.**
23. **CHECK APPROPRIATE PART STATUS BLOCK.**
24. **CHECK APPROPRIATE BLOCK.**
    * **NONCONFORMANCE WITH DRAWINGS, SPECIFICATIONS OR PURCHASE ORDER INVOKED REQUIREMENTS.**
    * **PROPOSED SPECIFICATION CHANGE**
    * **REQUEST FOR INTERPRETATION OF DRAWINGS, SPECIFICATION OR ANY REQUIREMENT OF THE PURCHASE ORDER**
    * **REQUEST FOR AUTHORIZATION TO PROCEED WITH OR OBTAIN CLARIFICATION ON WELD RELATED ACTIVITIES ASSOCIATED WITH CASTINGS,**

**PLATE FORGINGS, ETC.**

* + **PROPOSED DRAWING CHANGE.**
  + **PURCHASER’S SUPPLIED MATERIAL INCLUDES RECEIPT OF INCORRECT OR INSUFFICIENT MATERIAL FROM NEWPORT NEWS. MATERIAL NOT RECEIVED, NEED ADDITIONAL MATERIAL TO REPLACE REJECTED ITEMS OR INCORRECT TEMPLATE OR TOOLING PROVIDED BY NEWPORT NEWS.**
  + **IF OTHER, PROVIDE BRIEF STATEMENT FOR REASON**
  + **IF MATERIAL WAS PURCHASED BY NNS ON A PREVIOUS ORDER, CHECK YES AND PROVIDE ALL PO AND ITEM NUMERS AFFECTED IN BLOCK #25, IF NOT PREVIOUSLY ADDRESSED IN A VIR.**

1. **DESCRIBE THE SPECIFIC PROBLEM/QUESTION/ PROPOSED CHANGE, OR NONCONFORMANCE IN DETAIL.**
   * **INDICATE WHAT, IF ANYTHING, HAS BEEN VIOLATED**
   * **WHEN PROPOSING A MATERIAL SUBSTITUTION, INCLUDE A FULL DESCRIPTION OF THE SUBSTITUTE MATERIAL (I.E.: ALLOY, CLASS, CONDITION**

**OR TEMPER, SPECIFICATION, ETC.). ATTACH A COPY OF THE TEST REPORT FOR THE MATERIAL IF AVAILABLE OR WITH THE SHIPMENT OF THE**

**COMPLETED HARDWARE.**

* + **WHEN REPORTING A NONCONFORMANCE INVOLVING THE HEAT TREATMENT OF MATERIAL, A COPY OF THE APPLICABLE HEAT TREATMENT PROCEDURE USED SHOULD BE ATTACHED.**
  + **WHEN REPORTING CHEMICAL AND MECHANICAL NONCONFORMANCES, ATTACH A COPY OF THE TEST REPORT APPLICABLE LISTING BOTH**

**CHEMICAL AND MECHANICAL TEST RESULTS OF THE MATERIAL.**

* + **USE A CONTINUATION OR SKETCH SHEET IF THIS SPACE IS INADEQUATE TO SHOW A SKETCH OR TO FULLY DESCRIBE THE PROBLEM.**
  + **RECORD PREVIOUS PO AND LINE ITEMS AFFECTED IF PROMPTED IN BLOCK #24**

1. **INCLUDE THE CAUSE OF THE NONCONFORMANCE.**
2. **INDICATE THE CORRECTIVE ACTION TAKEN.**
3. **INDICATE THE RECOMMENDED DISPOSITION.**
4. **INDICATE THE VALUE OF THE PART SUBMITTED FOR DISPOSITION.**
5. **INCLUDE THE TECHNICAL JUSTIFICATION FOR ACCEPTING PERMANENT NONCONFORMANCES BY INDICATING THE EFFECT OF THE DEVIATION ON THE FORM, FIT OR FUNCTION OF THE MATERIAL, PART OR COMPONENT. IF UNABLE TO PROVIDE TECHNICAL JUSTIFICATION, SO STATE. ALSO PROVIDE RATIONALE FOR PERCEIVED BENEFIT TO PURCHASER.**
6. **INDICATE THE DELIVERY IMPACT IF NEWPORT NEWS DOES / DOES NOT GRANT ACCEPTANCE OF THE REQUEST.**
7. **GIVE NAME OF PERSON TO CONTACT IN CASE OF ANY QUESTIONS REGARDING VIR.**

**INSTRUCTIONS ON ROUTING TO NNS**

**RERFER TO THE PURCHASE ORDER CODED NOTE V1010 (Non-Nuclear Carrier and Nuclear).**

**TO BE COMPLETED BY PERSONNEL PROCESSING, REVIEWING OR APPROVING THIS VIR.**

**BLOCK**

1. **ENTER VIR NUMBER.**

**7 INDICATE WHETHER THE MATERIAL INVOLVED IS NUCLEAR OR NON-NUCLEAR (BASED ON MCL) AND IDENTIFY THE SHIPPING DESTINATION.**

**8 INDICATE THE HULL NUMBER FOR WHICH THE VIR APPLIES (AS IDENTIFIED ON THE PURCHASE ORDER).**

**33 ENTER DEPARTMENT NAME / NUMBER THAT ORIGINATED THE PURCHASE ORDER.**

**34-38 ENTER REQUIRED INFORMATION.**

1. **MARK THE APPROPRIATE DISPOSITION BLOCK AND ENTER FINAL DISPOSITION TEXT. MARK THE TECHNICAL VARIANCE DOCUMENTATION (TVD) AND VENDOR MATERIAL MARKING BLOCKS AS APPROPRIATE.**
2. **MARK EACH BLOCK AS APPLICABLE. SEE SSP K-1128 APPENDIX A FOR GUIDANCE.**
   1. **PROCESSING DEPARTMENT IS RESPONSIBLE FOR DETERMINING THE NUMBER AND TYPE OF REQUIRED APPROVALS.**

**46-47 MARK AS APPLICABLE.**

**48 INDICATE DATE COMPLETED VIR SENT TO SUPPLIER.**

**49 INDICATE THE APPROPRIATE VIR TYPE CODE.**

**50 INDICATE THE APPROPRIATE VIR DISPOSITION CODE.**

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| **VIR Continuation Sheet**  **Requirements for Utilizing this Continuation Sheet:**   * The problem/issue must be the same for all Line Items included in the VIR. * Ensure all Line items/ have a Material Control Level of “STD”. * Ensure that all Line Items involved are for the same NNS End Use (i.e. same Contract/Hull). * Contact your purchasing agent for approval prior to submission * NNS Planning & Scheduling Personnel Complete Blocks 1 and 4 of this Continuation Sheet. * Refer to the “Instructions to Vendor” for completing blocks 10 thru 22. | | | | | | | | | | |
| **1. VIR NO.:** | | | | **4. PURCHASER’S REFERENCE** | | | | | | |
| **10. PURCHASE ORDER NO.** | **SUPP** | **ITEM** | **11. VIR QTY.** | **12 PURCHASER’S P / N** | | **13. RESPONSIBILITY** | | | **14. MATERIAL LOCATION** | |
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