



U.S. Department  
Of Transportation

Federal Highway  
Administration

# Memorandum

6300 Georgetown Pike  
McLean, Virginia 22101

Subject: **ACTION:** LTPP Directive GO-54A  
Data Analysis/Operations Feedback Process

Date: August 14, 2012

From: Larry Wiser *Larry J. Wiser*  
Long Term Pavement Performance Team

Reply to  
Attn of: HRDI-30

To: Dr. Frank Meyer, PM - LTPP North Atlantic Regional Contract  
Dr. Frank Meyer, PM - LTPP North Central Regional Contract  
Mr. Tim Martin, PM - LTPP Southern Regional Contract  
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is the Long-Term Pavement Performance (LTPP) Program Directive GO-54A. This directive updates the Data Analysis/Operations Feedback Process and supersedes GO-15 and GO-54. Please ensure that all personnel involved with the process are aware of this new directive. Should you have any questions or would like to discuss this directive, please do not hesitate to contact me at 202-493-3079.

Attachments (2)

FHWA:HRDI-30:LWiser:mad:493-3079:08/14/12

File: c:/mdeeney/directive/GO/GO-54adir.doc

cc:

Jonathan Groeger  
Debbie Walker  
Directive Binder  
LTPP Team  
Official file  
Chron

# LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



*For the Technical Direction of the LTPP Program*



Program Area: General Operations                      Directive Number: GO-54A  
Date: August 9, 2012                                      Supersedes: GO-15 and -54  
Subject: Data Analysis / Operations Feedback Process

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LTPP data issues should be reported using the Data Analysis / Operations Feedback Report (DAOFR) form included with this directive. The primary use of this form is to report data which appear to be incorrect, defective, suspect, or contradictory. Use of this reporting mechanism by users of the LTPP data, whether under contract to FHWA or not, is encouraged. Examples of situations when the reporting mechanism should be used include (but are not limited to):

- Absence of critical data for specific test sections;
- Data that appear to be incorrect, contradictory, or otherwise suspect;
- Data that are not currently collected but needed for analysis purposes;
- Recommendations as to how data collection procedures may be improved.

## **Reporting Data Issues: DAOFR Submittal**

Instructions for completion and submittal of a DAOFR are as follows:

1. **Report no:** This is a unique code consisting of agency, contract, or individual alphabetic identification, followed by a numerical extension sequentially assigned in the order of submission. For example, TSSC-18 represents the 18<sup>th</sup> DAOFR submitted from the Technical Service Support Contractor (TSSC). The Report No. is specified by the originator of the DAOFR; a different Report No. for separate issues is desired.
2. **Submitted by:** This is the name(s) of the person(s) submitting the DAOFR who should be contacted in case follow-up questions are required to clarify issues raised in the report and to notify when a resolution has been reached by the LTPP team.
3. **Subject:** A brief title/headline, which properly expresses of the nature of the issue, should be entered in this space. This subject will be used in tracking of the issue.

4. **Situation:** Describe, as fully as possible, the data or situation in question. Attach additional pages as necessary.
5. **Recommended action:** Clearly outline the specific action(s) you believe necessary to resolve the situation identified. Attach additional pages as necessary. When attaching a separate file to a DAOFR (for example a spreadsheet) please insert a header in the file with the DAOFR number and include the DAOFR number as part of the file name.

DAOFRs must be submitted via e-mail message to the LTPP Customer Support Service Center at [LTPPINFO@DOT.GOV](mailto:LTPPINFO@DOT.GOV). Submissions in MS Word format are preferred to facilitate timely distribution.

### **Resolving Data Issues: DAOFR Processing**

Upon receipt at LTPP headquarters, each feedback report will be logged and delivered to the LTPP Feedback Coordinator for review. The LTPP Feedback Coordinator will then complete the following DAOFR information:

1. **Distribution:** the *Referred to*, *Assigned to* and *Information copies to* blocks of the DAOFR form.
2. **Urgency:** date by which resolution is required, which can be a specific date (e.g., 01/26/2013) or by the next public data extraction from the LTPP Pavement Performance Database (PPDB).
3. **Comments:** DAOFR category defining the general data type to which the issue applies. The category can be Distress, Drainage, Falling Weight Deflectometer (FWD), Friction, General Pavement Studies (GPS), Information Management System (IMS), Materials, Profile, Seasonal Monitoring Program (SMP), Specific Pavement Studies (SPS) or Traffic (TRF).
4. **Actions to be taken:** can be as recommended by the person(s) submitting the DAOFR or as outlined by the LTPP Feedback Coordinator in this block of the feedback report. In deciding on the specific action to be taken as well as the *Date assigned* and *Date due*, the LTPP Feedback Coordinator will consult appropriate member(s) of the LTPP staff, as actions can only be assigned by those with the authority to make the required assignments (e.g., CORs, in the case of actions by contractors).

Referrals and action assignments will be logged, and the feedback report distributed as specified by the LTPP Feedback Coordinator in the DAOFR.

Upon completion of the action(s) assigned through the feedback process, the assignee(s) will complete the *Findings/actions taken* and *Date completed* blocks of the feedback report (attaching additional pages as necessary), and transmit it to the LTPP Customer Support Service Center (CSSC) at [LTPPINFO@DOT.GOV](mailto:LTPPINFO@DOT.GOV) with a courtesy copy (cc) to the LTPP Feedback Coordinator and the individual who submitted the report. When attaching a separate file to a DAOFR resolution (for example a spreadsheet) please insert a header in the file with the DAOFR number and include the DAOFR number as part of the file name.

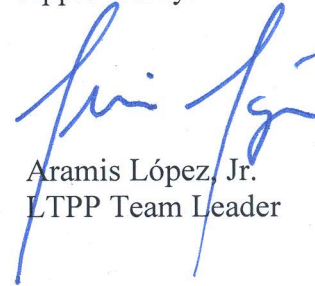
Directive GO-54A. Data Analysis / Operations Feedback Process

The LTPP Feedback Coordinator will determine whether the report has been resolved, or further action is required, and act accordingly.

A log of feedback reports will be maintained in LTPP headquarters by the LTPP CSSC. Updated copies of the feedback reports log will be periodically distributed to LTPP staff and contractors.

Prepared by: TSSC

Approved by:

A handwritten signature in blue ink, appearing to read 'Aramis López, Jr.', is written over the printed name and title.

Aramis López, Jr.  
LTPP Team Leader

**TO: Long Term Pavement Performance Program**  
**HRDI-30**  
 6300 Georgetown Pike  
 McLean, VA 22101-2296  
 Facsimile: (202) 493-3161  
 Email: *LTPPINFO@dot.gov*



<b>LTPP Data Analysis/Operations Feedback Report</b>			<b>Report no.:</b>
			<b>Date:</b>
<b>Submitted by:</b>			
<b>Subject:</b>			
<b>Situation:</b>			
<b>Recommended action:</b>			
<b>Distribution</b>			<b>Urgency (check one)</b>
<b>Referred to:</b>	<b>Assigned to:</b>	<b>Information copies to:</b>	Resolution needed by:
			<input type="checkbox"/> _____(Date) <input type="checkbox"/> Next public data extraction from the PPDB
			<b>Comments</b>
			DAOFR Category:
<b>Action to be taken:</b> As recommended _____ As outlined below _____			<b>Date assigned:</b>
			<b>Date due:</b>
<b>Findings/actions taken:</b>			
<b>Date completed:</b>			

*Attach additional pages as necessary to describe situation, recommended action, and actions taken. When attaching a separate file to a DAOFR submittal or resolution (for example a spreadsheet) please insert a header in the file with the DAOFR number and include the DAOFR number as part of the file name.*