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1.0 Introduction

The audience of this document includes members of the SAE J1939 Truck and Bus Subcommittee and individuals from the technical community who wish to submit requests to the committee. The intent of this document is to:

(1) Provide guidelines on how the J1939 Truck and Bus Request Process works,
(2) Give specific directions to those submitting new requests, and
(3) Provide guidelines to Discussion Group Leaders.

This document is an effort to smooth the submission and approval process for new J1939 messages and parameters. With the volume of requests coming in and the amount of time available at the quarterly meetings, the hope is to flush out issues earlier in the process and streamline discussions at the committee level.

Five discussion groups (sometimes referred to as “Ad Hoc” groups) have been formed within the J1939 subcommittee. New requests are directed to these five groups, where individuals in that area of expertise help the requester clarify and correct his or her request. Discussion group leaders assist the overall process, and forward new requests to the subcommittee when deemed ready for final discussion and voting.

In addition to faster request processing, other objectives in development of the request process where to:

- Place overall responsibility on the requester.
- Make sure all committee members have access to the discussions and information.
- Get the right people involved on the right topics.
- Avoid one person having the final say in whether a request is forwarded to the committee.

2.0 Discussion Groups

CONSTRUCTION & AG/FORESTRY covers Ag/Forestry components including those on farm implements. This group is unique in that it must interface with the ISO 11783 group in Europe for requests. Group leader Ron Landman may be contacted at +1-701-451-3611 or rlandman@phoeintl.com.

DOCUMENT covers the structure of the J1939 network, such as transport protocol and new message formats, including additional proprietary messages, and changes to existing documents. Group leader Mike Lyons may be contacted at +1-309-578-1366 or lyons_mike_r@cat.com.

HYBRID covers requests related to hybrid power systems, including brake system integration, energy conversion and storage, engine start/stop, inverters and batteries. A separate task force has been created to discuss a strategy for hybrid power systems and most requests will be integrated into this discussion. Group leader Chris Jones may be contacted at +1-607-770-5788 or christopher.c.jones@baesystems.com

POWERTRAIN covers requests dealing with engine, transmission and driveline components. Group leader Jeff Hawkins may be contacted at +1-313-592-3750 or jeffery.hawkins@daimler.com.

VEHICLE SYSTEMS covers cab or operator displays, body controls, and items applicable to the whole vehicle in general. Group leader Johan Svahn may be contacted at +46-8-55383-175 or johan.svahn@scania.com.

Note that requests for SPNs will end up being posted to the applicable group(s) to gain consensus on definitions, and to determine if any of the requested SPNs need to become parameters.
3.0 Requester Responsibilities

3.1 FILL OUT THE REQUEST FORM

Before submitting your request, please consider the following:

1. Are ALL of the necessary fields of the request form filled out?
2. Is the filename format of your request correct?
3. Is the web folder name format correct?
4. All company-specific terminology removed?
5. Are your PGN and SPN explanations clear – Can another person pick up your request and understand it? Will someone in a company outside of yours understand it?
6. Have you used universal wording such your request is usable by other companies?
7. If you have a co-worker or person in your company who participates in the SAE J1939 committee meetings, have them personally review your request before you submit it.

3.2 WORK THE PROCESS

The requester bears the burden of seeing his or her request through the process. The requester is often the sole source of detailed information on the purpose and intent of the request, so it is essential they actively participate in the discussion group to which their request is assigned. Active participation includes:

- Go out and seek the discussion you need. Lack of posted comments or feedback should NOT be perceived as committee member agreement or approval; it is simply an indication that you need to be working with the group leader or members to solicit more review.

- Respond promptly to questions. Failures to respond will eventually result in removal of the request from the discussion area, and the request will have to be resubmitted. While somewhat surprising, we have seen requests posted that go unsupported by the requester.

  Tip: Your SAE website user properties can be set so you are notified whenever an attachment or reply is posted. This is nice as you don’t have to keep checking the website; you receive direct e-mails containing the newly posted information.

- Seek input from affected industry counterparts. Ask yourself, “Who will be sending or receiving what’s in this request?”

  For example, if an ABS supplier has a new message to be used by engines, the requester should work with as many ABS and engine suppliers as possible in the development of the request. This ensures a better SAE J1939 standard that more companies will likely utilize.

- Supply documentation (text, graphs, flowcharts) as needed for clear understanding.

- Arrange and facilitate conference calls or meetings among key players as necessary. Record / post minutes of these meetings to the website so others can view them.

  Members of the committee and discussion groups participate as volunteers, and at times it may take some persistence in getting responses. Requesters not actively involved in regular J1939 subcommittee activities may initially feel somewhat apprehensive about soliciting people for feedback and comments – Don’t be! It’s just part of the process.

- Use Email! Email is the recommended form of communication as (1) it provides a written record, (2) copies can be distributed as needed, and (3) time zones are less of a concern than when teleconferencing. Sending e-mail to discussion group members via the SAE website is reviewed later in this document.
Don’t wait until the last minute to try and drum up support for your request. As a new requester, you may have expectations for response times that differ from what is typical from this subcommittee. While response times of 2-3 days within your own company or organization may seem to be the norm, a response time of 1-2 weeks by the subcommittee is generally considered rapid.

Last, a fact of life in standards work is the difficulty in passing a new parameter or message while trying to maintain an air of confidentiality about a given company’s new product or feature. Everyone on the committee is aware of this.

4.0 The Committee’s Role

All committee members are able to and encouraged to participate in discussion of new requests.

Don’t shrug off topics if they don’t directly affect you! Many new areas becoming involved with J1939 can benefit from comments based on your experience. Remember, requests not properly discussed in the groups may be pushed to subcommittee anyway, where the discussion will then have to take place!

5.0 Discussion Group Leader Activities

Leaders are NOT responsible for re-writing requests into acceptable formats or terminology.

As necessary, leaders determine if requests go to the J1939-71 application layer or a specific document task force, particularly if rewording of an SAE J1939 document is needed.

Like the requester, it is suggested that group leaders set up their SAE user properties so they are notified when an attachment or reply is posted in the discussion area.

Discussion group leaders who see requests not being supported by their owners should contact the requester at least once to notify them that their request is in danger of being removed from the discussion area due to lack of support. At the group leader’s discretion, the dead request may be removed from the group at some point after the notification has been sent.

5.1 REQUEST WEBSITE ACCESS AS NECESSARY

If the requester does not already have access, the group leader contacts the SAE administrator to gain him or her access to the J1939 Truck and Bus Request Process portion of the SAE website.

5.2 MAINTAIN THE REQUEST PROCESS AREA

Consistency among discussion group areas on the SAE website is necessary to help everyone better understand where any particular request is in the process.

5.2.1 [Discussion Group Name] Archive

This folder contains sub-folders of previous requests that have been:

- Approved by the discussion group,
- Presented to the SAE committee, and
- Approved by the committee for inclusion in the next J1939 publication.

Approved request sub-folders should be kept here until AFTER the ballot containing these new items is voted on and approved. By doing so, reference documents and web discussions are available to those reviewing and voting on the document ballots.

5.2.2 Active request folders

Contains current request folders with the ‘YYYYMMDD name’ format. This format makes the folders appear in chronological order on the website, with the oldest requests always at the top.
6.0 Database Coordinator

Approximately two weeks after the last committee meeting, the database coordinator should summarize the new requests up for discussion.

Approximately one to two weeks prior to the following committee meeting, the list of requests to be discussed at the upcoming meeting should be distributed to all members.

7.0 Request Timing

7.1 Submission by Requester

In order for a request to have a chance at being discussed at the next SAE committee meeting, it must be submitted no later than 10 working days after the previous meeting. Sooner is always better. New requests will very likely be discussed at the next SAE committee meeting provided that:

- The request was posted in the time window mentioned above,
- The discussion group leader deems the request suitable for committee review, and there is not a backlog of pending requests or old business that would prevent discussion of the request at the next meeting.

8.0 Steps of the Process

This section outlines the request process. Failure to follow these steps will likely result in your request not being processed in a timely fashion. Remember, the requester must champion his or her request!

8.1 Requester Completes Form

The request form is a Word form named ‘SAE J1939 Request Form.doc’, and can be found in the “HOW TO CONSTRUCT AND SUBMIT A REQUEST” folder in the J1939 Truck and Bus Request Processing area on the SAE website. Download a copy of the file to your computer, and fill out all necessary fields.

8.2 Requester Follows Required Filename Format

It is very important that the filename format is followed, as this is how your request is queued and tracked. The required filename format is YYYYMMDDii_x.doc, where:

- ‘YYYY’ = Year
- ‘MM’ = Month
- ‘DD’ = Day
- ‘ii’ = Requester’s initials
- ‘x’ = Number of the request sent that day

For example, if Kevin Karch submitted a single request on November 3rd, 2015, the filename of the request would be 20151103KK_1.doc. If he submitted TWO requests on this same day, the second request would be 20151103KK_2.doc.
8.3 REQUESTER CREATES AND ADDITIONAL CLARIFYING INFORMATION
If you feel that more detailed text, supporting graphs, diagrams or data would be helpful, please submit them along with your request. Per SAE policy, please do not include any corporate logos or letterhead in your documentation. The filename should be the SAME as the request form except for a ‘_SUP’ extension. At this time, it is recommended that Word or Acrobat formats are used.

For the previous example, a Word document named 20151103KK_1_SUP.doc or an Adobe Acrobat document 20151103KK_1_SUP.pdf could be added.

8.4 REQUESTER SUBMITS FORM AND CLARIFYING DOCUMENTATION
Copies of your request MUST be e-mailed saej1939@sae.org.

SAE will direct the request to the proper discussion group, while the database coordinator enters the request number and date of reception into the database. This date is used to determine review order of the forwarded requests as they reach subcommittee level.

8.5 DATABASE ADMINISTRATOR RECORDS REQUEST IN THE SAE DATABASE
The request’s date is recorded into the database and used by the committee in queuing the request for discussion at the time it is approved to do so.

8.6 SAE ADMINISTRATOR INFORMS REQUESTER OF ACCESS APPROVAL
The SAE Administrator should e-mail the new requester and indicate the User ID and Password to be used for accessing the discussion areas, if the requester is not already a forum member.

8.7 REQUESTER CREATES FOLDER IN WEBSITE DISCUSSION AREA
Access the J1939 Truck and Bus Request Process folder at the SAE website, and create a sub-folder containing your request and any pertinent documents assisting in the understanding of the request. Detail instructions in the following section.

The filename for your folder should be in the format ‘YYYYMMDD Foldername’, where the date contained in YYYYMMDD is the date that your request was entered into the SAE database, as communicated to you from the SAE chairperson.

8.8 REQUESTER ACTIVELY PARTICIPATES IN DISCUSSION
With this access, the requester can participate in all discussions and communicate with the group members – for their request or others currently being discussed.

8.9 REQUESTER UPDATES REQUEST AND REPOSTS AS NEEDED
When doing so, a revision tag of the format “_Rx” should be added to the original filename, where “x” is the revision number.

If the previous example were revised, the filename would change from 20151103KK_1.doc to 20151103KK_1_R1.doc.

The revised request should be placed in the request’s original folder on the website. There is no need to send the revised request to the committee chairperson or database coordinator.
9.0 Request Area Access

These are the basic instructions to access the SAE Forum and navigate within the J1939 Truck and Bus Request Process area. While anyone can access the Public Forums, the TEAM Forums were established as private areas in which the SAE Standards Committees can conduct committee activities. If you have any questions, please contact your SAE staff representative to assist you.

9.1 REGISTERING

- If not an SAE Truck and Bus Communication and Control Subcommittee member, you will need to contact one of the discussion group leaders who will in turn work with SAE to obtain a temporary user ID and password for you.

9.2 LOGGING IN

Open your web browser and enter the web address https://www.sae.org/servlets/works. You should see the SAE Forums Login page (Figure 1).

You can now login using a temporary user ID and password. Your ten-digit SAE member number (found on any roster or mailing label) is your temporary user ID. Your temporary password is the initial of your first name followed by your last name, all in capital letters with no spaces in between.

IMPORTANT - even though you can access using a temporary user ID and password, you must register with SAE. This is the only way to keep the TEAM areas private. This can be done by clicking on the First Time Users Register Here button. At this point you have the option to select a user ID and password that is easier to remember.

Passwords must be between 5 and 15 characters, and can be a combination of letters and numbers in either upper or lower case. A ‘dash’ ( - ), ‘underscore’ ( _ ) and ‘period’ ( . ) are the only acceptable special characters.

Once logged in you’ll see a page that says ‘Welcome: <your name>’ (Figure 2). Beneath your name will be the TEAMS you are linked to, followed by a list of all of the present Public Forums. Click on ‘Truck and Bus J1939 Request Processing Group’ to access the discussion area (Figure 3). Then click on ‘Truck and Bus J1939 Request Processing Group Discussions and Documents ’, which will take you to the folders for the four discussion groups (Figure 4).

9.3 COMMON LOGIN PROBLEMS

Below are some of the more common problems encountered. Contact your SAE staff representative for further information.

- If you are using a temporary password, make sure it’s entered in all caps.
- Your ‘cookies’ must be enabled. To check this, click edit on Netscape’s tool bar, then click preferences, click advanced; then click on ‘accept all cookies’. In Internet Explorer, click tools on the tool bar, then click Internet Options, then click the Security tab, and set the security slider to Medium or lower.
- Your company’s firewall must allow access to the SAE website. Check with your Systems Administrator to request that a port be opened from your terminal to the SAE Forum site.
- Network Configuration - You may not be set up to enter/work/post on another server. Talk to your Systems Administrator to have this opened up.
SAE Standards Development

Standards from SAE International are used to advance mobility engineering throughout the world. The SAE Technical Standards Development Program is now-and has been for nearly a century-among the organization's primary provisions to those mobility industries it serves: aerospace, automotive, and commercial vehicle. Today’s SAE standards product line includes almost 10,000 documents created through consensus standards development by more than 240 SAE Technical Committees with 450+ subcommittees and task groups. These works are authorized, revised, and maintained by the volunteer efforts of more than 9,000 engineers, and other qualified professionals from around the world. Additionally, SAE has 60 US Technical Advisory Group (JSTAGs) to ISO Committees.

Figure 1 – SAE Standards Works Login

Figure 2 – SAE Discussion Forum Opening Page

Figure 3 – My SAE Forums Page
9.4 SETTING UP E-MAIL NOTIFICATION

The SAE Standards Works homepage (Figure 2) has a mechanism where you can request that e-mail notifications be sent periodically when new postings have been made to any of all or your groups. This notification is helpful in managing postings and discussions. **This must be done individually for each of your different Groups.**

On the SAE Standards Works home page you can select to have “Daily alerts” turned on for the J1939 Request Processing Group website by click on the bubble that says “on” (Figure 5).

9.5 PUTTING A REQUEST ON THE SAE WEBSITE

After you have submitted the request form to the J1939 SAE representative, you need to post the request in the appropriate discussion group.

9.5.1 Create a Request Folder

From the Truck and Bus J1939 Request Processing Group Discussions and Documents page (Figure 4), select and enter the appropriate discussion group folder from the 3 choices. As an example, The Powertrain folder is shown in Figure 6.
Under ‘Add’ on the toolbar menu, select ‘Add Folder’. Now specify the folder name and description on the Add Folder page (Figure 7). The Folder Name will appear in the folder list where the folder was created (such as those in Figure 6), while the description will appear when the inside the folder (Figure 8).

The name should be a brief label describing the general topic for the contents of the Folder. If posting several related collections of requests, select a Folder Name that generalizes the relationship (e.g. Marine Applications, Machine Attachments). Avoid generic names, such as “Request Set 1”, etc. The description should be a brief note on the purpose of this folder and its intended contents. If in doubt, look at some of the other folders in your given discussion group page.

Figure 6 – Powertrain Folder
9.5.2  Add A File or A Topic

Inside your new folder, under ‘Add’ on the toolbar menu, select either ‘Add File’ of ‘Add Topic’.

On the Add File page (Figure 9), enter the Title. Then locate and choose the attachment file, such as a Word Document or Excel Spreadsheet, that contain your request.
On the Add Topic page (Figure 10), enter the Title. You may add a comment to explain your request in more detail. Then locate and choose one or more files, such as a Word Document or Excel Spreadsheet, that contain your request information.

The text should be an introduction to the purpose of this discussion topic and your posted contents, and will be shown at the top of the specific discussion topic when a user enters the specific Discussion Topic. If there is a general introduction that summarizes the posted contents, this is one place it may be added. You may want to indicate brief explanation of the intended contents.

When you are done, it is recommended that you send an initial e-mail to team members to let them know a new topic has been posted. It is recommended that you not include any attachments, unless they are different from the posted information.

![Add File Form](image)

Figure 9 – Add File Form
Figure 10 – Add Topic Form
10.0 Communicating with Team Members

10.1 SENDING EMAIL TO THE TEAM

Go to the appropriate discussion group folder, discussion topic, entry, etc. Select the ‘Email’ option on the toolbar. The following screen should include the title and brief description information for the selected entry (Figure 11). Next, specify the recipients and subject. In the Subject include an indication that this is a new Discussion Topic. It is recommended that you not include any attachments, unless they are different from the posted information.

![Send Mail Form](image)

**Figure 11 – Send Mail Form**
11.0 Managing Discussion Topics

11.1 SIGNIFICANT REQUEST CHANGES
If the discussion within a topic forces a significant number of changes to your proposal or requests, one suggestion for managing the discussions is to create another Discussion Topic under the same folder and add something to the Title that implies it is a revised approach on the same topic. For example, if the original discussion topic is “Service Brake parameters”, then the discussion topic for the revised proposal might be “Service Brake parameters - 2nd Proposal”.

Additionally, if a new Discussion Topic is created for revisions coming from an existing Discussion Topic, then I would also recommend that you modify the description of the existing Discussion Topic, directing users to the new Discussion Topic area.

11.2 MODIFYING DISCUSSION TOPICS
As the creator of a Folder and/or Discussion Topic, you have the ability to modify the title, text, and other elements pertaining to that item. Select the appropriate Modify option from the Click for Options drop-down list.

11.3 ADDING ATTACHMENTS TO A DISCUSSION TOPIC
As the creator of a Folder and/or Discussion Topic, you have the ability to add new attachments to a discussion topic. Select the Add Attachments option from the Click for Options drop-down list.
12.0 Change History

Revision 1.2 – First publishing on SAE website.

Revision 1.3 – Cleaned up definition of Datalink Discussion Group.

Revision 1.4 – Added notes pertaining to requests that are not supported by their owners. Removed section listing working group members that developed this document.

Revision 2.0 – Added detail around group leader tasks. Revised steps in process. Change filename extension of requests approved by discussion group from '_WGA' to '_DGA'. Using terminology 'working group approved' was not consistent with 'discussion groups'.

Revision 3.0 – Major revision; cleaned up and shortened text, revised formatting. Reworded where necessary to adapt to new Word document request form. Updated website screen shots. Revised request area access instructions which changed when SAE restructured their website.

Revision 4.0 – Revised guidelines to update the contacts and discussion group leader identifications and email addresses.

Revision 5.0 – Revised guidelines to update the contacts and discussion group leader identifications and email addresses. Updated section 9.0 related to the first time registering process.

Revision 6.0 – Revised guidelines to update the contacts and discussion group leader identifications and email addresses.