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ARMY AND NAVY, COMMANDANT OF
THE MARINE CORPS AND DIRECTOR
OF THE DEFENSE LOGISTICS
AGENCY**

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Logistics



**INSTRUCTIONS FOR THE
INTERSERVICING OF TECHNICAL
MANUALS AND RELATED
TECHNOLOGY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of Defense (DoD) 5010.12-M, Procedures for the Acquisition and Management of Technical Data, and Air Force Policy Directive (AFPD) 63-1/20-1, Integrated Life Cycle Management. It prescribes the policies, agreements and procedures for the interservicing of Technical Manuals (TM) and related information on common-use materiel by the military services and the Defense Logistics Agency, hereinafter called components. This includes the acquisition and use of TMs by two or more components, hereinafter called joint-use TMs. It also includes the exchange of TMs with one or more components, acquired for the principal use of a single component, hereinafter called single-use TMs. This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/AQXS for coordination prior to certification and approval. Air Force personnel shall refer recommended changes or comments to this publication to the office of primary responsibility (OPR) using AF Form 847, Recommendation for Change of Publication, with an information copy to HQ AFMC/A4UE, Building 262, Room N146, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006, afmc.a4UE@us.af.mil. An electronic version of this form is available online at <http://www.e-publishing.af.mil>. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2,

T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). See Attachment 1 for a glossary of references and supporting information. See Attachments 2 through 6 for component publication and contact information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include the addition of procedures for the management of electronic technical manuals, as well as changes in component organizational responsibilities and symbols.

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Chapter 1

GENERAL INFORMATION

1.1. Component Responsibilities. In Attachments 2 through 6, each component has identified:

- 1.1.1. Applicable component publications.
- 1.1.2. Procedures for their personnel to recommend changes to this instruction.
- 1.1.3. Component TM Index.
- 1.1.4. Procedures for requisitioning and subscribing to TMs.
- 1.1.5. Procedures for recommending TM changes.
- 1.1.6. The component control office responsible for issuing and/or processing TM Rescission Notices and other duties.

1.2. Interfacing Publications. This instruction interfaces with the following publications covering each component's system for management of TMs:

- 1.2.1. Air Force:AFI 63-101/20-101, Integrated Life Cycle Management
- 1.2.2. Army:AR 25-30, The Army Publishing Program
- 1.2.3. Navy: NAVAIR 00-25-100, Naval Air Systems Command Technical Publications Library Management Program; NAVAIR 00-25-604, Naval Air Systems Command Fleet Support/Integrated Program Team Acquisition and Sustainment of NAVAIR Technical Manuals; NAVSEA Instruction (NAVSEAINST) 4160.3B, Technical Manual Management Program and S0005-AA-PRO-010/TMMP, NAVSEA Technical Manual Management Program, Operations and Life Cycle Support Procedures. SPAWAR Instruction (SPAWARINST) 4160.3C, SPAWAR, PEO C4I, PEO Space and PEO EIS Policy, Procedures and Responsibilities for Technical Manual Management Operations and Product/Technical Data Lifecycle Support
- 1.2.4. Marine Corps:MCO P5215.17C, The Marine Corps Technical Publications System
- 1.2.5. Defense Logistics Agency:DLAI 3218, Technical Support Policy and Procedures

1.3. Terms Explained. See Attachment 1.

Chapter 2

ACQUISITION OF JOINT-USE TECHNICAL MANUALS (TMS)

2.1. Acquisition Management.

2.1.1. Use of Published TMs. Before developing new TMs, including Interactive Electronic Technical Manuals (IETM), the acquiring component will identify any published TMs on any of the component indexes (see Attachment 7) which might satisfy acquisition program requirements. The acquiring component will obtain copies of any such TMs and determine if they can be used, modified or combined with other published TMs. The acquiring component will limit the number of changes to published TMs to the maximum extent possible.

2.1.2. Requirements Management.

2.1.2.1. Acquiring components acquire joint-use TMs according to its requirements and specifications, while considering the unique requirements of the using components. These unique requirements may include constraints imposed by the using component's digital environment (e.g., Navy Marine Corps Intranet or Navy Standard IETM Viewer). When Defense Logistics Agency (DLA) is the acquiring component, they will arrange with the using components to prescribe the requirements and specifications for joint-use TMs. Acquiring components are designated in a Joint Program Memorandum of Agreement (MOA), per Interim DoDI 5000.02, Operation of the Defense Acquisition System.

2.1.2.2. The acquiring component will coordinate with using components, prior to approving or changing previously approved TM requirements, specifications, exhibits, instructions, plans and schedules.

2.1.2.3. When the unique requirements of the using components cannot be satisfied due to major differences in infrastructure, hardware configuration, maintenance concepts, or test equipment, then the components will acquire single-use TMs instead.

2.1.3. Exchange of Source Data. All components will exchange source data covering equipment and systems, as needed, in an agreed to format.

2.1.4. Physical Distribution Media Requirements. The acquiring component will consider the unique requirement of using components when developing physical distribution media requirements. This may include unique requirements related to the digital conversion, rendering, reproduction and/or distribution of paper media, CD-ROM/DVD media or digital files.

2.1.5. Funding and Staffing.

2.1.5.1. General Funding. The acquiring component will fund digitization, initial distribution and backup stock for all components, if applicable. Costs incurred will be accounted and allocated IAW the Joint Program MOA.

2.1.5.2. Stock Funding (Defense Logistics Agency Only). DLA will use the stock fund to finance TMs issued as a component part of a stock fund item. The cost of such TMs must be included in the stock fund price of the complete item. A TM stocked, catalogued

and issued as a separate item will be financed from the stock fund and issued on a reimbursable basis.

2.1.5.3. Staffing. Using components will provide staffing IAW the Joint Program MOA.

2.2. Component Responsibilities.

2.2.1. Acquiring Component will:

2.2.1.1. Acquire joint-use TMs and process purchase requests consistent with the priority assigned. The security classification of all TMs will be IAW DoDM 5200.01, Volume 1, DoD Information Security Program: Overview, Classification, and Declassification, and component implementing policies.

2.2.1.2. Manage the configuration of all TM requirements, source files and distribution media.

2.2.1.2.1. Involve using components in the processing of deviations and waivers to technical manual specifications and standards and other changes in TM requirements.

2.2.1.2.2. Evaluate commercial-off-the-shelf (COTS) manuals for effectiveness and content IAW MIL-PRF-32216, Evaluation of Commercial Off-The-Shelf (COTS) Manuals and Preparation of Supplemental Data. Ensure COTS manuals are procured with the rights prescribed by the federal acquisition regulations (FARs) and applicable supplements. Also, ensure COTS manuals are released with the appropriate copyright release or rights in data statements.

2.2.1.2.3. Involve using components in the quality assurance process for the development and sustainment of TMs.

2.2.1.2.4. Manage the processing of recommended changes to TMs.

2.2.1.2.5. Obtain using components' publication numbers, service specific authentication and distribution statement markings (see Attachments 2 through 6), digital distribution and/or copy requirements, fund citation and shipping addresses.

2.2.1.2.6. Provide using components with preliminary TMs for verification of unique requirements. Limited use of these preliminary TMs is IAW component policy.

2.2.1.2.7. When requested by using components, identify TM changes associated with equipment modifications.

2.2.1.3. Schedule and acquire TM authoring/updating; verify preliminary TMs; publish and distribute verified TMs concurrent with delivery of operational assets; retain archival copies of editable, digital formats and rendered, digital output files; and plan for rescission and disposal at the end of the TM life cycle.

2.2.1.3.1. If applicable, provide digital distribution media suitable for the using component to perform reproduction and distribution to its users.

2.2.2. Using component. For the basic TMs and subsequent updates, the using component will provide to the acquiring component:

2.2.2.1. Timely feedback on acquiring component proposed deviations and waivers to technical manual specifications and standards and other changes in TM requirements.

2.2.2.2. Component publication numbers, service specific authentication and distribution information markings (see Attachments 2 through 6), digital distribution and/or copy requirements, fund citation and shipping addresses. Provide this information to the acquiring component within 30 days of request or IAW the Joint Program MOA.

2.2.2.3. Timely feedback on TM content as a result of TM In-process Review (IPR), contractor Quality Assurance (QA) and validation, and verification activities.

2.3. Quality Assurance. The acquiring component will ensure contractors have an acceptable quality assurance (QA) process for developing and sustaining TMs and will exercise insight into the process during contract performance.

2.3.1. In-process Review (IPR). The acquiring component will coordinate scheduling of IPRs and will monitor TM preparation by the contractor and the government. The TM contract will require the contractor to support IPRs and provide access to TM materials, intermediate and final products. The IPR will include evaluation of:

2.3.1.1. Source data.

2.3.1.2. Supportability Analysis Data.

2.3.1.3. Engineering: drawings, digital models and related reports.

2.3.1.4. COTS manuals, when applicable.

2.3.1.5. TM plans and outlines.

2.3.1.6. Presentation methods.

2.3.1.7. Modes of preparation.

2.3.1.8. Specification compliance.

2.3.1.9. Completed documentation (text and artwork).

2.3.1.10. Digital TM files, as applicable.

2.3.2. Contractor QA and Validation. The acquiring and using components will exercise insight into all contractor QA processes involved with development, testing and delivery of TMs and related technical data.

2.3.3. Verification.

2.3.3.1. The acquiring component will:

2.3.3.1.1. Manage the verification program.

2.3.3.1.2. Develop basic requirements and schedules to ensure verification is completed in time to permit necessary corrections, printing and delivery of TMs for orderly introduction into the operating forces.

2.3.3.1.3. Request using components provide technically qualified personnel to support verification.

2.3.3.2. The using component will:

2.3.3.2.1. Support the verification program.

2.3.3.2.2. Support the acquiring component to ensure verification is completed IAW a mutually agreeable schedule.

2.3.3.2.3. Provide technically qualified personnel (i.e., target audience) to support verification.

2.3.3.3. The acquiring and using components must coordinate all verification deficiencies and corrections, prior to incorporation in the TM.

2.3.4. Product Acceptance.

2.3.4.1. The acquiring component will ensure contractor corrective action is taken in response to all coordinated verification deficiencies.

2.3.4.2. The Administrative Contracting Officer will not accept final TM products without the acquiring component's concurrence.

Chapter 3

SUSTAINMENT OF JOINT-USE TECHNICAL MANUALS (TMS)

3.1. Sustainment Management.

3.1.1. Recommended Change Method of Submission. TM users shall submit recommended Changes (RCs) per the following priority order:

3.1.1.1. As specified in the joint program MOA.

3.1.1.2. TM users will submit RCs to their using component TM manager per their component's published procedures. The component TM manager will then forward the RC to the component TM content manager for evaluation. The component TM manager will then reformat and/or forward the RC and evaluation recommendation to the acquiring component TM manager, per the method specified in the joint program MOA.

3.1.1.3. If unable to identify their using component TM manager, forward the RC to the component control office listed at Attachments 2 through 6. The component control office will then evaluate the content, if able, and reformat and/or forward the RC and evaluation recommendation to the acquiring component TM manager.

3.1.2. Update Management.

3.1.2.1. Engineering-Related TM Updates. The acquiring component will develop and issue TM updates in support of engineering-related changes. The using components will resource and support updates per the joint program MOA.

3.1.2.2. Immediate and Urgent Action TM Updates. Upon the receipt of an RC identifying hazardous conditions that could cause injury or death, result in damage to equipment or property or result in an inability to achieve or maintain operational posture, the acquiring component will immediately notify all using components of the problem. The acquiring component will also provide the using components an estimated date for the issuance of an immediate or urgent action TM update. The using components will resource and support immediate or urgent action TM updates per the joint program MOA.

3.1.2.3. Routine TM Updates. Acquiring components will develop and issue TM updates in response to routine RCs within 365 days of RC receipt, funds permitting. The using components will resource and support routine TM updates per the joint program MOA.

3.1.2.4. TM Update Coordination: Using components will coordinate on immediate and urgent action TM update packages per the joint program MOA, or within 24 hours of receipt. Using components will coordinate on routine TM Update packages per the joint program MOA, or within 30 days of receipt.

3.2. Component Responsibilities.

3.2.1. Acquiring Component will:

3.2.1.1. Manage the configuration of all TM requirements, source files and distribution media.

3.2.1.1.1. Disposition RCs to published TMs and publish updates per the timeline and method dictated by the urgency of the RC.

3.2.1.1.2. Program funds to support the authoring and distribution of TM updates, IAW the joint program MOA.

3.2.1.1.3. Provide using components with TM updates for verification of unique requirements.

3.2.1.1.4. Identify TM changes associated with equipment modifications, when requested by using components.

3.2.1.1.5. Obtain written approval from using components prior to deleting using component publication numbers and unique content from the TM.

3.2.1.2. Schedule and, if applicable, acquire authoring of TM updates; render and verify TMs; publish and distribute TM updates; retain archival copies of editable, digital formats and rendered, digital output files; and update plans for rescission and disposal at the end of the TM life cycle.

3.2.1.2.1. If applicable, provide digital distribution media of TM updates suitable for the using component to perform reproduction and distribution to its users.

3.2.2. Using component. The using component will provide to the acquiring component:

3.2.2.1. Support for the verification of TM updates, IAW the joint program MOA.

3.2.2.2. Funds to support the authoring and distribution of TM updates, IAW the joint program MOA.

3.3. Joint-Use TM Management. Components will make every effort to maintain the joint-use TM program. However, if joint management becomes impractical, components may exercise one of the following options:

3.3.1. A using component may publish a supplement to a joint-use TM and distribute the supplement within the using component. The using component will then manage the configuration of the supplement to include publishing updates, as necessary, to match subsequent updates of the joint-use TM. When distributing the supplement, the using component will provide an information copy to the acquiring component TM manager for consideration in updates to the joint-use TM. Should a future update to the joint-use TM incorporate the data in the supplement, the supplement will be rescinded. The acquiring component TM manager should also establish a subscription to ensure receipt of future updates of using component supplements.

3.3.2. The using component may publish single-use TMs. The acquiring component will assist the using component in establishing the single-use TM by transferring, as applicable, digital editable copy of text and graphics (if available). In close coordination with the using component, the acquiring component will remove the using component's unique requirements from the joint-use TM.

3.4. Quality Assurance. The acquiring component will update and use the verification plan developed during the acquisition phase to ensure joint-use TM technical accuracy, adequacy, comprehensibility and usability during sustainment. The using components will support the TM verification during sustainment.

Chapter 4

RESCISSION OF JOINT-USE TECHNICAL MANUALS (TMS)

4.1. Rescission by Acquiring Component.

4.1.1. The acquiring component will:

4.1.1.1. Prepare a letter, subject: "TM Rescission Notice," addressed to each using component and security assistance program (SAP) manager. As a minimum, the letter must include the following: TM number, date, title, increments in effect (i.e., changes and supplements), quantity of stock of each increment and a description of digital, editable formats or text and graphics and/or reproducibles available.

4.1.1.2. The acquiring component should neither reformat, revise, change or update the digital, editable formats, nor destroy reproducible, joint-use TM stock that is being coordinated with interested using components.

4.1.2. Each using component receiving the TM rescission notice letter will:

4.1.2.1. Determine its continuing requirement for the TM and the specific reproducible material or stock shown in the TM rescission notice letter.

4.1.2.2. Respond to the letter originator within 30 calendar days of the date on the letter and, if reproducible and/or printed stock are required, include detailed shipping instructions.

4.1.3. On receipt of replies, the acquiring component will:

4.1.3.1. When only one using component needs the digital copy, reproducible material or printed stock, ship these materials per instructions given in the response to the TM rescission notice letter.

4.1.3.2. When more than one using component indicates a continuing requirement, in coordination with the using components, determine:

4.1.3.2.1. Who will become the acquiring component of the TM (see Chapter 5) and ship the digital copy, reproducible material or printed stock per instructions given in the response to the TM rescission notice letter.

4.1.3.2.2. Ship printed stock, if practical, to gaining acquiring component and using component(s) per instructions provided in response to the TM rescission notice letter.

4.1.4. When no requirement exists, including Security Assistance Program (SAP) requirements, acquiring component disposes of reproducible material and printed stock according to applicable regulations. The acquiring component will retain digital, archival copies of the digital, editable formats and rendered, digital output files.

4.2. Rescission by Using Component. When a using component of a joint-use TM determines the publication is no longer required within their component, they will notify the acquiring component in writing to remove their publication number from the TM. The using component TM manager will notify the affected users of the rescission.

Chapter 5

TRANSFER OF ACQUIRING COMPONENT RESPONSIBILITY

5.1. Transfer Policy. When an acquiring component envisions transfer of management responsibility for a system or equipment to another component, a joint Technical Manual (TM) transfer team will facilitate the smooth, incremental transfer of TM management responsibility. The team will review the TMs outlined in a TM transfer review plan. A transfer typically includes all TMs and all TM family increments in the affected TM series. The need to update existing TMs will not prevent equipment or TM management responsibility transfer. The team will identify those TMs that are not current and require updating and identify transfer requirements for digital editable copy of text and graphics (if available), digital distribution files and printed stock. The team will also propose how, when and who should accomplish the updates.

5.2. Transferring Acquiring Component Responsibilities. The transferring component will:

5.2.1. Arrange for a meeting of all interested personnel, including receiving component personnel, to establish a joint TM transfer team. The transferring component will chair subsequent team meetings.

5.2.2. Develop a mutually acceptable, transfer review plan outlining the TMs to be reviewed, the percentage of review for each and a time schedule.

5.2.3. As specified in the transfer review plan, have available for review:

5.2.3.1. All documentation for examination to determine that TMs and source data are complete and agree with the configuration of the system or equipment being transferred.

5.2.3.2. All recommended changes, draft updates supporting engineering-related changes and preliminary TMs.

5.2.4. Develop a TM transfer agreement to be signed by participating components. If components agree to update TMs after transfer, the agreement must explain how the receiving component will furnish updated data.

5.2.5. Deliver all reproducible material or printed stock according to the transfer agreement.

5.3. Receiving Component Responsibilities. The receiving component will:

5.3.1. Assist the transferring component in developing a transfer review plan and provide personnel to take part in the TM review.

5.3.2. Be responsible for changing or updating the manuals after the transfer and informing the appropriate components authorities identified in Attachments 2 through 6.

5.3.3. Schedule and prepare or acquire any additional manuals required by the receiving component.

5.4. Transfer Disagreements. The TM transfer team will refer policy or procedural problems they cannot resolve to their respective component control offices listed in Attachments 2 through 6. However, requirements peculiar to the receiving component remain their responsibility.

5.5. Freedom of Information Act Request Processing. Freedom of Information Act (FOIA) requests for joint-use TMs are submitted to the FOIA Office at the acquiring component TM Manager's installation and processed according to DoD 5400.7-R, *DoD Freedom of Information Act Program*. TMs will be withheld from FOIA release if the technical data meets the non-releasability criteria of DoDD 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*.

Chapter 6

SUPPORT FOR SECURITY ASSISTANCE PROGRAMS (SAP)

6.1. The acquiring component for joint-use TMs is responsible for managing, controlling and releasing TMs in support of security assistance programs (SAP). The acquiring component retains this responsibility, even if another component is responsible for overall SAP management. Once joint-use TMs have been cleared for public release by competent authority, they may be made available to foreign nationals, companies, and governments, and may be exported.

6.2. The acquisition and sustainment of country specific TMs to support peculiar equipment installed in the weapon systems of foreign nations is outside the scope of this publication.

Chapter 7

EXCHANGE OF SINGLE-USE TECHNICAL MANUALS (TMS)

7.1. Exchange Policy. Components will exchange, or provide access to, digital Technical Manual (TM) files on a common (i.e., free of charge) basis. Using components will provide funds for physical distribution media TM IAW the procedures in Attachments 2 through 6.

7.2. Request Processing. Using components will requisition and subscribe to acquiring component, single-use TMs IAW the procedures in Attachments 2 through 6.

7.3. Joint-Use TM Establishment. Once a using component establishes an extensive or long-term requirement for another component's single-use TM, the single-use TM component will establish a joint-use TM and rescind the single-use TM.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 63-101/20-101, *Integrated Life Cycle Management*, 7 Mar 2013

MIL-PRF-32216, *Performance Specification: Evaluation of Commercial Off-The-Shelf (COTS) Manuals and Preparation of Supplemental Data*, 17 Oct 2006

Prescribed Forms

No forms are prescribed by this publication

Adopted Forms

Department of the Air Force

AF Forms are available at the Air Force website (www.e-publishing.af.mil)

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 22, *Technical Manual Recommendation and Reply*

AFTO Form 43, *Request for USAF Technical Order Distribution Code Assignment or Change*

AFTO Form 276, *Special Requisition for Air Force Technical Orders/CPIN*

Department of the Army

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate web site (www.apd.army.mil)

DA Form 4790, *Certification for Distribution of Publication(s) in Support of Government Contract*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order

CD-ROM—Compact Disk Read Only Memory
COTS—Commercial Off the Shelf (Hardware, Software or Manuals)
DAE—Defense Acquisition Executive
DLA—Defense Logistics Agency
DoD—Department of Defense
DVD—Digital Versatile Disk
ETIMS—Enhanced Technical Information Management System
ETM—Electronic Technical Manual
FAR—Federal Acquisition Regulation
FOIA—Freedom of Information Act
FMS—Foreign Military Sales
HQ—Headquarters
HQMC—Headquarters Marine Corps
IETM—Interactive Electronic Technical Manual
IPR—In-Process Review
LEM—Logistics Element Manager
MILDEP—Military Department
MOA—Memorandum of Agreement
OPR—Office of Primary Responsibility
POC—Point of Contact
QA—Quality Assurance
RC—Recommended Change
SAP—Security Assistance Programs
TCTO—Time Compliance Technical Order
TM—Technical Manual
TO—Technical Order
USAF—United States Air Force
USAMC—US Army Materiel Command

Terms

Acquiring Component—The component department, service or agency responsible for acquiring the system or equipment and supporting TMs. Acquiring component is synonymous with lead DoD component per Interim DoDI 5000.02, *Operation of the Defense Acquisition System*.

Activity—An organization or agency within a component.

Change—Correcting or modifying information in an existing TM. Also a specific update to a TM, e.g., Change 4.

Component—Military service or agency, including Air Force, Army, Navy, Marine Corps and Defense Logistics Agency.

Component Control Office—An activity within a component responsible for issuing TM Rescission Notices and processing notices from other components. This activity may also be responsible for processing requests for single-use TMs. (See Attachments 2 through 6.)

Comprehensibility—The completeness with which a user in the target audience understands the TM text or text-graphics combination.

Continuing Requirement—A continuing requirement for single-use TM increments that are the responsibility of another component.

Electronic Technical Manual (ETM)—A set of information needed for the description, operation, troubleshooting and maintenance of equipment, authored in a linear fashion for the purpose of electronic page presentation or distribution as physical distribution media.

Enhanced Technical Information Management System (ETIMS)—The system of record for USAF Technical Orders.

Executive Component—The component responsible for maintaining the TMs after production termination. Normally, the acquiring component becomes the executive component.

Interactive Electronic Technical Manual (IETM)—A set of information needed for the description, operation, troubleshooting and maintenance of equipment, optimally arranged and formatted for interactive screen presentation to the end user on an electronic display system.

In-Process Review (IPR)—Review conducted by the acquiring component during the TM preparation. These reviews provide guidance to the contractor, ensure TMs conform to contract requirements and review the validation and verification plan schedule. IPRs may be conducted at the contractor's facility or at the subcontractor's or other source facility during the development of the TM, before preparing the final copy.

Joint Program Memorandum of Agreement (MOA)—Joint programs will be managed IAW the provisions of a memorandum of agreement and with the lead DoD Component's acquisition procedures and acquisition chain of command, unless directed otherwise by the DAE, per Interim DoDI 5000.02, *Operation of the Defense Acquisition System*.

Joint-Use Technical Manual (TM)—A TM used by two or more components and which carries a publication number for each component. Within Army documents, such TMs are termed "multi-service".

Military Department (MILDEP) Letter—A signed memorandum from a using component authorizing publication of a joint-use TM when the US Army is the acquiring component. The memorandum identifies the senior official(s) and title as it will appear on the title page of the joint-use TM.

Modification Instructions—Detailed instructions for the alteration or modification of hardware.

One-Time Requisition—An occasional or one-time need for a reasonable quantity of a single-use TM from another component, which is needed to perform a specific task or project.

Point of Contact (POC)—Activity or activities within each component which serves as a contact point for various functions of the Interservicing of TMs and Related Technology Program. (See Attachments 2 through 6.)

Physical Distribution Media—TMs distributed in physical formats such as paper and CD-ROM/DVDs.

Receiving Component—Component gaining management responsibility for equipment or weapon system and supporting TMs through transfer from another component.

Recommended Change (RC)—Recommended change to TM to correct discrepancies and enable improvement.

Reproducible Material—All material used in reproducing TMs.

Security Assistance Program (SAP)—US Government-approved sales of military systems and commodities to foreign governments and international organizations, including the Military Assistance Program, Foreign Military Sales, consortium and co-production agreements and direct commercial sales.

Single-use Technical Manual (TM)—TMs for the principal use of the acquiring component. Other components may be granted limited use by the acquiring component.

Source Data—Data obtained from research, development, design engineering and the production of systems, material and services; later used for TM development.

Supplement—A separate document that complements information in a basic TM.

Technical Manuals (TM)—Publications containing instructions for the installation, operation, maintenance, training and support of weapon systems, weapon system components and support equipment, to include Interactive Electronic Technical Manuals (IETM). TM information may be presented in any form or characteristic including, but not limited to, hard copy, audio and visual displays, disks and other electronic devices. A TM normally contains operational and maintenance instructions, parts lists or parts breakdowns and related technical information or procedures exclusive of administrative procedures. USAF Technical Orders (TO) that meet the criteria of this definition may also be classified as TMs.

Technical Order (TO)—Interchangeable, USAF term for technical manual. Compliance with technical orders is mandatory, except as explained in TO 00-5-1, *AF Technical Order System*.

Technical Manual (TM) Increments—An all-inclusive reference to indicate a basic TM and its formal updates, such as Changes, Revisions and Supplements.

Technical Manual (TM) Index—Catalog of active, component TMs, and, if applicable, associated metadata.

Technical Manual (TM) Transfer Team—A group composed of representatives of the transferring component and receiving component, responsible for reviewing TMs for currency before their transfer in support of weapon systems or equipment for which management responsibility is being transferred from one component to another.

Transferring Component—Component losing management responsibility for equipment or weapon system and supporting TMs through transfer to another component.

TM Transfer Review Plan—A list of the transferring TMs to be reviewed, the percentage of review for each and a time schedule.

TM Transfer Agreement—A document containing the procedures for an orderly transfer of TMs, negotiated by the transferring and receiving components.

Usability—The degree to which a user is able to apply the TM in performing a specific task as described by the TM. Usability of the TM by a user would be indicated by error-free performance of the described task on the first attempt. To be usable, a TM must be operationally suitable; that is, it must be legible in the work environment involved and must specify procedures, tools, or required skills characteristic of the work center in which it is to be used.

Using Component—A component having a need for TMs for operation and maintenance of equipment or systems. Using component is synonymous with participating DoD component per DoDI 5000.02, *Operation of the Defense Acquisition System*.

Validation or Contractor Quality Assessment (QA)—The process by which the contractor (or as directed by the acquiring component) tests a TM for technical accuracy and adequacy, comprehensibility and usability. The contractor conducts the test at the contractor's facility or at the operational site. The test involves performing the operating and maintenance procedures, including checkout, calibration, alignment, scheduled removal and installation instructions and associated checklists. Disassembly, reassembly or removal and installation procedures are validated by performance or simulation as approved by the acquiring component. Other data, such as part numbers or source, maintenance and recoverability codes in illustrated parts breakdowns and hardware depiction, schematic diagrams and wiring data in TMs, are checked against current source data. The USAF uses the term certification in lieu of validation, per TO 00-5-3, *AF Technical Order Life Cycle Management*.

Verification—The process by which the acquiring (and/or using component) tests and proves a TM is adequate for operation and maintenance of equipment or systems acquired for operational units. Using personnel conduct the verification with skill levels equivalent to those of the target users who will be required to maintain the equipment or system in the operational environment. Verification consists of the actual performance of operating and maintenance procedures and associated checklists, including checkout, calibration, alignment and scheduled removal and installation instructions.

Attachment 2

AIR FORCE PUBLICATIONS AND CONTACT POINTS

A2.1. Applicable Air Force Publications

A2.1.1. Technical Orders (TOs)

A2.1.2. Time Compliance Technical Orders (TCTOs)

A2.2. Air Force Personnel Recommending Changes to this Instruction: Submit an AF Form 847, *Recommendation for Change of Publication*, IAW the instructions on the title page.

A2.3. The USAF TM Index is the TO Catalog function of the Enhanced Technical Information Management System (ETIMS) application on the AF portal. To access, users must obtain an AF portal ID IAW procedures in TO 00-5-1, *AF Technical Order System*, available on the Tinker AFB website at <http://www.tinker.af.mil/technicalorders/index.asp>. See TO 00-5-1, *AF Technical Order System*, for a detailed description of the ETIMS TO Catalog and information on indexes for specialized TO categories, such as Explosive Ordnance Disposal (EOD) TOs, Nuclear Weapon TOs and Nuclear Related EOD TOs. The ETIMS TO Catalog "TO Details" screens include metadata about the TO, such as the name and contact information for the responsible Technical Order Management Agent / Technical Order Management Agency (TOMA).

A2.4. Requisitioning and Subscribing to USAF Technical Orders: USAF TO requisitions and subscriptions requests are approved by the TOMA in the TO Catalog of the ETIMS application. Detailed request procedures are provided in TO 00-5-1, *AF Technical Order System*, available on the Tinker AFB website at <http://www.tinker.af.mil/technicalorders/index.asp>. Air Force Technical Order (AFTO) Forms are available on the AF e-publishing website at <http://www.e-publishing.af.mil/> (Forms / Special Series / Air Force Technical Order). See TO 00-5-1, *AF Technical Order System*, for requesting special categories of USAF TOs, such as EOD TOs, Nuclear Weapon TOs and Nuclear Related EOD TOs.

A2.4.1. One-Time or Emergency Requisitions: The requesting activity downloads, completes and submits the AFTO Form 276, *Special Requisition for Air Force Technical Order*, IAW TO 00-5-1, *AF Technical Order System*.

A2.4.2. Subscriptions: The requesting activity first establishes an Air Force portal identification and a Technical Order Distribution Order (TODO) account by downloading, completing and submitting an AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request*, IAW TO 00-5-1, *AF Technical Order System*. Once the TODO account is assigned, establish the required TO subscriptions using ETIMS.

A2.4.3. POC for Military Interdepartmental Purchase Request (MIPR) Processing: Contact AFLCMC/LZS, e-mail: aflcmc.lzs@us.af.mil, to determine if the TO request requires the processing of a MIPR, as well as the submission procedures.

A2.5. Recommending Changes to USAF Technical Orders: Use the AFTO Form 22, *Technical Manual Recommendation and Reply*, available on the AF e-publishing website at <http://www.e-publishing.af.mil/>. Because the AF e-publishing version of the AFTO Form 22 requires IBM Lotus forms to view and fill, a Microsoft Word version is available upon request

from AFLCMC/LZS, e-mail: aflcmc.lzs@us.af.mil. Create and submit the AFTO Form 22 IAW TO 00-5-1, *AF Technical Order System*, available on the Tinker AFB website at <http://www.tinker.af.mil/technicalorders/index.asp>. To recommend changes to USAF Flight Manuals, use the AF Form 847, *Recommendation for Change of Publication*, available on the AF e-publishing website at <http://www.e-publishing.af.mil/>. Create and submit IAW AFI 11-215, *USAF Flight Manuals Program (FMP)*, also available on the AF e-publishing website at <http://www.e-publishing.af.mil/>.

A2.6. USAF Component Control Office: AFLCMC/LZS, e-mail: aflcmc.lzs@us.af.mil, is responsible for issuing and/or processing TM Rescission Notices, per Chapter 4. This organization is also responsible for processing USAF TODO requests for other component, single-use TMs. AFLCMC/LZS will also provide a copy of the Microsoft Word version of the AFTO Form 22, *Technical Manual Recommendation and Reply*, upon request.

A2.7. USAF Personnel Requesting other Component TMs: AF activities with subscription requirements for other component TMs should consult Chapter 8 of TO 00-5-1, *AF Technical Order System*.

Attachment 3

ARMY PUBLICATIONS AND CONTACT POINTS

A3.1. Applicable Army Publications.

- A3.1.1. Technical Manuals (TMs), including narrative and Repair Parts and Special Tools Lists – (RPSTL)
- A3.1.2. Interactive Electronic Technical Manuals (IETMs)
- A3.1.3. Technical Bulletins (TBs)
- A3.1.4. Modification Work Orders (MWOs)
- A3.1.5. Lubrication Orders (LOs)

A3.2. Army Personnel Recommending Changes to This Instruction.

- A3.2.1. Send your suggested changes and recommended improvements to this instruction to the US Army Materiel Command (USAMC) Logistics Support Activity (LOGSA), ATTN: AMXLS-AP (Technical Publications), Bldg 3307, Redstone Arsenal, AL 35898 or e-mail them to usarmy.redstone.logsa.mbx.tmss@mail.mil.
- A3.2.2. USAMC LOGSA will review them and if necessary will send them to other commands for review.
- A3.2.3. If approved, USAMC LOGSA will forward to proponent of this instruction for incorporation.

A3.3. Army TM Index.

- A3.3.1. The Army index for TMs is DA PAM 25-30, *Consolidated Index of Publications and Blank Forms*, and can be found at <http://www.apd.army.mil/>.

A3.4. Procedures for Joint-Use (i. e., Multi-Service) Publications with Army as the Lead.

- A3.4.1. The contracting component responsible for the subject matter must
 - A3.4.1.1. Contact the requiring components, DoD and Government agencies to obtain final functional coordination and concurrences no less than 30 days before the publication is submitted for publishing.
 - A3.4.1.2. Obtain approval on a Military Department (MILDEP) letter.
 - A3.4.1.3. Send the items below to the contracting component's Authentication office.
 - A3.4.1.3.1. Original manuscript and duplicate, plus one copy for each interested requiring component or Government agency.
 - A3.4.1.3.2. Other documentation required by the contracting component's Authentication office.
- A3.4.2. The contracting component will ensure the following is complete and ready for their authentication office:
 - A3.4.2.1. For multi-service publications other than Allied Communications Publications (ACPs) and Joint Army-Navy-Air Force Publications (JANAPs)

A3.4.2.1.1. Accept as final any coordination via MILDEP letter accomplished no more than 6 months before receipt of the request to publish. If the coordination is more than 6 months old, the action will be returned to the proponent agency for re-coordination. The 6-month date limit for MILDEP letters ensures the approving officials and nomenclatures are valid and current.

A3.4.2.1.2. Contact (in writing) the other requiring components and DoD and Government agencies to request authentication, publication number, copy requirements and distribution information, open requisition number or appropriate requisitioning document, and Government Printing Office (GPO) billing address code. The letter must carry 30-day suspense. If an answer is not received by the suspense date, the contracting component's authentication office will call the delinquent activity and give an additional 10 days to respond. If a response is not received, 10 courtesy copies must be sent to the nonresponsive activity.

A3.4.2.1.3. Publish and distribute (if applicable) the publication.

A3.4.2.2. For ACPs and JANAPs

A3.4.2.2.1. Accept as final any coordination verified in writing by the U.S. Military Communications-Electronics Board (USMCEB) upon receipt of the request to publish.

A3.4.2.2.2. Contact (by telephone or e-mail) the requiring components to request copy requirements and distribution information, open requisition number or appropriate requisitioning documents and GPO billing address code.

A3.4.2.2.3. Publish and distribute and stock (if applicable) publications as directed by the requiring components Information Operations Spectrum Office.

Figure A3.1. Sample Military Department (MILDEP) Letter



DEPARTMENT OF THE AIR FORCE
638TH SUPPLY CHAIN MANAGEMENT GROUP (AFMC)
ROBINS AIR FORCE BASE GEORGIA

June 25, 2014

MEMORANDUM FOR: BONNIE HAYNES, (ATTN: AMSEL-LCP-S)
C-E LCMC, LRC, POWER ENVIRONMENTAL DIRECTORATE
POWER GENERATOR BRANCH
6010 COMBAT ROAD, ROOM 319, POD 98
ABERDEEN PROVING GROUND, MD 21005

FROM: 406 SCMS/ GUEE
235 BYRON ST., SUITE 19A
ROBINS AFB, GA 31098-1670

SUBJECT: Review and Printing Requirements for Army Revision of TM 9-6115-641-24, Air Force TO 35C2-3-456-12 covering:

GENERATOR SET, SKID MOUNTED, TACTICAL QUIET, 5 KW

MEP-802A, 5 KW, 60 Hz (NSN 6115-01-274-7387)(EIC: VG2)
MEP-812A, 5 KW, 400 Hz (NSN 6115-01-274-7391)(EIC: VN2)

1. 406 SCMS/GUEE has the following requirements for delivery of joint service technical data:
 - a. The Air Force TO number 35C2-3-456-12 will remain the same.
 - b. Deliver two (2) paper copies and one (1) Adobe Acrobat PDF file each to the address below:

ATTN: CHRIS MORRIS
406 SCMS/GUEE
235 BYRON ST., SUITE 19A
ROBINS AFB, GA 31098-1670
2. Because 406 SCMS/GUEE does all printing from digital files rather than storing stock in a warehouse (Print On Demand), we also request any follow-on changes or revisions for this manual be provided as portable document files (PDF). This will eliminate the need to scan and store TIFF image files of a lesser quality. Your cooperation in this matter would be greatly appreciated.

3. The Work Package format is currently in use as the preferred style and format for Air Force manuals and will be acceptable in our joint service manuals as well. In addition, the two level maintenance concept currently being adopted by the Army will fall in line with current Air Force requirements for a flightline or field level of maintenance.
4. The authentication blocks to be used for Air Force technical orders are as follows:

JANET C. WOLFENBARGER
General, USAF
Commander, AFMC

MARK A. WELSH III
General, USAF
Chief of Staff



Stephen Scott
Chief, Technical Order Branch
Space and Special Systems Mgmt Dir

A3.5. Procedures for Other Components to Requisition Army Single-Use TMs.

A3.5.1. Automatic release of any Distribution A publication, not exceeding 25 copies of individual title.

A3.5.2. DA Form 4790, *Certification for Distribution of Publication(s) in Support of Government Contract*, will be completed by requesting component. LOGSA will review the DA Form 4790 and will perform requisite coordination. After review of DA Form 4790 and requested publications for proponency of Distribution B, C, D, E, F, and X publications, and receiving permission to release non-Distribution A publications, LOGSA will request Media Distribution Division (MDD) to release no more than 25 copies of each title to the requestor.

A3.5.3. For requests totaling more than 250 copies (any combination of publications), funds must be transferred to Army Publishing Directorate (APD) using Military Interdepartmental Purchase Request (MIPR).

A3.6. Procedures for Other Components to Recommend Changes to Army Single-use TMs.

A3.6.1. Each Army single-use TM has a block for Reporting Errors and Recommending Improvements that provides the address/instructions for reporting changes. Recommended changes are sent to the commodity commands listed below.

A3.7. Army Points of Contact (POCs).

A3.7.1. Single POC for Army TM Policy: US Army Publishing Directorate, ATTN: AAHS-PAT, 9301 Chapek Rd., Ft. Belvoir, VA 22060-5527.

A3.7.2. Single POC for all other publications matters pertaining to equipment publications is Commander, US Army Logistics Support Activity (LOGSA), ATTN: AMXLS-AP (Technical Publications), Bldg 3307, Redstone Arsenal, AL 35898. **NOTE:** Requirements for Army publications furnished under FMS Programs are transacted between the US Army Security Assistance Command and the Washington, DC representative of the foreign country.

A3.7.3. POC for TM Managers responsible for commodity TMs (including issuing, updating, rescinding, MIPR processing, immediate or urgent action change, retrofit instructions):

A3.7.3.1. U.S. Army TACOM LCMC,
ATTN: AMSTA-LCL-IM (M/S 727)
6501 E. 11 Mile Rd, Warren, MI 48397-5000
(586) 282-1852
DSN 786-1852
Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil

A3.7.3.2. U.S. Army Aviation and Missile Life Cycle Management Command

ATTN: AMSAM-MSS-LP

Bldg. 5301, Sparkman Circle, Room 1122

Redstone Arsenal, AL 35898-5230

(256) 876-0498

DSN 746-0498

Email: usarmy.redstone.amcom.list.immc-pub-epco@mail.mil

A3.7.3.3. U.S. Army Communications and Electronics Life Cycle Management Command

ATTN: AMSEL-LCI-ECM (Pubs)

6001 Combat Drive

Bldg. 6001, Pod C3-322/49

Aberdeen Proving Ground, MD 21005-1846

(443) 861-5457/5460

DSN 848-5457/5460

Email: usarmy.apg.cecom.mbx.lrc-leo-epco2@mail.mil

A3.7.3.4. U.S. Army TACOM Natick Soldier Systems Center

ATTN: AMSTA-LCS-ECT

Kansas Street

Bldg 3, Room 120

Natick, MA 01760

(508) 233-6064

DSN 256-6064

Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil (include "TACOM Natick" in subject line)

A3.7.3.5. U.S. Army CECOM Communications Security Logistics Activity

ATTN: SELCL-IA-NMP (EPCO)

2133 Cushing St (Suite 3600)

Fort Huachuca, AZ 85613-7041

(520) 538-8255

DSN 879-8255

Email: csla.huac.epco@mail.mil

A3.7.3.6. U.S. Army Research, Development and Engineering Command (RDECOM), Armament Research, Development and Engineering Center (ARDEC)/Joint Munitions and Lethality (JM&L)

ATTN: RDCB-DEL (APG-ECBC EPCO)

Building 93, 1st Floor,

Ramsay Avenue

Picatunny Arsenal, NJ 07806-5424

(973) 724-3247

DSN 880-3247

A3.7.3.7. U.S. Army Research, Development and Engineering Command (RDECOM)
Edgewood Chemical Biological Center (ECBC)
5183 Blackhawk Road
ATTN: APG-ECBC EPCO
Bldg E3549/B211 (2nd Floor)

A3.8. Procedures for Other Components to Requisition Army Single-Use TMs.

A3.8.1. Automatic release of any Distribution A publication, not exceeding 25 copies of individual title.

A3.8.2. DA Form 4790, *Certification for Distribution of Publication(s) in Support of Government Contract*, will be completed by requesting component. LOGSA will review the DA Form 4790 and will perform requisite coordination. After review of DA Form 4790 and requested publications for proponency of Distribution B, C, D, E, F, and X publications, and receiving permission to release non-Distribution A publications, LOGSA will request Media Distribution Division (MDD) to release no more than 25 copies of each title to the requestor.

A3.8.3. For requests totaling more than 250 copies (any combination of publications), funds must be transferred to Army Publishing Directorate (APD) using Military Interdepartmental Purchase Request (MIPR).

A3.9. Procedures for Other Components to Recommend Changes to Army Single-use TMs.

A3.9.1. Each Army single-use TM has a block for Reporting Errors and Recommending Improvements that provides the address/instructions for reporting changes. Recommended changes are sent to the commodity commands listed below.

A3.10. Army Points of Contact (POCs).

A3.10.1. Single POC for Army TM Policy: U.S. Army Publishing Directorate, ATTN: AAHS-PAT, 9301 Chapek Rd., Ft. Belvoir, VA 22060-5527.

A3.10.2. Single POC for all other publications matters pertaining to equipment publications is Commander, U.S. Army Logistics Support Activity (LOGSA), ATTN: AMXLS-AP (Technical Publications), Bldg 3307, Redstone Arsenal, AL 35898. **NOTE:** Requirements for Army publications furnished under FMS Programs are transacted between the U.S. Army Security Assistance Command and the Washington, DC representative of the foreign country.

A3.10.3. POC for TM Managers responsible for commodity TMs (including issuing, updating, rescinding, MIPR processing, immediate or urgent action change, retrofit instructions):

A3.10.3.1. U.S. Army TACOM LCMC
ATTN: AMSTA-LCL-IM (M/S 727)
6501 E. 11 Mile Rd, Warren, MI 48397-5000
(586) 282-1852
DSN 786-1852
Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil

A3.10.3.2. U.S. Army Aviation and Missile Life Cycle Management Command
ATTN: AMSAM-MSS-LP
Bldg. 5301, Sparkman Circle, Room 1122
Redstone Arsenal, AL 35898-5230
(256) 876-0498
DSN 746-0498
Email: usarmy.redstone.amcom.list.immc-pub-epco@mail.mil

A3.10.3.3. U.S. Army Communications and Electronics Life Cycle Management Command
ATTN: AMSEL-LCI-ECM (Pubs)
6001 Combat Drive
Bldg. 6001, Pod C3-322/49
Aberdeen Proving Ground, MD 21005-1846
(443) 861-5457/5460
DSN 848-5457/5460
Email: usarmy.apg.cecom.mbx.lrc-leo-epco2@mail.mil

A3.10.3.4. U.S. Army TACOM Natick Soldier Systems Center
ATTN: AMSTA-LCS-ECT
Kansas Street
Bldg 3, Room 120
Natick, MA 01760
(508) 233-6064
DSN 256-6064
Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil (include “TACOM Natick” in subject line)

A3.10.3.5. U.S. Army CECOM Communications Security Logistics Activity
ATTN: SELCL-IA-NMP (EPCO)
2133 Cushing St (Suite 3600)
Fort Huachuca, AZ 85613-7041
(520) 538-8255
DSN 879-8255
Email: csla.huac.epco@mail.mil

A3.10.3.6. U.S. Army Research, Development and Engineering Command (RDECOM),
Armament Research, Development and Engineering Center (ARDEC)/Joint Munitions
and Lethality (JM&L)

ATTN: RDCB-DEL (APG-ECBC EPCO)

Building 93, 1st Floor,

Ramsay Avenue

Picatinny Arsenal, NJ 07806-5424

(973) 724-3247

DSN 880-3247

A3.10.3.7. U.S. Army Research, Development and Engineering Command (RDECOM)
Edgewood Chemical Biological Center (ECBC)

5183 Blackhawk Road

ATTN: APG-ECBC EPCO

Bldg E3549/B211 (2nd Floor)

Aberdeen Proving Ground, MD 21010-5224

(410) 436-7245

DSN 584-7245

Email: usarmy.apg.ecbc.mbx.epco@mail.mil

A3.10.3.8. Surface Deployment and Distribution Command (SDDC)

Transportation Engineering Agency (TEA)

1 Soldier Way, Building 1990 West

Scott AFB, IL 62225

(618) 220-5273

DSN 770-5273

A3.10.4. POCs for Printing, Procurement and Distribution:

A3.10.4.1. U.S. Army Publishing Directorate,

ATTN: AAHS-PAR

9301 Chapek Rd., Bldg. 1456

Ft. Belvoir, VA 22060-5527

(703) 693-1549

DSN 223-1549

A3.10.4.2. Media Distribution Division (MDD), Dept of Logistics-Washington (DOL-
W) Customer Service

(314) 592-0900, ext. 0923

DSN 693-7300, ext. 0923

Email: usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil

Attachment 4

NAVY PUBLICATIONS AND CONTACT POINTS

A4.1. Applicable Navy Publications:

A4.1.1. Technical Manuals (TMs)

A4.1.2. Technical Directives (TDs)

A4.1.3. Navy Personnel Recommending Changes to this Instruction: Submit an AF Form 847, *Recommendation for Change of Publication*, IAW the instructions on the title page.

A4.2. NAVAIR.

A4.2.1. NAVAIR Technical Manual (TM) Index: The NAVAIR TM/IETM Index is available on the Naval Air Technical Data and Engineering Service Command (NATEC) Technical Manual Application System (TMAPS) TM Repository database located at <https://mynatec.navair.navy.mil>. Users accessing TMAPS are required to obtain a myNATEC account by registering their profile. Subsequent access is CAC-enabled. Assistance with obtaining a TMAPS account, or other questions with TMAPS, may be obtained by contacting NATEC Customer Service via email: nani_customerservice@navy.mil. **NOTE:** The list of available NAVAIR TMs and TDs is also available at the Navy Publication Index database found on the Naval Logistics Library (NLL) website at <https://nll2.ahf.nmci.navy.mil/>.

A4.2.2. Requisitioning and Subscribing to NAVAIR Technical Manuals: NAVAIR Technical Manual (TM) and Technical Directive (TD) requisitioning and subscription procedures are contained in the NAVAIR 00-25-100, WP 009 00. *Assistance with TM Requisitioning, TM and TD Research, One-Time/Emergency Printing*, or other requisitioning and subscribing questions should be submitted to NATEC Customer Service via email: nani_customerservice@navy.mil.

A4.2.2.1. Subscriptions- Procedures for NAVAIR TM Automatic Distribution Requirement Lists (ADRLs) are contained in the NAVAIR 00-25-100, WP 009 00. *Assistance with TM Initial Outfitting Lists (IOLs) and TM Automatic Distribution Requirement Lists (ADRLs)* should be submitted to NATEC Customer Service via email: nani_customerservice@navy.mil.

A4.2.2.2. POC for MIPR Processing: Contact the assigned NAVAIR technical manual Logistics Element Manager for applicable Business Finance Manager POC.

A4.2.3. Recommending Changes to NAVAIR Technical Manuals: The procedures for submitting change recommendations for NATOPS and NATIP are outlined in the "Preface" section of all publications. Additionally, the NAVAIR 4.0P web site at <https://airworthiness.navair.navy.mil/contains> user guides and the appropriate forms for submitting change recommendations. Recommended changes/updates to a single-use or joint-use Technical Manual (TM), where NAVAIR is the acquiring component, should be coordinated with the NAVAIR TM/IETM Logistics Element Manager (LEM) POCs. If approved, the publication change will be submitted into JDRS, in IAW COMNAVAIRFORINST 4790.2B. The single-use or joint-use TM will then be scheduled for update based on program prioritization and resource availability.

A4.2.4. NAVAIR TM/IETM Logistics Element Manager (LEM) POCs:

A4.2.4.1. Technical Manuals: TM/IETM Logistics Element Manager (LEM) POCs for specific technical manuals are found at <https://mynatec.navair.navy.mil/>. Select TMAPS Main Menu and under Technical Manual Management column select Technical Manuals. Enter the publication number then select POC/LEM.

A4.2.4.2. Systems/Equipment/Platforms: TM/IETM Logistics Element Manager (LEM) POCs for assigned systems/equipment/platforms are found at <https://mynatec.navair.navy.mil/>. Select TMAPS Main Menu and under the Reporting Column select one of the following options:

A4.2.4.2.1. LEM Designation Report - for USN Domestic Program LEMs

A4.2.4.2.2. FMS LEM Report - for LEMs assigned to FMS Cases/USN Platforms
NOTE: A complete listing of all LEMs is obtained by just selecting SUBMIT without further entries.

A4.2.5. NAVAIR Component Control Office: NAVAIR Headquarters, Code 6.8.5.1.1, Bldg 446, McLeod Circle, Patuxent River, MD. The NAVAIR community of users of this instruction may request further direction on the process to make changes to the instruction by contacting NAVAIR 6.8.5.1.1 at the above address.

A4.3. SPAWAR.

A4.3.1. SPAWAR TM Index: The SPAWAR TM/IETM Index is available on the Naval Systems Data Support Activity (NSDSA) Technical Data Management Information System (TDMIS) repository database located at <https://mercury.tdmis.navy.mil/>.

A4.3.1.1. The Index of Technical Publications (ITP) is a listing of general, ship level and equipment related to Naval Sea Systems Command (NAVSEA), SPAWAR TMs/CD-ROMs and selected Naval Air Systems Command (NAVAIR) Air Traffic Control TMs applicable to an individual ship. The ITP has been designed to serve several purposes:

A4.3.1.1.1. Identify those TMs/CD-ROMs to specific systems and equipment

A4.3.1.1.2. Provide information about each TM/CD-ROM

A4.3.1.1.3. Identify TM-to-CD-ROM Vol ID number

A4.3.1.2. Fleet Tailored Technical Data (FTTD) ITP is available for all approved users within TDMIS. Approved users can generate an individual ship or ship class ITP. Those without TDMIS accounts or privileges may request an ITP from NSDSA via a Customer Service Request (CSR) on the NSDSA website located at <https://nsdsa.nmci.navy.mil/nsdsaHome.aspx>

A4.3.2. Requisitioning and Subscribing to SPAWAR Technical Manuals: Requisitioning procedures for SPAWAR TMs are contained in the NAVSUP P-409 (NSN 0530-LP-011-2240) and NAVSUP P-736 (NSN 0530-LP-113-5068). Both guides are available via the Naval Logistics Library website at <https://nll.abf.nmci.navy.mil/>.

A4.3.2.1. Subscriptions- Procedures for SPAWAR TM initial printing and distribution are contained in the SPAWAR E0005-AC-HBK-010/TMMP. Assistance with TM initial

distribution should be submitted to NSDSA via Customer Service Request on the NSDSA website at <https://nsdsa.nmci.navy.mil/CSR/CSRForm.aspx>

A4.3.2.2. Additionally, authorized users can access TMs online via TDMIS or the SPAWAR Acquisition and Integrated Logistics Online Repository located at <https://sailor.nmci.navy.mil>

A4.3.2.3. POC for MIPR Processing: Contact the assigned SPAWAR Technical Manual Management Activity (TMMA) for applicable Business Finance Manager POC.

A4.3.3. Recommending Changes to SPAWAR Technical Manuals: Technical Manual Deficiency/Evaluation Reports (TMDERs) are the primary method for the Fleet and other users to identify technical and non-technical discrepancies or deficiencies, or to offer suggestions for improving existing TMs. Reported problems could be anything from a missing paragraph or a page, measurements or troubleshooting procedures that are incorrect, an omitted safety step or precaution, unclear instructions, or illegible text or illustrations. The use of the TMDER is limited to identifying routine, non-emergency problems. In those instances where a TM deficiency constitutes an urgent problem, (i.e., involves a condition, which if not corrected, could result in injury to personnel, damage to the equipment, or jeopardy to the safety or success of the mission), the TM user should send a Naval Message.

A4.3.3.1. TMDERs can be submitted within TDMIS, from the NSDSA website, or by hardcopy using NAVSEA/SPAWAR Form 4160/1. The most expedient and preferred method of TMDER submission is via TDMIS, except TMDERs against classified/restricted (includes all No Foreign) manuals must be submitted using the hardcopy method. Instructions for each method are detailed on the NSDSA website at <https://nsdsa.nmci.navy.mil>.

A4.3.4. SPAWAR TM/IETM Technical Manual Management Activity (TMMA) POCs:

A4.3.4.1. The Publication Data module within TDMIS provides authorized users with the capability to view the POCs associated with each SPAWAR TM.

A4.3.4.2. Additionally, within the TMMA module in TDMIS, a list of TMs and TM specific metadata can be generated based on the TMMA's Unit Identification Code (UIC) or TM Manager's name/office code. The TM Manager report will list all applicable TMs, titles, stock number, classification, status and active TMDERs assigned to a specific TMMA.

A4.3.5. SPAWAR Component Control Office:

A4.3.5.1. POC for Space and Naval Warfare Systems Command TM Policy:

A4.3.5.1.1. SPAWAR Headquarters, Code 4.3.3, Bldg OT-3, 4301 Pacific Highway, San Diego, CA 92110. **NOTE:** The SPAWAR community of users of this instruction may request further direction on the process to make changes to the instruction by contacting SPAWAR 4.3.3 at the above address.

A4.3.5.2. Facilities:

Commander (09M13)

Naval Facilities Engineering Command Headquarters

200 Stoval Street

Alexandria, VA 22332-2300

A4.4. NAVSEA.

A4.4.1. NAVSEA Indexes of Technical Publications (ITPs): Technical Data Management Information System (TDMIS) Fleet Tailored Technical Data (FTTD) ITPs are available for all approved users within TDMIS. Approved users can generate an individual ship or ship class ITP from TDMIS at <https://mercury.tdmis.navy.mil>. The ITP is a listing of general, ship level and equipment related Naval Sea Systems Command (NAVSEA), Space and Naval Warfare Systems Command (SPAWAR) TMs/CD-ROMs and selected Naval Air Systems Command (NAVAIR) Air Traffic Control TMs applicable to an individual ship. The ITP has been designed to serve several purposes:

A4.4.1.1. Identify those TMs/CD-ROMs to specific systems and equipment's

A4.4.1.2. Provide information about each TM/CD-ROM

A4.4.1.3. Identify TM-to-CD-ROM Volume ID number

A4.4.1.4. Users accessing TDMIS are required to obtain a TDMIS account by submitting a Customer Service Request (CSR) via the TDMIS or the NSDSA website. Assistance with obtaining a TDMIS account, or other questions with TDMIS, may be obtained by contacting NSDSA Customer Service Help Desk at 805-228-0669 or by submitting a CSR via the NSDSA website at <https://nsdsa.nmci.navy.mil>. For assistance through TDMIS, visit website <https://mercury.tdmis.navy.mil>.

A4.4.2. Requisitioning NAVSEA Technical Manuals: Requisitioning procedures for NAVSEA TMs are contained in the NAVSUP P485, Navy Publications Index Quick Start Guide and is available via the Naval Logistics Library website at <https://nl2.ahf.nmci.navy.mil>.

A4.4.3. Distribution of NAVSEA Technical Manuals:

A4.4.3.1. There are 3 methods to distribute NAVSEA TMs.

A4.4.3.1.1. The NSDSA Initial Distribution process includes the distribution of new and revised unclassified ETMs to each ship on a monthly basis via CD-ROM.

A4.4.3.1.2. NAVSEA Technical Manual Maintenance Activity (TMMA) distribution of IETMs to ships as required via CD-ROM.

A4.4.3.1.3. TDMIS is the designated electronic library located at <https://mercury.tdmis.navy.mil> where authorized users can access TMs.

A4.4.4. Recommending Changes to NAVSEA Technical Manuals: Technical Manual Deficiency/Evaluation Reports (TMDERs) are the primary method for the Fleet and other users to identify technical and non-technical discrepancies, deficiencies or to offer suggestions for improving existing TMs. The reporting of problems can range from: a missing paragraph, a page, measurements, incorrect troubleshooting procedures, omitted safety step or precaution, unclear instructions, illegible text or illustrations. The use of the TMDER is limited to identifying routine, non-emergency problems. In those instances where a TM deficiency constitutes an urgent problem, (i.e., involves a condition, which if not corrected, could result in death or injury to personnel, damage to the equipment, or jeopardy to the safety or success of the mission), the TM user should send a Naval Message.

A4.4.4.1. TMDERs can be submitted: within TDMIS, from the NSDSA website, or hardcopy submission to NSDSA using NAVSEA/SPAWAR Form 4160/1. The most expedient and preferred method of TMDER submission is via TDMIS, with the exception of TMDERs against classified/restricted (includes all no foreign) manuals. The aforementioned exception TMDERs must be submitted using the hardcopy method. Instructions for each method are detailed on the NSDSA website at <https://nsdsa.nmci.navy.mil>.

A4.4.5. NAVSEA TM/IETM Managers POCs:

A4.4.5.1. Technical Manuals: In the TDMIS TMMA module, a list of TMs and TM specific TM metadata can be generated based on the TMMA UIC, TM Manager name/office code. The TM Manager report will list all applicable TMs, titles, stock number, classification, TMPODS indicator, status and active TMDERS. **NOTE:** There are two options available in TDMIS to identify TM and IETM Manager points of contact. If the TM number is known and the user would like identify the TMMA, access the TDMIS Publication Data module. If the user knows the TMMA and wants to know all their assigned TMs, access the TDMIS TMMA module.

A4.4.5.2. TM/IETM Manager POCs for specific technical manuals are found at: <https://mercury.tdmis.navy.mil/>. Select Publication Data from the main menu on the left and under For Publication/Change Numbers or Stock Numbers enter the appropriate TMINS, then select Search. The results will display detailed Publication Data to a particular TM.

A4.4.6. POC for NAVSEA TM Policy: NAVSEA Headquarters, Code NAVSUP N00AL2 , 1333 Isaac Hull Ave SE, N00AL2, Washington, Navy Yard 20376. The NAVSEA community of users of this instruction may request further direction on the process to make changes to the instruction by contacting NAVSUP N00AL2 at the above address.

A4.4.6.1. Ships and Submarines: Commander
Naval Systems Data Support Activity (NSDSA)
4163 Missile Way
Port Hueneme CA 93043-4307
NSDSA website: <https://nsdsa.nmci.navy.mil>
TDMIS website: <https://mercury.tdmis.navy.mil>
NSDSA Customer Service Help Desk (805) 228-0669

A4.4.7. Other Navy Points of Contact (POCs)

A4.4.7.1. Supply: Commander (SUP-0323)
Naval Supply Systems Command
5450 Carlisle Pike, P.O. Box 2050
Mechanicsburg, PA 17055-0791

Attachment 5

MARINE CORPS PUBLICATIONS AND CONTACT POINTS

A5.1. Applicable Marine Corps Publications:

- A5.1.1. Lubrication Instructions
- A5.1.2. Modification Instructions
- A5.1.3. Repair Parts Lists
- A5.1.4. Technical Instructions
- A5.1.5. Technical Manuals
- A5.1.6. Components Lists
- A5.1.7. Rebuild Standards
- A5.1.8. Firing Tables
- A5.1.9. Supply Instructions
- A5.1.10. Quick Reference Guides

A5.2. US Marine Corps Personnel Recommending Changes to This Instruction: Contact:

A5.2.1. MARCORSYSCOM AC-ALPS
Technical Publication Team
814 Radford Blvd
Building 3500, Wing 400
Albany, Ga 31704-5000
Smb.Log.Tech.Pubs@usmc.mil

A5.3. US Marine Corps TM Index:

A5.3.1. US Marine Corps TM Index is the SL-1-2 Authorized Index of Technical Publications for Operation and Maintenance of Marine Corps Equipment
<http://mcsd4.albany.usmc.mil/MCSD/SL/SL1-2/>
For access to the on-line, SL-1-2 index contact:
MARCORSYSCOM AC-ALPS,
Technical Publication Team
814 Radford Blvd,
Building 3500, Wing 400
Albany, Ga 31704-5000
smb.Log.Tech.Pubs@usmc.mil

A5.4. Requisitioning and Subscribing to US Marine Corps Technical Manuals: Contact:

A5.4.1. Headquarters Marine Corps
Publishing & Logistics Systems Management Section
3000 Marine Corps Pentagon
Room 2B253
Washington, DC 20350-3000
Phone: 703-614-1712
E-mail: smb.hqmc.arde@hqmc.mil

A5.5. Recommending Changes to US Marine Corps Technical Manuals:

A5.5.1. Submit on-line NAVMC form 10772 at:
<https://portal.logcom.usmc.mil/sites/pubs/Lists/part1a/My%20NAVMC%2010772%20Part%20I.aspx>

A5.5.2. For access to the Marine Corps, on-line Recommended Changes website contact:

A5.5.2.1. MARCORSYSCOM AC-ALPS
Technical Publication Team
814 Radford Blvd
Building 3500
Wing 400
Albany, Ga 31704-5000
smb.Log.Tech.Pubs@usmc.mil

A5.6. Marine Corps Points of Contact (POCs):

A5.6.1. Single POC for Marine Corps TM Policy and information addressee for immediate and urgent action changes and retrofit instructions:

A5.6.1.1. Commander Marine Corps Systems Command (AC-ALPS)
Technical Publication Team
814 Radford Blvd
Bldg 3500
Wing 400
Albany Ga 31704-5000.

A5.6.2. Single POC for MIPR Processing: Same as para A5.6.4

A5.6.3. POC for printing, distribution and TM content support:

A5.6.3.1. Headquarters Marine Corps
Publishing & Logistics Systems Management Section
3000 Marine Corps Pentagon Room 2B253
Washington, DC 20350-3000
Phone: Phone: 703-614-1712
E-mail: smb.hqmc.arde@hqmc.mil

A5.6.4. POC for Bulk Procurement:

Commanding General Marine Corps Logistic Base

Fleet Support Division DMC/SSD/P821

814 Radford Blvd Building 1231 Floor 1 Room Bay 3/10A

Albany, GA 31704-5000

Phone: (229) 639-5412

Attachment 6

DEFENSE LOGISTICS AGENCY (DLA) PUBLICATIONS AND CONTACT POINTS

A6.1. Applicable DLA Publications:

A6.1.1. All technical publications

A6.2. Requisitioning Technical Manuals: WEB Requisitioning (WEBREQ) procedures are explained on the DLA web page,

<https://www.transactionservices.dla.mil/daashome/webreq.asp>.

A6.3. DLA TM Index: <http://www.dla.mil/issuances/Pages/default.aspx>.

A6.4. DLA Point of Contact (POC):

A6.4.1. Single POC for DLA TM Policy:

A6.4.1.1. Defense Logistics Agency, J34

Andrew T. McNamara Building

8725 John J. Kingman Road

Fort Belvoir, VA 22060-6221

<http://www.dla.mil/issuances/Pages/default.aspx>

A6.4.2. Customer Assistance POC List: DLA customer assistance points of contact list is updated on a regular basis. For the most current listing, visit the DLA Customer Website at <http://www.dla.mil/> and click on the Customer tab.

Attachment 7

TECHNICAL MANUAL INDEXES

A7.1. Air Force TM Index: The Air Force TM Index is the TO Catalog function of the Enhanced Technical Information Management System (ETIMS) application on the AF portal. To access, users must obtain an AF portal ID IAW procedures in TO 00-5-1, *AF Technical Order System*. TO 00-5-1, *AF Technical Order System* is available on the Tinker AFB website at <http://www.tinker.af.mil/technicalorders/index.asp>.

A7.2. Army TM Index: The Army index for TMs is DA PAM 25-30, *Consolidated Index of Publications and Blank Forms*, and can be found at <http://www.apd.army.mil/>.

A7.3. Navy TM Index:

A7.3.1. The NAVAIR TM/IETM Index is available on the Naval Air Technical Data and Engineering Service Command (NATEC) Technical Manual Application System (TMAPS) TM Repository database located at <https://mynatec.navair.navy.mil>.

A7.3.2. The SPAWAR TM/IETM Index is available on the Naval Systems Data Support Activity (NSDSA) Technical Data Management Information System (TDMIS) repository database located at <https://mercury.tdmis.navy.mil>.

A7.3.3. NAVSEA Technical Data Management Information System (TDMIS) Fleet Tailored Technical Data (FTTD) Indexes of Technical Publications (ITPs) are available for all approved users within TDMIS. Approved users can generate an individual ship or ship class ITP from TDMIS at <https://mercury.tdmis.navy.mil>.

A7.4. US Marine Corps TM Index: US Marine Corps TM Index is the SL-1-2 Authorized Index of Technical Publications for Operation and Maintenance of Marine Corps Equipment <http://mcsd4.albany.usmc.mil/MCSD/SL/SL1-2/>.

A7.5. DLA: The DLA TM Index is located at <http://www.dla.mil/issuances/Pages/default.aspx>.