



DEPARTMENT OF THE NAVY  
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IN REPLY REFER TO:  
4160  
Ser 5E30/ **027**  
APR 27 2001

From: Commander, Port Hueneme Division, Naval Surface Warfare Center  
To: Distribution

Subj: TECHNICAL MANUAL MAINTENANCE ACTIVITY (TMMA) CONFERENCE  
MINUTES

Encl: (1) Conference Highlights  
(2) Conference Attendees List

1. The Naval Sea Systems Command (NAVSEA), SEA-04L1 and SEA-04L2 convened a meeting of all NAVSEA Technical Manual Maintenance Activities (TMMA's) on 21-22 March. The conference was hosted by the Naval Systems Data Support Activity (NSDSA), at NAVSEA Port Hueneme, CA. The highlights of the conference are forwarded as enclosure (1). Enclosure (2) is forwarded for your information and use.

2. Time and location of the next conference will be promulgated at a later date. Current plans are to hold the next conference in the September, 2001 time frame.

3. Points of contact at NSDSA:

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## 21-22 MARCH TMMA CONFERENCE HIGHLIGHTS

1. NAVSEA SEA-04L1 (Fleet Support) and SEA-04L2 (Acquisition Logistics) convened the second meeting of NAVSEA Technical Manual Maintenance Activities (TMMAs) 21-22 March 2001. The conference was hosted by the Naval Systems Data Support Activity (NSDSA) at the Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD) by request of the TMMA attendees. Eighty-two personnel attended the conference from 29 TMMA activities and 9 support contractor sites. Information was presented on current legacy conversion, Integrated Product Data Environment (IPDE) processes, the Advanced Technical Information Support (ATIS) system testing process, Naval Logistics Library (NLL), and the Joint IETM Architecture (JIA) just to name a few.
2. Primary focus was on the Fleet as the customer. If the Fleet can't use it, don't send it!
3. Installation of unsupported Alterations in the Fleet was raised as an issue. Concerned representatives were pointed in the direction of applicable instructions and guidelines for alteration change supportability. While TMMAs are part of the supportability requirements, TMMAs do not install alterations. Alteration installation conferences are the vehicle to stop unsupported alterations in the Fleet. Mr. Ander (SEA-04L2) took an action to forward installation concerns to the appropriate NAVSEA sponsor.
4. The ability of the fleet to obtain copies of publications and changes was another issue discussed. Attendees were informed publications/changes in under development (UD) status in the Technical Data Management Information System (TDMIS) are not available in the Navy supply system. The TMMA is responsible to ensure the UD publication/change status in TDMIS is upgraded to final issue (FI) when the UD document goes FI. Otherwise the TDMIS status will be upgraded to FI upon receipt of a copy of the publication/change at the NAVSEA Engineering Technical Library (NETL). Additionally the TMMA needs to ensure the ORDALT-SHIPALT-MECHALT-TMDER(s) identifying information is contained on the technical manual Certification sheet.
5. NSDSA volunteered to print 1-2 copies of any new pub/change arriving in the fleet not cataloged as final issue in TDMIS. This will not solve the unsupported installation problem, but NSDSA will be able to document the pub/change and discuss with the Program Executive Office (PEO) the need to stock the supply system with pubs until the digital conversion of the document is completed.
6. NSDSA demonstrated the TMMA web page available at <http://137.24.148.192/tmma/index.asp>. Copies of the conference briefings are available on the TMMA web page. A demonstration on indexed Portable Display Format (PDF) output documents from a Standard Generalized Mark-up Language (SGML) database revealed to the TMMAs that complete level 2-3 IETMs need not be procured, just buy the SGML database of the technical manual. Paper/indexed PDF technical manuals can be built "on the fly" with the SGML database. This innovation can reduce the acquisition and life cycle cost of electronic technical manuals delivered in the future.

Enclosure (1)

7. The TMMAs were asked to brief their respective operations at the first conference. None did most likely due to unfamiliarity with the group as a whole. The TMMAs attending this second conference are becoming more acquainted and a call for briefings, in addition to issues of concern, will be part of the next TMMa conference call.
8. Numerous attendees recommended participation by fleet and type commander (TYCOM) representatives to discuss publication problems in the fleet. Fleet/TYCOM problem inputs relating to publication utility are essential to ensure future products delivered to the fleet are usable. NAVSEA-04L should consider setting aside a separate day/meeting with fleet representatives to obtain inputs on publication utility issues.
9. The TMMAs were briefed on the Joint Interactive Electronic Technical Manual Architecture (JIA) project. Port Hueneme Division hosted the Uniform Resource Locator Addressing Working Group (URLAWG) Meeting on 20 March 2001. The NAVSEA Technical Manual Policy and Technical Counsel (TMP&TC) chartered the URLAWG to develop implementation guidance for a standardized URL naming convention. The purpose of the URLAWG is to "Evaluate the URL naming requirements identified in the Joint IETM Architecture (JIA) MIL-HDBK-5 11 for implementation within NAVSEA".
10. TMMa recommendations from this conference:
  - a. Restart the practice of soliciting agenda and issue inputs from the TMMAs as was done for the first TMMa conference.
  - b. Request each TMMa brief the group on all of the TMMAs processes.
  - c. Identify problems in advance using the "draft call letter" as a conduit to solicit problem(s).
  - d. Work towards common technical manual development processes, tools, and life cycle support structure.
  - e. Establish separate Form for Fleet technical manual utility issues.
11. Potential volunteers for the next TMMa conference (not in any order):
  - a. Marty Cohen, Bernie Coval, NAVSEA, Philadelphia, PA.
  - b. Milton Ryan, Bill Kone, Puget Sound Naval Shipyard, Det. Boston, MA

## Actions from Fall 2001 TMMA Meeting

1. NSDSA develop a suite of reports showing NI/UD/FI for each TMMA. Within 90 days TMMAs are to update TDMIS| to reflect true picture. [Completed](#)
2. There needs to be a statement placed in the Read Me file that discusses the paper version developed from the SGML data and what has changed and why. Items such as collation of changes, change bars and labeling the back of a change page even though there are no change bars on it need to be addressed. [Completed](#)
3. All TMMAs are to report their efforts to clean up TDMIS at the next TMMA conference scheduled at NAWC-TSD in April 2002 time frame. List total discrepancies and number of each type corrected.
4. Dave Rosenbaum to contact Larry McGowan and get onto the Publishing Working Group. [Completed](#)
5. NSWCCD-SSES to look into the possibility of placing a page in the front of the TM hot linking all changes in the TM. [Funded and working](#)

6. NSDSA to send a list of the top ten non stocked items to all TMMAs for resolution. TMMAs report out at next TMMMA conference steps taken to rectify. [Completed](#)
  
7. All TMMAs to clean up Points of Contacts in TDMIS. Report out at next TMMMA conference. List total discrepancies and number of each corrected.
  
8. All TMMAs to ensure that digital TMs placed into TMPODS and that NSDSA has turned on the switches. Report out at next TMMMA conference.
  
9. PEOs/SOS/Contractors- Discuss steps taken to move digital files to Navy servers. Report out at next TMMMA conference.
  
10. NSWCCD-SSES will notify each TMMMA which of their TMs have been converted and the disposition of each. NSWCCD-SSES will report out at next TMMMA conference.
  
11. NSDSA will send to the Program Office and TYCOMs list of TMDERs that cannot be completed due to lack of funding. The periodicity to be determined by NAVSEA 04L.

12. All TMMAs ensure that they open TDMIS to accept their deficiencies. Report out at the next TMAA conference how the system is working.