

S0005-AF-PRO-010/CTMM

0910-LP-102-1372

TECHNICAL MANUAL
**NAVSEA COMMAND
TECHNICAL MANUAL
MANAGEMENT (CTMM)**



THIS MANUAL SUPERSEDES S9086-CV-STM-010 REVISION 1
DATED 2 DECEMBER 2002

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PUBLISHED BY DIRECTION OF COMMANDER, NAVAL SEA SYSTEMS COMMAND.

0910-LP-102-1372



S0005-AF-PRO-010

15 APR 2003

NAVSEA TECHNICAL MANUAL CERTIFICATION SHEET _____ of _____

Certification Applies to: New Manual Revision Change

Applicable TMINS/Pub. No. S0005-AF-PRO-010/CTMM
 Publication Date (Mo, Da, Yr) 04/15/03

Title: COMMAND TECHNICAL MANUAL MANAGEMENT (CTMM)

 TMCR/TMSR/Specification No: NDMS 030018-000

CHANGES AND REVISIONS:

Purpose: The purpose of this superseding revision is to reissue the CTMM under a new
Technical Manual Identification Number consistent with the subject matter contained
in a policy and procedures manual.

Equipment Alteration Numbers Incorporated: _____
 TMDER/ACN Numbers Incorporated: _____

Continue on reverse side or add pages as needed.

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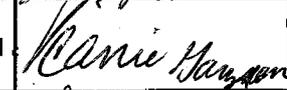
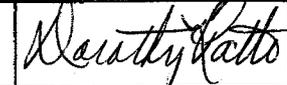
Authority	Name	Signature	Organization	Code	Date
Acquisition	TROY SUTTON		PHD NSWC, NSDSA	5E30	4/16/03
Technical	CARRIE GANZMAN		PHD NSWC, NSDSA	5E30	4/16/03
Printing Release	DOROTHY RATTO		PHD NSWC, NSDSA	5E30	4/16/03

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CHAPTER 1

COMMAND TECHNICAL MANUAL MANAGEMENT (CTMM)

1.1 GENERAL

1.1.1 Command Technical Manual Management (CTMM) provides a way for commands to manage the control, receipt, maintenance, inventory, and evaluation of all Technical Manuals (TMs) held on board ship. TMs are publications and other forms of technical information intended for use in the installation, operation, maintenance, troubleshooting, repair and alteration of systems and equipments. Examples of TMs include installation, operation, and maintenance manuals, system and subsystem manuals, alteration and modification instructions, troubleshooting procedures and aids, technical repair standards, equipment training manuals, and software program documentation. A TM may be all in one volume, or many volumes, parts, chapters, and sections in multiple binders. TMs may be published in a variety of media such as electronic, paper hard copy, or microfilm. For additional information on the different categories and types of TMs, TM numbering systems, and types of changes and updates to TMs, refer to [Chapter 5](#).

1.2 PURPOSE AND SCOPE

1.2.1 This chapter specifies responsibilities and procedures for CTMM at the fleet users level. Each command having custody and direct use of TMs and other technical documentation applicable to the operation, maintenance, repair, and logistic support of installed systems and equipment shall establish CTMM procedures. The delegation of this management is intended to complement existing efforts of the fleet to ensure maximum equipment operational readiness by having current and accurate documentation readily available when needed.

1.2.2 The primary emphasis is on the management and control of Naval Sea Systems Command (NAVSEA) and the Space and Naval Warfare Systems Command (SPAWAR) technical manuals. Where appropriate, information on Naval Air Systems Command (NAVAIR) TMs technical manual management system is presented to accommodate situations in which NAVAIR equipment and TMs are held on board ship. NAVAIR TM NA00-25-100 provides additional information on TM management for NAVAIR documentation.

1.3 OBJECTIVE

1.3.1 The objective of CTMM is to ensure that each ship has TMs containing accurate and up-to-date information in support of systems and equipment installed on board the ship. CTMM provides a method for managing and controlling technical manuals. The CTMM system will assure that TMs received are complete and applicable to the configuration of the installed equipment, and that changes received are inserted into the proper TM immediately after receipt and verification. CTMM establishes:

- a. An organizational structure for the control of TMs.
- b. Accountability for all TMs held or received by the command.
- c. Procedures for ordering TMs.
- d. Accountability for the receipt of TM changes.
- e. Procedures for reporting errors or other deficiencies found in existing TMs.

- f. Procedures for periodic audits and verification.

1.4 TECHNICAL MANUAL SUPPORT ACTIVITIES

1.4.1 NAVAL SYSTEMS DATA SUPPORT ACTIVITY (NSDSA). The NSDSA is geographically located at the Naval Surface Warfare Center, Port Hueneme, California and provides a central support role for TM operations and management matters as directed by the Naval Sea Systems Command (SEA 04L) and the Space and Naval Warfare Systems Command (SPAWAR 04H). NSDSA:

- a. Provides assistance to TM managers and TM users.
- b. Manages Technical Manual Maintenance Activity (TMMA) assignments.
- c. Performs random TM product quality reviews and evaluation.
- d. Manages the conversion of NAVSEA and SPAWAR TMs from hard copy to Compact Disk-Read Only Memory (CD-ROM).
- e. Assigns TM identification numbers for both NAVSEA and SPAWAR TMs.
- f. Assigns CD-ROM Volume Identification (VOLID) Numbers for both NAVSEA and SPAWAR CD-ROM.
- g. Manages the NAVSEA/SPAWAR Engineering Technical Library.
- h. Produces the ship tailored Index of Technical Publications (ITPs) from the Technical Data Management Information System (TDMIS), and provides each ship an updated ITP that reflects current configuration following each major availability.
- i. Coordinates the resolution of TM deficiencies with cognizant TMMAs.
- j. Retains copies of Advance Change Notices (ACNs).
- k. Manages the master Distribution Lists for all NAVSEA/SPAWAR TMs.
- l. Interfaces with Naval Logistics Library (NLL) to introduce NAVSEA/SPAWAR documents to the Navy Supply Center via assignment of NSN (National Stock Number).
- m. Manages NAVSEA/SPAWAR publication data in the NLL.

1.4.2 NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE COMMAND (NATEC). NATEC San Diego has been established as the central management agency for all NAVAIR TMs and publications. (See [Appendix B](#) for NATEC Point of Contact (POC) information.)

1.5 TM MANAGEMENT POSITIONS

1.5.1 CTMM requires library type control functions for the receipt, storage, change processing, local control, and inventory of shipboard TMs. All TM management positions will be assigned via a ship's notice and may be assigned as collateral duty.

- a. Each ship will designate a TM coordinator as administrator of the TM system. The TM coordinator is responsible for defining the objectives of TM management within the framework/configuration of the ship. The TM coordinator will develop and implement the local policies and procedures needed to achieve CTMM, and provide the appropriate training and guidance to shipboard personnel to ensure the system is effective in meeting the overall objectives. The TM coordinator will maintain a master accountability file on all the TMs held

within the command, a suspense file on reported deficiencies, and a suspense file on all outstanding TM requests. On large ships where a central library, Maintenance Support Center (MSC) or Logistic Support Center (LSC) concept has been implemented, TM coordinator duties may be performed by the MSC/LSC/central library.

- b. A petty officer will also be assigned responsibility for the maintenance and accountability of the TMs at the retention point. On some ships this may be a central library; and for others the retention point may be at the work center. For the purpose of this instruction those personnel responsible for TM management at the shelving/storage location(s) will be referred to as a “TM custodian.”

1.6 REFERENCE DOCUMENTS

Instruction No.	Subject
OPNAVINST 4790.4C	Ships' Maintenance & Material Management (3-M) Manual
OPNAVINST 5510 (Series)	Department of the Navy Information and Personnel Security Program Regulation
NAVSEAINST 4160.3A	Naval Sea Systems Command Technical Manual Management Program (TMMP)
SPAWARINST 4160.3	Space and Naval Warfare Systems Command Acquisition and Life Cycle Support

CHAPTER 2

TM MANAGEMENT SYSTEM REQUIREMENTS

2.1 GENERAL

2.1.1 TECHNICAL LIBRARY MANAGEMENT SYSTEM (TLMS). An inventory control system should be established and maintained up-to-date to ensure that shipboard equipment is adequately provided TM coverage and ensure TM documentation is accurate and readily accessible. Through the Shipboard Non-Tactical ADP Program (SNAP), shipboard technical manual management will be made easier with the use of the Ship Configuration and Logistics Support Information System (SCLISIS) and the Automated Shore Interface (ASI) processing. Until the SNAP capabilities are universal, local TM management or the Technical Library Management Systems (TLMS) can be maintained manually or semi-automatically with the assistance of shipboard computers. An automated master accountability/inventory/control system, known as TLMS that supports policy and procedures as outlined in this chapter has been developed, and is available from the SPAWAR System Center (SPAWARSYSCEN), Norfolk, VA. (See [Appendix B](#) for TLMS POC.)

- a. TLMS is a micro-computer based program that automates the day-to-day operations of a technical library. Capabilities of the TLMS program include:
 - (1) Document research functions that allow for quick and flexible database queries for identifying technical material.
 - (2) Document check-in and checkout functions.
 - (3) Numerous library management reports available for on-line review, or in printed form.
 - (4) Audit processing which simplifies the task of verifying library inventory.
 - (5) Tracking of documents stored in central and satellite libraries.
 - (6) Extensive document requisition and receipt functions.
 - (7) Bar-code capability which:
 - (a) Speeds check-in/out and inventory processes.
 - (b) Reduces risk of key entry error.
 - (c) Improves data accuracy.
 - (8) Tight access control. Users outside the library can view and research library data without affecting its contents.
 - (9) Customer support, with extensive on-line help and data validation.
 - (10) Land Area Network (LAN) compatible.
- b. SPAWARSYSCEN Norfolk provides technical support for TLMS. Available services include software installation, user training at your facility, data conversion, telephone or on-site tech support and periodic software upgrades.
- c. Features of TLMS require data transfer to and from TDMIS. These features include the verification process, ITP, and Distribution Activity List.
 - (1) **VERIFICATION.** The verification process allows for a file of the library's document inventory to be generated and electronically sent to the NSDSA server. Once the file is received, a process is run to compare the TLMS document inventory with the document data contained in TDMIS. An output file containing all changes and revisions is returned to the TLMS library for updating. In addition, superseded, obsolete or cancelled documents are also identified to assist the TLMS library in purging all inactive documents.

- (2) ITP. Data to support the ITP feature in TLMS is available from TDMIS. Individual ship data is electronically transmitted via the NSDSA server to TLMS and allows the user to search ship specific data related to equipment and TMs. TLMS can support both single or multiple ship ITPs.
- (3) DISTRIBUTION ACTIVITY LIST. The Distribution Activity List is maintained in TDMIS and is used by activities to verify publications they are on distribution to receive. A TLMS file can be generated and sent to the NSDSA server for comparison to the Distribution Activity List. Documents identified in the TLMS inventory not included on the Distribution Activity List are automatically added and those on the list not in the TLMS inventory are deleted. This automated interface between TLMS and TDMIS assists the activity in accurately maintaining their distribution requirements in TDMIS by improving data accuracy and reducing risk of data entry errors.

2.1.2 ADVANCED TECHNICAL INFORMATION SUPPORT (ATIS) SYSTEM . The Advanced Technical Information Support (ATIS) System is NAVSEAs centralized electronic document viewing system used on board ships, submarines and shore activities used to house the indexing information of CD-ROMs. CD-ROM development activities are required to develop ATIS compatible CD-ROMs that have been tested and approved as ATIS compliant. ATIS users will be able to transfer CD-ROM indexing information from the CD-ROM to the ATIS System (see [Appendix B](#) for ATIS POC information.)

2.2 MASTER ACCOUNTABILITY FILE

2.2.1 The TM coordinator will maintain a Master Accountability File on all the TMs held on board the ship. The Master Accountability File will reflect the ship's entire TM inventory, and will contain all the pertinent information related to TMs. The following information will be recorded:

Publication (TM) Number
CD-ROM VOLID
Superseding TM (if applicable)
Publication Title
Number of Copies
Classification
Effective Date
Change Number
Change Date
Date Change was Entered by Copy Number
Copy Number and Storage Location
(Central Library, Work Center (W/C), etc.)
Deficiency Reported (Y/N)
National Stock Number

2.2.2 The command may choose to establish the Master Accountability File with the use of the Naval Warfare Publications Library (NWPL) Catalog Card OPNAV 5070/11 (See [Appendix A, figure A-1](#)). See [Appendix A](#) for standard Navy forms available through the NLL web site at <http://www.nll.navsup.navy.mil>.

2.3 OUTSTANDING DOCUMENT REQUEST FILE

2.3.1 An Outstanding Document Request File (ODRF) shall be maintained by the TM coordinator or central control unit for technical documents on requisition. The file may be either automated, a copy of the DD Form 1348 (see [Appendix A, figure A-2](#)), Naval Supply Systems Command (NAVSUP) Form 1250-1 (see [Appendix A, figure A-3](#)) requisition document (used by non-automated ships), or a log of all TMs on order. The file will contain the following information:

- Requisition Number
- Date of Requisition
- Publication Number
- Publication Title
- Work Center of Requestor
- Number of Copies Requested
- Number of Copies Received
- Date of Receipt
- National Stock Number
- Retention/Storage Location

The ODRF will be checked periodically based on ship requirements for outstanding requests. Appropriate follow-up action will be taken as necessary. A proven effective method is to establish a central point through which requisitions are placed. If the command policy allows individuals and satellite retention points to submit their own requisitions, a local ODRF file should also be maintained for internal control.

2.4 TM DEFICIENCY SUSPENSE FILE

2.4.1 When a TM deficiency is recognized and reported, the TM coordinator must be notified. It is the responsibility of the TM coordinator to inform all holders of the affected TM of the deficiency, and to annotate the Master Accountability File indicating a deficiency exists to the TM. To keep track of all deficiencies and responses, the TM coordinator must establish a Deficiency Suspense File that shows all the outstanding deficiency reports submitted. The deficiency file must be checked each week to ensure the standard time allowed (90 days) for response from the TMMA has not elapsed. (See paragraph [3.6](#) for more information on deficiency reporting and response times). Follow-up action may be required. When the deficiency is corrected, the deficiency report can be closed.

2.5 TM REQUIRED ANNOTATIONS

2.5.1 An accurate, up-to-date inventory control system requires all TMs held by the command be stamped, serialized or annotated in some way to ensure they have been inventoried and accounted for in the Master Accountability File. When it is noticed that a TM does not reflect the appropriate markings, or has no TM markings to indicate it is part of the ship's total inventory, it must be taken out of circulation until placed in the inventory control system. For multiple copies of identical TMs, each copy must be numbered on the TM cover, e.g., "Copy 1," "Copy 2," "Copy 3," etc.

2.6 FILE (SHELF) SEQUENCE

2.6.1 Since various numbering systems apply to TMs and the content of the library is dependent upon the physical size of the facility, the library's objectives and the needs of the customer, this instruction will not direct a shelving sequence. It does require, however, that all technical libraries and satellite libraries within the command use the same commonly understood filing system.

2.6.2 A common filing system allows for TM retrieval, check out and research to be done quickly and efficiently, and training and automated data exchange to be accomplished where the capability exists. The most common filing system uses an alphanumeric sequence to file TMs.

2.6.3 A suggested filing method establishes the shelving by category (i.e., electronics, Hull, Mechanical and Electrical (HM&E), ordnance) and, within each category, in alphanumerical order by publication identifier. Space should be left on each shelf to allow for expansion (this is particularly important in a central library location where many technical documents are maintained). The following file/shelf sequence is suggested:

a. HM&E and Electronics Technical Manuals.

- (1) All TMs with a Technical Manual Identification Numbering System (TMINS) number in alphanumeric sequence.
- (2) All 13-digit NSN TMs in numerical sequence.
- (3) All TMs with NAVAIR, Defense General Supply Center, etc., numbers in alphanumeric sequence.
- (4) All CD-ROMs in VOLID sequence.

b. Ordnance/Weapons Technical Manuals.

- (1) All TMs with a TMINS number in alphanumeric sequence.
- (2) Ordnance Data (OD) TMs in OD number sequence.
- (3) Ordnance Publication (OP) TMs in OP number sequence.
- (4) All CD-ROMs in VOLID sequence.

c. Other Service Manuals and CD-ROMs. Army Field Manuals (FMs) and Air Force Technical Orders (TOs) in alphanumeric sequence.

d. Oversized Documents. Designate a section of the library/shelves for manuals that are larger than the standard 8-1/2" x 11" size. These documents may be shelved in the same filing sequence as used for the standard size manuals. Mark the local inventory record with the words "OVERSIZED TM."

e. Undersized Documents. Undersized manuals may also be shelved in a separate section to ensure they are not lost or misplaced. If a manual consists of only a few pages, insert them in a standard size binder (8-1/2 x 11 inches) before filing. Mark the local inventory record with the words "UNDERSIZED TM."

f. Miscellaneous Publications and CD-ROMs. Manufacturers' handbooks and government catalogs and publications that have numbering systems different from those previously cited may be stored separately. Vendor equipment manuals should also be separated from vendor catalogs.

g. Classified Publications and CD-ROMs. Classified manuals shall be controlled as prescribed in [paragraph 1.6](#).

2.7 REQUIRED REFERENCE DOCUMENTS

2.7.1 **GENERAL.** Two documents are considered essential in the operation of the CTMM system, the ITP and publication NAVSUP P2003. Both are used as referencing aids to help verify TM applicability to equipment/systems, to help determine if a TM is the most current version and to obtain stocking point information.

2.7.2 **INDEX OF TECHNICAL PUBLICATIONS (ITP).** The ITP is an automated listing of all general, ship level and equipment related NAVSEA/SPAWAR/NAVAIR Air Traffic Control and Landing Systems (ATC&LS) publications applicable to an individual ship. The ITP is based on ship's configuration data as maintained in the Configuration Data Manager's Database-Open Architecture (CDMD-OA) and relates to the TM data maintained in the TDMIS. The intended use of the ITP is to assist the ship in determining the publications needed to support the operation, maintenance, troubleshooting and repair of the onboard equipment/systems. The ITP also provides information on non-equipment related items and procedures. The ITP had been designed to serve several purposes:

- a. Provide a listing of all NAVSEA/SPAWAR TMs/CDs applicable to the ship.
- b. Identify these TMs/CDs to specific systems and equipment.
- c. Provide information about each TM/CD.
- d. Identify TM-to-CD VOLID number.

2.7.2.1 The ITP is produced by NSDSA from the information in TDMIS. TDMIS is NAVSEAs and SPAWARs windows-based, automated technical manual life cycle tracking system. TDMIS is operated and maintained by the NSDSA. Commands may obtain a username and password for accessing TDMIS via the NSDSA web site at <http://nsdsa.phdnswc.navy.mil> by clicking on TDMIS.

2.7.2.2 **Requesting an ITP.** Data for the ITP is stored, maintained and updated at NSDSA via TDMIS. ITP data can be obtained using the TDMIS client server application or by submitting a request via the NSDSA web site at <http://nsdsa.phdnswc.navy.mil/>.

2.7.2.3 **Naval Supply Systems Command (NAVSUP) P2003.** The NAVSUP P2003 web site is a catalog of all NAVSEA/SPAWAR publications and forms. It also lists manuals stocked at other locations. In addition to providing the information required to requisition a TM, NAVSUP P2003 is used as a reference aid to determine the most recent issue of a TM, the exact title, or TM number. Even if a publication number and title has been located in the ITP, it should be double checked against the NAVSUP P2003. Order the catalog index, NAVSUP P2003, on CD-ROM under publication NAVSUP P600D through the NLL web site at <http://www.nll.navsupsup.navy.mil>.

CHAPTER 3

CTMM OPERATING PROCEDURES

3.1 INTRODUCTION

3.1.1 The following paragraphs present shipboard operational guidelines for managing all TMs held by the command. The functions of TM management as outlined in this instruction have been assigned as specific responsibilities of a titled position (e.g., “TM coordinator”). Depending on the organizational structure of the command, if a central library, LSC, or MSC is established, the functional requirements of TM management may be assigned to the library unit as opposed to an assigned position. It is the function and not the position title that is important in the operation of a successful TM management system.

3.2 TM COORDINATOR RESPONSIBILITIES

3.2.1 Upon receipt of a TM, TM change, or revision, the TM coordinator, or if established, the central library under the direction of the TM coordinator will:

- a. Check the ODRF to determine if the document is in response to a specific request. If the document is in response to a requisition, the ODRF log will be annotated with the date and number of copies received. (See paragraph 3.8.5 that describes what must be done when incorrect material or the incorrect quantity is received.)
- b. Determine if the TM is applicable to the ship. Check the ship’s ITP to verify that the TM or TM change applies to the configuration of the equipment on board. On board equipment may not be affected by a TM change that affects the same type of equipment at a different configuration level. If the TM applicability can not be determined, contact the appropriate work center and have a knowledgeable technician make the determination. Applicability must be determined before incorporating the data into the CTMM Master Accountability File. If the data received is not applicable to the configuration of the equipment, the appropriate source of the data must be notified to have this item deleted from automatic distribution for your command.
- c. After determining TM applicability, the Master Accountability File must be updated with the appropriate data (see paragraph 2.2). Annotate the document cover indicating the manual is in the master inventory file.
- d. If local policy directs the TM coordinator/library to forward new TMs and TM changes to the retention locality for updating, a memorandum must accompany the TM documentation that identifies the document being forwarded and the action to be taken. To ensure the Master Accountability File reflects the ship’s TM inventory as accurately as possible, a check off sheet that will be returned to the TM coordinator shall be included with the TM/TM change package forwarded to the TM custodian at the retention point. When filled out by the TM custodian, the check off sheet should verify receipt, applicability, incorporation of the TM change into the appropriate manual, and the date the change was incorporated. When filled out by the TM custodian it must be returned to the TM coordinator/central library where the Master Accountability File is updated to reflect the change information. Figure 3-1 and figure 3-2 show an example of a memorandum and check off sheet. Figure 3-1 and figure 3-2 will not apply if TLMS is used as your Command Library Management System.

Date: _____

MEMORANDUM

From: TM Coordinator
To: _____ Division/Work Center TM Custodian

Subj: TECHNICAL MANUAL (TM) DOCUMENTATION

Encl: (1) _____ Technical Manual
 _____ Technical Manual Advance Change Notice (ACN)
 _____ Technical Manual Rapid Action Change (RAC)
 _____ Technical Manual Permanent Change
 _____ Technical Manual Revision
 _____ Deficiency/Evaluation Report (IMDER)
 (2) TM Change Check Off Sheet

1. Enclosure (1) has been received and is forwarded to you for action/information:

 TM Identification No. _____ Publication Date _____

 TM Title _____

 Comments:

2. If changes, additions, or deletions are required, they should be made immediately after verification of applicability to equipment cited. Please complete and return enclosure (2) to the TM Coordinator as soon as all changes have been entered.

3. Action is/is not required by the work center _____.

(Signature of TM Coordinator)

Figure 3-1. TM Routing Memorandum

Date: _____

MEMORANDUM

From: _____ TM Custodian

To: TM Coordinator

Subj: _____ TM PUBLICATION CHANGE FORWARDED BY REFERENCE (A)
(Pub ID)

Ref: (a) Your memo of _____
(Date)

- | | |
|--|--------------------------------------|
| 1. The following action(s) was/were taken: | Check off (✓) applicable steps taken |
| a. Entered new ACN/RAC to TM | _____ |
| b. Entered Permanent Change in TM | _____ |
| c. Recorded entry on Change Record page of TM | _____ |
| d. Destroyed removed pages | _____ |
| e. Created/updated local accountability/inventory record | _____ |
| f. TM not applicable to equipment | _____ |

Date changes were made: _____

(Signature of TM Custodian)

RETURN TO TM COORDINATOR NO LATER THAN _____ (TBD by TM Coordinator)
(Date)

Figure 3-2. TM Change Check-Off Sheet

3.3 TM CUSTODIAN RESPONSIBILITIES

3.3.1 Upon receipt of the TM or TM change the TM custodian will:

- a. Verify the change is applicable to the configuration of the equipment.
- b. If not applicable to the equipment, annotate the appropriate line on the TM Change Check-Off Sheet, and return the TM and check off sheet to the TM coordinator/central library.
- c. If applicable, add the document to the local inventory. If the new documentation is a change to an existing manual, incorporate the change immediately.
- d. Complete the TM Change Check-Off Sheet verifying receipt of the TM/TM change. Enter the date the change was made on the appropriate line, and return the check off sheet to the TM coordinator/central library.

3.4 TM CHECK OUT

3.4.1 To control the issue and return of TMs from the library, an Issue/Receipt Control file must be established. This is necessary to ensure TMs can be located when changes, revisions, or superseding manuals are received. The Issue/Receipt Control file/log must contain the following information:

Publication number

CD-ROM VOLID number

Publication title

Copy number

Date of check-out

Due date (if necessary)

Date of return

Requestor's name

Requestor's work center and phone number

a. When a manual is requested, the TM custodian:

(1) Checks the ITP and NAVSUP P2003 to verify the manual is current. (See paragraph 2.7 for additional information on the use of these publications.)

(a) If the TM requested is current, the TM custodian must enter the appropriate information in the Issue/Receipt Control file/log.

(b) If the TM requested is not current, the TM custodian will check to see if a change package has been received.

1 If a change package is available, the change material must be inserted in the manual before releasing for check out. The TM Change Check Off-Sheet must be completed and returned to the TM coordinator/library to enable the ship's Master Accountability File to be updated with the current information.

- 2 If a change package is not available, the requester will be notified that the latest issue is not available and a requisition submitted for the change package. (See paragraph 3.8 for ordering information.)
- 3 If the TM is not available, the TM custodian should obtain ordering information from the ITP and NAVSUP P2003 and requisition the manual. The request must be submitted through the TM coordinator/central library to allow the ODRF file to be updated.

3.5 TM CHECK IN

3.5.1 When a document is returned, the TM custodian must compare the record entries of the Issue/Receipt Control file/log with the document identification number, title, and copy number. If there is no discrepancy, the TM custodian:

- a. Enters the return date on the Issue/Receipt Control file log;
- b. Checks the physical condition of the document for suitability to reshelve.
 - (1) If the document is in “ready-for-issue” condition, the document is returned to its shelf location.
 - (2) If the document is not physically fit for use, a replacement copy must be ordered (see paragraph 3.8), and the unfit document forwarded to the TM coordinator for destruction. If the document is the only copy, it must be retained until a replacement copy is received. If the document has only a few unfit pages, only the necessary pages should be requisitioned (see paragraph 3.8.3 on single-page ordering); place the TM aside until the replacement TM or TM pages arrive.

3.6 REPORTING TM DEFICIENCIES

3.6.1 **REQUIREMENTS.** When a discrepancy in a TM is discovered, it must be reported immediately to NSDSA (for NAVSEA/SPAWAR manuals), or NATEC (for NAVAIR manuals) for correction. Routine discrepancies may identify a missing paragraph or page, incorrect measurements or troubleshooting procedures, or illegible text or illustrations. A discrepancy is considered urgent if the discrepancy can lead to the injury of a person, cause serious damage to equipment, or adversely affect the ship’s mission. Urgent discrepancies are reported by a Naval message.

3.6.1.1 Before submitting a deficiency report the manual must be checked against the ITP and the NAVSUP P2003 to determine if the manual is current. If the TM is not current, check to see if an update has been received. If an update has not been received, a requisition for the current TM should be submitted. Never report a deficiency to a TM that is not up-to-date. After receipt of the current revision or change, verify to see if the deficiency was corrected.

3.6.2 **ROUTINE DISCREPANCIES IN NAVSEA/SPAWAR MANUALS.** Routine discrepancies discovered in NAVSEA/SPAWAR manuals are reported by submitting a Technical Manual Deficiency/Evaluation Report (TMDER) (NAVSEA 4160/1) to NSDSA (see Appendix A, figure A-4, for form example). A TMDER is the easiest and preferred way to report a routine deficiency. Three copies of the TMDER form are inserted in the back of each technical manual, or are included with each permanent change for insertion in the manual. Additional copies of the form are available on the NSDSA web site at <http://nsdsa.phdnswc.navy.mil/>. Select TMMP Reference Documents, and then select Forms. A copy of the TM title page and marked-up pages (if available) should be attached and submitted with the TMDER. TMDERs may also be submitted via the internet (if available) at web site <http://nsdsa.phdnswc.navy.mil/> by selecting “Generate TMDER” or via E-mail (if available) at address:

tmdr@phdnc.navy.mil. Instructions for submitting a TMDER via the internet are provided on the NSDSA web site by selecting TMMP/Reference Documents/Submitting a TMDER via the Internet. A TMDER will contain the following information:

Publication [TM] number

TM volume/part number (if applicable)

TM publication date (effective date of TM, TM Revision, or change)

System/equipment or equipment nameplate nomenclature (MK, Mod, or A/N) for which TM applies

TM title

Deficiency Report Control Number (6 digit) UIC-YY (Unit Identification Code and Year) and any four numbers; e.g. N63394-03-0001

Deficiency location (page number, paragraph number, line number, figure number, etc.)

Recommended change (corrective action required) (narrative)

Originator's name, Work Center, code, title, rank, rate or grade

Year/Month/Day the deficiency report is prepared

DSN/commercial number/FAX of originator (if possible)

Ship's hull number or activity name and address

Originator's and/or supervisor's or Department Head's E-mail address

3.6.3 ROUTINE DISCREPANCIES IN NAVAIR MANUALS. For NAVAIR TMs, routine deficiencies are reported by submitting a Technical Publications Deficiency Report (TPDR) (OPNAV Form 4790/66) to NATEC (see [Appendix A, figure A-5](#) for form example). Instructions for completing a TPDR are provided on the back of the form (see [Appendix A, figure A-6](#)). A copy of the TM title page and marked up pages (if available) should also be attached and forwarded with the form. Discrepancies discovered in Naval Air Training Operating Procedures (NATOPS) technical manuals are reported by submitting a NATOPS/Tactical Change Recommendation Form (OPNAV Form 3500.22) to the cognizant NATOPS or Tactical Model Manager as indicated in the introductory section of the NATOPS manual.

3.6.4 DEFICIENCY SUSPENSE FILE. A copy of all deficiency reports must be kept on file for appropriate follow-up action, and the original forwarded to the TM coordinator for submittal. The TM coordinator will notify all TM holders within the command of the deficiency and that a deficiency report was submitted. The TM coordinator will then update the TM Deficiency Suspense File.

3.6.5 URGENT DISCREPANCIES. A standard Joint Message Form (DD Form 173) must be submitted to report deficiencies that involve the safety of personnel, the ability of the crew to operate and maintain the system or equipment, or possible damage to or degradation of the equipment. The required information listed in paragraph 3.6 must be included in the message. For NAVSEA/SPAWAR TMs send a message to the appropriate Systems Command (SYSCOM), In-Service Engineering Agent (ISEA), or Technical Manual Maintenance Activity (TMMA) with an information copy to NSDSA. For NAVAIR TMs, urgent deficiencies will be reported to NATEC. NATOPS manual changes of an urgent nature are submitted to the NATOPS advisory group member in the chain of command by priority message.

3.7 RESPONSES TO DEFICIENCY REPORTS

3.7.1 **URGENT.** An initiator of an urgent deficiency report will receive a response within three (3) working days from the date of receipt from either NAVSEA, SPAWAR, or NAVAIR as appropriate. The response will cite the corrective action to be taken and the appropriate time frames. When a deficiency of critical importance (one that may impact the safety of the crew, the ability to operate and maintain the system or equipment, or result in possible damage to or degradation of the equipment) requires immediate correction, an ACN will be issued by the TMMA to correct safety related issues in NAVSEA/SPAWAR TMs, and an Interim Rapid Action Change (IRAC) will be issued to correct deficiencies in NAVAIR TMs. Both ACNs and IRACs have deficiency control numbers assigned.

3.7.2 **ROUTINE.** NSDSA records and monitors all NAVSEA/SPAWAR TM deficiency reports to ensure a timely response is made to the initiator. NSDSA will forward those TMDERs requiring technical review to the appropriate TMMA. The initiator of a deficiency report can expect a response from either NSDSA or the TMMA within 90 calendar days. The response will cite the corrective action, the appropriate scheduled time frames, or future action planned by the TMMA.

3.8 ORDERING TECHNICAL MANUALS

3.8.1 **GENERAL.** Navy technical manuals are available in hard copy and/or on CD-ROM from the Navy Supply Center, and may be ordered through the NLL either on-line at web site <http://www.nll.navsup.navy.mil> or via Defense Automatic Addressing System (DAAS). TMs stocked through the Navy Supply Center are listed in NAVSUP P2003. ATIS Ships CDs may be obtained from NSDSA (Code 310). See [Appendix B](#) for ATIS CD-ROM POC information.

- a. The DD Form 1348 is the standard MILSTRIP requisition form used for ordering hard copy technical publications and/or CD-ROMs. All requests must be submitted electronically via DAAS or requested on-line via NLL at web site <http://www.nll.navsup.navy.mil>. This method ensures expeditious service by electronically transmitting all requisitions to NLL. Supply personnel can refer to the publications NAVSUP P437 and NAVSUP P485 for complete instructions on how to use DAAS.
- b. If command procedure directs, a NAVSUP Form 1250-1 may be submitted to the supply department for material requisitioning. Detailed instructions for filling out the DD Form 1250-1 and DD Form 1348 can be found in publication NAVSUP P409 "MILSTRIP/MILSTRAP Desk Guide" or the publication NAVSUP P437. (See [Appendix A](#) for examples of supply requisition forms.)

3.8.1.1. For NAVSEA/SPAWAR manuals that are not available through the Naval Supply Center, for TMDERs and Advance Change Notices (ACNs), contact NSDSA. (See [Appendix B](#) for NSDSA POC.) To ensure receipt of the correct TM, as much identifying information as possible should be available when contacting NSDSA (e.g., publication number, title, APL, equipment manufacturer, Mark/Mod, AN number, ACN numbers etc.).

3.8.1.2 For NAVAIR manuals that are not listed in the NLL or NAVSUP P600D (CD-ROM) or on NAVSUP P2003, submit a letter of request to NATEC, San Diego (see [Appendix B](#) for mailing address). For Air Traffic Control manuals, see POC list in [Appendix B](#).

3.8.1.3 For those TMs stocked at alternate Carrying Points (CPs) , requisitions may be submitted to NLL. NLL is the central referral activity for publications and will refer requisitions to the appropriate stock point. Requisitions must not be submitted directly to the CPs.

3.8.1.4 Priority requisitions (Issue Processing Group I) require a Naval message or NAVGRAM with justification of urgency. To ensure receipt of the correct TM, as much identifying information as possible should be included on the request (e.g., publication number, title, APL, equipment manufacturer's name, Mark/Mod, AN number, etc.).

3.8.2 **REQUISITION REQUIREMENTS.** Whether a requisition is submitted by DD Form 1348, DAAS message, or a DD Form 1250-1, it is essential that the correct 13 digit national stock number is utilized. Please refer to NLL or NAVSUP P600D for NSN information.

3.8.3 **SINGLE-PAGE ORDERING.** A NAVSEA or SPAWAR TM that has only a single page or a few pages missing or damaged should not be discarded or replaced entirely. Contact NSDSA Customer Service personnel via E-mail address CUSTSVC@phdnswc.navy.mil. The TMDER must furnish the correct title and publication number of the manual, and each page required must be identified by volume, chapter, and page number. (See [Appendix B](#) for NSDSA Customer Service POC.)

3.8.4 **REQUISITION RESTRICTIONS.** Certain technical manuals, such as those dealing with nuclear propulsion (NAVSEA 08), have a restricted distribution. Restrictions are reflected in the NLL under publications research screen. Requisitions requiring approval or higher authority must be submitted on a DD Form 1348 via the appropriate chain of command for approval, along with a cover letter that provides justification for the need of the publication. Requisitions received by NLL without prior approval will be rejected and returned to the sender. For additional information on requesting restricted documents refer to the introduction portion of NAVSUP P600D, and NAVSUP P437 Chapter 3.

3.8.4.1 The Naval Ships' Technical Manual (NSTM) may be requisitioned from the NLL or DAAS in either hardcopy or CD-ROM. Ordering is accomplished electronically via DAAS or by going on-line and submitting your request to NLL at web site <http://nll.navsup.navy.mil>, citing the stock number for each individual chapter in hard copy or for the CD-ROM. Schools and Fleet Training Centers are the only activities authorized to receive the NSTM in hardcopy format during initial distribution; all others receive CD-ROMs. To be placed on permanent distribution for all future NSTM updates, removal from current distribution, or to change current allowance, contact NSDSA. (See [Appendix B](#) for NSDSA POC.)

3.8.4.2 The NSTM CD-ROM is issued annually as a total revision. Each issue supersedes and replaces all previous issues. The CD-ROM contains retrieval software trademarked "Innerview", a "Windows" based commercial software. A PC with a CD-ROM reader and "Windows" software is required for accessing the NSTM CD-ROM.

3.8.5 **RECEIPT OF INCORRECT MATERIAL/REPORT OF DISCREPANCY (ROD).** When incorrect material or the incorrect quantity is received, a Report of Discrepancy (ROD) Standard Form 364 will be forwarded to the NLL for resolution. (See [Appendix A](#), [figure A-7](#) and [figure A-8](#) for example form.) Upon receipt of a ROD, NLL will complete the reverse side of the form and return the ROD to the requesting activity.

3.8.5.1 Material received in error can be disposed of locally. Currently publications are issued free of charge. Disposing of all printed material locally costs less in administrative costs than returning the material to the supply system. Classified documents will be handled as required by pertinent security regulations and instructions. If an exception applies, NLL NAVICP Item Manager will provide disposal instructions in their letter of response to the ROD.

CHAPTER 4

TM MANAGEMENT EVALUATION

4.1 SHIPBOARD EVALUATION

4.1.1 CTMM is an inventory control system that, after establishment, must be maintained and kept up-to-date to ensure that accurate and adequate technical documentation is available and readily accessible. To verify the requirements established for CTMM management are being met, command (designated representative) must semi-annually perform an audit of the library facilities, organization, and operating procedures. The evaluation/report must reflect a "SAT/UNSAT" condition. If 25 percent of the system's attributes audited during the evaluation receive an unsatisfactory mark, the overall evaluation must be considered unsatisfactory. Following an "UNSAT" evaluation, instructions to correct the troubled areas must be provided by the TM coordinator, and a follow-up evaluation of those areas conducted within four weeks.

4.1.2 The following criteria will be used as a minimum guide for conducting the evaluation. Each attribute should be given a "SAT/UNSAT" check.

- a. Are library facilities adequate?
- b. Is there adequate shelving/filing room for all required TMs? (All satellite libraries/retention points must be evaluated.)
- c. If applicable, are all storage/shelving locations using the same filing procedures?
- d. Are TMs easily located?
- e. Is there an effective inventory control system established? Check for the following criteria:
 - (1) Is the Master Accountability Log established and being maintained up-to-date by the TM coordinator or central library? (It should reflect the entire TM inventory of the command.)
 - (2) Has an ODRF been established by the TM coordinator or central library; and is it being maintained up-to-date?
 - (3) Has a TM Deficiency Suspense File been established by the TM coordinator or central library; and is it being kept up-to-date?
 - (4) Does the TM coordinator or central library have the latest copy of the ITP and NAVSUP P2003 publications readily available?
 - (5) Is a change control system established and operating effectively?
 - (6) After changes are incorporated into the appropriate TMs, is this information provided to the TM coordinator or central library for updating the Master Accountability File?
 - (7) Are TM Issue/Receipt (check-in/check-out) procedures established? Does the check-in/check-out process meet the requirements outlined by the CTMM system? (All storage/retention areas must be checked.) Are the procedures effectively used?
- f. Randomly select TMs from each storage location and check for the following:
 - (1) Are the changes properly entered and recorded on the change record page of the TM?
 - (2) Is the change/revision the latest issue?
 - (3) Are the TMs in good condition (pages not torn, soiled, or missing)?

4.1.3 The TM coordinator must evaluate the library process monthly at selected library/TM storage locations using the applicable steps listed above. This process allows problems to be identified and corrected, ensuring the effectiveness of the CTMM system. Recurring evaluations by the TM coordinator and command will ensure a satisfactory rating at the time of the Type Commander 3-M inspection.

4.2 TYPE COMMANDER (TYCOM) EVALUATION

4.2.1 Each TYCOM is responsible for monitoring the effectiveness of the shipboard CTMM program and for providing assistance when requested. An inspection of shipboard CTMM will be conducted (on an 18-24 month basis) during regularly scheduled 3-M inspections by the TYCOM 3-M inspection team. The team may use the same evaluation criteria and grading standard that is recommended for command evaluations listed in paragraph 4.1. All satellite libraries must be evaluated during the inspection. Any questions concerning CTMM should be referred to the 3-M inspection team.

4.3 TM INVENTORY DURING INTEGRATED LOGISTICS OVERHAUL (ILO)

4.3.1 When a ship undergoes an overhaul, an extensive effort is directed toward ensuring that all systems/equipment have adequate documentation. The ILO activity/Fleet Technical Support Centers ensure all manuals/CDs required at the End of Availability (EOA) support the ship's configurations. All TMs are identified, updated, and either on order or incorporated into the ship's inventory. To ensure ship continuation of the availability effort, the ship must establish a system for controlling the assigned documentation.

4.4 SHIPBOARD INVENTORY PROCEDURES

4.4.1 Annually, the TM coordinator will implement local procedures to inventory all TMs held on board. The following guidelines are provided to aid commands in establishing local procedure:

- a. Check each TM against the Master Accountability File and local inventory records (if satellite libraries are established). The Master Accountability File must reflect the ship's entire TM inventory. Excess TMs that are not in support of on board equipment should be destroyed following local procedure. TMs located that are in support of on board equipment but are not listed as part of the total inventory will need to be added to the Master Accountability File.
- b. Each TM should be checked for the following conditions:
 - (1) Is the manual current? This can be verified against the ITP and NAVSUP P2003. If current:
 - (a) Does the copy number reflected on the cover agree with the Master Accountability File, and local accountability records (if applicable)?
 - (b) Is the manual's physical condition good?
 - (c) If the manual's physical condition makes it unusable (pages torn, soiled, or missing), annotate the accountability record(s) and order a replacement copy. If only a single page, or a few pages require replacement, order only the replacement pages as opposed to a complete copy.
 - (2) If the manual is not current, check to see if a change package has been received.
 - (a) If a change package is available, insert the change in the manual and update the master and local (if applicable) accountability records.
 - (b) If a change package is not available, has it been requisitioned? If change package has been ordered, reflect this information in the appropriate accountability records.

- (c) If a change package has not been ordered, submit a requisition. Indicate in the Master Accountability File, and local file (if applicable) that the document to bring the manual up-to-date is on order. Set the manual aside pending receipt of the change.
 - (3) Are there enough copies of the TM available for use? If the library has an insufficient number of copies, check to see if additional copies have been requisitioned. If copies have not been ordered, submit a requisition and annotate the accountability files with the amount of TMs ordered.
- c. If the ITP shows the manual reflected in the Master Accountability File has been superseded:
- (1) Annotate the superseded manual's accountability record and the cover of the TM with the wording "SUPERSEDED BY:" and the new TM number. All superseded manuals should be returned to the TM coordinator/central library for destruction.
 - (2) Check to see if the new TM or current update is available.
 - (a) If available, create a new record or update the existing records with the superseding information.
 - (b) If not available, check to see if the new manual is on order. If not on order, submit a requisition. Indicate in the accountability files that the superseded TM has been requisitioned.
 - (3) If the superseded manual is checked out, notify the holder to return the copy. Upon receipt of the superseded manual, process the superseding manual following the procedures described in paragraphs c.(1) and (2).

CHAPTER 5

GENERAL TM INFORMATION

5.1 CATEGORIES AND TYPES

5.1.1 NAVSEA/SPAWAR TMs. NAVSEA/SPAWAR TMs are divided into three basic categories based on the kind of information they contain: general publications, ship-level publications, and system/equipment publications. These TMs are presented in either a functional or a topical format. Functionally Oriented Maintenance Manuals (FOMMs) differ in format from a topically oriented TM. A FOMM presents data that shows the functional and physical relationships of equipment or systems. FOMMs consist of logically arranged functional block diagrams, blocked schematics and keyed text, and Maintenance Dependency Charts (MDCs).

5.1.1.1 General Publications. General publications are administrative manuals, training manuals, and a number of bulletins on systems/equipment. Specific examples include: Electronics Information Bulletins (EIBs), Field Change Bulletins (FCBs), NSTM chapters, Safety and Safety Precaution manuals, and Training manuals.

5.1.1.2 Ship-Level Publications. Ship-level publications describe the overall operation and maintenance of the ship. Most ship-level TMs are designated as Selected Record Data (SRD). Examples of SRD manuals include: Central Control System (CCS) manuals, Combat System Technical Operations Manuals (CSTOMs), Damage Control Books (DCBs), Engineering Operational Sequencing System (EOSS) manuals, Ship Information Books (SIBs), Ship Service Motors and Controllers (SSMC) manuals, Ship Valves Technical Manual (SVTM), Submarine Safety Certification Boundary Book (SSCBB), Training Aid Books (TABs), Damage Control Books (DCBs) and Propulsion Operating Guides (POGs).

5.1.1.3 System/Equipment Publications. System/equipment publications include all manuals that relate to the three major systems: Electronics, HM&E and Weapons. They constitute the majority of the manuals on board a ship. System TMs provide instructions for the operation, maintenance, installation, and test of the system. Equipment TMs contain information and procedures necessary to operate, troubleshoot, repair and maintain the subject equipment.

5.1.2 NAVAIR TMs. NAVAIR TMs are separated into two major categories, operational and maintenance.

5.1.2.1 Operational Manuals. Operational manuals are publications and other forms of documentation containing informative descriptions of air launched weapon systems, systems integration, operating instructions, operational applications, safety and emergency procedures, and other pertinent data related to aeronautical systems and equipment exclusive of maintenance procedures.

5.1.2.2 Maintenance Manuals. Maintenance manuals incorporate maintenance procedures on air launched weapon systems and equipments such as troubleshooting, testing, assembly, disassembly, and repair.

5.2 TECHNICAL MANUAL NUMBERING SYSTEMS

5.2.1 TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS). A TMINS number is assigned by NAVSEA and SPAWAR to all new, revised and permanent changed TMs. TMINS was developed to establish a single standardized numbering system that will eventually be assigned to all Navy TMs. The basic

TMIN is a 13-digit alphanumeric identifier. A suffix of variable length up to 16 characters separated from the 13-digits by a slash, may be used to provide additional information. All classified TMs have a suffix that appears as an alpha letter enclosed in parenthesis. NAVAIR uses both TMINS and unique NAVAIR TM numbers.

5.2.2 ADDITIONAL NUMBERING SYSTEMS. Not all manuals are identified by a TMINS number. Some NAVSEA and SPAWAR TMs have a differently structured 13-digit number that may double as its NSN.

5.3 TYPES OF TM UPDATES

5.3.1 GENERAL. All applicable changes should be incorporated into the technical manual. Replace and destroy superseded and cancelled technical manuals in accordance with applicable security directives. Various types of changes to update and correct technical manuals are issued. For NAVSEA/SPAWAR manuals, updates are issued by TMMAs and are limited to ACNs, permanent changes, Rapid Action Changes (RACs) and revisions. For NAVAIR manuals, changes are issued by IRACs to correct deficiencies that are considered urgent, RACs, Difference Data Sheets reflecting minor changes in equipment models, TM notices for correcting minor errors, and permanent changes and revisions.

5.3.2 ADVANCE CHANGE NOTICE (ACN). For NAVSEA/SPAWAR manuals, an ACN is issued in response to an identified problem of critical importance which impacts the safety of the crew, the ability of the crew to operate or maintain the system or equipment, or results in possible damage or degradation of the equipment. An ACN may be issued by a Naval message. All ACN's have a deficiency control number assigned.

5.3.2.1 ACNs may be prepared for pen-and-ink change insertion into the technical manual. The information to be inserted is prepared at the same level of detail as the material in the existing manual. The ACN will direct the recipient where to make the changes required by specifying the chapter section, part, page, paragraph, sentence, figure or table, as applicable. It gives the exact information to be added, substituted, or deleted.

5.3.3 INTERIM RAPID ACTION CHANGE (IRAC). For NAVAIR TMs, IRACs are issued when a change is urgently needed by users of a TM and time does not permit the issuance of a permanent change or revision. An IRAC may be issued by a Naval message. The IRACs direct the recipient where to make the changes required and usually provides temporary whole-pages reflecting the required changes for insertion in the TM. IRACs are issued to provide temporary insertion pages prior to a formal change or revision, or may be issued to combine many IRACs previously issued to a TM. The change level and date of the material will be annotated on the cover and changed pages.

5.3.4 PERMANENT CHANGE. Permanent changes are issued to add system or equipment configuration variations and new procedures, to change or delete existing procedures, or correct deficiencies reported by TMDERs. They are also issued to incorporate outstanding ACNs. Permanent change material is prepared in the same format as the material in the existing manual, and is prepared at the same level of detail and readability. The NAVSEA/SPAWAR cognizant TMMa responsible for the technical manual maintenance for a specific system or equipment will usually originate the permanent change. RACs for NAVSEA/SPAWAR publications are considered permanent changes. The distribution process for RACs is accelerated to address outstanding deficiencies.

5.3.4.1 Permanent change packages consist of a change guide (instruction sheet), new title page, List of Effective Pages (LOEP), Certification Sheet, replacement, correction and/or additional pages for insertion. Each permanent change should also include three new TMDER forms to be inserted in the back of the TM.

- a. The change guide serves as the cover sheet and transmittal document for a permanent change package. It identifies the manual by number and title, and indicates the change level and date of the change. The change guide gives exact instructions for page-for-page removal, replacement, or addition.
- b. The title page gives the change level and change date of the material in the package.
- c. The LOEP shows the change status of all pages in the manual. Included in the LOEP are any pages added or deleted by the change package.
- d. The Certification Sheet certifies that the document has been validated, verified and that it conforms to all technical and specification requirements.

5.3.4.2 Permanent changes are lettered or numbered in sequence. The assignment of all NAVSEA/SPAWAR permanent change numbers is controlled by NSDSA. Permanent change numbers for NAVAIR TMs are controlled by NATEC. Each page with changed, added, or deleted material will show the change letter or number at the bottom of the page. For example, a page changed by the second change issued to a TMINS numbered manual will be labeled "CHANGE B". In stock-numbered manuals, this change would be identified as "CHANGE 2". Alpha characters are used to identify the change level of TMs with a TMINS-assigned number. Changes to manuals identified by other than a TMINS publication number may indicate change level in numerical sequence.

5.3.5 **REVISION.** A revision is a complete reissue of a technical manual and is issued whenever 25% or more of pages must be changed. A revision may be required when there is hardware modification, a deficiency that affects a large part of the manual, or a change in system configuration where one volume or part of a multivolume or multi-part set is revised. A revision may also be developed when an existing manual already contains several permanent changes.

5.3.5.1 When a technical manual is revised, the last change number and change date are removed from the title page and replaced by the revision date. If the original manual already has a TMINS number assigned, the revision retains that same TMINS number and the revision number (e.g., "REVISION 1" or "REVISION 2") is placed to the right of the technical manual identification number below the solid line. If the original manual does not have a TMINS assigned number, the original number is removed and a TMINS number is assigned to the revision; no revision number is shown. The superseded manual is identified on the cover/title page.

5.3.6 **CD-ROMs.** Technical manuals on CD-ROM for NAVSEA and SPAWAR are numbered and tracked via TDMIS by a unique CD-ROM Volume ID Number and should be ATIS compatible. An example of a CD-ROM VOLID number is N4667800037 (UIC of developing Activity and sequential number). The face of the CD-ROM should contain VOLID, date, title, distribution, warning and destruction statements, classification (if classified), superseding information, and NSN (if applicable).

5.4 DISTRIBUTION OF TECHNICAL MANUALS

5.4.1 TMs received aboard ship are the result of the command being on an automatic distribution list for the manual or in response to a ship-initiated requisition. Distribution lists are originally established by the cognizant equipment manager and include all equipment holders, libraries, repair facilities, etc., that require both the original TM and all subsequent changes. These approved distribution lists are maintained by NSDSA. To be placed on distribution for any NAVSEA/SPAWAR manual, the requestor must contact NSDSA by phone or submit a letter of request to NSDSA identifying the manual (identification number, title, system/equipment applicability, etc.) and request to be placed on permanent distribution (see [Appendix B](#) for NSDSA POC). This same procedure must be followed when requesting a change in the current distribution list, either in the quantity of TMs received, or

to be removed from distribution. A letter must include a point of contact and telephone number, and be signed by the TM coordinator. Note: Publications requisitioned through the NLL will not place the requestor on automatic distribution for future updates and changes made to the TM.

5.4.2 To be placed on automatic distribution for NAVAIR manuals, submit a similar letter of request to NATEC. A complete mailing address for NATEC can be found in [Appendix B](#).

APPENDIX A.

FORMS USED IN SUPPORT OF COMMAND TECHNICAL MANUAL MANAGEMENT (CTMM)

1. REQ. DATE		2. DEPT NO.		3. URGY		4. RDD		5. LOCATION		6. SIM <input type="checkbox"/> NON-SIM <input type="checkbox"/>		7. ISSUE DATE		A. REON. CITY		B. REON. NO.																																				
8. NOUN NAME OR REF SYM		9. FPR		10. APL/AEL/CID		11. INV QTY		12. NIS <input type="checkbox"/> N/C <input type="checkbox"/>		C. OBL AMT		D. POSTED		S/R (REON O/S)																																						
JOB CONTROL NUMBER		13. UIC		14. WC		15. JSN		16. EIC		17. EQUIP COSAL SUPPT'D		E. URG <input type="checkbox"/> MART <input type="checkbox"/>		OPTAR LOG																																						
18. SC		19. COG		20. MCC		21. FSC		22. STOCK NUMBER		23. SMIC		24. U/I		25. QUANTITY		26. UNIT PRICE																																				
																27. EXTENDED PRICE																																				
																28. FUND																																				
29. REMARKS																																																				
30. APPROVED BY:																																																				
31. RECEIVED BY:																																																				
1	2	3	4	5	6	7	S/N		30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73
DOC IDENT		RTG IDENT		M & S		SVC		UIC		JUL DATE		SERIAL		SVC		SUPPL ADDRESS		S FUND		DIST		PROJ		PRI		RDD		ADV																								

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
 NAVSUP FORM 1250-1 (7 FT) (REV 12/76) S/N 0108-LF-501-2506

Figure A-3. NAVSUP Form 1250-1, Internal Ship Supply Document

(Insert Classification of Publication Here) CLASSIFICATION:
 Ref: NAVSEAINST 4160.3A NAVSEA S0005AA-PRO-010/TMMP

**NAVSEA/SPAWAR TECHNICAL MANUAL DEFICIENCY/EVALUATION REPORT
(TMDER)**

INSTRUCTION: Continue on 8 1/2" x 11" paper if additional space is needed.
 1. Use this report to indicate deficiencies, problems, and recommendations relating to a publication.
 2. For CLASSIFIED TMDERs see OPNAVINST 5510H for mailing requirements.
 3. Print clearly and carefully.
 4. For TMDERs that affect more than one publication, submit a separate TMDER for each.
 5. Submit TMDERs at web site <http://nsdsa.phdswc.navy.mil/tmder/tmder.asp?vl=1> or mail to address on reverse.

1. PUBLICATION NO.	2. VOL/P ART	3. REV/DATE or HG/DATE	4. SYSTEM/EQUIPMENT ID
5. TITLE OF PUBLICATION			6. REPORT CONTROL NUMBER (6 digit UIC-YY-any four: xxxxxx-01-xxxx)
7. RECOMMENDED CHANGES TO PUBLICATION			
7a Page #	7b Para #	7c RECOMMENDED CHANGES AND REASONS	
8. ORIGINATOR'S NAME and WORK CENTER	9. DATE	10. PHONES Commercial/DSN/FAX Include extensions	11. TMMA of manual (NSDSA will complete)
12. Ship or Activity Name and Address (Include UIC/CAGE/HULL)		13. ORIGINATOR'S E-MAIL ADDRESS	

NAVSEA 4160/1 (REV 3/2001)

Figure A-4. Technical Manual Deficiency/Evaluation Report (TMDER)

TECHNICAL PUBLICATIONS DEFICIENCY REPORT						
NAVAIRTECHSERVFAC USE ONLY		a. QA SEQUENCE NO.		b. DATA MANAGER CODE		c. CFA/PRIME CODE
1. REPORTING ACTIVITY		2. REPORT CONTROL NUMBER				
		3. REPORT DATE (YRMODA)		4. WEAPON SYSTEM APPLICATION		5. DISCREPANCY CODE
6. TECHNICAL MANUAL NUMBER			7. TECH. MAN. DATE		8. CHG. NO. & DATE	9. W/P NO.
10. SEC/PG NO.	11. PARA NO.	12. FIG/TBL NO.	13. CART. NO.	14. CART. DATE		15. FRAME NO.
16. DEFICIENCY						
17. RECOMMENDATIONS						
18. IMPACT						
19. MEDIA EVALUATED: <i>(Only one check block is required per item.)</i>						
<input type="checkbox"/> FILM <input type="checkbox"/> PAPER <input type="checkbox"/> PAPER & FILM						
REMARKS						
20. REPORTED BY <i>(Name, rank/rate)</i>			AUTOVON		21. RELEASED BY <i>(Name, rank/rate)</i>	
					AUTOVON	

OPNAV 4790/66 (REV. 5-88)

S/N 0107-LF-002-4400

INSTRUCTIONS ON REVERSE SIDE

Figure A-5. Technical Publications Deficiency Report (TPDR) (Front)

INSTRUCTIONS

1. **FROM:** (Reporting Activity.) The Reporting Activity will enter complete mailing address.
2. **REPORT CONTROL NUMBER:** Enter the Report Control Number (RCN).
3. **REPORT DATE:** This identifies the year, month, and the day that the report was prepared, and consists of six digits. The date 15 June 1989 would be presented in the following format: 890615. The first two digits indicating the year (89), the second two digits indicate the month (06), and the remaining two digits specify the day (15).
4. **WEAPON SYSTEM APPLICATION:** Give the specific weapon system against which the deficiency is detected.
5. **DISCREPANCY CODE:** This is a numeric code used to describe the type of discrepancy found in the technical publication being reported deficient. A complete list of codes are as follows:
 1. Typographical Errors
 2. Incorrect Procedures
 3. Schematic Errors
 4. Part Number Errors
 5. SM&R Code Errors
 6. Illustration Errors
 7. Incorrect Values/Tolerances
 8. Incorrect References
 9. Safety (Cautions & Warnings)
 10. Indexing Problems
 11. Illegible
 12. Print Error (Head to Toe or information cut off)
 13. Missing/Improperly Collated Pages
 14. Film Density
 15. Cartridge Loading (Wrong Film, Cartridge Indexing, No Film, and Inverted Loading)
 16. Other
6. **TECHNICAL MANUAL NUMBER:** Give the complete NAVAIR number assigned to the manual being reported as deficient. Only one Technical Manual should be reported per TPDR.
7. **TECHNICAL MANUAL DATE:** This date appears on the bottom right hand corner of the title page. The date shall be presented in the format described in Item 3.
8. **CHANGE NUMBER AND DATE:** This appears directly under the basic date of the manual on which the deficiency is located. Present date in same format as Item 3.
9. **WORK PACKAGE NUMBER:** Enter the number in which the deficiency is located.
10. **SECTION/PAGE NUMBER:** Enter the number of the page of the technical manual on which the deficiency is located.
11. **PARAGRAPH NUMBER:** Enter the specific number in which the deficiency is located.
12. **FIGURE/TABLE:** Enter when an illustration or table is involved in the deficiency.
13. **CARTRIDGE NUMBER:** Enter the number being reported deficient.
14. **CARTRIDGE DATE:** The date shall be presented in the format described in Item 3.
15. **FRAME NUMBER:** Enter the frame number of the cartridge on which the deficiency is located.
16. **DEFICIENCY:** Be very specific. Provide complete information regarding discrepancy, including drawings, schematics, sketches, and references. If necessary, attach copies.
17. **RECOMMENDATION:** Be very specific. Provide complete information regarding the corrective action required, including drawings, schematics, sketches, and references. If necessary, attach copies.
18. **IMPACT:** Enter concise statement of the impact of this discrepancy on work load/operational readiness.
19. **MEDIA EVALUATED:** Check applicable block for media that is being reported deficient.
20. **REPORTED BY:** Give name, rate/rank, and autovon number of person reporting deficiency to ensure receipt by reporter of notification of action taken.
21. **RELEASED BY:** Name, rank/rate, title, and autovon number of releasing official.

MAIL ORIGINAL AND 1 COPY TO:

Commanding Officer, Naval Air Technical Services Facility, Quality Assurance Dept. (40)
700 Robbins Ave., Phila., PA 19111-5097

COPY TO COGNIZANT FIELD ACTIVITY

OPNAV 4790/66 (REV. 5-88) (BACK)

Figure A-6. Technical Publications Deficiency Report (TPDR) (Back)

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION	2. REPORT NUMBER			
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)				
5a. SHIPPER'S NAME			5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)				
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)				
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA			11. AC-2 TION CODE	
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)		CODE ¹ (d)
12. REMARKS (Continue on separate sheet of paper if necessary)								

1 DISCREPANCY CODES	2 ACTION CODES	
<p>CONDITION OF MATERIAL C1 - in condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment</p> <p>SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)</p> <p>MISDIRECTED MATERIAL M1 - Addressed to wrong activity</p> <p>OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment</p> <p>PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization</p>	<p>PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)</p> <p>SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments</p> <p>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing</p> <p>WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute</p> <p>OTHER DISCREPANCIES Z1 - See remarks</p>	<p>1A - Disposition Instructions requested (Reply on reverse)</p> <p>1B - Material being retained (See remarks)</p> <p>1C - Supporting supply documentation requested</p> <p>1D - Material still required expedite shipment (Not applicable to FMS)</p> <p>1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS)</p> <p>1F - Replacement shipment requested (Not applicable to FMS)</p> <p>1G - Reshipment not required. Item to be re-requisitioned.</p> <p>1H - No action required. Information only.</p> <p>1Z - Other action requested (See remarks)</p>

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE
15. DISTRIBUTION ADDRESSEES FOR COPIES	

Figure A-7. Report of Discrepancy (ROD) Standard Form 364 (Front)

16. FROM:		17. DISTRIBUTION ADDRESSEES FOR COPIES	
18. TO:		Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:			
→ Fold here	a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED	DOCUMENT NUMBER	b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.
	c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A: <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	d. <input type="checkbox"/> INVOICE/BILL ATTACHED	e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.			
(1) REASON FOR NOT PROCESSING		(2) PRESCRIBING REGULATION	
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR		(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-28.8)	
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19f(2)		(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.	
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:			
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.	b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	DAYS	
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	DAYS	
e. <input type="checkbox"/> SHIP MATERIAL (Specify location):			
(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:			
(2) <input type="checkbox"/> CHARGES COLLECT-VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST (\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)			
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID			
f. <input type="checkbox"/> OTHER (Specify)			
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION		22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	DATE
23. REMARKS (Continue on separate sheet of paper if necessary)			
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL		24b. SIGNATURE	24c. DATE

STANDARD FORM 364 BACK (REV. 2-80)

Figure A-8. Report of Discrepancy (ROD) Standard Form 364 (Back)

APPENDIX B.**TECHNICAL MANUAL POINTS OF CONTACT AND ADDRESSES****Activity**

NAVAL SYSTEMS DATA SUPPORT ACTIVITY (NSDSA)

<http://nsdsa.phdnswc.navy.mil>

Commander

Port Hueneme Division Naval Surface Warfare Center

ATTN. Code 5E30, Naval Systems Data Support Activity

4363 Missile Way

Port Hueneme, CA 93043-4307

NSDSA Customer Service: Comm (805) 228-0380/7662/DSN 296-0380/7662

CUSTSVC@phdnswc.navy.mil

NSDSA Technical Manual Distribution: Comm (805) 228-0471/DSN 296-0471

NSDSA Technical Library Management System (TLMS): (805) 228-7170/DSN 296-7170

NSDSA Naval Ships' Technical Manual (NSTM): Comm (805) 228-0459/DSN 296-0459

NSDSA Advanced Technical Information Support (ATIS): Comm (805) 228-0485/DSN 296-0485

NSDSA Index of Technical Publications (ITPs): Comm (805) 228-0426/DSN 296-0426

NSDSA Technical Manual Deficiency Evaluation Reports (TMDERs)/Advanced Change Notices (ACNS):

Comm: (805) 228-6153/DSN 296-6153

NLL NAVICP Customer Service

Naval Inventory Control Point (NAVICP) Code 334

700 Robbins Avenue

Philadelphia, PA 19111-5098

Customer Service: Comm (215) 697-2626/DSN 442-2626

<http://www.nll.navsup.navy.mil>

ATIS Technical Support Comm: (301) 744-6201/DSN 354-6201

TLMS Technical Support Comm: (757) 443-0694/DSN 565-8221

Naval Air Technical Data and Engineering Service Command

BLDG. 90, P.O. Box 357031, NASNI

San Diego, CA 92135-7031

ATTN. Distribution

or call (619) 545-2597/DSN 735-2597

or Distribution@navair.navy.mil

<https://www.natec.navy.mil>

(Insert Classification of Publication Here) CLASSIFICATION:

Ref: [NAVSEAINST 4160.3A](#) [NAVSEA S0005AA-PRO-010/TMMP](#)

NAVSEA/SPAWAR TECHNICAL MANUAL DEFICIENCY/EVALUATION REPORT (TMDER)

INSTRUCTION: Continue on 8 1/2" x 11" paper if additional space is needed.

1. Use this report to indicate deficiencies, problems, and recommendations relating to a publication.
2. For CLASSIFIED TMDERs see OPNAVINST 5510H for mailing requirements.
3. Print clearly and carefully.
4. For TMDERs that affect more than one publication, submit a separate TMDER for each.
5. Submit TMDERs at web site <http://nsdsa.phdnswc.navy.mil/tmder/tmder.asp?lvl=1> or mail to address on reverse.

1. PUBLICATION NO. S0005-AF-PRO-010/CTMM	2. VOL/PART	3. REV/DATE or CHG/DATE 15 APR 2003	4. SYSTEM/EQUIPMENT ID
5. TITLE OF PUBLICATION NAVSEA COMMAND TECHNICAL MANUAL MANAGEMENT (CTMM)			6. REPORT CONTROL NUMBER (6 digit UIC-YY-any four: xxxxxx-01-xxxx)

7. RECOMMENDED CHANGES TO PUBLICATION

7a Page #	7b Para #	7c RECOMMENDED CHANGES AND REASONS

8. ORIGINATOR'S NAME and WORK CENTER	9. DATE	10. PHONES Commercial/DSN/FAX Include extensions	11. TMMA of manual (NSDSA will complete)
12. Ship or Activity Name and Address (Include UIC/CAGE/HULL)			13. ORIGINATOR'S E-MAIL ADDRESS

FOLD HERE AND TAPE SECURELY
PLEASE DO NOT STAPLE

INCLUDE COMPLETE ADDRESS

USE
PROPER
POSTAGE

FOR OFFICIAL USE ONLY

**COMMANDER
CODE 5E30DP BLDG 1388
NAVSURFWARCENDIV NSDSA
4363 MISSILE WAY
PORT HUENEME CA 93043-4307**

FOLD HERE AND TAPE SECURELY
PLEASE DO NOT STAPLE