

NAVAIR 00-25-100

30 December 2014

TECHNICAL MANUAL

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY
MANAGEMENT PROGRAM**

This manual supersedes NAVAIR 00-25-100 dated 30 December 2013.

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NUMERICAL INDEX OF EFFECTIVE WORK PACKAGES/PAGES

List of Current Revisions

Original30 December 2014

Only those work packages/pages assigned to the manual are listed in this index. Dispose of the superseded issues of the technical manuals. Superseded classified technical information shall be destroyed in accordance with applicable regulations. The portion of text affected in a changed or revised work package is indicated by change bars or the change symbol "R" in the outer margin of each column of text. Changes to illustrations are indicated by pointing hands or change bars, as applicable.

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LETTER OF PROMULGATION

MAY 07 2015

1. Technical Manual NAVAIR 00-25-100, entitled TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM establishes the policies, roles and responsibilities for operating and maintaining a Central or Dispersed Technical Publications Library (CTPL/DTPL). Major elements of this update are summarized in enclosure (1), NAVAIR 00-25-100 dated 30 December 2014 Summary of Changes.
2. As a policy, roles and responsibility manual for the operation of a NAVAIR Technical Publication Library (TPL), NAVAIR 00-25-100 will be posted and viewable on the Technical Manual Application Systems (TMAPS) website at <https://mynatec.navair.navy.mil/> to those customers authorized. A hard copy of this manual may also be printed from the Portable Document File (PDF). To receive automatic notification of follow-on updates to this manual, CTPL librarians shall maintain an active Naval Air Technical Data and Engineering Service Center (NATEC) website account and an active Automatic Distribution Requirements List (ADRL) in accordance with NAVAIR 00-25-100 as defined in WP 013 00.
3. When deemed appropriate, requests for deviations/waivers to policies and procedures contained in the NAVAIR 00-25-100 shall be submitted, with rationale as follows; all fleet operational units will submit requests to Commander, Naval Air Forces (CNAF) N422C for evaluation, approval, and coordination with Naval Air Technical Data and Engineering Service Center (NATEC) and all organizations shall submit requests to the Technical Library Management National Competency Lead, Mr. Michael Warren.
4. Point of contact concerning NAVAIR 00-25-100 roles and responsibilities is Mr. Michael Warren, NATEC 6.8.5.3, Technical Library Management National Competency Lead, (619) 545-2353 or Mr. Dexter Givens, Technical Publications Specialist (TPS) Lead, (757) 322-9580.

ERIC J. SCHOCH
CAPT, SC, USN

NAVAIR 00-25-100 dated 30 December 2014 Summary of Changes

- (a) WP 004 00, paragraph 2-18. Removed this paragraph on the issuance of general Work Unit Codes manuals. Work Unit Codes are now extracted from the Work Unit Code (WUC) Baseline Report located in Decision Knowledge Programming for Logistics Analysis (DECKPLATE) within Naval Air/Aviation Logistics Command Management Information System (NALCOMIS).
- (b) WP 004 00, paragraphs 7-11 and 7-12. Removed these paragraphs address a sample of the TMINS code definitions by digits which establishes the TMINS number. These paragraphs are not related to library management.
- (c) WP 004 00, paragraphs 8-4a and 8-4b. Removed the information in these paragraphs are applicable to acquisition process appropriate copyright release or rights as established in the contract and utilization of the Acceptability Certification Sheet pertaining to commercial manuals. This information is located in NA 00-25-604 and does not apply to library management but to acquisition of a commercial manual.
- (d) WP 004 00, paragraph 10-3. Removed types of work packages bullets in this paragraph from the last release due to the bullets do not apply to guidelines for library management and are discussed in NA 00-25-604, WP 003 00.
- (e) WP 004 00, paragraph 10-5 through 10-8b. Addresses the development of the types of manuals being developed by NAVAIR. These paragraphs are related to acquisition of a manual and this information is addressed through the references in NA 00-25-604.
- (f) WP 004 00, paragraph 11-1 through 11-6a. Removed these paragraphs they relate to the formatting of the work package manual formats and are addressed through the references in NA 00-25-604.
- (g) WP 004 00, Figure 6. The example of "JTDI Server (Ship's LAN) Update" are no longer issued to activities.
- (h) WP 006 00, paragraph 12-2. Updated the email address for "MARCORPS" website to read <http://www.marines.mil/News/Publications/Electroniclibrary.aspx>.
- (i) WP 009 00, paragraph 4-10. Updated URL to read <https://www.transactionservices.dla.mil/daashome/homepage.aspx>.
- (j) WP 010 00, paragraph 3-14a(5). Removed the second sentence the examples on usage of PUB TYPE "K " on the ELMS record are not valid.
- (k) WP 010 00, paragraph 3-15. Removed the information pertaining to Work Unit Code Manuals CD. Work Unit Code Manuals are incorporated into DECKPLATE as addressed in reference (a) above.
- (l) WP 011 00, paragraph 1-5. Removed due to deploying activities do not receive backup JKCS CDs any more.
- (m) WP 011 01, paragraph 4-4c. Removed due to JKCS CDs are no longer sent to deployed ships/remote shore installation on a monthly basis because of availability of adequate bandwidth.
- (n) WP 012 00, paragraph 1-3. Added at the end of the paragraph the following; In some cases Technical Manual Logistics Managers may opt to distribute changes to manuals that are 40 pages or less digitally. In those cases you will receive an email notification that the change is posted to the NATEC website and you need to download and locally print it and collate it into your manual.
- (o) WP 012 00, paragraph 2-4a. Restructured paragraph in clarifying methods in retaining IRACs.
- (p) WP 012 00, paragraph 2-9. Removed the information on the procedure to correct an IRAC released with incorrect data.
- (q) WP 012 00, paragraph 2-11. Restructured paragraph to include information to incorporating IRACs into paper manuals.
- (r) WP 012 00, paragraph 2-12. Added paragraph on incorporating IRACs into the digital technical manuals.
- (s) WP 012 00, paragraph 2-13. Added paragraph on procedures for retaining cancelled RACs/IRACs.
- (t) WP 012 00, paragraph 2-13. Removed paragraph on cancelled Interim Rapid Action Change Numbers. This information pertained to the cancelling of IRACs which is covered in the applicable MIL-DTL-81748E.
- (u) WP 012 00, paragraph 3-2. Removed the first sentence which discuss how manual changes are put together in accordance with MIL-STD-38784.
- (v) WP 012 00, paragraphs 3-3 and 3-4. - Removed paragraphs, the information addresses how changes will be identified in the affected manual.

NAVAIR 00-25-100 dated 30 December 2014 Summary of Changes (Continued)

- (w) WP 012 00, paragraphs 3-6 through 3-8. Removed paragraphs which discussed the type of change symbols are utilized in identifying changes within NAVAIR manuals.
- (x) WP 012 00, paragraphs 4-4 through 4-6. Removed paragraphs, information provided guidelines on documentation utilizing the different change symbols. This information is covered in the applicable military specification.
- (y) WP 012 00, paragraphs 6-2a, 6-2b. Deleted these paragraphs, this information pertained to documenting the supersedure notice on the title page for pick-up revision manual.
- (z) WP 013 00, paragraph 4-4. Updated to second sentence to read: "DTPL may be a collateral duty within a shop..."
- (aa) WP 013 00, paragraphs 4-5, 4-5b. Updated the references.
- (bb) WP 013 00, paragraph 7-2. Added new paragraph to read: "A Technical Manual Source Data Record (TMSDR) is only used by TPDR Disposition Authorities within the JDRS (See WP 015 00). Under no circumstances shall TMSDRs be distributed to authorized or perform maintenance."
- (cc) WP 013 00, paragraph 20-10. Updated the first sentence to read: "...Weekly Summary for Issued Technical Directives message shall be processed..."
- (dd) WP 013 01, paragraph 7-2. Added new paragraph to read: A Technical Manual Source Data Record (TMSDR) is only used by TPDR Disposition Authorities within the JDRS (See WP 015 00). Under no circumstances shall TMSDRs be distributed to authorized or perform maintenance."
- (ee) WP 014 00, paragraph 7-2g. Clarified the requirement for 100% page check of the manuals being reviewed during the DTPL audit.
- (ff) WP 014 01, paragraph 7-2g. Clarified the requirement for 100% page check of the manuals being reviewed during the DTPL audit.
- (gg) WP 015 00, paragraph 3-4 NOTE. Removed this information, has served its purpose.
- (hh) WP 015 00, paragraph 7-1. Removed Technical Publications Deficiency Report Categories. These categories are available through JDRS Website Overview Handbook and in COMNAVAIRFORINST 4790.2B.
- (ii) WP 015 00, paragraph 8-1. Removed paragraph, submission of the Technical Publications Deficiency Report is available in COMNAVAIRFORINST 4790.2B and JDRS Handbooks.
- (jj) WP 015 00, paragraph 10-4. Removed paragraph, information is covered in NA 00-25-604 about legacy Technical Publications Deficiency Reports (TPDRs).
- (kk) WP 015 00, paragraph 12-1. Removed Technical Publications Deficiency Report Incorporation into Technical Manuals paragraph. This information is application to acquisition process not library management.

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SUMMARY OF CHANGES

This technical manual supersedes NAVAIR 00-25-100 dated 30 December 2013 and contains the following changes:

WP 002 00 – INTRODUCTION

- None

WP 003 00 – NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER CUSTOMER SERVICE SUPPORT DIVISION

- None

WP 004 00 - CATEGORIES, NUMBERING, STYLE AND FORMAT OF NAVAIR TECHNICAL MANUALS

- Removed paragraph 2-18 (Work Unit Code Manuals). Work Unit Codes are now extracted from the Work Unit Code (WUC) Baseline Report located in Decision Knowledge Programming for Logistics Analysis (DECKPLATE) within Naval Air/Aviation Logistics Command management Information System (NALCOMIS). Following paragraphs are renumbered accordingly.
- Removed paragraph 7-11 and 7-12 (Sample Code Definitions by Digit). These paragraphs are not related to library management. Following paragraphs are renumbered accordingly.
- Removed paragraph 8-4a and 8-4b (COMMERCIAL MANUALS). Information in these paragraphs are applicable to acquisition process. Information is located in NA 00-25-604.
- Paragraph 8-4c renumbered to 8-5.
- Removed paragraph 10-3 (TYPES OF WORK PACKAGES) bullets. This paragraph does not apply to guidelines for library management and are discussed in NA 00-25-604, WP 003 00.
- Removed paragraph 10-5 (TYPES OF MANUALS) through 10-8b. These paragraphs are related to acquisition of a manual and this information is addressed through the references in NA 00-25-604. The following paragraphs after 10-8 are renumbered.
- Removed paragraph 11-1 (WORK PACKAGE MANUAL FORMAT) through 11-6b. These paragraphs are related to acquisition of a manual and this information is addressed through the references in NA 00-25-604. The following paragraphs after are renumbered.
- Figure 4. Types of Part III of the Conventional Numbering System Technical Manuals, removed NAVAIR 01-XXXXX-8 (Work Unit Code Manual) entry.
- Removed "Figure 5. Partial Listing of Sample TMINS Code Definitions by Digit". This pertains to manual acquisition and this information is identified in NA 00-25-604.
- Figure 6. Sample CDs, example of "JTDI Server (Ship's LAN) Update" no longer issued to activities. Figure 6 is now Figure 5.
- Removed "Figure 7. Typical WP Title Page Including Alphabetical Index". Paragraphs applicable to this figure are removed from the manual.

005 00 - SECURITY AND CLASSIFICATION REQUIREMENTS OF TECHNICAL MANUALS AND TECHNICAL MANUAL SUPPLEMENT

- None

006 00 - NAVAIR RELATED DOCUMENTATION CONTROLLED BY OTHER NAVY OR DEPARTMENT OF DEFENSE ELEMENTS

- Paragraph 12-2, updated the email address for "MARCORPS" website to read <http://www.marines.mil/News/Publications/Electroniclibrary.aspx>.

007 00 - ESTABLISHING AN AERONAUTICAL CENTRAL TECHNICAL PUBLICATIONS LIBRARY

- None

008 00 - NAVAL AERONAUTICAL PUBLICATIONS CROSS REFERENCE

- None

SUMMARY OF CHANGES (Continued)

009 00 - TECHNICAL DATA REQUISITIONING PROCEDURES

- Paragraph 4-10, updated URL to read
<https://www.transactionservices.dla.mil/daashome/homepage.aspx>.

010 00 – NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER TECHNICAL PUBLICATIONS LIBRARY PROGRAM

- Paragraph 3-14a(5), removed the second sentence. JTDI Administrator does not receive CDs any more. IETMs CDs are identified as PUB TYPE “I”.
- Paragraph 3-15 – Removed information pertaining to Work Unit Code Manuals CD. Work Unit Code Manuals are incorporated into DECKPLATE.
- Figure 10. Example of the WUC CD Documentation in ELMS, incorporated into DECKPLATE.

011 00 - ELECTRONIC AND INTERACTIVE ELECTRONIC TECHNICAL MANUALS

- Deleted paragraph 1-5. Deploying activities do not receive backup JKCS CDs any more.

011 01 – NAVAL AIR TECHNICAL DATA ENGINEERING SERVICE CENTER WEBSITE, JOINT TECHNICAL DATA INFORMATION/JOINT KNOWLEDGE CACHING SERVICE, AND PORTABLE ELECTRONIC MAINTENANCE AID

- Deleted paragraph 4-4c due to JKCS CDs are no longer sent to deployed ships/remote shore installation on a monthly basis because of availability of adequate bandwidth.

012 00 - TECHNICAL PUBLICATION UPDATE METHODS

- Paragraph 1-3 added at the end of the paragraph the following; In some cases Technical Manual Logistics Managers may opt to distribute changes to manuals that are 40 pages or less digitally. In those cases you will receive an email notification that the change is posted to the NATEC website and you need to download and locally print it and collate it into your manual.
- Restructured paragraph 2-4a to clarify methods in retaining IRACs.
- Deleted paragraphs 2-9. Information pertains to an IRAC released with incorrect data and how it is corrected.
- WP 012 00, paragraph 2-11. Restructured paragraph to include information to incorporating IRACs into paper manuals.
- WP 012 00, paragraph 2-12. Added paragraph on incorporating IRACs into the digital technical manuals.
- Deleted paragraph 2-13 Cancelled Interim Rapid Action Change Numbers. This paragraph provided information in the process of cancelling IRACs. This information pertained to the cancelling of IRACs which is covered in the applicable MIL-DTL-81748E.
- WP 012 00, paragraph 2-13 (new). Added paragraph on procedures for retaining cancelled RACs/IRACs.
- Paragraph 3-2, removed the first sentence. The referenced military standard does not affect library management.
- Deleted paragraphs 3-3 and 3-4 addresses how a change will be identified in the affected manual.
- Deleted Change Symbolology (paragraphs 3-6 through 3-8). This discussed the types of change symbols utilized in identifying changes within NAVAIR manuals.
- Paragraph 4-3, removed second sentence “When required.....to add WPs.”
- Deleted paragraphs 4-4 through 4-6 (Change Symbolology). Information provided guidelines on how to document and identify changes. This information is covered in the applicable military specification.
- Removed paragraph 6-2a, 6-2b. Pertained to documenting the supersedure notice on the title page for pick-up revision manual.

013 00 - CENTRAL/DISPERSED TECHNICAL PUBLICATIONS LIBRARY OPERATING PROCEDURES

- Paragraph 4-4 Dispersed Technical Publications Library (DTPL). Second sentence changed sentence to read “DTPL is a ...” to “DTPL may be a ...”.

SUMMARY OF CHANGES (Continued)

013 00 - CENTRAL/DISPERSED TECHNICAL PUBLICATIONS LIBRARY OPERATING PROCEDURES (Continue)

- Updated references in paragraph 4-5, 4-5b. Paragraph 4-5 replaced "NWP 3-22 Series" to "NTTP 3-22 Series".
- Paragraph 4-5b to replaced "NTTP 1-01, Naval Warfare Publication System" to "NTRP 1-01, The Navy Warfare Library".
- Added new paragraph 7-2 to read as follows "A Technical Manual Source Data Record (TMSDR) is only used by TPDR Disposition Authorities within the JDRS (See WP 015 00). Under no circumstances shall TMSDRs be distributed to authorized or perform maintenance."
- Paragraph 20-10, first sentence replaced "should" with "shall" so the sentence reads "...Weekly Summary for Issued Technical Directives message shall be processed...".
- Paragraph 23-3n, updated the reference title to read "JTDI Administrator's Guide...".
- Figure 10 Management Control Documents Required for Operation of a Central Technical Publications Library (Sheet 1/2). Updated references

013 01 – DEPOT LEVEL FLEET READINESS CENTERS TECHNICAL PUBLICATIONS LIBRARY OPERATING PROCEDURES

- Added new paragraph 7-2 to read as follows "A Technical Manual Source Data Record (TMSDR) is only used by TPDR Disposition Authorities within the JDRS (See WP 015 00). Under no circumstances shall TMSDRs be distributed to authorized or perform maintenance."
- Paragraph 23-3o, updated the reference title to read "JTDI Administrator's Guide...".

014 00 - CENTRAL/DISPERSED TECHNICAL PUBLICATIONS LIBRARY VERIFICATION/AUDIT REQUIREMENTS

- Paragraph 7-2g, clarified the requirement for 100% page check of the manuals being reviewed during the DTPL audit.
- Paragraph 3-2 and 4-2 NOTE added definition of subject matter expert (SME).

014 01 - DEPOT LEVEL FLEET READINESS CENTERS CENTRAL/DISPERSED TECHNICAL PUBLICATIONS LIBRARY VERIFICATION/AUDIT REQUIREMENTS

- Paragraph 7-2g, clarified the requirement for 100% page check of the manuals being reviewed during the DTPL audit.

015 00 - NAVAIR TECHNICAL PUBLICATIONS DEFICIENCY REPORT PROGRAM

- Deleted paragraph 3-4 NOTE. This information is located in NA 00-25-604 and is available on the JDRS website.
- Deleted paragraph 7-1 TECHNICAL PUBLICATIONS DEFICIENCY REPORT CATEGORIES. Information available through JDRS Website Overview Handbook and in COMNAVAIRFORINST 4790.2B and JDRS website. Renumbered paragraphs.
- Deleted paragraph 8-1 SUBMISSION OF TECHNICAL PUBLICATIONS DEFICIENCY REPORT. Information available in COMNAVAIRFORINST 4790.2B and JDRS website, renumbered paragraphs
- Deleted paragraph 10-4, this information is covered in NA 00-25-604 about legacy Technical Publications Deficiency Reports (TPDRs).
- Deleted paragraph 12-1 Technical Publications Deficiency Report Incorporation into Technical Manuals. This information is applicable to acquisition process not library management.

016 00 – REFERENCES

- Updated the following directives ;DODINST 5230.24 and OPNAVINST 3710.7U.

017 00 - ABBREVIATIONS

- None

SUMMARY OF CHANGES (Continued)

018 00 - DEFINITION OF TERMS

- Removed definition of work unit codes due to Work Unit Code Manuals are now incorporated into DECKPLATE.

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM****LIST OF TECHNICAL PUBLICATIONS DEFICIENCY REPORTS INCORPORATED**

1. The TPDRs listed below have been incorporated in this issue.

Identification Number/ QA Sequence Number	Location
FRC EAST CHERRY POINT NC N65923-14-1285	WP 013 00/Paragraph 7-2
FRC EAST CHERRY POINT NC N65923-14-1286	WP 013 01/Paragraph 7-2
FRC EAST CHERRY POINT NC N65923-14-1287	WP 015 00/Paragraph 3-4
FRC EAST CHERRY POINT NC N65923-14-1288	WP 015 00/Paragraph 12-1

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NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM

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NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM

INTRODUCTION

Reference Material

NAVAIR Related Documentation Controlled by Other Navy or Department of Defense Elements	WP 006 00
Electronic and Interactive Electronic Technical Manual	WP 011 00
NAVAIR Technical Publications Deficiency Report Program	WP 015 00
General Specification for Work Package Style, Format, and Common Technical Content Requirements Technical Manual (Work Package)	MIL-DTL-81927
Naval Air Systems Command Fleet Support/Integrated Program Team Acquisition and Sustainment of NAVAIR Technical Manuals	NA 00-25-604
Naval Aviation Maintenance Program (NAMP)	COMNAVAIRFORINST 4790.2
Naval Aviation Maintenance Program (NAMP)	OPNAVINST 4790.2

**1-1 NAVAIR 00-25-100, NAVAL AIR SYSTEMS COMMAND TECHNICAL PUBLICATION LIBRARY
MANAGEMENT PROGRAM**

1-2 NAVAIR (NA) 00-25-100 describes the Naval Air Systems Command (NAVAIR) Technical Publications Library Management Program and provides procedures for operating and maintaining a Central or Dispersed Technical Publications Library. These procedures are mandatory for all Naval Aviation units as directed by COMNAVAIRFORINST 4790.2.

1-3 NA 00-25-100 was prepared for usage as a digital manual and optimized for usage in Portable Document File (PDF) format. On the computer, addition of hyperlinks enables the user to easily access the referenced work packages (WPs), paragraphs, and e-mail addresses. Website addresses in this issue are not linked due to security within the respective firewall. Copy the website address and paste into Internet Explorer to utilize the website address. After "jumping" to a hyperlinked reference, use the "Back arrow" key of the Adobe command line to return to your "previous view" location.

1-4 Technical manuals (TMs), Technical Directives (TDs), Military Specifications/Standards (MIL-SPECs/STDs), and other references cited in the text of this manual are identified by the basic number. For example, the directive COMNAVAIRFORINST 4790.2B will be identified as COMNAVAIRFORINST 4790.2. Refer to [WP 016 00](#) for the listing of latest referenced TMs, TDs, MIL-SPECs/STDs, and any other references utilized at the time of publishing this TM. It is the responsibility of the user to determine the current status of any references being used.

1-5 NA 00-25-100 will be viewable on the Naval Air Technical Data and Engineering Service Center (NATEC) website only. The reference may be printed out from the PDF format for use as a hard copy manual. Control of this manual will be in accordance with [WP 013 00](#).

2-1 TECHNICAL MANUAL PROGRAM

2-2 NA 00-25-604 provides NAVAIR TM providers and managers with guidance and an overview of the scope of the NAVAIR processes for the acquisition and life cycle management of NAVAIR technical publications. In addition, the manual also assigned roles and responsibilities for establishing, managing, monitoring and executing end-to-end TM processes.

3-1 USE OF THE TECHNICAL MANUAL

3-2 Navy TMs contain a description of weapons systems, weapons, components, and equipment with instructions for their use and maintenance. TMs are usually divided into two main types: operations and maintenance. They are grouped in a variety of categories predicated on the type of equipment used and the intended maintenance requirements.

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3-3 Some of the more frequently seen categories are: operations manuals, such as Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Manual and associated pocket checklists and Tactical Manual/Naval Aviation Technical Information Product (TACMAN/NATIP); maintenance manuals such as Maintenance Instruction Manuals (MIMs), including wiring repair manuals (WRMs), structural repair manuals (SRMs), and illustrated parts breakdown (IPB) manuals. A complete list of manuals is provided in [WP 004 00](#).

3-4 NAVAIR Logistics Product Data Competency (AIR 6.8.5) is assigned the responsibility of establishing, managing and monitoring the end-to-end policies, processes and execution for TMs. NAVAIR Code 6.8.5 Competency acts as the primary fleet champion for ensuring NAVAIR technical publication products have quality content and usability, in addition to this work package, which contains an overview of the TM management processes and the individual roles and responsibilities are standardized for “look and feel,” and distributed by standard processes in a timely manner.

3-5 It must be recognized not every task or maintenance procedure must, or will, be described in the manual. Standard shop practice, basic technical knowledge, task complexity and safety considerations are governing criteria for determining new manual requirements and/or change or revision requirements to existing manuals. When local user activity controversy arises concerning these areas, Type Commanders (TYCOMs) must render a decision concerning use or applicability.

3-6 When new instructions or procedures are required they will be incorporated into the TMs. Users can contribute to manual change through the utilization of the Technical Publications Deficiency Report (TPDR) through Joint Deficiency Reporting System (JDRS) ([WP 015 00](#)). For NATOPS flight and Tactical manuals, OPNAV Form 3710/6, NATOPS/Tactical Change Recommendation, other acceptable means as specified in OPNAVINST 3710.7 or Airworthiness Issue Resolution System (AIRS website) shall be used ([WP 015 00](#)).

4-1 COMPETENCY ALIGNED ORGANIZATION/INTEGRATED PROGRAM TEAM (CAO/IPT) ROLES AND RESPONSIBILITIES IN THE MANAGEMENT OF TECHNICAL MANUALS

4-2 The Program Management Office (PMO), through the Integrated Program Team/Fleet Support Team (IPT/FST), Logistics Element Managers (LEMs) or Data Managers (DMs) organization, identifies the need for TMs in support of new weapon systems, subsystems, support equipment, related hardware, firmware, or software procurements, or in support of hardware or software modification procurements, i.e., approved Engineering Change Proposals (ECPs).

4-3 Product Data Competency personnel are assigned responsibility for overall policy and processes for the centralized acquisition and sustainment of TMs. This responsibility entails development and maintenance of policy, procedures and specifications that ensure distribution and documentation that will effectively support weapons and equipment in the hands of the fleet user.

4-4 Under the CAO/IPT the Logistics Product Data Competency (AIR 6.8.5) is assigned the responsibility of establishing, managing, and monitoring the end-to-end policies, processes and execution thereof for technical publications. The AIR Code 6.8.5 Competency acts as the primary fleet champion for ensuring that NAVAIR's technical publication products achieve quality in content and usability, are standardized in “look and feel,” and are distributed by standard processes in a timely manner.

4-5 The LEM is the single point of contact for the program for all matters relating to the end-to-end management of publications for that program. The LEM's responsibilities include coordination and management of efforts across NAVAIR sites/organizations and contractors producing TMs. The LEM area of responsibility extends to oversight of IPT processes that may affect fleet Central Technical Publications Library (CTPL) management of the TM product. Competency managers should be engaged early in order to partner with programs to avoid stovepipe corporate or fleet processes.

4-6 **AUTHORIZED ISSUING COMMANDS.** TMs issued within the naval establishment for aircraft and related systems operation and maintenance are issued under the direction of the Commander, Naval Air Systems Command. Those TMs concerned with flight personnel training and air operations are issued by the authority of the Chief of Naval Operations (CNO) and under the direction of the Commander, Naval Air Systems Command.

4-7 **DIGITAL NAVAIR TECHNICAL DATA.** NAVAIR Code 6.8.5 Competency defines all policies relative to the creation, storage and distribution of digital technical data for NAVAIR. NATEC enforces all policies relative to the creation, storage, and distribution of digital technical data for NAVAIR. The driving force behind NAVAIR technical data policy is to ensure configuration management standardization and ease of use by the fleet maintainer.

4-8 To ensure configuration management and control of technical data, NATEC is designated as the central repository for all NAVAIR TMs, whether they are in paper or digital format. NATEC will distribute TMs in paper, CD-ROM, DVD or any other digital format. Any deviation from this policy will require a written waiver from NAVAIR Code 6.8.5 Competency.

4-9 The NATEC website and/or Joint Knowledge Caching Server (JKCS) are the ONLY official repositories for storage and distribution of NAVAIR TMs. If there is a difference in configuration between the NATEC Website and JKCS, the NATEC Website will be the authoritative source. Distribution of NAVAIR TMs for maintenance purposes without a written waiver from NAVAIR Code 6.8.5 Competency is prohibited. Additional data is available concerning digital TMs in [WP 011 00](#).

5-1 USE OF OTHER NAVY/ARMY/AIR FORCE PUBLICATIONS IN THE NAVAIR SYSTEM

5-2 In addition to the documents prepared and published by NAVAIR, the Technical Manual Program uses various TMs and publications prepared by other Naval Systems Commands, the U.S. Army, and the U.S. Air Force. In most cases, joint use TMs will be issued a publication number by each using service with the top number being the service having cognizance of the manual, i.e., Navy, Air Force, and Army.

5-3 Joint use Air Force and Army TMs should be requisitioned in accordance with the instructions identified in [WP 006 00](#). Requisition other NAVAIR publications media by following the procedural instructions appearing in [WP 006 00](#).

6-1 APPROVED TECHNICAL PUBLICATIONS LIBRARY PROGRAM

6-2 The NATEC Technical Manual Application System (TMAPS) Enhanced Library Management System (ELMS) is the only automated system authorized for use in managing NAVAIR technical data in the CTPL. The ELMS application user is not required to submit an Automatic Distribution Requirements List (ADRL) because their requirements are updated as "real time" via the NATEC TMAPS website. For further guidelines in validating TMs maintained by the customer, refer to [WP 010 00](#).

6-3 If assistance is required, please contact a Technical Publications Specialist (TPS) ([WP 003 00](#)) or send email to nani_customerservice@navy.mil.

7-1 USE OF SHALL, SHOULD, MAY AND WILL

7-2 The usage and intended meaning of "shall," "should," "may," and "will" utilized in the preparation of this publication as follows:

"Shall" means procedure is mandatory.

"Should" means procedure is recommended.

"May" and "need not" mean procedure is optional.

"Will" indicates futurity and never indicates any degree of requirement for application of a procedure. Use the word "shall" to express a mandatory or binding provision.

8-1 COMMENTS AND RECOMMENDATIONS

8-2 This manual has been prepared under the cognizance of NATEC, Code 6.8.5. Comments and recommendations by user personnel are appreciated.

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8-3 TPDRs against this manual, shall be entered directly through JDRS. To view existing TPDRs, to this release, customer views both JDRS and NATEC websites for TPDRs prior to July 2010 (viewed in TMAPS only). If the customer needs to review existing ones on the NATEC website, log onto the NATEC website, select Technical Manual Application System (TMAPS), then select "Publication Deficiency Reports (TPDR)." For further information refer to [WP 015 00](#).

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER CUSTOMER SERVICE
SUPPORT DIVISION**

Reference Material

Naval Air Systems Command Fleet Support/Integrated Program Team

Acquisition and Sustainment of NAVAIR Technical Manuals NAVAIR 00-25-604

**1-1 NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER NATIONAL LIBRARY
MANAGEMENT LEAD (NATEC CODE 6.8)**

1-2 The Naval Air Technical Data and Engineering Service Center (NATEC) National Library Management Lead interfaces with fleet user activities to resolve issues associated with the use of all technical data products posted or hosted by NATEC and provides a variety of National Library Support Services. NATEC 6.8 Library Management Support includes the management of Central Technical Publications Library (CTPL) policy as detailed in NAVAIR (NA) 00-25-100 and coordination of the Annual CTPL Team Fleet Library Management Training Symposium. NATEC Technical Publication Specialist (TPS) and the Customer Service Support Division (Code 6.8.5.3.2) are two (2) of the National Librarian Support Services.

2-1 TECHNICAL PUBLICATIONS SPECIALIST

2-2 While technical manual (TM) assistance may be obtained from all NATEC library management personnel, TPSs are pre-positioned at Naval Air Stations (NASs) throughout the country. The primary function is to respond to the user community on TM/library questions and problems.

2-3 Highlights of the services available to the user activities from the TPS are as follows:

- Investigate and analyze various technical data and library management problems and recommend solutions.
- Serve as NATEC liaison to fleet user activities concerning initial outfitting requirements and automatic distribution.
- Liaison with CTPL librarians in management/administration of the Technical Publications Library and Enhanced Library Management System (ELMS) Program.
- Provide feedback to NATEC Headquarters staff on technical publication problems encountered at fleet activities, including determining the validity of NAVAIR TMs.
- Provide information on improvements to the NAVAIR Technical Documentation Program.
- Assist user activities in resolving problems encountered in any phase of technical documentation.
- Provide technical guidance and assistance in the establishment and maintenance of a central and/or a dispersed technical publications library ashore or afloat.
- Assist user activities in distribution, initial outfitting, and automatic distribution problems.

2-4 TPS may be contacted at the following addresses: email to nani_customerservice@navy.mil or by calling the appropriate telephone numbers. In the event the TPS servicing your area cannot be contacted, you are encouraged to contact one of the other TPS for assistance.

Officer in Charge

Naval Air Technical Data and Engineering Service Center DET Mid-Atlantic

ATTN: Technical Publication Specialist Code 6.8.5.3.2

1084 Pocahontas Street Suite 217

Norfolk, VA 23511-2121

Message address: NATEC QA DIVLANT NAS NORFOLK VA //6.8.5.3.2//

DSN: 564-7477

Commercial: (757) 444-7477

FAX DSN: 565-2817

FAX Commercial: (757) 445-2817

Officer in Charge
Naval Air Technical Data and Engineering Service Center Southeast Jacksonville
ATTN: Technical Publications Specialist Code 6.8.5.3.2
P.O. Box 75
NAS Jacksonville, FL 32212-0075
Message address: NATEC DET JACKSONVILLE FL//6.8.5.3.2//
DSN: 942-1322
Commercial: (904) 542-1322
FAX DSN: 942-3373
FAX Commercial: (904) 542-3373

Director
Naval Air Technical Data and Engineering Service Center (NATEC)
ATTN: Technical Publication Specialist Code 6.8.5.3.2
NAS North Island, Bldg. 90
P.O. Box 357031
San Diego, CA 92135-7031
Message address: NATEC SAN DIEGO CA//6.8.5.3.2//
DSN: 735-3378
Commercial: (619) 545-3378
FAX DSN: 735-2722
FAX Commercial: (619) 545-2722

2-5 If a TPS is not available, technical assistance may be obtained directly or by request to:

Director
Naval Air Technical Data and Engineering Service Center (NATEC)
ATTN: National Library Management Lead Code 6.8
NAS North Island, Bldg. 90
P.O. Box 357031
San Diego, CA 92135-7031
Message address:
NATEC SAN DIEGO CA//6.8.5.3.2//
DSN: 735-2353
Commercial: (619) 545-2353
FAX DSN: 735-2722
FAX Commercial: (619) 545-2722

NOTE

Contact any TPS personnel by sending an email to: nani_customerservice@navy.mil
to reach a collective address for all TPSs.

3-1 NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER CUSTOMER SERVICE SUPPORT DIVISION (CODE 6.8.5.3.2)

3-2 The Customer Service Support Division interfaces with fleet user activities to resolve issues associated with the use of all technical data products produced by NATEC. The branches that make up this division are Quality Assurance (QA), Freedom of Information Act (FOIA) and Maintenance Plan.

3-3 Duties of the Customer Service Support Division are as follows:

- Review and analyze automatic distribution problems, such as incorrect quantities and non-receipt of required publications.
- Liaison with CTPL librarians in management/administration of the Technical Publications Library and ELMS Program.

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- Resolve inventory control issues with NAVSUP Weapons System Support (WSS) and incorrectly packaged, missing, and delayed TMs, which are points of concern with the Defense Logistics Agency Document Services (DLADS) offices.
- Assist in the coordinating and controlling effort to provide identification and availability status information in response to special requests for technical data associated with the Individual Material Readiness List (IMRL) as issued by TYCOMs in support of new and/or renovated aircraft.
- Conduct studies of special problems in TM distribution.
- Manage the Customer Service Support Desk.

3-4 Customer Service Support Division, may be contacted at the following address or by calling the appropriate telephone number:

Director
Naval Air Technical Data and Engineering Service Center (NATEC)
ATTN: Customer Service Support Division Code 6.8.5.3.2
NAS North Island, Bldg. 90
P.O. Box 357031
San Diego, CA 92135-7031
Message address:
NATEC SAN DIEGO CA//6.8.5.3.2//
DSN: 735-1888
Commercial: (619) 545-1888
FAX DSN: 735-2722
FAX Commercial: (619) 545-2722

4-1 QUALITY ASSURANCE BRANCH

4-2 A continuing TM Quality Assurance (QA) Program must be maintained to assure the adequacy, accuracy, and usability of technical data and publications. To further enhance this effort, NAVAIRSYSCOMHQ authorized the establishment and implementation of a QA Branch within the NATEC organization to manage QA functions.

4-3 NATEC QA Branch is staffed with Data Management Specialists (DMS) to oversee the quality of manuals delivered to the Fleet. Normally the fleet technician will be associated with the DMS during In-Process Reviews (IPR), adequacy reviews or verifications. Each of these quality assurance meetings is convened to evaluate the TM format and technical content.

4-4 For further information on the QA Branch, refer to AL-855TM-GYD-000 and NA 00-25-604, WP 008 00.

5-1 FREEDOM OF INFORMATION ACT INFORMATION ACT/PRIVACY ACT (FOIA/PA) BRANCH

5-2 A FOIA Program is maintained for the purpose of determining the release or denial of NAVAIR technical data under FOIA.

5-3 The branch also performs analysis and establishes fair and reasonable prices for sale of technical data to all authorized customers, including Foreign Military Sales (FMS), in accordance with applicable laws. Written requests may be received by postal service or other commercial delivery means, by facsimile or electronically via NATEC public email address: nani_foia@navy.mil.

6-1 MAINTENANCE PLAN BRANCH

6-2 Maintenance Plan Branch assists NAVAIR Competency to manage and/or assign the Maintenance Plan numbering as well as providing consultant work to Navy/Marine Corps activities, other government agencies and industry in the use of Maintenance Plan.

6-3 Some of the responsibilities include:

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- a. Manages the Maintenance Plan numbering system and assists in updating instructions applicable to the Maintenance Plan Program.
- b. Maintains a central repository of Maintenance Plans.
- c. Provides technical management representation to maintenance plan reviews and logistic support.

7-1 CUSTOMER SERVICE SUPPORT DESK

7-2 The Customer Service Support Desk was created to provide NATEC customers a central location for submitting requests for assistance with library management problems (i.e. establishing, maintaining, decommissioning, etc.) and website access (TMAPS, ELMS, JEDMICS, FOIA, etc.). A support ticket can be submitted via the NATEC website (under Customer Service), email to nani_customerservice@navy.mil or call Customer Service Support desk at (619) 545-1888.

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

CATEGORIES, NUMBERING, STYLE AND FORMAT OF NAVAIR TECHNICAL MANUALS

Reference Material

Technical Data Requisitioning Procedures	WP 009 00
Department of Defense Standard Practice, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals	MIL-STD-3001
Evaluation of Commercial Off-The-Shelf (COTS) Manual and Preparation of Supplemental Data	MIL-PRF-32216
General Specification for Work Package Style, Format, and Common Technical Content Requirements Technical Manuals (Work Package)	MIL-DTL-81927
General Style and Format Requirements, Standard Practice for Technical Manuals	MIL-STD-38784
NATOPS Program Technical Publications and Products; Style Format, and Common Technical Content	MIL-DTL-85025
Standard Technical Manual Identification Numbering Systems	N0000-00-IDX-000/TMINS

1-1 GENERAL

1-2 This work package (WP) contains descriptive information concerning the many elements of naval aviation that are covered by technical manuals (TMs). It is intended to make the user aware of the many and diverse categories of manuals required to properly support the operation and maintenance of naval aircraft and equipment.

1-3 Once the category of a manual is determined, code numbers are assigned to manuals for the purpose of identification. The numerical and alphabetical combination of a NAVAIR TM number identifies the basic equipment category, main groups within the category, specific item of equipment, type of usage, type or model designation and specific type of manual. Code numbers are identified as the conventional numbering system and the Technical Manual Identification Numbering System (TMINS).

2-1 TYPES OF TECHNICAL MANUALS

2-2 TMs are divided into two major types, operational and maintenance. These manuals are the basic source of information for definition of operating instructions, tactical applications, and the maintenance and upkeep of hardware. They are also the main source of support for a training program.

2-3 **OPERATIONAL MANUALS** are manuals and other forms of documentation that contain a description of weapon systems with instructions for their effective use. These manuals, i.e., Naval Air Training and Operating Procedures Standardization (NATOPS), tactical manuals, weapons loading, etc., contain informative descriptions of the weapon system, systems integration, operating instructions, operational application, safety and emergency procedures and other pertinent data exclusive of maintenance procedures. These manuals cover peculiar weapon system requirements for pilot training and flight instructions, aircraft tactics, including operational requirements related to computer initiated functions and actions, weapons loading, and in selected cases, cargo handling.

2-4 Naval Air Training and Operating Procedures Standardization Flight Manual

a. NATOPS Flight Manual (NFM) is written for a specific piloted aircraft or unmanned air vehicle (UAV) and contains standardized ground and flight operating procedures, training requirements, and technical data necessary for the safe and effective operation of the aircraft or UAV. NATOPS flight manuals do not include tactical doctrine. They are compiled and kept current by fleet reviews.

b. Each NFM contains a Letter of Promulgation (LOP) signed by the officer delegated such authority by the Chief of Naval Operations (CNO). NATOPS flight manuals are normally unclassified publications.

Classified subject matter may be placed in a NATOPS flight manual supplement in order to maintain an unclassified NATOPS flight manual.

2-5 Naval Air Training and Operating Procedures Standardization Manual (General Series)

Different from a NATOPS flight manual in that it contains general system descriptions and procedures or reference information for aircraft-related operations and evolutions (e.g. Aircraft Refueling NATOPS, Aircraft Carrier (CV) NATOPS, Landing Signal Officer [(LSO) NATOPS] and is normally not for just one model of aircraft or UAV. This manual is subject to the same standardized formatting requirements as NATOPS flight manuals, but its chapters are organized appropriately for the subject addressed by the publication title.

2-6 Pilot's Pocket Checklists/Flight Crew Checklists

An abbreviated extension to NATOPS data released in a special "knee pad" checklist format. They contain performance and reference data and emergency, normal, and special procedures. They are step-by-step abbreviations of the amplified NATOPS manual procedures prepared for direct cockpit application.

2-7 Functional Check Flight Checklists

These are required to determine whether the airframe, power plant, accessories, and other items of equipment are functioning in accordance with predetermined standards while subjected to the intended operating environment. Such flights are conducted when it is not possible to determine proper operation by ground checks, i.e., aerodynamic reaction, air loading, or signal propagation.

2-8 Tactical Manuals

Supplement the NATOPS flight manual. Described therein is information on tactics, weaponry, and air combat maneuvering with procedures and techniques to be used that are based on tactical situations and mission assignments. These documents are also under CNO cognizance, and as a result thereof, are integrated into the Naval Warfare Publication (NWP) program.

2-9 Airborne Weapons/Stores Loading Manuals

Promulgate information required to convert aircraft armament systems to respond to various mission assignments, perform functional checkout of aircraft weapons control and release systems, and describe the loading/unloading of airborne weapons or stores. The manual explains standard loading criteria and procedures predicated on tactical doctrine. These documents are also released under a LOP specifying that the procedures stipulated are mandatory.

2-10 Weapons Loading Checklists

These are abbreviated step-by-step procedures taken from the amplified procedures displayed in the weapon/stores loading manuals. Normally used for training as well as for direct loading/unloading support.

2-11 Cargo Loading Manuals

Publications prepared for selected cargo-type aircraft. They contain procedures for loading, securing, and unloading of cargo. As far as possible, all typical loads (ground equipment, troops, engines, etc.) and other assigned transport missions are covered and illustrated. Displayed information covers the description of the aircraft and its cargo features, the preparation of the aircraft for loading, general instructions for cargo loading/unloading, load security, and loading of specialized cargo. Most cargo loading documentation is subject to controls identical to NATOPS.

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2-12 **MAINTENANCE MANUALS** are documents containing a description and instruction for the effective use and support of the weapon system from a viewpoint of upkeep and repair. These manuals incorporate maintenance procedure information such as operation, troubleshooting, fault detection, installation, testing, assembly, disassembly, repair, and supply support in the form of an illustrated parts breakdown (IPB).

2-13 General Engineering Series Manuals

General Engineering Series manuals cover standard aviation maintenance practices, which apply to all aircraft rather than to a particular type, model, or series. These documents serve as useful training tools and preclude duplication of standard practices in other manuals. In the event that there is a conflict between the manual for a specific system and the procedures contained in the general engineering series manual, the latest dated issue of either the maintenance manual or general engineering series manual shall take precedence.

2-14 Technical Documentation List

Prepared similar to an index but structured with a view to assisting maintenance personnel in the selection of appropriate manuals required for maintenance support. All manuals applicable to a weapon system are listed. These listings are presented in three basic formats: Numerically by assigned TM number; system, subsystem, and component part number or type designator to TM number; and by Support Equipment part number or type designator to TM number. This index is referred to by other titles: Technical Manual List, Aircraft Documentation List, or List of Applicable Publications.

2-15 Maintenance Instruction Manuals

Maintenance Instruction Manuals (MIMs) provide both general and specific instructions which are required for maintenance at organizational, intermediate, or depot levels of maintenance on aircraft, weapons systems, equipment, components, and support equipment.

2-16 Wiring Manuals

Wiring Manuals comprised of wiring data/diagram, wiring list, wiring repair, wiring connector repair, and functional flow diagram documentation.

- Wiring data/diagram manuals describe functions and makeup of each power control/signal as interfaced with mechanical systems and in composite wiring information for all systems, subsystems, and equipment as installed in an aircraft weapon system.
- Wire lists are computer generated tabular listings used as reference data to cross reference wire number to junction point list and junction point to wire number list.
- A wire repair manual furnishes temporary and permanent repair data for every wire used in an aircraft weapon system. The wire connector repair document comprehensively supplies all maintenance information requirements for disassembly, repair, and assembly of each specific wiring connector.
- Functional flow diagram publications are maintenance support documents, used in conjunction with troubleshooting procedures to provide point-to-point closed loop wiring of the aircraft weapon system and its systems and subsystems.

2-17 General Aircraft Information Manual

General Aircraft Information Manual may be subdivided into Plane Captain's Manual, Ground Handling Manual, and General Information and Servicing Manual. Contained therein is a general description of the aircraft, which shows dimensions, aircraft stations, access openings, engine operation, ground or carrier handling/servicing, hazardous areas, and emergency procedures.

I 2-18 Weight and Balance Data Manuals (NAVAIR 01-1B-40, NAVAIR 01-1B-50)

- a. Used jointly with the U.S. Air Force. They provide a standard system for recording field weight and balance of certain aircraft. The original manufacturer prior to delivery of the aircraft to the Navy prepares the initial development of forms, charts, and records contained in the manual.
- b. The document remains with the aircraft during its entire service life and provides a means of maintaining a continuous, current record of the aircraft's basic weight, balance, and loading data. The records are maintained by the aircraft-reporting custodian and overhaul activities and must be brought up-to-date prior to any transfer of aircraft.
- c. NAVAIR 01-1B-50, USN Aircraft Weight and Balance Control Manual, provides requirements, procedures, and responsibilities for weight and balance control of Navy aircraft.

2-19 Crew Station/In-Flight Maintenance Manuals

These manuals are specifically designed for large, high-density avionics aircraft employing sophisticated computer-controlled, integrated weapon systems. They are an aid in maintaining mission capability and assist in accomplishment of rapid fault detection and possible corrective action while the aircraft is still airborne and are prepared to the same general specifications as aircraft manuals. However, they are tailored to their specific functional application. Information covers basic description, theory and troubleshooting, checkout, assembly, disassembly, maintenance, servicing, and handling.

2-20 Airborne Missile Weapons Assembly Checklists

Provide an abbreviated, unclassified, procedural reference, which can be used as a guide for step-by-step assembly of missiles or weapons.

2-21 Structural Repair Manuals

Contains specialized repair information required by maintenance personnel to determine the extent of aircraft structural damage and instructions for performing a permanent or one time flight repair.

2-22 Illustrated Parts Breakdown Manuals

- a. IPBs contain a listing of weapon systems/component parts keyed to line art illustrations. The IPB serves a dual function to assist both maintenance and supply. Material is illustrated by exploded view, listed in the order of top-down breakdown and referenced to material availability through Source, Maintenance, and Recoverability (SM&R) code listings.
- b. The IPB is prepared as a part of the WP, but also may be an associated document to the related maintenance manual or incorporated in the basic manual as a separate WP. It is used to identify, requisition, issue, and provide information on storing parts required for maintenance support.

2-23 Power Plants Manuals

- a. Referred to as reciprocating engines, jet propulsion/turbo shaft engines, rocket type jet engines, and Auxiliary Power Units (APUs). Organizational (installed) maintenance is covered in the power plants volume of the MIM prepared by the aircraft manufacturer. However, uninstalled intermediate and depot information is defined in specialized engine documentation prepared by the engine manufacturer.
- b. Content coverage extends from intermediate servicing and repairs to Complete Engine Repair (CER) to overhaul, all with an IPB. In some cases, CER is supported by a deck of Complete Engine Repair Requirements Cards (CERRCs).

2-24 Planned Maintenance System

- a. Planned Maintenance System (PMS) documentation is a series of manuals that portray selected maintenance requirements and inspections. These manuals provide the basis for planning, scheduling,

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and actual performance of scheduled maintenance requirements. The requirements are scheduled with intervals based on the predominant failure mode, such as calendar time, flight/operation hours, or numbers of cycles/events.

b. Some of the more important applications are:

- Turnaround Checklists have been prepared to support inspection of exterior and interior aircraft surfaces in an abbreviated walk-around order. The requirements cover those items necessary to determine obvious defects that may have occurred during each flight, i.e., pre-operational, post-operational.
- Daily/Special/Preservation/Conditional/Aircraft Service Period Adjustment (ASPA) Manuals cover the minimum daily inspection requirements, as well as servicing, special inspections, and, if applicable, conditional inspections. Special inspections are defined as those that are performed on a prescribed number of days, flight hours, operating hours, or cycles. After thorough cleaning has been accomplished, preservation inspections are made of all areas of the aircraft for evidence of corrosion or other deterioration in order to permit accurate assessment of the preservation process at the end of the preservation period. Conditional inspections are unscheduled inspections that must be accomplished as the result of an overstressed or over limit condition, i.e., excessive "G" forces, hard landings, over speed or over temp engines, etc. ASPA evaluations are conditional maintenance actions, which are depot level evaluations of aircraft general material condition.
- Phase Maintenance Requirements Cards divide the total scheduled maintenance requirements into small packages (phases) of approximately the same work content, which are accomplished sequentially at specific intervals.
- Periodic Maintenance Information Cards (PMIC) identifies all scheduled or forced removal items and their replacement intervals. They also contain a record of applicable technical directives, a maintenance requirements index (by system), and a conditional inspection listing.
- Airborne Weapons Assembly Manuals provide organizational and intermediate maintenance activities with detailed information for weapons uncanning/recanning and inspection, component unpackaging/repackaging and inspection, and weapons assembly and inspection criteria for assembled weapons.
- Cross Servicing Schedules/Guides contain information required by North Atlantic Treaty Organization (NATO) activities for spares and servicing of U. S. Navy and Marine Corps aircraft without the use of special types of equipment.

3-1 OTHER TECHNICAL MANUALS

3-2 **OTHER TECHNICAL MANUALS** are grouped in a variety of categories predicated on the type of equipment used and the peculiarities of the maintenance requirement. The following paragraphs identify and briefly explain each of the more frequently seen categories ([figure 1](#)).

3-3 Technical Manuals for Research and Development

TMs for Research and Development (R&D) shall be no more complete or extensive in coverage than essential to support operation and onsite maintenance during the life of the test program. Documentation required in support of R&D, which could be applicable to the NAVAIR TM, will be procured in a format that may be readily expanded into formal manuals in accordance with appropriate specification requirements.

3-4 Technical Manuals Developed for Operational Evaluation or Technical Evaluation

a. Technical Manuals Developed for Operational Evaluation (OPEVAL) or Technical Evaluation (TECHEVAL) is prepared to control specifications and shall be complete and adequate for their intended use. They shall reflect the applicable maintenance concept.

b. The selected levels of maintenance control the depth of coverage. Manuals will appear in the topic-oriented, sectionalized conventional format, the WP format, which aligns data functionally by task, or the

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Interactive Electronic Technical Manual (IETM) format as required by the Technical Manual Contract Requirement (TMCR). Such manuals are marked for use for the OPEVAL or TECHEVAL.

3-5 General Series Manuals

General series manuals include information of interest to a major portion of the aviation community. Contained therein is TM indexes, Standard Aircraft Characteristics Manuals, and other miscellaneous TMs. Instructions in General Series TMs take precedence except when covered in a platform specific manual in greater detail with a more recent publication date.

3-6 Aviation Training Literature

Aviation training literature is issued by authority of the Deputy Chief of Naval Operations (DCNO) (AIR) which includes various air safety manuals and general aviation manuals prepared on subject material related to military skills, ratings, or operational maintenance procedures.

4-1 PRIMARY WEAPON SYSTEMS TECHNICAL MANUALS

4-2 PRIMARY WEAPON SYSTEMS TECHNICAL MANUALS are a combination of operation and maintenance documents, which specifically apply to major weapons systems such as aircraft, missiles, and unmanned drones or targets.

4-3 Aeronautical Component and Equipment Manuals

Cover all types of aircraft accessories and related equipment. Some of the most common are accessory, instrument, armament/ordnance, electronics/avionics, tools, test equipment, and support equipment such as test and shop equipment and ground handling equipment.

4-4 Component and Equipment Manuals

Component and equipment manuals are prepared as intermediate or depot documents, or a combination thereof. Occasionally these manuals will include general or specialized organizational data not included in the weapon system series. However, documentation policy prefers that organizational data appear in multivolume sets determined by equipment design complexity, data volume, and the maintenance plan or engineering analysis.

4-5 Challenge/Reply Checklists

Developed as a check of safety items and are applied to ejection seat maintenance.

5-1 SPECIAL APPLICATION TECHNICAL MANUAL SERIES

5-2 SPECIAL APPLICATION TECHNICAL MANUAL SERIES may be managed by the Central Technical Publications Library (CTPL) librarian and may include any of the manuals listed in the following paragraphs.

5-3 Aircraft Hardware and Rubber Materials Publications

These manuals provide descriptive and maintenance information on maintenance consumables such as aircraft wheels and tires.

5-4 Airfield Lighting Manuals

Airfield lighting manuals provide information and instructions covering the installation, adjustment, operation, maintenance, and IPB of airfield lighting facilities for night operation requirements at temporary or advanced air bases. Instructions are provided for use of the equipment in combat, non-combat, or training areas.

5-5 Instructional Equipment and Training Aids

Provide information for use and maintenance of instructional equipment, training aids, and trainer work unit code manuals. The data provided in these manuals include equipment intent, purpose, functional operation, maintenance, and the intended results.

5-6 Photographic Manuals

Photographic manuals provide all the necessary information required to operate and maintain photographic equipment. They provide instructions for film processing, storage of equipment, and specialized photography (aerial, periscope, unusual climatic conditions, etc.). Photo reproduction, projection, laboratory, and interpretation equipment are also provided. Service and overhaul of equipment is provided when essential and authorized for operational activities.

5-7 Aviation Life Support Systems Compact Disks/Manuals

- a. Aviation Life Support Systems (ALSS) Compact disks/manuals provide survival information and instructions for operation and maintenance of all personal survival equipment. These manuals include instructions for ejection seats, parachutes, survival equipment, portable oxygen equipment, and anti-G exposure suits.
- b. Information is provided for each item, including description, special tools, preparation for use, storage or shipment, operating instructions, inspection, maintenance, lubrication, troubleshooting, and an IPB, as applicable.

5-8 Standard Preservation and Packaging Information Manuals

- a. Provide instructions for the initial preservation treatment, procedures for maintaining preservation, and procedures for de-preserving aircraft, uninstalled aircraft engines, and dangerous materials. They also contain instructions for long term, extended shipment, short time (flyaway), and water or fire-fighting chemical damage types of preservation.
- b. Included in these manuals are required material and equipment and individual detailed preservation procedures for each component.

5-9 Meteorology Manuals

Provide general information on meteorology and instructions regarding the operation, maintenance, overhaul, and IPBs for various meteorology equipment. They include special procedures to be used when aircraft are operating in extreme climatic conditions. This series of manuals covers text and reference materials, climatological information, directive material, techniques and procedures and meteorological instruments.

5-10 Ships Installation Manuals

- a. Cover operation, maintenance (including troubleshooting preventative maintenance, lubrication, etc.), and overhaul with an IPB for aircraft launching and recovery equipment such as catapult, arresting gear, catapult deck gear, and accessories. Special instructions are included in this manual for inspection, operation, service, adjustment, maintenance, and emergency maintenance of accessories and items of special equipment installed with the main equipment.
- b. All safety precautions to be observed during operation to prevent improper use of equipment and injury to operating or overhaul personnel are also provided. These safety precautions protect both the pilots of aircraft and deck personnel involved with the operation of the equipment.

5-11 Air Traffic Control Manuals

Provide information for operation and maintenance of shipboard/shore-based air traffic control systems and equipment and precision air landing systems.

5-12 Aircraft Battle Damage Repair Manuals

- a. Aircraft Battle Damage Repair (ABDR) manuals are additional manuals provided for use under wartime conditions for those models, type, and series designated by the Naval Air Systems Command (AIR-4111).
- b. They contain data designed to enhance the capability and capacity of Navy/Marine Corps operational units to accomplish rapid repair of battle damaged aircraft that will increase aircraft availability, sortie generation, and continued capacity to fight in wartime, and, in the long term, increase the capability of the technicians to accomplish any repair in the aircraft. It must be stressed that the ABDR manual will only be used when authorized by the theatre commander.

6-1 OTHER TYPES OF TECHNICAL MANUALS, PUBLICATIONS AND DOCUMENTS

6-2 OTHER TYPES OF TECHNICAL MANUALS, PUBLICATIONS AND DOCUMENTS which may be retained by the CTPL are listed in the following paragraphs.

6-3 Department of Defense Publications

- a. Navy TMs, because of multiple applications, are used jointly between other elements of the Navy (i.e. NAVSEA and SPAWAR) and other services (i.e. U.S. Army and U.S. Air Force). These documents will normally carry the identification number of each using service.
- b. They will be under the management control of the primary executive service, which can be easily identified because its TM will be the top number on the title page of the TM. However, to simplify research, their NAVAIR number will be indexed in Naval Logistics Library (NLL) website (NAVSUP P2003).

6-4 Automated Type Technical Manuals

Automated type technical manuals do not follow normal documentation practices and standards. They can appear on tape, film or compact discs. Most of these items are used in conjunction with programmed automatic or semiautomatic test equipment. They are used to operate or monitor the operation of the equipment.

6-5 Commercial Manuals, Manufacturer's Service Bulletins, Maintenance Digests, and Other Periodicals

Guidelines prepared by weapons system and equipment manufacturers which are normally not authorized nor approved for distribution to naval personnel. An exception to this is when weapon system, sub-system, or support equipment is received from a weapon system and/or equipment manufacturer with only the manufacturers/commercial manual available.

7-1 NUMBER DESIGNATIONS FOR MAJOR CATEGORIES OF NAVAIR MANUALS

7-2 NAVAIR TMs are grouped into major categories ([figure 1](#)) to assist in the understanding of manual number assignments. Representative examples of number prefixes are listed in [figure 2](#).

7-3 Both the NAVAIR numbers and comparable TMINS number are shown where available. NAVAIR numbered manuals (known as conventional numbering) will not be reassigned TMINS numbers and neither will TMINS numbered manuals be reassigned NAVAIR numbers. A dual system, conventional and TMINS will remain in effect indefinitely.

7-4 Code numbers are assigned to manuals for the purpose of identification. The numerical and alphabetical combination of a NAVAIR TM number identifies the basic equipment category, main groups within the category, specific item of equipment, type of usage, type or model designation and specific type of manual. Code numbers are identified as the conventional numbering system and the Technical Manual Identification Numbering System (TMINS).

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7-5 **CONVENTIONAL NUMBERING SYSTEM.** The NAVAIR manual conventional numbering system consists of a prefix and combination of numbers and letters divided into three parts separated by dashes (figure 3). Additional numbers may be added to designate multiple volumes of a manual.

- a. The TM prefix, i.e., NAVAIR, identifies the command responsible for developing and maintaining the manual (figure 3).
- b. The three parts that make up the remaining portions of the number are as follows:
 - Part I of the TM number is a two digit number (in some cases, two digits and a letter) that designate the general subject classification or major category of the manual, i.e., 01 for airframes, 02 for power plants, 03 for accessories, etc.
 - Part II of the TM number consists of numbers and/or numbers and letters that identify either the basic aircraft model, manufacturer of specific aircraft and engine or the specific class, group, or subcategory of the manual, i.e., NAVAIR 01-E2AAA (Northrop Grumman), 01-75PAA (Lockheed Aeronautical Systems Company), 02B-10 (Pratt & Whitney) or NAVAIR 03-110 (jet engine fuel system and related equipment).
 - Part III of the TM number may or may not have identifiable numerical significance within the airframe, missile, and power plant series. The number usually identifies a particular type of manual, i.e., NAVAIR 01-XXXX-2 (-2 maintenance), NAVAIR 01-XXXX-3 (-3 structural repair), NAVAIR 01-XXXX-4 (-4 IPB), etc. (figure 4).
 - Additional numbers may be added to indicate system grouping breakout by volume or subsystem grouping by sub-volume, i.e., NAVAIR 01-XXXX-2-2. The second -2 indicates the second volume of the maintenance series, which is usually grouped by system. Periods in a TM number should only be used when a manual is part of a multivolume set due to its size and requires more than one 3-inch binder to store it in.
 - If the number assignment is NAVAIR 01-XXXX-2-2.3 (or 01-XXX-2-2-3), the .3 (or -3) indicates a sub-volume or sub-system within a grouping. This system does not hold true in all cases. In many TM number assignments, the suffix numbers are assigned in numerical sequence for identification only and have no significance as to the type of manual.

7-6 **TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS).** The TMINS is a numbering system developed in coordination with other Systems Commands. This change was in response to a Naval Material Command sponsored project for standardizing TM numbers and their method of assignment.

7-7 The numbering system was promulgated by N0000-00-IDX-000/TMINS. The NAVAIR version of the TMINS was implemented by NATEC. The intent of TMINS was to provide a single user oriented numbering and indexing system and to satisfy the requirements of the Naval Material Systems Command for identifying, referencing, and requisitioning TMs and their associated revisions/changes.

7-8 TMINS assigns each TM a unique identifying alphanumeric number patterned after the 13 digit stock number, i.e., 0000-LP-000-0000. The 13-character TMINS number serves as the TM identification number. In addition to its identification number, TMINS contains a provision for adding a suffix, using a C, for confidential and an, S, for secret.

7-9 TMINS numbers are not to be used for requisitioning purposes. Use stock numbers for requisitioning.

7-10 Construction

- a. Most of the following information has been taken from N0000-00-IDX-000/TMINS and is provided herein to acquaint the reader with the basic philosophy of the TMINS.
- b. TMINS is a 13-character alphanumeric technical manual code number. The number is developed using Command, Commodity, Weapon System Designation, Subject Identifiers, Work Unit Codes, and acronyms.

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7-11 **CD-ROM NUMBERING SYSTEM FOR PDF MANUALS** (See [table 1](#)). The numbering system consists of a 13-position code, i.e., A1-CDFA18AD-001;

- Positions one and two (A1) indicate a NAVAIR TM and positions three and four (CD) indicates this is a CD-ROM.
- Positions one through four will always be "A1-CD."
- Positions five through seven indicate the type of manual (i.e. F18).
- Positions eight through ten are to be used for additional characters to describe the type of manual when three digits are not sufficient (i.e. F18C/D).
- When additional characters are not required these digits will be zeros. For instance, the first E-2C CD-ROM would be A1-CDE2C000-001 and the first F/A18A/B/C/D CD-ROM would be A1-CDFA18AD-001.
 - Designations for all other weapon systems peculiar TMs will use a three-position code (E2C).
 - The zero (0) is used in position five (TD) as a placeholder when not used as an identifying character, e.g., 0TD for Technical Directives.
 - Positions eight through ten are to be used for additional characters to describe the type of manual when three digits are not sufficient.
 - Positions eleven through thirteen will be in a sequence beginning at 001 and continuing, as required, to the highest sequence, 999.
 - A fully outfitted CTPL will have several types of TMs as indicated in positions five through ten.

7-12 Exceptions to the above numbering system are permitted for: (1) existing technical data in digital format such as Electronic CAD/PAD, NA 11-100-1.1-CD. The designator 11-100 indicates the material contained within is Cartridge Actuated Devices; and (2) technical data requested such as CD on Demand (COD).

7-13 COD's are numbered similarly to the weapons system; positions one through four are A1-CD. Positions five through ten are the Unit Identification Code (UIC).

- a. Positions eleven through thirteen are an alphabetical serial code beginning with AAA for the first CD-ROM ordered. This 13-position code will represent this CD-ROM for as long as it is needed.
- b. Subsequent orders for the manuals there in will use the same number, even if the composition is revised. The front of the CD-ROM will state that it supersedes previous issues.

7-14 Example of CD-ROM numbering is shown in [figure 5](#).

8-1 TECHNICAL MANUAL STYLES

8-2 **TECHNICAL MANUALS** are publications that contain instructions for the installation, operation, maintenance, training, and support of weapons systems, weapon system components and support equipment. TM information may be presented in any form or characteristic including, but not limited to, hard copy, audio and visual displays, magnetic tape, discs, and other electronic devices.

8-3 A TM normally contains operational and maintenance instructions, parts lists or parts breakdowns, and related technical information and procedures exclusive of administration procedures. They are prepared either in the conventional or work package concept style and format. Conventional style and format manuals are arranged in topic-sectionalized fashion by chapters containing sections. Work package concept style and format manuals are arranged sequentially by functions and tasks within a function as standalone maintenance units containing all data required for specific task performance.

8-4 **COMMERCIAL MANUALS**, also known as Commercial-Off-The-Shelf (COTS) manuals. Requirements for an acceptable commercial manual shall contain the data as established in MIL-PRF-32216. The manual shall precisely reflect the hardware configuration of the equipment/system. The amount of data required shall be determined by the complexity of the equipment. The manual shall consist of all data required for operation and maintenance of the equipment/system as determined by the contracting activity.

Table 1. CD Numbering Policy

Type	CD Number Format	CD Date	Remarks
Initial Distribution			
Single TM (PDF, HTML, XML)	TM Number	TM Cutoff Date (On Cover)	One TM per CD
IETM	A1-PLATFORM-IETM or A1-PLATFORM-IETM-YYY (starting with 01) or PMC-S1000DBIKE-U8025-00003-00_000-05.XML (For S1000D publications)	IETM Release Date	Single TM (new acquisition) or multiple TMs (legacy)
Set of TMs (PDF, HTML, XML)	A1-PLATFORM-yyy (starting with 001) or PMC-S1000DBIKE-U8025-00003-00_000-05.XML (For S1000D publications)	CD Creation Date	Multiple TMs in set.
Commissioning			
ADRL	A1-ADRLxxxxxx(uc)-yyy (starting with 100)	CD Release Date	Includes all IRACs linked in web copies.
Replenishment (On-Line Ordering)			
IETM	A1-PLATFORM-IETM-yyy (starting with 000)	IETM Release Date	Includes all bookmarks or ERACs present in database, or all IRACs linked in web copies.
Sets of TMs (PDF, HTML, XML)	A1-PLATFORM-yyy (starting with 001)	CD Creation Date	Includes all IRACs linked in web copies.
COD	A1-CODxxxxxx(uc)-xxx (starting with AAA)	CD Creation Date	Includes all IRACs linked in web copies.
ADRL	A1-ADRLxxxxxx(uc)-yyy (starting with 100)	CD Creation Date	Includes all IRACs linked in web copies.
NATOPS	A1-NATOPSPLATFORM-yyy (starting with 001)	CD Creation Date	Includes all ICs linked in web copies.
Others			
FMS	A1-CDxx(country code) yyyy (platform)-###(starting with 100)		
JPA	A1-PLATFORM-JPA-yyy (starting with 001)	JPA Release Date	

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8-5 When the COTS manual is accepted, the manual shall have a cover, title page, or first page showing the date the manual was issued, revision designator (if applicable), the manufacturer's identification name and address, the equipment name, the manufacturer's model designation, serial or identification numbers for the equipment covered, and copyright release statement.

9-1 CONVENTIONAL MANUAL ARRANGEMENT

9-2 The conventional topic-sectionalized technical manual format is still being used for NAVAIR TMs. In the conventional manual format, the manual is sectionalized and each section normally addresses one phase of maintenance related to the end item of equipment such as; Operation, Principles of Operation, Testing, Troubleshooting, etc. An IPB may be contained as a section in the manual or may be developed as a separate manual.

10-1 WORK PACKAGE MANUAL ARRANGEMENT

10-2 To foster improvements in technical information, greater emphasis has been placed on data accessibility, adequacy, accuracy, and overall documentation usability. The maintenance demands of higher technology systems resulted in a TM concept defined as a functionally assembled document, arranged in the general order of workflow, and grouped into small units covering individual tasks. These are called Work Packages (WPs).

10-3 WPs within the TM are defined as self-supporting units of information containing all data required for a technician to perform a specific task.

10-4 **WORK PACKAGE NUMBERING.** The individual WP is assigned a number that appears in the upper right hand corner of every page. The WPs are numbered in their order of arrangement within the TM. The WP number is a five-digit number arranged in blocks of three and two digits respectively, with one blank space between the third and fourth numerals i.e., 001 00.

a. The first three digits are assigned on the initial issue of the manual. Starting with 001, the numbers could progress in numerical sequence through 999.

b. Except for WP 001, the last two digits are used when a change (or revision) to the manual is issued adding a new WP whose technical content logically places the WP between two existing WPs. When this occurs, the new WP is numbered XXX 01. Example: WPs issued to be inserted between existing WPs 008 00, 009 00, and 010 00, would be numbered 008 01 and 009 01 respectively.

c. The only exceptions in the use of the last two digits are the assignment of WP 001 01 to the Numerical Index of Part Numbers and WP 001 02 to the Numerical Index of Reference Designations. In special circumstances, a contractor may request an exception to the military specification from NATEC, for the use of the last two digits.

11-1 APPENDICES

11-2 An appendix is used to include material in a manual that is not a part of the normal sequence of the manual, such as tables, charts, etc. Such added material becomes an integral part of the affected manual. When required, appendices follow the last section of a manual. Each appendix is identified with a capital letter, i.e., "Appendix A".

11-3 Pages, paragraphs, illustrations, and tables for appendices are numbered in Arabic numerals, preceded by the capital letters of the appendix, i.e., A-10 is the tenth page or paragraph in Appendix A; Figure B-10 is the tenth illustration in Appendix B; Table C-10 is the tenth table in Appendix C.

11-4 Appendices will not appear in work package manuals.

12-1 JOB PERFORMANCE AIDS

12-2 Job Performance Aids (JPA) are multimedia or static depictions that enhance current printed and digital repair manuals by offering an innovative and systematic approach to display performance of a specific maintenance procedure. JPAs integrate video, photographs or animations and sound in a variety

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of digital media or static format to address common mistakes and nuances that cannot be conveyed through the written word or traditional line-art format. As a visually-based method of learning that provides for rapid comprehension by workers. JPAs enable the capture of “real world” knowledge for transfer to other maintainers.

12-3 JPA shall be used as supplemental maintenance aids, developed in such a manner that they are complementary, but always subordinate, to the appropriate TM. Therefore, affected TMs shall be revised to reflect existence of any complementary JPAs. Fleet use of a JPA is authorized when the TM title page identifies applicable JPAs. A link to the JPA shall also be embedded in the digital PDF file of the affected TM. Further, all authorized JPAs shall be posted and usable from the NATEC website <https://mynatec.navair.navy.mil/>.

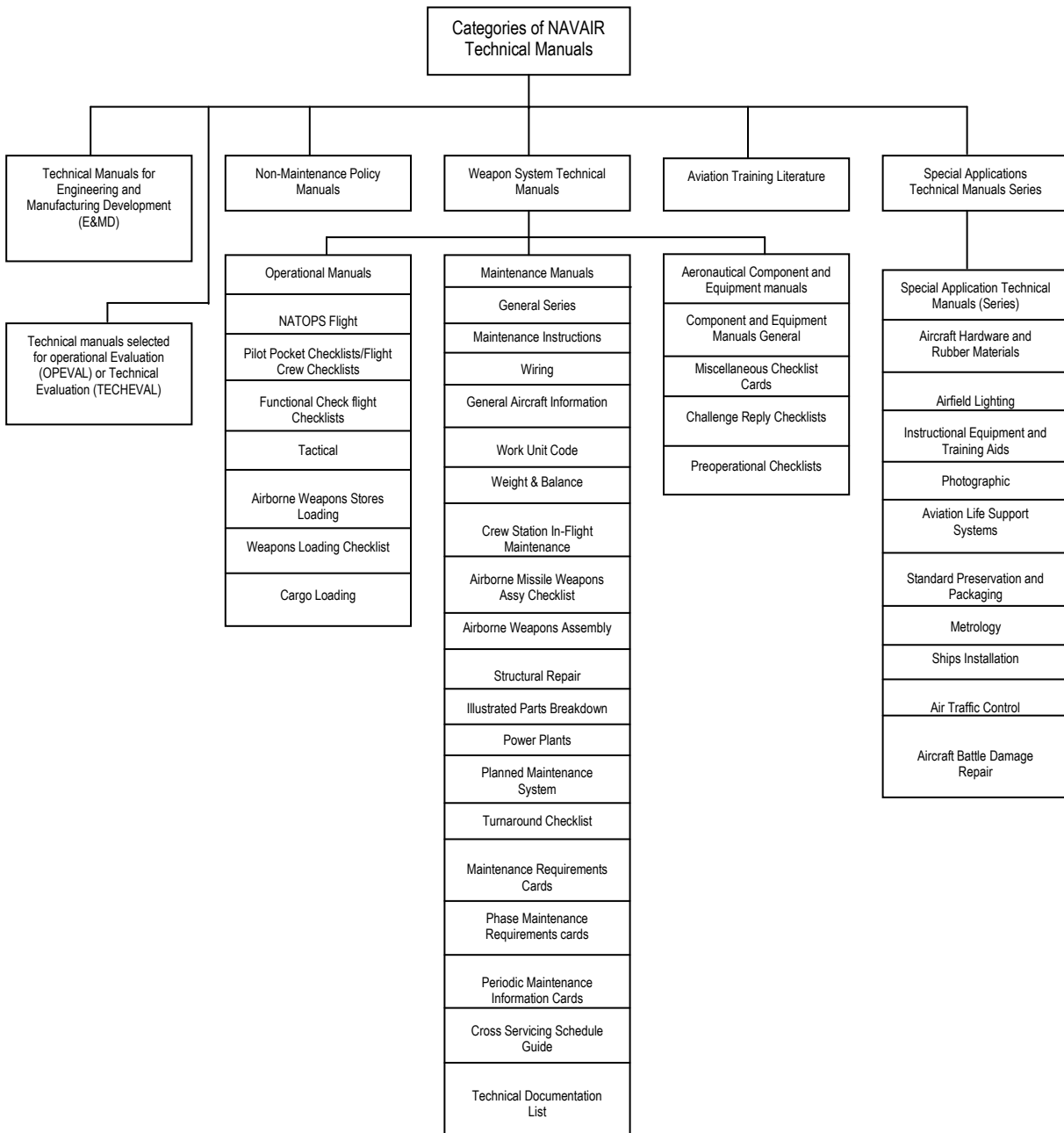


Figure 1. Categories of the NAVAIR Technical Manuals

NAVAIR NUMBER	SUBJECT	TMINS NUMBER
A.	00 Series --GENERAL	
00-25	Management and Procedures Manuals	
00-35	Allowance and Initial Outfitting List	
00-80	DCNO (AIR) Aviation Training Literature	
00-110	Standard Aircraft Characteristics	
B.	01 Series – AIRCRAFT, MISSILES, TARGETS AND DRONES	
01-AGM84	Boeing – AGM-84A Harpoon Missile	
01-AIM54	Hughes Aircraft – AIM-54A Phoenix Missile	
01-AV8	Boeing – AV-8B Harrier	
01-C9B	Boeing – C-9B Skytrain II	
01-E2	Northrop Grumman E-2 Hawkeye	
	Boeing – F-18 Hornet	A1-F18
01-H53	Sikorsky – H-53 Sea Stallion	A1-H53
	Sikorsky – H-60 Sea Hawk	A1-H60
01-MQM	Northrop – MQM-74C Chukar II Missile Target	
01-S3	Lockheed – S-3 Viking	
01-T34	Beech – T-34 Mentor	
01-VH3	Sikorsky – VH-3D Sea King	
01-1A	General Engineering Series	
01-15	Naval Air Warfare Center, Aircraft Division, Indianapolis	
01-30	Northrop	
01-40	Boeing – T-45	
01-45	Vought Aerospace Corporation	
01-60	Rockwell International Corporation	
01-75	Lockheed	
01-80	Naval Air Warfare Center, Weapons Division, China Lake	
01-85	Grumman	
01-90	Beech	
01-100	Ryan	
01-110	Bell	
01-230	Sikorsky	
01-245	McDonnell Douglas	
01-250	Boeing-Vertol	
01-260	Kaman	
01-265	Raytheon	
C.	01-700 Series – SPECIAL CHECKLISTS	
01-700	Airborne Weapons/Stores, Manuals/Checklists	
D.	02 Series – POWER PLANTS	
02-1	Aircraft Engines – General	A1-700
02A	Reciprocating Engines	A1-710
02A-35	Wright	
02B	Jet Propulsion Engine	A1-720
02B-5	Detroit Diesel, Allison Division	
02B-10	Pratt and Whitney	
02B-20	Pratt and Whitney Aircraft of Canada, Limited	
02B-30	Williams Research	
02B-105	General Electric	A1-F404/A1-T700

Figure 2. Number Designations of the Major Categories of NAVAIR Manuals (Sheet 1)

NAVAIR NUMBER	SUBJECT	TMINS NUMBER
E.	03 Series – ACCESSORIES	
03-1	General	A1-400
03-5	Electrical Equipment	A1-210
03-10	Fuel Systems	A1-470
03-15	Oil Systems	A1-750
03-20	Propellers and Accessories Equipment	A1-800
03-25	Wheels, Brakes, Struts, and related Equipment	A1-420
03-30	Air and Hydraulic Equipment	A1-440
03-35	Ice Eliminating Equipment	A1-450
03-40	Control Units	A1-650
03-45	Fire Extinguishers and Related Equipment	A1-610
03-50	Oxygen Equipment	A1-460
03-65	Pickup Equipment	A1-400
03-70	Heaters and Related Equipment	A1-640
03-75	Temperature Control Systems and Related Equipment	A1-650
03-80	Cabin Pressurizing Equipment	A1-460
03-90	Loading Equipment	A1-480
03-95	Helicopter Rotor and Related Equipment	A1-810
03-100	In-flight Refueling Equipment	A1-470
03-105	Turbine Starters	A1-725
03-110	Jet Engine Fuel Systems and Related Equipment	A1-760
03-600-XX-6-1	Accessories Series Maintenance Requirement Cards (Pre-operational Checklists)	A1-640XX-MRC-XX-6-1
03-600-XX-6-2	Accessories Series Maintenance Requirement Cards (Periodic Maintenance Requirement Manual)	A1-640XX-MRC-XX-6-2
F.	04 Series – AIRCRAFT HARDWARE AND RUBBER MATERIAL	
G.	05 Series – INSTRUMENTS	
05-1	General	AN-000
05-5	Tachometers	AN-524
05-10	Airspeed Indicators	AN-120
05-15	Aircraft Compasses	AN-410
05-20	Flight Instruments	AN-100
05-30	Altimeters	AN-110
05-35	Navigation Equipment	AN-400
05-40	Thermometers	AN-512
05-45	Automatic Pilots, Stabilization Systems and Related Equipment	AN-300
05-55	Self-Synchronous Instruments	AN-370
05-60	Electric Circuit Instruments	AN-700
05-65	Fuel Flow Meters and Content Gages	AN-610
05-70	Pressure, Systems, Gages, Indicators and Transmitters	AN-560
05-75	Engine Gage Units	AN-511
05-80	Suction Gages	AN-900
05-85	Ignition and Engine Analyzers	AG-501
05-90	Signal Assemblies	AN-500
05-95	Test Equipment (see 17 or 19 Series)	AG-500/AG-600
H.	06 Series – FUELS, LUBRICANTS AND GASES	
		AG-340
I.	07 Series – DOPES, AND PAINTS (See also 15 Series) (No current active manuals in TMAPS)	
J.	08 Series – ACCESSORIES (No current active manuals in TMAPS)	
K.	09 Series – INSTRUCTIONAL EQUIPMENT AND TRAINING AIDS (No current active manuals in TMAPS. See also 01 and 28 Series)	

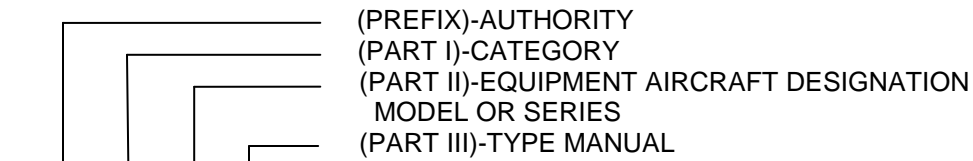
Figure 2. Number Designations of the Major Categories of NAVAIR Manuals (Sheet 2)

NAVAIR NUMBER	SUBJECT	TMINS NUMBER
L.	10 Series - PHOTOGRAPHY	
10-1	General	
10-10	Camera Equipment	AP-100
M.	11 Series – AVIATION ARMAMENT/ORDNANCE AND ACCESSORIES	
11-1	General	AW-000
11-5	Bombs, Depth Charges and Accessories	
11-10	Gun Mounts and Gun Accessories	
11-15	Pyrotechnics and Accessories	
11-45	Gun Turrets, Components and Accessories	
11-60	Automatic Flight Control Equipment	
11-70	Armament Control Systems, Components and Accessories	AW-240
11-75	Missiles and Related Accessories	AW-800
11-80	Mines, Mine Sweepers and Accessories	AW-550
11-85	Rockets and Accessories	
11-95	Guns, Gun Pods and Accessories	
11-100	Cartridge Actuating Devices	
11-110	Aircraft Bore sights	
11-120	Ship Weapons Installation	
11-140	Pre-Loaded Weapons Uninstalled Suspension Equipment Production Line Maintenance	AW-240XX-MMI
N.	13 Series – PARACHUTE AND PERSONAL SURVIVAL EQUIPMENT	
O.	15 Series – STANDARD PRESERVATION AND PACKAGING INSTRUCTIONS	
15-01	Aircraft , Airframes and Engines	
P.	16 Series – ELECTRONICS (See also 08 Series)	
16-1	General	AE-000
16-5	Radio, Radar	
16-30	Joint Nomenclature (Electronic Test Equipment)	
16-35	Joint Nomenclature (Electronic Test Components)	
16-40	Signal Corps – Nomenclature Radio Equipment	
16-45	Commercial British and Navy Electronic Test Equipment	
16-50	Automatic and Semi-Automatic Checkout Equipment	AE-190
16-60	Air Traffic Control Systems and Equipment	
16-65	Air Traffic Control Components	
16-70	Air Traffic Control Commercial and Vendor Manuals	
16-75	Test Tapes	
16-300	Certification Procedures (Security Equipment)	
16-600-XX-6-1	Electronic Series Maintenance Requirements Cards (Pre-operational Checklists)	
16-600-XX-6-2	Electronics Series Maintenance Requirements Cards (Periodic Maintenance Requirements Manual)	
Q.	17 Series – MACHINERY, TOOLS AND TEST EQUIPMENT	
17-1	Shop and Warehouse Machinery	AG-200
17-5	Shop and Warehouse Machinery, Powered Tools and Equipment	AG-400
17-10	Shop and Warehouse Machinery, Non-powered Tools and Equipment	
17-15	Lab and Shop Test and Inspection Equipment (See also 05-95 Series)	AG-600
17-20	Instrument Calibration Procedures	
17-25	Measure System Operation Procedures	
17-35	Miscellaneous Calibration and Metrology Requirement Lists	
17-50	Instrument Calibration Procedures	
17-75	Testers and Test Card Sets	
17-600-XX-6-1	Support Equipment Maintenance Requirement Cards (Pre-operational Checklist)	AG-200XX-MRC
17-600-XX-6-2	Support Equipment Maintenance Requirement Cards (Periodic Maintenance Requirement Manual)	AG-200XX-MRC

Figure 2. Number Designations of the Major Categories of NAVAIR Manuals (Sheet 3)

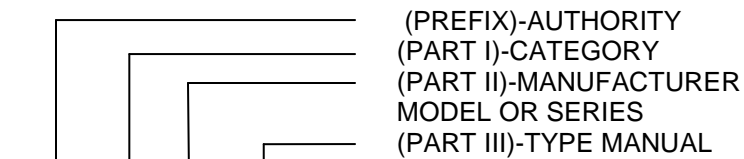
NAVAIR NUMBER	SUBJECT	TMINS NUMBER
R.	19 Series – GROUND SERVICING AND MOBILE EQUIPMENT	
19-1	General	AG-000
19-5	Oxygen Equipment	AG-100
19-10	Airfield Lighting Equipment	
19-15	Platform and Scaffolds	AG-220
19-20	Portable Shop Equipment	AG-200
19-25	Fire Truck, Miscellaneous Trucks and Trailers	AG-310
19-30	Field Starters (Mobile)	AG-320
19-35	Air Compressor (Other than Power Plant)	AG-210
19-40	Tractors and Aircraft Towing	AG-305
19-45	Mobile Electric Power Plants	AG-320
19-50	Generator for other than Power Plant	AG-110
19-60	Portable Heaters and Coolers	AG-160
19-70	Airplane Hydraulic Jacks	AG-250
19-75	Generators Skid or Trailer Mounted (Gas/Nitrogen)	AG-750
19-80	Motorized Material Handling Equipment	AG-300
19-95	Transporting and Locating Equipment Configuration	
19-100	Handling Equipment	AG-810
19-105	Gas Turbine Compressors and/or Power Units and Enclosures	AG-850
	Blower-Gasoline Driven	AG-900
19-600-XX-6-1	Support Equipment Maintenance Requirement Cards (Pre-operational Checklist)	AG-850XX-MRC
19-600-XX-6-2	Support Equipment Maintenance Requirement Cards (Periodic Maintenance Requirement Manual)	AG-850XX-MRC
S.	28 Series – INSTRUCTIONAL EQUIPMENT, TRAINING AIDS AND SONOBUOYS (See also 09 Series)	A8-300
T.	50 Series – METEOROLOGY DCNO (AIR) (See also 16 Series) Meteorological and Aero logical Weather Equipment	AM-400 (series)
U.	51 Series – SHIP INSTALLATIONS	
51-15	Catapults	
51-25	Catapult Support Gear	
	Homing Devices and Beacons	AE-175
51-40	Landing/Lighting Systems	
51-50	Visual Landing Aids	AD-400
51-60	Pilot-LSO Landing Aids, Auxiliary Landing Fields and Maps	
51-70	Jet Blast Deflectors	

Figure 2. Number Designations of the Major Categories of NAVAIR Manuals (Sheet 4)



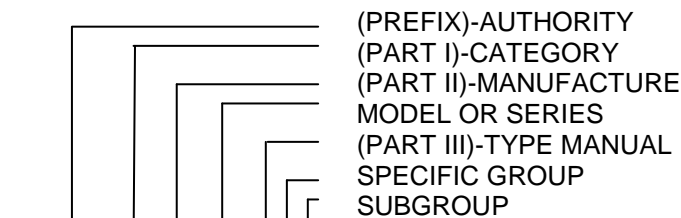
NAVAIR 01-E2AAF-1

NAVAL AIR SYSTEMS COMMAND
AIRFRAMES
NORTHROP GRUMMAN AEROSPACE COMPANY
MODEL OR SERIES AIRCRAFT (E2C+)
NATOPS FLIGHT MANUAL



NAVAIR 01-75PAC-1C

NAVAL AIR SYSTEMS COMMAND
AIRFRAMES
LOCKHEED AERONAUTICAL SYSTEMS
COMPANY
MODEL OR SERIES AIRCRAFT (P3C)
NATOPS NORMAL/EMERGENCY
CHECKLIST



NAVAIR 01-260HCD-2-2.1

NAVAL AIR SYSTEMS COMMAND
AIRFRAMES
KAMAN AEROSPACE CORP
SH-2D/F HELICOPTER
MAINTENANCE INSTRUCTION MANUAL
AIRFRAME GROUP
FLIGHT CONTROLS

Figure 3. Detailed Description of the Conventional Numbering System (Sheet 1)

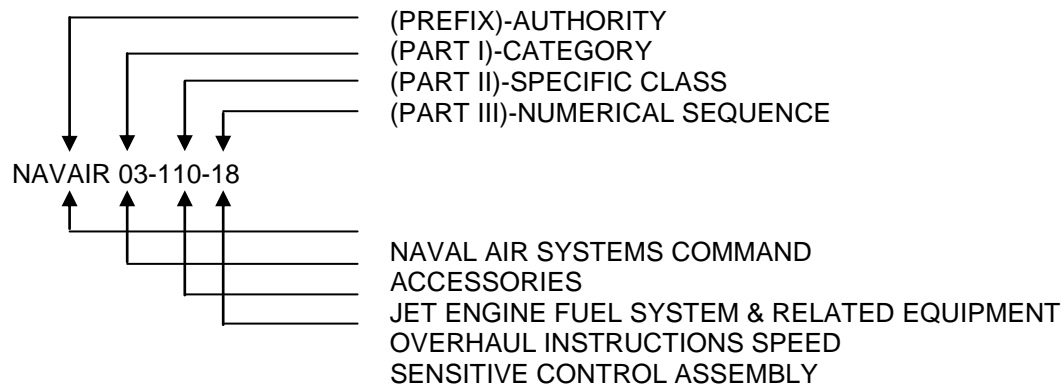
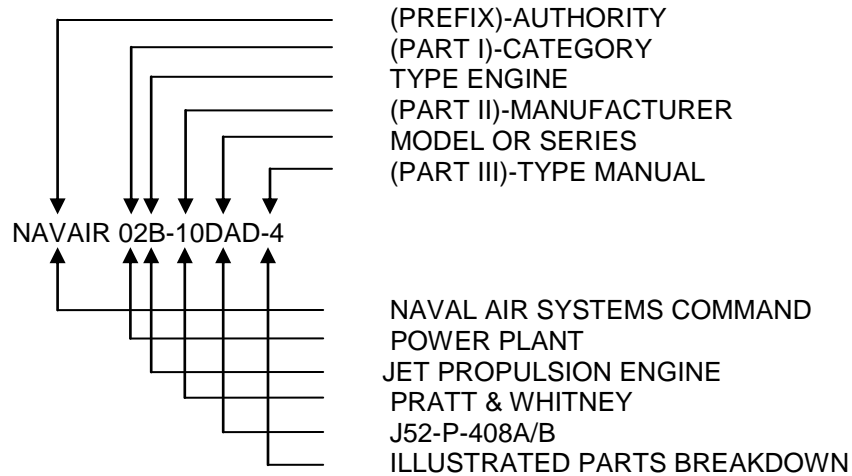


Figure 3. Detailed Description of the Conventional Numbering System (Sheet 2)

NAVAIR 01-XXXXX-0 (Technical Documentation List)

NAVAIR 01-XXXXX-1 (NATOPS Flight Manual)

NAVAIR 01-XXXXX-2 (Maintenance Instruction Manual)

NAVAIR 01-XXXXX-3 (Structural Repair Manual)

NAVAIR 01-XXXXX-4 (Illustrated Parts Breakdown)

NAVAIR 01-XXXXX-6 (Periodic Maintenance Information Cards)

NAVAIR 01-XXXXX-6-1 (Turnaround Checklist)

NAVAIR 01-XXXXX-6-2 (Daily/Servicing Maintenance Requirements
Cards)

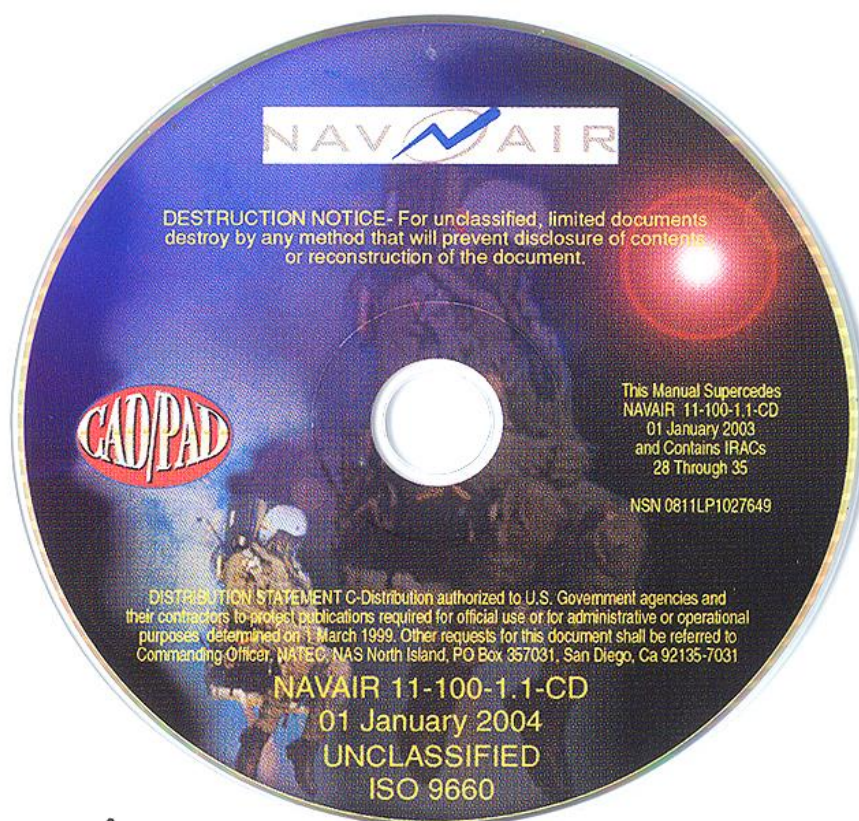
NAVAIR 01-XXXXX-6-3 (Special/Preservation/Conditional/
ASPA Maintenance Requirements Cards)

NAVAIR 01-XXXXX-6-4 (Phased Maintenance Requirements Cards)

NAVAIR 01-XXXXX-12 (Crew Station/In-Flight Maintenance Manual)

NAVAIR 01-XXXXX-75 (Airborne Weapons/Stores Loading Manual)

Figure 4. Types of Part III of the Conventional Numbering System Technical Manuals



Sample CAD/PAD Manual

Figure 5. Sample CD Numbering

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**SECURITY AND CLASSIFICATION REQUIREMENTS OF TECHNICAL MANUALS AND TECHNICAL
MANUAL SUPPLEMENT**

Reference Material

NAVAIR Technical Publications Deficiency Report Program	WP 015 00
Department of the Navy Information Security Program	SECNAV M-5510.36
Department of the Navy Security Classification Guides	OPNAVINST 5513.1
Distribution Statements on Technical Documents	DODINST 5230.24
General Specification for Work Package Style, Format, and Common Technical Content Requirements Technical Manual (Work Package Concept)	MIL-DTL-81927
Military Specification Technical Manuals General Style and Format Requirements	MIL-STD-38784

1-1 CONTROL OF CLASSIFIED PUBLICATIONS

1-2 As directed in Department of the Navy Information Security Program, SECNAV M-5510.36, each Commanding Officer will designate a Security Manager to be responsible for the administration of the Information Security Program for the command.

1-3 Each command shall publish written security procedures specifying how the requirements of SECNAV M-5510.36 will be accomplished within the command.

1-4 Close coordination between the Central Technical Publications Library (CTPL) librarian and the command's Security Manager is essential. Procedures will be established for the dissemination of classified material originated or received by the CTPL.

2-1 SECURITY AND CLASSIFICATION REQUIREMENTS

2-2 **GENERAL.** Department of the Navy Information Security Program Regulation SECNAV M-5510.36 provides all Department of the Navy activities and personnel with regulations and guidance for classifying and safeguarding classified information.

2-3 For Weapon System/Equipment/Component technical manuals, the applicable Navy security classification guidance (OPNAVINST 5513.1) and/or the Contract Security Classification Specification (DD Form 254) are the authority for classifying technical manuals (TMs). OPNAVINST 5513.1 and DD Form 254 are reviewed every 2 years and maintained current through coordination with NAVAIR Security (AIR-07T).

2-4 **SAFEGUARDING CLASSIFIED TECHNICAL MANUALS.** Storage, disposal, and handling of all classified TMs must conform to SECNAV M-5510.36 regulations. The NAVAIR TMs described in this publication are prepared in accordance with classification categories for unclassified, confidential, secret, or top-secret security requirements.

2-5 Classified TMs are appropriately marked and identified and must be safeguarded in accordance with SECNAV M-5510.36 regulations. SECNAV M-5510.36 regulations also establish the basic policy that no person shall be granted access to classified information that is subject to investigation under the provisions of this regulation unless it is clearly consistent with the interests of national security.

2-6 **IDENTIFYING SECURITY CLASSIFICATION OF TECHNICAL MANUALS** is based on the dissemination of technical documents. All newly created technical documents to include engineering drawings, standards, specifications, technical manuals, blueprints, drawings, plans, instructions, computer software and documentation, and other technical information that can be used or adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning that equipment.

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2-7 Department of Defense Instruction (DODINST) 5230.24 requires the assignment of distribution statements to facilitate control, distribution, and release of technical documents without the need to repeatedly refer questions to the originating command. The originating command may choose to make case-by-case exceptions to distribution limitations imposed by the statement. Distribution statements also provide the extent of secondary distribution that is permissible without further authorization or approval of the originating command. Distribution statement assignments are usually made by second echelon commands with program responsibility. (See [figure 1](#))

2-8 Classified technical documents shall be assigned Distribution Statements "B," "C," "D," "E," or "F." The distribution statement assigned to a classified document shall be retained on the document after its declassification or until specifically changed or removed by the originating command. Technical documents that are declassified and have no distribution statement assigned shall be handled as Distribution Statement F until changed by the originating command. For further information on the criteria for which statement will be utilized, refer to SECNAV M-5510.36, Chapter 8.

2-9 The distribution statement shall be located on the title of the manual no matter what format (paper/Electronic Technical Manual (ETM)/CD), followed by a "Destruction Notice" for both unclassified and classified media utilized in the library. The security classification of each TM can be determined by viewing the technical data for that manual on the NATEC website at <https://mynatec.navair.navy.mil/>.

2-10 **SECURITY CLASSIFICATION CHANGES** in classification of TMs will be processed as rapidly as possible after such action is approved.

a. These methods are used to accomplish technical manual classification change actions:

- Letter correspondence authorizing downgrading actions.
- Change or cancellation notices printed on title pages of TMs received.
- Electronic messages authorizing immediate classification actions.

b. Receipt of change notices through these methods constitutes authority for all holders of classified technical manuals to mark copies in accordance with the announced changes.

2-11 **PROCESSING INSTRUCTIONS FOR THE DECLASSIFICATION OF TECHNICAL MANUALS.**

Users shall inform the cognizant TM Logistics Element Manager (LEM) before taking local action to declassify TMs.

2-12 The TM LEM will request the NAVAIR Security Office (AIR-07T) and/or the appropriate command to confirm the classification. Accordingly, the cognizant TM LEM will advise the user of the proper classification.

2-13 **REPORTING UNSATISFACTORY SECURITY CLASSIFICATION OF TECHNICAL MANUALS.** If any using activity has reason to believe that security considerations fail to fully support the classification assigned to a specific manual, or the assigned classification is no longer applicable (downgrading required), the using activity should bring this issue to the attention of the activity's Security Officer. The using activity should then submit a Technical Publications Deficiency Report (TPDR), in accordance with the requirements described in [WP 015 00](#).

2-14 **QUESTIONS CONCERNING CLASSIFICATION OR SECURITY OF TECHNICAL MANUALS** shall be referred to the SECNAV M-5510.36 regulations and the using activity's Security Officer for additional guidance. Questions concerning classification or security technical manuals can also be referred to:

Naval Air Technical Data and Engineering Service Center
ATTN: Security Manager
NAS North Island, Bldg. 2
PO Box 357031
San Diego, CA 92135-7031
Commercial: (619) 545-2203
DSN: 735-2203

3-1 TECHNICAL MANUAL SUPPLEMENT

3-2 A supplement is a subsidiary document that complements information in a manual. It is prepared as specified in the basic contract or order and conforms in style and format to the requirements of the specifications used to prepare the basic manual.

3-3 **CLASSIFIED SUPPLEMENT.** When classified information comprises 10 percent or less of the manual's contents and is concentrated in one area of the TM, the information is normally prepared as a classified supplement to the manual. Such action permits the basic manual to be issued at a lower classification or as an unclassified manual.

3-4 The title pages of both the basic manual and the supplement contain a cross-reference note to each other. In the conventional numbering system, a classified supplement (either confidential or secret) is generally identified by a suffix letter, A, to the last numerical digit of the publication number. On the other hand, Technical Manual Identification Numbering System (TMINS) uses a "C" for confidential and an "S" for secret.

3-5 **SUPPLEMENT TO DEPARTMENT OF DEFENSE TECHNICAL MANUALS.** Occasionally, elements of Department of Defense make joint use of weapon systems or equipment. Under these circumstances the documents supporting the equipment are established for joint use. However, these manuals are normally prepared to the specifications and support concept of the executive or procuring service.

3-6 The Navy because of its unique shipboard operational environment must employ maintenance concepts and support criteria peculiar to its shipboard requirements. As a result, its selection of maintenance actions, support equipment, and spare parts differ greatly from that of other services. To support unique Navy shipboard requirements, NAVAIR procures either a separate manual or a supplement to an existing manual.

3-7 The distribution statement shall be located on the title page of the manual no matter what the format (paper/Electronic Technical Manual (ETM)/CD) plus one or more alphabetic or numeric suffixes and the word "supplement" printed at the top of the title page. The title pages of the basic and the supplement shall contain a cross-reference to each other.

3-8 **COMMERCIAL MANUAL SUPPLEMENT.** When a commercial manual has been approved, but requires additional data to make it completely adequate, a supplement will be prepared. A supplement is prepared to provide additional instructions, definition of maintenance concept, illustrations, and parts list data including Source, Maintenance, and Recoverability (SM&R) codes. A supplement shall be prepared in accordance with the technical manual general style and format requirements of military specification MIL-STD-38784.

DISTRIBUTION STATEMENTS

1. The following distribution statements are authorized for use on technical documents:

"DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited."

"DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only; (fill in reason) (date of determination). Other U.S. requests for this document shall be referred to (insert originating command)."

"DISTRIBUTION STATEMENT C: Distribution authorized to U.S. Government agencies and their contractors; (fill in reason) (date of determination). Other U.S. requests for this document shall be referred to (insert originating command)."

"DISTRIBUTION STATEMENT D: Distribution authorized to the Department of Defense and U.S. DoD contractors only, (fill in reason) (date of determination). Other U.S. requests shall be referred to (insert originating command)."

"DISTRIBUTION STATEMENT E: Distribution authorized to DoD Components only; (fill in reason) (date of determination). Other U.S. requests shall be referred to (insert originating command)."

"DISTRIBUTION STATEMENT F: Further dissemination only as directed by (insert originating command) (date of determination) or higher DoD authority."

Figure 1. Distribution Statements Used on Technical Manual Media

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**NAVAIR RELATED DOCUMENTATION CONTROLLED BY OTHER NAVY OR DEPARTMENT OF
DEFENSE ELEMENTS**

Reference Material

Technical Data Requisitioning Procedures	WP 009 00
Acquisition Management Systems and Data Requirements Control List	DOD 5010.12-L
Acquisition Streamlining and Standardization Information System (ASSIST)	https://assist.dla.mil/
Air Force Technical Order	TO 00-5-1
Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)	OPNAVINST 4790.15
Department of Defense website for DOD Issuance	http://www.dtic.mil/whs/directives/
Joint Service Index of Specialized Technical Handbooks	61JTCG/ME-1-2
Metrology and Calibration Program	NAVAIR 17-35MTL-1
Naval Aviation Maintenance Program (NAMP) http://www.navair.navy.mil/logistics/4790/	COMNAVAIRFORINST 4790.2
Naval Aviation Maintenance Program (NAMP) http://www.navair.navy.mil/logistics/4790/	OPNAVINST 4790.2
The Naval Ordnance Management Policy (NOMP)	OPNAV M-8000.16

1-1 DEFINITIONS OF SPECIFICATIONS AND STANDARDS

1-2 Specification and standards are issued by the Department of Defense (DOD) to standardize material and equipment used within the government service. Procuring activity will refer to a specification or standard in the contract when purchasing material or equipment for use by a government agency. This ensures the purchased material/equipment meets the requirements of the Navy and user activity.

- a. A typical example is the procurement of a technical manual (TM).
 - Naval Air Technical Data and Engineering Service Center (NATEC) impose selected specifications in the contract.
 - These specifications stipulate the format, technical content and illustrated parts breakdown (IPB) requirements. Additional specifications and standards details to be used in the TM data.
- b. Another example is that of hardware.
 - Bolts are procured in very large numbers.
 - When bolts are required, a procuring activity advertises for bids to provide X number of bolts in accordance with a designated specification or standard.
 - The specification or standard in turn fully describes the bolt by material to be used, bolt length, diameter, thread size, head size, and any other pertinent information to ensure uniformity of all bolts under that specification or standard number.

2-1 DEPARTMENT OF DEFENSE SINGLE STOCK POINT FOR MILITARY SPECIFICATIONS, STANDARDS AND RELATED PUBLICATIONS

2-2 **OVERVIEW.** Acquisition Streamlining and Standardization Information System (ASSIST) management/research database is the official source for the most current specifications and standards used by the DOD. The ASSIST-Online website provides free public access to most of the technical documents maintained in the ASSIST database. There is no charge for the program or for the documents. The main screen provides the following folders:

- a. Quick Search. ASSIST Quick Search allows searcher to conduct a simple document search of the ASSIST repository without having to register for ASSIST-Online. Searches may be made by Document Identification, Document Number, Title, and FSC/AREA.

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b. ASSISTDocs.com – Provides public access to standardization of digital and warehouse documents over the internet.

c. Shopping Wizard – An online shopping system with access to DOD specifications and standards in ASSIST. It makes it easy to search, collect and order. Searchers may place orders for documents in either paper or CD-ROM media formats by registering for a free customer account. All documents ordered through the ASSIST Shopping Wizard are available free of charge. The ASSIST Shopping Wizard provides a way to order documents that are not available in digital form.

2-3 The ASSIST Update is a bi-monthly summary of changes to the ASSIST document database and may be viewed or downloaded from the ASSIST website.

2-4 For more information please call customer service at (215)697-6396 or DSN 442-6396 or refer to the ASSIST website at <https://assist.dla.mil/>.

3-1 DATA ITEM DESCRIPTIONS

3-2 DIDs define the data required of a contractor to successfully solicit for a government contract. DIDs specifically define the data content, preparation instructions, format, and intended use. The Acquisition Management Systems and Data Requirements Control List (AMSDL) are no longer published, as all Data Item Descriptions (DIDs) have been incorporated into the ASSIST database. If you know the number of the DID(s) you are looking for and just want to download a copy of a few DIDs, then a good tool to use is the ASSIST-Quick Search.

4-1 DEPARTMENT OF DEFENSE ISSUANCES PROGRAM

4-2 The DOD Directives Program provides for the uniform development, processing, approval, publication, and review of DOD Directives, Instructions, Manuals, Directive-Type Memorandums, and Administrative Instructions. These directives collectively referred to as "DOD issuances," are the means for the DOD to convey its policies, responsibilities, and procedures. The authorized website for the posted DOD issuances is <http://www.dtic.mil/whs/directives>.

5-1 METROLOGY AND CALIBRATION PROGRAM

5-2 NAVAIR 17-35MTL-1, Metrology Requirements List, is an authoritative reference document containing data applicable to calibration of Navy Test, Measurement, and Diagnostic Equipment (TMDE), calibration standards. Detailed information concerning the Metrology and Calibration (METCAL) program is contained in Section 1 of NAVAIR 17-35MTL-1. Copies of applicable METCAL documents are contained in Section 5.

5-3 The NAVAIR 17-35MTL-1 is revised and distributed monthly by the Measurement Science Department (MSD) in the Metrology Products (METPRO) CD Disk. This CD also contains NAVAIR 17-35NCE-1, listing Navy calibration standards; NAVAIR 17-35NCA-1, listing Navy Calibration Activities; NAVAIR 17-35FR-06, Facility Requirements for Navy and Marine Corps Calibration Labs; NA 17-35QAL-15, Naval Aircraft Carrier and Amphibious Assault Ship METCAL Manual; and other pertinent general information. These manuals are maintained and distributed solely by MSD NSWS Corona Division.

5-4 Request for automatic distribution of METPRO is limited to U.S. Government activities and Navy contractors. Requests should be submitted via correspondence to MSD. All requests for initial issue or copies of METPRO shall be sent to:

Measurement Science Department (MS21)
Corona Division
Naval Surface Warfare Center
P.O. Box 5000
Corona, CA 92878-5000
e-mail: crna-metcal@navy.mil

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5-5 Navy Contractors should forward requests via their cognizant Government inspection or contracts administration office to the address in paragraph 5-4 above.

5-6 Recommended changes to information contained in any of the publications contained in METPRO should be forward to the address in paragraph 5-4 above.

5-7 METPRO CD disks may be entered into the ELMS database utilizing the CD number with a Pub Type "K." Individual manuals may be listed in the remarks section.

5-8 Problems installing METPRO on your stand-alone or Local Area Network (LAN) system or any questions regarding METPRO and Navy/Marine Corps Intranet (NMCI) shall be directed to:

Commanding Officer
Corona Division (MS21)
Naval Surface Warfare Center
P.O. Box 5000
Corona, CA 92878-5000
DSN: 933-5703
Commercial: (951)273-5703

6-1 NAVAIR INSTRUMENT CALIBRATION PROCEDURE PROGRAM

6-2 NAVAIR approved instrument calibration procedures (ICPs) are contained within METPRO CD Disks 2 and 3. Distribution of METPRO CD Disks 2 and 3 is provided to the Naval Aviation community overseas, CONUS shore activities, deployed ships and other Navy subscriber commands.

6-3 Under the Navy and Marine Corps I-level maintenance, work center (W/C) 670 is known as the Precision Measuring Equipment (PME) Branch, which manages and performs calibration and repair on selected TMDE. Work Center 670's dispersed library will receive at least one set of METPRO Disks. Any requests for a change in distribution quantities should be forwarded in writing to the address shown in paragraph 5-4 above.

6-4 Aircraft carriers and amphibious assault ships have historically operated three separate calibration programs managed by the Aircraft Intermediate Maintenance Department (AIMD) Officer, the Operations Officer, and either the Engineering or Reactor Officer. NAVAIR 17-35QAL-15 defines organization and responsibilities for the METCAL Program as they relate to the CVN/LHA/LHD community

6-5 A one-time request for approved calibration procedures may be requisitioned from the address shown in paragraph 5-4.

6-6 Configuration control of approved calibration procedures at W/C 670 shall be maintained as follows:

a. Print the approved calibration procedure from METPRO if so desired. If a paper copy already exists, ensure that the publication date matches the publication date in METPRO. The Work Center Supervisor (WCS) or designated individual will stamp the cover page of the procedure with the copy number, publication date, date printed, and the lab code establishing accountability. The stamp shall be controlled.

b. The paper copy of the procedure may be destroyed or filed once the calibration is complete. Procedures that are filed for future use must have: the procedure number, date the procedure was printed, and the number of copies logged in a logbook.

c. All printed copies found not matching the publication date in METPRO must be destroyed. Duplicate copies of printed procedures should be avoided. Quarterly, all printed procedures shall be inventoried and verified against METPRO.

6-7 Approved calibration procedures shall not be maintained by the CTPL librarian or entered into the Enhanced Library Management System (ELMS) Program. An entry for METPRO CD Disks 2 and 3 is the only entry required.

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6-8 Calibration Problem Reports (CPR's) are to be used solely by the activities for recommended changes and/or questions concerning the contents of NAVAIR 17-20 series calibration procedures. CPR's shall be attached to the ICP and annotated on the cover page. NAVAIR has directed that recommended changes/additions to METRL, and technical/logistical inquiries concerning NAVAIR matters be forwarded to NAVAVDEPOTOPSCEN, and Type Commander/Aircraft Controlling Custodian (TYCOM/ACC) as appropriate via chain of command to the address in paragraph 6-11. Pen and ink changes to the technical content of calibration procedures are not authorized.

6-9 Unclassified approved calibration procedures, which have undergone revision or change, will be published with the METPRO monthly update or at more frequent intervals, as needed, via e-mail.

6-10 TPDRs shall not be submitted to the NATEC for calibration procedures.

6-11 Requests for additional information on the NAVAIR ICP Program shall be directed to:

Commanding Officer
Corona Division (MS21)
Naval Surface Warfare Center
P.O. Box 5000
Corona, CA 92878-5000
DSN: 933-4456
Commercial: (951) 273-4456

7-1 NAVAL AVIATION MAINTENANCE PROGRAM

7-2 **OVERVIEW.** Per the Office of the Chief of Naval Operations (N781) guidance, the Commander Naval Air Forces (COMNAVAIRFOR) has responsibility for the administration and management of the NAMP and Commander Naval Air Forces (CNAF) shall be the primary authority for the assignment of maintenance responsibilities of tasks. OPNAV (N781) maintains policy oversight and sponsorship per OPNAVINST 4790.2.

7-3 There are two ways to access the OPNAVINST 4790.2, COMNAVAIRFORINST 4790.2 and current Computerized Self Evaluation Checklist (CSEC): Through the NAVAIR website directly <http://www.navair.navy.mil/logistics/4790/> or the NATEC website <https://mynatec.navair.navy.mil>.

7-4 **OPNAVINST 4790.2** outlines command, administrative and management relationships and establishes COMNAVAIRFOR as primary authority for assignment of maintenance responsibilities and tasks. It governs the management of all naval aviation maintenance. The objective of the NAMP is to meet aviation readiness and safety standards established by Chief of Naval Operations (CNO).

7-5 Excluded from the provisions of this instruction are air launched weapons, armament weapons support equipment [covered in Naval Ordnance Management Policy (NOMP)], missile targets and items of installed shipboard and shore-based equipment, such as launch and recovery equipment, optical landing systems, or other similar equipment. Questions regarding individual equipment applicability shall be forwarded to Commander Naval Air Forces (N422) for determination.

7-6 The NAMP provides an integrated system for the maintenance, manufacture and calibration of aeronautical equipment and material at the level of maintenance that will ensure optimum use of resources. It further provides for the protection of weapons systems from corrosive elements through an active corrosion control program, and the application of a systematic planned maintenance program. The NAMP also provides for the collection, analysis, and use of pertinent data to achieve cost-wise-readiness goals.

7-7 **COMNAVAIRFORINST 4790.2** outlines command, administrative and management relationships and establishes policies and procedures for assignment of maintenance responsibilities and tasks. It is the basic document and authority governing the management of all naval aviation maintenance.

7-8 The objective of the NAMP is to achieve and continually improve aviation material readiness and safety standards established by the CNO/COMNAVAIRFOR, with coordination from the Commandant of the Marine Corps (CMC), with optimum use of manpower, material, facilities, and funds.

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7-9 The Central Technical Publications Library (CTPL) Librarian shall ensure the most current version of the NAMP is readily accessible to all work centers and departments that are affected by NAMP policy and procedures. The CTPL Librarian shall contact the representative of the local intranet, Ship or Station AIS (as needed) to ensure a NAMP folder is established and available on the local share drive. If customer has a valid NATEC website account COMNAVAIRFORINST 4790.2 is available through the NATEC website homepage. To access, click on "Links" at the bottom of the homepage and at the next screen select "COMNAVAIRFORINST 4790.2B."

7-10 CTPL librarians are required to track, via ELMS, locally printed copies, to include partial printings [i.e. Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOPs)] and any additional digital copies within the maintenance department.

8-1 THE NAVAL ORDNANCE MANAGEMENT POLICY (OPNAV M-8000.16)

8-2 The Naval Ordnance Management Policy (NOMP) provides an integrated system for performing airborne weapons maintenance and all related support functions. It provides policy guidance, technical direction, management, and administration of all programs affecting activities responsible for airborne weapons maintenance including associated materials weapons and equipment. To use the website NOMP, go to <https://awis.navair.navy.mil/redshirt/>.

8-3 If replacement copies of the instruction are required with no attendant change in automatic distribution, copies may be obtained by submitting a letter, with justification, to:

Commander
NAWCWD
Code 671200D
1 Administration Circle
Mail Stop 6202
Ridgecrest, CA 93555
Commercial: (760)939-1861/3415/9492

8-4 **AUTOMATIC DISTRIBUTION.** To receive revisions and changes to this instruction, a unit must be established on the automatic distribution list maintained by the Naval Air Warfare Center Weapons Division (NAVAIRWARCENWPNDIV) for the Chief of Naval Operations. Within Navy and Marine Corps aviation activities, the internal control and distribution of this instruction is the responsibility of the Weapons Officer.

8-5 To become established on this list or to change distribution requirements, submit a letter (send to the address shown above), or email (on the website under "Contacts" list personnel to submit the email) with justification.

9-1 AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM (ALREMP) (OPNAVINST 4790.15)

9-2 The Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) provides an integrated system for performing maintenance and related support functions on ships installed aircraft launching and recovery systems and associated peripheral support systems and equipment. It provides policy guidance, technical direction, management, and administration of all programs affecting activities responsible for aircraft launch and recovery equipment maintenance including associated materials and equipment.

9-3 If replacement copies of this instruction are required with no attendant change in automatic distribution, copies may be obtained from <http://doni.daps.dla.mil/> or by submitting a letter to:

Office of the Chief of Naval Operation
2000 Navy Pentagon Room 4E563
Washington, DC 20350-2000
Commercial: (703) 614-7581
FAX Commercial: (703) 692-5317

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9-4 **AUTOMATIC DISTRIBUTION.** To receive revisions and changes to this instruction, a unit must be established on the automatic distribution list maintained by the CNO. To become established on this list or to change distribution requirements, submit a letter, with justification to the above address.

10-1 SPECIAL WEAPONS ORDNANCE PUBLICATIONS

10-2 Naval activities requiring Special Weapons Ordnance Publications (SWOPs) will submit their requirements via letter to the appropriate type commander to:

Director
Naval Surface Warfare Center
Indian Head Division Detachment McAlester
Code E51LMH
567 Army Ammunition Plant Road F
McAlester, OK 74501-5190
DSN: 956-6503
Commercial: (918)420-6503
FAX Commercial: (918)420-6619

11-1 JOINT TECHNICAL COORDINATING GROUP FOR MUNITIONS EFFECTIVENESS

11-2 Joint Technical Coordinating Group for Munitions Effectiveness (JTTCG/ME) products provide critical information needed for direct support of combat missions, war planning, and weapons development and deployment. They are used extensively throughout the military schools to train personnel in combat tactics and weaponeering. Users include Weaponeers, Commanders, Staff Officers, Analysts and War Fighters. JTTCG/ME is responsible for the Joint Munitions Effectiveness Manuals (JMEM). JMEM is a joint manual between Army, Air Force, Navy, and Marine Corps.

11-3 Activities having a requirement for distribution or one-time requirements for the above publications must obtain a Technical Handbook Distribution Code from the address listed in paragraph 11-4.

11-4 **JOINT SERVICE INDEX OF SPECIALIZED TECHNICAL HANDBOOKS, 61JTTCG/ME-1-2**, is the official document for determining status, security classification and ordering procedures for JTTCG/ME publications. Additional information may be obtained by contacting:

JTTCG/ME Product Management Office
OC-ALC/ENGLB
7851 Arnold Street Suite 202
Tinker AFB, OK 73145-9160
DSN: 336-5468/5586
Commercial: (405)736-5468/5586
FAX Commercial: (405)736-5013

12-1 OTHER NAVY TECHNICAL MANUALS

12-2 Requests to be included on automatic distribution lists or for information pertaining to other Navy TMs not under the cognizance of NAVAIRSYSCOM should be made by following the procedures provided on the sponsor's website or a letter to:

NAVSEA	Commanding Officer
NAVORD	Port Hueneme Division NSWC
	4363 Missile Way
	Naval Sea Data Support Activity
	Port Hueneme, CA 93043-4307

NAVSUP	Website: https://nll2.ahf.nmci.navy.mil/
PUBS/	Select "Restricted Access"
DIRECTIVES	Click "Instructions and Publications"

NAVFAC

Website: www.navfac.navy.mil/

MARCORPS

Website:
<http://www.marines.mil/news/publications/electronic/library.aspx/>

60 Series

Naval

Explosive

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Disposal

Publications

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Only

Commanding Officer

Naval Explosive Ordnance

Disposal Technology Division

Code 20

2008 Stump Neck Road

Indian Head, MD 20640-5070

DSN: 354-4069/4044

Commercial: (301)744-4069/4044

FAX Commercial: (301)744-4078

12-3 To link those activities addressed throughout this TM (especially those with secured firewalls), go to TMAPS on the NATEC website and click "ELMS". When the ELMS Menu appears, click "Links" (located in the upper right corner of the screen) and select the required website.

13-1 INTERSERVICE EXCHANGE OF TECHNICAL DATA

13-2 Procedures listed in this work package are towards government agencies (DOD, U.S. Military, etc.). All contractors must contact their respective Contracting Account Officer for authorization and include this authorization in the request.

14-1 EXCHANGE OF TECHNICAL MANUALS

14-2 The exchange of TMs is predicated on "reasonable quantity" requirements and is made on a no cost basis. This exchange requisitioning arrangement applies when one DOD element requires a technical manual sponsored by another DOD element, i.e., a Navy unit requesting up to 25 copies of an Air Force Technical Order (AFTO).

14-3 **NAVY TECHNICAL MANUALS.** Submit these requirements in accordance with the TMs ordering procedures in [WP 009 00](#).

14-4 **AIR FORCE TECHNICAL ORDERS.** One-time requisitions of AFTOs, not to exceed a quantity of 10 copies each, may be requested from OC-ALC/ENGLA, 7851 Arnold Street, Suite 202, Tinker AFB, OK, 73145-9160.

a. Phone number to speak with the POC is; DSN 336-3868, Commercial (405)736-3868, FAX: Commercial (405)736-3541.

b. The preferred method is by email to aflcmc.ezgtf.afto43@us.af.mil. The email must include; the AFTO number, quantity, justification, point of contact, and DSN number.

c. A letter may also be submitted to the OC-ALC/ENGLA address above.

d. Public Release (Distribution Statement A) ([WP 005 00](#), [figure 1](#)). AFTOs are also available at the Tinker Air Force Base website at <http://www.tinker.af.mil/technicalorders/>.

e. Activities that require follow-on support for revisions, changes, and supplements to AFTOs may request a Technical Order Distribution Office (TODO) code by submitting a letter of justification to OC-ALC/ENGLA.

(1) The Air Force restricts TODO code assignments and, when practical, prefers assigning one code to each installation, i.e., air station.

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(2) When a TODO code has been assigned to an installation, the departments, e.g., AIMD, or divisions located at the installation shall establish themselves as a sub-account to the assigned "Base TODO".

(3) Contact OC-ALC/ENGLA to verify whether a "Base TODO" has been established.

(4) Separate entities such as deployable squadrons, wings, or groups may also be assigned a TODO code when it is not operationally practical for them to be sub-accounts of the "Base TODO".

(5) Once a TODO code has been assigned, requisitioning procedures will be established by the Air Force office (Air Logistics Center-ALC) (see Glossary) in charge of the publications.

(6) Assistance in requisitioning publications can be obtained from OC-ALC/ENGLA, Tinker AFB, OK, DSN 336-2112, Commercial (405)736 2112, FAX DSN 336-3541, Commercial (405)736-3541. Email: aflcmc.ezgtf.afto43@us.af.mil.

14-5 MARINE CORPS TECHNICAL MANUALS. Effective 1 May 2012, the Marine Corps Technical Publications Website moved to the Marine Corps Logistics Command SharePoint site. In order to access the publications at the SharePoint site, you must submit a request for an account within the SharePoint system. This is a onetime action that must be taken, once the account is established, you will be able to enter the Publications site as needed. In order to request an account, the following steps will need to be taken:

- a. If you do not currently have a LOGCOM SharePoint account; open and complete this account request form "SharePoint Account Request".
- b. Save the account request form to your PC, attach it to a digitally signed email, by clicking "SMB LOGCOM C4 Customer Service" or email SMBLOGCOMC4CSC@usmc.mil. If you are unable to open the form or the email, you may contact the Helpdesk at 229-639-8700 or DSN 567-8700.
- c. You will be notified upon creation of your account and will have immediate access to the publications at that point.

14-6 ARMY TECHNICAL MANUALS. Activities are now required to establish an account for Army manuals. Submit the DA Form 12-R with publication titles or numbers, quantities, and justification. Be sure to include a POC and telephone number in the request. Customer service POC, DSN 693-9606, or commercial (314) 592-0910. The form may be sent via FAX to (314)592-0923.

- a. Army TMs are available on the Army website at <https://www.logsa.army.mil/>.
- b. Navy activities requiring an Army Publications Account must complete DA Form 12-R to establish the account and fax completed form to Accounting Processing Team, Commercial: (314) 592-0920, DSN: 892-0920.
- c. The DA Form 12-R may be downloaded from the Army website below. After establishing the account the activity may access the Army Publications and Forms Ordering and Subscription System on the Internet at <https://ptclick.hqda.pentagon.mil/>. The instructions on the website will enable the user to view or download Army publications or contact the Customer Service to assist in preparing the DA Form 12-R to show the publication and quantity requirements.
- d. A guide, Army Pamphlet 25-33, User's Guide for Army Publications and Forms, is available and may be downloaded from the website, <https://ptclick.hqda.pentagon.mil/>. Go to "Search by Publication Number" and enter "25-33." Then download the guide.
- e. Requests for other than an unclassified account must be justified in writing via letter through the requesting activity's chain of command.

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

ESTABLISHING AN AERONAUTICAL CENTRAL TECHNICAL PUBLICATIONS LIBRARY

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Service	
Support Division	WP 003 00
Technical Data Requisitioning Procedures	WP 009 00
Naval Air Technical Data and Engineering Service Center Technical Publications	
Library Program.....	WP 010 00
Central/Dispersed Technical Publications Library Operating Procedures	WP 013 00
Central/Dispersed Technical Publications Library Verification/Audit Requirements	WP 014 00
Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)	OPNAVINST 4790.15
Naval Aviation Maintenance Program (NAMP)	COMNAVAIRFORINST 4790.2
The Naval Ordnance Management Policy (NOMP)	OPNAV M-8000.16
Navy Comptroller Manual	Volume II, Chapter 5

1-1 GENERAL

1-2 The technical manual (TM) system cannot operate effectively at the user level without a definitive management system. This control revolves around the technical publications library. The aeronautical technical publications library serves two important logistics functions.

- First, it provides a positive source of up-to-date information for the use of technical personnel in the performance of their work.
- Second, it is the major source of reference information to facilitate personnel training and individual improvement.

To properly perform these functions, the technical publications library must maintain sufficient copies of applicable manuals.

1-3 COMNAVAIRFORINST 4790.2 directs all Navy and Marine Corps Aviation activities to the contents of this manual for establishment of an aeronautical technical publications library. This Work Package (WP) provides operating activities with sufficient detail to establish a technical publications library system.

2-1 ESTABLISHING A TECHNICAL PUBLICATION LIBRARY

2-2 Initial outfitting begins with an initial outfitting letter on official letterhead from an activity that is newly commissioned or reactivated and from existing activities transitioning to a new or different aircraft or missile model. Obtaining an Initial Outfitting List (IOL) assists Central Technical Publications Library (CTPL) in obtaining the required publications.

2-3 **INITIAL OUTFITTING LETTER**, a formal request on official letterhead for initial outfitting is mailed to:

Director
Naval Air Technical Data and Engineering Service Center
ATTN: Distribution Code 6.8.5.3.1 (IOL)
NAS North Island, Bldg. 90
P. O. Box 357031
San Diego, CA 92135-7031

- a. A sample format for requesting an IOL is illustrated in [figure 1](#).
- b. The request must include the following information:

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(1) Specific type of IOLs requested; i.e., F-18D, S-3B, ALSS, etc. (Submit what type of IOL is required if activity's platform is not listed under Type Equipment Code field or submitter does not have access to the Naval Air Technical Data and Engineering Service Center (NATEC) website).

(2) Statement as to the use of NATEC Technical Publications Specialist (TPS). This identifies for NATEC headquarters personnel an additional point of contact and allows the activity to coordinate with the TPS prior to submission of the request.

(3) Level of maintenance for IOL requested (not required if submitter has access to the NATEC website).

(4) Required date listing is needed by (not required if submitter has access to the NATEC website).

(5) The NATEC assigned account number if known. NATEC will assign the account number for a new activity.

(6) Complete mailing address

(7) Unit Identification Code (UIC)

(8) Point of contact

(9) Phone number

(10) Email address, if applicable.

2-4 INITIAL OUTFITTING LIST. In Technical Manual Application System (TMAPS) Main Menu, the IOL function is used to generate a list of all TMs that are associated with a particular platform and maintenance level. The IOL is also used to generate a commissioning based on the list for a new activity.

2-5 On the Initial Outfitting List screen, the following search fields are displayed: Type Equipment Codes (i.e., Admin Pubs, ALSS, H53:CH-53E, H-60:MH-60S, etc.) and Maintenance Level (Organizational, Intermediate, and Depot).

2-6 On the new Initial Outfitting List screen the following fields are displayed: Publication Number, Model, Series, Maintenance Level, WEB, Issue Date, Pages, Distcode (Distribution Code - A, C, D, etc.) and Class (Classification – U (Unclassified), S (Secret), etc.). To view the manual, click on the WEB link of the desired record.

2-7 Prior to submitting an IOL, the user is encouraged to contact the area NATEC TPS for assistance ([WP 003 00](#)), if required.

2-8 The submitter downloads the selection into an Excel spreadsheet and tailors the list with the assistance of the respective Quality Assurance Representative (QAR) and work center supervisor (WCS). The quantities of each NAVAIR TM or Technical Directive (TD) required are annotated and the tailored IOL is then submitted as an attachment via email (preferred method) or by mail to NATEC Distribution for processing.

NOTE

TM replenishment is limited by the Naval Logistics Library (NLL) and Defense Automatic Addressing System Center (DAASC) web systems. This limit is set to no more than three copies per UIC and supplemental address combination per quarter

Justifiable requirements may be identified by NATEC at the time of mobilization of newly commissioned or reactivated units, and from existing activities transitioning to a new or different aircraft ([WP 009 00](#)).

2-9 Time frames for obtaining the required manuals in a timely manner are essential. The following guidelines will be used in establishing milestones:

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a. Request for IOL shall be submitted six (6) months or at the earliest if already within this milestone/period, prior to receipt of the first aircraft/equipment. The requesting activity will ensure NATEC has three (3) months lead time to process the tailored IOL.

b. Use of a priority designator in accordance with [WP 009 00](#) is appropriate. Use of a higher priority on the initial outfitting requisition must be substantiated by statements containing valid reasons for the higher priority requirement.

2-10 A sample format for submitting a tailored IOL without a Distribution Account Code (DAC) back to NATEC for a commissioning is shown in [figure 2](#). A sample format for submitting a tailored IOL with a DAC back to NATEC for a commissioning is shown in [figure 3](#). Remember if CTPL is transitioning from one platform to another enter ELMS records for the new platform which will update activity's existing ADRL.

a. Tailored IOL (must be sent in excel format to process) and completed letter (may be sent as a PDF format) may be returned to NATEC via email (nani_customerservice@navy.mil) and the original IOL and official signed letter by mail.

b. The letter must include the following information:

- Specific type of IOLs submitted; i.e., F-18D, E-2D, ALSS, etc. as an enclosure or attachment.
- Statement as to the use of NATEC TPS. This identifies for NATEC headquarters personnel an additional point of contact and allows the activity to coordinate with the TPS prior to submission of the request.
- UIC as listed in the Navy Comptroller Manual, Volume II, Chapter 5.
- Priority designator as determined in accordance with the requirements in [WP 009 00](#).
- Required delivery date for manuals.
- The NATEC assigned account number if known.

NATEC will assign the account number for a new activity.

2-11 Upon receipt of tailored IOL, NATEC submits requisitions for warehouse publications to NAVSUP for appropriate supply action, submits printing request to Defense Logistics Agency Document Services (DLADS) for printable publications and creates non-paper media for publications digital copies. NATEC updates the activity's Automatic Distribution Requirements List (ADRL) database for non-ELMS users.

The activity will receive files indicating the following information:

- Document numbers used for the commissioning.
- NAVAIR numbers that cannot be identified.
- NAVAIR numbers that are cancelled.
- NAVAIR numbers that are number assignments only.
- NAVAIR numbers that are restricted issue.

2-12 CTPL librarian will note discrepancies in the NATEC Enhanced Library Management System (ELMS) Program, if applicable. CTPL librarian must enter a record into TMAPS ELMS Program database for each copy of a NAVAIR manual and or Interactive Electronic Technical Manual (IETM) requested. An ADRL file to NATEC Distribution is not required for ELMS users.

2-13 Once the received manuals have been recorded, filed and distributed, it is mandatory that a complete requirements analysis be conducted.

2-14 Aircraft Manuals Indexes should be screened to identify possible new requirements and all activity publication users consulted to determine total requirements of manuals.

3-1 AUTOMATIC DISTRIBUTION REQUIREMENTS

3-2 Automatic Distribution Requirements are those manuals an activity requires NATEC to distribute automatically when revisions or changes are released or when new manuals are created and distributed affecting equipment the activity is supporting. An ADRL file must be submitted to NATEC Distribution

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whenever automatic distribution requirements change, or submitted at least annually. ELMS users are excluded from this requirement.

3-3 The CTPL librarian shall maintain an accurate ADRL for all manuals used by their unit. The ADRL must include all manuals required regardless of media or whether acquired via NATEC website, Joint Knowledge Caching Server (JKCS), CD-ROM, or in paper format.

3-4 NATEC will acknowledge receipt of new distribution requirements by email or letter depending on the method by which it was received. If no response is received by the activity within 30 days after submission, send follow-up by letter, message, email to nani_customerservice@navy.mil, or FAX to (619)545-2722 (DSN 735-2722) to NATEC requesting status of ADRL file receipt.

3-5 AUTOMATIC DISTRIBUTION REQUIREMENTS FOR ENHANCED LIBRARY MANAGEMENT SYSTEM USERS of NAVAIR media is contained in [WP 010 00](#). ADRL for TMAPS ELMS users are submitted automatically via the ELMS Program each time the quantities are adjusted. TMAPS ELMS users will utilize the "Library Audit" feature in the program.

3-6 AUTOMATIC DISTRIBUTION REQUIREMENTS FOR NON-ENHANCED LIBRARY MANAGEMENT SYSTEM USERS. [Figure 4](#) shows a sample letter format for a customer requesting a copy of their ADRL. Once received, update and resubmit back to NATEC. Upon NATEC receipt of the ADRL from an activity, it will normally take a few days for the new requirements to take effect. However, receipts by the activity may not be visible for at least 90 days, based on the requirements submitted and updating of the manuals.

3-7 NATEC personnel will upload the activity's ADRL file into a master distribution file. Once an activity's ADRL has been entered, all future manual updates will be automatically distributed by NATEC through a mailing label system.

3-8 Contractors who elect to go on automatic distribution for manuals should be aware that they will be charged, and verification of contract will be required in writing from the defense command that entered into or manages the contract. These accounts start with "CX" and are receiving automatic distribution of technical manuals which they are required in support of their government contract with the United States but are provided at cost (Non-Government Furnished Material). These accounts would not have online access and are not covered by ELMS.

a. For more information concerning cost of manuals, contractors can contact NATEC by letter or FAX at Commercial (619)545-2722 (DSN 735-2722) or by email to nani_customerservice@navy.mil.

b. Contractors who are not authorized to be on automatic distribution for NAVAIR publications media may purchase from NATEC Freedom of Information Act (FOIA)/Government/Industry Sales Branch by letter or FAX at Commercial (619)545-2722 (DSN 735-2722) or by email to nani_qualifiedcontractor@navy.mil.

c. Contractors are not authorized to requisition NAVAIR manuals media from the nani_qualifiedcontractor@navy.mil supply system.

3-9 AUTOMATIC DISTRIBUTION REQUIREMENTS LIST, OBTAINING CURRENT COPY. The ADRL is the activity's automatic distribution requirements on the NATEC master distribution file. A copy of the activity's ADRL is available on the NATEC website for review if the activity is receiving questionable documentation, i.e., receipt of wrong quantities of manuals from the automatic distribution system.

3-10 Letters, email, or telephone calls requesting a copy of the activity's ADRL is accepted by NATEC. Upon receipt of a returned ADRL from NATEC or downloading the file from the NATEC website, an activity should compare the listing with their activity's database. This process will identify any discrepancies between the desired quantities as entered in the activity's database and what NATEC carries in the master distribution file.

3-11 If changes are needed or errors are found, activities must submit corrections utilizing the ADRL function identified in [WP 010 00](#) or by making the appropriate changes on their customer account on the NATEC website. Activities whose libraries contain more than 30 manuals are required to submit ADRLs annually to NATEC. ADRLs must also be submitted when requirements change.

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3-12 Activities with 30 or less NAVAIR manuals should submit a formal letter to NATEC to update their automatic distribution requirements along with a point of contact. An alternative to submitting an ADRL annually is to update your automatic distribution requirements directly on the NATEC website. Updating your requirements on the NATEC website satisfies the annual requirement to submit an ADRL file.

3-13 Activities must place their actual requirements on their ADRLs to ensure receipt of required quantities. This includes requirements for electronic as well as paper manuals. When the requirement for a publication is for electronic format only then the pub type in the ELMS Program must be "E" vice "N". This will eliminate the distribution of excess paper manuals.

4-1 AUTOMATIC DISTRIBUTION MAILING LABEL

4-2 See [figure 5](#) for an example of a mailing label. An understanding of the mailing label format is essential for library personnel. With this knowledge, obvious errors can be detected and corrective action taken. The mailing label format is as follows:

- NAVAIR TECHNICAL MANUAL NUMBER. Allows quick comparison of mailing label to contents of envelope.
- NATEC ASSIGNED ACCOUNT NUMBER. Consists of the activity's Standard Navy Distribution List (SNDL) number and a sequential number assigned by NATEC to identify individual activities.
- ADRL QUANTITY SHIPPED. Identifies quantity enclosed, and should correspond to activity ADRL requirements.
- TECHNICAL MANUAL STOCK NUMBER. The stock number of the manual enclosed.

5-1 PUSHED PUBLICATIONS

5-2 As new equipment/weapons systems are developed and procured by NAVAIR, the manuals are sometimes "PUSHED" to the user by NATEC based on the type equipment codes (TEC) submitted on your ADRL file as cited in [WP 010 00](#). The user must be able to readily identify these PUSH manuals and determine if the manuals are, in fact, required and quantities are sufficient.

5-3 If these PUSH manuals are determined to be required and the quantities require modification, then the user must submit an update to the ADRL. Note that PUSH manuals are not automatically added to an activity's ADRL.

5-4 Prior to discarding the label from received manuals, the user should review the label with the ELMS database. If the publication is not in the ELMS, the publication could be one that was PUSHED to you based on the equipment codes you selected on your ADRL submission.

6-1 AUTOMATIC DISTRIBUTION ERRORS

6-2 When errors in the automatic distribution system are encountered, the following action should be taken:

- The cognizant NATEC TPS should be contacted for assistance. Most often, the problem can be resolved with the assistance of the TPS ([WP 003 00](#)).
- If the problem cannot be resolved, a letter or email should be sent or telephone call made to NATEC.

6-3 Disposition of material received in excess shall be in accordance with the instructions contained in [WP 009 00](#), Disposition of Excess Publications.

7-1 TERMINATION OF AUTOMATIC DISTRIBUTION REQUIREMENTS

7-2 When an activity no longer has requirements for automatic distribution of NAVAIR publications media, a letter requesting cancellation will be submitted to NATEC 120 days prior to the deactivation date (i.e., decommissioning date) and discontinue sending ADRL files to NATEC. Once the customer terminates automatic distribution requirements, the DAC is transferred to history in TMAPs and manuals from that date of receipt on will not be sent.

NOTE

If the account needs reactivation, submit a formal letter to NATEC and include a statement to reactivate the ELMS account. Once the account is reactivated, submit for ELMS permission for that account through Customer Service Support Desk. All records in the reactivated account will be re-entered into the database by the requestor.

7-3 A sample letter for terminating an ADRL DAC is contained in [Figure 6](#).

8-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY LIBRARIAN REQUIRED DIRECTIVES, MANUALS AND DOCUMENTS

8-2 The CTPL librarian requires specific directives and manuals to assist in setting up and operating a library. [WP 013 00, figure 10](#) shows the minimum requirements. Activities are encouraged to increase their files as necessary to properly support maintenance of assigned weapons system/equipment. These may be maintained in paper or digital format. Cross reference to appropriate URL is also authorized.

9-1 TECHNICAL PUBLICATIONS LIBRARY INFORMATION SHEETS

9-2 In addition to special editions, the Technical Publication Library Information Sheet (TPLIS) will now be released bi-annually, in June and November. The TPLIS provides CTPL librarians with significant events in CTPL management and the latest NAVAIR policy and articles as it relates to NAVAIR publications and TDs. CTPL librarians are encouraged to submit their ideas, suggestions, comments and recommendations for TPLIS articles to nani_customerservice@navy.mil. The TPLIS is located on NATEC's website.

(COMMAND LETTERHEAD ONLY)

Date:

From: Commanding Officer

To: Naval Air Technical Data and Engineering Service Center, Code 6.8.5.3.1

Subj: REQUEST FOR INITIAL OUTFITTING LIST

Ref: (a) NAVAIR 00-25-100

(b) Navy Comptroller Manual, Vol II, Chapter 5

1. In accordance with reference (a), request appropriate IOLs be provided. This activity will tailor the IOLs to reflect the requirements for the listed NAVAIR publications and technical directives.

2. This activity (has been) (has not been) in contact with the area NATEC Technical Publications Specialist addressed in WP 003 00 of reference (a).

3. The following information is provided:

a. Unit Identification Code (UIC) _____ as listed in reference (b).

b. Appropriate aircraft/equipment/missile/general listing. _____

c. Required date of listing. _____

d. Level of maintenance. _____

e. NATEC assigned account number. _____

(NOTE: NATEC will assign the code for a new activity.)

4. Point of contact for this activity is: _____.

DSN _____ Commercial number _____.

5. Forward applicable listings to:

(Mailing Address)

or

Electronic Mail Address:

By direction
(Authorized signature)

(SAMPLE ONLY)

Figure 1. Sample of a Request of Initial Outfitting List

(COMMAND LETTERHEAD ONLY)

Date:

From: Commanding Officer

To: Naval Air Technical Data and Engineering Service Center, Code 6.8.5.3.1

Subj: SUBMISSION OF TAILORED INITIAL OUTFITTING LIST

Ref: (a) NAVAIR 00-25-100

(b) Navy Comptroller Manual, Vol II, Chapter 5.

Encl: (1) Tailored Initial Outfitting List (IOL)

1. Enclosure (1) is submitted in accordance with reference (a). Request subject tailored IOL be provided to this activity.
2. This activity has been in contact with one of the NATEC Technical Publications Specialist identified in WP 003 00 of reference (a).
3. Request the establishment of a TMAPS ELMS Account for this activity. The CTPL librarian will populate those NAVAIR TM numbers listed in enclosure (1).
4. The following information is provided:
 - a. Unit Identification Code (UIC) M22334 as listed in reference (b).
 - b. Appropriate aircraft/equipment/missile/general listing: N/A
 - c. Required date of publications: 15 June 2010.
 - d. Level of Maintenance: Intermediate
 - e. NATEC assigned account number: TBA
(NOTE: NATEC will assign the code for a new activity.)
 - f. Force/Activity Designator V as determined in accordance with the requirements in WP 009 00.
5. Point of contact for this activity is SGT Q. Marine.
DSN: 922-7729; Commercial number: 850-456-7729; email: quick.marine@navy.mil.
6. Mail publications to: COMMANDING OFFICER ATTN: MARINE AIR TRAFFIC CONTROL SCHOOL
MATSG-XX, AMS-X, MATC 111 MOCKINBIRD ROAD PENSACOLA, FL 32508-5009

By direction
(Authorized signature)

(SAMPLE ONLY)

Figure 2. Sample Tailored Initial Outfitting List (IOL) Submittal Letter for New Activity (Without DAC)

(COMMAND LETTERHEAD ONLY)

Date:

From: Commanding Officer
To: Naval Air Technical Data and Engineering Service Center, Code 6.8.5.3.1

Subj: SUBMISSION OF TAILORED INITIAL OUTFITTING LIST

Ref: (a) NAVAIR 00-25-100
(b) Navy Comptroller Manual, Vol II, Chapter 5.

Encl: (1) Tailored Initial Outfitting List (IOL)

1. Enclosure (1) is submitted in accordance with reference (a). Request subject tailored IOL be provided to this activity.
2. This activity has been in contact with one of the NATEC Technical Publications Specialist identified in WP 003 00 of reference (a).
3. Requirements for automatic distribution have been submitted in accordance with NATEC ELMS Program ADRL feature (WP 010 00).
4. The following information is provided:
 - a. Unit Identification Code (UIC) M77322 as listed in reference (b).
 - b. Appropriate aircraft/equipment/missile/general listing: N/A
 - c. Required date of publications: 15 January 2008
 - d. Level of Maintenance: Intermediate
 - e. NATEC assigned account number: FT16 00003
 - f. Force/Activity Designator V as determined in accordance with the requirements in WP 009 00.
5. Point of contact for this activity is AM1 Joseph Sailor.
DSN: 222-1234, Commercial number: 850-452-1234; Email: joseph.sailor@navy.mil.
6. Mail publications to: COMMANDING OFFICER ATTN: NAVY AIR TRAFFIC CONTROL SCHOOL,
234 SEASIDE SAIL SAN DIEGO, CA 92135-5009

By direction
(Authorized signature)

(SAMPLE ONLY)

Figure 3. Sample Tailored Initial Outfitting List (IOL) Submittal Letter for Transition Activity (With DAC)

(COMMAND LETTERHEAD ONLY)

Date:

From: Commanding Officer, _____
 To: Naval Air Technical Data and Engineering Service Center, Code 6.8.5.3.1
 Subj: REQUEST FOR AUTOMATIC DISTRIBUTION REQUIREMENTS LISTING
 Ref: (a) NAVAIR 00-25-100

1. It is requested that a copy of this activity's Automatic Distribution Requirements Listing be provided in accordance with WP 007 00 of reference (a).
2. This activity (has been) (has not been) in contact with one of the NATEC Technical Publications Specialists identified in WP 003 00 of reference (a).

The following activity information is submitted:

- a. NATEC assigned account number for NAVAIR manual distribution. _____

Point of contact for this activity is _____ at DSN _____
 Commercial Number _____ or e-mail _____.

Forward Automatic Distribution Requirements Listing to:

(Mailing Address)

or

(Electronic Mail Address)

By direction
 (Authorized signature)

(SAMPLE ONLY)

Figure 4. Sample Letter Format for Requesting Automatic Distribution Requirements Listing for Non-ELMS Users

<p>DEPARTMENT OF THE NAVY DIRECTOR NATEC NAS NORTH ISLAND ATTN DISTRIBUTION CODE 6.8.5.3.1 P O BOX 357031 BLDG 90-1 SAN DIEGO CA 92135-7031</p>		
<p><i>ADRL QUANTITY SHIPPED</i></p>		
<p>OFFICIAL BUSINESS</p>		<p>MEDIA MAIL</p>
<p>01-85ADC-4-5</p>	<p>QTY: 1 29B2 0068A</p>	<p>0801LP1034992</p>
<p><i>NAVAIR TECHNICAL MANUAL NUMBER</i></p>	<p><i>NATEC ASSIGNED ACCOUNT NUMBER</i></p>	<p><i>TECHNICAL MANUAL STOCK NUMBER</i></p>
<p>COMMANDING OFFICER ATTN AIMD TPL USS NIMITZ (CVN-68) FPO AP 96620-2820</p>		

Figure 5. Sample of a Mailing Label

(COMMAND LETTERHEAD ONLY)

Date:

From: Commanding Officer, _____

To: Naval Air Technical Data and Engineering Service Center, Code 6.8.5.3.1

Subj: TERMINATION OF DISTRIBUTION REQUIREMENTS FOR NATEC ASSIGNED DISTRIBUTION
ACCOUNT CODE _____

Ref: (a) NAVAIR 00-25-100

1. Per reference (a), request cancel automatic distribution of NAVAIR publications under subject NATEC assigned Distribution Account Code effective _____. The reason for this request is _____.

2. This activity (has been) (has not been) in contact with one of the NATEC Customer Service Support Division Technical Publications Specialists identified in WP 003 00 of reference (a).

3. Point of contact for this activity is _____ at DSN
_____ Commercial Number _____ or e-mail
_____.

By direction
(Authorized Signature)

(SAMPLE ONLY)

Figure 6. Sample Letter Format Terminating Automatic Distribution Requirements Listing

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

NAVAL AERONAUTICAL PUBLICATIONS CROSS REFERENCE

Reference Material

Technical Data Requisitioning Procedures	WP 009 00
Naval Air Technical Data and Engineering Service Center Technical Publications Library Program.....	WP 010 00
NAVAIR Technical Publications Deficiency Report Program	WP 015 00
Airborne Weapons/Stores Publication Index	NAVAIR 01-700
Naval Air Systems Command Technical Directives System.....	NAVAIR 00-25-300
Naval Supply System Command Naval Logistics Library	https://nll2.ahf.nmci.navy.mil/

1-1 NAVAL AERONAUTICAL PUBLICATIONS CROSS REFERENCE

1-2 The Naval Aeronautical Publications Cross Reference consists of four distinct parts as follows:

- The Naval Supply (NAVSUP) System Command Naval Logistics Library (NLL) (P2003) which is available on NAVSUP website <https://nll2.ahf.nmci.navy.mil/>.
- NATEC website "Document Content Search" (repairable end item part number (P/N) to manual).
- NAVAIR 01-700, Airborne Weapons/Stores Publication Index (Portable Document File (PDF) only).
- NAVAIR 01-XXXX-0, OR A1-XXXX-AML-000, Aircraft Manual List (AML).

2-1 NAVAL SUPPLY SYSTEM COMMAND NAVAL LOGISTICS LIBRARY

2-2 This is a research site for all Navy technical manuals (TMs), NAVAIR technical directives (TDs), directives and other digital documents hosted by Naval Supply System Command at Mechanicsburg, PA. This cross reference site is maintained based on information inputs provided by the individual systems commands. It identifies what items are stocked and available for issue. This cross reference site should not be used to determine if a NAVAIR publication has been cancelled.

2-3 Research to identify status of NAVAIR technical documentation should be directed to Customer Service: 1-877-418-6824 (available 24/7 for requisition status) or when submitting email to Global Distance Support Center (GDSC) (enter NLL on Subject line.), gdsc@navy.mil.

2-4 At the NLL website, if researching for other sponsor's publications, forms or tools click the "Links" tab on the screen and select the appropriate sponsor's "Restricted Access" to locate/research site.

3-1 NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER WEBSITE (DOCUMENT CONTENT SEARCH)

3-2 On the Naval Air Technical Data and Engineering Service Center (NATEC) website, under Technical Manual Application System (TMAPS), the "Document Content Search" function is for locating NAVAIR manuals for repairable components. This feature replaced the NA 00-500A and has been added as a quick search. The search provides 100 records maximum listing per component or part number.

4-1 NAVAIR 01-700 AIRBORNE WEAPONS/STORES MANUALS/CHECKLISTS PUBLICATION INDEX

4-2 This cross reference manual is designed to provide using activities with a current guide to ensure that all existing changes/revisions have been incorporated in aircraft conventional weapon loading, release and control, Armament Weapons Support Equipment (AWSE), and weapon assembly/disassembly checklists and manuals on hand and that these manuals are the most recent available.

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4-3 The Naval Air Warfare Center Weapons Division, Code 685100D/PST 32080, China Lake, CA 93555-6106, serves as an information clearing house for U.S. Navy activities on airborne weapons, stores, and related items. Questions, concerns, suggestions, comments, or data can be resolved by calling the Ordnance Technical Hotline at DSN 437-4501 or commercial (760)939-4501.

4-4 Previously, changes/revisions/Rapid Action Changes (RACs)/Interim Rapid Action Changes (IRACs) to these TMs and checklists were printed and distributed quarterly in the 01-700. These changes are now posted monthly on the NATEC website. This process ensures that the Fleet/customer always receives current information in a timely manner. This manual is posted on the NATEC website (<https://mynatec.navair.navy.mil/>) and may be viewed and/or downloaded as desired.

4-5 Non-deploying activities are encouraged to use the NA 01-700 from the Joint Knowledge Caching Server (JKCS) or NATEC website to reduce delays in receiving updates. Errors identified in this index should be submitted via the Technical Publications Deficiency Report (TPDR) Program ([WP 015 00](#)).

5-1 NAVAIR 01-XXXX-0, OR A1-XXXX-AML-000, AIRCRAFT MANUAL LIST

5-2 Aids the fleet/customer in identifying the manual applicable to a peculiar type aircraft, associated systems, repairable components and support equipment. This manual may also be used to prepare allowance lists, determine automatic distribution requirements, and to investigate, or select the types of coverage available at different maintenance levels.

5-3 When locating your peculiar aircraft listing, some of the titles to use when researching in Technical Manual Application System (TMAPS) are Applicable Technical Manuals, List of Applicable Publications, Technical Manual List, Aircraft Manual List or Technical Documentation List.

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

TECHNICAL DATA REQUISITIONING PROCEDURES

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Service

Support Division	WP 003 00
Department of the Navy Information Security Program Regulation	SECNAV M-5510.36
Environmental Readiness Program Manual	OPNAVINST 5090.1
MILSTRIP Routing Identifier and Distribution Codes	DOD 4000.25-1-S1
Marine Corps Printing and Publications Regulation	Marine Corps Order 5600.31
MILSTRIP/MILSTRAP Desk Guide	NAVSUP PUB 409
Naval Logistics Library	Naval Supply Systems Command Naval Logistics
Naval Supply Procedures	NAVSUP PUB 485
The Uniform Material Movement and Issue Priority System (UMMIPS)	OPNAVINST 4614.1

1-1 GENERAL

1-2 This work package describes procedures to be used by Naval activities and other Department of Defense (DOD) Organizations requiring technical manuals (TMs) or technical directives (TDs) that are under the management cognizance of the Naval Air Systems Command (NASC). Additional information is provided to assist in procurement of manuals issued by the Naval Supply System and directives issued by the offices of the Secretary of the Navy (SECNAV) and the Chief of Naval Operations (OPNAV).

1-3 The NASC Publications distribution program is built around a computerized automatic “push to user” system where the user establishes the requirements. However, due to changes in requirements or other extenuating circumstances, it sometimes becomes necessary to submit single action, or one-time requests, through the “pull” process.

2-1 RESPONSIBILITIES OF NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER, DEFENSE LOGISTICS AGENCY SUSQUEHANNA PENNSYLVANIA AND NAVSUP WEAPONS SYSTEMS SUPPORT PHILADELPHIA

2-2 Under the direction of the Commander, Naval Air Systems Command, TM distribution management is delegated to Naval Air Technical Data and Engineering Service Center (NATEC), Code 6.8.5.

2-3 **NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER CUSTOMER SERVICE** is briefly outlined on the NATEC website homepage, <https://mynatec.navair.navy.mil/>. The mailing address for NATEC, Code 6.8.5.3.2 is:

Director
Naval Air Technical Data and Engineering Service Center
ATTN: Customer Service Support, Code 6.8.5.3.2
NAS North Island, Bldg. 90-4
P.O. Box 357031
San Diego CA 92135-7031

2-4 The services available include:

- a. Initial outfitting requests: Letter request to NATEC at the address shown ([WP 007 00](#)).
- b. Automatic Distribution: Submit Automatic Distribution Requirements List (ADRL) files for non-NATEC Technical Manual Application System (TMAPS) Enhanced Library Management System (ELMS) users ([WP 010 00](#)) via email to nani_customerservice@navy.mil. ADRL files may also be submitted by mail to NATEC at the address shown. You may contact the ADRL desk at commercial (619)545-2570/2561/2593 or at DSN: 735-XXXX.

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c. Publication research may be requested from NATEC website under Customer Service, or email, nani_customerservice@navy.mil, or call Commercial (619)545-1888 or DSN 735-1888.

d. Technical directives research may be requested from NATEC by email to nani_customerservice@navy.mil, or commercial (619)545-1888 or DSN 735-1888.

2-5 Receiving, storage, and shipment of TMs are the supply responsibility of the Commanding Officer at Defense Logistics Agency Susquehanna Pennsylvania (DLASP).

2-6 **NAVSUP WEAPONS SYSTEMS SUPPORT PHILADELPHIA CUSTOMER SERVICES** are outlined on their Internet web page. The address for the web page is <https://nll2.ahf.nmci.navy.mil/>. The services listed include:

a. Research to identify status of NAVAIR technical documentation should be directed to Customer Service: 1-877-418-6824 (available 24/7 for requisition status) or when submitting email to Global Distance Support Center (GDSC) (enter NLL on Subject line), gdsc@navy.mil.

b. Ordering Procedures,

c. Stock Number Information,

d. Product Description,

e. Other Publication Links.

2-7 The management of TMs and dissemination of data at the user level is the responsibility of the user activity.

3-1 TYPES OF PRINTED MATERIAL STOCKED AT DEFENSE LOGISTICS AGENCY DOCUMENT SERVICES

3-2 Printed matter carried in the Navy supply system under the inventory management of NAVSUP WSS-Philadelphia or the Defense Logistics Agency Document Services (DLADS) is referred to as Cognizant Symbol I (COG I). COG I material is divided into two major groups.

3-3 **COG 01** is under the inventory management of NAVSUP WSS-Philadelphia. This includes TMs, NAVAIR TDs, training manuals, ships manuals of all types, directives and repair manuals for all types of equipment.

a. Stock lists, indexes, administrative manuals, Navy recruiting aids, rate training manuals, Personnel Qualification Standards (PQS).

b. Navy directives issued by Washington, DC Headquarters organizations.

c. Cog 01 material is issued without charge.

d. Publications are assigned a 13 character stock number used for ordering purposes with a unique LP appearing in the "country code" field.

e. Navy departmental directives (including NAVAIR TDs) stocked at DLADS are assigned a 13 character stock number for ordering purposes with "LD" appearing in the "country code" field.

3-4 **COG 11** is under the management control of DLADS. This includes forms, laminated placards, labels, decals, lithographs, and other training material such as videotapes.

a. Cog 11 material is available for "download" at no charge from the DLADS website, <http://navalforms.daps.dla.mil/public/home> if it is digital. Non-digital forms and the other products are "cost-items" and requisitions must have Fund Codes or Accounting Data assigned.

b. Forms are all assigned a 13 character stock number used for ordering purposes with "LF" appearing in the "country code" field.

4-1 ORDERING PROCEDURES

4-2 **DD FORM 1348** is the Military Standard Requisitioning and Issue Procedures/Military Standard Transaction Reporting and Accounting Procedures (MILSTRIP/MILSTRAP) requisition form used throughout the Navy supply system. These procedures are used to initiate a one-time (supply action) request for NAVAIRSYSCOM TMs, TDs and departmental directives. Also, activities use this form for submitting requisitions with exception data (i.e. no stock number). Complete instructions for use of DD Form 1348 are contained in NAVSUP PUBs 409, and 485.

4-3 **DEFENSE LOGISTICS AGENCY TRANSACTION SERVICE** is the method of submitting MILSTRIP/MILSTRAP requisitions. NAVSUP Pub 485 contains detailed guidance on the use of Defense Logistics Agency (DLA). NAVSUP Pub 409 provides the information on the codes used with the Defense Logistics Agency (DLA).

4-4 Defense Logistics Agency Requisition Transmission

a. WEB Requisitioning (WEBREQ) is a Transaction Services Web product that provides customers a means to input materiel requisitions, cancellations, follow-ups, modifications, and Material Obligation Validation (MOV) documents. WEBREQ also provides status and response documents back to the user. Requisitions submitted via WEBREQ reach Defense Automated Addressing System Center (DAASC) almost immediately. The requisitioner can either order publications by entering individual records following the format of the DD FORM 1348.

b. An User ID and Password from DLA must be obtained before requisitioners can use the WEBREQ. The procedures are explained on the DLA Home Page, <https://www.transactionservices.dla.mil/daashome/webreq.asp>. Requisitioners can also check the status of publications requisitions and receive assistance with ordering by calling Weapons Systems Support Philadelphia Publications Directorate NLL Customer Service Desk at DSN 442-2626, Commercial (215)697-2626, or toll-free telephone 1-866-817-3130.

c. Additional DLA programs available to activities are:

DIELOG. Defense Automated Addressing System (DAAS) Integrated E-mail Logistics System
DAMES. DAAS Automated Message Exchange System
DARS. DAAS AUTODIN Replacement System
DDN. Defense Data Network

d. Additional information and assistance with these programs can be obtained from the DLA web page, <https://www.transactionservices.dla.mil/daashome/webreq.asp>.

4-5 **NAVAL LOGISTICS LIBRARY** P2003 Online Search, Order, and Status Tool via the Internet is an additional manual ordering option provided by NAVSUP Weapon Systems Support (WSS) Operations Directorate (03). The Naval Logistics Library (NLL) P2003, accessed at <https://nll2.ahf.nmci.navy.mil/> provides complete supply support, including requisition validation, and status information for customers using either method. Also it's the location for digital NAVSUP directives and publications.

4-6 Requisitioners can also check the status of manuals by calling the NAVSUP WSS Philadelphia NLL Customer Service Desk at DSN 442-2626, Commercial (215)697-2626, or toll-free telephone 1-866-817-3130.

4-7 **REQUISITION FOLLOW-UP PROCEDURES.** If an activity has not received any communication, i.e., status from WSS-Philadelphia, concerning its requisitions for manuals within 45 days of the original request for Continental United States (CONUS) based activities and 60 days for activities based outside of CONUS, they should follow-up on the requisition.

4-8 Follow-up on requisitions submitted either via DAAS or "on-line" when utilizing ELMS requisition log. The status of any requisition for the unit may also be checked on the NLL P2003 Online Search, Order, and Status Tool via the Internet. If using a paper log, print a copy of the requisition status and maintain with the original requisition or annotate follow-up date and status if using an electronic requisition log.

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Reordering without researching the current status of the initial requisition will cause duplicate publications to be received by the requester.

4-9 EXPLANATION OF "STATUS" FROM NAVSUP WEAPONS SUPPORT SERVICE

PHILADELPHIA PUBLICATIONS DIRECTORATE. Refer to the NAVSUP PUB 409 and NAVSUP PUB 485 for explanation of the status received. Depending upon code selected, NAVSUP WSS Philadelphia will notify the requisitioning activity and/or the ship-to activity of the status of its requisition.

4-10 Customers can also obtain status of their requisitions by obtaining a "USERID" and password for an account with DAASC named WEBVLIPS. The information for this account is available from <https://www.transactionservices.dla.mil/daashome/homepage.asp>. Assistance may also be obtained from a Technical Publication Specialist (TPS).

4-11 Central Technical Publications Library (CTPL) librarian must have a basic understanding of how to review status information on manual requisitions. For more specific answers to problems encountered with requisitions, refer to your local Supply Customer Service Facility or the cognizant NATEC Technical Publication Specials (TPS) ([WP 003 00](#)).

4-12 **REQUISITION FILE.** A local requisition log must be available to track the progress of documents in the supply process. The minimum requirements for the log are:

- a. Julian date
- b. Serial number
- c. Stock Number
- d. Quantity
- e. Work Center for which ordered
- f. Status with date assigned
- g. Date received
- h. Remarks include Follow-up if sent.
- i. Additional columns may be added if desired. The form needs to meet the requirements of the user. Contact the TPS for assistance in establishing and maintaining the appropriate records of accountability for the requisitions.
- j. Each CTPL librarian is responsible for ordering manuals and will maintain a local requisition log. If the NAVSUP NLL website is used to submit requisitions, the website will return to the CTPL librarian a confirmation e-mail. This information should be entered into the Requisition log, showing the status. Locally generated requisition logs may be discarded when the Requisition procedure in the ELMS Program is used. Status reports may be discarded when the information has been entered into either the locally generated Requisition log or the ELMS program database.

5-1 THREE COPIES LIMITATION FOR PRINT ON DEMAND PRINTING

5-2 Fleet and other NAVAIR customers when requisitioning print on demand (POD) will receive a quantity restriction of three copies per unit identification code (UIC) and supplemental address combination per quarter on secondary printing requirements.

5-3 Exceptions to the three-copy limitations are requisitions initiated for; Hot Ships, cash sales, Foreign Military Sales (FMS) requisitions, and Naval Air Training and Operating Procedures Standardization (NATOPS) requests routed via the Logistics Element Manager (LEM), and other justifiable requirements identified by COMNAVAIRFOR and TYCOMs via NATEC at the time of mobilization.

5-4 Justifiable requirements may also be identified by COMNAVAIRFOR and TYCOMs via NATEC at the time of mobilization of newly commissioned or reactivated units, and from existing activities transitioning to a new or different aircraft ([WP 007 00](#)).

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6-1 ENHANCED LIBRARY MANAGEMENT SYSTEM REQUISITION LOG (See [figure 1](#))

6-2 In order to utilize a computerized requisition log in ELMS, the TM record must be created utilizing Pub Types "N" or "I". The following fields must be populated:

- On Order?
- Doc Number,
Status (after TM has been requisitioned),
- Remarks (utilize remarks to include the "Priority" and "Requisition Delivery Date (RDD)" in management of TM requisitioned).

6-3 To print a requisition log:

- Click "Query Pubs on Order" in the top right hand options panel of "Tech Manual Search" screen. Then click "Submit" button.
- The next screen should be the "ONORDER Database" screen.
- For a printable list of all TM's on order with the "Query Pubs on Order" button selected, click on the "Complete" button. Then click "Submit" button.
- The screen will display a printable list of all TM's on order. Click the "Print" button in the upper left hand corner of the screen and the report will be printed.

6-4 Once printed, this log may be utilized as a working copy until next printed update. Recommend this log be printed out monthly.

7-1 ON LINE ORDERING (UNDER "TABLE OF CONTENTS" or TOC ON NATEC WEBSITE)

7-2 **AUTOMATIC DISTRIBUTION REQUIREMENTS LIST CD.** CD On-line Ordering on the NATEC website has the capability for the user to order the TMs (Pub Types "N," "I" and "E") listed on their ADRL on CD-ROM(s). Access the website and select On-line CD Ordering.

7-3 From the next menu selecting on-line ordering will give you another menu from which you can select,

- ADRL (This is available if you wish to order all of your activity's digital publications on CD.)
- COD (CD on Demand) (Choose this type of CD if you wish to order only a few publications. DO NOT use COD for all or most of your manuals.)
- 00-25-300 (A1-CDPOLICY-300)
- NATOPS CD
- CAD/PAD (11-100-1.1-CD)
- ALSS CD (A1-CD00ALSS-001)
- CASS CDs
- F/A-18E/F IETM
- H-60B/H-60F/H-60H IETM
- MH-60R/MH-60S IETM

7-4 To requisition the Aviation Life Support System (ALSS) CD, at least one TM from CD must be listed on the CTPL's ADRL under ELMS. If the TMs from the ALSS CD are not listed on the ADRL or on ELMS, it will not show up on the "On-Line CD Ordering Menu."

7-5 Follow the instructions to place on order the desired CD-ROMs. You may request your entire ADRL, or select any of the digital publications in your library with the COD. The remaining selections provide access to several reference documents, provided they are in your ADRL.

7-6 **DEPLOYMENT CDs** are ADRL CDs (vice COD) for complete activity deployment or detachment deployment. CTPL librarian needs to order the deployment CDs 45 to 60 days prior to deployment. Upon return from deployment, part of the CTPL librarian's checklist should be to verify all TMs with NATEC website or Joint Technical Data Information (JTDI) for currency. Once the library is updated and current, backup CDs utilized on deployment will be destroyed. All Electronic Technical Manuals (ETMs) issued with NAVAIR label (ALSS, CASS, etc.) will not be destroyed until receipt of updated CD.

8-1 UNLISTED DOCUMENTATION

8-2 Occasionally even after researching the NAVAIR cross references ([WP 008 00](#)), the user will be unable to identify technical documentation for a given weapon system or equipment. This situation will normally exist because of any of the following reasons:

- Manual release subsequent to index update.
- The document in question does not fall within the COG I series.
- It may be an unnumbered commercial manual.
- It may be a publication under issue control of another DOD element.

8-3 **REQUESTS FOR ASSISTANCE WITH UNLISTED PUBLICATIONS** should be submitted by letter:

Naval Air Technical Data and Engineering Service Center
ATTN: Customer Service Support Research Assistance Code 6.8.5.3.1
NAS North Island, Bldg. 90
PO Box 357031
San Diego, CA 92135-7031

or

email to nani_customerservice@navy.mil. In the subject line state "Research Assistance for Unlisted Publications".

- To assist the research personnel, all information available should be provided.
- Examples of the type of information to be provided are:
 - Nomenclature or noun name
 - Type/Model/Series
 - Serial number
- Manufacturer's name or identification code number, Commercial and Government Entity (CAGE)
- Part number
- National stock number
- Identification to next higher assembly
- Aircraft or system application

8-4 To enable the researcher to contact you for additional information, provide detailed point of contact (POC) information such as:

- Name
- Rate/rank/grade
- Activity name
- Department/work center
- Level of maintenance
- Commercial phone number
- DSN telephone number
- E-mail address

8-5 Urgent requests will be accepted by telephone or commercial (619)545-1888 or DSN: 735-1888 or FAX commercial (619)545-2722 or DSN: 735-2722.

9-1 ACTION TO BE TAKEN UPON RECEIPT OF WRONG PUBLICATIONS FROM NAVSUP WEAPONS SYSTEMS SUPPORT, PHILADELPHIA

9-2 Review the requisition to determine if the material shipped agrees with the shipping document. Check to determine that the correct information was entered to requisition the material. If the requisition data is incorrect, resubmit the requisition with the correct stock number information. If the wrong material is received the second time, contact your local TPS, [WP 003 00](#).

30 December 2014**10-1 DISPOSITION OF EXCESS MANUALS**

10-2 The cost of postage and the cost of restocking are such that in most cases the manuals that are in excess of the activity's requirements will be disposed of locally. Manuals may be passed to any other Navy or Marine Corps activity requiring the manuals.

10-3 DESTRUCTION OF PAPER UNCLASSIFIED TECHNICAL MANUALS. Although most TMs are unclassified, they are utilized as operational manuals and should not be disposed of in the trash.

a. Some options are:

- Large strip (1/2 inch) shredding,
- Pit burning,
- Recycling into pulp at a commercial facility (positive military control must be maintained),
- Hand tear (or machine cut) each page into quarters. Maintain quarter page separation with bagging and place out for local refuse pickup. Ensure bags are left for pickup on alternating days.

NOTE

Ensure the Local Commanding Officer's instructions are followed in selecting one or more of the above destruction procedures.

b. Classified material. Dispose of as set forth in SECNAV M-5510.36.

10-4 DISPOSITION OF NAVAIR TECHNICAL PUBLICATIONS BINDERS. Check with other activities in your area to see if they are in need of binder(s).

10-5 DISPOSITION OF UNCLASSIFIED CD-ROMs. If your local Automated Data Processing (ADP) has established a disposal program, comply with their procedures. For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the documents. Disposal of plastic CD-ROM discs at sea shall be per OPNAVINST 5090.1.

11-1 FORCE/ACTIVITY DESIGNATOR

11-2 The issue priority code system is established to ensure that requirements are processed in accordance with the importance of the mission of the requesting activity and the urgency of need. The provisions of this system are applicable to all requisitioners authorized to request supply support from and within any military supply distribution system. This system establishes criteria for both the requisitioner and the distribution system.

11-3 The Force/Activity Designator (F/AD) and the Urgency of Need Designator (UND), although not directly applied to requisitions, are the governing factors needed to determine the Issue Priority Code which is applied directly to requisitions. A general background of the requirements for assigning these priority codes is provided below to afford a more thorough understanding of the issue priority code system. Refer to OPNAVINST 4614.1 for complete coverage.

11-4 A F/AD (Roman numerals I through V) is assigned by the Secretary of Defense, the Joint Chiefs of Staff, the Department of Defense (DOD) staff, or individual DOD components to indicate the mission essential of the unit, organization, installation, project, or program to meet national objectives. The F/AD, combined with the Urgency of Need Designator (UND) Code (an alphabetic character), selected by the requiring activity, determines the priority designator. This designator expresses the basic military urgency for material movement and issue transactions. The Force/Activity (F/A) consists of the following:

- a. A unit, organization, or installation performing a specific function or mission.
- b. A body of troops, ships, aircraft, or a combination thereof.
- c. A function, mission, project or program including those under military assistance (grant aid and/or sales).
- d. The FAD is assigned in accordance with the mission essentially as follows:

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- Primarily assigned only on combat conditions. This designator is assigned, however, during special peacetime missions, such as top national priority or declared emergencies.
- Designator II. Primarily assigned for combat ready forces maintained to deploy within 24 hours.
- Designator III. Primarily assigned to combat ready forces maintained to deploy within 30 days in support of those covered in Designator II.
- Designator IV. Primarily assigned to combat ready forces maintained to deploy within 30 to 90 days.
- Designator V. Assigned to all other activities, including administrative/staff units not covered in Designators I through IV.

12-1 URGENCY OF NEED DESIGNATOR

12-2 The UND is assigned in relationship to the function or mission performed by the activity. These designators (letters A through C) are assigned primarily as shown in table 1 and as follows:

- Designator A: Assigned for emergency and immediate requirements for non-available material without which the force/activity concerned is unable to perform mission or tasks. Assigned for material required to eliminate existing work stoppage.
- Designator B: Assigned for immediate/urgent requirements for non-available material without which impairs the capability of the force/activity concerned or the operational capability of aircraft/ equipment. Missions can be performed but with decreased operational effectiveness and efficiency.
- Designator C: Assigned for material requirements for initial outfitting and filling allowances, scheduled maintenance, routine stock, repair or maintenance of supply support and stocks not immediately required.

13-1 PRIORITY DESIGNATOR

13-2 Combining the assigned F/AD and the appropriate UND will enable the requisitioner to determine the appropriate Priority Designator. It should be noted that an assigned F/AD normally limits the requisitioner to choosing from three priority designators consistent with the UND. Table 1 will provide the user with a method of determining the right priority.

Table 1. Issue Priority Designator Conversion Table

UMMIPS: HOW TO DETERMINE THE RIGHT PRIORITY				
		URGENCY OF NEED DESIGNATORS		
		UNABLE TO PERFORM MISSION	IMPAIRED OPERATIONAL CAPABILITY	ROUTINE
	FORCE/ACTIVITY DESIGNATORS	A	B	C
I	IN COMBAT	1	4	11
II	POSITIONED FOR COMBAT	2	5	12
III	POSITIONED TO DEPLOY/COMBAT	3	6	13
IV	OTHER ACTIVITY & SELECTED RESERVE FORCES	7	9	14
V	ALL OTHERS	8	10	15

14-1 DISTRIBUTION PROCESS REQUIRED FOR TECHNICAL MANUALS REQUIRED BY NAVSEA AIR CAPABLE SHIPS AND SHORE STATIONS

14-2 **DISTRIBUTION PROCESS** for technical manuals required by air capable ships and shore stations:

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- a. In August 2009, the Naval Aviation Technical Data and Engineering Service Center (NATEC) and the Naval Systems Data Support Activity (NSDSA) established web services from NAVAIR/NATEC's TMAPS to NAVSEA's Technical Data Management Information System (TDMIS) in order to electronically distribute specific NAVAIR technical manuals to NAVSEA air capable ships (AS, CG, DDG, FFG, LCC, LPD, LSD, T-AE, T-AFS, T-AH, T-AK, T-AKE, T-AO, T-AOE, T-ARS, T-ATF, T-AVB). CVNs, LHAs and LHDs receive NAVAIR technical manuals through the NAVAIR distribution process. NAVSEA shore stations can access technical manuals through TDMIS. A memorandum of agreement between NSDSA and NAVAIR 6.8.5 establishing responsibilities was signed on August 5, 2009.
- b. The following programs have TMs identified for web services: H-60 Organizational & Intermediate (O&I), H-53 O & I, General Series, Mobile Equipment, ALSS, Aircraft Launch & Recovery Equipment (ALRE), Air Traffic Control (ATC), Common Electronics, Ship Weapons Installations Manuals (SWIM) and Shop Test Equipment (STE).
- c. NAVAIR Technical Data LEM approval is required before a TM will be considered for web services between TMAPS and TDMIS.

14-3 UPDATING A TECHNICAL MANUAL. Technical manual updates will follow the normal initial distribution for NAVAIR technical manuals. However, if a manual is identified for web services to TDMIS, the metadata and PDF copy of the technical manual will be sent to TDMIS the same day it is posted to TMAPS. If a technical manual is designated as digital only distribution, i.e. ALSS, it will not be available in paper through NLL.

14-4 CANCELLATION PROCEDURE. If a technical manual identified for web services is cancelled, the NAVAIR LEM must notify the NATEC distribution team and Naval Systems Data Support Activity (NSDSA) to pull the technical manual from TDMIS and TMAPS.

14-5 ADDING A NEW MANUAL PROCEDURE. NAVSEA organizations shall send the NATEC Help Desk a request by logging onto the TMAPS website at <https://mynatec.navair.navy.mil/> to add technical manuals to web services if they require a new NAVAIR technical manual. NAVSEA TMAPS accounts other than LHAs, LHDs and CVNs will not be maintained.

Update data

Publication Number: 03-20CAD-1

Work Center: C130

Location: SUB

Sub-Location:

Pub Type: N) NAVAIR (Paper)

Classification: UNCLASSIFIED

Doc Number: 9306-TP01

On Order?: Yes

Status: AOA

Issue Date:

Last Audited: 9/17/2009

Miscellaneous: A MANN

Remarks:

Publication Title: INTERMEDIATE AND DEPOT MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN AIRCRAFT PROPELLER CONTROL MODEL 54H60-111 ASSEMBLY NO. 583700

Quantities: Paper = 1 / Digital = 1 / ADRL = 1

Options:

- ☒ Modify Current Record
- ☐ Send Record to History
- ☐ Add Duplicate Record
- ☐ Revise this Manual

Reset

Last Updated by: millersb Date: 11/2/2009 9:33:00 AM

Latest Change Information						
Change No	Change Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update Changes
1	8/1/2009		9/17/2009			
Notice No	Notice Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update Notices
RAC No	RAC Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update RACs
IRAC/IC No	IRAC/IC Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update IRACs/ICs

Make certain ELMS TM Record has all the basic information filled in plus the following blocks as information becomes available:

1. On Order? – Click on the down arrow and select Yes.
2. Doc Number
3. Status (once the status is assigned in NLL)
4. Remarks (utilize remarks to include the “Priority” and “Requisition Delivery Date (RDD)” in management of TM requisitioned any information showing the tracking the TM until it is received by the activity.)

Figure 1. Creating an Electronic Requisition Log in ELMS

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER TECHNICAL
PUBLICATIONS LIBRARY PROGRAM**

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Support

Service Division	WP 003 00
Establishing an Aeronautical Central Technical Publications Library	WP 007 00
Naval Aeronautical Publications Cross Reference	WP 008 00
Technical Data Requisitioning Procedures	WP 009 00
Central/Dispersed Technical Publications Library Verification/Audit Requirements.....	WP 014 00

1-1 TECHNICAL MANUAL APPLICATION SYSTEM ENHANCED LIBRARY MANAGEMENT SYSTEM OVERVIEW

1-2 The Enhanced Library Management System (ELMS) is the only automated system authorized for use in managing Central Technical Publications Library (CTPL) technical data. ELMS provides on-line, real-time updates to the technical library.

1-3 Use of the ELMS is required for all activities requiring automatic distribution of more than 30 NAVAIR maintenance technical manuals (TMs). Non-ELMS users are known as those activities requiring 30 or less manuals. To be placed on automatic distribution, submit a letter to Naval Air Technical Data and Engineering Service Center (NATEC) listing their TM requirements, including quantities. Non-ELMS users authorized NATEC website access shall update automatic distribution in accordance with paragraph 7-1 of this work package. If a customer is not authorized access to the NATEC website automatic distribution requirements must be submitted by a letter annually.

1-4 Technical Manual Application System (TMAPS) ELMS provides users with an on-line, centralized, accurate and verifiable database for TMs and Portable Electronic Maintenance Aids (PEMA). A record in ELMS will be used to control all publications, including partial publications, and media containing technical publications managed by CTPL.

a. Access to TMAPS ELMS is achieved through the NATEC website (<https://mynatec.navair.navy.mil/>). A user must register with NATEC in order to log into the system with "read only" capability. See WP 013 00 for further guidelines to access the NATEC website. For permissions needed to update and manage database functions, additional ELMS permissions must be granted. Submit on the NATEC website through Customer Service Support Desk or send an email to nani_customerservice@navy.mil and provide the following information at a minimum; Activity's Distribution Account Code (DAC) and requestor's Username ID (this is located on the "myNATEC Technical Data Website Homepage" under "myNATEC Account Information" or "My User Account"). Provide any additional information to assist NATEC in expediting request ([WP 013 00, paragraph 2-1c](#) provides further guidelines).

b. To view activity's ELMS account, once you access the NATEC website homepage select "Enhanced Library Management System (ELMS)" under the header "myNATEC Links". If customer is in any section of the website and cannot locate "Enhanced Library Management System (ELMS)" click on TMAPS, and locate the ELMS link to activate the ELMS Program.

1-5 All reproduced paper copies will be managed in the same manner as the original manual by entering them into Technical Manual Application System (TMAPS) ELMS and affixing appropriate library stamps.

a. The copy held by the dispersed library must, as a minimum, be comprised of: the "Title Page," all referenced material, all of the "Numerical Index of Effective Work Packages/Pages," and the work packages or pages desired by the Work Center Supervisor (WCS).

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b. A copy number will be assigned and in the “Remarks” field of TMAPS ELMS record will be annotated with: “This manual consists of the Title page, Numerical Index pages XXXX, and Work Packages XXX XX, pages XXX to XXX. This is a complete manual for audit purpose the remainder of this manual is maintained on the NATEC website, Joint Technical Data Information (JTDI), or CD-ROM maintained by the activity.” (WP 011 00 paragraph 7-1)

c. Control of non-routine reproduced portions of the TM when the CTPL is not available is as follows:

- A Quality Assurance (QA) Subject Matter Expert (SME) shall review all printed material for completeness and ensure proper control.

- Identify the reproduced TM in the corrective action block of the digital Visual Information Display System/Maintenance Action Form (VIDS/MAF) in Naval Aviation Logistics Command Management Information System (NALCOMIS) (OPNAV 4790/60) or work order by annotating the TM number and specific pages that were printed. Example: NA 01-1A-35, dtd 01 Aug 05, pgs 1-1 thru 1-10, total of 15 pgs.

- The WCS shall ensure that all printed material is accounted for and destroyed upon completion of a maintenance action per procedures outlined in the NA 00-25-100. The supervisor’s signature on the digital VIDS/MAF or work order indicates the printed material is certified current, accounted for, and destroyed per requirements. (WP 011 00)

1-6 Table 1 contains the minimum functions to be performed within TMAPS ELMS:

Table 1. ELMS Minimum Factors

Weekly	Run Library Audit function
	“Query Checked Out” TMs
Monthly	Verification of Requisition Log (WP 009 00)
	Run PEMA Publication Audit
Quarterly	Run Locator List for each Work Center
Annually	Make copy of CTPL ADRL report for transaction file
Anytime	Maintain a current copy of the complete listing

1-7 The following paragraphs cover pertinent information needed in daily use of the ELMS Program.

2-1 ENHANCED LIBRARY MANAGEMENT SYSTEM MAIN MENU

2-2 The ELMS Main Menu (figure 1) is sub-divided into four parts: Library, PEMA Management, Special Functions and Administration.

a. Library lists the following options:

- Tech Manual Search – Enter the ELMS active database from the “ELMS Main Menu” through “Technical Manual Search”. This link will search for and display records specified. From the “Tech Manual Search,” users can Print Change Entry Certification Records (CECRs), add new records, create and print reports. From the “Tech Manual Search” results, users can create spreadsheets, view the publication status, view or download digitized publications, archive records and display records for further processing.
- Library Audit – Click on “Library Audit,” select a category under “Audit Options” and click submit. A search result will be created containing those records matching the selected audit option. Audit reports can also be generated and printed.
- Customer Account (TMAPS) – This option redirects the user to the TMAPS “Customer Accounts Update Screen” where librarian can make changes to the activity’s account.
- Automatic Distribution (ADRL) – Click on “Automatic Distribution (ADRL)” to display a format options for ADRL. Format options are “Text File” or “Spreadsheet”. The ADRL is constructed from the NATEC ELMS active database utilizing NAVAIR publication types (Pub Types) “N”, “I” or “E”. The quantity field in the list reflects the number of each publication in the library. A zero (0) quantity identifies manuals that are a Pub Type “E” (NAVAIR digitized publication).

- b. PEMA Management lists the following options:
- COMNAVAIRPAC/COMNAVAIRLANTINST 4790.25 PEMA Instruction – Provides the policies and procedures for the management, inventory and use of both PEMAs and their applicable software.
 - PEMA Inventory – Click on PEMA Inventory to select “Query Active” or “Add New Record”.
 - PEMA Publication Audit – Click on “PEMA Publication Audit” to review all records or discrepancies for selected query options. “Report Options” are “Complete” and “Work Center” format.
 - PEMA Service Pack Update Instructions – This is provided/managed by PMA-260 FST Fleet Support Team.
 - Link to the NDDS Website – The Naval Data Distribution System (NDDS) is provided by PMA-260 FST Fleet Support Team.
- c. Special Functions lists the following options: (Not used at this time)
- d. Administration lists the following option:
- Contact NATEC TPS – Displays an email message addressed to nani_customerservice@navy.mil and used to request assistance from a Technical Publication Specialist (TPS).
 - ELMS CTPL FAQ – A quick reference/guidelines provided to the CTPL in managing day-to-day problems within the CTPL.

3-1 NAVIGATING LIBRARY MENU IN ENHANCED LIBRARY MANAGEMENT SYSTEM

3-2 **TECH MANUAL SEARCH** (See [figure 2](#)). From the “ELMS Main Menu,” click on the “Tech Manual Search” link to see search criteria; “Options” displays different queries listing records in the selected database; “Add New Record” based on the release of new publication number or technical directive number placed in “Pub Number”; create/print reports and/or “Generate and Print CECRs”.

NOTE

Only designated CTPL with ELMS update permissions will have “Add New Record” and “Generate and Print CECRs” options (see [paragraph 1-4a](#)).

3-3 On the left side of the “ELMS Search” screen complete the applicable fields: Pub Number, Exact box, Copy Number, Pub Type, Work Center, Location, Sublocation, Classification, Miscellaneous, Title and Remarks. Under “Options” heading on the right side, click the Query Active, Query History (Dead) Database, Query Checked Out, Query Issued CECRs, Query Overdue CECRs or Query Pubs on Order, radio button to view records in chosen respective file.

- a. Click reset button to clear any errors or the previous query.
- b. Once you click submit a list of the manuals you have selected will be displayed.
- c. Place the mouse over any input field, heading, or button to see additional information about that item.
- d. The Column Headers ([figure 3](#)) for the Search Result records are:
- Status – Status of the manual, place mouse over status icon for explanation ([table 2](#)),
 - Pub Number – Click to view and/or edit the manual data. Mouse over to read the manual title,
 - Copy – The assigned copy number. If the copy number is in red, the manual has been placed on order.
 - Type – See [table 3](#) to identify the manual’s released format (i.e., digitized, paper, Interactive Electronic Technical Manual (IETMS), etc.).
 - WC (Work Center) – Work center holding the manual.
 - Sec – Security classification of manual.

- Misc – There is miscellaneous information in regards to the manual. If a “Yes” is in this box there is data present, mouse over to view the contents. ELMS PEMA Management inserts comment that record is “Auto added from PEMA Management”.
 - Rem – There is remarks information in regards to the manual. If a “Yes” is in this box there is data present, mouse over to view the contents.
 - Out – “Yes” in this box means the manual is checked out, mouse over to view contents.
 - Hist – Click the box to send the manual to history.
- e. Each search result displays a maximum of 30 records. If more than 30 records are retrieved, the user can navigate to the additional pages by clicking on the numbered links displayed at the bottom of each search result.

Table 2. Status Icon Definitions Table











Icon	Defined	Description	Click Icon to
	This pub has been digitized in .PDF Acrobat Portable Document format	Acrobat File Logo	View, Save or Print
	This pub has been cancelled	Black “C” on Red Background	N/A
	Your Library has more current information. TMAPS: mm/dd/yyyy ELMS: mm/dd/yyyy	Black “D” on Green Background	View, Save or Print
	Manual is in the initial distribution cycle. Remains in audit report for 60 days after TM is posted. After 60 days, defaults to a Red D.	Black “D” on Yellow Background	View, Save or Print
	TMAPS has more current information. TMAPS: mm/dd/yyyy ELMS: mm/dd/yyyy	Black “D” on Red Background	View, Save or Print
	Distribution F manual: Further dissemination as required	Black “F” on Red Background	View, Save or Print
	Marked as Non-NAVAIR manual	White “O” on Dark Blue Background	N/A
	Pub has not been digitized	Black “P” on Light Blue Background	N/A
	Pub does NOT have cross reference in TMAPS	Black “?” on Red Background	N/A
	This manual is part of an Interactive Electronic Technical Manual (IETM)	Laptop Computer	N/A

Table 3. List of Authorized Publication Types for the ELMS Program

A Air Force	B Use as Needed	C Commercial	D Navy Directives	E NAVAIR (Digital)	F Use as Needed	G Coast Guard	H Use as Needed	I IETMS	J Use as Needed	K Compact Disks	L LES/LPS	M Marine
N NAVAIR Paper	O Other	P Partial	Q Use as Needed	R Reference	S Use as Needed	T Technical Directives	U Use as Needed	V Use as Needed	W Use as Needed	X Cancelled	Y Use as Needed	Z Use as Needed

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3-4 Add New Record (figure 2). This is used when adding a new manual, technical directive (TD), WC or location into ELMS. Click on the "Add New Record" button in the "Technical Manual Search" screen. Complete the publication or TD number, copy number, and "Pub Type" fields and click "Submit" (figure 4). At the next screen (figure 5), after filling in the mandatory blocks and "CTPL Rcpt" (date CTPL physically receives the publication), complete all other necessary entries and click submit to update the database and close the record.

3-5 Generate and Print CECR. A receipt form to document and validate that issued updates have been incorporated into a manual.

a. CECR function is to indicate to a CTPL librarian a change/revision has been issued for incorporation to a specific TM held by a designated work center. The incorporation will be done by the holder of the publication(s), and ensures old/discarded pages of a publication are removed and accounted for in accordance with locally established procedures.

b. Reprinting CECRs. Go into record to reprint CECR, delete "CTPL Rcpt" and "CECR Due". Then re-add "CTPL Rcpt" again, then click submit button. If yes is selected in the "On Order?" field, the CTPL will not be able to issue and print a CECR. This field must be left blank or "No" must be selected to issue a CECR Form.

3-6 ELMS Record Options. Conduct a "Tech Manual Search" by entering TM number in the "Pub Number" field and click on the appropriate TM in the "Search Result" to display the record.

a. Modify Current Record (see figure 6). Complete desired modification, select "Modify Current Record" and click submit. The record will be re-displayed and reflect the changes. The NAVAIR Pub Type "N," "I" or "E" publications located in the TMAPS Central Repository are linked to the TMAPS "Repository Query Result" or "Label Auditing". To exit a record with or without updating it, click "Previous Record," "Next Record" or the red "X" box at the top of the displayed screen.

b. Send Record to History. There are two ways to send manuals to history:

(1) In "Technical Manual Search," select the records for review. On the "ELMS Search Result" screen, under the heading "Hist" click the box(es) of the record(s) for deletion. Once the manual(s) is selected, go to the bottom of the "Hist" column and click the "delete" box to remove record from the active ELMS database. If the CTPL librarian decides the selected manual(s) was not meant for deletion, click the delete box again, this will remove the check mark and the ELMS record(s) will stay active.

(2) Another method is to conduct a technical manual search and click on a manual number in the "ELMS Search Result" to display the ELMS record. Select "Send Record to History" and click submit (figure 6).

c. Add Duplicate Record. Conduct a technical manual search and click on the appropriate manual number in the ELMS Search Result to display the record.

(1) Click on "Add Duplicate Record". A pop-up message is displayed that states "The copy Number field has been changed to: ___ and Work Center, Issue Date and receipt Date fields have been blanked. Enter new Work center and click the Submit Button to Duplicate". Click on "OK".

(2) Complete any desired changes and click submit. The ELMS Search Result will be renewed and includes the duplicate record in the manual list being reviewed by the CTPL librarian. Remember if the copy number of the created duplicate record is not assigned, ELMS Program will automatically assign the next sequential number.

d. Revise this Manual. Automatically sends manual and all its changes to the dead file and allows the CTPL librarian to enter data pertinent to the new revision. All revision copies for a specific publication needs to be available to CTPL librarian (received as paper/CD or digital format from the NATEC website) in the library prior to completing this option.

(1) Conduct a technical manual search and click on the appropriate manual number in the search result to display the record. Select "Revise this Manual" and click submit.

(2) A pop-up window is displayed that states “Click OK to Revise All Copies of this manual, or Cancel to continue with current update”. Click on the appropriate selection.

(3) Clicking “OK” sends all copies and changes to History and blanks out the stock number, basic, issue, and CTPL receipt dates. A screen is provided to enter data for the new revision copies. At a minimum, select a stock number/basic date combination from the pull-down list and click submit. Those data fields left blank when “Submit” is selected will be blank on all ELMS records for that manual.

3-7 Check Out Publication. Conduct a TM search, click on the appropriate manual number in the “ELMS Search Result” to display the record.

- a. To “check out” a manual, click on the “Check Out Publication” button. In the pop-up window, complete the “Customer Information” fields and click “Checked-Out”. A pop-up message states “This manual is now checked out...” and click “OK”. The ELMS record will display the checked out details as follows: “This publication was checked out to Joe Sailor on 10/7/2012 (Location = 110) (Phone = 999-9999)”.
- b. To “check in” a manual, click on the “Check In Publication” button. In the pop-up window, click the “Check-In” box. A pop-up message states “This manual is now checked in...” and click “OK”. The record is re-displayed without the check-out details.
- c. A list of all checked-out manuals for a library can be displayed by selecting the “Query Checked Out” option from the “Tech Manual Search” screen.

3-8 TMAPS Links. TMAPS is linked to the central repository allowing the user to view publication data such as Technical Data Deficiency Reports (TPDRs), IRACs, TDs, and other metadata.

- a. TMAPS. This option allows the user to compare information between “TMAPS (Central Repository)” and ELMS to determine if the user/activity has the most current publication in the ELMS Program. Allows user to verify the latest information on that specific ELMS record (manual) and compare.
- b. LABELS. A verification tool for the CTPL Librarian to review shipment quantity on those manuals being pushed based on the activity’s ADRL. Customer receipt date is populated by CTPL “Receipt Date” data field on the ELMS record for “Pub Type” “N” and/or “I”.

3-9 Latest Change Information. For the purpose of this paragraph, “change” will refer to Changes, Notices, Rapid Action Changes (RACs) and Interim Rapid Action Changes/Interim Changes (IRACs/ICs). Conduct a technical manual search and click on the appropriate manual number in the “ELMS Search Result” to display the record.

- a. Click the appropriate change button at the bottom of the displayed ELMS record to view changes, notices, RACs, and IRACs/ICs.
- b. For NAVAIR Type “N”, “I” or “E” publications, the “Stock Number/Change Date” and “Change Number” of the repository record must match the “Stock Number/Change Date” and “Change Number” of the library record in order to be added, edited or deleted. If there is no match, these modifications will not be possible and a TPS should be contacted at nani_customerservice@navy.mil. The NAVAIR Type “N”, “I” or “E” publications that are present in the central repository are also linked to the “Repository Query Result and Label Auditing” screen in TMAPS.

3-10 Reports. In ELMS “Tech Manual Search,” under “Report Options” five reports are available:

- a. Complete – Detailed report that includes the latest change, notice, RAC or IRAC information.
- b. Locator – Provides the exact physical location of a manual within a selected work center.
- c. Work Center – Publications received or changed since the last audit dates are marked with a red copy number and asterisk.
- d. CECR – Publications with complete or incomplete CECRs. Those manuals with overdue CECRs have selected fields displayed in red and within red brackets.

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e. Received – Summary count of basic publications, changes, notices, RACs and IRACs received during a time period specified by the user.


3-11 **LIBRARY AUDIT** (See [figure 7](#)). This function should be accomplished daily, but is mandatory to be accomplished weekly in order to keep the library current and manageable. Click on the “Library Audit”, select a “Database Query Option”; default is “All Discrepancies option”, then click “Submit”. A search result will be created containing records matching the query option selected. Printed reports for Library Audit are “Complete List” and “Work Center”. The Audit options include:


- a. All Discrepancies – All publications falling into the options listed below.
- b. No Cross Reference – A quick reference in identifying ELMS record marked as Pub Type “N”, “I”, “E”, inadvertently not identified as a NAVAIR publication in TMAPS.
- c. TMAPS has Newer Info – TMAPS manual copy has a newer date.
- d. ELMS has Newer Info – Library publication copy has a newer date.
- e. Cancelled TM’s – Publications shown in TMAPS as cancelled.

3-12 Status Explanation



When auditing the ELMS database the status codes provides information pertaining to the status of the TM identified in ELMS as it compares to NATEC TMAPS record. The following explanations explain some of the different combinations (see [table 2](#)):

a.  (Cancelled Manual) – Removal of the TM from the TMAPS repository. If TM is still required, refer to [WP 013 00 paragraph 18-1](#) on criteria and managing cancelled TMs in ELMS.


b.  (Outdated Manual) – TMAPS has a newer released information against manual.

c.  (Pushed Manual) – A Yellow “D” appears in the status block when a notice, change, pickup revision, revision or new manual, whether in paper or CD, is pushed to the user during the initial distribution. Also, if an activity has the manual identified as Pub Type “N” or “I” in their ELMS database a yellow “D” will appear identify that a new publication or an update is posted to the NATEC website.

(1) Once the new or updated manual is posted on the NATEC website the yellow “D” stays in effect for 60 days or upon receipt by the user.

(2) If not received within 60 days from the posted date on the NATEC website, the yellow “D” turns into a red “D” (). If received and identified as received in ELMS, the status icon turns into the PDF symbol ().

(3) Reprints, IRACs and ICs will not generate a yellow “D”.

d.  - (ELMS’ has more current information) – Sometimes upon receipt of a TM an activity may have the most up-to-date information. If this does not change to the PDF icon within three days, notify NATEC through nani_customerservice@navy.mil of the discrepancy.

3-13 **CUSTOMER ACCOUNT (TMAPS)** ([figure 8](#)). Click on the “Customer Account (TMAPS)” option to manage account profile information. The option redirects you to the “TMAPS Customer Account Update Screen”. If activity has more than one librarian, the primary librarian’s name (identified on billet description/assignment) will be placed in the “POC” block.

3-14 **AUTOMATIC DISTRIBUTION (ADRL)**. From the ELMS Library Menu, click on ADRL to display “Text File” or “Excel Spreadsheet” options for a list of a library’s requirements. The ADRL is constructed from the NATEC ELMS active database utilizing NAVAIR Pub Types “N”, “I” or “E”.

a. To add a new requirement to your ADRL, click the “Add New Record” button in ELMS Search screen. Fill out the required fields and be sure to include the “Document Number,” “Status” (if known) and “On Order?” status in the space provided if manual has not been received in the activity.

NOTE

Naval Air Training and Operating Procedures Standardization (NATOPS) manuals will not automatically show up on the ADRL. CTPL must contact the NATOPS Logistics Element Manager (LEM) in order for NATOPS manuals to appear on the ADRL.

(1) Utilize Pub Type “E” (NAVAIR Digital) as the publication type to indicate it is part of the ADRL however, there is no requirement for paper or CD(s) updates.

(2) Utilize Pub Type “N” to automatically receive TM(s) in paper or CD (depending on releasing format).

(3) Utilize Pub Type “I” to automatically receive technical manuals and updates that are distributed in IETM format.

(4) Joint Knowledge Caching Server (JKCS) CD Deployment is currently in the process of being discontinued. Discard any CD’s received in accordance with locally established procedures. For deployed ships/remote shore installations connectivity to JKCS shall be monitored to ensure automatic updates.

(5) Utilize Pub Type “K” for CD on Demand (COD) as discussed in [WP 009 00](#). Pub Type “K” is NOT part of automatic distribution.

b. Cancelled TMs and TMs under distribution control of other activities, as well as local data, may be retained in ELMS for control purposes.

(1) Cancelled manuals retained must be clearly marked “CANCELLED” on the title page and a Pub Type “E” or “N” must be assigned.

(2) For TMs under distribution control of other activities, the “Pub Type” code must be any other letter than “E,” “N” or “I” in ELMS. (See [table 3](#) for publication types).

(3) Pub Type “X” should be used for cancelled manuals being placed in ELMS History folder.

3-15 Aviation Life Support System (ALSS), Interactive Electronic Technical Manual (IETM), and Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) CD in Enhanced Library Management System (ELMS)

The ALSS, IETM, and CAD/PAD CD must be placed on the activity’s ADRL for automatic distribution. If the incorrect “Pub Type” is used, activities will not receive these CD’s through automatic distribution. The [figures 9](#) through [11](#) are examples of proper documentation in ELMS.

3-16 Partial Manual

QA approved sections of a maintenance manual reproduced for usage in the applicable work center will follow the established guidelines in [WP 013 00, paragraph 17-1](#). Annotate the partial manual’s ELMS record with Pub Type “P” ([figure 12](#)). If CTPL maintains a master copy of partial manual, the ELMS record will be annotated with Pub Type “N” or “E”. Pub Type “P” will show up in activity’s ELMS Report as an outdated manual when verifying manuals against TMAPS or JKCS.

4-1 NAVIGATING PEMA MANAGEMENT MENU IN ENHANCED LIBRARY MANAGEMENT SYSTEM

4-2 PEMA INVENTORY ([figure 13](#)). Click the submit button to display a listing of the activity’s assigned PEMA records in the active database.

a. Clicking submit without entering data in any of the fields will display your entire active PEMA database. Entering data in any field(s) on the left will narrow your list of records displayed. From the ELMS Main Menu, click on “PEMA Inventory”, enter search criteria in the left section of the “PEMA Inventory” screen and click submit. Enter as much search criteria as possible to retrieve relevant records only. A search result list will be displayed in the next screen.

- (1) Once you click submit, a list of the PEMAs you have selected will be displayed.
 - (2) The Search Criteria Fields are; Serial #, PEMA Number, Publication, Work Center, Location, Assigned to, Status, and Service Pack.
 - (3) The Column Headers for the Search Result records ([figure 14](#)) are:
 - Serial No. – PEMA Serial Number and primary number for tracking PEMA in ELMS
 - Pema No. – Activity generated number
 - Wrk Ctr - Work Center where PEMA is located
 - Location – Location of PEMA in a Work Center
 - Assign To – Dispersed Technical Publications Library (DTPL)/Person assigned PEMA
 - Service Pack – Service Pack version loaded on the PEMA
 - (4) Each search result displays a maximum of 100 records. If more than 100 records are retrieved, the user can navigate to the additional pages by clicking on the numbered links displayed at the bottom of each search result.
 - (5) Use Browser back button to return to the PEMA Inventory screen. Use reset button to clear the previous query.
- b. Add New Record. This is used when adding a new PEMA and/or technical data loaded on the PEMAs into ELMS. Click on the “Add New Record” button in “PEMA Inventory” screen. See [figure 15](#) for the “Add New Record” screen. Complete the mandatory blocks.
- (1) Then under “Available Service Packs” header, move the service pack version loaded on the PEMA to the “Service Packs loaded on PEMA” block on the right side. Service Packs must be loaded in sequence. If one Service Pack is missed, past releases must be loaded before the latest release.
 - (2) Under “Your Library/ADRL” header, select those publications loaded on the PEMA from right list to “Current Tech Data on PEMA” list on left.
 - (3) CTPL’s with IETMs, add the CD number only i.e. A1-H60CD-60B-000 to the “Current Tech Data on PEMA”.
 - (4) Ensure that Add New (default) button is selected and click submit. Click “OK” to the Dialogue Box indicating record(s) were added to the ELMS database with PEMA serial number in sublocation field and the phrase “Auto added from PEMA Management” in the record “Miscellaneous” field. If over 30 TM are added press enter to complete the operation.
- c. Modify PEMA. This is used when modifying PEMA Number, Location, Work Center, Assignment, Status, Last Update, Software Service Pack update information, and/or Model. Also, use for adding NAVAIR TMs not previously added from “Your Library/ADRL” to “Current Tech Data on PEMA” list. Click submit to update the database. See [figure 16](#) for Modify screen.
- d. Add New and Clone this record. This is used when cloning/copying a previously existing PEMA record and the NAVAIR Publications numbers on the PEMA. Complete the new PEMA Serial Number; PEMA Number, Location, Work Center, Assigned to, Status and Model. Ensure that “Add New (default)” button is selected and click submit. Click “OK” to the Dialogue Box indicating record(s) were added to the ELMS database with PEMA serial number in sublocation field and the phrase “Auto added from PEMA Management” in the record Miscellaneous field. If over 30 TM are added press “Enter” to complete the operation
- e. Delete PEMA. This is used when deleting a previously existing PEMA record and/or the NAVAIR Publications numbers on the PEMA. Verify the PEMA Serial Number to be deleted. Ensure that the Delete button is selected and click submit. Click “OK” to Dialogue Box indicating deletion of the TM record(s) with the PEMA Serial # in the Sublocation field.

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4-3 **PEMA PUBLICATION AUDIT** (See [figure 17](#)). This function is mandatory to be accomplished monthly in order to keep the library current and manageable. Click the submit button to display all records in the active database. Select "Discrepancies" for list of only discrepancies.

a. Clicking submit without entering data in any of the fields will display your entire active PEMA database. Entering data in any field(s) on the left will narrow your list of records displayed. From the ELMS Main Menu, click on PEMA Publication Audit, enter search criteria in the left section of the PEMA Audit/Reports screen and click submit. Enter as much search criteria as possible to retrieve relevant records only. A Search Result list will be displayed in the next screen.

(1) Once you click submit, a list of the PEMAs you have selected will be displayed.

(2) The Search Criteria Fields are: Serial #, PEMA Number, Publication, Work Center, Location, Assigned to; and Status.

(3) The Column Heads for the Search Result records ([figure 18](#)) are:

- Serial No - PEMA Serial Number and primary number for tracking PEMA in ELMS
- PEMA – Activity generated number
- Wrk Ctr- Work Center where PEMA is located
- Location – Location of PEMA in a Work Center
- PEMA Last Updated – Date of last PEMA update
- Status of the publication (No header)
- Pubno – NAVAIR Number. Select column heading for an alpha number sequence of numbers.
- TMAPS – NATEC TMAPS dates for discrepancy where TMAPS has newer information.
- Local Copy – Order by copy

(4) Each search result displays a maximum of 100 records. If more than 100 records are retrieved, the user can navigate to the additional pages by clicking on the numbered links displayed at the bottom of each search result.

(5) Use Browser back button to return to the PEMA Audit/Reports screen. Use reset button to clear the previous query.

b. Report options for PEMA are Complete or Work Center.

(1) Complete list is a printable alpha numeric list of publication numbers with NSN; Basic Date; Latest Change Info; Copy No; W/C; LOC; and Misc field information from the search option.

(2) Work Center list is a printable alpha numeric list of publication numbers with Basic Date; Latest Change Info; Copy No; LOC; from the Work Center option.

5-1 **NAVIGATING SPECIAL FUNCTIONS MENU IN ENHANCED LIBRARY MANAGEMENT SYSTEM** (Not used at this time)

6-1 **NAVIGATING SYSTEM ADMINISTRATION MENU IN ENHANCED LIBRARY MANAGEMENT SYSTEM**

6-2 **CONTACT NATEC TPS** (Technical Publication Specialist). TPSs are the point of contact for ELMS/CTPL related questions. They may provide problem feedback to NATEC HQ, assist users in resolving program, distribution and automatic distribution problems.

6-3 Click on Contact "NATEC TPS" from the "ELMS Main Menu Administration" function. An Outlook email message addressed to nani_customerservice@navy.mil with RE: ELMS in the subject line is displayed. Type your inquiry details into the text area of the email and click send. Due to security reasons, questions and inquiries must be sent using your assigned military/civilian/contractor email

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account. Questions and inquiries sent from internet email accounts (hotmail, yahoo, mail, AOL, etc.) will not be answered.

6-4 **ELMS CTPL FAQs.** ELMS CTPL Frequently Asked Questions (FAQs) provides a quick reference/guidelines.

7-1 NON-ENHANCED LIBRARY MANAGEMENT SYSTEM USERS

7-2 Submission of an ADRL is required at least annually to ensure your activity continues to receive required manuals. Your 12 month cutoff date is calculated from the date of your last ADRL submission or the last change you made to your ADRL directly on the NATEC website (through TMAPS's "Customer Accounts".)

a. The fastest way to update activity's ADRL (for non-ELMS users) is through the NATEC website. Once in the myNATEC screen, enter TMAPS and click "Customer Accounts". When the activity's account is displayed click submit. The screen should look like one of the screens in [figure 19](#).

b. Under the "ADRL Listing" block click the corresponding block pertaining to the action taken (add, edit, or delete) and follow the instructions provided on that screen. Once the action is complete click submit, and under "ADRL Update: (WEB)" your name will be displayed showing the user and date the ADRL was updated. This will take care of the yearly update requirement.

c. This is also one of the two places to update information (mailing address, primary librarian name and email account, etc.). The other screen is the "My User Account".

8-1 REVIEWING RECEIPT OF MANUAL/CD/DVD FROM ADRL DISTRIBUTION

8-2 If a manual or CD/DVD is received and is not listed on the ADRL, the CTPL will determine if it is required and if the quantity is sufficient. If the manual or CD/DVD is required and not listed or the quantity is incorrect, the ADRL Account should be updated by entering the manual or CD/DVD information into activity's ELMS database (ELMS users) or adding to "ADRL Listing" (NON-ELMS users). By updating the ADRL with any new (PUSHED) publication or CD/DVD, the user will be placed on distribution for future updates.

8-3 As each piece of official mail is received, the following shall be accomplished:

a. Verify that the contents of the package agree with the label ([WP 007 00, figure 5](#)). If contents disagree with the label, send original label (or photo-static copy) with what was actually received (i.e., manual number and quantity received) to:

Naval Air Technical Data and Engineering Service Center
ATTN: Distribution Branch, Code 6.8.5.3.1
NAS North Island, Bldg. 90
PO Box 357031
San Diego, CA 92135-7031

b. The correct material will be shipped to the activity without further action.

Library FKR7C50000 Tech Manual Search Library Audit Complete Library Audit Customer Account (TMAPS) Automatic Distribution (ADRL)	Special Functions Administration Contact NATEC TPS ELMS ELMS CTPL FAQ New!
PEMA Management CNAFINST 4790.25 PEMA Instruction New! PEMA Inventory PEMA Publication Audit PEMA Serice Pack Update Instructions Link to the NDDS Website	

Figure 1. Example of ELMS Main Menu

ELMS MENU | NATEC TOC | TMAPS MENU

Pub Number:	<input type="text"/> (Exact) <input type="checkbox"/>	<p>---- Options ----</p> <p><input checked="" type="radio"/> Query Active <input type="radio"/> Query History (Dead) From: <input type="text"/></p> <p><input type="radio"/> Query Checked Out <input type="radio"/> Query Issued CECRs <input type="radio"/> Query Overdue CECRs <input type="radio"/> Query Pubs on Order <input type="radio"/> Add New Record</p> <p>---- Report Options ----</p> <p><input type="radio"/> Complete <input type="radio"/> Locator <input type="radio"/> Work Center <input type="radio"/> CECR <input type="radio"/> Received</p> <p><input type="radio"/> Generate and Print CECRs</p>
Copy Number:	<input type="text"/>	
Pub Type:	<div>[All] A) Air Force B) Army C) Commercial</div>	
Work Center:	<div>[All] 040 C130 CTPL</div>	
Location:	<div>[All]</div>	
Sublocation:	<input type="text"/>	
Classification:	<div></div>	
Miscellaneous:	<input type="text"/>	
Title:	<input type="text"/>	
Remarks:	<input type="text"/>	
<div>Submit Reset</div>		

myNATEC | Links | Privacy Policy | Site Map | Customer Service | Accessibility

Figure 2. Technical Manual Search Screen




Status	Pub Number	Copy	Type	WC	Sec	Misc	Rem	Out	Hist
Found 20 record(s) Page 1 of 1					Create EXCEL Spreadsheet (Customize)				
Check/Uncheck to Select All/Deselect All checkboxes --->									<input type="checkbox"/>
	A1-AV8BB-LWS-662	001	E	040	U	-	-	-	<input type="checkbox"/>
	A1-AV8BB-LWS-662	002	E	020	U	-	-	-	<input type="checkbox"/>
	A1-CD00ALSS-001	001	E	040	U	-	-	-	<input type="checkbox"/>

Figure 3. Column Headers for the Search Result Records

Please fill in the required fields. To view format, restrictions, etc., place mouse over entry field.

Publication Number:*	Copy Number:*	Pub Type:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

Figure 4. Example of Add Record Field

Please fill in the required fields. To view format, restrictions, etc., place mouse over entry field.

Publication Number:*		Copy Number:*		Pub Type:*	Stockno:	Basic Date:*
00-25-100		020		E) NAVAIR (Digital)		
Issue Date:	CTPL Rcpt:	<input type="radio"/> Paper / CD	Work Center:*	Location:	Sub-Location:	
<input type="text"/>	<input type="text"/>	<input type="radio"/> Electronic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Doc Number:		Status:		Tracer:	On Order?:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	
Classification:*		Miscellaneous:				
UNCLASSIFIED		<input type="text"/>				
Publication Title:				Remarks:		
NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM				<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Previous Page"/>						

Figure 5. Example of an Add Record to ELMS

Update data as required. To view format, restrictions, etc., place mouse over entry field.

Publication Number: 00-25-100		Copy No: 004	Stockno: 0800LP1121123	Basic Date: 12/30/2011	Issue Date: 2/2/2012
Work Center: 040	Location:	Sub-Location:	CTPL Rcpt: 2/2/2012	CECR Due: <input type="radio"/> Paper / CD <input type="radio"/> Electronic	Last Audited: 9/11/2012
Pub Type: E) NAVAIR (Digital)	Classification: UNCLASSIFIED		Miscellaneous:		
On Order?: No	Doc Number:		Status:	Tracer:	
Publication Title: NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM			Remarks:		
« Previous Record Next Record »			Quantities: Paper = 0 / Digital = 28 / ADRL = 0		
This publication is available for check out. Check Out Publication					
TMAPS Links TMAPS LABELS		<input type="button" value="Submit"/> <input type="button" value="Reset"/>		Options <input checked="" type="radio"/> Modify Current Record <input type="radio"/> Send Record to History <input type="radio"/> Add Duplicate Record <input type="radio"/> Revise this Manual	

Last Updated by: storykb Date: 12/18/2012 12:14:00 PM

Latest Change Information						
Change No	Change Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update Changes
Notice No	Notice Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update Notices
RAC No	RAC Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update RACs
IRAC/IC No	IRAC/IC Date	Date Incorp	CTPL Rcpt	CECR Due	CECR Due	Add/Update IRACs/ICs

Figure 6. ELMS Record

[ELMS MENU](#) | [NATEC TOC](#) | [TMAPS MENU](#) | [ALADN](#)

Pub Number:	<input type="text"/> (Exact) <input type="checkbox"/>	<p>---- Audit Options ----</p> <p> <input checked="" type="radio"/> All Discrepancies <input type="radio"/> No Cross Reference <input type="radio"/> TMAPS has Newer Info <input type="radio"/> ELMS has Newer Info <input type="radio"/> Cancelled TM's </p> <div> <p>---- Report Options ----</p> <p> <input type="radio"/> Complete <input type="radio"/> Work Center </p> </div>
Copy Number:	<input type="text"/>	
Pub Type:	<input type="button" value="[All]"/> <ul style="list-style-type: none"> A) Air Force B) Army C) Commercial 	
Work Center:	<input type="button" value="[All]"/>	
Location:	<input type="button" value="v"/>	
Sublocation:	<input type="text"/>	
Classification:	<input type="button" value="v"/>	
Miscellaneous:	<input type="text"/>	
Title:	<input type="text"/>	
Remarks:	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

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




Figure 7. Library Audit Screen

Make changes as desired, select an Option and press **Submit**.

Account#: C37B30029	Maintenance Level: NON-MAINTENANCE	UIC: N30340	SALTS: 	ADRL FileDate: 12/13/2004
CO/OIC: OFFICER IN CHARGE		POC: SYRIL MILLER		
Attention: TECHNICAL LIBRARY		Area: 904	Phone: 542-1322	DSN: 942-1322
Activity: NATEC SOUTHEAST JACKSONVILLE		EMAIL: syрил.miller@navy.mil		
Address: BOX 75 BLDG 200/2 NAS		TYCOM Designation: NAVAIR		
City/State/Zip: JACKSONVILLE / FL / 32212-0075		Account Designation: US NAVY		
Country: UNITED STATES		Media/Quantity: PAPER		Media2/Quantity2:
Type Equipment Codes: U-NEW-INT (P-3; P-3C (UPDT 3)) (1) U-NEW-MRC/SE (P-3; P-3C (UPDT 3)) (1) U-NEW-ORG (P-3; P-3C (UPDT 3)) (1)		Platform: 		
Type Equipment Code Management [3] <input type="button" value="add"/> <input type="button" value="modify"/>		ADRL Listing: AG-HMGT1-POM-000 (0) P-3 AG-310DO-MRC-000 (1) COMMON AG-310DO-MRC-010 (1) COMMON AG-310DO-OMM-000 (1) COMMON AL-855TM-GYD-000 (0) GENSERIES AW-228AC-OAM-000 (1) F/A-18		
JKCS Site: NAS Jacksonville		<input type="button" value="Report"/> ADRL Management [129 Manuals] t is managed via ELMS ONLY.		
Options <input checked="" type="radio"/> Modify Current Record				
Account Update: User: millersb Date: 4/13/2010 9:17:48 AM	ADRL Update: (WEB) User: ELMS-millersb Date: 5/25/2010 12:19:00 PM	ADRL Process Date: User: jonesrl Date: 12/13/2004 10:12:01 AM		
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>		

myNATEC | [Links](#) | [Privacy Policy](#) | [Site Map](#) | [Customer Service](#) | [Accessibility](#)

Figure 8. Example of Customer Account (TMAPS)

Status	Pub Number	Copy	Type	WC	Sec	Misc	Rem	Out
Found 5 record(s) Page 1 of 1					Create Excel			
Check/Uncheck to Select All/Deselect All								
	A1-CD00ALSS-001	001	N	040	U	-	-	-
	00-35QH-2	001	E	040	U	-	-	-
	13-1-6.1-1	002	E	040	U	-	-	-
	13-1-6.1-2	001	E	040	U	-	-	-
	13-1-6.10	001	E	040	U	-	-	-
Click Here to send checked records to history --->								






ALSS CD
annotate as
pub type "N" in
ELMS.

Manuals listed on the
ALSS CD will be
documented with pub
type "E" in ELMS.

ALSS CD
annotate as
pub type "N" in
ELMS.

Manuals listed on the
ALSS CD will be
documented with pub
type "E" in ELMS.

Figure 9. Example of the ALSS CD Documentation in ELMS

Status	Pub Number	Copy	Type	WC	Sec	Misc	Rem	Out
Found 5 record(s) Page 1 of 1						Create EXCEL Spreadsheet		
Check/Uncheck to Select All/Deselect All checkboxes --->								
	A1-H60BB-110-100	001	E	040	U			-
	A1-H60BB-110-200	001	E	040	U			-
	A1-H60CA-150-200	001	E	040	U	-	-	-
	A1-H60CA-220-100	001	E	040	U			-
	A1-H60CD-60B-000	001	I	040	U			-
Click Here to send checked records to history --->								


Manuals listed on the IETM CD will be documented as pub type "E" in ELMS.

IETM CD annotates as pub type "I" in ELMS.

Manuals listed on
the IETM CD will be
documented as pub
type "E" in ELMS.

IETM CD
annotates as
pub type "I" in
ELMS.

Figure 10. Example of the IETM CD Documentation in ELMS

Status	Pub Number	Copy	Type	WC	Sec	Misc	Rep	
Found 1 record(s) Page 1 of 1					Create EXCEL			
Check/Uncheck to Select All/Deselect All								
	11-100-1.1-CD	001	I	040	U	-	-	-
Click Here to send checked records to history -->								

CAD/PAD
CD annotate
as pub type
"I" in ELMS.

CAD/PAD
CD annotate
as pub type
"I" in ELMS.

Figure 11. Example of the CAD/PAD CD Documentation in ELMS

Update data as required. To view format, restrictions, etc., place mouse over entry field.


Publication Number: 17-1P3-1	Copy No: * 002	Stockno 0817LP1067544	Basic Date* 7/31/2007	Issue Date: 9/15/2009	
Work Center: * 120	Location: TOOLBINDER	Sub-Location: 	CTPL Rcpt: * 9/15/2009 <input type="radio"/> Paper / CD <input type="radio"/> Electronic	CECR Due: 	Last Audited: 3/30/2011
Pub Type: * P) (Partial) ▼	Classification: * UNCLASSIFIED ▼	Miscellaneous: 			
On Order?: No ▼	Doc Number: 	Status: 	Tracer: 		
Publication Title: ORGANIZATIONAL MAINTENANCE AIRCRAFT TOOL CONTROL MANUAL NAVY AND MARINE CORPS MODEL P-3		Remarks: SECTION 8, PAGES 8-1 THROUGH 8-4			
« Previous Record Next Record »		Quantity of this Non-NAVAIR manual on hand = 1			
This publication is available for check out. Check Out Publication					
TMAPS Links	<div>Submit Reset</div>			Options <input checked="" type="radio"/> Modify Current Record <input type="radio"/> Send Record to History <input type="radio"/> Add Duplicate Record <input type="radio"/> Revise this Manual	

Last Updated by: storykb Date: 10/28/2011 9:05:00 AM

Figure 12. Example of Pub Type "P" Record

Serial #:		---- Options ---- <input checked="" type="radio"/> Query Active <input type="radio"/> Add New Record
PEMA Number:		
Publication:		
Work Center:	▼	
Location:	▼	
Assigned to:	▼	
Status:	▼	
Service Pack:	▼	
<div>Submit Reset</div>		

Figure 13. PEMA Inventory Screen

Found 16 records. Displaying records 1 through 16.  [Download to Excel](#)

<u>Serial No</u>	<u>Pema No</u> ▲	<u>Wrk_Ctr</u>	<u>Location</u>	<u>Assgn To</u>	<u>Service Pack</u>
123456789	123123	0			X
CF12345679	23456	0	BOOK 1		X
CF12345679	23456	040	BOOK 1		X
789123	456	110	BOOK 2		PEMAOS2011.Q1
999111	54321	TPS NOR		Givens	X
123456	Local Use	040		Alsbrooks	X
123456	Local Use	040	BOOK 1	Alsbrooks	X
123456	Local Use	040	BOOK 1	Alsbrooks	X
9999999	Local Use	040		Givens	X
999888	Local Use	040		Givens	X
456789	locloc	120			X
456789123123	locloc1	120			X
1237serial5678	Shane Test	040	BOOK 1	mcdarby	X
1237serial5678	Shane Test	040	BOOK 1	mcdarby	X
1237serial5678	Shane Test	040	BOOK 1	mcdarby	X
1237serial5678	Shane Test	040	BOOK 1	mcdarby	X

Page 1 Of 1

Figure 14. Example of PEMA Inventory Search Result Record(s)

Select publications and click ">>" to add to the PEMA or "<<" to remove from the PEMA. Click **Submit** to make the changes.

Serial #: [*]	<input type="text"/>	PEMA Number: [*]	<input type="text"/>
Location:	<input type="text" value="v"/>	Work Center: [*]	<input type="text" value="v"/>
Assigned to:	<input type="text"/>	Last Updated:	<input type="text"/>
Status:	<input type="text" value="v"/>	Model:	<input type="text"/>

Remarks: chars

Login Data: chars

Available Service Packs		Service Packs loaded on PEMA
PEMAOS2011.Q1 (1/31/2011) PEMAOS2011.Q2 (4/30/2011) PEMAOS2011.Q3 (7/30/2011) PEMAOS2011.Q4 (10/31/2011) PEMAOS2012.Q1 (1/31/2012)	<input type="text" value="v"/> ^>> <<v	<input type="text"/>

Your Library / ADRL(multiple select enabled)		Current Tech Data on PEMA
A-3-AFC-523 ACB-1111 ACB-1145 ACB-1196 AE-000DE-CON-000 AE-000DE-CON-001 AE-100QA-MEB-030 AE-200TA-MIB-300 AFB-271 AFC-125 AG-115SL-OMP-000 AG-241AO-MRC-000	<input type="text" value="v"/> ^>> <<v	<input type="text"/>

☐ Modify PEMA
☒ Add New
☐ Clone this record
☐ Delete PEMA

Figure 15. Example of Adding a New PEMA to the PEMA Inventory

Select publications and click ">>" to add to the PEMA or "<<" to remove from the PEMA. Click **Submit** to make the changes.

Serial #: *	CF12345679	PEMA Number: *	23456
Location:	BOOK 1	Work Center: *	040
Assigned to:		Last Updated:	2/25/2014 1:51:50 PM
Status:	RFI	Model:	CF29

Remarks: 250 chars

Login Data: 50 chars

SYS Admin password XXX

Available Service Packs		Service Packs loaded on PEMA
PEMAOS2011.Q1 (1/31/2011)	>> <<	PEMAOS2012.Q1 (1/31/2012)
PEMAOS2011.Q2 (4/30/2011)		
PEMAOS2011.Q3 (7/30/2011)		
PEMAOS2011.Q4 (10/31/2011)		
PEMAOS2012.Q2 (4/30/2012)		

Your Library / ADRL (multiple select enabled)		Current Tech Data on PEMA
A-3-AFC-523	>> <<	A1-H60CA-MRC-000
ACB-1111		A1-T45AB-MRC-000
ACB-1145		00-25-100
ACB-1196		16-45-1621
AE-000DE-CON-000		
AE-000DE-CON-001		
AE-100QA-MEB-030		
AE-200TA-MIB-300		
AFB-271		
AFC-125		
AG-115SL-OMP-000		
AG-241AO-MRC-000		

Submit **Reset**

☒ **Modify PEMA**
☐ **Add New**
☐ **Clone this record**
☐ **Delete PEMA**

Figure 16. Example of PEMA Inventory Modify/Add by Cloning/Deleting Record

Enter Search criteria and click Submit.

NOTE: In order for a publication to show up in the Complete or Work Center Reports, there must be a corresponding pub copy in your library with the PEMA Serial # entered in the Sublocation field.

Serial #:	<input type="text"/>	(Exact) <input type="checkbox"/>	<p>---- Options ----</p> <p><input checked="" type="radio"/> All Records <input type="radio"/> Discrepancies</p> <p>---- Report Options ----</p> <p><input type="radio"/> Complete <input type="radio"/> Work Center</p>
PEMA Number:	<input type="text"/>		
Publication:	<input type="text"/>		
Work Center:	<input type="text"/>	▼	
Location:	<input type="text"/>	▼	
Assigned to:	<input type="text"/>	▼	
Status:	<input type="text"/>	▼	

Figure 17. PEMA Publication Audit

Found 70 records. Displaying records 1 through 25. [Download to Excel](#)

Serial No	PEMA ▲	Wrk_Ctr	Location	PEMA Last Updated		Pubno	TMAPS	Local_Copy
123456789	123123	04A	SHANESTEST	12/13/2010 9:22:00 AM		A1-F18EA-NFM-000	3/4/2010	12/1/2004
123456789	123123	04A	SHANESTEST	7/22/2010 1:29:00 PM		A1-F18AE-760-300	8/1/2009	9/15/1998
CF12345679	23456	040	BOOK 1	10/14/2010 9:35:00 AM		A1-H60CA-MRC-000	9/30/2010	12/11/2009
CF12345679	23456	040	BOOK 1	10/14/2010 9:35:00 AM		A1-T45AB-MRC-000	8/3/2010	12/24/2009
CF12345679	23456	040	BOOK 1	10/14/2010 9:35:00 AM		00-25-100	12/1/2009	12/1/2009
CF12345679	23456	040	BOOK 1	10/14/2010 9:35:00 AM		16-45-1621	8/19/1970	8/19/1970
CF12345679	23456	040	BOOK 1	4/28/2010 2:02:00 PM		A1-H60CA-MRC-000	9/30/2010	12/11/2009
CF12345679	23456	040	BOOK 1	4/28/2010 2:02:00 PM		A1-T45AB-MRC-000	8/3/2010	12/24/2009
CF12345679	23456	040	BOOK 1	4/28/2010 2:02:00 PM		00-25-100	12/1/2009	12/1/2009
CF12345679	23456	040	BOOK 1	4/28/2010 2:02:00 PM		00-25-300	1/28/2009	1/28/2009
CF12345679	23456	040	BOOK 1	4/28/2010 2:02:00 PM		16-45-1621	8/19/1970	8/19/1970
789123	456	110	BOOK 2	12/14/2010 12:52:00 PM		16-30USM636-1-1	10/1/2010	4/1/2009
789123	456	110	BOOK 2	12/14/2010 12:52:00 PM		19-25D-26	7/2/2010	9/30/2000
789123	456	110	BOOK 2	12/14/2010 12:52:00 PM		16-45-1621	8/19/1970	8/19/1970
789123	456	110	BOOK 2	5/5/2010 10:56:00 AM		05-35EA-2	8/1/1982	8/1/1982
12232010	45678			12/23/2010 10:48:00 AM		00-25-300	1/28/2009	1/28/2009
12232010	45678			12/23/2010 10:48:00 AM		00-25-100	12/1/2009	12/1/2009
999111	54321	TPS NORFOLK		10/14/2010 10:28:00 AM		A1-CD00CASS-130	9/15/2005	9/15/2005
999111	54321	TPS NORFOLK		10/14/2010 10:28:00 AM		A1-F18AE-760-300	8/1/2009	9/15/1998
999111	54321	TPS NORFOLK		10/14/2010 10:28:00 AM		A1-F18EF-IETM	12/13/2010	11/1/2009
999111	54321	TPS NORFOLK		10/14/2010 10:28:00 AM		00-25-100	12/1/2009	12/1/2009
999111	54321	TPS NORFOLK		10/14/2010 10:28:00 AM		00-25-300	1/28/2009	1/28/2009
123456	Local Use	040		10/8/2010 11:17:00 AM		A1-F18AE-760-300	8/1/2009	9/15/1998
123456	Local Use	040	BOOK 1	10/8/2010 11:29:00 AM		A1-CD00CASS-130	9/15/2005	9/15/2005
123456	Local Use	040	BOOK 1	10/8/2010 11:29:00 AM		A1-F18AE-760-300	8/1/2009	9/15/1998

Page 1 Of 3 Go To Page

1 | 2 | 3

Figure 18. Example of PEMA Publication Audit Result of all Records

Type Equipment Codes: C-NEW-ORG (ALRE: LAUNCH/RECOVERY) (1) S-NEW-ORG (ALRE: LAUNCH/RECOVERY) (1) TECH-DIRECTIVES (ALRE: LAUNCH/RECOVERY) (1) U-NEW-ORG (ALRE: LAUNCH/RECOVERY) (1) C-NEW-ORG (ALSS) (1) S-NEW-ORG (ALSS) (1)		ADRL Listing: AD-400A1-IPB-000 (3) ALRE AD-400A1-OMI-000 (2) ALRE AD-400B1-OMI-000 (2) ALRE AD-700A1-IPB-000 (3) ALRE AD-700A1-OMI-000 (2) ALRE AM-410AA-MAN-000 (1) ALRE
Type Equipment Code Management [10] <input type="button" value="add"/> <input type="button" value="modify"/>		ADRL Management [36 Manuals] <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/> <input type="button" value="Report"/>
Options <input checked="" type="radio"/> Modify Current Record		
Account Update: User: paraisoam Date: 1/29/2008 11:06:35 AM	ADRL Update: (WEB) User: CTPL - storykb Date: 11/26/2008 1:40:47 PM	ADRL Process Date: User: Date:
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

or

Type Equipment Codes: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>		ADRL Listing: A1-F18AE-LW5-000 (1) F/A-18 A1-F18AE-LW5-680 (4) F/A-18 A1-F18EA-LW5-000 (1) F/A-18 A1-F18EA-LW5-680 (4) F/A-18 *00-80T-112 (1) 01-53B-75 (1) S-3
Type Equipment Code Management [0] <input type="button" value="add"/> <input type="button" value="modify"/>		ADRL Management [9 Manuals] <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/> <input type="button" value="Report"/> <input type="button" value="Audit"/>
Options <input checked="" type="radio"/> Modify Current Record		
Account Update: User: malinaoao Date: 1/25/2006	ADRL Update: (WEB) User: Date:	ADRL Process Date: User: malinaoao Date: 1/25/2006 7:13:00 AM
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

Figure 19. Examples of non-ELMS ADRL Account

NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM

ELECTRONIC AND INTERACTIVE ELECTRONIC TECHNICAL MANUAL

Reference Material

Central/Dispersed Technical Publications Library Operating Procedures WP 013 00

1-1 OVERVIEW

1-2 Naval Air Technical Data and Engineering Service Center (NATEC) is responsible for defining and enforcing all policies relative to the creation, storage, and distribution of digital technical data for NAVAIR. The driving force behind NAVAIR technical data policy is to ensure standardization, ease of use by the fleet maintainers, and the economical, fast and efficient delivery of technical data to the fleet.

1-3 This work package provides guidance for utilizing electronic versions of NAVAIR technical manuals (TMs). NATEC will distribute all TMs in paper, Compact Disc-Read Only Memory(s) [CD-ROM(s)], or any other digital format which includes Interactive Electronic Technical Manual(s) [IETM(s)]. NAVAIR does not authorize nor does it direct anyone to eliminate paper manuals unless activities have all required infrastructure, including storage and access, availability and sustainment of Portable Electronic Maintenance Aids (PEMAs), and the demonstrated ability to use electronic media to perform the full range of maintenance actions as directed by the appropriate Type Commander (TYCOM). Refer all requests via TYPEWING or Marine Air Wing (MAW) with final approval of any deviation request to applicable TYCOM.

1-4 Electronic versions of NAVAIR TMs are authorized for use by fleet maintainers when distributed and/or accessed by authorized personnel via the following authorized sources by priority:

- a. NAVAIR TM website, maintained by NATEC, is authorized for use. This website provides unclassified TM's in Portable Document Format (PDF) and Hypertext Markup language (HTML) formats. User accounts can be obtained by accessing the website at <https://mynatec.navair.navy.mil/>. Other websites with NAVAIR TMs may currently exist however they can only be used with TYCOM approval.
- b. Joint Knowledge Caching Server (JKCS) is authorized for use where installed. JKCS provides storage of electronic versions of NAVAIR TM's on servers, but does not include ongoing replenishment of PEMAs. TM's hosted on JKCS are updated automatically from the NAVAIR TM website.
- c. NAVAIR TMs issued via CD-ROM are authorized for use only when issued with the approved NAVAIR CD-ROM label affixed. An example of the approved label can be found on the NATEC website. CD-ROMs currently available are authorized for use only until their next update. At the next update, only CD-ROMs with the NAVAIR logo are authorized for use. Local reproduction of CD-ROM for use within the organization must be managed by the Central Technical Publications Library (CTPL) and meet the current criteria established by the NA 00-25-100. Exceptions must be approved by the appropriate TYCOM.

1-5 In Adobe Acrobat 9 Reader and Professional, if PDF/A View Mode is set wrong, it kills the hyperlinks in a manual when downloaded outside the NATEC website/browser. To fix the setting:

- Open Adobe Reader or Adobe Professional.
- On the toolbar click "Edit" and select "Preference".
- At the next screen on the left side under "Categories:" select "Documents". Locate "PDF/A View Mode" (in the center on the right side) and select "NEVER" from the pull down.
- Then select "OK".

2-1 BASIC STORAGE AND DISTRIBUTION FUNCTIONS APPLICABLE TO ALL TECHNICAL MANUALS

2-2 AUTHORITATIVE SOURCE. Technical Manual Application System (TMAPS) on the NATEC website serves as NAVAIR's single authoritative repository. TMAPS supports functions including but not limited to; metadata index for all NAVAIR TMs of record, storage of digital TMs of record, print on demand, Compact Disc on Demand (COD), TM viewing source, Technical Publications Deficiency Report (TPDR), Technical Directives (TDs) and replication source for the JKCS component of Joint Technical Data Information (JTDI).

3-1 INTERACTIVE ELECTRONIC TECHNICAL MANUAL INTRODUCTION

3-2 Several platforms are providing IETM to the CTPL and work centers for maintenance on aircraft. Each of these platforms may have different IETMs and different methods of initial distribution and updating. For more information or questions, including training, repair, troubleshooting techniques, please contact the platform specific Logistic Element Manager (LEM).

3-3 Many distributed IETM are also viewable via the NATEC website including H-60, E-6, F/A-18 A thru D, F/A-18 E/F and V-22. Users must have the CITRIX Web Version plug-in, loaded on the computer to access IETM. Users can access the respective IETM from the NATEC Table of Contents page, by selecting "Interactive/Electronic Technical Manuals (I/ETM)" listed under the Technical Manuals tab. Any restrictions to IETM utilization for maintenance will be addressed as a pop-up note.

4-1 CD-ROM

4-2 NAVAIR TMs issued via CD-ROM are authorized for use only when issued with the approved NAVAIR CD-ROM label affixed. The CD-ROM currently available is authorized for use only until their next update. At the next update, only the CD-ROM with the NAVAIR logo is authorized for use.

4-3 Local reproduction of CD-ROM for use within the organization must be managed by the CTPL and meet the current criteria established in [paragraph 7-1](#). Exceptions must be approved by the appropriate TYCOM.

4-4 Activities must maintain and control copies of Automatic Distribution Requirements List (ADRL)/CD-ROM as a backup for JKCS or other electronic TM (ETM) versions in the event access to electronic version on servers is interrupted. For fleet maintainers, the unit Commanding Officer/Officer in Charge (CO/OIC) may authorize use of the backup ADRL/CD-ROM under such circumstances.

4-5 Until the fleet has Internet access at all maintenance facilities, afloat and ashore, NATEC will continue to support paper and CD-ROM versions of technical manuals, where required.

4-6 The current supply Military Standard Requisitioning and Issue Procedure (MILSTRIP) requisition procedures will continue to be supported and paper technical manuals will be printed and distributed in situations where the maintainer cannot use the web or CD-ROM.

5-1 REQUEST FOR CD-ROM

5-2 To provide ample time for delivery, activities should request from NATEC distribution their ADRL on CD-ROM (nani_customerservice@navy.mil) 45 to 60 days before deployment.

5-3 Active communication with NATEC should be maintained to advise of any deployment schedule changes or failure to receive CD-ROM(s). Request should include aircraft platform, shipping address, Unit Identification Code (UIC) and NATEC Distribution Account Code (DAC) to expedite delivery.

6-1 VIEWING PDF TECHNICAL MANUALS ON A CD-ROM

6-2 Adobe Reader is required to view the manuals contained on the CD-ROM. A setup wizard for the Adobe Reader Program is included on the first CD-ROM of every set.

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6-3 See the README.TXT file on the first CD-ROM of the set for instructions on loading Adobe Reader and viewing the manuals.

7-1 REPRODUCING PAPER MANUALS FROM DIGITAL TECHNICAL MANUALS

7-2 It is the CTPL's responsibility to control manuals printed from the NATEC website/JKCS to ensure obsolete versions of TMs are not being used for aviation maintenance. The minimum requirements for a TM printed from the web, CD-ROM or the JKCS would be; the Title Page, all referenced material, all of the Numerical Index of Effective Work Packages/Pages, and the desired work packages or pages.

7-3 CTPL will log in the "Remarks" field of the ELMS Program record or Enhanced Library Management System (ELMS) to reflect the composition of the manual. It would be assigned a copy number, and changes to the manual would be controlled by the issuance of Change Entry Certification Records (CECRs) ([WP 013 00](#)).

7-4 If printing a manual directly from the NATEC website, be advised that the hyperlinks (e.g. see IRAC X) will not be visible in the printed copy unless the individual printer setting is set in accordance with the established procedures described by the Adobe Reader version utilized by the activity. Then select the "Printer Icon" on the toolbar of the PDF being viewed (do not use the file menu to print) (See [figure 1](#)).

a. When the print screen appears, the following procedures apply as appropriate to the Adobe Version in use by the activity:

- For Adobe Pro 10.0, some errors exist in printing PDF files. Contact NATEC Customer Service on trouble printing from the website if the paper copy received through Naval Logistics Library is corrupted.
- For Adobe Reader 7.0 – 9.0, in the upper right corner under the "Comments and Forms" drop down, select "Documents and Markups".
- For Adobe Reader 6.0, in the lower left corner under "Print What" drop down, select "Document and Comments".

b. This must be done while running the applicable Adobe Reader outside of the Internet Explorer browser application in order to save the setting for future use. If these settings are not saved through the Adobe Reader, you will have to change the setting each time before printing.

c. If there are any questions or need assistance, contact one of the Technical Publication Specialists (TPS) at nani_customerservice@navy.mil.

7-5 When the CTPL librarian is not available (for example, after shift hours and no on-coming librarian is available), activity may reproduce portions of TMs that are non-routine for single use and control them. The reproduced single use portions are controlled as follows:

a. A Quality Assurance (QA) Subject Matter Expert (SME) shall review all printed material for completeness and ensure proper control.

b. Identify the reproduced TM in the corrective action block of the Maintenance Action Form (MAF) or work order by annotating the manual number and specific pages that were printed. Example: NA 01-1A-35 dtd 01 Aug 05, pgs 1-1 thru 1-10, total of 10 pgs.

c. The work center supervisor (WCS) shall ensure that all printed material is accounted for and destroyed upon completion of a maintenance action per procedure outlined in this TM. The supervisor's signature on the MAF or work order indicates that the printed material has been verified current, accounted for, and destroyed in accordance with [WP 013 00](#), [paragraph 17-6](#).

d. For recurring maintenance actions, TM reproduction requirements remain as prescribed in this paragraph.

e. During work center audits, monitors, and spot inspections, QA shall ensure no unauthorized/ outdated TMs or partial copies thereof are kept in the work center.

NOTE

Non-routine TM is defined as a non-CTPL generated reproduced TM or a reproduced partial TM.

8-1 INTERIM RAPID ACTION CHANGE/ELECTRONIC RAPID ACTION CHANGE BINDER

8-2 Electronic Rapid Action Changes (ERACs) support the sustainment of IETMs and accomplish the purpose and function of Interim Rapid Action Changes (IRACs) in a digital format.

- a. ERACs meet the electronic requirements of specific platforms and are issued in accordance with those conditions warranting an IRAC as defined in MIL-DTL-81748.
- b. Individual program requirements dictate the presentation systems used to display ERACs and drive the specific format of those ERACs issued.

8-3 An IRAC/ERAC binder is **MANDATORY**. The following procedures shall be used by activities when incorporating IRACs or ERACs affecting manuals viewed on the NATEC website, COD, JKCS, or IETM:

- a. Maintaining an IRAC/ERAC Binder electronically or paper format is at the discretion of the activity, based on the requirements of the activity. The electronic IRAC/ERAC Binder will be maintained in accordance with SECNAVINST 5216.5.
- b. Maintain an IRAC/ERAC binder for each work center utilizing digital TMs. This IRAC/ERAC binder will contain all unincorporated IRACs for all an activity's publications maintained on JKCS.
- c. An IRAC/ERAC binder shall also be made available for each PEMA maintained.
- d. The IRAC/ERAC binder will contain all unincorporated IRACs for TMs maintained on JKCS and website downloads and shall be reviewed prior to searching for TM. This binder shall be purged monthly after JKCS is updated.
- e. If activity maintains COD CDs, an IRAC/ERAC binder will also be maintained and controlled.
- f. Purged IRACs shall be kept on file with the ADRL CD and viewed prior to looking at TM on the ADRL CD. Maintaining ADRL CDs at the depot level is optional.
- g. Electronic media does not require CTPL stamps at this time.

8-4 Activities using ETMs/IETMs will maintain an IRAC/ERAC binder.

9-1 ROLES AND RESPONSIBILITIES

9-2 CTPL librarian(s) shall maintain an accurate ADRL for all TMs used by their activity. The ADRL shall include all TMs required, whether accessed via JKCS, NATEC website, CD-ROM or paper format. Maintaining an accurate ADRL also helps NAVAIR to accurately assess funding requirements for initial print and distribution of TMs.

9-3 If CTPL librarians elect to manage only the JKCS electronic TM and automatic distribution of paper or CD-ROM is not desired, CTPL librarians should identify these TMs on their ADRL (identified by Pub Type "E" on the TM record in the ELMS Program only) with a quantity of zero. This will maintain visibility of all TMs required, but will not result in unnecessary distribution of paper TMs or CD-ROM to those CTPL(s) that do not require this distribution.

9-4 CTPLs with approved NATEC distribution accounts will receive automatic email notification of updates to all TMs on their ADRL regardless of media.

9-5 Although NAVAIR technical manuals will be available on the NATEC website and JKCS, the activity's CTPL will continue to be responsible for local technical library management and control. Downloading of electronic manuals from the NATEC website and JKCS shall be monitored and controlled by the CTPL.

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9-6 For help in resolving JTDI/JKCS problems, contact one of the following for assistance:

Phone: 1-888-583-4767

Email: "help@jtdisos.us" or Website: <https://upw.jtdi.mil/>.

9-7 The JTDI/JKCS Administrator and User's Guides are available on the JTDI website at https://upw.jtdi.mil. Users can request access, once registered they will be able to access the document center inside the JTDI website. The CTPL librarian shall train the Dispersed Technical Publications Library (DTPL) librarian(s) in the use of JKCS to include the responsibility to control printed material.

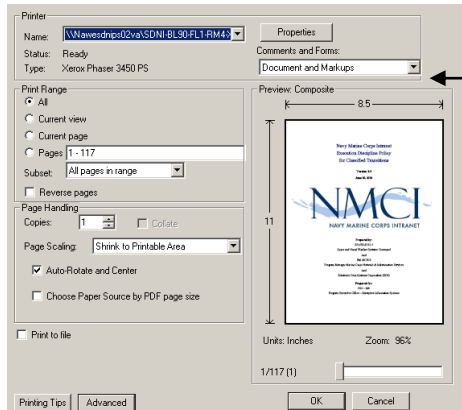
10-1 ISSUE CONTROL

10-2 By agreement between NAVAIR, NAVSUP and TYCOMs, TM replenishment is limited by the Naval Logistics Library (NLL) and Defense Automatic Addressing System Center (DAASC) web systems to no more than three copies each. CTPL(s) are requested to refrain from placing multiple requisitions to circumvent this limitation.

10-3 Exceptions to the three-copy limitations are requisitions initiated for; hot ships, cash sales, Foreign Military Sales (FMS) requisitions, and Naval Air Training and Operating Procedures Standardization (NATOPS) requests routed via the Logistics Element Manager (LEM), and other justifiable requirements identified by COMNAVAIRFOR and TYCOMs via NATEC.

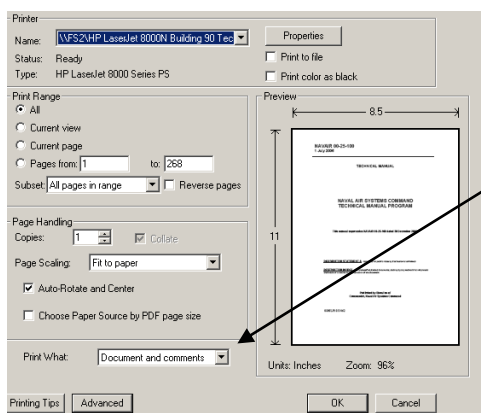
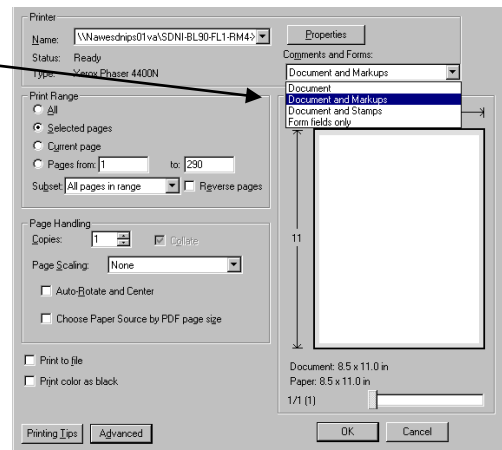
11-1 VERIFICATION OF RELEASED TECHNICAL MANUAL UPDATES

11-2 The IRAC/Technical Manual Weekly Summary message is CTPL audit tool in verifying latest releases against TMs. However, due to delays in mailing updated paper TMs and CD-ROMs the summaries may not agree with current TM version on hand. When a TM on an activity's ADRL is added or changed on the website, the appropriate CTPL(s) will be notified via email. The CTPL librarian must ensure their library management database accurately reflects the status of TM(s) and any subsequent updates, whether electronic or hard copy.



ADOBE READER 8.0 AND UP
Select "Document and Markups"

ADOBE READER 7.0
Select "Document and Markups"



ADOBE READER 6.0
Select "Document and comments"

Figure 1. Using Adobe Reader to Print TMs with IRACs from NATEC Website

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER WEBSITE, JOINT
TECHNICAL DATA INFORMATION/JOINT KNOWLEDGE CACHING SERVER, AND PORTABLE
ELECTRONIC MAINTENANCE AID**

Reference Material

JTDI/JKCS Administrator's Guide.....Handbook
JTDI/JKCS User's Guide.....Handbook

1-1 OVERVIEW

1-2 Naval Air Technical Data and Engineering Service Center (NATEC) website or Joint Knowledge Caching Server (JKCS) are authorized repositories for storage and distribution of published NAVAIR technical manuals (TMs). Central Publications Library (CTPL) librarians are authorized to download digital publications and store them on Portable Electronic Maintenance Aids (PEMAs) provided all digital manuals are tracked via Enhanced Library Management System (ELMS) and are verified for consistency.

1-3 The use of share drives or subfolders are limited to those activities not having JKCS. Where in use, these drives/sub-folders must be updated weekly to ensure the latest publications are maintained. NAVAIR TMs for maintenance purposes shall not be distributed without a deviation from this policy with a written waiver from COMNAVAIRFOR Code N422C.

1-4 Also, the NATEC website, via Joint Technical Data Information (JTDI) top tier is authorized for hosting and viewing of proprietary Interactive Electronic Technical Manuals (IETM). Links from the NATEC website and JTDI Top Tier allows authorized personnel to access the unclassified presentation versions of IETM.

1-5 This work package provides basic guidance on PEMA management for the CTPL. Also, this work package provides basic guidance on researching in the approved resource allowing access to those approved digitized NAVAIR technical manuals discussed in [WP 011 00](#).

2-1 NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER WEBSITE

2-2 The NAVAIR TM website, which is operated and maintained by NATEC at NAS North Island in San Diego, California, is the authorized single distribution point for NAVAIR TMs. This website provides unclassified TMs in portable document format (PDF) and hyper-text markup language (HTML) formats. Other websites with NAVAIR TMs may currently exist however they may only be used with TYCOM approval. The following paragraphs covers some of the primary areas of the website the CTPL should have a working knowledge.

2-3 **OVERVIEW.** Based on the permissions received by the customer, the three primary viewing screens are "myNATEC Technical Data Website Homepage," "NATEC Table of Content," and "TMAPS Main Menu". Each of these major files has multiple files available for usage. Below is a basic overview of each of these major files as they apply to library management. At the top and bottom of each screen the same files are provided for easy access amongst some of the most utilized files.

a. At the top of each screen is "Logout", "myNATEC", "My User Account", "Table of Contents", and "Help".

- Logout – Exit out of the NATEC website.
- myNATEC – One of the main screens, information listed below.
- My User Account – Allows customer to update any information such as command, phone number, email address, etc.
- Table of Contents – One of the main screens, information listed below.
- Help – Assists customer in locating needed files.

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b. At the bottom of each screen is “myNATEC”, “Links”, “Privacy Policy”, “Site Map”, “Customer Service” and “Accessibility”.

- myNATEC – One of the main screens, information listed below.
- Links – Customer has access to some of the following military websites;
 - Department of the Navy Issuances (OPNAV/SECNAV directives),
 - Naval Logistics Library (NLL),
 - CNAFINST 4790.2B, and
 - Joint Technical Data Integration (JTDI) – User Guide.
- Privacy Policy – Provides the NATEC website Security and Privacy Disclaimer statement.
- Site Map – Not used at this release.
- Customer Service –
 - Website Access Issues – Provides Customer Service email address to submit website access issues.
 - NATEC Technical Data Customer Service – Connects to the Customer Support for entering problems via the website or phone call.
 - NATEC Email Address
 - NATEC Technical Directives – Provides Technical Directives POCs which includes Customer Service E-mail, Customer Service Phones, Bulletin Number Assignments and Emergency Contact Info.
 - Postal Address – NATEC’s mailing address
 - Email with Special Instructions – Fleet, Government, Industry Sales and Freedom of Information Act (FOIA).
 - NATEC Website Feedback – Customer can provide feedback on the website.
 - Accessibility – At the Naval Air Systems Command (NAVAIR), we are continually working to ensure that NAVAIR employees and members of the public with disabilities have access to and use of information and data comparable to that available to non-disabled employees and members of the public.

c. myNATEC Technical Data Website Homepage ([figure 1](#))

(1) myNATEC Account Information (item 1) – Information taken from the My User Account in identifying customer entering the website.

- Update myNATEC Account – Allows customer to update any information such as command, phone number, email address, etc.

(2) myNATEC Links (item 2)

- NATEC Table of Contents (paragraph 2-3d) and TMAPS (paragraph 2-3e) are covered below.
- Technical Manual Quick Search – Narrows a quick search to manuals associated with the librarian’s ELMS account.
- Enhanced Library Management System (ELMS) – Provides librarian with an on-line, centralized, accurate and verifiable database for TMs and PEMAs. Refer to [WP 010 00](#) for more information.
- Technical Directives (TD) – Download required digitized changes and bulletins required for the librarian’s TD repository from this site.
- Technical Manual (Central Repository) – The librarian, with access approval, views up-to-date approved NAVAIR active publications.

(3) NATEC Website Information (item 3)

- What’s New on the NATEC Website? – Informs on the latest changes or enhancements to the NATEC website.
- Need Help? Ask Customer Service. – Access for submission for a one- stop-shop for assistance with any NAVAIR TM problem.
- Trouble accessing the NATEC Website? – Frequently Asked Questions (FAQs) for the most common (and most easily fixed) issues customers have been experiencing.

- Maintenance Notification: - Any problems pertaining to the website will be posted here. For example: The system will be shut down between 11:00 to 12:00 today for maintenance.

(4) Technical Data Information (item 4) – The site for the latest Technical Publications Library Information Sheet (TPLIS).

(5) Notice and Consent (item 5) – Contains a “Cookie Policy and Disclaimer”. Basically informs the user when using the website you must set your browser to accept cookies to navigate this site. If inactivity lasts longer than 45 minutes your session will automatically end.

d. NATEC Table of Contents ([figure 2](#))

(1) What's New? Click Here (item 1) – Informs on the latest changes or enhancements to the NATEC website.

(2) NATEC Technical Data Customer Service Customer Support (item 2) – Access for submission for one-stop-shop for assistance with any NAVAIR TM problems.

(3) Technical Manuals (item 3)

- Technical Manual Application System (TMAPS) – Information in the following paragraph.
- Technical Manual Quick Search – Narrows a quick search to manuals associated with the librarian's ELMS account.
- NATOPS/NTTP/NTRP Search – Search for Naval Air Training and Operating Procedures Standardization (NATOPS), with links to interim changes and Technical Publications Deficiency Report (TPDR) information.
- OOMA Documentation and Support – Download and view Naval Aviation Logistics Command Management Information System (NALCOMIS) publications. Also provides information as to the program office and technical manual/Planned Maintenance System (PMS) support.
- CD On-line Ordering/Label Information – Librarian orders CD on Demand (COD) CDs or Automatic Distribution Requirements Listing (ADRL) CDs. COD CDs will be those manuals on your ADRL account that is also on the NATEC website.

(4) Pre-Final Technical Data (item 4)

- The document available in this area of the NATEC website are documents that Commander, Naval Air Force (CNAF) and the Program Office Sponsor have mutually concurred need to be made available for fleet maintenance prior to delivery of formal publications.
- The Program Office, responsible for the document, assumes sole responsibility for update, release, content, and configuration management of these documents. These documents are uploaded, managed, updated and removed from the website by the program office. Neither NATEC nor NAVAIR 6.8 is responsible for the content of these documents.

(5) Integrated Maintenance Concept Specifications (item 5)

- The Integrated Maintenance Concept (IMC) Specifications documents available in this area of the NATEC website are the responsibility of the respective Fleet Readiness Centers (FRCs) Integrated Process Teams (IPTs).
- The IMC Lead at FRC Cherry Point and the respective FRCs are responsible for the document, assumes sole responsibility for update, release, content, and configuration management of these documents. These documents are uploaded, managed, updated and removed from the website by the program office. Neither NATEC nor NAVAIR 6.8 is responsible for the content of these documents.

(6) Reports and Listings (item 6)

- Qualified Products Listing (QPL) – Due to the ongoing transformation of QPL to the Qualified Product Database (QPD) it is increasingly difficult to accurately maintain the QPL web listing on the NATEC website. It is recommended in addition to this listing you should also access the Acquisition Streamlining and Standardization Information System (ASSIST) website for more current information related to products listed in the QPD or with the topic being reviewed contact the Point of Contact (POC) listed.

(7) JTDI Management (item 7)

- JTDI Stats – If a JTDI site goes down, enter the JTDI Stats and select JKCS Site IP address for assistance. Select a Navy/Marine Corps Intranet (NMCI) IP address hyperlink with the same platform as your activity and continue. To locate the JTDI manuals or assistance with JTDI problems, select JTDI website.

e. TMAPS Main Menu ([figure 3](#))

(1) Technical Manual Management (item 1)

- Technical Manuals (Central Repository) – The CTPL librarian, with access approval, views up-to-date approved NAVAIR active publications.
- Document Content Search – A quick search if you have the component or part numbers crossing to a TM, TDs or Interim Rapid Action Changes (IRACs).
- Enhanced Library Management System (ELMS) – Provides CTPL librarian with an on-line, centralized, accurate and verifiable database for TMs and PEMAs. Refer to [WP 010 00](#) for more information.
- Interim Rapid Action Changes (IRAC) – Locate active or cancelled IRACs/Electronic Rapid Action Changes (ERACs). Also location for the Weekly IRAC Tracker Message.
- Publication Deficiency Reports (TPDR) – For non-fleet activities, submit problems with NAVAIR manuals or technical directives. Find TPDR status or see if the problem has already been reported by another activity.
- Technical Directives (TD) – Download required digitized changes and bulletins required for the librarian's TD repository from this site.
- NATOPS Interim Changes (IC's) – View active interim changes against NATOPS manuals
- Part Number Cross reference – Known repairable part number crossing over to a TM. If one is not found, try "Document Content Search".

(2) Distribution (item 2)

- Initial Outfitting List – To view an Initial Outfitting List (IOL) for a specific platform. This listing may be tailored and submitted for establishing activities. If specific platform is not listed, contact NATEC for assistance.
- Label Audit – Validate when the latest release of a technical manual in paper or CD has been released to the respective activity.

(3) Reporting (item 3)

- Acronym Listing Xref – Locate definition of an acronym.
- POC Listing – Locate the POC with a technical manual.

(4) Accounts (item 4)

- Customer Accounts – Allows the librarian to update activity's account (i.e. mailing address, POC, telephone number, etc.) and view ADRL. Also capability to locate other activity's accounts in a read-only format.

3-1 JOINT TECHNICAL DATA INTEGRATION

3-2 The Joint Technical Data Integration (JTDI) complement of servers also includes a Top Tier server configured to host most proprietary IETMs. The Top Tier IETM Hosting function is linked to NATEC's TMAPS to present a seamless interface to the customer. Update of the JTDI Top Tier is achieved by program office CDs provided to, and forwarded by, NATEC Distribution to the JTDI processing unit. Before forwarding CDs, NATEC Distribution validates metadata on electronic print order sheet (ePOS) (furnished by LEM) and updates TMAPS. Only CDs forwarded by NATEC are accepted by the JTDI Top Tier team. Proprietary IETMs hosted on the Top Tier are NOT replicated to the local servers. Refer to the JTDI IETM hosting policy letter posted on the NATEC website for criteria and details.

3-3 The JTDI IETM access is enabled through the use of a CITRIX client and in some cases standard browser access. Therefore, users must have CITRIX Web Version plug-in, loaded on their computer to access the IETM. Policies concerning management of electronic technical manuals (ETMs) are located on NATEC website.

3-4 NMCI users must submit a Move, Add, Change (MAC) request specifying the application name (CITRIX ICA Client for 32 Bit Windows) and the latest available Instance name (e.g., L_CITRIX21144_631_W2K). Alternatively, a project MAC can be submitted for a large group at a single site. Individuals should contact their NMCI POC and modify their software mapping to add CITRIX to their NMCI profile.

3-5 For non-NMCI users, the CITRIX client can be downloaded from the CITRIX website at <http://www.citrix.com/site/ss/downloads/index.asp>.

4-1 JOINT KNOWLEDGE CACHING SERVER

4-2 Joint Knowledge Caching Server (JKCS) is a component of the JTDI Program and is composed of hardware and software fielded for the purpose of hosting TMs on a server, afloat or ashore, to improve access and response time to NAVAIR technical manuals. These are the same TMs available on the NATEC website and represent the subset of TMs that comprise the merging of all ADRLs at the JTDI designated sites.

4-3 JKCS has been installed onboard several ship, shore and overseas installations. For a complete and updated list of installations, go to <https://mynatec.navair.navy.mil/> and logon to the website. Select the JTDI Stats link at the bottom of the "Table of Contents". Select the JKCS/TM Server Site IP Address List link. This will display a table of all current JKCS/TM Server sites.

NOTE

The NATEC website, JTDI, JKCS, and PEMAs are the ONLY official repositories for storage and access to digital NAVAIR TMs. Deviation from this policy will require a written waiver from COMNAVAIRFOR Code N4222C.

4-4 Local server initial load and update procedures:

- a. An initial load of TMs and hardware functionality check is accomplished by NATEC 6.8.4 and Aranea Solutions or JTDI personnel.
- b. TMs on a local JKCS having adequate bandwidth are refreshed on a daily basis via Internet transmission to the server of the latest updates posted to the NATEC website.

4-5 Manuals on a local JKCS are authorized for maintenance use with the same restrictions as manuals downloaded from the NATEC website. Reproduction of partial or complete manuals will be handled in accordance with [WP 011 00, paragraph 7-1](#).

4-6 Although NAVAIR technical manuals will be available on the NATEC website and JKCS, the activity's CTPL librarian will continue to be responsible for local technical library management and control. Downloading of electronic manuals from the NATEC website and JKCS shall be monitored and controlled by the CTPL.

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4-7 The JTDI top-tier server farm including hosted platform specific web pages are authorized for maintenance use with the same restriction as manuals downloaded from the NATEC website. Reproduction of partial or complete manuals will be handled in accordance with [WP 011 00, paragraph 7-1](#) of this manual.

4-8 For help in resolving JTDI/JKCS problems, contact one of the following for assistance:

Phone: 1-888-583-4767
Email: "help@jtdisos.us" or
Website: <https://upw.jtdi.mil/>

4-9 The JTDI/JKCS Administrator and User's Guides are available on the Internet at website, JTDI or Joint Knowledge Caching Server <https://upw.jtdi.mil/>. The CTPL librarian shall train the dispersed librarian(s) in the use of JKCS to include the responsibility to control printed material.

5-1 PORTABLE ELECTRONIC MAINTENANCE AIDS MANAGEMENT

5-2 **PORTABLE ELECTRONIC MAINTENANCE AIDS MANAGEMENT PROCESS** within ELMS is in accordance with COMNAVAIRPAC/COMNAVAIRLANTINST 4790.25A. The following is to assist the CTPL in management of assigned PEMAs:

- a. On initial receipt, CTPL librarian shall audit NAVAIR Technical data load including IETMS for currency. After review of IRAC/ERAC Binder requirements of [WP 011 00](#), CTPL librarian shall prepare an IRAC/ERAC Binder for each PEMA.
- b. Load technical data on PEMA from authorized sources of [WP 011 00](#). Authorized sources can be NATEC ADRL CDs, IETMS CD/DVD, electronic technical manuals (ETMs) downloaded from NATEC website and/or JKCS, and any publication number maintained in activity's ELMS Program.

NOTE

Work Centers should not be provided PEMA(s) containing technical data that is comprised of an activity's entire ADRL. PEMAs should be tailored based on input from the respective work center supervisor. Work center or Depot supervisors are responsible for informing the CTPL of additional PEMA manual requirements. CTPLs are authorized to load an activity's entire ADRL on the PEMA in the following situations:

- (1) PEMAs utilized by the QA work center and managed directly by the CTPL;
 - (2) PEMAs that are utilized during detachments;
 - (3) PEMAs required to support mission requirements when loading the entire ADRL is the best option to facilitate maintenance.
- c. Input PEMA information into TMAPS ELMS PEMA Management module detailed in [WP 010 00](#).
 - d. Distribute PEMA to assigned work center.
 - e. For validation and update of PEMA publications, CTPL librarian can use "Weekly IRAC and TM Tracker" message to assist with updates. Also, CTPL is authorized to download digital publications from NATEC website or JKCS to update PEMAs.
 - f. Perform quarterly software updates.
 - g. Ensure all PEMAs loaded with technical data are audited.

5-3 For help resolving technical data content and ELMS PEMA Management module may be referred to NATEC Customer service at DSN 735-1888, COMM 619-545-1888, email: nani_customerservice@navy.mil or the NATEC website: <https://mynatec.navair.navy.mil> "Table of Contents" through the Customer Support application.

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5-4 PEMA Operational issues/questions and/or Software/IAVA issues shall be directed to the PEMA Fleet Support Team (FST) at 904-317-1601 or NAVAIR PMA 260 website:
<https://pma260.navair.navy.mil>.

myNATEC Links	NATEC Website Information
<p>NATEC Table of Contents Technical Manual Application System (TMAPS)</p> <hr/> <p>Technical Manual Quick Search JEDMICS Electronic Local Assist Request (ELAR) Enhanced Library Management System (ELMS) Technical Directives (TD) Technical Manuals (Central Repository)</p>	<p>What's New on the NATEC Website? Need Help? Ask Customer Service.</p> <p>Trouble accessing the NATEC Website? New! Maintenance Notification: New!</p> <div data-bbox="824 583 1266 676" style="border: 1px solid black; height: 44px; width: 272px; position: relative;"> <div style="position: absolute; right: 5px; top: 5px;"> ⬆ ⬇ ⬆ </div> </div>
myNATEC Account Information	<p>NATEC Customer Service: 619.545.1888 Website Status Hotline: 619.545.1706</p>
<p>UserName: storykb Email: karen.b.story@navy.mil Phone: (619)545-3378 Command / Company: NATEC 3.3/3.7 HQ DAC: FKR7C50000</p> <p>Update myNATEC Account</p>	<p>Technical Data Information</p> <p>NAVAIR Technical Data Policies & Processes Fleet, Government Industry Sales and FOIA Technical Publications Library Information Sheet (TPLIS)</p> <p>Notice and Consent</p> <p>Cookie Policy and Disclaimer</p>

[myNATEC](#) | [Links](#) | [Privacy Policy](#) | [Site Map](#) | [Customer Service](#) | [Accessibility](#)

Official Navy Website

Figure 1. Example of myNATEC Technical Data Website Homepage

NATEC Table of Contents			
NATEC TOC TMAPS MENU			
Item 1	<div>*** What's New? Click Here ***</div>	Item 3	
Item 2	<div><div>NATEC Technical Data Customer Service</div><div>Customer Support</div><div>NATEC Messages / Information</div><div>All Hands Information / POWs</div><div>JTDI IETM Message</div><div>Strategic Plan</div><div>Strategic Overview</div><div>NAVAIR Policies, Briefings and Guidelines</div><div>NAVAIR Tech Data Policies & Processes</div><div>NATEC Miscellaneous</div><div>NATEC Customer Support</div><div>Outlook Web Access</div><div>Limited User Update</div></div>	<div><div>Technical Manuals</div><div>Technical Manual Application System (TMAPS)</div><div>Technical Manual Quick Search</div><div>NATOPS/NTTP/NTRP Search</div><div>OOMA Documentation and Support</div><div>CD On-line Ordering / Label Information</div><div>Engineering Technical Assistance</div><div>ELARS PLUS</div><div>NATEC ETS Instruction (NATECINST 4790.1)</div><div>Tech Assist Request Sample Message Template (Jan 2010)</div><div>Other Repositories</div><div>H-1 - PMA-276 Pre-Final Technical Data</div><div>E2-C - PMA-231 Pre-Final Technical Data</div><div>P-3 - PMA-290 Pre-Final Technical Data</div><div>MH-60S - PMA-299 Pre-Final Technical Data</div><div>Integrated Maintenance Concept Specifications</div><div>NAVAIR Standard Work Packages</div><div>Reports and Listings</div><div>Qualified Products Listing (QPL)</div><div>NATEC Directory Search</div><div>Miscellaneous Information</div><div>NATEC Employment Opportunities</div><div>NATEC Personnel Directory</div><div>NATEC Working Documents</div><div>NATEC Surveys</div><div>Technical Data Contract Survey</div><div>JTDI Management</div><div>JTDI Stats</div></div>	Item 4
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Figure 2. Example of NATEC Table of Contents

Naval Air Technical Data and Engineering Service Center

TMAPS Main Menu

NATEC TOC | TMAPS MENU |

Technical Manual Management	Item 1	Distribution	Item 2	Reporting	Item 3
Technical Manuals (Central Repository)		POD Requisitions		Acronym Listing/Xref	
Document Content Search		Initial Outfitting List		Dist Code Summary	
Enhanced Library Management System (ELMS)		Label Audit		FMS LEM Report	
Maintenance Plans (MP)		(FMS) Management		LEM Designation Report	
				Non Digitization Report	
Interim Rapid Action Changes (IRAC)		Accounts		Outstanding Source Data	
Publication Deficiency Reports (TPDR)		Item 4		POC Listing	
Technical Directives (TD)		Customer Accounts		Pub Cycle Time Report	
Print & Distribution Cost Calculator				Pub PEO/PMA Ownership	
		Metrics		Publication Receipt Audit	
Publication Plans		Website Metrics		Publication Status Report	
NATOPS Interim Changes (IC's)		Snapshot Statistics		TEC/Account Pushes	
Part Number Cross Reference		WEB Posting Statistics		TM Conversion Report	
		TMAPS Statistics		TM Posting Issues	
		IRAC Summary		TM Summary Report	
		TPDR Summary		TUA/TDA Changes	
		TD Activity			
		NAVSEA Pubs			

Figure 3. Example of TMAPS Main Menu

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

TECHNICAL PUBLICATION UPDATE METHODS

Reference Material

Electronic and Interactive Electronic Technical Manual	WP 011 00
General Specification for Preparation of Rapid Action Changes and Interim Rapid Action Changes	MIL-DTL-81748
General Specification for Work Package Style, Format, and Common Technical Content Requirements Technical Manuals (Work Package Concept)	MIL-DTL-81927
General Style and Format Requirements, Standard Practice for Technical Manuals	MIL-STD-38784
Guide to the General Style and Format of Work Package Technical Manuals	NAVAIR 00-25-700
Naval Air Training and Operating Procedures Standardization (NATOPS) Program	OPNAVINST 3710.7

1-1 TECHNICAL MANUAL UPDATE METHODS

1-2 Technical documentation usability is defined as how effectively the presented information describes the system or equipment configuration and required maintenance data. In general, hardware configurations and maintenance concepts are fluid. These changes are usually the results of efforts to improve either mission or maintenance capabilities. Therefore, it is mandatory that the Naval Air Systems Command (NASC) maintain an effective, update method to ensure that technical manuals (TMs) keep pace with hardware configuration. RACs and responses to TPDRs, will not be used to make pen and ink changes to any NAVAIR technical publication.

1-3 TMs are updated through the issuance of Rapid Action Changes/Interim Rapid Action Changes (RACs/IRACs), Formal Changes, Revisions, Pick-up Revisions, or NAVAIR TM Notices. After a manual is posted to the Naval Air Technical Data and Engineering Service Center (NATEC) website, it may take up to 60 days for the paper version to be delivered. During this 60 day period, the manual will not be available for requisitioning and the Enhanced Library Management System (ELMS) Audit Library record will have a yellow "D" icon. If the new paper version of the manual is not received within 60 days of being posted on the NATEC website, the prior version of the paper manual is to be considered out-of-date and the new version posted to the NATEC website is authorized for use. In some cases Technical Manual Logistics Managers may opt to distribute changes to manuals that are 40 pages or less digitally. In those cases you will receive an email notification that the change is posted to the NATEC website and you need to download and locally print it and collate it into your manual.

1-4 Commands shall contact the NAVAIR Program Office TM technical content owner representative Logistics Element Manager (LEM) or Data Manager (DM) when updated paper copies are not received via automatic distribution within 60 days of being posted to the NATEC website. Contact information for LEMs and DMs are listed under the "POC/LEM" section of the publication information (NSN, PDF, Model, IRAC, etc.) displayed after performing a search for the TM via the Central Repository in TMAPS.

1-5 For revisions and changes to Naval Air Training and Operating Procedures Standardization (NATOPS) program publications, refer to OPNAVINST 3710.7.

1-6 Effective technical directive (TD) changes and bulletins, which affects Aviation Life Support Systems (ALSS) equipment and clothing issued between ALSS manuals (paper and CD) updates will be filed in a separate binder in the ALSS work center (on a controlled basis). Refer to [paragraph 8-1](#) in this work package for guidance.

2-1 TECHNICAL MANUAL RAPID ACTION CHANGE

2-2 TM RAC is applicable to TMs supporting all in-production and out-of-production NAVAIR weapons systems such as: maintenance instruction manuals, related component equipment manuals, maintenance requirement cards (MRCs), illustrated parts breakdown (IPB), support equipment (SE), weapons handling and loading manuals, calibration manuals, and other related procedural manuals. As the electronic age of TMs progresses formal changes will be discontinued in favor of revisions and IRACs. All other sources of updates to NAVAIR TMs are unauthorized and must be referred to NATEC via a Technical Publications Deficiency Report (TPDR) entered into the Joint Deficiency Reporting System (JDRS) for appropriate action ([WP 015 00](#)). Until this process is fully implemented, when a paper copy of the updated manual is received as one of the following updates listed below, the primary/alternate librarian will verify all the changed/revised pages are incorporated in that release by validating the Numerical Index of Effective Work Packages/Pages (A Page) to the pages.

2-3 Incorporation of RACs and IRACs into the affected TMs (paper copy) shall be within two working days upon receipt by the work center. All outstanding TM RACs should be against the latest formal change or revision to the manual. If this is not the case a TPDR should be issued against the manual.

2-4 **TECHNICAL MANUAL RAPID ACTION CHANGE** provides urgent TM change data. TM RACs are developed to expedite the issuance of technical information, which relates to safety of personnel/flight, aircraft grounding, mission capability/fleet readiness, equipment damage, and/or environmental impact restrictions. TM RACs will be of the following types:

a. IRACs – Issued by Naval activities or Contract Administrative Offices (CAO) as a Naval Message (Type A) or as a formal Naval letter with replacement page enclosures issued as a pdf file (Type B). For examples, refer to [figure 1](#) and [figure 2](#). IRACS for electronic TM (ETM) will be maintained by either of the following methods; 1. IRAC Binder (paper format), 2. IRAC Folder (electronic format). IRACs must be accessible to all users and kept on file until updated changes are available and incorporated. . For additional information on maintaining an IRAC/ERAC Binder, refer to [WP 011 00, paragraph 8-1](#).

b. RACs – Issued by Naval activities or CAOs as a complete formal change to TM (including all associated format matter). Hard copy shall be used to issue IRACs containing information in the form of illustrations, schematics, wiring diagrams and other forms, which cannot be issued as messages.

2-5 RACs and IRACs shall be numbered consecutively throughout the life of the TM beginning with RAC or IRAC number 1. Sequence of numbers is independent of type of IRAC or RAC, e.g., number 1 could be a Type A IRAC, number 2 a RAC, and number 3 a Type B IRAC, etc. The program Technical Data Logistics Element Manager (LEM) or designee approved by the program LEM has final authority regarding RAC and IRAC numbering. Cancelled RAC and IRAC numbers shall not be reused.

2-6 All Foreign Military Sales (FMS) unique TMs including customized and sanitized are numbered uniquely and therefore all IRACs applicable to these manuals must be issued or reissued against the unique FMS TM number.

2-7 Electronic Rapid Action Changes (ERACs) support the sustainment of Interactive Electronic Technical Manuals (IETM) and accomplish the purpose and function of IRACs in a digital format. Individual program requirements dictate the presentation systems used to display ERACs and drive the specific format of those ERACs issued.

2-8 **RAPID ACTION CHANGE** is a complete, formal change to applicable TMs. In addition to the pertinent technical content change information, RACs provide all the associated TM format data, such as title page, front matter, indices, etc. RACs shall be used to disseminate urgent TM change information when funding, contractual and programmatic conditions make their use practical

2-9 **INTERIM RAPID ACTION CHANGE** may be used when funding, contractual and programmatic circumstances make the use of a RAC impractical. Formal incorporation of an IRAC into the TM is still required and must be accomplished by a formal change, revision, or RAC.

a. IRACs are issued in two types:

(1) Type A – issued as a Naval Message to provide urgent TM change data, with the exception of graphic images, schematics, wiring diagrams, etc., which are unsuitable for delivery by Naval Message ([figure 1](#)). Upon receipt of an applicable Type A IRAC, TM users are directed to annotate the IRACs applicability to effected pages and maintain the IRAC behind the title page of the manual. Type A IRACs provide information that applies to text and routine tabular information.

(2) Type B – issued when urgent TM changes for schematics, wiring diagrams, or other graphic images, and other forms of graphic data cannot be included in a Type A IRAC. TM replacement or new pages are generally issued as enclosures to the Type B IRAC cover letter. Type B IRACs will be issued primarily as a digital file. A hard copy will only be utilized when special printing is required and will be handled as follows:

- Upon receipt of an applicable Type B IRAC ([figure 2](#)). TM users are directed to insert enclosed change pages. The applicable cover letter is maintained behind the existing title page and additional effected pages are annotated as applicable.
- Type B IRACs shall be developed in a manner that allows the fleet user to download and print them from the NATEC website, so that the user can easily insert and replace them within the existing TM.

b. Formal updates shall include incorporation of all outstanding IRACs pertaining to the TM. IRACs not incorporated during the update shall be reconciled by cancelling then reissuing them against the updated TM using a new IRAC number.

2-10 The main purpose of an IRAC is to ensure that the same correct technical information and its related requirements are communicated to those that require the information. The following details must be included in the IRAC:

- A notice that pen and ink changes are never authorized.
- The exact location and description of the change explained in detail.
- The text of the IRAC shall be clear, accurate, concise, and shall be worded in the same style and format as the affected TM.

2-11 **INTERIM RAPID ACTION CHANGE INCORPORATION INTO THE TECHNICAL MANUAL.** The following procedures shall be used when incorporating IRACs into paper TMs (See [figure 3](#)):

NOTE

Digital copies of the entire TM with the applicable IRAC or RAC inserted and bookmarked are made available on the NATEC website.

a. Insert a copy of the IRAC directly behind the title page and note its existence on the manual page to which it applies. Mark the specific change area affected and annotate the List of Effective Pages or List of Effective Cards (Page A) with a vertical line in the margin next to the changed data, opposite the binding and annotate the appropriate identifying information across the top of the vertical line with the statement “SEE IRAC #” in the text area of the page or card. Enter the IRAC number in pencil in the margin.

b. For double-column material, mark the center margin if the inner paragraph is affected and the outer margin if the outer paragraph is affected. For single-column material, mark the specific change area affected with a vertical line in the margin opposite the binding edge. The line shall extend the entire length of the material affected. The entry shall be made in pencil to allow the erasure of the line in the margin in the event of another IRAC affecting the same area.

c. Each Type B IRAC enclosure (new or replacement pages) shall be inserted into its proper place with the TM as directed. Superseded and cancelled pages shall be removed from the manual as directed.

d. Retain all IRACs, including appropriately marked cancelled IRAC title pages, in the manual until receipt of the next formal update to the manual that includes a reference to each IRAC. See [paragraph 2-13](#) for applicable guidelines.

e. The following procedures shall be used when incorporating IRACs affecting laminated manuals:

30 December 2014

- Affix an adhesive label (i.e. modified mailing label so it does not cover any maintenance task) on the laminated pages or cards and annotate the IRAC number as would be the procedure for non-laminated pages or cards. The information on the adhesive label should be legible and removed and replaced on the active manual when it becomes Foreign Object Damage (FOD).
- Maintain the IRAC with the manual until incorporated.

f. Refer to paragraph 2-13 in this work package for guidance on cancelled IRACs.

2-12 INTERIM RAPID ACTION CHANGE INCORPORATION INTO THE DIGITAL TECHNICAL MANUAL.

a. The following procedures shall be used when incorporating IRACs affecting manuals on digital media, e.g., CD-ROM or DVD:

- Affix an adhesive label to the media case annotated with the applicable NAVAIR publication number and the IRAC number. The information on the adhesive label should be legible and positioned to allow for additional IRACs as they occur.
- Maintain the IRAC on file until receipt of the superseding media.
- For IRACs affecting IETMs maintain a copy of the IRAC in the IRAC/ERAC binder until an ERAC has been received, installed and verified within the IETM.

b. The following procedures shall be used for deploying activities when incorporating IRACs affecting manuals on Joint Knowledge Caching Server (JKCS): Maintain an IRAC/ERAC binder for each work center utilizing JKCS. This binder will contain all unincorporated IRACs for publications maintained on JKCS. It shall be reviewed and purged monthly after JKCS is updated. For additional information on maintaining an IRAC/ERAC Binder, refer to [WP 011 00, paragraph 8-1](#).

2-13 RETAINING CANCELLED RAPID ACTION CHANGE AND INTERIM RAPID ACTION CHANGE.

NOTE

An IRAC can only be corrected by the issuance of another IRAC to cancel or cancel and supersede the existing IRAC. Messages which are not IRACs cannot be used to correct, supplement or cancel an existing IRAC.

a. If a RAC is issued with obsolete, incorrect, or incomplete data, it will be corrected by issuing a new RAC with the next RAC number in sequence with the affected pages corrected. The TM title page will contain a supersedure statement, which reads, "This RAC supersedes RAC No_." Minor errors not affecting technical content may be corrected by issuing a NAVAIR TM Notice as described in this WP."

b. An IRAC issued with obsolete, incorrect, or incomplete data, will be cancelled or cancelled and superseded by issuing a new IRAC with the next IRAC number in sequence. A Type A or a Type B IRAC may be used to cancel either type of IRAC. Cancellation IRACs will include the following direction:

(1) Within the PURPOSE OF CHANGE: "This IRAC (*Cancels*) or (*Cancels and supersedes*) IRAC X." (*the cancelled IRAC number will be in place of X*). If more than one IRAC is being cancelled, each shall be listed.

(2) Within the DETAILED INFORMATION: ""IRAC X (*the cancelled IRAC number will be in place of X*) is (*cancelled*) or (*cancelled and superseded*) by this IRAC. Using bold letters mark the first page of IRAC X with "CANCELLED BY IRAC Y" (*the cancellation IRAC number will be in place of Y*). Ensure that the IRAC number and Purpose of Change statement of the cancelled IRAC are visible (note that the Purpose of Change statement may be on the second page). In the appropriate margin of each page that the cancelled IRAC affected indicate that it has been cancelled by this IRAC. Retain only the cancelled IRAC page(s) with the "Cancelled by IRAC" and "Purpose of Change" statements; all other cancelled IRAC pages shall be removed and discarded."" If more than one IRAC is being cancelled, each shall be listed.

c. Mark the first page of each cancelled IRAC as directed. In the appropriate margin of each page that the cancelled IRAC affected annotate with "SEE IRAC "X" (*X represents the cancelling IRAC number*). Retain appropriately marked first page of cancelled IRAC in sequence behind title page of applicable TM.

If the Purpose of Change statement is on the second page, retain that page as well. Remove and discard remaining cancelled IRAC pages.

d. IRACs not incorporated during a manual update, or issued after the TM data cutoff date (copy freeze date), will be reconciled by cancelling then reissuing them as a new IRAC with the next IRAC number in sequence against the current change or revision of the affected manual.

e. A PDF file of the complete manual with all applicable IRAC(s) appropriately collated and bookmarked will be uploaded to the NATEC website by the IRAC issuing activity. Only the (appropriately watermarked) title page of each cancelled IRAC will be included in the collated PDF file. All other pages of the cancelled IRAC will be removed. A blank back-up page will be inserted behind the cancelled title page to preserve accurate pagination. A stand-alone PDF copy of the cancelled IRAC will be maintained in the TMAPS Central Repository.

f. CTPLs may, at their discretion, review their paper distribution copies for TMs containing cancelled IRACs and (as described above) annotate the cancelled IRAC title page with the cancelling IRAC number and remove all other applicable cancelled IRAC pages.

3-1 FORMAL CHANGE TO A CONVENTIONAL MANUAL

3-2 A routine manual change is the official release of new or corrected pages to a part or portion of an existing document. A change consists of replacement pages for that area of the manual affected by the change. This approach provides both an economical and expedient method of issuing new or corrected material to the user. Upon issue of the change, it is necessary for the recipient to remove the superseded pages and insert the new pages.

3-3 Each page containing changed or added material bears the word "Change XXX" placed at the bottom of the page in the same corner and on the same line with the page number. For foldout pages, the change number is placed in the lower-outer corner of the page beneath the Figure title. This change number requirement is applicable to all added pages, including those placed at the end of a manual.

4-1 FORMAL CHANGE TO A WORK PACKAGE MANUAL

4-2 Formal change shall be prepared to a work package (WP) manual. If the work package manual is a single work package manual containing 50 pages or less it may be changed or may be revised when the total of changed pages and pages being changed exceeds 60% of the total pages in the manual. The change may consist of one or more revised, added or changed WPs. A WP may be changed when one or more pages have been affected by the current change to the WP manual, or when a WP must have a Rapid Action Change (RAC) issued against it. A changed WP shall consist of a changed WP title page and those pages affected by the change to the WP, including unchanged backup pages, if applicable.

4-3 When a change is prepared to a WP manual or volume, the change may consist of one or more added or changed WPs. The numerical index of effective work packages/pages (A Page) shall account for all added, changed, or deleted WPs affected by the change, as well as previous changes to the manual, if applicable.

5-1 REVISION OF A NAVAIR TECHNICAL MANUAL

5-2 A revision is a second or subsequent edition of a manual that supersedes the previous edition. A revision constitutes a complete reissue of a manual with all updated information incorporated. Identification of a revision is made by a supersedure notice on the title page and a new issue date.

6-1 PICK-UP REVISION TO A NAVAIR TECHNICAL MANUAL

6-2 This is an economical way of putting out a complete manual to alleviate a low stock situation in the warehouse. Before printing a new change the change is collated into the manual and the whole manual is printed for distribution and stock. A pick-up revision incorporates the basic manual, all previous

changes and the new data that would require the issuance of an additional change. Only those changed, revised or added WPs/pages shall have the current change number and date.

7-1 NAVAIR TECHNICAL MANUAL NOTICE

7-2 The NAVAIR TM Notice is the method for correcting minor errors in NAVAIR TMs that do not require the issuance of a formal change. It shall apply only to unclassified TMs, including Periodic Maintenance Requirement Manuals (PMRM) issued as cards, and checklists. Issuance of the NAVAIR TM Notice is limited to and shall be utilized only for omissions/corrections of title and "A" pages, and replacement/missing pages and dates, not for correction to technical content.

7-3 Replacement text pages shall be issued only to correct typographical errors or to replace illegible copy. Replacement pages shall be prepared in the same style and format and shall not exceed five pages. NAVAIR TM Notices shall not be used to correct and/or change the technical content of NAVAIR manuals.

7-4 The NAVAIR TM Notice shall contain the publication number, a date which is at least one day later than the formal change date or the basic date if there are no changes of the manual, card(s), or checklist to be corrected and include a clear, concise reason for the Notice. The identifier, Notice, shall be in boldface type and placed on the four corners (figure 4).

7-5 NAVAIR TM Notices are not listed on "A" pages of NAVAIR TMs. NAVAIR TM Notice sheets in paper manuals shall be retained directly behind the title page regardless of existing or subsequently issued IRACs. Retain the NOTICE until incorporated by a change or revision.

8-1 DOCUMENTATION OF A TECHNICAL DIRECTIVE TO AVIATION LIFE SUPPORT SYSTEMS MANUAL (PAPER OR CD)

8-2 Applicable TD changes and bulletins which affect ALSS equipment and clothing will be filed in a separate binder in the ALSS work center (on a controlled basis). Annotate the applicable paper manual as follows:

- a. For double-column material, mark the center margin if the inner paragraph is affected and the outer margin if the outer paragraph is affected.
- b. For single-column material, mark the specific change area affected with a vertical line in the margin opposite the binding edge.
- c. The line shall extend the entire length of the material affected. The entry shall be made in pencil to allow room in the margin in the event of another TD affecting the same area. Enter the TD number in pencil in the margin.
- d. Retain all applicable TDs to the manual until receipt of the next formal update to the manual and validate the TD is incorporated.

8-3 The following procedures shall be used to annotate applicable TDs affecting manuals on the CD-ROM:

- a. Affix an adhesive label to the CD-ROM case annotated with the applicable NAVAIR publication number and the TD number. The information on the adhesive label should be legible and positioned to allow for additional TDs as they occur.
- b. Maintain the TD on file until receipt of the superseding CD-ROM and validate the TD is incorporated.

012345Z JUL 06 R IRAC NO. 1 TO TM NAVAIR AG-521AC-S74-100
PASS TO OFFICE CODES:
FM NAVAIRWARCENACDIV LAKEHURST NJ//6.7.6.1/4.8.6.10//
TO COMNAVAIRFOR SAN DIEGO CA//421B/N422// COMSTRKFIGHTWINGPAC LEMOORE
CA//JJJ// COMSTRKFIGHTWINGLANT OCEANA VA//JJJ// COMNAVRESFOR NEW
ORLEANS LA//N422// COMNAVAIRWARCENACDIV PATUXENT RIVER MD//
NAVAIRWARCENAWPNDIV PT MUGU CA//JJJ// COMNAVSAIRSYS COM PATUXENT RIVER
MD//DRPO// NATEC SAN DIEGO CA//6.8.5.3// AIG 165// AIG 423//
INFO CNO WASHINGTON DC// COMNAVSAFECEN NORFOLK VA//JJJ//
NAVAIRWARCENACDIV LAKEHURST NJ//6.7.6.1//
MSGID/GENADMIN/NAVAIR LAKEHURST 5073 JZ 596-2//
SUBJ/IRAC NO. 1 TO TM NAVAIR AG-521AC-S74-100//
REF/A/DESC:DOC NAVAIR 00-25-100/-/-// AMPN/REF A IS NAVAL AIR SYSTEMS
COMMAND TECHNICAL MANUAL PROGRAM.//
POC/H. FULLER/6.7.6.1/NAVAIR LAKEHURST/-/TEL: 732-323-4150 /TEL: DSN
624-4150/EMAIL:HOWARD.FULLER@NAVY.MIL//
GENTEXT/REMARKS/1. INTERIM RAPID ACTION CHANGE NO. 1 TO TECHNICAL
MANUAL NAVAIR AG-521AC-S74-100, OPERATION AND MAINTENANCE INSTRUCTIONS
WITH MAJOR PARTS LIST FOR LIQUID OXYGEN COOLANT FILTRATION UNIT, P/N
LCFU-2AC-302-8, DATED 05 NOV 2001.
2. RESPONSIBLE CODES:
A. IN-SERVICE ENGINEERING, J. CRUZ, NAVAIR LAKEHURST NJ, CODE 4.8.6.10,
TEL 732-323-2966, DSN 624-2966, EMAIL: JOSEPH.CRUZ@NAVY.MIL.
B. LOGISTICS, H. FULLER, NAVAIR LAKEHURST NJ, CODE 6.7.6.1, TEL 732-
323-4150, DSN 624-4150, EMAIL: HOWARD.FULLER@NAVY.MIL.
3. PURPOSE OF CHANGE: *(for cancellation IRAC refer to paragraph 2-13)* TO
PREVENT A HAZARD TO SAFETY OF PERSONNEL CONDITION BY ADDING A SAFETY WARNING
TO DISCONNECT LCFU FROM POWER SOURCE PRIOR TO CONDUCTING MAINTENANCE OF UNIT.
4. DETAILED INFORMATION: *(for cancellation IRAC refer to paragraph 2-13)*
A. PEN AND INK CHANGES TO THE TECHNICAL CONTENT OF A MANUAL ARE NOT
AUTHORIZED. THE FOLLOWING TECHNICAL CONTENT CHANGE INFORMATION APPLIES
TO THE FOLLOWING REFERENCED PAGES AND PARAGRAPHS OF THE SUBJECT MANUAL
UNTIL THE FORMAL UPDATE IS RELEASED.
B. PAGE 15, PARA 5.5.2 ADD TO PARA A: "ENSURE LCFU POWER CORD IS
DISCONNECTED", AND ADD TO PARA C "REPLACE BLOWN FUSE. USE FUSE REMOVAL
TOOL IF AVAILABLE".
5. VALIDATED BY: J. CRUZ, NAVAIR LAKEHURST NJ, CODE 4.8.6.10, TEL 732-
323-2966, DSN 732-323-2966, EMAIL: JOSEPH.CRUZ@NAVY.MIL.
6. RELATED INSTRUCTIONS:
A. FOR IRACS AFFECTING MANUALS IN PAPER COPY - MAINTAIN THIS IRAC WITH
THE APPLICABLE MANUAL BY PLACING OR ATTACHING IT DIRECTLY BEHIND THE
TITLE PAGE. MARK THE SPECIFIC AREA AFFECTED AND ANNOTATE THE CHANGED
PAGE OR CARD LISTED ON THE A PAGE WITH A VERTICAL LINE IN THE MARGIN
NEXT TO THE CHANGED DATA OPPOSITE THE BINDING. FOR DOUBLE COLUMN
MATERIAL, MARK THE CENTER MARGIN WHEN THE INNER PARAGRAPH IS AFFECTED.
NOTE THE IRAC NUMBER IN THE MARGIN. THIS IRAC SHALL NOT BE REMOVED
UNTIL RECEIPT OF FORMAL CHANGE PAGES.
B. FOR IRACS AFFECTING MANUALS THAT ARE ON CD-ROM - AFFIX AN ADHESIVE
LABEL TO THE CD-ROM CASE ANNOTATED WITH THE APPLICABLE PUBLICATION
NUMBER AND IRAC NUMBER. THE LABEL SHOULD BE POSITIONED TO ALLOW FOR
ADDITIONAL IRACS AS THEY OCCUR AND SHOULD NOT COVER THE DATE OR CD
TITLE. MAINTAIN THIS IRAC ON FILE UNTIL RECEIPT OF THE SUPERSEDING CDROM.
C. SUBJECT IRAC SHALL BE INCORPORATED INTO THE APPLICABLE MANUAL NO
LATER THAN 12 MONTHS AFTER IRAC ISSUE DATE BY NAVAIR LAKEHURST CODE
6.7.6.1.

Figure 1. Example of a Type A IRAC

INTERIM RAPID ACTION CHANGE
--

Date: (Day Month Year)

Category: (Priority or Urgent)

From: (Issuing Activity)

To: F/A-18A ADRL for A1-F18AC-XXX-XXX

Subj: INTERIM RAPID ACTION CHANGE NO (IRAC number) TO TECHNICAL MANUAL (NAVAIR number and title) OF (date of issue, change number and date as applicable).

References: (as required)

Encl: (1) WP 020 00, replacement pages 6 and 7

Point of Contact:

a. The name, title, phone number, email address, activity name, office code

1. Purpose of Change: *(for cancellation IRAC refer to para 2-13)* To prevent a Hazard to Safety of Personnel condition by providing new procedure, which eliminates the potential hazard.

2. Detailed Information:

a. Pen and ink changes to the technical content of a manual are not authorized. The following technical content change information applies to the referenced pages, paragraphs, and figures of the subject manual until formal update is released.

b. Instructions for incorporating enclosures.

(for cancellation IRAC refer to para 2-13)

3. Validated by: Provide activity name, activity code, and POC name and telephone number.

4. Related Instructions:

a. For IRACs affecting manuals in paper copy – Maintain this IRAC with the applicable manual by placing or attaching the cover letter directly behind the title page. Mark the specific change area in the margin of each page affected and annotate the changed page or card listed on the A Page with a vertical line and the IRAC number. Replacement page(s) shall be inserted as directed in paragraph 2.b. This Type B IRAC shall not be removed until receipt of the formal update.

b. For IRACs affecting manual on CD-ROM – affix an adhesive label to the CD-ROM case annotated with the applicable publication number and IRAC number. The label should be positioned to allow for additional IRACs as they occur and should not cover the date or CD title. Maintain the IRAC on file until receipt of the superseding CD-ROM.

c. Subject IRAC shall be incorporated into applicable manual no later than 12 months after IRAC issue date (or next formal change) by (insert activity name and code).

By direction

I. B. IRAC

Figure 2. Example of a Type B IRAC

A1-H46AE-MRC-400

LIST OF EFFECTIVE CARDS (Continued)

The total number of card faces in this manual is 701, consisting of the following:

<u>CARD NO.</u>	<u>CHANGE NO.</u>	<u>CARD NO.</u>	<u>CHANGE NO.</u>	<u>CARD NO.</u>	<u>CHANGE NO.</u>
Title	4	xviii thru xix	3	5-ABCD	0
A thru B	4	xx thru lxi	0	5.1-ABCD Blank	0
C thru H	3	lxii thru lxx	2	6-ABCD	0
I Blank	3	lxvi thru lxx	0	6.1-ABCD	1
TPDR-1	4	lxxi thru lxxii	3	6.2-ABCD thru 6.13-ABCD	0
TPDR-2 Blank	4	lxxiii thru lxxv	2	6.14-ABCD	3
HMWS-1	2	lxxvi Blank	2	6.15-ABCD Blank	3
HMWS-2 thru HMWS-14	0	Phase ABCD Title	0	7-ABCD	0
HMWS-15	1	1-ABCD thru 1.1-ABCD	3	7.1-ABCD	1
HMWS-16 Blank	1	2-ABCD	3	7.2-ABCD thru 7.13-ABCD	0
i thru iii	0	2.1-ABCD Blank	3	7.14-ABCD thru 7.15-ABCD	3
iv thru v	3	3-ABCD	3	7A-ABCD thru 7A.7-ABCD	3
vi	0	3.1-ABCD thru 3.2-ABCD	1	7A.7A-ABCD thru 7A.7E ABCD	3
vii	3	3.3-ABCD Blank	1	7A.7F-ABCD Blank	3
viii thru xi	2	4-ABCD thru 4.8-ABCD	0	7A.8-ABCD thru 7A.10-ABCD	3
xii thru xiii	3	4.9-ABCD	1	7A.11-ABCD Blank	3
xiv thru xvi	2	4.10-ABCD thru 4.12-ABCD	0	8-ABCD	3
xvii	4	4.13-ABCD Blank	0	8.1-ABCD	0

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Figure 3. Interim RAC Identification Page on Paper List of Effective Cards (Sheet 1)

NAVAIR 01-1A-20

T.O. 42E1-1-1

009 01

Page 3

CAUTION

Always use clean, oil free tools on oxygen components. Use only metal caps and plugs to cap openings on oxygen systems. Use metal caps only once to prevent aluminum shavings from contaminating system. NEVER use plastic caps or plugs.

d. If there are no indications of contaminants, remove the oxygen line with pre-cleaned tools after depressurizing the system. Use metal caps or plugs to close all openings. This will prevent contamination entering the open system.

e. If contaminants remain, do not open the system. Proceed with paragraph 5, "Final Clean."

5. FINAL CLEAN OF EXTERIOR OXYGEN LINES.

WARNING

Always use solvents in well ventilated areas and wear proper personal protection equipment such as rubber gloves, aprons, glasses, breathing mask, etc.

CAUTION

Always use clean, oil-free, tools when working with oxygen systems. Clean tools with aqueous cleaner, MIL-PRF-87937, Type II or Ethanol (A-A-59282) to remove contamination when necessary. Never use MIL-C-81302 for tool cleaning.

NOTE

Military Specification MIL-C-81302, Type I is a Class One Ozone Depleting Substance and production is banned after 31 December 1995. However, its use can continue as long as there is a supply of the chemical. The AF/Navy will purchase a limited supply for future use to solvent clean Oxygen systems until a suitable substitute can be found. Only a limited supply will be purchased and its use will be closely regulated for use in cleaning only Oxygen systems components. Conservation of this product is absolutely mandatory. A waiver is required to use this

product. (Note: This material was reinstated for acquisition in 1991)

Storage of bulk solvent will be in sealed containers. Solvent used by the mechanic on a daily basis will be put into plastic Teflon squeeze bottles (NSN 6640-0-125-8821) and stored in a cool place to prevent loss from evaporation. In areas where the ambient temperature is 80°F or higher, the use of a refrigerator (if available for industrial chemical storage) to maintain a temperature of 40-50°F will greatly reduce solvent loss.



Trichlorotrifluoroethane (Freon), MIL-C-81302 7

a. Use MIL-C-81302, Type I in a Teflon squeeze bottle (NSN 6640-0-125-8821) to accomplish the final cleaning.

b. Carefully squeeze bottle of MIL-C-81302, Type I on the area to be cleaned (minimize solvent use). Wipe clean with a dry Kimwipe or whit lint-free cloth.

c. Examine Kimwipe or white lint-free cloth. If contaminants are present, repeat step b until no contaminants are visible.

d. Remove the oxygen line with pre-cleaned tools and cap all openings with metal caps (cleaned per paragraph 4, step a, to prevent contamination from entering the system.

6. REMOVING OIL AND GREASE FROM OXYGEN (GASEOUS OR LIQUID) SYSTEM TUBING ASSEMBLIES, INTERIOR AND EXTERIOR OF LOCALLY MANUFACTURED OXYGEN LINES.

7. Depots may vapor degrease (using tetrachloroethylene solvent, ASTM D 4376-94) oxygen tubing. Proper vapor degreasing is assured by allowing the tubing and fittings to remain in the vapor degreaser for approximately 20 minutes or until it reaches the operating temperature of the vapor degreaser. If a vapor degreaser is not available, clean all oil, grease and foreign material from the tubing and fittings using one of the following methods below.

SEE IRAC #10

SEE IRAC #12

Figure 3. Interim RAC Identification Page (Odd Page) (Sheet 2)

NAVAIR 01-1A-20

T.O. 42E1-1-1

009 01

Page 4

8. PRE-CLEAN, INTERIOR AND EXTERIOR OF LINES.

WARNING

The use of Isopropyl Alcohol, TT-I-735, or any other cleaner not listed in this Work Package will not be used to clean oxygen related items. A fire or explosion can result from the use of unauthorized cleaners on oxygen components.

Both pre-clean and final clean steps must be accomplished. Failure to accomplish final cleaning may result in a fire or explosion.

CAUTION

Gloves. Clean, white, acrylonitrile gloves are required, and should be worn, to prevent contact of the hands with the cleaning solvent during operations such as cleaning the oxygen tubing and fittings or transferring the cleaning solvent from the supply containers to a squirt bottle. Also, gloves should be worn to prevent contact of skin oils and acids with tubing and fittings, cleaning equipment, and wrapping and packaging materials. An acceptable type is Markson Science Inc., Part No. 7760.

NOTE

Nitrogen. Gaseous nitrogen used for drying must conform to Fed. Spec. A-A-59503, Type I. Some acceptable types are: (1) Air Products and Chemicals, Inc., Purified Grade Nitrogen, 99.998% Purity, in 14 to 280 cu. ft. cylinders; and (2) Linde Div., Union Carbide, Dry Grade Nitrogen, 18 to 300 cu. ft. cylinders.

MIL-PRF-87937 Type II is diluted at the ratio of 10 parts warm demineralized water to 1 part cleaner. This is the optimum solution; full strength MIL-PRF-87937 will not be as effective. A warm cleaning solution cleans more efficiently.

Demineralized water must conform to ASTM D1193, Type II.

a. Aqueous Cleaning.



Cleaning Compound, MIL-PRF-87937

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(1) Clean the outside and inside of the tube and end connectors with warm solution of one part Military Specification, MIL-PRF-87937, Type II to 10 parts demineralized water. Scrub the tube interior with a long soft bristle brush saturated with the soap solution or cap one end, fill 1/2 of tube with soap solution cap the other end and shake the tube. Pour out soap solution and repeat one time. Do not allow soap solution to dry prior to rinsing.

(2) Rinse immediately with demineralized water to remove all traces of soap solution. Spraying from pressure nozzles and heating the water to 120°F promotes effective rinsing.

b. Two methods for drying the demineralized water from the tube are as follows:

(1) Remove rinse water and dry the line with dry nitrogen until a -40°F dew point is reached. An acceptable dew point meter is Cole Palmer Instrument Company, Cat No. H-37960-00 Humidity/dew-point/temperature meter.

(2) Place the tube in an oven and bake at 100 to 110°C (212 to 230°F) for two hours.

c. After tube is dry, accomplish Final Cleaning, paragraph 9, step b.

9. FINAL CLEANING, INTERIOR AND EXTERIOR OF LINES.

WARNING

Always use solvents in well ventilated areas and wear proper personal protection equipment such as rubber gloves, aprons, glasses, breathing mask, etc.

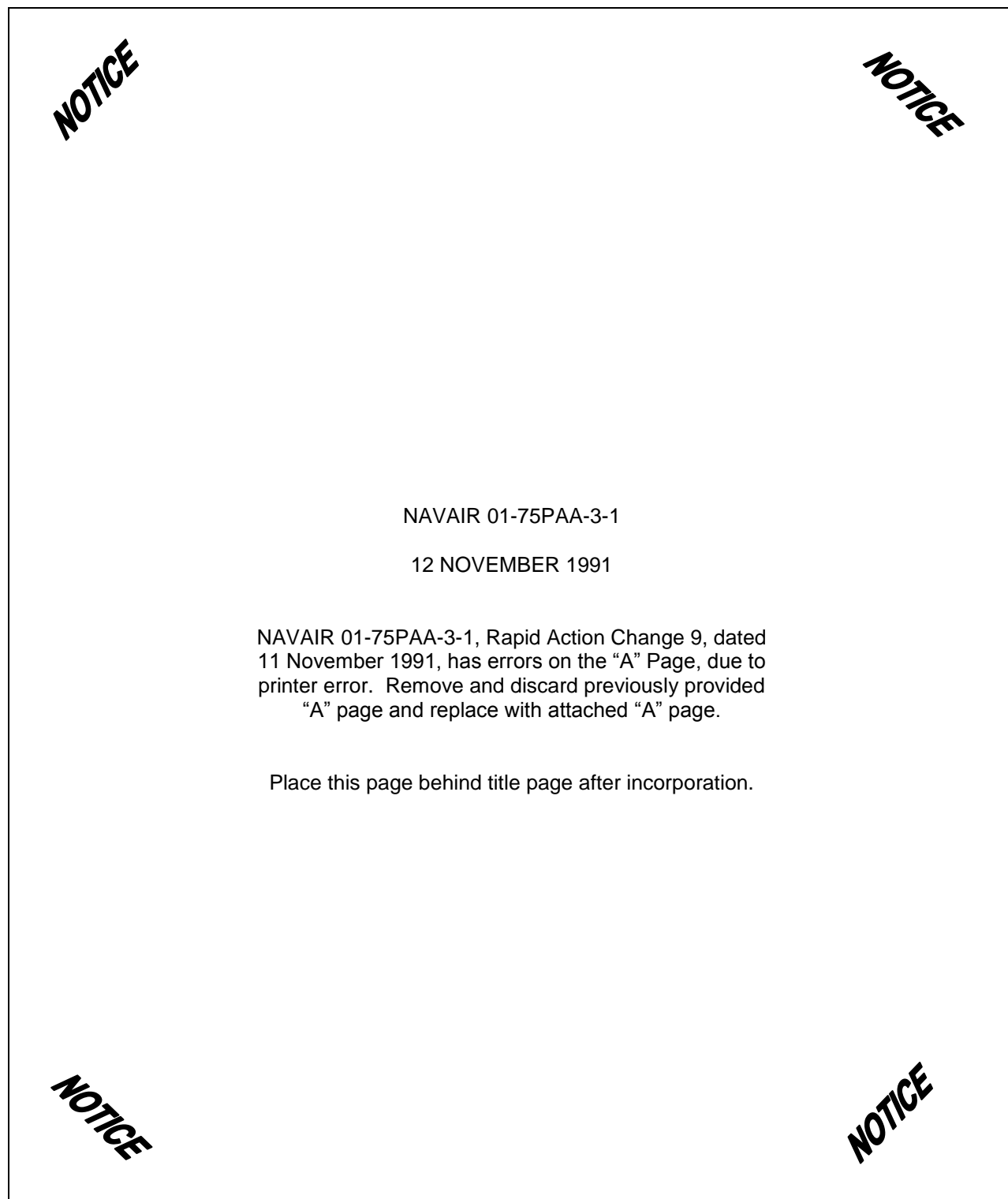
CAUTION

Do not put any plastic parts in oven.

SEE IRAC #14

SEE IRAC #13

Figure 3. Interim RAC Identification Page (Even Page) (Sheet 3)



The image shows a rectangular cover sheet for a NAVAIR Technical Manual. It features a large white central area enclosed by a thin black border. In each of the four corners, the word "NOTICE" is printed in a bold, black, sans-serif font, rotated 45 degrees clockwise. Centered in the white area is the following text: "NAVAIR 01-75PAA-3-1", "12 NOVEMBER 1991", and a paragraph stating: "NAVAIR 01-75PAA-3-1, Rapid Action Change 9, dated 11 November 1991, has errors on the 'A' Page, due to printer error. Remove and discard previously provided 'A' page and replace with attached 'A' page." Below this paragraph, it says: "Place this page behind title page after incorporation."

NOTICE

NOTICE

NAVAIR 01-75PAA-3-1

12 NOVEMBER 1991

NAVAIR 01-75PAA-3-1, Rapid Action Change 9, dated 11 November 1991, has errors on the "A" Page, due to printer error. Remove and discard previously provided "A" page and replace with attached "A" page.

Place this page behind title page after incorporation.

NOTICE

NOTICE

Figure 4. Example of a NAVAIR Technical Manual NOTICE Cover Sheet

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

CENTRAL/DISPERSED TECHNICAL PUBLICATIONS LIBRARY OPERATING PROCEDURES

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Service	
Support Division	WP 003 00
Categories, Numbering, Style and Format of NAVAIR Technical Manuals	WP 004 00
Security and Classification Requirements of Technical Manuals and	
Technical Manual Supplement	WP 005 00
NAVAIR Related Documentation Controlled by Other Navy or Department of	
Defense Elements	WP 006 00
Technical Data Requisitioning Procedures	WP 009 00
Technical Publication Update Methods	WP 012 00
Central/Dispersed Technical Publications Library Verification/Audit Requirements	WP 014 00
NAVAIR Technical Publications Deficiency Report Program	WP 015 00
Department of the Navy Information Security Program Regulation	SECNAV M-5510.36
NAVAIR Technical Directives System Management and Procedures Manual	NAVAIR 00-25-300
Naval Aviation Maintenance Program	COMNAVAIRFORINST 4790.2

1-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY ACCESS TO NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER WEBSITE AND TECHNICAL MANUAL APPLICATION SYSTEM

1-2 The Naval Air Technical Data and Engineering Service Center (NATEC) technical manual (TM) website provides distribution of NAVAIR Electronic Technical Manuals (ETMs) via the World Wide Web/Internet. To access the website the user must have an approved account. Obtain a user account by going to the website's Universal Resource Locator (URL) address <https://mynatec.navair.navy.mil/>.

1-3 Non-US citizens are not authorized access to the NATEC website without Chief of Naval Operations (CNO) approved waivers on file. Refer to SECNAVINST 5510.34 for guidelines and procedures.

1-4 Access to the NATEC website is user-ID and password controlled. In order to receive an account, a user must complete the user account request on the NATEC Website. Locate the box heading "Log In" then click "New User". At the next screen read "NATEC Account Request" and click the button for request type, Government Employee/Military or Contractor. Follow the guidelines provided for the requested type of account. All mandatory information must be filled-in. Due to security reasons, account requests with Internet email accounts (hotmail.com, yahoo.com, netscape.com, etc.) **will not** be processed. Requesters are required to have a current email address ending in ".mil" or ".gov".

1-5 Access to the website requires a reasonably fast connection to the Internet, a standard web browser such as Internet Explorer, and the Adobe Portable Data Format (PDF) reader/viewer. The Adobe PDF viewer can be downloaded from the Adobe website on the Internet at no cost. The website is designed to make access to the technical manual, work package, chapter, illustration, or figure as fast and easy as possible. The website can be searched by Type Equipment Code (TEC), platform, TM number, or title, and supports text searches within the manuals.

1-6 Although NAVAIR TMs will be available on the NATEC website the activity Central Technical Publications Library (CTPL) librarian will continue to be responsible for local technical library management and control.

1-7 The Technical Manual Application System (TMAPS) is the Naval Air System Command's (NAVAIR) automated technical data information and distribution system. It can be viewed by anyone authorized to access the NATEC website. However, access to certain functions and the ability to enter or modify data requires specific permissions.

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1-8 CD On-line Ordering via the NATEC website. CD On-line Ordering allows the CTPL librarian to order individual TMs listed on their Automatic Distribution Requirements List (ADRL) or their entire ADRL on CD-ROM(s). Deploying activities must order their ADRL CD set 45 to 60 days prior to deployment for use as a backup to the NATEC website or Joint Knowledge Caching Server (JKCS) in the event access to the TM electronic version on local servers or the NATEC web is interrupted.

1-9 TMs on the CDs are only as current as the date printed on the face label. CTPL will not receive updates for TM(s) on CD on Demand (COD). When notification is received that a publication within a COD has been updated, a new COD must be requested. A request will not be made earlier than ten working days after notification. Type Wings shall provide specific written guidance as to library management procedures when using COD.

2-1 UPDATING NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER USER ACCOUNT

2-2 When a new primary/alternate librarian assumes the responsibility for the day-to-day operation of the CTPL, one of the first tasks to accomplish is update the individual's "User Account" in the NATEC website, and then complete the information in the "Customer Account" in the Enhanced Library Management System (ELMS) (if on ELMS). This assists NATEC in contacting the current primary librarian with any questions about the activity's CTPL. When the new librarian primary/alternate has any questions while filling out any of the information in user account (NATEC website) or Customer Account (ELMS) (primary librarian completes this information), please contact the closest Technical Publications Specialist (TPS) listed in [WP 003 00](#).

2-3 Once in the NATEC website validate/update the following information blocks in "My User Account" (See [figure 1](#)):

a. "User Information" –

- User's full name,
- Rank/Rate/Grade,
- Command (for example, U.S. Navy, USMC, etc.),
- Phone/FAX number,
- CTPL Status (Yes must be selected if you are a librarian in your activity),
- Distribution Account Code (DAC). **NOTE:** Standard Navy Distribution List (SNDL)/First position need to be five characters/spaces in length.
- Email Notification (select yes, this will notify you when a new TM on your ADRL is released),
- Default Bandwidth (High or Low).

"Your Command/Company Information" –

- Command/Company Information,
- Address,
- Street,
- City, State and Zip Code. Once this information is correct, click "Submit".

b. The next screen will list the names of personnel associated with the activity's DAC. At this screen, click and remove all the personnel no longer associated with your DAC and then click submit. Update is completed when the box appears stating "Thank you for your assistance in this update." This task is complete and you are now ready to enter TMAPS.

c. Once the "My User Account" is updated, the new primary/alternate librarian needs to request ELMS permission for activity's DAC. Submit for ELMS permissions on the NATEC website (Customer Service Support Desk) or send an email to nani_customerservice@navy.mil and provide the following information at a minimum; Activity's DAC and requestor's Username ID (this is located on the "myNATEC Technical Data Website Homepage" under "myNATEC Account Information" or "My User Account"), ([figure 2](#)). Provide any additional information to assist NATEC in expediting request.

d. After ELMS update permissions are granted and you are the primary librarian, enter ELMS and click "Customer Account". Once in the "Customer Accounts Update Screen", validate and update the following boxes ([figure 3](#));

- Maintenance Level/Unit Identification Code (UIC),
- Mailing Address,
- Point of Contact (POC),
- Type command, account designation,
- Media/Quantity,
- Type Equipment Code, then click "Submit".

e. This area will also be validated and updated anytime a CTPL librarians comes onboard, when the activity deploys longer than 30 days and upon return, and when there are any changes to the "User Account" in the NATEC website, and Customer Account in ELMS (if on ELMS).

3-1 LIBRARY RESPONSIBILITY

3-2 Activity Commanding Officer is responsible for the development, establishment, and operation of technical library services in support of local operations and maintenance. Activity Commanding Officer shall designate an appropriate officer to implement and carry out policies and procedures to effectively maintain an aeronautical technical library. This work package is applicable to organizational, intermediate and Depot level libraries, with the exception of Fleet Readiness Center (FRC) Depot (Level 3) libraries, which are discussed in [WP 013 01](#).

3-3 Management of the technical library is a function assigned to the Quality Assurance (QA) Division of Navy and Marine Corps Aviation Units. The technical library's responsibilities include functions and tasks as follows:

- a. Maintain a CTPL, which is adequate to complete the assigned functions of the activity. Retention of master copies of publications within the CTPL is optional.
- b. Requisition, receive, screen, review, route, distribute, as necessary, and file all incoming technical publications.
- c. Establish dispersed libraries and necessary control functions.
- d. Establish and maintain a training program for assigned library personnel, including dispersed librarians.
- e. Develop an automatic verification program.
- f. Establish and maintain a program to distribute data to dispersed libraries.
- g. Develop and maintain a program for classified technical data receipt, stowage, distribution, inventory, and disposition.
- h. Establish and maintain a program to audit the CTPL annually ([WP 014 00](#)) and dispersed libraries quarterly ([WP 014 00](#)), as a minimum.
- i. Develop an effective checklist so that discrepancies identified during audits can be identified and corrective action noted. Refer to COMNAVAIRFORINST 4790.2 Computerized Self Evaluation Checklist (CSEC).
- j. QA Officers, Division Officers and key supervisors, i.e., QA Chief, Work Center Supervisors (WCSs), must become involved and knowledgeable of library operations.
- k. Of critical importance is the need to ensure that assigned personnel have the necessary supervision and support required to ensure all facets of library management are correctly functioning.
- l. Outdated manuals, wrong type and quantity of manuals on-hand, lack of use and lack of command attention are caused primarily by a limited knowledge of the Technical Publications Library System.

m. Often, because of the operational tempo and lack of personnel, CTPL assignments are given to inexperienced and junior personnel. Because this frequently occurs, senior personnel must be capable of providing the much needed management guidance to the assigned CTPL librarian.

n. TPS ([WP 003 00](#)) is available to assist the user community in any problem area related to technical publication libraries. The use of the TPS is encouraged, since they are a vital link between NATEC, the supply system and the user community. Problems and difficult situations can be minimized for all concerned through the prompt and effective utilization of the TPS.

4-1 TYPES OF LIBRARIES

4-2 To be effective, the technical publication library must be a centrally managed function. Therefore, based on an activity's organization, there may be three types of libraries;

- CTPL,
- number of dispersed libraries in the work centers, and
- Naval Warfare Publications (NWP) library maintaining Naval Air Training and Operating Procedures Standardization (NATOPS) and tactical manuals in the Operations Department.

4-3 **CENTRAL TECHNICAL PUBLICATIONS LIBRARY (CTPL)** coordinate and manage an activity's TM functions and shall be responsible for the analysis of TM requirements, procurements of documents, receipt and local distribution, security compliance, maintenance, and update of all TMs under their cognizance and applicable to the activity. CTPL may have any number of Dispersed Technical Publications Libraries (DTPLs) under their management control.

a. The CTPL shall act as the activity's single point of contact with NATEC concerning automatic distribution requirements of all NAVAIR manuals including NATOPS/tactical manuals.

b. Inventory control of the NATOPS/tactical manuals will require special management attention with the unit's NATOPS officer.

c. Because of the size and unique characteristics of the operating unit, it may be more feasible to establish an additional CTPL. When this system is elected, each library operation will be considered a CTPL, responsible for establishing/directing additional controls on dispersed libraries.

d. For continuity, effective operation and adequate training, personnel assigned to a CTPL should be retained in the billet a minimum of 1 year. Personnel assigned as CTPL at depot level refer to [WP 013 01](#) for billet description.

e. Activities may have more than one librarian [primary/alternate(s)] due to the size of the library or operational commitment. When this occurs, the primary librarian will be the one identified as the POC on the activity's ELMS Customer Account. (The primary librarian is the CTPL "supervisor/lead," all other librarians assigned to CTPL are alternates.)

f. Utilize [figure 4](#) for the CTPL billet description/assignment form. Do not purge billet description unless responsibilities have changed. In that case, keep the initial billet description along with the new billet description.

4-4 **DISPERSED TECHNICAL PUBLICATIONS LIBRARY (DTPL)** is subordinate to and under the direct management control of an activity's CTPL. DTPL may be collocated within a shop, work center, or office code at an activity. DTPL functions are typically performed as a collateral duty by an employee of an applicable shop, work center, or office code. Any number of DTPLs may fall under an activity's CTPL.

a. Work center (W/C) or Depot supervisors are responsible for informing the CTPL of additional manual requirements and replacement of damaged manuals.

b. Dispersed library functions shall be assigned and performed as outlined in [paragraph 24-1](#).

c. Dispersed libraries will be responsible for the storage, update, and user availability of the publications issued to them.

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d. Personnel assigned to a dispersed library, should be retained in the billet a minimum of six months. Personnel assigned as DTPL at Depot level refer to [WP 013 01](#) for billet description.

4-5 **NAVAL WARFARE PUBLICATIONS LIBRARY** provides for central administration of Naval Warfare Publication (NWP) including aircraft tactical manuals (NTTP 3-22 Series).

a. When the CTPL controls the NATOPS/Tactical manual distribution, inventory control of the NATOPS and or the tactical manuals will require special management attention with the unit's NATOPS Officer.

b. The guidelines for the organization and administration of the NWP Library are contained in the NTRP 1-01, The Navy Warfare Library.

5-1 TRAINING

5-2 Personnel assigned to a CTPL shall receive indoctrination and continuous training in library operation. In accordance with COMNAVAIRFORINST 4790.2, it is mandatory all CTPL librarians attend the Center for Naval Aviation Technical Training Unit (CNATTU) Aeronautical Technical Publications Library (ATPL) Management Course as discussed in paragraph 5-4 below. Follow-on training is required and includes training received during all types of inspections, on-the-job training, training conducted by TPSs, NATEC's CTPL Symposiums, and attendance at other library management related training.

5-3 Training includes On Job Training (OJT) with formal schooling available. The training of dispersed librarians is a responsibility of the CTPL librarian/command or the appropriate Departments at the Depots. Dispersed librarian training, including the clerk in the Operations Department will be provided at least quarterly.

5-4 Information on formal schools may be obtained from Center for Naval Aviation Technical Training Unit (CNATTU). For quota information utilize the Catalog of Naval training Courses (CANTRAC) or use Enterprise Naval Training Reservation System (eNTRS) at <https://main.prod.cetars.training.navy.mil>.

6-1 CONTROL OF PUBLICATIONS

6-2 A record in the TMAPS ELMS will be used to control all publications media managed by CTPL. The NATEC ELMS Program is the primary management tool utilized for controlling technical media managed by CTPL librarians ([WP 010 00](#)). The ELMS database arranges the entries alphanumerically for all manuals without regard to the originator or the media.

6-3 For activities **not** under the direction of COMNAVAIRFORINST 4790.2, recording of technical directives (TDs) in the ELMS database is optional.

6-4 NAVAIR 17-20 series manuals issued on Metrology Program (METPRO) CD disks will require a CTPL database record only on the NA 17-35MTL-1 and Instrument Calibration Procedures (ICP) disks identified in [WP 006 00](#).

6-5 Department of Defense (DOD) publications, Military Specification and Standards, and commercial manuals that are used in the performance of maintenance although not assigned NAVAIR numbers ([WP 006 00](#)) shall be entered into the ELMS Program. Commercial manuals, when provided with new equipment, will be delivered to the CTPL for entry in the ELMS Program.

6-6 NAVSUP publications do not come under the management control of the activity CTPL unless distribution is controlled by the CTPL. Management control of NAVSUP publications normally falls under the control of the activity Supply/Material Control Officer.

a. NAVSUP Weapons Systems Support (NAVAL Supply WSS) Philadelphia publications are used by material control for ordering/reference purposes and these publications can be retained as a single copy issue, but only in Material Control.

b. Automatic distribution, including quantities for NAVSUP WSS Philadelphia publications, is provided by way of the SNDL system. Additional information on how to obtain NAVSUP publications is

furnished in [WP 006 00](#), while more information on NAVSUP WSS Philadelphia publications is provided in [WP 009 00](#).

c. NAVAIR related manuals such as Illustrated Parts Breakdowns (IPBs) held by Material Control come under the management controls as established by the activity CTPL.

6-7 NATOPS/Tactical manuals, when maintained in the NWP library in the Operations Department, normally come under the management control of the activity's NATOPS Officer vice the CTPL.

7-1 AUTHORIZED TECHNICAL MANUALS

7-2 A Technical Manual Source Data Record (TMSDR) is only used by TPDR Disposition Authorities within the JDRS (See [WP 015 00](#)). Under no circumstances shall TMSDRs be distributed to authorize or perform maintenance.

7-3 Authorized technical publications for use in support of operations and maintenance of aeronautical weapon systems and equipment may include:

- COMNAVAIRSYSCOM approved military specification technical manuals.
- COMNAVAIRSYSCOM approved, numbered, and issued commercial off-the-shelf technical publications.

7-4 When a requiring activity is unable to locate the applicable COMNAVAIRSYSCOM approved technical publication or determines such a publication is questionable (for example, an advance technical manual also known as "Preliminary or Pre-Final" manual released with intent for interim use only), the activity shall send an assistance request letter, including all pertinent information about the manual via the chain of command, to Director, NATEC Code 6.8.5, PO BOX 357031, SAN DIEGO CA 92135-7031. Correspondence may also be sent to nani_customerservice@navy.mil.

7-5 NATEC Code 6.8.5 shall respond directly to the originator, with appropriate information to other involved commands (if known) within 30 calendar days of receiving the request for assistance.

7-6 Refer to COMNAVAIRFORINST 4790.2, chapter 7 for further guidance on Pre-Final Technical Data.

8-1 CONTROL OF CLASSIFIED PUBLICATIONS

8-2 Close coordination between the CTPL librarian and the command's Security Manager is essential. Procedures will be established for the dissemination of classified material originated or received by the CTPL ([WP 005 00](#)).

9-1 DESCRIPTION OF NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER ENHANCED LIBRARY MANAGEMENT SYSTEM PROGRAM DATABASE (See [WP 010 00](#))

10-1 RETENTION OF ENHANCED LIBRARY MANAGEMENT SYSTEM PROGRAM FILES

10-2 **ACTIVE TECHNICAL MANUAL RECORDS.** A record is maintained on each copy of each manual controlled by the CTPL until it has been deleted from the library. This file shall consist of all manuals media controlled by the CTPL librarian including cancelled manuals retained for equipment being maintained in activity and manuals received in digital format ([WP 010 00](#)).

10-3 **HISTORY (DEAD) FILE.** Records deleted from the Active File are placed in the History (Dead) File within the ELMS Program. This file contains all those manuals deleted from the active files due to removal from the CTPL or manual is revised. These records will be retained within the ELMS Program for a minimum of 1 year. The ELMS Program annotates the reason for removal from the active database.

- If as the result of update this will be shown.
- If as the result of an update by the CTPL librarian, it may be entered as: "CANCELLED," "OBSOLETE," or "NOT REQUIRED."

10-4 **DECK LOAD CHANGE.** Upon a change of manual requirements, usually because of a change of aircraft Type/Model/Series (T/M/S) or equipment, active file records affected may be deleted from the

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ELMS Program after work center audits have been completed to ensure that the TMs are no longer held in the work center. ADRL requirements shall be updated at this time by the CTPL.

11-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY FILES ON AUTOMATED DATA PROCESSING SYSTEMS

11-2 When the librarian processes the receipt of the TM in the ELMS program, enter in the date the TM was received (CTPL Rcpt block) and issued by CTPL (Issue Date block). The issue date block must be the actual date the TM was issued to CTPL or the applicable work center.

11-3 Storage and handling of classified information shall be accomplished in accordance with the requirements of SECNAV M-5510.36. Entry of management information into the ELMS Program on classified manuals is required for tracking purposes the same as for unclassified manuals.

12-1 INVENTORY CONTROL

12-2 All forms of TM data and changes including TDs must be marked for proper inventory control. TM data maintained electronically must be Functional Area Management (FAM) approved software that allows compliance of the established guidelines discussed in the following paragraphs. Contact activity's Information Assurance Manager (IAM) for assistance identifying approved software. A locally procured stamp shall be used on each type of TM media. The stamp should include, as a minimum, the following items of identification:

- Activity
- Copy Number
- Location

12-3 The stamp will be placed on the title page that identifies the date of the publication. For media such as CDs, IETMs, or microfiche place the stamp on the container using a mailing label. For TDs, the stamp shall be placed on the first page and include the date it was received. Control and distribution at depot level is maintained by workload control documentation. For IRACs, the stamp shall be placed on the first page.

12-4 The CTPL librarian will establish a simple numbering system as copy numbers for all manuals under CTPL control. The CTPL shall issue a quarterly NATEC ELMS Program Work Center Locator Listing for all work centers. The Locator Listing is by definition the readily accessible listing of publications and their locations.

13-1 BINDERS FOR PUBLICATIONS

13-2 NAVAIR TMs and directives are drilled with three large and two small holes. The three large holes fit the posts of the special NAVAIR publication binders. The two small holes allow for use of the standard three-ring loose-leaf binder. The specially designed NAVAIR binders are available through the U.S. General Services Administration (GSA) Advantage Website (https://www.gsaadvantage.gov/advantage/main/start_page.do) or via open purchase from Specialty Loose Leaf, Cabot Street, Holyoke MA 01040, telephone number 1-800-227-3623 or website www.specialtylooseleaf.com. Part Numbers for the binders are:

- 2" Binder – 30 3519
- 3" Binder – 30 3520

13-3 Binders provide a uniform means of protection as well as storage of loose documents. There is no restriction as to the type of binder used, as long as it fits the needs of the user and proper identification can be displayed.

14-1 STORAGE AND IDENTIFICATION OF TECHNICAL DATA

14-2 Each manual/directive received will be placed in an appropriate binder or information technology (IT) repository. Classified Publications shall be stored in accordance with SECNAV M-5510.36. CTPLs are not required to maintain "master copy" of all TMs maintained in the activity.

14-3 When more than one manual or type of directive is placed in the same binder, the lowest NAVAIR manual or type directive number shall appear first on the spine, followed by the term "thru" and ending with the highest manual or directive ([figure 5](#)).

14-4 After filing the above documents the binders are stored on shelves, filing cabinets, or other appropriate methods as follows:

- a. Manuals shall be arranged alphanumerically for NAVAIR publications. Manuals should not be in different areas around the CTPL but in NAVAIR number sequence and all together.
- b. TDs shall be filed by specific type ([paragraph 20-1](#)).
- c. Manuals other than NAVAIR may be filed in separate binders under an appropriate general heading.
- d. MRC decks shall be stored in appropriate card index containers in alphanumerical order.
- e. Instructions and notices shall be filed in separate binders in Standard Subject Identification Code (SSIC) sequence. An additional breakdown by major echelon, i.e., type commander, wing, etc., is also authorized.
- f. Non-standard size manuals should be stored in appropriate containers, conveniently located for ready use and the location noted in the ELMS Program database.
- g. CD-ROMs shall be arranged alphanumerically in CD-ROM number sequence and stored in an appropriate storage cabinet or container.
- h. The local command shall assign the appropriate department to ensure assigned Portable Electronic Maintenance Aids (PEMAs) are operated and maintained in a secure environment and meet DoD Information Assurance (IA) and information system security requirements.

15-1 INCORPORATION OF UPDATES TO NAVAIR TECHNICAL PUBLICATIONS (Refer to [WP 012 00](#))**16-1 CHANGE ENTRY CERTIFICATION RECORD**

16-2 The Change Entry Certification Record (CECR) is used as a record by the CTPL librarian to ensure updates to manuals, specifically paper/hard copy, have been issued to and incorporated into dispersed libraries. The CTPL librarian shall establish procedures whereby updates to TMs are picked up or delivered on a daily basis. The CECR is generated by the ELMS Program.

16-3 The CECR is a receipt for:

- a. The issuance of an update to be incorporated by the holder of a manual, specifically paper/hard copy.
- b. The CTPL indicating an update has been issued for incorporation to a specific manual held by a designated work center.
- c. Ensuring old/discarded pages of a manual are accounted for in accordance with locally established procedures.

16-4 A CECR is initiated on all updates to TM data media issued to the dispersed libraries. The CTPL librarian will incorporate the update into the CTPL copy as soon as practical. Use of the CECR by the CTPL is not required on CTPL copies unless someone other than the CTPL (i.e. an appropriate QAR) is incorporating the basic/revision, change, or RAC/IRAC/ERAC. If there are multiple librarians working in the library the use of the CECR is a good way to keep track of who actually incorporated the update.

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16-5 If discrepancies are identified (such as missing pages, poor quality printing, etc.), the update copies will not be issued to the dispersed libraries. Additional guidance and assistance shall be requested from the QA division supervisor or appropriate depot department.

16-6 The CTPL shall train the dispersed librarian(s) in the use of the CECR and the proper methods of making the various types of changes to publications media held.

16-7 **CHANGE ENTRY CERTIFICATION RECORD FILE PART 1.** The CTPL shall establish a CECR tickler file containing the following:

a. A 2-day file of CECR PART 1s for IRACs and RACs. Due to the critical nature of the update, IRACs and RACs shall be incorporated by the work center within 2 working days of receipt from the CTPL.

b. A 5-day file of CECR PART 1s for formal changes and routine revisions/notices. Formal changes and routine revisions and notices shall be incorporated by the work center within 5 working days of receipt from the CTPL.

16-8 CTPL librarian training of dispersed librarian(s) shall outline the procedures of when and where to pick up the CECR and manual(s) consistent with the time limitations set forth in the preceding paragraph.

16-9 This tickler file is a suspense record of CECR PART 1s issued to the dispersed libraries along with the appropriate manual. The CTPL librarian should set the CECR file up sequentially by due date to facilitate a daily review of outstanding updates. The CECR PART 1 is removed from the tickler file and discarded upon receipt of the completed CECR PART 2, indicating applicable action has been completed.

16-10 **CHANGE ENTRY CERTIFICATION RECORD FILE PART 2.** The CTPL librarian shall establish a file of CECR PART 2s maintained in dispersed library sequence. The CECR PART 2 shall be returned to the CTPL along with cancelled publications or superseded pages, indicating completion of the applicable update to the manual media. Appropriate security measures will be adhered to when returning classified manuals media to the CTPL.

16-11 After proper annotation in the ELMS Program by the CTPL, the CECR PART 2 file shall be maintained in dispersed library sequence. CECR Part 2 file on manual media without discrepancies may be disposed of after successful completion of the next Quarterly Audit conducted on the dispersed library. The audit report on manual media with discrepancies will be including in the CECR PART 2, identifying the individual who incorporated the update.

16-12 These reports are retained in the CTPL Transaction File for one year.

17-1 **REPRODUCTION PAPER COPIES OF UNCLASSIFIED PUBLICATIONS**

17-2 Source of material for reproduction is an authorized CTPL copy of the publication. A digital manual downloaded from the NATEC website or received from NATEC on a CD-ROM would be considered an authorized copy. Requirement for reproduction is to replace missing or damaged portions of an authorized copy of a manual or a requirement for an additional copy. Publications annotated with "Missing Pages or Changes" during an audit of a work center may be restored from the digital data available from NATEC.

17-3 All reproduced copies will be managed in the same manner as the original by entering them into the ELMS Program and affixing appropriate library stamps. The copy held by the dispersed library must, as a minimum, be comprised of: the Title Page, all referenced material, all of the Numerical Index of Effective Work Packages/Pages, all applicable Notices and Rapid Action Changes, and the Work Packages or pages desired by the WCS.

17-4 A copy number will be assigned and the Remarks field of the ELMS Program will be annotated with: "This manual consists of the Title page, Numerical Index pages XXXX, and Work Package XXX XX, pages XXX to XXX. This is a complete manual for audit purposes; the remainder of this manual is maintained on the NATEC website, JKCS, or CD-ROM maintained by the activity."

17-5 Refer to [WP 004 00](#), [table 1](#) for IETM marking procedures.

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17-6 An activity may reproduce portions of TMs that are non-routine for single use and control them. The reproduced single use is control as follows:

- a. A QA Subject Matter Expert (SME) shall review all printed material for completeness and ensure proper control.
- b. Identify the reproduced TM in the corrective action block in Naval Aviation Logistics Command Management Information System (NALCOMIS)/on the Visual Information Display System/Maintenance Action Form (VIDS/MAF) 4790/60 or work order by annotating the TM number and specific pages that were printed. Example, NA 01-1A-35, dtd 01 Aug 05, pgs 1-1 thru 1-10, total of 10 pgs.
- c. The WCS shall ensure that all printed material is accounted for and destroyed upon completion of a maintenance action per procedures outlined in this TM. The supervisor's signature in NALCOMIS/on the VIDS/MAF or work order indicates the printed material is verified current, accounted for, and destroyed.

17-7 If printing a manual directly from the NATEC website, be advised that the hyperlinks (e.g. see IRAC X) will not be visible in the printed copy unless the individual printer setting is set in accordance with the established procedures described by the Adobe Reader version utilized by the activity. Select the "Printer Icon" from the PDF file (do not use the file menu to print) (See [figure 6](#)).

- a. When the print screen appears, the following procedures apply as appropriate to the Adobe Version in use by the activity:
 - For Adobe Pro 10.0, some errors exist in printing PDF files. Contact NATEC Customer Service on trouble printing from the website if the paper copy received through Naval Logistics Library is corrupted.
 - For Adobe Reader 7.0 – 9.0, in the upper right corner under the "Comments and Forms" drop down, select "Documents and Markups".
 - For Adobe Reader 7.0 through 10.0, in the upper right corner under the "Comments and Forms" drop down, select "Documents and Markups".
 - For Adobe Reader 6.0, in the lower left corner under "Print What" drop down, select "Document and Comments".
- b. This must be done while running the applicable Adobe Reader outside of the Internet Explorer browser application in order to save the setting for future use. If these settings are not saved through the Adobe Reader, you will have to change the setting each time before printing.
- c. If there are any questions or need assistance, contact one of the TPSs at nani_customerservice@navy.mil.

18-1 CANCELLED TECHNICAL MANUALS MEDIA

18-2 TM data may be cancelled due to the following reasons:

- a. TM data may be cancelled by other superseding manuals and/or IETM program. Supersedure notices on the title page of superseding manual identifies superseded/cancelled manuals.
- b. Manuals may also be cancelled without being superseded by other manuals. Included in this category are manuals supporting aircraft or equipment no longer in the NAVAIR inventory.
- c. A Reliability Centered Maintenance Program (RCM) within NAVAIR has resulted in manuals being cancelled when it was determined it was not "economically feasible" to perform some levels of preventive maintenance upon the equipment.

18-3 Cancelled manuals, without proper authorization for continued usage, should be removed from the work centers and their use discontinued. Authorization to utilize manuals that have been cancelled should be requested via an activity's type wing and/or type commander (TYCOM).

- a. Further recommend activities contact the Logistic Element Manager (LEM) or Data Manager (DM) for the cancelled manuals in question, as the LEM/DM will have information on why the manual was cancelled. Contact information for the LEM and DM can be found under the "POC/LEM" section of the publication information located in TMAPS.

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b. Pub type of “E” or “N” and the cancelled water mark are only authorized to be added after you have been authorized by higher authority to operate and maintain equipment no longer in the NAVAIR inventory. If you have been authorized by higher authority to operate and maintain equipment no longer in the NAVAIR inventory, you may:

(1) Go to NATEC’s website and access “Technical Manual Application System (TMAPS)”. Click on “Technical Manual Central Repository”, type in publication number, under options, click “Query Cancellations (History)”, and then click the “Submit” button. If the digital copy is officially cancelled in the Technical Manual Central Repository, click “Customer Service” at the bottom of the screen.

(2) Select “Customer Support” and click on the “Submit” button to enter a new request. When the “New Request” screen appears, locate “Problem type,” and select “Cancelled Manual.” Then locate “Problem Description” and provide manual number and title (if known) and any other pertinent information to assist in locating the cancelled manual. Click “submit” and this request is automatically sent to the Customer Support Desk.

(3) If you don’t have access to the NATEC website, send request or questions concerning cancelled publications via email to nani_customerservice@navy.mil.

(4) All cancelled manuals provided by NATEC, regardless of media, will be stamped with a “CANCELLED” watermark on the title page.

19-1 NAVAIR TECHNICAL DIRECTIVES

19-2 The Technical Directive Reporting System (TDRS) is the only authorized medium for directing the accomplishment and recording of modifications and one-time inspections of NAVAIR accepted equipment. COMNAVAIRFORINST 4790.2 contains additional information on maintaining TDs in the CTPL. NAVAIR 00-25-300 is the management and procedures manual for the NAVAIR Technical Directive system.

20-1 MANAGEMENT OF TECHNICAL DIRECTIVES

20-2 The CTPL will maintain a master file of applicable TDs. Copies of TDs properly stamped, issued, and controlled by the CTPL librarian are authorized for use in work centers.

NOTE

Applicable TD changes and bulletins which affect Aviation Life Support System (ALSS) equipment and clothing will be filed in a separate binder in the ALSS work center (on a controlled basis). Refer to [WP 012 00, paragraph 8-1](#) for annotating TDs to applicable paper manuals and CDs.

20-3 Technical Directives with discovered deficiencies shall be reported as a Category (CAT) 1 Technical Publications Deficiency Report (TPDR) Message or as a CAT 2, 3 or 4 TPDR via Joint Deficiency Reporting System (JDRS) ([WP 015 00](#)).

20-4 Activities **not** under the direction of COMNAVAIRFORINST 4790.2, the following procedures are recommendations. For activities under the direction of COMNAVAIRFORINST 4790.2, the Naval Aviation Maintenance Program (NAMP) procedures take precedence over the following:

a. Upon receipt of a TD, request SME Quality Assurance Representative (QAR)/Collateral Duty Quality Assurance Representative (CDQAR) review TD for applicability to assigned equipment. This may necessitate use of other work centers within the activity.

b. If TD is applicable, the CTPL librarian shall apply the control stamp (which will also include the date received) to those TD copies received ([figure 7](#)). Enter receipt of the TD into the ELMS Program for the master copy and any additional copies located in the work center. Ensure filename of each TD entered into the ELMS database has the same file naming convention as the filename used by NATEC, for example FA-18-AFC-125-A1.

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c. Route a copy of the TD (utilizing the TD Routing and Tracking Sheet provided in COMNAVAIRFORINST 4790.2) for continued processing.

20-5 Requisition all required TDs, revisions and amendments. If copies of TDs cannot be obtained from NATEC, other squadrons, supporting FRCs or requisitioned via normal supply channels, Organizational level activities shall request TDs from cognizant wing. Additional guidelines are provided in [paragraphs 21-1 and 22-1](#).

20-6 The requirement to maintain paper TDs is optional. Master paper copies of historical TDs not active on DECKPLATE TDRS are not required to be maintained by CTPL. Historical TDs are not required to be retained in active ELMS database as long as CTPL has access to the NATEC website.

20-7 If the master copy of the TD is in paper format, master copies shall be filed in binders by T/M/S, oldest on bottom to most current on top. Additional paper copies not issued to work centers shall be placed in a pending file. Random duplication of TDs must be avoided. Often TDs will be issued as Amendments, Revisions etc. The CTPL librarian shall obtain and provide additional copies of TDs as needed to support detachments of the parent unit. Positive control must be maintained by the CTPL.

20-8 Annotate page 1 of the TD maintained by the CTPL librarian or use of the NATEC ELMS Program to account for location of other copies. This will maintain positive control. When TD copies are returned, update the applicable blocks on the TD records and move the record to the historical (dead) file in ELMS. An appropriate annotation will be made on the master file copy, i.e., "VP-60, 010, returned 11/24/04". The CTPL librarian will dispose of paper copies in accordance with local procedures established for disposal of unclassified TDs.

20-9 TD records in ELMS moved from the active database to historical (dead) file will remain in history (dead) file for one year to ensure digital historical data is accessible. The TD history (dead) file records shall not be deleted by the CTPL librarian from the history (dead) file. Deletion of TD history records will permanently remove this record(s) and issue/return data from historical (dead) file.

20-10 Upon receipt by the CTPL, the Weekly Summary for Issued Technical Directives message shall be processed and retained for reference for a period of six months. The file of TD summaries may be retained in either paper or digital format.

21-1 TECHNICAL DIRECTIVE REQUISITIONING PROCEDURES

21-2 **CLASSIFICATION OF FORMAL AND MESSAGE TECHNICAL DIRECTIVES.** Formal TDs are assigned stock numbers and initially distributed on the NATEC website for viewing then a hard copy is sent out by Defense Logistics Agency (DLA) if the TD meets one or more of the following conditions below:

- a. TDs more than 100 pages.
- b. TDs with color content are determined to be a safety factor for TD implementation.
- c. TDs contain foldouts.

NOTE

Due to time constraints of TD compliance, it is recommended to directly print a copy from the NATEC website. If connectivity is an issue you can find the formal TDs listed in the NAVSUP P2003 and can be ordered via Military Standard Requisitioning and Issue Procedure/Naval Logistics Library (MILSTRIP/NLL).

21-3 Message TDs are distributed via Naval Message System by NAVAIR Address Indicator Group (AIG) and then posted to NATEC's website for viewing. Activities should submit a request for any message TD not posted on the NATEC website within a timely manner by submitting requests to NATEC Customer Service Support's email address (nani_customerservice@navy.mil) or call commercial (619)545-1888, or DSN: 735-1888 or FAX commercial (619)545-2722 or DSN 735-2722.

22-1 NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER TECHNICAL DIRECTIVE ASSISTANCE

22-2 NATEC maintains a master repository for all NAVAIR, and Air Launch and Recovery Equipment (ALRE) TDs. Activities requiring copies may submit a request by the following methods:

- a. E-mail to: nani_customerservice@navy.mil
- b. Submit a request by letter to:
Director
ATTN: Distribution Branch, Code 6.8.5.3.1
Naval Air Technical Data and Engineering Service Center
NAS North Island, Bldg 90
P O Box 357031
San Diego, CA 92135-7031
- c. Calling commercial: (619)545-1888 or DSN 735-1888 or FAX request: commercial (619)545-2722 or DSN 735-2722.

22-3 NATEC provides a Weekly Summary for issued TDs distributed during the previous week.

23-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY TRANSACTION FILE

23-2 The CTPL Transaction File must be created virtually at the very beginning of the establishing a CTPL, the file provides a central collection point for the documents that will be sent to the Quality Assurance Division relative to manuals being provided to the activity. It's a collective term for all of the records and files that represent the work carried out by the CTPL. Some of the records and files will be stored on the computer as digital files, some will be hard copy paper, others will be completed audits, still others correspondence files or training reports.

23-3 The CTPL will maintain the following minimum files (records):

- a. Most recent copy of the ADRL CD set. ADRL CD set must be maintained by activities that deploy and/or that support detachments, and ordered once a year at a minimum. The ADRL CD is ordered through CD On-Line Ordering (see [WP 009 00](#)) on the NATEC website Table of Contents (TOC). Maintaining ADRL CDs for CONUS shore based activities and at the depot level is optional.
- b. For non-ELMS users, maintain the most recent e-mail from NATEC acknowledging processing of ADRL and an annotated copy of the returned ADRL file and annotated copy of the Audit Summary. This is not applicable to TMAPS ELMS users.

NOTE

At a minimum, make a copy of CTPL's ADRL Report from TMAPS ELMS database annually (see [WP 010 00](#)).

- c. All correspondence on automatic distribution requirements for the past year. Technical Publications Library Information Sheets (TPLIS) will be maintained in the correspondence area of the CTPL Transaction File. Also, email traffic between the activity and NATEC Distribution may be retained.
- d. CTPL audits will be retained for one year. Dispersed library audit results shall be retained by the CTPL, in work center order, for four consecutive audits (one year). They shall be reviewed for repeat discrepancies. These files will help identify trends.
- e. Annotated CSEC (COMNAVAIRFORINST 4790.2) for the CTPL and DTPL audits.
- f. A publication requisition log consisting of:
 - A log identifying all pertinent information on outstanding requisitions ([WP 009 00](#)).
 - Record of current status information.
 - The Outstanding Requisitions may be resident in the ELMS Program for those activities using the ELMS Requisition Log ([WP 009 00](#)).

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- g. A copy of the billet description/assignment form for CTPL (figure 4), DTPL (figure 8) and a copy of indoctrination syllabus for each DTPL (figure 9). If Advanced Skills Management (ASM) is utilized, paper copies are not required to be maintained. Access to ASM must be available during inspections and to CTPLs to verify completion of requirements during audits/inspections.
- h. Completed DTPL training attendance rosters. Optionally, training for Supervisors and DTPLs may be documented using the CSEC Overview during quarterly audits.
- i. A current copy of the ELMS Program COMPLETE LISTING of manuals. This is often a “working document”, used by CTPLs to enter the update information during periods of inaccessibility to ELMS before entering it into the ELMS Program upon regaining access and may be maintained electronically. Recommend printing or saving electronic copy monthly.
- j. Non-ELMS users maintain a current copy of the ELMS Program HISTORY (DEAD) FILE. This can be either a hard copy or an electronic file. This is not a requirement for TMAPS ELMS users.
- k. File of outstanding and completed CECRs for the past quarter. These will be used during the coming quarter to compare with the work center manuals during the quarterly audit.
- l. Annotated Weekly IRAC and Technical Manual Trackers Summary messages for the past six months.
- m. Annotated Weekly TD Summary messages for past six months.
- n. JTDI Administrator’s Guide (if utilizing JTDI).
- o. JTDI User’s Guide (if utilizing JTDI)
- p. User’s Logistic Support Summary (ULSS) for Portable Electronic Maintenance Aid (PEMA) Handbook.

24-1 DISPERSED TECHNICAL PUBLICATIONS LIBRARY OPERATION

24-2 Dispersed libraries fall under the management control of the CTPL or under the department they service at the Depots. DTPLs shall be recommended jointly by the appropriate WCS/ Division Officer and designated in writing by the QA Officer. The CTPL custodian or responsible Depot Department shall be responsible for providing training and assistance to both the work center/depot supervisors and the dispersed librarians. Such training will be provided at least quarterly.

24-3 Work Center/Depot Data Center Supervisors shall:

- a. Ensure dispersed libraries maintain only the required number of copies of applicable manuals on hand. Avoid excessive “stock piling” and ordering of manuals.
- b. Ensure all manual requests (that are part of dispersed library) are submitted to the CTPL for procurement.
- c. Provide the necessary guidance, supervision and support necessary to manage the dispersed library.
- d. Establish procedures within each work center to identify the location of all manuals held using the Locator Listing option in the ELMS Program.
- e. Ensure the DTPL is assigned in writing using figure 8 and has completed training requirements prior to assignment (figure 9). Do not purge billet description unless responsibilities have changed. In that case, keep the initial description along with the new billet description.

24-4 The CTPL uses the NATEC ELMS Program to locate manuals under its control. Dispersed libraries require only a visible, readily accessible list for publications and their location. This listing is provided in the ELMS Program.

24-5 Ensure that when manuals are no longer required, they are returned to the CTPL with justification for the return. The CTPL will dispose of the manual(s), annotate the ELMS Program, and maintain a record of these manuals.

25-1 STORAGE PROCEDURES FOR PUBLICATIONS IN DISPERSED TECHNICAL PUBLICATIONS LIBRARIES

25-2 In the dispersed libraries, because of the multiplicity of copies of the same manual media, the composition of the binders will be left to the discretion of the work center supervisor. It may be necessary to have several binders, one at each workstation, with the same set of manuals, enabling more than one worker access to the manuals. Sets of Maintenance Requirement Card (MRC) decks, two or more copies of the troubleshooting manual or other media are usually the reason for not having the manuals in the same storage criteria as used in the CTPL.

25-3 While the CTPL uses the ELMS Program to locate TMs under its control, dispersed libraries require only a visible, readily accessible list for manuals and their location. This listing is provided as the Locator Listing with primary emphasis must be on ready accessibility of the manual to the user. CD-ROMs shall be arranged alphanumerically in CD-ROM number sequence and stored in an appropriate storage cabinet or container with the CD-ROM end label readily visible.

26-1 BINDERS UTILIZED IN DISPERSED TECHNICAL PUBLICATIONS LIBRARIES

26-2 Binders utilized in Dispersed Libraries are similar to those used by the CTPL. The numbering system for NAVAIR TMs and directives contained in binders used by the dispersed libraries will be identical to the CTPL. Within the binders, the manuals shall be arranged alphanumerically by NAVAIR publication number ([figure 5](#)).

27-1 CLASSIFIED PUBLICATIONS STORAGE

27-2 Classified publications storage will be in accordance with [WP 005 00](#) and local procedures established by the command and the CTPL.

28-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY REQUIRED DIRECTIVES, MANUALS AND DOCUMENTS

28-2 The CTPL requires specific directives and manuals to assist in operating a library. [Figure 10](#) shows the minimum requirements. Activities are encouraged to increase their files as necessary to properly support maintenance of assigned weapons system/equipment. These may be maintained in paper or digital format. Cross reference to appropriate Universal Resource Locator (URL) is also authorized.

User Information	
Username	sailorjs
Password Expiration:	12/28/2010 10:46:43 AM
Current Password	<input type="password"/>
New Password (min 9 / max 24 chars)	<input type="password"/>
Retype New Password (min 9 / max 24 chars)	<input type="password"/>
Password Reminder	left key down 9
First Name	Joe
Middle Initial	S
Last Name	Sailor
Title (Jr, Sr, III, etc)	
Rate/Rank/Grade	AZ2
Command	US Navy
Phone	545-3089
FAX	545-2770
Work Email	JOE.SAILOR@navy.mil
Central Technical Publication Librarian (CTPL):	<input checked="" type="radio"/> Yes <input type="radio"/> No
Distribution Account Code (DAC)	FKR7C50000
Email Notification	Yes
Default Bandwidth	High
Projected Rotation Date*	11/30/2010

Your Company Information		
Company Name	NATEC	
Address 1	bldg 90	
Address 2	NASNI	
City	San Diego	State CA ZIP 92135-7031
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

The following individuals are also associated with DAC: FKR7C50000. Please select the individuals who are NO LONGER associated with this DAC.

Remove	Full Name	Title
<input type="checkbox"/>	Marcus R Alsbrooks	GS-12
<input type="checkbox"/>	Dexter L Givens	E8/AZCS
<input type="checkbox"/>	Douglas J Gray	AZC/E-7
<input type="checkbox"/>	Joe S Sailor	AZ2

Your account information has been updated.

Figure 1. Example of "User Account Information" in NATEC Website

Customer Information	
Originated By: Sailor, Joe	Return E-mail: joe.s.sailor@navy.mil
Phone: 545-3089	Requested Date: 11/10/2009
Problem/Issue Type: <input type="text" value="ELMS"/>	
myNATEC Account Information	User Information
Username: sailorjs Email: joe.s.sailor@navy.mil Phone: 545-3089 Command / Company: US Navy DAC: FKR7C50000 Update myNATEC Account	Username: sailorjs Password Expiration: 5/3/2010 9:19:57 AM Central Technical Publication Librarian (CTPL) status: <input checked="" type="radio"/> Yes <input type="radio"/> No Distribution Account Code (DAC): FKR7C50000 <input type="button" value="List"/>
File types must be one of the following: txt, xls, jpg, doc or pdf	
Problem Description: 894 Characters Left Request ELMS permissions. The following information is provided UserName - sailorjs, DAC - FKR7C50000.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Figure 2. Example for Updating ELMS Permissions through NATEC Website

mil/loggedon/corpinfo/tmaps/account_modi.asp?inacct=FKR7C50000 - Microsoft Internet Explorer provide

Account#: FKR7C50000	Maintenance Level: <input type="text" value="NON-MAINTENANCE"/>	UIC: <input type="text" value="N32379"/>	SALTS: <input type="text" value=""/>	ADRL FileDate: 6/23/1999
CO/OIC: <input type="text" value="COMMANDING OFFICER"/>		POC: <input type="text" value="KAREN STORY"/>		
Attention: <input type="text" value="ATTN KAREN STORY"/>		Area: <input type="text" value="619"/>	Phone: <input type="text" value="545-3378"/>	DSN: <input type="text" value="735-3378"/>
Activity: <input type="text" value="NATEC HQ"/>		EMAIL: <input type="text" value="Karen.B.Story@navy.mil"/>		
Address: <input type="text" value="BOX 357031 BLDG 90-1 NASNI"/>		TYCOM Designation: <input type="text" value="AIRPAC"/>		
City/State/Zip: <input type="text" value="SAN DIEGO"/> <input type="text" value="CA"/> <input type="text" value="92135-7031"/>		Account Designation: <input type="text" value="OTHER"/>		
Country: <input type="text" value=""/>		Media/Quantity: <input type="text" value="CD"/> <input type="text" value=""/>	Media2/Quantity2: <input type="text" value=""/>	
Type Equipment Codes: U-NEW-NATOPS/TACT (A-6: EA-6B) (0) U-NEW-GEN/MISC (H-60: MH-60S) (0)		ADRL Listing: A1-AV8BB-LWS-460 (0) AV-8B A1-AV8BB-SRM-230 (0) AV-8B A1-H46AE-MRC-350 (0) H-46 A1-H60SA-140-100 (1) H-60 00-25-100 (1) POLICY 01-1A-16 (0) GENSERIES		
Type Equipment Code Management [2] <input type="button" value="add"/> <input type="button" value="modify"/>		<input type="button" value="Report"/> ADRL Management [11 Manuals] it is managed via ELMS ONLY.		
Options <input checked="" type="radio"/> Modify Current Record				
Account Update: User: storykb Date: 11/29/2007 9:02:31 AM		ADRL Update: (WEB) User: ELMS-storykb Date: 11/29/2007 9:52:00 AM		ADRL Process Date: User: Date:
<input type="button" value="Submit"/> <input type="button" value="Reset"/>				

Identify account is managed via ELMS

Figure 3. Example of "Customer Account" in ELMS

From: _____ Quality Assurance Officer

To: _____
(Name/Rate)

Subj: CENTRAL TECHNICAL PUBLICATIONS LIBRARIAN (PRIMARY/ALTERNATE) BILLET
DESCRIPTION/ASSIGNMENT

Ref: (a) COMNAVAIRFORINST 4790.2
(b) SECNAV M-5510.36
(c) NAVAIR 00-25-100

1. Assignment: You are hereby assigned the billet of Central Technical Publications Librarian (CTPL). You are directly responsible to the Quality Assurance Officer in the performance of this duty. It is recommended you maintain this position a minimum of one year, and shall perform the duties of CTPL as outlined below.

2. Description: The CTPL responsibilities include, but are not limited to:

a. Maintain the activity's Central Technical Publications Library (CTPL) in a complete and current status per references (a) through (c).

b. Requisition, receive, screen, review, route, distribute as necessary and file all incoming technical manuals media.

c. Establish dispersed libraries and necessary control functions to distribute data.

d. Establish and maintain a training program for assigned library personnel, including dispersed librarians.

e. Develop an automatic verification program using the guidance provided in reference (c).

f. Develop and maintain a program for classified technical media receipt, stowage, distribution, inventory, and disposition in accordance with reference (b).

g. Establish and maintain a program to audit the CTPL annually, dispersed libraries quarterly, and detachment libraries on return, in accordance with reference (c).

h. Develop an effective check list/audit form to identify discrepancies during audits and corrective action noted in accordance with reference (a), Computerized Self Evaluation Checklist (CSEC).

i. Primary Librarian is identified on the command's TMAPS Customer Account.

3. I have read and understand the above listed duties and accept the related responsibilities.

Member's Signature _____

Date _____

CONCURRENCE:

QAO Signature _____

Date _____

Figure 4. Central Technical Publications Librarian Billet Description/Assignment Format

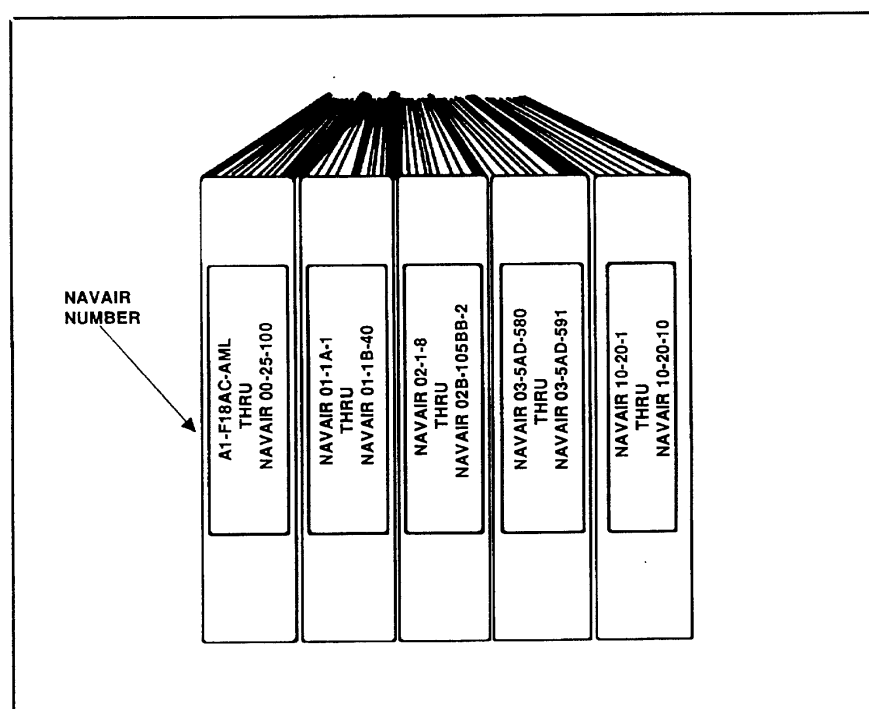
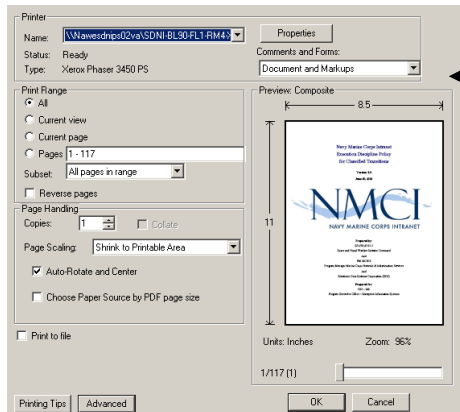
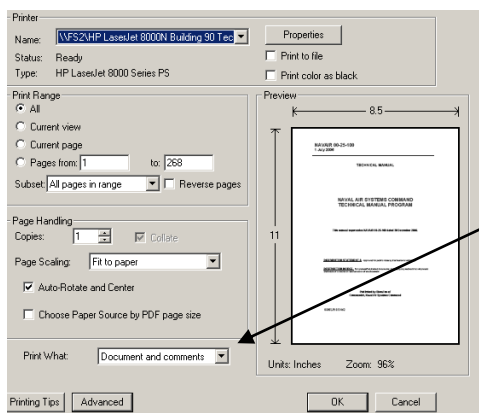
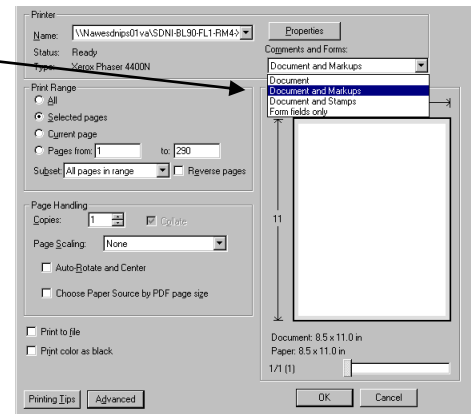


Figure 5. Identification Strip in Loose Leaf Spine



ADOBE READER 8.0 AND UP
Select "Document and Markups"

ADOBE READER 7.0
Select "Document and Markups"



ADOBE READER 6.0
Select "Document and Comments"

Figure 6. Using Adobe Reader to Print TMs with IRACs from NATEC Website

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ROUTINE ACTION

RECEIVED
MAR 05 2015

DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
RADM WILLIAM A. MOFFETT BUILDING
47123 BUSE ROAD, BLDG 2272
PATUXENT RIVER, MD 20670-1547

CENTRAL TECHNICAL PUBLICATIONS LIBRARY	
YFA-106 E/F	
COPY NO.	062
LOCATION	021

Cognizant Code(s): PMA265/AIR-4.1.1
Issue Date: 24 February 2015

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**ACCESSORY CHANGE NO. 1438 PART 2
(TD CODE 61)**

NOTE

Commanding Officers will be responsible for bringing this change to the attention of all personnel cleared for operation of the affected equipment/system.

SUBJECT: F/A-18E/F WING – FT50 UPPER SPLICE PLATE, PRE-CRI, MODIFICATION OF
(WUC 11D1100, 11D1300)

- REFERENCES:**
- (a) McDonnell Douglas Corporation ECP-MDC-F/A-18-06282, dated 31 October 2007.
 - (b) McDonnell Douglas Corporation ECP-MDC-F/A-18-06282C1, dated 16 February 2010.
 - (c) McDonnell Douglas Corporation ECP-MDC-F/A-18-06183R1, dated 15 February 2008.
 - (d) NAVAIR CCB 2008AIR0110393, approved 04 April 2008.
 - (e) NAVAIR CCB 2010AIR0110367, approved 03 May 2010.
 - (f) NAVAIR CCB 2008AIR0110405, approved 10 April 2008.
 - (g) NAVAIR CCB 2010AIR0110367R1, approved 21 November 2014.
 - (h) NAVAIR CCB 2008AIR0110405R1, approved 21 November 2014.
 - (i) Modification Implementation Letter, AIR-6624/08-0622, dated 30 September 2008.
 - (j) Accessory Change No. 1438 Part 2 Installation Data Package.

ENCLOSURES: Not Applicable.

0870LD1150164

Figure 7. Technical Directive with a Control Stamp Affixed on Paper Copy

From: _____ Work Center Supervisor
 To: _____ (Name/Rate)
 Via: Quality Assurance Officer

Subj: BILLET DESCRIPTION AS WORK CENTER _____ (PRIMARY/ALTERNATE) DISPERSED
 TECHNICAL PUBLICATIONS LIBRARIAN (DTPL)

Ref: (a) COMNAVAIRFORINST 4790.2
 (b) SECNAV M-5510.36
 (c) NAVAIR 00-25-100

1. Assignment: You are hereby assigned to billet of Work Center ____ (Primary/Alternate) Dispersed Technical Publications Librarian (DTPL). You are directly responsible to the Work Center Supervisor in the performance of this duty. It is recommended you maintain this position for a minimum of six months and shall perform the duties of DTPL as outlined below.
2. Description: The DTPL responsibilities include, but are not limited to:
 - a. Maintain the work center's library in a complete and current status per references (a) through (c).
 - b. Maintain an up-to-date, readily accessible listing (Location Listing produced by the ELMS Program) of all publications held within the work center and the location of each.
 - c. Ensure publication binders are maintained in accordance with reference (c).
 - d. Incorporate all changes into publications.
 - e. Surrender to the CTPL any publications received from other sources, including commercial/contractor publications.
 - f. Identify reason for and correct discrepancies discovered during work center quarterly audits within two working days.
 - g. Attend quarterly training given by the CTPL.
 - h. Train work center personnel on proper use of publications and assist in locating the required technical information.
3. Detachment Publications:
 - a. Procedures and processes established for DTPLs are applicable to detachment libraries.
 - b. Ensure detachment libraries are audited in accordance with references (a) and (c).
 - c. Upon return from detachment, ensure the detachment library is inventoried by the CTPL.
4. I have read and understand the above listed duties and accept the related responsibilities.

Member's Signature _____ Date _____

CONCURRENCE:

W/C Supervisor Signature _____ Date _____

Div Officer Signature _____ Date _____

QAO Signature _____ Date _____

Figure 8. Dispersed Technical Publications Librarian Billet Description Assignment Form

From: Central Technical Publications Librarian (CTPL)
To: Work center Supervisor

Via: Division Officer

Subj: COMPLETION OF TRAINING FOR QUALIFICATION AS A DISPERSED TECHNICAL PUBLICATIONS LIBRARIAN FOR

Rate / Name)

		CTPL Signature/Date
1.	On-the-job training:	
a.	Review the following references:	
(1)	COMNAVAIRFORINST 4790.2B, Chapter 7	_____
(2)	SECNAV M-5510.36	_____
(3)	NAVAIR 00-25-100 (WPs 007, 010, 012, 013)	_____
(4)	NATEC ELMS Reports	_____
(5)	JTDI/JKCS User's Guide	_____
b.	Discuss each of the following publications:	
(1)	MRC _____	
(2)	Local MRC _____	
(3)	IPB _____	
(4)	MIM _____	
(5)	PMIC _____	
c.	Process CECR parts 1 & 2 in accordance with NAVAIR 00-25-100	_____
d.	Discuss time limits and procedures for incorporating, Changes, Revisions and Interim Rapid Action Changes/Rapid Action Changes/ Electronic Rapid Action Changes (IRACs/RACs/ERACs).	_____
e.	Discuss publication arrangement and labeling within the DTPL.	_____
f.	State purpose for Technical Publications Deficiency Report (TPDR)	_____
g.	Demonstrate procedures for completion and submission of a TPDR.	_____
h.	State the purpose of a DTPL quarterly audit.	_____
i.	Discuss viable corrective action for audit results.	_____
j.	Discuss procedures for correcting material condition of pubs.	_____
k.	Discuss maintaining PEMA in work center.	_____

Figure 9. Dispersed Technical Publications Librarian Indoctrination Syllabus (Sheet 1)

2. Reference publications:

- a. NAVSUP P2003 [Naval Logistics Library (NLL)] _____
- b. TMAPS Document Content Search (Part Number Cross Reference) _____
- c. NAVAIR 01-700 _____
- d. NAVAIR 01-XXXX-0, OR A1-XXXX-AML-000, Aircraft Manual List (Applicable to activity's platform) _____

3. I have been briefed on the above references/material by the CTPL, and I understand the duties as the DTPL for Work Center _____.

DTPL _____
(Signature/Date)

CTPL _____
(Signature/Date)

Figure 9. Dispersed Technical Publications Librarian Indoctrination Syllabus (Sheet 2)

<u>DOCUMENT</u>	<u>TITLE/SUBJECT</u>	<u>REQUIRED ITEM</u>
SECNAV M-5510.36A	Department of the Navy Information Security Program Regulation	REQUIRED
OPNAVINST 4614.1G	Uniform Material Movement and Issue Priority System (UMMIPS)	REQUIRED
OPNAVINST 4790.2J	Naval Aviation Maintenance Program	REQUIRED
COMNAVAIRFORINST 4790.2B	Naval Aviation Maintenance Program	REQUIRED
OPNAVINST 4790.15E	Aircraft Launch and Recovery Equipment Maintenance Program	OPTIONAL
OPNAV M-8000.16D	The Naval Ordnance Management Policy	REQUIRED
OPNAVINST 5218.7C	Navy Official Mail Management Instructions	REQUIRED
OPNAVNOTE 5400	Standard Navy Distribution List (SNDL) Available at http://doni.daps.dla.mil	OPTIONAL
NAVAIRINST 5600.15D	Requests for Copies of Engineering Drawings and Associated List for Naval Aircraft, Airborne Weapons, Aeronautical Equipment and Related Support and Test Equipment	OPTIONAL
COMNAVAIRPAC/COMNAVAIRLANT-INST 4790.25A	PEMA Management Policy and Procedures	REQUIRED

Figure 10. Management Control Documents Required for Operation of a Central Technical Publications Library (Sheet 1)

<u>DOCUMENT</u>	<u>TITLE/SUBJECT</u>	<u>REQUIRED ITEM</u>
NAVAIR 00-25-100	Naval Air Systems Command Technical Publications Library Management Program	REQUIRED
NAVAIR 00-25-300	Naval Air Systems Command Technical Directives System Management and Procedures Manual	REQUIRED
NAVAIR 00-25-604	Naval Air Systems Command Fleet Support/ Integrated Program Team Acquisition and Sustainment of NAVAIR Technical Manuals	OPTIONAL
NAVAIR 01-700	Airborne Weapons/Stores, Manuals/Checklists Publication Index (Located on NATEC website)	REQUIRED
AL-855TM-GYD-000	Technical Manual Quality Assurance Program Guide	OPTIONAL
NAVSUP Publication 409	MILSTRIP/MILSTRAP Desk Guide	REQUIRED
I S0005-AA-PRO-010	NAVSEA, Technical Manual Management Program; Operations and Life Cycle Support Procedures	OPTIONAL
S9086-AA-STM-010	Naval Ship Technical Manual Chapter 001	OPTIONAL
JTDI/JKCS	JTDI Administrator's Guide (Available on internet https://upw.jtdi.mil)	OPTIONAL
JTDI/JKCS	JTDI User's Guide (Available on internet https://upw.jtdi.mil)	OPTIONAL
IRAC Tracker	Cumulative Interim Rapid Action Change (IRAC) Tracker (Available on internet https://mynatec.navair.navy.mil/)	REQUIRED
TD Summary	Weekly Summary of Issued Technical Directives (Navy message) (Available on internet https://mynatec.navair.navy.mil/)	REQUIRED
COG "I" BULLETIN	Information concerning COG I material (NAVSUP WSS)	OPTIONAL
NATEC Website	NATEC website "Document Content Search"	OPTIONAL
PEMA Handbook	PEMA Handbook User's Logistic Support Summary (ULSS) for Portable Electronic Maintenance Aid (PEMA) (Required if activity has PEMAs in activity)	REQUIRED

Figure 10. Management Control Documents Required for Operation of a Central Technical Publications Library (Sheet 2)

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**FLEET READINESS CENTER DEPOT LEVEL TECHNICAL PUBLICATIONS LIBRARY OPERATING
PROCEDURES**

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Service	
Support Division	WP 003 00
Categories, Numbering Style and Format of NAVAIR Technical Manuals	WP 004 00
Security and Classification Requirements of Technical Manuals and	
Technical Manual Supplement	WP 005 00
NAVAIR Related Documentation Controlled by Other Navy or Department of	
Defense Elements	WP 006 00
Technical Publications Requisitioning Procedures	WP 009 00
Naval Air Technical Data and Engineering Service Center Technical Publications	
Library Program	WP 010 00
Technical Publication Update Methods	WP 012 00
Central/Dispersed Technical Publications Library Operating Procedures	WP 013 00
Central/Dispersed Technical Publications Library Verification/Audit Requirements	WP 014 00
NAVAIR Technical Publications Deficiency Report Program	WP 015 00
Department of the Navy Information Security Program Regulation	SECNAV M-5510.36
Naval Aviation Maintenance Program	COMNAVAIRFORINST 4790.2

1-1 OVERVIEW

1-2 This work package (WP) is applicable to Fleet Readiness Center (FRC) Depot (level 3) libraries only. For all other organizational, intermediate, and depot libraries refer to [WP 013 00](#).

1-3 Local instructions promulgated by the FRCs for the Depot Level library activities performed at the FRCs/In-Service Support Center (FRC/ISSC) shall ensure compliance with the intent of [WP 013 00](#) and the requirements described in this WP.

2-1 TYPES OF LIBRARIES

2-2 To be effective, the technical publications library must be a centrally managed function. Therefore, an FRC's library is based on its size and organizational construct. Dispersed libraries, satellite libraries, and library service areas may be established as required, however, all shall function under direct control of the FRC's Central Technical Publications Library (CTPL).

2-3 **FRC CENTRAL TECHNICAL PUBLICATIONS LIBRARY** librarians coordinates and manage FRC's technical manual (TM) functions and shall be responsible for the analysis of TM requirements, procurement of documents, receipt and local distribution, security compliance, maintenance, and update of all TMs under their cognizant and applicable to the FRC. CTPLs may have a number of Dispersed Publications Libraries (DTPLs), Satellite Libraries, or Libraries Service Areas (LSA) under their management control.

2-4 **FRC DISPERSED TECHNICAL PUBLICATIONS LIBRARY.** DTPLs are subordinate to and under the direct management control of an FRC's CTPL. DTPLs are collocated within an FRC shop, work center, or office code. Day-to-day DTPL functions are performed as a collateral duty by an employee of the applicable shop, work center, or office code. Any number of DTPLs may fall under an FRC's CTPL. In some cases, DTPL may be subordinate to Satellite Librarians or LSAs.

2-5 **SATELLITE LIBRARY.** A Satellite Library is established and managed in accordance with the procedures described in this manual. Satellite Library is subordinate to and under the direct management control of an activity or site's Central Technical Publications Library (CTPL). Satellite Library is an extension of but geographically removed from a Fleet Readiness Center's (FRC's) Central Technical

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Publications Library (CTPL), e.g., a Satellite Library located at an activity or site different from the cognizant CTPL. Day-to-day Satellite Library functions are generally not performed as a collateral duty.

2-6 LIBRARY SERVICE AREA (LSA). LSA is established and managed in accordance with the procedures described in this manual. LSA is subordinate to and under the direct management control of an FRC's Central Technical Publications Library (CTPL). LSA is typically formed by logically grouping DTPLs for convenience and efficiency, e.g., grouping all DTPLs in the same building or grouping several buildings in close proximity. In some cases a LSA may be subordinate to the Satellite Library. Day-to-day LSA functions are generally not performed as a collateral duty.

3-1 RESPONSIBILITIES

3-2 Activity's Commanding Officer is responsible for the development, establishment, and operation of technical library services in support of local operations and maintenance. The AIR 6.8 Aviation Readiness and Resource Analysis Department is responsible for implementing and carrying out policies and procedures to effectively maintain an aeronautical technical library.

3-3 Management of the FRC Depot Library is a function of the AIR-6.8.5 Logistics Product Data Customer Service Branch. The technical library's responsibilities include functions and tasks as follows:

- a. Maintain a CTPL, which is adequate to complete the assigned functions of the activity. Retention of master copies of publications within the CTPL is optional.
- b. Requisition, receive, initiate screening, review, route, distribute, as necessary, and file all incoming technical publications and documents.
- c. Establish technical libraries at point of use to facilitate Depot level operations. These may be dispersed libraries, satellite libraries or LSAs under direct CTPL control.
- d. Establish and maintain a training program for assigned library personnel, including dispersed librarians. For example; Training plans, Training Requirements Worksheets, Individual Development Plans, Individual Qualification Records or Personnel Qualification Systems (PQS) may be used to satisfy this requirement.
- e. Develop an automatic verification program using the guidance provided in [WP 014 01](#).
- f. Establish and maintain a program to distribute data to dispersed libraries. This includes Local Engineering Directives (LEDs), NAVAIR, Army, Air Force or other agency aeronautical technical data.
- g. Develop and maintain a program for classified technical data receipt, stowage, distribution, inventory, and disposition. This may be paper, electronic or a combination thereof.
- h. Establish and maintain a program to audit the CTPL annually and dispersed libraries quarterly ([WP 014 01](#)), as a minimum. In the case where satellite libraries are established under direct control of the CTPL, those libraries will be audited following the quarterly schedule as dispersed libraries are audited.
- i. Develop an effective checklist so that discrepancies identified during audits can be identified and corrective action noted. Refer to COMNAVAIRFORINST 4790.2 CSEC.
- j. Upon receipt of Joint Technical Data Information (JTDI) CD updates, deliver to the local Information Technology (IT) service provider for immediate loading onto the JTDI Server. Activities with JTDI Mid-Tier servers or Mid-Tier services that are automatically updated from the JTDI Top-Tier servers will coordinate with the local IT service provider to ensure that updates are scheduled no less than on a weekly basis.
- k. Quality Assurance (QA) Officers, Division Officers and key supervisors, i.e., QA Chief, Work Center Supervisors (WCS) and FRC Supervisors, must become involved and knowledgeable of library operations in order to effectively communicate customer requirements to ensure FRC operations are fully supported.

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l. FRC technical library personnel may consist of Civil Service and/or Contractor Support Services (CSS). It is critically importance that assigned personnel have the necessary supervision and support required to ensure all facets of library management are correctly functioning.

(1) FRC technical library personnel are permanently assigned personnel and will be assigned duties consistent with their Position Descriptions (PDs) or Statements of Work (SOW) for CSS personnel. Minimum billet assignment lengths do not apply to Civil Service personnel or CSS personnel as these positions do not have obligation limits.

(2) FRC library operations may function under the Most Efficient Organization (MEO) construct where personnel performing library duties may not be assigned directly to the competency providing technical authority oversight. In such cases the competency providing oversight will be responsible for policies, procedures, and deviation requests relating to such responsibilities. The executing competency or CSS will provide the labor to operate and manage library support services in compliance with policies and procedures set forth and will be responsible for discrepancies relating to the operation of the technical libraries.

m. Technical Publications Specialists (TPSs) ([WFP 003 00](#)) are available to assist the user community in any problem area related to technical publication libraries. The use of the TPS is encouraged, since they are a vital link between Naval Air Technical Data and Engineering Service Center (NATEC), the supply system and the user community. Problems and difficult situations can be minimized or for all concerned through the prompt and effective utilization of TPS.

4-1 TRAINING

4-2 Personnel assigned to a CTPL or dispersed/satellite technical libraries shall receive indoctrination and continuous training in library operation. The CTPL supervisor shall develop and document a training plan for their organization. Attending the Center for Naval Aviation Technical Training Unit (CNATTU) Aeronautical Technical Publications Library (ATPL) Course as discussed in [paragraph 4-8](#) below, is highly encouraged. Follow-on training will be conducted as required and may include:

- Training received during all types of inspections
- Training conducted by the TPS
- Team Fleet Library Management Training Symposium (TFLMS)
- Technical Publication Library Information Sheets (TPLIS)
- On the Job Training (OJT)
- Locally developed formal training

4-3 Minimum CTPL training should include:

- General library operations
- Types of libraries
- Processing Changes and Revisions
- Weekly Interim Rapid Action Change/Technical Manual Tracker Message
- Technical Directives (TDs) including Local Engineering Directives (LEDs)
- Weekly Summary of Issued Technical Directives Message
- Naval Logistics Library (NLL) publication requisitions
- Enhanced Library Management System/Technical Manual Application System (ELMS/TMAPS)
- Auditing
- Technical Publications Deficiency Reports (TPDRs)
- Joint Deficiency Reporting System (JDRS)
- Technical Data Management Information System (TDMIS)
- Electronic Technical Manual/Interactive Electronic Technical Manuals (ETM/IETMs)
- Portable Electronic Maintenance Aids (PEMAs)
- Technical Order Distribution Office (TODO)
- Enhanced Technical Information Management System (ETIM)
- Joint Engineering Data Management Implementation Control System (JEDMICS)/CITIS
- Joint Technical Data Information/Joint Knowledge Caching Server (JTDI/JKCS)

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- Engineering Drawings
- Local processes/International Standards Organization (ISO)

4-4 Minimum DTPL training should include:

- Accessing technical manuals
- Downloading or printing manuals for a one time use
- How to check out and return technical manuals from your DTPL
- Joint Deficiency Reporting System (JDRS)
- Technical Directives (including LEDs) & Management Procedures
- Engineering Drawings
- JEDMICS/CITIS
- IHS (Haystacks)
- Uncontrolled Technical Data

4-5 Training of the dispersed librarian is a responsibility of the CTPL librarian/command or the appropriate Departments at the FRCs. Dispersed librarian training will be provided quarterly or as required to indoctrinate the new librarian or to facilitate the passing of new information.

4-6 End-user training for artisans and shop/WCSs will be provided to FRC personnel as required in the usage of technical libraries, local digital data delivery systems, JEDMICS, IETMs or other data delivery methods as applicable.

4-7 Completion of training will be documented via the Command's official Training Management System of Record.

4-8 Information on formal schools may be obtained from Center for Naval Aviation Technical Training Unit (CNATTU). For quota information utilize the Catalog of Navy Training Courses (CANTRAC) or Enterprise Navy Training Reservation System (eNTRS) at the Corporate Enterprise Training Activity Resource System (CeTARS) website <https://main.prod.cetars.training.navy.mil/>. Attending CNATTU ATPL Course is optional for civilian and contractor personnel.

5-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY ACCESS TO NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER WEBSITE AND TECHNICAL MANUAL APPLICATION SYSTEM

5-2 The NATEC Technical Manual (TM) website provides distribution of NAVAIR ETMs via the World Wide Web/Internet. To access the website the user must have an approved account. Obtain a user account by going to the website's Universal Resource Locator (URL) address <https://mynatec.navair.navy.mil>.

5-3 Non-US citizens are not authorized access to the NATEC website without Chief of Naval Operations (CNO) approved waivers on file. Refer to SECNAVINST 5510.34 for guidelines and procedures.

5-4 Access to the NATEC website is user-ID and password controlled. In order to receive an account, a user must complete the user account request on the NATEC website. Locate the box heading "Log In" then click "New User". At the next screen read "NATEC Account Request" and click the button for request type, Government Employee/Military or Contractor. Follow the guidelines provided for the requested type of account. All mandatory information must be filled-in. Due to Security reasons, account requests with Internet email accounts (hotmail.com, yahoo.com, netscape.com, etc.) **will not** be processed. Requesters are required to have a current email address ending in ".mil" or ".gov".

5-5 Access to the website requires a reasonably fast connection to the Internet, a standard web browser such as Internet Explorer, and the Adobe Portable Data Format (PDF) reader/viewer. The Adobe PDF viewer can be down loaded from the Adobe website on the Internet at no cost. The website is designed to make access to the TM, work package, chapter, illustration, or figure as fast and easy as possible. The website can be searched by Type Equipment Code (TEC), platform, TM number, or title, and supports text searches within the manuals.

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5-6 Although NAVAIR TMs will be available on the NATEC Website the activity CTPL librarian will continue to be responsible for local technical library management and control.

5-7 The Technical Manual Application System (TMAPS) is the Naval Air System Command's (NAVAIR) automated technical data information and distribution system. It can be viewed by anyone authorized to access the NATEC website. However, access to certain functions and the ability to enter or modify data requires specific permissions.

6-1 UPDATING NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER USER ACCOUNT

6-2 When a new primary/alternate librarian assumes the responsibility for the day-to-day operation of the CTPL, one of the first tasks to accomplish is update the individual's "User Account" in the NATEC website, and complete the information in the "Customer Account" in the Enhanced Library Management System (ELMS) (if on ELMS). This assists NATEC in contacting the current primary librarian with any questions about the activity's CTPL. When the new librarian primary/alternate has any questions while filling out any of the information in user account (NATEC website) or Customer Account (ELMS) (primary librarian completes this information), please contact the closest TPS listed in [WP 003 00](#).

a. Once in the NATEC website validate/update the following information blocks in "My User Account":

(1) "User Information" –

- Users full name
- Rank/Rate/Grade
- Company (for example, U.S. Navy, USMC, DOD, etc.)
- Phone/FAX number
- Distribution Account Code (DAC)
- Email Notification (select yes, this will notify you when a new TM on your ADRL is released)
- Default Bandwidth (High or Low)

(2) "Your Command/Company Information" –

- Command/Company Information
- Address
- Street
- City, State and Zip Code. Once this information is correct, click submit.

NOTE

Management of the list of personnel associated with the DAC is the responsibility of the FRC Technical Library Supervisor.

b. The next screen will list the names of personnel associated with the activity's DAC. At this screen, click all the personnel no longer associated with your DAC and then click submit. Update is completed when the box appears stating "Thank you for your assistance in this update." This task is complete and you are now ready to enter TMAPS.

7-1 AUTHORIZED TECHNICAL PUBLICATIONS

7-2 A Technical Manual Source Data Record (TMSDR) is only used by TPDR Disposition Authorities within the JDRS (See [WP 015 00](#)). Under no circumstances shall TMSDRs be distributed to authorize or perform maintenance.

7-3 Authorized technical publications for use in support of operations and maintenance of aeronautical weapon systems and equipment may include:

- COMNAVAIRSYSCOM approved military specification technical manuals.
- COMNAVAIRSYSCOM approved, numbered, and issued commercial off-the-shelf technical publications.

7-4 When a requiring activity is unable to locate the applicable COMNAVAIRSYSCOM approved technical publication or determines such a publication is questionable (for example, an advance technical manual also known as "Preliminary or Pre-Final" manual released with intent for interim use only), the activity shall send an assistance request letter, including all pertinent information about the manual via the chain of command, to Director, NATEC Code 6.8.5, PO BOX 357031, SAN DIEGO CA 92135-7031. Correspondence may also be sent to nani_customerservice@navy.mil.

7-5 NATEC Code 6.8.5 shall respond directly to the originator, with appropriate information to other involved commands (if known) within 30 calendar days of receiving the request for assistance.

7-6 Refer to COMNAVAIRFORINST 4790.2, chapter 7 for further guidance on Pre-Final Technical Data.

8-1 CONTROL OF PUBLICATIONS

8-2 A record in the TMAPS ELMS will be used to control all publications media managed by CTPL. The NATEC ELMS program is the primary management tool for CTPLs ([WP 010 00](#)). The ELMS database arranges the entries alphanumerically for all manuals without regard to the originator or the media.

8-3 Activities are encouraged to enter all aeronautical technical data products such as TDs, GEDs, Commercial, Air Force, Army, and other DoD agency manuals, etc. for distribution and configuration control.

8-4 The FRC CTPL librarian will route all newly introduced TMs, TDs and any other technical data according to their local procedures for screening for applicability, capability, supply assets and work center distribution assignments. CTPL librarians will not assign distribution of technical manuals without proper authorization according to their local procedures.

8-5 NAVAIR 17-20 series manuals issued on Metrology Program (METPRO) CD disks will require a ELMS database record only on the NA 17-35MTL-1 and Instrument Calibration Procedures (ICP) disks identified in [WP 006 00](#).

8-6 NAVSUP publications do not come under the management control of the activity CTPL unless distribution is controlled by the CTPL librarian. Management control of NAVSUP publications normally falls under the control of the activity Supply/Material Control Officer.

a. NAVSUP Weapons System Support (Naval Supply WSS) Philadelphia publications are used by material control for ordering/reference purposes and these publications can be retained as a single copy issue, but only in Material Control.

b. Automatic distribution, including quantities for NAVSUP WSS Philadelphia publications, is provided by way of the Standard Navy Distribution List (SNDL) system. Additional information on how to obtain NAVSUP WSS Philadelphia publications are provided in [WP 006 00](#).

8-7 Naval Air Training and Operating Procedures Standardization (NATOPS)/Tactical Manuals, when maintained in the Naval Warfare Publication (NWP) library in the Operations Department, normally come under the management control of the activity's NATOPS Officer vice the CTPL. NATOPS manuals will not automatically show up on the Automatic Distribution Requirements List (ADRL). The CTPL must contact the NATOPS Logistics Element Manager (LEM) in order for NATOPS manuals to appear in the ADRL. Close coordination between the Operations Officer or the appropriate FRC Department Head is required to ensure FRC operational requirements are met.

9-1 CONTROL OF CLASSIFIED PUBLICATIONS

9-2 Close coordination between the CTPL and the command's Security Manager is essential. Procedures will be established for the dissemination of classified material originated or received by the CTPL ([WP 005 00](#)).

9-3 Entry of management information into the ELMS Program on classified manuals is required for tracking purposes the same as for unclassified manuals.

10-1 DESCRIPTION OF NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE CENTER ENHANCED LIBRARY MANAGEMENT SYSTEM PROGRAM (See [WP 010 00](#))**11-1 RETENTION OF ENHANCED LIBRARY MANAGEMENT SYSTEM PROGRAM FILES**

11-2 ACTIVE TECHNICAL MANUAL FILE. A record is maintained on each copy of each manual controlled by the CTPL until it has been deleted from the library. This file shall consist of all manuals media controlled by the CTPL including cancelled manuals retained for equipment being maintained and manuals received in digital format ([WP 010 00](#)).

11-3 HISTORY (DEAD) FILE. Technical data that has been cancelled or no longer required will be annotated as such in the ELMS program files. These records will be retained for a minimum of one (1) year. The ELMS Program will purge the files reaching the storage expiration date when the Dead File Report is run the first time after the expiration of the holding period.

NOTE

FRC activities may retain these files indefinitely to support engineering and logistics functions, Engineering Investigations (EIs), Acceptance Inspection Deficiency Reports (AIDRs), Product Quality Deficiency Reports (PQDRs), etc.

12-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY FILES ON AUTOMATED DATA PROCESSING SYSTEMS (See [WP 013 00](#))**13-1 INVENTORY CONTROL**

13-2 All forms of TM data and changes including TDs must be marked for proper inventory control.

13-3 A locally procured stamp shall be used on each type of TM media. The stamp should include, as a minimum, the following items of identification:

- Activity
- Copy Number
- Location or Shop

NOTE

The stamp may be electronically applied before printing copies of media using the stamp feature included in Adobe Acrobat Professional. Ensure the stamp does not cover or obstruct any data content.

13-4 The stamp will be placed on the title page that identifies the date of the publication.

- a. For media such as CDs, or IETMs place the stamp on the container using a mailing label.
- b. For TDs, the stamp shall be placed on the first page. Distribution information at Depot level is assigned by workload control documentation. The CTPL is responsible for the distribution, control and auditing of the TDs.
- c. For Interim Rapid Action Changes (IRACs), the stamp shall be placed on the first page.

13-5 CTPL will establish a simple numbering system as copy numbers for all manuals under CTPL control. Copy numbers shall not be reused in the case of a lost manual or document.

13-6 The CTPL shall issue, or make available, a quarterly locator listing for all work centers. This listing arranges publications and documents in sequence and should be used by the work center as the readily accessible listing of publications and their locations.

NOTE

The locator listing's primary purpose is to provide an easy to use method to conduct inventories and find location information. Listings may be grouped and/or sorted to fit a shop's particular need, i.e. NAVAIR TMs, Air Force TOs, TDs, LEDs, etc.

14-1 BINDERS FOR PUBLICATIONS (See [WP 013 00](#))**15-1 STORAGE AND IDENTIFICATION OF TECHNICAL DATA** (See [WP 013 00](#))

15-2 Due to the unique business model of FRCs, shops may have multiple work centers assigned which are in different physical locations with different functions. Technical data products may be grouped and stored according to unique shop/work center functions. For example, Metrology and Calibration (METCAL) work requires TMs, calibration standards, commercial manuals, etc. in which the common data element may be part numbers. Therefore the laboratory may opt to store data in packages with related data in part number sequence vice TM sequence. A locator listing is still required regardless of storage arrangement method.

15-3 Classified Publications shall be stored in accordance with [WP 005 00](#).

15-4 After filing the above documents the binders are stored on shelves, filing cabinets or other appropriate methods as follows:

- a. Manuals shall be arranged alphanumerically for publications. Manuals should not be in different areas around the CTPL but in NAVAIR number sequence and all together.
- b. Technical Directives (TDs) may be filed by specific type or platform in alphanumeric sequence ([WP 013 00](#)).
- c. Manuals other than NAVAIR manuals may be filed in separate binders under an appropriate general heading.
- d. MRC decks shall be stored in appropriate containers in alphanumerical order.
- e. Instructions and notices shall be filed in separate binders in Standard Subject Identification Code (SSIC) sequence. An additional breakdown by major echelon, i.e., type commander, wing, etc., is also authorized.
- f. Non-standard size manuals should be stored in appropriate containers, conveniently located for ready use and the location noted in the ELMS program database.
- g. CD-ROMs shall be arranged alphanumerically in CD-ROM number sequence and stored in an appropriate storage cabinet or container.

15-5 The local command shall assign the appropriate department to ensure assigned PEMAs are operated and maintained in a secure environment and meet Department of Defense (DoD) Information Assurance (IA) and information system security requirements.

16-1 INCORPORATION OF UPDATES TO NAVAIR TECHNICAL PUBLICATIONS (See [WP 012 00](#))**17-1 CHANGE ENTRY CERTIFICATION RECORD**

17-2 The CECR is used as a record by the CTPL to ensure updates to manuals have been issued to (validated by the signature and date on Part 1) and incorporated (validated by the signature and date on Part 2) into dispersed libraries. For further explanations of the respected paragraphs refer to text of the Part 1 and Part 2 on the digital form. The CTPL librarian shall establish procedures whereby updates to TMs are picked up or delivered on a daily basis. The CECR is generated by the ELMS program.

17-3 The CECR is a receipt for:

- a. The issuance of an update to be incorporated by the holder of a manual or the issuance of a new manual or technical document.

b. The CTPL librarian indicating an update has been issued for incorporation to a specific manual held by a designated work center.

c. Ensuring old/discarded pages of a manual are accounted for in accordance with locally established procedures.

17-4 A CECR is initiated on all updates or new issuances of data media issued to the dispersed libraries. The CTPL librarian will incorporate the update into the CTPL copy as soon as practical. Use of the CECR by the CTPL librarian is not required on CTPL copies unless dictated by local policy.

17-5 If discrepancies are identified (such as missing pages, poor quality printing, etc.), the update copies will not be issued to the dispersed libraries. Additional guidance and assistance shall be requested from the QA division or appropriate FRC Department.

17-6 The CTPL librarian shall train the dispersed librarian(s) in the use of the CECR and the proper methods of making the various types of changes to publications media held ([WP 013 00](#)).

18-1 ISSUING AND TRACKING OF CHANGE ENTRY CERTIFICATION RECORDS

18-2 The CTPL librarian shall maintain CECR tracking in the ELMS program containing the following for all changes and new documents issued; CECR issue date, CECR due date, and CECR incorporation date. The ELMS program assists the CTPL Librarian in tracking CECRs by providing the following reports; "CECRs Issued" and "CECRs Overdue".

18-3 Time limits for CECR incorporation are as follows:

a. Due to the critical nature of the update, IRACs and Rapid Action Changes (RACs) shall be incorporated by the work center within two (2) working days of receipt from the CTPL.

b. Routine changes, revisions and notices shall be incorporated by the work center within five (5) working days of receipt from the CTPL librarian.

18-4 CTPL training of dispersed librarian(s) shall outline the procedures of when and where to pick up the CECR and manual(s) media consistent with the time limitations set forth in the preceding paragraph. Refer to [WP 013 00, paragraph 16-7](#) for Part 1 information.

18-5 The CTPL librarian shall establish a file of CECR PART 2s maintained in dispersed library sequence. The CECR PART 2 shall be returned to the CTPL along with cancelled publications or superseded pages, indicating completion of the applicable update to the manual media. The CTPL librarian will dispose of the returned media in accordance with local policies and procedures.

NOTE

Dispersed or satellite libraries under direct control of the CTPL are not required to return superseded or cancelled media to the CTPL for disposal. Manual media will be disposed IAW local policies and procedures.

18-6 Appropriate security measures will be adhered to when returning classified manuals media to the CTPL.

18-7 After proper annotation in the ELMS program by the CTPL, the CECR PART 2 file shall be maintained in dispersed library sequence.

NOTE

Dispersed or satellite libraries under direct control have the option to maintain CECR PART 2s in their respective libraries or return to the CTPL.

18-8 CECR Part 2 file on manual media without discrepancies may be disposed of after successful completion of the next Quarterly Audit conducted on the dispersed library. The audit report on manual media with discrepancies will be including in the CECR PART 2, identifying the individual who incorporated the update.

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18-9 These reports are retained in the CTPL Transaction File for one (1) year ([WP 013 00](#)).

19-1 MANAGEMENT OF TECHNICAL DIRECTIVES

19-2 Each Depot level activity shall develop and document their processes and procedures for fulfilling the requirement of the Naval Aviation Maintenance Program (NAMP). These processes shall ensure that TD's are managed, tracked and documented.

19-3 Upon receipt of a TD, the CTPL shall apply the control stamp to those TD copies received. TDs may be received via Defense Messaging System (DMS), automatic distribution from NATEC, from the weekly TD tracker messages or as LEDs from the ISSC, cancelled LEDs from the program Integrated Product Teams (IPTs) or LEDs from external sources.

19-4 Entry into the ELMS program is recommended however a process must be in place to track and control TDs, i.e. a workflow management system, if ELMS is not used to track TDs.

19-5 Route a copy of the TD to the appropriate FRC section in according with local procedures for review of the TD for applicability to assigned equipment. This may necessitate use of other work centers within the activity, i.e. supply, Hazardous Material (HAZMAT), etc.

19-6 Once the applicability of the TD has been determined, the CTPL will distribute applicable copies to work centers identified by the local procedures for the purpose of requisitioning required material or compliance.

NOTE

A copy of the technical directives and changes related to Aviation Life Support Systems (ALSS) will be maintained in the ALSS work center. Refer to [WP 012 00](#) for annotating TDs to applicable paper manuals and CDs.

19-7 A master file copy of the TD will be filed in the CTPL either in paper or electronic format. Distribution information will be recorded as to location of issued TD copies in the ELMS program or locally managed system.

- a. Positive control must be maintained by the CTPL as often TDs will be issued as Amendments, Revisions, etc.
- b. When TD copies are returned, the CTPL librarian will dispose of them in accordance with local procedures established for disposal of unclassified TMs.

NOTE

FRC work centers may hold copies of TDs considered to be ongoing or until all applicable aircraft or components have been completed. The NATEC ELMS Program record for return copies shall be wiped from the database if the TD had been entered.

19-8 Upon receipt or download by the CTPL librarian, the Weekly Summary for Issued Technical Directives message should be processed and retained for reference in accordance with [WP 013 00](#).

20-1 REPRODUCTION PAPER COPIES OF UNCLASSIFIED PUBLICATIONS

20-2 Source of material for reproduction is an authorized CTPL copy of the publication. A digital manual downloaded from the NATEC website or received from NATEC on a CD-ROM would be considered an authorized copy. Requirement for reproduction is to replace missing or damaged portions of an authorized copy of a manual or a requirement for an additional copy. Publications annotated with "Missing Pages or Changes" during an audit of a work center may be restored from the digital data available from NATEC.

20-3 All reproduced copies will be managed in the same manner as the original by entering them into the ELMS program and affixing appropriate library stamps. For partial publication copies, the copy held by the dispersed library must, as a minimum, be comprised of: the Title Page, all referenced material, all of

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the Numerical Index of Effective Work Packages/Pages, and the Work Packages or pages desired by the Work Center Supervisor.

20-4 A copy number will be assigned and the Remarks field of the ELMS Program will be annotated with: "This manual consists of the Title page, Numerical Index pages XXXX, and Work Package XXX XX, pages XXX to XXX. This is a complete manual for audit purposes the remainder of this manual is maintained on the NATEC website, JTDI, or CD-ROM maintained by the activity."

20-5 Refer to [WP 004 00](#), [table 1](#) for IETM marking procedures.

20-6 An activity may reproduce portions of TMs that are non-routine for single use and control them. The reproduced single use is control as follows:

- a. A QA Subject Matter Expert (SME) shall review all printed material for completeness and ensure proper control.
- b. Identify the reproduced TM in the corrective action or remarks block of the work order by annotating the TM number and specific pages that were printed. Example, NA 01-1A-35, dtd 01 Aug 05, pgs 1-1 thru 1-10, total of 10 pgs.
- c. The work center supervisor shall ensure that all printed material is verified, accounted for and destroyed upon completion of a maintenance action per requirements explained in [WP 013 00](#).

20-7 Depot level activities shall develop and document their process and procedure to ensure non-routine printing of TMs are controlled.

21-1 COMMERCIAL MANUALS

21-2 Each Depot level activity that uses commercial manuals for maintenance and repair shall develop and document their management process.

21-3 Commercial manuals that arrive with support equipment, test sets and other machining equipment that are used in an industrial plant are the responsibility of the Depot level department assigned that function by the commanding officer.

22-1 CANCELLED TECHNICAL MANUALS MEDIA

22-2 TM data may be cancelled due to the following reasons:

- a. TM data may be cancelled by other superseding manuals or IETM program. Supersedure notices on the title page of superseding manual identifies superseded/cancelled manuals.

NOTE

Superseded technical data shall not be used for aircraft or aircraft equipment maintenance.

- b. Manuals may also be cancelled without being superseded by other manuals. Included in this category are manuals supporting aircraft or equipment no longer in the NAVAIR inventory.
- c. A Reliability Centered Maintenance Program (RCM) within NAVAIR has resulted in manuals being cancelled when it was determined it was not "economically feasible" to perform some levels of preventive maintenance upon the equipment.

22-3 FRC business requirements dictate that cancelled manual media is made available to provide support to a wide range of customers inside and outside of NAVAIR. These include FMS, Original Equipment Manufacturer (OEM) partners, other DoD Agencies and future business opportunities.

- a. FRCs shall establish a process by which cancelled manual media is reviewed for applicability.
- b. Cancelled manual media deemed essential to operations or capability may be authorized for use by a Local Engineering Directive (LED), Temporary Engineering Instruction (TEI), or other appropriate local FRC instruction.

22-4 All cancelled manual media will be managed and tracked via the ELMS program, refer to [WP 013 00](#) for instructions.

22-5 All cancelled manuals regardless of provider or media, will be stamped with a "CANCELLED" watermark on the title page.

22-6 To request NATEC cancelled manual media:

- a. Go to NATEC's website and access "Technical Manual Application System (TMAPS)". Click on "Technical Manual Central Repository", type in publication under options, click "Query Cancellations (History)", and then click the "Submit" button.
- b. If the digital copy is not available for the cancelled TM data, go to NATEC's website. Click "Customer Service" at the bottom of the screen. At the next screen select "Customer Support." When the "Customer Support" screen appears, click on the "Submit" button to enter the new request. When the "New Request" screen appears, locate "Problem Type," click the down arrow and select "Cancelled Manual." To locate on the same screen "Problem Description" and provide manual number and title (if known) and any other pertinent information to assist in locating the cancelled manual. Click "Submit" and the on-line request is automatically sent to the Customer Support Desk.

22-7 If you don't have access to the NATEC website, send request or questions concerning cancelled publications via email to nani_customerservice@navy.mil.

23-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY TRANSACTION FILE

23-2 The CTPL Transaction File must be created virtually at the very beginning of the establishing a CTPL, the file provides a central collection point for the documents that correspond to the operation of the CTPL. It's a collective term for all of the records and files that represent the work carried out by the CTPL librarian. Some of the records and files will be stored on the computer as digital files, some will be hard copy paper, others will be completed audits, still others correspondence files or training reports. All documentation can be optionally stored as digital media.

23-3 The CTPL librarian will maintain the following minimum files (records):

- a. If the Depot level activity elects to order complete ADRL CD sets, the ADRL CD set must be maintained by the activity and ordered once a year at a minimum. The ADRL CD is ordered through CD On-Line Ordering (see [WP 009 00](#)) on the NATEC website Table of Contents (TOC).

NOTE

Maintaining ADRL CDs at the depot level is optional.

- b. For non-ELMS users, maintain the most recent e-mail from NATEC acknowledging processing of ADRL and an annotated copy of the returned ADRL file and annotated copy of the Audit Summary. This is not applicable to TMAPS ELMS users.

NOTE

At a minimum, make a copy of CTPL's ADRL Report from TMAPS ELMS database annually (see [WP 010 00](#)).

- c. All correspondence on automatic distribution requirements for the past year. TPLIS will be maintained in the correspondence area of the CTPL Transaction File. Also, email traffic between the activity and NATEC Distribution may be retained. These files may be held either in paper or electronic format or may be referenced to business systems where data is maintained (i.e. Outlook, Command training or information websites).
- d. CTPL audits will be retained for one year. Dispersed library audit results shall be retained by the CTPL, in work center order, for four consecutive audits (one year). They shall be reviewed for repeat discrepancies. These files will help identify trends.

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- e. Annotated Computerized Self Evaluation Checklist (CSEC) (COMNAVAIRFORINST 4790.2) for the CTPL and DTPL audits.
- f. A publication requisition log consisting of:
 - (1) A log identifying all pertinent information on outstanding requisitions (WP 009 00).
 - (2) Record of current status information.
 - (3) The Outstanding Requisitions may be resident in the ELMS Program for those activities using the ELMS Requisition Log (WP 009 00).
- g. A copy of the position description/assignment form for CTPL (WP 013 00, figure 4), DTPL (WP 013 00, figure 8) and a copy of indoctrination syllabus for each DTPL (WP 013 00, figure 9). Position descriptions, billet assignments and training documentation may be held by the CTPL or referenced to official systems of records (i.e. Training Management Systems, PD Libraries, etc.)
- h. Completed DTPL training attendance rosters. Optionally, training for Supervisors and DTPLs may be documented using the CSEC Overview during quarterly audits.
- i. A current copy of the ELMS Program "COMPLETE LISTING" of manuals. This is often a "working document", used by CTPL librarians to enter the update information during periods of inaccessibility to ELMS before entering it into the ELMS Program upon regaining access and may be maintained electronically. Recommend printing or saving electronic copy monthly.
- j. Non-ELMS users maintain a current copy of the Technical Publication Library (TPL) Program "DEAD FILE". This can be either a hard copy or a floppy disk file. This is **not** a requirement for TMAPS ELMS users.
- k. File of outstanding and completed CECRs for the past quarter. These will be used during the coming quarter to compare with the work center manuals during the quarterly audit.
- l. Annotated Weekly Interim Rapid Action Change (IRAC) and Technical Manual Trackers Summary messages for the past six months.
- m. Annotated Weekly Technical Directive (TD) Summary messages for past six months.
- n. Joint Technical Data Information (JTDI) System Administrator's Guide (if utilizing JTDI).
- o. JTDI User's Guide (if utilizing JTDI) q. User's Logistic Support Summary (ULSS) for PEMA Handbook.

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**CENTRAL/DISPERSED TECHNICAL PUBLICATIONS LIBRARY VERIFICATION/AUDIT
REQUIREMENTS**

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Service Support Division	WP 003 00
NAVAIR Related Documentation Controlled by Other Navy or Department Of Defense Elements	WP 006 00
Establishing an Aeronautical Central Technical Publications Library	WP 007 00
Naval Aeronautical Publications Cross Reference	WP 008 00
Technical Data Requisitioning Procedures	WP 009 00
Technical Publication Update Methods	WP 012 00
Central/Dispersed Technical Publications Library Operating Procedures	WP 013 00
NAVAIR Technical Publications Deficiency Report Program	WP 015 00
Airborne Weapons/Stores Publication Index	NAVAIR 01-700
Weekly Interim Rapid Action Change and Technical Manual Tracker	NATEC website/message
Naval Aviation Maintenance Program (NAMP)	COMNAVAIRFORINST 4790.2
Technical Documentation List	assigned by aircraft model
TMAPS Document Content Search	NATEC website/TMAPS Main Menu
Weekly Summary for Issued Technical Directives	NATEC website/message

1-1 PURPOSE

1-2 Conducting verifications and audits of the Central Technical Publications Library (CTPL) is a responsibility assigned to the Quality Assurance (QA) Division of Naval aviation units. This work package (WP) does not pertain to Fleet Readiness Center (FRC) Depot CTPL. However, WP 014 01 contains FRC Depot verification/audit procedures. Verifications as defined in this WP shall consist of procedures performed by the CTPL personnel to confirm that all technical data (distributed by the Naval Air Technical Data and Engineering Service Center (NATEC) automatic distribution system) have been received by the CTPL. Audits as defined in this WP shall consist of procedures to ensure that all technical data maintained in the CTPL are up-to-date.

1-3 [Figure 1](#) lists research/verification reference documents and their frequency of issue, and describes the primary purpose of each listed reference. Items identified as "RESEARCH" documents enable the CTPL librarian to identify the availability of NAVAIR manuals media and Technical Directives (TDs) on an as-needed basis. Items identified, as "VERIFICATION" documents shall be used to verify and annotate that the applicable and required NAVAIR manuals media and TDs have been received by the CTPL. Refer to [WP 014 01](#) for FRC-Depot verification/audit procedure.

2-1 VERIFICATION REQUIREMENTS

2-2 As each of the following VERIFICATION documents is received, the CTPL librarian will review the applicable sections.

2-3 **WEEKLY SUMMARY FOR ISSUED TECHNICAL DIRECTIVES.** [Figure 2](#) is a weekly message report released by NATEC to Type Commands (TYCOMs)/TYPE WING/Marine Air Wing (MAW) and applicable Address Indicator Groups (AIGs) listing TDs released during the previous week. When fleet users fail to receive message TDs, the appropriate TYCOM should be notified.

2-4 Copies of TD summaries shall be maintained on file by each activity for a period of six (6) months. The file of TD summaries may be in either paper or digital format. Interim TDs are used to dispense urgent action information and are released in naval message format to a pre-selected distribution or AIG. However, formal TDs may be in the distribution cycle and as yet not received.

2-5 TDs identified as being applicable but not received shall be annotated on the summary and procured by the CTPL librarian and reviewed by cognizant personnel as identified on the TD Routing Form. The Weekly Summary for Issued Technical Directive message is also available on the NATEC website at <https://mynatec.navair.navy.mil/>.

2-6 **WEEKLY INTERIM RAPID ACTION CHANGE AND TECHNICAL MANUAL TRACKER.** Figure 3 is issued weekly and is available on the NATEC website (<https://mynatec.navair.navy.mil/>). Copies shall be maintained on file by each activity for a period of six (6) months. The file may be maintained in either paper or digital format. Upon receipt, an appropriate review and annotation shall be conducted by the CTPL librarian and Subject Matter Expert (SME) to verify that all applicable Interim Rapid Action Changes (IRACs) and technical manuals (TMs) have been received. TMs and Type B IRACs that have not been received may be in the distribution cycle. For TMs see the statement on the tracker for requisitioning requirements (WP 012 00).

2-7 A complete listing of all outstanding IRACs is contained on the NATEC website at <https://mynatec.navair.navy.mil/>.

3-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY ANNUAL AUDIT REQUIREMENTS

3-2 Audits of the CTPL shall be conducted by a SME or at FRC facilities, a designated representative to ensure that the manuals and TDs used by the activity are up-to-date.

NOTE

The subject matter expert (SME) should possess knowledge, technique, or expertise in the technical publication library management program. A SME shall be an E-5 or above (or civilian equivalent) with current or recent CTPL experience, designated Type Wing Aviation Maintenance/Logistics Management Advisory Team member or CNAF AMMT team member.

NOTE

When Annual CTPL Audit (known as a Work Center Audit) is performed, only those manuals and metadata physically maintained in the CTPL work center will be inspected.

3-3 A complete wall-to-wall inventory of publications held within the CTPL and all Dispersed Technical Publications Libraries (DTPLs) shall be conducted whenever one of the following events occurs:

- If the CTPL librarian is replaced.
- When directed by higher authority.

3-4 Results of an Annual Audit should determine that:

- All TMs held within the activity are current.
- Technical Manual Application System (TMAPS) Enhanced Library Management System (ELMS) Program database is accurate.
- Basic TM media guidelines are being complied.
- The automatic distribution system is properly supporting the activities requirements (WP 007 00).
- Deficiencies identified are promptly resolved.

3-5 As a minimum, the Annual Audit shall consist of the following:

- a. A complete inventory of all CTPL publications media [include TMs contained on Portable Electronic Maintenance Aids (PEMAs)] using the ELMS Program Work Center List or ELMS Work Center Report as the primary inventory tool. Any discrepancies shall be annotated with the error and corrected as they are detected.
- b. Other audit responsibilities should be considered and performed at this time (i.e., all manuals are properly stamped, arranged properly, identification strips in binder spines are properly annotated, etc.).
- c. Perform the Audit function.

- The audit function in ELMS compares activity's database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon.
 - Requisition any manuals/changes necessary to update the CTPL (WP 009 00).
- d. Compare the verified/corrected work center list to the current copy of the activity's Automatic Distribution Requirements List (ADRL) (WP 010 00). Update the record in ELMS as necessary.
- e. Complete Computerized Self Evaluation Checklist (CSEC) (COMNAVAIRFORINST 4790.2).
- 3-6 Manuals not controlled by NATEC but required to support the organization's mission, and under the management control of the CTPL librarian must be accounted for.
- a. NAVSEA/SPAWAR/NAVORD/NWP/CVN/NAVSUP/AIR FORCE/ARMY/COAST GUARD/FRC Technical Publications (WP 006 00) are some of the technical documentation that the CTPL librarian may have accountability.
- b. The latest issue dates for most of these publications can be found on NAVSUP's Naval Logistics Library (NLL) (<https://nll2.ahf.nmci.navy.mil/>). For other technical documents access the supplying agencies website.
- c. Regardless of the reference source used, the purpose of the audit is to ensure that each manual in the CTPL is up-to-date. An additional requirement will be to ensure that each manual is on automatic distribution. A separate file should be maintained for auditing purpose and labeled accordingly to the unique supplier.
- 3-7 All TMs listed on CD on Demand (COD) have an entry made in the ELMS Program. The CD number can be identified in the miscellaneous section to indicate this TM is a COD request. ADRL CDs are used as a backup to Joint Technical Data Information (JTDI) servers. Maintenance of ADRL CDs at FRCs is optional. TMs listed on these CDs do not require additional entries in the ELMS Program.
- 3-8 Ensure that a complete summary of audit findings (i.e., difference listings, list of manuals/changes requisitioned, annotated ADRL, etc.) and corrective actions is retained in the CTPL Transaction File for a minimum of one (1) year (WP 013 00). Activities are encouraged to expand on the annual audit requirements to suit individual needs.
- 3-9 Users may also contact the cognizant Logistics Element Manager (LEM) to confirm the validity of NAVAIR TMs.

4-1 CENTRAL TECHNICAL PUBLICATION LIBRARY TURNOVER AUDIT REQUIREMENTS

4-2 Turnover Audits of the CTPL shall be conducted by a SME on library management to ensure that the manuals and TDs used by the activity are up-to-date.

NOTE

The subject matter expert (SME) should possess knowledge, technique, or expertise in the technical publication library management program. A SME shall be an E-5 or above (or civilian equivalent) with current or recent CTPL experience, designated Type Wing Aviation Maintenance/Logistics Management Advisory Team member or CNAF AMMT team member.

4-3 A Turnover Audit will consist of a completed wall-to-wall inventory of publications held within the CTPL and all DTPLs shall be conducted whenever one of the following events occurs:

- Upon any change in mission or deck load/aircraft assignment.
- If the CTPL librarian is replaced
- When directed by higher authority.

4-4 Results of a Turnover Audit should determine that:

- All TMs held within the activity are current.
- ELMS Program database is accurate.
- Basic TM media guidelines are being complied with.

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- The automatic distribution system is properly supporting the activities requirements (WP 007 00)
- Deficiencies identified are promptly resolved.

4-5 As a minimum, the Turnover Audit shall consist of the following:

- a. A complete inventory of all CTPL publications media [include TMs contained on Portable Electronic Maintenance Aids (PEMAs)] using the ELMS Program Work Center List or ELMS Work Center Report as the primary inventory tool. Any discrepancies shall be annotated with the error and corrected as they are detected.
- b. Other audit responsibilities should be considered and performed at this time (i.e., all manuals are properly stamped, arranged properly, identification strips in binder spines are properly annotated, etc.).
- c. Perform the Audit function.
 - The audit function in ELMS compares database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon.
 - Requisition any manuals/changes necessary to update the CTPL (WP 009 00).
- d. Compare the verified/corrected work center list to the current copy of the activity's ADRL (WP 010 00). Update the record in ELMS as necessary.
- e. Complete CSEC (COMNAVAIRFORINST 4790.2).

4-6 Manuals not controlled by NATEC but required to support the organization's mission, and under the management control of the CTPL librarian must be accounted for.

- a. NAVSEA/SPAWAR/NAVORD/NWP/CV/CVN/NAVSUP/AIR FORCE/ARMY/COAST GUARD/FRC Technical Publications (WP 006 00) are some of the technical documentation that the CTPL librarian may have accountability.
- b. The latest issue dates for most of these publications can be found on NAVSUP's Naval Logistics Library (<https://nll2.ahf.nmci.navy.mil/>). For other technical documents access the supplying agencies website.
- c. Regardless of the reference source used, the purpose of the audit is to ensure that each manual in the CTPL is up-to-date. An additional requirement will be to ensure that each manual is on automatic distribution. Separate file should be maintained for auditing purpose and labeled accordingly to the unique supplier.

4-7 All TMs listed on COD will have an entry made in the ELMS Program. The CD number can be identified in the miscellaneous section to indicate this TM is a COD request. ADRL CDs are used as a backup to JTDI servers. Maintenance of ADRL CDs at FRCs is optional. TMs listed on these CDs do not require additional entries in the ELMS Program.

4-8 Ensure that a complete summary of audit findings (i.e., difference listings, list of manuals/changes requisitioned, annotated ADRL, etc.) and corrective actions is retained in the CTPL Transaction File for a minimum of one (1) year (WP 013 00). Activities are encouraged to expand on the annual audit requirements to suit individual needs.

4-9 Users may also contact the cognizant LEM to confirm the validity of NAVAIR TMs.

5-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY WEEKLY AUDIT REQUIREMENTS

5-2 The CTPL will perform Weekly Audits as required by WP 010 00, table 1 for the activity's ELMS operations.

5-3 Results of the Weekly Audit should determine that:

- All TMs held within the activity are current including TMs contained in PEMAs.
- ELMS Program database is accurate.
- The automatic distribution system is properly supporting the activity's requirements (WP 007 00).
- Deficiencies identified are promptly resolved.

5-4 The Weekly Audit shall consist of the following:

- a. Perform the ELMS Library Audit function ([WP 010 00](#)).
 - The Library Audit function in ELMS compares database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon.
 - Research/Requisition any manuals/changes necessary to update the CTPL ELMS Program ([WP 009 00](#))
- b. Perform the ELMS PEMA Audit function ([WP 010 00](#)).
 - The PEMA Publication Audit function compares database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon and shows both ELMS library data column and TMAPS data column.
 - Research/download any manuals/changes necessary to update the CTPL ELMS Program ([WP 011 01](#)).

6-1 DISPERSED TECHNICAL PUBLICATIONS LIBRARY AUDITS

6-2 The CTPL with the assistance of assigned QA personnel will perform a Quarterly Audit on all DTPL operations. The Depot CTPL or designated Depot representative will perform a Quarterly Audit on all dispersed library operations (see [WP 014 01](#)). Additional audits will be conducted when:

- Directed by higher authority.
- A new work center supervisor (WCS) is assigned.
- A new dispersed librarian is assigned.

6-3 The intent of conducting audits when a new WCS or work center dispersed librarian is assigned is to assure that some degree of continuity can be maintained between the CTPL, the WCS and the newly assigned dispersed librarian. Dispersed Library audit results with copies of the annotated audit inventory list shall be retained by the CTPL in work center order, for four consecutive audits (one year) and shall be reviewed for repeat discrepancies.

7-1 DISPERSED TECHNICAL PUBLICATION LIBRARY PROCEDURES FOR AUDITS

7-2 As a minimum, the following items must be reviewed during dispersed library audits:

- a. A complete inventory of all DTPL publications media [to include TMs contained on Portable Electronic Maintenance Aids (PEMA)] using the ELMS Program Work Center List or ELMS Work Center Report as the primary inventory tool. Any discrepancies identified on the Program Work Center List or ELMS Work Center Report shall be annotated with the error and corrected as they are detected.
- b. Are reproduced pages properly controlled and disposed of?
- c. Manuals media properly stored and readily available to the user.
- d. Review of Part 2 of CECRs to be checked against manual(s).
- e. IRACs properly handled:
 - Are IRACs properly placed in manuals, i.e., directly behind the TM title page and in IRAC Number order?
 - For manuals media on CD-ROM. Affix adhesive label to the CD case, annotated with the following information:
 - The NAVAIR publication number to which the IRAC applies.
 - The IRAC number of the IRAC message.
 - Maintain the IRAC on file until receipt of the superseding CD. The information on the adhesive label should be legible and positioned to allow for additional updates as they occur.
- f. Work center audit listing.

- g. Page check of Dispersed Library publications. Twenty five (25) percent of publications held shall have every page (100%) of the manual checked against the List of Effective Pages/List of Effective Cards during each audit.
- h. For electronic media such as Joint Technical Data Information/Joint Knowledge Caching Server (JTDI/JKCS), perform access verification to ensure all hands are able to search and find applicable manuals at a reasonable time. Check work center computer by using the *.PDF Search option to ensure unauthorized electronic manuals are not downloaded and being utilized.
- i. Does the dispersed library hold Technical Directives (TD)?
- Are the TDs required in the work center?
 - Are the TDs properly returned to the CTPL?
 - Is the control stamp affixed to the TD?
- j. Do TMs require reordering?
- Any damaged or missing pages?
 - "Missing pages or changes" should be annotated on the Title page of the affected manual and include document number [for the applicable replacement page(s)].
- k. Is the quantity of TMs media sufficient?
- l. In accordance with SECNAV M-5510.36 are classified manuals properly stored and accounted for?
- m. CSEC (COMNAVAIRFORINST 4790.2) – Report by Work Center and Date.
- 7-3 Additional items may be reviewed at the discretion of the CTPL.

APPLICATION	TITLE	FREQUENCY	PURPOSE
TMAPS	Document Content Search or Part Number Cross Reference	NATEC Web	RESEARCH. Provides cross reference of part numbers to publications (WP 008 00).
NAVAIR 01-700	Airborne Weapons/Stores Publication Index	Monthly	RESEARCH. Provides latest update information on Airborne Weapons/Stores by type/model aircraft (WP 008 00).
Message	Weekly Summary for Issued Technical Directives	Weekly	VERIFICATION. Message report, identifies technical directives issued during the previous week (WP 013 00).
Message	Weekly IRAC and Technical Manual Tracker	Weekly	VERIFICATION. Message report, identifies latest Interim Rapid Action Changes and technical manuals issued previous week (WP 13 00).
A1-XXX-AML-000 01-XXXXX-0	Aircraft Manual List/Technical Documentation List	Periodic Updates	RESEARCH. Identifies NAVAIR publication applicable to specific aircraft requirements. Provides a part number to publication breakdown.
ADRL (non-ELMS Users)	Automatic Distribution Requirements List (ADRL)	Periodic Updates	VERIFICATION. Provides list of NAVAIR publications (controlled by NATEC currently on automatic distribution for future issues of changes/revisions (WP 010 00).
Report	NATOPS Status Report	Periodic Updates	VERIFICATION. Provides latest information on NATOPS publications by type/model aircraft. Report available at website, https://airworthiness.navair.navy.mil .

Figure 1. Research/Verification Reference Documents

FM NATEC SAN DIEGO CA//3.3A24//
TO AIG ONE ONE ZERO ZERO FOUR
AIG SEVEN SIX FIVE EIGHT
AIG SEVEN SEVEN FIVE NINE
AIG NINE NINE FIVE FOUR
INFO RUWFTBA/NATEC SAN DIEGO CA//6.8.5.3.1//
BT
UNCLAS //N13052//
MSGID/GENADMIN/NATEC SAN DIEGO//
SUBJ/WEEKLY SUMMARY FOR ISSUED TECH DIRECTIVES.//
POC/V. LINDSAY, L. SANPEDRO/CIV/3.3A24, 3.3A91/-
/TEL: FAX 619-545-2287 OR 2292/TEL: DSN 735-2287 OR 2292//
RMKS/1. FROM CODE 3.3A24 TECH DIRECTIVES FOR COMNAVAIRLANT
/N85/N421G/COMNAVAIRPAC ACTION CODES N422C/INFO N422/N421.
2. COPIES OF BULLETINS AND RAMECS SHOULD FIRST BE REQUESTED FROM
THE PREPARING ACTIVITY CITED ON EACH INDIVIDUAL TD. THIS WILL
ENSURE YOUR DISTRIBUTION FOR FUTURE BULLETINS AND RAMECS. COPIES OF
CHANGES NOT RECEIVED THROUGH NORMAL AUTOMATIC DISTRIBUTION CAN BE
REQUISITIONED THROUGH THE NAVSUP WSS USING STOCK NUMBERS CITED ON EACH
ITEM. AFTER COMPLYING WITH THESE PROCEDURES, NATEC CAN BE CONTACTED
IF TDS ARE STILL REQUIRED.
3. THE FOLLOWING TDS DIST FOR THE WEEK ENDING 30 APR 99.
A. AYC-957-A1, NAVAIRSYSCOM, PATUXENT RIVER, MD/AIR-3.1.1C1/
AIR-4.1.1/SV99-66ECM COOLING AIR CONTROL VALVE, MODIFICATION OF.
F/A-18C/D, LOM: D, NSN 0870LD0235210.
B. F/A-18-AFC-48-P2-A2, NAVAIRSYSCOM, PATUXENT RIVER, MD/AIR-
3.1.1C1/AIR-4.1.1/AUTOMATIC AC BUS ISOLATION, INCORPORATION OF.
F/A-18A/B/C/D, LOM: O/I/D, NSN 0870LD0239580.
C. F/A-18-AFC-100-AE, NAVAIRSYSCOM, PATUXENT RIVER, MD/AIR-
3.1.1C1/AIR-4.1.1/RIGHT HAND AMAD BAY MOTIVE TUB INTERFACE.
MODIFICATION OF. F/A-18A/B, LOM: O/I/D, NSN 0870LD0239550.
D. T-56-PPC-110, NAVAIRSYSCOM, PATUXENT RIVER, MD/PMA-231/T56-A-
427 FUEL ENRICHMENT SYSTEM, REMOVAL OF. T-56, E-2, LOM: O/I/D, NSN
0870LD0241910.
E. H-1-AFB-395 NAVAVNDEPOT CHERRY PT NC/H1-ISST.2/261943Z APR
99/INSPECTION OF AUX CIRCUIT BREAKER PANEL 42565-1 OR 42565-2.
UH-1N, LOM: O.
4. POC EMAIL ADDRESS: nani_customerservice@navy.mil
5. LAST WEEKLY SUMMARY 272100Z APR 99.
6. EACH ENTRY CONTAINS LOM FOR LEVEL OF MAINTENANCE.
//

Figure 2. Example of Weekly Summary for Issued Technical Directives

082100Z JAN 07 R WEEKLY IRAC AND TECHNICAL MANUAL TRACKER
 MSGID/GENADMIN/NAS NORTH ISLAND//
 POC/JOSIE POSTEHER/GS-12/6.8.5.3/LOC:NAS NORTH ISLAND /TEL:619-545-2570// GENTEXT/REMARKS/1. THIS TRACKER LISTS ALL IRACS RCVD AND ALL ERACS RECEIVED AND ALL IRACS CANCELLED AND ALL NATOP INTERIM CHANGES ISSUED AND ALL TECH MANUALS ADDED OR REPLACED ON THE NATEC WEB DURING PERIOD 01 JAN 2007 THRU 05 JAN 2007.
 2. THE FOLLOWING IRACS WERE RECEIVED BY NATEC DURING THE PERIOD.
 MODEL NAVAIR/TMINS NO IRAC REFERENCE DTG/LTR DATE
 ALRE 51-5BBA-2.1 003 NAWC LAKEHURST 281751ZDEC06
 POC TEL: DSN 624 COML 732-323-1832 EMAIL KEITH.WILSON@NAVY.MIL
 NOTE: ALL TYPE "B" IRACS LISTED ABOVE ARE AVAILABLE ON THE NATEC WEB SITE REGARDLESS OF HARD COPY DISTRIBUTION STATUS.
 3. THE FOLLOWING ERACS WERE RECEIVED BY NATEC DURING THE PERIOD.
 MODEL NAVAIR/TMINS NO ERAC DATE
 4. THE FOLLOWING IRACS WERE CANCELLED DURING THE PERIOD.
 MODEL NAVAIR/TMINS NO IRAC REFERENCE DTG/LTR DATE
 H-46 A1-H46AE-420-000 026 NADEP CHRPT 181934ZMAY06
 5. THE FOLLOWING NATOPS INTERIM CHANGES WERE ISSUED DURING THE PERIOD.
 MANUAL NUMBER IC NO DTG/LTR DATE MODEL
 01-75GAJ-1.1 002 262002ZDEC06 C-130
 A1-E6AAB-NFM-000 013 032001ZJAN07 E-6
 6. THE FOLLOWING TECHNICAL MANUALS WERE REPLACED ON THE NATEC WEBSITE DURING THE PERIOD.
 MANUAL NUMBER NSN ISSUE ISSUE DATE IRAC MODEL
 AN-160EF-120-000 0805LP1059485 P/U REV 12/1/2006 F/A-18
 AT-901CA-MIB-040 0816LP1051469 NOTICE 7/2/2000 002 E-2C
 AW-381VB-MIB-200 0811LP1035672 CHANGE 8/30/2004 001 AV-8B
 A1-C2AHA-IDX-400 0801LP1052599 REVISION 10/1/2005 010 C-2
 A1-C2AHA-420-400 0801LP1057211 CHANGE 8/1/2006 005 C-2
 A1-F18AC-730-500 0801LP1058521 CHANGE 10/15/2006 F/A-18
 A1-H46AE-MRC-350 0801LP1054855 P/U REV 6/1/2006 127 H-46
 19-600-101-6-2 0819LP0476580 CHANGE 5/31/1993 001 COMMON
 7. THE FOLLOWING TECHNICAL MANUALS WERE ADDED TO THE NATEC WEBSITE DURING THE PERIOD.
 MANUAL NUMBER NSN ISSUE ISSUE DATE IRAC MODEL
 8. THE FOLLOWING TECHNICAL MANUALS WERE CANCELLED AND REMOVED FROM THE ACTIVE REPOSITORY DURING THE PERIOD.
 MANUAL NUMBER NSN ISSUE ISSUE DATE IRAC MODEL
 9. PEN AND INK CHGS TO THE TECH CONTENT OF A MANUAL ARE NOT AUTHORIZED. PHYSICAL ALTERATION OF THE TECH CONTENT IN NAVAIR TMS IS NOT PERMITTED.
 10. ORIGINATORS ARE REQUIRED TO FORMALIZE DATA WITHIN ONE YEAR OR AS OTHERWISE INDICATED IN THE IRAC.
 11. PAST TRACKER MESSAGES AND INDIVIDUAL IRAC MESSAGES ARE AVAILABLE ON THE NATEC WEBSITE AT [HTTPS://MYNATEC.NAVAIR.NAVY.MIL/](https://mynatec.navair.navy.mil/).
 THE POC FOR GENERAL IRAC ISSUES THAT CAN BE ADDRESSED BY THE ORIGINATOR, SUCH AS DISTRIBUTION OR COPIES OF IRACS, IS PROVIDED IN THIS MESSAGE.
 WHEN TWO OR MORE IRACS HAVE THE SAME POC, THE POC IS LISTED AFTER THE LAST IRAC.
 12. THE POC FOR SPECIFIC ISSUES ABOUT THE TECHNICAL CONTENT OF AN IRAC IS PROVIDED IN THE INDIVIDUAL IRAC MESSAGE. FOR NON- TECHNICAL ASSISTANCE PLEASE SEND AN EMAIL TO NANI(UNDERSCORE)IRAC@NAVY.MIL.
 13. IRACS ISSUED AGAINST TECH MANUALS WITH DISTRIBUTION STATEMENT F ARE NOT LISTED IN THE IRAC TRACKER.
 14. IF YOUR ACTIVITY IS LISTED IN THE ADRL FOR THE MANUALS LISTED IN PARAGRAPHS 6 AND 7, NATEC IS PROVIDING THESE MANUALS BY INITIAL DISTRIBUTION. IF THE MANUALS ARE NOT RECEIVED WITHIN 60 DAYS, SUBMIT MILSTRIP REQUISITION.
 15. REQUEST WIDEST DISSEMINATION OF THIS REPORT TO ALL SUBORDINATE/OPERATING COMMANDS UNDER YOUR COGNIZANCE.
 16. PREVIOUS IRAC TRACKER WAS TRANSMITTED AS NATEC SAN DIEGO CA 032100ZJAN07.
 17. MINIMIZE CONSIDERED.//

Figure 3. Example of Weekly IRAC and Technical Manual Tracker

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

**FLEET READINESS CENTER DEPOT LEVEL CENTRAL/DISPERSED TECHNICAL PUBLICATIONS
LIBRARY VERIFICATION/AUDIT REQUIREMENTS**

Reference Material

Naval Air Technical Data and Engineering Service Center Customer Service Support Division	WP 003 00
NAVAIR Related Documentation Controlled by Other Navy or Department of Defense Elements	WP 006 00
Establishing an Aeronautical Central Technical Publications Library	WP 007 00
Naval Aeronautical Publications Cross Reference	WP 008 00
Technical Data Requisitioning Procedures	WP 009 00
Technical Publication Update Methods	WP 012 00
Fleet Readiness Center Depot Level Technical Publications Library Operating Procedures	WP 013 01
Central/Dispersed Technical Publications Library Verification/Audit Requirements	WP 014 00
NAVAIR Technical Publications Deficiency Report Program	WP 015 00
Airborne Weapons/Stores Publication Index	NAVAIR 01-700
Weekly Interim Rapid Action Change and Technical Manual Tracker	NATEC website/message
Main Menu Weekly Summary for Issued Technical Directives	NATEC website/message
Naval Aviation Maintenance Program (NAMP)	COMNAVAIRFORINST 4790.2
Other Authoritative Activity Publication Listings	Designated Activity Reports
Technical Documentation List	Assigned by aircraft model
TMAP Document Content Search	NATEC website/TMAPS

1-1 PURPOSE

1-2 Conducting verifications and audits of the Central Technical Publications Library (CTPL) librarian is a responsibility assigned to the Quality Assurance (QA) Division of Naval aviation units or to the responsible Department at the Fleet Readiness Centers (FRCs). Verifications as defined in this work package (WP) shall consist of procedures performed by the CTPL personnel to confirm that all technical data (distributed by the Naval Air Technical Data and Engineering Service Center (NATEC) automatic distribution system or other authoritative activities) have been received by the CTPL. Audits as defined in this WP shall consist of procedures to ensure that all technical data maintained in the FRCs are up-to-date.

1-3 **Figure 1** lists research/verification reference documents and their frequency of issue, and describes the primary purpose of each listed reference. Items identified as "RESEARCH" documents enable the CTPL librarian to identify the availability of NAVAIR manuals media and technical directives (TDs) on an as-needed basis. Items identified, as "VERIFICATION" documents shall be used to verify and annotate that the applicable and required NAVAIR manuals media and TDs used in the FRC are up-to-date.

2-1 VERIFICATION REQUIREMENTS

2-2 As each of the following VERIFICATION documents is received, the CTPL librarian will review the applicable sections.

2-3 **WEEKLY SUMMARY FOR ISSUED TECHNICAL DIRECTIVES.** **Figure 2** is a weekly message report released by NATEC to TYCOMs/TYPE WING/Marine Air Wing (MAW) and applicable Address Indicator Groups (AIGs) listing TDs released during the previous week. When FRC users fail to receive message TDs, the appropriate TYCOM should be notified.

2-4 Copies of TD summaries shall be maintained on file by each activity for a period of six (6) months. The file of TD summaries may be in either paper or digital format. Interim TDs are used to dispense urgent action information and are released in naval message format to a pre-selected distribution or AIG. However, formal TDs may be in the distribution cycle and as yet not received.

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2-5 TDs identified as being applicable but not received shall be procured or downloaded from NATEC by the CTPL librarian and reviewed by cognizant personnel per the FRCs local routing procedures. The Weekly Summary for Issued Technical Directives message is also available on the NATEC website at <https://mynatec.navair.navy.mil/>.

2-6 **WEEKLY INTERIM RAPID ACTION CHANGE AND TECHNICAL MANUAL TRACKER.** Figure 3 is issued weekly and is available on the NATEC website (<https://mynatec.navair.navy.mil/>). Copies shall be maintained on file by each activity for a period of six (6) months. The file may be maintained in either paper or digital format. Upon receipt, the tracker will be processed by the CTPL librarian and/or Subject Matter Expert (SME) to verify that all applicable Interim Rapid Action Changes (IRACs) and technical manuals (TMs) have been received. TMs and Type B IRACs that have not been received may be in the distribution cycle and may be downloaded from NATEC for expedited processing. For TMs, see the statement on the tracker for requisitioning requirements (WP 012 00).

2-7 A complete listing of all outstanding IRACs is contained on the NATEC website at <https://mynatec.navair.navy.mil/>.

3-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY ANNUAL AUDIT REQUIREMENTS

3-2 Audits of the CTPL shall be conducted by a SME or at FRC facilities, a designated representative to ensure that the manuals and TDs used by the activity are up-to-date.

NOTE

When Annual CTPL Audit (known as a Work Center Audit) is performed, only those manuals and metadata physically maintained in the CTPL work center, Satellite, and Library Service Areas (LSA) will be inspected.

3-3 A complete wall-to-wall inventory of publications held within the CTPL and all Dispersed Technical Publications Libraries (DTPLs), Satellite, and LSA shall be conducted whenever one of the following events occurs:

- If the CTPL librarian is replaced.
- When directed by higher authority.

3-4 Results of an Annual Audit should determine that:

- All TMs held within the activity are current.
- Enhanced Library Management System (ELMS) Program database is accurate.
- Basic TM media guidelines are being complied with.
- The automatic distribution system is properly supporting the activities requirements (WP 007 00).
- Deficiencies identified are promptly resolved.

3-5 As a minimum, the Annual Audit shall consist of the following:

- a. A complete inventory of all CTPL publications media using the ELMS Program Work Center List or ELMS Work Center Report as the primary inventory tool. Any discrepancies shall be annotated with the error and corrected as they are detected.
- b. Other audit responsibilities should be considered and performed at this time (i.e., all manuals are properly stamped, arranged properly, identification strips in binder spines are properly annotated, etc.).
- c. Perform the Audit function.
 - The audit function in ELMS compares database contents to the latest information in Technical Manual Application System (TMAPS). In ELMS, discrepancies are indicated by anything other than a normal Adobe icon.
 - Requisition any manuals/changes necessary to update the CTPL (WP 009 00).
- d. Compare the verified/corrected work center list to the current copy of the activity's Automatic Distribution Requirements List (ADRL) (WP 010 00). Update the record in ELMS as necessary.
- e. Complete Computerized Self Evaluation Checklist (CSEC) (COMNAVAIRFORINST 4790.2).

3-6 Manuals not controlled by NATEC but required to support the organization's mission, and under the management control of the CTPL librarian must be accounted for.

30 December 2014

a. NAVSEA/SPAWAR/NAVORD/NWP/CVN/NAVSUP/AIR FORCE/ARMY/COAST GUARD/FRC Technical Publications (WP 006 00) are some of the technical documentation that the CTPL librarian may have accountability.

b. The latest issue dates for most of these publications can be found on NAVSUP's Naval Logistics Library (NLL) (<https://nll2.ahf.nmci.navy.mil/>). For other technical documents access the supplying agencies website.

c. Regardless of the reference source used, the purpose of the audit is to ensure that each manual in the CTPL is up-to-date. An additional requirement will be to ensure that each manual is on automatic distribution. Separate file should be maintained for auditing purpose and labeled accordingly to the unique supplier.

3-7 All TMs listed on COD will have an entry made in the ELMS Program. The CD number can be identified in the miscellaneous section to indicate this TM is a COD request. ADRL CDs are used as a backup to Joint Technical Data Information (JTDI) servers. Maintenance of ADRL CDs at FRCs is optional. TMs listed on these CDs do not require additional entries in the ELMS Program.

3-8 Ensure that a complete summary of audit findings (i.e., difference listings, list of manuals/changes requisitioned, annotated ADRL, etc.) and corrective actions is retained in the CTPL Transaction File for a minimum of one (1) year (WP 013 01). FRC audits shall be subject to review by the FRC Manager or the appropriate Department SME. Activities are encouraged to expand on the annual audit requirements to suit individual needs.

3-9 Users may also contact the cognizant Logistics Element Manager (LEM) to confirm the validity of NAVAIR technical manuals.

4-1 CENTRAL TECHNICAL PUBLICATION LIBRARY TURNOVER AUDIT REQUIREMENTS

4-2 Turnover Audits of the CTPL shall be conducted by a SME on library management to ensure that the manuals and TDs used by the activity are up-to-date.

4-3 A Turnover Audit will consist of a completed wall-to-wall inventory of publications held within the CTPL and all DTPLs, Satellites, or LSAs shall be conducted whenever one of the following events occurs:

- Upon any change in mission or deck load/aircraft assignment.
- If the CTPL librarian is replaced
- When directed by higher authority.

4-4 Results of a Turnover Audit should determine that:

- All TMs held within the activity are current.
- ELMS Program database is accurate.
- Basic TM media guidelines are being complied with.
- The automatic distribution system is properly supporting the activities requirements (WP 007 00)
- Deficiencies identified are promptly resolved.

4-5 As a minimum, the Turnover Audit shall consist of the following:

a. A complete inventory of all CTPL publications media [include TMs contained on Portable Electronic Maintenance Aids (PEMAs)] using the ELMS Program Work Center List or ELMS Work Center Report as the primary inventory tool. Any discrepancies shall be annotated with the error and corrected as they are detected.

b. Other audit responsibilities should be considered and performed at this time (i.e., all manuals are properly stamped, arranged properly, identification strips in binder spines are properly annotated, etc.).

c. Perform the Audit function.

- The audit function in ELMS compares database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon. Requisition any manuals/changes necessary to update the CTPL (WP 009 00).

d. Compare the verified/corrected work center list to the current copy of the activity's ADRL (WP 010 00). Update the record in ELMS as necessary.

e. CSEC (COMNAVAIRFORINST 4790.2).

4-6 Manuals not controlled by NATEC but required to support the organization's mission, and under the management control of the CTPL librarian must be accounted for.

a. NAVSEA/SPAWAR/NAVORD/NWP/CVN/NAVSUP/AIR FORCE/ARMY/COAST GUARD/FRC Technical Publications (WP 006 00) are some of the technical documentation that the CTPL librarian may have accountability.

b. The latest issue dates for most of these publications can be found on NAVSUP's NLL (<https://nll2.ahf.nmci.navy.mil/>). For other technical documents access the supplying agencies website.

c. Regardless of the reference source used, the purpose of the audit is to ensure that each manual in the CTPL is up-to-date. An additional requirement will be to ensure that each manual is on automatic distribution. Separate file should be maintained for auditing purpose and labeled accordingly to the unique supplier.

4-7 All TMs listed on CD on Demand (COD) will have an entry made in the ELMS Program. The CD number can be identified in the miscellaneous section to indicate this TM is a COD request. ADRL CDs are used as a backup to JTDI servers. Maintenance of ADRL CDs at FRCs is optional. TMs listed on these CDs do not require additional entries in the ELMS Program.

4-8 Ensure that a complete summary of audit findings (i.e., difference listings, list of manuals/changes requisitioned, annotated ADRL, etc.) and corrective actions is retained in the CTPL Transaction File for a minimum of one (1) year (WP 013 01). FRC audits shall be subject to review by the FRC Manager or the appropriate Department SME. Activities are encouraged to expand on the annual audit requirements to suit individual needs.

4-9 Users may also contact the cognizant LEM to confirm the validity of NAVAIR TMs.

5-1 CENTRAL TECHNICAL PUBLICATIONS LIBRARY WEEKLY AUDIT REQUIREMENTS

5-2 The CTPL will perform Weekly Audits as required by WP 010 00, table 1 for the activity's ELMS operations.

5-3 Results of the Weekly Audit should determine that:

- All TMs held within the activity are current including TMs contained in PEMAs.
- ELMS Program database is accurate.
- The automatic distribution system is properly supporting the activity's requirements (WP 007 00).
- Deficiencies identified are promptly resolved.

5-4 The Weekly Audit shall consist of the following:

- a. Perform the ELMS Library Audit function (WP 010 00).
 - The Library Audit function in ELMS compares database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon.
 - Research/Requisition any manuals/changes necessary to update the CTPL ELMS Program (WP 009 00)
- b. Perform the ELMS PEMA Audit function (WP 010 00).
 - The PEMA Publication Audit function compares database contents to the latest information in TMAPS. In ELMS, discrepancies are indicated by anything other than a normal Adobe icon and shows both ELMS library data column and TMAPS data column.
 - Research/download any manuals/changes necessary to update the CTPL ELMS Program (WP 011 01).

6-1 DISPERSED TECHNICAL PUBLICATIONS LIBRARY, SATELLITE AND LIBRARY SERVICE AREAS AUDITS

6-2 The FRC CTPL librarian or designated FRC representative will perform a Quarterly Audit on all DTPL, Satellite and LSA operations. If the CTPL is not available Quality Assurance/FRC Manager personnel will perform the audit. Additional audits will be conducted when:

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- Directed by higher authority.
- A new work center supervisor (WCS) is assigned (if the supervisor is directly responsible for the, Satellite, and LSA).
- A new dispersed, Satellite, or LSA librarian is assigned.

6-3 The intent of conducting audits when a new WCS or work center dispersed, Satellite or LSA librarian is assigned is to assure that some degree of continuity can be maintained between the CTPL, the WCS and the newly assigned DTPL, Satellite or LSA librarian. DTPL, Satellite or LSA audit results with copies of the annotated audit inventory list shall be retained by the CTPL in work center order, for four consecutive audits (one year) and shall be reviewed for repeat discrepancies.

6-4 Local instructions promulgated by the FRCs shall ensure compliance with the intent of [WP 014 00](#).

7-1 DISPERSED TECHNICAL PUBLICATIONS LIBRARY PROCEDURES FOR AUDITS

7-2 As a minimum, the following items must be reviewed during dispersed library audits:

- A complete inventory of all DTPL, Satellite or LSA publications media using the ELMS Program Work Center List or ELMS Work Center Report as the primary inventory tool. Any discrepancies identified on the Program Work Center List or ELMS Work Center Report shall be annotated with the error and corrected as they are detected.
- Are reproduced pages properly controlled and disposed of?
- Manuals media properly stored and readily available to the user.
- Review of Part 2 of CECRs to be checked against manual(s).
- IRACs properly handled:
 - Are IRACs properly placed in manuals, i.e., directly behind the TM title page and in IRAC Number order?
 - For manuals media on CD-ROM. Affix adhesive label to the CD case, annotated with the following information:
The NAVAIR publication number to which the IRAC applies. The IRAC number of the IRAC message. Maintain the IRAC on file until receipt of the superseding CD.
The information on the adhesive label should be legible and positioned to allow for additional updates as they occur.
- Work center audit listing.
- Page check of Dispersed Library publications. Twenty five (25) percent of publications held shall have every page (100%) of the manual checked against the List of Effective Pages/List of Effective Cards during each audit.
- Electronic media such as JTDI/JKCS that is authorized for use in the FRC perform access verification to ensure all hands are able to search and find applicable manuals at a reasonable time.
- Does the dispersed, Satellite, or LSA library hold Technical Directives (TD)?
 - Are the TDs required in the work center according to the workload application list?
 - Are the TDs properly returned to the CTPL?
 - Is the control stamp affixed to the TD?

NOTE

TDs of long term nature or future rescission dates may be retained in the work centers until all work is completed or the TD is rescinded. TDs permanently assigned will be distributed and controlled via ELMS.

- Do TMs require reordering?
 - Any damaged or missing pages?

- “Missing pages or changes” should be annotated on the Title page of the affected manual and include document number [for the applicable replacement page(s)] if they are not immediately replaced by the responsible librarian.
- k. In accordance with [WP 005 00](#) are classified manuals properly stored and accounted for?
- l. CSEC (COMNAVAIRFORINST 4790.2) – Report by Work Center and Date.
- 7-3 Additional items may be reviewed at the discretion of the CTPL.

APPLICATION	TITLE	FREQUENCY	PURPOSE
TMAPS	Document Content Search or Part Number Cross Reference	NATEC Web	RESEARCH. Provides cross reference of part numbers to publications (WP 008 00).
NAVAIR 01-700	Airborne Weapons/Stores Publication Index	Monthly	RESEARCH. Provides latest update information on Airborne Weapons/Stores by type/model aircraft (WP 008 00).
Message	Weekly Summary for Issued Technical Directives	Weekly	VERIFICATION. Message report, identifies technical directives issued during the previous week (WP 013 00).
Message	Weekly IRAC and Technical Manual Tracker	Weekly	VERIFICATION. Message report, identifies latest Interim Rapid Action Changes and technical manuals issued previous week (WP 013 00).
A1-XXX-AML-000 01-XXXXX-0	Aircraft Manual List/Technical Documentation List	Periodic Updates	RESEARCH. Identifies NAVAIR publication applicable to specific aircraft requirements. Provides a part number to publication breakdown.
ADRL (non-ELMS Users)	Automatic Distribution Requirements List (ADRL)	Periodic Updates	VERIFICATION. Provides list of NAVAIR publications (controlled by NATEC currently on automatic distribution for future issues of changes/revisions (WP 010 00).
Report	NATOPS Status Report	Periodic Updates	VERIFICATION. Provides latest information on NATOPS publications by type/model aircraft. Report available at website, https://airworthiness.navair.navy.mil .

Figure 1. Research/Verification Reference Documents

FM NATEC SAN DIEGO CA//3.3A24//
TO AIG ONE ONE ZERO ZERO FOUR
AIG SEVEN SIX FIVE EIGHT
AIG SEVEN SEVEN FIVE NINE
AIG NINE NINE FIVE FOUR
INFO RUWFTBA/NATEC SAN DIEGO CA//6.8.5.3.1//
BT
UNCLAS //N13052//
MSGID/GENADMIN/NATEC SAN DIEGO//
SUBJ/WEEKLY SUMMARY FOR ISSUED TECH DIRECTIVES.//
POC/V. LINDSAY, L. SANPEDRO/CIV/3.3A24, 3.3A91/-
/TEL:FAX 619-545-2287 OR 2292/TEL:DSN 735-2287 OR 2292//
RMKS/1. FROM CODE 3.3A24 TECH DIRECTIVES FOR COMNAVAIRLANT
/N85/N421G/COMNAVAIRPAC ACTION CODES N422C/INFO N422/N421.
2. COPIES OF BULLETINS AND RAMECS SHOULD FIRST BE REQUESTED FROM
THE PREPARING ACTIVITY CITED ON EACH INDIVIDUAL TD. THIS WILL
ENSURE YOUR DISTRIBUTION FOR FUTURE BULLETINS AND RAMECS. COPIES OF
CHANGES NOT RECEIVED THROUGH NORMAL AUTOMATIC DISTRIBUTION CAN BE
REQUISITIONED THROUGH THE NAVSUP WSS USING STOCK NUMBERS CITED ON EACH
ITEM. AFTER COMPLYING WITH THESE PROCEDURES, NATEC CAN BE CONTACTED
IF TDS ARE STILL REQUIRED.
3. THE FOLLOWING TDS DIST FOR THE WEEK ENDING 30 APR 99.
A. AYC-957-A1, NAVAIRSYSCOM, PATUXENT RIVER, MD/AIR-3.1.1C1/
AIR-4.1.1/SV99-66ECM COOLING AIR CONTROL VALVE, MODIFICATION OF.
F/A-18C/D, LOM: D, NSN 0870LD0235210.
B. F/A-18-AFC-48-P2-A2, NAVAIRSYSCOM, PATUXENT RIVER, MD/AIR-
3.1.1C1/AIR-4.1.1/AUTOMATIC AC BUS ISOLATION, INCORPORATION OF.
F/A-18A/B/C/D, LOM: O/I/D, NSN 0870LD0239580.
C. F/A-18-AFC-100-AE, NAVAIRSYSCOM, PATUXENT RIVER, MD/AIR-
3.1.1C1/AIR-4.1.1/RIGHT HAND AMAD BAY MOTIVE TUB INTERFACE.
MODIFICATION OF. F/A-18A/B, LOM: O/I/D, NSN 0870LD0239550.
D. T-56-PPC-110, NAVAIRSYSCOM, PATUXENT RIVER, MD/PMA-231/T56-A-
427 FUEL ENRICHMENT SYSTEM, REMOVAL OF. T-56, E-2, LOM: O/I/D, NSN
0870LD0241910.
E. H-1-AFB-395 NAVAVNDEPOT CHERRY PT NC/H1-ISST.2/261943Z APR
99/INSPECTION OF AUX CIRCUIT BREAKER PANEL 42565-1 OR 42565-2.
UH-1N, LOM: O.
7. POC EMAIL ADDRESS: nani_customerservice@navy.mil
8. LAST WEEKLY SUMMARY 272100Z APR 99.
9. EACH ENTRY CONTAINS LOM FOR LEVEL OF MAINTENANCE.
//

Figure 2. Example of Weekly Summary for Issued Technical Directives

082100Z JAN 07 R WEEKLY IRAC AND TECHNICAL MANUAL TRACKER
 MSGID/GENADMIN/NAS NORTH ISLAND//
 POC/JOSIE POSTEHER/GS-12/6.8.5.3/LOC:NAS NORTH ISLAND /TEL:619-545-2570// GENTEXT/REMARKS/1. THIS TRACKER LISTS ALL IRACS RCVD AND ALL ERACS RECEIVED AND ALL IRACS CANCELLED AND ALL NATOP INTERIM CHANGES ISSUED AND ALL TECH MANUALS ADDED OR REPLACED ON THE NATEC WEB DURING PERIOD 01 JAN 2007 THRU 05 JAN 2007.

2. THE FOLLOWING IRACS WERE RECEIVED BY NATEC DURING THE PERIOD.
 MODEL NAVAIR/TMINS NO IRAC REFERENCE DTG/LTR DATE
 ALRE 51-5BBA-2.1 003 NAWC LAKEHURST 281751ZDEC06
 POC TEL: DSN 624 COML 732-323-1832 EMAIL KEITH.WILSON@NAVY.MIL
 NOTE: ALL TYPE "B" IRACS LISTED ABOVE ARE AVAILABLE ON THE NATEC WEB SITE REGARDLESS OF HARD COPY DISTRIBUTION STATUS.

3. THE FOLLOWING ERACS WERE RECEIVED BY NATEC DURING THE PERIOD.
 MODEL NAVAIR/TMINS NO ERAC DATE

4. THE FOLLOWING IRACS WERE CANCELLED DURING THE PERIOD.
 MODEL NAVAIR/TMINS NO IRAC REFERENCE DTG/LTR DATE
 H-46 A1-H46AE-420-000 026 NADEP CHRPT 181934ZMAY06

5. THE FOLLOWING NATOPS INTERIM CHANGES WERE ISSUED DURING THE PERIOD.
 MANUAL NUMBER IC NO DTG/LTR DATE MODEL
 01-75GAJ-1.1 002 262002ZDEC06 C-130
 A1-E6AAB-NFM-000 013 032001ZJAN07 E-6

6. THE FOLLOWING TECHNICAL MANUALS WERE REPLACED ON THE NATEC WEBSITE DURING THE PERIOD.
 MANUAL NUMBER NSN ISSUE ISSUE DATE IRAC MODEL
 AN-160EF-120-000 0805LP1059485 P/U REV 12/1/2006 F/A-18
 AT-901CA-MIB-040 0816LP1051469 NOTICE 7/2/2000 002 E-2C
 AW-381VB-MIB-200 0811LP1035672 CHANGE 8/30/2004 001 AV-8B
 A1-C2AHA-IDX-400 0801LP1052599 REVISION 10/1/2005 010 C-2
 A1-C2AHA-420-400 0801LP1057211 CHANGE 8/1/2006 005 C-2
 A1-F18AC-730-500 0801LP1058521 CHANGE 10/15/2006 F/A-18
 A1-H46AE-MRC-350 0801LP1054855 P/U REV 6/1/2006 127 H-46
 19-600-101-6-2 0819LP0476580 CHANGE 5/31/1993 001 COMMON

7. THE FOLLOWING TECHNICAL MANUALS WERE ADDED TO THE NATEC WEBSITE DURING THE PERIOD.
 MANUAL NUMBER NSN ISSUE ISSUE DATE IRAC MODEL

8. THE FOLLOWING TECHNICAL MANUALS WERE CANCELLED AND REMOVED FROM THE ACTIVE REPOSITORY DURING THE PERIOD.
 MANUAL NUMBER NSN ISSUE ISSUE DATE IRAC MODEL

9. PEN AND INK CHGS TO THE TECH CONTENT OF A MANUAL ARE NOT AUTHORIZED. PHYSICAL ALTERATION OF THE TECH CONTENT IN NAVAIR TMS IS NOT PERMITTED.

10. ORIGINATORS ARE REQUIRED TO FORMALIZE DATA WITHIN ONE YEAR OR AS OTHERWISE INDICATED IN THE IRAC.

11. PAST TRACKER MESSAGES AND INDIVIDUAL IRAC MESSAGES ARE AVAILABLE ON THE NATEC WEBSITE AT [HTTPS://MYNATEC.NAVAIR.NAVY.MIL/](https://mynatec.navair.navy.mil/).
 THE POC FOR GENERAL IRAC ISSUES THAT CAN BE ADDRESSED BY THE ORIGINATOR, SUCH AS DISTRIBUTION OR COPIES OF IRACS, IS PROVIDED IN THIS MESSAGE. WHEN TWO OR MORE IRACS HAVE THE SAME POC, THE POC IS LISTED AFTER THE LAST IRAC.

12. THE POC FOR SPECIFIC ISSUES ABOUT THE TECHNICAL CONTENT OF AN IRAC IS PROVIDED IN THE INDIVIDUAL IRAC MESSAGE. FOR NON- TECHNICAL ASSISTANCE PLEASE SEND AN EMAIL TO NANI(UNDERSCORE)IRAC@NAVY.MIL.

13. IRACS ISSUED AGAINST TECH MANUALS WITH DISTRIBUTION STATEMENT F ARE NOT LISTED IN THE IRAC TRACKER.

14. IF YOUR ACTIVITY IS LISTED IN THE ADRL FOR THE MANUALS LISTED IN PARAGRAPHS 6 AND 7, NATEC IS PROVIDING THESE MANUALS BY INITIAL DISTRIBUTION. IF THE MANUALS ARE NOT RECEIVED WITHIN 60 DAYS, SUBMIT MILSTRIP REQUISITION.

15. REQUEST WIDEST DISSEMINATION OF THIS REPORT TO ALL SUBORDINATE/OPERATING COMMANDS UNDER YOUR COGNIZANCE.

16. PREVIOUS IRAC TRACKER WAS TRANSMITTED AS NATEC SAN DIEGO CA 032100ZJAN07.

17. MINIMIZE CONSIDERED.//

Figure 3. Example of Weekly IRAC and Technical Manual Tracker

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**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

NAVAIR TECHNICAL PUBLICATIONS DEFICIENCY REPORT PROGRAM

Reference Material

NAVAIR Related Documentation Controlled by Other Navy or Department of Defense Elements	WP 006 00
Electronic and Interactive Electronic Technical Manuals	WP 010 00
Central/Dispersed Technical Publications Library Operating Procedures	WP 013 00
NATOPS General Flight and Operating Instructions	OPNAVINST 3710.7
Naval Aviation Maintenance Program (NAMP)	COMNAVAIRFORINST 4790.2
The Naval Ordnance Management Policy (NOMP)	OPNAV M-8000.16

1-1 TECHNICAL PUBLICATIONS DEFICIENCY REPORT PROGRAM

1-2 The Technical Publications Deficiency Report (TPDR) Program is one of several deficiency reporting programs under Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP), which established policy, responsibilities, and requirements for reporting substandard workmanship, improper procedures and deficiencies in material and publications. The TPDR provides simplified procedure to submit technical publication safety hazards and routine deficiencies to the Fleet Support Team (FST) with engineering responsibility for the equipment covered by the deficient publication.

1-3 Technical publication deficiencies are reported in accordance with NAMDRP using a system of prioritization, from technical publication safety hazards (Category 1 or CAT 1), to routine deficiencies (Category 2 through 4 or CAT 2 through 4). Deficiencies discovered in NAVAIR technical directives (TDs) (see [WP 013 00](#)) shall be reported using the same methods as technical manuals (TMs). For further information not covered in this work package, refer to COMNAVAIRFORINST 4790.2.

2-1 GOALS OF THE TECHNICAL PUBLICATIONS DEFICIENCY REPORT PROGRAM

2-2 It is NAVAIR's goal to provide the fleet timely and accurate resolution of publication deficiencies and to provide publications incorporating the latest equipment capabilities available, in support of safe and effective maintenance of fielded aircraft and sub-systems. To do this it is the responsibility of program FSTs, working with their respective TPDR Disposition Authorities (TDAs), to acknowledge, evaluate, engineer corrective actions and incorporate resolutions to TPDRs as rapidly and effectively as resources and priorities will allow.

2-3 Fleet TPDR submitters play an important part in the effective solution of TPDRs by ensuring proper categorization of TPDRs, using CATEGORY 1, 2, 3 or 4 to accurately report deficiencies. Application of the appropriate TPDR categories will help facilitate priority resolution of critical deficiencies, improving Technical Publication quality and resulting in an improved equipment readiness posture.

3-1 DEFINITION OF A TECHNICAL PUBLICATIONS DEFICIENCY REPORT

3-2 For the purpose of this work package, a "Technical Publications Deficiency" is defined as a TM or TD lacking some form of quality, faculty, or characteristic necessary for accuracy and completeness. With the implementation of Joint Deficiency Reporting System (JDRS), the term "deficiency" was expanded to include acquisition data providing enhanced capabilities that are to be incorporated into existing TMs to further enable fleet maintenance or operations. A listing of the more common deficiencies include:

- Incomplete information
- Technical inaccuracy
- Erroneous information
- Incorrect artwork

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- Missing details
- Incorrect/lacking part numbers
- Format errors affecting maintenance
- Warnings/Cautions not identified
- Incorrect operating procedures
- Incomplete troubleshooting
- Incorrect or non-working electronic links
- Inaccuracies of any other kind

3-3 A “resolution” is defined as a solution to the technical publication issue reported by the TPDR, and is documented and issued as a Technical Publication update action, (i.e., Revision, Change, Rapid Action Change (RAC), Interim Rapid Action Change (IRAC) for TMs, and Amendment/Revision for TDs).

3-4 This work package (WP) will familiarize users of NAVAIR manuals with how to report deficiencies in TMs through the JDRS and the use of the NATEC website in providing historical record of TPDRs submitted prior to July 2010. Specific details on submitting Deficiency Reports (DR) via JDRS can be located in handbooks found under the Help section of the JDRS website (<https://jdrs.mil>).

4-1 TYPES OF DEFICIENCY REPORTING PROGRAMS

4-2 There are two types of manuals used to support Naval Aviation. They are Technical Publications Deficiency Report for maintenance manuals and Change Recommendation for Naval Air Training and Operating Procedures Standardization (NATOPS) manuals. Each has a separate and distinct process for reporting deficiencies.

NOTE

Refer to COMNAVAIRFORINST 4790.2 and OPNAV M-8000.16 for a complete description of types of TMs, and detailed instructions on the use and transmittal of TPDRs.

5-1 DEFICIENCY REPORTING FOR NAVAL AIR TRAINING AND OPERATING PROCEDURES STANDARDIZATION MANUALS

5-2 NATOPS publications include flight manuals, NATOPS checklists, Passenger Information Cards (PICs), and Ditching and Bailout Placards. Aircraft TMs include tactical manuals, Tactical Pocket Guides, and Tactical Information Airborne Information Documents.

5-3 Deficiencies are reported under the NATOPS and Aircraft Tactical Manual Programs via the Airworthiness Issue Resolution System (AIRS) website (<https://airworthiness.navair.navy.mil>). In the event web access is not available recommended changes can be submitted on NATOPS/Tactical Change Recommendation OPNAV Form 3710/6 or by other acceptable means as specified in OPNAVINST 3710.7.

5-4 In addition, NATOPS Interim Changes (ICs) are tracked on the Naval Air Technical Data and Engineering Service Center (NATEC) website in the same manner IRACs are tracked for Maintenance Information Manuals (MIMs). ICs are listed under the Technical Manual Management Section, vice the Source Data Module section in TMAPS.

5-5 NATOPS deficiency reports are not submitted to NATEC and are not available in TMAPS. Routine deficiencies are forwarded to the NATOPS or Aircraft Tactical Model Manager unit responsible for maintaining the publication. Urgent deficiencies are forwarded to the TYCOM in the originator's chain of command.

5-6 Detailed information on the NATOPS/Tactical Manual Deficiency Reporting Program is contained in OPNAVINST 3710.7.

6-1 DEFICIENCY REPORTING FOR NAVAIR INSTRUMENT CALIBRATION PROCEDURE PROGRAM PUBLICATIONS

6-2 Deficiencies against NAVAIR 17-20, 17-50, and 17-35 series manuals (NAVAIR Instrument Calibration Procedure (ICP) Program) are to be submitted on Calibration Problem Report (CPR) Card(s) using the process outlined in [WP 006 00](#). They are not to be submitted to NATEC. Any other information pertaining to NAVAIR ICP Program manuals shall be directed to Corona Division (MS21), Naval Surface Warfare Center. For further information, refer to METPRO CDs.

7-1 ALTERNATE SUBMISSION METHODS FOR INTERACTIVE ELECTRONIC TECHNICAL MANUAL TECHNICAL PUBLICATIONS DEFICIENCY REPORT

7-2 Activities using IETMs the platforms specified below will submit TPDRs via alternate methods, as follows:

The E-2D program will submit IETM TPDRs through the NAVAIR Standard IETM Viewer (NSIV) interface to the JDRS Offline Reporting Module (ORM). The JDRS workflow tool will be used to process these TPDRs and status will be available through JDRS.

NOTE

The JDRS ORM works with the NSIV to collect and submit TPDRs electronically to JDRS. Other IETM collection tools may also be modified to use ORM for collecting and submission of TPDRs. Program inquiries may be directed to the JDRS Program Clearinghouse via the JDRS website at <https://jdrs.mil> for more details.

8-1 TRACKING STATUS OF TECHNICAL PUBLICATIONS DEFICIENCY REPORT

8-2 As previously stated, JDRS was implemented 12 July 2010 for most NAVAIR programs. With this implementation, linkages were established between JDRS and NATEC's TMAPS application allowing JDRS to pass status of new TPDRs to TMAPS. This allows TMAPS to continue to be used as a management tool for fleet and technical publication managers to monitor and track both legacy and new TPDRs in a single system.

8-3 JDRS reporting functions are being refined and will mature over time to provide enhanced tracking functionality for fleet and management TM users. Information on use of JDRS TPDR tracking functions will be available on the JDRS website, at <https://jdrs.mil>. Notification will be sent to all JDRS users when the TPDR Tracking Guide is posted on the website under the "Help" documents.

9-1 TECHNICAL MANUAL APPLICATION SYSTEM WEBSITE

9-2 From the TMAPS website, tracking of TPDRs is as follows:

- a. Select "Publication Deficiency Reports (TPDR)" link from the TMAPS Main Menu.
- b. The TPDR Database screen is used for searching TPDR records that match the inputted search criteria. Functions are available according to the permissions given to the user.
- c. On the TPDR Database screen, fill-in the activity Unit Identification Code (UIC) (this is for locating all TPDRs as requested by the selected desired category and/or search options). If looking for a specific TPDR fill-in the appropriate search fields as displayed on the screen. Remember, the word "help" on upper right hand corner of the screen also gives guidelines in utilizing the TPDR Database screen.
- d. Select the desired category:
 - All Categories - Select this option to search all TPDRs against the requested UIC.
 - CAT 1 - Select this option to search for only Category 1 TPDRs.
 - CAT 2 - Select this option to search for only Category 2 TPDRs.
 - CAT 3 - Select this option to search for only Category 3 TPDRs.
 - CAT 4 - Select this option to search for only Category 4 TPDRs.
 - CAT II - Select this option to search for only Category II TPDRs.

e. Select one of the following search options:

(1) Find Active TPDRs Against TMs – Select this option to search for all outstanding TPDRs against TMs that match the search criteria. Click the Submit button to display the TPDR Search Result screen.

(2) Find TPDRs Against Technical Directives – Select this option to search for all outstanding TPDRs against Technical Directives that match the search criteria. Click the Submit button to display the TPDR Search Result screen.

(3) Search History File – Select this option to search for all incorporated TPDRs that match the search criteria. Click the Submit button to display the TPDR History Search Result screen.

(4) List User's TPDRs – Select this option to view all TPDRs created by the user. Click the submit button to display TPDR Search Result screen.

f. Once the information has been displayed, download the file into MS Excel for tracking.

9-3 It is the Fleet activity NAMDRP Coordinator's responsibility to track outstanding TPDRs as described in COMNAVAIRFORINST 4790.2 and Computerized Self Evaluation Checklist (CSEC). If the NAMDRP Coordinator does not have access to NATEC's website, the CTPL may assist by downloading the outstanding TPDRs.

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

REFERENCES

1-1 OVERVIEW

1-2 This work package provides a listing of the latest directives, military specifications and standards and publications available at time of this publication's release. It is the responsibility of the user to determine the current status and distribution of any directive or publication being utilized.

1-3 Unclassified directives and forms issued by the Office of the Chief of Naval Operations and the Secretary of the Navy are located on the Navy Electronic Directive System website (<http://doni.daps.dla.mil/>).

2-1 DIRECTIVES

2-2 There are directives listed in this work package identified as not-to-all (NOTAL). These directives may not be distributed to or held by all recipients of the manual.

Directives

DODINST 5230.24	23 Aug 2012	Distribution Statements on Technical Documents
OPNAVINST 3710.7U	23 Nov 2009 IC 45 dtd 061608ZMAY13	Naval Air Training and Operating Procedures Standardization (NATOPS) Program
OPNAVINST 4614.1G	24 Aug 2009	Uniform Materiel Movement and Issue Priority
OPNAVINST 4790.2J	01 Feb 2005	Naval Aviation Maintenance Program (NAMP)
OPNAVINST 4790.15E	29 Jul 2011	Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)
OPNAVINST 5513.1F	07 Dec 2005	Department of the Navy Security Classification Guides
OPNAV M-8000.16D	24 May 2012 w/ IC 13-002 dtd 181607ZSEP13	The Naval Ordnance Management Policy (NOMP)
SECNAV M-5510.36A	01 Jun 2006	Department of the Navy (DON) Information Security Program (ISP)
COMNAVAIRFORINST 4790.2B	15 May 2012 w/ Chg 1 dtd 15 Jun 2013	Naval Aviation Maintenance Program (NAMP)
COMNAVAIRPAC/COMNAVAIRLANT INST 4790.25A	17 Sep 2013	Portable Electronic Maintenance Aid (PEMA) Management

3-1 MILITARY SPECIFICATIONS AND STANDARDS

3-2 There are some Military Specifications and Standards listed in this work package may be found on the assist website (<http://assist.daps.dla.mil/online/start/>).

MIL-DTL-81748E	W/ AM 2 Dtd 15 Feb 2009	General Specification for preparation of Rapid Action Changes and Interim Rapid Action Changes Technical Manual
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Military Specifications and Military Standards (Continue)

MIL-DTL-81927C	26 Nov 1997	General Specification for Work Package Style, Format, and Common Technical Content Requirements Technical Manual Work Package)
MIL-HDBK-3001	15 May 2001 Notice 1 dtd 07 May 2006	Guide to the General Style and Format of U.S. Navy Work Package Technical Manuals
MIL-STD-38784A	25 Aug 2011	General Style and Format Requirements Standard Practice for Technical Manuals

4-1 PUBLICATIONS

4-2 There are publications listed in this work package, which may not be distributed to or held by all recipients of the manual. Refer to TM sponsor on procedures for requisitioning required TM.

Publications

AL-855TM-GYD-000	01 Jun 2001	Technical Manual Quality Assurance Program Guides
N0000-00-IDX-000/TMINS	28 Sep 1988 Chg A dtd 15 Jul 1992	Standard Technical Manual Identification Numbering Systems
NA 00-25-300	15 Nov 2014	Naval Air Systems Command Technical Directive System
NA 00-25-700	01 Jan 1994 Chg 1 dtd 01 Aug 2009	Guide to the General Style and Format of Work
NA 01-700	Website	Airborne Weapons/Stores Publication Index
Naval Logistics Library (NAVSUP Pub 2003)	Website	Navy Publication Index

**NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM**

ABBREVIATIONS

-A-

ABDR – Aircraft Battle Damage Repair
ACC – Aircraft Controlling Custodian
ADP – Automated Data Processing
ADRL – Automatic Distribution Requirements List
AFB – Air Force Base or Airframe Bulletin
AFTO – Air Force Technical Order
AIDR – Acceptance Inspection Deficiency Report
AIG – Address Indicator Group
AIMD – Aircraft Intermediate Maintenance Department
AIRS – Airworthiness Issue Resolution System
ALRE – Air Launch and Recovery Equipment
ALREMP – Aircraft Launch and Recovery Equipment Maintenance Program
ALSS – Aviation Life Support System(s)
AMMT – Aviation Maintenance Management Team
AMSDL – Acquisition Management Systems and Data Requirements Control List
APUs – Auxiliary Power Units
ASPA – Aircraft Service Period Adjustment
ASM - Advanced Skills Management
ASSIST – Acquisition Streamlining and Standardization Information System
ATC – Air Traffic Control
ATPL – Aeronautical Technical Publications Library
AUTODIN – Automatic Digital Network
AWSE – Armament Weapons Support Equipment

-B-**-C-**

CAD/PAD – Cartridge Actuated Device/Propellant Actuated Devices
CAGE – Commercial and Government Entity
CANTRAC – Catalog of Naval Training Courses
CAO – Contract Administrative Office
CAO/IPT – Competency Aligned Organization/Integrated Program Team
CASS – Consolidated Automated Support System
CD – Compact Disc
CD-ROM – Compact Disc – Read Only Memory
CDQAR – Collateral Duty Quality Assurance Representative
COD – Compact Disc On Demand
CECR – Change Entry Certification Record
CER – Complete Engine Repair
CERRCs – Complete Engine Repair Requirements Cards
CeTARS – Corporation Enterprise Training Activity Resource System
CMC – Commandant of the Marine Corps
CNAF – Commander, Naval Air Forces
CNATTU – Center for Naval Aviation Technical Training Unit
CNO – Chief of Naval Operations
CO – Commanding Officer
COG – Cognizant Symbol
COMNAVAIRFORINST – Commander Naval Air Forces Instruction

-C- (Continue)

CONUS – Continental United States
COTS – Commercial off the Shelf
CPR – Calibration Problem Reports
CSEC – Computerized Self Evaluation Checklist
CSS – Contractor Support Service
CTPL – Central Technical Publications Library
CVN – Multi-purpose Aircraft Carrier, Nuclear

-D-

DAAS – Defense Automated Addressing System
DAC – Distribution Account Code
DAMES – DAAS Automated Message Exchange Systems
DARS – DAAS AUTODIN Replacement System
DCNO – Deputy Chief of Naval Operations
DDN – Defense Data Network
DET – Detachment
DIDs – Data Item Descriptions
DIELOG – DAAS Integrated Email Logistics Systems
DLA – Defense Logistics Agency
DLADS – Defense Logistics Agency Document Services
DLASP – Defense Logistics Agency Susquehanna, Pennsylvania
DM – Data Manager
DMS – Data Management Specialists or Defense Messaging System
DOD – Department of Defense
DODISS – Department of Defense Index of Specifications and Standards
DODSSP – Department of Defense Single Stock Point
DR – Deficiency Report
DSN – Defense Switched Network
DSP – Defense Standardization Program
DTG – Date Time Group
DTPL – Dispersed Technical Publications Library
DVD - Digital Video Disc

-E-

ECP – Engineering Change Proposal
EI – Engineering Investigation
ELMS – Enhanced Library Management System
eNTRS – Enterprise Naval Training Reservation System
ePOS – Electronic Print Order Sheet
ERAC – Electronic Rapid Action Change
ETIMS – Enhanced Technical Information Management System
ETM – Electronic Technical Manual

-F-

F/AD – Force/Activity Designator
FAM – Functional Area Management
FAQ – Frequently Asked Question
FMS – Foreign Military Sales
FOD – Foreign Object Damage
FOIA – Freedom of Information Act
FRC – Fleet Readiness Center
FST – Fleet Support Team

-G-

GDSC – Global Distance Support Center

GSA – General Service Administration

-H-

HAZMAT – Hazardous Material

HTML – Hyper Text Markup Language

-I-

IA – Information Assurance

IAM – Information Assurance Manger

IC – Interim Change

ICP – Instrument Calibration Procedures

ID - Identification

IETM – Interactive Electronic Technical Manual

IMC – Integrated Maintenance Concept

IMRL – Individual Material Readiness List

INST – Instruction

IOL – Initial Outfitting Lists

IP – Internet Protocol

IPB – Illustrated Parts Breakdown

IPR – In Process Review

IPT – Integrated Product Teams

IRAC – Interim Rapid Action Change

ISO – International Standards Organization

ISP – Information Security Program

ISSC – In-Service Support Center

IT – Information Technology

-J-

JDRS – Joint Deficiency Reporting System

JEDMICS – Joint Engineering Data Management Implementation Control System

JKCS – Joint Knowledge Caching Server

JMEM – Joint Munitions Effectiveness Manual

JPA – Job Performance Aids

JTCG/ME – Joint Technical Coordinating Group for Munitions Effectiveness

JTDI – Joint Technical Data Information

-K-**-L-**

LAN – Local Area Network

LED – Local Engineering Directives

LEM – Logistics Element Manager

LHA – General Purpose Amphibious Assault Ship

LHD – Multiple Purpose Amphibious Assault Ship

LOP – Letter of Promulgation

LSA – Logistic Support Analysis or Library Service Area

LSO – Landing Signal Officer

-M-

MAF – Maintenance Action Form

MARCORPS – Marine Corps

MAW – Marine Air Wing

MC – Maintenance Control

-M- (Continue)

MEO – Most Efficient Organization
METCAL – Metrology and Calibration
METCAL PST – Metrology and Calibration Product Support Team
METPRO – Metrology Products
METRL – Metrology Requirements List
MIL-DTL – Military Detail Specification
MIL-HDBK – Military Handbook Specification
MIL-PRF – Military Performance Specification
MIL-SPEC – Military Specification
MIL-STD – Military Standard Specification
MILSTRAP – Military Standard Transaction Reporting and Accounting Procedure
MILSTRIP – Military Standard Requisitioning and Issue Procedure
MIM – Maintenance Instruction Manual
MOV – Material Obligation Validation
MRC – Maintenance Requirements Card
MSD – Measurement Science Department

-N-

NALCOMIS – Naval Aviation Logistics Command Management Information System
NAMDRP – Naval Aviation Maintenance Discrepancy Reporting Program
NAMP – Naval Aviation Maintenance Program
NAMPSOP - Naval Aviation Maintenance Program Standard Operating Procedure
NAS – Naval Air Station
NASC – Naval Air Systems Command
NATEC – Naval Air Technical Data and Engineering Service Center
NATIP – Naval Aviation Technical Information Product
NATO – North Atlantic Treaty Organization
NATOPS – Naval Air Training and Operating Procedures Standardization
NAVAIRSYSCOM – See NASC
NAVAIRSYSCOMHQ – Naval Air Systems Command Headquarters
NAVAIRWARCENWPNDIV – Naval Air Warfare Center Weapons Division
NAVFAC – Naval Facilities Engineering Command
NAVORD – Naval Ordnance
NAVSEA – Naval Sea Systems Command
NAVSUP – Naval Supply
NAVSUP WSS – Naval Supply Weapons Systems Support (Formerly NAVICP)
NCA – Navy Calibration Activities
NDDS – Naval Data Distribution System
NFM – NATOPS Flight Manual
NLL – Naval Logistics Library
NMCI – Navy/Marine Corps Intranet
NOMP – Naval Ordnance Management Policy
NSDSA – Naval Systems Data Support Activity
NSIV – NAVAIR Standard IETM Viewer
NSN – National Stock Number
NTRP – Navy Tactical Reference Publication
NTTP - National Technical Techniques and Procedures
NWP – Naval Warfare Publication

-O-

OEM – Original Equipment Manufacturer
OIC – Officer in Charge

-O- (Continue)

OJT – On the Job Training
OPEVAL – Operational Evaluation
OPNAV – Chief of Naval Operations
OPNAVINST – Chief of Naval Operations Instruction
OPNAVNOTE – Chief of Naval Operations Notice
ORM – Offline Reporting Module

-P-

PD – Purchase Description or Position Description
PDF – Portable Document File
PEMA – Portable Electronic Maintenance Aids
PIC – Passenger Information Card
PLA – Plain Language Address
PMA – Program Manager - AIR
PME – Precision Measuring Equipment
PMIC – Periodic Maintenance Information Card
PMO – Program Management Office
PMRM – Periodic Maintenance Requirement Manuals
PMS – Planned Maintenance System
POC – Point of Contact
POD – Print on Demand
PQDR – Product Quality Deficiency Report
PQS – Personnel Qualification Standards

-Q-

QA – Quality Assurance
QAR – Quality Assurance Representative
QPD – Qualified Product Database
QPL – Qualified Products Listing
QTY - Quantity

-R-

R & D – Research and Development
RAC – Rapid Action Change
RAMEC – Rapid Action Minor Engineering Change
RCM – Reliability Centered Maintenance
RCN – Report Control Number
RDD – Requisition Delivery Date

-S-

SE – Support Equipment
SECNAV – Secretary of the Navy
SECNAVINST – Secretary of the Navy Instruction
SGML – Standard Generalized Makeup Language
SM&R – Source, Maintenance, and Recoverability
SME – Subject Matter Expert
SNDL – Standard Navy Distribution List
SOW – Statements of Work
SPAWAR – Space and Naval Warfare Systems Command
SRM – Structural Repair Manual
SSIC – Standard Subject Identification Code
STD – Standard
STE – Shop Test Equipment

-S- (Continue)

SWIM – Ship Weapons Installation Manual

SWOPs – Special Weapons Ordnance Publications

-T-

T/M/S – Type/Model/Series

TACMAN – Tactical Manual

TD – Technical Directive

TDA – TPDR Disposition Authorities

TDMIS – Technical Data Management Information System

TDRS – Technical Directive Reporting System

TEC – Type Equipment Code

TECHEVAL – Technical Evaluation

TEI – Temporary Engineering Instruction

TFLMS – Team Fleet Library Management Training Symposium

TM – Technical Manual

TMAPS – Technical Manual Application System

TMCR – Technical Manual Contract Requirement

TMDE – Test, Measurement and Diagnostic Equipment

TMINs – Technical Manual Identification Numbering System

TMSDR – Technical Manual Source Data Record

TO – Technical Order

TOC – Table of Content

TODO – Technical Order Distribution Office

TPDR – Technical Publications Deficiency Report

TPL – Technical Publications Library

TPLIS – Technical Publications Library Information Sheet

TPS – Technical Publications Specialist

NTTP – National Technical Training Program

TYCOM – Type Commander

-U-

UAV – Unmanned Air Vehicle

UIC – Unit Identification Code

ULSS – User's Logistics Support Summary

UMMIPS – Uniform Material Movement and Issue Priority System

UND – Urgency of Need Designator

URL – Universal Resource Locator

USERID – User Identification

USMC – United States Marine Corps

USN – United States Navy

-V-

VIDS/MAF – Visual Information Display System/Maintenance Action Form

-W-

W/C or WC – Work Center

WCS – Work Center Supervisor

WEBREQ – Web Requisitioning

WP – Work Package

WRA – Weapons Repairable Assembly

WRM – Wiring Repair Manual

WSS – Weapons System Support

-X-, -Y-, -Z-

NAVAL AIR SYSTEMS COMMAND
TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM

DEFINITION OF TERMS

-A-

Acquisition Management Systems and Data Requirements Control List (AMSDL). A listing of source documents and data item descriptions (DIDs), which have been approved for repetitive contractual application in DOD acquisitions and those that have been canceled or superseded. The acquisition management systems and data requirements control list (AMSDL) is identified as DOD 5010.12-L.

Acquisition Streamlining and Standardization Information System (ASSIST). An online comprehensive website providing access to current information associated with military and federal specifications and standards in the management of the Defense Standardization Program (DSP). Managed by the DOD Single Stock Point (DODSSP), Philadelphia, this website provides public access to standardization documents over the Internet.

Address Indicator Group (AIG). An AIG is defined as an address designator representing a list of specific and frequently recurring combination of ACTION and/or INFORMATION addressees. AIGs shall be addressed as action only; placing AIGs in the INFO line is prohibited by ACP 100 and will result in non-deliveries.

Aircraft Battle Damage Repair (ABDR). Maintenance actions that are taken during combat conditions that may provide less than 100 percent restoration of an aircraft and its subsystems to original strength, mission capability, or configuration. These actions are taken during wartime to maximize the availability of mission capable aircraft, through effective use of maintenance resources, to assess damage and affect repair to return the aircraft to service.

Aircraft Controlling Custodian (ACC). A term applied to air commands and COMNAVAIRSYSCOM for exercising administrative control of assignment, employment, and logistic support of certain aircraft and aircraft engines as specified by the CNO. The following ACCs have been designated by CNO: COMNAVAIRFORCE, CNATRA, COMNAVAIRESFOR, and COMNAVAIRSYSCOM.

Aircraft Intermediate Maintenance Department (AIMD). The department of an aviation ship (CV, CVN, LHA, LHD) or NAS responsible for the check, test, repair, or manufacture of aeronautical components and SE for the supported aircraft.

Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP). The objective of the ALREMP is to achieve the established material readiness standards issued by the Chief of Naval Operations (CNO), with optimum use of manpower, material, and funds. CNO material readiness standards include the operational capability to launch and recover tactical aircraft whenever and wherever required to meet and sustain national interests; to provide the necessary level of maintenance and support required to meet those operational requirements; to establish quality assurance as an all-hands responsibility; to apply a systematic planned maintenance program; and to collect, analyze, and use data in order to effectively improve material condition and safety.

Aircraft Service Period Adjustment (ASPA). A subset of Reliability Centered Maintenance (RCM) provides for inspections that determine if a 12-month (or equivalent flight hour) adjustment can be added to the current Period End Date (PED) of an individual airframe. Some series of aircraft are exempted from the ASPA Program for specific cause. For these aircraft, the existing provisions for extensions apply.

Automatic Distribution Requirements List (ADRL). A list providing requirements for the action that provides initial distribution of publications to newly activated aircraft squadrons or ships and that provides definite follow-on distribution of supplementary publications (for example; changes, revisions, or supplements) to the recipients of the publications on the initial distribution or to authorized requesters.

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-A- (Continue)

Aviation Life Supports System (ALSS). Items of equipment and clothing needed to allow aircrew members and aircraft passengers to function within all parameters of the flight environment, safely egress from disabled aircraft and descend/ascend to the surface, and survive on land and water and to interface with rescue forces.

-B-

-C-

Calibration Problem Reports (CPR). Utilized by activities for recommending changes and/or questions concerning calibrations procedures. CPR's shall be attached to the ICP and annotated on the cover page.

Cartridge Actuated Device/Propellant Actuated Devices (CAD/PAD). Commodity items that function as a system component. In operation, they release precise explosive or propellant energy to perform controlled work functions in a variety of applications, including aircrew escape, fire suppression, and stores/emergency release systems. They generally contain an energetic material along with a mechanical or electronic actuating component. Some CADs and PADs are expended in normal operations, such as those used for stores release; others are used only in emergencies. All have a defined shelf/service life and must be replaced periodically. CADs and PADs that are needed for safety of flight can cause the grounding of aircraft if they are defective or past their defined shelf/service life.

Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500). Contains information on schools and courses under the purview of CNET, Amphibious Forces, Atlantic and Pacific, and other Navy training commands. The function of CANTRAC is to provide a consolidated, centrally produced catalog, presenting courses in standardized form.

Center for Naval Aviation Technical Training Unit (CNATTU). An enroute training for specific weapon systems or equipment designated courses that provides training in familiarization, operation, and maintenance of the weapon system to be maintained in formal classrooms and practical application experience.

Central Technical Publication Library (CTPL). A CTPL is established and managed in accordance with the procedures described in this manual. The Library is responsible for the analysis of an activity's requirements, procurement of documents, receipt and local distribution, security compliance, maintenance and update of all technical manuals under their cognizance and applicable to the activity or cite. Responsibilities for Fleet Readiness Center CTPL is outlined in WP 013 01 and all other CTPLs are outlined in WP 013 00.

Change Entry Certification Record (CECR). The CECR is used as a record by the CTPL to ensure updates to manuals have been issued to and incorporated into dispersed libraries.

Chief of Naval Operations (CNO). The Chief of Naval Operations (CNO) is the principal naval adviser to the President and to the Secretary of the Navy on the conduct of war, and the principal naval adviser and naval executive to the Secretary of the Navy on the conduct of the activities of the Department of the Navy.

Cognizant Symbol (COG). A two-position numeric-alpha code prefixed to national stock numbers, identifies the type of funds used to purchase the item and the activity that is the inventory manager.

Commercial and Government Entity (CAGE). A five-position code assigned to manufacturers and non-manufacturers organizational entities and contractors of items procured by agencies of the federal government.

Commercial off the Shelf (COTS). Commercial items that require no unique government modifications or maintenance over the life cycle of the product to meet the needs of the procuring agency.

Compact Disc – Read Only Memory (CD-ROM). A non-volatile optical data storage readable by a computer with a CD-ROM drive. It is popular for distribution of large databases, software and especially multimedia applications.

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-C- (Continue)

Computerized Self Evaluation Checklist (CSEC). The CSEC provides a standardized objective measurement tool to conduct audits. It generates all checklists for work center, program, and special audits, provides collection of audit discrepancy data, and produces reports. The CSEC data base must be loaded on Quality Assurance's computer and is distributed with three selections; AMMT, Wing, and Activity.

Consolidated Automated Support System (CASS). An automatic, high speed, computer controlled, general purpose test system that will isolate faults to a piece/part level.

Contract Administrative Office (CAO). The Naval Plant Representative, Area Contracting Officer, Air Force Plant Representative, Defense Contract Administration Region/District Office or other government activity or office designated as contract administrator and having the responsibility for acceptance of the technical manuals delivered to the Navy by a contractor.

-D-

DAAS Automated Message Exchange Systems (DAMES). A connection between user PC and DAAS via switched dial-up modem or via network (ftp) connection. PC Software is furnished free of charge to United States Government Activities and authorized Defense Contractors. The DAMES is a PC based software package that provides the user with the capability to communicate with the Defense Automatic Addressing System Center (DAASC). It provides capability to send/receive logistics transactions and narrative text through a modem using standard telephone lines or the Internet. DAMES provide a bridge between DAMES subscribers and the DOD Logistics Community.

DAAS Integrated Email Logistics Systems (DIELOG). Allows users to transmit and receive data via their electronic mail system.

Data Item Description (DID). A completed document that defines the data required of a contractor. The document specifically defines the data content, format, and intended use.

Data Manager. The individual responsible for maintaining the Master Data Package and Source.

Data Package. The Data Manager is responsible for all facets of technical manual management within his/her jurisdiction.

Date Time Group (DTG). The date and time, expressed in digits and zone suffix, the message was prepared for transmission. (Expressed as six digits followed by the zone suffix; first pair of digits denotes the date, second pair the hours, third pair the minutes.)

Defense Automated Addressing System (DAAS). DAAS is designed to effectively use the communications services provided by AUTODIN/direct dial networks to transmit logistic traffic and to provide a variety of logistic services to its subscribers. The system embodies the integration of logistics and telecommunications into a single automated information computer system directly interfaced to AUTODIN.

Defense Data Network (DDN). Component of the Defense Communications System used for switching Department of Defense automated data processing systems.

Defense Switched Network (DSN). The worldwide interbase telecommunications system that provides end-to-end, common-user, and dedicated voice service for the Department of Defense with the capability of incorporating data and other traffic. It is composed of several sub-systems, including: the Automatic Voice Network; Oahu Telephone System; Defense Commercial Telecommunications Network, etc. It replaced the Automatic Voice Network as the principal long haul, non-secure voice communications network within the Defense Communications System

Deficiency Report (DR). Deficiency Reports include: PQDRs, EIs, AIDRs, HMRs, EMRs, EERs, CODRs, BTRs, and TPDRs. See COMNAVAIRFORINST 4790.2, Chapter 10 NAMPSOP for more information.

Department of Defense (DOD). The department responsible for safeguarding the national security of the United States.

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-D- (Continue)

Department of Defense Index of Specifications and Standards (DODISS). The DOD publication that lists unclassified Federal and military specifications and standards, related standardization documents, and voluntary standards approved for use by DOD.

Department of Defense Single Stock Point (DODSSP). The Department of Defense Single Stock Point was created to centralize the control, distribution, and access to the extensive collection of Military Specifications, Standards, and related standardization documents either prepared by or adopted by the DOD. The responsibilities of the DODSSP include electronic document storage, indexing, cataloging, maintenance, publish-on-demand, distribution, and sale of Military Specifications, Standards, and related standardization documents and publications comprising the DODSSP Collection. The DODSSP also maintains the Acquisition Streamlining and Standardization Information System (ASSIST) management/research database.

Detachment. A temporary reporting custodian with aircraft assigned from a parent squadron or unit. Detachments are established when a squadron deploys one or more aircraft to a ship or base substantially removed from the location of the parent organization; the parent squadron CO feels that it would be impractical to retain reporting custody of the aircraft so deployed. Detachments have the same responsibilities, with respect to the requirements of this instruction, as all other reporting custodians of aircraft.

Digital Video Disc (DVD). A digital optical disc storage format played on multiple types of players. DVDs offer higher storage capacity than compact discs (CDs) while having the same dimensions.

Directive. An instruction (order), notice (bulletin), or change transmittal. It prescribes or establishes policy, organization, conduct, methods, or procedures; requires action or sets forth information essential to the effective administration or operation of activities concerned; or contains authority or information that must be promulgated formally.

Dispersed Technical Publications Library (DTPL). A DTPL is established and managed in accordance with the procedures described in this manual. All DTPLs are subordinate to, and under the direct management control of an activity or site's CTPL. Responsibilities for DTPL under Fleet Readiness Center CTPL is outlined in WP 013 01 and all other DTPLs are outlined in WP 013 00 for further information

-E-

Electronic Publication Order Sheet (ePOS). Serves as the vehicle to request mailing labels and National Stock Numbers (NSNs) for the purpose of print and distribution of technical manuals.

Electronic Rapid Action Change (ERAC). ERACs support the sustainment of Interactive Electronic Technical Manuals (IETM) and accomplish the purpose and function of IRACs in a digital format. ERACs meet the electronic requirements of specific platforms and are issued in accordance with those conditions warranting an IRAC as defined in this specification. Individual program requirements dictate the presentation systems used to display ERACs and drive the specific format of those ERACs issued. Although not identified in this document, and until a formal ERAC standard is established, platforms should develop their ERAC processes in accordance with this detail specification to the fullest extent practical.

Engineering Change Proposal (ECP). A proposal submitted by the contractor to the procuring activity in accordance with contractual specifications or by in-house NAVAIRSYSCOM or its field activities. The purpose of the ECP is to furnish information relative to proposed engineering change in order to permit a preliminary evaluation of the change.

Enhanced Library Management System (ELMS). The new NAVAIR technical library application replacing the FOXPRO TPL Program. TMAPS ELMS provides users with a centralized, web-based, accurate, and verifiable database of the activity's technical data library. TMAPS ELMS is used by the CTPLs to maintain inventory and configuration management of technical data.

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-E- (Continue)

Enhanced Technical Information Management System (ETIMS). Management system for Air Force Technical Order (AFTO).

-F-

Fleet Support Team (FST). The primary elements of the Program Managers (PMA) Integrated Program Team (IPT) organizations chartered with ensuring effective fleet support is identified, implemented, analyzed/assessed, and sustained. The FST provides responsive support to fleet and FRC maintenance organizations when engineering and logistics technical support issues are encountered. The FSTs also provide acquisition support to their PMAs to ensure new equipment and modifications and upgrades to existing equipment are designed, tested and fielded with fleet support and in-service sustainment as a primary consideration.

Force/Activity Designator (F/AD). A FAD is a Roman numeral (I through V) assigned by the Secretary of Defense, the Joint Chiefs of Staff (JCS), or a DOD component. It indicates the mission essentiality of a unit, organization, installation, project, or program with respect to national objectives. The FAD is based on a DoD determination of activity/mission importance or essentiality. All required Navy units report UNITREP data, including FAD reassignments and changes as they occur, in accordance with OPNAVINST C3501.66B (NOTAL).

Foreign Military Sales (FMS). That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred from the U.S. that includes cash sales from stocks (inventories, services, and training) by the DOD.

Foreign Object Damage. Damage to aeronautical equipment, for example, aircraft, engines, missiles, drones, and SE caused by an object(s) external to the equipment. (Gas turbine engine FOD is defined as damage that exceeds serviceable limits caused by ingestion of objects not organic to the damaged engine.)

Freedom of Information Act (FOIA). FOIA (5 U.S.C. 552) is an access statute that pertains to agency records of the Executive Branch of the Federal Government, including the Executive Office of the President and independent regulatory agencies.

-G-

General Services Administration (GSA). An integrated manager responsible for supporting all federal agencies for specific classes of material or specific items within classes assigned to other integrated managers.

-H-

Hyper Text Markup Language (HTML). A set of codes that form the standard of documents capable of being transported on the world wide web and read by a browser. The codes are used to identify the different parts of a document, specify the appearance of text and graphics, and form links between related topics. HTML is a subset of the Standard General Markup Language (SGML). HTML was originally developed at the CERN Institute in Switzerland and continues to undergo further development by a working group of the Internet Engineering Task Force.

-I-

Illustrated Parts Breakdown (IPB). A manual containing illustrations and part numbers for all parts of the aircraft or equipment on which it is issued. The IPB contains information required for ordering parts, including part numbers, and for identifying parts and arrangements of parts in assemblies.

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-I- (Continue)

In-Process Review (IPR) - Reviews that the concerned component conducts during the TM preparation to provide guidance to the contractor, ensure that TMs are written to conform to contract requirements, and to review the validation and verification plan schedule. In-process reviews 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.

In-Service Support Center (ISSC). The engineering (AIR 4.0), logistics (AIR 6.0H), and program management (AIR 1.0) organizations located at the former depot facilities at Cherry Point, Jacksonville, and North Island. They have the responsibility for providing the in-service support for Navy and Marine Corps aviation assets throughout the FRCs, with each ISSC having a regional coverage area.

Individual Material Readiness List (IMRL). A consolidated list shows items and quantities of certain SE required for material readiness of the aircraft ground activity to which the list applies. The lists are constructed by extracting those portions of SERMIS that pertain to the maintenance and material logistics responsible of the activity to which the list applies.

Initial Outfitting Lists (IOL). A list consisting of all necessary technical manuals for the process of issuing, assembling, and delivering allowances of aeronautical material and equipment to vessels in any one of the following categories: (1) new construction, (2) conversion, or (3) activating from reserve fleets. The IOL is used for initial outfitting of technical manuals for an activity or platform Central Technical Publications Library (CTPL).

Instruction (INST). A directive containing authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher-authority.

Integrated Product Team (IPT). A multidisciplinary group of people who are collectively responsible for delivering a defined product or process.

Interactive Electronic Technical Manual (IETM). A technical manual delivered electronically. IETM possesses the following characteristics: it can be presented either on a desktop or a portable device; the elements of data constituting the IETM are so interrelated that a user's access to the information is achievable by a variety of paths; and it provides procedural guidance, navigational directions, and other technical information required by the user.

Interim Change (IC). A change affecting an Operational Manual that has an action classification of immediate or urgent and is issued by message.

Interim Rapid Action Change (IRAC). Publication changes developed to expedite the issuance of technical information that relates to safety of personnel/flight, aircraft grounding, mission capability/fleet readiness, equipment damage and/or environmental impact restrictions.

-J-

Job Performance Aids (JPA). Sometimes called Multimedia Job Performance Aids (MJPA) are video representations of maintenance procedures used to better explain complicated maintenance actions in Technical Data. They are linked to the TM from which they are developed and will be updated in lockstep with the maintenance action, which they enhance.

Joint Deficiency Reporting System (JDRS). A cross-service, web-enabled, automated tracking system designed to initiate, process, and track deficiency reports from the fleet through the full investigation process.

Joint Engineering Data Management Implementation Control System (JEDMICS). The Department of Defense (DoD) approved system for electronically storing DoD technical data used by all service components. JEDMICS is also designated as the master repository and authoritative source for NAVAIR engineering drawings and technical data. Engineering drawings and technical data are received from various sources inclusive of all hardware design contractors and government activities. Once received, this data is reviewed and loaded into the JEDMICS system and becomes available to all users based on user's clearance and distribution statement.

-J- (Continue)

Joint Knowledge Caching Server (JKCS). A local caching server under the Joint Technical Data Integration (JTDI) program for technical publications and other technical data. Provides access and local storage for technical manuals and associated data such as Technical Directives and Interim Rapid Action Changes. Updates to the manuals on local storage are done to keep configuration control.

Joint Technical Coordinating Group for Munitions Effectiveness (JTCG/ME). A Joint Staff level organization tasked to produce generic target vulnerability and weaponizing studies. The special operations working group is a subordinate organization specializing in studies for special operations.

Joint Technical Data Information (JTDI). Formally known as JATDI. Supports the Navy and Marine air stations, carriers and L-class ships creating an integrated and interoperable electronic technical, supply and maintenance data environment with commercial off-the-shelf technology insertion. JTDI enables war fighters worldwide to access technical, supply, and maintenance data from authoritative sources in digital form, and support collaborative reach back capabilities. JTDI is a web enabled delivery management system with back-up capability that automatically delivers updated technical, supply, and maintenance information to aviation organizations ashore and afloat. It is task force web compliant and satisfies sea strike.

-K-

-L-

Landing Signal Officer (LSO). A Naval Aviator specially trained to facilitate the "safe and expeditious recovery" of naval aircraft aboard aircraft carriers.

Library Service Area (LSA). Library Service Area is established and managed in accordance with the procedures described in this manual. LSA is subordinate to and under the direct management control of an FRC's Central Technical Publications Library (CTPL). LSA is typically formed by logically grouping DTPLs for convenience and efficiency, e.g., grouping all DTPLs in the same building or grouping several buildings in close proximity. In some cases a LSA may be subordinate to the Satellite Library. Day-to-day LSA functions are generally not performed as a collateral duty.

Local Area Network (LAN). A LAN is the fundamental building block for the computer network. It is used to interconnect hosts within a small geographic area and provide high bandwidths with low delays. It is the user connection to the computer and the means by which data is loaded to or downloaded from the network. The user is connected to the computer network via the PC, which is connected to the LAN, the on-off ramp for data.

Logistics Element Manager (LEM). Systems command or other designated organizations or activities responsible for the management of spares and repair parts, personnel, or facilities. A Logistics Element Manager has the ultimate objective of acquiring and distributing adequate of specific support items on a timely basis.

Logistic Support Analysis (LSA). LSA is a technique used by integrated logistic support management for a continuous dialogue between designers and logisticians. LSA provides a system to identify, define, analyze, quantify, and process logistics support requirements for materiel acquisition programs. It is the selective application of scientific and engineering efforts during the acquisition process, as part of the system's engineering, to assist in: causing support considerations to influence design; defining support requirements related optimally to design and to each other; and acquiring and providing the required support during the operational phase at minimal cost.

-M-

Maintenance Action Form. A multi-purpose document used in the MDS and the VIDS.

Maintenance Control (MC). The functional organization within the OMA responsible for workload control.

Maintenance Instruction Manual (MIM). Contains instructions for O-level, I-level, and D-level maintenance and servicing of a specific weapon system and related airborne equipment including SE.

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-M- (Continue)

Maintenance Instruction Manual (MIM). Contains instructions for O-level, I-level, and D-level maintenance and servicing of a specific weapon system and related airborne equipment including SE.

Maintenance Requirements Card (MRC). Card sets issued by COMNAVAIRSYSCOM containing scheduled maintenance requirements applicable to I-level and O-level activities for the specific aircraft/SE for which they are issued.

Meta-data. Information that is embedded into the technical data. In data processing, meta-data is definitional data that provides information about documentation of other data managed within an application or environment.

Military Handbook (MIL-HDBK). A guidance document containing standard procedural, technical, engineering, or design information about the material, processes, practices, and methods covered by the DSP. MIL-STD-967 covers the content and format for defense handbooks.

Military Detail Specification (MIL-DTL). A specification that specifies design requirements, such as materials to be used, how a requirement is to be achieved, or how an item is to be fabricated or constructed. A specification that contains both performance and detail requirements is still considered a detail specification.

Military Performance Specification (MIL-PRF). A performance specification states requirements in terms of the required results with criteria for verifying compliance, but without stating the methods for achieving the required results. A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics.

Military Specification. A document that describes the essential technical requirements for purchased materiel that is military unique or substantially modified commercial items. MIL-STD-961 covers the content and format for defense specifications.

Military Standard Specification. A document that establishes uniform engineering and technical requirements for military-unique or substantially modified commercial processes, procedures, practices, and methods. There are five types of defense standards: interface standards, design criteria standards, manufacturing process standards, standard practices, and test method standards. MIL-STD-962 covers the content and format for defense standards.

Military Standard Requisitioning and Issue Procedure (MILSTRIP). A uniform procedure established by the DOD for its use to govern requisition and issue of material within standard priorities.

Military Standard Transaction Reporting and Accounting Procedure (MILSTRAP). A procedure to enlarge MILSTRIP by extending the uniform communicating procedures, codes, forms, and formats for the transmission of items and the financial inventory data.

-N-

National Stock Number (NSN). A 13 digit number consisting of the 4 digit Federal Supply Classification (FSC) and the 9 digit National Item Identification Number (NIIN) used to order and obtain supplies, materials, parts and equipment.

Naval Air Station (NAS). A military airbase, and consists of a permanent land-based operations locations for the military aviation division of the relevant branch of the Navy. These bases are populated by squadrons and their support commands.

Naval Air Technical Data and Engineering Service Center (NATEC). Responsible for providing the overall management control of the NAVAIR technical manual program.

Naval Air Training and Operating Procedures Standardization (NATOPS). A manual of general flight and operating instructions applicable within the naval aviation establishment issued for individual aircraft, which are intended to complement OPNAVINST 3710.7.

-N- (Continue)

Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP). Standard operating procedures for maintenance programs and processes that provides standard procedures in sufficient detail to not require additional instructions written below COMNAVAIRSYSCOM level [with the exception of Local Command Procedures (COMNAVAIRFORINST 4790.2, Chapter 10)].

Naval Aviation Maintenance Program (NAMP). The objective of the NAMP is to achieve and continually improve aviation material readiness and safety standards established by the CNO, with coordination from the CMC, with optimum use of manpower, material, and funds. CNO's aviation material readiness standards include: (1) Repair of aeronautical equipment and material at that level of maintenance which ensures optimum economic use of resources; (2) Protection of weapon systems from corrosive elements through the prosecution of an active corrosion control program; (3) Application of a systematic planned maintenance program and the collection, analysis, and use of data in order to effectively improve material condition and safety.

Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOP). Standard operating procedures for maintenance programs and processes that provides standard procedures in sufficient detail to not require additional instructions written below COMNAVAIRSYSCOM level (with the exception of Local Command Procedures refer to COMNAVAIRFORINST 4790.2, Appendix D).

Naval Aviation Systems Command (NAVAIR). Develops, acquires, and supports the aircraft and related weapons systems used by the US Navy and Marine Corps. NAVAIR translates the needs of the Navy and Marine Corps into the technical and financial requirements needed by industry to actually produce an aircraft or other weapon system.

Naval Aviation Technical Information Product (NATIP). A series of permanent flight clearance products which comprise critical technical data and limitations required for safe and effective employment of aircraft weapon and mission systems.

Naval Logistics Library (NLL). The central link in the Navy's technical manuals supply chain. The NLL contains Navy technical manuals knowledge management features and provides supply support for Navy's technical manuals, directives, forms and other digital documents.

Naval Ordnance (NAVORD). Naval Ordnance Management Policy (NOMP). The Naval Ordnance Management Policy (NOMP) manual, as the major implementing directive for the Naval Ordnance Management Policy, issues the policies, procedures, and responsibilities for activities supporting or performing ordnance maintenance. Because of the dynamic nature of the program, the NOMP manual has been and shall continue to be developed and refined to incorporate the changes brought about by advances in technology and improved management and maintenance of these changes.

Naval Warfare Publication (NWP). Publications containing required procedures, signals, and other information of an operational or mission-essential nature.

-O-

On-Job Training (OJT). Training at the squadron or other local activity level in the performance of a task or duty during operational or maintenance situations.

Operational Evaluation (OPEVAL). The test and analysis of a specific end item or system, in so far as practical under service operating conditions, to determine if quantity production is warranted. It is based on increase in military effectiveness to be gained and its effectiveness as compared with currently available items or systems, with consideration given to personnel capabilities to maintain and operate the equipment; size, weight, and location; and enemy capabilities in the field.

-P-

Periodic Maintenance Information Card (PMIC). This PMS publication contains the component/assembly removal/replacement schedule, airframe structural life limits, and a maintenance requirements systems index. It also contains a conditional inspection listing and a phase change implementation card (included as required).

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-P- (Continue)

Periodic Maintenance Requirement Manuals (PMRM). Provide general and specific instructions required to perform scheduled maintenance at the organizational and intermediate levels. The PMRMs consist of a series of scheduled maintenance requirements that provide a basis for planning, scheduling, and execution of scheduled maintenance. These requirements are performed at specific intervals that are based upon calendar days, flight hours, operating hours, or other events that affect the equipment performance. Inspection requirements, adjustments, checks, tests, and preventive maintenance that are to be performed on aircraft by an intermediate level of maintenance activity shall be sequenced in the appropriate location on the maintenance task and quality assurance cards.

Personnel Qualification Standards (PQS). Documents which describe the knowledge and skills trainees must have to correctly perform their duties. The policy and procedures for PQS are outlined in OPNAVINST 3500.34.

Plain Language Address (PLA). PLA is the component used to denote the command short title and sometimes geographic location used in message addressing. In NTP3-J, Annex C details procedures for establishing, deleting, and changing PLAs.

Planned Maintenance System (PMS). Item or product conforms to established technical requirements.

Point of Contact (POC). Person serving as a coordinator, action officer, or focal point for an activity.

Portable Document File (PDF). A file format developed to capture formatting information for a variety of desktop publishing applications, making it possible to send formatted documents and have them rendered on the recipient's viewer/monitor or printer as they were intended.

Portable Electronic Maintenance Aid (PEMA). PEMA refers to Portable Electronic Display Device (PEDD), electronic notebook or ToughbookTM.

Precision Measuring Equipment (PME). Devices used to measure, gauge, test, inspect, diagnose, or examine material, supplies, and equipment to determine compliance with requirements established in technical documents, for example, research, development, test, and evaluation documents, specifications, engineering drawings, technical orders, technical manuals, maintenance instructions, and serviceability standards.

Project Management Office (PMO). A group or department within a business, agency or enterprise that defines and maintains standards for project management within the organization. The PMO strives to standardize and introduce economies of repetition in the execution of projects.

Purchase Description (PD). A statement outlining the essential characteristics and functions of an item, service, or material required to meet the minimum needs of the Government. It is used when a specification is not available or when specific procurement specifications are not required by the individual military departments or the Department of Defense.

-Q-

Quality Assurance (QA). A planned and systematic pattern of all the actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.

-R-

Rapid Action Change (RAC). The RAC program will apply to all NAVAIR weapon systems maintenance instruction manuals, related component and equipment manuals, maintenance requirement cards, illustrated parts breakdown, support equipment, weapon handling and loading manuals, calibration manuals, and other related procedural manuals. RACs will be prepared and issued in response to hazards to safety of personnel, impairment of safety of flight, or to situations which would result in aircraft grounding, degradation of mission capability, or fleet readiness, or significant equipment damage. RACs are classified as interim rapid action changes (IRAC's) and formal RAC's.

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-R- (Continue)

Rapid Action Minor Engineering Change (RAMEC). The concept of the RAMEC program is “fleet self-help.” Procedures are designed so that minor engineering changes may be processed expeditiously and, after approval, incorporated promptly by Organizational (O) and/or Intermediate (I) level maintenance activities, to ensure commonality of configuration throughout the inventory. (Depot (D) level incorporation is not authorized except in the case of RAMECs for support equipment which is used at both the I and D levels.) Changes approved in accordance with RAMEC procedures are issued as numbered TDs. Proposed RAMECs are initiated by fleet activities, FSTs, or engineering activities in response to requirements identified by fleet activities. PMAs, NAVAIR Systems Command Headquarters, or contractors may not sponsor or initiate RAMECs. RAMECs shall not be used to affect retrofit of, or to satisfy logistics requirements resulting from, Class II production changes.

Reliability Centered Maintenance (RCM). An analytical process used to identify preventive maintenance tasks to realize the inherent reliability of equipment at least expenditure of resources.

Report Control Number (RCN). Each NAMDRP Report is assigned an RCN for tracking. The RCN is composed as follows: (1) Element (1), service designator code (N, V, or R) of originating activity; (2) Elements (2) through (6), UIC of the originating activity, for example, 54056; (3) Elements (7) and (8), calendar year, for example, 05; (4) Elements (9) through (12), locally assigned control number, sequenced throughout the calendar year without regard for type of report.

Research and Development (R & D). A product's development from concept to production including engineering design, analysis, development, test, evaluation, and management.

-S-

Satellite Library. A Satellite Library is established and managed in accordance with the procedures described in this manual. Satellite Library is subordinate to and under the direct management control of an activity or site's Central Technical Publications Library (CTPL). Satellite Library is an extension of but geographically removed from a Fleet Readiness Center's (FRC's) Central Technical Publications Library (CTPL), e.g., a Satellite Library located at an activity or site different from the cognizant CTPL. Day-to-day Satellite Library functions are generally not performed as a collateral duty.

Source, Maintenance, and Recoverability (SM&R). A collective code assigned to items during the provisioning, source coding, or selection process to convey specific information to maintenance and supply personnel. The SM&R code consists of three parts; a source code, a maintenance code, and a recoverability code.

Standard Navy Distribution List (SNDL). Provides official address and distribution information for the naval establishment.

Structural Repair Manual (SRM). Contains specialized repair information required by maintenance personnel to determine the extent of aircraft structural damage and instructions for performing a permanent or one time flight repair.

Support Equipment (SE). IMRL and non-IMRL equipment required to make an aeronautical system, command and control system, support system, subsystem, or end item of equipment (SE for SE) operational in its intended environment. This includes all equipment required to launch, arrest (except Navy shipboard and shore-based launching and arresting equipment), guide, control, direct, inspect, test, adjust, calibrate, gauge, measure, assemble, disassemble, handle, transport, safeguard, store, actuate, service, repair, overhaul, maintain, or operate the system, subsystem, end item, or component.

-T-

Tactical Manual (TACMAN). Supplement the NATOPS flight manual. Described therein is information on tactics, weaponry, and air combat maneuvering with procedures and techniques to be used that are based on tactical situations and mission assignments. These documents are also under CNO cognizance, and as a result thereof, are integrated into the Naval Warfare Publication (NWP) program.

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-T- (Continue)

Technical Directive (TD). A document authorized and issued by COMNAVAIRSYSCOM to provide technical information necessary to properly and systematically inspect or alter the configuration of aircraft, engines, systems, or equipment subsequent to establishment of each respective baseline configuration. TDs include all types of changes and bulletins and consist of information that cannot be disseminated satisfactorily by revisions to technical manuals. NATEC controls assignment of TD numbers. Compares with Time Compliance Technical Orders (TCTO) when used in connection with USAF Technical Orders (TO).

Technical Evaluation (TECHEVAL). Studies and investigations by a developing agency, to determine the technical suitability of material, equipment, or systems for use in the military service.

Technical Manual (TM). All types and forms of technical publications procured by TMCR (or equivalent) for issue under the cognizance of the Naval Air Systems Command. The publications contain a description of equipment, weapons, or weapon system(s) with instructions for effective use. Included are one or more of the following sections: instructions covering initial preparation or use, operational instructions, modification instructions, maintenance instructions, parts lists or parts breakdown, and related technical information or procedures, exclusive of those of an administrative nature.

Technical Manual Application System (TMAPS). A system designed as the Naval Air System's Command's (NAVAIR) automated Information and Distribution system. The system is used to assist with all respects of Technical Manuals production and distribution.

Technical Manual Contract Requirement (TMCR). The document that specifies the technical manuals required for support of an equipment or system, and also specifies related contractual requirements. The quality of the product delivered, and the preparer's ability to meet the goal, can be affected by the clarity of the TMCR and the direction provided by the requiring activity.

Technical Manual Identification Numbering System (TMINS). The Technical Manual Identification Numbering System (TMINS) has been promulgated to implement a single numbering system for technical manuals and related technical documents procured by the Naval Systems Commands. The TMINS may also be used to identify other publications and documents, when it is desirable to include the item in a formal publication management system for central control, tracking, indexing and status accounting. The use of a single numbering system eliminates the complications and confusion that resulted from the attempted integration of various numbering systems in the fleet. In addition, use of a single numbering system standardizes cataloging within the systems commands and simplifies the interfaces between TM data collection and TM information systems.

Technical Order (TO). TMs developed to MILSPECs or commercial manuals reviewed and approved in accordance with MIL-HDBK-1221, managed in the Air Force TO System, and meeting the criteria for TMs. The term Technical Order is equivalent to the DOD term Technical Manual.

Technical Order Distribution Office (TODO). The office or individual responsible for providing TO account administrative services DISTRIBUTION OFFICE for a unit or activity. These services will include consolidation and submission of (TODO) subscription requirements and one-time requisitions for TOs/TO updates, receipt and distribution of TOs to unit or activity TO library custodians and oversight of TO library operations.

Technical Publications Deficiency Report (TPDR). A simplified procedure for reporting technical manual safety hazards (Category 1 or CAT 1) and routine deficiencies (Category 2 through 4, or CAT 2 through 4) found in COMNAVAIRSYSCOM technical publications. TPDRs are prepared in accordance with the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) and are not used for reporting deficiencies in instructions or notices. Technical publications include MRCs, checklists, shop process cards, MIMs, weapons and stores loading manuals, conventional and nuclear weapon checklists, stores reliability cards, IPBs, TDs, and technical manuals.

-T- (Continue)

Technical Publications Library (TPL). Also known as the CTPL, the technical publication library must be a centrally managed function. This library shall be solely responsible for the analysis of an activity's requirements, procurement of documents, receipt and local distribution, security compliance, maintenance, and update of all TMs under their cognizance.

Technical Publications Specialist (TPS). TPS' are military and DOD personnel assigned to NATEC whose primary function is to respond to the user community on technical manual/library questions and problems.

Type Commander (TYCOM). The commands that provide the tactical commands with the means to conduct tactical operations. Administration of training, supply, and repair of fleet units are some of their responsibilities.

Type Equipment Code (TEC). A 4-character code used to identify the complete end item or category of equipment being worked on, for example, aircraft, engine, or SE. The general format and structure of these codes are in the COMNAVAIRFORINST 4790.2, Appendix E.

-U-

Unit Identification Code (UIC). A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

Universal Resource Locator (URL). The global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located.

Unmanned Aerial Vehicles (UAV). Unmanned aerial vehicles commonly referred to as UAV's are defined as powered aerial vehicles sustained in flight by aerodynamic lift over most of their flight path and guided without an onboard crew. They may be expendable or recoverable and can fly autonomously or piloted remotely.

Urgency of Need Designator (UND). The UND (an alphabetic character) is determined by the requisitioning activity in accordance with the criteria in enclosure (2) of OPNAVINST 4614.1.

User's Logistics Support Summary (ULSS). (Formerly the Operational Logistics Support Plan (OLSP). The ULSS is prepared by the Logistics Manager for users to identify logistics resources necessary to operate and maintain the systems, subsystems, and equipment in their operational environment. The ULSS describes the acquisition logistics support products and services that have been developed to support fleet introduction.

-V-**-W-**

Weapons Replaceable Assembly (WRA). A generic term, includes all the replaceable packages of an avionic equipment, pod, or system as installed in an aircraft weapon system, with the exception of cables, mounts, and fuse boxes or circuit breakers.

Web Requisitioning (WEBREQ). A DAASC Web product that provides customers a means to input materiel requisitions, cancellations, follow-ups, modifications, and Materiel Obligation Validation (MOV) documents either interactively or input via an ASCII file. WEBREQ also provides status and response documents back to the user.

Weekly IRAC Tracker and Technical Manual Report. A weekly message that tracks the additions and cancellations of IRACs, and the additions and replacements of technical manuals posted to the NATEC website, on a weekly basis.

Weekly Summary for Issued Technical Directives Report. A weekly message report that tracks the technical directives posted to the NATEC website, on a weekly basis.

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-W- (Continue)

Wiring Repair Manual (WRM). A wire repair manual furnishes temporary and permanent repair data for every wire used in an aircraft weapon system. The wire connector repair document comprehensively supplies all maintenance information requirements for disassembly, repair, and assembly of each specific wiring connector.

Work Center (W/C). A designated functional area to which maintenance personnel are assigned.

Work Center Supervisor. The person assigned the responsibility of maintenance management within a given work center.

Work Package (WP). Detailed short-span jobs, or material items, identified by the contractor for accomplishing work required to complete the contract. Characteristics of the work package: it represents units of work at levels where work is performed; it is clearly distinguished from all other work packages; it is assignable to a single organizational element; and it has scheduled start and completion dates, as applicable, interim milestones, all of which are representative of physical accomplishment.

-X-, -Y-, -Z-