

Coded Note Number: **M1360**
Revision Level: **C003**
Date: **May 9, 2017**
Title: **T/M CHANGE/A&PR PAGES, PRELIMINARY**

This revision history is provided for convenience and does not alleviate the supplier's responsibility with understanding and complying with the full coded note. Change from Revision C002– Editorial change to reformat to current standard. Bolded font indicates changed/added content. [Text deleted] inserted in the document indicates the removal of content.

Forward deliverables herein to:

AMSEC LLC,
5200 West Mercury Blvd
Suite 250
Hampton, VA 23605
ATTN: Source Document Review Supervisor

Quantity:

- Two draft copies of preliminary for NNS review/approval.
- One Windows compatible digital copy (3.5-inch disk, CD-ROM, or 100 mb zip disk).
- Four paper copies.

Preliminary technical manuals/change pages/approval and procurement (A & PR) pages shall be prepared in accordance with Appendix E.

Newport News Shipbuilding and AMSEC LLC, Logistics Support, Carrier Division will review the draft copies and return a revised draft to the vendor for:

- (1) Rework and re-submittal (if disapproved)
- (2) Four paper copies of the revised preliminary (if approved)
- (3) One digital copy of revised preliminary submittal

After technical review by the Navy, a marked up copy of the preliminary submittal will be returned to the vendor for:

- (1) Development of camera-ready material (if approved)
- (2) Correction and re-submittal (if disapproved)

Contact AMSEC LLC, Logistics Support, Carrier Division at (757) 896-5295, prior to developing new manuals or modifying a Navy approved manual. Develop text and artwork using Microsoft Word and native AUTOCAD (*.dxf/*.dwg format with

accompanying paper proof copy). Before developing or shipping electronic source files contact AMSEC LLC to verify compatibility with our electronic publishing system. Please provide internet addresses for source information regarding the equipment supplied on this purchase order (vendor web pages, FAQ sheets, technical support, and points of contact).

Notes:

Develop new manuals only if existing Navy approved manuals cannot be modified by a change package. A change package must be developed if an approved technical manual (manual) exists.

- (1) Before modifying an existing Navy approved manual, contact AMSEC LLC with the NAVSEA number/TMIN of the manual to be used within 30 business days of receiving the purchase order.
- (2) Extending an already existing Navy approved manual by developing an approval and procurement record (A & PR) page may only occur if the existing Navy approved manual covers the equipment being purchased by this purchase order in its entirety without change to any front matter, text, illustrations, drawings, or part numbers.
- (3) Draft copies of preliminary manuals/change pages/A & PR pages must be submitted to Newport News Shipbuilding, Sourcing Department within 120 days after receipt of purchase order, or at least 45 business days prior to shipment of the equipment, whichever is earlier.

Call AMSEC LLC for additional information:

(757) 896-5295 (voice)

(757) 896-5237 (fax)