

Coded Note Number: **M1490**

Revision: **C007**

Date: **January 19, 2014**

Title: **COMMERCIAL OFF-THE-SHELF (COTS) TECHNICAL MANUALS FOR APPROVAL**

**This revision history is provided for convenience and does not alleviate the supplier's responsibility with understanding and complying with the full coded note.**

**Bolded font indicates changed/added content**

**[Text deleted] inserted in the document indicates the removal of content**

**This requirement may be satisfied by one of the following methods.**

**1. TECHNICAL MANUAL(S) SUBMITTAL:**

Furnish **new** commercial manuals as specified in the "Appendix E, Summary of Technical Manual Contract Requirements" document for the hull in which the equipment/system is provided for approval **and/or any listed manuals if revised subsequent to the last approval** within 30 days after receipt of this purchase order.

Commercial Manuals Shall Include:

- Introduction
- Preparation for Use (If Applicable)
- Installation
- Principles of Operation
- Operating Instructions
- Troubleshooting
- Maintenance (Preventative and Corrective) and Lubrication Instructions
- Reprogramming (If Applicable)
- Preparation for Shipment
- Storage
- Overhaul Instructions (if applicable)
- Outline Drawings Showing Overall Dimensions and Weight
- Motor and Controller Drawings (if applicable)
- Motor and Controller Schematic Wiring Diagrams (if applicable)
- Exploded Views
- List of Repair Parts
- Electrical Data (if applicable)
- Technical Data that is considered absolute (not just recommended) in order to preserve the Manufacturer's Warranty, etc.

Preliminary manuals covering supplied equipment/system shall be submitted on Windows compatible electronic copy (CD-ROM or DVD). The vendor shall supply the above information in Adobe Searchable Portable Document Format (\*.pdf), which are not password protected or security enabled. If .pdf format is not available, develop files using Microsoft Word. Drawing and graphic files shall be in Vector Electronic Format:

\*.dwg, or in an electronic format mutually agreed upon between Newport News Shipbuilding and the vendor. Before developing or shipping electronic source files not in the above electronic formats, contact AMSEC LLC to verify compatibility with their 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). A hard copy deliverable is unacceptable for the purposes of this coded note.

COTS technical manuals that do not meet the minimum criteria in Appendix E shall require supplemental data to ensure customer approval. All supplemental data shall be provided in electronic format as listed above. A hard copy deliverable is unacceptable for the purposes of this coded note.

NOTE:

1. Manuals for approval to release manufacture must be received at Newport News Shipbuilding, within 30 business days of receipt of this purchase order.
2. Newport News Shipbuilding will supply the manuals with covers, Approval & Procurement Record Pages and Technical Manual Identification Numbers.
3. If complete manuals exist identical to those previously approved, they shall be furnished in lieu of above manuals and will retain their originally assigned NAVSEA/TMIN numbers.
4. The preliminary manuals must be complete, including all drawings and illustrations.

Call AMSEC LLC for additional information:  
(757) 896-5393 (Voice)  
(757) 896-5237 (FAX)

The request for approval shall include **clearly marked on the submittal:**

- a. This current purchase order/item number(s),
- b. NN Material Number(s),
- c. This coded note number,
- d. The drawing number/revision.

In the event the scheduled date for submittal cannot be met, the supplier shall provide a complete list of all documents and revisions to be used in advance of submittal. Full compliance to this submittal requirement is expected.

**2. NOTIFICATION OF (UNLISTED) APPROVED/PENDING APPROVAL TECHNICAL MANUAL(S):**

If **previous** approval has been obtained from NNS **OR the technical manual has been submitted and is pending approval from NNS** but the technical manual number and revision is not listed on this purchase order/item, re-submittal of the manual is not required. **Submit notification of the previous OR pending approval, including 1.a. through d. above and the PO and item number of the previous submittal. For previously approved manuals, also include the previous approval letter number/identification.**

**3. USE OF (LISTED) APPROVED MANUAL(S):**

**If the technical manual number and revision used is listed on this purchase order/item, this requirement is satisfied, the supplier is authorized to perform work and no submittal is required.**

Documents/extensions shall be submitted as follows:

SPARS (Shipbuilding Partners and Suppliers) enabled suppliers are required to submit through <https://spars.huntingtoningalls.com/ngcspars/Auth>

All other suppliers shall submit via:

e-mail to [pmo@hii-nns.com](mailto:pmo@hii-nns.com)

or **mail to:**

Newport News Shipbuilding  
4101 Washington Ave.  
Newport News, VA 23607  
Attn: E45 Software Coordinator  
Bldg. 902-2

**Click the following link for assistance meeting the requirements of this coded note:**

[http://supplier.huntingingalls.com/sourcing/document\\_submittal\\_checklists.html](http://supplier.huntingingalls.com/sourcing/document_submittal_checklists.html)