

Coded Note Number: **M1490**

Revision: **C009**

Date: **March 13, 2019**

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

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

1. TECHNICAL MANUAL(S) SUBMITTAL:

Furnish Commercial Off-The-Shelf (COTS) 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.

COTS manuals shall include but not be limited to:

- Front matter: Cover or title page, table of contents, and safety precautions.
- Introduction.
- Preparation for Use.
- Installation Instructions.
- Principles of Operation (at the level required to support maintenance).
- 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.

COTS manuals covering the supplied equipment/system shall be submitted on Windows compatible electronic media (CD-ROM or DVD). The vendor shall supply the above information in Adobe Searchable Portable Document Format (*.pdf), which is not password protected or security enabled. If .pdf format is not available, supply 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 **Huntington Ingalls Technical Services Division**

Fleet Support Group (HII-TSD FSG) 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 HII-TSD FSG 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 Navy OR the technical manual has been submitted and is pending approval from NNS or the Navy 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.

NAVY COPY AND DISTRIBUTION RIGHTS:

If the COTS manual contains proprietary information to the supplier and is marked as having proprietary information (including markings on drawings within the manual) the supplier shall provide a letter to HII-NNS indicating the following:

Huntington Ingalls Industries - Newport News Shipbuilding (HII-NNS) is obligated to provide copies of (supplier name) Commercial Off-The-Shelf (COTS) manuals to the U.S. Navy. The U.S. Navy is provided unlimited rights to copy and distribute the COTS manuals as necessary for the purposes of operating and maintaining the equipment on U.S. Navy ships. No copies of COTS manuals shall be provided to activities outside HII-NNS, HII – Technical Solutions Division’s Fleet Support Group (formerly AMSEC), or the U. S. Navy. (Supplier Name) hereby grants HII-NNS permission to provide copies of our COTS manuals per the above requirements.

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:

mail to:
Newport News Shipbuilding
4101 Washington Ave.
Newport News, VA 23607
O52 Software Coordinator
Bldg. 902-2

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

http://supplier.huntingtoningalls.com/sourcing/document_submittal_checklists.html

Revision History Table		
Rev	Description	Revision Date
C009	Changes include <u>(1) updating AMSEC LLC to HII-TSD FSG, (2) revising the list of manual content requirements, (3) deleting</u>	03/13/2019

references to new or developments, (4) clarifying previous/pending approval includes the Navy, (5) adding Navy copy and distribution rights, and (6) updating the applicable NNS department in the mailing address.