

FORWARD DELIVERABLES HEREIN TO:

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

PRELIMINARY TECHNICAL MANUAL SUBMISSIONS

QUANTITY: FOUR DRAFT COPIES OF PRELIMINARY TECHNICAL MANUAL FOR NORTHROP GRUMMAN NEWPORT NEWS REVIEW/APPROVAL. ONE PC WINDOWS COMPATIBLE DIGITAL COPY (3.5-INCH DISK, CD-ROM, OR 100/250MB ZIP DISK) OF EQUIPMENT/SYSTEM PROVIDED.

PRELIMINARY TECHNICAL MANUALS/CHANGE PAGES SHALL BE PREPARED IN ACCORDANCE WITH THE TECHNICAL CONTENT AND FORMAT REQUIREMENTS INVOKED BY THE APPLICABLE CONTRACT SPECIFICATION(S) AS REFERENCED IN THE "SUMMARY OF VENDOR REQUIREMENTS" DOCUMENT. TECHNICAL MANUAL CONTRACT REQUIREMENT (TMCR) DOCUMENTATION (IF APPLICABLE) IS LOCATED ON THE NAVAL SYSTEMS DATA SUPPORT ACTIVITY (NSDSA) WEBSITE AT [HTTP://NSDSA.PHDNSWC.NAVY.MIL/MSPECS/MSPECS.ASP?LVL=1](http://NSDSA.PHDNSWC.NAVY.MIL/MSPECS/MSPECS.ASP?LVL=1); LOCATE THE "ACCESS A TMCR" HOTLINK TO ACCESS THE ONLINE VERSION OF TMCR REFERENCED IN THE PURCHASE ORDER.

DEVELOP NEW TECHNICAL MANUALS ONLY IF AN EXISTING, GOVERNMENT APPROVED TECHNICAL MANUAL CANNOT BE MODIFIED OR NO TECHNICAL MANUAL FOR THE SYSTEM OR COMPONENT EXISTS. A CHANGE PACKAGE/REVISION MUST BE DEVELOPED IF AN EXISTING, GOVERNMENT APPROVED TECHNICAL MANUAL EXISTS.

BEFORE MODIFYING AN EXISTING GOVERNMENT APPROVED MANUAL, CONTACT AMSEC LLC WITH THE NAVSEA NUMBER/TMIN OF THE MANUAL TO BE USED WITHIN 15 DAYS OF RECEIVING THE PURCHASE ORDER.

EXTENDING AN ALREADY EXISTING GOVERNMENT APPROVED MANUAL MAY ONLY OCCUR IF THE EXISTING GOVERNMENT APPROVED MANUAL COVERS THE EQUIPMENT BEING PURCHASED BY THIS PURCHASE ORDER IN IT'S ENTIRETY WITHOUT CHANGE TO ANY FRONT MATTER, TEXT, ILLUSTRATIONS, DRAWINGS, OR PART NUMBERS AND THERE ARE NO OUTSTANDING TMDERs/ACNs APPLICABLE TO THE MANUAL.

IF DEVELOPING A NEW TECHNICAL MANUAL, AN OUTLINE AND BOOK PLAN SHALL BE DEVELOPED (IF APPLICABLE) IN ACCORDANCE WITH THE CONTRACT REQUIREMENTS AS REFERENCED IN THE "SUMMARY OF VENDOR REQUIREMENTS".

FOR NEW TECHNICAL MANUALS ONLY, DRAFT COPIES OF PRELIMINARY TECHNICAL MANUALS MUST BE SUBMITTED TO NORTHROP GRUMMAN

NEWPORT NEWS, WITHIN 30 DAYS AFTER RECEIPT AND NOTIFICATION OF GOVERNMENT APPROVED OUTLINE AND BOOK PLAN OR WITHIN 30 DAYS AFTER RECEIPT OF PURCHASE ORDER, WHICHEVER IS APPLICABLE.

FOR CHANGE PAGES AND TECHNICAL MANUAL REVISIONS, DRAFT COPIES OF PRELIMINARY TECHNICAL MANUALS/CHANGE PAGES MUST BE SUBMITTED TO NORTHROP GRUMMAN NEWPORT NEWS, WITHIN 120 DAYS AFTER RECEIPT OF PURCHASE ORDER, OR AT LEAST 45 DAYS PRIOR TO SHIPMENT OF THE EQUIPMENT, WHICHEVER IS EARLIER.

NORTHROP GRUMMAN NEWPORT NEWS ENGINEERING AND AMSEC LLC WILL REVIEW THE DRAFT COPIES FOR THE TECHNICAL MANUAL AND RETURN A REVISED DRAFT TO THE VENDOR FOR:

- (1) REWORK AND RE-SUBMITTAL (IF DISAPPROVED OR NOT IN ACCORDANCE WITH THE APPLICABLE FORMAT AND TECHNICAL CONTENT REQUIREMENTS)
- (2) FOUR PAPER COPIES OF THE REVISED PRELIMINARY SUBMITTAL (IF APPROVED)
- (3) ONE DIGITAL COPY OF REVISED PRELIMINARY SUBMITTAL

THE GOVERNMENT MAY REQUEST AN IN-PROCESS REVIEW OF THE TECHNICAL MANUAL PRIOR TO OFFICIAL SUBMITTAL TO THE GOVERNMENT FOR TECHNICAL REVIEW AND APPROVAL. VENDOR SUPPORT AT THE IN-PROCESS REVIEW MAY BE REQUIRED.

ALL OPERATING AND MAINTENANCE PROCEDURES INCLUDING CHECKOUT, ALIGNMENT, SCHEDULED REMOVAL AND REPLACEMENT INSTRUCTIONS, AND ASSOCIATED SHALL BE DESKTOP VALIDATED AGAINST THE SYSTEM AND EQUIPMENT DELIVERED TO NORTHROP GRUMMAN NEWPORT NEWS.

AFTER TECHNICAL REVIEW BY THE GOVERNMENT, A MARKED UP COPY OF THE PRELIMINARY SUBMITTAL WILL BE RETURNED TO THE VENDOR FOR:

- (1) DEVELOPMENT OF A FINAL REPRODUCIBLE COPY (IF APPROVED BY THE GOVERNMENT)
- (2) CORRECTION AND RE-SUBMITTAL (IF DISAPPROVED BY THE GOVERNMENT)

CONTACT AMSEC LLC, LOGISTICS SUPPORT, CARRIER DIVISION AT (757) 896-5287, PRIOR TO DEVELOPING NEW MANUALS OR MODIFYING A GOVERNMENT APPROVED MANUAL. DEVELOP TEXT AND ARTWORK USING MICROSOFT WORD AND NATIVE AUTOCAD (*.DWG FORMAT WITH ACCOMPANYING PAPER PROOF COPY). BEFORE DEVELOPING OR SHIPPING ELECTRONIC SOURCE FILES, CONTACT AMSEC LLC TO VERIFY COMPATIBILITY WITH OUR COMPUTER SOFTWARE APPLICATIONS. INTERNET ADDRESSES SHALL BE PROVIDED IF THEY EXIST FOR SOURCE INFORMATION REGARDING THE EQUIPMENT

SUPPLIED ON THIS PURCHASE ORDER (VENDOR WEB PAGES, FAQ SHEETS, TECHNICAL SUPPORT, AND POINTS OF CONTACT).

TECHNICAL MANUAL FINAL REPRODUCIBLE COPY SUBMISSIONS:

QUANTITY:

- (1) FOUR LEGIBLY PRINTED FINAL REPRODUCIBLE COPY
- (2) ONE PC WINDOWS COMPATABLE DIGITAL COPY ON 3.5-INCH DISK, CD-ROM, OR 100/250 MB ZIP DISK

DEVELOP FINAL REPRODUCIBLE COPY OF THE GOVERNMENT APPROVED TECHNICAL MANUAL/CHANGE PAGES USING MICROSOFT WORD AND NATIVE AUTOCAD (*.DWG FORMAT WITH ACCOMPANYING PAPER PROOF COPY). BEFORE DEVELOPING OR SHIPPING ELECTRONIC SOURCE FILES, CONTACT AMSEC LLC TO VERIFY COMPATIBILITY WITH OUR COMPUTER SOFTWARE APPLICATIONS. INTERNET ADDRESSES SHALL BE PROVIDED IF THEY EXIST FOR SOURCE INFORMATION REGARDING THE EQUIPMENT SUPPLIED ON THIS PURCHASE ORDER (VENDOR WEB PAGES, FAQ SHEETS, TECHNICAL SUPPORT, AND POINTS OF CONTACT).

SUBMIT FINAL REPRODUCIBLE COPY TO AMSEC LLC NO LATER THAN 30 DAYS AFTER NOTIFICATION AND RECEIPT OF THE GOVERNMENT APPROVED PRELIMINARY TECHNICAL MANUAL. ALL TEXT AND DRAWINGS MUST BE CLEARLY LEGIBLE. (PLEASE NOTE: XEROX COPIES WILL NOT BE ACCEPTED AS CAMERA-READY MATERIAL.)

CALL AMSEC LLC FOR ADDITIONAL INFORMATION:

- (757) 896-5287 (VOICE)
- (757) 896-5237 (FAX)