

TECHNICAL MANUAL SUBMISSIONS (M1500 20080519)

FORWARD DELIVERABLES HEREIN TO:

AMSEC LLC,  
5200 WEST MERCURY BLVD  
SUITE 250  
HAMPTON, VA 23605

ATTN: SOURCE DOCUMENT REVIEW SUPERVISOR

**QUANTITY: ONE DIGITAL SOURCE DATA SHALL BE SUBMITTED ON WINDOWS COMPATIBLE CD OR DVD DISK OF PRELIMINARY TECHNICAL MANUAL FOR NORTHROP GRUMMAN SHIPBUILDING (NGS) REVIEW/APPROVAL. PROVIDE THE ABOVE INFORMATION IN MICROSOFT WORD OR IN RICH TEXT FORMAT, WHICH ARE NOT PASSWORD PROTECTED OR SECURITY ENABLED. A HARD COPY DELIVERABLE IS UNACCEPTABLE FOR THE PURPOSES OF THIS CODED NOTE.**

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 "APPENDIX E, SUMMARY OF TECHNICAL MANUAL CONTRACT REQUIREMENTS" DOCUMENT. TECHNICAL MANUAL CONTRACT REQUIREMENT (TMCR) DOCUMENTATION (IF APPLICABLE) IS LOCATED ON THE NAVAL SYSTEMS DATA SUPPORT ACTIVITY (NSDSA) WEBSITE AT [HTTPS://NSDSA2.PHDNSWC.NAVY.MIL/MSPECS/MSPECS.ASP?LVL=1](https://nsdsa2.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 "APPENDIX E, SUMMARY OF TECHNICAL MANUAL CONTRACT REQUIREMENTS".

FOR NEW TECHNICAL MANUALS ONLY, DRAFT COPIES OF PRELIMINARY TECHNICAL MANUALS MUST BE SUBMITTED TO NGSB, WITHIN **20 BUSINESS** DAYS AFTER RECEIPT AND NOTIFICATION OF GOVERNMENT APPROVED OUTLINE AND BOOK PLAN OR WITHIN **20 BUSINESS** DAYS AFTER RECEIPT OF PURCHASE ORDER, WHICHEVER IS APPLICABLE. **A HARD COPY DELIVERABLE IS UNACCEPTABLE FOR THE PURPOSES OF THIS CODED NOTE.**

**FOR CHANGE PAGES AND TECHNICAL MANUAL REVISIONS, DRAFT COPIES OF PRELIMINARY TECHNICAL MANUALS/CHANGE PAGES MUST BE SUBMITTED TO NGSB, WITHIN 120 DAYS AFTER RECEIPT OF PURCHASE ORDER, OR AT LEAST 45 DAYS PRIOR TO SHIPMENT OF THE EQUIPMENT, WHICHEVER IS EARLIER. IF THE CHANGE PAGES TO THE EXISTING MANUAL EXCEEDS 25 PERCENT OF THE TOTAL PAGES IN THE PUBLICATION OR THE PUBLICATION RESIDES IN THE NAVY PUBLISHING**

**APPLICATION (NPA) AT NSWCCD-SSES, PHILADELPHIA, PA: A REVISION TO THE EXISTING MANUAL WILL BE REQUIRED.**

NGSB 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) ONE DIGITAL COPY OF THE REVISED PRELIMINARY SUBMITTAL (IF APPROVED).  
**A HARD COPY DELIVERABLE IS UNACCEPTABLE FOR THE PURPOSES OF THIS CODED NOTE**

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 NGSB.

AFTER TECHNICAL REVIEW BY THE GOVERNMENT, A MARKED UP DIGITAL 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) 896-5393, PRIOR TO DEVELOPING NEW MANUALS OR MODIFYING A GOVERNMENT APPROVED MANUAL. DEVELOP TEXT USING MICROSOFT WORD AND DRAWINGS USING VECTOR FILE FORMATS: \*.DWG, OR IN AN ELECTRONIC FORMAT MUTUALLY AGREED UPON BETWEEN NORTHROP GRUMMAN SHIPBUILDING AND THE VENDOR. 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). **A HARD COPY DELIVERABLE IS UNACCEPTABLE FOR THE PURPOSES OF THIS CODED NOTE.**

TECHNICAL MANUAL FINAL REPRODUCIBLE COPY SUBMISSIONS:

QUANTITY:

- (1) ONE PC WINDOWS COMPATIBLE DIGITAL COPY ON CD-ROM OR DVD. **A HARD COPY DELIVERABLE IS UNACCEPTABLE FOR THE PURPOSES OF THIS CODED NOTE**

DEVELOP FINAL REPRODUCIBLE COPY OF THE GOVERNMENT APPROVED TECHNICAL MANUAL/CHANGE PAGES USING ELECTRONIC FORMAT AS LISTED ABOVE. BEFORE DEVELOPING OR SHIPPING ELECTRONIC SOURCE FILES, CONTACT AMSEC LLC TO VERIFY COMPATIBILITY WITH THEIR 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). **A HARD COPY DELIVERABLE IS UNACCEPTABLE FOR THE PURPOSES OF THIS CODED NOTE.**

SUBMIT FINAL REPRODUCIBLE DIGITAL FILES TO AMSEC LLC NO LATER THAN **20 BUSINESS** DAYS AFTER NOTIFICATION AND RECEIPT OF THE GOVERNMENT APPROVED PRELIMINARY TECHNICAL MANUAL. ALL TEXT AND DRAWINGS MUST BE CLEARLY LEGIBLE.

CALL AMSEC LLC FOR ADDITIONAL INFORMATION:  
(757) 896-5393 (VOICE)  
(757) 896-5237 (FAX)