

Coded Note Number: **M1500**
Revision Level: **C006**
Date: **June 26, 2017**
Title: **TECHNICAL MANUAL SUBMISSIONS**

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 C005– 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

The supplier shall provide a (1) new technical, or (2) technical manual revision, or (3) proposal to extend use of an existing manual for the applicable equipment/system, in accordance with Procurement Appendix E, “summary of Technical Manual Contract Requirements (TMCRs) for vendor equipment or system manuals” and the following.

New Technical Manual

Develop new technical manuals only if an existing, government approved technical manual does not include all the required information, or cannot be modified to include all the required information, or no technical manual for the system or component exists.

The supplier shall provide the following deliverables for a new technical manual in accordance with Procurement Appendix E, “summary of Technical Manual Contract Requirements (TMCRs) for vendor equipment or system manuals” for NNS approval:

- (1) Outline and book plan
- (2) Preliminary technical manual

Draft copies of the preliminary technical manual shall be submitted to NNS, within 120 business days after receipt and notification of outline and book plan approval.

NNS will review the draft preliminary technical manual and return a revised draft to the supplier for revision and re-submittal (if disapproved or not in accordance with the applicable format and technical content requirements).

(3) In-process review preliminary technical manual (as required)

The government may request an in-process review of the technical manual prior to NNS submittal to the government for technical review and approval. Supplier support at the in-process review and resulting revision of the preliminary technical manual may be required.

(4) Final technical manual

NNS will submit the preliminary technical manual to the government for approval. If disapproved by the government or not in accordance with the applicable format and technical content requirements, a marked up digital copy of the preliminary submittal will be returned to the supplier for correction and re-submittal until applicable government comments have been resolved. Submit final digital files to AMSEC LLC no later than 30 business days after notification and receipt of the government approval.

Technical Manual Revision

A technical manual revision shall be developed if an existing, government approved technical manual exists and can be modified to cover the applicable equipment variation.

The supplier shall provide the following deliverables for a technical manual revision in accordance with Procurement Appendix E, "Summary of Technical Manual Contract Requirements (TMCRs) for vendor equipment or system manuals" for NNS approval:

(1) Preliminary technical manual revision

Draft copies of the preliminary technical manual revision shall be submitted to NNS, within 120 days after receipt of purchase order, or at least 45 days prior to shipment of the equipment, whichever is earlier.

NNS will review the draft preliminary technical manual revision and return a revised draft to the supplier for revision and re-submittal (if disapproved or not in accordance with the applicable format and technical content requirements)

(2) In-process review preliminary technical manual revision (as required)

The government may request an in-process review of the technical manual prior to NNS submittal to the government for technical review and approval. Supplier support at the in-process review and resulting revision of the preliminary technical manual may be required.

(3) Final technical manual revision

NNS will submit the preliminary technical manual revision to the government for approval. If disapproved by the government or not in accordance with the applicable format and technical content requirements, a marked up digital copy of the preliminary submittal will be returned to the supplier for correction and re-submittal until applicable government comments have been resolved. Submit final digital files to AMSEC LLC no later than 30 business days after notification and receipt of the government approval.

Contact AMSEC LLC, Logistics Support, Carrier Division at (757) 896-5393, with the NAVSEA number/TMIN of the manual to be used prior to modifying a government approved manual.

Technical Manual Extension

Propose a technical manual extension if an existing government approved manual covers the equipment being purchased in it's entirety without change to any front matter, text, illustrations, drawings, or part numbers. The written request to extend the existing technical manual to the applicable equipment shall identify the specific equipment by NNS material number and the specific technical manual number, title and revision.

All Technical Manual Submissions

Contact AMSEC LLC, Logistics Support, Carrier Division at (757) 896-5393, prior to developing new manuals, revisions or extension requests. Develop text using Microsoft Word and drawings using vector file formats: *.dwg, or in an electronic format mutually agreed upon between Newport News Shipbuilding and the supplier. 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 (supplier web pages, FAQ sheets, technical support, and points of contact). Provide all submittals in electronic format on windows compatible cd or dvd disk which are not password protected or security enabled. Hard copy deliverables are unacceptable for the purposes of this coded note. All text and drawings shall be clearly legible.

Call AMSEC LLC for additional information:
(757) 896-5295 (voice)

(757) 896-5237 (fax)