

Coded Note Number: **M1500**

Revision Level: **C007**

Date: **October 07, 2020**

Title: **TECHNICAL MANUAL REQUIRED**

1. A government approved technical manual developed in accordance with the Technical Manual Contract Requirements (TMCRs) is required for this Purchase Order (PO) item (PO Appendix E). Contact HII Technical Solutions Division, Logistics, Maintenance, & Asset Management Solutions (LMAMS) SDR Supervisor at (757) 896-5587, with any technical questions prior to developing new manuals, revisions or extension requests.

This requirement may be satisfied through one of the following four (4) methods:

- 1.1. Use of an existing Technical Manual (Request for a Technical Manual Extension). An existing government approved technical manual may be used provided it covers the equipment being purchased in its entirety without change to any front matter, text, illustrations, drawings, or part numbers.

- 1.1.1. The Supplier shall propose a technical manual extension via a written request to NNS identifying the specific equipment by Newport News Part Number (NNPN) and the specific technical manual number, title and revision.

- 1.2. Develop and Submit a Technical Manual Revision for Approval. A technical manual revision shall be used if an existing, government approved technical manual exists and can be modified to cover the applicable equipment variation.

- 1.2.1. The Supplier shall propose a technical manual revision via a written request to NNS identifying the specific equipment by NNPN and the NAVSEA number/Technical Manual Identification Number (TMIN) of the manual to be used prior to modifying a government approved manual.

- 1.2.2. The Supplier shall provide the following deliverables to NNS in accordance with PO Appendix E, "Summary of Technical Manual Contract Requirements (TMCRs) for vendor equipment or system manuals" to NNS in the identified sequence:

- (1) Preliminary technical manual revision. A draft copy 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 of the preliminary technical manual revision against both format and technical content requirements. NNS will return a revised draft to the Supplier for revision and re-submittal.

- (2) In-process review of a preliminary technical manual revision (as required).
The government may request an in-process review of the technical manual revision prior to NNS submitting it to the government for technical review and approval. Supplier support during the in-process review and additional revisions to the preliminary technical manual revision resulting from this review may be required.
- (3) Final technical manual revision. The Supplier shall submit to NNS the preliminary technical manual revision with all NNS comments and, if applicable, government in-process review comments incorporated or otherwise adjudicated.

NNS will submit the preliminary technical manual revision to the government for approval. A marked up digital copy of the preliminary submittal will be returned to the Supplier for correction and re-submittal, as needed, until applicable government comments have been resolved and government approval has been obtained.

The final digital files shall be submitted to NNS no later than 30 business days after receipt of notification of the government approval.

1.3. Develop and Submit a New Technical Manual for Approval. A new technical manual shall be developed and submitted provided no technical manual for the system or equipment exists or an existing government approved technical manual cannot be modified to include all the required information.

1.3.1. The Supplier shall propose a new technical manual via a written request to NNS identifying the specific equipment by NNPN.

1.3.2. The Supplier shall provide the following deliverables to NNS in accordance with PO Appendix E, "Summary of Technical Manual Contract Requirements (TMCRs) for vendor equipment or system manuals" to NNS in the identified sequence:

- (1) Outline and book plan for approval.
- (2) Preliminary technical manual. A draft copy of the preliminary technical manual shall be submitted to NNS within 120 business days after receipt of notification of government approval of the outline and book plan approval.

NNS will review the draft of the preliminary technical manual against both format and technical content requirements. NNS will return a revised draft to the Supplier for revision and re-submittal.

- (3) In-process review of a preliminary technical manual (as required). The government may request an in-process review of the technical manual prior to NNS submitting it to the government for technical review and approval. Supplier support during the in-process review and additional revisions to the preliminary technical manual resulting from this review may be required.
- (4) Final technical manual. The Supplier shall submit to NNS the preliminary technical manual revision with all NNS comments and, if applicable, government in-process review comments incorporated or otherwise adjudicated.

NNS will submit the preliminary technical manual to the government for approval. A marked up digital copy of the preliminary submittal will be returned to the Supplier for correction and re-submittal, as needed, until applicable government comments have been resolved and government approval has been obtained.

The final digital files shall be submitted to NNS no later than 30 business days after receipt of notification of the government approval.

- 1.4. Submit Notification of a Previously Submitted and Approved Technical Manual. Re-submittal of a technical manual or technical manual revision is unnecessary for equipment or systems that are unchanged since the applicable technical manual or technical manual revision was previously submitted and approved under an NNS PO.

- 1.4.1. The Supplier shall notify NNS in writing that the equipment is unchanged from its previous procurement by NNS, and identify the technical manual that was previously submitted and approved, along with the affected NNPN(s), specific technical manual number (TMIN), title, revision and the applicable NNS PO.

2. Technical Manual Submittal Format Requirements:

- 2.1. Technical manual text should be developed using Microsoft Word. Drawings associated with the technical manual should be developed using vector file formats: *.dwg, or in an electronic format mutually agreed upon by NNS and the Supplier. All text and drawings shall be clearly legible.
- 2.2. Before developing or shipping electronic source files, contact the HII-TSD LMAMS SDR Supervisor to verify compatibility with our computer software applications.
- 2.3. 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).

2.4. All submittals shall be provided 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.

3. Submittal Directions. The deliverables for this Coded Note shall be submitted to HII-TSD LMAMS at the following address:

Logistics, Maintenance, & Asset Management Solutions (LMAMS)
Technical Solutions (A Division of Huntington Ingalls Industries)
5200 West Mercury Blvd
Suite 250
Hampton, VA 23605
ATTN: Source Document Review (SDR) Supervisor

Revision History Table		
Rev	Description	Revision Date
C007	Major rewrite for supplier clarity and Division name change ADDED: Additional option for the Supplier to identify the technical manual was previously submitted for the applicable item/equipment when material was previously purchased from the same vendor.	10-07-2020

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