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THE AIR FORCE, ARMY AND NAVY,
COMMANDANT OF THE MARINE
CORPS AND DIRECTOR OF THE
DEFENSE LOGISTICS AGENCY**



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**INSTRUCTIONS FOR THE INTER
SERVICING OF TECHNICAL MANUALS
AND RELATED TECHNOLOGY PROGRAM**

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This publication applies to all civilian employees and uniformed members of the Regular Air Force, United States Space Force, Air Force Reserve, and Air National Guard, except where noted otherwise, as well as other military departments (MILDEPs) and organizations based on binding agreement or obligation with the DAF.

SUMMARY OF CHANGES

This publication has been revised and should be completely reviewed. Changes include guidance to streamline and clarify publications and other administrative updates to include component organizational signatories.

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Chapter 1

GENERAL INFORMATION

1.1. Component Responsibilities. In [Attachment 2](#) through [Attachment 6](#), each component has identified:

- 1.1.1. Applicable component publications.
- 1.1.2. Procedures for their personnel to recommend changes to this instruction.
- 1.1.3. Component Technical Manual (TM) Index.
- 1.1.4. Procedures for requisitioning and subscribing to TMs.
- 1.1.5. Procedures for recommending TM changes.
- 1.1.6. The component control office responsible for issuing and/or processing TM Rescission Notices and other duties.

1.2. Interfacing Publications. This instruction interfaces with the following publications covering each component's system for management of TMs:

- 1.2.1. Department of the Air Force: DAFI 63-101/20-101.
- 1.2.2. Army: AR 25-30, *The Army Publishing Program*.
- 1.2.3. Navy: NAVAIR 00-25-100, *Naval Air Systems Command Technical Publications Library Management Program*; NAVAIR 00-25-604, *Naval Air Systems Command Fleet Support/Integrated Program Team Acquisition and Sustainment of NAVAIR Technical Manuals*; NAVSEA Instruction (NAVSEAINST) 4160.3B, *Technical Manual Management Program* and S0005-AA-PRO-010/TMMP, *NAVSEA Technical Manual Management Program, Operations and Life Cycle Support Procedures*. NAVWAR Instruction (NAVWARINST) 4160.3C, *NAVWAR, PEO C4I, PEO Space and PEO EIS Policy, Procedures and Responsibilities for Technical Manual Management Operations and Product/Technical Data Lifecycle Support*; MIL-DTL-24784D, Amendment 1, *Manuals, Technical: General Acquisition and Development Requirements, General Specification for*.
- 1.2.4. Marine Corps: MCO 5215.17, *Marine Corps Technical Publications Management*.
- 1.2.5. Defense Logistics Agency: DLAI 3218, *Technical Support Policy and Procedures*.

1.3. Terms Explained. See [Attachment 1](#).

1.4. Overview. This Instruction prescribes the policies, agreements, and procedures for the interservicing of ITMs and related information on common-use materiel by the military services and the Defense Logistics Agency, hereinafter called components. This includes the acquisition and use of TMs by two or more components, hereinafter called joint-use TMs. It also includes the exchange of TMs with one or more components, acquired for the principal use of a single component, hereinafter called single-use TMs.

Chapter 2

ACQUISITION OF JOINT-USE TECHNICAL MANUALS (TMS)

2.1. Acquisition Management.

2.1.1. Use of Published TMs. Before developing new TMs, including Interactive Electronic Technical Manuals (IETMs), the acquiring component will identify any published TMs on any of the component indexes (see [Attachment 7](#)) which might satisfy acquisition program requirements (T-0). The acquiring component will obtain copies of any such TMs and determine if they can be used, modified, or combined with other published TMs (T-0). The acquiring component will limit the number of changes to published TMs to the maximum extent possible (T-0).

2.1.2. Requirements Management.

2.1.3. Acquiring components acquire joint-use TMs according to their requirements and specifications, while considering the unique requirements of the using components (T-0). These unique requirements may include constraints imposed by the using component's digital environment (e.g., Navy Marine Corps Intranet or Navy Standard IETM Viewer). When Defense Logistics Agency (DLA) is the acquiring component, they will arrange with the using components to prescribe the requirements and specifications for joint-use TMs. A lead acquiring component is designated in a Joint Program Memorandum of Agreement (MOA), per Department of Defense Instruction (DoDI) 5000.85, *Major Capability Acquisition*.

2.1.3.1. The acquiring component will coordinate with using components, prior to approving or changing previously approved TM requirements, specifications, exhibits, instructions, plans and schedules (T-0)

2.1.3.2. When the unique requirements of the using components cannot be satisfied due to major differences in infrastructure, hardware configuration, maintenance concepts, or test equipment, then the components will acquire single-use TMs instead (T-0).

2.1.4. Exchange of Source Data. All components will exchange source data covering equipment and systems, as needed, in an agreed upon format (T-0).

2.1.4.1. Acquiring components acquire joint-use IETMs, according to its requirements and specifications, while considering the unique requirements of the using components (T-0). These unique requirements shall include Joint Service usage requirements for ASD-S1000D, *International Specification for Technical Publications Using a Common Source Database*, which may include constraints imposed by the using Component's digital environment. (See [Figure 2.1](#) for a list of available Data Item Descriptions (DID) to support IETM acquisitions).

2.1.4.2. The resulting IETM shall consist of a S1000D Data Module Requirements List (DMRL), and subsequent S1000D Data Modules and Publication Modules, in accordance with Joint Service S1000D Business Rules (JSBRs), and Joint Service Information Codes (JSICs). See **Figure 2.1** for publication references containing Joint Service Business Rules. (Additional JSBRs and JSICs are available at <https://www.navsea.navy.mil/Home/Warfare-Centers/NSWC-Carderock/Resources/Technical-Information-Systems/Navy-XML-SGML-Repository/DTDs-Schemas/NAVSEA-S1000D-Tools-Repository/>).

2.1.4.2.1. Delivery of the IETM shall include all associated files for generating technical publications, to include TMs. Deliverables to the Government shall also include the associated XML, graphic, and multimedia files. Multimedia source files shall be delivered in accordance with approved formats, per business rules. All source files, regardless of format, shall be delivered to the Government, as required by the contract, to include the final run-time version to be used by an end-user.

Figure 2.1. Electronic Technical Manuals Data Item Descriptions and Publications Containing Joint Service Business Rules.

DI-TMSS-81805A	Data Module Requirements List for S1000D
DI-TMSS-81951 NOT 1	Project Business Rules Decision Table, S1000D
DI-TMSS-81952 NOT 1	Project Business Rules Exchange (BREX) File, S1000D
DI-TMSS-82332	S1000D Data Management Requirement List
MIL-HDBK-523(1) NOT 1	Guide to the General Style and Format of S1000D Technical Manual Data Modules
MIL-STD-3031A(1)	Army Business Rules for S1000D: International Specification for Technical Publications Utilizing a Common Source Data Base
MIL-STD-3048C	Air Force Business Rules for the Implementation of S1000D
DI-TMSS-81784A NOT 2	Army S1000D Project Business Rules

2.1.5. Physical Distribution Media Requirements. The acquiring component will consider the unique requirement of using components when developing physical distribution media requirements **(T-0)**. This may include unique requirements related to the digital conversion, rendering, reproduction and/or distribution of paper media, CD-ROM/DVD media or digital files.

2.1.6. Funding and Staffing.

2.1.6.1. General Funding. The acquiring component will fund digitization, initial distribution, and backup stock for all components, if applicable **(T-0)**. Costs incurred will be accounted and allocated in accordance with the Joint Program MOA.

2.1.6.2. Stock Funding DLA Only. DLA will use the stock fund to finance TMs issued as a component part of a stock fund item. The cost of such TMs must be included in the stock fund price of the complete item. A TM stocked, catalogued, and issued as a separate item will be financed from the stock fund and issued on a reimbursable basis.

2.1.6.3. Staffing. Using components will provide staffing in accordance with the Joint Program MOA **(T-0)**.

2.2. Component Responsibilities. Acquiring Component will:

2.2.1. Acquire joint-use TMs and process purchase requests consistent with the priority assigned. The security classification of all TMs will be in accordance with DODI 5200.48, Controlled Unclassified Information (CUI) **(T-0)**.

2.2.1.1. Manage the configuration of all TM requirements, source files and distribution media **(T-0)**.

2.2.1.1.1. Involve using components in the processing of deviations and waivers to TM specifications and standards and other changes in TM requirements **(T-0)**.

2.2.1.1.2. Evaluate Commercial-Off-The-Shelf (COTS) manuals for effectiveness and content in accordance with MIL-PRF-32216, *Evaluation of COTS Manuals and Preparation of Supplemental Data* **(T-0)**. Ensure COTS manuals are procured with the rights prescribed by the Federal Acquisition Regulations and applicable supplements **(T-0)**. Also, ensure COTS manuals are released with the appropriate copyright release or rights in data statements **(T-0)**.

2.2.1.1.3. Involve using components in the quality assurance process for the development and sustainment of TMs **(T-0)**.

2.2.1.1.4. Manage the processing of RCs to TMs **(T-0)**.

2.2.1.1.5. Obtain using components' publication numbers, Prefix Control Number (PCN), service specific authentication and distribution statement markings (See [Attachment 2 through Attachment 6](#)), digital distribution and/or copy requirements, fund citation and shipping addresses **(T-0)**.

2.2.1.1.6. Provide using components with preliminary TMs for verification of unique requirements **(T-0)**. Limited use of these preliminary TMs is in accordance with component policy.

- 2.2.1.1.7. When requested by using components, identify TM changes associated with equipment modifications **(T-0)**.
- 2.2.1.2. Schedule and acquire TM authoring/updating; verify preliminary TMs; publish and distribute verified TMs concurrent with delivery of operational assets; retain archival copies of editable, digital formats and rendered, digital output files; and plan for rescission and disposal at the end of the TM life cycle **(T-0)**.
 - 2.2.1.2.1. If applicable, provide digital distribution media suitable for the using component to perform reproduction and distribution to its users **(T-0)**.
 - 2.2.1.2.2. Using component. For the basic TMs and subsequent updates, the using component will provide to the acquiring component:
 - 2.2.1.2.3. Timely feedback on acquiring component proposed deviations and waivers to TM specifications and standards and other changes in TM requirements **(T-0)**.
 - 2.2.1.2.4. Component publication numbers, service specific authentication and distribution information markings (see Attachments **2 through 6**), digital distribution and/or copy requirements, fund citation and shipping addresses **(T-0)**. Provide this information to the acquiring component within 30 days of request or in accordance with the Joint Program MOA **(T-0)**.
 - 2.2.1.2.5. Timely feedback on TM content as a result of TM In-process Review (IPR), contractor Quality Assurance (QA) and validation, and verification activities **(T-0)**.

2.3. Quality Assurance. The acquiring component will ensure contractors have an acceptable QA process for developing and sustaining TMs and will exercise insight into the process during contract performance **(T-0)**.

- 2.3.1. In-process Review (IPR). The acquiring component will coordinate scheduling of IPRs and will monitor TM preparation by the contractor and the government **(T-0)**. The TM contract will require the contractor to support IPRs and provide access to TM materials, intermediate and final products **(T-0)**. The IPR will include evaluation of:
 - 2.3.1.1. Source data.
 - 2.3.1.2. Supportability Analysis Data.
 - 2.3.1.3. Engineering: drawings, digital models, and related reports.
 - 2.3.1.4. COTS manuals, when applicable.
 - 2.3.1.5. TM plans and outlines.
 - 2.3.1.6. Presentation methods.
 - 2.3.1.7. Modes of preparation.
 - 2.3.1.8. Specification compliance.
 - 2.3.1.9. Completed documentation (text and artwork).
 - 2.3.1.10. Digital TM files, as applicable.

2.3.2. Contractor QA and Validation. The acquiring and using components will exercise insight into all contractor QA processes involved with development, testing and delivery of TMs and related technical data **(T-0)**.

2.3.3. Verification.

2.3.3.1. The acquiring component will:

2.3.3.2. Manage the verification program **(T-0)**.

2.3.3.3. Develop basic requirements and schedules to ensure verification is completed in time to permit necessary corrections, printing, and delivery of TMs for orderly introduction into the operating forces **(T-0)**.

2.3.3.4. Request using components provide technically qualified personnel to support verification **(T-0)**.

2.3.3.5. The using component will:

2.3.3.5.1. Support the verification program **(T-0)**.

2.3.3.5.2. Support the acquiring component to ensure verification is completed in accordance with a mutually agreeable schedule **(T-0)**.

2.3.3.5.3. Provide technically qualified personnel (i.e., target audience) to support verification **(T-0)**.

2.3.3.6. The acquiring and using components must coordinate all verification deficiencies and corrections prior to incorporation in the TM **(T-0)**.

2.3.4. Product Acceptance **(T-0)**.

2.3.4.1. The acquiring component will ensure contractor corrective action is taken in response to all coordinated verification deficiencies **(T-0)**.

2.3.4.2. The Administrative Contracting Officer will not accept final TM products without the acquirin' component's concurrence **(T-0)**.

Chapter 3

SUSTAINMENT OF JOINT-USE TECHNICAL MANUALS (TMS)

3.1. Sustainment Management.

3.1.1. Recommended Changes Method of Submission. TM users shall submit RCs per the following priority order:

3.1.1.1. As specified in the Joint Program MOA.

3.1.1.2. TM users will submit RCs to their using component TM manager per their component's published procedures **(T-0)**. The component TM manager will then forward the RC to the component TM content manager for evaluation **(T-0)**. The component TM manager will then reformat and/or forward the RC and evaluation recommendation to the acquiring component TM manager per the method specified in the Joint Program MOA **(T-0)**.

3.1.1.3. If unable to identify their using component TM manager, forward the RC to the component control office listed at [Attachments 2 through Attachment 6](#). The component control office will then evaluate the content, if able, and reformat and/or forward the RC and evaluation recommendation to the acquiring component TM manager **(T-0)**.

3.1.2. Update Management.

3.1.2.1. Engineering-Related TM Updates. The acquiring component will develop and issue TM updates in support of engineering-related changes **(T-0)**. The using components will resource and support updates per the Joint Program MOA **(T-0)**.

3.1.2.2. Immediate and Urgent Action TM Updates. Upon the receipt of an RC identifying hazardous conditions that could cause injury or death, result in damage to equipment or property or result in an inability to achieve or maintain operational posture, the acquiring component will immediately notify all using components of the problem **(T-0)**. The acquiring component will also provide the using components an estimated date for the issuance of an immediate or urgent action TM update **(T-0)**. The using components will resource and support immediate or urgent action TM updates per the Joint Program MOA **(T-0)**.

3.1.2.3. Routine TM Updates. Acquiring components will develop and issue TM updates in response to routine RCs within 365 days of RC receipt, funds permitting **(T-0)**. The using components will resource and support routine TM updates per the Joint Program MOA **(T-0)**.

3.1.2.4. TM Update Coordination: Using components will coordinate on immediate and urgent action TM update packages per the Joint Program MOA, or within 24 hours of receipt **(T-0)**. Using components will coordinate on routine TM Update packages per the Joint Program MOA, or within 30 days of receipt **(T-0)**.

3.2. Component Responsibilities.

3.2.1. Acquiring Component will:

3.2.1.1. Manage the configuration of all TM requirements, source files and distribution media (T-0). Disposition RCs to published TMs and publish updates per the timeline and method dictated by the urgency of the RC (T-0).

3.2.1.1.1. Program funds to support the authoring and distribution of TM updates, in accordance with the Joint Program MOA (T-0).

3.2.1.1.2. Provide using components with TM updates for verification of unique requirements (T-0).

3.2.1.1.3. Identify TM changes associated with equipment modifications, when requested by using components (T-0).

3.2.1.1.4. Obtain written approval from using components prior to deleting using component publication numbers and unique content from the TM (T-0).

3.2.1.2. Schedule and, if applicable, acquire authoring of TM updates; render and verify TMs; publish and distribute TM updates; retain archival copies of editable, digital formats and rendered, digital output files; and update plans for rescission and disposal at the end of the TM life cycle (T-0).

3.2.1.2.1. If applicable, provide digital distribution media of TM updates suitable for the using component to perform reproduction and distribution to its users (T-0).

3.2.2. Using component. The using component will provide to the acquiring component:

3.2.2.1. Support for the verification of TM updates, in accordance with the Joint Program MOA (T-0).

3.2.2.2. Funds to support the authoring and distribution of TM updates, in accordance with the Joint Program MOA (T-0).

3.3. Joint-Use TM Management. Components will make every effort to maintain the joint-use TM program (T-0). However, if joint management becomes impractical, components may exercise one of the following options:

3.3.1. A using component may publish a supplement to a joint-use TM and distribute the supplement within the using component. The using component will then manage the configuration of the supplement to include publishing updates, as necessary, to match subsequent updates of the joint-use TM (T-0). When distributing the supplement, the using component will provide an information copy to the acquiring component TM manager for consideration in updates to the joint-use TM (T-0). Should a future update to the joint-use TM incorporate the data in the supplement, the supplement will be rescinded. The acquiring component TM manager should also establish a subscription to ensure receipt of future updates of using component supplements.

3.3.2. The using component may publish single-use TMs. The acquiring component will assist the using component in establishing the single-use TM by transferring, as applicable, digital editable copy of text and graphics (if available) (T-0). In close coordination with the using component, the acquiring component will remove the using component's unique requirements from the joint-use TM (T-0).

3.4. Quality Assurance. The acquiring component will update and use the verification plan developed during the acquisition phase to ensure joint-use TM technical accuracy, adequacy, comprehensibility, and usability during sustainment (**T-0**). The using components will support the TM verification during sustainment (**T-0**).

Chapter 4

RESCISSION OF JOINT-USE TECHNICAL MANUALS

4.1. Rescission by Acquiring Component.

4.1.1. The acquiring component will:

4.1.1.1. Prepare a letter subject: "TM Rescission Notice," addressed to each using component and security assistance program (SAP) manager **(T-0)**. As a minimum, the letter must include the following: TM number, date, title, increments in effect (i.e., changes and supplements), quantity of stock of each increment and a description of digital editable formats or text and graphics and/or reproduces available **(T-0)**.

4.1.1.2. The acquiring component should neither reformat, revise, change or update the digital, editable formats, nor destroy reproducible, joint-use TM stock that is being coordinated with interested using components **(T-0)**.

4.1.2. Each using component receiving the TM Rescission Notice letter will:

4.1.2.1. Determine its continuing requirement for the TM and the specific reproducible material or stock shown in the TM Rescission Notice letter **(T-0)**.

4.1.2.2. Respond to the TM Rescission Notice letter originator within 30 calendar days of the date on the letter and, if reproducible and/or printed stock are required, include detailed shipping instructions **(T-0)**.

4.1.3. On receipt of replies, the acquiring component will:

4.1.3.1. When only one using component needs the digital copy, reproducible material or printed stock, ship these materials per instructions given in the response to the TM rescission notice letter **(T-0)**.

4.1.3.2. When more than one using component indicates a continuing requirement, in coordination with the using components, determine:

4.1.3.2.1. Who will become the acquiring component of the TM (see [Chapter 5](#)) and ship the digital copy, reproducible material or printed stock per instructions given in the response to the TM rescission notice letter **(T-0)**.

4.1.3.2.2. Ship printed stock, if practical, to gaining acquiring component and using component(s) per instructions provided in response to the TM rescission notice letter **(T-0)**.

4.1.4. When no requirement exists, including SAP requirements, acquiring component disposes of reproducible material and printed stock according to applicable regulations. The acquiring component will retain digital, archival copies of the digital, editable formats and rendered, digital output files **(T-0)**.

4.2. Rescission by Using Component. When a using component of a joint-use TM determines the publication is no longer required within their component, they will notify the acquiring component in writing to remove their publication number from the TM **(T-0)**. In addition, the unique content of the user component should be removed from the TM and the using component TM manager will notify the affected users of the rescission **(T-0)**.

Chapter 5

TRANSFER OF ACQUIRING COMPONENT RESPONSIBILITY

5.1. Transfer Policy. When an acquiring component envisions transfer of management responsibility for a system or equipment to another component, a joint TM transfer team will facilitate the smooth, incremental transfer of TM management responsibility **(T-0)**. The team will review the TMs outlined in a TM transfer review plan **(T-0)**. A transfer typically includes all TMs and all TM family increments in the affected TM series. The need to update existing TMs will not prevent equipment or TM management responsibility transfer. The team will identify those TMs that are not current and require updating and identify transfer requirements for digital editable copy of text and graphics (if available), digital distribution files and printed stock **(T-0)**. The team will also propose how, when and who should accomplish the updates **(T-0)**.

5.2. Transferring Acquiring Component Responsibilities. The transferring component will:

5.2.1. Arrange for a meeting of all interested personnel, including receiving component personnel, to establish a joint TM transfer team. The transferring component will chair subsequent team meetings **(T-0)**.

5.2.2. Develop a mutually acceptable transfer review plan outlining the TMs to be reviewed, the percentage of review for each and a time schedule **(T-0)**.

5.2.3. As specified in the transfer review plan, have available for review:

5.2.3.1. All documentation for examination to determine that TMs and source data are complete and agree with the configuration of the system or equipment being transferred **(T-0)**.

5.2.3.2. All RCs, draft updates supporting engineering-related changes and preliminary TMs **(T-0)**.

5.2.4. Develop a TM transfer agreement to be signed by participating components. If components agree to update TMs after transfer, the agreement must explain how the receiving component will furnish updated data **(T-0)**.

5.2.5. Deliver all reproducible material or printed stock according to the transfer agreement **(T-0)**.

5.3. Receiving Component Responsibilities. The receiving component will:

5.3.1. Assist the transferring component in developing a transfer review plan and provide personnel to take part in the TM review **(T-0)**.

5.3.2. Be responsible for changing or updating the manuals after the transfer and informing the appropriate components authorities identified in **Attachments 2 through Attachment 6** **(T-0)**.

5.3.3. Schedule and prepare or acquire any additional manuals required by the receiving component **(T-0)**.

5.4. Transfer Disagreements. The TM transfer team will refer policy or procedural problems they cannot resolve to their respective component control offices listed in [Attachments 2 through Attachment 6 \(T-0\)](#). However, requirements peculiar to the receiving component remain their responsibility.

5.5. Freedom of Information Act Request Processing. Freedom of Information Act (FOIA) requests for joint-use TMs are submitted to the FOIA Office at the acquiring component TM Manager's installation and processed according to DoDM 5400.07, *DoD Freedom of Information Act (FOIA) Program*. TMs will be withheld from FOIA release if the technical data meets the non-releasability criteria of Department of Defense Directive (DoDD) 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*.

Chapter 6

SUPPORT FOR SECURITY ASSISTANCE PROGRAMS (SAP)

6.1. Joint-use Technical Manuals. The acquiring component for joint-use TMs is responsible for managing, controlling and releasing TMs in support of SAP. The acquiring component retains this responsibility, even if another component is responsible for overall SAP management. Once joint-use TMs have been cleared for public release by competent authority, they may be made available to foreign nationals, companies, and governments, and may be exported. Acquiring components acquire Foreign Military Sales (FMS) joint-use TMs and IETMs, according to its requirements and specifications. Acquiring components shall consider unique requirements of the S1000D International Defense Interest Group (DIG) Business Rules IETMs, while also considering the unique requirements of the using components. (Reference [paragraph 2.1.4.2](#) for additional IETM acquisition guidance).

6.2. Country Specific Technical Manuals. The acquisition and sustainment of country specific TMs to support peculiar equipment installed in the weapon systems of foreign nations is outside the scope of this publication.

Chapter 7

EXCHANGE OF SINGLE-USE TMS

7.1. Exchange Policy. Components will exchange, or provide access to, digital ITM files on a common (i.e., free of charge) basis **(T-0)**. Using components will provide funds for physical distribution media TM in accordance with the procedures in **Attachments 2 through Attachment 6 (T-0)**.

7.2. Request Processing. Using components will requisition and subscribe to acquiring component, single-use TMs in accordance with the procedures in **Attachment 2 through Attachment 6 (T-0)**.

7.3. Joint-Use TM Establishment. Once a using component establishes an extensive or long-term requirement for another component's single-use TM, the single-use TM component will establish a joint-use TM and rescind the single-use TM **(T-0)**

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RICKY WILLIAMSON, VADM, USN
Deputy Chief of Naval Operations
for Fleet Readiness and Logistics

CHARLES G. CHIAROTTI, LT GEN
Deputy Commandant, USMC Installations
and Logistics

Michelle C. SKUBIC, VADM
Director DLA Strategic Plans and Policy

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AR 25-30, *The Army Publishing Program*, 14 July 2021

DAFI 11-215, *USAF Flight Manuals Program (FMP)*, 20 March 2015

DAFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 63-101/20-101, *Integrated Life Cycle Management*, 16 February 2024

PAM 25-40, *Army Publishing Program Procedures*, 14 June 2021

DoDI 5000.85, *Major Capability Acquisition*, 06 August 2020

DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*, 14 May 1993

DoDD 5230.25, *Withholding of Unclassified Technical Data from Public Disclosure*, 6 November 1984

DoDM 5200.01, *Volume 1, DoD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012

DoDM 5400.07, *Freedom of Information (FOIA) Program*, 25 January 2017

MIL-PRF-32216, *Performance Specification: Evaluation of Commercial Off-The-Shelf (COTS) Manuals and Preparation of Supplemental Data*, 12 August 2011

NAVAIR 00-25-100, *Naval Air Systems Command Technical Publications Library Management Program*

NAVAIR 00-25-604, *Naval Air Systems Command Fleet Support/Integrated Program Team Acquisition and Sustainment of NAVAIR TMs*

NAVSEA Instruction (NAVSEAINST) 4160.3B, *TM Management Program*

S0005-AA-PRO-010/TMMP, *NAVSEATM Management Program, Operations and Life Cycle Support Procedures*

NAVWAR Instruction (NAVWARINST) 4160.3C, *NAVWAR, PEO C4I, PEO Space and PEO EIS Policy, Procedures and Responsibilities for Technical Manual Management Operations and Product/Technical Data Lifecycle Support*

TO 00-5-1, *AF Technical Order System*, 15 February 2019

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AFTO Form 22, *Technical Manual Recommendation and Reply*

AFTO Form 43, *Request for USAF Technical Order Distribution Code Assignment or Change*

AFTO Form 276, *Special Requisition for Air Force Technical Orders/CPIN*

DA Form 4790, *Certification for Distribution of Publication(s) in Support of Government Contract*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order

CSR—Customer Service Request

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

LDAC—Logistics Data Analysis Center

MSBPS—Naval Systems Data Support Activity

NAVWAR—Naval Information Warfare Systems Command

SPAWAR—Space and Naval Warfare Systems Center

TDMIS—Technical Data Management Information System

CD-ROM—Compact Disk Read-only Memory

COTS—Commercial Off the Shelf (Hardware, Software or Manuals)

DAE—Defense Acquisition Executive

DLA—Defense Logistics Agency

DoD—Department of Defense

DVD—Digital Versatile Disk

ETIMS—Enhanced Technical Information Management System

ETM—Electronic Technical Manual

FOIA—Freedom of Information Act

FMS—Foreign Military Sales

HQ—Headquarters

HQMC—Headquarters Marine Corps

IETM—Interactive Electronic Technical Manual

IPR—In-Process Review

LEM—Logistics Element Manager

MILDEP—Military Department

MOA—Memorandum of Agreement

OPR—Office of Primary Responsibility

POC—Point of Contact

QA—Quality Assurance

RC—Recommended Change

SAP—Security Assistance Programs

TCTO—Time Compliance Technical Order

TM—Technical Manual

TO—Technical Order

USAF—United States Air Force

USAMC—US Army Materiel Command

Terms

Acquiring Component—The component department, service or agency responsible for acquiring the system or equipment and supporting TMs.

Activity—An organization or agency within a component.

Change—Correcting or modifying information in an existing TM. Also, a specific update to a TM, e.g., Change 4.

Component—Military service or agency, including Air Force, Space Force, Army, Navy, Marine Corps and Defense Logistics Agency.

Component Control Office—An activity within a component responsible for issuing TM Rescission Notices and processing notices from other components. This activity may also be responsible for processing requests for single-use TMs. (See [Attachments 2 through Attachment 6](#).)

Comprehensibility—The completeness with which a user in the target audience understands the TM text or text-graphics combination.

Continuing Requirement—A continuing requirement for single-use TM increments that are the responsibility of another component.

Contracting Component—A contracting activity associated with either a military service or agency

Electronic Technical Manual (ETM)—A set of information needed for the description, operation, troubleshooting and maintenance of equipment, authored in a linear fashion for the purpose of electronic page presentation or distribution as physical distribution media.

Enhanced Technical Information Management System (ETIMS)—The system of record for USAF Technical Orders.

Executive Component—The component responsible for maintaining the TMs after production termination. Normally, the acquiring component becomes the executive component.

Interactive Electronic Technical Manual (IETM)—A set of information needed for the description, operation, troubleshooting and maintenance of equipment, optimally arranged and formatted for interactive screen presentation to the end user on an electronic display system.

In-Process Review (IPR)—Review conducted by the acquiring component during the TM preparation. These reviews provide guidance to the contractor, ensure TMs conform to contract requirements and review the validation and verification plan schedule. IPRs may be conducted at the contractor's facility or at the subcontractor's or other source facility during the development of the TM, before preparing the final copy.

Joint Program Memorandum of Agreement—Joint programs will be managed in accordance with the provisions of an MOA and with the lead DoD Component's acquisition procedures and acquisition chain of command, unless directed otherwise by the Defense Acquisition Executive (DAE), per Interim DoDI 5000.85.

Joint-Use Technical Manual (TM)—A TM used by two or more components and which carries a publication number for each component. Within Army documents, such TMs are termed "multi-service."

Military Department (MILDEP) Letter—A signed memorandum from a using component authorizing publication of a joint-use TM when the US Army is the acquiring component. The memorandum identifies the senior official(s) and title as it will appear on the title page of the joint-use TM.

Modification Instructions—Detailed instructions for the alteration or modification of hardware.

One-Time Requisition—An occasional or one-time need for a reasonable quantity of a single-use TM from another component, which is needed to perform a specific task or project.

Point of Contact (POC)—Activity or activities within each component which serves as a contact point for various functions of the Interservicing of TMs and Related Technology Program. (See [Attachments 2 through Attachment 6.](#))

Physical Distribution Media—TMs distributed in physical formats such as paper and CD-ROM/DVDs.

Receiving Component—Component gaining management responsibility for equipment or weapon system and supporting TMs through transfer from another component.

Recommended Change (RC)—Recommended change to TM to correct discrepancies and enable improvement.

Reproducible Material—All material used in reproducing TMs.

Requiring Component—A requiring activity associated with either a military service or agency.

Security Assistance Program (SAP)—US Government-approved sales of military systems and commodities to foreign governments and international organizations, including the Military Assistance Program, Foreign Military Sales, consortium and co-production agreements and direct commercial sales.

Single-use Technical Manual (TM)—TMs for the principal use of the acquiring component. Other components may be granted limited use by the acquiring component.

Source Data—Data obtained from research, development, design engineering and the production of systems, material, and services; later used for TM development.

Supplement—A separate document that complements information in a basic TM.

Technical Manuals (TM)—Publications containing instructions for the installation, operation, maintenance, training and support of weapon systems, weapon system components and support equipment, to include IETM. TMs information may be presented in any form or characteristic including, but not limited to, hard copy, audio and visual displays, disks and other electronic devices. A TMs normally contains operational and maintenance instructions, parts lists or parts breakdowns and related technical information or procedures exclusive of administrative procedures. USAF Technical Orders (TOs) that meet the criteria of this definition may also be classified as TMs.

Technical Order (TO)—Interchangeable, USAF term for technical manual. Compliance with technical orders is mandatory, except as explained in TO 00-5-1, *AF Technical Order System*.

Technical Manual (TM) Increments—An all-inclusive reference to indicate a basic TM and its formal updates, such as Changes, Revisions and Supplements.

Technical Manual (TM) Index—Catalog of active, component TMs, and, if applicable, associated metadata.

Technical Manual (TM) Transfer Team—A group composed of representatives of the transferring component and receiving component, responsible for reviewing TMs for currency before their transfer in support of weapon systems or equipment for which management responsibility is being transferred from one component to another.

Transferring Component—Component losing management responsibility for equipment or weapon system and supporting TMs through transfer to another component.

TM Transfer Review Plan—A list of the transferring TMs to be reviewed, the percentage of review for each and a time schedule.

TM Transfer Agreement—A document containing the procedures for an orderly transfer of TMs negotiated by the transferring and receiving components.

Usability—The degree to which a user is able to apply the TM in performing a specific task as described by the TM. Usability of the TM by a user would be indicated by error-free performance of the described task on the first attempt. To be usable, a TM must be operationally suitable; that is, it must be legible in the work environment involved and must specify procedures, tools, or required skills characteristic of the work center in which it is to be used.

Using Component—A component having a need for TMs for operation and maintenance of equipment or systems. Using component is synonymous with participating DoD component per DoDI 5000.02, *Operation of the Defense Acquisition System*.

Validation or Contractor Quality Assessment (QA)—The process by which the contractor (or as directed by the acquiring component) tests a TM for technical accuracy and adequacy, comprehensibility and usability. The contractor conducts the test at the contractor's facility or at the operational site. The test involves performing the operating and maintenance procedures, including checkout, calibration, alignment, scheduled removal and installation instructions and associated checklists. Disassembly, reassembly or removal and installation procedures are validated by performance or simulation as approved by the acquiring component. Other data, such as part numbers or sources, maintenance, and recoverability codes in illustrated parts breakdowns and hardware depictions, schematic diagrams and wiring data in TMs, are checked against current source data. The USAF uses the term 'certification' in lieu of 'validation', per TO 00-5-3, *AF Technical Order Life Cycle Management*.

Verification—The process by which the acquiring (and/or using component) tests and proves a TM is adequate for operation and maintenance of equipment or systems acquired for operational units. Using personnel conduct the verification with skill levels equivalent to those of the target users who will be required to maintain the equipment or system in the operational environment. Verification consists of the actual performance of operating and maintenance procedures and associated checklists, including checkout, calibration, alignment and scheduled removal and installation instructions.

Attachment 2

DEPARTMENT OF THE AIR FORCE PUBLICATIONS AND CONTACT POINTS

A2.1. Applicable Department of the Air Force Publications.

A2.1.1. Technical Orders (TOs)

A2.1.2. Time Compliance Technical Orders (TCTOs)

A2.2. Department of the Air Force Personnel Recommending Changes to this Instruction: Submit an DAF Form 847, in accordance with the instructions on the title page.

A2.3. The USAF TM Index is the TO Catalog function of the ETIMS application on the Air Force portal. To access, users must obtain an Air Force portal ID in accordance with procedures in TO 00-5-1, *AF Technical Order System*, available on the Tinker AFB website at <https://www.tinker.af.mil/Home/Technical-Orders/> (T-0). See TO 00-5-1, *AF Technical Order System*, for a detailed description of the ETIMS TO Catalog and information on indexes for specialized TO categories, such as Explosive Ordnance Disposal (EOD) TOs, Nuclear Weapon TOs and Nuclear Related EOD TOs. The ETIMS TO Catalog “TO Details” screens include metadata about the TO, such as the name and contact information for the responsible Technical Order Management Agent / Technical Order Management Agency (TOMA).

A2.4. Requisitioning and Subscribing to DAF Technical Orders: DAF TO requisitions and subscriptions requests are approved by the TOMA in the TO Catalog of the ETIMS application. Detailed request procedures are provided in TO 00-5-1, *AF Technical Order System*, available on the Tinker AFB website at <https://www.tinker.af.mil/Home/Technical-Orders/>. Air Force Technical Order (AFTO) Forms are available on the DAF e-publishing website at <http://www.e-publishing.af.mil/> (Forms / Special Series / Air Force Technical Order). See TO 00-5-1, *AF Technical Order System*, for requesting special categories of USAF TOs, such as EOD TOs, Nuclear Weapon TOs and Nuclear Related EOD TOs.

A2.4.1. One-Time or Emergency Requisitions: The requesting activity downloads, completes and submits the AFTO Form 276, *Special Requisition for Air Force Technical Order*, in accordance with TO 00-5-1, *AF Technical Order System*.

A2.4.2. Subscriptions: The requesting activity first establishes an Air Force portal identification and a Technical Order Distribution Order (TODO) account by downloading, completing and submitting an AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request*, in accordance with TO 00-5-1, *AF Technical Order System*. Once the TODO account is assigned, establish the required TO subscriptions using ETIMS.

A2.4.3. POC for Military Interdepartmental Purchase Request (MIPR) Processing: Contact AFLCMC/LZS, e-mail: aflcmc.lzs@us.af.mil, to determine if the TO request requires the processing of a MIPR, as well as the submission procedures.

A2.5. Recommending Changes to DAF Technical Orders: Use the AFTO Form 22, *Technical Manual Recommendation and Reply*, available on the DAF e-publishing website at <http://www.e-publishing.af.mil/>. The DAF e-publishing version of the AFTO Form 22 requires IBM Lotus forms to view and fill. Therefore, a Microsoft Word version is available upon request from AFLCMC/LZS, e-mail: aflcmc.lzs@us.af.mil. Create and submit the AFTO Form 22 in accordance with TO 00-5-1, *AF Technical Order System*, available on the Tinker AFB website at <https://www.tinker.af.mil/Home/Technical-Orders/>. To recommend changes to USAF Flight Manuals, use the DAF Form 847 available on the AF e-publishing website at <http://www.e-publishing.af.mil/>. Create and submit in accordance with AFI 11-215, *USAF Flight Manuals Program (FMP)*, also available on the DAF e-publishing website at <http://www.e-publishing.af.mil/>.

A2.6. USAF Component Control Office: AFLCMC/LZS, e-mail: aflcmc.lzs@us.af.mil, is responsible for issuing and/or processing TM Rescission Notices, per **Chapter 4**. This organization is also responsible for processing USAF TODO requests for other component, single-use TMs. AFLCMC/LZS will also provide a copy of the Microsoft Word version of the AFTO Form 22, *Technical Manual Recommendation and Reply*, upon request.

A2.7. USAF Personnel Requesting other Component TMs: AF activities with subscription requirements for other component TMs should consult Chapter 8 of TO 00-5-1, *AF Technical Order System*.

Attachment 3

ARMY PUBLICATIONS AND CONTACT POINTS

A3.1. Applicable Army Publications.

A3.1.1. Technical Manuals (TMs), including narrative and Repair Parts and Special Tools Lists (RPSTL)

A3.1.2. Interactive Electronic Technical Manuals (IETMs)

A3.1.3. Technical Bulletins (TBs)

A3.1.4. Modification Work Orders (MWOs) A3.1.5. Lubrication Orders (LOs)

A3.2. Army Personnel Recommending Changes to this Instruction.

A3.2.1. Send your suggested changes and recommended improvements to this instruction to the U.S. Army Materiel Command (U.S.AMC) Logistics Data Analysis Center (LDAC) ATTN: AMLD-LST (Technical Publications), Building 7437, Redeye Road Redstone Arsenal, AL 35898-7466 or e-mail them to usarmy.redstone.ldac.mbx.service-desk@mail.mil.

A3.2.2. USAMC LDAC will review them and will send them to other commands for review if necessary.

A3.2.3. If approved, USAMC LDAC will forward to proponent of this instruction for incorporation.

A3.3. Army TM Index.

A3.3.1. The Army index for TMs can be found at <https://armypubs.army.mil>.

A3.4. Procedures for Joint-Use (i.e. Multi-Service) Publications with Army as the Lead.

A3.4.1. The contracting component responsible for the subject matter

A3.4.1.1. Contact the requiring components, DoD and Government agencies to obtain final functional coordination and concurrences no less than 30 days before the publication is submitted for publishing.

A3.4.1.2. Obtain approval on a MILDEP letter. (See [Figure A3.1](#)).

A3.4.1.3. Send the items below to the contracting component's Authentication office.

A3.4.1.3.1. Original manuscript and duplicate, plus one copy for each interested requiring component or Government agency.

A3.4.1.3.2. Other documentation required by the contracting component's Authentication office.

A3.4.2. The contracting component will ensure the following is complete and ready for their authentication office:

A3.4.2.1. For multi-service publications other than Allied Communications Publications (ACPs) and Joint Army-Navy-Air Force Publications (JANAPs) (T-0).

A3.4.2.1.1. Accept as final any coordination via MILDEP letter accomplished no more than 6 months before receipt of the request to publish **(T-0)**. If the coordination is more than 6 months old, the action will be returned to the proponent agency for re-coordination **(T-0)**. The 6-month date limit for MILDEP letters ensures the approving officials and nomenclatures are valid and current **(T-0)**.

A3.4.2.1.2. Contact (in writing) the other requiring components and DoD and Government agencies to request authentication, publication number, copy requirements and distribution information, open requisition number or appropriate requisitioning document, and U.S. Government Publishing Office (GPO) billing address code **(T-0)**. The letter must carry 30-day suspense. If an answer is not received by the suspense date, the contracting component's authentication office will call the delinquent activity and give an additional 10 days to respond **(T-0)**. If a response is not received, 10 courtesy copies must be sent to the nonresponsive activity **(T-0)**.

A3.4.2.1.3. Publish and distribute (if applicable) the publication **(T-0)**.

A3.4.2.2. For ACPs and JANAPs **(T-0)**.

A3.4.2.2.1. Accept as final any coordination verified in writing by the U.S. Military Communications-Electronics Board (USMCEB) upon receipt of the request to publish **(T-0)**.

A3.4.2.2.2. Contact (by telephone or e-mail) the requiring components to request copy requirements and distribution information, open requisition number or appropriate requisitioning documents and GPO billing address code **(T-0)**.

A3.4.2.2.3. Publish and distribute and stock (if applicable) publications as directed by the requiring components Information Operations Spectrum Office **(T-0)**.

Figure A3.1. Sample MILDEP Letter.



**DEPARTMENT OF THE AIR FORCE
638TH SUPPLY CHAIN MANAGEMENT GROUP (AFMC)
ROBINS AIR FORCE BASE GEORGIA**

June 25, 2014

MEMORANDUM FOR: BONNIE HAYNES, (ATTN: AMSEL-LCP-S)
C-E LCMC, LRC, POWER ENVIRONMENTAL DIRECTORATE
POWER GENERATOR BRANCH
6010 COMBAT ROAD, ROOM 319, POD 98
ABERDEEN PROVING GROUND, MD 21005

FROM: 406 SCMS/GUEE
235 BYRON ST., SUITE 19A
ROBINS AFB, GA 31098-1670

SUBJECT: Review and Printing Requirements for Army Revision of TM 9-6115-641-24, Air Force TO 35C2-3-456-12 covering:

GENERATOR SET, SKID MOUNTED, TACTICAL QUIET, 5 KW

MEP-802A, 5 KW, 60 Hz (NSN 6115-01-274-7387)(EIC: VG2)
MEP-812A, 5 KW, 400 Hz (NSN 6115-01-274-7391)(EIC: VN2)

1. 406 SCMS/GUEE has the following requirements for delivery of joint service technical data:
 - a. The Air Force TO number 35C2-3-456-12 will remain the same.
 - b. Deliver two (2) paper copies and one (1) Adobe Acrobat PDF file each to the address below:

ATTN: CHRIS MORRIS
406 SCMS/GUEE
235 BYRON ST., SUITE 19A
ROBINS AFB, GA 31098-1670
2. Because 406 SCMS/GUEE does all printing from digital files rather than storing stock in a warehouse (Print On Demand), we also request any follow-on changes or revisions for this manual be provided as portable document files (PDF). This will eliminate the need to scan and store TIFF image files of a lesser quality. Your cooperation in this matter would be greatly appreciated.

3. The Work Package format is currently in use as the preferred style and format for Air Force manuals and will be acceptable in our joint service manuals as well. In addition, the two level maintenance concept currently being adopted by the Army will fall in line with current Air Force requirements for a flightline or field level of maintenance.
4. The authentication blocks to be used for Air Force technical orders are as follows:

JANET C. WOLFENBARGER
General, USAF
Commander, AFMC

MARK A. WELSH III
General, USAF
Chief of Staff


Stephen Scott
Chief, Technical Order Branch
Space and Special Systems Mgmt Dir

A3.5. Procedures for Other Components to Requisition Army Single-Use TMs.

A3.5.1. Automatic release of any Distribution A publication, not exceeding 25 copies of individual title.

A3.5.2. DA Form 4790, *Certification for Distribution of Publication(s) in Support of Government Contract*, will be completed by requesting component (T-0). LDAC will review the DA Form 4790 and will perform requisite coordination (T-0). After review of DA Form 4790, requested publications for Distribution B, C, D, E, F, and X publications, and receiving permission to release non-Distribution A publications, LDAC will request Media Distribution Division (MDD) to release no more than 25 copies of each title to the requestor (T-0).

A3.5.3. For requests totaling more than 25 copies (any combination of publications), funds must be transferred to the Printing Management Division (PMD) or MDD using Military Interdepartmental Purchase Request (MIPR).

A3.6. Procedures for Other Components to Recommend Changes to Army Single-Use TMs.

A3.6.1. Each Army single-use TM has a block for Reporting Errors and Recommending Improvements that provides the address/instructions for reporting changes. RCs are sent to the commodity commands listed below.

A3.7. Army Points of Contact (POCs).

A3.7.1. Single POC for Army TM Policy: US Army Publishing Directorate, ATTN: AAHS-PAT, 9301 Chapek Rd., Ft. Belvoir, VA 22060-5527.

A3.7.2. Single POC for all other publications matters pertaining to equipment publications is Commander, US Army Logistics Data Analysis Center (LDAC), ATTN: AMXLS-AP (Technical Publications), Bldg. 3307, Redstone Arsenal, AL 35898. **NOTE:** Requirements for Army publications furnished under FMS Programs are transacted between the US Army Security Assistance Command and the Washington, DC representative of the foreign country.

A3.7.3. POC for TM Managers responsible for commodity TMs (including issuing, updating, rescinding, MIPR processing, immediate or urgent action change, retrofit instructions):

A3.7.3.1. U.S. Army Tank-automotive and Armaments Command LCMC, ATTN: AMSTA-LCL-IM (M/S 727), 6501 E. 11 Mile Rd., Detroit Arsenal, MI 48397-5000, (586) 282-1852, DSN 786-1852, Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil.

A3.7.3.2. U.S. Army Aviation and Missile Life Cycle Management Command, ATTN: AMSAM-MSS-LP, Bldg. 5301, Sparkman Circle, Room 1122 Redstone Arsenal, AL 35898-5230, (256) 876-0498, DSN 746-0498, Email: usarmy.redstone.amcom.list.immc-pub-epco@mail.mil.

A3.7.3.3. U.S. Army Communications and Electronics Life Cycle Management Command, ATTN: AMSEL-LCL-PT (Pubs), 6001 Combat Drive, Bldg. 6001, Pod C3-322/49, Aberdeen Proving Ground, MD 21005-1846, (443)861-5457/5460, DSN 848-5457/5460, Email: usarmy.apg.cecom.mbx.lrc-leo-epco2@mail.mil.

A3.7.3.4. U.S. Army Natick Soldier Systems Center. ATTN: AMSTA-LCS-ECT, General Greene Avenue, Natick, MA 01760, (508) 233-6064, DSN 256-6064, Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil (include "TACOM Natick" in subject line).

A3.7.3.5. U.S. Army CECOM Communications Security Logistics Activity ATTN: SELCL-IA-NMP (EPCO), 2133 Cushing St (Suite 3600) Fort Huachuca, AZ 85613-7041, (520) 538-8255, DSN 879-8255, Email: csla.huac.epco@mail.mil.

A3.7.3.6. U.S. Army Research, Development and Engineering Command (RDECOM), Armament Research, Development and Engineering Center (ARDEC)/Joint Munitions and Lethality (JM&L). ATTN: FCDD-ACE-LL, Ramsey Avenue Bldg 93, First Floor, Picatinny Arsenal, NJ 07806-5000, 973-724-3247, DSN 880-3247.

A3.7.3.7. U.S. Army Research, Development and Engineering Command (RDECOM) Edgewood Chemical Biological Center (ECBC), 5183 Blackhawk Road, ATTN: APG-ECBC EPCO, Bldg. E3549/B211 (2nd Floor).

A3.8. Procedures for Other Components to Requisition Army Single-Use TMs.

A3.8.1. Automatic release of any Distribution A publication, not exceeding 25 copies of individual title.

A3.8.2. DA Form 4790, *Certification for Distribution of Publication(s) in Support of Government Contract*, will be completed by requesting component (T-0). LDAC will review the DA Form 4790 and will perform requisite coordination (T-0). After review of DA Form 4790 and requested publications for proponency of Distribution B, C, D, E, F, and X publications, and receiving permission to release non-Distribution A publications, LDAC will request Media Distribution Division (MDD) to release no more than 25 copies of each title to the requestor (T-0).

A3.8.3. For requests totaling more than 250 copies (any combination of publications), funds must be transferred to Army Publishing Directorate (APD) using MIPR.

A3.9. Procedures for Other Components to Recommend Changes to Army Single-use TMs.

A3.9.1. Each Army single-use TM has a block for Reporting Errors and Recommending Improvements that provides the address/instructions for reporting changes. RCs are sent to the commodity commands listed below.

A3.10. Army Points of Contact (POCs)

A3.10.1. Single POC for Army TM Policy: U.S. Army Publishing Directorate, ATTN: AAHS-PAT, 9301 Chapek Rd., Ft. Belvoir, VA 22060-5527.

A3.10.2. Single POC for all other publications matters pertaining to equipment publications is Commander, U.S. Army Logistics Data Analysis Center (LDAC), ATTN: AMLD-LST (Technical Publications), Bldg. 3307, Redstone Arsenal, AL 35898. **NOTE:** Requirements for Army publications furnished under FMS Programs are transacted between the U.S. Army Security Assistance Command and the Washington, DC representative of the foreign country.

A3.10.3. POC for TM Managers responsible for commodity TMs (including issuing, updating, rescinding, MIPR processing, immediate or urgent action change, retrofit instructions):

A3.10.3.1. U.S. Army TACOM LCMC ATTN: AMSTA-LCL-IM (M/S 727), 6501 E. 11 Mile Rd, Warren, MI 48397-5000, (586) 282-1852, DSN 786-1852, Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil.

A3.10.3.2. U.S. Army Aviation and Missile Life Cycle Management Command ATTN: AMSAM-MSS-LP, Bldg. 5301, Sparkman Circle, Room 1122, Redstone Arsenal, AL 35898-5230, (256) 876-0498, DSN 746-0498, Email: usarmy.redstone.amcom.list.immc-pub-epco@mail.mil.

A3.10.3.3. U.S. Army Communications and Electronics Life Cycle Management Command, ATTN: AMSEL-LCL-PT (Pubs), 6001 Combat Drive, Bldg. 6001, Pod C3-322/49, Aberdeen Proving Ground, MD 21005-1846 (443) 861-5457/5460, DSN 848-5457/5460, Email: usarmy.apg.cecom.mbx.lrc-leo-epco2@mail.mil.

A3.10.3.4. U.S. Army TACOM Natick Soldier Systems Center. ATTN: AMSTA-LCS-ECT Kansas Street Bldg. 3, Room 120, Natick, MA 01760, (508) 233-6064, DSN 256-6064, Email: usarmy.detroit.tacom.mbx.ilsc-epco@mail.mil (include "TACOM Natick" in subject line).

A3.10.3.5. U.S. Army CECOM Communications Security Logistics Activity ATTN: SELCL-IA-NMP (EPCO), 2133 Cushing St (Suite 3600) Fort Huachuca, AZ 85613-7041 (520) 538-8255, DSN 879-8255, Email: csla.huac.epco@mail.mil.

A3.10.3.6. U.S. Army Research, Development and Engineering Command (RDECOM), Armament Research, Development and Engineering Center (ARDEC)/Joint Munitions and Lethality (JM&L). ATTN: RDCB-DEL (APG-ECBC EPCO), Building 93, 1st Floor, Ramsay Avenue, Picatinny Arsenal, NJ 07806-5424 (973) 724-3247, DSN 880-3247.

A3.10.3.7. U.S. Army Research, Development and Engineering Command (RDECOM) Edgewood Chemical Biological Center (ECBC), 5183 Blackhawk Road, ATTN: APG-ECBC EPCO, Bldg. E3549/B211 (2nd Floor), Aberdeen Proving Ground, MD 21010-5224 (410) 436-7245, DSN 584-7245, Email: usarmy.apg.ecbc.mbx.epco@mail.mil.

A3.10.3.8. Surface Deployment and Distribution Command (SDDC) Transportation Engineering Agency (TEA), 1 Soldier Way, Building 1990 West, Scott AFB, IL 62225, (618) 220-5273, DSN 770-5273.

A3.10.4. POCs for Printing, Procurement and Distribution:

A3.10.4.1. U.S. Army Publishing Directorate, ATTN: AAHS-PAR, 9301 Chapek Rd., Bldg. 1458, Ft. Belvoir, VA 22060-5527 (703) 693-1549, DSN 223-1549.

A3.10.4.2. Media Distribution Division (MDD), Dept of Logistics-Washington (DOL-W) Customer Service, (314) 592-0900, ext. 0923, DSN 693-7300, ext. 0923, Email: usarmy.stlouis.106-sig-bde.mbx.dolwmddcustsrv@mail.mil.

Attachment 4

NAVY PUBLICATIONS AND CONTACT POINTS

A4.1. Applicable Navy Publications:

A4.1.1. Technical Manuals (TMs)

A4.1.2. Technical Directives (TDs)

A4.1.3. Navy Personnel Recommending Changes to this Instruction: Submit an DAF Form 847 in accordance with the instructions on the title page.

A4.2. NAVAIR.

A4.2.1. NAVAIR TM Index: The NAVAIR TM/IETM Index is available on the Naval Air Technical Data and Engineering Service Command (NATEC) TM Application System (TMAPS) TM Repository database located at <https://mynatec.navair.navy.mil>. Users accessing TMAPS are required to obtain a myNATEC account by registering their profile. Subsequent access is CAC-enabled. Assistance with obtaining a TMAPS account, or other questions with TMAPS, may be obtained by contacting NATEC Customer Service via email: nani_customerservice@navy.mil. **NOTE:** The list of available NAVAIR TMs and TDs is also available at the Navy Publication Index database found on the Naval Logistics Library (NLL) website at <https://nll2.ahf.nmci.navy.mil/>.

A4.2.2. Requisitioning and Subscribing to NAVAIR Technical Manuals: NAVAIR TM and Technical Directive (TD) requisitioning and subscription procedures are contained in the NAVAIR 00-25-100, WP 009 00. Assistance with *TM Requisitioning*, *TM and TD Research*, *One-Time/Emergency Printing* or other requisitioning and subscribing questions should be submitted to NATEC Customer Service via email: nani_customerservice@navy.mil.

A4.2.2.1. Subscriptions- Procedures for NAVAIR TM Automatic Distribution Requirement Lists (ADRLs) are contained in the NAVAIR 00-25-100, WP 009 00. Assistance with *TM Initial Outfitting Lists (IOLs)* and *TM Automatic Distribution Requirement Lists (ADRLs)* should be submitted to NATEC Customer Service via email: nani_customerservice@navy.mil.

A4.2.2.2. POC for MIPR Processing: Contact the assigned NAVAIR technical manual LEM for applicable Business Finance Manager POC.

A4.2.3. Recommending Changes to NAVAIR TMs: The procedures for submitting change recommendations for NATOPS and NATIP are outlined in the "Preface" section of all publications. Additionally, the NAVAIR 4.0P web site at <https://airworthiness.navair.navy.mil> user guides and the appropriate forms for submitting change recommendations. Updates or RCs to a single-use or joint-use TM, where NAVAIR is the acquiring component, should be coordinated with the NAVAIR TM/IETM LEM POCs. If approved, the publication change will be submitted into JDRS, in accordance with COMNAVAIRFORINST 4790.2B. The single-use or joint-use TM will then be scheduled for update based on program prioritization and resource availability.

A4.2.4. NAVAIR TM/IETM Logistics Element Manager (LEM) POCs:

A4.2.4.1. Technical Manuals: TM/IETM LEM POCs for specific technical manuals are found at <https://mynatec.navair.navy.mil/>. Select TMAPS Main Menu and under the Technical Manual Management column select Technical Manuals. Enter the publication number then select POC/LEM.

A4.2.4.2. Systems/Equipment/Platforms: TM/IETM LEM POCs for assigned systems/equipment/platforms are found at <https://mynatec.navair.navy.mil/>. Select TMAPS Main Menu and under the Reporting Column select one of the following options:

A4.2.4.2.1. LEM Designation Report - for USN Domestic Program LEMs

A4.2.4.2.2. FMS LEM Report - for LEMs assigned to FMS Cases/USN Platforms
NOTE: A complete listing of all LEMs is obtained by just selecting SUBMIT without further entries.

A4.2.5. NAVAIR Component Control Office: NAVAIR Headquarters (HQ), Code 6.8.5.1.1, Bldg 446, McLeod Circle, Patuxent River, MD. The NAVAIR community of users of this instruction may request further direction on the process to make changes to the instruction by contacting NAVAIR 6.8.5.1.1 at the above address.

A4.3. NAVWAR.

A4.3.1. NAVWAR TM Index: The NAVWAR TM/IETM Index is available on the Model Based Product Support (MBPS) repository database located at <https://mbps.navseaplms.navy.mil/Windchill/>.

A4.3.1.1. The Index of Technical Publications (ITP) is a listing of general, ship level and equipment related to Naval Sea Systems Command (NAVSEA), NAVWAR TMs/CD-ROMs and selected Naval Air Systems Command (NAVAIR) Air Traffic Control TMs applicable to an individual ship. The ITP has been designed to serve several purposes:

A4.3.1.1.1. Identify those TMs/CD-ROMs to specific systems and equipment.

A4.3.1.1.2. Provide information about each TM/CD-ROM.

A4.3.1.1.3. Identify TM-to-**CD-ROM** Vol ID number.

A4.3.1.2. Fleet Tailored Technical Data ITP is available for all approved users within TDMIS. Approved users can generate an individual ship or ship class ITP. Those without MBPS accounts or privileges may request an ITP from NHDSM via a Customer Service Request (CSR) on t at <https://nhdsm.navair.navy.mil/>.

A4.3.2. Requisitioning and Subscribing to NAVWAR TMs: Requisitioning procedures for NAVWAR TMs are contained in the NAVSUP P-409 (NSN 0530-LP-011- 2240) and NAVSUP P-736 (NSN 0530-LP-113-5068). Both guides are available via the Naval Logistics Library website at <https://nll.ahf.nmci.navy.mil/>.

A4.3.2.1. Subscriptions- Procedures for NAVWAR TM initial printing and distribution are contained in the NAVWAR E0005-AC-HBK-010/TMMP. Assistance with TM initial distribution should be submitted via the MBPS website at <https://mbps.navseaplms.navy.mil/Windchill/>.

A4.3.2.2. Additionally, authorized users can access unclassified TMs online via MBPS or the SYSCOM Acquisition and Integrated Logistics Online Repository (SAILOR) located at <https://sailor.navy.mil> or classified TMS on SIPR at <https://sailor.navy.smil.mil>

A4.3.2.3. POC for MIPR Processing: Contact the assigned NAVWAR Technical Manual Management Activity (TMMA) for applicable Business Finance Manager POC.

A4.3.3. Recommending Changes to NAVWAR Technical Manuals: Technical Manual Deficiency/Evaluation Reports (TMDERs) are the primary method for the Fleet and other users to identify technical and non-technical discrepancies or deficiencies, or to offer suggestions for improving existing TMs. Reported problems could be anything from a missing paragraph or a page, measurements or troubleshooting procedures that are incorrect, an omitted safety step or precaution, unclear instructions, or illegible text or illustrations. The use of the TMDER is limited to identifying routine, non-emergency problems. In those instances where a TM deficiency constitutes an urgent problem, (i.e., involves a condition, which if not corrected, could result in injury to personnel, damage to the equipment, or jeopardy to the safety or success of the mission), the TM user should send a Naval Message.

A4.3.3.1. TMDERs can be submitted within TDMIS, from the MBPS website, or by hardcopy using NAVSEA/NAVWAR Form 4160/1. The most expedient and preferred method of TMDER submission is via TDMIS, except TMDERs against classified/restricted (includes all No Foreign) manuals must be submitted using the hardcopy method. Instructions for each method are detailed on the MBPS website at <https://mbps.navseaplms.navy.mil/Windchill/>.

A4.3.4. NAVWAR TM/IETM TMMA POCs:

A4.3.4.1. The Publication Data module within MBPS provides authorized users with the capability to view the POCs associated with each NAVWAR TM.

A4.3.4.2. Additionally, within the TMMA module in TDMIS, a list of TMs and TM specific metadata can be generated based on the TMMA's Unit Identification Code (UIC) or TM Manager's name/office code. The TM Manager report will list all applicable TMs, titles, stock number, classification, status and active TMDERs assigned to a specific TMMA.

A4.3.5. NAVWAR Component Control Office:

A4.3.5.1. POC for Naval Warfare Systems Command TM Policy:

A4.3.5.1.1. NAVWAR HQ, Code 4.3.3, Bldg OT-3, 4301 Pacific Highway, San Diego, CA 92110. **NOTE:** The SPAWAR community of users of this instruction may request further direction on the process to make changes to the instruction by contacting NAVWAR 4.3.3 at the above address.

A4.3.5.2. Facilities: Commander (09M13), Naval Facilities Engineering Command HQ, 200 Stoval Street, Alexandria, VA 22332-2300.

A4.4. NAVSEA.

A4.4.1. NAVSEA Indexes of Technical Publications (ITPs): TDMIS Fleet Tailored Technical Data ITPs are available for all approved users within TDMIS. Approved users can generate an individual ship or ship class ITP from TDMIS at <https://mbps.navseapl.mil/Windchill/>. The ITP is a listing of general, ship level and equipment related Naval Sea Systems Command (NAVSEA), Space and Naval Warfare Systems Command (NAVWAR) TMs/CD-ROMs and selected Naval Air Systems Command (NAVAIR) Air Traffic Control TMs applicable to an individual ship. The ITP has been designed to serve several purposes:

A4.4.1.1. Identify those TMs/CD-ROMs to specific systems and equipment

A4.4.1.2. Provide information about each TM/CD-ROM.

A4.4.1.3. Identify TM-to-**CD-ROM** Volume ID number.

A4.4.1.4. Users accessing TDMIS are required to obtain a TDMIS account by submitting a Technical Feedback Reprot (TFR) via the MBPS website. Assistance with obtaining a TDMIS account, or other questions with TDMIS, may be obtained by contacting NHDSM Customer Service Help Desk at 1-888-292-5919 or by submitting a TFR via the MBPS website. For assistance, visit website <https://mbps.navseapl.mil/Windchill/>.

A4.4.2. Requisitioning NAVSEA Technical Manuals: Requisitioning procedures for NAVSEA TMs are contained in the NAVSUP P485, Navy Publications Index Quick Start Guide and is available via the Naval Logistics Library website at <https://nll2.ahf.nmci.navy.mil>.

A4.4.3. Distribution of NAVSEA Technical Manuals:

A4.4.3.1. There are 3 methods to distribute NAVSEA TMs.

A4.4.3.2. The MBPS Initial Distribution process includes the distribution of new and revised unclassified ETMs to each ship monthly via CD-ROM.

A4.4.3.3. NAVSEA Technical Manual Maintenance Activity (TMMA) distributes IETMs to ship as required via CD-ROM.

A4.4.3.4. MBPS is the designated electronic library located at <https://mbps.navseapl.mil/Windchill/> where authorized users can access TMs.

A4.4.4. Recommending Changes to NAVSEA Technical Manuals: Technical Manual Deficiency/Evaluation Reports (TMDERs) are the primary method for the Fleet and other users to identify technical and non-technical discrepancies/deficiencies or to offer suggestions for improving existing TMs. The reporting of problems can range from a missing paragraph, a page, measurements, incorrect troubleshooting procedures, omitted safety step or precaution, unclear instructions and/or illegible text or illustrations. The use of the TMDER is limited to identifying routine, non-emergency problems. In those instances where a TM deficiency constitutes an urgent problem, (i.e., involves a condition, which if not corrected, could result in death or injury to personnel, damage to the equipment, or jeopardy to the safety or success of the mission), the TM user should send a Naval Message.

A4.4.4.1. TMDERs can be submitted within TDMIS from the MBPS website or hardcopy submission to MBPS using NAVSEA/NAVWAR Form 4160/1. The most expedient and preferred method of TMDER submission is via TDMIS, except for TMDERs against classified/restricted (includes all non-foreign) manuals. TMDERs must be submitted using the hardcopy method as previously mentioned. Instructions for each method are detailed on the MBPS website at <https://mbps.navseapl.mil/Windchill/>.

A4.4.5. NAVSEA TM/IETM Managers POCs:

A4.4.5.1. Technical Manuals: In the TDMIS TMMA module, a list of TMs and TM specific TM metadata can be generated based on the TMMA UIC, TM Manager name/office code. The TM Manager report will list all applicable TMs, titles, stock number, classification, TMPODS indicator, status and active TMDERS. **NOTE:** There are two options available in TDMIS to identify TM and IETM Manager points of contact. If the TM number is known and the user would like to identify the TMMA, access the TDMIS Publication Data module. If the user knows the TMMA and wants to know all their assigned TMs, access the TDMIS TMMA module.

A4.4.5.2. TM/IETM Manager POCs for specific technical manuals are found at: <https://mbps.navseapl.mil/Windchill/>. Select Publication Data from the main menu on the left and under For Publication/Change Numbers or Stock Numbers enter the appropriate TMINS, then select Search. The results will display detailed Publication Data to a particular TM.

A4.4.6. POC for NAVSEA TM Policy: NAVSEA Headquarters, Code NAVSEA 05R , 1333 Isaac Hull Ave SE, N00AL2 Washington, Navy Yard 20376. The NAVSEA community of users of this instruction may request further direction on the process to make changes to the instruction by contacting NAVSEA 05R at the above address.

A4.4.6.1. Ships and Submarines: Commander MBPS, MBPS website: <https://mbps.navseapl.mil/Windchill/>, NHDSM Customer Service Help Desk (888) 292-5919.

A4.4.7. Other Navy Points of Contact (POCs).

A4.4.7.1. Supply: Commander (SUP-0323). Naval Supply Systems Command 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, PA 17055-0791.

Attachment 5

MARINE CORPS PUBLICATIONS AND CONTACT POINTS

A5.1. Applicable Marine Corps Publications:

- A5.1.1. Lubrication Instructions
- A5.1.2. Modification Instructions
- A5.1.3. Repair Parts Lists
- A5.1.4. Technical Instructions
- A5.1.5. Technical Manuals
- A5.1.6. Components Lists
- A5.1.7. Rebuild Standards
- A5.1.8. Supply Instructions
- A5.1.9. Quick Reference Guides

A5.2. US Marine Corps Personnel Recommending Changes to This Instruction: Contact:

A5.2.1. MARCORSYSCOM SSR, Deputy Commander for Systems Engineering & Acquisition Logistics (DC, SEAL), System Sustainment & Readiness, Technical Publications Lead, 814 Radford Blvd, Building 3500, Wing 600, Albany, GA 31704-5000, System Mailbox: Smb.Log.Tech.Pubs@usmc.mil.

A5.3. US Marine Corps Technical Data Management (TDM) System:

A5.3.1. Technical Data Management (TDM) Publication system is the Authoritative Data Source for all Ground Marine Corps Weapon System Technical and non-Technical Publications. <https://app.mcboss.usmc.mil>, For access to the on-line, SL-1-2 index contact: MARCORSYSCOM System Sustainment and Readiness (SSR), Technical Publication Team, 814 Radford Blvd, Building 3500, Wing 400, Albany, GA 31704-5000 smb.Log.Tech.Pubs@usmc.mil For access to TDM Publications System: Send email to: System Sustainment & Readiness, Technical Publications Lead, System Mailbox: Smb.Log.Tech.Pubs@usmc.mil.

A5.3.1.1. Procedures for Joint-Use (i.e., Multi-Service) Publications with Marine Corps as the Lead.

A5.3.1.2. Obtain approval on a Military Department (MIL-DEP) letter.

A5.4. Requisitioning and Subscribing to US Marine Corps Technical Manuals: Contact:

A5.4.1. Deputy Commander for Systems Engineering & Acquisition Logistics (DC, SEAL), System Sustainment & Readiness, Technical Publications Lead, 814 Radford Blvd, Building 3500, Wing 600, Albany, GA 31704-5000, System Mailbox: Smb.Log.Tech.Pubs@usmc.mil.

A5.5. Recommending Changes to US Marine Corps Technical Manuals:

A5.5.1. Discrepancies or suggested changes for this publication may be reported by submitting a Change Request within TDM-Publications. For instructions on how to submit a Change Request go to <https://app.mcboss.usmc.mil/suite/sites/support/page/knowledge-base/>. Questions or concerns regarding the change request system process should be reported via Support Case within TDM-Publications or by email to catalyst_support@usmc.mil.

A5.5.2. For access to the Marine Corps, on-line RCs website contact:

A5.5.2.1. MARCORSYSCOM SSR, Technical Publications Section; 814 Radford Blvd, Building 3500, Main Hallway, Albany, GA 31704-5000, System Mailbox: smblogtechpubs@usmc.mil.

A5.6. Marine Corps Points of Contact (POCs):

A5.6.1. Single POC for Marine Corps TM Policy and information addressee for immediate and urgent action changes and retrofit instructions:

A5.6.1.1. Marine Corps Systems Command (SSR) Technical Publication Lead, In Service Support Division: Publication Section, 814 Radford Blvd, Bldg 3500, Wing 600, Albany, GA 31704-5000.

A5.6.2. Printing, Electronic Distribution Only use: Email, System Sustainment & Readiness, Technical Publications Lead,- System Mailbox: smblogtechpubs@usmc.mil.

A5.6.3. POC for printing, distribution:

A5.6.3.1. HQ Marine Corps. Publishing & Logistics Systems Management, Section 3000 Marine Corps Pentagon Room 2B253 Washington, DC 20350-3000, Phone: Phone: 703-614-1712, E-mail: smb.hqmc.arde@hqmc.mil.

Attachment 6

DEFENSE LOGISTICS AGENCY (DLA) PUBLICATIONS AND CONTACT POINTS

A6.1. Applicable DLA Publications: All technical publications.

A6.2. Requisitioning Technical Manuals: WEB Requisitioning (WEBREQ) procedures are explained on the DLA webpage:

<https://www.transactionservices.dla.mil/daashome/webreq.asp>.

A6.3. DLA TM Index: .

A6.4. DLA POC:

A6.4.1. Single POC for DLA TM Policy:

A6.4.1.1. Defense Logistics Agency, J34. Andrew T. McNamara Building, 8725 John J. Kingman Road Fort Belvoir, VA 22060-6221,

<http://www.dla.mil/issuances/Pages/default.aspx>.

A6.4.2. Customer Assistance POC List: DLA customer assistance points of contact list is updated on a regular basis. For the most current listing, visit the DLA Customer Website at

<http://www.dla.mil/> and click on the Customer tab.

Attachment 7

TECHNICAL MANUAL INDEXES

A7.1. Air Force TM Index: The Air Force TM Index is the TO Catalog function of the ETIMS application on the AF portal. To access, users must obtain an AF portal ID in accordance with procedures in TO 00-5-1, *AF Technical Order System (T-1)*. TO 00-5-1, *AF Technical Order System* is available on the Tinker AFB website at <http://www.tinker.af.mil/technicalorders/index.asp>.

A7.2. Army TM Index: The Army index for TMs can be found at <http://www.apd.army.mil/>.

A7.3. Navy TM Index:

A7.3.1. The NAVAIR TM/IETM Index is available on the Naval Air Technical Data and Engineering Service Command (NATEC) TMAPS TM Repository database located at <https://mynatec.navair.navy.mil>.

A7.3.2. The NAVWAR TM/IETM Index is available on the MBPS TDMIS repository database located at <https://mercury.tdmis.navy.mil>.

A7.3.3. NAVSEA TDMIS Fleet Tailored - Technical Data Indexes of Technical Publications (ITPs) are available for all approved users within TDMIS. Approved users can generate an individual ship or ship class ITP from TDMIS at <https://mercury.tdmis.navy.mil>.

A7.4. US Marine Corps TM Index: Technical Data Management (TDM) Publication system is the Authoritative Data Source for all Ground Marine Corps Weapon System Technical and non-Technical Publications. <https://logway.mceits.usmc.mil/LOGWAY/users/index.xhtml>. U.S Marine Corps TM Index can be accessed by emailing: Deputy Commander for Systems Engineering & Acquisition Logistics (DC, SEAL); System Sustainment & Readiness; Technical Publications Lead, System Mailbox: Smb.Log.Tech.Pubs@usmc.mil.

A7.5. DLA: The DLA TM Index is located at: <http://www.dla.mil/issuances/Pages/default.aspx>.