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Technical Manual Users Quick Reference Guide

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Introduction

- The objective of this guide is to ensure that each Ship has TMs containing accurate, complete, up-to-date information in support of installed systems and equipment by providing a method for managing and controlling TMs. The information contained in this guide is intended to complement existing efforts of the Fleet as defined in the JFMM and to describe TMMP tools available to assist these efforts.
- In using this guide:
 - Contact information for locations and activities identified in this guide are provided in the *Contacts* section
 - Acronyms and abbreviations are defined in the *Acronyms/Abbreviations* section of this guide
- For questions or assistance regarding the information presented in this guide, contact NSDSA. A website is available 24 hours a day/7 days a week where CSRs can be submitted (<http://nsdsa2.nhcsnavy.mil>), or the phone-based customer assistance service Help Desk (805-228-0669 or DSN 296-228-0669) is available from 0800 to 1600 Pacific time Monday through Friday (except holidays).

Customer Service Requests (CSRs)

- CSRs can be submitted to the NSDSA CSR System at <https://nsdsa2.obdamcc.navy.mil>. The CSR System features easy-to-find categories within three tailored CSR Category selection menus:
 - *TM Users & Library Personnel* for users of final TM products
 - *TM Management* for those involved in TM acquisition and development
 - *Outfitting / FMS* for those involved in initial U.S outfitting or Foreign Military Sales (FMS)
- The TM Users & Library Personnel Category selection menu has the following sub-menus. Example category selections are also listed with each sub-menu:
 - *General Assistance* (TM Supply Issues, Customer Service)
 - *Training* (Technical Manual Management Training, TDMIS Training)
 - *TDMIS Accounts* (New Accounts, Account Reset, Privileges Request)
 - *TDMIS Data* (Distribution Module Updates/Assistance Request, TDMIS View Item Data Issues, TDMIS Library Module)
 - *TDMIS Reports and Assistance* (ITP Request, Report Request, TDMIS Customer Service)
 - *Distribution* (TDKM Customer Service)

Technical Manual Support Activities

- NSDSA. The NSDSA is geographically located at the Naval Surface Warfare Center, Port Hueneeme, California and provides central support for TMMP operations and management matters as directed by NAVSEA 04L and SPAWAR 4.3. The NSDSA maintains TDMS which is a database developed to manage and track the life cycle history of TMs. TDMS also provides TM management tools and information to TM users such as obtaining ITPs, reporting TM errors, and TM inventory management.
- NATEC. NATEC, located in San Diego, California, has been established as the central management agency for NAVAIR TMs and publications. Where appropriate and per agreement between NAVAIR and NAVSEA, information on the NAVAIR TM management system is presented within this guide to accommodate situations in which NAVAIR Air Traffic Control Equipment and TMs are held onboard Ships.
- TMMAs. TMMAs are individual activities with life cycle support responsibilities for assigned TMs.

TMMP Assistance and Training

- TMMP assistance and training is available to Fleet and shore activity personnel involved in the acquisition, development, or use of NAVSEA TMs.
- The NSDSA website provides information on the TMMP, TMMP tools, entry into TDMIS, and links to reference documents and TMMP training materials.
- The NSDSA website contains a Customer Service Request (CSR) system allowing customers to submit inquiries on-line about TMMP-related items such as TDMIS, non-stocked TMs, and TMMP training. The CSR system is available on the NSDSA website.
- NSDSA manages a program of training, including instructor-led courses in the NAVSEA TMMP and hands-on TDMIS training. The NAVSEA TMMP course is now offered as CBT and available on-line through the NSDSA website. Training registration is also via the NSDSA website.

TDMIS

- The TDMIS database is the single authoritative and integrated TM management information system for NAVSEA, SPAWAR, and selected NAVAIR TMs. It is also used by other commands such as Naval Facilities Command and Military Sealift Command. TDMIS is maintained by NSDSA and identifies, tracks, and distributes information required to manage and control TMs throughout their life cycle. TDMIS contains both the current revision and/or change configuration information and historical information for each TM.
- TDMIS Features. Some of the TDMIS modules and features are:
 - Publications Data Module. Provides publication information and history view screens, allows searches by publication number, stock number, publication title, program, ship, ship class, and RIC. Provides a tool to view selected TMs.
 - CDROM Module. Provides CD-ROM information and history view screens.
 - Deficiencies Module. Provides deficiency information and status view screens, the ability to view selected TMDERs, TMDER responses, and ACNs. The Deficiencies module also provides the tool to assign and track TMDER and ACN numbers, as well as submit TMDERs.
 - Distribution Module. Provides distribution information view screens including distribution for a specific TM product and the distribution profile for a specific activity. Provides a tool for update of user's (site) distribution information.
 - FTTD Module. This module provides publication/configuration view screens and processes ship configuration data received from the CDMD-OA. Provides a tool for generating and downloading ITPs.

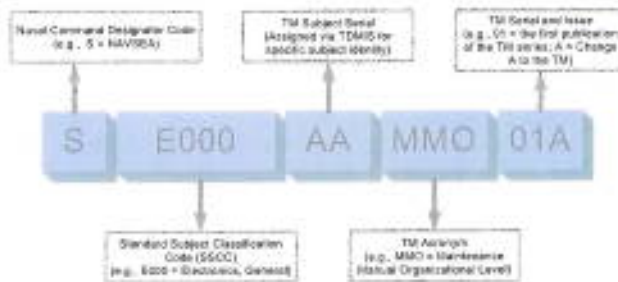
TDMIS – Continued

- **TDMIS Features continued:**
 - **Library Module.** This module provides a means to record and manage a library inventory and to verify the accuracy and currency of an activity's library inventory against TDMIS data. A future capability will provide a tool to order missing TMs or TM updates.
 - **VIEW TMs function.** This function allows users to see a listing of the TMs linked to their activity's ITP or Distribution Report tracked within TDMIS, and launch those TMs that are available for viewing.
 - **On Line Publication Access Requests.** Military or Government employees with TDMIS accounts automatically have access to view TMs with distribution statements A through E; Contractor TDMIS accounts have access to view TMs with distribution statement A. The On Line Publication Access Requests selection allows contractors to request additional access to specific TMs with distribution statements B through F and allows Military or Government employees to request additional access to specific TMs with other distribution statements. Access is granted upon approval from the assigned Government TMMA.
- **Getting a TDMIS Account, Privileges, and Training.** Individuals are required to have an account to view data or TMs within TDMIS. Accounts can be requested via the NSDSA website. TDMIS training is also requested via the NSDSA website.

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TM Product Numbering

- **TMINS.** Each TM or TM update is assigned a publication number. The numbers currently being assigned are in accordance with the TMINS. Example:



- **VOL. ID.** Each CD-ROM containing TMs is assigned a Vol ID number (all copies of a CD-ROM use the same Vol ID). It usually consists of the UIC of the activity preparing the CD-ROM, followed by a set of numbers or letters (example: *N4667800037*, where *N46678* = the UIC, *00037* = the set of sequential numbers or letters).
- **NSN.** Each TM and each CD-ROM are also assigned unique NSNs. NSNs consist of 13 characters separated by dashes. The NSN assigned to each TM or TM update is displayed on the cover or title page, change guide, or opening screen, as appropriate. The NSN assigned to a CD-ROM is displayed on the CD-ROM, and where appropriate, the CD-ROM packaging.

Inventory Control Point

- The NAVICP Philadelphia, through the use of the NLL, is the inventory control point for TMs. The NLL is a web-accessible database that is the central catalog and ordering medium through which all requisitions for Navy publications pass. The NLL forwards requisitions to the appropriate publication supply source. Additionally, the NLL may be used as a reference aid to determine the most recent available issue of a TM, the exact title, or TM number as available in the supply system. The NLL also provides a link to TDMIS for viewable TMs (TDMIS account required).
- For detailed information refer to NAVICP P-734, Naval Logistics Library Policy Guide.
- NAVSUP P-485, Naval Supply Procedures, and NAVSUP P-409, MILSTRIP/ MILSTRAP Desk Guide, provide details on the processes required to requisition TMs/CD-ROMs from the supply system.

Technical Manual Requisitioning

- **Requisitioning On-Line From the NLL.** TMs/CD-ROMs are ordered from the NLL Order module. An NLL account is required to requisition TMs or TM CD-ROMs on-line from the NLL. An account can be requested from the NLL.
- **Requisitioning via DAAS.** Supply personnel can refer to NAVSUP P-485 for complete instructions on how to use DAAS. A DAAS account is required and can be requested from the DAASC website.
- **Requisition Restrictions.** Certain TMs have a restricted distribution, such as sponsor restrictions and those dealing with nuclear propulsion. For additional information on requesting restricted documents refer to the NAVSUP P-485.
 - **Sponsor Restrictions.** TMs are restricted for ordering in paper form via the NLL when the TM was initially distributed in digital form only. Only requisitions from U.S. ships will be processed for delivery in paper form in this instance.
 - **Nuclear Propulsion Restrictions (NAVSEA 08).** Restrictions are reflected in the NLL under the publications research screen. Requisitions requiring approval or higher authority must be submitted on a DD Form 1348 via the appropriate chain of command for approval, along with a cover letter that provides justification for the need of the publication. Requisitions received by NLL without prior approval will be rejected and returned to the sender.

Technical Manual Requisitioning – Continued

- **Maximum Quantity.** Currently NAVSEA TMs are COG 01 items and are issued free of charge within the allotted quantity to authorized requesters. Training commands needing to obtain hardcopy replacement/replenishment TMs in quantities that exceed the maximum allowed may contact NSDSA. NSDSA will provide assistance in coordinating with the NAVICP to obtain approval and printing of copies.
- **Priority Requisitions.** Priority requisitions (Issue Processing Group 1) from the Fleet are submitted with justification of urgency by Naval Message or by phone to the NLL Help Desk. To ensure receipt of the correct TM, as much identifying information as possible should be included with the request (e.g., publication number, title, RIC, equipment manufacturer's name, Mark/Mod, A/N number, etc.).
- **Hardcopy Distribution.** Ships can requisition copies of TMs available in a paper format from the NLL.

Technical Manuals Not Available for Requisitioning

- For NAVSEA or SPAWAR TMs that are not available through the NLL, contact the NSDSA for assistance by either CSR or by contacting the NSDSA Help Desk. As much identifying information as possible should be provided when requesting assistance (e.g., publication number, title, RIC, equipment manufacturer, Mark/Mod).
- For NAVAIR TMs that are not listed in the NLL, submit a letter of request to NATEC.

Receipt of Incorrect Material/Report of Discrepancy

- If incorrect material or quantity is received, submit a ROD Standard Form 364 to the NLL for resolution. Most material received in error can be disposed of locally as local disposal is more cost effective than returning the material to the supply system. Handle classified documents as required by pertinent security regulations and instructions. If an exception applies, the NLL NAVICP Item Manager will provide disposal instructions in their letter of response to the ROD.

Viewing TMs via TDMIS

- The NLL Technical Manual Requisition screen identifies those TMs that are available for viewing via TDMIS and will link or direct TM requesters to TDMIS if the requester desires. This feature is beneficial to those who have or are eligible for a TDMIS view account and who do not have a hardcopy TM requirement. If accessing TMs through the TDMIS view capability is not suitable, the requester would continue by submitting requisitions for the desired TMs.
- Selected TMs can be viewed and/or downloaded directly from TDMIS for users with a valid TDMIS account and appropriate view privileges. Accounts and view privileges can be requested from the NSDSA website. Military and Government TDMIS accounts automatically have access to view TMs with distribution statements A through E. Requests for additional access to specific viewable TMs can be submitted using the On Line Publications Access Request feature within TDMIS.

Technical Data Knowledge Management (TDKM) System

- TDKM provides electronic distribution of TMs to Fleet and other shore users using configuration data obtained from CDMD-OA and TM applicability information from TDMIS. See section on Library Management for more details and a description of TDKM.

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TM Distribution

- **NSDSA Initial Distribution CD-ROMs.** This service collects all newly issued digital TMs, revisions, or changes (full document level only) on a monthly basis, creates an ATIS-compatible CD-ROM set, and distributes the CD-ROMs. The CD-ROMs work with the ATIS system and configuration data obtained from CDMD-OA to identify and index only TMs applicable to a given installation site.
 - Automatic distribution includes two copies to all active Ships
 - NAVSEA TMs are distributed on the first of each month (as requested by the TMMA)
 - SPAWAR TMs are distributed on the fifteenth of each month (all new TMs delivered to NSDSA)
- **Distribution Lists.**
 - Distribution lists for automatic distribution are maintained within TDMIS. Activities can maintain their activity's distribution list within TDMIS.
 - TMMAs utilize distribution lists to distribute TMs on CD-ROM and, when required, hardcopy TM products.

Reporting Methods

- **Purpose.** Deficiency reporting is the method used by Fleet and other users to identify technical and non-technical discrepancies or deficiencies. It can also be used to offer suggestions for improving TMs.
- **TMDERs.** TMDERs are used to report deficiencies to NAVSEA and SPAWAR TMs.
- **TPDRs.** TPDRs are used to report deficiencies to NAVAIR TMs.
- **MCRs.** MCRs are also used for some selected submarine TMs.
- **Routine and Urgent Reporting.** The use of the deficiency reports is limited to routine, non-emergency problems. A Naval message shall be sent 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). Discrepancies of an urgent nature shall be reported via naval message.

TMDERs

- TMDERs against classified manuals must be submitted using the hardcopy method and mailed to NSDSA or via naval message.
- TMDERs can be submitted in three methods:
 - From Within TDMIS (TDMIS account required) (Preferred). TMDER and any attachments are submitted directly into TDMIS. TMDERs against classified TMs must be submitted by hardcopy, however, utilizing TDMIS in these instances allows the submitter to establish a control number and provides a form to print out, complete, and submit by mail.
 - Via the NSDSA website. Electronically submits TMDERs against unclassified TMs to NSDSA where it is transferred into TDMIS. The Navy Distance Support Anchor Desk also provides a link to the NSDSA website where TMDERs can be submitted.
 - Hardcopy TMDER. This method is usually reserved for submission of TMDERs against classified publications or is used when internet access is not available. TMDER NAVSEA Form 4160/1 can be obtained from the back of a TM, from the NSDSA website Document Library, or from within TDMIS. A hardcopy TMDER for an unclassified TM can be submitted to NSDSA by mail, FAX, E-mail, or naval message. See *CONTACTS* for mailing address/numbers.
- Complete instructions for each method are detailed on the NSDSA website.

TPDRs

- For NAVAIR TMs, routine deficiencies are reported by submitting a TPDR (OPNAV Form 4790/66) to NATEC. Refer to the NATEC website for details on submitting TPDRs.

MCRs

- T0005-AA-GYD-010 (Procedures for Maintaining Non-Reactor Plant System Manuals or Equipment/Component TMs Part 1 Manual Holders Guidance Handbook, Responsibilities of Manual Holders) provides information on the use of MCRs for selected submarine related TMs.

Urgent Discrepancy Reporting

- A standard Joint Message Form (DD Form 173) shall be submitted to report urgent deficiencies. As appropriate, send a message to the TYCOM, Systems Command (i.e., NAVSEA for NAVSEA TMs), ISEA, and TMMA with an information copy to NSDSA, except, urgent NAVAIR TMs deficiencies are reported to NATEC. Information required in the message:
 - Publication (TM) number
 - TM volume/part number (if applicable)
 - TM publication date (effective date of TM, revision, or change)
 - System/equipment nameplate nomenclature (MK, Mod, or A/N) to which the TM applies
 - TM title
 - Deficiency Report Control Number UIC - YY (Unit Identification Code and Year) and any four numbers, e.g., N46678-03-0001
 - Deficiency location (page, paragraph, line, and/or figure number, etc.)
 - Recommended change (corrective action required) (narrative)
 - Originator's name, work center, code, title, rank, rate or grade
 - Year/month/day the deficiency report is prepared
 - DSN/commercial/FAX number of originator (if possible)
 - Ships' hull number or activity name and address
 - Originator's and/or supervisor's or department head's e-mail address

Deficiency Report Responses

- Routine Deficiency Response
 - The originator of a TMDER can expect a response from the TMMA within 90 calendar days for a routine TMDER. The response will cite the corrective action, the appropriate scheduled time frames, future action planned, or other pertinent information.
- Urgent Deficiency Response
 - The originator of an urgent deficiency report will receive a response within three (3) working days from the date of receipt from the appropriate Systems Command. The response will cite the corrective action to be taken and the appropriate time frames.
 - When a deficiency of critical importance (one that may impact the safety of the crew, the ability to operate and maintain the system or equipment, or result in possible damage to or degradation of the equipment) requires immediate correction, an ACN may be issued to correct safety related issues.

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INTRODUCTION

1. ACN

DEFICIENCY
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ITPs

- ITPs are automated listings produced from TDMIS which identify general, ship level, and equipment related TMs applicable to an individual ship, ship class, or group of ships/battle group (strike group). The ITP:
 - Provides a listing of TMs/CD-ROMs applicable to a ship as identified within TDMIS
 - Identifies those TMs/CD-ROMs to specific systems and equipments
 - Provides information about each TM/CD-ROM
 - Identifies TM - to - CD-ROM Vol ID number
- The ITP is based on ship's configuration data as maintained in the CDMD-OA and related to the TM data maintained in TDMIS.

ITPs - Continued

- Ordering an ITP
 - U.S. Military personnel and Government employees with a TDMIS account may generate and download an ITP from the TDMIS FTTD Module.
 - Others may request an ITP from NSDSA via the NSDSA website.
 - Requesters can choose to have the ITP formatted as either an Excel spread sheet or as a text file. The Excel spread sheet is the default format for ITPs.
 - ITP generation can be requested from within TDMIS 24 hours a day, seven days a week. The ITPs are generated and ready for customer download within an hour.

- ITP Maintenance
 - In some instances, an ITP may list equipment and TMs that do not apply to the ship's current configuration. That is probably because a configuration change has been made to the ship or to its equipment, and this information was not available at the time the requested ITP was generated.
 - Configuration changes should be reported in accordance with OPNAVINST 4790.4.

Types of ITPs

- **Publication Data**
 - Single Occurrence of Publication Number and CD-ROMs without Equipment Data
 - From TDMIS select *Publication Data*, from NSDSA CSR select *Publication Data*
- **Publication and RIC Data**
 - Publications and CD-ROMs listed with all RICs/APLs
 - From TDMIS select *Publication, Ric data*, from NSDSA CSR select *Publication, RIC Data*
- **Publication and Principal Equipment Data**
 - Multiple Occurrence of Publication Numbers and CD-ROMs with Principal Equipment RIC/APL, HSC5, and Equipment Nomenclature
 - From TDMIS select *Publication, RIC, HSC5 data*, from NSDSA CSR select *Publication, RIC, HSC5 Data*
- **Publication and Principal/Supporting Equipment Data**
 - Multiple Occurrence of Publication Numbers with Principal/Supporting Equipment RIC/APL, HSC5, Equipment Nomenclature
 - From TDMIS select *Publication, RIC, HSC5, P/S data*, from NSDSA CSR select *Publication, RIC, HSC5, P/S Data*
- **Ship Class Publication Data**
 - Publication Data file by selected ship class
 - From TDMIS select the Ship Class desired from the dropdown

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Library Management

- COMFLTFORCOMINST 4790.3 Revision A, JFMM, Volume IV, Chapter 11, Technical Data and Information Management, provides detailed information for the operation of technical libraries.
- This section of this guide provides additional information and TMMP tools available for the management of TMs within technical libraries in support of the JFMM.
- TDMIS and the NSDSA website provide the means to:
 - Research publication and CD-ROM information
 - Obtain Monthly ACN Report
 - Obtain an Automatic Distribution List Report (formerly the "501" report) and maintain TM distribution information
 - Obtain ITPs
 - Report and track TM deficiencies
 - Manage TM inventory using the TDMIS Library Module
 - Shore site version available
 - Shipboard version under development; Contact NSDSA for assistance
 - View and/or download selected TMs

Library Management – Continued

- *Publication and CD-ROM information.* TDMIS identifies, tracks, and distributes TM information throughout a TM's life cycle. The database contains both the current revision and/or change information and historical information for TMs and CD-ROMs.
- *ACN Report.* The ACN Report is a listing of active ACNs issued against TMs tracked within TDMIS. It is updated monthly and is available on the NSDSA website.
- *Automatic Distribution List Report.* Previously known as the "501 Report", the Distribution List Report is available from the TDMIS Distribution Module under "View or Maintain Distribution List." The distribution list is viewed and maintained by the applicable activity's UIC, which displays a listing of publications by ATC distributed to the selected activity. Distribution list information for a specific TM can be viewed by publication number, or, from within the TDMIS Library Module, the applicable activity's distribution list can be viewed by publication.
- *ITPs.* ITPs may be obtained from within the TDMIS FTTD Module or may be requested from the NSDSA website (see section on Indices of Technical Publications).
- *Report and track TM deficiencies.* The TMDER is the primary method to identify technical and non-technical discrepancies or deficiencies or to offer suggestions for improving existing NAVSEA or SPAWAR TMs. Deficiencies are reported by submitting a TMDER (see section on Deficiency Reporting). TMDER status is tracked within TDMIS.

Advanced Technical Information Support (ATIS) System

- The ATIS System is a digital retrieval, display, and printing system for technical documentation for standalone and Web-based platforms. ATIS is intended to be a central point of access to technical data for use by the Navy and is the Navy's standard digital-optical system for display and retrieval of technical documentation, including TMs. Its design consists of functions for reviewing configuration and library data, and for retrieving and displaying drawings, TMs, and operational information, such as EOSS and PMS. In the technical manual area, ATIS supports raster, intelligent raster, PDF, and any IETM viewer that follows the DON guidelines for CD-ROM based technical manuals. ATIS also accommodates third party CD-ROM applications into its desktop environment.
- ATIS can be divided into four functional areas: Support, Configuration, Library, and Display.

Advanced Technical Information Support (ATIS) System – Continued

- **Support.** The support functional area allows the system administrator to manage ATIS user accounts, passwords, data and databases. All user access privileges, database installation/setup, system administration and data administration are all accomplished from the support area of ATIS. Administrator privileges are required to perform these functions.
- **Configuration.** The configuration functional area contains the databases and modules that allow the user to identify technical data and access TMs and drawings by configuration and logistics data for applicable ships, systems, and equipment, such as:
 - **SDI** – Stores data for the retrieval of drawings and related data according to NAVSEA, Vendor, and CIN/ESWBS/SWBS drawing number
 - **VLI** – Stores data for the retrieval of TMs, drawings and related valve information according to valve labels, valve types, and valve systems
 - **SCLISIS** – Stores data for the retrieval of TMs, drawings and related configuration and logistics data according to document type, RIN, APL/AEL, EIC, valve mark/symbol number, or drawing number/CAGE number
 - **GenJTP** – Stores data for the retrieval of TMs according to publication ID, publication title, APL/RIC, alterations and HSC data

Advanced Technical Information Support (ATIS) System – Continued

- *Library.* The library functional area contains the databases and modules that define what technical data is available and provides the capability to search for either TMs/IETMs or drawings. The TMs can be queried via publication ID or publication title. Drawings can be queried via the drawing number or drawing title. Both publication/drawing ID and title fields can searched for partial matches of the query string to allow for retrieval of all documentation that meet the partial string.
- *Display.* The display functional area contains the module that initiates the display of TMs, drawings, and other book-type documents. The capabilities within the TM display module allow for publication to publication scrolling, page to page scrolling within a technical publication as well as the ability to make annotations, set page markers for quick returns to previously viewed pages and creating indexes to mark specific sections of a document. For drawings, the display module allows the user to move from drawing to drawing, navigate through the various sheets/frames within the drawings, retrieving specific sheet number and frame combinations via the drawing index and working with annotations appended to drawing sheets and frames. The ability to print technical documentation and engineering drawing data is also available from the display module of the ATIS system.

Advanced Technical Information Support (ATIS) System – Continued

- To assure compatibility with shipboard systems, CD-ROMs containing TMs that are being delivered to ships are to be certified as ATIS Compatible.
- Generally, the ATIS Help Desk at NAVSEALOGCEN DET INDIAN HEAD provides ATIS support needs. The ATIS website or the ATIS Help Desk can be accessed for more detailed information regarding ATIS software and support (see the *CONTACTS* section of this document).
- ATIS Technical Support
 - NAVSEALOGCEN DET INDIAN HEAD provides all technical support for the ATIS software. In the event of hardware failures, SPAWAR or NAVSEALOGCEN DET INDIAN HEAD personnel may be called for assistance, but for faster service, site personnel should deal directly with the appropriate Regional Maintenance Center (RMC).
 - NIAPS ship personnel should contact NAVSEALOGCEN DET INDIAN HEAD for ATIS technical support and contact Distance Support for hardware issues.

Technical Data Knowledge Management (TDKM)

- TDKM is a data replication, server-to-server distribution system that builds, stores, maintains, and accesses profiles describing end user technical data requirements, pulls the necessary data, assembles a user digital technical data library collection, and pushes this collection of technical data to end user sites.
- The TDKM consists of three parts: the wholesaler, the broker, and the retailer. The wholesaler is the master storage location of the final TM files, the broker provides the knowledge management to determine which TMs are needed for a specific location, and the Retailer provides for user communication with the other components of the system and local library storage. *The Retailer is very similar to the ATIS application in purpose and function.*
- For shipboard applications, the TDKM Retailer operates on NIAPS V1.2 and above. If your shipboard site has NIAPS V1.2 or above and does not yet have TDKM initialized, you can request initialization from the Distance Support Anchor Desk.
- Shore sites may also have TDKM Retailers installed. A Retailer can be configured for data across multiple ships and classes.

Technical Data Knowledge Management (TDKM) - Retailer

- The TDKM Retailer is a digital retrieval, display, and printing system for technical documentation for Web-based platforms. Its design consists of functions for reviewing configuration and library data, and for retrieving and displaying TMs (Drawings, EOSS data, and PMS data are not yet supported). In the technical manual area, TDKM supports PDF and any IETM viewer that follows the DON guidelines.
- Similar to ATIS, the TDKM Retailer can be divided into the same four functional areas: Support, Configuration, Library, and Display.

Technical Data Knowledge Management (TDKM) - Retailer

- **Support.** The support functional area allows the system administrator to manage TDKM user accounts, passwords, data, and databases. All user access privileges, database installation/setup, system administration, and data administration are accomplished from the support area. Administrator privileges are required to perform these functions.
- **Configuration.** The configuration area allows the user to modify the TDKM Retailer software to host data from one or many ships and classes. Administrator privileges are required to perform these functions.
 - **UIC Management** – Through this interface, the administrator will be able to manage which UICs the TDKM Retailer will receive updates.
 - **Synchronization** - This function is only used when the system is connected to the internet. This interface provides the administrator with the ability to perform all necessary Retailer functions in reference to document synchronization from the Broker and Wholesaler and view the status as the synchronization occurs. Among other functions included are the ability to time when a synchronization starts, select which documents are synchronized, and perform document reviews prior to adding the documents to the permanent data store.

Technical Data Knowledge Management (TDKM) - Retailer

- **Library.** The library functional area contains the databases and modules that define what technical data is available and provides the capability to search for TMs/IETMs. The TMs can be queried via publication ID, publication title, or keyword search. All search fields can be searched for partial matches of the query string to allow for retrieval of all documentation that meet the partial string.
- **Display.** The display functional area contains the module that initiates the display of TMs. The ability to print technical documentation and engineering drawing data is also available from the display module of the TDKM system.

Technical Data Knowledge Management (TDKM) - Retailer

- To assure compatibility with shipboard systems, TM's developed for TDKM should comply with the Standard Navy Integrated Production Process (SNIPP).
- Instructions on how to retrieve documents from TDKM are contained in the TDKM Administrator and User Guides. Information is also found in NIAPS Training and Administration documentation.

TDMIS Library Module

- **Library Module.** The TDMIS Library Module is an automated master accountability/inventory/control system that supports the policies and procedures required for management of technical documentation. The TDMIS Library Module automates the day-to-day operations of a technical library.
 - The TDMIS Library Module is currently available to shore activities to assist in managing library assets. The TDMIS Library Module is under development and will be available at a future time to assist in managing a ship's library assets.
 - Existing Library data, such as that from TLMS, may be transferable to the TDMIS Library.
- Contact NSDSA to obtain information and assistance regarding the TDMIS Library module.

TDMIS Library Module – Continued

- **Capabilities.** The Library Module tracks and verifies publication data from multiple database sources in addition to the publication data maintained within TDMIS. Capabilities of the Library Module include:
 - Document research functions for quick and flexible database queries to identify technical material
 - Discrepancy reporting
 - Index of Technical Publications data
 - Document check-in and checkout functions
 - Numerous library management reports available for on-line review, or in printed form
 - Audit processing which simplifies the task of verifying library inventory
 - Tracking of documents stored in central and satellite libraries
 - Tight access controls. Users outside the library can view and research library data without affecting its contents.
 - Library data validation against data in other TDMIS modules
 - Future capability for document requisition and receipt functions

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Activity	Purpose	Contact Information
Navy Distance Support Anchor Desk	Provides Naval Forces a single place to learn about or request distance support services	Website http://www.anchordesk.navy.mil E-mail Help@AnchorDesk.Navy.Mil Phone 1-877-4-1-TOUCH (1-877-418-6824)
Naval Logistics Library (NLL) (Navy Publication Index)	Website containing information regarding TM stock and supply. Used for stock management of TMs and for ordering TMs.	Website https://nll.nsl.navy.mil E-mail NLL@nll.navy.mil Phone NLL Customer Service 1-866-817-3130 or 215-697-2626 / DSN 442-2626 NLL Customer Service, Requisition Status 1-877-418-6824
Report of Discrepancy Form SF 364	Used to report TM requisition receipt discrepancies	Website http://www.dtic.mil/webdirect/cw/inform/af/oms/sf364form.htm

Activity	Purpose	Contact Information
<p>Naval Systems Data Support Activity (NSDSA)</p>	<p>Activity tasked to provide TMMP assistance. Website also provides access to:</p> <ol style="list-style-type: none"> 1. NSDSA Customer Service Requests (CSRs) (used to request training, TMMP assistance, changes to TDMIS data, etc.) 2. Technical Manual Deficiency/Evaluation Reports (TMDERs) (used to report TM discrepancies or offer suggestions for improvement) 3. Link to Technical Data Management Information System (TDMIS) website 	<p>Website https://nsdsa2.phdnswc.navy.mil Phone Help Desk (805) 228-0669 / DSN 296-0669 FAX Commercial (805) 228-0726 Address COMMANDER NAVSURFWARCENDIV NSDSA Code 310 4363 Missile Way Bldg 1389 Port Hueneme CA 93043-4307 Message Address NAVSURFWARCENDIV PORT HUENEME CA</p>
<p>Technical Data Management Information System (TDMIS)</p>	<p>Managed by NSDSA. Application designed to manage, track, or view selected TMs</p>	<p>Website https://mercury.tdmis.navy.mil Account/Privileges Requests (Submit a Customer Service Request) https://nsdsa2.phdnswc.navy.mil</p>

Activity	Purpose	Contact Information
Defense Automatic Addressing System Center (DAASC)	Receives, edits, and routes logistics transactions for the Military Services and Federal Agencies	Website http://www.das.dln.mil/das/home/ Phone Helpdesk 937-656-3247
Naval Air Technical Data and Engineering Service Command (NATEC)	Website providing information on NAVAIR TMs. Point of contact for NAVAIR Air Traffic Control TMs held on board ships.	Website https://www.natec.navy.mil Phone 1-619-545-2597 or DSN 735-2597 E-mail Distribution@navair.navy.mil Address Bldg. 90, P.O. Box 357031, NASNI San Diego, CA 92135-7031 Attn: Distribution

Activity	Purpose	Contact Information
<p>Advanced Technical Information Support (ATIS) System</p>	<p>Managed by NAVSEALOG-CEN DET INDIAN HEAD. Website contains information about ATIS, including ATIS compliancy.</p>	<p>Website https://secure.asic.navy.mil/atia/default.htm E-mail navsea_atu_helpdesk@navy.mil Phone Help Line 301-744-4911 DSN 354-4911</p>

<u>TERM</u>	<u>DEFINITION</u>
ACN	Advance Change Notice
AEL	Allowance Equipage List
APL	Allowance Parts List
ATC	Attention To Code
ATIS	Advanced Technical Information Support
C4	Command, Control, Communications, and Computers
CAGE	Commercial and Government Entity
CBT	Computer Based Training
CDMD-OA	Configuration Data Manager Database-Open Architecture
CD-ROM	Compact Disk-Read Only Memory
CIN	Consolidated Index Identification Number
COG-01	Cognizance Symbol 01 (Naval Publications and Forms Directorate)
CSR	Customer Service Request
DAAS	Defense Automated Addressing System
DAASC	Defense Automated Addressing System Center
DON	Department of the Navy
DSN	Defense Switched Network

<u>TERM</u>	<u>DEFINITION</u>
EIC	Equipment Identification Code
EOSS	Engineering Operational Sequencing System
ESWBS	Expanded Ship Work Breakdown Structure
FTTD	Fleet Tailored Technical Data
GenITP	Generic Index of Technical Publications
HSC	Hierarchical Structure Code
ID	Identification
IETM	Interactive Electronic Technical Manual
ISEA	In-Service Engineering Agent
ITP	Index of Technical Publications
JFMM	Joint Fleet Maintenance Manual
MCR	Manual Change Request
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
NATEC	Naval Air Technical Data and Engineering Service Command
NAVAIR	Naval Air Systems Command
NAVICP	Naval Inventory Control Point
NAVSEA	Naval Sea Systems Command

<u>TERM</u>	<u>DEFINITION</u>
NAVSEALOGCEN DET INDIAN HEAD	Naval Sea Logistics Center Detachment Indian Head
NAVSUP	Naval Supply Systems Command
NIAPS	Navy Information /Application Product Suite
NLL	Naval Logistics Library
NSDSA	Naval Systems Data Support Activity
NSN	National Stock Number
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Office of the Chief of Naval Operations Instruction
PDF	Portable Document Format
PMS	Planned Maintenance System
RIC	Repairable Identification Code
RIN	Record Identification Number
RMC Regional	Maintenance Center
ROD	Receipt of Incorrect Material/Report of Discrepancy
SCLISIS	Ship Configuration Logistics Support Information System
SDI	Ship's Drawing Index
SPAWAR	Space and Naval Warfare Systems Command
SSCC	Standard Subject Classification Code

<u>TERM</u>	<u>DEFINITION</u>
SWBS	Ship Work Breakdown Structure
TDKM	Technical Data Knowledge Management
TDMIS	Technical Data Management Information System
TLMS	Technical Library Management System
TM	Technical Manual
TMDER	Technical Manual Deficiency/Evaluation Report
TMINS	Technical Manual Identification Numbering System
TMMA	Technical Manual Management Activity
TMMP	Technical Manual Management Program
TPDR	Technical Publications Deficiency Report
TYCOM Type	Commander
U.S.	United States
UIC	Unit Identification Code
VLI	Valve Label Index
VOL ID	Volume Identification
YY	Year-Year (last two digits)