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NAVAL SEA SYSTEMS COMMAND
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NAVSEAINST 4160.3B ^{IN REPLY TO}
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21 June 11

NAVSEA INSTRUCTION 4160.3B

From: Commander, Naval Sea Systems Command

Subj: TECHNICAL MANUAL MANAGEMENT PROGRAM

- Ref:
- (a) DON Policy on Digital Product/Technical Data, 23 Oct 04
 - (b) DoDINST 5000.02, Operation of the Defense Acquisition System
 - (c) DoD Directive 5000.1, The Defense Acquisition System
 - (d) SECNAVINST 5000.2D, Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System
 - (e) NAVSEA S0005-AA-PRO-010/TMMP, Operations and Life Cycle Support Procedures
 - (f) Federal Acquisition Regulation (FAR) Subpart 7.5 Paragraph 7.503
 - (g) S0005-AH-PRO-010, Information Set Development Standard; Procedures
 - (h) SL720-AA-MAN-010/020, NAVSEA Fleet Modernization Management and Operations Manual
 - (i) SL720-AA-MAN-030, Navy Modernization Process Management and Operations Manual (NMP-MOM)
 - (j) Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 204.71, 252.227-7015, 252.227-7027, and 252.227-7030
 - (k) Advanced Technical Information Support (ATIS) Compatibility Testing Procedures, Rev 10, Feb 07
 - (l) NAVSO P-35, Department of the Navy Publications and Printing Regulations
 - (m) SECNAVINST 5510.36A, Department of the Navy (DON) Information Security Program (ISP) Regulation
 - (n) NAVSUP Publication 734, Naval Logistics Library (NLL) Policy Guide
 - (o) DoD 7000.14-R, DoD Financial Management Regulation
 - (p) NAVSEAINST 5400.97C, Virtual SYSCOM Engineering and Technical Authority Policy

1. Purpose. To revise and update policies and responsibilities for the life cycle management and control of Naval Sea Systems Command (NAVSEA) technical manuals (TMs). This is a major

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revision to the current instruction which supports reference (a), and should be read in its entirety.

2. Cancellation. NAVSEAINST 4160.3A.

3. Scope and Applicability. The NAVSEA Technical Manual Management Program (TMMP) encompasses all NAVSEA TMs, technical publications, or technical data that furnish information on the description, installation, operation, test, maintenance, repair, and overhaul of a ship, system, or equipment, except for TMs and publications under the technical cognizance of the Deputy Commander for Nuclear Propulsion (NAVSEA 08) and Navy Special Weapons Ordnance Publications. The TMMP applies to all phases and aspects of the life cycle management of TMs issued in any media by NAVSEA, including:

a. Phase 1: Technical Manual Definition. The planning, budgeting, funding, and acquisition of TMs to support new or existing ships, systems, or equipment.

b. Phase 2: Technical Manual Development. TM production and maintenance, digitization, quality assurance, acceptance, and certification.

c. Phase 3: Technical Manual Distribution. TM duplication, distribution, and stocking.

d. Phase 4: Technical Manual Disposal. Identification and disposal of TMs no longer required.

4. Background. The requirements of references (b) through (d) cover the Defense Acquisition System and are incorporated and implemented by this instruction. Reference (b) is Operation of the Defense Acquisition System, reference (c) is The Defense Acquisition System, and reference (d) is Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System. Reference (e), NAVSEA S0005-AA-PRO-010/TMMP Operations and Life Cycle Support Procedures, contains requirements and procedures for effective program operation to conduct NAVSEA TM programs in support of this instruction.

5. TMMP Policies

a. Technical Manual Program Management

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(1) NAVSEA Assistant Deputy Commander for Fleet Logistics Support Code 04L shall exercise overall authority and responsibility for the policies, procedures, and programs applicable to the NAVSEA TMMP. The TMMP is maintained as a formal and effective program to ensure that TMs are of high quality and under adequate management control. Reference (e) provides the established TM life cycle requirements and procedures for the TMMP. Reference (e) shall be followed by activities tasked to manage NAVSEA TMs.

(2) A conforming process known as the Standard NAVSEA Integrated Publishing Process (SNIPP) under the cognizance of NAVSEA 04L shall be used for the acquisition, development, maintenance, data storage, and distribution of NAVSEA TM source data and presentation files. NAVSEA TMs shall be acquired, developed, and distributed through this process with the current components consisting of: Technical Data Management Information System (TDMIS), Streamlined Modular Acquisition Requirements Tailoring Tool (SMART-T), Naval Engineering Technical Library (NETL), Data Content Management System and NAVSEA Publishing Application (CMS/NPA), Technical Data Knowledge Management (TDKM), and Advanced Technical Information Support System (ATIS).

(a) TDMIS shall be the single authoritative and integrated TM management information system. TDMIS shall identify, track, and distribute information required to manage and control TMs throughout their life cycle. TDMIS shall be directly accessible by the user and shall support both ships and activities with management information. Ship, system, and equipment configuration information shall be obtained from Configuration Data Managers Database - Open Architecture (CDMD-OA) and shall be integrated with TM information within TDMIS. TDMIS shall provide indexes of applicable TMs for each ship, ship class, battle group (strike group) (e.g., Index of Technical Publications (ITP)), and reports for shore activities. Distribution lists and TM deficiency tracking shall be integral parts of TDMIS. TDMIS shall be compatible with other Navy and Department of Defense (DoD) logistics information systems. Technical Manual Management Activities (TMMAs)/TM Managers shall maintain their applicable TM life cycle data current in TDMIS. The transfer of TMA or TM Manager responsibilities for the life cycle management of a TM shall be reflected in TDMIS.

(b) The SMART-T is a tool to provide acquisition assistance. SMART-T shall be the source and repository for

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Technical Manual Contract Requirements/Technical Manual SEATASK Requirements (TMCRs/TMSRs).

(c) The NETL is a centralized repository for NAVSEA TMs and shall be the storage location for historical copies of final TMs in any distributed media (hard copy, digital, etc.). The NETL shall be the storage location for digital TMs used as part of the TDKM distribution processes and for viewing via TDMIS. When requested by the TMMA, the NETL shall also be the storage location for Final Reproducible Copy (FRC).

(d) The CMS/NPA is a data content management and publishing application and shall be used in the development and maintenance of NAVSEA TMs.

(e) TDKM is a data replication, server to server distribution system and shall be utilized for digital TM distribution as part of the SNIPP.

(f) ATIS is a digital retrieval, display, and printing system for technical documentation and is the Navy's standard digital-optical system for display and retrieval of technical documentation aboard ships, including TMs. ATIS shall be utilized in conjunction with TDKM within the SNIPP.

(3) Activities involved in acquiring, maintaining, or managing TMs to support new or modified ships, systems, or equipment shall implement the policies of this instruction and reference (e) and coordinate TM implementing policies and procedures with the Command program manager for the TMMP (NAVSEA 04L).

(4) Program budgets shall provide for all fiscal aspects of definition, development, distribution, maintenance, and disposal of TMs relating to all procurements. Budgets shall also provide for the development of products such as quality assurance plans, reports, certifications, and other supplementary data.

(5) Acquisition contracts that assign TMMA/TM Management functions to a contractor do not relieve the program or acquisition authority from ensuring all TMMA/TM Management responsibilities are fulfilled. When TMMA/TM Manager functions are assigned to a contractor, the government shall, at a minimum, retain all inherently governmental functions. Per reference (f), TM acquisition functions that are inherently governmental shall be performed by government employees.

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Inherently governmental functions include verification, TM product acceptance/rejection, certification, distribution requirements, and releaseability.

(6) TMMAs shall prepare local procedures tailored to unique activity requirements consistent with this instruction and reference (e) or document local compliance with this instruction and reference (e).

(7) TMMAs shall ensure each TM is assigned to a trained TM Manager. Individuals designated as TM Managers shall complete the training defined in reference (e) prior to assuming TM Manager responsibilities.

(8) TMMP assistance and training shall be made available to Fleet, TMMAs/TM Managers, and activity personnel involved in acquisition, life cycle support, or use of TMs.

(9) Joint Service Explosive Ordnance Disposal (JSEOD) TMs. JSEOD TMs shall be acquired, developed, maintained, and distributed per reference (g), and applicable portions of reference (e). Where conflicts exist, reference (g) shall take precedence.

b. Phase 1 - Technical Manual Definition

(1) A comprehensive TM or set of TMs supporting description, installation, operation, testing, maintenance, repair, training, and overhaul shall either exist in the Navy inventory or be procured with each ship, system, or equipment. Maximum use shall be made of available TMs for Commercial Items (CIs)/Non-Developmental Items (NDIs).

(2) A plan for TM acquisition is required for each ship and major system procurement. TM requirements and milestones, including quality assurance, shall be established as early as feasible in each program's acquisition plan. Each ship, system, and equipment acquisition or modification program shall ensure there is no duplication in the acquisition of data/documents for Planned Maintenance System (PMS), Logistics Management Information (LMI), Supportability Analysis (SA), training materials, and TMs.

(3) Acquisition authority activities shall be responsible for the procurement of new and updated TMs required for support of ships, systems, and equipment. These TMs shall be funded by the same appropriation that funds the ship, system,

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or equipment. Updates to TMs to reflect engineering modifications to in-production as well as out-of-production systems or equipment shall be funded by the appropriation that funds the system or equipment modification. The update of Selected Record Data and system or equipment TMs incident to an overhaul/availability shall be funded per direction provided in reference (h) or reference (i).

(4) Commercial manuals shall be acquired and used to the full extent possible. They must: currently exist (off-the-shelf); as appropriate, describe the installation, operation, and maintenance of the equipment; be evaluated for suitability and acceptability for the intended government use, using the criteria specified in the applicable TMCR; 4) be obtainable with rights for government replication and distribution, at a minimum. If available at no-cost to the government, digital files in vendor format for commercial TMs shall be acquired per the Defense Federal Acquisition Regulation Supplement (DFARS) section 252.227-7015 (reference (j)): "Commercial Off-The-Shelf (COTS) manuals shall have the unrestricted right to use, modify, reproduce, release, perform, display, or disclose technical data, and to permit others to do so..." The government shall not pay for the development of commercial manuals. If a commercial manual does not exist, or is unsuitable or not acceptable for government use; or cannot be economically supplemented to be acceptable, then a new TM shall be developed in accordance with a formal TMCR and not to "best commercial practices."

(5) TMs shall be acquired and developed in accordance with a current TMCR/TMSR. A SMART-T generated TMCR is mandatory for use in all procurements of TMs and TM updates, and shall be identified on the Contract Data Requirements List (CDRL). For government development of TMs, a current TMSR shall be used. TMCRs shall also be used for evaluation of COTS TMs and development of supplemental TM data for TMs supporting CIs/NDIs.

(6) Each system and equipment acquisition and modification contract or task requiring TM development work shall include requirements for a TM Quality Assurance (TMQA) program per a TMCR or TMSR. Acquisition management activities shall determine the range and depth of quality assurance requirements to ensure the TM meets the program technical requirements.

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(7) New and revised TMs shall be acquired, produced, delivered, and maintained in digital formats compliant with reference (a).

(8) Updates to TMs primarily intended for electronic display (i.e., Electronic TMs (ETMs)/Interactive Electronic TMs (IETMs)) shall be distributed at the full document level (reissue of the TM in its entirety) vice update via a change package only (i.e., loose leaf pages).

(9) TMs shall be acquired by a separately priced Contract Line Item Number (CLIN) or sub-line items per the procedures established in the DFARS Subpart 204.71 (reference (j)).

(10) A deferred ordering clause shall be included in contracts per DFARS 252.227-7027 (reference (j)).

(11) All Procurement Requests (PRs), solicitations, and contracts requiring the delivery of TMs shall include the DFARS clause for Technical Data - Withholding of Payment per DFARS 252.227-7030 (reference (j)). Payments shall be withheld when the TM is either deficient or late in delivery (through no fault of the government).

(12) Unlimited rights in data shall be acquired for all NAVSEA TMs and TM updates.

(13) TM masters (FRC/master databases) and source files shall be acquired and delivered to the government (except for commercial TMs).

c. Phase 2 - Technical Manual Development

(1) TMs that are designated as Selected Record Data shall be maintained and updated by the ship's Planning Yard, In Service Engineering Activities (ISEAs), or the activity designated by the cognizant program office throughout the ship's life cycle per references (h) or (i) and appropriate TMCRs. Guidance documentation and specifications (e.g., General Overhaul Specifications for Deep Diving, Specifications for Overhaul) used to update Selected Record Data TMs are per the policies of this instruction and reference (e).

(2) TMs shall be the primary source of technical training information, and shall be: (1) designed and written to facilitate their use in the operation, maintenance, repair, and

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training of ships, systems or equipment; (2) available at the same time as the first production system or equipment; (3) matched to the education, training, and comprehensibility levels of the intended user; and (4) available for the development of initial training material.

(3) All modifications in the hardware design, computer software, or hardware installations shall be fully supported by corresponding TM updates to the applicable ship, system, or equipment TMs and shall be available concurrently with the ship, system, or equipment or software modifications (e.g., Integrated Logistics Support (ILS) certification) and in sufficient time to support the update of training material.

(4) A SMART-T generated TMCR or TMSR shall be used as the development specification to define the format, style, and technical content of TMs.

(5) TM updates shall be used to correct outstanding reported deficiencies (e.g., Technical Manual Deficiency/Evaluation Reports (TMDERs)). Where possible, deficiency resolutions shall be incorporated concurrently with system or equipment modifications. TMs shall also be revised to correct known deficiencies in technical content (e.g., TMDERs) in instances that are not related to system or equipment modifications.

(6) TMs shall be technically accurate, adequate, and suitable for quality duplication prior to distribution. TMs or TM updates shall be validated by the preparing activity and verified and certified by the government. TMs shall not be considered final until validation, verification, and certification have been completed. Final TMs and TM updates shall not be released for duplication or distribution without a properly completed NAVSEA Technical Manual Certification Sheet, NAVSEA Form 4160/8. When directed by the program or acquisition manager, validated preliminary TMs may be used to support ship, system, or equipment or training requirements whenever the final TM is unavailable due to scheduled or in-process verification efforts.

(7) Document Type Definitions (DTDs), Schemas, and Styles (Format Output Specification Instances (FOSIs), style sheets, etc.) used to develop NAVSEA TMs shall be provided to the centralized repository known as the Navy XML/SGML Repository accordance with reference (a).

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(8) A unique Navy Technical Manual Identification Number (TMIN) and National Stock Number (NSN) shall be assigned to and reflected on each final issue TM or TM update. An Advance Change Notice (ACN) number shall be assigned to and reflected on each ACN. Volume Identification (Vol ID) numbers and NSNs shall be assigned to and reflected on the label of each digital storage media (i.e., Compact Disk - Read Only Memory (CD-ROM) or Digital Versatile Disk) containing TMs. Naval Systems Data Support Activity (NSDSA) is the single activity responsible for the assignment of TMINS, Vol IDs, and ACN numbers, and for obtaining NSNs from the Naval Inventory Control Point (NAVICP) Philadelphia via the Naval Logistics Library (NLL). The NLL is the single source for assignment of NSNs to NAVSEA TM products.

(9) Digital storage media containing TMs or TM updates and intended for Fleet distribution shall be certified as compatible with the ATIS System prior to duplication and distribution per reference (k).

(10) Activities updating or converting TMs under the cognizance of other TMMAs shall receive authorization from the TMA of record prior to updating or converting the TMs.

(11) TM updates and ACNs shall be the only authorized documentation issued to correct, update, clarify, or amplify a TM. Use of bulletins, notes, newsletters, etc., is not authorized for TM changes, updates, clarifications, or amplification.

(12) ACNs shall only be used to disseminate urgent or emergent personnel safety, equipment safety, or mission critical information due to TM deficiencies. ACNs shall not be used to logistically certify availability of TM support for ship, system, or equipment installations or modifications. The information issued by ACN shall be permanently incorporated into the affected TM within six months of the effective date of the ACN.

(13) TM records are to be maintained current within TDMIS. Any TM or digital storage media listed in TDMIS with a status of Under Development three years past the scheduled completion date shall be changed to a status of Never Issued (NI).

d. Phase 3 - Technical Manual Distribution

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(1) TMs and TM updates shall be duplicated and distributed in sufficient time and quantity to support the Fleet, shore activities, training activities, and other user's needs. Ensure all TM formats (e.g., linked pdf, IETM, paper) distributed to the Fleet are also distributed to the training community. When TMs are acquired for a platform, copies are to be distributed to all applicable platforms.

(2) TMs, TM updates, and digital storage media containing TMs distributed by mail shall be distributed in accordance with distribution lists obtained from TDMIS. The electronic distribution lists for NAVSEA TMs shall be maintained within TDMIS.

(3) TMs intended for page-oriented printing shall be printed only by the government per reference (1).

(4) The distribution of TMs, TM updates, and the digital storage media used to distribute TMs shall be controlled to reduce the risk of undesired transfer of critical technology and technical data to unauthorized individuals or countries. A distribution statement, export control notice, destruction notice, and applicable classification markings shall be used per reference (m) in marking all TMs or media containing TMs to denote the conditions of availability for distribution, release, disclosure, and destruction.

(5) The distribution of restricted unclassified TMs and TM updates shall be limited to those U.S. Government activities and contractors listed on the approved distribution list, unless release of such material is approved by the TM sponsor and NAVSEA Command Security Division. Distribution of TMs and TM updates, including those distributed via electronic means or on-line access, shall be controlled per the assigned distribution statement for each individual TM.

(6) As part of the distribution process, the Naval Systems Data Support Activity (NSDSA) shall be provided an electronic file for each final TM/TM update distributed. For final TMs and TM updates distributed in hardcopy only, an electronic file shall be provided to NSDSA. NSDSA shall also be provided a copy of previously distributed electronic TMs/TM updates when and electronic copy is not available at NSDSA.

(7) TMs intended for page-oriented printing and distribution/stocking shall be compatible with the Technical Manual Print On Demand System (TMPODS). A TMPODS-compatible

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version of the TM shall be provided to NSDSA at the time of initial distribution.

(8) Every TM product provided to the supply system shall have a bar coded NSN displayed upon the item per reference (n).

(9) TMs designated for outfitting shall be for shipboard crew use only. TMs required by a shipbuilder for installation, testing, and checkout shall be received through approved distribution processes or shall be obtained directly from the supply system.

(10) The NAVICP Philadelphia shall be the inventory control point for NAVSEA TM and digital storage media assets and the NAVICP designated warehouse shall be the carrying point for initial stock for paper TMs or digital storage media containing TMs.

(11) Distributed TM products shall be maintained available through NAVICP in at least one of the following methods, as applicable: (1) inventory, (2) duplicated upon demand, or (3) digitally accessible. Large quantities of TM copies required from the supply system by the training community shall be coordinated between the training community, NAVICP Philadelphia, and NSDSA.

(12) Costs for TMs requisitioned and issued to foreign countries in support of Navy Foreign Military Sales (FMS) and military assistance programs shall be maintained by NAVICP Philadelphia and costs shall be reimbursed to the appropriate Systems Command by NAVICP Philadelphia.

(13) TM distribution requirements shall be based on specific ship, system, or equipment user needs; usage requirements; weight and available stowage; and the ability to restore from an engineering or battle casualty. Ships are not authorized to exceed or reduce these requirements unless specifically authorized by responsible authority through the Type Commander.

e. Phase 4 - Technical Manual Disposal

(1) TMs no longer supporting ships, systems, or equipment shall be identified as superseded, cancelled, or obsolete within TDMIS and materials shall be disposed of per reference (m) and local procedures.

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(2) The NETL, operated by NSDSA, shall be the central repository for historical copies of superseded, cancelled, or obsolete TMs.

6. TMMP Responsibilities

a. Assistant Deputy Commander for Fleet Logistics Support (NAVSEA 04L)

(1) Provide executive direction, management, policy overview, and guidance of the NAVSEA TMMP. Plan, execute, program, budget, and appraise TMMP operations. Establish, promulgate, and maintain policies and requirements for the development and maintenance of TMs. Approve and issue the TMMP Operation and Life Cycle Support Procedures (reference (e)). Execute responsibilities as specified in reference (e). Include TMQA as an integral part of the TMMP.

(2) Develop and maintain a conforming process known as the SNIPP, for the acquisition, development, maintenance, data storage, and distribution of NAVSEA TM source data and presentation files. Exercise overall authority and responsibility for the policies, procedures, and programs applicable to the SNIPP. The SNIPP shall be maintained as a formal, effective, conforming process to ensure TMs are of high quality, under adequate management control, and in compliance with the current Navy infrastructure, security requirements, specifications, and Fleet and other user display requirements.

(3) Coordinate efforts through SNIPP to consolidate, simplify, and standardize the specifications, standards, handbooks, and other requirement documents used in the preparation and procurement of TMs. Represent NAVSEA within the DoD Standardization Program for the Technical Manual Specifications and Standards area.

(4) Conduct random reviews of TM products for TMMP and TM certification compliance.

(5) Provide approval/disapproval for local TMMP implementing procedures submitted by government or contractor TMMAs/TM Managers.

(6) Provide guidelines for management of TMs in Command and shipboard technical libraries.

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(7) Operate a maintenance program to resolve TM deficiencies and to ensure TMs are maintained current and accurate at all times.

(8) Provide formal criteria for use in contract verification and acceptance (or rejection) of TM products and associated data items. Provide and implement TM certification requirements.

(9) Coordinate with Defense Logistics Agency (DLA) Document Services to print and distribute only certified NAVSEA TMs.

(10) Provide approval/disapproval for waiver and deviation requests to the requirements of this instruction.

(11) Represent the Navy on DoD and industry-wide TM councils. Represent NAVSEA on DoD TM Policy Councils. Represent NAVSEA as a member of Navy TM Management Councils. Act as the focal point for TM policy matters at headquarters. Perform as the central point of contact for liaison and coordination with higher authorities, other Systems Commands, and industry in all policy matters relating to NAVSEA TMs.

(12) Monitor all the elements of the TMMP and report findings at the TMMA conferences.

(13) Provide technical direction to the NSDSA in providing support to the TMMP.

(14) Direct technical research and analysis to identify requirements for TM automation and digitization methods to meet projected Fleet and Command needs. Develop computer-aided TM production system requirements, specifications, and standards. Coordinate those requirements with acquisition and maintenance activities and other Navy and DoD components.

b. NSDSA. NSDSA acts as NAVSEA's agent in TM related matters providing support for centralized TM operations as directed by NAVSEA 04L.

(1) Maintain reference (e), NAVSEA TMMP Operations and Life Cycle Support Procedures, and recommend TMMP changes to NAVSEA 04L.

(2) Operate and maintain the automated and integrated system known as the TDMIS, including but not limited to:

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- (a) Provide users with access to TDMIS database information. Provide TDMIS data reports to users as requested.
- (b) Provide TM data interfaces with automated configuration, logistics, and maintenance information systems. Interface TDMIS data with CDMD-OA, Naval Data Environment, NLL, SMART-T and other Navy databases to improve TM data accuracy in the Fleet.
- (c) Coordinate, collect, and ensure accurate TM data for TDMIS. Ensure TMMAs/TM Manager assignment information is maintained.
- (d) Operate the TMINS within TDMIS to identify and control TMs. Operate the assignment of Vol ID numbers within TDMIS.
- (e) Coordinate request and assignment of NSNs for NAVSEA TM products with the NAVICP Philadelphia.
- (f) Manage the TM deficiency reporting and ACN programs within TDMIS.
- (g) Maintain ITPs for ships, ship classes, selected shore and training activities and battle groups (strike groups) based on data from CDMD-OA. Support the Regional Maintenance Centers with TDMIS information.
- (h) Act as the repository of master distribution lists for NAVSEA TM products. Provide label generation program and distribution list reports for TMMAs. Ensure current address information is reflected in the distribution list database.
- (3) Operate and maintain the SMART-T Program. Maintain SMART-T as the source and repository for TMCRs/TMSRs and ensure current TM specifications and standards are reflected in the TMCR/TMSR database.
- (4) Operate and maintain a TMMP repository storage program, known as the NETL, including maintaining a digital library as a part of the NETL. Store and maintain TM FRC/source files as requested by TMMAs/TM Managers.
- (5) Manage the development and maintenance of the SNIPP for NAVSEA TMs as directed by NAVSEA 04L. Operate, maintain,

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document, and manage the SMART-T, TDMIS, and the TDKM system utilized as part of the SNIPP.

(6) Manage a program of assistance and training for personnel involved in TMMP functions including definition, development, distribution, disposal, and use of TMs.

(7) Act as NAVSEA's central point of contact (POC) and liaison between NAVSEA and the NAVICP for matters related to TM supply management.

(8) Manage the NAVSEA TM Replenishment Program.

(9) Interface with DLA Document Services on TM printing, printing priority, and implementation of printing policies and procedures.

(10) Manage the NAVSEA TM Disposal Program.

(11) Review TMMP related waiver and deviation requests and provide recommendations to NAVSEA 04L.

(12) When tasked and funded by other activities, perform printing and distribution related functions.

(13) Coordinate with the NAVSEA 04L designated activity to ensure the performance of ATIS compatibility testing and certification of digital storage media containing TMs intended for Fleet distribution.

c. DLA Document Services

(1) Duplicate, package, and mail TMs to recipients in accordance with supplied instructions and approved distribution lists. Package, label, and ship NAVSEA TMs duplicated by DLA Document Services to the NAVICP designated warehouse.

(2) Manage and operate the TMPODS in accordance with DLA Document Services and NAVSEA 04L agreements.

d. NAVICP Philadelphia

(1) Coordinate an electronic interface for digital data transfer between the NLL and TDMIS. Maintain records of stock-numbered NAVSEA TMs, TM updates, and digital storage media containing TMs, including historical data for stocking, usage

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information, and statistical data. Provide NSDSA access to the NAVSEA TM data within the NLL.

(2) Assign stock numbers to NAVSEA TMs, TM updates, and digital storage media, as requested by NSDSA.

(3) Act as the inventory control point for NAVSEA TMs, including TMs stocked at the NAVICP designated warehouse, printed via TPODS, reproduced on demand, or digitally accessible. Provide warehousing for NAVSEA TM stock.

(4) Support NAVSEA TM Replenishment Program.

(5) Provide TMs in support of Navy FMS and military assistance programs. Identify the cost for FMS TMs in the NLL.

(6) Reimburse the NAVSEA account for FMS TMs requisitioned and issued to foreign countries.

e. Naval Surface Warfare Center

(1) Provide NAVSEA TM digital data policy guidance.

(2) Maintain a centralized repository for storage and access to copies of DTDs, Schemas, Styles (FOSIs, style sheets, etc.), and IETM practices and methods used to develop NAVSEA TMs.

(3) Operate, maintain, document, and manage a CMS/NPA utilized as part of the SNIPP.

f. Program Authority for Ships, Systems, or Equipments.

Program authority activities include such activities as Command directorates, program offices, planning yards, Ship Program Managers, and Ship Acquisition Program Managers acquiring TMs to support new or modified ships, systems, or equipments.

(1) Implement the TMMP policies and requirements of this instruction and the procedures in reference (e) in all tasks provided to other activities and in contracts awarded to contractors.

(2) Budget for the costs to acquire, develop, distribute, maintain and dispose of TMs supporting assigned ships, systems, or equipments. Task and fund activities to perform ISEA and TMMA/TM Manager functions to support TM development and maintenance.

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(3) When acquisition contracts assign TMMMA/TM Management functions to a contractor, ensure all TMMP responsibilities are fulfilled and designate a government activity to perform the inherently governmental (reference (f)) TMMMA/TM Manager functions. Inherently governmental functions include TM verification, product acceptance/rejection, certification, distribution requirements, and releaseability.

(4) Ensure a comprehensive TM or set of TMs supporting description, installation, operation, testing, maintenance, repair, and overhaul is available or procured to support each new or modified ship, system, or equipment.

(5) Coordinate the development and maintenance of Selected Record Data TMs per references (h) and (i).

(6) Procure new and revised TMs per reference (a).

(7) Utilize the SNIPP for acquisition, development, maintenance, storage, and distribution of TMs. For programs using non-conforming TM processes, the programs shall be responsible for all life cycle support, including coordination of compatibility testing for all operating environments, information assurance and vulnerability, all aspects of display systems required for all TM users, and obtaining a waiver for acquisition of TMs not utilizing the SNIPP.

(8) Ensure all deployed ships, systems, or equipments are supported with a verified, final issue, comprehensive TM or set of TMs.

(9) Fund the review and analysis of reported deficiencies (e.g., TMDERs) and the resulting corrections to the affected TMs.

(10) Coordinate Fleet distribution requirements for TMs supporting assigned ships, systems, or equipments.

g. Acquisition Authority Activities. Acquisition authority activities include activities acquiring TMs to support new or modified ships, systems, or equipment. When assigned, tasked, and funded, acquisition authority activities are responsible to:

(1) Procure TMs or TM updates with the acquisition of ships, systems, or equipment or modifications and fund the TMs with the same appropriation that funds ships, systems, equipment, or modification (reference (o)). Ensure the life

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cycle costs for TMs and TM updates caused solely by ship, system, or equipment modifications are funded by the appropriation or allocation funding the modification.

(2) Prepare a life cycle TM plan for each new ship, system, or equipment or major modification program. Ensure acquisition budgets consider all costs related to TM acquisition. Ensure TM requirements (including definition, development, distribution, and disposal) are consistent with the life cycle phase of the ship, system, or equipment and are included in acquisition plans. Ensure TM program planning considers training and ship, system, or equipment delivery schedules.

(3) Use SMART-T generated TMCRs or TMSRs to specify TM requirements in all PRs, solicitations, contracts, and tasking documents.

(4) Ensure that contracts and tasking identify use of appropriate portions of the SNIPP for development, maintenance, storage, and distribution of TMs unless a waiver has been granted.

(5) Ensure requirements for a TMQA program are included in all tasks provided to other activities and in contracts awarded to contractors involving development of TMs.

(6) Ensure new and completely revised TMs are acquired in digital format per reference (a).

(7) Ensure PRs, solicitations, and contracts include one or more separately-priced TM CLINs or Sub-CLINs for the development and delivery of TMs and TM updates per reference (j), subpart 204.71.

(8) Ensure a deferred ordering clause is included in contracts per reference (j), subpart 252.227-7027.

(9) Ensure PRs, solicitations, and contracts requiring the delivery of TMs include the DFARS clause for Technical Data - Withholding of Payment per reference (j), subpart 252.227-7030.

(10) Acquire new TMs and TM updates (except commercial TMs) and source data with unlimited rights in data. Ensure commercial TMs are acquired with unrestricted rights for government use, duplication, and Fleet distribution needs.

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(11) Ensure TM masters (FRC/master databases) and source files are acquired and delivered to the government for all TMs (except commercial TMs).

(12) Acquire digital files in vendor format for commercial TMs if available at no cost to the government.

(13) Ensure contracts and tasking documents for the development of TM or TM updates affected by ship, system, or equipment modifications include the requirement to incorporate outstanding deficiencies (e.g., TMDERS and ACNs).

(14) Sign or designate an individual with the responsibility to sign the Acquisition Approval block of the NAVSEA Technical Manual Certification Sheet Form 4160/8 per reference (e).

h. Technical Authority for Ships, Systems, or Equipment. Per reference (p), technical authorities have the responsibility to set standards, including the technical requirements contained in TMs. Technical authorities shall empower their engineering agents, including ISEAs and TM Managers, consistent with this instruction.

i. ISEA Activities/Planning Yards. ISEA and Planning Yard activities are included as activities assigned or tasked with life cycle technical responsibilities for ships, systems, or equipment. When assigned, tasked, and funded, ISEA/Planning Yard activities are responsible to:

(1) Research and provide technical responses to reported deficiencies against assigned TMs.

(2) Review and participate in verifications for assigned TMs and TM updates to ensure TMs are technically accurate, adequate, comprehensible, usable, and suitable to meet Fleet, shore, and training activity requirements.

(3) Designate an individual with the responsibility to sign the Technical Approval block of the NAVSEA Technical Manual Certification Sheet Form 4160/8 and ensure each assigned TM or TM update is technically certified per reference (e).

(4) For Planning Yards only: Maintain TMs that are designated as Selected Record Data throughout the ship's life cycle per reference (h) or (i) and appropriate TMCs.

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j. TMMAs. TMMAs include activities assigned life cycle management responsibility for TMs supporting ships, systems, or equipment. When assigned, tasked, and funded, TMMAs are responsible to:

(1) Ensure a trained TM Manager is assigned to manage each TM. Ensure individuals assigned to perform TM Manager responsibilities receive training prior to being identified as the TMMAs POC within TDMIS. Notify NSDSA of changes to TM Manager assignments.

(2) Develop and implement procedures that ensure compliance with reference (e) and the policies contained herein or document local compliance.

k. TM Managers. Individuals' assigned TM Manager responsibilities shall follow policies and procedures as defined in this instruction, local procedures, and reference (e) for assigned TMs. When assigned, tasked, and funded, TM Managers are responsible to:

(1) Complete the appropriate training before assuming TM Manager responsibilities.

(2) Ensure the status and other data for assigned TMs and TM updates is maintained current within TDMIS.

(3) Obtain TMCRs or TMSRs as required by the acquisition authority activity to support TM procurements and development. Support acquisition of TMs that are per reference (h) or (i) requirements, as tasked. Coordinate review and tailoring of TMCRs or TMSRs when required.

(4) Make maximum use of the SNIPP for development, maintenance, storage, and distribution of TM source data and presentation files.

(5) Ensure reported deficiencies are reviewed and analyzed, and the affected TMs corrected per reference (e).

(6) Perform quality assurance and coordinate reviews to ensure assigned TMs and TM updates are adequate, technically accurate, useable, and acceptable for duplication prior to acceptance by the government.

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(7) Ensure TMs and TM updates are certified by completion of a NAVSEA Technical Manual Certification Sheet Form 4160/8 prior to duplication and distribution per reference (e).

(8) Utilize TDMIS to request identification numbering assignments for TM products (including TMINS, Vol IDs, and NSNs).

(9) Ensure TM digital storage media distributed to the Fleet is certified as ATIS compatible.

(10) Request authorization from the TMMMA of record prior to updating or converting TMs under the cognizance of other TMMAs.

(11) Ensure TMs are modified only by use of TM updates and ACNs.

(12) Ensure ACNs are issued per the policy herein and reference (e) and the information provided by the ACN is permanently incorporated into the affected TM within six months of ACN issuance.

(13) Ensure TM and TM updates are duplicated, distributed, and stocked in time and in sufficient quantities to satisfy the Fleet, training activities, and other user's needs.

(14) Develop and maintain TM distribution requirements and lists within TDMIS for each TM product to be distributed by mail. Use only TM distribution lists that are derived from TDMIS to distribute TM products.

(15) Ensure TM printing is per reference (l).

(16) Ensure TMs and TM products contain the applicable distribution, destruction, release, and disclosure statements and applicable classification markings per reference (m).

(17) Ensure distribution of TMs and TM updates, including via electronic means or on-line access (e.g., viewing via TDMIS), is controlled in accordance with the assigned distribution statement.

(18) Provide copies of distributed TM products to NSDSA for the NETL per reference (e).

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(19) Ensure paper TMs and digital TMs designed for page-oriented printing and distribution/stocking are compatible with the TMPODS per reference (n). Provide a TMPODS-compatible version of the TM to NSDSA at the time of initial distribution.

(20) Provide an electronic file for TMs intended for electronic distribution/stocking to NSDSA.

(21) Ensure DTDs, Schemas, and Styles used to develop NAVSEA TMs are provided to the Navy XML/SGML Repository.

(22) Ensure TM products intended as supply items have the NSN affixed and displayed. Ensure the NSN is bar-coded per reference (n).

(23) Use NAVICP as the inventory control point for assigned TMs and TM updates. Stock hardcopy TM assets at the NAVICP designated warehouse.

(24) Coordinate distribution and stock requirements for Fleet, training, and other user requirements with program authority activity, NSDSA, and others as required to develop distribution lists.

(25) Ensure assigned TMs that are no longer required to support ships, systems, or equipment are superseded, cancelled, or identified as obsolete per reference (e).

1. Commanding Officer of the Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV). NAVEODTECHDIV shall acquire, develop, maintain, and distribute JSEOD TMs per reference (g) and the following:

(1) Budget for the costs to acquire, develop, distribute, maintain and dispose of TMs supporting assigned ships, systems, or equipments. Task and fund activities to perform ISEA and TMMA/TM Manager functions to support TM development and maintenance.

(2) Ensure a trained TM Manager is assigned to manage each TM. Ensure individuals assigned to perform TM Manager responsibilities receive training prior to being identified as the TMMA POC within TDMIS. Notify NSDSA of changes to TM Manager assignments.

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(3) Utilize TDMIS to request identification numbering assignments for TM products (including TMINs, Vol IDs, and NSNs) per reference (e).

(4) Ensure TMs and TM products contain the applicable distribution, destruction, release, and disclosure statements and applicable classification markings per reference (m).

(5) Ensure distribution of TMs and TM updates, including via electronic means or on-line access (e.g., viewing via TDMIS), is controlled in accordance with the assigned distribution statement.

m. Technical Manual Users. TM users are to:

(1) Request NAVSEA TMMP training or other TM support from NSDSA as necessary.

(2) Report deficiencies/problems with NAVSEA TMs by submitting a TMDER or, for selected submarine related TMs, by submitting a Manual Change Request.

(3) Ensure copies of TMs are maintained current with the ship's ITP or, for activities with equipment installed, in accordance with current equipment configuration. Dispose of superseded, cancelled, or obsolete TMs per reference (m).

(4) Establish and document TM management control procedures for ships or shore activities.

(5) Requisition NAVSEA TMs from the Naval Supply System. When hardcopy or digital media is not a requirement, make maximum use of obtaining of TMs through electronic means (e.g., NLL/TDMIS, TDKM).

7. Waivers and Deviations. Requests for waivers or deviations from the provisions of this instruction shall be submitted to NAVSEA, Assistant Deputy Commander of Fleet Logistics via the NSDSA, which will provide administrative support. Deviations or waivers to this instruction shall be in writing from NAVSEA and shall be for a specific period of time and for a specific program element and function. Acquisition authority activities are responsible for providing total accountability for the acquisition of quality TMs. Deviations and waivers from the TMMP, TMCR/TMSR, or reference (e) do not relieve the acquiring activity of the responsibility for the quality of the technical product delivered. Contractual acceptance of a product does not

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relieve the acquiring activity from correcting technically deficient products.



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Distribution:

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<https://navsea.portal.navy.mil>