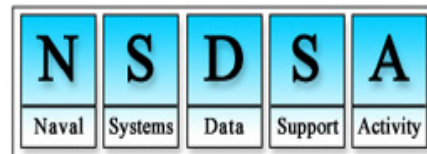


S0005-AG-GYD-010

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## Technical Manual Users Quick Reference Guide



### Distribution Statement A: Unlimited

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**CONTENTS**

- **Introduction**
  - Provides overview of NAVSEA, SPAWAR, and NAVAIR (PMA213 Air Traffic Control and Combat Identification) Technical Manuals (TMs) and TM management
- **Technical Manual Access**
  - Provides information on requisitioning, viewing, and automatic distribution of TMs
- **Deficiency Reporting**
  - Provides information on reporting TM deficiencies
- **Indices of Technical Publications (ITPs)**
  - Provides information on ITPs and how to obtain them
- **Library Management**
  - Provides information on library management, including the Advanced Technical Information Support (ATIS) System, the Technical Data Knowledge Management (TDKM) and use of the TDMIS Shipboard Library System (TSLs)
- **Contacts**
  - Provides contact information for locations and activities identified in this guide
- **Acronyms and Abbreviations**
  - Provides definitions for the acronyms and abbreviations used in this guide

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 Joint Fleet Maintenance Manual (JFMM) and to describe the Technical Manual Management Program (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 **DEFINITION OF TERMS** section of this guide
- The NSDSA website provides detailed information contained in this guide. For questions or assistance regarding the information presented in this guide, contact NSDSA. The NSDSA website is available 24 hours a day/7 days a week where Customer Service Requests (CSRs) can be submitted (<https://nsdsa.nmci.navy.mil>), or the phone-based customer assistance service Help Desk (805-228-0669 or DSN 296-0669) is available from 0800 to 1600 Pacific time Monday through Friday (except holidays).
- This guide also provides TM management information to assist shore activities in maintaining their libraries.

**CUSTOMER SERVICE REQUESTS (CSRs)**

- CSRs can be submitted to the NSDSA CSR System at <https://nsdsa.nmci.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 or Foreign Military Sales (FMS) TM outfitting and follow on support
  
- 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, Technical Manual Deficiency/Evaluation Report (TMDER)/Advance Chance Notice (ACN) Assistance, Customer Service)
  - ***Training*** (Technical Manual Management Training, TDMIS Training)
  - ***TDMIS Accounts*** (New Account, Account Reset, Privilege Request)
  - ***TDMIS Data*** (Distribution Module Updates/Assistance Requests, TDMIS View Item Data Issues, TDMIS Library Data Module)
  - ***TDMIS Reports and Assistance*** (ITP Requests, Report Request (RR) Form, TDMIS Customer Service)
  - ***TDKM*** (TDKM Customer Service, Inquire about getting a TDKM Retailer)

**TECHNICAL MANUAL SUPPORT ACTIVITIES**

- **NSDSA.** The NSDSA is geographically located at the Naval Surface Warfare Center, Port Hueneme, California and provides central support for TMMP operations and management matters as directed by NAVSUP N00AL and SPAWAR 4.3. The NSDSA maintains TDMIS which is a database developed to manage and track the life cycle history of NAVSEA, SPAWAR, and NAVAIR PMA 213 ATC&CI TMs. TDMIS also provides TM management tools and information to TM users such as viewing TMs, obtaining ITPs, reporting TM deficiencies, and TM inventory management.
- **NAVAIR.** NATEC, located in San Diego, California, has been established as the central management agency for NAVAIR TMs and publications. Per agreement between NAVAIR PMA-213 and NAVSUP N00AL, ATC&CI equipment TMs are managed and tracked within TDMIS. Where appropriate, information is presented within this guide for NAVAIR ATC&CI TMs held onboard ships. All other NAVAIR TMs are managed and tracked within the Technical Manual Application System (TMAPS) website (<https://mynatec.navair.navy.mil>).
- **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/SPAWAR 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 (<https://nsdsa.nmci.navy.mil>) contains a CSR system allowing customers to submit inquiries on-line about TMMP-related items such as TDMIS, non-stocked TMs, and TMMP training.
- NSDSA manages a program of training, including instructor-led courses in the NAVSEA TMMP and hands-on TDMIS training. The NAVSEA TMMP course is also offered as CBT and available on-line through the NSDSA website. Training registration is via the NSDSA website/Training tab.
- “How To” documents are available on the NSDSA website. Such documents are:
  - How to submit and track a TMDER
  - Viewing TMs within TDMIS
  - IPT requests

**TDMIS**

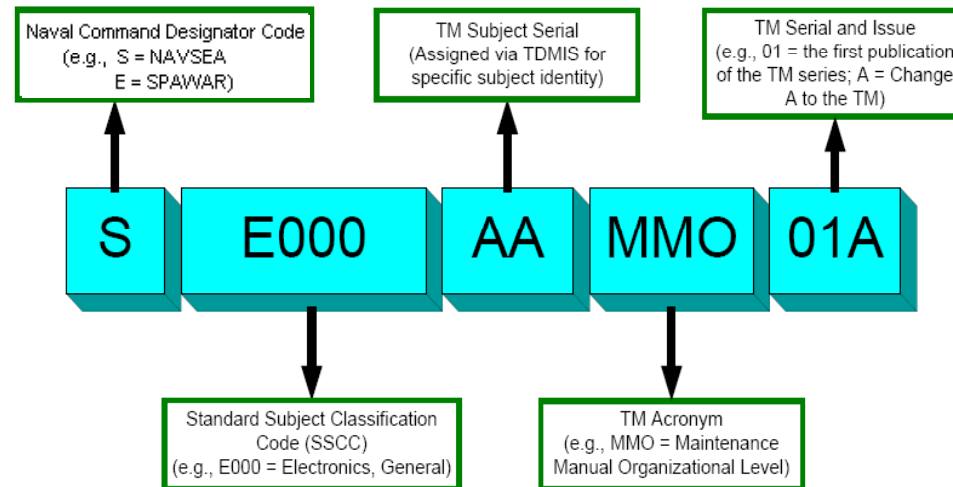
- The TDMIS database is the single authoritative and integrated TM management information system for NAVSEA, SPAWAR, and selected NAVAIR TMs. It is also used by the Military Sealift Command. TDMIS is maintained by NSDSA and identifies, tracks, and distributes information required to manage and control TMs throughout their life cycle. TDMIS contains both the current revision and/or change configuration information and historical information for each TM.
- **Getting a TDMIS Account, Privileges, and Training.** Individuals are required to have an account to view TMs or information about TMs within TDMIS. Accounts can be requested via the NSDSA website. TDMIS training is also requested via the NSDSA website.
- **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. The Publication Data module is one of three areas within TDMIS to view selected TMs.
  - **CDROM Module.** Provides CD-ROM information and history view screens.
  - **Deficiencies Module.** Provides deficiency information and status view screens, and 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.

**TDMIS** (Cont'd)

- **TDMIS Features continued:**
  - **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.
  - **Library Module.** This module provides a means to record and manage a Shore site library inventory and to verify the accuracy and currency of an activity's library inventory against TDMIS data.
  - **VIEW TMs function.** This function allows users to see a listing of the TMs linked to their Ship's/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 statements A, C, and D. The On Line Publication Access Requests selection allows users to request access to additional TMs with distribution statement F. Access is granted upon approval from the assigned Government TMMA or Program Sponsor Activity Point of Contact (POC).

## TM PRODUCT NUMBERING

- TM Product Numbering is used to track and identify NAVSEA TM products. Every number assigned is unique to each TM and digital storage media (i.e., Compact Disk-Read Only Memory (CD-ROM) or Digital Versatile Disk (DVD)).
  - **Technical Manual Identification Number (TMIN).** Each TM or TM update is assigned a publication number. The numbers currently being assigned are in accordance with the TMINS Guide (N0000-00-IDX-000). Example:



**TM PRODUCT NUMBERING (Cont'd)**

- **Volume Identification (Vol ID) Number.** Each digital storage media (i.e., CD-ROM or DVD) containing TMs must be assigned a Vol ID number (all copies of a digital storage media 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 and**

**00037 = the set of sequential numbers or letters**

- **National Stock Number (NSN).** Each TM and each digital storage media containing TMs are also assigned unique NSNs. NSNs consist of 13 characters. 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. Example:



**0910LP1078895**

**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/digital storage media (i.e., CD-ROM or DVD) from the supply system.

**TECHNICAL MANUAL REQUISITIONING**

- **Requisitioning On-Line From the NLL.** TMs/digital storage media are ordered from the NLL Order module. An NLL account is required to requisition TMs or digital storage media 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. Ships forces should go through their Supply Officer to have MILSTRIP Requisitions submitted.
  
- **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 (Cont'd)**

- **Maximum Quantity.** Currently NAVSEA TMs are COG OI 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 by submitting a CSR from the NSDSA website. Choose CSR “TM Supply Issues” from the TM Users & Library Personnel category. 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, etc.).
- **Hardcopy Distribution.** Ships can requisition copies of TMs available in a paper format from the NLL. In addition to requisitioning entire TMs, the option to requisition only the long lines/foldouts from many of the TMs is available.

**TECHNICAL MANUALS NOT AVAILABLE FOR REQUISITIONING**

- For NAVSEA or SPAWAR TMs that are not available through the NLL, submit a “TM Supply Issues” CSR from the TM Users & Library Personnel category on the NSDSA website. Provide as much identifying information as possible such a publication number, title, RIC, equipment manufacturer, and/or 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.
- The ROD Form 364 can be obtained NSDSA website Reference Docs/Forms tab, Forms, DIDs, & Utilities tab.

**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.

**TM DISTRIBUTION**

- **NSDSA Initial Distribution CD-ROMs.** This service collects all newly issued PDF TMs, revisions, or changes (full document level only) on a monthly basis, creates an ATIS-compatible CD-ROM set, and distributes the CD-ROMs to all ships. Once the TMs on the CD-ROM are installed in the Ship's ATIS System, the ATIS System uses configuration data obtained from CDMD-OA and TDMIS to identify and index only TMs applicable to a given installation site. See section on Library Management for more details.
  - Automatic distribution includes two copies to all active Ships
  - NAVSEA TMs are distributed on the first of each month
  - SPAWAR TMs are distributed on the fifteenth of each month
  - NAVAIR TMs are distributed on the twenty-fifth of each month
  
- **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 and labels 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.
- **Technical Publications Deficiency Report (TPDR)s.** TPDRs are used to report deficiencies to NAVAIR TMs.
- **Manual Change Request (MCR)s.** 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).

**TMDERs**

- A tutorial for submitting and tracking TMDERs is available on the NSDSA website, TMDER/ACN tab.
  
- TMDERs for unclassified TMs can be submitted in one of four methods available:
  1. The TDMIS website which requires a TDMIS account. TMDER and any attachments are submitted directly into TDMIS.
  2. The NSDSA website (PKI/CAC required) electronically submits TMDERs to TDMIS. TMDER and any attachments are submitted directly into TDMIS.
  3. The Navy Distance Support Anchor Desk provides a link to the NSDSA website where TMDERs can be submitted per number 2 above.
  4. Hardcopy TMDER. This method is usually reserved for submission of TMDERs against classified/restricted (includes all NOFORN) TMs or is used when internet access is not available. NAVSEA/SPAWAR Form 4160/1 can be obtained from the back of a TM or from the NSDSA website “Reference Docs/Forms” tab, “Forms, DIDs, & Utilities” button. A hardcopy TMDER for an unclassified TM can be submitted to NSDSA by mail, FAX, or naval message. See **CONTACTS** for mailing address/numbers.

**TMDERs (Cont'd)**

- TMDERs for classified and/or restricted (includes all NOFORN) TMs must be submitted as follows:

TMDERs against classified or restricted TMs must be submitted by hardcopy, however, submitter may establish the TMDER within TDMIS by utilizing method 1 or 2 as described for unclassified TMs. In these instances, the submitter can then print the TMDER form with established data, fill in the recommended changes/reasons, and mail the TMDER to the TMMA of record (identified from TDMIS) or to the NSDSA. Classified TMDERs must be mailed in accordance with SECNAVINST 5510.36 and SECNAV Manual 5510.36 for restricted TMs.

**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) 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 routine TMDER can expect a response from the TMMA within 30 calendar days. 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.

**INDICES OF TECHNICAL PUBLICATIONS (ITPs)**

- The ITP is a listing of general, ship level, and equipment related NAVSEA, SPAWAR TMs/CD-ROMs, and selected NAVAIR ATC&CI TMs applicable to an individual ship. The ITP has been designed to serve several purposes:
  - Identify those TMs/CD-ROMs to specific systems and equipments
  - Provide information about each TM/CD-ROM
  - Identify 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. An ITP can provide TM applicability information for a specific ship or by ship class. The intended use of the ITP is to assist in determining the TMs/CD-ROMs needed to support the operation, maintenance, troubleshooting, and repair of the onboard systems or equipment. The ITP also provides information on non-equipment related items and procedures.

**ITPs (Cont'd)****• 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. Contractors with sponsor approval and the associated TDMIS privilege may also generate and download an ITP from the TDMIS FTTD Module.
- Others may request an ITP from NSDSA via the NSDSA website. ITPs requested by contractors via the NSDSA website will be sent to the contractor's government sponsor.
- 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 usually 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**

- TDMIS can produce (7) types of individual ship ITPs, depending upon the amount of information desired by the requester. Ship Class ITPs can only be requested in the Publication Data File type.
  - ▶ **Publication Data File**
    - Single Occurrence of Publication Number and CD-ROMs without Equipment Data
    - Select *Publication Data*
  
  - ▶ **Publication and RIC Data File**
    - Publications and CD-ROMs listed with all RICs/APLs
    - Select *Publication, Ric Data*
  
  - ▶ **Publication and Principal Equipment Data File**
    - Multiple Occurrence of Publication Numbers and CD-ROMs with Principal Equipment RIC/APL, HSC5, and Equipment Nomenclature
    - Select *Publication, RIC, HSC5 Data*
  
  - ▶ **Publication and Principal/Supporting Equipment Data File**
    - Multiple Occurrence of Publication Numbers with Principal/Supporting Equipment RIC/APL, HSC5, Equipment Nomenclature
    - Select *Publication, RIC, HSC5, P/S Data*

**TYPES OF ITPs** (Cont'd)

- ▶ **Same as Publication, RIC Data File except with additional data “Work Center” column.**
  - ▶ **Same as Publication and Principal Equipment Data File except with additional data “Work Center” column.**
  - ▶ **Same as Publication and Principal/Supporting Equipment Data File except with additional data “Work Center” column.**
- 
- Ship Class ITPs: Similar to the individual Ship ITPs, this file contains a compilation of applicable TMs across all ships within a selected ship class. It includes TMs that are applicable to at least one ship of the ship class as well as TMs that are applicable to many or all ships in the class. The level of detail is equivalent to the Publication Data File for individual ships.

**TDMIS LIBRARY DATA MODULE**

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 Library Data Module.** The TDMIS Library Data Module automates the day-to-day operations of a technical library and it is an automated master accountability/inventory/control system that supports the policies and procedures required for management of technical documentation for shore activities. In addition, the TDMIS Library Data Module:
  - Tracks and verifies publication data from multiple database sources in addition to the publication data maintained within TDMIS.
  - Can be accessed via the TDMIS website.

**TDMIS LIBRARY MODULE** (Cont'd)

- Capabilities of the TDMIS 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
  - Automatic updates to the TDMIS Distribution Module upon document check-in
  - View TMs link to launch actual TM (based on user privilege)
  - Future capability for document requisition and receipt functions

**TDMIS SHIPBOARD LIBRARY SYSTEM (TSLs)**

- **TDMIS Shipboard Library System (TSLs).** The TSLs is a component of the Technical Data Management Information System (TDMIS), a Department of the Navy (DoN) database used to manage and track current and historical TM data for NAVSEA/SPAWAR.
  - The TSLs will allow shipboard personnel to maintain and track their inventory of TMs and other documents.
  - The TSLs is scheduled to be available in conjunction with the upcoming installation of the NIAPS Fleet release V2.4 upgrade on ship servers.
  
- Features of TSLs will include:
  - The Library Research function will be used to locate documents that exist in a specific library and if necessary, to help determine the document number using different options and selection criteria.
  - Information Request or (IR) will be used for Technical Library users to request technical documentation and track the status of a request. Technical library personnel are able to track and manage user requests.
  - Discrepancy Reporting will be used to produce, track, and manage discrepancies reported against document records in TDMIS including Fleet COSAL Feedback Reports (FCFBR), TMDER, Report Of Discrepancies (ROD) and NAVAIR TPDR.

**TDMIS SHIPBOARD LIBRARY SYSTEM (Cont'd)**

- The Data Update function will be used to modify or add additional information about an existing document record.
  - The ITP Data function will be used to research the ITP. The ITP lists technical manuals for a specific ship or UIC and displays the latest revisions and changes to ensure technical manuals are current.
  - This reporting function will be used to generate reports that will assist in library management i.e., Checked Out Material Report, Library Listing Report and ITP report.
  - Reference Data will be used to provide the necessary information regarding activities, site locations, technical library locations and repository sites.
  - The Administration Menu function will be used to add and maintain TSLS user accounts and privileges.
  - The Tools function will be used to copy number reconciliation, purge change history and document relocation.
- 
- Contact NSDSA to obtain information and assistance regarding the TDMIS Library Module or TSLS.

**STANDARD NAVSEA INTEGRATED PUBLISHING PROCESS DISTRIBUTION SERVICES (SNIPP DS)**

The standard services for distribution of TMs developed using SNIPP

- ATIS System for CD-ROM management
- TDKM for direct electronic delivery to ships and shore activities

**ADVANCED TECHNICAL INFORMATION SUPPORT (ATIS) SYSTEM**

- The ATIS system is the shipboard CD-ROM technical documentation management, display, and printing tool used by the Fleet to support library management. 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, drawings, and other books like documents. It's design consists of functions for reviewing configuration data and retrieving/displaying drawings, TMs, and operational information such as EOSS and PMS. In the TM area, ATIS supports raster, intelligent raster, PDF, and any IETM viewer that follows the DON guidelines for CD-ROM based TMs. All SNIPP-developed TMs are compatible with ATIS.

**ATIS SYSTEM** (Cont'd)

ATIS can be divided into four functional areas: **Support, Configuration, Library, and Display.**

- **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, related configuration, and logistics data according to document type, RIN, APL/AEL, EIC, valve mark/symbol number, or drawing number/CAGE number
  - GenITP – Stores data for the retrieval of TMs according to publication ID, publication title, APL/RIC, alterations, and HSC data

**ATIS SYSTEM** (Cont'd)

- **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 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, 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.

**NOTE:**

**TDKM is a distribution tool – ATIS is the primary TM library maintenance and search tool.**

**ATIS SYSTEM** (Cont'd)

- To assure compatibility with shipboard systems, CD-ROMs containing TMs that are being delivered to ships are to be certified as ATIS compatible.
  
- **For ATIS Support:**
  - Contact the NSDSA Help Desk for questions and support related to ATIS.
  - The ATIS website can be accessed for more detailed information regarding ATIS software and support (see the **CONTACTS** section of this document).
  - For ATIS Technical Support - In the event of NIAPS/ATIS hardware failures, contact the Navy Distance Support Anchor Desk. For ATIS software issues, contact the NSDSA Help Desk.

**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. While TDKM's primary purpose is to send and retrieve electronic data, the Retailer also has similar features to the ATIS application.
- For shipboard applications, the TDKM Retailer operates on NIAPS V2.2 and higher. If your shipboard site has NIAPS V2.2 or higher 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. Contact the NSDSA Help Desk for more information.

33

**NOTE:****TDKM is a distribution tool – ATIS is the primary TM library maintenance and search tool.**

**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 TM area, TDKM supports PDF and any IETM viewer that follows the DON guidelines.
- The TDKM Retailer is dependent on accurately maintained data in TDMIS and CDMD-OA to maintain document configuration information used by the TDKM Broker.
- The data query in TDKM does not search ATIS or provide information about hard-copy or non-ATIS compatible TMs.
- Similar to ATIS, the TDKM Retailer can be divided into the same four functional areas: **Support, Configuration, Library, and Display.**

**TDKM – RETAILER (Cont'd)**

- **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 UICs for which 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. Synchronization can run in the background while the user continues normal business operations.

**TDKM – RETAILER (Cont'd)**

- **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. 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. The Retailer library function should be used for the purpose of electronic data retrieval or storage removal.
  
- **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.
  
- **For TDKM Technical Support:**
  - For question or issues related to TDKM, contact the NSDSA Help Desk or fill out a CSR at the NSDSA website for assistance.
  - Instructions on how to retrieve documents from TDKM are contained in the TDKM Administrator and User Guides, and Training Guide. Additional information can also be found in the NIAPS Training and Administration documentation. You may access these documents via the Distance Support & Navy Knowledge Online website (see the **CONTACTS** section of this document).

## CONTACTS

S0005-AG-GYD-010

Activity	Purpose	Contact Information
Naval Systems Data Support Activity (NSDSA)	Activity tasked to provide TMMP assistance.  NSDSA Website provides access to: 1. CSRs to request training, TMMP assistance, changes to TDMIS data, etc. 2. TMDERs to report TM discrepancies or offer suggestions for improvement. 3. A link to the TDMIS website.	<b>Website:</b> <a href="https://nsdsa.nmci.navy.mil">https://nsdsa.nmci.navy.mil</a> <b>Help Desk:</b> (805) 228-0669 or DSN 296-0669 <b>Fax:</b> Commercial (805) 228-0726 <b>Address:</b> COMMANDER NAVSURFWARCENDIV NSDSA Code 310 4363 Missile Way Bldg 1389 Port Hueneme, CA 93043-4307
Technical Data Management Information System (TDMIS)	Application is managed by NSDSA and designed to manage, track, or view selected TMs.	<b>Website:</b> <a href="https://mercury.tdmis.navy.mil">https://mercury.tdmis.navy.mil</a> New Accounts, Privileges Request, etc. Submit a Customer Service Request at <a href="https://nsdsa.nmci.navy.mil">https://nsdsa.nmci.navy.mil</a>
Advanced Technical Information Support (ATIS) System	Is intended to be a central point of access to technical data for use by Navy and is the Navy's standard digital-optical system for display and retrieval of technical documentation.  Website contains information about ATIS, including ATIS compliancy.	<b>Website</b> <a href="https://secure.nsic.navy.mil/atis/default.htm">https://secure.nsic.navy.mil/atis/default.htm</a> <b>E-mail:</b> <a href="mailto:navsea_atis_helpdesk@navy.mil">navsea_atis_helpdesk@navy.mil</a> <b>Help Line:</b> (301) 744-4911 or DSN 354-4911

## CONTACTS

**S0005-AG-GYD-010**

Activity	Purpose	Contact Information
Defense Automatic Addressing System Center (DAASC)	Receives, edits, and routes logistics transactions for the Military Services and Federal Agencies.	<b>Website:</b> <a href="https://www.daas.dla.mil/daashome/">https://www.daas.dla.mil/daashome/</a> <b>Help Desk:</b> (937) 656-3247
Navy Distance Support Anchor Desk	Provides Naval Forces a single place to learn about or request distance support services.	<b>Website:</b> <a href="http://www.anchordesk.navy.mil/">http://www.anchordesk.navy.mil/</a> <b>E-mail:</b> <a href="mailto:Help@AnchorDesk.Navy.Mil">Help@AnchorDesk.Navy.Mil</a> <b>Phone:</b> (877) 4-1-TOUCH [(877) 418-6824]
Naval Logistics Library (NLL)	Used for stock management and ordering of TMs.  Website containing information regarding TM stock and supply.	<b>Website :</b> <a href="https://nll.ahf.nmci.navy.mil">https://nll.ahf.nmci.navy.mil</a> <b>E-mail:</b> <a href="mailto:Nllhelpdesk@navy.mil">Nllhelpdesk@navy.mil</a> <b>NLL Customer Service:</b> (866) 817-3130 or (215) 697-2626 / DSN 442-2626 <b>NLL Customer Service, Requisition Status:</b> (877) 418-6824
Navy Knowledge Online	Website providing information on TDKM.	<b>Website:</b> <a href="https://www.nko.navy.mil/">https://www.nko.navy.mil/</a> <b>Help Desk:</b> (850) 452-1001 <b>DNS:</b> 922-1001
Naval Air Technical Data and Engineering Service Command (NATEC)	Point of contact for NAVAIR Air Traffic Control TMs held on board ships.  Website providing information on NAVAIR TMs.	<b>Website:</b> <a href="https://mynatec.navair.navy.mil">https://mynatec.navair.navy.mil</a> <b>Phone:</b> (619) 545-2597 or DSN 735-2597 <b>E-mail:</b> <a href="mailto:Distribution@navair.navy.mil">Distribution@navair.navy.mil</a> <b>Address:</b> Bldg. 90, P.O. Box 357031, NASNI San Diego, CA 92135-7031 Attn: Distribution

## DEFINITION OF TERMS

S0005-AG-GYD-010

### ACRONYM/ABBREVIATION

- ACN
- AEL
- APL
- ATC
- ATC&CI
- ATIS
- CAC
- CAGE
- CBT
- CDMD-OA
- CD-ROM
- CIN
- COG-0I
- CSR
- DAAS
- DAASC
- DON
- DSN
- EIC
- EOSS
- ESWBS

### MEANING

Advance Change Notice  
Allowance Equipage List  
Allowance Parts List  
Attention To Code  
Air Traffic Control and Combat Identification  
Advanced Technical Information Support  
Common Access Card  
Commercial and Government Entity  
Computer Based Training  
Configuration Data Manager Database-Open Architecture  
Compact Disk-Read Only Memory  
Consolidated Index Identification Number  
Cognizance Symbol 0I (Naval Publications and Forms Directorate)  
Customer Service Request  
Defense Automated Addressing System  
Defense Automated Addressing System Center  
Department of the Navy  
Defense Switched Network  
Equipment Identification Code  
Engineering Operational Sequencing System  
Expanded Ship Work Breakdown Structure

## DEFINITION OF TERMS

S0005-AG-GYD-010

### ACRONYM/ABBREVIATION

- FTTD
- GenITP
- HSC
- ID
- IETM
- ISEA
- ITP
- JFMM
- MCR
- MILSTRAP
- MILSTRIP
- NATEC
- NAVAIR
- NAVICP
- NAVSEA
- NAVSEALOGCEN DET  
INDIAN HEAD
- NAVSUP
- NIAPS
- NLL
- NSDSA
- NSN

### MEANING (Cont'd)

- Fleet Tailored Technical Data
- Generic Index of Technical Publications
- Hierarchical Structure Code
- Identification
- Interactive Electronic Technical Manual
- In-Service Engineering Agent
- Index of Technical Publications
- Joint Fleet Maintenance Manual
- Manual Change Request
- Military Standard Transaction Reporting and Accounting Procedures
- Military Standard Requisitioning and Issue Procedures
- Naval Air Technical Data and Engineering Service Command
- Naval Air Systems Command
- Naval Inventory Control Point
- Naval Sea Systems Command
- Naval Sea Logistics Center Detachment Indian Head
  
- Naval Supply Systems Command
- Navy Information /Application Product Suite
- Naval Logistics Library
- Naval Systems Data Support Activity
- National Stock Number

## DEFINITION OF TERMS

S0005-AG-GYD-010

### ACRONYM/ABBREVIATION

- NAVSUP
- NIAPS
- NLL
- NSDSA
- NSN
- OPNAV
- OPNAVINST
- PDF
- PKI
- PMS
- PSA
- RIC
- RIN
- ROD
- SCLISIS
- SDI
- SPAWAR
- SSCC
- SWBS
- TDKM
- TDMIS

### MEANING (Cont'd)

Naval Supply Systems Command  
Navy Information /Application Product Suite  
Naval Logistics Library  
Naval Systems Data Support Activity  
National Stock Number  
Office of the Chief of Naval Operations  
Office of the Chief of Naval Operations Instruction  
Portable Document Format  
Public Key Infrastructure  
Planned Maintenance System  
Program Sponsor Activity  
Repairable Identification Code  
Record Identification Number  
Receipt of Incorrect Material/Report of Discrepancy  
Ship Configuration Logistics Support Information System  
Ship's Drawing Index  
Space and Naval Warfare Systems Command  
Standard Subject Classification Code  
Ship Work Breakdown Structure  
Technical Data Knowledge Management  
Technical Data Management Information System

## DEFINITION OF TERMS

S0005-AG-GYD-010

### ACRONYM/ABBREVIATION

- TLMS
- TM
- TMDER
- TMIN
- TMINS
- TMMA
- TMMP
- TPDR
- TSLs
- TYCOM
- UIC
- VLI
- VOL ID
- YY

### MEANING (Cont'd)

Technical Library Management System  
Technical Manual  
Technical Manual Deficiency/Evaluation Report  
Technical Manual Identification Number  
Technical Manual Identification Numbering System  
Technical Manual Management Activity  
Technical Manual Management Program  
Technical Publications Deficiency Report  
TDMIS Shipboard Library System  
Type Commander  
Unit Identification Code  
Valve Label Index  
Volume Identification  
Year-Year (last two digits)