

<b>NOTICE OF CHANGE</b>
-----------------------------

<b>NOT MEASUREMENT SENSITIVE</b>
--------------------------------------

MIL-HDBK-503(TM)  
NOTICE 2  
31 January 2002

**DEPARTMENT OF DEFENSE  
HANDBOOK  
GUIDANCE FOR PREPARATION  
OF  
HAND RECEIPT TECHNICAL MANUALS (-HR)**

TO ALL HOLDERS OF MIL-HDBK-503(TM):

1. THE FOLLOWING PAGES OF MIL-HDBK-503(TM) HAVE BEEN REVISED AND SUPERSEDE THE PAGES LISTED:

NEW PAGE	DATE	SUPERSEDED PAGE	DATE
1	31 Jan 02	1	19 Sep 97
2	31 Jan 02	2	19 Sep 97
1426	31 Jan 02	1426	19 Sep 97

2. CHANGES ARE INDICATED WITH VERTICAL BARS.

3. RETAIN THIS NOTICE AND INSERT BEFORE TABLE OF CONTENTS.

4. Holders of MIL-STD-503(TM) will verify that page changes and additions indicated above have been entered. This notice page will be retained as a check sheet. This issuance, together with appended pages, is a separate publication. Each notice is to be retained by stocking points until the standard is completely revised or canceled.

Custodian:

Army - TM

Review activities:

Army - AC1, AR, AT, AV, CR, EA, GL, MI, PT

Preparing activity:

Army - TM

Project TMSS-A369

AMSC N/A

AREA TMSS

**MIL-HDBK-503(TM)****1. SCOPE**

1.1 Scope. This handbook contains guidance for information only in the preparation of technical manual (TM) hand receipt (HR) publications, covering the line item entry for system/end item and the content of the applicable Components of End Item (COEI), Basic Issue Items (BII), and Additional Authorization List (AAL).

**2. APPLICABLE DOCUMENTS**

2.1. General. The documents listed below are not necessarily all of the documents referenced herein, but are ones that are needed in order to fully understand the information provided by this handbook.

2.2 Government documents.

2.2.1 Standards. The following standards form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the latest issue of the Department of Defense Index of Specifications and Standards (DODISS) and supplement thereto.

## STANDARDS

## Military

MIL-STD-38784	Standard Practice for Manual, Technical: General Style and Format Requirements
---------------	--------------------------------------------------------------------------------

MIL-STD-129	Military Marking
-------------	------------------

(Unless otherwise indicated, copies of the above standards are available from the Standardization Document Order Desk, 700 Robbins Avenue, Bldg 4D, Philadelphia, PA 19111-5094.)

2.2.2 Other Government documents and publications. The following other Government document/publication forms a part of this document to the extent specified herein.

DoD 5220.22-M	National Industrial Security Program Operating Manual
---------------	-------------------------------------------------------

(Copies may be obtained from the following website:  
[http://www.dtic.mil/whs/directives/.](http://www.dtic.mil/whs/directives/))

SUPERSEDES PAGE 1 OF MIL-HDBK-503(TM)

## MIL-HDBK-503(TM)

2.3 Non-Government Publications. The following document forms a part of this document to the extent specified herein. Unless otherwise specified, the issue of the documents that are DoD adopted are those listed in the latest issue of the DODISS, and supplement thereto.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM D3951                      Packaging, Commercial  
(DoD adopted)

(Application for copies should be addressed to the American Society for Testing and Materials, 100 Barr Harbor Dr., West Conshohocken, PA 19428-2959.)

2.3 Order of Precedence. In the event of a conflict between the text of this handbook and the references cited herein, the text of this handbook takes precedence. Nothing in this handbook, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

### 3. DEFINITIONS

3.1 Acronyms used in this handbook. The acronyms used in this handbook are defined as follows:

- a. AAL                      -     Additional Authorization List
- b. AMSDL                 -     Acquisition Management Systems and Data Requirements Control List
- c. ASTM                    -     American Society for Testing and Materials
- d. COEI                    -     Components of End Item
- e. CDRL                    -     Contract Data Requirements List
- f. DODISS                 -     Department of Defense Index of Specifications and Standards
- g. DID                      -     Data Item Description
- h. EIC                      -     End Item Code
- i. FAR                      -     Federal Acquisition Regulation

SUPERSEDES PAGE 2 OF MIL-HDBK-503(TM)

## STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

### INSTRUCTIONS

1. The preparing activity must complete blocks 1,2,3, and 8. In block 1, both the document number and revision letter should be given.
2. The submitter of this form must complete blocks 4,5,6, and 7.
3. The preparing activity must provide a reply within 30 days from receipt of this form.

NOTE: This form may not be used to request copies of documents, nor to request waivers, or clarification of requirements on current contracts. Comments submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or to amend contractual requirements.

<b>I RECOMMEND A CHANGE</b>	1.DOCUMENT NUMBER MIL-HDBK-503(TM)	2.DOCUMENT DATE (YYMMDD) 970919
3.DOCUMENT TITLE Guidance for Preparation of Hand Receipt Technical Manuals (-HR)		
4.NATURE OF CHANGE ( <i>Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.</i> )		
5.REASON FOR RECOMMENDATION		
6.SUBMITTER		
a.NAME ( <i>Last, First, Middle Initial</i> )	b.ORGANIZATION	
c.ADDRESS ( <i>Include Zip Code</i> )	d.TELEPHONE ( <i>Include Area Code</i> ) (1)Commercial  (2)AUTOVON( <i>If applicable</i> )	7.DATE SUBMITTED (YYMMDD)
8.PREPARING ACTIVITY		
a.NAME USAMC Logistics Support Activity	b.TELEPHONE ( <i>Include Area Code</i> ) (1)Commercial                      (2)AUTOVON (256) 955-0852                      645-0852	
c.ADDRESS ( <i>Include Zip Code</i> ) ATTN: AMXLS-APA Redstone Arsenal, AL 35898-7466	IF YOU DO NOT RECEIVE A REPLY WITHIN 45 DAYS, CONTACT: Defense Quality and Standardization Office 5203 Leesburg Pike, Suite 1403, Falls Church, VA 22041-3466 Telephone (703) 756-2340      AUTOVON 289-2340	