

**NOT MEASUREMENT
SENSITIVE**

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**PERFORMANCE SPECIFICATION
EVALUATION OF
COMMERCIAL OFF-THE-SHELF
(COTS) MANUALS AND
PREPARATION OF SUPPLEMENTAL DATA**

This specification is approved for use by all Departments and
Agencies of the Department of Defense

1. SCOPE

1.1 **Scope.** This specification provides criteria for evaluating commercial off-the-shelf (COTS) manuals for acceptance. It also provides requirements for preparing supplemental data to COTS manuals. In this specification, the term "manual" means the same as COTS or COTS manual.

Comments, suggestions, or questions on this document shall be addressed to: USAMC Logistics Support Activity, ATTN: AMXLS-AP, Redstone Arsenal, AL 35898-7466 or e-mailed to: tmss@logsa.redstone.army.mil. Since contact information can change, you may want to verify the currency of this address information using the ASSIST Online database at <http://assist.daps.dla.mil/online/start>.

AMSC 7594

AREA TMSS

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

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1.2 **Application.** This specification applies to manuals that support: 1) equipment designed and manufactured for commercial use, and 2) commercial equipment used in a commercial or military environment.

2. APPLICABLE DOCUMENTS.

2.1 **General.** The documents listed in this section are specified in sections 3, 4, and 5 of this specification. This section does not include documents cited in other sections of this specification or recommended for additional information or examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements of documents cited in sections 3, 4, or 5 of this specification, whether or not they are listed.

2.2 Government documents.

2.2.1 **Specifications, standards, and handbooks.** The following specifications form a part of this document to the extent specified herein. Unless otherwise specified, the issues of the documents below will be those cited in the solicitation or contract.

STANDARDS

MIL-STD-38784	Manuals, Technical: General Style and Format Requirements
MIL-STD-40051-1	DOD Standard Practice, Preparation of Digital Technical Information for Interactive Electronic Technical Manuals (IETMs)

SPECIFICATIONS

MIL-PRF-87268	Manuals, Interactive Electronic Technical: General Content, Style, Format, and User-Interaction Requirements
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(Copies of these documents are available online at <http://assist.daps.dla.mil/quicksearch/> or from the Standardization Document Order Desk, Bldg. 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

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

3. REQUIREMENTS

3.1 **Evaluation criteria.** An acceptable commercial manual shall contain the data listed in the following paragraphs in an arrangement that provides continuity. If a manual covers different models, series, configuration of the equipment, the differences shall be clarified by use of different data sheets, errata sheets, or be included in the text or table(s) in the manual. The manual shall precisely reflect the hardware configuration of the equipment/system. The amount of data required shall be determined by the complexity of the equipment. The manual shall consist of all data required for operation and maintenance of the equipment/system as determined by the contracting activity.

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3.1.1 **Sample qualification.** Sample manuals shall be evaluated using Appendix A, Manuals Evaluation Checklist, or other applicable documents determined by the contracting activity. Pre-established checklists may not contain all criteria since manual content criteria depends on the item(s) covered by the manual.

3.1.3 **Accountability Certification.** A COTS manual may be certified as acceptable using the Acceptability Certification Sheet provided in Appendix B.

3.1.4 **Style and format.**

3.1.4.1 **Comprehensibility/readability/legibility.** The manual shall be written for the target audience in a language free of vague and ambiguous terms, using the simplest words and phrases that will convey the intended meaning. The type shall be an easy-to-read size (i.e., no smaller than 6 points for pocket-size manuals and no smaller than 8 points for all other size manuals).

3.1.4.2 **Arrangement.** The overall arrangement of content, even though vendor unique, shall be organized in a fashion that is easy for the user to follow.

3.1.4.3 **Size.** Manual size shall range from no smaller than 4 by 5 1/2 inches to no larger than 17 by 11 inches as directed by the contracting activity.

3.1.4.4 **Safety.** The manual shall include safety information that is consistent with the Occupational Safety and Health Act (OSHA) standards.

3.1.4.5 **Warnings, cautions, and notes.** The manual shall contain appropriate warnings, cautions, and notes. Warnings shall be used when there is danger of injury or death to personnel. Cautions shall be used only when there is danger of damage to equipment. Refer to MIL-STD-38784 for additional guidance.

3.1.4.6 **Federal environmental protection standards.** Information on using, transporting, handling, storing or disposing of fuel, toxic or hazardous substances, chemicals, ordnance, and munitions shall be consistent with Federal Environmental Standards and be clearly stated.

3.1.4.7 **Illustrations.** The manual shall contain illustrations to support the text. The illustrations shall be integrated with the text or placed in a specific location and referenced in the text.

3.1.4.8 **Maintenance.** The manual shall accurately reflect the maintenance philosophy of the hardware. The manual shall contain information concerning the level at which maintenance will be performed.

3.1.4.9 **Copyright release/rights in data.** The manual shall include the appropriate copyright release or rights in data statements) in accordance with the FAR (and its applicable supplements) and as established by the contract (see AR 25-20 and DA PAM 25-30 for further guidance). The copyright release shall apply to both the manual and any supplemental data.

3.1.5 **Content requirements.** Unless otherwise specified by the contracting activity, acceptable manuals shall contain, but not be limited to, the following data:

- a. Front matter: Cover or title page, table of contents, and safety precautions.
- b. Introduction.
- c. Preparation for use and installation.

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- d. Principles of operation.
- e. Operating instructions.
- f. Maintenance and servicing instructions (preventive and corrective).
- g. Reprogramming.
- h. Preparation for shipment.
- i. Storage.
- j. Parts list.
- k. Operational and maintenance illustrations.
- l. Overhaul instructions (as applicable).

3.1.5.1 Front matter.

3.1.5.1.1 **Cover.** The manual shall have a cover, title page, or first page showing the date the manual was issued, revision designator (if applicable), the manufacturer's identification name and address, the equipment name, the manufacturer's model designation, serial or identification numbers for the equipment covered, and copyright release statement.

3.1.5.1.2 **Table of contents.** A manual shall contain a table of contents.

3.1.5.1.3 **Safety precautions.** The manual shall contain safety precautions regarding hazards, such as high voltage, that may be present during installation, operation, or maintenance of the equipment. Health hazards (e.g., electrostatic discharge, radio frequency radiation, radioactive materials, the presence of poisonous fumes or explosive gases, and the depletion of oxygen from the air in a closed environment) shall be preceded by a warning or caution at the point in the procedure at which the hazard is likely to be encountered. All WARNINGS and CAUTIONS shall be duplicated on the inside front cover and on the following pages as appropriate.

3.1.5.2 **Introduction.** The manual shall contain the following introductory material, as applicable:

- a. Purpose and function(s).
- b. Capabilities.
- c. Performance characteristics.
- d. Description (equipment model, dimensions, weight, volume, and center of gravity, when applicable).
- e. Power and utility information.
- f. Environmental information.

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- g. List of items furnished.
- h. List of additional items required for operation and maintenance, but not supplied with equipment.
- i. Tools and test equipment.
- j. Shipping and handling precautions.

3.1.5.3 **Preparation for use and installation instructions.** The manual shall contain instructions for unpacking, assembling, and installing the equipment (including special installation requirements). Inspection criteria of the equipment for in-shipment damages shall be included.

3.1.5.4 **Principles of operation.** The manual shall contain principles of operation information at the technical level necessary for the intended user.

3.1.5.5 **Operating instructions.** Operating instructions shall include the following:

- a. Illustrations and explanations of the uses and functions of all controls and indicators (including settings and readings, if applicable).
- b. Initial adjustments and control settings.
- c. Start-up procedures.
- d. Normal operation.
- e. Operation under emergency, adverse, abnormal, or extreme conditions (if different from normal operating procedures).
- f. Shutdown procedures.
- g. Emergency shutdowns (if required).

3.1.5.6 **Maintenance and servicing instructions (preventive and corrective).** Maintenance and servicing instructions shall contain information as specified in the following subparagraphs. Instructions shall include a list of test equipment, special tools, and materials needed for maintenance and service.

3.1.5.6.1 **Cleaning and lubrication.** Periodic cleaning and lubrication information shall be included in the manual. The types of cleaning agents or lubricants (commercial or military) to be used, recommended intervals for lubrications, and lubrication points and required amounts shall be identified. When applicable, a picture format for lubrication instructions shall be included to clearly illustrate the location of each lubrication point. Cleaning and lubrication during repair, replacement, or reassembly shall be included in the instructions covering those actions.

3.1.5.6.2 **Performance verification.** When appropriate, instructions on test equipment hookup, location of test connections, actions to take in performing the test, normal indications, and any adjustments shall be provided. If an item of equipment requires calibration or adjustment to ensure serviceable accuracy (performance verification), instructions, a list of the Test, Measurement, and Diagnostic Equipment (TMDE), and the recommended frequency shall be provided.

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3.1.5.6.3 **Inspection.** Instructions and recommended frequencies for inspection of equipment shall be provided within the manufacturer's maintenance concept. Information shall include allowable service limits such as wear, backlash, end play, balance, and length and depth of scoring. (Allowable service limits are not to be confused with manufacturing tolerances; they are acceptable wear tolerances that will not impair performance.)

3.1.5.6.4 **Troubleshooting.** Malfunctions that might occur during operation of the equipment shall be identified. Troubleshooting data and fault isolation techniques shall include: (a) the indication or symptom of trouble, (b) the instructions necessary, including test hookups, to determine the cause, and (c) action to restore the equipment to operating conditions.

3.1.5.6.5 **Disassembly, repair, replacement reassembly and checkout.** Sequential instructions for disassembling, repairing, replacing, and reassembling the equipment shall be provided. Test, adjustment, and checkout data after reassembly shall be provided.

3.1.5.7 **Reprogramming.** Equipment with reprogrammable memory shall include: procedures on program setup, program loading, programming procedures, and program confidence checkout.

3.1.5.8 **Preparation for shipment.** Manuals shall contain instructions for the following, as applicable:

- a. Disassembly, removal, and separate packaging of electrostatic discharge sensitive devices or fragile components.
- b. Use of reusable shipping cases or containers.
- c. Special cradles.
- d. Mounting.
- e. Securing.
- f. Covering and preservation.
- g. Precautions for shipment.
- h. Shipment and unloading.

3.1.5.9 **Storage.** Manuals shall contain instructions for the following, as applicable:

- a. Indoor and outdoor storage.
- b. Temperature and other environmental limitations.
- c. Storage facilities.
- d. Dunnage.
- e. Ventilation.
- f. Revetting.

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- g. Drainage.
- h. Staking.
- I. Grounding.
- j. Covering.
- k. Preservation.
- l. Purging.

3.1.5.10 **Parts list.** The manual shall include a list that positively identifies parts that support the equipment.

3.1.5.10.1 **Parts list illustrations.** All parts, and their relationships and locations, shall be identified with clear and legible illustrations.

3.1.5.10.2 **Parts listings.** Part numbers and names shall be illustrated or separately listed. When the illustrations do not contain part numbers and names, both the illustrations and separate listings shall show either index, reference, or key numbers that will cross-reference illustrated parts to listed parts. The parts list shall provide the actual manufacturer or vendor and their part number or generic description. Parts in the listings shall be grouped by assemblies, subassemblies, and modules with the parts identified to the assembly of which they are components.

3.1.5.10.3 **Common commercial parts.** Common commercial hardware and items not of special design (e.g., bolts, washers, nuts, screws, fittings, keys, hinges, wire, cable, gasket material, tubing, hose, etc.) that are obtainable from a wide range of sources shall either be identified by part number or the notation "Commercial." The part name (nomenclature or description) shall be complete enough to facilitate substitution of equivalent items from existing Government stock as in the example below:

Example:

Figure and Index No.	Part No.	Part Name (Nomenclature or Description)
2-4	Commercial	NUT, Hex head, plain steel, 1/4-20 UNC-3B
2-5	Commercial	WIRE, Electrical, copper, tin plated, No. 14 AWG, 19 strand of No. 27 AWG, 0.250 in. dia.

3.1.5.11 **Operational and maintenance illustrations.** Manuals shall contain illustrations (line drawings, photographs or halftones) for locating and identifying all components significant to operation and maintenance and to show configuration and parts relationship for removal and disassembly procedures. Photographs (prescreened) shall be detailed and sharp, free of heavy shadows, distorted objects, and cluttered foregrounds or backgrounds, and shall give good contrast from white, middle tones, and black. Freehand sketches shall not be acceptable.

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3.1.5.11.1 **Diagrams**. As applicable, the following diagrams shall be included in the manual:

- a. Simplified functional block.
- b. Locator.
- c. Piping.
- d. Plumbing.
- e. Hydraulic.
- f. Schematic.
- g. Electrical.
- h. Logic.
- I. Other, as necessary.

3.1.5.11.2 **Symbols**. Symbols used on illustrations and diagrams shall be standard or common to the trade or commodity. Where nonstandard symbols are used, explanations shall be provided.

3.1.5.12 **Overhaul instructions**. When applicable, the manual shall include overhaul instructions to return the equipment to mission-capable condition. As a minimum, the instructions shall include the following:

- a. List of support equipment, special tools, and facilities required.
- b. List of mandatory parts.
- c. Preshop analysis, as applicable.
- d. Step-by-step procedures for performing all functions including disassembly, removing, replacing, diagnosing, installing, repairing, assembly, in-process testing, adjusting, and inspecting.
- e. Final tests to assure satisfactory performance of the equipment or system overhauled.

3.1.5.13 **Interactive Electronic Technical Manuals (IETM)**. IETMs shall be in accordance with the common look and feel requirements contained in MIL-PRF-87268 or MIL-STD-40051-1 (Army only).

3.1.5.14 **PDF font requirements**. COTS manuals in PDF format shall use the preferred fonts listed below or the true type fonts given in paragraph 3.1.5.14.1.

AdobeSansMM
 AdobeSerifMM
 Courier-Bold
 Courier-BoldOblique

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CourierCourier-Oblique
 Helvetica
 Helvetica-Bold
 Helvetica-BoldOblique
 Helvetica-Oblique
 Symbol
 Times-Bold
 Times-BoldItalic
 Times-Italic
 Times-Roman
 ZapfDingbats

3.1.5.14.1 **True type fonts for PDF files.** The following are True Type fonts for PDF files that may be used, but are not preferred.

AllegroBT-Regular
 Arial
 Arial-Black
 Arial-Bold
 Arial-BoldItalic
 Arial-Italic
 ArialNarrow
 ArialNarrow-Bold
 ArialNarrow-BoldItalic
 ArialNarrow-Italic
 BenguiatITCbyBT-Bold
 BernhardFashionBT-Regular
 BernhardModernBT-Bold
 BernhardModernBT-BoldItalic
 BookAntiqua
 BookAntiqua-Bold
 BookAntiqua-BoldItalic
 BookAntiqua-Italic
 BookmanOldStyle
 BookmanOldStyle-Bold
 BookmanOldStyle-BoldItalic
 BookmanOldStyle-Italic
 CenturyGothic
 CenturyGothic-Bold
 CenturyGothic-BoldItalic
 CenturyGothic-Italic
 CenturySchoolbook
 CenturySchoolbook-Bold
 CenturySchoolbook-BoldItalic
 CenturySchoolbook-Italic
 CharlesworthBold

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CIA Code 39-Medium-Text-Regular
CIA-POSTNET-Regular
ComicSansMS
ComicSansMS-Bold
DauphinPlain
English111VivaceBT-Regular
Garamond
Garamond-Bold
Garamond-Italic
GoudyHandtooledBT-Regular
GoudyOldStyleBT-Bold
GoudyOldStyleBT-BoldItalic
GoudyOldStyleBT-Italic
GoudyOldStyleBT-Roman
Haettenschweiler
Impact
LetterGothicMT
LetterGothicMT-Bold
LetterGothicMT-BoldOblique
LetterGothicMT-Oblique
Lithograph-Bold
LucidaConsole
LucidaSansUnicode
Staccato222BT-Regular
Swiss911BT-ExtraCompressed
SymbolMT
Tahoma
Tahoma-Bold
TimesCgATT
TimesCgATT-Bold
TimesCgATT-BoldItalic
TimesCgATT-Italic
TimesNewRomanMT-ExtraBold
TimesNewRomanPS-BoldItalicMT
TimesNewRomanPS-BoldMT
TimesNewRomanPS-ItalicMT
TimesNewRomanPSMT
TypoUprightBT-Regular
UniversATT
UniversATT-Bold
UniversATT-BoldItalic
UniversATT-Italic
Verdana
Verdana-Bold
Verdana-BoldItalic
Verdana-Italic

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Wingdings-Regular
 ZapfElliptical711BT-Bold
 ZapfElliptical711BT-BoldItalic
 ZapfElliptical711BT-Italic
 ZapfElliptical711BT-Roman
 ZurichBT-BlackExtended
 ZurichBT-RomanExtended

3.2. **Supplemental data.**

3.2.1 **General.** If after evaluation, it is determined the manual requires supplemental data, the supplemental data shall be prepared using the following requirements.

3.2.1.1 **Identifying Technical Publication Sheet.** As specified by the contracting activity, an Identifying Technical Publication Sheet shall be prepared. Examples are shown in Figures 1 and 2. The Identifying Technical Publication Sheet shall be tailored to reflect only information applicable to the acquisition. MIL-STD-38784 provides guidelines for the appropriate distribution statement, disclosure notice, destruction notice, and authority notice. Other pertinent data shall be inserted by the contractor as provided by the Government.

3.2.1.2 **Style, format, and form.** Unless otherwise specified, general style and format of supplemental data shall be in accordance with MIL-STD-38784.

3.2.2 **Content/format selection summary.** The content of the supplemental data shall be as specified on the Content/Format Selection Summary Sheet (Appendix C). The supplemental data shall be presented in the following order:

- a. Cover (see 3.2.6 and 3.2.7).
- b. Safety summary/warning page(s) (see MIL-STD-38784).
- c. List of effective pages (Army, Navy, and Marine Corps only) (see 3.2.8).
- d. Approval and procurement record page (Fig. 3).
- e. Title page (see 3.2.6 and 3.2.7).
- f. Table of contents (MIL-STD-38784).
- g. Reporting of errors statement (MIL-STD-38784).
- h. Maintenance forms and records.
- i. Administrative storage.
- j. Destruction of military material to prevent enemy use.
- k. Lubrication order/instructions.
- l. Preventive Maintenance Checks and Services (PMCS).

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- m. Maintenance Allocation Chart (MAC).
- n. Components of End Item (COEI) and Basic Issue Items (BII) list.
- o. Additional authorization list (ALL).
- p. Expendable supplies and materials list.
- q. Repair Parts and Special Tools List (RPSTL) (5.10).
- r. Recommended changes, activity comment sheet, or manual deficiency report applicable to the particular service, as provided by the contracting activity.
- s. Other requirements as specified. (When using manuals evaluation checklist as a guide, other required data may be indicated thereon.)

3.2.3 **Warranty information.** If applicable, the COTS manuals supplemental data shall contain warranty information pertinent to the equipment covered. It shall include data such as duration of warranty and serial numbers of equipment covered. If warranty is covered separately, or in another document, reference shall be made to that document.

3.2.4 **Advertising.** Supplemental data shall not contain advertising to include the vendor name.

3.2.5 **Equipment/model coverage.** Only equipment/models, accessories, and components specified in the contract shall be covered in the supplemental data.

3.2.6 **End item identification.** Unless otherwise specified, the federal item name, national stock number (NSN), part number (PN), model number, and applicable contractor number shall be overprinted on the cover or the title page of the manual.

3.2.7 **Publication number and date.** The publication number, provided by the contracting activity, and date shall be overprinted on the cover and first page of the supplemental data, in accordance with MIL-STD-38784, or as specified by the contracting activity.

3.2.8 **List of effective pages.** A list of effective pages shall be prepared in accordance with MIL-STD-38784 and shall include the basic manual and the supplemental data.

3.2.9 **Approval and procurement record page.** As specified by the contracting activity, an approval and procurement record page shall be prepared and included in the supplemental data. It serves as a record of approval of the COTS manual. A example is shown in figure 3.

3.2.10 **Lubrication instructions.** If required, lubrication charts or instructions shall be included in the supplemental data or prepared separately, as specified by the contracting activity. All lubricants, fluids, and associated products identified in the manual, supplemental data, or separate lubrication chart must have a Government identifier (military specification number, NSN, etc.) that identifies the product beyond the product name and provides the user with requisitioning information.

3.2.11 **Spare/repair parts.** Manuals shall be supplemented with applicable spare/repair parts breakdown information in accordance with applicable service parts list, Illustrated Parts Breakdown (IPB), and Repair Parts and Special Tools List (RPSTL) specifications.

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3.2.12 **Copyright release/rights in data.** The supplemental data shall include the appropriate copyright release or rights in data statements) in accordance with the FAR (and its applicable supplements) and as established by the contract (see AR 25-20 and DA PAM 25-30 for further guidance). The copyright shall apply to both the manual and any supplemental data.

4. VERIFICATION

4.1 **Verification.** Verification shall be as specified by the contracting activity in the contract or solicitation (see 6.2).

5. PACKAGING

5.1 **Packaging.** For acquisition purposes, the packaging requirements shall be as specified in the contract or order (see 6.2). When packaging of material is to be performed by DoD personnel or in-house contractor personnel, these personnel need to contact the responsible packaging activity to ascertain requisite packaging requirements. Packaging requirements are maintained by the Inventory Control Point's packaging activity within the Military Service or Defense Agency, or within the military service's system Command. Packaging data retrieval is available from the managing Military Department's or Defense Agency's automated packaging files, CD-ROM products, or by contacting the responsible packaging activity.

6. NOTES

(This section contains information of a general or explanatory nature which may be helpful, but is not mandatory.)

6.1 **Intended use.** This specification serves as a tool to evaluate COTS Manuals for acceptability. It provides evaluation criteria and worksheets to use in the evaluation process. It also provides a selection sheet for use in selecting supplemental data.

6.2 **Acquisition requirements.** Acquisition documents should specify the following:

- a. Title, number, and date of this specification.
- b. Copyright/data rights information.
- c. Completed Evaluation Checklist (Appendix A)
- d. Tailoring of supplemental data using Appendix C, Content/format selection summary.
- e. Verification requirements (see 4.1).
- f. Packaging requirements (see 5.1).

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6.3 **Associated Data Item Descriptions (DIDs)**. This specification has been assigned an Acquisition Management Systems Control (AMSC) number authorizing it as the source document for the following DID. When it is necessary to obtain the data, the applicable DID must be listed on the Contract Data Requirements List (DD Form 1423).

<u>DID Number</u>	<u>DID Title</u>
DI-TMSS-80527	Commercial Off-the Shelf (COTS) Manual and Associated Supplemental Data

The above DID was current as of the date of this specification. The ASSIST database should be researched at <http://assist.daps.dla.mil/quicksearch/> to ensure that only current and approved DIDs are cited on the DD Form 1423.

6.4 **Technical manuals**. The requirement for technical manuals should be considered when this specification is applied on a contract. If technical manuals are required, specifications and standards that have been authorized and assigned an Acquisition Management Systems Control (AMSC) must be listed on a separate Contract Data Requirements List (DD Form 1423), which is included as an exhibit to the contract. The technical manuals must be acquired under separate contract line item in the contract.

6.5 **Definitions**. The definitions of terms below apply as they are used in this specification.

6.5.1 **Caution**. Highlights an essential operating or maintenance procedure, practice, condition, statement, etc., that, if not strictly observed, could result in damage to, or destruction of, equipment or loss of mission effectiveness.

6.5.2 **Commercial off-the-shelf (COTS) manuals**. Manuals available off-the-shelf from a commercial source which include operation, maintenance, and other instructions for commercial equipment. Commercial manuals are prepared to support the equipment in the commercial market.

6.5.3 **Comprehensibility**. A measurement of the completeness with which a user representative understands the text or text-graphics combination.

6.5.4 **Contracting activity**. An element of an agency designated by the agency head and delegated broad authority regarding acquisition functions.

6.5.5 **Note**. Highlights an essential operating or maintenance procedure, condition, or statement.

6.5.6 **Supplemental data**. Any data that augments or complements a commercial off-the-shelf manual whether by change, correction, or addition to make the manual acceptable for use by the Department of Defense.

6.5.7 **Warning**. Highlights an essential operating or maintenance procedure, practice, condition, statement, etc., that, if not strictly observed, could result in long-term injury or death to personnel.

6.5.8 **Weapon systems**. Items that can be used directly by the Armed Forces to carry out combat missions.

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6.6 **Subject term (key word) listing.**

- a. Acceptability Certification
- b. Identifying Technical Publication Sheet
- c. Manuals Evaluation Checklist
- d. Supplemental Data

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PUBLICATION NUMBER
DATE

IDENTIFYING TECHNICAL PUBLICATION SHEET FOR COMMERCIAL MANUAL

(Supersedure note, or other special notes, if any)

1. **PURPOSE:** This technical publication is issued for the purpose of identifying and authorizing the following commercial manual for (Army)(Navy) (Marine Corps) (Air Force) (Defense Logistics Agency) (as appropriate) use.

MANUFACTURER: *(Name and address)*

PURCHASE ORDER OR CONTRACT NO.

REQUISITION NO. *(if furnished by the contracting activity)*

EQUIPMENT: *(Type, model, part number, nomenclature, Federal Item Name, serial numbers.)*

NATIONAL STOCK NUMBER *(if furnished by the contracting activity.)*

TITLE: *(Operating Instructions, Maintenance Instructions, Parts Lists, as appropriate)*

ADDITIONAL IDENTIFICATION: *(if any) Volumes, Parts, etc.*

DATE: *(if any)*

2. **ADDITIONAL COPIES:** Additional copies are available from _____. *(Contracting activity will furnish information, but if no information is furnished, this paragraph will be omitted and the following paragraph moved up into its place.)*

3. **FILE LOCATION:** The above described commercial manual is filed in _____. *(Each library will fill this in if this identifying technical publication sheet is filed separately from the commercial manual.)*

4. **AUTHORITY NOTICE, DISTRIBUTION STATEMENT, DISCLOSURE NOTICE** (as applicable, in accordance with MIL-M-38784).

FOR UNCLASSIFIED MANUALS

NOTICE: Reproduction for non-military use of the information or illustrations contained in this publication is not permitted. The policy for military reproduction is established for the Army in AR 38-4, for the Navy and Marine Corps in OPNAVINST 5510.1, and for the Air Force in AFPD 34-1.

FOR CLASSIFIED MANUALS

NOTICE: This material contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C., Section 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

FIGURE 1. Example - identifying technical publication sheet for commercial manual.

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PUBLICATION
NUMBER DATE

IDENTIFYING TECHNICAL PUBLICATION SHEET FOR COMMERCIAL MANUAL

(Supersedure note, or other special notes, if any)

1. **PURPOSE:** This technical publication is issued for the purpose of identifying and authorizing the following commercial manual for (Army)(Navy) (Marine Corps) (Air Force) (Defense Logistics Agency) (as appropriate) use.

MANUFACTURER: *(Name and address)*
PURCHASE ORDER OR CONTRACT NO.
REQUISITION NO. *(if furnished by the contracting activity)*
EQUIPMENT: *(Type, model, part number, nomenclature, Federal Item Name, serial numbers.)*
NATIONAL STOCK NUMBER *(if furnished by the contracting activity.)*
TITLE: *(Operating Instructions, Maintenance Instructions, Parts Lists, as appropriate)*
ADDITIONAL IDENTIFICATION: *(if any) Volumes, Parts, etc.*
DATE: *(if any)*

2. **ADDITIONAL COPIES:** Additional copies are available from _____. *(Contracting activity will furnish information, but if no information is furnished, this paragraph will be omitted and the following paragraph moved up into its place.)*

3. **FILE LOCATION:** The above described commercial manual is filed in _____. *(Each library will fill this in if this identifying technical publication sheet is filed separately from the commercial manual.)*

4. **AUTHORITY NOTICE, DISTRIBUTION STATEMENT, DISCLOSURE NOTICE** (as applicable, in accordance with MIL-M-38784).

FOR UNCLASSIFIED MANUALS

NOTICE: Reproduction for non-military use of the information or illustrations contained in this publication is not permitted. The policy for military reproduction is established for the Army in AR 38-4, for the Navy and Marine Corps in OPNAVINST 5510.1, and for the Air Force in AFPD 34-1.

FOR CLASSIFIED MANUALS

NOTICE: This material contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C., Section 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

SUPPLEMENTAL DATA

1. **LIST OF AFFECTED PAGES IN BASIC MANUAL.** This list will identify pages by number, and date thereon that have been deleted and added by incorporation of supplemental data

2. **SUPPLEMENTARY INFORMATION.** The information contained in the above identified commercial manual is supplemented as follows:

- a. Introduction/Description
- b. Preparation for Use and Installation Instructions
- c. General Theory of Operation
- d. Operating and Maintenance Instructions
- e. Parts List

(Data will be inserted by the contractor as required by the contracting activity)

FIGURE 2. Example - identifying technical publication sheet for commercial manual/supplemental data.

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APPROVAL AND PROCUREMENT RECORD PAGE**APPROVAL DATE FOR:** Defense Personnel Support Center Technical Manual for X-Ray

APPARATUS, 300 MA R-F, 220 Volt, 60 Cycle, AC

PUBLICATION/CONTROL NUMBER:**APPROVAL AUTHORITY:** Defense Logistics Agency letter dated

CONTRACT OR ORDER	NUMBER OF UNITS	QUANTITY OF MANUALS
DLA-700	4	2 plus 2 per unit Total: 10
REMARKS:		
NONE		

CERTIFICATION:**DATE:** _____

It is hereby certified that the DPSC Technical Manual for X-Ray Apparatus, 300 MA R-F, 220 Volt, 60 Cycle, AC, to be provided under Contract DLA-700, has been approved by the approval date shown above.

 (Signature typed) (Title)
 Contractor's Name
 Contractor's Address

FIGURE 3. Example - approval and procurement record page.

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Appendix A

COTS MANUALS EVALUATION

A.1. SCOPE.

A.1.1 **Scope**. This appendix is not a mandatory part of this specification. The information contained herein is intended for guidance. This appendix may be used by contracting activities to evaluate COTS manuals to determine their acceptability for use by Department of Defense activities. An example of a filled out checklist is provided in Figure A-1.

A.1.2 **Application**. This appendix is intended to be copied or reproduced and completed to determine whether or not the reviewed manuals prove to be acceptable or nonacceptable. Appendix A, COTS Manuals Evaluation Checklist and Appendix B, COTS Acceptability Certification are companions in that decisions reflected on the completed certification reflect evaluations shown on the completed checklist.

A.1.3 **Limitations**. This appendix is limited in that it provides evaluation results and recommended action(s) to be taken concerning the use and acquisition of COTS manuals only. In itself, it is not to be construed as an acquisition document but may be helpful in selecting applicable supplemental data.

A.1.4 **Explanation of columns -- Manuals Evaluation Checklist.**

a. **CRITERIA -- (PARAGRAPH) column.** The CRITERIA (PARAGRAPH) column contains the name of the criteria followed by the number of the paragraph where the information is specified.

b. **MANUAL CONTAINS column.** If the manual contains the adjacent criteria completely, mark an "x" in this column.

c. **MANUAL PARTIALLY CONTAINS column.** If the manual contains some but not all of the adjacent criteria, mark an "x" in this column.

d. **MANUAL DOES NOT CONTAIN column.** If the manual doesn't contain any of the adjacent criteria, mark an "x" in this column.

e. **N/A column.** If the adjacent criteria is not applicable to the manual, mark an "x" in this column.

A.1.5 **Comments/Notes**. Make any necessary comments/notes in the space provided at the end of the table. If more space is needed, add extra sheets of paper. Key the additional comments to the numbered criteria.

A.2. **APPLICABLE DOCUMENTS.** This section is not applicable to this appendix.

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Appendix A

COTS MANUALS EVALUATION CHECKLIST**PUBLICATION TITLE:** _____**PUBLICATION NUMBER:** _____**PUBLICATION DATE:** _____**VENDOR:** _____**CONTRACT NUMBER:** _____**EQUIPMENT MODEL NUMBER:** _____**EQUIPMENT NAME:** _____

CRITERIA -- (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
1. Comprehensibility (3.1.4.1)				
2. Readability (3.1.4.1)				
3. Legibility (3.1.4.1)				
4. Arrangement (3.1.4.2)				
5. Size (3.1.4.3)				
6. Safety (3.1.4.4)				
7. Warnings/cautions/notes (3.1.4.5)				
8. Federal protection standards (3.1.4.6)				
9. Illustrations (3.1.4.7)				
10. Maintenance (3.1.4.8)				
11. Copyright release (3.1.4.9)				
12. Cover (3.1.5.1.1)				
13. Table of contents (3.1.5.1.2)				
14. Safety precautions (3.1.5.1.3)				
15. Introduction (3.1.5.2)				
16. Preparation for use (3.1.5.3)				

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Appendix A

COTS MANUALS EVALUATION CHECKLIST

CRITERIA -- (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
17. Principles of operation (3.1.5.4)				
18. Operating instructions (3.1.5.5)				
19. Maint & Serv Instructions (prev & corr) (3.1.5.6)				
20. Cleaning & Lubrication (3.1.5.6.1)				
21. Performance verification (3.1.5.6.2)				
22. Inspection (3.1.5.6.3)				
23. Troubleshooting (3.1.5.6.4)				
24. Disassy, rep, repl, reassy, & ckout (3.1.5.6.5)				
25. Reprogramming (3.1.5.7)				
26. Preparation for shipment (3.1.5.8)				
27. Storage (3.1.5.9)				
28. Parts list (3.1.5.10)				
29. Oper & maint illustrations (3.1.5.11)				
30. Diagrams (3.5.1.11.1)				
31. Overhaul instructions (3.1.5.12)				
32. Interactive Electronic Technical Manual (IETM) (3.1.5.13)				
33. PDF Font (3.5.1.14)				

ACCEPTABLE_____ **NOT ACCEPTABLE**_____

ACCEPTABLE WITH SUPPLEMENTAL DATA REQUIRED?_____

PUBLICATIONS REVIEW ACTIVITY:_____

ACTIVITY REVIEWER:_____

(signature)

DATE:_____

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Appendix A

COTS MANUALS EVALUATION CHECKLIST

PUBLICATION TITLE: Hydraulic Alternator Safety Operation & Maintenance Manual
PUBLICATION NUMBER: N/A
PUBLICATION DATE: August 23, 2001
VENDOR: Stanley
CONTRACT NUMBER: DAAK01-02-C-0053
EQUIPMENT MODEL NUMBER: AL 35
EQUIPMENT NAME: Hydraulic Alternator

CRITERIA -- (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
1. Comprehensibility (3.1.4.1)	✓			
2. Readability (3.1.4.1)	✓			
3. Legibility (3.1.4.1)	✓			
4. Arrangement (3.1.4.2)	✓			
5. Size (3.1.4.3)	✓			
6. Safety (3.1.4.4)	✓			
7. Warnings/cautions/notes (3.1.4.5)	✓			
8. Federal protection standards (3.1.4.6)	✓			
9. Illustrations (3.1.4.7)	✓			
10. Maintenance (3.1.4.8)	✓			
11. Copyright release (3.1.4.9)			✓	
12. Cover (3.1.5.1.1)			✓	
13. Table of contents (3.1.5.1.2)			✓	
14. Safety precautions (3.1.5.1.3)	✓			
15. Introduction (3.1.5.2)			✓	
16. Preparation for use (3.1.5.3)	✓			
17. Principles of operation (3.1.5.4)			✓	

FIGURE A-1. Example of a filled in COTS Manual Evaluation Checklist.

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Appendix A

COTS MANUALS EVALUATION CHECKLIST

CRITERIA -- (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
18. Operating instructions (3.1.5.5)	✓			
19. Maint & Serv Instructions (prev & corr) (3.1.5.6)	✓			
20. Cleaning & Lubrication (3.1.5.6.1)	✓			
21. Performance verification (3.1.5.6.2)			✓	
22. Inspection (3.1.5.6.3)	✓			
23. Troubleshooting (3.1.5.6.4)	✓			
24. Disassy, rep, repl, reassy, & ckout (3.1.5.6.5)	✓			
25. Reprogramming (3.1.5.7)				✓
26. Preparation for shipment (3.1.5.8)			✓	
27. Storage (3.1.5.9)			✓	
28. Parts list (3.1.5.10)	✓			
29. Oper & maint illustrations (3.1.5.11)	✓			
30. Diagrams (3.5.1.11.1)				✓
31. Overhaul instructions (3.1.5.12)				✓
32. Interactive Electronic Technical Manual (IETM) (3.1.5.13)	✓			
33. PDF Font (3.5.1.14)				✓

ACCEPTABLE _____ NOT ACCEPTABLE _____

ACCEPTABLE WITH SUPPLEMENTAL DATA REQUIRED? _____ ✓

PUBLICATIONS REVIEW ACTIVITY: AMCOMACTIVITY REVIEWER: John Doe
(signature)DATE: 15 May 02FIGURE A-1. Example of a filled in COTS Manual Evaluation Checklist - Continued.

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Appendix A

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Appendix B
ACCEPTABILITY CERTIFICATION
(COTS Manual)

B.1. SCOPE.

B.1.1 **Scope**. This appendix is not a mandatory part of this specification. The information contained herein is intended for guidance. This appendix may be used as required by the contracting activity to certify the acceptability or nonacceptability of COTS manuals. An example of a filled out acceptability certification sheet is shown in Figure B-1.

B.1.2 **Application**. This appendix is intended to be copied or reproduced and completed when the COTS manuals are evaluated by use of Appendix A. It will reflect the evaluations shown on the Manuals Evaluation Checklist, Appendix A. If the COTS manual is determined to be acceptable the ACCEPTABLE block will be marked with an "X", and one of the sub-boxes must be marked to indicate any further action required. When the COTS manuals are not acceptable, the NOT ACCEPTABLE block will be marked.

B.2. **APPLICABLE DOCUMENTS**. This section is not applicable to this appendix.

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Appendix B
ACCEPTABILITY CERTIFICATION
(COTS Manual)

Procurement/Contract No._____

Equipment Model No._____

Equipment Name_____

Manual Publication No._____

☐ **ACCEPTABLE**

☐ **No further action required. Use as is.**

☐ **Corrections/substitutions required. Attach sheet specifying details.**

☐ **Supplemental data required.**

☐ **NOT ACCEPTABLE. Prepare TM per applicable military requirements and guidance.**

The above recommendation is based on the completed Manual Evaluation Checklist.

PUBLICATIONS REVIEW ACTIVITY:_____

ACTIVITY REVIEWER:_____
(signature)

DATE:_____

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Appendix B

ACCEPTABILITY CERTIFICATION
(COTS Manual)

Procurement/Contract No. DAA K01-02-C-0053
 Equipment Model No. AL35
 Equipment Name Hydraulic Alternator
 Manual Publication No. N/A

☒ ACCEPTABLE

☐ No further action required. Use as is.

☐ Corrections/substitutions required. Attach sheet specifying details.

☒ Supplemental data required.

☐ NOT ACCEPTABLE. Prepare TM per applicable military requirements and guidance.

The above recommendation is based on the completed Manual Evaluation Checklist.

PUBLICATIONS REVIEW ACTIVITY: AMCOM

ACTIVITY REVIEWER: John Doe
(signature)

DATE: 15 May 02

FIGURE B-1. Example of a filled out Acceptability Certification Sheet.

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Appendix B

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Appendix C

CONTENT/FORMAT SELECTION SUMMARY

C.1. SCOPE.

C.1.1 **Scope.** This appendix is not a mandatory part of this specification. The Content/Format Selection Summary Sheet may be used for acquisition of supplemental data for COTS manuals. Information contained herein is for guidance or compliance as determined by the contracting activity.

C.1.1.1 **Content/Format Selection Summary Sheet(s).** The summary sheet(s) (the following pages) may be reproduced or adapted for specific application; however, the content and format shall remain unchanged.

C.1.2 **Completion of Summary Sheets.** The contracting activity is responsible for filling in the pertinent information (contract number, manufacturer, model number, acquiring/contracting activity, etc.) at the top of the sheet and for indicating data required. All supplemental data required for a specific acquisition shall be indicated by a "X" in the SELECTED CONTENT column. An example of a completed Content/Format Selection Summary Sheet is shown in Figure C-1.

C.1.3 Explanation of columns - Content-Format Selection Summary.

- a. Column (1), (Item No.) - self-explanatory.
- b. Column (2), (Criteria) - identifies the criteria.
- c. Column (3), (Applicable Paragraph Number) - identifies the paragraph where the criteria in column (2) is stated.
- d. Column (4), subcolumn (a), (Requirement Selected (yes)) - is marked with an "X" if the criteria in column (2) is needed.
- e. Column (4), subcolumn (b), (Criteria Selected (no)) - is marked with an "X" if the criteria in column (2) is not needed.
- f. Column (4), subcolumn (c), (Explanation/Remarks) is used when a yes or a no alone is not adequate to completely identify the requirement. If necessary, additional explanation/ information may be provided on a separate sheet(s) of paper and attached to this summary list when completed.

C.2 **APPLICABLE DOCUMENTS.** This section is not applicable to this appendix.

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Appendix C
CONTENT/FORMAT SELECTION SUMMARY SHEET

SUPPLEMENTAL DATA FOR _____

MANUFACTURER _____

ACQUIRING/CONTRACTING ACTIVITY _____

CONTRACT NO. _____

MODEL NO. _____

(1) Item No.	(2) Criteria (Optional)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Option Selected		Explanation/Remarks
			(Yes)	(No)	
1	Identifying Tech Publication Sheet	3.2.1.1			
2	Style/format/form	3.2.1.2			
3	Cover & Title page	3.2.2.a			
4	List of Effective Pages	3.2.2.b 3.2.8			
5	Safety precautions, warning page	3.2.2.c			
6	Approval and procurement record page	3.2.2.d 3.2.9			
7	Table of contents	3.2.2.e			
8	Reporting of errors statement	3.2.2.f			
9	Maintenance and records	3.2.2.g			

Sheet 1 of 3

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Appendix C
CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Criteria (Optional)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Option Selected		Explanation/Remarks
			(Yes)	(No)	
10	Admin storage	3.2.2.h			
11	Destruction of Military Materiel	3.2.2.i			
12	Lube Order/Instr	3.2.2.j			
13	Prev Maintenance	3.2.2.k			
14	Maintenance Allocation Chart (MAC)	3.2.2.l			
15	Component of End Item & Basic Issue Items List	3.2.2.m			
16	Additional Authorization List	3.2.2.n			
17	expendable supplies & material list	3.2.2.o			
18	Repair parts & special tools list (RPSTL)	3.2.2.p			
19	Recommend changes, activity comment sheet, TM deficiency report	3.2.2.q			

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Appendix C
CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Criteria (Optional)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Option Selected		Explanation/Remarks
			(Yes)	(No)	
20	Other as indicated on Appendix A Evaluation Checklist	3.2.2.r			
21	Warranty Information	3.2.3			
22	Equip/model coverage	3.2.5			
23	End Item Identification	3.2.6			
24	Publication No./date	3.2.7			

COMPLETED BY: _____
(authorized signature)

PUBLICATIONS ACTIVITY: _____ DATE: _____

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Appendix C

CONTENT/FORMAT SELECTION SUMMARY SHEET

SUPPLEMENTAL DATA FOR Hydraulic AlternatorMANUFACTURER StanleyACQUIRING/CONTRACTING ACTIVITY AMCOMCONTRACT NO. DAA K01-02-0053MODEL NO. AL35

(1) Item No.	(2) Criteria (Optional)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Option Selected		Explanation/Remarks
			(Yes)	(No)	
1	Identifying Tech Publication Sheet	3.2.1.1	X		I AW Figures 1 & 2
2	Style/format/form	3.2.1.2	X		
3	Cover & Title page	3.2.2.a	X		
4	List of Effective Pages	3.2.2.b 3.2.8		X	
5	Safety precautions, warning page	3.2.2.c		X	
6	Approval and procurement record page	3.2.2.d 3.2.9		X	
7	Table of contents	3.2.2.e	X		I AW MIL-STD-38784
8	Reporting of errors statement	3.2.2.f		X	
9	Maintenance and records	3.2.2.g		X	

Sheet 1 of 3

FIGURE C-1. Example of a completed Content/Format Selection Summary.

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Appendix C

CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. DAA K01-02-C-0053

(1) Item No.	(2) Criteria (Optional)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Option Selected		Explanation/Remarks
			(Yes)	(No)	
10	Admin storage	3.2.2.h		X	
11	Destruction of Military Materiel	3.2.2.i		X	
12	Lube Order/Instr	3.2.2.j		X	
13	Prev Maintenance	3.2.2.k		X	
14	Maintenance Allocation Chart (MAC)	3.2.2.l	X		FAW MIL-STD-40051A
15	Component of End Item & Basic Issue Items List	3.2.2.m		X	
16	Additional Authorization List	3.2.2.n		X	
17	expendable supplies & material list	3.2.2.o		X	
18	Repair parts & special tools list (RPSTL)	3.2.2.p	X		Contractor format
19	Recommend changes, activity comment sheet, TM deficiency report	3.2.2.q		X	

Sheet 2 of 3

FIGURE C-1. Example of a completed Content/Format Selection Summary - Continued.

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Appendix C

CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Criteria (Optional)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Option Selected		Explanation/Remarks
			(Yes)	(No)	
20	Other as indicated on Appendix A Evaluation Checklist	3.2.2.r	X		IAW MIL-STD-40051A
21	Warranty Information	3.2.3		X	
22	Equip/model coverage	3.2.5		X	
23	End Item Identification	3.2.6		X	
24	Publication No./date	3.2.7		X	

COMPLETED BY: John Doe
(authorized signature)

PUBLICATIONS ACTIVITY: AMCOM DATE: 15 May 02

Sheet 3 of 3

FIGURE C-1. Example of a completed Content/Format Selection Summary - Continued.

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Custodians:

Army - TM
Navy - OS
Air Force- 16
Defense Logistics Agency - CC

Preparing Activity:

Army - TM
Project TMSS 2006 013

Review Activities:

Army - AR, AT, AV, CR, EA, MI, MD
Navy - AS, CG, EC, MC, OM, SA, SH, TD
Air Force - 01, 10, 11, 13, 19, 70, 71, 80, 84, 99
Defense Logistics Agency - GS, CT

NOTE: The activities listed above were interested in this document as of the date of this document. Since organizations and responsibilities can change, you should verify the currency of the information above using the ASSIST Online data base at <http://assist.daps.dla.mil/online/start/>.