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MIL-M-7298D
1 February 1988

SUPERSEDING
MIL-M-7298C
1 November 1970

MILITARY SPECIFICATION

MANUALS, COMMERCIAL OFF-THE-SHELF

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

1. SCOPE

1.1 Scope. This specification covers the requirements for commercial off-the-shelf (COTS) manuals and supplemental data for COTS manuals.

1.2 Application. This specification is applicable to manuals that support equipment designed and manufactured for commercial use. It applies to manuals that support commercial equipment used in a commercial or military environment. This specification is not applicable for acquisition or preparation of manuals that support developmental items.

Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: USAMC Materiel Readiness Support Activity, ATTN: AMXMD-MP, Lexington, KY 40511-5101, by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

AMSC NO. A4319 AREA TMSS

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2. APPLICABLE DOCUMENTS.

2.1 Government documents.

2.1.1 Specifications. The following specifications form a part of this specification to the extent specified herein. Unless otherwise specified, the issues of these documents shall be those listed in the issue of the Department of Defense Index of Specifications and Standards (DODISS) and supplement thereto, cited in the solicitation.

MILITARY SPECIFICATIONS

MIL-P-116	Preservation, Methods of
MIL-M-38784	Manuals, Technical: General Style and Format Requirements
MIL-P-38790	Printing Production of Technical Manuals: General Requirements for
MIL-M-63004	Manuals, Technical: Preparation of Lubrication Orders
MIL-M-63036	Manuals, Technical: Operator's, Preparation of
MIL-M-63038	Manuals, Technical: Unit or Aviation Unit, Intermediate Direct Support or Aviation Intermediate and Intermediate General Support Maintenance, Requirements for
MIL-M-85337	Manuals, Technical: Quality Assurance Program; Requirements for

2.1.2 Other Government documents. The following other Government documents form a part of this specification to the extent specified herein. Unless otherwise specified, the issues shall be those in effect on the date of the solicitation.

REGULATIONS

DFAR - Subpart 27.4	Defense Federal Acquisition Regulation: Technical Data, Other Data, Computer Software, and Copyrights
DFAR - Part 52	Defense Federal Acquisition Regulation: Solicitation Provisions and Contract Clauses

HANDBOOK

Cataloging Handbook H4/H8	Commercial and Government Entity (CAGE)

(Copies of specifications, standards, and other Government documents required by contractors in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting activity.)

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2.2 Other publications. The following document(s) form a part of this specification to the extent specified herein. Unless otherwise specified, the issues of the documents which are DOD adopted shall be those listed in the issue of the DODISS specified in the solicitation. Unless otherwise specified, the issues of documents not listed in the DODISS shall be the issue of the nongovernment documents which is current on the date of the solicitation.

American Society for Testing and Materials (ASTM)

ASTM D 3951 Standard Practice for Commercial Packaging

(Application for copies should be addressed to the American Society for Testing and Materials, 1916 Race St. Philadelphia, PA 19103.)

2.3 Order of precedence. In the event of a conflict between the text of this specification and the references cited herein, the text of this specification shall take precedence. Nothing in this specification, however, shall supersede applicable laws and regulations unless specific exemption has been obtained.

3. REQUIREMENTS.

3.1 General. An acceptable commercial manual shall contain the data listed in the following subparagraphs in a sequence of arrangement that provides continuity. If a manual covers different models, series, configurations of the equipment, the differences shall be clarified by the use of different data sheets, errata sheets, change 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/simplicity of the equipment. The manual shall consist of all data (volumes, folders, inserts, specification sheets, and other documents) required for operation and maintenance of the equipment/system as determined by the contracting activity.

3.1.1 Style and format.

3.1.1.1 Comprehensibility/readability. The text and text-graphics combination of the manual shall be at the level of understanding of the intended user. The reading grade level shall be that of the intended user.

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

3.1.1.3 Legibility. The entire publication shall be clear and easily read. Text shall be no smaller than 8-point (1 point = 1/72 inch). Parts lists shall be no smaller than 6-point. Lettering on diagrams shall be no smaller than 6-point.

3.1.1.4 Size. Manuals size shall be no smaller than 4 by 5 1/2 inches and no larger than 17 by 11 inches.

3.1.1.5 Safety. The manual shall include safety information that is consistent with the safety standards established by the Occupational Safety and Health Act (OSHA), Public Law 91-596, and Executive Order 12196.

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3.1.1.6 Warnings, cautions, notes. The manual shall contain warnings, cautions, and notes similar to those specified in MIL-M-38784.

3.1.1.7 Federal protection standards. Information concerning the use, transportation, handling, storage or disposal of fuel, toxic or hazardous substances, chemicals, ordnance, and munitions shall be clearly stated and shall be consistent with Federal Protection Standards.

3.1.1.8 Illustrations. The manual shall contain illustrations to support the text. The illustrations shall be integrated with the text or their location shall be referenced in the text.

3.1.1.9 Maintenance. The manual shall reflect the maintenance philosophy of the hardware as established by the manufacturer, and the maintenance philosophy shall be such that it can be applied by the intended Government user.

3.2 Content requirements. Except as determined otherwise by the contracting activity, acceptable commercial off-the-shelf manuals shall contain, but not be limited to the following:

a. Front matter: Cover or title page, table of contents, and safety precautions.

b. Introduction.

c. Preparation for use.

d. Principles of operation (at the level required to support maintenance).

e. Operating instructions.

f. Maintenance and servicing instructions (preventive and corrective.)

g. Preparation for shipment.

h. Storage.

i. Parts list.

j. Illustrations and diagrams.

k. Overhaul instructions (as applicable).

3.2.1 Front matter.

3.2.1.1 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

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manufacturer's model designation, and serial or identification numbers for the equipment covered. See 6.2 concerning contract numbers and markings on publications required by Federal Acquisition Regulations (FAR).

3.2.1.2 Table of contents. A manual containing more than 25 pages shall include a table of contents. It shall list all parts, chapters, sections, and paragraphs in the order of presentation and with the same title used in the text. It shall include a list of illustrations and a list of tables if the manual contains more than 10 illustrations or tables.

3.2.1.3 Safety precautions. The manual shall contain safety precautions where hazards, such as high voltage, may be present during installation, operation, or maintenance of the equipment. Health hazards, such as 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 where the hazard is likely to be encountered.

3.2.1.4 Introduction. The manual shall contain an introduction, or introductory material, containing the following:

a. Purpose and functions.

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.

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. Warranty information.

k. Shipping and handling precautions.

l. Storage data.

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3.2.1.5 Preparation for use and installation instructions. The manual shall contain unpacking and assembling instructions. Inspection for in-shipment damage and instructions on how to handle damaged equipment shall be included. Special installation instructions shall include requirements for foundations, ventilation, clearances, plumbing and electrical connections, mountings, wiring runs, initial lubrication, and alignment as applicable.

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

3.2.1.7 Operating instructions. Operating instructions shall include:

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, or abnormal conditions (if different from normal operating procedures).

f. Shut down procedures.

g. Emergency shutdowns (if required).

3.2.1.8 Maintenance and servicing instructions (preventive and corrective). Instructions shall include a list of test equipment, special tools, and materials needed for maintenance and service. This list shall include nomenclature, part/model number, application, range, and accuracy. Instructions or illustrations shall explain or show how test connections are made. Actions and normal indications shall be defined for each test.

3.2.1.8.1 Cleaning and lubrication. Periodic cleaning and lubrication information, covering types of cleaning agents or lubricants (commercial or military) shall be included. Frequency of lubrications and intervals (monthly, quarterly, and semiannually, hours of operation, mileage, etc.) shall be presented. Lubrication points and required amounts shall be identified. When applicable, pictorial format for lubrication instructions shall be included to clearly illustrate location of each lubrication point. Cleaning and lubrication during repair, replacement, or reassembly shall be included in the instructions covering those actions. (Refer to 3.2.1.8.5)

3.2.1.8.2 Performance verification. Instructions for calibration of the test, measurement, and diagnostic equipment (TMDE) needed to restore the equipment to serviceable accuracy (performance verification) shall be provided. These instructions shall be complete step-by-step procedures which will enable the user to check the accuracy of the indications or readings. The location of test connections and the values expeced at these points shall be included. Adjustment of built-in self test features shall be included when applicable. Data shall include the recommended frequency of adjustments and

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verification checks required. When appropriate, the data shall allow for the accomplishment of these adjustment by utilizing a wiring harness, test points, etc., that are accessible from outside the equipment case. Data shall include a list of the additional equipment, such as temperature, vacuum, pressure, hydraulic or pneumatic gauges, decade boxes, voltmeters, signal generators, required to accomplish the verification. The listing shall show methods of use or application, range of scales, and specific minimum tolerances or percentages of accuracy.

3.2.1.8.3 Inspection. Instructions, including scheduling, for inspection of equipment for damage and wear shall be provided with emphasis on 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.)

3.2.1.8.4 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 or reference to action to restore the equipment to operating conditions. Applicable information shall be in chart form, logic tree form, in tabular format with appropriate headings, or as logic, block, or schematic diagrams. The established maintenance concept for the associated equipment shall dictate the depth of the troubleshooting such as, localizing a defective circuit card assembly and ending the action by removing and replacing the circuit card assembly as contrasted with the carrying out the troubleshooting process on the defective circuit card assembly to determine the specific piece part that is defective.

3.2.1.8.5 Disassembly, repair, replacement, and reassembly. Sequential instructions for disassembling, repairing, replacing, and reassembling the equipment shall be provided. Test, adjustment, and check-out data after reassembly shall be provided. Illustrations, including exploded views, shall be used as necessary to support each of these functions.

3.2.1.9 Reprogramming. A description of reprogrammable memory, reprogramming theory, program setup, program confidence check-out, program loading and programming procedures shall be provided for equipment having a reprogrammable memory.

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

a. Disassembly, removal, and separate packaging of electrostatic sensitive discharge devices or fragile components.

b. Use of reusable shipping cases or containers.

c. Special cradles.

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d. Mounting.

e. Securing.

f. Covering and preservation

g. Precautions for shipment.

h. Shipment and unloading.

3.2.1.11 Storage. Manuals shall contain instructions for the following:

a. Indoor and outdoor storage.

b. Temperature and other environmental limitations.

c. Storage facilities.

d. Dunnage.

e. Ventilation.

f. Revetting.

g. Drainage.

h. Staking.

i. Grounding.

j. Covering.

k. Preservation.

3.2.1.12 Parts list. The manual shall include a parts list containing positive identification of parts for support of the equipment and shall include actual manufacturer or vendor part numbers or generic description necessary to obtain replacement parts.

3.2.1.12.1 Parts list illustrations. Clear and legible illustrations shall identify component parts and parts relationships.

3.2.1.12.2 Parts listings. Part numbers and part names shall be shown on illustrations or separately listed. When the illustrations do not contain part numbers and part names, both the illustrations and separate listings shall show either index, reference, or key numbers which will cross-reference illustrated parts to listed parts. The parts list shall cite the actual manufacturer/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 from which they are components.

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3.2.1.12.3 Common commercial parts. Common commercial hardware and items that are not of special design, such as bolts, washers, nuts, screws, fittings, keys, hinges, wire, cable, gasket material, tubing, hose, and so forth, and are obtainable from a wide range of sources, shall be identified by part number or the notation "Commercial" instead of a part number. 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.

Examples:

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 strands of No. 27 AWG, 0.250 in. dia

3.2.1.13 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, cluttered foregrounds or backgrounds, and give good contrast from white, middle tones, and black. Free hand sketches shall not be acceptable.

3.2.1.13.1 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. Digital.

i. Other, as necessary.

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3.2.1.13.2 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.

3.2.1.14 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.

3.3 Supplemental data. After the contracting activity determines that the commercial off-the-shelf manual meets the acceptability criteria of 3.1 and 3.2, and that supplemental data is required, the contractor shall prepare the supplemental data specified by the contracting activity on the Content/Format Selection Summary Sheet (Appendix C) or other applicable contractual document. This data shall supplement the basic COTS manual as specified by the contracting activity. (See 6.2.4).

3.3.1 Identifying technical publication sheet. Unless otherwise specified, the contractor shall prepare an Identifying Technical Publication Sheet. Examples are shown on figure 1 and 2. It shall be tailored to reflect only that information applicable to the acquisition. The appropriate distribution statement, disclosure notice, and authority notice shall appear in accordance with MIL-M-38784, as specified by the contracting activity. Other pertinent data shall be inserted by the contractor as provided by the Government.

3.3.2 Style, format, and form. Unless otherwise specified, general style and format of supplemental data shall be in accordance with MIL-M-38784. Supplemental data shall be prepared in one or more of the following forms as specified by the contracting activity.

a. Manuscript (See MIL-M-38784).

b. Camera-ready copy (See MIL-M-38784).

c. Reproducible, suitable for offset printing (See MIL-M-38784).

d. Photolithographic negatives (See MIL-P-38790).

e. Digitized media.

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f. Direct image (See MIL-M-38790).

3.3.3 Content. Content of the supplemental data shall be as specified on the applicable Content/Format Selection Summary Sheet (Appendix C) or other contractual document provided by the contracting activity. Unless otherwise specified, the data shall be presented in accordance with the requirements specified and in the following order:

a. Cover and title page (See 3.3.9).

b. List of effective pages (See 3.3.10).

c. Safety precautions/warning page(s). (MIL-M-38784)

d. Approval and procurement record page. (Figure 3)

e. Table of contents. (MIL-M-38784)

f. Reporting of errors statement. (MIL-M-38784)

g. Maintenance forms and records.

h. Administrative storage.

i. Destruction of military material to prevent enemy use.

j. Lubrication order/instructions. (MIL-M-63004)

k. Preventive maintenance checks & services.

l. Maintenance allocation chart. (MIL-M-63038)

m. Components of end item and basic issue item list. (MIL-M-63036)

n. Additional authorization list. (MIL-M-63036)

o. Expendable supplies and materials list. (MIL-M-63036)

p. Spare/repair parts - (3.3.12).

q. Recommended changes, activity comment sheet, or manual deficiency report applicable to the particular service, as provided by the contracting activity.

r. Other requirements as specified (when using manuals evaluation checklist as a guide, other required data may be indicated thereon).

3.3.4 Copyright/rights in data. The supplemental data/manual shall include the appropriate copyright or rights in data statement(s) in accordance with the Federal Acquisition Regulation (FAR) (its applicable supplements) and as established by the contract.

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3.3.5 Warranty information. If applicable, the COTS manual 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 available document, reference shall be made to that document.

3.3.6 Advertising. Except for the identity of the manufacturer or contractor, supplemental data shall not contain advertising.

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

3.3.8 End item identification. Unless otherwise specified, the federal item name, national stock number, part number, model number, and applicable contract number shall be overprinted on the cover or the first page of the manual.

3.3.9 Publication number and date. The publication number, assigned by the contracting activity, and date shall be overprinted on the cover and first page of the supplement in accordance with MIL-M-38784 or as specified by the contracting activity.

3.3.10 List of effective pages. A list of effective pages that will include the basic COTS manual and the supplemental data, shall be prepared in accordance with MIL-M-38784.

3.3.11 Lubrication instructions. If required, separate lubrication charts or instructions shall be prepared. 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.) which identifies the product beyond the product name and provides the user with requisitioning information.

3.3.12 Spare/repair parts. COTS manuals shall be supplemented with applicable spare/repair parts breakdown information. The parts breakdown data shall be presented in the order as follows:

a. Introduction (Section I)

b. Parts list and illustrations (Section II)

c. Special support equipment list and illustrations (Section III)

d. Cross-reference indexes (Section IV)

3.3.12.1 Introduction - Section I. The introduction shall contain how-to-use information. The introduction shall explain the use of the parts equipment breakdown listings and the reference index(es). The column headings, symbols, abbreviations, codings, notes, and other data used shall be explained in detail.

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3.3.12.2 Parts list and illustrations - Section II. All spare and repair parts shall be listed by assembly. They shall be shown on the associated parts breakdown illustration. Unless otherwise specified, these assembly illustrations and parts lists shall be arranged in top-down breakdown (next higher assembly) sequence.

3.3.12.3 Illustrations. Illustrations shall be detailed line drawings and identify all repairable or replaceable parts. Each assembly illustration (or set of illustrations, if multi-sheets) shall precede the associated parts listing. Exploded views shall be provided when specified. Illustrations shall be assigned a title consistent with that given in the Maintenance Allocation Chart (MAC) or other applicable documentation. Figures shall be numbered in ascending numerical sequence, and each item illustrated shall be assigned an item or index number. Item or index numbers shall be arranged in numerical clockwise sequence. Leader lines, with arrowheads, shall be drawn from each of the callouts (item or index no.) to the items.

3.3.12.4 Parts list. The parts list for the associated illustration shall bear the same title as the illustration and shall contain the columns listed:

a. Column (1), FIGURE-ITEM NO.

b. Column (2), SMR CODE

c. Column (3), CAGEC (Commercial and Government Entity Code) per H4/H8

d. Column (4), PART NO. (actual manufacturers/vendors part/drawing/ military specification number)

e. Column (5), DESCRIPTION AND USABLE ON CODE (UOC) (item name and provisioning nomenclature (if required) and UOC (when more than one model or configuration is covered in the manual))

f. Column (6), QTY (amount or number per figure/assembly)

3.3.12.5 Special support equipment - Section III. This section shall include special tools, test equipment, and special support equipment. Each tool or equipment shall be illustrated and a list prepared in the same format as for the parts list in section II. The basis of issue shall be stated for each kit or set on the last line of the Description and Usable on Code column. The basis of issue, (BOI) provided by the Government, shall state the quantity per unit, division, company (CO), battery or other organizational structure or division, e.g., BOI: 1 PER LETTERED CO. Items listed as part of a kit or set shall be shown as quantity per kit/set as applicable, and the BOI for the kit/set shall be stated for the kit/set line item entry.

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3.3.12.6 Cross-reference indexes - Section IV. Unless otherwise specified, this section shall include the following indexes in the order presented:

a. Figure and item number index. This index, keyed on figure and item number in numerical sequence, shall cross-reference applicable CAGEC number, part number, and the National Stock Number.

b. Part number index. This index shall key on part number in alphanumeric sequence and reference applicable CAGEC, NSN, figure, and item number.

c. National stock number (NSN) index. This index shall list the NSN by ascending National item identification number (NIIN), (the last nine digits). The NSN shall reference the applicable figure and item number.

d. Reference designator index. When figures or illustrations, such as electronic circuit diagrams, use reference designators in lieu of item numbers, an index listed by reference number in alpha numerical order shall cross-reference the applicable figure and item numbers.

e. Original equipment manufacturer (OEM)/true vendor. When applicable, the OEM part number shall be cross-referenced to true vendor part number. The part numbers shall be in alpha numeric sequence.

3.4 Accuracy. Essential corrections or changes to the manual shall be included in the supplemental data.

3.5 Changes and revisions. When the contracting activity determines that changes or revisions are required to correct or update supplemental data, the data shall be changed or revised in accordance with MIL-M-38784. Unless otherwise specified, changes and revisions shall be camera-copy and in the same style (including type style and point size) and format as the original supplemental data.

4. QUALITY ASSURANCE PROVISIONS.

4.1 Responsibility for inspection. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or purchase order, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein, unless disapproved by the Government. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are deemed necessary to assure supplies and services conform to prescribed requirements.

4.1.1 Responsibility for compliance. All items must meet all requirements of sections 3 and 5. The inspection set forth in this specification shall become a part of the contractor's overall inspection system or quality program. The absence of any inspection requirements in the specification shall not relieve the contractor of the responsibility of assuring that all products or supplies

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submitted to the Government for acceptance comply with all requirements of the contract. Sampling in quality conformance does not authorize submission of known defective material, either indicated or actual, nor does it commit the Government to acceptance of defective material.

4.2 Application of quality assurance. The contractor shall be responsible for performance of quality assurance provisions in accordance with MIL-M-85337 to the extent specified by the contracting activity. (See 6.2.1f)

5. PACKAGING. Packaging requirements of ASTM D 3951, MIL-M-38784, and MIL-P-38790 shall be applicable, as contractually specified. Commercial off-the-shelf manuals and supplemental data shall be packed with the commercial equipment, as contractually specified. MIL-P-116, Method IC-3 or Method III, shall be followed when cited in the contract.

6. NOTES.

6.1 Intended use. Commercial off-the-shelf manuals and supplemental data are intended for support of commercial off-the-shelf (COTS) equipment used by the Department of Defense. (This specification is not intended to standardize the style, format, size, or content of commercial off-the-shelf manuals, but to provide evaluation criteria for acceptance of COTS manuals and provide the requirements for supplemental data for selection by the contracting activity.)

6.2 Ordering data. Acquisition documents should specify the following:

6.2.1 Acquisition requirements.

a. Copyright license (DFAR PART 52).

b. Title, number, and date of this specification.

c. Completed Appendix A (Manuals Evaluation Checklist), or other contractual documents as applicable.

d. Specification tailoring of supplemental data by selection of content/optional requirements (Appendix C) or other applicable contractual documents.

e. Applicable TM improvement/comment sheet (provide copy).

f. Quality assurance provisions and data item descriptions applicable to MIL-M-85337. (cite only the inspection or QA provision that is essential. For example, if a validation certification is required, cite only the applicable DID and source paragraph.)

g. Whether or not reproduction by copy machine is acceptable.

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6.2.2 Data requirements. When this specification is used in an acquisition of commercial off-the-shelf (COTS) manuals or supplemental data thereto to support "commercial" equipment or system(s), the data requirements identified below shall be prepared as specified by the approved Data Item Description (DD Form 1664) shown. The data item shall be delivered in accordance with the approved Contract Data Requirements List (DD Form 1423), incorporated in the contract. When the provisions of DOD FAR Supplement, Part 27, Sub-Part 27.475-1 are invoked and the DD Form 1423 is not used, the data specified below shall be delivered by the contractor in accordance with the contract or purchase order requirements. Deliverable data required by this specification are cited in the following paragraphs.

Paragraph No.	Data requirement title	Applicable DID No.
3.1	Commercial Off-The-Shelf Manual	DI-TMSS-80527
3.3	Supplemental Data for Commercial Off-The-Shelf Manual	DI-TMSS-80528

(Data item descriptions related to this specification, and identified in section 6 will be approved and listed as such in DOD 5010.12L, AMSDL. Copies of data item descriptions required by the contractors in connection with specific acquisition functions should be obtained from the Naval Publications and Forms Center or as directed by the contracting officer.)

6.2.3 Sample COTS manual. When COTS manuals are required for evaluation to determine their acceptability, the solicitation should state how many samples of the COTS manuals should be included in the bid package.

6.2.4 Sample qualification. Sample COTS manuals should be evaluated by use of Appendix A, Manuals Evaluation Checklist or other applicable document(s) determined by the contracting activity. It should be noted that preestablished checklists may not contain all requirements, but each manual's content requirements depend on the item(s) covered by the manual. As well, the same concept applies when using Appendix C Content/Format Selection Summary or other equivalent contractual document(s) to solicitate or contract for supplemental data to augment the acceptable COTS manual.

6.3 Definitions. The definition of terms below apply as they are used in this specification.

6.3.1 Commercial off-the-shelf 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.

6.3.2 Comprehensibility. The completeness with which a user in the target audience understands the text or text-graphics combination.

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

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

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

6.4 Subject term (key word) listing.

Commercial off-the-shelf manual

Off-the-shelf

Supplemental data for Off-the-shelf manuals

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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 *(Navy) (Marine Corps) (Air Force) (Defense Supply Agency) (as appropriate)* use.

MANUFACTURER: *(Name and address)*
PURCHASE ORDER OR CONTRACT NO.
REQUISITION NO. *(If furnished by the 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 List, 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)*.

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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 (TM Designator)

DATE

IDENTIFYING TECHNICAL PUBLICATION SHEET
FOR
COMMERCIAL MANUAL/SUPPLEMENTAL DATA

(Supersedure notice or other notes if any)

1. PURPOSE: This identifying technical publication sheet is issued for the purpose of identifying an authorized commercial manual for *(Army) (Navy) (Marine Corps) (Air Force) (Defense Logistics Agency) (as appropriate)* use and for providing supplemental information thereto.

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

2. ADDITIONAL COPIES: Additional copies are available from _____. *(Acquiring 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 _____. *(If this identifying technical publication sheet is not filed with the commercial TM, each library should fill in this blank space.) (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).*

NOTICE: Reproduction for non-military use of the information or illustrations contained in publication identified above is not permitted. The policy for military use reproduction is established for the Army in AR 380-5, for the Navy and Marine Corps in OPNAVINST 5510.1G, Change 1 and for the Air Force in AFR 205-1.

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 identifiy pages, by number, and the 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 Instructions
e. Maintenance Instructions
f. 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 DATA 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: _____

I 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 data 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

MANUALS EVALUATION
(Commercial Off-the-Shelf)

10. SCOPE.

10.1 Scope. This appendix may be used by contracting activities to evaluate commercial off-the-shelf (COTS) manuals to determine their acceptability for use by Department of Defense activities. This appendix is not a mandatory part of the specification. The information contained herein is intended for guidance only.

10.2 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, Manuals Evaluation Checklist (Commercial Off-the-Shelf) and Appendix B, Acceptability Certification (Commercial Off-the-Shelf Manual) are companions in that decisions reflected on the completed certification reflect evaluations shown on the completed checklist.

10.3 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.

10.4 Explanation of columns - Manuals Evaluation Checklist.

a. The REQUIREMENTS -(Paragraph) column contains the name of the requirement followed by the number of the paragraph where the requirement is specified.

b. The ACCEPTABLE column has four subcolumns. If the manual contains the adjacent requirement and it is acceptable, mark an "X" in the YES column. If the manual does not contain the requirement or it is not acceptable, mark an "X" in the NO column. If manual does not completely contain the requirement or if the material is not correct, mark an "X" in the INCOR/INCOMP (INCORRECT/INCOMPLETE) column, and make appropriate comments in the REMARKS column. If the listed requirement is not needed mark an "X" in the NA (NOT APPLICABLE) column.

c. Make necessary comments in REMARKS column. If more space is needed, add extra sheet(s) of paper.

20. APPLICABLE DOCUMENTS. This section is not applicable to this appendix.

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APPENDIX A

MANUALS EVALUATION CHECKLIST
(Commercial Off-the-Shelf)

Proc./contr. no. _____ Equipment model no. _____

Manual Publ. no. _____ Equipment name _____

REQUIREMENTS - (PARAGRAPH)	ACCEPTABLE-?				REMARKS
(Make an "x" in applicable blocks) (Fill in additional requirements, if applicable)	Yes	No	Incor-Incomp	NA	
Comprehensibility/readability - (3.1.1.1)					
Arrangement - (3.1.1.2)					
Legibility - (3.1.1.3)					
Size - (3.1.1.4)					
Safety - (3.1.1.5)					
Warnings/cautions/notes - (3.1.1.6)					
Federal protection standards - (3.1.1.7)					
Illustrations - (3.1.1.8)					
Maintenance - (3.1.1.9)					
Cover - (3.2.1.1)					
Table of contents - (3.2.1.2)					
Safety precautions - (3.2.1.3)					
Introduction - (3.2.1.4)					
Preparation for use - (3.2.1.5)					
Gen. principles of operation - (3.2.1.6)					
Operating instructions - (3.2.1.7)					

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APPENDIX A

MANUALS EVALUATION CHECKLIST (Cont'd)
(Commercial Off-the-Shelf)

Proc./contr. no. _____ Equipment model no. _____

Manual Publ. no. _____ Equipment name _____

REQUIREMENTS - (PARAGRAPH)	ACCEPTABLE-?				REMARKS
(Make an "x" in applicable blocks) (Fill in additional requirements, if applicable)	Yes	No	Incor-Incomp	NA	
Maint & Serv inst (prev & corr) - (3.2.1.8)					
Cleaning and lubrication - (3.2.1.8.1)					
Performance verification - (3.2.1.8.2)					
Inspection - (3.2.1.8.3)					
Troubleshooting - (3.2.1.8.4)					
Disassy, rep, repl, reassy - (3.2.1.8.5)					
Reprograming - (3.2.1.9)					
Preparation for shipment - (3.2.1.10)					
Storage - (3.2.1.11)					
Parts list - (3.2.1.12)					
Oper & maint illustrations - (3.2.1.13)					
Diagrams - (3.2.1.13.1)					
Overhaul instructions - (3.2.1.14)					

APPLICABLE REQUIREMENTS HAVE BEEN EVALUATED AS INDICATED ABOVE

PUBLICATIONS REVIEW ACTIVITY: _____

ACTIVITY REVIEWER: _____ DATE _____
(signature)

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APPENDIX B

ACCEPTABILITY CERTIFICATION
(Commercial Off-the-Shelf)

10. SCOPE.

10.1 Scope. This appendix is not a mandatory part of the specification, but may be used as required by the contracting activity to certify the acceptability or nonacceptability of COTS manuals.

10.2 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.

20. APPLICABLE DOCUMENTS. This section is not applicable to this appendix.

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APPENDIX B

ACCEPTABILITY CERTIFICATION
(Commercial Off-the-Shelf Manual)

Procurement/Contract No. _____

Equipment Model No. _____

Equipment Name _____

Manual Publication No. _____

☐ - ACCEPTABLE

- ☐ no further action required - use as is
- ☐ make corrections/substitutions - (attach sheet specifying details)
- ☐ supplement manual in accordance with Appendix C - use completed Evaluation Checklist to prepare Content/Format/Selection Summary Sheet (Appendix C)

☐ - NOT ACCEPTABLE (Prepare TM per applicable military specification)

The above recommendation(s) are based on the completed Manual Evaluation Checklist.

PUBLICATIONS REVIEW ACTIVITY: _____

ACTIVITY REVIEWER: _____
(signature)

DATE: _____

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APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY

10. SCOPE.

10.1 Scope. This Appendix is not a mandatory part of this specification. Completion of the Content/Format Selection Summary Sheet may be used for acquisition of supplemental data for commercial off-the-shelf manuals. (See 6.3.1/6.3.4) Information contained herein is for guidance or compliance as determined by the contracting activity.

10.1.1 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 should remain unchanged.

10.2 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 by this specification for a specific acquisition should be indicated by a "X" in the SELECTED CONTENT column.

10.3 Explanation of columns - Content/Format Selection Summary Sheet. Column (1), self-explanatory. Column (2) and (3) is the name of requirement and identifies its paragraph number in this specification. Column (4a) should be marked with an "X" for each item/requirement applicable to the solicitation/acquisition. Column (4b) is provided to allow for remarks when explanations of selected requirements are needed.

20. 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 _____

CONTRACT NO. _____

NOTE: Applicable requirements are indicated by an "x" in column 4a or explanation in column 4b.

(1) Item No.	(2) Requirement	(3) Applicable Paragraph No.	(4)	
			(a) Selected Content	(b) Explanation/ Remarks
1	Identifying Tech Public-ation Sheet	3.3.1		
2	Style/format form	3.3.2		
3	Safety pre-cautions, warning page	3.3.3c		
4	Approval and procurement record page	3.3.3d		
5	Table of contents	3.3.3e		
6	Reporting of errors statement	3.3.3f		
7	Maintenance and records	3.3.3g		
8	Admin storage	3.3.3h		
9	Destruction of Military	3.3.3i		

Sheet 1 of 3

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APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY SHEET (CONT)

Contract No. _____

(1) Item No.	(2) Requirement	(3) Applicable Paragraph No.	(4) (a) Selected Content	(4) (b) Explanation/ Remarks
10	Lubr inst/order	3.3.3j 3.3.11		
11	Prev Maint	3.3.3k		
12	Maint Allocation Chart (MAC)	3.3.3l		
13	Component of end item & Basic issue item list	3.3.3m		
14	Additional authorization list	3.3.3n		
15	Expendable supplies & material list	3.3.3o		
16	Repair parts & special tools list (IPB)	3.3.3p 3.3.12		
17	Recommend changes, activity comment sheet, TM deficiency report	3.3.3q		
18	Other as indicated on Appendix A Evaluation Checklist	3.3.3r		

Sheet 2 of 3

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APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY SHEET (CONT)

Contract No. _____

(1) Item No.	(2) Requirement	(3) Applicable Paragraph No.	(4)	
			(a) Selected Content	(b) Explanation/ Remarks
19	Copyright	3.3.4		
20	Warranty information	3.3.5		
21	Advertising matter	3.3.6		
22	Equipment/ model	3.3.7		
23	End item identification	3.3.8		
24	Publication No. - date	3.3.9		
25	List of effective pages	3.3.10		
26	Accuracy	3.4		
27	Changes/ revisions	3.5		

COMPLETED BY: _____
authorized signature

PUBLICATIONS ACTIVITY: _____ DATE: _____

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Warranty information	3.3.5

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Navy - AS, EC, MC, OM, SA, SH, TD, YD
Air Force - 01, 10,
Defense Logistics Agency - GS, CT

User Activities:

Army - MD
Navy - CG
Air Force - 11, 13, 15, 19, 70, 71, 80, 82, 84
Defense Logistics Agency - IP, CT

Preparing Activity:

Army - TM

Project TMSS 0283

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STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

(See Instructions – Reverse Side)

1. DOCUMENT NUMBER
MIL-M-7298D

2. DOCUMENT TITLE
Manuals, Commercial Off-the-Shelf

3a. NAME OF SUBMITTING ORGANIZATION

4. TYPE OF ORGANIZATION *(Mark one)*

- ☐ VENDOR
- ☐ USER
- ☐ MANUFACTURER
- ☐ OTHER *(Specify)*: _____

b. ADDRESS *(Street, City, State, ZIP Code)*

5. PROBLEM AREAS

a. Paragraph Number and Wording:

b. Recommended Wording:

c. Reason/Rationale for Recommendation:

6. REMARKS

7a. NAME OF SUBMITTER *(Last, First, MI)* – Optional

b. WORK TELEPHONE NUMBER *(Include Area Code)* – Optional

c. MAILING ADDRESS *(Street, City, State, ZIP Code)* – Optional

8. DATE OF SUBMISSION *(YYMMDD)*

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