

NOT MEASUREMENT
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MILITARY SPECIFICATION

MANUALS, COMMERCIAL OFF-THE-SHELF (COTS)

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

1. SCOPE

1.1 Scope. This specification provides evaluation criteria for acceptance of manuals and provides the requirements for supplemental data for selection by the contracting activity. For the purposes of this specification the term "manual" means the same as COTS or COTS manual.

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.

1.3 Paragraphs with limited applicability. This specification contains paragraphs and specific requirements which are not applicable to all Services. Such paragraphs or requirements are prefixed to indicate the Services to which they pertain: (A) for Army; (N) for Navy; (M) for Marine Corps; and (F) for Air Force.

Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: USAMC Logistics Support Activity, ATTN: AMXLS-AP, Redstone Arsenal, AL 35898-7466 by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

AMSC NO. A7028

AREA TMSS

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

MIL-M-7298E**2. APPLICABLE DOCUMENTS.****2.1 Government documents.**

2.1.1 **Specifications, standards, and handbooks.** The following specifications, standards, and handbooks 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. (See 6.2)

MILITARY SPECIFICATIONS

MIL-M-38784	Manuals, Technical: General Style and Format Requirements
MIL-P-38790	Printing Production of Technical Manuals: General Requirements for
MIL-M-85337	Manuals, Technical: Quality Assurance Program, Requirements for

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

2.1.2 **Other Government documents, drawings, and publications.** The following other Government documents, drawings, and publications form a part of this specification to the extent specified herein. Unless otherwise specified, the issues are those cited in the solicitation.

REGULATIONS

DFAR - Part 227.405-70	Defense Federal Acquisition Regulation: Data Requirements
DFAR - Part 52	Defense Federal Acquisition Regulation: Solicitation Provisions and Contract Clauses

(Copies of these documents required by contractors in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting activity.)

2.2 **Non-Government 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 cited in the solicitation. Unless otherwise specified, the issues of documents not listed in the DODISS are the issues of the documents cited in the solicitation. (See 6.2)

American Society for Testing and Materials (ASTM)

ASTM D3951

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 document and the references cited herein (except for related associated detail specifications, specification sheets, or MS standards), the text of this document takes precedence. Nothing in this document, however, shall supersede applicable laws and regulations unless a specific exemption has been obtained.

3. **REQUIREMENTS.**

3.1 **General.** An acceptable commercial manual shall contain the data listed in the following subparagraphs arranged in a sequence that provides continuity. If a manual covers different models, series, or configurations of the equipment, the differences shall be clarified by the use of difference data sheets, errata sheets, change sheets, or may 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/legibility.** The text and text-graphics shall be in accordance with the readability requirements of MIL-M-38784.

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.

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3.1.1.3 **Size**. Manual size shall be no smaller than 4 by 5 1/2 inches and no larger than 17 by 11 inches.

3.1.1.4 **Safety**. The manual shall include safety information that is consistent with the safety standards established by the Occupational Safety and Health Act (OSHA). See 3.2.1.3.

3.1.1.5 **Warnings, cautions, and notes**. (N) The manual shall contain warnings, cautions, and notes as specified in MIL-M-38784.

3.1.1.6 **Federal environmental 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 Environmental Protection Standards.

3.1.1.7 **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.

3.1.1.8 **Maintenance**. The manual shall accurately reflect the maintenance philosophy of the hardware.

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

3.2 **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.

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).

3.2.1 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 manufacturer's model designation, and serial or identification numbers for the equipment covered.

3.2.1.2 Table of contents. A manual shall contain a table of contents.

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.

3.2.2 Introduction. The manual shall contain the following introduction 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.
- 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.

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

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

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

f. Shut down procedures.

g. Emergency shutdowns (if required).

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

3.2.6.1 **Cleaning and lubrication.** Periodic cleaning and lubrication information, covering types of cleaning agents or lubricants (commercial or military) shall be included. Recommended intervals for lubrications 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 3.2.6.5)

3.2.6.2 **Performance verification.** When appropriate, instructions on test equipment hook up, 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.

3.2.6.3 **Inspection**. Instructions and recommended frequencies for inspection of equipment shall be provided within the manufacturers maintenance concept. Data 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.)

3.2.6.4 **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 or reference to action to restore the equipment to operating conditions.

3.2.6.5 **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.

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

3.2.8 **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.

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

- a. Indoor and outdoor storage.
- b. Temperature and other environmental limitations.
- c. Storage facilities.

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- d. Dunnage.
- e. Ventilation.
- f. Revetting.
- g. Drainage.
- h. Staking.
- i. Grounding.
- j. Covering.
- k. Preservation.
- l. Purging.

3.2.10 **Parts list**. The manual shall include a parts list containing positive identification of parts for support of the equipment.

3.2.10.1 **Parts list illustrations**. Clear and legible illustrations shall identify all parts and parts' relationships/locations.

3.2.10.2 **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 of which they are components.

3.2.10.3 **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 which are obtainable from a wide range of sources, shall be identified by part number or the notation "Commercial" instead of by 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.

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.

3.2.11 **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.

3.2.11.1 **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.

3.2.11.2 **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.

3.2.12 **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.

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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**. If after evaluation, it is determined the manual does not meet the acceptability criteria of 3.1 and 3.2 and that supplemental data is required, the supplemental data shall be prepared as specified on the Content/Format Selection Summary Sheet (Appendix C) or other applicable contractual document. This data shall supplement the basic manual as specified by the contracting activity.

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, destruction notice, and authority notice shall appear in accordance with MIL-M-38784. 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.

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. The data shall be prepared as specified by the contracting activity. Unless otherwise specified, supplemental data shall be presented in the following order:

- a. Cover and title page (See 3.3.7 and 3.3.8).
- b. List of effective pages (Navy and Marine Corps only) (See 3.3.9).
- c. Safety summary/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.
- k. Preventive maintenance checks and services.
- l. Maintenance allocation chart.
- m. Components of end item and basic issue items list.
- n. Additional authorization list.
- o. Expendable supplies and materials list.
- p. Parts List. (3.3.11).
- 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 **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.

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

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

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

3.3.8 **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 supplement in accordance with MIL-M-38784 or as specified by the contracting activity.

3.3.9 **List of effective pages**. Unless specified, a list of effective pages that will include the basic manual and the supplemental data, shall be prepared in accordance with MIL-M-38784.

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3.3.10 **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.) which identifies the product beyond the product name and provides the user with requisitioning information.

3.3.11 **Spare/repair parts.** Manuals shall be supplemented with applicable spare/repair parts breakdown information in accordance with applicable service parts list/IPB/RPSTL specifications.

3.4 **Changes/corrections.** Essential changes or corrections to the manual shall be included in the 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 (examinations and tests) 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 this specification where such inspections are deemed necessary to ensure 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 ensuring that all products or supplies submitted to the Government for acceptance comply with all requirements of the contract. Sampling inspections, as part of manufacturing operations, is an acceptable practice to ascertain conformance to requirements, however, this 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 or other applicable documents to the extent specified by the contracting activity. (See 6.2f)

5. **PACKAGING.**

5.1 **Packaging requirements.** Packaging requirements of ASTM D3951 and MIL-P-38790 shall be applicable, as specified by the contracting activity. Manuals and supplemental data shall be packed with the commercial equipment, as contractually specified.

6. NOTES.

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

6.1 **Intended use.** This specification serves a twofold purpose. The first purpose is to provide evaluation criteria as to the acceptability of the manual. The second is to provide requirements for the development of the supplemental data.

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

- a. Title, number, and date of this specification.
- b. Issue of DODISS to be cited in the solicitation, and if required, the specific issue of individual documents referenced.
- c. Copyright license (DFAR PART 52).
- d. Completed Appendix A (Manuals Evaluation Checklist), or other contractual documents as applicable.
- e. Specification tailoring of supplemental data by selection of content/optional requirements (Appendix C) or other applicable contractual documents.
- f. Quality assurance provisions and data item descriptions applicable to MIL-M-85337 or other applicable documents. (Cite only the inspection or QA provisions that are essential. For example, if a validation certification is required, cite only the applicable DID and source paragraph.)
- g. Packaging requirements.
- h. Identifying technical publication sheet.

6.3 **Data requirements.** The following Data Item Descriptions (DID's) must be listed, as applicable, on the Contract Data Requirements List (DD Form 1423) when this specification is applied on a contract, in order to obtain the data, except where DFAR Part 227.405-70 exempts the requirement for a DD Form 1423.

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

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The above DID's were those cleared as of the date of this specification. The current issue of DOD 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL), must be researched to ensure that only current, cleared DID's are cited on the DD Form 1423.

6.3.1 **(F) Technical manual acquisition.** To acquire the technical manuals described herein, this specification must be listed in AF TMCR TM-86-01, which in turn is listed in the Contract Data Requirements List (DD Form 1423), except where DOD FAR Supplement 27.475-1 exempts the requirement for a DD Form 1423.

6.4 **Copies of manual.** When manuals are required for evaluation to determine their acceptability, the solicitation should state how many copies of the existing manuals should be included in the bid package.

6.5 **Sample qualification.** Sample 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. The same concept applies when using Appendix C Content/Format Selection Summary or other equivalent contractual document(s) to solicit or contract for supplemental data to augment the manuals.

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

6.6.1 **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.

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

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

6.6.4 **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.

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

6.7 Subject term (key word) listing.

Acceptability Certification

Identifying Technical Publication Sheet

Manuals Evaluation Checklist

Supplemental Data

6.8 Changes from previous issue. Marginal notations are not used in this revision to identify changes with respect to the previous issue due to the extensiveness of the changes.

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.

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 data shown above.

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

FIGURE 3. Example - approval and procurement record page.

**APPENDIX A
COTS MANUALS EVALUATION**

10. SCOPE.

10.1 **Scope.** This appendix may be used by contracting activities to evaluate 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, 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.

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. **REQUIREMENT - (PARAGRAPH) column.** The REQUIREMENT - (PARAGRAPH) column contains the name of the requirement followed by the number of the paragraph where the requirement is specified.

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

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

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

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

10.5 **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 requirements.

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

MIL-M-7298E

**APPENDIX A
COTS MANUALS EVALUATION CHECKLIST**

PUBLICATION TITLE: _____

PUBLICATION NUMBER: _____

PUBLICATION DATE: _____

VENDOR: _____

CONTRACT NUMBER: _____

EQUIPMENT MODEL NUMBER: _____

EQUIPMENT NAME: _____

REQUIREMENT - (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
1. Comprehensibility (3.1.1.1)				
2. Readability (3.1.1.1)				
3. Legibility (3.1.1.1)				
4. Arrangement (3.1.1.2)				
5. Size (3.1.1.3)				
6. Safety (3.1.1.4)				
7. Warnings/cautions/notes (3.1.1.5)				
8. Federal protection standards (3.1.1.6)				
9. Illustrations (3.1.1.7)				
10. Maintenance (3.1.1.8)				
11. Copyright release (3.1.1.9)				
12. Cover (3.2.1.1)				
13. Table of contents (3.2.1.2)				
14. Safety precautions (3.2.1.3)				
15. Introduction (3.2.2)				
16. Preparation for use (3.2.3)				
17. Principles of operation (3.2.4)				
18. Operating instructions (3.2.5)				

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APPENDIX A
COTS MANUALS EVALUATION CHECKLIST (CONT)

REQUIREMENT - (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
19. Maint & Serv Instructions (prev & corr) (3.2.6)				
20. Cleaning & Lubrication (3.2.6.1)				
21. Performance ver. (3.2.6.2)				
22. Inspection (3.2.6.3)				
23. Troubleshooting (3.2.6.4)				
24. Disassy, rep, repl, reassy (3.2.6.5)				
25. Reprogramming (3.2.7)				
26. Preparation for shipment (3.2.8)				
27. Storage (3.2.9)				
28. Parts list (3.2.10)				
29. Oper & maint illustrations (3.2.11)				
30. Diagrams (3.2.11.1)				
31. Overhaul instructions (3.2.12)				

ACCEPTABLE _____ NOT ACCEPTABLE _____

ACCEPTABLE WITH SUPPLEMENTAL DATA REQUIRED? _____

PUBLICATIONS REVIEW ACTIVITY: _____

ACTIVITY REVIEWER: _____
 (signature)

DATE: _____

MIL-M-7298E

APPENDIX A
COTS MANUALS EVALUATION CHECKLIST

PUBLICATION TITLE: Hydraulic Alternator Safety
 PUBLICATION NUMBER: N/A Operation & Maint. Manual
 PUBLICATION DATE: 7/89
 VENDOR: Stanley
 CONTRACT NUMBER: DAAK01-93-C-0053
 EQUIPMENT MODEL NUMBER: AL 35
 EQUIPMENT NAME: Hydraulic Alternator

REQUIREMENT - (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
1. Comprehensibility (3.1.1.1)	✓			
2. Readability (3.1.1.1)	✓			
3. Legibility (3.1.1.1)	✓			
4. Arrangement (3.1.1.2)	✓			
5. Size (3.1.1.3)	✓			
6. Safety (3.1.1.4)	✓			
7. Warnings/cautions/notes (3.1.1.5)	✓			
8. Federal protection standards (3.1.1.6)	✓			
9. Illustrations (3.1.1.7)	✓			
10. Maintenance (3.1.1.8)	✓			
11. Copyright release (3.1.1.9)			✓	
12. Cover (3.2.1.1)			✓	
13. Table of contents (3.2.1.2)			✓	
14. Safety precautions (3.2.1.3)	✓			
15. Introduction (3.2.2)			✓	
16. Preparation for use (3.2.3)	✓			
17. Principles of operation (3.2.4)			✓	
18. Operating instructions (3.2.5)	✓			

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APPENDIX A
COTS MANUALS EVALUATION CHECKLIST (CONT)

REQUIREMENT - (PARAGRAPH)	MANUAL CONTAINS	MANUAL PARTIALLY CONTAINS	MANUAL DOES NOT CONTAIN	N/A
19. Maint & Serv Instructions (prev & corr) (3.2.6)	✓			
20. Cleaning & Lubrication (3.2.6.1)	✓			
21. Performance ver. (3.2.6.2)	✓			
22. Inspection (3.2.6.3)	✓			
23. Troubleshooting (3.2.6.4)	✓			
24. Disassy, rep, rep, reassy (3.2.6.5)	✓			
25. Reprogramming (3.2.7)				✓
26. Preparation for shipment (3.2.8)			✓	
27. Storage (3.2.9)			✓	
28. Parts list (3.2.10)	✓			
29. Oper & maint illustrations (3.2.11)	✓			
30. Diagrams (3.2.11.1)				✓
31. Overhaul instructions (3.2.12)				✓

ACCEPTABLE _____ NOT ACCEPTABLE _____

SUPPLEMENTAL DATA REQUIRED _____ ✓ _____

PUBLICATIONS REVIEW ACTIVITY: ATCOMACTIVITY REVIEWER: Terrance Bido
(signature)DATE: 11 April 1994

MIL-M-7298E

**APPENDIX B
ACCEPTABILITY CERTIFICATION
(COTS Manual)**

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.

MIL-M-7298E

**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

() 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 is based on the completed Manual Evaluation Checklist.

PUBLICATIONS REVIEW ACTIVITY: _____

ACTIVITY REVIEWER: _____
(signature)

DATE: _____

MIL-M-7298E

APPENDIX B
ACCEPTABILITY CERTIFICATION
(COTS Manual)

Procurement/Contract No. DAA KO1-93-C-0053

Equipment Model No. AL 35

Equipment Name Hydraulic Alternator

Manual Publication No. N/A

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 is based on the completed Manual Evaluation Checklist.

PUBLICATIONS REVIEW ACTIVITY: ATCOM

ACTIVITY REVIEWER: Jessamine Bido
(signature)

DATE: 11 April 1994

MIL-M-7298E

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 COTS 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.**

- a. Column (1), (Item No.) - self explanatory.
- b. Column (2), (Requirement) - identifies the requirement.
- c. Column (3), (Applicable Paragraph Number) - identifies the paragraph where the requirement in column (2) is stated.
- d. Column (4), subcolumn (a), (Requirement Selected - (yes)) - is marked with an "X" if the requirement in column (2) is required.
- e. Column (4), subcolumn (b), (Requirement Selected - (no)) - is marked with an "X" if the requirement in column (2) is not required.
- 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.

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 _____

ACQUIRING/CONTRACTING ACTIVITY _____

CONTRACT NO. _____

MODEL NO. _____

(1) Item No.	(2) Requirement (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
			(yes)	(no)	
1	Identifying Tech Public- ation Sheet	3.3.1			
2	Style/format form	3.3.2			
3	Cover & Title Page	3.3.3a			
4	List of Effective Pages	3.3.3b 3.3.9			
5	Safety pre- cautions, warning page	3.3.3c			
6	Approval and procurement record page	3.3.3d			
7	Table of contents	3.3.3e			
8	Reporting of errors statement	3.3.3f			
9	Maintenance and records	3.3.3g			

Sheet 1 of 3

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APPENDIX C
CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Requirement (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
			(yes)	(no)	
10	Admin storage	3.3.3h			
11	Destruction of Military Materiel	3.3.3i			
12	Lubr inst/order	3.3.3j 3.3.10			
13	Prev Maint	3.3.3k			
14	Maint Alloca- tion Chart (MAC)	3.3.3l			
15	Component of End Item & Basic Issue Item lists	3.3.3m			
16	Additional authorization list	3.3.3n			
17	Expendable supplies & material list	3.3.3o			
18	Repair parts & special tools list (RPSTL)	3.3.3p 3.3.11			
19	Recommend changes, activity comment sheet, TM deficiency report	3.3.3q			

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APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Requirement (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
			(yes)	(no)	
20	Other as indicated on Appendix A Evaluation Checklist	3.3.3r			
21	Warranty Information	3.3.4			
22	Equipment/ model	3.3.6			
23	End item identification	3.3.7			
24	Publication No. - date	3.3.8			

COMPLETED BY: _____
(authorized signature)

PUBLICATIONS ACTIVITY: _____ DATE: _____

MIL-M-7298E

**APPENDIX C
CONTENT/FORMAT SELECTION SUMMARY SHEET**

SUPPLEMENTAL DATA FOR Hydraulic AlternatorMANUFACTURER StanleyACQUIRING/CONTRACTING ACTIVITY ATCOMCONTRACT NO. DAAK01-93-C-0053MODEL NO. AL 35

(1) Item No.	(2) Requirement (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
			(yes)	(no)	
1	Identifying Tech Public- ation Sheet	3.3.1	X		I AW figures 1 & 2
2	Style/format form	3.3.2	X		SAMPLE
3	Cover & Title Page	3.3.3a	X		
4	List of Effective pages	3.3.3 3.3.9		X	
5	Safety pre- cautions, warning page	3.3.3c		X	
6	Approval and procurement record page	3.3.3d		X	
7	Table of contents	3.3.3e	X		I AW MIL-M-38784
8	Reporting of errors statement	3.3.3f		X	
9	Maintenance and records	3.3.3g		X	

Sheet 1 of 3

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APPENDIX C
CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. DAAKO1-93-C-0053

(1) Item No.	(2) Requirement (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
			(yes)	(no)	
10	Admin storage	3.3.3h		X	
11	Destruction of Military Materiel	3.3.3i		X	
12	Lubr inst/order	3.3.3j 3.3.10		X	
13	Prev Maint	3.3.3k		X	
14	Maint Allocation Chart (MAC)	3.3.3l		X	Law MIL-M-6308
15	Component of End Item & Basic Issue Item Lists	3.3.3m		X	
16	Additional authorization list	3.3.3n		X	
17	Expendable supplies & material list	3.3.3o		X	
18	Repair parts & special tools list (RPSTL)	3.3.3p 3.3.11	X		contractor format
19	Recommend changes, activity comment sheet, TM deficiency report	3.3.3q		X	

SAMPLE

MIL-M-7298E

APPENDIX C

CONTENT/FORMAT SELECTION SUMMARY SHEET

CONTRACT NO. _____

(1) Item No.	(2) Requirement (Options)	(3) Applicable Paragraph No.	(4)		
			(a)	(b)	(c)
			Options Selected		Explanation/Remarks
			(yes)	(no)	
20	Other as indicated on Appendix A Evaluation Checklist	3.3.3r	X		I A W MIL-M-38784 MIL-M-63036 MIL-M-63038
21	Warranty Information	3.3.4			SAMPLE
22	Equipment/ model	3.3.6			
23	End item identification	3.3.7		X	
24	Publication No. - date	3.3.8		X	

COMPLETED BY: _____

Terrance Bido

(authorized signature)

PUBLICATIONS ACTIVITY: _____

ATCOM

DATE: _____

11 Apr 1994

Sheet 3 of 3

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Custodians:

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

Preparing Activity:

Army - TM
 Project TMSS 0300

Review Activities:

Army - AR, AL, AT, AV, CR, ME, MI, CU
 Navy - AS, EC, MC, OM, SA, SH, TD
 Air Force - 01, 10,
 Defense Logistics Agency - GS, CT

User Activities:

Army - MD
 Navy - CG
 Air Force - 11, 13, 19, 70, 71, 80, 82, 84

Executive Director
USAMC Logistics Support Activity
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Redstone Arsenal, AL 35898-7466

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I RECOMMEND A CHANGE

 1. DOCUMENT NUMBER
MIL-M-7298E

 2. DOCUMENT DATE (YYMMDD)
940608

3. DOCUMENT TITLE

Manuals, Technical: Commercial Off-the-Shelf

4. NATURE OF CHANGE (Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.)

955

5. REASON FOR RECOMMENDATION

6. SUBMITTER

a. NAME (Last, First, Middle Initial)

b. ORGANIZATION

c. ADDRESS (Include Zip Code)

d. TELEPHONE (Include Area Code)

(1) Commercial

(2) AUTOVON (if applicable)

7. DATE SUBMITTED
(YYMMDD)

8. PREPARING ACTIVITY

a. NAME

USAMC Logistics Support Activity

b. TELEPHONE (Include Area Code)

(1) Commercial

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(2) AUTOVON

645-9860

c. ADDRESS (Include Zip Code)

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