

NOTICE OF CHANGE

INCH-POUND

MIL-STD-38784
NOTICE 1
15 November 2000

DEPARTMENT OF DEFENSE

STANDARD PRACTICE FOR
MANUALS, TECHNICAL:
GENERAL STYLE AND FORMAT REQUIREMENTS

TO ALL HOLDERS OF MIL-STD-38784:

1. THE FOLLOWING PAGES OF MIL-STD-38784 HAVE BEEN REVISED AND SUPERSEDE THE PAGES LISTED:

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

3. Holders of MIL-STD-38784 will verify that page changes and additions indicated above have been entered. This notice page will be retained as a check sheet. This issuance, together with appended pages, is a separate publication. Each notice is to be retained by the stocking points until the standard is completely revised or canceled.

Custodians

Army - TM
Navy - OS

Preparing Activity

Air Force - 16
(Project: TMSS-O327)

Review Activities

Army - AR, AT, CE, CR, MI
Navy - AS, EC, MC, SH, TD, YD
Air Force - 01, 99
DLA - GS, IS

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1 SCOPE.

1.1 Scope. This standard covers the general style and format requirements for the preparation of standard technical manuals (TM) and changes thereto. This includes all technical documents assigned a TM identification number and controlled by a TM management information system, or subject to requisition from an inventory control point. In addition to "paper" delivery, this standard provides for standard generalized markup language (SGML) document type definition (DTD) usage (see appendixes B through E) required for electronic data delivery. This standard supplements the performance or detail specifications used for specific TM types and related publications, but does not deliver any technical data. Unless specified otherwise herein, the examples at the end of this standard are typical and may be adapted to fit the specific equipment or situation being covered. All appendixes are intended for compliance when applicable.

2 APPLICABLE DOCUMENTS.

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

2.2 Government documents.

2.2.1 Specifications, standards and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are 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).

STANDARDS

DEPARTMENT OF DEFENSE

MIL-STD-882	Standard Practice for System Safety
MIL-STD-1309	Definition of Terms for Automatic Electronic Test and Checkout
MIL-STD-1808	System Subsystem Sub-subsystem (SSSN) Numbering
MIL-STD-1840	Automated Interchange of Technical Information

SPECIFICATIONS

DEPARTMENT OF DEFENSE

MIL-PRF-38807	Technical Manuals - Illustrated Parts Breakdown
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HANDBOOKS

DEPARTMENT OF DEFENSE

MIL-HDBK-38790	Printing Production of Technical Manuals (Replaces MIL-P-38790)
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(Unless otherwise indicated, copies of federal and military specifications, standards and handbooks are available from the Standardization Documents Order Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

2.2.2 Other Government documents, drawings, and publications. The following other Government documents, drawings and publications form a part of this standard to the extent specified herein. Unless otherwise specified, the issues are those cited in the solicitation (see 6.2).

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PUBLICATIONS

DEPARTMENT OF DEFENSE

DOD 5025.1	DoD Directives System
DOD 5200.1-R	DoD Information Security Program
DOD 5220.22-M	National Industrial Security Program Operating Manual (NISPOM)
DODD 5230.2	Distribution Statements on Technical Documents (Replaces MIL-STD-1806)

GOVERNMENT PRINTING OFFICE

GP 1.23/4: St 9/984	US Government Printing Office Style Manual
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JOINT CHIEFS OF STAFF

JCS Pub. 1	DOD Dictionary of Military and Associated Terms
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(Application for copies should be addressed to the Superintendent of Documents, US Government Printing Office, Washington, DC 20402.)

2.3 Non-government publications. The following documents form a part of this document to the extent specified herein. Unless otherwise specified, the issues of the documents which are DoD adopted are 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).

STANDARDS

AMERICAN SOCIETY OF MECHANICAL ENGINEERS

ASME-Y14.38M	Abbreviations for Use on Drawings and in Specifications, Standards, and Technical Documents (Replaces MIL-STD-12)
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(Application for copies should be addressed to the American Society of Mechanical Engineers, 22 Law Drive, Fairfield, NJ 0700-2300.)

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

IEEE-ASTM-SI-10	Standard for use for the International Units (SI): The Modern Metric System (Replaces ASTM E380-86)
IEEE 945-84	IEEE Recommended Practice for Preferred Metric Units for Use in Electrical and Electronics Science and Technology

(Application for copies should be addressed to the Institute of Electrical and Electronics Engineers, Inc., 345 East 47th Street, New York, NJ 10017 or from the Standardization Documents Order Desk, Building 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

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2.4 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, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3. DEFINITIONS.

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

- | | | | |
|----|--------|---|---|
| a. | AFTO | - | Air Force Technical Order |
| b. | AMSC | - | Acquisition Management Systems Control |
| c. | ASTM | - | American Society for Testing Materials |
| d. | BBS | - | Bulletin Board System |
| e. | CALS | - | Continuous Acquisition and Life-Cycle Support |
| f. | DA | - | Department of the Army |
| g. | DAEP | - | Department of the Army Equipment Publication |
| h. | DEP | - | Draft Equipment Publication |
| i. | DoD | - | Department of Defense |
| j. | DODISS | - | Department of Defense Index of Specifications and Standards |
| k. | DTD | - | Document Type Definition |
| l. | ECP | - | Engineering Change Proposal |
| m. | ESDS | - | Electrostatic Discharge Sensitive |
| n. | EUT&E | - | Early User Test and Experimentation |
| o. | FCP | - | Fracture/Fatigue Critical Part |
| p. | FDEP | - | Final Draft Equipment Publication |
| q. | FIPS | - | Federal Information Processing Standards |
| r. | FOSI | - | Formatting Output Specification Instance |
| s. | FOT&E | - | Follow-on Test and Evaluation |
| t. | FRC | - | Final Reproducible Copy |
| u. | FTP | - | File Transfer Protocol |

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v.	GFI	-	Government Furnished Information
w.	HCP	-	Hardness Critical Processes
x.	IEEE	-	Institute of Electrical and Electronics Engineers
y.	IPB	-	Illustrated Parts Breakdown
z.	ISO	-	International Organization for Standardization
aa.	IOT&E	-	Initial Operational Test and Evaluation
ab.	LSAR	-	Logistics Support Analysis Record
ac.	NSP	-	Nuclear Surety Procedures
ad.	O&SHA	-	Operating and Support Hazard Analysis
ae.	OCI/OCP	-	Observable Critical Item/Process
af.	OSH	-	Occupational Safety and Health
ag.	OSHA	-	Occupational Safety and Health Act
ah.	PDEP	-	Preliminary Draft Equipment Publication
ai.	PHA	-	Preliminary Hazard Analysis
aj.	PTM	-	Preliminary Technical Manual
ak.	PTO	-	Preliminary Technical Order
al.	RDC	-	Review Draft Copy
am.	SGML	-	Standard Generalized Markup Language
an.	S/S/SN	-	System/Subsystem/Subject Number
ao.	TCTO	-	Time Compliance Technical Order
ap.	TM	-	Technical Manual
aq.	TMINS	-	Technical Manual Identification Number System
ar.	TOPS	-	Technical Order Page Supplement
as.	TTI	-	Technical Test I
at.	USAPPC	-	US Army Publication and Printing Command

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3.2 Definitions.

3.2.1 Apron (blank apron). A blank area starting at the binding edge of foldout pages (see 3.2.16) which is slightly wider than a normal page. The blank apron permits the technician to use a foldout while reading the associated text. MIL-P-38790 gives dimensions for blank aprons.

3.2.2 Boxhead title. Those titles which are enclosed by rules at the head of a column on tables and charts prepared as tables.

3.2.3 Callout. Anything placed on an illustration to aid in identifying the objects being illustrated, such as index numbers, nomenclatures, leader lines, arrows and, when placed directly on the illustration, legends.

3.2.4 Caution. Highlights an essential operating or maintenance procedure, practice, condition, statement, etc, which, if not strictly observed, could result in damage to, or destruction of, equipment or loss of mission effectiveness. Cautions are further explained in Appendix A.

3.2.5 Change. A change is comprised of corrected pages to the basic manual. It consists of information that improves or clarifies the basic manual without requiring rewriting or reorganization of the technical content of the basic manual.

3.2.6 Change designator. A unique number or letter used to differentiate each change page from the original pages and to differentiate among changes.

3.2.7 Chapter. The first major functional division of a publication.

3.2.8 Continuous tone artwork. All artwork containing tonal values of gray as well as black, which are not created by lines or dots, shall be considered continuous tone artwork.

3.2.9 Copy freeze date. The copy freeze date is a date after which no additions, deletions, or changes will be accepted to the publication material. Additions, deletions, and changes after that date will be accumulated for preparation of a subsequent change or revision of the publication.

3.2.10 Cutline. A cutline is used in the RDC as a "placeholder" to show where a table or illustration will be placed when it becomes available. Cutline is also referred to as a cut-in.

3.2.11 Department of the Army Equipment Publication(s) (DAEP). (A) Those publications that have been authenticated, printed, and distributed for use during the production and operations phase of the life cycle of the equipment.

3.2.12 Draft Equipment Publication(s) (DEP). (A) Those publications prepared during the full scale development phase of the equipment which are used for Technical Test I (TTI) and user tests (Initial Operational Test and Evaluation [IOT&E]), usually with prototype models of equipment. The DEP is also used for coordination and review by user agencies (FORSCOM and TRADOC) and for verification. The DEP also designates the publication that is sent for user coordination during revision of Department of the Army (DA) equipment publications.

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- a. The DEP is prepared in the format prescribed by applicable detail specification. It is an updated version of the Preliminary Draft Equipment Publication (PDEP) which includes all changes as a result of the validation and early technical and user testing (TTI and Early User Test and Experimentation [EUT&E]) and physical tear down function of the maintenance evaluation.
- b. The definition replaces terms formerly used to refer to publications used for the above purpose and phase of development (draft manuscript, draft equipment manual, draft TM, preliminary manuscripts, review copy, etc.).
- c. DEPs prepared prior to Milestone III (full rate production decision) may be prepared in typewritten manuscript form following the Content/Format Summary Sheet of the applicable detail specification, integrating text and illustrations appropriately.

3.2.13 Equipment publication manuscript. (A) The documentation used in preparation of the PDEP, DEP, or FDEP. It may be in any form (typewritten or handwritten, reproducible copy, drawings, illustrations, unchanged publication pages, changed publication pages, etc.). When the term "manuscript" is used, it shall be prefaced with the type of publication, e.g. PDEP manuscript, DEP manuscript, etc. When PDEP or DEP manuscripts are ready for reproduction to be distributed to test and user agencies for evaluation and coordination, the word manuscript will be dropped and the title PDEP or DEP (as appropriate) will be used.

3.2.14 Final Draft Equipment Publication(s) (FDEP). (A) Those publications prepared during the final development or initial production phase of the equipment and used for printing of the DA equipment publication.

- a. The FDEP is the final document (final reproducible copy) with illustrations, ready for transmittal to the US Army Publication and Printing Command (USAPPC) for printing and publication as an authenticated DA equipment publication. The FDEP includes all necessary changes and final resolutions of all comments and recommendations made as a result of technical and user testing (TTI, TTII, EUT&E, IOT&E, and Follow-On Test and Evaluation [FOT&E]), if conducted, service test, validation/ verification, user coordination, and maintenance literature conference.
- b. This definition replaces terms formerly used to refer to publications used for the above purpose and phase of development (final manuscript, final draft manuscript, final draft TM, draft TM, manuscript for review, etc.).

3.2.15 Final reproducible copy. The final document ready for reproduction and publication as an authenticated TM including all necessary changes made as a result of validation/verification and acquiring activity conditions of acceptance or approval. The delivery media includes, but is not limited to, reproducible camera-ready copy, direct image copies, negatives, disks, tapes, etc, as specified. For Army, FRC equates to FDEP (see 3.2.14).

3.2.16 Foldout page. A foldout page has the same height as, but is wider than, a standard page. Foldout pages are folded either 2, 4 or 6 times (depending on width) to assume the dimensions of a standard page.

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3.2.37 Supplement. A supplement is a complimentary TM which supplements information in a related TM.

3.2.38 Technical manual. TMs are publications that contain instructions for the installation, operation, maintenance, training, and support of weapon systems, weapon system components and support equipment. TM information may be presented in any form or characteristic including, but not limited to, hard copy, audio and visual displays, magnetic tape, discs, and other electronic devices. A TM normally contains operational and maintenance instructions, parts lists or parts breakdowns, and related technical information or procedures exclusive of administration procedures. Technical Orders (TO) that meet the criteria of this definition may also be classified as TMs.

3.2.39 Volume. The first separately bound subdivision of a publication.

3.2.40 Warning. Highlights an essential operating or maintenance procedure, practice, condition, statement, etc, which, if not strictly observed, could result in injury to, or death of, personnel or long term health hazards. Warnings are further explained in Appendix A of this standard.

4. GENERAL REQUIREMENTS.**4.1 General.**

4.1.1 Advertising. TMs shall contain no advertising except as required by 4.5.1.3.6.

4.1.2 Copyrighted material. Technical manuals shall not contain copyrighted material except as specified in the Federal Acquisition Regulations/Defense Federal Acquisition Regulation Supplement. When copyrighted material is to be included in a technical publication, the preparer shall obtain prior written permission from the copyright owner/authorized agent for its use. The signed, written permission shall be delivered with the final reproducible copy when it is delivered. The written permission shall contain a statement declaring whether or not a copyright credit line is required (see 4.5.1.14).

4.1.3 Jointly used manuals. When manuals are acquired by one Service for joint use with another Service, see 4.2.1.5 regarding Army, Navy, Marine Corps and Air Force TM identification numbers. See Figure 1, Note 2, regarding showing two or more TM identification numbers on cover/title. Paragraphs in joint publications which do not apply to all Services concerned, shall be marked to indicate the Services to which they apply. For example: "4.4 (ARMY ONLY) THE LANDING GEAR."

4.1.4 Manual outline. When specified by the acquiring activity (see 6.2) or detail specification, a manual outline shall contain the following:

- a. A text outline that shall be in accordance with the requirements of the detail specification, showing volume, part, chapter, section and paragraph titles to indicate the intended coverage of the various aspects of the equipment or system. Each paragraph title or notation shall be followed by a brief statement outlining the information to be presented. The text outline shall clearly show the specific equipment/system and related procedures/data planned for inclusion in the manual.
- b. An illustration outline and a table outline that shall be keyed to the text outline. Each illustration and table listed in the outlines shall be described. The illustration outline shall contain figure numbers, title, information, intent, approximate size and nature of illustration (exploded view, schematic, line drawing). The table outline shall describe the tables by table number and information content.
- c. An estimated page count for each chapter and a statement indicating the scope, depth or coverage.

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4.1.5 Preliminary Technical Manual (PTM) (see 3.2.31). When specified by the acquiring activity (see 6.2), PTM copies of the manual to be provided as interim editions, preliminary issues for training purposes or for other early uses shall have the same style and format as the final reproducible copy.

4.1.6 Source data. The primary source data for TMs shall be engineering drawings and, if a contract requirement, the Logistics Support Analysis and Logistics Support Analysis Record (LSAR). Sound engineering principles and techniques, available engineering analyses, service experience, performance data on the item and on similar items, and all other reliability and maintainability data available shall be used in the preparation of specific instructions.

4.1.7 Manual types. Three types of technical manuals (see 3.2.38) are addressed by this standard (see 6.2): Review Draft Copy (RDC) (see 3.2.32); Preliminary Technical Manuals (PTM) (see 3.2.31); and Final Reproducible Copy (FRC) (see 3.2.15).

4.2 Format.

4.2.1 Preparation methods.

- a. Review Draft Copy (RDC) (see 3.2.32). The RDC shall be technically edited and shall be computer generated or typewritten, double spaced, on one side of the sheet only. The RDC may be issued initially in single column format, and may contain voids where information is not available. When the RDC is presented in computer or other form such that the paragraphing or symbols cannot be readily understood it shall be annotated to make the paragraphing and symbols clear to the reviewer. Except for certain presentations authorized by the acquiring activity, the page size and image area shall be in accordance with 4.2.1.2. The binding edge shall not be less than 1-inch and the outside edge not less than 1/4-inch. The method of duplication, covering and binding shall provide legible, collated copies.
- b. Preliminary Technical Manual (PTM) (see 3.2.31). The PTM shall be developed in accordance with the applicable detail specifications so that the conversion effort from preliminary to FRC is minimal. The PTM shall contain all front matter, text, illustrations and tables to be included in the manual as specified in the detail specification. The PTM shall be technically edited, validated and shall be computer generated or typewritten. The page size and image area shall be in accordance with 4.2.1.2. The method of duplication, covering and binding shall provide legible, collated copies.
- c. Final Reproducible Copy (FRC) (see 3.2.15). The FRC shall include all text pages (including tabular data and emergency page markings when applicable) and reproducible artwork suitable for reproduction. FRC shall be in accordance with MIL-HDBK-38790 supplied in final size (see 4.2.1.2.1). If required, reduction shall be obtained by positive to positive production without the use of negatives. Type styles and sizes shall be comparable to those shown in Table I. The FRC shall be of a quality which will permit reduction to 16mm or 35mm negatives (multiframe negatives for foldouts [see 3.1.16]) suitable for subsequent enlargement to full size photolithographic negatives which may be used to produce offset printing plates. Appendix B provides the DTD for electronic delivery of data. Unless otherwise specified (see 6.2), the FRC shall have the following minimum acceptable features:
 - (1) Single or double column format for 8 1/2 by 11-inch and larger manuals, as specified (see 6.2) single column format for smaller manuals.

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- (2) Single spacing.
- (3) (N) (M) (F) Justified right margins. (A) Unjustified right margins.
- (4) Headings prepared on the same composing equipment as the text.
- (5) FRC paper stock shall meet or exceed the requirements of JCP-D10 (20 pound).
- (6) FRC printing (or ink) shall be of such color and consistent contrast to permit quality reproduction.

4.2.1.1 Final reproducible copy leading and vertical spacing. Layout shall conserve space without lessening usability or clarity of material (see Figure 2). Blank pages and spaces shall be avoided whenever possible. Leading (see 3.2.22) and vertical spacing as indicated by Table I shall be used for best legibility and conservation of space. Double spacing of text within a paragraph, or similar wastefulness, is unacceptable. Layout practices shall not result in:

- a. The first line of a paragraph being at the bottom of a page or column.
- b. The last line of a paragraph being at the top of a new page.
- c. A sidehead falling on the last line of a page or column.
- d. Warnings, cautions and notes (see 3.2.40, 3.2.4 and 3.2.27) being divided so that first lines or group of icons (see 3.2.17) appear on one page and remaining lines or group of icons on another (first lines or group of icons may appear in the left column with remaining lines in the right column on the same page).
- e. Warnings, cautions and notes being separated from the paragraph they apply to (warnings, cautions and notes may appear in the left column with applicable paragraphs in the right column on the same page).
- f. Undesirable location of an illustration or table.

4.2.1.2 Page size and reproduction area for final reproducible copy. Text and artwork shall not exceed the following dimensions for the indicated size manual. Unless otherwise specified (see 6.2), manuals shall be prepared in 8 1/2 by 11-inch size. When specified, manuals shall be produced in accordance with the dimensions below.

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Paper Size of Printed Manuals (Inches)	Width - Text/Art		Depth - Text/Art		Depth (Including Marginal Copy)	
	(Inches)	(Picas)	(Inches)	(Picas)	(Inches)	(Picas)
#4 by 5 1/2	3 1/8	19	4 1/2	27	5	30
4 1/2 by 7	3 5/8	22	6	36	6 1/2	39
4 by 8	3 1/8	19	7	42	7 1/2	45
4 1/2 by 8	3 1/2	21	7	42	7 1/2	45
5 1/2 by 7	4 1/2	27	5 3/4	35	6 1/4	38
5 by 8	4 1/8	25	7	42	7 1/2	45
6 1/2 by 9 1/2	5 1/2	33	8 1/2	51	19	54
9 1/2 by 6 1/2	8 1/2	51	5 1/2	33	6	36
8 1/2 by 11	*7 1/4	44	9 2/5	54	10	60
17 by 11	15 3/4	94	9	54	10	60

A 4 by 5 1/2-inch manual, volume, or part shall not exceed 200 pages (100 sheets).

* Double column, each column shall be approximately 3 1/2-inches wide with an approximately 1/4-inch gutter between. Single column shall be 7 1/4-inches wide.

4.2.1.2.1 Oversize reproducible copy. Unless otherwise specified (see 6.2), final reproducible copy shall be supplied final size. When specified, reproducible copy may be prepared oversize not to exceed 50 percent larger than the prescribed image area for each printed manual page size. Type shall be of such size that after final reduction the text shall be no smaller than that prescribed in Table I and Figure 1. When oversize final reproducible copy is specified, reduction from negatives shall be in accordance with MIL-HDBK-38790.

4.2.1.3 Margin data. Margin data (generally the running heads and feet) shall be placed outside that portion of the page used for either narrative text, full page tabular data or full page illustrations, but within the printing area dimensions of the page. When applicable, margin data also consists of the change number, security classification, page content/equipment identification, figure number and figure title. See 4.7.3.7 for deleted pages statement. The margin data shall be mounted on full page illustrations, including those for foldout pages (see 3.2.16) that have been prepared in exact printing size (or in the same size as text pages). Margin data shall not be on an overlay. Text may be separately prepared in single column galleys and then attached to the appropriate layout page (see 3.2.20).

4.2.1.4 Running heads and feet. Complete running heads and feet shall be included on all pages except title pages or pages otherwise blank. Blank pages which back up classified pages shall be marked with the security classification of the backed up page.

4.2.1.4.1 Running heads.

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shall include an explanation that all manuals, chapters, sections, paragraphs, procedures and steps identified by the symbol must be followed as written to ensure nuclear surety is not degraded. This explanation shall be preceded by a CAUTION heading.

4.3.10.3 Nuclear hardness. If equipment to be operated, maintained or overhauled has nuclear survivability requirements (i.e., Over Pressure and Burst, Thermal Radiation, Electromagnetic Pulse, or Transient Radiation Effects on Electronics), applicable cautions shall be incorporated into technical publications to ensure that hardness of equipment is not degraded during operation and maintenance.

4.3.10.3.1 Nuclear hardness symbol. Unless otherwise specified (see 6.2), all Hardness Critical Processes (HCP) shall be marked with the symbol $\boxed{\text{HCP}}$. When approved by the acquiring activity, the symbol ****HCP**** may be used in lieu of the boxed HCP symbol. The symbol shall be prepared in the same style and size as the applicable paragraph sidehead. The symbol shall not be included in the paragraph title in the table of contents. Use of the symbol is as follows:

- a. When the entire procedure and all subordinate paragraphs/ steps relate to establishing nuclear hardness, the symbol shall be inserted immediately following the paragraph number (e.g. "1.2 $\boxed{\text{HCP}}$ LRU REPAIR.").
- b. When all subordinate paragraphs and steps do not contribute to establishing nuclear hardness, only those which do contribute will be annotated with the symbol.
- c. Maintenance actions which could degrade hardness, but which are not directly involved in establishing nuclear hardness, will not be annotated with the symbol, but will be preceded by a caution.

4.3.10.3.2 Nuclear hardness symbol explanation. When applicable, the foreword/preface/introduction shall include the symbol and an explanation of the HCP symbol and other pertinent information as necessary to emphasize the uniqueness of hardness features. This shall include an explanation that all paragraphs, procedures, and steps identified by the symbol must be followed as written to ensure nuclear hardness is not degraded. This explanation shall be preceded by a CAUTION heading.

4.3.10.4 Electrostatic Discharge Sensitive (ESDS) parts. If equipment to be handled/maintained contains ESDS parts, components or circuits, applicable cautions, and symbols shall be incorporated into technical publications to ensure ESDS parts are not damaged or degraded during handling/maintenance.

4.3.10.4.1 ESDS symbol. Unless otherwise specified (see 6.2), all paragraphs which address handling or maintenance which could damage ESDS parts shall be identified by the ESDS symbol ⊗ . When approved by the acquiring activity, the symbol ****ESD**** may be used in lieu of the ESDS symbol. The symbol shall be prepared in the same style and size as the applicable paragraph sidehead. The symbol shall not be included in the paragraph title in the table of contents. Use of the symbol is as follows:

- a. When the entire procedure and all subordinate paragraphs/steps describe handling/maintenance which could damage ESDS parts, the ESDS symbol shall be inserted immediately following the paragraph number (e.g., "1.2 ⊗ LRU REPAIR.").
- b. When all subordinate paragraph and steps are not related to handling/maintenance which could damage ESDS parts, only those related will be annotated.
- c. Maintenance actions which could damage ESDS parts, but which are not directly related to handling/maintenance of ESDS parts, will not be annotated with the ESDS symbol, but will be preceded by a caution.
- d. Illustrations, drawings and schematic shall be marked with the ESDS symbol.

4.3.10.4.2 ESDS symbol explanation. When applicable, the foreword/preface/introduction shall include the symbol and an explanation of the ESDS symbol. Other pertinent information shall be included as necessary to emphasize the uniqueness of ESDS parts. This will include an explanation that the ESDS symbol requires that all ESDS parts be handled according to ESDS device handling procedures. This explanation shall be preceded by a CAUTION heading. (F) The foreword shall refer to "ESDS device handling procedures in TO 00-25-234."

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4.3.10.5 Fatigue and fracture critical parts. If equipment to be maintained contains Fracture Critical Parts (FCP), applicable cautions and symbols shall be included to ensure these parts are not damaged or degraded during handling and maintenance.

4.3.10.5.1 FCP symbol. Unless otherwise specified ((F), see 6.2), all fatigue and fracture critical parts shall be marked with the FCP symbol. When approved by the acquiring activity, the symbol **FCP** may be used in lieu of the boxed symbol. The symbol shall be prepared in the same style and size as the applicable paragraph sidehead. The symbol shall not be included in the paragraph title in the table of contents.

4.3.10.5.2 FCP symbol explanation. When applicable, the foreword, preface, or introduction shall include the symbol and an explanation. Insert notes of caution regarding the temporary relocation, storage, removal, installation, inspection, and handling procedures for FCPs.

4.3.10.6 Observable criticality. If equipment to be operated, or maintained has observability critical requirements, e.g., radar cross-section/signature, applicable cautions shall be incorporated to ensure that equipment is not degraded during operation and maintenance.

4.3.10.6.1 Observable criticality. Unless otherwise specified (see 6.2), all observable critical items (OCI) and observable critical processes (OCP) shall be marked with the symbol OCI or OCP as applicable. When approved by the acquiring activity, the symbols **OCI** and **OCP** may be used in lieu of the boxed symbol. The symbol shall be prepared in the same style and size as the applicable paragraph sidehead. Only the text version of the symbol shall be used in the applicable table of contents paragraph title.

4.3.10.6.2 Observable critical symbol explanation. When applicable, the foreword, preface, or introduction shall include the symbol, an explanation of the symbol, and other pertinent information to emphasize the uniqueness of observable critical features. This shall include an explanation that all paragraphs, procedures, items, and steps identified by the OCI or OCP symbols must be followed as written or components handled in such a manner that ensure surface integrity is not degraded. This explanation shall be preceded by a CAUTION heading.

4.3.11 Energy efficiency requirements. When specified (see 6.2), TMs covering products that directly consume energy in normal operations, and that commonly have a method of expressing energy efficiency, shall include their energy efficiency.

4.3.12 Environmental protection. All TMs that require the use, transportation, handling, storage or disposal of fuels, toxic and hazardous substances, chemicals, ordnance/munitions, etc, shall meet the requirements of the Federal Environmental Protection Standards.

4.4 Security classification markings. The overall classification assigned to a TM shall agree with the highest classification assigned to any portion within and shall be placed conspicuously at the top and bottom of the Cover/Title page or abbreviated title. Security classification markings shall be in accordance with DOD 5220.22-M and 5200.1-R and shall be placed in accordance with 4.2.1.4.1.1, 4.2.1.4.2.4, DOD 5220.22-M and 5200.1-R.

4.5 Front matter. Unless otherwise specified (see 6.2), material preceding the first chapter shall consist of the following in the order specified:

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MATERIAL	ARMY	NAVY	AIR FORCE	MARINE CORPS
Cover/Title Page or Abbreviated Title (as applicable)	X	X	X	X
T-2 Page (as applicable)			X	
Warning Page	X			X
List of Effective Pages		X	X	X
Verification Status Page			X	
Change Record		X		X
Table of Contents	X	X	X	X
List of Illustrations		X	X	X
List of Tables		X	X	X
Foreword/Preface/Introduction	X	X	X	X
Safety Summary (as applicable)	X	X	X	X

4.5.1 Cover/Title Page. Manuals shall have either a cover or title page, or an abbreviated title. When specified (see 6.2), there shall be a cover and title page. The cover/title page shall contain the information indicated by Figure 1. Figure 1 also lists the requirements for abbreviated titles. Abbreviated titles shall be used only when specified (see 6.2). Unless otherwise specified (see 6.2), if there is both a cover and title page, the date shall be omitted from the cover page. When specified (see 6.2), a manual shall require a backbone for binder or cover. FRC for the backbone or cover of a manual shall be in accordance with Figure 10. The TM identification number will be furnished by the acquiring activity. When specified (see 6.2), certain information such as the supersedure notice, supplement notice, disclosure notice and destruction notice, as applicable, may be placed on the reverse side of the title page if additional space is needed to avoid overcrowding of the title page (i.e. small TMs such as Job Guides and Work Cards) (see Figure 11). The reverse side of the title page, when used as a continuation of the title page, shall be numbered as described in 4.2.2.2.2.1. The T-2 page shall be used only if absolutely necessary when reduced type size and leading will not allow all information to be presented on the title page. When a T-2 page is used, a statement shall be placed on the title page indicating which information has been moved to the T-2 page.

4.5.1.1 Preliminary technical manuals (see 3.2.31). When applicable, the word "PRELIMINARY" shall be centered above the words "TECHNICAL MANUAL" (or type of publication).

4.5.1.2 Review draft copies (see 3.2.32). When specified (see 6.2), the words "Draft" or "Final Draft" shall be centered above the words "TECHNICAL MANUAL."

4.5.1.3 Title. The TM title as indicated by the applicable detail specification shall consist of the following, located as shown in Figure 1.

- a. WARNING (if the manual contains unverified data).
- b. Heading "TECHNICAL MANUAL".
- c. Type of Manual.
- d. Maintenance Level (if restrictive).

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- e. Prime title (name/nomenclature).
- f. Subtitle (as applicable).
- g. Manufacturer.

4.5.1.3.1 Title warning. When specified (see 6.2), a manual containing unverified data shall have the following warning centered above the heading TECHNICAL MANUAL:

WARNING

This manual contains unverified procedures. Refer to the Verification Status Page(s) prior to performing any operation or maintenance procedures.

4.5.1.3.2 Type of manual. The type of manual (e.g. operation instructions, illustrated parts breakdown/repair parts and special tools list, maintenance instructions, etc.) shall be placed beneath the "TECHNICAL MANUAL" heading.

4.5.1.3.3 Maintenance level(s). The level(s) of maintenance, as appropriate, shall be placed beneath the manual type. (F) (N) When only one maintenance manual is being acquired to support a weapon, equipment or hardware, no level shall be specified unless restrictive, since it will be the only manual available for repair and maintenance at any designated maintenance level (Organizational, Intermediate or Depot).

4.5.1.3.4 Prime title. The nomenclature of the equipment, type/type designation, model, part number or subject (blocks, serial numbers or registration numbers, if appropriate) shall be positioned below the words identifying the manual type or maintenance level, if applicable. When specified (see 6.2), the national stock number and identification of other equipment covered in the manual shall be indicated. The classification of the equipment nomenclature shall be indicated (U), (C), (S), as specified in DOD 5220.22-M if the publication itself is classified. The prime title shall be the same on all volumes and parts of a multi-volume/part TM set (see 3.2.25 and 3.2.35).

4.5.1.3.5 Subtitle. A subtitle shall be used and located immediately below the prime title to indicate the contents of every separately bound volume and part of a TM.

4.5.1.3.6 Manufacturer. Unless otherwise specified (see 6.2), the identification of the manufacturer of the equipment shall appear below the equipment nomenclature or subtitle, as applicable.

4.5.1.4 Contract number. Unless otherwise specified (see 6.2), the original contract number for the equipment shall be placed on all new issues and carried forward on all subsequent cover/title pages. If the contract number for a change or revision is different from the original number, the number applicable to the change or revision shall be indicated on the cover/title page in addition to the original number. No more than two contract numbers, the original and the latest, need appear.

4.5.1.5 Seal. (N) The Department of the Navy Seal, with command identifier, is placed below the contract number(s).

4.5.1.6 Supersedure notice. Unless otherwise specified (see 6.2), the supersedure notice shall be placed on the title page when the manual/change/ revision/Rapid Action Change (RAC) under preparation supersedes all or portions of other manuals/changes/revisions. When specified (see 6.2), the supersedure notice shall include a list of all currently superseded supplements and RACs. Superseded supplements/RACs shall normally be listed individually, but when several alphabetically/ numerically sequenced supplements/RACs are superseded, they shall be grouped. When specified, FRC that supersedes a PTM shall include the supersedure notice. The applicable portions of the following supersedure notice shall be used:

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shall conform to the requirements below. Appendix E provides the DTD for electronic delivery of brief manuals conforming to the requirements below.

- a. Not be required to have front matter (except abbreviated title).
- b. Have the first page consist of an abbreviated title and text below it.
- c. Have chapters or sections begin on left- or right-hand pages with no blank pages.
- d. Contain more than one chapter or section on a page, where possible.
- e. Have pages, paragraphs, illustrations and tables numbered consecutively throughout the manual with single Arabic numerals, disregarding chapter and section number.
- f. Always be revised, never have changes issued.
- g. Contain the words "THE END" following text on the last page.

4.11 Combined manual. If specified by the procuring activity (see 6.2), an illustrated parts breakdown (IPB) shall be combined with the maintenance manual. When combined, the IPB chapter shall be prepared in accordance with MIL-PRF-38807 and shall be the last chapter or section of the manual. The IPB chapter shall be sectionalized (Section I Foreword, Section II Maintenance Parts List or Repair Parts and Special Tools List, etc.).

5. DETAIL REQUIREMENTS.

This section is not applicable to this standard.

6. NOTES.

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

6.1 Intended use. Technical publications prepared in accordance with this standard are intended for use in the installation, operation, maintenance, repair and logistics support of equipment/systems or for accomplishment of assigned missions and to set a style and format standard for related publications for which no other standards exist.

6.2 Acquisition requirements. Acquisition documents must specify the following:

- a. Issue of the DODISS to be cited in the solicitation, and if required, the specific issue of individual documents referenced (see 2.2.1, 2.2.2, 2.3, A.2.1, B.2.1.1, C.2.1.1, D.2.1.1, E.2.1.1).
- b. If outlines shall be provided (4.1.4). (F) Manual outlines are required when using MIL-M-83495 and MIL-M-87929.
- c. If PTM copies of the manual are to be provided as interim editions, preliminary issues or for other early uses (4.1.5).
- d. Types of manuals to be provided (RDC, PTM, FRC) (4.1.7).
- e. If minimum acceptable features for FRC shall be other than as specified in this document (4.2.1 c).

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- f. Whether 8 1/2 by 11 inch manuals will be single or double column (4.2.1c (1)).
- g. Page size, if other than 8 1/2 by 11 (4.2.1.2). (F) Page size shall be as specified in the applicable content Specification.
- h. If FRC shall be other than final size (4.2.1.2.1). (F) FRC shall be final size.
- i. (N) If the binding edge shall indicate the equipment or subject to which the manual applies (4.2.1.4.1.3).
- j. (A) (N) If the outer edge shall indicate significant reference information (4.2.1.4.1.4).
- k. (N) If the issue indicator shall be used (4.2.1.4.2.3). (F) Issue indicators shall be used.
- l. (N) If "Original" shall be used in the issue indicator (4.2.1.4.2.3). (F) The word "original" shall not be used.
- m. If volume number shall be included with the page number (4.2.2.2.2).
- n. (A) If index page numbers shall be other than as specified in this document (4.2.2.2.6).
- o. If foldout pages may be prepared (4.2.4.1). (F) Will accept foldout pages unless otherwise specified in content specification.
- p. If preparation of foldout pages shall be other than as specified in this document (4.2.4.1). (F) Will accept fold-out pages interspersed with the text when required to enhance TO usability. The entry for 8 1/2 by 11-inches manuals shall be as follows: (4.2.4.1.e)

<u>Manual Size</u>	<u>Foldout maximum page size (including blank apron)</u>	<u>Foldout Maximum printable area</u>
8 1/2 by 11-inches	25 1/2 by 11-inches	†16 1/2 by 10-inches

- q. If volumes shall be other than as specified in this document (4.2.9.1). (F) Volumes will be used when specified in content specification
- r. If index requirements are other than as specified in this document (4.2.9.8).
- s. (A) (N) If Reading Grade Level of narrative material shall be other than as specified in this document (4.3.3).
- t. (A) (N) If the placement of warnings and cautions shall be other than as specified in this document (4.3.10).
- u. (A) (N) If the use of health hazard icons shall be other than as specified in this document (4.3.10.1).
- v. (F) If the use and style of NSP symbol shall be other than as specified in this document (4.3.10.2.1).

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- w. (A) (N) If the use and style of ESDS Symbol shall be other than as specified in this document (4.3.10.4.1).
- x. If the use and style of the FCP symbol shall be other than as specified herein (4.3.10.5.1).
- y. If energy efficiency information is required (4.3.11). (F) Not required.
- z. (A) (N) Front matter peculiar requirements (4.5).
- aa. If there shall be a cover and title page (4.5.1). (F) Manuals shall have a title (not cover) page.
- ab. If abbreviated titles shall be used (4.5.1) (F) Abbreviated title pages shall only be used on manuals of eight pages or less and on TO Page Supplements (TOPS), TO Field Change Notices (TOFCNs), Operational Supplements and Safety Supplements.
- ac. (A) If the date shall be included on the cover (4.5.1).
- ad. If a backbone is required (4.5.1). (F) A backbone shall not be used.
- ae. (A) (N) If T-2 page shall be used (4.5.1).
- af. (A) If Draft or Final Draft shall be used (4.5.1.2).
- ag. If title warning is required (4.5.1.3.1). (F) A title warning is required.
- ah. (A) Use of National Stock Number, applicable to the equipment, on cover/title page (4.5.1.3.4).
- ai. (N) If identification of the manufacturer shall be other than as specified in this document (4.5.1.3.6).
- aj. (A) (N) If use of contract number shall be other than as specified in this document (4.5.1.4).
- ak. If supersedure notice shall be other than as specified in this document; and if supplements/RACs/PTMs shall be listed in the notice (4.5.1.6). (F) Supersedure notices shall be used and shall include supplements superseded. No supersedure notice is required when PTOs are superseded.
- al. If volume notice is required (4.5.1.9).
- am.
If disclosure notice is required (4.5.1.10). (F) Disclosure notices shall be used for FMS manuals only.
- an. Wording for distribution statement (4.5.1.11).
- ao. If export control notice is required (4.5.1.12).
- ap. Authority notice wording (4.5.1.15). (F) The authority notice is "Published Under Authority of the Secretary of the Air Force."
- aq. (A) If a warning page(s) is required (4.5.2).
- ar. If verification status page(s) is required (4.5.4). (F) Required.

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- as. If contractor format and/or additional columns may be used on verification status page(s) (4.5.4).
- at. If change record shall be other than as specified in this document (4.5.5). (F) Not applicable.
- au. If submittal and routing instructions for TM improvement reports is required (4.5.9).
- av. If a list of related publications is required (4.5.9.2). (F) A list of related publications is required when such documents are required for completion of procedures directed in the TO.
- aw. If a list of TCTOs is required (4.5.9.3). (F) A list of TCTOs shall be provided.
- ax. If a record of applicable technical directives is required (4.5.9.4). (F) When applicable (usually for PTOs), the List of Applicable Technical Directives shall be included in, or replace, the list of TCTOs.
- ay. If photographs may be used (4.6.3). (F) Photographs shall not be used unless absolutely essential for clarification of procedures or identification of locations of items.
- az. (A) If prescreened photographs may be used (4.6.3.2).
- ba. (A) If continuous tone artwork may be used (4.6.4).
- bb. (A) If combination artwork may be used (4.6.5).
- bc. (A) If cartoons may be used (4.6.10).
- bd. If color may be used (4.6.12). (F) Color may only be used if applicable content Specifications authorize its use.
- be. (A) (N) If callout type size shall be other than as specified in this document (4.6.16).
- bf. If a nomenclature cross reference is required (4.6.16.2).
- bg. If change packages are required (4.7).
- bh. If advanced change pages for looseleaf changes are required (4.7.1).
- bi. If changes shall be numbered (A) or lettered (M) (N) (4.7.3.1). (F) Changes shall be numbered and dated as of the copy freeze date.
- bj. If change date shall be other than as specified in this document (4.7.3.1).
- bk. If difference data sheets shall be furnished (4.7.3.3).
- bl. If a transmittal cover sheet is required (4.7.3.4). (F) Cover sheets are required.
- bm. (A) (N) If change symbols shall be other than as specified in this document (4.7.3.9).

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- bn. (A) (N) If change instruction sheets shall be furnished (4.7.3.10.2).
- bo. If revisions shall be prepared and type revision (4.8).
- bp. (A) If revision change symbols are required (4.8.2). (F) Revision change symbols are required unless the changes are so extensive as to defeat the purpose of symbol use.
- bq. If supplements shall be prepared (4.9).
- br. (A) (N) If a supplement distribution statement shall be other than as specified in this document (4.9.2.5).
- bs. If TOPS shall be prepared (4.9.6).
- bt. (A) (N) If brief manual(s) shall be other than as specified herein (4.10).
- bu. If manuals combined with IPB will be prepared (4.11).

6.3 Subject term (key word) listing.

Copy, Final Reproducible
 Copy, Review Draft
 Manual, Preliminary Technical
 Manual, Technical

6.4 Changes from previous issue. The margins of this standard are marked with vertical lines to indicate where changes (additions, modifications, corrections, deletions) from the previous issue were made. This was done as a convenience only and the Government assumes no liability whatsoever for any inaccuracies in these notations. Some changes have not been marked. Several "hanging" paragraphs were moved into their parent and are not marked. The illustrations are not marked because they were totally revised into a digital format. Bidders and contractors are cautioned to evaluate the requirements of this document based on the entire content irrespective of the marginal notations and relationship to the last previous issue.

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TABLE 1. Style, Capitalization, Leading and Vertical Spacing.

Use	Type Style	Capitalization	Leading	Vertical Spacing ²
TM identification no.	Sans serif, bold 10	Upper case		36 points from top of page to top of text
Page no.	Sans serif, bold 10			36 points from bottom of page bottom of text
Change no.	Sans serif, bold 10	Upper and lower case		36 points from bottom of page bottom of text
Page content/equipment identification	Sans serif, bold 10	Upper and lower case		36 points from top of page top of text
Security classification	Sans serif, bold 14	Upper case		36 points from top and bottom of page to top and bottom of text respectively
Deleted page notation	Serif, bold 8	Upper and lower case		36 points from top and bottom of page to top and bottom of text respectively
Chapter no. and title	Sans serif, bold 14	Upper case		48 points below TM identification no.; 18 points above text, table, or illustration
Section no. and title	Sans serif, bold 14	Upper case		28 points below TM identification no. or text of previous section; 24 points below chapter title; 18 points above text, table, or illustration
Table of contents, list of illustrations, list of tables, fore-word/preface/introduction, safety summary, index, glossary and appendix headings	Sans serif, bold 14	Upper case		48 points below TM identification no.; 18 points above text
Text	Serif 10	Upper and lower case		18 points below TM identification no. or chapter/section title; 12 points above or below table or illustration; 6 points above page no.; 12 points above or below warning, caution, and note headings