DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 4130.6C
OPR 06D2G1
3 JUL 90

NAVSEA INSTRUCTION 4130.6C

From: Commander, Naval Sea Systems Command

Subj: ORDNANCE ALTERATION (ORDALT) INSTRUCTION CONTROL PROCEDURES

Ref: (a) MIL-STD-1662B of 25 Aug 86, Subj: ORDALT Instruction Preparation of
(b) OPNAVINST 4700.33A
(c) NAVSEAINST 4130.9A
(d) NAVSEAINST 4130.12A
(e) NAVSEAINST 4160.3A
(f) NAVSEAINST 9085.2
(g) NAVSEA Technical Specification 9090-210, Justification/Cost Form
(h) NAVSEAINST 5510.1A
(i) MIL-STD-480B of 15 Jul 88, Subj: Configuration Control-Engineering Changes, Deviation and Waivers
(j) MIL-STD-481B of 15 Jul 88, Subj: Configuration Control-Engineering Changes, Deviations and Waivers (Short Form)
(k) NAVSEA SL720-AA-MAN-010 Fleet Modernization Program (FMP) Management and Operations Manual

Encl: (1) Definitions
(2) Format - Sample ORDALT Number Assignment Request Memorandum
(3) Format - Sample ORDALT Instruction Change Number Assignment Approval and Cover Sheet

1. Purpose. To revise the policy and procedures for the assignment of ordnance alteration (ORDALT) instruction numbers, ORDALT instruction change numbers and revision letters. This is a major change to the instruction and should be read in its entirety.

2. Cancellation. NAVSEAINST 4130.6B of 20 May 1986.

3. Definitions. Definitions of terms used in this instruction are contained in enclosure (1).

4. Scope. This instruction applies to the assignment, change control and cancellation of ORDALT instruction numbers.

S-058

0693-LD-055-1040

5. Policy

a. Instructions for the alteration or modification of naval ordnance equipment, expendable or non-expendable, in service (shipboard or shore activities), in store or awaiting installation shall be issued as ORDALT instructions and prepared in accordance with reference (a). ORDALTs also apply to changes installed in systems and equipment in production to identify differences from an established product baseline. Policy and procedural guidance for ORDALT instruction preparation, acquisition and ORDALT installation are contained in references (b) through (f). ORDALT instructions direct (or describe) configuration changes to equipment after product baseline establishment or after delivery from production.

b. ORDALT numbers will be assigned only to Class I Engineering Change Proposals (ECPs) that have been approved by the cognizant Configuration Control Board (CCB). Normally, one ORDALT number will be assigned to each ECP; however, one ORDALT number may be assigned to a group of ECPs that are related technically and logistically. Also, more than one ORDALT number may be assigned to one ECP for similar or related changes on systems or equipment having different nomenclature. Engineering changes which are to be installed in different configurations of equipment that require unique parts or installation instructions to accomplish a specified purpose will be treated as separate changes and will be assigned unique ORDALT numbers. Unique ORDALT numbers may also be assigned to computer program changes associated with an ordnance system or equipment.

c. When an equipment ECP imposes an impact on a ship system or any external interface with the ship's equipment for Fleet Modernization Program (FMP) and completed new construction ships, a Justification/Cost Form (JCF) prepared in accordance with reference (g) must be submitted to the Ship Program Manager (SPM) for approval. When the impact imposed by the ECP affects a new construction ship which has not been completed, a ship ECP prepared in accordance with reference (i) should be submitted instead of the JCF. A copy of the approved JCF or signed ship ECP approval sheet must accompany the ORDALT number assignment request (enclosure 2).

d. NAVSEA 06D2G1 is responsible for the assignment of ORDALT instruction numbers, change numbers and revision letters.

e. Prior to being signed, issued or released for installation, the ORDALT instruction will be distributed in preliminary form for review in accordance with references (a) and (c). In addition, preliminary ORDALT instructions with intended

applicability to foreign ships will be sent to Commander, Naval Sea Systems Command (SEA 09T1E) for approval for release to a foreign government in accordance with reference (h).

f. Stocking and distribution of ORDALT instructions will be as directed by the ORDALT instruction. Revisions and changes to ORDALT instructions will get the same distribution as the basic ORDALT instruction unless otherwise directed.

g. ORDALT instructions will be issued as NAVSEA technical documentation. Accordingly, the title page of all ORDALT instructions will carry a distribution statement in accordance with reference (h). The approval and cover sheet for an ORDALT instruction change will, in most cases, carry the same distribution statement as the basic ORDALT instruction.

6. Procedures

a. Assignment of ORDALT Instruction Numbers

(1) After approval of a Class I ECP which requires an ORDALT instruction number, the CCB Secretariat will prepare and submit to SEA 06D2G1 a memorandum requesting the assignment of an ORDALT instruction number, using the format of enclosure (2). A copy of the approved ECP, ECP control sheet and approved JCF or signed Ship ECP approval sheet if applicable, will be attached to the memorandum. After assignment of the ORDALT instruction number, SEA 06D2G1 will prepare an endorsement to the memorandum and return it to the cognizant CCB Secretariat for implementation.

(2) Emergency assignment of ORDALT instruction numbers will be requested by a memorandum which has been approved and signed by the cognizant CCB Chairperson. This memorandum shall contain, as a minimum, the ORDALT applicability, estimated man-hours for installation and check-out, level of accomplishment and a justification for the emergency assignment. It must also attest to the availability of logistic support documentation. SEA 06D2G1 will assign the ORDALT instruction number by endorsement to the memorandum. The endorsed memorandum will be returned to the requesting authority for appropriate action. An ORDALT number assigned on an emergency basis must be substantiated by a formal ECP within 30 days of the assignment in accordance with reference (i).

(3) The ORDALT applicability, installation and checkout man-hour estimate and level of accomplishment will be entered into the appropriate Configuration Status Accounting (CSA) files by the system or equipment Program Manager. ORDALTs that are

planned for installation under the Fleet Modernization Program (FMP) must follow the policy and procedural guidance in reference (k). The ORDALT number, applicability and installation and checkout man-hour estimate must also be entered into the FMP Ordnance Improvement Plan (OIP) by the system or equipment Program Manager.

b. Correction to Issued ORDALT Instructions

(1) After issuance, ORDALT instructions remain subject to formal change control procedures, in accordance with reference (d). Under no circumstances will an ORDALT instruction be revised without appropriate CCB authority. The use of kit numbers or other designators as ORDALT suffixes is specifically prohibited. Such a need indicates a requirement for either a separate ORDALT instruction or a revision to an existing ORDALT. Revisions and changes are also used to correct latent defects discovered after government acceptance of the basic ORDALT.

(2) Proposals for revisions to ORDALT instructions or a new ORDALT instruction superseding an existing ORDALT instruction will be prepared in accordance with references (i) and (j) and submitted as Class I ECPs to the appropriate CCB. ECP DD Form 1692 or 1693 will be used to submit the proposal. Upon CCB approval, the CCB Secretariat will submit a memorandum in the format of enclosure (2) to SEA 06D2G1 requesting assignment of an ORDALT instruction revision letter or a new ORDALT instruction number as determined by the CCB review. After SEA 06D2G1 has assigned the revision letter or new ORDALT instruction number, the CCB Secretariat will issue a Configuration Control Board Directive (CCBD) implementing the action.

(3) Changes to ORDALT instructions will be prepared in complete narrative text in accordance with procedures contained in reference (a). The complete change will be attached to a approval and cover sheet prepared in the format of enclosure (3) and submitted to the Program Manager for approval. Upon approval, a memorandum in the format of enclosure (2) will be submitted to SEA 06D2G1 requesting the assignment of a change number. After the ORDALT instruction change number has been assigned, the CCB Secretariat will issue an amended CCBD to implement the change.

c. Cancellation of ORDALT Instruction Numbers - ORDALT instruction numbers will be cancelled only by written request from the cognizant technical manager or the designated ISEA via the CCB. The request may be made by letter, memorandum or a superseding ECP, if applicable. Cancellations will become effective upon issuance of an amended CCBD. ORDALTs that have

already been installed in at least one ship or system technically cannot be cancelled. Therefore, all letters requesting cancellation and all CCBDs or letters effecting cancellation will contain one of the following statements as applicable:

"There have been no installations of ORDALT (XXXXX) and none are planned." or

"ORDALT (XXXXX) has been installed in (XX) ships. No further installations are planned to be accomplished. For all intent and purposes, ORDALT (XXXXX) is considered 100 percent complete."

7. Implementation. This instruction applies to all activities responsible for processing and preparing ORDALT instructions.

8. Exception. The Deputy Commander for Nuclear Propulsion, SEA 08, is responsible for all technical matters pertaining to nuclear propulsion of U.S. ships and crafts, including all aspects of integration of the nuclear plant into the ship system. Nothing in this instruction detracts in any way from these responsibilities. Accordingly, SEA 08 will be consulted in all matters relating to or affecting the nuclear propulsion plant and associated nuclear facilities. In addition, the procedures and requirements in this instruction are not applicable to changes under the cognizance of the Deputy Commander for Nuclear Propulsion, SEA 08.

9. Forms. Engineering Change Proposal DD Forms 1692 and 1693 are stocked in the NAVSEA Forms room, NC2, Rm. 1W33, for use by Headquarters personnel. Other addressees may obtain these forms through normal supply channels per NAVSUP Publication 2002.

W. H. Cantrell
W. H. CANTRELL
Vice Commander

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DEFINITIONS

1. Ordnance Alteration (ORDALT). A change in naval ordnance equipment or ordnance associated computer programs. Equipment alterations include the addition, deletion, or rework of parts in assemblies or equipment, or changes in assembly procedures. Computer program alterations include the incorporation of different computer program versions, approved modifications or corrections to operational or maintenance programs.

2. ORDALT Instruction. One which directs (or describes) configuration changes to equipment or computer programs after delivery from production or after a product baseline has been established.

a. Change - A correction, addition or deletion to the text to improve clarity, for changes in applicability, to correct latent defects or for other simple corrections such as typographical errors. A change does not affect the complete ORDALT instruction but rather affects existing pages or may possibly add pages to the instruction. Changes are identified numerically, for example, ORDALT 4827 Change 2.

b. Revision - A complete rewrite of an existing ORDALT instruction retaining the same ORDALT instruction number together with a revision letter, for example, ORDALT 4827C. A revision is employed when a major correction, rewrite or revision to technical data is required, or to correct latent defects discovered after government acceptance of the basic ORDALT. Revisions shall not be used when form, fit or function is affected.

c. New (Superseding) ORDALT Instruction - One issued instead of a revision: (1) whenever the material to be supplied with the new ORDALT is not completely interchangeable with the content of the original ORDALT kit; (2) whenever the changes are such as to require the submission of a new completion report, even though the original ORDALT has been completed. New ORDALT instruction numbers are assigned to superseding ORDALTS.

3. Technical Documentation. A document that transmits the technical data, instruction and safety procedures related to the operation, installation, maintenance and modification of a product.

4. Latent Defects. A defect that existed at the time of government acceptance but could not be detected with existing inspection or test procedures.

FORMAT - SAMPLE ORDALT NUMBER ASSIGNMENT REQUEST MEMORANDUM

4130
OPR:
SER:

MEMORANDUM

From:
To: SEA 06D2G1

Subj: REQUEST FOR ORDALT NUMBER ASSIGNMENT

Ref: NAVSEAINST 4130.6C

Encl: (1) ECP (with process control sheet)_____(for original or revision), or
(1) Change_____ to ORDALT_____(with Approval and Cover sheet)
(2) Approved Justification/Cost Form (if applicable)

1. In accordance with reference (a), request an ORDALT number, change number or revision letter be assigned to enclosure (1).

2. (Use as many paragraphs as required to provide a justification or explanatory data as necessary).

3. The point of contact regarding this request is_____ Code_____, phone_____.

_____
(Requesting Official)

FORMAT - SAMPLE ORDALT INSTRUCTION CHANGE NUMBER ASSIGNMENT APPROVAL AND COVER SHEET

TITLE:

CAGE CODE 53711
NAVSEA ORDALT No. XXXXX

CHANGE NO. X

SUBJECT:

Date:

Approved By: _____
Position: _____
Code: _____

After Attached Enclosures Have Been Inserted, Place This Page Immediately Following The Title Page Of Basic ORDALT Instruction.

1. Purpose:

2. All holders of ORDALT Instruction No. XXXXX should incorporate this change upon receipt.

3. Except as indicated, remove the following pages and replace with new pages attached.

REMOVE	INSERT

DISTRIBUTION STATEMENT - (Should be same as on basic ORDALT.)