

SECTION VI

FORMAT

A. The following format shall be utilized in the preparation of SIs and LSIs:

NAVSEA or SUPSHIP or REGIONAL MAINTENANCE CENTER  
STANDARD ITEM or LOCAL STANDARD ITEM

FY- \_\_\_\_\_

ITEM NO: \_\_\_\_\_

DATE: \_\_\_\_\_

CATEGORY: \_\_\_\_\_

1. SCOPE:

1.1 Title: (When the length of a title continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

2. REFERENCES:

2.1 (Standard Items shall be listed first, if referenced in the Item.)

2.2 (When the length of a reference continues past one line, the beginning of the subsequent lines will be indented the same as the first line, as demonstrated here.)

3. REQUIREMENTS:

3.1

3.2

3.2.1

3.2.1.1

4. NOTES:

4.1 None. \*

\* In the event there are no NOTES, the word None shall appear in 4.1.

# of #

ITEM NO: \_\_\_\_\_

FY- \_\_\_\_\_

B. The following format shall be used in the preparation of Work Items and templates:

SHIP: \_\_\_\_\_ ITEM NO: \_\_\_\_\_  
COAR: \_\_\_\_\_ PCN: \_\_\_\_\_  
(Delete line if not required)  
\* \_\_\_\_\_ FILE NO: (IF APPLICABLE) CMP: (IF APPLICABLE)  
(\*SWT, CSWT, or LWT as applicable)  
REVISED: (IF APPLICABLE) PLANNER: \_\_\_\_\_

1. SCOPE:

1.1 Title: (When the length of a title continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.2 Location of Work:

1.2.1 (If only one, use 1.2.1 or Not Applicable)

1.2.2 (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.3 Identification:

1.3.1 Quantity ( ), (If only one, use 1.3.1 or Not Applicable)

1.3.2 (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.4 Security Classification of Equipment, Components, Spaces and Documents:  
The Equipment, Space or Document is classified and subject to the applicable provisions of the National Industrial Security Program Operating Manual, DOD 5220.22M (0584-LP-179-6400). (Omit when not applicable)

NOTE: All entries for this paragraph are to be listed. Attachments are not allowed.

1.4.1 Spaces: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

# of # ITEM NO: \_\_\_\_\_

SHIP: \_\_\_\_\_

1.4.2 Equipment: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.4.3 Documents: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

2. REFERENCES:

2.1 (Standard Items shall be listed first, if referenced in the item)

2.2 (When the length of a reference title continues past one line, the beginning of subsequent lines will be indented the same as the first line, as demonstrated here.)

3. REQUIREMENTS:

3.1

3.1.1

3.2

3.2.1

3.2.1.1

3.2.2

3.3

The following format shall be used to identify repair parts in paragraph 3 (use Standard Phrase B30).

TOTAL	NAME	PIECE	REF.	FIGURE	PART
<u>REQUIRED</u>	<u>OF PART</u>	<u>NO.</u>	<u>NO.</u>	<u>DRAWING NO.</u>	<u>NO.</u>

# of #

ITEM NO: \_\_\_\_\_

SHIP: \_\_\_\_\_

4. NOTES:

4.1 None. \*

4.1.1

4.2

\* In the event there are no NOTES, the word None shall appear in 4.1.

5. GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 LLTM:

5.1.1 None.\*\* \*\*\*

5.2 PUSH MATERIAL:

5.2.1 None.\*\* \*\*\*

5.3 KITTED MATERIAL:

5.3.1 None.\*\* \*\*\*

\*\* In the event there is no GFM, the word None shall appear.

\*\*\* In the event there is GFM, the following format shall be used in 5.

5.1 LLTM:

TOTAL	NAME	PIECE	REF.	NATIONAL	PARA
<u>QUANTITY</u>	<u>OF PART</u>	<u>NO.</u>	<u>NO.</u>	<u>STOCK NO.</u>	<u>NO.</u>
<u>PROVIDED</u>					

5.1.1

5.2 PUSH MATERIAL:

TOTAL	NAME	PIECE	REF.	NATIONAL	PARA
<u>QUANTITY</u>	<u>OF PART</u>	<u>NO.</u>	<u>NO.</u>	<u>STOCK NO.</u>	<u>NO.</u>
<u>PROVIDED</u>					

5.2.1

# of #

ITEM NO: \_\_\_\_\_

SHIP: \_\_\_\_\_

5.3 KITTED MATERIAL:

TOTAL	NAME	PIECE	REF.	NATIONAL	PARA
<u>QUANTITY</u>	<u>OF PART</u>	<u>NO.</u>	<u>NO.</u>	<u>STOCK NO.</u>	<u>NO.</u>

5.3.1

NOTE: PARA NO. -- Identify what basic paragraph in body of Work Item requires the part/material.

# of #                      ITEM NO: \_\_\_\_\_

C. SIs, LSIs, templates, and locally prepared Work Items shall be prepared in a 12 character per inch (CPI) font, with a left, right, top, and bottom margin of one inch.

NOTE: FORMAT TO SUPPORT THE AUTOMATED INFORMATION SYSTEM UNDER ONGOING REVIEW