

NAVSEA  
STANDARD ITEM

FY-20

ITEM NO: 009-21  
DATE: 01 OCT 2018  
CATEGORY: I

1. SCOPE:

1.1 Title: Alteration Verification, Logistics and Technical Data;  
provide

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Accomplish reporting of alterations in accordance with the following:

3.1.1 Meet with the ship's Commanding Officer's designated representative when required by SUPERVISOR within one day after start of the availability. Accomplish required reporting for each alteration in accordance with Attachments A through C.

3.1.2 Meet with the Commanding Officer's designated representative when required by the SUPERVISOR throughout the availability.

3.1.3 Submit one legible copy, in approved transferrable media, of completed Attachments A through C to the SUPERVISOR for each alteration within 3 days after alteration completion.

3.2 Complete Attachment D for all Government Furnished Material (GFM) and Contractor Furnished Material (CFM) equipment or components installed or permanently removed. This applies to all configuration changes, including alterations and repairs **not reported in accordance with 3.1.**

3.2.1 Provide individual Attachment D forms for each piece of equipment or component, including contractor submission and SUPERVISOR receipt signatures.

3.2.2 Submit data required by Attachment D, in approved transferrable media (spreadsheet or word processing document), to the SUPERVISOR no later than 5 days after installation or removal of GFM and CFM equipment or components from shipboard system(s).

3.3 Submit all copies of technical manuals, Maintenance Index Pages (MIP), and Maintenance Requirements Cards (MRC) received with GFM and CFM equipment to the SUPERVISOR no later than 5 days after receipt of equipment.

3.4 Data received in 3.3 required for installation and testing will be provided to the contractor.

4. NOTES:

4.1 Alterations may include Ship Alterations (ShipAlts), **Boat Alterations (BoatAlts)**, Ordnance Alterations (ORDALTs), Engineering Changes (ECs), Field Changes (FCs), Machinery Alterations (MACHALTs), Ship Change Document (SCD), Alteration Equivalent to Repair (AER), and other configuration changes authorized for accomplishment.

4.2 The requirements of this NAVSEA Standard Item will be accomplished by the activity installing the alteration.

4.3 The technical point of contact for the requirements contained in the NAVSEA Standard Item is the local Class Maintenance Team Logistician for the SUPERVISOR.

ATTACHMENT A

Exceptions to ILS Verification/Itemized Deliverables as Listed on ILS Certification

ALTERATION IDENTIFICATION: \_\_\_\_\_  
(Type Hull-Class-Alteration Number)

SHIP: \_\_\_\_\_ ALTERATION ACCOMPLISHMENT DATE: \_\_\_\_\_  
\_\_\_\_\_  
(Hull No./Name) (From - To)

INSTALLING ACTIVITY: \_\_\_\_\_

1. The following ILS was not provided upon completion of this alteration:

- a. Technical Manuals (listed by identification number and equipment application).
- b. Spares Support (OBRP and MAMs) that are with/without RIC/PAL No./Interim Repair Parts (listed by Equipment/Nomenclature)
- c. COSAL Updates (list documentation not onboard)
- d. Test Equipment (listed by Equipment Nomenclature)
- e. PMS Documentation (listed by Maintenance Index Pages (MIPs), Maintenance Requirements Card (MRC) Numbers)
- f. Ship Selected Record Drawings (SSRD) Markups (list mark-ups not onboard)
- g. Installation Drawings (list drawings not onboard)
- h. Onboard Initial/Differences Training as listed on ILS cert.

2. The following information is provided for items indicated in paragraph (1):

- a. Information on how and when this missing ILS was ordered (i.e. Requisition Number, Letter/Transmittal Number, etc.).
- b. Information on the current status/estimated receipt date/reason for late arrival (if known) (i.e. out of stock, not developed, etc.).
- c. Information on the anticipated method of transfer to the ship when received (i.e. transshipment, forwarding letter, to be accomplished by someone other than Naval Supervisory Authority (NSA)/Alteration Installation Team (AIT), etc.).

ATTACHMENT B  
PHYSICAL CONFIGURATION AUDIT REPORT

ALTERATION IDENT: \_\_\_\_\_  
(Type Hull-Class-Alteration Number)

SHIP: \_\_\_\_\_ ALTERATION ACCOMP DATE: \_\_\_\_\_  
(Hull No./Name) (From - To)

INSTALLING ACTIVITY: \_\_\_\_\_

EQUIPMENT NOMENCLATURE \_\_\_\_\_

SERIAL NO.: \_\_\_\_\_

LOCATION: \_\_\_\_\_

EQUIPMENT DISPOSITION:

INSTALLED       REMOVED       MODIFIED

EIC NO.: \_\_\_\_\_

TECHNICAL MANUAL(S) :  
(New/Revised/Copies)

\_\_\_\_\_  
\_\_\_\_\_

APL/AEL/PAL: \_\_\_\_\_

TEST EQUIPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PMS DOCUMENTATION: \_\_\_\_\_ (MIP NO.)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT C  
SHIP ALTERATION COMPLETION REPORT

REPORT NO:

SHIP/HULL  
SSP NO.  
UIC  
FY/TYPE AVAIL.

NAVSEA SUMMARY		COMPLETE	
SHIPALT NO.	BRIEF DESCRIPTION	(Yes/No)	REMARKS

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TYCOM SUMMARY		COMPLETE	
SHIPALT NO.	BRIEF DESCRIPTION	(Yes/No)	REMARKS

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ATTACHMENT D  
EQUIPMENT/COMPONENT LOGISTICS AND TECHNICAL DATA  
NAVSEA STANDARD ITEM 009-21  
INSTALLED/REMOVED DATE:

ALL DATA FIELDS ARE MANDATORY FILL. WRITE "NONE" WHERE NOT APPLICABLE.

SHIP NAME: \_\_\_\_\_ HULL: \_\_\_\_\_  
SPEC PKG. NO.: \_\_\_\_\_ AUTHORITY (WORK ITEM): \_\_\_\_\_  
ACTION: \_\_\_\_\_ RIC: \_\_\_\_\_  
SHIP CHANGE DOCUMENT (SCD)/SHIPALT NO: \_\_\_\_\_  
SERIAL NUMBER: \_\_\_\_\_  
ITEM UNIQUE IDENTIFIER (IUID)/UNIQUE ITEM IDENTIFIER (UII): \_\_\_\_\_  
VALVE MARK/ELECTRICAL SYMBOL NUMBER: \_\_\_\_\_  
QUANTITY: \_\_\_\_\_ SHIPBOARD LOCATION: \_\_\_\_\_  
RIC NOMENCLATURE: \_\_\_\_\_  
TM(S) RECEIVED: \_\_\_\_\_  
PMS MIP/MRC'S RECEIVED: \_\_\_\_\_  
ORBP(S) RECEIVED: \_\_\_\_\_  
INSTALLATION DRAWING NO: \_\_\_\_\_  
RIC CHARACTERISTICS: \_\_\_\_\_  
1. MFR - \_\_\_\_\_  
2. MFR DWG - \_\_\_\_\_  
3. MFR ID - \_\_\_\_\_  
4. NSN - \_\_\_\_\_

CIRCLE ONE: GFM or CFM

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

REPORTING CONTRACTOR: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
RECEIVING SUPERVISOR: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_