

NAVSEA  
STANDARD ITEM

FY-25

ITEM NO: 009-39  
DATE: 01 OCT 2023  
CATEGORY: I

1. SCOPE:

1.1 Title: Technical Manual Contract Requirement (TMCR) for a New Technical Manual for Commercial Equipment/Component; accomplish

2. REFERENCES:

2.1 NDMS-000172-000, Technical Manual Contract Requirement (TMCR); Commercial Off-The-Shelf (COTS) Equipment Requirements

2.2 NDMS-000173-000, Technical Manual Contract Requirements TMCR); Hull, Mechanical and Electrical (HM&E) Equipment Technical Manual Requirements

2.3 NDMS-000174-000, Technical Manual Contract Requirement (TMCR); Technical Manual Revision Requirements

2.4 NDMS-000175-000, Technical Manual Contract Requirement (TMCR); Technical Manual Change Package Requirements

3. REQUIREMENTS:

3.1 For a New Technical Manual for Commercial Equipment/Component, accomplish the requirements of 2.1.

3.1.1 Deliver the data items listed in Paragraph 1.3 of 2.1 as follows:

3.1.1.1 Submit 3 advance copies to the SUPERVISOR for review within 10 days upon receipt of equipment/component from the vendor.

3.1.1.2 One copy must be in a form suitable for offset printing.

3.1.2 Submit supplementary data for commercial manuals in accordance with 2.1 to the SUPERVISOR.

3.1.2.1 Deliver the data items listed in Paragraph 1.4 of 2.1 as follows:

3.1.2.2 Submit 3 review draft copies (RDC) of the supplementary data to the SUPERVISOR for review within 10 days of receipt of equipment from vendor.

3.1.2.3 One copy of the commercial manual with supplementary data inserted must be in a form suitable for offset printing.

3.2 For a Topically Structured Technical Manual accomplish the requirements of 2.2.

3.2.1 Deliver the data items listed in Paragraph 1.3 of 2.2 as follows:

3.2.1.1 Submit 3 review draft copies (RDC) to the SUPERVISOR for review within 10 days of receipt of equipment.

3.2.1.2 Submit one proof copy and one reproducible copy with integrally related art to the SUPERVISOR not later than 30 days after receipt of the reviewed final reproducible copy (FRC).

3.3 For Updating Technical Manual accomplish the requirements of 2.3 or 2.4 as appropriate.

3.3.1 Deliver the data items listed in Paragraph 1.3 of 2.3 or 2.4 as follows:

3.3.1.1 Submit 3 review draft copies (RDC) to the SUPERVISOR for review within 10 days after receipt of equipment/component.

3.3.1.2 Submit one proof copy and one final reproducible copy (FRC) with integrally related art to the SUPERVISOR not later than 30 days after receipt of the reviewed draft copy.

#### 4. NOTES:

4.1 References 2.1, 2.2, 2.3 and 2.4 are available and can be read on-line at:  
<https://nsdsa.dc3n.navy.mil>