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DEPARTMENT OF DEFENSE
STANDARD PRACTICE

FIELD CHANGES AND FIELD CHANGE KITS
PREPARATION OF



AMSC N/A

AREA TMSS

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FOREWORD

1. This Military standard is approved for use by the Naval Sea Systems Command, Department of the Navy, and is available for use by all Departments and Agencies of the Department of Defense.

2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Commander, Naval Sea Systems Command, SEA 5523, Department of the Navy, Washington, DC 20362-5101 by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

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1. SCOPE

1.1 Scope. This standard covers the development and preparation of field changes and field change kits (evaluation and production), used to improve equipment performance, operational characteristics, maintenance, reliability and safety.

1.2 Classification. Field changes are classified as:

- (a) Evaluation field change (see 3.2.4).
- (b) Production field change (see 3.2.11).
 - (1) Type (see 3.2.18).
 - (2) Classes (see 3.2.1).

1.3 Accomplishment priority. Accomplishment priorities are specified as:

- (a) Emergency (see 3.2.3).
- (b) Urgent (see 3.2.19).
- (c) Routine (see 3.2.17).

2. APPLICABLE DOCUMENTS

2.1 Government documents.

2.1.1 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).

SPECIFICATIONS

MILITARY

- MIL-P-15024 - Plates, Tags and Bands for Identification of Equipment.
- MIL-M-15071 - Manuals, Technical: Equipment and Systems Contents Requirement for.
- MIL-B-21741 - Book, Technical, Maintenance Standards.
- MIL-E-21981 - Electronic Equipment, Nomenclature, Serial Numbers and Identification Plates: Requirements for.
- MIL-D-23140 - Drawings, Installation Control, for Shipboard Electronic Equipment.
- MIL-M-24100 - Manuals, Technical: Functionally Oriented Maintenance Manuals (FOMM) for Electronic, Electromechanical, and Ordnance Equipment, Systems, and Platforms.
- MIL-P-24534 - Planned Maintenance System: Development of Maintenance Requirement Cards, Maintenance Index Pages, and Associated Documentation.

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MILITARY (Continued)

- MIL-T-31000 - Technical Data Packages, General Specification for.
- MIL-M-38784 - Manuals, Technical: General Style and Format Requirements.
- MIL-P-38790 - Printing Production of Technical Manuals: General Requirements for.

STANDARDS

MILITARY

- MIL-STD-12 - Abbreviations for use on Drawings, and in Specifications, Standards and Technical Documents.
- MIL-STD-130 - Identification Marking of U.S. Military Property.
- MIL-STD-415 - Test Provisions for Electronic Systems and Associated Equipment, Design Criteria for.
- MIL-STD-454 - Standard General Requirements for Electronic Equipment.
- MIL-STD-785 - Reliability Program for Systems and Equipment Development and Production.
- MIL-STD-1326 - Test Points, Test Point Selection and Interface Requirements for Equipment Monitored by Shipboard On-Line Automatic Test Equipment.
- MIL-STD-1661 - Mark and Mod Nomenclature System.
- MIL-STD-2036 - General Requirements for Electronic Equipment Specifications.
- MIL-STD-2110 - Restoration, Overhaul, and Repair of Electronic Equipment.
- DOD-STD-2167 - Defense System Software Development.

(Unless otherwise indicated, copies of federal and military specifications, standards, and handbooks are available from the Standardization Documents Order Desk, BLDG. 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

2.1.2 Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein. Unless otherwise specified, the issues are those cited in the solicitation.

MANUALS

- DoD 5220.22 - Industrial Security Manual for Safeguarding Classified Information.
- Z253.V58 - U.S. Government Printing Office Style Manual.

INSTRUCTIONS

- DoD-DIR-5230.25 - Withholding of Unclassified Technical Data From Public Disclosure.
- OPNAVINST 4700.33 - Ship Alteration Priority Policy.
- OPNAVINST 4110.2 - Hazardous Material Control and Management Plan (HMC&M).

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INSTRUCTIONS (Continued)

- OPNAVINST 5510.1 - Department of the Navy Information and Personnel Security Program Regulations.
- OPNAVINST 5513.1 - Department of the Navy Security Classification Guidance.
- SECNAVINST 4130.2 - Department of the Navy Configuration Management Policy.

(Application for copies should be addressed to the Standardization Documents Order Desk, BLDG. 4D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.)

2.2 Non-Government publications. The following document(s) 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).

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

- F 1166 - Standard Practice for Human Engineering Design for Marine Systems Equipment and Facilities. (DoD adopted)
- D 3951 - Standard Practice for Commercial Packaging.

(Application for copies should be addressed to the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103.)

(Non-Government standards and other publications are normally available from the organizations that prepare or distribute the documents. These documents also may be available in or through libraries or other informational services.)

2.3 Order of precedence. In the event of a conflict between the text of this document and the references cited herein, 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. ABBREVIATIONS, ACRONYMS AND DEFINITIONS

3.1 Abbreviations and acronyms. The abbreviations and acronyms used in this document are defined as follows:

- (a) AEL Allowance Equipment List
- (b) AMSC Acquisition Management Systems Contact
- (c) APL Allowance Parts List
- (d) ASTM American Society for Testing and Materials
- (e) COSAL Coordinated Shipboard Allowance List
- (f) DESC Description
- (g) DoD Department of Defense
- (h) DODISS Department of Defense Index of Specifications and Standards
- (i) EIB Engineering Information Bulletin
- (j) MDCS Maintenance Data Collection System

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(k)	MIL	Military
(l)	NAVSEA	Naval Sea Systems Command
(m)	NO.	Number
(n)	NOMEN	Nomenclature
(o)	NSN	National Stock Number
(p)	OPNAV	Office of the Chief of Naval Operations
(q)	OPNAVINST	Office of the Chief of Naval Operations Instruction
(r)	PMS	Preventative Maintenance System
(s)	SPCC	Ships Parts Control Center
(t)	STD	Standard
(u)	TMSS	Technical Manual Specifications and Standards

3.2 Definitions.

3.2.1 Classes. Class designations indicate the funding and installation responsibility for accomplishment of a field change:

- (a) Class 1. A class 1 field change is approved for accomplishment by forces afloat or station personnel; no installation funding is required.
- (b) Class 2. A class 2 field change requires fleet installation funding.
- (c) Class 3. A class 3 field change normally requires industrial assistance for installation and requires the appropriate systems command installation funding.

3.2.2 Detailed field change specification. Detailed field change specification defines specific requirements pertaining to a specific procurement which forms part of the contract.

3.2.3 Emergency. An emergency priority is assigned to changes for either of the following:

- (a) To effect a change in operational characteristics which if not accomplished may seriously compromise the national security.
- (b) To correct a hazardous condition which may result in fatal or serious injury to personnel, extensive damage, or destruction of equipment.

3.2.4 Evaluation field change. An evaluation field change is used to determine either the military suitability of a production field change or the adequacy of a production field change (see 3.2.11).

3.2.5 Evaluation field change kit. An evaluation field change kit contains all parts, materials, and instructions required to accomplish and evaluate the change.

3.2.6 Field change. A field change is a mechanical, electronic or electrical change, modification or alteration made to electronic equipment after delivery to the government.

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3.2.7 Field change bulletin. A field change bulletin is a publication which provides a list of the material supplied or required and detailed step-by-step instructions to accomplish a field change.

3.2.8 Field change kit. A field change kit consists of a publications package (see 3.2.16) and may or may not include parts, material, or special tools required in accomplishing the field change.

3.2.9 Interim change. An interim change is a temporary correction to a technical manual or other publication. Normally an interim change consists of published instructions for making minor pen-and-ink corrections; it may include insert pages and artwork. Interim changes are assigned formal numbers and shall be superseded by the first permanent change following the interim change.

3.2.10 Permanent change. A permanent change is a revision for permanent incorporation into a technical manual or other publication. A permanent change:

- (a) Consist of revised pages and may include instructions or pen and ink changes that may be conveniently made in the material if specifically approved by the processing activity.
- (b) Supersedes and incorporates interim changes which have not been covered by a permanent change.

3.2.11 Production field change. A production field change is identified by a change number and has been approved for accomplishment.

3.2.12 Production field change kit. A production field change kit contains all parts, materials and instructions required to accomplish an approved modification to an electronic equipment and/or its computer program to correct related publications.

3.2.13 Published article. Field change instructions or publication correction instructions promulgated to equipment users by an article published in a publication such as the EIB (see 3.1).

3.2.14 Published correction material. Correction material consists of interim or permanent changes for correcting all equipment technical manuals and other support documents, charts, and other equipment publications affected by the field change.

3.2.15 Publications material. Publications material is the instructional information required to accomplish a field change and the data required to correct applicable manuals, drawings, charts, and other equipment publications. This material shall be part of a publications package (see 3.2.16).

3.2.16 Publications package. A publications package is a collection of publications material (see 3.2.15) in a single cover or envelope.

3.2.17 Routine. A routine priority is assigned to proposed changes when emergency (see 3.2.3) or urgent (see 3.2.19) is not applicable.

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3.2.18 Type. Type indicates the extent to which parts are supplied as part of the kit or required to be furnished by the installing activity to accomplish the change:

- (a) Type I. A type I field change consists of a publications package (see 3.2.16), all parts, onboard spares materials, special tools, jigs and instruments required to accomplish the change to one equipment and to revise existing equipment nameplates, publications, and charts.
- (b) Type II. A type II field change requires parts, none of which are included with the field change. A type II field change consists of a publications package (see 3.2.16) providing instructions for accomplishing the field change and for correcting related publications.
- (c) Type III. A type III field change consists of a publications package (see 3.2.16) and some of the parts, materials, and special tools required to accomplish the field change to one equipment and to revise existing nameplates, publications and charts. (Parts, test equipment, and so forth not included in the field change are stocked onboard or should be requisitioned.)
- (d) Type IV. A type IV field change does not require parts or the use of special tools. A type IV field change consists of either a kit consisting of a publications package (see 3.2.16) providing instructions for accomplishing the field change and for correcting related publications.

3.2.19 Urgent. An urgent priority is assigned to changes for one or more of the following:

- (a) To effect a change in operational characteristics which if not accomplished may seriously compromise the mission effectiveness of the deployed equipment or forces.
- (b) To correct a potentially hazardous condition which may result in serious injury to personnel or damage to the equipment.
- (c) To conform to significant contractual requirements (that is when lead time will necessitate slipping approved production, activation, or construction schedules if the changes are not incorporated).
- (d) To effect an interface change which if delayed will cause a schedule slippage or increased cost.
- (e) To effect through value engineering or other cost reduction efforts, net life cycle savings to the government of more than 100,000 dollars, where expedited processing of the change will be a major factor in realizing lower costs.

3.2.20 Validation. Validation is the process by which the preparer or Navy field activity assures the technical accuracy and adequacy of the field change.

3.2.21 Verification. Verification is the process by which the government assures the accuracy of the field change by comparison with hardware. This includes government action to assure proper execution of validation by the preparer.

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4. REQUIREMENTS

4.1 Security classification. The security classification shall be assigned by the command or agency concerned. The security classification of field changes shall be in accordance with the requirements of OPNAVINST 5513.1. The classification markings are governed by OPNAVINST 5510.1 for Navy activities and DoD 5220.22 for contractor facilities. Destruction notices shall be in accordance with OPNAVINST 5510.1 and export notices shall be in accordance with DoD-DIR-5230.25. Handling and production of all classified material shall be in accordance with DoD 5220.22.

4.1.1 Warnings. Warnings to inform holder/users of some special status of information (that is sensitive technology) shall be in accordance with OPNAVINST 5510.1.

4.1.2 Distribution statement. Distribution statements shall be in accordance with OPNAVINST 5510.1 to control the distribution of classified or unclassified field changes.

4.2 Safety. Safety requirements shall be in accordance with MIL-STD-454, requirement 1.

4.3 Software. Computer Software development shall be in accordance with DOD-STD-2167 and the original equipment contract or purchase order (see 6.2).

4.4 Design for maintainer. Design for maintainer (maintainability) shall be incorporated into the field change design to the extent practical in accordance with MIL-STD-1472 and the original equipment contract or purchase order (see 6.2).

4.5 Reliability. Reliability essential to acquisition, operation, and support shall be in accordance with MIL-STD-785 and the original equipment contract or purchase order (see 6.2).

4.6 Test provisions. Test provisions to provide a means for monitoring performance, calibration and fault isolation shall be in accordance with the original equipment specification and MIL-STD-415. Equipment which is required to be tested by on-line automatic test equipment shall be provided with test points in accordance with the original equipment specification and MIL-STD-1326.

4.7 Test equipment. Test equipment required to accomplish the field change shall be limited to that of the basic equipment.

4.8 Type designation. When the field change does not apply to the entire equipment population request shall be made for assignment of a new type designation (nomenclature) in accordance with MIL-E-21981 or MIL-STD-1661 as applicable.

4.9 Plates. Nameplates and information plates shall be in accordance with MIL-STD-130 and MIL-P-15024.

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4.10 Drawings and data. When new subassemblies are supplied or changes made to interconnection wiring or when physical/functional interface is affected, installation control drawings and preliminary data sheet material shall be provided in accordance with MIL-D-23140. When specified (see 6.2) engineering drawings and microfilm of drawings shall be in accordance with MIL-T-31000 and the original contract or purchase order. Quantities of installation and engineering drawings shall be as specified (see 6.2).

4.11 Markings and symbols. External and internal markings for, electrical and electronic, equipment and parts shall be in accordance with MIL-STD-454, requirement 67.

4.12 Abbreviations and spelling. The use of abbreviations shall be held to a minimum, if used abbreviations shall be in accordance with MIL-STD-12 and the Government Printing Office (GPO) Style Manual. Spelling shall be in accordance with the GPO Style Manual.

4.13 Notes, cautions and warnings. Notes, cautions and warnings shall be used to emphasize important, critical, and potentially dangerous instructions and shall be in accordance with MIL-M-38784.

4.14 Procedural steps and listings. Procedural steps, such as sequential steps of assembly or disassembly, use of automatic test equipment (including test program), and new operating procedures shall be numbered in consecutive arabic numerals (1, 2, 3, and so forth). The same format shall be followed for other lists forming part of the text.

4.15 Illustrations. Illustrations shall be prepared in accordance with MIL-M-38784 and MIL-M-15071.

4.16 Manuscript copy. Upon approval of the evaluation field change kit (see 5.1), four manuscript copies of the field change bulletin (see 5.4) or article for publication (see 5.3) and publications correction material (including illustrations) (see 5.6), shall be forwarded to the applicable command. Completed signed copy of the check list shown on figure 1 shall be attached to the specified four manuscript copies (see 6.2). Manuscript copy of change pages shall be copies of the pages with changes inserted.

4.16.1 Validation. The preparer shall validate manuscripts for technical and engineering accuracy, adequacy, and for conformance to the requirements of the technical content specifications and the contract or purchase order (see 6.2). Evidence of such validation shall be made available to the government upon request when the material furnished is submitted for approval.

4.17 Field change numbers. Field change numbers shall be requested from the procuring activity when the manuscript copy (see 4.16) is submitted for approval (see 6.2).

4.18 National stock number. A national stock number is required for each production field change kit (see 5.2.1) subject to requisition from SPCC or stock. National stock numbers shall be requested from the procuring activity when the manuscript copy (see 4.16) is submitted for approval.

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4.19 Printing and binding. Printing and binding of field change bulletins (see 5.4) may be in any method providing clear, legible copy. Self covers are not required. Printing and binding of publications correction material (see 5.6) shall conform to the requirements of MIL-M-24100 and MIL-P-38790 as applicable.

4.20 Responsibility for inspection. The preparer is responsible for the performance of all inspection requirements as specified herein unless otherwise specified (see 6.2). The preparer may use his own or any other facility suitable for the performance of the inspection requirements specified herein, unless disapproved by the government. The government reserves the right to perform any of the inspections set forth, where such inspections are deemed necessary to ensure supplies and services conform to prescribed requirements.

5. DETAILED REQUIREMENTS

5.1 Evaluation field change kit. An evaluation field change kit shall be provided for each field change specified (see 6.2). The evaluation field change kit shall have available for the evaluation, all parts, materials, computer program, special tools, and special test equipment required to accomplish the change. (All government furnished material specified shall be requested from the procuring activity in sufficient time to assure its availability at the time and place of the evaluation.) A brief report consisting of the following information shall be provided for evaluation:

- (a) Title - (brief statement of purpose and effect of change).
- (b) Purpose - (technical elaboration of the title).
- (c) Estimated man-hours - (man-hours required to accomplish and check out field change).
- (d) Prerequisite field changes - (all field changes that must be completed before a particular field change can be accomplished. If none, enter the word "NONE").
- (e) List of parts and materials - The list of parts and materials shall be in tabular form and shall include:

<u>ITEM</u> <u>NO.</u>	<u>NOMEN</u> <u>DESCP</u>	<u>NATIONAL</u> <u>STOCK NO.</u>	<u>PART</u> <u>NO.</u>	<u>REFERENCE</u> <u>DESIGNATION</u>	<u>QUANTITY</u> <u>REQUIRED</u>
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(All parts and materials, supplied and not supplied, which are required to accomplish the field change; include requirements for onboard spares).

- (f) Special tools and test equipment - (all jigs, instruments, and test equipment required to accomplish the field change and to test the equipment after the change has been accomplished).
- (g) Modification procedures - (information required to accomplish the field change; that is notes, warnings, detailed instruction for special tools or jigs, safety procedures, detailed step-by-step procedures, adjustments (electrical and mechanical), technical manual corrections).
- (i) Onboard spares - (instructions for disposition of onboard spares).
- (j) Removed parts and materials - (instruction for disposition of removed parts and materials).

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- (k) Allowance changes - (additions or deletions to COSAL, APL or AEL, changes shall be documented on form 4790-CK).
- (l) Nameplates, information plates - (instruction for mounting nameplates, and information plates).
- (m) Reports - (instruction for submittal of reports up on completion of field change).
- (n) Check out procedures - (instructions for check out of equipment after field change has been completed).

5.1.1 Evaluation field change report. If the contract or purchase order (see 6.2) involves only the purchase of an evaluation field change kit (see 5.1), the evaluation field change report shall include the following:

- (a) A list of existing publications, charts, and drawings pertaining to the equipment with an estimate of the work required to prepare publication changes.
- (b) Extent to which the weight, power requirements, heat dissipation, and other interface characteristics have been changed. When interfaces have not been changed, a statement to this effect shall be included.
- (c) Any change in the performance standards or maintenance standards of the equipment.

5.1.2 Evaluation test. Prior to production of field change kits, one field change kit shall be subjected to an evaluation test. The evaluation test shall be accomplished at the place of manufacture or at such other location as may be acceptable to the procuring activity. Unless otherwise specified the evaluation test shall be performed by personnel of the same technical level as the personnel required to accomplish the production field change and shall be witnessed by a representative of the procuring activity (see 6.2). In performing the evaluation the detailed procedures as specified (see 5.1) shall be followed. Any deviations or corrections necessary to accomplish a satisfactory test shall be recorded and the preparer shall correct or clarify the procedure. If the deviations are extensive, the procuring activity concerned may require an additional evaluation test. A report of the evaluation test shall be furnished to the procuring activity on or before submission of the manuscript for approval. This report shall include information concerning action taken, results, recommendations, any change in interface parameters, weight, power requirements, heat dissipation, performance or maintenance standards.

5.2 Production field changes. All production field changes shall be evaluated in accordance with 5.1.2. The field change shall be approved by the applicable systems command. Approval is contingent upon the satisfactory completion of the following elements:

- (a) Evaluation field change kit (see 5.1).
- (b) Production field change.
 - (1) Parts assembly and piece parts (see 4.18, 5.4.4, and 5.4.5).
 - (2) Publications correction material (see 5.6).
- (c) Engineering and installation control drawings (see 4.10).
- (d) Production inspection (see 5.2.2).

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5.2.1 Production field change kits. Unless otherwise specified (see 6.2), one field change kit shall be supplied for each equipment that does not include the equivalent factory change.

5.2.2 Production inspection. Field change kits shall be inspected to determine compliance with this standard and the requirements of the approval instructions of the applicable systems command. Inspection of the material, parts, special tools and special test equipment furnished with type I and type III field changes, supplied with other than equipment contracts, shall be conducted as specified in the detail field change (see 6.2).

5.3 Article for publication. Article for publication are acceptable only for relatively simple changes when approved by the procuring activity (see 6.2). An article of publication will normally be used for servicing, adjusting and replacing parts, minor assemblies or subassemblies, or revisions to manuals, charts, and other related publications which will not require more than one 8.5 by 11 inch page when printed. Separate publication correction articles shall be prepared for each technical manual or other publication, chart, reference standards book, performance standards sheet, and so forth, affected by the field change. Manuscript copy of an article shall consist of an original and two copies. Illustrations shall be prepared as reproducible copy of suitable quality for offset reproduction. Article for publication shall include the applicable information as shown on figure 2.

5.4 Field change bulletin. The field change bulletin shall consist of descriptive data, illustrations, and step-by-step procedures for accomplishing the field change. Where lengthy procedures, schematic diagrams, or other data are included in the technical manual or publications correction material, it is not necessary to repeat this data in the bulletin. Reference shall be made in the bulletin to the technical manual or the correction material for the procedure or illustration. Format for the preparation of field change instructions shall include the applicable information as shown on figure 3.

5.4.1 Accomplishment priority. Accomplishment priority shall be assigned in accordance with OPNAV 4700.33 or as defined in paragraphs 3.2.3, 3.2.17, 3.2.19 as designated by the applicable command or agency unless otherwise specified (see 6.2).

5.4.2 Accomplishment responsibility. Accomplishment responsibility shall be based on the skills required to accomplish the field change. Accomplishment responsibility statement equivalent to one of the following shall be included for the class of field change designated by the applicable command or agency, unless otherwise specified (see 6.2):

- (a) Class 1 (see 3.2.1) - "This field change is within the technical capability of the forces afloat and station personnel and is approved for accomplishment on equipment affected."
- (b) Class 2 (see 3.2.1) - "Naval shipyards, tenders, and repair facilities shall accomplish this field change on ship-installed equipment when authorized by the type commander."
- (c) Class 3 (see 3.2.1) - "Naval shipyards or repair facilities shall accomplish this field change when authorized by the cognizant systems command, or type commander."

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5.4.3 Routine instructions. A statement equivalent to one or more of the following shall be included to designate the action required:

- (a) Field change not requiring publications corrections - "No publications or charts require revision because of this field change."
- (b) Field changes requiring publications corrections - "Corrections to publications and charts - The applicable equipment technical manuals, performance standards sheets, reference standards books, overhaul and repair instructions, maintenance requirement cards, plans, charts, and nameplates shall be corrected or replaced in accordance with the following instructions: (specify instructions)."
- (c) Field changes applying to all equipment (except those covered by an equivalent factory change) - "Maintenance support activities shall correct their publications immediately, but keep the superseded data intact for support of equipment that has not been modified. Holders of the equipments should not make changes until the field change has been accomplished."
- (d) Field changes not applying to all equipments - "Inasmuch as not all equipments are modified by this field change or an equivalent production change, the publications corrections cover the equipment both with and without the field change. All copies of the books should be corrected upon receipt."

5.4.4 Field change kits supplied under equipment contracts. All parts of field change kits supplied under equipment contracts shall be identical to those included in the equivalent production field changes (see 5.2).

5.4.5 Field change kits not supplied under equipment contracts. All parts of kits that are covered by detail field change specifications shall be in accordance with the detail specification: all parts of kits not covered by detail specifications shall be in accordance with MIL-STD-454 and as specified in MIL-STD-2036.

5.4.6 Publications correction instructions. Publications correction instructions set forth in an article for publication (see 5.3), shall be prepared in the same manner as an interim change (see 3.2.9) to the applicable publications in accordance with MIL-M-15701. A separate article shall be prepared for making revisions to each publication, chart, performance standard sheet, reference standards book, drawing, and so forth, affected by the field change. Format shall be in accordance with figure 2.

5.5 Publications package. The publications package shall consist of:

- (a) Information sheet (see 5.5.1).
- (b) Two copies of the field change bulletin (see 5.4).
- (c) Two copies of technical manual correction material in accordance with 5.6.1.
- (d) One copy of each other publications correction material in accordance with 5.6.
- (e) APL changes.
- (f) PMS changes.

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5.5.1 Information sheet. The publications package shall have identifying and descriptive information equivalent to that shown on figure 4, as the first sheet of the publications package. The information may be on a separate sheet stapled to the upper left-hand corner of the publications material, reproduced on an envelope, or on a wrap-around band containing the publications material.

5.6 Publications correction material. Publications correction material consisting of interim changes (see 3.2.9), permanent changes, or revised manuals shall be supplied for correcting all existing equipment documents, charts, and other publications affected by the field change. Correction material shall be prepared in accordance with the requirements of MIL-M-15071, MIL-T-31000, MIL-M-38784 and the original contract or purchase order as applicable.

5.6.1 Technical manuals. Technical manual correction material shall conform to the requirements of MIL-M-15071 and MIL-M-38484 or MIL-M-24100 as specified in the technical manual contract requirement.

5.6.2 Supplementary manuals. Supplementary technical manuals (which augment the technical manual) shall be supplied when specified in the contract or purchase order (see 6.2). Supplementary manuals shall be written in such a manner that when used with the manual for unmodified equipment, the contents of the two manuals will cover the modified equipment to the extent specified for a complete manual in accordance with MIL-M-15071 as specified in the technical manual contract requirement.

5.6.3 Operating instruction charts. When the field change alters the equipment operating instruction charts, new charts shall be provided in accordance with MIL-STD-2110.

5.6.4 Reference standards books. When the field change alters any reference standard, manual corrections or revisions shall be provided for the reference standards book in accordance with MIL-B-21741.

5.6.5 Overhaul and repair instructions. When the field change alters any of the overhaul and repair instructions, the manual shall be corrected or revised in accordance with MIL-M-15071, MIL-M-24100 or MIL-M-38784.

5.6.6 Planned maintenance system. When the field change effects the safety, operation, or maintenance of the equipment or system the planned maintenance system shall be updated in accordance with MIL-P-24534, unless otherwise specified by the applicable command, or agency (see 6.2).

5.6.7 Engineering and installation control drawings. Corrections to engineering drawings, installation control drawings, and microfilm shall be supplied in accordance with 4.10.

5.7 Evaluation field change. Unless otherwise specified (see 6.2), the evaluation field change shall be included as one of the production field change kits (see 5.2.1).

5.8 Publications material. In addition to the publications material in each field change kit, the preparer shall supply bulk quantities of publication material in accordance with the distribution list for the field change (see 6.2).

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5.9 Replenishment material. The original artwork and one photolithographic negative in accordance with MIL-P-38790, of each half-tone illustration shall be included in each data item, together with two copies of the printed document and adequate assembly instructions for purposes of reprinting. Those documents shall be forwarded as directed with a cover letter which identifies the documents for replenishment and updating purposes.

5.10 Distribution. Distribution of field changes and field change kits shall be as specified (see 6.2).

5.11 Preservation, packaging, packing and marking. Preservation, packaging, packing, and marking of field changes and field change kits shall be in accordance with ASTM D 3951.

5.11.1 Marking. Marking information shall include:

- (a) Field change number (see 4.17).
- (b) Publication number.
- (c) Field change title.
- (d) Type and class (see 3.2.1 and 3.2.18).
- (e) National stock number (see 4.18).
- (f) Contract number.

6. NOTES

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

6.1 Intended use. This standard covers the preparation and handling of field changes and field change kits for Navy equipment and systems.

6.2 Acquisition requirements. Acquisition documents should specify:

- (a) Accomplishment priority (see 5.4.1).
- (b) Accomplishment responsibility (see 5.4.2).
- (c) Article for publication (see 5.3).
- (d) Design for maintainer (see 4.4).
- (e) Distribution (see 5.10).
- (f) Drawings and data (see 4.10).
- (g) Evaluation field change (see 5.7).
- (h) Evaluation field change kit (see 5.1).
- (i) Evaluation field change report (see 5.1.1).
- (j) Evaluation test (see 5.1.2).
- (k) Evaluation test site (see 5.1.2).
- (l) Field change numbers (see 4.17).
- (m) Issue of DODISS to be cited, and if required the specific issue of individual documents referenced (see 2.1 and 2.2).
- (n) Manuscript copy (see 4.16).
- (o) Production field change kits (see 5.2.1).
- (p) Production inspection (see 5.2.2).
- (q) Planned maintenance system (see 5.6.6).
- (r) Publications material (see 5.8).
- (s) Reliability (see 4.5).

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- (t) Responsibility for inspection (see 4.20).
- (u) Security classification (see 4.1).
- (v) Software (see 4.3).
- (w) Specifications and standards (see 2.1.1).
- (x) Supplementary manuals (see 5.6.2).
- (y) Technical manual correction material (see 5.6.1 and 5.6.5).
- (z) Title, number and date of this standard.
- (aa) Type designations (see 4.8).
- (bb) Type of field change (see 1.2).
- (cc) Validation (see 4.16.1).

6.3 Type designations. When the contract or purchase order calls for a type of field change that does not conform to the type designation representing the parts supplied category specified, the preparer should request permission to make the type designation agree with the correct designation.

6.4 Hazardous material control and management. Equipment and systems requiring upgrade should be reviewed for use of hazardous materials in accordance with OPNAVINST 4110.2.

6.5 Configuration management. When applicable configuration management of systems and equipment should be in accordance with SECNAVINST 4130.2.

6.6 Subject term (key word) listing.

Alteration
 Design changes
 Engineering changes
 Modification
 Retrofit
 Rework

6.7 Changes from previous issue. Marginal notations are not used in this revision to identify changes with respect to the previous issue due to the extensiveness of the changes.

Preparing activity:
 Navy - SH
 (Project TMSS-N233)

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CHECK LIST FOR FIELD CHANGE BULLETINS

SECURITY CLASSIFICATION _____

FIELD CHANGE NO. _____ NATIONAL STOCK NO. _____

CONTRACT NO. _____ PREPARER _____

TYPE OF KIT _____ CLASSIFICATION _____ ACCOMPLISHMENT PRI _____

PUBLICATIONS CORRECTED _____

PUBLICATION NO. _____

TM _____ RSB(MSB) _____ OIG _____ PSS _____ CHARTS _____ MISC _____

PUBLICATIONS SPECIFICATIONS _____

TOTAL QTY BULLETINS

Kits sent direct (attach shipping list) () _____
Number of kits (sent to stock) () _____

BULLETIN REQUIREMENTS (see figure 3)

- | | <u>YES</u> | <u>NO</u> | <u>NOT
APPLY</u> |
|--|------------|-----------|----------------------|
| 1. Running head and running feet: | | | |
| a. On classified bulletins, the security classification is indicated at top and bottom of all pages. | () | () | () |
| b. Command approval signature, position, code and date in lower right-hand corner of last page. | () | () | |
| c. Page No. in lower right-hand corner of each page. Page one shall show the total number of pages (such as, page 1 of 5), successive pages shall contain page numbers only. | () | () | |

Figure 1. Check list for field change bulletins.

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CHECK LIST FOR FIELD CHANGE BULLETINS (cont'd)

	<u>YES</u>	<u>NO</u>	<u>NOT APPLY</u>
2. Main heading:			
a. Publication No. as assigned by the approval letter.	()	()	()
b. Security classification of all classified bulletins (see 4.1).	()	()	()
c. Name and address of the cognizant command or agency.	()	()	
d. Field change No.	()	()	()
e. National stock No. for field change kit, when required (see 4.18).	()	()	()
f. Title.	()	()	
g. Type of field change (see 3.2.18).	()	()	
h. Class of field change (see 3.2.1).	()	()	
i. Estimated man-hours required to accomplish and check out the field change.	()	()	
j. Accomplishment priority (see 5.4.1).	()	()	
k. Operational change.	()	()	
l. Nonoperational change.	()	()	
m. Applicable ships/stations.	()	()	
n. Preparing activity and address.	()	()	
o. Warnings (see 4.1.1).	()	()	
p. Distribution statement (see 4.1.2).	()	()	
3. Body of Bulletin:			
a. Accomplishment responsibility (see 5.4.2).			
(1) Statement for Class 1 field change.	()	()	()
(2) Statement for Class 2 field change.	()	()	()
(3) Statement for Class 3 field change.	()	()	()
b. Accomplishment priority (see 5.4.1).			
(1) Statement for Emergency.	()	()	()
(2) Statement for Urgent.	()	()	()
(3) Statement for Routine.	()	()	()
c. Equipment affected.			
(1) Type.	()	()	
(2) Model.	()	()	
(3) Serial Numbers.	()	()	
(4) Conditions (ship, shore, tropics, etc).	()	()	
(5) Indicate extent to which all equipment of same nomenclature will be similar or dissimilar after field change.	()	()	

Figure 1. Check list for field change bulletins - Continued.

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CHECK LIST FOR FIELD CHANGE BULLETINS (cont'd)

	<u>YES</u>	<u>NO</u>	<u>NOT APPLY</u>
d. Purpose (a technical elaboration of the title).	()	()	
e. Prerequisite change (all field changes which must be accomplished prior to accomplishment of this change; if none enter the word "NONE").	()	()	
f. Effect on nomenclature (effect or changes to equipment nomenclature resulting from the field change; if the nomenclature is not effected enter the word "NONE").	()	()	
g. Indication of accomplishment (brief statement describing how to determine that the change has been accomplished).	()	()	
h. List of parts and material.			
(1) Item number for each part.	()	()	
(2) Nomenclature Description.	()	()	
(3) National Stock Number.	()	()	
(4) Part Number.	()	()	
(5) Reference Designation.	()	()	
(6) Quantity Required.	()	()	
(7) All material not included in the kit but required for accomplishing the change.	()	()	
i. Publication material	()	()	
(1) Publication Number.	()	()	
(2) Revision.	()	()	
(3) Title.	()	()	
(4) Classification.	()	()	
(5) Quantity.	()	()	
j. List of tools and test equipment (list all tools, jigs, instruments, and test equipment required to accomplish the change and to test the equipment after the change, include equipment not furnished).	()	()	
(1) Nomenclature description.	()	()	
(2) National stock number.	()	()	
(3) Part/model number.	()	()	
(4) Quantity required.	()	()	
k. Procedures.			
(1) Detailed step-by-step instructions for accomplishing the change. (include disassembly and assembly)	()	()	
(2) Notes, cautions, and warnings.	()	()	
(3) Instructions for the construction and use of special tools and jigs.	()	()	

Figure 1. Check list for field change bulletins - Continued.

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CHECK LIST FOR FIELD CHANGE BULLETINS (cont'd)

	<u>YES</u>	<u>NO</u>	<u>NOT APPLY</u>
(4) Turn on/off procedures and other steps related to safety.	()	()	
(5) All mechanical and electrical adjustments.	()	()	
(6) Illustrations, photographs, and diagrams not available in existing publications.	()	()	
(7) Remarks concerning circuit operation indicative of improper installation of the field change.	()	()	
(8) Instructions for modifying or adding reference designations to the chassis.	()	()	
l. Routine instructions.			
(1) Corrections to publications and charts (see 5.4.6).	()	()	
(2) Record of accomplishment (where to record field change after installation).	()	()	
(3) Disposition of replaced material.	()	()	
(4) Disposition of field change bulletin.	()	()	
(5) Repair of onboard spares.	()	()	
(6) Onboard allowance changes.	()	()	
m. Validation procedures (instructions for check out of proper field change installation).	()	()	

PUBLICATIONS PACKAGE (see 5.5)

Publications package cover or information sheet (see figure 4):			
a. NAVSEA number in upper left-hand corner (type II field changes only).	()	()	
b. PUBLICATIONS PACKAGE FOR FIELD CHANGE (number and nomenclature).	()	()	
c. Contents (specific publication material).	()	()	
d. Purpose of field change.	()	()	
e. Equipment affected and limitation of change.	()	()	
f. Prerequisite field changes.	()	()	
g. Man-hours required to make change.	()	()	

Figure 1. Check list for field change bulletins - Continued.

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CHECK LIST FOR FIELD CHANGE BULLETINS (cont'd)

	<u>YES</u>	<u>NO</u>	<u>NOT APPLY</u>
<u>CHECK LIST</u>			
Check list for field change bulletins, temporary corrections and permanent changes accompany each field change bulletin manuscript submitted to the agency concerned for review.	()	()	

I certify that the subject Field change Bulletin conforms to the statement as checked above, has been revised in accordance with the comments in the marked-up bulletin, and meets the requirements of the approval letter and required specifications.

(Head Publications Department)

(Date)

Figure 1. Check list for field change bulletins - Continued.

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ARTICLE FOR PUBLICATIONFIELD CHANGE NUMBER: (see 4.17) TITLE: (brief statement of purpose and effect of change) MAN - HOURS: (time required to accomplish and check out change) INTRODUCTION:

EQUIPMENT AFFECTED - (type, model, serial numbers, ship/shore).

PURPOSE - (reason for field change).

PREREQUISITES - (all changes that must be completed before a
particular field change can be accomplished).EFFECT ON NOMENCLATURE - (effect of changes to the equipment
nomenclature resulting from the change).MATERIAL REQUIRED:

<u>ITEM</u> <u>NO.</u>	<u>NOMEN</u> <u>DESCP</u>	<u>NATIONAL</u> <u>STOCK NO.</u>	<u>PART</u> <u>NO.</u>	<u>REFERENCE</u> <u>DESIGNATION</u>	<u>QUANTITY</u> <u>REQUIRED</u>
---------------------------	------------------------------	-------------------------------------	---------------------------	--	------------------------------------

(All parts and materials supplied and not supplied, which are required to accomplish the field change, include requirements for onboard spares, publications material shall be listed at the end of the table.)

TOOLS REQUIRED:

(All jigs, instruments and test equipment required to accomplish the change and test the equipment after the change has been accomplished.)

PROCEDURES:

(Detailed step-by-step procedures for accomplishing the field change, notes, cautions, warnings (see 4.14).)

ROUTINE INSTRUCTIONS:

(Corrections to publications, disposition of replaced material, disposition of field change material, update of MDCS.)

Figure 2. Article for publications.

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FIELD CHANGE BULLETIN

(Security classification)

Publication number (as assigned by the approval letter)

(Electrical/Electronic) Field Change Bulletin
(Command or agency and address)

Field Change No.
(see 4.17)

National Stock No.
(see 4.18)

TITLE:
(brief statement of purpose and effect of change.)

TYPE: () **CLASS:** () **ACCOMPLISHMENT PRIORITY:** **OPERATIONAL CHANGE ()**
(see 3.2.18) (see 3.2.1) (see 5.4.1) (effect on operational characteristics of the basic equipment.)

ESTIMATED MAN-HOURS: **NONOPERATIONAL CHANGE ()**
(time required to accomplish and check out field change.) (effect on operational characteristics of the basic equipment.)

APPLICABLE SHIPS/STATIONS:
(Ship, Ship Class, Shore Activity)

PREPARED BY:
(Supplier or government agency and address)

CONTRACT No.

PROJECT No.

WARNINGS:
(see 4.1.1)

DISTRIBUTION STATEMENT:
(see 4.1.2)

(Security classification)

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Figure 3. Field change bulletin.

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FIELD CHANGE BULLETIN (cont'd)

(Security classification)

ACCOMPLISHMENT RESPONSIBILITY - (see 5.4.2)

ACCOMPLISHMENT PRIORITY - (statement which agrees with accomplishment priority to designate the action required for accomplishment of the change; statement will be provided by the procuring activity and shall be requested when the manuscript is submitted for approval).

EQUIPMENT AFFECTED - (type, model, serial number and conditions: ship/shore, tropics, and so forth).

PURPOSE - (a technical elaboration of the title).

PREREQUISITE CHANGES - (all changes which must be accomplished prior to accomplishment of the change).

EFFECT ON NOMENCLATURE - (effect or change to equipment nomenclature resulting from the field change).

INDICATION OF ACCOMPLISHMENT - (brief statement describing how to determine that the field change has been accomplished).

LIST OF PARTS AND MATERIAL

ITEM NO.	NOMEN DESCRP	NATIONAL STOCK NO.	PART NO.	REFERENCE DESIGNATION	QUANTITY REQUIRED
-------------	-----------------	-----------------------	-------------	--------------------------	----------------------

(All parts and materials supplied and not supplied, which are required to accomplish the field change, include requirements for onboard spares.)

(Security classification)

Figure 3. Field change bulletin - Continued.

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FIELD CHANGE BULLETIN (cont'd)

(Security classification)

PUBLICATIONS

<u>Publication Number</u>	<u>Revision</u>	<u>Title</u>	<u>Classification</u>	<u>Quantity</u>
-------------------------------	-----------------	--------------	-----------------------	-----------------

TOOLS AND TEST EQUIPMENT

<u>NOMEN DESCRP</u>	<u>NATIONAL STOCK NO.</u>	<u>PART/MODEL NO.</u>	<u>QUANTITY REQUIRED</u>
-------------------------	-------------------------------	---------------------------	------------------------------

(All tools, jigs, instruments, special tools and test equipment required to make the change and to test the equipment after the change).

PROCEDURES - (detailed step-by-step procedures to accomplish the change, cautions, warning, notes, safety procedures, adjustments, and so forth).

ROUTINE INSTRUCTIONS - (see 5.4.3, corrections to publications, disposition of replaced material, disposition of field change bulletins, and so forth).

VALIDATION PROCEDURES - (instructions on checking out field change for proper installation).

Approved by: _____
 Position: _____
 Code: _____
 Date: _____

(Security classification)

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Figure 3. Field change bulletin - Continued.

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INFORMATION SHEET

NAVSEA _____

PUBLICATION PACKAGE FOR FIELD CHANGE: (NUMBER AND NOMENCLATURE).

CONTENTS: (what the package consists of)

PURPOSE: (reason for the field change)

EQUIPMENTS AFFECTED: (type, model, serial number, conditions; such as ship, shore)

PREREQUISITE FIELD CHANGES: (all field changes that must be completed before a particular field change can be accomplished)

TIME REQUIRED: (man-hours required to accomplish and check out the change)

Figure 4. Information sheet.

STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

INSTRUCTIONS

1. The preparing activity must complete blocks 1, 2, 3, and 8. In block 1, both the document number and revision letter should be given.
2. The submitter of this form must complete blocks 4, 5, 6, and 7.
3. The preparing activity must provide a reply within 30 days from receipt of the form.

NOTE: This form may not be used to request copies of documents, nor to request waivers, or clarification of requirements on current contracts. Comments submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or to amend contractual requirements.

I RECOMMEND A CHANGE:		1. DOCUMENT NUMBER MIL-STD-2039(SH)	2. DOCUMENT DATE (YYMMDD) 92-02-07
3. DOCUMENT TITLE FIELD CHANGES AND FIELD CHANGE KITS PREPARATION OF			
4. NATURE OF CHANGE (Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.)			
5. REASON FOR RECOMMENDATION			
6. SUBMITTER			
a. NAME (Last, First, Middle Initial)		b. ORGANIZATION	
c. ADDRESS (Include Zip Code)		d. TELEPHONE (Include Area Code) (1) Commercial (2) AUTOVON (if applicable)	e. DATE SUBMITTED (YYMMDD)
8. PREPARING ACTIVITY			
a. NAME (Technical Point of Contact)		b. TELEPHONE (Include Area Code)	
RICHARD ROBINSON, SEA 06K223		(1) Commercial (703) 602-6425	(2) AUTOVON 332-6425
c. ADDRESS (Include Zip Code)		IF YOU DO NOT RECEIVE A REPLY WITHIN 45 DAYS, CONTACT:	
COMMANDER NAVAL SEA SYSTEMS COMMAND ATTN: 5523 WASHINGTON, DC 20362-5101		Defense Quality and Standardization Office 5203 Leesburg Pike, Suite 1403, Falls Church, VA 22041-3466 Telephone (703) 756-2340 AUTOVON 289-2340	