

TECHNICAL SPECIFICATION

TITLE: LIAISON ACTION RECORD (LAR)

NO.: TS9090-100A

DATE: JUNE 2002

SUPERSEDES: TS9090-100, dated August 1993



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**Published by
Commander, Naval Sea Systems Command**

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LIAISON ACTION RECORD (LAR)

1 SCOPE

1.1 This specification establishes requirements for a formal technical liaison system among SHAPEC Activities, Planning Yards (PYs), Supervisors of Shipbuilding Conversion and Repair (SUPSHIPS), Overhaul Yards, Space and Naval Warfare Systems Command (SPAWAR), Participating Managers (PARMs), Alteration Installation Teams (AITs), Ship Program Managers (SPMs), and other organizations involved in the Ship Alteration (SHIPALT) process.

1.2 APPLICATION - The technical liaison system described herein shall be used for the following reasons:

- a. Technical Information
- b. Interpretation of Drawings, Specifications, etc.
- c. Material Identification
- d. Change Requests
- e. Planning Yard approval of Drawings

The primary document to be used in this Liaison System is the Liaison Action Record (LAR); however, it is not the intent of this specification to require the use of LARs where other mechanisms exist such as the direct liaison between the overhauling activity and the PY On Site Representative (OSR).

1.3 CHANGES - Any changes to SHIPALT drawings which affect, material specifications, pipe stress levels or distribution, system design or operational characteristics/features, component or fitting selection, ratings and MIL-SPECS, structural integrity, power requirements, compartment/topside arrangements or require insertion in drawing for follow on ships are not permitted except where concurred on by the PY. This concurrence can be obtained either via LAR or the OSR process. Where approved changes require the revision of drawings, the appropriate activity will modify these on a priority basis.

1.4 This specification does not apply to Nuclear Propulsion Plant matters under the cognizance of NAVSEA 08.

2 APPLICABLE DOCUMENTS. The following documents of the issue in effect on the date specified in the data of the tasking correspondence form a part of this specification.

2.1 SPECIFICATIONS

2.1.1 9090-600 SHIP ALTERATION DRAWING PREPARATION

2.1.2 9090-500C SHIP ALTERATION RECORD PROCESS

2.1.3 MIL-HDBK-61 CONFIGURATION MANAGEMENT GUIDANCE

2.2 PUBLICATIONS

2.2.1 NAVSEA TL 130-AB-PLN-010, Trident System Change Management Plan

2.2.2 NAVSEA 0902-018-2010, General Overhaul Specifications For Deep Diving SSBN/SSN Submarines

2.2.3 GSO (NAVSEA S90A-AB-GOS-010/GSO)

3. REQUIREMENTS

3.1 Each activity shall designate individuals to act as liaison representatives. The number of liaison representatives shall be limited to that which is absolutely necessary to maintain effective liaison while avoiding duplication of effort. The signature of an assigned liaison representative on a LAR shall signify that the record is an official communication from the activity involved.

3.2 Technical liaison services may be requested by the following form of communication.

3.2.1 A LAR shall be used to request services which are within the Scope of this specification. Each LAR shall be prepared in the standard form described in Figure 1, and meet the legibility requirements of MIL-D-5480 (paragraph 2.1). In addition to identification of the requesting activity, each shall include:

a. An action number as follows

SHIPALT	HULL	SERIALIZATION
0596/	DDG5/	0001

b. The date of the communication.

c. Complete identification of all references and attachment of enclosures necessary to define the problem. Cost and impact information should not be included in the LAR but should be provided in supplementary documentation.

d. A clear statement of the information or action desired.

e. A specific date when a reply is required. . The originator should normally allow the following reply times depending on the Priority of the LAR:

a. Immediate	3 Working Days
b. Urgent	5 Working Days
c. Routine	10 Working Days
d. Review	60 Working Days (See Tech Spec 9090-310)

f. Additional distribution shall be added to Fig. 1 as necessary to keep concerned parties informed.

g. The installing activity (Navy or Contractor) should include a recommendation for resolving the engineering data problem. The details should include information that can be readily transferred from the LAR to engineering drawings without further need to shipcheck. This information is to be included in supplementary documentation to the LAR.

3.2.2 Telephone communications may be used to request services considered urgent in nature where written communications will not provide timely support. In such cases the request

shall subsequently be made and answered in writing on a serialized LAR. Phonecon memos of record shall be attached to the LAR as a matter of record.

3.2.3 Messages may be used when services or information needed is considered urgent. A LAR action number shall be assigned each correspondence. Messages will be answered within five working days of receipt. Priority messages will be answered within three working days.

3.3 Incoming liaison inquiries should be answered by the date requested. In cases where more time is required, the addressee shall notify the originating activity of the date the answer will be provided particularly when the response will require more than two weeks. In all cases of urgent requests, the originating activity shall be notified of any delay in response immediately.

3.4 Each activity shall maintain a log of incoming and outgoing liaison inquiries and their reply status.

3.5 Each activity shall maintain a file, which contains all information, associated with each answered incoming and outgoing inquiry.

3.6 Each activity shall respond to all LARs by phonecon giving the estimated time to reply if response time will exceed that established in this specification and maintain a record of that communication. This record should contain the date of call, new response date established and persons participating in the conversation. This record shall be kept in the file required by Section 3.5 of this specification.

3.7 Questions regarding SHIPALT technical requirements will be directed to the PY.

3.8 The SPM shall monitor the LAR process by periodically reviewing the response time to LARs.

4. CHANGES AND DEVIATIONS

4.1 Minor waivers and deviations and Class II Engineering changes IAW MIL-HDBK-61 will be approved by installing activities, except for waivers or deviations from non-reactor plant, non-deviation (ND) SSN 688 and SSBN 726 Class drawings or documents.

4.2 DESIGN CHANGES - The PY in the process of developing the detail design shall request approval from the SPM for major/critical deviations or changes that affect the Technical Requirements IAW MIL- HDBK-61. The change approval request is to contain:

4.2.1 Identification of the affected NAVSEA Technical Requirements.

4.2.2 Identification of the affected SHIPALT(s) and drawings.

4.2.3 A brief description of the existing system or area of the ships configuration being impacted.

4.2.4 Reasons why it is not considered feasible or appropriate to accomplish in accordance with the technical requirement(s) for this hull or class. Full technical rationale is required.

4.3 SUBMARINE CHANGES - For SSN 688 and SSBN 726 Classes, all waivers and deviations from non-reactor plant, non-deviation (ND) SHIPALT drawings or documents shall be in accordance with ND drawing procedures for these classes as described in NAVSEA 0902-018-2010, General Overhaul Specifications For Deep Diving SSBN/SSN Submarines and NAVSEA TL 130-AB-PLN-010, Trident System Change Management Plan.

5. QUALITY ASSURANCE

5.1 Each activity using this specification is responsible for compliance with all the requirements of this specification.

5.2 Each activity using this specification may be audited to assure compliance with the requirements of this specification.

LIAISON ACTION RECORD	ACTION NO. _____ DATE _____	
From: To: Subj: Ref:		
ORIGINATOR	CODE	APPROVED
Question or Action Required	Reply is Required by _____	
COMPLETED BY	APPROVED BY (BRANCH HEAD)	DATE
TELE. NO.	SIGNATURE	
Answer or Action Taken		

Distribution:

Planning Yard Code _____

NSA Code _____

PEO/SPM _____

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