

Frequently Asked Questions (FAQs)/Answers on IETMs and General Publication Issues

S1000D

For questions/implementation guidance pertaining to S1000D, go to the following Web site:

<https://ussmg.btas.com/lwg/Discussions.aspx>

IETMs

1. **Question:** How do you number an IETM?

Answer: The same numbering conventions will apply to IETMs as are applicable to TMs. The prescribed policy/procedures for numbering TMs are found in AR 25-30, paragraphs 2-2e and 2-9, and DA PAM 25-40, Chapter 14, Section III.

2. **Question:** Can you do a change to an IETM?

Answer: No, you can only revise an IETM.

3. **Question:** How do you provide information about what's changed in an IETM? Can you do a change transmittal sheet?

Answer: You do a revision summary frame (MIL-STD-40051-1, basic section, para 5.2.1.5, and MIL-HDBK-1222, paras A.4.3.1.4 and A.4.3.9 and figure A-5). A revision summary frame lists all the work packages that have changed and also provides an explanation of the change markings used. You also mark the individual changes within the IETM using vertical bars, pointing hands, etc. per MIL-STD-40051-1. Change transmittal sheets are for page-based TMs only.

4. **Question:** Can you use change bars in an IETM to indicate what has changed?

Answer: Yes. You are required to do so. If your authoring/display software doesn't permit the use of vertical bars, you can use something else (some other character). Whatever you use, be sure to explain it on the revision summary frame.

5. **Question:** What is the policy for legacy documents done in SGML? Will large documents continue to be SGML, and, where necessary, transform the SGML to XML?

Answer: New documents must be done in XML. However, for existing files done in SGML, there is no need to convert them to XML. (XML essentially is a subset of SGML.) However, since the source file is in SGML, the data can be filtered to XML (via a translation engine) for display.

6. **Question:** How are classified IETMs handled? Are there any special issues/pitfalls to consider? Can they be posted on the LOGSA Web site or electronically transmitted?

Answer: Classified IETMs are handled the same as classified paper or PDF TMs. There are no special considerations, issues, or pitfalls. Classified IETMs are not posted to the LOGSA Web site just as the classified paper/PDF manuals are not posted. They can only be transmitted electronically on a secure system certified to handle classified information.

7. **Question:** How does the LOGSA Web site handle a situation where both paper/PDF and IETM are done for a system?

Answer: Usually just the IETM is posted. However, if the IETM won't load and function properly on the Web, the PDF would be posted. Depending upon mission requirements or LCMC requests, we are flexible and will post both.

8. **Question:** Do I have to do an IETM for my equipment?

Answer: AR 25-30, paragraph 3-19a(1), mandates electronic manuals, including IETMs and PDFs. While IETMs are preferred for presentation of technical manual information to the soldier, PDFs are acceptable. As a minimum, you are required to do PDFs. Paper manuals should not be done except as specified in AR 25-30, paragraph 3-19a(9). Requests for exceptions must be routed through channels to DA G-4 per AR 25-30, paragraph 3-19.

9. **Question:** What are the requirements for the install routine for my IETM?

Answer: Your install routine must comply with the following per MIL-STD-40051-1 or MIL-STD-3031:

- a. You must allow for complete install, running IETM from CD, and installation to LAN/web.
- b. You must have an uninstall capability
- c. Your install routine must check for previous versions of software and IETM.
- d. For complete install, user must be able to select where files are installed.

General Publications

1. **Question:** Do NMWRs have the same content requirements as DMWRs?

Answer: Yes. Table A-VII of MIL-STD-40051-2 shows the content requirements for a NMWR. The requirements are identical except that you add the following to the title: "Containing National Maintenance Repair Standards". For an example, see figure 14 of MIL-STD-40051-2.

2. **Question:** How are NMWRs numbered?

Answer: Number a NMWR as you would a DMWR. For an example: see figure 14 of MIL-STD-40051-1. NMWR numbering is covered in AMC-R 25-76, paragraph 4e.

3. **Question:** Is Preshop Analysis required for NMWRs?

Answer: The paragraph is required. However, if after engineering analysis it is determined a Preshop Analysis is unnecessary, simply list the paragraph header "Preshop Analysis" and put a sentence that in effect reads, "Preshop Analysis is not required for this component/equipment."

4. **Question:** Do all pages of a work package have to reflect the change number even if only a page or two actually changes?

Answer: Yes, the change number must appear on all pages, regardless of how much actually changes since the whole work package is pulled and replaced in the change process.

5. **Question:** Is using the Content Selection Matrixes in MIL-STD-40051-1/-2 optional?

Answer: No, it is a requirement. MIL-STD-40051-1/-2 can be used to prepare a variety of different publications so you must do a matrix to tailor the standard. The matrixes outline tech pubs content requirements, as well as sequencing of the content, and must be included in the TM contract package. For IETMs, you must also complete the Functionality Matrix (Table A-XVII in Appendix A of MIL-STD-40051-1) and include it in your contract package.

6. **Question:** Where can I find an editable file of the matrixes?

Answer: <https://www.logsa.army.mil/mil40051/menu.cfm>. Click on the editable matrix link on that screen for the volume of MIL-STD-40051 you are using (-1 or -2). A list of the matrixes comes up and you can select the one you want. The editable matrixes for earlier versions of MIL-STD-40051 can be found by clicking on the "View Archive" link on the bottom of that screen. For MIL-STD-3031, you can find the editable matrixes and project decision tables at <https://www.logsa.army.mil/S1000D/docs.cfm>.

7. **Question:** Can you tell me where I can get a copy of the Arms Export Control Act (Title 22, USC Sec 2751), or Executive Order (E.O.) 12470, which are references we put on our publications for export laws concerning distribution restrictions? We need to determine if these are current, or if there are newer sources to use.

Answer: The entire US Code library is located at the following website: <http://uscode.house.gov/search/criteria.shtml>. To check E.O.s, use the following website: <http://www.archives.gov/federal-register/executive-orders/>.

8. **Question:** What is the procedure for utilizing, obtaining, and funding of target-audience personnel when conducting verifications, as well as TRADOC and command personnel's responsibilities in the matter? Also, what publication (page and paragraph) dictates the procedure and responsibilities?

Answer: AR 25-30, dated 27 Mar 06, para 1-21, a(4) and a(5), indicates the technical publications element of the proponent command (for the manual to be verified) will use locally available target audience personnel to do the verification. However, if local personnel aren't available, then CG, AMC is required to ensure funding is made available for the target

audience personnel TDY. TDY funds are customarily provided by the PM. AR 25-30, para 1-22c, indicates if the project has a TRADOC System Proponent (TSP), he or she will provide a description of each applicable target audience to the materiel developer for the equipment/system to be supported by equipment publications. Also, para 1-27q indicates the proponent for technical and equipment publications will accomplish all coordination and invitation through the assigned TSP.

9. Question: What are the options for handling new data for an existing TM if another service is going to use a new configuration of existing equipment?

Answer: You have two options:

- 1) If the new configuration changes less than 25% of the existing manual, you can include the new configuration material in the manual and make it a joint service manual with Army as the lead service. The TM would bear each service's number on the cover. You would need to follow AR 25-36 for future changes, funding, etc.
- 2) If more than 25% of the manual is affected by the new configuration, then the other service(s) would have to do a separate manual for their configuration(s).

10. Question: Can a contractor make decisions regarding who will perform modifications/apply MWOs?

Answer: No, AR 750-10, chapter 4, lays out the process for modification. The proposed modification has to be approved by a review board. The proposed modification is reviewed and/or approved by the LCMC, TRADOC, user MWO coordinators, etc. A contractor cannot make this decision.

11. Question: Is the page limit (30 pages) for work packages given in MIL-STD-40051-2, basic section, paragraph 4.7.2.3.1, mandatory?

Answer: No, but it is highly recommended. The reason for the recommendation is to accommodate the change process for work packages. When a work package is changed, the entire work package is pulled and replaced. If too many work packages over 30 pages are used, the change package size can become very large and can even force a revision. It is OK to exceed 30 pages if absolutely necessary for ease of use and continuity. Don't split procedures between work packages but try not to put too many procedures into one work package either. For RPSTLs, we don't recommend that you put the entire RPSTL into one work package. RPSTL data changes too frequently. Put one list and one figure per work package.

12. Question: What are the rules for referencing other documents in a TM? Can drafts or unauthenticated documentation be referenced? For IETMs, can links to Web sites be included?

Answer: The rules for referencing outside the IETM/TM are as follows:

- a. You can only reference to documents which are authorized and available to the user.
- b. You cannot reference drafts or unauthenticated documentation since they would not be available to the user.
- c. You can only hyperlink references outside the IETM if the referenced document is included on the CD-ROM/DVD with the IETM. You cannot link to Web sites since users may or may not have Web connectivity.

13. Question: How is overpacking of operator instructions handled for two-level maintenance?

Answer: It is handled the same way it was handled under four-level maintenance where you have a combined TM (-13, -14, etc). You overpack the combined TM or IETM or the separate -10 operator manual (still allowed under two-level maintenance). You can overpack a CD/DVD if your users have readers.

14. Question: Are complete TMs to include all NSNs required for Full Materiel Release?

Answer: 90 percent of NSNs must be assigned to do a full materiel release. The requirement from DA PAM 700-142, para 2-4c(2)(e) states that failure to have 90 percent of NSNs assigned is a Category 5 supportability issue that requires a get well plan and is cause for conditional release. AR 25-30 requires compliance with MIL-STD-40051-1 and -2. MIL-STD-40051-1/-2 require NSNs for RPSTLs, tools, expendables, COEI/BII, AAL, etc. On 13 Nov 06, DA-ASA(ALT) issued a memorandum that tightened up enforcement of materiel release requirements.

15. Question: Can an existing publication be superseded by a new publication of a different number? If so, is the superseding publication considered new or revised?

Answer: Yes, a new publication can supersede an existing publication of a different number. You indicate on the new pub that it supersedes the existing publication. For scheduling and database purpose, however, the superseding publication is new not revised.

16. Question: Can a separate Lubrication Order be done?

Answer: Yes, you have the option to either do a separate LO per MIL-STD-40051-1/-2 or incorporate the lubrication instructions into the PMCS in accordance with MIL-STD-40051-1/-2.

17. Question: Is it permissible for a contractor to print TMs?

Answer: No, your TMs must be authenticated and printed through the Army Publishing Directorate (APD). Contractors should not be allowed to print pubs even if you obtain a Local Reproduction Authority (LRA). LRAs permit printing at a local Defense Automated Printing Service (DAPS) facility not at a contractor's facility.

18. Question: How are TBs and MWOs numbered under two-level maintenance?

Answer:

1) TBs: Numbered the same as TMs. DA PAM 25-30 requires TBs to use the same number as the associated TM if there is one. The maintenance levels are done the same as TMs and should reflect the level where the TB will be used.

2) MWOs: Maintenance levels are the same as for TMs under two-level maintenance. Per DA PAM 25-40, the maintenance level assigned to the MWO should be the level authorized to perform the modification covered. It may differ from the associated TMs.

19. Question: What specification or standard should be used for supply bulletins?

Answer.

There is no specification or standard for supply bulletins. Use MIL-STD-38784 for basic style and format and put whatever content is required for your system/equipment.

20. Question: Can you do a -13 or -14 for aviation equipment?

Answer.

No. For aviation equipment, operator information is prepared to MIL-PRF-63029, and maintenance information is prepared to MIL-STD-40051 so a combined book is not done. Usually there is a -10 and a -23 manual for aviation equipment.

21. Question: Can TBs contain MACs or RPSTLs?

Answer.

No. TBs are supposed to contain supplementary information, nonprocedural in nature. MACs are required to be in the maintenance manual (-23). RPSTLs should only be in technical manuals where the associated procedures are or in a separate technical manual.

22. Question: Can manufacturers' commercial off-the-shelf (COTS) manuals be evaluated for acceptance for use by the equipment/system users? If so, what are the procedures ?

Answer.

Yes, in accordance with AR 25-30, para 3-23 COTS manuals can be evaluated to determine their acceptability. The actual evaluation for acceptability and/or need for any supplemental data is performed IAW MIL-PRF-32216.

23. Question: Can manufacturers' manuals be Department of the Army authenticated?

Answer.

Yes, when the manual(s) meet all the conditions in AR 25-30, para 3-25a(1) through (4).

24. Question: Can unauthenticated manufacturers' manuals be acquired and provided to the equipment/system users?

Answer.

Yes, but only when the manual(s) meet all the conditions in AR 25-30, para 3-24a(1) through (3).

25. Question: Can we publish an abbreviated checklist that duplicates procedures from the TM or IETM?

Answer.

Yes, provided the checklist meets the definition, criteria, and requirements of AR 25-30, DA PAM 25-40, and the applicable military standard or specification. For non-aviation systems, the authorized checklist is the Preventive Maintenance Checklist (-PMC). For aviation systems, several checklists are authorized such as -CL,-PM, PMS, PMD, etc.

26. Question: Should the warning summary contain all the warnings used in my TM verbatim?

Answer:

No, the warning should be a summary of the generic warnings (e.g., electrical shock, hazardous chemicals, radiation, heavy weight, etc) used within the TM. If a warning references to specific steps or specific parts or components of the equipment, it should not be included in the warning summary.

27. Question: Can the warning summary contain cautions?

Answer:

No, there should be no cautions in a warning summary. It is a summary of warnings only.

28. Question: Can a warning be listed only in the warning summary:

Answer:

Every warning in the warning summary should be used somewhere within the TM. Listing the warning only in the warning summary is not sufficient and puts the user at risk of performing a procedure without an immediate reminder of the danger. The warnings must also precede the step(s) or procedures to which they apply.