DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188
Exp. Date: Jun 30, 1986

1. TITLE	2. IDENTIFICATION NUMBER
INTEGRATED LOGISTICS SUPPORT PLAN	DI-ILSS-80095

3. DESCRIPTION/PURPOSE

3.1 This data item description (DID) identifies the Government content and format requirements for an Integrated Logistics Support Plan (ILSP) in accordance with the provisions of DOD-STD-1702(NS).

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
851217	G/T 2137		

7. APPLICATION / INTERRELATIONSHIP

7.1 The ILSP is developed in the early program phases for systems and equipments in parallel with system planning, definition and other acquisition documentation.

7.2 This DID contains the format and content preparation instructions for that data generated under the work task described by 4.1.1 of DOD-STD-1702(NS).

7.2 This DID supersedes U-L-5604.

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		G3748

10. PREPARATION INSTRUCTIONS

10.1 <u>Source document</u>. The applicable issue of the document cited herein, including its approval data and dates of any applicable amendments and revisions, shall be as reflected in the contract.

10.2 <u>Content requirements</u>.

10.2.1. <u>Style</u>. The ILSP shall contain only essential support information and must be factual, specific, concise, and clear. It must identify and define life-cycle ILS requirements and tasks in adequate detail to assure that each system/ equipment being installed in an operational environment can be supported.

10.2.1.1 <u>Illustrations</u>. Illustrations (figures) shall be used only to the extent required to clarify the contents of the chapter.

10.2.1.2 <u>Terminology and nomenclature</u>. Terminology, nomenclature, abbreviations, and acronyms shall be used consistently throughout the ILSP. The first time an abbreviation or acronym is used in the text, it shall be preceded by the word or term it represents spelled out in full.

10.2.1.3 <u>Use of existing data</u>. Use of existing Military and Agency specifications, plans, reports, documents, or other relevant data to satisfy ILSP content requirements is a basic requirement. Where such data is available and is wholly or partially usable, it shall be identified and referenced in the text, and supported by text presenting only the needed tailoring data. Duplication of data is to be avoided.

DESCRIPTION/PURPOSE (Cont'd)

.2. This plan details the proposed program to be developed to provide integrated
gistic support to equipment, subsystems and systems.

.J. PREPARATION INSTRUCTIONS (Cont'd)

10.2.1.4 <u>Tailoring</u>. Chapter contents must address all standard and system-
peculiar ILS requirements. This may require tailoring of available Military/
Agency data to ensure establishment and incorporation of realistic and accurate
life-cycle ILS requirements considering the environment where the system/equipment
will be deployed. Tailoring is encouraged where practical.

10.2.2 The front part of the plan shall contain the following:

10.2.2.1 <u>Front matter</u>. The front matter shall consist of a cover, letter of
promulgation, record of changes or list of effective pages, and table of
contents.

10.2.2.2 <u>Cover</u>. The ILS plan cover shall contain the document title, subtitle or
project name, date of issue (month and year), type of plan (draft, preliminary,
final), classification markings (as applicable), the originator's identification
(office symbol and serial number), and the appropriate distribution statement.
The originator's identification will be assigned by the activity developing the
ILS plan and will be unique to that document. An accession number, if required,
will be affixed by the appropriate activity subsequent to the publication of the
plan and therefore will not appear on the first issuance of the plan. (See
Figure 1).

10.2.2.3 <u>Letter of promulgation</u>. The letter of promulgation shall include infor-
mation provided by the acquisition activity.

10.2.2.4 <u>Record of changes/list of effective pages</u>. For those ILS plans that are
marked For Official Use Only, a Record of Changes page shall be included in the
front matter. For those ILS plans having a classification marking other than For
Official Use Only, a page containing a list of effective pages shall be included
in the front matter. (See Figures 2 and 3).

10.2.2.5 <u>Table of contents</u>. Include all chapter numbers and titles, section num-
bers and headings, main paragraph numbers and headings, and first and second order
subdivision designations and headings in the table of contents, exactly as pre-
sented in the text. (See Figure 4). The table of contents shall include:

    a. <u>List of annexes</u>. The list of annexes shall immediately follow the para-
       graph headings of the text. Include all annexes, titles, and page
       numbers.

    b. <u>List of illustrations</u>. When illustrations are provided within the ILS
       plan, they shall be referenced in a list of illustrations immediately
       following the list of annexes, including titles and page numbers.

    c. <u>List of tables</u>. When tables are presented within the ILS plan, they
       shall be referenced in a list of tables immediately following the list of
       illustrations, including titles and page numbers.

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INTEGRATED LOGISTIC SUPPORT PLAN

(PROJECT TITLE)

(DATE — (MONTH AND YEAR))

(CLASSIFICATION)

(OFFICE SYMBOL AND SERIAL NUMBER)

FIGURE 1. Sample ILS plan cover.

RECORD OF CHANGES

CHANGE NUMBER	DATE ENTERED	BY WHOM ENTERED

FIGURE 2. Sample Record of changes.

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INSERT LATEST CHANGED PAGES.
DESTROY SUPERSEDED PAGES.

LIST OF EFFECTIVE PAGES

NOTE: The portion of the text affected by the
Change is indicated by a vertical line
in the outer margin of the page.

TOTAL NUMBER OF PAGES IN THE PUBLICATION IS 60

CONSISTING OF THE FOLLOWING:

Page No.	Change No.
A	0
B Blank	0
i–iv	0
1–1 — 1–6	0
2–1 — 2–4	0
3–1 — 3–3	0
3–4 Blank	0
4–1 — 4–5	0
4–6 Blank	0
4–7	0
4–8 Blank	0
5–1 — 5–8	0
A1 — A–15	0
A–16 Blank	0
B–1 — B–7	0
B–8 Blank	0

* The asterisk indicates pages changed, added or deleted by the current
change.

FIGURE 3. Sample list of effective pages.

TABLE OF CONTENTS

FIGURE 4. Sample Table of contents.

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10. PREPARATION INSTRUCTIONS (Cont'd)

10.3 <u>Text format</u>. Type the body of text single-spaced for manuscript on material suitable for reproduction. Avoid blank pages and spaces wherever possible to conserve space without lessening the usefulness or clarity of material presented therein. The following requirements also apply:

   a. Do not divide a paragraph so that the first line is alone ("widow" line) at the bottom of the page or that the last line begins a new page.

   b. Do not place paragraph headings on the last line of a page.

   c. Do not divide notes.

   d. Leave sufficient space between mathematical expressions (equations, formulas, etc.) and the body of the adjacent text.

10.3.1 <u>Chapters</u>. Number the chapters consecutively with Arabic numerals beginning with the number 1. Type the word "CHAPTER" in capital letters, followed by the appropriate Arabic numeral, at the top center of the reproduction area. Type the chapter title in capital letters on the center of the page below the chapter designation. Begin each chapter on a new right-hand page.

10.3.2 <u>Subject headings</u>. Wherever practicable, each paragraph and subparagraph shall be given a subject heading. Each heading shall indicate the subject matter of the paragraph. Major paragraphs shall be in full capitalization. The first letter of the first word in subparagraph headings shall be capitalized. Paragraph headings shall be underlined.

10.3.3 <u>Chapter and paragraph numbering</u>. Chapters, paragraphs, and subparagraphs shall be numbered consecutively, using a period to separate the number representing each breakdown. Example:

        CHAPTER - - - - - - - - - 3   SECOND MAJOR PARAGRAPH - - 3.2

        FIRST MAJOR PARAGRAPH - 3.1   First subparagraph - - - 3.2.1

        First subparagraph - 3.1.1   Second subparagraph - - 3.2.2

Where only one paragraph falls within a major section, it is not given a separate number. Paragraph numbering beyond the fourth digit is cumbersome (e.g, 4.3.2.2.1). Rearrangement or itemization of material should be made where practical to avoid need for the fifth digit and beyond.

10.3.4 <u>Itemization</u>. Itemization within a paragraph or subparagraph shall be identified by lower case letters followed by a period to avoid confusion with paragraph numerals.

10.3.5 <u>Reference to other publications</u>. Make maximum use of cross-references to other publications if the publications referenced are available to users of the plan. Include both the number and the title of any referenced document. Do not reference specific paragraphs in other publications.

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10. PREPARATION INSTRUCTIONS (Cont'd)

10.3.6 <u>Illustrations (figures)</u>. A figure shall be clearly related to and consistent with the text of the associated paragraph. The figure shall be placed immediately following the paragraph containing the first reference to the figure. Figures shall be numbered consecutively throughout the document with Arabic numerals in the order of their reference in the text. Figure titles shall be centered below the graphic. The word "FIGURE" followed by its Arabic numeral should be in full capitalization preceding the title.

10.3.7 <u>Tables</u>. The requirements applying to "FIGURES" shall also apply to "TABLES". When itemization will suffice in lieu of a table, use itemization. When developing a table, the following criteria apply:

    a. Use capital letters and center column headings above the pertinent columns.

    b. When feasible, rule tabular material with vertical and horizontal lines and encompass the body of the entire table.

    c. Consider curves and charts to be illustrations, rather than tabular data.

10.4 <u>Reproduction Area</u>. In this standard, the reproduction area is that portion of a full-size page within which the text, tables, and artwork shall be confined. This area excludes marginal copy (the page number and sometimes the publication number). For this description, a full-size page and a foldout page are those which require no reduction for printing. The two reproduction areas, the full-size page (full page) and the foldout page, are described.

10.4.1 <u>Full page</u>. The dimensions of a full page shall be metric size A4 (8 1/2 inches wide by 11 inches high (top to bottom)). The reproduction area for a full page shall be 165 mm wide by 220 mm high (6 1/2 inches wide by 8 3/4 inches high (top to bottom)). Left margin shall be 30 mm wide (1 1/4 inch) and right margin shall be 20 mm wide (3/4 inch) wide. See FIGURE 5.

10.4.2 <u>Foldout page</u>. Foldout pages shall be avoided. However, the preferred width for a foldout is 400 mm (15 3/4 inches), height 297 mm (11 inches). Foldup and folddown pages are not acceptable.

10.5 <u>Page Numbering</u>. The cover shall not be numbered. Pages between the cover and the first sections shall be numbered consecutively in the bottom center of each page with lower case Roman numerals, omitting number i.(e.g., ii, iii, iv, etc.). Beginning with the first right-hand page of the first section as page 1, all pages including appendices and the index shall be numbered consecutively in the bottom center of the page using Arabic numerals. Numbers shall not appear on blank pages. Page numbers of appendices and annexes shall be a continuation of the page numbers of the text.
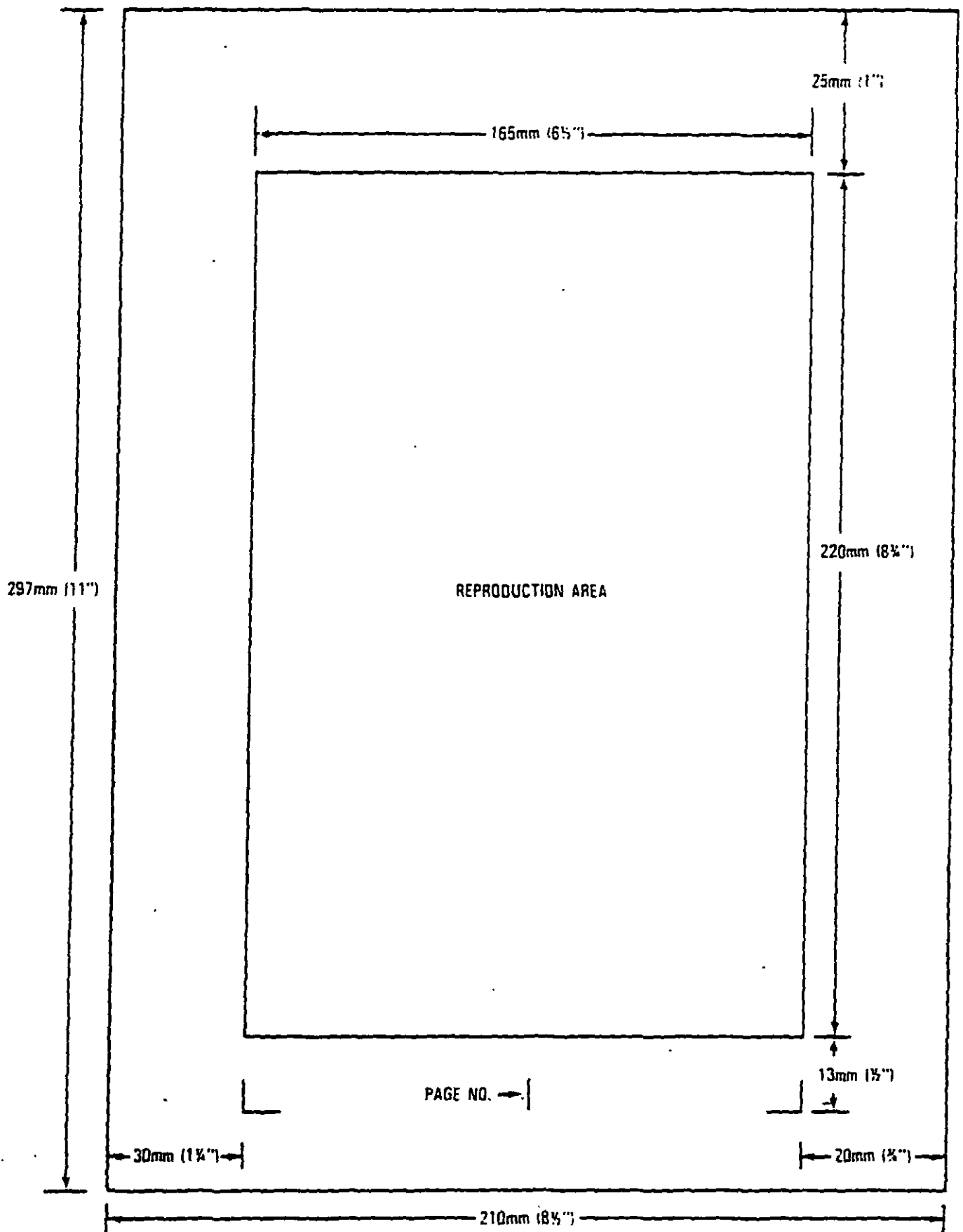
REPRODUCTION AREA

165mm (6½")

25mm (1")

220mm (8½")

297mm (11")

13mm (½")

PAGE NO.

30mm (1¼")

20mm (¾")

210mm (8½")

FIGURE 5.   Example of full page reproduction area dimensions.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.6 _Abbreviations._ Abbreviations may be used in the text, illustrations, and diagrams in accordance with the following requirements as applicable:

    a.   Spell out abbreviations when first used in each chapter followed by the abbreviation in parentheses. Thereafter, use the abbreviation by itself, but consistently, throughout subordinate text in accordance with MIL-STD-12 and ANSI Y10.19 as applicable.

    b.   Do not use punctuation in any abbreviation unless the abbreviation spells a word. If the abbreviation spells a word, the following rules shall apply:

        (1) If the abbreviation is used to abbreviate one word, the abbreviation shall be followed by a period. For example, when "number" is abbreviated, it shall appear as "No.".

        (2) If the abbreviation is used to abbreviate two or more words, use upper case letters. For example, when "intermediate frequency" is abbreviated, it shall appear as "IF".

    c.   Use uppercase letters on illustrations except where the use of lowercase letters has been established by long practice, and recognition of an uppercase abbreviation might be difficult.

10.7 _Acronyms._ Acronyms may be used consistently throughout the ILS plan. The first time an acronym is used in the text, it shall be preceded by the word or term it represents spelled out in full.

10.8 _Typography._ In-house preparers may tailor typographical format as required by limitations of office support equipment, but must meet reproduction and legibility requirements.

10.9 The format and content of the body of the plan shall be as follows:

10.9.1 Chapter 1, Integrated Logistic Support Management

10.9.1.1 _System description._ Provide a narrative description of the system/equipment that summarizes performance and operational characteristics and provides an overview of the system/equipment adequate to assist personnel in understanding its functional and operational capabilities. State the kind of system/equipment being discussed; e.g., one-of-a-kind, prototype, production. When known, identify system/equipment which will be replaced by the new system/equipment.

10.9.1.2 _List of Equipment._ Introduce Annex A of the ILS plan which lists the system/equipment(s) addressed in this plan, representative and unique test equipment and/or special tools required for maintenance of the system/equipment following installation.

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10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.1.2.1 <u>Equipment logistics data sheets (ELDS)</u>. Introduce the ELDSs of Annex B of the ILS plan which provide a concise description of the equipment listed in Annex A and include pertinent technical, functional, and operating characteristics, and applicable logistics information. Typically, an ELDS is prepared for each end item of equipment and test equipment.

10.9.1.2.2 <u>System block diagram</u>. When a system is comprised of three or more equipments or subsystems, a block diagram shall be prepared to show their relationships within the system.

10.9.1.2.3 <u>Support concept</u>. Describe the support philosophy to be employed and indicate the types of agreements required to initiate and establish support responsibilities; such as military services/DoD agencies/contractor's responsibility for support functions. This shall include support of hardware, computer software, firmware, and related elements of support (e.g., training, maintenance, operations, spares provisioning, and other logistics functions).

10.9.1.3.1 <u>Support transition</u>. Describe requirements for the transition of support responsibility and outline a support transition time frame. Support transition descriptions shall specifically include:

    (1) Description of DoD agency responsibility for support during and after transition of support to military services.
    (2) Description of military services' responsibility for support after transition.
    (3) Reference <u>or</u> describe methods and procedures for accomplishing the transition.

10.9.1.4 <u>Support validation</u>. Describe methods to be used to validate and evaluate the support processes established in the ILS plan. Define parameters for preparing support validation reports and identify recipients of reports. Describe procedures for accomplishing corrective actions in support processes.

10.9.1.5 <u>Points of contact</u>. Points of contact (POC) shall be listed for all significant ILS actions to be implemented. List the DoD agency points of contact to include: ILS title, responsible organizational work center, and autovon telephone number.

10.9.1.6 <u>Military departments points of contact</u>. List the military department(s) POCs to include: service, function, autovon telephone number, and command.

10.9.1.7 <u>Schedule</u>. Introduce and insert a chart showing schedules for major system and integrated logistic support events and tasks. The schedule shall present current and future milestone data and list previous events as "accomplished".

10.9.2 <u>Chapter 2, Maintenance</u>

10.9.2.1 <u>General</u>. Provide a narrative description of the maintenance planning for the system and test equipment, and when the planning should be initiated in order to support the system in its operational environment. Identify the maintenance plan prepared in support of the maintenance concept.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.2.2 **Maintenance concept.** Summarize the general maintenance concept to be used for support of the system/equipment (e.g., remove/replace modules and boards on-site, depot level maintenance for repair of modules, or contractor repair of boards). State how the maintenance concept was developed (e.g., Minimum Essential ILS Requirements (MEILSR) per NSA/CSS Circular 80-7, Network Repair Level Analysis (NRLA), Logistic Support Analysis (LSA), other studies conducted). Identify the organizations which participated in any analysis conducted. Define how/when effective maintenance can be performed and by whom; correlation should include the appropriate maintenance element.

10.9.2.2.1 **Initial maintenance.** Summarize general maintenance procedures for on-site and off-site and provide guidance for return of defective lowest replaceable units (LRU). LRU return procedures will be provided by the acquisition activity if required.

10.9.2.2.2 **Follow-on maintenance.** Summarize general maintenance procedures to be utilized by military departments or other activities on-site and off-site.

10.9.2.2.3 **Contract maintenance.** Identify hardware, firmware, and software end items selected for contract maintenance. Include procedures to be used by site and other government representatives to obtain such maintenance.

10.9.2.2.4 **Depot maintenance.** State whether there are REQUIREMENTS for a depot (refer to minutes of the applicable MEILSR Conference). If a depot is required, identify system/equipment needed at the depot to test and maintain the fielded systems (including provision for signal simulation where necessary) and to provide for depot-level training of maintenance personnel. Identify organizational responsibilities for procuring and funding depot systems/equipment.

10.9.2.3 **Maintenance management.** Identify applicable maintenance management requirements of: Army, TM 738-750; Air Force, AFR 66-1; Navy, NAVSECGRUINST 4100.1; and NSA, TEMO-OA0090-010. If a MILDEP will require reports on this system/equipment, it will be incumbent upon the respective SCE to invoke such requirements on their respective sites.

10.9.2.3.1 **Forms usage.** Describe the purpose and use of Material Deficiency Reports (MDR) and Unsatisfactory Equipment Reports (UER) included in Annex C.

10.9.2.4 **Reliability, availability, maintainability (RAM).** RAM requirements and related data shall be included in the ILS plan, when available.

10.9.2.5 **Maintenance, test and support equipment.** Maintenance, Test and Support Equipment (MT&SE) requirements (including Built-In Test Equipment (BITE)) will be addressed to the maximum extent practical. Discuss whether MT&SE is a requirement, under consideration or not applicable to the system/ equipment. Identify specific equipment MT&SE requirements and organizational responsibilities for calibration and maintenance therefore.

10.9.2.6 **Maintenance technical assistance.** Describe established procedures for obtaining DoD agency technical assistance concerning engineering support problems.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.2.7   Repair/return procedures for faulty lowest replaceable units (LRU).
Describe established procedures for repair/return of faulty LRUs. Provide the
message format for reporting the repair/return of LRUs.

10.9.2.7.1   Emergency hardware support assistance (EHSA). Describe established
emergency hardware support assistance procedures for the repair/return of faulty
LRUs and identify organizational responsibilities for this service. Provide the
message format for requesting EHSA.

10.9.3   Chapter 3, Test and Evaluation

10.9.3.1   Test program. State the purpose of this chapter and identify applicable
regulations, directives, specifications, and other documents that describe and
define the test and evaluation (T&E) requirements. Identify, by title and
document number, the T&E plans (e.g., test and evaluation master plan (TEMP)) and
acceptance plans required or available for the equipment, subsystem, or system.
Outline and define relationships among the government and contractor elements
participating in T&E.

10.9.3.2   Development test and evaluation (DT&E). Make reference to a known TEMP
or other plan and/or provide a general description of the DT&E phase and related
test objectives.   Identify the specific activity responsible for accomplishing
tasks related to the DT&E phase.

10.9.3.3   Operational test and evaluation (OT&E). Make reference to a known TEMP
or other plan and/or provide a general description of the OT&E phase and related
test objectives.   Identify the specific activity responsible for accomplishing
tasks related to the OT&E phase.

10.9.3.4   Test support.

10.9.3.4.1   DT&E. Identify the support material and documentation required for
completion of the DT&E phases such as technical publications, drawings, software
documentation, firmware documentation, repair parts (kit and stock), trained
personnel, test equipment, tools, facilities, and other necessary support items.

10.9.3.4.2   OT&E. Identify the support material and documentation required for
completion of the OT&E phases such as technical publications, drawings, software
documentation, firmware documentation, repair parts (kit and stock), trained
personnel, test equipment, tools, facilities, and other necessary support items.

10.9.3.5   TEMPEST testing. Identify the TEMPEST requirements for the system or
equipment and applicable references that provide guidelines for TEMPEST testing.
Provide the current TEMPEST status of each piece of equipment in block #17 of the
applicable ELDSs. Define the responsibilities for TEMPEST testing and note DoD
survey assistance availability.

10.9.4   Chapter 4, Supply Support and Provisioning

10.9.4.1   General. Provide a general description of the supply support concepts
and provisioning tasks for the system/equipment. Provide a general description of
the responsibilities of each organization in the supply support and provisioning

10. PREPARATION INSTRUCTIONS (Cont'd)

process. Identify the PICA and describe the responsibilities and working relationships among all using or concerned organizations.

10.9.4.2 **Applicable documents.** Identify applicable references or other documents such as Memorandums of Understanding (MOU) or support contracts for supply support and provisioning.

10.9.4.3 **Stock management/inventory.** Define the responsibilities for spares management on-site. Identify the organizational responsibilities and method of management to be used.

10.9.4.4 **Provisioning.** Provide the scope of provisioning to be accomplished in support of the system or equipment. Include direction to Chapter 6, Technical Data and Data Management, for requisite documentation.

10.9.4.5 **Support details.**

10.9.4.5.1 **Description.**

10.9.4.5.1.1 **Initial support.** Initial support begins with end item/system installation and checkout at the site. It is normally planned and funded by the acquisition authority with the period lasting from one to two years following IOC until planned logistic support is available. The duration of this period is the responsibility of the acquisition authority.

10.9.4.5.1.2 **Follow-on support.** Follow-on support is that support susequent to initial support and is normally the responsibility of the life cycle support authority (PICA). The period of this support is for the useable life of the system/equipment.

10.9.4.5.1.3 **Interim support.** Interim support, when required, is a period of support to bridge any gap between initial and follow-on support. There is no known duration for this period and it is for contingency purposes only.

10.9.4.5.2 **Action.**

10.9.4.5.2.1 **Initial support.** Define the duration of the initial support period. Define disposition of installation spares upon installation of the equipment, subsystem, or system. Define specific spare/repair parts to be initially provided. Describe plans and responsibilities for funding and acquiring initial spare/repair parts. Describe the responsibilities for additional supply support requirements that develop during the initial support period.

10.9.4.5.2.2 **Follow-on support.** Define the duration of follow-on responsibilities and the date/event/phase they will commence. Identify organizational responsibilities for providing follow-on supply support.

10.9.4.5.2.3 **Interim support.** If interim support is considered a requirement, define duration of this support period. Define the responsibilities for providing and funding support during this period. Establish a target date for transition from interim support to the next support phase.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.4.6 **Supply support during contractor's operation and maintenance period.** Identify the organization responsible for supply support and provide mailing address and telephone number of responsible personnel. Describe the repair parts/supplies that the contractor will maintain at the site. Describe procedures for the contractor to obtain government furnished repair parts. Describe requirements or procedures for the contractor to Provide repair parts, if applicable. Define requirements for preparation and maintenance of demand and issue records for spare parts. Describe procedures for the inventory and turn-over to the using activity of repair parts in the custody of the contractor at the termination of the contractor's operation and maintenance period.

10.9.4.7 **Recording/storage media management.** Identify media requirements to include the following:

    a.   Category of media to be used; e.g., disk, disk pack, magnetic tape, etc.
    b.   Size of flange, hub, tape.
    c.   Manufacturer's number and national stock number (NSN).
    d.   Type of media container.
    e.   Packaging requirements.
    f.   Quantities.
    g.   Shipping address and forwarding instructions.
    h.   Funding method.
    i.   Disposition of used media.
    j.   Degaussing and reuse procedures.
    k.   Security requirements.

10.9.4.8 **Special tools and test equipment.** Define supply support responsibilities for special tools and test equipment.

10.9.4.9 **Depot test equipment.** Identify any special requirement(s) for depot test equipment.

10.9.4.10 **Mission expendable supplies.** Identify expendable supplies (e.g., computer paper, ribbons, teletype paper, magnetic tape) by name, NSN, manufacturer's part number, size, code, and any other available descriptive nomenclature. Identify organizational responsibility for providing expendable supplies initially and during the follow-on phase. Provide procedures for acquiring initial and follow-on expendable supplies. Lengthy lists should be included as an annex to the ILSP.

10.9.4.11 **Disposition of nonserviceable, obsolete, salvaged, or excess equipment.** Identify the applicable references for disposition of nonserviceable, obsolete, salvaged, or excess equipment and outline any specific directions.

10.9.4.12 **Equipment accountability.** Identify the applicable references for providing equipment accountability and outline any special directions. Identify the organization responsible for equipment accountability once the system is deployed and accepted on-site.

10.9.4.13 **Cannibalization.** Identify the applicable references for the cannibalization of equipment and any special directions.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.4.14 <u>Demilitarization</u>. Identify the applicable references for demilitarization of equipment and outline any unique instructions.

10.9.5 Chapter 5, Packaging, Handling, Storage, and Transportation (PHST)

10.9.5.1 <u>Purpose</u>. State the purpose of this chapter and identify applicable regulations, directives, specifications, and other documents that describe and define both domestic and foreign transportation, packaging, handling, and shipping requirements.

10.9.5.2 <u>Organizational responsibilities</u>. Describe the organizational responsibilities within NSA for ensuring PHST functions will be accomplished. Identify any requirement for notifying the affected sites and/or SCEs of the shipment of the subject system/equipment and the methods and responsibilities therefor.

10.9.5.3 <u>Material movement plans</u>. Identify shipping instructions and the government shipping coordinator. Identify applicable document reference(s) that provide requirements for material movement. Provide delivery schedules and shipment priorities. Identify modes of transportation to be used.

10.9.5.4 <u>Special handling</u>. Identify and describe any special handling requirements for moving (loading, unloading, transporting) or storing the system or equipment, such as preservation, temperature control, humidity control, protection from shock or radiation, security requirements, and similar information. Identify applicable references for sanitization and/or declassification prior to placing materials in transit.

10.9.5.5 <u>Preservation and packaging</u>. Identify applicable reference(s) that provide requirements for preservation, packaging, and packing of components and spare parts.

10.9.5.6 <u>Transportation requirements</u>. Provide general planning for transportability requirements related to gross weight and outside dimensions.

10.9.5.7 <u>Technical data</u>. Identify technical data such as documents, drawings, and plans that are required to support transportation and handling.

10.9.5.8 <u>Marking</u>. Identify applicable reference(s) that provide requirements for container markings for shipment and storage.

10.9.5.9 <u>Damage or loss</u>. Identify applicable reference(s) that provide requirements for reporting damaged or lost shipments.

10.9.5.10 <u>Armed forces courier service</u>. Identify applicable references for handling classified material shipments via Armed Forces Courier Service (ARFCOS).

10.9.6 Chapter 6, Technical Data and Data Management

10.9.6.1 <u>Purpose and scope</u>. Provide a summary of and reference to detailed information concerning the data deliverables necessary to support the equipment.

10. PREPARATION INSTRUCTIONS (Cont'd)

Additionally, discuss the management techniques and organizational responsibilities to insure the data are properly specified, obtained in adequate quantities, provided when needed, and maintained in an accurate, complete state throughout the equipment's life cycle.

10.9.6.2 <u>Data management</u>. Describe how the data requirements were established. Identify organizational responsibilities for obtaining the data. Describe procedures for reviewing it for accuracy and completeness, shipping it when needed, and monitoring and/or revising the data when necessary.

10.9.6.3 <u>Data deliverables</u>. Summarize the data deliverables by category of equipment to be supported, e.g., commercial, government designed, test, etc.; and the type of support the data will provide, i.e., operational maintenance, test specification. Provide the title of each data product as it appears on the applicable Data Item Description (DID) and its DID number. Reference the DID for a detailed description of the appropriate deliverable. Provide the schedule for development, delivery, and validation as a part of the milestone chart of Chapter 1.

10.9.6.4 <u>Training documentation</u>. Describe the types of training to be supported by the training data. List the training deliverables, and their applicable DID. Provide a reference to Chapter 9 for additional requirements for personnel and training. Provide the schedule for development, delivery, and validation of training materials and devices as a part of the milestone chart of Chapter 1.

10.9.6.5 <u>Status</u>. Provide the status of technical data as a part of the schedule/milestone chart of Chapter 1.

10.9.7 Chapter 7, Configuration Management

10.9.7.1 <u>General</u>. Identify the objectives of configuration management and the practices to be used. Identify participating organizations and their respective functional responsibilities. Describe special configuration management problems related to the project and identify innovations that may be necessary.

10.9.7.2 <u>DoD agency responsibilities for configuration management</u>. Identify DoD agency responsibilities for hardware, firmware, and software configuration management. Discuss the function of the DoD agency configuration control board (CCB). Identify applicable reference(s) that provide guidelines for the CCB.

10.9.7.3 <u>Addresses for DoD agency and military department</u>. Identify DoD agency and military department points of contact responsible for system/ equipment configuration management applicable to this ILSP. Provide the name of the agency or command, office code, and mailing address.

10.9.7.4 <u>Configuration items</u>. Identify each hardware, firmware, and computer program configuration item related to the system and equipment.

10.9.7.5 <u>Configuration identification</u>. Identify the technical data that form the product baseline for the system, equipment, computer software, or firmware configuration items.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.7.6 <u>Configuration control procedures.</u>

10.9.7.6.1 <u>Submission of class I engineering change proposals (ECP).</u> Identify applicable reference(s) that provide guidance for the preparation and processing of Class I ECPs. Establish the chain of review for ECP submittal. Provide guidelines for the preparation of supplementary documentation.

10.9.7.6.2 <u>Assessment of impact.</u> Provide criteria for the DoD agency review of Class I ECPs for determination and assessment of the impact of the change.

10.9.7.6.3 <u>Procedures for class II ECPs.</u> Outline the procedures for originating and processing Class II ECPs.

10.9.7.6.4 <u>DoD agency review.</u> Identify DoD agency CCB responsibilities for reviewing and processing ECPs. Identify reference document(s) which provide procedures for processing approved changes. Establish distribution criteria.

10.9.7.7 <u>Nomenclature.</u> For any A/N nomenclature requirements, identify organizational responsibilities for obtaining nomenclature through the Joint Electronics Type Designation System (JETDS) at system, subsystem, and equipment levels.

10.9.7.8 <u>Part numbers.</u> Discuss considerations for assignment of new or revised ON numbers for in-house or contractor-designed systems/equipment and firmware.

10.9.7.9 <u>On-site configuration audit.</u> Identify requirements and provide procedures for the conduct of on-site configuration audits leading to system/ equipment acceptance.

10.9.8 Chapter 8, Installation and Facilities

10.9.8.1 <u>General.</u> Provide a general description of how the system/ equipment will be integrated into an existing site or installed in a new site.

10.9.8.2 <u>Site surveys.</u> Site surveys are conducted to determine facility requirements for installation of new systems/equipments. These requirements include (but are not limited to) electrical power, heating, cooling, physical space, security, etc. Discuss the purpose of the surveys, organizational responsibilities for their accomplishment and the schedule (plan) for conducting the surveys. The schedule information should become a part of the milestone chart of Chapter 1.

10.9.8.3 <u>Site preparation and installation plan.</u> Identify the organizational responsibilities for the preparation of an installation plan with drawings or alternatives if no plan is to be developed. Cite the applicable DID if to be accomplished by contract. If an installation plan exists, cite the applicable document. The development, delivery, and validation of the plan should be treated as any other data product and the schedule should become a part of the milestone chart of Chapter 1.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.8.4 <u>System/equipment layout</u>. In order to assist using organizations in their planning for installation and facilities requirements, provide a general layout of the system configuration or rack elevations of the equipment comprising the system.

10.9.9 Chapter 9, Personnel and Training

10.9.9.1 <u>General</u>. Provide a general description of the personnel and training requirements for the system. State the DoD agencies, military departments, and/or contractor responsibilities for the operation and maintenance training of the equipment, subsystem, or system.

10.9.9.2 <u>Personnel</u>.

10.9.9.2.1 <u>Operations personnel</u>. State the personnel specialties and skill levels that should be assigned to perform operational tasks on the equipment, subsystem, or systems at their respective installation:

    Army MOS _____
    Navy NEC _____
    Air Force AFSC _____
    Marine Corps MOS _____
    Civilian occupation skills _____

10.9.9.2.2 <u>Maintenance personnel</u>. State the personnel specialties and skill levels that should be assigned to perform maintenance tasks on the equipment, subsystem, or systems at their respective installation:

    Army MOS _____
    Navy NEC _____
    Air Force AFSC _____
    Marine Corps MOS _____
    Civilian occupation skills _____

10.9.9.2.3 <u>Software personnel</u>. State the personnel specialities and skill levels that should be assigned to perform maintenance tasks on the equipment, subsystem, or systems at their respective installation.

    Army MOS _____
    Navy NEC _____
    Air Force AFSC _____
    Marine Corps MOS _____
    Civilian occupation skills _____

10.9.9.2.4 <u>Man/equipment ratios</u>. State maintenance manhour standards calculated and established based upon the most reliable source of data (e.g., yearly maintenance manhours, RAM studies, manufacturer's data, etc.) for each operating system/equipment. The source of data utilized shall be stated in the ILS plan.

10.9.9.2.5 <u>Manpower changes</u>. Identify either increases or decreases in all manpower categories caused by the installation and subsequent operation of the subject system/equipment.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.9.3 <u>Training</u>.

10.9.9.3.1 <u>Training requirements</u>. Describe the initial and follow-on supervisory, operator, and maintenance training requirements. Identify whether contract, on-the-job, or formal agency or military department training will be used to satisfy these requirements. Identify training course materials required for training and include their delivery and validation schedule on the milestone chart of Chapter 1.

10.9.9.3.2 <u>Initial training</u>. Identify and describe initial supervisory, operator and maintenance (hardware and software) courses of instruction available to complement the skills identified above. Identify funding and contracting responsibilities. Identify the military service, contractors or other DoD agency responsible for the conduct of the initial training courses. Include student prerequisites, student load, and schedule plans.

10.9.9.3.3 <u>Follow-on training</u>. Identify and describe follow-on supervisory, operator and maintenance (hardware and software) courses of instruction needed to complement the skills identified above. Identify funding and contracting responsibilities. Identify the military service, contractor, or other DoD agency responsible for the conduct of follow-on training courses. Include student prerequisites, student load, and schedule plans.

10.9.9.3.4 <u>Training equipment</u>. Summarize the training equipment requirements identified in Chapter 6. Ensure their delivery schedule is included in the milestone chart of Chapter 1.

10.9.9.3.5 <u>Training test and evaluation</u>. Identify the materiel elements of the training subsystem that will be required to be on-hand for DT&E and OT&E. Indicate whether training of test personnel will occur before or during OT&E. If before OT&E, identify the time frame and responsible agency for training (refer to Chapter 3 as required).

10.9.10 Chapter 10, Funding

10.9.10.1 <u>Referenced documents</u>. Refer the reader to the appropriate documents containing information on the funding/budgeting for items of logistic support for the subject project. Identify the documents with as much specific data as security/circumstances permit. Such documents would include but not be limited to; System Acquisition Plans (SAP), System Coordinating Papers (SCP).

10.9.10.2 <u>Funding requirements for logistic support</u>. Utilize Table I to ensure the logistic support items have been addressed in the referenced documents. Where budgetary support has not been provided, so state and present the rationale for not funding the item(s).

10.9.11 Chapter 11, Computer Resource Support

10.9.11.1 <u>Software conventions and standards</u>. Identify the source document for establishing software design, documentation, and change authority, and conventions and standards.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.11.2 <u>Maintenance of software programs</u>. Define the basic policies and control requirements for on-site maintenance of software programs. Identify software life cycle support responsibility. Identify the method of distribution of basic programs and of updates to the software.

TABLE I. <u>Funding requirements for logistics support.</u>

<u>Logistic Support Item</u>	<u>Status</u>	<u>Remarks</u>
Initial spares	(Funded/Not Funded)	
Interim spares		
Software support and diagnostics		
Documentation and tech data		
Manuals		
Drawings		
IPBs		
ILSPs		
MT&SE		
Training documentation		
Outyear supply support and provisioning		
PHST		
Training hardware		
Site preparation/installation		

10.9.11.3 <u>Specific software configuration management requirements</u>.

10.9.11.3.1 <u>Software configuration management</u>. Explain configuration management as it applies to software programs.

10.9.11.3.2 <u>Software documentation</u>. Identify the organization responsible for ensuring that accurate documentation changes are made and that the documentation is re-baselined.

10. PREPARATION INSTRUCTIONS (Cont'd)

10.9.11.3.3   <u>Software change policy and authority</u>.   Discuss the policy and authority for making changes to software programs. The term "change" does not mean routine maintenance of tables and data base variables. Define:

    a.   Latent errors.

    b.   Mission/tasking changes.

    c.   Maintenance changes (diagnostic software).

10.9.11.3.4   <u>Preservation of superseded program versions</u>.   Explain or reference the procedures for ensuring superseded software programs are protected until approval for destruction has been received from the software life cycle support authority.

10.9.11.4   <u>Software development, test, and reviews</u>.   Describe the plan for developing, testing, and reviewing software programs.   Identify specific test plans/procedures for testing the operational programs.   Identify the facilities required to accomplish the test program.

10.9.11.5 <u>Firmware maintenance</u>.   Assign firmware maintenance responsibilities by organization/activity.   Describe facilities/resources required for creating replacement programmable read only memories (PROM).   List or provide reference for equipment required to embed the program in the integrated circuits (IC) and the storage media (magnetic tape, disc, etc.) on which the program will be retained. Explain where unprogrammed ICs will be obtained for the programming process. Discuss procedures for certifying newly programmed ICs prior to release for maintenance or upgrading purposes.

10.10.   Annex A, Instructions for Developing Annex A of an ILS Plan

10.10.1   <u>General</u>.   In order to provide uniformity in the completed Annex A of an ILS plan, the following instructions pertain.   A sample Annex A Figure 6 is included following these instructions.

10.10.2 <u>Title</u>.   The title of Annex A will be EQUIPMENT LIST FOR PROJECT X (insert appropriate name).

10.10.3   <u>Format</u>.   The format in the Sample Annex A will be followed in compiling the equipment list of an ILS plan.

10.10.4   <u>Subtitles</u>.   The equipment list will be divided into two categories:

10.10.4.1   <u>System equipment</u>.

1C.10.4.2   <u>Maintenance, test and support equipment</u>.

    a.   Equipment Required and Supplied.

    b.   Representative Equipment <u>not</u> Supplied.

    c.   Equipment Recommended but <u>not</u> Supplied.

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A. SYSTEM EQUIPMENT

Type Designation/ Model No/	Qty/ Site	Item Name	FSCM	ELDS Control No.
PDP-11/44 CA	1	Computer System (120 V)	15476	00401
PDP-11/44 CB	1	Computer System (240 V)	15476	00401
MS11-MB	1	Main Memory	15476	00400
KW11-P	1	Clock, Programmable	15476	00575
861C 2		Power Controller	15476	00339
H7750 1		Battery Backup	15476	00837
BA11-KE	1	Expansion Box	15476	00397
DD11-CK	1	Expansion Backplane	15476	00782
DL11-E	1	Asynchronous Line Interface	15476	00780
DV11-AA	1	Synchronous Preprocessor	15476	00404
DV11-BA	1	Synchronous Group Handler	15476	00403
TU-58 1		DECTAPE II	15476	00603
LA120-DA	1	DECWRITER III	15476	00784
RUA-60/UDA-50	2	Disk Subsystem w/Controller	15476	00836
P-300T	1	Line Printer	55759	00328
D7000T	8	Video Display Terminal	52599	00091
AJ 832	1	Printer (RO)	55080	00833

B. MAINTENANCE, TEST AND SUPPORT EQUIPMENT

1. EQUIPMENT REQUIRED AND SUPPLIED

Type Designation/ Model No/	Qty/ Site	Item Name	FSCM	ELDS Control No.
11672A	1	Service Accessory Kit	15476	N/A
N2114A	4	Extender Card	15476	N/A

2. EQUIPMENT RECOMMENDED BUT NOT SUPPLIED

Type Designation/ Model No/	Qty/ Site	Item Name	FSCM	ELDS Control No.
RO-240/U	1	Recorder, Signal Data	15624	00628
AN/GSH-23(v)	1	Spectrum Analyzer	24284	00592

FIGURE 6. Sample Annex A equipment list for project XXXX.

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10. PREPARATION INSTRUCTIONS (Cont'd)

10.10.5 Column Headings. Column headings, from left to right, will be:

10.10.5.1 Type designation/model no. The JETDS type designator, if assigned, will be used. If no type designator has been assigned, the manufacturer's part number will be used. If an ELDS is developed whose support deliverables cover more than one model/version of the equipment, it is permissible to list all versions to which the support items apply on one ELDS. However the Annex A must list only those versions used in the system to which the given ELDS applies. An example follows: ELDS references PDP-11/44 CA(CB). Note: the "CA" is a 120 volt version, the "CB" represents a 240 volt version. If the Annex A lists PDP-11/44 CA only the 120 V version is used in the project for which the Annex A was compiled. If both versions are used, then two separate line entries should be used on the Annex A. Example follows:

>PDP-11/44 CA   Qty 2
>PDP-11/44 CB   Qty 1

10.10.5.2 Qty. Quantity may be expressed on a system level (qty/system) or on a per site basis (qty/site) whichever is applicable to the particular procurement.

10.10.5.3 Item name. The commonly accepted noun name as found in the Federal Item Name Directory (H6-A and/or H6-B).

10.10.5.4 FSCM. The registered code number for the manufacturer as listed in the current H4-1/H4-2, Federal Supply Code for Manufacturers.

10.10.5.5 ELDS control no. List the ELDS control number from block 1 of the ELDS data sheet.

10.10.6 Sequence of ELDSs in Annex B. ELDSs for individual system/ equipments and for MT&SE will appear in Annex B in the sequence listed in Annex A and not by the numerical sequence of ELDS control numbers since the ELDS control numbers change over a period of time as a function of managing the data base. The individual ELDS of Annex B will be completed with all data/information available to the ILS plan developer as of the issue date of the plan. The ILS plan is dynamic and the development of the plan is an iterative process. The ELDS will likewise be updated to contain the latest available information when the ILS plan is revised.

10.11 Annex B Equipment Logistics Data Sheet (ELDS) Key

10.11.1 Introduction. The individual ELDS Figure 7 is designed to provide a concise quick reference format of information which is consistently needed by engineers, support planners, and support execution activities. A goal has been established to limit each document to three pages to facilitate distribution, limit reproduction and handling costs, and to enable economic review and updating by the largest population of cognizant activities. Therefore, whenever possible, the contents of each sheet are all inclusive with tailoring of the information to a given application being relegated to the main body of a system ILS plan, installation plan, transportation/handling plan or other suitable vehicle.

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10. PREPARATION INSTRUCTIONS (Cont'd)

10.11.2 ELDS Key. The specific data entry blocks for the ELDS are explained below. In some cases, specific abbreviations which will be used as entries are shown. Throughout the ELDSs where a search of a file has been made and the desired information has not been found, the block will show Ø, i.e., a search for a NSN from the manufacturer's part number having been made and not found would show a Ø in block 6. This method precludes the researcher's duplicating the search and establishes that a search was in fact made. In several entry blocks of the data sheet, it is necessary to designate a specific organization, activity, or location. To avoid lengthy entries, the abbreviations and activity codes in the attached abbreviation supplement sheet are used.

a. Block 1 - Control Number - The control number is a five-digit number which identifies a particular Equipment Logistics Data Sheet and which is used for administrative control.

b. Block 2 - Issue Number - The issue number indicates the number of times that a particular data sheet has been issued. The issue number of the initial copy of a data sheet would be one (1); subsequent revisions of the data sheet would be consecutively numbered.

c. Block 3 - Date - The dates shown by year, month, and day indicate the date the data sheet was last verified and the date of the next scheduled review of the data sheet for verification purposes (usually two years).

d. Block 4 - Item Name - Common name or long title of the equipment.

e. Block 5 - Type Designation - Item name or short title including the type designation.

f. Block 6 - National Stock Number - Self-explanatory.

g. Block 7 - Federal Supply Code for Manufacturers (FSCM) The FSCMs are listed in the Federal Supply Code for Manufacturers Handbooks (H4-1 and H4-2) which are available in either microfiche form or on magnetic tape. The microfiche form may be obtained from the Commander, Defense Logistics Services Center, Attention DLSC-TD, Federal Center, Battle Creek, MI 49016 or from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Requests for the publications on magnetic tape must be directed to the Department of Commerce, National Technical Information Center, 5285 Port Royal Road, Springfield, VA 22151.

h. Block 8 - Manufacturer's Identification Numbers (Part/Number and/or Model Number) - Shows the manufacturer's assigned part number and/or the model number assigned to the equipment, if any.

i. Block 9 - Design Control - Designates the organization, by FSCM, which has design control of the equipment. Changes to the equipment cannot be performed without specific approval of the organization which exercises design control. Design control of an equipment or system is implemented through the conduct of a configuration management program. Configuration management is a discipline applying technical and administrative direction and surveillance to (a) identify and document the functional and physical characteristics of a configuration item;

PREPARATION INSTRUCTIONS (Cont'd)

(b) control changes to those characteristics; and (c) record and report change processing and implementation status. It includes configuration identification, control, status accounting, and audits. Configuration management is thus the means through which the integrity and continuity of the design are maintained.

j. **Block 10** - **Equipment Description** - Provides a concise narrative description of the equipment and its use indicating pertinent technical, functional and operating characteristics, special features and the design variations of the equipment available. The equipment or systems this equipment is used with and/or normally interfaces with are also noted. Basic operating and facility requirements, such as power, environmental requirements, special floor loading requirements and similar requirements are outlined.

k. **Block 11** - **Basic Dimensions** - Shows the physical dimensions (D x H x W) and overall weight in pounds (kilograms) and cube of the equipment.

l. **Block 12** - **Shipping Dimensions** - Shows the physical dimensions (D x H x W) and overall weight in pounds (kilograms) and cube of the equipment which will not be exceeded when the equipment is normally packed for shipment as an individual unit. Multiple shipments may be combined into one container but the combined cubic volume will remain essentially the same.

m. **Block 13** - **DoD Agency Point of Contact** - Shows the work center code of the DoD agency point of contact (POC) for the equipment. The DoD POC is available to provide amplifying information on any of the ELDS entry items or to provide the source of additional information on the equipment.

n. **Block 14** - **Primary Inventory Control Activity (PICA)** - Indicates the assigned PICA and the date established by the PICA when it becomes active as a supply support facility for the equipment. The PICA is indicated by using the appropriate military department abbreviation and an activity code from the Abbreviation Supplement Sheet attached. A complete listing of Source of Supply Codes is included in Table 103, Chapter 4, Volume 10 of DoD 4100.39-M. MILDEP users of this equipment are responsible for establishing their requirements as a user with the PICA in accordance with AFLCR 400-21/DARCOM 700-99/NAVMATINST 4790.23A/MCO P4410.22A and implementing MILDEP instructions. Failure to accomplish this action will result in insufficient or total lack of support for equipments deployed in their command.

o. **Block 15** - **Provisioning Level** - This block provides a multi-purpose two position coding to identify the provisioning effort and the type or level of provisioning being accomplished. The first position indicates the status of the provisioning effort:

A. Not Provisioned
B. Provisioning Under Contract
C. Provisioning Completed

The second position indicates the level of provisioning being accomplished:

A. Provisioned to Piece Part
B. Provisioned to LRU

10. PREPARATION INSTRUCTIONS (Cont'd)

p. <u>Block 16</u> - <u>Drawings</u> - Provides the level of equipment drawings available in accordance with the below definitions and shows the current custodian of the drawings.

Level 1 - Prototype documentation
Level 2 - Limited, suitable for maintenance, installation and procuring a functional-like item
Level 3 - Full production/identical item

q. <u>Block 17</u> - <u>TEMPEST Status</u> - Conveys TEMPEST information to cognizant individuals.

r. <u>Block 18</u> - <u>Units in the Field</u> - Indicates the number of pieces of equipment in the field by military departments or other major organization as of a specified date and the source of this information.

s. <u>Block 19</u> - <u>User Spares and Repair Funding Responsibility</u> - Indicates, using a four-position alphanumeric code, one or all of the following:

·<u>Additional Spares</u> -will indicate the policy for providing and funding those spares required over and above the initial system acquisition responsibility.

<u>Repair/Return</u> -will indicate the procedures, if any, for the repair/return of faulty modules. The code will also indicate the responsibility for funding and memoranda of understanding (MOU) in effect.

<u>Warranty</u> -will indicate when an agency warranty is in effect and the responsibilities and limits of said warranty.

This block will be completed by the procuring activity.

t. <u>Block 20</u> - <u>Training</u> - Training courses available or which have been previously provided on the equipment are indicated in accordance with the following key. Current availability of the courses must be verified at the time of need by prospective users.

Type of Course	Sponsoring Organization	Location	Conductor
M - Maintenance	A - Army	Shown by a code	GOVT - government
O - Operations	N - Navy	from the train-	CONT - contractor
S - Software	F - Air Force	ing activity	
NR - none req'd	O - Other	listing on the	
ND - none arranged		supplemental	
	sheet		

u. <u>Block 21</u> - <u>Technical Manuals</u> - Provides the source of available technical manuals by military department or other major organization, the type of manual,

10. PREPARATION INSTRUCTIONS (Cont'd)

the identifying number of the manual and in the case of commercial manuals, the coverage provided. The type of manual is shown by use of one of the following codes.

CAT — commercial catalog
CO   — commercial operator
CM   — commercial maintenance
CO&M — commercial operations and maintenance
GO   — government operator
GM   — government maintenance
CO&M — government operations and maintenance
IPB — illustrated parts breakdown
ILSP — integrated logistics support plan

v. **Block 22 — Representative and Unique Test Equipment and Special Tools** — Provides a list of representative and unique test equipment and special tools required for maintenance support of the equipment. Test equipment which has similar functions may be used in lieu of representative test equipment listed. There are no substitutes for unique test equipment. Unique test equipment is marked with an asterisk.

w. **Block 23 — Depot(s)** — Provides a list of primary and secondary or limited support depot(s). A primary depot supports all equipment users while a Secondary Inventory Control Activity (SICA) depot provides limited support in that it is not accessible to all users.

x. **Block 24 — Demilitarization Code** — Provides a letter code from table 38, chapter 4, volume 10 of DoD 4100.39-M which instructs the user of the equipment on the method and degree of demilitarizing items when required.

y. **Block 25 — Spares/Repair Parts Selection List** — Provides a recommended list of spares normally provided to sites for a range or number of pieces of equipment to be supported during the interim support phase. These spares are normally provided to the site in amounts as indicated as part of the acquisition responsibility. However, the recommended range for stand-alone support may be tailored for each application. This list does not supersede military department provisioning or project management office selections for each application of the hardware. Those items marked with an asterisk are high cost, relatively low usage items which may be stocked at the depot. All quantities of spares/repair parts are one each unless otherwise indicated.

z. **Continuation sheet** — Page 3 of 3 provides a continuation page for additional information that is too lengthy to be inserted in its proper block.

10.11.3 Abbreviation supplement sheet.

a. The following general abbreviations are used in the ELDS for the military departments.

A — Army   MILDEP — Military Department
N — Navy   GOVT — Government
F — Air Force   DOD — Department of Defense
   MFR — Manufacturer

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EQUIPMENT LOGISTICS DATA SHEET

1.control   2.issue   3.last verified   next review   4.item name

---

5.type designator(a/n nomen)   6.nsn

7.afr(fscm)   8.afr id no.(p/n / mod no)   9.design control

10.equip description/variations/used with/interfaces with/facility requirements

---

11.basic dimensions d/h/w   wt lbs   cube ft   12.shipping dimensions d/h/w   wt lbs cube ft

---

13.nsa poc   14.pica/date effective   15.provisioning level
                                              /

16.drawings(level/custodian)   17.tempest status

                                18.units in field
      organization   no.   date as of   info source

19.user spares/repair funding resp.   20.training(type/sponsor/location/conductor)
                          yes no
      additional spares
      repair/return
      nsa warranty

21.tech manuals (source/type/number)

FIGURE 7.   Annex B equipment logistics data sheet (1 of 3).

..control no 2.issue

22. representative and unique test equipment and special tools (*indicates unique)

item/fsca	p/n / model	nsn	qty

23.depot(s) sica   24.desil-code

25. spares/repair parts selection list (*indicates depot items)

item/fsca	p/n / model	nsn	qty 1-5 6-10 11-20

FIGURE 7. <u>Annex B equipment logistics data sheet (2 of 3).</u>

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1.control no 2.issue   block(s) continued

FIGURE 7.   Annex B equipment logistics data sheet (3 of 3).

10. PREPARATION INSTRUCTIONS (Cont'd)

b. The following source of supply activity codes are used to identify activities or locations commonly associated with the entries in blocks #14, #18, and #23 of the ELDS.

Activity Code	Service/Activity & Location
CL	U.S. Army Communications & Electronics Command Ft. Monmouth, New Jersey 07703
CU	U.S. Army Electronics Materiel Readiness Activity Warrenton, Virginia 22186
CM	U.S. Army Communications Security Logistics Activity Fort Huachuca, Arizona 85613
SJ	USAF Cryptologic Support Center San Antonio, Texas 78243
SE	San Antonio Air Logistics Center Kelly AFB, Texas 78241
TC	Warner-Robins Air Logistics Center Robins AFB, Georgia 31098
TA	Sacramento Air Logistics Center McClellan AFB, California 95652
HD	Naval Ships Parts Control Center P.O. Box 2020 Mechanicsburg, Pennsylvania 17055
XP	National Security Agency Ft. George G. Meade, Maryland 20755-6000
BG	Lexington Blue Grass Army Depot Lexington, Kentucky 40511
KE	Navy Aviation Supply Office Code: TEC-A Philadelphia, Pennsylvania 19111
SX	Oklahoma City Air Logistics Center Tinker AFB, Oklahoma 73145
CX	Defense General Supply Center Richmond, Virginia 23297
HC	Naval Electronic Systems Command Washington, DC 20360

NOTE: For a complete listing of CMD source of supply codes, see DoD 4100.39-M, volume 10, chapter 4, table 103.

10. PREPARATION INSTRUCTIONS (Cont'd)

c. The following codes are used to identify training activities for entry
into block #20 of the Equipment Logistics Data Sheet:

Training Activity Code	Training Service/Activity & Location
FM	Director National Security Agency Chief Central Security service Attn: El Fort George G. Meade, Maryland 20755-6000
LA	3250th TCHTW/TTGX Lackland AFB San Antonio, Texas 78236
SH	3700th TCHTW/TTGXI Sheppard AFB Wichita Falls, Texas 76311
GO	3480th TCHTW Goodfellow AFB San Angelo, Texas 76903
LO	3400th TCHTW Lowry AFB Denver, Colorado 80230
KS	3390th TCHTG/TTGXC Keesler AFB Biloxi, Mississippi 39534
GN	U.S. Army Signal Center Fort Gordon Augusta, Georgia 30905
DE	U.S. Army Intelligence School Fort Devens Massachusetts 01433
CO	U.S. Naval Technical Training Center Corry Station Pensacola, Florida 32511
SD	Naval Electronics Sys Comm Trng Ctr San Diego Training Center San Diego, California 92133
MA	Cryptographic Technical Maintenance School Combat Systems Technical Schools Command Mare Island, California 94590

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10. PREPARATION INSTRUCTIONS (Cont'd)

Training Activity Code	Training Service/Activity & Location
OS	On-site
OF	55 SRW-MAT Offutt AFB, Nebraska 68113

10.11 Annex C Material Deficiency Report/Unsatisfactory Equipment Report (MDR/UER)

Report:
Date:

From:

To:

Info:

Data Entry	Remarks
Major item identification	Refer to the identification of the system, equipment, etc. which is the highest order of assembly.
Serial number	State, if available.
Accumulated time on system	State time in hours, cycles, days, etc., whichever is applicable.
Identification by subsystem and/or assembly	State, if applicable.
Subsystem/assembly serial number	State, if applicable.
Failed component manufacturer	State name.
Accumulated time on component	State time in hours, cycles, or calendar days, whichever is applicable.
Identification by circuit location	Identify the piece part in case several piece parts by the same name are utilized in the components
Description and/or symptom of failure	State whether it was short, open, beyond allowable tolerances, etc., and the cause of failure if known. Include stresses acting on the failed part, if known.
Fault isolation time	State the time required to identify the trouble.

10. PREPARATION INSTRUCTIONS (Cont'd)

Data Entry   Remarks

Corrective maintenance time   State the element of maintenance time during
                               which a failure is corrected by either repairing
                               in place; removing, repairing, and replacing; or
                               removing and replacing with a like serviceable
                               item. This includes testing either on or off
                               assembly.

Trouble severity   State one of the following descriptive words:

                               "CATASTROPHIC": Any failure which would result
                                                in death or injuries or prevent
                                                performance of the intended
                                                mission.

                               "CRITICAL": Any failure which will degrade the
                                            system beyond acceptable limits
                                            and create a safety hazard (could
                                            cause death or injury if corrective
                                            action is not immediately taken).

                               "MAJOR": Any failure which will degrade the
                                         system beyond acceptable performance
                                         limits but which can be adequately
                                         counteracted or controlled by
                                         alternate means.

                               "MINOR": Any failure which does not degrade the
                                         overall system performance beyond
                                         acceptable limits - one of the
                                         nuisance variety.

Corrective action recommended State recommendations(s).
to avoid repetition or trouble

Number of occurrences of   State the number of failures occurring on all
trouble itemized as to   equipments of this part number
specific cause

Total number of units in use   State numbers.
at time of trouble

Total number of useable spares   State numbers.
components/subassemblies on hand

Total spares components,   State numbers.
subassemblies, on order

Expected date of receipt of   State date.
above spares