

PRIME CONTRACT: DAAE20-96-G-0003

PRON No.:

WORK DIRECTIVE (WD) NO.: JTM-005 Mod No. 09

DELIVERY ORDER: 0038

PUBLICATIONS:

**Final Camera-Ready Copy for M119A1 Howitzer Technical
Manuals and other Related Manuals**

1. OVERVIEW OF TASK

The contractor shall create new, or correct existing, text and illustrations and create change or revision pages for Technical Manuals (TMs) or other related manuals. These pages shall incorporate DA Forms 2028, engineering change proposals (ECPs), provisioning changes, and/or a government markup. The contractor shall prepare electronic text and illustrations. (A complete list of government-furnished information (GFI) to be provided is listed in paragraph 4.)

2. DETAILED DESCRIPTION OF WORK:

2.1 DESCRIPTION OF WORK -DRAFT EQUIPMENT PUBLICATION (DEP):

a. Prepare up to 522 new illustrations; revise or correct up to 1,329 existing illustrations; and prepare up to 4,083 pages of text as described below:

(1) Use pertinent specifications listed in the contract Scope of Work as guidelines for content and format for the revised pages. (This direction is not intended to specify the methods or composing equipment to be used but only to specify required results.) For a publication change, MIL-HDBK 1222A is useful as a guide on how to format manuals. For revisions, use MIL-STD-40051.

(2) Update illustrations and change text as necessary to incorporate DA Forms 2028, Engineering Change Proposals (ECPs), provisioning changes, and other corrections into the changed/revised pages.

b. Prepare illustrations keyed to textual material for government technical review. Format shall be a draft representation of the final publication.

c. The contractor shall notify the Contracting Officer, in writing, when either 75 percent of the CLIN amount has been expended (identifying the estimated amount of effort remaining) or when the contractor has reason to believe that the completion of the work effort will incur costs beyond those originally proposed (identifying the source of the additional cost, impact on the work if not approved, and when funds are needed if approved).

2.2 DESCRIPTION OF WORK - PROVISIONING:

a. Repair Parts and Special Tools List (RPSTL) printouts will be provided by the government for use in preparing "M" and "N" cards (figure and item numbers), for help in preparing illustrations, and to insert into each delivery. These printouts will require no changes by the contractor and will not be digitized.

b. Prepare "M" and "N" card and header information for the production of draft and proof RPSTL, as applicable. Transfer this data to a magnetic tape and forward, with the printout, to the government. Each contractor input trans-action shall be subject to edit/validation prior to acceptance by the government. Following processing of the data contained on the magnetic tape by the CCSS Provisioning System, the contractor will be furnished with a draft or proof RPSTL.

c. Ensure illustrations for RPSTL follow functional group codes as established in MAC.

2.3 DESCRIPTION OF WORK - FINAL DRAFT EQUIPMENT PUBLICATION (FDEP):

Incorporate government comments from DEP. Prepare FDEP with camera-ready copy.

2.4 DESCRIPTION OF WORK - DATA CONVERSION:

Prepare electronic deliverables (technical manual submittals in machine-readable digital form) as applicable.

a. Convert illustrations to vector graphics files.

b. Format final pages with illustrations (prepared in MicroGrafx Designer or IsoDraw) incorporated into the text (prepared in Microsoft Word for Windows), or as otherwise directed at the Start of Work.

3. DELIVERABLES:

a. Five copies of DEP change package/revision, reproduced book style, with backup pages, and stapled or fastened, for government review.

b. Five copies of FDEP change package/revision, reproduced book style, with backup pages, and stapled or fastened, for government review.

c. One reproducible (camera-ready copy) set of laser-quality print of each page to be prepared following government approval of FDEP. Camera-ready copy shall be page trim size.

d. Disks, as applicable, containing the following for each manual:

- Microsoft Word for Windows files
- All illustration files in MicroGrafx Designer or IsoDraw format, as specified at the Start of Work
- Portable Document Format (PDF) file

e. Marked-up copy resulting from the government review process and all government furnished information (GFI) provided for the tasks included within this work directive.

4. GOVERNMENT INPUT DATA:

GFI, data, and services to be furnished:

- a. User comments and approved field reports (DA Forms 2028).
- b. Approved ECPs, special tools, Components of End Item (COEI), Basic Issue Items (BIIL), Additional Authorization List (AAL), and expendable items list, if applicable.
- c. Corrosion Prevention and Control statement.
- d. Distribution statement.
- e. Technical Data Package (TDP), current MAC, and Reliability Centered Maintenance (RCM), if applicable.
- f. Camera-ready copy of TMs and disks, if available, or clean copy.
- g. Marked-up draft RPSTL to include current source, maintenance, and recoverability (SMR) codes, as applicable.
- h. Access to subject materiel and personnel for research and technical coordination.
- i. Applicable Commodity Command Standard System (CCSS) printouts.
- j. Draft and proof RPSTL, as required, for complete deliverable.

- k. Applicable specifications (to be used as guides).
- l. Appropriate DTD.
- m. Samples of recently revised TMs (to be used as guides).

5. SCHEDULE OF WORK TO BE PERFORMED WITH ESTIMATED COMPLETION DATES:

- a. Start of Work (SOW): All government input data as listed in paragraph 4 shall be received by the contractor as scheduled at the SOW meeting. Data cutoff date shall be determined at SOW. The only exception to this data cutoff date would be safety changes.
- b. In-Process Reviews (IPRs): IPRs will be conducted on a periodic basis during the contract period, as directed by the government. During IPRs, the contractor shall inform government representatives of the status of publications program and present samples of work accomplished. The contractor shall present any problems or questions to government representatives during IPRs.
- c. Delivery of DEP: Within specified number of days after receipt of all GFI.
- d. Markup to contractor: Within specified number of days following DEP delivery.
- e. Delivery of FDEP: Within specified number of days following receipt of government markup of DEP.
- f. Delivery of camera-ready and disks: Within specified number of days following government approval of FDEP.