DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
47123 BUSE ROAD, UNIT #6
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

8000
Ser AIR-4.0/352
MAY 2 5 2001

From: Commander, Naval Air Systems Command (AIR-4.0), 22347 Cedar Point Road, Unit 6, Patuxent River, MD 20670- 116 1
TO: Chief of Naval Operations (N781C8), 2000 Navy Pentagon, Washington DC 20350-1000

Subj. DEVIATION FROM OPNAVINST 8000.16A

Ref: (a) OPNAVINST 8000.16A

Encl: (1) The Naval Ordnance Maintenance Management Program (NOMMP) Proposed Change Recommendation Engineering Investigation Request Deviation

1. Volume I, sections 2.3 and 4.6 to reference (a) describes the reporting requirements for the Engineering Investigation (EI) process. Request authority to deviate from the current EI reporting requirements outlined in reference (a). If granted, the deviation would permit the use of the changes proposed in enclosure (1) for the Aerial Target activities: Atlantic Fleet Weapons Training Facility, Naval Station, Roosevelt Roads, Puerto Rico; Fleet Composite Squadron SIX, Naval Station, Norfolk, Virginia; and Conventional Strike Weapons activities Fighter Squadron 101 and Fighter Squadron 106, Naval Air Station, Oceana, Virginia. This deviation will allow these activities to report and respond to all EI's via the Naval Air Systems Command reengineered and web enabled EI process.

2. If further information is required please contact Mr. Ken Pettersen at 301-757-2415 or Mr. Steve Spadafora at 301-757-2473, at the Naval Air Warfare Center Aircraft Division.

T. L. HEELY
Rear Admiral, United States Navy

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
8000
Ser N781C8/1U6255553
8 June 2001

From: Chief of Naval Operations
To: Commander, Naval Air Systems Command(AIR 4.0) 22347 Cedar Point Road, Unit 6, Patuxent River, MD 20670-1161

Subj: DEVIATION FROM OPNAVINST 8000.16

Ref: (a) OPNAVINST 8000.16
(b) COMNAVAIRSYSCOM (AIR 4.0) ltr of 25 May 01
(c) COMNAVAIRSYSCOM (AIR 4.0) OPNAVINST 8000.16 Change Recommendation

1. Reference (a) is currently in approval process for revision of publication. Anticipated publication date of OPNAVINST 8000.16A is July 2001. Reference (b) requests authority to deviate from the current Engineering Investigation (EI) reporting requirements outlined in reference (a) and use the Naval Air Systems Command reengineered, web enabled EI process. Deviation request is for Atlantic Fleet Weapons Training Facility, Naval Station, Roosevelt Roads, Puerto Rico; Fleet Composite Squadron Six, Naval Station, Norfolk, Virginia; Fighter Squadron 101 and Fighter Squadron 106, Naval Air Station, Oceana, Virginia.

2. Deviation requested in reference (b) is approved in order to support further beta testing of web enabled EI process as it relates to weapons systems. This deviation authority is valid for a period of one year. At the completion of the one year period, the beta testing process, and fleet training, an interim change to reference (a) will be published incorporating reference (c) recommendations.

2. Points of contact are Major J.R. Johnson, GySgt E.A. Benson or Ray Rowland at commercial (703)604-7773/7718/7715 or DSN 664.

Coleen A. Watry
COLEEN A. WATRY
By direction

CHAPTER 2.3

Assignment of Ordnance Maintenance Responsibilities

2.3.1 Assignment of Maintenance Responsibility

2.3.1.1 The Chief of Naval Operations and the Commandant of the Marine Corps (CMC) assign ordnance maintenance responsibilities to activities of Navy and Marine forces. The Naval Air Systems Command assigns maintenance responsibilities to field activities managed by them.

2.3.1.2 Designated intermediate level activities perform selected ordnance maintenance functions for an entire logistics area as recommended by the applicable type commander and approved by the Naval Air Systems Command (AIR–3.1). Also, specified organizational level maintenance activities are authorized to perform limited intermediate level maintenance functions on those systems and equipment unique to the assigned mission of that activity.

2.3.1.3 Navy fleet activities, except aviation training ships and nonaviation ships supporting aircraft, assigned the responsibility for performing intermediate level maintenance will establish an Intermediate Maintenance Activity (IMA) that consists of an Aircraft Intermediate Maintenance Department (AIMD), weapons department, public works department (ashore) or engineering department (afloat), and the supply department. In carrying out its maintenance responsibilities, the weapons department performs on–equipment maintenance but is authorized to perform intermediate level maintenance to the limits of its capabilities. For maintenance beyond those limits, the other IMA members will provide required support within their capabilities.

2.3.1.4 Throughout this instruction, any reference to the weapons department will include weapons divisions on amphibious assault ships (LPH/LHA/LPD) and other commands where a weapons division serves the same functions as a weapons department.

2.3.2 Shore Activities. Shore activities involved in the maintenance and support of ordnance and related equipment are classified in one of three categories: (1) Navy; (2) other service; or (3) commercial. Regardless of which category an activity falls under, each one is assigned one or more of the three levels of maintenance (organizational, intermediate, and depot) and the responsibility for carrying out the function inherent to that level as previously defined in chapter 2.2. Figures 2–3–1 through 2–3–6 identify the maintenance level(s) assigned to those activities responsible for maintaining ordnance and related equipment. Stations and activities of the shore establishment are assigned responsibility for performing the level of ordnance maintenance designated in figure 2–3–1.

2.3.3 Industrial Establishments. The industrial establishments listed in figure 2–3–2 are responsible for performing the level of maintenance on ordnance as indicated.

2.3.4 Aviation Ships. Aviation ships are responsible for the levels of ordnance maintenance designated in figure 2–3–3. Nonaviation ships are not responsible for ordnance maintenance; however, they shall provide required organizational level facilities (including all installed equipment).

2.3.5 Navy Squadrons and Air Wings. These activities are responsible for performing ordnance maintenance designated in figure 2–3–4.

2.3.6 Marine Corps Aviation Squadrons. These activities are responsible for performing ordnance maintenance designated in figure 2–3–5.

2.3.7 Marine Corps Shore Activities. The Marine Corps air stations and Marine Corps air facilities shown in figure 2–3–6 are responsible for performing the designated levels of maintenance and for providing flightline services for transient aircraft. The stations are responsible for providing maintenance facilities for tenant activities. In addition, the stations function as secondary stock points to store and issue ordnance to tenant and deployed activities.

Activity	Level		Note	Activity	Level		Note
	Organizational	Intermediate			Organizational	Intermediate	
NAS Atlanta	X	X		NAVSTA Mayport	X	X	
NAF Atsugi	X	X		NAS Meridian	X	X	
PMRF Barking Sands	X	X		NAF Mildenhall	X	X	
NAS Brunswick	X	X		NAF Misawa	X	X	
NAWS China Lake	X	X		NAVSUPPACT Naples	–	–	
NAS Corpus Christi	X	X		NAS JRB New Orleans	X	X	
NAVSUPPFAC Diego Garcia	X	X		NAS Oceana Det Norfolk	X	X	
NAS JRB Ft Worth	X	X		NAS North Island	X	X	
NAF El Centro	X	–		NAS Oceana	X	X	
NAS Fallon	X	X		NAS Pensacola	X	X	
NAVSTA Guantanamo	X	X		NAS Patuxent River	X	X	
NAS Jacksonville	X	X		NCSC Panama City	X	X	
NAS Key West	X	X		NBVC Point Mugu	X	X	
NAS Keflavik	X	X		NS Roosevelt Roads	X	X	
NAS Kingsville	X	X		NS Rota	X	X	
NAS Lemoore	X	X		NAVSUPPACT Souda Bay	X	–	
NAVMAG Pearl Harbor	X	X		NAS Sigonella	X	X	
COMFLTACT Yokosuka	X	–		NAF Washington	X	X	
COMFLTACT Okinawa	X	X		NAS Whidbey Island	X	X	
COMNAVFORKOREA	X			NAS JRB Willow Grove	X	X	
				NAS Whiting Field	X	X	

Notes

1. Activities not under the management control of the Naval Air Systems Command which have limited intermediate level support capabilities will be supported a directed/negotiated by type commanders. Intermediate level maintenance performed on equipment on subcustody to departments other than the air wing require the support of additional personnel from the department having such equipment on subcustody.
2. A dash (–) indicates limited ordnance maintenance responsibility for that particular level.
3. An "X" assigns maintenance responsibility for that particular level.
4. Blanks indicate no responsibility for that particular level.
5. COMFLTACT Yokosuka and COMNAVKOREA are storage and issue only.
6. COMFLTACT Okinawa is ammunition storage and issue activity, with Target repair and launch capability.

Figure 2–3–1. Assigned Levels of Maintenance by Activity, Navy

Activity	Level		Activity	Level	
	Intermediate	Depot		Intermediate	Depot
Weapons Station (WPNSTA) Yorktown Detachment		X	Contractors:		
Weapons Station (WPNSTA) Seal Beach Port Hadlock Det.		X	Raytheon Missile Systems Co. (SIDEWINDER, SPARROW, HARM, and AMRAAM		X
Weapons Station (WPNSTA) Fallbrook Detachment.		X	General Dynamics SPARROW		X
NAWMU–1 Guam	X		Ford Aerospace (SIDEWINDER)		X
NAWCWPNS CHINA LAKE (SIDEARM Guidance and Control		X			
NAVSURFWARCENDIV Indian Head (Rocket motors, propulsion section, gas generators, and igniters)		X	Boeing Aerospace (JDAM) (HARPOON/SLAM/SLAM–ER)		X X
AFLC Ogden (MAVERICK AUR, Center Aft Section)		X	Norsk Forsvarsteknologi (A/S) (PENGUIN–Wings)		X
Anniston Army Depot (HELLFIRE)		X	Raufuss A/S (PENGUIN Rocket & Warhead)		X
NAVACTS Guam	X				
COMFLEACT Sasebo	X				
Army Depot Letterkenny (SPARROW, SIDEWINDER and MAVERICK Guidance and Control Section) (SLAM/SLAM–ER Seeker)		X			

Figure 2–3–2. Assigned Levels of Maintenance for Ordnance at Industrial Establishments

Activity	Level		Note
	Organizational	Intermediate	
CV (Aircraft Carrier)	X	X	1, 2, 3, 5, 6
MCS (Mine Countermeasures Ship)	X	X	1, 2, 3, 4, 6, 9
LHA/LHD (Amphibious Assault Ship, General Purpose)	X	X	1, 2, 3, 6, 9
LPD (Amphibious Transport Dock)	X	X	1, 3, 7, 9
ACS (Aviation Capable Ship less LPD)	X		3, 8, 9

Notes

1. Intermediate level maintenance performed on equipment on subcustody to departments other than the air wing requires additional support personnel from the department having such equipment on subcustody.

2. CVs/LHAs/LHDs/LPDs/MCSs are assigned the following maintenance responsibilities: provide intermediate and organizational level maintenance facilities for use by embarked aviation units; provide and maintain required custody coded (P and E) items of support equipment for use by embarked aviation units (other than organizational property); and provide intermediate level support and organizational level maintenance material to embarked aviation units.

3. Transportation vehicles assigned to the ship are not aeronautical in nature; consequently, they do not fall under the purview of ordnance maintenance.

4. Command and control ship for surface mine sweepers and all airborne countermeasures operations. Support small craft operations and provide O-level/I-level maintenance for mine warfare equipment, helicopters, and associated SE for embarked squadrons, as required by the aviation TYCOM, and adhere to direction from MINEWARCOM.

5. Weapons department and IMA are assigned intermediate level support for the test, repair, calibration, and maintenance of air launched missiles and associated missile test equipment.

6. CVs/LHAs/LHDs/MCSs. The following maintenance responsibilities are assigned in support of crash salvage equipment, flight and hangar deck cleaning and maintenance equipment: (a) Air department is assigned custody of and responsibility for organizational level maintenance; (b) IMA is responsible for intermediate level maintenance; (c) Technical assistance shall be provided by the electronics material officer for associated radio equipment. For TAU–2 fire fighting equipment, technical assistance will be provided by the engineering department.

7. LPDs provide and maintain items of support equipment, TAU–2, and AS32P–16 fire fighting equipment in support of embarked aviation units. Intermediate level maintenance is limited to troubleshooting, replacement of minor components (starters, switches, belts, tires, wheels, etc.), and corrosion control.

8. Wings, groups, squadrons, and detachments will retain or crossdeck organizational property at the discretion of the cognizant ACC or TYCOM.

9. Surface TYCOMs are responsible for O-level maintenance and inventory of SE per directives published by the aviation TYCOM. I-level maintenance is done by IMAs designated by the TYCOM. D-level rework of SE is scheduled through the aviation TYCOM.

Figure 2–3–3. Assigned Levels of Maintenance, Aviation Ships

Activity	Level		Note
	Organizational	Intermediate	
VS (Air Antisubmarine Squadron)	X		
VX (Air Development Squadron)	X	–	1
VQ (Fleet Air Reconnaissance Squadron)	X	–	1
VAK (Aerial Refueling Squadron)	X		
VAW (Carrier Airborne Early Warning Squadron)	X		
VC (Fleet Composite Squadron)	X		1
VF (Fighter Squadron)	X		
VR (Fleet Logistics Support Squadron)	X		
VFA (Fighter Attack Squadron)	X		
HM (Helicopter Mine Countermeasures Squadron)	X		
HS (Helicopter Antisubmarine Squadron)	X		
VP (Patrol Squadron)	X		
VFC (Fleet Composite Squadron)	X	–	1
HC (Helicopter Combat Squadron)	X		
CVW (Carrier Air Wing)	X		2
VAQ (Tactical Electronic–Warfare Squadron)	X		1
HSL (Helicopter Antisubmarine Squadron, Light)	X		
HAL (Helicopter Attack Squadron, Light)	X	–	1

Notes

1. Authorized to perform limited intermediate level maintenance on equipment that is peculiar to the mission of the activity/assigned aircraft as authorized by ACCs and the Naval Air Systems Command. Air Development Squadron Six is authorized to perform intermediate level maintenance while deployed on ice cap operations. Continental United States activities are directed to use the supporting IMA whenever possible. Duplication of facilities and equipment and expenditure of funds are not justifiable.

2. Wing commanders are responsible for coordinating all organizational level maintenance performed on or in support of all aircraft assigned to wing squadrons. Particular emphasis should be placed on areas where the various wing squadrons need the same maintenance facilities.

3. A dash (–) indicates limited ordnance maintenance responsibility for that particular level.

4. An "X" assigns maintenance responsibility for that particular level.

5. Blanks indicate no responsibility for that particular level.

Figure 2–3–4. Assigned Levels of Maintenance, Fleet and Squadron Units, Navy

Activity	Level		Note
	Organizational	Intermediate	
HMM – Marine Medium Helicopter Squadron	X		
HMH – Marine Heavy Helicopter Squadron	X		
HMLA – Marine Light Attack Helicopter Squadron	X		
MALS – Marine Aviation Logistics Squadron		X	3
VMFA – Marine Fighter Attack Squadron	X		3
VMA – Marine Attack Squadron	X		3
VMFA (AW) – Marine Fighter Attack Squadron (all weather)	X		3
VMAQ – Marine Tactical Electronic Warfare Squadron	X		3
VMGR – Marine Refueling/Transport Squadron	X		3
VMU – Unmanned Aerial Vehicle Units	X		
MALSEK – Marine Aviation Logistics Support Element, Kaneohe Bay, HI		X	

Notes

1. An "X" assigns maintenance responsibility for that particular level.

2. Blanks indicate no responsibility for that particular level.

3. Wing commanders are responsible for coordinating all organizational level maintenance performed on or in support of all aircraft assigned to wing squadrons. Particular emphasis should be placed on areas where the various wing squadrons need the same maintenance facilities.

Figure 2–3–5. Assigned Levels of Maintenance, FMF Activity Aviation Designations, Marine Corps

Activity	Level		Note
	Organizational	Intermediate	
MCAS Cherry Point	X	X	2
MCAF Quantico			1
MCAS Iwakuni	X	X	2
MCAS Yuma	X	X	2
MCBH Kaneohe Bay	X	X	2
MCAS New River		X	1, 2
MCAS Tustin			1
MCAS Futenma	X	X	2
MCAS Beaufort	X	X	2
MCAS Camp Pendleton	X	X	1, 2
MCAS Miramar	X	X	2

Notes

1. Provides flightline service for transient aircraft.
2. Store and issue ordnance to tenant and deployed intermediate activities.
3. An "X" assigns maintenance responsibility for that particular level.
4. Blanks indicate no responsibility for that particular level.

Figure 2–3–6. Assigned Levels of Maintenance, Non–FMF Activity, Marine Corps

2.3.7.1 Responsibilities and Functions of Marine Corps Air Station Weapons/Ordnance Department. The weapons department of a MCAS is responsible for the security, inventory, and accountability of ordnance and ammunition stored aboard the air station. Its functions include requisitioning, receiving, storing, and issuing ordnance and related items to tenant and deployed activities. It is not manned, organized or equipped to assemble or deliver ordnance to tenant activities. These functions are performed by Marine Aviation Logistics Squadrons (MALS).

2.3.7.2 Responsibilities and Functions of Marine Aviation Logistics Squadron Ordnance Division. The ordnance division of a MALS is responsible for providing I–level maintenance of airborne armament equipment, and O– & I–level maintenance of armament weapons support equipment. MALS functions closely parallel both the weapons division of an AIMD and a weapons department at a Naval Air Station. The ordnance division of a MALS requisitions ammunition from the ordnance/weapons department of an MCAS, and upon receipt, inspects, assembles and delivers the ammunition to the supported squadron aboard the air station. MALS also deploys with squadrons providing them full support at advanced bases and expeditionary airfields.

2.3.8 Objectives of Standard Organization

2.3.8.1 The Naval Ordnance Maintenance Management Program has been designed to provide standard organizations with explicitly assigned responsibilities. Such standardization shall ensure effective management within a framework of authority, functions, and relationships necessary to achieve improvements in performance, economy of operation, and quality of work. It is recognized that such objectives are not attainable by a manual of organizational structure alone. They are more readily attainable by the intelligent and dedicated efforts of all personnel engaged in ordnance work, completely integrated by the management control processes used in an effective, standard organization. A standard organization for maintenance and support activities, properly implemented, will materially aid in the accomplishment of the following objectives:

a. Improved performance and training of ordnance personnel.

b. Improved equipment and system readiness.

c. Improved maintenance integrity and effectiveness for all material.

d. Improved safety.

e. Improved use of maintenance, manpower, and materials.

f. Improved planning and scheduling of maintenance work.

g. Improved management and evaluation of work performance.

h. Improved quality of the end product.

i. Improved attainment and retention of combat readiness.

j. Continuity when weapons, equipment, or personnel are transferred between commands.

2.3.8.2 Organizational Structure. The organizational structure discussed in this chapter incorporates the basic span of control, proper alignment of functions and division of work, uniformity of assignments, and the delegation of authority commensurate with the assignment of responsibility.

2.3.8.3 Responsibilities of Line and Staff. A line relationship is a relationship which exists between seniors and their subordinates. The relationship may be identified as a direct supervisory relationship, involving work assignment to subordinates and appraisal of performance. The staff relationship is the relationship which exists between an “advisory” staff supervisor and a “production” line supervisor. Staff elements are designed to be integral elements of the organization, wholly concerned with the exercise of servicing and supporting production elements.

2.3.8.4 Use of Terms. The term “department” used throughout this instruction is a general term which applies fully to all weapons activities having a department head. In cases of maintenance activities assigned as divisions to other departments, division will be used in place of department; branch will be used in place of division; and sections in place of branches.

2.3.8.5 Organization Policy. Workcenters are designated functional areas to which ordnance personnel are assigned. Typical workcenters are ordnance production control, airborne armament equipment, weapons support equipment, munitions assembly and storage, ammunition stock recording, etc. A workcenter will be established for each functional area to which ordnance personnel may be permanently assigned in an organization. The quantity and designation of

workcenters will be based upon numbers of personnel, span of control, workload, schedules, and specific locations. Workcenters will be established for the lowest practicable level of supervision desired.

2.3.9 Organization and Responsibilities of Intermediate Maintenance Activities

2.3.9.1 An IMA comprises all departmental and organizational units responsible for providing intermediate level maintenance support ashore and afloat. Normally, an IMA consists of the AIMD, the supply department, the weapons department, the public works department (ashore), and the engineering department (afloat). As an integral part of the IMA, the AIMD is responsible for performing intermediate level maintenance functions on the aircraft and aeronautical equipment located at the ship or station supported.

2.3.9.2 The weapons department shall be organized similar to the AIMD to carry out its ordnance maintenance responsibilities. Figure 2–3–7 depicts a typical CV/CVN weapons operational organization.

2.3.9.3 Armament Weapons Support Equipment (AWSE) maintenance responsibilities and procedures affect the AIMDs (AWSE custodian) and the weapons departments (AWSE subcustodian) of naval air stations, aircraft carriers, and amphibious assault ships. It is intended that each maintenance task be performed at that level of maintenance which will ensure the best use of materials, manpower, and funding. On–equipment maintenance will be performed, to the extent capable, by the subcustodian. When AWSE maintenance is beyond the capability of the subcustodian, it will be accomplished by the department or activity more capable of completing the specific maintenance action. Normally, this will be the AIMD, engineering department, public works, naval aviation depot, or a commercial contractor.

2.3.10 Functions of Weapons Officer (Ashore). As head of the weapons department, the weapons officer manages the weapons department and is responsible to the commanding officer for the accomplishment of the department mission. Weapons officer duties, responsibilities, and authority include requirements to:

a. Administer the operation of the weapons department.

b. Employ sound management practices in the handling of personnel, facilities, material, and in–work flow methods.

c. Define and delegate responsibilities; define and assign functions and operations in accordance with existing directives.

d. Organize the weapons department and initiate requests for and make recommendations relative to changes concerning personnel, facilities, and equipment required to accomplish assigned tasks.

e. Ensure the accomplishment of training for both permanently and temporarily assigned personnel.

f. Analyze the mission accomplishment and capabilities of the weapons department using reports provided by the maintenance data system on a continuing and progressive basis.

g. Ensure full and effective employment of assigned weapons personnel.

h. Ensure that the productive output of the weapons department is of the proper quantity and quality.

i. Maintain liaison with other department heads, representatives of higher authority, and other weapons organizations.

j. Publish and ensure internal compliance with maintenance, safety, and security procedures to ensure that optimum performance is achieved.

k. Schedule and hold periodic planning and/or information meetings for all assigned officers and senior petty officers.

l. Provide data analysis to superiors in the chain of command, where required, to show utilization of manpower, equipment, and facilities.

m. Obtain that support equipment required to carry out the mission of the weapons department and to maintain storage, operation, and inspection of AWSE.

n. Contribute to the product improvement program.

o. Administer and monitor the conventional ordnance qualification and certification program.

p. Supervise and direct the procurement, handling, storage, accountability, and issue of ship and aircraft ammunition.

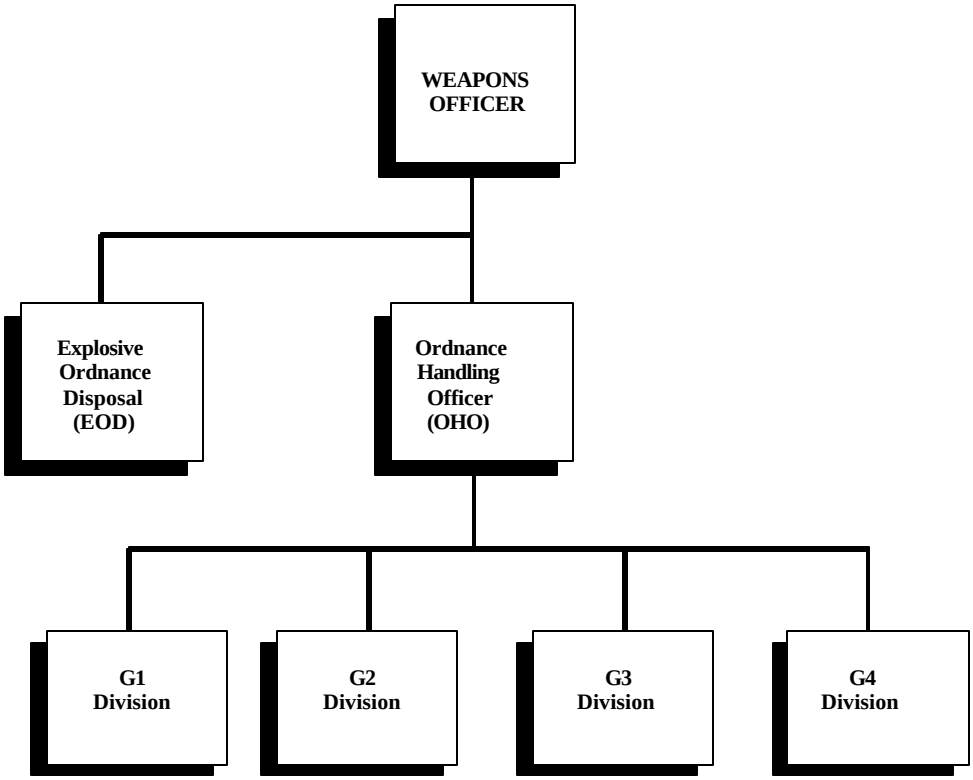

Figure 2–3–7. Typical (CV/CVN) Weapons Department Operational Organization

2.3.11 Functions of Weapons Officer (Afloat). Afloat weapons departments shall accomplish those management, staff, and production functions applicable to shore activities even though the organizational structure is somewhat changed. The weapons officer is responsible to the commanding officer for the supervision and direction of the employment and maintenance of AWSE for the ship, and the procurement, handling, storage, and issue of all ammunition. Weapons officer duties, responsibilities, and authority include requirements to:

a. Supervise and direct the operation, care, and maintenance of the ship's armament and magazine spaces.

b. Supervise and direct the procurement, handling, storage, accountability, and issue of ship and aircraft ammunition.

c. Conduct periodic inspections of magazines and sprinkler systems using NAVSHIPS 0348–077–1–1000 instruction (NOTAL).

d. Maintain the physical security and integrity of magazines and ready storage spaces, including the control of assigned keys.

e. Provide storage for all ammunition. Where applicable, supervise maintenance, test, and assembly of munition components and related equipment.

f. Ensure the training of all personnel assigned to the weapons department in the handling, storage, characteristics, and safety precautions for all ammunition embarked.

g. Provide required space for explosive ordnance disposal equipment and publications and supervise the explosive ordnance disposal team when embarked.

h. Administer and monitor the conventional ordnance qualification and certification program.

i. Perform other such duties as may be assigned.

j. Review outstanding ship alterations and submit recommendations on those concerning the weapons department.

2.3.12 Naval Air Training and Marine Corps Air Reserve Training Command Squadrons and Units. These activities are responsible for performing the levels of ordnance maintenance designated in figure 2–3–8.

2.3.13 Target Division Responsibilities

2.3.13.1 Functions. The target division (aerial or surface), when established, is responsible for the following functions:

a. Supervising, coordinating, and completing periodic maintenance, inspections, decontaminations, and rehabilitation of assigned targets. Crew leaders and such other personnel as designated by the maintenance officer will be permanently assigned. Additional personnel will be made available as required from other divisions.

b. As directed by the maintenance officer and in conjunction with other production divisions, performing applicable organizational and selected intermediate level maintenance functions in those areas outlined in volume II section 5.

c. Advise maintenance control continuously of the status of work in progress.

d. Ensure cleanliness of hangar and assigned spaces.

e. Nominate qualified personnel for designation as collateral duty inspector.

f. Initiate requests for material required for doing assigned tasks.

g. Assume custody of tools and support equipment assigned to the division.

h. Interpret applicable directives and preparing maintenance instructions, in draft form, to implement such directives.

i. Recommend changes in techniques to promote ground safety, flight safety, and material readiness of assigned targets.

j. Carry out an active foreign object damage prevention program.

k. Initiate requests to maintenance control for unscheduled maintenance.

l. Provide target loading and launching crew members and supervisors.

Activity	Level		Note
	Organizational	intermediate	
VT/VMAT/VMFAT (Training Squadron)	X	–	
HT/HMT (Helicopter Training Squadron)	X	–	
NAMTRAGRUDETs (Naval Air Maintenance Training Group Detachment)	X	–	1
NATTC (Naval Air Technical Training Center) Pensacola	X	–	2
NAR (Naval Air Reserve)	X	–	3
MAG (Marine Air Group) VMA/VMF, etc.	X	–	3

Notes

1. The Maintenance Training Units of NAMTRAGRUDETs perform organizational level maintenance on assigned aircraft and related support equipment used for training in support of technical schools. Local HOST AIMDs perform intermediate level maintenance on NAMTRAGRUDET aircraft and related support equipment. Equipment found beyond the capability of the HOST AIMD will be returned to that NAMTRAGRUDET for processing.

2. The Equipment Maintenance Unit of NATTC Pensacola perform organizational and limited intermediate level maintenance on support equipment used in support of technical training. Intermediate level maintenance beyond the capability of NATTC Pensacola is arranged with the closest capable facility.

3. Navy/Marine air reserve aviation squadrons perform organizational level maintenance on assigned aircraft during active duty for training periods or cruises, and when activated and assigned to fleet control. During regular monthly drill periods, these squadrons perform maintenance which varies with training requirements and schedules published by the TYCOM and the parent activities.

4. A dash (–) indicates limited ordnance maintenance responsibility for that particular level.

5. An “X” assigns maintenance responsibility for that particular level.

6. Blanks indicate no responsibility for that particular level.

Figure 2–3–8. Assigned Levels of Maintenance, Navy and Marine Training and Reserve Units

m. Expedite the accomplishment of assigned work.

n. Maintain support equipment in accordance with programs and procedures in volume II.

o. Carry out an effective corrosion prevention and control program.

2.3.13.2 Organization and Responsibilities

2.3.13.2.1 Figure 2–3–9 shows the standard target maintenance department organization for naval activities assigned the operation and maintenance of targets. All such activities are assigned organizational and limited intermediate level maintenance responsibilities. Squadrons assigned both targets and aircraft are authorized to combine intermediate level maintenance functions in circumstances where it is practical and economically advantageous.

2.3.13.2.2 Management Responsibilities. The management responsibilities of the target maintenance officer, assistant target maintenance officer, division officers, branch officers, and workcenter supervisors are essentially identical to those of their aircraft maintenance counterparts as prescribed by OPNAVINST 4790.2H (NOTAL).

2.3.13.2.3 Staff Functions. The responsibilities of Quality Assurance (QA) are as described in the following paragraphs, and closely parallel those duties outlined in volume I, chapter 14 of OPNAVINST 4790.2H (NOTAL), Naval Aviation Maintenance Program, for QA Department in an aircraft maintenance activity.

2.3.13.2.4 The permanently assigned QA officer is responsible for conducting and managing the target division QA effort. While it is recognized all the functions of QA as described in this chapter may not be appropriate in some target activities, the basic precepts of ensuring quality workmanship prevail. QA provides a systematic and efficient method for gathering, analyzing, and maintaining information on the quality characteristics of products, the source and nature of defects, and their immediate impact on the current operation. It permits decisions to be based on facts rather than intuition or memory and provides comparative data which is useful long after the details of the particular time or events have passed. The objective of QA is to readily pinpoint problem areas in which management can:

a. Improve the quality, uniformity, and reliability of the total maintenance effort.

b. Improve the work environment, tools, and equipment used in the maintenance effort.

c. Eliminate unnecessary man–hour and dollar expenditures.

d. Improve training, work habits, and procedures of maintenance personnel.

e. Increase the excellence and value of reports and correspondence originated by maintenance personnel.

f. Effectively disseminate technical information.

g. Establish realistic material and equipment requirements in support of the maintenance effort.

h. Support the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) using the EI website, https://ei.navair.navy.mil.

i. Support the Foreign Object Damage (FOD) Prevention and Reporting Program.

2.3.13.2.5 QA is a staff function, which requires both authority and assumption of responsibility. Direct liaison between QA and production personnel is necessary and must be energetically exercised. Although the QA officer is responsible to the target division maintenance officer for the overall quality of maintenance within the division, work center supervisors are duly responsible for ensuring required inspections are conducted and high quality workmanship is attained. Specific quality assurance responsibilities are to:

a. Maintain the central technical publications library (CTPL) for the division, including technical directives (TDs), control classified technical publications for the division, and ensure each dispersed technical publication library receives all publications applicable to each work center and these are kept current and complete.

b. Review all engineering investigation (EIRs) requests, product quality deficiency reports (PQDRs). Technical publications deficiency reports (TPDRs), hazardous material reports (HMRs), explosive mishap reports (EMRs), and conventional ordnance deficiency reports (CODRs) to ensure they are accurate, clear and concise prior to submission.

c. Monitor inspections of precision measuring equipment (PME) to ensure compliance with calibration intervals and safety instructions.

d. Perform inspections of all maintenance equipment and facilities to ensure compliance with fire and safety regulations. Check for the existence of satisfactory environmental conditions within the workspaces and assure

equipment is maintained in a safe operating condition. Check for equipment operator qualifications and ensure proper training for licensing is maintained.

e. Provide a continuous training program in techniques and procedures pertaining to the conduct of inspections. When directed or required, provide technical support to study trouble areas and submit recommendations for corrective action.

f. Use information from Maintenance Data Reports (MDRs) in developing discrepancy trends to identify failure areas or other maintenance problems.

g. Review source documents and periodic inspection records, and note recurring discrepancies requiring special action.

h. Obtain and use inspection equipment, such as lights, borescopes, mirrors, magnifying glasses, tensionmeters, pressure gauges, and carbon monoxide testers. Ensure production personnel have such equipment available, in operating condition, calibrated if applicable, and in use.

i. Ensure established standard procedures are observed for conducting scheduled and unscheduled inspections, ground tests, and bench check of components, including engines. Periodically accompany check crews during inspections to ensure the desired quality level is obtained.

j. Ensure the configuration of targets and components is correct and all essential modifications have been incorporated. This requires reviewing appropriate logbooks and records.

k. Ensure the configuration of target support equipment (SE) is correct and all essential modifications have been incorporated.

l. Ensure an inspection is conducted on all equipment received for use, returned for repair, or held awaiting repair to verify satisfactory material condition, identification, packaging, preservation, and configuration; and when applicable, shelf–life limits are not exceeded.

m. Review all incoming technical publications and directives to determine their application to the targets division.

n. Prepare or assist in the preparation of Maintenance Instructions (MIs) to ensure QA requirements are specified.

o. Comply with other assigned responsibilities, and perform mandatory QA inspections as specified in Maintenance Instruction Manuals (MIMs), TDs, MIs, and those inspections required to be conducted by QA personnel during and upon completion of a maintenance action.

2.3.13.2.6 Target Department Safety. QA is assigned overall responsibility for target division safety. The intent is not to conflict with any portion of the activity's overall safety program but to assist in coordination of the total safety effort. These responsibilities are to:

a. Disseminate safety posters and literature.

b. Report all hazards, mishaps, and unsafe practices in the department.

c. Conduct safety meetings within the department, at least monthly.

d. Coordinate with the host activity safety officer.

e. Participate in the activity's safety surveys and stand-downs.

2.3.13.2.7 Naval Aviation Maintenance Discrepancy Reporting Program responsibilities:

NAMDRP is the method by which hazardous deficiencies in material and publications, substandard workmanship, and improper QA procedures are reported. QA is responsible for managing the NAMDRP. They will assist work centers in determining if one or more reports are needed for any maintenance centers in determining if one or more reports are needed for any maintenance problem or situation occurring in the activity and review all HMRs, EI requests, PQDRs, and TPDRs to ensure they are accurate, clear, concise, and comprehensive. Explosive systems are reported as an EMR or a CODR. Correspondence, reports, or requests involving the management of the NAMDRP shall be reviewed by the QA officer using the EI website https://ei,navair.navy.mil. NAMDRP procedures and formats are provided in volume I, chapter 4.6 of this instruction and OPNAVINST4790.2H Vol. 1 Paragraph 14.4.

2.3.13.2.8 Foreign Object Damage (FOD) Prevention Program. QA will ensure:

a. A FOD Prevention Program is described in volume I, of OPNAVINST 4790.2H.

b. All instructions pertaining to FOD prevention issued by the FOD prevention officer are complied with.

c. All work centers have initiated FOD prevention procedures which comply with applicable instructions and the FOD prevention and safety relationship is adequately addressed. Evaluation of FOD prevention measures shall be included in all audits.

d. Maintenance methods and procedures support the FOD Prevention Program.

e. The FOD prevention officer is aware of FOD related problems.

f. Contractor and field maintenance teams are briefed regarding the command's FOD Prevention Program requirements and disparities are reported to the FOD prevention officer.

2.3.13.2.9 Production Functions. Responsibilities for the maintenance or material control officer, maintenance control as required to support the bi–level maintenance capability are as described in the following paragraphs, and closely parallel those duties as outlined in volume I, of OPNAVINST 4790.2H.

2.3.13.2.10 The target division maintenance officer is responsible for the accomplishment of the division's mission. The maintenance officer shall:

a. Administer the operation of the target division per existing directives.

b. Define and assign responsibilities, functions, and operations per existing directives.

c. Organize the division and initiate requests for, and make recommendations relative to, changes concerning personnel, facilities, and equipment required to accomplish assigned tasks.

d. Ensure the accomplishment of training for permanently and temporarily assigned personnel.

e. Analyze the mission accomplishment and capabilities of the division and ensure timely planning is conducted and a statement of requirements to meet future needs is initiated, using reports provided by the Maintenance Data System (MDS), on a continuous and progressive basis.

f. Ensure full and effective employment of assigned personnel.

g. Ensure the production output of the division is of proper quantity and quality per applicable specifications and directives.

h. Maintain liaison with other division officers, representatives of higher authority, and other maintenance organizations.

i. Publish and ensure internal compliance with maintenance, safety, and security procedures to ensure optimum performance is achieved.

j. Schedule and hold periodic planning and information meetings.

k. Ensure the monitoring of all maintenance programs, for example, fuel, hydraulic, and oil contamination, FOD, corrosion control and non–destructive inspection (NDI).

l. Ensure the individual material readiness list (IMRL) is frequently reviewed and necessary changes are submitted, accurate equipage records are maintained, and required reports are submitted.

m. Ensure applicable publications and directives are disseminated throughout the division.

2.3.13.2.11 The maintenance officer, in addition to the above functions, will:

a. Designate a target division FOD prevention officer.

b. Designate, in writing, quality assurance representatives (QARs), collateral duty quality assurance representatives (CDQARs) and collateral duty inspectors (CDIs).

c. Approve Maintenance Instructions (MIs).

d. Review completed work center audits.

e. Direct all logbook/record entries and sign or designate another person to sign.

f. Establish delivery/pickup points for material as mutually agreed upon by the supply department.

2.3.13.2.12 The maintenance material control officer (MMCO) shall:

a. Coordinate and monitor the division workload.

b. Maintain liaison with supporting activities and the supply department, to ensure requirements and workload are known and satisfied.

c. Control daily workload and assign work priorities to ensure efficient movement of components through the

division. Where physically possible, maintenance/production control will have intercom capability, independent of telephones

d. Prepare required MIs to ensure adequate communication and control.

e. Review MIs, planned maintenance system (PMS) publications, and local maintenance requirement cards and ensure compliance.

f. Ensure the full capability of the division is used in supporting the division workload.

g. Maintain TD control procedures for the division. Initiate TD compliance's, ensure required material is ordered, and schedule timely incorporation of TDs.

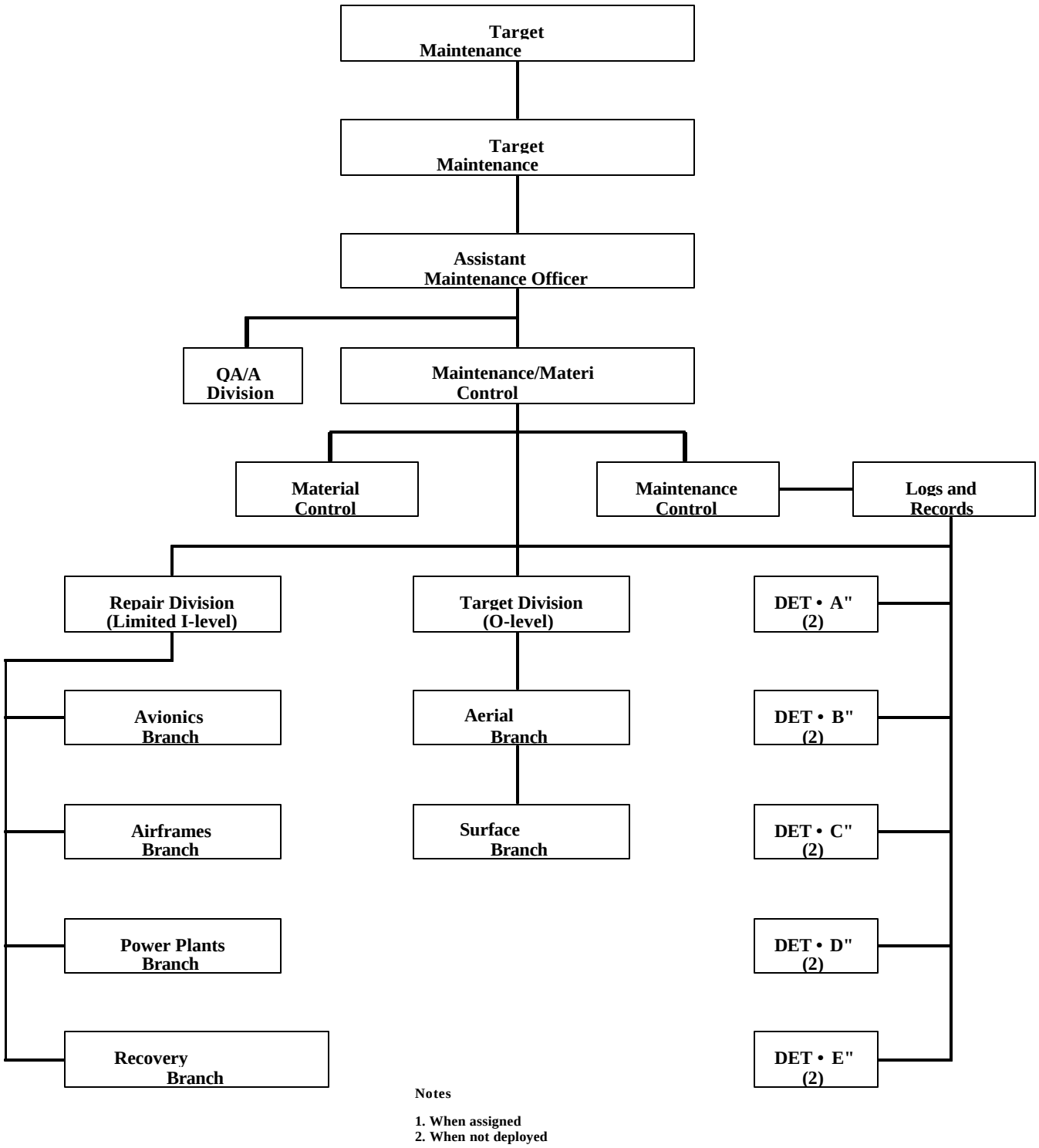

Figure 2–3–9. Standard Organizational (Limited Intermediate) Level Target Maintenance Department

CHAPTER 4.6

Deficiency Reporting

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CHAPTER 4.6

Deficiency Reporting

4.6.1 General. This chapter provides a method for reporting malfunctions, defects or procedural errors involving live or inert weapons, safety situations, technical publication deficiencies, and quality deficiencies that require special attention and prompt corrective action. It also provides a means of requesting engineering investigations.

4.6.2 Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP). The Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) was established in accordance with the requirements of OPNAVINST 4790.2H, which specifies that a deficiency reporting program be initiated which ensures that corrective action occurs as a result of the reporting process. The program serves as the method by which hazardous deficiencies in material and publications, substandard workmanship, and improper quality assurance procedures are reported.

4.6.2.1 COMNAVAIRSYSCOM (AIR-4.0) has provided an EI website to give O-Level and I-Level maintenance activities the ability to create, transmit and track EI and HMR request. The EI website, https://ei.navair.navy.mil, automatically routes requests to the assigned FST and sends e-mail and Naval Message information copies to all concerned activities. The EI website also permits activities to receive reports and other information, conduct technical dialogs with FST request. The website, https://ei.navair.navy.mil, is accessible to all organizations with a role in the EI/HMR process.

4.6.3 Product Discrepancy Reporting and Evaluation Program (PDREP). As part of the NAMDRP, Product Discrepancy Reporting and Evaluation Program (PDREP) initiates action to appraise, correct, and prevent product deficiencies; decreases material ownership costs; evaluates contractor or supplier performance; and uses performance data for making procurement decisions. PDREP data is fed back to those activities responsible for design, development, purchasing, production, supply, maintenance, contract administration, and other acquisition functions.

4.6.3.1 PDREP applies to the reporting of product deficiencies in new or newly reworked material used in all programs involving naval material. It includes deficiencies which may occur in items covered by warranty, government owned products under development, government lot acceptance tests, rework assessment tests, products presented to the government for test acceptance or test evaluation at destination, items supplied as government furnished equipment, or deficiencies in any other products not specifically excluded, such as medical and subsistence materials.

4.6.3.2 PDREP encompasses weapons platforms and support systems software, including reprocurements. PDREP covers all the phases of acquisition, including development, production, spare parts and equipment rework.

4.6.4 Contractor Evaluation System (CES). Another part of the NAMDRP is the Contractor Evaluation System (CES) which is a unified method for use by all systems commands. The CES tracks and maintains all contractor quality history data that is collected and maintained as a result of submission of the standard form (Standard Form 368) or from inputs provided to the Quality Deficiency Evaluation and Analysis System (QDEAS) by the Fleet Support Team (FST).

4.6.5 Quality Deficiency Evaluation and Analysis System (QDEAS). The QDEAS is a computer data base program operated by the Naval Air Systems Command (COMNAVAIRSYSCOM). The data base is located at Johns Hopkins Applied Physics Laboratory in Laurel, MD. QDEAS stores data on new or newly reworked material from Product Quality Deficiency Reports (PQDRs) (Category I and II) forwarded from the FST as they are received from the activities that initiated the PQDRs. As the status of the PQDRs change, the FST must keep the QDEAS program apprised of the current status to ensure that accurate data is provided to the PDREP and CES programs. These updates assure complete and accurate data concerning vendor performance.

4.6.6 Vendor Data Analysis Report (VDAR). The Vendor Data Analysis Report (VDAR) is an output product of the NAMDRP and serves as the method of pulling together all the data collected through QDEAS, PDREP, CES programs and other quality performance data. VDARs are used to evaluate a contractor's historical quality performance during pre–award processes. This avoids awards to contractors with a history of poor performance and will determine action necessary in the post–award process to assure product quality. During their semiannual meeting, the Systems Commands evaluate this data. The resulting decisions of the VDAR panel are then forwarded to naval shore activities for utilization by the quality assurance officer and the procurement contracting officer during the contract review and award cycles. Naval shore activities implement the actions as a result of the VDAR 26 recommendations to ensure that quality materials are delivered to the fleet.

4.6.7 Airborne Weapons Corrective Action Program (AWCAP)

4.6.7.1 The Airborne Weapons Corrective Action Program (AWCAP) resides in a computer data base called DRLOG "Deficiency Reporting Log" located at the Naval Air Warfare Center Weapons Division for defining and tracking airborne weapon deficiencies. The AWCAP is an effective, closed loop system within the weapons community that provides visibility on the status of problems and deficiencies and feedback on corrective actions as they occur to ensure operational readiness and to

reduce maintenance costs. Sources of data that trigger an AWCAP deficiency report includes Conventional Ordnance Deficiency Reports (CODR), Explosive Mishap Reports (EMR), Engineering Investigation Requests (EIR), PQDRs (Categories I and II), and Technical Publication Deficiency Reports (TPDR) (Categories I and II). PQDR's, EIR's, and TPDR's will be submitted to the applicable FST and processed in accordance with this instruction. See figures 4–6–1, 4–6–2, 4–6–3 and 4–6–4. The CODR and or EMR deficiency reports will be submitted to the applicable FST and processed in accordance with OPNAVINST 5102.1C.

NOTE

JDAM unique information will be forwarded to the Joint Program Office at ACC/YUP, 102 West D Avenue, Eglin AFB, FL 32542–6807 Attn: APML.

4.6.7.2 Data from reported problems is tracked for the following systems:

AMRAAM	SIDEARM
HARM	SIDEWINDER
HARPOON/SLAM/SLAM–ER	SPARROW III
HELLFIRE	TALD/ITALD
JSOW	TOMAHAWK
MAVERICK	TOW
PENGUIN	WALLEYE
PHOENIX	

Rockets
Targets
Propellant Actuated Devices (PADs)
Aircraft Missile Launchers and Bomb Racks
Cartridge Actuated Devices (CADs)
Guns and Ammunition
Guided Bomb Units & JDAM
General Purpose Bombs

4.6.8 Discrepancy Reporting Programs

4.6.8.1 The Product Quality Deficiency Report PQDR provides a method for reporting deficiencies in new or newly reworked Government owned material, which is under warranty. The PQDR program is an integral part of the Product Deficiency Reporting and Evaluation Program (PDREP) and provides a close–loop system for initial reporting, cause, corrective and preventive action, and status accounting of individual product quality deficiencies as well as to identify problems, trends, and recurring deficiencies. When the root cause, corrective and preventive actions taken by the contractor have been deemed acceptable by the Government Representative at the Support Point and the Action Point, all pertinent data is forwarded to the originator, creating the closed–loop. Any material to be released to authorized contractor's representative or shipped directly to a contractor's plant shall be processed through the supporting Supply Department. Supply may issue the material on a custody basis only after receiving authority from the FST. DLR exhibits, sent to a commercial contractors, will be shipped as directed by the shipping instructions received from FST.

4.6.8.2 The Conventional Ordnance Deficiency Report CODR. A malfunction, observed defect, induced defect, or improper storage involving conventional ordnance, explosives, ammunition, explosive systems, or devices, including weapon systems components that come in direct contact with the ordnance (e.g. ammunition, explosives, missiles) and armament/handling/support equipment used to fire, handle, load, deliver, store or transport ordnance.

4.6.8.3 The Explosive Mishap Report (EMR). An accident or incident involving conventional ordnance, ammunition, explosives, explosive systems and devices resulting in an unintentional detonation, firing, deflagration, burning, launching of ordnance material (including all ordnance impacting off range), leaking or spilled propellant fuels and oxidizers (less OTTO fuel II), or chemical agent release. Even if an ordnance system works as designed, and human error contributed to an incident or accident, the event shall also be reported as an Explosives Mishap.

NOTE

CODR and or EMR deficiency reports will be submitted to the applicable FST and processed in accordance with OPNAVINST 5102.1C.

4.6.8.4 The EIR applies to all aircraft and weapons systems, their subsystems, equipment, components, related support equipment, special tools, fluids or materials, and test program tests used in the operation of the equipment.

4.6.8.5 The TPDR provides a simplified procedure for reporting technical publication deficiencies.

4.6.9 Reporting Responsibilities

4.6.9.1 Organizational and Intermediate Level Maintenance. The weapons or ordnance officer is responsible for the administration of PQDRs, CODRs, EMRs, EIRs, and TPDRs as they relate to airborne weapons. In the absence of a weapons/ordnance officer the cognizance division officer is responsible.

4.6.9.2 Depot Level Maintenance. Quality assurance is responsible for the administration of PQDRs, CODRs, EMRs, and TPDRs.

4.6.9.3 Customers of new or newly reworked material. Quality Assurance personnel are responsible for originating a PQDR on discovery of any discrepancy. The discrepancy will be reported to the Originating Point of Standard Form (SF 368) and forwarded to the appropriate Screening Point.

4.6.10 Fleet Support Team (FST) Responsibility. The FST is responsible for the management and processing of Deficiency Reports (DRs) for cognizant weapons systems and armament systems received from the originating point. Figure 4–6–1 identifies the respective FSTs.

4.6.11 Screening Point. The FST screening point will perform the following actions:

a. Review all deficiency reports for accuracy and completeness per requirements set forth in the FST engineer NAMDRP tool kit.

b. Determine the appropriate action point and ensure that the report is transmitted to all cognizant activities via the https://ei.navair.navy.mil website or by established procedure.

c. Forward the deficiency reports to the appropriate reviewing officers within the FST for action.

d. Forward a copy of the deficiency that qualifies as CAT I and CAT II PQDR to the QDEAS data base.

e. Initiate follow–up action as soon as the action becomes overdue.

4.6.12 Action Point. The FST, or cognizant action point, is required to provide a positive or negative respond to all deficiency report request within three (3) days. If the FST cognizant engineer determines that the deficiency report request is valid, they shall provide shipping instructions for the discrepant equipment/material, or describe the arrangements for an on site investigation. All exhibits will be shipped as directed by the shipping instructions received from the FST. If the FST cognizant engineer determines that the deficiency report is NOT valid they shall provide a summary of the factors that lead to this decision. When a reply has not been received within three (3) days, the originating activity will initiate follow–up action to the FST or screening point using the tools provided on the EI website, https://ei.navair.navy.mil, or by message or other appropriate means when intent access is unavailable.

4.6.13 Reports

4.6.13.1 NAVAIRWARCENWPNDIV, publishes biannual AWCAP reports which are selectively distributed throughout the airborne weapons community. These reports contain the status of problems, actions taken, and all other pertinent data relative to the reported problem. Those activities having an interest in a particular problem can be apprised of all current and historical actions on all types of deficiency reports contained in AWCAP upon request to NAVAIRWARCENWPNDIV.

4.6.13.2 NAVAIRWARCENWPNDIV screening point publishes a quarterly report on all target programs which is distributed throughout the target community. The report contains the status of problems, cause and corrective actions taken, and all other pertinent data relative to the reported problem.

4.6.13.3 Report Numbering. A report control number will be obtained from Quality Assurance (QA) and assigned to each airborne weapon deficiency report. Report control numbers will be assigned sequentially throughout the calendar year without regard for the type of report. For example, “0001” may be the first report and is a CODR; “0002” may be the second report and is a Category I PQDR; “0003” may be the third report and is a TPDR; and “0004” may be the fourth report and is a CODR. The report control number is composed of the following elements:

a. Element (1) is the service designator code of the originating activity, for example “V.” Refer to NAVSUP P–485 for service designator codes.

b. Elements (2) through (6) are the Unit Identification Code (UIC) of the originating activity. For example, “54056,” followed by a dash (–).

c. Elements (7) and (8) are a two character identification of the calendar year, for example, “87” followed by a dash (–).

d. Elements (9) through (12) are the locally assigned control number. These numbers are sequential beginning with 0001 each calendar year.

4.6.14 PQDR Program. The Product Quality Deficiency Report (PQDR) program provides activities with a method for reporting deficiencies in new or newly reworked material which may be attributable to non–conformance of contractual or specification requirements or substandard workmanship. Failure must have occurred at zero operating time, during initial installation, operation, test, check, turn up, or first flight. Items under warranty are considered new material for PQDR purposes. Discrepancies discovered after the initial use do not qualify for PQDR reporting and shall be reported as Conventional Ordnance Deficiency/Engineering Investigation Request (CODR/EIR), as appropriate. The PQDR program differs from the EI in that it reports possible deficiencies in the manufacturing or rework process. The goal of this program is to improve the quality of work performed by naval aviation depots, contractors, and subcontractors providing new or reworked material.

4.6.14.1 Types of PQDRs. There are two categories of PQDRs:

a. Category I. A quality deficiency which may cause death, injury, or severe occupational illness, cause loss or major damage to a weapon system, directly restricts the combat readiness of the using organization, or which results in a production line stoppage is classified as a Category I PQDR.

b. Category II. All quality deficiencies which are assessed to have significant and widespread material or human resource impact and do not affect safety of personnel, impair the combat efficiency of an individual or organization, or jeopardize mission accomplishment is classified as a Category II PQDR.

EQUIPMENT	FST/NAVAVNDEPOT	
Aerial Refueling/Ext. Fuel Stores/Baggage Containers	NAVAVNDEPOT	JACKSONVILLE FL.
Aircraft Batteries/Pyrotechnics/Signal Cartridges/Parachute Flares/Infrared Decoy Flares & Devices/7.62 MM Ammunition/.50 CAL Ammunition/MLM	NAVSURFWARCENDIV	CRANE IN
Aviation Personal Protective/Survival Equipment/Oxygen Systems/ LOX Converters/Oxygen Regulators/Oxygen Cylinders	NAVAIRWARCENACDIV	WARMINSTER PA
Aviation Training Devices	NAVTRASYSCEN	ORLANDO FL
Bomb Racks/sonobuoys/WALLEYE/Chaff/Aircraft Missile Launchers/TARPS/LAU–138A/A Guided Missile Launcher Set & D–46/ALE–39 BOL Chaff Dispenser	RAYTHEON TRAINING & SERVICES	INDIANAPOLIS IN
CSE/Aeronautical Expeditionary Airfield Equipment/Visual Landing Aids/ Arresting Gear and Catapults/Tool Boxes	NAVAIRWARCENACDIV	PATUXENT RIVER MD (LAKEHURST NJ SITE)
Explosive Cartridges/CADS/PADS/Rockets/Rocket Launchers/JATO/RATO/PODS/ Airborne Expendable Countermeasures	NAVSURFWARCENDIV	INDIAN HEAD MD
Hand Tools	FLEMATSUPPO	MECHANICSBURG PA
Missiles (Except WALLEYE Missile) WSE/TARGETS/Aircraft Guns/ Ammunition/Bombs/Airborne Ordnance/Parachute Flare Dispensers/ ALE–33/44 Dispenser Sets	NAVAIRWARCENWPNDIV	POINT MUGU CA
JDAM/JSOW/TALD/ITALD	NAVAIRWARCENWPNDIV	CHINA LAKE CA
Air Launched Missile Containers	WPNSTA	EARLE COLTS NECK NJ
Photographic/Meteorological Equipment	COMNAVAIRSYSCOM	PATUXENT RIVER MD
Technical Publications	NAVAIRTECHDATAENGSERVCOM	SAN DIEGO CA
ALE–29A/37A/41/47 Dispenser Sets/ALE-39 Dispensing System	NAVAVNDEPOT	JACKSONVILLE FL
Special Weapons	NAVSURFWARCENDIV	INDIAN HEAD, DET McAlester OK
Torpedoes	NAVUNSEAWARCENDIV	KEYPORT WA
PENGUIN	PEOCMPANDUAV/PMA258R	PATUXENT RIVER MD
PIONEER UAV/RF Passive Countermeasures (Chaff)/RF Active Countermeasures (GEN–X & POET)	NAVAIRWARCENACDIV	PATUXENT RIVER MD

Figure 4–6–1. Fleet Support Teams (FST)

ORIGINATOR	ORIGINATING POINT	SCREENING POINT	ACTION POINT	SUPPORT POINT

1. Discover defects. 2. Initiate PQDR. 3. Forward report to originating point. a. Cat I – 24 hrs. b. Cat II – 3 days.	1. Submit PQDR to screening point. a. Cat I – 24 hrs. b. Cat II – 3 days. 2. Certifies validity, completeness, and accuracy of report. 3. Returns invalid reports. 4. Assigns RCN. 5. Finalizes report. 6. Provides copy of report to installation supply support activity for stock ID and provide holding instructions in case of exhibit investigation. 7. Receives screening point replies and provide same to originating point.	1. Screens PQDR for validity, accuracy, and completeness. 2. Forwards PQDR to action point. a. Cat I – 24 hrs. b. Cat II – 10 days. 3. Receives replies from action point forward same to originating point. a. Cat I – 3 days. b. Cat II – 3 days.	1. Acknowledge receipt. a. Cat I – 24 hrs. b. Cat II – 10 day 2. Determine if warranty applies take appropriate action. 3. Determine if credit applies take appropriate action. 4. Alert field/storage of suspect material(s). 5. Suspend/screen stock. a. Cat I – 24 hrs. b. Cat II – 20 days. 6. Determine cause (contractor/Government) and responsible support point. 7. When action point conducts independent investigation, provide interim or final reply. after receipt of requested exhibit. a. Cat I – 20 days w/o exhibit or 20 days after receipt of requested exhibit. b. Cat II – 30 days w/o exhibit or 30 days after receipt of requested exhibit. 8. Forward PQDR to support point. a. Cat I – 24 hrs. b. Cat II – 10 days. 9. Forward replies from support point. a. Cat I – 3 days. b. Cat II – 10 days.	1. Acknowledge receipt. 2. Conduct investigation. 3. Provide final/interim responses: after receipt of requested exhibit. a. Cat I – 20 days w/o exhibit or 20 days after receipt of requested exhibit. b. Cat II – 30 days w/o exhibit or 30 days after receipt of requested exhibit. 4. Prepare DLR Form 1227 and forward same to action point.

Notes:

a. All times are calendar days/hours.

b. All times begin with receipt of report.

c. If exhibit is required for investigation, request exhibit from originator or holding activity within 7 days of receipt of report.

d. If the exhibit is a non-recoverable item. i. e., AQM–37 Target, the PQDR will be originated within the 3–day time frame period: however, the investigation will not begin until all the data has been collected and shipped to the support point. They will formally open the PQDR and begin the investigation. The data package will be clearly marked "to be opened in the presence of a government representative" and shall also be marked PQDR exhibit/report control number. Fill in the number.

Figure 4–6–2. Processing of Product Quality Deficiency Reports

TYPE OF REPORT	ORIGINATING POINT	SCREENING POINT	ACTION POINT

CODR	1. Discover defect. 2. Initiate CODR. 3. Forward report to screening point. a. Critical – 24 hours. b. Routine – 3 days.	1. Screen CODR for validity, accuracy, and completeness. 2. Forward CODR to action point. a. Critical – 24 hours. b. Routine – 5 days.	1. Provide final/supplemental report to originating point. a. Critical – 24 hours. b. Routine – 5 days.
EMR	1. Initiate EMR after mishap. 2. Forward report to screening point. a. Critical – 24 hours. b. Routine – 48 hours.	1. Screen EMR for validity, accuracy, and completeness. 2. Forward EMR to action point. a. Critical – 24 hours. b. Routine – 72 hours.	1. Provide final/supplemental report to originating point. a. Critical – 24 hours. b. Routine – 72 hours.
EIR	1. Discover defect. 2. ~~Initiate~~ Submit EIR using EI website https://ei.navair.navy.mil. 3. Forward report to screening point. a. Critical – 24 hours. b. Routine – 3 days.	1. Screen EIR for validity, accuracy, and completeness. 2. Forward EIR to action point. a. Critical – 24 hours. b. Routine – 5 days.	1. Provide final/supplemental report to originating point. a. Critical – 24 hours. b. Routine – 5 days. 2. Alert field/storage of suspect material. 3. Suspend/screen stock. a. Critical – 24 hours. b. Routine – 5 days. 4. When action point conducts independent investigation, provide interim, or final reply after receipt of requested exhibit. a. Critical – 20 days w/o exhibit or 20 days after receipt of requested exhibit b. Routine – 30 days w/o exhibit or 30 days after receipt of requested exhibit

Notes:

a. All times are calendar days/hours.

b. All times begin with receipt of report.

c. All CODR's and EMR's will be processed in accordance with OPNAVINST 5102.1C

d. If exhibit is required for investigation, request exhibit from originator or holding activity within 7 days of receipt of report.

e. Submission of an OPREP–3 Report or OPNAVINST 3750.6R–generated report does not relieve the reporting command from the requirement for submitting an Explosive Mishap Report or Conventio nal Ordnance Deficiency Report

Figure 4–6–3. Processing of CODR's, EMR's, and EIR's

TYPE OF REPORT	ORIGINATING POINT	SCREENING POINT	ACTION POINT

CAT I TPDR	1. Discover defect. 2. Initiate TPDR. 3. Forward report to screening point. When urgency dictates, send by most expeditious means; telephone, local visit, oral communication will be confirmed by message.	1. Acknowledge receipt of TPDR 2. Forward report to act ion point.	1. Provide final/supplemental report to originating point.
CAT II TPDR	1. Discover defect. 2. Initiate TPDR.	1. Acknowledge receipt of TPDR 2. Forward report to action point.	1. Provide final/supplemental report to originating point.

Figure 4–6–4. Processing of Technical Publication Deficiency Reports (TPDR's)

4.6.14.2 Category I PQDRs shall be submitted to the FST as follows:

a. A Category I PQDR shall be sent by routine message.

b. When urgency dictates, PQDRs may be reported by the most expeditious means available, for example, telephone or local visit. Oral communication will be confirmed by message.

4.6.14.3 Category II PQDRs will be submitted to the FST on an Standard Form 368 as follows:

a. Submit a Standard Form 368 after discovery of the deficiency. In no case will a Category II PQDR be submitted by naval message. Instructions for preparation of a Standard Form 368 are contained in paragraph 4.6.16. In case of a nonrecoverable exhibit, a PQDR may be originated with data to follow. The 3 working days may be waived until all data is collected and is forwarded to the screening point.

b. Forward PQDRs to the FST for action in coordination with all concerned activities.

c. Send copies of all supporting documents, such as DD 1348–1, DD 1155, DD 1371, DD 1571, photographs, test reports, and other pertinent data to facilitate processing. Include the report control number on all documents. See paragraph 4.6.13.2 for report control numbering procedures.

d. Category II PQDRs on deficiencies in common or general type material (e.g., tools, lubricants, or corrosion preventive material) received defective from supply, but not installed or peculiar to a specific ordnance component (i.e., 7E, 1H, and 9 cognizance material) will be submitted on a Standard Form 368 to the Fleet Material Support Office (Code 9142) in addition to the FST.

e. The supporting supply department will hold the defective material until disposition instructions are received from the FST or directing authority.

NOTE

Any material to be released to an authorized contractor's representative or shipped directly to a contractor's plant shall be processed through the supporting supply department. Supply may issue the material on a custody basis only after receiving authority to do so from the FST. DLR exhibits, sent to commercial contractors, will be shipped as directed by the shipping instructions received from the FST.

4.6.14.4 PQDR material shall be handled and prepared as follows:

a. Maintain material in an "as is" condition. Whenever a hazardous condition is evident, request shipping instructions from the FST.

b. Take special care to cap or package material immediately upon removal from the system in such a manner as to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors.

NOTE

Do not attempt any adjustments, disassembly, or perform any cleaning externally or otherwise. In the event target engines or components have been immersed in sea water, removal of rust or corrosion damage to the items during PQDR processing, stowing and shipping is permissible. If any adjustment, disassembly, or cleaning was performed during a local investigation, a list of particulars describing the local investigation must accompany the material to the FST.

c. Forward samples of fluid in clean, sealed, authorized containers. If contamination is suspected, annotate sample bottles accordingly. Do not attempt to reassemble fragments of failed material. Wrap each fragment separately to prevent damage caused by relative movement. When feasible, forward associated accessories, components, or material suspected of contributing to the malfunction or mishap. Do not touch failed surfaces since this could mask failure data.

d. Attach the PQDR to the ordnance component or assembly. Ensure the exhibit is marked with the PQDR exhibit control number.

e. In case where the exhibit was expended, attach the PQDR exhibit control number to the data package.

f. In order to formally close a PQDR written on an expended target, the cause and corrective action data will be reviewed by a committee of engineers appointed or delegated by the individual Target Programs. The closing action will then be forwarded to the originator.

4.6.14.5 Support Point. The support point performs the following functions:

a. Assists, when requested by the action point, under the established time frames specified in this instruction.

b. Furnishes a report of findings as requested by the action point.

c. Provides an information copy of PQDRs and subsequent correspondence to COMNAVAIRSYSCOM, and the Naval Aviation Depot Operational Center (NADOC) for organic and commercially reworked material and related components.

d. Receives deficiency reports from across component lines (source of supply action point) for appropriate action.

e. Returns or provides for the return of the equipment or material to the Navy supply system under

the Master Repairable Item List after completing the investigation unless otherwise directed or unless the material or equipment is beyond salvage. The equipment or material may be inducted for rework if the item is extensively disassembled and salvageable. In the case of mishap investigations, the senior members of the mishap board or the assigned Naval Safety Center investigator has proprietary interest in equipment or material being investigated. No disposition shall be made until released under OPNAVINST 3750.6R (NOTAL).

4.6.15 Category I PQDR Message Preparation. The following instructions and examples apply to Category I PQDR message reports. Examples of PQDR message entries are defined in bold type; for an example of a completed PQDR message format, refer to figure 4–6–4.

NOTE

Use of "MINIMIZE CONSIDERED" and shall be in accordance with NTP–3 (NOTAL).

a. Precedence: ROUTINE.

b. From/To Blocks. Complete these blocks as indicated below.

FM Message Originator
TO FST//Code// AAC EGLIN AFB FL//YAL/268L// (If Mishap Involves AIM–120 Missiles) AIG FOUR TWO THREE// AIG ZERO SEVEN SIX TWO TWO// AIG ONE ONE TWO// AIG SEVEN SIX TWO ZERO// (See below) AIG FOUR ZERO TWO// (See below)

NOTE

For appropriate AIG see OPNAVINST 5102.1C.

When a mishap involves an explosive system launch device or armament weapons support equipment, include AIG 7620 in the "To" line.

When an explosive mishap involves a torpedo, mine, depth charge, or pyrotechnic device, include AIG 402 in the "To" line.

c. Information Addressee Block. Include the appropriate information addressees.

(1) Include the cognizant inventory control point when reporting defective new material.

(2) Include the cognizant functional wing(s).

(3) Include the cognizant commander(s), Marine Aviation Logistics Squadron(s).

(4) When flight safety considerations involve aircraft or equipment common to the Air Force, Army, or Coast Guard, address an information copy to the appropriate command:

Air Force: AFISC Norton AFB CA
AFCL Wright Patterson AFB OH
//QE//
Army: CDRAVSCOM STL MO
//AMSAVQIAG//
CDRUSASC FT RUCKER AL
//PESCD//
Coast Guard: COMDT COGARD Washington DC

(5) When flight safety conditions concern H–1, 3, 46E/F, or 53D/E aircraft, information copies are addressed to Marine Helicopter Squadron ONE (HMX–1).

(6) Include the COMNAVAIRWARCENWPNDIV CODE–331000D, only when the PQDR pertains to weapons loading procedures in COMNAVAIRSYSCOM airborne weapons and stores loading manuals and checklists.

(7) Include the supporting station or ship intermediate maintenance activity.

(8) Refer to OPNAVINST 5102.1C for additional information.

d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E) (NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing.

e. Subject Block. List the applicable subject.

SUBJ CAT I PQDR

FM FITRON TWO ONE THREE// **(MESSAGE ORIGINATOR, OFFICE CODE)**

TO NAVAIRWARCENWPNDIV PT MUGU CA//321000E// **(OR APPLICABLE OFFICE CODE)**
AAC EGLIN AFB FL//YAL/268L// **(FOR AIM-120 MISSILES)**
AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG FOUR TWO THREE//
AIG SEVEN SIX TWO ZERO//
AIG FOUR ZERO TWO// **(SEE OPNAVINST 5102.1C FOR APPROPRIATE AIG)**

INFO **(INCLUDE APPLICABLE ADDRESSEES) AND (APPLICABLE OFFICE CODES)**

BT
UNCLAS //N08000//

SUBJ: CAT I PRODUCT QUALITY DEFICIENCY REPORT

MSGID/GENADMIN/FITRON TWO ONE THREE//

REF/A/DOC/OPNAVINST 8000.16A/1MAY01//

NARR/REF IS NAVAL ORDNANCE MAINTENANCE MANAGEMENT PROGRAM//

RMKS/
1. VF-213
2. NAVAIRWARCENWPNDIV
3. V09934-88-0007
4. 8035-DEPLOYED
5. PV66 1410-00-140-7813
6. AIM-9M
7. RAYTHEON/94893/UNK
8. 639AS4992
9. NDT-00362
10. UNKNOWN
11. NEWLY REWORKED
12. 20 APRIL 87
13. N/A
14. N/A
15. ONE
16. F-14/LAU-7/A-6
17. UNKNOWN
18. N/A
19. NO
20. N/A
21. HOLDING EXHIBIT 30 DAYS AT WEAPONS DEPT USS INDEPENDENCE (CV62) ON DOCUMENT NUMBER 01505/4008/E100
22. A. LOOSE SECTION CLAMP RING DISCOVERED DURING LOADING
    B. MISSILE WOULD HAVE BROKEN UPON LAUNCH. POTENTIAL LOSS OF A/C
    C. NONE
    D. VISUALLY DURING INSTALLATION
    E. N/A
    F. PHOTOS AVAILABLE ON REQUEST
    G. WEAPONS DEPT USS INDEPENDENCE (CV62)
    H. (IF COMBINED WITH EMR, SEE PAGE 4-6-12 PARAGRAPH (22H) AND LIST THE APPLICABLE DATA)
    I. AOCM WORD

DECL/OADR//(IF MESSAGE IS CLASIFIED)
BT

Figure 4-6-5 Sample Category I Product Deficiency Report Message

NOTE

Message may be combined with a CODR or EMR.

f. Reference Block. List the applicable references using an alpha designator starting with "A."

REF/A/DOC/OPNAVINST 8000.16A/1MAY01//

NOTE

Include only the instructions or references applicable to the occurrence. When a technical manual is referenced, include the issue date and latest change data.

g. The entries items 1 through 20 describe technical entries which are required to properly document the deficiency. Each is prefaced by an assigned line number as shown on the following pages:

(1)On line 1, enter the reporting custodian:

1.VF–213

(2)On line 2, enter the FST for the failed item:

2.NAVAIRWARCENWPNDIV

(3)On line 3, enter the report control number as shown below. See paragraph 4.6.13.2 for additional information on the report control number:

3.V09934–88–0007

(4)On line 4, enter the Julian date the deficiency was discovered and the location of the reporting unit as shown below. Omit the location if the entry will cause the message to become classified:

4.8035–DEPLOYED

NOTE

Items 5 through 9 must not be omitted.

(5)On line 5, enter the Naval Ammunition Logistics Code/Department of Defense Identification Code (NALC/DODIC) and National Stock Number (NSN) of the failed material:

5.PV66/1410–00–140–7813

(6)On line 6, enter the nomenclature of the item:

6.AIM–9M

(7)On line 7, indicate the manufacturer's name and unit identification code and the shipper's name. For reworked material, enter the last rework activity if known:

7.RAYTHEON/94893

(8)On line 8, enter the manufacturer's part number as shown below:

8.639AS4992

(9)On line 9, enter the serial and lot/batch number and indicate the number used:

9.NDT–00362 SERIAL

(10)On line 10, enter the contract number, if known:

10.UNKNOWN

(11)On line 11, indicate if the item is new or newly reworked, if known:

11.NEWLY REWORKED

(12)On line 12, enter the date the item was manufactured or reworked, if known:

12.20 APR 87

(13)On line 13, enter the operating time at failure, if under warranty, or N/A if not:

13.0

(14)On line 14, indicate if the item is Government Furnished Material (yes or no, if being reported by a commercial activity, N/A if not):

14.N/A

(15)On line 15, enter the actual number of deficient items:

15.ONE

(16)On line 16, enter the nomenclature of equipment that the deficient item works on or with, such as aircraft or next higher assembly.

16.LAU–7/A–5 Missile Launcher, F–14

(17)On line 17, enter the dollar value of the deficient material (not end item unless end item is lost or damaged), if known and the man–hours required to repair the item.

17.UNKNOWN

(18)On line 18, enter N/A.

18.N/A

(19)On line 19, indicate if the item is under warranty: yes, no, or unknown.

19.NO

(20)On line 20, enter the applicable work unit code if applicable; N/A if not applicable:

20.751B600

(21)On line 21, The reporting activity will enter the action or disposition. If holding for investigation or disposition instructions, indicate the holding activity location, and time to be held at the activity. If the exhibit is a CAD or PAD item, provide the name of the holding

station or ship ordnance department and the locally assigned turn–in document number. The FST will respond to the holding activity in all cases.

21.HOLDING EXHIBIT 30 DAYS AT WEAPONS DEPT USS INDEPENDENCE (CV–62) ON DOCUMENT NUMBER 0105/4008/E100

(22)In block 22, enter pertinent details, which provide additional information concerning the explosive mishap.

In block 22A, provide a narrative description of abnormal function, known or probable causes, pertinent technical directives not incorporated, comments or recommendations (if any).

In block 22B, enter how safety of personnel or activity mission is affected.

In block 22C, enter the number of similar deficiencies in like items reported by the originating activity; for example, five in the past 4 months.

In block 22D, enter how the deficiency was detected or confirmed, such as, visually or functional operation, and when the deficiency was discovered, for example, maintenance or in flight.

In block 22E, enter storage/handling information, if applicable.

In block 22F, indicate if supporting documents will be supplied. When photographs are taken, place a ruler alongside the project so as to appear in each photograph. Measurements should also appear on sketches.

In block 22G, include the location of deficient materials.

In block 22H, if the item is a combined EMR/ CAT I PQDR, list the following:

1.Adverse environmental conditions prior to mishap (temperature, shock, vibration, exposure time, etc.).

2.Environmental conditions (visibility, precipitation, wind, ambient temperature, radio frequency energy field).

3.Nomenclature of explosive system or material (including complete round lot number and serial/ batch number, MK and MOD, NALC/DODIC and NSN).

4.Launching device and location (include serial numbers and complete MK and MOD number).

5.Fuze setting time in seconds, altitude in feet, fuze setter nomenclature, MK or MOD number, last calibration date, and where calibrated.

6.Number of captive flights.

7.Description of damage to explosive system(s).

8.Total number of explosive systems involved. Describe the event and the lot/serial and batch number, for example, 583 rounds M–50 series ammo; one round cooked off lot TP–50–72.

9.Number of remaining items from same lot or batch.

10.Item or fragments available.

11.Weight of explosive material involved (when bulk material).

12.If personnel error, provide information of personnel involved (qualification, rank, rate, etc.).

13.Contributing factors (distractions, technical documentation adequacy, etc.).

14.Delivery data (release airspeed/mach number, release dive angle, release interval, aircraft configuration, release altitude, release acceleration, turbulent or non turbulent flight conditions at release, delivery mode retard, non–retard, etc.).

15.Configuration (fuzes, plugs, etc., thermal protection).

16.Rigging (aircraft load configuration, aircraft station, multiple ejector rack or triple ejector rack station, etc.; type arming wire, routing or rigging for fuze, fins, etc.; arming solenoid used (nose, tail, etc.)).

17.Lessons learned (CAT I PQDR, CODR, or EMR).

In block 22I, enter the name, title, and DSN number of the cognizant official (E–7 and above). If deployed, so indicate.

4.6.16 Category II PQDR Standard Form 368 Preparation. Refer to figure 4–6–6 for Standard Form 368 Category II PQDR content, format, and preparation instructions.

NOTE

The Standard Form 368 will not be used to report Category I PQDRs. Check block for Category II at the top of the Standard Form 368 form.

4.6.17 FST Category I PQDR Response Preparation. The following instructions and examples apply when generating a FST preliminary or interim response to a Category I QDR. Examples of message entries are indicated by bold type. However, CAT II PQDRs are normally responded to by letter.

NOTE

Use of “MINIMIZE CONSIDERED” shall be in accordance with NTP–3.

a. Precedence: ROUTINE.

b. From/To Blocks. Complete these blocks as indicated below:

FM FST//Code//
TO Report Originator//Code// AIG FOUR TWO THREE//
AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO//
AIG FOUR TWO//
Local Supply Activity holding exhibit
(Other action addressees as required)

c. Information Addressee Block. Include the appropriate information addressees. For further information, see paragraph 4.6.15c.

d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E) (NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing.

e. Subject Block. Enter the information listed below:

SUBJ PRELIMINARY/INTERIM/CAT I PQDR RESPONSE//

f. List the applicable references using an alpha designator starting with "A" as indicated below:
REF/A/RMG/Originators DTG–RCN//
REF/B/DOC/OPNAVINST 8000.16A/1MAY01//
REF/C/DOC/Other references as applicable (such as technical manual number)

g. The entries defined below respond to the technical entries submitted on the original PQDR. Each is prefaced by an assigned line number as shown on the following pages. The FST will carefully evaluate the need to request an exhibit. If the exhibit is essential in the investigation, request it from the originating point as soon as the need is known.

(1) On line 1, enter the nomenclature, part number and serial number of the deficient part(s).

(2) On line 2, enter the PQDR investigation and exhibit control number assigned. Refer to this control number and reference (a) on all related correspondence.

(3) On line 3, arrange for turn in of the exhibit. Ensure that the DD 1348–1 and all supporting documents are provided. Ensure condition code L is reported in card column 71 of the DD 1348–1 and boldly marked "PQDR EXHIBIT." Attach an exhibit tag (DD 2332) to the material. In large letters, stencil "PQDR EXHIBIT" to four sides of the shipping container. Ensure any special handling instructions are included.

(4) On line 4, ensure turn in of the exhibit in a condition code L via the supply holding point.

(5) On line 5, enter the shipping location of the exhibit (for example, Ship Exhibit to Supply Directorate Building XXX). Advise that facility of the mode of travel, document number, and date of shipment.

(6) On line 6, advise the activity of the point of contact, including facility, title, code, and DSN.

PRODUCT QUALITY DEFICIENCY REPORT					**[ ] Category I**	**[ ] Category II**
1a. FROM (Originator)					2a. TO (Screening Point)	
1b. Name, Telephone No. and Signature			1c. Date		2b. Name, Telephone No. and Signature	2c. Date
3. Report Control No.	4.Date Deficiency Discovered		5. National Stock Number (NSN)		6. Nomenclature	
7a. Manufacturer/City/State		7b. MFRS Code	7c. Shipper/City/State			8. MFRS Part No.
9. Serial/Lot/Batch No.	10a. Contract No.		10b. Purchase Order No.	10c. Requisition No.		10d. GBL No.
11. Item [ ] New [ ] Repaired/ Overhauled	12. Date Recd, MFRD, Repaired, or Overhauled		13. Operating Time at Failure	14. Government Furnished Material [ ] Yes [ ] No		
15. Quantity	a. Received		b. Inspected	c. Deficient		d. In Stock
16. Deficient Item Works On/With	a. End Item (Aircraft, Mower, ETC)	(1) Type/Model/Series				(2) Serial No.
	b. Next Higher Assembly	(1) National Stock No. (NSN)	(2) Nomenclature		(3) Part No.	(4) Serial No.

17. Unit Cost $	18. Estimated Repair Cost $	19a. Item Under Warranty [ ] Yes [ ] No [ ] Unknown	19b. Expiration Date

20. Work Unit Code/EIC (Navy and Air Force Only)

21. Action/Disposition Release For Returned Disposed Other (Explain
[ ] Holding Exhibit for ___ Days [ ] Investigation [ ] To Stock [ ] Of [ ] Repaired [ ] in Item 22)

22. Details (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.)

23. Location of Deficient material

24a to (Action Point)		25 a. to (Support Point) (Use items 26 and 27 if more than one)	
24b. Name, Telephone No. and Signature	24c. Date	25b. Name, Telephone No. and Signature	25c. Date
26a To (Support Point)		27a. To (Support Point)	
26b. Name, Telephone No. and Signature	26c. Date	27b. Name, Telephone No. and Signature	27c. Date

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Figure 4–6–6 Sample Category II Product Quality Deficiency Report Using Standard Form 368 (Front)

28. Findings and Recommendations of Investigation. (Explain in detail. Continue on separate sheet of paper, if necessary)

29. Action Taken

30. Results of Depot Surveillance

INSTRUCTIONS

1a. **From (Originator** – Complete name of activity (no acronyms when sending deficiency report across component lines), activity address code (ACC), address including zip code of the activity originating the report.

1b. **Name, Telephone No., and Signature** – Provide name, telephone no. (including all available telephone nos.: FTS; DSN, and commercial) and signature of an individual who can serve as a contact for questions regarding the report and/or to request exhibits or samples.

1c. **Date** – Enter date report was signed and forwarded to the screening or action point

2a. **To (Screening Point** – The originating point will complete name of the screening point activity (no acronyms when deficiency report will be sent across component lines), the activity address code (AAC), address including zip code of screening point where the report needs to be sent by the originators activity. For those activities that do not have screening points, leave blank.

2c. **Date** – Enter the date the person finished processing the report at the screening point.

3. **Report Control No.** – Number assigned to report when a numbering system is used. Those activities, which are reporting quality deficiencies across component lines and are to comply with the DLA Regulation 4155.24 should reference the report control number as prescribed in the regulation.

7a. **Manufacturer/City/State** - Name of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. For motor vehicles or components thereof, enter name of manufacturer of the vehicle or component, as appropriate.

7b. **Manufacturer's Code** - Code of the manufacturer as listed in cataloging Handbook H4.1 (Name to code), Federal Code for Manufacturers (United States and Canada).

7c. **Shipper/City/State** - When the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name.

9. **Serial/Lot/Batch No.** - Manufacturer's serial, lot, or batch number of deficient item as applicable.

10. **Contract; Purchase Order; Requisition; Government Bill of Lading (GBL) No.** - Enter these numbers or any other available transportation document number in lieu of the GBL. Such numbers appear on the container, purchase document and/or the item. It is extremely helpful if these items are furnished when the material was supplied by GSA.

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11. **Item** – Check the appropriate block: provide the dates manufactured and received in block 12, if available.

13. **Operating Time at Failure** – Time item had been in operation since new, overhauled, or repaired when the deficiency was discovered, citing the appropriate performance element (miles, cycles, hours, etc.).

15c. **Quantity Deficient** – Enter the quantity found deficient of those inspected.

15d. **Quantity in Stock** – Enter the quantity of material from the same manufacturer remaining in stock.

17. **Unit Cost** - Dollar value of deficient item when know. Not applicable on reporting vehicles to GSA.

18. **Estimated Repair Cost** - Unit cost times number of units for Replacement or estimated repair cost (including overhead) times number of units for correcting all the deficient reported when it can readily be determined. Not applicable on reporting vehicles to GSA.

19. **Item Under Warranty** - Check if item is known to be covered by contractor warranty. If yes, provide expiration date.

21. **Action/Disposition** - A check in the appropriate block to indicate the action taken or requested. When an exhibit or sample is being held, indicate the number of days in the space provided. (An exhibit or sample shall be held for a minimum of 30 calendar days from date the report is transmitted to the action point. Reporting activities are reminded that the packaging, packing, and shipping containers are to be held along with the exhibits to facilitate investigation.) When none of the items indicate the actions or disposition taken or requested, check "Other" and identify the nature of action taken or requested in item 22.

23. **Location Of Deficient Material** - Address and location of deficient material.

24. **TO (Action Point)** - Name, and clear address, including zip code of the action point to which the report is being submitted.

24c. **Date** - Enter the date the report was forwarded to an action point or the date the findings and recommendations were completed.

28. **Findings and Recommendations of Investigation** - Include the findings and recommendations for resolution of complaint.

29. **Action Taken** - State the action taken to resolve the complaint.

30. **Result of Depot Surveillance** - Show results of depot surveillance and planned action (i.e., replacement or repair by contractor, disposal, issue, etc.).

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Figure 4–6–6. Sample Category II Product Quality Deficiency Report Using Standard Form 368 (Back) (Cont'd)

4.6.18 FST Final Category I PQDR Preparation. The following instructions and examples apply when generating a FST final response to a Category I PQDR. Examples of message entries are indicated by bold type.

NOTE

Use of "MINIMIZE CONSIDERED" shall be in accordance with NTP–3 (NOTAL).

a. Precedence: ROUTINE

b. From/To Blocks. Complete these blocks as indicated below:

FM FST//Code//
TO Report Originator//Code// All activities being asked by this message to take action AIG FOUR TWO THREE//
AIG ZERO SEVEN SIX TWO TWO//

AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO//
AIG FOUR TWO ZERO//

c. Information Addressee Block. Include the appropriate information addressees. For further information, see paragraph 4.6.15c.

d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing.

e. Subject Block. Enter the information listed below:

SUBJ FINAL PQDR RESPONSE

f. List the applicable references using an alpha designator starting with "A" as indicated in the following:

REF/A/DOC/OPNAVINST 8000.16A/1MAY01//
REF/B/Originating PQDR request DTG
REF/C/Initial response DTG//
(Include only the instructions or references that are applicable to the occurrence.)

g. The entries defined below respond to the technical entries submitted on the original PQDR. Each is prefaced by an assigned line number as shown on the following pages.

(1)On line 1, enter the reporting custodian or unit identification code (Item 1 of the PQDR).

(2)On line 2, enter the report control number (Item 3 of the PQDR).

(3)On line 3, enter the nomenclature, part number, and serial number of the defective item.

(4)On line 4, enter the name of the activity performing the investigation.

(5)On line 5, enter the exhibit control number (from initial FST response).

(6)On line 6, enter the background of the deficiency. Tie in references (a) through (c); synopsize the conditions surrounding the PQDR generation; tie in additional references as appropriate.

(7)On line 7, enter a description of findings. Describe completely the findings of the investigation. This description shall include the name and part number of primary and secondary part failures, as appropriate. Names and part numbers of discrepant parts and components should also be reported. If applicable, indicate that photographs and additional supportive documentation will follow by separate correspondence. Restrict narrative to facts only.

(8)On line 8, state conclusions briefly and concisely as to technically possible sequence of events leading to the findings outlined in item 7 above. Identify causative factors in operating and maintenance procedures, publications, support equipment, design, etc., as applicable.

(9)On line 9, make recommendations, as appropriate, for remedial action to minimize recurrence of indicated troubles. Identify each recommendation with an alpha subparagraph.

(10)On line 10, enter related information and pertinent technical directives. Provide additional information which will clarify the problem, for example, historical failure data, on–going studies, programs and investigations, rationale which led to the FST recommendations cited in item 9 above. Identify those technical directives and other modifications, which pertain to the trouble, malfunction, or failure. Also note whether or not these technical directives or other modifications were incorporated in the item inducted for disassembly and inspection.

(11)On line 11, indicate any pending action. Describe in detail the requested action desired to implement the recommendation. For each action item, identify the activity being requested to take action and identify each action item with an alpha subparagraph, which corresponds to the appropriate subparagraph in Item 10.

(12)On line 12, indicate closing action. Describe the status of the PQDR; if action is complete, insert one of the following statements:

EI FOR REF B PQDR NOT WARRANTED BECAUSE (STATE REASON). THIS MESSAGE CONSTITUTES CLOSING ACTION ON REF B.

or

THIS IS CONSIDERED FINAL ACTION ON PQDR CONTROL NUMBER XXX.

(13)On line 13, enter the FSTs point of contact by name and provide title, code, and DSN.

4.6.19 Engineering Investigation Reporting Program. (EIR).

4.6.19.1 EIR. The EIR applies to all aircraft and weapon systems, their subsystems, equipment, components, related support equipment, special tools, fluid or materials, and test program tests used in the operation of the equipment. Types of EIRs conducted are disassembly and inspection, material analysis, and engineering assistance. The EIR program performs the following functions:

a. Provides an investigation process to determine the cause and depth of fleet reported material failures.

b. Supports the investigation of material associated with ordnance mishaps, lightning strikes, electromagnetic interference, and stray voltage problems.

c. Provides engineering assistance relating to any ordnance problem.

d. Supports the mandatory investigation requirements prescribed by OPNAVINST 3750.6Q (NOTAL) for activated aircraft escape systems.

4.6.19.2 Safety. Safety considerations include the following:

a. All hands have a responsibility to be alert for defects and discrepancies having an adverse effect on safety.

b. Safety shall be the primary consideration when submitting the request outlined in this chapter.

4.6.19.3 Reporting Procedures. Submit all deficiency reports using the EI website, https://ei.navair.navy.mil. If internet access is unavailable submit reports to the FST for the component or ordnance item via the https://ei.navair.navy.mil website reporting system or by routine precedence message. ~~with information copies, as appropriate.~~ Refer to figure 4–6–1 for FST assignments. If COMNAVAIRSYSCOM is listed as the FST or if the FST cannot be determined, the report shall be sent to the cognizant maintenance office within COMNAVAIRSYSCOM. Submission of EI request using the https://ei.navair.navy.mil website reporting system is preferred and should be used when accessible.

4.6.19.4 Report Numbering. A report control number will be assigned for each airborne weapon deficiency report. For additional information on assigning a report control number, see paragraph 4.6.13.2. Reference the report control number and message DTG of the originating activity on all supplemental correspondence. Message DTG is not required when using the EI website. Include shipping information and the exhibit control number. Retain a copy of the reports for 1 year.

4.6.19.5 Response to Deficiency Reports. The FST, or cognizant action point, is required to respond to all deficiency reports request within three (3) days. When a reply has not been received the originating activity shall initiate follow–up action to the FST or screening point using the EI website, https://ei.navair.navy.mil, or if internet access is unavailable, by message or other appropriate means.

4.6.20 Engineering Investigation Request (EIR) ~~Message~~ Preparation. The primary means of submitting an EIR is using the EI website, https://ei.navair.navy.mil. Instructions for submitting an EIR is available on the site. When internet access is unavailable, an EIR may be submitted via message. The following instructions and examples apply to EIR message reports. Examples of message entries are in bold type. For example of completed EIR message; refer to figures 4–6–7.

NOTE

Use of "MINIMIZE CONSIDERED" shall be in accordance with NTP–3 (NOTAL).

a. Precedence: PRIORITY or ROUTINE (as applicable).

b. From/To Blocks. Complete these blocks as indicated below.

FM Message Originator//Code//
TO FST//Code// AAC EGLIN AFB FL//YAL/268L//
(If Mishap Involves AIM–120 Missile) AIG FOUR TWO THREE// AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO// (See below)
AIG FOUR ZERO TWO// (See below)

NOTE

See OPNAVINST 5102.1C for appropriate AIG.

When a mishap involves an explosive system launch device or AWSE, include AIG 7620 in the "To" line.

When an explosive mishap involves a torpedo, mine, depth charge, or pyrotechnic device, include AIG 402 in the "To" line.

c. Information Addressee Block. Include the information addressees as indicated in the following:

(1) Include the cognizant inventory control point when reporting defective new material.

(2) Include the cognizant functional wing(s).

(3) Include the cognizant commander, Marine Aviation Logistics Squadron(s) and aircraft wing(s).

(4) When flight safety considerations involve aircraft or equipment common to the Air Force, Army, or Coast Guard, address an information copy to the appropriate command as indicated below:

Air Force: AFISC Norton AFB CA
AFCL Wright Patterson AFB OH
//QE//

Army: CDRAVSCOM STL MO
//AMSAVQIAG//
CDRUSASC FT RUCKER AL
//PESCD//

Coast Guard: COMDT COGARD Washington DC

(5) When flight safety conditions concern H–1, 3, 46E/F, or 53D/E aircraft, information copies are addressed to Marine Helicopter Squadron ONE (HMX–1).

(6) Include the COMNAVAIRWARCENWPNDIV China Lake CA, only when the CODR pertains to weapons loading procedures in COMNAVAIRSYSCOM airborne weapons and stores loading manuals and checklists.

(7) Include the supporting station or ship intermediate maintenance activity.

(8) Refer to OPNAVINST 5102.1C (NOTAL) for additional information/addressees when submitting a CODR or EMR.

d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E) (NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing. When a technical manual is referenced, include the issue date and the latest change date.

e. Subject Block. List the applicable subject or combination of subjects, for example, EIR.

SUBJ Engineering Investigation Request (EIR)//

f. Reference Block. List the applicable references using an alpha designator starting with "A" as indicated below:

REF/A/DOC/OPNAVINST 8000.16A/1MAY01/

g. The entries defined below describe technical entries which are required to properly document the deficiency. Each is prefaced by an assigned line number as shown on the following pages:

(1)On line 1, enter the reporting custodian and unit identification code as shown below:

1.VMA–211/09412

(2)On line 2, enter the FST for the failed item.

2.NAVAIRWARCENWPNDIV

(3)On line 3, enter the report control number as shown below. See paragraph 4.6.13.2 for additional information on the report control number.

3.R–09412–89–0031

(4)On line 4, enter the Julian date the deficiency was discovered and the location of the reporting unit as shown below. Omit the location if the entry will cause the message to become classified.

4.9341

(5)On line 5, enter the national stock number of the failed material.

5.1325–00–234–0071

(6)On line 6, enter the nomenclature of the item.

6.MK 13 MOD 0 INITIATOR

(7)On line 7, indicate the manufacturer's name (and unit identification code) and the shipper's name. For reworked material, enter the last rework activity if known.

FM VMFA THREE TWO THREE//AMO// **(MESSAGE ORIGINATOR OFFICE CODE)**

TO NAVAIRWARCENWPNDIV CA//321000E// **(OR APPLICABLE OFFICE CODE)**
AAC EGLIN AFB FL//YAL/268L// **(FOR AIM-120 MISSILE)**
ACC YU EGLIN AFB FL//YU/YUP// **(FOR JDAM)**
AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO//
AIG FOUR TWO THREE//
AIG FOUR ZERO TWO// **(SEE OPNAVINST 5102.1C FOR APPROPRIATE AIG)**

INFO COMNAVAIRWARCENWPNDIV CHINA LAKE CA// **(APPLICABLE OFFICE CODE)**
ASO FA EIGHTEEN ARF LEMOORE CA// **(APPLICABLE OFFICE CODE)**
MALS ELEVEN//AMO/ASO/ORDO//
AIG SIX NINE EIGHT FIVE//
CG THIRD MAW//ALD//

BT
UNCLAS //N08000//

SUBJ: ENGINEERING INVESTIGATION REQUEST (EIR)

MSGID/GENADMIN/VMFA THREE TWO THREE//

REF/A/DOC/OPNAVINST 8000.16A/1MAY01//
REF/B/DOC/OPNAVINST 5102.1C/ **(DATE OF REFERENCE)//**
REF/C/DOC/A1-F18AC-LWS-210//
REF/D/DOC/A1-F18AC-LWS-530//

NARR/REFS PERTAIN TO EIR REPORTING PROGRAM//

RMKS/
1. VMFA-323/09235
2. NAVAIRWARCENWPNDIV
3. R09235-89-0038
4. 9332/MCAS EL TORO CA
5. 1427-01-114-2054
6. WGU-4A/B AIM-9 GUIDANCE AND CONTROL SECTION NALC PM55
7. RAYTHEON/30003/UNK
8. 639AS3963
9. SER NO. LOR-00184
10. THRU 13. UNK
14. N/A
15. ONE
16. A. F-18A
    B. CATM-9M-2 NALC PC61
17. $25,000.00/UNK
18. N/A
19. UNK
20. 75M12
21. HOLDING AT MALS-11 ORD. FST RESPONSE REQUIRED
22. A. PILOT REPORTED THAT DURING FLIGHT CATM-9M MISSILE WOULD NOT TRACK. AFTER FLIGHT, MISSILE WAS MOVED TO A DIFFERENT STATION ON SAME AIRCRAFT. MISSILE FAILED TO TRACK ON NEXT FLIGHT. MISSILE WAS SUBSEQUENTLY TRANSFERRED

Figure 4–6–7. Sample Engineering Investigation Request Message

TO TWO DIFFERENT AIRCRAFT AND FAILED TO TRACK ON EACH OF THEM.
ALL AIRCRAFT WERE CHECKED END TO END PER REF © WITH NO
DISCREPANCIES FOUND. ALL LOADING AND DOWNLOADING WAS PERFORMED PER
REF (D).

B. LOSS OF TRAINING ASSET
C. EIGHT IN 24 MONTHS
D. IN FLIGHT/3 DIFFERENT AIRCRAFT
E. TURNED IN TO MALS-11 ORDNANCE
F. NONE
G. N/A
H. 1. N/A
2. CLEAR
3. CATM-9M MISSILE NALC PC61
4. LAU-7/A-6 F/A-18A WINGTIP
5. N/A
6. 102 FLIGHTS FOR 213.9 FLIGHT HOURS
7. UNK
8. UNK
9. UNK
10. YES
11. 185 LBS
12. THRU 17 N/A
I. 1STLT CONSTANT, QAD, DSN 997-6833
J. F/A-18A/162414/162418/162474/
K. N/A
L. N/A//

DECL/OADR// **(IF MESSAGE IS CLASSIFIED)**

BT

Figure 4–6–7. Sample Engineering Investigation Request Message (Cont'd)

7.RAYTHEON/30003/UNK

(8)On line 8, enter the manufacturer's part number:

8.DL2601820

(9)On line 9, enter the serial and lot/batch number and indicate the number used:

9.4–C–75

(10)On line 10, enter the contract number, if known:

10.UNKNOWN

(11)On line 11, indicate if the item is new or reworked, if known:

11.UNKNOWN

(12)On line 12, enter the date the item was manufactured or reworked, if known:

12. APRIL 1975

(13)On line 13, enter the operating time at failure, if under warranty:

13.UNKNOWN

(14)On line 14, indicate if the item is government furnished material (yes or no, if being reported by a commercial activity; N/A if not):

14.N/A

(15)On line 15, enter the actual number of deficient items:

15. ONE

(16)On line 16, enter the nomenclature of equipment that the deficient item works on or with, such as aircraft or next higher assembly:

16.A. A–4M/158428
B. MK 77 MOD 5 FIREBOMB

(17)On line 17, enter the estimated cost to replace or repair the deficient, damage, or lost item (if known). Provide a total cost to replace all hardware. Use the standard figure of 16 dollars per hour for repair/replace labor. Do not list total cost of item unless the item cannot be repaired.

17.$85.00

(18)On line 18, enter N/A for all CODRs/ EMRs/EIRs:

18.N/A

(19)On line 19, indicate if the item is under warranty (yes, no, or unknown):

19.UNKNOWN

(20)On line 20, enter the applicable work unit code:

20.WUC

(21)On line 21, The reporting activity will enter the action or disposition. If holding for investigation or disposition instructions, indicate the holding activity location, and time to be held at the activity. If the exhibit is a CAD or PAD item, provide the name of the holding station or ship ordnance department and the locally assigned turn–in document number. If no response is required by the reporting activity, specify that "FST response to reporting activity is not required". The FST will respond to the holding activity in all cases where the reporting activity requested no response, but the exhibit is being held and has not been returned to service.

21.HOLDING EXHIBIT 30 DAYS AT WEAPONS DEPT USS INDEPENDENCE (CV–62)

(22)In block 22, enter pertinent details, which provide additional information concerning the deficiency or explosive mishap.

In block 22A, provide accurate details in the narrative description of the chain of events leading up to, through and subsequent to the mishap or deficiency declared whether mishap or deficiency was "induced" (error caused in some manner at the reporting activity), or "discovered" (damage not caused by reporting activity but revealed during inspection or test). Provide as much information as possible including suspected or known causes. State whether pertinent technical directives are incorporated. Provide comments, recommendations and lessons learned. Include statement that photographs will be sent (if applicable). Request Engineering Investigation as required.

In block 22B, enter how safety of personnel or activity mission is affected.

In block 22C, enter the number of similar deficiencies in like items reported by the originating activity: for example, five in the past four months.

In block 22D, enter how the deficiency was detected or confirmed, such as, visually or functional operation where a deficiency was discovered: for example, maintenance or in flight.

In block 22E, enter any applicable storage or handling information.

In block 22F, indicate if supporting documents will be supplied. When photographs are taken, place a ruler alongside the object so as to appear in each photograph. Measurements should also appear on sketches.

In block 22G, include a description of incorrectly identified new material, if applicable.

In block 22H, list the following if applicable:

1.Adverse environmental conditions prior to mishap (temperature, shock, vibration, exposure time, etc.).

2.Environmental conditions (visibility, precipitation, wind, ambient temperature, radio frequency energy field).

3.Nomenclature of explosive system or material (including complete round lot number, and serial/batch number, MK and MOD number, NALC/DODIC, and NSN).

4.Launching device and location (include serial numbers and complete MK and MOD number).

5.Fuze setting time in seconds, altitude in feet, fuze setter nomenclature, MK and MOD number, last calibration date, and where calibrated.

6.Number of captive flights.

7.Description of damage to explosive system(s).

8.Total number of explosive systems involved. Describe the event and the lot/batch or serial number, for example, 583 rounds M–50 series ammunition; one round cooked off lot TP–50–72.

9.Number of remaining items from same lot or batch.

10.Item or fragments available.

11.Weight of explosive material involved (when bulk material).

12.If personnel error, provide qualification and certification status, rank and designator, rate and NEC, grade, job title and employment status (USN, USNR, USNR–R, other DoD personnel, Navy federal civil servants, contractors, foreign military exchange personnel and foreign civilians).

13.Was supervisor or safety observer present.

14.Contributing factors (distractions, technical documentation adequacy, etc.).

15.Delivery data (release airspeed/mach number, release dive angle, release interval, aircraft configuration, release altitude, release acceleration, turbulent or non turbulent flight conditions at release, delivery mode retard, non–retard, etc.).

16.Configuration (fuzes, plugs, etc.; and thermal protection).

17.Rigging (aircraft load configuration, aircraft station, MER/TER station, type arming wire, routing/rigging for fuze, fins, arming solenoid used (nose, tail, etc.)).

In block 22I, enter the name, title, and DSN of the cognizant official (E–7 and above); (if deployed, so indicate).

In block 22J, enter the weapon or component serial number if not included.

In block 22K, enter any additional information.

4.6.21 ~~**CODR/EMR/EIR Response Preparation.** The following instructions and examples apply when generating a FST preliminary, interim, or closing response to a CODR/EMR/EIR. Examples of message entries are indicated by bold type.~~

~~**NOTE**~~

~~Use of "MINIMIZE CONSIDERED" shall be in accordance with NTP–3 (NOTAL).~~

~~a. Precedence: ROUTINE.~~

~~b. From/To Blocks. Complete these blocks as indicated below:~~

~~**FM FST//Code//**~~
~~**TO Report Originator//Code// AIG FOUR TWO THREE//**~~
~~**AIG ZERO SEVEN SIX TWO TWO//**~~
~~**AIG ONE ONE TWO//**~~
~~**AIG SEVEN SIX TWO ZERO//**~~
~~**AIG FOUR ZERO TWO//**~~
~~**Local Supply Activity holding exhibit (Other action addresses as required)**~~

~~c. Information Addressee Block. Include the local supply activity and other appropriate information addressees.~~

~~d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E) (NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing.~~

~~e. Subject Block. Enter the information listed below:~~

~~**SUBJ PRELIMINARY/INTERIM/CODR/EMR/EIR RESPONSE//**~~

~~f. List the applicable references using an alpha designator starting with "A" as indicated below:~~

~~**REF/A/Originators DTG–RCN//**~~
~~**REF/B/DOC/OPNAVINST 8000.16A/1MAY01//**~~

~~**REF/C/Other references as applicable (such as technical manual number)**~~

~~g. The entries defined below respond to the technical entries submitted on the original CODR/EMR/EIR. Each is prefaced by an assigned line number as shown on the following pages:~~

~~(1) On line 1, enter the nomenclature, part number and lot/serial number of the subject part(s).~~

~~(2) On line 2, enter the CODR, EMR, or EIR, AWCAP number and exhibit control number assigned. Refer to this control number and reference (a) on all related correspondence.~~

~~(3) On line 3, arrange for turn–in of the exhibit. Ensure that the DD Form 1348–1 and all supporting documents are provided.~~

~~(4) On line 4, ensure turn–in of the exhibit in condition code L via the supply holding point.~~

~~(5) On line 5, enter the shipping location of the exhibit (for example, Ship exhibit to Supply Directorate Building XXX). Advise that facility of the mode of travel, document number, and date of shipment. If the exhibit is not available at your supply holding point within 5 days, advise the FST by message.~~

~~(6) On line 6, advise the activity of the point of contact, including facility, title, code, and DSN.~~

~~**4.6.22 FST Final CODR/EMR/EIR Preparation.** The following instructions and examples apply when generating a FST final report to a CODR/EMR/EIR. Examples of message entries are indicated by bold type.~~

~~**NOTE**~~

~~Use of "MINIMIZE CONSIDERED" shall be in accordance with NTP–3 (NOTAL).~~

~~a. Precedence: ROUTINE.~~

~~b. From/To Blocks. Complete these blocks as indicated below:~~

~~**FM FST//Code//**~~
~~**TO Report Originator//Code// All activities being asked by this message to take action AIG FOUR TWO THREE//**~~
~~**AIG ZERO SEVEN SIX TWO TWO//**~~
~~**AIG ONE ONE TWO//**~~
~~**AIG SEVEN SIX TWO ZERO//**~~
~~**AIG FOUR ZERO TWO//**~~

~~c. Information Addressee Block. Include the appropriate information addressees.~~

~~d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E) (NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing.~~

~~e. Subject Block. Enter the information listed below:~~

~~**SUBJ FINAL CODR/EMR/EIR REPORT**~~

~~f. List the applicable references using an alpha designator starting with "A" as indicated below:~~

~~**REF/A/OPNAVINST 8000.16A/1MAY01//**~~
~~**REF/B/Originating request DTG//**~~
~~**REF/C/Initial response DTG/NAVGRAM Ser No.// (Include only the instructions/references that apply to the occurrence.)**~~

~~g.~~ a. The entries defined below respond to the technical entries submitted on the original CODR/EMR~~/EIR~~. Each is prefaced by an assigned line number as shown on the following pages:

(1)~~On line 1, enter~~ The reporting custodian or unit identification code (Item 1 of originators report).

(2)~~On line 2, enter~~ The report control number (Item 3 of originators report).

(3)~~On line 3, enter~~ The nomenclature, part number, and lot/serial number of the item.

(4)~~On line 4, enter~~ The name of the activity performing the investigation.

(5)~~On line 5, enter~~ The exhibit control number (take from the initial FST response).

(6)~~On line 6, enter of the~~ Background of the mishap. Tie in references (a) through (c); synopsize the conditions surrounding the EIR generation; tie in additional references as appropriate.

(7)~~On line 7, enter a description of~~ Findings. Describe completely the findings of the investigation. This description shall include the name and part number of primary and secondary part failures, as appropriate. Names and part numbers of discrepant parts and components should also be reported. If applicable, indicate that photographs and additional supportive documentation will follow by separate correspondence. Restrict narrative to facts only.

(8)~~On line 8, state~~ Conclusions briefly and concisely as to technically possible sequence of events leading to the findings outlined in item 7 above. Identify causative factors in operating and maintenance procedures, publications, support equipment, design, etc., as applicable.

(9)~~On line 9, make~~ Recommendations, as appropriate, for remedial action to minimize recurrence of indicated troubles. Identify each recommendation with an alpha subparagraph.

(10)~~On line 10, enter~~ Related information and pertinent technical directives. Provide additional information which will clarify the problem, for example,

historical failure data, on–going studies, programs and investigations, rationale which led the FST to the recommendations cited in item 9 above. Identify those technical directives and other modifications, which pertain to the trouble, malfunction, or failure. Also note whether or not these technical directives or other modifications were incorporated in the item inducted for the disassembly and the inspection.

(11)~~On line 11, indicate any~~ Pending action. Describe in detail the requested action desired to implement the recommendation. For each action item, identify the activity being requested to take action and identify each action item with an alpha subparagraph, which corresponds to the appropriate subparagraph in item 10.

(12)~~On line 12, enter the~~ FST point of contact by name, title, code, and DSN.

4.6.23 Handling and Preparation of EI Material. The supporting activity will hold defective material until disposition instructions are received from the FST or directing authority.

NOTE

Any material to be released to an authorized contractor's representative or shipped directly to a contractor's plant shall be processed through the supporting supply department. Supply can issue the material on a custody basis only after receiving authority from the FST. DLR exhibits, sent to commercial contractors, will be shipped as directed by the shipping instructions received from the FST.

a. Maintain material in an "as is" condition, ensuring that the EI exhibit control number assigned by the FST appears on all documents, exhibits, and packaging. When a hazardous condition is evident, request shipping instructions from the FST.

b. Take special care to cap or package material immediately upon removal from the system in such a manner as to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors. Do not attempt any adjustments, disassembly, or perform any type of cleaning, externally or otherwise. If any adjustment, disassembly, or cleaning was done during a local investigation, a list of particulars describing the local investigation must accompany the material to the FST.

c. Do not attempt to reassemble fragments of failed material. Wrap each fragment separately to prevent damage caused by relative movement. When feasible, forward associated accessories, components, or material suspected of contributing to the malfunction or mishap. Do not touch failed surfaces as this could mask failure data.

d. If the defective component is an explosive cartridge, CAD, or PAD, turn in the defective material to the weapons or ordnance department with a DD 1348–1, and obtain a locally assigned turn–in document number. Include this turn–in document number and name of the holding activity on the EIR.

e. Attach the EIR and applicable documentation to the component or assembly. Ensure that the EI exhibit is marked with the EI exhibit control number.

4.6.23.1 Responsibilities of Other Activities Involved in EI Processing. The FST shall take action on all EIR. The FST may request assistance in accomplishing an EI or initiate an EI within the FST organization, when a problem is suspected which has not been reported. The following are responsibilities of other naval activities:

a. COMNAVAIRSYSCOM. If the FST is unable to accomplish an EI because of equipment or facility limitations, specialized engineering discipline requirements, or other reason(s), the FST will request assistance from an appropriate Navy technical activity or contractor establishment. Assistance from other FST will be requested by message or NAVGRAM with an information copy to COMNAVAIRSYSCOM. Assistance from other Navy technical activities or contractors will be requested by the FST to the appropriate COMNAVAIRSYSCOM code. When contractor assistance is required and a support contract exists, request for assistance may be made directly to the appropriate administrative contracting office by message. Approval by COMNAVAIRSYSCOM is required prior to obligating funds for any contractor assistance services. NADOC is responsible for the timeliness of EI completion and coordination of follow–up actions when acting as FST. Responsibility for EIs rests with the appropriate COMNAVAIRSYSCOM code.

b. COMNAVSAFECEN. OPNAVINST 3750.6Q (NOTAL) OPNAVINST 5102.1C (NOTAL) and OPNAVINST 5100.19D (NOTAL) provides that the COMNAVSAFECEN assign a representative to assist when requested, and in certain special cases to conduct independent safety investigations. As a direct representative of the Chief of Naval Operations, this investigating officer will control the ordnance material undergoing EI until released. The COMNAVSAFECEN investigator shall be accorded full information, cooperation, and the use of facilities necessary for proper discharge of the assignment.

c. Support Activity. The support activity is any activity having the responsibility for shipping or receiving EI related material. When requested, support activities shall prepare the material for shipment and ship it to the FST. Support activities receiving material are responsible for maintaining identification of the material and expeditiously forwarding the material to the FST. All EI exhibits will be shipped per FST shipping instructions. Those exhibits requiring premium shipping shall be shipped using the Premium Shipping Tool on the https://ei.navair.navy.mil website.

d. Action Activity. Activities responsible for investigations shall take action on EIR as shown in the following paragraphs:

(1) Examine the request to determine if the correct FST is involved. If not, readdress the request to the correct FST for action and inform the originator of the action taken. Cite the originator's message DTG and the report control number or mishap number on the message and ensure that all addressees are on the originator's messages are included in distribution.

(2) ~~Conduct liaison with the request originator as required to obtain amplifying or clarifying information on the reported discrepancy or failure~~. Liaison with the request originator, engineering, production, material planning, and NAMDRP clearing house to facilitate execution of the EI Examination Plan.

(3) Study the history of failures and determine the need for and value of an EI on the equipment or material in question.

(4) When study or liaison indicates that an EI is not required, inform the request originator by message, including rationale and reasons. Ensure all addressees on the originator's message and any other required addressees are included in distribution.

(5) When it is determined that an EI is required, assign an investigation control number and provide shipping instructions for the discrepant equipment ~~or~~ /material or describe the arrangements for an on site investigation. All EI exhibits will be shipped as directed by the shipping instructions received from the FST. Whether requesting the equipment or material exhibit or stating that no investigation is required, a message response shall be provided to the originating activity.

NOTE

Any cartridge, CAD, or PAD suspected of being defective, which may cause a failure of the emergency system, shall be reported as a combined CODR/EI. If requested, the item shall be air shipped to the Naval Surface Warfare Center Division, Indian Head, MD, upon receipt of the request for the EI material and the military standard requisitioning and issue procedure shipping document number provided by Naval Surface Warfare Center Division, Indian Head, MD.

(6) Follow–up on equipment or material non–receipt. Under normal circumstances, follow–up shall be made ~~20~~ within four (4) days (eight (8) days outside CONUS shipping) after the response message but the period may be extended if it is known that shipment will take longer than 20 days. ~~As a minimum~~, follow–up shall include ~~a message to the EIR originator and checks with the local supply activity and investigating activity receiving area~~. An EI website report or message to the EI originator, and will check with the local supply activity and investigating activity receiving area, at a minimum. All possible follow–up actions shall be taken, particularly on equipment or material related to combined CODR and mishaps.

(7) Prepare and submit EIR reports. Preliminary message reports on investigations related to ordnance mishaps shall normally be provided within 5 working days of receipt or induction of the exhibit, with a final report following within 30 working days of the preliminary report.

(8) Return or provide for the return of the unserviceable equipment or material to the Navy supply system under the COMNAVAIRSYSCOM Master Repairables List after completing the investigation, unless otherwise directed. Serviceable ready–for–issue material shall be certified as such and forwarded to the supporting naval supply center. If the equipment or material is extensively disassembled and salvageable, it may be inducted for rework and should be entered into the supply system inventory under the proper condition code. In the case of mishap investigations, the senior member of the mishap board or the assigned NAVSAFECEN investigator has proprietary interest in equipment or material being investigated; no disposition shall be made until released under governing instructions.

4.6.24 TPDR Program. This program provides a simplified procedure for reporting technical publication safety hazards and routine deficiencies.

4.6.24.1 A Category I TPDR message is required when a technical publication deficiency is detected which, if not corrected, could result in death or injury to personnel or damage to or loss of aircraft, equipment, or facilities. They are to be reported using Category I TPDR message format. For an example of a completed Category I TPDR message, refer to figure 4–6–8. Instructions for completing a Category I TPDR message are contained in paragraph 4.6.25.

4.6.24.2 Category II publication deficiencies include technical errors, incorrect measurement values, incorrect use of support equipment, incorrect sequence of adjustments, part number errors or omissions, and microfilm deficiencies such as poor film quality that do not meet the Category I reporting criteria. These are to be reported using a TPDR Form (OPNAV 4790/66). The instructions for completing an OPNAV 4790/66 are printed on the reverse side of the form. Refer to figure 4–6–9.

4.6.24.3 Technical publications include maintenance requirement cards, checklists, work unit code manuals, shop process cards, maintenance instruction manuals, weapons stores loading manuals, conventional and nuclear weapon checklists, stores reliability cards, illustrated parts breakdowns, technical directives, and technical manuals. The TPDR Program is not applicable when reporting deficiencies in instructions or notices.

4.6.24.4 Reporting Procedures. Submit Category I TPDR messages to Naval Air Technical Data and Engineering Services Command (NAVAIRTECHDATAENGSERVCOM) and the cognizant field activity. (FST) Submit Category II TPDRs

using OPNAV 4790/66 to NAVAIRTECHDATAENGSERVCOM and the FST with information copies as appropriate. Transmission via SALTS is acceptable. For JDAM, message should be sent to NAVAIRWARCENWPNDIV PT MUGU code 311200E and ACC YU EGLIN AFB FL//YU/YUP//.

NOTE

For JDAM NAVAIRTECHDATAENGSERVCOM is not an action or info addressee for either CAT I or CAT II TPDRs.

4.6.24.4.1 A report control number will be assigned to each NAMDRP report. See paragraph 4.6.13.2.

NOTE

TPDRs and combined reports prepared as a result of an aircraft mishap are not privileged. Exercise extreme care to ensure that these reports and requests do not contain privileged information.

4.6.24.4.2 Action. Submit a Category I TPDR priority message at the discovery of a deficiency. The action addressee for the message report shall include the equipments FST, if known, and NAVAIRTECHDATAENGSERVCOM.

4.6.24.5 Response to TPDR Reports. The FST or cognizant screening point is required to respond to all NAMDRP reports. When a reply has not been received within 20 working days, the originating activity will initiate follow–up action to the FST or screening point using the EI website https://ei.navair.navy.mil. If internet access is unavailable, use ~~by~~ message or other means as appropriate.

4.6.24.5.1 NAVAIRTECHDATAENGSERVCOM will serve as the central manager and screening point for all COMNAVAIRSYSCOM technical publications and shall:

a. Maintain a record of all technical manual deficiencies.

b. Acknowledge receipt of each TPDR to the originator and assign FST action for TPDRs as required.

c. Coordinate action with the FST and contractor to ensure correction of technical publications.

d. Follow–up on each TPDR to ensure that corrective action is accomplished.

e. Provide TPDR status as required to the aircraft controlling custodian, type commander, and originator.

4.6.24.5.2 FST will perform the following:

a. Coordinate with NAVAIRTECHDATAENGSERVCOM and take the appropriate action necessary to ensure that the deficiency is resolved, for example, correctness of the technical publication, appropriate printing assignment, or preparation and initiation of change for corrective action.

b. Notify NAVAIRTECHDATAENGSERVCOM and the TPDR originator of final disposition of each TPDR. FST shall also ensure that all addressees of the original report are included in all correspondence.

4.6.25 Category I TPDR Message Preparation. The following instructions and examples apply to Category I TPDR message reports. Examples of TPDR message entries are defined in bold type; for an example of a completed Category I TPDR message format, refer to figure 4–6–8.

NOTE

Use of “MINIMIZE CONSIDERED” shall be in accordance with NTP–3 (NOTAL).

a. Precedence: ROUTINE.

b. From/To Blocks. Complete the blocks as indicated below:

FM USS MIDWAY//

TO NAVAIRTECHDATAENGSERVCOM SAN DIEGO CA// **(APPLICABLE OFFICE CODE)//**
NAVAIRWARCENWPNDIV CA//311200E// **(APPLICABLE OFFICE CODE)//**
AAC EGLIN AFB FL//YAL/268L// **(FOR AIM-120 MISSILE)**
ACC YU EGLIN AFB FL//YU/YUP// **(FOR JDAM)**
AIG FOUR TWO THREE//
AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO//
AIG FOUR ZERO TWO//

INFO COMFAIRWESTPAC ATSUGI JA// **(APPLICABLE OFFICE CODE)//**
COMLATWINGPAC LEMOORE CA// **(APPLICABLE OFFICE CODE)//**
COMFITAEWWINGPAC SAN DIEGO CA// **(APPLICABLE OFFICE CODE)//**
COMMATVAQWINGPAC WHIDBEY ISLAND WA// **(APPLICABLE OFFICE CODE)//**

BT
UNCLAS //N08600//

SUBJ: CAT I TECHNICAL PUBLICATION DEFICIENCY REPORT

MSGID/GENADMIN/USS MIDWAY//

REF/A/DOC/OPNAVINST 8000.16A/1MAY01//

NARR/REF IS NAVAL ORDNANCE MAINTENANCE MANAGEMENT PROGRAM//

RMKS/
1. USS MIDWAY (CV-41)/03341
2. NAVAIRWARCENWPNDIV
3. R03341-88-0005
4. 8187/USS MIDWAY
5. 0801-LP-360-4000
22. A. NAVAIR 01-AGM88A-2
B. HARM AGM88A
C. 15 NOV 83
D. RAC 69 DTD 1 FEB 1983
E. WP 005 00
F. 8
G. e
H. FIGURE 3
I. THROUGH K. N/A
L. WP 005 00 PAGE 8 PARAGRAPH E. STATES, “SLIDE ADAPTER HOOK OVER FORKLIFT TINES. POSITION ONE-THIRD THE DISTANCE FROM FORWARD END OF TINES.” THIS STATEMENT DOES NOT PROVIDE A WARNING TO SECURE THE ADAPTER HOOK. IF THE ADAPTER HOOK SLIPS OFF TINES WHILE MISSILE IS BEING LIFTED, SERIOUS PERSONNEL INJURY COULD OCCUR AND MISSILE SEVERELY DAMAGED.
M. RECOMMEND THE FOLLOWING WARNING BE INSERTED PRECEDING PARAGRAPH E: “ADAPTER HOOK CLAMPING SCREWS MUST BE PROPERLY SECURED TO PREVENT ADAPTER HOOK FROM SLIPPING OFF TINES.”
N. AOCS JOHNSON WPNS DEPT DEPLOYED.//

DECL/OADR// **(IF MESSAGE IS CLASSIFIED)**
BT

Figure 4–6–8. Sample Category I Technical Publication Deficiency Report Message

TECHNICAL PUBLICATIONS DEFIENCY REPORT			
NAVAIRTECHDATAENGSERCOM USE ONLY	a. QA Sequence No.	b. Data Manager Code	c. CFA/FST/Prime Code
1. Reporting Activity	2. Report Control Number		

	3. Report Date (yy/mm/dd)		4. Weapon System Application		5. Discrepancy Code
6. Technical Manual Number		7. Tech. Man. Date		8. Chg. No. & Date	9. W/P No.
10. SEC/PG No.	11. Para No.	12. FIG/TBL No.	13. CART. No.	14. CART. Date	15. Frame No.

16. DEFICIENCY

17. RECOMMENDATIONS

18. IMPACT

19. MEDIA EVALUATED: (Only one check block is required per item)

[ ] FILM [ ] PAPER [ ] PAPER & FILM

REMARKS

20. Reported By (Name, rank/rate) DSN	21. Released By (Name, rank/rate) DSN

OPNAV 4790/66 (REV. 5-88 S/N 0107-LF-002-4400 **INSTRUCTIONS ON REVERSE SIDE**

Figure 4–6–9. Technical Publication Deficiency Report (OPNAV 4790/66) (Front)

INSTRUCTIONS

1. **FROM**: (Reporting Activity) The Reporting Activity will enter complete mailing address.

2. **REPORT CONTROL NUMBER**: Enter the Report Control Number (RCN).

3. **REPORT DATE**: This identifies the year, month, and the day that the report was prepared, and consists of six digits. The date 15 June 1989 would be presented in the following format: 890615. The first two digits indicating the year (89), the second two digits indicate the month (06), and the remaining two digits specify the day (15).

4. **WEAPON SYSTEM APPLICATION:** Give the specific weapon system against which the deficiency is detected.

5. **DISCREPANCY CODE:** This is a numeric code used to describe the type of discrepancy found in the technical publication being reported deficient. A complete list of codes are as follows:

1. Typographical Errors
2. Incorrect Procedures
3. Schematic Errors
4. Part Number Errors
5. SM&R Code Errors
6. Illustration Errors
7. Incorrect Values/Tolerances
8. Incorrect References
9. Safety (Cautions & Warnings)
10. Indexing Problems
11. Illegible
12. Print Error (Head to Toe or information cut off)
13. Missing/Improperly Collated Pages
14. Film Density
15. Cartridge Loading (Wrong Film, Cartridge Indexing, No Film, and Inverted Loading)
16. Other

6. **TECHNICAL MANUAL NUMBER:** Give the complete NAVAIR number assigned to the manual being reported as deficient. Only one technical manual should be reported by TPDR.

7. **TECHNICAL MANUAL DATE:** This date appears on the bottom right hand corner of the title page. The date shall be presented in the format described in item 3.

8. **CHANGE NUMBER AND DATE**: This appears directly under the basic date of the manual on which the deficiency is located. Present date in same format as item 3.

9. **WORK PACKAGE NUMBER**: Enter the number in which the deficiency is located.

10. **SECTION/PAGE NUMBER**: Enter the number of the page of the technical manual on which the deficiency is located.

11. **PARAGRAPH NUMBER**: Enter the specific number in which the deficiency is located.

12. **FIGURE/TABLE**: Enter when an illustration or table is involved in the deficiency.

13. **CARTRIDGE NUMBER**: Enter the number being reported deficient.

14. **CARTRIDGE DATE:** The date shall be presented in the format described in item 3.

15. **FRAME NUMBER:** Enter the frame number of the cartridge on which the deficiency is located.

16. **DEFICIENCY:** Be very specific. Provide complete information regarding discrepancy, including drawings, schematics, sketches, and references. If necessary, attach copies.

17. **RECOMMENDATION**: Be very specific. Provide complete information regarding the corrective action required, including drawings, schematics, sketches, and references. If necessary, attach copies.

18. **IMPACT:** Enter concise statement of the impact of this discrepancy on work load/operational readiness.

19. **MEDIA EVALUATED:** Check applicable block for media that is being reported deficient.

20. **REPORTED BY:** Give name, rate/rank, and DCN number of person reporting deficiency to ensure receipt by reporter of notification of action taken.

21. **RELEASED BY**: Name, rank/rate, title, and DSN of releasing official.

MAIL ORIGINAL AND 1 COPY TO:
Commanding Officer, Naval Air Technical Services Facility, Quality Assurance Dept. (40)
700 Robbins Ave., Phila., PA 19111-5097. (PLUS COPY TO Fleet Support Team)

FOR JDAM SEND ORIGINAL TO: ACC/YUP, 102 West D Avenue, Suite 300, Eglin AFB, FL 32542-6807 Attn: APML. (PLUS COPY TO Fleet Support Team)

OPNAV 4790/66 (REV. 5-88) (BACK)

Figure 4–6–9. Technical Publication Deficiency Report (OPNAV 4790/66) (Back) (Cont'd)

FM Message Originator//Code//
TO NAVAIRTECHDATAENGSERVCOM SAN DIEGO CA//Code// AAC EGLIN AFB FL//YAL/268L// (If TPDR Involves AIM–120 Missile) FST//Code// AIG FOUR TWO THREE//
AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO//
AIG FOUR TWO ZERO//

NOTE

See OPNAVINST 5102.1C for appropriate AIG.

c. Information Addressee Block. Include the applicable information addressees.

d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guide (OPNAVINST 5513.1E); however, every attempt should be made to employ UNCLAS to expedite routing. When a technical manual is referenced, include the issue date and the latest change date.

e. Subject Block. List the applicable subject or combination of subjects:

SUBJ CAT I TECHNICAL PUBLICATIONS DEFICIENCY REPORT

f. Reference Block. List the applicable references using an alpha designator starting with "A" as indicated below:

REF/A/DOC/OPNAVINST 8000.16A//1MAY01//

g. The entries defined below describe technical entries, which are required to properly document the deficiency. Each is prefaced by an assigned line number as shown on the following pages.

(1) On line 1, enter the reporting custodian and unit identification code as shown below:

1.USS MIDWAY (CV–41)/03341

(2) On line 2, enter the FST for the failed item as shown below:

2.NAVAIRWARCENWPNDIV

(3) On line 3, enter the report control number as shown below. See paragraph 4.6.13.2 for additional information on the report control number.

3.R03341–88–0005

(4) On line 4, enter the Julian date the deficiency was discovered and the location of the reporting unit as shown below. Omit the location if the entry will cause the message to become classified.

4.8187–USS MIDWAY

(5) On line 5, enter the NSN of the failed material as shown below:

5.0801–LP–360–4000

(6) Items 6 through 21 do not apply to TPDRs. Omit these entries from the message.

(7) In block 22, enter pertinent details, which provide additional information concerning the publication deficiency.

In block 22A, enter the technical manual number.

In block 22B, enter the system and equipment nomenclature.

In block 22C, enter the basic date of the technical manual.

In block 22D, enter the change date or change number of the publication.

In block 22E, enter the work package number.

In block 22F, enter the page number where the deficiency was discovered.

In block 22G, enter the paragraph number where the deficiency was discovered.

In block 22H, indicate the figure or table number if applicable.

In block 22I, indicate the microfilm cartridge number if applicable.

In block 22J, indicate the microfilm cartridge date.

In block 22K, indicate the frame number of the microfilm cartridge on which the deficiency is located.

In block 22L, provide a specific description of the deficiency.

In block 22M, provide specific recommendations for resolving the deficiency.

In block 22N, enter the point of contact, including name, title, code, and DSN.

4.6.26 Category II TPDR Preparation. Refer to figure 4–6–8 for TPDR OPNAV 4790/66 preparation procedures.

4.6.27 Category I TPDR Response Preparation. The following instructions and examples apply when generating a FST interim or closing response to a Category I TPDR. Examples of message entries are indicated by bold type. Category II TPDR are generally responded to by letter.

NOTE

Use of "MINIMIZE CONSIDERED" shall be in accordance with NTP–3 (NOTAL).

a. Precedence: ROUTINE

b. From/To Blocks. Complete these blocks as indicated below:

FM FST//Code// To Report Originator//Code// AIG FOUR TWO THREE//
AIG ZERO SEVEN SIX TWO TWO//
AIG ONE ONE TWO//
AIG SEVEN SIX TWO ZERO//
AIG FOUR TWO ZERO//

c. Information Addressee Block. Include the appropriate information addressees. See paragraph 4.6.15c.

d. Message Security Classification Block. Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E) (NOTAL); however, every attempt should be made to employ UNCLAS to expedite routing.

e. Subject Block. Enter the information listed:

SUBJ INTERIM/FINAL TPDR CATEGORY I RESPONSE

f. List the applicable references using an alpha designator starting with "A" as indicated below:

REF/A/Originators DTG–RCN//
REF/B/DOC/OPNAVINST 8000.16A/1MAY01//
REF/C/DOC/Other references as applicable (such as Technical Manual Number)//

g. The entries defined below respond to the technical entries submitted on the original TPDR. Each is prefaced by an assigned line number as shown on the following page.

(1) On line 1, enter the technical manual title, section, and page.

(2) On line 2, state interim or closing action

(e.g., rapid action change in process and will be distributed by (give day–month–year).

(3) On line 3, enter the point of contact, title, code, and DSN.