



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:
StaO 4790.24A
3SAR
21 MAY 2003

STATION ORDER 4790.24A

From: Commanding Officer
To: Distribution

Subj: TECHNICAL PUBLICATIONS LIBRARY (TPL) OPERATIONS AND
RESPONSIBILITIES

Ref: (a) OPNAVINST 4790.2H
(b) NAVAIR 00-25-100
(c) OPNAVINST 5510.1
(d) Monthly Maintenance Plan
(e) Current Technical Directive programs

Encl: (1) Technical Publications Order/Deletion Form

1. Purpose. This Program is promulgated to clarify management responsibilities and operational procedures for the Central Technical Publications Libraries (CTPL) in Search and Rescue (SAR).

2. Cancellation. StaO 4790.24.

3. Background. Due to the complexity of modern aircraft and supporting equipment and components, the technical manuals have become indispensable in achieving system and equipment effectiveness and aircraft readiness. Therefore, a progressive technical publications program must be established to ensure adequacy, and usability of technical manuals within SAR.

4. Action/Responsibilities

NOTE

The Quality Assurance Division is responsible for the development, establishment, and operation of CTPL services in support of the maintenance activity

a. Quality Assurance Officer (QAO) shall:

(1) Be assigned in writing by the Commanding Officer.

(2) Ensure procedures are established for maintaining a CTPL, including a master file and all publications necessary to complete the assigned functions of Search and Rescue.

21 MAY 2003

(3) Ensure local procedures are established for requisitioning, receiving, screening, reviewing, and distributing all incoming technical publications and directives.

(4) Ensure control functions are established for all Dispersed TPL.

(5) Ensure a training program for all assigned library personnel, included dispersed librarians, is established.

(6) Ensure a program is developed and maintained for classified technical data receipt, storage, and, disposition.

(7) Ensure an auditing program is established to, at a minimum, audit the Central Technical Publication Librarian (CTPL) annual and the DTPL quarterly.

(8) Ensure an effective audit document, in a checklist format, is developed to monitor TPLs.

(9) Ensure Technical Directives (TDs) are screened, and distributed to appropriate work centers.

b. CTPL NCOIC shall:

(1) Be designed in writing by the Search and Rescue QAO per reference (a) and (b).

(2) Be responsible to the QAO for the management of the CTPL, to include the DTPL Librarian.

(3) Maintain a central master file of all technical publications, commercial manuals and TDs.

(4) Establish procedures for requisition, receiving, screening reviewing, and distribution of all incoming technical publications and directives.

(5) Conduct quarterly audits of DTPLs using the computerized Self Evaluation Checklist in conjunction with work center audits conducted by Quality Assurance /Analysis (QA/A).

(6) Conduct training quarterly or as necessary for all librarians.

(7) Maintain the program established for handling of classified technical data.

c. Work center supervisor shall:

(1) Be responsible for the proper storing, updating, and availability of all technical publications required by the work center.

21 MAY 2003

(2) Assign in writing dispersed librarians, primary (Pri) and an Alternate (Alt) to maintain the work center's DTPL.

(3) Approve all request for additional manuals, change requirements, and replacement manuals per enclosure (1). Ensure dispersed libraries maintain only the required number of copies of applicable publications on hand.

(4) Ensure the librarian maintains a Master Listing (ML) of all publications in the dispersed library.

(5) Ensure the work center supervisor maintains a turn-over folder/jacket to enhance management of the DTPL and aid the Alt librarian during periods of absence by the Pri librarian.

(6) Ensure librarians, to include Alt, attend the Quarterly Training provided by the CTPL as scheduled in reference (d).

(7) A complete library inventory shall be accomplished by the CTPL and librarian, in the event a work center supervisor is replaced.

d. DTPL Librarian shall:

(1) Maintain the DTPL as per reference (b).

(2) Ensure all publications held within the work center are maintained in a state of good repair and orderly appearance.

(3) Maintain a complete listing of all technical publications and maintenance requirements.

(4) Ensure CTPL is notified of any changes to the library, and the Master Index is updated as changes are made.

(5) Ensure that all changes to publications are incorporated per reference (b).

(6) Incorporate routine changes into publications within five working days of receipt from the CTPL.

(7) Incorporate Type IA, IB, and Rapid Action Changes (RACs) within three working days of receipt from CTPL.

(8) Ensure a complete and accurate inventory of the DTPL is available to the CTPL Supervisor at the time of the scheduled quarterly DTPL audit.

(9) Submit all requests for additional publications, change requirements, and replacements, and manuals to the DTPL via the work center supervisor.

21 MAY 2003

(10) Attend the Quarterly TPL training provided by the CTPL NCOIC as scheduled.

(11) Ensure no publications in the DTPL leave the work center without being checked out.

e. Management of the CTPL

(1) The Naval Air Technical Service Facility (NATSF) Automatic Data Processing (ADP) TPL program, will be used to control all publications manage by CTPL.

(a) Technical Publication ADP entries shall be placed in a "dead file" when the publication has been removed from CTPL.

(b) Dead file listing shall be maintained for one year.

*****NOTE*****

Classified Publications are maintained by Station Classified Material Control (CMCC) and will not be maintained in SAR.

(2) If a classified publication document is received through the mail it will be delivered to station CMCC immediately.

(3) Storage procedures for publications in the Central Library will be at the discretion of the QA/A Supervisor. Primary emphasis must be on ready accessibility of publication to the user.

(4) CTPL will be audited annually. This audit will consist of a total inventory verification.

(a) All Publications controlled by the CTPL will be current.

(b) Basic technical publication guidelines will be complied with.

(5) CTPL will maintain an automated Historical Requisition Listing (HRL) Requisition and track document status.

(6) All requests for additional publications, change requirements, and replacement manuals will be processed as follows:

(a) When a DTPL of a work center has determined a need to order or delete a publication, the CTPL will compile the request from enclosure (1) into a message format for transmittal. Once all request are processed by the TPL, a document number will be transcribed from the message onto enclosure (1) and returned to the DTPL.

(b) The CTPL will generate the HRL in order for DTPLs to verify outstanding documents.

21 MAY 2003

(c) Periodically, the CTPL will reconcile his/her Master HRL held by the DTPL Librarian.

(d) Upon receipt of requisitioned publication, the CTPL will initiate Change Entry Certification Records, and attach them to the incoming publications and issue them to the respective work center.


J. J. COONEY

DISTRIBUTION: SPL
SAR (10)

21 MAY 2003

TECHNICAL PUBLICATIONS LIBRARY ORDER/DELETION FORM

(check one) Replacement New Additional Deletion

Work Center _____ NCOIC Signature _____

NAVAIR Number _____ NSN _____

Title _____ Number of copies _____

Requisition number _____

(check one) Replacement New Additional Deletion

Work Center _____ NCOIC Signature _____

NAVAIR Number _____ NSN _____

Title _____ Number of copies _____

Requisition number _____

(check one) Replacement New Additional Deletion

Work Center _____ NCOIC Signature _____

NAVAIR Number _____ NSN _____

Title _____ Number of copies _____

Requisition number _____

(check one) Replacement New Additional Deletion

Work Center _____ NCOIC Signature _____

NAVAIR Number _____ NSN _____

Title _____ Number of copies _____

Requisition number _____

ENCLOSURE (1).