

Technical Instruction 010
Reference Statement of Work: Paragraph 2.12

Tasks:

- The contractor shall review all changes and material in the baseline technical manual affected by the changes by for grammar, punctuation, spelling and usage, and flag any apparent technical omissions or inconsistencies and bring these to the attention of the technical point of contact (TPOC) for resolution.
- The contractor shall process and embed graphical elements such as photographs, charts, graphs and drawings.
- The contractor shall format the technical manual in accordance with instructions provided under Section **Error! Reference source not found., Error! Reference source not found..**
- The contractor shall conduct a quality assurance review of the technical manual.
- The contractor shall maintain electronic back-up files for all manuals, including draft versions and related administrative documentation.
- The contractor shall convert the review draft and completed manual from its Microsoft (MS) Office file format to that of Adobe Acrobat portable document format (PDF) and prepare a master CD of the manual for archiving, duplication, printing and distribution (as required).
- Note: The contractor cannot provide paper copies in quantity to support final distribution of the technical manual. DoD agencies must order paper copies from DLA's Document Automation and Production Service (DAPS) via DD Form 282.

Deliverables.

- a. Following initial submission of all changes to the base document, the contractor shall incorporate the changes in the baseline electronic file, perform the editorial and format review as indicated in Section **Error! Reference source not found., Error! Reference source not found.**, and subsequently provide the technical point of contact (TPOC) with a review draft in portable document format (PDF).
- b. The Government shall exercise a period of review during which final comments will be collected. These will be submitted to the contractor for incorporation and the contractor will update the current electronic files, convert the document to PDF and submit it to the TPOC as the final deliverable product.

No.	Tasks & Deliverables
1	NAVAIR 11-75A-92, <i>Technical Manual Aircraft Rocket Systems 2.75-inch and 5.0-inch.</i>

Conditions:

This TI is not intended to (1) assign work not covered by the scope of the task order; (2) direct a change as defined in the clause entitled "Changes"; (3) increase or decrease the estimated contract cost, the fixed or award fee, the fixed price, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions, or specifications of the Master Contract and/or Task Order. In the event you consider these requirements to represent a change for which you are entitled to an equitable adjustment, you are to comply with the requirements of the "Changes" clause of the contract and resolution from the Government Contracting Officer must be obtained prior to proceeding with this effort.

Technical Point of Contact:

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