



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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StaO 4790.24
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14 DEC 1988

STATION ORDER 4790.24

From: Commanding Officer
To: Distribution List

Subj: TECHNICAL PUBLICATIONS LIBRARY (TPL) OPERATIONS AND
RESPONSIBILITIES

Ref: (a) OPNAVINST 4790 .2G
(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. 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, accuracy, and usability of technical manuals within SAR.

3. 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 as the officer.

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

14 DEC 1988

(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 (DTPL).

(5) Ensure a training program for all assigned library personnel, including 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) annually 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 designated in writing by the Search and Rescue QAO as per references (a) and (b).

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

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

(4) Establish procedures for requisitioning, receiving, screening, reviewing, and distributing 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 as necessary for all librarians.

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

14 DEC 1988

c. Work Center Supervisor shall:

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

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

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

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

(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 work center supervisor is replaced.

d. DTPL 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 Requirement Cards (MRC) Deck held by the work center. This listing will be maintained in a binder labeled as "Master Index".

(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 5 working days of receipt from the CTPL.

StaO 4790.24

14 DEC 1998

(7) Incorporate Type IA, IB, and Rapid Action Changes (RACs) within 2 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 scheduled quarterly DTPL audit.

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

(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 Services Facility (NATSF) Automatic Data Processing (ADP) TPL program will be used to control all publications managed by CTPL.

(a) Technical Publications 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 Center (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 left to 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.

14 DEC 1998

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

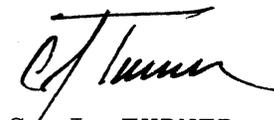
(6) All requests for additional publications, changes requirements, and replacement manuals will be processed as follows:

(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 message format for transmittal. Once all requests 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.

(c) Periodically, the CTPL will reconcile his/her Master HRL with the 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 centers.



C. J. TURNER

DISTRIBUTION: SPL
SAR (10)

14 DEC 1998

SEARCH AND RESCUE DIVISION
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 _____