

## DEPARTMENT OF THE NAVY

COMMANDER, OPERATIONAL TEST AND EVALUATION FORCE  
7970 DIVEN STREET  
NORFOLK, VIRGINIA 23505-1498

COMOPTEVFORINST 3511.1C  
Code 53  
MAR 3 1997

### COMOPTEVFOR INSTRUCTION 3511.1C

Subj: AIRCRAFT TACTICAL MANUAL (AIRTACMAN) PROGRAM

Ref: (a) NWP-1-01  
(b) Military Specification for Aircraft Tactical  
Manuals, MIL-M-81834A(AS)  
(c) Navy Tactical Support Activity Style Guide  
(NTSA-ED-10-1 (REV D))  
(d) AIRTACMAN Model Manager Handbook (May 92)

Encl: (1) Designated Responsibilities for Current Aircraft  
(2) Projected AIRTACMAN Conference Schedule  
(3) Tactical Manual Review Conference Procedures  
(4) Tactical Manual Change Procedures  
(5) POA&M Checklist

1. Purpose. To provide procedures for the management of the Aircraft Tactical Manual (AIRTACMAN) Program that encompass the NWP 3-22.5 series (formerly NWP 55 series) publications and to set forth procedures by which AIRTACMANs shall be prepared and updated.

2. Cancellation. COMOPTEVFORINST 3511.1B.

3. Discussion

a. COMOPTEVFOR is designated by reference (a) as the Primary Review Authority (PRA) for the NWP 3-22 (AIRTACMAN) series publications. The PRA is responsible for developing, coordinating reviewing and maintaining assigned publications. Per reference (a), Naval Doctrine Command (NDC) has authorized COMOPTEVFOR (AIRTACMAN PRA) to delegate same PRA responsibilities to subordinate commands serving as AIRTACMAN Model Managers (MM) (AIRTEVRONS ONE, NINE and NINE Det PT MUGU). PRA responsi-

bility for publications whose MMs are outside the chain of command is retained by COMOPTEVFOR headquarters (Code 50).

b. Wide and rapid dissemination of current and effective tactics is essential, as weapons systems evolve in capability and as new weapons systems are introduced to the fleet. The AIRTACMAN series is the primary method of fulfilling this need for naval aviation. The MM for each aircraft type designated in enclosure (1) is responsible for developing, collecting, and evaluating tactical information and using it to devise the best means of employing current weapon systems. These "best means" are the tactics the fleet must use to maximize the warfighting effectiveness of its aircraft. Tactics information, updated as necessary, is incorporated into the appropriate AIRTACMANs at intervals not to exceed 2 years, and more frequently if needed.

c. Aircraft for which there are currently published AIRTACMANs are listed in enclosure (1). AIRTACMANs may be prepared for other aircraft, as directed by the NDC.

4. Responsibilities. Per reference (a), designated activities have key roles in determining the success of the AIRTACMAN program. These activities and their attendant responsibilities are addressed below.

a. OPNAV

(1) The AIRTACMAN program is under the cognizance of the Director Air Warfare (N88). The Head, Aviation Plans and Programs (N880) is the AIRTACMAN program manager.

(2) Technical Cognizance Office (TCO). Aircraft Resource Sponsors at N-880 are the TCO for their respective platform's AIRTACMAN (See Enclosure (1)). TCO responsibilities include:

(a) Program sufficient funding for AIRTACMAN development.

(b) Ensure technical accuracy of AIRTACMAN.

(c) Review the technical content of all new material prior to publication.

(d) Coordinate with NDC and the PRA in authorizing and supporting the start of new publications and modification of existing publications in support of fleet requirements.

(e) Maintain direct liaison with Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) and its field activities regarding the AIRTACMAN program.

(f) Assign the Technical Review Authority (TRA) agency/command (usually NAVAIR) who will provide or validate the technical information associated with AIRTACMANS.

b. Commander, Naval Doctrine Command

(1) NDC is responsible to CNO for the development, evaluation and dissemination of Naval doctrine.

(2) Approves additions and deletions of publications in the NWP library.

(3) Directs the review of new or revised material for NWPs and promulgates key milestones for the review of AIR-TACMANS.

(4) Serves as program coordinator for the Tactical Development and Evaluation program.

(5) Assigns PRA responsibilities.

c. Commander, Operational Test and Evaluation Force

(1) COMOPTEVFOR acts as overall AIRTACMAN Program PRA, manages the AIRTACMAN program per references (a) through (d) under cognizance of NDC, and represents the CNO on operational matters at AIRTACMAN conferences.

(2) COMOPTEVFOR, in conjunction with the MM, is responsible for scheduling, convening, and providing representation in support of preliminary and final AIRTACMAN review conferences.

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(3) COMOPTEVFOR is the approval authority for urgent change recommendations to tactics and procedures in AIRTACMANs. Urgent change recommendations include urgent change messages and documentation pertaining to issues that require attention prior to the next AIRTACMAN review conference.

(4) COMOPTEVFOR will recommend key milestones in support of AIRTACMAN development and/or review.

(5) COMOPTEVFOR will coordinate with NDC to initiate a (1) review of an existing AIRTACMAN, or (2) development of a new AIRTACMAN. In addition to those items specified in reference (a), NDC-released AIRTACMAN Program Directives (PD) will include proposed conference schedules (preliminary and final).

(6) COMOPTEVFOR assigns MM responsibilities.

(7) COMOPTEVFOR, supported by NTSA, shall conduct training for MM agents and other AIRTACMAN program managers on support personnel. The COMOPTEVFOR representative will sign the Record of Approved Changes at the conclusion of the final AIRTACMAN review conference to authorize model manager agents (MMA) to produce and distribute the conference report.

d. PRA duties which may be delegated by COMOPTEVFOR to the MM for the assigned AIRTACMANs include:

(1) Schedule, convene, and represent COMOPTEVFOR in support of preliminary and final AIRTACMAN review conferences.

(2) Approval of the conference report by certifying that all change items in the record are correct and approved on behalf of the PRA for incorporation into the reviewed publication(s).

(3) Promulgation of interim changes.

e. AIRTACMAN MM

(1) The MM for each AIRTACMAN is the Commanding Officer of the command designated in enclosure (1). The CO may desig-

nate another officer within his command as the MMA to carry out the program on his behalf. (The name and telephone number of the MMA shall be passed to NDC and NTSA for listing in the AIRTACMAN Status Report (NTIC series CD ROM)).

(2) Carry out such PRA duties as are delegated by COTF in par. 4d above (applies to VX-1, 9 and 9 Det Pt Mugu only).

(3) Select from all alternatives the tactics which will maximize the warfighting capability of the assigned aircraft.

(4) Solicit TRAs and Coordinating Review Authorities (CRA) for tactical and technical information for AIRTACMAN review.

(5) Coordinate recommended changes received from CRAs and coordinating commands (CC) and forward a detailed agenda of recommended changes to concerned commands and the conference participants at least 30 days prior to the final review conference.

(6) Propose recommended changes for assigned AIRTACMANs.

(7) Approve changes and interim changes for AIRTACMANs.

(8) Ensure the proper security classification of each AIRTACMAN publication.

f. Model Manager Agent

(1) Serve as single POC for the development and maintenance of the assigned AIRTACMAN(s).

(2) Collect the recommended change items and produce an agenda package for review and approval at a review conference.

(3) Chair and conduct AIRTACMAN review conferences as required.

g. Director, Navy Tactical Support Activity

(1) Performs the following duties for Naval Air Technical Services Facility (NATSF):

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(a) Acts as the NATSF-assigned Technical Manual Cognizant Field Activity for AIRTACMAN publications.

(b) Maintains the camera-ready copy and magnetic media for assigned AIRTACMAN publications.

(c) Produces the camera-ready copy for changes to assigned AIRTACMAN publications from the approved changes received from the PRA.

(d) Assists NATSF in the preparation of distribution lists for new AIRTACMAN publications and coordinates their development with the AIRTACMAN PRA and MM.

(2) In addition to the above, NTSA:

(a) Assists COMOPTEVFOR in conducting AIRTACMAN MM/MMA Training.

(b) Advises the MM/MMA on matters regarding the optimal conduct of review conferences and preparation of the review conference record.

(c) Represents NDC at AIRTACMAN review conferences on matters regarding AIRTACMAN publication organization and layout requirements.

(d) At review conferences, review requirement ensures that each proposed change item is complete as written (ready for incorporation by the editorial cognizant organization) following its approval for incorporation in the conference record.

(e) Maintains the AIRTACMAN interim change serial file and, upon request, provides interim change numbers to COMNAVAIRSYSCOM or THE PRA.

(f) Publishes a report of all current AIRTACMANs, to include:

- Assigned AIRTACMAN programs POCs

- Current editions of each AIRTACMAN publication (latest revision, changes, and interim changes)
- Publication update and production status

h. FRS, TYCOMS, and Contributing Commands. FRS and TYCOMS can serve as Coordinating Review Authority (CRA) for AIRTACMANS when directed by NDC/PRA. CRACC responsibilities include:

(1) Coordinates submission of change recommendations from within his command for consideration at AIRTACMAN review conferences as appropriate.

(2) Review all recommended changes to assigned NWP's. Determine if recommended changes require immediate action vice delay until next review conference.

(3) Recommend (to NTSA) changes to AIRTACMAN Automatic Distribution Requirements Lists (ADRL).

i. COMNAVAIRSYSCOM

(1) COMNAVAIRSYSCOM is responsible to the CNO for the following mandatory parts of AIRTACMANS and promulgates changes thereto:

- (a) Aircraft operating limitations
- (b) Stores limitations
- (c) Weapons fuzing
- (d) Minimum arming time criteria
- (e) Minimum safe release altitudes for fragment avoidance.

(2) Additional responsibilities include:

(a) Funding for the support, preparation, and publication of AIRTACMANS.

(b) Providing aircraft comparison tables.

j. Commanding Officer, Naval Air Technical Services Facility (NATSF)

(1) Manages the NAVAIR technical publications program including:

(a) Assignment of NAVAIR technical manual publication support responsibilities.

(b) Administration of contracts for aircraft prime contractor support of publication review and production.

(c) Providing for printing and distribution of AIR-TACMANs.

(2) Maintains ADRLs for all NAVAIR publications.

k. Fleet Units

(1) Forward change recommendations.

(2) Maintain current unit ADRLs with NATSF for all required AIRTACMANs.

5. Administrative Procedures

a. AIRTACMAN review conferences will be prepared for and conducted under the plan provided in enclosure (3).

b. Change recommendations to AIRTACMANs will be submitted per enclosure (4).

c. Agencies having specific rights and responsibilities within the AIRTACMAN revision process will utilize the Plan of Action and Milestone (POA&M) checklist provided in enclosure (5).

d. Content and format for AIRTACMANs will be per references (b) and (c).

//S//  
V. L. TOALSON  
Deputy

Distribution:

CNO (N880)  
CMC  
CINCLANTFLT  
CINCPACFLT  
CINCUSNAVEUR  
COMNAVAIRSYSCOM  
COMNAVAIRLANT  
COMNAVAIRPAC  
COMMARFORPAC  
COMMARFORLANT  
COMNAVAIRRESFOR  
COMMARFORRES  
COMNAVAIRWARCENACDIV Patuxent River MD  
NTIC  
NAVAIRTECHSERVFAC  
NAVTACSUPPACT  
NAVAIRWARCENACDIV Warminster PA  
NAVAIRWARCWPNSDET Albuquerque NM  
NAVSAFECEN  
NAVSTKWARCEN Fallon NV  
NAVFTRWEPCOL Fallon NV  
AIRTEVRON ONE  
AIRTEVRON NINE  
AIRTEVRON NINE DET PT MUGU  
MAWTS ONE  
CARAEWPNSCOL  
HELSUPPRON TWO  
HELSUPPRON THREE  
AMCM WPNS SYS TRNG SCOL  
HMX ONE

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DESIGNATED RESPONSIBILITIES FOR CURRENT AIRCRAFT

<u>AIRTACMAN</u>	<u>AIRTACMAN MODEL MANAGER</u>	<u>TOC</u>
AIR ASW TACAID	VX-1	N880G7
AIR ASW SUPPLEMENT	VX-1	N880G7
S-3	VX-1	N880E2
P-3	VX-1	N880E1
SH-60B	VX-1	N880E3
SH-60F	VX-1	N880E4
HH-60H	VX-1	N880__
A-6E(note 2)	VX-9	N880D2
AV-8	VX-9	N880F2
F/A-18A/B/C/D F/A-18C/D	VX-9	N880D1
EA-6B	VX-9	N880C3
F-14A/B/C F-14D	VX-9 DET	N880C1
Note 1 applies to above AIRTACMANs		
ASH	MAWTS-1	N880F3
AH-1	MAWTS-1	N880F4
KC-130	MAWTS-1	N8802G
UH-1	MAWTS-1	N880F3
CH-46	MAWTS-1	N880F3

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AIRTACMAN	AIRTACMAN MODEL MANAGER	TCO
CH-53	MAWTS-1	N880F3
E-2C	CARAEWPNSCOL	N880C2
V-22	HMX-1	N880F1
AMCM TACAID	AMCMWEPSTRNGSCOL	N880H
SAR TACAID (note 3)	HC-3 (JAN 97)	N889K
SH-2 (note 4)	COMNAVRESFOR	N880E3
SH-3 (note 5)	HC-2 (OCT 96)	N880E4

NOTES:

1. VX-1/9/9 DET commanding officers assume delegated PRA/COMOPTEVFOR responsibilities.
2. A-6 AIRTACMAN to be canceled upon decommissioning of last active squadron.
3. Due to HS-1 decommissioning, HC-3 to assume MM duties JAN97.
4. COMNAVRESFOR assumes delegated PRA responsibility for SH-2. SH-3 FRS, HC-2 will assume MM duties (OCT96)

<b>AIRTACMAN</b>	<b>96</b>	<b>97</b>	<b>98</b>	<b>99</b>	<b>00</b>
AIR ASW TACAID	AUG		AUG		AUG
AIR ASW SUPPLEMENT	TBD				
S-3		FEB		FEB	
P-3		APR		APR	
SH-60B		APR		APR	
SH-60F	FEB	SEP		SEP	
HH-60H	FEB	SEP		SEP	
A-6E	N/A				
AV-8		DEC		DEC	
FA-18	FEB		FEB		
EA-6B	OCT		OCT		
F-14A/B	TBA				
F-14D	DEC		DEC		
ASH	TBA				
AH-1	SEPT		SEPT		
KC-130	AUT		AUG		
UH-1N	JUL		JUL		
CH-46	AUG		AUG		
CH-53	AUG		AUG		
E-2C	JAN		JAN		
V-22	TBA				
AMCN TACAID	JUN		JUN		
SAR TACAID	TBA				
SH-2	TBA				
SH-3	TBA				

Encl (2)

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## TACTICAL MANUAL REVIEW CONFERENCE PROCEDURES

1. General. To maintain an effective AIRTACMAN, frequent review and updating of the tactics and procedures is necessary. The AIRTACMAN review conference is the primary means of performing this function. The following procedures ensure that maximum benefit is realized from these review conferences through careful preparation and professional execution.

2. Responsibility. COMOPTEVFOR shall schedule AIRTACMAN review conferences on a 2-year cycle unless circumstances dictate otherwise.

### 3. Scheduling

a. COMOPTEVFOR shall determine the need for a conference, and after consultation with the MM and NTSA, will provide the necessary information to NDC in promulgation in an AIRTACMAN PD (see appendix A for example) to all concerned. In making this determination, COMOPTEVFOR will consider:

(1) The number, size and importance of routine change recommendations held by the MM.

(2) The number and size of interim changes promulgated since the latest revision or change was issued.

(3) The effect of major aircraft modifications on tactics or weapons delivery procedures.

(4) Assignments of new missions or changes to the basic mission.

(5) The time elapsed since the last AIRTACMAN review conference.

(6) Recommended dates for the AIRTACMAN review conference.

b. The following sequence of events shall occur in preparing for the AIRTACMAN final review conference.

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(1) -180 Days. Once it is decided that a formal AIRTACMAN review conference is necessary, COMOPTEVFOR and the MM will prepare and forward an AIRTACMAN PD for NDC release. The PD will identify: (1) subject of NWP, (2) target audience, (3) PRAs, CRAs and TCOs, (4) schedule for review (include projected conference dates), (5) funding and manpower support, (6) NWP number. The AIRTACMAN PD officially tasks the PRA/MM/MMA to review the subject NWP. The AIRTACMAN MM/MMA is responsible for executing the review schedule as per the PD.

(2) -150 Days. The MM will coordinate with COMOPTEVFOR, NTSA, appropriate COMNAVAIRSYSCOM field activities, other cognizant agencies, and key fleet personnel in determining a time frame and location most convenient to all participants for convening a preliminary conference. (For aircraft types with fleet squadrons located on both coasts, two preliminary conferences should be scheduled.) Once the preliminary conference dates have been established, the MM, in conjunction with COMOPTEVFOR, will draft and release a convening message announcing the dates for the event as well as the month in which the final AIRTACMAN review conference is planned. Announcement of the preliminary conference shall be made to all major aviation commands employing the aircraft and at a minimum the Chief of Naval Operations (CNO N880); Commander, Operational Test and Evaluation Force (COTF 50); Navy Tactical Support Activity Washington DC (NAVTACSUPPACT WASH DC code 60); Commander, Naval Air Systems Command (COMNAVAIRSYSCOM); Commander, Naval Air Warfare Center Aircraft Division (COMNAVAIRWARCENACDIV) Patuxent River, MD; Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Warminster, PA; Naval Air Warfare Weapons Detachment (NAVAIRWARCWPNSDET), Albuquerque NM; and the Naval Air Technical Services Facility (NAVAIRTECHSERFAC). (Where Marine Corps employment of the aircraft is involved, the announcement shall include the Commandant of the Marine Corps (CMC) and the Commanding General, Marine Corps Combat Development Center (CG MCCDC)). The announcement will use the format of Appendix B and shall include (1) the dates and location of the conference; (2) a request for names, grades, social security numbers, and clearances of the attendees; and (3) a date no less than 10 days prior to the preliminary conference by which agenda items are desired by the MM. Particular care should be given by the MM as

to the scope of technical/intelligence revisions which may be required in the AIRTACMAN and that appropriate COMNAVAIRSYSCOM field activity personnel, as well as personnel from other cognizant agencies (e.g., NTIC), are invited to attend the preliminary conference. Early involvement of the technical/ intelligence support personnel will reduce the possibility of critical data not being completed by the copy freeze date.

(3) -90 Days. After release of the preliminary conference convening message, the MM shall make preparations for conducting the preliminary conference. The purpose of the preliminary conference is to determine and assign responsibility for the preparation of long lead-time items and to consolidate and formalize the agenda in preparation for the AIRTACMAN final review conference. A properly prepared, professionally coordinated and well attended preliminary conference will permit the formal tasking (by message) and timely completion of long-lead technical/intelligence requirements by NTIC and COMNAVAIRSYSCOM field activities. It will also reduce the scope of the AIRTACMAN review conference to essentially a voting forum for fleet submitted agenda items, and will ensure delivery of a high quality conference report to NTSA for production of the camera-ready copy at the conclusion of the AIRTACMAN final review conference. Completed agenda items derived from the preliminary conference(s) shall be compiled by the MM and distributed to all concerned at least 30 days prior to the AIRTACMAN final review conference. Within 10 days after the conclusion of the last preliminary conference, the MM shall identify via message (Appendix C) the technical/intelligence data required in support of the changed or revised AIRTACMAN. The MM shall also request that COMNAVAIRSYSCOM relevant field activities and other cognizant agencies ensure technical data for insertion into the changed or revised AIRTACMAN is ready not later than the conclusion of the final review conference.

(4) -60 days. A message announcing the date and location of the AIRTACMAN final review conference shall be prepared and released by the MM in the format of Appendix D. For MM commands outside the COMOPTEVFOR chain-of-command, the COMOPTEVFOR PRA representative (if feasible) will assist the MM in conducting the AIRTACMAN final review conference. MMs may choose the location and host activity for the AIRTACMAN final

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review conference (note: COMOPTEVFOR Headquarters in Norfolk, VA is available for MM use if desired.) If the final conference is to be held at COMOPTEVFOR, the COMOPTEVFOR PRA representative will assist the MM as necessary in preparing for the AIRTACMAN final review conference. Efforts will include at a minimum: arranging for clerical assistance, reservation of conference rooms, and billeting.

(5) -30 Days. The MM shall produce and mail copies of the agenda for the AIRTACMAN final review conference (Appendix E) to all concerned commands and attendees.

(6) -7 Days. MM/MMA assemble all necessary reference material and prepare any worksheets or handouts.

(7) Review Conference (0 to +5 days). Attendance at the AIRTACMAN final review conference shall normally be restricted to participants who have attended a preliminary conference. Waivers to this requirement shall be requested and approved by the MM in advance. NTSA shall provide technical expertise to assist the MM in preparing the review conference report. Procedures for conducting the AIRTACMAN Final Review Conference are delineated below:

(a) The AIRTACMAN MMA shall act as chairman of the conference. The chairman shall establish the work schedule and general organization of the review, and conduct the proceedings.

(b) Careful planning on the part of the AIRTACMAN MM/MMA is the key to a successful and efficiently conducted AIRTACMAN review. Sufficient space for general sessions and for committee meetings, as required should be reserved. Appropriate reference material, extra copies of the manual being reviewed, and the agenda should be available.

(c) Discussion should be free and relatively informal. However, the chairman shall exercise his authority to discontinue a discussion when it is no longer productive, call for a vote, defer the agenda item pending receipt of additional information, or refer it to a committee for further study. Agenda items may be introduced in any logical sequence. A record shall be kept of the agenda items discussed and the resulting decisions.

(d) The copy freeze date (see discussion in par. (8) below) should be established and agreed upon by the MM, NTSA, and COMOPTEVFOR representative and acknowledged by the organization producing the camera-ready copy.

(8) Conference Report (+6 to +30 days). Based on the AIRTACMAN final review conference record, the AIRTACMAN MM/MMA will prepare and forward a final report. The report will include at a minimum:

(a) Forwarding letter (see appendix F) from MM to NTSA via COMOPTEVFOR.

(b) List of conference attendees

(c) Record of proposed changes, includes:

1) Cover letter (see appendix G) signed by MM/MMA and the COMOPTEVFOR representative (if the manual involves a production aircraft, then the prime contractor who is responsible for the camera-ready copy will also sign the report). It will establish the AIRTACMAN copy-freeze date which should coincide with the conclusion of the AIRTACMAN final review conference. The purpose of the copy-freeze date is to finalize those changes or revisions to the AIRTACMAN discussed and proposed by the review conference attendees. Material not available for inclusion in the AIRTACMAN at the conclusion of the conference will be deferred and considered for processing as a change at a later date or held by the MM for the next review conference. If an agenda item is still in work by the end of the conference, the MM/MMA may extend the copy-freeze date beyond the last day of the conference, but by no more than 30 days.

NOTE: If more than one tactical publication requires change or revision (e.g. pocket guides, TACAIDS, other volumes, etc.), a

determination will be made at the AIRTACMAN final review conference as to the desired completion order of the publications. The completion order will be stated in the cover letter to the proposed changes

(2) Record of proposed changes. The NTSA "changes" program located on the NTIC series CD-ROM shall be used unless waived by NTSA.

(d) Disposition of the Conference Report. The MM/MMA will prepare an original and one copy of the review conference report. The original review conference report will be sent to NTSA via COMOPTEVFOR (with COMOPTEVFOR endorsement (see appendix H)). The copy will be sent to the aircraft/editorial contractor as applicable.

(9) +1 to +5 months. NTSA editing and production, MM final review and approval, incorporation of final corrections.

(10) +6 to +8 months. Printing, publishing, and distributing manual and CD-ROM.

4. AIRTACMAN Publication Procedures. Procedures for the production of AIRTACMANs are essentially the same for both in and out-of-production aircraft. The production effort consists of editing, graphics, word processing proofreading, layout, quality assurance and indexing. Accomplishment of the production function differs only with the agency (commercial or governmental) which produces the camera-ready copy after the review conference. The timeliness of the production effort has historically been directly related to the quality of the proposed AIRTACMAN changes resulting from the AIRTACMAN final review conference. When production delays have occurred, they have been attributable to incompleteness or late introduction of new data during the AIRTACMAN production process. Such events are counterproductive to the timeliness of the AIRTACMAN review process and, upon discovery by the production agency, shall be reported by naval message or faxed memo to COMOPTEVFOR.

5. Pre-Publication Review. When the changed or revised AIRTACMAN has been completed and is ready for the pre-publication review, NTSA shall advise both COMOPTEVFOR and the MM by message or faxed memo, Appendix I). The MMA will travel to NTSA, perform the pre-publication review, and shall advise COMOPTEVFOR when the review is completed. Pre-publication reviews are designed to provide the MMA with an opportunity to ensure AIRTACMAN changes as intended by the review conference are

incorporated into the publication. The pre-publication review shall not be used to make additional changes to the publication without prior approval of COMOPTEVFOR.

6. Printing and Distribution. Upon satisfactory completion of the review, NTSA will incorporate the Letter of Promulgation (LOP), signed by Commander, Naval Doctrine Command or N880, into the appropriate publication and deliver the changed or revised AIRTACMAN to Defense Publication and Printing Service Office (DPPSO) for printing, and subsequent distribution to the fleet. NTSA will advise COMOPTEVFOR and the MM/MMA upon delivery. Revisions/changes will be distributed in paper copy (IAW ADRLs) and on CD-ROM.

7. Training. Personnel to be designated by the MMAs and the PRA action officer at COMOPTEVFOR shall attend a MMA qualification training course prior to assuming their duties. This requirement can be satisfied through attendance at a one day MMA training course conducted at NTSA or at COMOPTEVFOR Headquarters. It will be the responsibility of the MM to notify COMOPTEVFOR of the need for MMA training. COMOPTEVFOR will schedule this training with NTSA as soon as possible after notification. To ensure that the integrity and continuity of the program is not compromised, individuals assigned as MMAs should, as minimum, oversee their programs from the preliminary conference to the pre-publication review. Similarly, turnover between MMAs should be scheduled by the MM to occur before or coincide with the first AIRTACMAN preliminary conference in that cycle.

8. Funding. Travel and per diem expenses incurred in support of the aircraft AIRTACMAN program are funded from the annual operating budgets of commands providing representation. There is no OPNAV, COMNAVAIRSYSCOM, or COMOPTEVFOR funding available for this purpose. Cost associated with travel to AIRTACMAN preliminary, final review, and training conferences have traditionally represented the bulk of these expenses. In order to evaluate the monetary impact of the aircraft AIRTACMAN program as justification for dedicated funding support for the program in the future, program participants are encouraged to document AIRTACMAN expenses to the supporting Operating Target (OPTAR) holder, AIRTEVRONS 1, 9 and 9 Det and COMOPTEVFOR personnel will ensure that such expenses, including travel, are properly reported to COMOPTEVFOR's Comptroller.

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TACTICAL MANUAL CHANGE PROCEDURES

1. General. To remain current and effective AIRTACMANs require inputs from many sources. Anyone in the naval establishment who notes an error or who has developed more effective tactics should submit a change recommendation, in accordance with procedures established in reference (a).

Note: Subordinate commands (i.e., VX-1, VX-9/9 Det) designated (See enclosure (1)) assume COMOPTEVFOR Responsibilities where mentioned below.

2. Definitions

- a. Revision: A completely reprinted manual.
- b. Change: A page change to an existing manual.
- c. Interim change: A change to a manual issued by rapid means, to publish important changes, such as vital operating procedures or limitations, between review conferences.

3. Change recommendations. All change recommendations shall be classified as routine or urgent by the originator. In determining the classification, the originator should consider the following:

- a. Routine change recommendations are incorporated in the manual through the normal review conference approval and publication procedures described in the basic directive.
- b. Urgent change recommendations are those which require expeditious approval and promulgation in order to prevent possible personnel hazard, damage to equipment or to emphasize an operating technique or limitation, or issue other important information required before the next review conference.

4. Forwarding recommendation

a. Urgent change recommendations shall be sent by priority message to COMOPTEVFOR, using the message format shown in Figure 1. Information addressees shall always

Encl (4)

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include CNO, COMNAVDOCCOM, COMNAVAIRSYSCOM, NAVSAFECEN, NAVTACSUPPACT, appropriate Type Commanders, appropriate field activities, and the AIRTACMAN MM. Within 3 working days, the AIRTACMAN MM, and other interested commands, will forward concurrence, nonconcurrence, comments or recommendations to COMOPTEVFOR. COMOPTEVFOR has cognizance over tactics and procedures and may promulgate related changes without further approval providing such changes do not affect the procedures involved in par. 4g(1) of the basic instruction. COMNAVAIRSYSCOM has cognizance over technical information delineated in par. 4g(1), including aircraft operating limitations, stores limitations, weapons fuzing and firing and minimum arming times, and may promulgate changes to these areas without further approval providing no change in tactics or operating procedures are involved (in which case COMOPTEVFOR must approve).

b. Routine change recommendations will be sent by mail to the AIRTACMAN MM using the format of figure 2. These changes will be presented as agenda items at the next scheduled review conference.

### 5. Identification

a. Revisions to AIRTACMANs show the revision date (month and year) on the cover, title page, and the letter of promulgation.

b. Changes to AIRTACMANs show the change date below the revision date on the title page, and are identified by the change number as a corner mark at the bottom of all changed pages.

c. Urgent changes (message or CD-ROM) are numbered consecutively throughout the life of the manual regardless of subsequent changes or revisions, similar to the manner in which NATOPS interim changes are numbered. An interim change sequence is maintained by NTSA for each volume for multi-volume manuals. Interim changes remain effective until incorporated into the manual or canceled.

### 6. Distribution of Changes

a. Once approved by COMOPTEVFOR, interim changes are issued in one of two ways.

(1) By COMOPTEVFOR priority message to major aviation commands and other addressees. The information contained in messages shall be passed immediately to subordinate commands.

(2) In printed form to all holders of the AIRTACMAN, either as replacement pages or pen-and-ink entries.

7. Incorporation Of Change

a. Changes to AIRTACMANs shall be inserted into the AIRTACMANs immediately, and the superseded pages destroyed.

b. Interim changes shall be entered in the AIRTACMAN immediately and recorded on the interim change summary page in the front of the manual.



RMKS/1. (\*) IAW REF A, RECOMMEND CHANGE(S) TO REF B AS FOLLOWS:

A.(\*) Identify  
PART/SECTION/CHAPTER,PAGE,FIGURE/PARAGRAPH/SENTENCE beginning,  
LINE NUMBER, etc.

(1) (\*) DELETE: (Always indicate material to be deleted. If  
no deletion is necessary, indicate be NA).

(2) (\*) ADD: (Indicate new or changed material. If no new ma-  
terial is necessary, indicate by NA).

B.(\*) (Continue with change recommendations).

(1)(\*) (Continue with change recommendations).

DECL/(Downgrading or declassification instructions)//

---

Key Symbol:

\*\*\* Show message routing code(s)or "JJJ" when appropriate.

% Add phase "/SAFETY OF FLIGHT" to subject line when appro-  
priate.

\* For classified messages, include classification marking of  
subject line and each paragraph and subparagraph.

# Include additional references, with amplification sets or  
narrative set, as necessary to provide a complete background on  
the change recommendation.

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**Figure 2**  
ROUTINE CHANGE RECOMMENDATIONS

PRECEDENCE:     PRIORITY

FM ORIGINATING COMMAND  
TO PRA COMMAND PLAD//JJJ//  
INFO CNO WASHINGTON DC//N880//  
COMNAVAIRSYS COM WASHINGTON DC//AIR 4.3/4.11.2//  
CMC WASHINGTON DC (If USMC activities involved)  
COMOPTEVFOR NORFOLK VA////  
COMNAVDOCCOM NORFOLK VA//N3/N34/M31//  
CG MCCDC QUANTICO VA (If USMC activities involved)  
TACTICAL MANUAL MODEL MANGER UNIT (For NWP involved)  
MAWTS ONE YUMA AZ (If USMC activities involved)  
YOUR IMMEDIATE CHAIN OF COMMAND (as appropriate)  
COMNAVAIRWARCENACDIV PATUXENT RIVER MD//     //  
NAVAIRWARCWPNSDET ALBUQUERQUE NM//     //  
NAVTACCUPACT WASHINGTON DC//60//  
NAVSAFECEN NORFOLK VA//     //  
(Other interested activities)  
SECURITY CLASSIFICATION//N03511//  
SUBJ/URGENT CHANGE RECOMMENDATION FOR NWP (# /Title)//  
REF/A/DOC/NWP 1-01//  
REF/B/*as necessary*//  
POC/*command representative*//  
RMKS/1. IAW REF A URGENT CHANGE IS RECOMMENDED FOR NWP (#  
/Title)  
2. PAGE \_\_\_\_\_ PARA NO \_\_\_\_\_ LINE NO \_\_\_\_\_ FIG NO \_\_\_\_\_  
3. PROPOSED NEW TEXT (*include classification*)  
4. JUSTIFICATION

Notes:

1. Determine CRAs from NWPSTAT files on latest NTIC Series A or B CD-ROM.
2. The justification should contain sufficient information for evaluation of the importance of the proposed change. If the proposal is based on safety, this fact should be clearly defined.

POA&M CHECKLIST

<b>EVENT</b>	<b>COG</b>	<b>TIME</b>	<b>COTFINST 3511.1C</b>
AIRTACMAN Program Directive	MM/COTF/NDC	-180	Par.3b(1)of Encl(3) ; Append. A
Preliminary Conference Announcement Message	MM/COTF(PRA)	-150	Par.3b(2)of Encl(3) ; Append. B
Arrange Kind Review Conference Date	MM/COTF/NTSA	-120	
Agenda Items Submission/Consolidation	MM	-100	Par.3b(3)of Encl(3) ; Append. B
Preliminary Conference	MM	-90	Par.3b(3)of Encl(3) ; Append. B
Task Message to COMNAVAIRSYSCOM/Other cognizant agency	MM/COTF(PRA)	-80	Par.3b(1)of Encl(3) ; Append. C
AIRTACMAN Final Review Conference	MM/COTF(PRA)	-60	Par.3b(4)of Encl(3) ; Append. D
Agenda items Distribution announcement Message/Package	MM	-30	Par.3b(5)of Encl(3) ; Append. D,E
Assemble Reference Material and Prepare Worksheets/Handouts	MM	-7	Par.3b(6)of Encl(3)
AIRTACMAN Final Review MM/COTF Conference/Copy Freeze Date	MM/COTF/NTSA	-0 to +5	Par.3b(8)of Encl(3)
AIRTACMAN final conference report to NTSA via COTF (unclass CATF approval delegated to MM; then to NTSA, with copy to COTF	MM	+6 to +30	Par.3b(5)of Encl(3) ; Append. F,G

Encl(5)

COMOPTEVFORINST 3511.1C

POA&M CHECKLIST

EVENT	COG	TIME	COTFINST 3511.1C
Conference Record Forwarding Endorsement (if required)	COTF	ASAP upon receipt	Par.3b(8) of Encl(3); Append.H
NTSA edit and production, MM review and final corrections, and LOP	NTSA	+1 to +5 mo.	Par.3b(9),5 of Encl(3); Append.I
AIRTACMAN printing and distribution	DPPSO	ASAP	Par.3b(10),6 of Encl(3)

<p>COTF - COMOPTEVFOR  NATSF - Air Technical Services Facility  MM - Model Manager  MMA - Model Manager's Agent  NTSA - Navy Tactical Support Activity  PRA - Primary Review Authority (COMOPTEVFOR Representative)  DPPSO - Defense Publication and Printing Service Office</p>
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APPENDIX A  
Sample AIRTACMAN Program Directive (PD)

FM COMNAVDOCCOM NORFOLK VA//N3//  
TO (PRAs, CRAs AND TCO)  
INFO addees  
UNCLAS //N05200//  
MSGID/GENADMIN/COMNAVDOCCOM/ser/mon//  
SUBJ/PROGRAM DIRECTIVE FOR NAVAL WARFARE PUBLICATION Number "Title"  
REF/A/DOC/NWP 1-01//  
REF/B/DOC/COTFINST 3511.1C//  
REF/C/DOC/JP 1-02//  
REF/D/DOC/NWP 1-02//  
REF/E/DOC/Existing NWP or TACMEMO to be replaced//  
AMPN/REF A IS NWP SYSTEM MANAGEMENT GUIDANCE. REF B IS THE AIRTACMAN PROGRAM. REF C AND REF D ARE AUTHORIZED TERMINOLOGY FOR USE IN NWPS. REF E IS AN EXISTING NAVAL WARFARE PUBLICATION BEING SUPERSEDED BY SUBJ PUBLICATION.//  
POC/CAPT EVANS/-/TEL: DSN 565-0562//  
POC/NAME, AT PRA/-/TEL: DSN ##-###//  
RMKS/1. THIS MESSAGE INITIATES (two options) (1) DEVELOPMENT or (2) REVISION AND ESTABLISHES PROJECT MILESTONES FOR NAVAL WARFARE PUBLICATION Number "Title". THE FOLLOWING COMMANDS ARE ASSIGNED RESPONSIBILITIES FOR PUBLICATION DEVELOPMENT:  
PRIMARY REVIEW AUTHORITY (PRA): (LIST COTF)  
COORDINATING REVIEW AUTHORITY (CRA): (LIST CRA)  
TECHNICAL COGNIZANT OFFICE (TCO): (LIST TCO)  
2. BACKGROUND: (If new publications: provide the rational for the publications, give the assigned numbers and schedule. If revising an existing AIRTACMAN state so). Example new publication: OPTEVFOR TACTICS GUIDE (OTG) FOR OPERATIONS WITH THE New System HAVE BEEN VALIDATED AND ARE READY FOR ISSUE IN THE NAVAL WARFARE PUBLICATION SYSTEM. THE NAVAL WARFARE PUBLICATION SYSTEM HAS BEEN REORGANIZED TO ADHERE TO THE JOINT PUBLICATION NUMBERING SYSTEM. UNDER THIS ORGANIZATION NWP 3-22.5 SERIES IS Air Warfare. Example review of existing manual: NWP # /Title WAS LAST REVIEWED (date). IAW REFS A AND B THE BIENNIAL REVIEW CYCLE FOR NWP # /Title WILL BEGIN (date).  
3. SCOPE OF THE PROJECT: (Briefly outline steps required to publish this new NWP or review the existing NWP).  
Example: NWP # /Title WILL INCORPORATE INFORMATION FROM THE DRAFT (NWP#), EXISTING (TACMEMO #/OTG #) AND LESSONS LEARNED

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DURING exercise INTO THE NEW NWP. THIS PUBLICATION WILL BE LIMITED TO Operating Description. SEPARATE NWPS WILL ADDRESS OPERATING THREAT ASSESSMENT (TA) EMPLOYMENT.

4. TARGET AUDIENCE: (Principle user, range of audience).  
Example: system OPERATOR, RANGE OF AUDIENCE: system OPERATOR THROUGH UNIT CO.

5. EXISTING RELEVANT DOCTRINE, TACTICS TECHNIQUES AND PROCEDURES (TTP) TO BE CONSIDERED IN THE DEVELOPMENT OF THIS PUBLICATION:

(List relevant doctrine and TTP to be considered, or which will be affected by this publication.)

Example:

A. REF A-C, SYSTEM MANAGEMENT AND AUTHORIZED TERMINOLOGY REFERENCES.

B. Applicable NDPs.

C. TACMEMOs to be superseded upon publication.

6. PROJECT DEVELOPMENT MILESTONES:

(recommended timeframes)

A. PRECONF DATE

B. FINAL CONF DATE

C. APPROVAL DATE

7. APPROVED TERMINOLOGY PER JOINT PUBLICATION 1-02 AND NWP 1-02 SHALL BE USED. NEW OR MODIFIED TERMS ARE ACCEPTABLE WHEN SUCH TERMS ARE ESSENTIAL TO THE DEVELOPMENT AND UNDERSTANDING OF THE TOPIC AND THEIR USE HAS BEEN APPROVED BY NDC. THE PUBLICATION GLOSSARY SHOULD BE FORWARDED TO NDC FOR REVIEW BY THE NAVY TERMINOLOGIST EARLY IN THE DEVELOPMENT PROCESS. WHERE CONFLICT IN DEFINITION EXISTS OR ADDITIONAL TERMS OR REVISED DEFINITIONS ARE REQUIRED, RECOMMENDATIONS SHALL BE SUBMITTED TO NDC.

8. THE PRIMARY REVIEW AUTHORITY HAS PRINCIPAL RESPONSIBILITY FOR COORDINATION AND DEVELOPMENT OF SUBJECT PUBLICATION. PRA/CRAS SHOULD OBTAIN INPUTS FROM APPROPRIATE CONTRIBUTION COMMANDS EARLY IN DEVELOPMENT. DIRECT LIAISON AND CONTINUOUS CONSULTATION AMONG RESPONSIBLE COMMANDS ARE AUTHORIZED AND ENCOURAGED. IF DIFFERENCES EXIST CONCERNING CONTENT, COMOPTEVFOR/NDC WILL ARBITRATE ISSUES. NDC DESIRES TO HELP IN ANY WAY POSSIBLE AND TO BE KEPT INFORMED OF PUBLICATION STATUS.//

APPENDIX B  
Sample AIRTACMAN Conference Announcement Message

ADMINISTRATIVE MESSAGE

PRIORITY

P (*date time group*)

FM (AIRTACMAN Model Manager)  
TO (*ALL major aviation commands employing the aircraft*)  
INFO CNO WASHINGTON DC//N880/N880XX (TCO as per enclosure (1))//  
COMNAVDOCCOM NORFOLK VA//N3/N31//  
COMOPTEVFOR NORFOLK VA//15//  
COMNAVAIRSYS COM WASHINGTON DC//PMA XXX/AIR 4.3/AIR4.11.2//  
COMNAVAIRPAC SAN DIEGO CA//JJJ//  
COMNAVAIRLANT NORFOLK VA//JJJ//  
COMNAVAIRRESFOR NEW ORLEANS LA//JJJ//  
COMNAVAIRWARCENACDIV PATUXENT RIVER MD//JJJ//  
NAVAIRWARCWPNSDET ALBUQUERQUE NM//JJJ//  
NAVAIRWARCENACDIV WARMINISTER PA//JJJ//  
NAVAIRTECHSERVFAC PHILADELPHIA PA//JJJ//  
NAVTACSUPPACT WASHINGTON DC//60//  
(*all operational commands employing the aircraft*)  
(*NOTE: Where Marine Corps employment of the aircraft is involved, the announcement must include the Commandant of the Marine Corps (CMC) and the Marine Corps Combat Development Center (MCCDC) and all other relevant USMC commands*)  
MSGID/GENADMIN/PRETACMAN/(*model manager activity*)/XXX (*month*)//  
SUBJ: PRECONFERENCE FOR NWP (# /*Title*)  
REF/A/NWP 1-01/NAVAL WARFARE PUBLICATION SYSTEM//  
REF/B/COTF 3511.1C/AIRCRAFT TACTICAL MANUAL PROGRAM//  
POC/(*model manager agent name, rank, phone*)//  
RMKS/1. IAW REFS A AND B (*model manager activity*) WILL CHAIR THE BI-ANNUAL REVIEW OF NWP (# /*Title*). DETAILS OF THAT REVIEW WILL BE SUBJ OF SEPCOR. TO FACILITATE FULL FLEET PARTICIPATION IN THE COLLECTION AND DISCUSSION OF CHANGE RECOMMENDATIONS AND TO DISCUSS FINAL REVIEW CONFERENCE POLICIES, PRELIM REVIEW CONFERENCE(S) WILL BE HELD (*dates*) at (*locations*).  
2. *THE (east/west coast) PRECONFERENCE WILL BEGIN AT (time/date), (bldg number), (base). THE (east/west coast) PRECONFERENCE WILL END AT (date/time). ATTENDEES SHOULD SUBMIT NAME, RANK, SSN, SECURITY CLEARANCE AND COMMAND TO (model*

*manger activity*) SECURITY MANAGER VIA THE MOST EXPEDITIOUS MEANS, NLT (*date*).

3. THE PRELIMINARY CONFERENCE(S) SHALL PROVIDE THE FORUM FOR EXTENSIVE DISCUSSION ON AGENDA ITEMS ENSURING PREPARATION FOR FINAL VOTE AT THE AIRTACMAN FINAL REVIEW CONFERENCE (*date, if available*). THE PRELIMINARY CONFERENCE SHALL ALSO PROVIDE A MECHANISM TO OBTAIN CRITICAL TECHNICAL DATA FROM NAVAIR FIELD ACTIVITIES (WITH NAVAIR CONCURRENCE) FOR INCLUSION IN THE FINAL REVIEW CONFERENCE. ATTENDANCE AT THE FINAL REVIEW CONFERENCE WILL BE RESTRICTED TO KEY PARTICIPANTS (VOTING MEMBERS) WHO HAVE ATTENDED THE PRELIMINARY CONFERENCE. THE AIRTACMAN COPY FREEZE DATE SHALL COINCIDE WITH THE CONCLUSION OF THE AIRTACMAN FINAL REVIEW CONFERENCE. ITEMS NOT AVAILABLE FOR INCLUSION IN THE AIRTACMAN AT THE CONFERENCE CONCLUSION (IE BY THE COPY FREEZE DATE) MAY, IF URGENCY WARRANTS, BE INCORPORATED LATER AS AN INTERIM CHANGE.

4. IT IS REQUESTED THAT ALL SQUADRON AND SUPPORT ACTIVITIES REVIEW THE APPROPRIATE NWP (# /Title) TACTICAL MANUAL VOL (*list all volumes to be reviewed including the pocket guide*) THEN SUBMIT DESIRED CHANGES EITHER ELECTRONICALLY OR BY HARD COPY/DISK IN THE NTSA "CHANGES" PROGRAM FORMAT LOCATED ON THE NTIC CD-ROM. THE CHANGE SOFTWARE MAY BE FORWARDED FROM (*model manager agency*) UPON REQUEST. PROPOSED FINAL AGENDA ITEMS THAT ARE MAILED SHALL BE FORWARDED TO COMMANDING OFFICER ATTN: (*model manager activity, address*) AND RECEIVED NLT (*deadline*). PROPOSED FINAL AGENDA ITEMS SHALL BE COMPILED BY (*model manager agency*) AND DISTRIBUTED TO ALCON AT LEAST 30 DAYS PRIOR TO THE FINAL REVIEW CONFERENCE. REPRESENTATION FROM EVERY (*aircraft type*) COMMAND AT THE PRECONFERENCE IS STRONGLY RECOMMENDED. THESE MANUALS ARE WRITTEN BY THE FLEET. ONLY PERTINENT AND COLLECTIVE INPUT FROM THE FLEET WILL ENSURE THE MANUALS CONTINUE TO REFLECT CURRENT TACTICS, TECHNIQUES, AND EQUIPMENT.

5. MESSAGE TRAFFIC SUMMARIZING TECHNICAL ASSISTANCE, IF REQUIRED, WILL BE PROVIDED TO COMNAVAIRSYS COM WITHIN 10 DAYS AFTER THE PRELIMINARY REVIEW CONFERENCE(S).

6. NWP (# /Title) REVIEW MILESTONES:

DATES	MILESTONE
( <i>date(s)</i> )	( <i>Preconf(s) attendees submitted to MMA</i> )
( <i>date(s)</i> )	( <i>Preconf agenda items to MMA</i> )
( <i>date(s)</i> )	( <i>Preconf(s), location</i> )

(date) (Final review conference agenda  
submitted to attendees)

(date) (AIRTACMAN Final review conf.,  
location)

7. MODEL MANAGERS WILL CONTACT SQUADRONS INDIVIDUALLY FOR MORE  
INFO AND SPECIFIC GUIDANCE. (model manager activity) POCS ARE :

(rank, name, telephone)

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APPENDIX C

Sample Conference Required Technical/Intelligence Data Message

R (DTG)

FM MODEL MANAGER ACTIVITY

TO (*funding and technical support activities i.e.*):

TYCOMS

CHIEF OF NAVAL OPERATIONS WASHINGTON DC//N880/N880XXX(TCO)//

COMNAVAIRSYSCOM//AIR 4.3/AIR 4.11.2//

NAVTECHINTCEN WASHINGTON DC//

NAVTAOSUPPACT WASHINGTON DC//

INFO

COMNAVDOCCOM//N3/N31//

COMOPTEVFOR

(*all other cognizant activities*)

SUBJ/NWP (*#/title*)

REF/A/DOC/(*Model Manager Activity, Appendix-E format*)/

RMKS/1. PRELIMINARY CONFERENCES IN PREPARATION FOR (*date*) (*title of NWP*) FINAL CONFERENCE WERE HELD AT (*location(s)*) on (*dates*). RESULTING AGENDA ITEMS ARE CONTAINED IN THE AIRTACMAN FINAL CONFERENCE AGENDA, REF A.

2. ASSISTANCE OF ACTION ADDEES IS DESIRED TO ENSURE ACCURACY AND COMPLETENESS OF SUBJ REVIEW. REQUEST RESPONSES NLT (*date*) TO:

(*Model Manager Agent activity, name, rank, tel*)

INFO COMOPTEVFOR (CODE 15)

3. FOR (*action addees*): (*state action required*)

4. FOR COMNAVAIRSYSCOM:

A. PROVIDE THE FOLLOWING CHARTS:

(*list charts*)

5. FOR NTSA: REQUEST VERIFICATION OF LATEST CHANGE AND FORWARD COPY OF CHANGES XXX AND SUBSEQUENT.

6. FOR NTIC: REVIEW CHAPTER XX FOR CURRENCY.//

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APPENDIX D

Sample Message for Date and Location of the  
AIRTACMAN Final Review Conference

R (DTG)  
FM (Model Manager Activity)  
TO CNO WASHINGTON DC//N880/N880XX(TCO)//  
(all preconference attendees, funding and technical support activities)  
INFO COMNAVDOCCOM NORFOLK VA/N3/N31//  
COMOPTEVFOR NORFOLK VA//15//  
(all major and operational commands that use the NWP)  
SUBJ: NWP (#/title)  
MSGID/GENADMIN/(Model Manager)//  
REF/A/DOC/NDC/NOV94//  
AMPN/REF A IS NWP 1-01 (ORIG), NAVAL WARFARE PUBLICATION SYSTEM//  
REF/B/DOC/COMOPTEVFOR/(date of inst)//  
AMPN/REF B IS COMOPTEVFORINST 3511.1C, AIRCRAFT TACTICAL MANUAL PROGRAM//  
RMKS/1. IAW REFS A AND B, NWP (# /Title) REVIEW CONFERENCE WILL CONVENE AT (time, date and location) CONFERENCE WILL CONCLUDE AT (time date). UNIFORM IS (specify).  
2. AGENDAS WILL BE FORWARDED TO ATTENDEES (ACTION ADDEES) NLT (date). IF PACKAGE NOT RECEIVED BY (date), NOTIFY (MMA) POC. AGENDA SHOULD BE EXAMINED BY ATTENDEES IN PREPARATION FOR DISCUSSION AND VOTING ON EACH ITEM AT THE REVIEW CONFERENCE.  
3. REQ ATTENDEES BRING COPY OF (subject NWP) AND AGENDA PACKAGE TO CONFERENCE. SUBMIT CLEARANCE DATA AND REQUEST FOR BILLETING ASSISTANCE TO (final conference location POC, MMA) NLT (date).  
4. POC'S AND A/V NUMBERS:  
(list for MMA, final conference location POC and Billeting/transportation)

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APPENDIX E

Sample Letter for Sending Review Conference Agenda

3500  
Ser  
(date)

(CLASSIFICATION)--Unclassified upon removal of enclosure (1)

From: (Commanding Officer, Model Manager Activity)

To: Distribution List

Subj: NWP (# /Title) (list all volumes reviewed including  
pocket guide) FINAL REVIEW CONFERENCE AGENDA

Ref: (a) (Originator, DTG, of preconfer announcement message(s))  
(b) NWP 1-01  
(c) (Originator, DTG, of final conference announcement  
message)

Encl: (1) Record Of Recommended Changes for (subject AIRTACMAN)  
(2) (final review conference location) Map

1. AS directed by references (a) and (b), representatives from (COTF, model manager activity) and Fleet Units met at (date and location of preconference(s)) to review the (subject NWP). Agenda items were discussed and formatted for presentation at the Final Review Conference scheduled (date and location) as outlined in Reference (c).

2. Enclosure (1) contains the agenda of recommended changes. Any additional inputs should be delivered to (model manager activity) as soon as possible. It is emphasized that inputs not in final form at the close of the Final Review Conference will not be included in this revision.

SIGNATURE BLOCK  
(commanding officer signs)

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Distribution:

COMNAVDOCCOM (Code N3, N31)

COMOPTEVFOR

*(major and operational commands that use the NWP)*

APPENDIX F

Sample Forwarding Letter from MM to NTSA via COMOPTEVFOR

CLASSIFICATION- - (If Applicable)

From: (*Commanding Officer, model manager activity*)  
To: Director, Navy Tactical Support Activity (Code 60),  
Director, Air Warfare (N880)  
Via: Commander, Operational Test and Evaluation Force  
Subj: (*NWP # /Title of AIRTACMAN*) REVIEW CONFERENCE REPORT  
Ref: (a) NWP 1-01  
(b) (originator, DTG of Final Review Conference message)  
Encl: (1) List of Conference Attendees  
(2) Record of Proposed Changes

1. In accordance with references (a) and (b), the (*subject AIRTACMAN*) Final Review Conference was held at (*location, date*).
2. A list of conference attendees, including command and telephone numbers is attached as enclosures (1).
3. The Record of Proposed Changes resulting from the Review Conference, enclosure (2), is hereby submitted for approval and forwarding.

SIGNATURE BLOCK  
(commanding officer signs)

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APPENDIX G  
RECORD OF PROPOSED CHANGES  
(NWP #/ Title) AIRTACMAN CONFERENCE  
(last day of conference)

1. The attached Record of Proposed Changes resulted from the (subject AIRTACMAN) Review Conference held at (location and date of final review conference). These changes have been agreed upon by the conference attendees and are hereby proposed by the following representatives for incorporation into following Naval Warfare Publications:

NWP (# /Title) (list all volumes reviewed)

2. The Record of Proposed Changes, consisting of all proposed changes to the publication reviewed, will be furnished directly to the Director, Navy Tactical Support Activity via the Commander, Operational Test and Evaluation Force.

3. With the concurrence of the undersigned, the copy freeze date for the above publication is established as (date, should be last day of conference).

\_\_\_\_\_  
(name)  
(aircraft)  
Model Manager Agent

\_\_\_\_\_  
(name)  
COMOPTEVFOR Representative

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APPENDIX H  
Sample Review Conference Report

3511  
Ser 513/

FIRST ENDORSEMENT on (Model Manager) ltr (serialization date)

From: Commander, Operational Test and Evaluation Force  
To: Director, Navy Tactical Support Activity (Code 60)

Subj: NWP (# /Title) AIRTACMAN FINAL REVIEW CONFERENCE REPORT

1. Readdressed and forwarded, approving the Record of Professed Changes for the (aircraft designator) AIRTACMAN Final Review Conference for incorporation into the reviewed publications.

SIGNATURE BLOCK  
Deputy  
COMOPTEVFOR

Copy to:  
COMNAVDOCCOM (N3, N31)  
(*model manager activity*)

COMOPTEVFORINST 3511.1C

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APPENDIX I

Sample Message for Readiness for Pre-Publication Review

ADMINISTRATIVE MESSAGE

ROUTINE

R (DTG)

FM NAVTACSUPPACT WASHINGTON DC// 60//  
TO COMOPTEVFOR NORFOLK VA // 02B /413//  
(Model Manager)

INFO CNO WASHINGTON DC // N880/N880XX(TCO)//  
COMNAVDOCCOM NORFOLK VA//N3/N31//  
COMNAVAIRSYS COM WASHINGTON DC//AIR 4.3/AIR4.11.2//  
(all funding and technical support activities)  
UNCLAS//NO3511//

SUBJ: NWP (#/title) AIRTACMAN PRE-PUBLICATION REVIEW  
MSGID/GENADMIN NAVTACSUPPACT //60//

RMKS/1. SUBJ: TACTICAL MANUAL PUBS WILL BE READY FOR REVIEW ON  
(date)\

2. REQ MODEL MANAGER OR REPRESENTATIVE REVIEW REPRODUCIBLE COPY AT THIS ACTIVITY LOCATED GROUND FLOOR. BLDG 200, WNY, 10<sup>TH</sup> AND N ST., SE, WASHINGTON, DC.
3. SUBMIT VISIT REQUEST WITH NAME(S), RANK, SSN, SECURITY CLEARANCE, DATES OF VISIT AND POC. NTSA EDITORIAL POC IS (name, code, phone). PRIOR TO ARRIVAL, CONFIRM VISIT REQUEST RECEIVED WITH NTSA CODE 60 (NATOPS DEPT) POC, (name, rank, phone)
4. GOVT QTRS MESSING FACILITIES LIMITED IN DC AREA. RECOMMEND RENTAL CAR. UNIFORM (specify). ACTIVITY WORKING HOURS ARE 0700-1500.

BT

NOTE: Fax transmission may substitute for Naval message format

COMOPTEVFORINST 3511.1C

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