**NOTICE OF
CHANGE**

**NOT MEASUREMENT
SENSITIVE**

MIL-HDBK-1222A
NOTICE 2
30 October 2001

**DEPARTMENT OF DEFENSE
HANDBOOK**

**GUIDE TO THE GENERAL STYLE AND FORMAT OF
U.S. ARMY WORK PACKAGE TECHNICAL MANUALS**

TO ALL HOLDERS OF MIL-HDBK-1222A:
1. THE FOLLOWING PAGES OF MIL-HDBK-1222A HAVE BEEN REVISED AND
SUPERSEDE THE PAGES LISTED:

NEW PAGE	DATE	SUPERSEDED PAGE	DATE
1	30 Oct 01	1	30 Jul 99
2	30 Jul 99	2	Reprinted without change
17	30 Jul 99	17	Reprinted without change
18	30 Oct 01	18	30 Jul 99
134a/134b	30 Oct 01	New pages	
229	30 Jul 99	229	Reprinted without change
230	30 Oct 01	230	30 Jul 99

AMSC N/A

AREA TMSS

MIL-HDBK-1222A, Change Notice 2

2. Changes are indicated by a vertical bar in the margin of the page. Changes to the matrixes in appendix A are indicated by gray shading.

3. RETAIN THIS NOTICE AND INSERT BEFORE TABLE OF CONTENTS.

4. Holders of MIL-HDBK-1222A will verify that page changes and additions indicated above have been entered. This notice page will be retained as a check sheet. This issuance, together with appended pages, is a separate publication. Each notice is to be retained by stocking points until the standard is completely revised or canceled.

Custodians:	Preparing Activity:
Army - TM	Army - TM
Review Activities:	Project Number:
Army - AC1, AR, AT, AV, CR, EA, MI, PT	TMSS A367

1. SCOPE.

1.1 <u>Scope</u>. This handbook provides non-regulatory guidance and information for the preparation of technical manuals (TM) required to operate and maintain the various types of equipment and weapon systems within the Department of the Army. Section 4 provides technical manual development guidance for the preparation of page-based TMs. Section 5 provides technical manual development guidance for the preparation of frame-based TMs. Appendix A provides examples of the types of graphics used to support information oriented and task type work packages in both page-based and frame-based TMs. This handbook provides guidance only. It cannot be cited as a requirement. If it is, the contractor does not have to comply. Any guidance contained herein which is applicable to depot maintenance or DMWRs is also applicable to NMWRs.

1.2 <u>Applicability</u>. This handbook is applicable for use by the Department of the Army and supporting contractors.

2. APPLICABLE DOCUMENTS.

2.1 <u>General</u>. The documents listed below are not necessarily all of the documents referenced herein, but are the ones that are needed in order to fully understand the information provided by this handbook.

2.2 <u>Government documents</u>.

2.2.1 <u>Specifications, standards, and handbooks</u>. The following specifications, standards, and handbooks form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the latest issue of the Department of Defense Index of Specifications and Standards (DODISS) and supplemented thereto, and are referenced for guidance only.

SPECIFICATIONS

DEPARTMENT OF DEFENSE

MIL-PRF-28000 —	Digital Representation for Communication of Product Data: IGES Application Subsets and IGES Application Protocols.
MIL-PRF-28001 —	Markup Requirements and Generic Style Specification for Electronic Printed Output and Exchange of Text.
MIL-PRF-28002 —	Raster Graphics Representation in Binary Format, Requirements for.
MIL-PRF-28003 —	Digital Representation for Communication of Illustration Data: CGM Application Profile.
MIL-PRF-87268 —	Manuals, Interactive Electronic Technical - General Content, Style, Format, and User-Interaction Requirements.

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STANDARDS

    DEPARTMENT OF DEFENSE

MIL-STD-17	—	Mechanical Symbols.
MIL-STD-100	—	Engineering Drawing Practices.
MIL-STD-1309	—	Definition of Terms for Testing, Measurement, and Diagnostics.
MIL-STD-1686	—	Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies, and Equipment (Excluding Electrically Initiated Explosive Devices) (Metric).
MIL-STD-2361	—	Digital Publications Development.
MIL-STD-40051A	—	Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals.

  HANDBOOKS

    DEPARTMENT OF DEFENSE

MIL-HDBK-863	__	Wiring Data and System Schematic Diagrams, Preparation of
MIL-HDBK-9660	—	Handbook for DOD-Produced CD-ROM Products.

   (Unless otherwise indicated, copies of the above specifications, standards and handbooks are available from Standardization Documents Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.)

2.2.2 Other Government documents and publications. The following other Government documents and publications form a part of this handbook to the extent specified herein.

DOD 5200.1-R	—	DOD Information Security Program
DOD 5220.22-M	—	National Industrial Security Program for Operating Manual
EO12958	—	Classified National Security Information
Joint Pub 1-02	—	DOD Dictionary of Military and Associated Terms.
Library of Congress Catalog No. Z253.U58.	—	U.S. Government Printing Office (GPO) Style Manual

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4. PAGED-BASED TECHNICAL MANUAL DEVELOPMENT.

4.1 <u>General</u>. This section is intended to provide guidance and further clarify the requirements contained in MIL-STD-40051A, Standard Practice Standard: Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals. The general style, format, and graphics guidance contained herein is applicable for the preparation of the following types of page-based technical manuals developed to the work package (WP) concept. For electronic page-based manuals, see appendix A for guidance on preparation of the CD face, flyleaf, and mailers.

   a.   Operator level (-10).

   b.   Unit maintenance level (-20) and unit maintenance level with Repair Parts and Special Tools List (RPSTL) (-20&P).

   c.   Direct support maintenance level (-30) and direct support maintenance level with RPSTL (-30&P).

   d.   General support maintenance level (-40) and general support maintenance level with RPSTL (-40&P).

   e.   Combined operator and unit maintenance levels (-12) and operator and unit maintenance levels with RPSTL (-12&P).

   f.   Combined operator, unit, and direct support maintenance levels (-13) and operator, unit, and direct support maintenance levels with RPSTL (-13&P).

   g.   Combined operator, unit, direct support, and general support maintenance levels (-14) and operator, unit, direct support, and general support maintenance levels with RPSTL (-14&P).

   h.   Combined unit and direct support maintenance levels (-23) and unit and direct support maintenance levels with RPSTL (-23&P).

   i.   Combined unit, direct support, and general support maintenance levels (-24) and unit, direct support, and general support maintenance levels with RPSTL (-24&P).

   j.   Combined direct support and general support maintenance levels (-34) and direct support and general support maintenance levels with RPSTL (-34&P).

   k.   Depot Maintenance Work Requirements (DMWR) and DMWR with RPSTL.

   l.   Aviation Unit Maintenance (AVUM) level (-20) and AVUM level with RPSTL (-20&P) (aircraft only).

   m.   Aviation Intermediate Maintenance (AVIM) level (-30) and AVIM level with RPSTL (-30&P) (aircraft only).

   n.   Combined AVUM and AVIM levels (-23) and AVUM and AVIM levels with RPSTL (-23&P) (aircraft only).

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o. All RPSTLs (-P).

p. Aircraft troubleshooting.

q. Aircraft preventive maintenance services (PMS).

r. Aircraft phased maintenance inspection services (PMI).

s. National Maintenance Work Requirement (NMWR). ▮

4.2 <u>Selective application and tailoring.</u> This section contains guidance which may not be applicable for the preparation of all TMs listed in 4.1. Selective application and tailoring of requirements are the responsibility of the acquiring activity and is accomplished using MIL-STD-40051A. If an identifiable, written conflict exists between this handbook and the detailed content standard, the detailed content standard takes precedence.

4.3 <u>Style and format for printed page-based TMs.</u> The style and format guidance provided in this section is recommended for use when acquiring page-based TMs for the U.S. Army. Formatting Output Specification Instances (FOSIs), developed in accordance with MIL-STD-2361, interpret the style and format requirements contained in MIL-STD-40051A and this section. Style sheets developed by the TM developer may be used in lieu of FOSIs for printing paper manuals.

4.4 <u>Obtaining the DTDs/FOSIs.</u> Information on using and obtaining the DTDs, FOSIs and associated tag and attribute descriptions, which are SGML constructs, is contained in MIL-STD-2361.

4.5 <u>Figures contained in this handbook.</u> The figures provided in this handbook are intended to illustrate style and format only. They should not be used for the interpretation of technical content or detailed maintenance task requirements. Text and language requirements are established by the applicable technical manual content requirements specification and the requirements provided in this section.

4.6 <u>Copyrights, proprietary names, and advertising.</u>

4.6.1 <u>Copyright/copyright credit line</u>. TMs should not contain copyrighted material except as specified in the Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulation (DFAR) Supplement. When copyrighted material is included in a TM, the TM developer must obtain prior written permission from the copyright owner or authorized agent for its use. The written permission must contain a statement declaring whether or not a copyright credit line is required.

4.6.2 <u>Proprietary names</u>. Do not use trade names, copyrighted names, or other proprietary names applying exclusively to the product of one company unless the items cannot be adequately described because of the technical involvement, construction, or composition. In such instances, list one, and if possible, several commercial products, followed by the words "or equal." The same applies to manufacturers' part numbers or drawing numbers for minor parts where it is impractical to specify the exact requirements. If possible, define the particular characteristics required for the "or equal" products.

4.6.3 <u>Advertising</u>. Publication material will not contain advertising matter.

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◼ **IDENTIFICATION INFORMATION**

SECURITY CLASSIFICATION

DMWR NUMBER

DEPOT MAINTENANCE WORK REQUIREMENT
Containing National Overhaul Standards for
DMWR Title
Subtitle
NSN
EIC

Illustration

Availability Statement
Supersedure Notice
Disclosure Notice
Distribution Statement
Export Control Notice Warning
Destruction Notice
Reproduction Notice
Copyright Information

This publication not available through the AG publications centers. This publication
is available through (*insert the name and address of the proponent activity*).

DMWR DATE

SERVICE NOMENCLATURE

OK

FIGURE 39A. Example of Identification Information for DMWR with National
Overhaul Standards.

134a

NEW PAGE

IDENTIFICATION INFORMATION

SECURITY CLASSIFICATION

NMWR NUMBER

NATIONAL MAINTENANCE WORK REQUIREMENT
Containing National Overhaul Standards for
NMWR Title
Subtitle
NSN
EIC

Illustration

Availability Statement
Supersedure Notice
Disclosure Notice
Distribution Statement
Export Control Notice Warning
Destruction Notice
Reproduction Notice
Copyright Information

This publication not available through the AG publications centers. This publication
is available through (*insert the name and address of the proponent activity*).

NMWR DATE

SERVICE NOMENCLATURE

OK

FIGURE 39B. Example of Identification Information for a NMWR.

NEW PAGE

APPENDIX C

**GUIDANCE FOR PREPARATION OF
A LIST OF EFFECTIVE PAGES**

C.1 SCOPE.

C.1.1 <u>Scope</u>. This appendixes provides guidance for the preparation of a list of effective pages. A list of effective pages will be prepared for all new and revised manuals. The list of effective pages should be updated with each change. A list of effective pages is only applicable to paper or ETM publications. The list of effective pages is not applicable to IETMs. The information contained herein is intended for guidance only.

C.2 APPLICABLE DOCUMENTS.

This section is not applicable to this appendix.

C.3 DEFINITIONS.

The definitions in section 3 of this handbook apply to this appendix.

C.4 GENERAL REQUIREMENTS

This section is not applicable to this appendix.

C.5 DETAILED REQUIREMENTS

C.5.1 <u>Types of publications</u>. The following types of publications should have a list of effective pages:

      a.   Technical Manuals (TMs).

      b.   Depot Maintenance Work Requirements (DMWRs).

      c.   Technical Bulletins (TBs).

      d.   Supply Bulletins (SBs).

      e.   RPSTLs.

      f.   Preventive Maintenance Services (PMS) Manuals.

      g.   Preventive Maintenance Inspections (PMI) Manuals.

      h.   Commercial Off-the-Shelf (COTS) Manuals (Part of Supplemental Data).

      i.   BDAR Manuals.

      j.   Aircraft Maintenance Test Flight (MTF) Manuals.

      k.   Aircraft Operator Manuals.

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    l.   Aircraft Troubleshooting Manuals.

    m. National Maintenance Work Requirement (NMWRs).   ▌

C.5.1.1 Exempted publications. The following types of publications are exempt from a list of effective pages:

    a.   Modification Work Orders (MWOs).

    b. Supply Catalogs (SCs).

    c. Preventive Maintenance Checklists (PMCs).

    d. Aircraft Operator Checklists.

    e. Hand receipt Manuals (-HRs).

C.5.2 Types of pages to be included. The following types of pages should be included in a list of effective pages:

    a.   All front matter pages to include cover, warning summary, table of contents, and how-to-use this manual info.

    b.   All WPs/pages containing tasks/instructions and related information.

    c.   Glossary pages.

    d.   Index pages.

    e.   Foldout pages.

C.5.2.1 Exempted pages. The following types of pages should NOT be included in a list of effective pages:

    a.   DA Forms 2028.

    b.   Authentication page.

    c.   Back cover.

C.5.3 Change numbers. For new publications the change number is always 0; so the list of effective pages would have all zeros. See figure C-1 for a sample of a new publication list of effective pages. When a change is done, the appropriate change number is put in the change number column. See figure C-2 for a sample of a change publication list of effective pages. When a publication is revised, the change numbers are all changed back to zero. See figure C-3 for a sample of a revised publication list of effective pages.

C.5.4 Listing the pages. All pages in the book should be listed except as noted in number 5 above. List each work package by number and put the total number of pages in the work package in parentheses next to the WP number. To reduce the size of a list of effective pages, you may group pages together if they are the same change number. The words "deleted", "added", or "blank" may be placed next to the page numbers when applicable. See figure C-2 for sample usage of these words.

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