



# Status of Technical Manual Specifications and Standards

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## May 1, 2007, through September 15, 2007

BY CLAUDIA BACH

This report covers specifications, standards, and amendments received in the period from May 1, 2007, through September 15, 2007. Special emphasis has been placed on documentation in the category Technical Manual Specifications and Standards (TMSS). Other documents with widespread appeal are also included.

### AREA TMSS: Technical Manual Specifications and Standards

*MIL-HDBK-503, Validation Notice 4, 6/13/2007: Guidance for the Preparation of Hand Receipt Technical Manuals (-HR).* The document has been reviewed and is still valid for procurement.

*MIL-HDBK-511, Cancellation Notice 2, 7/16/2007: Department of Defense Handbook for Interoperability of Interactive Electronic Technical Manuals (IETMs).* The handbook has been cancelled without replacement.

*MIL-HDBK-1222, Revision C with Notice 2 Interfiled, 7/30/2007: Guide to the General Style and Format of U.S. Army Work Package Technical Manuals.* Change Notice 2 has made twenty-seven modifications to Revision C. Because of changes in the way the documents are generated, the entire 282-page book has been republished with the changes interfiled. The document provides further guidance on U.S. Army requirements beyond those defined in MIL-STD-40051-1 and MIL-STD-40051-2—the defining standards for IETMs (see below).

*MIL-PRF-63003B, Inactivation Notice 1, 7/30/2007: Manuals, Technical: Battlefield Damage Assessment and Repair, Preparation of.* The document has been inactivated. This means that it can be used for

replacement purposes but is no longer valid for new design. The notice points users to MIL-STD-40051-1 and MIL-STD-40051-2 for future procurement (see below).

*MIL-PRF-63010C, Cancellation Notice 1, 8/1/2007: Performance Specification, Manuals, Technical: DoD Standard Generator Sets.* Withdrawn without replacement.

*MIL-PRF-63013E with Amendment 1, Cancellation Notice 1, 7/16/2007: Performance Specification, Catalogs, Supply: Sets, Kits and Outfits.* Cancelled without replacement.

*MIL-STD-3008A, Validation Notice 1, 8/23/2007: Interactive Electronic Technical Manual (IETM) Technical Data Requirements to Support the Global Combat Support System—Army (GCSS-A).* The document has been reviewed and is still valid for procurement purposes.

*MIL-STD-40051-1, with Change 2, 7/30/2007: Department of Defense Standard Practice, Preparation of Digital Technical Information for Interactive Electronic Technical Manuals (IETMs).* This standard (in two parts) is the primary document for the preparation of electronic technical manuals. Changes to this first volume for the interactive versions are listed on pages iii and iv. The 383-page document has been republished with the modifications interfiled.

*MIL-STD-40051-2, with Change 2, 7/30/2007: Department of Defense Standard Practice, Preparation of Digital Technical Information for Page-Based Technical Manuals.* Changes are listed on pages iii, iv, and v, and have been interfiled into the document. The 428-page standard provides guidance for electronic technical manuals that are page-based in format, rather than interactive.

### Other Documents and Activities of Interest

*From International Organization for Standards Technical Committee 10 (ISO TC 10), Technical Product Documentation:*

- *ISO/DIS 7573, Public Comment Draft, 7/10/2007: Technical product documentation—Parts lists*

*From ISO Technical Committee 46 (ISO TC 46), Information and Documentation:*

- *ISO/CD 2146, Third Edition Committee Draft, 6/1/2007: Information and documentation—Registry services for libraries and related organizations*
- *ISO 3297, Fourth Edition, 8/16/2007: Information and documentation—International standard serial number (ISSN)*
- *ISO/CD 8459, First Edition Committee Draft, 9/14/2007: Information and documentation—Bibliographic data element directory*
- *ISO 15706-2, First Edition, 6/25/2007: Information and documentation—International standard audiovisual number (ISAN)—Part 2: Version identifier*
- *ISO/DIS 20775, First Edition Public Comment Draft, 9/4/2007: Information and documentation—Schema for holdings information*
- *ISO/TS 23081-2, First Edition, 7/30/2007: Information and documentation—Records management processes—Metadata for records—Part 2: Conceptual and implementation issues*
- *ISO/CD 25122, First Edition Committee Draft, 6/14/2007: Information and documentation—Work process analysis for records*
- *ISO/CD 28500, First Edition Committee*

Draft, 6/16/2007: Information and documentation—Web ARChive (WARC) file format ❶

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### STC Quality

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cles in Steve Jong's "Musing on Metrics" series, though the topics ranged widely, addressing metrics in many contexts. Many of the articles on metrics are specific to documentation quality, but they are not counted twice.

If you are interested in any of the issues that are not available online, please send me a message and we will post the article you'd like to see on the current QPI SIG Web site.

#### Quality SIG Web Site through April 2006

Several of the articles published on the Quality SIG Web site prior to April 2006 were moved to the new site, so the articles published and the categories covered are limited, as evident from the list that follows:

- Documentation quality (eight)
- Involvement (one)
- Quality management (five)
- Process (six)

#### QPI SIG Web Site and Newsletter

*DocQment*, which is now based on WordPress software, is a combined Web site and newsletter. You can readily see the articles in each category. Features are being posted regularly and at the time of writing include articles in two categories:

- Process (three)
- Quality management (a series on change)

# Boutique

(bōō-tèk')

Etymology: French, shop; probably from Old Provençal *botica*, ultimately from Greek *apotheca*: storehouse.

1: a small company that offers highly specialized services; "a boutique translator" (see **SH3.com**)

You don't need the biggest translator, just the best for your business. That's SH3. Our size means we're closer to our customers. Our service means clients stick with us year after year.

So the next time you need translation, skip the big box providers and work with a nice boutique like SH3.



SH3. The definition of **translation** success.  
ph: (816) 767-1117 [www.sh3.com](http://www.sh3.com)

Learn more about translation.

Sign up for our online newsletter at [www.sh3.com](http://www.sh3.com).

News and resource lists are also posted on the Web site, and there is a concentration of information on ISO standards, but less on the Baldrige criteria.

#### Quest for Quality Column

As editors of the "Quest for Quality" column, Karl Smart and I—together with invited authors—have produced articles that fall into the following categories:

- Customers (eight)
- Documentation quality (eleven)
- Involvement (one)
- ISO (one)
- Leadership (one)
- Process (ten)
- Quality management (seven)
- Standards and measurement (four)

This list represents a considerable body of original work, as there are only a few reprints from the Quality SIG newsletter or any other source.

The Quest for Quality columns pub-

lished in issues of *Technical Communication* dating from 1995 are available online; the 1991–1994 columns are not available. *Intercom* issues from 2005 through 2007 are also posted online; many prior articles are not available. If you are interested in the older articles, please send me a message and we will publish an updated version.

#### The Work Ahead

We have the opportunity to publish as often as we wish on *DocQment* (<http://stc-on.org/quality>). We can improve our coverage by linking to the many resources available about using the Baldrige criteria for self-assessment and about the award itself. Other areas for improvement include publishing articles on topics we have not covered extensively, including customer focus, leadership, and involvement, and linking to new versions of ISO standards as they be-

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