



DEPARTMENT OF THE NAVY

NAVAL SEA LOGISTICS CENTER
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IN REPLY REFER TO

NAVSEALOGCENINTINST 4355.7A CH-1
N44/RJR

MAR 13 1996

NAVSEALOGCEN INTERNAL INSTRUCTION 4355.7A CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Sea Logistics Center
To: All N44 Personnel

Subj: APPROVED ENGINEERING CHANGE (AEC) PROGRAM, LEVEL I/SUBSAFE
(LI/SS) STOCK PROGRAM

1. Purpose. To update subject instruction.
2. Action. Holders of the basic instruction will:

a. Make the following pen and ink changes:

(1) Replace "Navy Ships Parts Control Center" with "Naval Inventory Control Point" in paragraph 4a.

(2) Replace "SPCC" with "NAVICP" in paragraphs 4a, 4b, 5a(1) of the basic instruction and in "Copy to:" section of enclosure (3).

(3) Replace "N93" with "N44" in paragraphs 5a, 5a(1) (2 places), 5a(2) (2 places), 5a(3) (3 places), 5a(4)(a) (3 places), 5a(4)(b), 5a(5), 5b, 7, and in "Distribution:" section of the basic instruction. Make same changes to enclosure (1) in paragraphs 1 and 3 and to enclosure (2) in paragraphs 1, 2, and 3.

(4) Replace "N90" with "N40" in paragraphs 5a(4)(j), 5a(5), 5b (2 places), and 7.

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IN REPLY REFER TO
NAVSEALOGCENINTINST 4355.7A
N93/STL
APR 10 1995

NAVSEALOGCEN INTERNAL INSTRUCTION 4355.7A

From: Commanding Officer, Naval Sea Logistics Center

Subj: APPROVED ENGINEERING CHANGE (AEC) PROGRAM, LEVEL I/SUBSAFE
(LI/SS) STOCK PROGRAM

Ref: (a) NAVSEA Ltr 9505 OPR: 56YD Ser 56YD/43 of 20 Jun 88
(b) NAVSEALOGCENINTINST 4355.1C
(c) Engineering Change Proposal (SHORT FORM), DD FORM 1693
(d) MIL-STD-973
(e) NAVSEA Ltr 9505 OPR: 03Y231 Ser 03Y23/283 of 25 Aug 93

Encl: (1) Approved Engineering Change (AEC) Program, Guidelines for Selection of
Engineering Change (EC) Candidates, 1 December 1994
(2) Approved Engineering Change (AEC) and Approved Engineering Alternative
(AEA) Programs, Guidelines for Supporting Documentation, 1 December 1994
(3) Approved Engineering Change (AEC) Distribution List, 1 December 1994

1. Purpose

a. To provide instructions for the documentation and dissemination of Naval Sea Logistics Center (NAVSEALOGCEN) approved, permanent changes to Level I/SUBSAFE (LI/SS) Stock Program materials.

b. This is a complete revision to this instruction and must be reviewed in its entirety.

2. Cancellation. NAVSEALOGCENINTINST 4355.7

3. Applicability. This instruction applies to NAVSEALOGCEN employees who are responsible for the review, disposition, or maintenance of LI/SS Stock Program technical referral packages, or for the distribution of information related to these referrals.

4. Background

a. ~~The Navy Ships Parts Control Center (SPEC)~~ ^{NAVAL INVENTORY CONTROL POINT NAVICP} LI/SS Procurement Contracting Officer (PCO) issues contracts for the majority of the LI/SS Stock Program materials. In

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many instances, the contracts include modifications to the standard Navy-approved technical documentation Configuration Identification (CI). These modifications have been approved by the appropriate Navy activities but have not, in the past, been formally published. They have not been readily available to other Navy PCOs or to the Navy end users who inspect materials prior to installation. This situation offers the potential for materials to be introduced into the LI/SS Stock Program which do not conform to published Navy-approved technical documentation and for the rejection by end users of materials that comply with the latest standards.

b. The Approved Engineering Change (AEC) Program, approved by reference (a), was developed to create a system for the dissemination of information regarding Navy-approved permanent changes made to LI/SS Stock Program materials produced under ~~SPCC~~ ^{NAVICP} contracts. This information can then be used by other Navy PCOs and Navy end users as part of the Navy-approved technical documentation CI for LI/SS materials.

5. Responsibilities

a. NAVSEALOGCEN ^{N44} ~~(N93)~~

^{NAVICP} (1) Reviews and disposes of LI/SS technical referral packages resulting from ~~SPCC~~ contracts as directed by reference (b). When approval of a permanent change is granted, it is ~~N93's~~ ^{N44} task to make the initial determination of a material's candidacy for inclusion in the AEC Program. This determination shall be made by applying the guidelines in enclosure (1). When it is determined that inclusion is appropriate, the referral package shall be annotated accordingly. An information package containing a copy of the referral package and all necessary supporting documentation in accordance with enclosure (2) shall be provided to the ~~N93~~ ^{N44} AEC Program Engineer for further processing.

(2) AEC Program Engineer makes the final determination of AEC candidacy and translates the information provided by ~~N93~~ ^{N44} into a complete, stand-alone description of the approved change. The information package is reviewed for completeness of supporting documentation. If any problems are identified, the package shall be returned to the cognizant ~~N93~~ ^{N44} engineer for appropriate corrective action.

(3) AEC Program Engineer maintains an automated data base system to serve as the AEC Program information processing point connecting ~~N93~~ ^{N44} with the fleet. This database will contain, at a minimum, the following information: the ~~N93~~ ^{N44} technical referral six-digit serial number; the ~~N93~~ ^{N44}-assigned Engineering Change (EC) number; the National Stock Number (NSN) of the affected item; the nomenclature describing the item; the date the EC was initiated; the date the EC received approval; the list of ship hull classes that utilize the item; the list of service applications for the item; and, the narrative description of the change.

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(4) AEC Program Engineer takes the following steps to produce an approved EC once the information package is approved:

(a) Assigns a unique EC serial number for each change. The EC serial number shall be five digits and shall be constructed as follows: The first two digits shall indicate the calendar year that the ~~N93~~^{N44} technical referral was signed out by ~~N93~~^{N44} (e.g., "89" for the year 1989). The last three digits shall be a unique, sequential group of numbers from "001" to "999" assigned by the ~~N93~~^{N44} AEC Program Engineer.

(b) Enters the following information into the automated data base system: the EC serial number; the ~~N93~~^{N44} technical referral serial number; the item NSN; the item nomenclature; and, the date the EC serial number is assigned.

(c) Creates an individual EC information file to contain support information for each EC.

(d) Identifies the Navy ship hull classes that utilize the item, enters these into the automated data base system, and places a hard copy list in the EC information file.

(e) Identifies the Navy service applications for the item, enters these into the automated data base system, and places a hard copy list in the EC information file.

(f) Reviews the EC information package (see paragraph 5a(1)) and conducts any additional research that is necessary to fully describe the change and to provide an adequate rationale. Places any new information in the EC information file.

(g) When the EC information file contains adequate supporting documentation, writes the EC narrative description and the rationale, and enters the narrative description into the automated data base system.

(h) Prepares the copy of the EC form (reference (c)) with the complete narrative description of the change and rationale for the change and other pertinent information as required by reference (d). Places a photocopy of the completed form in the EC information file.

(i) Conducts a final review of the completed EC form and, if acceptable, initials. Corrects any problems that are found; revises the appropriate entries in the data base system; and repeats actions of paragraphs 5a(4)(e) through 5a(4)(i).

(j) Prints a Composite List of all ECs being submitted to ~~N90~~^{N40}. Retrieves the Composite List entry for each EC from the data base system ensuring that it contains the following: the EC serial number; the NSN; the item nomenclature; the EC narrative description; the list of U.S. Navy ship hull classes affected; and, the list of Navy service applications affected. Divides the list into three sections according to the following

categories of ship hull classes that utilize the item: submarine hulls only; surface ship hulls only; and both submarine hulls and surface ship hulls.

(5) AEC Program Engineer periodically submits a group of the latest newly completed ECs to ~~N90~~^{N93} via ~~N93~~^{N90} for approval. This package shall contain a copy of the initialed (see paragraph 5a(4)(i)) Engineering Change Proposal form for each EC and a cumulative list of the associated Composite List entries. The Composite List entries shall be listed in order by EC serial number.

(6) AEC Program Engineer produces and distributes a cumulative AEC Program Composite List of all approved ECs on a periodic basis. The entries shall be listed in order by National Item Identification Number and shall contain the same information specified in paragraph 5a(4)(j). The Composite List shall be distributed to the addressees in enclosure (3).

(7) AEC Program Engineer collects all feedback regarding the AEC Program and makes changes as necessary.

~~N44~~ b. NAVSEALOGCEN^{N40} (~~N90~~^{N93}) reviews and approves or disapproves ECs submitted by ~~N93~~^{N90} as directed by reference (e). Approval shall be documented by ~~N90~~^{N93} signature on each approved EC form. If the EC is not approved, the problems shall be corrected and the EC processing steps repeated beginning with paragraph 5a(4)(f).

6. Forms. DD Form 1693, (reference (c)), can be obtained from Defense Printing Service Detachment Office (DPSDO) by ordering on Printing Order, SPCC-5603/4. MIL-STD-973 can be obtained from the DODSSP-Customer Service, Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, Pennsylvania 19111-5094.

7. Maintenance. The maintenance responsibility for this instruction is assigned to the LI/SS Engineering Support Division (~~N93~~^{N44}) of the Material Engineering Group (~~N90~~^{N40}).



R. D. HUDDLESTON

Distribution:
All ~~N93~~^{N44} Personnel

APPROVED ENGINEERING CHANGE (AEC) PROGRAM

Guidelines for Selection of Engineering Change (EC) Candidates

1 December 1994

1. The purpose of the AEC Program is to document permanent changes, as authorized by the Naval Sea Logistics Center (NAVSEALOGCEN) (NSC) Purchase Referral (PR) responses, to items procured under the Level I/SUBSAFE Stock Program. The users of this information are other procuring activities, material receipt activities, and the stock item end users.
2. The following guidelines are provided to assist in the EC candidate identification process:
 - a. If a PR makes a permanent change to a procurement specification or any supporting technical documentation, it is likely that an EC is required.
 - b. Any drawing revision approvals must be documented with an EC.
 - c. Changes to materials or additions of alternate materials to procurement specifications must be documented.
 - d. Changes to government or industrial specification revision levels are not documented as such. However, if changes in such specifications require changes to a procurement specification, the change to the procurement specification must be documented.
 - e. Additions to procurement specifications which are made for clarification purposes to ensure proper understanding of requirements require an EC even though such additions do not actually change the configuration or documentation requirements.
 - f. If a PR approves a change which is simply a correction to a procurement specification and not a substantive change in general, no EC is required. However, if the incorrect procurement specification has been in circulation and there is reasonable concern that this information could cause the future receipt of "bad" parts, an EC should be issued.
 - g. Approvals to supersede an existing National Stock Number (NSN) with a new item or another NSN require an EC for each involved NSN.
 - h. Consolidation of NSNs into one NSN requires an EC for each NSN.

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i. If any change to the competitive status of a previously sole-source NSN is approved, an EC is required (e.g., procuring an item to a Mil-Spec/drawing that was previously purchased to a vendor's proprietary drawing and/or part number).

j. Changes in Level of Essentiality.

3. In any case where there is a question regarding the need for an EC, the NAVSEALOGCEN (N93) AEC Program Engineer should be consulted, or the PR should be marked as an EC candidate for later review by N93 AEC Program Engineer.

Approved Engineering Change (AEC)
and
Approved Engineering Alternative (AEA) Programs
Guidelines for Supporting Documentation

1 December 1994

1. The timely processing and publishing of Engineering Changes (ECs) and Engineering Alternatives (EAs) based upon the Naval Sea Logistics Center (NAVSEALOGCEN) (N93) Purchase Referral (PR) responses requires that adequate information is included in each PR package to assure that no further research is necessary by the NAVSEALOGCEN (N93) AEC Program Engineer.
2. For each EC and EA candidate selected per published guidelines, N93 shall provide the following, as applicable, to the N93 AEC/AEA Program Engineer:
 - a. When a change is made to an item, a complete description of the item, before and after, shall be part of the PR documentation. This will include the drawing number, drawing revision, and drawing piece number and/or part number affected. This may also include the materials, dimensions, etc., as necessary.
 - b. If the text of any part of the procurement specification, including the Additional Ordering Data, Document Reference Sheet, or any attachment is altered, a copy of the affected section of the procurement specification shall be included with the PR documentation.
 - c. When drawing revisions are approved, copies of the drawing(s) involved shall be included with a copy of the referral package whenever possible.
 - d. When a letter is used as justification for a change, a copy of that letter shall accompany the PR package.
 - e. If a previous PR response is used as precedence for a change, a copy of that previous PR shall be part of the documentation package.
 - f. Purchase Referral responses shall be clear as to whether a change affects only the National Stock Number under review or is an across-the-board change.
3. If the PR documentation is found to be inadequate to support the EC or EA process, the NAVSEALOGCEN (N93) cognizant engineer may be requested to provide the missing information on a case basis.

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Approved Engineering Change (AEC)
Distribution List
1 December 1994

COMNAVAIRLANT
COMNAVAIRPAC
COMNAVSURFLANT
COMSUBLANT (N409)
COMSUBPAC (N4013)
ILOTEAM Long Beach
ILOTEAM Mare Island (Code 1026)
ILOTEAM Pearl Harbor
ILOTEAM Puget Sound
ILOTEAM San Diego
NAVSEACOMBATSYSSENGSTA
NAVSHIPREPFAC Guam
NAVSHIPREPFAC Yokosuka
NAVSHIPYD Charleston (Codes 130, 136, 200S, 229, 240, 260)
NAVSHIPYD Long Beach (Codes 240, 260, 570.3)
NAVSHIPYD Mare Island (Codes 130, 136.1, 205, 225, 229, 240, 260, 260.4, 260.73, 540)
NAVSHIPYD Norfolk (Codes 136.1, 200S, 240, 246, 260, 540, 2500)
NAVSHIPYD Pearl Harbor (Codes 130, 136, 225, 242, 260, 300, 502, 571.5, 860)
NAVSHIPYD Philadelphia (Codes 133.1, 240, 244, 260, 282.4, 531.1)
NAVSHIPYD Portsmouth (Codes 100S, 130, 136.2, 260S)
NAVSHIPYD Puget Sound (Codes 133.2 223, 262.1, 540.2)
COMNAVSURFWARFAECEN
NAVWPNSTA Yorktown (Code 3521A)
PERA (CV)
PERA (CRUDES)
PERA (ASC)
SIMA Charleston (QA-NDT LAB 93A)
SIMA Guantanamo Bay
SIMA Mayport
SIMA Little Creek
SIMA Norfolk (Code 313)
SIMA Portsmouth
SIMA San Diego (Code 2162)
SUBASE Bangor
SUBASE Pearl Harbor
SUBMEPP (Code 1805.4)
SUBSUFACLANC New London (Attn: Repair Officer)
SUPSHIP Bath
SUPSHIP Boston

Enclosure (3)

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Approved Engineering Change (AEC)

Distribution List (cont'd)

SUPSHIP Brooklyn
SUPSHIP Groton (Codes 200, 201, 541)
SUPSHIP Jacksonville (Codes 200, 300, 500)
SUPSHIP New Orleans
SUPSHIP Newport News (Codes 201, 208, 301)
SUPSHIP Pascagoula (Codes 500, 600)
SUPSHIP Portsmouth (Codes 260--2 copies)
SUPSHIP San Diego
SUPSHIP Seattle
SUPSHIP Sturgeon Bay
TRIREFACPAC (Codes 411, 443, 512.2)
TRIREFACLANT (Codes 411, 424, 443, 512.2)
USS ACADIA (AD 42) (R7)
USS FRANK CABLE (AS 40) (R7)
USS CANOPUS (AS 34) (R7, Repair)
USS CAPE COD (AD 43) (R7)
USS DIXON (AS 37) (R7)
USS SAMUEL GOMPERS (AD 37) (R7)
USS HOLLAND (AS 32) (R7, R8)
USS EMORY S. LAND (AS 39) (R7)
USS MCKEE (AS 41) (R7)
USS PUGET SOUND (AD 38) (R7, QA Officer)
USS SHENANDOAH (AD 44) (R7)
USS SIMON LAKE (AS 33) (R7)
USS L. Y. SPEAR (AS 36) (R7)
USS YELLOWSTONE (AD 41) (R7)

Copy to:

COMNAVSEASYSYSCOM (SEA 03Y, SEA 92Q, PMS350, PMS393, PMS395, PMS396)

COMNAVSUPSYSCOM (SUP 3Q1, SUP 03111)

~~SPCE~~ (Codes 845, 845A, 845B, 8452 Hubbard)

NAVIGP