

SECTION VI

FORMAT

A. The following format shall be utilized in the preparation of SIs and Local Standard Items (LSIs):

L---T---T-----T-----T-----+-----T-----T-----R  
1---1.33-1.75---2.33-----3.08-----5.42-----6.33-----7.5

NAVSEA or SUPSHIP  
STANDARD ITEM or LOCAL STANDARD ITEM

FY-

ITEM NO: \_\_\_\_\_

DATE: \_\_\_\_\_

CATEGORY: \_\_\_\_\_

(2 BLANK LINES BETWEEN HEADING AND 1. SCOPE.)

1. SCOPE:

1.1 Title: (When the length of a title continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

2. REFERENCES:

2.1 (Standard Items shall be listed first, if referenced in the Item.)

2.2 (When the length of a reference continues past one line, the beginning of the subsequent lines will be indented the same as the first line, as demonstrated here.)

3. REQUIREMENTS:

3.1

3.2

3.2.1

3.2.1.1

4. NOTES:

4.1 None. \*

\* In the event there are no NOTES, the word None shall appear in 4.1.

# of #

ITEM NO: \_\_\_\_\_

FY-

B. The following format shall be used in the preparation of SWTs, CSWTs and locally prepared Work Items:

L---T---T-----T-----T-----T-----T-----T-----R  
 1---1.33-1.75---2.33-----3.08-----4.33-----5.17-----7.5  
 SHIP: \_\_\_\_\_ ITEM NO: \_\_\_\_\_  
 COAR: \_\_\_\_\_ PCN: \_\_\_\_\_  
 (Delete line if not required)  
 \* \_\_\_\_\_ FILE NO: (IF APPLICABLE) CMP: (IF APPLICABLE)  
 (\*SWT, CSWT, or FWP as applicable)  
 REVISED: (IF APPLICABLE) PLANNER: \_\_\_\_\_

(2 BLANK LINES BETWEEN HEADING AND 1. SCOPE:)

1. SCOPE:

1.1 Title: (When the length of a title continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.2 Location of Work:

1.2.1 (If only one, use 1.2.1 or Not Applicable)

1.2.2 (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.3 Identification:

1.3.1 Quantity ( ), (If only one, use 1.3.1 or Not Applicable)

1.3.2 (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.4 Security Classification of Equipment, Components, Spaces and Documents: The Equipment, Space or Document is classified and subject to the applicable provisions of the National Industrial Security Program Operating Manual, DOD 5220.22M (0584-LP-179-6400). (Omit when not applicable)

1.4.1 Spaces: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

# of # ITEM NO: \_\_\_\_\_

SHIP: \_\_\_\_\_

(2 BLANK LINES BETWEEN HEADER AND TEXT)

1.4.2 Equipment: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

1.4.3 Documents: (Omit when not applicable) (When the length continues past one line, the beginning of the subsequent lines will be indented to the first character of the first line, as demonstrated here.)

NOTE: PARAGRAPHS 1.5-1.7 ARE TO BE USED IN THE PREPARATION OF ENHANCED 4-E SPECS ONLY.

1.5 General Information:

(e.g., Work Center and/or Ship's Force responsibilities; coordination of Assist Work Centers; security classification as required; any additional information pertinent to the job)

1.6 Safety Precautions:

(e.g., Personnel; Equipment; Cleanliness)

1.7 Prerequisites and Initial Conditions:

(e.g., listing of items that require accomplishment prior to commencement of work; plant conditions required prior to commencement of work; utilization of Work Authorization Forms (WAF), if required; responsibility for tag-out, if required)

2. REFERENCES:

2.1 (Standard Items shall be listed first, if referenced in the item)

2.2 (When the length of a reference continues past one line, the beginning of subsequent lines will be indented the same as the first line, as demonstrated here.)

2.3 List of documents that provide, document, or record work used as enclosures identified with (ENCL) at the end of the reference citation. (TO BE USED IN THE PREPARATION OF ENHANCED 4-E SPECS ONLY)

3. REQUIREMENTS:

3.1

3.1.1

3.2

# of #

ITEM NO: \_\_\_\_\_

SHIP: \_\_\_\_\_

(2 BLANK LINES BETWEEN HEADER AND TEXT)

3.2.1

3.2.1.1

3.2.2

3.3

3.4

3.4.1

3.4.1.1

3.4.1.2

The following format shall be used to identify repair parts in paragraph 3.

L-----	T-----	T-----	T-----	T-----	T-----	R-----
1-----	1.83-----	3.5-----	4.5-----	5-----	6.17-----	7.5-----
TOTAL						
QUANTITY	NAME	PIECE	REF.	FIGURE	PART	
<u>REQUIRED</u>	<u>OF PART</u>	<u>NO.</u>	<u>NO.</u>	<u>DRAWING NO.</u>	<u>NO.</u>	

NOTE: Government furnished parts listed should contain information identifiable to those listed in paragraph 5.  
 DELETE "Figure" and/or "Drawing" as applicable or substitute appropriate heading.

4. NOTES:

4.1 None. \*

4.1.1

4.2

\* In the event there are no NOTES, the word None shall appear in 4.1.

5. GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 None. \*\*, \*\*\*

\*\* In the event there is no GFM, the word None shall appear in 5.1.

# of #

ITEM NO: \_\_\_\_\_

SHIP: \_\_\_\_\_

(2 BLANK LINES BETWEEN HEADER AND TEXT)

\*\*\* In the event there is GFM, the following format shall be used in 5.

L-----T-----T-----T-----T-----T-----T--R  
1-----1.58-----2.42-----4.42---5-----5.5-----7.17  
TOTAL  
QUANTITY NAME PIECE REF. NATIONAL PARA  
PROVIDED OF PART NO. NO. STOCK NO. NO.  
5.1  
5.2  
5.3

NOTE: Delete National Stock No. as applicable and substitute appropriate heading.

PARA NO. -- Identify what basic paragraph in body of Work Item requires the part/material.

C. The following format shall be used for Co-Planning enhanced 4-E projects:

5. GOVERNMENT FURNISHED MATERIAL (GFM):

<u>QTY</u>	<u>UI</u>	<u>NAME OF PART/ DESCRIPTION</u>	<u>PIECE NO.</u>	<u>REF. NO.</u>	<u>NATIONAL STOCK NO.</u>	<u>PARA NO.</u>
5.1		LLTM (list material that has a lead time in excess of 30 days)				
5.2		PUSH MATERIAL				
5.3		KITTED MATERIAL				
5.4		REPAIR ACTIVITY PROVIDED MATERIAL:				

# of # ITEM NO: \_\_\_\_\_

D. SIs, SWTs, CSWTs, and locally prepared Work Items shall be prepared using the spacing and tabs shown in the foregoing examples, in a 12 character per inch (CPI) font (Courier 10 for AUS), with a left, right, top, and bottom margin of one inch.

NOTE: FORMAT TO SUPPORT THE AUTOMATED INFORMATION SYSTEM UNDER ONGOING REVIEW