

CROSSFEED

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TECH PUBS

Incorporating IRACs Into Publications

By SSgt. Van Jones

Squadron visits have revealed a negative trend in the central technical-publication librarian (CTPL) program. Specifically, I see problems in the way librarians are incorporating interim rapid-action changes (IRACs) into NavAir publications, both on paper and on CD-ROM. Some people see this problem as a small issue, but the function is critical to the safe maintenance and operation of naval aircraft.

It is critical that IRACs are incorporated quickly and efficiently. This vital process ensures maintainers have available the most current maintenance procedures. These IRACs are issued when a serious safety hazard exists and the wait time for a formal change is unacceptable.

The CTPL is the command's formal point of contact on this matter, but I have found many librarians lack experience or have not attended the formal CTPL school. This shortcoming means many people are confused about how to incorporate IRACs, jeopardizing maintenance and flight safety.

NavAir 00-25-100, work package 20, paragraph d, offers help on how to incorporate changes on paper and on CD-ROM. This manual has examples in figure 2, sheets 1 and 2, on how to incorporate paper changes.

CD-ROMs pose a different challenge because you first must identify all the publications on the disk. New librarians often are not aware that publications are

on CD-ROM or even in their library, making this area a great place to start. Once you've identified all your publications on CD-ROM, stick an adhesive label on the CD-ROM case, and mark the label with the applicable NavAir publication numbers and the IRAC number. Don't forget to stamp the CD-ROM with a proper CTPL publication stamp, signifying whether other copies exist and identifying their location. This step is no different than a paper publication, except it is marked on a disk.

The IRAC that affects a publication on CD-ROM must be placed in a binder or folder to offer easy access to the people who will use the disk. That IRAC remains on file until you receive an updated CD-ROM with the change incorporated. As a general rule, I recommend placing a locator sheet in front of the CD-ROM case to tell people about the IRACs to affected pubs. That sheet should also point to the IRAC file or folder.

I understand many communities have specific local procedures on how to maintain and update CD-ROMs. I recommend the CTPL contact their wing or MALS for help on any local procedures. Another source for help is your local technical-publication specialist. A list with closest office can be found in NavAir 00-25-100.

SSgt. Jones is a maintenance analyst at the Naval Safety Center.



These maintainers follow the book even on the simplest task.

ORDNANCE

Understanding the Notice of Ammunition Reclassification (NAR) Program

By MSgt. Claude Ready

When referring to the relationship between the United States and the Soviet Union, President Ronald Reagan said, "Trust but verify." That advice also is good for those of us who are tasked with loading, handling, installing, and testing explosive systems. The Navy and Marine Corps give us numerous tools and various publications to help us. One of the best items available is the NAR.

This program provides a standardized method to inform all Navy and Coast Guard activities of condition-code changes and methods to dispose of unsafe or unreliable ordnance items. We gain this knowledge through rapid, worldwide dissemination of NAR messages. The NARs also can be used as an inventory-management tool to place usage restrictions or priorities on certain items. This document is applicable to all cognizance symbols (COGs) of conventional naval ordnance, including Marine Corps ground ammunition.

The NavAmmoLogCen in Mechanicsburg, Pa., is responsible for maintaining and managing the NAR, but they do not initiate the NAR action. Navy acquisition and program managers and the MarCorSysCom—or their designated agents—determine the need for a NAR on a specific ordnance item, and they then forward a NAR request to NavAmmoLogCen. Once a NAR is issued, each activity with identified assets is required to follow the designated action.

How do you know if a NAR has been issued? Every NAR, ammunition information notice, and overhead fire clearance or restriction is listed in NavSup P-801/TW024-AA-ORD-010, *Ammunition Unserviceable, Suspended and Limited Use*, which is published semi-annually.

Fleet Support Teams (FSTs) determine the need for a NAR, based on mishap and deficiency-malfunction reports. This point is critical because all accidents, incidents and unsatisfactory performance of non-nuclear ordnance and materials must be reported.

I often find Navy and Marine Corps aviation units are not using the NAR properly, or they lack the training to implement it effectively. Too often, we assume our shipmates always are on top of their game, and we have faith that station weapons will catch any problem before the ordnance reaches the

flight line. That approach would be great in a perfect world, but no one is immune from error.

Our database is rife with "trust related injuries." One recent example was an AO1 who was re-stowing prac-



Photograph by PHAA Lance H. Mayhew Jr.

tice bombs. He trusted a shipmate, did not verify the ordnance, and ended up with his face blown open [See the story "Almost Killed by a Practice Bomb" in the spring 2002 issue, or on our website at www.safetycenter.navy.mil/media.—Ed.]. That Sailor believed a fellow ordie had removed the signal cartridge from a BDU-33.

This type of problem can happen in any job, especially one that has become routine. Our brain is the greatest tool available, and we have to use it. We have to train our people to be more proficient at their job, and we must take time to reenforce what already has been taught. We must trust our fellow ordies but also must verify their actions.

MSgt. Ready is a weapons analyst at the Naval Safety Center.



For more info...

OpNavInst 5102.1C (with interim changes 2-5), OpNavInst 5100.19D, and MCO 8025.1 provide procedures for reporting accidents, incidents and unsatisfactory performance of non-nuclear ordnance and materials. They also provide supporting information about the NAR.