



MINISTRY OF DEFENCE
SECRETARIAT GENERAL OF DEFENCE AND NATIONAL ARMAMENTS
DIRECTORATE OF AIR ARMAMENTS AND AIRWORTHINESS

NATO AGS
RQ-4D AIR SEGMENT AND PILOT TRAINER
INSTRUCTIONS FOR COMPILING, SENDING AND
MANAGING OCCURRENCE REPORTS ON
TECHNICAL PUBLICATIONS

Edition 25 March 2019

LIST OF VALID PAGES

ATTENTION: This regulation is valid only if composed of the pages listed below and duly updated. Copy of this regulation can be obtained upon request via e-mail to the following e-mail address: spt@dga.it

The issue dates of the original and revised pages are:

Original..... 15.....of 25 March 2019

This regulation consists of XX pages as specified below:

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1. SCOPE

This regulation defines the process for compiling, sending and managing occurrence reports on all NATO AGS Air Segment and Pilot Trainer Technical Publications (TP) excluding Category IV. These reports are one of the most important sources for the continuous updating of operational, maintenance and logistics data contained in the same technical publications.

This process is based on the following two methods:

- Technical Publications Occurrence Report (TPOR) Model 22 for Categories I, II, and V;
- TPOR S1000D Comment Form (CF) for Category III manuals, including Commercial Off-The Shelf (COTS) manuals and publications issued by foreign military bodies; e.g., USAF Technical Orders (TO).

The technical personnel concerned shall fill out the TPOR (Model 22 or S1000D CF) whenever they find deficiencies, omissions, gaps or errors of any kind in the above-mentioned TP which could compromise their adequacy, interpretation, or lead to doubts.

2. REFERENCE DOCUMENTS

- A. AER.0-0-2/RQ-4D NATO AGS RQ-4D AIR SEGMENT AND PILOT TRAINER. Definition and regulation of the DAAA system for handling technical publications
- B. AER.P. 104/RQ-4D NATO AGS RQ-4D AIR SEGMENT AND PILOT TRAINER. Submission, update procedures and issue methods for category 3 technical Publications
- C. LW-G/2017/14/SI/si Life Cycle Technical Documentation Management Plan
- D. C-M(2002)49 NATO Security Policy

3. TPOR CLASSIFICATION

Classification of TPORs shall be performed in accordance with the following criteria:

- "Emergency". This classification is adopted to request immediate correction of a deficiency in a TP which, if not implemented, WOULD result in fatality or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain operational posture.

A dedicated update of the technical publication shall be issued by SDR to the Competent Body within 48 hours after receipt of the TPOR. The update shall be delivered by the Competent Body to subaccounts and libraries for immediate availability to the NAGSF.

- "Urgent". This classification is adopted to request the urgent correction of TP deficiency involving a hazardous condition which, if not made, COULD result in injury to personnel, damage of equipment or property, reduce operational efficiency or jeopardize the safety or success of mission accomplishment.

A dedicated update of the technical publication shall be issued by SDR to the

Competent Body within 40 calendar days. The update shall be delivered by the Competent Body to subaccounts and libraries for immediate availability to the NAGSF.

- “Routine”. This classification is assigned whenever reporting a deficiency in a TP which COULD lead to inappropriate use of the system which, over time, could reduce the operational lifetime of the system or equipment or else lead to resources or manpower being wasted. These indications generally concern proposals for improving the methods of use and maintenance to save manpower, leading to simplification of procedures or correction of printing errors.

A dedicated update of the technical publication shall be issued by the SDR at the next scheduled delivery or sooner as deemed necessary. Formal replies containing an assessment of the TPOR shall be provided by the SDR to the Competent Body within 48 hours.

4. PROCEDURE

TPOR Originator:

- TPOR Model 22 can be generated by the SDR, the Competent Body, and the NAGSF.
- TPOR S1000D CF can be generated by the DAAA, the Competent Body, and the NAGSF.

The TPOR are classified by the TPOR Originator IAW para 3.

The TPOR forms must be completed such as to request only one type of action on the technical publication concerned. Whenever action should be required on multiple topics or technical publications, the occurrences reported shall be divided across multiple forms, each of which concerning specific and individual actions to be taken. Whenever the action requested is not specific and concerning only one part of the text, but rather multiple parts of the same publication, all parts concerned shall be clearly indicated on the form.

Technical Publications Category 1, 2, and 5:

- Comments to these categories are provided using the TPOR Model 22 (Annex A) compiled by the Originator IAW Annex B.
- All TPOR Model 22 forms shall be sent to DAAA through the Competent Body for processing and distributed to SDR and NAGSF for information.
- Once the TPOR Model 22 has been processed, the DAAA shall respond to the Competent Body, copy to SDR and NAGSF, with information about the decision.
- Technical Manuals Category 3:
- Comments to this category are provided using the TPOR S1000D CF (Annex C), compiled by the Originator IAW Annex D, refer to Annex E for details on the TPOR S1000D CF Schema Tailoring .
- All TPOR S1000D CF forms shall be sent to SDR through the Competent Body for processing and distributed to DAAA and NAGSF for information.

Once the TPOR S1000D CF has been processed, the SDR shall respond to the Competent Body IAW Annex D, copy to DAAA and NAGSF, with information about the decision IAW the time responses established in para 3.

- The TPOR Category 3 process shall be monitored by the Competent Body.
- The SDR shall be responsible to process and archive all TPOR S1000D CFs.

5. COMMUNICATION CHANNEL

TPORs shall be sent via e-mails. Delivery of TPORs shall be acknowledged by the SDR via e-mails. TPORs concerning security classified technical publications shall be handled IAW NATO Security Policies.

Annex A. MODEL 22 Comment Form Template

1. Issued by:	2. Issue Date:	3. TPOR Number:												
	4. Sent to:													
	5. Info to:													
6. Technical Publication Identification Code:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 2px;">Dated</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Ed.</td> <td style="text-align: center; padding: 2px;">Upd:</td> </tr> <tr> <td style="text-align: center; padding: 2px;">7</td> <td style="text-align: center; padding: 2px;">8</td> </tr> </table>	Dated		Ed.	Upd:	7	8	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Page#</td> <td style="padding: 2px;">: <u> 9 </u></td> </tr> <tr> <td style="padding: 2px;">Para#</td> <td style="padding: 2px;">: <u> 10 </u></td> </tr> <tr> <td style="padding: 2px;">Figure#</td> <td style="padding: 2px;">: <u> 11 </u></td> </tr> </table>	Page#	: <u> 9 </u>	Para#	: <u> 10 </u>	Figure#	: <u> 11 </u>
Dated														
Ed.	Upd:													
7	8													
Page#	: <u> 9 </u>													
Para#	: <u> 10 </u>													
Figure#	: <u> 11 </u>													
12. Priority Classification:														
EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE <input type="checkbox"/>														
13. Description of identified issue and correction proposal:														
14. Protocol and Arrival Date in DAAA	15. Stamp and signature:													

Annex B. MODEL 22 Comment Form Instructions

Box 1: Originator

Box 2: Issue date of the TPOR

Box 3: Number of the TPOR to be managed by the Originator in a dedicated registry. The TPOR number shall be composed by 4 groups of digits/characters:

- The first group identifies the Originator (e.g.; NAGSF, SDR);
- The second group is the acronym TPOR;
- The third group is the MDS (e.g.; RQ-4D);
- The fourth group is composed by the last two digits of the calendar year and the TPOR yearly incremental number as per the Originator’s registry.

Example: NAGSF - TPOR – RQ-4D - 18 - 002 identifies the 2nd TPOR issued by NAGSF on the RQ-4D TP within the year 2018

Box 4: Receiver, for competence (DAAA)

Box 5: Receiver(s), for information

Box 6: Technical Publication identification code

Box 7: Technical Publications edition date

Box 8: Technical Publications amendment date

Box 9: Page number(s) affected by the discrepancy

Box 10: Paragraph(s) affected by the discrepancy

Box 11: Figure and reference number (if applicable) affected by the discrepancy

Box 12: Check the appropriate checkbox as per para 3

Box 13: short description of both discrepancy and relevant proposed corrective action

Box 14: Protocol number and arrival date at DAAA

Box 15: Stamp and compiler’s signature

Annex C. S1000D Comment Form Template COMMENT FORM

Model Ident Code	Sender Cage Code	Year	Comment Priority
AGSUAV	Click here to enter text.	Click here to enter text.	Routine

Language	Issue Date	Comment Type	Response Type
English	Date	Q (query)	Accepted

Comment Title
Click here to enter text.

Comment content
Click here to enter text.

Prefix	First Name	Last Name	Job Title
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Country	City	Phone Number	Email
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Enterprise Name	Division	Unit
Click here to enter text.	Click here to enter text.	Click here to enter text.

Comment References	
<input type="radio"/> Data module references Click here to enter text. Click here to enter text.	<input type="radio"/> Publication module references Click here to enter text. Click here to enter text.

Click here to enter text.	Click here to enter text.
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Data Distribution
Click here to enter text.

Export Control
Click here to enter text.

Data Destruction
Click here to enter text.

Data Disclosure
Click here to enter text.

Attachments
Click here to enter text.
Click here to enter text.
Click here to enter text.

Annex D. S1000D Comment Form Instructions

Model Ident Code: Model Identification Code of the comment (2 thru 14 alphanumeric characters).

Sender CAGE Code: The issuing authority of the comment (5 alphanumeric characters).

Year: The year the comment is issued (4 numeric characters).

Comment Priority: The following types of comment are permitted:

cp01: Routine

cp02: Urgent

cp03: Emergency

Language: Language of the product commented.

Issue Date: Date of the comment.

Comment Type: The following types of comment are permitted (1 alpha character):

q = Query (raised comment)

i = Interim response

r = Final response

Comment Code: The comment code is built up as follows:

COM-[Model Ident Code]-[Sender CAGE code]-[Issue Year]-[Sequential number per year]-[Type of comment].

A comment code example for the parameters shown in the following table will have the following form:

Table 1. Comment code example

Model Ident Code	AGSUAV
Sender CAGE code	I9017 (NSPA)
Issue Year	2016
Sequential number per year	00001
Type of comment	Q (query)

COM-AGSUAV-I9017-2016-00001-Q

Response Type: The following response types are permitted in both interim and final responses:

rt01: Accepted

rt02: Pending

rt03: Partly accepted

rt04: Rejected

Comment Title: Title of the comment, given as a simple text string.

Comment Content: Content of the comment given as a simple text string.

Prefix: A title or prefix added to a person's name to signify veneration, an official position or a professional or academic qualification (e.g., Colonel, Doctor/Materiel Data (information set) (MD), Officer, Lady).

First Name: First or given name of the dispatch person.

Last Name: Surname of the dispatch person.

Job Title: Job title or position of the dispatch person.

Country: Country of the dispatch person.

City: City of the originator.

Phone Number: Phone number of the originator.

Email: Email of the originator.

Enterprise The name of the enterprise, and when applicable body within an enterprise, from where the comment/response is sent.

Division: Sending division of the enterprise, given as a simple text string.

Unit: Business unit of the division, given as a simple text string.

Comment References: Contains one or several references to data modules or publication modules to which the comment relates. References should be listed by using the data module code(s) or the publication module code(s).

Data Distribution: Contains the instructions for distribution of a data module given as a simple text string.

Export Control: Contains the information regarding export control of the data module given as a simple text string.

Data Destruction: Contains any destruction instructions that are specific to the data module given as a simple text string.

Data Disclosure: Contains any special instructions with regard to the dissemination of the data module given as a simple text string.

Attachments: Attachments in .docx, .pdf or .jpg format to support the comment form assessment and review. Attachments must be sequentially numbered per comment form in accordance with the following convention:

[Comment Code]-[Attachment sequential number].[File extension]

For example, a list of attachments that belong to the comment which has the code of Table 1 will have the following form:

COM-AGSUAV-I9017-2016-00001-Q-01.pdf

COM-AGSUAV-I9017-2016-00001-Q-02.docx

COM-AGSUAV-I9017-2016-00001-Q-03.jpg

Annex E. S1000D Comment Form Schema Tailoring

The following conventions are applicable to the comment form tailoring for NATO AGS:

- a. Fields marked in red shall be visible on the Viewing application.
- b. All implemented fields, except the ones that are suffixed by “(O)” are considered as mandatory for AGS and the Viewer environment shall include validators to ensure that they are always populated.
- c. A comment form that is created for a data module shall include a dmRef (as part of the dmRefGroup) for this particular data module and a pmRef (as part of the pmRefGroup for its parent publication module).
- d. All the involved organizations shall obtain a CAGE code issued by NATO’s codification system.
- e. The following fields shall be automatically generated by the IETP Viewer and shall not be editable by the end user:
 - modelIdentCode (automatically populated based on the referenced pmRef or dmRef)
 - yearOfDataIssue (current year)
 - seqNumber (sequence per Viewer instance/installation based on the senderIdent and modelIdentCode)
 - issueDate (current date)
 - securityClassification (set to 01 for all comment forms)
 - attachmentNumber (generated based on the sequence of the attached file)
 - fileExtension (based on the extension of the attached file)
 - xlink:href (based on the original attached filename).

The following hierarchy defines the S1000D comment form tailoring, based on S1000D Issue 4.0.1 Chap. 4.6.

- Comment
 - @id
 - **identAndStatusSection**
 - commentAddress
 - commentIdent
 - commentCode
 - @modelIdentCode
 - @senderIdent
 - @yearOfDataIssue
 - @seqNumber
 - @commentType
 - q=Query (raised comment)
 - i=Interim response
 - r=Final response
 - language
 - @countryIsoCode
 - @languageIsoCode
 - commentAddressItems

- commentTitle
- issueDate
 - @day
 - @month
 - @year
- commentOriginator
 - dispatchAddress
 - enterprise
 - enterpriseName
 - division (O)
 - enterpriseUnit (O)
 - dispatchPerson
 - @personPrefix
 - lastName
 - firstName (O)
 - jobTitle
 - address
 - city
 - country (drop-down)
 - phoneNumber (O)
 - email
- **commentStatus**
 - security
 - securityClassification
 - dataRestrictions (O)
 - restrictionInstructions (O)
 - dataDistribution (O)
 - exportControl (O)
 - exportRegistrationStmt (O)
 - simplePara (O)
 - dataDestruction (O)
 - dataDisclosure (O)
 - commentPriority
 - @commentPriorityCode
 - cp01: Routine
 - cp02: Urgent
 - cp03: Emergency
 - commentResponse (O)
 - @responseType
 - rt01: Accepted
 - rt02: Pending
 - rt03: Partly accepted
 - rt04: Rejected
 - commentRefs
 - dmRefGroup

- dmRef [1....n]
 - pmRefGroup
 - pmRef [1...n]
 - remarks (O)
- commentContent
 - simplePara
 - attachmentRef
 - @attachmentNumber (sequential number per comment form)
 - @fileExtension (.docx, .pdf, .jpg)
 - @xlink:title (O)
 - @xlink:href (original filename)