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MIL-PRF-63002J(TM)  
30 August 2005

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SUPERSEDING  
MIL-PRF-63002H(TM)  
5 January 1999

**PERFORMANCE SPECIFICATION  
MANUALS, TECHNICAL:  
REQUIREMENTS FOR PREPARATION OF  
MODIFICATION WORK ORDERS**

This specification is approved for use by the Department of the Army and is available for use by all departments and agencies of the Department of Defense.

1. SCOPE

1.1 Scope. This specification contains the requirements for the preparation of Modification Work Orders (MWOs). (See 6.3.5)

Comments, suggestions, or questions on this document should be addressed to: Commander, USAMC Logistics Support Activity, Logistics Engineering Center, ATTN: AMXLS-AP, Redstone Arsenal, AL 35898-7466 or e-mailed to [tmss@logsa.redstone.army.mil](mailto:tmss@logsa.redstone.army.mil). Since contact information can change, you may want to verify the currency of this address using the ASSIST Online database at <http://assist.daps.dla.mil/>.

AMSC 7559

AREA TMSS

**DISTRIBUTION STATEMENT A. Approved for public release;  
distribution is unlimited.**

2. APPLICABLE DOCUMENTS

2.1 General. The documents listed in this section are specified in section 3 of this specification. This section does not include documents cited in other sections of this specification or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements documents cited in section 3 of this specification, whether or not they are listed.

2.2 Government documents.

2.2.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this specification to the extent specified herein. Unless otherwise specified, the issues of these documents are those cited in the solicitation or contract.

STANDARDS

DEPARTMENT OF DEFENSE

MIL-STD-38784	Standard Practice for Manuals, Technical: General Style and Format Requirements.
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(copies of the above standards are available online at <http://assist.daps.dla.mil/> or from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094.)

2.2.2 Other government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those cited in the solicitation or contract.

AR 750-10	Army Modification Program
DA Pam 738-751	Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A)
DA Pam 750-8	The Army Maintenance Management System (TAMMS)Users Manual

TM 750-245-4      Direct Support and General Support for  
Quality Control Inspector's  
Inspection Criteria

(Copies of these publications are available from the U.S. Army Publications Distribution Center-St. Louis, 1655 Woodson Rd., St. Louis, MO 63114-6181. Electronic copies of ARs and DA PAMs are available online at [www.apd.army.mil](http://www.apd.army.mil). Electronic copies of TMs are available online at [www.https://www.logsa.army.mil](https://www.logsa.army.mil).)

2.3 Order of precedence. In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3. REQUIREMENTS

3.1 General style and format. The general style and format of MWOs shall be in accordance with MIL-STD-38784.

3.2 Content. The content of an MWO shall be as follows:

3.2.1 Cover/title page. The layout of the cover/title page shall be as shown on figures 1 through 3 (see 6.2b).

3.2.1.1 Distribution statement. Unless the contracting activity so specifies and provides the text for a substitute statement, the following shall be placed on the MWO title page (See 6.2c):

**DISTRIBUTION STATEMENT C**. Distribution authorized to U.S. Government agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert controlling DoD office).

3.2.1.2 Destruction Notice. All MWOs with distribution statement "C" shall be marked with the following destruction notice:

**HANDLING AND DESTRUCTION NOTICE** - Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of this document.

3.2.2 Reporting errors and recommending improvements in ROUTINE MWOs. The following boxed statement, placed immediately below the date of the MWO, shall be included in all ROUTINE MWOs (See 6.2d).

**REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS**

You can help improve this MWO. If you find any mistakes, or if you know of a way to improve these procedures, please let us know. Mail your letter or DA Form 2028 (Recommended Changes to Publications and Blank Forms) located in the back of the MWO directly to (insert the address of the contracting activity). You may also submit your recommended changes by E-mail directly to <(insert e-mail address)>. A reply will be provided to you.

3.2.3 Reporting errors and recommending improvements in URGENT and EMERGENCY MWOs. In case of URGENT or EMERGENCY MWOs the following boxed statement shall be used (See 6.2d).

**REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS**

You can help improve this MWO. If you find any technical errors that could cause personal injury or damage to materiel, please let us know. Contact (insert the name of the contracting activity) and report the needed corrections by telephoning DSN (insert number) or Commercial (insert area code and number). Additionally, complete a DA Form 2028, Recommended Changes to Publications and Blank Forms, and mail to (insert the address of the contracting activity). You may also submit your recommended changes by E-mail directly to <(insert e-mail address)>. A reply will be provided to you.

3.2.4 Text. The technical data required for the MWO shall be contained in the following standard titled paragraphs. These paragraphs shall be numbered consecutively and presented in the sequence prescribed herein. The words "Not applicable" shall follow each standard paragraph title when the technical data is not required.

1. Purpose.
2. Priority.
3. End item(s) or system(s) to be modified.
4. Module(s), (components, assemblies, subassemblies, boards, and cards) to be modified.

5. Part(s) to be modified.
6. Application.
7. Technical publications affected/changed.
8. MWO kit(s)/part(s) and their disposition.
9. Special tools; tool kits; jigs; test, measurement, and diagnostic equipment (TMDE); and fixtures required.
10. Modification procedures.
11. Calibration requirements.
12. Weight and balance data.
13. Quality assurance requirements.
14. Recording and reporting of the modification.
15. Materiel change (MC) number.
16. Modification identification

3.2.5 Content of standard paragraphs. The content of the standard titled paragraphs shall be as follows:

3.2.5.1 Paragraph 1 - Purpose. This paragraph shall contain a brief explanation as to the purpose of the modification, e.g., what the modification will accomplish and how it will benefit the user.

3.2.5.2 Paragraph 2 - Priority. This paragraph shall contain one of the following statements as selected and specified by the contracting activity (see 6.2e):

a. "This modification is classified ROUTINE."

b. "This modification is classified URGENT as a result of an Safety of Use/Flight Message (cite message reference). Operating restrictions provided therein remain in effect until this modification is applied."

c. "This modification is classified EMERGENCY as a result of an Emergency Safety of Use/Flight Message (cite message reference). The equipment is deadlined/grounded. The restriction remains in effect until this modification is applied." |

3.2.5.3 Paragraph 3 - End item(s) or system(s) to be modified.

This paragraph shall contain information to identify the end item(s) or system(s) to be modified. This information may be presented in a tabular format, whenever practicable and shall include, but not be limited to, the nomenclature, the line item number (LIN), national stock number (NSN), part number, commercial and government entity codes (CAGEC), type or model number, and serial number(s) or serial number ranges of the end item(s) or system(s) to be modified. When a large number of units is to be modified and the exempt number of units is small, the serial numbers of the exceptions shall be listed rather than the serial numbers of the units to be modified (see 6.2f).

3.2.5.4 Paragraph 4 - Module(s) (components, assemblies, subassemblies, boards, and cards) to be modified.

This paragraph shall begin with the following statement: "The following items, whether installed or in PLL/ASL or depot stock, shall be modified." This paragraph shall contain a listing of items to be modified, identified by nomenclature, NSN, CAGEC, part number, and where applicable, by serial number(s) or ranges of serial numbers (see 6.2f).

3.2.5.5 Paragraph 5 - Part(s) to be modified. This paragraph shall begin with this statement: "The following item(s), whether installed or in PLL/ASL or depot stock, shall be modified. Stocked parts shall be modified prior to issue and shall be marked so that it can be easily determined that modification has been accomplished." This paragraph shall include a listing of items to be modified, including item identification by nomenclature, NSN, CAGEC, part number, and, where applicable, by serial number(s) or range(s) of serial numbers (see 6.2f).

3.2.5.6 Paragraph 6 - Application. This paragraph shall include:

a. The following time compliance statement: "Time compliance schedule: MWO effective date is (insert date) and completion date is (insert date)." The same MWO effective date/completion date statement shall be printed on the cover/title page of the MWO. For examples see figures 1 through 3 (see 6.2g).

b. A level of maintenance statement indicating the lowest level of maintenance authorized to apply the MWO (see 6.2h).

c. Work force and man-hour requirements for application of the MWO to a single unit, end item or system. A sample computation and format for the presentation of this information is shown on the following page (see 6.2i).

d. A listing of all MWOs that must be applied prior to or concurrently with the application of this MWO. This listing shall include MWOs required for other end items, systems and TMDE that impact on this MWO.

e. Any additional information deemed necessary to assist in the application of the MWO.

REQUIREMENTS

WORK FORCE/SKILLS	MAN-HOURS	MAN-HOURS W/O DISASSEMBLY
1 Radio Repairer (MOS 35E) or equivalent civilian OCC code	0.6 hours	0.3 hours
1 Tactical Systems Repairer (MOS 33T) or depot maintenance personnel	2.1 hours	1.1 hours
2 Avionic Flight Systems Repairer (MOS 68Q) or equivalent	1.7 hours each (3.4 hours total)	0.8 hours each (1.6 hours total)

(1) Work force and man-hour requirements shall be provided in the above sample format for each different module and part to be modified.

(2) Work force and man-hour requirements shall be provided in the above sample format when accomplished alone and when accomplished in conjunction with some other action which caused disassembly.

3.2.5.7 Paragraph 7 - Technical publications affected/changed. This paragraph shall list, by publication number and date (including changes and their dates), all the technical publications (i.e., Technical Manuals (TM), Depot Maintenance Work Requirements, (DMWR), Field Manuals (FM), etc.) that have been or are being changed as a result of this MWO.

3.2.5.8 Paragraph 8 - MWO kit(s)/part(s) and their disposition. This paragraph shall contain general information as to MWO kits, parts, and bulk material needed to apply the MWO and shall specifically address the following:

a. Kit(s)/part(s) needed to apply the MWO. All kits needed to apply the MWO shall be listed and identified by NSN, nomenclature, CAGEC, and part number. Additionally, security classification of the MWO kit along with shipping data, e.g., weight, dimensions, and cubic displacement, shall be provided.

b. Contents of MWO kits. Complete content of each MWO kit shall be listed, providing the nomenclature, NSN, CAGEC, part number, and the quantity of each item needed for the modification. This data may be provided in a tabular format and shall include the appropriate figure numbers for each item listed when illustrations are used to clarify the MWO kit contents information.

c. Bulk and expendable material. When applicable, a listing of all bulk and expendable material needed to apply the MWO shall be provided. The listing may be presented in a tabular format and shall include information as to the nomenclature, NSN, CAGEC, part number, and the quantity of the material needed to accomplish a single MWO application.

d. Parts disposition. Instructions covering the disposition of replaced/removed parts/components and those items in excess of the requirements for the completion of the MWO shall be provided (see 6.2j).

e. Mandatory Replacement Parts. When applicable, this paragraph shall contain a list of parts that must be replaced during the modification.

3.2.5.9 Paragraph 9 - Special tools; tool kits: jigs: test, measurement, and diagnostic equipment(TMDE): and fixtures required. This paragraph shall contain a list of tool kits, special tools, jigs, fixtures, and TMDE, including associated test program sets, and software, that are required for the application of the MWO. This listing shall identify the item(s) by nomenclature, NSN, CAGEC, part number, and quantity. When applicable, this paragraph shall contain instructions for the disposition of the special tools, tool kits, jigs, TMDE, and fixtures after application of the MWO.

3.2.5.10 Paragraph 10 - Modification procedures. This paragraph shall provide instructions for the application of the MWO. Instructions for disassembly/assembly of the end item/assembly/system to be modified shall be provided by referencing appropriate technical manuals or DMWR. Instructions may be included when a stand alone document is necessary for the expeditious accomplishment of the modification. Illustrations shall be in detail adequate to support the written procedures.



Recommended illustration callouts and part number, and figure identification is provided in MIL-STD-38784. Additionally, the modification procedures paragraph shall provide the following information:

a. Include instructions for operational checks before application and upon completion of the entire MWO or portion of the MWO. Instructions for operational checks shall be provided in the text or by reference to appropriate technical manual(s) and shall include values of all pertinent performance characteristics and tolerances.

b. In cases of complex and lengthy modification procedures and when specifically authorized by the contracting activity, provide the modification procedures instructions as an appendix to the MWO and reference the appropriate appendix within this paragraph (see 6.2k).

c. When parts are to be removed and not used in reassembly, the procedures shall state: "Remove and set aside for disposition per para 8." The term "discard" shall not be used in the modification procedures.

3.2.5.11 Paragraph 11 - Calibration requirements. This paragraph shall identify all calibration requirements upon completion of the MWO and shall reference the appropriate publications prescribing the calibration procedures and schedules. The level of calibration support required shall be specified for each separate calibration action and affected item(s) shall be identified by nomenclature and NSN.

3.2.5.12 Paragraph 12 - Weight and balance data. Whenever weight and balance affect the performance of the equipment to be modified, this paragraph shall include instructions for weight and balance procedures and the completion of appropriate DD Form 365, Record of Weight and Balance Personnel. These instructions shall be provided by referencing applicable publications. This paragraph shall not duplicate weight and balance information contained in the referenced documents. When weight and balance do not affect the performance of the equipment or the change made is negligible, this paragraph shall contain the following statement: "Weight and balance are not significantly affected."

3.2.5.13 Paragraph 13 - Quality assurance requirements. This paragraph shall contain information as to the quality assurance techniques and methods necessary to assure proper application of the MWO. General quality assurance inspection criteria cited shall be in accordance with TM 750-245-4.

3.2.5.14 Paragraph 14 - Recording and reporting of the modification. This paragraph shall contain the following information:

a. Records and reports. Detailed recording and reporting procedures shall be provided by referencing AR 750-10 and if necessary, DA Pamphlet 750-8 or DA Pamphlet 738-751. AR 750-10 contains the mandatory reporting/recording requirements for MWO applications. DA PAM 750-8 and DA PAM 738-751 contain the general reporting/recording requirements and provide detailed instructions for the completion of the various maintenance historical records.

b. Marking equipment. Specific instructions shall be provided for marking the modified item(s) to facilitate MWO application identification.

c. Identification data. When the modification results in a change in LIN, NSN and model designation, information about the nomenclature, LIN, model number, CAGEC, part number, and NSN changes on each affected item (end item, system, assembly, component, or part) shall be provided. This data may be presented in the following format:

	Before Modification	After Modification
Nomenclature		
LIN		
Model No.		
CAGEC/Part No.		
NSN		
Nomenclature		
\\/\		

3.2.5.15 Paragraph 15 - Materiel Change Number (MCN). This paragraph shall contain the following statement: "This MWO is authorized by materiel change number (insert complete MCN)." The MCN shall be provided by the preparing activity (See 6.21).

3.2.5.16 Paragraph 16 - Modification identification. This paragraph shall contain a narrative description and supporting illustration(s) of the completed modification to aid in physical inspection of the materiel to verify the modification has been completed.

3.2.6 Abbreviated MWOs (Short Form). (See 6.2m and 6.3.1.) When specified by the contracting activity (see 6.3.2), the MWO shall be prepared in an abbreviated format. An abbreviated MWO shall satisfy the content requirements of specified standard prime paragraphs by referencing. In an abbreviated MWO the requirements of 3.2.5.9, 3.2.5.10, 3.2.5.11, and 3.2.5.13 shall be satisfied by referencing the appropriate portion(s) of the applicable DMWR (see 6.3.3), engineering drawings, other technical data. Additionally, 3.2.5.6 shall be abbreviated to include only the time compliance schedule, the level of maintenance information, and work force and man-hour requirements.

3.2.7 MWO numbering. The numbering of MWOs shall be provided by the preparing activity (See 6.2b).

3.2.8 Authentication. An MWO shall be DA-authenticated if it will be applied by field level personnel. MWOs applied by someone other than field level personnel (e.g., depot, contractor, command level, etc) shall be command authenticated. See Figure 5 for examples of authentication blocks.

#### 4. VERIFICATION

4.1 Verification. The validation and/or verification requirements shall be in accordance with the statement of work and as specified by the contracting activity (see 6.2n).

#### 5. PACKAGING

5.1 Packaging. For acquisition purposes, the packaging requirements shall be specified in the contract or order (see 6.2). When packaging of materiel is to be performed by DoD or in-house contractor personnel, these personnel need to contact the responsible packaging activity to ascertain packaging requirements. Packaging requirements are maintained by the Inventory Control Point's packaging activities within the Military Service or Defense Agency, or within the military service's System commands. Packaging data retrieval is available from the managing Military Department's or Defense Agency's automated packaging files, CD-ROM products, or by contacting the responsible packaging activity.

6. NOTES

(This section contains information of a general or explanatory nature that may be helpful but is not mandatory.)

6.1 Intended use. MWOs are to be used as an authenticated and uniform means of providing instructions for modification of materiel.

6.2 Acquisition requirements. Acquisition documents should specify the following:

- a. Title, number, and date of this specification.
- b. Title and number of the MWO (3.2.1).
- c. Distribution Statement (3.2.1.1).
- d. Reporting errors & recommending improvements (3.2.2, 3.2.3).
- e. MWO priority classification (3.2.5.2).
- f. List of items to be modified (3.2.5.3, 3.2.5.4, and 3.2.5.5).
- g. Time compliance schedule information (3.2.5.6a).
- h. Level of maintenance information (3.2.5.6b).
- i. Workforce & manhour information (3.2.5.6c).
- j. Parts disposition information (3.2.5.8d).
- k. Separate modification procedures appendix (3.2.5.10b).
- l. Materiel Change (MC) number (3.2.5.15).
- m. Abbreviated MWO (3.2.6).
- n. Verification requirements (4.1).
- o. Packaging requirements (5.1).
- p. Content/Format Selection Summary (Appendix A of this document).

6.2.1 Technical Manuals. The requirement for technical manuals should be considered when this specification is applied on contract. If technical manuals are required, specifications and standards that have been authorized and assigned and Acquisition Management Systems Control (AMSC) number must be listed on a separate Contract Data Requirements List (DD Form 1423), which is included as an exhibit to the contract. The technical manuals must be acquired under separate contract line item in the contract.

### 6.3 Definitions.

6.3.1 Abbreviated MWO (Short Form). A Department of the Army publication whose prime purpose is to provide for reporting configuration and fiscal accounting procedures. An abbreviated MWO is used in lieu of a fully scripted MWO for situations where other documents adequately describe the work to be done and the modification is only performed by a depot, contractor, or command team (3.2.6).

6.3.2 Contracting activity. An element of an agency designated by the agency head and delegated broad authority regarding acquisition functions.

6.3.3 Depot Maintenance Work Requirement (DMWR). A maintenance serviceability standard for depot maintenance operations. It prescribes the scope of work to be performed on an item by organic depot maintenance facilities or contractors; types and kinds of materiel to be used; quality of workmanship; repair method; procedures and techniques; modification requirements; fits and tolerances; equipment performance parameters to be achieved; quality assurance discipline; and other essential factors which ensure that an acceptable and cost effective product is obtained (3.2.6).

6.3.4 Emergency. Emergency is the highest priority in the modification program. Affected materiel is deadlined/grounded by an Emergency Safety of Use/Flight Message. The materiel remains deadlined/grounded until the modification is applied.

6.3.5 Modification Work Order (MWO). A Department of the Army or command publication providing authority and instructions for the modification of Army materiel (1.1). An MWO is a department of the Army publication if it is performed at the field maintenance level. It is a command publication if it is performed at the Depot, Contractor, or command team level.

6.3.6 Routine. Routine is the lowest priority in the modification program. Routine MWOs may be applied anytime from the effective date of the MWO to the prescribed completion date of the MWO.

6.3.7 Urgent. Urgent is the second highest priority in the modification program. Affected materiel may continue to be operated under the restrictions prescribed by an Operational Safety of Use/Flight Message until the modification is applied.

6.4 Subject term (keyword) listing.

Abbreviated MWO

MWO kits

MWO Priority

Materiel change (MC)

6.5 Changes from previous issue. The margins of this specification are marked with vertical lines to indicate where changes from them previous issue were made. This was done as a convenience only and the Government assumes no liability whatsoever for any inaccuracies in these notations. Bidders and contractors are cautioned to evaluate the requirements of this document based on the entire content irrespective of the marginal notations.

# ROUTINE

*MWO effective date is (insert date) and completion date is (insert date).*

**MWO X-XXXX-XXX-XX-X**

## MODIFICATION WORK ORDER

**MODIFICATION OF** *(Insert nomenclature )*

**(NSN** *(Insert NSN)* **) (EIC** *(Insert EIC)* **)**

**HEADQUARTERS, DEPARTMENT OF THE ARMY, WASHINGTON, D.C.**

*(INSERT DATE)*

### **REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS**

You can help improve this MWO. If you find any mistakes or if you know of a way to improve these procedures, please let us know. Mail your letter or DA Form 2028, Recommended Changes to Publications and Blank Forms, direct to *(insert the address of the contracting activity)*. You may also submit your recommended changes by e-mail directly to *(Insert e-mail address)*. A reply will be provided to you.

**DISTRIBUTION STATEMENT C.** Distribution authorized to U.S. Government agencies and their contractors *(fill-in reason)* *(date of determination)*. Other requests for this document shall be referred to *(insert controlling DoD office)*.

**HANDLING AND DESTRUCTION NOTICE** - Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of this document.

FIGURE 1. *Example of a ROUTINE MWO.*

# URGENT

*MWO effective date is (insert date) and completion date is (insert date).*

**MWO X-XXXX-XXX-XX**

## MODIFICATION WORK ORDER

**MODIFICATION OF** *(Insert Nomenclature)*

**(NSN** *(Insert NSN)* **) (EIC** *(Insert EIC)* **)**

**HEADQUARTERS, DEPARTMENT OF THE ARMY, WASHINGTON, D.C.**

*(INSERT DATE)*

### **REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS**

You can help improve this MWO. If you find any technical errors that could cause personal injury or damage to materiel, please let us know. Contact *(insert the name of the contracting activity)* and report the needed corrections by telephoning DSN *(insert number)* or commercial *(insert area code and number)*. Additionally, complete a DA Form 2028, Recommended Changes to Publications and Blank Forms, and mail to *(insert the address of the contracting activity)*. You may also submit your recommended changes by e-mail directly to *(insert e-mail address)*. A reply will be provided to you.

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FIGURE 2. *Example of a URGENT MWO.*



**X X X X X EMERGENCY X X X X X**

*MWO effective date is (insert date) and completion date is (insert date).*

**MWO XX-XXXX-XXX-XX-XX**

**MODIFICATION WORK ORDER**

**MODIFICATION INSTRUCTION FOR (Insert Nomenclature)**

**(NSN (Insert NSN)) (EIC (Insert EIC))**

**HEADQUARTERS, DEPARTMENT OF THE ARMY, WASHINGTON, D.C.**

*(INSERT DATE)*

**REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS**

You can help improve this MWO. If you find any technical errors that could cause personal injury or damage to materiel, please let us know. Contact *(insert the name of the contracting activity)* and report the needed corrections by telephoning DSN *(insert number)* or commercial *(insert area code and number)*. Additionally, complete a DA Form 2028, Recommended Changes to Publications and Blank Forms, and mail to *(insert the address of the contracting activity)*. You may also submit your recommended changes by e-mail directly to *(Insert e-mail address)*. A reply will be provided to you.

**DISTRIBUTION STATEMENT C.** Distribution authorized to U.S. Government agencies and their contractors *(fill-in reason)* *(date of determination)*. Other requests for this document shall be referred to *(insert controlling DoD office)*.

**HANDLING AND DESTRUCTION NOTICE** - Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of this document.

**X X**

FIGURE 3. Example of an EMERGENCY MWO

# ROUTINE

*MWO effective date is (insert date) and completion date is (insert date).*

**MWO X-XXXX-XXX-XX-X**

## MODIFICATION WORK ORDER

**MODIFICATION OF** *(Insert nomenclature)*  
**(NSN** *(Insert NSN)* **) (EIC** *(Insert EIC)* **)**

**COMMANDER,** *(Insert name of applicable command)*

*(INSERT DATE)*

### **REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS**

You can help improve this MWO. If you find any mistakes or if you know of a way to improve these procedures, please let us know. Mail your letter or DA Form 2028, Recommended Changes to Publications and Blank Forms, direct to *(insert the address of the contracting activity)*. You may also submit your recommended changes by e-mail directly to *(Insert e-mail address)*. A reply will be provided to you.

**DISTRIBUTION STATEMENT C.** Distribution authorized to U.S. Government agencies and their contractors *(fill-in reason)* *(date of determination)*. Other requests for this document shall be referred to *(insert controlling DoD office)*.

**HANDLING AND DESTRUCTION NOTICE** - Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of this document.

FIGURE 4. *Example of command-authenticated MWO.*

**By Order of the Secretary of the Army:**

**PETER J. SCHOOMAKER**  
*General, United States Army*  
*Chief of Staff*

**Official:**

**(Signature)**  
**SHIRLEY R. RILEY**  
*Administrative Assistant to the*  
*Secretary of the Army*  
**0232913**

**DISTRIBUTION:** To be distributed in accordance with the initial distribution number XXXXXX requirements for TM X-XXXX-XXX-XX.

*DA Authenticated MWO*

**FOR THE COMMANDER:**

**JOHN B. SMITH**  
*Colonel, QM*  
*Chief of Staff*

**OFFICIAL:**

**(Signature)**  
**RICHARD E. TURNER**  
*Deputy Director*  
*Integrated Materiel Management Center*

**DISTRIBUTION:** To be distributed in accordance with the initial distribution number XXXXXX requirements for TM X-XXXX-XXX-XX.

*Command Authenticated*

FIGURE 5. *Examples of authentication blocks.*

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APPENDIX A

CONTENT/FORMAT SELECTION SUMMARY

A.1 SCOPE

A.1.1 Scope. This appendix is to be used by the contracting activity to specify which optional requirements of this specification are to be contractually imposed in the acquisition of MWO(s). This Appendix is a mandatory part of this specification. The information contained herein is intended for compliance (See 6.2p).

A.2 APPLICABLE DOCUMENTS

(This section is not applicable to this appendix.)

A.3 PROCEDURE

A.3.1 Application. This appendix is intended to be copied/reproduced, completed, and become a part of the Technical Manual Contract Document Summary List for solicitation/contract application.

A.3.2 Explanation of columns - Content/Format Selection Summary. Column (1), Item No., self-explanatory. Column (2) is the type of requirement and column (3) identifies the applicable paragraph in this specification. Column (4) Options Selected, subcolumn (a) "yes", should be marked with an "X" for each item/requirement applicable to the solicitation/acquisition as written. Column (4), subcolumn (b), "no" should be marked with an "X" for each item that is not applicable as written, but is applicable as specified in subcolumn (c). Subcolumn (c), Explanation/Remarks, is provided for clarity.

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**APPENDIX A  
CONTENT/FORMAT SELECTION SUMMARY**

Equipment name/nomenclature \_\_\_\_\_

(1)	(2)	(3)	(4)		
			(a)	(b)	(c)
Item No.	Requirement	Applicable Paragraph Number	Requirement Selected		Explanation/Remarks
			(Yes)	(No)	
1	Distribution Statement	3.2.1.1			
2	MWO Priority	3.2.5.2			
3	ID of Parts for Disposition	3.2.5.8d			
4	Modification procedures appendix	3.2.5.10b			
5	Data Plate Description/ Illustration	3.2.5.14b			
6	Abbreviated MWO	3.2.6			

NOTE: The above selected requirements, identified by an "X" in Column 4, subcolumn (a) or (b), the Requirement Selected column with an explanation in the Explanation/Remarks subcolumn 4 (c) are a mandatory part of this contract.

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MIL-PRF-63002J(TM)

CONCLUDING MATERIAL

Custodian:  
Army - TM

Preparing Activity:  
Army - TM

Review Activities:  
Army - AR, AT, AV, CR,  
EA, GL, MI

(Project TMSS 2005-001)

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