



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVENUE, S.E.  
WASHINGTON NAVY YARD, DC 20376-0001

IN REPLY REFER TO:

4730  
Ser 04X/166  
22 Nov 2013

From: Commander, Naval Sea Systems Command

Subj: TAG-OUT USERS MANUAL (TUM) REVISION SEVEN ISSUANCE

Ref: (a) NAVSEA ltr ser 04X/337 dtd 24 Oct 2011, Tag-out Users Manual (TUM, NAVSEA 0400-AD-URM-010, ADVANCE CHANGE NOTICE 1/A  
(b) NAVSEA ltr ser 04X/446 dtd 22 Dec 2011, Tag-out Users Manual (TUM, NAVSEA 0400-AD-URM-010, Additional Guidance for New Tags  
(c) NAVSEA ltr ser 04X/448 dtd 23 Dec 2011, Tag-out Users Manual (TUM, NAVSEA 0400-AD-URM-010, Updated Guidance for New Tags  
(d) NAVSEA ltr ser 04X/091 dtd 17 Mar 2011, Report of 24-26 January, 2011 Navy Work Control Team Meeting  
(e) Shift Operations Management System (SOMS) Version 3.09R1  
(f) Shift Operations Management System (SOMS) Version 3.09R2

Encl: (1) NAVSEA Manual S0400-AD-URM-010/TUM Rev 07, Tag-Out Users of 21 November 2013

1. Purpose. This letter issues revision seven of the Tag-Out Users Manual. References (a), (b) and (c) are superseded by this revision. Implementation will be as directed in paragraph 4.

2. Discussion.

a. A consensus review process with fleet, type commander and maintenance activity representation during reference (d) and further review at NAVSEA Headquarters were conducted to incorporate changes into enclosure (1). The summary of changes is provided within the manual's certification sheet.

b. The main purpose of this revision is to reflect the electronic tag-out program as the primary methodology in the main body of the manual. An additional significant

Subj: TAG-OUT USERS MANUAL (TUM) REVISION SEVEN ISSUANCE

improvement agreed to at the reference (d) meeting was to replace the Tag Record Sheet with separate Tags to be Hung Sheet (THS) and a Tags to be Removed Sheet (TRS). The THS/TRS is not currently supported by reference (e), and only partially supported by reference (f), programs and will ultimately require an update to the SOMS program or other agreed to electronic tag-out program to support the new printouts. Use of this revision with reference (f) will be as directed in paragraph 4, Implementation.

c. The TUM is hosted electronically at [http://www.submepp.navy.mil/jfmm/tum/tag out.pdf](http://www.submepp.navy.mil/jfmm/tum/tag%20out.pdf) and at <https://mercury.tdmis.navy.mil>. Electronic forms are available at <https://navalforms.daps.dla.mil/web/public/forms>.

### 3. Action.

a. Request the Joint Fleet Maintenance Manual Manager at SUBMEPP and the Naval Systems Data Support Activity update their applicable sites with this revised manual, and include it on their next editions of JFMM and Monthly Ship Initial Distribution CD-ROMs, respectively. Revision 06 is also to remain active until further notice. The electronic file will be emailed/uploaded separately.

b. Request that Fleet Forces Command authorize and coordinate implementation of the reference (f) program for those ships still under the reference (e), or earlier, version.

c. Request that Fleet Forces Command address the updates required to the SOMS program and deskguide or provide other agreed to electronic tag-out program to bring it into compliance with this revision 07.

d. Private Shipyards. The action taken by this manual revision is considered by NAVSEA to be within the scope of existing contracts, and no change in contract delivery or completion dates or in current negotiated price or amount of any Government contract is authorized. If the Contractor considers that implementation of this manual revision requires a contract change, the Contractor should not implement such part but should promptly, and in any event within 30 days of receipt of this manual revision, notify the Contracting Officer in writing via the Supervisor of Shipbuilding of the facts and reasons for considering that a contract change is

Subj: TAG-OUT USERS MANUAL (TUM) REVISION SEVEN ISSUANCE

required. In addition to revising local instructions, contractors are requested to review all NAVSEA approved documents under their cognizance and determine if changes are needed to fully implement this manual revision. Changes to NAVSEA approved documents should be recommended to this contract change where the base document is used.

4. Implementation. Naval Supervising Authorities and other work authorizing activities are to implement this change as soon as practical to insure implementation does not create delay and disruption or unnecessary costs to the Government for ongoing ship maintenance work. Type Commanders are requested to have their Fleet Forces implement when practical. Both the Ship and the Repair Activities working aboard should use the same revision. Implementation will be as follows:

a. Revision 06 remains effective until SOMS 3.09R1 is updated to either SOMS 3.09R2 or later version.

b. Replace Revision 06 with Revision 07 in its entirety upon installation of SOMS 3.09R2 update using the following guidance:

(1) The THS/TRS as provided in Revision 07 is not supported by the SOMS 3.09R2 version. The SOMS 3.09R2 Tags to be Hung and Tags to be Removed printouts gray out those blocks not applicable to the hanging or removing function and include IUID blocks not applicable to the tag-out program. Until SOMS is updated to meet the printout requirements of this revision, the Tags to be Hung/Tags to be Removed printouts are an acceptable alternative to the separate THS/TRS printouts.

(2) Using SOMS 3.09R2 version also requires all Repair Activity Witness initials for checking posted tags be on the Line Item Record Sheet (LIRS). This is an acceptable alternative to Revision 07 until the SOMS program is updated to include RA Witness of posted tags on the THS.

(3) The deskguides provided to support use of the SOMS 3.09R2 version may be in conflict with the requirements of Revision 07. In cases of inconsistencies, the TUM Revision 07 has precedence over all deskguides. Conflicts will be addressed to NAVSEA 04XQ1M via appropriate chain of command.

Subj: TAG-OUT USERS MANUAL (TUM) REVISION SEVEN ISSUANCE

5. Engineering Manager for the TUM is Mr. Paul Mieszczanski, SEA 04XQ1M, at (202) 781-4472 or Paul.Mieszczanski@navy.mil.



PAUL T. COLAHAN  
By direction

Distribution:

FKP7 NAVSHIPYDS

FKP8 SUPSHIPS

RMCs (HRMC, JRMC, MARMC, NWRMC, SCRMC, SERMC, SWRMC) and NRMOS  
via CNRMC

NAVSURFWARCEN (Carderock-SSES, Corona, Crane, Dahlgren, Indian  
Head, Panama City, Port Hueneme) via COMNAVSURFWARCEN

NAVUNSEAWARCEN (Keyport, Newport) via COMNAVUNSEAWARCEN

NAVAIRWARCEN Aircraft Division, Lakehurst

SPAWARSYSCEN (Charleston, Norfolk, San Diego)

NSRO (Norfolk, Pearl Harbor, Portsmouth, Puget Sound)

NRRO (Groton, Newport News, Norfolk, Pearl Harbor, Portsmouth,  
Puget Sound, Yokosuka) via SEA 08D

Engineering Field Representatives via SEA 05S

SUBMEPP Portsmouth

Naval Systems Data Support Activity Port Hueneme

COMUSFLTFORCOM

COMPACFLT

COMNAVAIRLANT

COMNAVAIRPAC

COMNAVSURFLANT

COMNAVSURFPAC

COMSUBLANT

COMSUBPAC

GDEB

HII-NNS