

AMENDMENT INSTRUCTIONS

August 2007

AMENDMENT CHANGES

1. Except under unusual circumstances requiring prior approval, changes to any specification section will result in the entire section being reissued, with the amendment changes shown underlined and the amendment number (i.e. **(AM#2)**) inserted immediately to the left of the change.
2. Each reissued section or new section will bear the following notation in the header, on every page:

“**ACCOMPANYING AMENDMENT NO. 000_ TO SOLICITATION NO. W9126G-07-R-00_.**”
3. Since the Header above is put on the Section when it is printed (using Specsintact Process Print/Publish command), there is no indication in Specsintact that a section has been amended when you first pull it up in the Editor. Therefore, at the top of the Section, beneath the Section Number and Title and the Date, insert “AMENDMENT NO. 000_”, inserting the amendment number in the blank. If this a second, third, etc. amendment for this section, insert the new amendment number. Insert “AMENDMENT NO. 000_” as follows:
 - A. Place the cursor on the correct line.
 - B. Type in “AMENDMENT NO. 000_” underneath the Section title, using the Center tag (<HL4></HL4>)..
4. Additional sections will be issued with the amendment header.
5. Show new material and the Amendment Indication in **BOLD** lettering and a different color such as “blue”.
6. Use the strikeout key to show deleted material. If a deleted paragraph is extremely long or has multiple subparagraphs, either strike through entirely or, then in the interest of clarity, physically delete the text and show the paragraph as deleted (e.g., 1.7 **(AM#1) DELETED**).
7. If a sentence or paragraph has multiple, non-contiguous changes, it may be clearer to strikeout the original sentence and rewrite the entire sentence or paragraph in order to minimize the number of insertions of the amendment indication (e.g., “**(AM#1)**”).
7. Immediately to the left of each change insert the Amendment Number in brackets (e.g. **(AM#1)**, **(AM#3)**).

Examples: “3.2 **(AM#1) DELETED**”

“Reinforcement shall be **(AM#1) free from** ~~have~~ loose dust and scale.”
8. Changes within a revised section can be located by reviewing the entire section or by searching for the “#” sign. On the Acrobat Reader screen, click on the binocular icon, type “#” in the FIND WHAT space, then click on the FIND button.
9. Drawings: Any changes to a drawing sheet will result in the sheet being reissued. Changes will be marked by delta (Δ) symbols and other conventions. See guidance within this web site for detailed instructions.