TECHNICAL MANUAL

AF TECHNICAL ORDER SYSTEM

(ATOS)

THIS PUBLICATION SUPERSEDES TO 00-5-1, DATED 1 APRIL 2001 AND TO 00-5-2, DATED 1 APRIL 2001. THIS PUBLICATION HAS BEEN EXTENSIVELY REWRITTEN; THEREFORE, REVISION BARS HAVE BEEN OMITTED.

DISTRIBUTION STATEMENT: Approved for public release; distribution is unlimited.

Published under authority of the Secretary of the Air Force.

15 SEPTEMBER 2003

INSERT LATEST CHANGED PAGES. DESTROY SUPERSEDED PAGES.

LIST OF EFFECTIVE PAGES

NOTE: The portion of the text affected by the changes is indicated by a vertical line in the outer margins of the page. Changes to illustrations are indicated by miniature pointing hands. Changes to wiring diagrams are indicated by shaded areas.

Dates of issue for original and changed pages are:

Original ..... 0 ..... 15 September 2003

TOTAL NUMBER OF PAGES IN THIS MANUAL IS 148, CONSISTING OF THE FOLLOWING:

Page No.	*Change No.	Page No.	*Change No.	Page No.	*Change No.
Title	0				
A	0				
i - iv	0				
1-1 - 1-5	0				
1-6 Blank	0				
2-1 - 2-15	0				
2-16 Blank	0				
3-1 - 3-9	0				
3-10 Blank	0				
4-1 - 4-17	0				
4-18 Blank	0				
5-1 - 5-13	0				
5-14 Blank	0				
6-1 - 6-8	0				
7-1 - 7-18	0				
8-1 - 8-4	0				
9-1 - 9-17	0				
9-18 Blank	0				
10-1 - 10-9	0				
10-10 Blank	0				
A-1 - A-14	0				
B-1 - B-3	0				
B-4 Blank	0				
C-1 - C-2	0				

*Zero in this column indicates an original page

TABLE OF CONTENTS

Chapter Page

1 INTRODUCTION, TECHNICAL ORDER SYSTEM SCOPE AND TECHNICAL ORDER USE 1-1

1.1 Introduction 1-1
1.2 Scope 1-1
1.3 Exclusions 1-1
1.4 Training Requirements 1-2
1.5 Air Force Technical Order Use 1-3

2 TECHNICAL ORDER TYPES AND REQUIREMENTS 2-1

2.1 Operations & Maintenance (O&M) Technical Orders 2-1
2.2 General, Methods and Procedures Technical Orders 2-1
2.3 Index Technical Orders 2-2
2.4 Abbreviated Technical Orders 2-3
2.5 Time Compliance Technical Orders (TCTO) 2-3
2.6 Supplemental Manuals 2-3
2.7 Joint-Use Publications 2-4
2.8 Commercial Off-the-Shelf (COTS) Manuals 2-4
2.9 Contractor Data 2-5
2.10 Other Authorized Support Data 2-5
2.11 Preliminary Technical Orders (PTO) 2-6
2.12 Air Force Calibration Technical Orders 2-6

3 AIR FORCE TECHNICAL ORDER SYSTEM MANAGEMENT TOOLS 3-1

3.1 Introduction 3-1
3.2 Joint Computer-Aided Acquisition and Logistics Support (JCALS) System 3-1
3.3 Air Force Technical Order Catalog 3-2
3.4 Using the Air Force Technical Order Catalog Application 3-2
3.5 Interpreting Technical Order Catalog Index Information 3-4
3.6 Digital Technical Order Repository Systems 3-5
3.7 Air Force Technical Order Archive (Repository) 3-5
3.8 Automated Technical Order Management System (ATOMS) 3-5
3.9 Technical Order Management and Retrieval Tool (TO.MART) 3-6

4 ESTABLISHING TECHNICAL ORDER DISTRIBUTION OFFICES (TODO), TECHNICAL ORDER LIBRARIES AND REQUIREMENTS 4-1

4.1 General 4-1
4.2 AFTO Form 43 Completion Instructions 4-1
4.3 Special Purpose TODO (SPTODO) Activities 4-3
4.4 Actions on TODO Account Approval 4-4
4.5 TODO Functions 4-5
4.6 Technical Order Libraries 4-7
4.7 Authorized Types of Libraries 4-7
4.8 Technical Orders Temporarily Assigned to Individuals 4-9
4.9 Contractor Access to USAF Technical Order Libraries 4-9
4.10 Filing Technical Orders and Use of Binders 4-9
4.11 Checking Technical Order Account Distribution Records and Libraries 4-11
4.12 Account Reconciliation Report (ARR) and TODO Information Validation 4-12
4.13 Disposition of Technical Orders and Forms 4-13

5 ORDERING TECHNICAL ORDERS: INITIAL DISTRIBUTION AND ONE-TIME REQUISITIONS 5-1

5.1 Ordering Technical Orders 5-1
5.2 Ordering Sponsor (TO Manager) Approval Technical Orders 5-2
5.3 Establishing Subscriptions 5-3
5.4 One-Time Requisitions for Technical Orders 5-4
5.5 Emergency Requisitions 5-5
5.6 AFTO Forms 276 5-6
5.7 Requisition Follow-Up Transactions (ATOMS and AFTO Forms 276 Only). 5-7
5.8 Requisition Backorder Cancellation Transactions 5-7
5.9 Contractor Requirements for Air Force Technical Orders 5-8
5.10 Ordering Technical Orders for Non-U.S. Distribution 5-9

6 DISTRIBUTION OF TECHNICAL ORDERS AND LOCAL REPRODUCTION 6-1

6.1 Technical Order Dissemination Control 6-1
6.2 Distribution Shipments 6-1
6.3 Technical Order Media 6-3
6.4 Receipt and Redistribution, Misdirected Shipments, Excess Returns 6-4
6.5 New Organization or Mission Initial Technical Order Distribution Lists 6-4
6.6 Interim Technical Orders (ITO) and Rapid Action Changes (RAC) 6-4
6.7 Local Reproduction of Technical Orders 6-5

7 TECHNICAL ORDER UPDATES: TYPES AND POSTING 7-1

7.1 General Practices 7-1
7.2 Title Pages; LEPs; VSPs; Change Page Marking 7-1
7.3 Posting Technical Orders 7-2
7.4 Technical Order Revisions 7-3
7.5 Technical Order Changes 7-3
7.6 Technical Order Supplements 7-5
7.7 Digital Media 7-8
7.8 Local Technical Data 7-9

8 CROSS-SERVICE UTILIZATION OF TECHNICAL PUBLICATIONS 8-1

8.1 General 8-1
8.2 Obtaining Army Publications and Related Forms 8-1
8.3 Obtaining Navy Publications 8-2
8.4 Obtaining Marine Corps Publications 8-3
8.5 Furnishing Air Force Technical Orders for Other DoD Activities 8-3
8.6 Bulk Shipments 8-3
8.7 Commercial Manuals 8-3
8.8 Contractors 8-3
8.9 Technical Orders for Non-DoD Government Activities 8-4

9 TECHNICAL ORDER SYSTEM CHANGE PROCESS 9-1

9.1 Recommending Changes 9-1
9.2 Technical Order Change Business Practices 9-1
9.3 Technical Order Change Procedures 9-2
9.4 Reviewing Activities 9-3
9.5 Recommendation Categories 9-4
9.6 RC Special Coordination and Information Copy Requirements 9-5
9.7 AFTO Form 22 Completion 9-6
9.8 Evaluator Procedures 9-9
9.9 Status Information Technical Order Initiators 9-11
9.10 Follow-Up Action 9-11
9.11 RCs and the Innovative Development Through Employee Awareness (Idea) Program 9-12

10 NUCLEAR WEAPONS AND EOD TECHNICAL ORDERS 10-1

10.1 Introduction 10-1
10.2 Nuclear Weapon Technical Order Practices 10-1
10.3 Functions 10-1
10.4 Indexing Nuclear Weapon Technical Orders and Related Publications 10-4
10.5 Nuclear Weapons Technical Order Publication Library 10-4
10.6 Requesting Nuclear Weapons TODO Codes 10-4
10.7 Distribution Requirements 10-4
10.8 Foreign Military Sales (FMS) Procedures 10-5
10.9 Non-Nuclear Explosive Ordnance Disposal (EOD) Category 60 Technical Orders 10-6

A GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION A-1

A.1 Referenced and Related Publications A-1
A.2 Related Forms A-2
A.3 List of Acronyms A-3
A.4 Terms and Conditions A-8

B TECHNICAL ORDER SYSTEM TRAINING RESOURCES B-1

B.1 Purpose B-1
B.2 TO System Training Resources B-1
B.3 TO System Business Process Education and Training Resources B-1
B.4 JCALS System Training B-2
B.5 TO System Role-Based Training Workshops B-2
B.6 Additional Resources B-2

C JCALS TM ACCOUNT OPERATIONS USERS GUIDE C-1

C.1 Joint Computer-aided Acquisition and Logistics Support (JCALS) C-1

LIST OF ILLUSTRATIONS

Number	Title	Page
1-1	Types of TO Publications	1-5
2-1	Operations and Maintenance Technical Orders	2-7
2-2	Methods and Procedures Technical Orders	2-9
2-3	Abbreviated Technical Orders - Checklists	2-10
2-4	Abbreviated Technical Orders - Inspection Workcards	2-11
2-5	Time Compliance Technical Orders	2-12
2-6	Joint-Use Publications	2-14
2-7	Preliminary Technical Order and Formal Replacement	2-15
3-1	ATOMS JCALS-Format Technical Order Publication Request	3-7
4-1	AFTO Form 43, USAF Technical Order Distribution Office (TODO) Assignment or Change Request	4-18
5-1	Text of Typical Emergency Requisition Message	5-11
5-2	AFTO Form 276, Special Requisition for Air Force Technical Order	5-12
5-3	JCALS TO Request Status Notification (TORSN) Layout	5-13
6-1	Overseas Shipment, OS, SS, and TCTO Package Marking	6-7
6-2	DD Form 1348-2, Issue Release/Receipt Document with Address Label	6-8
7-1	Example of a TO Title Page IAW MIL-STD-38784	7-11
7-2	Example of a T-2 Page	7-12
7-3	Example of a List of Effective Pages	7-13
7-4	Format for Interim Safety/Operational Supplement (Except FMP Publications)	7-14
7-5	Format for FMP Publication Interim Safety/Operational Supplements	7-15
7-6	Example of an FMP Status Page	7-16
7-7	Format for an Identifying Technical Publication Sheet (ITPS) for Commercial Manual/ Supplemental Data	7-17

7-8 TO Supplements Posting Guide 7-18
9-1 Technical Manual (TM) Change Recommendation and Reply 9-15
9-2 TO Recommended Change Status List 9-17
10-1 AFTO Form 187, Technical Orders Publications Request (Front) 10-8
10-2 AFTO Form 187, Technical Orders Publications Request (Reverse) 10-9

LIST OF TABLES

Number Title Page

3-1 Explanation of Technical Order Publication Request (TOPR) Entries for Figure 3-1 3-8
4-1 TODO and TO Account Checklist 4-14
9-1 AFTO Form 22 Routing Addresses 9-12

CHAPTER 1
INTRODUCTION, TECHNICAL ORDER SYSTEM SCOPE AND TECHNICAL ORDER USE

1.1 INTRODUCTION.

The purpose of this Technical Order (TO) is to describe the Air Force TO System established by Air Force Policy Directive (AFPD) 21-3, Technical Orders, and Air Force Instruction (AFI) 21-303, Technical Orders, under the control of HQ USAF/ILMM, specify business practices and responsibilities for operation and management of the TO system, and outline general procedures for use of the system. The standard set of TO System functions consists of acquire, publish, stock, distribute, maintain and use TOs. This TO identifies and explains the various types of TOs (Figure 1-1) and related procedures. Changes to this TO shall be submitted in accordance with Chapter 9. Request for waivers of TO System practices and procedures will be submitted IAW AFI 21-303. References and related publications, related forms, acronyms and terms used in this TO are listed in the Glossary, APPENDIX A.

1.1.1 The purpose of the Air Force TO system is to provide concise but clear instructions for safe and effective operation and maintenance of centrally-acquired and managed Air Force military systems and end items. All available formats of a TO or TO update (paper, digital medium, electronic file) must be released concurrently (see Glossary) to maintain TO configuration control. TOs are published by authority of the Secretary of the Air Force in accordance with AFPD 21-3. Compliance with Air Force TOs is mandatory.

1.1.2 Information about the TO system (points of contact, policy documents, latest policy initiatives, etc.) can be accessed through the World Wide Web on the TO System Information Page. The page can be read using a browser such as Internet Explorer™ or Netscape™, and entering the Uniform Resource Locator (URL) http://www.ide.wpafb.af.mil/toprac/to-syste.htm.

1.1.3 Policies for management of the TO system are developed and coordinated by HQ AFMC/ENBP, 4375 Chidlaw Rd, Ste 6, WPAFB OH 45433-5006, and approved by HQ USAF/ILMM. Business practices and procedures for operation of the system are developed and coordinated by HQ AFMC/ENBP, e-mail: AFMC.EN.TOPP@wpafb.af.mil. A TO System help desk is operated by MSG/MMF, e-mail: TOPP@wpafb.af.mil. TOs for individual systems and end items are managed by TO Managers assigned by the responsible Single Manager (SM) or Supply Chain Manager (SCM). Individual TO currency and accuracy is the responsibility of assigned Technical Content Managers (TCMs). Flight Manual Managers (FMMs) are the equivalent of TCMs for FMP publications (reference AFI 11-215, Flight Manuals Program).

1.2 SCOPE.

The TO System includes the TOs, infrastructure and resources to manage and use TOs. TOs include all manuals developed or acquired for organic operation, maintenance, inspection, modification, or management of centrally-acquired and managed Air Force systems and end items. This includes paper and digital copies of manuals developed IAW TO Military Specifications (MILSPECs), non-embedded personal computer software which automates the function directed by a TO, contractor-developed manuals adopted for Air Force use, and approved Commercial Off-The-Shelf (COTS) manuals. Each TO is assigned a unique TO number in the TO management system for configuration control according to the types of equipment covered, to provide sequences for filing and indexing, and to provide a means for users to identify and establish requirements for distribution of TOs.

1.3 EXCLUSIONS.

The TO System does NOT apply to publications for:

1.3.1 Contractor-operated experimental equipment designed for research.

1.3.2 Publications for the operation and maintenance of real property or real-property-installed equipment as defined in AFI 32-9005, Real Property Accounting and Reporting.

1.3.3 Subjects more suitable for coverage in the Air Force stocklist publication system as specified in AFI 23-106, Assignment and Use of Standard Reporting Designators.

1.3.4 Subjects more suitable for coverage in standard publications (AFI 33-360, Volume 1, Publications Management Program) and subjects covered in other specialized publication systems.

1.3.5 Embedded computer programs and computer program documents managed according to AFI 33xxx-series (Communications and Information) instructions, and the USAF Computer Program Identification Numbering (CPIN) System covered in TO 00-5-16 and TO 00-5-17 (see paragraph 2.1.1.8 for computer-related manuals managed in the TO System).

1.3.6 Systems or equipment to be maintained by the original manufacturer or a contractor over its life cycle. Policy on data to support these systems and end items is in AFI 63-111, Contractor Support for Systems and Equipment.

1.3.7 Communications-Computer Systems Security Publications and nonstandard cryptologic systems and equipment operated and maintained by Air Intelligence Agency (AIA).

1.3.8 Numerical Control (NC) program tapes.

1.3.9 Publications for command-supported and/or fabricated equipment, locally acquired equipment, or non-stocklisted equipment.

1.3.10 Joint Munitions Effectiveness Manuals described in Technical Handbook 61JTCG/ME-1-2-index (OPR: OC-ALC/LGLUB).

1.3.11 Manuals and data for Foreign Military Sales (FMS) programs when the military system or end items being provided are not identical to U.S. military systems and/or end items (see TO 00-5-19, Security Assistance Technical Order Program).

1.3.12 Written data or authorizations to deviate from published TO procedures that fit one or more of the following categories: (a) are unique to a specific serial numbered equipment item; (b) are expected to expire in 120 days or less; (c) are for one-time use; or (d) are not applicable to all users or units of the system or end item. These categories are addressed in TO 00-25-107, Maintenance Assistance, and TO 00-25-108, Communication-Electronics (C-E) Depot Support.

1.4 TRAINING REQUIREMENTS.

NOTE

The Advanced TO System course is scheduled for release during the fall of CY 2003.

All TO Distribution Office (TODO), TO Distribution Account (TODA) and TO library custodian personnel will complete the AETC web-based General TO System Course (J6ANU00066-044) training. All TODO and TODA personnel who redistribute TOs must complete the AETC web-based Advanced TO System Course. Courses must be completed within 90 days of personnel assignment. Completion of previous versions of the AETC courses satisfies this requirement.

1.4.1 Additional Information Assurance (information security), ATOMS and/or JCALS system training is also required before TODO or TODA personnel can use a government computer system, ATOMS or JCALS to perform TODO/TODA functions. The TO System Information web page (URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm) and APPENDIX B of this TO provide detailed information about available TO System training and certification.

NOTE

Non-DoD TODO personnel and commercial contractors must contact the training manager for the AETC TO System Courses, listed on the TO System Information web page under the link to “Training,” to obtain information to gain access to web based TO System Course training.

1.4.2 TODOs staffed by support contractor personnel are known as Government-owned contractor-operated (GOCO) TODO operations. GOCO TODO support contractors must be trained and capable of providing TODO services in the same manner that government or military service personnel are. The cognizant contracting officer for GOCO TODO personnel will complete and submit a contractor training request package to 2AF/DOTT. By name approval will be granted by the AF Institute for Advanced Distributed Learning (AFIADL) for a period of 90 days to complete TO System web-based training courses. Visit URL https://afiadl.mont.disa.mil/ for more detailed information and to download the required contractor training request package.

1.5 AIR FORCE TECHNICAL ORDER USE.

1.5.1 Air Force personnel are responsible for controlling and using TOs as organizational property in conjunction with official duties. TOs containing technical data are not releasable to non-DoD organizations and foreign nationals except under specific conditions. See paragraph 6.1, TO Dissemination Control.

1.5.2 O&M TOs must be available and used at the job site. MAJCOM HQ may provide further definition of a job site for specific situations, or may delegate this authority to Operations and Maintenance Group or equivalent commanders.

1.5.3 TOs will be used in support of training to the maximum extent practical; however, information will not be added to the TOs solely to facilitate training.

1.5.4 TOs may contain classified information up to and including Secret-Restricted Data as outlined in DOD 5200.1-R and AFI 31-401, Information Security Program Management and AFI 31-601, Industrial Security Program Management.

1.5.5 Changes, Revisions and Supplements. TOs are revised, changed or supplemented according to this TO and TO 00-5-3, AF Technical Manual Acquisition Procedures. FMP publications will only be supplemented according to AFI 11-215. Air Force units will not make changes or corrections to TOs unless directed by official TO updates (either interim or formal). Using activities will not supplement TOs, except as specifically authorized herein.

1.5.6 Prior to starting any task, all applicable TOs must be reviewed for familiarization with latest procedures. During use, all TO users must review TOs for accuracy, currency and security classification. Review Verification Status Pages (VSPs), when present, to check the verification status before attempting to use any procedure. (See paragraph 1.5.10, Using Command Verification Requirements, if unverified procedures must be used for mission support.)

1.5.7 Substitutions. Items of test equipment and special tools listed in maintenance technical manuals for the performance of system or end item checkout and calibration can be substituted, provided the like item is capable of performing the same function and meets or exceeds the accuracy specification of the listed item.

1.5.7.1 Nuclear Certified Equipment.

1.5.7.2 Items used to perform checkout and calibration of nuclear weapons that are identified in the General guidance of the applicable maintenance TO, or individually listed in the Master Nuclear Certification List (MNCL), will not be substituted for until the substitute items have been evaluated for compliance with Air Force nuclear certification requirements (Contact the Air Armament Center Nuclear Weapons Directorate Certification Management Division (AAC/NWC), 1551 Wyoming Blvd SE, Kirtland AFB NM 87117-5617 for further guidance).

1.5.8 TO Precedence.

1.5.8.1 Conflicting instructions which compromise personnel safety will be resolved by local commanders and reported using TO change procedures (Chapter 9), for formal resolution by responsible authority.

1.5.8.2 The basic TO, as the source document for checklist and workcard information, may be used in place of workcards and checklists in the performance of maintenance. In the case of a conflict between the basic TO and the abbreviated TO, the basic TO shall take precedence. **EXCEPTIONS:**

1.5.8.2.1 When both an inspection manual (TO numbers ending in -6) and inspection workcards (TOs including -6WC as part of the number) are acquired, the workcards shall take precedence.

1.5.8.2.2 There are two sets of generic servicing inspection workcards for powered aerospace ground equipment (AGE) that contain all known and relevant inspection requirements. One set of workcards applies to bomblifts and the other set applies to other powered AGE. WR-ALC/LESG manages both sets of workcards. Should any other TO or maintenance directive be in conflict with the requirements stated in these workcards, the workcards will take precedence.

1.5.8.3 In the event of a conflict between a specific military system or end item TO and a general TO, the specific TO will take precedence. When specific TOs do not contain procedures or processes such as cleaning, plating, etc., general TOs containing such information shall be used. In case of a conflict between TO procedures and Air Force Occupational Safety and Health (AFOSH) Standards, follow the more restrictive requirement.

1.5.8.4 The Reliability and Maintainability Information System (REMIS) Equipment Inventory, Multiple Status, Utilization Reporting System (EIMSURS) application subsystem provides “push-down” tables containing Work Unit Code (WUC)

manual data for most systems and end items. These tables, when available, take precedence over printed WUC (-06 series) manuals. See TO 00-20-2, Maintenance Data Documentation, for further information.

1.5.8.5 When Air Force equipment is operated as a part of the defense communications system, Defense Information Systems Agency (DISA) directives will take precedence over TOs for those areas affecting system interface.

1.5.8.6 Calibration procedures for non-stocklisted measuring equipment are authorized and listed in TO 33K-1-100-CD-1, Calibration Procedures for Test, Measurement and Diagnostic Equipment (TMDE) Calibration Notes, Maintenance Data Collection (MDC) Codes and Calibration Measurement Summaries, Calibration Procedures, Calibration Interval and Work Unit Code Reference Manual, and are not listed in the TO Catalog.

1.5.8.7 Pre-production or non-configured items accepted into the Air Force inventory will be operated and maintained according to the latest technical data developed (TO, COTS, contractor data, etc.) which is compatible with the specific configuration of the equipment. This technical data may have been superseded by TOs on later, production-configured versions of the items, and therefore might not be listed in the TO Catalog.

1.5.9 Command Reviews. The using command, in conjunction with the TO Manager or FMM, determines the need for conducting a post-publication TO review (or Flight Manual Review Conference-FMRC) based upon the number of modifications made to affected equipment, the complexity and extent of those modifications and resultant TO updates, and the number of AFTO Forms 22, Technical Manual (TM) Change Recommendation and Reply, or AF Forms 847, Recommendation for Change of Publication, received since the basic date of the TO or latest change date. The TCM performs currency reviews on unclassified TOs that have not been changed for five years, and reviews classified TOs annually.

1.5.10 Using Command Verification Requirements. When Preliminary TOs (PTOs) or partly verified formal TOs must be distributed, operational units may be required to verify some procedures on site. For operational unit verification, the following requirements and procedures will apply:

1.5.10.1 The unit Product Improvement (PI) office or other responsible function will monitor and control the verification effort. For FMP publications, the unit Standardization Evaluation (Stan Eval) will perform this function. The verification monitor will contact the TO Manager or FMM (identified on the Verification Status Page) and request permission to perform unit-level verification of the procedure involved. If necessary, the TO Manager or FMM will arrange for ALC or verification team on-site support. For calibration TO (Category 33K) verification, see TO 00-20-14, Air Force Metrology and Calibration Program.

NOTE

For major tasks, such as wing or stabilizer removal and replacement and any task involving nuclear weapons or critical components, on-site ALC or verification team (TO 00-5-3) support must be provided.

1.5.10.2 The operational unit shall determine the availability of personnel, support equipment, special tools, spare parts and consumables required to accomplish the task.

1.5.10.3 When the on-site ALC or verification team (if required) and all support requirements are available, the procedure will be performed under PI supervision. PI will record any discrepancies found during the effort.

1.5.10.4 If discrepancies are found, the procedures will be corrected on-site if possible. Major problems, especially those that could cause personnel injury or equipment damage, may require TO Manager or depot support. All discrepancies will be reported using the AFTO Form 22, AFTO Form 27, Preliminary Technical Order (PTO) Publication Change Request (PCR)/TO Verification Record/Approval, or AF Form 847, in accordance with instructions in the TO being verified.

1.5.10.5 Upon successful completion of verification, the Technical Content Manager (TCM) or TO Manager will be notified via one of the forms listed above, and the unit will annotate completion on the VSP.

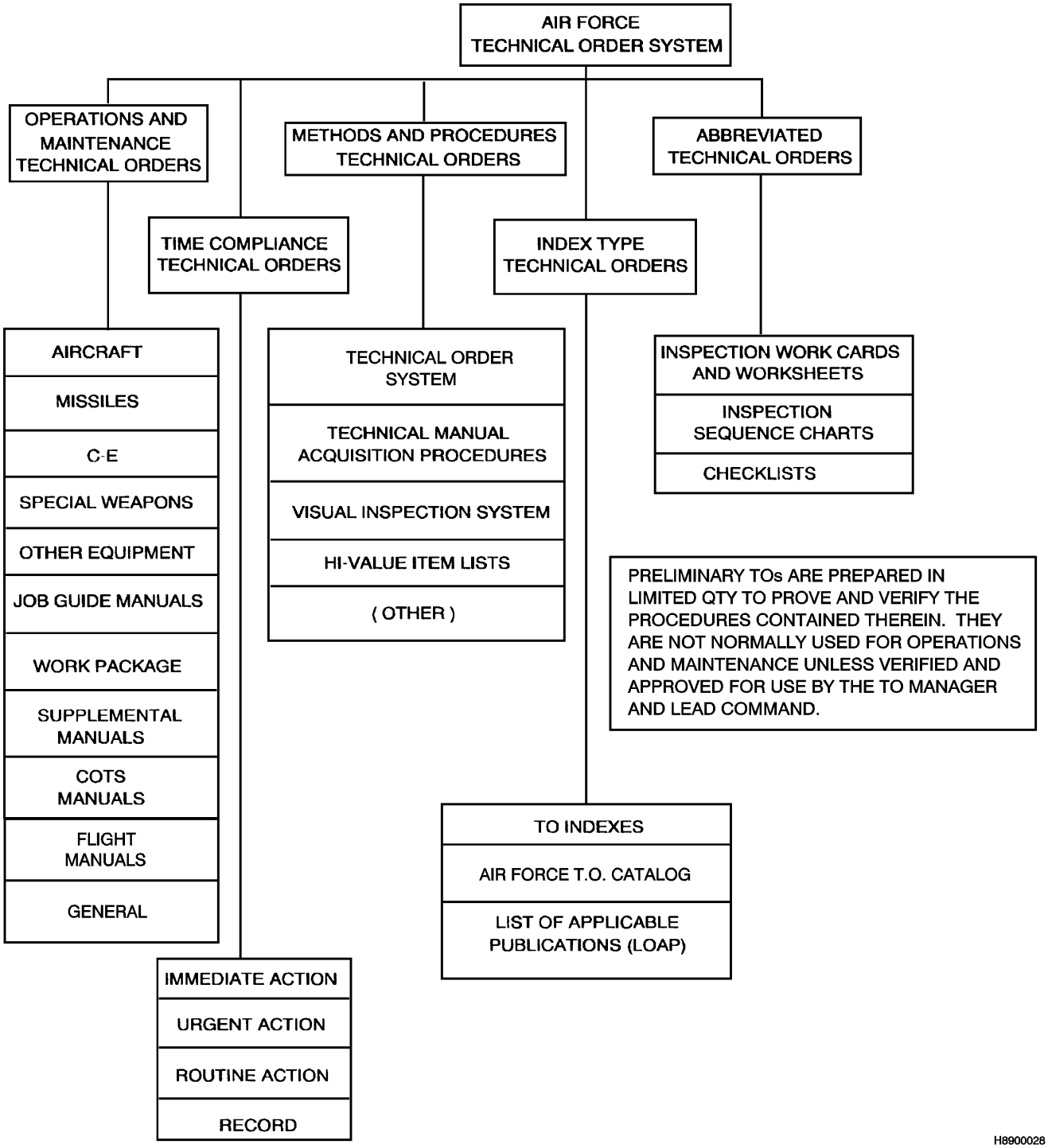


Figure 1-1. Types of TO Publications

CHAPTER 2
TECHNICAL ORDER TYPES AND REQUIREMENTS

2.1 OPERATIONS & MAINTENANCE (O&M) TECHNICAL ORDERS.

O&M TOs cover installation, operation, troubleshooting, repairing, removing, calibration, servicing or handling of Air Force military systems and end items. Examples are listed below. See Figure 2-1.

2.1.1 Flight Manual Program (FMP) Publications. These TO Category 1 publications contain information on an aircraft, its equipment, operation and characteristics. FMP publications include flight manuals (-1 series), air refueling procedures (1-1C-1 series), etc. See AFI 11-215.

2.1.2 On-Equipment Organizational Maintenance Manual Sets. These TO sets in MIL-PRF-83495 format, which include Job Guides (JG), General Vehicle (GV) TOs, Wiring Diagram (WD) manuals, etc., provide detailed procedures in step-by-step form for operational checkout, test, repair, adjustment, and removal and replacement of accessories. Job Guides are normally prepared in reduced size.

2.1.3 Nuclear Weapons Manuals. These manuals are managed and controlled according to Chapter 10, and are not indexed or managed in the TO Management System.

2.1.4 Non-nuclear Munitions Manuals. These manuals consist of munitions loading TOs, weapons delivery TOs, non-nuclear Explosive Ordnance Disposal (EOD) manuals, and manuals for munitions handling, transportation, maintenance and inspection. Non-nuclear munitions include chemical and biological warfare weapons.

2.1.5 Aircraft Emergency Rescue Information. TO 00-105E-9 provides required system information and establishes emergency rescue procedures for use during various types of ground emergencies on military and commercial aircraft.

2.1.6 Communications-Electronics Manuals. These manuals include Facility, Subsystem, and System Installation - Engineering and Installation manuals, General Engineering and Planning manuals, and Standard Installation Practices TOs.

2.1.7 Work Package TOs. These MIL-PRF-87929 depot and intermediate maintenance manual sets contain individual Work Packages (WPs) that provide detailed procedures, in step-by-step form, to accomplish specific maintenance tasks. The depot or intermediate maintenance manual set contains all applicable WPs. Because multiple WPs are contained in each TO numbered set, individual WPs can not be requisitioned.

2.1.8 Computer-Related Manuals. Operator manuals for imbedded computer programs that provide instructions on loading and system operation may be managed in the TO System. This does NOT include instruction manuals for locally purchased Personal Computers (PCs).

2.1.9 Calibration Procedures. Calibration procedures (category 33K) TOs are used for the off-equipment calibration of AF, base and working Test, Measurement & Diagnostic Equipment (TMDE) standards. Calibration procedures are managed by AFMETCAL Det 1, WR-ALC.

2.2 GENERAL, METHODS AND PROCEDURES TECHNICAL ORDERS.

See Figure 2-2.

2.2.1 General TOs. If the number 1 is used in lieu of a specific equipment identifier, the TO is a general technical order (category general, system general, or equipment-series general TO). Category general TOs apply to more than one type of aircraft, missile or engine or to more than one equipment system in the category. System general TOs apply to a system installed on more than one type of aircraft, missile or engine. Equipment-series general TOs apply to more than one sub-series of equipment within the equipment series.

2.2.2 Methods and Procedures TOs (MPTOs). MPTOs (Category 00) are general in content and are not issued against specific military systems or end items. There are two classes of MPTOs:

2.2.2.1 TOs which specify policy, methods and procedures relating to the TO system, maintenance management, administration, inspection of Air Force equipment, control and use of repairable assets, configuration management, etc. Examples include the 00-5-series TOs.

2.2.2.2 TOs which involve policies, methods and procedures relating to ground handling of aerospace vehicles, general maintenance practices, management of precision measurement equipment, and the safe use of Air Force equipment. The TOs can specify common procedures for arrangement of maintenance production facilities or special inspection functions such as the joint oil analysis program. An example is TO 00-25-234, General Shop Practice Requirements for Repair, Maintenance, and Test of Electrical Equipment.

2.2.3 MPTOs need not be at the job site except when there is contractor support. All MPTOs listed in the Statement of Work and directive upon the contractor must be available.

2.2.4 All revisions and changes to the general and MPTOs listed below must be approved by the HQ USAF OPR prior to publication.

2.2.4.1 HQ USAF/ILMM:

00-5-1
00-5-3
00-5-15
} After AF CTOM Committee consideration

00-5-18	00-20-9	00-25-107	00-25-195
00-20-1	00-20-14	00-25-108	00-25-240
00-20-2	00-25-4	00-25-172	00-35D-54
00-20-3			

2.2.4.2 HQ USAF/ILG:

36-1-191 00-20D-1

2.2.5 HQ USAF/ILMM approves major revisions to all 00-series TOs not listed above.

2.2.6 MAJCOMs and individual bases are authorized to supplement these MPTOs, if the supplement does not alter or conflict with the intent of the basic MPTO or contain redundant material. See Chapter 7 for specific supplement development and use procedures. For those MPTOs that contain technically oriented data, the MAJCOM or base supplement must not alter any of the content. An information copy of all supplements must be sent to the HQ USAF and MAJCOM OPRs for that MPTO. Copies of all 00-5-series TO supplements must also be provided to the activities specified in paragraph 7.7.3.2.

2.3 INDEX TECHNICAL ORDERS.

Indexes provide a means of identifying needed TOs, group TOs pertaining to specific items of equipment, and show the status of all TOs. Examples are:

2.3.1 TO Catalog. The TO catalog is a web-based database application containing a combined numerical listing of all types of TOs applicable to most categories of equipment (except nuclear weapon and EOD TOs), and data about the TOs (current revision, active updates, proponent managers, etc.) It is used to identify TO requirements and to maintain currency of TOs on hand in libraries. The catalog includes a separate function to identify new, updated and rescinded TOs, and a cross-reference of TOs to equipment by part number or nomenclature. See paragraph 3.3 for further information.

2.3.1.1 A CD-ROM version of the catalog, TO 0-1-CD-1, is available for distribution to U.S. TODOs not authorized to access the TO Catalog web site (e.g., contractor TODOs, non-DoD government agency TODOs).

2.3.1.2 Sanitized versions of both the web-based and CD-ROM USAF TO catalogs (with data on restricted TOs removed) are available for distribution to FMS customers. In addition, a web-based FMS catalog, available at the AFSAC On-Line site, also includes listings of TOs rescinded for AF but active for FMS (“M” symbol TOs) and listings of Country Standard TOs (CSTOs, active USAF TOs sanitized for use by a foreign customer).

2.3.2 TO Indexes. There are separate indexes covering special classes of TOs, such as those for nuclear weapons support (0-1-11N & 0-1-11N-C) and those used by FMS countries only (0-1-71).

2.3.3 Lists of Applicable Publications (LOAPs). These TOs provide a listing of all TOs applicable to a specific military system and related end items. These TOs facilitate selection of, or familiarization with, publications for the system covered.

2.4 ABBREVIATED TECHNICAL ORDERS.

See Figure 2-3 and Figure 2-4. These TOs are excerpts from one or more basic TOs that organize and simplify instructions. The following are types of abbreviated TOs.

2.4.1 Inspection Workcards. Workcards are developed in sets by type of inspection, and (normally) work area or zone being inspected. Workcards provide the required guidance, including applicable safety warnings, cautions and notes and specific accept/reject criteria for performing an inspection.

2.4.2 Inspection Sequence Charts. These are limited-use tools provided for scheduled inspections and depict a basic planned work schedule or sequence in which the inspection workcards can be used.

2.4.3 Checklists. Checklists provide abbreviated step-by-step procedures for operation and maintenance of systems and equipment in the sequence deemed most practical, or to ascertain operational readiness of equipment and minimum serviceable condition. A checklist may be published when one or more of the following criteria exist:

2.4.3.1 When sequential steps must be followed to preclude potential damage or degradation to equipment that would reduce operational readiness or cause catastrophic failure.

2.4.3.1.1 To preclude potential injury to personnel and/or damage to equipment unless prescribed sequence time-phased procedures are followed.

2.4.3.2 When interaction or communication between two or more differing specialty skills is involved in accomplishing a function.

2.4.4 Abbreviated TOs must be referred to during the operation and maintenance of systems or equipment. Items on work packages and workcards must be referred to as the step is accomplished, and items on checklists or sequential step-by-step procedures must be performed in the prescribed sequence. See AFI 11-215 for exceptions to this rule for the use of flight manual checklists during aircraft emergency operations.

2.4.4.1 Several non-dependent tasks in munitions loading checklists, such as aircraft and munitions preparation, may be performed simultaneously. Such tasks must not invalidate or interfere with preceding or subsequent tasks. The munitions loading crew must ensure strict adherence to all safety requirements. Detailed guidance in the use of munitions loading checklists is provided in the introduction of the applicable TO.

2.4.4.2 Other simultaneous tasks as defined in TO 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding, are permitted.

2.4.5 Checklists are not required for every task, and it is recognized that not every task or common maintenance practice must be or will be covered by TOs prescribing every step.

2.5 TIME COMPLIANCE TECHNICAL ORDERS (TCTO).

See Figure 2-5. TCTOs are the authorized method of directing and providing instructions for modifying military systems and end items (other than temporary modifications), and performing or initially establishing one-time inspections. TCTOs are grouped as immediate action, urgent action and routine action according to the urgency of the instructions. The urgency determines how quickly TCTO compliance is to be completed. Detailed instructions on TCTOs are provided in TO 00-5-15, Air Force Time Compliance Technical Order Process.

2.6 SUPPLEMENTAL MANUALS.

Supplemental manuals contain instructions for use in conjunction with data contained in another (parent) manual and are not stand-alone publications. The title page and a TO Catalog note will state: “This manual is incomplete without TO XXXXXX-XX.” Supplemental manuals are not temporary updates like supplements, and are assigned a separate TO “dash” number. Although supplemental manuals are ordered like any other TO, the basic TO must also be ordered to provide complete procedures/data. Supplemental manuals may be used to publish classified data while allowing the parent manual to remain unclassified, to publish data provided by a source other than the Single Manager (SM) or Supply Chain Manager (SCM) responsible for the TO, and/or to publish data in a form other than the parent manual. EXAMPLES: 1) A table containing

classified weapon data used with a Weapons Delivery TO in building mission profiles; 2) Aircraft deicing criteria provided by the FAA; and 3) Rapidly-changing data published on the Internet to reduce the cost of frequent updates to a parent manual.

2.7 JOINT-USE PUBLICATIONS.

See Figure 2-6.

2.7.1 Technical manuals developed for other services or government departments are used by the Air Force (when available) if the TMs meet operational and maintenance needs (see AFJI 21-301, Interservicing of Technical Manuals and Related Technology). However, existing Air Force policy takes precedence other agency policies will not be used to establish levels of maintenance, record-keeping requirements or additional authorizations for tools and equipment. The publications are integrated into the TO system, assigned TO numbers, indexed, distributed, stored, reprinted and rescinded in the same manner as any other TO.

2.7.2 Submitting Changes to Joint-Use TMs. AF policy requires approval of the assigned AF manager prior to submittal to the responsible service TM manager. Therefore, all recommended changes (AFTO Forms 22 or JCALS RCs) will be submitted on joint-use technical manuals using the assigned Air Force TO number, to the appropriate Air Force TO Manager (listed in the TO Catalog) for resolution. Proposed updates to non-TO-numbered Army manuals will be submitted according to DA Pamphlet 25-33, User's Guide for Army Publications and Forms (URL http://www.usapa.army.mil). Proposed updates to non-TO-numbered NAVAIR manuals will be submitted according to NAVAIR 00-25-100, NAVAIR Technical Manual Program. For procedures on updating other Navy, Marine Corps or DLA non-TO-numbered manuals, contact the TM OPR directly.

2.8 COMMERCIAL OFF-THE-SHELF (COTS) MANUALS.

2.8.1 COTS manuals support equipment designed and manufactured for commercial use, and are furnished (or sold) by equipment manufacturers to customers. COTS manuals commonly provide operating instructions and technical information for installing, servicing and repairing the equipment item, and a parts list to assist in ordering replacement parts. Commercial flight manuals developed according to Air Transport Association (ATA) specification 100 may also be used.

2.8.2 COTS manuals for centrally acquired and managed end items must be reviewed and approved for use IAW TO 00-5-3, using the requirements in MIL-HDBK-1221, DoD Handbook for Evaluation of Commercial Off-The-Shelf (COTS) Manuals. Commercial flight manual content must also be reviewed against the requirements of MIL-DTL-7700, Detail Specification: Flight Manuals, Air Refueling Procedures, and Abbreviated Checklists. COTS manuals and supplemental data approved for Air Force use are assigned a TO number and are managed, referenced and used like any other TO. Preliminary copies of COTS manuals delivered with the supported equipment are authorized for use pending Air Force review and assignment of TO numbers. Preliminary COTS manuals were formerly called "pack-up data". This term is no longer used. TODOs must establish a subscription (formerly called "Initial Distribution") for the TO-numbered replacement COTS manual IAW this TO.

2.8.3 Service Bulletins, Operations Manual Bulletins, FAA Airworthiness Directives, Temporary Revisions, and Like Data. These are manufacturer or vendor publications providing information and instructions on commercial systems and end items, similar to those provided in the TO System by MILSPEC inspection manuals, TO supplements, and TCTOs. The SM or SCM acquires the publications using Data Item Description (DID) DI-MISC-81241 for aircraft systems and equipment or by including the requirement on the CDRL for TO delivery for non-aircraft systems and end items. The publications will be accepted, numbered and used like other COTS manuals or supplemental data.

2.8.3.1 The TCM, depot engineering or technical support activities and FMMs will determine if these publications apply to TO-numbered flight and/or maintenance manuals, and if the publications will be referenced in the TO by the assigned commercial number or have the information extracted for inclusion in TO updates. Because Air Force and commercial roles and responsibilities for flight crews and ground crews are different, changes affecting only commercial maintenance personnel may also apply to military flight crews, and vice versa.

2.8.3.2 Commercial publications directing modifications to systems or end items (other than temporary modifications) and initial or one-time inspections to be performed by Air Force organic resources will be numbered and managed as TCTOs (see TO 00-5-15). TCTO numbers will also be issued for publications which update the configuration of Contractor Logistics Support (CLS) managed systems and end items when configuration control is the responsibility of the Air Force. For publications directing work to be performed by contractors, the responsible activity will determine whether or not a TCTO

number will be assigned based on program requirements. This may result in TCTO numbers being assigned and managed within the TO system for programs managing O&M manuals outside the system.

2.9 CONTRACTOR DATA.

Contractor data is developed by the contractor for use in supporting TO development, production, Research and Development (R&D) programs, Interim Contractor Support (ICS) requirements, CLS contracts, etc. It can contain all forms of technical data, including manuals, documents, pamphlets, instructions, engineering drawings, etc., needed to support contractor functional requirements. Types of contractor data include data for temporary or ICS contracts, data for CLS contracts, and Factory Test Equipment (FTE) and Special Test Equipment (STE) data. Air Force personnel may use contractor data when CLS/Contractor Support (CS) contracts provide for Air Force assistance to the contractor or when operating or maintaining equipment at sites or locations not covered by the contract (e.g., overseas and/or remote locations). No other authorization is required.

2.10 OTHER AUTHORIZED SUPPORT DATA.

Other types of data, described below, are used to support operation and maintenance of Air Force equipment and for the development of TOs. This support data is not managed in the TO system.

NOTE

Technical data releasability policy described in paragraph 6.1, TO Dissemination Control, applies to support data as well.

2.10.1 Source Data. Source data is used in the TO system for the development or update of TOs. There are several different types and formats of source data, including engineering documentation, Supportability Analysis Records and contractor data; the type and format depends on the specific needs of the TO program. Source data may be developed organically or acquired from contractors (TO 00-5-3).

2.10.2 Engineering Drawings. When referenced in the TO or authorized IAW TO 00-25-107 or TO 00-25-108 procedures, Air Force technicians may requisition and use engineering drawings for reference. Obtain drawings electronically from the responsible repository after establishing an access account, or requisition drawings by letter or telephone from the SM or SCM having engineering responsibility for the affected system or end item.

2.10.3 Locally Prepared Workcards, Checklists, Job Guides and Page Supplements. The purpose of locally prepared documents is to formalize and control procedures unique to a base or area, and which do not apply or are not suitable for all TO users. Locally prepared publications are generally formatted and used like formal TOs, and are approved by the affected Group Commander at the base level. Locally prepared documents will be reviewed annually for currency.

2.10.3.1 Locally prepared publications are authorized when additional requirements related to local conditions (i.e., weather, physical restrictions, local environmental laws, etc.) are deemed necessary. Locally prepared data are not TOs and are not indexed in the TO Management System, or sent to the Air Force TO Archives.

2.10.3.2 For local publications, all parent TO procedures will be followed and no unsafe procedures will be introduced. No requirements for additional tools or test equipment will be introduced. Local publications will have distribution statements consistent with the classification level and restrictions of the parent document.

2.10.3.3 Nuclear munitions workcards, checklists, job guides and page supplements must be reviewed by Unit Safety and Product Improvement (PI) personnel, and approved by the Organization Commander. Intercontinental Ballistic Missile (ICBM) fast reaction checklists for operations requirements will be approved by HQ AFSPC/DOMP and will not be forwarded to the SM. See TO 00-20-14, Air Force Metrology and Calibration Program, for locally developed calibration (Category 33K) data. See AFI 21-101 for additional MAJCOM coordination requirements.

2.10.4 Other Data. Occasionally, it might be necessary for the TO Manager to authorize temporary use of other types of data, such as preliminary (unpublished) TO changes, engineering data or contractor source data. (For example, contractor installation source data used to support maintenance on a prototype TCTO-modified aircraft until the TCTO and related TO changes can be published.) Approval, authorization and time limitations will be the same as for use of Preliminary TOs (PTOs). Refer to AFI 21-303.

2.10.5 The SM or SCM is authorized to issue documentation that provides data beyond the scope of authorized TOs, or provides authorization to deviate from published TO parameters. The documentation is provided to avoid and resolve work

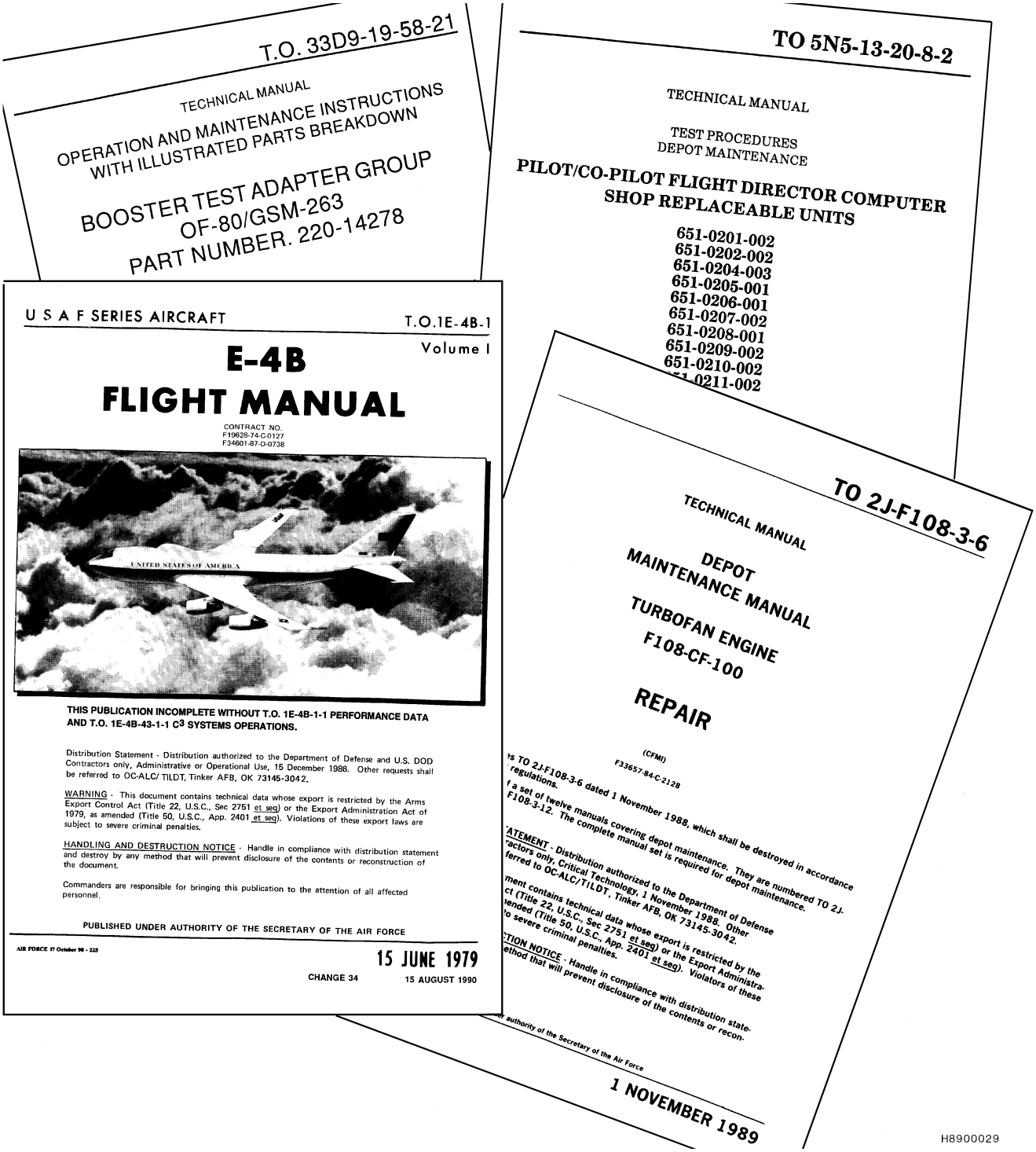
stoppages or when there is a critical need for an item. Documentation for field use is issued according to procedures in TOs 00-25-107 or 00-25-108, and for depot use according to AFMCMAN 21-1, Air Force Materiel Command Technical Order System Procedures. Data issued to a contractor-operated depot facility must be issued as an interim operational or safety supplement. EXCEPTION: Early implementation Recommended Changes (RCs) may be used to provide updated procedures for contractor use with TO 33K-1-70 and 33K-5 series TOs.

2.11 PRELIMINARY TECHNICAL ORDERS (PTO).

See Figure 2-7. PTOs are copies of TOs prepared in limited quantities during TO acquisition to support In-Process Reviews (IPRs), validation or certification, and verification of data against the military system or end item being acquired. The TO Catalog identifies and lists PTOs so that potential users can subscribe to the manuals, but PTOs cannot be requisitioned through the TO system. If PTOs are required prior to formalization, contact the TO Manager for distribution. PTOs are formalized IAW TO 00-5-3. Formalization is indicated when a TO update removes the word PRELIMINARY from the title page. See AFI 21-303 for restrictions on use of PTOs for routine operation and maintenance of AF equipment.

2.12 AIR FORCE CALIBRATION TECHNICAL ORDERS.

AFMETCAL Det 1, WR-ALC is responsible for publishing and distributing Calibration TOs, and is a member of the Joint Technical Coordinating Group for Calibration and Measurement Technology IAW AFI 21-113, Air Force Metrology and Calibration (AFMETCAL) Program.



T.O. 33D9-19-58-21

TECHNICAL MANUAL

OPERATION AND MAINTENANCE INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN

BOOSTER TEST ADAPTER GROUP OF-80/GSM-263 PART NUMBER. 220-14278

TO 5N5-13-20-8-2

TECHNICAL MANUAL

TEST PROCEDURES
DEPOT MAINTENANCE

PILOT/CO-PILOT FLIGHT DIRECTOR COMPUTER SHOP REPLACEABLE UNITS

651-0201-002
651-0202-002
651-0204-003
651-0205-001
651-0206-001
651-0207-002
651-0208-001
651-0209-002
651-0210-002
651-0211-002

U S A F SERIES AIRCRAFT

T.O.1E-4B-1

Volume I

E-4B
FLIGHT MANUAL

CONTRACT NO.
F19628-74-C-0127
F34601-87-D-0738

THIS PUBLICATION INCOMPLETE WITHOUT T.O. 1E-4B-1-1 PERFORMANCE DATA AND T.O. 1E-4B-43-1-1 C3 SYSTEMS OPERATIONS.

Distribution Statement - Distribution authorized to the Department of Defense and U.S. DOD Contractors only, Administrative or Operational Use, 15 December 1986. Other requests shall be referred to OC-ALC/ TILDT, Tinker AFB, OK 73145-3042.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq) or the Export Administration Act of 1979, as amended (Title 50, U.S.C., App. 2401 et seq). Violations of these export laws are subject to severe criminal penalties.

HANDLING AND DESTRUCTION NOTICE - Handle in compliance with distribution statement and destroy by any method that will prevent disclosure of the contents or reconstruction of the document.

Commanders are responsible for bringing this publication to the attention of all affected personnel.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

AIR FORCE 17 October 90 - 225

15 JUNE 1979

CHANGE 34 15 AUGUST 1990

TO 2J-F108-3-6

TECHNICAL MANUAL

DEPOT MAINTENANCE MANUAL

TURBOFAN ENGINE F108-CF-100

REPAIR

(CFMI)
F33657-84-C-2128

TO 2J-F108-3-6 dated 1 November 1988, which shall be destroyed in accordance regulations.
f a set of twelve manuals covering depot maintenance. They are numbered TO 2J-F108-3-12. The complete manual set is required for depot maintenance.

ATEMENT - Distribution authorized to the Department of Defense ractors only, Critical Technology, 1 November 1988. Other ferred to OC-ALC/TILDT, Tinker AFB, OK 73145-3042.

ment contains technical data whose export is restricted by the ct (Title 22, U.S.C., Sec 2751 et seq) or the Export Administra- ended (Title 50, U.S.C., App. 2401 et seq). Violators of these to severe criminal penalties.

TION NOTICE - Handle in compliance with distribution state- ethod that will prevent disclosure of the contents or recon-

authority of the Secretary of the Air Force

1 NOVEMBER 1989

H8900029

Figure 2-1. Operations and Maintenance Technical Orders (Sheet 1 of 2)

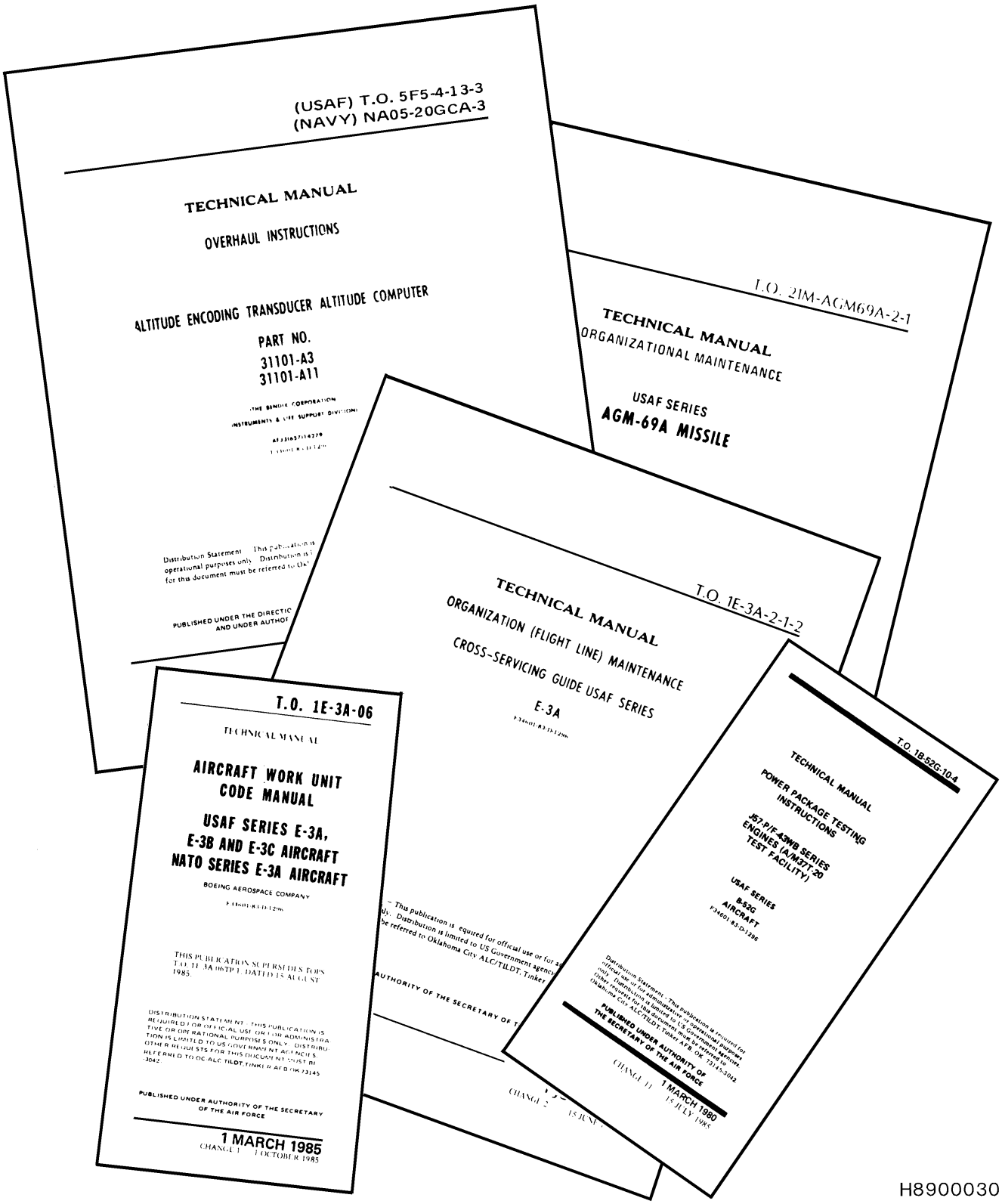


Figure 2-1. Operations and Maintenance Technical Orders (Sheet 2)

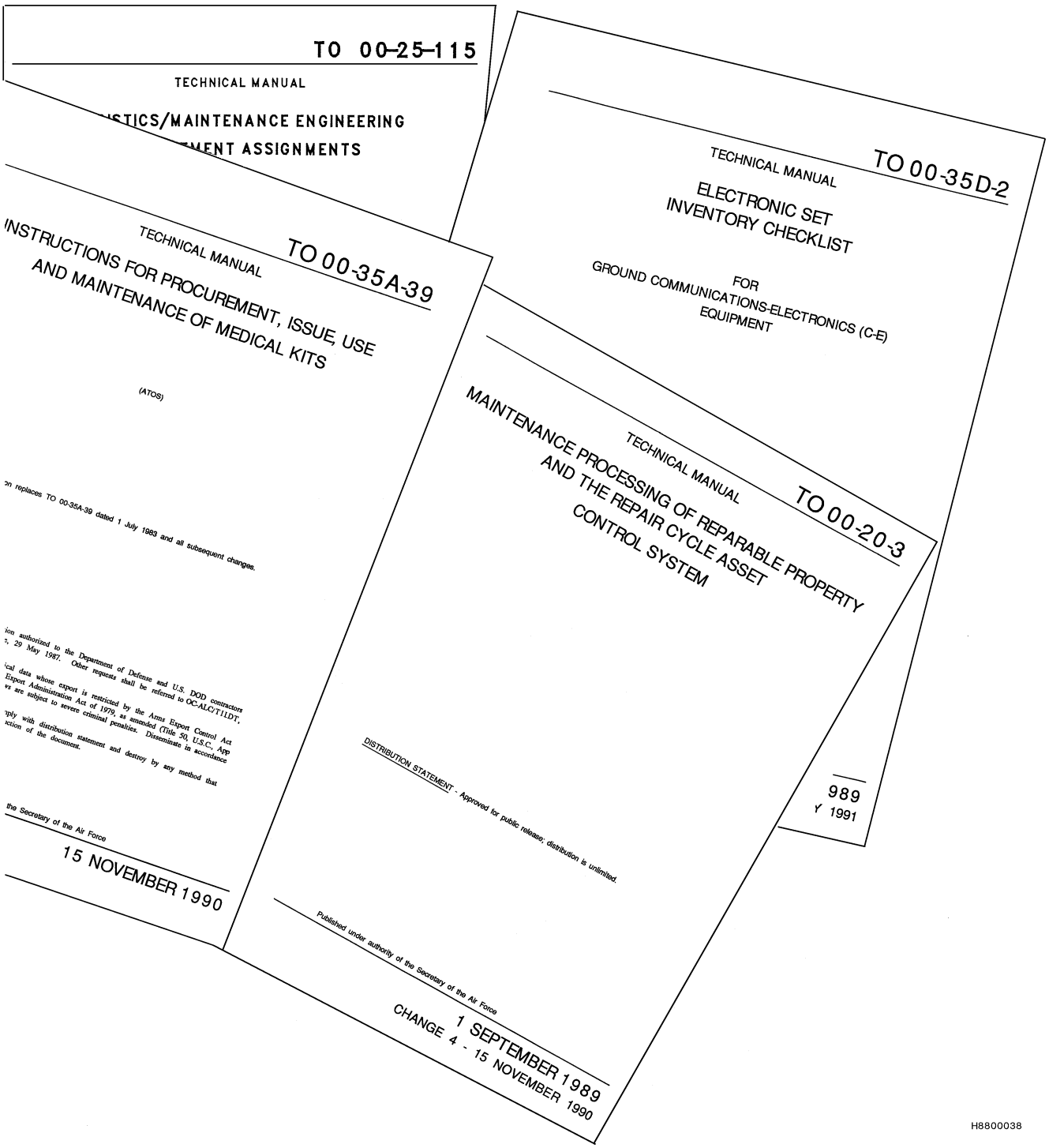


Figure 2-2. Methods and Procedures Technical Orders

T.O. 1C-18A-2-7CL-1

CHECKLIST

ORGANIZATIONAL (FLIGHT LINE) MAINTENANCE

AIRPLANE JACKING

USAF SERIES
C-18A
EC-18B
AIRCRAFT

F34601-83-D-1296

DISTRIBUTION STATEMENT - Distribution authorized to the Department of Defense and U.S. DOD Contractors only, Administrative or Operational Use, (1 November 1986). Other requests shall be referred to OC-ALC/ TILDT, Tinker AFB, OK 73145-3042.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq) or the Export Administration Act of 1979, as amended (Title 50, U.S.C., App 2401 et seq). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DOD Directive 5230.25.

HANDLING AND DESTRUCTION NOTICE - Handle in compliance with distribution statement and destroy by any method that will prevent disclosure of the contents or reconstruction of the document.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

1 AUGUST 1983
CHANGE 3 1 NOVEMBER 1986

T.O. 1C-135(E)-43-1-1CL-2

RADIO OPERATOR'S

ABBREVIATED
FLIGHT CREW CHECKLIST

USAF SERIES
EC-135A, C, G, H, J, L, P
AIRCRAFT

CONTRACT NO. F34601-84-C-1422
CONTRACT NO. F34601-90-D-0311
TISDT

Commanders are responsible for bringing this checklist to the attention of all personnel cleared for operation of the aircraft.

DISTRIBUTION STATEMENT - Distribution authorized to the Department of Defense and U.S. DoD contractors only, Administrative and Operational Use, 15 July 1990. Other requests shall be referred to OC-ALC/ TILDT, Tinker AFB, OK 73145-3042.

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 et seq.) or the Export Administration Act of 1979, as amended (Title 50, U.S.C., App. 2401 et seq.). Violations of these export laws are subject to severe criminal penalties.

HANDLING AND DESTRUCTION NOTICE - Handle in compliance with distribution statement and destroy by any method that will prevent disclosure of the contents or reconstruction of the document.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

AIR FORCE 24 OCT 90-220

15 JULY 1990

H8900032

Figure 2-3. Abbreviated Technical Orders - Checklists

T.O. 1B-52G-6WC-1

TECHNICAL ORDER PAGE SUPPLEMENT

ONE SET
USAF MODELS
B-52G AND B-52H
AIRCRAFT

50 HOUR
PREFLIGHT-POSTFLIGHT
INSPECTION WORK CARDS

DISTRIBUTION STATEMENT – Distribution authorized to the Department of Defense and U.S. DOD Components only, due to Direct Military Support, 1 June 1987. Other requests shall be referred to OC-ALC/TILDT, Tinker AFB OK 73145-3042.

WARNING – This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq) or the Export Administration Act of 1979, as amended (Title 50, U.S.C., App 2401 et seq). Violations of these export laws are subject to severe criminal penalties.

HANDLING AND DESTRUCTION NOTICE – Handle in compliance with the distribution statement and destroy by any method that will prevent disclosure of the contents or reconstruction of the document.

PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE

AIR FORCE 28 JUL 89-1500

1 JANUARY 1989
CHANGE 1 – 1 MAY 1989

MAN MIN	WORK AREA	WORK UNIT SYS	WORK UNIT SUB-SYS		PREFLIGHT	INSPECTION REQUIREMENTS	ELECTRICAL POWER OFF	SERVICE	FIGURE	CARD NO. 1-010
					FORWARD FUSELAGE EXTERIOR					
	1	11	RA-		1.	FLIR AND STV WINDOW CLEANED AND POLISHED BY BOMB-NAV TECHNICIANS PER T.O. 1B-52G-2-41, IF CONTAMI-NATED.				
	1	49	FAB	*	2.	REPLENISH WATER IN WINDOW WASH TANK IAW T.O. 1B-52()-2-2JG-4.				
	1	49	EAA	*	3.	SERVICE WATER INJECTION TANK (B-52G). CHECK WILL BE ACCOMPLISHED TO ENSURE TANK IS FULL (IAW T.O. 1B-52( )-2-2JG-4).				
	1	11	---		4.	PERFORM VISUAL INSPECTION FOR FUEL/OIL LEAKS THAT EXCEED TECH ORDER LIMITS.				
	1	51	DAA		5.	PITOT TUBES AND PITOT TUBE DRAIN HOLES CLEAR OF OBSTRUCTIONS (SEE CARD I-11).				
	1	51	DB-		6.	PITOT STATIC SYSTEM DRAINED OF MOISTURE, 6 PLACES. DRAIN SCREW O-RINGS FOR SERVICEABLE CONDITION.				
	1	11	DLE		7.	DRAIN FUSELAGE OF MOISTURE AND TRAPPED FLUIDS, PRESSURIZED COMPARTMENT (9 PLACES) IAW T.O. 1B-52G/H-2-2JG-4.				

CARD NO.	WORK AREA(S)	TYPE MECH RQR	MECH NO.	CARD TIME	PUBLICATION NUMBER AND DATE	CHANGE NO.
1-010	1	ACFT MECH			1B-52G-6WC-1 01 MAY 89	1

H8900033

Figure 2-4. Abbreviated Technical Orders - Inspection Workcards

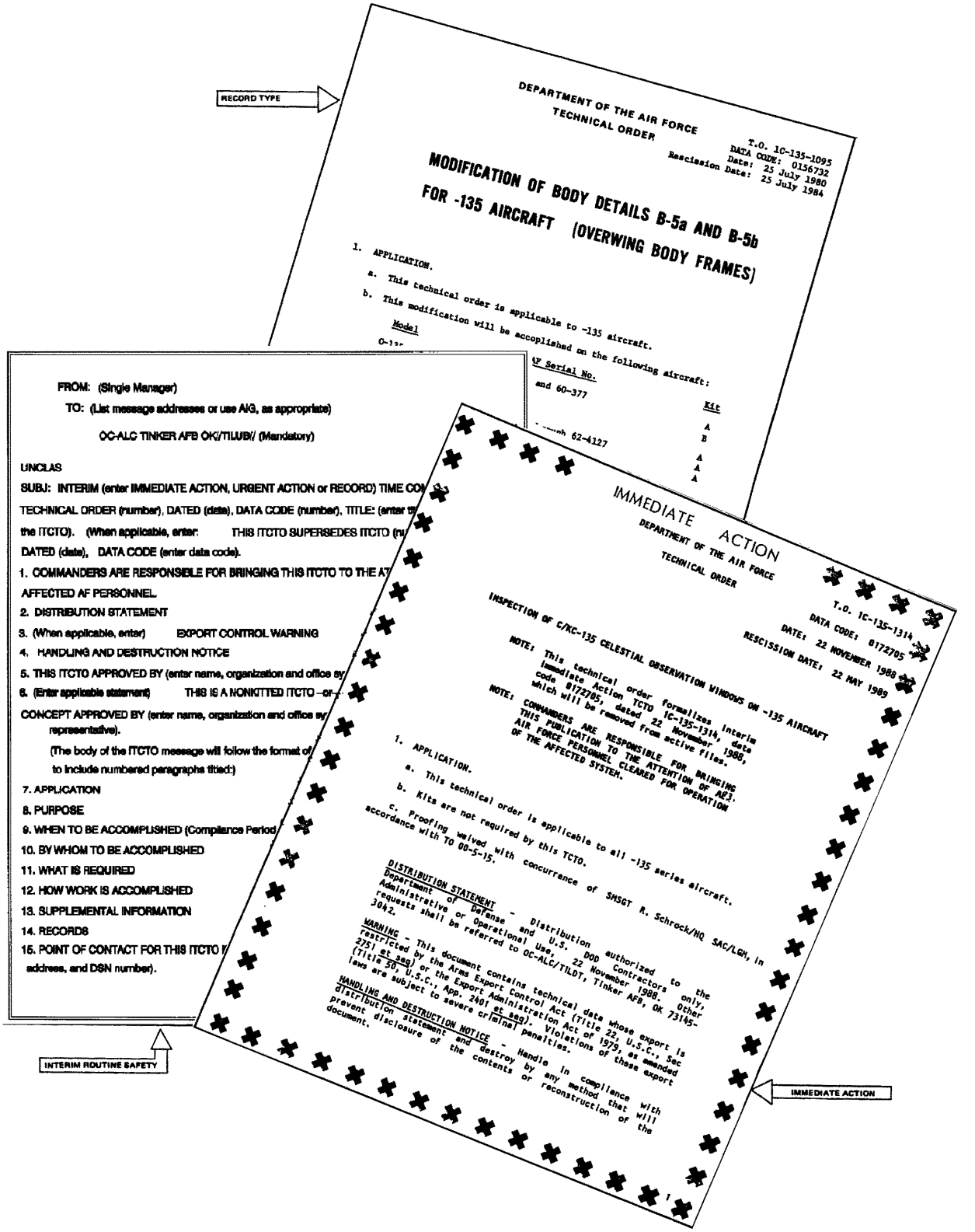


Figure 2-5. Time Compliance Technical Orders (Sheet 1 of 2)

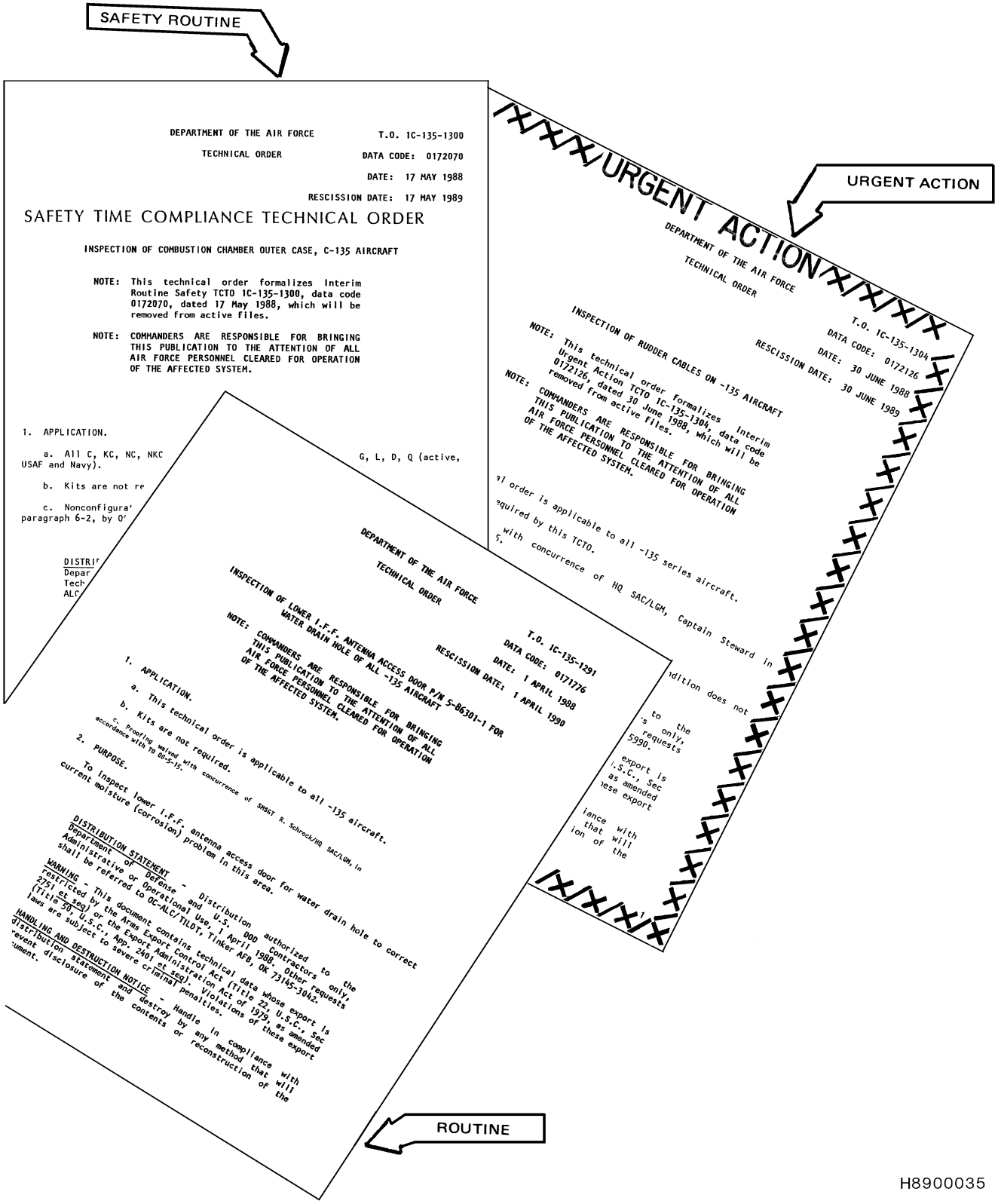


Figure 2-5. Time Compliance Technical Orders (Sheet 2)

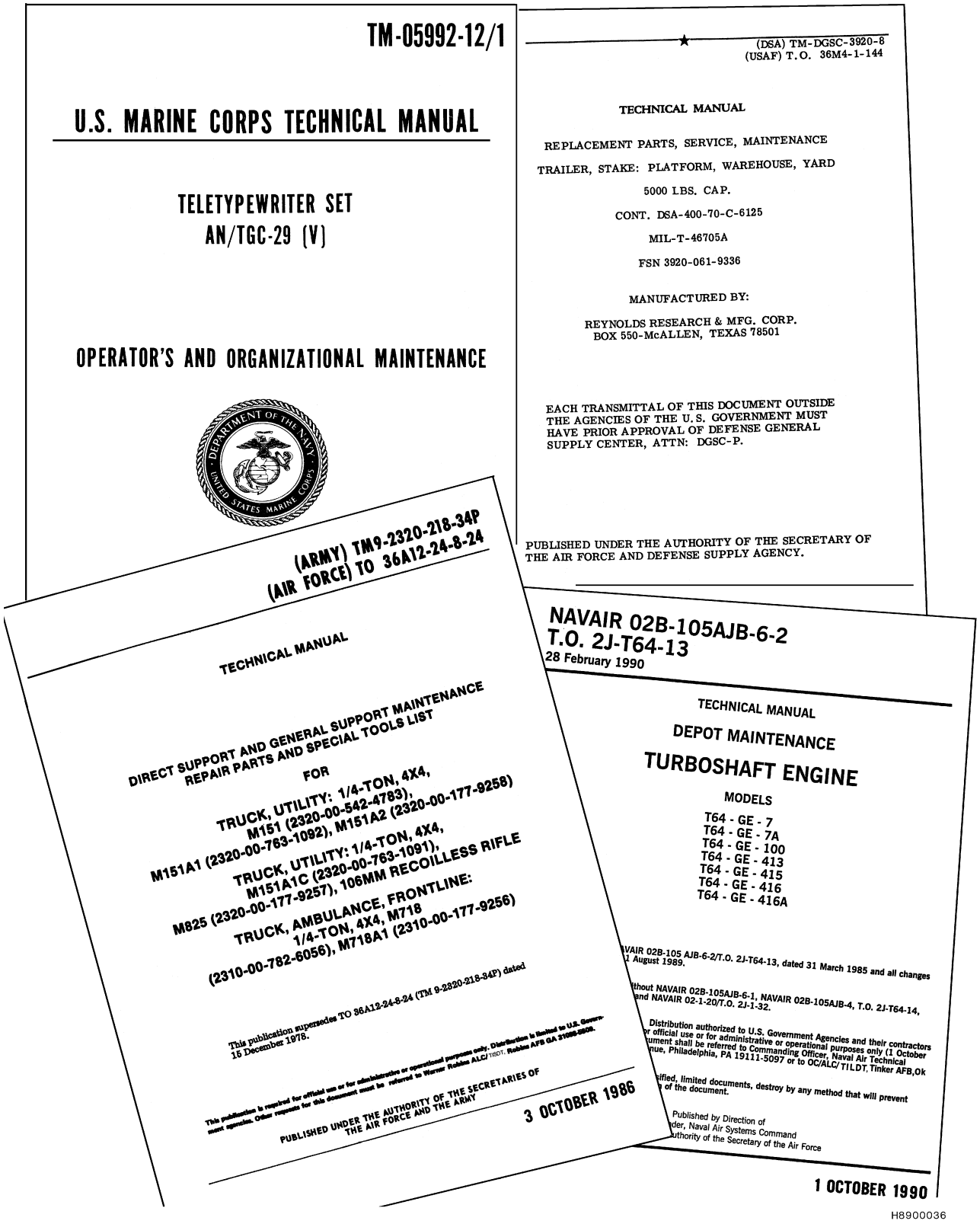
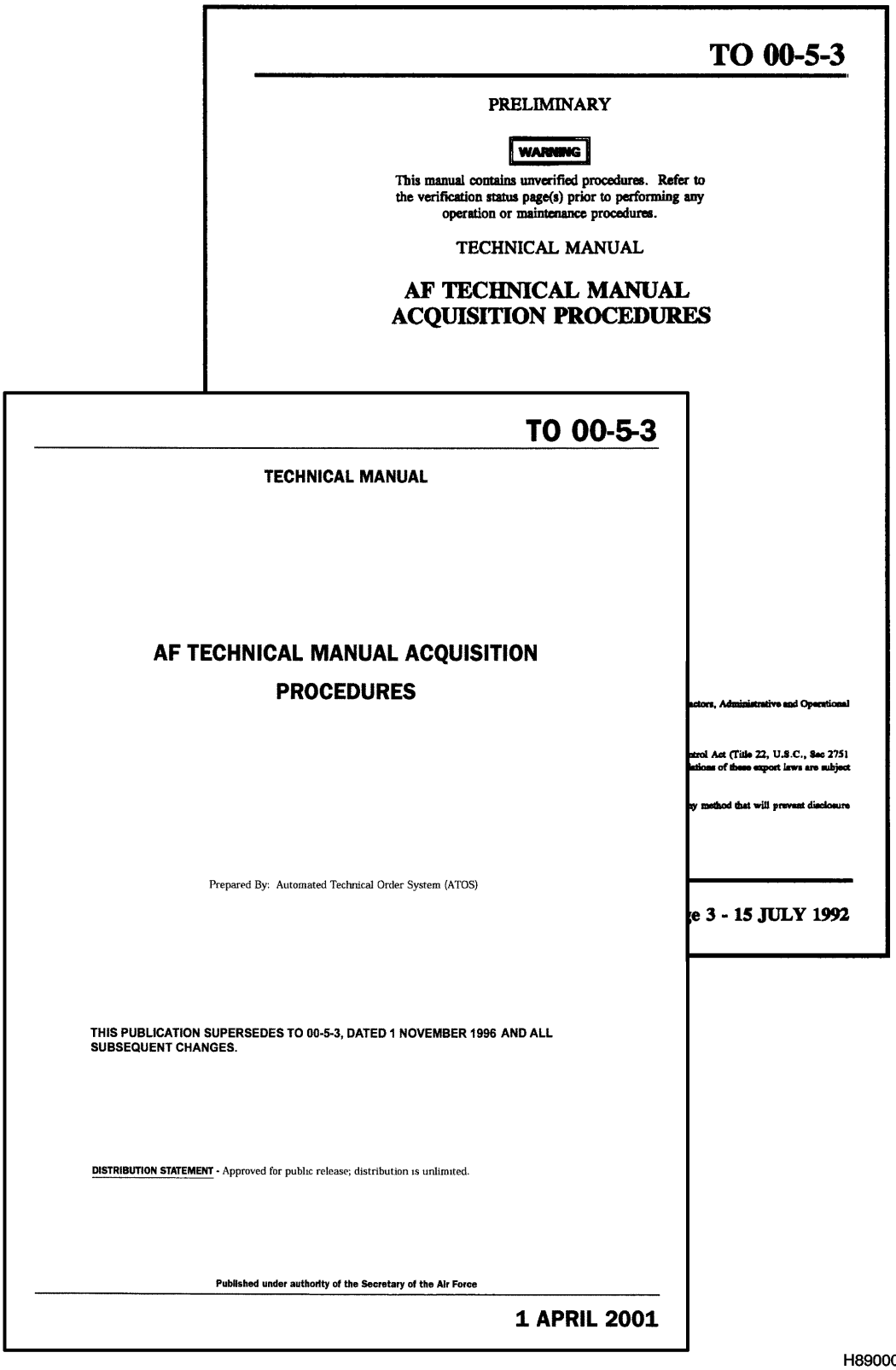


Figure 2-6. Joint-Use Publications



TO 00-5-3

PRELIMINARY

WARNING

This manual contains unverified procedures. Refer to the verification status page(s) prior to performing any operation or maintenance procedures.

TECHNICAL MANUAL

AF TECHNICAL MANUAL ACQUISITION PROCEDURES

actors, Administrative and Operational

trol Act (Title 22, U.S.C., Sec 2751
tions of these export laws are subject

y method that will prevent disclosure

e 3 - 15 JULY 1992

TO 00-5-3

TECHNICAL MANUAL

AF TECHNICAL MANUAL ACQUISITION PROCEDURES

Prepared By: Automated Technical Order System (ATOS)

THIS PUBLICATION SUPERSEDES TO 00-5-3, DATED 1 NOVEMBER 1996 AND ALL SUBSEQUENT CHANGES.

DISTRIBUTION STATEMENT - Approved for public release; distribution is unlimited.

Published under authority of the Secretary of the Air Force

1 APRIL 2001

H8900037

Figure 2-7. Preliminary Technical Order and Formal Replacement

CHAPTER 3
AIR FORCE TECHNICAL ORDER SYSTEM MANAGEMENT TOOLS

3.1 INTRODUCTION.

There are three principal automated tools employed in the AF TO System to establish and manage information about Air Force TOs, disseminate current information on available TOs, and manage TO Distribution Office (TODO) accounts to obtain and maintain TOs required for supporting AF systems and equipment.

3.1.1 The Joint Computer-aided Acquisition and Logistics Support (JCALS) system is the Air Force system of record for TO information management. It operates on a wide area network, distributed database, client-server system. TO Program Managers use JCALS to establish and manage information about Air Force TOs. The JCALS System also provides TODO TM account management capability for TODO personnel who are authorized and trained to access and use the JCALS system.

3.1.2 The Air Force TO Catalog is the official index of active TOs. Data for the catalog application is extracted from the JCALS system. The TO configuration and management information covers all active TOs, identifies TO status changes (new, updated, renumbered or rescinded TOs), and provides a cross-reference to equipment covered by the TOs. Air Force TO Program managers are solely responsible for the quality of this information.

3.1.3 The Automated TO Management System (ATOMS) is a PC-based database application used to administer an organization TO distribution program. The ATOMS provides capability to order TOs and establish and manage records of the TOs required and on hand in various TO libraries within an organization.

3.1.4 Other automated systems are currently employed to assist with various aspects of TO system management. These systems will eventually be replaced by the Air Force Enhanced Technical Information Management System (ETIMS).

3.2 JOINT COMPUTER-AIDED ACQUISITION AND LOGISTICS SUPPORT (JCALS) SYSTEM.

3.2.1 The JCALS system is a DoD program managed by the Army that is designed to modernize the management and operation of DoD life-cycle acquisition and logistics processes. The JCALS Joint Technical Manual (JTM) application consists of 6 principal process strings - manage, acquire, improve, publish, stock and distribute - to provide capability to manage all aspects of a TO program.

3.2.2 As the JCALS system is the system of record for TOs, all TODO TM Account subscriptions and requisitions for TOs are processed by JCALS, whether directly entered into JCALS by TODO personnel using JCALS Initial Distribution and Order Publication screens or generated and submitted electronically from the ATOMS program. The JCALS system also maintains information on warehouse stock availability and provides reorder processing required to maintain TO warehouse stock levels. When a TO is available as a digital file and is no longer stocked or distributed, a special Publication Stock Number (PSN - TO 00-5-18) is established for the TO. The TO Catalog will list digital-only TOs with the Internet location. TODO personnel and TO users become responsible for maintaining the currency of downloaded digital TO files. If only the digital version of a TO is used for support of operation and maintenance activities, TODOs will establish a subscription of one for the TO; otherwise, establish the subscription quantity required for paper TO copies. For digital TOs accessed on-line, ATOMS records will reflect an on-hand quantity of one, with a note in the Remarks block that the TO file is accessed digitally by all users. When the TODO re-hosts the digital TO file or reproduces and distributes the file locally, ATOMS records will reflect the redistribution quantities and sub-accounts.

3.2.2.1 TODOs authorized and trained to use JCALS can perform all TODO operations except the receipt and redistribution of TOs to TODAs (TM Sub-accounts). Until this JCALS capability is delivered, TODOs must use the ATOMS application to manage TODA sub account information or the TODAs must become TODOs. Refer to APPENDIX C for information needed to prepare for and become a JCALS user.

3.2.2.2 TODO personnel who are JCALS users complete JCALS screens to establish subscription requirements and requisition TOs. These requests for TOs are submitted and processed directly by the JCALS system.

3.2.3 The JCALS JTM application provides capability to complete and submit a recommendation for a TO change (JCALS Recommended Change screen). A Recommended Change submitted through the JCALS system replaces completion and submittal of separate AFTO Forms 22 or AF Forms 847 via post or e-mail. JCALS tracks status information about

Recommended Change evaluations (including evaluation status of AFTO Forms 22 entered into JCALS). The status is extracted monthly and provided on the TO System Information web site.

3.3 AIR FORCE TECHNICAL ORDER CATALOG.

3.3.1 The purpose of the TO Catalog application is to provide TO System customers easily accessible and timely information about active AF TOs needed to support operations and maintenance of AF systems and equipment. TO management and configuration information is commonly referred to as TO index information. Information is also provided that indicates when new TOs and TO updates are established, distributed, rescinded, reinstated or renumbered. Users can cross-reference TO numbers to equipment part numbers and vice versa. Users can also submit TO index data discrepancy reports about the quality and accuracy of TO index information.

3.3.2 TO index information is extracted monthly from JCALS JTM application TM Index data records and processed for presentation in the TO Catalog. The web-based TO Catalog is located on the Internet at URL https://www.toindex-s.wpafb.af.mil/. A similar web-based TO Catalog application, established by the Air Force Security Assistance center (AFSAC) for FMS TODOs, presents information about Air Force TOs (sanitized to remove information for specified TO series), FMS Country Standard TOs and TOs rescinded for AF but retained for FMS use. AFSAC/IA is OPR for this application.

3.3.3 A Compact Disk-Read Only Memory (CD-ROM) version of the TO Catalog is also produced and distributed quarterly for non-DoD U.S. and FMS users. The U.S. version is TO 0-1-CD-1, and distribution is limited to “U.S. government agencies and their contractors” (Distribution Statement “C”) with a TODO/TM Account. MSG/MMF is the program manager for the TO Catalog. Comments and suggestions should be sent to the program manager via e-mail to the TO Catalog Webmaster or to TOPP@wpafb.af.mil. A separate “XX” CD-ROM version of the catalog, numbered XX0-1-CD-1 and sanitized to delete non-releasable information, is published for FMS TODOs.

3.3.4 TO Catalog information is used by TODO personnel and TO library custodians to identify TO subscription requirements, verify the currency of TOs on hand and ATOMS TO requirements and distribution records.

3.3.5 The TO Catalog does not include information about Nuclear Weapon TOs, Explosives Ordnance Disposal (EOD) TOs or Country Standard TOs (for FMS use). Also excluded are other service TMs unless the TMs are assigned an AF TO number and an AF proponent manager.

3.3.5.1 Nuclear Weapon TOs are managed in the Electronic TO Management System (ETOMS) and indexed in TOs 0-1-11N and 0-1-11N-C (Chapter 10);

3.3.5.2 EOD TOs are indexed in the Automated EOD Publication System (AEODPS Chapter 10); and

3.3.5.3 Country Standard TOs are indexed in the Security Assistance TO Data System (SATODS - TO 00-5-19).

3.4 USING THE AIR FORCE TECHNICAL ORDER CATALOG APPLICATION.

3.4.1 Web-Based Application. Connect to the TO Catalog (URL https://www.toindex-s.wpafb.af.mil) using a web browser application (Internet Explorer v4.0 or higher recommended), and add the URL for the TO Catalog to the browser Favorites list. AF TODO Accounts will not establish a subscription for the CD-ROM version of the TO Catalog unless access to the Internet will be routinely unavailable. Access to the web-based TO Catalog is restricted to users within the DoD Internet domain (*.mil). Non-DoD TO distribution activities must subscribe to the CD-ROM version of the TO Catalog.

3.4.2 CD-ROM Version. The CD-ROM version requires an IBM-compatible PC using Microsoft® Windows™ (98, NT or later). To start the CD-ROM version (TO 0-1-CD-1), simply place it into the PC CD-ROM drive. If the TO Catalog application does not automatically start, select Windows Start; Run, and then enter the CD-ROM drive letter and TO Catalog application start command “tocat.exe.” For example, d:\tocat.exe.

3.4.3 Using the TO Catalog - the principal functions. Principal TO Catalog functions include Search TO Catalog, Search New, Updated & Inactive TOs, TO - Equipment Cross-Reference and Index Data Discrepancy Reports. Each of these functions is accessed through links on the TO Catalog opening page.

3.4.3.1 Search TO Catalog Function. This is the basic TO Catalog search screen. This function will provide information about current, active AF TOs. Users can search for information on a series of TOs or for a single TO, TCTO or a TO Supplement. Users can also determine TCTOs that are within or beyond the scheduled Rescind date by entering all or part of the TCTO number in a separate search window.

3.4.3.1.1 Search criteria include a TO Number (complete or partial), TO Publication Date, JCALS PSN, Document Type (Basic, Change, Revision or Supplement) and TCTO type (Series Header or TCTO). To initiate a search, users must enter at least some part of the TO Number and click the Search button. Entering the complete TO Number along with other information will limit the search and return results faster.

3.4.3.1.2 Basic search results are presented in a Search Results page and will include key information about the TO or TOs. A link is provided on this page to a document that contains information for all AF offices that manage AF TOs ("proponent organizations" in JCALS).

3.4.3.1.3 Detailed Information Page. Each TO listed in the Search Results page is hyperlinked to a Detailed Information Page containing additional information about the TO. Information provided includes the TO title, Weapons System and Equipment, Notes, TO Manager, Equipment Specialist and Distribution Manager names, phone numbers and e-mail addresses. If the TO is available for access or download from an Internet location, a link to that location is also included.

3.4.4 Search New, Updated & Inactive TOs. This TO Catalog function enables a user to determine new TOs established, distributed, rescinded, reinstated or renumbered within a specified period of time. A TO number (partial or complete) and date range must be specified. The specific type of TO Status change and/or a TO Management organization (JCALS proponent organization name) can be specified. TO Status change types include New Basic (N), Distributed (D), Superseded (S), Rescinded (R), Reinstated (I) and Renumbered (X).

3.4.4.1 Typically, a TODO would enter a partial TO number (TO category or series) and a date range for the previous month to determine new basic TOs, distributed TO Updates and/or rescinded, reinstated or renumbered TO actions for the previous month. Historical TO Status change information can be obtained by specifying a wider date range for search criteria.

NOTE

Complete historical TO Status change information (all types) is not available earlier than October 2002. Rescinded TOs information is available since cutover from the G022 system to JCALS in July 1999.

3.4.4.2 Search results for this function will indicate the date that the status changed for the currently distributed TO and as applicable, information about the new, distributed or renumbered TO. For TO updates that are newly distributed, the TO increments that are replaced (superseded) by the newly distributed TO update will be listed. To perform another search in the same date range, users can click on the Browser BACK button to return to the search Page.

3.4.5 TO - Equipment Cross-Reference. Users can search for equipment information for a specified TO/TCTO Series or search for TO information for specified equipment part number(s). Users can also conduct an equipment nomenclature keyword search. The more complete and accurate the equipment or TO number entered, the shorter the list of possible matches. Use of the cross-reference functions is dependant upon the source data being available in the JCALS database.

3.4.5.1 Equipment Number Search. To initiate a search for TOs related to an equipment number, users must enter at least some part of the equipment number and click the Search button. Search results will include all TO numbers for equipment containing the number initially entered. The equipment number and TO listed in the Search Results page is hyperlinked to a Detailed Information Page.

3.4.5.2 TO Number Search. To initiate a search for equipment related to a TO number, users must enter at least some part of the TO number and click the Search button (press Enter key). Search results will list all equipment numbers associated with the TO or partial TO number initially entered. As with the equipment number search described above, clicking on the equipment number or TO number in the search results screen will return detailed information.

3.4.5.3 Keyword Search. To search for the equipment numbers by key word, enter one or more words of the equipment nomenclature. The search will return a list of TOs that contain those words in the nomenclature of the associated equipment. Detailed information can be obtained as described above for equipment number search.

3.4.6 Index Data Discrepancy Reports. The TO Index data discrepancy reporting system (opening screen of the TO Catalog) provides users the capability to report known or perceived discrepancies in TO Catalog Index information. For example, after checking with a TO Manager, a user may wish to report that the publication date for a TO on hand disagrees with the TO date printed on the TO's title page.

3.4.6.1 Each discrepancy report submitted is assigned a Report number for tracking purposes. Users may search for status on submitted discrepancy reports by entering the report control number, the user name, the TO Number or other information.

A Data quality team composed of MSG/MMF (TO Catalog program office), HQ AFMC/ENB and JCALS software engineers will evaluate the reports and take or recommend necessary corrective action, which is also documented in the discrepancy report. AFMC/ENB routinely obtains and reports TO index data quality statistics for each TO Management (proponent) organization from this TO index data discrepancy reporting system.

3.4.7 Using the TO Catalog - related links and support information.

3.4.7.1 TO System Links. Provides a listing of links to restricted and public domain web sites where digital TO files can be accessed or downloaded. Some sites are restricted to DoD domain (*.mil) users.

3.4.7.2 FAQ. User's frequently asked questions and the answers have been summarized for review.

3.4.7.3 Glossary. This page describes all fields and codes used in the TO Catalog. It can be printed and maintained separately to provide a ready reference.

3.4.7.4 Search Tips. Presents guidance and tips for performing searches of the TO Catalog.

3.4.7.5 What's New. Information found on this page is updated periodically to describe new features or modified functionality.

3.5 INTERPRETING TECHNICAL ORDER CATALOG INDEX INFORMATION.

NOTE

JCALS implementation has significantly changed TO indexing practices. TO Managers enter information about new TOs/TO updates into the JCALS TM index record before the publications are distributed. An Estimated Distribution Date (EDD) data element has been added to the TO Catalog to enable TO users to determine whether or not a particular TO/TCTO or TO update has been distributed. TODO/TM Account POCs must not order "missing" TO/TCTOs or TO updates for at least one TO Catalog update cycle to allow sufficient time for completion of ID.

3.5.1 TO Publication and Initial Distribution Dates. Publication dates shown on TO title pages and in the TO Catalog indicate the copy freeze date for the content data included in a particular TO update (Revision, Change or Supplement). The processes to reproduce and distribute the TO update to satisfy TODO subscription requirements and provide stock in the TO warehouse begins at this time. Once reproduction of the TO Update is completed, Initial Distribution (ID) of the reproduced TO update begins. The ID process ships the TO update to all TODOs with a subscription for the TO. ID shipping labels are generated and the JCALS TO Index record for the TO update is marked as available for distribution.

3.5.1.1 The Search TO Catalog results page ID and Estimated Distribution Date (EDD) columns together indicate when a TO update is available to be requisitioned. A "Y" in the ID column indicates that the ID process has begun. The date in the EDD column is the TO Manager's best estimate for the completion of the ID process. The next JCALS update (Summer 2003) will automatically populate the EDD field when shipping labels are produced.

NOTE

For TOs managed at Warner-Robins ALC, TOs are generally not stocked but printed on demand. ID shipping labels are generated before TOs are reproduced. The printing contractor makes initial distribution of the TO update using ID shipping labels provided with the print order. Therefore, an additional 30 days must be allowed for receipt of the TO, even though the TO Catalog ID flag indicates that the TO is available for distribution.

3.5.1.2 TO increments should not be separately requisitioned until the ID column indicates a Y and the Estimated Distribution Date (EDD) plus 30 days have passed. If the whole TO is requisitioned (RQN by TO Number only), the TO shipment will include only those TO increments that are active and available for distribution (ID column=Y). If a requisition is submitted for a TO increment before the ID flag is set to Yes, the requisition will be rejected (CV - Reject. Item prematurely requisitioned).

3.5.1.3 TOs on hand are current and should be used until a superseding/replacing update is received. This might be two to six weeks after the EDD listed in the catalog for the increment.

3.5.2 Reporting Discrepancies in TO Index Data. Inaccurate or incorrect TM Index information will be reported to the responsible TO manager for resolution. An Index Data Discrepancy Report (paragraph 3.4.6) may be completed. If the TO

index information problem persists into the next update of the TO Catalog, a discrepancy report must be submitted to document the problem and initiate corrective action.

3.5.3 Recommending Changes or Improvements to the TO Catalog. Users should document and submit recommendations for change or improvement of TO Catalog application web pages directly to the TO Catalog Webmaster. Recommendations for correction of errors in the operation of TO Catalog web pages will be implemented immediately once validated. Recommendations for improvement or change to operation of the TO Catalog web page will be evaluated by MSG/MMF, WPAFB OH.

3.5.3.1 Recommending Changes or Improvements to the CD-ROM Versions of the TO Catalog. Problems with data presentation or suggestions to enhance the CD-ROM versions of the TO Catalog application should be reported via e-mail to TOPP@wpafb.af.mil and documented on a Recommended Change (RC) IAW this TO.

3.6 DIGITAL TECHNICAL ORDER REPOSITORY SYSTEMS.

There are currently numerous repositories at various locations hosting digital master TO files and working TO files. Some of these repositories are SM-controlled servers, the Digital Legacy Data Storage System (DLDSS) servers at each ALC, the CENTRA server at WR-ALC, and the TO System Information web site server at Wright-Patterson AFB. TO users wishing to access the digital files must determine if there are digital copies, the file locations, and the specific procedures and protocols required to gain access. The Air Force goal is to tie the various repositories together through a single-access portal to allow users to access TO files, no matter where the files are stored, using a single process and protocol. The single portal access will be a function of the new ETIMS.

3.7 AIR FORCE TECHNICAL ORDER ARCHIVE (REPOSITORY).

The TO Archive consists of official record copies of all published TOs, as required for compliance with Air Force and federal records retention provisions (AFMAN 37-139, Records Disposition Schedule, Table 37-9, Rule 3). OC-ALC/LGLUB is responsible for the maintenance of the Archives. When initial distribution is made, one copy of every formal or preliminary TO and TO update (including interims) authorized for use by the Air Force or contractors is sent to LGLUB, TODO Code 0086, TM Account number F*10SJ, for placement in the Archive. Inactive TOs are retained for a limited period of time (six years after the equipment supported has left the inventory).

3.8 AUTOMATED TECHNICAL ORDER MANAGEMENT SYSTEM (ATOMS).

3.8.1 ATOMS is a PC-based Windows™ relational database application designed to assist TODO personnel worldwide with the tasks of establishing and maintaining TO requirements and distribution records for the organization TO needs, consolidating organization requests for TOs, and preparing and submitting TO Publication Requests (TOPRs). The legacy paper processes associated with the AFTO Forms 110, 131 and 187 are no longer authorized (except for use of the AFTO Form 187 by nuclear weapon (NW)-TODOs - see Chapter 10). The ATOMS application automatically consolidates open sub-account (TODA) TO needs (subscriptions and requisition requests) and generates a specifically formatted TO Publication Request (TOPR) file when the TODO chooses or selects the ATOMS Build Order function.

3.8.2 Air Force TODOs without access to JCALS must use the latest version of the ATOMS application for TODO TM account records, library maintenance, and generation/submission of a TOPR (Chapter 5). Other government activities must use an ATOMS TOPR submitted via FTP to request Air Force TOs, but are not required to maintain records in ATOMS.

3.8.3 ATOMS functionality includes the following capabilities:

3.8.3.1 Assign and manage information about the individuals responsible for individual TO Distribution Accounts (TODAs) in an organization. TODAs are also known as TM Sub-Accounts and generally represent a single TO library.

3.8.3.2 Document TO subscription requirements (needs) as well as the receipt and re-distribution of TOs to a TODA/TM Sub-Account.

3.8.3.3 Produce reports to help TODA library custodians maintain the TO library and provide a current record of TOs on hand and on order for the TODA.

3.8.3.4 Automatically generate TOPR files in the digital format prescribed for electronic file transfer and processing by the JCALS system. The latest version of the ATOMS includes a built in FTP client to connect to the Intersite Gateway computer system and electronically submit TOPR files. A username and password are required. See paragraph 5.1.4 for additional information.

3.8.4 ATOMS installation package and User Guide. A complete ATOMS installation package (Introduction, Program installation files and User Guide) can be downloaded from the TO System Information web site (URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm). A web-based tutorial for the ATOMS is also available at this web site. See Chapter 10 for special rules and options for establishing and maintaining Nuclear Weapons and EOD TO requirements and distribution.

3.8.5 Converting from earlier (MS-DOS) versions. TODO users who will migrate from earlier MS-DOS versions of the ATOMS (v4.x.x) must download and install the latest version. Once installed, the user must execute the ATOMS Utility to convert legacy (MS-DOS) ATOMS program data. Additional information and tips to successfully complete this important conversion are also available on the ATOMS web page on the TO System Information web site.

3.8.6 All TODOs, both government and commercial, must use ATOMS to prepare TOPRs unless otherwise exempted by this TO.

3.8.7 The TODO responsible for servicing a TODA will create a record for every TO or TCTO Series Header required by the TODA, distributed to a shop or office TO library and used to support assigned operations and maintenance activities.

NOTE

As an option, separate records may be added for each TCTO in addition to the TCTO Series Header record, and/or for safety or operational supplements released against flight manual publications.

3.8.8 ATOMS records for TOs on order and on hand in organization TO libraries are routinely compared with information published in the AF TO Catalog Application to ensure up-to-date TOs are on hand or on order in organization TO libraries (see paragraph 4.12). ATOMS records will be used directly or indirectly (ATOMS generated listings) by TO library custodians to inventory shop or office TO libraries. Documentation of these checks will be made according to paragraph 4.12.5.

3.8.9 The ATOMS can also be used by a TODO responsible for maintaining records of Computer Program Identification Number (CPIN) software media or Nuclear Weapons TOs required and on hand. Refer to Chapter 10 for ordering nuclear weapon TOs, and TO 00-5-17 for information about the CPIN system. The latest version of the ATOMS program has the capability to establish and maintain records for multiple TODOs from a single installation.

3.9 TECHNICAL ORDER MANAGEMENT AND RETRIEVAL TOOL (TO.MART).

TO.MART is a digital TO indexing and retrieval software application developed by the government. TODOs should use this tool to identify, locate and access the most current versions of digital TO files. The TO.MART application software files can be downloaded from URL http://www.ide.wpafb.af.mil/field/ToolsMenu.htm. Additional information about this application is available from the User Manual provided with the software.

3.9.1 TODOs register TOs and files in TO.MART, and it then tracks the locations and versions across many CDs, network drives, local drives, floppies, and/or other media. When TO.MART is hosted on a LAN server, other TO users serviced by the TODO can also use it to locate and access TOs. It will present the user with a list of TOs in order by TO number, title, publication date, or other characteristic, any of which are searchable.

3.9.2 Individual users would open the TO.MART Index file and click on the desired TO number, which opens the file using the appropriate viewing software (Acrobat, MS Word, etc.). If the drive or medium containing the TO is not available (for example, if the CD containing the selected TO is not in the drive), TO.MART will prompt the user to insert the appropriate volume and then display the TO. User-defined groups allow for separating the TOs into categories and subcategories for more convenient browsing.

JCALS TO Request File Structure

```
FH*2480**9238*19990826*0922
SH*V*#*120*21*P*FVJC**FISHER 674-0845*3513*19990722*0922*RUVORIA*D120
A0D     L                   EA00008F*11MX93550001 *Y_0386D     15                  8A3-12-2-3#
A0D     L                   EA00007F*11MX93550002 *Y_0386D     15                  2G-GTCP85-24#
A0D     L                   EA00003F*11MX93550003NY_0386D     15                  2G-GTCP85-24#
A0D     L                   EA00001F*11MX93550004NY_0386D     15                  2J-J79-83-1TP-2#
A0D     L                   EA00005F*11MX93550005 *Y_0386D     15                  8D1-8-146-3#
A0D     L                   EA00000F*11MX93550006 *Y_0386D     15                  33DA38-15-1#
A0D     L                   EA00003F*11MX93550007NY_0386D     15                  9H2-2-64-3#
A0D     L                   EA00012F*11MX93550008 *Y_0386D     15                  2J-TF34-6#
A0D     L                   EA00004F*11MX93550009NY_0386D     15                  2J-TF34-6#
A0D     L                   EA00009F*11MX93550010 *Y_0386D     15                  2J-TF41-3#
A0D     L                   EA00005F*11MX93550011NY_0386D     15                  2J-TF41-3#
A0D     L                   EA00004F*11MX93550012NY_0386D     15                  2J-TF41-3S-16#
A0D     L                   EA00006F*11MX93550013NY_0386D     15                  2J-J57-16#
A0D     L                   EA00004F*11MX93550014 *Y_0386D     15                  1E-3A#
A0D     L                   EA00001F*11MX93550015NY_0386D     15                  1F-102-1148#
A0D     L                   EA00004F*11MX93550016NY_0386D     15                  2J-J57-17C#
AC1     L                   EA00004F*11MX81050008NY_0386D     15                  33A1-10-38-1#
ATD     L                   EA00009F*11MX92460003NY_0386D     15    2L            1F-15A-2-2-3#
A0D     L01T0099820013061   EA00001F*11MX93550017NY_0386D     15                  #
A0D     L                   EA00001F*11MX93559999NY_3513D     15                  BATCH-CONFIRM#
```

Doc Ident.
A0D
AC1
ATD

Media & Status Code:
L

Pub Stock #

Unit of Issue:
EA

Quantity

TM Acct #

Julian Date

Serial Number of Request

Demand Code:
*****
N

Signal Code:
D

Supplementary Address

Priority Code:
1 5

Advice Code ^

^ Manual Entry, See Para. 5-2.4

TO Numbers Columns 81 - 120

Document ID Options:
A0D = ID & Requisition Requirements
AC1 = Cancellation of Backorder Requisition
ATD = Follow up of Requisition

Supplementary Address consists of the characters "Y_" and then the TODO code.

Demand Code Options:
* = ID requirement
N = One-time requisition

H03139970

Figure 3-1. ATOMS JCALS-Format Technical Order Publication Request

Table 3-1. Explanation of Technical Order Publication Request (TOPR) Entries for Figure 3-1

TO NUMBER	EXPLANATION
8A3-12-2-3	This entry reflects one of three types of transactions: a. A subscription for a new (unpublished) TO. After processing, the system will establish a subscription requirement for a quantity of eight for this TODO. The warehouse will immediately ship eight copies of the basic manual when it is published. The warehouse will continue to ship future revisions, changes, and supplements until the TODO cancels the requirement or the TO is rescinded. b. An increase in subscription requirements. The lack of a Demand Code "N" transaction indicates that the TODO does not need distribution of the difference in quantity between the existing and new subscription requirements at this time. c. A decrease in an existing subscription requirement. The computer's database, containing the TODO's requirement file, recognizes a decrease in subscription based on previous transactions and processes it accordingly. After processing, the system will contain the new subscription quantity of eight for the TODO.
2G-GTCP85-24	The entry reflects an increase in an existing subscription requirement. After processing, the system will contain the new subscription quantity of seven. A separate demand code "N" transaction for a quantity of three will cause the warehouse to ship three copies of the TO and all active changes/supplements to the TODO. The system does not retain the TODO's previous subscription requirement of four.
2J-J79-83-1TP-2	This is a requisition for a technical order page supplement. Subscriptions cannot be established for a TP or any other TO increment.
8D1-8-146-3	A subscription requirement is being established. After processing, the system will contain the TODO requirement for a quantity of five. The TODO does not require existing copies of the TOs and indicates by not including a Demand Code "N" transaction in the TOPR. The warehouse will ship future revisions, changes and supplements when they are published, based upon the subscription requirement.
33DA38-15-1	This entry will cancel the subscription for this particular TO. The TODO submits a demand code "*" transaction with a quantity of "0000" (positions 25-29). **NOTE:** If there are any existing backorders, they must be separately cancelled using an "AC1" document ID code (see entry for TO 33A1-10-38-1, below).
9H2-2-64-3	An example of a requisition to fill a one-time need. The TODO is not establishing any subscription requirements. The one-time requisition transaction contains demand code "N". The warehouse will ship the TO with any active changes or supplements. This entry will not affect any previously established TODO subscription (if any) for the TO.
2J-TF34-6	The first entry for the basic manual reflects an increase in subscription requirements with a difference of four constituting the one-time requisition requirement.
2J-TF41-3	This entry reflects an increase in subscription requirements with a difference of five constituting the requisition requirement
2J-TF41-3S-16	The TODO can requisition individual TO supplements for any TO.
2J-J57-16	This is a requisition for six copies of a TO and current changes, to fill a one-time need. In JCALS, the TODO must either accept all increments, or order the basic and changes individually by publication stock number.
1E-3A	This entry establishes a subscription for all TCTOs occurring in this TCTO Series. A separate one-time requisition ("N" code) transaction must be submitted for each existing, active TCTO needed.
1F-102-1148	This is a requisition for an individual TCTO to fill a one-time need. The system does not establish an ID requirement from this entry, and the entry will not affect an existing requirement for the TCTO series if one exists.
2J-J57-17C	This is a requisition for a routine supplement to fill a one-time need.

Table 3-1. Explanation of Technical Order Publication Request (TOPR) Entries for Figure 3-1 - Continued

TO NUMBER	EXPLANATION
33A1-10-38-1	A previous requisition action (transaction #8 on 98/04/15 8105 day) placed this TO on backorder. If the TODO no longer requires the TO, cancel the backorder by using an AC1 Document Identifier Code with the original transaction document number in positions 36-43.
1F-15A-2-2-3	The follow-up on a previous requisition is an ATD document identifier code transaction against the original transaction document number (number 0003 on the 9246 day). If JCALS did not receive the original transaction, the system will process an "ATD" transaction as a requisition. The advice Code "2L" in positions 65 and 66 indicates that this is a request in excess of the Maximum Issue Quantity (MIQ).
01T009982001306	(PSN) Requisition for Change 13 ***only*** of TO 1C-130H-2–00GE-00–1. The TO number is ***not*** used.
BATCH-CONFIRM	The ATOMS program has an option to add this transaction to the TOPR. The transaction will generate a JCALS TORSN with notice code CG. This is notification that the TO request was received and the date it processed.

NOTE

Since JCALS now reports status on all ATOMS transactions, automatic "Batch Confirm" transactions have been eliminated from the current version of ATOMS.

CHAPTER 4
ESTABLISHING TECHNICAL ORDER DISTRIBUTION OFFICES (TODO), TECHNICAL ORDER LIBRARIES AND REQUIREMENTS

4.1 GENERAL.

This chapter contains business practices and procedures for establishing a TODO, performing TODO, TO Distribution Account (TODA) and Library Custodian procedures; and establishing and maintaining TO libraries. Nuclear Weapon (NW) and Explosive Ordnance Disposal (EOD) TODO procedures are in Chapter 10. Prospective TODOs must be U.S. citizens. Before assignment, TODOs requiring access to DoD computer systems must receive training (see APPENDIX B) and be cleared for Automated Data Processing (ADP) Level II/III access IAW AFI 33-115V2, Licensing Network Users and Certifying Network Professionals. Activities must be an approved TODO to order and receive Air Force TOs. TODOs requiring Computer Program Configuration Items, related compendiums, and engineering documentation packages managed in the Computer Program Identification Numbering (CPIN) System must also have an account on the Automated CPIN System (ACPINS) IAW TO 00-5-17, Users Manual; USAF Computer Program Identification Numbering (CPIN) System.

4.2 AFTO FORM 43 COMPLETION INSTRUCTIONS.

An AFTO Form 43, USAF Technical Order Distribution Office (TODO) Assignment or Change Request (Figure 4-1) is used to submit requests to establish or cancel a TODO, or change TODO information. Completed and approved forms are submitted according to paragraph 4.2.2.2. The form will be prepared as follows:

NOTE

- When a TODO TM Account ship to address is changed or a TODO is canceled, it might require 60 days to clear the distribution system of shipping actions initiated before the change was made.
- This form may also be used by the TODO POC to record internal TODA personnel assignments.
- Government TODO accounts, whether government or contractor operated, will be assigned an “F*xxxx” JCALS Standard TM Account Code.

4.2.1 Heading Information:

4.2.1.1 TYPE OF REQUEST. Enter an X in the appropriate block.

4.2.1.2 TODO/TM ACCOUNT CODE. For a revised request or TODO cancellation, enter the assigned TODO and JCALS TM Account codes.

4.2.1.3 DATE. Enter the date the request is submitted. Use the all-numerical yyyymmdd format.

4.2.2 Address Blocks:

4.2.2.1 Block 1 - FROM. Enter the TODO mailing address, including organization/office symbol, street address, city/base, state and complete nine-digit ZIP code. Addresses must not include names of individuals in the attention line. For address changes, enter the new address in this block and enter the old address in block 3.

4.2.2.2 Block 2 -TO. On the Form Flow version, Block 2 has an associated help function that lists required addresses. Requests involving EOD and NW TODOs are submitted to Det 63 AAC/WMO or AAC/NWL, respectively. All other requests are sent to OC-ALC/LGLUB. When JCALS is available on site, the form will be sent to the Group Lead TODO (see paragraph 4.5.1).

4.2.3 Block 3 - TECHNICAL ORDER MAILING ADDRESS. When TOs will be mailed to an address different from the TODO address, enter the complete TO delivery mailing address, including organization/office symbol, street address, city/base, state and nine-digit ZIP code. For TODO address changes enter the old address, clearly marked as no longer valid. NW and EOD TODOs must enter the organization Defense Message System (DMS) address, whether or not a street address is provided.

4.2.4 Block 4 - TODO TYPE. Place an X in the appropriate block(s) and enter corresponding information as applicable.

NOTE

- A Government-Owned, Contractor-Operated (GOCO) TODO Account has a government ship-to address, and is established for direct support of a day-to-day government mission/activity. The TOs are required to support the government mission and are independent of the contract. The TM Account is established and managed on a government installation computer network (forms and orders submitted from a ".mil" or ".gov" domain). These TODOs are considered government TODOs (TM account code F*xxxx) and are allowed to FTP TO Publication Requests directly to the Tinker gateway. Upon contract termination, the TODO account will return to the AF or transfer to a new contractor who will perform the service.

- A contractor TODO TM Account is established for direct support of the contractor mission and organization, and has a commercial ship-to address. The organizational need for TOs is dependent upon the performance and/or delivery of government contract tasks, and will lapse when the contract expires. The TM Account is generally established and managed on a non-government computer network (".com" or ".org" domain). These TODOs are contractor TODOs (TM account code E*xxxx), and TO Publication Requests must be submitted through the GAA identified in block 7 of the AFTO Form 43.

4.2.4.1 Blocks 4a, 4b and 4c - Government TODOs, including GOCO TODOs, will mark one block (only) to indicate whether the function will be a Standard TODO or NW EOD TODO (Chapter 10). Assign JCALS TM Account codes in the "F*xxxx" series.

4.2.4.2 Block 4d - If the organization is an Air Force activity, mark this block and enter the parent MAJCOM (ACC, AMC, etc.)

4.2.4.3 Block 4e - If the organization is another government activity (not Air Force), mark this block and enter the department or agency (Army, Navy, DOE, etc.).

4.2.4.4 Block 4f - If the requesting organization is a contractor, mark this block and enter the contract number(s) and issuing government agency. GOCO TODO requests must also include the contract number and issuing agency. If the TODO will service more than one contract, enter additional contract and issuing agency information on the continuation sheet (include contract termination dates). All contractor TODO personnel must be designated by name or position on a current DD Form 2345, Militarily Critical Technical Data Agreement (AFI 61-204, Disseminating Scientific and Technical Information).

4.2.4.5 Block 4g - CANCELLATION DATE.

4.2.4.5.1 Enter the contract termination date in this block. Use the all-numerical yyyymmdd format. To avoid automatic cancellation of a GOCO account, an updated AFTO Form 43 must be submitted on or before the previous contract termination date. (If block 4f is checked and the termination date is not entered, the form will be returned without action.)

4.2.4.5.2 For **CANCELLATION** type requests, TODOs will enter the cancellation effective date.

4.2.4.6 Block 4h - REMARKS.

4.2.4.6.1 Special Purpose TODOs (SPTODOs - paragraph 4.3) other than EOD and NW TODOs will enter the SPTODO code type being requested. For EOD TODOs, enter "Automatic distribution is required" when all current and future Air Force non-nuclear EOD TOs are required.

4.2.4.6.2 Enter "GOCO TODO" when applicable.

4.2.4.6.3 Enter "TODO Authorized CPIN compendiums, CSCIs, and related TOs" if the TODO will also manage CPINs.

4.2.5 Block 5 - SECURITY LEVEL AUTHORIZED. Enter the security level (unclassified, confidential, secret, restricted data, etc.) that the organization has authorization and adequate facilities, equipment, and properly cleared personnel to receive and safeguard. Include Special Access Required (SAR) when applicable, in accordance with AFI 31-401. For NW-EOD-TODOs only, include the statement "Category 60N TOs are needed, Critical Nuclear Weapons Design Information (CNWDI) is required in accordance with AFI 31-401, and certification has been completed."

4.2.6 Block 6 - TODO PERSONNEL. Enter the names, voice and fax phone numbers, e-mail addresses, and signatures of TODO personnel (TM Account POCs) authorized to submit TO Publication Requests (TOPRs). A minimum of two names is required - one primary and at least one alternate. Individuals must be U.S. citizens.

4.2.7 Block 7 - GOVERNMENT APPROVING AGENCY. Complete block 7 on all forms. For a government TODO, including a GOCO TODO, the blocks will be completed by the activity command or maintenance/operations supervision personnel authorized to request establishment of a TO Distribution Office, and approve requests for NW and EOD TOs. For a contractor-owned TODO, this block will be completed by the official(s) authorized to approve the contractor TO requirements for the PCO or ACO (e.g., the Contracting Officer Technical Representative or on-site government Quality Assurance (QA) personnel).

4.2.8 Block 8 - COMMAND/CONTRACTING OFFICER APPROVAL. Complete block 8 only when requesting a contractor (including GOCO), EOD, or Nuclear Weapons Special Purpose TODO Code. The blocks will be completed by the PCO/ACO for contractor TODOs, and by the MAJCOM Functional Manager for EOD and NW TODOs. NW TODO requests must have the original MAJCOM approving official signature, which must be the same as that provided according to paragraph 10.3.2. When there is more than one ACO or PCO monitoring contracts listed in block 4e, additional information and signatures will be shown on the continuation sheet.

4.2.9 Block 9 - FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY. Leave blank. OC-ALC/LGLUB, AAC/NWL or Det 63 AAC/WMO will use this block for approval/disapproval of TODO requests.

4.2.10 CONTINUATION (2nd page of form). The continuation section of AFTO Form 43 will be used to list additional contracts for contractor TODOs, and to provide complete justification for NW and EOD TODOs. The justification on the form itself must be unclassified. Provide classified justification by separate letter with the AFTO Form 43 as an unclassified attachment.

4.2.11 Submit the coordinated and signed AFTO Form 43, along with any required letters of justification and applicable DD Forms 2345 for contractors, to the appropriate addressee in block 2.

4.3 SPECIAL PURPOSE TODO (SPTODO) ACTIVITIES.

Types of activities assigned special purpose TODO codes are listed below. Due to SPTODO specialized functions the activities may not be required to maintain ATOMS records except as needed to prepare TOPRs. The AFTO Form 43 requesting establishment will be accompanied by a cover letter containing justification. Activities must comply with directives and procedures provided with notification of code assignment; otherwise the code is subject to cancellation.

4.3.1 Defense Contract Management Agency (DCMA) Offices. When the DoD office in charge of contract oversight determines that contractor-required TOs must be ordered and distributed through the oversight office, and for all foreign contractors, the contractor TODO code will be issued to the DCMA office (assign an E*xxxx TM account code). TOs provided on the E* account will be limited to requirements of the contract(s) involved. TOs required by the DCMA office itself must be ordered on a DCMA TM Account (F*xxxx code). Release of TOs to the contractor after receipt is the responsibility of the DCMA (paragraph 5.9 and paragraph 5.10).

4.3.2 Contractors. A TODO code is issued when a contractor is authorized direct receipt of TOs required to fulfill the requirements of a Government contract(s). Contractor owned and operated TODOs are assigned an “E*xxxx” TM account code.

4.3.2.1 The TOs in a contractor account remain the property of the Air Force, and are maintained in accordance with contract requirements.

4.3.2.2 If GOCO contractor personnel (TM account code F*xxxx) also maintain a separate company-owned TO library, the company library must have a separate contractor TM account code (E*xxxx) and follow procedures in paragraph 5.9.

4.3.3 Nuclear Weapons (NW) TODOs (Chapter 10). NW TODO codes are currently assigned by AAC/NWL. When NW TOs are loaded into JCALS, NW-TODOs will be differentiated from standard TODOs only by an authorization code to receive NW TOs. NW-TODOs must use the ATOMS application to maintain account records. The TODOs will order NW TOs using either the electronic or paper AFTO Form 187, Technical Order Publication Request, and submit orders according to Chapter 10 of this TO.

4.3.4 EOD TODOs (Chapter 10). Codes are assigned and managed by Det 63, AAC/WMO. Nuclear EOD and Non-nuclear EOD TODOs are both required to maintain classified TO receipt records according to DOD 5200.1-R. Complete justification for needing non-nuclear EOD TOs will be entered in the **CONTINUATION** block (page 2 of the digital form).

4.3.5 Foreign Military Sales Accounts. These TODO activities have "D*xxxx" JCALS TM account codes assigned by the SATODS program office, OC-ALC/LGLUF, according to procedures in TO 00-5-19.

4.3.6 Joint Munitions Effectiveness Manuals (JMEM). Neither JMEM publications nor JMEM account information are managed in JCALS. Contact OC-ALC/LGLUB for further information.

4.4 ACTIONS ON TODO ACCOUNT APPROVAL.

4.4.1 When TODO personnel are not JCALS users (local access to JCALS not available), OC-ALC/LGLUB will establish the JCALS TM Account address code (standard - F* or contractor - E*) for the TODO and assign a legacy TODO number (service account number). All TM Accounts established by OC-ALC/LGLUB will be assigned to the OC-ALC/LGLUB JCALS Organization.

4.4.1.1 Information from the AFTO Form 43 will be entered into the JCALS TM Account record including MAJCOM, authorized security level, TM Account e-mail address, etc. TM Account authorization will be set to both subscription and one-time requisition, preferred (CD-ROM) and alternate (Paper) media preferences established and NOFORN and FOUO access codes assigned. If the AFTO Form 43 indicates that the TODO will manage CPINS, the CPIN access code will also be assigned.

4.4.1.2 Return approved AFTO Forms 43 to the requesting organization, annotated with the service account number and appropriate E* or F* JCALS TM Account numbers

NOTE

FMS TM Account (D*) numbers are assigned by OC-ALC/LGLUF IAW TO 00-5-19. NW and EOD TODO codes are assigned by AAC/NWL and Det 63, AAC/WMO respectively.

4.4.1.3 Include a cover memo providing the TO System Information Page URL (http://www.ide.-wpafb.af.mil/toprac/to-syste.htm) and instructions to download the ATOMS application for TO ordering and account management. The memo will explain that this URL also provides access to MPTOs, the Air Force TO Catalog Application (for DoD TODOs only), and other valuable TODO information on the Internet. For U.S. Government (Standard) TODOs, the memo will provide the IP address, username, and password required to submit ATOMS TOPRs via File Transfer Protocol (FTP) to the Tinker AFB Intersite Gateway (paragraph 5.1.4).

4.4.1.4 Establish a subscription for and issue a current copy of index TO 0-1-CD-1 to Non-DoD U.S. TODOs.

4.4.2 When TODO personnel are trained JCALS users (access to JCALS is available), the Group Lead TODO will verify that prospective TODO personnel are authorized (AFTO Form 43), and any contractors performing TODO duties have current DD Forms 2345.

4.4.2.1 For each person identified on the AFTO Form 43, a properly completed and signed DISA Form 41, System Authorization Access Request (SAAR) and security clearance form (if required to receive classified data) must be provided. Proof of Information Assurance (IA) and appropriate JCALS training must also be provided. Required JCALS roles and/or privileges will be annotated on the reverse of the DISA Form 41 (see APPENDIX C).

4.4.2.2 The Lead TODO will coordinate with the servicing JCALS System Administrator (SA) to establish JCALS "Org Id" user accounts and establish JCALS TM Account ship-to address codes.

4.4.2.3 Completed forms and training completion certificates will be returned to TODO personnel and retained on file. A digital copy of the completed AFTO Form 43, DD Form 2345 (for contractors) and DISA Form 41 must also be maintained in the JCALS TM Account work folder for the TODO TM Account.

4.4.3 TODO Actions.

4.4.3.1 TODOs with a JCALS user profile (user log-in and password) and TM Account privileges will use JCALS to manage TODO TM Accounts, subscribe and requisition TOs, etc. TODO personnel will update TODO TM Account

information directly in JCALS using the Update TM Account screen, and document the changes on a digital AFTO Form 43 kept in the Account workfolder. TODO personnel who access JCALS directly are referred to as “On-Line” TODOs.

4.4.3.2 TODOs without a JCALS user profile will use the ATOMS application to establish and maintain TODO requirements and distribution records. Download the ATOMS application and User Guide from the TO System Information Page (URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm). TODO personnel who use the ATOMS are referred to as “Off-line” TODOs.

4.4.3.3 All TODOs must obtain access to and comply with this TO. TODOs will retain digital or paper copies of the current AFTO Form 43 and any other required forms submitted on TODO TM Account personnel.

4.5 TODO FUNCTIONS.

4.5.1 Group Lead TODO. Lead TODO personnel (see AFI 21-303) will perform all functions listed in paragraph 4.5.2, plus the following:

4.5.1.1 Oversee TO Administrative services being provided by other TODOs in the Group and advise the Group commander on matters concerning availability of TOs in the organization

4.5.1.2 Assist other organization TODOs with resolution of TO availability and distribution problems

4.5.1.3 Service and assist assigned units/activities

4.5.1.4 Encourage and assist activities to establish NW or EOD SPTODOs when required to support special missions.

4.5.1.5 Assist organization personnel to establish new TODO TM Accounts when required by mission changes or expanded TO library requirements.

4.5.1.6 Assist TODO personnel with completion of DISA Form 41 for JCALS user account profile and determine required system privileges.

4.5.1.7 When JCALS will be used for TODO operations (see APPENDIX C), act as liaison with the site JCALS System Administrator (SA) to establish new JCALS organization codes, JCALS user profiles (username, password and permissions) and TM Account ship-to address codes for newly establish TODOs.

4.5.1.8 Return completed AFTO Form 43, DISA Form 41 and Information Assurance (IA) certificates to TODO personnel once JCALS user accounts and TM Account ship-to address codes have been established.

4.5.1.9 Act as liaison between JCALS SA and TODO personnel to ensure Work Flow templates are properly established to support TODO operations.

4.5.1.10 Assist TODO personnel to resolve ATOMS-to-JCALS problems. Assist on-line JCALS TODO personnel to identify and resolve problems with JCALS use.

4.5.1.11 Support the SA with investigation and resolution of JCALS system Incident Reports submitted by TODO personnel.

4.5.2 All TODOs will:

4.5.2.1 Submit AFTO Forms 43 to establish, change or cancel TODO TM Accounts. Complete and maintain other documentation required to establish TODO and corresponding TM Accounts. Obtain and maintain proficiency for relevant Air Force TO System policy and practices.

4.5.2.2 Establish and maintain TO requirements and distribution records for the TODO main library (if applicable) and for sub-account libraries, using JCALS (when available) and/or ATOMS. Update ATOMS records as TOs and status notices are received. Non-AF TODOs and TODAs may use local procedures to maintain records.

NOTE

- ATOMS users must back up ATOMS data files (see the User Guide) based on frequency of use (i.e., if ATOMS is used daily, back up daily; if use is only weekly, back up weekly, etc.).
- TODOs using JCALS must document receipt and distribution of TOs to subaccounts using the ATOMS 2000 Stock Action function. JCALS can be used for sub-account management if the functionality is incorporated in a future upgrade.

4.5.2.3 Establish and service TO Distribution Accounts (TODAs) in organization shops or offices where one or more TOs are required to accomplish assigned missions. TODAs are called TM subaccounts in JCALS. When the TODA is a contractor, document the assignment on an AFTO Form 43, signed by the GAA (block 7) and the Contracting Officer (block 8). Ensure the contractors have a current DD Form 2345, and maintain record copies of the signed forms. Oversee TODA operations to ensure TOs on hand in the library are current and in serviceable condition. Provide operational guidance to TODAs. Provide assistance as required by TODA to obtain training and resolve TO distribution problems.

4.5.2.4 Consolidate all TODA TO requirements. For restricted distribution TOs and accounts (nuclear weapons or EOD TOs, contractor or FMS accounts, etc.), obtain the signature of the GAA (AFTO Form 43, block 7) on the printed record copy of the ATOMS TOPR. Include justification with JCALS requests.

4.5.2.5 Review requirements to ensure only minimum essential TOs and quantities are requested. Use ATOMS or JCALS to establish subscriptions and requisition TOs. Cancel unneeded subscriptions and backorders promptly. Cancel paper copy requirements when replaced by subscriptions for digital media.

4.5.2.6 Retain an electronic or printed copy of the ATOMS TOPR or JCALS ID/Order Publication workfolder until all actions are complete.

4.5.2.7 Follow-up on TO request status according to paragraph 5.7. Take appropriate action to identify and resolve distribution delays.

4.5.2.8 Document receipt of TOs and TO increments and redistribute to TODAs within two duty days after receipt. Urgent and immediate TOs will be redistributed immediately. Notify TODAs of backorder status, any follow-up actions being taken, and when digital TO files are updated.

4.5.2.9 Notify the Group Lead TODO and report discrepancies in TO shipments to the responsible TO Manager (discrepancies include the receipt of quantities higher or lower than ordered, TOs with missing pages, etc.)

4.5.2.10 Perform routine and annual checks and library inventories in accordance with this chapter. Support TODAs as required in performing annual inventories.

4.5.2.11 Process Account Reconciliation Reports (ARRs) according to paragraph 4.12.

4.5.2.12 Reproduce and distribute Interim TO (ITO) messages and Rapid Action Changes (RACs - paragraph 6.6), and Immediate/Urgent TCTOs to all affected TODAs by the fastest available means. Immediate/Emergency messages must be copied and forwarded within 2 hours; Urgent messages within 24 hours.

4.5.2.13 Approve and submit requests for local reproduction of TOs (paragraph 6.7).

NOTE

Contractors acting as TODAs or library custodians for a government library must have a current DD Form 2345 if any of the TOs managed are export controlled.

4.5.3 TO Distribution Accounts. TODAs will:

4.5.3.1 Obtain an account number from the TODO. Notify the TODO promptly of any personnel changes or deactivation of the TODA.

4.5.3.2 Establish TODA subaccounts as required. A current record of TOs on hand and on order should be collocated with the TO library. Records may consist of ATOMS records, applicable ATOMS listings, or documents/files showing receipts and orders. Establish ATOMS records when TOs will be redistributed to subaccounts.

4.5.3.3 When TODAs do not redistribute TOs to subordinate subaccounts, the ATOMS may used to maintain account records based on library location and size, TODO workload, and/or special account requirements.

4.5.3.4 Consolidate and validate sub-account requirements, and submit subscription requirements and One-Time Requisitions to the TODO. Redistribute TOs and increments upon receipt.

4.5.3.5 Conduct and document routine TO Catalog checks and annual TO library inventories. Routine checks and library inventory may be delegated to the TO library custodian.

4.5.4 Library Custodians. Custodians will:

4.5.4.1 Notify the TODO/TODA when digital versions of TOs rather than paper copies can be employed to perform the mission. Notify the TODO/TODA of changed requirements (added, deleted or replaced TOs).

4.5.4.2 Post and file TOs upon receipt (paragraph 7.3). Any shop or office person may post and file a TO provided certification is documented in the users training record.

4.5.4.3 Control and protect TO copies as organizational equipment.

4.5.4.4 Perform routine TO Catalog checks and annual library inventory if delegated by the TODA.

4.6 TECHNICAL ORDER LIBRARIES.

4.6.1 A TO library consists of one or more current TOs with all changes, revisions, and supplements maintained on a continuing basis. Each library will be assigned a TO Distribution Account (TODA) number. TO libraries are established in convenient locations to provide personnel at all echelons immediate access to the TOs required for the efficient and effective performance of assigned duties.

4.6.2 TO libraries can be of many types and uses; e.g., an organizational shelf library, an extra-copies library, a deployment support library, or one or more TOs for use by an individual. A work or study copy issued for one-time use is not a TO library.

4.7 AUTHORIZED TYPES OF LIBRARIES.

4.7.1 Operational Libraries. These libraries are established and located to support operations and maintenance missions. Operational libraries will contain only those TOs required to accomplish the operational and maintenance responsibilities of the owning activities.

4.7.1.1 TOs in dispatch kits (used to support off-site operations) are managed either as part of the unit operational library or as separate sub-account libraries. Local procedures will be established to govern and control these kitted TOs.

4.7.1.2 Operational libraries may contain extra copies of TOs when required to support simultaneous maintenance actions.

4.7.2 Emergency Operating Instructions Libraries. Aircraft Emergency Operating Instruction libraries may be established and maintained in the control tower, base operations, or the command post as a local option. If established, the library will contain the title page, List of Effective Pages (LEP), and the Emergency Procedures chapter of each -1 Flight Manual for primary assigned aircraft, and Safety Supplements or other supplements determined applicable thereto. The LEP will indicate which portions of these manuals are maintained in the library. A special notice is sometimes printed on the title page of a classified -1 Flight Manual, authorizing declassification of the Emergency Procedures chapter when it is withdrawn from the manual. In the absence of this notice, the chapter must retain the classification of the manual and be safeguarded, but radio transmission of instructions, in the clear, is authorized under emergency conditions.

NOTE

When classified emergency operating instructions have been transmitted in the clear, promptly report all available facts concerning the incident to the activity having technical responsibility for the manual. This activity will determine whether the information should be downgraded or declassified.

4.7.3 Aircraft Libraries.

4.7.3.1 MAJCOMs may direct retention of operations and maintenance TOs on board aircraft. Wing and Group commanders may specify other data to be carried in aircraft. Libraries will not be maintained in permanently grounded aircraft. TODOs and/or TODAs will assign a separate sub-account number to each aircraft library.

4.7.3.2 Provisions of North Atlantic Treaty Organization Standardization Agreements (NATO STANAGs) 3462 and 3767, Central Treaty Organization (CENTO) STANAGs 3462 and 3767, and Air Standardization Coordinating Committee (ASCC) AIR STD 44/16D require that applicable -1, -5, and -9 TOs, and the Aircraft Weight and Balance Handbook, shall be carried on cargo-type aircraft to facilitate loading operations during international combined operations involving NATO, CENTO, or ASCC nations. Changes or deviations from this requirement will not be made without the authorization required by AFI 60-101, Operations and Resources. The U.S. will limit the carrying of cross-servicing information to transport and bomber aircraft in accordance with AIR STD 11/16A.

4.7.3.3 Technical data required by other Air Force directives will be maintained as prescribed for each aircraft.

4.7.3.4 Current, serviceable technical publications must accompany transferred aircraft.

4.7.3.5 Aircraft commanders may include additional publications as required.

4.7.4 Transient Aircraft Library. This library may be established on bases where it is common to service or perform organizational or intermediate level maintenance on transient aircraft not normally assigned to the base. The library will usually contain Category 1 aircraft TOs for each type or model of aircraft that would normally be expected to use the maintenance or service facilities of the base.

4.7.5 Reference Libraries. These libraries are authorized for use by activities whose duties do not include operating or maintaining equipment and will be marked “For Reference Purposes Only.” TOs in reference libraries need not be current. Reference library records may be kept in ATOMS or as locally determined.

NOTE

MAJCOM, Product Improvement and other maintenance staff activity libraries are not considered reference libraries and must be current.

4.7.6 Training Libraries. These libraries are established to support training courses.

4.7.6.1 TOs used for training must be current, and may be loaned to students for use in the classroom (to be returned after the training). TOs will not be given to students as handouts, although portions of TOs may be reproduced for student retention if required, marked “For Training Purposes Only.”

4.7.6.2 Filing methods to facilitate issue of publications for training operations may be devised locally. See paragraph 7.3.6.7.

4.7.6.3 The TO Pub Date in the TO catalog will not be the sole criteria for determining currency of training TOs. The compatibility of the TO with the training equipment item, the criterion or enabling objective, the technique employed (as identified in the plan of instruction or other applicable course control documents), and TO changes that affect curriculum are factors that must be considered.

4.7.6.4 Training libraries used in non-equipment oriented instructions must be pertinent to the training exercise identified in the course control documents. Title pages for TOs that satisfy such course applicability requirements shall be marked “For Training Purposes Only” when the TOs are not and will not be maintained current according to the TO catalog.

4.7.7 Contractor Libraries. Commercial organizations with Air Force contracts are authorized to have TO libraries for use in accomplishing contract requirements, with the approval of the responsible PCO or ACO. This includes libraries for contractor personnel located on Air Force installations. The scope of contractor libraries is determined by the responsible PCO or ACO.

4.7.8 Rescinded Copies Libraries. Air Force activities may maintain a library of rescinded TOs when needed for special programs and projects. Immediately upon notice of TO rescission (“Search New, Updated & Inactive TOs” part of the TO catalog), the copy to be retained will be placed in a library separate from active TOs; and the binder and TO title page will be conspicuously marked “RESCINDED.” If an Air Force activity must obtain a rescinded TO, it may be requisitioned from the appropriate SM or SCM according to paragraph 5.4.10.2.

4.7.9 Reclamation Removal Work Package Library. These packages are authorized only for the Aerospace Maintenance and Regeneration Center (AMARC). Technical data extracts used for locating parts and equipment in AMARC aircraft will be marked "FOR REFERENCE ONLY" (see paragraph 6.7.3.1). Technical data extracts used for maintenance must be marked to show the date and version of the parent document (unless the document title page showing this data is part of the extract). These maintenance extracts do not require the reproduction date or FOR REFERENCE ONLY markings. The extracts must be maintained in Mission/Design/Series (MDS)-specific Reclamation Removal Work Packages.

4.7.10 Work Package Libraries. Selected depot and intermediate maintenance manuals contain Work Packages (WPs) for specific tasks. Maintenance organizations are authorized to establish optional individual work package libraries. This includes reproducing and distributing work packages internally to designated workstations. The using maintenance organization will develop local instructions to ensure that individual work packages are current and complete.

4.8 TECHNICAL ORDERS TEMPORARILY ASSIGNED TO INDIVIDUALS.

Job-related TOs are authorized for assignment to individuals such as missile crew members, crew chiefs, system specialists, supervisors, research and development personnel, and others having justified requirements for personal-use copies. Library custodians must keep accurate records of individually assigned TO copies. TOs temporarily assigned to individuals are not the property of the individual, but belong to the parent library. The individual will post updates upon receipt to maintain the copies in current status; the TOs are subject to inspection. Upon transfer or separation, the individual is required to return the copies to the appropriate library. Personal copies of Flight Manual Program (AFI 11-215) publications are given to pilots and flight crew members on active flying status.

4.9 CONTRACTOR ACCESS TO USAF TECHNICAL ORDER LIBRARIES.

Contractors may require access to USAF TO libraries when performing contract duties on Air Force installations. The contractors must be identified in a Government Approving Activity (GAA) letter to the library custodian. When access is required, the following procedures must be followed.

4.9.1 Contractors must submit a contract related TO library access request, including a list of specific TOs to be accessed, through the GAA. The GAA is responsible for approving the access requests, after verification of the TO list with the responsible TO content managers and coordination with the library custodian. If access to export-controlled or classified TOs is required, the GAA will also verify the contractor security clearance, possession of a valid DD Form 2345, and require contractor personnel using a library containing export-controlled TOs to read and sign a copy of the "Notice to Accompany the Dissemination of Export-Controlled Technical Data" (AFI 61-204).

4.9.2 A copy of the access approval and authorized TO list will be maintained by the library custodian. TOs will not be removed from the work area served by the library by contractor personnel. The GAA is responsible for notifying the custodian of any changes in access requirements or termination of the contract requiring access.

4.9.3 Access to limited rights or proprietary data in TOs is strictly forbidden without the express approval of the holder of the rights. When access to TOs with distribution statements (other than "A," unlimited distribution) is required, specific permission of the controlling Air Force office is required.

4.9.4 Access to distribution statement "A" TOs in the library will be limited to those required for contractual purposes and listed on the access approval list. Contractors can order distribution statement "A"TOs according to paragraph 5.9.

4.9.5 The TO library custodian is responsible for controlling contractor access to TOs other than those approved in the access approval letter.

4.9.6 Contractor ID badges must be worn on an outer garment at all times while contractor personnel are in the library.

4.9.7 SETA contractors performing direct support of Air Force or other DoD activities shall be so identified in writing by the GAA, including any authorization for access to classified and restricted distribution TOs, if required. The contractors will be provided the same access and privileges as government personnel for the duration of the SETA contract.

4.10 FILING TECHNICAL ORDERS AND USE OF BINDERS.

4.10.1 The method of filing must facilitate locating and maintaining TOs. Activities maintaining a TO library will use a charge-out system to account for TOs removed from the library area. TOs are normally filed in TO index or alphanumeric sequence. TOs will be filed in any type of binder which will protect and facilitate the use of the TO. TOs requiring

nonstandard size binders and digital media may be filed separately within the library. Classified TOs will be filed in accordance with DOD 5200.1-R and AFI 31-401.

4.10.2 Binders will be labeled to indicate contents. The AFTO Form 32, Technical Order Binder Label, will be used to label standard 8 1/2 x 11 TO binders, available through the GSA Catalog. The forms are available from the Air Force Forms web site (URL http://www.e-publishing.af.mil/physicalproducts/physical.asp) and are authorized for computer generation, providing the CG version conforms to the published version. Optional markings, such as office symbol or type of equipment covered, may be included. For TOs not restricted to fixed libraries, the label should contain information on accountability (e.g., name of individual to whom issued, kit number, account to which assigned, or assigned local control numbers). Floppy disks and CD-ROMs will be marked with file identification and copy numbers using permanent felt-tip markers, either on the disk label or on the protective sleeve. DO NOT MARK ON THE UNPRINTED SURFACE OF A CD-ROM.

NOTE

Schematics may be laminated with a protective plastic covering, appropriately cross-referenced from the TO, and kept in a designated location when not in use.

4.10.2.1 A cross-reference sheet will be used to show the location of all TOs filed or stored away from the primary library, including the location of digital TO files and media.

4.10.2.2 No TOs will be removed from libraries and destroyed unless the TO is first listed as rescinded or superseded in the TO Catalog, or is declared excess to needs by the using organization.

4.10.2.3 Library custodians will prominently mark the title pages of “incomplete” and “superseded” TOs. Superseded TOs may be retained in the library at the discretion of the unit commander, pending receipt, documentation, and filing of superseding TOs.

4.10.3 When TOs are used together as a set the MAJCOM or unit may allow filing the sets in set binders numbered as “SET (X) of (Y).”

4.10.4 Each unit is authorized to devise a method for filing Inspection Workcards, Code Manuals, TO Checklists, 33K and 33L Series TOs.

4.10.5 Renumbered TOs. When a TO is renumbered, the TO Manager issues a change with both the new and old TO numbers on the title page, and only the new number shown on any other changed pages. Unchanged pages will reflect the old TO number until the next TO revision. File the TO in the new correct sequence.

4.10.6 Commercial Publications. Commercial publications with TO numbers assigned may be filed with other TOs or in a separate library. Identifying Technical Publication Sheets (ITPS - paragraph 7.6.7) will remain with the publications. Base local purchase commercial publications will not be filed with TO-numbered commercial publications.

4.10.7 Preliminary TOs (PTOs). PTOs will be filed in sequence with formal TOs.

4.10.8 Preliminary COTS Manuals (paragraph 2.8.2). File this data as locally determined, and subscribe to the formal TO.

4.10.9 Digital TOs. For digital TOs distributed on a physical medium (e.g., CD-ROM, DVD), the medium will be filed using the same sequence logic as the unit paper TOs. TO files downloaded from the Internet or a CD will normally be kept in electronic folders named to facilitate finding the TOs. The folders can be hosted on a PC or server accessible via Local Area Network (LAN). The TO.MART application (paragraph 3.9) should be used to catalog and track the versions and locations of digital TO files provided via CD-ROM or downloaded from the repository for use.

NOTE

- Classified TOs must not be transmitted over a non-EMSEC (EManation SECurity) protected LAN/WAN, or used on a non-EMSEC computer, and classified disks/hard drives must be protected according to DOD 5200.1-R.
- TO files on CDs can be downloaded onto a file server accessed through a LAN, or downloaded from a CD drive on the LAN onto the computer hard drive or a floppy disk, or used directly from a CD tower connected to the LAN. In these cases, one copy of the CD can replace multiple paper copies. Where the LAN is unavailable or hard drive space is limited, CDs may be ordered for each account and be used directly with individual computers having a CD drive.

4.10.10 Other DoD Component Technical Manuals. DoD TMs will be filed alphanumerically and maintained the same as Air Force TOs.

4.11 CHECKING TECHNICAL ORDER ACCOUNT DISTRIBUTION RECORDS AND LIBRARIES.

4.11.1 General. After being established, TO libraries and corresponding ATOMS TM Account Distribution Records must be periodically checked for accuracy and to ensure that libraries contain the most current distributed TOs.

4.11.1.1 ATOMS records are checked against the TO Catalog Application (Internet or CD version) at least annually to verify accuracy and currency.

4.11.1.2 Rescinded and reference TO libraries are exempt from currency checks. The currency of TOs in training libraries is based on the criteria set forth in paragraph 4.7.6.3.

4.11.2 Routine Checks. Every TODA POC and/or library custodian must review the Internet TO Catalog "Search New, Updated & Inactive TOs" monthly, for distribution of new and updated TO publications needed to accomplish assigned activities, and for newly rescinded, superseded or renumbered TOs. Reviewers must notify the servicing TODO/TODA of changed TO requirements for mission support.

4.11.3 Annual Checks.

4.11.3.1 ATOMS TO records must be checked at least annually by all TODOs and TODAs that maintain ATOMS records. The TODO/TODA may stagger the check schedule throughout the year by TO Category or by a locally devised grouping. ATOMS records are updated, and missing TOs and TO Increments are requisitioned as required.

4.11.3.2 TO library custodians perform annual library inventories to ensure the contents are complete and current (current basic and all increments posted). The contents are compared to either a current "Master TO Report by Account" listing provided by the servicing TODO/TODA, or against the TO Catalog. When there are too many TOs in a library to permit inventory during a single month, the library custodian may establish an incremental schedule to ensure a complete inventory of all TOs within the year. Procedures specified elsewhere in this TO will be used to correct deficiencies as required. LEP checks ***may*** also be required (see below).

4.11.4 List of Effective Pages (LEP) Checks. LEP checks are a comparison of the page and change numbers on each page of a TO with the data on the LEP. LEP checks are mandatory when changes and revisions to paper TOs are posted. When changes are posted, only the changed pages are checked. When a revision is posted, all pages in the TO must be checked. If the LEP check is performed as part of an annual check all pages must be checked. If the TO is in Work Package format, then each Work Package must be checked against the List of Effective Work Packages page.

4.11.4.1 LEP checks on digital TO files are only required when the TODO/TODA electronically posts (merges) a digital TO change file into the baseline TO file, to verify that the two files were properly merged (no pages omitted, duplicated, inserted in the wrong place, or deleted pages left in the file). The LEP check must be performed using the TO intended viewing software application (do not print a copy of the TO file to perform the LEP check).

4.11.4.2 The date of the LEP check and the reviewer initials, as well as any discrepancies (missing pages, improper printing, etc.), will be annotated on the title page or LEP. For digital TO files, enter this data in the Remarks window of the corresponding ATOMS record for the TO. LEP discrepancies will be reported to the TO Manager shown in the TO catalog by any means, including correction-type AFTO Forms 22. Discrepancies on PTOs will be reported to the TO Manager office indicated on the title page of the PTO.

NOTE

Blank pages might be omitted from digital TO files. This could create an apparent discrepancy between the LEP total number of pages and the electronic file page count. This is **NOT** a reportable discrepancy.

4.11.4.3 Annual LEP Checks. LEP checks are optional during annual TO library inventory checks (MAJCOM or Base option), but are recommended for high-use paper-copy TOs (due to increased chance for lost or damaged pages). LEP checks performed during posting of a TO revision might satisfy the requirement for an annual LEP check.

4.11.5 Documentation of Required Checks. Records checks (Routine and Annual) as well as annual TO Library Inventories must be documented. Library custodians may document annual TO library inventory checks on the ATOMS Master TO Report or TO Series Inventory by Account listings. Documentation shall include the range of TO records checked or inventoried, type of check, date performed and the name of the responsible individual. The method of documentation (computerized or manual) may be determined locally. All documentation records must be retained for two years. LEP checks are documented according to paragraph 4.11.4.2.

4.12 ACCOUNT RECONCILIATION REPORT (ARR) AND TODO INFORMATION VALIDATION.

The ARR is used to reconcile TODO TM Account subscription records with the records in JCALS. The ARR for each TODO contains TM Account subscription ("ID" in JCALS) information recorded in JCALS as of the date of the report. TODO personnel who are on-line with JCALS will either request an ARR from or review account records using JCALS and validate subscriptions at least annually. TODOs must validate the accuracy of data on AFTO Forms 43 in conjunction with the annual ARR review.

4.12.1 A revised JCALS process will automatically generate ARRs for TODO TM Accounts who use ATOMS. These TM Accounts do not have direct access to JCALS, and are assigned to a separate JCALS organization, "OC-ALC/LGLUB." ARRs will be generated based on the annual review month indicated in the JCALS TM Account record for the TODO. ARRs will be e-mailed to the TODO, along with a copy of the account AFTO Form 43, for reconciliation and validation of TODO information. TODOs may request out-of-cycle ARRs by e-mail to csrl@tinker.af.mil (include the TODO code/TM account number).

4.12.2 An LGLUB cover letter will direct TODOs to review and correct both the ARR and the AFTO Form 43 as necessary. TODOs must either return the AFTO Form 43 copy annotated "Current" or submit an updated form within 30 days from receipt of the letter. Failure to meet this suspense could lead to cancellation of the TODO account.

4.12.3 After allowing a reasonable time for mailing delays (45-60 days), LGLUB will notify the responsible MAJCOM CTOM representative (listed on the TO System Information web page, URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm) of the pending TODO cancellation. For contractors and other non-AF accounts, LGLUB will notify HQ AFMC/ENBP. The MAJCOM or ENBP will then have a further 30 days to resolve the problem, before LGLUB cancels the TODO.

NOTE

Current ARR programming does not show backorders, but does show subscriptions previously established for rescinded and canceled TOs. A future change to JCALS programming will cause backorders to be reported, and will indicate when the subscriptions are for rescinded/canceled TOs. These 'obsolete' subscriptions will be dropped after one year.

4.12.4 If TODO ATOMS subscription records do not agree with the ARR, the TODO must either correct ATOMS or submit an ATOMS TOPR to correct JCALS according to this TO. (Submitting a corrected ARR will NOT change JCALS records.) Certify the reconciliation on the ARR and reproduce as required for subaccount use.

4.12.5 Retain the certified ARR until the next annual reconciliation. The current ARR, plus any requirements submitted within plus or minus 30 days of the ARR date, will be considered the complete, current TODO account requirements.

4.13 DISPOSITION OF TECHNICAL ORDERS AND FORMS.

A TO number might be omitted from the catalog in error. Therefore, no TOs will be removed from TO libraries or destroyed unless the number is first listed as rescinded or superseded in the TO Catalog "Search New, Updated & Inactive TOs" section, or the TO is declared excess to unit requirements. TOs are rescinded for Air Force use when the information is no longer required, is incorporated in other publications, or the rescission date (for TCTOs) has expired. Some TOs rescinded for Air Force use are retained for Security Assistance Program use (TO 00-5-19). If a TO is listed as rescinded, but is still required to perform the unit mission, the TODO will immediately notify the TO Manager to have it reinstated. TOs, TCTOs, tapes, cards, checklists, workcards and file documentation removed from active libraries will be disposed of as follows:

4.13.1 TOs needed for special programs or projects may be kept in Rescinded or Reference Only libraries.

4.13.2 If the TO is unlimited distribution, it may be placed in recycle or regular trash receptacles as a whole document. If it has a distribution limitation statement, it may be recycled under the below-listed conditions. Proprietary data must be shredded before recycling. Limited distribution TOs may also be burned. Conditions for recycling:

4.13.2.1 If the pages are torn into three or more pieces as needed to prevent disclosure or reconstruction of the contents; or

4.13.2.2 If the pages are shredded or pulped before placing in recycle bins; or

4.13.2.3 If the recycling contractor is bonded and shreds or pulps the paper before resale.

4.13.3 If the document is classified, destroy in accordance with DOD 5200.1-R and AFI 31-401.

4.13.4 Destruction of Digital Media. Some TOs and data are provided on digital media (floppy disks, CD-ROM, magnetic tape, etc.). Media containing unlimited distribution data may be recycled as is. Media containing restricted distribution data must be cleared before recycling: floppy disks and hard drives must be reformatted; magnetic tapes must be erased; and CD-ROMs/DVDs will have both surfaces scratched before recycling (see MIL-HDBK-9660, DoD Produced CD-ROM Products). Media containing classified data must be handled according to DOD 5200.1-R and AFI 31-401. Instructions for destruction of non-nuclear Category 60 EOD TOs are in Chapter 10.

NOTE

Use the provisions of MIL-HDBK-9660 for DVD management and formatting pending development of a publication specifically addressing DVDs.

4.13.5 TOs no longer required because of changed missions will be reported as excess to the TODO. Such TOs may be retained to be reissued to other organizations, or disposed of in accordance with this section.

4.13.6 Return extra copies of COTS manuals to the appropriate TO Manager. Request TO Manager guidance before returning extra copies of other manuals.

4.13.7 When a function transfers from one activity to another, transfer of TO libraries is subject to the approval of the gaining activity.

4.13.8 Library maintenance records are disposed of according to AFMAN 37-139.

4.13.9 TODO and TO Account Checklist. Table 4-1 is for guidance and reference. It may be used when establishing TODO accounts or subaccounts and during inspections and surveillance visits. A partial check may be made using any group of items in the list. Discovery of major discrepancies warrants a detailed inspection of all functions. References are to this TO unless otherwise specified. The applicability column indicates whether the item applies to TODOs or to accounts.

Table 4-1. TODO and TO Account Checklist

ITEMS	APPLICABILITY		CHECK
	TODO	ACCT	
1. GENERAL			
a. As a minimum, has a Lead TODO been established (paragraph 4.5 and AFI 21-303, paragraph 1.3.9.1)?	X		
b. Are Special Purpose TO Distribution Office Codes (SPTODOCs) requested when required (paragraph 4.3)?	X		
c. Have personnel authorized to submit TO requests been identified on AFTO Form 43 (paragraph 4.2.6)?	X		
d. Is the AFTO Form 43 current (paragraph 4.5.2.1 and paragraph 4.12.2)?	X		
(1) Does Block 4 indicate the TODO type, MAJCOM or DoD component, and for contractors the contract number and expiration date (paragraph 4.2.4 and subs)? (2) Does the AFTO Form 43 indicate the TODO Security Level authorized (paragraph 4.2.5)? (3) Does the AFTO Form 43 include an e-mail address for TODO personnel (paragraph 4.2.6)? (4) Has at least one alternate TODO person been identified (paragraph 4.2.6)? (5) Have AFTO Forms 43 for NW, EOD and contractor personnel been approved by the Command/Contracting Officer (paragraph 4.2.8)?			
e. Do all TODO personnel requiring access to JCALS have a current DISA Form 41 on file (paragraph 4.4.2.1 and paragraph 4.5.1.6)?	X		
f. Do contractor personnel working as TODOs/TODAs have a DD Form 2345 on file (paragraph 4.2.4.4 and paragraph 4.5.2.3)?	X	X	
g. Have TODO/TODA personnel completed training (AFI 21-303, paragraph 2.1.4 and TO 00-5-1, paragraph 1.4.1 and Appendix B)?	X	X	
h. Is access to TO Catalog information readily available (paragraph 3.1.2 and paragraph 3.3)? **NOTE:** The TO Catalog may be accessed online at: https://wpafbres34.wpafb.af.mil/aftox/AFTOX_DOCUMENTS/index.cfm	X	X	
i. Are TODO/TODA personnel familiar with TO 00-5-1?	X	X	
(1) TODO/TODA functions (paragraph 4.5 and subs)? (2) Types and locations of libraries (paragraph 4.7, paragraph 4.8 and paragraph 4.9)? (3) Procedures for filing TOs (paragraph 4.10)? (4) Procedures for posting (paragraph 7.3)? (5) Procedures for use of the available Air Force TO System management tools (Chapter 3)? (6) Requirements for checking ATOMS records and TO Distribution Account (TODA) libraries (paragraph 4.11)? (7) Procedures for consolidating, preparing and submitting TO Publication Requests (TOPR) to order TOs (Chapter 5)? (8) Emergency TO requisition procedures (paragraph 5.5)? (9) Use and meanings of TO Publication Request (TOPR) status codes (paragraph 5.4.8.1)? (10) Procedures for requisition follow-up (paragraph 5.7)?			

Table 4-1. TODO and TO Account Checklist - Continued

ITEMS	APPLICABILITY		
	TODO	ACCT	CHECK
(11) Acronyms (Appendix A.3)? (12) Terms and definitions (Appendix A.4)?			
j. If using ATOMS, is the most current version being used? (paragraph 3.8.2)	X	X	
k. Does the TODO have the correct user name and password to support FTP of TOPR files to Tinker (paragraph 5.1.4.1)?	X		
l. Is the policy on local reproduction of TOs followed (paragraph 6.7)?	X	X	
m. Are ARRs processed and filed properly (paragraph 4.12)?	X		
(1) Are changes to subscription requirements identified through the ARR submitted using a TOPR? (paragraph 4.5.2.2 and paragraph 4.12.4)	X		
n. Are TODO/TODA personnel familiar with AFI 21-303? NOTE: Paragraph references are from AFI 21-303. (1) Training? (paragraph 1.3.9.2) (2) Responsibilities (paragraph 1.3.10)?	X	X	
o. Are locally developed workcards, checklists, job guides and page supplements prepared and maintained IAW paragraph 2.10.3 and paragraph 7.8?	X	X	
p. Is the TO System Information web site (http://www.ide.wpafb.af.mil/toprac/to-syste.htm) reviewed on a regular basis to see what new information is available? (paragraph 1.1.2)	X	X	
2. TO SUBSCRIPTION REQUIREMENTS.			
a. Are libraries limited to those TOs required to satisfy mission needs (paragraph 4.7.1)?	X	X	
b. Are TO subscription requirements submitted according to Chapter 5?	X	X	
c. Have ATOMS (or JCALS) subscription and distribution records been established (paragraph 4.5.2.2 and paragraph 4.5.3.2)?	X	X	
d. Are ATOMS (or JCALS) records for required TOs on order and on hand kept current (paragraph 4.11)? (1) Is TO Request Status regularly reviewed and are ATOMS transaction records updated (paragraph 5.4.8)? (2) Are requisition backorder and reject status posted in ATOMS? (paragraph 4.5.2.2) (3) Are rejected subscription or one-time requisition orders reconciled with the TODA and the TO Catalog? (paragraph 4.5.2.2 and paragraph 4.5.2.8)	X	X	
e. Are ATOMS TOPR files or JCALS ID/Order Publication workfolders retained until completion of requested actions (paragraph 4.5.2.6 and paragraph 4.5.3.2)?	X	X	
f. Are Sponsor (TO Manager) Approval TO ordering procedures followed (paragraph 5.2)?	X		
g. Does the TODO understand TO shipment shortage and coverage procedures (paragraph 6.4)?	X		
3. TO SUBSCRIPTION REQUIREMENTS.			
a. Are libraries limited to those TOs required to satisfy mission needs (paragraph 4.7)?	X	X	
b. Are TO subscription requirements submitted according to Chapter 5?	X	X	

Table 4-1. TODO and TO Account Checklist - Continued

ITEMS	APPLICABILITY		
	TODO	ACCT	CHECK
c. Have ATOMS (or JCALS) subscription and distribution records been established (paragraph 4.5.2.2 and paragraph 4.5.3.2)?	X	X	
d. Are ATOMS (or JCALS) records for required TOs on order and on hand kept current (paragraph 4.11)? (1) Is TO Request Status regularly reviewed and are ATOMS transaction records updated (paragraph 5.4.8)? (2) Are requisition backorder and reject status posted in ATOMS? (paragraph 4.5.2.2) (3) Are rejected subscription or one-time requisition orders reconciled with the TODA and the TO Catalog? (paragraph 4.5.2.2 and paragraph 4.5.2.8)	X	X	
e. Are ATOMS TOPR files or JCALS ID/Order Publication workfolders retained until completion of requested actions (paragraph 4.5.2.6 and paragraph 4.5.3.2)?	X	X	
f. Are Sponsor (TO Manager) Approval TO ordering procedures followed (paragraph 5.2)?	X		
g. Does the TODO understand TO shipment shortage and overage procedures (paragraph 6.4)?	X		
3. DISTRIBUTION			
a. Is the TODO/TODA responsible for re-distribution to more than one subaccount (paragraph 4.5.2.8 and paragraph 4.5.3.2)?	X	X	
b. Are TO updates (Revisions, Changes or Supplements) received and redistributed within timeframes listed in TO 00-5-1 (paragraph 4.5.2.8)?	X	X	
c. Are Interim TOs (ITO), RACs and immediate/urgent action TCTOs reproduced and distributed by the fastest available means (paragraph 4.5.2.12)? (1) Do TODOs review applicable Address Lists (AL) to ensure the organization DMS address is included (paragraph 6.6.3)? (2) If TODOs reproduce and re-distribute only the ITO message body, do they maintain the complete message on file (paragraph 6.6.4)?	X		
4. TODA AND LIBRARY MAINTENANCE.			
a. Do the TODAs inform the TODO of personnel changes to their account? (paragraph 4.5.3.1)		X	
b. Has a charge out system been established for the library? (paragraph 4.5.4.3 and paragraph 4.10.1) (1) Are missing books documented and thoroughtly searched for (paragraph 1.5.1)? (2) Are missing limited distribution and classified TOs reports IAW DOD 5200.1-R?		X	
c. Are revisions, changes and supplements posted IAW paragraph 7.3.6 and paragraph 7.3.6.1?		X	
d. Are inspections performed IAW paragraph 4.5.2.10, paragraph 4.5.3.5 and paragraph 4.11?		X	
e. Are downloaded and locally reproduced TOs checked for currency prior to use IAW paragraph 4.11.2, paragraph 6.1.1.4 and paragraph 6.7.2.2?		X	
NOTE: Items may be added to this checklist as required to enhance local self-spection programs.			

USAF TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ASSIGNMENT OR CHANGE REQUEST

(See T.O. 00-5-2 For Use of This Form)

TYPE OF REQUEST
- ☐ INITIAL
- ☐ REVISED
- ☐ CANCELLATION

TODO/TM ACCOUNT CODE

DATE

1. FROM

2. TO

3. TECHNICAL ORDER MAILING ADDRESS

4. TODO TYPE

☐	a.	STANDARD (BASE/UNIT/ACTIVITY) TODC *(TO 00-5-2, Para 1-4)*
☐	b.	NUCLEAR WEAPONS (NW) TODO *(TO 00-5-2, Chapter 7)*
☐	c.	EXPLOSIVE ORDNANCE DISPOSAL (EOD) TODO *(TO 00-5-2, Chapter 10)*
☐	d.	USAF ORGANIZATION *(Indicate MAJCOM)*
☐	e.	US GOVERNMENT (NON-USAF) ORGANIZATION *(Indicate Department or Government Agency)*
☐	f.	GOVERNMENT CONTRACTOR ORGANIZATION *(Indicate Current Contract No. and Issuing Agency) ((use reverse side if necessary)*
	g.	CANCELLATION DATE *(Date on which code and all requirements are to be cancelled unless otherwise advised by revised AFTO Form 43).*
	h.	REMARKS *(Use reverse side if necessary)*

5. SECURITY LEVEL AUTHORIZED *(The organization listed above has adequate facilities, equipment, and proerly cleared personnel to receive and safeguard classified Technical Orders up to and including)*

6. TODO PERSONNEL *(The following personnel are authorized to sign and approve T.O. requirements as TODO IAW T.O. 00-5-2. Personnel listed below are conversant with the provisions of T.O. 00-5-2 and will assure compliance therewith.)*

NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*

7. GOVERNMENT APPROVING AGENCY *(The following US Government Personnel are authorized to sign and approve requests for Nuclear Weapon and Explosive Ordnance Disposal (EOD) TOs, or approve contractor requests for TOs, as government approving agent IAW TO 00-5-2).*

NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*

8. COMMAND/CONTRACTING OFFICER APPROVAL *(The above request to establish/revise/cancel an NW/EOD/Contractor TODO has been verified and approved by this office. Approval is considered in the best interests of the United States Government.)*

APPROVING OFFICE *(Organization, Address, Phone, and DMS Address)*	NAME, GRADE, TITLE, SIGNATURE *(Major Staff Officer or authorized Contracting Officer)*

9. FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONL'

☐ APPROVED ☐ DISAPPROVED	REMARKS OR SPECIAL INSTRUCTIONS *(Continue on reverse)*

AFTO FORM 43, 20000927 (IMT-V1) **PREVIOUS EDITION IS OBSOLETE**

H9600741

Figure 4-1. AFTO Form 43, USAF Technical Order Distribution Office (TODO) Assignment or Change Request

CHAPTER 5
ORDERING TECHNICAL ORDERS: INITIAL DISTRIBUTION AND ONE-TIME REQUISITIONS

5.1 ORDERING TECHNICAL ORDERS.

5.1.1 TODO personnel are responsible for ordering TOs needed for individual organization TO libraries to support operation and maintenance activities. Ordering TOs consists of establishing a subscription for automatic distribution of future TO updates and submitting one-time requisitions to obtain copies of the current version of a TO. TODO personnel must use the ATOMS or the JCALS system to order TOs. TO Managers can establish (or "push") subscriptions for the TOs that the manager controls to individual TODO TM Accounts, using JCALS.

5.1.2 TO requirements are determined by library users reviewing the organization, mission, and equipment of the using activity. Pertinent source documents are Lists of Applicable Publications (LOAPs), the Air Force TO Catalog (index), and Time Compliance TOs (TCTOs). Known and anticipated programs, including training programs and transfer or receipt of aerospace systems or equipment, should also be reviewed.

5.1.3 Using JCALS. TODO personnel who are JCALS users will complete appropriate JCALS screens to subscribe to and submit requisitions for TOs (see APPENDIX C). Account subscription and requisition status is immediately available to TODOs using the JCALS System.

5.1.4 Using ATOMS. The ATOMS application consolidates TO subscriptions and requisition transactions into TO Publication Request (TOPR) files. TODO personnel will generate TOPR transaction files and submit them IAW the ATOMS User Guide (URL http://www.ide.wpafb.af.mil/toprac/atoms.htm). Each transaction is assigned a document number consisting of the JCALS TM Account number, Julian date and transaction sequence. TOPR transactions are built from information entered into the ATOMS for TOs needed by TO Distribution Accounts (TODA). See Figure 3-1 for the ATOMS TOPR layout. DoD and government TODO computers must have Internet connectivity to allow submitting ATOMS TOPR files using the File Transfer Protocol (FTP) process to the Tinker Intersite Gateway. The Intersite Gateway forwards ATOMS input files to the JCALS system for processing daily.

NOTE

Nuclear weapons TOs and Explosive Ordnance Disposal (EOD) manuals (Categories 11N and 60) are ordered according to Chapter 10.

5.1.4.1 DoD and Government Agency TODO Authorization to Submit ATOMS TOPR Files. Authorization consists of the Internet Protocol (IP) address, username and password needed to transmit (submit) TOPR files for processing. This information is in a memo from OC-ALC/LGLUB which accompanies the approved AFTO Form 43 returned to the TODO. The TODO will enter the IP address and username into the ATOMS application, which saves the data for repeated use when submitting TOPR files. The TODO password must be entered each time a TOPR file is submitted.

5.1.4.2 If authorization data is lost, send an e-mail to reqacct@tinker.af.mil with "TOPR FTP" in the subject line to request the data. Include the following information: TODO code, JCALS TM Account number, organization mailing address, name of primary and alternate POCs, and phone number.

5.1.4.3 Contractor TODOs. Non-Government, Contractor Owned and Operated TODOs (paragraph 4.2.4, 2nd Note) will not be given a user name and password to access the Tinker Intersite Gateway, and must submit ATOMS TOPR files IAW paragraph 5.9.

5.1.4.4 ATOMS TOPR files are submitted to the Tinker Intersite Gateway, and checked to determine that each TOPR file contains the number of transactions specified and that transactions are properly formatted. TOPR file transactions are then collected into a single ATOMS input file and submitted to JCALS at the end of the duty day. Duplicate TOPR file transactions are removed from the ATOMS input file during this file transfer. TODOs should review the previous day's ATOMS daily input files at the TO System Information web site (http://www.ide.wpafb.af.mil/toprac/to-syste.htm) under the "ATOMS Daily Input Files" link, to ensure transactions were successfully submitted for processing. If not, contact the ATOMS Help Desk at DSN 787-4499 or ATOMS@wpafb.af.mil for assistance.

5.1.5 JCALS generates the transaction status for each ATOMS subscription and requisition transaction on the day after the ATOMS input file is processed. Transaction status information contains a complete copy of the TOPR transaction input as well as the status code, status text and the corresponding JCALS transaction control (document) number.

5.1.5.1 A complete list of possible TO request status codes is published at the TO System Information web site under (URL http://www.ide.wpafb.af.mil/toprac/status.htm). The table of TO request status codes provides a description, cause, and corrective action for each status code.

5.1.5.2 TO Request transaction status is published weekly at the TO System Information web site at URL http://www.ide.wpafb.af.mil/toprac/atoms_to_request_status.htm. The remainder of this chapter provides additional, more detailed information about subscription and One-Time Requisition transactions and transaction status.

5.2 ORDERING SPONSOR (TO MANAGER) APPROVAL TECHNICAL ORDERS.

TOs may be marked as Sponsor Approval by the responsible TO Manager when direct control of TO subscriptions and distribution is desired for reasons such as limited reproduction rights (some commercial manuals), high-reproduction-cost/limited use (single/limited user-base), or Special Access Requirements (SAR). All classified TOs and unclassified nuclear weapons TOs will be marked for Sponsor Approval because the TODO must justify a need-to-know for the information. Sponsor approval is also used when TO distribution must be controlled and limited IAW DODD 5230.24, Distribution Statements on Technical Documents.

NOTE

Sponsor Approval was previously indicated by an E symbol in the legacy TO system. This term is still used sometimes.

5.2.1 A “Y” will appear in the “Sponsor” column in the TO catalog Search TO results table when distribution requests (subscriptions or requisitions) for the TO must be approved by the TO Manager (JCALS proponent organization “Sponsor”). Justification must be submitted to the TO Manager to establish need for the TO.

5.2.1.1 TODOs using ATOMS must send the responsible TO Manager a separate letter (e-mail) of justification for each TO subscription increase and/or one-time requisition transaction. Justification must state why the TO is needed and include the TO number and quantity required, the TODO and TM Account numbers as well as the ATOMS and JCALS transaction document numbers from the status notification record (see URL http://www.ide.wpafb.af.mil/toprac/atoms_to_request_status.htm). This information will help the TO Manager locate the TODO TO Request transaction in JCALS.

NOTE

ATOMS TOPR files will contain both regular and sponsor approval subscription and requisition transactions.

5.2.1.2 When an ATOMS subscription or requisition transaction requiring sponsor approval is processed, a JCALS system workflow job is initiated and forwarded to the TO Manager for evaluation. When this occurs, a “1S” status code is generated indicating that the transaction was suspended for Sponsor Approval. If justification is not received within 30 days, the TO Manager may disapprove the subscription or requisition transaction. The TO Manager must coordinate proposed approvals with the TCM prior to releasing the transaction.

5.2.1.3 TO Manager action to approve or disapprove ATOMS subscription or requisition transactions will generate corresponding transaction status codes indicating whether the subscription (JCALS ID) or requisition transaction was approved or disapproved (see paragraph 5.4.8 for transaction status reporting). Status code SD indicates requisition disapproval and status code SI indicates subscription disapproval. If a subscription transaction is approved, the status generated for the transaction will indicate that the TM Account subscription was established. If a requisition transaction is approved, the status will indicate that either the TO is available for shipment (status code BA) or that the TO requisition is backordered (status code BB).

5.2.2 TODOs using JCALS will document justification directly in the Remarks field of the JCALS ID or one-time requisition screen. When the completed JCALS screen is submitted, a JCALS Workflow job is initiated that forwards it to the TO Manager for approval. Once the TO Manager approves or disapproves the request, an e-mail notification is sent to the TODO JCALS user indicating that the subscription or one-time requisition job was completed. If approved, a subscription will be established; if not, the TODO user will need to view the JCALS ID Request workfolder to determine the reason why

the subscription was disapproved. If a requisition is approved, available for shipment (BA) or backorder (BB) status will be assigned and available to view through the JCALS Search for Pub Orders screen.

5.2.3 Users can challenge the Sponsor Approval designation for a TO at any time. Submit a letter (e-mail) through the MAJCOM functional manager to the responsible TO Manager explaining specific rationale for the challenge. The MAJCOM functional manager must endorse the requested change in Sponsor Approval designation (TO Catalog "Sponsor" code).

5.3 ESTABLISHING SUBSCRIPTIONS.

TODOs will establish subscriptions for each TO required to support the unit mission. A subscription ensures automatic issue of future changes, revisions, and supplements to maintain TO currency. A subscription will not cause shipment of the existing (current) TO and increments. TODOs must submit a separate one-time requisition to obtain the current distributed copy of a TO. Once the TODO TM Account subscription quantity is established, it is retained until changed by the TODO or responsible TO Manager, or the TO is rescinded for one year.

5.3.1 Subscriptions are established for a TO or a TCTO series header number only. Subscriptions cannot be established for individual TCTOs, TO or TCTO supplements, or TO changes, although these increments can be requisitioned separately. Subscriptions cannot be submitted on an emergency basis.

5.3.2 TODAs will notify the TODO when a subscription for a new unpublished TO is needed to support mission activities. TODOs can subscribe to new unpublished TOs as soon as the new number is listed in the TO Catalog (Search New, Updated & Inactive TOs, Action code "N".).

5.3.3 Subscriptions for classified or restricted TCTOs. When TCTOs of more than one security classification are published within a TCTO Series, a separate TCTO Series Header with the corresponding security classification will be established. Subscriptions for the classified TCTO Series Header will be established when required. The maintenance organization TCTO monitor will determine subscription requirements for depot level TCTOs.

5.3.4 When a new TO or TCTO must be distributed before subscription data can be gathered, the TO Manager will use JCALS TM processes to establish a TM Account subscription list based on the ID for a similar TO (like item). TODOs who receive TOs distributed in this manner will establish an ATOMS record and subscribe to the TO if needed, or cancel the subscription if not. TODOs using JCALS only need to adjust the TM Account subscription record if the TO quantities must be adjusted.

5.3.5 Subscriptions for Preliminary TOs (PTOs). A PTO is an unpublished TO used to support review of the new TO during the development process. PTOs are only distributed for specialized acquisition/training purposes IAW TO 00-5-3. PTOs are not distributed through the TO System until the TOs are formalized. PTOs are listed in the TO Catalog with a future Pub Date and with a Preliminary code of "1" (for Yes), to allow TODOs to establish subscriptions ahead of time for new TOs required to perform the unit mission. When a PTO is formalized, distribution is accomplished using ID requirements in the normal manner.

5.3.6 When a TO/TCTO series is rescinded or superseded, it will appear in the "Search New, Updated & Inactive TOs" section of the TO Catalog with Action codes "R" or "S". TODO TM Account subscriptions for the TO/TCTO Series will be retained for one year, but new subscriptions or one-time requisitions are prevented. If the TO/TCTO Series header is not reinstated within the year, the subscription will be removed from the TODO TM Account record. If the number is later reinstated, it will reappear in "Search New, Updated & Inactive TOs" section as a reinstated TO/TCTO with Action code "I". A new subscription must be submitted.

NOTE

TODO/TM Account POCs will receive CJ Reject Status (item obsolete or inactive) when trying to add or change a subscription for a TO that has been rescinded.

5.3.7 When a TO is renumbered, existing USAF TODO subscriptions are transferred to the new TO number. The new number will appear in the "Search New, Updated & Inactive TOs" section with Action code "X".

5.3.8 When a TO classification level is increased, subscriptions will remain the same for TODOs authorized to receive the new higher classification (AFTO Form 43, block 5). Subscriptions will be cancelled for TODOs not authorized to receive the new classification. TODOs must adjust ATOMS records as necessary. Decreases in classification have no effect on existing subscriptions. Classification changes DO NOT show up in the "Search New, Updated & Inactive TOs" section of the TO Catalog.

5.3.9 Reinstatement. When a rescinded TO is reinstated within one year, the previous subscriptions are re-established. If the TO has been rescinded for more than one year, TODOs must establish new subscriptions. See TO 00-5-15 for reinstatement of rescinded TCTOs.

5.4 ONE-TIME REQUISITIONS FOR TECHNICAL ORDERS.

5.4.1 TO and TCTO requisitions fill one-time needs or increases in subscriptions. One-time requisition transactions for TOs/TCTOs must be prepared and submitted when establishing new or increased subscriptions for TOs/TCTO Series, to replace damaged/missing TO/TCTOs, or to obtain additional books for one-time need. Complete TOs (including all existing updates available for distribution) and individual TCTOs, TO changes, and TO supplements can be requisitioned once initial distribution is completed and the TO/TCTO becomes available for distribution.

5.4.1.1 TO Changes or Supplements can be requisitioned once ID of the TO update has begun. ID of a TO is indicated by a "Y" in the ID column of the TO Catalog Search TO Results web page. If a requisition is submitted before the ID flag = Y, it will be cancelled and a "CV" status code (Prematurely Requisitioned) will be generated.

5.4.1.2 The latest TO change can only be separately requisitioned for 180 days after the distribution date (TO Catalog EDD), since the TO warehouse bundles TOs (shrink-wrapping the basic and all changes to save space and man-hours) after this period. Use ATOMS (paragraph 5.4.6.1), JCALS (paragraph 5.4.9) or the AFTO Form 276 (paragraph 5.6) to order changes.

5.4.2 Requisitions cannot be submitted for the following:

5.4.2.1 TCTO Series Headers. Requisitions can only be submitted for individual formal TCTOs and TCTO supplements. When an organization assumes a new mission, the TODO must establish a subscription for applicable TCTO series headers, and applicable TCTOs in the series must be separately requisitioned.

5.4.2.2 Preliminary TOs (PTO, paragraph 2.11). The TO Manager controls and distributes copies of PTOs (shown in the TO Catalog with a future Pub Date and a Preliminary TO code = 1).

5.4.2.3 Interim TCTOs (ITCTO) and Interim Operational and Safety Supplements (IOS and ISS). Interim TOs are distributed via messages sent to DMS Address Lists (AL) established for the system or commodity covered by the TO. The TO warehouse does not stock ITOs for formal distribution even when the TODO has a subscription for the affected TO. ITCTOs/ITOs can only be obtained by contacting the responsible TCM or TO Manager shown in the TO Catalog.

5.4.3 Requisitions for Classified TOs. One-time requisitions for classified TOs may be included in any ATOMS TO Request file. However, the TODO TM Account security classification must be the same or higher than the classification of the requisitioned TO. Requisitions for classified TOs (confidential or higher) will be suspended for Sponsor Approval (paragraph 5.2). Requisitions submitted from ATOMS for classified TOs will be rejected with NC status (Account not allowed to receive classified item) when the TODO/TM Account is not authorized to receive that classification level. JCALS uses will receive screen notification that TM Account classification is insufficient to order the TO.

5.4.4 Requisitions for Restricted Distribution TOs. The JCALS TM Account Access code must be the same as the Publication Restriction code assigned for the TO requisitioned. If it is not, the requisition will be cancelled. Requisitions submitted using ATOMS will be rejected with CQ status (Item is command regulated). JCALS users will receive screen notification that TM Account Access code is insufficient to order the TO.

5.4.5 Requisitions Exceeding Maximum Issue Quantity (MIQ) for a Single Requisition. MIQ for a TO is shown in the TO Catalog Search TO Results web page. ATOMS requisitions for a TO with quantity exceeding the MIQ will be rejected (DQ status code) unless the requisition transaction contains Advice Code 2L. Requisitions containing this advice code are suspended for sponsor approval (paragraph 5.2). The TODO must provide justification to the TO Manager for requisitioning a quantity in excess of the MIQ for the TO.

5.4.6 ATOMS Requisitions. ATOMS users can submit a combined requisition transaction and subscription request when distribution of the current TO is needed. ATOMS automatically generates TOPR transaction document numbers when the TODO builds the TOPR file. See Figure 3-1 for the TOPR layout.

5.4.6.1 ATOMS Requisitions for TO Changes. Order the latest TO change using ATOMS by entering the Publication Stock Number (PSN) for the change in the TOPR. The TO number will not be included in the change requisition transaction.

5.4.6.2 ATOMS TOPR One-time requisition transaction processing. ATOMS requisitions transactions for a TO are "exploded" by the JCALS ATOMS Interface into separate JCALS transactions (same JCALS document number, but

different PSNs) for each available increment (change or supplement) of the TO. Each exploded JCALS transaction is assigned a JCALS transaction document number. The JCALS document number corresponding to the original ATOMS input transaction is included in the TO Request Status Notification (TORSN) generated for the ATOMS requisition transaction. The JCALS document number must be entered into the ATOMS and included or referenced in all correspondence with the TO Manager.

5.4.7 ATOMS TOPR File Processing. ATOMS users can determine if transactions were successfully submitted for processing by viewing the ATOMS Daily Input file on the TO System Information web page (URL http://www.ide.wpafb.af.mil/toprac.to-syste.htm). TOPR files submitted before 1600 central time (duty days) will be included in the ATOMS Input file for that day. A copy of ATOMS Daily Input files is posted to the TO System Information web page the following day.

5.4.8 TO Request Transaction Status Reporting. All TOPR file transactions processed through the JCALS system ATOMS Interface receive a status. TO Request transaction status for transactions submitted and processed during the previous week are posted to the TO System Information page at URL http://www.ide.wpafb.af.mil/toprac/atoms_to_request_status.htm by Monday of the following week.

NOTE

The MS Excel PC desktop application is required to view TO request status information. Instructions for interpreting information contained in the weekly TO request status spreadsheet are also provided.

5.4.8.1 TO Request status reporting information includes a complete copy of the original ATOMS TO Request transaction, a corresponding two-digit status code and brief status description. A table of the possible TO Request status codes, probable cause, corrective action and need to resubmit can be viewed or downloaded from the TO System Information web page (URL http://www.pdsm.wpafb.af.mil/toprac/to-syste.htm). ATOMS users must regularly check TO Request transaction status and update ATOMS transaction records as required.

5.4.8.2 Requisition transaction status for all processed TM Account requisitions (ATOMS or JCALS) can be viewed at any time using the JCALS Search for Publication Orders screen for a specified TODO TM Account. A JCALS username and associated passwords are required to access the JCALS system at any location where the JCALS system is deployed.

5.4.9 JCALS Requisitions. TODOs using JCALS will use the Manage One-Time requisition, Order Publication screen to requisition TOs. JCALS transaction document numbers are automatically assigned once information on the screen is submitted. Until the explode requisition feature (described above) is available (June 2003) in the Order Publication screen, JCALS users must requisition each TO increment that is active and available for distribution. After June 2003, all requisition transactions will be exploded unless TODO deselects the “Explode Req’n” button on the Order Publication screen. Status for requisitions submitted using JCALS screens is immediately reported to the user once the requisition screen is completed and submitted. Requisition status codes will be the same as described above for ATOMS Requisition transactions. Order individual TO changes using the procedure for requisitioning TOs or TCTOs.

5.4.10 Exceptions to the Automated TO Requisition Process:

5.4.10.1 Freedom of Information Act (FOIA) Requests for TOs. These requests are submitted to the FOIA Office at the TO Manager base. FOIA requests are processed according to the AF Supplement to DOD 5400.7-R, DoD Freedom of Information Act Program. TOs will be withheld from FOIA release if the technical data meets the non-releasability criteria of DODD 5230.25, Withholding of Unclassified Technical Data From Public Disclosure.

5.4.10.2 Special Requests for Inactive TOs. Inactive TOs (rescinded, replaced, renumbered) may be requested from the TO Manager that was prime on the TO before it became inactive. The TO Manager will request a copy from the TO Archives, determine releasability in coordination with the previous content management activity, and provide the TO or advise the requester of the reason for refusal.

5.5 EMERGENCY REQUISITIONS.

5.5.1 Emergency requisitions are used when a TODO TM account requires published, current TOs immediately because of a critical safety hazard or work stoppage condition, and there are no copies available for local reproduction (paragraph 6.7). Emergency requisitions **cannot** be used to establish subscriptions. A separate ATOMS TOPR or JCALS ID Request must be submitted if subscription of the TO is also required.

5.5.2 A telephone call may be made to alert the TO Manager of an emergency need, but the written requisition must be received prior to shipment of requested TOs. Emergency requisitions will be submitted by DMS message or completed AFTO Form 276 (paragraph 5.6) faxed or e-mailed directly to the TO Manager listed in the TO catalog.

5.5.2.1 Requisition messages (Figure 5-1) must include the TO number and security classification, requisition quantity and a unique control number (see paragraph 5.6.3, AFTO Form 276 block 4 instructions). The message must specify if TO supplements are required, provide justification for the emergency order, and specify the TODO POC name, title and phone number and the Government Approving Agent if required (for non-government TODOs).

5.5.2.2 Emergency requisition DMS messages will be sent using 'Immediate' DMS precedence, and will be processed immediately during proponent organization duty hours. For processing DMS messages after normal duty hours, addressees must forward incoming messages to the base 24-hour DMS delivery account by establishing an "Out of Office Assistant" rule (unless DMS has established an automated forwarding rule based on normal duty hours). The DMS delivery account monitor will review incoming messages' address and subject lines and notify the after-hours POC for the addressee duty location.

5.5.2.3 TOs to fill emergency requisitions will be shipped using priority mail or express routing.

5.6 AFTO FORMS 276.

5.6.1 The AFTO Form 276 is used for emergency requisitions, walk-through requisitions in the TO warehouse, and to order individual TO Changes. DoD and other government activities will send completed AFTO Forms 276 using post mail, fax or e-mail to the TO Manager. Nuclear weapon TODOs will submit completed AFTO Forms 276 according to Chapter 10. Contractor activities will submit completed AFTO Forms 276 through the GAA (AFTO Form 43, block 7) to OC-ALC/LGLUB according to paragraph 5.9.

5.6.2 The Electronic Form (EF) version of the AFTO Form 276 produces two copies of the form. The second copy is auto-filled from the first copy. When printed for walk-through, required signatures or mailing, one copy is the mailing label for the requested TO increments and the second is the file copy.

5.6.3 The AFTO Form 276 will be completed as follows:

- Enter the mailing address of the requesting TODO in the "TO" block of the form. (On manifold set forms, also enter the TODO Code here.
- Enter the complete mailing address of the Responsible TO Manager in the "FROM" block of the form.
- Block 1. Enter the complete TO number. When applicable, enter "CHG", the change number and date beneath the TO number (example: CHG 1, 18 April 86).
- Block 2. Enter the security classification of the TO/change.
- Block 3 (manifold set) or 4 (EF version). Enter quantity desired.
- Block 4 (manifold set) or 3 (EF version). Enter an eleven-position requisition number constructed as follows:
    - Positions 1 and 2: Two-letter proponent symbol for the TO Manager having prime responsibility for the TO (AG=AFMETCAL, ED=Edwards AFB, EG=ACC Eglin, HC=ESC Hanscom, KI=ACC Kirtland, LA=SM Los Angeles, LK=Lackland AFB, LM=Lockheed Martin Fort Worth, NU=OC-ALC/LGLUF, OC=OC-ALC/LGLDT, OO=OO-ALC, PT=AFSPC, WP=WPAFB AND WR=WR-ALC.
    - Positions 3 and 4: Enter the last two digits of the current year.
    - Positions 5 thru 8: Enter the requesting TODO code.
    - Positions thru 11: Enter a three digit control number, assigned consecutively by the TODO, beginning with 001 each calendar year (example: WR030444001).
- Block 5. When the requested item is classified, enter "SHIP IAW DOD 5200.1-R AND AFI 31-401;" otherwise leave blank.
- Block 6 (EF version). Enter JCALS TM Account number.
- Block 7. U.S. TODOs leave blank (see TO 00-5-19 for FMS entries).
- Block 8. Enter type of requisition: "R" for routine; "P" for priority.
- Block 9. Enter year, month, and day the AFTO Form 276 is prepared (example: 20000909).
- Block 10. Enter the initiator initials in this block.

- Block 11. Enter the TODO signature (on paper forms), name, grade, and DSN/Commercial phone number OR e-mail address.
- Block 12. When applicable for NW or contractor orders, the Government Approving Agency (AFTO Form 43, block 7) signs in this block.
- Blocks 13 thru 23. Reserved for TO Manager and TO warehouse use only.
- Block 24. REMARKS. When the request is for an unclassified change and the basic TO is classified, enter: "**THIS IS AN UNCLASSIFIED CHANGE TO A CLASSIFIED BASIC.**" Include justification for the walk-through/emergency requisition. For FMS requests, enter the SATODS document number, cost, and FMS address, obtained from the SATODS system during creation of a billing record.

5.7 REQUISITION FOLLOW-UP TRANSACTIONS (ATOMS AND AFTO FORMS 276 ONLY)..

NOTE

Requisition follow-up transactions in JCALS are not required because on-line JCALS users can verify and correct order status directly.

5.7.1 An ATOMS requisition follow-up transaction should only be submitted when the status of a requisition transaction is not known and cannot be determined after 60 days. If the status of a requisition transaction is BA (available for shipment) and the TODO has not yet received the TO, a follow-up transaction must not be submitted without first contacting the responsible TO Manager.

NOTE

Requisitions receiving BA status are considered closed by the JCALS system, whether the requisitioned TO was shipped or not. In this case, JCALS will create a new requisition for the TO when a follow-up requisition is sent, resulting in two requisitions for the TO instead of one. For this reason, a TODO must contact the TO manager directly concerning requisitions showing a BA status more than 60 days old.

5.7.2 TOPR follow-up transactions resubmit the original requisition transaction with the document identifier code (see Figure 3-1) of ATD. When a follow-up transaction is processed, status of the original order transaction will be returned.

NOTE

- If any information is appended to the TO number in an ATOMS requisition transaction, the transaction will be rejected.
- If status of CG (reject - unable to identify requisitioned item) is received for a requisition transaction, the TODO must determine the correct TO number and resubmit a new requisition transaction with the correct number.

5.7.3 Contact the TO Manager when updated requisition status is not received within 30 days (60 days overseas) after submitting a follow-up transaction. If backorder status is returned in response to a follow-up requisition transaction, subsequent follow-ups should be directed to the TO Manager, with an information copy e-mailed to the MAJCOM functional manager.

5.7.4 Follow-up on AFTO Form 276 requisitions will be prepared the same way as the original order with the following statement added in block 24, "FOLLOW-UP ON REQUISITION SUBMITTED (enter date), REQUISITION NUMBER (enter original requisition number)."

5.8 REQUISITION BACKORDER CANCELLATION TRANSACTIONS.

5.8.1 The TODO can cancel requisition backorders (BB status) at any time after the BB status was established, but prior to receiving a status change indicating that the TO is now available for shipment (BA status).

5.8.1.1 TODOs using JCALS can cancel requisitions on backorder while reviewing backorder status on the JCALS Search for Pub Orders screen or by selecting to cancel a requisition backorder during the JCALS automatic quarterly review of backordered requisitions function.

NOTE

JCALS capability to send quarterly e-mail notification of backorders to TODO personnel using JCALS will be available in June 2003.

5.8.1.2 When an ATOMS user selects to cancel a requisition backorder, the original requisition transaction will be resubmitted with the letters AC1 as the first three characters of a TOPR transaction (document identifier code). When the requisition backorder cancellation transaction is processed, the original transaction will be cancelled unless status of the original requisition had changed to indicate availability for shipment (BA status - even though the TO might not have been received). Status indicating success (BQ status) or failure (B2 or BF status) of the requisition backorder will be returned.

NOTE

Separate transactions for the same TO can result in establishing more than one backorder record for the TO. When more than one requisition is on backorder for the same TO, a separate transaction is required to cancel each backorder.

5.8.2 A requisition backorder will be canceled automatically when the TO is rescinded or replaced (superseded), or may be canceled by the TO Manager for various management reasons. When a backorder is canceled in this manner, a status code explaining the reason for cancellation will be sent to the TODO.

5.9 CONTRACTOR REQUIREMENTS FOR AIR FORCE TECHNICAL ORDERS.

5.9.1 TO Requests by Qualified U.S. Contractors. Requests for TOs shall be processed under procedures outlined in AFI 61-204. Requests will be answered within 30 calendar days or the requester will be notified of the reason for the delay.

5.9.1.1 Individuals and enterprises who have been assigned a qualified U.S. contractor code by the Defense Logistics Information Service (DLIS), United States/Canada Joint Certification Office, 74 Washington Ave N, Battle Creek MI 49017-3084, in accordance with AFI 61-204, may request unclassified export-controlled TOs. Requests for TOs should be addressed to the responsible TO Manager listed in the Air Force TO Catalog. Requests must be accompanied by a copy of the approved DD Form 2345, and the signature and business purpose on the request must coincide with the signature and business purpose on the DD Form 2345. Information on obtaining a qualified U.S. contractor code can be obtained from DLIS, at 1-800-352-3572, or at the DLIS web site, URL http://www.dlis.dla.mil/jcp/ (click on “Documents” on the left side).

5.9.1.2 Requests for TOs approved for public release (unlimited distribution) shall be processed by the TO Manager without the need for supporting material. Requests for non-public-release TOs must be accompanied by full justification, and must be approved by the TO technical content manager.

5.9.1.3 Fees for data released for use by domestic purchasers will be limited to the direct cost of search and reproduction in accordance with DOD 7000.14-R, Vol 11A, Chapt. 4, User Charges. Normally, collection of charges and fees will be made in advance of rendering the service. Charging appropriate fees for TOs is the responsibility of the prime TO Manager. Following receipt of a request for TOs, the prime TO Manager will provide a price quote to the requester that will be valid for 60 days.

5.9.1.4 A request for a commercial manual that has been assigned a TO number shall be denied and the requester provided the name and, when available, the address of the commercial concern named on the manual. (Commercial manuals adopted as USAF TOs are exempt from public release under AFI 61-204 and the AF Supplement to DOD 5400.7-R.)

5.9.2 TOs Required for Support of U.S. Government Contracts and Related Announcements.

NOTE

Government Approving Activity (GAA) (AFTO Form 43, blocks 7 or 8) is used generically in the following subparagraphs to identify the Administrative Contracting Officer (ACO), Procuring Contracting Officer (PCO), or other designee, such as the Contracting Officer Technical Representative (COTR), responsible for approving TO requests for the specific contract.

5.9.2.1 TODO Codes for Contractors with Existing Contracts. The GAA may request assignment of a special purpose TODO code (paragraph 4.3) to provide TOs directly to contractors. When such a code is assigned, the GAA will immediately notify OC-ALC/LGLUB by revised AFTO Form 43 of any changes in the contractor address, classification of TOs authorized, or reason to cancel the code.

5.9.2.2 Submit a DD Form 2345 along with the AFTO Form 43 when the account is established. The data custodian name or position (block 3 of DD Form 2345) must apply to at least one of the individuals appointed as TODO (block 6 of the AFTO Form 43). The addresses provided on both documents must be the same. If the contractor requires data at several locations, a DD Form 2345 will be submitted along with an AFTO Form 43 and a separate TODO code will be assigned for each location.

5.9.2.2.1 Authorized Contractor TODO Requests for TOs. Contractors with valid TODO codes must prepare a TOPR file using ATOMS for contract-related TO requirements. TOPR files are then provided to the GAA for submittal.

5.9.2.2.1.1 The GAA will certify that TOs requested are necessary to support the administered contracts. This includes ensuring the contractor has a valid DD Form 2345 before approving requests for export controlled TOs.

5.9.2.2.1.2 The GAA will print, sign and retain a copy of the TOPR file. The activity will either submit the file via FTP to the Tinker Gateway (paragraph 5.1.4), mail the file on floppy disk, or e-mail the attached TOPR to reqacct@tinker.af.mil with certification of request approval.

5.9.2.2.2 TOs required as government furnished property in aircraft delivered to the AF by contractors shall be obtained by requisition through the GAA. Separate requisitions, covering up to a 3-month requirement, will be submitted for aircraft libraries and will be clearly marked “For Aircraft Libraries.”

5.9.2.2.3 Government Owned, Contractor-Operated (GOCO) AF base or organization TODOs (not a SPTODO according to paragraph 4.3.2) are authorized to establish subscription requirements and request TO distribution as an AF activity.

5.9.2.3 TO Requests Related to Procurement and Competition Advocacy Announcements.

5.9.2.3.1 These TO requests must be submitted to the announcing contracting office and specify the solicitation and specific TO numbers. The announcing office must verify the bidder is an authorized contractor eligible to bid on the Request For Proposal (RFP). If so, and the TOs requested are required for the solicitation number quoted, the contracting office will print, sign and retain a copy of the TOPR. Approved requests shall be submitted to the responsible SM or SCM office for review of TO releasability and processing of the TO request. TOs releasable under provisions of AFI 61-204 shall be provided to the prospective bidders. TOs that are not releasable shall be made available for review in a bidder library at the buying location.

5.9.2.3.2 Qualified U.S. contractors may request TOs outside the procurement channel using paragraph 5.9.1 procedures, that are encouraged to submit these requests IAW paragraph 5.9.2 through the announcing office so that the office is aware of the need and can establish TO Manager response dates consistent with the announcement closing date. Paragraph 5.9.1 procedures are not subject to processing times tied to closing dates. TOs will be mailed only to U.S. (including APO and FPO) addresses.

5.10 ORDERING TECHNICAL ORDERS FOR NON-U.S. DISTRIBUTION.

5.10.1 TOs for Security Assistance Program/Foreign Military Sales (SAP/FMS) customers are ordered and distributed IAW TO 00-5-19. U.S. Security Assistance Organizations (SAO) will provide assistance as required.

5.10.2 TOs for Foreign Contractors supporting U.S. Government Activities will be ordered and distributed through Defense Contract Management Agency (DCMA) offices.

5.10.2.1 DCMA offices will establish Special Purpose TODO accounts IAW Chapter 4 to order and redistribute TOs for foreign contractors.

5.10.2.2 DCMA offices will develop TOPR files using ATOMS and e-mail the files to the applicable TO Manager. The e-mail will clearly state "REQUIRED FOR FOREIGN CONTRACT." The proponent TO Manager will contact the TCM and local Foreign Disclosure Office (FDO) for releasability of TOs required for foreign contractors. Once the transactions are approved the TO manager will forward the TOPR file attached to an e-mail to reqacct@tinker.af.mil for input into JCALS. The DCMA office is responsible for controlling subsequent redistribution of TOs to the contractor.

5.10.2.3 An SAO or DCMA office shall keep organic TO requirements separate from country or contractor requirements. Organic requirements will be established by SAOs/DCMAs in the same manner as any other U.S. Government activity.

5.10.3 TO Requests from Foreign Companies and Individuals. A request for a USAF TO from a foreign company or individual that is not Security Assistance Program (SAP) support related must be submitted through the embassy to the FDO at the appropriate proponent location. A U.S. based foreign contractor representative responding to a procurement or competition advocacy announcement must submit the request to the announcing office for processing through the FDO to the TO Manager.

5.10.4 TOs to Support Non-USAF-Managed FMS Contracts and Direct Sales Programs. Contractors might need USAF TOs to perform a service contracted directly with a SAP or other foreign country. This requirement must be established by the country and charged to the appropriate TO publications case. The country may obtain the required TOs through the assigned TODO or designate the contractor as the country agent and request OC-ALC/LGLUF to assign a Foreign Military Sales (FMS) TODO code to the contractor and use the country TO publications case for billing purposes. TOs will be shipped directly to the contractor when the second method is used.

5.10.4.1 When Country Standard TOs (CSTOs) are required for the support of a direct service contract with a country, the country should request the TO Manager that manages the CSTO contract to amend the Stock, Store, and Issue (SSI) contract as necessary to supply CSTOs to the service contractor. A copy of the request should be forwarded to the Air Force Security Assistance Center (AFSAC) case manager and to OC-ALC/LGLUF. If the SSI contractor wants OC-ALC/LGLUF to supply shipping labels, an FMS TODO code must be assigned to the service contractor.

5.10.4.2 For a direct sales program, the country should establish requirements for USAF TOs directly with OC-ALC/LGLUF. An FMS TO publications case must be established if the country does not have one.

5.10.4.3 Under no circumstances will the contractor be authorized to requisition USAF TOs under a USAF contractor TODO code for the support of a non-USAF-managed service contract or direct sales program. This action could result in unauthorized disclosure of export-controlled information and violate public law on recouping costs.

FROM:

To: (enter address of prime TO Manager)

UNCLAS

***SUBJ: EMERGENCY REQUISTION (REF PARA 5.5, TO 00-5-1)**

1. SHIP FOLLOWING T.O.s FASTEST METHOD TO TODO 0000, REQUEST NO. 00000.

T.O. NO.	CLASS	RQN QTY
1F-105B-1	S	2
1F-105B-2-2CL-3	U	3
1F-105B-2-2SS-1	C	1

2. ABOVE REQUIREMENTS ARE MISSION ESSENTIAL AND APPROVED BY ROBERT SMITH, MAJ, USAF, CHIEF PUBLICATIONS BRANCH, DSN XXX-XXXX, TODO 0000.

*NOTE: When immediate TO Manager processing is mandatory, enter this statement before the subject: DELIVER IMMEDIATELY UPON RECEIPT FOR PROCESSING DURING DUTY OR NONDUTY HOURS.

H0313982

Figure 5-1. Text of Typical Emergency Requisition Message

PREVIOUS EDITIONS MAY BE USED UNTIL STOCK IS EXHAUSTED

TO *(T.O. Manager Mailing Address)*

FROM *(T.O. DISTRIBUTION OFFICE (TODO) Code and Mailing Address)*

1. TECHNICAL ORDER NUMBER	2. CLASS	3. REQ #	4. QTY	5. NOTICE

6. TODO#/TM ACCT #	7. FMS CASE/RCN	8. TYPE REQ	9. DATE PREPARED	10. PREPARED BY

11. TODO

"I certify that the requesting activity requires the requested Technical Order"

(Signature, Name, Grade, DSN/Commercial Phone or E-Mail)

12. Government Approving Agency (IAW T.O. 00-5-2)

"I certify that the requesting activity has a need to know and a valid requirement of the requested Technical Order"

(Signature, Name, Grade, Title)

13. TO MGR APPROVAL	14. TO MGR ACTION DATE	15. ACTION CODE/QNTY	16. QNTY SHIPPED	17. BASICS	18. CHGS	19. SUPS	20. VOLS	21. DATE SHIP	22. NO. PKS	23. GBL/AB/REG. NO.

24. REMARKS

ACTION CODE KEY
(For proper use of this form see T.O. 00-5-2)

B - BACKORDERED ESTIMATED DELIVERY DATE _____
I - INDORSEMENT (See Remarks)
J - Submit written justification or cancel requisition
U - Returned for signature in Block ☐ 11 ☐ 12
V - Shipped
X - Extracted to TODA _____

AFTO FORM 276, 20010824 (EF-V1) SPECIAL REQUISITION FOR AIR FORCE TECHNICAL ORDER

CUT ON THIS LINE

PREVIOUS EDITIONS MAY BE USED UNTIL STOCK IS EXHAUSTED

TO *(T.O. Manager Mailing Address)*

FROM *(T.O. DISTRIBUTION OFFICE (TODO) Code and Mailing Address)*

1. TECHNICAL ORDER NUMBER	2. CLASS	3. REQ #	4. QTY	5. NOTICE

6. TODO#/TM ACCT #	7. FMS CASE/RCN	8. TYPE REQ	9. DATE PREPARED	10. PREPARED BY

11. TODO

"I certify that the requesting activity requires the requested Technical Order"

(Signature, Name, Grade, DSN/Commercial Phone or E-Mail)

12. Government Approving Agency (IAW T.O. 00-5-2)

"I certify that the requesting activity has a need to know and a valid requirement of the requested Technical Order"

(Signature, Name, Grade, Title)

13. TO MGR APPROVAL	14. TO MGR ACTION DATE	15. ACTION CODE/QNTY	16. QNTY SHIPPED	17. BASICS	18. CHGS	19. SUPS	20. VOLS	21. DATE SHIP	22. NO. PKS	23. GBL/AB/REG. NO.

24. REMARKS

ACTION CODE KEY
(For proper use of this form see T.O. 00-5-2)

B - BACKORDERED ESTIMATED DELIVERY DATE _____
I - INDORSEMENT (See Remarks)
J - Submit written justification or cancel requisition
U - Returned for signature in Block ☐ 11 ☐ 12
V - Shipped
X - Extracted to TODA _____

AFTO FORM 276, 20010824 (EF-V1) SPECIAL REQUISITION FOR AIR FORCE TECHNICAL ORDER

H9600802

Figure 5-2. AFTO Form 276, Special Requisition for Air Force Technical Order

docid	ric	media	pen	unit	qty	tmacct	date	req	Id/1tm	supl	todo	sig	fund	prl	filler	to number	jcals doc numb	status notice
A0D	FG7	L	01T031229000006	EA	00001	E*04R5	3161	0006	R	Y_	0004	D		15		1F-16CG-2-99JG-00-1	E*04R532654004	BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0
A0D	FG7	L	01T030452000006	EA	00004	E*04R5	3265	0001	*	Y_	0004	D		15		1F-16C-1-1		INITIAL DISTRIBUTION HAS BEEN ESTABLISHED.
A0D	FG7	L	01T030453000006	EA	00001	E*04R5	3265	0002	R	Y_	0004	D		15		1F-16C-1-1	E*04R532654001	BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0
A0D	FG7	L	01T031057000006	EA	00001	E*04R5	3265	0003	*	Y_	0004	D		15		1F-16CG-2-23JG-20-1		INITIAL DISTRIBUTION HAS BEEN ESTABLISHED.
A0D	FG7	L	01T031057000006	EA	00001	E*04R5	3265	0004	R	Y_	0004	D		15		1F-16CG-2-23JG-20-1	E*04R532654002	BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0
A0D	FG7	L	01T031120000006	EA	00001	E*04R5	3265	0005	*	Y_	0004	D		15		1F-16CG-2-34FI-00-1		INITIAL DISTRIBUTION HAS BEEN ESTABLISHED.
A0D	FG7	L	01T031120000006	EA	00001	E*04R5	3265	0006	R	Y_	0004	D		15		1F-16CG-2-34FI-00-1	E*04R532654003	BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0
A0D		L		EA	00001	E*04R5	3265	9999	N	Y_	0004	D		15		BATCH-CONFIRM		CG REJECT. UNABLE TO ID REQUISITION ITEM
A01	FH7	S	08T005093000006	EA	00001	E*04RH	2134	0122	N	Y_	0181	D		15		8E1-11-1-103	E*04RH2135J022	BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0
AC1	FH8	S	06T000794000006	EA	00001	E*04RH	2135	J014	N	Y_	0181	D		15		6J10-5-9-3	E*04RH2135J014	BQ CANCELED. TRANSACTION
AC1	FH8	S	06T001888000006	EA	00001	E*04RH	2135	J016	N	Y_	0181	D		15		6J15-3-87-3	E*04RH2135J016	BQ CANCELED. TRANSACTION
AE1	FH7	S	08T005246P00106	EA	00001	E*04RH	2135	J021	N	Y_	0181	D		15		8E1-8-25-3S-1	E*04RH2135J021	BQ CANCELED. TRANSACTION
AC1	FH8	S	31T007808000006	EA	00001	E*04RH	2234	J040	N	Y_	0181	D		15		31R4-2FRN-41	E*04RH2234J040	BQ CANCELED. TRANSACTION
A01	FH8	S	06T001888000006	EA	00001	E*04RH	2252	0905	N	Y_	0181	D		15		6J15-3-87-3	E*04RH2260J062	BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0

NOTE

JCALS TORSN files are downloaded by OC-ALC/LGLUB weekly and hosted on the TO System Information page by MSG/MMF (URL http://www.ide.wpafb.af.mil/toprac/atoms to request status.htm.

H9901344

Figure 5-3. JCALS TO Request Status Notification (TORSN) Layout

CHAPTER 6
DISTRIBUTION OF TECHNICAL ORDERS AND LOCAL REPRODUCTION

6.1 TECHNICAL ORDER DISSEMINATION CONTROL.

6.1.1 Distribution Controls. Release and distribution of TOs and other technical data is controlled to prevent unauthorized disclosure. Requisitioning of TOs for other than official business is not authorized. The below notices and statements will be placed on all preliminary and formal technical data except for commercial manuals. The notices or statements shall be placed on TO title or T-2 pages, and on both digital media labels and digital file title or opening screens (see MIL-HDBK-9660). Derived documents (e.g., local C/Ls, W/Cs, etc. - paragraph 2.10.3) will have the same distribution controls as the parent document, unless the purpose of the local data is to provide unrestricted data not subject to parent document controls.

6.1.1.1 A disclosure notice according to MIL-STD-38784, Standard Practice for Manuals, Technical: General Style and Format Requirements, on all classified and unclassified TOs which have been approved for release to a foreign government, except for those assigned Distribution Statement A. This notice will be placed on all classified and unclassified nuclear TOs.

6.1.1.2 A distribution statement assigned according to DODD 5230.24.

6.1.1.3 An export control warning, if applicable, according to DODD 5230.24.

6.1.1.4 A Disposition Notice or Handling and Destruction notice in accordance with MIL-STD-38784.

6.1.1.5 See paragraph 4.13 for specific disposition/destruction procedures for unclassified paper TOs and digital media.

6.1.2 Security Classification. TOs are published as Unclassified, Confidential or Secret. Those that contain Restricted Data (RD), Formerly Restricted Data (FRD) or Critical Nuclear Weapons Design Information (CNWDI) are marked with the additional warning notices described in DOD 5200.1-R and AFI 31-401.

6.1.2.1 Classified TOs must be safeguarded in accordance with DOD 5200.1-R and AFI 31-401. The security classification will only be changed or canceled in accordance with DOD 5200.1-R and AFI 31-401. If any Air Force activity has reason to believe that security considerations support the reclassification of a specific TO, the activity will report the discrepancy in accordance with procedures outlined in DOD 5200.1-R and AFI 31-401.

6.1.2.2 The security classification of each classified TO is indicated in the TO Catalog. Use of classified titles shall be avoided if possible, but when classified titles are necessary, a classified supplemental TO Catalog must be created to list and manage the TOs. Classified TOs are marked and destroyed according to DOD 5200.1-R and AFI 31-401.

6.1.2.3 Classified TOs are not releasable to foreign nations or foreign personnel except under the conditions prescribed in AFI 16-201 (C), Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U).

6.1.3 For Official Use Only (FOUO). FOUO is no longer authorized for use in marking technical data. FOUO was used prior to the development of distribution statements required by DODD 5230.24/AFI 61-204 to mark unclassified technical data that must be withheld from public release under the AF Supplement to DOD 5400.7-R, DoD Freedom of Information Act (FOIA) Program. TO title pages will reflect the distribution statement.

6.1.4 Local Digital Dissemination of TOs. Activities electing to download digital TOs to a local server (or scanning paper TOs and uploading them to the server) are responsible for limiting access to the server to local TO users being directly supported by the responsible activity. The activity must develop and document procedures for ensuring updates for TO files loaded on the local server are posted to the affected TO file within the timelines specified in paragraph 7.3.6.

6.2 DISTRIBUTION SHIPMENTS.

TO Managers are responsible for the accuracy and timeliness of shipments.

6.2.1 Initial Distribution (ID). ID is the first distribution of a TO, TCTO, change, revision, or supplement after initial printing. ID is made based on subscriptions established in JCALS as described in Chapter 5. Nuclear Weapon TOs (Chapter 10), are distributed according to records maintained in the Electronic TO Management System (ETOMS) by AAC/NWL. Non-nuclear EOD TOs (Chapter 10) are distributed according to records maintained by NAVEODTECHDIV.

6.2.2 ID shipments to overseas TODOs (except FMS), and shipments of TO Supplements, Immediate and Urgent Action TCTOs and nuclear weapons TOs of immediate/urgent nature are made in envelopes marked with a red border and the word EXPEDITE across the top (Figure 6-1). Shipments to fill Emergency requisitions will carry the same markings. When cartons are used, the same marking surrounds the label.

6.2.3 Classified TOs will be wrapped in accordance with DOD 5200.1-R and AFI 31-401. A mailing label is placed on the outer and inner wrappers and the record portion is placed inside the package with a classified material receipt/record of destruction when required by applicable directives. When more than one TO is included in a package, the label for one TO is used as a mailing label and the others are placed inside the package. Classified and unclassified TOs are not intermixed, except that changes and supplements classified lower than the basic TO can be shipped with the basic. Refer to DoD 5200.1-R and AFI 31-401 for additional requirements.

6.2.4 When more than one package is needed, each package is identified (such as: 1 of 3, 2 of 3) and for classified TOs the record portion of the mailing label is placed in the first package. Labels for classified TO shipments will not show the TO classification.

NOTE

The TODO will initiate a security investigation IAW AFI 31-401, Table 6-1, for classified copies lost, not received or received incomplete. Notify the responsible TO Manager and security personnel if a compromise has occurred so that a damage assessment can be accomplished.

6.2.5 All shipments of secret TOs will be accompanied by an AF Form 310, Document Receipt and Destruction Certificate. This form serves as a shipping document and record of receipt. These receipts must be signed and returned to the shipping TO warehouse, immediately after verification of shipment. Failure to return the signed copy to reach the TO warehouse within 30 calendar days (45 calendar days for overseas TODOs) from date of dispatch constitutes a violation of security requirements. All shipments of TOs will be opened promptly and checked to ensure the TO number and the quantity agree with that shown on the mailing label. All shortages will be reported to the appropriate warehouse immediately, with an information copy to the TO Manager.

6.2.6 When mailing export-controlled TOs, the TO Manager will ensure the warehouse encloses one copy of the export control notice (AFPD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations) per shipment package. Export-controlled TOs must not be released to contractors unless the recipients have a valid DD Form 2345 and are certified with the appropriate authorities IAW AFI 61-204.

6.2.7 Centrally-Supported TODO Functions. In certain instances, units assigned a TODO code might not perform all functions of a TODO. These units are normally in locations remote from a fully staffed TODO and require a TM Account address code to receive direct distribution. In such cases the host base and OC-ALC/LGLUB may agree to allow file maintenance and requisitioning by a designated, fully staffed group TODO, with distribution directly to the remote TODO.

6.2.8 TOs for Units on Detached Service. When detached service is for six months or less, units will normally receive TO support from the parent installation. For longer periods, units may request establishment of, or submit requirements to, a TODO at the new location, 30-60 days before the desired effective date.

6.2.9 Release of TOs in Support of Litigation. The TO Manager may only release TOs in support of litigation when the U.S. Government is a party to litigation, and by authority of the Judge Advocate (JA) office. Requests must clearly state that the government is a party to the litigation. When the government is not a party to the litigation, the TO Manager will follow normal release procedures. Data exempt from public disclosure is not required to be released unless under subpoena. However, if no significant purpose is served by withholding it, release may be authorized in coordination with JA, subject to use for and return at conclusion of the pending litigation according to AFI 51-301, Civil Litigation.

6.2.10 Distribution of TO 00-105E-9, Aerospace Emergency Rescue and Mishap Response Information (Emergency Services), to Civilian Fire Departments. Civilian fire departments that might have to respond to military aircraft accidents will obtain this TO from the assigned public web site, URL http://www.robins.af.mil/logistics/lgeda/documents/to00-105E-9.htm. The title of this TO was formerly Aircraft Emergency Rescue Information (Fire Protection). This site also provides a link to the Air Force Civil Engineering Support Agency (AFCESA)/CEXF web site hosting any current Interim Safety Supplements. Sending letters of request or filling out forms for the TO is no longer required. HQ AFCESA does not need to verify a customer for access. OC-ALC/LGLUB no longer tracks or establishes a TODO code for civilian fire departments.

6.2.11 Replacement Pages. TOs and TO increments distributed with missing or misprinted pages may be corrected by redistributing the missing/reprinted pages using an “Errata Cover Sheet” and the JCALS “Specify ID by Like Item” or

"Specify ID by Account Profile" processes to develop a distribution label deck. The Errata Cover Sheet (see Glossary) will provide instructions to insert/replace the pages into the affected TO(s). This method will not be used to replace pages when the content of the data must be changed. Block 27 of the DD Form 1348-2, Issue Release/Receipt Document with Address Label, transmitting the errata sheets will contain the words "MISSING PAGES." Because errata packages do not change TO data or change numbers, the packages are not numbered and indexed in JCALS. TODOs may record receipt of Errata packages in the ATOMS application (remarks field of the applicable TO record). LEP annotations documenting the missing/damaged pages will be erased.

6.2.12 Matters relating to packaging and shipping, including faulty packaging, postal registration numbers, and security violations resulting from inadequate packaging, will be directed to the appropriate warehouse (TO shipment point):

- For TOs managed at Robins AFB GA, the address is 78 CS/SCSPP, 285 Cochran Street, Robins AFB GA 31098-1623.
- For TOs managed at Hill AFB UT, the address is 75 CS/SCSA, 7535 8th Street, Ste B, Bldg 820, Hill AFB UT 84056-5008.
- For TOs managed at Tinker AFB OK, address is 72 CS/SCSPT, 7851 Arnold St., Bldg 3, Door 56, Tinker AFB OK 73145-3021.
- For TOs managed at Kirtland AFB NM, the address is AAC/NWLT, 1551 Wyoming Blvd SE, Kirtland AFB NM 87117-5617.
- For calibration TOs managed by AFMETCAL, the address is AFMETCAL Det 1/ML, 813 IrvingWick Dr W, Heath OH 43056-6116.
- The Cryptologic Systems Group (CPSG/LGLI) makes distribution directly from the LGLI Office, 230 Hall Blvd Ste 158, San Antonio TX 78243-7053.

6.3 TECHNICAL ORDER MEDIA.

6.3.1 Paper copy. Paper is the medium for most formal TOs published, including O&M TOs, MPTOs, and TCTOs. Until a unit has the capability to use digital media TOs, the paper version will always take precedence. TODOs must have a subscription for the paper TO version to receive automatic distribution of TO updates in paper media.

NOTE

TODOs should contact the MAJCOM TO System POC if a TO proponent fails to provide TOs and updates in the media required and on subscription by the TODO account.

6.3.2 Digital TO Files. Digital TO files can be provided on physical media such as CD-ROM or DVD, or accessed as non-physical, electronic files from an approved digital repository.

6.3.2.1 It is important that all TO users maintain the most current version of the TO available in the format usable by the organization. However, there are now several methods by which the TO can be distributed. For all dual based TOs (hard copy and electronic distribution), the following two statements define currency.

- For units that subscribe to physical distribution medium TOs, digital or paper, the hard copy medium received will be considered the current version. Use of TO files downloaded from the Internet or JCALS will be for reference only.
- For units that access and use TO files downloaded from the Internet, JCALS or other Wide Area Networks (WANs), the most current TO version will be the latest version available from the master host site (see Glossary). TODOs will establish a subscription for one each of any digital TOs required in support of operation and maintenance activities.

6.3.2.2 Most CD-ROMs or other high-density digital media will contain more than one TO, logically grouped by the TO Manager. When this occurs, the CD must be assigned a unique TO number for management and ordering purposes. CDs must be labeled in accordance with paragraph 6.1.1. The TOs on the CD and the paper TO versions must both reflect the most current updates. If a conflict arises, the version that is the most current will be used. If a user cannot view and use digital TOs, the paper version will be used.

6.3.2.3 Most MPTOs are being provided digitally on the Internet, through the TO System Information Page, URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm). These MPTO files are in Indexed Adobe™ Portable Document Format

(IPDF). The TOs can be read using Adobe Acrobat™ Reader (available through the listed Internet page, or with Base Control Center (BCC) approval, free from the Adobe Home Page).

6.3.2.4 Electronic Transmittal. Interim TOs are electronically transmitted when circumstances preclude the timely publication of formal printed instructions. Detailed instructions concerning the issuance of interim safety and operational supplements and TCTOs are included in this chapter, in TO 00-5-15, and in AFMCI 21-302, Processing Interim Technical Orders and Rapid Action Changes (RAC).

6.4 RECEIPT AND REDISTRIBUTION, MISDIRECTED SHIPMENTS, EXCESS RETURNS.

6.4.1 TODOs will check all TO receipts to ensure the label bears the correct TODO code number and address. Misdirected shipments of unclassified TOs will be forwarded to the correct address when possible.

6.4.2 TODOs will open all shipments promptly and verify that the TO number and quantity agree with that shown on the label or record portion and document receipt. Classified document receipts will be signed and promptly returned to the address shown on the receipt. When a shortage exists, enter the words “Shortage, quantity received (number)” on the face of the label and forward it to the appropriate TO Manager for shipping action. When the TO is unclassified, any extra copies received may be held or destroyed, except when a significant number is involved. Request disposition instructions from the appropriate TO Manager when there are a significant number of excess copies of unclassified TOs or when the TO is classified.

NOTE

TODOS shall not return TOs to the warehouse without the approval of the TO Manager.

6.4.3 TODOs will notify the appropriate TO Manager when incorrect TOs are received. The TO Manager will then advise the TODO what action is required.

6.4.4 TODOs will copy Immediate/Emergency ITO messages and forward them within 2 hours; Urgent messages within 24 hours.

6.5 NEW ORGANIZATION OR MISSION INITIAL TECHNICAL ORDER DISTRIBUTION LISTS.

If new organizations are established or new missions are assigned to existing organizations, it could be beneficial to establish ID lists for initial “push” distribution of required TOs. These lists, formerly called “List of Applicable TO (LATO)” distribution, can be established as required, based on weapon system or organization profiles stored in JCALS.

NOTE

The capability to establish “ID by Weapon System” will be available to JCALS users following completion of current development efforts.

6.5.1 The affected MAJCOM determines which TOs are required to establish and maintain an operational and/or weapons system library. Preparation and application of a profile ID list will establish ID and provide automatic requisition action for all TOs listed in the profile.

6.5.2 Since ID requirements for sponsor approval “Y” TOs established as the result of a profile list are considered approved by the TO Manager, separate justification letters are not required.

6.5.3 Detailed procedures for establishing and maintaining profile lists will be developed when the need arises.

6.6 INTERIM TECHNICAL ORDERS (ITO) AND RAPID ACTION CHANGES (RAC).

ITOs are distributed electronically to Address Lists (AL) established for the system or end item covered by the TO. ITOs and RACs are developed by the TCM for the affected TO, and are distributed electronically by Defense Message System (DMS), WWW, e-mail or FAX, depending on circumstances. The TODO must be able to authenticate that the message originated with the TCM or TO Manager organization. Authorized types of ITOs are Interim Operational or Safety Supplements (IOS or ISS) and Interim TCTOs (ITCTO) or ITCTO Supplements. Interim Changes (ICs, formerly “IMCs” - see AFI 33-360V1) are NOT authorized TO updates. If information in an interim operational supplement or interim TCTO/supplement must be changed, a replacement ITO is issued.

6.6.1 The responsible SM, SCM or other TO issuing agency, in conjunction with the Using MAJCOMs, will establish and maintain ALs or Personal Distribution Lists (PDL) for ITO and RAC notification message distribution in accordance with AFMC Sup 1 to AFI 33-119, Electronic Mail (E-Mail) Management and Use, AFMCI 21-302 and applicable MAJCOM directives. Each Using Command will assist the SM/SCM with identification of the appropriate addressees within that command. ALs and PDLs established solely for distribution of ITOs shall be maintained by the TO Manager. FMS/SAP customers must be included in ALs and PDLs for the systems and equipment the customers operate.

NOTE

Even countries not supported through a publications case are entitled to receipt of safety ITOs provided disclosure is authorized. However, the country must request to be placed on distribution for these ITOs through an authorized USAF approving agency IAW TO 00-5-19. Upon receipt of such an approved request, the authorized issuing activity will include the organization in the ITO address list.

6.6.2 When a TO-related AL is established, the AL OPR will post the AL number, applicability (MDS, Type/Model/Series, end item area), OPR e-mail address, office address, and voice and fax Defense Switched Network (DSN)/commercial telephone numbers on the weapon system/end item web page. This information will also be provided to MSG/MMF, e-mail TOPP@wpafb.af.mil.

6.6.3 To ensure receipt of future ITOs, TODOs will periodically review the ALs on applicable SM or SCM web sites to verify that the organization e-mail address is included as appropriate. If not, refer to AFI 33-119 and perform the procedures below.

6.6.3.1 Contact the AL OPR to ensure the organization e-mail address is added to the AL. If you cannot determine the AL originating authority, contact the system or end item TO Manager to determine the OPR.

6.6.3.2 If your organization was already on the AL, contact the local office owning the assigned DMS account (or “DMS client”) to correct local distribution problems.

6.6.3.3 If any organization information changes (add, delete, address, etc.) contact the AL OPR with the information.

6.6.4 TODOs will reproduce the ITO message body and forward it to subordinate TODAs. A complete copy of the message (with all addressees shown) will be maintained by the TODO. Do not redistribute restricted distribution DMS messages to TODAs via SMTP e-mail.

6.6.5 The AFMETCAL Program, Det 1/ML, 813 Irving-Wick Dr West Ste 4M, Heath OH 430566116, DSN 366-5174 may use an electronic bulletin board system to issue routine Category 33K and 33L ITOs with distribution limited to USAF Precision Measuring Equipment Laboratories (PMELs) who require the changed calibration data. These interim changes will be published as Supplemental Manuals, and will be incorporated into the parent manuals during the next routine update.

6.7 LOCAL REPRODUCTION OF TECHNICAL ORDERS.

Air Force activities may reproduce unclassified TOs or portions of TOs not under any restrictions such as limited rights or other special controls, under the below conditions. TO Managers will not direct units to use local reproduction to satisfy routine user requirements and alleviate TO Manager responsibilities for supplying TOs in the required formats. Classified and limited distribution TOs or portions of TOs may be reproduced under the same conditions, as long as the activity complies with the rules in DOD 5200.1-R, DODDs 5230.24 & 5230.25, and AFI 61-204. If color is critical to understanding the TO data, reproduction must also be in color.

6.7.1 TODOs may use local reproduction to prevent work stoppages due to missing or damaged TOs, only when emergency requisitions (paragraph 5.5) will not provide replacement copies in the time required.

6.7.2 Digital TO files may be duplicated digitally as often as required, provided the copies are managed and controlled like paper TO copies.

6.7.2.1 General and Methods and Procedures TOs (MPTOs) available on the Internet will not be distributed in paper unless e-tools cannot be employed at the primary point of use. Units may only print copies locally from the Internet file with MAJCOM permission.

6.7.2.2 The individual who downloads or prints a TO from its host web site or a CD-ROM/DVD becomes responsible for ensuring the reproduced copy remains current.

6.7.3 Only current TOs or portions of TOs may be reproduced for Operation and Maintenance (O&M) use. Reproduced copies will be managed and filed like any other TOs.

6.7.3.1 TOs or portions of TOs reproduced from superseded versions or reproduced for non-O&M use will be marked “FOR REFERENCE ONLY,” and will not be used with operational equipment.

6.7.4 To facilitate configuration control, all locally-printed copies of TO extracts will be stamped with the reproduction date and either the parent TO date and change number or include a copy of the TO title page. Extracts will be destroyed after use.

6.7.5 Missing or damaged TO pages or missing TO Changes (listed in the Air Force TO Catalog for more than 180 days) may be reproduced from digital or paper TO copies obtained locally or from other units with the same equipment.

6.7.5.1 TO Managers cannot routinely locate and copy TO pages or obtain changes already bundled with basic TOs (changes older than 180 days) at the request of individual TODOs. If digital TO files are available, TO Managers/TCMs will provide individual TODOs with access to the files, when requested.

6.7.5.2 The alternative is to requisition a replacement TO according to Chapter 5.

6.7.6 TOs will not be locally reproduced for use outside the U.S. government or authorized government contractors except when authorized by the responsible TCM and Foreign Disclosure Office (FDO).

Solid red border to be 1/2" from edge of envelope.

(SOLID RED)

EXPEDITE
FIRST CLASS

(SAMPLE FACE OF ENVELOPE)

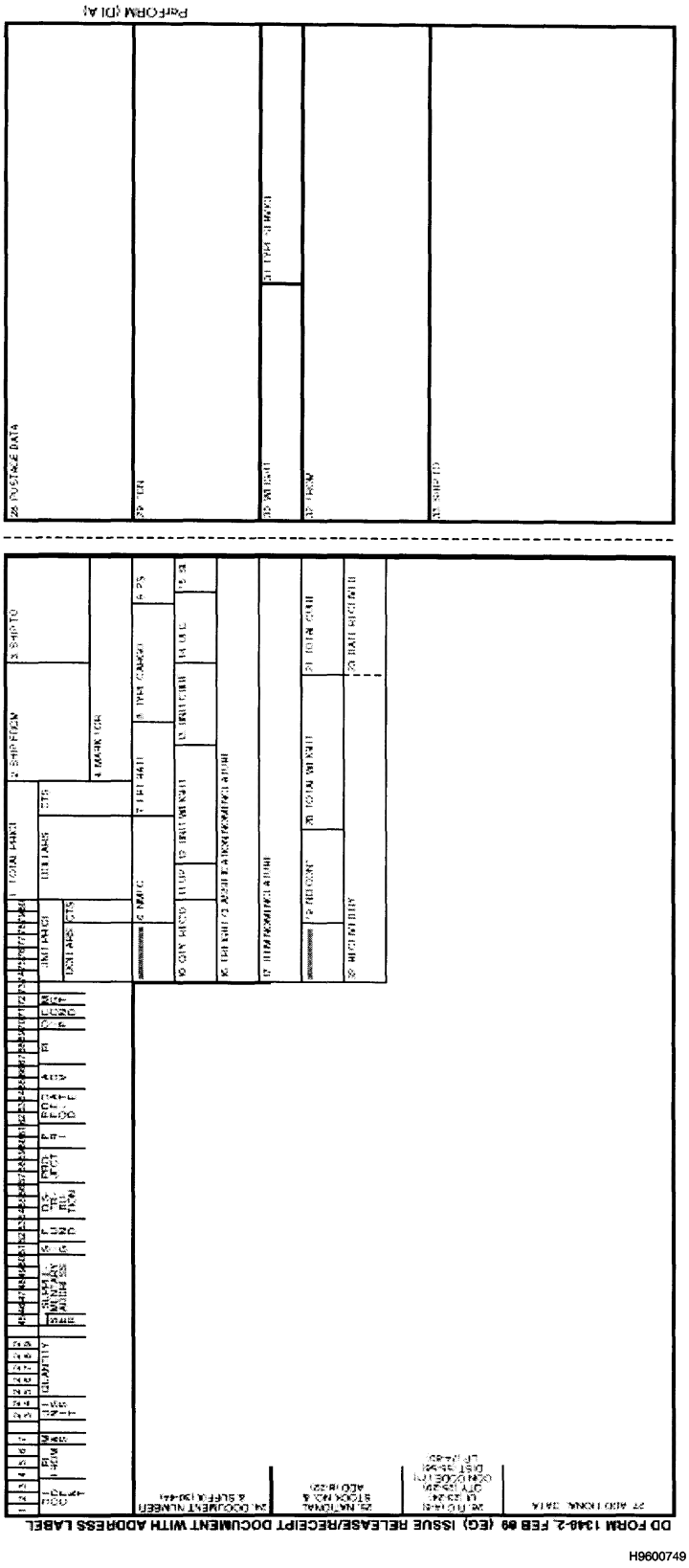
ADDRESS LABEL

OPEN IMMEDIATELY UPON RECEIPT

(SOLID RED)

H9002980

Figure 6-1. Overseas Shipment, OS, SS, and TCTO Package Marking



H9600749

Figure 6-2. DD Form 1348-2, Issue Release/Receipt Document with Address Label

CHAPTER 7
TECHNICAL ORDER UPDATES: TYPES AND POSTING

7.1 GENERAL PRACTICES.

The Air Force objective is to ensure TOs are consistent with the configuration of applicable systems and end items at all times. Use procedures described in this chapter for updating TOs. All updates to MILSPEC TOs (revisions, changes and supplements) will be formatted according to MIL-STD-38784. TO increments (changes, revisions and supplements) will be issued and stored by the proponent of the basic TO.

7.1.1 TOs on equipment that has been programmed to leave the inventory within two years are not normally changed or revised. Critical updates to such TOs are implemented by issuance of an Interim TO (ITO) or Rapid Action Change (RAC) with no intent to publish a formal update to incorporate the ITO.

7.1.2 When a TO update also affects an associated checklist or integrated checklist (see paragraph 7.6.1.10), the updates to the basic manual and the checklist(s) shall be distributed concurrently.

7.1.3 Write-In Changes. Write-in changes to the technical content in TOs are generally not authorized, except as noted here and for specified updates to FMP and missile operations TOs (paragraph 7.6.4.7 and paragraph 7.6.4.8). Write-in changes are authorized for corrections to the title page(s) and List of Effective Pages (LEP) and references throughout TOs; document write-ins in accordance with this TO. Annotating paragraphs affected by TO supplements is not considered changing the technical content of the TO; the supplement itself does that. MAJCOMs may authorize writing in changes provided by interim supplements. All write-in entries (except in flight and missile operations manuals) will be in black pencil only. The use of highlighting is strictly forbidden.

7.2 TITLE PAGES; LEPS; VSPS; CHANGE PAGE MARKING.

7.2.1 Title Pages. All TOs and TO updates except for interim or commercial manual TOs will have a title page formatted according to MIL-STD-38784 (Figure 7-1). In addition, when required, the TO can have a second title page, numbered T-2 (Figure 7-2), to provide space for required warnings and notices. The date an update becomes effective will be included when this date is later than the update issue date. A supersedure notice will list all previously published updates included in the new TO increment. Digital TOs will either include a title “page” or include all required information, warnings and notices in an opening screen view.

7.2.2 Abbreviated Title Pages. For TOs of eight pages or less, an abbreviated title page will be used and all updates will be issued as revisions, without a LEP.

7.2.3 List of Effective Pages (LEP). All page-based TOs, revisions, changes and TO Page Supplements (TOPS) contain an LEP (Figure 7-3) reflecting the dates of the basic or revision and any changes, and the change number of each page within the manual. LEPs, commonly called “A pages,” follow the title and T-2 pages. The first LEP is numbered “A” with additional LEPs, if required, numbered sequentially through the alphabet in capital letters. Under the “Page Number” column, all of the TO pages are listed. Pages in unbroken numerical sequence are listed as “i - vi,” “1-1 - 1-8,” “2-1 - 2-16,” etc. Under the “Change No.” column, the change numbers for each page or series of pages are listed, such as 1, 2, 3. A zero (0) indicates a blank page or an original issue page or group of pages of the TO. The words “Deleted,” “Added,” or “Blank” are shown between affected page numbers and the change number when applicable. Page-oriented digital TOs will also include an LEP.

7.2.4 Verification Status Pages (VSPs). VSPs will be included in PTOs and formal TOs containing unverified procedures. These pages will immediately follow the LEP and be formatted and numbered according to MIL-STD-38784. A WARNING shall be placed on the TO title page in accordance with MIL-STD-38784. VSPs must be reviewed to check the verification status before attempting to use any procedure. As procedures in a TO are verified, updates will be issued to revise the VSP, or delete it along with any verification-related warnings or notes once all procedures are verified. Digital TOs will also include a VSP or Verification Status screen.

7.2.5 Change Page Marking. The applicable change numbers are reflected next to the page number on each of the changed pages. Whenever feasible, change bars (vertical black lines in page borders) will indicate where new text changes in an update or revision occur. Corrections of minor inaccuracies of a non-technical nature such as spelling and punctuation will not be marked with a change bar unless the correction changes the meaning of instructive information and procedures. A

miniature pointing hand will be used to indicate updates to illustrations or line drawings. Shading and screening will be used to highlight updated areas on diagrams and schematics. Changes that alter procedures or technical information dependant upon the configuration of equipment, such as TCTO-related before and after data, will be differentiated by use of "Effectivity Codes" (see MIL-STD-38784, "Style of Writing" subparagraph on equipment applicability). The codes and associated meanings will be listed in the TO Foreword/Preface/Introduction. EXAMPLE: "1-2. (• - Prior to compliance with TCTO 1F-XXX-525)" and "1-2. (• - After compliance with TCTO 1F-XXX-525)" Page-oriented digital TOs will use similar markings to indicate changed data. Procedures for marking changed data in non-page-oriented digital TO files are TBD.

7.3 POSTING TECHNICAL ORDERS.

"Posting" is the process of incorporating updates into the organization's on-hand TOs, and is critical to ensure that TOs are maintained current and accurate for use. TOs on hand are considered current and may be used until a superseding/replacing update is received. This might be six to twelve weeks following the month in which the TO Catalog shows the new TO update as initially distributed (Action code = D).

7.3.1 Authorized Updates. Only update types listed in this TO are authorized for use. Questions about receipt of any other technical documents should be referred to the appropriate TO Manager. Interim Changes (ICs - AFI 33-360V1) are not authorized.

7.3.2 Supersedure Notices. Check the supersedure notice on the title page of the TO update to ensure that only those supplements and changes actually being superseded are removed/destroyed. If the supersedure notice states that only part of a TO is superseded, that part will be removed. If it cannot be removed, it will be marked out and a notation will be made on the title page reflecting the TO update that superseded the marked portion.

7.3.3 Foldout Pages. Foldout pages are collated at the back of a basic, revision, or change for distribution. The pages will be posted to the TO in the sequence listed in the List of Effective Pages (LEP).

7.3.4 Formal and Interim TO Supplements. Printed formal and Interim TO (ITO) supplements will be posted in inverse numerical sequence (highest number on top) in front of paper TO title pages. ITO files will be attached at the end of digital TO files to facilitate the use of TO.MART and maintain the integrity of hyperlinks between files. A note or comment will be added to the digital title page giving the location of the ITO file.

7.3.5 LEP Checks. Requirements for performing LEP checks during TO posting are in paragraph 4.11.4.

7.3.6 Posting Time Limits. All TOs will be posted within five work days from date received by the library custodian except for the following:

7.3.6.1 Interim supplements will be posted in the affected TO prior to use or within five work days of receipt, whichever is sooner.

7.3.6.2 TOs issued to individuals (see paragraph 4.8) will be posted prior to operating or maintaining equipment.

7.3.6.3 TOs assigned to dispatch kits or aircraft libraries on a short-term (10 days or less) TDY/deployment will be posted within five days of return to home station. When the TDY/deployment is expected to exceed this time, the TOs can be forwarded to the duty location for posting by deployed personnel within five days of receipt. For long-term (6 months or more) deployments, see paragraph 6.2.8.

7.3.6.4 Computer program operator manuals received prior to receipt of related computer programs will be held for filing until receipt of applicable media. Superseded manuals and related programs will be used until both the new programs and companion manuals are received and verified.

7.3.6.5 Air Force Reserve Command (AFRC) units, which are fully staffed only two days a month, will post routine TOs, changes and revisions during those two days. Routine and annual checks may also be performed during these two days. Interim TO safety and operational supplements and immediate and urgent action TCTOs will be posted by permanent party personnel within two work days after receipt.

7.3.6.6 Routine updates to TOs maintained at unattended Communication-Electronic (C-E) sites will be posted prior to use of the affected TOs.

7.3.6.7 TO updates for TOs to support training courses do not need to be posted when courses are not being held; however, before the courses are offered again, the TOs must be updated and maintained current during the course.

7.3.6.8 When time permits, home stations will forward TO updates to Training Detachment (TD) instructor personnel on extended TDY, who will post TOs within five work days of receipt. Otherwise, the instructors will post TOs within five work days after return to home station.

7.3.6.9 TODOs will distribute TOs and updates with effective dates upon receipt like any other TOs; however, existing TOs in the active library will not be updated or replaced until the effective date.

7.3.6.10 When TO updates will affect both the parent TO and associated checklists, the TODO will not distribute any of the updates until all are received.

7.3.6.11 The time limit for posting newly-received TO updates will not start until all earlier increments have been received (see paragraph 7.5.2.2 and paragraph 7.5.2.3).

7.4 TECHNICAL ORDER REVISIONS.

A revision is a second or subsequent edition of a TO that supersedes (replaces) the preceding edition. A revision incorporates all previous changes, supplements and new data that would normally have required a separate update into the basic TO. Revisions may be prepared to existing TO style and format or the current version of the governing military standard or detail specification (MIL-DTL), depending on cost effectiveness and usability as determined by the TO Manager.

7.4.1 The need for a revision will be based on factors such as the impact of changes and supplements on the usability of the TO, urgency of need for update, cost, quantity of stock on hand, and the existence of a reprint merging existing updates.

7.4.2 When data on an FMP scroll or digitized checklist (one displayed on a video display terminal in the aircraft) changes, the complete checklist is revised.

7.4.3 Posting Revisions. The title page, including the supersedure notice will be checked against the title page of the superseded TO. If no discrepancy exists, the replaced TO will be removed and the revision filed in its place. When checked data are not in agreement, the discrepancy must be resolved; contact the appropriate TO Manager if necessary. Posting will be completed if possible, and discrepancies will be annotated on the LEP.

7.5 TECHNICAL ORDER CHANGES.

Changes are issued when only part of the existing TO is affected. TO changes are assigned the same TO number as the basic TO, with a PSN identifying the change number. A change title page has the word CHANGE, a change number and a change date added at the bottom right corner of the title page. New pages in a TO change replace the corresponding numbered pages in the existing TO. Routine updates to digital TOs shall be formatted for the TO presentation/viewing software, and shall be produced with the basic and change(s) merged into a single, updated TO file.

7.5.1 If a TO change contains new material that cannot be included on an existing page, new pages are inserted between or after the affected pages: added pages are assigned the preceding page number and a suffix, such as 2-2.1 or 2-2A, etc., depending on the style of the manual, and will be consistent throughout the manual. Pages added at the end of a chapter or section continue the page numbering in normal sequence. Blank pages are used as needed to avoid renumbering or issuing more than the minimum number of subsequent pages.

7.5.2 Posting TO Changes.

7.5.2.1 The basic date on the title page of the change will be checked against the basic date of the title page to be replaced. Annotations will be transferred from the old to the new TO title page, as required. The changed and added pages will be inserted into the TO. The replaced and deleted pages will be removed and destroyed according to the Disposition or Handling and Destruction Notice (paragraph 6.1.1.4).

7.5.2.2 Changes received before the basic TO affected will be held (not posted) until receipt of the TO. Records will be checked to ensure that initial distribution requirements for missing TOs have been established and that missing TOs have been requisitioned.

7.5.2.3 If an earlier change is missing, the later change on hand will be held for receipt of the missing change. The TO title page will be annotated to reflect the missing change. The missing change or complete basic TO, as appropriate, will be requisitioned and records checked to ensure that subscriptions have been established. When the missing change is received, all changes will be posted.

7.5.2.4 For the following issues, contact the TO Manager and submit a Recommended Change (RC) if required to correct the error:

7.5.2.4.1 When a page is indicated on the LEP as a changed page, but the change number has been omitted from the listed change page;

7.5.2.4.2 When a changed page is received that is not listed as such on the LEP, write the correct page listing in the proper place on the LEP;

7.5.2.4.3 When the LEP reflects a changed page that is not included in the change package, mark the LEP and the page which was supposed to be replaced “Page not received with change;” and

7.5.2.4.4 When a change is received with a publication date later than the date reflected on the LEP, the LEP will be corrected.

7.5.2.5 If the basic date on a changed title page does not agree with the basic date of the TO in the library, the TO catalog will be checked to determine the correct basic date and appropriate action will be taken to obtain the correct TO or report/correct the discrepancy.

7.5.2.6 Changes to some new TOs may contain a Change Record page to provide a permanent change record. The change record page will be posted as the first right-hand page following the LEP.

7.5.2.7 Appendixes. Appendixes are continuations of basic TOs and are posted in alphanumeric sequence following the basic TO or the preceding appendix.

7.5.2.8 When an Air Force TO supplement revises information in another services TM adopted for Air Force use, the information is applicable only to the Air Force. Updates to other services TMs are generated in the same style and format as the basic manual. See paragraph 2.7 for additional practices.

7.5.2.9 Department Of The Army (DA) Publication Changes. Changes to unbound (loose-leaf) DA publications are normally issued on a replacement page basis, and are handled like Air Force TOs. Changes to DA bound publications will be posted intact in numerical sequence following the basic publication.

7.5.3 Rapid Action Changes (RACs). RACs are merely digital TO Change files distributed electronically, used in place of interim supplements (paragraph 6.6). RACs will not be used if update timelines can be met by a routine in-work change, or it is cost effective to produce an out-of-cycle change.

7.5.3.1 A RAC will include, as a minimum, the TO title page, List of Effective Pages (LEP), at least one page changed by the Emergency or Urgent update, and a corresponding backing page for each changed page (to support paper users). The title page must include a Supersedure Notice identifying the affected TO basic date and superseded changes and supplements. RACs are formatted to allow seamless merging with the basic TO file. If a RAC cannot be merged with its basic TO, the data must be hyperlinked to the affected location in the TO.

7.5.4 Posting RACs.

NOTE

Variations to the below procedures are authorized, pending full implementation of the TO Vision and CONOPS.

7.5.4.1 RACs will be merged with digital TO files by the TCM or TO Manager, and the merged file (along with a copy of the RAC itself) will be uploaded on an Internet FTP site for distribution. TODOs will be notified by DMS AL/PDL message of the FTP site, and will download the appropriate files for redistribution to subordinate TODAs. For users of paper TOs, the RAC file will be printed and/or copied double-sided for posting like any other TO change. For digital TO users, the merged digital file will be used in place of the previous digital version. LEP checks are not required for the merged digital file.

7.5.4.2 TODO/TODA account records (ATOMS files) for the affected TO must be updated to document receipt of the RAC for all using accounts.

7.6 TECHNICAL ORDER SUPPLEMENTS.

Supplements are issued to augment or change data in the basic TO without replacing the existing pages. Supplements will have the same title as the supplemented TO, but will be assigned a specific TO number, differing from the affected basic TO number by addition of suffixes (see TO 00-5-18). Supplements are integral parts of the basic publication and will be maintained in all libraries where the basic is required. Supplements list the affected page, paragraph, figure number, etc., and provide the added, changed or deleted information. Authorized types are formal Operational and Safety Supplements (OS, SS) and Interim Operational and Safety Supplements (IOS, ISS), TO Page Supplements (TOPS), and formal and interim TCTO supplements. TCTO supplements are covered in TO 00-5-15. The use of supplements and TOPS is strictly controlled to prevent degradation of TO usability. Use TO changes and revisions instead of formal OS and SS or TOPS; and use RACs instead of IOS and ISS, to the maximum extent possible.

7.6.1 General. Some policies apply to all types of supplements. These are:

7.6.1.1 Supplementing supplements is not authorized.

7.6.1.2 Do NOT issue supplements to isolate classified material so unclassified basic TOs can be published. Issue supplemental TOs (paragraph 2.6) instead.

7.6.1.3 Supplements can be cumulative or non-cumulative. A cumulative supplement supersedes all other active supplements and includes all previously published information not already incorporated into the basic TO. Non-cumulative supplements are independent of other unincorporated supplements.

7.6.1.4 Whenever the added, changed or deleted information is applicable to more than one TO, individual supplements will be issued for each TO involved.

7.6.1.5 When changed data in a supplement is not fully incorporated in the next TO update, the unincorporated data will be reissued as a new supplement. If a supplement will not be incorporated (paragraph 7.6.4.10.1), it must be reissued when a TO revision is issued.

7.6.1.6 Rescinded supplements will not be reinstated. A new supplement will be issued when necessary to include valid data from a rescinded supplement.

7.6.1.7 Issue Safety Supplements only to correct conditions involving possible fatality or serious injury to personnel, or extensive damage or destruction of equipment or property. Issue Operational Supplements to change information in TOs when work stoppages, production stoppages or mission essential operational deficiencies are involved.

7.6.1.8 Formal and interim supplements for use with FMP publications will include a supplement status page (Figure 7-6).

7.6.1.9 Whenever possible, supplements (including TOPS) containing TCTO related data shall be distributed to only those operational and management units affected by the TCTO. Formal TO updates, issued to incorporate the supplements, will be distributed to all units possessing the TOs.

7.6.1.10 If the data in a supplement affects both a TO and the associated checklists/workcards, separate supplements or formal changes shall be issued for each publication.

7.6.2 Formal Supplements.

7.6.2.1 Formal Operational and formal Safety Supplements will only be issued to update:

- TMs managed by other services,
- commercial manuals,
- FMP publications (according to AFI 11-215), and
- other TOs with temporary updates (with the express permission of the Lead Command functional manager). (Examples: reduced power levels or additional safety precautions pending completion of a TCTO).

7.6.2.2 Supersede formal supplements directing permanent TO updates in the next routine TO change or revision, not to exceed one year after issue. Formal supplements containing temporary data (e.g., flight restrictions pending completion of inspections or other TCTOs, before data for TCTOs with a compliance period less than two years) may remain active for up to 30 months. Formal OS and SS are posted in the same manner as interim supplements.

7.6.2.3 Routine formal supplements are only issued to TCTOs, commercial manuals and publications such as Army manuals adopted for Air Force use. Routine supplements to TCTOs are covered in TO 00-5-15. Routine supplements to commercial manuals are transmitted via Identifying Technical Publication Sheets (ITPS) covered in paragraph 7.6.7 and MIL-HDBK-1221. Routine supplements shall not be issued as Interim TOs or RACs. Routine supplements are posted in back of the TO.

7.6.2.4 For joint-use TMs, each service is responsible for publishing service unique supplements when the need arises. The lead service TCM and the TCMs from using services must establish standard update procedures to ensure that urgent and routine information is provided to TM users in the appropriate time frames. TCMs must review technical content changes prior to publication by the lead service, determine applicability and distribute only those applicable to the using service.

7.6.3 TO Page Supplements (TOPS). TOPS shall not be used to update TOs except for systems with ongoing modification programs, and then only with the express written permission of the Lead Command for the system. TOPS shall not be used to update digital TOs for any reason. For other systems and end items, information formerly provided via TOPS must be issued in TO changes or RACs. Where both before and after modification data is required (as with TCTO-related changes), effectivity codes (paragraph 7.2.5) should be used to differentiate between paragraphs applicable to different versions/modifications of the affected equipment. Supersede TOPS directing permanent TO updates in the next routine TO change or revision, not to exceed one year after issue. TOPS with temporary updates may remain in effect for up to 30 months.

7.6.3.1 TOPS are issued to supplement individual pages of a TO. TOPS are printed on green paper to distinguish them from other supplements. TOPS have the same title as the basic TO. TOPS are listed in the TO Catalog following the basic TO, latest TO change, and safety and operational supplements. TOPS can be cumulative or non cumulative. A cumulative TOPS contains only new or changed TOPS data pages, even though it lists all unreplaced pages from prior TOPS. Unchanged TOPS data pages are not reissued. Users do not remove unchanged TOPS pages from affected TOs.

7.6.3.2 TOPS pages will not be removed from active TOs unless the TOPS is listed in the supersedure notice on the title page of a TO change, TOPS, supplement, or revision; or the specific TOPS number appears as deleted or replaced in the TO catalog or latest TOPS title page.

7.6.3.3 TOPS use an abbreviated title rather than a full title page, with an LEP directly below the title block. TOPS data pages include the TOPS number and page number centered at the page top and bottom, respectively. TOPS page numbers are the same as the modified TO page. If more than one TOPS page applies to a TO page, the second and subsequent pages are numbered ".1," ".2." etc. TOPS pages which were the result of a TCTO or which supersede other TOPS pages are so marked. Each TOPS page contains only that data actually changed on the facing page in the TO, in the same location as on the facing page.

7.6.4 Interim Operational and Safety Supplements (Figure 7-4 and Figure 7-5). RACs will be used in place of IOSs and ISSs whenever the RACs can be issued within the required response times (48 hours for Emergency or 40 days for Urgent). AFMCI 21-302 provides the requirements for development, coordination and approval, notification and distribution of interim supplements, RACs and interim TCTOs.

7.6.4.1 Interim Supplements or Rapid Action Changes (RACs) may only be used for Emergency and Urgent situations (see definitions, Chapter 9). Managers must include interim supplements in the next routine TO update (see exceptions, paragraph 7.1.1 and paragraph 7.6.4.10.1).

7.6.4.2 Issue Emergency IOSs when the using command is unable to achieve or maintain operational posture (MISSION ESSENTIAL), including field-level work stoppage. Issue Urgent IOSs for situations that reduce operational efficiency or probability of mission accomplishment, replacements for EPA Hazardous Materials (HAZMAT) and Ozone Depleting Substances (ODS), or cases that could result in over $25,000 or 1000 man-hours annual savings to the Air Force.

7.6.4.3 Issue Emergency ISSs when safety deficiencies **WOULD** result in a fatality or serious injury to personnel, or when extensive damage or destruction of equipment or property is involved. Issue Urgent ISSs when safety deficiencies **COULD** cause these conditions.

7.6.4.4 ITO messages addressing conditions which could result in fatality or serious injury to personnel, extensive damage or destruction of equipment, or inability to maintain a mission-essential operational posture will be assigned Defense Message System (DMS) "Immediate" precedence. All others will be sent using DMS Priority (precedence).

7.6.4.5 Use the same precedence for information addresses only if all addressees require the message with the same urgency. Addressees and message subject matter should be reviewed by the originator to determine whether addressees not operating on 24-hour a day schedule require immediate delivery warranting recall of personnel to handle the message, or if

delivery could be delayed until reopening of the station. If delay is acceptable, an appropriate notation should be made at the start of the message text.

7.6.4.6 When formatted pages can be distributed with an interim supplement (using email, fax or DMS), temporary checklist/workcard pages may be included with the basic TO supplement. Temporary pages will be locally reproduced as needed - requisitions cannot be submitted.

7.6.4.7 ISSs and IOSs affecting FMP TO checklists will be issued against the basic TO rather than against the checklist. The FMM must issue an ISS or IOS within 48 hours after receipt of MAJCOM approved and validated information. The interim supplement must include instructions authorizing write-in changes to the checklist, as well as changes to any affected integrated checklist. When safety-of-flight is involved, the FMM may authorize write-in changes to scroll checklists.

7.6.4.8 When an ISS or IOS is issued to a missile system operations manual that affects checklist procedures, crewmembers may make write-in changes to the affected checklist provided it is specifically authorized by the supplement.

7.6.4.9 When an ITO is published, it will be assigned a PSN and indexed in JCALS. ITOs indexed in JCALS will be reflected in the TO catalog with a “Y” in the INT IND (Interim Indicator) column. Field activities will request copies of missing ITOs via e-mail or telecon directly from the TO Manager listed in the TO Catalog. ITOs cannot be ordered using ATOMS or JCALS.

NOTE

ISSs and IOSs remain in effect until specifically incorporated, superseded or rescinded, no matter how long the period.

7.6.4.10 Except as indicated below, an ISS will be replaced within 40 calendar days from the message date by a TO change or revision. An IOS will be incorporated in the next scheduled formal TO change or revision, but not later than 365 calendar days from the message date.

7.6.4.10.1 ISSs and IOSs issued to provide temporary instructions (e.g., restrictions to operating parameters pending completion of a TCTO, use of prototype equipment for flight test, etc.) may remain active until completion of the task or project or for 30 months, whichever is shorter.

7.6.4.10.2 Temporary FMP checklist pages transmitted with ISSs and IOSs will be replaced by concurrent issue of a TO change or revision to both the FMP TO and the related checklist. The TO change or revision, as appropriate, is prepared after the FMM has validated and refined the contents of the interim, and has requested issuance.

7.6.5 Posting Supplements.

7.6.5.1 Post supplements IAW Figure 7-8. When a single block of sequential numbers has been used to number both Safety and Operational supplements (formal or interim), the supplements will not be separated by type; if there are separate numbering sequences, safety supplements will be posted in front of operational supplements. Each FMP supplement status page will remain with the parent supplement.

7.6.5.2 If work packs are filed separately from the basic TOs, a copy of applicable safety and operational supplements must be posted with each work pack.

7.6.5.3 Temporary pages to checklists and workcards received with a supplement to the TO or Flight Manual will be posted in accordance with the instructions provided in the supplement. Receipt of these temporary pages will not be recorded in ATOMS or JCALS.

7.6.5.4 If TO users determine that a TO has become a problem due to the number and character of supplements, the organization PIM should notify the weapon system OPR at the parent MAJCOM. The parent MAJCOM, if not Lead Command for the Weapon System, will request the Lead Command to notify the SM or SCM. The SM/SCM will direct a TO review by the assigned TO Manager, TCM, and user representatives to verify the problem and determine the most effective remedy (change or revision).

7.6.5.5 Posting TOPS. The TOPS title page will be filed in front of, and facing the same direction as, the existing TO title page. The title pages of active TOPS are posted in reverse numerical sequence in front of the basic title page (cumulative TOPS title pages supersede previously issued title pages).

7.6.5.5.1 The TOPS data pages will be posted facing the affected TO page.

7.6.5.5.2 When pages from more than one TOPS affect the same TO page, post the most recent TOPS page directly facing the affected TO page (TP-3 on top of TP-2, etc.)

7.6.5.5.3 When the data supplementing an individual page cannot be accommodated on a single TOPS page, the TOPS continuation pages will be posted opposite the supplemented page in ascending sequence. For example, when supplementing page 6-10, TOPS page 6-10 will be posted facing page 6-10. TOPS continuation page 6-10.1 will be posted behind TOPS page 6-10, etc. When a TOPS continuation data page is superseded by another TOPS continuation data page with the same page number, the new page will be posted in page number sequence instead of TOPS number sequence.

7.6.5.5.4 When a change to the TO supersedes TOPS pages that are part of a cumulative TOPS, line out the superseded TOPS and associated data pages and annotate the supersedure on the TOPS LEP. Remove superseded data pages.

7.6.6 Annotating Supplements.

7.6.6.1 Annotate references to posted supplements on the TO title page. Annotate the reference to TCTO supplements on the first page of the basic TCTO. Annotate the reference to a supplement affecting an individual maintenance work package on the title page of the basic TO. When the work package is separated from the basic TO, also annotate the reference on the work package title page.

7.6.6.2 If a supplement is missing, annotate the TO title page to reflect the missing supplement.

7.6.6.3 To indicate that a particular paragraph is supplemented, circle the paragraph number and write the supplement number next to the paragraph in pencil.

7.6.6.4 Do not obliterate or physically remove deleted or replaced paragraphs and pages from the TO unless specifically directed to do so by the supplement.

7.6.6.5 Supplements to aircraft flight manuals need not be referenced on the title page. Each flight manual and flight manual supplement contains a status page that lists all outstanding supplements as of the publication date. Annotating supplemented items in flight manuals is mandatory in accordance with AFI 11-215.

7.6.6.6 Annotating the TO paragraphs or sentences affected by a TOPS is a MAJCOM option.

7.6.7 Identifying Technical Publications Sheets (ITPS).

7.6.7.1 An ITPS (Figure 7-8) is considered and numbered as a routine supplement, and is issued according to MIL-HDBK-1221 to identify a change or supplement to a commercial or contractor manual. An ITPS will not be issued solely to add the TO number, distribution/destruction/export control statements and date to an unmodified commercial manual if these were assigned prior to distribution and there is sufficient clear space on the existing title page to overprint or stamp the required data. The actual change or supplement for the commercial manual (if required by MIL-HDBK-1221) will be developed according to MIL-STD-38784 and any content MIL-SPECs applicable.

7.6.7.2 Posting ITPS. Upon receipt of an ITPS, annotate the TO number in the upper right corner of the basic manual title page if it is not already shown. Reference the ITPS supplement number on the title page. Post any insert pages within the manual. Post ITPS in alphanumeric (or date) order immediately following the basic publication.

7.7 DIGITAL MEDIA.

New-start acquisition programs are required to purchase digital data IAW Air Force TO MILSPECs, rather than accepting hard-copy deliveries (TO 00-5-3). The goal is to enable the development, update, storage, distribution and use of TOs and other technical data via worldwide standards.

7.7.1 There are two digital TO environments; wholesale (authoring and editing) and retail (using).

7.7.1.1 At the wholesale level, tech data will be acquired and organically sustained in Standard Generalized Markup Language (SGML) files tagged according to AF Digital Support Suites (DSSs - see definitions). For contractor maintained TOs all efforts should be made to acquire SGML-tagged files using the AF DSSs, but this might not be practical due to the cost.

7.7.1.1.1 SGML-tagged files are the desired format because the files are not only fully editable, but are also “intelligent” files: that is, the tags will allow using the same data in multiple applications (repurposing), using the same file in multiple

output formats, making in-depth data searches, linking related data and illustrations, and adding interactivity to the TO. These capabilities improve both the management of the TO itself and its use in the field.

7.7.1.1.2 Other digital formats are currently being used by some weapon systems, but the goal is to ensure use of standardized formats portable between weapon systems and platforms.

7.7.1.2 At the retail level, the Lead Command (in coordination with the other using commands) will determine the digital functionality requirements needed to enhance the operators and maintainers ability to perform the mission. These requirements will determine the digital delivery format (i.e. Type 2 Interactive Electronic Technical Manuals (IETMs), eXtensible Markup Language, HyperText Markup Language, Indexed Portable Document Format, etc) to be derived from the SGML source data.

7.7.2 Supplementing Digital TOs. Procedures for developing and disseminating supplements to digital TO files are located on the TO System Information page (URL: http://www.ide.wpafb.af.mil/toprac/interim.htm).

7.7.3 MAJCOM and Base Supplements.

7.7.3.1 When a MAJCOM publishes an MPTO supplement it will be numbered to identify the command and the TO number, but without reference to the term “TO” or “TM.” Base supplements must adhere to the same requirements as MAJCOM supplements. A single organization will be assigned responsibility to ensure supplements include the requirements of all users. The MAJCOM or base OPR will provide information copies of published supplements to the CTOM Committee representative for the MAJCOM/base.

7.7.3.2 Supplements shall adhere to standard format, page size and drilling requirements of the basic TO. The preparing activity will determine the quantity and distribution of the supplement. Additional copies must be provided as follows (see Table 9-1 for ALC addresses):

All 00-5-series TOs	HQ AFMC/ENBP 4375 Chidlaw Rd, Ste 6 WPAFB OH 45433-5006
TOs 00-5-1 & 00-5-3	OC-ALC/LGLDT/LGLUB
TO 00-5-15	WR-ALC/LGED
TO 00-25-172	HQ AFMC/SES 4170 Hebble Creek Rd, Ste 2 WPAFB OH 45433-5645

7.7.3.3 MAJCOM and base supplements will be posted in alphanumeric sequence following the basic publication with MAJCOM supplements first and base supplements next.

7.7.3.4 ANG units will file gaining MAJCOM supplements after any base supplements in the affected TO, marked for reference only.

7.7.3.5 Supplements to Aircraft or Missile Inventory (-21) TOs. MAJCOMs may supplement -21 TOs to show assets that are unique to a particular MDS and peculiar to the MAJCOM (AFI 21-103, Equipment Inventory, Status, and Utilization Reporting, Chapter 9). The supplement will be numbered in the same manner as a supplement to an MPTO. A copy of all -21 supplements must be sent to HQ USAF/ILMM, ANG/LGMM and HQ AFRC/LGMM.

7.7.3.6 MAJCOM Supplements to Digital TOs. Use the procedures on the TO System Information page to develop and integrate MAJCOM and Base supplements with the affected digital TO. Upload the TO file with notes and attached supplement to a MAJCOM Internet server or Base Local Area Network (LAN) server. Notify MAJCOM/Base digital TO users of the file location, and direct use of the supplemented MAJCOM/Base file. For paper TO users, TODOs will download the file and print and reproduce sufficient copies of the attached supplement to satisfy local requirements. Annotate paper TOs according to paragraph 7.6.6.3.

7.8 LOCAL TECHNICAL DATA.

The following procedures will be used when issuing locally prepared workcards, checklists, job guides or page supplements (see paragraph 2.10.3 for restrictions). The Operations and/or Logistics Group Commander(s) or other office determined by the MAJCOM will sign the title pages. MAJCOMs will publish policies for management of other locally prepared data.

7.8.1 Apply the same dissemination controls as the basic TO to any local workcards, checklists, job guides or page supplements developed, and establish procedures to ensure that the local data is maintained current with the source TO. Local data must include a title page with the number, title and date of the TO affected, the issue date of the local document, an LEP,

locally generated pages and posting instructions. Local workcards, checklists and job guides are not interfiled in TO binders with the related TO.

7.8.2 The preparing activity will assign individual identification numbers to local workcards, checklists, job guides and page supplements for control purposes. TO numbers alone will not be used to identify local data, but can be used as a part of the identification number. Identification numbers shall consist of LWC (workcard), LCL (checklist), LJG (job guide) or LPS (page supplement) followed by the originating organization designation and the TO number or a designator selected by the originator.

7.8.3 Local Page Supplements. The front matter of page supplements is filed in front of the TO title page. Page supplements should be printed on colored paper (other than green) to distinguish them from other TO increments. Workcard page supplements that establish additional inspection requirements can use any format that provides all applicable data captions. Procedures for local page supplements will normally be similar to those for TOPS (paragraph 7.6.3).

7.8.4 Copies of all locally developed workcards, checklists, job guides, and page supplements may be forwarded by cover letter to the MAJCOM or gaining command to be reviewed for command-wide application (MAJCOM option). Those adopted command-wide may be forwarded to the SM or SCM for consideration for Air Force-wide application. EXCEPTIONS: Local workcards for “training use only” aerospace vehicles and support equipment will be kept at the local level. Local workcards for ground CE equipment (except CRYPTOLOGIC equipment) that is not listed in the REMIS SRD push down table will be retained at the local level.

T.O. 00-20-5-1-3

TECHNICAL MANUAL

INSTRUCTIONS FOR JET ENGINE PARTS TRACKING OF OC-ALC/LPA MANAGED ENGINES

(ATOS)

THIS PUBLICATION SUPERSEDES INTERIM OPERATIONAL SUPPLEMENT, TO 00-20-5-1-3S2, DATED 15 JANUARY 2002, TO 00-20-5-1-3S1, DATED 12 JANUARY 2002, TO 00-20-5-1-3 DATED 1 MARCH 1991, TO 00-20-5-1-4 DATED 15 DECEMBER 1991, 00-20-5-1-5 DATED 1 MAY 1993, TO 00-20-5-1-6 DATED 1 MAY 1993, TO 00-20-5-1-7 DATED 1 OCTOBER 1990, TO 00-20-5-1-8 DATED 15 APRIL 1989 INCLUDING ALL SUBSEQUENT CHANGES AND SUPPLEMENTS.

DISCLOSURE NOTICE: This information is furnished upon the condition that it will not be released to another nation without the specific authority of the Department of the Air Force of the United States, that it will be used for military purposes only, that individual or corporate rights originating in the information, whether patented or not, will be respected, that the recipient will report promptly to the United States, any known or suspected compromise, and that the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States. Also, regardless of any other markings on the document, it will not be downgraded or declassified without written approval of the originating United States agency.

DISTRIBUTION STATEMENT: Distribution authorized to the DoD and U.S. DoD contractors only, Administrative or Operational Use, 1 June 2002.. Other requests shall be referred to OC-ALC/LPARP, Tinker AFB, Oklahoma 73145-3031.

WARNING: This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., Sec 2751 et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App. 2401, et seq. Violation of these export-control laws is subject to severe criminal penalties. Dissemination of this document is controlled under DoD Directive 5230.25.

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

Published under authority of the Secretary of the Air Force

1 JUNE 2002 **CHANGE 3 - 31 MAY 2003**

H8900038

Figure 7-1. Example of a TO Title Page IAW MIL-STD-38784

T O 1F-16CG-2-31JG-00-1

DISCLOSURE NOTICE

This information is furnished upon the condition that it will not be released to another nation without the specific authority of the Department of the Air Force of the United States, that it will be used for military purposes only, that individual or corporate rights originating in the information, whether patented or not, will be respected, that the recipient will report promptly to the United States, any known or suspected compromise, and that the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States. Also, regardless of any other markings on the document, it will not be downgraded or declassified without written approval of the originating United States Agency.

DISTRIBUTION STATEMENT

Distribution is authorized to Department of Defense (DOD) components only (Direct Military Support). Other requests for this document shall be referred to ASC/YPL, Wright-Patterson AFB, OH 45433-6503.

EXPORT CONTROL NOTICE

WARNING: This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C. Sec. 2751 et seq) or the Export Administrative Act of 1979 as amended (Title 50, U.S.C. app. 2401 et seq). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of AFR 80-34.

HANDLING AND DESTRUCTION NOTICE

Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of the document.

T-2 Change 9

H9400003

Figure 7-2. Example of a T-2 Page

T.O. 15A8-5-64-8-1

INSERT LATEST CHANGED PAGES. DESTROY SUPERSEDED PAGES.

LIST OF EFFECTIVE PAGES

NOTE: The portion of the text affected by the changes is indicated by a vertical line in the outer margins of the page. Changes to illustrations are indicated by miniature pointing hands. Changes to wiring diagrams are indicated by shaded areas.

Dates of issue for original and changed pages are:

Original	0	15 July 1976	Change	3	1 February 1984
Change	1	15 March 1983	Change	4	1 January 1989
Change	2	15 September 1983	Change	5	1 September 1994

TOTAL NUMBER OF PAGES IN THIS PUBLICATION IS 234, CONSISTING OF THE FOLLOWING:

Page No.	*Change No.	Page No.	*Change No.	Page No.	*Change No.
Title	**5**	3-99 - 3-135	2		
A	**5**	3-136 Blank	2		
a	4	4-1	4		
b Blank	4	4-2 Blank	4		
i - ii	4	Glossary 1 - Glossary 2	4		
1-1	3				
1-2	4				
1-3	2				
1-4 Blank	2				
2-1	4				
2-2	2				
3-1 - 3-2	**5**				
3-3 - 3-4	1				
3-4A - 3-4B	3				
3-4C - 3-4H	4				
3-5	4				
3-6	2				
3-6A - 3-6B	2				
3-7 - 3-8	2				
3-9 - 3-10	4				
3-10A	2				
3-10B	4				
3-10C - 3-10D	2				
3-11 - 3-66	0				
3-66A - 3-66H	2				
3-66J - 3-66N	2				
3-66P - 3-66V	2				
3-66W	4				
3-66X	2				
3-66X1	4				
3-66X2 Blank	4				
3-66Y	3				
3-66Z	2				
3-66AA - 3-66AH	2				
3-66AJ - 3-66AN	2				
3-66AP - 3-66AZ	2				
3-66BA - 3-66BH	2				
3-66BJ - 3-66BN	2				
3-66BP - 3-66BT	2				
3-67 - 3-83	0				
3-84 - 3-89	2				
3-90 - 3-98	0				

*Zero in this column indicates an original page

A Change 5 USAF

H9404286

Figure 7-3. Example of a List of Effective Pages

{Message Precedence -- DMS Immediate or Priority (dependent upon urgency of subject)}

FROM: AFMC ORGANIZATION//SINGLE MANAGER'S OFFICE SYMBOL//

TO: DMS MAIL LIST OR PERSONAL DISTRIBUTION LIST (ML or PDL), AS APPROPRIATE {See AFMCI 21-302}

OC-ALC/TINKER AFB OK//TILUB// {**MANDATORY**}

UNCLAS EFTO

SUBJ: INTERIM (SAFETY or OPERATIONAL) SUPPLEMENT T.O. (Supplement number), DATED (date)

1. THIS PUBLICATION SUPPLEMENTS T.O. (number), DATED (date), TITLE: (title of basic T.O.). {When applicable, enter} "THIS MESSAGE SUPERSEDES INTERIM {SAFETY or OPERATIONAL} SUPPLEMENT T.O. (supplement number),DATED (date)." A SUITABLE REFERENCE TO THIS SUPPLEMENT WILL BE MADE ON THE TITLE PAGE OF THEBASIC PUBLICATION. COMMANDERS ARE RESPONSIBLE FOR BRINGING THIS SUPPLEMENT TO THE ATTENTIONOF ALL AFFECTED AF PERSONNEL. MAJCOMs, FOAs, AND DRUs ARE RESPONSIBLE FOR RETRANSMITTINGTHIS {ISS or IOS}TO SUBORDINATE UNITS NOT INCLUDED AS ADDRESSEES ON THIS MESSAGE.

2. DISTRIBUTION STATEMENT (IAW DODD 5230.24 and AFI 61-204).

3. {When applicable enter} DISCLOSURE NOTICE (IAW MIL-STD-38784).

4. {When applicable enter} EXPORT CONTROL WARNING (IAW DODD 5230.24 and AFI 61-204).

5. {When applicable enter} HANDLING AND DESTRUCTION NOTICE (IAW MIL-STD-38784).

6. PURPOSE: THIS SUPPLEMENT IS ISSUED TO AMEND THE BASIC PUBLICATION.

7. INSTRUCTIONS:

A. PAGE (number). PARAGRAPH (number) IS (specific action, e.g., "amended to read," "deleted in its entirety," "amended toadd the following subparagraph," etc.)

B. PAGE (number). PARAGRAPH (number) IS (etc.)

8. THE TECHNICAL CONTENT MANAGER (TCM) FOR THIS SUPPLEMENT IS (name, office symbol, DSN/Commercial phone number, e-mail address). THE TO MANAGER FOR THIS SUPPLEMENT IS (name, office symbol, DSN/Commercial phone number, e-mail address).

THE END

H0313980

Figure 7-4. Format for Interim Safety/Operational Supplement (Except FMP Publications)

{Message Precedence -- DMS Immediate or Priority (dependent upon urgency of subject)}

FROM: AFMC ORGANIZATION//SINGLE MANAGER'S OFFICE SYMBOL//

TO: DMS MAIL LIST OR PERSONAL DISTRIBUTION LIST (ML or PDL), AS APPROPRIATE {See AFMCI 21-302}

OC-ALC/TINKER AFB OK//TILUB// {**MANDATORY**}

UNCLAS EFTO

SUBJ: INTERIM (SAFETY or OPERATIONAL) SUPPLEMENT T.O. (Supplement number), DATED (date)

1. THIS PUBLICATION SUPPLEMENTS FLIGHT MANUAL (number), DATED (date), TITLE: (title of basic T.0.), CHANGE-NO. (number), DATED (date). {When applicable, enter} "THIS MESSAGE SUPERSEDES INTERIM {SAFETY or OPERA-TION-AL} SUPPLEMENT T.O. (supplement number), DATED (date)." COMMANDERS ARE RESPONSIBLE FOR BRING-ING THIS SUPPLEMENT TO THE ATTENTION OF ALL AFFECTED AF PERSONNEL. MAJCOMs, FOAs, AND DRUs ARERESPON-SIBLE FOR RETRANSMITTING THIS {ISS or IOS} TO SUBORDINATE UNITS NOT INCLUDED AS ADDRESSEESON THIS MESSAGE.

2. DISTRIBUTION STATEMENT (IAW DODD 5230.24 and AFI 61-204).

3. {When applicable enter} DISCLOSURE NOTICE (IAW MIL-STD-38784).

4. {When applicable enter} EXPORT CONTROL WARNING (IAW DODD 5230.24 and AFI 61-204).

5. {When applicable enter} HANDLING AND DESTRUCTION NOTICE (IAW MIL-STD-38784).

6. NOTICE TO AIRCREWS:

WRITE THE NUMBER OF THIS SUPPLEMENT ALONGSIDE THE CHANGED PORTION OF THE FLIGHT MANUAL.{When applicable, enter } ABBREVIATED FLIGHT CREW CHECKLISTS ARE AFFECTED BY THIS SUPPLEMENT. PENAND INK WRITE-INS ARE AUTHORIZED TO ACCOMPLISH THE INSTRUCTIONS OF THIS SUPPLEMENT.

7. PURPOSE: THIS SUPPLEMENT IS ISSUED TO AMEND THE BASIC PUBLICATION.

8. INSTRUCTIONS:

A. ON PAGE (number), THE FIRST PARAGRAPH OF (paragraph header) IS (specific action, e.g., deleted, changed to read,add new sentence, etc.).

B. ON PAGE (number), THE (number) PARAGRAPH OF (paragraph header) IS (etc.)

9. THE FLIGHT MANUAL MANAGER FOR THIS SUPPLEMENT IS (name, office symbol, DSN/Commercial phone number, e-mail address).

10. STATUS PAGE:

A. CHECKLISTS AFFECTED:

(List all checklists affected by checklist number, date, and change numbers and dates)

B. SAFETY AND OPERATIONAL SUPPLEMENTS:

(List all current and effective supplements by number, date, and short title.)

THE END

H0313981

Figure 7-5. Format for FMP Publication Interim Safety/Operational Supplements

STATUS PAGE

This page is published with each formal Safety and Operational Supplement for flight manual program publications. It contains a listing of the affected flight manual and its related supplements and checklists current on the date of this publication. Changes or Revisions in production are shown in parentheses. ( )*.

AIRCREW FLIGHT MANUAL	DATE	CHANGE NO. AND DATE	
T.O. 1C-135(R)S-1	15 Oct 69	44	10 Oct 84

FLIGHT CREW CHECKLISTS	DATE	CHANGE NO. AND DATE	
T.O. 1C-135(R)S-1CL-1	10 Oct 78	17	10 Oct 84
T.O. 1C-135(R)S-1CL-2	15 Oct 69	30	10 Oct 84
T.O. 1C-135(R)S-1CL-4	10 Feb 78	8	10 Jun 84

SAFETY AND OPERATIONAL SUPPLEMENTS	DATE	SHORT TITLE
1S-21(I)	20 Nov 84	Hard Landings
1S-22(I)	11 Dec 84	ARR System Purge
1S-23	15 Jan 85	IFQ/CGS Fuel System

*Estimated distribution date ---

H9262613

Figure 7-6. Example of an FMP Status Page

PUBLICATION NUMBER (TM Designator)

IDENTIFYING TECHNICAL PUBLICATION SHEET
FOR
COMMERCIAL MANUAL/SUPPLEMENTAL DATA
(Supersedure notice or other notes if any)

1. **PURPOSE:** This Identifying Technical Publication Sheet is issued for the purpose of identifying an authorized commercial manual for Air Force use and for providing supplemental information thereto.

MANUFACTURER: (Name, address, and telephone number)
PURCHASE ORDER NO.: (If furnished by the acquiring activity)
REQUISITION NO: (If furnished by the acquiring activity)
EQUIPMENT: (Type, model, part number, nomenclature, Federal Item Name, NSN, serial numbers)
TITLE: (Operating Instructions, Maintenance Instructions, Parts List, as appropriate)
ADDITIONAL IDENTIFICATION (if any): Volumes, Parts, etc.
ADDITIONAL IDENTIFICATION (if any): Volumes, Parts, etc.
DATE: (if any)

ADDITIONAL COPIES: Additional copies are available from ____. (Acquiring activity will furnish information, but if no information is furnished, this paragraph will be omitted and the following paragraph moved up into its place.)

FILE LOCATION: The above described commercial manual is filed in ____. (If this identifying technical publication sheet is not filed with the commercial TM, each library should fill in this blank space.)

AUTHORITY NOTICE, DISTRIBUTION STATEMENT, EXPORT CONTROL WARNING DISCLOSURE NOTICE, HANDLING AND DESTRUCTION NOTICE: (As applicable, in accordance with MIL-STD-1806 and MIL-M-38784).

NOTICE: Reproduction for non-military use of the information or illustrations contained in the basic commercial manual cited above is not permitted. The policy for military use reproduction is covered by the following copyright notice: (Enter Government's copyright license pursuant to the DFARS, Clauses 52.227-7013 and 52.227-7018.)

FOR CLASSIFIED MANUALS

NOTICE: This material contains information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18, U.S.C., Section 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

SUPPLEMENTAL DATA

1. LIST OF AFFECTED PAGES IN BASIC MANUAL. (This list will identify pages, by number, and the date thereon that have been deleted and added by incorporation of supplemental data.)

2. SUPPLEMENTARY INFORMATION. The information contained in the above identified commercial manual is supplemented as follows.

a. Introduction/Description
b. Preparation for Use and Installation Instructions
c. General Theory of Operation
d. Operating Instructions
e. Maintenance Instructions
f. Parts List

(Data will be inserted by the contractor as required by the contracting activity.)

DATE

Figure 7-7. Format for an Identifying Technical Publication Sheet (ITPS) for Commercial Manual/ Supplemental Data

TO SUPPLEMENTS FILING GUIDE

* **	SAFETY & OPERATIONAL SUPPLEMENTS	Filed in reverse numerical sequence. (For example: SS-5, S-4, S-3, SS-2, S-1)
	TOPS	Filed in reverse numerical sequence.
	BASIC TECHNICAL ORDER	
	ITPSs (COMMERCIAL MANUALS ONLY)	Filed in alphanumeric sequence.
*	ROUTINE SUPPLEMENTS	Filed in alphanumeric sequence. (For example: C, D, E, F)
*	MAJCOM SUPPLEMENTS	

* Indicates Annotations on Title Page and All Affected Pages.

** Safety and Operational Supplements will not be separated by Type but will be Filed in Reverse Numerical Sequence as shown above. Older TOs may contain Safety and Operational Supplements bearing the same Numerical Supplement Number. (For Example: SS-2, SS-1, S-2, S-1.) In this case, the Safety Supplements will be Filed (in Reverse Numerical Sequence) in Front of the Operational Supplements (in reverse numerical sequence).

Interim Supplements will be Filed as if they were Formal Supplements and then removed when replaced.

H9600742

Figure 7-8. TO Supplements Posting Guide

CHAPTER 8
CROSS-SERVICE UTILIZATION OF TECHNICAL PUBLICATIONS

8.1 GENERAL.

This chapter contains policy and procedures on interservice distribution of technical publications not integrated into the Air Force TO system. Air Force, Army, Navy, Marine Corps, and DLA will exchange technical publications as provided for in AFJI 21-301. AF activities will submit subscription requirements for other service publications with justification through the TODO, who will verify the requirements and forward the package to OC-ALC/LGLUB. Questions concerning receipt of manuals and follow-up action will be directed to OC-ALC/LGLUB.

8.2 OBTAINING ARMY PUBLICATIONS AND RELATED FORMS.

8.2.1 Subscriptions. With proper justification, a TODO may establish an Army technical publications account to enable continuing distribution of the technical publications listed in DA PAM 25-30, Consolidated Index of Army Publications and Blank Forms. Procedures are specified on the U.S. Army Publishing Agency (USAPA) web site, http://www.usapa.army.mil/, under the link to "Orders/Subscriptions/Reports." Request assignment of an Army account number on a DA Form 12-R, Request For Establishment of a Publications Account, available on the USAPA site and submitted through OC-ALC/LGLUB for approval or disapproval. If approved, LGLUB will forward the package to the appropriate Army organization for processing. If disapproved by LGLUB or the Army, the package will be returned with reasons for disapproval. After the Army technical publications account is established, other DA-12 series forms, with the exception of the DA Form 12-R, will be submitted according to the USAPA web site.

8.2.2 Establishing Accounts. All DA Forms 12-R for technical publications accounts, including those marked as a change in Block 3b, must be sent to LGLUB for AF authorization and forwarding to the Army. The DA Forms 12-R will be completed as follows:

8.2.2.1 Blocks 1 - 3: Leave Block 1 blank when requesting a new account. Enter the current date in Block 2. Check the appropriate box under Block 3.

8.2.2.2 Block 4 (FROM): Include the TODO code in addition to the complete 3/4-line address information and 9-digit ZIP code.

8.2.2.3 Block 5 (THRU): Enter OC-ALC/LGLUB, 7851 Arnold St Ste 201, Tinker AFB OK 73145-9147.

8.2.2.4 Block 6 (TO): Enter U.S. Army Publication Agency, ATTN: DOF, 1655 Woodson Road, St. Louis MO 63114-6181.

8.2.2.5 Block 7a (REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE): Check the publications block only. Leave Block 7b blank.

8.2.2.6 Block 8 (UNIT DESCRIPTION DATA): Check "Air Force" in Block 8a and enter the DODAAC in Block 8g.

8.2.2.7 Blocks 9a, b, and c: Must be completed with the TODO information.

8.2.2.8 SECTION II, ACCOUNT CLASSIFICATION LEVEL: Check the appropriate box under Block 10. If Confidential or Secret are checked, the organization security officer will complete Blocks 11a, b, and c to confirm the capability to handle classified.

8.2.2.9 SECTION III, CHANGE OF ADDRESS: Complete only if Block 3b was checked.

8.2.2.10 SECTION IV, AUTHENTICATING OFFICIALS: The organization commander will complete the first line (Blocks a, b, and c). OC-ALC/LGLUB will complete the second line.

8.2.3 A subscription for Army TMs is the same as for Air Force TOs. It provides for delivery of all future editions and updates in the quantities requested. The primary method for establishing subscriptions for most Army technical and administrative publications is through the USAPA web site listed above. TODOs will consolidate requirements for all supported units and submit a single account request. The forms will be completed according to DA PAM 25-33, User Guide for Army Publications and Forms.

8.2.4 One-Time Requisitions. To obtain unclassified Army technical publications on a one-time basis, a TODO that does not have an Army account will submit a letter request to OC-ALC/LGLUB. The letter will include the TODO and TM Account codes and DSN number, the publication number, the quantity required, the address to which the publication should be shipped, and justification for the request. Classified publications cannot be requested on a one-time basis through OC-ALC/LGLUB.

8.2.5 The Army requires use of a different format for requisitioning copies of publications. The "Resupply" system (options 1 or 2 of the Army Publications & Forms Ordering and Subscription System) is used to replace lost or worn publications, order publications not received through continuing distribution, and to requisition current editions for the unit library. (Current editions are not automatically shipped when initial distribution is established.) Replacement copies are requested using the "DA Form 4569" format from the web page according to DA PAM 25-33.

8.2.6 After a technical publications account has been established with the U.S. Army Publications Distribution Center, the unit will receive all continuing distribution directly from the applicable Army Publications Distribution Center.

8.2.7 When items are deleted from the system, requirements are automatically deleted without submission of a DA-12 series form.

8.3 OBTAINING NAVY PUBLICATIONS.

Navy technical manuals are under the cognizance of several Navy components: Naval Air Systems Command (NAVAIR); Naval Sea Systems Command (NAVSEA); Space and Warfare Systems Command (SPAWAR); Naval Facilities Engineering Command (NAVFAC); and Naval Supply Systems Command (NAVSUP). Other types of Navy publications include departmental directives (instructions) and technical directives (power plant changes/bulletins). The following procedures apply to establishing requirements and requisitioning Navy publications. Since Naval Air Technical Data and Engineering Service Command (NATEC) at NAS North Island, San Diego CA no longer accepts manually prepared requests, manual procedures are addressed only when referring to actions between the TODO and OC-ALC/LGLUB.

8.3.1 Automatic Distribution.

8.3.1.1 Air Force TODOs can be assigned a NAVAIR account number by NATEC to allow automatic distribution of NAVAIR technical manuals.

8.3.1.2 To obtain a NAVAIR account and establish initial requirements for NAVAIR publications, go to the NATEC web site (URL https://www.natec.navy.mil/) and apply for an account under "Technical Manuals; New Account Request," and follow the instructions. If the request is disapproved by NATEC, the requesting activity will be notified with reason for disapproval.

8.3.1.3 Establishing requirements for NAVAIR technical manuals does not cause the existing publications to be shipped. LGLUB will take additional action to requisition the existing publications, if required, when processing the request for assignment of an account number. Automatic distribution will begin with the next increment that is distributed.

8.3.1.4 After an account number is assigned, submit NAVAIR requirements to the Navy by DISN or floppy disk. Navy publications can also be ordered through the Navy web site at URL http://www.nll.navsup.navy.mil/. A password must be obtained through this address to allow access and use of the site.

8.3.1.4.1 Requirements transmitted by DISN will be addressed to the Defense Automatic Addressing System (Message Address: DAAS DAYTON OH). Follow DISN instructions provided by your local communications center and DAAS. (The DAAS computer electronically transmits to the Navy computer daily.)

8.3.1.4.2 To submit requirements by floppy disk use the Automatic Distribution Requirements List (ADRL) from the NATEC Technical Publications Library (TPL) program. The microcomputer software package can be obtained from Commanding Officer, Naval Air Technical Data and Engineering Service Command, ATTN: ADRL Request, NAS North Island, Bldg 90, Code 3.3, P.O. Box 357031, San Diego CA 92135-7031. Follow instructions in the program and those provided by NATEC.

8.3.1.5 Submit initial distribution for Navy publications, other than NAVAIR, by letter of justification to OC-ALC/LGLUB. Include TODO number, address, point of contact, DSN number, publication number, quantity, and signature of the TODO or alternate. Adjustments to these requirements will also be sent to LGLUB by letter.

8.3.1.6 When address changes occur for a NAVAIR account, notify LGLUB in addition to NATEC.

8.3.2 Requisitions:

8.3.2.1 Organizations assigned a NAVAIR account number and also a Department of Defense Activity Address Code (DODAAC), as identified in DOD 4000.25-6-M, Department of Defense Activity Address Directory (DODAAD), shall submit requisitions for stock numbered publications shown in NAVSUP 2002, Navy Stock List of Publications and Forms, to the Navy according to procedures listed on the Navy Inventory Control Point (NAVICP) web site, URL http://www.navicp.navy.mil/.

8.3.2.2 Organizations assigned a Navy account number but not a DODAAC, will submit requisitions for stock numbered publications shown in NAVSUP PUB 600 by letter to LGLUB. Include assigned Navy account number in the letter. A DODAAC is required to allow ordering of Navy publications directly from the Navy. Air Force organizations should send a letter of justification to AFMC LSO/LOTA, Attn: DODAAC Monitor, 4375 Chidlaw Rd Ste 6, Wright Patterson AFB OH 45433-5006, DSN 787-7223, Fax 787-4351, https://www.daas.dla.mil/, for assignment of a code. Non-AF organizations contact DAASC/DSDC, 5250 Pearson Rd, WPAFB OH 45433-5328, DSN 986-3247, Commercial (937) 656-3247, for information and assistance.

8.3.2.3 One time requisitions from organizations not assigned a Navy account number, or for which a stock number cannot be identified, should be submitted by letter of justification to OC-ALC/LGLUB. Include TODO number, publication numbers, quantity, address, point of contact, and DSN number.

8.4 OBTAINING MARINE CORPS PUBLICATIONS.

Submit requests for Marine publications to OC-ALC/LGLUB by letter of justification. The letter should include publication number, quantity, state whether continuing distribution or requisition to fill one-time need is required, TODO code and address, point of contact, DSN number, and signature of the TODO or alternate.

8.5 FURNISHING AIR FORCE TECHNICAL ORDERS FOR OTHER DOD ACTIVITIES.

8.5.1 Non-AF DoD organizations that will request TOs must first establish a TODO code by submitting an AFTO Form 43 (paragraph 4.2). An Air Force TODO code allows users to establish both subscriptions and one-time requisitions of TOs. A letter of justification must accompany the AFTO Form 43. Before requesting a TODO code, determine if a code already exists at the installation. If a code is already assigned, all activities on the installation should obtain TOs through the assigned code. Information can be obtained from the interservice coordinator at OC-ALC/LGLUB concerning TODO codes presently assigned.

8.5.2 After assignment of the TODO code, subscriptions/requisition requests for up to 25 copies are submitted by JCALS or FTP using an ATOMS TO Publication Request (TOPR) according to instructions in paragraph 5.1.4. Detailed instructions for preparation and submission of Air Force TOPRs are described in the ATOMS Users Guide.

8.5.3 Submit one-time requests with justification by USPS, email, or ATOMS TOPR (mailed, not FTP) to LGLUB. Include TO number, quantity, address, point of contact, and DSN number.

8.6 BULK SHIPMENTS.

A request for more than 25 copies of an Air Force or other service TM must be submitted as a bulk requirement with printing funds payable to the proponent service. Follow procedures in AFJI 21-301/AR 25-36/OPNAVINST 5600.22/MC0 5215.16A/DLAR 4151.9 to procure joint use technical publications.

8.7 COMMERCIAL MANUALS.

Proponents will furnish only one copy of commercial manuals to other services. When an AF activity requires more than one copy, the TODO will contact the proponent service POC through LGLUB and arrange to purchase additional copies from the contractor.

8.8 CONTRACTORS.

Requests from contractors for Army, Navy, Marine Corps, and DLA technical publications required to support a government contract must be submitted to the service which has primary responsibility for the technical publication.

8.9 TECHNICAL ORDERS FOR NON-DOD GOVERNMENT ACTIVITIES.

8.9.1 The Air National Guard, Air Force Reserve Officers Training Corps (ROTC), Air Force Aero Clubs, and comparable activities will obtain TOs in the same manner as active AF activities. These organizations are subject to the same restrictions on TO distribution and releasability as active duty Air Force organizations. If any TO operations are managed by contractor personnel, the contractor must have a valid DD Form 2345 on file with the AFTO Form 43 establishing the account.

8.9.2 Other U.S. Government agencies are authorized TOs in connection with assigned duties. Reimbursement requirements will be determined by the TO Manager based on stock level and quantity requested.

8.9.3 Releasable TOs (TOs approved for issue by the TO Manager and/or TCM) shall be provided without charge to state, city, and local governments; disaster control and civil defense organizations; and hospitals and schools when the TOs are required to support the operation and maintenance of equipment used in the interest of the general public.

CHAPTER 9
TECHNICAL ORDER SYSTEM CHANGE PROCESS

9.1 RECOMMENDING CHANGES.

9.1.1 TO System. Send recommendations for improvements to the existing TO system (except as noted in the paragraphs below) by letter or message through the respective major commands, MSG/MMF and HQ AFMC/ENBP for review, comment, and recommendation to HQ USAF/ILMM.

9.1.1.1 Air Force agencies developing new techniques or concepts relating to TOs must submit a proposal and justification through HQ AFMC/ENBP to HQ USAF/ILMM for approval before introducing the techniques or concepts. When the techniques or concepts require R&D, MAJCOMs must submit an Initial Capabilities Document (ICD) to HQ USAF for approval, according to AFI 10-601, Mission Needs and Operational Requirements Guidance and Procedures.

9.1.1.2 Submit proposals for new types of TOs (not covered by MILSPECs) to the Air Force Preparing Activity (PA) for Technical Manual Specifications and Standards (TMSS), MSG/MMF, for review and disposition. This does not apply to commercial-format manuals purchased under acquisition reform guidelines and included in the TO system.

9.1.2 TO Changes. Submit recommendations for individual TO improvements, new maintenance instructions or procedures, correction of errors, or omissions of a technical nature using Recommended Changes (RCs) according to this chapter.

9.1.2.1 Do not use approved RCs in place of published TO procedures. Official TO updates (Chapter 7) are the only valid authority for correcting a technical deficiency and implementing changes.

9.1.2.2 Request technical assistance from the TCM for TO problems that meet the exceptions of paragraph 1.3.12 and for work stoppages, according to TOs 00-25-107 or 00-25-108, pending AFMC action on RCs or requests for new TOs.

9.1.3 Flight Manual Changes. Submit recommendations for changes to FMP publications according to AFI 11-215. Submit recommendations for FMP changes during acquisition IAW TO 00-5-3.

9.1.4 JCALS. Submit recommended changes to the JCALS System using the Incident Reporting and Tracking System (IRTS) in accordance with the JCALS DI.

9.1.5 ATOMS. Submit problems and recommendations for changes to the ATOMS Help Desk, DSN 787-4499, or via e-mail to ATOMS@wpafb.af.mil.

9.1.6 TO Catalog. Submit recommendations for changes to the Air Force TO Catalog IAW Chapter 3.

9.1.7 The Innovative Development through Employee Awareness (IDEA) Program. This chapter explains the interface between the TO system and the IDEA program. The above TO change processes are considered Separate Improvement Processes (SIP) as defined by AFI 38-401, The IDEA Program.

9.1.7.1 An approved, “Improvement-type” RC on a TO is eligible for submittal as a confirmatory idea (see paragraph 9.11). Approved recommendations for improving other aspects of the TO system might be eligible for “after-the-fact” idea submittal.

9.1.7.2 An IRTS that results in an approved, funded enhancement JCALS Change Request (CR) is eligible for submittal as an after-the-fact idea. Submit the IRTS and resulting CR along with an estimate of annual savings, offset by the initial cost of the change, for IDEA award approval. If the approved CR resulted from multiple IRTS, only one award will be given. CRs approved as corrections are not eligible for IDEA program awards.

9.2 TECHNICAL ORDER CHANGE BUSINESS PRACTICES.

Any person discovering a condition requiring a change to a formal TO (or PTO authorized for operations and maintenance use) shall submit a Recommended Change (RC) - the generic term including both the JCALS screen and the AFTO Form 22. TO users not on-line with JCALS will submit AFTO Forms 22 via e-mail attachment through coordination channels to the TO Manager. The AFTO Form 22 is authorized for industry use by Office of Management and Budget (OMB) number 0704-0188 (Data Item Description DI-TMSS-80229, Technical Order Improvement Report and Reply). The AFTO Form 22 is not used to submit source data or contractor-developed update packages.

9.2.1 The AFTO Form 22 is authorized for submitting changes to COMSEC maintenance publications controlled under the USAF Communications Security Publications Policy Directive. Procedures for the use of the AFTO Form 22 for these specialized publications are included in AFCOMSEC Publication AFKAG-1.

9.2.2 Recommended changes identify a specific TO improvement, correction of an error or correction of an omission of a technical nature that prevents the adequate performance of the functions required for mission accomplishment. A "Correction" fixes a minor error or omission in the TO as defined in paragraph 9.3.1. An "Improvement" is an addition or significant change to a process or procedure which allows a function to be performed better/safer/faster/cheaper.

9.2.3 Replies to recommended changes are for information only. Official TO updates are the only valid authority for correcting a technical deficiency and implementing changes. An approved AFTO Form 22 does not replace the existing tech data in the TO.

9.3 TECHNICAL ORDER CHANGE PROCEDURES.

9.3.1 Minor corrections, including LEP errors, may be submitted by JCALS or AFTO Form 22. The following types of deficiencies will be marked as "CORRECTION" types in the "Deficiency" block of the JCALS screen or in block 7 of the AFTO Form 22:

(1) Merely call attention to a word omission or typographical or printing errors that would normally be corrected during scheduled reviews and do not cause misinterpretation;

(2) Identify other non-technical errors in a TO, and/or

(3) Suggest minor word changes or corrections to technical data that clarify or expand existing instructions, but are not essential for the adequate performance of the functions required for mission accomplishment, unless the suggestor specifically describes the problems that will be prevented and/or gives examples of prior problems.

9.3.2 Minor corrections such as those listed above may be deferred (paragraph 9.8.5.2) for TOs published in paper until the affected TO pages are changed for other reasons. Reviewers will forward these discrepancies to the TCM for eventual correction in the affected TO.

9.3.3 All RCs except emergency recommendations will be forwarded to a designated CCP for review and approval in order to eliminate duplicate recommendations and to ensure all recommendations are valid, properly worded and completed, and assigned correct priorities.

9.3.4 Work Unit Codes. Recommendations on WUC (-06) Manuals requesting new code assignments will normally be limited to repairable items. Codes may be requested for non-repairable items with proper justification.

9.3.5 AFTO Forms 22 Generated by Foreign Users of USAF TOs. Units operating under the control of foreign governments submit AFTO Forms 22 through the SAP/FMS TODO. The TODO ensures inputs have been prepared properly and legibly and provides the TODO identification in block 1.

9.3.6 Since each recommendation must be evaluated individually, submit only one RC per JCALS screen or AFTO Form 22. Exceptions for AFTO Forms 22 are as follows:

9.3.6.1 When the same change must be made in multiple TOs managed by the same SM or SCM, one form will be written against one of the TOs, and the other TO numbers will be listed with the affected page and paragraph numbers in block 19. (See paragraph 9.3.7 for AFTO Form 22 procedures when TOs are managed at different SMs/SCMs.) If the recommended change is approved, the TCM will complete a JCALS "Recommend a TM Change" screen for each affected TO. Individual AFTO Forms 22 are not required. The JCALS system will provide a status report of all pending changes by TO.

9.3.6.2 If the same error occurs more than once in a TO, all locations will be identified on the same AFTO Form 22.

9.3.6.3 Changes submitted against inspection (-6) TOs will identify all locations where the changes are needed, including associated workcards (-6WC), and vice versa whenever possible.

9.3.6.4 Forms submitted on calibration TOs (Category 33K) shall identify multiple corrections in any one section of the TO.

9.3.6.5 All recommended changes submitted on a single TO procedure will contain all known related changes to that procedure.

9.3.7 When a recommended change affects more than one TO and the TOs are managed at different SMs or SCMs, and approval or disapproval actions between TOs must be consistent, the submitter will initiate an RC for each affected TO. Use the local control numbers to cross-reference each recommendation to all others submitted for the same problem.

9.3.8 Embedded Computer System Hardware/Software Problems. Submit hardware problems and software deficiencies in accordance with TO 00-35D-54, USAF Deficiency Reporting and Investigating System.

9.3.9 Calibration Responsibility Determinations (AFTO Form 45, Request for Calibration Responsibility Determination). Organizations requiring such determinations will submit recommendations in accordance with TO 33K-1-100.

9.3.10 Flight Manual Program (FMP) Publications. Submit RCs to FMP publications using AF Form 847, as prescribed in AFI 11-215.

9.3.11 Acquisition and PTOs. TO 00-5-3 covers the additional methods and special routing of RCs on TOs and PTOs during acquisition.

9.3.12 Source, Maintenance, and Recoverability (SMR) Code Changes. Use an RC to request a new SMR code where none was previously assigned (e.g., for commercial equipment) IAW TO 00-20-3, Maintenance Processing of Reparable Property and The Repair Cycle Asset Control System, and TO 00-25-195, AF Technical Order System Source, Maintenance and Recoverability Coding of Air Force Weapons, Systems, and Equipment. Requests for SMR code changes are submitted using AFTO Form 135, Source Maintenance and Recoverability Code Change Request, IAW TO 00-25-195.

9.3.13 Support Equipment Requirements. Submit RCs to update the equipment requirements in support and test equipment tables ONLY when substitutions are NOT authorized in the table or elsewhere in the TO.

9.3.14 Contractor Data. Submit discrepancies discovered in contractor data by letter through the MAJCOM headquarters to the SM or SCM. After review, the SM/SCM will forward letters to the contractor. The letter should identify the contractor data that is in error, equipment it supports, proposed fix (if known), submitting organization, individual who discovered the error, and a phone number where the submitter can be contacted. There is no structured reply system for these recommendations due to the unique nature of each CLS/CS contract.

9.3.15 Classified Recommendations. Mark, transmit, and handle classified RCs in accordance with DOD 2500.1-R/AFI 31-401. Mark RCs containing classified data with the security classification of the page for which the recommendation is being submitted. Enter classification authority and downgrading instructions in block 19. Identify unclassified recommendations on classified TOs as such. Report security violations involving TOs according to DOD 5200.1-R and AFI 31-401.

9.4 REVIEWING ACTIVITIES.

NOTE

- Proposed changes submitted without the MAJCOM system functional manager coordination and approval will be disapproved.
- Proposed changes for category 33K TOs do not require MAJCOM coordination.

A reviewing activity is any office between the originator and the final evaluator assigned this responsibility. Prior to submittal, the recommended change will be assessed in terms of mission impact, personnel and aerospace system safety, damage to equipment, work simplification, urgency of need for change, and manpower savings. Reviewers will ensure recommended changes are assigned the proper category and downgraded or disapproved when appropriate. Once the submitting MAJCOM has approved a recommendation category, it will not be changed without MAJCOM consent. Adequate controls will be established to ensure only one recommendation is submitted from a reviewing organization on the same improvement. One copy of each recommendation will be returned to the initiating activity showing action taken.

9.4.1 Base Level. The supervisor of the person submitting a recommended change will ensure the recommendation is valid and warrants submittal. All copies of recommendations determined valid will be forwarded to the local Product Improvement (PI), Stan Eval, or other responsible organization for review and approval. The reviewing activity will forward approved recommendations to the CCP.

9.4.2 Command Control Points (CCP). MAJCOMs will establish CCPs to review AFTO Forms 22 and other recommended change forms submitted by subordinate units to eliminate duplicate entries and ensure adherence to command policies and procedures. A command headquarters may serve as the single control point or may delegate the responsibility to another

command activity. Within the command, separate single points may be established by functional area or military system. (supplement required) When required, RCs will be coordinated with other affected MAJCOMs.

9.4.2.1 Initiating MAJCOM CCPs will check either "Approved" or "Disapproved" (in block 2), and forward approved recommendations to the Lead Command for the system or end item affected by the AFTO Form 22.

9.4.3 Lead Command Control Points. Lead Commands (AFPD 10-9 and AFI 10-901) have the option to review and coordinate on RCs against assigned TOs, because the commands fund for TO sustainment. Lead Commands have the option to omit this step in the coordination process, but must notify affected SM/SCM organizations that Lead Command coordination is not required for the specified systems. If the initiating command of an RC is the Lead Command for the affected system, leave block 2 blank and complete block 3 only.

9.4.3.1 Lead Command CCPs will check either "Approved" or "Disapproved" (in block 3) and forward approved recommendations to the applicable TO Manager within 30 calendar days from the date in the Date Submitted block.

9.4.4 Disapproved recommendations will be returned to the submitting organizations with justification. Information copy requirements are stated in paragraph 9.6.

9.4.5 Evaluators. The evaluator is the one technically responsible for the contents of the TO (the Technical Content Manager, TCM). The evaluator will determine if the recommended change is a correction or improvement and the submitted data is correct. The RC type will not be changed without the approval of the submitting MAJCOM CCP. RCs and any back-up materiel must be retained by the TCM for two years after disapproval or update incorporation, according to AFMAN 37-139.

9.5 RECOMMENDATION CATEGORIES.

9.5.1 Emergency Recommendations. These require immediate action on a TO deficiency which, if not corrected, WOULD result in a fatality or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain operational posture (MISSION ESSENTIAL), including field-level work stoppage.

9.5.1.1 Action copies of emergency recommendations will be submitted through JCALS or transmitted electronically by "Immediate" DMS precedence or "High" precedence SMTP e-mail to the organization having management responsibility for the TO (Table 9-1) with an information copy to the designated CCPs. Requirements for other information copies are specified in paragraph 9.6. Use the same message precedence for the information addressees only if all addressees require the message with the same urgency.

9.5.1.2 The DMS or e-mail message subject will be "EMERGENCY AFTO FORM 22." Attach a copy of the AFTO form 22. A receipt notification is required. If Plain Language Addresses must be used for addressees not on DMS, any attachments must be provided via secure fax. Initiators using JCALS must notify the TO Manager of the Emergency submittal by telephone or e-mail.

9.5.1.3 Replies to Emergency Recommendations. The responsible TCM will either issue an ITCTO (TO 00-5-15), interim supplement or RAC (Chapter 7 and AFMCI 21-302) within 48 hours (72 hours for work stoppage) after receipt of the AFTO Form 22/JCALS RC, or will disapprove or downgrade the recommendation within the same time frame. Emergency recommendations can only be downgraded with the concurrence of the Lead Command CCP. When JCALS is available to the initiating unit and all reviewers, status of RCs is available through the system. If JCALS is NOT available to all activities in the coordination loop, use an AFTO Form 22 to provide the status, action taken, justification for any changes or delays and anticipated resolution date. Provide updates to the initiator, originating PIM or other responsible organization, CCP, and all information addresses on the original recommendation, whenever the status changes. When final disposition is determined complete the IDEA information if applicable.

9.5.2 Urgent Recommendations. These require action on a TO deficiency which, if not corrected, COULD cause one or more of the following: personnel injury; damage to equipment or property; reduce operational efficiency, and/or jeopardize the safety or success of mission accomplishment. Submit RCs that could result in over $25,000 or 1000 man-hours annual savings to the Air Force as urgent. All technical TCTO deficiencies are submitted as urgent. Identification of or replacements for EPA Hazardous Materials (HAZMAT) and Ozone Depleting Substances (ODS) are submitted as urgent.

9.5.2.1 Action copies of urgent recommendations will be submitted through JCALS or transmitted electronically by "Priority" DMS precedence or "Normal" precedence SMTP e-mail.

9.5.2.2 Replies to Urgent Recommendations. The responsible TCM, in coordination with the TO management office, will publish and distribute a TO update within 40 calendar days after receipt of the recommended change at the ALC (using activities must allow for mail and TODO redistribution time), or will disapprove or downgrade the recommendation within 15 calendar days. Urgent recommendations can only be downgraded with the concurrence of the Lead Command CCP. Provide updates whenever the status changes, using JCALS or the AFTO Form 22 (IAW paragraph 9.5.1.3). If the RC was submitted using the AFTO Forms 22, copies of the response will be sent to the initiator and activities in blocks 1, 2 and 3 using the AFTO Form 22.

9.5.3 Routine Recommendations. These require action on TO deficiencies that do not fall into emergency or urgent categories. The TCM will use JCALS or the AFTO Form 22 (IAW paragraph 9.5.1.3) to respond to all routine recommendations within 45 calendar days after receipt at the ALC, and whenever the status changes. The TCM will provide the status, action taken, justification for any changes or delays, and when applicable, IDEA benefits. If the RC was submitted using the AFTO Forms 22, copies of the response will be sent to the initiator and activities identified in blocks 1, 2 and 3 using the AFTO Form 22.

9.6 RC SPECIAL COORDINATION AND INFORMATION COPY REQUIREMENTS.

(All action addresses are listed in Table 9-1.)

NOTE

- Review MAJCOM supplements to this TO for additional routing requirements.
- RCs to nuclear weapons and EOD publications must be submitted on AFTO Form 22 or AF Form 847. Nuclear and EOD manuals are not managed in JCALS.

9.6.1 Nuclear Weapons TOs. Proposed changes and corrections to the following categories of nuclear weapons TOs require coordination as indicated: 11N and 60N JNWPS manuals listed in TO 0-1-11N for Air Force use; and Category 1 Nuclear Weapons TOs (types -16, -25, and -30) and Category 11N Air-Launched Missile Warhead Mate/Demate TOs listed in TO 0-1-11N-C. Emergency recommendation messages will be sent directly to AAC/NWLT.

9.6.1.1 Information copies of recommendations approved by the initiating CCP will be sent to the CCPs of all other affected MAJCOMs concurrently with the action copy forwarded to NWLT. (For JNWPS “Unsatisfactory Reports,” see TO 11N-5-1.)

9.6.1.2 CCPs receiving copies of AFTO Forms 22 on 11N or 60N TOs must submit an evaluation and/or comments to AAC/NWLT within 8 hours on emergency recommendations, 24 hours on urgent recommendations and within 10 calendar days on routine recommendations. This coordination will be reflected on the AFTO Form 22 copy or by transmittal letter/message. Transmittal letters will include the affected TO number and the applicable local control number.

9.6.2 412A System (Life Support, Egress and Survival Equipment) Related TOs. WR-ALC/LKCB is the TO Manager and 311 HSW/YACS is the TCM for TOs covering these subjects. All recommendations for improvements to subject TOs require approval of the MAJCOM system functional manager.

9.6.2.1 Information copies of recommendations approved by the initiating MAJCOM system functional manager will be sent to the CCPs of all other affected MAJCOMs and to WR ALC/LKCB concurrently with the action copy forwarded to 311 HSW/YACS.

9.6.2.2 CCPs receiving copies of AFTO Forms 22 must submit evaluation and/or comments to 311 HSW/YACS within 8 hours for emergency recommendations, 24 hours on urgent recommendations and 10 calendar days on routine recommendations. The coordination will be reflected on the AFTO Form 22 copy or by transmittal letter. Transmittal letters will include the affected TO number and the applicable local control number. Non-response within the allotted time will be considered as concurrence.

9.6.3 Civil Engineer Readiness Coordination. All recommendations for improvements to the existing TO system affecting Civil Engineer Readiness (including chemical warfare defense equipment and operations), whether proposals for new types of TOs or improvements in existing documents, will be submitted through MAJCOM Civil Engineer Readiness functional managers for review and comment, to the Air Force Civil Engineering Support Agency (AFCESA)/CEXR. CEXR will endorse recommendations before sending them to the appropriate ALC.

9.6.4 Munitions General Policy and Procedures TOs. Originating commands will obtain approval from all affected MAJCOMs prior to submission of any improvement recommendations to OO-ALC/LGVT-1. Recommended changes will be provided to MAJCOM munitions managers by e-mail/DMS message using the munitions Address List (AL).

9.6.5 Aerospace Ground Support Equipment (AGSE) General Maintenance TOs and Servicing/Periodic Inspection Workcards. Changes to TOs 1-1A-15, General Maintenance Instructions for Support Equipment (SE), 35-1-3, Corrosion Prevention, Painting and Marking of USAF Support Equipment (SE), and all powered and non-powered AGSE inspection workcards require approval of the AGSE Working Group (AGSEWG). The originating MAJCOM will obtain approval of these proposed changes from all other affected MAJCOMs, prior to submission to the responsible ALC. Recommended changes will be provided to the AGSEWG (MAJCOM AGSE managers) by e-mail/DMS message using the AGSEWG AL. AGSEWG members will provide concurrence or nonconcurrence by e-mail/DMS message within 15 calendar days of the originating command message. Non-response within the allotted time will be considered approval. Approval to change the subject TOs and submission to the responsible ALC will be based on the majority of AGSEWG responses.

9.6.6 Corrosion Control Manuals. TO Managers will send information copies of all recommendations on military system corrosion control manuals to the AF Corrosion Control Office, AFRL/MLS-OLR at Robins AFB GA.

9.6.7 Nondestructive Inspection (NDI) Manuals. TO Managers will send information copies of all recommendations on NDI manuals to the AF NDI Office, AFRL/MLS-OL at Tinker AFB OK.

9.7 AFTO FORM 22 COMPLETION.

NOTE

See paragraph 9.7.7.7 for procedures to e-mail a Form Flow form.

The AFTO Form 22 must be completed digitally and submitted via e-mail, using the latest versions of either the IMT (Pure Edge), Form Flow or Word versions of the form (see the TO System Information page, http://www.ide.wpafb.af.mil/toprac/to-syste.htm). Paper copies will not be accepted without prior coordination and approval of the TO Manager.

NOTE

Procedures for completion of the JCALS “Recommend a TM Change” screen are provided in the JCALS Desktop Instructions (DI), available from http://www.ide.wpafb.af.mil/toprac/jcals_di.htm. The Type of Change (AFTO Form 22, block 7), estimated savings (blocks 21 & 22), IDEA benefits/amount (block 28) and IDEA benefits justification (Part VII - Continuation) must be added to the JCALS Recommend a TM Change screen, Deficiency field.

9.7.1 Signatures. Initiators should retain a printed, signed and dated copy of the form for record and IDEA program purposes. Signatures are NOT required in order to evaluate and complete e-mailed AFTO Forms 22. The e-mail address record is sufficient proof of identity. Forms transmitted on disk will be accompanied by a printed and signed copy of the form. Reviewer signatures will be entered in the form address blocks.

9.7.2 Dates. The “Date Submitted” will be entered by the PIM or equivalent entity submitting the form for the initiator. The “Date Received” will be entered by the TO management organization. The forms will be completed as follows:

9.7.3 PART I, ROUTING, Blocks 1 - 4: Route all recommended changes through the parent MAJCOM CCP and (if required) the Lead Command CCP (paragraph 9.4.3). Recommended changes on the TOs/subject matters listed in paragraph 9.6, along with EOD and Aircraft Emergency Rescue TOs/data, require special routing (see Table 9-1, part I). If special routing does not apply, address action copies of emergency recommendations and block 4 of other recommendations to the TO Management Office shown in the TO Catalog. If unable to determine the TO Manager, send recommendations to the appropriate ALC listed in Table 9-1, part II.

NOTE

The TO Manager, e-mail address, DSN and commercial phone numbers, and proponent office symbol are listed in the TO Catalog. The Global Address List in the Microsoft® Outlook® Address Book can be used to verify this data.

9.7.3.1 Enter complete 3/4 line addresses with 9-digit ZIP codes, and include the office or individual reviewer e-mail addresses.

9.7.3.2 Enter the submitting organization PIM or equivalent reviewing/approving activity in block 1. For Government submitters, parent MAJCOM CCPs (block 2) are identified in MAJCOM supplements to this TO. Lead Command CCPs (block 3) either will be listed in the same place, or will be entered by the initiating MAJCOM. TO Management Offices (block 4) are listed in the TO Catalog (as "Proponent ID").

9.7.3.3 Contractors will enter the Quality Assurance or equivalent function in block 1. When contract schedules or costs are affected, route the recommendation through the ACO/PCO (block 2). All contractor reports must be routed through the assigned Lead Command unless specifically exempted.

9.7.4 Part II, Control Information:

9.7.4.1 Block 5, LOCAL CONTROL NUMBER. Local control numbers will be entered by the PIM or other local activity monitoring AFTO Form 22 submissions. Develop local control numbers as follows:

- 1st Position: Most change recommendations will use a "2" in this position. Change recommendations generated by TO Managers and TCMs will use a "5".
- 2nd & 3rd Positions: Enter the parent MAJCOM or Field Operating Agency (FOA) codes as follows:

U.S. Air Force Academy (USAFA)	0 B
U.S. Air Forces in Europe (USAFE)	0 D
AF Accounting and Finance Center (AFAFC)	0 E
Air Reserve Personnel Center (ARPC)	0 I
Air Education and Training Command (AETC)	0 J
Air University (AU)	0 K
Air Force Reserve Command (AFRC)	0 M
Headquarters USAF	0 N
Standard Systems Center (SSC)	0 O
Pacific Air Force (PACAF)	0 R
Air Intelligence Agency (AIA)	0 U
AF Special Operations Command (AFSOC)	0 V
AF Communications Agency (AFCA)	0 Y
AF Manpower Innovation Agency (AFMIA)	0 1
AF Safety Center (AFSC)	0 2
AF Audit Agency (AFAA)	0 6
AF Office of Special Investigations (AFOSI)	0 7
AF Manpower and Personnel Center (AFMPC)	0 9
Air Combat Command (ACC)	1 C
Air Mobility Command (AMC)	1 L
Air Force Materiel Command (AFMC)	1 M
AF Space Command (AFSPC)	1 S
AF Engineering and Service Center (AFESC)	1 W
AF Technical Application Center (AFTAC)	2 L
AF Element - U.S. Strategic Command (AFELM - USSTRATCOM)	3 Q
AF Element - U.S. Readiness Command (AFELM - USREDCOM)	3 R
U.S. Government, non DOD	4 C
Contractors	4 N
Air National Guard (ANG)	4 Z
Military Assistance Program Countries (includes Security Assistance Programs, Foreign Military Sales, etc.)	4 Q
Joint Communications Support Element	4 1

U.S. Army	8 1
U.S. Coast Guard	8 3
U.S. Marine Corps	8 4
U.S. Navy	8 5

- 4th through 10th Positions: Organizations with numeric designations will enter the numeric designation of the unit in positions 4 - 7 (precede the number with zeros if less than four digits), and enter the type of unit (BWG, CMS, etc.) in positions 8 - 10 (this might or might not be the same as the PIM unit shown in block 1). Organizations with letter designations will enter the organization and office address, e.g., OCLAPPA for the OC-ALC C-135/E-3 section, or 0HQENBP for the HQ AFMC TO Policy office (AFMC is indicated by the "1M" in positions 2 and 3). Contractors will enter the Commercial and Government Entity (CAGE) code number from H4/H8 cataloging handbooks in positions 4 - 8, and use positions 9 - 10 for internal identification or enter zeros.
- 11th Position: Enter the last digit of the current calendar year.
- 12th through 14th Positions: Each reporting organization will number recommendations sequentially through the calendar year, starting with 001 in January. If there are more than 999 recommendations in a year, use A01, etc.

9.7.4.2 Block 6, PRIORITY. Check the appropriate box, Emergency, Urgent or Routine (see paragraph 9.5 and subs).

9.7.4.3 Block 7, TYPE OF CHANGE. Check either CORRECTION or IMPROVEMENT based on the nature of the recommendation being submitted (see paragraph 9.3). Subsequent reviewers and evaluators will verify this entry and change it if justified. The reason for changing the type will be documented in block 27, Disposition/Remarks. When submitting a JCALS RC, enter the type in the "Deficiency" block.

9.7.4.4 Block 8, INITIATOR: Enter the initiator name, rank, DSN and e-mail address.

9.7.4.5 Block 9, INITIATOR'S SUPERVISOR: The supervisor of the initiator or, for flight manuals, the Stan-Eval officer will enter name, office symbol and DSN in this block. For all TOs and technical data applicable to weapons/munitions loading, the Weapons Standardization Section Superintendent, Loading Standardization Crew (LSC) or Wing Weapons Manager will complete this block. When the initiator is the MAJCOM reviewing authority, enter N/A and complete block 2 (Approved/Disapproved).

9.7.5 Part III, Publication (TO) Information

9.7.5.1 Block 10, PUBLICATION NUMBER. Enter the complete TO or supplement number as it appears on the title page. Include parentheses, slashes and dashes but NO blank spaces within the number. Use capital letters.

9.7.5.2 Block 11, BASIC DATE. Enter the TO basic date (lower right-hand corner of the title page).

9.7.5.3 Blocks 12 and 13, CHANGE No. CHANGE DATE. Enter the latest change number and change date, not the change number (if any) on the page containing the deficiency.

9.7.5.4 Block 14, WORK PACKAGE/WORK CARD ID. For work package TO recommendations, identify the work package number. For work cards, enter the routine and card number instead of a page number.

9.7.5.5 Blocks 15 through 17, PAGE No, PARAGRAPH No, and FIGURE/TABLE No. For block 15, enter only the first page if multiple pages are affected, and explain in block 19. For block 16, enter the number of the paragraph to be changed, or which precedes added material, or the System/Subsystem/Subject Numbers (S/S/SN) for manuals using this system. For block 17, enter "Table" before the number when applicable. For non-page-based Interactive Electronic Technical Manuals (IETM), enter the task number in block 15 (preceded by "Task"), and enter step ID in block 16 (preceded by "Step").

9.7.5.6 Block 18, SHORT DESCRIPTION OF DEFICIENCY. Enter a brief (up to 200 alphanumeric characters) description of the deficiency. JCALS uses this field for "key word" searches to assist with identifying duplicate entries and for data retrieval.

9.7.6 Part IV, Deficiency. Complete block 19 as follows:

9.7.6.1 Identify the military system when this is not included in the TO number. If not a system, identify end items by MDS or TMS and National Stock Number (NSN) or part number. Omit for general and MPTOs.

9.7.6.2 Enter a complete description of the TO deficiency or enhancement, and justification for the recommendation. When appropriate, indicate or attach the source documents for changes in voltage, part numbers and so forth.

9.7.7 Part V, Recommended TM Change. Complete block 20 as follows:

9.7.7.1 Word the recommended change as closely as possible to the exact language which should appear in the corrected TO. If the wording is not known, that is, the correction will require engineering research or extensive verification, specify the type of correction (e.g., “Add more in-depth fault isolation procedures.”) and/or state “Unable to develop at field level.”

9.7.7.2 Attach additional files if needed, showing the local control number in the upper right hand corner of each sheet.

9.7.7.3 If the initiator believes implementation would result in tangible savings, attach an estimate of the amount of the savings with justification to the AFTO Form 22, along with any backup material. (Paper backup material can either be scanned into an electronic file, or be described in the AFTO Form 22 and provided upon request via post mail.) Reviewers and evaluators at all levels must review this estimate and add concurrence or revised values as appropriate.

9.7.7.4 The initiator must provide a brief description of expected intangible benefits for AFTO Form 22 recommendations without tangible benefits.

9.7.7.5 Blocks 21 and 22, SAVINGS/YR - DOLLARS & MANHOURS. The initiator will enter the estimated annual saving in dollars and manhours resulting from the TO change recommendation, or leave the blocks blank if no savings are anticipated. Each subsequent reviewer/evaluator is authorized to change these two blocks. When submitting a JCALS RC, enter the dollar and manhour savings in the “Deficiency” block.

9.7.7.6 Block 28, IDEA BENEFITS. If the RC is an “Improvement” type, the initiator will complete block 28 according to paragraph 9.8.7.

9.7.7.7 To e-mail a Form Flow® version of an AFTO Form 22, package the completed form using the Form Flow Filler© “Tools; Package Form” process, and name and save the resulting “*.fpk” file to the PC hard drive. Then attach the “.fpk” file to a regular e-mail. DO NOT use the Form Flow “File; Send Package” process.

9.7.8 Reviewer Procedures. The PIM or equivalent reviewer and the MAJCOM/Lead Command CCPs will enter reviewer names and DSN numbers in the allotted boxes, and check either “Approved” or “Disapproved” in the appropriate address blocks (1, 2 or 3). Return disapproved forms through the coordination channel to the submitter (block 8) and forward approved forms to the next reviewer.

9.7.8.1 Comments by the PIM or CCPs shall be identified as such and included in block 19 or in the “Continuation” block. When the CCP deems that expedited action is essential for a routine report, a request for expeditious processing with rationale may be entered. PIM and MAJCOM reviewers who disapprove (or recommend disapproval) of an AFTO Form 22 for any reason will document the action and reasons in the Continuation block (Part VII).

9.7.8.2 If reviewers and evaluators disagree with initiator recommendations for the “Savings” (blocks 21 and 22) or the “Intangible” vs “Tangible” IDEA benefits, provide revised recommendations and justification in the continuation block or an attachment to the form. The justification must include why tangible benefits could not be assigned, and what areas will be affected by the intangible benefits (safety, security, work flow, etc.)

9.7.8.3 Reports received by ALC evaluators without having been routed through MAJCOM and Lead Command CCP channels (unless exempted by the Lead Command) will be returned to the reporting organization without action or entry into JCALS. A statement to this effect will be entered in block 19 of each report returned without action.

9.8 EVALUATOR PROCEDURES.

9.8.1 PART VI, EVALUATOR/DISPOSITION:

NOTE

The following three steps may be omitted for disapproval or duplicate RCs, and deferred until after disposition is determined for forms in Advisement or Abeyance. However, the AFTO Form 22 must be completed and returned to the initiator and reviewers to provide status and closure.

9.8.1.1 Evaluators will enter the date the recommendation was received (AFTO Form 22, top of page one), and enter information from the form into the mandatory fields of the JCALS “Recommend a TM Change” screen.

9.8.1.2 Mandatory JCALS fields are the “Local Control Number,” the “Pub Number,” at least two of the location fields (Page No., Paragraph No., Figure No., Table No., etc.) for identifying the deficiency in the TO, the “Short Description of

Deficiency," and the "Deficiency." Other fields are optional, and can be handled by referring to the AFTO Form 22 and importing the form into the JCALS TM Change workfolder.

9.8.1.3 Additional mandatory information required by TO System business practices will be entered in the JCALS Deficiency field: Type of Change (AFTO Form 22, block 7); IDEA Benefits/Amount (block 28); and justification for the IDEA benefits (Part VII - Continuation).

9.8.2 Block 23. Enter the date the reply is completed (N/A for JCALS RC).

9.8.3 Block 24, EVALUATOR. Enter the evaluator (TCM) name, rank, DSN and e-mail address (N/A for JCALS RC).

9.8.4 Block 25, EVALUATOR'S SUPERVISOR. The first-level supervisor of the individual in block 24 will enter his name, office symbol and DSN in this block for APPROVED, DUPLICATE, or initial 60-day ADVISEMENT actions. This authority may be delegated to the TCM for the applicable TO. If the initial Advisement period is known to require more than 60 calendar days, the second-level supervisor may approve a period of up to six months, with any subsequent extensions approved at the same level. All other actions will be approved by no lower than the first-level supervisor with progressively higher approval levels (not to exceed division) for any subsequent rebuttals or extensions.

9.8.5 Block 26, DISPOSITION. Check the appropriate action taken. Use the drop-down Status window in the JCALS Recommend a TM Change screen to select. Definitions are as follows:

9.8.5.1 Approved. The intent of the recommendation will be included in the TO.

9.8.5.2 Deferred. The recommendation is approved but limiting factors prevent publication within 365 calendar days, OR the changes are minor and will be incorporated when the affected pages are updated for other reasons. Enter the resolution date for the limiting factors and reasons for the delay in AFTO Form 22 block 27, Disposition/Remarks (JCALS Disposition field). Deferred status items will be published when limiting factors no longer exist. Minor changes will be incorporated if the applicable page(s) of the TO are updated for other reasons, such as a modification, new acquisitions etc., or at the next TO revision.

9.8.5.3 Abeyance. Evaluation delayed for management reasons. Used for routine recommendations when existing factors preclude processing of the AFTO Form 22 submitted within the normal processing time frame. These factors include recommendations affecting TOs on obsolete systems and equipment or TOs controlled by all-MAJCOM committees such as the Air Force CTOM. Recommendations from foreign countries under the SAP will not be placed in abeyance. Enter the specific reason and expected resolution date in AFTO Form 22 block 27, Disposition/Remarks (JCALS Disposition field).

9.8.5.4 Advisement. Engineering study required before evaluation can be completed. Evaluation time will extend beyond normal time limits. Enter the expected resolution date in AFTO Form 22 block 27, Disposition/Remarks (JCALS Disposition field).

9.8.5.5 Duplicate. Use when an RC identifying the same deficiency and proposing the same solution was submitted earlier, whether approved or disapproved, and no matter the source of the previous submittal. When applicable, enter the previous AFTO Form 22, IDEA or JCALS control number in the new RC (AFTO Form 22, block 27, Disposition/Remarks or JCALS Disposition field). If the two RCs were received within the same time frame, but proposed different solutions, the RCs are not considered duplicates and each must be evaluated on its own merits. Approve the RC providing the solution that best corrected the deficiency, and provide rationale for the decision on both the approved and disapproved RCs. If the first RC has already been approved and implemented, evaluate the second RC on its merits, and if necessary, approve it and re-modify the solution. Duplicates shall NOT be used when the current recommendation is a rebuttal of a previous disapproval.

9.8.5.6 Disapproved. The reason for disapproval will be explained in AFTO Form 22 block 27, Disposition/Remarks (JCALS Disposition field).

9.8.5.7 Other. Mark this block when one of the status codes listed in paragraph 9.9.2 applies.

9.8.6 Block 27, DISPOSITION/REMARKS (JCALS Disposition field). Explain all dispositions except for Abeyance or Approval as written, which require no comments. Enter the justification for downgrading the report urgency or changing the Type of Change (block 7) or values entered in blocks 21 and 22. Include reasons for any modifications to the recommended change wording and for considering this report a "Duplicate" (if applicable). On approved and deferred "Improvement"-type forms, include justification for recommended IDEA benefits, whether Tangible or Intangible (block 28), or for changing the calculations for the amount of tangible benefits. This is not required on Correction-type forms.

9.8.7 Block 28, IDEA BENEFITS ARE: Leave blank for Correction-type forms. When an Improvement-type AFTO Form 22 has been approved, indicate whether IDEA benefits would be "Tangible" or "Intangible" or both. (If reduced manhours do not reduce manning requirements, the benefits are intangible.) For tangible savings, enter the value here. Refer to AFI 38-401 for additional guidance. When completing a JCALS RC, enter the IDEA Program benefits (Intangible/Tangible) and dollar value in the "Deficiency" block.

9.8.8 PART VII, CONTINUATION (BLOCK No.) (AFTO Form 22 only). Used for added information that would not fit in other blocks.

9.9 STATUS INFORMATION TECHNICAL ORDER INITIATORS.

9.9.1 When JCALS has not been implemented at the initiating unit and MAJCOM reviewers, e-mail updated AFTO Form 22 copies as specified in paragraph 9.5, Recommendation Categories, any time status changes.

NOTE

The TO Recommended Change Status List is on the World Wide Web, accessed through the TO System Information Page (URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm). Entries are listed by the Command Code (paragraph 9.7.4.1). All reviewers and TODOs should obtain access to the WWW to review the list.

9.9.2 The "Status," "Date Approved" and "Publication" for approved reports in work or closed since the last reporting period are shown in the TO Recommended Change Status List (Figure 9-2). Status for Category 33K TOs will be furnished by AFMETCAL Det 1/ML in format similar to the TO Recommended Change Status List. Det 63, AAC/WMO will provide the same information for Joint Services Category 60 non-nuclear EOD TOs at the request of initiating commands. The status conditions are:

- Abeyance, Advisement, Approved, Deferred, Disapproved and Duplicate -- see paragraph 9.8.5 and subs.
- Saved - Indicates the TO Manager has initiated work on the RC, but is awaiting further information before submitting it to the evaluator (TCM).
- Active - When the RC has been submitted to the TCM for evaluation.
- Interim Reply - Interim status has been provided to the initiator.
- Validated - Optional selection for the TO Manager or TCM, depending on the extent of the change and if a contractor developed the procedures.
- Verified - Optional selection for the TO Manager or TCM depending on whether the change required verification.

9.10 FOLLOW-UP ACTION.

9.10.1 Follow-ups may be initiated in writing or over the telephone. Telephone follow-ups will only be initiated by the PIM or by the MAJCOM OPR.

9.10.2 Follow-up action will not be taken unless a reply or action has not been received within 48 hours after submitting an emergency recommendation; 40 calendar days for an urgent recommendation; or 60 calendar days for a routine recommendation. Follow-ups may be made on routine recommendations that have been in "Saved" or "Active" status in excess of 45 days. Follow-ups will not be made unless the TO Recommended Change listing has not been updated or the scheduled date for action shown on the listing has passed without the action having been taken. Such follow-ups will be submitted through command channels.

9.10.3 When disapproval of an RC or change to the RC Type (AFTO Form 22, block 7) is considered unacceptable, the initiator may submit it for reconsideration. The initiator resubmits using a new local control number, referencing the old local control number and giving rationale for the resubmission.

9.11 RCS AND THE INNOVATIVE DEVELOPMENT THROUGH EMPLOYEE AWARENESS (IDEA) PROGRAM.

NOTE

TO Managers and TCMs are not eligible for monetary IDEA awards on self-initiated changes to assigned TOs (job responsibility).

9.11.1 The initiator (AFTO Form 22, block 8, or JCALS "Submitter" block) of an approved Improvement-type RC (AFTO Form 22, block 7, or JCALS "Deficiency" block) may submit a confirmatory idea to the IDEA Program Data System (IPDS) (AFI 38-401). Submit multiple RCs addressing the same problem as one idea. Correction-type RCs are not eligible for submission to the IDEA Program. The IPDS input must be submitted within 30 days of the date of notification of RC approval. A copy of the approved RC must be available for review by the first level evaluator for IPDS submittals (for manual process, please contact your local manpower office). The Improvement RC must document the IDEA category (Intangible benefits and/or Tangible savings, and monetary savings for Tangible) and justification for selecting Tangible vs Intangible and the amount of Tangible savings.

9.11.1.1 The initiator will ***NOT*** submit an idea with the RC. Blocks 1 and 12 of the AFTO Form 22 (Report Date and Reported By) or the JCALS Recommend a TM Change screen establish ownership of any resulting confirmatory idea.

9.11.1.2 The IDEA Analyst will accept the idea and base the award on AFI 38-401, RC approval, and idea benefit data provided by the TCM. The IDEA Program requires backup documentation for tangible savings, such as the Unit Manpower Document when a position will be deleted, or supply records showing the reduction in parts ordering. No TO system documentation other than the RC is required.

9.11.1.3 If idea benefits were not indicated on the RC, the approved RC must be rerouted to the Evaluator (block 24) for addition of the required data before it can be submitted as a confirmatory idea. An idea cannot be submitted to dispute a disapproved RC.

9.11.2 Ideas affecting a specific TO or multiple TOs (paragraph 9.3.6.1 and paragraph 9.3.7) will be disapproved and returned to the initiator for submission of an RC. The IDEA may be resubmitted as confirmatory after approval of an Improvement-type RC.

9.11.3 If an approved idea results in the need to update TO(s), the responsible TCM will complete the evaluation in IPDS and retain a copy of the JCALS "Recommend a TM Change" screen prepared to implement the idea as part of the IDEA package response.

Table 9-1. AFTO Form 22 Routing Addresses

I. Specialized TO Manager Mail and Message Addresses. JCALS CODE

A. Nuclear Munitions Maintenance and Loading Manuals, all Category 11N and 60N Manuals listed in TO 0-1-11N for Air Force use; Category 1 Nuclear Weapons TOs (types -16, -25, and -30) and all Category 11N Manuals listed in the TO 0-1-11N-C supplement.

Mail: AAC/NWLT KI
1551 Wyoming Blvd SE
Kirtland AFB NM 87117-5617

DSN - Fax: 246-8911 Voice: 246-3610

B. Category 60 EOD Manuals excluding Category 60N Manuals

Mail: DETACHMENT 63, AAC/WMO
2008 Stump Neck Rd
Indian Head MD 20640-5099

DSN - Fax: 354-4027 Voice: 354-6824

C. TO 00-105E-9 Aircraft Emergency Rescue Information

Mail: AFCESA/CEXF
139 Barnes Dr Ste 1
Tyndall AFB FL 32403-5319

Table 9-1. AFTO Form 22 Routing Addresses - Continued

DSN - Fax: 523-6383 Voice: 523-6150

D. Civil Engineer Readiness Related Improvements

Mail: AFCESA/CEXR
139 Barnes Dr Ste 1
Tyndall AFB FL 32403-5319

DSN - Fax: 523-6383 Voice: 523-6120

E. Life Support & Egress Systems WR

(1) Mail: WR-ALC/LKCB
460 Richard Ray Blvd, Ste 221
Robins AFB GA 31098-1640

DSN - Fax: 468-1612 Voice: 468-0899

(2) Mail: 311 HSW/YACS LK
7909 Lindbergh Dr
Brooks AFB TX 78235-5352

DSN - Fax: 240-8409 Voice: 240-4911

F. Corrosion Control Manuals

Mail: AFRL/MLS-OLR
325 2nd St Bldg 165
Robins AFB GA 31098-1639

DSN - Fax: 468-6619 Voice: 468-3284

G. Nondestructive Inspection (NDI) Manuals

Mail: AFRL/MLS-OL
4750 Staff Dr
Tinker AFB OK 73145-3317

DSN - Fax: 339-4822 Voice: 339-4931

II. All Other Recommendations.

A. Submit recommendations to the specific weapon system or end item TO Manager, listed in the TO Catalog found at http://www/ide.wpafb.af.mil/toprac/to-syste.htm.

B. If unable to determine the TO Manager, send recommendations to the appropriate TO Home Office listed below.

C. ALC TO Home Office Mail and Message Addresses

Mail: AFMETCAL Det 1/ML AG
813 Irving-Wick Dr. W, Ste 4M
Heath OH 43056-6116

DSN - Fax: 366-5020 Voice: 366-5174/5173

Mail: OC-ALC/LGLUB NU
7851 2nd St Ste 200
Tinker AFB OK 73145-9147

DSN - Fax: 336-5013 Voice: 336-2937

Mail: OC-ALC/LGLDT OC
3001 Staff Dr Ste 1AB100
Tinker AFB OK 73145-3042

DSN - Fax: 336-3305 Voice: 336-5100

Mail: OO-ALC/LGVT-1 OO
6032 Fir Ave Bldg 1237
Hill AFB UT 84056-5820

DSN - Fax: 586-4130 Voice: 586-0669

Table 9-1. AFTO Form 22 Routing Addresses - Continued

Mail:	WR-ALC/LGED 480 Richard Ray Blvd Ste 200 Robins AFB GA 31098-1640	WR
DSN - Fax: 468-6647	Voice: 468-3158	
Mail:	ASC/SYL asc.sy.toma@wpafb.af.mi 1790 10th St Rm 102.01 WPAFB OH 45433-7630	WP
DSN - Fax: 785-7916	Voice: 785-7885	
Mail:	AAC/WMY 102 West D Ave 300 Eglin AFB FL 32542-6808	EG
DSN - Fax: 872-0657	Voice: 872-9435, x2032	
Mail:	SMC/AXLM smc.ax.technical.order@losangeles.af.mil 2420 Vela Way Ste 1467 El Segundo CA 90245-4659	LA
DSN - Fax: 833-0450	Voice: 833-6424	

TECHNICAL MANUAL (TM) CHANGE RECOMMENDATION AND REPLY	DATE SUBMITTED	DATE RECEIVED	*OMB NO. 0704-0188*

Public reporting burden for this collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information, Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503.

PART I - ROUTING ***(Use complete 3-4 line address, including 9 digit zip code and E-Mail address where applicable)***

1. FROM *(Product Improvement Manager or equivalent)*	2. THRU *(Parent MAJCOM CCP)*	3. THRU *(Lead Command CCP)*	4. TO *(Tech Manual Management Office)*
(NAME/DSN) ☐ APPROVED ☐ DISAPPROVED	*(NAME/DSN)* ☐ APPROVED ☐ DISAPPROVED	*(NAME/DSN)* ☐ APPROVED ☐ DISAPPROVED	*NAME/DSN*

PART II - CONTROL INFORMATION

5. LOCAL CONTROL NUMBER *(IAW TO 00-5-1)*	6. PRIORITY ☐ EMERGENCY ☐ URGENT ☐ ROUTINE	7. TYPE OF CHANGE ☐ CORRECTION ☐ IMPROVEMENT

8. INITIATOR *(Name, Rank, DSN, E-Mail)*	9. INITIATOR'S SUPERVISOR *(Name, Rank, DSN, E-Mail)*

PART III - PUBLICATION (TM) INFORMATION

10. PUBLICATION NUMBER	11. BASIC DATE	12. CHANGE NUMBER	13. CHANGE DATE
14. WORK PACKAGE/WORD CARD ID	15. PAGE NUMBER	16. PARAGRAPH NUMBER	17. FIGURE/TABLE NUMBER

18. SHORT DESCRIPTION OF DEFICIENCY

PART IV - DEFICIENCY

19.

PART V - RECOMMENDED TM CHANGE

20.

21. SAVINGS/YR - DOLLARS	22. SAVINGS/YR - MANHOURS

AFTO FORM 22, 20000324 ***(EF-V1)*** **PREVIOUS EDITION IS OBSOLETE**

H9500179

Figure 9-1. Technical Manual (TM) Change Recommendation and Reply (Sheet 1 of 2)

PART VI - EVALUATOR/DISPOSITION			LCN:
23. DATE OF REPLY	24. EVALUATOR *(Name, Rank, DSN, E-Mail)*	25. EVALUATOR'S SUPERVISOR *(Name, Rank, DSN, E-Mail)*	
26. DISPOSITION ☐ APPROVED ☐ DEFERRED ☐ ABEYANCE ☐ ADVISEMENT ☐ DUPLICATE ☐ DISAPPROVED ☐ OTHER	27. DISPOSITION/REMARKS		
	28. IDEA BENEFITS ARE ☐ INTANGIBLE ☐ TANGIBLE - AMOUNT		
PART VII - CONTINUATION *(Block Number)*			

AFTO FORM 22, 20000324 *(Reverse)*

H9500180

Figure 9-1. Technical Manual (TM) Change Recommendation and Reply (Sheet 2)

http://www.pdsm.wpafb.af.mil/toprac/22afmc.xls - Microsoft Internet Explorer

File Edit View Insert Format Tools Data Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Tools Fullscreen Mail Print

Address http://www.pdsm.wpafb.af.mil/toprac/22afmc.xls

	A	B	C	D	E	F	G	H
1	Control Number	Local Control	Open Date	Status	Priority	Approval Date	Publication	Short Description
2	229-141-	21m00e6lgq905	23 Aug 1999	SAVED	Routine/CAT II		33D5-63-5-1	see attached afto 22
3	229-141-	21mootialc9201	03 Sep 1999	APPROVED	Routine/CAT II	03 Sep 1999	32A6-17-26-1	see attach AFTO 2-9201R. Table 5-3 Te
4	229-141-	21m00tialc9155	03 Sep 1999	ADVISEMENT	Routine/CAT II		33DA52-5-1	Pertaining to the 7370 noise monitor m
5	229-141-	21m00tialc9155	16 Sep 1999	ADVISEMENT	Routine/CAT II		33DA52-5-1	Pertaining to the 7370 noise monitor m
6	229-141-	21M00tialc9176	17 Sep 1999	APPROVED	Routine/CAT II	17 Sep 1999	33DA52-5-1	Change frequency converter 5355A and H
7	229-141-	21m0046lg0906	17 Sep 1999	DISAPPROVE	Routine/CAT II		33D7-61-112-1	The steps reference the wrong steps.
8	229-141-	21M0046LGQ9	22 Sep 1999	APPROVED	Routine/CAT II	22 Sep 1999	35D30-4-12-2	SEE ATTACHED AFTO
9	229-141-	21M0046LGQ9	15 Jan 2000	APPROVED	Routine/CAT II	15 Jan 2000	35D30-4-12-2	SEE ATTACHED AFTO
10	229-141-	21MOOTIALC9	22 Sep 1999	SAVED	Routine/CAT II		33D2-6-193-1	SEE ATTACHED AFTO
11	229-141-	21MOOTIALC9	22 Sep 1999	SAVED	Routine/CAT II		33D2-6-193-1	SEE ATTACHED AFTO
12	229-141-	21MOOTIALC9	22 Sep 1999	APPROVED	Routine/CAT II	22 Sep 1999	33D2-6-193-1	SEE ATTACHED AFTO
13	229-141-	21MOOTIALC9	13 Jan 2000	APPROVED	Routine/CAT II	13 Jan 2000	33D2-6-193-1	SEE ATTACHED AFTO
14	229-141-	21MOOTILAC9	23 Sep 1999	SAVED	Routine/CAT II		33D2-6-193-1	SEE ATTACHED AFTO
15	229-141-	21M0046LGQ9	23 Sep 1999	SAVED	Routine/CAT II		33D7-38-273-2-	SEE ATTACHED AFTO
16	229-141-	21M0046LGQ9	23 Sep 1999	APPROVED	Routine/CAT II	23 Sep 1999	33D7-38-273-2-	SEE ATTACHED AFTO
17	229-141-	21M0046LGQ9	28 Dec 1999	APPROVED	Routine/CAT II	28 Dec 1999	33D7-38-273-2-	SEE ATTACHED AFTO
18	229-141-	21M0046LGQ9	23 Sep 1999	SAVED	Routine/CAT II		33D5-63-5-1	SEE ATTACHED AFTO
19	229-141-	21MOOTIALC9	23 Sep 1999	SAVED	Routine/CAT II		33D5-43-5-1	SEE ATTACHED AFTO
20	229-141-	21MOOTILAC9	23 Sep 1999	SAVED	Routine/CAT II		33DA21-1-111	SEE ATTACHED AFTO
21	229-141-	21MOOTIALC9	23 Sep 1999	SAVED	Routine/CAT II		33D7-38-47-1	SEE ATTACHED AFTO (NOTE DATE OF CHA
22	229-141-	21M0046LGQ9	23 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
23	229-141-	21mootilac9240	24 Sep 1999	SAVED	Routine/CAT II		33A2-2-41-1	see attached afto
24	229-141-	21MOOTIALC9	24 Sep 1999	SAVED	Routine/CAT II		33D4-6-332-11	SEE ATTACHED AFTO
25	229-141-	21MOOTIALC9	24 Sep 1999	SAVED	Routine/CAT II		33D4-6-332-1	SEE ATTACHED AFTO
26	229-141-	21MOOTIALC9	24 Sep 1999	SAVED	Routine/CAT II		33A2-2-48-1	SEE ATTACHED AFTO
27	229-141-	21MOOTIALC9	24 Sep 1999	SAVED	Routine/CAT II		33D7-61-80-1	SEE ATTACHED AFTO
28	229-141-	21M0046LGQ9	24 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
29	229-141-	21M0046LGQ9	24 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
30	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
31	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
32	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
33	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
34	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
35	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO
36	229-141-	21M0046LGQ9	27 Sep 1999	SAVED	Routine/CAT II		33D7-6-261-4	SEE ATTACHED AFTO

AFMC

Local intranet zone

H89000047

Figure 9-2. TO Recommended Change Status List

CHAPTER 10
NUCLEAR WEAPONS AND EOD TECHNICAL ORDERS

10.1 INTRODUCTION.

10.1.1 This chapter contains policy and procedures used to obtain, manage, and distribute nuclear weapon and nuclear EOD TOs indexed in 0-1-11N and 0-1-11N-C (paragraph 10.1 through paragraph 10.8), and non-nuclear EOD TOs indexed in the Automated EOD Publications System (AEODPS) (paragraph 10.9). Terms applicable to this chapter are in the Glossary.

10.1.2 AAC/NWLT is responsible for Category 11N and 60N TOs during a nuclear system's life-cycle. In addition, NWLT is the AFMC focal point for management of Category 1 nuclear weapons load, air transport and delivery TOs, and Category 11N air-launched missile warhead mate/demate TOs listed in TO 0-1-11N-C, and individual managers are assigned as TCMs.

10.1.3 Procedures in other chapters of this TO apply, except as otherwise specified herein. For nuclear weapons data, direct matters concerning management policies, procedures, requirements, requisitions, assignment, and cancellation of TODO codes, assignment of new TO numbers, status of forthcoming TOs, and changes not yet indexed to AAC/NWLT. Questions about TO content or improvement reports should be directed to the appropriate TO management agency indicated in the distribution statement on the TO title page, or listed in the 0-1-11N-C index.

10.2 NUCLEAR WEAPON TECHNICAL ORDER PRACTICES.

AAC/NWLT manages and maintains the nuclear weapon (NW) TODO accounts, publishes the 0-1-11N-C index, and distributes the Joint Nuclear Weapons Publication System (JNWPS) data.

10.2.1 TO procedures to be used with nuclear weapons must be nuclear safety certified according to AFI 91-103, Air Force Nuclear Safety Certification Program, and AFI 63-125, Nuclear Certification Program.

10.2.2 During the maintenance of nuclear weapons and nuclear weapon systems, personnel must follow Category 11N TO procedures as well as nuclear weapon-related procedures in other TO Categories, exactly as written.

10.2.3 When a task is performed on a nuclear or conventional weapon delivery system and it is not practical for the personnel to have physical access to TOs, a verbal demand-response technique must be used. The step to be performed, along with all notes, cautions and warnings, will be read to the technicians performing the work. The performing technicians will acknowledge understanding, perform the step and then verify completion.

10.2.4 The use of Category 60N TOs during accident/incident situations shall be as outlined in the specific-weapon Category 60N TO.

10.2.5 All unclassified nuclear TOs are "E" coded and will require justification in a letter attached to the AFTO Form 187 when requirements are established.

10.2.6 Joint Nuclear Weapons Publication System (JNWPS) videotapes are obtained and managed through procedures outlined in this chapter for TOs. Distribution of TOs and videotapes is normally limited to those who perform hands-on procedures. Recommendations for development of new videotapes to cover specific procedures in JNWPS manuals are submitted to AAC/NWLT.

10.3 FUNCTIONS.

10.3.1 AAC/NWLT:

10.3.1.1 Provides management of Category 1 nuclear and 60N EOD technical manuals;

10.3.1.2 Prepares, maintains, and designates the specification for nuclear weapon TOs;

10.3.1.3 Identifies specifications to the SM;

10.3.1.4 Is responsible for the technical accuracy, adequacy, and format of the nuclear weapon TOs;

10.3.1.5 Provides oversight of local technical data contract for TO preparation;

10.3.1.6 Provides nuclear weapon source data, in coordination with the procuring activity, to the contractor;

10.3.1.7 Schedules and chairs nuclear weapon TO verifications and reviews;

10.3.1.8 Attends flight manual review conferences to ensure that weapon delivery data are correctly integrated into flight manual checklists and that weapon safety is not compromised in the flight manual;

10.3.1.9 Sanitizes nuclear weapon publications for non-US use.

10.3.1.10 Manages the requirements, distribution, and control for all nuclear TOs indexed in 0-1-11N-C, regardless of the managing agency, and any related publications, including nuclear EOD TOs and JNWPS manuals;

10.3.1.11 Has responsibility for numbering, indexing, storing, and requisitioning nuclear weapon TOs;

10.3.1.12 Prints and distributes the nuclear weapon TOs and safety and operational supplements;

10.3.1.13 Manages and assigns NW/NW-EOD/NW-FMS TODO codes.

10.3.1.14 Acts as final screening and distribution approving agency for USAF requirements and requisitions submitted for all nuclear TOs, including requests from foreign governments.

10.3.1.15 Suspends/cancels distribution to TODOs who fail to comply with this chapter. Notifies the TODO and approving agency when an account is suspended due to discrepancies that require correction (e.g., change of address).

10.3.1.16 Manages and maintains NW TO data in the ETOMS.

10.3.1.17 Manages the local technical data contract.

10.3.2 Approving Agencies (see below) will:

10.3.2.1 Ensure that users are placed on distribution for classified nuclear TOs on a need-to-know basis. Approve or disapprove requests for all classified nuclear TOs.

10.3.2.2 Furnish AAC/NWLT with a letter listing the names, grades, titles, functional address symbols, telephone extensions, and representative signatures of personnel authorized to act as approving agent. Submit a revised letter promptly when changes occur.

10.3.2.3 Approve/disapprove requests for NW TODO codes (AFTO Forms 43), changes to AFTO Forms 43, or cancellation of accounts.

10.3.2.4 The offices listed below are responsible for monitoring and approving USAF or other U.S. government agency requests for classified TOs, assignment/change/cancellation of NW TODO codes for Category 11N or 60N TOs, and approval of all contractor requests for TOs. These agencies are:

NW TOs	NW EOD TOs
AAC/NWL (Nuclear)	AAC/NWL (Nuclear)
ACC/LGWN	ACC/CEXE
AETC/LGMW	AETC/CEOX
AFMC/DRRW	AFMC/CEPR
ANG/LGM	ANG/CEXE
AMC/DOOO	AMC/CEOX
PACAF/LGWX	PACAF/CEOOD
USAFE/LGWN	USAFE/CEXE
AFSPC/LGMW	AFSPC/CEPX
ACO/PCO (contractors)	ACO/PCO (contractors)
AFSC/SEW	
AFRC/LGWN	
OL-EL/ELO	

10.3.3 Country validation agencies will approve and coordinate establishment of NW-FMS-TODOs. Prepare an AFTO Form 187 with required justification to order authorized nuclear TOs when the requesting government does not provide one.

10.3.4 Each SM warehouse will perform all functions related to receiving, shipping, and storage of nuclear data (AFMCPD 33-XXX, Warehousing Technical Orders).

10.3.5 User organizations will:

10.3.5.1 Initiate AFTO Forms 43 and forward through the approving agency for assignment of nuclear weapons TODO codes used to obtain all TOs indexed in 0-1-11N and 0-1-11N-C. Submit a revised AFTO Form 43 promptly when changes occur.

10.3.5.2 Prepare and submit requisitions.

10.3.5.3 Maintain nuclear TO libraries (paragraph 10.5).

10.3.5.4 Validate TO requirements annually IAW paragraph 10.7.5.

10.3.6 Contractor organizations will:

10.3.6.1 Submit a DD Form 2345 along with the AFTO Form 43 when the account is established. The data custodian name or position (block 3 of DD Form 2345) must apply to at least one of the individuals appointed as TODO (block 6 of the AFTO Form 43). The addresses provided on both documents must be the same. If the contractor requires data at several locations, a DD Form 2345 will be submitted, along with an AFTO Form 43, and a separate TODO code will be assigned for each location.

10.3.6.2 Submit all TO requirements through the ACO/PCO for approval.

10.3.7 ACOs/PCOs will:

10.3.7.1 Assist contractor personnel in preparing AFTO Form 43 to request assignment, change or cancellation of NW TODO code and AFTO Form 187 to establish or change requirements or requisition nuclear TOs.

10.3.7.2 Approve distribution of nuclear TOs to contractor personnel and upon contract termination, ensure classified TOs are returned to DOD control.

10.4 INDEXING NUCLEAR WEAPON TECHNICAL ORDERS AND RELATED PUBLICATIONS.

10.4.1 TO 0-1-11N, Numerical Index to Joint Nuclear Weapons Publications, lists all joint-use technical publications and videotapes applicable to the Joint Nuclear Weapons Publication System (JNWPS).

10.4.2 TO 0-1-11N-C, Numerical Index to Joint Nuclear Weapons Publications - AF Supplement, lists all nuclear TOs published for exclusive use by the Air Force, regardless of the SM location. The new managing agency for each TO is listed in this index.

10.5 NUCLEAR WEAPONS TECHNICAL ORDER PUBLICATION LIBRARY.

10.5.1 All nuclear TO libraries will be maintained according to Chapter 4 of this TO.

10.5.2 Advanced Interim Changes (AIC) and Interim Changes (IC) issued in support of JNWPS manuals are filed in the same manner as interim operational supplements and operational supplements.

10.6 REQUESTING NUCLEAR WEAPONS TODO CODES.

The following procedures apply to U.S. government and contractor organizations (see paragraph 10.8 for FMS procedures).

10.6.1 User Organization. The AFTO Form 43 will be used to request assignment, change, or cancellation of an NW-TODO or NW-EOD-TODO code. NW-EOD-TODOs will use the assigned code to obtain all NW TOs. The AFTO Form 43 will be completed in accordance with Chapter 3. Three copies of the form will be prepared; one copy is retained for suspense, the original and one copy will be forwarded to the appropriate approving agency. Approving agencies may fax an approved or corrected AFTO Form 43 to AAC/NWLT at (505) 846-8911 or DSN 246-8911. This will allow immediate shipment of TOs for a period of 30 days only. The original AFTO Form 43, signed by the approving agency, must be provided to AAC/NWLT for continued shipments after the initial 30-day period.

10.6.2 When TOs are required at the time of initial request for TODO code assignment, a completed AFTO Form 187 may be attached to the AFTO Form 43.

10.7 DISTRIBUTION REQUIREMENTS.

Requests for all nuclear weapons data, including technical manuals and videotapes, will be submitted to AAC/NWLT, 1551 Wyoming Blvd SE, Kirtland AFB NM 87117-5617, for processing in accordance with the distribution statement.

10.7.1 Establishing Requirements For New TOs. Subscriptions for nuclear TOs and videotapes will be submitted as soon as the numbers appear in the index, using an AFTO Form 187. Route requests for classified nuclear TOs or videotapes through the approving agency to AAC/NWLT, 1551 Wyoming Blvd SE, Kirtland AFB NM 87117-5617, e-mail: todata@kirtland.af.mil, fax: DSN 246-8911 or commercial (505) 846-8911. NW TODOs may submit requests for unclassified nuclear TOs or videotapes with justification directly to AAC/NWLT via mail or e-mail. When the TO is printed, distribution will be made automatically.

10.7.2 TCTOs. All requirements for nuclear TCTOs will automatically be shipped to the TODO in the same quantity as the unit established requirement for the governing maintenance TO. TCTOs not applicable to the unit may be disposed of in accordance with the destruction notice on the title page.

10.7.3 Classified TOs. TODOs will submit requirements for all classified TOs as a separate request through the approving agency.

10.7.4 Unclassified TOs. Requests for initial, one-time, or changing requirements will be forwarded directly to AAC/NWLT for processing. Each request must have a justification attached when the TO is initially requested, since all unclassified nuclear TOs are E-coded (sponsor approval “Y”). The forms and attached justification are submitted according to paragraph 10.2.

10.7.5 Annual Validation of TO Requirements. In January, AAC/NWLT will provide every TODO with a Master Requirements List (MRL) for review. If no changes are required, the certification will be signed by the TODO and returned directly to AAC/NWLT. If increases, decreases, or deletions are required, an AFTO Form 187 will be completed to adjust requirements.

10.7.6 Completion of AFTO Forms 187. Enter the NW or NW-EOD TODO address and code number in blocks 1 and 2, respectively. All paper AFTO Forms 187 will be signed in block 3 by the TODO, and the name will be typed in the electronic version. For classified requirements, block 4 of all paper AFTO Forms 187 will be signed by the authorized individual at the approving agency, or type in the signature block on the electronic versions. E-mail submissions must be sent by an authorized TODO or the Approving Agent, respectively. The rest of the form is completed according to Figure 10-1.

10.8 FOREIGN MILITARY SALES (FMS) PROCEDURES.

Nuclear TO support to foreign governments is provided according to AFMAN 23-110, USAF Supply Manual, AFI 16-201 (C), AFI 31-401, AFMAN 16-101, Internal Affairs and Security Assistance Management, and Allied Command Europe (ACE) Directive 80-6/European Command Directive 60-12. The following procedures implement those directives:

10.8.1 USAF Agency Actions for Nuclear TOs.

10.8.1.1 SAF/IAD is the USAF release approving agency for nuclear TOs required by foreign countries. SAF/IAD will furnish AAC/NWLT with a letter containing the names, grades, duty titles, office symbols, telephone extensions, and representative signatures of officials authorized to approve release of classified nuclear TOs to foreign governments. IAD will submit a revised letter when changes occur.

10.8.1.2 OL-EL/ELO, as European validation agency, will provide a letter to AAC/NWLT listing the names, grade, duty titles, office symbols, and telephone extensions of the individuals authorized to sign AFTO Forms 43 and 187.

10.8.2 Establishing a NW-FMS-TODO (applies to Non-U.S. NATO organizations only). After verifying the host nation requirement for a new TO distribution account, OL-EL/ELO will prepare five copies of an AFTO Form 43 to establish an NW-FMS-TODO. One copy will be retained for suspense, while the original and three copies will be forwarded to AAC/NWLT for action. The following instructions will be used with the procedures in Chapter 3 to complete the AFTO Form 43.

10.8.2.1 Block 3: Add a line indicating “Non-U.S. recipient (identify country and unit).”

10.8.2.2 Block 4h: Enter “NW-FMS-TODO” in the Remarks block. On the back explain that the requested TODO will be used to provide releasable unclassified nuclear TOs to foreign national units or agencies. Provide enough information (i.e., systems and equipment being used by the foreign unit or agency) to support release requests. If classified information must be used to justify requests, it will be submitted in a separate cover letter.

10.8.2.3 Block 6: This block will contain the signatures of OL-EL/ELO personnel responsible for the NW-FMS-TODO.

10.8.2.4 Block 7: Not used.

10.8.2.5 Block 8: Used by OL-EL/ELO to indicate the NW-FMS-TODO is approved.

10.8.3 Validating FMS Requirements and Requisitions for Nuclear TOs.

10.8.3.1 Annually, all nuclear TO distribution requirements to foreign countries must be validated by the TODO through the Country Validation Agency.

10.8.3.2 An MRL will be provided to each TODO in January to validate TO requirements. TODOs will review the listing and provide an AFTO Form 187 if there are additions or deletions. If no changes are needed, the certification will be signed by the TODO and returned directly to AAC/NWLT.

10.8.3.3 Non-U.S. Air Force agencies in Europe will forward AFTO Forms 187 through OL-EL/ELO, Unit 8745, APO AE 09094-8745, for approval of both classified and unclassified additions or deletions.

10.8.4 FMS Release Approval.

10.8.4.1 The release approving agency for classified NW TOs is SAF/IADV, 1010 AF Pentagon, Washington DC 20330-1010 (acting for the Joint Atomic Information Exchange Group). Requests for classified nuclear TOs will be forwarded through OL-EL/ELO to SAF/IAD for coordination, approval and assignment of the case number. AAC/NWLT will then make distribution of requested TOs through SAF/IAD to the country.

10.8.4.2 AAC/NWLT will act as the release approving agency for unclassified NW TOs, after validation by OL-EL/ELO and approval by SAF/IADV.

10.8.5 FMS Distribution.

10.8.5.1 When directed by SAF/IAD, the SM technical content manager will prepare a sanitized nuclear TO.

10.8.5.2 The TO Manager will arrange for printing the required number of copies of the sanitized nuclear TO.

10.9 NON-NUCLEAR EXPLOSIVE ORDNANCE DISPOSAL (EOD) CATEGORY 60 TECHNICAL ORDERS.

10.9.1 Introduction. This section contains policy and procedures for distribution of non-nuclear EOD TOs. Policy and procedures for nuclear (Category 60N) EOD TOs are described in the first part of this chapter. Policy and procedures relating to Security Assistance Programs are set forth in TO 00-5-19.

10.9.1.1 Non-nuclear Category 60 EOD TOs are joint service technical manuals. The Department of the Navy is Executive Manager of the joint service EOD program under DODD 5160.62, Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training (EODT&T). The Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV), Indian Head MD, prepares, numbers, and distributes non-nuclear EOD publications in accordance with individual service requirements. Detachment 63, AAC/WMO, 2008 Stump Neck Road, Indian Head MD 20640-5099 (hereafter referred to as Det 63) is tasked to provide management assistance to include joint service verification and determine Air Force usability of these TOs.

10.9.1.2 These TOs are joint service publications and are written only for the information and guidance of EOD personnel. These TOs do not address specific situations. The training and expertise of EOD personnel are used to determine procedures to render safe and/or dispose of explosive ordnance. Waivers to deviate from TO procedures are not required.

10.9.1.3 EOD source data is developed by prime contractors according to DID DI-SAFT-80931, Explosive Ordnance Disposal Data, and delivered to Det 63 and/or the NAVEODTECHDIV. Contractors who require source data or non-nuclear EOD TO information should contact Commanding Officer, NAVEODTECHDIV (Attn: Code 20), 2008 Stump Neck Road, Indian Head MD 20640-5070.

10.9.1.4 Preliminary EOD Data. This data consists of PTOs, COTS manuals or Advance Issue Publications (AIP). The data are specifically for use by authorized Air Force EOD technicians only. EOD units are not authorized to use the EOD data unless approved in writing. A MAJCOM EOD functional manager may approve EOD data supporting only that MAJCOM. The Commander, Det 63 AAC/WMO, Indian Head MD, must approve data supporting multiple MAJCOMs. All preliminary EOD data will be identified by an EOD TO number assigned by Det 63 or the Naval EOD Technology Division (NAVEODTECHDIV), Indian Head, MD.

10.9.1.5 Non-nuclear EOD TOs are distributed quarterly on CD-ROM as part of the Automated EOD Publications System (AEODPS).

10.9.1.6 EOD TO Supplements. Joint-service non-nuclear EOD TO operational and safety supplements will be issued in accordance with joint-service-approved procedures when the data is not incorporated in an immediate reissue of the affected TO. Procedural questions about these TO supplements should be addressed to Det 63, AAC/WMO (Table 9-1), for resolution.

10.9.1.7 Interim Operational and Safety Supplements (IOS & ISS) are issued to Category 60 TOs in message format. Those messages issued between quarterly CD distribution will be filed electronically in the message data field of the AEODPS.

10.9.2 EOD TODOs.

10.9.2.1 Non-nuclear EOD TOs will be distributed only to specialized EOD TODO accounts. MAJCOM EOD managers will recommend approval or disapproval of all requests to establish new AF EOD TODO accounts. EOD TODO codes will be assigned only to activities using Category 60 EOD TOs.

10.9.2.2 EOD TODO account codes will be assigned by Det 63. The codes are assigned solely for submitting requests and receiving non-nuclear Category 60 EOD TOs. Non-EOD TOs must be ordered through a regular TODO account.

10.9.3 Establishment or Cancellation of EOD TODO Accounts. EOD TODO accounts will not be established for contractors. Requests to establish EOD TODO accounts at deployed locations may be submitted by the responsible MAJCOM EOD office in advance of a unit move, to expedite processing. Once unit personnel are in place a follow-up AFTO Form 43 will be completed as specified below.

10.9.3.1 AFTO Form 43 requests to establish specialized EOD TODO accounts will be submitted through the parent MAJCOM EOD office to Det 63.

10.9.3.2 Complete AFTO Forms 43 according to Chapter 4 of this TO.

10.9.3.3 Upon receiving AFTO Forms 43, the responsible MAJCOM EOD representative will review and verify the completed forms.

10.9.3.3.1 The MAJCOM representative will sign approved requests and forward the forms to Det 63.

10.9.3.3.2 The MAJCOM representative will return disapproved forms to the initiator with a letter of explanation.

10.9.3.4 Upon receiving an approved AFTO Form 43, Det 63 will:

10.9.3.4.1 Establish distribution for the account with the NAVEODTECHDIV.

10.9.3.4.2 Provide the MAJCOM and requester a copy of the approved AFTO Form 43 which includes the specialized EOD account code.

10.9.3.5 EOD TODO account holders will submit revised AFTO Forms 43 directly to Det 63 as routine personnel and address changes occur, via USPS mail, e-mail or fax with an information copy to the MAJCOM EOD Manager if required.

10.9.3.6 In order to fulfill mission requirements, MAJCOMs may direct the updating and redistribution of complete non-nuclear EOD TO sets within the command. The MAJCOM and each affected unit will notify Det 63 by letter or e-mail of the transfer/receipt of sets between affected EOD TODO account holders.

NOTE

Det 63 is the only agency authorized to approve the non-emergency destruction of complete EOD TO sets.

10.9.4 Distribution System. Due to the unique mission requirements of activities requiring nonnuclear EOD TOs, the TOs are distributed as complete sets on CD-ROMs. Each set will consist of one copy of all approved non-nuclear EOD TOs. These TOs are indexed in the “Search” function provided with the CD-ROM set.

10.9.4.1 EOD TODOs requiring an increase or decrease to subscription quantities or reissue of an EOD TO Set must enter the requests through the MAJCOM EOD Manager. The MAJCOM will notify Det 63 by letter or message when the changes to established subscription requirements are approved. Det 63 will use the information to update distribution to the affected EOD TODO account.

10.9.4.2 MAJCOMs will notify Det 63 of any excess or shortage of EOD TO sets that cannot be readily balanced within the MAJCOM. Det 63 will authorize redistribution of excess EOD TO sets between MAJCOMs and/or other military services.

10.9.4.3 The TODO will submit an AFTO Form 43, completed according to Chapter 3, through the MAJCOM EOD manager to Det 63 to cancel an account. Complete TO sets will be maintained until disposition instructions are provided by the MAJCOM or Det 63.

TECHNICAL ORDER PUBLICATIONS REQUEST

1. TODO/TM ACCOUNT ADDRESS *(Exactly as established with OC-ALC/LGLUF or AAC/NWLT)*

NOTE: If address, has changed submit revised AFTO Form 43

2. NW TODO CODE OR FMS TM ACCOUNT NUMBER

NOTE: For FMS ONLY, the 6 Digit TM Account Number replaces the 4 digit TODO Code.

3. I certify that the requirements herein are the minimum requirements to support the mission of all organizations served by this distribution code. Requirements are approved IAW the provisions of TOs 00-5-1 and 00-5-19 and any supplements thereto.

(Government Approving Agency Officer *(Signature, Title, Grade)*)

4. APPLICABLE TO FMS AND NW TODO/TM ACCOUNTS. The approving/validating official certifies the requesting activity has valid requirement and need to know for the TOs requested below.

COMMAND VALIDATING/CONTRACTING OFFICE

USAF/US GOVERNMENT APPROVING VALIDATING OFFICER *(Signature, Grade, Title)*

LINE NUMBER	DATE REQUEST PREPARED			TODO/TM ACCT REQUEST NUMBER	TECHNICAL ORDER NUMBER	SECURITY CLASS	RESTRICTION	INITIAL DISTRIBUTION QUANTITY	ONE-TIME REQUISITION QUANTITY	USE ONLY FOR BACKORDER CANCELLATION				BLANK, OR C	1, 2, OR 3	H OR Z
										ORIGINAL REQUEST DATE			ORIGINAL TODO/TM ACCT REQUEST NUMBER			
	YYYY	MM	DD	(5)	(Up to 40)	(1)	(1)	(4)	(4)	YYYY	MM	DD	(5)	(1)	(1)	(1)
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																

AFTO FORM 187, 20030716 (IMT-V1) PREVIOUS EDITION IS OBSOLETE

H03153338

Figure 10-1. AFTO Form 187, Technical Orders Publications Request (Front)

LINE NUMBER	DATE REQUEST PREPARED			TODO/TM ACCT REQUEST NUMBER	TECHNICAL ORDER NUMBER	SECURITY CLASS	RESTRICTION	INITIAL DISTRIBUTION QUANTITY	ONE-TIME REQUISITION QUANTITY	USE ONLY FOR BACKORDER CANCELLATION				BLANK, OR C	1, 2, OR 3	H OR Z
										ORIGINAL REQUEST DATE			ORIGINAL TODO/TM ACCT REQUEST NUMBER			
	YYYY	MM	DD	(5)	(Up to 40)	(1)	(1)	(4)	(4)	YYYY	MM	DD	(5)	(1)	(1)	(1)
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
41																
42																
43																
44																
45																
46																
47																

AFMC FORM 187, 20030716 (Reverse)

H0315428

Figure 10-2. AFTO Form 187, Technical Orders Publications Request (Reverse)

APPENDIX A
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

A.1 REFERENCED AND RELATED PUBLICATIONS.

Publication Number	Publication Title
DOD 5010.12-M	Procedures for the Acquisition and Management of Technical Data
DODD 5160.62	Single Manager Responsibility for Military EOD Technology and Training
DOD 5200.1-R	DoD Information Security Program Regulation
DODD 5230.24	Distribution Statements on Technical Documents
DODD 5330.3/AF Sup	Defense Automated Printing Service (DAPS)
DOD 5400.7-R/AF Sup	DoD Freedom of Information Act (FOIA) Program
DOD 7000.14-M, V11A	User Fees
AFI 10-601	Mission Needs and Operational Requirements Guidance and Procedures
AFI 11-215	Flight Manuals Program (FMP)
AFMAN 16-101	International Affairs and Security Assistance Management
AFI 16-201 (C)	Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U)
AFMCMAN 21-1	Air Force Materiel Command Technical Order System Procedures
AFI 21-101	Aerospace Equipment Maintenance Management
AFI 21-103	Equipment Inventory, Status, and Utilization Reporting
AFPD 21-3	Technical Orders
AFJI 21-301	Interservicing of Technical Manuals and Related Technology
AFI 21-303	Technical Orders
AFI 23-106	Assignment and Use of Standard Reporting Designators
AFI 31-401	Managing the Information Security Program
AFI 31-601	Industrial Security Program Management
AFPD 32-70	Environmental Quality
AFI 32-9005	Real Property Accounting and Reporting
AFMCPD 33-1/AFMCI 33-103	Receiving, Distributing and Warehousing Technical Orders (TOs) (Draft)
AFI 33-113	Telecommunications Center and Data Processing Center Management
AFI 33-115V2	Licensing Network Users and Certifying Network Professionals
AFI 33-204	Information Assurance (IA) Awareness Program
AFI 33-360V1	Publications Management Program
AFI 33-360V2	Forms Management Program
AFMAN 37-139	Records Disposition Schedule (will become AFMAN 33-322 Vol 4)
AFPD 38-4/AFI 38-401	The Innovative Development Through Employee Awareness (IDEA) Program
AFI 61-204	Disseminating Scientific and Technical Information
AFI 63-107	Integrated Product Support Planning and Assessment
AFI 63-111	Contractor Support for Systems and Equipment
AFI 91-103	Air Force Nuclear Safety Certification Program
AFI 91-302	Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards
AFPD 99-1	Test and Evaluation Process
AFI 99-102	Operational Test and Evaluation
TO 00-5-3	Technical Manual Acquisition Procedures
TO 00-5-15	Air Force Time Compliance Technical Order Process

Publication Number	Publication Title
TO 00-5-16	Software Managers Manual, USAF Automated Computer Program Identification Number System (ACPINS)
TO 00-5-17	Users Manual, USAF Computer Program Identification Numbering (CPIN) System
TO 00-5-18	USAF Technical Order Numbering Program
TO 00-5-19	Security Assistance Technical Order Program
TO 00-20-1	Aerospace Equipment Maintenance General Policies and Procedures
TO 00-20-2	Maintenance Data Documentation
TO 00-20-14	Air Force Metrology and Calibration Program
TO 00-25-107	Maintenance Assistance
TO 00-25-108	Communications-Electronics (C-E) Depot Support
TO 00-25-172	Ground Servicing of Aircraft and Static Grounding/Bonding
TO 00-105E-9	Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)
TO 33K-1-100-CD-1	TMDE Calibration Notes, Maintenance Data Collection Codes, Calibration Measurement Summaries, Calibration Procedure, Calibration Interval and Work Unit Code Reference Manual
TM-86-01	Air Force Technical Manual Contract Requirements (TMCR)
MIL-HDBK-1221	Department of Defense Handbook for Evaluation of Commercial Off-The-Shelf (COTS) Manuals
MIL-HDBK-9660	DoD Produced CD-Rom Products
MIL-DTL-7700	Detail Specification: Flight Manuals, Air Refueling Procedures, and Abbreviated Checklists
MIL-STD-38784	Standard Practice for Manuals, Technical: General Style and Format Requirements
MIL-PRF-83495	On-Equipment Organizational Maintenance Manual Set
MIL-PRF-87929	Operation and Maintenance Instructions in Work Package Format

A.2 RELATED FORMS.

Form Number	Form Title
AFTO 22 *	Technical Manual Change Recommendation and Reply
AFTO 27 *	Preliminary Technical Order (PTO) Publication Change Request (PCR)/TO Verification Record/Approval
AFTO 32 *	Technical Order Binder Label
DISA 41	System Authorization Access Request (SAAR)
AFTO 43 *	USAF TODO Assignment or Change Request
AFTO 45 *	Request for Calibration Responsibility Determination
AFTO 135	Source Maintenance and Recoverability Code Change Request
AFMC 145	Technical Order Receiving/Processing Record
AFTO 187 *	Technical Order Publications Request (NW & FMS only)
AFTO 276 *	Special Requisition for Air Force Technical Order
AF 310	Document Receipt and Destruction Certificate
AF 847	Recommendation for Change of Publication
DD 1348-2	Issue Release/Receipt Document with Address Label
DD 2345	Militarily Critical Technical Data Agreement

* = Authorized for Computer Generation (CG) IAW AFI 33-360V2.

A.3 LIST OF ACRONYMS.

A&S	Acquisition and Sustainment
AAC	Air Armament Center
ACC	Air Combat Command
ACO	Administrative Contracting Officer
ACPINS	Automated CPIN System
ADP	Automated Data Processing
ADRL	Automatic Distribution Requirements List (Navy)
AEODPS	Automated EOD Publications System (EOD TOs only)
AETC	Air Education and Training Command
AFCA	Air Force Communications Agency
AFCESA	Air Force Civil Engineering Support Agency
AFI	Air Force Instruction
AFJI	Air Force Joint Instruction
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFMCMAN	AFMC Manual
AFMETCAL	Air Force Metrology and Calibration (Program)
AFOSH	Air Force Occupational Safety and Health
AFPD	Air Force Policy Directive
AFRC	Air Force Reserve Command
AFRL	Air Force Research Laboratory
AFSAC	Air Force Security Assistance Center
AFSC	Air Force Safety Center
AFSEO	Air Force Special Operations Command
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command
AFTO	Air Force Technical Order
AGE	Aerospace Ground Equipment
AGSE	Aerospace Ground Support Equipment
AGSEWG	AGSE Working Group
AIA	Air Intelligence Agency
AL	Address List
ALC	Air Logistics Center (AFMC): OC - Oklahoma City; OO - Ogden; WR - Warner Robins
AMARC	Aerospace Maintenance And Regeneration Center
AMC	Air Mobility Command
ANG	Air National Guard
APO/FPO	Army Post Office/Fleet Post Office
ARR	Account Reconciliation Report
ASC	Aeronautical Systems Center
ASCC	Air Standardization Coordinating Committee
ASCII	American Standard Code for Information Interchange
AT&L	Acquisition, Technology & Logistics
ATA	Air Transport Association
ATOMS	Automated TO Management System

ATOS	Automated Technical Order System
BCC	Base Control Center
CAGE	Commercial and Government Entity (Code)
CBT	Computer Based Training
CCP	Command Control Point
CD-ROM	Compact Disk - Read-Only Memory
C-E	Communications-Electronics
CENTO	Central Treaty Organization
CG	Computer-Generated (forms)
CLS/CS	Contractor Logistics Support/Contractor Support
CNWDI	Critical Nuclear Weapons Design Information
COTR	Contracting Officer Technical Representative
COTS	Commercial Off-the-Shelf (Hardware, Software or Manuals)
CPIN	Computer Program Identification Number
CR	Change Request
CSTO	Country Standard TO
CTOCU	Central Technical Order Control Unit
CTOM	Centralized Technical Order Management (Committee)
DA	Department of the Army
DAAS	Defense Automatic Addressing System
DAC	Designated Acquisition Commander
DAPS	Defense Automated Printing Service
DCMA	Defense Contract Management Agency
DI	Desktop Instructions (JCALS)
DID	Data Item Description
DISA	Defense Information Systems Agency
DISN	Defense Information Services Network
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information Service
DMS	Defense Message System
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DP	Disaster Preparedness
DSN	Defense Switched Network
DSS	Digital Support Suite
DVD	Digital Versatile Disk
EDD	Estimated Delivery Date
EF	Electronic Form
EOD	Explosive Ordnance Disposal
ES	Equipment Specialist
ESC	Electronic Systems Center
ETIMS	Enhanced Technical Information Management System
ETOMS	Electronic TO Management System

FAA	Federal Aviation Administration
FAQ	Frequently Asked Questions
FDO	Foreign Disclosure Office
FMM	Flight Manual Manager
FMP	Flight Manuals Program (AFI 11-215)
FMS	Foreign Military Sales
FOA	Field Operating Agency
FOIA	Freedom Of Information Act
FOUO	For Official Use Only
FRD	Formerly Restricted Data
FTE	Factory Test Equipment
FTP	File Transfer Protocol
GAA	Government Approving Activity
GOCO	Government-Owned, Contractor-Operated
GSA	General Services Administration
HAZMAT	Hazardous Materials
IA	Information Assurance
IC	Interim Change
ICBM	InterContinental Ballistic Missile
ICS	Interim Contractor Support
ICD	Initial Capabilities Document
ID	Initial Distribution or Identification
IDEA	Innovative Development through Employee Awareness (Program)
IETM	Interactive Electronic Technical Manual
IMC	Interim Message Change
IOS	Interim Operational Supplement
IP	Internet Protocol
IPDF	Indexed Portable Document Format (Adobe™)
IPDS	IDEA Program Data System
IRTS	Incident Reporting and Tracking System
ISS	Interim Safety Supplement
ITCTO	Interim Time Compliance TO
ITO	Interim Technical Order
ITPS	Identifying Technical Publication Sheet
IWSM	Integrated Weapon System Management
JCALS	Joint Computer-Aided Acquisition and Logistics Support (System)
JG	Job Guide
JNWPS	Joint Nuclear Weapons Publication System
JTM	Joint Technical Manual (application) (JCALS)
LAN	Local Area Network
LEP	List of Effective Pages

LID	Like Item Distribution
LOAP	List Of Applicable Publications
MAAG	Military Assistance Advisory Group
MAJCOM	Major Command
MDS	Mission/Design/Series
MIL-DTL	Military Detail Specification
MILSPEC	Military Specification
MIL-STD	Military Standard
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MIQ	Maximum Issue Quantity
MPTO	Methods and Procedures TO
MRL	Master Requirements List
MSG	Materiel Systems Group (AFMC)
NATEC	Naval Air Technical Data and Engineering Service Command
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVEODTECHDIV	Naval EOD Technology Division
NC	Numerical Control
NDI	Non-Destructive Inspection
NSN	National Stock Number
NW	Nuclear Weapon
O&M	Operation(s) and Maintenance
ODC	Office of Defense Cooperation
ODS	Ozone Depleting Substances
OMB	Office of Management and Budget (DoD)
OPR	Office of Primary Responsibility
OS	Operational Supplement
PACAF	Pacific Air Force
PC	Personal Computer
PCO	Procuring Contracting Officer
PDL	Personal Distribution List (DMS)
PEO	Program Executive Officer
PGM	Product Group Manager
PI	Product Improvement
PIM	Product Improvement Manager
PMEL	Precision Measurement Equipment Laboratory
POC	Point of Contact
PSN	Publication Stock Number (JCALS)
PTO	Preliminary Technical Order
QA	Quality Assurance
RAC	Rapid Action Change

R&D	Research and Development
RC	Recommended Change
RD	Restricted Data
REMIS	Reliability and Maintainability Information System
RFP	Request for Proposal
RIC	Routing Identifier Code (JCALS)
SA	System Administrator
SAF	Secretary of the Air Force
SAO	Security Assistance Organization
SAP	Security Assistance Program
SAR	Special Access Required
SATODS	Security Assistance TO Data System
SB	Service Bulletin
SCM	Supply Chain Manager (AFMC)
SE	Support Equipment
SETA	Systems Engineering and Technical Assistance (contractor)
SGML	Standard Generalized Markup Language
SM	Single Manager
SMC	Space & Missile Center
SMR	Source, Maintenance, & Recoverability (Code)
SMTP	Simple Mail Transfer Protocol
S/N	Serial Number
SPD	System Program Director
SPO	System Program Office
SPTODO	Special Purpose TODO
SS	Safety Supplement
SSI	Stock/Store/Issue
S/S/SN	System/Subsystem/Subject Number
STANAG	Standardization Agreement (NATO)
STE	Special Test Equipment
TCM	Technical Content Manager
TCTO	Time Compliance TO
TDY	Temporary Duty
TM	Technical Manual
TMCR	TM Contract Requirements (document)
TMS	Type/Model/Series
TMSS	Technical Manual Specifications and Standards
TO	Technical Order
TODA	TO Distribution Account
TODO	TO Distribution Office
TO.MART	TO Management and Retrieval Tool
TOPR	TO Publication Request
TOPS	TO Page Supplement
TORSN	Technical Order Request Status Notification
TPL	Technical Publications Library (Navy)

USAF	United States Air Force
USAFE	U.S. Air Forces in Europe
USAPA	U.S. Army Publishing Agency
USDAO	U.S. Defense Attaché Office
URL	Uniform Resources Locator (Internet address)
VSP	Verification Status Page
WAN	Wide Area Network
WD	Wiring Diagram
WP	Work Package
WUC	Work Unit Code
WWW	World Wide Web (Internet)

A.4 TERMS AND CONDITIONS.

A

ACCURACY	A publication is accurate if it is free of errors (correct procedural steps, in the correct order, parts data that match parts used, etc).
ADEQUACY	A publication is adequate if it permits the intended users to perform tasks in accordance with the approved maintenance or operational concept (read and understand all materials to a level that results in successful task performance).
ANNUAL CHECKS	TODOs and TODAs maintaining ATOMS TO Account Records check them for accuracy against the TO Catalog annually. The records are updated and missing TOs or TO increments are requisitioned as required. TO library custodians perform annual library inventories to ensure TOs contained in shop/office TO libraries are current and complete (current basic and all increments posted).
AUTOMATED TECHNICAL ORDER MANAGEMENT SYSTEM (ATOMS)	The ATOMS is a computer application that is designed to assist TODOs with account management and record-keeping functions associated with TO distribution. ATOMS software, with the User Guide included, is available through the TO System Information Page (http://www.ide.wpafb.af.mil/toprac/to-syste.htm).
AUTOMATED TECHNICAL ORDER SYSTEM (ATOS)	The computerized system used by ALCs for the storage, retrieval and maintenance of TOs. ATOS is capable of producing both digital and hard copy reproducible masters.

B

BASELINE TO FILE	The official, published file for a digital TO. It consists of the basic TO file merged (posted) with any published change files.

C

CATEGORY	The TO number assigned to a family group of TOs such as Aircraft, Engine, or Test Equipment. See TO 00-5-18 for a list of categories.
CENTRAL TECHNICAL ORDER CONTROL UNIT (CTOCU)	A TO acquisition-phase agency responsible for the TO QA program under the direction of the TO Manager. Its location and management shall be determined by the TO Manager (TO 00-5-3). The CTOCU normally includes representatives from AFMC, the using command and the contractor. The CTOCU is no longer authorized after completion of the acquisition phase without the express written agreement of the SPD and using command(s).
CLASSIFICATION OR PROPOSED CLASSIFICATION	One or two alpha characters listed in the TO index to denote the proposed classification of an unpublished TO or the actual classification of a published TO.
COMMERCIAL MANUALS	Commercial Manuals fall into two broad categories, defined below:

	COMMERCIAL OFF-THE-SHELF (COTS) MANUALS—COTS manuals are those technical publications developed by vendors to support commercially available products, and include users manuals, parts lists, schematics, etc. Generally, COTS manuals do not require Verification.
	MILITARY COMMERCIAL MANUALS—These manuals are developed to commercial specifications (e.g., ATA-100 for aircraft manuals) for support of systems and end items developed specifically for the military. When acquired for use by government personnel, these manuals must be verified just like Military Specification manuals.
COMMAND CONTROL POINT (CCP)	The MAJCOM office or delegated activity responsible for review and approval of AFTO Forms 22 on a designated system, end item or specialty area.
COMMODITY	A designated item, subsystem or system that is not identified as a weapon system. Commodities are grouped into Product Groups that possess similar characteristics and applications benefiting from similar developmental, acquisition, and logistics support management processes. INTEGRATED COMMODITIES are so tied to a weapon system that separate management is not feasible.
CONCURRENT RELEASE	Withholding release of all formats of a publication until publishing of all media for a TO is funded, reproduction is in progress, and distribution is assured.
CONFIGURATION MANAGED EQUIPMENT	Equipment that reflects the current configuration of military systems and/or end items currently in the Air Force operational inventory. This equipment requires the use of the latest TO information as listed in the appropriate TO Catalog.
COUNTRY VALIDATION AGENCY	An office responsible for monitoring and validating foreign government requests for NW TOs. For European countries, OL-EL/ELO will act as the Country Validation Agency; all other foreign government requirements will be validated by the assigned Military Assistance Advisory Group (MAAG), Office of Defense Cooperation (ODC), U.S. Defense Attaché Office (USDAO) or similar activity.

D

DISTRIBUTION	Distribution, as used in this TO, refers to any method used to provide technical data and TOs to end users. It includes physical distribution of paper TOs and CD-ROMs, electronic delivery of messages and attachments to e-mail/DMS, and providing on-line access to digital files through the Internet or a Wide Area Network (WAN).

E

ERRATA SHEETS	Cover sheets used to transmit TO pages either inadvertently omitted from or misprinted in distributed TO increments. The pages being sent out via errata sheet must NOT include any TO changes, no matter how minor. The errata sheets will list the pages included and the actions to be taken to post them to the affected TO.

F

FLIGHT MANUAL MANAGER (FMM)	The individual responsible for managing the technical content of FMP publications. This includes initial acquisition and verification, maintenance, and periodic reviews.
FORMAL TO	Military Specification (MILSPEC)-developed TOs that have been sufficiently verified to make them usable for operation and maintenance, and which are printed and available for distribution in the TO System. Until fully verified, the TOs must contain a verification status page, identifying those functions that have not been verified. Formal TOs include commercial manuals accepted for Air Force use and assigned a TO Number.
FORMAT	***n***. 1. The shape, size, binding, typeface, paper and general makeup or arrangement of a publication, as determined by military or commercial specifications and standards; 2. Digital files developed to a particular computer application, such as Microsoft Word, Adobe Portable Document Format (PDF), or Standard Generalized Markup Language (SGML); 3. Publication medium, such as paper versus digital. – ***v***. To arrange a document or publication according to a specific format.

G

GOVERNMENT (DOD) CONTRACTOR	A contractor working on a contract issued by a Government agency. A DoD contractor has a contract issued by a DoD component.

H

HEALTH HAZARDS PRECAUTION DATA	When hazardous chemicals or adverse health factors in the environment cannot be eliminated, appropriate precautionary requirements shall be included in TOs according to MIL-STD-38784.

I

INITIAL DISTRIBUTION (ID)	The first distribution of a TO increment to the established subscription list. ID is considered to be completed when the printed TO is placed into the postal service or other carrier.
INITIATOR	The individual who identifies a discrepancy or deficiency in the TO System and prepares the documentation and recommended change for submission to the final approving authority.
INTEGRATED WEAPON SYSTEM MANAGEMENT (IWSM)	Empowering a single manager with authority over the widest range of military system program decisions and resources to satisfy customer requirements through the life cycle of that system. This is the AFMC management philosophy for all military systems and end items.

J

JOINT COMPUTER-AIDED ACQUISITION AND LOGISTICS SUPPORT (JCALS) SYSTEM	The DoD system for managing technical information, including TOs. JCALS is for use by all DoD elements.
JOINT NUCLEAR WEAPONS PUBLICATIONS SYSTEM (JNWPS)	TOs and TMs used to support nuclear weapons and nuclear-related support systems, indexed in TOs 0-1-11N and 0-1-11N-C

L

LEAD COMMAND	The Air Force assigns responsibility for overall management of each system to a “lead command” to ensure that all requirements associated with every system receive comprehensive and equitable consideration. The lead command provides a primary input into the process of developing and maintaining a force structure with a balance of complimentary capabilities, and it establishes a basis for rational allocation of scarce resources among competing requirements. When only one command uses a weapon or equipment system, it is automatically assigned Lead Command. See AFPD 10-9 for aircraft systems and AFI 10-901 for communication and information systems assignments.
LIKE ITEM DISTRIBUTION (LID)	Distribution using a label deck based on subscriptions for the parent or other similarly-used TO for the same weapon system, equipment and classification.
LIST OF EFFECTIVE PAGES (LEP) CHECKS	See paragraph 4.11.4.
LIBRARY CUSTODIAN	Anyone assigned responsibility for maintaining TOs in a fixed or non-fixed library to include a TODO, TODA, or TO sub-account.

M

MAJOR COMMAND	The highest-level activity responsible for management, operation and command control of a military system or end item. As used in this TO, major command includes Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs).

MASTER HOST SITE	The Internet or WAN server location where the master digital TO file is hosted by the proponent (owning) organization.
MASTER REQUIREMENTS LISTING (MRL)	A list of all NW TO requirements for a specific TODO.
MILITARY SPECIFICATION MANUALS	These are TMs and TOs developed according to Military Standards and Performance/Detail Specifications.

N

NON-CONFIGURED EQUIPMENT	Pre-production or prototype-modified equipment and end items that are representative of but do not reflect the current configuration of vehicles or systems in the Air Force operational inventory.
NUCLEAR WEAPONS (NW) TOs	TOs, technical manuals (TMs) and related publications for support of the nuclear weapons program.
NW VIDEOTAPES	Training or informational videotapes developed to supplement or provide further instruction on new or difficult procedures in JNWPS manuals.
NW-TODO	An activity authorized to submit requirements for and to receive Category 11N TOs. AAC/NWLT assigns special codes to identify NW-TODOs, NW-EOD-TODOs, and NW-FMS-TODOs.
NW-EOD-TODO	An activity authorized to submit requirements for and to receive Category 60N EOD TOs.
NW-FMS-TODO	A USAF or other U.S. government activity authorized to submit foreign government requirements for NW TOs. This activity is authorized to receive unclassified NW TOs and forward the TOs to the foreign government.

P

PRELIMINARY TECHNICAL ORDERS (PTOs)	PTOs are produced in limited quantities for Air Force personnel to review and approve the contents during acquisition, and for development of initial training packages (TO 00-5-3).
PRODUCT GROUP	A compilation of several specific end items in all life-cycle phases, characterized by an on-going development requirement and a much larger cumulative sustainment effort.
PRODUCT GROUP MANAGER (PGM)	The single manager for a Product Group, who has the same responsibilities as a System Program Director for the assigned products.
PRODUCT IMPROVEMENT MANAGER (PIM)	The individual or office at an activity responsible for the quality and continuous improvement of the activity operations and maintenance of assigned equipment (part of the Quality Assurance activity).
PROPONENT	The JCALS “ORG ID” of the organization responsible for management of a TO or series of TOs.

R

RAPID ACTION CHANGES (RACs)	Emergency or Urgent TO Changes distributed electronically to correct safety hazards or prevent mission degradation and work stoppages. RACs are formatted like routine TO Changes using the digital TO file composition software to allow seamless merging with the basic TO file. If the RAC is not composed for seamless merging, regardless of presentation format (page- or non-page-oriented), the data must be directly accessible via hyperlink to and from the affected location in the TO.
RECLASSIFIED	Change of a TO security classification or proposed classification.
RELEASE APPROVING AGENCY FOR FOREIGN ACCOUNTS	The office authorized to approve release of NW data to foreign governments.
RENUMBER	Changing a TO number or TCTO series number to correct errors with the originally-assigned number.
REPLACEMENT	Supersedure of one TO by one or more others.

REQUISITION	A request for distribution of published TOs.
RESCIND	A TO is rescinded when the TO Manager removes it from active status with no replacement. TOs are rescinded when the equipment they support leaves the active inventory, or when the TCTO rescission date has expired and the manager rescinds it. See also Supersede.
RESCINDED FOR AF AND SAP	Code used when TOs are no longer authorized for use.
RESCINDED FOR AF, RETAINED FOR SECURITY ASSISTANCE	Code used when TOs rescinded for USAF use are used to support a Security Assistance Program (SAP --TO 00-5-19).
ROUTINE CHECK	See paragraph 4.11.2. TODA and/or TO library custodian review of the 'Search New, Updated & Inactive TOs' function of the Air Force TO Catalog whenever it is updated, to identify new or changed entries affecting the mission supported by the account/library.

S

SHALL, WILL, SHOULD, MAY	In TOs the word "shall" is used to express a provision that is binding. The words "should" and "may" are used when it is necessary to express non-mandatory provisions. "Will" may be used to express a mandatory declaration of purpose or when it is necessary to express a future event.
SINGLE MANAGER (SM)	The generic term encompassing System Program Directors (SPD) and Product Group Managers (PGM) (see definitions). The individual responsible for management of all aspects of a system, product group or materiel group.
SUBSCRIPTION (formerly called "Initial Distribution (ID)")	Defined as a requirement established by a TODO for a TO or a TCTO, to provide follow-on support (revisions, changes, and supplements) for established users. Subscriptions are established for unpublished TOs to help determine printing quantities and ensure distribution when the TO is published. The subscription requirement is retained in JCALS system records until changed or deleted.
SUPERSEDE	Action taken to replace a TO update or an entire TO with a later version. TO revisions supersede (or replace) the basic or earlier revisions of the same TO, along with all related changes and supplements. Although not commonplace, one or more TOs can be superseded (replaced) by a totally different TO.
SUPPLEMENTAL DISTRIBUTION	Supplemental Distribution action is used to fulfill organizational requirements when only partial initial distribution was made due to insufficient stock.
SUPPLY CHAIN MANAGER (SCM)	Designated individual(s) at an ALC responsible for managing a line of National Stock Number (NSN)-coded items. SCM functions include requirements determination; cataloging, standardization and engineering data management; stock control and distribution; technical management functions; and pricing for assigned items. SCMs report to ALC Commanders, but are responsible for supplying, repairing, and managing materiel to support SMs.
SYSTEM	A discrete stand-alone collection of end items, components and related resources which, in conjunction with user support and operation, provides a capability to accomplish a specific mission.
SYSTEM ADMINISTRATOR (SA)	This JCALS role is not assigned to each base, but is assigned to the location of the JCALS server servicing the base. The SA manages the server, inputs user profiles (username, password, and associated roles and privileges) as approved by the FA, and helps to resolve problems with JCALS connectivity, passwords, etc.
SYSTEM PROGRAM DIRECTOR (SPD)	The individual in a SPO who is ultimately responsible and accountable for decisions and resources in overall program execution. The single face to the user who oversees the seamless process. SPD is the designated title for the single manager of a program who reports to a Program Executive Officer (PEO) or Designated Acquisition Commander (DAC).
SYSTEM PROGRAM OFFICE (SPO)	The integrated organization responsible for cradle-to-grave military system management.

T

TECHNICAL CONTENT MANAGER (TCM)	The individual or office responsible for the accuracy, adequacy, modification, classification and review of TO procedures, engineering data and the related technical contents of a TO. TCMs are not generally responsible for style and format or other non-technical aspects of manuals.
TECHNICAL DATA	Technical data is defined in public law as "…recorded information (regardless of the form or method of recording) of a scientific or technical nature (including software documentation) relating to supplies procured by an agency. Technical data does not include computer software or financial, administrative, cost or pricing, or management data or other information incidental to contract administration." This definition includes engineering data, source data and TO data (for example, schematic diagrams, flow diagrams, manufacturer handbooks, manuscripts of O&M instructions, PTOs commercial TMs, R&D TMs, and other system or equipment O&M procedures developed under AFMC or other acquisition agency directions during the system acquisition phase). Avoid use of this term when referring to specific types of data.
TECHNICAL MANUAL (TM)	A document that contains operational or maintenance instructions, parts lists or parts breakdown, or other related technical information or procedures (exclusive of administrative procedures) for a weapon system, weapon system component, support equipment or other item procured by DoD. This data can be presented in any form (e.g. hard copy, audio and visual displays, magnetic tape, disks, or other electronic devices).
TECHNICAL MANUAL (TM) ACCOUNT CODE	A JCALS customer identification number established in order to transact business for automatic distribution of TOs available on physical media.
TECHNICAL MANUAL CONTRACTREQUIREMENT (TMCR) DOCUMENT, TM-86-01	The document approved for use by the Department of the Air Force to acquire TOs. It fully describes statement of work criteria for contractor program management, TO Quality Assurance, TO development and update, TCTOs, delivery instructions, and generic tailoring of the approved standards and specifications.
TECHNICAL ORDER (TO)	TMs developed to MILSPECs or commercial manuals reviewed and approved in accordance with MIL-HDBK-1221, managed in the Air Force TO System, and meeting the criteria for TMs listed above. The term Technical Order is equivalent to the DoD term Technical Manual.
TECHNICAL ORDER DISTRIBUTION ACCOUNT (TODA)	An authorized technical order distribution activity serviced by the TODO and assigned as a subaccount of the TODO.
TECHNICAL ORDER CATALOG	A database providing information and current status of TOs currently active in the TO system. The catalog is used for management of TO libraries, developing requirements and preparing orders.
TECHNICAL ORDER DISTRIBUTION OFFICE (TODO)	The office or individual responsible for providing TO account administrative services for a unit or activity. These services will include consolidation and submission of subscription requirements and one-time requisitions for TOs/TO updates, receipt and distribution of TOs to unit or activity TO library custodians and oversight of TO library operations.
TECHNICAL ORDER DISTRIBUTION OFFICE CODE	A number assigned to identify a TODO.
TECHNICAL ORDER LIBRARY	One or more TOs maintained by individuals or offices for continuing use. Authorized TO libraries require distribution of all TO updates to ensure included TOs are current.

TECHNICAL ORDER MANAGER	As used in this TO, refers to either the individual manager or agency responsible for managing the TO portion of a specific military system or end item program. TO Manager responsibilities include acquisition, update, publishing, storage and distribution of TOs and related technical data in accordance with AFPD 21-3 and 00-5-series TOs. When acquisition is being performed by a TO Manager assigned to a Product Center, the prime ALC TO Manager will provide the best practices and procedureal guidance, coordination and support for the program when sustainment will be managed at the ALC..
TECHNICAL ORDER SYSTEM	The Air Force specialized publication system established by AFPD 21-3, IAW AFI 33-360V1, for the acquisition, management, publication, filing and use of technical manuals. The TO System includes the hardware and software for the standard TO management system, personnel and facilities, and all manuals developed or acquired for organic operation, maintenance, inspection, modification, or management of centrally-acquired and managed Air Force military programs and end items. This includes paper and digital copies of manuals developed IAW Technical Manual Specifications & Standards, non-embedded personal computer software which automates the function directed by a TO, contractor-developed manuals adopted for Air Force use, and approved Commercial Off-The-Shelf (COTS) manuals.
TECHNICAL ORDER SYSTEM FUNCTIONS	The standard set of functions consists of manage, acquire, improve, publish, stock, distribute and use TOs. These functions encompass the entire gamut of business practices and procedures from initial TO development or acquisition through final disposition.

U

USER ORGANIZATION	An organization having a need for TOs.
USING COMMAND	The command that operates and/or maintains military systems or end items.

W

WARNING, CAUTIONS, AND NOTES	Unless otherwise specified in content MILSPECs, warnings and cautions shall precede the text but follow the applicable paragraph heading. Notes can precede or follow applicable text, depending upon the material to be highlighted. Warnings, cautions and notes shall not contain procedural steps, nor shall the headings be numbered. When a warning, caution or note consists or two or more paragraphs, the heading WARNING, CAUTION or NOTE shall not be repeated above each paragraph. Warnings and/or cautions and/or notes shall appear in this sequence. The paragraphs shall be short, concise and emphasize important and critical instructions.

APPENDIX B
TECHNICAL ORDER SYSTEM TRAINING RESOURCES

B.1 PURPOSE.

The purpose of this appendix is to provide a comprehensive listing of the training resources available to meet the training needs of all managers and users of Air Force TOs. The appendix includes a description of the training resources and OPRs. The goals, objectives and a listing of TO System training resources are also available on the Technical Data Division Training web page (http://www.ide.wpafb.af.mil/).

B.2 TO SYSTEM TRAINING RESOURCES.

The TO management process within AFMC encompasses TO acquisition/development, printing/distribution (Internet access), improvement/update, and ultimately rescission sub-processes. Using Command TO managers are involved in TO acquisition/development, improvement, and distribution. TO System training resources listed here primarily address TO System process education. When available, TO System role-based training resources are described. Role based training resources are established to help users (TO program managers and field TO distribution personnel) effectively utilize the automated tools developed and provided to accomplish TO System business.

B.3 TO SYSTEM BUSINESS PROCESS EDUCATION AND TRAINING RESOURCES.

TO System process education and training includes two components: education about TO System policy and processes; and role-based training on the TO System business practices using automated tools provided to accomplish TO system business. The Technical Data Division of the Business Information SPO, MSG/MMF, WPAFB OH, is responsible for overseeing TO System education and training and establishing workshops or seminars as required to ensure TO System users are prepared to use the tools provided to efficiently and effectively accomplish TO System business.

B.3.1 AETC Web-Based TO System Courses. These courses are designed for TODAs, TODOs, Library Custodians, or any personnel required to use or care for TOs used in day-to-day operation and maintenance of AF system and equipment. These courses are managed by 362 TRS/TRR, Sheppard AFB, TX, DSN 736-1825 or commercial (940) 676-1825. DoD military and civilian personnel may easily enroll in these courses (see Enrollment Instructions for the AETC TODO training courses on the training web page). Students must take an End-of-Course exam administered by the local base Education Office for successful web-based course completion.

B.3.1.1 J6ANU00066 044 - General Technical Order System Course (Web-Based): This course provides familiarization training in the knowledge and skills associated with the maintenance of Air Force Technical Orders (TO) and TO Distribution Accounts. The student will study types of TOs, TO library files and various forms used to manage a TO library. The student will also be given the opportunity to practice posting updates in a TO and recommending a TO change. The course is made up of six modules: the Technical Order System, Technical Order Requirements, Technical Order Libraries, Technical Order Improvement System, Air Force Technical Catalog, and automated Technical Order Management Tools used in the day-to-day TO system operations.

B.3.1.2 J6ANU00066 039 - Advanced Technical Order System Course (Computer-Based): This course is no longer available. The web-based replacement for this CBT version is in development and is expected to be available soon. Until completed, prospective students should use the ATOMS web-based tutorial (URL http://www.ide.wpafb.af.mil/toprac/to-syste.htm, link to ATOMS Program Tutorial) and if possible, attend a MAJCOM sponsored regional ATOMS workshop. Contact your MAJCOM TO System functional manager for further information.

B.3.2 Air Force Institute of Technology Courses. The following courses are strongly recommended for all Logistics and TO Program Managers who will be responsible for the acquisition, development and/or management of TO programs and TO development efforts. The courses are one week long and are normally scheduled to be completed in direct succession. Courses may be taken in-residence at AFIT School of Systems and Logistics at WPAFB OH or on-site. For more information about these and related courses, visit the AFIT School of System and Logistics web page (http://ls.afit.edu/).

B.3.2.1 SYS110 - Fundamentals of Data Management. The course is presented so that the students will learn concepts to effectively manage the acquisition of contractually acquired data (including TOs). The fundamentals of the discipline known as data management, the tools used and related functional disciplines are presented. Sound data management principles to improve data accuracy, adequacy and timeliness are described. Students will also learn the acquisition process in accordance with established DoD policies and directives from a Data Management Perspective to support life cycle acquisition and

sustainment of defense systems. Air Force Technical Orders contain technical data that must be acquired using the principles taught in this course.

B.3.2.2 SYS230 - AF Technical Order Acquisition and Management. This course is structured to teach students the general concept, policies and functional responsibilities of the Air Force Technical Order System. The course develops the technical order acquisition concept from identification of technical order requirements through preparation, development, and sustainment of technical orders. The course reviews the responsibilities of the technical order manager in the total acquisition and development cycle in detail. Course material also addresses the interface with other logistics disciplines and demonstrates the importance of coordination with these disciplines. The course addresses JCALS and its impact on the development of technical data. Students learn how to apply effective management techniques to coordinate the acquisition of technical orders through the various cycles of the development cycle.

B.3.3 TO Acquisition and Sustainment (A&S) Computer Based Training (CBT) Course. The TO A&S CBT course provides detailed information on concepts, policy and processes concerning specific topic areas of TO acquisition and sustainment. The TO A&S CBT is an effective training tool and may be used as part of a local OJT program or anytime as a refresher. Student training is self-paced and embedded review questions reinforce learning. The course runs from a Local Area Network (LAN) or a stand-alone desktop computer. Minimum system requirements include an IBM compatible 386 computer (25 MHz), 4 MB of total RAM, 60 MB free on hard disk, Mouse (highly recommended), VGA monitor and Microsoft Windows 3.1 or higher. The course consists of ten lessons that cover all aspects of TO management. This PC-based software product is available for download at the training link at address http://www.ide.wpafb.af.mil/toprac/to-syste.htm.

a. Air Force TO System
b. TO Acquisition and Development
c. Interface
d. Budget and Cost
e. Technical Manual Contract Requirements (TMCR)
f. Digital Data
g. TM Specification and Standards
h. Time Compliance TOs (TCTOs)
i. Improvement and Update
j. Printing and Distribution

NOTE

The above course is being updated by AFIT, and will be published as web-based training.

B.4 JCALS SYSTEM TRAINING.

Preliminary training required for use of the JCALS system is provided via the web-based JCALS Assistant training course. Completion of appropriate lesson modules is required before personnel may be assigned JCALS username and password to access the JCALS system. Refer to APPENDIX C for additional information needed to prepare for and become a JCALS user. More detailed information about AF JCALS training resources is available at http://www.ide.wpafb.af.mil/toprac/ide_training.htm.

B.5 TO SYSTEM ROLE-BASED TRAINING WORKSHOPS.

MSG/MMF has established training workshops for the ATOMS application. Inquiries and arrangements may be made to attend one of these workshops by contacting MSG/MMF TO System training focal point. Additional information may be obtained by calling DSN 785-3085 or at http://www.pdsm.wpafb.af.mil/toprac/ide_training.htm.

B.6 ADDITIONAL RESOURCES.

The Acquisition, Technology & Logistics (AT&L) Knowledge Sharing System (AKSS - http://deskbook.dau.mil/jsp/default.jsp) was launched in October 2002 to replace the Defense Acquisition Deskbook (DAD). Like its predecessor, Deskbook, AKSS will continue to provide acquisition information for all DoD service components and across all functional disciplines. AKSS serves as the central point of access for all AT&L resources and information, and to

communicate acquisition reform. As the primary reference tool for the Defense AT&L workforce, it provides a means to link together information and reference assets from various disciplines into an integrated, but decentralized information source. There are eight major Content sections available. These are:

a. Popular Information Links
b. Mandatory and Discretionary References
c. Communities and Knowledge Areas
d. Ask a Professor
e. DoD Forms Programs
f. Index to other AT&L Web Sites
g. Software Tools
h. Education & Training

APPENDIX C
JCALS TM ACCOUNT OPERATIONS USERS GUIDE

C.1 JOINT COMPUTER-AIDED ACQUISITION AND LOGISTICS SUPPORT (JCALS).

This appendix provides a general overview of the JCALS system Joint Technical Manual (JTM) application processes and provides information needed to prepare for and become a JCALS user.

C.1.1 The JCALS System. JCALS is a distributed information system that operates on a client-server architecture. JCALS user PCs (clients) must have the PC Client and Exceed applications installed to connect to and interact with JCALS (servers) at the user's geographic location. JCALS site servers are interconnected via the DoD Non-classified Internet Protocol Router Network (NIPRNET) to form the JCALS enterprise Wide Area Network (WAN). Information about TOs is distributed among JCALS site servers at locations where the users responsible for the information are located. Information created and hosted at one JCALS site server location is shared among other site servers via the JCALS WAN. JCALS client-server architecture and WAN make it possible for TO suppliers located at Product and Logistics centers and TODO and TODA personnel to create and access TO System information in a real time on line environment.

C.1.1.1 TO System suppliers include those JCALS system users with user log in profiles allowing them to create and manage TO configuration, content, stock and distribution and Reference Library information. The majority of these users are TO program managers, equipment specialists (TO content managers) and TO distribution managers (stock item managers).

C.1.1.2 TO System customers include those JCALS system users with login profiles allowing them to create and manage TODO TM Account information, establish TO subscriptions and order (one-time requisition) TOs. It also provides the capability to check status of submitted orders, view current TO configuration (Index) information, submit and check status of recommended TO changes and to view digital TO files through the JCALS reference library function.

C.1.1.3 Access to and interaction with TO information in JCALS is controlled by organization-based (where you are) and role-based (what you do) access controls (called OBAC and RBAC for short). Individual user login profiles are established that specify a user's location and specific system privileges based upon the roles (tasks) assigned. For example, a user's profile must specify the same organization as a TO and contain TO Manager privileges before the user may approve changes to the TO configuration (index) information record. Certain other controls are established on TO information that require correspondence between the authorization associated with a TODO TM Account and the restriction/distribution placed on the distribution of a TO. For example, a TODO TM Account must carry Secret authorization to request a secret TO.

C.1.1.4 Another key JCALS information process service is the Workflow Manager. TO configuration, content data, recommended change, TO distribution and TO request workload is processed and routed throughout the JCALS WAN using JCALS workflow manager services. This system feature is used to identify responsible users, specify routing, and move information from initiators to users and managers.

C.1.2 Before a JCALS login profile (username and password) may be established for a prospective user (TO supplier or customer), several tasks must be completed. JCALS must be locally available and prospective users must have access (login) to the site's LAN. Contact the MAJCOM TO System functional manager (AF CTOM representative) to determine if and/or when the JCALS system will be available at your location. If JCALS is available locally, contact the site JCALS POC or the Lead TODO for further assistance with completion of the following tasks:

C.1.2.1 Prospective users must complete appropriate modules of JCALS web-based training (the JCALS Assistant course) and will have the opportunity to participate in one or more JCALS user workshops tailored to the provide information related to the roles performed by the user. For information about which JCALS Assistant web-based training modules are appropriate, available JCALS training workshops, or any AF JCALS related question, connect to URL http://www.ide.wpafb.af.mil/jcals/jcals_main_screen.htm. A JCALS Desktop Instruction guide that provides how-to information for individual JCALS TM Process and sub-process screens is available to JCALS users in the JCALS Reference Library.

C.1.2.2 Prospective users will be assigned JCALS system roles and privileges commensurate with the JCALS tasks assigned. Special AF roles have been established to accomplish work associated with using command field location; these roles are Product Improvement Manager (PIM), Lead TODO, TODO and TODA. The roles prescribe a standardized set of privileges which enable access to required JCALS screens or ability to approve or submit the information. These special roles must be separately established and assigned at each JCALS location where TO System customers will be required to use JCALS. Standard JCALS system roles and privileges (available at any location) will be assigned to JCALS users to accomplish work associated with TO supplier functions (described above). The most current list of standardized TO System

customer roles and privileges and JCALS system roles and privileges may be reviewed and/or downloaded from URL http://www.ide.wpafb.af.mil/jcals/jcals_main_screen.htm.

C.1.2.3 JCALS client software (PC Client and Exceed) must be installed and set up on the user's PC before access and operation in JCALS will be possible. Set up will ensure proper connectivity through the user's LAN to the site JCALS server. E-mail notification will be set up that will forward JCALS system process notifications to the user's local MS exchange server e-mail account. The site JCALS System Administrator, JCALS site POC or Lead TODO will assist new users with set up and operation of JCALS.

C.1.2.4 A DISA Form 41, specifying the JCALS system role and privileges necessary to accomplish the user's mission tasking, must be completed and taken to the JCALS site administrator to establish JCALS user login username and password. An AFTO Form 43 must accompany the DISA Form 41 when the mission tasking specifies TODO operations. Contact the Lead TODO or JCALS site POC for assistance in setting up JCALS login and user profile.