

TECHNICAL MANUAL

AF TECHNICAL ORDER SYSTEM

(ATOS)

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CHAPTER 1

INTRODUCTION, SCOPE AND EXCLUSIONS

1.1 INTRODUCTION.

The Air Force Technical Order (TO) system provides clear and concise instructions for the safe and effective operation and maintenance of centrally-acquired and managed Air Force military systems and end items.

1.1.1 This TO describes 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, and provides guidance and general management procedures. This TO identifies and explains the various types of TOs ([Figure 1-1](#)), management tools, and procedures for TO accounts, ordering TOs, recommending TO updates, etc. References and related publications, related forms, acronyms and terms used in this TO are listed in the Glossary, Appendix A.

1.1.2 When consulting this TO for procedural information (for example, ordering TOs), it's recommended the user read the appropriate chapter from top to bottom instead of jumping to the detailed paragraph or subparagraph. By doing so, the user will understand the context and common information associated with the detailed procedure. The table of contents has been formatted to enable direct linking to the paragraphs within the chapters for experienced users. The TO is also "text searchable" should the user require information on a specific topic.

1.1.3 Additional information about the TO system may be accessed through the World Wide Web on the TO System Information Page at <http://www.ide.wpafb.af.mil/toprac/to-syste.htm>.

1.1.4 TOs for individual systems and end items are managed by TO Managers assigned by the responsible Program Manager (PM) or Supply Chain Manager (SCM). TO managers are responsible for managing the configuration of TOs and providing users with accurate, reliable and timely data. Individual TO currency and accuracy is the responsibility of assigned Technical Content Managers (TCMs). Flight Manual Managers (FMMs) are the equivalent of TCMs for Flight Manual Publications (FMP) (reference AFI 11-215, Flight Manuals Program).

1.1.5 Refer TO system policy and procedure questions to the Policy Team, HQ AFMC/A4YE, 4375 Chidlaw Rd, Ste 6, WPAFB OH 45433-5006, e-mail: AF.TOPP@wpafb.af.mil. Refer questions on specific TO system tools to the Office of Primary Responsibility (OPR) listed in [Chapter 3](#). Request for waivers of TO System policy and procedures must be submitted IAW AFI 21-303. Changes to this TO shall be submitted in accordance with [Chapter 9](#).

1.2 SCOPE.

The Air Force TO System includes the TOs, infrastructure, training 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 manuals for paper and electronic data delivery developed IAW Technical Manual Specifications and Standards (TMSS), 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 Air Force Standard 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 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 standard publications (AFI 33-360, Volume 1, Publications Management Program) and subjects covered in other specialized publication systems.

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1.3.4 Embedded computer programs managed according to AFI 33 series (Communications and Information) instructions, and the USAF Computer Program Identification Numbering System covered in TO 00-5-16, Software Managers Manual -- USAF Computer Program Identification Numbering (CPIN) System, and TO 00-5-17, Users Manual -- USAF Computer Program Identification Numbering System (CPIN).

1.3.4.1 Technical Order Distribution Office (TODO) personnel who manage CPIN are identified on Block 4i of the AFTO IMT 43, USAF TODO Assignment or Change Request ([Figure 4-2](#)).

1.3.4.2 See paragraph [2.1.9](#) for computer-related manuals managed in the TO System.

1.3.5 Systems or equipment to be maintained and operated 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.

1.3.6 Communications-Computer Systems Security and nonstandard cryptologic systems and equipment operated and maintained by National Air and Space Intelligence Center (NASIC).

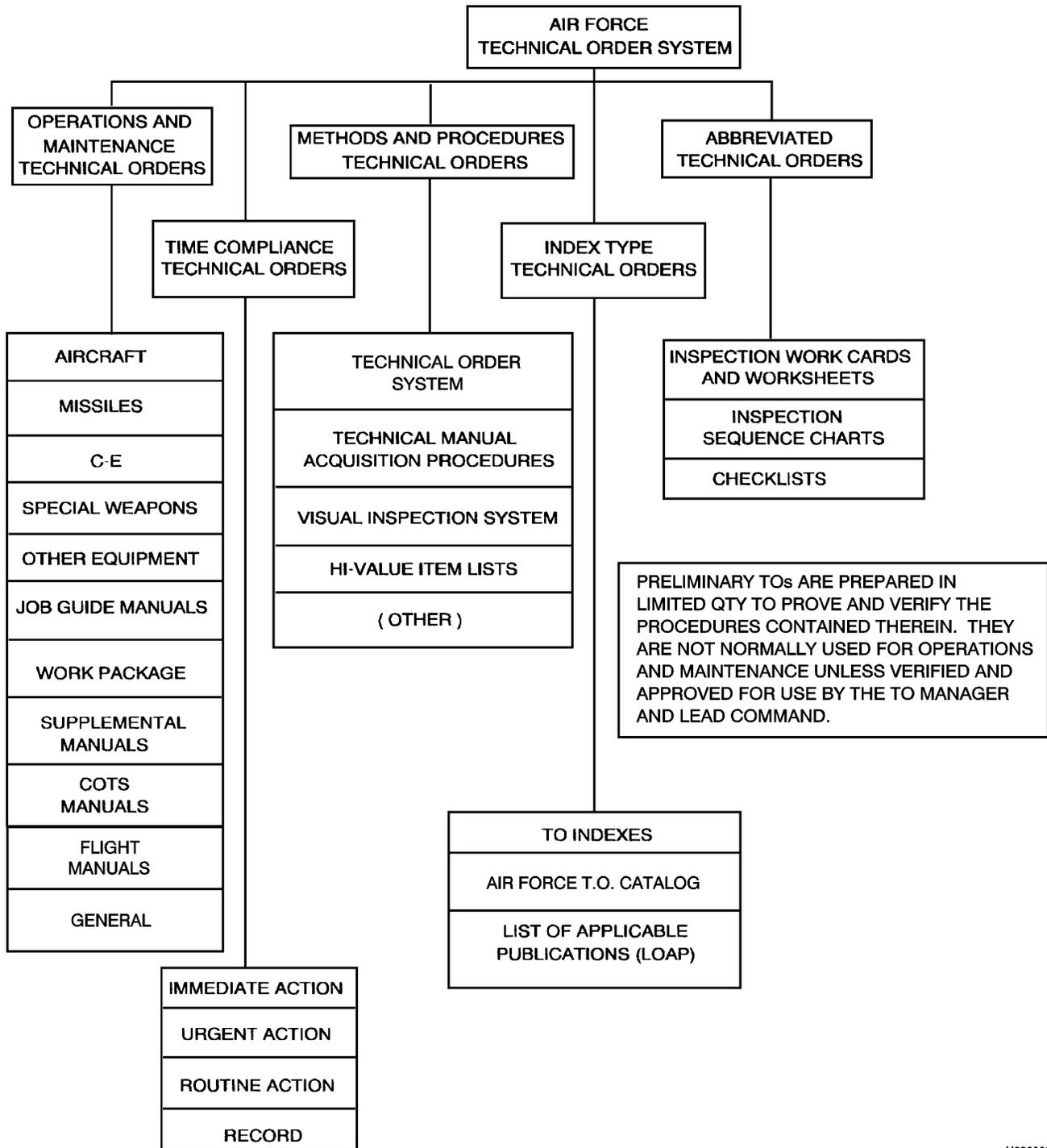
1.3.7 Numerical Control (NC) programs.

1.3.8 Command-supported and/or fabricated equipment not centrally acquired. See AFI 21-303.

1.3.9 Joint Munitions Effectiveness Manuals (See Technical Handbook 61JTCC/ME-1-2-index) (OPR: 448 MSUG/GBMUUB).

1.3.10 Security Assistance Programs (SAP) when the military system or end items being provided are unique. (See TO 00-5-19, Security Assistance Technical Order Program.)

1.3.11 Procedures addressed in TO 00-25-107, Maintenance Assistance, and TO 00-25-108, Communication-Electronics (C-E) Depot Support that fit one or more of the following categories: (a) are unique to 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.



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Figure 1-1. Types of TO Publications

CHAPTER 2

TECHNICAL ORDER (TO) TYPES, SUPPORT DATA, UPDATES AND FRONT MATTER

SECTION I TYPES OF TECHNICAL ORDERS

NOTE

FOR INFORMATION ON TO CATEGORIES, SEE TO 00-5-18, [CHAPTER 1](#).

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

TOs cover installation, operation, troubleshooting, repairing, removing, calibration, servicing or handling of Air Force military systems and end items. Examples are listed below. ([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. (AFI 11-215, Flight Manuals Program).

2.1.2 On-Equipment Organizational Maintenance Manual Sets. These TO sets include Job Guides (JG), General Vehicle (GV) TOs, Wiring Diagram manuals, etc. They also provide detailed procedures in step-by-step form for on-equipment 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 provide information on handling, transporting, maintenance and inspection of nuclear weapons and nuclear weapons specific support equipment. These manuals are managed and controlled according to AFI 21-303 and [Chapter 10](#) of this manual.

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.

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 depot and intermediate maintenance manual sets contain individual Work Packages (WP) that provide detailed procedures in step-by-step form, to accomplish specific maintenance tasks. Because all applicable WPs are contained in each TO numbered set, individual WPs can not be requisitioned.

2.1.8 Calibration TOs. These 33K-series manuals provide instructions for off-equipment calibration of Test, Measurement and Diagnostic Equipment (TMDE).

2.1.8.1 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.

2.1.8.2 AFMETCAL Det 1/CC, 542CSW/MLLW, 813 Irving-Wick Dr W, Ste 4M; Heath OH 43056-6116, 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.

TO 00-5-1

2.1.9 Computer-Related Manuals. Operator manuals for embedded computer software that provide instructions on loading and system operation may be managed in the TO System.

NOTE

Instruction manuals for computer systems, including Personal Computers (PCs), are managed IAW AFI 33-122, Computer Systems Manuals.

2.2 GENERAL, METHODS AND PROCEDURES TECHNICAL ORDERS.

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). See [Figure 2-2](#).

MPTOs (Category 00) are general in content and are not issued against specific military systems or end items. They include:

2.2.2.1 TOs that specify 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. The policy governing employment of the methods and procedures contained in these TOs is contained in the corresponding Air Force or MAJCOM level instruction. For example, TO 00-5-1 implements AFI 21-303.

2.2.2.2 TOs that involve instructions, methods and procedures relating to ground handling of air and space vehicles, general maintenance practices, management of precision measurement equipment, and the safe use of Air Force equipment. An example is TO 00-25-234, General Shop Practice Requirements for Repair, Maintenance, and Test of Electrical Equipment.

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 Air Force 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 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 ([paragraph 3.4](#)).

2.3.1.1 A compact disk-read only memory (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 (for example, contractor TODOs and non-DoD government agency TODOs).

2.3.1.2 Sanitized versions of both the web-based and CD-ROM USAF TO catalogs are available for foreign customer support. See TO 00-5-19 for more details.

2.3.2 Special TO Indexes. These indexes cover special classes of TOs, such as nuclear weapons support (0-1-11N and 0-1-11N-C) and those TOs used only by SAP countries (0-1-71).

2.3.3 Lists of Applicable Publications (LOAP). 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 determine operational readiness of equipment and minimum serviceable condition. Not every task or common maintenance practice must be or will be covered by a checklist. 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.

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

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

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 or performing one-time inspections. TCTOs are categorized as Immediate Action, Urgent Action, Routine Action, Routine Safety Action and Record. The category determines the compliance period. Detailed procedures on TCTO processes are provided in TO 00-5-15, Air Force Time Compliance Technical Order Process.

2.6 SUPPLEMENTAL MANUAL TECHNICAL ORDERS.

These TOs contain instructions for use in conjunction with data contained in their parent TOs 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 TO 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 Program Manager (PM) or SCM responsible for the TO, and/or to publish data in a form other than the parent TO. 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 Federal Aviation Administration (FAA); and 3) rapidly-changing data published on the Internet to improve the timeliness and accuracy of the technical data.

2.7 JOINT-USE PUBLICATIONS.

See [Figure 2-6](#).

Technical manuals (TM) developed for other services or government departments are authorized for use by Air Force personnel if the TMs meet Air Force operational and maintenance needs (see AFJI 21-301, Interservicing of Technical Manuals and Related Technology and AFI 21-303). Joint-use publications are integrated into the TO system, assigned TO numbers, indexed, distributed, stored, reprinted, maintained and rescinded in the same manner as any other Air Force TO.

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

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, 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. COTS manuals and supplemental data approved for Air Force use are assigned a TO number, 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.

SECTION II SUPPORT DATA

2.9 SERVICE BULLETINS, OPERATIONS MANUAL BULLETINS, FAA AIRWORTHINESS DIRECTIVES, TEMPORARY REVISIONS, AND LIKE DATA.

These publications provide information and instructions on commercial systems and end items, similar to those provided in inspection TOs, TO supplements, and TCTOs. The PM or SCM acquires these publications IAW AFI 21-303 and TO 00-5-3. These publications will be accepted, numbered and used like other COTS manuals or supplemental data.

2.9.1 The TCM, depot engineering or technical support activities and/or FMM, 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.

2.9.2 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 are numbered and managed as TCTOs IAW TO 00-5-15. TCTO numbers are issued for technical instructions 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 a TCTO number will be assigned. This may result in TCTO numbers being assigned and managed within the TO system for O&M manuals managed outside the system.

2.10 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, CLS, etc. It can contain all forms of technical data, including manuals, documents, pamphlets, instructions, engineering drawings, etc. Contractor data includes Factory Test Equipment and Special Test Equipment data. Air Force personnel may use contractor data when CLS/Contractor Support (CS) contracts specify Air Force assistance to the contractor or when operating or maintaining equipment at sites or locations not covered by the contract, for example, overseas and/or remote locations. No other authorization is required.

2.11 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 release procedures described in paragraph 7.1, TO Dissemination Control, applies to support data as well.

2.11.1 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 IAW TO 00-5-3.

2.11.2 Engineering Drawings. When referenced in the TO or authorized by the PM/SCM IAW TO 00-25-107 or TO 00-25-108, Air Force technicians may requisition and use engineering drawings for reference. Technicians may either access digital aircraft and equipment drawings from the Joint Engineering Data Management Information and Control System (JEDMICS) or requisition paper drawings by letter or telephone from the PM/SCM having engineering responsibility for the affected system or end item. To access digital drawings from JEDMICS, technicians should first establish a remote JEDMICS access account based on the guidance at <https://jedmics.tinker.af.mil/>.

2.11.3 Locally Prepared Workcards, Checklists, Job Guides and Page Supplements. Locally prepared workcards, checklists, job guides and page supplements formalize and control procedures unique to a base or area, and which do not apply or are not suitable for all TO users. These locally prepared publications are generally formatted and used like TOs. These locally prepared publications are not TOs and are not indexed in the TO Management System or sent to the Air Force TO Archives. Manage locally prepared publications according to AF instruction or MAJCOMs guidance. This includes the Operations and/or Maintenance Group Commander(s), or other office determined by AF instructions or MAJCOM guidance authorizing the local publication by signing the AF IMT 673, Request To Issue Publication or AF IMT 1382, Request For Review Of Publication And/Or Form(s).

2.11.3.1 The preparing activity assigns 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.

2.11.3.2 Locally prepared publications must also include a title page with the number, title and date of the TO affected, the issue date of the local document, and LEP, locally generated pages and posting instructions.

2.11.3.3 For local publications, all parent TO procedures will be followed. No requirements for additional tools or test equipment will be introduced. Local publications will have distribution statements assigned IAW AFI 61-204, Disseminating Scientific and Technical Information, consistent with the classification level and restrictions of the parent document (Appendix H).

2.11.3.4 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 TO Page Supplements (TOPS).

2.11.3.5 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 PM or SCM for consideration for Air Force-wide application. **EXCEPTIONS:** Local workcards for “training use only” air and space vehicles and support equipment will be kept at the local level. Local workcards for ground C-E equipment (except CRYPTOLOGIC equipment) that is not listed in the Reliability and Maintainability Information System Standard Reporting Designators push down table will be retained at the local level.

2.11.3.6 See TO 00-20-14, Air Force Metrology and Calibration Program, for procedures concerning locally developed calibration data.

2.11.4 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 as specified in AFI 21-303 for use of preliminary data. Documentation that provides data beyond the scope of authorized TOs, or provides authorization to deviate from published TO parameters is authorized IAW TOs 00-25-107 or 00-25-108, and for depot use according to command publications. The documentation is provided to avoid and resolve work stoppages or when there is a critical need for an item.

2.12 PRELIMINARY TECHNICAL ORDERS (PTO).

See [Figure 2-7](#).

2.12.1 PTOs are prepared in limited quantities during TO acquisition to support In-Process Reviews (IPRs), contractor certification, and government verification of data. The TO Catalog identifies and lists PTOs so potential users can subscribe to the TOs. 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. See AFI 21-303 for restrictions on use of PTOs for routine operation and maintenance of AF equipment.

2.12.2 Using Command Verification. 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:

TO 00-5-1

2.12.2.1 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.

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

2.12.2.3 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.

2.12.2.4 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 (**TO 00-5-3**), Preliminary Technical Order (PT) Publication Change Request (PCR)/TO Verification Record/Approval, or AF Form 847, in accordance with instructions in the TO being verified.

2.12.2.5 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.

SECTION III TECHNICAL ORDER UPDATES

2.13 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.

2.13.1 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.

2.13.2 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.

2.14 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 publication stock number (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.

2.14.1 Added Pages. 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 can only be inserted after an even page number. 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. When pages are 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.

2.14.2 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 occur in an update or revision. 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 dependent 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, Standard Practice for Manuals, Technical: General Style and Format Requirements, “Style of Writing” subparagraph on equipment applicability). The codes and associated meanings will be listed in the TO Foreword/Preface/Introduction. Page-oriented digital TOs will use similar markings to indicate changed data.

2.14.3 Rapid Action Changes (RACs). RACs are digital TO Change files distributed electronically, used in place of interim supplements (paragraph 2.15.4). 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.

2.14.3.1 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 Supersede Notice identifying the affected TO basic date and superseded changes and supplements.

2.14.3.2 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.

2.15 TECHNICAL ORDER SUPPLEMENTS.

Supplements 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. TO changes and revisions will be published instead of formal OS and SS or TOPS; RACs will be issued instead of IOS and ISS, to the maximum extent possible.

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

2.15.1.1 Supplementing supplements is not authorized.

2.15.1.2 Do not issue supplements to isolate classified material so unclassified basic TOs can be published, but issue supplemental TOs instead.

2.15.1.3 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.

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

2.15.1.5 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 2.15.4.10), it must be reissued when a TO revision is issued.

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

2.15.1.7 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.

2.15.1.8 Formal and interim supplements for use with FMP publications will include a supplement status page (Figure 2-8).

2.15.1.9 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.

TO 00-5-1

2.15.1.10 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

2.15.2 Formal Supplements.

2.15.2.1 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)
- 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).

2.15.2.2 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 (for example, 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.

2.15.2.3 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 MIL-HDBK-1221. Routine supplements shall not be issued as Interim TOs or RACs. Routine supplements are posted in back of the TO.

2.15.2.4 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 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.

2.15.3 TO Page Supplements (TOPS). See [Figure 2-9](#).

TOPS are issued to supplement individual pages of a TO. 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 2.14.2) are 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.

2.15.3.1 TOPS are printed on green paper to distinguish them from other supplements. TOPS have the same title as the basic TO. TOPS can be cumulative or noncumulative. 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.

2.15.3.2 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 data actually changed on the facing page in the TO, in the same location as on the facing page.

2.15.4 Interim Operational and Safety Supplements (IOS/ISS). RACs are used in place of IOSs and ISSs whenever the RACs can be issued within 48 hours after receipt of an Emergency recommended change (within 72 hours if the report concerns work stoppage), or within 40 calendar days after receipt of an Urgent recommended change. AFMCI 21-302 provides the requirements for development, coordination and approval, notification and distribution of interim supplements, RACs and interim TCTOs ([Figure 2-10](#) and [Figure 2-11](#)).

2.15.4.1 Interim Supplements or RACs are only used for Emergency and Urgent situations. Managers must include interim supplements in the next routine TO update (see AFI 21-303 for exceptions). Data issued to a contractor-operated depot facility is issued as an interim operational or safety supplement. **EXCEPTION:** Early implementation recommend changes (RC) may be used to provide updated procedures for contractor use with TO 33K-1-70 and 33K-5 series TOs.

2.15.4.2 Emergency IOSs are issued when the using command is unable to achieve or maintain operational posture (MISSION ESSENTIAL), including field-level work stoppage. Urgent IOSs are issued 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.

2.15.4.3 Emergency ISSs are issued 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. Urgent ISSs are issued when safety deficiencies COULD cause these conditions.

2.15.4.4 Emergency supplements and RAC notification messages are sent by priority electronic means, and must be delivered within two hours of receipt. Urgent supplements and notification messages are sent by priority electronic means, and must be delivered as soon as possible during duty hours.

2.15.4.5 The same precedence is used for information addresses only if all addressees require the message with the same urgency. Addressees and message subject matter is 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.

2.15.4.6 When formatted pages can be distributed with an interim supplement (using e-mail, 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.

2.15.4.7 ISSs and IOSs affecting FMP TO checklists are issued against the basic TO rather than against the checklist. The FMM issues an ISS or IOS within 48 hours after receipt of MAJCOM approved and validated information. The interim supplement includes 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.

2.15.4.8 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.

2.15.4.9 When an interim technical order (ITO) is published, it is 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 the Automated TO Management System (ATOMS) or JCALS.

2.15.4.10 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.

2.15.4.10.1 ISSs and IOSs issued to provide temporary instructions (for example, 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.

2.15.4.10.2 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.

2.15.5 Identifying Technical Publications Sheets (ITPS). See [Figure 2-12](#).

An ITPS is considered and numbered as a routine supplement, and is issued according to MIL-HDBK-1221, Department of Defense Handbook for Evaluation of Commercial Off-The-Shelf (COTS) Manuals, to identify a 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 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.

TO 00-5-1

2.16 MAJCOM AND BASE SUPPLEMENTS.

These supplements adhere to standard format, page size and drilling requirements of the basic TO. The preparing activity determines the quantity and distribution of the supplement.

2.16.1 MAJCOM and Base Supplements to MPTOs. When a MAJCOM publishes an MPTO supplement, the number identifies the command and the TO number, but without reference to the term “TO” or “TM” (for example, ACC Sup 1, 00-5-1). Base supplements adhere to the same requirements as MAJCOM supplements. A single organization is assigned responsibility to ensure supplements include the requirements of all users. The MAJCOM or base OPR provide information copies of published supplements to the CTOM Committee representative for the MAJCOM/base. Additional copies are provided as follows:

All 00-5 series TOs TOs 00-5-1 & 00-5-3	HQ AFMC/A4YE, 4375 Chidlaw Rd, Ste 6, WPAFB OH 45433-5006 448 MSUG/GBMUH, 3001 Staff Dr Ste 1AB100, Tinker AFB OK 73145-3042 448 MSUG/GBMUUB, 7851 2nd St Ste 200, Tinker AFB OK 73145-9147
TO 00-5-15	Warner Robins Tech Data Home Office, 480 Richard Ray Blvd Ste 200, Robins AFB GA 31098-1640
TO 00-25-172	HQ AFMC/SES, 4375 Chidlaw Rd, Ste 2, WPAFB OH 45433-5645

2.16.2 MAJCOM Supplements to Aircraft or Missile Inventory (-21) TOs. MAJCOMs 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). The supplement is numbered in the same manner as a supplement to an MPTO. A copy of all -21 supplements must be sent to USAF/A4MM, NGB/A4MM and HQ AFRC/A4MM.

SECTION IV TECHNICAL ORDER FRONT MATTER CONTENT

2.17 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 2-13). In addition, when required, the TO may have a second title page, numbered T-2 (Figure 2-14), 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. A supplement notice will show dependent and supporting publications when one cannot be used without the other. Digital TOs will either include a title “page” or include all required information, warnings and notices in an opening screen view. Release and distribution of TOs and other technical data is controlled to prevent unauthorized disclosure. The following notices and warnings are found on all preliminary and formal TO title (or T-2) pages when required by the TO contents:

2.17.1 Disclosure Notice. A disclosure notice is used on all classified and unclassified TOs approved for release to a foreign government, except those assigned Distribution Statement A (MIL-STD-38784). The disclosure notice will be on all classified and unclassified nuclear TOs.

2.17.2 Distribution Statement. All TOs include a distribution statement on the title page. The distribution statement provides critical information used in determining dissemination controls (see Chapter 7). The distribution statement identifies the authorized audience approved for receipt of the TO. It provides a reason that the TO is restricted from public release if applicable, contains the date of determination and identifies the DoD controlling office.

2.17.3 Export Control Notice. TOs that cannot be lawfully exported without the approval, authorization or license under U.S. export control laws include an export control notice immediately following the distribution statement.

2.17.4 Disposition/Handling and Destruction Notice. All classified TOs and limited distribution unclassified TOs include a handling and destruction notice on the title page. TOs releasable to the public will include a disposition notice.

2.18 ABBREVIATED TITLE PAGES.

For TOs of eight pages or less, an abbreviated title page (Figure 2-15) will be used and all updates will be issued as revisions, without an LEP.

2.19 LIST OF EFFECTIVE PAGES (LEP).

All page-based TOs, revisions, changes and TO Page Supplements (TOPS) contain an LEP (Figure 2-16) 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.

2.20 VERIFICATION STATUS PAGES (VSP).

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.

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

E-4B Volume I

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 1988. Other requests shall be referred to OC-ALC/TILD, 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 27 October 88 - 323

15 JUNE 1979

CHANGE 34 15 AUGUST 1980

TO 2J-F108-3-6

TECHNICAL MANUAL
DEPOT
MAINTENANCE MANUAL
TURBOFAN ENGINE
F108-CF-100
REPAIR

(CFM)
F33857-84-C-2128

is TO 2J-F108-3-6 dated 1 November 1988, which shall be destroyed in accordance with regulations.

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.

STATEMENT - Distribution authorized to the Department of Defense Contractors only, Critical Technology, 1 November 1988. Other requests shall be referred to OC-ALC/TILD, Tinker AFB, OK 73145-3042.

ment 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.

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 NOVEMBER 1989

Figure 2-1. Operations and Maintenance Technical Orders

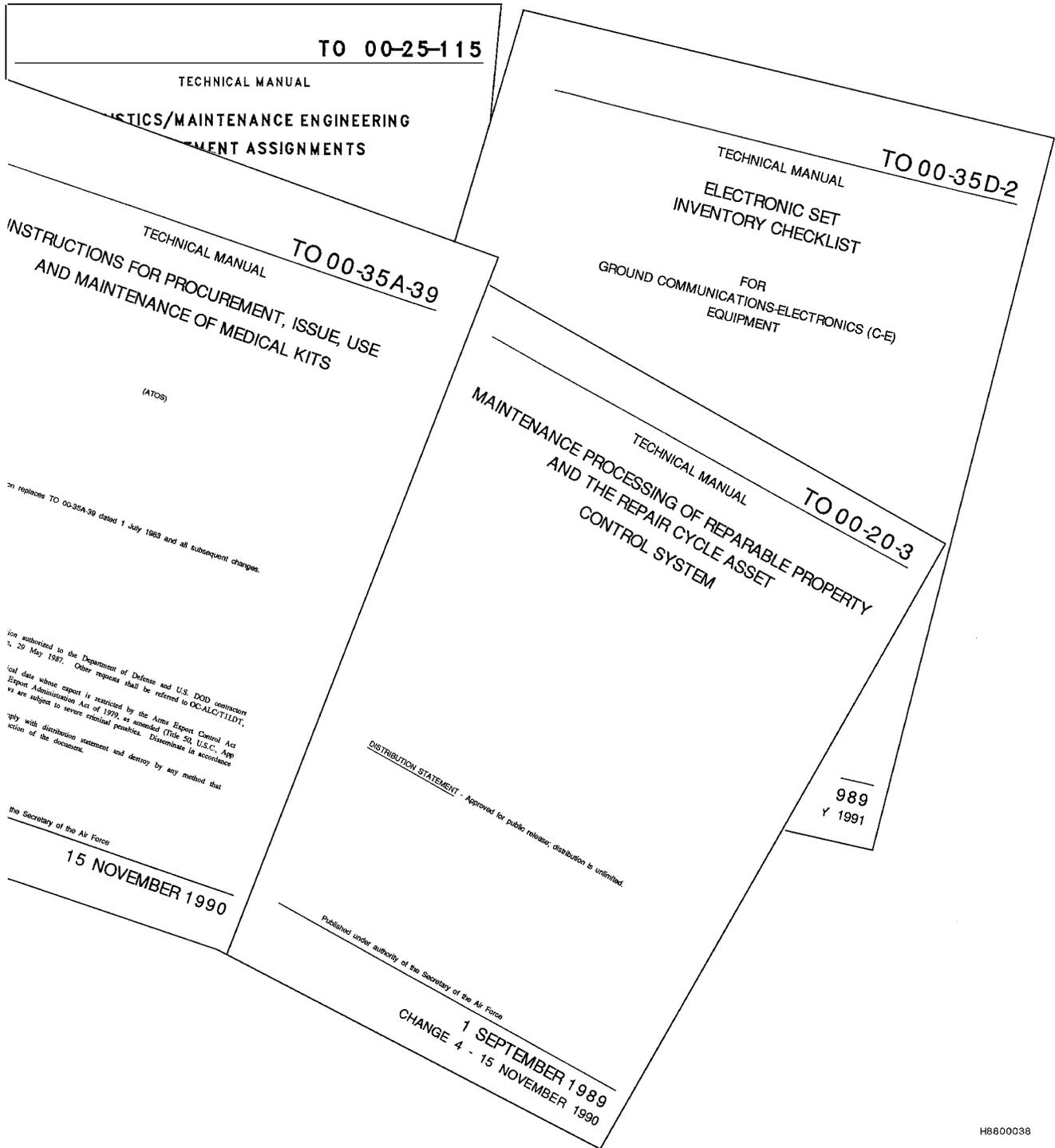


Figure 2-2. Methods and Procedures Technical Orders

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		PREFLIGHT	INSPECTION REQUIREMENTS	ELECTRICAL POWER OFF	SERVICE	FIGURE	CARD NO. 1-010
		SYS	SUB-SYS						
				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 CONTAMINATED.				
	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 1-11).				
	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. 1-010	WORK AREA(S) 1		TYPE MECH RQR ACFT MECH	MECH NO.	CARD TIME	PUBLICATION NUMBER AND DATE 1B-52G-6WC-1 01 MAY 89		CHANGE NO. 1	

H8900033

Figure 2-4. Abbreviated Technical Orders - Inspection Workcards

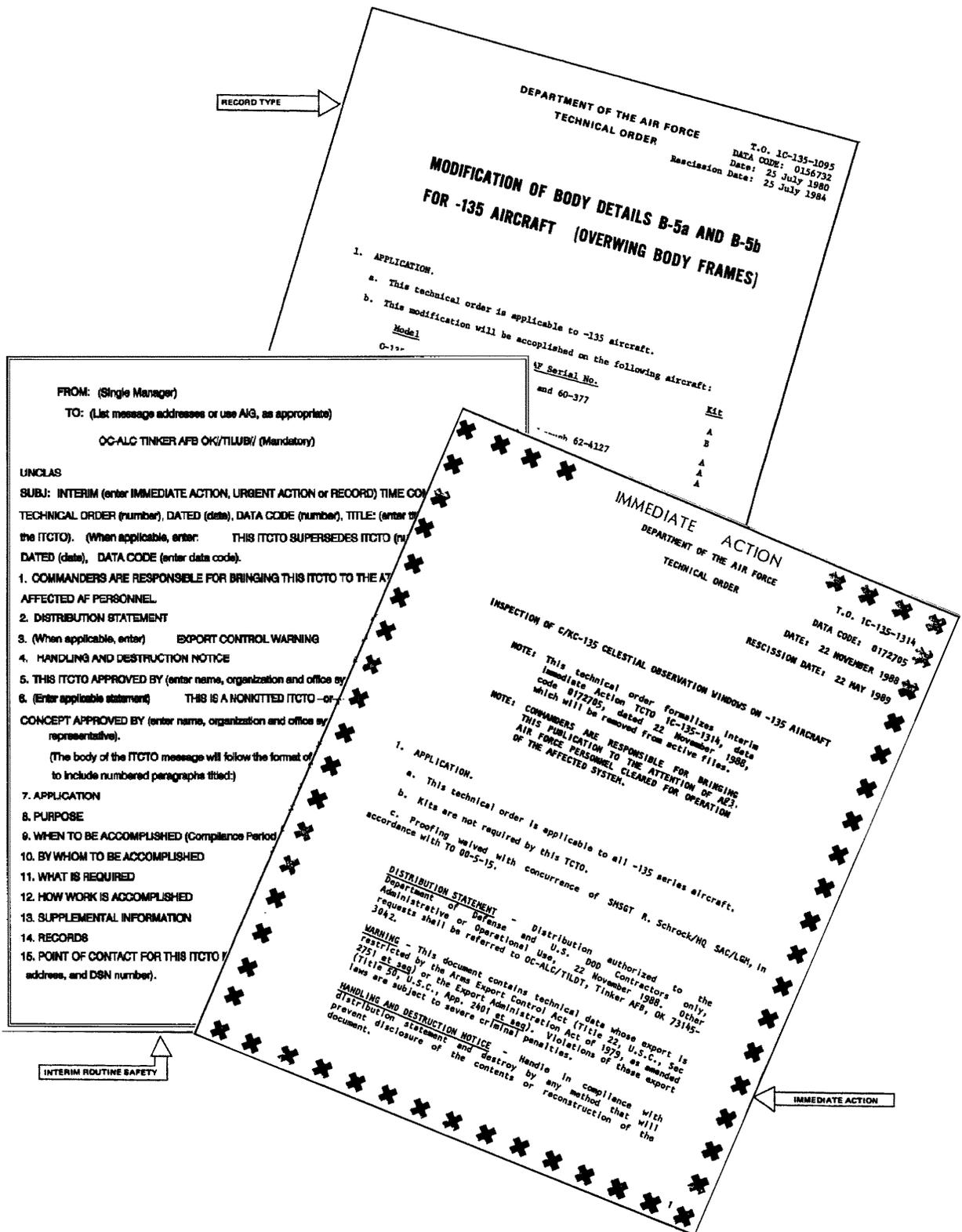


Figure 2-5. Time Compliance Technical Orders

H8900034

TM-05992-12/1

★ (DSA) TM-DGSC-3920-8
(USAF) T.O. 36M4-1-144

U.S. MARINE CORPS TECHNICAL MANUAL

**TELETYPEWRITER SET
AN/TGC-29 (V)**

OPERATOR'S AND ORGANIZATIONAL MAINTENANCE



REYNOLDS RESEARCH & MFG. CORP.
BOX 550-McALLEN, TEXAS 78501

EACH TRANSMITTAL OF THIS DOCUMENT OUTSIDE THE AGENCIES OF THE U.S. GOVERNMENT MUST HAVE PRIOR APPROVAL OF DEFENSE GENERAL SUPPLY CENTER, ATTN: DGSC-P.

PUBLISHED UNDER THE AUTHORITY OF THE SECRETARY OF THE AIR FORCE AND DEFENSE SUPPLY AGENCY.

(ARMY) TM9-2320-218-34P
(AIR FORCE) TO 36A12-24-8-24

TECHNICAL MANUAL

DIRECT SUPPORT AND GENERAL SUPPORT MAINTENANCE
REPAIR PARTS AND SPECIAL TOOLS LIST

FOR

TRUCK, UTILITY: 1/4-TON, 4X4,
M151 (2320-00-542-4783),
M151A1 (2320-00-763-1092), M151A2 (2320-00-177-9258)

TRUCK, UTILITY: 1/4-TON, 4X4,
M151A1C (2320-00-763-1091),
M825 (2320-00-177-9257), 106MM RECOILLESS RIFLE

TRUCK, AMBULANCE, FRONTLINE:
1/4-TON, 4X4, M718
(2310-00-782-6056), M718A1 (2310-00-177-9256)

This publication supersedes TO 36A12-24-8-24 (TM 9-2820-218-34P) dated 15 December 1978.

This publication is restricted for official use or for administrative or operational purposes only. Distribution is limited to U.S. Government agencies. Other requests for this document must be referred to Warner Robins ALC/7607, Robins AFB GA 31099-0008.

PUBLISHED UNDER THE AUTHORITY OF THE SECRETARIES OF
THE AIR FORCE AND THE ARMY

3 OCTOBER 1986

NAVAIR 02B-105AJB-6-2
T.O. 2J-T64-13
28 February 1990

TECHNICAL MANUAL

DEPOT MAINTENANCE
TURBOSHAFT ENGINE

MODELS

T64 - GE - 7
T64 - GE - 7A
T64 - GE - 100
T64 - GE - 413
T64 - GE - 415
T64 - GE - 416
T64 - GE - 416A

NAVAIR 02B-105 AJB-6-2/T.O. 2J-T64-13, dated 31 March 1985 and all changes 1 August 1989.

Without NAVAIR 02B-105AJB-6-1, NAVAIR 02B-105AJB-4, T.O. 2J-T64-14, and NAVAIR 02-1-20/T.O. 2J-1-32.

Distribution authorized to U.S. Government Agencies and their contractors for official use or for administrative or operational purposes only (1 October 1990). Distribution shall be referred to Commanding Officer, Naval Air Technical Depot, Philadelphia, PA 19111-5097 or to OGCALC/T1LDT, Tinker AFB, OK.

Copies of this document, if limited documents, destroy by any method that will prevent recovery of the document.

Published by Direction of
Commanding Officer, Naval Air Systems Command
Under the Authority of the Secretary of the Air Force

1 OCTOBER 1990

Figure 2-6. Joint-Use Publications

H8900036

TO 5A7-3-47-3

**PRELIMINARY
TECHNICAL MANUAL**

WARNING

To prevent injury to personnel or damage to equipment, extreme caution should be exercised when using these procedures. Before use, refer to the Verification Status Page for additional instructions.

OPERATION AND MAINTENANCE INSTRUCTIONS

TO 5A7-3-47-3

TECHNICAL MANUAL

OPERATION AND MAINTENANCE INSTRUCTIONS

DEPOT

CENTRAL AIR DATA COMPUTER

PART NO. 8518930-901

HOOPERWELL INC.
(Manual prepared by Lockheed Martin Corporation)

FD4085-01-D-0002
PCN38-97-D-0010

DISTRIBUTION STATEMENT
Distribution authorized to Department of Defense (DDC) components only (Direct Military Support). Other requests for this document shall be referred to OO-AIAC/AFB, 6071 Gum Ln., Hill AFB, UT 84006-0036.

EXPORT CONTROL WARNING
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) & 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. Disseminate in accordance with provisions of AFI 61-204.

HANDLING AND DESTRUCTION NOTICE
For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

SUPERSIDURE NOTICE
This manual supersedes Preliminary T.O. 5A7-3-47-3, dated 15 September 1993.

Published under authority of the Secretary of the Air Force.

15 NOVEMBER 2000

**COMPUTER
10-901**

nd to US Government agencies
pp 93). Other requests for this
al System Division (ASD), F-16
tice, Wright-Patterson AFB, OH

is restricted by the Arms Export Control
Act of 1979, as amended, Title 50, U.S.C.,
vere criminal penalties. Disseminate in

in the distribution statement and destroy
raction of the document.

of the Air Force.

15 SEPTEMBER 1993

H8900037

Figure 2-7. Preliminary Technical Order and Formal Replacement

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

T.O. 1C-135(R)S-1

DATE

15 Oct 89

CHANGE NO. AND DATE

44 10 Oct 04

FLIGHT CREW CHECKLISTS

T.O. 1C-135(R)S-1CL-1

DATE

10 Oct 98

CHANGE NO. AND DATE

17 10 Oct 04

T.O. 1C-135(R)S-1CL-2

15 Oct 89

30 10 Oct 04

T.O. 1C-135(R)S-1CL-4

10 Feb 98

8 10 Jun 04

SAFETY AND OPERATIONAL SUPPLEMENTS

1S-21(I)

DATE

20 Nov 04

SHORT TITLE

Hard Landings

1S-22(I)

11 Dec 04

ARR System Purge

1S-23

15 Jan 05

IFQ/CGS Fuel System

*Estimated distribution date ---

H9262613

Figure 2-8. Example of an FMP Status Page

TECHNICAL ORDER PAGE SUPPLEMENT
TECHNICAL MANUAL
STORAGE AND MAINTENANCE INSTRUCTIONS

BAROSTAT LOCK INITIATOR
PART NO. 90167-3

USAF SERIES F-1A AIRCRAFT

This TOPS supplements TO XX-XXX-XX-X dated 4 September 1992, Change 2 dated 12 April 1993. Reference to this supplement will be made on the title page of the basic manual by personnel responsible for maintaining the manual in current status.

COMMANDERS ARE RESPONSIBLE FOR BRINGING THIS SUPPLEMENT TO THE ATTENTION OF ALL
AFFECTED PERSONNEL

Distribution Statement C Distribution authorized to US Government agencies and their contractors; Administrative or Operational Use; 4 September 1992. Other requests for this document shall be referred to HQ ESC/AV-2S, Wright-Patterson AFB, OH 45433-5001.

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 - 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

4 MARCH 1994

LIST OF EFFECTIVE PAGES

NOTE: This TOPS contains supplementary information. Text pages do not supersede pages of basic TO but will be inserted facing the amended page. Total number of effective TOPS pages is 3.

| Page No. |
|----------|----------|----------|----------|----------|
| 4-16 | | | | |
| 5-14 | | | | |
| 5-17 | | | | |

H8900035

Figure 2-9. TO Page Supplements (TOPS)

{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/448 MSUG/GBMUU// **{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 THE BASIC PUBLICATION. COMMANDERS ARE RESPONSIBLE FOR BRINGING THIS SUPPLEMENT TO THE ATTENTION OF ALL AFFECTED AF PERSONNEL. MAJCOMs, FOAs, AND DRUs ARE RESPONSIBLE FOR RETRANSMITTING THIS {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 to add 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 2-10. Format for Interim Safety/Operational Supplements (Except FMP Publication)

{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//448 MSUG/GBMUU// **{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.O.), CHANGE-NO. (number), DATED (date). {When applicable, enter} "THIS MESSAGE SUPERSEDES INTERIM {SAFETY or OPERATIONAL} SUPPLEMENT T.O. (supplement number), DATED (date)." COMMANDERS ARE RESPONSIBLE FOR BRINGING THIS SUPPLEMENT TO THE ATTENTION OF ALL AFFECTED AF PERSONNEL. MAJCOMs, FOAs, AND DRUs ARE RESPONSIBLE FOR RETRANSMITTING THIS {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. 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. PEN AND 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 2-11. Format for FMP Publication Interim Safety/Operational Supplements

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 2-12. Format for an Identifying Technical Publication Sheet (ITPS) for Commercial Manual/Supplemental Data

TECHNICAL MANUAL

**AEROSPACE EQUIPMENT MAINTENANCE INSPECTION,
DOCUMENTATION, POLICIES, AND PROCEDURES**

(ATOS)

NO CHANGES WILL BE MADE TO THIS TECHNICAL ORDER WITHOUT SPECIFIC APPROVAL OF HQ USAF/ILMM FOR QUESTIONS CONCERNING TECHNICAL CONTENT OF THIS TECHNICAL MANUAL, CONTACT HQ AFMC/ENBP, WPAFB, OH

DISTRIBUTION STATEMENT Approved for public release, distribution is unlimited HQ AFMC/PA Certificate Number AFMC PAX-04-329
Submit recommended changes to OC-ALC/LGLDT IAW TO 00-5-1

Published under authority of the Secretary of the Air Force

30 APRIL 2003

CHANGE 3 - 31 MAY 2005

H8900038

Figure 2-13. 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 2-14. Example of a T-2 Page

TECHNICAL MANUAL

INSPECTION AND PREVENTIVE MAINTENANCE

PROCEDURES FOR CLASSIFIED STORAGE CONTAINERS

(ATOS)

THIS PUBLICATION SUPERSEDES TO 00-20F-2 DATED 19 OCTOBER 2000.

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

Published under authority of the Secretary of the Air Force

9 MAY 2003

1. PURPOSE.

The purpose of this manual is to establish a minimum procedure for inspection and preventive maintenance of filing cabinets authorized for use in storing classified material.

2. SCOPE.

The procedure established herein is applicable to those filing cabinets which satisfy the minimum security requirements established by DOD 5200.1-R/AFI 131-401.

3. DEFINITIONS.

a. "Security type equipment" as used herein refers to approved security containers and other file cabinets authorized for use in storing classified material.

b. "Approved Security Containers" as used herein refers specifically to those file cabinets which comply with the test requirements of current Federal Specifications. These cabinets may be identified by a label imprinted "General Services Administration Approved Security Container" affixed to lock drawer or attached to upper front part of the cabinet.

c. "Approved vault doors and their built-in locking mechanism" refers to doors that are mounted to vaults not constructed as a unit, therefore, not meeting the criteria of either of above definitions. When approved, doors are mounted to vaults constructed in accordance with civil engineering guidance.

4. RESPONSIBILITIES.

a. Responsibility for procedures outlined in this technical order will be assigned to personnel authorized by base commander. Repair, servicing, or preventive maintenance of this equipment will be accomplished only by a locksmith or other qualified personnel who have been the subject of a favorable National Agency Check prior to assignment to such duties. For US military personnel, an Entrance National Agency Check satisfies this requirement. See AFI 131-501, "USAF Personnel Security Program." When such service is provided on a contract basis, the owner/user submits through command channels a request to submit a National Agency Check (NAC) according to AFI 131-501. If access to classified information by the contractor is required to perform the service, the provisions of DOD 5220.22-R, Industrial Security Regulation, apply.

b. Preventive maintenance and inspection requirements stated in this technical order will be accomplished every five years for safes and every two years for vaults by qualified personnel in above paragraph.

c. Custodian of repositories for classified material is responsible for insuring that access to classified contents of such containers is not permitted to personnel performing repair, servicing, preventive maintenance, and inspection functions.

d. Each approved security container custodian will be adequately trained and instructed in operation of each individual container for which he is responsible. This training will be conducted by locksmiths or other personnel who are qualified as to technical construction, operation, maintenance,

H0315500

Figure 2-15. Example of an Abbreviated Title 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 2-16. Example of a List of Effective Pages

CHAPTER 3

AIR FORCE STANDARD TECHNICAL ORDER MANAGEMENT SYSTEM

3.1 INTRODUCTION.

The Air Force Standard Technical Order Management System is the Air Force TO system of record for the configuration management, storage, and distribution of TO management and content data. The scope of the Air Force Standard TO Management System includes paper and electronic TO activities from the creation of TOs to their eventual decommissioning. The system includes hardware and software, 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. The three principal automated TO management tools are the Joint Computer-Aided Acquisition and Logistics Support (JCALS) system, Air Force TO Catalog and Automated TO Management System (ATOMS). These three systems are employed 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.

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

JCALs is a legacy, automated TO management tool which employs a distributed database and operates over a wide area network. TO 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.

3.2.1 The JCALS system is the legacy DoD program managed by the Army that first modernized the management and operation of DoD life-cycle acquisition and logistics processes. Information about the JCALS program can be found at <https://www.jcals.army.mil/index.cfm>. 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 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 for TO warehouse stock level maintenance. When a TO is available as a digital file and is also stocked and distributed, a special Publication Stock Number (PSN - TO 00-5-18) is established for the digital version of the TO. The TO Catalog lists the Internet location of digital files.

3.2.2.1 TODOs authorized and trained to use JCALS can perform all TODO operations except the receipt and redistribution of TOs to multiple TODAs (TM Sub-accounts). TODOs that distribute to one TODA may use JCALS exclusively to manage sub account information while TODOs that distribute to multiple TODAs must use the ATOMS application to manage sub account information (or the TODAs may become TODOs and use JCALS exclusively). Refer to 1.1 for information needed to prepare for and become a JCALS user. TODO personnel who are JCALS users identify JCALS problems to their system administrators (paragraph 3.3.3) and direct questions regarding JCALS functions to their functional administrators (paragraph 3.3.4).

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 JCALS recommended changes (RC) are used to improve TOs while the JCALS Incident Reporting and Tracking System (IRTS) is used to improve JCALS.

3.2.3.1 TO RCs. JCALS provides the capability to complete and submit a recommendation for a TO change (JCALS Recommended Change screen). An RC submitted through JCALS replaces completion and submittal of a separate AFTO IMT 22, Technical Manual Change Recommendation and Reply, or AF IMT 847, Recommendation for Change of Publication, via e-mail. JCALS tracks status information about RC evaluations (including evaluation status of AFTO IMTs 22 entered into JCALS). The status is extracted monthly and provided on the TO System Information web site.

TO 00-5-1

3.2.3.2 JCALS IRTS. JCALS IRTS provides capability to improve JCALS. Submit IRTS in accordance with the JCALS Desktop Instructions (DI).

3.2.4 The JCALS Functional Administrator (FA). IAW AFI 21-303, Group commanders (or equivalents) designate FAs and ensure they are trained. The JCALS FA:

3.2.4.1 Supports the JCALS System Administrator (SA) with investigation and resolution of JCALS system Incident Reports submitted by TODO personnel.

3.2.4.2 Validates completion of JCALS training before assigning user roles and privileges.

3.2.4.3 Develops, modifies and maintains system workflow templates.

3.2.4.4 Assists users with JCALS functions.

NOTE

For those units utilizing integrated electronic technical manuals (IETM), functional administration responsibilities are similar to the above. Units should refer to system instruction manuals for detailed IETM descriptions and procedures.

3.2.5 For assistance with JCALS, contact the JCALS help desk at jcalaac@eglin.af.mil, DSN 872-9300 or (commercial) 850-882-9300. The ATOMS/JCALS Community of Practice (CoP) supports Air Force TODOs with current JCALS and ATOMS information. This includes easy access to system users guides, training class schedules and a place to have questions answered. Air Force TODOs who are JCALS users are encouraged to join. The website for this information is given below:

[HTTPS://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP](https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP)

The Air Force JCALS Community of Practice (CoP) provides a forum for JCALS SAs and Incident Report Tracking System (IRTS) managers to exchange information with JCALS users. Air Force TODOs who are JCALS users are encouraged to join. The website for this information is given below:

[HTTPS://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-SC-MS-04](https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-SC-MS-04)

3.3 AIR FORCE TECHNICAL ORDER CATALOG.

The Air Force TO Catalog is the official listing of active TOs. Data for the catalog application is extracted monthly 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.

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 or TO catalog 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 <https://www.toindex-s.wpafb.af.mil/>. A similar web-based application, established by the Air Force Security Assistance Center (AFSAC) for foreign military sales (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. 754 ELSG/SBT 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 (see TO 00-5-19).

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 services TMs unless the TMs are assigned an AF TO number and an AF proponent manager.

3.3.5.1 Nuclear Weapon TOs are indexed in TOs 0-1-11N and 0-1-11N-C ([Chapter 10](#)).

3.3.5.2 Non-nuclear EOD TOs are indexed in the Automated EOD Publication System (AEODPS [Chapter 10](#)).

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

3.4 USING THE TECHNICAL ORDER CATALOG APPLICATION.

3.4.1 Web-Based Application. Connect to the TO Catalog application (<https://www.toindex.wpafb.af.mil/>) using a web browser application (Internet Explorer v4.0 or higher recommended), and add the uniform resources locator (URL) for the TO Catalog to the browser's favorites list. AF and other DoD 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 or the CD is required to support remote deployments. 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 (TO 0-1-CD-1). The CD-ROM version requires an IBM-compatible PC using Microsoft® Windows™ (98, NT or later). To start the application, simply place the disc 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 home 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 includes: TO Number (complete or partial), TO Date, Stock Number (that is, JCALS PSN), TO Type (All TOs, TCTO Series Headers, TCTOs), and Pub Kind (Basic, Change, Revision or Supplement). To initiate a search, users must enter at least some part of the TO Number and click the Search button. Note, the partial TO number must begin with the first number in the TO number, and as many successive numbers following the first as desired, for the search to be valid. Entering a sequence such as "5-1" for TO 00-5-1 will produce erroneous results. Instead, this search should be conducted using "00-5" or even "00". Entering the complete TO number along with other information limits the search and produces quicker results.

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. Additionally, a link to all Managing Proponents is provided near the bottom of the search results (https://www.toindex.wpafb.af.mil/AFTOX_DOCUMENTS/TO-POC.xls). The associated document at this link contains information on all AF offices that manage Air Force TOs ("proponent organizations" in JCALS).

3.4.3.2 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.

3.4.3.3 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).

3.4.3.3.1 Typically, a TODO performing a Routine TO index check 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.

TO 00-5-1

3.4.3.3.2 Search results for this function will indicate the date (Action Date) that the status changed for the currently distributed TO and as applicable, information about the new “N”, distributed “D”, reinstated “I” or renumbered “X” TO. For TO updates that are newly distributed “D”, the TO increments that are replaced (superseded “S”) by the newly distributed TO update will be listed in the left hand (gray color) columns. To perform another search in the same date range, users can click on the Browser BACK button to return to the search Page.

NOTE

Searches for Superseded TOs will return results identified with Action Code “D” or “S”. Information for the superseded TO version will always be in the left hand (gray color) columns while information about the newly distribute TO update is presented in the right hand (red) columns.

3.4.3.4 TO 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/part number keyword search, or if known, search for TOs via the contract. 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 dependent upon the source data being available in the JCALS database.

3.4.3.4.1 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.

3.4.3.4.2 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.

3.4.3.5 Keyword Search. To search for the equipment numbers by key word, enter one or more words of the equipment nomenclature. This could also include the part number, as that is part of the TO title in many cases. The search will return a list of TOs containing those words or numbers in the nomenclature of the associated equipment. Detailed information can be obtained as described above for equipment number search.

3.4.3.6 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 the publication date for a TO on hand disagrees with the TO date listed in the TO Catalog.

3.4.3.6.1 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.

3.4.3.6.2 A data quality team evaluates the reports and takes or recommends necessary corrective actions. This information is also documented in the discrepancy report.

3.4.4 Using the TO Catalog - Related Links and Support Information..

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

3.4.4.2 Frequently Asked Questions (FAQ). Users frequently asked questions and the answers have been summarized for review.

3.4.4.3 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.

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

3.4.4.5 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 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 points of contact (POC) must not order "missing" TO/TCTOs or TO updates for at least one 30 day 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. 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 estimate for the completion of the ID process. JCALs automatically populates the EDD field with the ship date entered when shipping labels are produced, via the Manage Labels TM process.

NOTE

For TOs managed at Warner-Robins ALC and Ogden 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 3.5.3.6) 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 the TO Catalog web page will be implemented immediately once validated. Recommendations for improvement or change to operation of the TO Catalog web page will be evaluated by 754th ELSG/SBT, WPAFB OH.

3.5.4 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 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 PM-controlled servers, the Digital Legacy Data Storage System (DLDSS) servers at each ALC, the

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Central Technical Order Repository server at WR-ALC and OO-ALC, and the Digital Technical Order repositories identified on the TO System Information web site. 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. When downloading TO files, users become responsible for maintaining TO currency (paragraph 6.2.5). Users are also responsible for ensuring only authorized personnel are provided access if they post or redistribute them (Chapter 7).

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 (AFI 37-138, Records Disposition - Procedures and Responsibilities, and the Records Disposition Schedule (RDS) at <https://webrims.amc.af.mil/rds/index.cfm>, Table 37-9, Rule 3). 448 MSUG/GBMUUB 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 448 MSUG/GBMUUB, TODO Code 0086, TM Account number F*10SJ, for placement in the Archive. Inactive TOs are retained for a limited period of time (at least six years after the equipment supported has left the inventory).

3.8 AUTOMATED TECHNICAL ORDER MANAGEMENT SYSTEM (ATOMS).

ATOMS is used to administer an organization's TO distribution program. The ATOMS application provides capability to order TOs and establish and manage records of the TOs required and on hand in various TO libraries within an organization.

3.8.1 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 (TOPR). The previous legacy paper processes associated with account management are no longer authorized (except for use of the AFTO IMT 187, Technical Order Publications Request, by FMS customers and nuclear weapon TODOs - see Chapter 10). The ATOMS application automatically consolidates open sub-account (TODA) TO needs (subscriptions and requisition requests) and generates a specifically formatted TOPR file when the TODO chooses or selects the ATOMS Build Order function. See Figure 3-1 for the TOPR layout.

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 6). Other government activities must use an ATOMS TOPR submitted via file transfer protocol (FTP) to request Air Force TOs, but are not required to maintain records in ATOMS. The most current version of the ATOMS application is identified at <http://www.ide.wpafb.af.mil/toprac/atoms.htm>.

3.8.3 ATOMS functionality includes the following capabilities:

3.8.3.1 Assign and manage information about the individuals responsible for TODO and TODAs in an organization. TODAs may represent a single library, or may service one or more TO Sub-Account libraries

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.

3.8.4 A complete ATOMS installation package (program installation files and User Guide) can be downloaded from the TO System Information web site (<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 All TODOs, both government and commercial, must use ATOMS to prepare TOPRs unless otherwise exempted by this TO.

3.8.6 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.

3.8.7 ATOMS records for TOs on order and on hand in organization TO libraries are routinely compared with information published in the AF TO Catalog to ensure up-to-date TOs are on hand or on order in organization TO libraries (paragraph 5.8.3). ATOMS records will be used directly or indirectly (ATOMS generated listings) by TO library custodians to inventory shop or office TO libraries.

3.8.8 The ATOMS application can also be used by a TODO responsible for maintaining records of Nuclear Weapons TOs required and on hand. Refer to [Chapter 10](#) for ordering nuclear weapon TOs. The latest version of the ATOMS program has the capability to establish and maintain records for multiple TODOs from a single installation.

3.8.9 For assistance with ATOMS software, contact the Combat Support Systems Help Desk (CSSHD) at DSN 596-5771, Comm. (334) 416-5771. When you hear the voice prompt enter options 1, 1, 5, 9. If the phone lines are busy use the following direct E-mail link: team5@gunter.af.mil. All questions regarding the downloading, installation and/or operation of the ATOMS program can be answered by this help desk. Any JCALS specific questions/problems should be directed to the JCALS Help Desk at DSN 872-9300, Comm. (850) 882-9300 or e-mail jcalsaac@eglin.af.mil. The ATOMS/JCALs Community of Practice at [HTTPS://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP](https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP) supports Air Force TODOs with current JCALS and ATOMS information. This includes easy access to system users guides, training class schedules and a place to have questions answered. Air Force TODOs are encouraged to join the CoP.

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 may 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 <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/DVDs, network drives, local drives, floppies, and/or other media. When TO.MART is hosted on a local area network (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/DVD 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.

3.10 AIR FORCE KNOWLEDGE NOW COMMUNITIES OF PRACTICE (COP).

An Air Force Knowledge Now CoP is a web-based, collaborative workspace where members use communication tools to conduct business, manage a project, keep abreast of important group issues and solve group problems. Because CoP data transfers through a secure “tunnel” between the server and the user’s PC, they have proven a very useful way to post and distribute data. Many TO managers now use CoPs to augment the distribution of unclassified, restricted distribution data, whether technical or not, including preliminary, interim and formal TOs, TCTOs, engineering data and competition sensitive data.

3.10.1 To access general information on Knowledge Now and CoPs, non “.mil” account users must first obtain an account on the Air Force Portal at <https://www.my.af.mil/gcss-af/afp40/USAF/ep/home.do>. See registration procedures at <http://a248.e.akamai.net/7/248/11421/v001/gcssportal.download.akamai.com/RegistrationRequirements.htm>. After logging onto the portal, follow this link: <https://wwwd.my.af.mil/afknprod/ASPs/Search/Adv-Search.asp?Filter=HC>.

3.10.2 To access general information on Knowledge Now and CoPs, “.mil” account users should follow this link: [HTTPS://afkm.wpafb.af.mil/ASPs/Search/Adv_Search.asp?Filter=HC](https://afkm.wpafb.af.mil/ASPs/Search/Adv_Search.asp?Filter=HC).

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.
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.

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

TO Number	Explanation
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.
01T009982001306	(PSN) Requisition for Change 13 only of TO 1C-130H-2-00GE-00-1. The TO number is not used.
BATCH-CON-FIRM	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.
<p>NOTE</p> <p>Since JCALS now reports status on all ATOMS transactions, automatic “Batch Confirm” transactions have been eliminated from the current version of ATOMS.</p>	

CHAPTER 4

ESTABLISHING AND MANAGING TECHNICAL ORDER DISTRIBUTION OFFICES (TODO) AND ACCOUNTS (TODA)

4.1 INTRODUCTION.

4.1.1 The TO Distribution Office (TODO) provides TO account administrative services for a unit or activity. The TODO oversees organizational TO requirements and distribution operations. The TODO establishes and maintains a TO Account in the AF Standard TO Information Management System, establishes and maintains organization TO Distribution Accounts (TODA) for organization TO libraries and maintain records of TOs required and on hand in organization TO Libraries.

4.1.2 This chapter provides procedures for the establishment and management of TODOs and TODAs. Procedures for establishing and managing TO libraries are covered in [Chapter 5](#). Additional procedures for establishing and managing TODOs for ordering and distribution of Nuclear Weapon, Nuclear Related Explosive Ordnance Disposal (EOD) and Non-Nuclear EOD TOs are covered in [Chapter 10](#). TODO and TODA training is covered in [Chapter 11](#) and Annexes B and C, respectively.

4.1.3 Currently, TODOs are identified by their assigned JCALS Technical Manual (TM) account code or the special TO requirements they manage. Foreign TODOs are assigned a TM account code beginning with the letter “D” IAW TO 00-5-19, Security Assistance Technical Order Program and are Security Assistance Program or “SAP” TODOs. Contractor owned and operated TODOs with current Government contracts are assigned a TM account code beginning with the letter “E” to signify they are a “Contractor” TODO authorized direct receipt of TOs required to fulfill the requirements of a Government contract. All USAF, DOD, Federal government and Government-Owned, Contractor-Operated (GOCO) TODOs are assigned a TM account code beginning with the letter “F” and are “Standard” TODOs. TODOs who manage Nuclear Weapons TOs are Nuclear Weapon TODOs. TODOs who manage Nuclear Related EOD TOs are Nuclear Related EOD TODOs. TODOs who manage non-nuclear EOD TOs are non-nuclear EOD TODOs.

NOTE

- Technical Manual (TM) Account is the JCALS term for TO Account
- Joint Munitions Effectiveness Manuals (JMEM) and JMEM account information are not managed in the Air Force Standard TO Management System. Contact 448 MSUG/GBMUUB for further information.

4.2 ESTABLISHING TODOS.

Organizations in need of Air Force TOs will establish TODOs ([Figure 4-1](#)) by processing an AFTO IMT 43, USAF Technical Order Distribution Office (TODO) Assignment or Change Request ([Figure 4-2](#)). At JCALS sites, the AFTO IMT 43 along with the DD Form 2875, System Authorization Access Request, is sent to the Lead TODO. At non-JCALS sites, AFTO IMTs 43 for all standard TODOs are sent to 448 MSUG/GBMUUB. A DD Form 2875 is not required and should not be forwarded to 448 MSGU/GBMUUB from non-JCALS sites.

NOTE

All contractors performing TODO functions must have an approved DD Form 2345, Militarily Critical Technical Data Agreement (AFI 61-204, Disseminating Scientific and Technical Information) on file.

4.2.1 SAP TODOs. A JCALS TM Account code is assigned by 448 MSUG/GBMUU on receipt of an implementing project directive and a Letter of Offer and Acceptance (LOA) from AFSAC. The authorized Military Assistance Program Address Directory (MAPAD) addresses for delivery of classified and unclassified TOs are provided by the implementing project directive and LOA. A change of address to an established JCALS TM account is directed by a MAPAD change or a revised implementing project directive from AFSAC. See TO 00-5-19 for more details.

4.2.2 Contractor TODOs. The designated Contracting Officer representative must approve the AFTO IMT 43. The approved AFTO IMT 43 and a copy of the approved DD Form 2345 is then submitted to 448 MSUG/GBMUUB. If

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government support contractors maintain a separate company-owned TO library, the company shall establish a separate contractor TODO.

4.2.3 Nuclear Weapons and Nuclear Related EOD TODOs. The Using Command's Nuclear Weapon POC must approve the AFTO IMT 43, IAW [Chapter 10](#). Nuclear Weapon and Nuclear Related EOD TODO codes are assigned and managed by AFMC/NWLT. Nuclear Weapon TODOs must use the ATOMS application to maintain account records.

4.2.4 Non-Nuclear EOD TODOs. The Using Command's Non-Nuclear EOD POC must approve the AFTO IMT 43, IAW [Chapter 10](#). Non-Nuclear EOD TODO codes are assigned and managed by Det 63, 688 ARSS. Complete justification for needing non-nuclear EOD TOs will be entered in the CONTINUATION block (page 2 of the digital form).

4.3 ACTIONS FOLLOWING TODO ESTABLISHMENT.

4.3.1 448 MSUG/GBMUUB Actions. For non-JCALs users, 448 MSUG/GBMUUB will establish a JCALS TM Account code for the TODO. All TM Accounts established by 448 MSUG/GBMUUB will be assigned to the "OC-TILUF" JCALS Proponent Organization. TM Account authorization will be set to both subscription and one-time requisition, preferred and alternate media preferences (that is, CD-ROM, paper, electronic on-line) established and NOFORN access code assigned. For non-DoD U.S. TODOs, 448 MSUG/GBMUUB shall establish a subscription for and issue a current copy of index TO 0-1-CD-1. 448 MSUG/GBMUUB will maintain a copy of the completed AFTO IMT 43 and DD Form 2345 (for contractors) on file, and return the original to the submitter annotated with the JCALS TM Account number.

4.3.1.1 Include a cover memo providing the address of the TO System Information Page (<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 internet Uniform Resource Locator (URL) address also provides access to MPTOs, the Air Force TO Catalog (for DoD TODOs only), and other valuable TODO information on the Internet.

4.3.1.2 For U.S. Government (Standard) TODOs, the memo will provide the Internet Protocol (IP) address, username, and password required to submit ATOMS TOPRs via File Transfer Protocol (FTP) to the Tinker AFB Intersite Gateway.

4.3.2 Lead TODO Actions. For JCALS users, the Lead TODO will validate the AFTO IMT 43, assist with completion of the DD Form 2875, and ensure JCALS user training has been completed ([Chapter 11](#)). Provide completed forms to the site JCALS SA to establish new organization codes, user profiles (username, password and permissions) and the TM Account and ship-to address. The forms will be returned to the TODO after completion of all actions so they can be filed.

4.3.3 CPINs Management. If the AFTO IMT 43 indicates that the TODO will manage CPINs, 448 MSUG/GBMUUB or the Lead TODO will forward a copy of the completed AFTO IMT 43 to the 448 MSUG/GBMUUC for assignment of an Automated Computer Program Identification Number System (ACPINS) account. The mailing address for 448 MSUG/GBMUUC is 7851 Arnold St, Ste 205, Tinker AFB, OK 73145-9147.

4.3.4 TODO Actions.

4.3.4.1 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 IMT 43 kept in the Account workfolder. TODO personnel who access JCALS directly are referred to as "On-Line" TODOs.

4.3.4.2 TODO personnel 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 at <http://www.ide.wpafb.af.mil/toprac/to-syste.htm> (paragraph [4.3.1](#)). TODO personnel who use ATOMS are referred to as "Off-line" TODOs.

4.3.4.3 TODO personnel will file the approved AFTO IMT 43, along with the DD Form 2875 (if applicable) and DD Form 2345 (if applicable), for future reference.

4.4 TODO FUNCTIONS.

4.4.1 Lead TODO personnel (see AFI 21-303) will perform all functions listed in paragraph [4.4.2](#), plus the following:

4.4.1.1 Oversee TO Administrative services being provided by other TODOs in the organization and advise the commander when the organization's TO requirements are not being satisfied.

4.4.1.2 Assist organization TODOs with resolution of TO availability and distribution problems, including ATOMS TO ordering problems.

4.4.1.3 Assist activities to establish Nuclear Weapon, Nuclear Related EOD or Non-Nuclear EOD TODOs when required to support special missions.

4.4.1.4 Assist organization personnel to establish a new TODO when required by mission changes or expanded TO library requirements.

4.4.1.5 Assist TODO personnel with completion of necessary forms to establish TODO accounts and Air Force Standard TO Management System user profiles.

4.4.1.6 Assist the FA with management of user profiles and development and maintenance of system routing templates.

4.4.2 All TODOs will:

- a. Complete training IAW [Chapter 11](#) and Appendix B
- b. Submit AFTO IMT 43 to establish, change or cancel TODO TM Accounts ([Figure 4-2](#)). Complete and maintain other documentation required to establish TODO and corresponding TM Accounts. Keep the AFTO IMT 43 and DD Form 2875 (if applicable) current and on file.

4.4.2.1 TODOs with a JCALS user profile (user log-in and password) and TM Account privileges will update TODO TM Account information directly in JCALS using the Update TM Account screen and document the changes on a digital AFTO IMT 43 kept in the Account workfolder.

4.4.2.2 Establish and maintain TO requirements and distribution records for the TODO's library (if applicable) and for sub-account libraries using ATOMS. JCALS sub-account functionality may only be used for sub-account requirements and distribution records when the TODO services a single distribution account. Update ATOMS account records as TOs and status notices are received. Non-AF TODOs and TODAs may use local procedures to maintain records.

4.4.2.2.1 TODOs using ATOMS should back up ATOMS data files (see the User Guide) based on frequency of use (that is, if ATOMS is used daily, back up daily; if use is only weekly, back up weekly, etc.). ATOMS records will be maintained on each TO-numbered CD-ROM/Digital Versatile Disk (DVD). When individual TO files are copied from the CD-ROM/DVD, the versions and locations will also be indicated in the ATOMS records. When revised CD/DVDs are received, these copied files must be updated. If TO.MART was provided with the disk, it should be installed on the LAN or any PCs used to access TO files to help ensure that only the latest version of each TO is used.

4.4.2.2.2 TODOs using JCALS may document receipt and distribution of TOs to sub-accounts using the ATOMS application.

4.4.2.3 Establish and service TO Distribution Accounts (TODAs) in organization shops or offices where one or more TOs are required to accomplish assigned missions ([Figure 4-3](#)).

4.4.2.3.1 When the TODA is operated by a support contractor, document the assignment on an AFTO IMT 43, signed by the Government Approving Authority (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.

4.4.2.3.2 Provide operational guidance to TODAs. Oversee TODA operations to ensure TOs on hand in the library are current and in serviceable condition. Provide assistance as required by the TODA to obtain training and resolve TO distribution problems.

4.4.2.4 Consolidate all TODA TO requirements. Provide justification for requests for Sponsor Approval TOs ([paragraph 6.1.2](#)).

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

4.4.2.6 In JCALS, the ID/Order Publication workfolder should not be deleted until all actions are complete. For restricted distribution TOs and accounts (nuclear weapons or EOD TOs, contractor or FMS accounts, etc.), have the GAA sign the printed record copy of the ATOMS TOPR.

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4.4.2.7 Check TO request status. ATOMS users will verify that ATOMS TO Request files were successfully processed by JCALS and regularly check TO request status as described in paragraph 6.3.4.3. For ATOMS and AFTO IMT 276, Special Requisition for Air Force Technical Order, requisitions, take appropriate action to resolve TO distribution delays per paragraph 6.3.4.4. JCALS users will check subscription (“ID Request” in JCALS) and one-time requisition (“RQN” in JCALS) status using the JCALS Search for Publications Orders screen (see JCALS Desktop Instructions).

4.4.2.8 Document receipt of TOs and TO increments and redistribute to TODAs within two duty days after receipt. Reproduce and redistribute Interim TO (ITO) messages and RACs (paragraph 2.14.3), and Immediate/Urgent TCTOs to all affected TODAs by the fastest available means. Immediate/Emergency messages must be copied and forwarded within two (2) hours; Urgent messages within 24 hours. Notify TODAs of backorder status, any follow-up actions being taken, and when digital TO files are updated. Redistribute IAW TO Dissemination procedures (paragraph 7.1).

4.4.2.9 Notify the Lead TODO and report discrepancies in TO shipments to the responsible TO Manager (paragraph 7.2).

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

4.4.2.11 Process Account Reconciliation Reports (ARRs) according to paragraph 5.8.3.2.

4.4.2.12 Approve and submit requests for local reproduction of TOs (paragraph 7.6).

4.5 TODA FUNCTIONS.

A TODA is established by a servicing TODO for organization TO libraries where current TOs are readily available to support operation and maintenance mission activities (Figure 4-3). TODA staff personnel are responsible to oversee TO requirements and distribution activities within the assigned shop or office. TODA staff personnel keep the servicing TODO informed of changes in TODA staff as well as new or changing TO mission requirements. The TODA will establish and maintain separate requirements and distribution records for TODA sub-accounts (TODS) as needed to better administer and service additional shop/office TO libraries (fly-away mobility kits, aircraft files, specialist maintenance kits, etc.). TODA personnel will:

NOTE

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

4.5.1 Complete training IAW Chapter 11 and Appendix C.

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

4.5.3 Establish TODS 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 JCALS or ATOMS records when TOs will be redistributed to sub-accounts. If JCALS is used to redistribute to sub-accounts, a current DD Form 2875 (or DISA Form 41) will be maintained on file.

4.5.4 At their option use ATOMS to maintain account records based on library location and size, TODO workload, and/or special account requirements when they do not redistribute TOs to subordinate sub-accounts.

4.5.5 Consolidate and validate sub-account requirements, and submit subscription requirements and One-Time Requisitions to the TODO. Redistribute TOs and increments upon receipt, and ensure TOs and TO updates are posted (Chapter 5).

4.5.6 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.

4.6 LIBRARY CUSTODIAN FUNCTIONS.

TO Libraries consist of 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. Library custodians are designated and trained in library maintenance. Custodians will:

Table 4-1. TODO and TODA Checklist - Continued

Items	TODO	TODA	Library Custodian
f. Have TODO/TODA personnel and library custodians completed training within 90 days of assignment (AFI 21-303, Chapter 1 and TO 00-5-1, Chapter 11)?	X	X	X
g. Is access to TO Catalog information readily available (paragraph 3.4)? NOTE: For.mil users, the TO Catalog may be accessed online at: https://www.toindex-s.wpafb.af.mil .	X	X	
h. Are TODO/TODA personnel and library custodians familiar with TO 00-5-1?			
(1) TODO/TODA/library custodian functions (paragraph 4.4 and 4.5)?	X	X	X
(2) Types and locations of libraries (paragraph 5.1 and 5.2)?	X	X	X
(3) Procedures for filing TOs (paragraph 5.5)?	X	X	X
(4) Procedures for posting TO updates (paragraph 5.6)?	X	X	X
(5) Procedures for use of the available Air Force TO System management tools (Chapter 3)?	X	X	X
(6) Requirements for checking ATOMS records and TO Distribution Account (TODA) libraries (paragraph 5.8)?	X	X	
(7) Procedures for consolidating, preparing and submitting TO Publication Requests (TOPR) to order TOs (see paragraph 3.9 and the ATOMS User Guide at http://www.ide.wpafb.af.mil/toprac/atoms.htm)?	X	X	
(8) Emergency TO requisition procedures (paragraph 6.3.1.4)?	X	X	
(9) Use and meanings of TO Publication Request (TOPR) status codes (paragraph 6.3.4.3)?	X	X	
(10) Procedures for resolving TO distribution delays (paragraph 6.3.4.4)?	X	X	
(11) TO Title Page Notices and Warnings used to control release and distribution of technical data (paragraph 7.1)	X	X	X
(12) Acronyms (Appendix A.3)?	X	X	X
(13) Terms and definitions (Appendix A.4)?	X	X	X
i. If using ATOMS, is the most current version being used (paragraph 3.9.2)?	X	X	
j. For ATOMS users, does the TODO have the correct user name and password to support FTP of TOPR files to Tinker (paragraph 4.3.1.2)?	X		
k. Is the policy on local reproduction of TOs followed, to include applying the distribution markings and controls of the complete TO to all TO extracts (paragraph 7.6)?	X	X	X
l. Are locally developed workcards, checklists, job guides and page supplements prepared and maintained IAW paragraph 2.11.3?	X	X	X
2. TO ORDERING.			
a. Are TOs limited to those TOs required to satisfy mission needs (paragraph 4.5 and 4.6)?	X	X	X

Table 4-1. TODO and TODA Checklist - Continued

Items	TODO	TODA	Library Custodian
b. Have subscription and distribution records been established to support the unit mission (paragraphs 6.2.1, 4.4.2.4 and paragraph 4.5.3)	X	X	
c. Keeping ATOMS (or JCALS) records current for required TOs.			
(1) Is TO Request Status regularly reviewed and are ATOMS transaction records updated (paragraph 6.3.4.3)?	X	X	
(2) Are requisition backorder and reject status posted in ATOMS (paragraph 4.4.2.2)?	X		
d. Are JCALS ID/Order Publication workfolders retained until completion of requested actions (paragraph 4.4.2.6)?	X		
e. Are ordering procedures for "Sponsor Approval" TOs followed (paragraph 6.1.2)?	X		
3. TO DISTRIBUTION.			
a. Is access to libraries according to the most restrictive distribution limitations of the TOs contained therein (paragraph 5.3)?			X
b. Are e-tool cases marked with the most restrictive distribution statement of any TO files stored on the tool (paragraph 5.3.3)?			X
Note: The requirement does not apply if only "public releasable" TOs are stored on the e-tool.			
c. Is re-distribution to sub-accounts documented (paragraph 4.4.2.2 and 4.5.3)?	X	X	
d. Are TO updates (Revisions, Changes or Supplements) received and re-distributed within allotted time, consistent with dissemination procedures (paragraph 4.4.2.8)?	X		
e. Are Interim TOs (ITO), RACs and immediate/urgent action TCTOs reproduced and distributed by the fastest available means, consistent with dissemination procedures (paragraph 4.4.2.8 and paragraph 7.5.2)?			
(1) Do TODOs review applicable Address Lists (AL) to ensure the organization DMS address is included (paragraph 6.2.13.2)?	X		
(2) Does the TODO maintain copies of ITOs (paragraph 7.5.2)?	X		
f. Are TO shipment shortage and overage procedures followed (paragraph 7.4)?	X		
g. Are excess copies and superseded TO increments destroyed IAW the Disposition/Destruction Notice on the title pages (paragraph 5.1)?	X	X	X
h. Are only preliminary TOs (PTO) authorized in writing by the TO Manager used for hands-on training, operations, or maintenance (AFI 21-303, paragraph 3.3.5)?		X	X
i. Do procedural PTOs authorized for use contain a verification status page/screen on all TOs that have not been 100% verified (AFI 21-303, paragraph 3.3.4)?		X	X
4. TODA AND LIBRARY MAINTENANCE.			

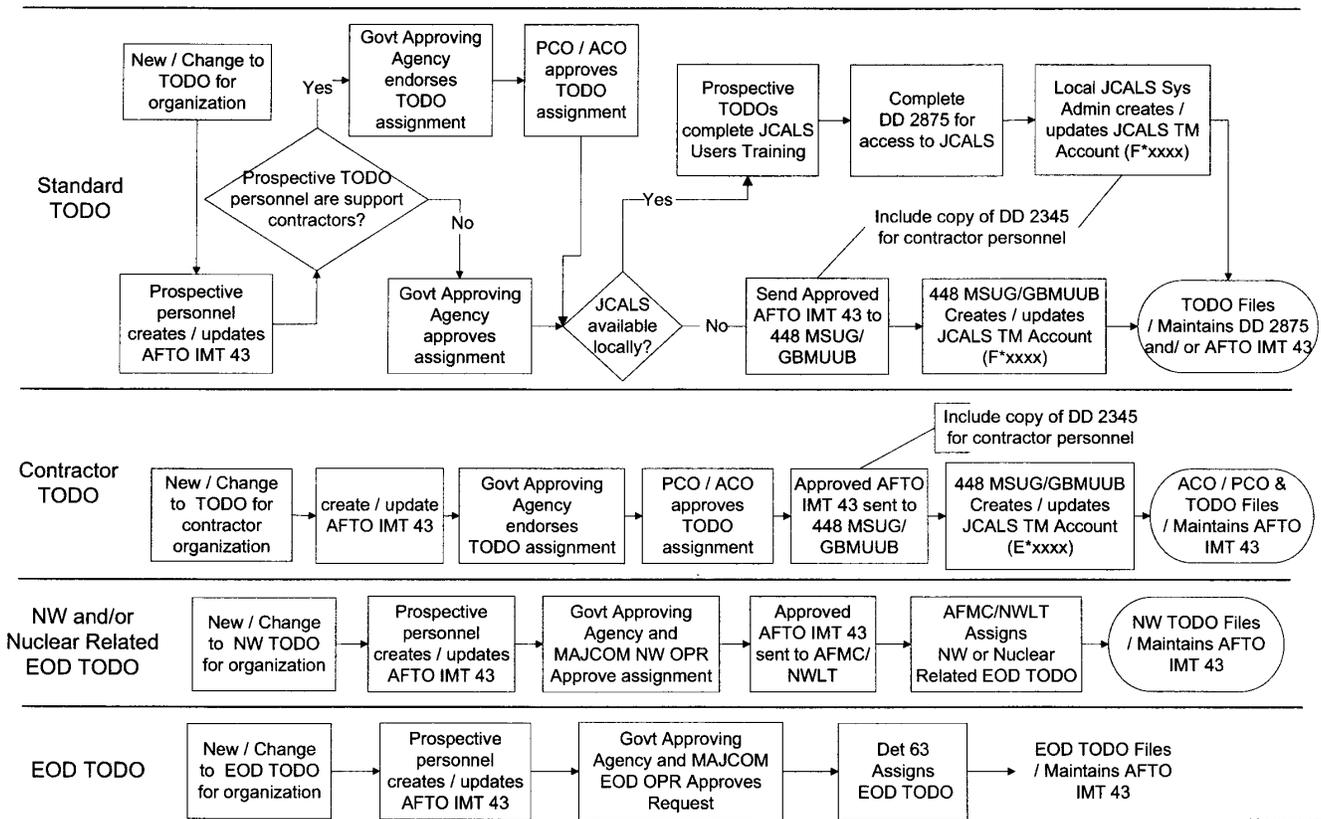
Table 4-1. TODO and TODA Checklist - Continued

Items	TODO	TODA	Library Custodian
a. Does the TODA inform the TODO of personnel changes to their account? (paragraph 4.5)		X	
b. Has a charge out system been established for the library (paragraph 5.5)?		X	X
(1) Since TOs are organizational property, are missing books documented and thorough searches conducted (AFI 21-303, Chapter 2)?		X	X
(2) Are missing limited distribution and classified TOs reported IAW DOD 5200.1-R?		X	X
c. Are revisions, changes and supplements posted IAW paragraph 5.6?		X	X
d. Are checks performed IAW paragraph 5.8?	X	X	X
e. Are downloaded and locally reproduced TOs checked for currency prior to use IAW paragraph 6.2.5?	X	X	X
NOTE: Items may be added to this checklist as required to enhance local self-inspection programs.			

Establish TO Distribution Offices (TODOs)

Notes

1. Organizations request new or update to TODO once determine need for TO administrative services to obtain TOs to support local mission activities.
2. Security Assistance Program (SAP) organizations should consult TO 00-5-19 for information to request new or update TODO to provide TO Administrative services.
3. See paragraph 4.2 for specific procedures associated with TODO assignments.



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Figure 4-1. Establish TO Distribution Offices (TODOs) Process

USAF TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ASSIGNMENT OR CHANGE REQUEST <i>(See TO 00-5-1 For Use of This Form)</i>		TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED <input type="checkbox"/> CANCELLATION	TODO/TM ACCOUNT CODE _____ DATE _____
1. FROM		2. TO POPUP1	
3. TECHNICAL ORDER MAILING ADDRESS			
4. TODO TYPE			
<input type="checkbox"/>	a.	STANDARD (BASE/UNIT/ACTIVITY) TODO (TO 00-5-1)	U.S. CONTRACTOR WITH GOVERNMENT CONTRACT (Indicate Current Contract No. and Issuing Agency) (Use reverse side if necessary) CANCELLATION DATE (Date on which code and all requirements are to be cancelled unless otherwise advised by revised AFTO Form 43). REMARKS (Use reverse side if necessary) (TO 00-5-1)
<input type="checkbox"/>	b.	NUCLEAR WEAPONS (NW) TODO (TO 00-5-1, Chapter 10)	
<input type="checkbox"/>	c.	NUCLEAR RELATED EOD TODO (TO 00-5-1, Chapter 10)	
<input type="checkbox"/>	d.	NON-NUCLEAR EXPLOSIVE ORDNANCE DISPOSAL (EOD) TODO (TO 00-5-1, Chapter 10)	
<input type="checkbox"/>	e.	USAF ORGANIZATION (Indicate MAJCOM)	
<input type="checkbox"/>	f.	US GOVERNMENT (NON-USAF) ORGANIZATION (Indicate Department or Government Agency)	
5. SECURITY LEVEL AUTHORIZED (Unit Security Officer-Name, Rank, DSN) (The organization listed above has adequate facilities, equipment, and properly cleared personnel to receive and safeguard classified Technical Orders up to and including)			
6. TODO PERSONNEL (The following personnel are U.S. citizens or resident aliens (at least two must be listed), and are authorized to submit TO requirements IAW TO 00-5-1. Personnel will comply with the provisions of TO 00-5-1.)			
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			
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			
APPROVING OFFICE (Organization, Address, Phone, and E-mail Address)		NAME, GRADE, TITLE, SIGNATURE (MAJCOM Staff Officer or authorized Contracting Officer)	
9. FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		REMARKS OR SPECIAL INSTRUCTIONS (Continue on reverse)	

AFTO IMT 43, 20060316, V1

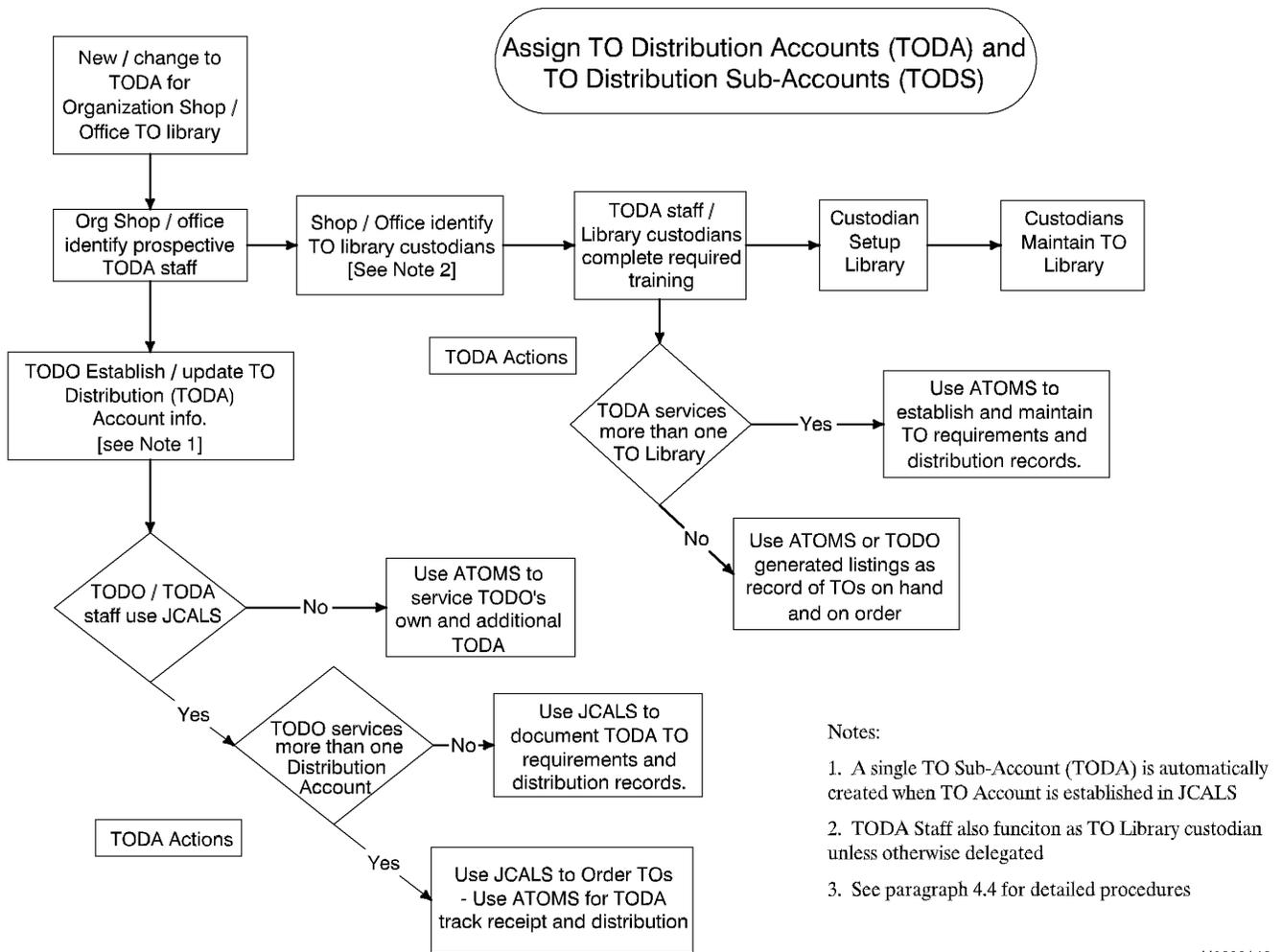
PREVIOUS EDITION IS OBSOLETE

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Figure 4-2. AFTO IMT 43, USAF Technical Order Distribution Office (TODO) Assignment or Change Request with Instructions

<p>Block 4 -TODO TYPE</p>	<p>Select the appropriate block(s) and enter corresponding information as applicable.</p> <p style="text-align: center;">NOTE</p> <ul style="list-style-type: none"> • A Government-Owned, Contractor-Operated (GOCO) TODO TM 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 IMT 43.
<p>Blocks 4a, 4b, 4c and 4d</p>	<p>Government TODOs, including GOCO TODOs, will select one block (only) to indicate whether the function will be a Standard TODO, Nuclear Weapon TODO, Nuclear Related EOD TODO or a Non-nuclear EOD TODO.</p>
<p>Block 4e</p>	<p>If the organization is an Air Force activity, select this block and enter the parent MAJCOM (ACC, AMC, etc.)</p>
<p>Block 4f</p>	<p>If the organization is another government activity (non-USAF), mark this block and enter the department or agency (Army, Navy, DOE, etc.).</p>
<p>Block 4g</p>	<p>If the requesting organization is a contractor, select this block and enter the contract number(s) and issuing government agency. GOCO TODO requests must also 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. 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).</p>
<p>Block 4h - CANCELLATION DATE</p>	<p>For CANCELLATION type requests, TODOs will enter the cancellation effective date. Use the all-numerical yyyyymmdd format.</p> <p>Contractors must enter their contract termination date in this block. List additional contract dates on the continuation sheet if necessary. To avoid automatic cancellation of a GOCO TM account, an updated AFTO IMT 43 must be submitted on or before the previous contract termination date. If Block 4g is checked and the termination date is not entered, the form will be returned without action.</p>
<p>Block 4i - REMARKS</p>	<p>For non-nuclear EOD TODOs, enter “Automatic distribution is required” when all current and future Air Force Non-nuclear EOD TOs are required. Enter “GOCO TODO” when applicable.</p>

<p>Block 5 - SECURITY LEVEL AUTHORIZED</p>	<p>Enter "TODO Authorized CPIN compendiums, CSCIs, and related TOs" if the TODO will also manage CPINs.</p> <p>Enter a TODO organizational e-mail address for subsequent entry into JCALS as the TM account address. The address will provide TO Managers/TCMs another avenue to contact TODO personnel and is required even if TODO personnel are not JCALS users. If the TODO lacks an organizational e-mail address, enter the e-mail address of one of the TODO personnel identified in Block 6 of this form.</p> <p>Enter the security level (unclassified, confidential, secret, restricted data, etc.) that the organization has authorized 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, Managing the Information Security Program. For Nuclear Weapon and Nuclear Related 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."</p>
<p>Block 6 - TODO PERSONNEL</p>	<p>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 or equivalent (permanent resident aliens).</p>
<p>NOTE</p>	
<p>See AFI 21-303 for conditions under which TOs may be reproduced or released to foreign nationals.</p>	
<p>Block 7 - GOVERNMENT APPROVING AGENCY</p>	<p>Complete Block 7 for all TODO types. 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. For a contractor-owned TODO, this block will be completed by the official(s) authorized to approve the contractor TO requirements for the Procurement Contracting Officer or Administrative Contracting Officer (for example, the Contracting Officer Technical Representative or on-site government Quality Assurance personnel).</p>
<p>Block 8 - COMMAND/CONTRACTING OFFICER APPROVAL</p>	<p>Complete Block 8 only when requesting a contractor (including GOCO), Nuclear Weapon, Nuclear Related EOD and Non-nuclear EOD TODO code. The blocks will be completed by the PCO/ACO for contractor TODOs and by the MAJCOM Functional Manager for Nuclear Weapon, Nuclear-Related EOD and Non-Nuclear EOD TODOs. Nuclear Weapon and Nuclear-Related EOD TODO requests must have the original MAJCOM approving official signature, which must be the same as that provided according to Table 10-1. When there is more than one ACO or PCO monitoring contracts listed in Block 4F, additional information and signatures must be shown on the continuation sheet.</p>
<p>Block 9 - FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY CONTINUATION (2nd page of form)</p>	<p>Leave blank. 448 MSUG/GBMUUB, AFMC/NWL or Det 63, 688 ARSS will use this block for approval/disapproval of TODO requests.</p> <p>The continuation section is used to list additional contracts for contractor TODOs and to provide complete justification for Nuclear Weapon Nuclear Related EOD or Non-nuclear EOD TODOs. The justification on the form itself must be unclassified. Provide classified justification by separate letter with the AFTO IMT 43 as an unclassified attachment.</p>



H0600146

Figure 4-3. Establish TO Distribution Accounts (TODAs) Process

CHAPTER 5

ESTABLISHING AND MANAGING TECHNICAL ORDER LIBRARIES

5.1 TECHNICAL ORDER LIBRARIES.

A TO library consists of one or more current TOs (paper and/or digital versions) with all changes, revisions, and supplements maintained on a continuing basis. TO libraries are established in convenient locations to provide users immediate access to the TOs required for the efficient and effective performance of assigned duties. TO libraries can be of many types and uses. Each library will be assigned a TO Distribution Account (TODA) number.

5.1.1 Operational Libraries. These libraries are established and located to support operations and maintenance (O&M) missions. Operational libraries will contain only those TOs required to accomplish the O&M responsibilities of the owning activities.

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

5.1.1.2 Operational libraries may contain extra copies of TOs when required to support simultaneous O&M actions.

5.1.2 Aircraft Emergency Operating Instructions Libraries. These 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.

5.1.3 Aircraft Libraries.

5.1.3.1 MAJCOMs may direct retention of O&M TOs on board operational 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 subaccount number to each aircraft library.

5.1.3.2 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.

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

5.1.3.4 Current, serviceable technical publications must accompany transferred aircraft. **EXCEPTION:** Libraries will be removed from aircraft sent for Programmed Depot Maintenance (PDM), and will be kept current by the TODA at the home station. Libraries remaining on board an aircraft arriving at a depot will be crated and shipped back to the home station at their expense.

5.1.3.5 Aircraft commanders may include additional publications as required.

TO 00-5-1

5.1.4 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.

5.1.5 Reference Libraries. These libraries are authorized for use by activities whose duties do not include operating or maintaining equipment. TOs in reference libraries need not be current and will be marked "FOR REFERENCE USE ONLY". Account records for reference libraries will be maintained as locally determined.

NOTE

Libraries used for support of O&M users, for example those at MAJCOM headquarters, Product Improvement and TO management activities, are considered operational libraries and must be current.

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

5.1.6.1 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. TOs in training libraries will be marked "FOR TRAINING USE ONLY".

5.1.6.2 Filing methods to facilitate issue of publications for training operations may be devised locally (paragraph 5.6.6.7).

5.1.6.3 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. TOs used in non-equipment oriented instructions must be pertinent to the training exercise identified in the course control documents.

5.1.7 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 government installations. The scope of contractor libraries is determined by the responsible PCO or ACO.

5.1.8 Rescinded Copies Libraries. Air Force activities may retain 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 rescinded copies 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 previously rescinded TO, it may be requisitioned from the appropriate PM or SCM according to paragraph 6.3.1.9.

5.1.9 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" (paragraph 7.6.4). 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. TOs and extracts included in Reclamation Work Packages may not be the most current editions according to the TO Catalog, but will be the latest versions applicable to the MDS covered.

5.1.10 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.

5.2 TECHNICAL ORDERS 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, training instructors, and others having justified requirements for personal-use copies. Library custodians must keep accurate records of individually assigned TO copies. TOs 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.

5.3 TECHNICAL ORDER ACCESS CONTROL.

5.3.1 General. Release and distribution of TOs and other technical data is controlled to prevent unauthorized disclosure. Custodians will control access to libraries according to the most restrictive distribution limitations of the TOs contained therein (paragraph 7.1).

5.3.2 Local Digital Dissemination of TOs. TO using organizations must develop and document procedures for limiting access to local servers hosting TOs IAW AFI 33-129, Web Management and Internet Use.

5.3.3 E-tool Case Marking. When e-tools are used to store or view TOs, mark the case with the most restrictive distribution statement of the TO files stored on the e-tool IAW AFI 61-204, Disseminating Scientific and Technical Information. When digital TOs are stored on removable storage devices such as thumb drives, the case must similarly be marked with the most restrictive distribution statement of the TO files on the device. This does not apply if only “public release” (Distribution Statement “A”) TOs are stored on the e-tool.

5.4 CONTRACTOR ACCESS TO USAF TECHNICAL ORDER LIBRARIES.

Contractors may require access to USAF TO libraries when performing contract duties on government 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.

5.4.1 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).

5.4.2 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.

5.4.3 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 (Appendix H).

5.4.4 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 7.1.

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

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

5.4.7 Advisory and Assistance Services (A&AS) contractors performing direct support of Air Force or other government activities shall be so identified in writing by the GAA, including any authorization for access to classified and restricted distribution TOs, if required. These contractor personnel will be provided the same access and privileges as government personnel for the duration of the A&AS contract.

5.5 FILING TECHNICAL ORDERS AND USE OF BINDERS.

NOTE

This section applies strictly to TOs on physical media

5.5.1 General. 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

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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, Managing the Information Security Program.

5.5.2 Labels and Markings. Binders will be labeled to indicate contents. The AFTO 32, Technical Order Binder Label, will be used to label standard 8 1/2 x 11 TO binders available through the Government Services Administration Catalog. The forms are available from the Air Force Departmental publication office (AFDPO) web site (<http://www.e-publishing.af.mil/physicalproducts/physical.asp>) and are authorized for computer generation (CG), provided the CG version contains the same data elements as 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 (for example, kit number, account to which assigned, or assigned local control numbers). Digital media 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/DVD.**

NOTE

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

5.5.2.1 A cross-reference sheet, such as the DD Form 2861, Cross-Reference, will be used to show the location of all TOs filed or stored away from the library, including the location of digital TO files and media.

5.5.2.2 A TO number might be omitted from the TO catalog in error. Therefore, 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, and the TODO is notified.

5.5.2.3 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.

5.5.3 TO Sets. 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).”

5.5.4 Unit Filing Methods. Each unit is authorized to devise a method for filing Inspection Workcards, Code Manuals, TO Checklists, and 33K Series TOs.

5.5.5 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.

5.5.6 Commercial Publications. Commercial publications with TO numbers assigned may be filed with other TOs or in a separate location with a cross-reference sheet in the library. Identifying Technical Publication Sheets (ITPS - paragraph 2.15.5) will remain with the publications. Base local purchase commercial publications will not be filed in TO libraries.

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

5.5.8 Preliminary COTS Manuals (paragraph 2.8). File this data as locally determined, and subscribe to the formal TO.

5.5.9 Digital TOs. For digital TOs distributed on a physical medium (for example, CD-ROM, DVD), the medium will be filed using the same sequence logic as the unit paper TOs. TO files downloaded from the Internet, including from an Air Force Knowledge Now CoP folder (paragraph 7.3.2) 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 LAN. The TO.MART application (paragraph 3.10) 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.

5.5.10 Interfiling Prohibition. Local workcards, checklists and job guides should not be interfiled in TO binders with the related TO.

5.5.11 Local Page Supplement Front Matter. The front matter of local page supplements is filed in front of the TO title page.

5.5.12 Other DoD Component Technical Manuals. DoD TMs without Air Force TO numbers will be filed alphanumerically by TM number and maintained the same as Air Force TOs.

5.6 POSTING TECHNICAL ORDER UPDATES.

“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. If TO updates are not received within a reasonable mail time (3-6 weeks) after the TO Catalog shows the new TO update as initially distributed (Action code = D), the TODO should follow-up with the TO Manager.

5.6.1 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.

5.6.2 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.

5.6.3 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).

5.6.4 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.

5.6.5 LEP Checks. Requirements for performing LEP checks during TO posting are in paragraph 5.8.4.

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

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

5.6.6.2 TOs issued to individuals (paragraph 5.2) will be posted prior to operating or maintaining equipment.

5.6.6.3 TOs assigned to dispatch kits or aircraft libraries on a short-term (10 days or less) temporary duty (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 (paragraph 6.6.3).

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5.6.6.4 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.

5.6.6.5 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 five work days after receipt.

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

5.6.6.7 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.

5.6.6.8 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.

5.6.6.9 TODOs will distribute TOs and updates with future 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.

5.6.6.10 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.

5.6.6.11 The time limit for posting newly-received TO updates will not start until all earlier increments have been received (paragraph 5.6.8.2 and paragraph 5.6.8.3).

5.6.6.12 Air National Guard (ANG) units, which are staffed only two days a month will post routine TOs, changes and revisions during those two days. Routine and annual checks, Interim TO, Safety and operation supplements and immediate and urgent action TCTO postings may also be performed during these two days.

5.6.6.13 For IETM units, all E-tools will be connected to the LAN or WLAN to receive updates at a period not to exceed 7 calendar days.

5.6.7 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.

5.6.8 Posting TO Changes.

5.6.8.1 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 7.1.4).

5.6.8.2 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.

5.6.8.3 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.

5.6.8.4 For the following issues, contact the TO Manager and submit an RC if required to correct the error:

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

5.6.8.4.2 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;

5.6.8.4.3 When the LEP reflects a changed or added page that is not included in the change package, annotate the LEP and the page which was supposed to be replaced, or added, to say "Page 4.1.1 not received with change,";

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

5.6.8.4.5 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;

5.6.8.4.6 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.

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

5.6.10 Supplements to Other Services TMs. 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.

5.6.11 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 TO changes. Changes to DA bound publications will be posted intact in numerical sequence following the basic publication.

5.6.12 Posting RACs.

NOTE

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

5.6.12.1 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 or CoP (paragraph 3.11) site for distribution. TODOs will be notified by DMS AL/Personal Distribution List message of the FTP site, and will download the appropriate files for redistribution to subordinate TODAs. CoP members who have enabled automatic change notification (paragraph 6.2.14) receive an e-mail notice the merged file is available for download for redistribution to subordinate TODAs. TCMs or TO managers may also notify TODOs by regular e-mail that merge files are available for download and distribution 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.

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

5.6.13 Posting Supplements.

NOTE

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

5.6.13.1 Post supplements IAW [Figure 5-1](#). 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.

5.6.13.2 If Work Packages are filed separately from the basic TOs, a copy of applicable safety and operational supplements must be posted with each Work Package.

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5.6.13.3 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.

5.6.13.4 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 PM or SCM. The PM/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).

5.6.14 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). 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.

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

5.6.14.2 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.).

5.6.14.3 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.

5.6.14.4 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.

5.6.15 Annotating Supplements.

5.6.15.1 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.

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

5.6.15.3 To indicate that a particular paragraph is supplemented, circle the paragraph number and write the supplement number next to the paragraph in pencil. Use alternate procedures such as arrows or circles to indicate modified items not in paragraph form.

5.6.15.4 Do not obliterate deleted or replaced paragraphs from the TO unless specifically directed to do so by the supplement.

5.6.15.5 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.

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

5.6.16 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.

5.6.17 Posting Priority Updates for TOs on CD-ROMs. When a TO distributed on CD-ROM must be updated before the next update cycle, affected TODOs will be notified in accordance with paragraph 5.6 and AFMCI 21-302. The notification message will provide instructions on accessing and downloading the updated TO file. The TODO will upload the revised file to a local server or provide copies to individual users for uploading on PC hard drives. If TO.MART is used

(paragraph 3.10), the revised file will be registered in TO.MART so users will automatically be directed to the latest TO version.

5.7 POSTING MAJCOM AND BASE SUPPLEMENTS.

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

5.7.1 Posting by ANG Units. ANG units file gaining MAJCOM supplements after any base supplements in the affected TO, marked for reference only.

5.7.2 Posting MAJCOM and Base Supplements to Digital TOs. The procedures on the TO System Information page (<http://www.ide.wpafb.af.mil/toprac/interim.htm>) are used to develop and integrate MAJCOM and Base supplements with the affected digital TO. The TO file with notes and attached supplement is uploaded to a MAJCOM Internet server or Base Local Area Network (LAN) server. MAJCOM/Base digital TO users are notified of the file location, and directed in the 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. For paper TO users, indicate that a particular paragraph is supplemented by circling the paragraph number and writing the supplement number next to the paragraph in pencil.

5.8 CHECKING TECHNICAL ORDER ACCOUNT DISTRIBUTION RECORDS AND LIBRARIES.

5.8.1 General. After being established, TO libraries and corresponding account distribution records must be periodically checked for accuracy and to ensure that libraries contain the most current distributed TOs. 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 5.6.6.7.

5.8.2 Routine Checks. All TODA POCs and/or library custodians 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. Non-AF accounts using the TO Catalog on CD-ROM will perform the same checks whenever the CD is reissued. Routine checks do not require documentation.

5.8.3 Annual Checks.

5.8.3.1 TODOs/TODAs must verify TOs on subscription are still required and the subscription quantities are correct. Adjust subscription levels as needed.

5.8.3.2 Off-line TODOs/TODAs serviced by ATOMS must check TO subscription and receipt records for accuracy at least annually. Annual records checks may be staggered throughout the year by TO Category or by a locally devised grouping. Document records checks IAW locally developed procedures.

5.8.3.2.1 Verify ATOMS receipt records to identify the most current TO update distributed according to the TO Catalog. For digital TO versions available electronically, verify that records identify the latest versions available.

5.8.3.2.2 Verify ATOMS subscription records reflect the same TOs and quantities listed on the Account Reconciliation Report (ARR). The ARR for each TODO contains TM Account subscription ("ID" in JCALS) information recorded in JCALS as of the date of the report.

5.8.3.2.3 ARR are automatically generated for off-line TODO TM Accounts based on the annual review month indicated in the JCALS TM Account record. These reports are sent to the TODO e-mail address indicated on the last submitted AFTO IMT 43. TODOs may request out-of-cycle ARRs by e-mail to csrl@tinker.af.mil (include the TODO code/TM account number).

5.8.3.2.4 If discrepancies are discovered the TODO must either correct ATOMS or submit an ATOMS TOPR to correct JCALS. See paragraph 6.3.1 prior to requisitioning missing increments.

5.8.3.3 TODOs must review and update TODO account information annually.

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5.8.3.3.1 Off-line TODOs. TODOs must annually review the information on their file copy of the AFTO IMT 43 (paragraph 4.3.4.3) and forward any updated AFTO IMT 43 to 448 MSUG/GBMUUB.

5.8.3.3.2 JCALS TODOs must annually review and update their information within the applicable system and update AFTO IMTs 43 on file (paragraph 4.3.4.3).

5.8.3.4 TO library custodians must perform and document library inventories to ensure the TOs are complete and current (current basic and all increments posted). 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. Annual inventory documentation must identify the TOs inventoried, date performed and the name of the responsible individual IAW locally developed procedures. All documentation records must be retained for two years.

5.8.3.4.1 When a TO library is serviced by JCALS, perform the library inventory using the current ARR prepared by the TODO.

5.8.3.4.2 When TO libraries are serviced by ATOMS, perform the library inventory using the current "Master TO Report by Account" listing prepared by the servicing TODO/TODA.

5.8.3.4.3 Inventory discrepancies must be resolved. Update subscription quantities, update records, and requisition missing TOs and TO Increments as required. See paragraph 6.3.1 prior to requisitioning missing increments.

NOTE

Since JCALS subscription and receipt records are maintained on-line they are inherently accurate and do not require annual records checks.

5.8.3.5 TO library custodians will perform a LEP check of all TOs during inventory checks when required by the MAJCOM or Base. Annual LEP checks are recommended for paper-copy TOs when there is increased risk of lost or damaged pages.

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.

5.8.4 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. LEP checks may be accomplished along with the annual TO library inventory (paragraph 5.8.3.4). If the TO is in Work Package format, then each Work Package must be checked against the List of Effective Work Packages page.

5.8.4.1 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).

5.8.4.2 The date of the LEP check and the reviewer initials, and or serial number/employee number (Do Not Use Social Security Number), 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 correctiontype AFTO IMTs 22. Discrepancies on PTOs will be reported to the TO Manager's office indicated on the title page of the PTO.

NOTE

The highlighting of TOs was recently prohibited, with certain exceptions by AFI 21-303. Highlighted TO pages must be replaced at the next TO change or revision affecting the page.

5.9 RESCISSION AND REINSTATEMENT OF TECHNICAL ORDERS.

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.

5.10 DISPOSITION OF TECHNICAL ORDERS AND FORMS.

TOs, TCTOs, tapes, cards, checklists, workcards and file documentation removed from active libraries will be disposed of as follows:

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

5.10.2 If the TO is unlimited distribution, it may be placed in recycle or regular trash receptacles. Proprietary and/or Limited Distribution TOs may be recycled after shredding. Alternatively, Propriety and/or Limited Distribution TOs may be burned or consigned to a bonded recycling contractor who shreds or pulps the paper before resale.

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

5.10.4 Some TOs and data are provided on digital media (floppy disks, CD/DVD, 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 CDs/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. When canceling a Non-nuclear EOD TODO account, destroy CDs/DVDs in accordance with locally approved procedures.

NOTE

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

5.10.5 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.

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

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

5.10.8 TO library and TO records should be addressed by the unit file plan, according to the AFRIMS rules published under AFMAN 37-138. TODO library records are maintained and disposed of per Table 37-9 under the Air Force Records Disposition Schedule (RDS). TO records are maintained and disposed of per Table 37-14 under the Air Force RDS. Units may elect to maintain a cross-reference sheet in the file plan showing where these records are maintained. Unit administrative personnel should be contacted for assistance in setting up the TO portion of the file plan.

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. Annotate title page.

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.

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Figure 5-1. TO Supplement Posting Guide

CHAPTER 6

ORDERING TECHNICAL ORDERS

6.1 GENERAL.

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 should use ATOMS and/or JCALS to order TOs (Figure 6-1).

NOTE

Nuclear Weapon, Nuclear Related EOD and Non-nuclear EOD manuals are ordered according to [Chapter 10](#).

6.1.1 Determining TO Requirements. Library users review the organization, mission, and equipment of the using activity to determine the TO and TCTO series numbers and quantities required. Pertinent source documents are LOAPs, the Air Force TO Catalog (index), and Time Compliance TOs (TCTOs). Known and anticipated programs, including training programs and transfer or receipt of air and space systems or equipment, should also be reviewed.

6.1.2 Sponsor Approval TOs. TOs are designated as Sponsor Approval in the index record for the TO by the responsible TO Manager when initial subscription and distribution requests must be reviewed and approved prior to issue. These sponsor approval required TOs include Classified TOs; TOs with no distribution statements or distribution statement “F”; TOs containing “Proprietary” data; specialized publications (e.g., JNW PS, EOD, etc.); and commercial manual TOs with limited reproduction/distribution rights. Proprietary data may be automatically approved for release to F*xxxx TO Accounts, but may only be released to the contractor account owning the proprietary rights. The TO Manager, in conjunction with the TCM, determines the need to screen distribution of other unclassified TOs. Orders for TO quantities in excess of the “Maximum Issue Quantity” (MIQ) automatically require sponsor approval.

6.1.2.1 Justification must be submitted to the TO Manager to establish need for the TO. JCALS users justify the request when placing the order while ATOMS users submit separate letter (e-mail) justifications (paragraph [6.1.2.4](#)).

6.1.2.2 Users can challenge the Sponsor Approval designation for a TO at any time by submitting a letter (e-mail) through the MAJCOM functional manager to the responsible TO Manager with specific rationale. The MAJCOM functional manager must endorse the requested change in designation.

6.1.2.3 Using JCALS. For TOs marked as requiring Sponsor Approval, 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, the requested subscription will be established; if not, the TODO user will need to view the JCALS ID Request work-folder 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.

6.1.2.4 Using ATOMS. TODOs must send the responsible TO Manager a separate letter (e-mail) of justification when requesting subscription increases and/or one-time requisition transactions for a TO marked as requiring Sponsor Approval (TO Catalog search results). Justification must state why the TO is needed and include the TO number and quantity required, the TODO / TM Account number as well as the ATOMS TO Request document number. This information will help the TO Manager locate the TODO TO Request transaction in JCALS. If justification is not received within 30 days, the TO Manager may disapprove the subscription or requisition transaction. The TO Manager coordinates proposed approvals with the TCM prior to releasing the transaction. The TO Manager’s action to approve or disapprove ATOMS subscription or requisition transactions generates a corresponding transaction status code indicating whether the subscription (JCALS ID) or requisition transaction was approved or disapproved. Status code SI indicates subscription disapproval, while status code SD indicates requisition disapproval. If a subscription transaction is approved, status code AI is generated indicating 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).

6.2 ESTABLISHING SUBSCRIPTIONS.

6.2.1 General. 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. TODOs determine and establish subscriptions for the TCTO series header numbers applicable to their organization's system/equipment. 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 TO/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.

6.2.1.1 Using JCALS. TODO personnel who are JCALS users will complete appropriate JCALS screens to subscribe to TOs (Appendix F). Account subscription status is immediately available to TODOs using the JCALS System.

6.2.1.2 Using ATOMS. Consolidate requirements for TOs/TCTO Series from TODA library users, prepare and submit subscription transactions into TO Publication Request (TOPR) files and submit them IAW the ATOMS User Guide (<http://www.ide.wpafb.af.mil/toprac/atoms.htm>) and paragraph 3.9. TODOs may monitor the status of their subscription transaction at the TO System Information web site at http://www.ide.wpafb.af.mil/toprac/atoms_to_request_status.htm. 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 is updated weekly and 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.

6.2.2 Unpublished TOs. 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.

6.2.3 Physical Media TOs. Each TODO and TODA shall identify where digital copies of TOs can be used to satisfy end-user requirements. If one or more TOs on a disk can be used digitally, subscribe to the CD or DVD rather than the paper copies of the individual TOs. Reduce or cancel subscriptions for the paper copies of each applicable TO on the Disk. When TO files on CDs can be downloaded onto a file server or directly accessed from a CD drive on a LAN, one copy of the disk may serve all base users. When the LAN is unavailable or hard drive space is limited, disks may be ordered for each account.

6.2.4 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.

6.2.5 Electronically Accessing TOs. TODO/TODA 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, whether downloaded or accessed electronically, 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. ATOMS users must maintain an ATOMS record showing the various locations of the downloaded file in order to keep them updated. The ATOMS record may use a locally-derived TO number; for example, "TO 00-5-1(D)."

6.2.6 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 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. If a unit requires a PTO to accomplish its mission, they must contact the TO Manager for copies.

6.2.7 TO Distribution Before Subscriptions Are Established. When a new TO or TCTO must be distributed before subscription data can be gathered, the TO Manager will establish a TM Account subscription list based on the ID for a similar TO. JCALS users who receive such TO distributions only need to adjust the subscription record if the TO quantities are incorrect. ATOMS users should establish a record and subscribe to the TO if needed, or cancel the subscription if not.

6.2.8 Prohibited Subscriptions. 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.

6.2.9 Rescinded or Superseded TOs. When a TO/TCTO series is rescinded or superseded, it will be annotated with the corresponding status code. TODO TO/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 TO/TM Account record. If the number is later reinstated, it will be annotated with the corresponding status code and a new subscription must be submitted.

6.2.10 Renumbered TOs. When a TO is renumbered, existing TODO subscriptions are transferred to the new TO number.

6.2.11 Reclassified TOs. When a TO classification level is increased, subscriptions will remain the same for TODOs authorized to receive the new higher classification (AFTO IMT 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.

6.2.12 Reinstated TOs. 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.

6.2.13 Interim Technical Orders (ITO) and RACs. 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's organization. Authorized types of ITOs are Interim Operational or Safety Supplements (IOS or ISS) and Interim TCTOs (ITCTO) or ITCTO Supplements.

6.2.13.1 Following foreign disclosure review, SAP/FMS customers are included in ITO distribution for systems and equipment that they operate. SAP/FMS customers without an active case are entitled to receive safety ITOs provided disclosure is authorized (see TO 00-5-19).

6.2.13.2 TODOs must provide their organizational e-mail address to the AL OPR to receive ITO updates. If the AL OPR is unknown, contact the responsible TO Manager listed in the AF TO Catalog. To ensure receipt of future ITOs, TODOs must periodically review the applicable ALs on the PM/SCM's website to verify that the organization e-mail address is included. If the AL OPR utilizes a webpage to list "on file" ALs, the OPR will provide the URL when initially contacted by the TODO. The TODO should periodically check the webpage to confirm their organizational e-mail address is still "on file".

6.2.13.3 The AFMETCAL Program, Det 1/ML, 542CSW/MLLW, 813 Irving-Wick Dr West Ste 4M, Heath OH 43056-6116, DSN 366-5174 may use an electronic bulletin board system to issue routine Category 33K ITOs with distribution limited to USAF Precision Measuring Equipment Laboratories 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.

6.2.14 Accessing Air Force Knowledge Now (CoP) Folders. Participating TO managers establish restricted-access folders on a CoP for each category of users/data (paragraph 3.11). TO managers then e-mail the CoP folder link address and access request instructions to those TO/TCTO series header subscribers authorized access to the data. Upon accessing the CoP folder, CoP members click on the "dish antenna" icon to the left of the folder or subfolder to enable automatic change notification. TO managers periodically remind TO/Series Header Subscribers of any associated CoP folders and remove CoP access for those CoP members who are no longer authorized access to the data.

6.3 ONE-TIME REQUISITIONS.

6.3.1 General. TO and TCTO requisitions fill one-time needs or increases in subscriptions. Onetime 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. TO Changes or Supplements can be requisitioned once ID of the TO update has begun. Requisitions prematurely submitted will be cancelled.

TO 00-5-1

The latest TO change can normally only be separately requisitioned for 180 days after the distribution date, since most warehouses bundle latest TO Changes in shrink-wrap with other TO increments in the warehouse at that point. The latest TO change can be separately requisitioned beyond 180 days if a print-on-demand service is employed by the TO manager.

6.3.1.1 Requisitions for classified TOs (confidential or higher) will be suspended by the TO manager for Sponsor Approval (paragraph 6.1.2). Requisition of TOs which exceed the classification level of the TO/TM account will either be disallowed (JCALS) or rejected (ATOMS).

6.3.1.2 The TO/TM Account Access code must be the same as the Publication Restriction code assigned for the TO requisitioned. Requisitions where it is not the same will either be disallowed (JCALS) or rejected (ATOMS).

6.3.1.3 Requisitions exceeding the maximum issue quantity, as depicted in the TO catalog, will be disallowed (JCALS) or rejected (ATOMS) unless the Catalog indicates such requisitions will be suspended for sponsor approval. Submit sponsor approval justification per paragraph 6.1.2.

6.3.1.4 Emergency requisitions are used when a TODO TO/TM account requires published, current TOs immediately because of a critical safety hazard or work stoppage condition; however, local reproduction (paragraph 7.6) may be used provided copies are available for reproduction and emergency requisitions will not meet time requirements. Additionally, TOs or TO increments less than 50 pages may be locally reproduced. Emergency requisitions cannot be used to establish subscriptions. 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 are submitted by AFTO IMT 276 (Figure 6-2), faxed or e-mailed directly to the TO Manager listed in the TO catalog. TOs to fill emergency requisitions will be shipped using priority mail or express routing.

6.3.1.5 Requisitions can only be submitted for individual formal TCTOs and TCTO supplements.

6.3.1.6 Preliminary TOs cannot be requisitioned (paragraph 6.2.6).

6.3.1.7 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.

6.3.1.8 Freedom of Information Act (FOIA) requests are submitted to the FOIA Office at the TO Manager base (see <http://www.af.mil/sites/> and <http://www.foia.af.mil/>) and 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.

6.3.1.9 Inactive TOs (rescinded, replaced, renumbered) may be requested from the TO Manager who 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.

6.3.1.10 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. TODOs will be notified when such cancellations are made (JCALS and ATOMS).

6.3.2 Using JCALS.

6.3.2.1 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. All requisition transactions will be “exploded” unless the TODO deselects the “Explode Req’n” button on the Order Publication screen (see JCALS Desktop Instructions). Status for requisitions submitted using JCALS screens is immediately reported to the user once the requisition screen is completed and submitted. Requisition status codes are available at <http://www.ide.wpafb.af.mil/toprac/status.htm>. Order individual TO changes using the procedures for requisitioning TOs or TCTOs.

6.3.2.2 The TODO is also able to cancel a requisition on backorder (status code “BB” but prior to “BA”) from the “Search for Pub Orders” screen or by selecting to cancel a requisition backorder during the JCALS automatic quarterly review of backordered requisitions function.

6.3.3 Using ATOMS. 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.

6.3.3.1 Ordering Latest Change Using ATOMS. Order the latest TO change using ATOMS by entering the Publication Stock Number (PSN) for the change in the TOPR. Do not include the TO number in the change requisition transaction.

6.3.3.2 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 TORSN generated for the ATOMS requisition transaction ([Figure 6-3](#)). The JCALS document number must be entered into the ATOMS and included or referenced in all correspondence with the TO Manager.

6.3.3.3 Checking TO Request Status. After ATOMS users verify TO request files were sent through the Tinker gateway, they should regularly check the status of JCALS processed transactions.

6.3.3.3.1 Verifying TO Request files were sent through Tinker Gateway. Verify TO request files were received and successfully input into JCALS by going to <http://www.ide.wpafb.af.mil/toprac/to-syste.htm> and clicking the Daily Input Files hyperlink. These files list all ATOMS transactions that are sent daily through the Tinker Gateway to JCALS for processing. If a TODO does not find the transactions, the daily input file for the previous day and the following day should be checked. If the transactions are still not found, the TO request file was probably not received by the Tinker Gateway. In which case, the TODO should e-mail reqacct@tinker.af.mil or aac.wmbc.jcalsadmin@eglin.af.mil to request further instructions.

6.3.3.3.2 Checking Status of JCALS Processed Transactions. Check the status of JCALS processed transactions by clicking the TO Request Status hyperlink at <http://www.ide.wpafb.af.mil/toprac/to-syste.htm>. Weekly TO request status files list all processed transactions and the status code JCALS assigned each processed ATOMS transaction. The TO Request Status Files web page also provides a hyperlink to “Status Code Definitions” document that provides for each status code and status message the probable cause, corrective action and need to resubmit. If ATOMS TO request transactions were listed in the Daily Input Files but not in the corresponding TO Request Status files, it is likely that ATOMS TO transaction requests were not processed by JCALS. The TODO should contact the ATOMS help desk ([paragraph 3.9](#)) to receive assistance in processing the transaction request files.

6.3.3.4 Resolving TO Distribution Delays. If the TODO has not received the TO 60 days after the requisition transaction status became “available for shipment” (i.e. code BA), contact the TO manager directly. The TO manager contact information is available on the TO catalog website ([paragraph 3.5.3.3](#)). See [paragraph 7.2](#) for TO shipment procedures, including how to report shipping problems.

6.4 CONTRACTOR REQUIREMENTS.

NOTE

Government Owned, Contractor-Operated (GOCO) AF base or organization TODOs are authorized to establish subscription requirements and request TO distribution as an AF activity.

6.4.1 TOs Required for Support of U.S. Government Contracts.

NOTE

Government Approving Activity (GAA) (AFTO IMT 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, responsible for approving TO requests for the specific contract.

6.4.1.1 The GAA may request assignment of a “Contractor” TODO E* TM account code ([paragraph 4.1.3](#)) to provide TOs directly to contractors. When such a code is assigned, the GAA will immediately notify 448 MSUG/GBMUUB by revised AFTO IMT 43 of any changes in the contractor address, classification of TOs authorized, or reason to cancel the code.

6.4.1.2 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.

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6.4.1.2.1 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 and is not on the Debarment List before approving requests for export controlled TOs.

6.4.1.2.2 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 6.2.1.3), mail the file on floppy disk, or e-mail the attached TOPR to reqacct@tinker.af.mil with certification of request approval.

6.4.1.3 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."

6.4.2 Requests Related to Procurement and Competition Advocacy Announcements.

6.4.2.1 TO requests should 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. 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 PM 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.

6.4.2.2 Although qualified U.S. contractors may request TOs outside the procurement channel using paragraph 6.4.1 or 6.4.3 procedures, they are encouraged to submit these requests IAW paragraph 6.4.2.1 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 6.4.1 or 6.4.3 procedures are not subject to processing times tied to closing dates. TOs will be mailed only to U.S. (including APO and FPO) addresses.

NOTE

A listing of qualified US contractors and their assigned codes can be obtained from the Defense Logistics Information Service (DLIS) at 1-800-352-3572, or at the DLIS web site, <http://www.dlis.dla.mil/jcp/> (click on "Search" on the left side).

6.4.3 Non-TODO Requests for TOs. Requests for TOs shall be processed and approved or disapproved under procedures outlined in AFI 61-204 and DOD 5400.7-R. All non-TODO requests will be addressed to the TO Manager listed in the Air Force TO Catalog or the FOIA office servicing the DoD Controlling Office. The website is listed below:

<http://www.defenselink.mil/pubs/foi/#efoia>

6.4.3.1 Requests for unlimited distribution TOs (approved for public release - - distribution statement A) may be approved by the TO Manager. Requests for non-export controlled, limited distribution TOs must be accompanied by full justification, and must be approved by the TCM responsible for the requested TO.

6.4.3.2 Individuals and qualified U.S. contractors (see AFI 61-204) may request unclassified export-controlled TOs. Requests must be accompanied by a copy of an 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. Requests must be coordinated with the TCM, Scientific and Technical Information (STINFO) office, and the Foreign Disclosure Office (FDO).

6.4.3.3 Fees for TOs and 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, Volume 11A, [Chapter 4](#), User Charges (<http://www.defenselink.mil/comptroller/fmr/>). (See also, <http://www.defenselink.mil/pubs/foi/foiafees.pdf>.) 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.

6.4.3.4 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.).

6.4.3.5 Requests will be answered within 30 calendar days or the requester will be notified of the reason for the delay.

6.5 NON-RELEASABLE USAF TECHNICAL ORDERS FOR DIRECT CONTRACTOR SUPPORT OF AN FMS PROGRAM.

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

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

6.5.2.1 DCMA offices will establish TODO accounts IAW [Chapter 4](#) to order and redistribute TOs for foreign contractors.

6.5.2.2 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 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.

6.5.2.3 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.

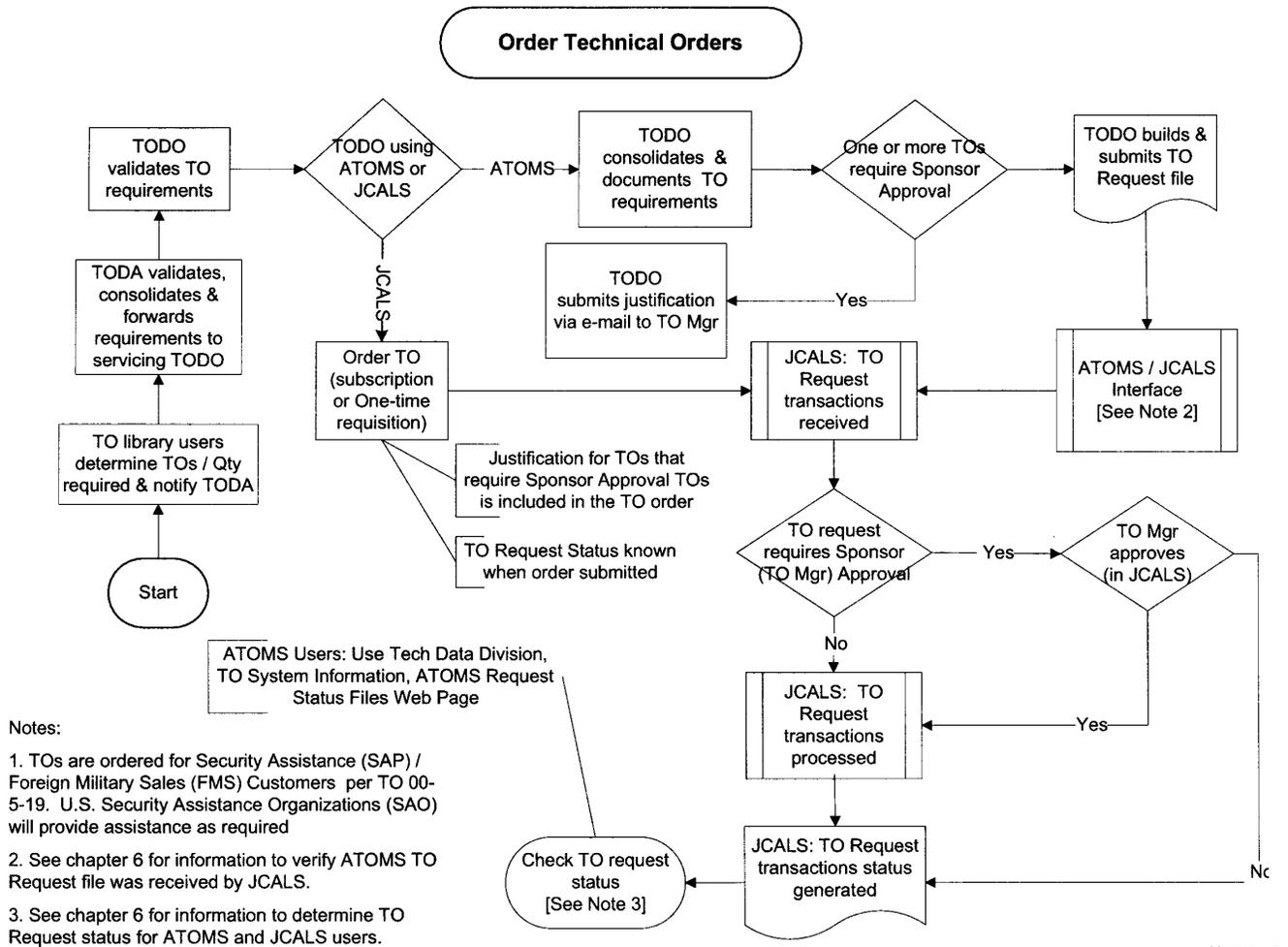
6.5.3 TO Requests from Foreign Companies and Individuals. A request for a USAF TO from a foreign company or individual that is not Security Assistance Program (SAP) or U.S. Government Activity support related must be submitted through the embassy to the FDO at the appropriate proponent location. A U.S. 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.

6.5.4 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 448 MSUG/GBMUUF 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.

6.5.4.1 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 448 MSUG/GBMUUF to supply shipping labels, an FMS TODO code must be assigned to the service contractor.

6.5.4.2 For a direct sales program, the country should establish requirements for USAF TOs directly with 448 MSUG/GBMUUF. An FMS TO publications case must be established if the country does not have one.

6.5.4.3 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.



H0600147

Figure 6-1. Order Technical Orders Process

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 <input type="checkbox"/> 11 <input type="checkbox"/> 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 <input type="checkbox"/> 11 <input type="checkbox"/> 12 V - Shipped X - Extracted to TODA _____					

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

H9600802

Figure 6-2. AFTO IMT 276, Special Requisition for Air Force Technical Order with Instructions (Sheet 1 of 2)

Purpose	The AFTO IMT 276 is used for emergency requisitions, to order individual TO changes and walk-through requisitions in the TO warehouse. When the Electronic Form (EF) version of the form is 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.
TO Block	Enter the mailing address of the requesting TODO. Does not apply to NW TODOs. NW TODOs should use AFTO IMT Form 187 for all TO orders. (On manifold set forms, also enter the TODO Code here.)
FROM Block	Enter the mailing address of the Responsible TO Manager.
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). Construct a requisition number as follows: <u>Positions 1 and 2:</u> Two-letter proponent symbol for the TO Manager having prime responsibility for the TO (AG=AFMETCAL, ED=Edwards AFB, EG=AAC Eglin, HC=ESC Hanscom, LA=SM Los Angeles, LK=Lackland AFB, LM=Lockheed Martin Fort Worth, NU=448 MSUG/GBMUUF, OC=448 MSUG/GBMUH, OO=OO-ALC, PT=AFSPC, WP=WPAFB AND WR=WR-ALC. <u>Positions 3 and 4:</u> Enter the last two digits of the current year. <u>Positions 5 thru 8:</u> Enter the requesting TODO code. <u>Positions thru 11:</u> Enter a three digit control number, assigned consecutively by the TODO, beginning with 001 each calendar year (for 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 TO/TM Account number.
Block 7	U.S. TODOs leave blank (see TO 00-5-19 for FMS entries).
Block 9	Enter year, month, and day the AFTO IMT 276 is prepared (for 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 Non-nuclear EOD or contractor orders, the Government Approving Agency (AFTO IMT 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 (see TO 00-5-19). Follow-up on AFTO IMT 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)."

Figure 6-2. AFTO IMT 276, Special Requisition for Air Force Technical Order with Instructions (Sheet 2)

idocid	file	media	pen	unit	qty	lmacst	date	req	alt/itm	supl	itaco	sig	fund	file	no	number	pacls	doc	numb	status	notice
A0D	FG7	L	01T03129000006	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	E*04R532654001				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	E*04R532654002				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	01T031200000006	EA	00001	E*04R5	3265	0005	*	Y	0004	D	15		1F-16CG-2-34FI-00-1	E*04R532654003				INITIAL DISTRIBUTION HAS BEEN ESTABLISHED.	
A0D	FG7	L	01T031200000006	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	L		EA	00001	E*04R5	3265	9999	N	Y	0004	D	15		BATCH-CONFIRM	E*04RH2135J022				CG REJECT. UNABLE TO ID REQUISITION ITEM	
A01	FH7	S	08T005053000006	EA	00001	E*04RH	2134	0122	N	Y	0181	D	15		8E1-11-1-103	E*04RH2135J014				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*04RH2135J016				BQ CANCELED. TRANSACTION	
AC1	FH8	S	06T001888000006	EA	00001	E*04RH	2135	J016	N	Y	0181	D	15		6J15-3-87-3	E*04RH2135J021				BQ CANCELED. TRANSACTION	
AE1	FH7	S	08T005246P00106	EA	00001	E*04RH	2135	J021	N	Y	0181	D	15		8E1-8-25-3S-1	E*04RH2234J040				BQ CANCELED. TRANSACTION	
AC1	FH8	S	31T007808000006	EA	00001	E*04RH	2234	J040	N	Y	0181	D	15		3TR4-2FRN-41	E*04RH2260J062				BA ITEM BEING PROCESS RELEASE/SHIPShipped=1Backordered=0	
A01	FH8	S	06T001888000006	EA	00001	E*04RH	2262	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.idc.wpafb.af.mil/toprac/>) atoms to request status.htm.

H9901344

Figure 6-3. JCALS TO Request Status Notification (TORSN) Layout

CHAPTER 7

DISTRIBUTING AND LOCALLY REPRODUCING TECHNICAL ORDERS

7.1 TECHNICAL ORDER DISSEMINATION CONTROL.

Release and distribution of TOs and other technical data is controlled to prevent unauthorized disclosure. The following notices and warnings will be found on all preliminary and formal TO title (or T-2) pages when required by the TO contents:

7.1.1 Distribution Control Notices. The distribution control of all preliminary and formal technical data, except for non-TO-numbered commercial manuals, is provided by application of Distribution Statements selected IAW AFI 61-204 (Appendix H). Included in the statement is the office symbol to contact if further dissemination of the tech data is required. The notices or statements are on TO title or T-2 pages, and on digital media labels and digital file title or opening screens (see MIL-HDBK-9660). If the reason for the distribution statement is “Proprietary Data”, there may also be a title page statement on the government’s rights to distribute, copy, use, and modify the data. If local technical data is generated, apply the parent document distribution control markings to these derived documents, unless the derived document’s purpose and a subsequent content review confirm it is unrestricted.

7.1.2 Disclosure Notices. A disclosure notice is used on all classified and unclassified TOs approved for release to a foreign government, except those assigned Distribution Statement A (MIL-STD-38784, Standard Practice for Manuals, Technical: General Style and Format Requirements). The disclosure notice will be on all classified and unclassified nuclear TOs.

7.1.3 Export Control Warning. An export control warning IAW AFI 61-204 is used when the data is restricted from foreign distribution under provisions of the Export Control Act.

7.1.4 Disposition and/or Destruction Notice. A Disposition Notice is used for public release documents, or a Handling and Destruction notice is used for all other technical documents IAW MIL-STD-38784. See paragraph 5.10 for specific disposition/destruction procedures for unclassified paper TOs and digital media.

7.1.5 Security Classification. DOD 5200.1-R and AFI 31-401 markings apply to Confidential or Secret TOs. Additional DOD 5200.1-R and AFI 31-401 markings apply to TOs that contain Restricted Data (RD), Formerly Restricted Data or Critical Nuclear Weapons Design Information (CNWDI).

7.1.5.1 If any Air Force activity has reason to believe that security considerations support the reclassification of a TO, follow the procedures for requesting reclassification outlined in DOD 5200.1-R and AFI 31-401.

7.1.5.2 The security classification of each classified TO is indicated in the TO Catalog. Use of classified titles is typically avoided. If a classified title is absolutely necessary, a classified supplemental TO Catalog will be created to list and manage the TOs.

7.1.5.3 Release of Classified TOs. Do not release classified TOs to foreign nations or foreign personnel without controlling DoD office approval. Ensure U.S. personnel have the proper security clearances and need-to-know before releasing classified data to them.

7.1.6 For Official Use Only (FOUO). FOUO is no longer authorized for use in marking technical data. It was replaced by distribution statements. If you receive technical data marked FOUO, contact the TO Manager to determine the distribution statement applicable to the item.

7.2 TECHNICAL ORDER SHIPMENTS.

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

7.2.1 Initial Distribution (ID). ID is the first distribution of a TO, TCTO, change, revision, or supplement after publication. ID is made based on subscriptions (Chapter 6). Nuclear Weapon, Nuclear Related EOD and Non-nuclear EOD TOs are distributed according to Chapter 10.

TO 00-5-1

7.2.2 ID Mailing Methods. TO managers make ID via expedited (First Class) shipment to overseas U.S. TODOs. TO managers make ID via expedited shipment of all TO Supplements, Immediate and Urgent Action TCTOs and immediate or urgent Nuclear Weapon TOs.

7.2.3 Classified TO Packaging. Procedures for packaging classified TOs are provided in DOD 5200.1-R and AFI 31-401. TO managers should not intermix classified and unclassified TOs; however, a shipment of a classified TO may include its corresponding unclassified changes and supplements. Labels for classified TO shipments should not show the TO classification.

7.2.4 Multiple Package Shipments. When more than one package is needed, each is identified (for example: "1 of 3", "2 of 3"). For classified TOs, the record portion of the mailing label is placed in the first package.

7.2.5 Receipt of Secret TOs. All shipments of secret TOs will be accompanied by an AF IMT 310, Document Receipt and Destruction Certificate, or approved equivalent. Receipts must be signed and returned to the shipping TO warehouse immediately after verification of shipment contents. Failure to return the signed copy to reach the TO warehouse within 30 calendar days (45 calendar days of 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. The sender must then initiate a security investigation IAW AFI 31-401, Chapter 9.

7.2.6 Suspected Lost Classified TO Shipments. TODOs or other personnel who suspect classified TO shipments may be lost in transit should notify the appropriate warehouse immediately, with an information copy to the TO Manager. The sender must then initiate a security investigation IAW AFI 31-401, Chapter 9.

7.2.7 Export-Controlled TO Shipments. When mailing export-controlled TOs outside the U.S., DoD TO Managers ensure the shipment includes one copy of the "Notice to Accompany the Dissemination of Export-Controlled Technical Data" (AFI 61-204, para 4.2 & Atch 7) in each 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 61-204.

7.2.8 Remote Units. In certain instances, normally in remote locations, units require direct distribution of TOs. In such cases the host base and 448 MSUG/GBMUUB may agree to assign a separate TODO code to the remote unit to allow distribution directly to the remote unit.

7.2.9 Deploying Units. When deploying for six months or less, units will normally receive TODO support from the parent installation. For longer periods, units may request establishment of a TODO at the deployment location or request accession of an account already in place. Requests should be submitted 30-60 days before the desired effective date.

7.2.10 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 then only by authority of the Judge Advocate (JA) office. Requests must clearly state that the government is a party to the litigation. For civil litigation (not involving the U.S. Government) coordinate TO release with the JA IAW AFI 51-301, Civil Litigation.

7.2.11 TO 00-105E-9, Aerospace Emergency Rescue and Mishap Response Information (Emergency Services), Distribution 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, <http://www.robins.af.mil/logistics/lgeda/documents/to00-105E-9.htm>. This site also provides a link to the Air Force Civil Engineering Support Agency (AFCESA)/CEXF web site hosting any current Interim Safety Supplements. Civilian fire departments do not require an Air Force TO account to obtain this TO.

7.2.12 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. LEP annotations documenting the missing/damaged pages will be erased.

7.2.13 Reporting Packaging and Shipping Problems. 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, WRALC-GBMUDC, 285 Cochran Street, Robins AFB GA 31098-1623
- For TOs managed at Hill AFB UT, the address is 84 CSW/LGVP, 7535 8th Street, Ste B, Bldg 820, Hill AFB UT 84056-5008
- For TOs managed at Tinker AFB OK, address is 72 CS/SCXPT, 7851 Arnold St., Bldg 3, Door 56, Tinker AFB OK 73145-3021
- For TOs managed at Kirtland AFB NM, the address is AFMC/NWLT, 1551 Wyoming Blvd SE, Kirtland AFB NM 87117-5617
- For calibration TOs managed by AFMETCAL, the address is AFMETCAL Det 1/ML, 542 CSW/MLLW, 813 Irving Wick 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

7.3 TECHNICAL ORDER DISTRIBUTION MEDIA.

7.3.1 Paper. TODOs subscribe to the paper versions of TOs for a variety of reasons, including the lack of appropriate type and numbers of e-tools. TODOs should contact the MAJCOM POC for TO issues if the TO Manager fails to provide paper versions of TOs and TO updates, when required.

7.3.2 Digital TO Files. Digital TO files can be distributed on physical media such as CD-ROM or DVD, or accessed electronically from an approved host repository authorized by subscription or access controls. TODOs will subscribe to the TO using the TO number corresponding to the version required. TODOs who receive automatic e-mail notification of new digital TO files uploaded to Air Force Knowledge Now CoP folders are able to view and/or download the file (paragraph 6.2.14).

7.3.2.1 Most MPTOs are available electronically through the TO System Information Page at <http://www.ide.wpafb.af.mil/toprac/techord.htm>. These MPTO files are in Indexed Adobe™ Portable Document Format. These TOs can be viewed using the Adobe Acrobat™ Reader application.

7.3.2.2 Interim TO updates are digital TO files that are electronically transmitted by message and/or made available from a PM-approved web site. Detailed instructions concerning the distribution of interim TO updates and TCTOs are included in TO 00-5-15.

7.4 ACTIONS REQUIRED UPON RECEIPT OF TO SHIPMENTS.

7.4.1 TODOs will open all shipments promptly and verify that the TO number and quantity agree with that shown on the shipping label and document receipt in the Air Force Standard TO Management System. TODOs will validate their TODO TM Account code and shipping address is correct and update if needed (see [Chapter 4](#) for instructions on updating TODO shipping addresses and [Figure 7-1](#) to view the Distribute Technical Order process flow).

7.4.1.1 When a shortage exists, enter the words “Shortage, quantity received (number)” on the face of the label. Contact the responsible TO Manager for shipping disposition instructions.

NOTE

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

7.4.1.2 When extra copies are received they may be held. Contact the TO Manager for disposition instructions before destroying extra copies.

7.4.1.3 When extra copies of classified TOs are received, contact the TO Manager for disposition instructions. Store extra copies in an appropriate location pending disposition instruction.

7.4.1.4 When misdirected or incorrect TOs are received, contact the TO Manager for disposition instructions. Misdirected shipments of unclassified TOs will be forwarded to the correct address when possible.

TO 00-5-1

7.4.2 When classified TOs are received, sign the classified document receipt and promptly return it to the address shown on the receipt.

7.4.3 When Immediate/Emergency ITO messages are received, forward them within 2 hours. Forward Urgent messages within 24 hours.

7.5 RECEIPT OF INTERIM TECHNICAL ORDERS (ITO) AND RAPID ACTION CHANGES (RAC).

7.5.1 TODOs who use DMS and are not receiving ITO updates or notifications (paragraph 6.2.13.2), contact your organization's DMS account owner to resolve local distribution problems. TODOs who receive e-mail notification of ITO and RAC files uploaded to Air Force Knowledge Now CoP folders are able to view and/or download the file (paragraph 6.2.14).

7.5.2 Lead TODOs will distribute copies of incoming ITOs or notification messages to all affected base activities not included in the AL or PDL. TODOs will reproduce and redistribute the ITO or ITO advance notification messages to subordinate TODAs. A copy of the ITO message will be maintained by the TODO. ITOs with limited distribution (Distribution Statements B-F or X or export controlled data, Appendix H) may be redistributed using Simple Mail Transfer Protocol (SMTP) e-mail using PKI encryption. Do not redistribute limited distribution ITO updates using unencrypted SMTP e-mail, except behind (within) the base firewall.

7.6 LOCAL REPRODUCTION OF TECHNICAL ORDERS.

Air Force activities may locally reproduce unclassified TOs or portions of TOs not under any restrictions such as limited rights or other special controls, under the following conditions. Because TO managers are responsible for supplying TOs in the required media versions, they will not direct units to use local reproduction to satisfy routine requirements. 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 and 5230.25, and AFI 61-204. If color is critical to understanding the TO data, local reproduction must be in color. The distribution markings and controls of the complete TO apply to any extracts. Since the distribution markings are only displayed on the TO title page, include the TO title page whenever printing or reproducing TO extracts. Interim TO messages and RACs must be reproduced locally.

7.6.1 TO Using Organizations may use local reproduction to prevent work stoppages due to missing or damaged TOs provided copies are available and emergency requisitions (paragraph 6.3.1.4) will not provide replacement copies in the time required. EXCEPTION: TOs or TO increments less than 50 pages may be locally reproduced. MAJCOM supplements may be used to increase this limit to allow for greater flexibility.

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

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

7.6.2.2 General and Methods and Procedures TOs (MPTOs) available on the Internet will not be reproduced and distributed in paper unless e-tools cannot be employed at the point of use. Notify the Lead TODO. When printed copies of MPTOs are required in this situation, the Lead TODO must notify the Using Command OPR for TO issues to establish e-tool requirements.

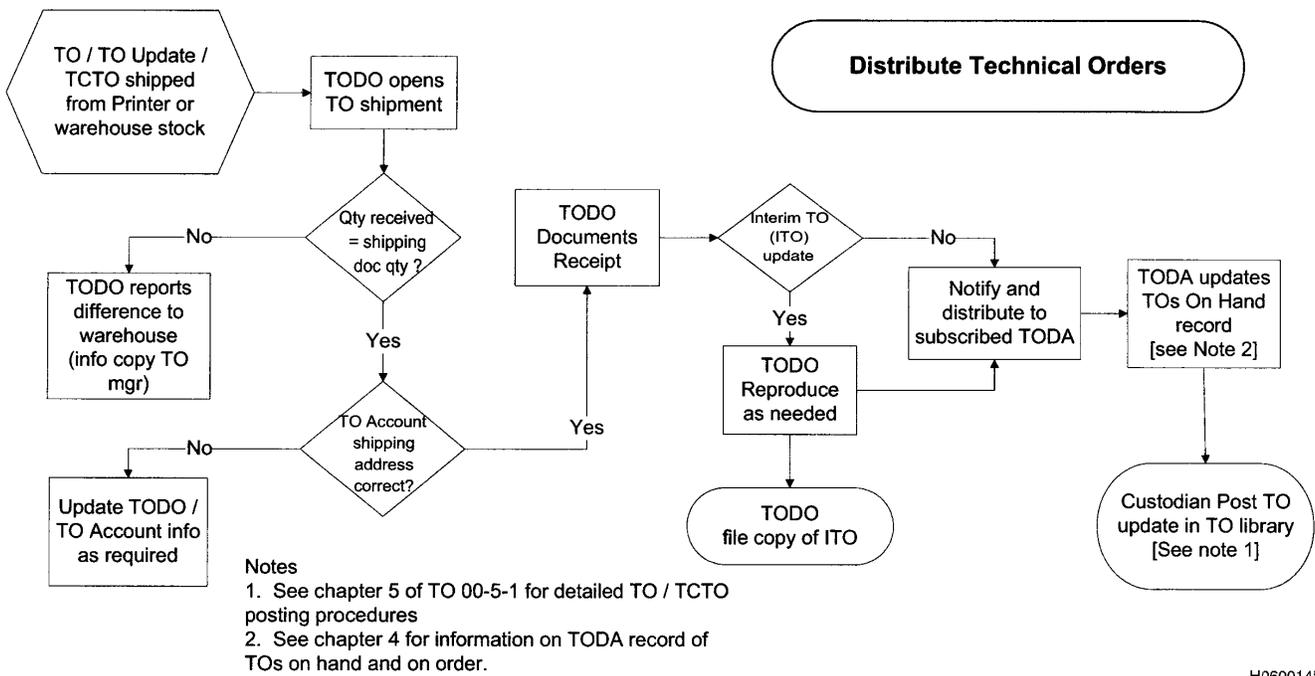
7.6.3 Only current TOs or portions of TOs may be reproduced for Operation and Maintenance (O&M) use. Reproduced copies will be managed and filed like any other TOs.

7.6.4 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.

7.6.5 Destruction of TO extracts will be established by MAJCOM supplements to this TO. If not addressed in the MAJCOM supplement, destroy all TO extracts after use.

7.6.6 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. TO Managers are unable to 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.

7.6.7 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 FDO.



H0600148

Figure 7-1. Distribute Technical Orders Process

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 Defense Logistics Agency (DLA) will exchange technical publications as provided for in AFJI 21-301, Interservicing of Technical Manuals and Related Technology. 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 448 MSUG/GBMUUB. Questions concerning receipt of manuals and follow-up action will be directed to 448 MSUG/GBMUUB.

8.2 OBTAINING ARMY PUBLICATIONS AND RELATED FORMS.

8.2.1 Army Technical Publication Accounts. 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 Army Publishing Directorate (APD) 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 APD site and submitted through 448 MSUG/GBMUUB for approval or disapproval. If approved, 448 MSUG/GBMUUB will forward the package to the appropriate Army organization for processing. If disapproved by 448 MSUG/GBMUUB 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 APD 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 448 MSUG/GBMUUB for AF authorization and forwarding to the Army. The DA Forms 12-R will be completed using instruction from [Table 8-1](#).

Table 8-1. Instruction for Completing DA Form 12-R

Block	Instructions
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.
Block 4 (FROM)	Include the TODO code in addition to the complete 3/4-line address information and 9-digit ZIP code.
Block 5 (THRU)	Enter 448 MSUG/GBMUUB, 7851 Arnold St Ste 201, Tinker AFB OK 73145-9147.
Block 6 (TO)	Enter U.S. Army Publication Agency, ATTN: DOL-W, 1655 Woodson Road, St. Louis MO 63114-6181.
Block 7a (REQUEST AN ACCOUNT BE ESTABLISHED FOR THE FOLLOWING SERVICE)	Check the publications block only. Leave Block 7b blank
Block 8 (UNIT DESCRIPTION DATA)	Check “Air Force” in Block 8a and enter “DODAAC” (for Defense Activity Address Code) in Block 8g.
Blocks 9a, b, and c	Must be completed with the TODO information.
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
SECTION III, CHANGE OF ADDRESS	Complete only if Block 3b was checked.

Table 8-1. Instruction for Completing DA Form 12-R - Continued

Block	Instructions
SECTION IV, AUTHENTICATING OFFICIALS	The organization commander will complete the first line (Blocks a, b, and c). 448 MSUG/GBMUUB will complete the second line.

8.2.3 Subscriptions. 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 APD web site listed (<http://www.usapa.army.mil/>). 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 of Technical Publications. 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 448 MSUG/GBMUUB. 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 448 MSUG/GBMUUB.

8.2.5 Requisition of Copies of Publications. 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 subscriptions are established.) Replacement copies are requested using the “DA Form 4569” format from the web page according to DA PAM 25-33.

8.2.6 Continuing Distribution. 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 Automatic Deletion of Requirements. 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).

8.3.1 Establishing Subscriptions. Air Force TODOs establish subscriptions and obtain initial issue of current NAVAIR technical manuals (TM) with the Naval Air Technical Data and Engineering Service Command (NATEC). TODOs should submit an Initial Outfitting List (IOL) request IAW NAVAIR 00-25-100 to generate a distribution account with an Automatic Distribution Requirements List (ADRL). Once NATEC receives a tailored IOL from the customer, TMs will be ordered through the Naval Logistics Library (NLL) for current issue and added to the ADRL for subsequent updates. To access your NATEC distribution account and to view or download TMs, including NAVAIR 00-25-100, visit the NATEC web site at www.natec.navy.mil. TODOs will need to obtain a username and password to access the web site.

8.3.2 Requisitioning TMs. For one-time issue or to replace missing/damaged TMs, submit requisition requests directly to the Naval Logistics Library (NLL). Submit request for username and password at <http://nll.ahf.nmci.navy.mil/> to access the NLL web site. After obtaining a username and password, login and select Navy Publications Index, select P2003 Shopping Cart on the next page and follow procedures.

8.4 OBTAINING MARINE CORPS PUBLICATIONS.

Submit requests for Marine publications to 448 MSUG/GBMUUB 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 IMT 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 IMT 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.

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 6.2.1.3. Detailed instructions for preparation and submission of Air Force TOPRs are described in the ATOMS Users Guide.

8.5.3 Submit one-time requests on AFTO IMT 276 (Figure 6-2) with justification by United States Postal Service (USPS), e-mail, or ATOMS TOPR (mailed, not FTP) to 448 MSUG/GBMUUB. 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 448 MSUG/GBMUUB 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 IMT 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

RECOMMENDING CHANGES TO TECHNICAL ORDERS

9.1 GENERAL.

Submit recommendations for TO improvements (including to this TO), new maintenance instructions or procedures, correction of errors, or omissions of a technical nature using RCs according to this chapter (Figure 9-1). Submit one RC per discrepancy since each RC must be evaluated separately. Use JCALS or the AFTO IMT 22 to submit, review and evaluate RCs on non-FMP TOs. Otherwise, continue using JCALS or AFTO IMTs 22 to submit, review and evaluate RCs on non-FMP TOs. For users of IETMs, changes will be submitted using the associated recommended change function. See MAJCOM Supplement for specific IETM procedures.

9.1.1 TO Updates. Official TO updates are the only valid authority for correcting a technical deficiency and implementing approved RCs. Replies to RCs are for information only. Do not use approved RCs to perform operations and maintenance in lieu of published TO procedures. See **EXCEPTION**, paragraph 2.15.4.1.

9.1.2 Technical Assistance. Request technical assistance according to TO 00-25-107, Maintenance Assistance, or TO 00-25-108, Communications-Electronics (C-E) Depot Support, for TO problems that meet the exceptions of paragraph 1.3.11 and for work stoppages.

9.1.3 New TO Types. Submit proposals for new types of TOs (not covered by existing MILSPECS) to the Air Force Preparing Activity (PA) for TMSS, 554 ELSG/SBT (<http://www.ide.wpafb.af.mil/tmss/index.html>), for review and disposition. This does not apply to COTS manuals purchased under acquisition reform guidelines and included in the TO system. See TO 00-5-3 for additional details.

9.1.4 Flight Manuals Program Publications. Submit RCs to FMP publications according to AFI 11-215.

9.1.5 Work Unit Code (WUC) Manuals. 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.

9.1.6 Deficiency Reports. Submit hardware problems and software deficiencies in accordance with TO 00-35D-54, USAF Deficiency Reporting and Investigating System, but not as RCs under this TO.

9.1.7 Calibration Responsibility Determinations (AFTO IMT 45, Request for Calibration Responsibility Determination). Organizations requiring such determinations will submit recommendations in accordance with TO 00-20-14, Air Force Metrology and Calibration Program.

9.1.8 Source, Maintenance, and Recoverability (SMR) Code Changes. Use an RC to request a new SMR code where none was previously assigned (for example, for commercial equipment) IAW TO 00-20-3, Maintenance Processing of Repairable 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 Equipments. Requests for SMR code changes are submitted in the Document Routing Entry And Mail Submitter IAW TO 00-25-195.

9.1.9 Acquisition and PTOs. TO 00-5-3 covers the additional methods and special routing of RCs on TOs (including FMP TOs) and PTOs during acquisition.

9.1.10 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.

9.1.11 Contractor Data. Submit discrepancies discovered in contractor data by letter through the MAJCOM headquarters to the PM or SCM. After review, the PM/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 Contractor Logistics Support/Contractor Support (CLS/CS) contract.

9.1.12 Classified Recommendations. Mark, transmit, and handle classified RCs in accordance with DOD 5200.1-R/AFI 31-401. Mark RCs containing classified data with the security classification of the page for which the recommendation is

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being submitted. Enter classification authority and downgrading instructions in Block 19 of the AFTO IMT 22 (Figure 9-2). Identify unclassified recommendations on classified TOs as such. RCs on limited distribution TOs will contain the same distribution code as the TO, and be submitted attached to signed and encrypted SMTP e-mail. Report security violations involving TOs according to DOD 5200.1-R and AFI 31-401.

9.1.13 The Innovative Development through Employee Awareness (IDEA) Program. Paragraph 9.9 explains the interface between the TO system and the Innovative Development through Employee Awareness (IDEA) program.

9.1.13.1 An approved, "Improvement-type" RC on an individual TO is eligible for submittal as a confirmatory idea (paragraph 9.9.1).

9.1.13.2 An approved recommendation for improving other aspects of the TO system might be eligible for "after-the-fact" idea submittal.

9.1.13.3 See new MAJCOM supplement for submitting an idea when the approved RC was processed using an IETM Recommended Change function.

9.1.14 Using JCALS to Process Recommended Changes. Use "Recommend a TM Change" screens to submit an RC to a TO. Procedures for completion of these screens are provided in the JCALS Desktop Instructions (DI), available from <https://www.jcals.army.mil/index.cfm>. The JCALS workflow predefines the reviewing organizations to whom the RC will be routed and the actions that organization must take. JCALS also provides e-mail notification of an RC requiring review, an RC requiring evaluation and an RC whose status changes.

9.1.15 Using AFTO IMT 22 to Process Recommended Changes. TO users without JCALS will submit AFTO IMTs 22 via e-mail attachment through coordination channels to the TO Manager. See paragraph 9.7.1 for instructions on downloading, and Figure 9-2 for completing and submitting the AFTO IMT 22.

9.1.15.1 The AFTO IMT 22 is authorized for industry use by Office of Management and Budget number 0704-0188 (Data Item Description DI-TMSS-80229, Technical Order Improvement Report and Reply). The AFTO IMT 22 is not used to submit source data or contractor-developed update packages.

9.1.15.2 The AFTO IMT 22 is authorized for submitting changes to Communications Security maintenance publications produced by the National Security Agency and the Air Force. Procedures for the use of the AFTO IMT 22 for these specialized publications are included in AFKAG-1N, (FOUO) Air Force Communications Security Operations. Direct questions on this policy to HQ AFCA/ECAP; 203 W Losey St, Rm 2200; Scott AFB IL 62225-5222, afca.evpm.policy@scott.af.mil.

9.1.16 Mishap Investigation Directed Changes. For safety mishap investigation change requests, provide the local control number (LCN) to the safety investigator for inclusion in the mishap report recommendation.

9.1.17 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 IMTs 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 (<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.

9.2 SUBMITTING RECOMMENDED CHANGES.

Submit an RC against a single discrepancy, except as noted in paragraph 9.2.4. The routing of routine and urgent RCs is initiator, supervisor, Product Improvement Manager (PIM), Major/Lead Command Control Point (CCP) and TCM, while emergency RCs are sent directly to the TCM by the PIM. When submitting RCs, identify the TO (publication number, basic date, change number and change date) and the item within the TO (paragraph, figure, table or task identifier) requiring improvement or correction. JCALS auto-populates the reference information blocks so only the specific paragraph, figure, table or task within the TO and the recommended improvement or correction must be provided. The RC change type (paragraph 9.2.1) and the recommendation priority (paragraph 9.6) must also be entered. When using JCALS or submitting an AFTO IMT 22, the initiator attaches all necessary supporting documents. Route the RC to either the first reviewer or TCM

as dictated by the recommendation priority (paragraph 9.6) and any special coordination and information copy (paragraph 9.8) considerations.

9.2.1 An RC must be identified as an “improvement” or “correction” type of change. An “Improvement” will result in an addition or significant change to a process or procedure which allows a function to be performed better, safer, faster or cheaper. A “Correction” merely fixes a minor error or omission in the TO, such as:

- Merely calling attention to a word omission or typographical or printing errors that would normally be corrected during scheduled reviews and do not cause misinterpretation;
- Illustration errors that do not detract from the performance of a procedure;
- Updating a TO to reflect the correct or new name/number of an Air Force Instruction, Manual, Handbook, or Pamphlet;
- Identifying other non-technical errors in a TO, and/or
- Recommending 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 initiator specifically describes the problems that will be prevented and/or gives examples of prior problems.

9.2.2 Foreign users of Air Force TOs submit AFTO IMTs 22 through the SAP/FMS TODO IAW TO 00-5-19. The TODO ensures inputs have been prepared properly and legibly and provides the TODO identification in Block 1.

9.2.3 Since each recommendation must be evaluated individually, submit against a single discrepancy. Exceptions for AFTO IMTs 22 are as follows:

9.2.3.1 When the same change must be made in multiple TOs managed by the same PM 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 9.2.4 for AFTO IMT 22 procedures when TOs are managed at different PMs/SCMs).

9.2.3.2 If the same error occurs more than once in a TO, all locations will be identified on the same AFTO IMT 22.

9.2.3.3 Changes submitted against inspection (-6) TOs will identify all locations where the changes are needed, including associated workcards (-6WC), and vice versa, whenever possible.

9.2.3.4 Forms submitted on calibration TOs (Category 33K) will identify all related corrections in any calibration TO.

9.2.3.5 Recommended changes submitted on a single TO procedure will include all known related changes to that procedure.

9.2.4 When a recommended change affects more than one TO and the TOs are managed at different PMs or SCMs, and approval or disapproval actions between TOs must be consistent, the submitter will initiate an RC for each affected TO. When submitting the RCs using JCALS and AFTO IMTs 22, use the local control numbers to cross-reference each recommendation to all others submitted for the same problem.

9.3 REVIEWING RECOMMENDED CHANGES.

Reviewers begin by checking the RC (including attachments) for validity, accuracy and completeness. Consult with submitters, as needed, to correct the RC. Additionally, ensure the RC adheres to MAJCOM policy and procedures. When appropriate, the reviewer changes the RC type, RC priority and IDEA value. The reviewer either approves the RC, initiating the next review or evaluation in JCALS; or disapproves the RC, returning it to the submitter. The reviewer is responsible for routing AFTO IMTs 22 to the next reviewer or the evaluator via e-mail and within the timeline prescribed by the recommendation priority (paragraph 9.6).

9.4 EVALUATING RECOMMENDED CHANGES.

9.4.1 General. The TCM first reviews the RC and supporting documentation for validity, accuracy and completeness. The TCM then assigns the appropriate disposition (paragraph 9.4.2) and provides required remarks (paragraph 9.4.3). Once dispositioned, JCALS automatically notifies the submitter and the TO manager. AFTO IMT 22 evaluators are responsible for notifying the initiator and other activities using the electronic AFTO IMT 22 (paragraph 9.7). Approved RCs will be implemented as TO updates (Chapter 2) by the method and within the time prescribed by its recommendation priority (paragraph 9.6). TCMs will review approved routine RCs every 90 days until incorporated, for possible recommendation priority upgrade and expedited publication.

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9.4.2 Disposition Definitions.

9.4.2.1 Approved. The intent of the recommendation will be included in the TO within 365 calendar days.

9.4.2.2 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. Provide the resolution date for the limiting factors and reasons for the delay as a disposition remark. 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. JCALS users must use the “abeyance” disposition category because JCALS does not have the “deferred” category.

9.4.2.3 Abeyance. Evaluation delayed for management reasons. Used for routine recommendations when existing factors preclude processing RC 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. Provide the specific reason and expected resolution as a disposition remark.

9.4.2.4 Advisement. Engineering study is required before evaluation can be completed. Evaluation time will extend beyond normal time limits. Provide the expected resolution date as a disposition remark.

9.4.2.5 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. Enter the previous RC’s local control number as a disposition remark. 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. Duplicate status shall **NOT** be used when the current recommendation is a rebuttal of a previous disapproval.

9.4.2.6 Disapproved. The reason for disapproval will be explained in disposition remarks.

9.4.2.7 Other. Mark this block when one of the status codes listed in paragraph 9.7.3 applies.

9.4.3 Disposition Remarks. Provide remarks against all RC dispositions except for Abeyance or Approval as written, which require no comments. Provide the justification for downgrading the report urgency or changing the Type of Change (Block 7) or expected dollar/manpower savings associated with the RC. 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.

9.5 FOLLOWING-UP RECOMMENDED CHANGES.

9.5.1 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 CCP.

9.5.2 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.

9.5.3 When disapproval of an RC, change to the RC type (paragraph 9.2.1) or priority (paragraph 9.6) is considered unacceptable, the initiator may submit it for reconsideration. The initiator resubmits using a new local control number, referencing the previously assigned control number and giving rationale for the resubmission.

9.6 RECOMMENDATION PRIORITIES.

The initiator must also determine the recommendation priority when creating the RC in JCALS or on the AFTO IMT 22. The recommendation priority is based upon the likelihood that adverse consequences will occur and degree of adverse impact if the change is not implemented within a given timeline. The recommendation priority determines the RC transmission

method, RC routing and the timeline for implementing, downgrading or disapproving the RC. These variables are preprogrammed into workflow management software for JCALS while Product Improvement Managers are responsible for appropriately transmitting RCs submitted on AFTO IMTs 22 (Figure 9-2).

9.6.1 Emergency. Emergency recommendations 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.

9.6.1.1 Emergency recommendations will be submitted through JCALS or transmitted as a “High” precedence SMTP e-mail (signed and encrypted for distribution code “B” through “F” and “X” data), directly 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 9.8. Use the same message precedence for the information addressees only if all addressees require the message with the same urgency. The e-mail message subject will be “EMERGENCY AFTO IMT 22.” Attach a copy of the AFTO IMT 22. A receipt notification is required. Initiators using JCALS must notify the TO Manager of the Emergency submittal by telephone or e-mail.

9.6.1.2 An emergency recommendation requires the TCM to either issue an ITCTO (TO 00-5-15), interim supplement or RAC (paragraph 2.15.3 or paragraph 2.14.4) within 48 hours (72 hours for work stoppage) after receipt, or requires the TCM to disapprove or downgrade the recommendation within the same time frame. Emergency recommendations can only be downgraded with the concurrence of the Lead Command CCP.

9.6.2 Urgent. Urgent recommendations 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 ODS are submitted as urgent.

9.6.2.1 Urgent recommendations will be submitted through JCALS or transmitted as a “Normal” precedence SMTP e-mail.

9.6.2.2 An urgent recommendation requires the TCM, in coordination with the TO management office, to 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 disapprove/downgrade the recommendation within 15 calendar days. Urgent recommendations can only be downgraded with the concurrence of the Lead Command CCP.

9.6.3 Routine. Routine recommendations require action on TO deficiencies that do not fall into emergency or urgent categories.

9.6.3.1 Routine recommendations will be submitted through JCALS or transmitted as a “Normal” precedence SMTP e-mail.

9.6.3.2 A routine recommendation requires the TCM to respond within 45 calendar days after receipt at the ALC. Routine recommendations should normally be published and distributed in a TO update within 365 days after receipt of the recommended change. If the RC was submitted using the AFTO IMTs 22, copies of the response will be sent to the initiator and activities identified in Blocks 1, 2 and 3 using the AFTO IMT 22.

9.6.3.3 TCMs will review approved and deferred routine RCs every 90 days following the disposition date to determine if the RC priority should be upgraded because of accumulated RCs, engineering changes to the system, mishap findings, etc. The TCM will coordinate the proposed RC priority upgrade with the TO Manager and the Lead Command CCP and, if approved, publish and distribute a TO update by the methods and within the timelines associated with the upgraded priority.

9.7 AFTO IMT 22 PROCEDURES.

9.7.1 General. The AFTO IMT 22 must be completed digitally using the latest versions of either the IMT (Pure Edge) or Word versions of the form (see the TO System Information page, <http://www.ide.wpafb.af.mil/toprac/to-syste.htm>). The AFTO IMT 22 should then be submitted as an e-mail attachment. Unless both sender and recipient are behind a firewall on the same base or the TO in question is STINFO code “A - For Public Release,” the e-mail must be CAC/PKI signed and encrypted. Parties without CAC/PKI capability may obtain external certificate authority (ECA) certification to allow signing and encrypting e-mail. Copies may also be submitted on digital media sent via an approved mail carrier (e.g. the US Postal Service). Paper copies will not be accepted without prior coordination and approval of the TO Manager. See Figure 9-2 to view a blank AFTO IMT 22 and form completion instructions.

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9.7.2 Providing Status Information. Evaluators shall e-mail updated AFTO IMT 22 copies to organizations specified in paragraph 9.4.1 and paragraph 9.6, Recommendation Categories, any time the RC status changes (as listed below).

NOTE

The TO Recommended Change Status List is on the World Wide Web, accessed through the TO System Information Page (<http://www.ide.wpafb.af.mil/toprac/to-syste.htm>). Entries are listed by the Command Code (see Figure 9-2, Block 5 of the AFTO IMT 22 completion instructions). All reviewers and TODOs should obtain access to the Internet to review the list.

9.7.3 TO Recommended Change Status List. 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 9-3). Status for Category 33K TOs will be furnished by AFMETCAL Det 1/ML, 542CSW/MLLW, in a format similar to the TO Recommended Change Status List. Det 63, 688 ARSS will provide the same information for Joint Services Category 60 Non-nuclear EOD TOs at the request of initiating commands. Status for Category 11N TO RCs will be furnished by AFMC/NWLT. The status conditions are:

- Abeyance, Advisement, Approved, Deferred, Disapproved and Duplicate--see paragraph 9.4.2 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.

9.8 SPECIAL COORDINATION AND INFORMATION COPIES.

NOTE

- Review MAJCOM supplements to this TO for additional routing requirements.
- RCs to Nuclear Weapons and EOD publications must be submitted on AFTO IMT 22 or AF IMT 847. Nuclear and EOD manuals are not managed in JCALS.

9.8.1 MAJCOM Routing Requirements. MAJCOMs will supplement this TO with information needed by PIMs to determine if an RC will require Using CCP and/or Lead CCP review before disposition by the responsible evaluator. The supplement will document by TO Series or other suitable designation, the Using CCP, Lead CCP org office symbol that will review Rec Changes submitted by MAJCOM users and will specify if additional review or informational routing is required.

9.8.2 Nuclear Weapons TOs. Proposed changes and corrections to the following categories of nuclear weapons TOs require coordination as indicated: 11N and 60N Joint Nuclear Weapons Publication System (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 AFMC/NWLT.

9.8.2.1 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, “Unsatisfactory Reports”.)

9.8.2.2 CCPs receiving copies of AFTO IMTs 22 on 11N or 60N TOs must submit an evaluation and/or comments to AFMC/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 IMT 22 copy or by transmittal letter/message. Transmittal letters will include the affected TO number and the applicable AFTO IMT 22 local control number.

9.8.3 412A System (Life Support, Egress and Survival Equipment) Related TOs. 311 HSW/YA is the TCM for TOs covering these subjects. All recommendations for improvements to subject TOs require approval of the MAJCOM system functional manager.

9.8.3.1 Information copies of recommendations approved by the initiating MAJCOM system functional manager will be sent to the CCPs of all other affected MAJCOMs concurrently with the action copy forwarded to 311 HSG/YA.

9.8.3.2 CCPs receiving copies of AFTO IMTs 22 must submit evaluation and/or comments to 311 HSW/YA 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 IMT 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.

9.8.4 Civil Engineer Readiness. 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 coordination and approval, to the Air Force Civil Engineering Support Agency (AFCESA)/CEXR. CEXR will endorse recommendations before sending them to the appropriate reviewing activity.

9.8.5 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).

9.8.6 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 non-concurrence 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.

9.8.7 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.

9.8.8 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.

9.8.9 Category 33K TOs. Route RCs against Category 33K TOs directly from the submitter to the AFMETCAL address in [Figure 9-2](#), section IIC.

9.9 RECOMMENDED CHANGES 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).

9.9.1 The initiator of an approved Improvement-type RC 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 working 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.

9.9.1.1 The initiator will **NOT** submit an idea with the RC. The RC documentation itself establishes the discovery date and owner of any resulting confirmatory idea.

TO 00-5-1

9.9.1.2 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.

9.9.1.3 If idea benefits were not indicated on the RC, the approved RC must be rerouted to the Evaluator 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.

9.9.2 Ideas affecting a specific TO or multiple TOs 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.

9.9.3 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 IMT 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: AFMC/NWLT 1551 Wyoming Blvd SE Kirtland AFB NM 87117-5617 DSN-Fax: 246-8911 Voice: 246-3610	KI
B. Category 60 EOD Manuals excluding Category 60N Manuals Mail: DETACHMENT 63, 688 ARSS 2008 Stump Neck Rd Indian Head MD 20640-5099 Det63@jeodnet.mil 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 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 (1) Mail: 542 MSUG/GBMUDE 460 Richard Ray Blvd, Ste 104 Robins AFB GA 31098-1640 DSN - Fax: 926-4358 Voice: 472-3854	WR
(2) Mail: 311 HSW/YACS 7909 Lindbergh Dr Brooks AFB TX 78235-5352 DSN -Fax: 240-8409 Voice: 240-4911	LK

Table 9-1. AFTO IMT 22 Routing Addresses - Continued

I. Specialized TO Manager Mail and Message Addresses	JCALS Code
<p>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</p>	
<p>G. Nondestructive Inspection (NDI) Manuals Mail: AFRL/MLS-OL 4750 Staff Dr Tinker AFB OK 73145-3317 DSN-Fax: 339-4822 Voice: 339-4931</p>	
II. All Other Recommendations	
<p>A. Submit recommendations to the specific weapon system or end item TO Manager, listed in the TO Catalog found at https://www.toindex.s.wpafb.af.mil/</p>	
<p>B. If unable to determine the TO Manager, send recommendations to the appropriate TO Home Office listed below.</p>	
<p>C. ALC TO Home Office Mail and Message Addresses</p>	
<p>Mail: AFMETCAL Det 1/ML, 542CSW/MLLW 813 Irving-Wick Dr. W, Ste 4M Heath OH 43056-6116 DSN-Fax: 366-5020 Voice: 366-5174/5173</p>	AG
<p>Mail: 448 MSUG/GBMUUB 7851 2nd St Ste 200 Tinker AFB OK 73145-9147 DSN-Fax: 336-5013 Voice: 336-2937</p>	NU
<p>Mail: 448 MSUG/GBMUH 3001 Staff Dr Ste 1AB100 Tinker AFB OK 73145-3042 DSN-Fax: 336-3305 Voice: 336-5100</p>	OC
<p>Mail: Ogden Technical Order Home Office 6032 Fir Ave Bldg 1237 Hill AFB UT 84056-5820 DSN-Fax: 586-4130 Voice: 777-9184 <u>Hillafto22.afmc252@hill.af.mil</u></p>	OO
<p>Mail: Warner Robins Tech Data Home Office 480 Richard Ray Blvd Ste 200 Robins AFB GA 31098-1640 DSN-Fax 472-3104 Voice: 472-3010 <u>Robins.TDHO@robins.af.mil</u></p>	WR
<p>Mail: ASC/AEPL 1790 10th St WPAFB OH 45433-7630 DSN-Fax: 785-7916 Voice: 785-7186</p>	WP
<p>Mail: AAC/ENY 102 W D Ave Ste 160 Eglin AFB FL 32542-5495 DSN-Fax: 872-4444 Voice DSN 875-3292</p>	EG

Table 9-1. AFTO IMT 22 Routing Addresses - Continued

I. Specialized TO Manager Mail and Message Addresses	JCALS Code
Mail: SMC/AXLM 2420 Vela Way Ste 1467 El Segundo CA 90245-4659 DSN-Fax: 833-0450 Voice: 833-6424 <u>smc.ax.technical.order@losangeles.af.mil</u>	LA

TO Recommended Change Process
(Not Flight Manual)

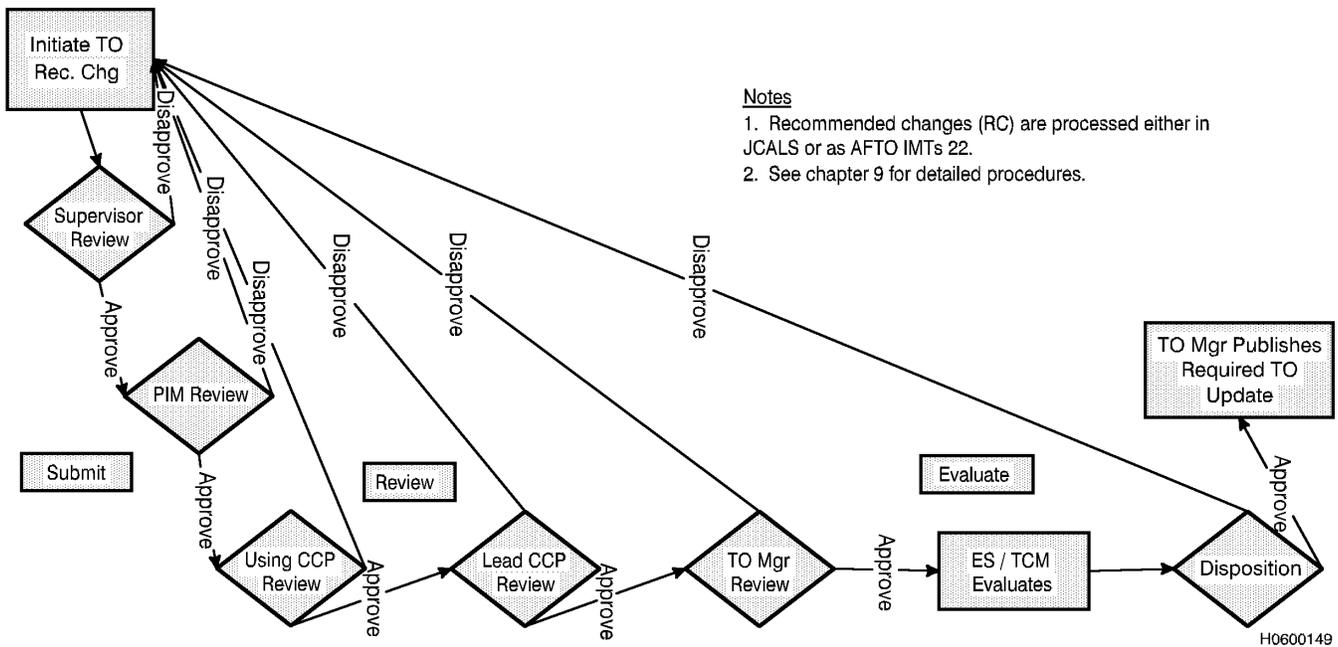


Figure 9-1. TO Recommended Change Process (Not Flight Manual) Process

TECHNICAL MANUAL (TM) CHANGE RECOMMENDATION AND REPLY <i>(Used in accordance with T.O. 00-5-1)</i>		DATE SUBMITTED	DATE RECEIVED	SUSPENSE DATE	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 <i>(Use complete 3-4 line address, including 9 digit zip code and E-Mail address where applicable)</i>					
1. FROM <i>(Product improvement Manager or equivalent)</i>	2. THRU <i>(Parent MAJCOM CCP)</i>	3. THRU <i>(Lead Command CCP)</i>		4. TO <i>(Tech Manual Management Office)</i>	
(NAME/DSN)	(NAME/DSN)	(NAME/DSN)	(NAME/DSN)		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
PART II CONTROL INFORMATION					
5. LOCAL CONTROL NUMBER <i>(IAW TO 00-5-1)</i>	6. PRIORITY <i>(Check appropriate priority box)</i> <input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE		7. TYPE OF CHANGE <i>(Check only one)</i> <input type="checkbox"/> CORRECTION <input type="checkbox"/> IMPROVEMENT		
8. INITIATOR <i>(Name, Rank, DSN, E-Mail)</i>			9. INITIATOR'S SUPERVISOR <i>(Name, Rank, DSN, E-Mail)</i>		
PART III PUBLICATION (TM) IDENTIFICATION					
10. PUBLICATION NUMBER	11. BASIC DATE	12. CHANGE NUMBER		13. CHANGE DATE	
14. WORK PACKAGE/WORK CARD ID	15. PAGE NUMBER	16. PARAGRAPH NUMBER		17. FIGURE/TABLE NUMBER	
18. SHORT DESCRIPTION OF DEFICIENCY					
PART IV DEFICIENCY <i>(Continue in Part VII if necessary)</i>					
19.					
PART V RECOMMENDED TM CHANGE <i>(Continue in Part VII if necessary)</i>					
20.					
21. SAVINGS/YR - DOLLARS			22. SAVINGS/YR - MANHOURS		

AFTO IMT 22, 20031117, V10

PREVIOUS EDITION IS OBSOLETE.

H9500179

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 1 of 3)

PART VI - EVALUATOR/DISPOSITION			LCN:
23. DATE OF REPLY	24. EVALUATOR <i>(Name, Rank, DSN, E-Mail)</i>	25. EVALUATOR'S SUPERVISOR	
26. DISPOSITION <input type="checkbox"/> APPROVED <input type="checkbox"/> DEFERRED <input type="checkbox"/> ABEYANCE <input type="checkbox"/> ADVISEMENT <input type="checkbox"/> DUPLICATE <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER	27. DISPOSITION/REMARKS VERIFICATION REQUIRED BY <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> DESK-TOP ANALYSIS/PPR		
	28. IDEA BENEFITS ARE <input type="checkbox"/> INTANGIBLE <input type="checkbox"/> TANGIBLE - AMOUNT		
	PART VII - CONTINUATION <i>(Block Number)</i>		

AFTO IMT 22. 20031117

H0500180

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 2)

Block	Instructions
<p>GENERAL</p> <p>Signatures</p> <p>Dates</p> <p>Addresses</p> <p>INITIATOR/SUMBITTER PROCEDURES</p> <p>Block 1, FROM (Product Improvement Manager or equivalent)</p> <p>Block 2, THRU Using Command CCP)</p> <p>Block 3, THRU (Lead Command CCP)</p> <p>Block 4, TO (Tech Manual Management Office)</p>	<p>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 an e-mailed AFTO IMTs 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.</p> <p>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 identified in Block 4. The optional “Suspense Date” block is available for local use.</p> <p>Enter complete addresses with 9-digit ZIP codes, and include the office or individual reviewer e-mail addresses.</p> <p>(paragraph 9.2 and subs). Suspense (top of form). This optional block is provided to assist units in the timely processing recommended changes.</p> <p>Product Improvement Manager (PIM) or equivalent reviewing/approving activity. Contractors will enter the Quality Assurance or equivalent function in Block 1.</p> <p>As identified by Using Command supplements to this TO. If the initiating command is also the lead command, leave blank. For contractors, when contract schedules or costs are affected, enter the ACO/PCO.</p> <p>As identified by Using Command Supplements to this TO based upon Lead Command assignments in AFD 10-9 and AFI 10-901. All contractor reports must be routed through the assigned Lead Command unless specifically exempted.</p> <p>TO management office shown in the TO Catalog (as “Proponent ID”) unless special routing applies (that is TO/Subject matter is listed in paragraph 9.8 or TO/data is associated with EOD or Aircraft Emergency Rescue). If unable to determine the TO Manager, send recommendations to the appropriate ALC listed in Table 9-1, part II.</p> <p style="text-align: center;">NOTE</p> <p>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.</p>

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 3)

Block	Instructions
Block 5, LOCAL CONTROL NUMBER	<p>Local control numbers will be entered by the PIM or other local activity monitoring AFTO IMT 22 submissions. Develop local control numbers as follows:</p> <ul style="list-style-type: none"> • 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 see Table 9-3. • 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 (MXG, 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, for example, OCLAPPA for the OCALC C-135/E-3 section, or 0HQA4YE 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 zeros. • 11th Position: Enter the last digit of the current calendar year. • 12th through 14th Positions: Each reporting organization will number recommendation sequentially through the calendar year, starting with 001 in January. If there are more than 999 recommendations in a year, use A01, etc.
Block 6, PRIORITY Block 7, TYPE OF CHANGE	<p>Check the appropriate box, Emergency, Urgent or Routine (paragraph 9.6 and subs). Check either CORRECTION or IMPROVEMENT based on the nature of the recommendation being submitted (paragraph 9.2.1). 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.</p>
Block 8, INITIATOR	Enter the initiator name, rank, DSN and e-mail address.
Block 9	(See Reviewer Procedures, below).
Block 10, PUBLICATION NUMBER	Enter the complete TO or supplement number as it appears on the title page. Include parentheses, slashes and dashes but number. Use capital letters.
Block 11, BASIC DATE	Enter the TO basic date (lower right-hand corner of the title page).
Blocks 12 and 13, CHANGE No. CHANGE DATE	Enter the latest TO change number and TO change date, not the change number (if any) on the page containing the deficiency.
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.
Blocks 15 through 17, PAGE No, PARAGRAPH No	For Block 15, enter only the first page if multiple pages are affected, and explain in Block 19. For Block 16, 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, enter the task number in Block 15 (preceded by “Task”), and enter step ID in Block 16 (preceded by “Step”).
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 with identifying duplicate entries and for data retrieval.
Block 19, DEFICIENCY	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 or part number. Omit for general and MPTOs. 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.
Block 20. RECOMMENDED TM CHANGE	Identify the STINFO Distribution Code of the TO (e.g. “STINFO Distribution Code: A”).

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 3)

Block	Instructions
<p>Blocks 21 and 22, SAVINGS/YR - DOLLARS & MANHOURS</p> <p>Block 28, IDEA BENEFITS</p> <p>REVIEWER PROCEDURES</p> <p>Block 9, INITIATOR'S SUPERVISOR</p> <p>Blocks 1-3, PIM, MAJCOM CCP and Lead Command CCP "Approval" or "Disapproval"</p> <p>EVALUATOR PROCEDURES</p>	<p>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 (for example, "Add more in-depth fault isolation procedures.") and/or state "Unable to develop at field level."</p> <p>Attach additional files if needed, showing the local control number in the upper right hand corner of each sheet.</p> <p>If the initiator believes implementation would result in tangible savings, attach an estimate of the amount of the savings with justification to the AFTO IMT 22, along with any backup material. (Paper backup material can either be scanned into an electronic file, or be described in the AFTO IMT 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.</p> <p>The initiator must provide a brief description of expected intangible benefits for AFTO IMT 22 recommendations without tangible benefits.</p> <p>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.</p> <p>If the RC is an "Improvement" type, the initiator will complete Block 28 according to AFI 38-401. Indicate whether the 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. (paragraph 9.3).</p> <p>The supervisor of the initiator or, for flight crew members, the responsible Stan-Eval officer will enter their name, rank, DSN and e-mail address 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). The individual identified in Block 9, after ensuring the recommendation is valid and warrants submittal, forwards the AFTO IMT to the organization identified in Block 1.</p> <p>Enter reviewer names and DSN numbers in the allotted boxes, and check either Approved or CCP and Lead Command Disapproved in the appropriate address blocks. Return disapproved forms through the CCP Approval or coordination channel to the submitter (Block 8) and forward approved forms to the next Disapproval reviewer.</p> <p>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 IMT 22 for any reason will document the action and reasons in the Continuation block (Part VII).</p> <p>If reviewers and evaluators disagree with initiator recommendations for the "Savings" (Blocks 21 and 22) or the "Intangible" vs "Tangible" IDEA benefits, provide 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.) (paragraph 9.4 and subs).</p>

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 3)

Block	Instructions
	<p>The evaluator is technically responsible for the contents of the TO (the Technical Content Manager, TCM). The evaluator will determine if the recommended change type is a correction or improvement and the submitted data is correct. The recommended change type will not be changed without the approval of the submitting MAJCOM CCP. AFTO IMT 22s and any back up materiel must be retained by the TCM for two years after disapproval or update incorporation, according to AFMAN 37-138 and the RDS at https://webrims.amc.af.mil/rds/index.cfm, Table 37-9.</p> <p>Reports received by evaluators (Block 4) without having been routed through MAJCOM CCP (Block 2) and Lead Command CCP (Block 3 - 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. Evaluators will enter the date the recommendation was received (top of AFTO IMT 22 page one into the corresponding field of the JCALS "Recommend a TM Change" screen.</p> <p style="text-align: center;">NOTE</p> <p>The following step may be omitted for disapproved or duplicate RCs, and deferred until after disposition is determined for AFTO IMTs 22 in Advisement or Abeyance. However, the AFTO IMT 22 must be completed and returned to the initiator and reviewers to provide status and closure.</p> <p>Evaluators will enter information from the AFTO IMT 22 into the mandatory fields of the JCALS "Recommend a TM Change" screen.</p> <ul style="list-style-type: none"> • 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 IMT 22 and importing the form into the JCALS TM Change workfolder. • Additional mandatory information required by TO System business practices will be entered in the JCALS Deficiency field: Type of Change (AFTO IMT 22, Block 7); IDEA Benefits/Amount (Block 28); and justification for the IDEA benefits (Part VII - Continuation). <p>Block 23 Block 24, EVALUATOR Block 25, EVALUATORS SUPERVISOR</p> <p>Enter the date the reply is completed</p> <p>Enter the evaluator (TCM) name, rank, DSN and e-mail address.</p> <p>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 delegate 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.</p> <p>Block 26, DISPOSITION</p> <p>Check the appropriate action taken. Use the drop-down Status window in the JCALS Recommend a TM Change screen to select</p>

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 3)

Block	Instructions
Block 27, DISPOSITION/REMARKS	Provide remarks against all RC dispositions except for Abeyance or Approval as written, which require no comments (paragraph 9.4). The TCM/ES/Engineer will mark the appropriate “Verification” blocks if the changed procedure requires verification (see TO 00-5-3).
Block 28, IDEA BENEFITS	Evaluators will review and validate whether the proposed improvement will yield tangible or intangible savings. Evaluators will briefly document their review in Part VII.

Figure 9-2. AFTO IMT 22 with Completion Instructions (Sheet 3)

Table 9-2. MAJCOM or Field Operating Agency (FOA) Codes

U.S. Air Force Academy (USAFA) U.S. Air Forces in Europe (USAFE)	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 (HQ 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 -USST-RATCOM)	3 Q
AF Element - U.S. Readiness Command (AFELM -US-REDCOM)	3 R
U.S. Government, non DOD (GOVT NON-DOD)	4 C
Contractors (CONTR)	4 N
Air National Guard (ANG)	4 Z
Military Assistance Program Countries: includes Security Assistance Programs, Foreign Military Sales, etc. (MAP CTRY)	4 Q
Joint Communications Support Element (JCSE)	4 1
U.S. Army (USA)	8 1
U.S. Coast Guard (USCG)	8 3
U.S. Marine Corps (USMC)	8 4
U.S. Navy (USN)	8 5

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-	21MOOTIALC9	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-	21MOOTIALC9	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-	21mootialc9240	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

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Figure 9-3. TO Recommended Change Status List

CHAPTER 10

NUCLEAR WEAPONS, NUCLEAR RELATED EXPLOSIVE ORDNANCE DISPOSAL (EOD) AND NON-NUCLEAR EOD TECHNICAL ORDER MANAGEMENT

10.1 INTRODUCTION.

This chapter outlines procedures for obtaining, managing, and distributing nuclear weapons and nuclear related EOD TOs indexed in 0-1-11N and 0-1-11N-C, and non-nuclear EOD TOs indexed in the Automated EOD Publications System (AEODPS).

10.1.1 Nuclear Weapon and Nuclear Related EOD TOs. AFMC/NWL manages all Category 60N and Category 11N TOs, as referenced in TO 0-1-11N and TO 0-1-11N-C. In addition, NWL is the focal point for managing Category 1 load, air transport and delivery TOs, and air-launched missile warhead mate/demate TOs listed in TO 0-1-11N-C, with individual NWL managers assigned as TCMs. AFMC/NWL manages and maintains nuclear weapon and nuclear related TODO accounts, publishes the 0-1-11N-C index, and distributes the Joint Nuclear Weapons Publication System (JNWPS) data. The TO management agency indicated in the distribution statement on the TO title page, or listed in the 0-1-11N-C index, responds to questions about TO content or improvement reports.

10.1.2 Non-Nuclear EOD TOs. Category 60 EOD TOs are joint service technical manuals, which inform and guide EOD personnel, but do not address specific incidents/situations. EOD personnel rely upon their training and expertise to render safe and/or dispose of explosive ordnance and do not require waivers to deviate from EOD TO procedures.

10.1.2.1 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 nonnuclear EOD publications in accordance with individual service requirements.

10.1.2.2 Detachment 63, 688 ARSS ("Det 63"), is the Air Force liaison to NAVEODTECHDIV. Det 63 provides management assistance and assists with joint service validation and verification of non-nuclear EOD TOs and determines usability of these TOs for the Air Force.

10.2 CONTACT POINTS.

10.2.1 Nuclear Weapons and Nuclear Related EOD TOs. Contact AFMC/NWL, 1551 Wyoming Blvd SE, Kirtland AFB, NM 87117-5617, e-mail: todata@kirtland.af.mil, fax: DSN 246-8911 or commercial (505) 846-8911 concerning management policies, procedures, requirements, requisitions, assignment and cancellation of TODO codes, and assignment of new TO numbers. Contact the appropriate TO management agency indicated in the distribution statement on the TO title page, or listed in the 0-1-11N-C index concerning TO content or improvement reports.

10.2.2 Non-nuclear EOD TOs and Data. Contact Det 63, 688 ARSS, 2008 Stump Neck Road, Indian Head MD 20640-5099 concerning management policies, procedures, requirements, requisitions, assignment and cancellation of non-nuclear EOD TODO codes, TO content, or improvement reports.

10.3 PROCEDURAL GUIDANCE.

10.3.1 When a task is performed on a nuclear or conventional weapon delivery system and it is not practical for 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.

10.3.2 JNWPS videotapes are TO procedure oriented training materials. When ordering JNWPS videotapes, use the same procedures as in ordering nuclear weapon TOs. Recommendations for new videotapes will be submitted to AFMC/NWL.

TO 00-5-1

10.3.3 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.

10.3.4 Nuclear Related EOD TODO accounts authorized Category 60N TOs are approved to order other applicable nuclear weapon TOs. Non-nuclear EOD TODO accounts are only authorized to order nuclear related EOD TOs when approved by the MAJCOM EOD functional manager.

10.3.5 US organizations monitoring loading of special weapons on non-US aircraft may identify/mark steps impacting nuclear surety as determined by the AFMC Nuclear Weapons Center's Engineering Liaison Office. US load monitor checklists containing markings will only be used to verify nuclear surety and WILL NOT be used to perform actual loading operations.

10.4 TECHNICAL ORDER INDEXES.

10.4.1 Nuclear Weapons and Nuclear Related EOD TO Indexes. 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). TO 0-1-11N-C, Numerical Index to Joint Nuclear Weapons Publications - AF Supplement, lists all nuclear TOs used exclusively by the Air Force. The managing agency for each TO is listed in this index.

10.4.2 Non-Nuclear EOD TO Index. The AEODPS contains a complete index of all nonnuclear EOD TOs. These TOs are indexed in the AEODPS software "Search" function.

10.5 NUCLEAR WEAPON AND NUCLEAR RELATED EOD TECHNICAL ORDER DISTRIBUTION REQUIREMENTS.

10.5.1 Establishing Nuclear Weapons and Nuclear Related EOD Technical Order Accounts (AFTO IMT 43). The AFTO IMT 43 will be used to request assignment, change, or cancellation of nuclear weapon and nuclear related EOD TODO accounts. The AFTO IMT 43 will be completed in accordance with [Chapter 4](#). The requesting office will forward the completed signed form to their respective MAJCOM ([Table 10-1](#)), or contracting officer for review/approval. After MAJCOM/Contracting Officer approval, this form will be forwarded to AFMC/NWL for final approval. Transmittal of the AFTO IMT 43 may be a scanned copy and sent electronically, or the original may be mailed. New requests may have an attached AFTO IMT 187 requesting initial distribution. Once AFMC/NWL receives and approves the AFTO IMT 43 and AFTO IMT 187, the TOs will be distributed. Faxed AFTO IMTs 43 are unacceptable. When approved by AFMC/NWL, copies of the completed form will be provided electronically to the MAJCOM and TODO, to be maintained in their records.

10.5.2 Ordering TOs (AFTO IMT 187). Orders will be submitted to AFMC/NWL, 1551 Wyoming Blvd SE, Kirtland AFB NM 87117-5617 using an AFTO IMT 187, TO Publication Request (Nuclear Weapon & FMS Only), per [Figure 10-1](#). Subscriptions of new TOs will be submitted as soon as the numbers appear in section 5 of the index. All initial TO orders must be justified. Submit orders and justification for classified TOs through the Approving Agency listed in [Table 10-1](#). Orders and justification for unclassified TOs or videotapes may be sent directly to AFMC/NWL. A scanned copy of the form may be electronically submitted for Nuclear Weapon and Nuclear Weapon EOD TO orders, but they must be e-mailed by an authorized TODO or MAJCOM for classified request. Fax products are acceptable.

10.5.3 Nuclear Weapons and EOD TO Approving Agencies. The following agencies (see [Table 10-1](#)) are responsible for monitoring and approving USAF or other U.S. government agency requests for classified TOs, assignment/change/cancellation of Nuclear Weapons and Nuclear EOD TODO codes (AFTO IMT 43) for Category 11N or 60N TOs, and approval of all contractor requests for TOs. These agencies identify personnel authorized to act as approving agents by furnishing AFMC/NWL with a letter listing the names, grades, titles, functional address symbols, telephone extensions, and representative signatures.

Table 10-1. Nuclear Weapons and EOD (Nuclear and Non-Nuclear Related) TO Approving Agencies

Nuclear Weapon TOs	EOD (Nuclear and Non-Nuclear Related) TOs
AFMC/NWL (Nuclear)	AFMC/NWL (Nuclear)
ACC/A4W	ACC/A7XE
AETC/A4MSW	AETC/A7OX
AFMC/A4MW	AFMC/MSEOX
NGB/A4M	ANG/A7XC
AMC/A330	AMC/A7XOD
PACAF/A4W	PACAF/A7XOD
USAFE/A4WN	USAFE/A7CXE
AFSPC/A4MW	AFSPC/MSES
ACO/PCO (contractors)	AFSOC/A7X
AFSC/SEW	AFRC/A7XS
AFRC/A4WN	ACO/PCO (contractors)
OL-EL/ELO	
Country validation agencies*	Country validation agencies*

NOTE

Country validation agencies approve and coordinate establishment of Nuclear Weapon-FMS-TODOs. Prepare an AFTO IMT 187 with required justification to order authorized nuclear TOs when the requesting government does not provide one.

10.5.4 Nuclear Weapons TCTOs. TCTOs are automatically shipped to the TODO IAW the subscription for the parent TO. TCTOs not applicable to the unit should be disposed in accordance with the destruction notice on the title page.

10.5.5 Annual Validation of Nuclear Weapons and Nuclear EOD TO Requirements. Every January, AFMC/NWL will provide all TODOs with a Master Requirements List (MRL) for review. If no changes are required, the TODO signs and returns the cover letter to AFMC/NWLT. If requirements change, complete and return cover letter and applicable change form(s) (AFTO IMTs 43/187).

10.6 NUCLEAR WEAPONS TECHNICAL ORDER PROCEDURES IN SUPPORT OF FOREIGN GOVERNMENTS.

TO support to foreign governments is provided according to AFMAN 23-110, USAF Supply Manual, AFI 31-401, AFMAN 16-101, Internal Affairs and Security Assistance Management, and Allied Command Operations (ACO) Directive 80-6/European Command Directive 60-12. The following procedures implement those directives:

10.6.1 USAF Agency Actions for Nuclear Weapons TOs.

10.6.1.1 SAF/IAPD is the USAF disclosure authority for Nuclear Weapons TOs (Non-JNWPS) required by foreign countries. SAF/IAPD will furnish AFMC/NWL 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. SAF/IAPD will submit a revised letter when changes occur.

10.6.1.2 OL-EL/ELO, the European validation agency, will provide a letter to AFMC/NWL listing the names, grade, duty titles, office symbols, and telephone extensions of the individuals authorized to sign AFTO IMTs 43 and 187.

10.6.2 Establishing a Nuclear Weapons-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 an AFTO IMT 43 (electronic copies are acceptable) to establish a Nuclear Weapons-FMS-TODO and forward to AFMC/NWL for action. The AFTO 43 will be completed IAW procedures in [Chapter 4](#) and the added procedures contained in [Table 10-2](#).

10.6.3 US Organizations Monitoring Loading of Special Weapons on Non-US Aircraft. US organizations monitoring loading of special weapons on non-US aircraft may identify/mark steps impacting nuclear surety as determined by the AFMC Nuclear Weapons Center’s Engineering Liaison Office. US load monitor checklists containing markings will only be used to verify nuclear surety and WILL NOT be used to perform actual loading operations.

Table 10-2. Completion of AFTO Form 43 for Establishment of NW-FMS-TODO

Block	Instructions
Block 3	Add a line indicating “Non-U.S. recipient (identify country and unit).”
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 (that is, 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.
Block 6	This block will contain the signatures of OL-EL/ELO personnel responsible for the NW-FMS-TODO.
Block 7	Not used.
Block 8	Used by OL-EL/ELO to indicate the NW-FMS-TODO is approved.

10.6.4 Validating FMS Requirements and Requisitions for Nuclear Weapons TOs.

10.6.4.1 Annually, all TO distribution requirements to foreign countries must be validated by the TODO through the Country Validation Agency.

10.6.4.2 An MRL will be provided to each TODO in January to validate TO requirements. TODOs will review the listing and provide an AFTO IMT 187 if there are additions or deletions. If no changes are needed, the certification will be signed by the TODO and returned directly to AFMC/NWLT.

10.6.4.3 Non-U.S. Air Force agencies in Europe will forward AFTO IMTs 187 through OL-EL/ELO, Unit 8745, APO AE 09094-8745, for validation of both classified and unclassified additions/deletions.

10.6.5 FMS Release Approval.

10.6.5.1 The disclosure authority for classified Nuclear Weapons (Non-JNWPS) TOs is SAF/IAPD, 1010 AF Pentagon, Washington DC 20330-1010 (in coordination with the Joint Atomic Information Exchange Group). Requests for classified Nuclear Weapons (Non-JNWPS) TOs will be forwarded through OL-EL/ELO to SAF/IAPD for coordination, approval and assignment of the case number. AFMC/NWL will then make distribution of requested TOs through SAF/IAPD.

10.6.5.2 After validation by OL-EL/ELO and approval by SAF/IAPD, AFMC/NWL will distribute unclassified nuclear weapons TOs.

10.6.6 FMS Distribution. When directed by SAF/IAPD, the technical content manager will prepare a sanitized Nuclear Weapons TO and the TO Manager will arrange for distribution.

10.7 NON-NUCLEAR EOD TECHNICAL ORDERS.

10.7.1 EOD Source Data. This 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 the Commanding Officer, NAVEODTECHDIV (Attn: Code 20), 2008 Stump Neck Road, Indian Head MD 20640-5070.

10.7.2 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 preliminary EOD data unless approved in writing. A MAJCOM EOD functional manager may approve preliminary EOD data supporting only that MAJCOM. The Commander, Det 63, must approve preliminary data supporting multiple MAJCOMs. All preliminary EOD data will be identified by an EOD TO number assigned by Det 63 or the NAVEODTECHDIV.

10.7.3 AEODPS CD/DVD. Non-nuclear EOD TOs are distributed quarterly on CD/DVD as part of the Automated EOD Publications System.

10.7.4 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 for resolution.

10.7.5 Interim Operational and Safety Supplements (IOS&ISS). Supplements to non-nuclear EOD TOs are issued in message format. Message supplements are distributed via DMS Address List (AL) 9426. When issued between quarterly CD distribution, supplement messages will be filed electronically in the message data field of the AEODPS.

10.8 NON-NUCLEAR RELATED EOD TODO ACCOUNTS.

Activities requiring non-nuclear related EOD TOs will submit an AFTO IMT 43 to the MAJCOM Non-Nuclear related EOD manager. The MAJCOM EOD manager will either recommend approval and forward the form to Det 63 or disapprove the request and return the form to the initiator with an explanation. MAJCOM EOD managers may submit AFTO IMTs 43 in advance of a deployment to expedite processing. After the unit personnel are in place, a follow-up AFTO IMT 43 will be completed and submitted to Det 63. Upon receiving an approved AFTO IMT 43, Det 63 will establish distribution with NAVEODTECHDIV and provides the MAJCOM and requestor a copy of the approved AFTO IMT 43 with the specialized EOD account code.

10.8.1 Non-nuclear related EOD TODOs may submit revised AFTO IMTs 43 directly to Det 63 as routine personnel and address changes occur, via USPS mail, e-mail or fax.

10.8.2 The TODO will submit an AFTO IMT 43, completed according to [Chapter 4](#), through the MAJCOM EOD manager listed in [Table 10-1](#) to Det 63.

10.9 NON-NUCLEAR EOD TECHNICAL ORDER CDS/DVDS.

Due to the unique mission requirements of activities requiring non-nuclear EOD TOs, the TOs are distributed as complete sets on CD/DVD. Each set consists of one copy of all approved non-nuclear EOD TOs.

10.9.1 EOD TODOs requiring an increase or decrease to subscription quantities or reissue of an EOD TO set must submit requests through the MAJCOM EOD Manager. The MAJCOM will notify Det 63 by letter or e-mail when the changes to established distribution requirements are approved. Det 63 will use the information to update distribution to the affected EOD TODO account.

10.9.2 When canceling an EOD TODO account, destroy CDs/DVDs in accordance with paragraph [5.10.4](#).

TECHNICAL ORDER PUBLICATIONS REQUEST															
1. TO DISTRIBUTION CODE ADDRESS <i>(Exactly as established with 448 MSUG/GBMU/UF or 708 NSS/NSST)</i> NOTE: If address has changed submit revised AFTO Form 43					3.1 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 PROVISIONS OF TOs 00-5-1 AND 00-5-19 AND ANY SUPPLEMENTS THERETO. _____ (Government Approving Agency Officer <i>(Signature, Title, Grade)</i>)										
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					4. Applicable to FMS AND NW TODO/TM ACCOUNTS <i>(The approving/validating official certifies the requesting activity has valid requirement and need to know for the TOs requested below)</i> _____ COMMAND VALIDATING/CONTRACTING OFFICE USAF/US GOVERNMENT APPROVING VALIDATING OFFICER <i>(Signature, Grade, Title)</i>										
L M N	DATE REQUEST PREPARED			TODO/TM REQUEST NUMBER (5)	TECHNICAL ORDER NUMBER (UP TO 40)	INITIAL DISTRIBUTION QUANTITY (1)	ONE-TIME REQUISITION QUANTITY (4)	USE ONLY FOR BACKORDER CANCELLATION OR REQUISITION FOLLOWUP				ORIGINAL TODO/TM ACCT REQUEST NUMBER (5)	1, 2, 3, 4, 5 (1) (1) (1) (1) (1)	H O C Z	
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AFTO IMT 187, 20030716, V2

PREVIOUS EDITION IS OBSOLETE

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Figure 10-1. AFTO IMT 187, Technical Orders Publications Request

Enter the Nuclear Weapons or Nuclear related EOD TODO address and code number (from AFTO Form 43) in Blocks 1 and 2, respectively. Enter the TODO's signature, rank and phone number in Block 3. For classified Nuclear Weapons or classified Nuclear Weapons or Nuclear related EOD TO orders, a signed paper-copy AFTO IMT 187 is required. Block 4 must be signed by the authorized individual at the approving agency listed in this chapter. For line item entries, fill out columns "Date Request Prepared" through "One-Time Requisition Quantity" (as applicable). Most line item entries are self-explanatory; however, provide the classification (U (unclassified), C (confidential), S (secret)) in the Security Class column and the proper restriction (F (formally restricted data) or R (restricted data) or blank) as applicable in the Restriction column. The Initial Distribution Quantity column is filled in for initial, increasing, decreasing or deletion (for deletion of TO from account use an "X") of technical order quantities and the One-Time Requisition Quantity column is filled in for any TO one-time issue. Electronic AFTO Form 187 submissions are authorized for unclassified Nuclear Weapons and Nuclear Weapons EOD TO orders but they must be e-mailed by an authorized TODO; fax products are acceptable.

CHAPTER 11

TO SYSTEM TRAINING

11.1 GENERAL.

Training is a key part of a successful TO program. The focus of this chapter is to provide information on training resources available to TO users, TO Distribution Offices (TODO), TO Distribution Accounts (TODA), TO library custodians to enable them to acquire the knowledge and skills necessary for success in completing or executing their TO duties. Additionally, a listing of TO System training resources is also available at <http://www.ide.wpafb.af.mil/>.

11.2 TRAINING REQUIREMENTS.

AFI 21-303, Technical Orders, requires all TO-using organizations to ensure TO Distribution Office (TODO) and TO Distribution Account (TODA) personnel, as well as TO library custodians and TO users, are trained. This chapter and associated appendixes provide mandatory minimum requirements. Due to the varied status of individuals performing TO duties (for example, civilians, military, contractors), organizations are allowed to use locally developed forms or systems to track training accomplishment. To facilitate completion of this task, on-the-job (OJT) training syllabuses have been created for select roles within the TO System. The syllabuses should be used as a guide when creating local training plans. It is recognized that TO training comes in many forms and from various sources. Accordingly, it's likely that the trainee will have prior knowledge of many of the key concepts outlined in the syllabuses and little to no additional training will be required in these areas. Timelines for completion of training are specified within the syllabuses and must be followed to ensure success.

11.2.1 TODO Personnel. TODO personnel must be familiar with a broad range of TO topics. A variety of training resources and courses are available. Local units should use Appendix B as a guide when completing training.

11.2.2 Non-DoD TODO Personnel. TODOs staffed by support contractor personnel (including Foreign Nationals working for the USAF) and commercial contractors requesting AETC TO general and advanced training must complete the "Contractor Training Request Package" found at the 2 AF Distance Learning website, <https://hq2af.keesler.af.mil/DstLearn/dl.htm>. Once notified of approval, the requestor will be required to register with the Air Force Institute of Advanced Distributed Learning (AFIADL) and then contact the appropriate Training Manager listed at the AFIADL website at https://afiadl.mont.disa.mil/kc/content04/crs_pop.htm for access to the course material. By name approval will be granted by AFIADL for a period of 90 days to complete AETC web-based TO System training courses.

11.2.3 TODA/Library Custodians. TODA personnel and library custodians must work closely with TODO personnel and TO users. While their duties are not as extensive as TODOs, they must still be familiar with a broad range of TO topics. Local units should use Appendix C as a guide when completing training.

11.2.4 TO Users. TO users are as varied as the people working in and for the Air Force. As such, latitude is given to trainers to determine both need and depth of training required for their people. Training for the people who are expected to use Air Force TOs during the course of their jobs is often included in more formal technical training or as part of a structured OJT program. All previous sources of training should be considered when determining a trainee's additional needs. Appendix D is therefore provided as a guide to focus trainers and trainees on common topics relevant to TO users when completing training.

11.3 TECHNICAL ORDER SYSTEM BUSINESS PROCESS EDUCATION AND TRAINING RESOURCES.

TO System process education and training includes two components: education about TO System policy and processes and primarily web-based training on the TO System business practices used to accomplish TO system business. The Technical Data Branch of the 754th Electronics Systems Group, 754 ELSG/SBT, 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.

11.4 COURSE SUMMARIES.

11.4.1 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.

TO 00-5-1

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. Enrollment instructions for the AETC courses may be found on the Technical Data Division webpage at http://www.ide.wpafb.af.mil/toprac/ide_training.htm. Students must take an End-of-Course exam administered by the local base Education Office for successful web-based course completion.

11.4.1.1 General Technical Order System Course -- J6ANU00066 044 (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.

11.4.1.2 Advanced Technical Order System Course -- J6ANU00066 045 (Web-Based). This course provides familiarization training for government and contractor personnel in the knowledge and skills necessary for managing technical order accounts. Course content targets use of the Automated Technical Order Management Systems (ATOMS) to perform daily TODO functions. The scope of training includes: TODO requirements; the TO Catalog; processing orders; TO receipt and distribution; and managing TO records.

11.4.2 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 1.1 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.

11.4.3 ATOMS Role-Based Training Workshops. 554 ELSG/SBT has established training workshops for the ATOMS application. Inquiries and arrangements may be made to attend one of these workshops by contacting 554 ELSG/SBT TO System training focal point. For more information or to schedule training, please e-mail msgmmf.resolutiongroup@wpafb.af.mil or call DSN 787-8565.

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
DOD 5400.7-R/AF Sup	DoD Freedom of Information Act (FOIA) Program
DOD 7000.14-M, V11A	User Charges http://www.defenselink.mil/comptroller/fmr/
AFI 10-601	Mission Needs and Operational Requirements Guidance and Procedures
AFI 11-215	USAF Flight Manuals Program (FMP)
AFMAN 16-101	International Affairs and Security Assistance Management
AFI 16-201	Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations
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	Information Security Program Management
AFI 31-601	Industrial Security Program Management
AFPD 32-70	Environmental Quality
AFI 32-9005	Real Property Accountability and Reporting
AFMCPD 33-1/AFMCI 33-103	Receiving, Distributing and Warehousing Technical Orders (TOs) (Draft)
AFI 33-113	Managing Air Force Messaging Centers
AFI 33-115V2	Licensing Network Users and Certifying Network Professionals
AFI 33-202 (V1)	Network and Computer Security
AFI 33-203 (V1)	Emission Security
AFI 33-204	Information Assurance (IA) Awareness Program
AFI 33-360V1	Air Force Content Management Program - Publications
AFI 33-360V2	Content Management Program - Information Management Tool (CMP-IMT)
AFMAN 37-123	Management of Records
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 Equipment and End-Items
AFI 91-103	Air Force Nuclear Safety Certification Program
AFPD 99-1	Test and Evaluation Process
AFI 99-103	Capabilities Based Test and Evaluation
TO 00-5-3	AF Technical Order Life Cycle Management
TO 00-5-15	Air Force Time Compliance Technical Order Process

TO 00-5-1

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 IMT 22 *	Technical Manual Change Recommendation and Reply
AFTO 32 *	Technical Order Binder Label
AFTO 43 *	USAF TODO Assignment or Change Request
AFTO 45 *	Request for Calibration Responsibility Determination
AFTO IMT 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 2345	Militarily Critical Technical Data Agreement
DD 2861	Cross-Reference
DD 2875	System Authorization Access Request (SAAR)

* = Authorized for Computer Generation (CG). All forms are IMT unless otherwise noted.

A.3 LIST OF ACRONYMS.

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 (Non-nuclear 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	Air Force Materiel Command Manual
AFMETCAL	Air Force Metrology and Calibration (Program)
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
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
APD	Army Publishing Directorate
APO/FPO	Army Post Office/Fleet Post Office
ARR	Account Reconciliation Report
ASC	Aeronautical Systems Center
ASCC	Air Standardization Coordinating Committee
ATA	Air Transport Association
ATOMS	Automated TO Management System
CAGE	Commercial and Government Entity (Code)
CBT	Computer Based Training
CCP	Command Control Point
CD	Compact Disk
CD-ROM	Compact Disk - Read-Only Memory
C-E	Communications-Electronics
CENTO	Central Treaty Organization

TO 00-5-1

CG	Computer-Generated (forms)
CLS/CS	Contractor Logistics Support/Contractor Support
CNWDI	Critical Nuclear Weapons Design Information
COTS	Commercial Off-the-Shelf (Hardware, Software or Manuals)
CPIN	Computer Program Identification Number
CR	Change Request
CSTO	Country Standard TO
CTOM	Centralized Technical Order Management (Committee)
DA	Department of the Army
DAAS	Defense Automatic Addressing System
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
DSN	Defense Switched Network
EDD	Estimated Delivery Date
EOD	Explosive Ordnance Disposal
ESC	Electronic Systems Center
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
IC	Interim Change
ID	Initial Distribution or Identification
IDEA	Innovative Development through Employee Awareness (Program)
IETM	Interactive Electronic Technical Manual

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
JCALs	Joint Computer-Aided Acquisition and Logistics Support (System)
JEDMICS	Joint Engineering Data Management Information and Control 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
LOA	Letter of Offer and Acceptance
LOAP	List Of Applicable Publications
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
NATEC	Naval Air Technical Data and Engineering Service Command
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVEODTECHDIV	Naval EOD Technology Division
NW	Nuclear Weapon
O&M	Operation(s) and Maintenance
ODS	Ozone Depleting Substances
OPR	Office of Primary Responsibility
OS	Operational Supplement
PACAF	Pacific Air Force
PC	Personal Computer
PCO	Procuring Contracting Officer
PI	Product Improvement

TO 00-5-1

PIM	Product Improvement Manager
PM	Program Manager
POC	Point of Contact
PSN	Publication Stock Number (JCALS)
PTO	Preliminary Technical Order
RAC	Rapid Action Change
R&D	Research and Development
RC	Recommended Change
RD	Restricted Data
RDS	Records Disposition Schedule
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
SCM	Supply Chain Manager (AFMC)
SMR	Source, Maintenance, & Recoverability (Code)
SMTP	Simple Mail Transfer Protocol
SS	Safety Supplement
TCM	Technical Content Manager
TCTO	Time Compliance TO
TDY	Temporary Duty
TM	Technical Manual
TMCR	TM Contract Requirements (document)
TMSS	Technical Manual Specifications and Standards
TO	Technical Order
TODA	TO Distribution Account
TODO	TO Distribution Office
TODS	TODA Sub-Accounts
TO.MART	TO Management and Retrieval Tool
TOPR	TO Publication Request
TOPS	TO Page Supplement
TORSN	Technical Order Request Status Notification
USAF	United States Air Force
USAFE	U.S. Air Forces in Europe
URL	Uniform Resources Locator (Internet address)
VSP	Verification Status Page
WAN	Wide Area Network
WP	Work Package
WUC	Work Unit Code

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).
ADVISORY AND ASSISTANCE SERVICES (A&AS)	As further defined in DFAR 237.201, A&AS services are provided by nongovernmental sources (10 U.S.C. 2212) within three major categories: <ol style="list-style-type: none"> 1. Management and professional support services 2. Studies, analyses, and evaluations 3. Engineering and technical services
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).

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.
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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.
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 IMTs 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.
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.

TO 00-5-1

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 CDs/DVDs, 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) FORMAL TO

The individual responsible for managing the technical content of FMP publications. This includes initial acquisition and verification, maintenance, and periodic reviews. 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.

GOVERNMENT-OWNED, CONTRACTOR-OPERATED (GOCO) TODO

A Government-Owned, Contractor-Operated (GOCO) TODO has a government ship-to address, and is established for direct support of a day-to-day government mission/activity. The TOs managed by the TODO are required to support the government mission and are independent of the contract. The TO account is established and managed on a government installation computer network. GOCO 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.

GOVERNMENT SUPPORT CONTRACTOR

A generic term to describe contractor personnel who augment organic Government personnel and are considered to be a functional extension of the Government activity. Government support contractors operate at government locations using government equipment, networks and facilities and may be part of an Advisory and Assistance Services (A&AS) contract.

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.

IINITIAL 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.

INTERACTIVE ELECTRONIC
TECHNICAL MANUAL

An "information oriented", digital technical manual whose format and style are optimized for computer presentation. IETM organization facilitates easy user access to technical information while the display device provides interactive procedural guidance, navigational directions, and supplemental information. An IETM facilitates the interchange of maintenance manual information with logistic support data supplemental to maintenance, such as maintenance data collection, training documentation, supply interface and data presentation control.

JJOINT 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.

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

TO 00-5-1

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 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).

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).

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.
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 CONTRACT REQUIREMENT (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.

TO 00-5-1

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 nuclear weapon, nuclear-related EOD TODO or non-nuclear EOD 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, 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 procedural 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 of 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

ON-THE-JOB TRAINING SYLLABUS TECHNICAL ORDER DISTRIBUTION OFFICE (TODO)

COMPLETE WITHIN 90 DAYS OF ASSIGNMENT

B.1 READING.

- AFPD 21-3, Technical Orders
- AFI 21-303, Technical Orders
- AFI 61-204, Disseminating Scientific and Technical Information
- TO 00-5-1, AF Technical Order System (Include MAJCOM supplement if applicable.)
- TO 00-5-18, USAF Technical Order Numbering System, Chapter 1, paragraphs 1-1 through 1-9

B.2 TRAINING RESOURCES.

- AF Integrated Learning Center, https://afiadl.mont.disa.mil/kc/login/login.asp?kc_ident=ek001g
- AF Publishing web page, <http://www.e-publishing.af.mil/afpubs.asp>
- AF JCALS/ATOMS Training Help Desk CoP, <HTTPS://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP>
- Technical Data Division (TDD) web page, <http://www.ide.wpafb.af.mil/index.html>
- TDD training info, http://www.ide.wpafb.af.mil/toprac/ide_training.htm
- TDD info on ordering TOs, http://www.ide.wpafb.af.mil/toprac/how_to_order_index.htm

B.3 FORMAL TRAINING REQUIREMENTS.

- Advanced Technical Order System Course (Web-Based), **REQUIRED**, Course ID: J6ANU00066 045
- General JCALS Training (Web-Based), **REQUIRED** ☞ , JCALS users only
- General Technical Order System Course (Web-Based), **REQUIRED**, Course ID: J6ANU00066 044
- General Training for ATOMS 2000 Users (Work Shop), **OPTIONAL**, ATOMS users only

B.4 TRAINEE FAMILIARIZATION.

B.4.1 TODO personnel must be familiar with key tech order policy and procedures documents in order to gain an understanding of the TO System. AFPD 21-3 establishes the specialized publication system for AF Technical Orders and provides the overarching policy for TO acquisition and use. AFI 21-303 establishes policies for managing TOs and introduces TO using organization's responsibilities to create TODOs to support mission requirements. TO 00-5-1 is a core document for TODOs and provides procedures necessary for sound account management. TO 00-5-18 provides procedures and insight into TO numbering practices.

B.4.2 TODO personnel must complete general and advanced TO System training within 90 days of initial assignment. Completion of previous versions of the AETC courses may satisfy this need if determined locally to be adequate.

B.4.3 TODO personnel must complete or have completed basic familiarization training on general TO user topics. Use **Appendix D**, Technical Order User, as a guide.

B.4.4 TODO personnel must be familiar with and complete training when required to access JCALS, and/or ATOMS. Information on how to access or obtain training is available at the TDD web page at http://www.ide.wpafb.af.mil/toprac/ide_training.htm.

B.4.5 TODO personnel should be familiar with key personnel available to them for help and assistance. This would include the Lead TODO ([Chapter 4](#)), Command TODO (when designated), and the Command representative on the AF Centralized Technical Order Management (CTOM) Committee (AFI 21-303, Chapter 4). When issues or questions arise TODOs should communicate with these people working from the Lead TODO up through the Command TODO and if necessary the CTOM representative if the issue concerns TO System policy or procedure improvements.

B.4.6 TODO personnel must be familiar with unit operations and mission requirements. This knowledge is needed to make informed decisions on unit TO requirements.

TO 00-5-1

B.4.7 TODO personnel must be familiar with key concepts and duties described in TO 00-5-1 for their unit's TO requirements to include:

B.4.7.1 Types of TOs ([Chapter 2](#)).

- Operations and Maintenance (O&M)
- Methods and Procedures TOs (MPTO)
- Abbreviated
- Time Compliance Technical Orders (TCTO)
- Index TOs
- Joint-Use TOs
- Commercial Off-the-Shelf (COTS)
- Other authorized data

B.4.7.2 TODO functions ([Chapter 4](#), TODO Functions).

- Review and discuss duties of Lead TODO
- Review and discuss duties of all TODOs

B.4.7.3 Use of Technical Order Distribution Accounts (TODA) ([Chapter 4](#)).

B.4.7.4 Types of TO accounts as applicable ([Chapter 4](#)).

- Standard
- U.S. Contractor
- Security Assistance Program (SAP)
- Nuclear Weapons (NW)
- Explosive Ordnance Disposal (EOD)

B.4.7.5 Procedures for assigning, changing or updating a TO account ([Chapter 4](#)).

- AFTO IMT 43 completion
- Discuss F*/E*/D* account code usage

B.4.7.6 Types of authorized TO libraries as applicable ([Chapter 5](#)).

- Operational
- Aircraft Emergency Operating Instructions
- Aircraft
- Transient Aircraft
- Reference
- Training
- Contractor
- Rescinded Copies
- Reclamation Removal Work Package
- Work Package

B.4.7.7 Procedures for filing TOs ([Chapter 5](#)).

- Use of a charge-out system
- Use of binders and labels
- Commercial and preliminary pubs
- Digital TOs

B.4.7.8 Procedures for posting TOs ([Chapter 5](#)).

- Authorized updates
- Supersedure notices
- LEP checks
- Filing time limits
- Posting changes and revisions
- Posting and annotating supplements

B.4.7.9 Checking TO account distribution records and libraries ([Chapter 5](#)).

- Routine checks
- Annual checks

B.4.7.10 Disposition of TOs and forms ([Chapter 5](#)).

B.4.7.11 Procedures for ordering TOs to include one-time requisitions and subscriptions ([Chapter 6](#)).

- Determining TO requirements
- Sponsor approval process
- Use of JCALS/ATOMS as applicable
- Discuss difference between TO subscriptions and requisitions
- Emergency requisition procedures (AFTO IMT 276)
- Contractor requirements as applicable

B.4.7.12 Meaning and use of dissemination controls ([Chapter 7](#)).

- Review distribution statements (AFI 61-204, Attachment 2)
- Discuss export control warning restrictions
- Handling and destruction notice

B.4.7.13 Use of local reproduction ([Chapter 7](#)).

B.4.7.14 Actions required upon receipt of TOs ([Chapter 7](#)).

- Review packaging and shipping reporting procedures
- Discuss how to handle shortage, excess or misdirected shipments

B.4.7.15 Distribution of ITOs ([Chapter 7](#)).

B.4.7.16 Local reproduction of TOs ([Chapter 7](#)).

B.4.7.17 Special TODO procedures for nuclear weapons (NW), NW EOD and non-nuclear EOD TOs ([Chapter 10](#)) as applicable.

B.4.7.18 General awareness of acronyms and terms used in the TO community (**Appendix A**).

APPENDIX C

ON-THE-JOB TRAINING SYLLABUS TECHNICAL ORDER DISTRIBUTION ACCOUNT (TODA) AND TECHNICAL ORDER LIBRARY CUSTODIAN COMPLETE WITHIN 90 DAYS OF ASSIGNMENT

C.1 READING.

- AFPD 21-3, Technical Orders
- AFI 21-303, Technical Orders
- AFI 61-204, Disseminating Scientific and Technical Information
- TO 00-5-1, AF Technical Order System (Include MAJCOM supplement if applicable.)
- TO 00-5-18, USAF Technical Order Numbering System, Chapter 1, paragraphs 1-1 through 1-9

C.2 TRAINING RESOURCES.

- AF Integrated Learning Center, https://afiadl.mont.disa.mil/kc/login/login.asp?kc_ident=ek001g
- AF Publishing web page, <http://www.e-publishing.af.mil/afpubs.asp>
- AF JCALS/ATOMS Training Help Desk CoP, <HTTPS://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP>
- Technical Data Division (TDD) web page, <http://www.ide.wpafb.af.mil/index.html>
- TDD training info, http://www.ide.wpafb.af.mil/toprac/ide_training.htm
- TDD info on ordering TOs, http://www.ide.wpafb.af.mil/toprac/how_to_order_index.htm

C.3 FORMAL TRAINING REQUIREMENTS.

- Advanced Technical Order System Course (Web-Based), Course ID: J6ANU00066 045, **OPTIONAL**, only required for TODAs that redistribute TOs.
- General JCALS Training (Web-Based), **OPTIONAL**, JCALS users only.
- General Technical Order System Course (Web-Based), **REQUIRED**, Course ID: J6ANU00066 044.
- General Training for ATOMS 2000 Users (Work Shop), **OPTIONAL**, ATOMS users only.

C.4 TRAINEE FAMILIARIZATION.

C.4.1 TODA/Library Custodian personnel must be familiar with key tech order policy and procedures documents in order to gain an understanding of the TO System. AFPD 21-3 establishes the specialized publication system for AF Technical Orders and provides the overarching policy for TO acquisition and use. AFI 21-303 establishes policies for managing TOs and introduces TO using organization's responsibilities. TO 00-5-1 is a core document for TODAs and provides procedures necessary for sound account management. TO 00-5-18 provides procedures and insight into TO numbering practices.

C.4.2 TODA/Library Custodian personnel must complete general TO System training within 90 days of initial assignment. TODAs that redistribute TOs must also complete advanced TO System training within the initial 90-day period. Completion of previous versions of the AETC courses may satisfy this need if determined locally to be adequate.

C.4.3 TODA/Library Custodian personnel must complete or have completed basic familiarization training on general TO user topics. Use **Appendix D**, Technical Order User, as a guide.

C.4.4 TODA/Library Custodian personnel must be familiar with and complete training when required to access JCALS and/or ATOMS. Information on how to access or obtain training is available at the TDD web page at http://www.ide.wpafb.af.mil/toprac/ide_training.htm.

C.4.5 TODA/Library Custodian personnel must be familiar with key concepts and duties described in TO 00-5-1 for their unit's TO requirements to include:

C.4.5.1 Types of TOs ([Chapter 2](#)).

- Operations and Maintenance (O&M)
- Methods and Procedures TOs (MPTO)
- Abbreviated

TO 00-5-1

- Time Compliance Technical Orders (TCTO)
- Index TOs
- Joint-Use TOs
- Commercial Off-the-Shelf (COTS)
- Other authorized data

C.4.5.2 Review and discuss TODA/Library Custodian duties ([Chapter 4](#), TODA Distribution Accounts/Library Custodians).

C.4.5.3 Types of authorized TO libraries as applicable ([Chapter 5](#)).

- Operational
- Aircraft Emergency Operating Instructions
- Aircraft
- Transient Aircraft
- Reference
- Training
- Contractor
- Rescinded Copies
- Reclamation Removal Work Package
- Work Package

C.4.5.4 Procedures for filing TOs ([Chapter 5](#)).

- Use of a charge-out system
- Use of binders and labels
- Commercial and preliminary pubs
- Digital TOs

C.4.5.5 Procedures for posting TOs ([Chapter 5](#)).

- Authorized updates
- Supersedure notices
- LEP checks
- Filing time limits
- Posting changes and revisions
- Posting and annotating supplements

C.4.5.6 Checking TO account distribution records and libraries ([Chapter 5](#)).

- Routine checks
- Annual checks

C.4.5.7 Disposition of TOs and forms ([Chapter 5](#)).

C.4.5.8 Procedures for ordering TOs to include one-time requisitions and subscriptions ([Chapter 6](#)).

- Determining TO requirements
- Sponsor approval process
- Use of JCALS/ATOMS as applicable
- Discuss difference between TO subscriptions and requisitions
- Emergency requisition procedures (AFTO IMT 276)
- Contractor requirements as applicable

C.4.5.9 Meaning and use of dissemination controls ([Chapter 7](#))

- Review distribution statements (AFI 61-204, Attachment 2)
- Discuss export control warning restrictions
- Handling and destruction notice

C.4.5.10 Actions required upon receipt of TOs ([Chapter 7](#))

- Review packaging and shipping reporting procedures
- Discuss how to handle shortage, excess or misdirected shipments

C.4.5.11 Use of local reproduction (Chapter 7).

C.4.5.12 Distribution of ITOs (Chapter 7).

C.4.5.13 Local reproduction of TOs (Chapter 7).

C.4.5.14 Discuss special requirements when working with nuclear weapons (NW), NW EOD and non-nuclear EOD TOs (Chapter 10) as applicable.

C.4.5.15 General awareness of acronyms and terms used in the TO community (Appendix A).

APPENDIX D

ON-THE-JOB TRAINING SYLLABUS TECHNICAL ORDER USER COMPLETE AS NEEDED

D.1 READING.

- AFPD 21-3, Technical Orders
- AFI 21-303, Technical Orders
- AFI 61-204, Disseminating Scientific and Technical Information
- TO 00-5-1, AF Technical Order System (Include MAJCOM supplement if applicable.)
- TO 00-5-18, USAF Technical Order Numbering System, Chapter 1, paragraphs 1-1 through 1-9

D.2 TRAINING RESOURCES.

- AF Integrated Learning Center, https://afiadl.mont.disa.mil/kc/login/login.asp?kc_ident=ek001g
- AF Publishing web page, <http://www.e-publishing.af.mil/afpubs.asp>
- Technical Data Division (TDD) web page, <http://www.ide.wpafb.af.mil/index.html>

D.3 FORMAL TRAINING REQUIREMENTS.

- General Technical Order System Course (Web-Based), **OPTIONAL**, Course ID: J6ANU00066 044

D.4 TRAINEE FAMILIARIZATION.

D.4.1 TO users should be familiar with key tech order policy and procedures documents in order to gain an understanding of the TO System. AFPD 21-3 establishes the specialized publication system for AF Technical Orders and provides the overarching policy for TO acquisition and use. AFI 21-303 (Chapter 2) establishes policies for Air Force TO use, TO update policies, test equipment and special tool substitutions, as well as TO precedence. TO 00-5-1 is a core document for TO users and provides general information about the Air Force TO System. TO 00-5-18 provides procedures and insight into TO numbering practices.

D.4.2 TO users should consider completing general TO System training if accessible. Local training needs and mission requirements should be considered when determining need and timeframe for completion. Completion of previous versions of the AETC courses as well as formal technical training may satisfy this need if determined locally to be adequate.

D.4.3 TO users must be familiar with and complete training when required to access JCALS and/or ATOMS. Information on how to access or obtain training is available at the TDD web page at http://www.ide.wpafb.af.mil/toprac/ide_training.htm.

D.4.4 TO users should be introduced to key TO management personnel within their organization to include TODO/TODA/Library Custodian personnel as applicable. The various roles of these personnel should be explained and what the TO user's interaction is with these individuals.

D.4.5 TO users must be familiar with key concepts and processes described in TO 00-5-1 to include:

D.4.5.1 Air Force Technical Order Use ([Chapter 1](#)).

- MAJCOM and base supplements
- Local tech data
- Write-in changes

D.4.5.2 Types of TOs ([Chapter 2](#)).

- Operations and Maintenance (O&M)
- Methods and Procedures TOs (MPTO)
- Abbreviated
- Time Compliance Technical Orders (TCTO)
- Index TOs
- Joint-Use TOs
- Commercial Off-the-Shelf (COTS)

TO 00-5-1

D.4.5.3 Authorized support data (Chapter 2).

- Preliminary Technical Orders (PTO)
- Contractor data
- Engineering drawings
- Locally prepared workcards, checklists, job guides and page supplements

D.4.5.4 Types of TO updates (Chapter 2).

- Revisions
- Changes
- Supplements

D.4.5.5 Air Force TO Catalog (Chapter 3).

D.4.5.6 Types of authorized TO libraries as applicable (Chapter 5).

- Operational
- Aircraft Emergency Operating Instructions
- Aircraft
- Transient Aircraft
- Reference
- Training
- Contractor
- Rescinded Copies
- Reclamation Removal Work Package
- Work Package

D.4.5.7 Meaning and use of dissemination controls (Chapter 7).

- Review distribution statements (AFI 61-204, Attachment 2)
- Discuss export control warning restrictions
- Discuss handling and destruction notice
- Discuss safeguarding of classified TOs if applicable

D.4.5.8 Recommending changes (RC) to TOs (Chapter 9).

- Discuss reasons for submitting RCs
- Explain change types - improvement vs correction
- Explain priority categories - routine, urgent, emergency
- Discuss how to submit RCs
- Discuss local procedures currently in use for JCALS/AFTO IMT submissions as applicable
- Review disposition definitions - approved, deferred, abeyance, advisement, duplicate, disapproved, other
- Discuss follow-up procedures
- Discuss IDEA program as it relates to RCs

APPENDIX E

JCALs™ ACCOUNT OPERATIONS USERS GUIDE

E.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.

E.1.1 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.

E.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).

E.1.1.2 TO System customers include those JCALS system users with login profiles allowing them to create and manage TODO™ 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.

E.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™ Account and the restriction/distribution placed on the distribution of a TO. For example, a TODO™ Account must carry Secret authorization to request a secret TO.

E.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.

E.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 Functional Administrator, JCALS SA or Lead TODO for further assistance with completion of the following tasks:

E.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 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 http://www.ide.wpafb.af.mil/jcals_main_screen.htm. A JCALS Desktop Instruction guide that provides how-to information for individual JCALS™ Process and sub-process screens is available to JCALS users in the JCALS Reference Library.

E.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

TO 00-5-1

customer roles and privileges and JCALS system roles and privileges may be reviewed and/or downloaded from http://www.ide.wpafb.af.mil/jcals/jcals_main_screen.htm.

E.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 Functional Administrator, SA or Lead TODO will assist new users with set up and operation of JCALS.

E.1.2.4 A DD 2875, specifying the JCALS system role and privileges necessary to accomplish the user's mission tasking, must be completed and provided to the JCALS site administrator to establish JCALS user login username and password. An AFTO IMT 43 must accompany the DD 2875 when the mission tasking specifies TODO operations. Contact the site JCALS Functional Administrator, SA or Lead TODO for assistance in setting up JCALS login and user profile.

APPENDIX F

DISTRIBUTION STATEMENTS AND CORRESPONDING REASONS FOR USE

F.1 DISTRIBUTION STATEMENTS.

NOTE

Extracted from AFI 61-204, Disseminating Scientific and Technical Information, 30 AUGUST 2002, Attachment 2. See AFI 61-204 for complete instruction on the marking and dissemination of scientific and technical information.

F.1.1 DISTRIBUTION A. Approved for public release; distribution unlimited. (Approval given by local Public Affairs Office)

F.1.2 DISTRIBUTION B. Distribution authorized to U.S. Government agencies only (reason) (date of determination). Refer other requests for this document to (controlling or originating DoD office).

F.1.3 DISTRIBUTION C. Distribution authorized to U.S. Government agencies and their contractors (reason) (date of determination). Refer other requests for this document to (controlling or originating DoD office).

F.1.4 DISTRIBUTION D. Distribution authorized to Department of Defense and U.S. DoD contractors only (reason) (date of determination). Refer other requests for this document to (controlling or originating DoD office).

F.1.5 DISTRIBUTION E. Distribution authorized to DoD components only (reason) (date of determination). Refer other requests for this document to (controlling or originating DoD office).

F.1.6 DISTRIBUTION F. Further dissemination only as directed by (controlling or originating DoD office) (date of determination) or DoD higher authority (list the specific authority—unless a classified document).

NOTE

Statement F is normally used only on classified technical documents (cite DoD 5200.1-R, para 5.208), but may be used on unclassified technical documents when specific authority can be cited or the documents do not have distribution markings.

F.1.7 DISTRIBUTION X. Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance w/DODD 5230.25 (date of determination). Controlling DoD office is (insert).

F.2 REASON STATEMENTS.

REASON STATEMENTS	A	B	C	D	E	F	X
PUBLIC RELEASE (Approval required by Public Affairs Office)	X						
ADMINISTRATIVE OR OPERATIONAL USE. To protect technical or operational data or information from automatic dissemination under the international exchange program or by other means. This protection covers publications required solely for official use or strictly for administrative or operational purposes. This statement may be applied to manuals, pamphlets, technical orders, technical reports, and other publications containing valuable technical or operational data.		X	X	X	X	X	

REASON STATEMENTS	A	B	C	D	E	F	X
CONTRACTOR PERFORMANCE EVALUATION. To protect information in management reviews, records of contractor performance evaluation, or other advisory documents evaluating programs of contractors.		X			X		
CRITICAL TECHNOLOGY. To protect information and technical data that advance current technology or describe new technology in an area of significant or potentially significant military application or that relate to a specific military deficiency of a potential adversary. Information of this type may be classified.		X	X	X	X	X	X
DIRECT MILITARY SUPPORT. To protect export-controlled technical data of such military significance that release for purposes other than direct support to DoD (to bid or perform on a Government contract) may jeopardize an important technological or operational U.S. military advantage. Designation of such data is made by competent authority in accordance with DoD Directive 5230.25.					X	X	X
FOREIGN GOVERNMENT INFORMATION. To protect and limit distribution in accordance with the desires of the foreign government that furnished the technical information. Information of this type normally is classified at the CONFIDENTIAL level or higher in accordance with DoD 5200.1-R		X	X	X	X	X	
PREMATURE DISSEMINATION. To protect patentable information on systems or processes in the developmental or concept stage from premature disclosure that might jeopardize the inventor's right to obtain a patent.		X			X	X	
PROPRIETARY INFORMATION. To protect information not owned by the U.S. Government and protected by a contractor's "limited rights" statement, or received with the understanding that it not be transmitted outside DoD or the U.S. Government without the permission of the proprietary rights owner.		X			X		X
SOFTWARE DOCUMENTATION. Releasable only in accordance with DoD Instruction 7930.2 and AFI 33-114.		X	X	X	X	X	
TEST & EVALUATION. To protect results of test and evaluation of commercial products or military hardware when such disclosure may cause unfair advantage or disadvantage to the manufacturer of the product.		X			X	X	
SPECIFIC AUTHORITY. To protect information not specifically included in the above reasons and discussions but which requires protection in accordance with valid documented authority such as Executive Orders, classification guidelines, or DoD or DoDComponent regulatory documents. When filling in the reason cite "Specific Authority (identification of valid documented authority)."		X	X	X	X	X	
EXPORT-CONTROLLED TECHNICAL DATA. To protect export-controlled technical data (listed in the Commerce Control List or the Munitions List). Use when statements B, C, D, E, or F do not apply.							X