

## TECHNICAL MANUAL

# SECURITY ASSISTANCE TECHNICAL ORDER PROGRAM (SATOP)

PREPARED BY AFSC COMMODITY TEAM

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## INTRODUCTION

### 1 PURPOSE AND SCOPE.

This Technical Order (TO) provides the methods and procedures for the United States Air Force (USAF) Security Assistance Technical Order Program (SATOP). The SATOP includes management procedures used by USAF, contractor, and foreign Air Force (AF) personnel for TO support of US Government-approved sales for military systems and commodities sold to foreign governments and international organizations under the Security Assistance Program (SAP). Support procedures for the Military Assistance Program Address Directory (MAPAD), Foreign Military Sales (FMS), consortium and partnership agreements, Direct Commercial Sales (DCS), and Air Force Security and Cooperation (AFSAC) Online are included in this manual.

- a. **Scope.** This TO augments TOs 00-5-1, AF Technical Order System, 00-5-3, Computer Program Identification Number (CPIN) Management, 00-5-16-WA-1. The methods and procedures referenced in this manual for TO and Country Standard Technical Order (CSTO) support are authorized by DoD 5105.38M, Defense Security Cooperation Agency (DSCA) Security Assistance Management Manual (SAMM), DoD 7000.14R Vol 15, Financial Management Regulation (FMR), DoD 5101.65M, Reconciliation and Closure Manual (RCM) and implemented by AFMAN 16-101, International Affairs and Security Assistance Management, and AFI 23-101, Air Force Materiel Management.
- b. **Changes and/or supplements to this TO.** All changes to this TO must be forwarded through users' Major Command. Submit suggested changes to this TO in accordance with TO 00-5-1..





## CHAPTER 1

### GENERAL

#### 1.1 POLICY RESPONSIBILITIES.

1.1.1 Air Force TO System Policy. Policies and procedures for management and operation of TO system are developed and coordinated by HQ AFMC/A4FI, 4375 Chidlaw Road, Suite 6, WPAFB OH 45433-5006, email: [AF.TOPP@wpafb.af.mil](mailto:AF.TOPP@wpafb.af.mil), and approved by HQ USAF/A4LX. TOs for individual systems and end items are managed by Technical Order Management Agency (TOMA) assigned the responsible Single Manager (SM) or Supply Chain Manager (SCM). Individual TO currency and accuracy is the responsibility of assigned Technical Content Managers (TCM). Flight Manual Managers (FMM) (AFI 11-215, Flight Manuals Program (FMP)) are the equivalent of TCMs for FMP publications.

1.1.2 SATOP Policy. AFLMC/WFN is responsible for determining basic SATOP policy, approving policy changes, and obtaining all necessary coordination with SAF/IAPX/IAPD and AFMC/A4FI as required. The SATOP Office is responsible for this manual to include evaluating and formulating recommended changes and the day to day management of the Security Assistance Technical Order Data (SATOD) System.

#### NOTE

This TO is available in digital format at <http://www.tinker.af.mil/Home/TechnicalOrders.aspx> at no charge to the FMS customer. Or the FMS customer may order the TO through AFSAC Online <https://afsac.wpafb.af.mil/>, in the Tech Order Index, under AFTO Form 187 Technical Order Publications Request tab and will be charged for the TO on their TO case line.

#### 1.2 FMS TECHNICAL ORDERS.

TOs are the official means for providing technical information, instructions, and safety procedures for the operation, installation, maintenance, and modification of military systems and commodities.

#### NOTE

In accordance with the Security Assistance Management Manual (DoD 5105.38-M), all TOs provided by the USAF will be in English. The acquiring country may translate TOs into their language; however, translation of USAF TOs into any other language may pose potential safety risks and is not sanctioned by the USAF.

1.2.1 USAF Technical Order. A manual developed for use by the USAF in operating and maintaining USAF military systems and commodities. A USAF TO may be provided to a SATOP customer on a reimbursable basis when USAF policy and disclosure criteria allow.

#### NOTE

FMS country peculiar data shall not be incorporated into USAF TOs or other common baseline TOs. The inclusion of such data would increase the complexity and size of USAF books and could result in country to country disclosure of non-releasable country specific data. FMS peculiar data will be published in separate or supplemental manuals. This is essential to assure TOs which are understandable and usable by the USAF and FMS countries.

1.2.1.1 A USAF TO is assigned a TO number and is listed in the Tech Order Index tab on AFSAC Online (<https://afsac.wpafb.af.mil/>) under Search TO Catalog tab. The Enhanced Technical Information Management System (ETIMS) provides the mechanization for management of USAF TOs.

1.2.2 Country Standard Technical Order (CSTO). A TO developed to support a FMS customer's military system or commodity that cannot be supported by a USAF TO. A CSTO may be a complete, stand-alone manual or difference data Issued as a supplemental manual for use with a partly usable but releasable basic USAF TO or multiple-country (XX) CSTO. A CSTO is assigned a number similar to a USAF TO number, but it is prefixed with a two-letter country designator code. A CSTO developed for multiple-country use will be assigned an XX prefix designator code. ETIMS is the processing system used to manage and control CSTO numbering and indexing. SATODS is the data system of record for FDO reviews and traceable shipping information.

1.2.3 Baseline Technical Order. A USAF TO used as the data base for the development and follow-on maintenance of a CSTO. This management relationship allows an applicable USAF change to be used as the basis for a CSTO update. For an “export only” military system that the USAF does not possess, a CSTO may be identified as the baseline TO for data management control when disclosure policy requires separate CSTOs be prepared for each customer.

1.2.4 M-Symbol Technical Order. A USAF TO that has been rescinded for use by the USAF and retained to support a SATOP requirement for the Security Assistance Program (SAP). An M-Symbol TO retains its assigned USAF TO number until it is converted to a CSTO. When a TO becomes an M-Symbol TO, the lead command responsibility transfers to AFMC. Costs for reprinting of M-Symbol TOs to support FMS customers must be captured and reported as part of the FMS TO billing process. If there are any changes required to an M-Symbol TO, then the manual must be converted to a CSTO and the security assistance customer must establish an FMS case to fund the development, printing and distribution of the changes. These TOs are managed in SATODS.

1.2.5 Computer Program Identification Numbers (CPIN). The computer software items used in military systems and commodities (referred to as mission-critical computer resources software or embedded computer systems software) are identified by CPIN. These software items are requested and distributed according to instructions given in TO 00-5-16. For more information, please contact the CPINs representative in the SATOP Office at [AFLCMC.LZPTC.SATOPFMSCPINs@us.af.mil](mailto:AFLCMC.LZPTC.SATOPFMSCPINs@us.af.mil).

### 1.3 EXCLUSIONS.

1.3.1 Nuclear Weapons (NW). Nuclear weapons (NW) TOs (11-series), formerly known as Special Weapons TOs, are not addressed in this manual.

1.3.2 Joint Technical Coordinating Group for Munitions Effectiveness (JTCG/ME). JTCG/ME publications, which include Joint Munitions Effectiveness Manuals (JMEM), are addressed in AFJI 10-411, Joint Technical Coordinating Group for Munitions Effectiveness Publications. Refer requests for JTCG/ME publications from a foreign government through appropriate channels to the JTCG/ME Publication Manager’s email: [Tinker.JMEM@us.af.mil](mailto:Tinker.JMEM@us.af.mil). A courtesy copy should be sent to the US Army Material Systems Analysis Activity, JTCG/ME Coordinator Office, AMXSY-J, Aberdeen Proving Ground MD 21005-5071.

### 1.4 COMPLIANCE.

United States Government (USG) Security Assistance Program Managers (SAPMs), Technical Coordination Programs (TCPs) and support personnel shall ensure that the SATOP customer is made aware of the need for full compliance, effective use, and economical operation of the TO system. The customer should be advised that for USAF personnel, compliance with USAF TOs is mandatory.

1.4.1 Up-to-Date TO Library. The SATOP customer should take all necessary action to ensure the TO inventory is as current and complete as possible. Up-to-date technical data is essential for:

- Operating and maintaining aircraft and equipment safely and efficiently.
- Maintaining mission capability and operational readiness.
- Conducting effective training programs.
- Maintaining current supply-ordering information.

1.4.2 Pen-and-Ink Changes. A user will not make a change or correction in a TO except as directed by an official TO change (either interim or formal). A pen-and-ink change will be authorized only for correcting a TO title page, the List of Effective Pages (LEP or A-page), references throughout a TO, and as allowed in the Revisions, Changes, Supplements, Rescission and Reinstatement of Publications Chapter of this TO.

1.4.3 Consortium Technical Order. A TO developed to support a military system or commodity for which the USAF has an agreement to share development costs with one or more countries or international organizations. A consortium TO will be assigned a USAF TO number and be published under the authority of the Secretary of the Air Force.

1.4.3.1 The incorporation of data into or the removal of data from a consortium TO must have the approval of all partners.

1.4.3.2 Country-peculiar data not approved for inclusion, including USAF-peculiar data, will be published as a supplemental CSTO or TO manual to the consortium TO, releasable only to the country to which the difference data applies.

1.4.4 **AFTO Form 22.** The AFTO Form 22, Technical Manual (TM) Change Recommendation And Reply, is used to submit a recommendation to correct an error or omission in an existing TO in the Technical Order Change Recommendation System of this TO, Chapter 5. All discrepancies will be reported using the AFTO Form 22 or AFTO Form 847 for Flight Manuals in accordance with SAPM or TCPs reporting requirements.

#### NOTE

The above policy does not apply to AFTO Form 22 that are submitted against CSTOs and received from foreign countries. Under the SATOP, there are contractual arrangements in the Technical Manual Contract Requirements (TMCR) document to maintain the respective CSTOs.

1.4.5 **General TO Usage.** If a specific system or commodity TO does not agree with a general TO, the system or commodity TO will be used. When a specific system or commodity TO does not contain such procedures or processes as cleaning, plating, etc., the general TO containing such information will be used.

1.4.6 **Conflicting Instructions in TOs.** A checklist is not required for every task. A TO will not list every step, task, or common maintenance practice. The need to develop a new TO or a change to an existing TO is determined by the complexity of a task, equipment status, configuration or category, and safety considerations. Conflicting instructions that compromise personal safety will be resolved by the local commander and reported to the TO managing agency.

1.4.7 **Abbreviated TOs.** An abbreviated TO that is published as an inspection workcard or checklist must be referred to during the operation and maintenance of equipment. The tasks listed on a checklist will be done in the order listed. The instructions on a workcard will be followed when that inspection task is done. When a procedure to repair or service an item has not been issued as a workcard or checklist, the procedure will be done with the TO available at the work site. The TO will be reviewed for familiarization of the latest procedures, adjustments, tolerances, etc., and will be referred to as required to ensure the task is done as described. If it is not practical for the maintenance worker to read the TO as the task is done (because of confined work space or other limiting factors), another worker should read the instructions to the maintenance worker as the task is underway. The basic TO, as the source document for workcard and checklist information, may be used instead of workcards and checklists to do the task. If there is a conflict between the basic TO and an abbreviated TO, the basic TO will take precedence. EXCEPTION: Powered and nonpowered aerospace ground equipment (AGE) inspection workcards contain all known and relevant inspection requirements. Should any other maintenance directive or TO be in conflict with a requirement stated on an AGE inspection workcard, the workcard requirement will take precedence.

1.4.8 **Munitions-Loading Checklist.** When doing the tasks listed in a munitions-loading checklist, the worker may do several unrelated tasks, such as aircraft and munitions preparation, at the same time. However, these unrelated tasks must not nullify or interfere with the munitions-loading tasks performed earlier or later. The munitions-loading crew must comply with all safety requirements. Detailed guidance in the use of the munitions-loading checklist is provided in the introduction to the applicable TO.

1.4.9 **Job Guides.** A job guide is a pocket-sized manual and provides start-to-finish, step-by-step maintenance instructions. A job guide is not an abbreviated manual. Tasks so noted must be done in the order listed. The general maintenance practices described in a job guide shall be used unless other practices are specified for the task. The general maintenance practices contained in general TOs shall be used if a job guide does not describe the practice. The job guide will be available on the job and will be referred to as required. The tasks must be done as described in the TO.

1.4.10 **Locally Prepared Work Cards, Checklists, Job Guides and Page Supplements.** Locally prepared work cards, checklists, job guides and 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, technical order related, publications are generally formatted and used like TOs.

1.4.10.1 The preparing activity assigns individual identification number and date to the local work cards, checklists, and job guides for control purposes. The TO numbers will not be used to identify local data but may be used as a part of the identification number. An identification number shall consist of Local Work Card (LWC), Local Checklist (LCL), or Local Job Guide (LJG) followed by the originating organization designation, followed by the TO Number.

1.4.10.2 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 List of Effective Pages (LEP), locally generated pages and posting instructions.

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1.4.10.3 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 DoDI 5230.24, Distribution Statements on Technical Documents, consistent with the classification level and restrictions of the parent TO.

1.4.10.4 Local page supplements should be printed on colored paper (other than green) to distinguish them from other TO increments. Work card 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).

## 1.5 WAIVERS.

The policy for waivers to compliance with a USAF TO or CSTO will be established by the SATOP customer. The following guidelines are recommended to be included in the customer's TO waiver policy. The responsible unit commander may temporarily waive compliance with a TO, TCTO, CSTO, or CSTCTO under the following conditions:

- Actual combat operation.
- War alert status.
- Contingency operation.
- High-priority unscheduled special mission.
- Evacuation flight (natural disaster).
- Rescue mission.

1.5.1 Waivers for Methods and Procedures TO (MPTO) (00-series). Waivers for MPTOs should be sent to AFSAC Policy POC who is identified as the Equipment Specialist in ETIMS for 00-5-19.

1.5.1.1 AFSAC is the entry point for Security Cooperation (SC) policy communications to the Secretariate of the Air force (SAF) and Defense Security and Cooperation Agency (DSCA). Once AFSAC's Policy Analyst (PA) provides a response and addresses any changes and/or updates to SATODS Policy, SATODS Policy will notify the submitter of the approved changes and/or updates.

1.5.1.2 AFSAC may authorize a Supplement to the MPTO. However, the supplement will not alter or conflict with the intent or technical content of the basic MPTO, nor repeat information. When the SATOP customer publishes a country supplement to an MPTO, the supplement will be numbered to identify the country's Air Force, Base, or Unit and the TO number but will not incorporate the term "TO." For example, TO 00-5-19 would be supplemented by the fictitious country of Banderia as BNAF Supplement 1, 00-5-19.

1.5.2 Waivers for Non-Financial Management (FM) and Non-TO related Weapon Systems. AFSAC is responsible for management of non-Financial Management (FM) and non-TO related weapon systems SC policy. The authority and responsibility to submit SC policy waiver requests lies exclusively with the Country Command Managers (CCMs). Waiver request received from other than CCMs will be returned without action. The CCM will clearly communicate the conditions, benefits, risks, and possible unintended consequences of waiver approval in the waiver request. CCMs will submit waiver requests to AFSAC's workflow mailbox ([afmc.wfnb.workflow@us.af.mil](mailto:afmc.wfnb.workflow@us.af.mil)). Once disposition of the waiver is determined, the PA will notify the CCM. The CCM, in turn, will notify the SAPM, Case Manager (CM) and Country's POC for the requested waiver.

1.5.2.1 Policy questions or change recommendations for non-FM and non-TO related weapon systems should be sent to AFSAC's mailbox ([afmc.wfnb.workflow@us.af.mil](mailto:afmc.wfnb.workflow@us.af.mil)). Once received, policy questions or recommendations will have a five work day reply suspense date. If submitter needs a response sooner than five days, the submitter must include a requested response date. Once policy questions or change recommendations have been researched, the PA will notify the submitter.

1.5.2.1.1 Higher Headquarters (HHQ) policy changes or revisions will not be executed until AFSAC has formally coordinated on the policy via email notification to the SC community.

## 1.6 TECHNICAL ORDER ACQUISITION.

**1.6.1 Commercial Publications.** The AFMC procures TOs and CSTOs on military systems, commodities, and modifications relative to its management responsibilities. A commercial publication may be authorized for use in lieu of a TO prepared to military specification, providing no degradation in system operation, support, maintainability, or reliability will result. A commercial publication or contractor data will be reviewed by the designated TO management agency to determine the extent of acceptability in accordance with MIL-PRF-32216, Evaluation of Commercial Off-The-Shelf (COTS) Manuals and Preparation of Supplemental Data. When a commercial manual is used in lieu of a TO prepared to specification, the manual is given a TO number and managed in the USAF TO system. When a commercial manual is used in lieu of a CSTO prepared to specification, it can be assigned a CSTO number and managed in ETIMS. When a suitable commercial manual is not available, a USAF TO or CSTO is developed according to military specifications and standards.

**1.6.2 Nonstandard CSTOs.** USAF TOs are published and distributed by the AFMC. The publication and distribution of CSTOs are normally contract efforts under a nonstandard CSTO publications case line managed by the Air Logistics Complex (ALC) SPD/IM (AFMC). The Technical Order Management Agency (TOMA) normally will manage the CSTO contract for the System Program Office (SPO) or the System Program Director (SPD) or Item Manager (IM). In some cases CSTOs may be developed and Stock, Store and Issue (SSI) performed in house (instead of by a contractor).

**1.6.3 Managing Nonstandard CSTOs.** The ALC SPD/IM (AFMC) will manage nonstandard publication case lines for follow-on CSTO development, maintenance, and SSI. These cases are implemented for case line management to the ALC SPD/IM designated Office of Primary Responsibility (OPR) as appropriate. A blanket-order TO publications case is established by AFSAC to provide follow-on support for the standard USAF commodity, general, and support equipment CSTOs provided under the system sale.

### NOTE

Depending on the nature of the sale, additional CSTO publications case lines may be required. Examples include electronic warfare items, munitions, and nonstandard navigation systems.

**1.6.4 Data Requirements.** Data requirements for CSTOs are determined by the TOMA that manages the CSTO case line, the contractor, and the SATOP customer. Data requirements should be coordinated with the TCP and/or International Engine Management Program (IEMP) if the SATOP customer is a member.

**1.6.5 Technical Manual Contract Requirement (TMCR).** For a system sale, a Technical Manual Contract Requirement (TMCR) is used in all contracts for the acquisition, sustainment, or modification of systems and equipment when TOs and CSTOs must be developed or updated for FMS customers. The Program TOMA must tailor the TMCR by deleting excess requirements and selecting pertinent specifications and standards. Additionally, a TO Lifecycle Management Plan (TOLCMP) must be established or revised prior to developing the TMCR for programs. The questions and answers contained within these documents provide the baseline understanding for defining technical manual requirements and accurately developing the TMCR. The plan will outline the scope of the TOs and CSTOs to be delivered and will specify the interfaces among the prime contractor, SPO, IMs, and the FMS customer. The plan also should specify how modifications or inspections of nonstandard configured equipment will be issued. For USAF standard configured military systems and commodities, a USAF TCTO may be issued if releasable. If the TCTO is not releasable or if the system or commodity is nonstandard, a CSTCTO should be issued. For a Direct Commercial Sale (DCS), the manufacturer's service bulletins may be issued; however, they will not be indexed in SATODS as CSTOs.





## CHAPTER 2

# COUNTRY STANDARD TECHNICAL ORDER POLICY

### 2.1 GENERAL.

Planning for a CSTO will begin early in the acquisition phase of a system and associated equipment. Planning will include the development of engineering and procedural data to support the engineers, technicians, and mechanics in the developmental program. The data that will evolve into a TO will be identified and prepared in a format that will facilitate the transition to a TO. To prevent duplication of effort, a contractor will be encouraged to assign data specialists who will direct and control the data development program. A procuring activity must ensure a contractor is provided the equipment necessary to validate a contractor-prepared TO, to include dedicated prime, support, and test equipment.

### 2.2 DETERMINING REQUIREMENTS.

The USAF System Program Office (SPO) or equivalent is responsible for managing the CSTO publications case/case line(s). The SPO is also responsible for determining what CSTOs will be required to support the weapon platform/system/support equipment being sold to an FMS customer. Acquisition planning for developing and delivering the CSTOs must consider and include the requirements necessary to assure uninterrupted service and facilitate follow-on support. Following is a list of items to consider, at a minimum, when determining CSTO requirements:

**2.2.1 CSTO Authority.** The authority for issuing a CSTO is the country or countries for which the data was developed. This is different from the USAF TOs, which are published under the authority of the Secretary of the Air Force.

**2.2.2 CSTO Negotiations.** When purchasing CSTOs, different data, or updates (Revisions, Changes, and Supplements), the FMS customer may negotiate directly with the prime contractor for commercial data via Direct Commercial Sales (DCS) may establish an FMS CSTO publications case with the USAF. The USAF will act as the contract negotiator and administrator as directed in the CSTO publications case document.

**2.2.3 Data Rights.** The Letter of Offer and Acceptance (LOA) should state the scope (limited or unlimited) of the rights to the data the purchaser seeks and that the USG has the same rights to the data as the purchaser.

**2.2.4 Component and Accessory Items.** Components and accessory items may be supported by a USAF TO, a CSTO, or a USAF TO augment by a supplemental manual. Configuration similarity (USAF versus CSTO), releasability, and life cycle cost are used in determining which type of publication will be the most efficient and economical.

#### NOTE

A TO for a high-technology or sensitive system, such as electronic warfare equipment, will be a CSTO when the equipment differs from that of the USAF or when the System Program Directorate (SPD)/Item Manager (IM) determines that future versions or capabilities may not be releasable to the country. A USAF supplemental TO will not be used to control the disclosure of unclassified data.

**2.2.4.1** An FMS customer's configuration, effectivity, and interface data are not included in Department of Defense (DoD) component service manuals or common baseline TOs. Such as data will be published in a CSTO or a supplemental CSTO.

**2.2.4.2** Developing the required CSTO pages by deleting non-releasable data, restructuring the text to eliminate any confusing or complicated data resulting from text deletion, and adding FMS customer-unique data as necessary. "Whiting out" non-releasable information is not permitted. The information must be removed completely prior to reproduction by cutting out the information or retyping the page. Reproducing a page that contains non-releasable information on the reverse side of the page is not permitted.

#### NOTE

Block symbols representing effectivity data need not be removed within the text. The legend page identifying the symbols to specific aircraft must be changed to represent only the FMS country's effectivity data.

2.2.4.3 The scope of the overall CSTO requirements should be reviewed. A general identification and review of the standard USAF commodity and support equipment TOs that are required and are common to the FMS customer's system or equipment, in addition to required CSTOs, will help to identify areas that could be initially overlooked.

#### NOTE

Technical data updates generated by changes and/or modifications acquired by FMS country outside of USAF system/program management will not be included in CSTO. Data of this nature will require internal country supplements or similar data transmissions.

2.2.5 Commercial Off-the-Shelf (COTS). COTS, or commercial equipment developed for the FMS customer that is not in the USAF inventory.

2.2.6 Multi-Country (XX) CSTOs. Multi-country CSTOs may be developed when the equipment is currently in use or expected to be used by more than one FMS customer. The CSTO number will begin with an XX designator code to indicate multiple-country application. A USAF TO and a XX CSTO developed from a baseline TO may contain information that is releasable but not applicable to the FMS customer's common equipment if it does not complicate or confuse the operation or maintenance instruction. A multi-country (XX) CSTO may be supported by a CSTO supplemental manual for country differences in each FMS customer's configuration.

#### NOTE

When a multi-country (XX) CSTO is issued, care must be taken to ensure country-to-country disclosure does not occur.

2.2.7 In-House and Contractor Developed TOs. Developing CSTOs in-house (by USAF) or by a contractor to support an aircraft system sale or a single equipment, requires planning and decision making actions be coordinated among USAF agencies, contractors, and the FMS customer. The CSTO publications case, FMS customer's needs, and program support considerations will determine the specific requirements in the TMCR.

2.2.7.1 CSTO printing and SSI is the responsibility of the contractor who developed the CSTO. Although, USAF System Program Offices (SPO) may accept that responsibility. All specific requirements should be annotated in the TMCR, such as:

- If paper copies are required, request labels from the SATOP office prior to the printing of a new CSTO
- If paper copies will be provided, include the total print quantity for the CSTO, including quantities for each ID label and backup stock for additional demands, maintaining and storage of CSTO backup stock for future demands
- Maintain the ability to reprint additional copies of CSTOs on demand
- Expediently fill requests sent by the SATOP Office for TO requisitions
- Maintain CSTO distribution control records
- Coordinate distribution requirements and discrepancies with the TOMA and the SATOP office

2.2.7.2 Ensure the TMCR includes CSTO and TO publications support responsibilities for acquisition, delivery, and follow-on support transition. The TMCR should be developed with the input and coordination of CSTO TOMAs and the SATOP office.

2.2.8 Sanitizing TOs. A general maintenance TO applicable to all aircraft will be a CSTO only when sanitization is required. USAF TOs will not be sanitized for FMS customers. If a TO needs "sanitation" a CSTO will be developed. CSTOs enable the FMS customer to have complete TOs to support the country's configuration of the military systems and commodities bought through FMS. The following is a list of factors that might influence the level of support:

2.2.8.1 Complexity and size of a USAF TO couple with an FMS customer's configuration differences and effectivity data can result in operational and/or maintenance issues for all users. This may also cause acquisition delays due to long lead times to screen the large amount of data.



2.2.8.2 The possibility of error when a difference data supplemental manual is used with a USAF TO that has been sanitized to delete effectivity data, modification data, and equipment data that is not releasable or applicable.

2.2.8.3 The ability to prevent country-to-country disclosure of a military system's capabilities or of force deployment information inferred from partial fleet modifications.

2.2.8.4 The withholding of releasable data when such is included with non-releasable data in a change and the resulting delay in contracting for publishing a sanitized version of a USAF TO to provide the releasable data.

2.2.8.5 Ensuring "by country" controls on the release of TOs, and avoiding unnecessary costs and confusion for the FMS customer as the result of TOs and updates that contain data not applicable to the FMS customer's military system configuration.

**2.2.9 USAF TO Conversion.** A USAF TO being used by a FMS customer may become non-releasable or inapplicable when changed data that is to be incorporated is determined non-releasable or when a major USAF modification is not purchased and incorporated by the FMS customer (Table 2-1, Foreign Disclosure Office (FDO) Denial Codes). When this occurs, the Technical Content Manager (TCM) must coordinate the changes with the TOMA activity's SPO, FDO, Security office(s), and/or Legal, as required, to validate or change distribution limitations for both the change or revision and the basic TO. If FDO at the TOMA activity shall deny continued disclosure authorization of the CSTO/CSTCTO, the TOMA will cancel the FMS customer's Initial Distribution (ID) requirements in SATODS. The FMS customer is notified of this action on the country's SATODS Monthly Status Report (Figure C-1, SATODS Monthly Status Report by Case) or in the Tech Order Index tab, under Search TO Order and ID Status at AFSAC Online (<https://afsac.wpafb.af.mil/>). The baseline TO data the FMS customer has on hand prior to the non-releasability decision and ID cancellation will still support the equipment. For the FMS customer to receive any future releasable and applicable data updates, the releasable baseline USAF TO data must be converted to a CSTO. The FMS customer is responsible for deciding if CSTO development is desired.

#### NOTE

- Proposed Change Requests (PCR) applicable to military aircraft and/or missile systems operated by a foreign government who are active and current members of a TCP/IEMP will be submitted to the applicable TCP/IEMP. Countries that are not active and current participants of a TCP/IEMP shall route aircraft and/or missile PCRs through the applicable AFSAC CM. All commodity-type PCRs shall be routed to the applicable/owning commodity organization.
- If a CSTO publication case has not already been established, the FMS customer must request that one be written through the CCM for the FMS customer. For assistance in writing the Letter of Request (LOR), go to AFSAC Online (<https://afsac.af.mil>) writing tool. When a CSTO publications case is implemented, the TOMA will convert the USAF TO to a CSTO.

**Table 2-1. FDO Denial Codes**

Denial Code	Definition
01	The Technical Order (TO) is not authorized for release. If the TO is required to support equipment in the country's inventory, the development of a Country Standard Technical Order (CSTO) is required. Contact the country's Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
02	The unclassified Technical Order (TO) is not releasable under the terms of the Delegation of Disclosure Letter (DDL) (i.e., depot-level maintenance is not authorized, the data pertains to a specific item of equipment, or a capability is not authorized), or it is denied by Public Law or other governmental direction. Contact the country's Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
03	The Technical Order (TO) is under review. Updates will be posted on the country's Air Force Security Assistance and Cooperation (AFSAC) Online Account (Tech Order Tab) and on the country's SATODS Monthly Status Report. There may be delays. Do not resubmit an Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request, for this TO.
04	The Foreign Disclosure Office (FDO) is unable to validate the country's requirement for this Technical Order (TO). Contact the country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for a Technical Order Justification Form to be completed.

**Table 2-1. FDO Denial Codes - Continued**

Denial Code	Definition
05	The Technical Order (TO) requested is releasable. However, there are minor differences between your configuration of equipment and that of the USAF or another foreign country. A Country Standard Technical Order (CSTO) or multi-country (XX) CSTO Supplemental Manual is required to cover these. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
06	This Technical Order (TO) is not available from USAF stock. It is a commercial manual which was purchased in limited quantities to support United States Air Force (USAF) requirements. The USAF does not have reproduction rights and is not authorized to release the manual to non-USAF activities. You may be able to obtain this data directly from the company identified in the TO as the manufacturer of this equipment. Contact your Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
07	This Technical Order (TO) is not authorized for release. This TO has limited rights in data and/or copyright restrictions and cannot be sold to a foreign country. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
08	The Security Assistance Technical Order Program (SATOP) records indicate a previous request for this Technical Order (TO) was denied. The country's Security Assistance Technical Order Program (SATOP) Country Assistance Team (CAT) has not received the Technical Order Justification Form. The TO request will be reconsidered once the Technical Order Justification Form has been received.
09	The Technical Order (TO) requested is unpublished and a preliminary TO does not exist. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
10	The Time Compliance Technical Order (TCTO) has a different configuration than the USAF. A Country Standard Time Compliance Technical Order (CSTCTO) may need to be developed. If the TCTO has been denied by the Foreign Disclosure Office (FDO), a CSTCTO will need to be developed. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate.
11	Unable to validate a country requirement for the Time Compliance Technical Order (TCTO). The TCTO is releasable only to countries possessing the applicable equipment. Contact the country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for a Technical Order Justification Form to be submitted.
12	The Time Compliance Technical Order (TCTO) is under review. Do not resubmit an Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request for this TCTO.
13	The request to establish Initial Distribution (ID) has been denied and requires a Technical Order Justification Form to be submitted. Contact your country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for the form.
14	The Foreign Disclosure Office (FDO) records indicate the country no longer has the equipment and the Series Header has been deleted. If these records are incorrect contact your country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for a Technical Order Justification Form to be completed and submitted.
15	Intentionally left blank.
16	The Initial Distribution (ID) has been deleted by the Foreign Disclosure Office (FDO). The country did not participate in the development or maintenance of the multi-country (XX) Country Standard Technical Order (CSTO). Contact the Technical Coordination Program (TCP) or the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate.
17	The Initial Distribution (ID) has been deleted by the Foreign Disclosure Office (FDO). The technical data incorporated into the Technical Order (TO) makes it no longer releasable to the country. If this TO is required to support equipment currently in your inventory or to support equipment currently on contract to be purchased, then a Country Standard Technical Order (CSTO) or a multi-country (XX) CSTO is required. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate.
18	This Technical Order (TO) is not releasable. A Country Standard Technical Order and/or a Country Standard Time Compliance Technical Order (CSTO/CSTCTO) is being developed and will be available. The country must submit an Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request, to establish Initial Distribution (ID) for the CSTO.

Table 2-1. FDO Denial Codes - Continued

Denial Code	Definition
19	The request for this (XX) Country Standard Technical Order (CSTO) has been denied. The country did not participate in the development and or maintenance of the multi-country (XX) CSTO. Contact the Technical Coordination Program (TCP) or the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate.
20	The Technical Order (TO) you requested contains data developed by the Component Improvement Program (CIP) and is available only to participating members. If the TO is required, you may obtain this TO by joining the CIP, or you may request Price and Availability (P&A) data for development of a Country Standard Technical Order (CSTO). Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate.
21	The Initial Distribution (ID) has been deleted by the Foreign Disclosure Office (FDO). The country no longer participates in the Engine Component Improvement Program (ECIP). Contact the International Engine Management Program (IEMP) or if a Country Standard Technical Order (CSTO) is required, contact the Case Manager at Air Force Security Assistance and Cooperation (AFSAC) Directorate.
22	Intentionally left blank.
23	The country's Initial Distribution (ID) request for the Technical Order (TO) have been cancelled. The country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office has not received the Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request.
24	The Technical Order (TO) requested is on a CD-ROM. It contains more than one TO and is not available for release. The entire CD-ROM is not releasable. If paper copies of the TO are available for release, resubmit your Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request for the appropriate paper TO.
25	The Time Compliance Technical Order (TCTO) is not releasable under the terms of the Letter of Offer and Acceptance (LOA) applicable to the weapon system supported by this TCTO. This TCTO is applicable to a capability or piece of equipment that was specifically not authorized for the country as a condition of sale or the data was restricted by other governmental direction.
26	The Initial Distribution (ID) requirements for subject Technical Order (TO) have been cancelled. The TO has been revised and is not available for release. The TO currently in your TO Library can be used to support your equipment. It will not be updated unless it is maintained as a Country Standard Technical Order (CSTO). Contact the Case Manager at Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
27	The Technical Order (TO) requested is a joint TO between the AF and the Navy. The Navy is the prime owner of the TO. Request the TO through the Navy. Do not resubmit a request for this TO. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.
28	The Technical Order (TO) requested is a joint TO between the AF and the Army. The Army is the prime owner of the TO. Request the TO through the Army. Do not resubmit a request for this TO. Contact the Case Manager at the Air Force Security Assistance and Cooperation (AFSAC) Directorate for more information.

2.2.10 **CSTO CD-ROM.** A CD-ROM containing a collection of standard USAF TOs, or systems/subsystems for Interactive Electronic Technical Manuals (IETM) should be numbered as a CSTO even though its applicability is to support the FMS program. The cost of creating the CD is recouped through the FMS billing process.

2.2.11 **Reading Grade Level.** The Reading Grade Level (RGL) requirement for Air Force TOs is specified in MIL-STD-38784 and for a CSTO will be the same as for comparable USAF TOs.

### 2.3 WAIVER OF CSTO POLICY.

A waiver to the CSTO policy stated in this TO must be requested from Secretary of the Air Force International Affairs (SAF/IA) and will be renewed yearly except when the waiver is specified in a consortium agreement.

## 2.4 CREATING A CSTO NUMBER.

2.4.1 TOMA submits CSTO numbering. All CSTO number requests will be submitted using ETIMS. See TO 00-5-18 for number information and numbering patterns.

## 2.5 FDO CSTO APPROVAL/DENIAL.

2.5.1 CSTOs Approved. After CSTO is numbered, indexed and made available for distribution in ETIMS, TOMA/TCM completes an AFMC Form 458 (or local equivalent) and returns it to the FDO for review and approval. The FDO will annotate via the Release Audit screen in SATODS the approval/denial decision for the CSTO/CSTCTO under review (, CSTO/CSTCTO FDO Process). TOMA may check SATODS for FDO approval by viewing SATODS 203 View Screen to see if the country's two letter abbreviation is in the Country Line section.

2.5.2 CSTOs Denied. If the FDO denies the CSTO/CSTCTO under review, the AFMC Form 458 (or local equivalent) will be returned to the TOMA/TCM with the reason for denial. The FMS customer is notified of this action on the country's Monthly Status Report or in the Tech Order Index tab, under Search TO Order and ID Status at AFSAC Online (<https://afsac.wpafb.af.mil/>). Depending on the denial code, the TOMA may make the necessary corrections to the CSTO/CSTCTO and resubmit the CSTO/CSTCTO for approval. The completed original of the AFMC Form 458 (or local equivalent) will be maintained by the TOMA and a copy will be maintained by the FDO.

## 2.6 ESTABLISHING ID FOR A NEW CSTO.

TOMA establishes the CSTO Initial Distribution (ID) requirements for the FMS customer after the CSTO number has been assigned and before printing by preparing the AFTO Form 187, Technical Order Publications Request. The following fields must be correctly completed on the AFTO Form 187:

- Block 1, TODO's Address
- Block 2, TODO Code (verify the correct TODO Code is used)
- Block 3, TOMA's Signature
- Date Request Prepared
- TODO Request Number
- CSTO/CSTCTO/Supplement Number
- Security Classification
- Initial Distribution Quantity

2.6.1 AFTO Form 187 Submittals. TOMA submits completed AFTO Form 187 to the FMS country's assigned SATOP Requirements and Billing (R&B) personnel. TOMA and country's FMS R&B may verify ID requirements have been established by selecting the ID Requirements Report from SATODS (Figure 10-1, AFTO Form 187 Technical Publications Request).

## 2.7 CSTO/CSTCTO/SUPPLEMENTS INDEXING AND ID LABELS.

TOMA's are required to complete all indexing for all CSTO/CSTCTO/Supplements into SATODS 203 Update Screen. If paper copies are required, TOMA submits request for labels through the Label 632 Request Screen in SATODS for (Chapter 12, Distribution):

- SATODS 273, Technical Order Initial Distribution - Unclassified (Figure 2-1, SATODS 273, Technical Order Initial Distribution)
- SATODS 274, Technical Order Initial Distribution - Classified (Figure 2-2, SATODS 274, Technical Order Initial Distribution)

- SATODS 221, Technical Order Requisition (Figure 2-3, SATODS 221, Technical Order Requisition)

LOCKHEED/FWC  
DEPT 3D4-F MZ 6689  
1 LOCKHEED BLVD  
FORT WORTH TX 76108-0748



**SATODS.ID.20170301.DBNR44111E201**

PSN

Qty: 1

Print Location: DA0PTR

TO Number: BN4C-135(K)Z-1-23-4

**Account:**  
**D\*03XX**



Change Number: CHG 1

Version Date: 20170301 FMS

Doc: BNNR4111E201 FMS

Cost: \$85.00

**LABEL SAMPLE INC FF/2 MF/2**  
**SAMPLE BN-PTR-004**  
**12345 SAMPLE CIRILE**  
**MIDWAY VA 22222-1234**

UNCLASSIFIED. SATODS 273, Technical Order Initial Distribution (auto-generated)

H9002982

**Figure 2-1. SATODS 273 Technical Order Initial Distribution (Unclassified)**

LOCKHEED/FWC  
DEPT 3D4-F MZ 6689  
1 LOCKHEED BLVD  
FORT WORTH TX 76108-0748



**SATODS.ID.20140301.DBNR44111E201**

PSN

Qty: 1

Print Location: DA0PTR

Account:  
D\*03XX



TO Number: BN4C-135(K)Z-1-23

Change Number: CHG 1

Version Date: 20140301

UNITED STATES INC  
LABEL SAMPLE INC  
SAMPLE BN-PTR-004  
12345 SAMPLE CIRILE  
MIDWAY VA 22222-1234

FMS Doc: DPLNM47047E200

FMS Cost: \$85.00

CLASSIFIED. SATODS 274, Technical Order Initial Distribution (auto-generated)

H9002983

**Figure 2-2. SATODS 274 Technical Order Initial Distribution (Classified)**

LOCKHEED/FWC  
DEPT 3D4-F MZ 6689  
1 LOCKHEED BLVD  
FORT WORTH TX 76108-0748



**SATODS.REQ.20160926.DBNR44111E201**

Qty: 00001

Print Location: DA0PTR

Account:  
D\*03XX



TO Number: BN4C-135(K)Z-1-23

Change Number: 001

Version Date: 20160926

LABEL SAMPLE INC FF/2  
MF/2  
SAMPLE BN-PTR-004  
12345 SAMPLE CIRILE  
MIDWAY VA 22222-1234

FMS Doc: DBNNR44111E20

FMS Cost: \$16.00

SATODS 221, Technical Order Requisition (auto-generated)

H9600602

**Figure 2-3. SATODS 221, Technical Order Requisition**



**NOTE**

TOMA should view SATODS Label Request Summary Screen or SATODS 632 Research Screen for error codes (Table 2-2, SATODS 632 Label Codes). To see if a label has processed, TOMA may verify by querying SATODS Billing Screen for billing records or billing reports.

**Table 2-2. SATODS 632 Label Codes**

Error Code	Definition
AD	Country code removed by the Foreign Disclosure Office (FDO)
BC	Invalid security classification for TO
BS	Invalid security classification for TO
CB	Case blocked
CR	Invalid request Change/Revision Number
CV	Case value exceeded
DT	Duplicate transaction
ED	Case expiration date exceeded
FC	TO Change Number invalid
FD	Time Compliance Technical Order (TCTO) not releasable
FN	An invalid transaction was entered for Action Codes 2 or 7
FR	Forthcoming Revision already exists
FS	Time Compliance Technical Order (TCTO) Series Header not releasable
ID	No TODO
IT	Invalid Action
NA	TO is required by a TODO that is not in SATODS address table
NB	Invalid Case Number or case closed
NI	TODO Not on ID
NW	Duplicate billing record created
RV	TO has been removed/inactive
TB	TODO blocked
TD	TODO Code has been cancelled from SATODS

**2.8 CSTO/CSTCTO/SUPPLEMENTS DISCLOSURE STATEMENT.**

CSTO/CSTCTO/Supplement's Disclosure Notice: This information is furnished on the condition that it will not be released to another nation without 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 or 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 provided will substantially be afforded the same degree of security as the Air Force, afforded 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.

**NOTE**

In accordance with AFI 16-201 Disclosure authority for a CSTO/CSTCTO/Supplement must be recorded in SATODS.

**2.8.1 Limited Spacing of Title Page.** When space does not allow placement of this statement on the title page as specified in MIL-STD-38784, a deviation is authorized to print the complete disclosure statement at the top of the List of Effective Pages (LEP). The statement on this title page will then read: Release of this TO is subject to the disclosure restrictions stated on the LEP.

## 2.9 FUNDING CSTO/CSTCTOS.

For funding and administrative charges, “Country Standard” is “non-standard” per AFMAN 16-101, International Affairs and Security Assistance Management. A CSTO/CSTCTO is acquired with a fund citation from the applicable FMS customer’s CSTO/CSTCTO development case line. Even though CSTO ID requirements and distribution are on the TODOs assigned to the (standard) TO publication case, the actual development and maintaining of a CSTO is billed against the CSTO (nonstandard) publication case by the TOMA or SPO case line manager.

**2.9.1 CSTO Revisions/Changes.** Technical data updating maintenance requirements caused by Engineering Change Proposals (ECP), Time Compliance Technical Order (TCTO), part number changes, AFTO Form 22, and future security deletions.

### **NOTE**

When the CSTO case performance period expires, implementing a non-standard follow-on CSTO publications case to provide continued funding and direction for updating maintenance of the CSTOs.

## 2.10 CSTO REVIEW AND VERIFICATION.

A formal CSTO will not be delivered to the using activity until the accuracy of its contents and its compatibility with the equipment it supports have been verified. The process for the review and verification must be documented in the TMCR. The degree and extent of the verification of a CSTO will be established by a TMCR planning conference or by the TOMA when no conference is held, depending on the needs of the user. The FMS customer will be invited to the planning conference and asked to participate in the verification process. Verification of a new acquisition CSTO will require participation by representatives from the TOMA and the contractor; the FMS customer may ask to participate. Participation by other USAF commands may be warranted if the USAF and country configurations are similar or if the commands can make a contribution. Some nonstandard equipment purchased during the follow-on support phase will generate CSTOs that should be verified. The SPO or TOMA that makes such procurements will determine whether to:

- Request travel of FMS customer to accomplish verification.
- Contract for verification (commercial or DoD activities may be contacted).
- Accomplish verification with USAF personnel.

### **NOTE**

When verification is done by the prime contractor, concurrent verification may be authorized in the TMCR or by the TOMA.

**2.10.1 Publication Reviews.** In-process, Pre-publication, and post-publication reviews are the responsibility of the TOMA and will be supported by the contractor as specified in the contract. In-process and Pre-publication reviews may be combined at the discretion of the TOMA when a CSTO is developed from a USAF TO.

**2.10.2 Safety Reviews.** A CSTO will be reviewed to ensure WARNING and CAUTION notes pertaining to the safety of personnel and equipment have been included. However, Occupational Safety and Health (OSHA) and Environmental Protection Agency (EPA) standards will not be imposed.

### **NOTE**

The TCP should inform all non-hostile countries of safety-to-flight hazards. TCP Chief will ensure that Security Assistance Offices (SAO) are included as information addresses on all safety-of-flight TCTO messages for their respective countries.

**2.10.3 Funding.** The CSTO case line manager will budget and reimburse USAF activities for all costs incurred in accomplishing CSTO reviews and verifications that are not normally reimbursed through FMS funds.



## 2.11 PRINTING AND DISTRIBUTING CSTS/CSTCTO/SUPPLEMENTS.

If the FMS customer requires paper copies of the CSTO/CSTCTO, the TOMA will review the Technical Manual Contract Requirements (TMCR) to determine the total print quantity for CSTO/CSTCTO/Supplements paper copies, including quantities for each ID label. If the CSTO/CSTCTO/Supplement is a paper copy, the CSTO/CSTCTO/Supplement should be shipped by traceable means, maintaining the tracking information for three (3) years from shipment.

### NOTE

The TOMA should coordinate distribution problems with the SATOP Office.

#### 2.11.1 CSTO Paper Copy Assembling. A new paper copy of a CSTO is assembled by:

- Printing the required quantities of the CSTO title page, LEP, and restructured pages (each page must be identified with the new CSTO number).
- Removing the title pages, LEP, and non-releasable and restructured pages from the USAF baseline TO stock obtained for CSTO preparation.
- Replacing the removal pages with the corresponding CSTO pages.
- Preparing CSTO updates (revisions, changes, supplements, and CSTCTOs) and requesting SATODS ID labels.
- Printing CSTO

### NOTE

The CSTO LEP should identify all pages included in the manual and indicate all baseline USAF TO pages with an asterisk.

2.11.2 Additional CSTO Paper Copies. TCP, the Electronic Warfare Standardization and Improvement Program (EW-SIP), International Engine Management Program (IEMP), SPOs, SPDs, IMs, the Air Training Command (ATC), other commands, and contractors may require copies of CSTOs for support libraries, maintenance and repair contracts, training, etc. Requirements should be identified and allowed for in the TMCR.

## 2.12 CSTO WA-1.

Digital TOs distributed electronically (eTOs) shall be numbered –WA-1 to the end of the number suffix, and shall be optimized, uploaded and delivered through the Foreign Military Sales electronic Technical Order Distribution System (FeTODS) (Report.web) by the TOMA. This allows the FMS customer to access their -WA-1 TOs/CSTOs through an online secure website. The Report.web is listed under the Resource Link on AFSAC Online (<https://afsac.wpafb.af.mil/>).

### NOTE

If an FMS country does not have internet but has a funded CSTO case line, and approved by FDO to receive CSTOs, then paper copies will be shipped.

2.12.1 FeTODS Account. All FMS customers should have an account to Foreign Military Sales electronic Technical Order Distribution System (FeTODS) (Report.web) to download their CSTO/CSTCTO/Supplements. To receive access to FeTODS (Report.web), go to AFSAC Online/FeTODS (Report.web) (<https://afsac.wpafb.af.mil/>).

### NOTE

A separate account is required to access Report.web. Go to the Registration page on AFSAC's website, <https://afsac.wpafb.af.mil/> and follow the instructions for FeTODS to receive an account.



## CHAPTER 3

### TYPES AND METHODS OF ISSUE

#### 3.1 GENERAL.

Various types of TOs provided under the Security Assistance Program (SAP) are described in this chapter.

#### 3.2 TYPES OF TECHNICAL ORDERS.

The types of TOs authorized for issue are technical manuals (TM), methods and procedures TOs (MPTO), time compliance TOs, index TOs, and abbreviated TOs. These TOs support weapon systems and equipment. TOs cover organizational, intermediate, and depot levels of maintenance.

#### 3.3 SUPPLEMENTAL MANUALS.

A supplemental manual provides additional instructions for use with the data in a basic manual. The title page states: "This manual is incomplete without TO XX-XXXXX-XX." A supplemental manual differs from a supplement in that the information usually is not incorporated into the basic manual at a later date and the supplemental manual is assigned a separate TO number. This number incorporates the basic manual number and a sequential (-1, -2, etc.) suffix. A CSTO supplemental manual (prefixed with a country designator) that has country difference data may be issued for use with a releasable USAF TO or a multiple-country (XX) CSTO.

#### 3.4 COMMERCIAL PUBLICATIONS.

Commercial publications will be reviewed by the TOMA, SPO, and IM to determine if the technical data will allow the country to adequately operate, maintain, and logistically support the equipment (including spare parts). When use of a commercial publication is recommended, the review will ensure that the commercial publications agree with applicable contractor-furnished equipment notices (CFEN). Stock-listed equipment should have centrally procured data. Commercial publications meeting the acceptance criteria of MIL-PRF-32216 will be included in the TO system. A determination that such publications are not adequate for inclusion in the TO system must be justified prior to procurement of TOs prepared to military specifications. When commercial manuals are used, the contract will require identification of these manuals with the assigned TO number in the upper right corner and a date in the lower right corner of the cover or front page. A minimum of two copies of each commercial manual shall accompany each TO CFEN submitted for review and acceptance.

**3.4.1 Commercial Publications Dates and Numbering.** Commercial publications will be dated as of the date that notification of TO number assignment is received by the contractor. A new date will be used when a later version of an approved commercial publication is procured for the same configuration of the equipment. A new TO number will be assigned when a later version of an approved commercial manual is procured for a new configuration of the same equipment and the later version does not cover the earlier configuration of equipment. When a formal TO replaces a commercial manual, the commercial manual will not be retained. When a requirement for commercial data is identified by the user, the country may request the AFSAC case manager take action to have the managing ALC procure or furnish the needed data.

#### 3.5 CONTRACTOR DATA.

Contractor data relates only to equipment designed to support a specific government effort and is not available commercially; that is, factory test equipment and special test equipment. It is usually in the form of documents, pamphlets, or instructions and may consist of, but is not limited to, specifications, schematics, wiring diagrams, and checklists. It is usually prepared during development and production for contractor maintenance, operation, and parts identification. Before contractor data is accepted for the operation and maintenance of the equipment, it will be subject to the same review and revision requirements as specified for commercial publications. When reviewed and accepted as adequate, contractor data will be assigned a TO number and be controlled and distributed as TOs.

### 3.6 PRELIMINARY TO (PTO).

PTOs are in-work drafts of TOs from initial assignment of TO numbers until formalization. PTOs are assigned a TO number and are identified by a warning and the word PRELIMINARY on the title page; PTOs will contain a Verification Status Page (VSP).

**3.6.1 Preparing USAF PTOs.** PTOs are prepared in limited quantities during TO acquisition to support In-Process Reviews (IPRs), contractor certification, and government verification activities. A TO is considered 'preliminary' from the time the publication has a number assigned until the TO is formalized. PTOs are formalized after they are successfully verified and all corrections are made and accepted, normally during a pre-pub review. PTOs must complete the contractor quality process before delivery to the government for verification. Air Force personnel may use unverified data during system Test and Evaluation (T&E), new or modified hardware or software or in the performance of routine maintenance if the intent is to verify the data. Every effort shall be made to replace organizational-level PTOs with formal TOs prior to or concurrent with delivery of the first production-configured system or commodity to the first operational unit. Formatted PTOs should be used to the maximum extent possible to support Air Force T&E PTOs are also normally used for development of formatted training plans and course syllabuses.

**3.6.2 Verifying and Formalizing PTOs.** After the TO has been verified to the maximum extent possible, the TOMA develops a TO update to convert the PTO to a formal TO and submitted to FDO for approval. When a preliminary TO has been verified and approved for country operational and maintenance use, the publication will be issued as a change formalizing the TO or a revision as applicable.

**3.6.3 Verifying CSTOs.** A CSTO that originates from a baseline TO may be prepared and published initially as a formal TO after the baseline TO have been formalized. Only new or changed procedural data need be verified.

### 3.7 METHODS OF ISSUING TECHNICAL ORDERS.

Some TOs may present the same technical data on two or more types of distribution media, such as paper (paper copy), or digital media. When digital copies will be used in place of traditional paper copy TOs, the TODO should take immediate action to reduce or eliminate initial distribution quantities of the paper TO.

**3.7.1 Media-Types.** Media-type suffix codes are used in index listings to identify any TOs available in any medium other than paper, and will allow users to order TO copies on that medium. The digital media distribution types are WA-1, CD, DV, DB, and WA-2 and shall be used for all PDF Electronic TOs (eTOs). Index listings for non-paper versions of the TO will include the applicable media-type suffixes followed by an index number. Media-type suffixes will not be used for paper copies. All media-type suffixes will carry the index "-1" except CSTO indexes.

**3.7.2 -WA-2 eTOS.** -WA-2 eTOs are eTO versions not accessible through FeTODS (Report.web) AFSAC Online. These eTO updates are often published using proprietary publishing capability. TOMAs must take steps to ensure only current and complete eTOs are available for viewing or distribution. NOTE A waiver is required to distribute -WA-2 eTOs outside of FeTODS (Report.web). S1000D based TOs and Type 2 Interactive Electronic Technical Manuals (IETMs) are currently exempt from distribution in FeTODS (Report.web) of AFSAC Online until such time FeTODS becomes capable of handling these eTOs. As part of the Type 2 IETM/S1000D based TO development process, the program office shall be responsible to establish and maintain a distribution system capable of distributing TOs. However, as the Type 2 IETM/S1000D TOs are developed, the TOMA shall index them in SATODS (-WA-2) so prospective users can begin establishing subscriptions.

#### **NOTE**

Non-FETODS (Report.web) AFSAC Online eTOs will be numbered ending in -WA-2 suffix (waiver required except for IETM/S1000D based TOs, Nuclear Weapon Center TOs and classified TOs) on the end of the existing or new TO number.

**3.7.3 Methods and Procedures TOs (MPTOs).** Many MPTOs are being hosted on through two public Air Logistics Complexes with no cost to the FMS customer. The public websites are <http://www.tinker.af.mil/Home/Technical-Orders/> and <http://www.robins.af.mil/About-Us/Technical-Orders/>.

### 3.8 DISTRIBUTION MEDIA CONTAINING MULTIPLE TOS.

Some digital media have the capacity to store multiple digital TO files on a single unit of the medium. For example, since a CD-ROM will hold approximately 650 megabytes (Mb) of information, and most digital TO files are 10 Mb or less, a single CD-ROM disk can easily hold many average-size TOs. Groupings shall be made logically (e.g. by TO series, sub-system, subject, distribution limitations, classification, etc.) by the TCM. When this occurs, the CD must be assigned a unique TO number for management and ordering purposes. The TOs on the CD must be placed on a block cycle update schedule to keep both the digital and paper TO versions as concurrent as possible. Digital media containing multiple TOs will be numbered and indexed in the TO System to facilitate management and distribution. The number will be indicative of the contents of the disk, be formatted like a TCTO-series number and include a media-type suffix.

### 3.9 ELECTRONIC TOS (ETOS).

Digital TOs distributed electronically for use are known as eTOs.

#### **NOTE**

All tech order system-related messages involving fatal 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 will be assigned EMERGENCY precedence. 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 of success of mission accomplishment will be assigned an URGENT precedence. TO deficiencies that do not fall into emergency or urgent categories should be assigned a ROUTINE precedence. Use the same precedence for information addresses only if they require the message with the same urgency. Addresses and message subject matter should be reviewed by the originator to determine whether addresses not operating on a 24 hour 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.

**3.9.1 eTO Distribution.** If the TO has been approved by the FDO, it will be uploaded to Report.web (<https://afsac.wpafb.af.mil/>). As long as the TODO has an active TO case line and an account in AFSAC Online, Report.web, the eTO will be available for the TODO to download.

**3.9.1.1** The title page of an eTO version will be identical to the paper version (i.e., it will indicate the same basic date and show the latest change and change date). Supplements will be merged (posted) to the TO. The digital TO version will have a merged statement: BASIC AND ALL UPDATES HAVE BEEN MERGED TO MAKE THIS A COMPLETE PUBLICATION.

**3.9.1.2** WA-1 eTOs are indexed as revisions with a publication date matching the latest paper TO increment. The updated, merged electronic TO file content will retain the appearance and layout of the paper TO to include changes, supplements or Rapid Action Changes (RACs) as appropriate.

**3.9.1.3** WA-2 eTOs are updates that are often published using proprietary publishing capability. TOMAs must take steps to ensure only current and complete eTOs are available for viewing or distribution.

#### **NOTE**

A waiver is required except for IETM/S1000D based TOs, Nuclear Weapon Center TOs and classified TOs.



## CHAPTER 4

### REVISIONS, CHANGES, SUPPLEMENTS, RESCISSION AND REINSTATEMENT OF PUBLICATIONS

#### 4.1 GENERAL.

The USAF responsibility is to ensure that related or interfacing TOs are compatible. If a TO or CSTO update/correction, a TCTO, or a safety supplement affects other TOs or CSTOs (including checklists), all changes to affected data and all available formats of a TO (paper, digital, eTO file) must be updated to maintain TO configuration control. A change, supplement, or revision will be printed and distributed in the same manner as the basic TO or CSTO. The user must ensure that outdated or obsolete instructions are not followed when operating, maintaining, or modifying equipment.

**4.1.1 Technical Order/Country Standard Technical Order Revisions.** A revision is a second of 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. When the only TO distribution format is a digital, formal Changes are exclusively published, indexed and distributed as Revisions. When the distribution format is both eTO and paper, formal updates to the digital TO are indexed as Revisions dated the same as the Change, and the Changes merge (posted) to the basic TO to mirror the paper version for distribution. Some TOs are rescinded for USAF use but remain active in SATODS system for SAP use. They are commonly referred to as M-Symbol TOs.

**4.1.2 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. 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. A supplement rather than a change will be issued to a TCTO.

**4.1.2.1 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.

**4.1.2.2 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 blank 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.” 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.

**4.1.3 Rapid Action Changes (RACs).** RACs are fully-formatted TO changes distributed through AFSAC Online, Report.web (<https://afsac.wpafb.af.mil/>), used instead of interim supplements or priority TO updates. RACs require the same coordination, advance notification and approval (denied or approved through FDO) as the equivalent interim supplement.

**4.1.3.1** A RAC will include, as a minimum, the TO title page, LEP, at least one page changed by the Emergency or Urgent update, and a corresponding backing page for each changed page (to support paper users). The title page must include a Supersedure Notice identifying the affected TO basic date and superseded changes and supplements.

**4.1.3.2** 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.



4.1.3.3 Interim Technical Orders (ITOs) are priority, electronically distributed changes to TOs. RACs are priority, electronically distributed changes used in place of ITOs to update TOs. When an interim TO/TCTO update is indexed and distributed, TODOs with paper subscriptions will print the ITO and post to the front of their paper TOs as traditional pen and ink changes. ITOs and RACs are issued to resolve deficiencies of an Emergency or Urgent nature. They may revise procedures, deactivate defective subsystems or components, replace hazardous materials, restrict item use to known-safe areas of operation/flight envelopes, or remove systems/end items from service, depending on the nature and severity of the hazard.

4.1.4 Interim Safety Supplement (ISS). Issue ISSs when circumstances preclude timely publication of a formal TO update. Issue Emergency ISSs and Urgent ISSs when safety conditions would result in a fatality or serious injury to personnel, or when extensive damage or destruction of equipment or property is involved.

4.1.5 Interim Operational Supplement (IOS). Issue IOSs when circumstances preclude timely publication of a formal TO update. Issue Emergency ISSs are issued when the MAJCOM is unable to achieve or maintain operational posture (MISSION ESSENTIAL) or there is a field-level work stoppage. Urgent IOSs are issued for situations that reduce operational efficiency or probability of mission accomplishment, provide replacements for Environmental Protection Agency (EPA) Hazardous Material (HAZMAT) and Ozone Depleting Substances (ODS), or could result in over \$25,000 or 1,000 man-hours annual savings.

4.1.6 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. 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), and formal and interim TCTO supplements. The use of supplements is strictly controlled to prevent degradation of TO usability. TO changes and revisions will be published instead of formal OS and SS; RACs will be issued instead of IOS and ISS, to the maximum extent possible.

4.1.6.1 General. Some methods and procedures apply to all types of supplements.

4.1.6.2 Methods and Procedures are listed below:

4.1.6.2.1 Supplementing supplements is not authorized.

4.1.6.2.2 Supplements are not issued to isolate classified material, so unclassified basic TOs can be published, supplemental TOs are issued instead.

4.1.6.2.3 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.

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

4.1.6.2.5 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 it must be reissued when a TO revision is issued.

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

4.1.6.2.7 Safety supplements should only be issued to correct conditions involving possible fatality or serious injury to personnel, or extensive damage or destruction of equipment or property. Operational supplements are issued to change information in TOs when work stoppages, product stoppages or mission essential operational deficiencies are involved.

4.1.6.2.8 Formal and interim supplements for use with Flight Manual Program publications will include a supplement status page.



4.1.6.2.9 Whenever possible, supplements 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 TOs.

4.1.6.2.10 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.

4.1.7 TO Page Supplements (TOPS). Some M-Symbol TOs may still have TO Page Supplements (TOPS). Although TOPS are no longer issued, they were used to supplement individual pages of a TO. TOPS are printed on green paper to distinguish them from other supplements. TOPS have the same title as the basic TO. Users do not remove unchanged TOPS pages from affected TOs. 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. Each TOPS page contains only data actually changed on the facing page of the TO, in the same location as on the facing page.

4.1.8 Interim Operational and Safety Supplements (IOS/ISS). Interim Supplements are only used for Emergency and Urgent situations. Interim supplements are included in the next routine TO update in most cases.

4.1.8.1 Emergency IOSs are issued when a work stoppage, production stoppage or operational deficiency is involved.

4.1.8.2 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.

4.1.8.3 Emergency and urgent supplements are sent via AFSAC Online, Report.web, as soon as possible. Urgent supplements and notification messages are sent by email, and must be delivered as soon as possible during duty hours.

## 4.2 TITLE PAGES.

All TOs and TO updates will have a title page. 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 page when required by the TO contents:

4.2.1 Disclosure Notice CSTOs. A disclosure Notice is used on all CSTOs in lieu of the Distribution statement. See Paragraph 2.8.

4.2.2 Disclosure Notice. The disclosure notice shall be on all classified and unclassified nuclear TOs.

4.2.3 Distribution Statement. All USAF and M-symbol TOs include a distribution statement on the title page. The distribution statement provides critical information used in determining dissemination controls. 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, and contains the date of determination and identifies the DoD controlling office.

4.2.4 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 in-place of the distribution statement. CSTOs do not require an Export Control Notice.

4.2.5 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. See TO 00-5-1 for specific disposition/destruction procedures for unclassified paper TOs and digital media.

4.2.6 Emailing TOs. For security reasons, unsigned, unencrypted email can only be used for transmitting distribution A (public release) ITOs, RACs or ITCTOs. FMS customers cannot receive any emails containing TO restricted-distribution data (codes B-F).

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

4.2.8 List of Effective Pages (LEP). All page-based TOs, revisions, changes and TO Page Supplements (TOPS) contain a LEP 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 as 1, 2, and 3. A zero (0) indicates a blank pages or an original issue pages 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 a LEP.

4.2.9 Verification Status Pages (VSP). VSPs will be included in PTOs and formal TOs containing unverified procedures. These pages will immediately follow the LEP. A WARNING shall be placed on the TO title page. 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.

#### 4.2.10 Reinstatement.

4.2.10.1 TOs that have been rescinded for both USAF and SAP use will not be reinstated for SAP under the USAF TO number. If TO reinstatement for SAP use is necessary, the TO will be assigned a CSTO number. This will be funded by establishing a nonstandard publications case line with the country. M-Symbol TOs may be reinstated using the original assigned number if they were inadvertently rescinded and no changes have been made to the TO.

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

## CHAPTER 5

### TECHNICAL ORDER CHANGE RECOMMENDATION SYSTEM

#### 5.1 GENERAL.

If discrepancies are found, especially major problems that could cause personnel injury or equipment damage, may require TOMA, Security Assistance Program Manager's (SAPM) of the aircraft or the TCP (if the country is a member) support. All discrepancies will be reported using the AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply (RC) (Figure 5-1, AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply) and for Flight Manuals, AF Form 847, Recommendation for Change of Publication.

#### NOTE

For those countries that are not participants of a TCG, the change packages shall be routed through the country's Country Command Manager (CCM) for assistance.

**5.1.1 TO Improvements.** A TO improvement recommendation recommends a specific TO improvement or correction of an error or omission of a technical nature that prevents the adequate performance of functions required for mission accomplishment. Only one improvement will be recommended on an AFTO Form 22. If the same error occurs more than once in a TO, all locations will be identified on the same AFTO Form 22. Since each recommendation must be evaluated individually, submit against a single discrepancy. Exceptions for AFTO Forms 22 are as follows:

**5.1.1.1** When the same change must be made in multiple TOs managed by the same program, 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 on the AFTO 22.

**5.1.1.2** When a recommended change effects more than one TO and the TOs are managed with different programs, and approval or disapproval actions between TOs must be consistent, the TOMA, SAPM or TCP will initiate a RC for each affected TO.

**5.1.2 AFTO Form 22 Replies.** A reply to an AFTO Form 22 is for information only. Although a recommended change or improvement has been approved, it shall not be implemented or used until it becomes a supplement, change, revision or interim TO.

#### 5.2 AFTO FORM 22 PROCEDURES.

Minor corrections, including LEP errors, may be submitted by AFTO Form 22 which meet any of the following criteria:

- Merely call attention to a word omission or typographical or printing errors that would normally be corrected during scheduled reviews and do not cause misinterpretation;
- Identify other non-technical errors in a TO, and/or;
- Suggest minor word changes or corrections to technical data which are not essential for the adequate performance of the functions required for mission accomplishment, unless the suggestor specifically describes the problems which will be prevented and/or gives examples of prior problems.

**5.2.1 TOMA and SAPM Assessment.** Before a change request is submitted, the TOMA or SAPM will assess in terms of mission impact, personnel and system safety, damage to equipment, work simplification, urgency of need for change, and manpower savings. The country's TODO will email the completed and signed AFTO Form 22 to the TOMA, SAPM or TCP (if the country is a member). Urgent, Emergency or routine AFTO Forms 22s for CSTOs will be submitted by the country TODO to the TOMA (TOMA's are listed under the Tech Data tab by selecting the CSTO number in the Search TO Catalog in AFSAC Online (<https://afsac.wpafb.af.mil/>)). The TOMA will forward the recommendation to the appropriate contractor or TCP. An informational copy will be provided to the USAF Technical Content Manager (TCM) for the appropriate category, who shall determine the applicability of a CSTO change to a baseline TO.

5.2.2 Work Unit Codes. Recommendations on work unit code manuals (-06) requesting new work unit code assignments normally will be limited to repairable items.

5.2.3 Calibration Responsibility Determinations. Organizations requiring such determinations will submit recommendations in accordance with TO 00-20-14.

5.2.4 Aircrew Flight Manuals Program Publications. Recommended improvements to Aircrew Flight Manuals Program publications are submitted by AF Form 847, Recommendation For Change Of Publication (Flight Publications), in accordance with AFI 11-215, Flight Manuals Program.

5.2.5 Classified Recommendations. Mark, transmit, and handle classified RCs in accordance with DoDM 5200.01 Vol 1-4/AFI 16-1404. Mark RCs containing classified data with the security classification of the page for which the recommendation is being submitted. Enter classification authority and downgrading instructions in Block 19 of the AFTO Form 22. Identify unclassified recommendations on classified TOs as such. RCs on limited distribution TOs will contain the same distribution code as the TO. Report security violations involving TOs according to DoDM 5200.01 Vol 1-4 and AFI 16-1404.

### 5.3 RESPONSIBILITIES.

The initiator's supervisor of the person submitting the AFTO Form 22 will ensure the form is valid and warrants submittal before signing the AFTO 22. The supervisor will ensure the initiator has signed the form. All copies of a recommendation determined valid should forward to the responsible country's personnel for review and approval before signing. Disapproved recommendations should be returned to the initiating organizations and not submitted.

5.3.1 Improvement or Correction. 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 economical. A "Correction" merely corrects a minor error or omission in the TO, such as:

- Identifying a word omission, typographical or printing error that would normally be corrected during scheduled reviews but does not cause misinterpretation;
- Illustration errors that do not detract from the performance of a procedure; updates to correct or add new names/ numbers of a referenced Air Force publication, specification or standard, unless the reference change affects or could affect the assurance and preservation of the OSS&E attributes of the covered system or equipment;
- 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.

TECHNICAL MANUAL (TM) CHANGE RECOMMENDATION AND REPLY (Use IAW Completion Instructions and TO 00-5-1)		LCN	OMB NO. 0704-0188
<b>1. PIM (or equivalent)</b> ORGANIZATION NAME PHONE INITIAL SUBMIT DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED E-MAIL Check to sign		<b>2. MAJCOM CCP (After Review, Return to PIM)</b> ORGANIZATION NAME PHONE REVIEW DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED E-MAIL Check to sign	
<b>3. LEAD COMMAND CCP (After Review, Return to PIM)</b> ORGANIZATION NAME PHONE REVIEW DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED E-MAIL Check to sign		<b>4. TO MANAGEMENT ACTIVITY (After Receipt, Forward to Evaluator)</b> ORGANIZATION NAME PHONE RECEIPT DATE E-MAIL Check to sign	
<b>5. LOCAL CONTROL NUMBER (LCN)</b>		<b>6. PRIORITY (Check One)</b> <input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE	
		<b>7. CHANGE TYPE (Check One)</b> <input type="checkbox"/> CORRECTION <input type="checkbox"/> IMPROVEMENT	
<b>8. INITIATOR</b> NAME RANK PHONE DATE E-MAIL TODO Signature _____		<b>9. INITIATOR SUPERVISOR</b> NAME RANK PHONE DATE E-MAIL TODO's Supervisor Signature _____	
<b>10. PUBLICATION NUMBER</b>	<b>11. BASIC DATE</b>	<b>12. CHANGE NUMBER</b>	<b>13. CHANGE DATE</b>
<b>14. WORK PACKAGE/WORK CARD ID</b>	<b>15. PAGE NUMBER</b>	<b>16. PARAGRAPH NUMBER</b>	<b>17. FIGURE/TABLE NUMBER</b>
<b>18. SHORT DESCRIPTION OF DEFICIENCY</b>			
<b>19. DEFICIENCY</b>			

AFTO FORM 22

H9600886

Figure 5-1. AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply (Sheet 1 of 2)

LCN:			
20. RECOMMENDED TM CHANGE			
21. SAVINGS/YR - DOLLARS		22. SAVINGS/YR-MANHOURS	
23. EVALUATOR <i>(After evaluation, forward to supervisor)</i> NAME RANK RECEIPT DATE E-MAIL Click to sign		24. EVALUATOR/SUPERVISOR <i>(After review, return to TO Management Activity)</i> NAME RANK PHONE REVIEW DATE E-MAIL Click to sign	
25. 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	26. DISPOSITION/REMARKS        VERIFICATION REQUIRED BY <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> DESK-TOP ANALYSIS		
27. IDEA BENEFITS ARE <input type="checkbox"/> INTANGIBLE <input type="checkbox"/> TANGIBLE - AMOUNT			
28. CONTINUATION			

AFTO FORM 22

H0000290

Figure 5-1. AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply (Sheet 2)

#### 5.4 RECOMMENDATION CATEGORIES.

**5.4.1 Emergency Recommendations.** These recommendations require immediate correction of a TO deficiency involving safety or unit mission which, if not made, will result in fatal or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain operational posture. These actions are considered mission essential.

**5.4.1.1 Replies to Emergency Reports.** The activity responsible for correcting a deficiency reported by an emergency AFTO Form 22 will take action within 48 hours by issuing an interim TCTO, CSTCTO or RAC or by disapproving or downgrading the report. When a recommendation is disapproved or downgraded, an email referencing the improvement recommendation number and giving the reason, new category, current status and anticipated resolution date will be transmitted to the country's embassy, with an information copy to all other addresses on the original AFTO Form 22.

**5.4.2 Urgent Recommendations.** These recommendations recommend non-emergency correction of a TO deficiency involving a hazardous condition which, if not made, could result in personal injury or damage to equipment or property, reduce operational efficiency, or jeopardize the safety or success of mission accomplishment. All TCTO deficiencies are submitted as urgent. Identification of or replacements for Environmental Protection Agency (EPA) Hazardous Materials (HAZMAT) and ozone depleting substances (ODS) are submitted as urgent.

**5.4.2.1 Replies to Urgent Recommendations.** The activity responsible for correcting a deficiency reported as urgent will take corrective action by issuing a formal Supplement, Change or Revision within 40 calendar days. No reply is required unless the report is disapproved or downgraded, or unless action cannot be completed within 40 calendar days. In such cases, a reply will be made within 20 calendar days on the submitted AFTO Form 22 indicating the action taken and reason for delay. Replies will be sent to the activities shown in on the original AFTO Form 22.

**5.4.3 Routine Recommendations.** These recommendations recommend improvements to potentially hazardous conditions in TOs which, through prolonged use, may have a negative effect on operation or maintenance efficiency, or reduce operational life or general service utility of equipment. They also describe TO improvements relating to work simplification, personnel and workhour savings, and clarification of procedures.

**5.4.3.1 Replies to Routine Reports.** The activity responsible for correcting a deficiency reported as routine will reply within 45 calendar days, advising of the action taken and reason when disapproved.

**5.4.3.2** Routine changes to a TO will be consolidated into Block Cycle Updates (BCUs) and published within 365 calendar days after the responsible TCM receives the first report affecting the existing version of the TO.

## **5.5 AFTO FORMS 22 SPECIAL COORDINATION AND INFORMATION COPY REQUIREMENTS.**

**5.5.1 Nuclear TOs.** Management of Nuclear Weapons TOs are located at Air Force Nuclear Weapons Center/Air Delivered Capabilities Directorate (AFNWC/NDET). Address recommendations to AFNWC/NDET, 1553 Wyoming Blvd. SE, Bldg. 20332 Kirtland AFB, NM 87117-5617.

**5.5.1.1 60-Series Nonnuclear Explosive Ordinance Disposal (EOD) Technical Orders.** Report deficiencies by letter, through the appropriate country Security Assistance Office (SAO), to Navy International Programs Office (IPO-02), 1250 10th Street SE Suite 2000, Washington Navy Yard DC 20374-5165. In addition, send an information copy to Commanding Officer, NSWC IHEODTD, ATTN: DBIP, 2008 Stump Neck Road, Indian Head MD 20640-3681, e-mail: [EODTECHDIV\\_IPO@navy.mil](mailto:EODTECHDIV_IPO@navy.mil) or FAX (301)744-6993. Include the following information:

**5.5.1.1.1** Technical order number and date.

**5.5.1.1.2** Complete description of the deficiency.

**5.5.1.1.3** Circumstances by which the deficiency was identified.

**5.5.1.2 Calibration TOs.** Address all recommendations on TO 00-20-14, Air Force Metrology and Calibration Program, and 33K-series TOs to Air Force Metrology and Calibration (AFMETCAL).

**5.5.1.3 Corrosion Control Manuals.** Provide an information copy of all recommendations on defense systems corrosion control manuals to: AFRL/RXSSR, 325 Richard Ray Blvd, Bldg 165, Robins AFB, GA 31098-1639.

**5.5.1.4 Nondestructive-Inspection (NDI) Manuals.** Send information copy of all recommendations on NDI manuals to AFRL/MLS-OL, 4750 STAFF DRIVE, TINKER AFB OK 73145-3317.

**5.5.1.5 Aircraft Emergency Rescue Information.** All recommendations for TO 00-105E-9-WA-1, go to <http://legacy.dodffcert.com/00-105e-9/>.

**5.5.1.6 Disaster Preparedness Related Improvements.** Send information copy of all recommendations to AFCESA/CEXD, 139 BARNES DR STE 1, TYNDALL AFB FL 32403-5319.

**5.5.1.7 Life Support and Egress Systems.** Send information copy of all recommendations to WR-ALC/LKCB, 450 RICHARD RAY BLVD, STE 221, ROBINS AFB GA 31098-1640 and to 311 HSW/YACS, 7909 LINDBERGH DR, BROOKS AFB TX 78235-5352.



## 5.6 AFTO FORM 22 COMPLETION.

The initiator of an AFTO Form 22 (Figure 5-1) identifies a discrepancy and will complete Block 8 (must be legible and completely filled out). Once completed, provide the original to TODO, who will record the AFTO Form 22 in a local suspense file and email to the organization responsible for the TO or CSTO (TCP (if the country is a member), TOMA or SAPM). The AFTO Form 22 will be completed as follows by the country:

### NOTE

Blocks 6, 7, 8, 10 through 20 should be completed by the Initiator. Block 9 should be completed (must be legible and completely filled out) by Initiator's Supervisor.

5.6.1 Block 6, PRIORITY (Check One). The Initiator (See Block 8) will check the appropriate box, Emergency, Urgent or Routine.

5.6.2 Block 7, CHANGE TYPE. Check either CORRECTION or IMPROVEMENT based on the nature of the recommendation being submitted. Subsequent reviewers and evaluators will verify this entry and change it if justified. The reason for changing the type will be documented in Block 26, Disposition/Remarks.

5.6.3 Block 8, INITIATOR. The person who has identified a discrepancy. Complete and fill out (legibly) Blocks 6, 7, 8, 10 through 19 (Block 28 is available if more space is required).

5.6.4 Block 9, INITIATOR SUPERVISOR. The supervisor of the Initiator should complete and fill out (legibly) Block 9.

5.6.5 Block 10, PUBLICATION NUMBER. Initiator will enter the TO Number that has the discrepancy. Enter the complete TO or supplement number as it appears on the title page. Include parentheses and dashes between numbers. Use capital letters.

5.6.6 Block 11, BASIC DATE. Initiator will enter the basic date of the TO that has the discrepancy (lower left-hand corner of the title page).

5.6.7 Block 12, CHANGE NUMBER. Initiator will enter the Change Number (if there is a Change, if not, leave blank) of the TO that has the discrepancy. Enter the latest TO Change Number and TO Change Date, not the Change Number (if any) on the page containing the deficiency.

5.6.8 Block 13, CHANGE DATE. Initiator will enter the Change Date (if there is a Change, if not, leave blank) of the TO that has the discrepancy. Enter the latest TO Change Number and TO Change Date, not the Change Number (if any) on the page containing the deficiency.

5.6.9 Block 14, WORK PACKAGE/WORK CARD ID. Initiator will enter the Work Package TO Number or Work Card TO Number (if the TO is a Work Package or Work Cards, if not, leave blank) of the TO that has the discrepancy. For a Work Package TO, identify the Work Package Number. For Work Cards, enter the Routine and Card Number instead of a Page Number.

5.6.10 Block 15, PAGE NUMBER. Initiator will enter the Page Number(s) of the page(s) the discrepancy is located. Enter only the first page if multiple pages are affected and explain in Block 19.

5.6.11 Block 16, PARAGRAPH NUMBER. Initiator will enter the PARAGRAPH NUMBER(S) of the paragraphs the discrepancy is located. Enter System/Subsystem/Subject Numbers (S/S/SN) for manuals using this system. Enter step in Block 16 (preceded by "Step") if page number does not exist.

5.6.12 Block 17, FIGURE/TABLE NUMBER. Initiator will enter the Figure/Table Number of the discrepancy (if the discrepancy is not on a Figure/Table, leave blank). Enter "Table" before the number when applicable. For Interactive Electronic Technical Manuals, enter the Task Number in Block 15 (preceded by "Task").

5.6.13 Block 18, SHORT DESCRIPTION OF DEFICIENCY. Initiator will enter a brief description of the deficiency.



5.6.14 Block 19, DEFICIENCY. Initiator will enter the military system when this is not included in the TO number. If not a system, identify end items by Mission/Design/Series (MDS) and National Stock Number (NSN) or part number for General and Method and Procedures TOs. Enter a complete description of the TO discrepancy or enhancement, and justification for the recommendation. When appropriate, indicate or attach the source documents for changes in voltage, part numbers and so forth.

5.6.15 Block 20, RECOMMENDED TM CHANGE. Word the recommended change as closely as possible to the exact language that should appear in the corrected TO. If the wording is unknown, 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."

5.6.15.1 Block 26, DISPOSITION. Entries are defined as follows:

5.6.15.1.1 Approved. The intent of the report will be included in the TO within 365 calendar days.

5.6.15.1.2 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. 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.

5.6.15.1.3 Abeyance. Recommendations from foreign countries under the SAP will not be placed in abeyance.

5.6.15.1.4 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.

5.6.15.1.5 Duplicate. Use when an RC identifying the same deficiency and proposing the same solution was submitted earlier, whether approved or disapproved, regardless of previous submittal source. 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 merit. Approving the RC will provide the solution that best corrected the deficiency, and will provide rationale for the decision on both the approved and disapproved RCs. If the first RC has already been approved and implemented, the second RC will be evaluated on its merits, and if necessary, approved and re-modified. Duplicate status shall **NOT** be used when the current recommendation is a rebuttal of a previous disapproval.

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

5.6.15.1.7 Other. Will be explained in the disposition remarks.

## 5.7 FOLLOW-UP ACTION.

The country's TODO will establish a suspense file for improvement recommendations. When a reply is received, the TODO will clear the applicable recommendation from the suspense file. Each follow-up will cite the TO number, improvement recommendation number, the defense system or equipment when applicable, and the submittal date of the AFTO Form 22.

5.7.1 Transmittal Time. To allow for transmittal time, follow-up action should not be taken to obtain a decision concerning approval or disapproval of a recommendation unless a reply or TO action has not been received within 60 hours after submitting an emergency recommendation; 60 calendar days for an urgent recommendation and 90 calendar days for a routine recommendation. A follow-up action will be submitted through the country TODO.

5.7.1.1 When disapproval of an RC, changes to the RC type or priority is considered Unacceptable. The initiator may submit the RC for reconsideration providing referencing the previously assigned control number and providing rationale for the re-submission.



## CHAPTER 6

### DISTRIBUTION - GENERAL

#### 6.1 FMS TECHNICAL ORDER PUBLICATIONS CASES.

A customer must sign a Letter of Offer and Acceptance (LOA) to establish an FMS publications case line with the USAF before a TO can be ordered in support of an FMS program or a direct commercial sale (AFMAN 16-101). The following types of publications cases may be required:

- A publications case line for standard USAF TO follow-on support.
- A nonstandard publications case(s) line to fund the development, maintenance, and stock storage and issue (SSI) for CSTOs required to support a system or equipment item that cannot be supported by USAF TOs. The SPO, TCP or TOMA will be the CSTO case line manager for the system provided
- System Sale Cases: “D” (Communication equipment and facilities), “E” (Support Equipment), “N” (Special Support), “Q” (Consolidated Sustainment support case), “S” (Major aircraft system sale) and “Y” (Major missile system sale) for standard USAF TOs supporting “common” standard articles and services provided in the system sales LOA.

#### NOTE

Additional case lines may be required by other product divisions or ALCs for support equipment, navigation systems, electronic warfare equipment, weapons, etc.

#### 6.2 CASE IMPLEMENTATION.

A publications case for USAF TO support is managed by the AFSAC and implemented to the SATOP Office for line manager action. A publications case for CSTO support is managed by either a product division or the AFSAC and implemented, as applicable, to the SPO or the TOMA for line manager action.

#### 6.3 DISCLOSURE AUTHORIZATION.

A USAF TO is sold to a foreign government or an international organization only when the sale is approved by the USAF. Disclosure authorization is normally limited to a TO requirement supporting standard equipment sold to, programmed for, or in the possession of the purchaser when that equipment is identical or similar in configuration to the USAF equipment or system.

**6.3.1 Approval or Disapproval.** The Secretary of the Air Force, International Affairs, Disclosure Division (SAF/IAPT) has the authority to approve or disapprove disclosure of information and release of a TO. This authority is delegated to the command foreign disclosure office (FDO) (AFLCMC/WFNI) and, in turn, re-delegated to the FDO located at an activity assigned TOMA responsibility. The FMS Customer may be required to submit a Technical Order Justification Form when the FDO does not know whether the country possesses the equipment (Figure 6-1, Technical Order Justification Form).

## TECHNICAL ORDER JUSTIFICATION FORM

TO Number: \_\_\_\_\_ TO Title: \_\_\_\_\_  
 TODO Code: \_\_\_\_\_ POC: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ TO Classification: ☐ UNCLASSIFIED ☐ CLASSIFIED

### Purpose of Requirement:

- ☐ To support equipment currently within country inventory  
☐ Evaluation of proposed country purchase

Aircraft or equipment nomenclature which requested TO will support: \_\_\_\_\_

### Equipment Source:

- ☐ Direct Commercial Sale ☐ Foreign Military (FMS) ☐ Third Country Purchase ☐ Commercial Agreement  
☐ Contractor & Contract Number: \_\_\_\_\_ ☐ Other: \_\_\_\_\_

### Responsible Technical Order Management Agency:

- ☐ Tinker AFB (OC) ☐ Hill AFB (OO) ☐ Warner-Robins AFB (WR) ☐ Other: \_\_\_\_\_

### Configuration:

- ☐ Part Number: \_\_\_\_\_  
☐ Stock Number: \_\_\_\_\_  
☐ Noun of Equipment / Test Set: \_\_\_\_\_  
☐ Serial Number: \_\_\_\_\_

### Additional Information (Description of Equipment and/or Test Set):

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A USAF TO is sold to a Foreign Government or an International Organization only when the sale is approved by the USAF. Disclosure authorization is normally limited to a TO requirement supporting standard equipment sold to, programmed for, or in the possession of the purchaser when that equipment is identical or similar in configuration to the USAF equipment or system. The Secretary of the Air Force, International Affairs (SAF/IA) Disclosure Division has the authority to approve or disapprove disclosure of information and release of a TO. This authority is delegated to the Command Foreign Disclosure Office (FDO) at Wright Patterson AFB and, in turn, re-delegated to the FDO located at an activity assigned Technical Order Management Agency (TOMA) responsibility. Possession, configuration, and technology transfer are considerations in deciding whether to release a TO. These are considered in the review of all classified TOs and all unclassified aircraft, missile, electronic warfare, trainer/simulator, munitions, and system support equipment TOs revealing system capabilities. A customer may be asked to submit specific justification and information when the FDO does not know whether the country possesses the equipment.

For more information, please see TO 00-5-19 (<http://www.tinker.af.mil/Home/TechnicalOrders.aspx>)

SATOP FORM 2, DEC 2016

H1702401

**Figure 6-1. Technical Order Justification Form**

## 6.4 SECURITY ASSISTANCE TECHNICAL ORDER DATA SYSTEM.

SATODS is a logistics management system for security assistance TO requirements. It is used by the SATOP Office in accomplishing case line manager actions for a standard USAF TO case. Distribution control is provided through SATODS by recording a disclosure decision made by the FDO and notifying the customer of a non-release decision (Table 2-1, FDO Denial Codes).

**6.4.1 Shipping and Tracking Information.** After making distribution of USAF and M-symbol TOs, the TOMA enters shipping/tracking information into SATODS or is automatically entered via Technical Order Distribution and Print Gateway (TODPG). This information is provided to each TODO once a month, along with status reports on transactions in process but not yet completed.(Table C-1, SATODS Monthly Status Report).

**6.4.2 CSRL.** At least once a year, each TODO should request a Code Selected Reconciliation List (CSRL) from the SATOP or pull one from AFSAC Online. The TODO should use this product to reconcile its inventory records with the ID requirements established in SATODS.

## 6.5 PRICING OF TECHNICAL ORDERS FOR FMS.

The price charged for a USAF TO is based on actual cost as established in the DoD Financial Management Regulation, DoD 7000.14R, Volume 15. Total costs to support FMS TOs will be collected at the AFMC level annually and each country will be charged a price per TO copy based on actual AFMC TO support cost and number of TOs provided. CSTOs are not included in these calculations. ven though CSTO ID requirements and distribution are on the TODOs assigned to the (standard) TO publication case, the actual development and maintaining of a CSTO is billed against the CSTO (nonstandard) publication case by the TOMA or SPO case line manager.

## 6.6 DISTRIBUTION REQUIREMENTS.

An ID requirement or a requisition will be submitted to the SATOP Office or via AFSAC Online according to the procedures outlined in Chapter 11 and Chapter 12 of this TO for processing into SATODS. Following these procedures will ensure:

- The requirement is submitted on the correct AFTO form (or in the proper format for an email requisition), and the signature and name can be verified as authorized to obligate case funds.
- Source documents and correspondence records are maintained in case files at the SATOP Office.
- A SATODS record is maintained for the FDO disclosure review and audit trail.
- A SATODS record is maintained for case billing and traceable shipping information. (Reference Appendix C.)

## 6.7 REQUIREMENTS PROCESSING CYCLE.

The AFSAC sends the SATOP Office an Implementing Project Directive (IPD) and an LOA for action by the TO case line manager. A TODO code is assigned and the case designator, are entered into SATODS. Only then can ID requirements and requisitions be processed. A TO requirement approved by the FDO is processed through SATODS for shipping action by the managing TOMA. If a TO requirement is denied by the FDO, the FMS Customer is notified of this action on the country's Monthly Status Report or in the Tech Order Index tab under "Search TO Order and ID Status" on AFSAC Online (<https://afsac.wpafb.af.mil/>) (Table 2-1, FDO Denial Codes). If the TO is releasable but cannot be processed immediately, the FMS customer is notified of this action on the country's Monthly Status Report or in the Tech Data tab under Search TO Order and ID Status on AFSAC Online (<https://afsac.wpafb.af.mil/>). The FMS cost is billed in SAMIS for an ID or requisition transaction against the TO publication case. When an update for an established ID requirement is published, distribution occurs automatically if the update is determined releasable by the FDO and if the case is active and has sufficient funds available.

**6.7.1 Case Expiration.** Before a case expires, AFSAC will notify the country when 50% of funds have been expended on the case line and country will be notified again at 75%. AFSAC provides an electronic file of the remaining funds on each case line to the FMS customer. Once the case line value has been expended by 95% SAMIS sends an email to SATOP Workflow notifying SATOP of this change then SATOP will change the status of the case line to unfunded. The remaining 5% is reserved for miscellaneous discrepancies. At this point, SATOP will hold all new TO requests (initial distribution and requisitions) in suspense until follow-on case line or modification has been implemented on the LOA. Then AFSAC imple-

ments a follow-on case to the SATOP Office. This new case is entered into SATODS against the established TODO code(s). Existing ID requirements are not affected. Subsequent ID or requisition transactions processed against the TODO Code are billed against the follow-on case. The SATODS case billing transactions are reported daily to Security Assistance Management Information System (SAMIS). The TO case line will be closed and a NSSC letter issued to AFSAC.

6.7.1.1 TO requests that are already in the process of shipping (have an FMS document number) will continue to process and expend case funds. These TO requests are considered obligated funds and are combined with the committed (shipped/billed) requests to calculate the expended percentage of the case line value.

6.7.2 Paper TO Shipments. A TO shipment is traced by the TODO shipping address (usually a Freight Forwarder (FF)) or the customer's embassy in Washington, DC. The mailing address (Army Post Office (APO)) of the SAO may be used if this is directed by the case or IPD. A classified TO is shipped by registered mail.

6.7.2.1 A TO shipment is received in country by the TODO. A customer's SATOP responsibilities are described in Chapter 7. For eTO distribution: Once request is determined releasable by the FDO, subscription/ID will be established in SATODS, and country/Technical Order Distribution Office (TODO) account data will be passed via interface files daily to the AFSAC Online. AFSAC Online will subscribe to eTOs in ETIMS for FMS accounts. ETO files will be pushed daily from ETIMS to the AFSAC Online. AFSAC Online will upload TOs to country reports in Report.Web and an email notification to the FMS user will be provided when eTOs are available. FMS TODOs will have immediate notification and visibility of eTOs and changes.

6.7.3 Freight Forwarder (FF). FMS countries are encouraged to hire a commercial FF. A FF is a private firm under contract to the FMS customer to receive, consolidate, and stage material within the US and arrange for its onward movement. As such, the freight forwarder's responsibilities must be specified in the contract. FFs vary considerably in size, personnel manning, and capability to process materiel, documents, and data for the purchasing country.

6.7.3.1 Storage Facilities and Materiel Handling Equipment. The FF should have sufficient space and equipment to handle and store all expected shipments.

6.7.3.2 An In-transit Visibility System. The FF receives shipping documents and should always match them against actual materiel receipts. If shipping documents are received and no materiel is received, the FF should follow up with the indicated point of shipment. Some FFs participate in the Enhanced Freight Tracking System (EFTS) which enables the FF to confirm receipt of materiel from shippers. An audit trail should be available to allow the country to track any missing or damaged shipments from the purchasing country back to the point of origin.

6.7.3.3 Payment of Commercial Bills. The FF must have sufficient funds to make credit arrangements with carriers or appropriate agencies to handle bills for deliveries, and to provide "bill to" addresses as necessary for inclusion in the MAPAD.

6.7.3.4 Notices of Availability. The FF should immediately respond to each NOA requesting shipping instructions. The DoD does not store materiel to accommodate FFs.

6.7.3.5 Re-crate and Reinforce. Most FFs are not permitted to open containers they receive from the DOD or other sources. Instead, the FF must have the capability of repacking the inadequate original container into one that is more suitable for containerization and overseas shipment. If possible, small packages should be consolidated and loaded in sea land type containers to minimize loss, damage, or pilferage. However, this may not be possible since some countries do not have the capability to handle containerized shipments.

6.7.3.6 Marking, Labeling, Documentation. The FF should ensure that all required marking, labeling, and documentation is affixed to consolidated shipping containers and is legible for the onward processing of materiel.

## NOTE

The FMS customer must select the FF; DoD personnel are not authorized to recommend a FF or tell a FF how to conduct his or her operations. The National Customs Brokers and Forwarders Association of America (NCBFAA—www.ncbfaa.org) publishes an annual membership directory that lists licensed customs brokers and international FFs throughout the US and around the world. This directory explains the role of the customs brokers and FFs and describes how to locate them within a particular area.



**6.7.3.7 Point of Delivery.** The point of delivery is that point in the transportation cycle where responsibility for physical movement of a FMS shipment passes from DOD to the purchaser. The point of delivery is identified on the LOA by the Delivery Term Code (DTC). The CONUS point of delivery is normally a commercial airport or seaport, and it can also be the FF's facility. However, there are numerous situations when the point of delivery may be at a CONUS military POE on board the purchaser's carrier, or at an overseas POD or final destination.

**6.7.3.8 Address Markings.** Address markings shall be in accordance with MIL-STD-129P, Department of Defense Standard Practice for Military Marking. In addition to DoD prescribed markings, FMS shipments must be marked with FF and in-country clear-text addresses when applicable. Additionally, each package should indicate shipment priority in such a manner that the FF will know the onward shipment requirements. The case identifier, national stock number, and the item dollar value are also required for FF and customs export requirements.

**6.7.3.9 Small Parcel Shipments.** The US Postal Service (USPS) defines a small parcel as an item that weighs up to seventy pounds and measures up to 130 inches in combined length and girth. Transportation officers are authorized to use either the USPS parcel post facilities or commercial package carrier equivalents, such as UPS or FedEx for small parcel shipments. Overseas movement via the military postal service (Army Post Office [APO]), or the Department of State's Diplomatic Post Office (DPO) may only be used if the APO/DPO is specifically identified in the LOA and the APO/DPO has agreed in writing to accept responsibility for receiving security cooperation shipments (A diplomatic post office is a postal facility that operates at one of the US embassies abroad as a branch post office of the USPS). Department of State's diplomatic pouch services (not the same as the DPO) cannot be used for materiel shipments. As a rule, the APO/DPO and diplomatic pouch modes are not to be used for FMS shipments.

**6.7.3.10 Classified Shipments.** Some FFs have been cleared to receive classified shipments. A foreign government, embassy, or country representative may request a FF security clearance by contacting the facility clearance branch of the Defense Security Service's (DSS) International Division at [occ.facilities@dss.mil](mailto:occ.facilities@dss.mil), or by calling 1-888-282-7682. The DSS web site at <http://www.dss.mil/isp/> contains instructions for submitting a facility clearance request. The DSS will grant a facility clearance following an inspection of the facility. A copy of the facility clearance approval letter must be sent to the following address:

The DLA Logistics Management Standards Office  
DLMSO-J627  
8725 John J. Kingman Road  
Fort Belvoir, VA 22060-6221

**6.7.3.11** The DLA Logistics Management Standards Office will update the Military Assistance Program Address Directory (MAPAD) to identify that the FF is cleared to handle classified freight. FFs, on the other hand, are under contract to the foreign government, and DOD has no contractual authority over the FF. However, exceptions to this policy are authorized for classified shipments when the purchaser does not have approved facilities to receive classified items in the US, or where the LOA specifies delivery in-country through the security cooperation office (SCO) or mission.

## 6.8 SATODS CASE CONTROLS.

When all the funds in a standard TO case have been obligated (reached zero balance) or the case expires before a replacement case has been implemented, SATODS will hold in suspense the initial distribution of updates for the TODO's established requirements and will not process any new ID requirements or requisitions submitted by the TODO. All safety supplements and CSTOs will continue to be processed.

**6.8.1 Case Funds Obliterations.** When all the funds in a case have been obligated, and a customer does not negotiate the timely acceptance and implementation of a case amendment or a new case, the AFSAC may direct closure of case and TODO Code from SATODS.

**6.8.2 Unfunded Case.** When a case is unfunded, a suspended ID or one-time request is recorded for the TODO in SATODS except for a publications case for which AFSAC has directed distribution be terminated. When a new case or case amendment is implemented, SATODS will release the recorded suspended transactions as requisitions to be filled by the TOMAs. If a new case is implemented, these transactions will be billed to the new case.

**6.8.3 Break in Coverage.** It is in the best interests of the customer and the USAF that an active (funded) TO case be maintained without a break in coverage. This will prevent interruption of TO distribution and protect the country's investment cost in TOs that were purchased previously.

**6.9 UNAUTHORIZED DISTRIBUTION.**

Distribution of a USAF TO or CSTO to a foreign government or international organization by other than those described in this TO may be a violation of the Arms Export Control Act. A TO or CSTO will not be hand-carried and transferred to a foreign country by US Government, foreign government, or contractor personnel unless disclosure has been authorized and the TO is correctly billed to the proper publications case and the proper transportation documentations (DSP-94) have been completed.

**6.10 FMS ELECTRONIC TECHNICAL ORDER DISTRIBUTION SERVICE (FeTODS).**

FeTODS provides FDO approved digital TOs (eTOs) to FMS customer's TODO Codes in Report.web. To access eTOs the FMS customer must register for a Report.web account. To register, go to AFSAC Online (<https://afsac.wpafb.af.mil/reportweb.jsp>) and select the User who will be using FeTODS and select Registration for step-by-step instructions to assist with the process (that must be followed) on how to fill out the DD Form 2875 along with other documents required.



## CHAPTER 7

### RESPONSIBILITIES

#### 7.1 GENERAL.

This chapter outlines management responsibility for distributing TOs and CSTOs provided under a standard TO publications case implemented into SATODS and for a nonstandard CSTO publications case implemented to an AFMC activity.

#### 7.2 FOREIGN GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS.

A foreign government or international organization will be responsible for:

**7.2.1 Master TO Library.** Establishing a Master TO library staffed with appropriate TODO personnel to manage in-country TO operations, and developing internal management processes that interface with the procedures set forth in this TO. These procedures should include receiving and quality checking of TO shipments, the redistribution of TOs, maintenance of TO requirements records, annual inventory of TOs, inspection of TODOs, training of TODO personnel, and channels for submitting inquiries and TO requests to the responsible TODO.

**7.2.2 Appropriate Type TO Case(s).** Establishing and maintaining with the USAF the appropriate type(s) of FMS TO publications case(s) for standard USAF TOs and CSTOs. Coordinating the TO or CSTO requirements for a new D, E, N, Q, S, or Y publications case line with existing TO or CSTO requirements to prevent duplication of ID requirements and assist in management planning.

**7.2.2.1** Providing the AFSAC case manager and SATOP Office with a correspondence address, Point Of Contact (POC), phone number and email address for each TODO. This information is required by the SATOP Office to send general correspondence such as monthly TO status reports, notification of Policy and procedural changes, and for other advisory information. A TO case cannot be implemented in SATODS until this information is received.

**7.2.3 Freight Forwarder (FF).** The country's transportation is responsible for the transportation and delivery of its own materiel. Within the framework of US laws, regulations, and policies, the country employs an agent, such as a Freight Forwarder (FF), to manage transportation and delivery from the freight forwarder's facility in the US to the country's desired destination.

**7.2.3.1** The FMS customer must select the FF; DoD personnel are not authorized to recommend a FF or tell a FF how to conduct his or her operations. The National Customs Brokers and Forwarders Association of America (NCBFAA-[www.ncbfaa.org](http://www.ncbfaa.org)) publishes an annual membership directory that lists licensed customs brokers and international FF throughout the US and around the world. This directory explains the role of the customs brokers and FF and describes how to locate them within a particular area.

**7.2.3.2** Paper TOs should be shipped separately from hardware. Consolidate all paper TOs by TODO Code and forward by air transport, preferably.

**7.2.4 TODO Code(s).** Requesting a TODO code address change or an additional TODO Code assignment through the AFSAC case manager (See Paragraph 7.4.8 and Paragraph 7.4.9).

**7.2.5 TO Definization List.** Reviewing the TO definization list for a system sale program and coordinating the proposed TO requirements with existing or other planned TO requirements. Changing the requirements as necessary, determining the quantity of each TO, and returning the approved list to the SATOP Office with written authorization to process the TO requirements into SATODS for the TO initial lay-in.

### 7.3 IN COUNTRY TODO RESPONSIBILITIES.

In-country TODO responsibilities include the following:

7.3.1 TO Distribution. Consolidate all paper TOs by TODO Code and forward at least once a week. Air transport is preferable.

7.3.2 Signature Authorization Letter. Provide FMS customer's CAT/R&B at SATOP (Figure 9-1. Signature Authorization Letter (SAL)).

7.3.3 CSTO Quantity. Ensuring the required quantity for each CSTO is given to the CSTO development case line manager and TOMA for inclusion in the CSTO acquisition plan.

7.3.4 Manage TODO(s). Managing the TODO(s) established ID requirements under a follow-on publications case and/or system sales publications case line (after the country's Country Assistance Team (CAT) has completed the initial lay-in of the TO Library) by:

7.3.4.1 Ensuring requirements are established and maintained only for those TOs required and at the minimum quantity necessary to accomplish the mission.

7.3.4.2 Once Safety and Operational Supplements are received, record and distribute Safety and Operational Supplements to users.

7.3.4.3 If paper TOs are received and they must be shipped to another location, ship TOs separately from hardware.

7.3.4.4 Consolidate all paper TOs by TODO Code and forward at least once a week.

7.3.4.5 Entering TO request via AFSAC Online (<https://afsac.wpafb.af.mil/>) or preparing an AFTO Form 187, Technical Order Publications Request (See Initial Distribution Requirements in this TO) request to establish, cancel, increase, or decrease an ID requirement, and submitting the request to the SATOP Office for processing in SATODS.

#### NOTE

Submitting duplicate copies of the same form could result in double shipments and double billing.

7.3.4.6 Set up provisions with TODO's supervision/financial management for follow-on service for up to 90 days after contract expiration to service TOs in transit or in the printing cycle (paper TOs).

7.3.4.6.1 If the publication case has expired or all the case funds have been obligated, do not submit a TO request until notification that a follow-on case or amendment has been implemented into SATODS.

7.3.4.7 To receive distribution status for a TO, the request must originate with the country's TODO to ensure required information and instructions are included.

7.3.4.8 Notifying the prime TOMA, or the SATOP office, about a shipment discrepancy or missing pages and requesting corrective action (See Chapter 12).

7.3.4.9 When submitting a CSTO distribution problem inquiry, contact the TOMA.

7.3.4.10 Submitting a TO or CSTO technical content inquiry to the TOMA.

7.3.4.11 Requesting, from the SATOP Office, a CSRL for use in reconciling the TODO annual inventory of ID requirements. A CSRL should be requested at least once each year.

7.3.4.12 Using the monthly SATODS products to reconcile TO delivery/receipt/billing records (See Appendix C).

7.3.4.13 Submitting an SF 364, Supply Deficiency Report (SDR) (See Chapter 7).

7.3.5 Interim TO/TCTO. Receiving an email notification from Report.web (FeTODS) informing the in country TODO that there is a TO (interim supplement or TCTO) available for download for distribution. Before distribution, the TO will need to be documented in the TODO inventory record.

7.3.6 TODO Training. Establishing training requirements for the TODO personnel to maintain proficiency in SATOP management procedures. A visit by a CAT can be requested through the Country Command Manager (CCM) and/or CAT.

7.3.7 CPINS. Establishing a distribution requirement for a required software item by following the procedures described in this TO.

7.3.8 Commercial TOs. Providing TOs to a commercial company with which the SATOP customer has a contract for repair or services by the procedures listed in Chapter 14.

#### 7.4 AIR FORCE SECURITY ASSISTANCE AND COOPERATION (AFSAC).

The AFSAC is responsible for: Managing the publications cases for USAF TOs and CSTOs required to operate and maintain equipment obtained under the SAP. Providing case lines as appropriate in a system sale LOA for:

- Releasable USAF TOs that are applicable to support the customer's aircraft and equipment. Data for P&A and LOA will be obtained from the SATOP Office.
- Preparing a Transportation Plan for each Letter of Offer and Acceptance (LOA) containing Classified (CONFIDENTIAL and SECRET), Sensitive, including Controlled Cryptographic Items (CCI), or Arms, Ammunition, & Explosives (Security Risk Categories I - IV) in accordance with the Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, issued under the authority of DoD Directive 5105.65, Classified Technical Orders will require a Transportation Plan. The plan covers all movement including final receipt by the Designated Government Representative (DGR) or other designated representative acting for the DGR. The Transportation Plan format is based on standards agreed to by the Multi-national Industrial Security Working Group and North Atlantic Treaty Organization (NATO). TOP SECRET material must always be transferred via government courier.
- Any CSTOs for systems and equipment managed by the AFMC that cannot be supported by USAF standard TOs. This line will be included as necessary for the development, maintenance, and SSI of required CSTOs. Data for P&A and LOA will be obtained from the System Program Office (SPO)/Security Assistance Program Manager (SAPM), TCP/IEMP, or designated OPR as deemed appropriate.
- In-country CAT financial support for TODO and library site activation. Data for P&A and LOA will be obtained from the SATOP Office.

7.4.1 Blanket Order TOs. Obtaining a blanket-order TO publications case for:

7.4.1.1 Releasable USAF TOs. The publications case is used for supporting the ID of updates for established TO requirements, establishing new ID requirements, and requisitioning TOs after the initial lay-in has been accomplished on the system sales publication case line. Data for P&A and LOA will be obtained from the SATOP Office.

7.4.1.2 Country standard TOs. A nonstandard CSTO development publications case line is recommended for each country. It provides funding for the development, maintenance, and SSI of CSTOs or when an established ID requirement is cancelled by the FDO because a forthcoming update is determined to be nonreleasable. It also can provide the funding to pay for reactivating a previously rescinded USAF TO for a SATOP customer. Data for P&A and LOA will be obtained from the SPO/SAPM, Technical Coordinating Program (TCP)/International Engine Management Program (IEMP), or designated OPR as appropriate.

**7.4.2 Publication Cases.** Processing a publications case amendment for providing additional funds when required to prevent suspension of TO distribution.

**NOTE**

When 95% of case line funds has been obligated, SATODS will stop processing initial distribution, requisitions, establishment of new requirements and will hold all TO requests in suspense. The case line will be reconciled to process the suspended TO requests when a follow-on case line, an extended case ordering period or additional funding has been implemented.

**7.4.3 Follow-On Cases.** Obtaining a follow-on case or extending a case ordering period 90 days before a case expiration date to prevent TO distribution from being suspended.

**7.4.4 Case Lines for Other Related Manuals.** Obtaining separate publication case line for ordering forms, standard publications, regulations, engineering drawings, etc.

**7.4.5 LOA and IPD.** Sending the LOA and IPD (signed and dated by the customer) for a standard USAF TO publications case to the SATOP Office. A nonstandard CSTO publications case should be forwarded to the appropriate SPO/SAPM, TCP/IEMP, or designated OPR for line manager action and an info copy to the SATOP Office.

**7.4.5.1** Ensuring the LOA provided to the SATOP office includes all information necessary for establishing a case line and assignment of a FMS TODO code. LOAs with incomplete information will be returned to the Case Manager (CM) without action. The following information must be provided to implement cases into SATODS:

**7.4.5.1.1 Freight Forwarder Code.** This code designates which FF will receive the TO shipment. Codes are found in the Military Assistance Program and Address Directory (MAPAD) and must be provided in the original LOA. The FF code is prefaced by the appropriate country service code which indicates who ultimately receives the TOs. This code is normally a number but alpha letters can be used. If the country does not have a FF, SATOP Office will use alpha letter code X. Cases cannot be implemented into SATODS until this information is received.

**7.4.5.1.2 Mark For Code.** The Mark For Code normally indicates where within the customer country the shipment of TOs is destined (in-country destination). This information is used by the freight forwarder. Occasionally, the LOA may contain items which may require multiple codes such as numerous in-country Mark For destinations. These situations might arise for shipment of explosive, classified, and items with different priorities. If more than one code is applicable, the AFSAC CCM should include explanatory notes in the LOA with additional terms and conditions clearly identifying which items to ship to which locations. Cases cannot be implemented into SATODS until this information is received.

**7.4.5.1.3 FMS Contact Information.** Providing a correspondence address, Point Of Contact (POC), phone number and email address. A TODO's correspondence address is required by the SATOP Office at Tinker AFB, OK to mail general correspondence. The correspondence address may be an Embassy address. A TO case cannot be implemented in SATODS until this information is received.

**NOTE**

All new LOAs and IPDs should include an Unclassified USAF TO case line, a Classified USAF TO case line and Other Related Manuals case line.

**7.4.6 FMS Customer Advisor.** Advising the customer to comply with the procedures of this TO when establishing an ID requirement, requisitioning, and submitting an inquiry concerning TO distribution, and informing the SAO, contractor, and USAF activities of this TO's procedures for customer support.

**7.4.7 SRD.** Processing a Supply Discrepancy Report (SDR) for a TO submitted by a customer.

**7.4.8 Address Changes.** Receiving address changes from a customer for the TODO code(s), and ensuring the MAPAD is updated and the SATOP Office line manager is notified.

**7.4.9 Additional TODO Codes.** Receiving a request for an additional TODO code assignment from a customer, and authorizing the SATOP Office line manager to assign the TODO code.

7.4.10 Termination of TO Distribution. Coordinating with and directing the publications TO case line manager to terminate TO distribution if a follow-on publications case is not negotiated or on special direction from SAF/IA.

## 7.5 SECURITY ASSISTANCE TECHNICAL ORDER PROGRAM OFFICE.

The SATOP Office executes SATOP policies and procedures; SATODS management, development, and operations; the Country Assistance Team (CAT); Requirements and Billing (R&B); and CPINS, TODPG and Interim Distribution. The section responsibilities include:

7.5.1 P&A. Providing Price and Availability (P&A) and LOA data to the AFSAC for: A system sale case line value for USAF TOs required to support all articles and services provided for in the LOA. The CAT travel cost for training the TODO and establishing a TO library in support of a system sale program and related meetings. The customer's TO requirements and historical billing information are analyzed and a case value for continuing service is projected. The price data is a recommended case value to ensure sufficient funds are provided.

7.5.2 Initial TO Lay-In. Accomplishing TO system management initial TO lay-in support for an FMS system sale program. This management support includes:

7.5.2.1 Acting as the focal point for system sale TO requirements in conjunction with the TO case line manager responsibilities.

7.5.2.2 Coordinating with the USAF and customer program management activities for developing the TO Management Plan (TOMP) included in the program management plan.

7.5.2.3 Participating in the program management meetings to report case line actions and status and other TO related meetings.

7.5.2.4 Obtaining from the SPO/SAPM, contractor, and other organizations, TO Definization List of all articles to be sold under the LOA, and performing cross-reference research to identify applicable USAF TOs.

7.5.2.5 Comparing the list of definitized TOs with SATODS records to determine whether the customer has ID requirements established on another TO case, and annotating the list accordingly.

7.5.2.6 Sending the TO definization list to the customer for review, coordination, adjustment, quantity determination, and approval.

7.5.2.7 Receiving from the customer the approved list of TOs with written authorization to order. Preparing the AFTO Forms 187, Technical Order Publications Request and processing the requirements into SATODS.

7.5.2.8 Monitoring SATODS computer transactions and correcting processing errors.

7.5.2.9 Reporting, to the customer (if applicable) and USAF program management, the processing and delivery status of the TO initial lay-in and completion of FMS TODO training.

7.5.2.10 Providing TODO training for the timely activation of a TODO and library site to support a system sale.

7.5.3 One Year Follow-Up. One year following TO Library set-up, provide TODO familiarization and on-the-job training for customer's TODO personnel. This training should be requested through CAT and AFSAC.

7.5.4 TO Case Line Manager. Accomplishing the case line manager actions as follows:

7.5.4.1 Receiving, from the AFSAC, the IPD and LOA for a USAF TO publications case.

7.5.4.2 Implementing the TO case into SATODS, and assigning a TODO Code account for unclassified TO requirements. A separate TODO code for classified TO requirements is assigned if necessary. When a follow-on replacement case is implemented, the established TODO code and ID requirements are not affected.

7.5.4.3 Notifying the AFSAC, FMS customer, SAO, TOMAs and other organizations of case implementation, TODO and TODO addresses upon implementation.

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7.5.4.4 Controlling TODO code assignment, level of classification, and other special data in SATODS.

7.5.4.5 Updating SATODS address for a customer TODO code to reflect a MAPAD published change when notification is received.

7.5.4.6 Reviewing TO requests submitted by the customer TODO for compliance with specified procedures, and processing these requests into SATODS.

7.5.4.7 Sending daily billing transactions to SAMIS via data system interface.

7.5.4.8 Sending the Monthly Status Report to each customer TODO account (See Appendix C).

7.5.4.9 Investigating a requisition status request or distribution problem inquiry submitted by a customer TODO account, and providing the status, information, or guidance to the TODO.

7.5.4.10 Researching a follow-up on a TO request and determining if credit is appropriate. Obtaining, if applicable, the material disposition instructions from the TOMA. Accomplishing a credit transaction in SATODS. Credits are given for the complete billing record. Partial credits will not be allowed.

7.5.4.11 Coordinating case line manager actions and reporting a case support problem to the AFSAC or SAPM case manager.

7.5.5 Process SSI Requests. Processing a request from an SSI contractor for a CSTO ID label (SATODS 221, SATODS 273 or SATODS 274) into SATODS, and sending the ID label to the contractor for distribution action (See Figure 2-1 and Figure 2-2). Processing CSTO distribution requirements submitted by a USAF or contractor TODO that has been approved by the CSTO TOMA.

7.5.6 Requisition, SATODS 221. Send a requisition, SATODS 221, Technical Order Requisition for a CSTO to the SSI contractor for distribution action (See Figure 2-3).

7.5.7 TODPG. Ensuring that all initial TO uploads into TODPG have been distributed to the correct FF.

7.5.7.1 Resolving TODPG shipping discrepancies reported by FMS customers or SATOP office personnel.

7.5.7.2 Reviewing and resolving any TOs that have not completed shipping process through TODPG on the TODPG ALC Monthly Status Report.

7.5.7.3 Submitting help desk tickets to Defense Logistics Agency (DLA) for TO resolutions that have been submitted for FMS customers.

7.5.7.4 Submitting help desk tickets to TO Function Support Center (FSC) to resolve any TO issues requiring TOMAs action.

7.5.7.5 Managing misdirected TO shipments returned to SATOP office.

7.5.7.6 Resolving all held TO orders that were submitted for process, but have been held up in TODPG.

7.6 USAF TECHNICAL ORDER MANAGEMENT AGENCY (TOMA).

TOMAs are located in the program manager's office at each ALC and AFMETCAL's TOMAs are responsible for USAF TOs and CSTOs.

7.6.1 TOMA. TO management responsibilities include:

7.6.1.1 Supporting the SPO/SAPM, TCP/IEMP, or designated Office of Primary Responsibility (OPR) in developing the CSTO LOA and P&A data to be provided to AFSAC for a system sale case line and follow-on nonstandard case lines.

7.6.1.2 Managing CSTO contracts for a CSTO publications case implemented to the SPO/SAPM, TCP/IEMP, or designated OPR.



- 7.6.1.3 TOMA will create and submit a CSTO/CSTCTO numbering request in ETIMS for approval.
- 7.6.1.4 TOMA/TCM will complete an AFMC Form 458 (or local equivalent) on all CSTO/CSTCTOs and returns it to the FDO for review.
- 7.6.1.5 Advising the SPO/SAPM, TCP/IEMP, designated OPR, the SATOP Office, and AFSAC, as applicable, of a CSTO case, contract, or distribution problem.
- 7.6.1.6 Establish satellite activities, such as TO Control Unit (TOCUs) and Central TOCUs (CTOCUs) when required to assist with management of TO acquisition and sustainment functions. This may include exercising program insight over contractors, assisting with reviews, providing local printing specialist support, or performing government receiving inspection.
- 7.6.1.7 Submitting AFTO Form 187, Technical Order Publications Request to the SATOP Office to establish ID requirement for a new CSTO prior to printing. The TOMA should coordinate with the customer, SPD/TCM, TCP/IEMP, or designated OPR, as applicable, to determine the customer ID quantity, which normally is included in the CSTO contract. The TODO code will be obtained from the SATOP Office. The AFTO Form 187 will be signed by the CSTO case line manager and annotated with the CSTO case designator to indicate the authority to establish ID requirements for the customer.
- 7.6.1.8 Receiving a TO content inquiry from the FMS customer, coordinating and providing the information to the FMS customer directly.
- 7.6.1.9 Managing the SSI of USAF TOs, M-symbol TOs, and in-house CSTOs assigned to the TOMA.
- 7.6.1.10 Making initial distribution of TOs, TCTOs, M-symbol TOs, and in-house CSTOs and CSTCTOs. Requesting ID labels (AFTO Form 273 or 274) through SATODS for new CSTO's; a CSTO revision, change, or supplement; or a CSTCTO.
- 7.6.1.11 Processing a requisition for a USAF TO, M-symbol TO, or in-house CSTO.
- 7.6.1.12 Verifying document numbers for requisition and ID orders in SATODS prior to distribution for label cancellations or status changes.
- 7.6.1.13 Maintaining a traceable shipment record for each non TODPG TO/CSTO distribution action.
- 7.6.1.14 Entering the tracking and shipping information for each TO/CSTO into SATODS shipping information for requisitions shall be reported within 30 days of the requisition processing action. Shipping information for ID's shall be reported within 90 days of the ID processing action. Submitting a cancellation form to the SATOP office for erroneous or unfilled distribution records within 30 days from the date of record, and annotating the applicable reason on the form.

#### **NOTE**

Billing for a requisition shall be reported within 30 days of the requisition processing action. Billing for an ID shall be reported within 90 days of the ID processing action.

- 7.6.1.15 If shipping will not be accomplished using the labels, a cancellation e-mail request must be submitted TOMA/Distribution Manager to the SATOP workflow. This action cancels billing for the TO. The TODO, TO Number, SATODS document number, and cancel code should be included in the e-mail request. See Table 7-1 for authorized cancel codes.

**Table 7-1. Cancellation Codes**

Cancel Code	Description
B	Backorder
D	Duplicate
E	Ordered in error
F	FDO non-release
J	Duplicate from multiple ID label requests
K	Input error
O	Other
Q	Excess quantity
R	Replaced or incorporated into another TO
W	Wrong information
X	Expired initial distribution labels

7.6.1.16 Receiving TO shipment discrepancy notifications (stock shortage, wrong TO/correct shipping document, missing page or update) directly from TODO or through the SATOP Office. Correcting TO discrepancies after discrepancy verification and providing the action taken by e-mail directly to the TODO or through the SATOP Office case manager.

7.6.1.17 Providing material disposition instructions to the SATOP Office for an approved SDR when requested.

7.6.1.18 Notifying the SATOP Office of any FMS distribution problems.

7.6.1.19 Managing rescinded/retained for sap TO's (M-Symbol).

7.6.1.20 Uploading current versions of TO's to TODPG to support FMS customers.

7.6.1.21 Performing post publication reviews for M-Symbol, CSTO, and CSTCTO.

## 7.7 SYSTEM PROGRAM OFFICE (SPO) TOMA.

The SPO TOMA is responsible for:

7.7.1 P&A and LOA Data. Providing P&A and LOA data for a system sale CSTO case line value for systems or equipment managed by the SPO.

7.7.1.1 The SPO TOMA tailors the TMCR after the TOLCMP is established.

7.7.2 CSTO Contract. Managing the CSTO contract under the CSTO case.

7.7.2.1 Submitting the CSTO numbering request via ETIMS.

7.7.2.2 Submitting an AFTO Form 187, Technical Order Publications Request to the SATOP Office to establish the ID requirement for a new CSTO prior to distribution (includes CSTOs required for definization list). The TOMA should coordinate with the customer, SPO/SAPM, TCP/IEMP, designated OPR, AFSAC, and contractor, as applicable, to determine the customer ID quantity, which normally is included in the CSTO contract. The TODO code will be obtained from the SATOP Office. The AFTO Form 187 will be signed by the TOMA and submitted to the FMS case line manager in SATOP Office.

7.7.3 CSTO Distribution. Advising the SPO FMS program manager, AFSAC, and other agencies as necessary of a CSTO distribution problem.

7.7.4 TO Definization Conference. Supporting the TO definization conference for a system sale program by sending to the SATOP Office the list of CSTOs to be developed under the SPO case.

7.7.5 Preliminary TOs. Controlling distribution for a required preliminary TO.



**7.7.6 TO Definitization.** Participating with the SPO/SAPM, the SATOP Office, and other activities in the definitization of TOs required to support the system.

## **7.8 STOCK STORAGE AND ISSUE (SSI) CONTRACTOR.**

A commercial business under contract with a TOMA to provide SSI of a CSTO will make distribution of the CSTO under the terms of the contract, which will comply with the methods and procedures of this TO. The contractor will:

- Request an ID label (SATODS 221, SATODS 273 or SATODS 274) from the SATOP Office for a new CSTO; a CSTO revision, change, or supplement; or a CSTCTO (See Figure 2-1 and Figure 2-2).
- Accomplish the ID by shipping the CSTO with the AFTO Form 273 or 274.
- Ship a CSTO using SATODS 221, Technical Order Requisition (Figure 2-3) sent by the SATOP Office.
- Advise the appropriate TOMA and SATOP Office of any distribution problem.
- If paper copies are requested, print the required quantity of a CSTO per the terms of the contract, or coordinate the reprint action with the TOMA that manages the contract.
- Obtain the TOMA's approval on a CSTO request that didn't originate from the TOMA or from SATODS AFTO Form 221, AFTO Form 273 or AFTO Form 274.
- Maintain traceable shipping information and provide to the country, if required, and to the TOMA for inputting into SATODS.

## **7.9 FOREIGN DISCLOSURE OFFICE (FDO).**

The FDOs are located at each ALC where the TO originated. The FDO is responsible for:

**7.9.1 FDO Review.** Accomplishing a foreign disclosure review for a SATOP requirement and approving or denying the requirement.

**7.9.2 TO Justification.** Requesting a specific justification (Figure 6-1, Technical Order Justification Form) should be provided from the FMS Customer when a TO is denied. The justification will be requested by SATODS Denial Code notification on the country's Monthly Status Report or in the Tech Order Index tab under Search TO Order and ID Status in AFSAC Online (<https://afsac.wpafb.af.mil/>).

**7.9.3 Cancelling FMS Customer's ID Requirements.** Accomplishing a disclosure authorization review for a TO update prior to its printing. Cancelling a Foreign Customer's ID requirement for the TO if the update is determined nonreleasable. The FMS Customer should review the country's Monthly Status Report or the Tech Order Index tab under "Search TO Order and ID Status" on AFSAC Online (<https://afsac.wpafb.af.mil/>) for the cancellation by the Denial Code (Table 2-1, FDO Denial Codes).

**7.9.4 Further FDO Reviews.** Requesting verification of a TO/CSTO release decision from AFLCMC/WFJ as necessary. If further review is required, the command FDO will request verification from SAF/IAPT. Before a TO/TCTO/CSTO/CSTCTO can be released to an FMS country, it must be approved for release by a Foreign Disclosure Office (FDO). Normally, the FDO is responsible for making approval and denial decisions on all TOs managed by the operating location where the FDO is located. IAW AFI 16-201, the Foreign Disclosure Office (FDO) will establish a written process with the TOMA, PM or other appropriate official to facilitate the initial review of TOs/TCTO/CSTOs/CSTCTOs.

## **7.10 SECURITY ASSISTANCE ORGANIZATION (SAO).**

The SAO responsibilities include:

**7.10.1 Interim, TO, Supplement, TCTO Distribution.** Providing an email interim TO, supplement, or TCTO to the host country TODO when such is received.

7.10.2 SATOP Policies and Procedures. Informing FMS country military officials of the SATOP policies and procedures described in this TO for accomplishing and managing TO and CSTO distribution requirements.

7.10.3 Shipping Discrepancies. Assisting the host country military officials with submitting a TO distribution or shipment discrepancy inquiry by using the procedures described in this TO.

7.10.4 TODO Account through an APO. Performing as the customer TODO account addressee through an APO when so authorized, and transferring TO deliveries to the customer TODO. This function is normally limited to supporting distribution of classified TOs to the customer. A customer's TODO account addressed to the SAO via an APO is assigned only when approved by the USAF and included in the LOA.

#### NOTE

The SAO may have its own USAF-to-USAF TODO code for supporting its business (administrative, supply, C-12 aircraft support, etc.); however, this account is not assigned to an FMS case. The SAO must exercise caution and establish controls to prevent transferring to the host customer a TO ordered on the SAO's TODO code.

7.10.5 No Internet Capabilities. If FMS TODO does not have internet capabilities, SAO will forward FMS customer's TODO information on the status of TO publication case line(s) and TO requirements sent to the SAO by SATOP's CAT and R&B. This includes correspondence and management reports.

#### 7.11 SYSTEM PROGRAM OFFICE (SPO)/SECURITY ASSISTANCE PROGRAM MANAGER (SAPM).

The SPO/SAPM/designated OPR is responsible for:

7.11.1 P&A and LOA. Providing P&A and LOA data to the AFSAC for system-sale and follow-on CSTO publications case lines for AFMC-managed nonstandard systems and commodities.

7.11.2 System Sale and Follow-On. Receiving the LOA for system sale and follow-on CSTO publications cases managed by the AFMC, and accomplishing line manager actions for developing, maintaining, printing, SSI, and billing for CSTOs.

7.11.3 CSTO Acquisition. Assigning CSTO acquisition, contract management, and distribution responsibilities to the TOMA.

7.11.4 Approve TO Definization List. Reviewing and certifying a system sale TO definization list as applicable to the program, and assisting the SATOP Office in developing the program TO requirements.

7.11.5 Assisting FDO. Assisting the FDO in determining disclosure authorization for SATOP TO requirements.

#### 7.12 TECHNICAL COORDINATION PROGRAM (TCP)/INTERNATIONAL ENGINE MANAGEMENT PROGRAM (IEMP)/ELECTRONIC WARFARE STANDARDIZATION AND IMPROVEMENT PROGRAM (EWSIP).

The TCP/IEMP/EWSIP is responsible for:

7.12.1 Follow-On Case. Accomplishing the applicable CSTO publications follow-on case responsibilities identified in Paragraph 7.11 if these are not assumed by the SPO/SAPM/designated OPR for a member customer.

7.12.2 Inquiries. Advising a TO user in a member country to direct a TO distribution status or follow-up inquiry to the country's TODO to ensure TODO management integrity and discipline.

7.12.3 TODO Management Procedures. Advising member customers to comply with the TODO management procedures outlined in this TO for establishing an ID requirement, requisitioning a TO, and submitting a TO distribution status inquiry to the SATOP Office.

7.12.3.1 Ensuring that any request (one for which the TCP/IEMP/EWSIP is not the OPR) is forwarded to the OPR for action.

7.12.3.2 The TCPs should inform all non-hostile countries of safety-of-flight hazards.

7.12.3.3 TCP should inform the SAOs of the proper procedures for receiving an interim safety-of-flight TCTOs via AFSAC Online's website at <https://afsac.wpafb.af.mil> via Report.Web.



## CHAPTER 8

### TECHNICAL ORDER CATALOGS/INDEXES

#### 8.1 GENERAL.

The USAF now uses the word “TO Catalog” when referring to the USAF, M-Symbol, CSTO TO Catalog. However, USAF, M-Symbol and CSTO catalogs are no longer produced via paper or CD. The information for FMS is contained in the Internet version of the USAF TO Catalog hosted by AFSAC. It combines information from the USAF Catalog (XX0-1-CD-1), the M-Symbol TO Catalog (0-1-71) and the CSTO catalog. It is updated daily and is available at the AFSAC web page, URL <https://afsac.wpafb.af.mil/>. Access to the web site home page is open to all FMS, however, access to TO Catalog information requires a User name and password.

**8.1.1 TO Catalog.** The TO Catalog provides TO System customers with information about TOs needed to support operations and maintenance of systems and equipment. It also provides information indicating when new TOs and TO updates are established, distributed, rescinded, reinstated or renumbered. All FMS customers requiring continuing distribution of TOs need the information provided in the TO Catalog to help keep their TO files current and complete (See Chapter 10, the Initial Distribution Chapter in this TO.

**8.1.2 Unlisted TOs.** If a TO is not listed in the TO Catalog or indexes, it may not be active and may have been cancelled, replaced/superseded or rescinded or may have been omitted in error. Therefore, a TO should not be removed from the TO library nor destroyed unless the number is first listed as rescinded or superseded in the TO Catalog under SEARCH CHANGES IN TO STATUS tab of the TO Catalog.

**8.1.3 Rescinded TOs.** If a TO shows as rescinded in the TO Catalog on the SEARCH CHANGES IN TO STATUS tab, then look the TO up in the SEARCH TO CATALOG tab before removing it from the library as the TO could have been rescinded for USAF use but retained in an active status for the Security Assistance TO Program. TOs declared excess to unit requirements may be removed at any time.

#### 8.2 THE INTERNET VERSION OF THE AF TO CATALOG.

The Internet version of the TO Catalog for FMS is hosted by the AFSAC at <https://afsac.wpafb.af.mil>. Access to the home page is open to all; however, access to the portal for TO Catalog and other country-specific information requires a username and password. All users are strongly encouraged to sign up for this free on-line service as it offers unique capabilities not available anywhere else. The web site provides one-site shopping for access to information on USAF TOs, M-Symbol TOs and CSTOs and allows direct on-line ordering.

**8.2.1 Accessing AFSAC Online.** The forms to request a Username and password are available at the website as a selection in the *AFSAC On-Line Links* menu. To request access, the user selects “Apply for AFSAC Online and/or SAMIS Account” from the menu and then selects the appropriate Foreign National application (Representative/Military/Contractor). Follow instructions per the online instruction guide.

#### NOTE

Passwords expire 90 days from issue or after 60 days of non-activity. To ensure access to the TO Catalog is available when needed, users should log on at least 30 days and should change passwords before the 90 days limit. An option to “Change Password” is available at the AFSAC On-Line home page under the “AFSAC On-Line Links” menu.

**8.2.2 Accessing TO Catalog Online.** Users who have obtained a UserID and password can access the TO Catalog on-line by selecting the “Tech Order Index” option from the “Application Links” menu at the AFSAC On-Line home page. Selecting this link will initiate a log on screen to enter the TO Catalog web page.

**8.2.3 Using the USAF TO Catalog On-Line.** This is the official catalog of United States TOs including all M-symbol TOs and Country Standard Technical Orders (CSTOs). There are four sections to the TO Catalog web page:

- Section 1 is the SEARCH TO CATALOG function.

- Section 2 is the SEARCH CHANGES in TO STATUS function.
- Section 3 is the function which allows the submittal of AFTO FORM 187 transactions to the Security Assistance Technical Order System (SATODS).
- Section 4 is SEARCH TO ORDER AND ID STATUS function.
- Section 4 function is the MY TO PROFILE Function which allows users to receive electronic-mail notification on specific TOs.

8.2.3.1 SEARCH TO CATALOG. Users can search for any active TO which includes USAF TOs, M-Symbol TOs and CSTOs. Only CSTO numbers corresponding to CSTOs which have been developed for the specific country accessing the TO Catalog will be returned from their query.

- Clicking on the SEARCH TO CATALOG phrase will display a search screen. Use this screen to enter the TO number to be searched. Entering a partial TO number will result in a search for all TO numbers beginning with that partial number.
- The search can be refined by entering:

TO date  
Publication Kind  
And/or TO Type  
TO Title  
TO Application

Once all data is entered, click on the SEARCH button to execute the SEARCH TO CATALOG function.

- Data returned from the Search TO Catalog function will be displayed on one or more pages. Each TO number is listed in a separate line with basic information about the TO. Clicking on the TO number will result in a screen which contains detailed information about the selected TO. This information includes management data and title information.

The TO may be ordered or selected for inclusion in the MY TO function, or report a discrepancy from this screen.

8.2.3.2 SEARCH CHANGES IN TO STATUS. Users can search for status changes in USAF TOs, M-symbol TOs and CSTOs. Only CSTO numbers corresponding to CSTOs which have been developed for the specific country accessing the TO Catalog will be returned from their query.

- Clicking on the SEARCH CHANGES IN TO STATUS phrase will display a search screen. Use this screen to enter the TO number to be searched.
- Entering a partial TO number will result in a search for all TO numbers beginning with that partial number.
- A search can be executed or refined by entering a TO management organization (USAF TOs only).
- The capability also exists to search for all TO status changes which occurred between a beginning date and an ending date. Only those TOs which had a status change within the specified period will be returned. Country standard TOs and M-symbol TOs were initially loaded to the AFSAC catalog on 1 January 2003. Any changes to tech order status on these two TO types can be searched from that date until the present date. TO status changes are loaded to the TO Catalog at the beginning of each month and are immediately available to users.

#### 8.2.3.2.1

- Selecting the TRANSACTION TYPE drop down button will display a list of the specific actions which can be queried. Only one action can be selected per search.

- Select the ALL TO TRANSACTION entry will return all actions between the designated beginning date and ending date for the requested TO number(s).
- The TO/TCTO drop down option will display a list of the specific kinds of TO which can be queried. Only one action can be selected per search.

**8.2.3.3 AFTO FORM 187, Technical Order Publications Request.** This function allows users to select TO numbers from the TO Catalog and have them automatically inserted into the TO Number field of the AFTO Form 187 screen. There is no practical limit to the number of TOs which can be selected into the screen. Each selection order of a required TO number for the SEARCH TO CATALOG screen for entry into the AFTO form 187 screen (See Paragraph 10.4).

- The user completes the form by entering the TODO Code to which the TO is to be shipped.
- TODO Request Number
- Initial Distribution Quantity (ID)
- And/or the Requisition Quantity

After ensuring all information is complete and accurate, the user clicks on the ADD TO ORDER button to save the request. The screen will clear (excluding the Security Classification and Date Request Prepared fields), indicating that the order has been saved but not yet submitted for processing in SATODS. The user may now select additional TO numbers from the SEARCH TO CATALOG screen for entry into the AFTO Form 187 screen. See Chapter 11 for instructions on completing the AFTO Form 187.

**8.2.3.3.1** The TODO may input TO numbers directly into the screen without selecting them from TO Catalog. The AFTO Form 187 screen is provided for FMS TODOs only. USAF Personnel should submit AFTO Form 187s to the SATOP office. Once all TO numbers have been entered into the AFTO Form 187 screen, the TODO clicks the REVIEW ORDER button. This will return a screen titled AFTO FORM 187 CURRENT ORDER LIST which allows the TODO to confirm the ordered TOs. The screen gives the TODO the options of editing or deleting any of the requested TOs.

- a. Selecting EDIT will return the user to the AFTO Form 187 screen allowing changes to be made.
- b. Selecting DELETE will remove the record from the AFTO FORM 187 CURRENT ORDER LIST. A pop-up window will ask the user to confirm the record-deletion action.
  - (1) Clicking OK will remove the record from the current order.
  - (2) Clicking CANCEL will nullify the cancellation action. Beneath the current, ordered TO numbers are three actions which allow the user to add more TO numbers to the order, to submit the order or to cancel the current order.
  - (3) Clicking on the ADD MORE ITEMS button will take the user to the AFTO FORM 187 screen where more TO numbers can be added to the order, either manually or selecting them from the TO Catalog.
  - (4) Clicking on the SUBMIT order button will send the AFTO Form 187 transactions to SATODS System at Tinker AFB processing. All orders submitted before 1630 CST will be processed the same day in SATODS system. Orders will be processed on a normal, duty-day cycle which excludes weekends and federal holidays.
  - (5) Clicking on the CANCEL ORDER button will result in a pop-up window verifying that you want to cancel the entire order.
  - (6) Clicking on the OK button will cancel all the pending AFTO Form 187 transactions in the current order.
  - (7) Clicking CANCEL will nullify the order cancellation. Canceling an entire order results in a screen display stating the AFTO Form 187 order has been cancelled. A current order will remain on the AFTO FORM 187 ORDER LIST indefinitely until the order is submitted or cancelled. Logging out of the AFSAC web page will not cancel the order, nor will it submit the order.

**8.2.3.4 MY TO PROFILE.** This function provides the user the capability to receive electronic mail notification when the publication status for specified TOs changes. The user may add a TO number into the TO NUMBER block of the MY TO PROFILE screen. After saving with the SAVE TO to PROFILE button, the TO number is stored in the user's TO profile. Any status changes to the TO record will be sent to the user's stored electronic mail account. The status changes are the same changes that result in the TO record being written to the SEARCH CHANGES IN TO STATUS screen. There is no practical limit on the number of TO numbers that can be input to the MY TO PROFILE screen. Once a TO number is entered into the TO number block, the user can add more TO numbers using the ADD MORE TOs button.

- Clicking on this button will display a screen which allows the entry of additional TO numbers. A SEARCH button in the TECHNICAL ORDER NUMBER box allows the user to search for the TO number in the TO Catalog to verify its validity.
- Clicking on the REVIEW PROFILE button will return the user to the MY TO PROFILE LIST screen. If the user is satisfied with the TO numbers listed on the profile, they can click on the SAVE to PROFILE button to save the list.

(a) If the user desires to remove a TO from the profile list, they can click on the DELETE button to remove the TO number. A pop-up window will appear asking the user to verify the removal action.

(b) If the user desires to delete all the TO numbers on the profile list, they can click on the DELETE PROFILE button. A pop-up window will appear asking the user to confirm the deletion of the entire profile.

- Clicking CANCEL will nullify the entire, profile-deletion action.

**8.2.3.5 ADDITIONAL FEATURES OF THE AFSAC TO CATALOG WEB PAGE.** The TO Catalog web page has additional features which are useful to the user and can be found under the HELP tab.

- The WHAT'S NEW? feature gives the user information about new capabilities and changes to the TO Catalog web page.
- The FAQ feature contains frequently asked questions about the web page and an appropriate answer.
- The GLOSSARY contains explanations of the field values used in the TO Catalog.
- The SEARCH TIPS feature gives instructions on how to search the TO Catalog using complete TO numbers and partial TO numbers.

### 8.3 AF TO CATALOG CONTENT.

**8.3.1 Search Changes in TO Status.** Search changes in TO status lists any changes in TO status. The TO Catalog includes the following elements:

**8.3.1.1 TCTO Series Header.** TCTO series header is established for and aircraft, missile, or engine category when a new TO series is established.

**8.3.1.2 TO Symbols.** Applicable symbols appear before a TO number and convey special information about the TO, TCTO, or TCTO series. They are explained in XREF SAID C11-T2 and in the preface of TO 0-1-01.

**8.3.1.3 TO Number.** The complete number is shown for each TO, TCTO, and TCTO series.

**8.3.1.4 Classification/Proposed Classification.** Classification codes are U (unclassified), C (confidential), and S (secret). The classification code of an unpublished TO or TCTO series is a proposed classification. Only after the TO is published does it become the actual security classification. If the actual classification is CONFIDENTIAL or SECRET, this word will appear in the title line.

**8.3.1.4.1** A TCTO series will be assigned multiple proposed classifications when it is expected that individual TCTOs in that series will require different levels of classification. A customer must submit a separate requirement for each classification that is needed.



8.3.1.4.2 When a basic TO is published at a classification different from its proposed classification listed prior to publication, the proposed classification entry will be removed by a “reclassified to” action in SEARCH CHANGES IN TO STATUS. When a “reclassified to” action appears, any previously established requirement is automatically cancelled.

8.3.1.4.3 A classification or proposed classification code will not appear for an individual TCTO. However, if the actual classification is CONFIDENTIAL or SECRET, this word will appear in the title line.

8.3.1.5 TO Title. The title entry includes the actual security classification (except for unclassified TOs); the type of TO, such as “illustrated parts breakdown” (except for TCTOs); the TO title; the title classification (for classified TOs); the name of the equipment manufacturer, when applicable; and the TO application (part number, stock number, serial number, weapon system, etc).

#### NOTE

A TO application is given for a new TO when the TO is first listed in the TO Catalog. An application listing is updated when requested by the ALC or when a new application is determined.

8.3.1.5.1 If the title and application of a TO supplement are the same as those of the basic TO, the title of the supplement will usually be shown as TITLE SAME AS BASIC. However, when the supplement’s title or its application differs from that of the basic TO, the complete title is given.

8.3.1.5.2 For a TCTO that is applicable to a specific weapon system or equipment category, the title given is TCTO SERIES.

8.3.1.5.3 An individual TCTO within a TCTO series has its own title and is listed under the TCTO series header.

8.3.1.6 Date. For a published TO, the basic date is located in the PUB DATE column.

#### NOTE

A publication date indicates the time the TO was editorially processed. This date is not the date the TO was distributed. A delay in the processing of a TO sometimes causes ID to take place weeks or even months after the date given in the TO Catalog.

8.3.1.7 Proponent ID (TO Organization Code). The code of the USAF Activity that has management responsibility for the USAF TO or CSTO. This activity also has SSI responsibility for a USAF TO.

8.3.1.8 SSI Code (CSTOs Only). The code of the contractor responsible for CSTO maintenance and the SSI function.

8.3.2 Active TOs. SEARCH TO CATALOG lists all active TOs and contains the same elements as SEARCH CHANGES IN TO STATUS. SEARCH TO CATALOG is used to check the status of an individual TO and to identify all TOs applicable to specific equipment. (Another source for such a determination is the List of Applicable Publications (LOAP).

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## 8.4 TRANSACTION CODE.

The transaction codes and their explanations can be found in the Glossary of the TO Catalog.

## 8.5 AF CATALOG ENTRIES.

8.5.1 Entering USAF TOs. For USAF TOs: TO (but not a TCTO) is entered into the TO Catalog when the TO number is assigned. Listing a TO in the catalog before it is published enables a TODO to submit an ID requirement and receive the TO as soon as it is printed.

8.5.2 For USAF TO Updates. For USAF TOs: TO update (change, revision, supplement) or a TCTO is entered into the TO Catalog when the update or TCTO is published and distributed.

**8.5.3 USAF Series Headers.** For USAF TOs: A series header for an aircraft, missile, or engine category is entered into the TO Catalog when a TO series is established. For other categories, a new TCTO series header is entered into the TO Catalog when the first TCTO is in preparation. A TCTO series header is deleted from the catalog when the series has no active TCTO and none has been published for three years or when the entire series is deleted.

**8.5.4 CSTO Updates.** For CSTOs: A CSTO update (change, revision, supplement, or interims) or a CSTCTO is entered into a CSTO index when the update or CSTCTO is published and indexed by the TOMA.

**8.5.5 CSTCTO Series Headers.** A CSTCTO series header for an aircraft, missile, or engine category is entered into a CSTO index when a CSTO series header is established. A CSTCTO series header is deleted from an index by the TOMA when the series has no active CSTCTO and none has been published for three years or when the entire series is deleted. To accomplish this, submit an AFTO Form 203 to the FMS TO System Section Office.

## **8.6 PROCESSING.**

SEARCH CHANGES IN TO STATUS should be reviewed to ensure TO files are current and complete (See Chapter 10). Action should be taken immediately to obtain a missing TO, revision, supplement or change. SEARCH CHANGES IN TO STATUS may be exported into a separate history file for reference on cancelled, replaced, or rescinded TOs.

## CHAPTER 9

# TECHNICAL ORDER DISTRIBUTION OFFICE CODES, FILES, AND REQUIREMENTS

### 9.1 GENERAL.

This chapter contains methods and procedures for obtaining TODO codes, determining and establishing TO requirements, and maintaining TO files.

### 9.2 TODO CODES.

The SATOP Office assigns a TODO Code to the TODO who will establish requirements for, and controlling the distribution of, TOs and CSTOs that will manage the TO Library for the country. The TODO Code is identified by a six digit, beginning with the letter "D\*". TODO personnel should have a working knowledge of USAF/FMS and should act as advisors to the user subaccounts assigned under the TODO. The TODO should conduct annual inventories of the subaccounts. TODO responsibilities are explained in the Responsibilities Chapter of this TO.

### 9.3 TODO CODE ASSIGNMENT.

A TODO Code is assigned on receipt of an IPD and LOA from the Case Manager at AFSAC. The authorized MAPAD addresses for delivery of classified and unclassified TOs are provided by the LOA. A change of address to an established TODO code account is directed by a MAPAD change from the AFSAC.

### 9.4 NOTIFICATION ACTION ON TODO CODE ASSIGNMENT OR CHANGE OF ADDRESS.

The SATOP Office will email the CCM, Navy POC, AFSAC, CM or appropriate authority when a TODO Code is assigned. This email will include information pertaining to the TO Catalog available on AFSAC Online (<https://afsac.wpafb.af.mil/>) and how to obtain the necessary ID and passwords to gain access to it. Also the email will provide the website for 00-series TOs may be downloaded at no cost to the FMS customer. The public websites are (<http://www.tinker.af.mil/Home/TechnicalOrders/>) and <http://www.robins.af.mil/About-Us/Technical-Orders/>.

SIGNATURE AUTHORIZATION LETTER

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: Technical Order Distribution Office (TODO) Personnel authorized to submit FMS Technical Order Requirements

TO: **AFLCMC/LZPTC**  
**7851 ARNOLD ST, STE 213**  
**TINKER AFB OK 73145-9147**

Please e-mail to [aflcmc.ezgtc.workflow@tinker.af.mil](mailto:aflcmc.ezgtc.workflow@tinker.af.mil), Fax (405)736-7469 or mail to the above address.

PART I:

1. Case & TODO Code(s): \_\_\_\_\_
2. The following TODO personnel are authorized to expend case funds by submitting TO requirements to AFLCMC/LZPTC on AFTO Form 187. Authorized personnel must be familiar with the provisions of TO 00-5-19 and shall ensure compliance with established procedures.

Typed Name: _____	Typed Name: _____
Grade/Title: _____	Grade/Title: _____
Email: _____	Email: _____
Phone/Fax: _____	Phone/Fax: _____
Signature: _____	Signature: _____
Typed Name: _____	Typed Name: _____
Grade/Title: _____	Grade/Title: _____
Email: _____	Email: _____
Phone/Fax: _____	Phone/Fax: _____
Signature: _____	Signature: _____

PART II:

3. The above signature authorizations are approved by their Supervisor and Command/Major Staff Officer.

Supervisor:	Command or Major Staff Officer:
Typed Name: _____	Typed Name: _____
Grade/Title: _____	Grade/Title: _____
Email: _____	E-mail: _____
Phone/Fax: _____	Phone/Fax: _____
Signature: _____	Signature: _____

PART III:

4. Additional comments, such as weapon systems or Foreign Liaison Officer (FLO) contact information: \_\_\_\_\_  
\_\_\_\_\_

INSTRUCTIONS

The prescribing document is as issued by using DoD Component.

**PART I:** Please identify TODO personnel authorized to expend case funds.

Case Line: Place all case line(s) and TODO Codes the listed individuals are authorized to expend case funds.

Authorized Personnel: Type name, grade and title, e-mail address, telephone and Fax number, and signature (actual signature will require document to be scanned, faxed or original mailed).

**Note:** If a FLO is to be authorized to expend funds, they must be identified in this section.

**PART II:** The Supervisor and Command/Major Staff Officer of TODO personnel must sign form approving TODO personnel authorization to expend case funds.

Approving Officials: Typed name, grade and title, e-mail address, telephone and Fax number, and signature (actual signature will require document to be scanned, faxed or original mailed).

**PART III:** The following information is to identify additional comments or information the customer may want to provide.

DISPOSITION OF FORM:

TRANSMISSION: Form may be e-mailed, faxed, or mailed.

FILING: Form will remain on file and in force. If any personnel changes occur after this form has been submitted, please provide an updated/correctly filled out/signed form to our office immediately.

If you have any questions, please contact your Country Assistance Team.

H1410359

Figure 9-1. Signature Authorization Letter

## 9.5 TODO CODE ASSIGNMENT AND MAINTENANCE.

The TODO submits a Signature Authorization Letter (SAL) with the name and signature of each person authorized to obligate case funds and sign the AFTO Form 187, Technical Order Publications Request. The SAL must be signed by an in-country approving official (Figure 9-1, Signature Authorization Letter). This letter will constitute authorization for the individual(s) to obligate technical order case funds. Each AFTO Form 187 must be signed by the individual's name referenced in the letter. An AFTO Form 187 signed by someone whose signature is not in this letter will be returned without action. A SAL is required for new case implementation, TODO personnel change, and for each time a TODO code is moved to a new case line. To delete a TODO Code, contact the country's Country Assistance Team (CAT) or Requirements and Billing.

## 9.6 TECHNICAL ORDER LIBRARY.

TO libraries provide access to TOs required by personnel at all levels for the safe, efficient, and economical accomplishment of assigned duties. A TO library may be used for an organization's shelf file, an extra copies file, or one or more TOs used by an individual. The contents of a TO library will be consistent with and limited to the mission requirements of the organization, to include necessary methods and procedures TOs (MPTO) and TO Catalogs.

**9.6.1 TO Library.** A TO library consists of TOs maintained on a continuing basis and requires that all changes, supplements, and revisions to the TOs be incorporated into the library. A TO issued for work or study on a one-time basis is not a library.

**9.6.2 Established TO Library.** An established TO library will be maintained as outlined in this chapter. The activity maintaining the TO library is responsible for ensuring proper file maintenance, inventory, and routine and annual checks. There should be a Technical Order Distribution Record (TODR) for each TODO Code and subaccount to provide a record of TOs in each TO Library, to document the status of requirements and distribution actions, and to facilitate TO Library reviews.

## 9.7 TYPES OF AUTHORIZED LIBRARIES.

The following types of libraries are authorized. Different types of libraries may be collocated as necessary. Not all of these libraries will be required by all organizations.

**9.7.1 Operations Library.** This library may be located in an operations and maintenance organization or at a remote logistics site. It will contain only those TOs required to accomplish the operations and maintenance responsibilities of the activity it serves. Keeping the library record is the responsibility of the activity that maintains the library.

**9.7.1.1** The Master TO Library will usually contain one copy of each required TO, but it may contain additional copies when these are needed to support separate, simultaneous maintenance actions. Additional copies are authorized only when their availability is considered mission essential. Each FMS country will determine at which level mission essential is defined. Each additional copy will be maintained in a separate binder, and the label (Figure 9-3, AFTO Form 32, TO Binder Label) or the equivalent will indicate the copy sequence and the total number of copies in the library (1 of 2, 2 of 2). The Master TO inventory records will reflect the number of copies maintained in the library.

**9.7.1.2** A TO dispatch kit is part of the operations library. A kit contains TOs used by a workcrew that is dispatched to jobs outside the air force installation. The TOs will be maintained and accounted for individually and will be inventoried by the TODO before they are removed from the library area and when they are returned.

**9.7.2 Emergency Operating Instructions Library.** This library contains aircraft emergency operating instructions and is maintained in the control tower, base operations office, or command post at an air base. As a minimum, the library will contain the Emergency Procedures Section of each -1 flight manual; the title and LEP of each of these manuals; and safety supplements and other supplements applicable to each Emergency Procedures Section. The remaining portion of each manual not maintained in the library will be indicated on the manual's LEP and will be destroyed according to applicable directives. A special notice authorizing declassification of the Emergency Procedures Section when it is withdrawn from a

classified -1 flight manual is sometimes printed on the title page of the manual. In the absence of this notice, the Emergency Procedures Section must retain the classification of the manual and be safeguarded, but in-the-clear radio transmission of instructions is authorized in an emergency.

#### NOTE

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

9.7.3 Aircraft Libraries. The following criteria will determine whether specific technical publications will be retained in the aircraft:

9.7.3.1 Retention in the aircraft of the -1 flight manual and its safety and operational supplements is a country prerogative. Other data kept in the aircraft may be selected by the operations or equivalent commander.

9.7.3.2 An aircraft commander may add to, but may not delete from, the publications required in the aircraft.

9.7.3.3 Technical data required in an aircraft by other directives will be maintained as prescribed in the applicable directives.

9.7.3.4 Provisions of NATO Standardizations Agreements (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.

9.7.4 Transient Aircraft Library. A base that services or performs organization-or intermediate-level maintenance on aircraft not normally assigned to the base may establish a library of TOs for that purpose. The library usually will contain TOs in the 1- (aircraft) category for each type or model of aircraft that normally would use the maintenance or service facilities of the base temporarily. This library should be located in the transient aircraft hanger or as close as possible to the flight line.

9.7.5 Reference Libraries. This library is used by those whose duties do not include operating or maintaining equipment. The TOs will be marked FOR REFERENCE USE ONLY. Libraries for staff activities are not included in this category. A reference library need not be current.

9.7.6 Training Library. This library is established to satisfy training course objectives. The TOs must be compatible with the training equipment. TOs used in non-equipment-oriented instruction must be pertinent to the training exercise identified in the course control document. A TO that satisfies course applicability requirements shall be marked FOR TRAINING USE ONLY when (a) updates to the TO will not be received and (b) the TO is still applicable to the course but is not current.

9.7.7 Extra Copies Library. This library is a convenient source for extra copies of selected TOs that may be required for work copies, new files, or replacement of worn file copies. Backup stock should be kept to a minimum in the interest of economy. Management record cards will be maintained for the extra copies file.

9.7.7.1 The extra copies library must be controlled to prevent its misuse. A withdrawal should be made only with the consent of the custodian.

9.7.7.2 TOs maintained in the extra copies library need not be kept in standard binders but should be arranged in numerical order.

9.7.7.3 An extra copies library is subject to inspection.

9.7.8 Rescinded Copies Library. A country may maintain a file of rescinded TOs when these are needed for special programs and projects. When the TO rescission notice appears in SEARCH CHANGES IN TO STATUS of the TO Catalog, the copy to be retained will be placed in a separate library. The TO's binder or label and title page will be marked RESCINDED.

**9.7.9 Field Training Library.** This library is used only for field training purposes. Country instructors should file the TOs within five workdays after receipt. When time allows, the home station will forward TOs to instructors on extended TDY. The field training personnel will, in turn, file TOs within five workdays after receipt from their home station.

**9.7.10 Engine Maintenance Work Package Library.** Some engine depot-and intermediate-maintenance manuals contain work packages (WP) for specific tasks. A maintenance organization may establish a WP library, to include reproducing WPs and distributing them to designated work stations. The using maintenance organization will develop local procedures to ensure that libraries of individual WPs are maintained.

## **9.8 TECHNICAL ORDERS ASSIGNED TO INDIVIDUALS.**

A TO may be assigned to an individual: a pilot, flight crew member, crew chief, system specialist, supervisor, research and development specialist, or anyone having a justified requirement for a copy for personal use. A TO distributed to an individual is not the property of the individual; it belongs to the file from which it was obtained. The individual will maintain the TO in current status by promptly filing all changes and supplements. The TO is subject to inspection. The file custodian must keep an accurate record of a TO assigned to an individual. Upon transfer or separation, the individual must return the TO to the official file. TOs authorized for assignment to an individual such as the duties of a crew member, a flight manual (including safety and operational supplements) or a flight crew checklist or for an authorized special project.

## **9.9 LOCATION AND USE OF FILES.**

A TO file will be maintained in a convenient location for immediate reference by all using personnel. An activity commander will ensure that assigned personnel are aware of the location of such a file and that maintenance and operations personnel use the TOs. An activity that has a TO file will maintain a sign-out record for TOs removed from the file area. A TODO has the option to authorize the use of a signed receipt system as a sign-out record.

## **9.10 USE OF BINDERS.**

TOs kept in a file will be placed in binders. The General Services Administration's (GSA) Supply Catalog lists the binders described in this paragraph and gives the national stock number (NSN) of each.

**9.10.1 Standard Size TOs.** Standard-size TOs (8 ½ x 11 inches) are usually filed in binders that have stiff covers and screwposts. TOs are placed in binders, and binders are filed, in alphanumeric sequence (Figure 9-2, Type of TO Binders).

**9.10.1.1** A nonstandard-size TO will be placed in a binder appropriate to its size and filed separately within the library.

**9.10.1.2** A classified TO must be filed separately from the unclassified TOs and protected as provided for in the General Security of Military Information Agreement between the country and the USG.

**9.10.1.3** When a binder's alphanumeric sequence has been broken because a classified or nonstandard-size TO has been filed elsewhere, the TODO librarian will prepare a form (either DD Form 2861, Cross Reference, or a local form) and place it in the binder at the location where that TO would normally have been filed. This includes indicating the location of digital TO files, such as the WA-2 eTOs. The form will list the TO number, the TO title (if the title is unclassified), the date of the current issue of the TO, and the location where the TO is filed.

**9.10.2 TOs Not Restricted.** TOs not restricted to fixed files may or may not be filed in standard binders. Economy or ease of use may dictate a more desirable method of binding these TOs. Examples of methods available are:

**9.10.2.1** Looseleaf binders and sectionalized tabs for flight manuals and missile operations manuals.

**9.10.2.2** Binders for flight crew checklists with plastic envelopes for individual checklist pages (40-envelope binder, 25-envelope binder and 15-envelop binder)..

**9.10.2.3** Binders for TO checklists (stiff cover, two-ring, end-opening).

**9.10.2.4** Binders for schematics common to maintenance TOs (pressboard binder with metal prong fasteners and compressor, NSN 7510-00-281-4310).

**9.10.2.5** Binders for job guides (flexible binder for up to 300 sheets: 4 x 8-inch sheets).



**9.10.3 Labels.** For identification purposes, all standard three-, six-, and nine-ring binders will use labels attached to the bound side of the binder. Nonstandard binders without bound edges will use labels on the front cover. AFTO Form 22 (Figure 9-3, AFTO Form 32, TO Binder Label) or equivalent may be used to label standard binders. Nonstandard binders may use other methods of labeling (for example, embossed, gummed labels or writing directly on the binder cover). Information on the labels may be printed or typed. For binders placed in a file, the label will contain the following information:

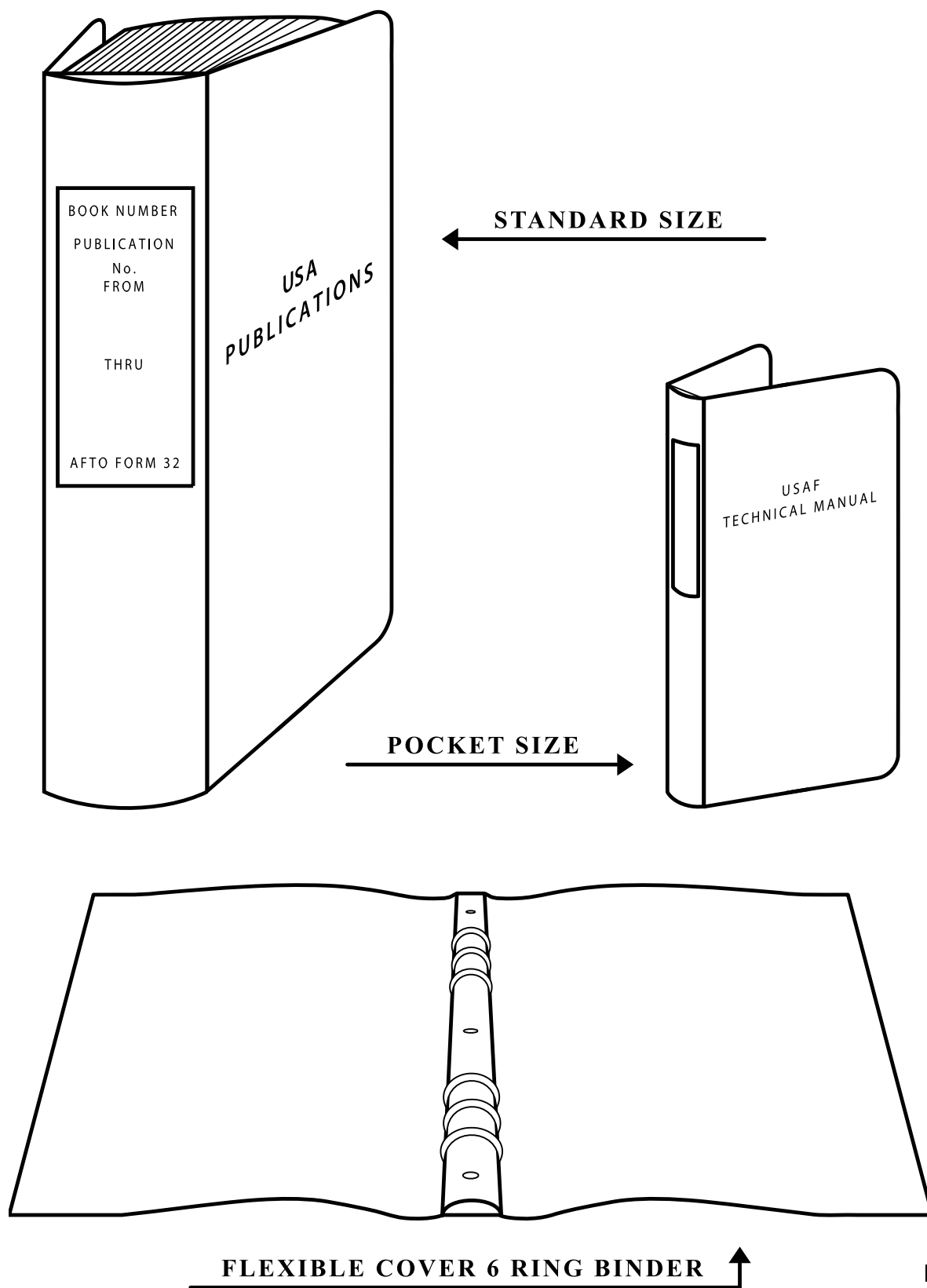
**9.10.3.1** The book number, beginning with 1, to indicate the sequence in the particular file. As an optional method, file custodians may use a number consisting of the category identification (00, 1, 2, and so forth) followed by a dash and a number beginning with 1 to indicate the sequence within the category.

**9.10.3.2** The publication number under FROM will indicate the first TO in the binder and the number under THRU will indicate the last TO in the binder. When a binder contains only one TO, enter the TO number under FROM and delete THRU.

**9.10.3.3** Binders containing classified TOs will be annotated with the security classification under the THRU number. Binders containing only unclassified TOs need no classification identification.

**9.10.3.4** Other optional markings, such as the office symbol or type of equipment covered, may be written at any convenient location on the form as long as it does not interfere with mandatory entries.

**9.10.4 Binder Label.** For a binder not restricted to a fixed file, the label will contain as a minimum, the contents of the binder and a reference identifying accountability (for example, name of individual to whom issued, kit number, account to which assigned, or assigned local control numbers).



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Figure 9-2. Types of TO Binders

BOOK NO.	BOOK NO.	BOOK NO.	BOOK NO.	BOOK NO.	BOOK NO.	BOOK NO.	BOOK NO.
PUBLICATION NO.	PUBLICATION NO.	PUBLICATION NO.	PUBLICATION NO.	PUBLICATION NO.	PUBLICATION NO.	PUBLICATION NO.	PUBLICATION NO.
FROM	FROM	FROM	FROM	FROM	FROM	FROM	FROM
THRU	THRU	THRU	THRU	THRU	THRU	THRU	THRU
AFTO FORM 32 20061215	AFTO FORM 32 20061215	AFTO FORM 32 20061215	AFTO FORM 32 20061215	AFTO FORM 32 20061215	AFTO FORM 32 20061215	AFTO FORM 32 20061215	AFTO FORM 32 20061215
PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE	PREVIOUS EDITION IS OBSOLETE

**Figure 11-3. AFTO Form 32, TO Binder Label**

H1703001

**Figure 9-3. TO Binder Label****9.11 FILING TECHNICAL ORDERS.**

The importance of correct and prompt filing of TOs cannot be overemphasized. It is essential that replacement notes on the TO cover page be checked. The LEP should also be checked to be sure that no page is destroyed that is not replaced by a new page or shown as deleted. Foldout pages at the back of a TO will be filed in sequence as indicated in the LEP. All TOs will be filed within a maximum of five workdays from date received with the exception of the following: (See Figure 9-2).

**9.11.1 Interin TOs.** Interim TOs will be filed within 24 hours after receipt. Senior unit operations and maintenance officers may waive the 24 hour filing requirement for subaccounts provided that the ITO will be filed in the affected TO prior to use.

9.11.2 TOs Issued to Individuals. TOs issued to individuals will be filed prior to use for operating or maintaining equipment.

9.11.3 Tos Issued to Aircraft. TOs issued to aircraft will be filed in the aircraft within three days of its return to home station.

## 9.12 TECHNICAL ORDERS WITH EFFECTIVE DATES.

An effective date may appear on the title page of TOs. A TO effective date is normally used when data in the TO is used in conjunction with a computer program and procedures or data in the TO are to be implemented on the date the computer program or program change is implemented. The effective date will be on the title page above the authority note. The TO will normally be issued well in advance of the effective date. The effective date will be later than the basic date. Such TOs will be distributed immediately upon receipt; however, revisions will not replace the existing TO in the active file until the effective date. Likewise changes will be held and will not be placed in the active file until the effective date. TOs received without an effective date are normally placed in the active file upon receipt.

## 9.13 INTERIM TECHNICAL ORDERS.

These TOs will be filed in proper sequence with the TO depending on type (that is, supplements, and so forth). If necessary, they may be mounted on standard size sheets and the required holes punched.

## 9.14 REVISIONS.

These TOs will be checked and filed in the following manner:

9.14.1 LEP Check. Before filing, the LEP is page checked to insure revision is correct and complete. The title page, including the "replacement note" will be checked against the title page of the replaced TO.

9.14.2 TO Discrepancies. If no discrepancy exists, the old TO will be removed and the new replacement TO filed. When checked data are not in agreement, investigate the reason for the discrepancy. If the reason cannot be determined, notify the appropriate TOMA by letter, message, or telephone. Filing will be completed if at all possible and discrepancies noted on the LEP.

## 9.15 CHANGES.

Before filing, the complete change will be checked against the new listing on the LEP. The basic date on the cover page of the change will be checked against the basic date of the cover page to be replaced. Changes received with foldout pages will be filed in page number sequence as shown on the LEP. Changes to basic TOs will be reviewed and filed in the following manner:

9.15.1 Filing Changes. Changes received for basic TOs not in file will be filed intact in reverse numerical sequence. The latest title page will be annotated to indicate that the basic TO is missing. Records will be checked to ensure that initial distribution requirements for missing TOs have been established and that missing TOs have been requisitioned. If a change is missing, the change on hand will be filed intact immediately behind the basic TO and any supplements that may be filed with the basic. The TO title page and the title page of the change filed intact behind the TO 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 ID requirements have been established. The out-of-sequence change will be retained intact pending receipt of the missing change; then all changes will be filed beginning with earliest, lowest number change.

9.15.1.1 When a page is listed on the LEP as a changed page, but the change date or change number (whichever is applicable) has been omitted from the page itself, it is the responsibility of the TCM, through the TOMA to be contacted by letter or message and a clarification is requested.

9.15.1.2 When a changed page is received, but it is not listed as such on the LEP, the correct page listing will be written in the proper place on the List of Effective Pages by the person maintaining the file.

9.15.1.3 When the LEP reflects a changed page, and this page is not included in the change, the List of Effective Pages will be marked "page not received with change." Existing page will also be marked. The ALC TOMA should be contacted by letter or message concerning missing pages.

9.15.1.4 When a changed page is received with a publication date later than the date on the LEP, the old date on the List of Effective Pages will be lined out and the latest change date will be inserted.

9.15.1.5 If the basic date on a changed title page does not agree with the basic in the file, the TO Catalog will be checked to determine the correct basic date and action taken to obtain the correct TO, or to correct the discrepancy. Discrepancies will be annotated on the title and/or LEP of the TO and will be reported to the appropriate TOMA by letter, message or telephone.

## **9.16 SUPPLEMENTS.**

Supplements are part of the basic publication and will be maintained in all files where the basic is required. EXCEPTION: When a supplement is assigned a security classification other than the classification assigned to the basic TO it may be filed separately according to its classification. (See Figure 9-2.)

9.16.1 Filing. Reference to supplements will be made on the cover page of the basic manual. Reference to TCTO supplements will be made on the first page of the basic TCTO. EXCEPTION: Supplements to aircraft flight manuals need not be referenced on the cover page. Flight manuals and supplements contain a status page which lists all outstanding supplements as of the publication date. Annotating items in the basic affected by the supplement is the option of the using command regardless of title page notes. EXCEPTION: Annotating items in Flight Manual TOs is mandatory. Supplements will be filed in the following manner:

9.16.1.1 Safety and Operational Supplements will be filed in reverse numerical sequence in front of the basic manual (and applicable TOPS title page), regardless of the type of manual. When a single block of numbers has been used to number both types of supplements, they shall not be separated by type, otherwise, the Safety Supplements shall be filed in front of the Operational Supplements. The Supplement Status page will remain with the supplement.

9.16.1.2 Supplements to individual maintenance work packages will be filed in reverse alphameric sequence in front of the work package.

9.16.1.3 Identifying Technical Publication Sheets will be filed in reverse alphanumeric sequence in front of the TO (commercial publication).

9.16.1.4 Other supplements, including Army and Navy changes and USAF supplements to bound manuals, will be filed in alphameric sequence immediately following the basic publication. Temporary pages to Flight Manual Program publication checklists received with a formal supplement to the Flight Manual will be filed in accordance with the instructions provided in the supplement.

9.16.1.5 Country supplements to MPTOs will be filed in the back of the appropriate TO. To indicate that a particular paragraph is supplemented, circle the paragraph number and write the supplement number next to the paragraph.

## **9.17 TECHNICAL ORDER PAGE SUPPLEMENTS (TOPS).**

Some M-Symbol TOs may still have TO Page Supplements (TOPS). Although TOPS are no longer issued, they were used to supplement individual pages of a TO. TOPS are printed on green paper to distinguish them from other supplements. TOPS have the same title as the basic TO. Users do not remove unchanged TOPS pages from affected TOs. 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. Each TOPS page contains only data actually changed on the facing page of the TO, in the same location as on the facing page.

9.17.1 Filing TOPS Pages. The TOPS data pages will be filed opposite (facing) the affected TO page. When the data supplementing an individual page cannot be accommodated on a single TOPS page, the additional TOPS pages will all be filed opposite the supplemented page in ascending sequence. For example, when supplementing page 4-10, TOPS page 4-10.1 will be filed opposite (facing) page 4-10, page 4-10.2 will be filed behind page 4-10.1, etc. When data pages from more than one TOPS affect the same TO page, they will be filed with the lowest-numbered TOPS facing the TO pages (followed by continuation pages), with higher-numbered TOPS in ascending sequence behind it. The requirement for noting

the paragraph(s) or sentence(s) in the basic TO affected by the TOPS is optional. The TOPS pages will not be removed from active TO files unless one of the following conditions exists: 1) Notification of the TOPS replacement is contained on the title page of a standard change and/or revision or cumulative TOPS. 2) The TOPS number is deleted from the TO Catalog.

#### **NOTE**

When the affected TO page is missing, file the TOPS data page and take appropriate action to obtain the missing page.

#### **9.18 APPENDICES.**

An appendix is a continuation of a basic TO. It is filed following the basic TO or a preceding appendix.

#### **9.19 DEPARTMENT OF THE ARMY PUBLICATIONS.**

Department of the Army publications applicable to the country air force may be placed together with or separate from the TO file in numerical order. A cross-reference sheet should be placed in the TO binder for each publication filed separately. Department of the Army changes to unbound publications will be filed in a manner similar to USAF TO changes. The replaced pages will be removed and the replacement pages will be inserted as directed by the cover sheet. The cover sheet will be filed immediately following the title page and will act as a partial LEP. Department of the Army changes which do not require page for page changes will be filed in the same manner as AF supplements.

#### **9.20 MISCELLANEOUS PUBLICATIONS.**

Each file activity is authorized to develop its own method for filing inspection workcards, work-unit-code manuals, TO checklists, pocket-sized TOs, EOD TOs, and 33L-series TOs.

#### **9.21 COMMERCIAL PUBLICATIONS.**

Commercial publications authorized for use and having a TO number assigned, may be drilled for filing in standard/nonstandard binders along with other TOs. Commercial publications may also be filed separately from other TOs. When this method is used, the commercial publications will be maintained in TO number sequence; any Identifying Technical Publication Sheets will remain with the commercial publication; and a Cross-Reference Sheet may be used.

#### **9.22 PRELIMINARY TECHNICAL ORDERS.**

Preliminary TOs will be filed with formal fully verified TOs.

#### **9.23 RENUMBERED TECHNICAL ORDERS.**

When a TO has been renumbered, the old number will be lined out on the cover page, the new number inserted, and the TO filed in correct sequence. Use of pen and ink is authorized to note renumbering action. SAP requirements must be resubmitted under the new number.

#### **9.24 MASTER TECHNICAL ORDER DISTRIBUTION RECORDS.**

Effective TO management and control can best be achieved through maintaining a Master TO Distribution Record system to track every TO ordered and received (paper or TOs downloaded through Report.web) in the TO Library. The purpose of such management records is to have easily and quickly available for each TO all information about current dates and updates, ordering, status, management actions and distribution.

**9.24.1 Maintenance.** Master TO Distribution Records are used to maintain a record of TOs required, received, up-to-date or redistributed when the TODO manages one or more TO Library. Master TO Distribution Records are used to perform file maintenance, inventory and required changes of the TO file.

Table 9-1. TO Distribution Records

Suggested Data	Initial TO Record	TO Order Record	TO Shipment Record	TO Routine/Annual Check	Description
TO Number	X	X	X	X	TO Number
Title	X	X	X	X	Title of TO
Classification	X	X	X	X	Security Classification of TO
Total ID	X	X	X	X	Total quantity of TOs on ID
Date Received	X	X	X	X	Date TO was received in Library
TO Order Date		X	X	X	
Quantity Ordered		X	X	X	
SATODS 215 Exception Notice		X	X	X	
Change/Rev/Sup			X	X	
Date of TO			X	X	
Quantity Received			X	X	
Location			X	X	
Shipping			X	X	
Discrepancy					
Date of Check				X	
Check Completed (Signature/date)				X	
Routine/Annual				X	
Discrepancies				X	

### 9.25 CHECKING TOS.

TOs are checked against TO Distribution Records and the Management CSRL to insure the files are maintained correctly. Methods for accomplishing the required checks in the following paragraphs are intended to simplify procedures as much as possible. Checks are required routinely and annually.

### 9.26 ROUTINE INDEX CHECKS.

Each TODO or subaccount TO file will be checked for currency and accuracy. Routine checks will consist of checking the SEARCH CHANGES IN TO STATUS feature of the TO Catalog for listings of new or revised TO entries and listing of rescinded, reclassified, replaced, renumbered, cancelled and deleted TOs against on file. Annotations will be made to The TO Distribution Records as applicable for each new or revised entry. Contact the applicable CAT for any TO discrepancies requiring resolution.

### 9.27 ANNUAL INDEX CHECKS AND INVENTORY.

The contents of each active file will be checked annually against the TO Catalog and The TO Distribution Record file for the purpose of uncovering deficiencies or excesses in the file which may have been overlooked while making the routine checks.

**9.27.1 Current and Complete TO Library.** The TO Distribution Record will be checked against the Management CSRL to ensure the TOs are current and complete in the Master TO Library. When a TO does not appear in the Management CSRL but is in the TO Distribution Record, the TO should be checked for TO removal entry (rescinded, replaced, etc.). If a discrepancy is found, contact the applicable CAT for any TO discrepancies requiring resolution. It should be recognized that



since shipment of updated paper TO publications precedes distribution, it is a normal condition for later TO revisions, changes, and supplements to be in the TO file than are listed in the current TO Distribution Record. If the TOs are on Report.web, the TO Distribution Record should be checked against the FETODS Download History Report for accuracy.

#### **NOTE**

A complete LEP check will be performed on TOs which have not been changed or revised since the last annual check, or if filing errors are noted.

9.27.2 Annual Checks. Annual checks need not be accomplished all at one time, but should be conveniently scheduled and accomplished throughout the year.

#### 9.28 DOCUMENTATION OF REQUIRED CHECKS.

The documentation of required checks should be annotated in the TO Distribution Record.

#### 9.29 DISPOSITION OF TECHNICAL ORDERS AND FORMS.

Remove rescinded TOs, including TCTOs, checklists, and work cards from active files. When such TOs are needed for special programs or projects, place them in a separate file with binders conspicuously marked RESCINDED. Rescinded and replaced TOs will be disposed of as follows:

- An unclassified TO be considered military-sensitive information, and it will be destroyed in accordance with the handling and destruction notice given on the title page. If no such notice is provided, the TO may be destroyed by shredding or by burning them. Proprietary data should be shredded.
- Disposal of classified TOs is to be accomplished by total burning.
- TOs no longer required in TO files because of changed functions will be reported to the TODO.
- Such TOs may be retained in extra copy files, to be used for reissue to other organizations, or disposed of in accordance with this paragraph.
- A TO may be omitted from a TO Catalog in error; therefore, no TO will be removed from the TO Library and destroyed unless it is first listed as rescinded or replaced located in AFSAC Online (Search Changes in TO Status tab).

9.29.1 Deletion of TOs. TOs no longer required in TO files because of changed functions will be reported to the TODO. Such TOs may be retained in extra copy files, to be used for reissue to other organizations, or disposed of in accordance with this paragraph. When an activity maintaining one or more TO files is transferred to a new location (either locally or to another base or station), it may be necessary to transfer all or portions of the TO files. A TO may be omitted from a TO Catalog in error; therefore, no TO will be removed from files and destroyed unless it is first listed as rescinded or replaced in SEARCH CHANGES IN TO STATUS of the TO Catalog.

#### 9.30 CODE SELECTED RECONCILIATION LIST (CSRL).

A CSRL is a list of all ID requirements for a TODO as recorded in SATODS. The CSRL can be requested by the TODO via email by the country through the SATOP office or is available through AFSAC Online (TO Catalog). The date of the report should be considered, when recently submitted ID requirements are not listed. There are two types of CSRLs, Standard and Management (See Appendix C for examples and explanations of the columns). When making a request for a CSRL, the TODO should specify the type desired. When a CSRL is requested, it may be used to accomplish the following:

9.30.1 CSRL Review. Review the CSRL against the TO Distribution Record file. When TOs and quantities match, proceed as specified below. When they do not match, proceed as follows:

9.30.1.1 When quantities do not match requirements, adjust the TO Distribution Record or submit a changed requirement. However, the date and number of the AFTO Form 187 that last affected the ID requirement should be checked on the CSRL before submitting a requirements change. It is possible that a recently submitted requirements change was not yet recorded in the system when the CSRL was prepared.

9.30.1.2 When a TO is on the TO Distribution record but is not on the CSRL, resubmit requirements unless the latest requirements submission has not had time to be entered in the system. If the TO has been cancelled, deleted, renumbered, replaced, or rescinded, take appropriate action as specified above. File current CSRL for reference purposes. The current CSRL plus any requirements submitted after the CSRL date will be considered the code's complete, current requirements.

**9.31 FILES AND REQUIREMENTS.**

The number of files and TOs should be the minimum essential to support assigned missions. TO requirements will be determined and kept current through coordination with operation, maintenance, supply, and training personnel. Lists of new equipment acquisitions should also be reviewed and availability of necessary TOs confirmed. Other source documents are LOAPs, Catalogs, and TCTOs. Also, both known and anticipated programs including training programs and transfer or receipt of weapon systems/equipment should be considered when determining requirements. When essential, requirements for "copy" may be included but are limited to the most frequently used TOs.

**9.32 KEEPING REQUIREMENTS CURRENT.**

Requirements are kept current by reviewing the TO Catalog as described above. When an activity assigned one or more accounts is scheduled to move or be deactivated, the account will advise the TODO to cancel or transfer requirements. When an activity takes its TOs with it to a new location where it will receive service from a different TODO or is assigned its own code, action must be taken to prevent issue of requisitions for TOs on hand by entering 0000 in the RQN QTY space when submitting new ID requirements.

**NOTE**

When a TODO address is changed or deleted, up to 90 days are required to complete all shipping transactions.

**Table 9-2. Reference Table for Routine Index Checks, New**

Meaning	Decision	Answer	Action
<b>SINGLE ASTERISK (*)</b>			
New Basic TO	Is the TO needed?	Don't know	Determine if other TOs for the same equipment are on file or if the equipment is on order.
		Yes	If yes, and you still aren't sure, ask users or possible users of related TOs.
		No	Establish an ID requirement and prepare a management record.
New TCTO Series	Does the file include TOs for the equipment to be covered?	Yes	No action is required.
		No	Establish an ID requirement and prepare a management record.
Reclassified TO	Was a requirement established for the TO?	Yes	No action is required.
		No	Reestablish the requirement under the new classification. (The TODO usually establishes a code for unclassified TOs and another for classified TOs.)
		No	No action is required.
<b>DOUBLE ASTERISKS (**)</b>			
Change, addition, or deletion of a title, application, or special note	Is the TO needed?	Don't know	Determine if other TOs for the same equipment are on file or if the equipment is on order.
		Yes	If yes, and you still aren't sure, ask users or possible users of related TOs.
		No	If ID was established previously, no action is required.
		No	If it was not, establish an ID requirement and prepare a management record.
		No	If ID was established previously, delete the requirement.
		No	If it was not, no action is required.

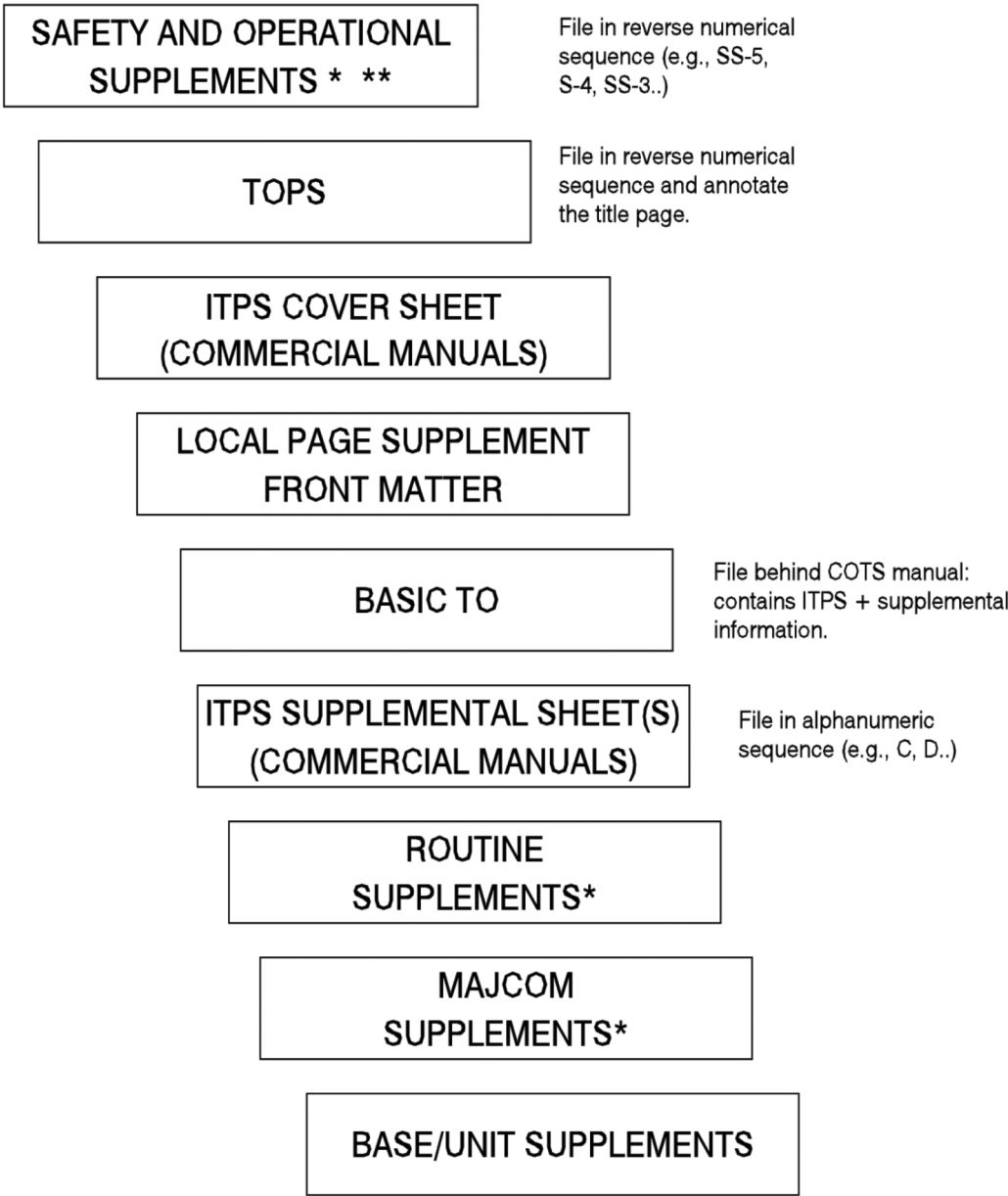
**Table 9-3. Reference Table for Routine Index Checks, Renumbered**

Meaning	Decision	Answer	Action
Renumbered TO	Was a requirement established for the original TO number?	Yes	Annotate the original TO number management record, and prepare a management record for the new TO number.
Added, changed, or deleted TO	Is the TO on file or on order?	No	No action is required.
		Yes	Take action as required.
	Considering the change in the TO, is the TO required?	No	No action is required.
		Yes	If ID was established previously, no action is required.
		No	If it was not, establish an ID requirement and prepare a management record. If ID was established previously, delete the requirement. If it was not, no action is required.
TRIPLE ASTERISKS (***)			
Basic TO, previously announced but unpublished, is now published	Was an ID requirement established for the TO?	Yes	Determine if the TO was received.  If not received, check SATODS Monthly Status Report to see if the TO is listed. If shipped but not received, initiate tracer action as appropriate. If not shipped, requisition on AFTO Form 187 or send an inquiry to the SATOP Office. Annotate the management record.
Revision issued	Was an ID requirement established for the TO?	No	No action is required.
		Yes	Take “Yes” actions listed immediately above.
		No	No action is required.

**Table 9-4. Reference Table for Routine Index Checks, Change**

Meaning	Decision	Answer	Action
New change published	Was an ID requirement established for the basic TO?	Yes	Determine if the change was received.  If not received, check SATODS Monthly Status Report to see if the change is in transit. If shipped but not received, initiate tracer action as appropriate. If not shipped. Requisition the entire TO to obtain the change. Annotate the management record.
Supplement or TCTO published	Was an ID requirement established for the basic TO or the TCTO series listing?	No	No action is required.
		Yes	Determine if the supplement or TCTO was received.  If not received, check SATODS Monthly Status Report to see if the supplement or TCTO is listed. If shipped but not received, initiate tracer action as appropriate. If not shipped, requisition the individual supplement or TCTO. Annotate the management record card.
		No	No action is required.

TO SUPPLEMENT FILING GUIDE



\* Indicates Annotation 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. In this case, the Safety Supplements will be filed in front of the Operational Supplements.

Interim Supplements will be filed as if they were Formal Supplements and then removed when replaced.

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Figure 9-4. TO Supplements Filing Guide

## CHAPTER 10

### INITIAL DISTRIBUTION REQUIREMENTS

#### 10.1 GENERAL.

This chapter tells how to submit and maintain ID requirements.

#### 10.2 TERMS.

The first or automatic release of a TO, a TCTO, and all follow-on support (changes, revisions, and supplements) to established users after the initial distribution. ID is based upon ID/follow-on requirements established in SATODS. Once the TO is published and ID is made, the TO may be obtained by requisition, but ID requirements must be established if follow-on updates are required. An ID quantity submitted to the SATOP Office when no requirement is currently established in SATODS records for the TODO submitting the requirement. An increase or decrease for an established ID quantity. Total cancellation of an established requirement.

#### 10.3 ESTABLISHING INITIAL DISTRIBUTION REQUIREMENTS.

ID should be established for each TO by correctly completing and submitting an AFTO Form 187, Technical Order Publications Request (Figure 10-1, AFTO Form 187, Technical Order Publications Request). The FMS customer is required to maintain current TOs with automatic issue of future changes, revisions, and supplements. Establishing ID for a TO will not provide TCTOs applicable to the TO. A TODO may submit requirements as often as necessary. However, the TODO should coordinate with the Technical Order Distribution Account (TODA) manager as much as possible to prevent excess duplication. An individual TO should not appear on a request more frequently than every 5 workdays. A TODO should consolidate all requests for a TO into a one line entry. More than one request for the same TO on a single AFTO Form 187, Technical Order Publications Request, will reject as a duplicate transaction (Table 10-1, AFTO Form 187 Error Codes).

#### NOTE

Establishing ID for a TO will not provide TCTOs applicable to the TO, the Series Header must be requested on the AFTO Form 187, TO Publications Request.

**Table 10-1. AFTO Form 187 Error Codes**

Error Code	Definition
1S	Suspended for Sponsor Approval
2P	Technical Order (TO) Number not found
41	For more information concerning International Digital Technical Order Delivery System (IDTODS), send an email to: <a href="mailto:Hill AFLCMC/WWMI_TCGWebsiteSupport">Hill AFLCMC/WWMI_TCGWebsiteSupport</a>
43	Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request received and input
44	Submit request for USAF Technical Order (TO) in accordance with 00-5-1
46	Request date of Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request is earlier than current Initial Distribution (ID) date
47	Requisition date of Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request is earlier than current Initial Distribution (ID) date
49	Requisition for Web Access (WA) is not available
50	E-Symbol Technical Order (TO); submit Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request to primary Air Logistics Complex (ALC)
51	Preliminary Technical Order (TO); submit request to primary Air Logistics Complex (ALC)
52	Interim Technical Order (iTO); submit request to prime Air Logistics Complex (ALC)
53	Technical Order (TO) is unpublished; cannot requisition
54	Ordering period for Technical Order Distribution Officer (TODO) code has expired
55	Technical Order Distribution Officer (TODO) is not authorized classification of Technical Order (TO)



**Table 10-1. AFTO Form 187 Error Codes - Continued**

Error Code	Definition
56	Invalid entry in Initial Distribution (ID) requisition columns on Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request
57	Technical Order (TO) has been rescinded, or replaced, or renumbered, or cancelled in Security Assistance Technical Order Distribution System (SATODS)
58	Invalid/incorrect Technical Order (TO) Number
59	Must submit Air Force Technical Order (AFTO) Form 187, Technical Order Publications Request to Security Assistance Technical Order Distribution System (SATODS)
65	Request for Unpublished Technical Order (TO)
AD	Country code removed by the Foreign Disclosure Office (FDO)
BC	Invalid security classification for TO
BS	Invalid security classification for TO
CB	Case blocked
CR	Invalid request Change/Revision Number
CV	Case value exceeded
DT	Duplicate transaction
ED	Case expiration date exceeded
FC	TO Change Number invalid
FD	Time Compliance Technical Order (TCTO) not releaseable
FN	An invalid transaction was entered for Action Codes 2 or 7
FR	Forthcoming Revision already exists
FS	Time Compliance Technical Order (TCTO) Series Header not releaseable
ID	No TODO
IT	Invalid Action
NA	TO is required by a TODO that is not in SATODS address table
NB	Invalid Case Number or case closed
NI	TODO Not on ID
NW	Duplicate billing record created
RV	TO has been removed/inactive
TB	TODO blocked
TD	TODO Code has been cancelled from SATODS

**10.3.1 Unpublished TOs and New TCTO Series Header.** A requirement for an unpublished TO or a new TCTO header should be submitted as soon as the TO or TCTO series appears in the Search Changes in TO Status option of the AFSAC Online TO Catalog. NOTE: Although initial distribution requirements may be established for a TO while it is listed as unpublished in the index, the TO will not be shipped to the requesting TODO until it is published. Upon publication the TO will be automatically shipped to TODOs who established ID requirements for the TO while it was in an unpublished status. Automatic distribution of TCTOs will begin with the first TCTO published and approved for release after initial distribution requirements have been established for the TCTO series. An ID requirement cannot be established for a TO supplement. However, an ID requirement can be established for a supplemental manual. The TO Catalog will state: "This manual is incomplete without TO XX-XXXXX-XX." Requirements should be established for applied to both the baseline TO and the supplemental TO.

**10.3.2 ID Requirements.** ID requirements are submitted by TO number and security classification. The security classification applicable to a TO or TCTO series is shown in the TO Catalog. When more than one classification is shown, ID must be established separately on each classification.

**10.3.2.1** ID is made using requirements for the basic TO or TCTO series for the actual security classification of the TO being distributed.

**10.3.2.2** A TO change or supplement of the same or lower security classification than the basic is distributed using the requirements of the basic TO.

10.3.2.3 When a TO is downgraded or upgraded in classification, existing requirements are automatically cancelled, and the country TODO must submit new ID requirements for the new classification indicator.

10.3.3 ID Requirements for TCTOs. Initial distribution for TCTOs is established by submitting a requirement for the TCTO header listed in the TO number column in the SEARCH CHANGES IN TO STATUS option of the AFSAC Online TO Catalog; for example, 2J-F100(I) for the F-100(I) engine module. A requirement should also be established for the general TCTO header when one has been established for the equipment; for example, a TCTO applicable to several modules of the F-100 engine will be distributed under the series listing 2J-F100. Establishing requirements for both TCTO header will ensure that all TCTOs applicable to the equipment and approved for release will be distributed.

10.3.3.1 Initial distribution requirements cannot be established for an individual TCTO or for a TCTO supplement. However, an individual TCTO or a TCTO supplement may be requisitioned.

10.3.3.2 The first time a TODO submits an ID requirement for a TCTO header and wants to receive all TCTOs listed for the series in the TO Catalog, the TODO must enter the quantity desired in Initial Distribution field and also in One-time Requisition Quantity field of the AFTO Form 187 (Figure 10-1, AFTO Form 187, Technical Order Publications Request). The request for all published TCTOs will be reviewed by the FDO. Those TCTOs approved for release will be distributed. The TODO will be notified by a SATODS letter of those TCTOs not approved for release or those requiring justification. SATODS programming prevents the automatic requisition of any TCTO without prior FDO approval. A TCTO published in the future will be distributed for the established ID quantity if the FDO approves its release.

10.3.4 ID Requirements Cancellations. ID requirements will be cancelled automatically by the SATOP Office when a TO or a TCTO series is cancelled, deleted, rescinded, or replaced or when a TODO code is deleted.

10.3.5 Establish, Change or Cancel ID Requirements. To establish, change, or cancel ID requirements for TOs, complete AFTO Form 187, Technical Order Publications Request (Figure 10-1). To delete a TODO Code and all requirements, see TO Distribution Office Codes, Files and Requirements Chapter in this TO.

10.3.6 CSTOs. A CSTO may direct the use of a USAF TO that may or may not be releasable to the country. If the USAF TO is not in the country's TO library, check the AFSAC TO Catalog for a country standard TO or a multiple-country (XX) version of the TO and for applicable supplemental data before establishing a requirement for the USAF TO.

## 10.4 COMPLETING AFTO FORM 187.

The AFTO Form 187 (Figure 10-1) is completed for all TO requests. A separate AFTO Form 187, Technical Order Publications Request must be submitted for each TODO Code. Complete the form as follows:

- a. Block 1: Leave blank.
- b. Block 2: Enter the six-digit TODO code.
- c. Block 3: The original signature of an authorized TODO representative (one whose signature is currently on file at the SATOP Office) must be entered. When classified TOs are requested, this person certifies the TOs are required to support equipment possessed by the country and the data will be protected in accordance with the National Security Decision Memorandum (NSDM) 119.
- d. Block 4: Leave blank.
- e. Column DATE REQUEST PREPARED: Enter the date by year, month and day; for example, 9 November 2013 is entered 20131109.
- f. Column TODO/TM ACCT REQUEST NUMBER: Enter a unique 5-digit request number against each TO number requested. This request number can be used for tracking your individual requests.
- g. Column TECHNICAL ORDER NUMBER: Only enter the complete TO number.
- h. Column SECURITY CLASS: Enter the TO classification or proposed classification (U, C, or S). The TO Catalog listing for a TCTO Series may reflect multiple classifications. Establish a separate requirement for each classification you need.

## TO 00-5-19

- i. Column RESTRICTION: Leave blank.
- j. Column INITIAL DISTRIBUTION QUANTITY: Enter the ID quantity for which follow-on support is required. Precede a quantity of less than four digits with zeros; for example, 0007 or 0010.
  - (1) To establish, increase, or decrease an ID requirement, enter the total ID quantity desired.
  - (2) To cancel an ID requirement, enter XXXX.
  - (3) When making a one-time requisition, leave blank.

10.4.1 Column ONE-TIME REQUISITION QUANTITY. Enter the ID quantity required. Precede a quantity of less than four digits with zeros; for example, 0007 or 0010.

10.4.1.1 When you want to establish ID and block the requisition (that is, when you want to establish ID for follow-on support and you already have the TO on hand), enter four zeros (0000). Example: TODO that has received TOs transferred from another TODO and must establish follow-on support for these TOs.

10.4.1.2 When increasing an ID requirement and needing to order additional copy of the TO, enter in the additional quantity desired. When additional copies are not required, leave blank.

10.4.1.3 When decreasing or cancelling an ID requirement, leave blank.

10.4.1.4 When making a one-time requisition, enter the quantity desired.

10.4.2 Confirmation of Request Processing.

10.4.2.1 To receive an acknowledgement of receipt of the AFTO Form 187 data, include the following as the last entry on the AFTO Form 187.

10.4.2.1.1 Column DATE REQUEST PREPARED and column TODO/TM ACCOUNT NUMBER. Complete as outlined above.

10.4.2.1.2 Column TECHNICAL ORDER NUMBER. Enter BATCH-CONFIRM.

10.4.2.1.3 Column SECURITY CLASS. Enter U.

10.4.2.1.4 Column RESTRICTION. Leave blank.

10.4.2.1.5 Column INITIAL DISTRIBUTION QUANTITY. Enter four Xs (XXXX).

10.4.2.1.6 Column ONE-TIME REQUISITION. Leave blank.

10.4.2.1.7 Column ORIGINAL REQUEST DATE. Leave blank.

10.4.2.1.8 Column ORIGINAL TODO/TM ACCOUNT REQUEST NUMBER. Leave blank.

10.4.2.2 The processing of this transaction will cause an AFTO Form 187 Error Code with “43” printed in the ERROR code field (Table 10-1, AFTO Form 187 Error Codes), BATCH-CONFIRM in the TO NUMBER field, and “Your AFTO Form 187 received and input” in the EXPLANATION field. The date printed in SATODS REQUEST DATE field is the date the transaction was processed.

### NOTE

A TO request can be submitted via AFSAC Online AFTO Form 187 at <https://afsac.wpafb.af.mil>.

TECHNICAL ORDER PUBLICATIONS REQUEST																
1. TODO/TM ACCOUNT ADDRESS <i>(Exactly as established with AFLCMC/LZPTC)</i>					3. I certify that the requirements herein are the minimum requirements to support the mission of all organizations served by this distribution code. Requirements are approved IAW the provisions of TOs 00-5-1 and 00-5-19 and any supplements thereto.											
					<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> <span>Typed Full Name</span> <span>TODO Signature</span> </div> <div style="text-align: center; font-size: small; margin-top: 5px;">(Government Approving Agency Officer (Signature, Title, Grade))</div>											
NOTE: If address has changed, submit revised AFTO Form 43					4. APPLICABLE TO FMS AND NW TODO/TM ACCOUNTS. The approving/validating official certifies the requesting activity has valid requirement and need to know for the TOs requested below.											
2. NW TODO CODE OR FMS TM ACCOUNT NUMBER					SATOP Representative will sign here.											
D*0444 Bandaria (BN)					<div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>COMMAND VALIDATING/CONTRACTING OFFICE</span> <span>USAF/US GOVERNMENT APPROVING VALIDATING OFFICER (Signature, Grade, Title)</span> </div>											
NOTE: For FMS ONLY, the 6 Digit TM Account Number replaces the 4 digit TODO Code.																
LINE NUMBER	DATE REQUEST PREPARED			TODO/TM ACCT REQUEST NUMBER (5)	TECHNICAL ORDER NUMBER  (Up to 40)	S E C U R I T Y C L A S S (1)	R E S T R I C T I O N (1)	INITIAL DISTRIBUTION QUANTITY (4)	ONE-TIME REQUISITION QUANTITY (4)	USED ONLY FOR BACKORDER CANCELLATION			B L A N K O R C (1)	1, 2, 3 (1)	H O R Z (1)	
	YYYY	MM	DD							ORIGINAL REQUEST DATE	ORIGINAL TODO/TM ACCT REQUEST NUMBER (5)					
												YYYY				MM
1	2017	09	27	17001	00-5-19-WA-1	U		0001								
2					To establish ID for FeTODS TOs											
3																
4	2017	09	27	17001	BN00-5-19-WA-1			0001								
5					To establish ID for FeTODS CSTOs	U										
6																
7	2017	09	27	17001	00-5-19	U		0001	0001							
8					To establish (or change) ID and to requisition a paper copy											
9																
10	2017	09	27	17001	00-5-19	U			0001							
11					To requisition a paper copy only											
12																
13	2017	09	27	17001	00-5-19	U		XXXX								
14					To cancel ID for a paper copy											
15																

H9002986

Figure 10-1. AFTO Form 187, Technical Order Publications Request (Sheet 1 of 2)

**Figure 10-1. AFTO Form 187, Technical Order Publications Request (Sheet 2)**

Preliminary TOs are described in Paragraph 3.6. Initial distribution requirements will be submitted in the normal manner. Although this will not cause shipment of a preliminary TO, the ID requirement must be submitted as soon as possible to provide future distribution requirements. Special distribution procedures apply as follows:

**10.5.1 Technical Order Justification Form.** To obtain distribution of a TO or CSTO in preliminary status, submit a Technical Order Justification Form Figure 6-1 to the SPO with identification of the specific preliminary TO or CSTO required, quantity needed (if only available in paper copy), and the TODO Code.

**10.5.2 Consolidating Approved Requirements.** Consolidated approved requirements will be forwarded by the SPO to the TOMA for distribution action. TOMA must index the TO in SATODS before it is distributed. A copy of a preliminary TO or CSTO will be distributed under TOMA cover letter. Cover letters will be addressed only to a TODO or a chairman of a verification review team. Each cover letter will include the following:

#### **10.6 INTERIM TECHNICAL ORDERS (ITOS).**

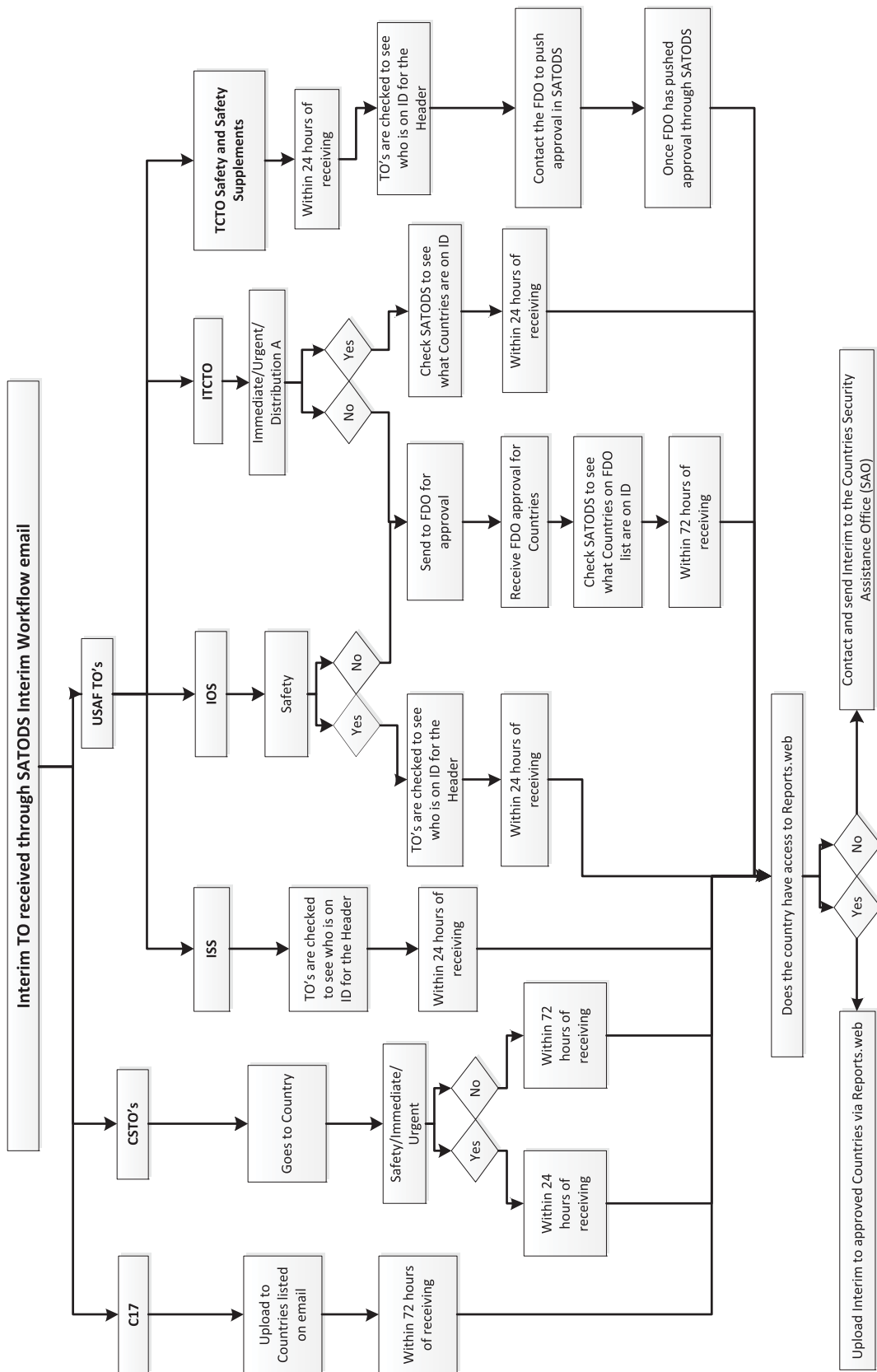
Interim TOs/CSTOs (i.e., interim Safety, Operational and TCTOs/Supplements) are prepared and issued in accordance with TO 00-5-15, Air Force Time Compliance Technical Order, by the SPD or TCM having engineering responsibility for the system or equipment.

**10.6.1 Delivery.** ITOs are issued through FeTODS (Report.web) in AFSAC Online or mailed to the FF or SAO (SAO designated to support the FMS customer will re-distribute the iTOs to affected users). SATOP office receives iTOs from the TOMA or ES. Interims workflow inbox is: [SATOP.Interims@Tinker.af.mil](mailto:SATOP.Interims@Tinker.af.mil). If the iTO is not already approved by the FDO, SATOP office sends the iTO to FDO via e-mail for review (10 day allowance for response back). FDO makes determination on which countries are authorized and informs via e-mail to the SATOP office and updates SATODS.

**10.6.1.1** SATOP office loads the iTO in AFSAC Online via Report.web then FMS customer retrieves iTO. SATOP office does not verify receipt, FMS customers verifies receipt and contacts SATOP office if not received.

**10.6.1.2** If iTO is already approved by FDO, SATOP Office verifies ID requirements in SATODS to determine which countries should receive the iTO. SATOP office verifies FMS customers authorized and uploads the iTO in AFSAC Online via Report.web. Only the countries authorized will receive the iTO (AFSAC web page, <https://afsac.wpafb.af.mil/>). Access to the web site home page is open to all FMS, however, access to Report.web and TO catalog information will require a Username and password.

**10.6.2 Safety iTOs.** Countries not supported through a publications case are entitled to receipt of safety ITOs provided disclosure is authorized. However, the country must request through the authorized SAO to be placed on distribution for these ITOs. Upon receipt of such an approved request, the SPO/SAPM will include the activity in its ITO address list.



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Figure 10-2. SATOP's Interim Process Flow Chart



## CHAPTER 11

### REQUISITIONING

#### 11.1 GENERAL.

This chapter contains methods and procedures for requisitioning USAF TOs and CSTOs.

#### 11.2 PURPOSE.

A requisition fills a one-time need for a TO. This may be to replace a worn out or lost copy of a TO, or to accomplish a one-time job. Follow-on support is not established for these copies, except when an automatic requisition is generated in conjunction with establishing an ID requirement.

#### 11.3 REQUISITIONING TECHNICAL ORDERS.

A requisition for an M-Symbol or CSTO is issued on an SATODS 221, Unclassified Technical Order Requisition (Figure 2-3). SATODS 221 consists of four labels to a sheet. First label is for Stock, Store and Issue receiver. All other labels on the sheet are address labels for each additional package requiring a label. See Table 11-1 for the fields applicable for each label (blank fields indicate the information for that field is not applicable).

**Table 11-1. AFTO Form 221 Field Descriptions**

Field	Description
Print Location	The address of the organization who has management responsibility for the CSTO or the SSI address.
Address	The TODO address to whom the TO is being shipped for FMS this will be a CONUS Freight Forwarder (FF) or country embassy address.
TO Number	The number of the CSTO that is being distributed.
Change Number	The change or revision number of the CSTO being distributed. The words "SUPPL" in this field indicates a supplement is being distributed.
Version Date	The date of the New, Revision, Change or Supplement indicated in the Change Number field.
QTY	The Initial Distribution (ID) quantity of the CSTO or CSTO increment being distributed.
FMS Doc	A unique number assigned to the transaction. This number remains consistent for identification and traceability purposes. Refer to the Requisition Chapter of this TO for Document Number explanation.
FMS Cost	A value used by the FF to process the shipment through US Customs. This value is not the actual cost of the CSTO.

11.3.1 Requisitions. A requisition is issued a SATODS 221, Technical Order Requisition (Figure 2-3).

#### 11.4 SUBMITTING EMERGENCY AND URGENT REQUISITIONS.

11.4.1 Emergency. An emergency condition is a situation in which TOs are required immediately because of a work stoppage due to a critical or hazardous condition. An emergency requisition may be submitted to the SATOP Office by e-mail. Processing of an emergency requisition will receive priority. The e-mail must include the following elements: the TODO code, date of request, request number, TO number, security classification, ID quantity, one-time-requisition quantity, and the name and title of the person authorized to submit a request for TOs.

#### 11.5 ONE-TIME REQUISITION.

When a TO is requisitioned, the basic manual and all current changes and supplements will be furnished. An individual supplement may be requisitioned if it is listed in the current TO Catalog. When a TCTO series is requisitioned, all TCTOs and their supplements of the same security classification as the TCTO series will be furnished. Prepare the AFTO Form 187,

Technical Order Publications Request according to the Chapter Completing AFTO Form 187 in this TO (Paragraph 10.4). When an individual TCTO is requisitioned, the TCTO and its supplements will be furnished. Prepare the AFTO Form 187 according to Chapter 10.

#### **11.6 SUBMITTING ROUTINE REQUISITIONS.**

Routine requisitions are submitted by AFTO Form 187. Prepare the AFTO 187 according to the Chapter Completing AFTO Form 187, Technical Order Publications Request in this TO.

#### **NOTE**

Customer has to requisition a complete copy of a TO to receive any missing changes. A requisition for a single change cannot be made.

#### **11.7 SATODS 215 EXCEPTION NOTICE.**

If an error is found on AFTO Form 187, Technical Order Publication Request after it has been processed, an SATODS 215 Exception Notice, Notification(Figure 11-1, SATODS 215 Exception Notice) are generated and sent from the R&B representative of that country. R&B will review and research the SATODS 215 Exception Notice, Notification and take the necessary action to correct or notify the TODO for correction (Table 10-1, AFTO Form 187 Error Codes) for the TO to be processed.”

#### **11.8 NON-RELEASABLE TO.**

When the FDO has determined the TO to be non-releasable, a denial code notification (Table 2-1, FDO Denial Codes) will appear on the country’s Monthly Status Report and in the Tech Order Index under Search TO Order and ID Status in AFSAC Online (<https://afsac.wpaf.mil>). The FDO may request the country complete a Technical Order Justification Form (Figure 6-1, Technical Order Justification Form). To receive a Technical Order Justification Form, contact the country’s Country Assistance Team (CAT). Once completed, return to the country’s CAT to have processed through FDO.

Subject: AFTO Form 215 for SATODS BN-PCQ-011 PCN: Q-W002-A35-DA9-PS 20180101

---

Case Number: BN-PCQ-011

TODO Code: D\*03XY

Request Date: 20180101

Request Number: 17002

TO Number: 00-5-19-WA-1

Security Class: U

ID Quantity: 0001

REQN Quantity:

Error Code: 57

Explanation: Technical Order (TO) has been rescinded, or replaced, or renumbered, or cancelled  
in Security Assistance Technical Order Distribution System (SATODS)

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Case Number: BN-PCQ-011

TODO Code: D\*03XY

Request Date: 20180101

Request Number: 17002

TO Number: 1-1-8-WA-1

Security Class: U

ID Quantity: 0001

REQN Quantity:

Error Code: 58

Explanation: Invalid/incorrect Technical Order (TO) number

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\*\*\*FINISHED\*\*\*

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Figure 11-1. SATODS 215 Exception Notice, Notification

Table 11-2. FDO Denial Codes

Denial Code	Description
1	TO is not authorized for release. If technical data is required to support equipment in the country's inventory, the development of a CSTO is required. For further assistance, contact your case manager at AFSAC.
2	TO is not releasable under the terms of the Letter of Offer and Acceptance (i.e., depot-level maintenance is not authorized, the data pertains to a specific item of equipment, or a capability is not authorized), or it is denied by Public Law or other governmental direction.
3	TO is under FDO review. We will notify you as soon as review is completed. A significant delay is expected. Please do not resubmit a request for this technical order.
4	We are unable to validate the country's requirement for the TO. Submit justification to the SATOP office.
5	The TO you requested is releasable. However, there are minor differences between your configuration of equipment and that of the USAF or another foreign country. A country standard technical order (CSTO) or multi-country (XX) CSTO supplemental manual is required to cover these differences. For further assistance, contact your case manager at the AFSAC.
6	TO is not available from USAF stock. It is a commercial manual which was purchased in limited quantities to support USAF requirements. The USAF does not have reproduction rights and is not authorized to release the manual to non-USAF activities. You may be able to obtain this data directly from the company identified in the TO Catalog as the manufacturer of this equipment. Contact your case manager at AFSAC.
7	TO is not authorized for release. This TO has limited rights in data and/or copyright restrictions and cannot be sold to a foreign country. For further assistance, contact your case manager at AFSAC.
8	Our records indicate a previous request for subject TO was denied. At that time, we requested justification which has not been received. We will reconsider your request after we receive your AFTO FORM 187 and your letter of justification for this TO. Send your request to the SATOP Office.
9	The TO you requested is unpublished, and a preliminary TO does not exist. A review of this TO cannot be accomplished until the TO is published. For further assistance, contact your case manager at AFSAC.
10	The country's configuration differs from that of the USAF. A CSTCTO or justification is required. Send the justification form to the SATOP Office. Send your request for development of a CSTCTO to your case manager at AFSAC.
11	We are unable to validate a country requirement for the TCTO. The TCTO is releasable only to countries possessing the applicable equipment. Submit your justification form to the SATOP office.
12	TCTO is under review. We will notify you as soon as review is completed. A significant delay is expected. Please do not resubmit a request for this technical order.
13	The request to establish ID is denied. The requirement cannot be verified. Submit justification form to the SATOP office.
14	The country's ID requirement has been deleted from the series header. Records indicate the country no longer has the equipment. Submit Justification form to the SATOP office.
15	The country's ID has been deleted by the FDO. The TO content is releasable, but records indicate the country no longer has the equipment. Submit justification form to the SATOP office.
16	The ID has been deleted by the FDO. The country did not participate in the development/maintenance of the multiple-country (XX) CSTO. The country should contact the TCP or case manager at AFSAC.
17	The ID has been deleted by the FDO. Data incorporated into the TO makes it no longer releasable. If technical data is required to support equipment currently in your inventory or to support equipment currently on contract to be purchased, then a CSTO or multi-country (XX) CSTO is now required. Contact your case manager at AFSAC.
18	TO is not releasable. A CSTO/CSTCTO has been or is being developed and is now or will be available. The country must submit an AFTO form 187 to establish ID for the CSTO when it appears in the TO Catalog.
19	The request for this XX CSTO is denied; the country did not participate in the development/maintenance of the multiple-country CSTO. The country should contact the case manager at AFSAC.

**Table 11-2. FDO Denial Codes - Continued**

Denial Code	Description
20	The TO you requested contains data developed by the Component Improvement Program (CIP) and is available only to participating members. If technical data is required, you may obtain this TO by joining the CIP, or you may request price and availability (P&A) data for development of a Country Standard Technical Order (CSTO). Contact your case manager at AFSAC.
21	The ID has been deleted by the FDO. The country no longer participates in the engine component improvement program (ECIP). Please contact the IEMP or if a CSTO is required, contact the case manager at AFSAC.
22	Release is denied for 00-5-series TOs that contain certain policy applicable only to the USAF. For OC-ALC FDO use only.
23	The country's ID requirements for this TO have been cancelled. We did not receive the requested justification.
24	TO is a CD-ROM containing one or more technical order(s) not available for release, making the entire CD-ROM not releasable. If paper copies of the TO are available for release, suggest you re-submit your AFTO Form 187 for the appropriate TO.
25	TCTO is not releasable to you under the terms of the Letter of Offer and Acceptance (LOA) applicable to the weapon system supported by this TCTO. This TCTO is applicable to a capability or piece of equipment that was specifically not authorized your country as a condition of sale, or the data was restricted by other governmental direction.
26.	This is to advise you that your ID requirements for subject TO have been cancelled. The TO has been updated and is not available for release. The TO currently in your files can be used to support your equipment. However, it will not be updated unless it is maintained as a Country Standard Technical Order (CSTO). Contact your case manager at AFSAC.



## CHAPTER 12

### DISTRIBUTION

#### 12.1 GENERAL.

This chapter contains the methods and procedures for distributing TOs to the using activity.

#### 12.2 TECHNICAL ORDER DISTRIBUTION AND PRINT SERVICE (TODPS).

In accordance with DoDI 5330.03, TODPS is the AFMC directed system to be utilized for printing AF TOs. The TODPS process improves print quality, save distribution time, reduce distribution costs and lead to elimination of back-up stock and the warehouses to manage them. Technical Order Distribute and Print Gateway (TODPG) provides TOMAs interface to upload and manage TO content within TODPS.

12.2.1 TODPG ID/OTR. TODPG provides the central Defense Logistics Agency (DLA) Document Services repository with ready-for-production (print ready) PDF format TO files in support of paper copy Initial Distribution (ID) and subsequent One-Time Requisition (OTR) transactions for complete TOs. TODPG is the central point in a DLA Wide Area Network (WAN) connecting DLA Document Services production sites. TODPG sends ID/OTR print orders through the DLA network for production, packing and shipment by DLA Document Services sites closest to the TODO customer worldwide. TODPG can accept CD-ROM/DVD formats for reproduction and distribution.

12.2.2 Freight Forwarder (FF). An interface between SATODS and the TODPG will manage the printing and distribution of AF TOs directly to responsible FF when FMS customers are on subscription for Air Force TOs (See Chapter 6, Distribution - General for more information on FFs).

#### NOTE

The following statement is required on the title page of all TOs when incorporating previous increments: BASIC AND ALL UPDATES HAVE BEEN MERGED TO MAKE THIS A COMPLETE PUBLICATION.

#### 12.3 INITIAL DISTRIBUTION (ID).

ID refers to the first distribution of a TO, TCTO, change, revision, or supplement after initial printing. ID is directed by the TOMA or by the SPO TOMA. Actual shipment may be made from TODPS, an aircraft or equipment contractor's plant, or from a Government Printing Office (GPO) printing contractor's plant.

#### 12.4 DLA SHIPPING LABELS.

DLA labels contain the following fields: Blank fields indicate the information is not applicable (Table 12-1, DLA Label Field Descriptions).



**Table 12-1. DLA Label Description**

Field	Description
Print Location	The print facility responsible for printing and shipping the TO.
Address	The FF address or country's Embassy address.
TO Number	The TO that is being distributed.
Change Number	The Change or Revision number of the TO being distributed. The words "SUPPL" in this field indicates a supplement is being distributed.
Version Date	The date of the New, Revision, Change or Supplement indicated in the Change Number field.
QTY	The quantity of the TOs contained in the shipment.
Doc	The requisition document number.
Cost	A value used by the FF to process the shipment through US Customs. This value is not the actual cost of the TO.

## 12.5 SHIPMENTS.

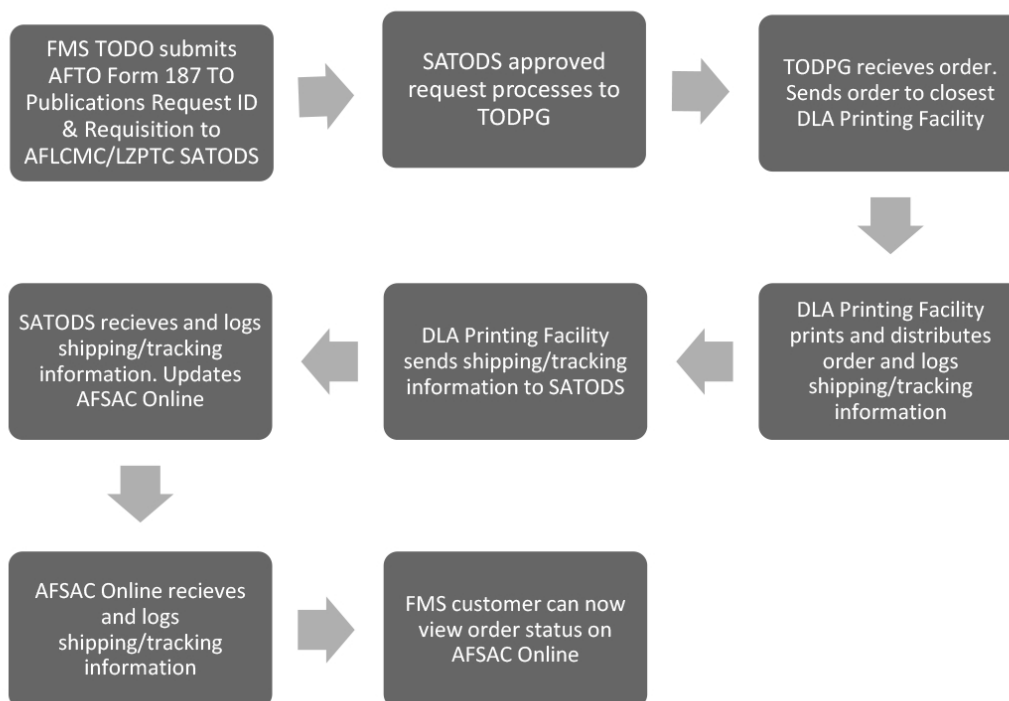
TOs addressed to TODOs assigned a D\*++++ code will not be included in the consolidated mailing process. Requisitions and ID material are shipped separately by individual document number. The courier must be able to provide evidence that the shipment(s) has been delivered to the designated delivery address (e.g., FF). Unclassified shipments are sent to the FF as specified in the Letter of Offer and Acceptance (LOA). These shipments are made by freight couriers such as United Parcel Service (UPS), FedEx or through United States Postal Services (USPS). Classified TO shipments on the other hand, are made by registered mail. It is important for FFs to ship a TO in its original packaging with labels and record information attached. Further, TOs should be shipped separate from equipment and should be protected from wear and tear while in route to country. Airlift shipment should be considered if surface shipment takes over 30 days. Once TO shipments have arrived in-country, the transportation office should process the TO shipments in an expeditious manner to avoid any delays (Figure 12-1, TODPG Flow Chart).

**12.5.1 Classified Shipping.** When a classified TO is shipped, a mailing label is placed on the outer and inner wrappers and the record portion is placed inside the package along with a classified material receipt/record of destruction when required by applicable directives. Labels for classified shipments will not show the TO number or classification nor include a statement that the package may be opened for postal inspection.

**12.5.1.1 TO Packages.** Classified and unclassified TOs are not packaged together for shipment; however, a change or supplement having a classification lower than that of the basic TO may be shipped with the TO.

**12.5.2 More Than One TO Package.** When it is necessary to use more than one package to ship a TO, each package must be identified. For example, if there are four (4) boxes in a shipment, each box must be identified as 1 of 4, 2 of 4, 3 of 4, and 4 of 4. For classified TOs the record portion of the mailing label is placed in the first package.

### TODPG PROCESS FLOW



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**Figure 12-1. TODPG Process Flow Chart**

## 12.6 RECEIPT OF TECHNICAL ORDERS, REDISTRIBUTION, AND RETURN OF EXCESS COPIES.

The TODO should check each TO shipment to make certain all packages bear the TODO code and address of the receiving organization. Each shipment should be opened promptly and checked to determine if the contents agree with the TO number and quantity indicated on the shipping label. A classified document receipt should be verified as to the TO number and quantity, and should be signed, and returned immediately to the address shown on the receipt. In the event of a misdirected TO shipment, SATOP Office should be contacted immediately by e-mail ([AFLCMC.EZGTC.Workflow@us.af.mil](mailto:AFLCMC.EZGTC.Workflow@us.af.mil)). The e-mail should include a scanned copy of all shipping labels and a copy of the TO title page. Further, if any of the following conditions exist such as (a) a shortage in the quantity of TOs shipped, (b) the TO received does not match the TO shown on the shipping label, or (c) the TO is incomplete (e.g., lacks or missing pages, changes, supplements) or is illegible, the TODO should contact the SATOP office by e-mail as well.

**12.6.1 Subaccounts.** The TODO should distribute routine TOs to subaccounts within two (2) working days. Urgent action, immediate action, and safety TOs and TCTOs should be distributed immediately.

**12.6.2 Extra TO Copies.** When extra copies of an unclassified TO are received, they may be either placed in an extra copy file or destroyed. Extra copies of a classified TO may be destroyed in accordance with AFI 61-204.

## 12.7 REQUISITION AND ID FOLLOW-UP BY TODO.

A requisition follow-up should be initiated when the requisitioned TO has not been received within 90 days from the date of submission. To follow-up on a requisition, submit an email to the Country Assistance Team (CAT) and provide the following information from the original AFTO Form 187: TODO code, date of request, request number, TO number, classification, ID quantity and/or OTR quantity.

### **NOTE**

Do not resubmit AFTO Form 187 as this may result in a duplicate requisition.

**12.7.1 Follow-up Responses.** If the follow-up response indicates the AFTO Form 187 was not received and processed, the TODO should resubmit the requisition. However, if the follow-up response indicates the AFTO Form 187 has been received/processed and shipped, the TODO shall:

- Check in-country for undelivered TO shipments
- Check with the FF to see if the shipment has been received but not yet shipped into country,
- Submit a new requisition for the TO if the shipment cannot be located.

## 12.8 BILLING RECORD CANCELLATIONS.

If it is necessary to cancel a requisition, a cancellation request must be submitted to the SATOP office. Cancellation request must include the following: TODO, TO number, document number and reason for cancellation. Reasons for cancellations include:

- Duplicate Record
- Ordered in Error
- AFTO Form 187 typographical error
- TO superseded or incorporated in another TO

## 12.9 CASE BILLING/DISTRIBUTION RECONCILIATION.

The TODO inventory receipt records should be reconciled with SATODS Monthly Status Report for Case (Figure C-1, SATODS Monthly Status Report by Case).

## CHAPTER 13

### RELEASE OF 60-SERIES TECHNICAL ORDERS/ EXPLOSIVE ORDNANCE DISPOSAL BULLETINS

#### 13.1 GENERAL.

This information is to assist Foreign Military Sales (FMS) customers on the release policy for purchase of 60-series TO publications. AFCEC/CXE, 2008 Stump Neck Road, Indian Head, MD 20640-3681 is the Air Force liaison to the Naval Surface Warfare Center Indian Head Explosive Ordnance Technology Division (NSWC IHEODTD). AFCEC/CXE is the single point of contact for the Navy-managed joint service nonnuclear EOD publications and development of Category 60 EOD TOs to support those systems and commodities. Additional responsibilities for AFCEC/CXE are specified in DoDD 5160.62, Single Manager Responsibility for Military Explosive Ordnance Disposal Technology and Training, and AFI 32-3001, Explosive Ordnance Disposal Program. Contact the SAO at the US Embassy, US Defense Attaches office within the specific country.

#### 13.2 POLICY.

This information is to assist Foreign Military Sales (FMS) customers on the release policy for purchase of 60-series TO publications.

**13.2.1 Release of EOD Publications.** Typically, Release of EOD publications to FMS will not be considered unless the requesting nation has EOD personnel who have graduated from the Naval School Explosive Ordnance Disposal (NAVSCOLEOD) or trained by graduates of the NAVSCOLEOD, preferably within five years prior to the date of the publication request.

#### 13.3 SUBMITTING REQUIREMENTS.

The minimum information contained in the request for EOD manuals should consist of the following:

- EODB 60 publication number (if known)
- type of ordnance
- Size of ordnance
- Nomenclature of ordnance
- Country of origin

##### 13.3.1 Specific country. The specific country requesting the ordnance:

- Should have purchase the ordnance
- The ordnance for which the country has or expects to be encountered; or
- Why does the country need the publication for the particular ordnance?

#### 13.4 DISCLOSURE OF 60-SERIES TECHNICAL ORDERS.

Disclosure permits the transfer of knowledge or information but not the physical transfer of documents, in whole or part, material, or equipment. The disclosure policy for 60-series technical orders is as follows:

##### **NOTE**

NAVEODTECHDIV develops, manages and assigns Air Force Category 60 TO numbers to Joint Service EOD TOs. They distribute joint service non-nuclear EOD TOs, using the Automated EOD Publication System (AE-ODPS), for all services.

Once an official letter has been received addressing the items in Paragraph 13.3 and Paragraph 13.3.1 the information will be provided as to whether or not the publication exists and whether it can be released to the specific country. NAVEODTECHDIV will also provide a price for the publication and budget information. The address is:

Send an informational copy to:	Commanding Officer Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV) Attn: CO Code 201 2008 Stump Neck Road Indian Head, MD 20640-3861 Det 63, 688 HQ ACC 2008 Stump Neck Road Indian Head, MD 20640-5099
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## CHAPTER 14

### SPECIAL PROGRAMS AND NON-COUNTRY REQUESTS

#### 14.1 AIRCRAFT TECHNICAL COORDINATION PROGRAM.

Aircraft Technical Coordination Programs (TCP) are established to provide follow-on technical support for continued improvement of aircraft reliability and maintainability. These programs are authorized and governed by AFMAN 16-101 to support for eligible countries which decline to take part in pertinent aircraft TCPs is affected as follows:

14.1.1 TO Supplements, Changes, and Revisions. TO supplements, changes or revisions that result from engineering change proposals by the TCP will not include the nonparticipant's aircraft configuration by serial or tail number.

14.1.2 TCTOs. TCTOs and related kits developed through the aircraft TCP for country standard equipment are not provided to nonparticipating countries, except those involving safety hazards.

#### 14.2 INTERNATIONAL ENGINE MANAGEMENT PROGRAM/COMPONENT IMPROVEMENT PROGRAM.

The International Engine Management Program (IEMP) is delegated by the SAF to AFMC for implementation and execution. The IEMP consists of services and Component Improvement Program (CIP) contract services to support engines. The CIP provides follow-on engineering efforts to improve engine maintenance and thus enhance reliability. These programs are authorized and governed by AFMAN 16-101. TO support for an eligible country that declines to participate in an engine CIP is affected as follows:

14.2.1 Initial Lay-In. A full initial lay-in of releasable engine TOs may be included with the initial weapon system sale without regard to CIP participation.

14.2.2 Follow-On TO Supplements, Changes, and Revisions. Follow-on TO supplements, changes, and revisions that result from a CIP will not be released to nonparticipating countries, which will be advised to develop CSTOs for follow-on support. The TO supplements, changes, and revisions resulting from a CIP will not be incorporated into a nonparticipating country's CSTOs.

14.2.3 Notification of Engine Flight Safety Hazards. In all instances, purchasers will be notified of engine flight safety hazards. Nonparticipating countries will be charged for the additional cost of flight safety TCTOs and kits developed through CIP efforts as prescribed in AFMAN 16-101.

#### 14.3 OTHER DOD COMPONENT PUBLICATIONS.

A publication controlled by another DoD component should be ordered under an FMS case with that component. Direct correspondence with the proper source of supply will ensure faster response time and allow for timely receipt of follow-on distribution and safety notifications.

14.3.1 Controlled DoD Component. If publications controlled by another DoD component are required to support a USAF FMS system sale program, the initial lay-in of the publications can be provided through the USAF TO publications case. However, AFMAN 16-101 requires that all follow-on support and automatic distribution of changes must be obtained through a case established with the controlling DoD component.

14.3.2 Small-Dollar Requests. Small-dollar requests for publications that are needed on a one-time basis can be funded through the USAF publications case when the customer does not have a case established with the controlling DoD component. Automatic distribution requirements for these publications cannot be established with the USAF. The customer will request these publications by letter to the SATOP Office and provide the following information:

14.3.2.1 Managing or controlling DoD component.

14.3.2.2 Publication number (and national stock number, if applicable).

## TO 00-5-19

14.3.2.3 Classification.

14.3.2.4 Title.

14.3.2.5 Quantity required.

14.3.2.6 Statement of justification. Include the aircraft or equipment applicability (part number, model, type) and the FMS system sale program, if any, being supported or whether the equipment or system was acquired by commercial sale or third-country transfer. If the FMS program is with another DoD component, indicate the reason the FMS case with that component is not being used.

14.3.2.7 USAF TO publications case to be billed.

14.3.2.8 TODO Code and address to which the publication is to be shipped.

14.3.2.9 Name and signature of the customer TODO manager authorized to order publications and expend case funds. The manager's name and signature should be on file at the SATOP Office.

14.3.3 Shipping and Billing Data. The SATOP Office will forward the letter to the managing DoD component and provide shipping and billing data, and will notify the customer whether the publication is available and releasable.

### 14.4 REQUESTS BY FOREIGN COUNTRIES FOR INACTIVE TECHNICAL ORDERS.

Requests from FMS customers for an inactive TO (rescinded, replaced, renumbered) must be fully substantiated and submitted to the SATOP Office for disposition. The SATOP Office will forward such requests to the appropriate TOMA. TOs not requiring updates may be reinstated as an M-symbol in SATODS and uploaded into TODPG for distribution. CSTO development will need to be accomplished for any TOs requiring updates. If a TO is unavailable, a CSTO will be required.

### 14.5 RELEASE OF COUNTRY STANDARD TECHNICAL ORDERS TO THE PUBLIC.

Country standard TOs are not releasable to the general public.

### 14.6 TECHNICAL ORDERS TO SUPPORT CONTRACTS AND DIRECT SALES PROGRAMS NOT MANAGED BY THE US AIR FORCE.

Contractors (US or foreign) may need USAF TOs to perform a service contracted directly with a SAP country. This requirement must be established by the country and charged to the appropriate TO publications case. The country may elect either of two methods to provide the TOs to the contractor after Department of State (DOS) approval (<https://www.state.gov/t/pm/rsat/c14030.htm>) - the country may obtain the required TOs through its TODO account and furnish them directly to the contractor or the country may designate the contractor as the country's agent and request that the SATOP Office assign a FMS TODO Code to the contractor and use the country's TO publications case for billing purposes. By the second method, the TOs will be shipped directly to the contractor.

14.6.1 CSTO Requirement. When CSTOs are required for the support of a direct service contract with a country, the country should request the TOMA that manages the CSTO contract to amend the SSI contract as necessary to supply CSTOs to the service contractor. A copy of the request should be forwarded to the AFSAC case manager and another to the SATOP Office. If the SSI contractor wants the SATOP Office to supply shipping labels, the SSI contractor should ask the SATOP Office to assign an FMS TODO code to the service contractor.

14.6.2 Establish TO Requirements for USAF TOs. For a direct sales program, the country should establish its requirements for USAF TOs directly with the SATOP Office. An FMS TO publications case must be established if the country does not have one. Under no circumstances will the contractor be authorized to requisition USAF TOs under a USAF contractor TODO Code for the support of a service contract or direct sales program not managed by the USAF. This action could result in unauthorized disclosure of information and violate Public Law on recoupment of costs.



#### 14.7 TECHNICAL ORDERS TO SUPPORT USAF-MANAGED FMS REPAIR, SERVICE, AND SALES CONTRACTS.

A Certified US contractor may need USAF TOs to perform a service for a SAP country under an FMS contract administered for the country by the USAF. In some instances, the contractor may be performing the same or a similar service for the USAF under a USAF contract. When performing FMS contract work in the plant under DCAS visibility, a contractor may use TOs the contractor legitimately had obtained without cost under a USAF TODO code for the performance of USAF work. However, the contractor may not furnish or release these TOs to a foreign customer nor send them to support Contractor Engineering Technical Services (CETS) personnel in foreign countries. If additional or different TOs are required only for FMS contract work, these TOs must, according to Public Law, be purchased. The FMS customer must pay for them by use of an FMS case. Procedures given in Paragraph 14.7 must be followed to accomplish the purchase.

#### 14.8 COUNTRY STANDARD AND M-SYMBOL TO DISTRIBUTION FOR NON-FMS TODO (E\* OR F\* TODO CODE).

A non-FMS TODO (USAF support activity, TCP, SPO, IM, US contractor Major Command, etc.) having a requirement for a CSTO or an M-symbol TO will prepare, for each ALC or SPO TOMA concerned, a separate AFTO Form 187, Technical Order Publications Request and letter of justification listing only the CSTOs or M-symbol TOs managed by that ALC or SPO. (Requests for CSTOs and M-symbol TOs will not be submitted on the same form.) In the upper left corner of the AFTO Form 187, the TODO will write "CSTO" or "M-SYMBOL TO" as appropriate and send the request to the CSTO or M-symbol TOMA at the prime ALC or SPO. The TOMA will forward an approved request to the SATOP Office for SATODS processing and will return a denied request to the TODO. See Chapter Responsibilities in this TO (Chapter 7).

#### 14.9 TECHNICAL ORDER FOR FOREIGN CONTRACTORS.

Requests for USAF TOs from foreign contractors are not processed through the SATOP office. These requests require DOS approval. Foreign contractors must submit TO requests through the country's embassy located in the USA to obtain DOS approval. A US 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 TOMA. USAF prime contractors providing TOs to foreign subcontractors are responsible for ensuring compliance with US export control laws.



## CHAPTER 15

### TIME COMPLIANCE TECHNICAL ORDERS - GENERAL

#### 15.1 PURPOSE.

Time Compliance Technical Orders (TCTO) provide instructions to military system End Items as well as assemblies/components that are installed into them. TCTOs are used to modify weapon systems, commodities, and equipment necessary to support the weapon system within specified time limits, initiate special “one time” inspections to impose temporary restrictions and track support system and equipment configuration on systems or equipment.

#### 15.2 METHODS.

USAF TCTOs are managed by the AFMC. The technical content of the TCTO/common CSTCTO is the responsibility of the program manager who issues the TCTO. The contractor will be the responsible manager for a unique CSTCTO.

**15.2.1 Responsibilities.** When the TO or the TO category supporting a country’s weapon system or equipment is a CSTO, corresponding TCTOs will be issued as CSTCTOs. The country will not be authorized to be on ID for the USAF TCTO series.

**15.2.2 USAF or CSTO TCTO.** When the basic TO supporting the country’s weapon system or equipment is a USAF TO, or a USAF TO with a country standard TO supplemental manual, the TCTO can be either USAF or country standard TO, depending on its releasability and applicability to the USAF. A TCTO that supports a consortium-agreement military system will be numbered and managed as a USAF TO. Major actions will be coordinated with all consortium members.

**15.2.3 SAP Equipment.** A USAF TCTO provided in support of SAP equipment shall not contain country-peculiar data.

**15.2.4 XX Country Designator.** A CSTCTO which does not contain effectivity data or reveal a specific country’s mission capabilities may be numbered and issued for multiple-country use (country designator XX) when it applies to equipment of a configuration that is or is projected to be standard to more than one country.

#### 15.3 DESIGNATION OF URGENCY.

Each TCTO with common USAF and SAP application is assigned a degree of urgency at the time the Configuration Control Board (CCB) gives approval. The contractor assigns the degree of urgency on unique CSTCTOs. Three designations of urgency authorized are immediate action, urgent action, and routine action. The degree of urgency determines how soon the TCTO must be done.

**15.3.1 CSTCTOs Common to USAF TCTOs.** When a contractor both builds and makes distribution of a unique CSTCTO kit, a formal Data Code is not required.

**15.3.2 Unique CSTCTO.** A CSTCTO unique to an FMS country or countries will be assigned a sequence number from a series starting at 6001. The series will be sequential for each country for each weapon system; therefore, the same sequence number would not indicate commonality (e.g., CSTCTO numbers AA1F-16-6031 and CC1F-16-6031 would not identify a CSTCTO as being common between the countries).

#### NOTE

When creating the first CSTCTO under a CSTCTO Series Header, ETIMS will always start by creating 501. If the required CSTCTO does not meet the criteria to start with 501 and must be started at 6001, the TOMA creating the CSTCTO will create 501, then generate a FSC Ticket to have the CSTCTO renumbered to 6001. All CSTCTOs from that point will number in order and no further FSC Tickets will be required for the CSTCTO Series Header.

#### 15.4 IMMEDIATE ACTION TCTOS.

Immediate action TCTOs are issued to correct a safety-related deficiency. If not corrected, this condition could result in fatal or serious injury of personnel and/or damage or destruction of equipment.

#### 15.5 URGENT ACTION TCTOS.

Urgent action TCTOs are issued to correct a reduction in combat efficiency or possible safety hazard. If not corrected, the condition could cause injury to personnel or damage to equipment.

#### 15.6 ROUTINE ACTION TCTOS.

Routine action TCTOs are issued for conditions that require correction. The urgency is less critical for these TCTOs than for immediate and urgent action TCTOs. Routine action TCTOs are issued to authorize, accomplish, and record one-time requirements (inspections and restrictions) as well as Class IV and V modifications.

#### 15.7 INSPECTION TCTOS.

Inspection TCTOs do not change the form, fit, or function of the equipment. There are three types of inspection TCTOs.

#### 15.8 INTERIM TCTO.

When a TCTO must reach the user as quickly as possible, the SPO/SAPM issues an interim TCTO or an interim country standard TCTO (CSTCTO). An interim TCTO or CSTCTO is sent to the in-country FMS customers with applicability, which delivers it to the maintenance function as soon as possible after it is received.

#### 15.9 OTHER MODIFICATION INSTRUCTIONS.

A manufacturer's service bulletin may be used in the same manner as a TCTO.

#### 15.10 NUMBERING OF KITS.

An identification number is assigned to a TCTO kit. For a unique CSTCTO the contractor will assign a unique kit identification number.

### NOTE

When creating the first CSTCTO under a CSTCTO Series Header, ETIMS will always start by creating 501. If the required CSTCTO does not meet the criteria to start with 501 and must be started at 6001, the TOMA creating the CSTCTO will create 501, then generate a FSC Ticket to have the CSTCTO renumbered to 6001. All CSTCTOs from that point will number in order and no further FSC Tickets will be required for the CSTCTO Series Header.

#### 15.11 DATA CODE NUMBERS.

A USAF TCTO and its corresponding CSTCTOs are assigned the same seven-digit data code. This data code appears on the first page, upper right corner, and below the TO number on all TCTOs/CSTCTOs and supplements.

**15.11.1 Equipment Publication Category.** The first two digits identify the equipment publication category; the remaining five digits identify and maintain serialization control. For example, in data code 3306871, 33 indicates the test equipment category and 06871 identifies this number as the 6,871st test equipment data code assigned. When a contractor both builds and makes distribution of a unique CSTCTO kit, a formal data code is not required.

**Table 15-1. TCTO Kit Identification Number Data Fields**

Federal Stock Class	Kit Designator	TO Category	Data Code Number	Kit Letter Designator	Management Code
1560	K	33	09275	A	BC

**Table 15-1. TCTO Kit Identification Number Data Fields - Continued**

Federal Stock Class	Kit Designator	TO Category	Data Code Number	Kit Letter Designator	Management Code
Airframe Structure Components (Single Engine Aircraft, Multi-Engine Aircraft, Helicopter)	Identifies TCTO Kit	These digits identify the equipment's TO Category	The Data Code is used to serially track the TCTO.	Identified Group "A" or Group "B" Kit  Group "A" Kits (Items, parts, components to be permanently or semi-permanently installed to support/secure/interconnect, or accommodate Group "B" kit equipment). Group "B" Kits (Equipment that when installed with Group "A" kit, completes a modification).	Management Codes are acquired/as-signed. The Management Code corresponds to the Air Logistics Center (ALC) managing the kit

## 15.12 RESCISSION OF TCTOS.

A rescission date on a USAF TCTO applies only to USAF organizations; the foreign customer may complete the TCTO after this date. If kits are required, the customer must order them through the AFSAC Country Command Manager. When a USAF TCTO has an FMS customer on ID, the TCTO should not be rescinded; it will be retained for the Security Assistance Program (SAP). Its rescission date is automatically extended in SATODS record for two years from the date of its transfer into SATODS. Notification of this two-year extension does not appear in TO Catalog in AFSAC On-line, nor is a TCTO supplement issued extending the TCTO rescission date. When the two-year extension date is reached, the TCTO is retained for SAP.

**15.12.1 Immediate Action.** An immediate action, urgent action, or safety TCTO that is rescinded for USAF but retained for SAP will not be downgraded in criticality when transferred to TO Catalog in AFSAC Online. A rescission date that is appropriate for correcting the deficiency will be assigned.

**15.12.2 Unique CSTCTO.** The rescission date for a unique CSTCTO will be established by the SPO/SAPM contractor, and applicable country. The rescission date for a CSTCTO that has a corresponding USAF TCTO should be no later than the USAF TCTO rescission date to ensure a valid kit-ordering period for the customer.

**15.12.3 Downgrade in Criticality when Transferred.** An immediate action, urgent action, or safety TCTO that is rescinded for USAF but retained for SAP will not be downgraded in criticality when transferred to TO Catalog in AFSAC Online. A rescission date that is appropriate for correcting the deficiency will be assigned.

**15.12.4 Rescission Date.** The rescission date for a unique CSTCTO will be established by the SPO/SAPM contractor, and applicable country. The rescission date for a CSTCTO that has a corresponding USAF TCTO should be no later than the USAF TCTO rescission date to ensure a valid kit-ordering period for the customer. A country may request that the rescission date of an M-Symbol TCTO or CSTCTO be extended by contacting the SATOP office.

## 15.13 TCTO SUPPLEMENTS.

A TCTO supplement is used to amend the basic TCTO. A revision of or a numbered change to a TCTO shall not be issued.

**15.13.1 Replacement TCTO.** If a TCTO supplement would be approximately the same size as the basic, a replacement TCTO may be prepared instead of a supplement. The use of supplements shall be kept to a minimum. A one-or two-page basic TCTO shall be replaced rather than supplemented.

15.13.2 Issuing More Than One Supplement. When it is necessary to issue more than one supplement to a TCTO, the later supplement may be either cumulative (replacing the previous supplement) or noncumulative. A supplement requiring additional work shall be noncumulative. When no additional work is required, the supplement may replace previous supplements not requiring additional work. A supplement that requires additional work shall contain a statement regarding additional workhours and personnel required. New data codes are assigned only if the supplement changes the scope of the effort or results in a new kit requirement (TCTO Paragraphs 5 and 6). New data codes are not required for minor corrections to TCTO text, addition of tail/serial numbers to the list of equipment affected, or extensions to rescission dates.

15.13.3 Supplement to Basic Technical Order. A supplement shall bear the heading “Supplement to Basic Technical Order” and need not bear an indicator of safety or a designator of urgency unless the supplement is issued for the purpose of announcing such a change to the TCTO. A supplement automatically has the same urgency as the TCTO to which it applies.

15.13.4 Workhour Accomplishment. A supplement shall not be issued to correct the workhour accomplishment time of a TCTO. This accomplishment time is an average workhour requirement for scheduling purposes only and is not the actual number of workhours required for compliance.

15.13.5 Automatic Distribution. Automatic distribution of TCTO supplements will begin with the initial TCTO published and approved for release after initial distribution requirements have been established for the TCTO series.

## **CHAPTER 16**

### **SUPPLY DEFICIENCY REPORT (SDR)**

#### **16.1 SUPPLY DEFICIENCY REPORT (SDR).**

SDRs are not used for TO shipment discrepancies. If a TO shipping discrepancy occurs, the customer should contact the Security Assistance Technical Order Program Office, AFLCMC.LZPTCSO.Tinker@us.af.mil for assistance.





## CHAPTER 17

### AIR FORCE PUBLICATIONS

#### 17.1 OBTAINING AIR FORCE PUBLICATIONS.

Air Force forms, publications, regulations, pamphlets and decals are obtained through the Air Force Security Assistance and Cooperation (AFSAC) Directorate at Wright-Patterson AFB, Ohio. A DD Form 1149 is used. Since each publication does not have a stock number assigned they must be ordered using the current publication short title. Classified publications, other than TOs, are released only after approval by SAF/IAPT, AFLCMC/WFJN, or other delegated release authorities. The DD Form 1149 can be downloaded from the Forms.GOV website at: <http://search.usa.gov/forms>. Submit the completed DD Form 1149 to: AFLCMC/WFISD, 1822 Van Patton Drive, Wright-Patterson, AFB, 45433-5337, USA.

#### NOTE

For other than ordering USAF TOs insure an "Other related manuals" caseline be added to the LOA.



## CHAPTER 18

### COMPUTER PROGRAM IDENTIFICATION NUMBER SYSTEM (CPINS)

#### 18.1 GENERAL CONCEPT.

This chapter is primarily for use by FMS Technical Order Distribution Offices (TODOs), Equipment Specialist (ES), Software Control Centers (SCCs) and other agencies. It provides methods and procedures for establishing requirements, managing FMS CPIN case lines and receiving reports.

**18.1.1 Security Assistance Technical Order Data Systems (SATODS).** SATODS is a logistics management system for security assistance CPIN requirements. It is used by the SATOP Office in accomplishing case line manager actions for a standard USAF CPIN case line. Distribution control is provided through SATODS by documenting the disclosure decision made by the Foreign Disclosure Office (FDO) and the shipping information input by the SCC.

#### 18.2 FMS CPINS.

CPINS are the official means for providing software for the operation, installation, maintenance, and modification of military systems and commodities

**18.2.1 USAF Consortium CPINS.** USAF Consortium CPINS are initially developed only for USAF but have since been sold and released to FMS customers that reimburse USAF on a cost share basis through a Letter of Offer and Acceptance (LOA).

**18.2.2 Country Standard CPINS.** Country Standard CPINS are either developed exclusively for a single FMS country's use or the same configuration is currently not used by the US or any other country. The single FMS country may be on Initial Distribution (ID) with multiple TODO Code(s) if they require the CPIN to be delivered to more than one location in country. Country Standard CPINS are numbered and indexed IAW TO 00-5-16.

**18.2.3 Country Consortium CPINS.** Country Consortium CPINS are not used by USAF and have only FMS users.

#### 18.3 REQUIREMENTS PROCESSING CYCLE.

The Air Force Security Assistance Cooperation (AFSAC) provides the Price & Availability (P&A) and Letter of Request (LOR) to the CPIN case line manager for preparation. The CPIN case line manager provides to AFSAC:

- For acquisition cases: Provide a system case line value for USAF CPINS required to support all articles and services provided for in the LOA.
- For sustainment cases: The FMS customer's CPIN requirements and historical billing information are analyzed and a case value for continuing service is projected. The price data is a recommended case value to ensure sufficient fund are provided.
- The CPIN case line manager for all program meetings and training/travel cost for training/assessments applicable to the CPIN library.

**18.3.1 Receipt of Implementing Project Directive (IPD) and LOA.** Once receipt of an IPD and LOA from the case manager has been received, CPIN case line manager implements the TO case line into SATODS, and assigns a TODO Code for unclassified TO requirements. A separate TODO Code for classified TO requirements is assigned if necessary. The TODO Code is identified by a six digit, beginning with the letter "D". When a follow-on replacement case is implemented, the established TODO code and ID requirements are not affected.

18.3.1.1 The FMS customer must sign a LOA to establish an FMS CPINS case line with the USAF before a CPIN can be ordered in support of an FMS program. The following types of CPIN cases may be required:

- A nonstandard CPIN case(s) line to fund the development, maintenance, and Stock Storage and Issue (SSI) for CSTOs required to support a system or equipment item that cannot be supported by USAF CPINS.
- System Sale Cases such as: “D” (Communication Equipment and Facilities), “E” (Support Equipment), “N” (Special Support), “Q” (Consolidated Sustainment support case), “S” (Major aircraft system sale) and “Y” (Major missile system sale) for standard USAF TOs supporting “common” standard articles and services provided in the system sales LOA.

#### NOTE

Additional case lines may be required by other product divisions or Air Logistic Complexes (ALCs) for support equipment, navigation systems, electronic warfare equipment, weapons, etc.

18.3.2 CPIN Case Lines. CPIN case lines (unclassified/classified) are used for supporting the ID of updates for established CPIN requirements, establishing new ID requirements, and requisitioning CPINS after the initial lay-in has been accomplished on system sales software CPIN case lines. Data for P&A and LOR will be obtained from the CPIN case line manager.

18.3.3 Management of CPIN Requirements. All FMS CPIN requirements are managed in SATODS. This requires input from multiple media managers such as ES and SCC/Managing Center (MCTR). TODOs will establish and manage CPIN requirements using SATODS reports and will work with FMS CPIN case line manager.

18.3.4 Signature Authorization Letter (SAL). The TODO submits a Signature Authorization Letter (SAL) with the name and signature of each person authorized to obligate case funds and sign the AFTO Form 157, Computer Program Configuration Item (CPCI) Requirement. The SAL must be signed by an incountry approving official (Figure 18-1, Signature Authorization Letter). This letter will constitute authorization for the individual(s) to obligate CPIN case funds. A new SAL is required for new case implementation, TODO personnel change, and for each time a TODO code is moved to a new case line.

## SIGNATURE AUTHORIZATION LETTER (SAL)

Technical Order Distribution Office (TODO) Personnel authorized to submit  
FMS Computer Program Identification Number (CPIN) Requirements

### NOTE

Authorized personnel must be familiar with TODO's responsibilities in accordance with TO 00-5-19 and shall ensure compliance with policy procedures when submitting AFTO Form 157, Computer Software Configuration Item (CSCI) Requirement.

Authorized TODO(s) (see below) are authorized to expend CPIN case funds on the following cases:

#### CASE/LINE NUMBER

(Ex: BN-YNG-006)


#### SW TODO CODE

(Ex: 28BN01)


Complete the following information for each TODO Personnel authorized to submit CPIN requirements and expend CPIN case funds in accordance with TO 00-5-19

(Please type or print legible):

SW TODO Name: <input style="width: 150px;" type="text"/>
Title: <input style="width: 150px;" type="text"/>
Email: <input style="width: 150px;" type="text"/>
Telephone Number: <input style="width: 150px;" type="text"/>
TODO Signature: <input style="width: 150px;" type="text"/>

SW TODO Name: <input style="width: 150px;" type="text"/>
Title: <input style="width: 150px;" type="text"/>
Email: <input style="width: 150px;" type="text"/>
Telephone Number: <input style="width: 150px;" type="text"/>
TODO Signature: <input style="width: 150px;" type="text"/>

SW TODO Name: <input style="width: 150px;" type="text"/>
Title: <input style="width: 150px;" type="text"/>
Email: <input style="width: 150px;" type="text"/>
Telephone Number: <input style="width: 150px;" type="text"/>
TODO Signature: <input style="width: 150px;" type="text"/>

SW TODO Name: <input style="width: 150px;" type="text"/>
Title: <input style="width: 150px;" type="text"/>
Email: <input style="width: 150px;" type="text"/>
Telephone Number: <input style="width: 150px;" type="text"/>
TODO Signature: <input style="width: 150px;" type="text"/>

### NOTE

If a Foreign Liaison Officer (FLO) is to be authorized to expend case funds, they must be identified above.

In-country Approving Official (Senior Management or Major Staff Officer) of above mentioned SW TODO(s) must complete and sign below. These signatures authorizes SW TODOs to expend case funds for CPINs (Please type or print legible):

Name: <input style="width: 150px;" type="text"/>
Title: <input style="width: 150px;" type="text"/>
Email: <input style="width: 150px;" type="text"/>
Telephone Number: <input style="width: 150px;" type="text"/>
Signature: <input style="width: 150px;" type="text"/>
DATE: <input style="width: 150px;" type="text"/>

Name: <input style="width: 150px;" type="text"/>
Title: <input style="width: 150px;" type="text"/>
Email: <input style="width: 150px;" type="text"/>
Telephone Number: <input style="width: 150px;" type="text"/>
Signature: <input style="width: 150px;" type="text"/>
DATE: <input style="width: 150px;" type="text"/>

Email completed/signed SAL to: [AFLCMC.LZPTC.SATOPFMSCPINS@us.af.mil](mailto:AFLCMC.LZPTC.SATOPFMSCPINS@us.af.mil)

### NOTE

A new SAL is required for new case implementation, TODO personnel change, and for each time a SW TODO Code is moved to a new case line.

H1904402

Figure 18-1. Signature Authorization Letter (SAL)

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**Figure 18-2. AFTO Form 157 Computer Program Configuration Item (CPCI) Requirement (Sheet 1 of 3)**

INSTRUCTIONS	
Block 1 SW-TODO Initiator	SW-TODO personnel listed on current AFTO Form 43 or FMS equivalent will sign and provide email
Block 2 SW-TODO Account	Enter SW-TODO Account assigned on AFTO Form 43 or FMS equivalent
Block 3 SW-TODO Rqn No	Enter a 5-digit Requisition Number. Last two digits of current year plus a three digit serial number (001-999) assigned by the initiator
Block 4 Date of Request	DD-MMM-YY Date initiated by SW-TODO personnel
Block 5 SW-TODO Security	Enter all applicable Security Classification Level s of the SW-TODO facility (U, C, S) U = Unclassified, C=Confidential, S=Secret
Block 6 Order Control No	Leave Blank. ACPINS will assign a unique control number upon entry by MCTR.
Block 7 Administrative Contracting Officer	Blank for USAF and FMS. When the SW-TODO is a contractor, the applicable Administrative Contracting Officer will sign, date, provide email address and indicate approval/disapproval. If contract has expired, the ACO shall disapprove the AFTO Form 157 and Return Without Action. ACO signature not required if contractor has been approved for ACPINS online access with Contractor Plus (CNTR+) user role.
Block 8 MCTR Internal Use Only	The Managing Software Control Center (MCTR) will use this Block for internal processing purposes. a. Enter date AFTO Form 157 is received at MCTR CPIN Library b. Enter date AFTO Form 157 is entered to ACPINS Order Screen for ES and/or FDO coordination c. Enter name of MCTR Technician processing AFTO Form 157 d. Enter date SW-TODO notified of completion
Block 9 CPIN	Initiator enters Computer Program Identification Number
Block 10 Rev Num	Enter Revision number if known. Upon entry to ACPINS, field will default to the current revision number.
Block 11 Sec Class	Enter Security Classification of the CPIN if known. Upon entry to ACPINS, field will default to current security classification. If Security classification of SW-TODO in Block 5 is lower than the security classification of the CPIN, ACPINS will not allow the entry of the CPIN until SW-TODO security classification is revised
Block 12 ID Qty	Enter Quantity for Continuing Subscription (ID) Requirements. Enter Zero to cancel subscription. CPIN Revision does not have to be dated to be placed on ID; Revision can be PENDING. Does not generate an immediate shipment if the revision is already dated.
Block 13 1T Qty	Enter Quantity for One-Time immediate shipment of latest dated revision. CPIN Revision must be dated to request a one-time shipment. Cannot request immediate shipment of PENDING CPIN revisions. MCTR shall ensure FMS case line is funded or that the contractor's contract has not expired prior to shipment.
Block 14 Pri	Enter priority of CPIN. R=Routine, U=Urgent, E=Emergency. Definitions in paragraph 6.4.3.
Block 15 Distribution or Download Date	Initiator leave blank until accomplishing successful download. The MCTR technician processing the distribution or download action will enter date of action
Block 16 FMS CLASSIC	Initiator leave blank. CPIN Library Associated Stock Store and Issue Cost (FMS only) The MCTR technician or funds monitor will enter the cost to be reimbursed from the applicable case line
Block 17 Date Received	The Initiator may use this block to record the date CPIN is received at SW-TODO facility
Block 18 Date Installed	The initiator may use this block to record the date CPIN is installed to equipment
TOTAL	Enter priority of CPIN. R=Routine, U=Urgent, E=Emergency. Definitions in paragraph 6.4.3.

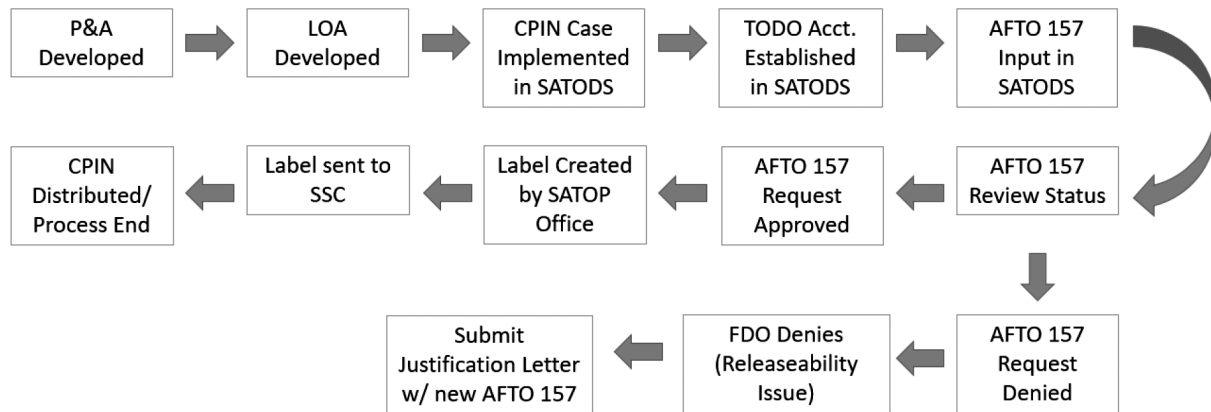
AFTO FORM 157, 20090121

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Figure 18-2. AFTO Form 157 Computer Program Configuration Item (CPCI) Requirement (Sheet 2)



**Figure 18-2. AFTO Form 157 Computer Program Configuration Item (CPCI) Requirement (Sheet 3)**



H1904406

**Figure 18-3. CPIN Process for SATODS**

**18.3.6 Approval or Disapproval.** The FDO has the authority to approve or disapprove disclosure of information and release of a CPIN. SATODS tracks all approval/disapprovals in SATODS. TODO may request an Approved CPIN Report to review all approved CPINS for the country.

#### 18.4 RESPONSIBILITIES.

Below are the management responsibilities for distributing CPINS provided under a standard TO publications case implemented into SATODS. For more information on the responsibilities of CPINS, see Chapter 7, Responsibilities chapter of this TO.

**18.4.1 TODO Responsibilities.** In-country TODO responsibilities for CPINS include the following:

**18.4.1.1** The TODO will order CPINS, track all incoming CPINS and manage CPIN library.

**18.4.1.2** TODOs should organize CPINS in a manner that allows minimum reconciliation effort. Classified CPINS will be handled and stored in accordance with all applicable security directives and/or LOA requirements.

**18.4.1.3** At least once a year, TODO(s) should request a Management Code Selected Reconciliation Listing (CSRL) from the CPIN case line manager to reconcile all inventory records in the CPIN library. If discrepancies are found, contact the CPIN case line manager.

**18.4.1.4** ID Requirement Report (formerly Compendium I) are releasable to each foreign country that have a current LOA. This report provides all CPINS available to the country. The TODO may contact the CPIN case line manager to obtain a copy of this CPIN report.

**18.4.1.5** Complete the SAL and provide to the CPIN case line manager (Figure 18-1, Signature Authorization Letter (SAL)).

**18.4.2 Equipment Specialist (ES) Responsibilities.** The responsibilities of the ES are:

**18.4.2.1** Determine the software required by a FMS Customer upon request for a specific application (definitization list).

**18.4.2.2** Provides information to FDO to approve/disapprove CPINS in SATODS and any technical information needed by SCC.

18.4.3 SCC/MCTR Responsibilities. The responsibilities of the SCC/MCTR are:

18.4.3.1 Provide cost estimates to CPIN case line manager.

18.4.3.2 Develop CPINS for FMS Customers.

18.4.3.3 Ships CPINS through country's Freight Forwarder (FF).

18.4.3.3.1 Ensure packing slips/lists for FMS countries are attached to the outside of the package in a transparent water-proof packet to allow the embassy or Freight Forwarder (FF) to document the contents without opening the package. For more information concerning FF, see Chapter 6, Distribution - General chapter of this TO.

18.4.3.3.2 Shipping/tracking information will be input to SATODS to maintain accurate shipping tracking statuses.

18.4.4 CPIN Case Line Manager Responsibilities. The responsibilities of the CPIN Case Line Manager are:

18.4.4.1 Prepare P&A and LOR for AFSAC:

18.4.4.2 A system sale case line value for USAF CPINS required to support all articles and services provided for in the LOA.

18.4.4.3 The travel cost for training the TODO and establishing a CPIN library in support of a system sale program and related meetings.

18.4.4.4 Comparing the list of definitized CPINSs with SATODS records to determine whether the Customer has ID requirements established on another CPIN case, and annotating the list accordingly.

18.4.4.5 The Customer's CPIN requirements and historical billing information are analyzed and a case value for continuing service is projected. The price data is a recommended case value to ensure sufficient funds are provided.

18.4.4.6 Once LOA has been signed by FMS Customer, the LOA being provided to the CPIN case line manager for case implementation is sufficient. A TODO Code is assigned and the case designator are entered into SATODS. Only then can ID requirements and requisitions be processed.

18.4.4.6.1 A CPIN requirement approved by the FDO is processed through SATODS for shipping action by the managing SCC. If a CPIN requirement is denied by FDO, the FMS Customer is notified of this action through the CPIN case line manager. Also the TODO may request an Approved CPIN Report (report has all approved CPINS for the country) from the CPIN case line manager via email ([AFLCMC.LZPTC.SATOPFMSCPINS@us.af.mil](mailto:AFLCMC.LZPTC.SATOPFMSCPINS@us.af.mil)).

18.4.4.7 Accomplishing CPIN system management initial CPIN lay-in support for an FMS system sale program. This management support includes:

18.4.4.8 Sending the CPIN definitization list to the FMS Customer for review, coordination, adjustment, quantity determination, and approval.

18.4.4.9 Receiving from the FMS Customer the approved definitization list of CPINS with written authorization to order. Preparing the AFTO Forms 157, Computer Program Configuration Item (CPCI) Requirement and processing the requirements into SATODS.

18.4.4.10 Participate in the program management meetings to report case line actions and status and other CPIN related meetings.

18.4.4.11 Monitoring SATODS computer transactions and correcting processing errors.

18.4.4.12 Reporting to the FMS Customer (if applicable) and USAF program management, the processing and delivery status of the CPIN initial lay-in and completion of FMS TODO training.

18.4.4.13 Providing TODO training for the timely activation of a TODO and library site to support a system sale.

18.4.4.14 One year following TO Library set-up, provide refresher training for TODO personnel. This training should be requested through CAT and AFSAC.

18.4.4.15 Notifying AFSAC, FMS Customer, ES/SCC and other organizations of case implementation, TODO and TODO addresses upon implementation.

18.4.4.16 Closing TO case line in SATODS, deleting unnecessary TODO accounts and providing Case Closure Letter to AFSAC, FMS Customers, TODO's and other organizations as needed.

18.4.4.17 Reviewing AFTO Form 157, Computer Program Configuration Item (CPCI) Requirement requests submitted by the TODO for compliance with specified procedures, and processing these requests into SATODS.

18.4.4.18 Send the Monthly Status Report to each TODO account.

18.4.4.19 Investigating a requisition status request or distribution discrepancy inquiry submitted by the TODO and providing the status, information, or guidance.

18.4.4.20 Coordinating case line manager actions and reporting a case support problems to AFSAC.

18.4.5 Security Cooperation Organization (SCO) Responsibilities. The responsibilities of the SCO are:

18.4.5.1 Inform FMS customers of policies and procedures for accomplishing and managing CPIN distribution requirements.

18.4.5.2 Shipping Discrepancies. Assisting the host country military officials with submitting a TO distribution or shipment discrepancy inquiry by using the procedures described in this TO.

18.4.5.3 TODO Account through an Army Post Office (APO). Performing as the customer TODO account addressee through an APO when so authorized, and transferring TO deliveries to the customer TODO. This function is normally limited to supporting distribution of classified TOs to the customer. A customer's TODO account addressed to the SAO via an APO is assigned only when approved by the USAF and included in the LOA.

## 18.5 DISTRIBUTION REQUIREMENTS.

An ID requirement or a requisition will be submitted to the CPIN case line manager according to the procedures outlined in Chapter 11, Requisitioning Chapter and Chapter 12, Distribution Chapter of this TO for processing into SATODS. SATODS will maintain disclosure review and maintain traceable shipping information.

18.5.1 ID Requirement Cancellations. The ID requirements for CPINS will be cancelled automatically by the CPIN case line manager when a CPIN is deleted, rescinded, a TODO Code is deleted or when no longer required to support the mission or equipment assigned to the TODO.

18.5.2 Cancel ID for CPIN. The FMS Customer must submit an AFTO Form 157 to the FMS CPIN case line manager via email ([AFLCMC.LZPTC.SATOPFMSCPINS@us.af.mil](mailto:AFLCMC.LZPTC.SATOPFMSCPINS@us.af.mil)).

## 18.6 MANAGEMENT OF SOFTWARE.

18.6.1 Unclassified CPIN Storage. TODOs that receive, store or maintain unclassified CPINS shall provide adequate storage areas, shelving and specialized binder inserts etc., to safeguard software utilizing applicable guidance pertaining to safety, security and quality control.

18.6.2 Classified CPIN Storage. In addition to the requirements for unclassified CPIN storage; classified CPINS shall be handled and stored per applicable security directives at location.

18.6.3 Mailing CPINS. Mailing CPINS shall include media labels, shipping labels, AF Form 310, Document Receipt and Destruction Certificate (Figure 18-4, AF Form 310 Document Receipt and Destruction Certificate), if classified and may include packing slips (Figure 18-5, Classified Media Initial Distribution Label).

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE			
1. TO: F*19VM, (850-882-9300) HQ AFMC/A4FI (AF TOFST-EGLIN TRAINING ACCOUNT) 102 WEST D AVE BLDG 11 RM 144 EGLIN AFB FL 32542-6808		2. FROM: ABCD 123 ABC DRIVE ANAHEIM GA 12345 OFFICIAL BUSINESS	
		3. DATE:	
		4. CONTAINER NO.:	
5. DESCRIPTION OF DOCUMENT(S): CPIN: 82G-TAMMY120-F001-00 CPIN TYPE: A REV: 000 CLASS: S QTY: 1 CPIN TITLE: TAMMY120TEST			
TO AVOID TRACKER ACTION, RETURN SIGNED RECEIPT BY		⇒ 6. DATE:	
DOCUMENT RECEIPT			
I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS			
7. DATE:	8. NAME, ORGANIZATION, AND PHONE NUMBER (DSN):		9. SIGNATURE OF RECIPIENT:
DESTRUCTION CERTIFICATE			
10. THE DOCUMENT(S) LISTED ABOVE WERE	DESTROYED	⇒ COMMITTED TO CENTRAL DESTRUCTION FACILITY ON	11. DATE:
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL:		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL:	
AF IMT 310, 19951101, V4 (ETIMS GENERATED)			

H1904407

Figure 18-4. AF Form 310 Document Receipt and Destruction Certificate

WR-ALC/EZGTD - GREGG KELLEY  
 BLDG 301 WW BAY-D  
 285 COCHRAN ST  
 ROBINS AFB GA 31098-1640

\*SATODS.ID.20180228.DCNN048058E200\*

**SATODS.ID.20180228.DCNN048058E200**

Qty: 1

Account:  
D\*036G

\*D\*036G\*

Media Number: 81A-  
HC130J/CNI/OPF/V14407331-F001-00A

Change Number:

Version Date: 20180228

FMS Doc: DCNN048058E200

FMS Cost: \$16.00

**FMS CASE CN-PSA-001 MF/0 FF/TF  
 DND PUB DEPOT-ATTN DSC04  
 2140 THURSTON ROAD  
 OTTAWA ONTARIO CN K1A OK2 00**

CLASSIFIED. MEDIA INITIAL DISTRIBUTION (Auto-Generated)

WR-ALC/EZGTD - GREGG KELLEY  
 BLDG 301 WW BAY-D  
 285 COCHRAN ST  
 ROBINS AFB GA 31098-1640

\*SATODS.ID.20180228.DCNN048058E200\*

**SATODS.ID.20180228.DCNN048058E200**

Qty:

Account:  
D\*036G

\*D\*036G\*

Media Number: 81A-  
HC130J/CNI/OPF/V14407331-F001-00A

Change Number:

Version Date: 20180228

FMS Doc: DCNN048058E200

FMS Cost: \$16.00

**FMS CASE CN-PSA-001 MF/0 FF/TF  
 DND PUB DEPOT-ATTN DSC04  
 2140 THURSTON ROAD  
 OTTAWA ONTARIO CN K1A OK2 00**

CLASSIFIED. MEDIA INITIAL DISTRIBUTION (Auto-Generated)

H1904408

**Figure 18-5. Classified Media Initial Distribution Label**

**18.6.4 AFTO Form 221.** Use of the AFTO Form 221 CPIN Packing List as a mailing label is optional due to package size limitations and specialized printer requirements. While some of the data elements listed on the AFTO Form 221 are no longer applicable due to process changes, most are standard data elements and remain mandatory (Figure 18-6, SATODS 221, Technical Order Requisition Label).

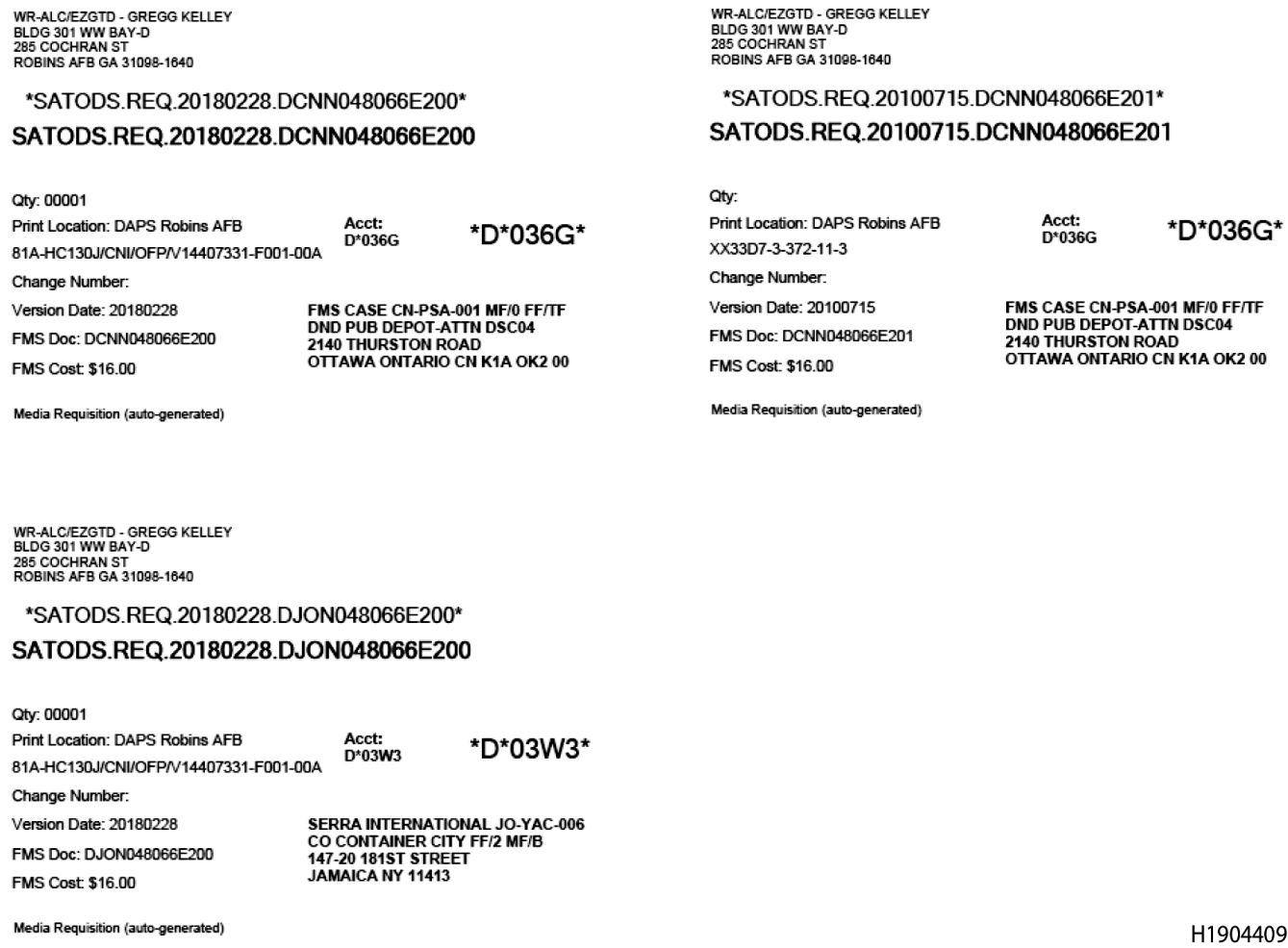


Figure 18-6. SATODS 221, Media Requisition Label

18.6.5 Shipping/Distribution Errors. TODO should notify the CPIN case line manager (AFLCMC.LZPTC.SATOPFMSCPIN@us.af.mil) if CPIN media is damaged during transport.

18.6.6 Reporting CPIN Defects. For issues related to the creation, manufacture or functionality of the software, the deficiency shall be reported as outlined in Technical Order 00-35D-54.

18.7 DISPOSAL OF A COMPUTER DISPOSAL OF A CSCI.

When a a Computer Software Configuration Item (CSCI) is no longer needed (due to replacement, mission change, equipment transfer, inventory reduction, declared excess, etc.) the disposal of the item shall be accomplished in accordance with the applicable TCTO, security regulation, conservation policy, or other directive. The return or reuse of an item is mainly at the FMS Customer’s discretion. Some items are expensive, and if in good condition, may be returned to the SCC for further use.

## APPENDIX A PUBLICATIONS

### A.1 LIST OF REFERENCED AND RELATED PUBLICATIONS.

AFI 11-215	Flight Manuals Program (FMP)
AFI 23-101	Air Force Materiel Management
AFI 32-3001	Explosive Ordnance Disposal Program
AFJMAN 23-215	Reporting of Supply Deficiencies
AFMAN 16-101	International Affairs and Security Assistance Management
AFMCI 21-302	Processing Interim Technical Orders
MIL-PRF-32216	Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data
MIL-STD-38784	Military Specification Manuals, Technical: General Style and Format Requirements
TO 00-5-1-WA-1	AF Technical Order System
TO 00-5-3-WA-1	AF Technical Order Life Cycle Management
TO 00-5-15-WA-1	AF Time Compliance Technical Order Process
TO 00-5-16-WA-1	Software Managers and Users Manual for the USAF Automated Computer Program Identification Number System (ACPINS)
TO 00-5-18-WA-1	USAF Technical Order Numbering System
TO 00-20-14	Air Force Metrology and Calibration Program
TO 33K-1-100-CD-1	TMDE Calibration Notes, Calibration Interval, Technical Order, and Work Unit Code Reference Guide
TO 33K-1-100-WA-1	Calibration Procedure for Maintenance Data Collection Codes and Calibration Measurement Summaries





## APPENDIX B

### ACRONYMS

#### B.1 LIST OF ACRONYMS.

AEODPS	Automated EOD Publication System
AFSAC	Air Force Security Assistance and Cooperation
AGE	Aerospace Ground Equipment
ALC	Air Logistics Complex
ATC	Air Training Command
BCU	Block Cycle Updates
CAT	Country Assistance Team
CCB	Configuration Control Board
CCI	Controlled Cryptographic Items
CCM	Country Command Manager
C-E	Communications-Electronics
CENTO	Central Treaty Organization
CETS	Contractor Engineering Technical Services
CFEN	Contractor-Furnished Equipment Notice
CIP	Component Improvement Program
CM	Case Manager
COTS	Commercial Off The Shelf
CPIN	Computer Program Identification Number
CSCI	Computer Software Configuration Item
CSRL	Code Selected Reconciliation List
CSTCTO	Country Standard Time Compliance Technical Order
CSTO	Country Standard Technical Order
CTOCU	Central Technical Order Control Unit
DCS	Direct Commercial Sales
DDL	Delegation of Disclosure Letter
DGR	Designated Government Representative
DLA	Defense Logistics Agency
DoD	Department of Defense
DSCA	Defense Security Cooperation Agency
DSN	Defense Switched Network
ECS	Embedded Computer System
Electronic Tool (e-tool)	Electronic tools such as PCs (personal computers), the internet, email, fax machines, printers and other technology that makes communication, information retrieval and work processes easier and more efficient
EOD	Explosive Ordinance Disposal
EODB	Explosive Ordnance Disposal Bulletin
EPA	Environmental Protection Agency
EPAF	European Participating Air Force
ETIMS	Enhanced Technical Information Management System
eTO	Electronic TO
EWSIP	Electronic Warfare Standardization and Improvement Program
FDO	Foreign Disclosure Office
FeTODS	FMS Electronic Technical Order Distribution Service

FEDEX	Federal Express
FF	Freight Forwarder
FMM	Flight Manager Manager
FMP	Flight Manuals (Publication or Program)
FMS	Foreign Military Sales
FSC	Function Support Center
GSA	General Services Administration
GPO	Government Printing Office
ID	Initial Distribution
IDTOD	International Digital Technical Orders (F-16)
IEMP	International Engine Management Program
IM	Item Manager
IPD	International Program Directive
IPR	In-Process Reviews
ITCTO	Interim Time Compliance Technical Order
ITO	Interim Technical Order
JMEM	Joint Munitions Effectiveness Manual
LCL	Local Checklist
LEP	LEP of A-page
LJG	Local Job Guide
LOA	Letter of Offer and Acceptance
LOAP	List of Applicable Publications
LWC	Local Workcard
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MDS	Mission, Design, Series
ML	Mail Lists
MPTO	Methods and Procedures Technical Order
NATO	North Atlantic Treaty Organization
NCLS	Nuclear Weapons Logistics Division Technical Support Branch
NSN	National Stock Number
OI	Organizational and Intermediate
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Administration
OTR	One-Time Requisition
PA	Policy Analyst
P&A	Pricing and Availability
PCR	Publication Change Request
PDL	Personal Distribution Lists
POC	Point of Contact
POD	Print on Demand
PTO	Preliminary Technical Order
R&B	Requirements and Billing
RAC	Rapid Action Change
RC	Technical Manual (TM) Change Recommendation and Reply
RCN	Record Control Number
RGL	Reading Grade Level
SAF	Secretary of the Air Force
SAF/IA	Secretary of the Air Force/International Affairs
SAL	Signature Authorization Letter
SAMIS	Security Assistance Management Information System

SAO	Security Assistance Organization (or Office or Officer)
SAP	Security Assistance Program
SATODS	Security Assistance Technical Order Data System
SATOP	Security Assistance Technical Order Program
SC	Security Cooperation
SCM	Supply Chain Manager
SDR	Supply Deficiency Report
SM	Single Manager
SOW	Statement of Work
SPD	System Program Director
SPO	System Program Office
SSI	Stock Storage and Issue
T&E	Test & Evaluation
TCM	Technical Content Manager
TCP	Technical Coordination Program
TCTO	Time Compliance Technical Order
TDY	Temporary Duty
TM	Technical Manual
TMCR	Technical Manual Contract Requirement
TO	Technical Order
TOCN	Technical Order Change Notice
TOCU	Technical Order Control Unit
TODA	Technical Order Distribution Account
TODO	Technical Order Distribution Office
TODPG	Technical Order Distribution Print Gateway
TODR	Technical Order Distribution Record
TOFCN	Technical Order Field Change Notice
TOLCMP	TO Lifecycle Management Plan
TOMA	Technical Order Management Agency
TOMP	Technical Order Management Plan
TOPS	Technical Order Page Supplement
TPP	Technical Publications Plan
TPT	Third Party Transfer
UPS	United Parcel Service
USAF	United States Air Force
USG	United States Government
USPS	United States Postal Service
VSP	Verification Status Page
WP	Work Package



## APPENDIX C

### SATODS PRODUCTS

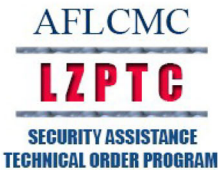
#### C.1 SATODS MONTHLY STATUS REPORT BY CASE.

This report lists the results of all processed TO Initial Distribution and TO requests. The report includes TOs: awaiting shipment, shipped, credited records, TOs requested to be cancelled, TO requests awaiting FDO review, TO requests denied by the FDO, TO requests which processed but encountered an error, TO requests awaiting case funding and requests for unpublished TOs. The product is separated TODO Codes. An example of the product is shown in Figure C-1.

**Table C-1. SATODS Monthly Status Report by Case**

Heading	Heading Description
ACCNT	TODO Code requesting the TO
TO NUMBER	TO Number requested by the country, or the TO distributed by the ALC
REQ DATE	Date entered on the AFTO Form 187 which placed the TODO on Initial Distribution for the TO
REQ NUM	Request Number entered on the AFTO Form 187 used to reference the request to the received shipment
ID QTY	Initial Distribution quantity entered on the AFTO Form 187 submitted by the TODO, or the quantity issued by the ALC through follow-on distribution
RQN QTY	Requisition quantity entered on the AFTO Form 187 submitted by the TODO
K	The Kind of TO to which the record applies. N - New Basic, C - Change to Basic, R - Revision to Basic, S - Supplement to Basic
REV CHG	The Revision or Change Number applicable to the TO
STATUS	The Status of the record on the AS OF DATE
AS OF DATE	The date of the status on the date the report was created
DOC NUMBER	The unique number assigned to the TO
CARRIER	The carrier responsible for delivering the TO shipment to the TODO's Freight Forwarder (FF)
TRACKING NUMBER	The traceable shipping number assigned by the carrier for tracking the TO shipment

SATODS Monthly  
Status Report by  
Case



DATE: 11-18-2016

Contact Phone: DSN: 884-2952

- FDO Denial Codes and Denial Code Reasons**
- 1 The Technical Order (TO) is not authorized for release. If the TO is required to support equipment in the country's inventory, the development of a Country Standard Technical Order (CSTO) is required. Contact the country's Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.
  - 2 The Technical Order (TO) is not releasable under the terms of the Letter of Offer and Acceptance (LOA) (i.e., depot-level maintenance is not authorized, the data pertains to a specific item of equipment, or a capability is not authorized), or it is denied by Public Law or other governmental direction. Contact the country's Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.
  - 3 The Technical Order (TO) is under review. You will be notified when the review is completed. Updates will be posted on the country's Air Force Security Assistance Cooperation and Directorate (AFSAC-D) Online Account (Tech Order Tab) and on the country's Monthly Status Report (MSR). There may be delays. Do not re-submit an Air Force Technical Order (AFTO) Form 187 (Justification Form) for this TO.
  - 4 The Foreign Disclosure Office (FDO) is unable to validate the country's requirement for this Technical Order (TO). Contact the country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for a Air Force Technical Order (AFTO) Form 187 (Justification Form).
  - 5 The Technical Order (TO) requested is releasable. However, there are minor differences between your configuration of equipment and that of the United States Air Force (USAF) or another foreign country. A Country Standard Technical Order (CSTO) or multi-country (XX) CSTO Supplemental Manual is required to cover these. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.
  - 6 This Technical Order (TO) is not available from United States Air Force (USAF) stock. It is a commercial manual which was purchased in limited quantities to support United States Air Force (USAF) requirements. The USAF does not have reproduction rights and is not authorized to release the manual to non-USAF activities. You may be able to obtain this data directly from the company identified in the TO catalog as the manufacturer of this equipment. Contact your Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.
  - 7 This Technical Order (TO) is not authorized for release. This TO has limited rights in data and/or copyright restrictions and cannot be sold to a foreign country. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.
  - 8 The Security Assistance Technical Order Program (SATOP) records indicate a previous request for Technical Order (TO) was denied. The country's Security Assistance Technical Order Program (SATOP) Country Assistance Team (CAT) has not received the Air Force Technical Order (AFTO) Form 187 (Justification Form). The TO request will be reconsidered once the Air Force Technical Order (AFTO) Form 187 is received.
  - 9 The Technical Order (TO) requested is unpublished and a preliminary TO does not exist. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.
  - 10 The Time Compliance Technical Order (TCTO) has a different configuration than the United States Air Force (USAF). A Country Standard Time Compliance Technical Order (CSTCTO) may need to be developed. Contact the country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for an Air Force Technical Order (AFTO) Form 187 (Justification Form). If the TCTO is denied after the Air Force Technical Order (AFTO) Form 187 has been received and reviewed, a CSTCTO will need to be developed. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D).
  - 11 Unable to validate a country requirement for the Time Compliance Technical Order (TCTO). The TCTO is releasable only to countries possessing the applicable equipment. Contact the country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for Air Force Technical Order (AFTO) Form 187 (Justification Form).
  - 12 The Time Compliance Technical Order (TCTO) is under review. Do not resubmit an Air Force Technical Order (AFTO) Form 187 (Justification Form) for this TCTO.
  - 13 The request to establish Initial Distribution (ID) has been denied and requires an Air Force Technical Order (AFTO) Form 187 (Justification Form). Contact your country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for an Air Force Technical Order (AFTO) Form 187.
  - 14 The Foreign Disclosure Office (FDO) records indicate the country no longer has the equipment and the series header has been deleted. If these records are incorrect contact your country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office for a Air Force Technical Order (AFTO) Form 187 (Justification Form).
  - 15 The Initial Distribution (ID) has been deleted by the Foreign Disclosure Office (FDO). The country did not participate in the development or maintenance of the multi-country (XX) Country Standard Technical Order (CSTO). Contact the Technical Coordination Program (TCP) or the Case Manager at the Air Force Security Assistance and Cooperation Directorate (AFSAC-D).
  - 17 The Initial Distribution (ID) has been deleted by the Foreign Disclosure Office (FDO). The technical data incorporated into the Technical Order (TO) makes it no longer releasable to the country. If this TO is required to support equipment currently in your inventory or to support equipment currently on contract to be purchased, then a Country Standard Technical Order (CSTO) or a multi-country (XX) CSTO is now required. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D).
  - 18 This Technical Order (TO) is not releasable. A Country Standard Technical Order and/or a Country Standard Time Compliance Technical Order (CSTO/CSTCTO) is being developed and will be available. The country must submit an Air Force Technical Order (AFTO) Form 187 (Justification Form) to establish Initial Distribution (ID) for the CSTO when it is posted on the country's Air Force Security Assistance Cooperation and Directorate (AFSAC-D) online account (Tech Order Tab).
  - 19 The request for this (XX) Country Standard Technical Order (CSTO) has been denied. The country did not participate in the development and or maintenance of the multi-country (XX) CSTO. Contact the Technical Coordination Program (TCP) or the Case Manager at the Air Force Security Assistance and Cooperation Directorate (AFSAC-D).
  - 20 The Technical Order (TO) you requested contains data developed by the Component Improvement Program (CIP) and is available only to participating members. If the TO is required, you may obtain this TO by joining the CIP, or you may request price and availability (P&A) data for development of a Country Standard Technical Order (CSTO). Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D).
  - 21 The Initial Distribution (ID) has been deleted by the Foreign Disclosure Office (FDO). The country no longer participates in the Engine Component Improvement Program (ECIP). Contact the International Engine Management Program (IEMP) or if a Country Standard Technical Order (CSTO) is required, contact the Case Manager at Air Force Security Assistance Cooperation and Directorate (AFSAC-D).
  - 22 Release is denied for 00-5 series Technical Orders (TO) containing certain policy applicable only to the United States Air Force (USAF). For Oklahoma City Air Logistics Complex (OC-ALC) Foreign Disclosure Office (FDO) use only.
  - 23 The country's Initial Distribution (ID) request for the Technical Order (TO) have been cancelled. The country's Country Assistance Team (CAT) at the Security Assistance Technical Order Program (SATOP) Office has not received the Air Force Technical Order (AFTO) Form 187 (Justification Form).
  - 24 The Technical Order (TO) requested is on a CD-ROM. It contains more than one TO and is not available for release. The entire CD-ROM is not releasable. If paper copies of the TO are available for release, resubmit your Air Force Technical Order (AFTO) Form 187

Uncontrolled Document When Printed

Figure C-1. SATODS Monthly Status Report by Case (Sheet 1 of 3)

(Justification Form) for the appropriate paper TO.

25 The Time Compliance Technical Order (TCTO) is not releasable under the terms of the Letter of Offer and Acceptance (LOA) applicable to the weapon system supported by this TCTO. This TCTO is applicable to a capability or piece of equipment that was specifically not authorized for the country as a condition of sale or the data was restricted by other governmental direction.

26 The Initial Distribution (ID) requirements for subject Technical Order (TO) have been cancelled. The TO has been revised and is not available for release. The TO currently in your files can be used to support your equipment. It will not be updated unless it is maintained as a Country Standard Technical Order (CSTO). Contact the Case Manager at Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.

27 The Technical Order (TO) requested is a joint TO between the Air Force (AF) and the Navy. The Navy is the prime owner of the TO. Request the TO through the Navy. Do not resubmit a request for this TO. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.

28 The Technical Order (TO) requested is a joint TO between the Air Force (AF) and the Army. The Army is the prime owner of the TO. Request the TO through the Army. Do not resubmit a request for this TO. Contact the Case Manager at the Air Force Security Assistance Cooperation and Directorate (AFSAC-D) for more information.

**Error Codes and Error Code Definitions**

41 International Digital Technical Order Delivery System (IDTODS) is only available at <https://www.tcghome.net/tdtod>

43 Air Force Technical Order (AFTO) Form 187 (Justification Form) received and input

44 Submit request for United States Air Force (USAF) Technical Order (TO) in Accordance With (IAW) 00-5-1

45 Submit request for Computer Program Identification Number (CPIN) or Joint Munitions Effectiveness Manuals (JMEM)

46 Request date of Air Force Technical Order (AFTO) Form 187 (Justification Form) earlier than current Initial Distribution (ID) date

47 Requisition date of Air Force Technical Order (AFTO) Form 187 (Justification Form) earlier than current Initial Distribution (ID) date

49 Requisition for Web Access (WA) is not available

50 E-Symbol Technical Order (TO); submit Air Force Technical Order (AFTO) Form 187 (Justification Form) to primary Air Logistics Complex (ALC)

51 Preliminary Technical Order (TO); submit request to primary Air Logistics Complex (ALC)

52 Interim Technical Order (TO); submit request to prime Air Logistics Complex (ALC)

53 Technical Order (TO) is unpublished; cannot requisition

54 Ordering period for Technical Order Distribution Officer (TODO) code has expired

55 Technical Order Distribution Officer (TODO) is not authorized classification of Technical Order (TO)

56 Invalid entry in Initial Distribution (ID) requisition columns of Air Force Technical Order (AFTO) Form 187 (Justification Form)

57 Technical Order (TO) has been rescinded, or replaced, or renumbered, or cancelled in Security Assistance Technical Order Distribution System (SATODS)

58 Invalid/incorrect Technical Order (TO) number

59 Must submit Air Force Technical Order (AFTO) Form 187 (Justification Form) to Security Assistance Technical Order Distribution System (SATODS)

65 Request for Unpublished Technical Order (TO)

CB Case Balance

CV Case value exceeded

ED Case expiration date exceeded

FD Time Compliance Technical Order (TCTO) not releasable

FS Time Compliance Technical Order (TCTO) series header not releasable

TB Technical Order Distribution Office (TODO) block

TC Technical Order (TO) awaiting Foreign Disclosure Office (FDO) release review

TD Technical Order Distribution Office (TODO) code has been cancelled from the Security Assistance Technical Order Distribution System (SATODS) name and address table

TO Technical Order (TO) not in Security Assistance Technical Order Distribution System (SATODS) database

**T.O. Status Definitions**

Await Funding - TO request is awaiting publication case line funding.

Await Review - TO is currently under review for release to requesting country.

Await Shipment - TO requisition has been processed and is awaiting warehouse shipment.

Backordered - TO is currently out of stock. The requisition will be filled automatically when additional stock is received.

Credited - Cost of TO shipment has been credited to the appropriate publication case line.

Shipped - TO shipment has been made from warehouse.

Unpublished - TO is currently unpublished. Only ID requirements may be established for the TO.

Uncontrolled Document When Printed

Page -3

H1707401

Figure C-1. SATODS Monthly Status Report by Case (Sheet 2)



ACCNT	T.O. NUMBER	REQ DATE	REQ NUM	ID QTY	RQN QTY	K	REV CHG	STATUS	AS OF DATE	DOC NUMBER	CARRIER	TRACKINGNUMBER
D*01B2	00-123A-45	161118	16098	0001	0001	N		AWAIT REVIEW	20161118			
D*01B2	00-43-2-WA-1	161118	16099	XXXX					20161118			
D*01B2	00-24-68-WA-1	161118	16100	0001		R	0025	AWAIT SHIPMENT	20161118	DBND0416200E234		
D*01B2	00-13-5-WA-1	161118	16101	0001				SHIPPED	20161118	DBNZ0416175E222	FEDEX	777000214700

End of Report

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Figure C-1. SATODS Monthly Status Report by Case (Sheet 3)

## C.2 SATODS STANDARD CODE SELECTED RECONCILIATION LIST (CSRL) REPORT.

This SATODS report is used by TODOs to reconcile their TO libraries to ensure all TOs are on-hand and in the quantities required. The report is created for specific TODO codes, the title will contain the TODO code the report was created for. This report can be created for all TODO codes within a specific country through AFSAC Online or by contacting the country's SATOP CAT. An example of the report is shown in Figure C-2.

**Table C-2. SATODS Standard Code Selected Reconciliation List (CSRL) Report**

Heading	Heading Description
TODO	TODO Code requesting the TO
REQDTE	Date entered on the AFTO Form 187 which placed the TODO on Initial Distribution for the TO
REQNBR	Request Number entered on the AFTO Form 187 used to reference the request to the received shipment
TO NUMBER	TO Number requested by the country or the TOMA
ALC	Air Logistics Complex location of TOMA for the TO
CLASS	Security Classification of the TO
IDQTY	Initial Distribution quantity entered on the AFTO Form 187 submitted by the TODO, or the quantity issued by the ALC through follow-on distribution
TYPE	Type Code of the TO (Type A - TO Number, B - TCTO, S - Series Header)
IDTOD	TO is loaded into IDTOD (F-16)
SERIES	Identifies the TO Number as a TCTO Series Header
FMSCDE	FMS Code of the TO (R - USAF Releasable, M - M-Symbol, N - CSTO)

Standard  
CSRL Report



DATE: 11-18-2016

Contact Phone: DSN: 884-2952

CODE SELECTED RECONCILIATION LISTING FOR TODO D\*01B2 - BANDARIA

TODO	REQDTE	REQNBR	T.O. NUMBER	ALC	CLASS	IDQTY	TYPE	IDTOD	SERIES	FMSCDE
D*01B2	11/18/2016	88889	00-123A-45	OO	U	2	A			R
D*01B2	11/18/2016	00024	00-43-2-WA-1	OC	U	1	A			M
D*01B2	11/18/2016	00024	00-24-68-WA-1	AG	U	2	A			R
D*01B2	11/18/2016	00024	00-13-5-WA-1	OC	U	1	A			M

End of Report

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Figure C-2. SATODS Standard CSRL Report

### C.3 SATODS MANAGEMENT CODE SELECTED RECONCILIATION LIST (CSRL) REPORT.

This SATODS report is used by TODOs to reconcile their TO libraries to ensure all TOs are on-hand and in the quantities required. The report is created for specific TODO codes, the title will contain the TODO code the report was created for. SATODS Management CSRL Report provides more information for each TO. This report can be created for all TODO codes within a specific country through AFSAC Online or by contacting the country's SATOP CAT. An example of the report is shown in Figure C-3

**Table C-3. SATODS Management CSRL Report**

Heading	Heading Description
TO NUMBER	TO Number requested by the country or the TOMA
REV	Revision applicable to the TO
TO DATE	Date of TO
CHG	The latest change number of the Change applicable to the TO basic TO.
CHG DTE	Date of Change
ALC	Location of TOMA for the TO
PGE CNT	Total number of pages
ID QTY	Initial Distribution quantity entered on the AFTO Form 187 submitted by the TODO, or the quantity issued by the ALC through follow-on distribution
REQ DTE	Date entered on the AFTO Form 187 which placed the TODO on Initial Distribution for the TO
REQ NO	Request Number entered on the AFTO Form 187 used to reference the request to the received shipment
IDTOD	TO is loaded into IDTOD (F-16)
TITLES/NOTES/ APPLICATIONS	Title of TO/Notes for TO/Applicable to system

Management CSRL  
Report



DATE RUN: 11-18-2016

Contact Phone: DSN: 884-2952

CSRL FOR TODO D*01B2											TO COUNT:003
BANDARIA											
TO NUMBER	REV	TO DATE	CHG	CHG DTE	ALC	PGE CNT	ID QTY	REQ DTE	REQ NO	ID TO D	TITLE/NOTES/APPLICATION
00-123A-45	001	12/29/1996	001	6/1/1991	OO	10	2	5/9/1997	00024	-	- TITLE - - - - - OPN INSTR – ANTI-CONTAMINATION ENSEMBLE -
00-43-2-WA-1	002	6/4/2012			OC	24	1	12/2/2015	00024	-	- TITLE - - - - - WEB ACCESS - AEROSPACE EQUIPMENT MAINTENANCE INSPECTION, DOCUMENTATION, POLICY AND PROCEDURES -  - NOTES - - - - - Note 00-43-1 and 00-24-67 merged into 00-24-68. -
										-	- APPLICATION - - - - -
00-24-68-WA-1	03	6/30/2016			AG	1	1	12/2/2015	00024	-	- TITLE - - - - - AIR FORCE METROLOGY AND CALIBRATION PROGRAM -  - APPLICATION - - - - - - N/A

End of Report

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Figure C-3. SATODS Management CSRL Report