

T.O. 00-5-19

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**TECHNICAL MANUAL**

**SECURITY ASSISTANCE TECHNICAL ORDER PROGRAM  
SATOP**

(ATOS)

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# CHAPTER 1

## POLICY - GENERAL

### 1.1 PURPOSE.

1.1.1 This technical order (TO) references the methods and procedures of 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 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 (MAP), Foreign Military Sales (FMS), consortium and coproduction agreements, and direct commercial sales are included in this manual.

1.1.2 The methods and procedures referenced in this manual for TO and country standard technical order (CSTO) support are authorized by SAMM DoD 5105.38M, Security Assistance Management Manual, FAR DoD 7000.14R Vol 15, Financial Management Regulation and RCM, DoD 5101.65M, Reconciliation and Closure Manual and implemented by AFMAN 16-101 International Affairs and Security Assistance Management, and AFMAN 23-110, Vol. 9, USAF Supply Manual, Security Assistance Program Procedures.

### 1.2 SCOPE.

This manual is divided into three subjects: [Chapter 1](#) through [Chapter 8](#) provides TO and CSTO policy; [Chapter 9](#) through [Chapter 17](#) provides outline distribution management procedures. [Chapter 18](#) provides Time Compliance Technical Order (TCTO) and Country Standard TCTO (CSTCTO) policy. [Chapter 19](#) addresses Supply Deficiency Reports (SDRs) for TOs and how to obtain publications other than TOs. This manual augments TOs 00-5-1-WA-1, 00-5-3-WA-1, and 00-5-15-WA-1 for SATOP support only.

### 1.3 POLICY RESPONSIBILITIES.

1.3.1 Air Force TO System Policy. Policies and procedures for management and operation of the TO system are developed and coordinated by HQ AFMC/A4FI, 4375 Chidlaw Road, Ste 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 TO Managers 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.

1.3.2 SATOP Policy. AFSAC Directorate is responsible for determining basic SATOP policy, approving policy changes, and obtaining all necessary coordination with Headquarters USAF A4LX and the Secretary of the Air Force, SAF/IAPX/IAPD. AFSAC Directorate is also responsible for managing the Security Assistance Technical Order Data System (SATODS), this manual, and is the point of contact for the overall TO program. The SATOP Office is responsible for evaluating and formulating recommended changes to this manual, obtaining coordination as required, and maintaining this TO. The Secretary of the Air Force, SAF/IAPX/IAPD is also responsible for managing the Security Assistance Technical Order Data System (SATODS).

### NOTE

This TO, 00-5-19, is available in digital format at <http://www.tinker.af.mil/technicalorders/index.asp>. The digital version of the TO will appear as 00-5-19-WA-1. However, when the digital version of the TO is opened the TO number will appear as 00-5-19. The content of the paper TO and the digital TO are the same.

### 1.4 TYPES OF TECHNICAL PUBLICATIONS.

The following types of TO publications apply to SATOP support. The terms “technical order” and “TO” are used when no distinction between a USAF TO and a CSTO is required.

## TO 00-5-19

1.4.1 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.

1.4.2 Country Standard Technical Order. A TO developed to support a SATOP 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.

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 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.

1.4.5 M-Symbol Technical Order. A USAF TO that has been rescinded for use by the USAF and retained to support a SATOP requirement.

## 1.5 GENERAL

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 technical orders (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.

1.5.1 A USAF TO is assigned a TO number and is listed in a TO Catalog. The Enhanced Technical Information Management System (ETIMS) processing provides the mechanization for management of USAF TOs.

1.5.2 A CSTO is assigned a number similar to a USAF TO number, but it is prefixed with a two-letter country designator code and listed in a separate CSTO index. A CSTO developed for multiple-country use will be assigned an XX prefix designator code. The SATODS is the data processing system used to manage and control CSTO numbering and indexing.

1.5.3 An M-Symbol TO retains its assigned USAF TO number until it is converted to a CSTO. When a TO becomes an M-symbol book, 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 the SATODS.

## 1.6 EXCLUSIONS.

1.6.1 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 computer program identification numbers (CPIN). These software items are requested and distributed according to instructions given in TO 00-5-16, Software Managers and Users Manual for the USAF Automated Computer Identification Number System (ACPINS). Questions regarding the USAF CPIN System, software distribution, and the software compendium (index of software items) should be directed to SATOP Office, 7851 Arnold Street, Suite 205, Tinker AFB OK 73145-9147.

### NOTE

A computer program operator manual that provides instructions for loading and operating may be assigned a TO number and managed in the TO system.

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

1.6.3 Joint Technical Coordinating Program for Munitions Effectiveness (JTCP/ME) publications, which include joint munitions effectiveness manuals (JMEM), are addressed in AFMAN 23-110, volume 9. Support for these manuals should be referred to TO Home Office, 7851 Arnold Street, Suite 202, Tinker AFB OK 73145-9147.

## 1.7 COMPLIANCE.

United States Government (USG) security assistance managers 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.

1.7.1 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:

1.7.1.1 Operating and maintaining aircraft and equipment safely and efficiently.

1.7.1.2 Maintaining mission capability and operational readiness.

1.7.1.3 Conducting effective training programs.

1.7.1.4 Maintaining current supply-ordering information.

1.7.2 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 (A-page), references throughout a TO, and as allowed in [Chapter 5](#).

1.7.3 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 ([Chapter 7](#)).

1.7.4 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.

1.7.5 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.

1.7.6 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

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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.

1.7.7 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.

1.7.8 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.

1.7.9 A locally prepared workcard or checklist is authorized when additional inspection requirements are deemed necessary or when portions of procedures contained in several TOs must be consolidated because of local conditions. Local conditions can include type of mission, special utilization, and geographic location (forward operating base or remote site). A locally prepared job guide is authorized when additional maintenance guidance is deemed necessary.

1.7.9.1 A locally prepared workcard, checklist, or job guide is issued over the signature of the officer in charge of operation and maintenance of the equipment. These are controlled like the basic TO, and local procedures are established to ensure currency with the source TOs.

1.7.9.2 All TO procedures must be followed, and unsafe procedures must not be introduced. Requirements for additional authorizations of tools or test equipment cannot be introduced.

1.7.9.3 The local preparing activity will assign an individual identification number and date to the locally prepared workcard, checklist, or job guide for control purposes. The TO number will not be used to identify the data but may be used as a part of the identification number. An identification number shall consist of LWC (local workcard), LCL (local checklist), or LJG (local job guide), followed by the local preparing activity designation (for example, 28TFS or 42BW), followed by the TO number.

## 1.8 COMPLIANCE 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:

1.8.1 The responsible unit commander may temporarily waive compliance with a TO, TCTO, CSTO, or CSTCTO under the following conditions:

- a. Actual combat operation.
- b. War alert status.
- c. Contingency operation.
- d. High-priority unscheduled special mission.
- e. Evacuation flight (natural disaster).
- f. Rescue mission.

1.8.2 A waiver to compliance with a methods and procedures TO (MPTO) (00-series), unless specifically authorized in the TO, must be approved by the FMS customer headquarters. The request shall contain justification for the waiver and a description of the alternate procedure that will be used. The headquarters may authorize a country supplement to an 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 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.

## 1.9 TECHNICAL ORDER ACQUISITION.

1.9.1 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 the SATODS. When a suitable commercial manual is not available, a USAF TO or CSTO is developed according to military specifications and standards.

1.9.2 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 SSI performed in house (instead of by a contractor).

1.9.3 The ALC SPD or IM acquiring the system is responsible for managing the CSTO publications case line. However, the AFSAC manages the USAF TO publications case for applicable commodity, general, and support equipment TOs for 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.

1.9.4 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.

1.9.5 Data requirements for CSTOs are determined by the TO Manager that manages the CSTO case line, the contractor, and the SATOP customer. Data requirements should be coordinated with the TCP and/or IEMP if the SATOP customer is a member.

1.9.6 For a system sale, a Technical Publications Plan (TPP) will be included as part of the program management plan to include CSTO and TO support responsibilities for publications acquisition and delivery to the SATOP customer. 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 SATOP 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 the SATODS as CSTOs.



## CHAPTER 2

# COUNTRY STANDARD TECHNICAL ORDER POLICY

### 2.1 GENERAL.

USAF TOs will not be sanitized for FMS customers. If a TO needs “sanitation” a CSTO will be developed. Country standard technical orders (CSTO) enable the SATOP customer to have complete technical publications to support the country’s configuration of the military systems and commodities bought through FMS, when these are not standard to the USAF or when USAF TOs are not releasable.

2.1.1 Factors that influence this concept of support include:

2.1.1.1 The increased complexity and size of a USAF TO if foreign-country-unique configuration differences and effectivity data were included, the resulting operational and maintenance problems for all users, and the delays caused by the requirement to screen all TOs.

2.1.1.2 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.

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

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

2.1.1.5 Ensuring “by country” controls on the release of TOs, and avoiding unnecessary costs and confusion for the SATOP customer as the result of TOs and updates that contain data not applicable to the customer’s military system configuration.

2.1.2 When purchasing technical manuals, difference data, or updates (changes, supplements, or revisions), the SATOP customer may negotiate directly with the prime contractor for commercial data or 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. Technical data developed under a CSTO publications case will be assigned a CSTO number in the SATODS by the SATOP Office. A CSTO number is prefixed with a two-letter country designator. (Approved country designator codes are given in AFMAN 23-110, volume 9.) The title page of a CSTO will have the designation “CSTO” preceding the CSTO number; for example, CSTO BN0-1-71.

2.1.2.1 For costing and administrative charges, “country standard” is “nonstandard” (AFMAN16-101, International Affairs and Security Assistance Management).

2.1.2.2 A country standard TO is acquired with a fund citation from the applicable customer’s FMS CSTO development line.

2.1.2.3 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 US Government (USG) has the same rights to the data as the purchaser.

2.1.2.4 The authority for issuing a CSTO is the country or countries for which the data was developed. This differs from Air Force TOs, which are published under the authority of the Secretary of the Air Force.

2.1.3 All aircraft series (1F-15, 1F-16, 1E-3, etc) organization-level TOs sold to a SATOP customer normally will be CSTOs. However, consideration should be given to the mission requirements and sophistication of the aircraft. Cargo aircraft, search-and-rescue helicopters, and medical evacuation aircraft usually require CSTOs. A general maintenance TO applicable to all aircraft will be a CSTO only when sanitization is required.

2.1.4 Components and accessory items may be supported by a USAF TO, a CSTO, or a USAF TO augmented by a CSTO supplemental manual. Configuration similarity (USAF versus country standard), 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 SPD/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.

2.1.5 A CSTO will be developed for a SATOP customer if a CSTO supports the customer's aircraft or equipment. A USAF TCTO may be issued if the customer's equipment is in standard USAF configuration and is supported by standard USAF TOs, and if the TCTO is applicable and releasable to the customer.

2.1.6 A SATOP customer's configuration, effectivity, and interface data are not included in DoD component service manuals or common baseline TOs. Such data will be published in a CSTO or supplemental CSTO.

2.1.7 A multiple-country CSTO may be developed when the equipment is currently in use or expected to be used by more than one SATOP customer. The CSTO number will begin with an XX designator code to indicate multiple-country application. A multiple-country (XX) CSTO may be supported by a CSTO supplemental manual for country differences in each customer's configuration.

**NOTE**

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

2.1.8 A CSTO list of applicable publications (LOAP) will be developed for each customer for a major weapon system or subsystem. The LOAP will list all USAF TOs and CSTOs supporting the system.

**2.2 WAIVER TO CSTO POLICY.**

A waiver to the CSTO policy stated in this tech order must be requested from SAF/IA and will be renewed yearly except when the waiver is specified in a consortium agreement.

**2.3 CSTO DISCLOSURE STATEMENT.**

2.3.1 CSTO Disclosure Notice is as follows: 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.

2.3.2 When space does not allow placement of this statement on the title page as specified in MIL-M-38784, a deviation is authorized to print the complete disclosure statement at the top of the list of effective pages. The statement on the title page will then read: "Release of this technical order is subject to the disclosure restrictions stated on the list of effective pages."

**2.4 CSTO DEVELOPMENT.**

2.4.1 Developing CSTOs to support an aircraft system sale or a single equipment item requires that planning and decision-making actions be coordinated among USAF agencies, contractors, and the SATOP customer. A publication is recognized by the USAF as a CSTO if it is developed and published as described in this TO. The SATOP Office approves a CSTO number in the SATODS data base to control numbering and indexing data. A CSTO-like number assigned by a contractor to a publication does not make the publication a CSTO, and such a publication is not listed in a CSTO index.

2.4.2 A CD-ROM containing a collection of standard USAF TOs, or system/subsystem for IETM should not 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. It should be assigned a standard USAF TO number. These TOs will be coded as "Sponsor Approval" in ETIMS to prevent processing of orders from USAF and contractor TODOs.



## 2.5 USAF TECHNICAL ORDER CONVERSION.

A USAF TO being used by a 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 SATOP customer. When this occurs, the FDO at the TO Manager activity shall deny continued disclosure authorization of the TO and cancel the customer's ID requirements in the SATODS. The customer is notified of this action by a SATODS letter requested by the FDO and sent by the SATOP Office. The baseline TO data the customer has on hand prior to the non-releasability decision and ID cancellation will still support the equipment. For the customer to receive any future releasable and applicable data updates, the releasable baseline USAF TO data must be converted to a CSTO. The SATOP customer is responsible for deciding if CSTO development is desired. If a CSTO publications case has not already been established, the customer must request that one be written. When a CSTO publications case is implemented, the TO Manager will convert the USAF TO to a CSTO by taking the following actions:

### 2.5.1 The type of system(s) and equipment items.

2.5.1.1 Standard USAF systems and equipment that are affected by security deletions, configuration changes, or CSTO policy directives, such as the policy for aircraft series (1F-15, 1F-16, 1E-3, etc) organization-level TOs to be CSTOs.

2.5.1.2 Commercial off-the-shelf equipment, or commercial equipment developed for the customer that is not in the USAF inventory.

### 2.5.2 The SATOP customer's requirements.

2.5.2.1 Maintenance concept.

2.5.2.2 Initial distribution (ID) quantity for each CSTO publication.

2.5.2.3 Technical data updating maintenance requirements caused by engineering change proposals, TCTOs, part number changes, and future security deletions.

### 2.5.3 USAF support activity requirements.

2.5.3.1 One copy of a CSTO and each of its updates will be provided to the SATOP Office for indexing action. When an ID label deck is requested from the SATODS, a label addressed to the SATOP Office is included automatically. This allows for a copy of the CSTO to be sent to the SATOP Office when distributed. It will be indexed into the SATODS data base for updating the customer's CSTO index.

2.5.3.2 Technical Coordinating Programs (TCP), the Electronic Warfare Standardization and Improvement Program (EWSIP), International Engine Management Program (IEMP), SPOs, SPDs, IMs, the 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 technical publications plan.

2.5.4 The scope of the overall TO and 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 customer's system or equipment, in addition to required CSTOs, will help to identify areas that could be initially overlooked.

## 2.6 CSTO PREPARATION.

The acquiring USAF agency is responsible for ensuring the following actions:

2.6.1 Determining whether a CSTO is to be developed in-house or by a contractor and if there are any other SPOs or TO Managers in a supporting role for CSTO development on their prime items. The CSTO publications case, SATOP customer's needs, and program support considerations will determine the specific requirements.

### **NOTE**

Normally CSTO printing and SSI may be a contractor function as determined by the TO Manager. This function usually is accomplished by the contractor that develops the CSTO.

2.6.2 The following actions should be included in the contract or in-house SSI plan:

2.6.2.1 Requesting ID labels (AFTO Forms 273 or 274) from the SATOP Office prior to the printing of a new CSTO.

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- 2.6.2.2 Determining the total print quantity for the CSTO, including quantities for each ID label and backup stock for additional demands.
- 2.6.2.3 Printing the CSTO, accomplishing distribution by using the ID labels, and shipping the CSTO by traceable means.
- 2.6.2.4 Maintaining and storing the CSTO backup stock for future demands.
- 2.6.2.5 Maintaining the ability to reprint additional copies of CSTOs on demand requisitioning from the customer.
- 2.6.2.6 Filling requests sent by the SATOP Office on AFTO Forms 221, TO Requisition, AFTO Forms 221A, TO Requisition - Manual, and AFTO Form 276, Special Requisition for Air Force TO/CPIN.
- 2.6.2.7 Maintaining CSTO distribution control records.
- 2.6.2.8 Coordinating distribution requirements and problems with the TO Manager and the SATOP Office as necessary.
- 2.6.3 Ensuring the total logistics plan includes CSTO and TO publications support responsibilities for acquisition, delivery, and follow on support transition. The plan should be developed with the input and coordination of CSTO Managers and the SATOP Office for USAF TOs.
- 2.6.4 Preparing the statement of work (SOW) and implementing the contract. Planning and coordinating with any supporting SPOs and TO Managers. If feasible, writing the CSTO contract for a system sale so that a supporting SPO or TO Manager can use the contract. An example is a TO Manager that manages a support equipment CSTO case line while another TO Manager or a SPO manages an aircraft CSTO case line, and both lines are under the same system sale case. The support equipment CSTO case line may be in a support role for the aircraft system CSTO case line.
- 2.6.5 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 customer-unique data as necessary.
- 2.6.6 A USAF TO and an XX CSTO developed from a baseline TO may contain information that is releasable but not applicable to the customer's common equipment if it does not complicate or confuse the operating or maintenance instruction.
- 2.6.7 "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.
- 2.6.8 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 country's effectivity data.

- 2.6.9 Developing, validating, and verifying the CSTOs according to procedures given in this TO.

### **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.

- 2.6.10 Implementing a follow-on CSTO publications case providing continued funding and direction for maintaining the CSTO as requested by the customer.
- 2.6.11 Maintaining the technical content of the CSTO with releasable applicable data according to the terms of the CSTO publications case, to include maintaining negatives or reproducible copy, and distributing updates.
- 2.6.12 Technical data updating maintenance requirements caused by engineering change proposals, TCTOs, part number changes, and future security deletions.

2.6.13 Assembling the new CSTO by:

2.6.13.1 Printing the required quantities of the CSTO title page, list of effective pages, and restructured pages (each page must be identified with the new CSTO number).

2.6.13.2 Removing the title pages, list of effective pages, and non-releasable and restructured pages from the USAF baseline TO stock obtained for CSTO preparation.

2.6.13.3 Replacing the removed pages with the corresponding CSTO pages.

#### **NOTE**

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

2.6.14 Technical Coordinating Program (TCP), the Electronic Warfare Standardization and Improvement Program (EWSIP), International Engine Management Program (IEMP), SPOs, SPDs, IMs, the 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 technical publications plan.

2.6.15 The scope of the overall TO and 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 customer's system or equipment, in addition to required CSTOs, will help to identify areas that could be initially overlooked.

2.6.16 Submitting CSTO technical data change requests that result from ECPs, TCTOs, AFTO Forms 22, and part number changes.

2.6.16.1 Preparing formal CSTO updates (changes, supplements, and CSTCTOs) and requesting SATODS ID labels.

2.6.16.2 Printing the CSTO updates and accomplishing distribution by using the SATODS labels process.

2.6.17 Accomplishing CSTO publications case billing.

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

2.6.17.2 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 TO Manager or SPO case line manager.

## **2.7 DETERMINING REQUIREMENTS.**

The acquiring agency, which is responsible for managing the CSTO publications case, is also responsible for determining the CSTOs required to support the system or equipment sold to the SATOP customer. Acquisition planning for developing and delivering the CSTOs must consider and include the requirements necessary to prevent interrupted service and facilitate follow-on support. The degrees of complexity in supporting one system versus another system as well as the types of support or alternate mission equipment items will direct the required management actions. The following items require consideration to determine CSTO requirements:

2.7.1 The type of system(s) and equipment items.

2.7.2 Standard USAF systems and equipment that are affected by security deletions, configuration changes, or CSTO policy directives, such as the policy for aircraft series (1F-15, 1F-16, 1E-3, etc.) organization-level TOs to be CSTOs.

2.7.2.1 Commercial off-the-shelf equipment, or commercial equipment developed for the customer that is not in the USAF inventory.

2.7.3 The SATOP customer's requirements.

2.7.4 USAF support activity requirements.

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2.7.5 Assembling the new CSTO by:

2.7.5.1 Printing the required quantities of the CSTO title page, list of effective pages, and restructured pages (each page must be identified with the new CSTO number).

2.7.5.2 Removing the title pages, list of effective pages, and nonreleasable and restructured pages from the USAF baseline TO stock obtained for CSTO preparation.

2.7.5.3 Replacing the removed pages with the corresponding CSTO pages.

### NOTE

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

2.7.6 Accomplishing CSTO publication and distribution (Chapter 2) by:

2.7.6.1 Requesting ID labels (see [Figure 14-2](#), AFTO Form 273 or [Figure 14-3](#), AFTO Form 274) from the SATODS.

2.7.6.2 Shipping the CSTO by using the ID labels, and ensuring that one copy is sent to the SATOP Office for indexing and repository storage.

2.7.6.3 Accomplishing CSTO publications case line billing.

2.7.7 Maintaining the technical content of the CSTO with releasable applicable data according to the terms of the CSTO publications case, to include maintaining negatives or reproducible copy, and distributing updates as described in paragraph [2.7.6](#).

2.7.8 Implementing a follow-on CSTO publications case providing continued funding and direction for maintaining the CSTO as requested by the customer.

## 2.8 CREATING A CSTO NUMBER.

2.8.1 TOMA submits CSTO numbering request in SATODS.

### NOTE

IAW AFI 16-201 Disclosure authority for a CSTO must be recorded in the SATODS database by the FDO before a CSTO can be approved.

2.8.2 When creating a CSTO/CSTCTO, the TOMA will submit a CSTO/CSTCTO numbering request in SATODS and submit an AFMC Form 458 (or local equivalent) to the FDO for review.

2.8.3 The FDO will annotate via the Release Audit screen in SATODS the approval/denial decision for the CSTO/CSTCTO under review.

2.8.4 If approved, the SATOP Numbering Specialist will approve the numbering request and a system generated email will be sent to the TOMA notifying him/her that the request has been approved.

2.8.4.1 To verify CSTO has been approved, query SATODS and confirm CSTO is processing code A.

2.8.5 If the FDO denies the CSTO/CSTCTO under review, the AFMC Form 458 (or local equivalent) will be returned to the TOMA with the reason for denial. The TOMA will make the necessary corrections to the CSTO/CSTCTO and resubmit the CSTO/CSTCTO for approval.

2.8.6 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.

## 2.9 ESTABLISHING ID FOR A NEW CSTO.

2.9.1 Establishing the CSTO ID requirements for the customer (reference [Chapter 10](#)) after the CSTO number has been assigned and before printing by:

2.9.1.1 Preparing AFTO Form 187 listing the TODO code, date of request, request number, CSTO number, and ID quantity (reference [Chapter 13](#)). The AFTO Form 187 shall be signed by the responsible TOMA CSTO publications case line manager and annotated with the statement “ID requirements submitted in support of CSTO case (case designator).”

#### NOTE

The correct TODO code for the publications case must be obtained from the SATOP Office. Some customers have more than one TO publications case and more than one TODO code. Coordination with the SATOP Office, the AFSAC case manager, and/or the customer may be required.

2.9.1.2 Sending the AFTO Form 187 to the SATOP Office for SATODS processing.

2.9.2 To verify ID requirements have been established, pull an ID Requirements Report from SATODS.

#### 2.10 REQUESTING CSTO ID LABELS.

2.10.1 Accomplishing CSTO publication and distribution by:

2.10.1.1 Request ID labels AFTO Form 273, Technical Order Initial Distribution - Unclassified and AFTO Form 274, Technical Order Initial Distribution - Classified from the SATODS Label (632) Request Screen.

2.10.1.2 Shipping the CSTO by using the ID labels, and ensuring that one copy is sent to the SATOP Office (TODO F\*118R) for indexing.

2.10.2 To verify label request processed:

2.10.2.1 Query SATODS Billing Screen for billing records.

2.10.2.2 Query SATODS Label (632) Research for processing errors.

#### 2.11 PRINTING AND DISTRIBUTING CSTO.

2.11.1 Determining the total print quantity for the CSTO, including quantities for each ID label.

2.11.2 One copy of each CSTO and each of its updates will be provided to the SATOP Office for indexing action. When an ID label deck is requested from the SATODS, a label addressed to the SATOP Office (TODO F\*118R) is included automatically. This allows for a copy of the CSTO to be sent to the SATOP Office when distributed. It will be indexed into the SATODS. However, since most TOs are in a digital format now, the preferred method is to send only a copy of the title page and the A page of each CSTO will be e-mailed to the SATODS office organizational box [HYPERLINK "mailto:satop.indexing.workflow@us.af.mil"](mailto:satop.indexing.workflow@us.af.mil) satop.indexing.workflow@us.af.mil.

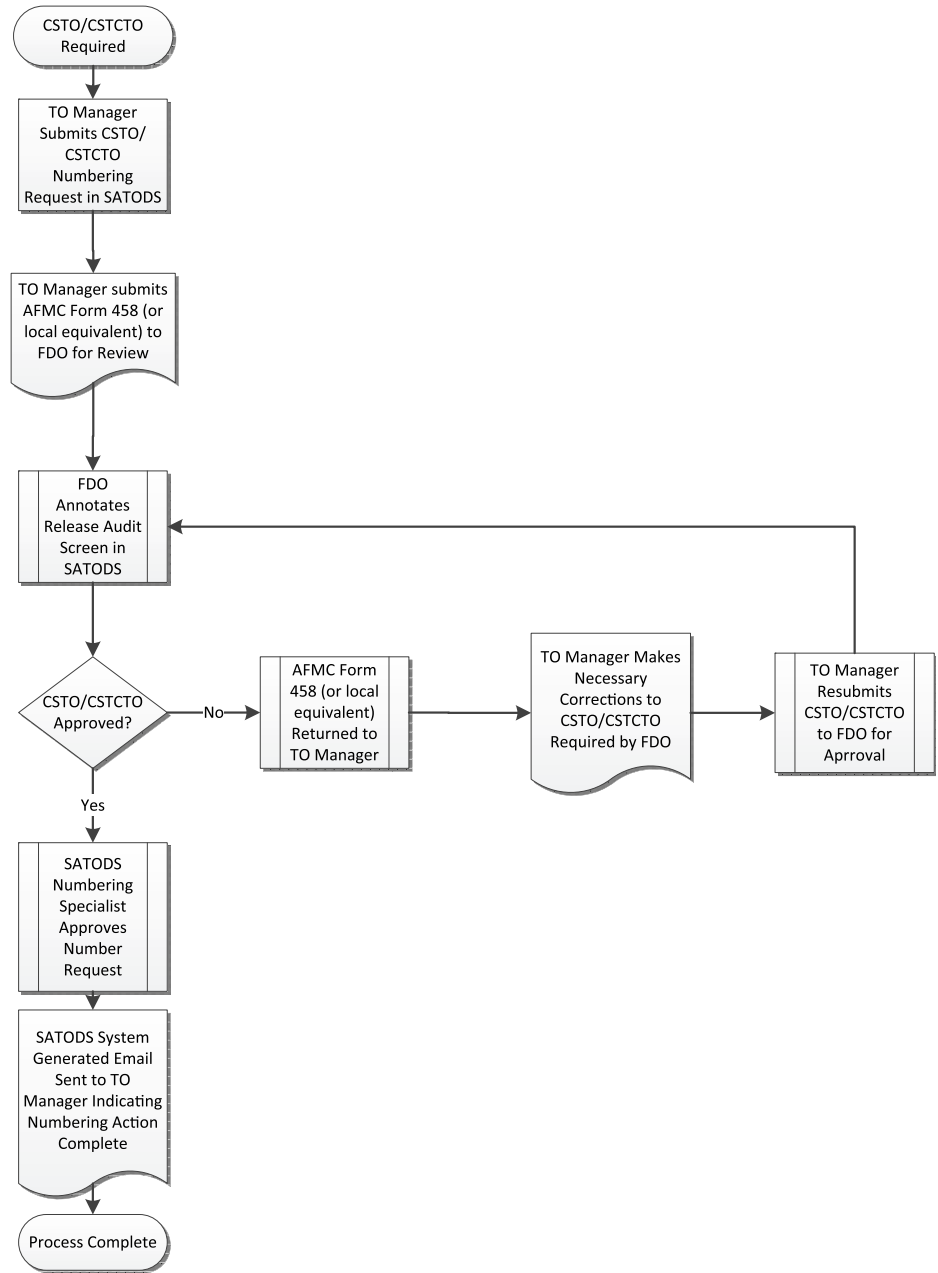
2.11.2.1 To verify indexing has been accomplished, query SATODS for updated TO Publication Date.

2.11.3 Filling requests sent by the SATOP Office on AFTO Forms 221, TO Requisition, AFTO Forms 221A, TO Requisition - Manual, and AFTO Form 276, Special Requisition for Air Force TO/CPIN.

2.11.4 CSTO should be shipped by traceable means, maintaining the tracking information for three (3) years from shipment.

2.11.5 The TOMA should coordinate distribution problems with the SATOP Office.

2.11.6 Maintaining the ability to reprint additional copies of CSTOs if requisitioned by the customer.



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Figure 2-1. CSTO/CSTCTO FDO Approval Process Effective 19 March 2013

## 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 TO Manager, 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 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.

3.4.2 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.

3.5.1 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.

3.5.2 When reviewed and accepted as adequate, contractor data will be assigned a TO number and be controlled and distributed as TOs.

### **3.6 PRELIMINARY TECHNICAL ORDERS.**

Preliminary TOs are prepared in limited quantity in the general style and format as formal TOs. They are used to test and verify the established operational and maintenance procedures against test and production models of the equipment for which procured, and to support training requirements. They are 100-percent complete in manuscript format. While they are identified as TOs, they are not formally accepted into the TO system until the validation and verification processes have been accomplished. Preliminary TOs will not be used for operation and maintenance by the operating commands until after they have been verified and authorized by the country and AFMC. Preliminary TOs may be used for training purposes. Authorization to use this advanced data must be requested from the responsible ALC TO Manager with proper justification and country approval for AFMC authorization on a case-by-case basis. The TO Manager will provide, as a minimum, validated preliminary TOs to verification activities. Preliminary TOs will be replaced by partially verified TOs or fully verified TOs prior to or at the time of delivery of the first system or equipment, except when AFMC and the country agree to a later date.

3.6.1 A preliminary TO will be available for use in verifying the adequacy, accuracy, and compatibility of the TO's instructions on the related system or equipment.

3.6.2 Preliminary TOs and revisions, supplements, and changes thereto may be used to verify tasks, functions, and procedures to the extent that the instructions are applicable to the maintenance level of the manual being verified.

3.6.3 Each preliminary TO will be identified by a TO number and sequential copy number and will contain a title page and a list of effective pages. The word PRELIMINARY will be centered above the title on the cover page. Each changed title page will show space for the receiver of the change to enter the proper sequential copy number. Flight manuals will not be sequentially numbered. When authorization is given to use one of these TOs for operation and maintenance, it must be both validated and verified and the authorization indicated by an approval statement on the title page.

3.6.4 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. The word PRELIMINARY and the sequential control number will be deleted from the cover page and the manual will be distributed as a formal TO.

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

### **3.7 METHODS OF ISSUING TECHNICAL ORDERS.**

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

3.7.2 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 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.

3.7.3 All TO update methods, including supplements, may be used with paper copies, but these methods are not always suitable for use with the other media. TOs on CDs, floppy disks and magnetic tape media will normally require update by a replacement medium containing either merged TO/Change files or revised TOs (no supplements). TOs on DVD and videotape normally require revision.

3.7.4 The media-type suffix code will allow sight recognition of TOs available on other than paper media. The index number following the suffix will be used for several purposes.

3.7.4.1 All media-type suffixes will carry the index "-1," except as described below:

3.7.5 CSTO indexes are developed for each country and also issued on CD-ROM.

3.7.6 Many Methods and Procedures TOs (MPTOs) are being hosted on file servers accessible through the World Wide Web (WWW or Internet, for access by contractors and other authorized non-military users, URL (<https://www.tinker.af.mil/technicalorders/index.asp>), and are also provided on CD-ROM. These files are in Indexed Adobe™ Portable Document Format (IPDF), a page-image software. The TOs may be read using Adobe Acrobat™ Reader (available either commercially or through the listed WWW page).



### 3.8 ELECTRONIC TRANSMISSION.

3.8.1 Interim TOs, TCTOs and supplements are issued by means of electronic transmission or mail when circumstances preclude the timely publication of formal printed instructions. Instructions on issuing interim safety supplements, operational supplements, and TCTOs are given in [Chapter 18](#).

#### **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 DISTRIBUTION MEDIA CONTAINING MULTIPLE TOS.

3.9.1 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, subsystem, 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.

3.9.2 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. Example: 33K-1-100-3-CD-1

3.9.3 The TO Catalog listing for a digital medium containing a group of TOs will include a list of the individual TOs contained on the medium and indicate the viewing system required if they are not in the Air Force baseline Indexed Adobe™ Portable Document Format (IPDF).



## CHAPTER 4

# CSTO REVIEW, VALIDATION AND VERIFICATION

### 4.1 GENERAL.

This chapter outlines procedures for implementing TO review, validation, and verification to ensure a CSTO meets the requirements specified in a contract.

4.1.1 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. A program for review and verification must be established.

4.1.2 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.

4.1.3 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 TO.

### 4.2 PUBLICATION REVIEWS.

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

### 4.3 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 SAQs are included as information addresses on all safety-of-flight TCTO messages for their respective countries.

### 4.4 VALIDATION.

Validation is the process by which the contractor tests a TO for technical accuracy at the contractor's facility. When specified by the procuring agency, the validation may be done at an operational site.

### 4.5 VERIFICATION.

Verification is the actual performance of operating and maintenance procedures on a production-model weapon system or equipment using tools and support equipment authorized for the owning country. Procedures in a CSTO that are identical to verified procedures in a USAF TO need not be reverified but should be reviewed for accuracy.

4.5.1 For a system sale, the degree and extent of the verification of a CSTO will be established by a technical publications planning conference or by the TO Manager 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 TO Manager and the contractor; the 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.

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4.5.2 Some nonstandard equipment purchased during the follow-on support phase will generate CSTOs that should be verified. The SPO or TO Manager that makes such procurements will determine whether to:

4.5.2.1 Request travel of FMS customer to accomplish verification.

4.5.2.2 Contract for verification (commercial or DoD activities may be contacted).

4.5.2.3 Accomplish verification with USAF personnel.

4.5.3 When verification is done by the prime contractor, concurrent validation and verification may be authorized in the technical publication plan or by the TO Manager.

### **4.6 FUNDING.**

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

## CHAPTER 5

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

### 5.1 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.

**5.1.1 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. Some TOs are rescinded for USAF use but remain active in the SATODS system for SAP use. They are commonly referred to as M-Symbol TOs.

**5.1.2 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.

**5.1.2.1 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.

**5.1.2.2 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.

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

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

**5.1.3.2** 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.

**5.1.4 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 (OS, ISS), and formal and interim TCTO

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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.

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

5.1.4.2 Methods and Procedures are listed below:

5.1.4.2.1 Supplementing supplements is not authorized.

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

5.1.4.2.3 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.

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

5.1.4.2.5 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.

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

5.1.4.2.7 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.

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

5.1.4.2.9 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.

5.1.4.2.10 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.

5.1.5 TO Page Supplements (TOPS). TOPS are no longer issued but were used to supplement individual pages of a TO, TOPS directing permanent TO updates should be superseded in the next routine TO change or revision, not to exceed one year after issue. TOPS with temporary updates may remain in effect for up to 30 months.

5.1.5.1 TOPS are printed on green paper to distinguish them from other supplements. TOPS have the same title as the basic TO. TOPS can be cumulative or noncumulative. A cumulative TOPS contains only new or changed TOPS data pages, even though it lists all unreplaced pages from TOPS. Unchanged TOPS data pages are not reissued. Users do not remove unchanged TOPS pages from affected TOs.

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

5.1.6 Interim Operational and Safety Supplements (IOS/ISS).

5.1.6.1 Interim Supplements are only used for Emergency and Urgent situations. Interim supplements are included in the next routine TO update in most cases.

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

5.1.6.3 Emergency ISSs are issued when safety deficiencies would result in a fatality or serious injury to personnel, or when extensive damage or destruction of equipment or property is involved. Urgent ISSs are issued when safety deficiencies could cause these conditions.

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

## 5.2 TITLE PAGES.

All TOs and TO updates except for interim or commercial manual TOs will have a title page. In addition, when required, the TO may have a second title page, numbered T-2, to provide space for required warnings and notices. The date an update becomes effective will be included when this date is later than the update issue date. A supersedure notice will list all previously published updates included in the new TO increment. A supplement notice will show dependent and supporting publications when one cannot be used without the other. Digital TOs will either include a title “page” or include all required information, warnings, and notices in an opening screen view. Release and distribution of TOs and other technical data is controlled to prevent unauthorized disclosure. The following notices and warnings are found on all preliminary and formal TO title (or T-2) pages when required by the TO contents:

5.2.1 Disclosure Notice - CSTOs. A disclosure Notice is used on all CSTOs in lieu of the Distribution statement. See paragraph 2.3.

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

5.2.3 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.

5.2.4 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 immediately following the distribution statement.

5.2.5 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.

5.2.6 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.

5.2.7 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.

5.2.8 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.

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### 5.2.9 Reinstatement.

5.2.9.1 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.

5.2.9.2 Rescinded supplements will not be reinstated. A new supplement will be issued when necessary to include valid data from a rescinded supplement. The new supplement will have the following note when applicable: "This supplement includes valid data contained in rescinded supplement TO \_\_\_\_\_ dated \_\_\_\_\_."



## CHAPTER 6

### NUMBERING, INDEXING, AND SECURITY CLASSIFICATION

#### 6.1 NUMBERING.

Numbers are assigned to TOs to identify categories and groups (Table 6-1); to provide sequences for filing; and to provide a means for users to identify and establish requirements for required distribution of TOs. A detailed explanation of TO numbering is contained in TO 00-5-18-WA-1, USAF TO Numbering System. The SATOP Office is the only activity authorized to approve CSTO and CSTCTO numbers that are to be indexed in the SATODS. CSTCTO numbers will be issued in blocks of sequential numbers to the ALC for further numbering submission.

6.1.1 A Time Compliance Technical Order (TCTO) or Country Standard Time Compliance Technical Order (CSTCTO) contains technical instructions for the modification of a specific item of equipment. Prior to establishing a TCTO or CSTCTO series header, a basic TO or CSTO number must exist in the TO system.

#### 6.2 TECHNICAL ORDERS IDENTIFIED TO SPECIFIC FUNCTIONS.

Alpha characters within a TO number are sometimes used to identify specific functions of maintenance manuals or different media TOs. Some examples are (for complete list, see TO 00-5-18, Chapter 4)::

CF	Acceptance/Functional Flight Check Procedures
CL	Checklists
FI	Fault Isolation Manual
FR	Fault Reporting Manual
GA	General Aircraft Manual
GS	General System Manual
JG	Job Guide Manual
LC	Lubrication Charts
MS	Maintenance Support Manual
SD	Schematic Diagram Manual
TS	Troubleshooting Manual
VS	Visual Slide
WC	Workcards
WD	Wiring Data Manual
WS	Worksheets

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### 6.3 INSPECTION WORKCARDS.

Inspection workcards are identified by “-6WC” followed by a dash-number (-1, -2) to show sequencing of inspection.

### 6.4 PRELIMINARY TECHNICAL ORDERS.

A TO number is assigned to each preliminary TO the same as for other TOs.

### 6.5 CHANGES AND APPENDIXES.

A change or an appendix is assigned the same number as the basic TO.

### 6.6 SUPPLEMENTS.

Supplements are identified as follows:

6.6.1 Routine. Routine supplements are assigned letter suffixes C through Z, CC through CZ, DC through DZ, and so forth. The letters I and O are not used in order to avoid confusion with numbers.

6.6.2 Operational and Safety. An operational supplement is identified by the letter “S” and a safety supplement by the letters “SS” in the last group of a TO number. Such a suffix will be followed by a dash and a number; e.g., TO 00-5-19S-1. These numbers are assigned in sequence. For maintenance and non-flight operations manuals, supplement numbers will restart with a “1” after the parent manual is revised. When a supplement is replaced or superseded by another supplement; use a new supplement number.

### NOTE

For flight manual publications, operational and safety supplements are numbered sequentially and each number is used only once. When a supplement is replaced, a new number is assigned.

### 6.7 FLIGHT MANUAL PERFORMANCE DATA.

Flight manual performance data may be issued as a separate TO. Such a TO may be numbered the same as the basic TO and assigned a suffix dash-number in the same manner as a sectionalized technical manual.

### 6.8 OTHER DOD AND COMMERCIAL PUBLICATIONS.

When a DoD or commercial publication is integrated into the USAF TO system, it is assigned a USAF TO number.

### 6.9 INDEXING.

The format and contents of TO indexes are described in [Chapter 12](#). Other index-type TOs are:

6.9.1 USAF TO Numbering System. See TO 00-5-18-WA-1. Provides an alphabetical list of equipment names cross-referenced to appropriate TO numbering groups as they appear in TO indexes.

6.9.2 List of Applicable Publications (LOAP). A CSTO LOAP provides a list of all USAF TOs and CSTOs applicable to a specific system or equipment. A CSTO LOAP assists in the selection of, or familiarization with, publications pertinent to specific country equipment and in determining requirements for TO files.

### 6.10 SECURITY CLASSIFICATION.

TO system publications are published as UNCLASSIFIED, CONFIDENTIAL, or SECRET TOs. All classified TOs must be safeguarded by the SAP customer in accordance with the General Security of Military Information Agreement between the US Government and the country.

### 6.11 CLASSIFICATION IDENTIFICATION.

The current security classification of a classified TO is indicated in the title listing in the applicable TO Catalog. Use of classified titles shall be avoided whenever possible. When a classified title is necessary, it will be listed only in a classified supplemental manual to the TO Catalog. An indication of the classified or unclassified status of the title of each classified TO is entered following the title of the TO. A classification appearing on the printed TO or in the index listing applies only to the data given in the TO and not to the security classification of the equipment covered. A change in the classification of a TO is presented as soon as possible after such action is approved.

### 6.12 CHANGES IN CLASSIFICATION.

TO security classification changes are listed in the applicable TO Catalog. Policy for the file maintenance of classified TOs is given in [Chapter 12](#).

**Table 6-1. TO Categories and Titles**

<b><u>CATEGORY</u></b>	<b><u>TITLE</u></b>
0	Numerical and Alphabetical Indexes and Cross-Reference Tables
00	General TO
1	Aircraft
2	Airborne Engines and Associated Equipment
3	Aircraft Propellers and Rotors
4	Aircraft Landing Gear
5	Airborne Instruments
6	Aircraft and Missile Fuel Systems
7	Airborne Engine Lubricating Systems
8	Airborne Electrical Equipment
9	Aircraft and Missile Hydraulic, Pneumatic, and Vacuum Systems
10	Photographic Equipment
11	Armament Equipment
12	Airborne Electronic Equipment
13	Aircraft Furnishings and Inflight-Feeding Equipment; Cargo-Loading, Aerial-Delivery, and Recovery Equipment; and Aircraft Fire Detection and Extinguishing Equipment
14	Deceleration Devices and Survival Equipment TOs
15	Aircraft and Missile Temperature-Control, Pressurizing, Air-Conditioning, Heating, Ice-Eliminating, and Oxygen Equipment
16	Airborne Mechanical Equipment
21	Guided Missiles
22	Aerospace Vehicles
31	Ground Electronic Equipment
32	Standard and Special Tools
33	Test Equipment
34	Shop Machinery and Shop Support Equipment
35	Ground Handling, Ground Support, and Air and Missile Base Operating Equipment
36	Vehicles, Construction Equipment, and Materials Handling Equipment
37	Fuel, Oil, and Propellant Handling Equipment
38	Non-aeronautical Engines
39	Watercraft Equipment
40	Air-Conditioning, Heating, Plumbing, Refrigerating, Ventilating, and Water-Treating Equipment

**Table 6-1. TO Categories and Titles - Continued**

41	Subsistence and Food-Service Equipment
42	Coating, Cleaning, and Sealing Compounds; Fuels, Gases, Lubricants, Chemicals, and Other Materials
43	Simulators and Training Devices
44	Common Hardware Equipment
45	Railroad Equipment
46	Office, Duplicating, Printing, and Binding Equipment
47	Agriculture Equipment
49	Optical Instruments, Timekeeping Equipment, and Navigation Equipment
50	Special Services Equipment
51	Automatic Test Systems

## CHAPTER 7

# TECHNICAL ORDER CHANGE RECOMMENDATION SYSTEM

### 7.1 GENERAL.

7.1.1 The AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply, shall be used for submitting corrections and recommending improvements in formal USAF and M-symbol TOs, CSTOs, and those PTOs authorized for operational and maintenance use. Any person discovering a condition requiring a change to a technical publication will submit an improvement recommendation. The use of the form by industry is authorized by OMB number 0704-0188 (Data Item Description DI-TMSS-80229). An emergency recommendation will be initiated and submitted immediately on discovery of the condition. An urgent recommendation will be expedited and a routine recommendation will be submitted as soon as possible. FMS TO users wishing to submit AFTO Forms 22 to the TO Manager via an email attachment must ensure the email is signed and encrypted through an External Certificate Authorization (ECA). A request for an ECA can be made at the following website: <http://iase.disa.mil/pki/eca/>.

#### NOTE

An MS WORD version of the AFTO Form 22 may be downloaded from <http://www.e-publishing.af.mil/index.asp>.

7.1.2 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.

7.1.2.1 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.

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

7.1.3.1 When the same change must be made in multiple TOs managed by the same PM or SCM, one form will be written against one of the TOs, and the other TO numbers will be listed with the affected page and paragraph numbers in Block 19.

7.1.3.2 When a recommended change effects more than one TO and the TOs are managed at different PMs or SCMs, and approval or disapproval actions between TOs must be consistent, the submitter will initiate an RC for each affected TO.

7.1.4 A reply to an improvement recommendation is for information only. Even though a recommended change or improvement has been approved, it shall not be implemented or put into use until it appears in a formal or interim TO update (supplement, change, or revision). EXCEPTION: Early implementation of AFMC Forms 252 may be used to provide updated procedures for contractor use with TO 33K-1-70 and 33K-5 series TOs.

### 7.2 AFTO FORM 22 PROCEDURES.

7.2.1 Minor corrections, including LEP errors, may be submitted by AFTO Form 22, letter, FAX, message, or telephone. AFTO Forms 22 which meet any of the following criteria will be marked as "CORRECTION" types in block 7:

- a. 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;
- b. Identify other non-technical errors in a TO, and/or;
- c. 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.
- d. Not Applicable.

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7.2.1.1 Minor corrections such as those listed above may be deferred until the affected TO pages are changed for other reasons. Reviewers will use letter, e-mail, AFTO Form 22, FAX, etc. to forward these discrepancies to the TCM for eventual correction of the affected TO.

7.2.2 Before a change request is submitted, it will be assessed in terms of mission impact, personnel and system safety, damage to equipment, work simplification, urgency of need for change, and manpower savings.

7.2.3 All AFTO Form 22 or emergency recommendation messages generated either in or out of country by a USAF activity, contractor or for or by a foreign user, will be submitted through the appropriate country TODO. The TODO will ensure the recommendation has been prepared correctly and legibly and will provide the TODO address in block 2 of the AFTO Form 22. Information copies of the recommendation will be distributed in country as specified by country directives and this TO.

7.2.3.1 The country TODO will submit recommendations for improvements or corrections to USAF or M-symbol TOs to the Technical Coordinating Program (TCP), if the country is a member, or if not a member of a TCP, to the management ALC as indicated in the appropriate TO Catalog or paragraph 7.5.

7.2.3.2 Urgent or routine AFTO Forms 22 recommending improvements or corrections to CSTOs will be submitted by the country TODO to the TO Manager listed in the CSTO catalog. The TO Manager will forward the recommendation to the appropriate action activity (contractor, central technical order control unit (CTOCU), or TCP) normally indicated in the SSI column of the CSTO catalog. An informational copy will be provided to the USAF technical content manager for the appropriate category, who shall determine the applicability of a CSTO change to a baseline TO. The TCM will initiate appropriate action for the baseline TO.

7.2.4 TO Catalog. USAF TOs are indexed by the TO Managers within JCALS. CSTO and M-Symbol catalogs are updated by the SATOP office. A discrepancy noted in a USAF TO catalog should be reported to the responsible TO Manager via telephone or e-mail as soon as possible. A discrepancy noted in a CSTO or M-Symbol catalog should be reported to SATOP Office.

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

7.2.6 New TOs. Recommendations for new TOs to be included in the TO system will be submitted by letter to the appropriate ALC TO System Office.

7.2.7 Embedded Computer System Hardware and Software Problems. Hardware problems that make TO procedures unusable and software deficiencies involving tapes, cards, etc. will be submitted in accordance with TO 00-35D-54.

7.2.8 Calibration Responsibility Determinations. Organizations requiring such determinations will submit recommendations in accordance with TO 33K-1-100-1.

7.2.9 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.

7.2.10 Classified Recommendations. All AFTO Forms 22 containing classified data will be marked with the security classification as identified on the page of the TO for which the AFTO Form 22 is being submitted. Classified AFTO Forms 22 will be handled according to the General Security of Military Information Agreement between the United States Government and the applicable country (country personnel). USAF personnel will handle these forms in accordance with applicable security regulations. Unclassified recommendations on classified TOs will be properly identified as unclassified on all such AFTO Forms 22; for example, This is an unclassified AFTO Form 22 on a classified manual. A security violation involving a TO will not be reported on AFTO Form 22, but according to the General Security Agreement with the country.

## 7.3 RESPONSIBILITIES.

7.3.1 The initiator's supervisor or higher of the person submitting an improvement recommendation will ensure the recommendation is valid and warrants submittal before signing the recommendation. The supervisor will ensure the initiator has signed the form. All copies of a recommendation determined valid will be forwarded to the responsible quality control or other responsible organization for review and approval. Disapproved recommendations will be returned to the initiating organizations.

7.3.2 Reviewers will ensure an improvement recommendation is assigned the proper priority and may downgrade or disapprove the recommendation as necessary. Adequate controls will be established to ensure only one recommendation is

submitted on the same improvement. An approved recommendation will contain the signature and symbol of the reviewer. Disapproved recommendations will be returned to the initiating organizations.

7.3.3 Supervisors and quality control or other responsible organization personnel should use the following guide when reviewing AFTO Forms 22.

7.3.3.1 Check blocks 1 through 18 for completeness and accuracy. The “Date Submitted” should contain the date form is dispatched by the initiating organization. The “Date Received” will be entered by the TOs management organization.

7.3.3.2 In receiving blocks 18 and 19, ensure the following have been considered and explained as appropriate:

7.3.3.2.1 Verify that the AFTO Form 22 is the proper method of reporting deficiency. Reference paragraph 7.2 for TO improvements not to be reported on AFTO Form 22.

7.3.3.2.2 Explain and define deficiencies.

7.3.3.2.3 Check the TO list of effective pages and TO catalog to ensure the date is the current issue.

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

PREVIOUS EDITION IS OBSOLETE

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Figure 7-1. AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply (Sheet 1 of 3)



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 E-MAIL PHONE REVIEW DATE 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
28. CONTINUATION	27. IDEA BENEFITS ARE VERIFICATION REQUIRED BY <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> DESK-TOP ANALYSIS <input type="checkbox"/> INTANGIBLE <input type="checkbox"/> TANGIBLE - AMOUNT

AFTO FORM 22, 20140331

H0000290

Figure 7-1. AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply (Sheet 2)

ROLE	AFTO 22 ABBREVIATED COMPLETION INSTRUCTIONS*
WUC/LCN	WUC or LCN if applicable.
INITIATOR (Block 8)	<ul style="list-style-type: none"> <li>Complete blocks 6-7 and 10-20. Complete blocks 21, 22 and 27, if applicable.</li> <li>Complete block 8 and digitally sign. Forward signed form and any required attachments to supervisor</li> </ul>
Initiator Supervisor (Block 9)	<ul style="list-style-type: none"> <li>Review blocks 6-7, 10-22 and 27 for validity, accuracy and completeness. Make necessary changes and enter corresponding comments in block 28.</li> <li>Complete block 9, and digitally sign</li> <li>Forward signed form and all attachments to PIM (or equivalent).</li> </ul>
PIM (or Equivalent) (Block 1)	<ul style="list-style-type: none"> <li>Review blocks 6-7, 10-22 and 27 for validity, accuracy and completeness. Make appropriate changes and enter corresponding comments in block 28</li> <li>Enter Local Control Number in block 5.</li> <li>Enter organization information and e-mail address (preferably an organizational e-mail) into block 1, 2, and 3.</li> <li>See routing information, via AFNET at <a href="https://cs3.eis.af.mil/sites/00-TO-00-59/default.aspx">https://cs3.eis.af.mil/sites/00-TO-00-59/default.aspx</a></li> <li>Enter the Initial Submit Date and digitally sign block 1</li> <li>Forward signed form, and all attachments, to the first reviewer</li> <li>Enter dates of subsequent reviews in block 28.</li> <li>Forward to the TO Management Activity in block 4.</li> </ul> <p>Note: Follow up with reviewers if RC is not returned within 14 calendar days of submission. Follow up with the evaluator if a disposition is not received within 48 hours for an</p>
MAJCOM and Lead Command CCP Reviewer (Blocks 2 and 3)	<ul style="list-style-type: none"> <li>Review blocks 6-7, 10-22 and 27 for validity, accuracy and completeness. Make appropriate changes and enter comments in block 28</li> <li>Complete block 2 or 3, as appropriate, including review date. Digitally sign</li> <li>Returned signed form, and all attachments, to PIM (or equivalent) (block 1)</li> </ul>
TO Management Activity (Block 4)	<ul style="list-style-type: none"> <li>Complete block 4 and digitally sign</li> <li>Forward signed form, and all attachments, to evaluator (block 23)</li> <li>Upon return of completed form from evaluator/evaluator supervisor, return to PIM</li> </ul>
Evaluator (Block 23)	<ul style="list-style-type: none"> <li>Enter receipt date in block 23</li> <li>Review blocks 6, 7, 10-22, and 27 for validity, accuracy and completeness. Make appropriate changes and enter corresponding comments in block 28</li> <li>Change type (block 7) will not be changed without the approval of the submitting MAJCOM CCP</li> <li>Recommended disposition in block 25</li> <li>Provide appropriate verification and disposition remarks in block 26</li> <li>Complete block 23, including entering evaluation date, and digitally sign</li> <li>Forward completed form and all attachments, to supervisor</li> </ul>
Evaluator Supervisor (Block 24)	<ul style="list-style-type: none"> <li>Review recommended disposition, complete block 24 and digitally sign.</li> <li>This authority may be delegated to the evaluator. If so delegated, document in block 28, along with the first level supervisor's name and e-mail address.</li> <li>Return completed form to TO Management Activity (Block 4)</li> </ul>
* FOR AFTO FORM 22 DETAILED COMPLETION INSTRUCTIONS, SEE TO 00-5-1	

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H1410357

Figure 7-1. AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply (Sheet 3)

7.3.3.2.4 Consider the impact on other TOs. If appropriate, submit additional AFTO Forms 22.

7.3.3.2.5 Determine if the change is essential and assigned the proper priority.

7.3.3.2.6 Ensure the recommended change completely covers the problem and is stated in the exact language recommended to appear in the corrected TO.

7.3.3.2.7 Ensure there is justification of why the change is necessary: mission essential, work stoppage, excessive workhours required to do the task, impact if change not made, safety implications, etc.

7.3.3.2.8 Cite specific references when two or more publications are in conflict.

7.3.4 Evaluators. The Technical Content Manager (TCM) is the one technically responsible for the contents of the TO. The TCM will ensure the suggested change is eligible (paragraph 7.2) and the submitted data is correct. AFTO Forms 22 which do not meet this criteria MUST BE DISAPPROVED! AFTO Forms 22 and any back-up materiel must be retained by the TCM for two years after disapproval or update incorporation, according to AFI 33-364.

#### NOTE

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

#### 7.4 RECOMMENDATION CATEGORIES.

7.4.1 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.

7.4.1.1 Emergency recommendations will be transmitted electronically by priority e-mail, IMMEDIATE messages or facsimile (FAX) to the organization having management responsibility for the TO. The subject of the recommendation will be "EMERGENCY AFTO Form 22" and will include all applicable information required on an AFTO Form 22, blocks 1 through 11, and record positions 6 through 45. A copy of the form itself will be attached to e-mail or sent when using FAX. E-mail transmissions should require a receipt notification and submitters should confirm receipt of faxes by telephone.

7.4.1.2 Emergency improvement recommendations will be transmitted electronically by the country TODO directly to the activity having responsibility to correct the deficiency. Information copies should be distributed in country as specified by country directives and this TO. Use the same message priority for the information addressees only if they require the message with the same urgency.

7.4.1.2.1 The TODO will transmit the action copy of an emergency recommendation requesting correction of the deficiency in a USAF or M-symbol TO to the TCP, if the country is a member, or, if not a member, to the management ALC as indicated in the appropriate index or paragraph 7.5.

7.4.1.2.2 The action copy of a CSTO emergency recommendation will be transmitted by the country TODO to the contractor or activity having responsibility for correcting the deficiency, as indicated in the SSI column of the CSTO index. An information copy of the recommendation will also be sent to the management ALC as indicated in the index.

7.4.1.3 Replies to Emergency Reports. The activity responsible for correcting a deficiency reported by an emergency recommendation 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, a message/e-mail/FAX 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 recommendation.

7.4.1.3.1 The TCM will initiate an AFTO Form 22 for approved recommendations, document the action taken and forward a copy to the country's embassy. All interim TOs, TCTOs, CSTCTOs and other electronic transmissions will include the phrase "Confirm Delivery" after the address designation.

7.4.2 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

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submitted as urgent. Identification of or replacements for Environmental Protection Agency (EPA) hazardous materials (HAZMAT) and ozone depleting substances (ODS) are submitted as urgent.

7.4.2.1 Urgent recommendations will be submitted using AFTO Forms 22 and will include all information required in blocks 1 through 15. The TODO will review the AFTO Form 22 to eliminate duplicate recommendations and ensure the report is valid, properly stated, complete and has been assigned the correct priority. The TODO will complete blocks 2, 3 and (when applicable) 15. Blocks 16A, 16B and 16C will be completed by the appropriate office in country as designated by the officer in charge of the TODO. A disapproved report will be returned to the reporting organization. Information copies of the report will be distributed in country as specified by country directives and this TO.

7.4.2.2 Replies to Urgent Recommendations. The activity responsible for correcting a deficiency reported as urgent will take corrective action by issuing a formal change, revision or supplement within 40 calendar days. Using activities must allow for mail and redistribution time. 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 blocks 2 and 4 on the original AFTO Form 22.

7.4.3 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.

7.4.3.1 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.

7.4.3.2 Routine changes to a TO will be consolidated into Block Cycle Updates (BCUs) and published (including printing and distribution) within 365 calendar days after the responsible TCM receives the first report affecting the existing version of the TO; except as specified in paragraph 7.6.2. Using activities must allow for mail and TODO redistribution time.

## 7.5 AFTO FORMS 22 SPECIAL COORDINATION AND INFORMATION COPY REQUIREMENTS.

7.5.1 Management of Nuclear Weapons TOs are now at The Nuclear Weapons Logistics Division (NCL) Technical Support Branch (NCLS).

7.5.1.1 Address recommendations to the AFNWC/NCLS, 2000 Wyoming Blvd SE, Bldg. 20604, Kirtland AFB, NM 87117-5617.

7.5.1.2 60-Series Nonnuclear EOD Technical Orders. Report deficiencies by letter, through the appropriate country 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 D1IP, 2008 Stump Neck Road, Indian Head MD 20640-3861, phone commercial 301-744-5103 or FAX 301-744-6993. Include the following data:

7.5.1.2.1 TO number and date, and any changes and dates.

7.5.1.2.2 Complete description of the deficiency.

7.5.1.2.3 Circumstances by which the deficiency was identified.

7.5.1.3 Calibration TOs. Address all recommendations on TO 00-20-14-WA-1, Air Force Metrology and Calibration Program, and 33K-series TOs to Air Force Metrology and Calibration (AFMETCAL).

7.5.1.4 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.

7.5.1.5 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.

7.5.1.6 Aircraft Emergency Rescue Information. Address all recommendations on TO 00-105E-9-WA-1 to AFCESA/CEXF, 139 BARNES DR STE 1, TYNDALL AFB FL 32403-5319.

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

7.5.1.8 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.

## 7.6 AFTO FORM 22 COMPLETION.

An AFTO Form 22 (Figure 7-1) is used both for the initial change request and a reply to the report. The activity that identifies a discrepancy will complete blocks 1, 2 and 5 through 20 and give to the country's TODO, who will complete blocks 3 (when appropriate) and 4. The TODO will record the report in the local suspense file and mail it to the organization responsible for the TO or CSTO. A contractor support team or Air Force technical assistance team, either in or out of country, may prepare an AFTO Form 22 but will submit it through the country TODO. The action activity will complete the remainder of the form, which is the response to the initial report, and return the reply to the country. All zeros must be slashed. The forms will be completed as follows:

7.6.1 DATE SUBMITTED. Enter the date the recommendation is dispatched by the reporting activity. Use the all-numerical "yyymmdd" format.

### 7.6.2 PART 1, ROUTING :

7.6.2.1 Block 1, FROM (Product Improvement Manager or Equivalent). Enter the address of the activity that initiated the report. Include point of contact, phone number and e-mail address, if available.

7.6.2.2 Block 2, THRU (Parent MAJCOM CCP). Enter the address of the initiator's supervisor. Include name, phone number and e-mail address, if available.

7.6.2.3 Block 3, THRU (Lead Command CCP). The quality control chief or other responsible official will sign in this block, or the chief maintenance officer of the reporting activity may sign or authorize the TODO reviewer to sign. Include name, phone number and e-mail address, if available.

7.6.2.4 Block 4, TO (Technical Manual Management Office). Enter the activity designation or office symbol and the address (including zip code) of the appropriate TO management organization.

### 7.6.3 PART 11 - CONTROL INFORMATION.

7.6.3.1 Block 5, LOCAL CONTROL NUMBER. Develop local control numbers as follows:

- 1<sup>st</sup> Position: Most change recommendations will use a "2" in this position. Change recommendations generated by TO Managers and Technical Content Managers will use a "5."
- 2<sup>nd</sup> and 3<sup>rd</sup> Positions: Identifies the Agency (Security Assistance Program Customers) submitting the AFTO Form. Enter command designator "4Q". Contractors should use "4N".
- 4<sup>th</sup> through 9<sup>th</sup> Positions: Identifies the specific TODO TM Account submitting the AFTO Form. Enter the six (6) digit TM Account Code (Example: D\*03ZZ).
- 10<sup>th</sup> through 12<sup>th</sup> Positions: Identifies the case line supporting the TODO TM Account. Enter the publication case designator (Example: enter "PBA").
- 13<sup>th</sup> Position: Identifies the current calendar year (Example: enter "7"). This will be the year the AFTO Form was created.
- 14<sup>th</sup> through 16<sup>th</sup> Position: Identifies sequential report number within the reporting unit for the calendar year. Precede a one or two-digit number with zeros (Example: 001, 020).

Each position of the Local Control Number has a specific meaning. An example of a local control number constructed using the identifiers above would be: "24QD\*03ZZPBA7001."

7.6.3.2 Block 6, PRIORITY. Check the appropriate box, Emergency, Urgent, or Routine to designate the type of report. Enter U for all discrepancies reported against a TCTO.

7.6.3.3 Block 7, TYPE OF CHANGE. Check either "CORRECTION" or "IMPROVEMENT" based on the nature of the recommendation being submitted. A "Correction" will fix an error or omission in the TO, or clarifies the intent of a procedure or process. An "Improvement" is an addition or significant change to a process or procedure which allows a function to be done better/safer/faster/cheaper. Subsequent reviewers and evaluators will verify this entry and change it, if justified. The reason for making any change will be documented in block 27, Remarks.

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7.6.3.4 Block 8, INITIATOR. Enter the name, office symbol (typed), phone number, e-mail address, and signature of the individual initiating the report.

7.6.3.5 Block 9, INITIATOR'S SUPERVISOR. Enter the name, office symbol (typed), phone number, e-mail address, and signature of the initiator's supervisor or -1 flight manual operations officer.

### 7.6.4 PART III - PUBLICATION (TO) INFORMATION.

7.6.4.1 Block 10, PUBLICATION NUMBER. Enter the complete TO as it appears on the title page with no blank spaces within the number. Use capital letters.

7.6.4.2 Block 11, BASIC DATE. Enter the date of the basic TO (given on the title page or first page of the TO).

7.6.4.3 Blocks 12 and 13, CHANGE NUMBER AND CHANGE DATE. Enter the TO change number and change date as shown on the title page of TO.

7.6.4.4 Block 14, WORK PACKAGE/WORK CARD ID. For work package TO recommendations, identify the work package number. For work cards, enter the routine and card number instead of a page number.

7.6.4.5 Blocks 15 through 17, PAGE NUMBER, PARAGRAPH NUMBER AND FIGURE/TABLE NUMBER. For block 15, enter only the first page if multiple pages are affected, and explain in block 19. For block 16, enter the number and paragraph to be changed, or which precedes added material, or the System/Subsystem/Subject Numbers (S/S/SN) for manuals using this system. For block 17, enter "Table" or "Figure" before the number when applicable.

7.6.4.6 Block 18, SHORT DESCRIPTION OF DEFICIENCY. Enter a brief (up to 200 alphanumeric characters) description of the deficiency. ETIMS use this field for "keyword" search to assist with identifying duplicate entries and for data retrieval, if necessary.

### 7.6.5 PART IV - DEFICIENCY. Complete block 19 as follows:

7.6.5.1 Identify the military system when this is not included in the TO number. If not a system, identify commodities by Mission, Design, Series (MDS) or Type, Model, Series (TMS) and National Stock Number (NSN) or part number. Omit for general and MPTOs.

7.6.5.2 Enter a complete description of the TO deficiency or enhancement, and justification for the recommendation. When appropriate, indicate or attach the source documents for changes in voltages, part numbers, etc.

7.6.5.3 When prompt action appears essential for a routine report, the country review official may enter, with appropriate rationale, a request for expeditious action.

### 7.6.6 PART V - RECOMMENDED TM CHANGE. Complete block 20 as follows:

7.6.6.1 Word the recommended change as closely as possible to the exact language which should appear in the corrected TO. If the wording is not known, that is, the correction will require engineering research or extensive verification, specify the type of correction (for example, "Add more in-depth fault isolation procedures." and/or state "Unable to develop at field level."

7.6.6.2 Blocks 21 and 22: Not applicable to FMS.

7.6.7 PART VI - EVALUATOR/DISPOSITION. The evaluator will complete blocks 23 through 27. Block 28 is not applicable.

#### 7.6.7.1 Block 26, DISPOSITION. Entries are defined as follows:

7.6.7.1.1 Approved. The intent of the report will be included in the TO.

7.6.7.1.2 Deferred. The recommendation is approved but limiting factors prevent publication within 365 calendar days. The resolution date and reason for the delay will be entered in the Remarks section and the form will be returned to the organizations in blocks 1, 2 and 3. Deferred status items will be published when limiting factors no longer exist. If the applicable page(s) of the TO are updated for other reasons, such as a modification, new acquisition, etc., the deferred status items will be incorporated.

7.6.7.1.3 Abeyance. Evaluation delayed for management reasons. Used for routine reports when existing factors preclude processing of the AFTO Form 22 within the normal processing time frame. These factors include recommendations affecting TOs on obsolete systems and equipment or TOs controlled by all MAJCOM committees. Reports from foreign countries under the SAP will not be placed in abeyance.

7.6.7.1.4 Advisement. An engineering study is required before the evaluation can be completed. The evaluation time will extend beyond normal time limits. The expected resolution date will be entered in Block 27, Remarks.

7.6.7.1.5 Duplicate. Will be used when the same improvement was submitted earlier, whether approved or disapproved, and no matter the source of the previous submittal. When applicable, the change request number will be entered in the Remarks block.

7.6.7.1.6 Disapproved. The reason for the disapproval will be explained in the Remarks block.

7.6.7.1.7 Other. Will be explained in the Remarks block.

7.6.8 PART VII - CONTINUATION (BLOCK NUMBER). Used for additional information which would not fit into other blocks. Specify block number. Attach continuation sheets (plain bond paper) if needed, showing the local control number in the upper right hand corner of each sheet.

## 7.7 FOLLOW-UP ACTION.

7.7.1 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. Follow-up action, if indicated, will be conducted in the following manner:

7.7.1.1 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.

7.7.1.2 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.





## CHAPTER 8

### DISTRIBUTION - GENERAL

#### 8.1 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:

8.1.1 A publications P-case(s) line for standard USAF TO follow-on support.

8.1.2 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 TO Manager will be the CSTO case line manager for the system provided.

8.1.3 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.

#### 8.2 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 TO Manager for line manager action.

#### 8.3 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.

8.3.1 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/WFNJ) and, in turn, re-delegated to the FDO located at an activity assigned TO Manager responsibility.

8.3.2 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.

#### 8.4 SECURITY ASSISTANCE TECHNICAL ORDER DATA SYSTEM.

8.4.1 The 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 the SATODS by recording a disclosure decision made by the FDO and notifying the customer of a non-release decision.

8.4.2 After making distribution of USAF and M-symbol TOs, the TO Manager enters shipping/tracking information into the SATODS or is automatically entered via TODPG, PTOWS and FEDEX interface. This information is provided to each

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TODO once a month, along with status reports on transactions in process but not yet completed (Chapter 15 and Appendix D).

8.4.3 At least once a year, each TODO should request a code selected reconciliation listing (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 the SATODS.

### **8.5 PRICING OF TECHNICAL ORDERS FOR FMS.**

8.5.1 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.

8.5.2 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 TO Manager or SPO case line manager.

### **8.6 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 chapters 13 and 14 of this TO for processing into the SATODS. Following these procedures will ensure:

8.6.1 The requirement is submitted on the correct AFTO form (or in the proper format for an electronically transmitted requisition), and the signature and name can be verified as authorized to obligate case funds.

8.6.2 Source documents and correspondence records are maintained in case files at the SATOP Office.

8.6.3 A SATODS record is maintained for the FDO disclosure review and audit trail.

8.6.4 A SATODS record is maintained for case billing and traceable shipping information. (Reference Appendix D.)

### **8.7 REQUIREMENTS PROCESSING CYCLE.**

The AFSAC sends the SATOP Office an IPD and an LOA for action by the TO case line manager. A TODO code is assigned and the case designator, are entered into the SATODS. Only then can ID requirements and requisitions be processed. A TO requirement approved by the FDO is processed through the SATODS for shipping action by the managing TO Manager. If a TO requirement is denied by the FDO, the customer is notified by a SATODS denial letter. If the TO is releasable but cannot be processed immediately, the customer is advised of the processing status by an AFTO Form 215 notice. 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.

8.7.1 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%. Once case line value has been expended by 95%, AFSAC notifies the SATOP Office to 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 implements a follow-on case to the SATOP Office. This new case is entered into the SATODS against the established TODO code(s). Existing ID requirements are not affected. Subsequent ID or requisition transactions processed against the TODO code(s)/TM account(s) 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.

8.7.1.1 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.

8.7.2 A TO is shipped by traceable means to the TODO shipping address (usually a freight forwarder) or the customer's embassy in Washington, DC. The mailing address (APO or FPO) of the security assistance organization (SAO) may be used if this is directed by the case or IPD. A classified TO is shipped by registered mail.

8.7.3 A TO shipment is received in country by the TODO. A customer's SATOP responsibilities are described in [Chapter 9](#). 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.

## 8.8 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, the 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.

8.8.1 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 the SATODS.

8.8.2 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, the SATODS will release the recorded suspended transactions as requisitions to be filled by the TO Managers. If a new case is implemented, these transactions will be billed to the new case.

8.8.3 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.

## 8.9 UNAUTHORIZED DISTRIBUTION.

Distribution of a USAF TO or CSTO to a foreign government or international organization by means 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. United States Government and contractor personnel stationed overseas will not obtain a USAF TO or CSTO through their own devices and transfer it to a foreign government, a foreign contractor, or foreign national personnel.



## CHAPTER 9 RESPONSIBILITIES

### 9.1 GENERAL.

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

### 9.2 FOREIGN GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS.

A foreign government or international organization will be responsible for:

9.2.1 Establishing a central TO library staffed with appropriate Technical Order Distribution Office (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.

9.2.2 Establishing and maintaining with the USAF the appropriate type(s) of FMS TO publications case(s) for standard USAF TOs and CSTOs.

9.2.3 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.

9.2.3.1 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.

9.2.4 Contracting with a freight forwarder for the delivery of TOs received by ID and requisition. To insure timely delivery, the USAF recommends the customer include the following information in the freight forwarder contract:

9.2.5 Requesting a TODO code address change or an additional TODO code/TM account assignment through the AFSAC case manager (see paragraph 9.4.10 and paragraph 9.4.11).

9.2.6 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 the SATODS for the TO initial lay-in.

### 9.3 IN COUNTRY TODO RESPONSIBILITIES.

9.3.1 Safety and operational TO supplements, as well as immediate action and urgent action TCTOs, are mailed in envelopes marked with a 1/2-inch red border. "EXPEDITE" is printed in large letters across the top of the envelope (see Figure 15-1).

9.3.2 Ship TOs separately from hardware in the envelopes or boxes in which they were received; boxes should be unopened with mailing labels intact.

9.3.3 Consolidate routine TO shipments by TODO code/TM account and forward at least once a week. Air transport is preferable.

9.3.4 A provision for follow-on service for up to 90 days after contract expiration to service TOs in transit or in the printing cycle.

9.3.5 Providing the SATOP Office a copy of the Signature Authorization Letter (SAL). (See Chapter 11 and Figure 11-1.)

9.3.6 Ensuring the required quantity for each CSTO is given to the CSTO development case line manager and TO Manager for inclusion in the CSTO acquisition plan.

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9.3.7 Managing the TODO's established ID requirements under a follow-on P-case and/or a system sale publications case line (after the USAF-managed initial lay-in is completed) by:

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

9.3.7.2 Entering TO request via AFSAC Online or preparing an AFTO Form 187 request to establish, cancel, increase, or decrease an ID requirement, and submitting the request to the SATOP Office for processing in the SATODS.

### NOTE

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

9.3.7.3 If the publications 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 the SATODS.

9.3.7.4 Submitting a requisition status request or distribution inquiry to the SATOP Office case line manager (see [Chapter 13](#)).

### NOTE

A distribution status inquiry must originate with the customer's TODO to ensure required information and instructions are included. The case line will be reconciled to process the suspended TO requests when additional funding has been added to the case line or a follow-on case line is implemented.

9.3.7.5 Notifying the prime TO manager, or the SATOP office, about a shipment discrepancy or missing pages and requesting corrective action (see [Chapter 14](#)).

9.3.7.6 When submitting a CSTO distribution problem inquiry, contact the TO manager.

9.3.7.7 Submitting a TO or CSTO technical content inquiry to the TO Manager.

9.3.7.8 Requesting, from the SATOP Office, a code selected reconciliation listing (CSRL) for use in reconciling the TODO annual inventory of ID requirements. A CSRL should be requested at least once each year.

9.3.7.9 Using the monthly SATODS products to reconcile TO delivery/receipt/billing records (see Appendix D).

9.3.7.10 Submitting an SF 364, Supply Deficiency Report (SDR) (see [Chapter 9](#)).

9.3.8 Receiving an electronically transmitted TO (interim supplement or TCTO) from the AFMC and redistributing it to the user after annotating the TODO inventory record.

9.3.9 Establishing training requirements for the TODO personnel to maintain proficiency in SATOP management procedures. A visit by a country assistance team (TAT) can be requested through the AFSAC and/or CAT.

9.3.10 Establishing a distribution requirement for a required software item by following the procedures described in TO 00-5-16-WA-1, Automated Computer Program Identification Number System (ACPINS).

9.3.11 Providing TOs to a commercial company with which the SATOP customer has a contract for repair or services by the procedures listed in [Chapter 16](#).

## 9.4 AIR FORCE SECURITY ASSISTANCE CENTER (AFSAC).

The AFSAC is responsible for:

9.4.1 Managing the publications cases for USAF TOs and CSTOs required to operate and maintain equipment obtained under the SAP.

9.4.2 Providing case lines as appropriate in a system sale LOA for:

9.4.2.1 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.

9.4.2.2 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 NATO. TOP SECRET material must always be transferred via government courier.

9.4.2.3 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 SPO/SAPM, TCP/IEMP, or designated OPR as appropriate.

9.4.2.4 In-country CAT financial support for TODO and library site activation. Data for P&A and LOA will be obtained from the SATOP Office.

9.4.3 Obtaining a blanket-order TO publications case for:

9.4.3.1 Releasable USAF TOs. The P-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 a specific weapon system sale case. Data for P&A and LOA will be obtained from the SATOP Office.

9.4.3.2 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.

9.4.4 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, the 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.

9.4.5 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.

9.4.6 Obtaining separate publication case line for ordering forms, standard publications, regulations, engineering drawings, etc.

9.4.7 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.

9.4.7.1 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 the SATODS:

Freight Forwarder Code: This code designates which freight forwarder will receive the TO shipment. Codes are found in the MAPAD (Military Assistance Program and Address Directory) and must be provided in the original LOA. The freight forwarder 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 freight forwarder, SATOP Office will use alpha letter code X. Cases cannot be implemented into SATODS until this information is received.

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

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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.

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.

9.4.8 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.

9.4.9 Processing a Supply Discrepancy Report (SDR) for a TO submitted by a customer.

9.4.10 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.

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

9.4.12 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.

### 9.5 USAF TECHNICAL ORDER SYSTEMS BRANCH (TINKER).

The USAF TO Systems Branch is the central management office for the USAF TO Distribution System and is responsible for developing and operating the:

9.5.1 USAF Computer Program Identification Number (CPIN) System.

9.5.2 Security Assistance Technical Order Data System (SATODS).

### 9.6 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 CSTO CPINS, TODPG and Interim Distribution. numbering and indexing. The section responsibilities include:

9.6.1 Providing Price and Availability (P&A) and LOA data to the AFSAC for:

9.6.1.1 A system sale case line value for USAF TOs required to support all articles and services provided for in the LOA.

9.6.1.2 The CAT travel cost for training the TODO and establishing a TO library in support of a system sale program and related meetings.

9.6.1.3 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.

9.6.2 Accomplishing TO system management initial TO lay-in support for an FMS system sale program. This management support includes:

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

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



- 9.6.2.3 Participating in the program management meetings to report case line actions and status and other TO related meetings.
- 9.6.2.4 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.
- 9.6.2.5 The SATOP Office will host the TO Definization conference.
- 9.6.2.6 Definitizing the TO requirements supporting the LOA, obtaining approval from the SPO/SAPM, and preparing a list of the TOs.
- 9.6.2.7 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.
- 9.6.2.8 Sending the TO definization list to the customer for review, coordination, adjustment, quantity determination, and approval.
- 9.6.2.9 Receiving from the customer the approved list of TOs with written authorization to order. Preparing the AFTO Forms 187 and processing the requirements into the SATODS.
- 9.6.2.10 Monitoring the SATODS computer transactions and correcting processing errors.
- 9.6.2.11 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.
- 9.6.2.12 Providing TODO training for the timely activation of a TODO and library site to support a system sale.
- 9.6.3 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.
- 9.6.4 Accomplishing the case line manager actions as follows:
- 9.6.4.1 Receiving, from the AFSAC, the IPD and LOA for a USAF TO publications case.
- 9.6.4.2 Implementing the TO case into the SATODS, and assigning a TODO code/TM 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.
- 9.6.4.3 Notifying the AFSAC, FMS customer, SAO, TO managers and other organizations of case implementation, TODO and TODO addresses upon implementation.
- 9.6.4.4 Controlling TODO code assignment, level of classification, and other special data in the SATODS.
- 9.6.4.5 Updating the SATODS address for a customer TODO code to reflect a MAPAD published change when notification is received.
- 9.6.4.6 Reviewing TO requests submitted by the customer TODO for compliance with specified procedures, and processing these requests into the SATODS.
- 9.6.4.7 Sending an AFTO Form 215 notice or a SATODS denial code notification to a customer.
- 9.6.4.8 Forwarding to the FDO a letter of justification from a customer TODO for a TO requirement previously denied by the FDO.
- 9.6.4.9 Sending daily billing transactions to SAMIS via data system interface.
- 9.6.4.10 Sending the Monthly Status Report to each customer TODO account (see Appendix D).
- 9.6.4.11 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.
- 9.6.4.12 Investigating a follow-up on a TO request and determining if credit is appropriate. Obtaining, if applicable, the material disposition instructions from the TO manager. Accomplishing a credit transaction in the SATODS. Credits are given for the complete billing record. Partial credits will not be allowed.

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

9.6.5 Processing a request from an SSI contractor for a CSTO ID label (AFTO Form 273 or 274) into the SATODS, and sending the ID label to the contractor for distribution action (See [Figure 14-2](#) and [Figure 14-3](#)).

9.6.6 Sending a requisition (AFTO Form 221/AFTO Form 221A) for a CSTO to the SSI contractor for distribution action (See [Figure 14-4](#) and [Figure 14-5](#)).

9.6.7 Processing CSTO distribution requirements submitted by a USAF or contractor TODO that has been approved by the CSTO TO Manager.

9.6.8 Ensuring that all initial TO upload into TODPS have been distributed to the correct FMS freight forwarders.

9.6.9 Resolving TODPS shipping discrepancies reported by FMS customers or SATOP office personnel.

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

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

9.6.12 Managing misdirected TO shipments returned to SATOP office.

9.6.13 Resolving all held TO orders that were submitted for processing, but have been held up in TODPG for one reason or another.

### 9.7 USAF TECHNICAL ORDER MANAGEMENT AGENCY/TECHNICAL ORDER MANAGEMENT AGENCY (TOMA).

TO Management Agency/Agent located in the Program Manager Office (PMO)s at each OL and AFMETCAL are responsible for USAF TOs and CSTOs.

9.7.1 TO management responsibilities include:

9.7.1.1 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.

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

9.7.1.3 Advising the SPO/SAPM, TCP/IEMP, designated OPR, the SATOP Office, and AFSAC, as applicable, of a CSTO case, contract, or distribution problem.

9.7.1.4 Ensuring that a dollar value is entered into "FMS Cost" field of the JCALS TM Index record for each new USAF TO and for each revision, change or supplement to an existing TO. This dollar value should be entered at the time the TOMA is doing the initial indexing of the new TO or a TO update IAW TO 00-5-3.

#### NOTE

This value is printed on the shipping label and is used for US Customs clearance purposes.

9.7.1.5 Submitting AFTO Form 187 to the SATOP Office to establish ID requirement for a new CSTO prior to printing. The TO Manager 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.

9.7.1.6 Reviewing an AFTO Form 187 and a letter of justification submitted by a USAF TODO (F\* TODO Code) or contractor TODO (E\* TODO Code) TCP library, major command, AFSAT, etc., requesting an ALC-managed CSTO or M-symbol TO to support an FMS training or repair program or management action. For CSTO requests, the TO Manager will coordinate with the TCM, AFSAC, and customer (as necessary) to determine whether the request will be approved or denied.

The manager will coordinate with the TCM to determine whether the request is a valid requirement supporting the SAP prior to approving or denying the request. After approval by the TCM, the TO Manager will sign the AFTO Form 187 in Block 4, and include their title, office symbol and phone number. Approved AFTO Form 187s will be forwarded to the SATOP Office for SATODS processing. A denied request will be returned to the requesting activity.

9.7.1.7 Receiving a TO content inquiry from the FMS customer, coordinating and providing the information to the FMS customer directly.

9.7.1.8 Managing the SSI of USAF TOs, M-symbol TOs, and in-house CSTOs assigned to the TO manager.

9.7.1.9 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.

9.7.1.10 Processing a requisition for a USAF TO, M-symbol TO, or in-house CSTO.

9.7.1.11 Verifying document numbers for requisition and ID orders in SATODS prior to distribution for label cancellations or status changes.

9.7.1.12 Maintaining a traceable shipment record for each non TODPG TO/CSTO distribution action.

9.7.1.13 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.

9.7.1.14 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 9-1](#) for authorized cancel codes.

**Table 9-1. Cancellation Codes**

<b>Cancel Code</b>	<b>Description</b>
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

9.7.1.15 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.

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

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9.7.1.17 Notifying the SATOP Office of any FMS distribution problems.

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

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

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

### **9.8 SYSTEM PROGRAM OFFICE (SPO) TOMA.**

The SPO TOMA is responsible for:

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

9.8.2 Managing the CSTO contract under the CSTO case.

9.8.2.1 Submitting the CSTO numbering request via SATODS.

9.8.2.2 Submitting an AFTO Form 187 to the SATOP Office to establish the ID requirement for a new CSTO prior to distribution (includes CSTOs required for definization list). The TO Manager 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.

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

9.8.4 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.

9.8.5 Reviewing an AFTO Form 187 and a letter of justification submitted by a USAF TODO (i.e. TCP library, major command, AFSAT, etc) requesting a CSTO. The TO Manager will coordinate with the CSTO case line manager, AFSAC, and customer (as necessary) to determine approval or denial of the CSTO request. An approved AFTO Form 187 will be sent to the SATOP Office for SATODS processing. A denied request will be signed in block 4 and returned to the requesting activity.

9.8.6 Controlling distribution for a required preliminary TO.

9.8.7 Participating with the SPO/SAPM, the SATOP Office, and other activities in the definization of TOs required to support the system.

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

A commercial business under contract with a TO Manager 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:

9.9.1 Request an ID label (AFTO Form 273 or 274) from the SATOP Office for a new CSTO; a CSTO revision, change, or supplement; or a CSTCTO (See [Figure 14-2](#) and [Figure 14-3](#)).

9.9.2 Accomplish the ID by shipping the CSTO with the AFTO Form 273 or 274.

9.9.3 Ship a CSTO by an AFTO Form 221 and 221A requisition sent by the SATOP Office (See [Figure 14-4](#) and [Figure 14-5](#)).

9.9.4 Advise the appropriate TO Manager and SATOP Office of any distribution problem.

9.9.5 Print the required quantity of a CSTO per the terms of the contract, or coordinate the reprint action with the TO Manager that manages the contract.

9.9.6 Obtain the TO Manager's approval on a CSTO request that didn't originate from the TO Manager or from a SATODS distribution label.

9.9.7 Maintain traceable shipping information and provide to the country, if required, and to the TOMA for inputting into the SATODS.

## 9.10 FOREIGN DISCLOSURE OFFICE (FDO).

The FDO located at an AFLC base or the AFSAC is responsible for:

9.10.1 Accomplishing a disclosure authorization review for a SATOP requirement and either approving or denying the requirement.

9.10.2 Requesting that specific information and justification be provided from a customer for a TO when such is required as a condition of disclosure. Justification will normally be requested by means of a SATODS denial code notification by the FDO.

9.10.3 Accomplishing a disclosure authorization review for a TO update prior to its printing. Cancelling a customer's ID requirement for the TO if the update is determined nonreleasable, and notifying the customer of the cancellation by a SATODS denial code notification.

9.10.4 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.

**Table 9-2. FDO Denial Codes**

<b>Denial Code</b>	<b>Description</b>
01-	The 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.
02-	The unclassified TO is not releasable under the terms of the applicable 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.
03-	The TO classification exceeds that releasable to the country under applicable DDLs; however, a valid country requirement exists. Release is delayed pending an FDO request for exception. The FDO must initiate the request for exception.
04-	Unable to validate the country's requirement for the TO. Release is denied pending justification.
05-	The country's configuration differs slightly from that of the US Air Force/other foreign countries. The USAF TO/XX CSTO is releasable, but a CSTO supplement manual is required for use by the country.
06-	The TO is a commercial manual; limited stock was procured for USAF use only. The USAF does not have reproduction rights and is not authorized to release the manual to non-USAF activities.
07-	The TO is a commercial manual with limited rights. Reproduction for distribution to the requesting country is not authorized. The manual must be procured.
08-	The country has submitted more than one request for the TO, but requested justification has not been received.
09-	The TO is unpublished and a preliminary TO does not exist. Releasability cannot be determined until the TO is published.
10-	TCTO Only; The country's configuration differs from that of the USAF. A CSTCTO or justification required.
11-	TCTO Only; Unable to validate a country requirement for the TCTO. The TCTO is releasable only to countries possessing the applicable equipment. Release is denied pending justification.
12-	TCTO Only; The classification exceeds that releasable to the country under applicable DDLs. A valid country requirement exists. Release is delayed pending and FDO request for exception. The FDO must initiate the request for exception.
13-	TCTO Series Header Only; The request to establish ID is denied. The requirement cannot be verified. Justification is required.

**Table 9-2. FDO Denial Codes - Continued**

<b>Denial Code</b>	<b>Description</b>
14-	TCTO Series Header Only; The country’s ID requirement has been deleted from the series header. Records indicate the country no longer has the equipment. Justification is requested. The FDO must allow 90 days for the country response before taking action to delete the country code.
15-	The country code/ID has been deleted by the FDO. The TO content is releasable, but records indicate the country no longer has the equipment. Justification is requested. The FDO must allow 90 days for the country response before taking action to delete the country code.
16-	The country code/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 SPM.
17-	The country code/ID has been deleted by the FDO. Data incorporated into the TO makes it no longer releasable. A 90-day suspense is not required.
18-	he USAF 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 Part 1 of their CSTO index.
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 AFSAC.
20-	The country did not participate in the engine component improvement program (ECIP). A valid requirement exists. A CSTO is required. For OC-ALC FDO use only.
21-	The country code/ID has been deleted by the FDO. The country no longer participates in the engine component improvement program (ECIP). A CSTO is required. For OC-ALC FDO use only.
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-	Initial distribution requirements for a country’s TCTO Series Header has been cancelled. No reply was received after 90-day justification request.

**9.11 SECURITY ASSISTANCE ORGANIZATION (SCO).**

The SCO responsibilities include:

- 9.11.1 Providing an electronically transmitted interim TO, supplement, or TCTO to the host country TODO when such is received.
- 9.11.2 Informing the host country military officials of the SATOP policies and procedures described in this TO for accomplishing and managing TO and CSTO distribution requirements.
- 9.11.3 Assisting the host country military officials with submitting a TO distribution or shipment discrepancy inquiry by using the procedures described in this TO.
- 9.11.4 Performing as the customer TODO account addressee through an APO or FPO 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 SCO via an APO or FPO is assigned only when approved by the USAF and included in the LOA.

**NOTE**

The SCO 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 SCO’s TODO code.

9.11.5 Forwarding to the customer's TODO the information on and the status of the customer's TO publications case and TODO requirements sent to the SCO by the SATOP Office case line manager. This includes correspondence, AFTO Forms 215, SATODS Denial letters, and management reports.

9.12 SYSTEM PROGRAM OFFICER/SECURITY ASSISTANCE PROGRAM MANAGER.

The SPO/SAPM/designated OPR is responsible for:

9.12.1 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.

9.12.2 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.

9.12.3 Assigning CSTO acquisition, contract management, and distribution responsibilities to the TO Manager.

9.12.4 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.

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

9.13 TECHNICAL COORDINATING PROGRAM (TCP)/INTERNATIONAL ENGINE MANAGEMENT PROGRAM (IEMP)/ELECTRONIC WARFARE STANDARDIZATION AND IMPROVEMENT PROGRAM (EWSIP).

The TCP/IEMP/EWSIP is responsible for:

9.13.1 Accomplishing the applicable CSTO publications follow-on case responsibilities identified in paragraph 9.12 if these are not assumed by the SPO/SAPM/designated OPR for a member customer.

9.13.2 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.

9.13.3 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.

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

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

9.13.4.2 TCP chiefs 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 10

# TECHNICAL ORDER CATALOGS/INDEXES

### 10.1 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.

10.1.1 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 12](#)). If notification about a new TO is urgent, the TO may be announced by a message, FAX, e-mail or letter.

10.1.2 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.

10.1.3 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.

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

10.2.1 The Internet version of the TO Catalog for FMS is hosted by the AFSAC at [https://afsac.wpafb.af.mil.](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.

10.2.2 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.

10.2.3 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.

10.2.4 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:

- a. Section 1 is the SEARCH TO CATALOG function.
- b. Section 2 is the SEARCH CHANGES in TO STATUS function

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

10.2.4.1 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:
  - (a) TO date
  - (b) Publication Kind
  - (c) and/or TO Type
  - (d) TO Title
  - (e) 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.

10.2.4.2 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.

### 10.2.4.2.1

- 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.

10.2.4.3 AFTO FORM 187. 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 will cause the AFTO Form 187 screen to be displayed.

- 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 13](#) for instructions on completing the AFTO Form 187.

10.2.4.3.1 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 the SATODS System at Tinker AFB processing. All orders submitted before 1630 CST will be processed the same day in the 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.

10.2.4.4 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.

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(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.

10.2.4.5 **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.

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

## 10.3 AF TO CATALOG CONTENT.

10.3.1 **SEARCH CHANGES IN TO STATUS** lists any changes in TO status. The TO Catalog includes the following elements:

### 10.3.1.1 TCTO Series Header.

10.3.1.1.1 TCTO series header is established for and aircraft, missile, or engine category when a new TO series is established.

10.3.1.2 **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.

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

10.3.1.4 **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.

10.3.1.4.1 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.

10.3.1.4.2 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.

10.3.1.4.3 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.

10.3.1.5 **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.

10.3.1.5.1 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.

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

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

10.3.1.6 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.

10.3.1.7 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.

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

10.3.2 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).

#### 10.4 TRANSACTION CODE.

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

#### 10.5 AF CATALOG ENTRIES.

10.5.1 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.

10.5.2 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.

10.5.3 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.

10.5.4 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 distributed and received by indexing personnel in SATOP Office.

10.5.5 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 TO Manager 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.

#### 10.6 PROCESSING.

10.6.1 SEARCH CHANGES IN TO STATUS should be reviewed to ensure TO files are current and complete (see [Chapter 12](#)). Action should be taken immediately to obtain a missing TO, revision, supplement or change.

10.6.2 SEARCH CHANGES IN TO STATUS may be exported into a separate history file for reference on cancelled, replaced, or rescinded TOs.



## CHAPTER 11

# TECHNICAL ORDER DISTRIBUTION OFFICE CODES, FILES, AND REQUIREMENTS

### 11.1 GENERAL.

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

### 11.2 TODO CODES.

The SATOP Office assigns a TODO code/TM account to an activity for establishing requirements for, and controlling the distribution of, TOs and CSTOs. The TODO acts as single-point manager of the TO files and records and is responsible for redistributing the TOs to the using activities. 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.

### 11.3 TODO CODE ASSIGNMENT.

A TODO code is assigned on receipt of an Implementing Project Directive (IPD) and a Letter of Acceptance (LOA) from the 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.

### 11.4 NOTIFICATION ACTION ON TODO CODE/TM ACCOUNT ASSIGNMENT OR CHANGE OF ADDRESS.

The SATOP Office will notify the AFSAC command manager and the country TODO when a new TODO code is assigned. This letter will include information pertaining to the TO Catalog available on AFSAC On-Line (<https://afsac.wpafb.af.mil/>) and how to obtain the necessary passwords to gain access to them. The TODOs will also be advised of the website where 00 series TOs may be downloaded from public domain website (<http://www.tinker.af.mil/technicalorders/index.asp>).

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.ezqtc.workflow@tinker.af.mil](mailto:aflcmc.ezqtc.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: \_\_\_\_\_  
Grade/Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_  
Grade/Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_  
Grade/Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_  
Grade/Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_

**PART II:**

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

Supervisor:  
Typed Name: \_\_\_\_\_  
Grade/Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_

Command or Major Staff Officer:  
Typed Name: \_\_\_\_\_  
Grade/Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_

**PART III:**

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

Figure 11-1. Signature Authorization Letter (Sheet 1 of 2)



## 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.

### Figure 11-1. Signature Authorization Letter (Sheet 2)

#### 11.5 TODO CODE ASSIGNMENT AND MAINTENANCE.

11.5.1 On receipt of a notice of TODO code assignment and an initial TO kit, 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 Signature Authorization Letter must be signed by an in-country approving official (see [Figure 12-1](#)). 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. Instructions for completing AFTO Form 187 are given in [Chapter 13](#).

11.5.2 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.

11.5.3 To delete a TODO code, contact AFSAC Country Command Manager who will submit a request to the SATOP Office for TODO code deletion. When TODO is deleted, all ID requirements automatically will be canceled.

## 11.6 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.

11.6.1 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.

11.6.2 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. Technical Order Distribution Record will be located in each TODO and subaccount to provide a record of TO file contents, to document the status of requirements and distribution actions, and to facilitate TO library checks.

## 11.7 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.

11.7.1 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.

11.7.1.1 The operations 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 customer will determine at which level mission essential is defined. Each additional copy will be maintained in a separate binder, and the label (AFTO Form 32, TO BINDER LABEL, or the equivalent) will indicate the copy sequence and the total number of copies in the library (for example, 1 of 2, 2 of 2). The management record card will reflect the number of copies maintained in the library.

11.7.1.2 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.

11.7.2 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 list of effective pages 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 list of effective pages 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.

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

11.7.3.1 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.

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

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

11.7.3.4 Provisions of North Atlantic Treaty Organization Standardizations Agreements (NATO STANAGs) 3462 and 3767, Central Treaty Organization (CENTO) STANAGs 3462 and 3767, and Air Standardization Coordinating Committee (ASCC) AIR STD 44/16D require that applicable -1, -5, and -9 TOs and the Aircraft Weight and Balance Handbook, shall be carried on cargo-type aircraft to facilitate loading operations during international combined operations involving NATO, CENTO, or ASCC nations.

11.7.4 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.

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

11.7.6 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 PURPOSES 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.

11.7.7 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.

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

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

11.7.7.3 An extra copies library is subject to inspection.

11.7.8 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.

11.7.9 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.

11.7.10 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.

## 11.8 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 are:

11.8.1 A TO applicable to the duties of a crew member; for example, a flight manual (including safety and operational supplements) or a flight crew checklist.

11.8.2 Any TO required for an authorized special project.

## **11.9 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.

## **11.10 USE OF BINDERS.**

TOs kept in a file will be placed in binders. The Defense Logistics Agency's Consolidated Management Data List (ML-C) or the General Services Administration's (GSA) Supply Catalog lists the binders described in this paragraph and gives the national stock number (NSN) of each.

11.10.1 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.

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

11.10.1.2 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.

11.10.1.3 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 in the corresponding ETIMS eTO library. 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.

11.10.2 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:

11.10.2.1 Looseleaf binders and sectionalized tabs for flight manuals and missile operations manuals.

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

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

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

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

11.10.3 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. The AFTO Form 32 is available through normal supply channels and 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.

11.10.4 For binders placed in a file, the label will contain the following information (see [Figure 12-2](#)):

11.10.4.1 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.

11.10.4.2 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.

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

11.10.4.4 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.

11.10.5 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).

#### 11.11 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 List of Effective Pages 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 List of Effective Pages. All TOs will be filed within a maximum of five workdays from date received with the exception of the following:

11.11.1 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.

11.11.2 TOs issued to individuals will be filed prior to use for operating or maintaining equipment.

11.11.3 TOs issued to aircraft will be filed in the aircraft within three days of its return to home station.

11.11.4 Computer programs operators manuals received prior to receipt of related computer program tapes will be held for filing until receipt of applicable tapes. Superseded manuals and related tapes will be used until both the new tapes and companion manuals are received and verified as current.

11.11.5 When a change or revision to a TO containing Interim Technical Order Field Change Notices (ITOF CN) or Technical Order Field Change Notices (TOFCN) is received, an updated ITOFCN and/or TOFCN index sheet will be issued and must be filed concurrently. The above filing limits do not begin until receipt of both the change or revision and the compatible ITOFCN and/or TOFCN index sheet.

11.11.6 A routine TO maintained at an unattended communications-electronics (C-E) site will be filed on the first visit to the site after the TO has been received. The TO will not be used before it has been filed.

#### 11.12 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.

#### 11.13 INTERIM TECHNICAL ORDERS.

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

#### 11.14 REVISIONS.

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

11.14.1 Before filing, the List of Effective Pages 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.

11.14.2 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 TO manager by letter, message, or telephone. Filing will be completed if at all possible and discrepancies noted on the List of Effective Pages.

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11.14.3 If the replacement note states that only part of another TO is replaced, that part will be removed; if it cannot be removed, it will be marked out and a note made on the title page stating the TO number that replaced the marked portion.

### 11.15 CHANGES.

Changes to basic TOs will be reviewed and filed in the following manner:

11.15.1 Before filing, the complete change will be checked against the new listing on the List of Effective Pages. The basic date on the cover page of the change will be checked against the basic date of the cover page to be replaced.

11.15.1.1 Changes received with foldout pages will be filed in page number sequence as shown on the List of Effective Pages.

11.15.2 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.

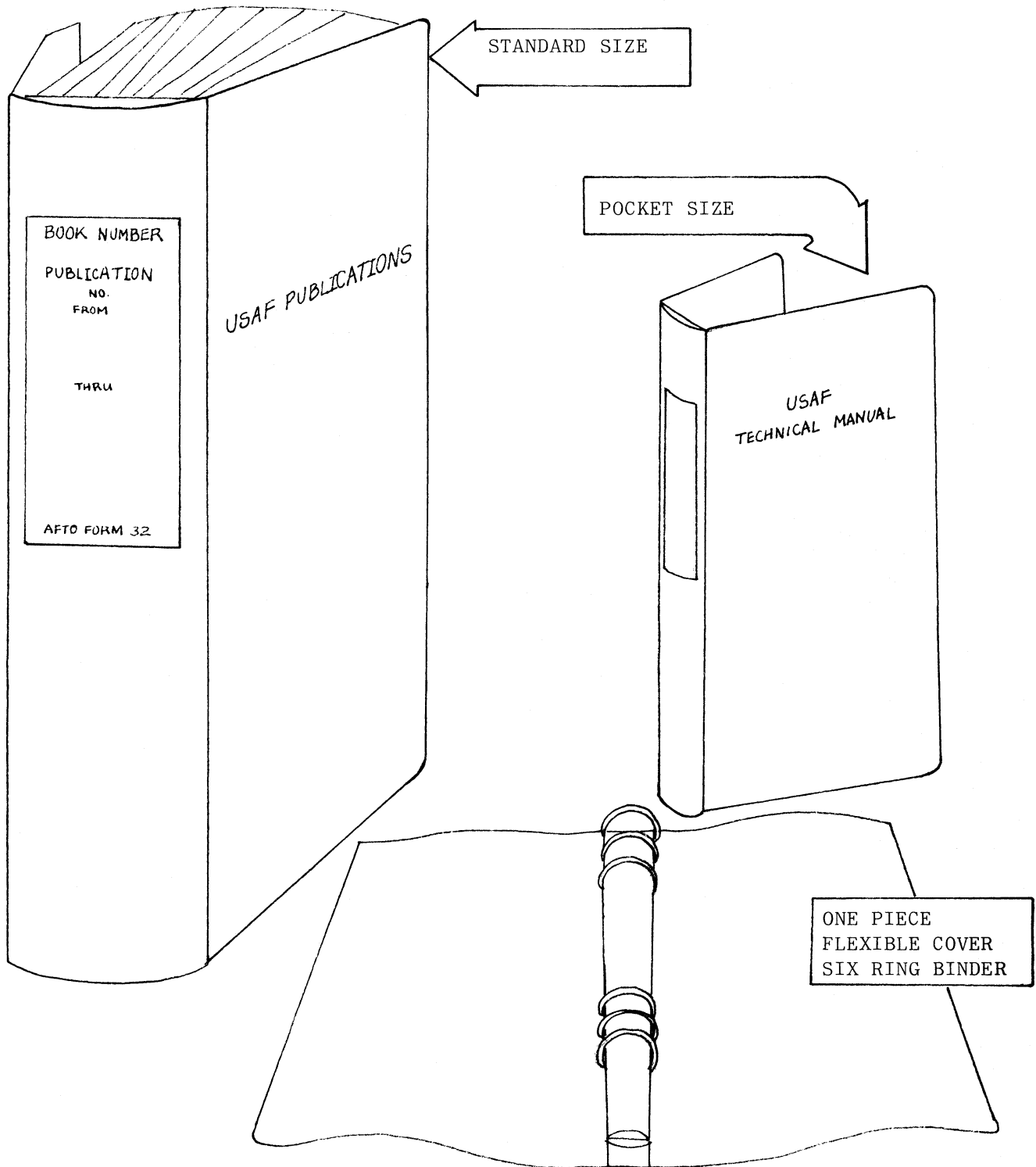
11.15.3 When a page is listed on the List of Effective Pages as a changed page, but the change date or change number (whichever is applicable) has been omitted from the page itself, it is the responsibility of the TCM, through the TO manager to be contacted by letter or message and a clarification is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

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

11.15.5 When the List of Effective Pages 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 TO manager should be contacted by letter or message concerning missing pages.

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

11.15.7 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 List of Effective Pages of the TO and will be reported to the appropriate TO manager by letter, message or telephone.



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Figure 11-2. Types of Technical Order Binders

**11.16 SUPPLEMENTS.**

11.16.1 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 11-3](#).

11.16.2 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.

11.16.3 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.

11.16.4 Supplements will be filed in the following manner:

11.16.4.1 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.

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

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

11.16.4.4 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. Receipt of these temporary pages will not be recorded on The TO Distribution Record.

11.16.4.5 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.

**11.17 TECHNICAL ORDER PAGE SUPPLEMENTS.**

Although the US Air Force is no longer required to use TOPS, some M-Symbol TOs may still contain TOPS. The instructions for filing the pages of a TOPS are as follows:

11.17.1 A TOPS title page will be filed in front of, and facing the same direction as, the existing retained TO title page. No annotations on the TO title page are required.

11.17.1.1 TOPSs are usually issued in sequence. A TOPS is superseded by a change, a revision, or another TOPS. When these procedures are used, only the latest TOPS title page will be retained.

11.17.1.2 A TOPS issued in support of a modification may be issued out of sequence, and it will be superseded by a revision or change. When these procedures are used, cumulative TOPSs are not issued. Therefore, all active TOPS title pages will be retained and filed in reverse numerical sequence in front of the title page.

11.17.2 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.

**NOTE**

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



11.17.3 The requirement for noting the paragraph(s) or sentence(s) in the basic TO affected by the TOPS is optional.

11.17.4 The TOPS pages will not be removed from active TO files unless one of the following conditions exists:

11.17.4.1 Notification of the TOPS replacement is contained on the title page of a standard change and/or revision or cumulative TOPS.

11.17.4.2 The TOPS number is deleted from the TO Catalog.

#### 11.18 APPENDICES.

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

#### 11.19 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.

11.19.1 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 List of Effective Pages.

11.19.2 Department of the Army changes which do not require page for page changes will be filed in the same manner as AF supplements.

#### 11.20 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.

#### 11.21 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.

#### 11.22 PRELIMINARY TECHNICAL ORDERS.

Preliminary TOs will be filed with formal fully verified TOs.

#### 11.23 INDEX SHEETS.

A new index sheet will be issued each time a TO change notice (TOCN), a TO field change notice (TOFCN), or an interim TOFCN (ITOFCN) is issued. The index sheet will be filed following the last page of the TO's list of effective pages. The ITOFCN or TOFCN will be removed from the TO when a replacement TOCN or a rescission notice is received from the central technical order control unit (CTOCU).

#### 11.24 TECHNICAL ORDER CHANGE NOTICES.

A TOCN issued against a TO will be interfiled into the affected TO in the same manner as a change. The TOCN cover page will be filed preceding the title page or may be destroyed after the formal change has been filed in the affected TO.

#### 11.25 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.

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**11.26 TECHNICAL ORDER DISTRIBUTION RECORD.**

Effective TO management and control can best be achieved through maintaining a TO management record for every TO ordered or in file. 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.

11.26.1 TO Distribution Records are used to maintain a record of TOs required, received, kept or redistributed when the activity manages one or more TO files.

11.26.2 TO Distribution Records are used to perform file maintenance, inventory and required changes of the TO file.

**Table 11-1. TO Distribution Records**

<b>Suggested Data</b>	<b>Initial TO Record</b>	<b>TO Order Record</b>	<b>TO Shipment Record</b>	<b>TO Routine/Annual Check</b>	<b>Description</b>
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	
AFTO Form 215s		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	

**11.27 CHECKING FILES.**

Contents of files are checked against TO Distribution Records and listings in TO Catalog to insure the files are maintained current. Rescinded and replaced pages files are exempt from currency checks. Determination of the currency of training files is based on the criteria set forth in paragraph 11.27. Methods for accomplishing the required checks in the following paragraphs are intended to simplify procedures as much as possible. Checks required are of two types: (1) Routine and (2) Annual.

## 11.28 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.

## 11.29 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. Methods for conducting these checks are as follows:

11.29.1 The TO Distribution Record will be checked against the Catalog in the TO Library to ensure the TOs are current and complete. When a TO does not appear in Part II of the TO index, Part I will 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 Catalog.

### NOTE

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

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

## 11.30 DOCUMENTATION OF REQUIRED CHECKS.

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

## 11.31 INSPECTION OF FILES AND LOCAL DISTRIBUTION.

The inspection of TO files and local distribution will be periodically accomplished by the inspector in accordance with guidance provided in this procedure. Since a TO Distribution Record must be prepared for distribution requirements established, in some cases The TO Distribution Records will be in file for TOs which are not on hand. This must be taken into consideration by file inspectors since it is an acceptable condition.

## 11.32 DISPOSITION OF TECHNICAL ORDERS AND FORMS.

11.32.1 Remove rescinded TOs, including TCTOs, tapes, cards, checklists, and workcards 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:

11.32.1.1 An unclassified TO is considered military-sensitive information, and it will be destroyed in accordance with the handling and destruction notice given on its title page. If no such notice is provided, the TO may be destroyed shredding them or by burning them. Proprietary data should be shredded.

11.32.1.2 Disposal of classified TOs is to be accomplished by total burning, pulping or shredding of the material in a device approved for destruction of material at the level of classification assigned to the material.

11.32.2 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.

11.32.3 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.

11.32.4 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.

**11.33 CODE SELECTED RECONCILIATION LISTING (CSRL).**

A CSRL is a list of all ID requirements for a TODO as recorded in the 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 D](#) 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:

**11.33.1** 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:

**11.33.1.1** 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.

**11.33.1.2** 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.

**11.33.2** 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.

**11.34 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.

**11.35 KEEPING REQUIREMENTS CURRENT.**

**11.35.1** Requirements are kept current by reviewing the TO Catalog as described above.

**11.35.2** 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.

**11.35.3** 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 11-2. Reference Table for Routine Index Checks

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. If yes, and you still aren't sure, ask users or possible users of related TOs.
		Yes	Establish an ID requirement and prepare a management record.
		No	No action is required.
New TCTO Series	Does the file include TOs for the equipment to be covered?	Yes	Establish an ID requirement and prepare a management record.
		No	No action is required.
Reclassified TO	Was a requirement established for the TO?	Yes	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.  If yes, and you still aren't sure, ask users or possible users of related TOs.
		Yes	If ID was established previously, no action is required. If it was not, establish an ID requirement and prepare a management record.
		No	If ID was established previously, delete the requirement. If it was not, no action is required.

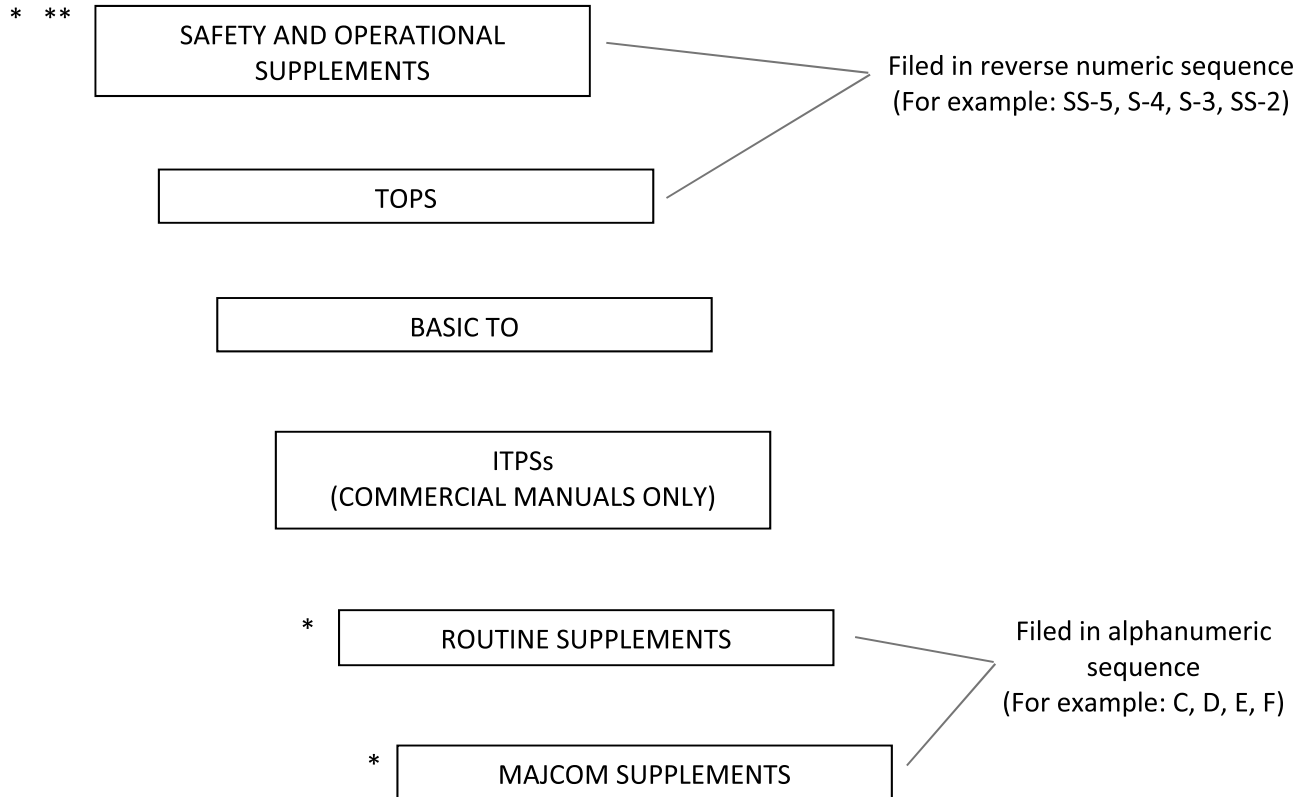
**Table 11-3. Reference Table for Routine Index Checks**

<b>Meaning</b>	<b>Decision</b>	<b>Answer</b>	<b>Action</b>
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. If it was not, establish an ID requirement and prepare a management record.
		No	If ID was established previously, delete the requirement. If it was not, no action is required.
<b>TRIPLE ASTERISKS (***)</b>			
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 the 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 11-4. Reference Table for Routine Index Checks

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

TO SUPPLEMENTS FILING GUIDE



\* Indicates Annotations to 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 numeric supplement number (for example: SS-2, SS-1, S-2, S-1). In this case, the Safety Supplements will be filed (in reverse numerical sequence) in front of the Operational Supplements (in reverse numerical sequence).

Interim Supplements will be filed as if they were formal supplements and then removed when replace.

H0315968

**Figure 11-3. TO Supplements Filing Guide**



## CHAPTER 12

# INITIAL DISTRIBUTION REQUIREMENTS

### 12.1 GENERAL.

This chapter tells how to submit and maintain ID requirements.

### 12.2 TERMS.

**12.2.1 Initial Distribution.** 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 the 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.

**12.2.2 New Requirement.** An ID quantity submitted to the SATOP Office when no requirement is currently established in the SATODS records for the TODO submitting the requirement.

**12.2.3 Changed Requirement.** An increase or decrease for an established ID quantity.

**12.2.4 Cancelled Requirement.** Total cancellation of an established requirement.

### 12.3 ESTABLISHING INITIAL DISTRIBUTION REQUIREMENTS.

ID should be established for each TO which the user requires to be maintained current with automatic issue of future changes, revisions, and supplements. Establishing ID for a TO will not provide TCTOs applicable to the TO.

**12.3.1** A TODO may submit requirements as often as necessary. However, the TODO should coordinate with the TODA (Technical Order Distribution Account) manager as much as possible to prevent excess duplication. An individual TO should not appear on a request more frequently than every 5 workdays. The TODO should consolidate all requests for a TO into a one line entry. More than one request for a TO on a single AFTO Form 187 will reject as a duplicate transaction.

**12.3.2** 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 both the baseline TO and the supplemental TO.

**12.3.3** 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.

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

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

**12.3.3.3** 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.

**12.3.4** 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

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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.

12.3.4.1 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.

12.3.4.2 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. 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. The 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.

12.3.5 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.

12.3.6 To establish, change, or cancel ID requirements for individual TOs, prepare an AFTO Form 187 according to paragraph 11.3. To delete a TODO code and all requirements, see [Chapter 11](#).

12.3.7 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.

## 12.4 COMPLETING AFTO FORM 187.

The AFTO Form 187 ([Figure 12-1](#)) is completed for all TO requests. A separate AFTO Form 187 must be submitted for each TODO Code. Complete the form as follows:

12.4.1 Block 1. Leave blank.

12.4.2 Block 2. Enter the six-digit TODO code.

12.4.3 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 General Security of Military Information Agreement (See [Chapter 12](#)).

12.4.4 Block 4. Leave blank.

12.4.5 Column DATE REQUEST PREPARED. Enter the date by year, month and day; for example, 9 November 2013 is entered 20131109.

12.4.6 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.

12.4.7 Column TECHNICAL ORDER NUMBER. Only enter the complete TO number.

12.4.8 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.

12.4.9 Column RESTRICTION. Leave blank.

12.4.10 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.

12.4.10.1 To establish, increase, or decrease an ID requirement, enter the total ID quantity desired.

12.4.10.2 To cancel an ID requirement, enter XXXX.

12.4.10.3 When making a one-time requisition, leave blank.

12.4.11 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.

12.4.11.1 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.

12.4.11.2 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.

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

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

12.4.12 Confirmation of Request Processing.

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

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

12.4.12.1.2 Column TECHNICAL ORDER NUMBER. Enter BATCH-CONFIRM.

12.4.12.1.3 Column SECURITY CLASS. Enter U.

12.4.12.1.4 Column RESTRICTION. Leave blank.

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

12.4.12.1.6 Column ONE-TIME REQUISITION. Leave blank.

12.4.12.1.7 Column ORIGINAL REQUEST DATE. Leave blank.

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

12.4.12.2 The processing of this transaction will cause the output of an AFTO Form 215 with “43” printed in the ERROR code field, BATCH-CONFIRM in the TO NUMBER field, and “Your AFTO Form 187 received and input” in the EXPLANATION field. The date printed in the 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 (Exactly as established with OC-ALC/ENGLC)					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.												
2. NW TODO CODE OR FMS TM ACCOUNT NUMBER D*0444      BANDARIA      BN					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.												
NOTE: If address, has changed submit revised AFTO Form 43 NOTE: For FMS ONLY, the 6 Digit TM Account Number replaces the 4 digit TODO Code.					NIDA.DEBORAH.L.1230886365 (Government Approving Agency Officer (Signature, Title, Grade)) USAF/IUS GOVERNMENT APPROVING VALIDATING OFFICER (Signature, Grade, Title)												
COMMAND VALIDATING/CONTRACTING OFFICE					USAF/IUS GOVERNMENT APPROVING VALIDATING OFFICER (Signature, Grade, Title)												
LINE NO.	DATE REQUEST PREPARED			TODO/TM ACCT REQUEST NUMBER	TECHNICAL ORDER NUMBER	DISTRIBUTION QUANTITY	ONE-TIME REQUISITION QUANTITY	ORIGINAL REQUEST DATE			ORIGINAL TODO/TM ACCT REQUEST NUMBER			BANK OR C	1, 2, 3	H Q Z	
	YYYY	MM	DD					YYYY	MM	DD	(5)						(1)
1	2014	08	16	00001	00-5-19	U	0001	0001									
2					To establish ID and to requisition a copy. Or to change ID and												
3					requisition a copy.												
4																	
5	2014	08	16	00002	00-5-19	U		0001									
6					To requisition a copy.												
7																	
8	2014	08	16	00003	00-5-19	U	XXXX										
9					To cancel ID.												
10																	
11	2014	08	16	00004	BN00-5-19	U	0001	0000									
12					To establish ID or change ID and block the requisition. This is												
13					used to establish ID on a new CSTO prior to distribution.												
14																	
15	2014	08	16	00005	1C-130	U	0002										
16					To establish ID for a TCTO Series Header. TODO will be												
17					reviewed for each new TCTO distributed.												
18																	
19																	

AFTO FORM 187, 20030716 (IMT-V1)

PREVIOUS EDITION IS OBSOLETE

H9002986

Figure 12-1. AFTO Form 187, Technical Order Publications Request (Sheet 1 of 2)

LINE NUMBER	DATE REQUEST PREPARED			TODO/TM ACCT REQUEST NUMBER  (5)	TECHNICAL ORDER NUMBER  (Up to 40)	UNCLASSIFIED CONFIDENTIAL SECRET	INITIAL DISTRIBUTION QUANTITY  (4)	ONE-TIME REQUESTION QUANTITY  (4)	← USE ONLY FOR BACKORDER CANCELLATION →					B Z C 3	H R Q Z 3
	ORIGINAL REQUEST DATE								ORIGINAL TODO/TM ACCT REQUEST NUMBER  (5)	(1)	(1)	(1)			
	YYYY	MM	DD												
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															
39															
40															
41															
42															
43															
44															
45															
46															
47															

AFMC FORM 187, 20030716 (Reverse)

H9002987

Figure 12-1. AFTO Form 187, Technical Order Publications Request (Sheet 2)

## 12.5 PRELIMINARY TECHNICAL ORDERS.

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. A requisition request will not be submitted by AFTO Form 276 or 187. Special distribution procedures apply as follows:

12.5.1 To obtain distribution of a TO or CSTO in preliminary status, submit a letter of justification to the system program office (SPO) with the following information:

12.5.1.1 Identification of the specific preliminary TO or CSTO required and quantity needed.

12.5.1.2 The mailing address and TO distribution code number of the TODO.

12.5.2 Consolidated approved requirements will be forwarded by the SPO to the TO Manager for distribution action. One copy of each preliminary CSTO must be furnished to the SATOP Office for indexing. A copy of a preliminary TO or CSTO will be distributed under TO Manager 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:

12.5.2.1 The TO or CSTO number and, when applicable, the site or effectivity number.

12.5.2.2 The TO or CSTO title and date. When distributing a change, the date of the basic TO and the change date will be listed.

12.5.2.3 Sequential (control) number(s) of copies enclosed.

12.5.2.4 The use to be made of the TO or CSTO, such as for verification programs, training, or indexing.

12.5.2.5 A statement signed and dated by the FDO authorizing release of the TO when the TODO is FMS. Example: "This preliminary TO is releasable to the country of Bandaria. Signed: *Foreign Disclosure Officer* Dated 01/05/2008."

## 12.6 INTERIM TECHNICAL ORDERS.

Interim TOs/CSTOs (i.e., interim safety, operational and TCTOs/supplements) are prepared and issued in accordance with AFMCI 21-302, Processing Interim TOs, by the System Program Director (SPD) or Technical Content Manager (TCM) having engineering responsibility for the system or equipment. ITOs are issued by electronic means and distribution of the ITO message is determined by the authorized issuing activity. SATOP office receives Interim from field via TOMA or ES. Interims workflow inbox is: SATOP.Interims@Tinker.af.mil. If Interim is not already approved by the FDO, SATOP office sends Interim 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. SATOP office loads the Interim in AFSAC Online via Reports.web then Country retrieves Interim. SATOP office does not verify receipt, Country verifies receipt and contacts SATOP office if not received. If Interim is already approved by FDO, SATOP Office verifies ID requirements in SATODS to determine which countries should receive the Interim. SATOP office has verified countries authorized and loads the Interim in AFSAC Online via Reports.web. Only the countries authorized will receive the Interim (AFSAC web page, <https://afsac.wpafb.af.mil/>). Access to the web site home page is open to all FMS, however, access to Reports.web and TO catalog information will require a Username and password.

12.6.1 Primary delivery method of any type of interim would be Reports.web (requires country to request access to AFSAC online). If the country does not have access to Reports.web, an email can be sent to the SAO from the SATOP office.

12.6.1.1 The SAO designated to support the country will redistribute the ITOs to affected users. When a user does not receive a required ITO, a copy may be requested from the SAO. If a copy is not available, the SAO will contact the issuing SPO/SAPM or, when the SPO/SAPM is not known, the appropriate management ALC for assistance in obtaining a copy.

12.6.1.2 Notify the SAO responsible for redistribution of ITOs of their requirements, or submit a request through the SAO to the SPO/SAPM to have the SAO (or country, if appropriate) included in the address indicating group Personal Distribution Lists and Mail Lists (PDLs/MLs) maintained by the SPD/IM for the distribution of ITOs.

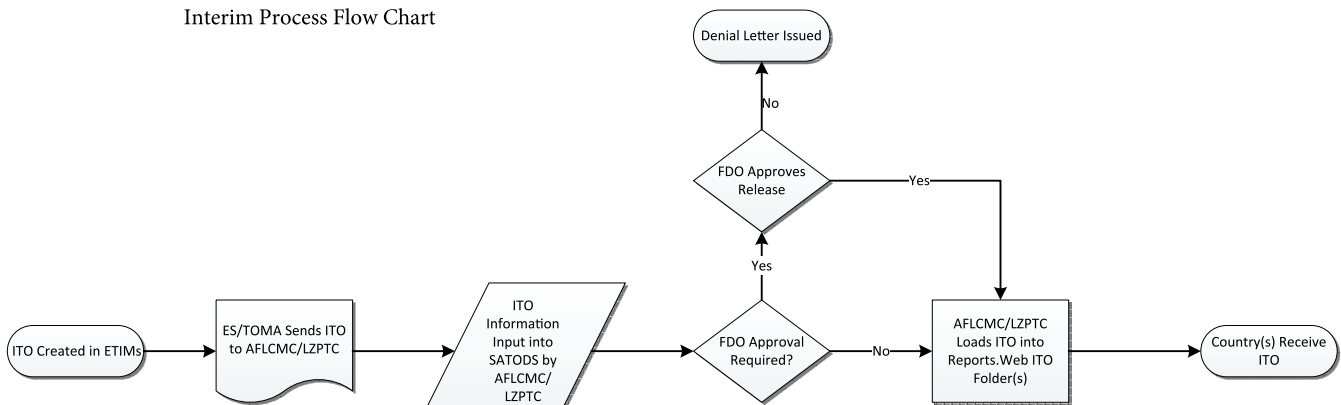
**NOTE**

An organizational account will be established for interims.

12.6.2 When establishing PDL/ML, the SPD/IM will include all affected SAP addresses as supplemental addresses and will coordinate with AFSAC/XP to ensure the PDL/ML list is complete.

12.6.3 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.

Interim Process Flow Chart



H1410360

**Figure 12-2. Interim Process Flow Chart**





## CHAPTER 13 REQUISITIONING

### 13.1 GENERAL.

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

### 13.2 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.

### 13.3 REQUISITIONING TECHNICAL ORDERS.

13.3.1 A workaround is provided by submitting a request to the SATOP Office. The SATOP Office will complete an AFTO Form 276, Special Requisition for Air Force Technical Order/CPIN (Figure 14-1).

13.3.1.1 A requisition for an M-Symbol or CSTO is issued on an AFTO Form 221, TO Requisition (Figure 14-4), or AFTO Form 221A, TO Requisition Manual (Figure 14-5).

13.3.1.2 AFTO Form 221 and AFTO Form 221A labels are two part labels; one is placed on the outside of the package and one is used as an address label. The other is placed inside the package. They contain the following fields and information. Blank fields indicate the information for that field is not applicable to the particular transaction.

**RETURN ADDRESS:** The address of the organization that has management responsibility for the TO Stock Store Issue (SSI).

**To ADDRESS:** The address to whom the TO is being shipped. Normally this will be a CONUS freight forwarder or FMS country embassy address.

**ESTIMATED VALUE:** The value assigned to the TO shipping label and is used to process the shipment through US Customs. This value is an estimate and is not the actual cost of the TO. The actual cost of a TO is calculated on an annual basis and is based on the number of yearly shipments. Customer will not be billed this amount.

**DOCUMENT NUMBER:** A unique number assigned to the transaction. This number remains consistent for identification and traceability purposes. The document number is structured as follows:

Position 1:	“D” (represents a document number from a USAF system)
Positions 2 - 3:	Country code of the receiving country
Position 4:	Document number with a ‘Z’ in the fourth position indicates it was processed through TODPS. Document number with an ‘N’ in the fourth position indicates it is a CSTO processed through SATODS. (On old records, the fourth position would contain the ALC code of the managing ALC.)
Position 5:	Overflow counter - normally 0 (zero), but could contain A - Z
Position 6:	“4” (constant value)

## TO 00-5-19

Positions 7 - 10:	Julian date in the format YDDD (year, day, day, day)
Position 11:	“E” (constant value)
Positions 12 - 14:	Serial number beginning with 200

SUPP ADDR: Identifies the country’s requisitioning service (D = Air Force), the offer/release option code (alpha “A” indicates the shipment will be released automatically to the freight forwarder or designated recipient of the material), the freight forwarder code and the FMS case designator. Example: DAOPBH

QUANTITY: The number of TOs or TO increments being distributed.

TO NUMBER: The number of the TO that is being distributed.

CHG/REV: The change or revision number of the TO being distributed. The words “SUPPL” in this field indicates a supplement is being distributed.

TO DATE: The date of the new, revision, change or supplement indicated in the CHG/REV field.

CLASS: The classification of the TO being shipped: U = Unclassified; C = Confidential; S = Secret

TODD: TODD account requesting

REQUEST NUMBER: Number assigned by customer at time of order

REQUEST DATE: Date order was requested

DATE PREPARED: The date the manual requisition was created. Applicable to the AFTO Form 221A only.

PREPARED BY: Initials of the person preparing the requisition. Applicable to the AFTO Form 221A only.

APPROVING/VALIDATING OFFICIAL: Signature of the USAF person authorizing shipment of the TO. Applicable to the AFTO Form 221A only.

DATE SHIPPED: Date the TO was shipped. Normally completed by the shipper.

WAREHOUSEMAN: Initials or name of the warehouseman making shipment. Normally completed by the shipper.

FDO APPROVING OFFICIAL: The USAF Foreign Disclosure Official authorizing release of the tech order to the country. Applicable to the AFTO Form 221A.

REMARKS: This block is for any special notification.

13.3.2 A requisition for an M-Symbol or CSTO is issued on AFTO Form 221, TO Requisition (Figure 14-4), or AFTO Form 221A, TO Requisition - Manual (Figure 14-5).

13.3.3 A requisition for an active USAF TO may be issued on a DD Form 1348-2, Issue Release/Receipt Document with Address label (Figure 14-8) or a label printed by the Prime Technical Order Warehouse System (PTOWS), XREF SAID

C15-FG6. A description of the DD Form 1348-2 and the PTOWS labels are found in XREF SAID C15 of this manual. An example is shown in XREF SAID C15-FG6, XREF SAID C15-FG7 and XREF SAID C15-FG12.

#### 13.4 SUBMITTING EMERGENCY AND URGENT REQUISITIONS.

13.4.1 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.

#### 13.5 ONE-TIME REQUISITION.

13.5.1 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.

13.5.2 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 according to [Chapter 12](#)

13.5.3 When an individual TCTO is requisitioned, the TCTO and its supplements will be furnished. Prepare the AFTO Form 187 according to [Chapter 12](#).

FROM AFLCMC/LZPTC 7851 ARNOLD ST STE 213 TINKER AFB OK 73145  \$85.00      DOC NBR DBNNA41257E201					TO PBN SEA INC FF/2 MF/X3 C/O BOYS FREIGHT BN-XRF-021 315 JANEWAY DR PORT NEWARK NJ 071324					
1. TECHNICAL ORDER NUMBER		2. CLASS	3. REQ #	4. QTY	5. NOTICE					
IC-130J-2-00GV-00-1S-3		U		1						
6. TODO#/TM ACCT #		7. FMS CASE/RCN		8. TYPE REQ	9. DATE PREPARED		10. PREPARED BY			
D*03XX		BN-XRF-021		RQN	20140814		DEBORAH NIDA			
11. TODO "I certify that the requesting activity requires the requested Technical Order"  _____ (Signature, Name, Grade, DSN/Commercial Phone or E-Mail)					12. Government Approving Agency (IAW T.O. 00-5-2) "I certify that the requesting activity has a need to know and a valid requirement of the requested Technical Order"  _____ (Signature, Name, Grade, Title)					
13. TO MGR APPROVAL	14. TO MGR ACTION DATE	15. ACTION CODE/QNTY	16. QNTY SHIPPE	17. BASICS	18. CHGS	19. SUPS	20. VOLS	21. DATE SHIP	22. NO. PKS	23. GBL/AB/REG. NO.
24. REMARKS LABEL EMERGENCY WORK AROUND  DOC NBR DBNNA41257E201					ACTION CODE KEY (For proper use of this form see T.O. 00-5-2) B - BACKORDERED ESTIMATED DELIVERY DATE _____ I - INDORSEMENT (See Remarks) J - Submit written justification or cancel requisition U - Returned for signature in Block <input type="checkbox"/> 11 <input type="checkbox"/> 12 V - Shipped X - Extracted to TODA _____					

AFTO IMT 276, 20010824, V2

SPECIAL REQUISITION FOR AIR FORCE TECHNICAL ORDER  
PREVIOUS EDITIONS MAY BE USED UNTIL STOCK IS EXHAUSTED

CUT ON THIS LINE

FROM AFLCMC/LZPTC 7851 ARNOLD ST STE 213 TINKER AFB OK 73145  \$85.00      DOC NBR DBNNA41257E201					TO PBN SEA INC FF/2 MF/X3 C/O BOYS FREIGHT BN-XRF-021 315 JANEWAY DR PORT NEWARK NJ 071324					
1. TECHNICAL ORDER NUMBER		2. CLASS	3. REQ #	4. QTY	5. NOTICE					
IC-130J-2-00GV-00-1S-3		U		1						
6. TODO#/TM ACCT #		7. FMS CASE/RCN		8. TYPE REQ	9. DATE PREPARED		10. PREPARED BY			
D*03XX		BN-XRF-021		RQN	20140814		DEBORAH NIDA			
11. TODO "I certify that the requesting activity requires the requested Technical Order"  _____ (Signature, Name, Grade, DSN/Commercial Phone or E-Mail)					12. Government Approving Agency (IAW T.O. 00-5-2) "I certify that the requesting activity has a need to know and a valid requirement of the requested Technical Order"  _____ (Signature, Name, Grade, Title)					
13. TO MGR APPROVAL	14. TO MGR ACTION DATE	15. ACTION CODE/QNTY	16. QNTY SHIPPE	17. BASICS	18. CHGS	19. SUPS	20. VOLS	21. DATE SHIP	22. NO. PKS	23. GBL/AB/REG. NO.
24. REMARKS LABEL EMERGENCY WORK AROUND  DOC NBR DBNNA41257E201					ACTION CODE KEY (For proper use of this form see T.O. 00-5-2) B - BACKORDERED ESTIMATED DELIVERY DATE _____ I - INDORSEMENT (See Remarks) J - Submit written justification or cancel requisition U - Returned for signature in Block <input type="checkbox"/> 11 <input type="checkbox"/> 12 V - Shipped X - Extracted to TODA _____					

AFTO IMT 276, 20010824, V2

SPECIAL REQUISITION FOR AIR FORCE TECHNICAL ORDER  
PREVIOUS EDITIONS MAY BE USED UNTIL STOCK IS EXHAUSTED

H9002981

Figure 13-1. AFTO Form 276, Special Requisition for Air Force Technical Order

### 13.6 SUBMITTING ROUTINE REQUISITIONS.

Routine requisitions are submitted by AFTO Form 187. Prepare the AFTO 187 according to [Chapter 12](#).

#### **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.

### 13.7 REQUISITIONING A SINGLE CHANGE.

13.7.1 When a customer requisitions a TO, all current changes are shipped with the TO. To obtain a single change, the customer submits an AFTO Form 276, Special Requisition for Air Force TO ([Figure 13-1](#)), within 180 days after the date of the TO Catalog in which the change was first listed in part I of the index. After 180 days, the change is merged with the basic TO and after the change has been merged, the customer may obtain it only by requisitioning the entire TO.

13.7.2 The customer completes the form and mails it to the SATOP office. The form is completed in the following manner.

TO block - Enter the "Ship To" address.

Block 1 - Enter the TO number and change number being requested.

Block 4 - Enter the quantity required.

Block 6 - Enter the requested TODO account.

Block 9 - Enter the date the AFTO Form 276 request is prepared.

Block 11 - Signature of TODO person authorized to order TOs. This signature must match the signature authorized to submit TO requests via AFTO Form 187.

REMARKS Block - Indicate the reason for requesting a single change.

### 13.8 AFTO FORM 215, EXCEPTION NOTICE FROM SATODS.

13.8.1 AFTO Form 215 Exception Notices are automatically generated e-mails produced daily by SATODS. FMS case line managers forward the e-mails to the country's TODOs. When a TO is backordered or a TO request is not processed, the reason for the action is sent to the TODO by means of AFTO Form 215 via e-mail ([Figure 13-2](#)). The notice codes that appear on the form are listed and explained in XREF SAID C14-T1.

13.8.2 When the notice indicates a TO is cancelled, replaced, or rescinded, or a TCTO series is deleted, it needs to be removed from the inventory control records.

### 13.9 NON-RELEASABLE TO.

When the FDO has determined the TO to be non-releaseable, a denial code notification will be issued. The FDO may request justification to be provided. See [Figure 14-3](#) for a justification letter example. Forward the justification to the SATOP office. See table 14-2 for a list of FDO denial code notifications.

Subject: AFTO 215 FOR SATODS BN-PPP-001 PCN: Q-W002-A35-DA9-PS 20140903

-----  
Case Number: BN-PPP-001  
TODO Code: D\*03XX  
Request Date: 20140903  
Request Number: 31435  
T.O. Number: 31-1-141-1  
Security Class: U  
ID Quantity: 0002  
REQN Quantity:  
Error Code: 57  
Explanation: TO HAS BEEN RESCINDED/REPLACED/RENUMBERED/CANCD - (SEE INDEX)  
-----

-----  
Case Number: BN-PPP-001  
TODO Code: D\*03XX  
Request Date: 20140903  
Request Number: 31435  
T.O. Number: 12P2-2APY1-43-2-WA-1  
Security Class: U  
ID Quantity: 0002  
REQN Quantity: 0000  
Error Code: 58  
Explanation: INVALID/INCORRECT TO NUMBER  
-----

H9002979

Figure 13-2. AFTO Form 215, Notification

**Table 13-1. AFTO Form 215 Notice Codes**

<b>Code</b>	<b>Meaning</b>
41	IDTODS T.O. ONLY AVAILABLE AT <a href="https://www.tcphome.net/idtod/">https://www.tcphome.net/idtod/</a>
42	TO is available in digital format at <a href="https://www.tcphome.net/idtod">https://www.tcphome.net/idtod</a>
43	When BATCH CONFIRM is in the TO Number field, the AFTO Form 187 for the TODO request number listed was processed on the date shown in the SATODS REQUEST DATE field.
44	This request was submitted by a USAF TODO for a USAF TO number. Submit your AFTO Form 187 IAW TO 00-5-1-WA-1.
45	Your request for CPIN or JMEM was not accepted. Submit your request to the appropriate office IAW TO 00-5-19-WA-1, paragraph 13.8.1.
47	Your requisition and/or ID was not accepted. The TO number requires CD-ROM capability or Internet access, and cannot be provided at this time.
48	Your requisition was not accepted because this TO is dormant stock; that is, the stock has been exhausted and the TO will not be reprinted.
49	Your ID request was not accepted because this series header has not been established at this level of classification.
51	Your requisition was not accepted. This is a preliminary TO, and you must submit a letter of request and justification to the SPO TO Manager.
52	You have requested an interim TO.
53	Your requisition was not accepted. This TO is unpublished and cannot be requisitioned.
54	Your requisition and/or ID was not accepted because the authorized ordering period for this contractor TODO code has expired.
55	Your requisition and/or ID was not accepted because this TODO is not authorized to receive a TO of this classification.
56	Your requisition and/or ID was not accepted because of an incorrect entry or entries in Column INITIAL DISTRIBUTION QUANTITY and/or ONE TIME REQUISITION QUANTITY of AFTO Form 187.
57	Your requisition and/or ID was not accepted because the TO has been rescinded, replaced, renumbered, or cancelled.
58	Your requisition and/or ID was not accepted because of an incorrect TO number entry in Column TECHNICAL ORDER NUMBER of AFTO Form 187.
59	Your requisition and/or ID was not accepted because, as a non-FMS TODO, you must submit justification for the CSTO to the SPO or the prime ALC.

**Table 13-2. FDO Denial Codes**

<b>Denial Code</b>	<b>Description</b>
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.

Table 13-2. FDO Denial Codes - Continued

Denial Code	Description
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.
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.



Table 13-2. FDO Denial Codes - Continued

Denial Code	Description
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 resubmit 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 14

# DISTRIBUTION

### 14.1 GENERAL.

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

### 14.2 TECHNICAL ORDER DISTRIBUTION AND PRINT SYSTEM (TODPS).

TODPS is the Print on Demand (POD) concept of operation which replaced legacy Air Force Stock, Store and Issue (SSI) processes and reduced reliance on JCALS for process management. The TODPS is the AFMC directed system to be utilized for printing of AF TOs. The TODPS process will improve print quality, save distribution time, reduce distribution costs and lead to elimination of back-up stock and the warehouses to manage them.

14.2.1 The TODPS provides the central 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. The TODPS is the central point in a DLA Wide Area Network (WAN) connecting DLA Document Services production sites. The TODPS 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. The TODPS can also accept CD-ROM/DVD formats for reproduction and distribution.

14.2.2 An interface between SATODS and the TODPS will manage the printing and distribution of AF TOs directly to responsible freight forwarders when FMS customers are on subscription for Air Force TOs uploaded on the TODPS. See [Figure 14-1](#).

14.2.3 All TODPG TO shipment discrepancies must be report to the SATOP TODPG personnel for corrective action.

### 14.3 INITIAL DISTRIBUTION.

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

### 14.4 SHIPMENT LABELS.

The USAF is now using various forms to make distribution of TOs. CSTOs will continue to be distributed using AFTO Forms. Active USAF TOs and M-Symbols may be distributed using the DD Form 1348-2, a form generated from the Prime Technical Order Warehouse System (PTOWS) or other types of forms developed by the shipper. These forms may contain various amounts of information; however, as a minimum all must provide the following:

1. TODO Code
2. "To" and "From" address. A FMS Case must be included in the "To" address so the dollar value can be applied to the export license for that case.
3. Supplemental Address
4. A dollar value greater than \$0.00
5. TO number
6. New, Change or Revision number
7. Quantity shipped
8. FMS unique document number
9. FMS document number bar code

## TO 00-5-19

### 14.5 SHIPMENT LABELS, AFTO FORMS.

14.5.1 The ID of an unclassified CSTO is made by using AFTO Form 273, TO Initial Distribution - Unclassified, (Figure 14-2). The ID of a classified CSTO is made by using AFTO Forms 274, TO Initial Distribution - Classified (Figure 14-3).

14.5.1.1 AFTO Form 273 and AFTO Form 274 labels contain the following fields and information. Blank fields indicate the information for that field is not applicable to the particular transaction.

**RETURN ADDRESS:** The address of the organization who has management responsibility for the CSTO, or the SSI address.

**TO ADDRESS:** The TODO address to whom the TO is being shipped for FMS this will be a CONUS freight forwarder or country embassy address.

**TECHNICAL ORDER NUMBER:** The number of the CSTO that is being distributed.

**CHG/REV:** The change or revision number of the CSTO being distributed. The words "SUPPL" in this field indicates a supplement is being distributed.

**TO DATE:** The date of the new, revision, change or supplement indicated in the CHG/REV field.

**QUANTITY:** The Initial Distribution (ID) quantity of the CSTO or CSTO increment being distributed.

**DOCUMENT NUMBER:** A unique number assigned to the transaction. This number remains consistent for identification and traceability purposes. Refer to [Chapter 14](#) for document number explanation.

**SUPP ADDR:** DA0 is a constant and the next three letters are the FMS case designator.

**SHIP CLASS:** The means by which the CSTO must be shipped. This field should indicate "TRACEABLE" or "FIRST CLASS".

**LABEL EXPIRES:** Provides an expiration date for the label. Labels past this date should be cancelled and a new label requested. The ID quantity and/or the TODO address may have changed since the label was last printed.

**ESTIMATED VALUE:** A value used by the freight forwarder to process the shipment through US Customs. This value is not the actual cost of the CSTO.

**REGISTERED NO.:** Contains the registered number for a classified shipment.

14.5.1.2 Distribution of requisitions for CSTOs are made using AFTO Forms 221, 1 JUL 05 CG TO Requisition, and AFTO Forms 221A, TO Requisition - Manual (direct bill). The AFTO Form 221A replaces the AFTO Form 276 for manual requisitions of CSTOs. An AFTO Form 276 is used to create a manual requisition for a USAF TO. Requisition labels are described in [Chapter 13](#) of this manual.

### 14.6 SHIPMENT LABELS, DD FORM 1348-2.

14.6.1 The USAF uses TODPG for distribution of active USAF TOs. A DD FORM 1348-2 (Figure 14-8) may be used to ship TO requests originating from both requisitions and Initial Distribution. The form distinguishes between an ID and a requisition by printing either ID or RQN on the front of the label.

14.6.2 The DD Form 1348-2 is a two-part form. The smaller portion with the To and From address is attached to the outside of the package. The larger portion is placed inside.

14.6.3 The information displayed on the DD Form 1348-2 is much the same as the information displayed on the AFTO Forms.

#### 14.7 SHIPPING LABELS, PTOWS.

Robins AFB uses the Prime Warehouse Technical Order Warehouse System (PTOWS) to make distribution of TOs. The PTOWS generates separate labels for initial distribution (XREF SAID C15-FG6) and requisitions (XREF SAID C15-FG7). The labels do not contain a form number. The entries on these forms are self-explanatory. The document number used for tracking purposes is found on the left margin of the ID label and in block 25 of the requisition label. Both are identified under the title "FMS Document Number." This value is used by the freight forwarder to process the shipment through US customs. This value is not the actual cost of the TO and is not charged to the customer. The TO being delivered under the document number is printed at the top center portion of the ID label and in block 1 of the requisition label.

#### 14.8 SHIPMENTS.

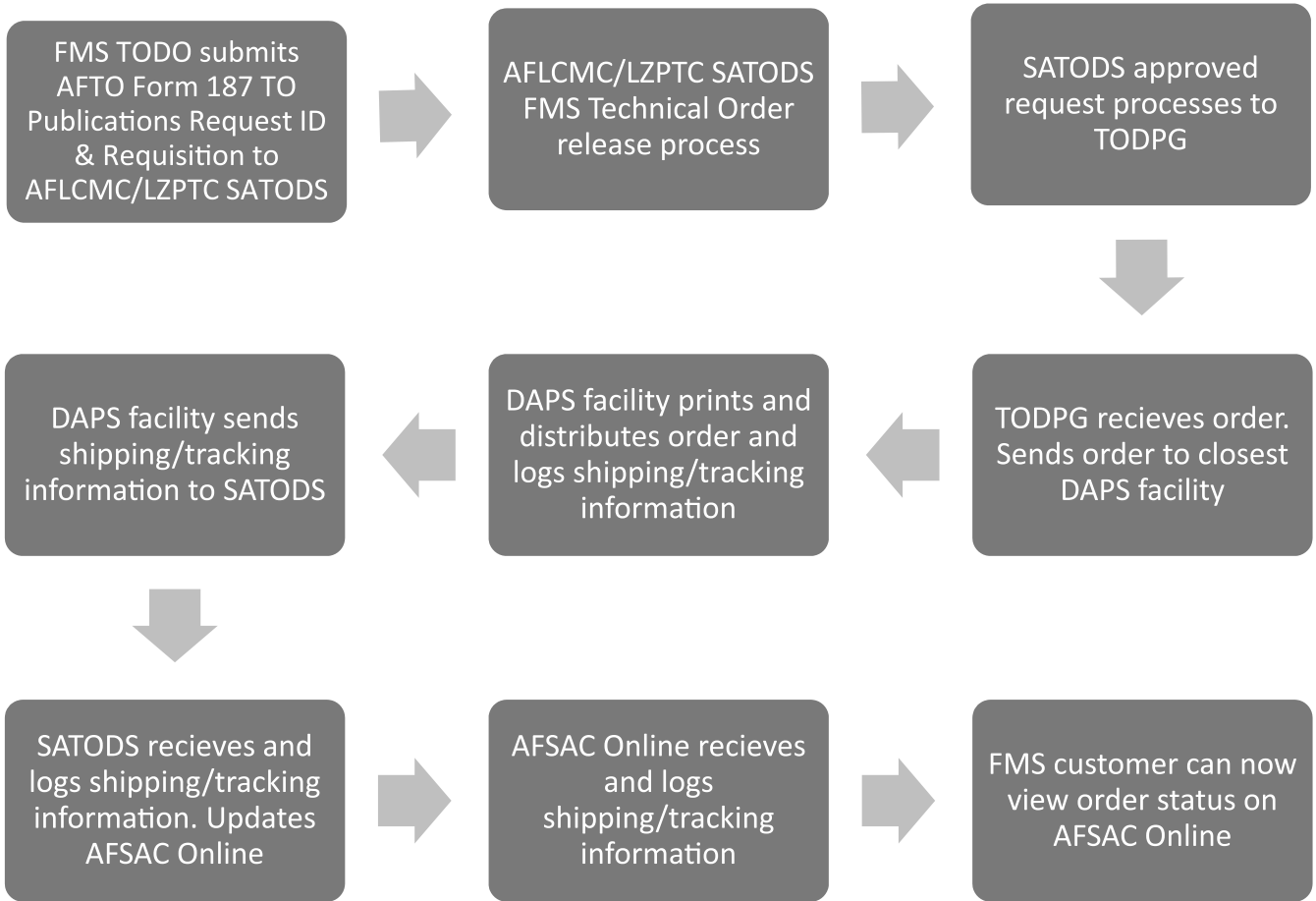
TOs addressed to TODOs assigned a D\*++++ code (FMS countries) will not be included in the consolidated mailing process. Requisitions and initial distribution material are shipped by individual TO. The carrier must be able to provide evidence of shipment from the supply source to the FMS customers designated representative, as indicated in the MAPAD. Unclassified shipments for SAP are made by small package carriers such as UPS (United Parcel Service), FedEx or through receipted USPS (United States Postal Service). Classified TO shipments are made via registered mail. Unclassified shipments are usually made to freight forwarders as specified in the Letter of Offer and Acceptance (LOA). It is important that freight forwarders send TOs to countries in their original wrappers with labels and record information attached. Further, TOs should be shipped separate from equipment and should be protected from wear and tear in shipment. Airlift shipment should be considered if surface shipment takes over 30 days. Once TO shipments arrive at in-country transportation office, TO delivery should be handled in an expeditious manner to avoid any delays.

14.8.1 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.

14.8.2 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 with a classified material receipt/record of destruction when required by applicable directives.



14.8.3 When more than one package is needed, each package is identified (such as: 1 of 3, 2 of 3) and for classified TOs the record portion of the mailing label is placed in the first package. Labels for classified TO shipments will not show the TO number or classification nor include a statement that the package may be opened for postal inspection.

### FMS TODPG PROCESS FLOW



H9002980



Figure 14-1. FMS/TODPG Process Flow

NORTHROP GRUMMAN CORPORATION ATTN LISA BROWN 6401 S AIR DEPOT BLVD OKLAHOMA CITY OK 73135-5911	TECHNICAL ORDER NUMBER		
	<b>BN4C-135(K)Z-1-23-CD-4</b>		
	CHG/REV	T.O.DATE	QUANTITY
	<b>31Dec13</b>	<b>1</b>	
DOCUMENT NUMBER	SUPP ADDR	SHIP CLASS	
<b>DBNNR44111E201</b>	<b>DA0PTR</b>	<b>TRACEABLE</b>	
<b>OFFICIAL BUSINESS</b>	LABEL EXPIRES	ESTIMATED VALUE	
	<b>20Jun14</b>	<b>\$85.00</b>	
<b>ID</b> D*03XX	 LABEL SAMPLE INC FF/2 MF/2 SAMPLE BN-PTR-004 12345 SAMPLE CIRILE MIDWAY VA 22222-1234 		

AFTO FORM 273, 1 JUL 05 CG TECHNICAL ORDER INITIAL DISTRIBUTION. UNCLASSIFIED. PREVIOUS EDITIONS ARE OBSOLETE



H9002982

Figure 14-2. Example of AFTO Form 273 for Shipping of Unclassified CSTO and M-Symbol TOs

WR-ALC/EZGTD BLDG 301 WW BAY-D 285 COCHRAN ST ROBINS AFB GA 31098-1640   DBNNR44069E205  <b>I.D.</b> REGISTERED NO: D*03XX LABEL SAMPLE INC FF/2 MF/2 SAMPLE BN-PTR-004 12345SAMPLE CIRILE4 MIDWAY VA 22222-1234 	WR-ALC/EZGTD BLDG 301 WW BAY-D 285 COCHRAN ST ROBINS AFB GA 31098-1640  <b>I.D.</b> REGISTERED NO: D*03XX LABEL SAMPLE INC FF/2 MF/2 SAMPLE BN-PTR-004 12345SAMPLE CIRILE4 MIDWAY VA 22222-1234	<table border="1"> <tr> <td colspan="2">TECHNICAL ORDER NUMBER</td> <td>QUANTITY</td> </tr> <tr> <td colspan="2"><b>BN4C-135(K)Z-1-23-CD-4</b></td> <td><b>2</b></td> </tr> <tr> <td>T.O.D.</td> <td>CHG/REV</td> <td>T.O.DATE</td> </tr> <tr> <td><b>D*03XX</b></td> <td></td> <td><b>14Aug13</b></td> </tr> <tr> <td colspan="2"></td> <td>CLASS</td> </tr> <tr> <td colspan="2"></td> <td><b>TRACEABLE</b></td> </tr> <tr> <td colspan="3"><b>I.D.</b></td> </tr> <tr> <td colspan="3">(FOR CLASSIFIED)</td> </tr> <tr> <td>DOCUMENT NUMBER</td> <td>SUPP ADDR</td> <td>LABEL EXPIRES</td> </tr> <tr> <td><b>DBNNR44069E205</b></td> <td><b>DA0SAF</b></td> <td><b>9May14</b></td> </tr> <tr> <td colspan="3">REGISTERED NO:</td> </tr> </table> <p>NOTICE This Technical order is classified. Comply with applicable AF regulations and directives prior to shipment to addressee.</p>	TECHNICAL ORDER NUMBER		QUANTITY	<b>BN4C-135(K)Z-1-23-CD-4</b>		<b>2</b>	T.O.D.	CHG/REV	T.O.DATE	<b>D*03XX</b>		<b>14Aug13</b>			CLASS			<b>TRACEABLE</b>	<b>I.D.</b>			(FOR CLASSIFIED)			DOCUMENT NUMBER	SUPP ADDR	LABEL EXPIRES	<b>DBNNR44069E205</b>	<b>DA0SAF</b>	<b>9May14</b>	REGISTERED NO:		
TECHNICAL ORDER NUMBER		QUANTITY																																	
<b>BN4C-135(K)Z-1-23-CD-4</b>		<b>2</b>																																	
T.O.D.	CHG/REV	T.O.DATE																																	
<b>D*03XX</b>		<b>14Aug13</b>																																	
		CLASS																																	
		<b>TRACEABLE</b>																																	
<b>I.D.</b>																																			
(FOR CLASSIFIED)																																			
DOCUMENT NUMBER	SUPP ADDR	LABEL EXPIRES																																	
<b>DBNNR44069E205</b>	<b>DA0SAF</b>	<b>9May14</b>																																	
REGISTERED NO:																																			

H9002983

Figure 14-3. Example of AFTO Form 274 for Shipping of Classified CSTO and M-Symbol TOs

ATTN: T.O. HOME OFFICE 558 CBSS GBHA 3001 STAFF DR POST 1AC4-107B TINKER AFB OK 73145-3042	ESTIMATED VALUE	DOCUMENT NUMBER	SUPP ADDR	QUANTITY		
	\$170.00	DBNN046357E203	DA0PHF	0002		
	T.O. NUMBER			CHG/REV		
6J3-4-117-523						
<b>RQN</b> AFTO FORM 221		 DBNN046357E203				
D*03DJ DURHAM FREIGHT FORWARDER FF/3 MF/3 FMS CASE BN-PHF-002 2817 RIGHT WAY WEST COAST USA 90045-6322		 73145				
<small>AFTO FORM 221, 1 JUL 05 CD TECHNICAL ORDER REQUISITION PREVIOUS EDITIONS ARE OBSOLETE</small>						
T.O. NUMBER		CHG/REV	T.O. DATE	CLASS	QUANTITY	SUPP ADDR
6J3-4-117-523			15 DEC 01	U	0002	DA0PHF
TODO	REQUEST NUMBER	REQUEST DATE	DOCUMENT NUMBER			
D*03DJ	00057	21 DEC 06	DBNN046357E203			
DATE PREPARED	PREPARED BY	APPROVING/VALIDATING OFFICIAL (AFTO FORM 221A ONLY)				
DATE SHIPPED	WAREHOUSEMAN	FDO APPROVING OFFICIAL (AFTO FORM 221A ONLY)				
REMARKS						
SAP						
<small>AFTO FORM 221, 1 JUL 05 CD TECHNICAL ORDER REQUISITION PREVIOUS EDITIONS ARE OBSOLETE</small>						

H9600602




Figure 14-4. Example of AFTO Form 221 for Shipping of Unclassified CSTO and M-Symbol TO Requisitions



ATTN: T.O. HOME OFFICE 558 CBSS GBHA 3001 STAFF DR POST 1AC4-107B TINKER AFB OK 73145-3042	ESTIMATED VALUE	DOCUMENT NUMBER	SUPP ADDR	QUANTITY		
	\$340.00	DBNN047040E200	DA0PHF	0004		
	T.O. NUMBER			CHG/REV		
35C2-3-428-3D						
<b>RQN</b> AFTO FORM 221A		DBNN047040E200 D*03DJ DURHAM FREIGHT FORWARDER FF/3 MF/3 FMS CASE BN-PHF-002 2817 RIGHT WAY WEST COAST USA 90045-6322				
AFTO FORM 221A, 1 JUL 05 CG TECHNICAL ORDER REQUISITION - MANUAL DBNN047040E200 73145						
T.O. NUMBER		CHG/REV	T.O. DATE	CLASS	QUANTITY	SUPP ADDR
35C2-3-428-3D			950405	U	0004	DA0PHF
TODO	REQUEST NUMBER	REQUEST DATE	DOCUMENT NUMBER			
D*03DJ	00023	18 JAN 07	DBNN047040E200			
DATE PREPARED	PREPARED BY	APPROVING/VALIDATING OFFICIAL (AFTO FORM 221A ONLY)				
07FEB09	<i>eg</i>	Jane A. Dow, Chief FMS TO SYS SEC <i>Jane A. Dow</i>				
DATE SHIPPED	WAREHOUSEMAN	FDO APPROVING OFFICIAL (AFTO FORM 221A ONLY)				
REMARKS					SAP	
TO/TCTO IS RELEASABLE TO BN TO REPLACE INCORRECT SHIPPED TECH ORDER JANE SMITH COMMERCIAL:405-736-8539						
AFTO FORM 221A, 1 JUL 05 CG TECHNICAL ORDER REQUISITION - MANUAL						



H9600603

Figure 14-5. Example of AFTO Form 221A for Shipping of Manual CSTO and M-Symbol TO Requisitions

<p>Department of the Air Force          WR-COMMOD ATTN: Gregg Kelley          285 Cochran St Bldg 301 WW          Robins AFB GA 31098-1640</p>	<p>BN4C-135(K)Z-1-23-CD-41          REV 2014-04-01          REQNO: 40990845L          QTY:2          PSN: 01T1234150000D</p>
<p>Official Business          Penalty for Private Use \$300</p>	
<p>I D          I3134381</p> 	
<p>JCALSDoc#:D*03XX4100I901          FMS Doc:DBNNR44111E201          FMS QTY: 2          FMS Amt: 320000</p>	<p><b>D*03XX</b></p>  <p>TM ACCT D*03XX BN-PTR-004          LABEL SAMPLE INC FF/2 MF/2          SAMPLE BN-PTR-004          12345 SAMPLE CIRCLE          MIDWAY VA 22222-1234</p>
<p><b>SAP</b></p>	

H9600604

Figure 14-6. Example of PTOWS Initial Distribution Shipping Label


<p>Department of the Air Force          WR-COMMOD ATTN: Gregg Kelley          285 Cochran St Bldg 301 WW          Robins AFB GA 31098-1640</p>	<p>BN4C-135(K)Z-1-23-CD-41          CS 001 2011-06-22          REQNO: 73918451          QTY:1          PSN:</p>
<p>Official Business          Penalty for Private Use \$300</p> <p>REQ          R3126500</p> 	<p><b>D*03XX</b></p>  <p>TM ACCT D*03XX BN-PTR-004          LABEL SAMPLE INC FF/2 MF/2          SAMPLE BN-PTR-004          12345 SAMPLE CIRCLE          MIDWAY VA 22222-1234</p>
<p>JCALSDoc#:          FMS Doc:DBNNR44111E201          FMS QTY: 1          FMS Amt: 850000</p>	
<p><b>SAP</b></p>	

H0715190


Figure 14-7. Example of PTOWS Requisition Shipping Label


Department of the Air Force  
Official Business

AFLCMC/LZPTC (FMS TOs)  
7851 ARNOLD STREET, STE 213  
TINKER AFB OK 73145-9147

  
SATODS.ID.20130327.DBNZF43084E20




0 PSN: 16T003377000806  
Qty: 1  
Print Location: DAPS Robins AFB  
TO Number: 16W6-39-1  
Change Number: 8  
Version Date: 2013-03-12  
FMS Doc #: DBNZF43084E200  
FMS Cost: \$85

Account: D\*03XX 

LOCKHEED MARTIN BN-PAX-021  
JOHN DOE MZ 1020 FF2/MFB  
23 TESTING BLVD  
EXAMPLE TX 12345-6789  
EXAMPLE TX 12345  


H0715191

**Figure 14-8. Example of DD Form 1348-2 for Shipping of USAF TOs - Placed on Outside of Package**

Department of the Air Force Official Business	
AFLCMC/LZPTC (FMS TOs)	
7851 ARNOLD STREET, STE 213	
TINKER AFB OK 73145-9147	
	
SATODS.OTR.20130327.DBNZF43084E2	
00 PSN: 16T003377000806	Account: D*03XX 
Qty: 1	
Print Location: DAPS Robins AFB	
TO Number: 16W6-39-1	
Change Number: 8	LOCKHEED MARTIN BN-PAX-021
Version Date: 2013-03-12	JOHN DOE MZ 1020 FF2/MFB
FMS Doc #: DBNZF43084E200	23 TESTING BLVD
FMS Cost: \$85	EXAMPLE TX 12345-6789
	EXAMPLE TX 12345
	

H0715192

**Figure 14-9. Example of DD Form 1348-2 for Shipping of USAF TOs - Placed on Inside of Package**

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

14.9.1 The TODO should check each TO shipment to make certain all packages bear the TODO code and address of the receiving organization. A shipment should be opened promptly and checked to determine whether 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, signed, and returned immediately to the address shown on the receipt. In an event that a misdirected TO shipment, SATOP Office should be contacted immediately via e-mail, The e-mail should include scanned copy of all shipping labels and a copy of the TO title page.

14.9.2 When a shortage exists, the TODO should contact the SATOP office via e-mail.

14.9.3 If the TO received in the shipment is not the TO shown on the shipping label, or if the TO is incomplete (lacks pages, changes, supplements or is illegible), the TODO should notify the TO manager and courtesy copy the SATOP Office.

14.9.4 The TODO should redistribute routine TOs to subaccounts within 2 working days. Urgent action, immediate action, and safety TOs and TCTOs should be redistributed immediately.

14.9.5 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.

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

See [Chapter 10](#).

14.10.1 A requisition follow-up will be initiated when all the following conditions have been met:

14.10.1.1 If the requisitioned TO or an AFTO Form 215 has not been received within 90 days from the date of submission.

## **TO 00-5-19**

14.10.1.2 Proper procedures have been followed in requesting the TO.

14.10.2 Follow-up on a requisition will be submitted to the SATOP Office by email and will provide the following data from the original AFTO Form 187: the TODO code, date of request, request number, TO number, classification, ID quantity, and one-time-requisition quantity. The TODO should inquire whether the AFTO Form 187 was received and, if so, the status of the requisition.

### **NOTE**

The TODO will not use the AFTO Form 187 requisition follow-up procedure, as this may result in a duplicate requisition.

14.10.3 If the follow-up response reveals the AFTO Form 187 was not received and processed, the TODO should resubmit the requisition. If the follow-up response indicates the AFTO Form 187 was received and processed, and the TO was shipped, the TODO shall:

14.10.3.1 Check in country for a unsorted TO shipment.

14.10.3.2 Check with the freight forwarder to see if the shipment is being held.

14.10.3.3 Submit a new requisition for the TO if the shipment cannot be located.

### 14.11 Billing Record Cancellations

14.11.1 If a TO shipment will not be accomplished on a billing record/label, a cancellation must be submitted by the TOMA to the SATOP office.

14.11.2 Cancellation request must include the following: TODO, TO number, document number and reason for cancellation.

14.11.3 Reasons for cancellations include:

- Duplicate Record (must include document number of the duplicate)
- Ordered in Error
- FDO Non Release
- Typographical Error
- Other
- Replaced or Incorporated
- Wrong Information
- Expired Labels


### 14.12 CASE BILLING/DISTRIBUTION RECONCILIATION.

The TODO inventory receipt records should be reconciled with the “SATODS MONTHLY STATUS REPORT FOR CASE (Figure D-1)” which is distributed by the SATOP Office. A description of the monthly status report is given in [Table D-1](#).

24. POSTAGE DATA DBNN045312E200 16.00		Official Business	
20. TCH		F02T00205500006 19911101	
20. WEIGHT		21. TYPE SERVICE	
22. FROM		OC-ALC/TILDT 3001 STAFF DRIVE 1A100 TINKER AFB OK 73145-3042	
23. SHIP TO 00001		E*00FV 1858 DURHAM FREIGHT FORWARDER BN-PBA-001 124 RIGHT WAY EAST COAST USA 01299	
		ID	
		452156	

1. TOTAL PRICE DOLLARS 16.00		2. SHIP FROM		3. SHIP TO	
E*00FV		E*00FV		E*00FV	
4. MARK FOR		5. DATE		6. TIME	
7. UNIT PRICE		8. UNIT WEIGHT		9. UNIT CUBE	
10. UNIT NEEDED		11. UNIT PRICE		12. UNIT WEIGHT	
13. UNIT CUBE		14. UNIT PRICE		15. UNIT WEIGHT	
16. UNIT CUBE		17. UNIT PRICE		18. UNIT WEIGHT	
19. UNIT CUBE		20. UNIT PRICE		21. UNIT WEIGHT	
22. RECEIVED BY		23. DATE RECEIVED		24. TIME	
E*00FV 1858		DURHAM FREIGHT FORWARDER		BN-PBA-001	
124 RIGHT WAY		EAST COAST USA 01299		ID	
DBNN045312E200					
Shipped Dt: 19911101					


Figure 14-10. DD Form 1348-2, Issue Release/Receipt Document with Address Label

1. Technical Order Number		2. Class	3. Qty. Reqst.	4. Susp. Date	5. Requisition No.	
IT-38A-2-1		UNCL	0001	23FEB99	P90412799	
6. TODO No.	7. Reqst. Date	8. Label Expires	9. Storage	10. Type Reqst.	11. Process Inst.	
1858	10FEB97	01JUN98			B-O RELE	
12. TO Key		13. TO Control No.	14. Basics	15. Changes	16. Supps	17. Vols.
98307		00027	001			
18. TODCA Approval	19. Action Date	20. Action Code	21. Date Prepared	22. Approval/Certification		
23. EMS Case	24. FMS Amount	25. FMS Document Number		26. FMS Sups. Rdd.	27. FMS Qty	
BN-PBA-001	\$16.00	DBNN045312E200			00001	
28. NOTES		29. REMARKS		30. BARCODE		
						

H0000292

Figure 14-11. PTOWS Requisition Label



Department of the Air Force 76 CS/SCSPT 405 FICKEL STREET, STE 1 KELLY AFB TX 78241-6111	IT-38A-2-1 CH 001 15JUL98 REQNO: 82120186P QTY: 001
Official Business Penalty for Private Use \$300	
I.D.	
731453	
LABEL EXPIRES: 01OCT99	
FMS DOC: DBNN045312E200	1858 DURHAM FREIGHT FORWARDER BN-PBA-001 124 RIGHT WAY EAST COAST USA 01299
FMS QTY: 00001 FMS AMT: \$16.00	

H0000293

Figure 14-12. PTOWS ID Label



## CHAPTER 15

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

#### 15.1 GENERAL.

An Explosive Ordnance Disposal Bulletin (EODB) is a joint-service publication (60-series TO) produced by the Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV), Indian Head, Maryland. The Department of the Navy is the executive manager of the joint-service EOD program under DoD Directive 5160.62.

#### 15.2 POLICY.

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

15.2.1 Contact the U.S. Security Assistance Officer (SAO) at the U. S. Embassy, U.S. Defense Attaches Office, or U.S. Military Group located within a specific country; or contact the Navy International Programs Office (IPO-01D), Arlington, VA 22202-3928.

15.2.2 Request for EOD publications will be forwarded to the Navy International Programs Office who will forward to the Naval Sea Systems Command, Code SEA-63. The request will then be sent to the Naval Explosive Ordnance Disposal Technology Division.

15.2.3 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.

#### 15.3 SUBMITTING REQUIREMENTS.

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

- a. EODB 60 publication number (if known)
- b. Type of ordnance
- c. Size of ordnance
- d. Nomenclature of ordnance
- e. Country of origin

15.3.2 The specific country requesting the ordnance:

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

#### 15.4 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 (AEODPS), for all services.

Once an official letter has been received addressing the items in paragraphs 15.3.1 and 15.3.2 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

## CHAPTER 16

### SPECIAL PROGRAMS AND NON-COUNTRY REQUESTS

#### 16.1 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:

16.1.1 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.

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

#### 16.2 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:

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

16.2.2 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.

16.2.3 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.

#### 16.3 OTHER DOD COMPONENT PUBLICATIONS.

16.3.1 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.

16.3.2 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.

16.3.3 Small-dollar requests for publications that are needed on a one-time basis can be funded through the USAF P-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:

16.3.3.1 Managing or controlling DoD component.

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

16.3.3.3 Classification.

16.3.3.4 Title.

16.3.3.5 Quantity required.

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16.3.3.6 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.

16.3.3.7 USAF TO publications case to be billed.

16.3.3.8 TODO code/TM account and address to which the publication is to be shipped.

16.3.3.9 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.

16.3.4 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.

### **16.4 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 TO manager.

16.4.1 TOs not requiring updates may be reinstated as an M-symbol in SATODS and uploaded into TODPG for distribution.

16.4.2 CSTO development will need to be accomplished for any TOs requiring updates.

16.4.3 If a TO is unavailable, a CSTO will be required.

### **16.5 RELEASE OF COUNTRY STANDARD TECHNICAL ORDERS TO THE PUBLIC.**

16.5.1 Country standard TOs are not releasable to the general public.

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

16.6.1 Certified US Contractors 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 an 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.

16.6.2 When CSTOs are required for the support of a direct service contract with a country, the country should request the TO Manager that manages the CSTO contract to amend the 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.

16.6.3 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.

16.6.4 Under no circumstances will the contractor be authorized to requisition USAF TOs under a USAF contractor TODO code/TM account 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.

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

16.7.1 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 16.7 must be followed to accomplish the purchase.

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

16.8.1 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 TO Manager concerned, a separate AFTO Form 187 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 9](#)).

## 16.9 TECHNICAL ORDER FOR FOREIGN CONTRACTORS.

16.9.1 Requests for USAF TOs from foreign contractors are not processed through the SATOP office. These requests require Department of State (DOS) approval. Foreign contractors must submit TO requests through the country's embassy located in the USA to obtain DOS approval.

16.9.2 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 TO Manager.

16.9.3 USAF prime contractors providing TOs to foreign subcontractors are responsible for ensuring compliance with US export control laws.





## CHAPTER 17

### TIME COMPLIANCE TECHNICAL ORDERS - GENERAL

#### 17.1 PURPOSE.

A TCTO or CSTCTO instructs the user on modifying a weapon system or equipment. A modification must be completed within the time limit stated on the TCTO.

#### 17.2 METHODS.

17.2.1 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.

17.2.2 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.

17.2.3 When the basic TO supporting the country's weapon system or equipment is a USAF TO, or a USAF TO with a country standard supplemental manual, the TCTO can be either USAF or country standard, 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.

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

17.2.5 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.

#### 17.3 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.

17.3.1 A CSTCTO that is common with a USAF baseline TCTO will be assigned the same sequence number as the corresponding USAF TCTO (e.g., 1F-16-536 and XX1F-16-536 indicates a TCTO with common USAF and FMS application). The USAF data code number is assigned.

17.3.2 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).

#### 17.4 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.

#### 17.5 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.

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### 17.6 ROUTINE ACTION TCTOS.

17.6.1 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.

17.6.2 Routine action TCTOs are issued to authorize, accomplish, and record one-time requirements (inspections and restrictions) as well as Class IV and V modifications.

### 17.7 INSPECTION TCTOS.

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

### 17.8 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 by SPO/SAPM transmission to the in-country FMS customers with applicability, which delivers it to the maintenance function as soon as possible after it is received.

### 17.9 OTHER MODIFICATION INSTRUCTIONS.

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

### 17.10 NUMBERING A TCTO.

A manual number with a final group of numbers that is -501 or higher indicates a TCTO. A final group of numbers that is -6001 or higher identifies a CSTCTO that has no USAF application. A TCTO supplement is assigned the same number as the basic manual, except that the supplement has a letter added to the final group of numbers; for example, -501C. (An explanation of TCTO numbering is given in TO 00-5-18-WA-1.)

### 17.11 NUMBERING OF KITS.

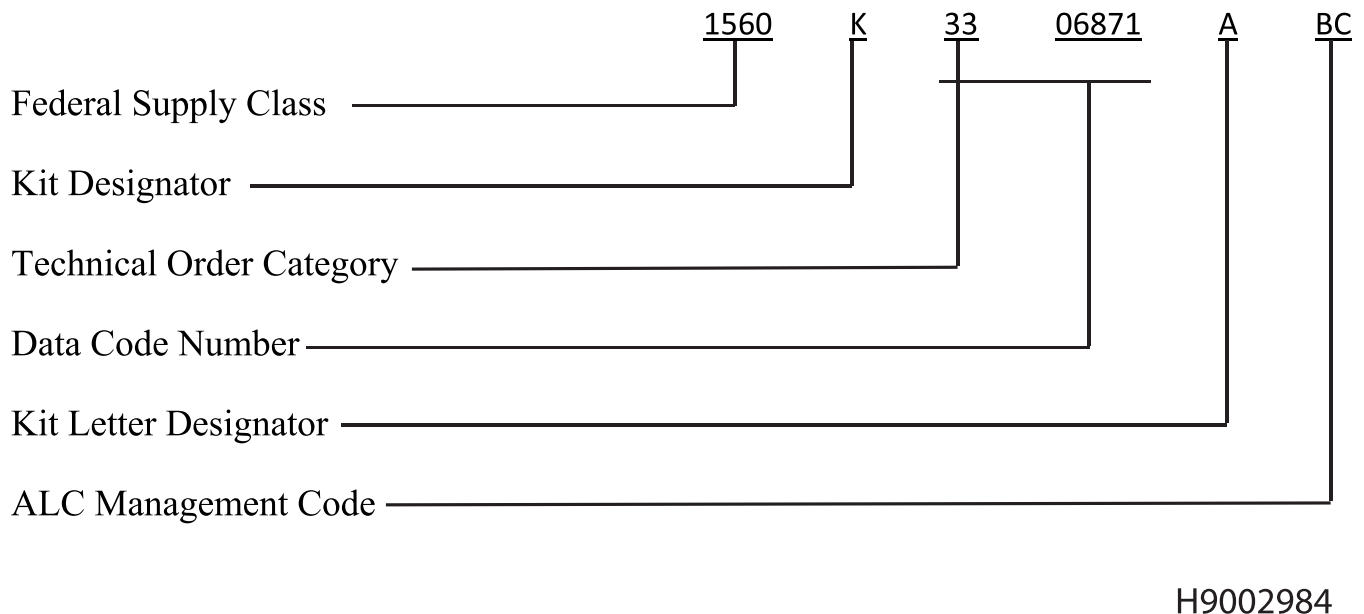
An identification number is assigned to a TCTO kit. For a unique CSTCTO the contractor will assign a unique kit identification number.

### 17.12 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.

17.12.1 The first two digits identify the equipment publication category (reference [Table 6-1](#)); 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.

17.12.2 When a contractor both builds and makes distribution of a unique CSTCTO kit, a formal data code is not required.



**Figure 17-1. Numbering TCTO Kits**

### 17.13 RESCISSION OF TCTOS.

17.13.1 A TCTO is rescinded after the modification has been completed or the rescission date has been reached. The rescission of a TCTO is official when it is listed in the “Search Changes in TO Status” section of the TO Catalog in AFSAC Online. After it has been rescinded, a TCTO is deleted from the TO index. A TCTO will not be removed from the TO file until its rescission is official.

17.13.2 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 having SAP application is rescinded, it is transferred to the SATODS and listed in TO Catalog in AFSAC Online as an M-symbol TCTO. Its rescission date is automatically extended in the SATODS record for two years from the date of its transfer into the SATODS. Notification of this two-year extension does not appear in TO Catalog in AFSAC Online, nor is a TCTO supplement issued extending the TCTO rescission date. When the two-year extension date is reached, the TCTO is rescinded from the SATODS data base as an active M-symbol TCTO Catalog in AFSAC Online will not list the TCTO. To keep the M-symbol TCTO active in the SATODS, its TOMA manager should contact the SATOP Office.

17.13.3 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.

17.13.4 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.

17.13.5 A country may request that the rescission date of an M-Symbol TCTO or CSTCTO be extended by contacting the SATOP office.

**17.14 TCTO SUPPLEMENTS.**

**17.14.1** A TCTO supplement is used to amend the basic TCTO. A revision of or a numbered change to a TCTO shall not be issued.

**17.14.2** 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.

**17.14.3** 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.

**17.14.4** A supplement that requires additional work shall contain a statement regarding additional workhours and personnel required.

**17.14.5** A supplement may extend the effective period of a TCTO if issued before the rescission date. However, a new data code number shall be assigned.

**17.14.6** 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.

**17.14.7** 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.

## **CHAPTER 18**

### **SUPPLY DEFICIENCY REPORT (SDR)**

#### 18.1 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 19

### AIR FORCE PUBLICATIONS

#### 19.1 OBTAINING AIR FORCE PUBLICATIONS.

Air Force forms, publications, regulations, pamphlets and decals are obtained through the Air Force Security Assistance Cooperation 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/WFNI, 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.





## APPENDIX A PUBLICATIONS

### A.1

DoDD 5160.62	Single Manager Assignment for Military Explosive Ordnance Disposal Technology and Training
MIL-STD-38784	Military Specification Manuals, Technical: General Style and Format Requirements
MIL-PRF-32216	Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data
AFI 11-215	Flight Manuals Program (FMP)
AFMAN 23-110, Vol 9	Security Assistance Program Procedures
AFJMAN 23-215	Reporting of Supply Deficiencies
AFPD 21-3	Air Force Technical Order System
AFMAN 16-101	Security Assistance Management
DoDR 7000-14V15	Financial Management and Accounting for Security Assistance and International Programs
AFMCI 21-302	Processing Interim Technical Orders
TO 0-1-01	Numerical Index, Alphabetical Index, and Cross-Reference Table
TO 0-1-02	General Technical Orders
TO 0-1-71	Consolidated Security Assistance Technical Order Index
TO 0-4-6-2-CD-1	ITIES Cross-Reference File (ICRF)-Equipment Numbers to Technical Order Numbers
TO 00-5-17-WA-1	USAF Computer Program Identification Numbering System (CPIN)
TO 00-5-18-WA-1	USAF Technical Order Numbering System
TO 00-20-14-WA-1	Security Assistance Metrology and Calibration Program
TO 00-35D-54	USAF Materiel Deficiency Reporting and Investigating System
TO 33K-1-100-CD-1	TMDE Calibration Notes, Maintenance Data Collection Codes, Calibration Measurement Studies, Transportable Field Calibration Unit Configurations, and Automatic Calibration System Supportable Equipment



## APPENDIX B FORMS

### B.1

SF 364	Report of Discrepancy (paragraph 9.3.7.10)
AF Form 847	Recommendation for Change of Publication (Flight Publication) (paragraph 7.2.9)
AFTO Form 22	Technical Manual (TM) Change Recommendation and Reply (paragraph 1.7.3, Chapter 7)
AFTO Form 32	Technical Order Binder Label (paragraph 11.7, paragraph 11.10)
AFTO Form 187	Technical Order Publications Request (paragraph 12.3.4.2, paragraph 12.3.6, paragraph 12.4, Figure 12-1, paragraph 13.6, Table 13-1, Table 13-2)
AFTO Form 215	Notification (paragraph 8.7, paragraph 13.8, Table 11-1, Figure 13-2, paragraph 14.10.1.1)
AFTO Form 221	CG Technical Order Requisition (paragraph 9.6.6, paragraph 9.9.3, paragraph 13.3.1.1, Figure 14-4)
AFTO Form 221A	CG Technical Order Requisition - Manual (paragraph 13.3.1.1, paragraph 14.5.1.2, Figure 14-5)
AFTO Form 273	CG Technical Order Initial Distribution - Unclassified (paragraph 2.10.1.1, paragraph 9.6.5, paragraph 9.7.1.9, Figure 14-2)
AFTO Form 274	CG Technical Order Initial Distribution - Classified (paragraph 2.10.1.1, paragraph 14.5.1.1, Figure 14-3)
AFTO Form 276	Special Requisition for Air Force Technical Order/CPIN (paragraph 2.6.2.6, paragraph 2.11.3, paragraph 13.3.1, Figure 13-1)
DD Form 2861	Cross Reference (paragraph 11.10.1.3)



## APPENDIX C

### ACRONYMS AND ABBREVIATIONS

#### C.1

ACO	Administrative Contracting Officer
ADP	Automatic Data Processing
AFMC	Air Force Materiel Command
AFPRO	Air Force Plant Representative Office
AFSAC	Air Force Security Corporation Directorate
AFSAT	Air Force Security Assistance Training
AGE	Aerospace Ground Equipment
AGMC	Aerospace Guidance and Metrology Center
ALC	Air Logistics Complex
ATC	Air Training Command
CAGE	Commercial and Government Entity
CCB	Configuration Control Board
C-E	Communications-Electronics
CETS	Contractor Engineering Technical Services
CFEN	Contractor-Furnished Equipment Notice
CIP	Component Improvement Program
CPCI	Computer Program Configuration Item
CPIN	Computer Program Identification Number
CSRL	Code Selected Reconciliation Listing
CSTCTO	Country Standard Time Compliance Technical Order
CSTO	Country Standard Technical Order
CTOCU	Central Technical Order Control Unit
DA	Department of the Army
DCASR	Defense Contract Administration Services Region
DLSC	Defense Logistics Services Center
DMS	Defense Message System
DoD	Department of Defense
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
EODB	Explosive Ordnance Disposal Bulletin
EPA	Environmental Protection Agency
ETIMS	Enhanced Technical Information Management System
EWSIP	Electronic Warfare Standardization and Improvement Program
FAA	Federal Aviation Administration
FDO	Foreign Disclosure Office
FMM	Flight Manager Manual
FMP	Flight Manuals (Publication or Program)
FMS	Foreign Military Sales
FTORB	Flight Technical Order Review Board

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GSA	General Services Administration
GPO	Government Printing Office
ICRF	ITIES Cross-Reference File
ID	Initial Distribution
IDEA	Innovative Development through Employee Awareness
IDTOD	International Digital Technical Order(s) - F16
IEMP	International Engine Management Program
ILCS	International Logistics Communications System
IM	Item Manager
IPD	Implementing Project Directive
ITCTO	Interim Time Compliance Technical Order
ITIES	Interservice Technical Information Exchange System
ITO	Interim Technical Order
ITOF CN	Interim Technical Order Field Change Notice
ITPS	Identifying Technical Publications Sheet
JTCP/ME	Joint Technical Coordinating Program for Munitions Effectiveness
JMEM	Joint Munitions Effectiveness Manual
LCL	Local Checklist
LGM	Laser-Guided Missile
LJG	Local Job Guide
LMF	Language Media Format
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
MILSTRIP	Military Standard Requisitioning and Issue Procedures
ML-C	Management List--Consolidated
MPTO	Methods and Procedures Technical Order
NATO	North Atlantic Treaty Organization
NSN	National Stock Number
OI	Organizational and Intermediate
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Administration
P&A	Pricing and Availability
PR	Planning and Review
PCO	Procuring Contracting Officer
PCR	Publication Change Request
PDLs/MDLs	Personal Distribution Lists and Mail Lists
PMP	Program Management Plan
PMRT	Program Management Responsibility Transfer
RAC	Rapid Action Change
RCN	Record Control Number
RGL	Reading Grade Level
SAF	Secretary of the Air Force
SAF/IA	Secretary of the Air Force/International Affairs

SAMIS	Security Assistance Management Information System
SAO	Security Assistance Organization
SAP	Security Assistance Program
SATODS	Security Assistance Technical Order Data System
SATOP	Security Assistance Technical Order Program
SCM	Supply Chain Manager
SDR	Supply Deficiency Report
SOW	Statement of Work
SPD	System Program Director
SPO	System Program Office
SSI	Stock Storage and Issue
SWP	Subordinate Work Package
TAT	Technical Assistance Team
TCP	Technical Coordinating Program
TCM	Technical Content Manager
TCP	Technical Coordination Program
TCTO	Time Compliance Technical Order
TDY	Temporary Duty
TM	Technical Manual
TMS	Type, Model, Series
TO	Technical Order
TOC	Technical Order Compliance
TOCN	Technical Order Change Notice
TOCU	Technical Order Control Unit
TODO	Technical Order Distribution Office
TODR	Technical Order Distribution Record
TOFCN	Technical Order Field Change Notice
TOIS	Technical Order Improvement System
TO Manager	Technical Order Manager
TOMP	Technical Order Management Plan
TOPS	Technical Order Page Supplement
TORB	Technical Order Review Board
TPP	Technical Publications Plan
UPS	United Parcel Service
USAF	United States Air Force
USDAO	United States Defense Attache Office
USG	United States Government
USPS	United States Postal Service
VSP	Verification Status Page
WP	Work Package





## APPENDIX D

### SATODS PRODUCTS

D.1

**Table D-1. SATODS Monthly Status Report for Case**

PCN: Q-W002-C16-M09-PA

This product lists the results of all TO requests and initial distribution actions processed. The product includes: billing records awaiting shipment, shipped billing records in the current cycle, credited billing records, cancelled billing records, 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 by publication case designators. An example of the product is shown in [Figure D-1](#).

<u>Heading</u>	<u>Heading Description</u>
ACCNT	The TODO account which requested the TO.
T.O.	The TO requested by the country, or the TO distributed by the ALC.
REQST DATE	Request date entered on the AFTO Form 187 transaction submitted by the TODO.
REQST NUMBER	Request number entered on the AFTO Form 187 transaction submitted by the TODO.
ID QTY	Initial distribution quantity entered on the AFTO Form 187 transaction 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 transaction 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.
DOCUMENT NUMBER	The unique number assigned to the billing record.
CARRIER	The carrier responsible for delivering the TO shipment to the TODO address.
TRACKING NUMBER	The traceable shipping number assigned by the carrier for tracking the TO shipment.

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SATODS MONTHLY STATUS REPORT FOR CASE - BN-PBY-057

PCN - Q-W002-C16-M09-PA

ACCNT	T.O. NUMBER	REQ DATE	REQ NUM	ID QTY	RQN QTY	K	REV CHG	STATUS	AS OF DATE	DOC NUMBER	CARRIER	TRACKING NUMBER
D*03XX	1C-130-2014C	140505	66617		0001	S	0000	DENIAL CODE 02	20140505			
D*03XX	1C-130-2068G				0001	S	0000	CANCELLED		DBNZ044112E201		
D*03XX	9H1-2-39-3	140618	2275		0002			AWAIT FUNDING	20140805			
D*03XX	1C-130-2068G	140813	88886		0001	S	0000	AWAIT SHIPMENT	20140813	DBNZ044225E213		
D*03XX	1C-130-2162				0001	N	0000	AWAIT SHIPMENT	20140507	DBNL044120E200		
D*03XX	1C-130-2163	140519	66617		0001	N	0000	DENIAL CODE 09	20140519			
D*03XX	1C-130-2167	140721	66617		0001	N	0000	DENIAL CODE 11	20140721			
D*03XX	1C-130H-2-56JG-00-1			0001		C	0021	CANCELLED		DBNL044192E200		
D*03XX	1C-130H-2-56JG-00-1			0001		C	0021	AWAIT SHIPMENT	20140716	DBNZF44197E267		
D*03XX	1C-130H-2-59JG-00-2					R	0021	SHIPPED	20140814	DBNZ04183E200	FEDEX	9090938098309493
D*03XX	1C-130-WA-1-1733	140804	66617		0001			AWAIT REVIEW	20140804			
D*03XX	1C-130-WA-1-1880	140804	66617		0001			AWAIT REVIEW	20140804			
D*03XX	14S-1-536	140815	20112		0001	N		ERROR CODE 57	20140804			
D*03XX	12R5-2ARN-214				0001	R	0001	CREDITED	20140815	DBNZ042216E204	FEDEX	9090938054109493

H9003058

Figure D-1. Example of Product that Lists Results of all TO Requisition Requests and Initial Distribution Actions Processed for a Case

**Table D-2. Code Selected Reconciliation Listing for TODO D\*03ZZ - Including TO Catalog Data**

PCN: Q-W002-C10-OD9-PA

This product is used by TODOs to reconcile their TO libraries to ensure all TOs are on-hand and in the quantities required. This product provides TO title data. An example of the TODO Management CSRL product is shown in [Figure D-2](#).

<b><u>Heading</u></b>	<b><u>Heading Description</u></b>
TECH ORDER NUMBER	The TO requested by the country, or the TO distributed by the ALC.
REV	The current revision number of the TO.
TODATE	The date of the basic TO.
CHG	The latest change number of the basic TO.
CHGDTE	The date of the latest change to the TO.
PGECNT	The page count of the TO.
IDQTY	The number of TOs for which ID requirements are established.
REQDATE	The date entered on the AFTO Form 187 transaction which placed the TODO on initial distribution for the TO.
REQNO	The request number entered on the AFTO Form 187 transaction used to reference the request to the received shipment.
TITLES/NOTES/ APPLICATIONS	The title and other information as shown in the XX0-1-CD-1 index.

DATE 15 DEC 09      CODE SELECTED RECONCILIATION LISTING FOR TODO D\*03XX      Q-W002-C10-OD9-PA  
 INCLUDING TO MANAGEMENT AND INDEXING DATA

TECH ORDER NUMBER	REV	TODATE	CHG	CHGDTE	PGEANT	IDQTY	REQDTE	REQNO	TITLES/NOTES/APPLICATIONS
-----	---	-----	---	-----	-----	-----	-----	-----	-----
0-1-71	069	080226			0800	0002	040122	00015	CONSOLIDATED SECURITY ASSISTANCE TECHNICAL ORDER INDEX PAPER NO LONGER AVAILABLE. DIGITAL AVAILABLE ON 0-1-71-CD-1. SUPERSEDES 0-1-71 DTD 11 JUN 07
0-1-71-CD-1	073	090806			0001	0002	080208	55517	CD-ROM CONTAINING: CONSOLIDATED SECURITY ASSISTANCE TECHNICAL ORDER INDEX CD CONTAINS 0-1-71....PAPER WILL NO LONGER BE ISSUED,SUPERSEDEDS 0-1-71 DTD 14 AUG 08
11A-1-46	007	041115	006	081112	0186	0002	080320	00021	FIRE FIGHTING GUIDANCE, TRANSPORTATION AND STORAGE MANAGEMENT DATA -- (ATOS) NAN/A,N/A,N/A,N/A,N/A,N/A,N/A,N/A,N/A,NA DIGITAL Copy available at <a href="https://www.my.af.mil/gcss-af61/ETIMS/index.jsp">https://www.my.af.mil/gcss-af61/ETIMS/index.jsp</a>

H9003059

Figure D-2. Example of CSRL With Index Data Used by TODOs to Reconcile Their TO Libraries

**Table D-3. Code Selected Reconciliation Listing for TODO D\*03ZZ**

PCN: Q-W002-C05-OD9-PA

This product is used by TODOs to reconcile their TO libraries to ensure all TOs are on-hand and in the quantities required. The product is created for specific TODO codes, the title will contain the TODO code the report was created for. This product can be created for all TODO codes within a specific country. An example of the report is shown in [Figure D-3](#).

<b><u>Heading</u></b>	<b><u>Heading Description</u></b>
TODO	The Technical Order Distribution Office to which the CSRL applies to.
REQDATE	The date entered on the AFTO Form 187 transaction which placed the TODO on initial distribution for the TO.
REQNBR	The request number entered on the AFTO Form 187 transaction used to reference the request to the received shipment.
T.O. NUMBER	The TO requested by the country, or the TO distributed by the ALC.
CLASS	The security classification of the TO.
IQQTY	The number of TOs for which ID requirements are established.
KIND	The kind of TO to which the record applies. New = New basic, C = Change to basic, R = Revision to basic, S = Supplement to basic.
TYPE	The Type Code of the TO.
SERIES	Identifies the TO number as a TCTO series header.
FMSCDE	The FMS code of the TO (USAF Releasable = R, M-Symbol = M, CSTO = N)
STATUS	Identifies the inactivity of the TO, if applicable.

DATE 16 DEC 09		CODE SELECTED RECONCILIATION LISTING FOR TODO D*03ZZ					Q-W002-C05-OD9-PA				
TODO	REQDTE	REQNBR	T O NUMBER	CLASS	IDQTY	KIND	TYPE	SERIES	FMSCDE	B-O QTY	STATUS
D*03ZZ	870907	00044	0-1-71	U	0006	R	H		R		
D*03ZZ	070808	00001	00-5-15	U	0003	R	A		R		
D*03ZZ	840327	00010	00-5-18	U	0002	N	E		R		
D*03ZZ	950822	00017	00-5-19	U	0007	N	E		R		
D*03ZZ	950822	00017	00-20-1	U	0008	R	E		R		
D*03ZZ	950822	00017	00-20-2	U	0009	R	E		R		
D*03ZZ	950822	00017	00 20 3	U	0007	R	E		M		
D*03ZZ	950822	00017	00-20-9	U	0006	R	E		R		
D*03ZZ	950822	00017	00-25-06-2-1	U	0006	R	E		R		
D*03ZZ	970901	00019	00-25-06-2-2	U	0005	R	E		R		
D*03ZZ	970901	00019	00-25-4	U	0007	R	E		R		
D*03ZZ	950822	00017	00-25-113	U	0005	R	E		R		
D*03ZZ	860304	00010	00-25-113-T56	U	0003	R	E		R		
D*03ZZ	940821	00015	00-25-113-2835	U	0002	R	E		M		RESCINDED
D*03ZZ	871207	00081	00-25-113-C130	U	0002	R	E		R		
D*03ZZ	860304	00010	00-25-113-F5E	U	0002	R	A		R		
D*03ZZ	950822	00017	00-25-113-J85	U	0004	R	E		R		
D*03ZZ	871027	00046	00-25-120	U	0005	R	A		R		
D*03ZZ	930421	00002	00-25-172	U	0004	R	A		R		
D*03ZZ	860823	00113	00-25-195	U	0002	R	E		R		
D*03ZZ	871027	00047	00-25-200	U	0001	R	E		R		
D*03ZZ	871027	00047	00-25-203	U	0007	R	E		R		
D*03ZZ	970901	00019	00-25-213	U	0005	R	E		R		
D*03ZZ	871027	00047	00-25-217	U	0005	N	E		M		
D*03ZZ	950822	00017	00-25-223	U	0002	N	A		R		
D*03ZZ	960513	00004	00-25-224	U	0002	N	A		R		
D*03ZZ	900509	00006	00-25-234	U	0007	R	E		R		

H9107276

Figure D-3. Example of TODO Specific CSRL Product

**Table D-4. Code Selected Reconciliation Listing for Country**

PCN: Q-W002-C05-OD9-PA

This product is used by TODOs to reconcile their TO libraries to ensure all TOs are on-hand and in the quantities required. The product is created for a specific country and lists all TODO codes having ID for the TO within the country. An example of the report is shown in [Figure D-4](#).

<b><u>Heading</u></b>	<b><u>Heading Description</u></b>
T.O. NUMBER	The TO requested by the country, or the TO distributed by the ALC.
CLASS	The security classification of the TO.
IDQTY	The number of TOs for which ID requirements are established.
TODO	The Technical Order Distribution Office to which the CSRL applies to.
REQDATE	The date entered on the AFTO Form 187 transaction which placed the TODO on initial distribution for the TO.
REQNBR	The request number entered on the AFTO Form 187 transaction used to reference the request to the received shipment.
KIND	The kind of TO to which the record applies, New = New basic, C = Change to basic, R = Revision to basic, S = Supplement to basic.
TYPE	The Type Code of the TO.
SERIES	Identifies the TO number as a TCTO series header.
FMSCDE	The FMS code of the TO (USAF Releasable = R, M-Symbol = M, CSTO = N)
STATUS	Identifies the inactivity of the TO, if applicable.

DATE 17 DEC 09 CODE SELECTED RECONCILIATION LISTING FOR BANDARIA Q-W002-C05-OD9-PA

T.O. NUMBER	CLASS	IDQTY	TODD	REQDATE	REQNBR	KIND	TYPE	SERIES	FMSCDE	B-O QTY	STATUS
2RA3-2-3	U	0001	D*03ZZ	020122	00001	N	A		R		
2RA3-2-4	U	0001	D*03ZZ	020122	00001	N	A		R		
4BA4-87-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4BA4-88-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4BA11-2-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4S1-37	U	0001	D*03ZZ	040423	88888	N	B	S	R		
4S1-37-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4S1-37-4	U	0001	D*03ZZ	020122	00001	R	A		R		
4S2-23	U	0001	D*03ZZ	040423	88888	N	B	S	R		
4S2-23-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4S2-23-4	U	0001	D*03ZZ	020122	00001	R	A		R		
4SA3-26-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4SA6-7-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4T-1	U	0001	D*03ZZ	040423	88888	N	B	S	R		
4T-1-3	U	0001	D*03ZZ	020122	00001	R	A		R		
4W3-4	U	0001	D*03ZZ	040423	88888	N	B	S	R		
4W3-4-363	U	0001	D*03ZZ	020122	00001	R	A		R		
5A2-4-4-3	U	0001	D*03ZZ	020122	00001	N	A		R		
5A2-4-4-4	U	0001	D*03ZZ	020122	00001	N	A		R		
5A2-4-5-3	U	0001	D*03ZZ	020122	00001	N	A		R		
5A3-8-13	U	0001	D*03ZZ	020122	00001	N	A		R		
5A3-8-14	U	0001	D*03ZZ	020122	00001	N	A		R		
5A3-35-3	U	0001	D*03ZZ	020122	00001	N	A		R		
5A3-35-4	U	0001	D*03ZZ	020122	00001	R	A		R		
5A4-2-2-3	U	0001	D*03ZZ	020122	00001	N	A		R		
5A4-2-2-4	U	0001	D*03ZZ	020122	00001	N	A		R		
5A9-2-2-33	U	0001	D*03ZZ	020122	00001	N	A		R		
5A9-2-2-34	U	0001	D*03ZZ	020122	00001	N	A		R		
5A15-1	U	0001	D*03ZZ	040423	88888	N	B	S	R		
5A15-1-44	U	0001	D*03ZZ	020122	00001	R	A		R		
5E6-2-33-3	U	0001	D*03ZZ	020122	00001	R	A		R		
5E6-2-33-4	U	0001	D*03ZZ	020122	00001	R	A		R		
5E6-3-21-3	U	0001	D*03ZZ	020122	00001	N	A		R		
5E6-3-21-4	U	0001	D*03ZZ	020122	00001	R	A		R		
5E6-3-25-3	U	0001	D*03ZZ	020122	00001	R	A		R		
5E6-3-27-3	U	0001	D*03ZZ	020122	00001	N	A		M		
5E6-3-27-4	U	0001	D*03ZZ	020122	00001	N	A		M		

H9600605

Figure D-4. Example of Country Specific CSRL Product