TECHNICAL MANUAL

METHODS AND PROCEDURES

SOFTWARE MANAGERS AND USERS MANUAL FOR THE USAF AUTOMATED COMPUTER PROGRAM IDENTIFICATION NUMBER SYSTEM (ACPINS)

(ATOS)

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INTRODUCTION

1. PURPOSE.

The purpose of this Methods and Procedures Technical Order (MPTO) is to provide information and guidance to effectively use the United States Air Force (USAF) Automated Computer Program Identification Number System (ACPINS) (Figure 1-1). It provides methods and procedures for establishing requirements, viewing on-line Computer Program Identification Number (CPIN) Compendiums, Cross References, and information about Computer Software Configuration Items (CSCIs). This TO is for use by software managers within the USAF, Department of Defense (DoD) Agencies and Contractors, Security Assistance (SA), Software Technical Order Distribution Offices (SW-TODOs) and software customers. It is mandatory for all USAF, Air National Guard, Air Force Reserve and Foreign Military Sales (FMS) organizations requiring or using Mission Critical Software (MCS) for National Security Systems (NSS). Per TO 00-5-18 paragraph 3.4, all 00-5 series MPTOs are assigned to Technical Publications Systems.

CHAPTER 1
GENERAL INFORMATION

1.1 SCOPE.

1.1.1 General Concept. The USAF has applied the principles of configuration management to Mission Critical Software for National Security Systems, providing similar management control as provided for other forms of technical data and for hardware. Computer programs acquired, developed, managed, or used for Air Force owned equipment, weapons systems, or aircraft shall be designated and managed as Computer Software Configuration Items (CSCIs). The associated engineering documentation documents the baseline of each CSCI. A CSCI may consist of a single computer program, or a group of computer programs, which satisfies an end use function. The software manager may choose to identify the software at a level lower than the CSCI, such as a Computer Software Component (CSC), or a Computer Software Unit (CSU). However, these items will be referred to in this TO as CSCIs. Each CSCI and related documentation will be identified with a Computer Program Identification Number (CPIN) for tracking CSCIs, CSCI changes, and customer requisition activities. ACPINS provides a system to number, index, and retrieve CPIN data, provides a system to establish both USAF and FMS customer accounts, to establish subscription requirements, to establish one time orders, to document distribution by MCTRs to SW-TODOs and to document the SW-TODOs redistribution to TODA Sub-Accounts for all embedded MCS for NSS, which must be designated and managed as CSCIs. Determination and designation of the CSCI is the responsibility of the PM/SPO, as identified on each CPIN by the Managing Center (MCTR) code and the Equipment Specialist (ES) code. The exclusive official USAF Automated Information System for MCS for NSS is the ACPINS. The ACPINS maintains data associated with each software item and related engineering documentation throughout its life cycle. The ACPINS database is a Mission Computer Information System (MCIS) as defined by AFI 21-303 "An information system that meets the definitions of 'information system' and 'national security system' in the Clinger-Cohen Act, the loss of which would cause the stoppage of warfighting operations or direct mission support of warfighter operations". The ACPINS database is one of the core systems of the Technical Data Support Enterprise (TDSE). The TDSE is defined in AFI 21-303 as "An enterprise integration/modernization program responsible for the management, re-engineering, modernization, and sustainment of core existing technical data systems, and the subsequent transformation and migration of all core systems to a single enterprise solution that meets the Air Force TO Vision. The TO management system is a key component of the TDSE. The existing core systems include: ATOS, JCALS, JEDMICS, JDRS, ACPINS, GIDEP, ETIMS, ASIMIS, CITOMS, and the Air Force Common Viewer." (Acronyms defined in Appendix D.)

1.1.1.1 What Should Have a CPIN. All electronic media in direct support of a USAF or FMS weapon system that contains strategic data (operating system, PROM data, RAM data, UART logic, component drivers, etc.) that, if not available, would impede the functional operation and support of a weapon system shall have a CPIN assigned in ACPINS. The CPIN media shall be placed in the appropriate MCTR library for archival retrieval for the life cycle of that weapon system or weapon system component. (See also paragraph 1.2.3.2. and 1.2.4.).

1.1.2 Waivers. Any waivers to the content to this Methods and Procedures Technical Order (MPTO) will be in accordance with AFI 21-303 in relation to Major Command (MAJCOM) waiver procedures. The request for waiver will contain full justification for the waiver and a description of the alternate procedure. HQ USAF/ENP may determine that an AFTO Form 22 needs to be submitted in lieu of waiver approval when multiple MAJCOM requests are received for the same waiver. AFI 21-303 directs TODOs to use ACPINS to track organizational software requirements and distribution.

1.1.3 Exemptions. This TO does not apply to the following types of software.

1.1.3.1 Contractor Logistics Support (CLS). Software pertaining to privately or commercially owned aircraft systems regulated by the Federal Aviation Administration (FAA) is covered by AFPD 62-4. Software pertaining to Air Force owned and operated commercial derivative hybrid aircraft is regulated by AFPD 62-5. Optional CPIN assignment shall be determined by the responsible CLS System Program Director based on the greatest life cycle cost savings.

1.1.3.2 Commercial-Off-the-Shelf (COTS). Air Force used Commercial-Off-the-Shelf software is regulated by AFI 33-114; "Software Management"; CPIN assignment is prohibited for COTS software that applies to office environment; network and individual personal computers. Software that meets the COTS definition under AFI 33-114 will not have either an NSN or a CPIN assigned, but will be controlled by local Equipment Custodians as Information Technology (IT) Assets. However, when COTS software is obtained and used internal to any USAF or FMS military weapon system component (requiring a library master copy) the software is no longer managed as IT assets and shall be assigned a CPIN for disaster recovery purposes by the Program Manager under this TO. These types of CPINs are not for normal distribution and shall be further

identified in Special Notes and on the media label with the host computer serial number. The AFI 33-114 defines COTS software as "Software developed, tested, and sold by commercial companies to the general public. Examples include word processors, databases, application generation, drawing, compiler, graphics, communications, and training software." It also applies to "software developed for unique Air Force purposes other than software internal to a weapon system." [COTS: IT assets unless internal to a weapon component, then a CPIN.]

1.1.3.3 Automated Data Processing (ADP) Software. Automated Data Processing software is regulated by DoDI 7930.2 "ADP Software Exchange and Release" and is managed by the Federal Software Exchange Center (FSEC); CPIN assignment is prohibited. ADP software shall be assigned a National Stock Number (NSN) in the 7030 Federal Supply Class (FSC) per AFMAN 23-110 Volume 1, Part 1, Chapter 7, paragraph 7.5.1.3., and per AFMAN 23-110 Volume 1, Part 2, Chapter 2, Attachment 2A-1. However, if ADP software is obtained and used internal to any USAF or FMS weapon system, it is no longer managed as stock ADP software and shall be assigned a CPIN for configuration control by the Program Manager under this TO. The DoDI 7930.2 defines ADP Software as "including but not limited to management and business applications, computer systems support and utility programs, simulators, scientific or engineering applications, programming aids that are application-dependent, bibliographic or textual programs and computer-assisted training". All ADP software used by or obtained from the USAF shall have either an NSN or a CPIN assigned, depending on its application. If the application is internal to a weapon system, a CPIN shall be assigned and managed per this TO; if the application is other than internal to a weapon system, an NSN shall be assigned and managed by the FSEC. [ADP: NSN unless internal to a weapon component, then a CPIN.]

1.1.3.4 Top Secret. Data elements pertaining to Top Secret software for MCS for NSS are prohibited from data entry in the ACPINS database. However, Top Secret software is not exempt from the CSCI numbering process described in Chapters 3 and 4 of this TO. Top Secret software shall be assigned a CPIN outside the ACPINS database utilizing hard copy AF Form 1243 procedures unless the Program Manager receives a waiver for the Weapon System (paragraph 1.2.2.). Upon downgrading action to Secret or below, the prohibition against data entry to ACPINS ends; the data elements pertaining to Secret or Confidential CPINs shall be entered in the ACPINS database for configuration control by the Program Manager (see paragraph 1.4.1.). The actual data elements entered in ACPINS shall be unclassified, but may pertain to software that is Secret, Confidential or Unclassified.

1.1.3.5 Engineering Data. Engineering Data such as test plans, design and management plans, specifications, engineering design/test/interface data, flow diagrams, interface control drawings, certain manuals, listings, and source data not applicable to MCS for NSS is prohibited from CPIN assignment. These types of Engineering Data shall have TO numbers assigned and are managed in the Joint Computer-aided Acquisition Logistics System (JCALS).

1.1.3.6 Joint Service Mission Critical Software. When the Air Force and another DOD service both use the same MCS for NSS but the Army or Navy is the lead service, this TO is not mandatory for the other service managed software (example; CV-22 Osprey is used by both the US Navy and the USAF, but the Navy is the lead service). However, the other service may choose to adopt the Air Force process. Air Force units will follow the lead service requirements for MCS. This TO is mandatory when the Air Force is the lead service on Joint Service MCS.

1.1.4 Inclusions. Engineering Flight Test Software (identified with acronym FTST in the structure of the CPIN) is included in the ACPINS process as an engineering configuration management tool. However, this type of engineering software (and other software being tested by USG personnel at USG facilities) is exempt from the ACPINS distribution process described in Chapter 8; therefore no SW-TODO customer accounts are necessary for USG personnel. Engineering Flight Test Software (and other types of software being tested) will be checked out and returned/destroyed as applicable by authorized engineering personnel per AFI 23-111 "Management of Government Property in Possession of the Air Force", paragraph 3.1.3. Checkout documentation equivalent to AF IMT 1297 "Temporary Issue Receipt" shall be used for MCTR internal control. Engineering Documentation managed by Joint Engineering Data Management Information Control System (JEDMICS) shall be assigned a CPIN Documentation identification (paragraph 4.5.2.1.) for configuration management by the Program Manager and is exempt from the distribution process described in Chapter 8.

1.1.5 Direct Commercial Sales (DCS) and Foreign Military Sales (FMS). When a bilateral DCS agreement exists between a friendly country and a commercial entity, the DoD is prohibited from providing CPIN support to either party. If a contractor requires Air Force CPIN support to fulfill a DCS commitment to a friendly country, the contractor shall also enter into a bilateral contract with the Air Force per Security Assistance Management Manual (SAMM) Chapter 4, paragraph C4.5.17., and obtain a SW-TODO per paragraph 2.5. Support directly to a friendly country by the Air Force shall only be provided under an FMS Letter of Offer and Acceptance (LOA). No FMS LOA is authorized when a DCS for the same service exists. Once a DCS exists, all CPIN support from the Air Force must be provided through the commercial entity. (DoD 5105.38-M, C4.6.22 and C4.6.23.)

1.1.6 Sales Between Two Foreign Countries. When two foreign countries enter into a bilateral agreement to purchase CPINs (and related equipment/TOs) that were initially provided to the seller by the USG, the purchasing country shall independently obtain future CPIN support for same items by either DCS or FMS agreements. See DoD 5105.38-M, chapter 8.8, policy on third party transfers.

1.2 POLICY.

1.2.1 ACPIN System Support Role. The ACPIN System provides support to software users worldwide. It also provides the capability to track software being developed by a USAF organization, or a DoD contractor. This is accomplished through a standardized method of identifying Mission Critical Software (MCS) for National Security Systems (NSS) with CPINs, providing up-to-date software status information through ACPINS compendiums and cross-references, providing user software distribution requirements, and providing management reports. The system provides the identification and status of software assigned to various management organizations at the system or subsystem level meeting the intent of AFI 63-107 and other references in paragraph 1.6. The system provides identification of software requirements for USAF and FMS customers. The ACPIN System supports the USAF software managers and engineers in their task of configuration management. The ACPIN System implements MIL-HDBK-61 "Configuration Identification", ANSI/EIA 649, "Configuration Management Standards", ISO/IEEE 12207 "Standard for Information Technology Software Lifecycle Processes" and AFI 21-303 "Technical Orders" in relation to CPIN management.

1.2.2 Software Management Systems Section Responsibilities. The Software Management Systems Section at the Oklahoma City Air Logistics Center, Tinker Air Force Base, Oklahoma is the System Program Office (SPO) with Program Management responsibility for the ACPINS database (TO 00-5-3, paragraph 2.11.). The ACPINS SPO is responsible for development, overall maintenance, control, user access, function and configuration management of the ACPINS Q016 database. The system provides a software configuration management tool for all MAJCOMs, USAF System Program Managers and Security Assistance Program Managers (SAPM), including support for FMS customers that have a current Letter of Offer and Acceptance (LOA) with the Air Force Security Assistance Center (AFSAC) or the Air Force Security Assistance Training (AFSAT) squadron requiring CPIN support. The Software Management Systems Section maintains current software shipping addresses for users worldwide. If problems are encountered with ACPINS operation or access, it is the responsibility of all ACPINS users to immediately identify these problems to the Software Management Systems Section. Operational or functionality problems may be identified for resolution by submitting a Design Problem Report (DPR) on-line. The online DPR screen may be found under the Miscellaneous Menu in Forms and Reports. Off-line customers may contact the Software Management Systems Section. It is the responsibility of the Software Management Systems Section to resolve DPRs and notify the initiator of the resolution. Those DPRs that identify new requirements that are over and above the current configuration (version) of the ACPINS database will be evaluated and prioritized for possible inclusion in future version upgrades to the database. Contractors employed by the USAF must coordinate their proposed DPRs with their USAF supervisor prior to input to ACPINS. Foreign Liaison Officers must coordinate their proposed DPRs with their CPIN line manager and/or USAF host organization prior to input to ACPINS. Those DPRs that identify new requirements that are outside the stated mission of the Software Management Systems Section will be evaluated by HQ USAF/ENP. The Software Management Systems Section may be reached at: OCALC/ENGLB, 7851 Arnold Street, Suite 205, Tinker AFB OK 73145-9147, toll free 1-888-742-4461, **OCALC.ACPINS.workflow@tinker.af.mil**.

1.3 SECURITY CLASSIFICATION AND PRIVACY.

1.3.1 Security Classification. All data processed within the ACPIN System is unclassified (NIPRNET). Data elements may pertain to classified software and/or engineering documentation, but no classified information shall be entered, processed, stored, or output by the ACPIN System. Applicable CPINs assigned to Unclassified, Confidential and Secret software shall be entered in ACPINS. Software that is classified shall be labeled, stored and distributed in accordance with applicable security regulations. Multiple unit software shall be identified with the highest classification of the units of media involved. For example, if disc 2 of a three-disc CPIN is classified Secret and discs 1 and 3 are classified Confidential, the higher classification of Secret shall be entered in the security classification data field in ACPINS. Each unit shall be labeled with its appropriate classification; however, the shipping label for all units of the software shall indicate the highest classification. The listing of the CPIN in the compendiums shall reflect only the highest applicable classification. Any security classification upgrade (changed to a higher classification) to a previously dated revision shall be rolled to the next revision number. This includes Combination CPINs affected by a security classification change to one of the applicable CPINs. Any security classification downgrade (changed to a lower classification) to a previously dated revision shall require a revised media label distribution effort.

1.3.2 Privacy. Personal data such as name, organizational symbol, telephone and email are contained in some reports in the ACPIN System; therefore, the provisions of the AFI 33-332 Privacy Act apply. Privacy information contained on DD

Form 2875 such as Social Security Numbers (SSNs) is not maintained by the Software Management Systems Section. Forms are sanitized to remove SSNs after receipt.

1.4 DATA SYSTEM.

The ORACLE™ Relational Database Management System (RDBMS) and its processing utilities support the ACPIN System. The ACPINS database is on-line via web access. The data contained in the system is a result of data entry by specific users with approval authority granted as defined in Chapter 10. The data entry screens, query screens, data element tables, compendiums, customer requirements and shipping address data, FMS case data and history data are maintained in the ACPINS database. The Software Management Systems Section inputs FMS LOA data obtained from AFSAC/AFSAT to ACPINS. ACPINS delivers information files to the REMIS G099 (Reliability and Maintainability Information System). The ACPINS meets requirements of DoD D 5200.1-R, AFSSI 5102, AFI 33-202V1, AFPD 33-1, AFPD 33-2 and AFMAN 33-223. ACPINS accreditation documentation is available on the main menu (Figure 1-2).

1.5 REFERENCES.

The following references are applicable to all software owners and users to the extent stated in each reference:

Public Law 99-474	Computer Fraud and Abuse Act
DoDI 2030.08	Implementation of Trade Security Controls
DoDI 7930.2	ADP Software Exchange and Release (*non-MCS*)
DoD 4000.25-6M	DoD Activity Address Directory (DoDAAD)
DoD 4000.25-8M	Military Assistance Program Address Directory (MAPAD)
DoD 4120.15L	Designating and Naming Military Aerospace Vehicles
DoD 5105.38-M	Security Assistance Management Manual (SAMM)
DoD 5010.12-M	Procedures for the Acquisition and Management of Technical Data
DoDD 5200.1-PH	Guide to Marking Classified Documents
DoDD 5200.1-R	Information Security Program Regulations
DoD 5230.24	Distribution Statements on Technical Documents
DoD 5230.25PH	Control of Unclassified Technical Data with Military or Space Applications
DoD 7000.14-4 Volume 15	Financial Management Regulation, Security Assistance Policy/Procedures
AFSSI 5102	Computer Security (COMPUSEC) for Operational Systems
AFI 16-201, AFMC Sup 1	AF Foreign Disclosure and Technology Transfer Program
AFI 21-101	Aircraft and Equipment Maintenance Management
AFI 21-303	Technical Orders
AFI 23-111	Management of Government Property in Possession of the Air Force
AFI 24-230	Maintaining the DoD Activity Address Directory (DoDAAD)
AFI 31-401	Governments and International Organizations
AFI 33-114	Software Management (*COTS only*)
AFI 33-202V1, AFMC Sup 1	Information Security Program Management Computer Security
AFI 33-129	Web Management and Internet Use
AFI 33-332	Privacy Act Program
AFI 61-204	Disseminating Scientific and Technical Information
AFI 63-101	Operations of Capabilities Based Acquisition System
AFI 63-107	Integrated Product Support Planning and Assessment
AFI 63-XXX (*forthcoming*)	Air Force Mission Critical Software Support and Management

AFMAN 16-101	International Affairs and Security Assistance Management
AFMAN 23-110	USAF Supply Manual
AFMAN 37-139	Records Disposition Schedule
AFMAN 33-223, AFMC Sup 1	Identification and Authentication
AFPD 21-3	Technical Orders
AFPD 33-1	Command, Control, Communications, and (C4) Computer Systems
AFPD 33-2	Information Protection
AFPD 62-4	Standards of Airworthiness for Commercial Derivative Transport Aircraft
AFPD 62-5	Standards of Airworthiness for Commercial Derivative Hybrid Aircraft
AFMC FMRS, Chapter 92	AFMC Financial Management Reference System, Foreign Military Sales
AFMC FMRS, Chapter 97	AFMC Financial Management Reference System, Software Review Process and Guide for NSS - Software Funding Policy/Procedures
AFMCI 63-401	Software Requirements Review Process
ANSI/EIA 649	National Consensus Standards for Configuration Management
ISO/IEEE 12207	Standard for Information Technology Software Lifecycle Processes
MIL-HDBK-61A	Configuration Identification
MIL-STD-196E	Joint Electronics Type Designation System
TO 00-5-1	AF Technical Order System
TO 00-5-3	AF Technical Order Life Cycle Management
TO 00-5-15	AF Time Compliance Technical Order Process
TO 00-5-18	AF Technical Order Numbering System
TO 00-35D-54	USAF Deficiency Reporting and Investigating System

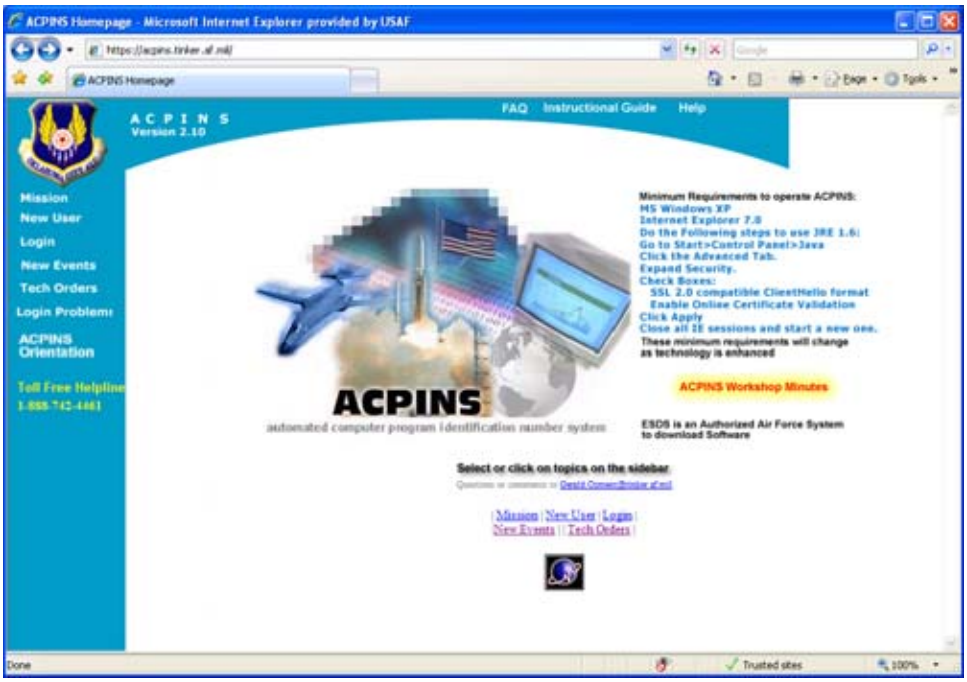

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Figure 1-1. ACPINS Home Page https://acpins.tinker.af.mil

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Figure 1-2. ACPINS Menu Visible After Login

CHAPTER 2
ACPINS FUNCTION AND ACPINS PM RESPONSIBILITIES

2.1 GENERAL SYNOPSIS.

Chapter 2 provides a brief overview of what is covered in the subsequent chapters. The on-line ACPIN System provides software managers and users with creation and update of SW-TODO address accounts/sub-accounts for USAF/DoD contractors and FMS users, identification of FMS CPIN case lines for shipping and billing purposes, official DoD updates for all accounts, registration for customer automated email notifications with Orders and Request status, custom USAF weapon system pages with shopping cart capability from main menu, interactive CPIN assignment and maintenance capability through Request screens, configuration management database for the life cycle of the software, establishment of customer requirements through Orders screens, USAF, FMS and MAJCOM CPIN compendiums and cross-references, managerial reports for MCTRs, software managers/equipment specialists and SW-TODOs, listings of established users by CPIN, support for MCTR software distribution and FMS billing documentation, support for user in reconciling software on hand, history audit trail for all data entries and custom access roles to provide various levels of data limited to the users need-to-know.

2.2 ACPINS DATABASE AND ON-LINE ACCESS.

2.2.1 Database Maintenance. This function pertains to establishing and maintaining information in the ACPIN System database that will be dispersed into tables for retrieval by queries in the Compendiums, Cross References, Reports and History screens. Authorized users may add, change or delete data by logging onto the ACPINS Web site, **https://acpins.tinker.af.mil**, and entering information to the data entry screens for ACPINS processing based on their assigned user role per Chapter 10. Any data element field that has new, changed or deleted information will create a new record in the compendium and applicable cross-reference, and the previous data will be saved for history.

2.2.2 Website Access for USG/DoD/Contractor. All (US citizen or US Resident) new users shall apply for access to the ACPINS website by initiating an online "New User" request (Figure 1-1) and by submitting a System Authorization Access Request (SAAR), DD Form 2875 to the ACPIN SPO (Figure 2-12). The Software Management Systems Section shall enter all SAAR information into the ACPINS per paragraph 10.2. If the requester is a USG/DoD contractor, the requester shall additionally obtain approval by their ACO/PCO in Block 16. The ACO/PCO shall ensure the contractor facility has a current DD Form 2345 (Figure 2-13) on file by researching DLIS website per DoD 5230.25 **http://www.dlis.dla.mil/jcp/search.asp**. All new users should specify what functions they are requesting as defined in Chapter 10. The ACPINS role assigned to the user will determine the menus, screens, query capability and data entry privileges. When a user clicks on a screen that is not supported by the assigned role, a pop up note on the screen will advise "User role does not have privileges to this screen". The DD Form 2875 Part IV will be completed by the Software Management Systems Section and returned to the requester with first time login instructions and their assigned User Identification and Role. The user will be provided a one-time use (expired) password under a separate letter or email per AFM 33-223. User authorizations are revalidated on a regular basis to determine dormant user IDs. Accounts remaining inactive for over 180 days are locked and scheduled for deletion.

2.2.3 Website Access for FMS Customers. Foreign National access to any USAF Automated Information System (AIS) is approved only by applications submitted in accordance with AFI 33-202V1, AFMC Sup 1. If the requester is a CONUS Foreign Liaison Officer (FLO) on Extended Visit Authorization (EVA), the FLO should request assistance from their host organization and the local Foreign Disclosure Office for details.

2.2.4 Resetting Passwords. Passwords are valid for 60 days. The ACPINS homepage will provide a flashing message to all users upon logon advising when their password is within 10 days of expiration. To change your password before it expires, go to Forms and Reports (from the Main Menu), then to the miscellaneous submenu (paragraph 10.1.8), and click on "Change Password". If your password has already expired, go to Login Problems (Figure 1-1) on the ACPINS homepage.

2.2.5 Deleting ACPINS Access Accounts. ACPINS users may delete their own accounts when they no longer require them. This is accomplished through the main menu, selecting "Delete Account", which will send the record to history (see paragraph 10.2.3). This deletes the individual access to ACPINS, and does not affect any organizational SW-TODO account established by AFTO Form 43 or by Assignment of Software TODO Account Letter (paragraph 2.5).

2.3 CPIN ASSIGNMENT AND LABELING.

2.3.1 CPIN Assignment. CPIN assignment is accomplished by direct on-line data entry to the ACPINS or by AF Forms 1243, ACPINS Data and Control Record, Figure 3-11. All CPINs are assigned and processed through the ACPINS database, except those exempted or waived per Chapter 1. System edits prevent duplication of requests during data entry and helps ensure the accuracy and standardization of CPIN designators. The sight recognizable CPINs are based on configuration decisions of the software manager. While the ACPINS data entry format provides flexible guidelines in numbering, decisions by the software managers are still necessary to select a standardized pattern that can be sustained through the life of the system or subsystem being supported. Insufficient planning of CPIN patterns can result in costly re-identifications over the life of the software. Each data element builds internal tables that are utilized when querying compendiums, cross-references and reports. Therefore, it is most important that software providers and managers supply accurate and complete information to maintain data retrieval integrity. Registration for ACPINS automated email notifications (re: CPIN Actions) are accomplished by the CPIN Request initiator (MCTR/DoD contractor) utilizing the Initiator Information screen. Instructions are in Chapters 3 and 4.

2.3.2 CPIN Labeling. The CPIN shall be used on CSCI media labels and title pages of engineering documentation, and shall be referenced in applicable TO manuals. The CPIN media label information shall match the information in ACPINS. Procedures for marking and distributing classified CPINs shall be in accordance with current DoD marking requirements. Specific instructions are contained in Chapter 8.

2.4 WEAPON SYSTEM SCREENS AND COMPENDIUMS.

2.4.1 Compendiums and Cross-References. The ACPINS compendiums, along with the history files, are consolidated reports of all MCS NSS identified in the system, which provide a retrievable audit trail of each CPIN by reflecting configuration status of each releasable issue. The compendiums are segmented into USAF, MAJCOM, FMS country, and Weapon System. The compendiums contain the information entered in CPIN Request screens as described in Chapters 3 and 4. The compendiums and cross-references are further described in Chapter 5.

2.4.2 USAF Custom Search Weapon System Screens and Shopping Cart. The Weapon System screens (accessible from the main menu) do not contain all CPIN data elements as do the compendiums and cross-references. They are customized by the Software Management Systems Section (per paragraph 10.1.1.) based on what the specific SPO has directed will display on these pages. CPINs are selected to appear on these web pages based on their applicable weapon system or subsystem designator (Figure 2-2 through 2-6). These web page screens allow the US customer to select from an on-screen display of designators by clicking the desired major system designator. This brings up another on-screen display of subsystem designators that are applicable to the previously selected major system. Clicking on the desired subsystem designator will retrieve applicable CPIN listings. The CPIN listings then allow browsing and placement in a shopping cart. The shopping cart is later emptied into the Orders screen for normal approval processing, which eliminates the necessity of direct data entry of the CPINs on the Orders Screens. System Program Managers interested in customizing their CPIN data for retrieval from an on-screen display may contact the ACPINS SPO. More information on the Weapon System screens and the Shopping Cart feature are described in Chapter 6.

2.4.3 30-Day Releases. Another feature of the USAF Custom Search Weapon System Screens is the 30-day Release button (Figure 2-4). Only a few Weapon System Program Offices have opted for this feature at this time. This provides the user with a list of CPINs that are compiled from the input of the Software Date by the MCTR in the Request Update Screen.

2.5 ESTABLISHING SOFTWARE-TODO (SW-TODO) ORGANIZATIONAL ACCOUNTS IN ACPINS.

2.5.1 SW-TODOs for USAF/USG/DoD/Contractor Customers. The AFTO Form 43 (Figure 2-9) is utilized to obtain a SW-TODO account. Data applicable to the organization, such as shipping address, MAJCOM affiliation (Appendix A), contract number and expiration date, weapon system being supported, authorized personnel names, office symbols, telephone numbers, fax numbers and email addresses are supplied. Instructions for obtaining a regular TODO via AFTO Form 43 are specified in TO 00-5-1 Chapter 4. If the same requester(s) need both a regular TODO (for ordering Technical Orders) and a SW-TODO (for ordering CPINs), the same AFTO Form 43 may be submitted to OC-ALC/ENGLA (formerly 558 CBSS/GBHCA) and OC-ALC/ENGLB per TO 00-5-1, paragraph 4.3.2. The regular TODO (for ordering Technical Orders) will be assigned by OC-ALC/ENGLA in the JCALS database. The SW-TODO (for ordering CPINs) will be assigned by OC-ALC/ENGLB in the ACPINS database. If different user personnel will be managing TOs and CPINs, then two separate AFTO Form 43s shall be submitted to the respective organizations. The Software Management Systems Section requires the same basic information for SW-TODO assignments as is required for regular TODOs under TO 00-5-1 Chapter 4. The designated ACO/PCO shall confirm an approved DD Form 2345 “Military Critical Technical Data Agreement” is on file at

DLIS website per DoD 5230.25 **http://www.dlis.dla.mil/jcp/search.asp** prior to approving the AFTO Form 43 for a contractor to obtain an ACPINS SW-TODO account (TO 00-5-1, paragraph 4.2.2). The data collected on the AFTO Form 43 is used by the Software Management Systems Section to build the ACPINS Address Maintenance and Personnel Screens (Figure 2-7 and 2-8), and to register the appropriate personnel for automated email notifications. The ACPINS Personnel screens are utilized by the MCTR to verify that only authorized personnel submit orders and receive CPINs. The SW-TODO Address Maintenance Screen is utilized by the MCTR to obtain the current shipping address for the account number as authorized by DOD 4000.25-6M or the applicable contract facility address specified on the current DD Form 2345 and AFTO Form 43. The Software Management Systems Section personnel assign the SW-TODO account number and notify the customer of the SW-TODO account number, which is utilized to Order CPINs (Chapter 6) and create a unique Consolidated Software Requirements List (CSRL) (Chapter 7). The contract Expiration Date (AFTO Form 43) is also used to prevent ordering and shipping of CPINs to a contractor that no longer has a valid contract or a valid DD 2345. Updates to the SW-TODO customer address, personnel or email information etc, are submitted by the SW-TODO personnel on a revised AFTO Form 43 to the Software Management Systems Section (OC-ALC/ENGLB) for input to the ACPINS. ACPINS does not utilize the JCALS TM Account (6-character E* or F* series), but it does utilize the same clear text address shown in the DoD Activity Address Directory (DoDAAD) per DoD 4000.25-6M. All clear text addresses are limited to four lines of 35 characters per line per AFI 24-230. The JCALS regular TODO training is not required by this TO (local policy applies) for personnel who manage only CPINs using an ACPINS assigned SW-TODO account. The Software Management Systems Section shall ensure that the correct MAJCOM code is input to the ACPINS Address Maintenance Screen to enable query and retrieval of all SW-TODO accounts for a specific MAJCOM. For instance, pseudo MAJCOM code "CONTR" shall be utilized to track all contractor facility SW-TODO accounts for current Contract Expiration Dates. The Software Management Systems Section utilizes the MAJCOM code field to define specific customer groups for retrieval and file maintenance (see Attachment A). CPINs shall not be provided to any entity by any entity without assignment of a SW-TODO account through ACPINS unless exempted elsewhere in this TO.

2.5.1.1 Cancelling Contractor SW-TODOs. DoD Contractor SW-TODO accounts will be flagged at contract expiration date. The ACO/PCO shall submit an updated AFTO Form 43 to either extend the expiration date or change the contract number. If the contract is not renewed, the DoD Contractor ACO/PCO (reference AFTO Form 43, Block 8) shall notify the Software Management Systems Section that the contractor SW-TODO is no longer needed by submitting a Cancellation AFTO Form 43 for the SW-TODO account. The Software Management Systems Section shall then take action to cancel the SW-TODO account after coordination with the applicable SPO with contract oversight responsibility.

2.5.2 28XX00 Series SW-TODOs for FMS Customers. The FMS equivalent of the AFTO Form 43 is the "Assignment of Software TODO Account for Country" and the "Signature Letter for FMS SW-TODO", shown in Figure 2-10 and 2-11. The Software Management Systems Section FMS point of contact (POC) shall issue both letters to the country upon receipt of a new LOA/IPD from AFSAC/AFSAT indicating the accounts have been established in ACPINS (see Figure 2-7 and 2-8). Other applicable case information will be entered to the ACPINS Basic Value Screen per paragraph 10.2.4. (formerly input to the SATODS database). The FMS country POC shall complete and return the "Signature Letter for FMS SW-TODO" to provide identification of authorized ordering personnel and for registration of automated email notifications. The Software Management Systems Section shall provide notification of the SW-TODO account(s) to the AFSAC/AFSAT case manager and the CPIN line manager. FMS SW-TODOs assigned by the Software Management Systems Section in ACPINS shall be 6-characters beginning with two numbers (such as 28) in the first two positions, followed by the two-position country code, and ending with a two-digit serial number (00-99). All clear text addresses utilized for FMS in ACPINS shall be in accordance with DoD 4000.25-8M as specified in the LOA. Each clear text address is limited to four lines of 35 spaces per line per AFI 24-230. Requests for a different shipping address shall be submitted to the case manager for approval. The case manager shall ensure the new address is entered in the Military Assistance Program Address Directory System (MAPAD) which will provide Defense Automatic Addressing System Center (DAASC) Integrated Email Logistics (DIELOG) notifications to the Software Management Systems Section for file maintenance update in the ACPINS database address file. A new SW-TODO account may be required for each new CPIN case line or existing joint TO/CPIN case line, depending on the type of case and the transportation plan. CPINs ordered under an FMS SW-TODO account are funded from a specific case line with a Document Control Number (DCN) for shipping, billing, and configuration management purposes for the weapon system(s) described in the case line. Follow-on LOAs occur on each program at different intervals, and it is necessary to move the SW-TODO from the previous case line to the follow-on case line when directed by the case manager so that established subscription quantities (CSRL data) will follow to the appropriate case line. For publication ("P") cases that cover multiple weapon systems under a single case line, a minimum of SW-TODO account(s) will be assigned, depending on the customer facility classification, the transportation plan and the location(s) of the applicable CPIN managers. Sub-allocation of Document Numbers applicable to a specific case line shall be requested from and coordinated with the AFSAC case manager. Any sub-allocation of the funds on any joint TO/CPIN line shall be coordinated with the case manager. The sale of systems and equipment including ACPINS Country Compendiums and Embedded Computer System MCS for NSS software, to foreign countries engaged in Security Assistance Program shall be made within the authority of FMS and the release procedures outlined in DOD 5105.38-M, AFI 16-201 and AFMAN 16-101. The FMS Program must be

managed at no cost to the USG, with certain exceptions specifically identified in the Arms Export Control Act (AECA). Modifications and amendments to LOAs are used to update case values as necessary when changes to the program occur per DoD 5105.38-M, chapter 6, section C6.7. No CPINs shall be provided to any entity by any entity without assignment of a SW-TODO account through ACPINS unless exempted elsewhere in this TO.

2.5.2.1 AFSAC/AFSAT Required FMS Case Funds Documentation. The AFSAC/AFSAT case manager will submit requests for FMS Letter of Request (LOR) and Price and Availability (P&As) to the applicable Weapon System Program Office (normally routed and controlled through the local Foreign Disclosure Office POC) when a draft Letter of Offer and Acceptance (LOA) is being finalized. The CPIN line manager will return the coordinated P&A with appropriate Military Articles and Services List (MASL) identifier for CPINs along with best estimate dollar figure to the case manager. This information will be used by the case manager to plan funding for the LOA. Once the new LOA is approved and issued with an International Project Directive (IPD), the CPIN case line data is entered into ACPINS along with the applicable FMS SW-TODO account by the Software Management Systems Section (see paragraph 10.2.4). All FMS CPIN funds are managed by the CPIN line financial manager and the AFSAC case manager. The ACPINS database does not track CPIN line funds balances.

2.5.2.1.1 CPIN MASL. The MASL identifier code for CPIN Library Associated Stock Store and Issue Costs (CLASSIC) reimbursement is: (J8A) 00000000CP1NS. (The alphas “I” and “O” are not used in MASL construction; numerals 1 or 0 are used.)

2.5.2.2 FMS Shipping and Billing Records. The FMS Shipping and Billing screen (paragraph 8.7.2, Figure 8-8) is available to track all FMS SW-TODO distribution efforts. The update of the ACPINS screens to document FMS CPIN Library Associated Stock Store and Issue Costs (CLASSIC) and shipment tracking data is the responsibility of the applicable FMS CPIN case line manager or assigned financial manager, and may be delegated to the local MCTR based on Weapon System SPO decision. Case billing tracking and documentation is a responsibility of the SPO (CPIN owner), the case manager and the CPIN case line financial manager.

2.5.2.3 FMS Software Development Costs and CLASSI Costs. Air Force software costs are normally incurred by two different functional areas. When this occurs, the two different functional areas shall identify, fund and bill their unique costs on separate lines. Each functional area incurring the cost is responsible for submitting estimates on all FMS Price and Availability requests (P&As) per DoD 5105.38-M, chapter 4, paragraph C4.6.10 and DoD 5010.12-M, paragraph C3.5.1.

2.5.2.3.1 Software RDT&E Costs. Software Research, Development, Test and Evaluation (RDT&E) costs are incurred by the equipment hardware and/or software developer functional area, and are normally included in the applicable equipment hardware/software or engineering services case line identified with the appropriate equipment/service MASL. A cost share per FMS customer is determined by that functional area. (Reference AFMC FMRS, Chapters 92 and 97, and DoD 7000.14-R.) It is outside the scope of this TO to provide specific guidance for the hardware or software RDT&E functional areas.

2.5.2.3.2 CLASSI Costs. The individual CLASSI Costs include everything except RDT&E, such as: establishing and maintaining updates of the CPIN and its revisions in the ACPINS database, media and media labeling supplies, specialized reproduction and labeling equipment, mailing labels, envelopes and postage and are incurred by the CPIN Library functional area. (These include what is commonly known as Accessorial Charges or PC&H (Packing, Crating & Handling.) New LOAs (implemented after the date of this TO revision) will identify CLASSI costs by the new CPIN MASL identifier (J8A 00000000CP1NS). On existing LOAs (implemented prior to the date of this TO), the CLASSI costs may continue to be billed against the joint TO/CPIN case line with the appropriate publications MASL (such as J8A 781000ACT0DAT or J9A 9J9A00C0NDAT) until the LOA is either modified or a follow-on LOA is in place with the new CPIN MASL. In either instance, ACPINS SW-TODO 28XX00 series addresses will display the appropriate case line. When CPINs are hand delivered to the customer, only the transportation/postage costs are waived (see Chapter 8).

NOTE

CLASSIC allocations are to reimburse the CPIN library functional area for ACPINS numbering, indexing, updates, reproduction and distribution when the CPIN library is not the same functional area as the software developer. When the CPIN library is the same functional area as the software developer, a separate CLASSIC line is optional if the applicable costs are included with the development costs (such as country standard CPINs developed and distributed by sole source supplier).

2.5.2.4 Policy on FMS Case Line Expenditures. When the case manager notifies the FMS line management community that an FMS case is unfunded or terminated and in closure status, no more expenditures shall be authorized against any of the case lines, including the CPIN case line.

2.5.2.4.1 Closed Cases. If the case manager determines that there will not be an amendment or follow-on case to support the country, the case manager and/or CPIN line manager shall authorize the Software Management Systems Section to disable the applicable SW-TODO account(s) pending cancellation. Cancellation of the SW-TODO accounts (paragraph 7.1.12) will also cancel all CPIN ID quantities under those accounts, eliminating the need to submit an ID cancellation quantity of zero. A final CSRL report shall be documented by the applicable case line manager and in the Software Management Systems Section prior to cancellation.

2.5.2.4.2 Amended and Follow-on Cases. If the CPIN line manager/case manager determines that there will be an amendment or a follow-on case to provide support to the country, the case manager/line manager shall authorize the Software Management Systems Section to re-identify the existing SW-TODO account(s) to the new CPIN case line of the new LOA. This will cause the ID requirements to follow the appropriate case line.

2.6 ESTABLISHING CPIN REQUIREMENTS IN ACPINS.

The customer shall establish future Initial Distribution (ID) subscription requirements and immediate one-time (1T) requisitions through their respective SW-TODOs as assigned on the applicable AFTO Form 43 (Figure 2-9) or FMS Signature Letter (Figure 2-11). These requirements shall be entered in the ACPINS database Orders screen. The USAF online SW-TODO may choose to use the Weapons Page Shopping Cart feature or by inputting directly to the Orders screen. If online ACPINS access is not available, the SW-TODO shall submit AFTO Form 157, “Computer Software Configuration Item Request” or e-mail, to applicable MCTRs shown on Appendix C. The customer may receive an ACPINS automated email confirmation that orders processing has begun if the Software Management Systems Section has accomplished orders email registration per paragraph 2.5. The e-mail Order shall contain the following information: SW-TODO code, CPIN, Rev, Security Classification, Type of Request, (ID or One-Time), Quantity and Priority. In addition, the e-mail shall be initiated only from authorized personnel as documented on the AFTO Form 43 or FMS Signature Letter. The e-mail shall be processed as an AFTO Form 157. Instructions are in Chapter 6.

2.7 SOFTWARE DISTRIBUTION/DOWNLOAD SUPPORT WITH ACPINS.

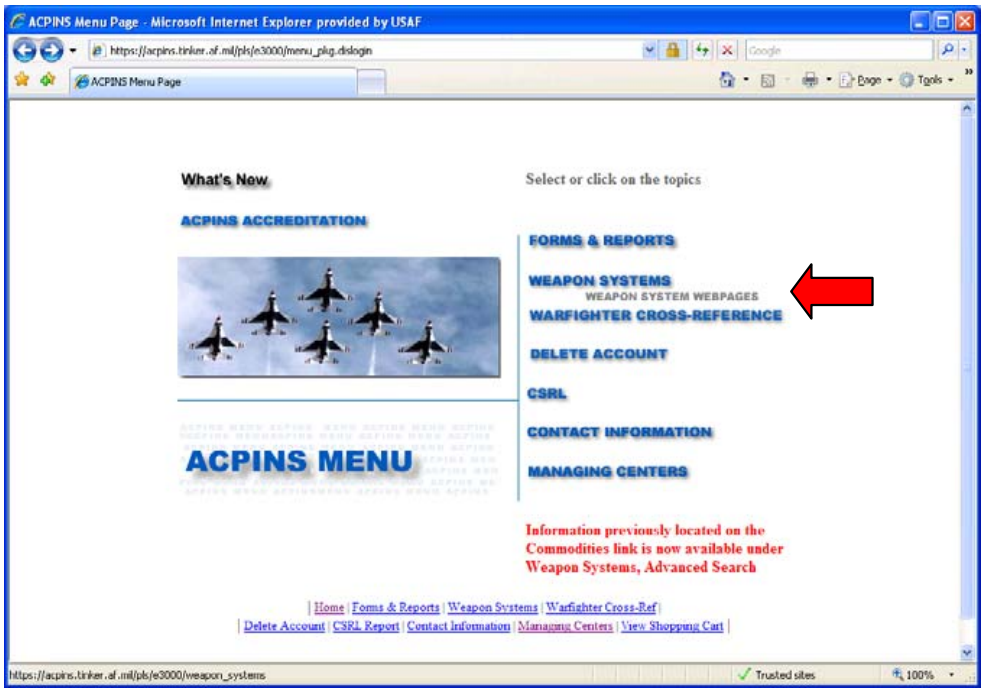
The ACPIN System supports the distribution of each CPIN by providing the software distribution point with up-to-date officially documented listings of users with ID requirements established, (available in either CPIN sequence or SW-TODO sequence), by providing current official shipping addresses for each SW-TODO, and by providing shipping and billing screens for distribution documentation. The ACPIN System also provides current data on media units, security classification and software date for local production of media and shipping labels. Distribution or downloading of CPINs listed in ACPINS shall be denied to personnel not registered on the ACPINS Address Maintenance Personnel Screen as an authorized SW-TODO. Distribution or downloading of CPINs shall be denied when the CPIN is not listed on the SW-TODO CSRL. CPINs assigned for engineering configuration management (flight test) purposes are exempt from Chapter 8 distribution processes (see paragraph 1.2.4). Instructions are in Chapter 8.

2.8 RETRIEVING MANAGEMENT REPORTS FROM ACPINS.

Authorized users with online access may query and retrieve online reports and information. Query screens are located in the Reports menu on the Forms and Reports screen. Instructions are in Chapter 7.

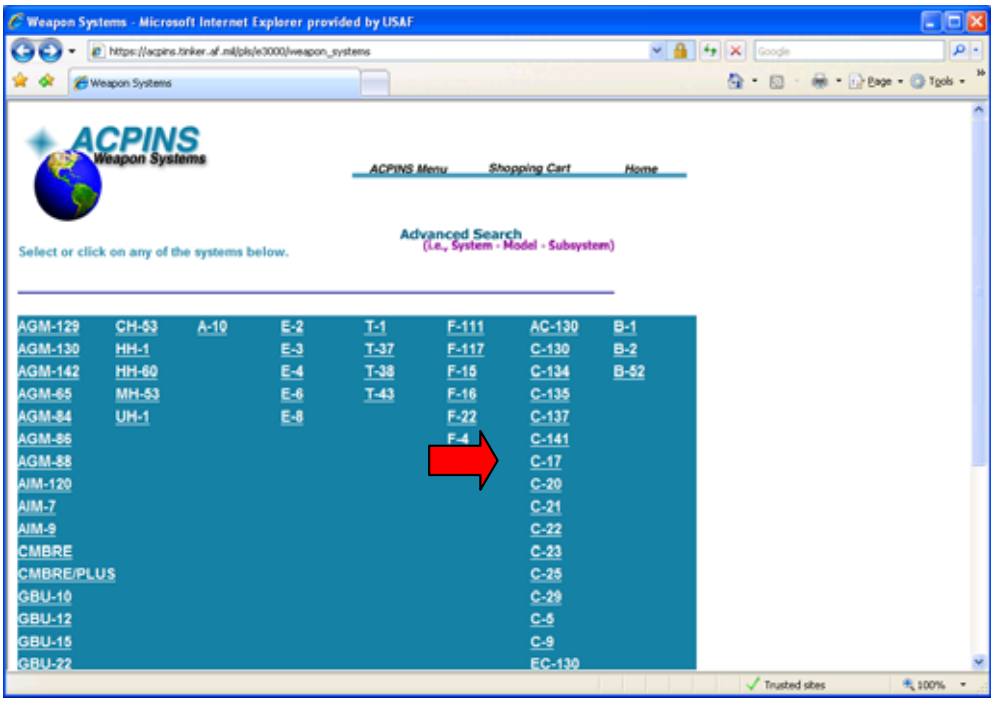
2.9 FIELD SOFTWARE MANAGEMENT UTILIZING ACPINS.

Once the CPINs have been distributed or downloaded to the SW-TODO at the base or field location, the SW-TODO personnel have management responsibility to properly document the disposition of software to various shop users. To facilitate this effort, the ACPINS database provides the Received Orders screen and the Sub-Account screens. Instructions are in Chapter 9.



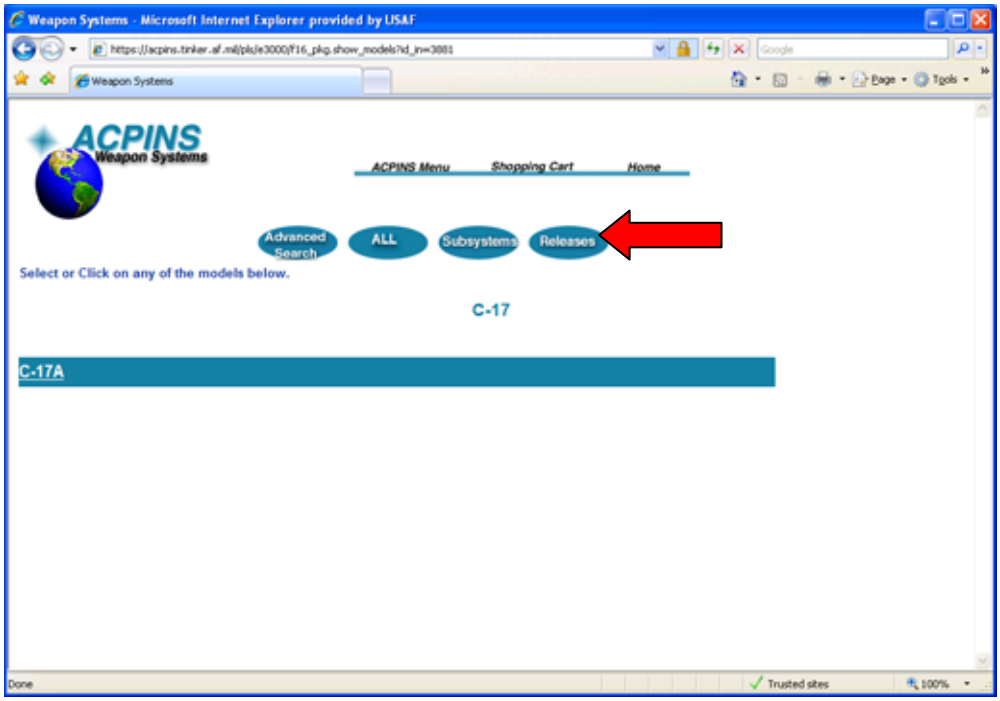
H0807893

Figure 2-1. ACPINS Main Menu with Weapon Pages Selection



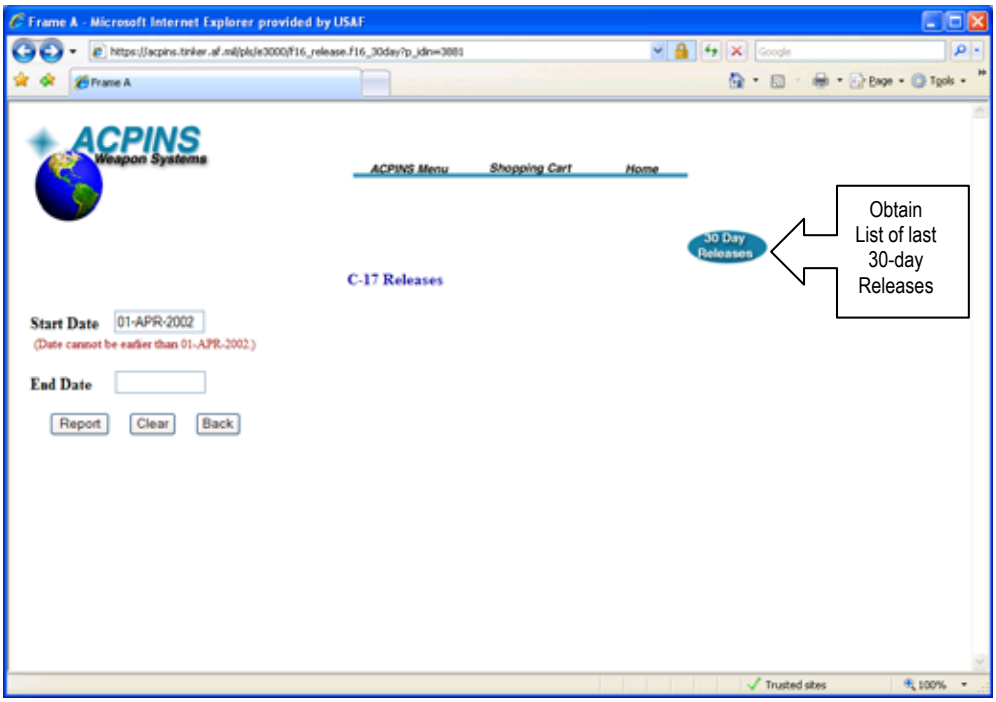
H0807894

Figure 2-2. Main Weapon Page with C-17 Selection



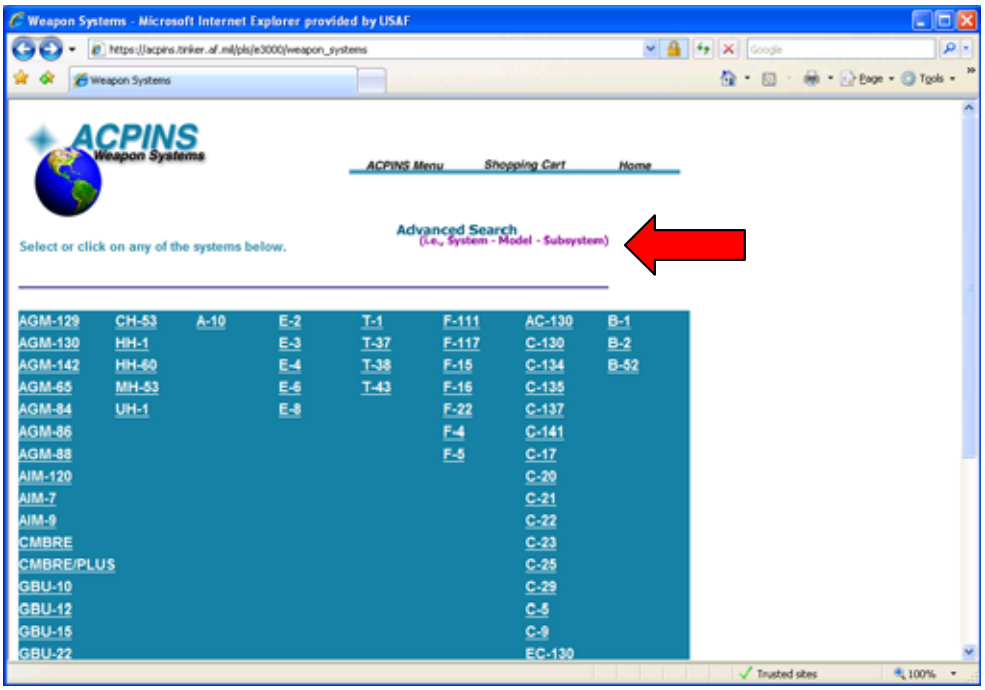
H0807895

Figure 2-3. C-17 Weapon Page with Releases Button Selected



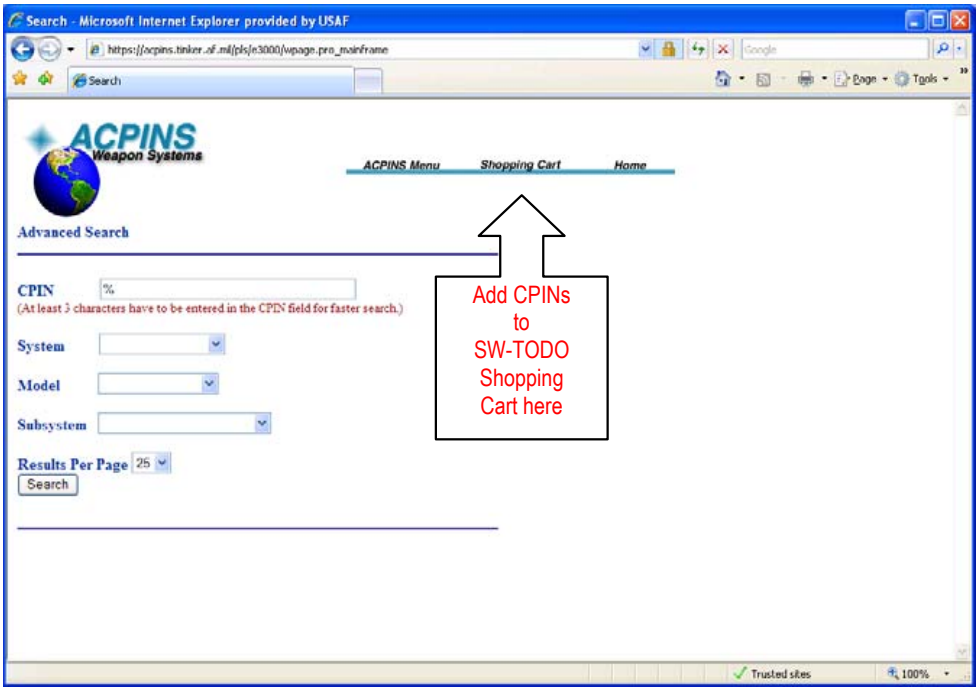
H0807896

Figure 2-4. C-17 Releases Page with 30-Day Release Button Selected



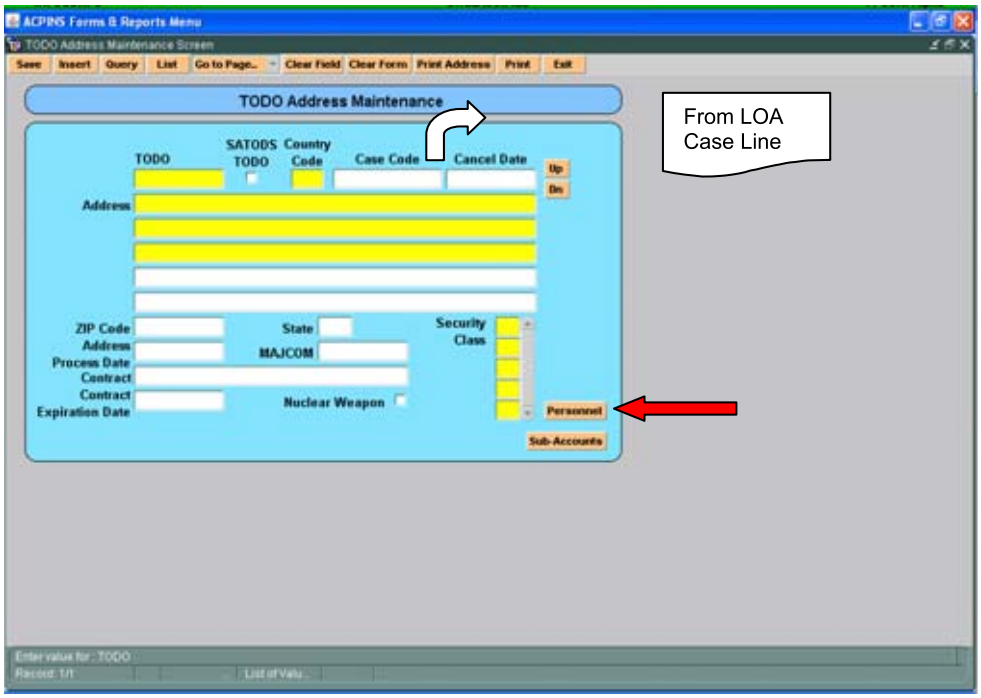
H0807897

Figure 2-5. ACPINS Weapon Systems Page with Advanced Search Selection



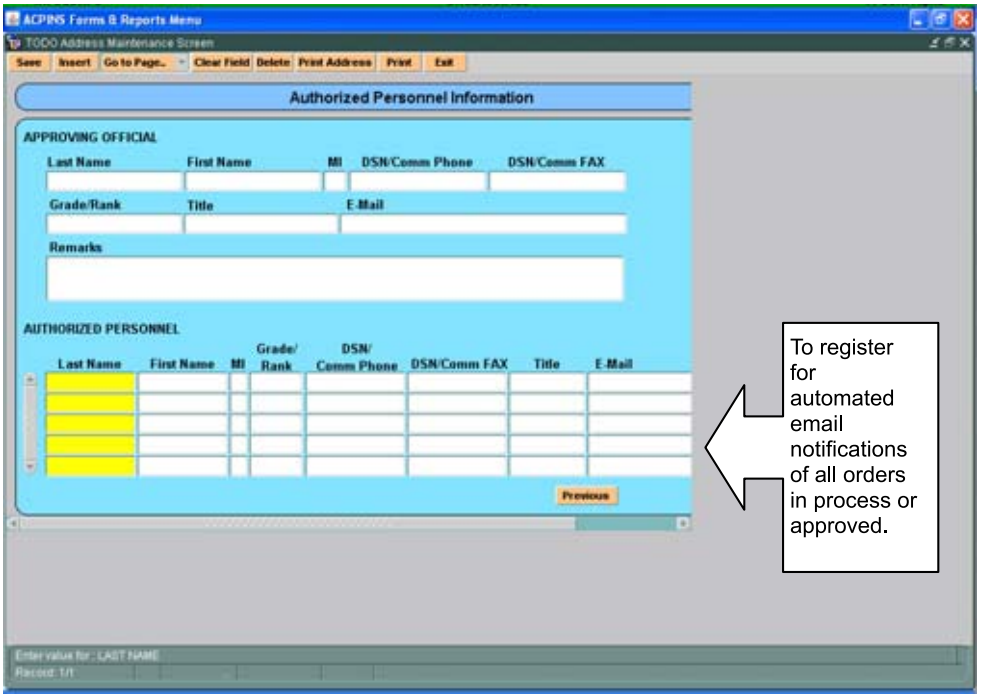
H0807898

Figure 2-6. Advanced Search Screen and Shopping Cart Selection



H0807899

Figure 2-7. TODO Address Maintenance Screen with Personnel Button Selected



H0807900

Figure 2-8. Authorized Personnel Information Maintenance Screen

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

(See TO 00-5-1 For Use of This Form)

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

TODO/TM ACCOUNT CODE

DATE

1 FROM

2 TO

OC-ALC/ENGLB
7851 Arnold St, Ste 211
TINKER AFB, OK 73145-9147
FAX DSN 336-7734 (405)736-7734
(this address for CPINs only)

3 TECHNICAL ORDER MAILING ADDRESS

4 TODO TYPE

☐	a	STANDARD (BASE/UNIT/ACTIVITY) TODO *(TO 00-5-1)*
☐	b	NUCLEAR WEAPONS (NW) TODO *(TO 00-5-1, Chapter 10)*
☐	c	NUCLEAR RELATED EOD TODO *(TO 00-5-1, Chapter 10)*
☐	d	NON-NUCLEAR EXPLOSIVE ORDNANCE DISPOSAL (EOD) TODO *(TO 00-5-1, Chapter 10)*
☐	e	USAF ORGANIZATION *(Indicate MAJCOM)* See 00-5-16 App A for USAF MAJCOM Codes
☐	f	US GOVERNMENT (NON-USAF) ORGANIZATION *(Indicate Department or Government Agency)* See 00-5-16 App A for USGOV NON-USAF Codes
☐	g	U S CONTRACTOR WITH GOVERNMENT CONTRACT *(Indicate Current Contract No and Issuing Agency) (Use reverse side if necessary)*
	h	CANCELLATION DATE *(Date on which code and all requirements are to be cancelled unless otherwise advised by revised AFTO Form 43)*
	i	REMARKS *(Use reverse side if necessary) (TO 00-5-1)* indicate in this block if the SW-TODO will require CPINs only or will require both CPINs and Technical Orders

5 SECURITY LEVEL AUTHORIZED *(Unit Security Officer-Name, Rank, DSN) (The organization listed above has adequate facilities, equipment, and properly cleared personnel to receive and safeguard classified Technical Orders up to and including)*

6 TODO PERSONNEL *(The following personnel are U S citizens or resident aliens and are authorized to submit TO requirements IAW TO 00-5-1 The first individual is the primary TODO and their "AF Portal ID" is provided for Web ATOMS account processing)*

PRIMARY NAME, GRADE, TITLE AND SIGNATURE *(include phone, E-Mail address, AF portal ID)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*

7 GOVERNMENT APPROVING AGENCY

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

8 COMMAND/CONTRACTING OFFICER APPROVAL

APPROVING OFFICE *(Organization, Address, Phone, and E-mail Address)*	NAME, GRADE, TITLE, SIGNATURE *(MAJCOM Staff Officer or authorized Contracting Officer)*

9 FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY

	REMARKS OR SPECIAL INSTRUCTIONS
☐ APPROVED ☐ DISAPPROVED	

AFTO FORM 43, 20071004 **Previous editions are obsolete.**

H0807901

Figure 2-9. AFTO Form 43 to Request SW-TODO

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OKLAHOMA CITY AIR LOGISTICS CENTER (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR ATTN:

FROM: OC-ALC/ENGLB
7851 Arnold St, Ste 211
Tinker AFB OK 73145-9147

SUBJECT: Assignment of Software (SW) TODO Account for Country of _____

1. An Automated Computer Program Identification Number System (ACPINS) SW-TODO account number [_____] has been assigned for use in ordering up to [_____] level CPIN'd software for weapon system [_____] funded by case line [_____] with expiration date of [_____]. This account cannot be used to order Technical Orders, it is for CPIN'd software only. The CPIN case line custom commit DCN is _____. Line manager is _____.

2. Always use this six character ACPINS account number when corresponding with the AFSAC case manager, the Country Program Manager/CPIN line manager, the Managing Software Control Centers (MCTRs) or this office. This account number must be referenced when requesting a copy of the ACPINS CSRL (Computer Software Requirements List). Your ACPINS CSRL will list all CPINs that have been established for future distribution by submission of AFTO Form 157 to the MCTR. A printout is attached for your records (Atch1).

3. Please complete the form letter "Signature Letter for SW-TODO" (Atch 2), to include the name, email address and signature sample of each person authorized to sign the AFTO Form 157 to order CPINs. Please return the completed letter to this office before any CPINs are requested. This letter will constitute authorization for the designated individuals to expend CPIN case funds identified on the CPIN case line. Each AFTO Form 157 (Atch 3) must be signed by one of the individuals on the Signature Letter, or by a Foreign Liaison Officer (FLO) with this authority included in his CONUS Extended Visit Authorization (EVA). (The FLOs name/email does not have to be on the Signature Letter, if the FLO is authorized to represent their country in all matters by the EVA.) Instructions for completing an AFTO Form 157 "CPIN Order" are given in T.O. 00-5-16, Section 6 and Appendix A.

4. Any CPIN'd software that has been approved for release through the AFTO Form 157 ACPINS order process will cause the following actions to occur:

a. Initial Distribution Quantity: Establishes a requirement for future revisions by adding the CPIN to the Computer Software Requirements List (CSRL). (Contingent on cost share participation.)

b. One-Time Quantity: A shipment will be generated for the current dated revision. (Contingent on case funds availability and case expiration date.)

5. A List of Applicable Software (LOAS) identifying potential CPIN'd software to support a specific Weapon System should be developed by the applicable System Program Office (SPO) during a scheduled CPIN Definitization Review. The LOAS document should be provided to the procuring country by the Country Program Manager or CPIN line manager sufficiently in advance of need to allow time for the software provider to number (assign a country standard CPIN if necessary), reproduce and ship the software. The LOAS is developed from data obtained from the ACPINS database, and from past distribution lists of similar equipment. Prior approval by the local Foreign Disclosure Office (FDO) may be required before LOAS documents are provided to FMS countries.

6. If you require additional information, contact the FMS Liaison in the CPIN System Section, (ACPINS Program Office), (405) 736-2227 or 5674, FAX (405) 736-7734.

CPIN System Section
ACPINS Program Manager

Attachments:
1. ACPINS TODO Address Maintenance Record
2. Signature Letter for FMS SW-TODO
3. AFTO Form 157

CC: 755 IMATS LOA POC (AFSAC)
2007-08-21

H0807902

Figure 2-10. Sample Notification Letter of FMS SW-TODO Assignment

From: _____ Date:_____

_____

_____

_____

SUBJECT: Signature Letter for FMS SW-TODO (Software TODO)

TO: OC-ALC/ENGLB
CPIN System Section
7851 Arnold St, Ste 211
Tinker AFB OK 73145-9147

1. The following persons are authorized to expend case funds for the following:

CPIN Case Line:_____SW-TODO(s):_____

2. The names/emails of these personnel will be registered in the ACPINS database to receive automated notifications of order receipt and approval on the SW-TODO account(s). These SW-TODO accounts shall be used only for the case line specified unless the AFSAC case manager authorizes it for other case lines not specified here. SW-TODO(s) are often moved to new case lines when follow-on LOAs are coordinated with AFSAC to replace existing LOAs. Documentation will be received from the CPIN System Section if that occurs.

3. These individuals are familiar with T.O. 00-5-16 and will ensure compliance with established procedures. (We recommend at least two or three names as POCs.)

Typed Name & Rank _____
a. Title _____
b. Email _____
c. Phone _____
d.. FAX _____
e. Sample Signature _____

Typed Name & Rank _____
a. Title _____
b. Email _____
c. Phone _____
d. FAX _____
e. Sample Signature _____

The above signature authorizations are approved by: (Organization Department Head or Supervisor):

Typed Name & Rank _____
a. Title _____
b. Email _____
c. Phone _____
d. FAX _____
e. Sample Signature _____

H0807903

Figure 2-11. "FMS Signature Letter" Sample Format Authorizing Country Personnel to Order CPINs for an LOA

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST
☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID _____
DATE *(YYYYMMDD)*

SYSTEM NAME *(Platform or Applications)*
LOCATION *(Physical Location of System)*

PART I *(To be completed by Requestor)*

1. NAME *(Last, First, Middle Initial)*
2. SOCIAL SECURITY NUMBER
3. ORGANIZATION
4. OFFICE SYMBOL/DEPARTMENT
5. PHONE *(DSN or Commercial)*
6. OFFICIAL E-MAIL ADDRESS
7. JOB TITLE AND GRADE/RANK
8. OFFICIAL MAILING ADDRESS
9. CITIZENSHIP ☐ US ☐ FN ☐ OTHER
10. DESIGNATION OF PERSON ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

USER AGREEMENT

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS *(Complete as required for user or functional level access.)*
☐ I have completed Annual Information Awareness Training. DATE *(YYYYMMDD)* _____

11. USER SIGNATURE
12. DATE *(YYYYMMDD)*

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR *(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)*

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED:
☐ AUTHORIZED ☐ PRIVILEGED

15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED *(Specify category)*
☐ OTHER _____

16. VERIFICATION OF NEED TO KNOW
I certify that this user requires access as requested. ☐
16a. ACCESS EXPIRATION DATE *(Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)*

17. SUPERVISOR'S NAME *(Print Name)*
18. SUPERVISOR'S SIGNATURE
19. DATE *(YYYYMMDD)*
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT
20a. SUPERVISOR'S E-MAIL ADDRESS
20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR
21a. PHONE NUMBER
21b. DATE *(YYYYMMDD)*
22. SIGNATURE OF IAO OR APPOINTEE
23. ORGANIZATION/DEPARTMENT
24. PHONE NUMBER
25. DATE *(YYYYMMDD)*

DD FORM 2875, APR 2005 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 7.0

H0807904

Figure 2-12. DD Form 2875 (Sheet 1 of 3)

26a. NAME *(Last, First, Middle Initial)*	26b. SOCIAL SECURITY NUMBER leave blank

27. OPTIONAL INFORMATION *(Additional information)*

FOR CONTRACTORS ONLY:

Approving Contracting Officer (ACO) Signature:_____

Contract Number:_____

Expiration Date:_____

ACO Phone Number:_____

ACO E-Mail Address:_____

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION *(YYYYMMDD)*	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION ☐ LEVEL I ☐ LEVEL II ☐ LEVEL III	
29. VERIFIED BY *(Print name)*	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE *(YYYYMMDD)*

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED *(YYYYMMDD)*	PROCESSED BY *(Print name and sign)*	DATE *(YYYYMMDD)*
DATE REVALIDATED *(YYYYMMDD)*	REVALIDATED BY *(Print name and sign)*	DATE *(YYYYMMDD)*

DD FORM 2875 (BACK), APR 2005

H0807905

Figure 2-12. DD Form 2875 (Sheet 2)

INSTRUCTIONS

The prescribing document is as issued by using DoD Component

A. PART I: The following information is provided by the user when establishing or modifying their USER ID

(1) Name The last name, first name, and middle initial of the user
(2) Social Security Number The social security number of user

(3) Organization The user's current organization (i e DISA, SDI, DoD and government agency or commercial firm)

(4) Office Symbol/Department The office symbol within the current organization (i e SDI)

(5) Telephone Number/DSN The Defense Switching Network (DSN) phone number of the user If DSN is unavailable, indicate commercial number

(6)Official E-mail Address The user's official e-mail address

(7) Job Title/Grade/Rank The civilian job title (Example Systems Analyst, GS-14, Pay Clerk, GS-5)/military rank (COL, United States Army, CMSgt, USAF) or "CONT" if user is a contractor

(8) Official Mailing Address The user's official mailing address

(9) Citizenship (US, Foreign National, or Other)

(10) Designation of Person (Military, Civilian, Contractor)

IA Training and Awareness Certification Requirements User must indicate if he/she has completed the Annual Information Awareness Training and the date

(11) User's Signature User must sign the DD Form 2875 with the understanding that they are responsible and accountable for their password and access to the system(s)

(12) Date The date that the user signs the form

B. PART II: The information below requires the endorsement from the user's Supervisor or the Government Sponsor

(13) Justification for Access A brief statement is required to justify establishment of an initial USER ID Provide appropriate information if the USER ID or access to the current USER ID is modified

(14) Type of Access Required Place an "X" in the appropriate box (Authorized - Individual with normal access Privileged - Those with privilege to amend or change system configuration, parameters, or settings)

(15) User Requires Access To Place an "X" in the appropriate box Specify category

(16) Verification of Need to Know To verify that the user requires access as requested

(16a) Expiration Date for Access The user must specify expiration date if less than 1 year

(17) Supervisor's Name (Print Name) The supervisor or representative prints his/her name to indicate that the above information has been verified and that access is required

(18) Supervisor's Signature Supervisor's signature is required by the endorser or his/her representative

(19) Date Date supervisor signs the form

(20) Supervisor's Organization/Department Supervisor's organization and department

(20a) E-mail Address Supervisor's e-mail address

(20b) Phone Number Supervisor's telephone number

(21) Signature of Information Owner/OPR Signature of the functional appointee responsible for approving access to the system being requested

(21a) Phone Number Functional appointee telephone number

(21b) Date The date the functional appointee signs the DD Form 2875

(22) Signature of Information Assurance Officer (IAO) or Appointee Signature of the IAO or Appointee of the office responsible for approving access to the system being requested

(23) Organization/Department IAO's organization and department

(24) Phone Number IAO's telephone number.

(25) Date The date IAO signs the DD Form 2875

(27) Optional Information This item is intended to add additional information, as required

C. PART III: Certification of Background Investigation or Clearance

(28) Type of Investigation The user's last type of background investigation (i e , NAC, NACI, or SSBI)

(28a) Date of Investigation Date of last investigation

(28b) Clearance Level The user's current security clearance level (Secret or Top Secret)

(28c) IT Level Designation The user's IT designation (Level I, Level II, or Level III)

(29) Verified By The Security Manager or representative prints his/her name to indicate that the above clearance and investigation information has been verified

(30) Security Manager Telephone Number The telephone number of the Security Manager or his/her representative

(31) Security Manager Signature The Security Manager or his/her representative indicates that the above clearance and investigation information has been verified

(32) Date The date that the form was signed by the Security Manager or his/her representative

D PART IV: This information is site specific and can be customized by either the DoD, functional activity, or the customer with approval of the DoD This information will specifically identify the access required by the user

E. DISPOSITION OF FORM:

TRANSMISSION Form may be electronically transmitted, faxed, or mailed Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be protected as such

FILING Original SAAR, with original signatures in Parts I, II, and III, must be maintained on file for one year after termination of user's account File may be maintained by the DoD or by the Customer's IAO Recommend file be maintained by IAO adding the user to the system

DD FORM 2875 INSTRUCTIONS, APR 2005

H0807906

Figure 2-12. DD Form 2875 (Sheet 3)

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT
(Please read Agency Disclosure Notice and Instructions on back before completing this form.)

OMB No. 0704-0207
OMB approval expires Apr 30, 2011

MAIL THE ORIGINAL, COMPLETED COPY OF THIS FORM AND A COPY OF YOUR COMPANY'S INCORPORATION CERTIFICATE, STATE/ PROVINCIAL BUSINESS LICENSE, SALES TAX IDENTIFICATION FORM OR OTHER DOCUMENTATION WHICH VERIFIES THE LEGITIMACY OF THE COMPANY TO:

U.S./CANADA JOINT CERTIFICATION OFFICE
DEFENSE LOGISTICS INFORMATION SERVICE
FEDERAL CENTER, 74 WASHINGTON AVE., NORTH
BATTLE CREEK, MI USA 49037-3084

1. TYPE OF SUBMISSION *(X one)* ☐ a. INITIAL SUBMISSION ☐ b. REVISION ☐ c. 5-YEAR RENEWAL

2. ENTERPRISE OR INDIVIDUAL DATA *(Referred to as a "certified contractor" upon acceptance of certification by the U.S./Canada - JCO)*

a. NAME *(Name of Enterprise or Individual)*

b. ADDRESS *(Physical address, including P.O. Box if applicable)*

c. NAME OF SUBSIDIARY/DIVISION/DEPARTMENT

d. CAGE CODE

3. DATA CUSTODIAN

a. NAME OR POSITION DESIGNATION *(See Instructions)*

b. TELEPHONE NUMBER *(Include Area Code)*

c. TITLE

d. E-MAIL ADDRESS

4. DESCRIPTION OF RELEVANT BUSINESS ACTIVITY *(Print or type)*

5. AS A CONDITION OF RECEIVING MILITARILY CRITICAL TECHNICAL DATA, THE ENTERPRISE OR INDIVIDUAL CERTIFIES THAT:

a. CITIZENSHIP/RESIDENCY STATUS.
The individual designated either by name or position designation in Item 3, who will act as custodian of the militarily critical technical data on behalf of the contractor, is a citizen or person admitted lawfully for permanent residence into:
(X (1) or (2))

☐ (1) THE UNITED STATES ☐ (2) CANADA

b. The data are needed to bid or perform on a contract with any agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged, or plans to engage.

c. They (1) acknowledge all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of militarily critical technical data within the United States) or applicable Canadian export control laws and regulations, and (2) agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.

d. They will not provide access to militarily critical technical data to persons other than their employees or eligible persons designated by the registrant to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR, or by the U.S. or Canadian Government agency that provided the technical data.

e. No person employed by the enterprise or eligible persons designated by the registrant to act on their behalf, who will have access to militarily critical technical data, is disbarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

f. They are not themself debarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws, and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

6. CONTRACTOR CERTIFICATION
I certify that the information and certifications made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both.
(For U.S. contractors see U.S. Code, Title 18, Section 1001 and for Canadian contractors see Section 26 of the Defense Production Act.)

a. TYPED NAME *(LAST, First, Middle Initial)*

b. TITLE

c. SIGNATURE

d. DATE SIGNED

7. CERTIFICATION ACTION *(For JCO Use Only)*

☐ a. CERTIFICATION ACCEPTED. This certification number, along with a statement of intended data use, must be included with each request for militarily critical technical data.

b. NUMBER

c. EXPIRATION DATE

8. DOD OFFICIAL

a. TYPED NAME *(LAST, First, Middle Initial)*

b. TITLE

c. SIGNATURE

d. DATE SIGNED

9. CANADIAN OFFICIAL

a. TYPED NAME *(LAST, First, Middle Initial)*

b. TITLE

c. SIGNATURE

d. DATE SIGNED

DD FORM 2345, MAY 2008 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 7.0

H0807907

Figure 2-13. DD Form 2345 (Sheet 1 of 2)

INSTRUCTIONS FOR COMPLETING DD FORM 2345

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0207). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

SPECIFIC INSTRUCTIONS

1. Mark only one box. Mark "REVISION" (of a previously accepted submission) to show revised information, such as addresses or business description. Mark "5-YEAR RENEWAL" in response to a renewal notice from U.S./Canada - JCO. When either the "REVISION" OR "5-YEAR RENEWAL" box is marked, enter your current Certification Number in Item 7.b.

2.a. For an enterprise, show full name of corporate parent; or institution. For an individual, show full name (LAST, First, Middle initial).

b. Enter the physical mailing address of the enterprise or individual making the certification. If a P.O. Box is used for mailing purposes, include street address as well.

c. Each corporate subsidiary or division that is to receive militarily critical technical data must be certified separately. If not applicable, so state.

3. Show the name, business telephone number (including area code), title of the individual and their e-mail address (optional) who will receive militarily critical technical data and be responsible for its further dissemination. **A position designation may be used only when conditions described in Item 5.a. are prerequisites for holding that position.**

4. Describe the business activity of the entity identified in Item 2 in sufficient detail for the U.S. or Canadian Government agency controlling the data to determine whether the militarily critical technical data that you may request from time to time are reasonably related to your stated business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." Provide concise statements within the space provided.

5. If certifications 5.e. and 5.f. cannot be made, provide (on a separate sheet) a description of any extenuating circumstances that may give sufficient reason to accept your certification.

5.a. If the location of the entity identified in Item 2.a. is the United States, the individual named in Item 3 must be a U.S. citizen or a person admitted lawfully for permanent residence into the United States. If the location of the entity is in Canada, the individual named in Item 3 may be either a Canadian or U.S. citizen or a person admitted lawfully for permanent residence into Canada.

6. If Item 2 identifies an individual, that individual must sign. If Item 2 identifies an institution or a corporate entity, a person who can legally obligate the enterprise to a contract must sign.

7. CERTIFICATION ACTION.

a. ACCEPTED. The U.S./Canada - JCO has assigned the enterprise or individual identified in Item 2.a., a Certification Number which will identify the individual or enterprise as a "certified contractor" as defined in U.S. DoDD 5230.25 or Canada's TDCR. The acceptance is valid for a period of five years from the acceptance date unless sooner revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR. If at any time a certified contractor is unable to adhere to the conditions under which a certification was accepted, the contractor's certification is considered void, and the contractor will either submit a revised certification or surrender all militarily critical technical data obtained under this agreement to the data controlling offices specified on the documents.

b. NUMBER. Certification Number (assigned by the JCO).

c. EXPIRATION DATE. Date Certification Number will expire (assigned by the JCO).

LEGEND:

DoD = Department of Defense
DoDD = Department of Defense Directive
U.S./Canada - JCO = United States/Canada Joint Certification Office
TDCR = Technical Data Control Regulations
Militarily Critical Technical Data = Unclassified technical data as governed by U.S. DoDD 5230.25 or Canada's TDCR.

DD FORM 2345 (BACK), MAY 2008

H0807908

Figure 2-13. DD Form 2345 (Sheet 2)

CHAPTER 3
CPIN ASSIGNMENT AND MANAGEMENT ACTIONS

3.1 CPIN ASSIGNMENT.

3.1.1 Criteria. Computer programs acquired, developed, managed, or used for equipment, weapons systems, or aircraft shall be designated and managed as Computer Software Configuration Items (CSCIs) by the acquisition organization (also see paragraph 1.2.1.1. for what should and should not have a CPIN assigned). A CPIN must be requested and assigned for each Computer Software Configuration Item (CSCI) and the associated engineering documentation. Requests for assignment of CPINs shall be made at the end of the system development and demonstration phase of the system acquisition lifecycle, when the CSCI has been formally accepted by the Software Requirements Review Process (AFMCI 63-401). The first software configuration accepted by the USAF acquisition organization for operational use shall be considered the Baseline CPIN (-00A), Basic Revision 000.

3.1.2 Methods. There are two authorized methods of requesting CPIN assignments. One is through direct entry to the ACPINS Web site, **https://acpins.tinker.af.mil** on the Request screens (Figure 3-1 through 3-6). The other is by submitting hard copy AF Form 1243 (See Figure 3-11) to the applicable MCTR (Appendix C) for data entry to ACPINS. Requests for CPIN assignments are initiated or delegated by the applicable System Program Office. Initiators include the applicable managers at each ALC, AFMETCAL, Major Commands, Field Operating Agencies (FOA), and DoD contractors. Processing and approval of new CPIN Requests and CPIN Update Actions is conducted by the applicable SPO, ES and MCTR utilizing specific access roles on the ACPINS online Request Approval screens. The software developers and managers will also initiate requests for assignment of CPINs for CSCIs under the Security Assistance Program (SAP). Software managers will use general standardization principles per paragraph 1.6. references to assign a unique CPIN structure. Once the CPIN request data has been submitted, it will go to the "Status of Non-Approved CPINs" screen (Figure 3-7) for Approval/Disapproval. The CPIN displaying prior to approval is a proposed/tentative number only.

NOTE

A review of a CPIN request by the approval authorities may result in a change of the proposed CPIN. Changing the CPIN structure before it is approved will save costly re-identification action later. Therefore, the proposed CPIN shall not be published in the related documentation or Technical Orders until the CPIN structure is officially approved by the MCTR, as indicated by the Action Approval Date in the Master CPIN Report. It will also display on the Approved CPIN list for 5 days to allow initiators to print the Approval records.

3.2 EMERGENCY CPIN ASSIGNMENT.

A CPIN assignment may be requested by telephone, fax, or via the on-line system when an emergency condition exists (such as grounding of aircraft, possible contract default, etc.). Software managers or developers will request an emergency CPIN assignment through the responsible Managing Center. The Managing Center will verify the need for an emergency CPIN before entering a CPIN assignment.

3.3 TYPES OF CPIN REQUEST ACTIONS.

ACPINS Request Screens are used for new assignment and to maintain the CPIN by Updates throughout its lifecycle. From the main menu page, select Forms and Reports, and then select the Request menu. View the types of actions listed to select the applicable screen. There are eight types of actions: 1) New/Version/Revision/Update - CPIN/DOC, 2) Re-identify, 3) Managing Center Transfer, 4) Cancel/Reinstate, 5) Status of Non-Approved CPINs (Suspense List), 6) Status of Approved CPINs (List of Approved CPINs), 7) CPIN Request Approval Printing, and 8) New Compendium. Pop-up notes will provide guidance to the initiator throughout the screens when populating data elements. All data elements for both the online screens and the hard copy AF Form 1243 are in Figure 3-11.

3.3.1 Initiator Information, Email Registration and Remarks Screen. The Initiator Information Screen will pop-up before each of the eight types of actions, and shall be completed by the initiator and will be available during the lifetime of the CSCI. Each subsequent update to the CPIN will provide a retrieval of previously entered information. This screen is where the initiator may register up to three email addresses to receive ACPINS automated email notifications, including the SPO. A Remarks field is also available to record any necessary information that does not belong in the other data fields, and which may be pertinent for the Approving Authority.

3.3.2 New/Version/Revision/Update - CPIN/DOC. All Requests for new CPIN, new Version, new Revision, or Update action to any data element of the CPIN/DOC is made on this screen. Definitions of Version and Revision are in paragraph 4.5 and 4.6.

3.3.2.1 Revision Releases and Software Date Actions. All revisions shall reflect a Software Date before a new PENDING revision can be processed. The database may be queried to display the current revision status. Revisions should be requested in sequence, but if necessary to skip a revision number, the skipped number shall not be assigned at any time during the CPIN lifecycle. To facilitate configuration tracking and control, assignment of out-of-sequence revision numbers must be documented in the Special Notes data field for documentation in the Master CPIN Record. When the PENDING revision is approved for release by TCTO or by letter, the MCTR shall ensure the ACPINS Software Date has been updated from PENDING to an actual Software Date as directed by the Program Management Office. (The TCTO or MAJCOM letter will authorize distribution or download of software.) The Software Date shall be marked on the media labels prior to distribution per Chapter 8. Any other data element updates applicable to the revision shall be processed at the same time the revision is dated. The Software Date on the CPIN media shall match the Software Date in ACPINS for the same revision number and shall be displayed on media labels and packing slips. The Software Date is not a distribution or shipping date. All copies of the same CPIN revision number produced and shipped shall reflect the original Software Date.

3.3.2.1.1 Time Compliance Technical Orders (TCTO). Many CPINs require TCTOs. All required TCTOs will be provided with dated CPIN revisions (software changes) as directed in TO 00-5-15 "Air Force Time Compliance Technical Order Process", paragraphs 1-1.3., 2-2, 4-2.6, 5-3.7.10. and 6-20.3.

3.3.2.2 Update (Data Elements). This transaction identifies a request to add, replace, or delete CPIN information (part number rolls, adding country codes, adding TO numbers, changing Software Date from PENDING to an actual date. Data elements that have had updates can be viewed in the Master CPIN Report (paragraph 5.6.) by comparing the Approval Dates of the same revision number.

3.3.2.2.1 Adding and Deleting Country Codes. Country codes (Appendix B) are added automatically to the country code field (Blocks C35 and/or D1 of AF Form 1243) when an Order (AFTO Form 157) is approved by the ES/FDO/MCTR for the country to buy software for a specific SW-TODO account/case line. However, the country code is not automatically removed from these fields when an ID for the CPIN is cancelled (ID changed to zero quantity). Removing a country code from a common CPIN (engine, instrument, accessory, commodity or test equipment CPIN) that no longer applies to one LOA can adversely affect the country on another LOA that still requires the common CPIN for another application. Deleting country codes from a CPIN country code field must be done on a case-by-case basis, not mechanically, and should be a decision coordinated with the top country publications manager who has visibility of all software for all of their country case LOAs. There are more instructions in paragraph 5.1.3. in reference to maintaining FMS compendiums.

3.3.2.2.2 Adding and Deleting Media Type. When the SPO/ES/MCTR has determined that the CPIN will be made available for download from an approved download site (paragraph 8.4.3), the CPIN Media Type field (Blocks C36/D2 of AF Form 1423 shown in Figure 3-11) shall be updated to show the name of the download site.

3.3.3 Re-Identify. Any CPIN may be re-identified (CPIN structure renumbered) by using the Re-identify Screen. For a re-identification, enter the CPIN to be re-identified and provide new structure as follows: Category, Major Function, Identifiers/Qualifiers, Software Type/Sequence, and Baseline/Version Sequence. Once approved, the information will appear on the List of Re-identified CPINs Report (paragraph 7.1.14) and in the compendiums.

NOTE

Once the re-identification is approved, the system will automatically replace the CPIN ID for SW-TODO CSRLs and generate email notification. The MCTR will notify users as necessary for new labeling requirements per local procedures.

3.3.4 Managing Center Transfer (ALC Equipment Specialist Transfer). Software managers may transfer management responsibility from one activity to another. However, this action requires close coordination between the involved software managers. The current software manager, who is referred to as the proposing or losing manager, officially initiates software transfers. The software manager to whom the software is to be transferred is referred to as the gaining manager. When the Transfer is approved, all applicable ACPINS records are automatically updated, except history records. Established ID requirements for all customers will not be affected by a transfer action, and the action will appear in Part I of the USAF and FMS compendiums.

3.3.4.1 Losing ALC/Manager Responsibilities. When a management responsibility transfer is proposed, the losing software manager/ES shall obtain the gaining software manager/ES approval prior to initiating the transfer. This approval can be by email, verbal, meeting minutes or letter. The losing MCTR initiates the transfer by entering the new ES code in the Request screen (AF 1243 Block C5). After this action has processed, the losing MCTR will ship the software and engineering documentation to the gaining MCTR.

3.3.4.2 Gaining ALC/Manager Responsibilities. When the gaining software manager/ES receives a letter requesting a management responsibility transfer, the software manager/ES shall provide a written approval or disapproval back to the proposing or losing software manager/ES. If the management responsibility transfer is approved, the gaining software manager/ES shall provide a courtesy copy of the approval to the gaining MCTR. On the effective date of transfer, the gaining MCTR will monitor the losing MCTR transfer action. When the software is received from the losing MCTR, the gaining MCTR will notify the new software manager/ES of the receipt of the items.

3.3.5 Cancel. A CPIN cancellation is accomplished by selecting the Cancel/Reinstate Screen. Enter the CPIN information and select the appropriate cancel options. Once the CPIN has been canceled, it will remain on the "CPINs Canceled in Past 12 Months" Report (paragraph 7.1.9), under Forms and Reports. After 12 months from the Cancel Date, the CPIN will no longer display on that report, and it will only be viewable on the Master CPIN History Report (paragraph 7.2.1.4), under History menus (Figure 5-2).

NOTE

CPIN ID on SW-TODOs CSRLs will be canceled as a result of this action, and the system will generate an email notification. (ID will remain in Orders History for one year. However, ID will automatically be reinstated to the CSRL if the CPIN is reinstated within one year of its Cancel Date.

3.3.6 Reinstate. A canceled CPIN can be reinstated within one year from the Cancellation Date. If the CPIN record has been canceled for more than one year, the record will have been moved from the compendiums to compendium history. Upon special request, the record can be brought out of history into the current compendium, but normal procedure is to simply assign a new CPIN. Moving a canceled record over 12 months old back from history requires an action by the Software Management Systems Section. Reinstatement of a CPIN canceled over 12 months will not retrieve SW-TODO users ID records. TODOs will need to submit ID and One-Time (1T) order for either the new CPIN or the Reinstated CPIN. To reinstate a CPIN, select Cancel/Reinstate from the Request Screen menu. When information has been entered, select Reinstate option. A request to reinstate a canceled CPIN will require the assignment of an ES and MCTR.

3.3.7 Status of Non-Approved CPINs Listing. From the Request menu, user may select Status of Non-Approved CPIN screen to view CPINs that have not yet been approved. By double clicking on CPIN, user may view CPIN request data. Approving officials should select the Approve option at the top of the Action Information screen. This action displays a screen on which the CPIN may be approved, denied, or placed in Pending Status. If the CPIN is placed in pending, remarks may be entered to explain the reason for the delay. CPIN requests shall display "Pending" while waiting for approval. Once the CPIN request is approved it will move to the Status of Approved CPINs. The user and approving official may receive ACPINS automated email notifications upon approval if registration was input on the Initiator screen. If the CPIN is disapproved, it will display on "List of Denied CPINs" report (paragraph 7.1.13).

NOTE

Initiator may change data on the Request Software Details screen at anytime before it is approved if the data has been only Saved (as Draft), and not as "Submit and Exit". Once "Submit and Exit" has been selected, no changes may be made to this request by the initiator.

3.3.8 Status of Approved CPINs Listing. Approved CPINs will be displayed here for five days and then removed. This screen is for viewing only.

3.3.9 CPIN Request Approval Printing. The ES or MCTR may print a copy of the approved CPIN including the Approving Authority from this screen. The Action control number is required in order to display the CPIN request. The Action control number may be found by accessing the CPIN CSCI/DOC Input History Screen, which is found under the DBA CPIN History Screen, under the DBA menu.

3.3.10 Approval Authorities. The Request Approval screen limits approval of all Request Actions to the SPO, Equipment Specialist (ES) and MCTR. If the action is disapproved, the disapproval will be coordinated with the initiator and/or appropriate activities in accordance with local procedures or Memorandum of Agreements. If further review is needed, the manager may designate the request as Pending.

3.3.11 New Compendium. This screen is reserved for Software Management Systems Section. This screen is for numbering and indexing a new type of compendium that has not been previously formatted. Creation of a new type of compendium will display in the Index of Compendiums, also reserved for the Software Management Systems Section.

3.4 EMERGENCY CPIN ACTIONS.

Emergency CPIN Request actions may be necessary when a critical safety hazard or work stoppage condition exists that requires an emergency distribution effort and corresponding numbering action to resolve the situation. The emergency CPIN Request action shall be requested by telephone (Appendix C) with subsequent submittal to the online system. Software managers, developers or users will request an emergency CPIN Request action by close coordination with the appropriate MCTR. The MCTR will establish local procedures to verify and process emergency situations.

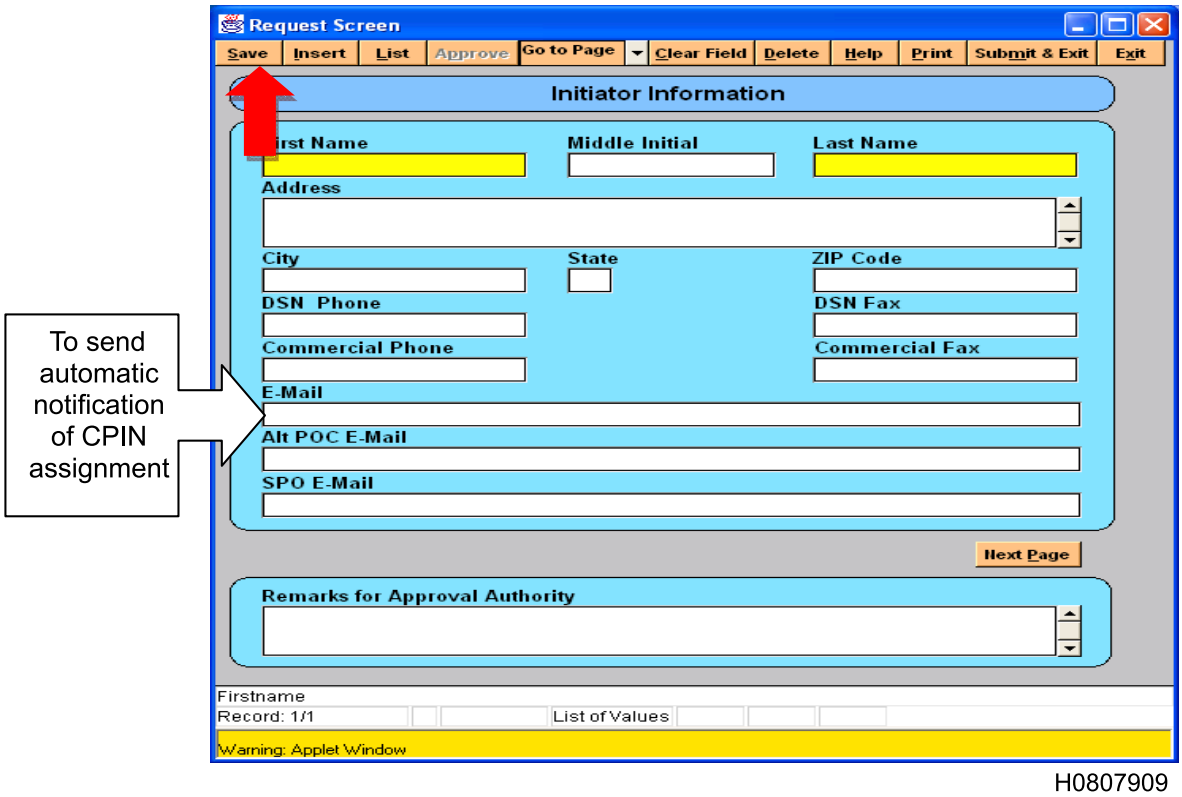
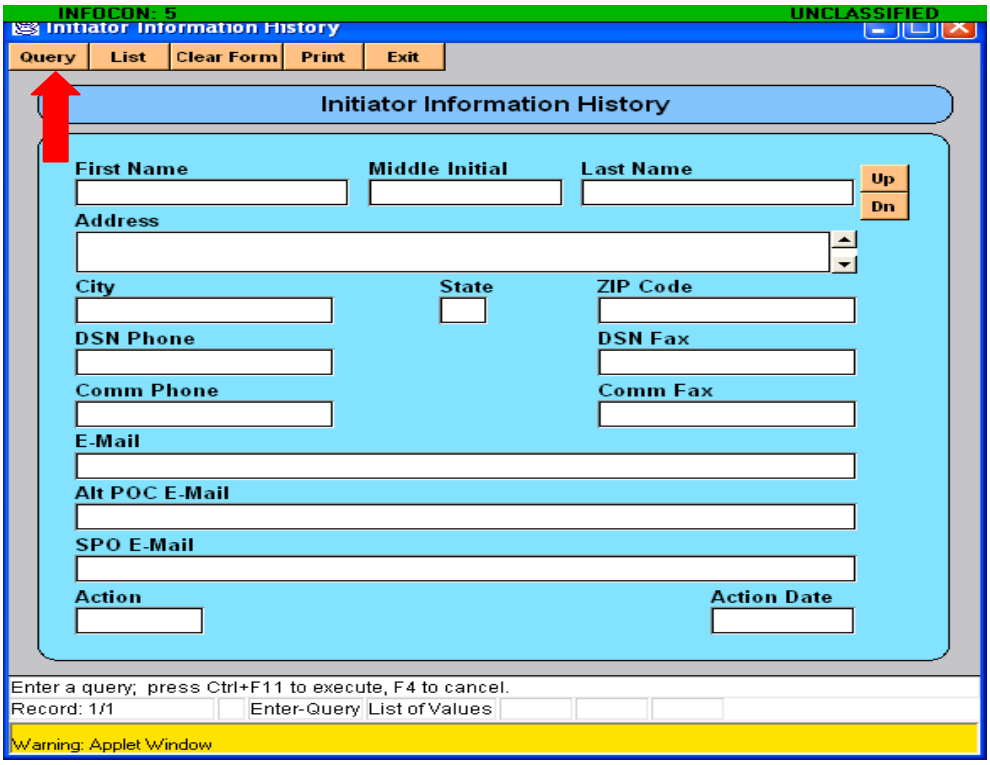
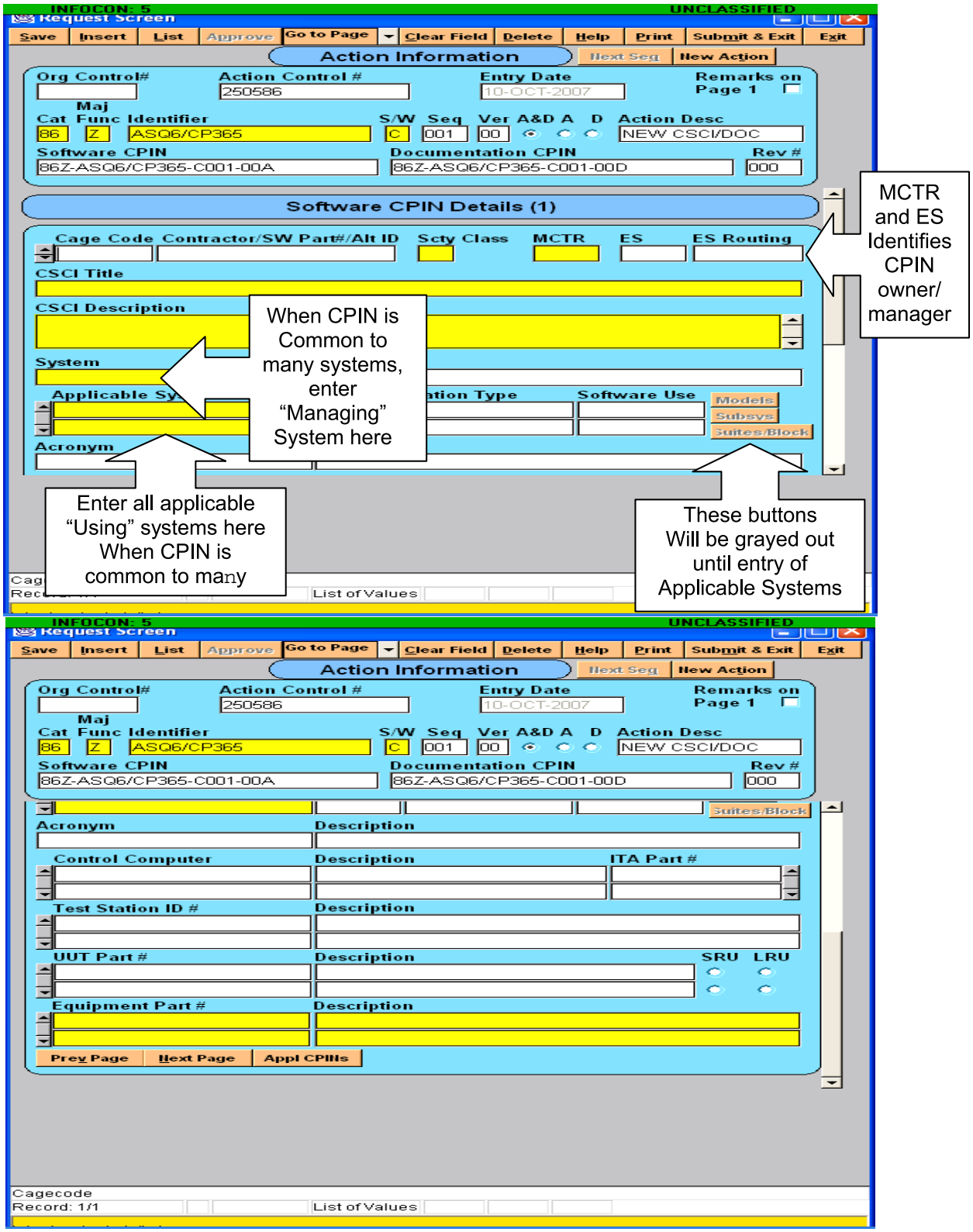


Figure 3-1. CPIN Request, Initiator Information Data Entry Screen



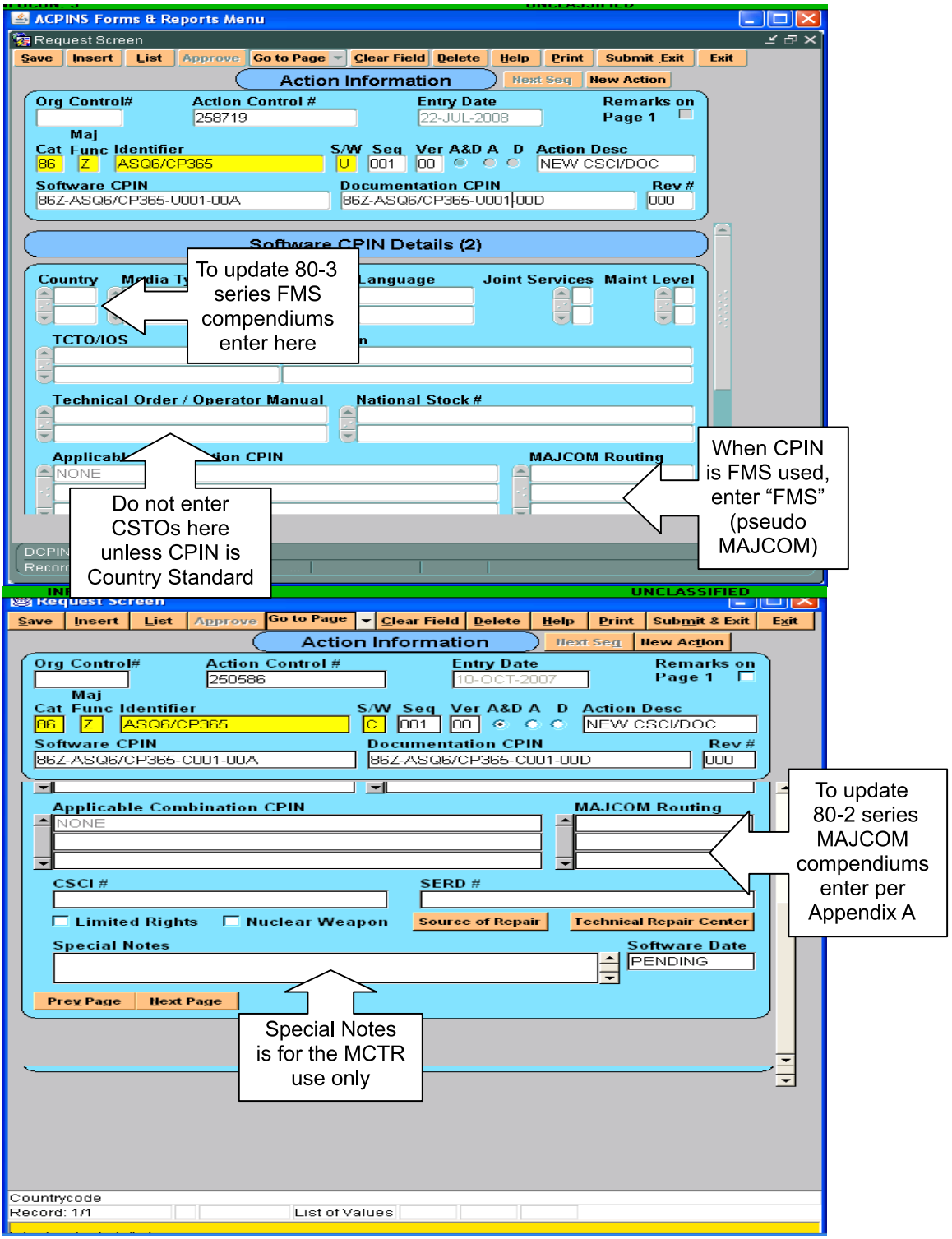
H0807910

Figure 3-2. CPIN Request, Initiator Information History Query Screen



H0807911

Figure 3-3. Request Screen, Software Details Screen 1, Upper and Lower View



H0807912

Figure 3-4. Request Screen, Software Details Screen 2, Upper and Lower View

Request Screen

Save | Insert | List | Approve | Go to Page | Clear Field | Delete | Help | Print | Submit & Exit | Exit

Action Information | Next Seq | New Action

Org Control# | Action Control # 248476 | Entry Date 23-JUL-2007 | Remarks on Page 1

Cat 86 | Maj Func Z | Identifier TEST/UUT | S/W U | Seq 001 | Ver 00 | A&D A D | Action Desc NEW CSCI/DOC

Software CPIN 86Z-TEST/UUT-U001-00A | Documentation CPIN 86Z-TEST/UUT-U001-00D | Rev # 000

Documentation CPIN Details(1)

Cage Code | Contractor/SW Part# /Alt ID | Scty Class U | MCTR CC | ES VK | ES Routing TILUC

CSCI Title: TEST

CSCI Description: TESTING

System C-17 | Description CARGO AIRCRAFT

Applicable Systems C-17 | Description CARGO AIRCRAFT | WUC | Models | Subsys

Acronym | Description

Prev Page | Next Page | Appl CPINS

security

Record: 1/1

Warning: Applet Window

H0807913

Figure 3-5. Documentation CPIN Details 1

Request Screen

Save | Insert | List | Approve | Go to Page | Clear Field | Delete | Help | Print | Submit & Exit | Exit

Action Information | Next Seq | New Action

Org Control# | Action Control # 248476 | Entry Date 23-JUL-2007 | Remarks on Page 1

Cat 86 | Maj Func Z | Identifier TEST/UUT | S/W U | Seq 001 | Ver 00 | A&D A D | Action Desc NEW CSCI/DOC

Software CPIN 86Z-TEST/UUT-U001-00A | Documentation CPIN 86Z-TEST/UUT-U001-00D | Rev # 000

Documentation CPIN Details (2)

Country US | Media Type | Units

Limited Rights

SERD #

Documentation Package

Software Date PENDING

Prev Page

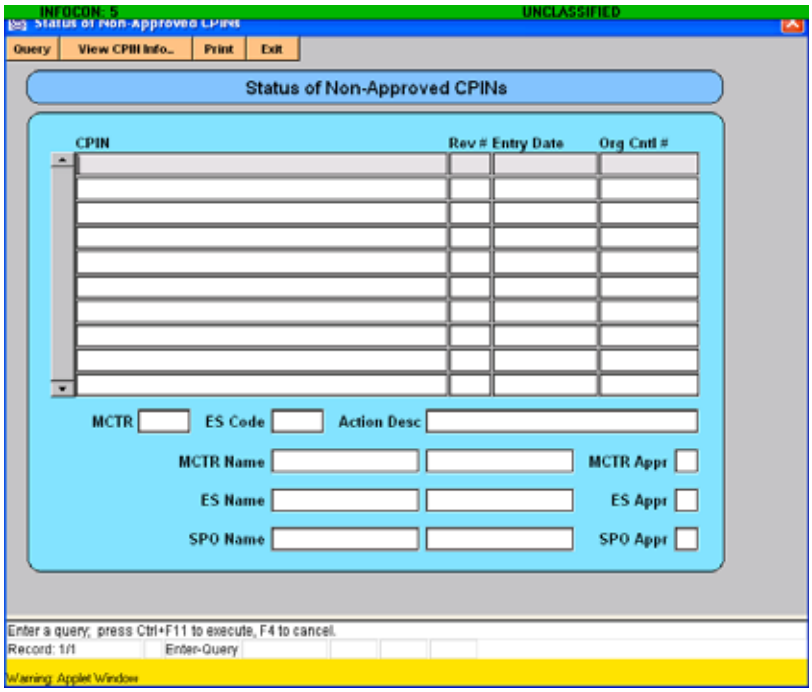
Countrycode

Record: 1/1 | List of Values

Warning: Applet Window

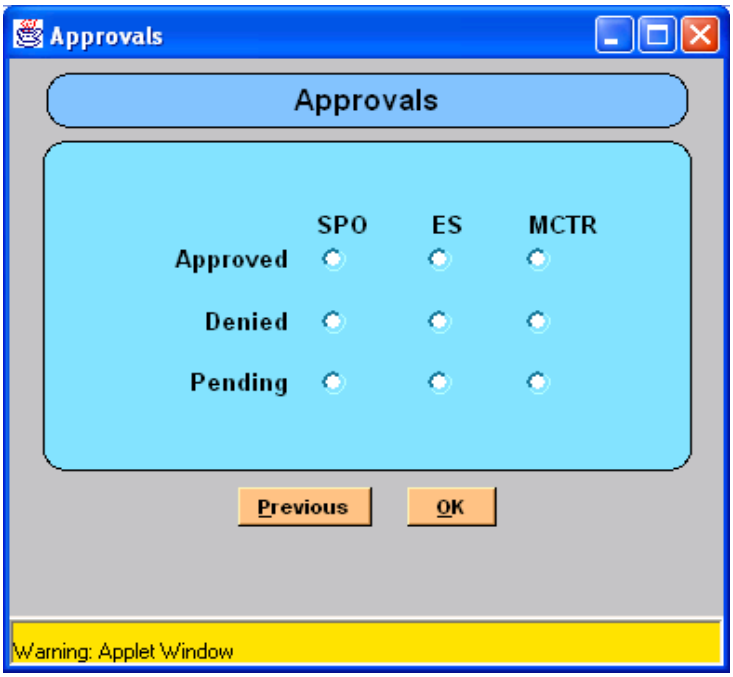
H0807914

Figure 3-6. Documentation CPIN Details 2



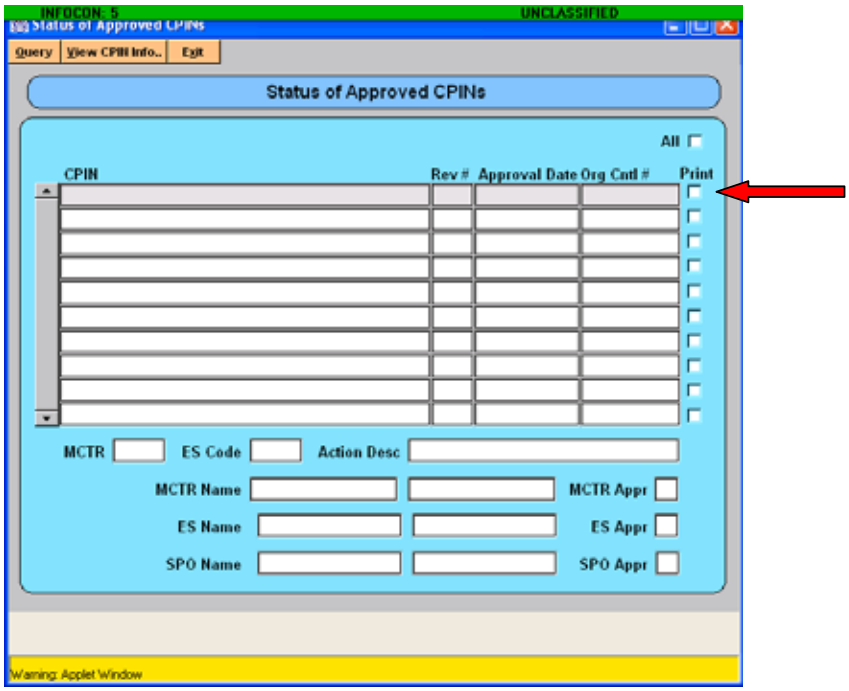
H0807915

Figure 3-7. Status of Non-Approved CPINs Query Screen



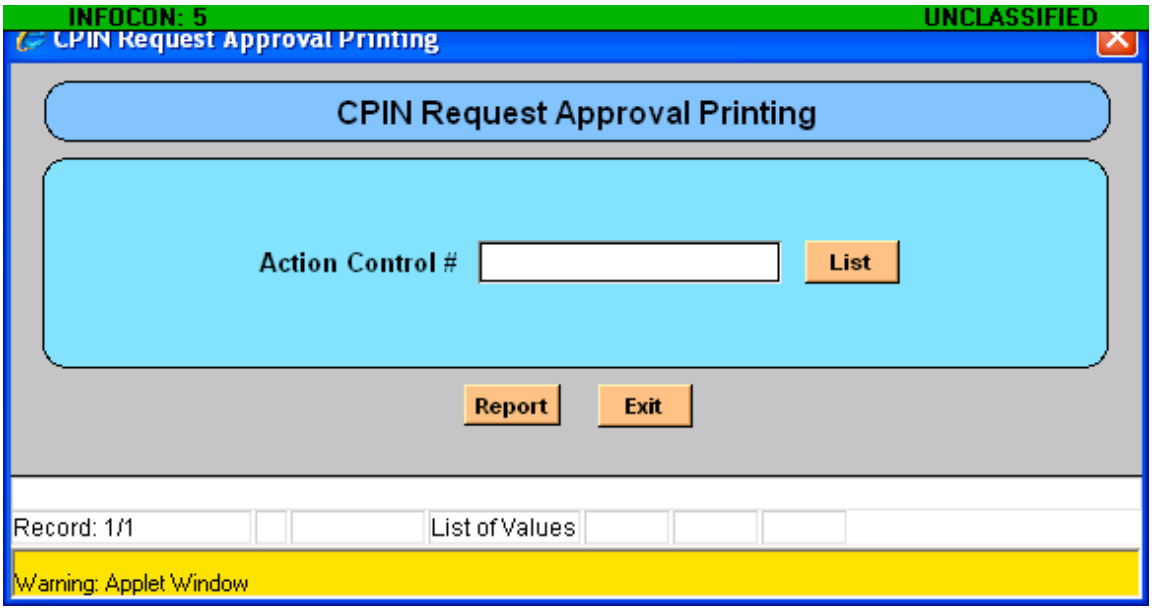
H0807916

Figure 3-8. CPIN Request Approvals Popup Screen



H0807917

Figure 3-9. Status of Approved CPINs Query Screen with Print Feature Selected



H0807918

Figure 3-10. CPIN Request Approval Printing Screen

ACPIN DATA AND CONTROL RECORD

ACTION(*Check One*): ☐ A - NEW CSCI ☐ B - NEW DOC ☐ D - NEW CSCI/DOC ☐ E - CANCEL ☐ F - NEW CSCI VERSION ☐ G - NEW DOC Version
☐ H - NEW CSCI/DOC VERSION ☐ K - NEW CSCI REVISION ☐ L - NEW DOC REVISION ☐ M - NEW CSCI/DOC REVISION ☐ N - REIDENTIFY
☐ P - REINSTATE ☐ Q - UPDATE CSCI DATA ☐ T - UPDATE DOC DATA ☐ V - DBA SCREEN UPDATE ☐ W - UPDATE CSCI/DOC DATA
☐ X - MANAGING CENTER TRANSFER ***DATE PREPARED** ***Mandatory Fields**

SCREEN 1	*First	Middle Initial	*Last	*A3 City	*A4. State
A1. ORIGINATOR'S NAME					
*A2. ADDRESS:				*A5. ZIP CODE	
				A6. DSN PHONE	

A7. DSN FAX	A8. Com Phone	A9. Com FAX	A10. EMAIL

A11. ALT POC EMAIL	A12. SPO EMAIL

A13. Remarks for Approval Authority

SCREEN 2 ACTION INFORMATION

*B1. Org Control #	B2. Action Control # (System Generated)	B3. Entry Date (System Generated)

*B4. Cat	*B5. Maj Func	*B6 Identifier	*B7 S/W	*B8. Seq	B9. Ver	B10. A&D	B11. A	B12. D	B13. Action Desc (System Generated)

B14. Software CPIN	B15. Documentation CPIN	B16. Rev

SCREEN 3 SOFTWARE CPIN DETAILS(1)

C1. Cage Code	C2. Contractor/SW Part #/Alt ID	*C3. Security Class	*C4. MCTR	C5. ES	C6. ES Routing

C7. CSCI Title

C8. CSCI Description

*C9. System	*C10. System Description

*C11. Applicable Systems	C12. WUC

C13. Station Type	*C14. Software Use	C15. Suite

Enter Aircraft Block Number In field C15

C16. Model	C17. Model Description

C18. Subsystem	C19. Subsystem Description

C.20. Acronym	C21. Acronym Description

C22. Control Computer	C23. Control Computer Description	C24. ITA Part # (F,S &T)

*C25 Test Station ID #	*C26. Test Station ID Description

AF IMT 1243, 20050502, V1 PREVIOUS EDITION IS OBSOLETE

H0807919

Figure 3-11. AF IMT 1423, Front

ACPIN DATA AND CONTROL RECORD

C27. UUT Part #	C28. UUT Description	C29. SRU	C30. LRU	C31. ITA Part # (U)	C32. ITA Part # Description

C33. Equipment Part # (if (F.S.T.)	C34. Equipment # Description

SCREEN 3 SOFTWARE CPIN DETAILS(2)

C35. Country	C36. Media Type	C37. Media Units	C38. Language	C39. Joint Services	C40. Maint Level

C41. TCTO/IOS	42. TCTP/IOS Description

C43. Technical Order/Operator Manual	C44. National Stock #

C45. Applicable Combination CPINs	C46. MAJCOM Routing

C47. CSCI#	C48. SERD #

C49. Limited Rights	C50. Nuclear Weapons	C51. Source of Repair	C52. Technical Repair Center
☐ Checked (Limited Unchecked (No Limited Rights)	☐ Checked (Nuclear Weapon) Unchecked (Non Nuclear Weapons)		

C53. Special Notes

C54. Software Date

SCREEN 4 DOCUMENTATION CPIN DETAILS (2)

D1. Country	D2. Media Type	D3. Media Units	D4. Limited Rights	D5. Serd Number

D6. Documentation Package	☐ Checked (Limited Right) Unchecked (No Limited Rights)	

D7. Software Date

INTERNAL COORDINATION

AF IMT 1243, 20050502, V1 PREVIOUS EDITION IS OBSOLETE

H0807920

Figure 3-12. AF IMT 1423, Reverse

	ACTION SCREEN
Action Box	Select Action by checking the applicable box
Date Prepared	Date Request is submitted
	SCREEN 1 - INITIATOR'S INFORMATION
A1 - A10	Self Explanatory (S-E)
A11 - Alt POC E-mail	Register personnel to receive ACPINS generated email notification of action
A12 - SPO E-mail	Register the SPO to receive ACPINS generated email notification of action
A13 - Remarks	Initiator may input data for the Approving Authority's consideration/information
	SCREEN 2 - ACTION INFORMATION
B1 - Org Control #	Optional. Assigned by the originator if necessary.
B2 - Action Control #	ACPINS generated unique tracking number
B3 - Entry Date	ACPINS will default to date entered in database
B4 - Category	Select from list in Chapter 4, para 4.2.1.
B5 - Major Function	Select from list in Chapter 4, para 4.2.2.
B6 - Identifier	Construct from Subsystem/System/AN Nomenclature/Acronym/Qualifier per para 4.3.1.
B7 - Software Type Code	Select from list in Chapter 4, para 4.4.
B8 - S/W Type Sequence	ACPINS will default to next sequence (001-999), see Chapter 4, para 4.4.
B9 - Baseline/Version	Enter 00 for Baseline, For Versions 01-99 ACPINS will default, para 4.5.1.
B10 - A&D	Circle the A&D if you are assigning/updating both CSCI and DOC
B11 - A	Circle the A if you are assigning/updating the CSCI only
B12 - D	Circle the D if you are assigning/updating the DOC only
B13 - Action Description	Leave blank. ACPINS will generate, para 3.3.
B14 - Software CPIN	Tentative CSCI based on above input (not for TO use until approved)
B15 - Documentation CPIN	Tentative DOC based on above input (not for TO use until approved)
B16 - Revision	Enter applicable revision suffix per Chapter 4, para 4.6.
	SCREEN 3 - SOFTWARE CPIN DETAILS PAGE 1
C1 - CAGE Code	Enter the DLIS assigned Commercial and Government Entity (CAGE)
C2 - Contr/SW PN/Alt ID	Enter the SW designator utilized by the CAGE prior to CPIN assignment
C3 - Security Classification	Enter the Security Classification of the software
C4 - MCTR	Per Appendix C to identify Managing Software Control Center by Site Code
C5 - Equipment Specialist	Obtain from Software SPO, no unauthorized ES codes (CPIN owner)
C6 - ES Routing	Obtain from Software SPO
C7 - CSCI Title	Provide a descriptive title for the software (clear text)
C8 - CSCI Description	Briefly describe the software function (clear text)
C9 - System	Enter the system designator per Chapter 4, para 4.3.1. Entry of a system designator in Block C9 will identify the System Program Office that manages the CPIN for Applicable Sub-System users registered in Block C11. The CPIN will display in the System Compendium, or the System/Subsystem to CPIN Cross-Reference.
C10 - System Description	ACPINS will auto-fill for the designator listed in C9 from internal table

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Figure 3-13. Instructions for AF IMT 1423 (Sheet 1 of 3)

C11 - Applicable Systems	Enter all known system/subsystem designators that utilize the system listed in Blocks C9/C10. Entry of the system designators in this field will cause the CPIN to display in all applicable System Compendiums and in the System Subsystem to CPIN Cross-Reference.
C12 - Work Unit Code	Do not enter any data other than WUC in this field, goes to WUC Cross-Ref
C13 - Station Type	Goes to Station Type Cross-Ref (only enter Station Type or leave blank)
C14 - Software Use	Goes to Software Use Cross-Ref (only enter Software use or leave blank)
C15 – Suite (or Block)	Goes to Suite/Block Cross-Ref (enter Suite/Block or leave blank)
C16 - Model	Official System Suffix Model Designator (F16A, F16B, F16C) only
C17 - Model Description	Describes the Model listed in C16 (auto-fills from internal table)
C18 - Subsystem	Enter the official subsystem designator per Chapter 4, para 4.3.1. Entry of a subsystem designator will cause the CPIN to display in the applicable System Compendium and in the System/Subsystem Cross-Reference.
C19 - Subsystem Description	Describes the Subsystem listed in C18 (auto-fills from internal table)
C20 - Acronym	See Chapter 4, para 4.3.1 on official DoD & USAF acronyms. Entry of an acronym will cause the CPIN to display in the Acronym to CPIN Cross-Reference. Do not construct or enter unofficial 'acronyms'.
C21 - Acronym Description	Enter the official title of the acronym
C22 - Control Computer	Goes to Control Computer Cross-Ref
C23 - Cont Comp Description	Describe the item listed in C21 (clear text)
C24 - ITA PN for F, S, T Types	For SW Type F, S & T only, enter Interface Test Adaptor PN from D043A
C25 - Test Station ID #	For SW Type U only, enter test set or station identification (Cross-Ref)
C26 - Test Sta Description	Describe the item listed in C25 (clear text)
	AF Form 1243 Back
C27 - UUT Part #	For SW Type U only, enter the Unit Under Test Part Number from D043A
C28 - UUT PN Description	Describe the item listed in C27 (clear text)
C29 - SRU	X this field if the SW supports a Shop Replaceable Unit (Cross-Ref)
C30 - LRU	X this field if the SW supports a Line Replaceable Unit (Cross-Ref)
C31 - ITA PN for UUTs only	For SW Type U only, enter the Interface Test Adaptor PN
C32 - ITA Part # Description	Describe item listed in C31 (clear text)
C33 - Equipment Part No	For SW Type F, S & T only, enter the Equip Part No as listed in D043. Do not enter system designators or acronyms in this field. Goes to EQ PN Cross-Reference.
C34 - Eq PN Description	Leave Blank
	SCREEN 3 SOFTWARE CPIN DETAILS page 2
C35 - Country Code (Appendix B)	ACPINS will default to US, so delete US when CPIN is Country Standard or Country Consortium. Add any other applicable Country Code that has been identified from a CPIN LOA Definitization Effort. Entry of US displays the CPIN in the USAF compendiums only. Entry of only FMS country codes will display the CPIN in the applicable Country Compendium(s) only. Entry of US and FMS country codes will display the CPIN in both the USAF compendiums and in the applicable FMS Country Compendium(s). When adding a country code where US was previously the only code, also be sure to add FMS MAJCOM code in block C46. See para 5.3. and 5.4.6.
C36 - Media Type for CSCI	Reserved for software manager decision
C37 - Media Units for CSCI	Reserved for software manager decision
C38 - Language	Enter programming language of source code
C39 - Joint Services	Enter lead service code first, followed by other using service. F-Air Force, A - Army, N - Navy, M - Marines, C - Coast Guard

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Figure 3-13. Instructions for AF IMT 1423 (Sheet 2)

C40 - Maintenance Level	Enter D - Depot, I - Intermediate or O - Organization
C41 - TCTO	Enter the TCTO number when applicable or enter N/A. Not all CPINs will require TCTOs for installation. Do not prefix with "TCTO".
C42 - TCTO Description	Leave Blank
C43 - Tech Order/Op Manual	Enter the applicable TO number or Commercial Operators Manual number. Do not prefix with "TO". Do not enter CSTO's unless CPIN is FMS Country Standard; do not prefix with "CSTO". If to be assigned later, enter TBA.
C44 - Nat'l Stock Number	Enter the D043A NSN of the UUT or Equip PN (field C27 or C33)
C45 - App. Combo CPINs	For SW Type C only, enter applicable CPINs loaded onto Combo CPIN. See information on Combination CPINs in para 4.4. and 4.6.3.
C46 – MAJCOM Code (Appendix A)	Enter the official MAJCOM code designator of base/field units that will be utilizing and ordering this CPIN. Entry to this field will cause the CPIN to display in the applicable MAJCOM compendium. Entry of pseudo MAJCOM code FMS will identify the CPIN as FMS used and is required when country codes other than US are in block C35. See para 5.1.2. and 5.4.
C47 - CSCI #	Enter Computer Software Configuration Item or leave blank. Goes to CSCI cross reference.
C48 - SERD #	Enter Support Equipment Requirements Document number if applicable or leave blank. Goes to SERD cross reference.
C49 - Limited Rights	Check if software has Limited Rights (Proprietary), otherwise leave blank
C50 - Nuclear Weapons	Check if applicable to a Nuclear Weapon, otherwise leave blank.
C51 - Source of Repair	Address of repair facility for LRU/SRU/UUT/NSN applicable to the CPIN
C52 - Tech Repair Center	Address of tech repair facility for LRU/SRU/UUT/NSN related to the CPIN
C53 - Special Notes	Clear text. Reserved for ES/MCTR, displays only in CPIN Master Record.
C54 - Software Date	Enter PENDING until an actual Software Date
	SCREEN 4 DOCUMENTATION CPIN DETAILS pg 2
D1 - Country Code	ACPINS will default to US. Add any other country code if applicable.
D2 - Media Type for DOC	Reserved for software manager decision
D3 - Media Units for DOC	Reserved for software manager decision
D4 - Limited Rights	Select if Documentation has Limited Rights (Proprietary), otherwise leave blank.
D5 - SERD Number	ACPINS will auto fill if block C48 is filled.
D6 - Documentation Package	Clear text for specifying applicable documentation.
D7 - Software Date	Depending on Action Code selected, ACPINS may auto fill from C54.
INTERNAL COORDINATION	Blocks are provided for hardcopy coordination purposes.

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Figure 3-13. Instructions for AF IMT 1423 (Sheet 3)

CHAPTER 4
CPIN STRUCTURAL ELEMENT DEFINITIONS

4.1 CPIN ELEMENTS.

4.1.1 CPIN. A CPIN is alphanumeric with a minimum of 14 and a maximum of 40 positions. This includes three dashes, which are used to divide the identifier into four separate fields. The only special characters allowed are slashes (/) in the second field to divide system, subsystem, acronyms, nomenclatures and qualifiers as needed for readability. Once approved, a CPIN will not change unless it is re-identified.

4.1.2 Revision Suffix. A CPIN shall be suffixed with a six-position revision identifier. When the six-position suffix is cited with the CPIN the characters occupy a minimum of 20 and a maximum of 46 positions.

4.1.3 Structure. Example of a CPIN structure with spacing and revision suffix is shown in Figure 4-1 & 4-2. The structure, dashes and slashes improve readability in CPIN compendiums, media labels, mailing labels, etc, helping to make it sight recognizable to the user.

4.2 CONTENTS OF THE FIRST CPIN FIELD (3 POSITIONS).

4.2.1 Category. The category is a 2-digit number as follows:

81	-	Aircraft
82	-	Missile
83	-	Ground Communications-Electronics
84	-	Simulators or Trainers
85	-	Test Stations or Testers
86	-	ACPIN System Testing (pseudo CPINs)
87	-	General Purpose Computers
88	-	Other Computer Programs
89	-	Space and Space Vehicles
90	-	Reserved
91	-	Command and Control
92	-	Precision Attack Weapons
99	-	Reserved

NOTE

Category 86 is used by the Software Management Systems Section and the MCTRs to test system functionality and processes. Although these CPINs will display in reports, these are bogus numbers used for testing only and shall be re-identified to 99 category or canceled when testing is completed.

4.2.2 Major Function. The Major Function code is a single alpha that identifies the purpose of the system or subsystem that the CSCI was designed to operate, test, or support. Major Function codes are:

A - Operational Flight Program (OFP). This major function relates to airborne flight programs, which are applicable to more than one major function within the CSCI. An OFP primarily applies to Aircraft (81) and Missile (82) categories but may also apply to simulator (84). A consolidation of offensive avionics, flight control and guidance system software would be an example assigned under this function.

B - Electronic Warfare (EW). This function relates to digitally controlled systems designed to locate, identify, or render ineffective any threat associated with an enemy capability. Examples are surveillance, threat evaluation, countermeasures, counter-countermeasures, jamming, tracking and Identification Friend or Foe (IFF).

C - Communications. This function relates to sending and receiving information by electronic devices from one location to another. Communication electronic systems are two or more physically separated but interdependent and related facilities that perform an end-use function. Examples are telephone, telegraph, teletype, intercom, radio, microwave, video, joint satellite, radar, HF, UHF, and VHF.

D - Data Processing and/or Display. Data processing is the preparation and handling of basic elements of information according to precise rules or procedures to accomplish an operation, such as classifying, sorting, calculating, summarizing, and recording data. Display pertains to the visual presentation of processed information. This is accomplished through specially designed electronic or electro-mechanical devices by interconnection with digital computers or component Input or Output (I/O) equipment. Central Air Data Computer (CADC) processing, graphic and data displays, recording, Joint Tactical Information Distribution System (JTIDS) software, and other software used with general-purpose data processors are typical examples.

E - Engines. This major function relates to engines, motors, power plants, and their propulsion systems. Generally, this function includes all propulsion units such as aircraft jet and reciprocating engines, and aerodynamic and ballistic missile engines. This includes rocket, ram, pulse, turbo jet, and drone engines. Software used to start, operate, monitor, diagnose, test, and control engines are assigned this function code.

F - Flight Controls. This function relates to aircraft and missile surface controls and the instrumentation pertaining to these vehicle controls in flight. Flight control systems that keep the aircraft or missile on a prescribed course include autopilot, terrain-following radar, all-weather landing systems, altitude indicators, attitude indicators, displacement/directional/rate gyros, computer flight directors, and servo systems.

G - Guidance. This major function relates to the control of an aircraft or a missile either from within by a person or automatic device, or without by electromagnetic signals. In the case of unmanned self-propelled vehicles, guidance is the capability to control, from within, the vehicle's trajectory or course while it is in motion, by remote signals, homing systems, inertial or programmed control. Target and reconnaissance drones are included in this function. Guidance may be by radar, radio, video, electro-optical, telemetry, infrared or laser beams, or preset destination programs.

H - Navigation. This function relates to the process of directing an aircraft toward its destination by determining its position, heading, etc. Examples are General Navigation Systems (GNS), Inertial Measurement Units (IMU), Doppler Radar Systems, Omega Navigation Control System, Global Positioning System, Celestial Navigation, and Tactical Air Control and Navigation (TACAN).

J - Weapons Delivery. This function relates to bringing an instrument of combat upon its target or to the place where it carries out the function for which it was designed. Examples are bomb launch, bomb jettison, targeting, target illumination, impact point, and stores management.

K - Fire Control. This function relates to the equipment that utilizes target data from optical or radar devices to direct aiming and firing of a particular weapon. Calculations are made by using the motion of the target and the firing vehicle data to provide directions of bearing, elevation, and timing for aiming and firing of the weapon. Examples are fire control systems, computing, and optical sight systems, platform stabilization systems, fire control radar, fire control directors, and ballistics computing systems.

L - Missile Launch. This function involves systems designed to launch, drop, project, or propel an object (missile) for the purpose of striking a predetermined target. Examples are launch systems, launch simulators, remote controls, and prelaunch data.

M - Metrology/Meteorology. Both major functions are identified with an M. Metrology is the science of measurement including the development of measurement standards and systems for absolute and relative measurements and the conformance to these technical requirements. Automatic calibration/calculation and in-circuit testers apply to the metrology function. Meteorology is the branch of physics that relates to heat and moisture changes, low and high pressures or other attributes that affect the atmosphere and its phenomena. Examples are weather reconnaissance, meteorological weather data gathering, atmospheric research data and precision measuring. (Software for 33K series TOs.)

N - Environment and Egress. Environment relates to all conditions, circumstances, and influences surrounding and affecting the operation or environment of an air weapons system. Examples are: Oxygen, deicers, and cockpit and missile air conditioning systems. Egress relates to the emergence from an aircraft under normal or emergency circumstances. Examples are seat or cabin ejection systems.

P - Photography. This function relates to any airborne photography including surveying, reconnaissance, and mapping. Simulator and test sets that apply to airborne video tape recorders or still camera systems used in shop environments are also included. Examples are airborne photography systems, gun camera systems, and infrared mapping devices.

Q - Electronic and Electrical. This function relates to any airborne or ground CE system and equipment, which is primarily electrical or electronic in makeup. Examples are aircraft, missile or Ground CE electronic or electrical systems, wiring harness, circuit cards, multiplexers, and power supplies.

R - Armament and Munitions. This function involves the airborne offensive and defensive weaponry and munitions of an aircraft or missile. Munitions include both live and inert conventional bombs, rockets, missiles, flares, fuses, and igniters normally mounted on or in an aircraft or missile. Examples of armament are laser-guided bombs, gunnery target systems, armament control systems, and chemical warfare devices.

S - Fuel. This function relates to any liquid, gaseous, or solid substance used to power an aircraft, missile, or rocket engine. Also included are systems that control the use of these substances. Examples are integrated control displays, rate of flow and fuel quantity indicators, fuel savings, and fuel management systems.

T - Multiple Major Functions. Function code T is used when a subsystem or system performs more than one function. For instance, an end-item of equipment might be assigned a T code for multiple functions which may include communications (major function code C), electrical power (major function code Q), and data processing (major function code D).

NOTE

The T code should not be confused with function code A, which also pertains to more than one function but is used only for Operational Flight Programs (OFP). When one of the functions is calibration or measuring, use major function code M.

U - Hydraulic, Pneumatic, Pneudraulic, and Vacuum. This function relates to systems designed to utilize liquids, gases, or air (pressure or vacuum). Examples are constant speed drives, vacuum capacitors, aircraft pneumatic trainers, and pressure/temperature test sets.

V - General Purpose or Supportive. This function relates to programs and documentation that operate or support modified ADPE that may be associated with multiple weapon systems or subsystems.

W - Surveillance/Tracking/IFF. This function applies to both airborne and ground-based systems whose primary function is surveillance and tracking. Examples are E-3A, Cobra Dane, and AN/FPS-85 Spacetrack Radar. This code will not include electronic warfare type surveillance and tracking software, which is identified with function code B.

X - Targeting. This function relates to systems that acquire, identify, track, range, and designate selected targets for precision guided munitions. May be an active system, performing all targeting functions within a single system, or may be a passive system, requiring support from other systems. Uses FLIR, television, radar imagery, laser energy, satellite guidance, or a combination to perform targeting functions. Targeting systems typically contain electromechanical servo systems, electro-optical sighting components, and electronic control elements. Examples are LANTIRN, LITENING, and Pave Penny.

Z - Other. This function relates to programs and documentation that cannot be identified in any other function. Examples are aircraft and missile mass-property systems that help determine the center of gravity, weight, balance, and loading parameters.

4.3 CONTENTS OF THE SECOND CPIN FIELD (MIN 2, MAX 27 POSITIONS).

4.3.1 Identifier Field. This field may contain a weapon system designator, subsystem designator, acronym, Work Unit Code (WUC) or other qualifier, or the field may contain any combination of these data elements separated by slashes. If more than one data element is input to this field, a slash is recommended to retain the sight recognition of one data element from another when possible. The variable length, alphanumeric second field of the CPIN is used to identify the subsystem (e.g., ALQ131V, DSQ35, UYM7) or system (e.g., C5A, AGM86, IAIS) which the CSCI is designed to operate, test, or support. In order to maintain visibility to users and managers, it is preferable to identify the subsystem whenever possible. A standardized subsystem identifier in the CPIN assists management control of subsystems required by the SPO. Subsystems may be common to multiple weapon systems. The second field will consist of the following subsystem/system type identifiers.

4.3.1.1 AN (Aeronautical) Nomenclatures. AN nomenclatures are type designation assignments for electronic systems and subsystems used throughout the Department of Defense. A type designation is definitive in itself in that it will never be duplicated. Subsequent modifications are recognized through the assignment of a modification letter or specific variable configuration number. Nomenclatures and official titles are established by submittal of a DD Form 61 through the Joint

Electronic Type Designation System (JETDS), per MIL-STD-196E. The AN nomenclature shall be used in the second field of the CPIN when this nomenclature has been assigned. When it appears in the CPIN, the AN designator and dashes are omitted. For example, AN/ARC-24 is changed to ARC24. The AN nomenclature that identifies a component with the subsystem/system can be used in the second field of the CPIN to reflect the subsystem/system component. For example, CP-365/ASQ-6 is the subsystem plus the CP-365 component. Slashes (/) are used to separate the designators. Components are often common to various subsystems; therefore, when the component is used in the CPIN the nomenclature is reversed. For example, CP-365/ASQ-6 will be entered as ASQ6/CP365. This provides a more standardized grouping of subsystem/system identifiers and is more suitable for indexing the CPINs. If the AN nomenclature contains a V in parentheses, it identifies a modified subsystem, and the parentheses is omitted. For example, AN/ALR-46(V)2 is changed to ALR46V2. When the system designator is used dashes will be removed. Example: B-52H, F-15E, E-3A, or LGM-30F would appear in the second field of the CPIN as B52H, F15E, E3A, or LGM30F.

NOTE

The system designator (model, design, series such as F16C) will only be identified in the second field of the CPIN when the CSCI is system peculiar.

4.3.1.2 Acronyms and Abbreviations. If an appropriate military-designated subsystem identifier is available, then acronyms and abbreviations should not be used as subsystem identifiers. However, if this is the only method of identification, the acronym or abbreviation representing the subsystem may be used and will be identified first in the second field of the CPIN (e.g., CADC/F15).

4.3.1.3 Qualifiers. It may be desirable to associate the system or subsystem in the second field of the CPIN with a qualifier to denote a particular application, physical location, system, acronym, etc. An example would be the use of a qualifier to identify a Unit-Under-Test (UUT) program for a specific circuit card within a subsystem, such as AJN18/IDA6. The qualifier identifies circuit card number IDA6 located in subsystem AN/AJN-18. When a subsystem is common to more than one weapon system, the subsystem may be qualified with the applicable system designator. The system or subsystem shall be identified first in the second field of the CPIN and the qualifier identified last. The use of general qualifiers is an option of the software manager.

4.3.1.4 Country Codes as Qualifiers. A 2-digit country code (per DoD 5105.38-M, Table C4.T2, see Appendix B) shall be used as a qualifier when the CPIN is Country Standard (utilized by only one FMS country). A designator of “XX” shall be used to indicate the CPIN is Country Consortium (utilized by more than one FMS country but not the US). A designator of “US” shall be used to indicate the CPIN is USAF Consortium (utilized by US and one or more other countries). When these designations are used as qualifiers, they shall appear in the last two positions of the identifier field. A USAF Standard CPIN shall not have any country code qualifiers (see paragraph 5.8.1). This guidance is not retroactive for existing CPINs.

4.4 CONTENTS OF THE THIRD CPIN FIELD - TYPE AND SEQUENCE (FOUR POSITIONS).

Alpha codes identify the type of software and are defined below. The type is followed by a three-digit number (000-999) and identifies the number of related CSCIs in a series.

F - Operational Software includes the computer programs required to operate the system. These programs are loaded and run in the computer equipment during system operation. This includes executive/supervisor programs, functional/application programs, and input/output programs.

S - Support software programs are generally used for the development and maintenance of other computer programs. Support programs include operating systems, assemblers, compilers, loaders, etc. In the case of training devices, these programs include preflight check programs and student performance programs.

T - Test software programs accomplish in-place testing that includes diagnostic test, fault isolation test, and similar testing that is made while the system is in place.

U - Unit Under Test software programs test SRUs, LRUs, or ITAs, which have been removed from their operating environment.

C - Combination - A CPIN assigned to identify a media unit loaded with two or more applicable CPINs that are different types of software or documentation packages with individually assigned CPINs. Combination CPINs are loaded on one media unit for storage and distribution purposes A combination CPIN should not be assigned until after all applicable CPINs are assigned, to prevent unnecessary revisions to the combination CPIN. Combination CPINs require complex configuration management. When one of the applicable CPINs already loaded to the combination media is revised, the combination CPIN shall also be revised. When an applicable CPIN has a security classification change higher than the classification on the combination CPIN, the combination CPIN must also be revised. Anytime a new applicable CPIN is added to the combination CPIN, this requires a revision to the combination CPIN, since the configuration has changed. When an FMS country code is registered to a combination CPIN, ensure that the FMS country code is also registered to all applicable CPINs loaded on the combination media.

D - Master - A CPIN assigned to a media unit, which contains two or more CSCIs that are the same type of software or documentation package and which have individually assigned CPINs. This type applies only to existing Master CPINs, and has been discontinued for new assignment.

4.5 CONTENTS OF FOURTH FIELD - BASELINE/VERSION SEQUENCE -A/D (THREE POSITIONS).

4.5.1 Baseline or Version Sequence Number. The first two positions in this field consist of a two-digit number. When the number is 00, this identifies the original CSCI product baseline configuration, and will always be used in the first CPIN assignment. When the number is any of a series (01-99), this identifies a configuration version of the baseline. A version may be established anytime after the baseline configuration is defined. A new version identifies configuration modifications of the baseline for different equipment, different customer or different mission requirements that does not replace the baseline configuration, but is in addition to the baseline. Versions co-exist and are managed, updated, revised, ordered and distributed independently to different customers on ID with different equipment and missions. A customer on ID for baseline 00 will not be supported on any of the Versions unless they also submit Orders for other versions. (For example: 00 is the Baseline. 01 is a co-existing version of 00, and does not replace 00. 02 is another co-existing version of 00, and does not replace either 00 or 01.)

4.5.2 CSCI/DOC Indicator. The last position of this field will be either A or D. An alpha A will be assigned in the CPIN for the CSCI. An alpha D will be assigned in the CPIN for the documentation.

4.5.3 Software Engineering Documentation. Software engineering documentation establishes the configuration baselines for CSCIs and is used for the development of software and changes to that software. Software engineering documentation shall be assigned a Documentation CPIN that will be identified on the cover page or first page of a documentation item. The documentation CPIN will be the same identifier as its related CSCI except the last character, which will be a D instead of an A. CSCIs containing data with restricted or proprietary rights shall be identified as Limited in the ACPINS “Limited Rights” field (AF 1243, Blocks C49 and D4) for indexing in compendiums, cross references and reports.

4.5.4 Combination Documentation. Software managers may request a Combination Documentation CPIN when only one engineering documentation package has been developed for two or more CSCIs prior to delivery to the USAF, or if the development of only one engineering package for two or more software items is more cost effective.

4.6 CONTENT OF REVISION SUFFIX (SIX POSITIONS).

4.6.1 Revision Numbers. The Revision Suffix consists of the abbreviation “REV” followed by a three-digit serial number (000-999). The first configuration will always be REV 000, commonly referred to as the “Basic” Revision. Subsequent revisions will be assigned in numerical sequence from 001 to 999. Revisions identify software changes or corrections to the previous revision. (Example: REV 000 is entirely replaced by REV 001. REV 001 is entirely replaced by REV 002.) The latest dated revision makes the previous dated revision move from the current compendiums to compendium history. A newer revision number that is not yet dated or released, and has PENDING in the software date field, indicates that a future replacement is in process, but the last dated revision is still valid. A customer on ID for any CPIN revision will automatically be supported on the next released revision, since the purpose of an ID requirement is for future support of revision releases. FMS country customers’ new revision releases are contingent on revision development cost sharing, the CPIN case line period of performance and available funds. Contractor customers’ new revision releases are contingent on the contract expiration date. Both the CSCI program (A) and the engineering documentation (D) are affected by revision changes, and should be updated concurrently. The CSCI program (A) and the engineering documentation (D) should have the same revision number and software date. The revision number and software date shall be marked on all media labels. The revision number and software date on media labels shall match what is shown in the ACPINS compendiums. The ACPINS online compendiums are the official source to verify the latest revision numbers.

4.6.1.1 CPIN Revision Numbers Referenced in Technical Orders. See TO 00-5-3 (paragraph 3.3.13) for official Air Force Technical Order policy on publishing CPIN Revision Numbers in TOs.

4.6.2 Skipping Revision Numbers. If it becomes necessary to skip a revision number, that number may not be assigned at any time during the CPIN lifecycle. To facilitate configuration tracking and control, assignment of out-of-sequence revision numbers shall be documented in Special Notes of the Master CPIN Record.

4.6.3 Revision Combination CPINs. When revising a CPIN applicable under a combination, the combination shall also be revised. Anytime an additional CPIN is listed under a combination, the combination CPIN shall require a new revision number to identify the new configuration of the combination. When a security classification is upgraded for a CPIN applicable under a combination, the security classification for the combination shall be changed to the highest classification of all applicable CPINs. The security classification of a combination CPIN shall never be less than the security classification of its applicable CPINs. See paragraph 4.4.

NOTE

When rolling revisions or assigning versions, remember that a new revision is to fix an error or improve the function for the same equipment, mission and customers, and replaces the previous revision. A new version is to modify an existing configuration baseline to function for different equipment, different mission and different users and will not replace the baseline. Each version has its own revisions.

```
                                                          6-Position
        40-Position Maximum Length for CPIN               Revision Suffix
|-----------------------------------------------------------------------|     |-----------|
86Z-ASQ6/CP365-U001-00A_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _                    REV 000
                                (Unused positions)
86 - ACPIN System Testing
   Z - Other
     ASQ6 – ASQ-6 subsystem
             CP365 – CP365 component
                     U - Unit Under Test
                       001 – First CPIN in the series
                           00 – Baseline Software
                              A – Software Program
```

Some CPIN assignments based on the above example may be:

CSCI Baseline, Basic	86Z-ASQ6/CP365-U001-00A REV 000
DOC Baseline, Basic	86Z-ASQ6/CP365-U001-00D REV 000
CSCI Baseline, Revised	86Z-ASQ6/CP365-U001-00A REV 001
DOC Baseline, Revised	86Z-ASQ6/CP365-U001-00D REV 001
CSCI Version, Basic	86Z-ASQ6/CP365-U001-01A REV 000
DOC Version, Basic	86Z-ASQ6/CP365-U001-01D REV 000
CSCI Version, Revised	86Z-ASQ6/CP365-U001-01A REV 001
DOC Version, Revised	86Z-ASQ6/CP365-U001-01D REV 001
Combo CSCI Baseline, Basic	86Z-ASQ6/CP365-C001-00A REV 000
Combo DOC Baseline, Basic	86Z-ASQ6/CP365-C001-00D REV 000
Combo CSCI Baseline, Revised	86Z-ASQ6/CP365-C001-00A REV 001
Combo DOC Baseline, Revised	86Z-ASQ6/CP365-C001-00D REV 001

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Figure 4-1. CSCI/DOC Examples Baseline/Version, Basic/Revision

COMPUTER PROGRAM IDENTIFICATION NUMBER (CPIN)

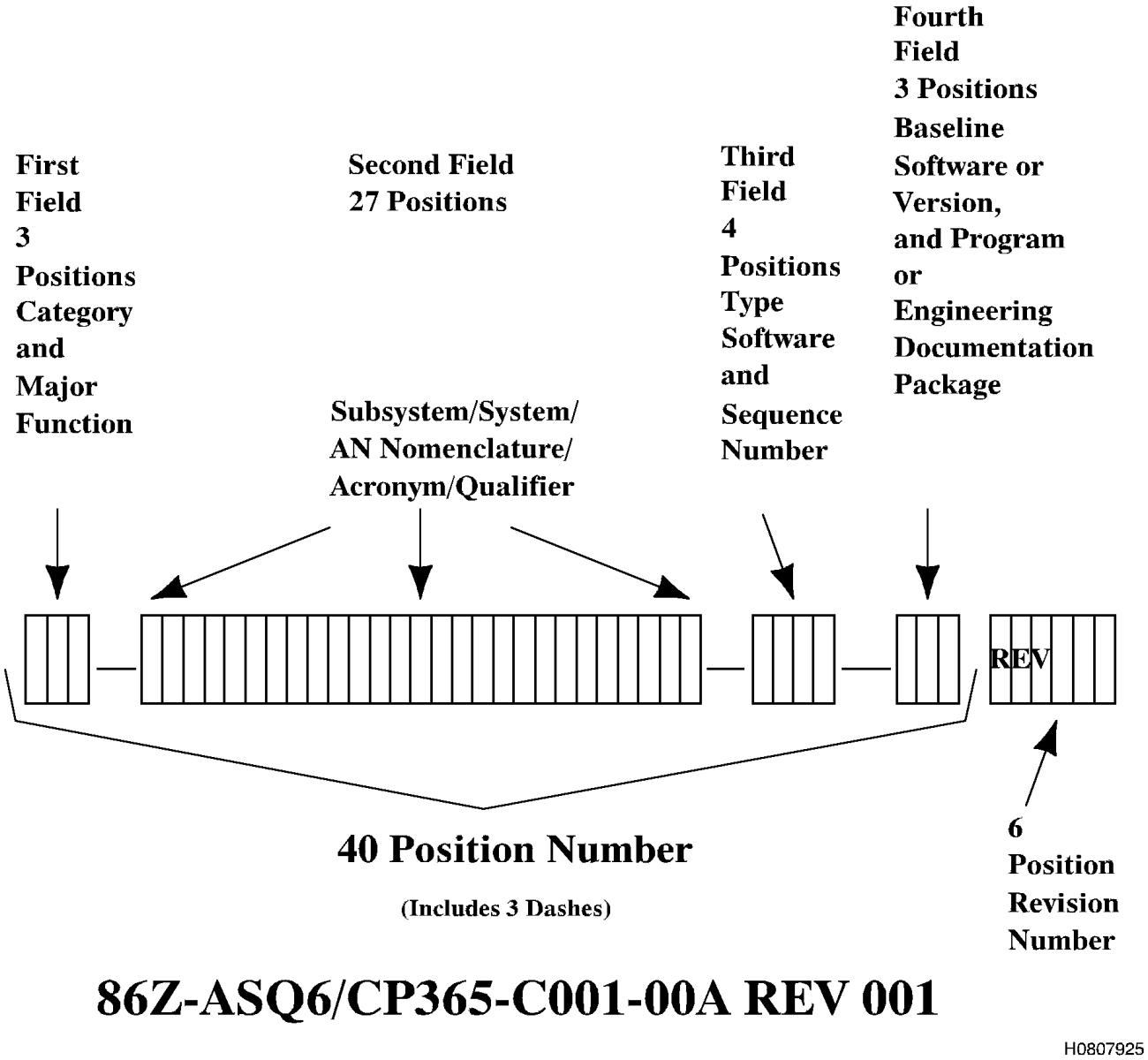

Figure 4-2. CSCI Designator Structure and Pattern

CHAPTER 5
ACPINS COMPENDIUMS AND CROSS-REFERENCES

5.1 TYPES OF COMPENDIUMS.

Compendiums are compiled from data stored in ACPINS data element tables input by authorized users and are available on-line to authorized customers from the Forms and Reports option on the Main Menu. Questions on accuracy of data provided in the compendiums shall first be directed to the applicable MCTR (Appendix C). Off-line USG/DoD contractor customers will contact the Software Management Systems Section for assistance in obtaining system access. The compendiums contain current CPIN data with applicable information concerning baselines, versions, revisions, re-identified, transferred, canceled or replaced CSCIs and engineering documentation. All compendiums except the System Compendium and the Master CPIN Record are divided into Part I and Part II. Part I will produce a type of history listing that is formatted by the initiator on the query screen within specific date parameters as input in the "Start Date" and "End Date". The Part I listing will show new, revised and canceled CPINs with activity during the specified timeframe. Part II contains applicable data for the last current dated and PENDING revisions. There are six types of compendiums (not counting the custom web pages), each with different format and/or data (see Table 5-1). Visibility of compendiums online depends on the access role (see Chapter 10 for a list of roles). When querying any of the compendiums, the system utilizes the "%" (percent sign) for the wild card in order to do partial searches for groups of CPINs, groups of Part Numbers etc.

NOTE

Compendium query reports will not be provided by any ACPINS user to non-USG personnel without determination of need to know. Any non-USG personnel must comply with DD Form 2345 and/or DD Form 2875 requirements before technical data will be provided in the form of ACPINS produced compendiums or reports. FDO approval is required for all non-US citizen/resident releases of data unless stated elsewhere in this TO.

5.1.1 USAF Compendiums. Parts I and II, contain USAF Standard and USAF Consortium CPIN data. CPINs are tabled to the USAF Compendium when country code US is entered in the country code field (AF Form 1243 Blocks C35 and D1). It is a compilation of all USAF used CPINs without regard to MAJCOM application or other country codes. (These compendiums were formerly identified as 80-1-series.)

5.1.2 80-2 Series MAJCOM Compendiums. Parts I and II, contain CPINs identified with a specific MAJCOM code (Appendix A). CPINs are tabled to the MAJCOM Compendium when a MAJCOM code is entered in the MAJCOM field (AF Form 1243 Block C46). It is a further breakdown of CPINs in the USAF and/or Country Compendiums as used by a specific MAJCOM customer. The FMS used CPINs are identified as pseudo MAJCOM designator 'FMS', while Standard CPINs are identified by the using command(s) code. The query result will display 80-2-(_____) series by MAJCOM code (80-2-ACC, 80-2-AMC, 80-2-ANG, 80-2-FMS, 80-2-PACAF, 80-2-USAFE etc).

5.1.2.1 Creating and Maintaining MAJCOM Compendiums. To add or remove a CPIN in a MAJCOM compendium, the applicable MAJCOM code is inserted or deleted from the MAJCOM data field (Block C46) in the online Request Screens (AF 1243) as an Update action. A Major Command Compendium is available online by querying the MAJCOM code in the MAJCOM query screen. The compendium will display all CPINs with a MAJCOM code added to the MAJCOM data field to identify it as command utilized. A MAJCOM Compendium is identified by the 80-2 series with command designator. Example: 80-2-ACC, 80-2-NWT, etc. MAJCOM codes utilized in ACPINS (and on the AFTO Form 43 Block 4e) are listed in Appendix A.

5.1.2.2 Consolidated FMS Compendium (80-2 FMS). The Consolidated FMS Compendium is not releasable to FMS countries. Authorized users may obtain a Consolidated FMS Compendium from the MAJCOM Compendium Part II query screen, by entering "FMS" as the pseudo MAJCOM code. All CPINs that have had "FMS" added to the MAJCOM field (Block C46 of AF 1243) will display in the 80-2-FMS Consolidated Compendium. Once all CPINs with FMS users have been identified with pseudo MAJCOM "FMS" code, a Consolidated FMS Compendium will be available (see Table 5-1). (This manual process has been identified for a future redesign requirement for automatic addition of pseudo MAJCOM FMS to all CPINs identified with a country code other than US.)

5.1.3 80-3 Series Country Compendiums. Parts I and II, contain Country Standard and Country Consortium CPIN data. CPINs are tabled to the Country Compendiums when country codes are entered in the country code field (AF Form 1243

Blocks C35 and D1). The query result will display 80-3-(__) series by Country Code (Appendix B). One country's CPIN data shall not be released to another country.

5.1.3.1 Maintaining Country CPINs in the Country Compendium. Country Compendiums are available to most user roles with online ACPINS access. Each Country Compendium identifies CPINs that have had a specific country code inserted in the country code data field of the online Request screen (or AF Form 1243 Block C35 or D1) by various methods. The Country Program Manager, software manager and/or equipment specialist is responsible for maintaining data for their CPINs that display in the country compendium. For example, a CPIN is automatically added to the country's compendium when an Order for ID quantity or 1T quantity is approved through the ACPINS database. The country code can also be added to the country data element field of the online Request Screen or AF Form 1243 as an update action (paragraph 3.3.2.2.1.). The country program manager and software manager shall coordinate with the local MCTR personnel (Appendix C) when the addition of a country code to large quantities of CPINs is necessary. This can result from CPIN definitization conference findings to support a new or follow-on LOA per paragraph 6.2.2. A country code shall not be deleted from a CPIN record without coordination with the country. Removal of a country code from a CPIN record will cause that CPIN to drop out of the applicable country compendium. To determine if a country code was previously on a CPIN, query the Country Compendium Part I, leave the dates at default, and enter the country code and the CPIN. The report will bring up a history of that CPIN for that country. When CPINs are used jointly by the USAF and a participating foreign country, the addition of country codes in the online Request Screen will cause the CPIN to show in both the USAF and Country Compendiums as a USAF Consortium CPIN. Country Standard and Country Consortium CPINs are not used by the USAF. Country Compendiums are similar in data element format to USAF Compendiums. Country Compendiums are identified with an 80-3-(__) series number ending with a two-position country code (Appendix B).

5.1.3.2 Release of Country Compendiums. The Country Compendium and Cross-References are releasable to each foreign country engaged in the Security Assistance Program (SAP) that has a current LOA. These reports are available on-line for the Foreign Liaison Officers (FLO) on Extended Visit Authorization (EVA) in the CONUS who have obtained approved ACPINS access (paragraph 2.2.3.). The FLOs who are off-line shall request assistance from their host organization and the local Foreign Disclosure Office (FDO) in applying for access to any Air Force Automated Information System, including ACPINS. If a participating country does not have a FLO on EVA to the CONUS, the FMS SW-TODO shall contact their CPIN case line manager to obtain a copy of their CPIN compendium. Any costs incurred by the USAF in providing the FMS CPIN country compendium or sanitized USAF system compendium shall be reimbursed as required by DoD FMS case management procedures. Country compendiums and cross-references are available by querying a single country code at a time from the Country Compendiums Part II screen or from the Country Cross Reference query screens under the Compendiums Menu.

NOTE

Specific USAF System Compendium data are releasable to FMS country representatives as a Defined List of Applicable Software (LOAS) in support of a current funded LOA as compiled by the Country Program Manager or software manager during CPIN Definitization Process after coordination with local Foreign Disclosure Office (FDO).

5.1.4 System Compendiums. The System Compendiums contain all CPINs identified with applicable weapon system designators. CPINs are tabled to the System Compendiums when weapon system designators are entered in the system field (AF Form 1243 Block C11/C12) or the subsystem field (Block C18/C19). System Compendiums containing Standard CPINs shall not be released to countries without approval from the local FDO. (Each country has a unique System to CPIN Cross Reference under 80-3 series country compendiums, providing a breakout of CPINs identified from previous definitization efforts.)

5.1.4.1 Creating System Compendiums. A System Compendium is automatically tabled or indexed from data entered on the CPIN Request screen (AF Form 1243 data elements, see Figure 3-11) in either the System or Subsystem fields. The System Compendium will display all CPINs identified to a specific system designator. Systems are identified with designators such as B-1, B-2, F-15, F-16, etc. in accordance with DoD Directive 4120.15L and MIL-STD-196E.

5.1.4.2 Maintaining System Compendiums. To add or remove a CPIN from a System Compendium, the SPO/ES/MCTR will insert or delete the designator from the Applicable System data field or from the Applicable Subsystem data field in the online Request Screens as an Update action (or AF 1243 Blocks C11, C17 and C18).

5.1.4.3 Querying System Compendiums. To query a specific system or group of system designators, access the System Compendium Part II screen, and enter either a whole system designator or a partial system designator using the wild card

symbol (%) and click on the List button to the right of the System field. A listing of applicable system designators will pop up. Select from the list by clicking on a designator and then click the Find button on the popup screen to search the system for that designator. The system will produce a compendium of CPINs that have that system designator registered against it under either the system or subsystem field. A user may also query the entire system listing with a wild card (%), click the list button and scroll for the applicable designator.

5.1.5 Master CPIN Report. This compendium displays all data elements for all CPINs as input per CPIN Request screens described in Chapter 3 and Appendix C, or as input from the DBA CPIN Screens described in paragraph 10.2.5. The report is available to authorized personnel (not released to FMS countries as it displays all using country code data and Special Notes.) See Table 5-1. It will display only the latest dated revision and the pending revision, if applicable. Once a new revision is dated, the previous dated revision will no longer be visible in the Master CPIN Report. It will only be visible in the Master CPIN History Report (see paragraph 7.2.1.4.).

5.2 TYPES OF CROSS-REFERENCES.

The Cross-References are quick reference listings, which serve as research aids when the CPIN is not known, but other data is available such as part number or TO. Cross-References are maintained by the SPO/ES/MCTR utilizing the ACPINS Request screen (AF Form 1243). The entire data element may be queried or a partial data element using the wild card symbol (%) either as a prefix, suffix or both. For example, when querying part number 7894927, it may be entered whole, or it may be entered as 789% to bring up all of the part numbers under that series for possible match. The data elements available for cross-references appearing in the order displayed in the online cross reference screens are:

Acronym to CPIN (Block C20
Equipment Part Number to CPIN (Block C33)
Tech Order/Operator Manual to CPIN (Block C43)
CAGE Code, Contractor/SW Part #/Alt ID to CPIN (Blocks C1, C2)
Test Station, UUT, and ITA to CPIN (Blocks C24, C25, C27)
LRU/SRU to CPIN (blocks C29, C30)
SERD to CPIN (Block C48)
System Model, Subsystem, to CPIN (Blocks C9, C11, C18)
TCTO/IOS to CPIN (Block C41)
National Stock Number to CPIN (Block C44)
Source of Repair to CPIN Block C51)
Technical Repair Center to CPIN (Block C52
WUC to CPIN (Block C12)
Control Computer/Equip Part Number/ITA to CPIN (Blocks C22, C31, C33)
Software Use/Station Type/Suite to CPIN (Blocks C13, C14, C15)
CSCI to CPIN (Block C47)

5.3 INDEX OF COMPENDIUMS.

This is an index list of the 80-2-series MAJCOM compendiums and the 80-3-series FMS Country compendiums.

5.4 HOW TO REGISTER A CPIN TO A COUNTRY COMPENDIUM.

The following paragraphs define types of CPINs and how country codes are to be added to the Country Code field (by Update action) in order to register the CPIN in a specific compendium as shown in Figure 5-1. For guidance on using country codes as identifying qualifiers in the numbering structure of the CPIN, refer to paragraph 4.3.1.4.

5.4.1 USAF Standard CPINs. USAF Standard CPINs are CSCI/Docs that were initially developed for use by the USG, and are currently used only by US SW-TODOs. The country code US should not be used in the CPIN structure (AF Form 1243 Block B6), but code US shall be allowed to default in the country code field (AF Form 1243 Blocks C35/D1). All customers on ID for US Standard CPINs shall be US SW-TODOs.

5.4.2 Country Standard CPINs. Country Standard CPINs are CSCI/Docs that were either developed exclusively for a single FMS country's use or the same configuration is currently not used by the US or any other country. The applicable

country code (example BN) shall be entered in the country code field (AF Form 1243 Block C35, but not D1) as a result of CPIN Definitization. The country code US shall be deleted from block C35 when ACPINS defaults to US. Country Standard CPINs will have only one country user, a single FMS Country; no US users. The single FMS country may be on ID with multiple SW-TODO accounts if they require the CPIN to be delivered to more than one site in country (example 28BN01, 28BN02, 28BN03 etc.).

5.4.3 USAF Consortium CPINs. US Consortium CPINs are CSCI/Docs that may have been initially developed only for the US, but have since been sold and released to FMS country user(s) that reimburse the US on a cost share basis through their LOA. All applicable country codes including US shall be entered in the country code field (AF Form 1243 Blocks C35) as a result of CPIN Definitization. Only US shall be entered in Block D1. US Consortium CPINs have multiple users on ID, and include the US SW-TODOs plus one or more FMS countries SW-TODOs.

5.4.4 Country Consortium CPINs. Country Consortium CPINs are CSCI/Docs that may have been developed initially only for the USAF, but is no longer used by the USAF; or that may have never been used by the USAF and was developed for one or more FMS countries. All applicable FMS country codes shall be entered in the country code field (AF Form 1243 Blocks C35) as a result of CPIN Definitization. Country code US shall be deleted from Block 35 (it will default to US), but shall be allowed to default in block D1. Country Consortium CPINs have multiple country SW-TODO users on ID, but no US customers on ID.

Table 5-1. Types of Compendiums

Types of CPINs and Where they Appear in AC-PINS per Country Code Entry in Country Code Field	USAF 80-1 Compendium Parts 1, 2 & Cross Refs When Applicable	80-2 series Applicable MAJCOM Compendiums Parts 1, 2	80-2-FMS Consolidated Country Compendium	80-3 series Single FMS Country Compendiums Parts 1, 2 & Cross Refs	System and Sub-System Compendium When Entered in System Field(s)	Master CPIN Report and Master History
USAF Standard US Country only	X	X			X	X
USAF Consortium US + FMS Ctry(2)	X	X	X	X	X	X
Country Standard 1 FMS Country only			X	X	X	X
Country Consortium 2 or more FMS Ctry(s)			X	X	X	X

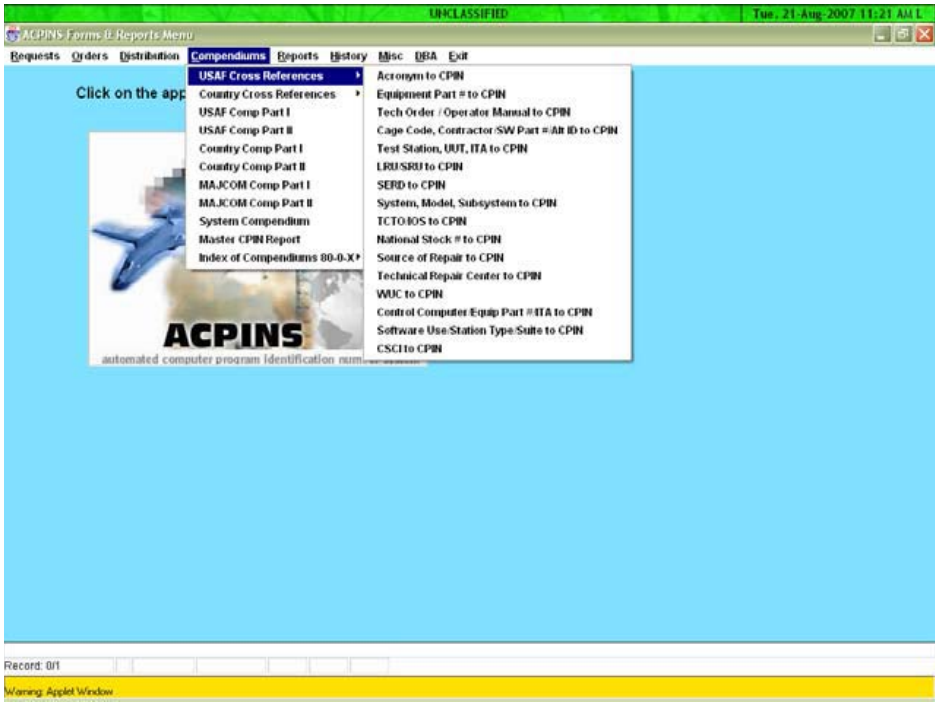

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Figure 5-1. Compendiums and Cross-References (56 in all) Available from Compendiums Menu

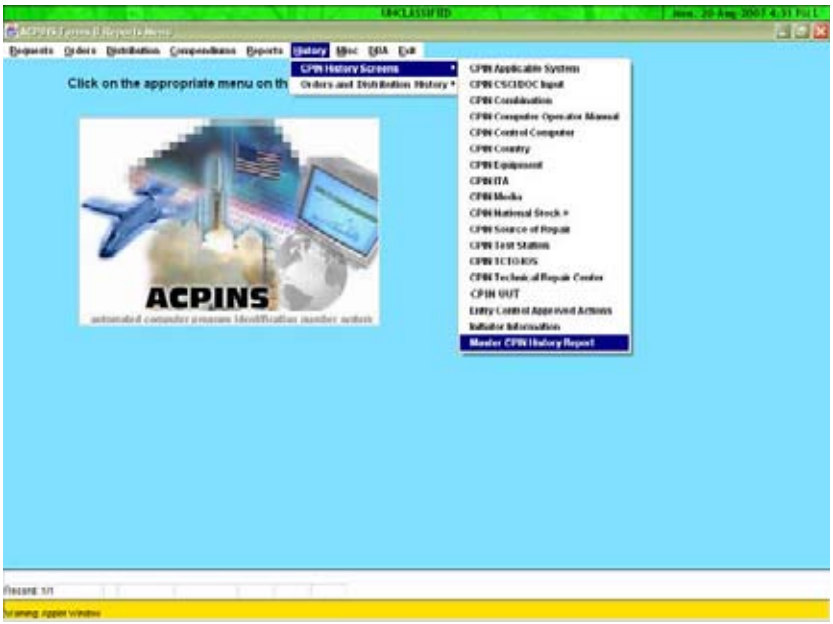

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Figure 5-2. CPIN History Screens (18 in all) Available from History Menu Including Master CPIN Compendium History

CHAPTER 6
CPIN ORDERING PROCESSES

6.1 GENERAL.

Software customers needing to order immediate 1T (One Time) copies of CPINs and/or establish continuing future requirements (subscribe) by ID (Initial Distribution) shall obtain an organizational SW-TODO account as described in paragraph 2.5. A SW-TODO account entitles all USAF/DoD/contractor personnel listed on the AFTO Form 43 to order, receive, track and manage CPINs for their organization. For the FMS SW-TODO account holder, it also entitles all personnel listed on the Signature Letter to obligate and expend available LOA CPIN case line funds. For the DoD contractor SW-TODO, it entitles all personnel listed to order CPINs up to the contract expiration date in Block 4.h. of the AFTO Form 43. A SW-TODO account and an online ACPINS-access account are two separate accounts. The ACPINS-access account roles (Chapter 10) are personnel individual accounts, not organizational accounts, and shall not be shared (paragraph 2.2).

6.2 DETERMINING REQUIREMENTS.

6.2.1 USG/DoD Contractors. Requirements for software shall be determined by coordination with the SW-TODO, software manager and/or equipment specialist. Consider the using activity's mission and equipment, conduct technical reviews to include researching applicable Technical Orders and reviewing ACPINS compendiums or cross references by applicable weapon system and by reviewing the Weapons Systems pages on the ACPINS Main Menu screen. Announcements of newly acquired systems, workload reassignments or transfers, and newly developed software for existing systems, require the using activity to initiate a request for continuing software distribution requirements. The number of software copies needed may be determined by the using shop/field activity in coordination with the SW-TODO. Some customers maintain an operational copy and a backup copy of each item. When this is done, only one backup copy will be maintained.

6.2.2 FMS Countries. Requirements for software shall be determined by coordination with the designated country personnel (FLOs or other SW-TODO POCs), country program manager, CPIN owner and/or equipment specialist. A formal CPIN definitization effort for support of new LOAs will be scheduled by the country program manager, usually at the same time that the TO definitization effort is conducted. Preparation for the CPIN definitization effort will require the line managers, software managers and/or equipment specialist to research various sources to compile potential CPIN lists. These sources include but are not limited to applicable Technical Orders previously identified for same equipment, the current Country Compendium, the USAF System Compendium, the System/Subsystem Cross-Reference, the TO to CPIN Cross-Reference and the War Fighter Report utilizing weapon system designators and subsystem designators specified in the LOA. The country program manager will consider and coordinate with other country program managers that have similar equipment configurations, or consider other USAF bases that have missions requiring similar configurations. The potential CPIN listing will be compared to listings of software already in country or on ID as shown on CSRLs (from previous LOAs) to develop a defined List of Applicable Software (LOAS). The LOAS shall be sanitized to remove data applicable to another country. The LOAS shall be coordinated with local FDO prior to release. The country program manager and/or software manager shall provide the LOAS to the FLO or FMS SW-TODO POCs to begin the Ordering process.

6.2.3 SPO/ES/MCTR. Some circumstances in software configuration management require the weapon system program office to direct a 'push' of software to field users. When this is necessary, the SPO/ES/MCTR shall make sufficient efforts to identify the correct SW-TODO accounts to prevent sending out software that is not needed by the recipient. The CPIN ID Quantities Report (Figure 8-11) in ACPINS shall be obtained and reviewed to ensure that all SW-TODOs are identified. The SPO/ES/MCTR shall ensure all SW-TODO recipients are on ID in ACPINS prior to a push distribution effort. When a SW-TODO receives software for non-mission equipment, the SW-TODO shall notify the Command Control Point (CCP). The CCP will determine where any disconnect in communication or documentation has occurred to prevent a reoccurrence.

6.3 ORDERING METHODS.

6.3.1 ACPINS Webpage Shopping Cart. SW-TODOs with authorized access may browse the CPINs available on the Weapons System Web pages (Figure 2-1 through 2-6) (accessible from the ACPINS main menu) and place selected items in their Shopping Cart. After all CPINs have been placed in the shopping cart, exit the webpage, and proceed to the Forms and Reports menu, go to the Orders screen under Orders menu. Enter SW-TODO account, the requisition number and requisition date, then click the "Add From Cart" button (Figure 6-2), and the Shopping Cart contents will be emptied onto the Orders screen for processing. This saves the SW-TODO from having to type in the CPINs manually. (FMS SW-TODOs do not have access to USAF Weapons Systems Webpages.)

6.3.2 ACPINS Orders Screen. SW-TODOs with authorized access to ACPINS that know which CPINs they want to order may go direct to the Orders screen. This screen is for establishing new ID quantities, increasing or decreasing ID quantities, canceling ID, and ordering immediate 1T shipments as required. The SW-TODO may save a draft order by clicking the SAVE button. This will enable the SW-TODO to add to the order before submitting the order to be processed. The draft order will remain on the Non-Approved Orders screen (Figure 6-6) until the SW-TODO reopens it and clicks the SUBMIT & EXIT button. This will assign a Submittal Date on the Non-Approved orders screen, and will generate an automated email confirmation that the order has been entered in ACPINS and processing has begun by the applicable MCTR.

6.3.3 AFTO Form 157/Email Orders. When SW-TODOs do not have online access to ACPINS, they may submit an Order using the electronic AFTO Form 157 (Figure 6-10) on website **http://www.e-publishing.af.mil** and attach it to an email to the MCTR on Appendix C. To use the electronic form: at the e-pub home page, select "Forms" (instead of "Publications"), scroll to "Special" and click on "Air Force Technical Order", then click on form range "0100-0199" and click on AFTO Form 157 (requires download of the Pure Edge Viewer Software from the e-pub website). If the SW-TODO does not have access to the.mil website, a regular email may be submitted with a Fillable Adobe version (request from **ocalc.acpins.workflow@tinker.af.mil**) or an email that contains all data elements shown on the AFTO Form 157, and forward it to the appropriate MCTR identified in Appendix C. If the MCTR library is unknown or the software being requested is managed at multiple MCTRs, the electronic form or the email may be sent to the Software Management Systems Section **ocalc.acpins.workflow@tinker.af.mil**. The Software Management Systems Section shall then research the items and forward the Orders/AFTO Form 157s to the appropriate MCTRs (normally within 24 hours of receipt) for data entry to ACPINS. Requirements for software initiated by a DoD contractor SW-TODO that does not have a DD Form 2875 on file with the Software Management Systems Section shall obtain ACO/PCO signature in Block 7 of the AFTO Form 157. (The DD Form 2875 contains ACO/PCO signature.) All submittals of AFTO Form 157/Email shall be from authorized personnel as documented on the AFTO Form 43 or FMS Signature Letter (Figure 2-9 or Figure 2-11). The applicable MCTR shall input the orders to the ACPINS Orders screen (normally within 48 hours of receipt), and an automated email notification to the SW-TODO will be generated when a Submittal Date has been committed in ACPINS to confirm the order is in process.

6.3.4 Telephone Orders. Orders placed by telephone shall be supported with Email/Fax/AFTO Form 157 within 24 hours. The MCTR shall obtain the caller's Email address and SW-TODO account number and confirm in the ACPINS SW-TODO personnel screen that the caller is authorized to order software.

6.3.5 Requesting Delivery to Alternate Address. Whenever a SW-TODO requests CPIN delivery to an address or location other than the one shown on the AFTO Form 43 or FMS equivalent, the SW-TODO shall submit an order with the Alternate Address specified. If the SW-TODO enters the order online, the SW-TODO shall check the "Alternate Address" block (See Figure 6-9). The Alternate Address screen will popup and the SW-TODO shall enter the address of the Sub-Account (TODA) delivery point. The SW-TODO shall also create a Sub-account for the Alternate Address POC per paragraph 9.2. and document the distribution of the CPIN to the Sub-Account per AFI21-101, chapters 5, 8 and 14.

6.3.6 (CPIN) Special Requisition Screen. The AFTO Form 276 is no longer an authorized method to request CPINs; the AFTO Form 276 is only authorized for emergency warehouse walk-through TO shipments as described in TO 00-5-1, Figure 6-1, paragraph 4.4.2.8., and paragraph 6.4.4., and requires utilization of a regular TODO account. CPIN Orders and (CPIN) Special Requisitions are individually prioritized per paragraph 6.4.3. All (CPIN) Special Requisitions shall be input directly to the (CPIN) Special Requisition Screen in the ACPINS Orders menu by personnel with access, or shall be described in an Email or Fax to the MCTR; the MCTR shall then input the request to the (CPIN) Special Requisition Screen. All USAF/USG/DoD/Contractor requesters shall provide their ACPINS assigned SW-TODO account (obtain per paragraph 2.5.) on all (CPIN) Special Requisitions in order to comply with technical data release requirements cited in DoD 5230.25PH paragraph 6.1.9 (requires DD Form 2345 for contractors) and AFI 61-204 paragraph 4 (requires DD Form 2345 for contractors). The most efficient method for a contractor to establish DD 2345 certification in regard to CPINs is to obtain an ACPINS SW-TODO account via AFTO Form 43, which requires the ACO/PCO to verify DD 2345 certification, and requires documentation of the contract number and expiration date. Authorized use of the (CPIN) Special Requisition screen is limited to the following unusual situations that are not accommodated on the Orders screen: (1) Requesting reshipment of missing media units when a previously approved ID or 1T Order for multiple media units were shipped incomplete, (2) Requesting outdated CPIN revisions that are only visible in the Master CPIN History Report, or (3) Requesting reshipment of a previously approved ID or 1T Order that was received damaged in transit. Completed (CPIN) Special Requisitions, once approved by the ES/FDO/MCTR online, appear in the (CPIN) Special Requisition History Query Screen (paragraph 7.2.2.7).

6.3.7 Unauthorized Use of (CPIN) Special Requisition Screen. The (CPIN) Special Requisition (SR) screen does not establish continuing ID subscription on a CSRL. To establish ID subscription, use the Orders screen and request an ID quantity. The SR screen is not authorized to obtain an immediate one time (1T) shipment; use the Orders screen and request a One Time Quantity. The SR screen is not authorized to request software that has become lost or damaged after receipt or

after regular use; use the Orders screen and request a 1T copy. The SR screen is not authorized to request an additional backup copy; use the Orders screen and request a 1T copy and increase the ID quantity for the next revision. The SR screen is not authorized for a TODA or sub-account to bypass the authorized SW-TODO; all CPIN requirements shall be submitted only by authorized personnel shown in the TODO Address Maintenance Personnel Screen. The SR screen is not authorized to deliver software to an address not shown in the TODO Address Maintenance Screen; use the Orders Screen Alternate Address feature described in paragraph 6.3.4. (see Figure 6-9). The SR screen is not authorized to bypass the ACO/PCO approval by a contractor who does not have a current DD Form 2875 or DD Form 2345. The SR screen is not authorized by engineering personnel to obtain flight test software for testing purposes; follow local MCTR software check-out and return procedures (paragraph 1.2.4).

6.4 TYPES OF ORDERS.

6.4.1 Initial Distribution (ID) Subscription Requirements. Once ID subscription has been established for a particular CPIN, any subsequent revisions shall be distributed automatically to DoD/USG SW-TODOs.

6.4.1.1 ID for DoD Contractors. When the contractor SW-TODO contract expires (reference AFTO Form 43, Block 4.h. "Cancellation Date"), the Software Management Systems Section shall flag the account to stop automatic shipments of CPINs on ID pending renewal/extension of the contract. If the contract is not renewed, the DoD Contractor ACO/PCO (reference AFTO Form 43, Block 8) shall notify the Software Management Systems Section that the contractor SW-TODO is no longer needed by submitting a Cancellation action on an AFTO Form 43 for the SW-TODO account. The Software Management Systems Section shall then take action to cancel the SW-TODO account after coordination with the applicable Weapon System Program Manager with contract oversight responsibility.

6.4.1.2 ID For FMS Countries. For FMS countries, continued subscription is contingent on their continued participation on cost sharing of applicable revision development costs. When cost sharing of new revision development costs is required for continuing AF support, the CPIN owner shall poll all subscribing countries for their participation decision on the new revision development costs. When a country does not want to receive a new revision, and has responded to the CPIN owner poll that they do not intend to share the new revision development costs, the CPIN owner shall initiate ID cancellation action for the applicable SW-TODO account. The ID subscription for an FMS SW-TODO account shall not be cancelled without coordination with the CPIN owner. Removal of the country code from the new CPIN revision may be initiated after all factors are considered and the country's coordination is received (see paragraph 3.3.2.2.1). Even when a decision is made to remove the country code from the new revision, the previous revision shall continue to display the country code and will remain in the country compendium. This will show the country's latest configuration on hand. For example: Fictitious Country of Bandaria has participated in new revision cost sharing for Rev 000, 001 and 002. However, Bandaria does not participate in cost sharing for Rev 003. The CPIN country line manager/MCTR will cancel the future ID subscription for the CPIN, and also take action to coordinate removal of the country code from Rev 003 only. Revision 002 will continue to display in the Bandaria country compendium, until such time as Rev 003 is dated, then Revision 002 will go to History and will no longer display in the current country compendium. The previous revision 002 will display only in the Master CPIN History and in the FMS Consolidated Compendium (80-2-FMS, Part I). When new CPINs are announced (see TO 00-5-15 for TCTO software update announcement requirements) in the country compendiums, 80-3 Part I, SW-TODOs must establish new ID requirements when necessary. When ID subscription requirements are established for software still under development (pending/undated), distribution will be made at a later time when the software is dated. To cancel ID subscription, submit an Order with ID quantity of zero. Approval of the ID quantity of zero indicates ID is canceled.

6.4.2 One-Time (1T) Requisitions. Requisitioning is the procedure for requesting and obtaining one-time distribution of a dated CPIN revision without affecting the ID status of the SW-TODO. Software that is PENDING cannot be ordered as a 1T quantity, since it cannot be shipped until it has an actual Software Date. When a SW-TODO requests subscription for a dated revision, they may also request a 1T quantity in order to receive a shipment, since the initial (mass) distribution has already been made on the dated revision. At the time the 1T request is processed, requesters will be sent the last dated revision. A 1T requisition may also be used to request a supplemental quantity when ID is increased. Approval of 1T orders does not establish ID and will not appear on CSRLs. However, approval of 1T orders on FMS SW-TODOs will cause the country code to be added to the country CPIN compendium automatically. The Orders History will retain the record of all 1T orders. A SW-TODO should not order 1T requisition quantity when they are not on ID for the CPIN since no future revisions will be provided. A 1T order only results in a single shipment and does not establish subscription.

6.4.3 Priority Code Definitions. Emergency or Urgent orders are justified when lack of the software shall cause one of the following situations. Emergency (E code) is used when a lack of software will cause potential fatal or serious injury to personnel and/or potential loss or damage of equipment. Urgent (U code) is used when a lack of software will cause serious degradation to mission effectiveness of deployed equipment; and/or a schedule slippage, which will severely degrade mission effectiveness. All other orders will be coded R for Routine. All arrangements for special handling or express mail for

USAF/DOD/contractor must be made with applicable MCTR by telephone, Email or FAX. FMS SW-TODOs must arrange for special handling or expedited shipments from the Embassy/Freight Forwarder to the in-country final destination. The MCTRs expedited shipment is only from the MCTR distribution point to the Embassy or Freight Forwarder.

6.4.4 Priority Shipment Timeframes. Once an order input to ACPINS is approved, an automated email will be provided to the SW-TODO as notification of approval. The SW-TODO should not expect a shipment from approval of ID Quantity for a CPIN when the Software Date is "Pending". The SW-TODO should only expect a shipment from approval of a 1-T Quantity for a Revision that has a Software Date assigned. Routine orders should be shipped within 10 workdays of the order approval. Urgent orders should be shipped within 5 workdays of the order approval. Emergency orders should be shipped within 48 hours of the order approval.

Table 6-1. Priority Code Definitions

Priority	Definition	Timeframes	Situation
R	Routine	10 workdays	Less than Urgent or Normal (10 workdays will be sufficient to meet installation schedule)
U	Urgent	5 workdays	Lack of software will cause a serious degradation to mission effectiveness of deployed equipment and/or a schedule slippage which will severely degrade mission effectiveness
E	Emergency	48 hours	Lack of software will cause potential or serious injury to personnel and/or serious injury to personnel and/or potential loss or damage to equipment

6.5 TRACKING ORDERS.

6.5.1 Orders in Process. Once an on-line SW-TODO or MCTR initiator has selected "Submit and Exit" for an order the system will automatically issue an email advising all registered personnel on the SW-TODO account that an order has been committed to the database. The order will be visible to the online SW-TODO on the CPIN Orders Suspense Report (Reports Menu, paragraph 7.1.2) or on the Non-Approved Orders screen (Order Menu, Figure 6-6) until approval or disapproval. The Submittal Date field (see Figure 6-6) will be blank if the draft order has not been submitted for processing; a Submittal Date will appear once the draft order has been completed and the "Submit and Exit" button is clicked.

6.5.2 Approved Orders. Upon approval, the CPIN will drop off these reports (records will move to history) and the ID quantities will appear on the CSRL report (see paragraph 7.1.10). The ACPINS will generate an email notification to the SW-TODO advising the CPIN has been approved. If the approval is for a 1T, the SW-TODO may expect a shipment.

6.5.3 Denied Orders. If the CPIN order is denied, the denying official (ES/FDO/MCTR) shall send the SW-TODO a reason for the denial by email. The MCTRs may choose to utilize ACPINS generated denial notices that are generated on the Notification/Denial Letters screen, Figure 6-8 (under Orders menu). The Notification/Denial Letters screen is a suspense file of denial or other notifications due out to the SW-TODOs by the MCTR. If the MCTR chooses to send a personalized email to the SW-TODO instead of the automated notice, the MCTR shall clear the automated notice suspense screen and send it to Orders History.

6.6 WHEN TO CANCEL ID.

6.6.1 USG/DoD/Contractotors. The ID for CPINs shall be canceled when no longer needed to support the mission or equipment assigned to the SW-TODO. To cancel ID for a CPIN, submit an order for that CPIN with ID quantity of zero. When a SW-TODO account is canceled per request on AFTO Form 43, all ID requirements are automatically canceled after 90 days, eliminating the need to submit an ID cancellation quantity of zero. ID requirements remain in ACPINS history for 89 days after SW-TODO cancel date (see paragraph 7.1.12).

6.6.2 FMS. The ID for CPINs should be canceled when no longer needed to support the mission or equipment, or no longer needed to support a current funded LOA. See paragraph 2.5.2 for guidance concerning follow-on cases or case closure.

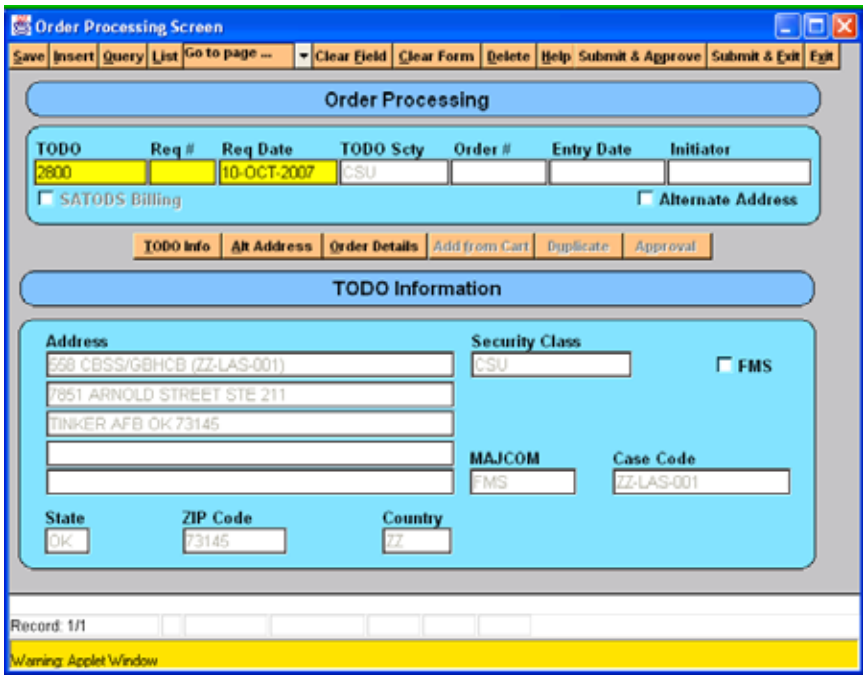

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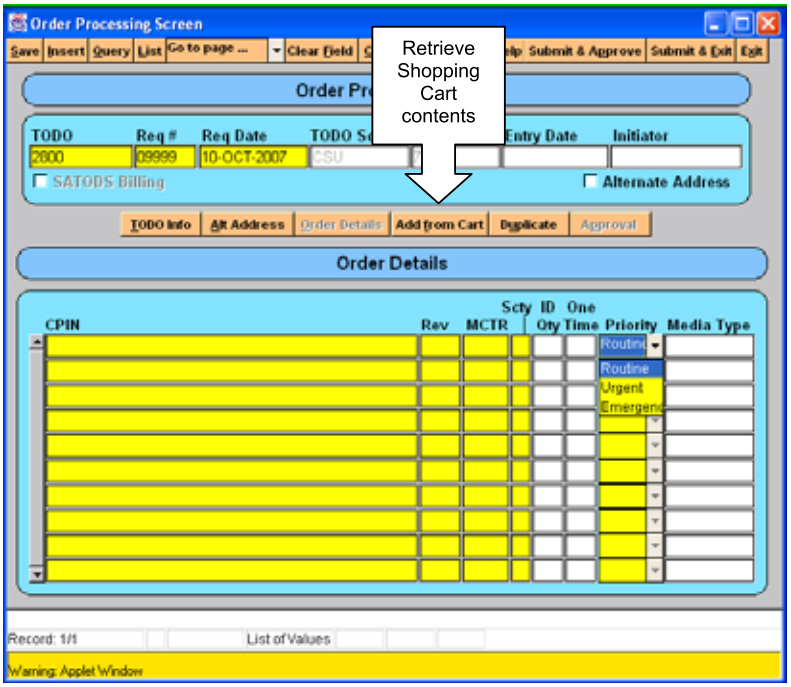
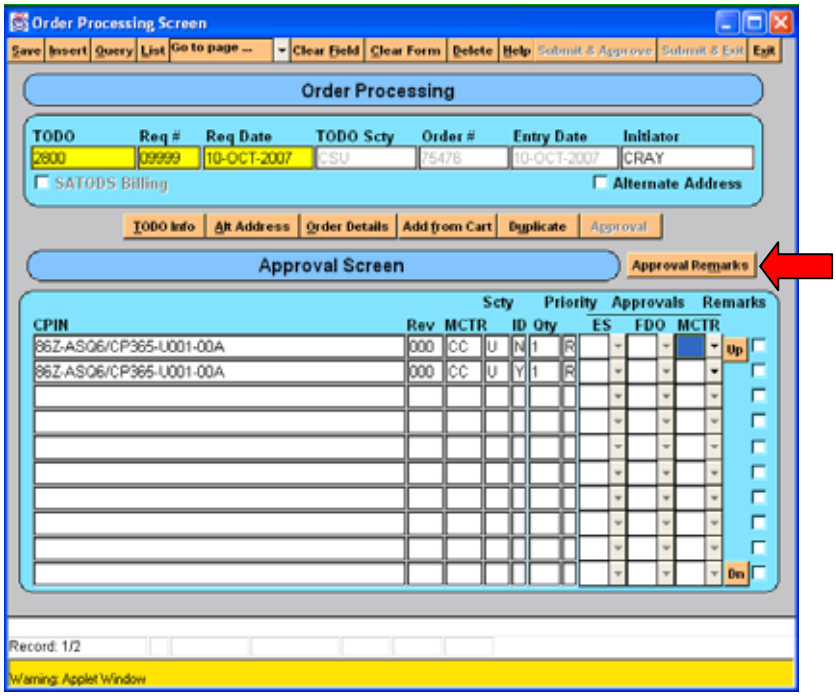
Figure 6-1. Order Processing Screen, with TODO Information Selected



H0807929

Figure 6-2. Order Processing Screen, with Order Details Selected



H0807930

Figure 6-3. Order Processing Approval Screen, with Approval Remarks Selected

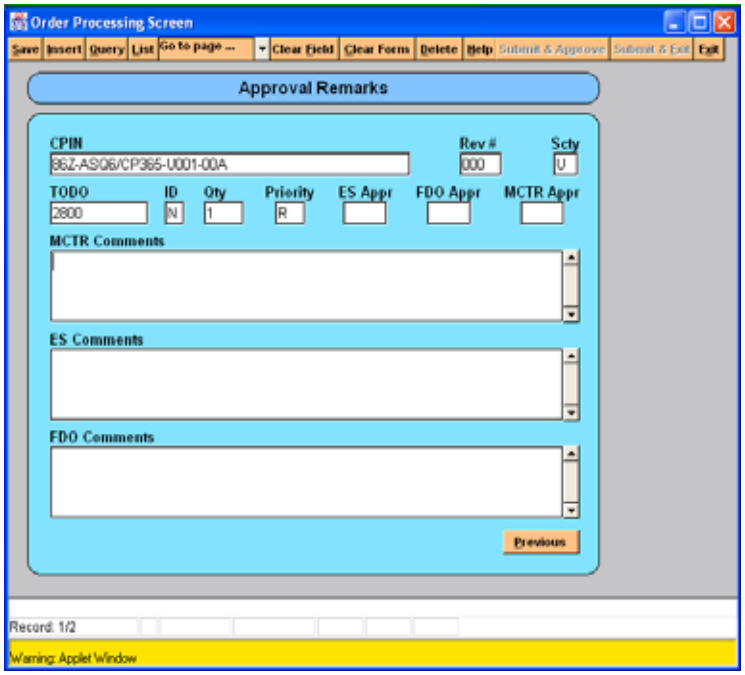


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Figure 6-4. Order Approval Remarks Screen

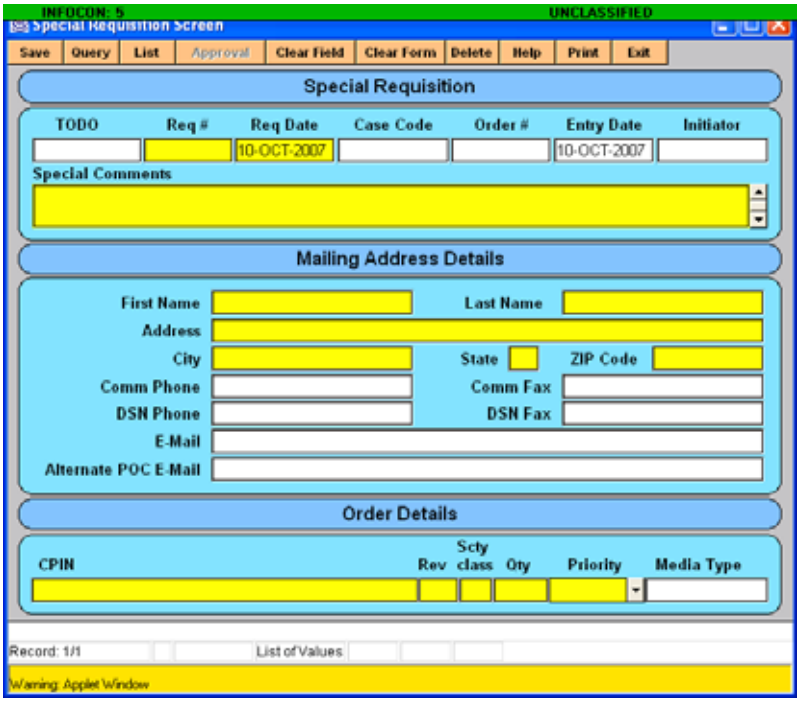

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Figure 6-5. Special Requisition Screen

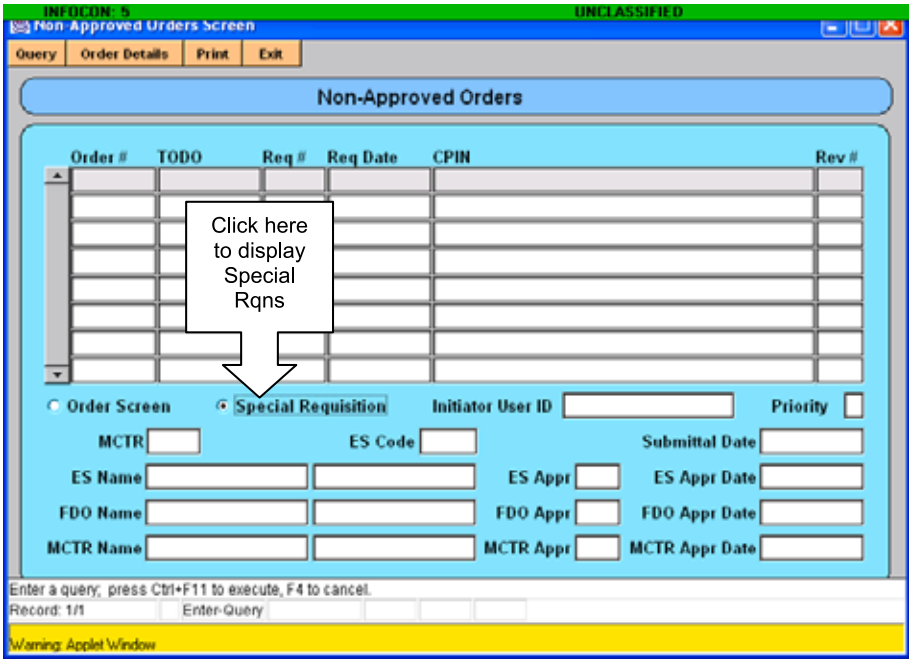

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Figure 6-6. Non Approved Orders/Special Requisition Screen

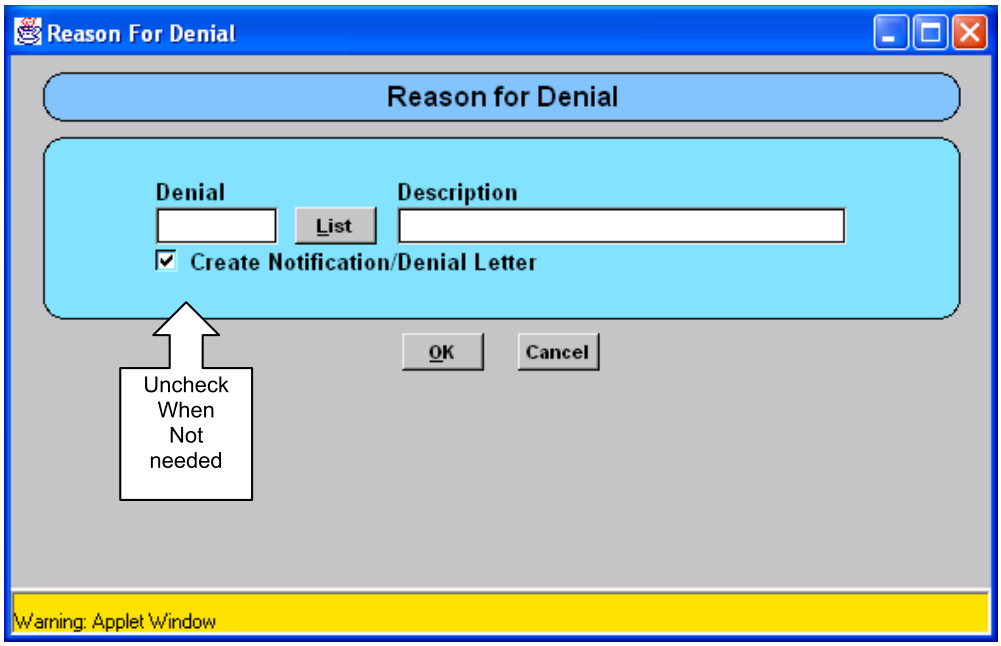

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Figure 6-7. Orders Denial Popup Screen to Record Reason for Denial in Orders History with Option to Create Automated Email Selected

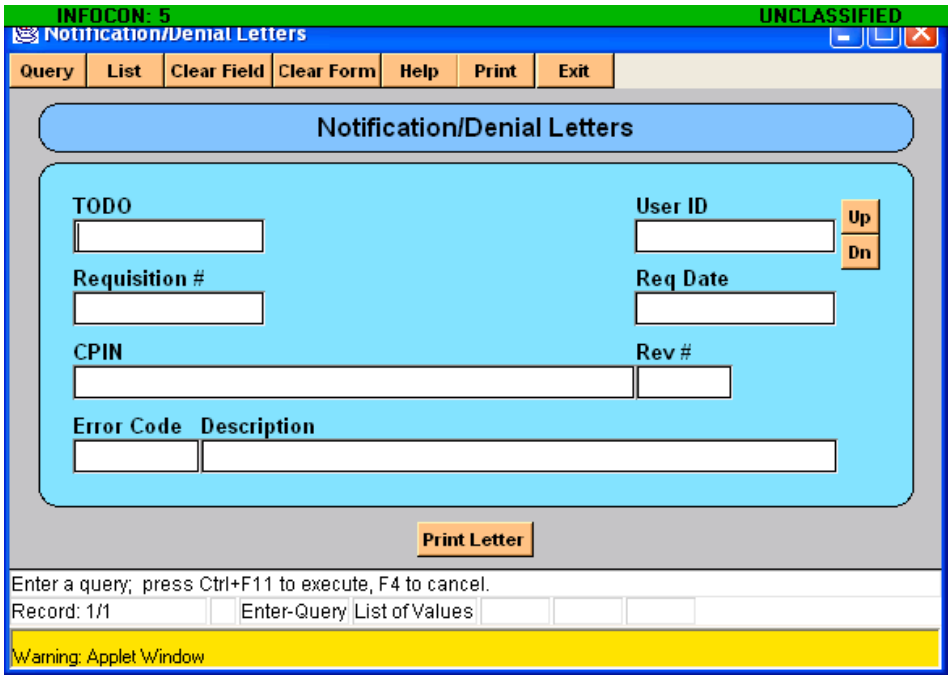

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Figure 6-8. Notification/Denial Letters Suspense and Print Screen

Order Processing Screen

Save | Insert | Query | List | Go to page ... | Clear Field | Clear Form | Delete | Help | Submit & Exit | Exit

Para 6.3.4. And 8.3.4.

Order Processing

TODO	Req #	Req Date	TODO Scty	Order #	Entry Date	Initiator
2800	07001	16-NOV-2007	CSU			

☐ SATODS Billing ☑ Alternate Address

TODO Info | Alt Address | Order Details | Add from Cart | Duplicate | Approval

Alternate Mailing Address Details

First Name: JOHN
Last Name: SMITH
Address: 3001 STAFF DRIVE, POST 1AH3 99A
City: TINKER AFB
State: OK
ZIP Code: 73145
Commercial Phone: 405-736-9999
Commercial Fax:
DSN Phone:
DSN Fax:
E-Mail: JOHN.SMITH@US.AF.MIL
Alternate POC E-Mail:

Record: 1/1

Warning: Applet Window

H0807936

Figure 6-9. Orders Screen Alternate Address Popup

CONTROLLED WHEN FILLED IN

PAGE 1 OF 2 PAGES

COMPUTER SOFTWARE CONFIGURATION ITEM (CSCI) REQUIREMENT

1. SW-TODO INITIATOR *(Initiator must be on current AFTO Form 43 or FMS Equivalent per TO 00-5-16)*

SIGNATURE | E-MAIL

2. SW-TODO ACCOUNT | 3. SW-TODO RQN NO | 4. DATE OF REQUEST *(DD-MMM-YY)* | 5. SW-TODO SECURITY | 6. ORDER CONTROL NO.

7. ADMINISTRATIVE CONTRACTING OFFICER *(Required for Contractor SW-TODOs)*

SIGNATURE | E-MAIL | DATE | ☐ APPROVED ☐ DISAPPROVED

8. MCTR INTERNAL USE ONLY

a. DATE RECEIVED AT MCTR | b. DATE OF ACPINS ENTRY

c. MCTR TECHNICIAN NAME

d. DATE SW-TODO NOTIFIED OF COMPLETION

ITEM NUM	9. COMPUTER PROGRAM IDENTIFICATION NUMBER (CPIN)	10. REV NUM	11. SEC CLASS	12. ID QTY	13. 1T QTY	14. PRI	15. DISTRIBUTION OR DOWNLOAD DATE	16. FMS CLASSIC	17. DATE RECEIVED	18. DATE INSTALLED

PAGE 2 OF 2 PAGES

COMPUTER SOFTWARE CONFIGURATION ITEM (CSCI) REQUIREMENT (Continuation)	2. SW-TODO ACCOUNT	3. SW-TODO RON NO	4. DATE OF REQUEST *(DD-MMM-YY)*

ITEM NUM	9. COMPUTER PROGRAM IDENTIFICATION NUMBER (CPIN)	10. REV NUM	11. SEC CLASS	12. ID QTY	13. 1T QTY	14. PRI	15. DISTRIBUTION OR DOWNLOAD DATE	16. FMS CLASSIC	17. DATE RECEIVED	18 DATE INSTALLED

Block 1 SW-TODO Initiator	SW-TODO personnel listed on current AFTO Form 43 or FMS equivalent will sign and provide email
Block 2 SW-TODO Account	Enter SW-TODO Account assigned on AFTO Form 43 or FMS equivalent
Block 3 SW-TODO Rqn No	Enter a 5-digit Requisition Number. Last two digits of current year plus a three digit serial number (001-999) assigned by the initiator
Block 4 Date of Request	DD-MMM-YY Format. Date initiated by SW-TODO personnel
Block 5 SW-TODO Security	Enter all applicable Security Classification Level s of the SW-TODO facility (U, C, S) U = Unclassified, C=Confidential, S=Secret
Block 6 Order Control No	Leave Blank. *ACPINS will assign a unique control number upon entry by MCTR.*
Block 7 Administrative Contracting Officer	Blank for USAF and FMS. When the SW-TODO is a contractor, the applicable Administrative Contracting Officer will sign, date, provide email address and indicate approval/disapproval. If contract has expired, the ACO shall disapprove the AFTO Form 157 and Return Without Action. ACO signature not required if contractor has been approved for ACPINS online access with Contractor Plus (CNTR+) user role.
Block 8 MCTR Internal Use Only	The Managing Software Control Centers (MCTRs) use this Block for internal processing purposes. a. Enter date AFTO Form 157 is received at MCTR CPIN Library b. Enter date AFTO Form 157 is entered to ACPINS Order Screen for ES and/or FDO online coordination c. Enter name of MCTR Technician processing AFTO Form 157 and/or processing distribution/download d. Enter date SW-TODO notified of completion
Block 9 CPIN	Initiator enters Computer Program Identification Number
Block 10 Rev Num	Enter Revision number if known. Upon entry to ACPINS, field will default to the latest revision number whether it is dated or still PENDING
Block 11 Sec Class	Enter Security Classification of the CPIN if known. Upon entry to ACPINS, field will default to current security classification. If Security classification of SW-TODO facility in Block 5 is lower than the security classification of the CPIN, ACPINS will not allow the entry of the CPIN until SW-TODO facility security classification is upgraded
Block 12 ID Qty	Enter Quantity for Continuing Subscription (ID) Requirements. Enter Zero to cancel subscription. CPIN Revision does not have to be dated to be placed on ID; Revision can be PENDING. Does not generate an immediate shipment
Block 13 1T Qty	Enter Quantity for One-Time immediate shipment of latest dated revision. CPIN Revision must be dated to request a one-time shipment. Cannot request *immediate shipment* of PENDING CPIN revisions. MCTR shall ensure FMS case line is funded or that the contractor's contract has not expired prior to shipment.
Block 14 Pri	Enter priority code of user situation. R=Routine, U=Urgent, E=Emergency. Definitions in paragraph 6.4.3.
Block 15 Distribution or Download Date	Initiator leave blank until accomplishing successful download. The MCTR technician processing the distribution or download action will enter date of action
Block 16 FMS CLASSIC	Initiator leave blank. CPIN Library Associated Stock Store and Issue Cost (FMS only) The MCTR technician or funds monitor will enter the cost to be reimbursed from the applicable case line
Block 17 Date Received	The Initiator may use this block to record the date CPIN is received at SW-TODO facility
Block 18 Date Installed	The initiator may use this block to record the date CPIN is installed to equipment
TOTAL	For FMS use only. The MCTR or SW-TODO may use this to record total cost of all 1-T shipments

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Figure 6-12. AFTO Form 157 Instructions

CHAPTER 7
ACPINS GENERATED REPORTS

7.1 REPORTS MENU.

Statistical reports and managerial data are produced from information entered in the ACPINS database. Access to reports listed on the Reports menu varies based on the user role and privileges (Chapter 10). When a user clicks on a screen that is not supported by the assigned role, a popup note will be provided "User role does not have privileges to this screen". All reports are available in either Adobe (pdf) or in Text (txt) format. When the "Text File" block is left unchecked, the report will be produced in Adobe, when the "Text File" block is checked, the report will be produced in Text format.

NOTE

ACPINS query reports will not be provided by any ACPINS user to non-USG personnel without determination of need to know. Any non-USG personnel must comply with DD Form 2345 and/or DD Form 2875 requirements before technical data will be provided in the form of ACPINS produced compendiums or reports. FDO approval is required for all non-US citizen/resident releases of data unless otherwise specified in this TO.

7.1.1 CPIN Request Suspense. This report is a printable listing of CPIN Request Actions from the Status of Non-Approved CPINs Screen, Figure 3-7. When Requests are approved or disapproved, they fall off this list. Approved Requests show in the Status of Approved CPINs (for 5 days), and in the Compendiums. Disapproved CPIN Requests are shown in the List of Denied CPINs Report.

7.1.2 CPIN Order Suspense. This report is a printable listing of CPIN Orders from the Non-Approved Orders screen (Non-Approved Orders screen is interactive). When Orders are approved or disapproved, they fall off this list. Approved ID Orders go to the CSRL, and both ID and 1T records go to Orders History. Disapproved Orders go to Orders History and the ACPINS generates an automated notice in the Notification/Denial Letters screen under Orders menu. The Notification/Denial Letters screen is a suspense file of notifications due out to the SW-TODO. If the MCTR chooses to send a personal email to the SW-TODO instead of the automated notice, the automated notice shall be cleared from the Notification/Denial Letters screen to send it to Orders History, see paragraph 6.5.2.

7.1.3 Audit Report. The Audit Report is for the ACPINS SPO to review connections from login activity.

7.1.4 Case Billing Suspense. This report provides a listing of AFTO Form 221 shipping label data printed for FMS SW-TODO shipments (see paragraph 8.7.2). This report has been identified for future Distribution Redesign.

7.1.5 Combination CPIN. This report provides a list of Applicable CPINs to a given Combination CPIN.

7.1.6 CPINs Actions in Past 12 Months. This report lists the CPIN, Rev Number, Initiated Date, Cancel Date and Action Code and reflects CPINs that have been reported in Part I of the compendiums. This report is in CPIN and MCTR sequence.

7.1.7 CPIN to Tail #. Under review.

7.1.8 CPIN Request Action. Internal use by MCTRs.

7.1.9 CPINs Cancelled in Past 12 Months. This report shows formerly approved CPINs that have been canceled in the last 12 months (see paragraph 3.3.5). These actions are also reported in Part I of the compendiums. After 12 months from cancel date, the record will appear only in the Master CPIN History Report (Figure 5-2).

7.1.10 Computer Software Requirements List (CSRL) Report. CSRLs can be queried from three different screens in ACPINS and each screen has different formats and applications. All CPIN ID requirements are displayed in the CSRL, and are used by the SW-TODO to reconcile received software and due-in software per Chapter 9. Sub-accounts may be queried from all three screens. USG/DOD contractor SW-TODOs without ACPINS online access should contact the Software Management Systems Section for CSRL reports at least annually. FMS SW-TODOs should request CSRL reports from their CPIN line manager or from the Software Management Systems Section FMS Liaison at least annually.

7.1.10.1 Main Menu CSRL. This format defaults to the SW-TODO account(s) based on the ACPINS UserID. The online SW-TODO can only query his own account(s) as registered on the User Administration Screen (Figure 10-1). Applicable Sub-accounts may be queried from this screen when the SW-TODO has established them per Chapter 9. This report (Figure 7-1) is not interactive and it will bring up one screen at a time, with a print screen feature only (no pdf or txt format from this screen).

7.1.10.2 Orders Menu CSRL. The CSRL screen under the Orders menu (Figure 7-2) is interactive and is used by the SW-TODO to create and manage Sub-account requirements when established per Chapter 9. The interactive feature allows secondary queries after the SW-TODO number has been queried. Partial CPINs can be entered to find groups of CPINs on ID. It has a pdf print feature but will not print the address data.

7.1.10.3 Report Menu CSRL. This report (Figure 7-3) may be queried for pdf or txt format printing as needed. These reports are separated by category. Queries can be customized to include all SW-TODO ID or only specific sub-account ID with quantities for each.

7.1.11 ES and ES Routing. A query screen that provides a list of CPINs by the specific Equipment Specialist code entered. ES codes and ES Routing symbols are not created or maintained on this screen. See Chapter 10 for creating and maintaining ES and ES Routing.

7.1.12 List of Cancelled TODOs. This report provides a list of SW-TODOs that have been canceled in the last 90 days. The Software Management Systems Section shall review at least quarterly to ensure cancellations are not in error, and reinstate when required before the 90th day of cancellation (reference paragraph 6.6).

7.1.13 List of Denied CPINs. This report provides a list of proposed or tentative CPINs that were not approved (see paragraph 3.3.10).

7.1.14 List of Re-Identified CPINs. This report provides a cross-reference of old CPIN to new CPIN (see paragraph 3.3.3.). These actions also appear in Part I of the compendiums.

7.1.15 Management Report Actions by MCTR. Internal use by MCTRs.

7.1.16 Managing Center ES Codes. This report contains information affected by the Privacy Act and is limited to specific roles. It provides name, office symbol, email and telephone numbers of Equipment Specialists by ES code.

7.1.17 Requisition Reference. Internal use by MCTRs

7.1.18 Tail # to CPIN. Under review.

7.1.19 User Account Activity. Internal use by ACPINS PM only.

7.1.20 Warfighter Cross-Reference. A multiple choice range of data elements may be selected to produce a custom report (Figure 7-4). Data elements available for selection are CPIN, System, Model, Subsystem, Suite/Block, CPIN Title, CPIN Description, Equipment PN, Station Type, Control Computer, Test Station, UUT Part #, ITA Part #, Work Unit Code (WUC) and Technical Order. This report is also available from the ACPINS Main Menu screen, Figure 1-2.

7.2 HISTORY REPORTS.

7.2.1 CPIN History Screens. There are eighteen CPIN History Screens available to authorized users under the History Menu (also see paragraphs 10.2.5 and 10.2.6). The first fifteen of these are used to query a single CPIN at a time to see the history (Action and Action Date) of specific data elements pertaining to that CPIN. History reports from these query screens contain data input either from the CPIN Request Screens under the Request Menu or from the DBA CPIN Screens under the DBA Menu. Available data elements for history reports are: (1) Applicable System, (2) CSCI/DOC Input, (3) Combination, (4) Computer Operator Manual/Technical Order Number, (5) Control Computer, (6) Country Code, (7) Equipment Part Number, (8) ITA, (9) Media, (10) NSN, (11) Source of Repair, (12) Test Station, (13) TCTO, (14) Technical Repair Center, and (15) UUT.

7.2.1.1 Other CPIN History Screens. In addition to the fifteen data element history screens described in 7.2.1, there are three other history screens available under the CPIN History Screen Submenu. These screens are available to authorized users and are described below.

7.2.1.2 Entry Control Approved Actions History. This is a query screen to obtain history of data entered by approval authorities as described in paragraph 3.3.10 in the Request Approval Screen (see Figure 3-8). It contains selected data from the Initiator Information Screen (Figure 3-1), from the Action Information (upper portion) of the Requests Screens (Figure 3-3 through 3-6) and from the Status of Approved CPINs Screen (Figure 3-9).

7.2.1.3 Initiator Information History. This is a query screen to obtain history of data entered in the Initiator Information (data entry) Screen found in the first screen of each CPIN Request as described in paragraph 3.3.1 (See Figure 3-2).

7.2.1.4 Master CPIN History Report. This is a query screen to obtain a comprehensive history of the CPIN data elements throughout its lifecycle. All data elements are included, such as user name of the initiator, date of action and special remarks. It contains data entered from the Request Screens or from the DBA CPIN screens by authorized data entry users. The Master CPIN Report (see paragraph 5.6 and Table 5-1) will only show the last dated and pending revision. All previous dated revisions are visible only in the Master CPIN History Report (see in Figure 5-2).

7.2.2 Orders and Distribution History.

7.2.2.1 TODO Shipping and Billing History Report. This is a query screen to obtain a report from data entered from either the USAF TODO Shipping Screen (paragraph 8.7.1) or from the FMS Shipping and Billing Screen (paragraph 8.7.2). It can be queried by CPIN, MCTR, or SW-TODO. It also has “Start Date” and “End Date” to establish custom parameters. This screen is identified for future Distribution Redesign.

7.2.2.2 FMS TODO Shipping and Billing History. This is a query screen to obtain a record of data entered from the FMS Shipping and Billing Screen (paragraph 8.7.2) by the CPIN manager. This screen is identified for future Distribution Redesign.

7.2.2.3 Orders History Screen. This is a query screen to obtain records of orders input on the Orders Processing Screen. The screen may be queried by SW-TODO and CPIN, SW-TODO and Requisition Number, by Order Number or by Initiator login user identification. The Up and Down buttons to the right of the Initiator field allows the user to browse through several orders for the same SW-TODO. There is a button at lower left of the screen titled ‘Orders Approval History’ to view the approval authorities and dates of approval/denial. This screen also contains the denial code and reason for denial. Selected data appears on this screen to identify the date and user identification of the personnel who generated an AFTO Form 221 label for 1T orders.

7.2.2.4 Received Orders History. This is a query screen to obtain records input from the Received Orders screen (paragraph 9.1.1. and Figure 9-1 and 9-2). The Up and Down buttons to the right of the Revision Number field allows users to browse through several records input for the same SW-TODO. This screen is identified for future Distribution Redesign.

7.2.2.5 Software (ID) Distribution History. This is a query screen to obtain records input from the Software (ID) Distribution Screen (see paragraph 8.3.1 and Figure 8-3 and 8-4). The Up and Down buttons to the right of the Revision number field allow the user to browse through multiple revisions. This screen is identified for the future Distribution Redesign.

7.2.2.6 TODO Address Reference History, Sub-Account Details History, SW-TODO Sub-Accounts History and Sub-Account Personnel Information History Screens. This is a query screen to obtain records input from the TODO Address Maintenance Screen (paragraph 2.5.1 and 2.5.2 and Figure 2-7). The Up and Down buttons to the right of the Cancel Date field allows the users to browse the entire address history, it contains the original address and all subsequent changes with the Address Process Date provided for each update. There are buttons on the lower right hand side of the screen where “Sub-Accounts Details” and “Sub-Accounts” can also be queried.

7.2.2.7 Special Requisition History. This is a query screen to obtain records input from the Special Requisition Screen (paragraph 6.3.5. and Figure 6-5). It also contains Approval details (scroll down). The Up and Down buttons to the right of the Initiator field allows the user to browse several records at the same time.

7.3 OTHER REPORTS.

7.3.1 TODO ID Requirements Query by CPIN Report. Available to USAF/DoD ACPINS online user from the Orders Menu, this report contains a tallied listing of all SW-TODOs on ID for any given CPIN, along with the ID quantity, media and total quantity. It provides the software manager/ES with information on which customers are being supported by a CPIN. It is similar to the report by the same name under the Distribution Menu (see paragraph 8.3.2).

7.3.2 Labels Generated Listing. This is a query screen (Distribution Menu, Label Reports Submenu) available to authorized personnel to obtain a listing of labels generated from the Software (ID) Distribution Support Screen (paragraph 8.3.1 and Figure 8-3). It can be queried by a single CPIN or a single SW-TODO. It provides the CPIN, Revision, MCTR, Media Type, SW-TODO, Requisition Number, ID quantity or 1T quantity, Label Date, Label User ID and Case Code if applicable. Selected data elements from generated labels also appear on the Orders History Screen. This screen has been identified for the future Distribution Redesign.

7.3.3 Labels to be Processed. This is a query screen (Distribution Menu, Label Reports Submenu) available to authorized users to obtain a list of labels ready to be printed. The CPIN manager can select labels to be printed by double-clicking on the line that identifies the CPIN, Revision, Quantity, Media Type, TODO, MCTR and Label Start Date. This screen has been identified for the future Distribution Redesign.

7.3.4 Labels to be Processed by CPIN. This is a query screen (Distribution Menu, Label Reports Submenu) available to authorized users to query a specific CPIN and obtain a listing of all established requirements by TODO. Authorized personnel can print labels from this screen. This screen has been identified for the future Distribution Redesign.

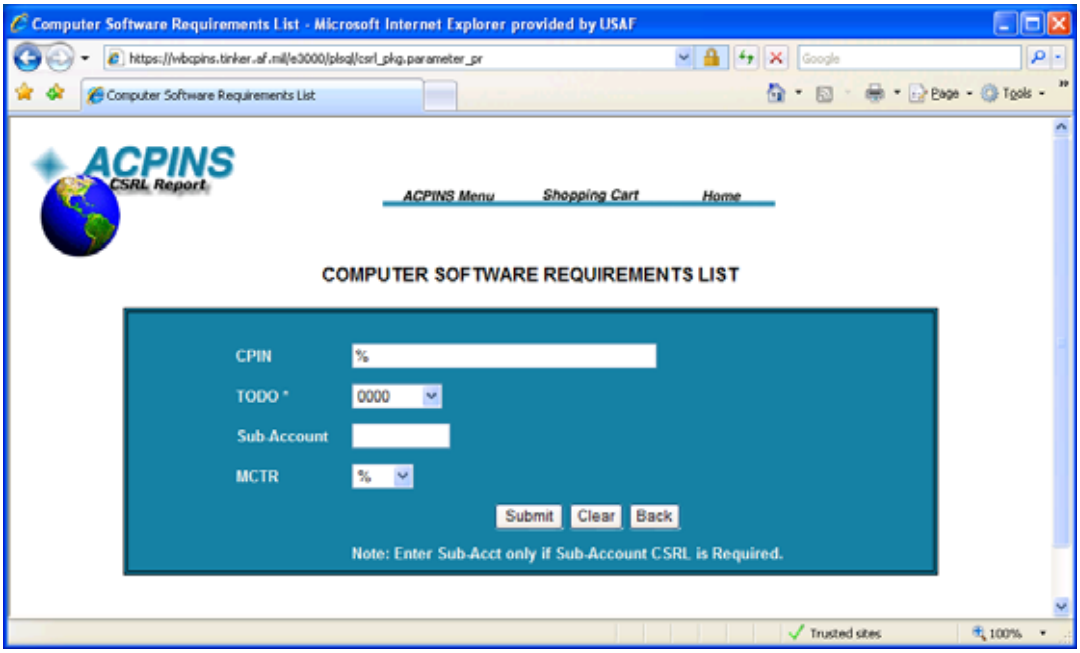

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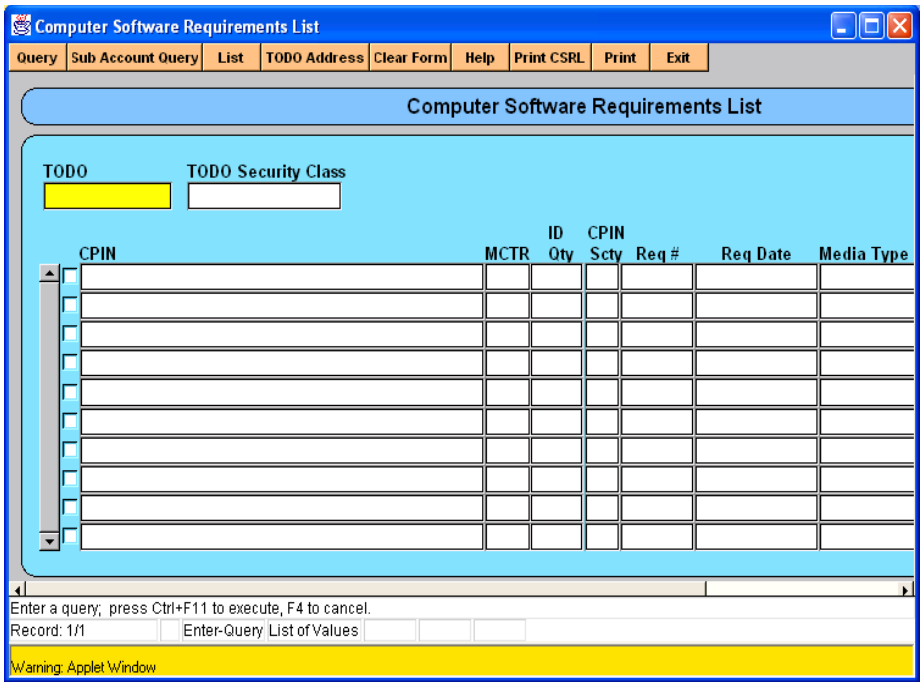
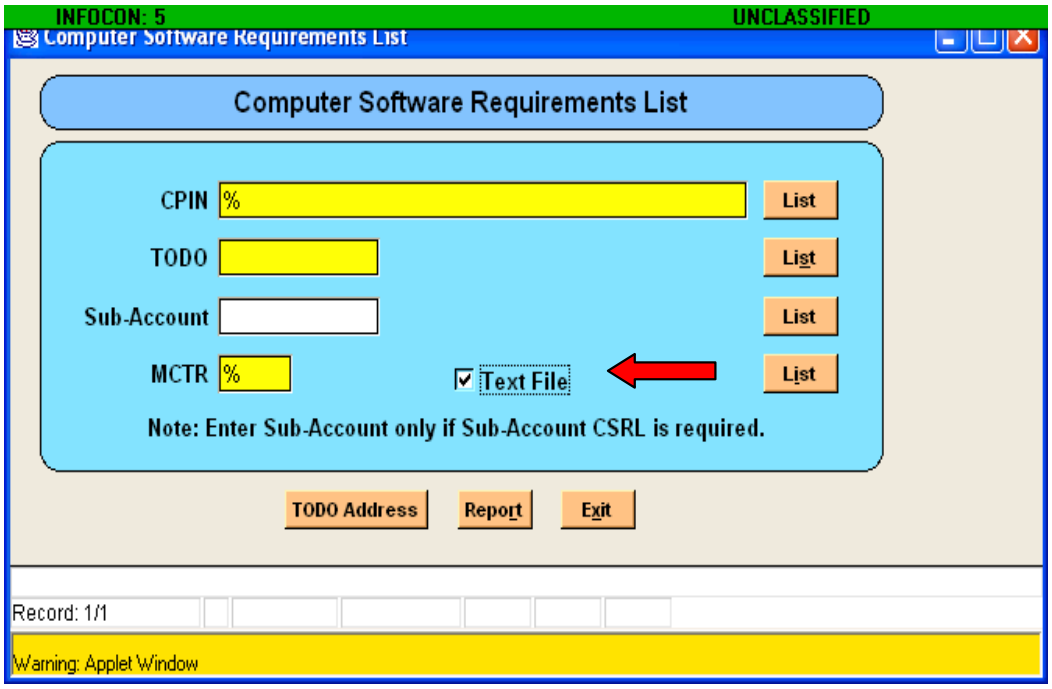
Figure 7-1. CSRL Query Screen from ACPINS Main Menu



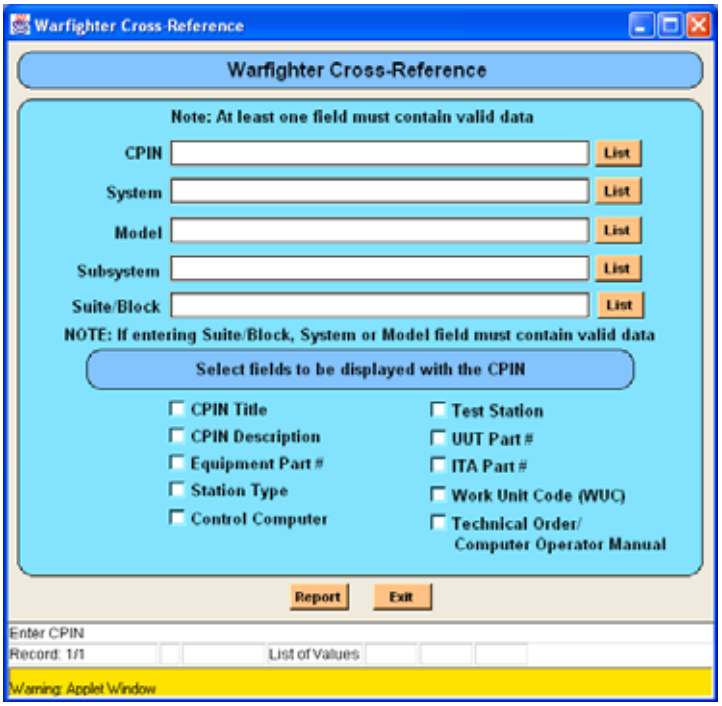
H0807941

Figure 7-2. CSRL Interactive Query Screen from Orders Menu



H0807942

Figure 7-3. CSRL Query Screen from Reports Menu with Text File Option Selected



H0807943

Figure 7-4. Warfighter Cross-Reference Query Screen from Report Menu

CHAPTER 8
SOFTWARE DISTRIBUTION AND RELEASE

8.1 DISTRIBUTION STATEMENTS.

The distribution points (MCTRs) shall utilize applicable distribution statements per DoD 5230.24, DoD 5230.25-PH and DoD I 2030.08. USAF CPINs contain data restricted by the Arms Export Control Act (Title 22, U.S.C., Sec. 2751 et seq.) or the Export Administration Act of 1979, as amended (Title 50, U.S.C., App. 2401 et seq.). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of DoD Directive 5230.25. Also applicable are AFI 31-401 and AFI 61-204. USAF Standard software and/or engineering documentation (CSCI/DOC) shall not be issued in any media format to any foreign governments or entities.

8.2 RELEASE AUTHORITY.

8.2.1 Orders Approval for US/DoD/Contractor SW-TODOs. The distribution points (MCTRs in Appendix C) shall obtain approval for and document the method of release for all software and/or engineering documentation (CSCI/DOC) to SW-TODOs utilizing the ACPINS Orders and Approval screens. For USAF/DoD/contractor SW-TODOs, ES/MCTR approval shall be obtained.

8.2.2 Orders Approval for FMS SW-TODOs. ES/FDO/MCTR approval shall be obtained. The Orders Approval record remains in Orders History by SW-TODO account until the SW-TODO has been canceled for 90 days. Distribution personnel at the MCTRs processing FMS orders should be familiar with DoD 5105.38-M Security Assistance Management Manual (**http://www.dsca.osd.mil/samm**) as well as AFMAN 16-101 International Affairs and Security Assistance Management.

8.3 ASSEMBLING NEW REVISION RELEASES AND ONE-TIME REQUISITIONS.

8.3.1 Date the New Revision.

WARNING

A CPIN must be dated before it is authorized for DoD/USAF/FMS operational use. Anyone distributing, posting or making a CPIN available for downloading is responsible for ensuring the CPIN is dated. Anyone receiving or downloading a CPIN is responsible for ensuring the CPIN is dated prior to operational use. Failure to comply could result in loss of resources including death to personnel.

When a new PENDING revision is approved for release by TCTO or by letter of transmittal, the MCTR shall ensure the Software Date in ACPINS has been updated from PENDING. There are two methods to update a Software Date. One, the MCTR may approve an Updated Request action, Figure 3-4 (AF 1243, Blocks C54/D7) to change the Software Date from PENDING. Or, two, the MCTR may date the CPIN Revision from the "Software ID/Distribution Support" screen under the Distribution menu (Figure 8-5). When the Command Control Point (CCP) has agreed to test PENDING CPINs (not yet approved by TCTO or letter for operational purposes), the dating and distribution documentation requirements are waived.

8.3.2 Identify ID Subscription Requirements. The distribution point (MCTR) shall obtain a current ACPINS "TODO ID Requirements Query by CPIN" report (Figure 8-9) found under Distribution menu. This will provide a listing of the authorized SW-TODO ID requirements for any given CPIN, along with total copies required and the current mailing address as shown in the ACPINS TODO Address Maintenance screen. The report may be formatted with the SW-TODOs in either numerical sequence by account number or in alphabetic sequence by the State code. This is the official distribution document that shall be utilized in the ACPINS distribution process for revision releases by all MCTRs/distribution points. Each MCTR shall physically distribute and/or make available for download all CPINs with their respective MCTR code per requirements of this TO.

8.3.3 Identify 1T Requirements. When preparing a new revision release, also assemble any approved 1T orders that have not already been filled and process per paragraph 8.5 and/or paragraph 8.6. The ES/MCTR should not approve 1T quantities for SW-TODOs that do not have an ID subscription quantity established unless special circumstances clearly do not require

follow-on support of the next revision. New or inexperienced SW-TODOs may only order 1T quantities (and no ID quantities) which will result in a failure to receive the next revision.

8.3.4 Unauthorized Distribution. Distribution of software to an address or location other than those listed on the "TODO ID Requirements Query by CPIN Report" (Figure 8-11) is not authorized. The SW-TODO shall submit an Order identifying an Alternate Address (see paragraph 6.3.4) and the Alternate Address shall be established as a Sub-account in ACPINS by the SW-TODO per paragraph 9.2. The MCTR shall enter the order in ACPINS with the Alternate Address block checked, and with the Alternate Address/Location added to the Alternate Address popup screen (see Figure 6-9). Delivery of software media to unauthorized locations (shop or field level user) severely hinders the inventory and inspection requirements of the SW-TODO responsible for management of software for the shop and field level user (see paragraph 9.9.2). Discovery of the software in the shop or field using unit by the SW-TODO during a subsequent inspection may be too late to have established requirements in time to receive the next revision.

8.4 METHODS OF DISTRIBUTION.

8.4.1 Mailing. Mailing CPINs shall include media labels (paragraph 8.5.1 and Figure 8-3), shipping labels (paragraph 8.5.2 and Figure 8-1), packing slips (paragraph 8.5.3 and Figure 8-2), and AF Form 310s if classified (paragraph 8.5.4 and Figure 8-10). The ACPINS distribution documentation requirements shall be per paragraph 8.6 and 8.7.

8.4.2 Hand-Delivery to USAF/FMS/DoD Contractor SW-TODOs. MCTR hand delivery of CPINs to authorized customers at the same installation will consist of the following items: (1) software in customary container such as CD case or sleeve, (2) media labels affixed to the software media (see paragraph 8.5.1), (3) two copies of a packing slip (see paragraph 8.5.3), and (4) two copies of an AFTO Form 310 for each classified CPIN (see paragraph 8.5.4). Classified CPINs shall not be hand-carried to CONUS FLOs. Hand delivery of CPINs requiring travel off the installation must be coordinated with the local Foreign Disclosure Office for specific requirements. No exterior mailing labels or envelopes will be provided by the MCTR on hand deliveries. The MCTR representative shall retain a signed and dated copy of packing slips and/or AFTO Form 310s for documentation. The ACPINS distribution documentation requirements are per paragraphs 8.6 and 8.7.

8.4.2.1 Additional Requirements for Hand-Delivery to FLOs. Due to the relatively small/light size of software packaging, the FMS country (Purchaser) may prefer to have the FLO on EVA to the CONUS perform the function of an unclassified Freight Forwarder for selected CPINs. When the Purchaser's request has been approved by the AFSAC Case Manager (per DoD 5105.38M, Chapter 7), the FLO host organization and by the local FDO, it shall be documented in the EVA or other Memorandum of Agreement as an Alternate Transportation Plan. The FLO/Freight Forwarder shall have adequate facilities to safeguard unclassified controlled information prior to taking custody in any tangible form. Alternate Freight Forwarder addresses shall be coordinated with and approved by the AFSAC case manager, and may require an LOA Amendment. Hand delivery to FLOs will include the same items as specified in paragraph 8.4.2 plus additional FMS unique data elements on the packing slip (per paragraph 8.5.3 and Figure 8-2). Packaging, postage or other transportation costs incurred by the FLO/Freight Forwarder is the responsibility of the country. The FLO/Freight Forwarder will not use postage free USG envelopes. The FLO/Freight Forwarder is responsible to track all unclassified CPINs personally received and redirect them to their intended final destination as well as retain necessary insurance. The FLO/Freight Forwarder will maintain documentation as required by the AFSAC case manager and the PM/SPO CPIN line manager.

8.4.3 Electronic Download. Requirements of this MPTO are not waived for downloaded software except as otherwise stated in this TO or as obtained per paragraph 1.2.2. The software SPO/ES/MCTR is responsible for providing guidance for downloading software to the SW-TODOs on ID in the ACPINS database. All CPIN owners (PM/SPO) are responsible to verify that any electronic download website they own, operate or use for downloading their CPINs meets the Air Force network security, password and certification requirements of AFI 33-129, AFMAN 33-223 and AFI 33-202V1, and meets all requirements of this TO. The additional cost and functional responsibility of electronic downloading, obtaining compatible labeling software, obtaining blank media and blank labels, applying labels, testing software and documenting the download in ACPINS shall not be imposed on the SW-TODO unless the Command Control Points (CCPs) have agreed to accept the additional cost and functional responsibility. The quality assurance requirements and potential for product quality deficiency reports shall be considered by the CCPs before accepting the download function at the user level (see paragraph 9.1.3). All CPIN owners directing electronic download shall provide CPIN standard media label data elements and/or statements (see paragraph 8.5.1) with the electronic download that is pre-formatted for application by the SW-TODO (see paragraph 9.3). All CPIN owners directing electronic download shall inform the SW-TODO what type(s) of commercially available labeling software is compatible with the pre-formatted label data download. If the SW-TODO cannot successfully download operational software or labels after one or two coordinated attempts, the applicable MCTR shall immediately resume distribution methods other than electronic download for that SW-TODO. It is outside the scope of this TO to provide download instructions or to determine adequacy of any website not under the functional responsibility of the Software Management Systems Section.

8.4.3.1 Documenting Download Availability in ACPINS. When the CPIN owner (PM/SPO) determines that a suitable method of delivery is electronic downloading, the ACPINS shall be updated by the CPIN owner to document this method for each CPIN. The CPIN media type data field (Blocks C37/D2 of AF Form 1243) shall be updated to add the identity of the download site (see paragraph 3.3.2.2.2).

8.4.3.2 Electric Download Documentation Requirements. The CPIN owner is responsible to identify all CSCIs on their download site by the CPIN, Revision and Software Date precisely as shown in the ACPINS database to allow completion of SW-TODO documentation required per Chapter 9. The CPIN owner is responsible to ensure and verify that their download site is not allowing download of CPINs to individuals who are not authorized per this TO as recorded in the ACPINS database. All downloads shall be accomplished only by SW-TODO personnel as documented in the ACPINS TODO Address Maintenance Personnel Screen (paragraph 2.5, Figure 2-7 and 2-8) who have obtained approval from their CCP to accept the cost and functional responsibility of downloading, documenting, labeling and/or testing the software. CPIN owners are responsible to ensure and verify that download site webmasters are not allowing downloading of undated (PENDING) CPIN Revisions (paragraph 8.3.1), unless the CCP has agreed to test the CPIN prior to its being dated. When the CCP has agreed to test PENDING CPINs (not for operational purposes), the distribution documentation requirements are waived. The SW-TODO accomplishing the download shall make the determination if the download was successful, not the download website facilitator. The CPIN download documentation requirements for ACPINS database update are the sole responsibility of the SW-TODO per Chapter 9. The ACPINS database shall be the official Air Force database to record receipt of downloaded CPINs by the SW-TODO.

8.5 LABELING AND PACKAGING REQUIREMENTS.

8.5.1 CPIN Standard Media Label Requirements. Labels are affixed to software media (disks, CDs, etc.) to identify and describe the contents. When double-sided CDs prevent labeling directly on the media, labels shall be placed on the sleeve or insert provided with the media. Otherwise, labels shall be burned or affixed directly to the media. Font size on media labels shall not be lower than 8 point. All media labels/sleeves/inserts shall display data elements and any required security or distribution statements per Figure 8-3. It is the sole responsibility of the Weapon System CPIN owner to determine and oversee security and distribution statements required on their CPINs. All data elements on the media label/sleeve/insert shall match the same data elements in the ACPINS database for that revision and Software Date. If only one of the media units (e.g. disk 2 of 2) is revised and distributed, an instructional TCTO, along with revised labels for the previously delivered media units (e.g., disk 1 of 2), shall accompany the distribution, and the SW-TODO shall affix these labels to the previously delivered media. If all mandatory data elements and statements cannot be accommodated on the media label alone because of space limitations, then Option B labeling may be utilized. Option B allows data elements 1 through 7 to be on the media label and all data elements on the sleeve or insert provided with the media. Other optional data elements may be added at the discretion of the CPIN owner to the media label, sleeve or insert.

8.5.2 CPIN Standard Shipping Label Requirements. The use of the AFTO Form 221 Mailing Label is optional due to package size limitations and specialized printer requirements. While some of the data elements listed on the AFTO Form 221 are no longer applicable due to process changes, most are standard data elements and remain mandatory (see Figure 8-1). Data elements are available in text format (see Figure 8-7, check Text File block and Mail block) in order to print to any commercially available mailing label that meets the requirements of Figure 8-1. The SW-TODO address on the labels shall reflect the current data from the ACPINS TODO Address Maintenance screen (Figure 2-7). Unclassified mailing address labels printed and held for longer than 30 calendar days prior to use should be verified by the MCTR to ensure the address has not changed or a contract expiration date has passed. All classified mailing address labels shall be either printed or verified by the MCTR on the day of shipment to ensure the latest updated address in ACPINS is used. Any commercial mail carrier may be used as long as the requirements of this TO are met. All classified CPINs shall be shipped by traceable means per security regulations. Software shipped to an FMS country shall be shipped by traceable means in accordance with AFMAN 16-101. When more than one package is needed for a consolidated shipment, each package shall be identified and marked with its relationship (1 of 2, 2 of 2).

8.5.2.1 FMS Consolidated Shipping Labels. When consolidating FMS shipments, all CPINs must be applicable to the same case line and SW-TODO account. CPINs for more than one case line shall not be consolidated. The consolidated shipping label shall contain the total FMS cost and a single DCN for the entire shipment of CPINs. A separate DCN is not required for each CPIN when consolidating shipments for the same case line. A DCN on the shipping label shall be for the total cost of all CPINs in the shipment.

8.5.3 CPIN Standard Packing Slip/List. The use of the AFTO Form 221 packing slip is optional due to package size limitations and specialized printer requirements. However, many of the data elements shown on the AFTO Form 221 packing slip are ACPINS standard data elements and remain mandatory. Data elements are shown in Figure 8-2 and are available in

text format (see Figure 8-7) in order to print to any commercially available packing slip that meets the requirements of this TO. The MCTR shall produce a paper copy of the packing slip and retain one copy (paper or electronic) until any required trace number data is obtained. One copy of a packing slip shall accompany all mailed CPINs. Two paper copies of a packing slip shall accompany all hand carried CPINs and the MCTR representative shall obtain a signed/dated copy from the SW-TODO. The CPIN owner or delegated MCTR shall update ACPINS distribution documentation screens (Figure 8-7 and 8-8) with data from the packing slips. Packing slips/lists for FMS countries shall be attached to the outside of the package in a transparent water-proof packet to allow the embassy or freight forwarder to document the contents without opening the package.

8.5.3.1 Consolidated Packing List. When consolidating CPIN shipments, the MCTR may produce a consolidated packing list instead of individual packing slips for each CPIN. The listing shall itemize the FMS CLASSIC for each CPIN as applicable. The DCN on the packing list shall match the DCN on the shipping label. See Figure 8-4 for mandatory data elements and sample format.

8.5.4 AF Form 310, Document Receipt and Destruction Certificate. To exercise the control required by the appropriate security regulations, the MCTR shall provide two copies of an AF Form 310 with all classified deliveries. Failure to initiate an AF Form 310 (Blocks 1 through 6 completed per Figure 8-12) with all classified shipments constitutes a violation of security regulations. The MCTR shall retain one copy of the AF Form 310 in a suspense file based on the date in Block 6, and shall initiate tracer action upon failure to receive the signed copy from the SW-TODO. The AF Form 310 is also a form used to document classified CPIN destruction or to transfer custodial responsibility. Block 2 shall contain the office symbol and initials of the delivery personnel. The recipient's requirements are specified in paragraph 9.1.2.

8.6 FMS CPIN BILLING.

8.6.1 FMS Reimbursement of CLASSI Costs. When an estimate for CPIN Library Associated Stock Store and Issue Costs (CLASSIC) is determined for support of an individual CPIN, the MCTR shall obtain reimbursement from the applicable FMS CPIN case line in accordance with SAP policy and procedures. The AFMC Form 206 "Temporary Work Request" (or equivalent documentation utilized to transfer funds from one organization to another) shall specify the Document Number (DCN) provided by the AFSAC case manager/line manager. The ACPINS "TODO Address Maintenance" (see Figure 2-7) screen displays the applicable case line number (in the Case Code field) and in the address. Any applicable Period of Performance (PoP) or case expiration date (blanket order cases do not have expiration dates) displays in the Contract Expiration Date field. Applicable weapon system application for the specific case line will be annotated in the Contract Number field if known. Other pertinent LOA data may be annotated in the Basic Value Screen (see paragraph 10.2.4). CLASSI Costs shall not be incurred by the MCTR functional area until obtaining confirmation that adequate case line funds are available for reimbursement from the CPIN case line funds manager. The assignment of a DCN by the line manager/financial manager to the Work Order is confirmation that adequate funds are available.

8.7 DOCUMENTING CPIN SHIPMENTS AND FMS BILLING.

8.7.1 USAF TODO Shipping Screen. This screen is located under the Distribution Menu (Figure 8-9) and may be utilized at the discretion of the software manager/ES/MCTR to document CPIN shipments to USAF/DoD/contractor SW-TODOs. Data entered in this screen goes to the TODO Shipping & Billing History Report and can be queried at any time by the USAF/DoD/contractor SW-TODO with authorized access to ACPINS to check on shipment status (see paragraph 7.2.2.1). This screen is identified for the Distribution Redesign.

8.7.2 FMS Shipping and Billing Screen. This screen is located under the Distribution Menu (Figure 8-10) and may be utilized at the discretion of the software manager/ES/MCTR to document CPIN shipments and costs to FMS SW-TODOs. Entry of data into this screen will clear the "Case Billing Suspense Report" record that is generated when an AFTO Form 221 is generated from the Distribution screens. Data entered in this screen goes to the TODO Shipping & Billing History Report (see paragraph 7.2.2.1) and can be queried at any time by the software manager/CPIN case line manager. Data on this screen will build FMS Shipping and Billing History (by CPIN), and the TODO Shipping and Billing History Report (by SW-TODO account). All shipping and billing documents (i.e., AFTO Form 221, tracking receipts, funds transfer documents etc.) must be maintained in accordance with case management regulations and AFMAN 33-139, Records Disposition Schedule as FMS Case records. If the software manager/ES/SPO does not maintain the FMS Shipping and Billing screens in ACPINS, the requirement to provide these reports must still be met. Reports must be generated off-line to supply shipping and billing records as required by case management procedures and by the FMS LOA. This screen is identified for the Distribution Redesign.

	CPIN Standard Shipping Label Data	Requirement	References
1	MCTR Return Address	Mandatory	
2	SW-TODO Account	Mandatory	
3	Mailing Address	Mandatory	
4	Method of Shipment	Mandatory	
5	Number of Packages	Conditional	For multiple packages
6	*Trace Number*	*Mandatory Only for FMS or Classified*	*DoD 5105.38-M, Chp 7*
7	*Document Number (DCN)*	*FMS Only/Mandatory*	*DoD 5105.38-M, Chp 7*
8	*FMS CLASSIC Value $*	*FMS Only/Mandatory*	*DoD 5105.38-M, Chp 7*
9	*Case/Case Line of SW-TODO Account*	*FMS Only/Mandatory*	*DoD 5105.38-M, Chp 7*

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Figure 8-1. CPIN Standard Shipping Label Data Requirements

	CPIN Standard Packing Slip Data	Requirement	References
1	SW-TODO Account	Mandatory	
2	CPIN (up to 40 characters)	Mandatory	
3	Revision Number (REV XXX)	Mandatory	
4	Software Date (DD-MMM-YYYY)	Mandatory	
5	Security Classification	Mandatory	
6	Quantity	Mandatory	
7	MCTR Code per Appendix C	Mandatory	
8	Ship Date (DD-MMM-YYYY)	Mandatory	
9	MCTR Representative Initials	Mandatory	
10	*Document Number (DCN)*	*FMS Only/Mandatory*	*DoD 5105.38-M, Chp 7*
11	*FMS CLASSIC Value $*	*FMS Only/Mandatory*	*DoD 5105.38-M, Chp 7*
12	*Case/Case Line of FMS SW-TODO*	*FMS Only/Mandatory*	*DoD 5105.38-M, Chp 7*
13	*Signature/Date of SW-TODO Accepting Hand Delivery*	*Mandatory*	

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Figure 8-2. CPIN Standard Packing Slip Data Requirements

	CPIN Standard Media Label Data	Requirement	Option A Location	Option B Locations
1	Security Classification Marking	Mandatory	Media Only	Media + Sleeve/Insert
2	Declassification Marking	Conditional	Media Only	Media + Sleeve/Insert
3	CPIN (up to 40 characters)	Mandatory	Media Only	Media + Sleeve/Insert
4	Revision Number (Rev XXX)	Mandatory	Media Only	Media + Sleeve/Insert
5	Software Date (DD-MMM-YYYY)	Mandatory	Media Only	Media + Sleeve/Insert
6	Media Units (1/1, 1/2, 2/2)	Mandatory	Media Only	Media + Sleeve/Insert
7	MCTR Code per Appendix C	Mandatory	Media Only	Media + Sleeve/Insert
	Media Label Statements		If media space allows	If media space is limited
8	Distribution Statement	Conditional	Media Only	Sleeve/Insert Only
9	Warning Control Statement	Conditional	Media Only	Sleeve/Insert Only
10	Export Control Statement	Conditional	Media Only	Sleeve/Insert Only
11	Declassification Statement	Conditional	Media Only	Sleeve/Insert Only

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Figure 8-3. CPIN Standard Media Labeling Requirements

Part A CPIN Standard Packing List for Consolidated Shipment

1. SW-TODO Account 28BN01 **13. SW-TODO Signature/Date if Hand-carried** Major Ramos, BNAF 15 Jan 2008	**10. FMS Only: Document No.** DBN01230123012 Total Cost $495.00 **12. FMS Only: Case Line** BN-PHF-003	**7. MCTR Code, 9. Initials** (___) EW **8. Ship or Hand Carry Date** 15-JAN-2008

Part B	2. Computer Program Identification Number	3. Rev	4. Software Date	5. Sec Cls	6. Qty	Unit Cost	11. Subtotal Cost
1	86Z-ASQ6/CP365/XX-U001-00A	000	01-JAN-2008	U	2	120.	240.00
2	86Z-ASQ6/CP365/BN-F001-00A	000	01-JAN-2008	U	2	80.	160.00
3	86Z-ASQ6/CP365/US-S001-00A	001	15-JUL-2007	U	1	95.	95.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
etc							
						Total	495.00

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Figure 8-4. Sample CPIN Standard Packing List for Consolidated Shipment

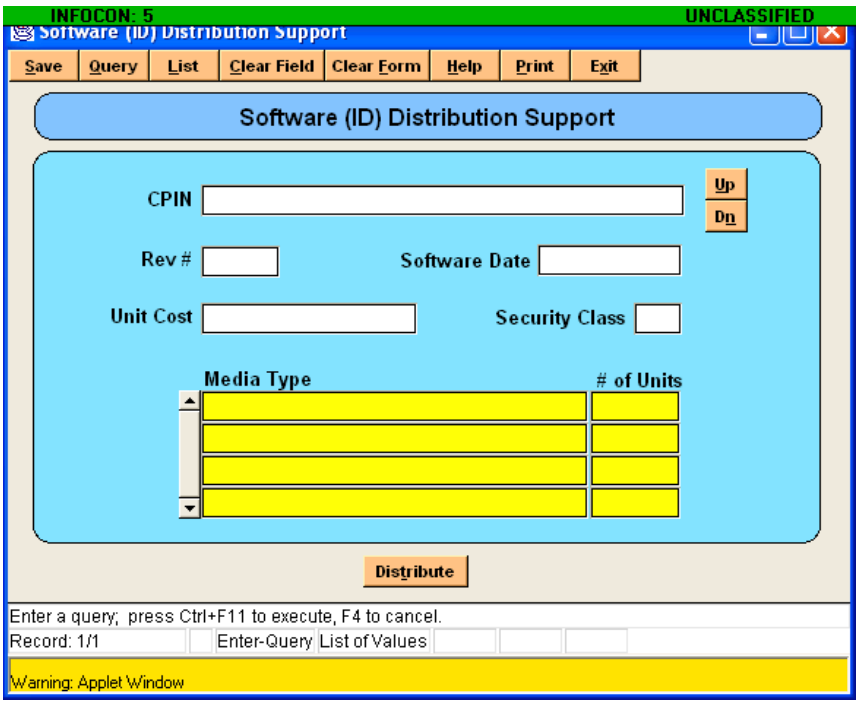

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Figure 8-5. Software (ID) Distribution Support Data Entry Screen from Distribution Menu

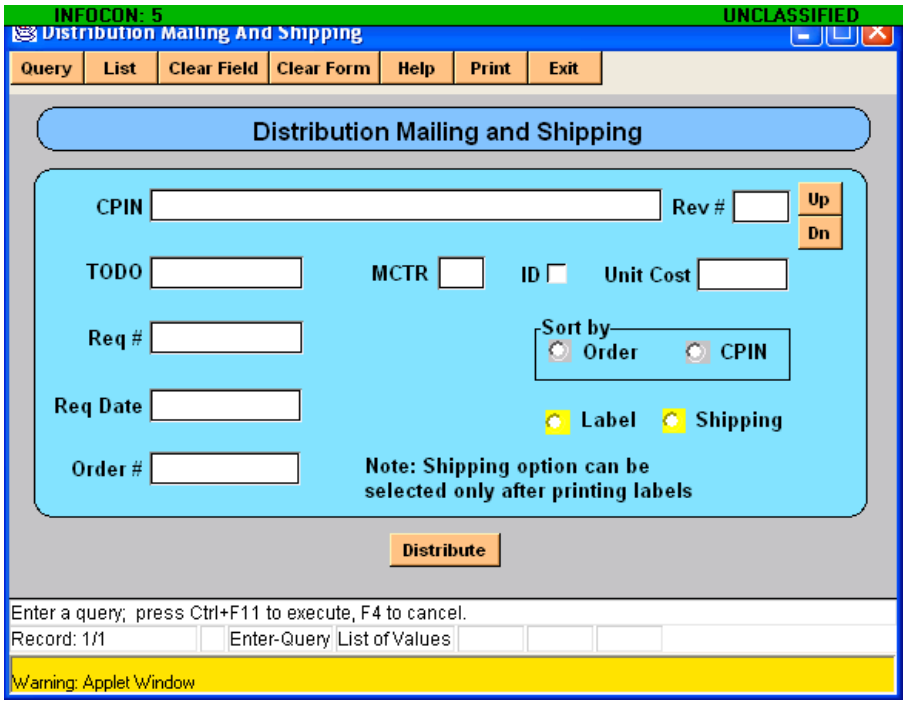

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Figure 8-6. Distribution Mailing and Shipping Query Screen from Distribution Menu

ACPINS AFTO221, Media & AF310 Label Printing

Print Labels | List | Go To Page | Help | Print | Exit

ACPINS AFTO221, Media & AF310 Label Printing

CPIN 86Z-ASQ6/CP365-U001-00A Rev # 0 Text File ☑

TODO	Qty	ID Qty	Media Type	Media Units	SAT	Mail	Media	310
3793	002	☑	3.5 FLOPPY	1	☐	☑	☑	☐
0000	001	☑	3.5 FLOPPY	1	☐	☑	☑	☐
28ZZ01	001	☑	3.5 FLOPPY	1	☐	☑	☑	☐

Record: 1/3

Warning: Applet Window

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Figure 8-7. Multi-Purpose Label Printing Screen from Distribution Menu

Library Media Deck

Query | List | Clear Field | Clear Form | Help | Print Labels | Print | Exit

Library Media Deck

CPIN

Up

Dn

Rev #

Text File ☐

Media Type	# of Units

Enter a query; press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 Enter-Query List of Values

Warning: Applet Window

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Figure 8-8. Library Medial Deck Label Print Screen from Distribution Menu

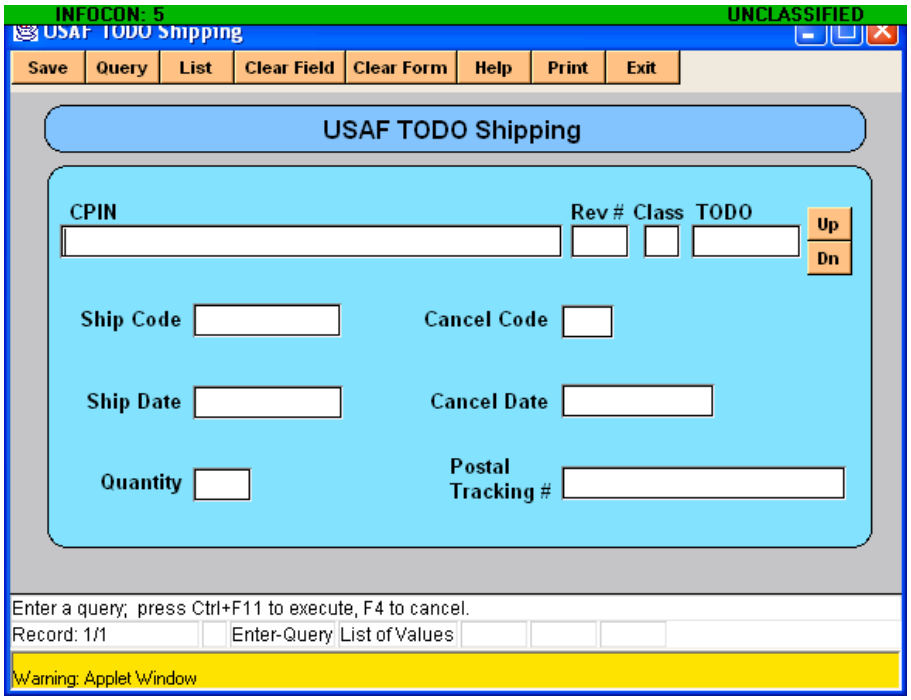

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Figure 8-9. USAF SW-TODO Shipping Screen from Distribution Menu

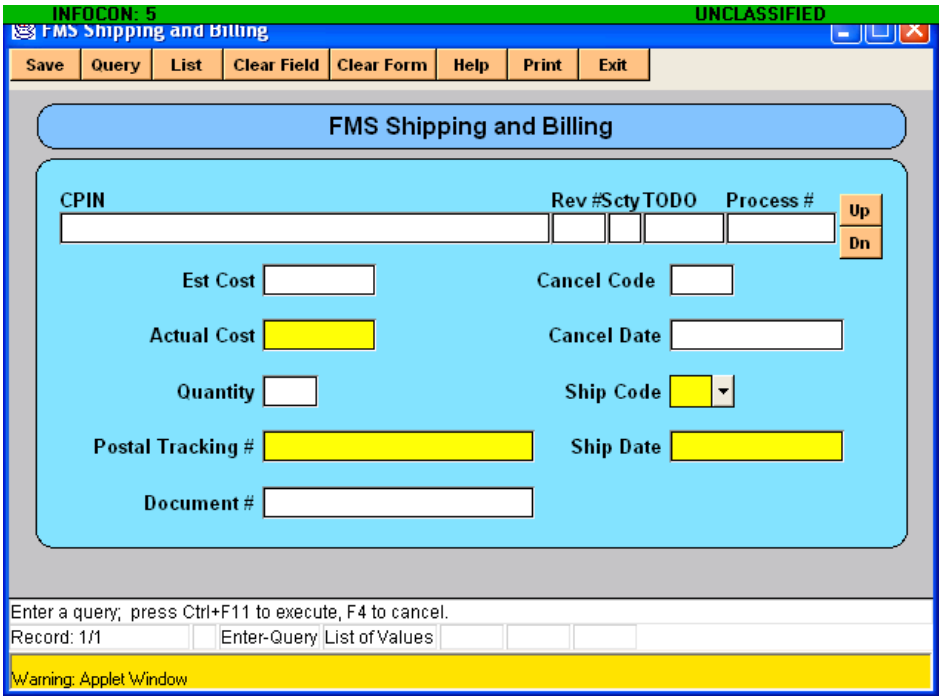

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Figure 8-10. FMS Shipping and Billing Screen from Distribution Menu

CPIN ID Quantities

Date: 14 JUN 2007

MCTR	CPIN	Media Type	TODO	Address	ID Qty
CC	86Z-ASO6ICP365-U001-00A	3.5 FLOPPY	0000	TEST ACCT ONLY OC-ALC/ACPINS 7851 ARNOLD STREET SUITE 205 TINKER AFB OK 73145-9147	1
			28ZZ01	558 CBSS/GBHCB (ZZ-ZZZ-000) 7851 ARNOLD ST STE 211 TINKER AFB OK 73145	1
			3793	558 CBSS/GBHCB 7851 ARNOLD ST BLDG 3 STE 205 TINKER AFB OK 73145-9147	2
		Total TODOS	3	Total Copies	4

---------- Total Number of Records 1 ----------

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Figure 8-11. TODO ID Requirements Query by CPIN Report from Orders Menu

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE

1. TO:	2. FROM:	3. DATE
(filled by Sender)	(filled by Sender)	YYYYMMDD
		4. CONTAINER NO. (filled by Sender)

5. DESCRIPTION OF DOCUMENT(S): *(Indicate overall classification, originator, type (letter, message, plan, etc.), date, unclassified subject title, number of copies, and originator control number and copy number if Top Secret. Also use these data elements for identifying any attachments that would require a receipt if transmitted separately.)*

(filled by Sender)

TO AVOID TRACER ACTION, RETURN SIGNED RECEIPT BY → 6. DATE YYYMMDD

DOCUMENT RECEIPT

I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS

7. DATE RECEIVED	8. NAME, ORGANIZATION, AND PHONE NUMBER (DSN)	9. SIGNATURE OF RECIPIENT
YYYMMDD	(filled by Recipient)	

DESTRUCTION CERTIFICATE

10. THE DOCUMENT(S) LISTED ABOVE WERE		DESTROYED		COMMITTED TO CENTRAL DESTRUCTION FACILITY ON →	11. DATE YYYMMDD

12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL	13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL
(filled by Recipient)	(filled by Recipient)

AF IMT 310, 19951101, V4 PREVIOUS EDITION WILL BE USED.

H0807955

Figure 8-12. AF Form 310 Document Receipt and Destruction Certificate

CHAPTER 9
RECEIPT AND MANAGEMENT OF SOFTWARE BY THE USER

9.1 RECEIVING SOFTWARE.

9.1.1 ACPINS Received Order, Received Order History and Record of Download. The SW-TODO shall query the Received Orders screen (Figure 9-1) upon receipt of a CPIN. If a query to the Received Orders screen does not find a match, no entry action is required. If a record is found, entering and saving the received date will clear the open record and send it to the Received Orders History screen as an audit trail. The Received Orders History may then be queried as needed. The Received Orders screen is located on the Distribution Menu under Forms and Reports and the Received Order History screen (Figure 9-1) is located on the History Menu of Forms and Reports (Figure 9-2). The SW-TODO shall also enter the date of redistribution to any sub-accounts in the Sub-Account Details screen (see paragraph 9.2). The Received Orders Screen is identified for the Distribution Redesign.

9.1.1.1 Mandatory Retroactive Record of Download. Until the Received Order screen is reprogrammed to allow the SW-TODO to input documentation of successful download, the SW-TODO shall provide a Record of Download Email to the Software Management Systems Section (ACPINS Program Office). SW-TODOs shall send the Record of Download Email to the Software Management Systems Section at **OCALC.ACPINS.workflow@tinker.af.mil**. The Software Management Systems Section shall retain the Record of Download for future data entry into ACPINS upon completion of the screen redesign in order to provide an online audit trail for the SW-TODOs and CPIN owners. The Record of Download Email shall be formatted as follows to contain the following mandatory information: (1) SW-TODO account (2) CPIN (3) Revision (4) Software Date (5) Download Date (6) Download Website URL, (7) Name of SW-TODO personnel downloading the CPIN. This guidance is retroactive to capture mandatory data elements to update the ACPINS database associated with all CPIN downloads from all CPIN download websites.

9.1.2 AF Form 310 Accompanying Classified Software. The receipts for classified materials will be checked with the contents of the shipment. The SW-TODO is responsible for immediately completing Blocks 7, 8 and 9 and returning a copy to the originator in Block 2 by the date specified in Block 6. Failure to return AF Form 310s by the date in Block 6 will cause tracer action and possible USAF investigation to ensure no compromise has occurred. The SW-TODO shall retain a copy of the completed AF Form 310 for documentation. When the classified CPIN is no longer required, Blocks 10 through 13 shall be completed. A sample of the AF Form 310 is in Figure 8-12.

9.1.3 Defective or Deficient Software. If software is found to be deficient or defective from other than transportation causes, the deficiency shall be reported as outlined in TO 00-35D-54, paragraph 3.4.1.4 (DD Form 2332 “Product Quality Deficiency Report”) and international customers with IEMP or TCP memberships shall report as outlined in TO 00-35D-54, Chapter 5. Countries not participating in either TCP or IEMP must file as SF Form 364 “Supply Discrepancy Report” per AFMAN 16-101, paragraph 5.10 and DoD 5105.38-M, chapter 6, paragraph C6.4.10.

9.1.4 CPIN Label Discrepancy. All CPIN media label data elements shall match the same data elements for the same revision and Software Date in ACPINS compendiums. Marking/labeling discrepancies may be reported using SF 364 “Report of Discrepancy” (ROD), Action Code P3 - Improper Marking. Follow local guidance provided by CCP.

9.1.5 Shortage or Misdirected Receipts. If a shortage in the delivery of CPINs occurs, (contents of package do not match contents listed on the packing slip and/or mailing label) the SW-TODO will contact the distribution point (MCTR) identified on the return address or packing slip for corrective action. If all package sets (1 of 2, 2 or 2) are not received in a reasonable amount of time, the SW-TODO will contact the previous distribution point (MCTR for USAF/DoD/contractor, Freight Forwarder or Embassy for FMS SW-TODOs).

9.1.6 Receiving Damaged Packages. If package damage during transportation results in damage to the CPIN media, the SW-TODO shall contact the MCTR for reshipment. FMS country personnel should specify notification and documentation policy in their Freight Forwarder contract for damaged freight procedures.

9.2 ACPINS SUB-ACCOUNT SCREENS.

9.2.1 Based on Air Force Policy. If the SW-TODO is supplying CPINs to more than one shop or unit in different locations, it is mandatory per AFI21-101 for the SW-TODO to establish sub-accounts in ACPINS as a tool to manage the disposition and redistribution of each CPIN to the shop or using unit. The Sub-Account screens will assist the SW-TODO

during inspections or annual reconciliation to locate and account for all CPINs (Figure 9-3 through 9-6). The Sub-account screens can be found by clicking the "Sub-Account" button on the lower right of the SW-TODO Address Maintenance Screen, which is under the Orders menu of Forms and Reports. These screens are visible to any SW-TODO account holder who also has ACPINS online access.

9.2.2 Assignment of Sub-Accounts. The SW-TODO personnel assign their sub-accounts directly on the Sub-Account screen (click Sub-Account Button on TODO Address Maintenance screen per Figure 9-3). The user may establish a suffix number or suffix code to their assigned SW-TODO account. For instance, if the SW-TODO is 3793, and they require two sub-accounts, the user would establish 3793-1 and 3793-2, or 3793-A and 3793-B, etc. Fill in the mandatory yellow fields and save before exiting the screen. Once the sub-accounts are assigned, then the SW-TODO can proceed to the interactive CSRL screen located under Orders menu of Forms and Reports (Figure 9-5).

9.2.3 Designation of CPIN to Sub-Account. Designation of CPINs to the applicable sub-account is accomplished from the interactive CSRL screen. The SW-TODO will query the CSRL, and when the screen auto fills, the SW-TODO will click the small box to the left of a CPIN (see Figure 9-5). This will cause the Sub-Account Details screen to pop up, where the SW-TODO will enter the sub-account and quantity for each CPIN that will be redistributed to that specific shop or field location (Figure 9-6). Save the designations by clicking the SAVE button at the top margin of the screen and repeat for each CPIN. Repeat for each sub-account. This will allow user to query by either the SW-TODO or the sub-account number in the CSRL screens. When the SW-TODO account number is queried in the CSRL, all CPINs on ID will display; when the SW-TODO sub-account is queried, only CPINs on ID and designated to that sub-account will display.

9.2.4 Sub-Account Details Screen. This screen is used by the SW-TODO to record the Redistribution Date that the CPIN was provided to the shop or field location identified by the sub-account (Figure 9-6).

9.3 DOWNLOADING SOFTWARE FROM USAF APPROVED WEBSITES.

The SW-TODO may be advised by the MCTR that the software they are on ID for is available by download. When this occurs, and the CCP has authorized the SW-TODO to do so per paragraph 8.4.3, the SW-TODO will obtain blank software media and labels and accomplish downloading and labeling of CPINs as instructed by the MCTR and/or TCTO. Requirements of this TO are not waived for downloaded CPINs. The SW-TODO is responsible for affixing media label with the contents of the label download and for providing a Record of Download email per paragraph 9.1.1.1.

9.4 MANDATORY SW-TODO ACCOUNT DOCUMENTATION.

9.4.1 USAF/DoD/DoD Contractor SW-TODOs. Maintain as a minimum, in the immediate vicinity of the SW-TODO personnel, a CPIN Continuity Book/Binder clearly labeled with disposition instructions per AFMAN 37-139. The binder shall contain a hard copy of the following documents, when applicable: (1) Latest AFTO Form 43 (Figure 2-9), (2) The ACPINS CSRL less than 12 months old (paragraph 7.1.10), (3) ACPINS automated email Notifications of Approval dated more recently than the CSRL, (4) Log of AFTO Form 157s submitted, or copies of AFTO Form 157s (Figure 6-10) in process since date of last CSRL, (5) Applicable copies of AF Form 310s (per Figure 8-12 and paragraph 9.1.2), or a note of their location if stored separately, (6) CPIN location documentation (ACPINS Sub-account CSRL shall suffice), (7) The last annual reconciliation checklist (Figure 9-7), (8) Any applicable Record of Download email (per paragraph 9.1.1.1). Optional documentation that may also be stored in the CPIN Continuity Book: ACPINS Login Instructions, ACPINS approved DD Form 2875 or ACPINS Letter Assigning Online Role and User ID, records pertaining to defective or deficient software such as DD Form 2332s or SF Form 364s (per paragraph 9.1.3). The automated email Approval Notifications may be destroyed when a replacement CSRL shows the CPINs on ID. Air Force installations may establish local policy to supplement any other documentation. The CPIN Continuity Binder shall be passed to new personnel when SW-TODO personnel change. All personnel changes shall be documented on a revised AFTO Form 43. SW-TODO accounts are organization accounts, not personal accounts, and are shared by everyone identified on the AFTO Form 43. ACPINS online access accounts (as documented on the DD Form 2875) are individual personal accounts, not organizational accounts. SW-TODO users with ACPINS online access accounts shall not share their User ID or compromise their passwords. Each person identified on the AFTO Form 43 may obtain their own ACPINS online access account.

9.4.2 FMS SW-TODOs. Maintain as a minimum, a CPIN Continuity Book/Binder clearly labeled within the work area of the FMS SW-TODO personnel. It should contain a hard copy of the following documents as applicable: (1) Software Management Systems Section Letter Assigning SW-TODO Account (Figure 2-10), (2) Signature Letter (Figure 2-11), (3) ACPINS CSRL less than 12 months old (paragraph 7.1.10), (4) any ACPINS automated email Approval Notifications dated more recently than the CSRL, (5) log of AFTO Form 157s (Figure 6-10) or copies of AFTO Form 157s in process since date of last CSRL, (6) applicable copies of AF Form 310s (Figure 8-12, paragraph 9.1.2), (7) CPIN location documentation, (8) a copy of the last annual reconciliation checklist (Figure 9-7), and (9) any applicable Record of Download email (per paragraph

9.1.1.1). Optional documentation that may also be stored in the CPIN Continuity Book: Records pertaining to defective or deficient software such as DD Form 2332s or SF Form 364s (per paragraph 9.1.3). The automated email Approval Notifications may be destroyed when a replacement CSRL shows the CPINs on ID. Commanders may establish policy to supplement any other documentation deemed necessary, such as applicable LOAs, billing reports provided by AFSAC, or shipping records provided by the CPIN owner/CPIN line manager. The CPIN Continuity Binder shall be passed to new personnel when SW-TODO personnel change. All personnel changes shall be documented on a new Signature Letter. When new follow-on case lines are assigned to a SW-TODO account previously assigned to the old case line, updated documentation will be provided by the Software Management Systems Section. Update the binder contents to reflect this information. Retain per country policy and FMS case management procedures. When the FLO on EVA to the CONUS is acting as the Freight Forwarder for unclassified software (paragraph 8.4.2.1), the FLO should develop a CPIN Continuity Book/Binder to assist in effective management of CPINs.

9.5 CPIN STORAGE AREA.

9.5.1 USAF/USG/DoD Contractor. SW-TODOs that receive, download, store or maintain unclassified CPINs shall provide adequate storage areas, shelving and specialized binder inserts etc, to safeguard software utilizing applicable guidance pertaining to safety, security and quality control. If CPINs for a SW-TODO are maintained in more than one location, a primary location shall be designated for the CPIN Continuity Binder. The location of CPINs shall be included in the binder contents when more than one storage location is utilized. Classified CPINs shall be handled and stored per applicable security directives. Local base policy may supplement this policy as necessary.

9.5.2 FMS. SW-TODOs shall use best common practice to organize CPINs in a manner allowing a minimum of an annual reconciliation effort. Classified CPINs shall be handled and stored per applicable security directives and LOA requirements. The CPIN case line manager, software manager/ES may provide guidance to the country on CPIN storage requirements during a Site Survey or during CPIN Definitization events (paragraph 6.2.2).

9.6 DENIAL CODES.

While researching the Orders History screens (Figure 6-2), some SW-TODOs may notice a Denial Code and Denial Description. These codes represent pre-formatted denial statements. These codes are now rarely utilized outside the ACPINS database due to the availability of email communication to notify customers of order denials. These codes remain in the ACPINS online Orders approval/disapproval process, and will be in Orders History indefinitely.

9.7 DISPOSITION OF SOFTWARE.

When a CPIN is no longer needed at the SW-TODO site (due to replacement, mission change, contract expired without extension or renewal), the disposition of the software shall be accomplished in accordance with the applicable TO, TCTO, security regulation, conservation policy or other directive, including AFMAN 33-139 “Records Disposition Schedule”. The transfer of mission will direct disposition of equipment, TOs and applicable software. The return of software is only required when the media is marked as reusable media to be returned to the MCTR distribution point. When the software is classified, see paragraph 9.1.2. Destruction of unclassified CPINs declared obsolete (outdated) or no longer needed shall be accomplished by mutilation/shredding. When a DoD contract supporting a TODO/SW-TODO account expires and is not renewed, the ACO/PCO shall issue disposition instructions to the contractor personnel for all CPINs obtained under the contract.

9.8 MANDATORY ANNUAL RECONCILIATION EFFORT.

9.8.1 Reconcile Approval Notifications with CSRL. SW-TODOs shall accomplish a reconciliation effort at least annually (see Annual CPIN Reconciliation Checklist in Figure 9-7) by comparing a current ACPINS CSRL with ACPINS order approval notifications to confirm that all CPINs identified on the approval notifications appear on the new CSRL. If an approval notification in response to an AFTO Form 157/Email Order was never received, either it was never input to ACPINS, the SW-TODO email registration was not accomplished, or an email server problem prevented delivery. Contact the Software Management Systems Section to confirm that your email registration is in ACPINS correctly, and to check the Order status before reordering. If the volume of CPINs is such that the entire inventory reconciliation cannot be accomplished at one time, the SW-TODO will schedule portions of the inventory so that all CPINs on hand are reconciled to records once a year.

9.8.2 Reconcile CSRL with CPINs Received. Any CPINs on hand (received or downloaded) that are not on the CSRL should be reviewed to confirm that the CPIN belongs to that SW-TODO. Once a confirmation is made, the CPIN should be ordered on ID subscription to reconcile the account. Any CPINs on the CSRL but not on hand (missing) should be ordered

for 1T quantity unless the compendium shows the CPIN has a PENDING Software Date. If the CPIN shows a PENDING Software Date in the compendium, there is no shortage, since the CPIN will be shipped when the Software Date field shows an actual date. Special care should be taken when reconciling combination CPINs, since the compendium will show multiple "Applicable CPINs", but the actual shipment of software will be under a single "Combination CPIN" media. The SW-TODO may also need to determine if the CPIN on hand was canceled or re-identified if it no longer appears on the CSRL. The FMS SW-TODO can get canceled and re-identified information from a country compendium Part I, query the CPIN in question. The USAF/DoD/Contractor SW-TODO can get this information from the Master CPIN History Record, from USAF compendium Part I (query the CPIN in question) or other reports (see paragraphs 7.1.9 and 7.1.14).

9.8.3 Reconciling FMS Compendiums and CSRLs. The content of FMS country compendiums (80-3 series) and CSRLs will not match exactly when the country has more than one CPIN case line/SW-TODO account. The FMS country compendiums are consolidated listings of all weapon system applications for a given country, while CSRLs are listings for only the weapon system(s) specified on the applicable case line for which the SW-TODO was assigned. The compendium may contain CPINs that the country was on ID for at one time, but the SW-TODO has since been canceled. The primary publication manager for a country should track the contents of all CPIN case line SW-TODO accounts and compare them to the consolidated FMS country compendium. When CPINs are found listed in the compendium that are not on ID under any of the SW-TODO accounts, determine if the CPIN is needed or not by reviewing the weapon system application of the CPIN, and reviewing the Maintenance Level of the CPIN. For instance, a Depot Level CPIN may apply to the country, but is not approved for release if the country does not have Depot capability. If the country no longer anticipates having current funded LOAs for a system application, then any CPIN for that system application should be removed from the compendium if it is not applicable to another weapon system application.

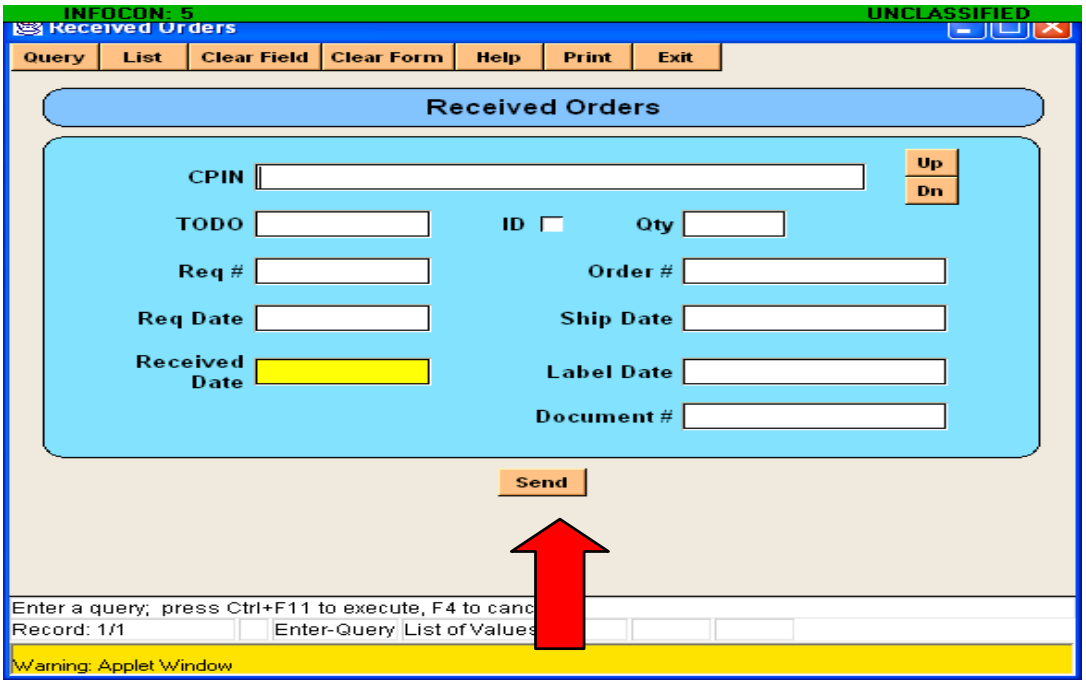

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Figure 9-1. Received Orders Input Screen from Distribution Menu

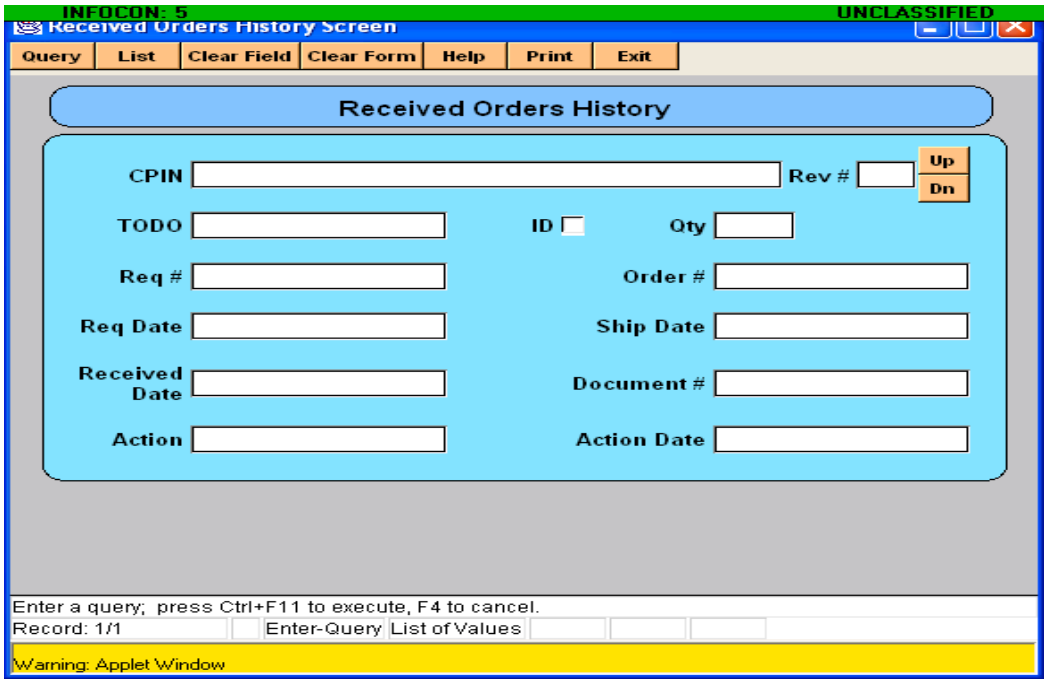

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Figure 9-2. Received Orders History Query Screen from History Menu

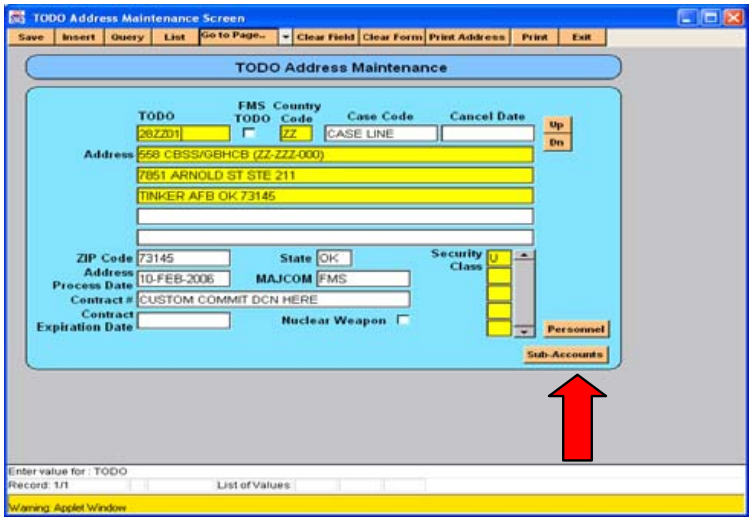

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Figure 9-3. Orders Menu TODO Address Maintenance Screen with Sub-Account Button Selection

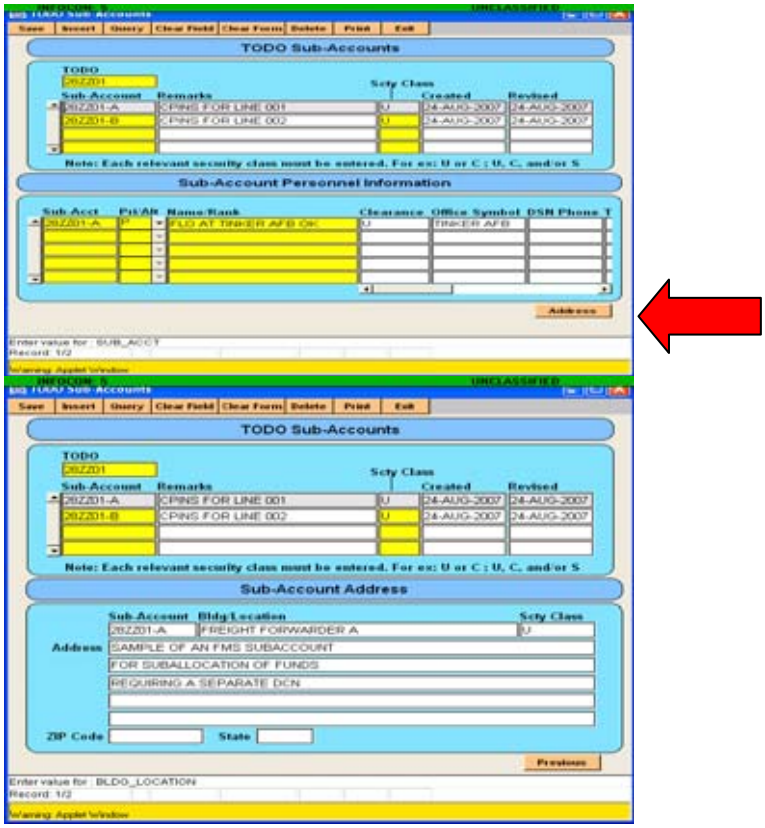

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Figure 9-4. Sub-Account Screen with Address Button Selected with Sub-Account Address Popup Screen

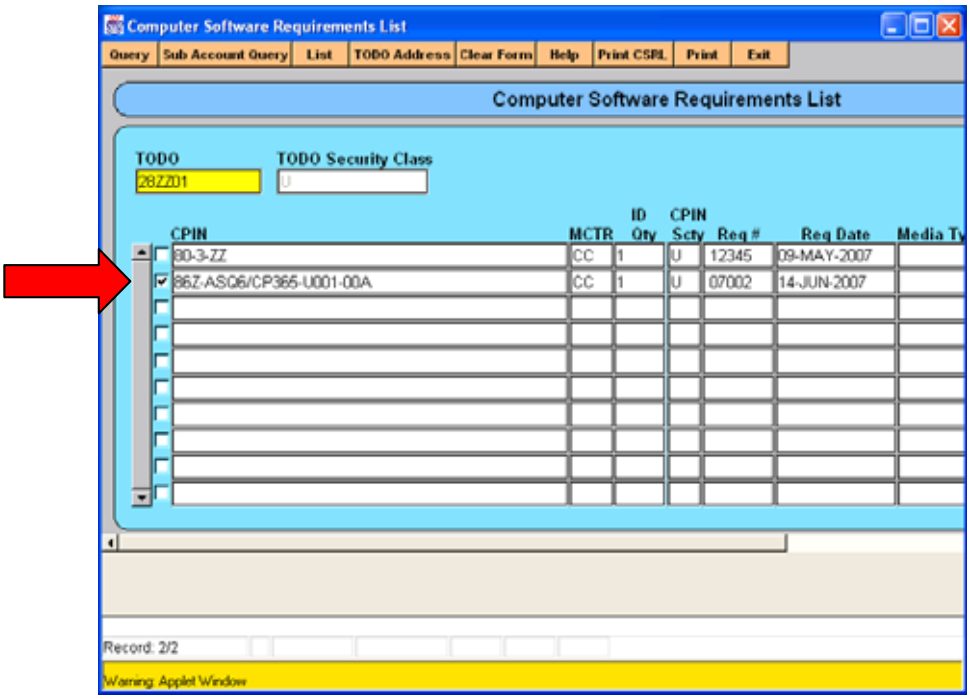

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Figure 9-5. Orders Menu Interactive CSRL with CPIN Selected for Sub-Account Redistribution

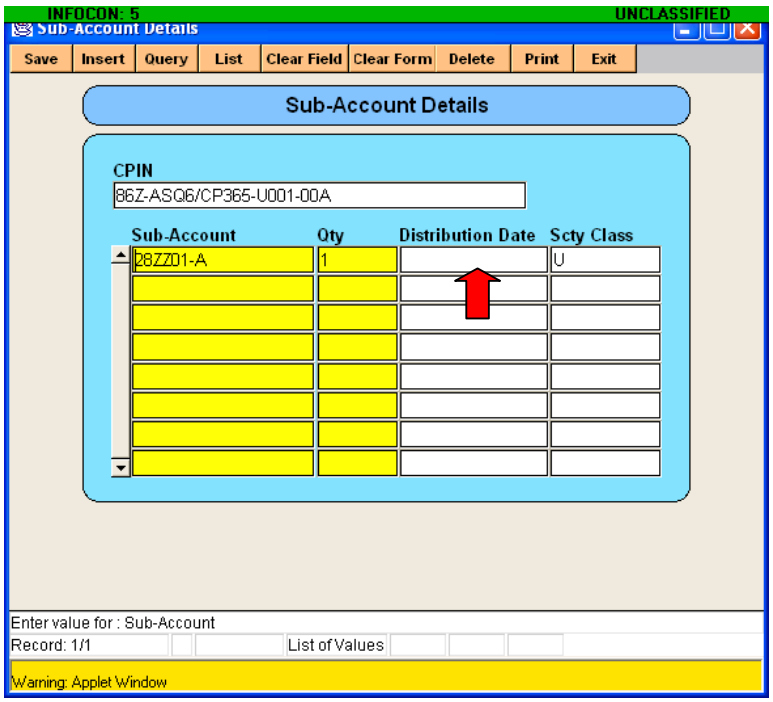

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Figure 9-6. Sub-Account Details Screen for Selected Sub-Account Redistribution Date Entry

ALL PURPOSE CHECKLIST	PAGE 1 OF 1 PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Annual SW-TODO CPIN Reconciliation Effort	OPR SW-TODO DATE 20070911

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	YES	NO	N/A
1.	Is CPIN Continuity Binder established per TO 00-5-16, Chapter 9?			
2.	Does latest AFTO Form 43 (or FMS Signature Letter equivalent) in CPIN Continuity Binder reflect the latest names and contact information of applicable SW-TODO personnel? See TO 00-5-16, para 2.5. If NO, submit updated information to the CPIN System Section.			
3.	Is ACPINS CSRL in CPIN Continuity Binder less than 12 months old? If NO, obtain current CSRL from ACPINS.			
4.	Are applicable AF Form 310s maintained in proximinity of CPIN Continuity Binder? If NO, establish a permenant file as required.			
5.	Is CPIN Location Documentation (reference all applicable Sub-Accounts) maintained in the CPIN Continuity Binder? If NO, obtain necessary data to update binder contents.			
6.	Are ACPINS automated email notifications maintained until new CSRL shows applicable ID quantities on ID? If NO, initiate effort to do so.			
7.	Did a comparison of current CSRL with CPINs on hand result in a 100% match? If NO, continue to item number 8. If YES, remaining items are Not Applicable (N/A)			
8.	Of the CPINs on the CSRL but not on hand, does the current CPIN compendium show the date is PENDING? If YES, the CPIN is not missing because it has not yet been dated as releasable or shipped. See TO 00-5-16, para 8.3.1. If NO, submit an Order with 1T quantity on any CPINs with software dates other than PENDING. If N/A, continue to 9.			
9.	Of the CPINs on hand but not on the CSRL, does the current CPIN Compendium Part II show the CPIN is part of a Combination CPIN? If YES, there is no mismatch since the CPIN does not need to be on ID if the Combination CPIN is also on ID. If NO, continue to 10.			
10.	Of the CPINs on hand but not on the CSRL, does the current CPIN Compendium Part II or the Master CPIN History Record show the CPIN is canceled? If YES, there is no mismatch and the CPIN shall be removed from inventory. See TO 00-5-16 para 3.3.5. If NO, continue to 11.			
11.	Of the CPINs on hand but not on the CSRL, does the current CPIN Compendium Part II or the Master CPIN History Record show the CPIN was re-identified? If YES, contact applicable MCTR for new media label as required. See TO 00-5-16 para 3.3.6. If NO, continue to 12.			
12.	If the answers to items 9, 10 and 11 are all NO, query ACPINS Orders History for your SW-TODO account and the CPIN. Was the CPIN shipped and/or downloaded as the result of a 1T order? If YES, submit an Order for ID subscription quantity if future revisions are needed to support mission and equipment. If NO, continue to 12.			
13.	Determine if the CPIN is required for your mission and equipment. If YES, submit an Order for ID subscription quantity for future revisions. If NO, contact the applicable MCTR for resolution of misdirected shipments and notify your MAJ COM ACPINS POC if this is a recurring problem.			

AF IMT 2519, 19911101 V5 PREVIOUS EDITIONS ARE OBSOLETE.

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Figure 9-7. Annual SW-TODO Reconciliation Checklist

CHAPTER 10
MISCELLANEOUS AND DATABASE ADMINISTRATION

10.1 MISCELLANEOUS SUBMENU.

10.1.1 CPIN Applicable System DBA Screen. This screen is used to create Weapons Systems web pages by authorized personnel (reference paragraph 2.4.2).

10.1.2 Design Problem Report (DPR). This is the screen online users (see paragraph 1.3.2) utilize to notify the database administrators that there is a problem with either the function or design of a query screen, data entry screen or report. Users are guided by onscreen popup helps to specify what type of DPR it is, based on the menu the screen is found under, such as 1-Requests, 2-Orders, 3-Distribution, 4-Compendiums, 5-Reports, 6-Other. This screen is not for reporting defective software, see paragraph 9.1.3 for reporting requirements.

10.1.3 DPR Status. This screen is for the CDBA, MDBA and MMGR roles to track Design Problem Reports from initiation to programming, testing and implementation. A separate offline database named "Developer" is utilized to test programming prior to copying the fix to the online "Production" database.

10.1.4 DPR Status of Future Versions. This screen contains listings of New Requirements prioritized by the ACPINS Program Manager to be implemented in future versions.

10.1.5 DPR Status History. This screen contains history DPRs that have been resolved and closed.

10.1.6 Print DPR. This is a print screen to print DPRs from the current DPR screen, the history DPR screen or any of the future version screens by DPR number.

10.1.7 Search DPR. This is a query screen to search for DPRs or groups of DPRs based on the type of DPR it was, where it was initiated or who worked the DPR.

10.1.8 Password Change. This is the screen to change passwords and is available to all online users.

10.2 DATABASE ADMINISTRATOR SCREENS.

10.2.1 Login Administration and History. This screen contains a record of all saved data entry made to the "New User" screen from the home page by potential users to request access as a specific role and to provide data not requested on the DD Form 2875 such as type of role etc. This screen is used by authorized personnel to track due-in DD Form 2875s and DD Form 2345s. After all required data is input to this screen, it remains on this screen until either disapproved or a new account is created. When the request is disapproved, the initiator is notified of the reason, and the record goes to the Login Administration History screen. When the request is approved and a user account is created, the record goes to both the Login History Screen and the User Administration Screen, where it is maintained for the life of the account.

10.2.2 User Administration and History. This screen (Figure 10-1) is used to create, maintain and delete user accounts by authorized personnel, and to link the User ID and Role to specific data that will permit or restrict access privileges, such as Country Codes, Contract Expiration date, EVA Expiration Date, applicable SW-TODO accounts, Equipment Specialist codes and ES Routing symbols etc. Accounts can be locked and unlocked from this screen, and temporary passwords can be reset from this screen when the user cannot access Login Problems screen due to their computer browser settings or other issues. Although email addresses are loaded to this screen, the registration for email notifications does not take place from this screen. To register a user for email notifications on Order status, use the Personnel screen behind the TODO Address Maintenance screen. To register a user for email notifications on Request status, use the Initiator screen preceding the Request screen. All email addresses will be verified in the Global Address List (GAL) prior to completing the account action (no bogus emails and no blank emails are acceptable). Since Air National Guard (ANG) email addresses are not in the GAL, all ANG email verification must be by checking the DoD Global Directory Service website **https://dod411.chamb.disa.mil/**. The authorized personnel assigning user accounts must enter country code US in the Country Code List field (lower half of screen) to allow user to see US data including the Weapons Systems pages. The authorized personnel assigning user accounts must enter a country code other than US in the Country Code List field (lower half of screen) to allow user to see that country data.

10.2.2.1 Considerations in Assigning USG/DoD/Contractor Roles. There are 11 different roles that may be assigned by the Software Management Systems Section based on users need-to-know and other factors. The roles (Figure 10-4) are defined as:

CDBA: For purposes of this TO a Central Database Administrator (CDBA) is a civilian or contractor employee of the USAF assigned to manage the ACPINS database, and assigned to the Software Management Systems Section.

MDBA: For purposes of this TO a Managing Center Database Administrator (MDBA) is a civilian or contractor employee of the USAF assigned to the Managing Software Center (MCTR) utilized by the applicable SPO. The MDBA is granted Approval Authority on Request and Orders screens based on agreement with the applicable SPO being supported.

NOTE

The MDBA at each MCTR is granted limited ACPINS DBA functions to update ES codes/ES Routing Symbols to ES Names for their MCTR. ES codes shall be assigned based on SPO direction to the MCTR. (Figure 10-2 and 10-3)

MMGR: For purposes of this TO an Managing Center Manager (MMGR) is a civilian or contractor employee of the USAF assigned to the MCTR and a subordinate of the MDBA. The MMGR is granted Approval Authority on Request and Orders screens based on agreement with the applicable SPO being supported.

ES: For purposes of this TO an Equipment Specialist is a civilian or contractor employee of the USAF assigned to manage a piece of software or groups of software pertaining to the equipment and/or TOs normally supported by the same ES. The ES role is granted Approval Authority on CPIN Orders in the Orders screens for CPINs registered with ES codes belonging to the ES.

NOTE

The MCTR/MMGR roles are granted Approval Authority on Distribution and Orders screens to bypass ES coordination based on Memorandum of Agreement with the applicable SPO being supported.

SPO: For purposes of this TO a System Program Office (SPO) coordinator is a civilian or contractor employee of the USAF assigned to manage a specific weapon system program and is granted Approval Authority on Request screens.

FDO: For purposes of this TO a Foreign Disclosure Office coordinator is a civilian employee of the USAF assigned in the Foreign Disclosure Office at an AFMC Depot facility or at HQ AFMC. This user role may not be delegated outside the FDO community. AFMC Depot FDO personnel will access ACPINS and will coordinate personally on all FMS Orders or submit a Memorandum of Agreement from the HQ AFMC FDO delegating this responsibility to the MCTR personnel, who will then obtain an FDO role from the CDBA.

CFMGR: For purposes of this TO a Configuration Manager (CFMGR) is a civilian or contractor employee of the USAF designated to manage and track CPINs in cooperation with the ES, Engineer and SPO.

TODO_PLUS: For purposes of this TO a TODO_PLUS role coordinator is a military, civilian or contractor employee of the USAF designated by the SPO to assign CPINs through the ACPINS Request screens, and to initiate Orders through the ACPINS Orders screens utilizing a SW-TODO account number assigned on an AFTO Form 43.

TODO: For purposes of this TO a TODO is a military, civilian or contractor employee of the USAF, or a Foreign Liaison Officer of a SAP participating country, or a US citizen contractor employee of a SAP participating country who has obtained a SW-TODO account on an AFTO Form 43 or the FMS equivalent letter, and is authorized to initiate Orders on ACPINS screens.

TODO_GUEST: For purposes of this TO a TODO_Guest role coordinator is a military, civilian or contractor employee of the USG and holds a position as a TODA subordinate to the local TODO.

GUEST: For purposes of this TO a Guest role coordinator is a military, civilian or contractor employee of the USG who does not need data entry privileges or TODO information.

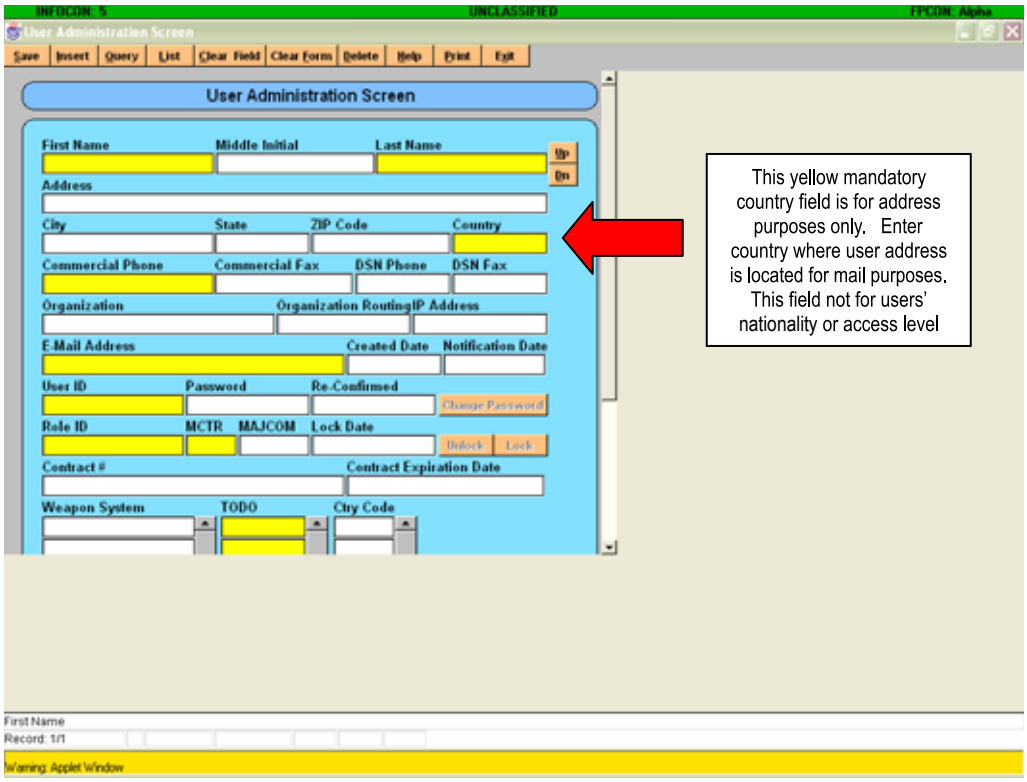
10.2.3 User Request Account Deletion Screen (History). This screen contains a history record of self deleted accounts by the customer from the main menu and is restricted to authorized personnel (paragraph 2.2.5).

10.2.4 Basic Value Screen. This screen may contain FMS case line data, case period of performance dates, line manager data, and data pertaining to case closure. Data entry is restricted to the Software Management Systems Section FMS POC personnel. This screen has been identified for future version enhancements to replace the process previously accomplished by the SATODS interface.

10.2.5 DBA CPIN Screens. These (18) data entry screens are formatted for query of a single CPIN to accomplish mass changes and/or file maintenance of single data element fields by authorized personnel.

10.2.6 DBA Reference Screens and History. These (40 current screens and 40 history) screens contain most internal data element tables and can be queried and file maintained as necessary by authorized personnel. For example, the MCTRs can query ES codes and file maintain the ES codes to ES names, so that all CPINs with a specific ES code will display the updated ES name/routing symbol/phone without having to update each CPIN. Or, the country codes can be changed from Active Status to Inactive Status based on Department of State policy, without each CPIN reflecting a specific country code from having to be updated. Country codes that do not have any current funded LOAs can be coded as Inactive to prevent accidental addition of that country code to a CPIN by the SPO/ES/FDO/MCTR user. Data entry changes to these table screens automatically update all CPINs that reflect the specific data element.

10.2.7 Tail Number Reference Details and Status. Under review.



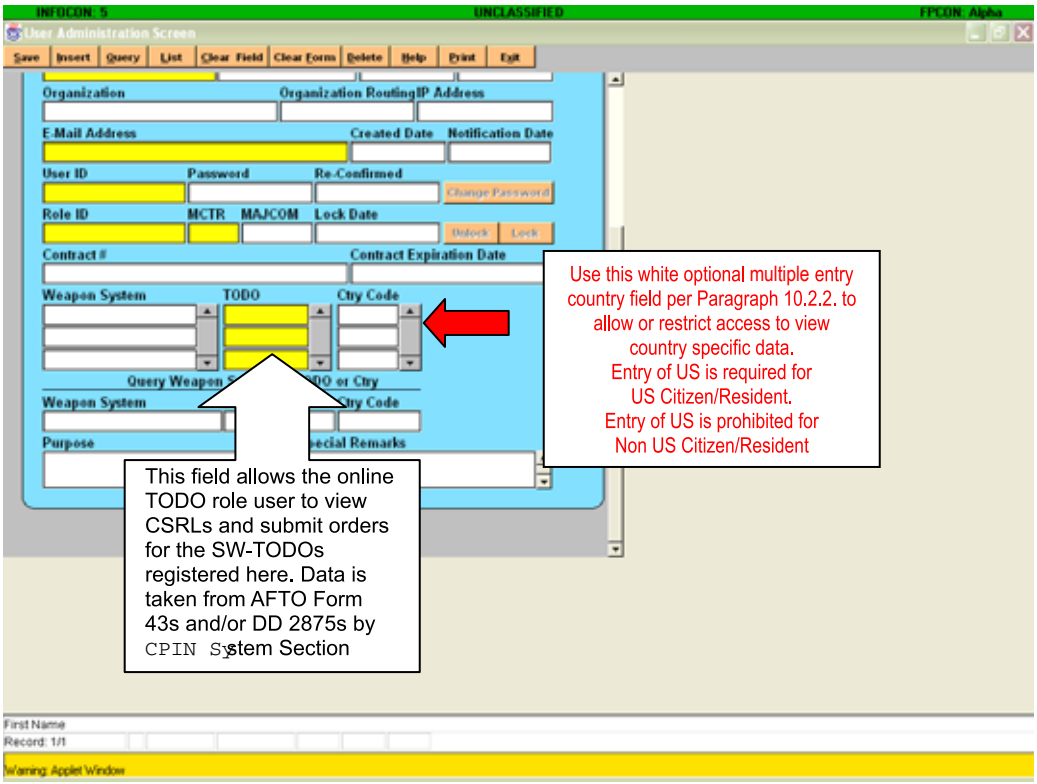


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Figure 10-1. ACPINS DBA User Administration Screen, Upper and Lower View

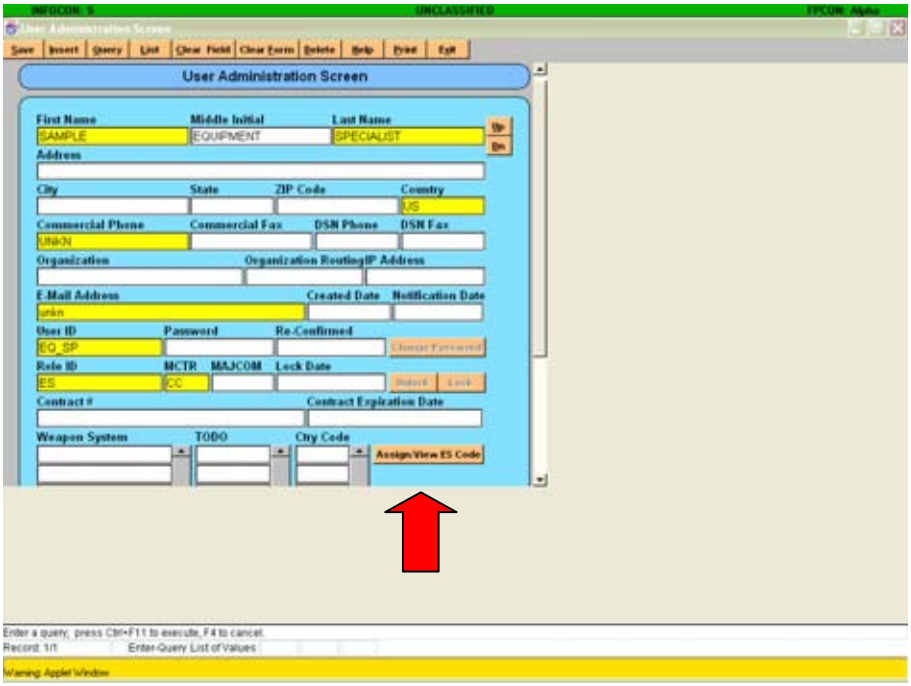

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Figure 10-2. User Administration Screen with Assign/ View ES Code Button Selected

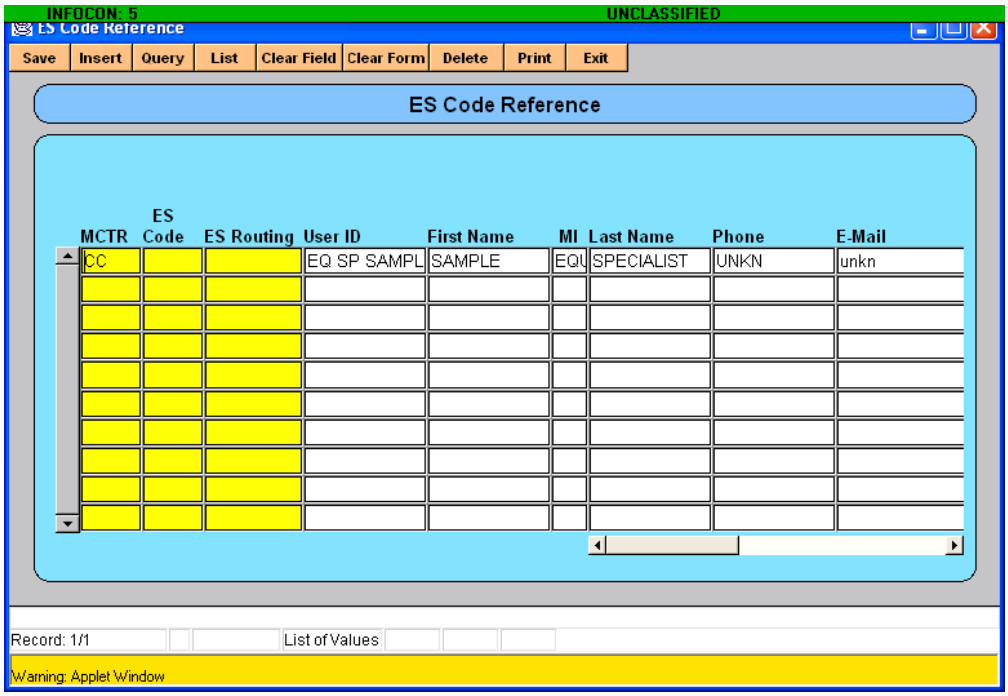

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Figure 10-3. ES Code Reference Screen Accessed from User Admin Screen

LEVEL	USER ROLE	REQUESTS Menu	ORDERS Menu	DISTR Menu	COMP Menu	REPORTS Menu	HISTORY Menu	MISC Menu	DBA Menu	NOTE
11	CDBA	ALL	ALL	ALL	ALL	ALL	ALL	ALL	ALL	
10	MDBA	ALL	ALL	ALL	ALL	LIMITED	ALL	ALL	LIMITED	a, f
9	MMGR	ALL	ALL	ALL	ALL	LIMITED	ALL	ALL		f
8	ES	ALL	LIMITED	ALL	ALL	LIMITED	ALL	ALL		f
7	SPO	ALL	LIMITED		ALL	LIMITED	ALL	ALL		b
6	FDO		LIMITED		ALL	LIMITED	ALL	ALL		b
LEVELS 6-11 HAVE APPROVAL AUTHORITY OVER LEVELS 1-5 DATA ENTRY										
5	CFMGR	ALL	LIMITED		ALL	LIMITED	ALL	ALL		
4	TODO+	ALL	ALL		ALL	LIMITED	ALL	ALL		c, e, f
3	TODO		LIMITED		ALL	LIMITED	ALL	ALL		c, d, e
2	TODO GUEST		LIMITED		ALL	LIMITED	ALL	ALL		e
1	GUEST		LIMITED		LIMITED	LIMITED	LIMITED	ALL		

Note a = DBA authority limited to Weapons System Pages, ES code maintenance
Note b = System Weapon Pages on main menu require SPO approval
Note c = FLO limited to SW-TODOs listed on Signature Letter
Note d = FLO can only have a TODO role
Note e = All TODO roles are limited to SW-TODO listed on AFTO Form 43
Note f = Distribution to FMS countries requires familiarity of SAMM procedures

LEVEL 11 = ALL LEVELS
LEVEL 10 = LEVELS 1+2+3+4+5+6+7+8+9
LEVEL 9 = LEVELS 1+2+3+4+5+6+7+8
LEVEL 8 = LEVELS 1+2+4+5+6
LEVEL 7 = LEVELS 1+2+3+ APPROVAL AUTHORITY ON REQUESTS
LEVEL 6 = LEVELS 1+2+ APPROVAL AUTHORITY OVER LEVELS 1, 2, 3, 4, 5
LEVEL 5 = LEVELS 1+ LIMITED REQUEST DATA ENTRY, QUERY LIMITED ORDERS
LEVEL 4 = LEVELS 1+2+3+ DATA ENTRY REQUESTS
LEVEL 3 = LEVELS 1+2+ DATA ENTRY ORDERS
LEVEL 2 = LEVEL 1+ QUERY BY TODO ACCOUNT/SUB-ACCOUNT
LEVEL 1 = QUERY, VIEW, PRINT COMPS, REPORTS & HISTORY

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Figure 10-4. ACPINS Roles and Privileges, Levels of Access

APPENDIX A
CPIN STANDARD MAJCOM CODES AND OTHER USG DESIGNATORS

A.1 CPIN STANDARD MAJCOM CODES AND OTHER USG DESIGNATORS REQUIRED FOR AFTO FORM 43 AND AF 1243.

	DoD		Non-Dod
ANG	US Air National Guard (DRU)	NASA	National Aeronautics Aerospace Agency
ARMY	US Army		
ARNG	US Army National Guard		Other Departments (Civilian
DCMA	Defense Contract Mgt Agency	DAG	Department of Agriculture
DIA	Defense Intelligence Agency	DHS	Department of Homeland Security
DISA	Defense Information System Agency	DOC	Department of Commerce
DLA	Defense Logistics Agency	DOE	Department of Energy
DTRA	Defense Threat Reduction Agency	DOI	Department of Interior
JTF	Joint Task Force	DOJ	Department of Justice (FBI)
JUSMAG	Joint US Military Advisory Group	DOT	Department of Transportation (FAA)
NAVY	US Navy	USTREAS	US Treasury Department (Customs)
NGA	Nat'l Geospatial-Intelligence Agency		
NORAD	North American Aerospace Defense Cmd		USAF Major Commands
NSA	National Security Agency	ACC	Air Combat Command
OSD	Office of Secretary of Defense	AETC	Air Education Training Command
USAF	US Air Force	AFCYBER	AF Cyber Command
USCG	US Coast Guard	AFMC	AF Materiel Command
USMC	US Marine Corps	AFRC	AF Reserve Command
		AFSOC	AF Special Operations Command
	Pseudo Codes	AFSPC	AF Space Command
CONTR	US Contractor Facility	AMC	Air Mobility Command
FCONTR	Foreign Contractor Facility	ASC	Air Systems Command
FMS	Foreign Military Sales Country	ESC	Electronic Security Command
		GLSC	Global Logistics Support Center
	Former - Now	PACAF	Pacific Air Force
	AAC - PACAF	USAFA	USAF Academy
	Some AFMC - GLSC	USAFE	USAF Europe
	DCA - DISA		
	DMA - NGA		
	NIMA - NGA		

Table A-1. Major USAF Installations Listed by MAJCOM Code

AFMC	**ACC**	**AMC**	**AETC**
Arnold AFB TN	Ali AB Iraq	Andrews AFB MD	Altus AFB OK
Brooks City Base TX	Barksdale AFB TX	Charleston AFB SC	Columbus AFB MS
Edwards AFB CA	Beale AFB CA	Dover AFB DE	Goodfellow AFB TX
Eglin AFB FL	Davis-Monthan AFB AZ	Fairchild AFB WA	Keesler AFB LA
Hanscom AFB MA	Dyess AFB TX	Grand Forks AFB ND	Lackland AFB TX
Hill AFB UT (OO-ALC)	Ellsworth AFB SC	MacDill AFB FL	Laughlin AFB TX
Kirtland AFB NM	Holloman AFB NM	McChord AFB WA	Little Rock AFB AR
Robins AFB GA (WR-ALC)	Langley AFB VA (HQ)	McConnell AFB KS	Luke AFB AZ
Tinker AFB OK (OC-ALC)	Minot AFB ND	McGuire AFB NJ	Maxwell-Gun ter AFB AL
Wright-Pat AFB OH (HQ)	Moody AFB GA	Pope AFB NC	Randolph AF B TX (HQ)
	Mountain Home AFB ID	Scott AFB IL HQ AMC)	Sheppard AFB TX
PACAF	Nellis AFB NV	Travis AFB CA	Tyndall AFB FL
Anderson AFB GQ (GUAM)	Offutt AFB NE		Vance AFB OK
Eielson AFB AK (AAC)	Seymour Johnson AFB NC	**AFSPC**	
Elmendorf AFB AK (AAC)	Shaw AFB SC	Buckley AFB CO	**AFRM**
Hickam AFB HI HQ PACAF)	Whiteman AFB MO	Cheyenne Mt AFS CO	Carswell ARS TX
Kadena AB JA (Japan)		FE Warren AFB WY	Dobbins ARB GA
Kunsan AB KS (Korea)	**USAFE (partial list)**	Los Angeles AFB CA	Gen Mitchell ARS WI
Misawa AB JA (Japan)	Aviano AB IT (Italy)	Malmstrom AFB MT	Grissom ARB IN
OSAN AB KS (Korea)	Incirlik AB TK (Turkey)	Patrick AFB FL	Homestead ARS FL
Yokota AB JA (Okinawa Japan)	Istanbul AB TK (Turkey)	Peterson AFB CO (HQ)	March ARB CA
	Iamir AB TK (Turkey)	Schriever AFB CO	Minneapolis-St Paul ARS MN
AFSOC	Lajes Field PT (Portugal)	Thule AB GL (Greenland)	Niagra Falls ARS NY
Cannon AFB NM	Lakenheath RAF UK	Vandenburg AFB CA	Pittsburgh ARS PA
Hurlburt Field FL (HQ AFSOC)	Mildenhal RAF UK		Westover ARB MA
	Moron AB SP (Spain)		Willow Grove ARS PA
USAFA (DRU)	Ramstein AB GY (Germany)		Youngstown-Warren ARS OH
Academy Colorado Springs CO	Spangdahlem AB GY		

APPENDIX B
CPIN STANDARD COUNTRY CODES (PARTIAL LIST)

B.1 CPIN STANDARD COUNTRY CODES (PARTIAL LIST) FORM THE DOD 5105.38-M, TABLE C4.T2.

Code	Name
AE	United Arab Emirates
AG	Algeria
AR	Argentina
AT	Australia
AU	Austria
BA	Bahrain
BE	Belgium
BG	Bangladesh
BN	*Bandaria-pseudo**
BR	Brazil
CD	Chad
CI	Chile
CN	Canada
CO	Columbia
DE	Denmark
EC	Ecuador
EG	Egypt
ES	El Salvador
EZ	Czech Rep.
FI	Finland
FR	France
GR	Greece
GT	Guatemala
GY	Germany
HO	Honduras
HU	Hungary
ID	Indonesia
IQ	Iraq
IS	Israel
IT	Italy
JA	Japan
JO	Jordan
KE	Kenya
KS	South Korea
KU	Kuwait
MF	Malaysia
MO	Morocco
MU	Oman

Code	Name
MX	Mexico
NE	Netherlands
NI	Nigeria
NO	Norway
NZ	New Zealand
PE	Peru
PI	Philippines
PK	Pakistan
PL	Poland
PT	Portugal
RO	Romania
S3	Slovenia
SN	Singapore
SP	Spain
SR	Saudi Arabia
SW	Sweden
SZ	Switzerland
TH	Thailand
TK	Turkey
TL	Tokelau (NZ)
TU	Tunisia
TW	Taiwan
UA	South Africa
UK	United Kingdom
US	United States
Y7	Reconstruction
	Organization
K2	NATO NAMSA
K4	NATO NC3A
K7	NATO AEWCOS
M1	NATO NEFMA
N1	NATO NAPMO
N2	NATO
	Pseudo Codes
BN	Bandaria-pseudo*
ZZ	ACPINS Test Code

APPENDIX C
MANAGING CENTERS (MCTRS)

C.1 CPIN LIBRARY FUNCTIONAL AREA.

Processing: AF Form 1243s and AFTO Form 157s

(Numbering/Indexing/Orders/Distribution)

Functional Area of Responsibility	Site	Mailing/Email Address	Phone/FAX
Oklahoma City Software Distribution, ESDS SPM *KC-135, AGM-129, AGM-86* US & FMS) *Common Engines, Commodities* (US & FMS) *E-6, B-1, B-52 (US only)*	OC	76 SMXG/OBC 4750 Staff Dr Ste 218 (Bldg 3220) Tinker AFB OK 73145-3313 OC.ALC.SCC@tinker.af.mil	DSN 336-5969 C 405-736-5969 DSN Fax 336-3584 C Fax 405-736-3584
Ogden Software Distribution/ESDS *A-10, F-4, F-5, T-43, T-38 & F-16* *LGM-30, Missiles, Mission Planning, Munitions* (US & FMS)	OO	309 SMXG/OBC 6079 Wardleigh Rd (Bldg 1202 Hill AFB UT 84056-5838 309SMXG.BLDG1201. SCC@hill.af.mil	DSN 777-4201, FAX 777-6628 C 801-777-4201 C Fax 801-777-6628
Lockheed Martin Software Distribution *F-16 LM Proprietary* (US & FMS)	LM	Lockheed Martin Aeronautics Co PO Box 748, Mail Zone 1055 Ft Worth TX 76101	C 817-763-6712 C Fax 817-762-6834
Warner Robins Software Distribution/ESDS *C-17/F117, C-130, C-5, F-15, Missiles, LANTIRN Common SE* (US & FMS)	WR	402 SMXG/MASTE 420 Richard Ray Blvd Ste 100 Robins AFB GA 31098-1638 420SMXG.SoftwareCC @robins.af.mil	DSN 468-0961, Fax 468-1316 C 478-926-0960/0961 C Fax 478-926-1316
AFMETCAL Software Distribution *Metrology/Calibration* (US & FMS)	AG	562 CBSG/GBEA 813 Irving Wick Dr W, Ste 4M, Bldg 2 Heath OH 43056-1199	DSN 366-5496, Fax 366-5489 C 740-788-5496 C Fax 740-788-5489
Northrop-Grumman Software Distribution *B-2, F118 Engine* (US only)	NG	556 ACSS/GFHA 7180 Reserve Road Tinker AFB OK 73145-8758	DSN 339-5398, Fax 339-2426 C 405-739-5398 C 405-739-2426
Lockheed Martin Software Distribution	F22	478 AESG/CM	DSN 674-5276, Fax 785-6956

Functional Area of Responsibility	Site	Mailing/Email Address	Phone/FAX
F-22 (US only)		2725 C Street, Bldg 553 Wright-Patterson AFB OH 45433-7424	C 937-904-5276, 74 C Fax 937-255-6956
Boeing Software Distribution *KC-10* (US only)	BAS	327 CLSG/GFLT 3001 Staff Dr, Rm 1AF1 105E Tinker AFB OK 73145-3018	DSN 336-7375, Fax 835-0683 C 405-736-7375 C Fax 405-734-0683
ACPINS Program Office (Software Management Systems Section) AFTO 43s for US SW-TODO Account Assignment DD2875s for ACPINS Website Role Assignment	CC	OC-ALC/ENGLB 7851 Arnold St, Ste 211 (Bldg 3) Tinker AFB OK 73145-9147 OCALC.ACPINS.workflow @tinker.af.mil	Help Desk 1-888-742-4461 DSN Fax 336-3541 (New Fax #) C Fax 405-736-3541

APPENDIX D
ACRONYMS AND ABBREVIATIONS

D.1

ACO	Administrative Contracting Officer
ACPINS	Automated Computer Program Identification Number System (Q016)
ADPE	Automated Data Processing Equipment
AFSAC	Air Force Security Assistance Center, Wright Patterson AFB OH (AFMC)
AFSAT	Air Force Security Assistance Training, Randolph AFB TX (AETC)
AFMC	Air Force Materiel Command
AFMETCAL	Air Force Metrology Calibration Program
ALC	Air Logistics Center (AFMC)
ASC	Aeronautical System Center (AFMC)
ASIMIS	Aircraft Structural Integrity Management Information System
ATOMS	Air Force Technical Oder Management System (replaced by ETIMS)
ATOS	Air Force Technical Order System
CAGE	Commercial and Government Entity
CCP	Command Control Point
CDBA	Central Data Base Administrator (ACPINS Role)
CFMGR	Configuration Manager (ACPINS Role)
CITOMS	Comprehensive Integrated Technical Order System
CLASSIC	CPIN Library Associated Stock Store and Issue Costs
COMPUSEC	Computer Security
CONUS	Continental United States
COP	Communities of Practice
COTS	Commercial Off The Shelf
CPIN	Computer Program Identification Number
CSC	Computer Software Component
CSCI	Computer Software Configuration Item
CSRL	Computer Software Requirements List
CSTO	Country Standard Technical Order
CSTCTO	Country Standard Time Compliance Technical Order
DAASC	Defense Automatic Addressing System Center
DCASO	Defense Contract Administrative Service Office
DCN	Document Control Number
DIELOG	DAASC Integrated Email Logistics
Distr	Distribution
DLIS	Defense Logistics Information Service
DOC	Documentation
DOD	Department of Defense
DPOC	Designated Point of Contact
DPR	Design Problem Report
DRIS	Deficiency Reporting and Investigating System
DRU	Direct Reporting Unit
D043A	Master Item Identification Database (MIIDB)
ES	Equipment Specialist (ACPINS Role)

ESC	Electronic Systems Center (AFMC)
ESDS	Electronic Software Download System (SPM is https://sccesds.tinker.af.mil/)
ETIMS	Enhanced Technical Information Management System (formerly ATOMS)
EVA	Extended Visit Authorization
EW	Electronic Warfare
FDO	Foreign Disclosure Office
FLO	Foreign Liaison Officer
FMS	Foreign Military Sales
FOA	Field Operating Agency
FSC	Federal Supply Class (1st 4 digits of NSN)
GAL	Global Address Listing
GIDEP	Government Industry Data Exchange Program
GLSC	Global Logistics Support Center (AFMC)
HQ	Headquarters
ICBM	Inter-Continental Ballistic Missiles
ID	Initial Distribution/Subscription or an abbreviation for “Identification”
IFF	Identification Friend or Foe
IOS	Interim Operational Supplemental
IP	Internet Protocol
IPD	International Program Directive
ITA	Interface Test Adapter
JCALS	Joint Computer Aided Acquisition and Logistics System
JDRS	Joint Deficiency Report System (formerly DRIS)
JEDMICS	Joint Engineering Data Management Information Control System
JETDS	Joint Electronics Type Designation System
JTIDS	Joint Tactical Information Distribution System
LOAS	List of Applicable Software
LOA	Letter of Offer and Acceptance
LRU	Line Replacement Unit
MAJCOM	Major Command
MAPAD	Military Assistance Program Address Directory
MASL	Military Arms and Services List
MCS	Mission Critical Software
MCTR	Managing Software Control Center (ACPINS Role)
MDBA	MCTR Data Base Administrator (ACPINS Role)
MMGR	MCTR Manager (ACPINS Role)
MPTO	Methods and Procedures Technical Order
NGB	National Guard Bureau
NIPRNet	Non-classified Internet Protocol Router Network
NSN	National Stock Number (assigned by DLIS in D043A)
NSS	National Security Systems
NWT	Nuclear Weapons Technology
OFP	Operational Flight Program
P&A	Price and Availability
PCO	Procuring Contracting Office
PC&H	Packing, Crating & Handling
PM	Program Manager

POC	Point of Contact
POP	Period of Performance
QTY	Quantity
Rcvg	Receiving
RDBMS	Relational Database Management System
RDT&E	Research, Development, Test and Evaluation
REMIS	Reliability and Maintainability Information System (G099) (Receives data file from ACPINS)
RQN	Requisition
SAAR	System Authorization Access Request
SAO	Security Assistance Office
SAP	Security Assistance Program
SAPM	Security Assistance Program Manager
SERD	Support Equipment Requirements Data
SOR	Source of Repair
SPM	System Program Manager
SPO	System Program Office (ACPINS Role)
SRU	Shop Replaceable Unit
SSN	Social Security Number
SW-TODO	Software TODO, manages software with assigned CPIN
TCTO	Time Compliance Technical Order
TDSE	Technical Data Support Enterprise
TO	Technical Order
TODA	Technical Order Distribution Activity
TODO	Technical Order Distribution Office
TODO_PLUS	Role allows user to both assign and order CPINs (ACPINS Role)
TRC	Technical Repair Center
URL	Universal Resource Locator
USAF	United States Air Force
USG	United States Government
UUT	Unit Under Test
WUC	Work Unit Code
1T	One Time