

**TECHNICAL MANUAL**

**SECURITY ASSISTANCE TECHNICAL ORDER PROGRAM  
SATOP**

(ATOS)

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Page No.	*Change No.	Page No.	*Change No.	Page No.	*Change No.
Title .....	0	25-1 - 25-2 .....	0		
A .....	0	26-1 .....	0		
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2-1 - 2-6 .....	0	28-1 .....	0		
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18-1 - 18-2 .....	0				
19-1 - 19-5 .....	0				
19-6 Blank .....	0				
20-1 .....	0				
20-2 Blank .....	0				
21-1 - 21-2 .....	0				
22-1 - 22-6 .....	0				
23-1 - 23-2 .....	0				
24-1 .....	0				
24-2 Blank .....	0				

\*Zero in this column indicates an original page

# TABLE OF CONTENTS

Chapter	Page
1 POLICY - GENERAL .....	1-1
1.1 Purpose.....	1-1
1.2 Scope.....	1-1
1.3 Policy Responsibilities .....	1-1
1.3.1 Air Force TO System Policy .....	1-1
1.3.2 SATOP Policy .....	1-1
1.4 Types of Technical Publications.....	1-1
1.4.1 USAF Technical Order.....	1-1
1.4.2 Country Standard Technical Order .....	1-2
1.4.3 Consortium Technical Order.....	1-2
1.4.4 Baseline Technical Order .....	1-2
1.4.5 M-Symbol Technical Order .....	1-2
1.5 General Policy .....	1-2
1.6 Exclusions .....	1-3
1.7 Compliance .....	1-3
1.8 Compliance Waivers.....	1-4
1.9 Technical Order Acquisition .....	1-5
2 COUNTRY STANDARD TECHNICAL ORDER POLICY .....	2-1
2.1 General.....	2-1
2.2 Waiver to CSTO Policy .....	2-2
2.3 Disclosure Statement.....	2-2
2.4 CSTO Development .....	2-2
2.5 Determining Requirements.....	2-3
2.6 CSTO Preparation and Distribution.....	2-3
2.7 USAF Technical Order Conversion.....	2-4
2.8 CSTO Printing and Stock Storage and Issue .....	2-6
3 TYPES AND METHODS OF ISSUE .....	3-1
3.1 General.....	3-1
3.2 Types of Technical Orders.....	3-1
3.3 Supplemental Manuals .....	3-1
3.4 Commercial Publications.....	3-1
3.5 Contractor Data.....	3-1
3.6 Preliminary Technical Orders .....	3-2
3.7 Methods of Issuing Technical Orders.....	3-2
3.8 Electronic Transmission .....	3-3
3.9 Distribution Media Containing Multiple TOs .....	3-3
4 REVIEW, VALIDATION, AND VERIFICATION.....	4-1
4.1 Policy .....	4-1
4.2 Publication Reviews .....	4-1
4.3 Safety Reviews .....	4-1
4.4 Validation.....	4-1
4.5 Verification .....	4-1
4.6 Funding .....	4-2
5 REVISIONS, CHANGES, SUPPLEMENTS, AND APPENDIXES; RESCISSION AND REINSTATE- MENT OF PUBLICATIONS .....	5-1

5.1	General.....	5-1
5.1.1	Technical Order/Country Standard Technical Order Revisions .....	5-1
5.1.2	Technical Order Changes .....	5-1
5.1.3	Rapid Action Changes (RACs).....	5-1
5.1.4	Technical Order Supplements .....	5-2
5.1.5	Formal Supplements .....	5-2
5.1.6	Interim Operational and Safety Supplements (IOS/ISS).....	5-3
5.2	Title Pages .....	5-4
5.2.1	Disclosure Statement - CSTOs .....	5-4
5.2.2	Disclosure Statement - USAF TOs.....	5-4
5.2.3	Distribution Statement.....	5-4
5.2.4	Export Control Notice .....	5-4
5.2.5	Disposition/Handling and Destruction Notice .....	5-4
5.2.6	Abbreviated Title Pages .....	5-4
5.2.7	List of Effective Pages (LEP).....	5-4
5.2.8	Verification Status Pages (VSP).....	5-4
5.2.9	Reinstatement.....	5-5
6	NUMBERING, INDEXING, AND SECURITY CLASSIFICATION .....	6-1
6.1	Numbering .....	6-1
6.2	Technical Orders Identified to Specific Functions.....	6-1
6.3	Inspection Workcards.....	6-2
6.4	Preliminary Technical Orders .....	6-2
6.5	Changes and Appendixes .....	6-2
6.6	Supplements.....	6-2
6.7	Flight Manual Performance Data.....	6-2
6.8	Other DoD and Commercial Publications .....	6-2
6.9	Indexing .....	6-2
6.10	Security Classification.....	6-2
6.11	Classification Identification.....	6-3
6.12	Changes in Classification .....	6-3
7	TECHNICAL ORDER CHANGE RECOMMENDATION SYSTEM.....	7-1
7.1	General.....	7-1
7.2	Policy .....	7-1
7.3	Responsibilities .....	7-2
7.4	Recommendation Categories.....	7-6
7.5	AFTO Forms 22 Special Coordination and Information Copy Requirements.....	7-7
7.6	AFTO Form 22 Routing.....	7-8
7.7	AFTO Form 22 Completion.....	7-9
7.8	Follow-up Action.....	7-11
8	TECHNICAL ORDER CHANGES IN THE ACQUISITION PHASE .....	8-1
8.1	General.....	8-1
8.2	Distribution and Filing .....	8-1
8.3	Verification Status Page.....	8-1
9	DISTRIBUTION - GENERAL .....	9-1
9.1	Purpose.....	9-1
9.2	FMS Technical Order Publications Cases .....	9-1
9.3	Case Implementation .....	9-1
9.4	Disclosure Authorization.....	9-1
9.5	Security Assistance Technical Order Data System .....	9-2
9.6	Pricing of Technical Orders for FMS.....	9-2
9.7	Distribution Requirements.....	9-2
9.8	Requirements Processing Cycle.....	9-2

9.9	SATODS Case Controls.....	9-3
9.10	Unauthorized Distribution.....	9-3
10	RESPONSIBILITIES.....	10-1
10.1	General.....	10-1
10.2	Foreign Governments and International Organizations.....	10-1
10.3	Air Force Security Assistance Center (AFSAC).....	10-3
10.4	USAF Technical Order Systems Branch (OC-ALC/ENGL).....	10-4
10.5	Security Assistance Technical Order Program Office (OC-ALC/ENGLC).....	10-4
10.6	Technical Order Management Agency (TOMA).....	10-6
10.7	System Program Office (SPO) TO Manager.....	10-7
10.8	Stock Storage and Issue (SSI) Contractor.....	10-8
10.9	Foreign Disclosure Office (FDO).....	10-8
10.10	Security Assistance Organization (SAO).....	10-8
10.11	System Program Director (SPD)/Technical Content Manager (TCM)/Designated OPR.....	10-9
10.12	Technical Coordinating Group (TCG)/International Engine Management Group (IEMG)/Electronic Warfare Standardization and Improvement Program (EWSIP).....	10-9
11	TECHNICAL ORDER CATALOGS/INDEXES.....	11-1
11.1	General.....	11-1
11.2	Types of Catalogs.....	11-1
11.3	The USAF TO Catalog.....	11-1
11.4	Using the CD-ROM Version of the AF TO Catalog.....	11-1
11.5	Using the Air Force TO Catalog - CD-ROM Version.....	11-2
11.6	Accessing TO Index Information from the ACCESS DB Folder.....	11-3
11.7	The Internet Version of the AF TO Catalog.....	11-3
11.8	The M-Symbol and CSTO Indexes.....	11-6
11.9	Index Content.....	11-6
11.10	Terms.....	11-7
11.11	Index Entries.....	11-8
11.12	Processing.....	11-8
Table	Technical Order Index Categories.....	11-9
11-1		
1		
12	TECHNICAL ORDER DISTRIBUTION OFFICE CODES, FILES, AND REQUIREMENTS.....	12-1
12.1	General.....	12-1
12.2	TODO Codes.....	12-1
12.3	TODO Code Assignment.....	12-1
12.4	Notification Action on TODO Code/TM Account Assignment or Change of Address.....	12-1
12.5	TODO Action on Code Assignment and Maintenance.....	12-1
12.6	Technical Order Files.....	12-1
12.7	Types of Authorized Files.....	12-2
12.8	Technical Orders Assigned to Individuals.....	12-3
12.9	Location and Use of Files.....	12-3
12.10	Use of Binders.....	12-3
12.11	Filing Technical Orders.....	12-4
12.12	Technical Orders With Effective Dates.....	12-5
12.13	Interim Technical Orders.....	12-5
12.14	Revisions.....	12-5
12.15	Changes.....	12-5
12.16	Supplements.....	12-8
12.17	Technical Order Page Supplements.....	12-8
12.18	Appendices.....	12-9
12.19	Department of the Army Publications.....	12-9
12.20	Packup Data.....	12-9
12.21	Miscellaneous Publications.....	12-9

12.22	Commercial Publications.....	12-9
12.23	Preliminary Technical Orders .....	12-9
12.24	Index Sheets.....	12-9
12.25	Technical Order Change Notices .....	12-9
12.26	Renumbered Technical Orders.....	12-10
12.27	AFTO Forms 110 .....	12-10
12.28	Completion of AFTO Forms 110 .....	12-10
12.29	Maintenance of AFTO Forms 110.....	12-19
12.30	AFTO Form 131.....	12-19
12.31	Checking Files .....	12-19
12.32	Routine Index Checks .....	12-20
12.33	Annual Index Checks and Inventory .....	12-22
12.34	Documentation of Required Checks .....	12-22
12.35	Inspection of Files and Local Distribution.....	12-22
12.36	Disposition of Technical Orders and Forms .....	12-22
12.37	Code Selected Reconciliation Listing.....	12-23
12.38	Files and Requirements .....	12-23
12.39	Keeping Requirements Current.....	12-23
13	INITIAL DISTRIBUTION REQUIREMENTS.....	13-1
13.1	General.....	13-1
13.2	Terms .....	13-1
13.3	Establishing Initial Distribution Requirements.....	13-1
13.4	Submitting Requirements by the International Logistics Communications System (ILCS) .....	13-2
13.5	Completing AFTO Form 187.....	13-3
13.6	Preliminary Technical Orders .....	13-8
13.7	E-Symbol Technical Orders .....	13-8
13.8	Interim Technical Orders .....	13-9
14	REQUISITIONING .....	14-1
14.1	General.....	14-1
14.2	Purpose.....	14-1
14.3	Requisitioning Technical Orders.....	14-1
14.4	Records .....	14-3
14.5	Submitting Emergency and Urgent Requisitions .....	14-3
14.6	Automatic Requisition Feature.....	14-3
14.7	One-Time Requisition .....	14-3
14.8	Submitting Routine Requisitions .....	14-5
14.9	Requisitioning a Single Change.....	14-5
14.10	AFTO Form 215, Exception Notice From SATODS (or JCALS).....	14-5
14.11	Requisition Follow-up .....	14-7
14.12	Backorder Cancellation .....	14-7
15	DISTRIBUTION.....	15-1
15.1	General.....	15-1
15.2	Initial Distribution .....	15-1
15.3	Expedited Shipments .....	15-1
15.4	Shipment Labels .....	15-1
15.5	Shipment Labels, AFTO Forms.....	15-1
15.6	Shipment Labels, DD Form 1348-2 .....	15-3
15.7	Shipping Labels, PTOWS .....	15-3
15.8	Shipments.....	15-3
15.9	Receipt of Technical Orders, Redistribution, and Return of Excess Copies .....	15-13
15.10	Withheld Distribution .....	15-14
15.11	Case Billing/Distribution Reconciliation .....	15-14

16	RELEASE OF 60-SERIES TECHNICAL ORDERS/ EXPLOSIVE ORDNANCE DISPOSAL BULLETINS .....	16-1
16.1	General .....	16-1
16.2	Policy .....	16-1
16.3	Submitting Requirements .....	16-1
16.4	Disclosure of 60-Series Technical Orders .....	16-1
17	SPECIAL PROGRAMS .....	17-1
17.1	Aircraft Technical Coordination Program .....	17-1
17.2	International Engine Management Program/Component Improvement Program .....	17-1
17.3	Other DoD Component Publications .....	17-1
17.4	Requests by Foreign Countries for Inactive Technical Orders.....	17-2
17.5	Release of Country Standard Technical Orders to the Public .....	17-2
17.6	Technical Orders to Support Contracts and Direct Sales Programs not Managed by the US Air Force.....	17-2
17.7	Technical Orders to Support USAF-Managed FMS Repair, Service, and Sales Contracts .....	17-3
17.8	Country Standard and M-symbol TO distribution for non-FMS TODO .....	17-3
17.9	Technical Order for Foreign Contractors .....	17-3
18	TIME COMPLIANCE TECHNICAL ORDERS - GENERAL .....	18-1
18.1	Purpose.....	18-1
18.2	Policy .....	18-1
18.3	Definitions.....	18-1
18.4	Concurrent Changes .....	18-2
18.5	Software-only changes .....	18-2
18.6	Companion TCTOs.....	18-2
19	TYPES OF TIME COMPLIANCE TECHNICAL ORDERS.....	19-1
19.1	Designation of Urgency .....	19-1
19.2	Immediate Action TCTOs.....	19-1
19.3	Urgent Action TCTOs.....	19-1
19.4	Routine Action TCTOs .....	19-2
19.5	Inspection TCTOs.....	19-2
19.6	Level of Accomplishment .....	19-2
19.7	Interim TCTO .....	19-2
19.8	Other Modification Instructions .....	19-3
20	TCTO, KIT, AND DATA CODE NUMBERS .....	20-1
20.1	Numbering a TCTO .....	20-1
20.2	Numbering of Kits.....	20-1
20.3	Data Code Numbers .....	20-1
21	TIME COMPLIANCE TECHNICAL ORDER KITS.....	21-1
21.1	Content of Kits .....	21-1
21.2	Waivers To Complete Concept.....	21-2
21.3	Distribution of TCTO Kits.....	21-2
21.4	Assembly of Kits.....	21-2
22	TCTO PROOFING AND KIT PROOFING.....	22-1
22.1	Purpose.....	22-1
22.2	Applicability .....	22-1
22.3	Requirements .....	22-1
22.4	Responsibilities .....	22-5
22.5	Procedures.....	22-5

23	RELEASE OF TCTOS, KITS, AND TECHNICAL DATA .....	23-1
23.1	Release of TCTOs .....	23-1
23.2	Release of Kits .....	23-1
23.3	Release of Technical Data Changes .....	23-1
24	COMPLIANCE WITH TCTOS .....	24-1
24.1	TCTO Compliance .....	24-1
24.2	Country Bases and Units.....	24-1
24.3	Compliance on Spares in Stock.....	24-1
24.4	Contractors.....	24-1
24.5	Compliance With Rescinded TCTOs.....	24-1
24.6	Compliance on Transient Aircraft .....	24-1
24.7	Participation in Air Force TCTOs .....	24-1
24.8	New Production Systems and Equipment .....	24-1
25	TCTO RESCISSION, REINSTATEMENT, AND REPLACEMENT AND TCTO SUPPLEMENTS .....	25-1
25.1	Rescission of TCTOs .....	25-1
25.2	Reinstatement of TCTOs.....	25-1
25.3	Replacement of TCTOs.....	25-1
25.4	TCTO Supplements .....	25-2
26	REPORTING DEFICIENCIES IN TCTOS AND KITS.....	26-1
26.1	Deficiencies in TCTOs.....	26-1
26.2	Deficiencies in TCTO Kits .....	26-1
27	SUPPLY DEFICIENCY REPORTS (SDRS) .....	27-1
27.1	Supply Deficiency Reports (SDRs), Formerly Reports of Deficiency (RODs).....	27-1
27.2	SDR Submittal.....	27-1
27.3	SF Form 364, Report of Deficiency/Supply Deficiency Report .....	27-1
28	AIR FORCE PUBLICATIONS.....	28-1
28.1	Obtaining Air Force Publications .....	28-1
28.2	Ordering Air Force Publications On-Line .....	28-1
A	PUBLICATIONS .....	A-1
B	FORMS .....	B-1
C	ACRONYMS AND ABBREVIATIONS.....	C-1
D	SATODS PRODUCTS .....	D-1

## LIST OF ILLUSTRATIONS

Number	Title	Page
7-1	AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply .....	7-4
12-1	Types of Technical Order Binders .....	12-7

12-2 AFTO Form 110, Technical Order Distribution Record (Parts I and II) ..... 12-13

12-3 AFTO Form 110, Technical Order Distribution Record (Parts III and IV) ..... 12-14

12-4 AFTO Forms 110A and 110B, Technical Order Distribution Record (Parts III and IV) ..... 12-15

12-5 AFTO Form 131, Technical Order Index Routine and Annual Check ..... 12-21

12-6 TO Supplements Filing Guide ..... 12-27

13-1 AFTO Form 187, Technical Order Publications Request ..... 13-6

14-1 AFTO Form 276, Special Requisition for Air Force Technical Order ..... 14-4

14-2 AFTO Form 215, Exception Notice ..... 14-6

15-1 Operational Supplement, Safety Supplement, and TCTO Package Marking ..... 15-5

15-2 Example of AFTO Form 273 for Shipping of Unclassified CSTO and M-Symbol TOs ..... 15-6

15-3 Example of AFTO Form 274 for Shipping of Classified CSTO and M-Symbol TOs ..... 15-6

15-4 Example of AFTO Form 274 for Shipping of Classified CSTO and M-Symbol TOs ..... 15-7

15-5 Example of AFTO Form 221 for Shipping of Unclassified CSTO and M-Symbol TO Requisitions ..... 15-8

15-6 Example of AFTO Form 221A for Shipping of Manual CSTO and M-Symbol TO Requisitions ..... 15-9

15-7 Example of PTOWS Initial Distribution Shipping Label ..... 15-10

15-8 Example of PTOWS Requisition Shipping Label ..... 15-11

15-9 Example of DD Form 1348-2 for Shipping of USAF TOs - Placed on Outside of Package ..... 15-12

15-10 Example of DD Form 1348-2 for Shipping of USAF TOs - Placed on Inside of Package ..... 15-13

15-11 DD Form 1348-2, Issue Release/Receipt Document with Address Label ..... 15-15

15-12 PTOWS Requisition Label ..... 15-16

15-13 PTOWS ID Label ..... 15-17

20-1 Numbering TCTO Kits ..... 20-1

22-1 AFTO Form 82, Certificate-Proofing TCTOs/Kits ..... 22-3

D-1 Example of Product that Lists Results of all TO Requisition Requests and Initial Distribution Actions  
     Processed for a Case ..... D-2

D-2 Example of CSRL With Index Data Used by TODOs to Reconcile Their TO Libraries ..... D-4

D-3 Example of TODO Specific CSRL Product ..... D-6

D-4 Example of Country Specific CSRL Product ..... D-8

## LIST OF TABLES

Number	Title	Page
6-1	Technical Order Categories and Titles.....	6-3
11-1	Technical Order Index Categories.....	11-9
11-2	Index Symbols.....	11-10
12-1	Reference Table for Routine Index Checks.....	12-24
12-2	Reference Table for Routine Index Checks.....	12-25
12-3	Reference Table for Routine Index Checks.....	12-26
14-1	AFTO Form 215 Notice Codes.....	14-8
19-1	TCTO Compliance Matrix.....	19-4
22-1	Instructions for Preparing AFTO Form 82.....	22-4
D-1	SATODS Monthly Status Report for Case Number.....	D-1
D-2	Code Selected Reconciliation Listing for TODO D*03ZZ - Including TO Index Data.....	D-3
D-3	Code Selected Reconciliation Listing for TODO D*03ZZ.....	D-5
D-4	Code Selected Reconciliation Listing for Country.....	D-7



## CHAPTER 1

### POLICY - GENERAL

#### 1.1 PURPOSE.

1.1.1 This technical order (TO) outlines the policies and procedures of the United States Air Force (USAF) Security Assistance Technical Order Program (SATOP). The SATOP includes management procedures used by USAF, contractor, and foreign Air Force personnel for TO support of US Government-approved sales for military systems and commodities sold to foreign governments and international organizations under the Security Assistance Program (SAP). Support procedures for the Military Assistance Program (MAP), Foreign Military Sales (FMS), consortium and coproduction agreements, and direct commercial sales are included in this manual.

1.1.2 The policies and procedures outlined in this manual for TO and country standard technical order (CSTO) support are authorized by AFPD 21-3, Air Force Technical Order System, and implemented by AFMAN 16-101 International Affairs and Security Assistance Management, and AFMAN 23-110, Vol. 9, USAF Supply Manual, Security Assistance Program Procedures.

#### 1.2 SCOPE.

This manual is divided into three subjects: Chapters 1 through 8 provide TO and CSTO policy; Chapters 9 through 17 outline distribution management procedures; and Chapters 18 through 26 provide time compliance technical order (TCTO) and country standard TCTO (CSTCTO) policy. Chapters 27 and 28 address Supply Deficiency Reports (SDRs) for TOs and how to obtain publications other than technical orders. This manual replaces TOs 00-5-1-WA-1, 00-5-3-WA-1, and 00-5-15-WA-1 for SATOP support.

#### 1.3 POLICY RESPONSIBILITIES.

1.3.1 Air Force TO System Policy. Policies and procedures for management and operation of the TO system are developed and coordinated by HQ AFMC/A4UE, 4375 Chidlaw Road, Ste 6, WPAFB OH 45433-5006, email: [AF.TOPP@wpafb.af.mil](mailto:AF.TOPP@wpafb.af.mil), and approved by HQ USAF/A4LX. TOs for individual systems and end items are managed by TO Managers assigned the responsible Single Manager (SM) or Supply Chain Manager (SCM). Individual TO currency and accuracy is the responsibility of assigned technical content managers (TCM). Flight Manual Managers (FMM) (AFI 11-215, Flight Manuals Program (FMP) are the equivalent of TCMs for FMP publications.

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

#### NOTE

This TO, 00-5-19, is available in digital format at <http://www.tinker.af.mil/library/factsheets/factsheet.asp?id=6082>. The digital version of the TO will appear as 00-5-19-WA-1 in the XX0-1-CD-1 index. However, when the digital version of the TO is opened the TO number will appear as 00-5-19. The content of the paper TO and the digital TO are the same.

#### 1.4 TYPES OF TECHNICAL PUBLICATIONS.

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

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

**NOTE**

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

1.4.2 Country Standard Technical Order. A TO developed to support a SATOP customer's military system or commodity that cannot be supported by a USAF TO. A CSTO may be a complete, stand-alone manual or difference data issued as a supplemental manual for use with a partly usable but releasable basic USAF TO or multiple-country (XX) CSTO.

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

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

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

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

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

1.5 GENERAL POLICY.

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

**NOTE**

In accordance with the Security Assistance Management Manual (DOD5105.38-M), all technical orders (TOs) provided by the USAF will be in English. The acquiring country may translate TOs into their language; however, translation of USAF TOs into any other language may pose potential safety risks and is not sanctioned by the USAF.

1.5.1 A USAF TO is assigned a TO number and is listed in a TO index. The Joint Computer-Aided Acquisition Logistics Support System (JCALS) processing provides the mechanization for management of USAF TOs.

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

1.5.3 An M-Symbol TO retains its assigned USAF TO number until it is converted to a CSTO. When a TO becomes an M-symbol book, the lead command responsibility transfers to AFMC. Costs for reprinting of "M" Symbol TOs to support FMS customers must be captured and reported as part of the quarterly FMS TO billing process. If there are any changes required to an "M" symbol TO, then the manual must be converted to a CSTO and the security assistance customer must establish an FMS case to fund the development, printing and distribution of the changes. M-symbol TOs are listed in TO index 0-1-71. These TOs are managed in the SATODS.

## NOTE

Under special circumstances, it may be in the best interest of the Air Force and the FMS customer to allow updating of an M-Symbol TO in lieu of creating a CSTO. A waiver to established policy is necessary for this to occur. The waiver request, with justification, should be submitted by the TO Mgr to HQ AFMC/A4UE with an info copy to the AFSAC/XPO and OC-ALC/ENGLC, Tinker AFB, OK. The waiver request may be submitted by email or by memo. Once approved, there is no time limit on the waiver and the M-Symbol TO may be updated as required for the life of the TO.

### 1.6 EXCLUSIONS.

1.6.1 The computer software items used in military systems and commodities (referred to as mission-critical computer resources software or embedded computer systems software) are identified by computer program identification numbers (CPIN). These software items are requested and distributed according to instructions given in TO 00-5-17-WA-1, USAF CPIN System. Questions regarding the USAF CPIN System, software distribution, and the software compendium (index of software items) should be directed to OC-ALC/ENGLB, 7851 Arnold Street, Suite 205, Tinker AFB OK 73145-9147.

## NOTE

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

1.6.2 Nuclear weapons (NW) TOs (11-series), formerly known as Special Weapons TOs, are not addressed in this manual. Management of the Nuclear Weapon TOs has been decentralized from SA-ALC/NWT to the responsible weapon system and commodity SMs at ASC, OC-ALC, OO-ALC, and WR-ALC as a result of the Base Realignment and Closure (BRAC) of the Kelly AFB Air Logistics Center. TO Index 0-1-11N-C will reflect the new managing agency.

1.6.3 Joint Technical Coordinating Group for Munitions Effectiveness (JTTCG/ME) publications, which include joint munitions effectiveness manuals (JMEM), are addressed in AFMAN 23-110, volume IX, chapter 8, section H. Support for these manuals should be referred to OC-ALC/ENGLA, 7851 Arnold Street, Suite 201, Tinker AFB OK 73145-9147.

1.6.4 Forms, standard publications, regulations, and engineering drawings are not part of the TO system. See [Chapter 28](#) for ordering of these publications.

### 1.7 COMPLIANCE.

United States Government (USG) security assistance managers and support personnel shall ensure that the SATOP customer is made aware of the need for full compliance, effective use, and economical operation of the TO system. The customer should be advised that for USAF personnel, compliance with USAF TOs is mandatory.

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

1.7.1.1 Operating and maintaining aircraft and equipment safely and efficiently.

1.7.1.2 Maintaining mission capability and operational readiness.

1.7.1.3 Conducting effective training programs.

1.7.1.4 Maintaining current supply-ordering information.

1.7.2 A user will not make a change or correction in a TO except as directed by an official TO change (either interim or formal). A pen-and-ink change will be authorized only for correcting a TO title page, the list of effective pages (A-page), references throughout a TO, and as allowed in [Chapter 5](#).

1.7.3 The AFTO Form 22, TECHNICAL MANUAL (TM) CHANGE RECOMMENDATION AND REPLY, is used to submit a recommendation to correct an error or omission in an existing TO ([Chapter 7](#)).

## TO 00-5-19

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

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

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

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

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

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

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

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

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

1.7.10 A calibration procedure for a nonstocklisted test, measurement, or diagnostic equipment item is prepared and issued by the Aerospace Guidance and Metrology Center as a 33L-series numbered TO. These calibration procedures are not formal TOs and are not listed in a TO index. They are identified and listed in TO 33K-1-100-1.

## 1.8 COMPLIANCE WAIVERS.

The policy for waivers to compliance with a USAF TO or CSTO will be established by the SATOP customer. The following guidelines are recommended to be included in the customer's TO waiver policy:

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

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

1.8.2 A waiver to compliance with a methods and procedures TO (MPTO) (00-series), unless specifically authorized in the TO, must be approved by the FMS customer headquarters. The request shall contain justification for the waiver and a description of the alternate procedure that will be used. The headquarters may authorize a country supplement to an MPTO. However, the supplement will not alter or conflict with the intent or technical content of the basic MPTO, nor repeat information. When the SATOP customer publishes a country supplement to an MPTO, the supplement will be numbered to identify the country air force, base, or unit and the TO number but will not incorporate the term "TO." For example, TO 00-5-19 would be supplemented by the fictitious country of Banderia as BNAF Supplement 1, 00-5-19 (see paragraph 12.16.4 for filing procedures).

## 1.9 TECHNICAL ORDER ACQUISITION.

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

1.9.2 USAF TOs are published and distributed by the AFMC. The publication and distribution of CSTOs are normally contract efforts under a nonstandard CSTO publications case line managed by the ALC SPD/IM (AFMC). The technical order management agency (TO Manager) normally will manage the CSTO contract for the system program office (SPO) or the system program director (SPD) or item manager (IM). In some cases CSTOs may be developed and SSI performed in house (instead of by a contractor).

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

### **NOTE**

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

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

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

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

1.9.6 For a system sale, a technical publications plan will be included as part of the program management plan to include CSTO and TO support responsibilities for publications acquisition and delivery to the SATOP customer. The plan will outline the scope of the TOs and CSTOs to be delivered and will specify the interfaces among the prime contractor, SPO, IMs, and SATOP customer. The plan also should specify how modifications or inspections of nonstandard configured equipment will be issued. For USAF standard configured military systems and commodities, a USAF TCTO may be issued if releasable. If the TCTO is not releasable or if the system or commodity is nonstandard, a CSTCTO should be issued. For a Direct Commercial Sale (DCS), the manufacturer's service bulletins may be issued; however, they will not be indexed in the SATODS as CSTOs.

## CHAPTER 2

# COUNTRY STANDARD TECHNICAL ORDER POLICY

### 2.1 GENERAL.

Sanitized USAF TOs will not be released to SATOP customers. A sanitized TO is a standard USAF TO in which the removal of non-releasable data within the content of the TO is accomplished by removal of pages from the TO or whiting out of paragraphs of data resulting in an incomplete TO. If a TO needs "sanitation" a CSTO will be developed. Country standard technical orders (CSTO) enable the SATOP customer to have complete technical publications to support the country's configuration of the military systems and commodities bought through FMS, when these are not standard to the USAF or when USAF TOs are not releasable.

2.1.1 Factors that influence this concept of support include:

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

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

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

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

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

2.1.2 When purchasing technical manuals, difference data, or updates (changes, supplements, or revisions), the SATOP customer may negotiate directly with the prime contractor for commercial data or may establish an FMS CSTO publications case with the USAF. The USAF will act as the contract negotiator and administrator as directed in the CSTO publications case document. Technical data developed under a CSTO publications case may be assigned a CSTO number in the SATODS by the SATOP Office and listed in the customer's CSTO index \_\_\_\_ 0-1-71. A CSTO number is prefixed with a two-letter country designator. (Approved country designator codes are given in AFMAN 23-110, volume 9, chapter 15.) The title page of a CSTO will have the designation "CSTO" preceding the CSTO number; for example, CSTO BN0-1-71.

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

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

2.1.2.3 The Letter of Offer and Acceptance (LOA) should state the scope (limited or unlimited) of the rights to the data the purchaser seeks and that the US Government (USG) has the same rights to the data as the purchaser.

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

2.1.3 All aircraft series (1F-15, 1F-16, 1E-3, etc) organization-level TOs sold to a SATOP customer normally will be CSTOs. However, consideration should be given to the mission requirements and sophistication of the aircraft. Cargo aircraft, search-and-rescue helicopters, and medical evacuation aircraft usually do not require CSTOs. A general maintenance TO applicable to all aircraft (such as TO 1-1-3) will be a CSTO only when sanitization is required.

2.1.4 Components and accessory items may be supported by a USAF TO, a CSTO, or a USAF TO augmented by a CSTO supplemental manual. Configuration similarity (USAF versus country standard), releasability, and life cycle cost are used in determining which type of publication will be the most efficient and economical.

**NOTE**

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

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

2.1.6 A SATOP customer's configuration, effectivity, and interface data are not included in DoD component service manuals or common baseline TOs. Such data will be published in a CSTO or supplemental CSTO and listed in the customer's CSTO index \_\_\_\_ 0-1-71.

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

**NOTE**

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

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

2.2 WAIVER TO CSTO POLICY.

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

2.3 DISCLOSURE STATEMENT.

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

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

2.4 CSTO DEVELOPMENT.

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

2.4.2 A CD-ROM containing a collection of standard USAF TOs, or system/subsystem for IETM should not be numbered as a CSTO even though its applicability is to support the FMS program. It should be assigned a standard USAF TO number. The cost of creating the CD is recouped through the FMS quarterly billing process. These TOs will be coded as "Sponsor Approval" in JCALS to prevent processing of orders from USAF and contractor TODOs.

2.4.3 Systems utilizing IETM technology where the granularity of the data is such that allow distribution of the data by system/subsystem and provided no modifications/changes to the data is required may generate and distribute a CD/DVD as a standard USAF TO using the FMS reimbursement process to recoup expenditures to support FMS requirements.

## 2.5 DETERMINING REQUIREMENTS.

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

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

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

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

2.5.2 The SATOP customer's requirements.

2.5.2.1 Maintenance concept.

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

2.5.2.3 Continuing distribution demands, such as backup stock maintained at the SSI activity or demand reprinting for future requisitions by the customer.

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

2.5.3 USAF support activity requirements.

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

2.5.3.2 Technical coordinating groups (TCG), the Electronic Warfare Standardization and Improvement Program (EWSIP), International Engine Management Program (IEMP), SPOs, SPDs, IMs, the ATC, other commands, and contractors may require copies of CSTOs for support libraries, maintenance and repair contracts, training, etc. Requirements should be identified and allowed for in the technical publications plan.

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

## 2.6 CSTO PREPARATION AND DISTRIBUTION.

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

2.6.1 Determining whether a CSTO is to be developed in-house or by a contractor and if there are any other SPOs or TO Managers in a supporting role for CSTO development on their prime items.

2.6.2 Ensuring the total logistics plan includes CSTO and TO publications support responsibilities for acquisition, delivery, and follow on support transition. The plan should be developed with the input and coordination of CSTO Managers and the SATOP Office for USAF TOs.

2.6.3 Preparing the statement of work (SOW) and implementing the contract. Planning and coordinating with any supporting SPOs and TO Managers. If feasible, writing the CSTO contract for a system sale so that a supporting SPO or TO

## TO 00-5-19

Manager can use the contract. An example is a TO Manager that manages a support equipment CSTO case line while another TO Manager or a SPO manages an aircraft CSTO case line, and both lines are under the same system sale case. The support equipment CSTO case line may be in a support role for the aircraft system CSTO case line.

2.6.4 Processing contractor-furnished equipment notices (CFEN) through the applicable TO Manager.

2.6.5 Requesting CSTO numbering assignments from the SATOP Office through the appropriate ALC.

2.6.6 Establishing the ID requirements for the SATOP customer (after the CSTO number has been assigned and before printing) by:

2.6.6.1 Preparing AFTO Form 187, TO PUBLICATIONS REQUEST, listing the TODO code, date of request, request number, CSTO number, and ID quantity (reference [Chapter 13](#)). The AFTO Form 187 shall be signed by the responsible TO Manager CSTO publications case line manager and annotated with the statement "ID requirements submitted in support of CSTO case \_\_\_\_\_ (case designation)."

### NOTE

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

2.6.6.2 Sending the AFTO Forms 187 to the SATOP Office for SATODS processing.

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

### NOTE

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

2.6.8 Accomplishing CSTO publication and distribution by:

2.6.8.1 Request ID labels AFTO Form 273, Technical Order Initial Distribution - Unclassified (CG) and AFTO Form 274, Technical Order Initial Distribution - Classified (CG) from the SATODS.

2.6.8.2 Printing the CSTOs and accomplishing distribution by using the ID labels.

2.6.8.3 Accomplishing CSTO publications case billing.

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

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

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

2.6.9.3 Accomplishing CSTO publications case billing.

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

## 2.7 USAF TECHNICAL ORDER CONVERSION.

A USAF TO being used by a customer may become nonreleasable or inapplicable when changed data that is to be incorporated is determined nonreleasable or when a major USAF modification is not purchased and incorporated by the SATOP customer. When this occurs, the FDO at the TO Manager activity shall deny continued disclosure authorization of the TO and cancel the customer's ID requirements in the SATODS. The customer is notified of this action by a SATODS letter requested by the FDO and sent by the SATOP Office. The baseline TO data the customer has on hand prior to the nonreleasability decision and ID cancellation will still support the equipment. For the customer to receive any future releasable and applicable data updates, the releasable baseline USAF TO data must be converted to a CSTO. The SATOP

customer is responsible for deciding if CSTO development is desired. If a CSTO publications case has not already been established, the customer must request that one be written. When a CSTO publications case is implemented, the TO Manager will convert the USAF TO to a CSTO by taking the following actions:

2.7.1 Obtaining additional quantities of the baseline TO to satisfy the customer's requirement.

2.7.2 Developing the required CSTO pages by deleting nonreleasable data, restructuring the text to eliminate any confusing or complicated data resulting from text deletion, and adding customer-unique data as necessary.

2.7.2.1 A USAF TO and an XX CSTO developed from a baseline TO may contain information that is releasable but not applicable to the customer's common equipment if it does not complicate or confuse the operating or maintenance instruction.

2.7.2.2 "Whiting out" nonreleasable information is not permitted. The information must be removed completely prior to reproduction by cutting out the information or retyping the page.

2.7.2.3 Reproducing a page that contains non-releasable information on the reverse side of the page is not permitted.

#### NOTE

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

2.7.3 Requesting the SATOP Office assign a CSTO number through the SATODS.

#### NOTE

Disclosure authority for a CSTO must be recorded in the SATODS data base by the FDO before distribution can be accomplished.

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

2.7.4.1 Preparing AFTO Form 187 listing the TODO code/TM account, date of request, request number, CSTO number, and ID quantity (reference [Chapter 13](#)). The AFTO Form 187 shall be signed by the responsible TO Manager CSTO publications case line manager and annotated with the statement "ID requirements submitted in support of CSTO case \_\_\_\_\_ (case designator)."

#### NOTE

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

2.7.4.2 Sending the AFTO Form 187 to the SATOP Office for SATODS processing, and requesting confirmation that ID requirements have been established as requested.

2.7.5 Assembling the new CSTO by:

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

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

2.7.5.3 Replacing the removed pages with the corresponding CSTO pages.

#### NOTE

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

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

2.7.6 Accomplishing CSTO publication and distribution ([Chapter 10](#)) by:

2.7.6.1 Requesting ID labels (AFTO Forms 273 or 274) from the SATODS.

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

2.7.6.3 Accomplishing CSTO publications case line billing.

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

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

## **2.8 CSTO PRINTING AND STOCK STORAGE AND ISSUE.**

Normally CSTO printing and SSI will be a contractor function as determined by the TO Manager. This function usually is accomplished by the contractor that develops the CSTO. The CSTO publications case, SATOP customer's needs, and program support considerations will determine the specific requirements. The following actions should be included in the contract or in-house SSI plan:

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

2.8.2 Determining the total print quantity for the CSTO, including quantities for each ID label and backup stock for additional demands.

2.8.3 Printing the CSTO, accomplishing distribution by using the ID labels, and shipping the CSTO by traceable means.

2.8.4 Maintaining and storing the CSTO backup stock for future demands.

2.8.5 Maintaining the ability to reprint additional copies of CSTOs on demand requisitioning from the customer.

2.8.6 Filling requests sent by the SATOP Office on AFTO Forms 221, Technical Order Requisition (CG), AFTO Forms 221A, Technical Order Requisition - Manual (CG), and AFTO Form 276, Special Requisition for Air Force Technical Order/CPIN (CG).

2.8.7 Maintaining CSTO distribution control records.

2.8.8 Coordinating distribution requirements and problems with the TO Manager and the SATOP Office as necessary.

## CHAPTER 3

# TYPES AND METHODS OF ISSUE

### 3.1 GENERAL.

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

### 3.2 TYPES OF TECHNICAL ORDERS.

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

### 3.3 SUPPLEMENTAL MANUALS.

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

### 3.4 COMMERCIAL PUBLICATIONS.

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

3.4.1 Commercial publications will be dated as of the date that notification of TO number assignment is received by the contractor. A new date will be used when a later version of an approved commercial publication is procured for the same configuration of the equipment. A new TO number will be assigned when a later version of an approved commercial manual is procured for a new configuration of the same equipment and the later version does not cover the earlier configuration of equipment. When a formal TO replaces a commercial manual, the commercial manual will not be retained.

3.4.2 When a requirement for commercial data is identified by the user, the country may request the AFSAC country manager to take action to have the managing ALC procure or furnish the needed data.

### 3.5 CONTRACTOR DATA.

Contractor data relates only to equipment designed to support a specific government effort and is not available commercially; that is, factory test equipment and special test equipment. It is usually in the form of documents, pamphlets, or instructions and may consist of, but is not limited to, specifications, schematics, wiring diagrams, and checklists. It is usually prepared during development and production for contractor maintenance, operation, and parts identification.

3.5.1 Before contractor data is accepted for the operation and maintenance of the equipment, it will be subject to the same review and revision requirements as specified for commercial publications (paragraph 3.4).

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

3.6 PRELIMINARY TECHNICAL ORDERS.

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

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

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

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

3.6.4 When a preliminary TO has been verified and approved for country operational and maintenance use, the publication will be issued as a change formalizing the TO or a revision as applicable. The word PRELIMINARY and the sequential control number will be deleted from the cover page and the manual will be distributed as a formal TO.

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

3.7 METHODS OF ISSUING TECHNICAL ORDERS.

3.7.1 Some TOs may present the same technical data on two or more types of distribution media, such as paper (hard copy), or digital media (floppy disk, Compact Disk-Read Only Memory [CD-ROM ], etc.). When digital copies will be used in place of traditional hard copy TOs, the TODO should take immediate action to reduce or eliminate initial distribution quantities of the paper TO.

3.7.2 Media-type suffix codes (see below) are used in index listings to identify any TOs available in any medium other than paper, and will allow users to order TO copies on that medium. Index listings for non-paper versions of the TO will include the applicable media-type suffixes followed by an index number. Media-type suffixes will not be used for paper copies. TO media-type suffix codes are:

<u>Code</u>	<u>Medium</u>
CD	CD-ROM
DV	Digital Versatile Disk (DVD)
FD	Floppy Disk
MT	Magnetic Tape
VT	Video Tape/Disk
WA	Electronic Access (WWW or WAN)

**NOTE**

Media-type suffixes appear only in the TO Index for ordering purposes. They are not placed on the TOs themselves.

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

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

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

3.7.4.1.1 If a TO or set of TOs requires more than one disk or tape, the index number will indicate individual disk/tapes in the set (i.e. disk one of three is -1, two of three is -2, and disk three of three is -3).

3.7.4.1.2 If a set of TOs contains manuals with different classifications or distribution limitations, these TOs may be segregated by disk with different index numbers assigned to the different levels of protection required.

3.7.5 USAF TO indexes are issued to TO users on CD-ROM. CSTO indexes are developed for each country and issued in paper format.

3.7.6 Many Methods and Procedures TOs (MPTOs) are being hosted on file servers accessible through the World Wide Web (WWW or Internet, URL <http://www.tinker.af.mil/library/factsheets/factsheet.asp?id=6082>), and are also provided on CD-ROM. These files are in Indexed Adobe™ Portable Document Format (IPDF), a page-image software. The TOs may be read using Adobe Acrobat™ Reader (available either commercially or through the listed WWW page).

### 3.8 ELECTRONIC TRANSMISSION.

3.8.1 Interim TOs, TCTOs and supplements are issued by means of electrical transmission or mail when circumstances preclude the timely publication of formal printed instructions. Instructions on issuing interim safety supplements, operational supplements, and TCTOs are given in chapters 5 and 19.

#### NOTE

All tech order system-related messages involving fatal or serious injury to personnel, extensive damage or destruction of equipment or property, or inability to achieve or maintain operational posture (MISSION ESSENTIAL); including field-level work stoppage will be assigned EMERGENCY precedence. TO deficiency which, if not corrected, COULD cause one or more of the following: personnel injury, damage to equipment or property, reduce operational efficiency, and/or jeopardize the safety of success of mission accomplishment will be assigned an URGENT precedence. TO deficiencies that do not fall into emergency or urgent categories should be assigned a ROUTINE precedence. Use the same precedence for information addresses only if they require the message with the same urgency. Addresses and message subject matter should be reviewed by the originator to determine whether addresses not operating on a 24-hour schedule require immediate delivery warranting recall of personnel to handle the message, or if delivery could be delayed until reopening of the station. If delay is acceptable, an appropriate notation should be made at the start of the message text.

### 3.9 DISTRIBUTION MEDIA CONTAINING MULTIPLE TOS.

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

3.9.2 Digital media containing multiple TOs will be numbered and indexed in the TO System to facilitate management and distribution. The number will be indicative of the contents of the disk, be formatted like a TCTO-series number and include a media-type suffix. Example: 33K-1-100-CD-1.

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



## CHAPTER 4

# REVIEW, VALIDATION, AND VERIFICATION

### 4.1 POLICY.

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

4.1.1 A formal CSTO will not be delivered to the using activity until the accuracy of its contents and its compatibility with the equipment it supports have been verified. A program for review and verification must be established.

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

4.1.3 The reading grade level (RGL) for a CSTO will be the same as for the comparable USAF TO.

### 4.2 PUBLICATION REVIEWS.

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

### 4.3 SAFETY REVIEWS.

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

### NOTE

The TCG should inform all non-hostile countries of safety-to-flight hazards. TCG Chief will ensure that SAQs are included as information addresses on all safety-of-flight TCTO messages for their respective countries.

### 4.4 VALIDATION.

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

### 4.5 VERIFICATION.

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

4.5.1 For a system sale, the degree and extent of the verification of a CSTO will be established by a technical publications planning conference or by the TO Manager when no conference is held, depending on the needs of the user. The SATOP customer will be invited to the planning conference and asked to participate in the verification process. Verification of a new acquisition CSTO will require participation by representatives from the TO Manager and the contractor; the customer may ask to participate. Participation by other USAF commands may be warranted if the USAF and country configurations are similar or if the commands can make a contribution.

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

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

4.5.2.1 Request travel of SATOP customer personnel to accomplish verification.

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

4.5.2.3 Accomplish verification with USAF personnel.

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

### **4.6 FUNDING.**

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

## CHAPTER 5

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

### 5.1 GENERAL.

The USAF ensures that related or interfacing TOs are compatible at all times. If a TO or CSTO correction, a TCTO, or a safety supplement affects other TOs or CSTOs (including checklists), all changes to affected data and all available formats of a TO (paper, digital medium, electronic file) must be updated to maintain TO configuration control. When a TO or CSTO is updated to reflect the modification of a USAF or country system or equipment, and completion of the modification is expected to extend beyond six months, both “before” and “after” data will normally be provided in the TO until all equipment has been modified. A consortium TO will be changed to reflect the “after” modification data on completion of the modification by all member countries or by agreement of all partners. A country standard RAC will be issued to support partners still requiring the “before” modification data. A change, supplement, or revision will be printed and SSI the same as the basic TO or CSTO. The user must ensure that outdated or obsolete instructions are not followed when operating, maintaining, or modifying equipment.

#### NOTE

For all dual based TOs (hard copy and electronic distribution), units shall consider the “medium of primary use” the current version. If a unit receives a more recent version in another media format it will be considered “for reference only” until the unit receives the new version in “the medium of primary use.”

**5.1.1 Technical Order/Country Standard Technical Order Revisions.** A revision is a second of subsequent edition of a TO that supersedes (replaces) the preceding edition. A revision incorporates all previous changes, supplements and new data that would normally have required a separate update into the basic TO. Some TOs are rescinded for USAF use but remain active in the SATODS system for SAP use. Stock is retained for these TOs and they are listed in the 0-1-71 index. They are commonly referred to as M-Symbol TOs.

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

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

**5.1.2.2 Change Page Marking.** The applicable change numbers are reflected next to the page number on each of the changed pages. Whenever feasible, change bars (vertical blank lines in page borders) will indicate where new text changes occur in an update or revision. Corrections of minor inaccuracies of a non-technical nature such as spelling and punctuation will not be marked with a change bar unless the correction changes the meaning of instructive information and procedures. A miniature pointing hand will be used to indicate updates to illustrations or line drawings. Shading and screening will be used to highlight updated areas on diagrams and schematics. Changes that alter procedures or technical information dependent upon the configuration of equipment, such as TCTO-related before and after data, will be differentiated by use of “Effectivity Codes.” The codes and associated meanings will be listed in the TO Foreword/Preface/Introduction. Page-oriented digital TOs will use similar markings to indicate changed data.

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

## TO 00-5-19

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

5.1.3.2 RACs are formatted to allow seamless merging with the basic TO file. If a RAC cannot be merged with its basic TO, the data must be hyperlinked to the affected location in the TO.

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

5.1.4.1 General. Some policies apply to all types of supplements.

5.1.4.2 Policies are listed below:

5.1.4.2.1 Supplementing supplements is not authorized.

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

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

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

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

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

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

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

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

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

5.1.5 Formal Supplements. Formal operational and formal safety supplements will only be issued to update:

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

5.1.5.1 Routine formal supplements are only issued to TCTOs, commercial manuals and publications such as Army manuals adopted for Air Force use. Routine supplements to commercial manuals are transmitted via Identifying Technical Publications Sheets (ITPS) covered in MIL-STD-38784. Routine supplements shall not be issued as Interim TOs or RACs. Routine supplements are posted in back of the T.O.

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

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

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

5.1.6 Interim Operational and Safety Supplements (IOS/ISS). RACS are used in place of IOSs and ISSs whenever the RACs can be issued within 48 hours after receipt of an Emergency recommended change (within 72 hours if the report concerns work stoppage), or within 40 calendar days after receipt of an Urgent recommended change.

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

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

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

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

5.1.6.5 The same precedence is used for information addresses only, if all addresses require the message with the same urgency. Addresses and message subject matter is reviewed by the originator to determine whether addresses not operating on 24-hour a day schedule require immediate delivery warranting recall of personnel to handle the message, or if delivery could be delayed until reopening of the station. If delay is acceptable, an appropriate notation should be made at the start of the message text.

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

5.1.6.7 ISSs and IOSs affecting FMP TO checklists are issued against the basic TO rather than against the checklist. The FMM (Flight Manual Manager) issues an ISS or IOS within 48 hours after receipt of approved and validated information. The interim supplement includes instructions authorizing write-in changes to the checklist, as well as changes to any affected integrated checklist. When safety-of-flight is involved, the FMM may authorize write-in changes to scroll checklists.

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

## TO 00-5-19

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

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

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

## 5.2 TITLE PAGES.

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

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

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

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

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

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

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

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

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

5.2.9 Reinstatement.

5.2.9.1 TOs that have been rescinded for both USAF and SAP use will not be reinstated for SAP under the USAF TO number. If TO reinstatement for SAP use is necessary, the TO will be assigned a CSTO number. This will be funded by establishing a nonstandard \_\_\_\_\_ publications case line with the country. M-Symbol TOs may be reinstated using the original assigned number.

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



## CHAPTER 6

### NUMBERING, INDEXING, AND SECURITY CLASSIFICATION

#### 6.1 NUMBERING.

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

6.1.1 A time compliance technical order (TCTO) or country standard time compliance technical order (CSTCTO) contains technical instructions for the modification of a specific item of equipment. Prior to establishing a TCTO or CSTCTO series header, a basic TO or CSTO number must exist in the TO system.

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

Alpha characters within a TO number are sometimes used to identify specific functions of maintenance manuals or different media TOs. Some examples are:

ASI	Aircraft Structural Integrity Program
CF	Acceptance/Functional Flight Check Procedures
CIE	Controlled Interval Inspections
CL	Checklists
CT	Checktapes
FI	Fault Isolation Manual
FP	Film Packs
FR	Fault Reporting Manual
GA	General Aircraft Manual
GS	General System Manual
GV	General Vehicle Manual
JG	Job Guide Manual
LC	Lubrication Charts
MS	Maintenance Support Manual
SD	Schematic Diagram Manual
TS	Troubleshooting Manual
VS	Visual Slide
WC	Workcards
WD	Wiring Data Manual
WS	Worksheets

## TO 00-5-19

### 6.3 INSPECTION WORKCARDS.

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

### 6.4 PRELIMINARY TECHNICAL ORDERS.

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

### 6.5 CHANGES AND APPENDIXES.

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

### 6.6 SUPPLEMENTS.

Supplements are identified as follows:

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

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

### NOTE

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

### 6.7 FLIGHT MANUAL PERFORMANCE DATA.

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

### 6.8 OTHER DOD AND COMMERCIAL PUBLICATIONS.

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

### 6.9 INDEXING.

The format and contents of TO indexes are described in [Chapter 11](#). Other index-type TOs are:

6.9.1 USAF Technical Order Numbering System (TO 00-5-18-WA-1). Section XLII provides an alphabetical list of equipment names cross-referenced to appropriate TO numbering groups as they appear in TO indexes.

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

### 6.10 SECURITY CLASSIFICATION.

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

## 6.11 CLASSIFICATION IDENTIFICATION.

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

## 6.12 CHANGES IN CLASSIFICATION.

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

**Table 6-1. Technical Order Categories and Titles**

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

**Table 6-1. Technical Order Categories and Titles - Continued**

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

## CHAPTER 7

### TECHNICAL ORDER CHANGE RECOMMENDATION SYSTEM

#### 7.1 GENERAL.

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

#### NOTE

An MS WORD version of the AFTO Form 22 may be downloaded from <https://techdata.wpafb.af.mil/toprac/forms.htm>. The template requires MS Word 97 or higher versions. Use the instructions in paragraph 7.7 of this manual to complete the form.

7.1.2 A TO improvement recommendation recommends a specific TO improvement or correction of an error or omission of a technical nature that prevents the adequate performance of functions required for mission accomplishment.

#### NOTE

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

7.1.3 Only one improvement will be recommended on an AFTO Form 22. If the same error or omission occurs more than once in the same TO, all applicable locations will be identified in block 11 of the AFTO Form 22.

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

#### 7.2 POLICY.

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

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

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

## TO 00-5-19

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

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

7.2.3.1 The country TODO will submit recommendations for improvements or corrections to USAF or M-symbol TOs to the technical coordinating group (TCG), if the country is a member, or if not a member of a TCG, to the management ALC as indicated in the appropriate TO index or paragraph 7.5.

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

7.2.4 TO Indexes. USAF TOs are indexed by the TO Managers when they are sent to publishing. CSTO and M-Symbol indexes are updated by the SATOP office. A discrepancy noted in a USAF TO index should be reported to the responsible TO Manager via telephone or e-mail as soon as possible. A discrepancy noted in a CSTO or M-Symbol index should be reported to OC-ALC/ENGLC.

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

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

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

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

7.2.9 Aircrew Flight Manuals Program Publications. Recommended improvements to Aircrew Flight Manuals Program publications are submitted by AF Form 847, RECOMMENDATION FOR CHANGE OF PUBLICATION (FLIGHT PUBLICATIONS), in accordance with AFI 11-215, Flight Manuals Program.

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

## 7.3 RESPONSIBILITIES.

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

7.3.2 Reviewers will ensure an improvement recommendation is assigned the proper priority and may downgrade or disapprove the recommendation as necessary. Adequate controls will be established to ensure only one recommendation is submitted on the same improvement. An approved recommendation will contain the signature and symbol of the reviewer. Disapproved recommendations will be returned to the initiating organizations.

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

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

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

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

7.3.3.2.2 Explain and define deficiencies that involve activity or base peculiarities.

7.3.3.2.3 Check the TO list of effective pages, TO Index, and AFTO Form 110, TECHNICAL ORDER/CPIN DISTRIBUTION RECORD, to ensure the data is the current issue.

<b>TECHNICAL MANUAL (TM) CHANGE RECOMMENDATION AND REPLY</b>		<b>DATE SUBMITTED:</b>	<b>DATE RECEIVED:</b>	<b>OMB NO. 0704-0188</b>
<small>Public reporting burden for this collection is estimated to average of 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302 and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington DC 20503.</small>				
<b>PART I - ROUTING (Use complete 3-4 line address, including 9 digit zip code and E-Mail address where applicable)</b>				
1. FROM: (Prod. Improve. Manager or equivalent)		3. THRU: (Lead Command CCF)		4. TO: (Tech Manual Management Office)
(Name/DSN)	(Name/DSN)	(Name/DSN)		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
<b>PART II - CONTROL INFORMATION</b>				
5. LOCAL CONTROL NUMBER: (IAW TO 00-5-1)		6. PRIORITY		7. TYPE OF CHANGE:
		<input type="checkbox"/> EMERGENCY <input type="checkbox"/> URGENT <input type="checkbox"/> ROUTINE		<input type="checkbox"/> CORRECTION <input type="checkbox"/> IMPROVEMENT
8. INITIATOR: (Name, Rank, DSN, E-Mail)		9. INITIATOR'S SUPERVISOR: (Name, Rank, DSN, E-Mail)		
<b>PART III - PUBLICATION (TM) INFORMATION</b>				
10. PUBLICATION No:		11. BASIC DATE:		12. CHANGE No:
				13. CHANGE DATE:
14. WORK PACKAGE / WORK CARD ID:		15. PAGE No:		16. PARAGRAPH No:
				17. FIGURE / TABLE No:
18. SHORT DESCRIPTION OF DEFICIENCY:				
<b>PART IV - DEFICIENCY:</b>				
SEE PART VII - CONTINUATION BLOCK (DEFICIENCY)				
<b>PART V - RECOMMENDED TM CHANGE:</b>				
SEE PART VII - CONTINUATION BLOCK (RECOMMENDED TM CHANGE)				
21. SAVINGS / YR - DOLLARS:		22. SAVINGS / YR - MAN-HOURS:		

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

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AFTO FORM 22, 20031117 (MSWord - V4.01)

<b>PART VI – EVALUATOR / DISPOSITION:</b>		LCN:
<b>23. DATE OF REPLY:</b>	<b>24. EVALUATOR: (Name, Rank, DSN, E-Mail)</b>	<b>25. EVALUATOR'S SUPERVISOR: (Name, Rank, DSN, E-Mail)</b>
<b>26. DISPOSITION:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> DEFERRED <input type="checkbox"/> ABEYANCE <input type="checkbox"/> ADVISEMENT <input type="checkbox"/> DUPLICATE <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER	<b>27. DISPOSITION/REMARKS:</b>	
<b>28. IDEA BENEFITS ARE:</b> <input type="checkbox"/> INTANGIBLE <input type="checkbox"/> TANGIBLE – AMOUNT:		
<b>PART VII – CONTINUATION (BLOCK No.):</b>		
<b>[Block 19 PART IV – DEFICIENCY]:</b>  <b>[Block 20 PART V – RECOMMENDED TM CHANGE]:</b>		
LCN:		

PREVIOUS EDITION IS OBSOLETE

AFTO FORM 22, 20031117 (MSWord – V4.01)

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

## TO 00-5-19

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

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

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

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

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

7.3.4 Evaluators. The Technical Content Manager (TCM) is the one technically responsible for the contents of the TO. The TCM will ensure the suggested change is eligible (paragraph 7.2) and the submitted data is correct. AFTO Forms 22 which do not meet this criteria MUST BE DISAPPROVED! AFTO Forms 22 and any back-up materiel must be retained by the TCM for two years after disapproval or update incorporation, according to AFMAN 33-339.

## 7.4 RECOMMENDATION CATEGORIES.

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

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

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

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

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

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

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

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

7.4.2.1 Urgent recommendations will be submitted using AFTO Forms 22 and will include all information required in blocks 1 through 15. Enough copies will be prepared to ensure that four copies, including the original, will be forwarded to the country TODO. The TODO will review the AFTO Form 22 to eliminate duplicate recommendations and ensure the report

is valid, properly stated, complete and has been assigned the correct priority. The TODO will complete blocks 2, 3 and (when applicable) 15. Blocks 16A, 16B and 16C will be completed by the appropriate office in country as designated by the officer in charge of the TODO. A disapproved report will be returned to the reporting organization. Information copies of the report will be distributed in country as specified by country directives and this TO.

**7.4.2.2 Replies to Urgent Recommendations.** The activity responsible for correcting a deficiency reported as urgent will take corrective action by issuing a formal change, revision or supplement within 40 calendar days. Using activities must allow for mail and redistribution time. No reply is required unless the report is disapproved or downgraded, or unless action cannot be completed within 40 calendar days. In such cases, a reply will be made within 20 calendar days on the submitted AFTO Form 22 indicating the action taken and reason for delay. Replies will be sent to the activities shown in blocks 2 and 4 on the original AFTO Form 22.

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

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

**7.4.3.2 Routine changes to a TO** will be consolidated into Block Cycle Updates (BCUs) and published (including printing and distribution) within 365 calendar days after the responsible TCM receives the first report affecting the existing version of the TO; except as specified in paragraph 7.7.2. Using activities must allow for mail and TODO redistribution time.

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

**7.5.1 Management of Nuclear Weapon TOs** is now at the Nuclear Weapons Center (NWC), 708<sup>th</sup> Nuclear Systems Squadron (NSS).

**7.5.1.1 Address recommendations to the 708 NSS**, 1551 Wyoming Blvd SE, Kirkland AFB, NM 87117-5617. For immediate assistance, call 708 NSS at 505-846-8911 or DSN 246-8911 or FAX 505-846-8911 or DSN 246-8911.

**7.5.1.2 60-Series Nonnuclear EOD Technical Orders.** Report deficiencies by letter, through the appropriate country SAO, to Navy International Programs Office (IPO-01D), 2521 South Clark Street, Ste 800, Arlington, VA 22202-3928, phone commercial 703-601-9878 or FAX 703-601-9865. In addition, send an information copy to Commanding Officer, NAVEODTECH DIV/Code 201P, 2008 Stump Neck Road, Indian Head MD 20640-5070, phone commercial 301-744-5103 or FAX 301-744-6993. Include the following data:

**7.5.1.2.1** Technical order number and date, and any changes and dates.

**7.5.1.2.2** Complete description of the deficiency.

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

**7.5.1.3 Calibration Technical Orders.** Address all recommendations on TO 00-20-14-WA-1, Air Force Metrology and Calibration Program, and 33K- and 33L-series TOs to 562 Combat Support Group (CBSG)/GBHA, Air Force Metrology and Calibration (AFMETCAL).

**7.5.1.4 Corrosion Control Manuals.** Provide an information copy of all recommendations on defense systems corrosion control manuals to: AFRL/MLS-OLR, 325 2<sup>nd</sup> Street, Building 165, Robins AFB GA 31098-1639.

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

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

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

**TO 00-5-19**

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

**7.6 AFTO FORM 22 ROUTING.**

Except as specified in previous paragraphs, action or information copies of emergency reports and block 3 of AFTO Forms 22 for urgent and routine reports will be addressed to the office of the ALC indicated in the SSI or Management ALC column of the appropriate index. ALC addresses are as follows:

ALC CODE

AG	MAIL:	562 CBSG/GBHA, (AFMETCAL) 813 Irving-Wick DR. W, Ste 4M Heath OH 43056-6116 Fax: 740-788-5174      Phone: 740-788-5173
NU	MAIL:	OC-ALC/ENGLC 7851 2 <sup>nd</sup> St, Ste 213 Tinker AFB OK 73145-9147 Fax: 405-736-7469      Phone: 405-736-5660 Email: <a href="mailto:OC-ALC/ENGLC.Work@Tinker.AF.Mil">OC-ALC/ENGLC.Work@Tinker.AF.Mil</a>
OC	MAIL:	OC-ALC/ENGLA 7851 Arnold Street, Ste 205 Tinker AFB OK 73145-9147 Phone: 405-736-2466
OO	MAIL:	510 CBSS/GBHB 6032 Fir Ave Bldg 1237 Hill AFB UT 84056-5820 Fax: 801-586-6788      Phone: 801-586-5858 Email: <a href="mailto:Hillafto22.afmc252@hill.af.mil">Hillafto22.afmc252@hill.af.mil</a>
WR	MAIL:	584 CBSS/GBMUD 480 Richard Ray Blvd Ste 200 Robins AFB GA 31098-1640 Fax: 478-472-3104      Phone: 478-222-3010 Email: <a href="mailto:Robins.TDHO@robins.af.mil">Robins.TDHO@robins.af.mil</a>
EG	MAIL:	AAC/ENY 102 West D Ave Ste 160 Eglin AFB FL 32542-5495 Fax 850-883-1738      Phone: 850-883-3298
WP	MAIL:	ASC/AEPL 1790 10 <sup>th</sup> St WPAFB OH 45433-7630 Fax: 937-255-7916      Phone: 937-785-7186

## 7.7 AFTO FORM 22 COMPLETION.

An AFTO Form 22 ([Figure 7-1](#)) is used both for the initial change request and a reply to the report. The activity that identifies a discrepancy will complete blocks 1, 2 and 5 through 20 and give to the country's TODO, who will complete blocks 3 (when appropriate) and 4. The TODO will record the report in the local suspense file and mail it to the organization responsible for the TO or CSTO ([paragraph 7.5](#) and [paragraph 7.6](#)). A contractor support team or Air Force technical assistance team, either in or out of country, may prepare an AFTO Form 22 but will submit it through the country TODO. The action activity will complete the remainder of the form, which is the response to the initial report, and return the reply to the country. All zeros must be slashed. The forms will be completed as follows:

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

### 7.7.2 PART 1, ROUTING. :

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

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

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

7.7.2.4 Block 4, TO (Technical Manual Management Office). Enter the activity designation or office symbol and the address (including zip code) of the appropriate TO management organization ([paragraph 7.5](#) and [paragraph 7.6](#)).

### 7.7.3 PART 11 - CONTROL INFORMATION.

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

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

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

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

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

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

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

## TO 00-5-19

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

7.7.4.1 Block 10, PUBLICATION NUMBER. Enter the complete TO or supplement number as it appears on the title page. Include parentheses, slashes and dashes but NO blank spaces within the number. Use capital letters.

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

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

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

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

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

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

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

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

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

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

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

7.7.6.2 Blocks 21 and 22: Not applicable to FMS.

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

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

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

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

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

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

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

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

7.7.7.1.7 Other. Will be explained in the Remarks block.

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

## 7.8 FOLLOW-UP ACTION.

7.8.1 The country's TODO will establish a suspense file for improvement recommendations. When a reply is received, the TODO will clear the applicable recommendation from the suspense file. Follow-up action, if indicated, will be conducted in the following manner:

7.8.1.1 Each follow-up will cite the technical order number, improvement recommendation number, the defense system or equipment when applicable, and the submittal date of the AFTO Form 22.

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



## CHAPTER 8

# TECHNICAL ORDER CHANGES IN THE ACQUISITION PHASE

### 8.1 GENERAL.

This chapter gives special procedures for quick changes to a CSTO when a deficiency is discovered in the acquisition phase of a weapon system or equipment.

8.1.1 The SPO TO Manager will develop a TO management plan that ensures similar USAF TO and CSTO tasks will be done at the same time to preclude duplication of effort and enable cost sharing.

8.1.2 The SPO TO Manager should provide routing instructions to all involved agencies for forwarding a change request to the SPO or CTOCU and must establish a procedure for evaluating such requests.

8.1.3 For an “export only” model of a weapon system or equipment, the acquisition activity may establish a CTOCU when the scope of the program warrants developing special TO management techniques. Procedures must be established to ensure unauthorized country-to-country disclosure of peculiar data does not occur.

### 8.2 DISTRIBUTION AND FILING.

The ID and requisitioning procedures given in chapters 13 and 14 do not apply to a program in which a TO Manager/CTOCU issues interim TO field change notices (ITOFCN) and TO field change notices (TOFCN). The TO Manager/CTOCU must establish distribution and requisitioning procedures with the TODO for ITOFCNs and TOFCNs.

8.2.1 A TO Manager/CTOCU will issue an index page to identify all valid ITOFCNs and TOFCNs for a TO. The index page will be dated and will identify the number, revision or change number, and date of the TO for which the ITOFCN or TOFCN is issued. The index page will show the filing location in the TO and the base(s) or site(s) affected. A new index page will be issued each time an ITOFCN or TOFCN is issued and each time a change or revision to the TO is published. An ITOFCN or TOFCN will be identified on the index sheet by an asterisk.

8.2.2 An operational file will contain only those ITOFCNs and TOFCNs affecting its base or site. A reference file may contain all ITOFCNs and TOFCNs for all bases and sites under the jurisdiction of the country maintaining the file.

8.2.3 ITOFCNs and TOFCNs will be filed, and AFTO Forms 110 will be maintained, in accordance with [Chapter 12](#).

8.2.4 In the acquisition phase, the following information applies:

8.2.4.1 An ITOFCN is issued to remedy a serious TO deficiency or allow work to proceed while awaiting resolution of equipment deficiencies. An ITOFCN may be an electrical message or be handwritten or typed and will remain in effect until rescinded or included in a TOFCN or a technical order change notice (TOCN). The TO Manager/CTOCU will either replace the ITOFCN with a TOFCN or rescind the ITOFCN within 15 calendar days. Extending an ITOFCN will be considered on an individual basis.

8.2.4.2 A TOFCN is issued to enable work to proceed while a TOCN is being prepared and printed. A TOFCN may replace an ITOFCN.

8.2.4.3 A TOCN is issued by a contractor to consolidate approved changes of a minor nature. It will replace an ITOFCN or a TOFCN.

8.2.4.4 When a SPO TO Manager elects to use an AFTO Form 27, PUBLICATION CHANGE REQUEST (PCR), instead of an ITOFCN, the approved PCR will be placed in the TO as an interim change and will remain in effect until a TOCN is issued by the contractor.

### 8.3 VERIFICATION STATUS PAGE.

A verification status page (VSP) is included in a preliminary or formal TO to identify tasks that were not verified. The VSP, if required, follows the list of effective pages and is numbered VS-1. If there is more than one VSP, these pages are numbered consecutively (VS-2, VS-3, etc.). A warning is included on the title page to direct the user to review the VSP(s) before accomplishing any procedure in the manual.

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

8.3.1 A technician required to use a TO containing an unverified procedure must check the verification status of each procedure before attempting to accomplish the procedure.

8.3.2 An unverified procedure may be verified by any technician who is skill-level-qualified to do maintenance on the aircraft or weapon system and has the proper air force specialty code. However, the verification effort should be coordinated with the responsible TCM and TO Manager.

8.3.3 If the technician can accomplish the unverified task as written, the verification is complete. The technician who performed the verification will document the accomplishment by preparing either AFTO Form 158 (TECHNICAL ORDER REVIEW COMMENT SHEET) or AFTO Form 27 (Preliminary Technical Order (PTO) Publication Change Request (PCR)/TO Verification Record/Approval). The customer's quality control office will forward the completed AFTO Form to the TO Manager or TCG.

8.3.4 If a procedure cannot be accomplished as written or is not compatible with the aircraft or equipment, the customer will follow the documentation procedures in paragraph 8.3.3 to notify the TO Manager.

8.3.5 When all procedures in a TO have been verified, a change or revision will be issued to delete the VSP(s) and verification-related warnings or notes.

## CHAPTER 9

### DISTRIBUTION - GENERAL

#### 9.1 PURPOSE.

Chapters 9 through 17 provide (a) the SATOP policies and procedures for distributing USAF TOs and CSTOs to a foreign government or international organization and (b) the customer procedures for ordering, receiving, inventorying, redistributing, and filing TOs and CSTOs and for reconciling delivery receipt and billing records. This chapter tells how distribution works. Responsibilities, procedures, and special programs are given in the remaining chapters.

#### 9.2 FMS TECHNICAL ORDER PUBLICATIONS CASES.

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

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

9.2.2 A nonstandard publications case(s) line to fund the development, maintenance, and stock storage and issue (SSI) for CSTOs required to support a system or equipment item that cannot be supported by USAF TOs.

9.2.3 System Sale Cases: “D” (Communication equipment and facilities), “E” (Support Equipment), “N” (Special Support), “Q” (Consolidated Sustainment support case), “S” (Major aircraft system sale) and “Y” (Major missile system sale) for standard USAF TOs supporting “common” standard articles and services provided in the system sales LOA.

9.2.4 A system sale D, E, N, Q, S, or Y case for the development, maintenance, and SSI of CSTOs required to support a nonstandard system or equipment item and USAF equipment that cannot be supported by USAF TOs.

#### NOTE

Normally, the SPO or TO Manager will be the CSTO case line manager for the system provided. Additional case lines may be required by other product divisions or ALCs for support equipment, navigation systems, electronic warfare equipment, weapons, etc.

#### 9.3 CASE IMPLEMENTATION.

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

#### 9.4 DISCLOSURE AUTHORIZATION.

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

9.4.1 The Secretary of the Air Force (SAF/IAPD) has the authority to approve or disapprove disclosure of information and release of a TO. This authority is delegated to the command foreign disclosure policy office (FDO) (AFSAC/XPJ) and, in turn, re-delegated to the FDO located at an activity assigned TO Manager responsibility.

9.4.2 Possession, configuration, and technology transfer are considerations in deciding whether to release a TO. These are considered in the review of all classified TOs and all unclassified aircraft, missile, electronic warfare, trainer/simulator, munitions, and system support equipment TOs revealing system capabilities. A customer may be asked to submit specific justification and information when the FDO does not know whether the country possesses the equipment.

## **9.5 SECURITY ASSISTANCE TECHNICAL ORDER DATA SYSTEM.**

9.5.1 The Security Assistance Technical Order Data System (SATODS) (W002) is a logistics management system for security assistance TO requirements. It is used by the SATOP Office in accomplishing case line manager actions for a standard USAF TO case. Distribution control is provided through the SATODS by recording a disclosure decision made by the FDO and notifying the customer of a nonrelease decision.

9.5.2 After making distribution of USAF and M-symbol TOs, the TO Manager enters shipping and billing information into the SATODS. This information is provided to each TODO once a month, along with status reports on transactions in process but not yet completed (paragraph 15.8 and Appendix D).

9.5.3 Once a year, each TODO should request a code selected reconciliation listing (CSRL). This product lists the TODO's established ID requirements and the quantity of each TO. The TODO should use this product to reconcile its inventory records with the ID requirements established in the SATODS.

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

9.6.1 The price charged for a USAF TO is based on actual cost as established in the DoD Financial Management Regulation, DoD 7000.14R, Volume 15. Total costs to support FMS TOs will be collected at the AFMC level and each country will be charged on an annual basis for their fair share of the costs based upon the number of TOs provided (activities). CSTOs are not included in these calculations.

9.6.2 When a customer requisitions a TO, the basic manual is shipped with all of its current changes and supplements that are in stock in the TO warehouse. This will count as one activity for billing purposes. Any part of the TO that is not in stock when the requisition is processed is placed on backorder. When that part of the TO is shipped, the customer is charged with another activity.

9.6.3 Even though CSTO ID requirements are established on the TODOs assigned to the (standard) TO publication case, the actual development and maintaining of a CSTO is normally billed against the CSTO (nonstandard) publication case by the TO Manager or SPO case line manager.

## **9.7 DISTRIBUTION REQUIREMENTS.**

An ID requirement or a requisition will be submitted to the SATOP Office according to the procedures outlined in chapters 13 and 14 of this TO for processing into the SATODS. Following these procedures will ensure:

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

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

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

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

## **9.8 REQUIREMENTS PROCESSING CYCLE.**

The AFSAC sends the SATOP Office a Command Case Directive or IPD and an LOA for action by the TO case line manager. A TODO code/TM account is assigned and the case designator, dollar value, and expiration date are entered into the SATODS. Only then can ID requirements and requisitions be processed. A TO requirement approved by the FDO is processed through the SATODS for shipping action by the managing TO Manager. If a TO requirement is denied by the FDO, the customer is notified by a SATODS letter. If the TO is releasable but cannot be processed immediately, the customer is advised of the processing status by an AFTO Form 215 notice. The FMS cost is billed by SATODS for an ID or requisition transaction is billed by the SATODS against the TO publications case. When an update for an established ID requirement is published, distribution occurs automatically if the update is determined releasable by the FDO and if the case is active and has sufficient funds available.

9.8.1 Before a case expires, the AFSAC implements a new (replacement) case to the SATOP Office. The old (expired) case is deactivated, and the new case is entered into the SATODS against the established TODO code(s)/TM account(s). Existing ID requirements are not affected. Subsequent ID or requisition transactions processed against the TODO code(s)/TM account(s) are billed against the new TO case. The SATODS case billing transactions are reported daily to SAMIS. The

SATODS case billing transactions are reported to the AFMC each month. The TO case line will be closed and NSSC letter issued to AFSAC.

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

9.8.3 A TO shipment is received in country by the TODO, which documents the inventory and receipt actions on AFTO Form 110, Technical Order Distribution Record ([Chapter 12](#)). A customer's SATOP responsibilities are described in [Chapter 10](#), and TODO management procedures are outlined in the remainder of this chapter.

## 9.9 SATODS CASE CONTROLS.

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

9.9.1 When all the funds in a case have been obligated, and a customer does not negotiate the timely acceptance and implementation of a case amendment or a new case, the AFSAC may direct termination of the case. This action will deactivate the case and the TODO account code from the SATODS.

9.9.2 A suspended ID or requisition transaction is recorded for the TODO in SATODS except for a publications case for which AFSAC has directed distribution be terminated. When a new case or case amendment is implemented, the SATODS will release the recorded suspended transactions as requisitions to be filled by the TO Managers. If a new case is implemented, these requisitions will be billed to the new case.

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

### NOTE

Normally, a TO change is not available for separate issue after 180 days from the publication date of the TO index revision that announces (in part I) that the TO change has been published. The customer may have to requisition the complete TO to obtain the change(s), and this could result in a higher cost to the customer.

## 9.10 UNAUTHORIZED DISTRIBUTION.

Distribution of a USAF TO or CSTO to a foreign government or international organization by means other than those described in this TO may be a violation of the Arms Export Control Act. A TO or CSTO will not be hand-carried and transferred to a foreign country by US Government, foreign government, or contractor personnel unless disclosure has been authorized and the TO correctly billed to the proper publications case. United States Government and contractor personnel stationed overseas will not obtain a USAF TO or CSTO through their own devices and transfer it to a foreign government, a foreign contractor, or foreign national personnel.



## CHAPTER 10

# RESPONSIBILITIES

### 10.1 GENERAL.

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

### 10.2 FOREIGN GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS.

A foreign government or international organization is responsible for:

10.2.1 Establishing a central office to manage in-country TO operations, and developing internal management procedures that interface with the policies set forth in this TO. These procedures should include the redistribution of TOs, maintenance of TO requirements records, annual inventory of TOs, inspection of TODOs, training of TODO personnel, and channels for submitting inquiries and TO requests to the responsible TODO.

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

10.2.3 Coordinating the TO or CSTO requirements for a new D, E, N, Q, S, or Y publications case line with existing TO or CSTO requirements to preclude duplication and assist in management planning.

10.2.3.1 Providing the AFSAC case manager with a correspondence address, Point Of Contact (POC), phone number and email address in the LOA. A correspondence address is required by the FMS Technical Order System Section at Tinker AFB, OK to mail general correspondence such as monthly TO status reports, letters from FDO release decisions, notification of Policy and procedural changes, and for other advisory information. The correspondence address may be an Embassy address. A TO case cannot be implemented in SATODS until this information is received.

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

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

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

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

10.2.4.4 Forward expedited TOs immediately by air transport. To ensure they retain their "immediate attention" identity, do not consolidate them with routine TO shipments.

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

10.2.5 Requesting a TODO code/TM account address change or an additional TODO code/TM account assignment through the AFSAC case manager (see paragraph 10.3.10 and paragraph 10.3.11).

10.2.6 Providing to the SATOP Office the name and signature sample of each individual authorized to obligate case funds for the purchase of TOs; that is, each person authorized to sign an AFTO Form 187 or 276 or to submit a request by Supply Tracking and Repairable Return/Personal Computer (STARR/PC), International Logistics Communication System (ILCS), or electrical message (paragraph 12.5).

**NOTE**

If the customer wants the country's Air Attache or Foreign Liaison Officer to request TOs, the customer must provide the officer's name and signature to the SATOP Office.

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

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

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

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

10.2.9.2 Preparing an AFTO Form 187 request to establish, cancel, increase, or decrease an ID requirement, and submitting the request to the SATOP Office for processing in the SATODS. (See [Chapter 13](#) and [Chapter 14](#) ; note paragraph [13.7](#) regarding an E-symbol request.)

**NOTE**

Only the original copy of an AFTO Form 187 should be sent to the SATOP Office. Submitting duplicate copies of the same form could result in double shipments and double billing.

10.2.9.3 Suspending a request for a new TO requirement or requisition, if the publications case has expired or all the case funds have been obligated, until notification that a replacement case or amendment has been implemented into the SATODS.

10.2.9.4 Accomplishing the delivery receipt and inventory of an ID and requisition shipment, taking file maintenance action, and redistributing a TO or update to the user.

10.2.9.5 Submitting a requisition status request or distribution inquiry to the SATOP Office case line manager (see paragraph [14.11](#)).

**NOTE**

A distribution status inquiry must originate with the customer's TODO to ensure required information and instructions are included. The TODO should send the inquiry directly to the SATOP Office to preclude delay in action and response.

10.2.9.6 Notifying the prime TO manager, or the SATOP office, about a shipment discrepancy or missing pages and requesting corrective action (see paragraph [15.9](#)).

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

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

10.2.9.9 Requesting, from the SATOP Office, a code selected reconciliation listing (CSRL) for use in reconciling the TODO annual inventory of ID requirements. A CSRL should be requested at least once each year but no more frequently than every 6 months.

10.2.9.10 Using the monthly SATODS products to reconcile TO delivery/receipt/billing records (see [Appendix D](#)).

10.2.9.11 Submitting an SF 364, Report of Deficiencies/Supply Deficiency Reports (RODs/SDRs), to 555 ILS/SDR Flt, 5490 Pearson Road, Wright-Patterson AFB OH 45433-5352, in accordance with AFR 67-7 and AFMAN 23-110, Vol. 9.

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

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

10.2.12 Establishing a security system to safeguard the TO and CSTO inventory as outlined in the General Security of Military Information Agreement between the US Government and the foreign government or international organization.

10.2.13 Establishing a distribution requirement for a required software item by following the procedures described in TO 00-5-17-WA-1, USAF Computer Program Identification Number (CPIN) System.

10.2.14 Providing TOs to a commercial company with which the SATOP customer has a contract for repair or services by the procedures listed in paragraph 17.6 or paragraph 17.7.

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

The AFSAC is responsible for:

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

10.3.2 Including case lines as appropriate in a system sale LOA for:

10.3.2.1 Releasable USAF TOs that are applicable to support the customer's aircraft and equipment. Data for P&A and LOA will be obtained from the SATOP Office.

10.3.2.2 Any CSTOs for systems and equipment managed by the AFMC that cannot be supported by USAF standard TOs. This line will be included as necessary for the development, maintenance, and SSI of required CSTOs. Data for PA and LOA will be obtained from the SPD/TCM, TCG/IEMG, or designated OPR as appropriate.

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

10.3.3 Obtaining a blanket-order TO publications case for:

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

10.3.3.2 Country standard technical orders. A nonstandard publications case line is recommended for each country. It provides funding for the development, maintenance, and SSI of CSTOs under AFMC management, or to develop a CSTO, if necessary, when an established ID requirement is cancelled by the FDO because a forthcoming update is determined to be nonreleasable. It also can provide the funding to pay for reactivating a previously rescinded USAF TO for a SATOP customer. Data for P&A and LOA will be obtained from the SPD/TCM, TCG/IEMG, or designated OPR as appropriate.

10.3.4 Processing a publications case amendment for providing additional funds when required to prevent suspension of TO or CSTO distribution.

#### NOTE

When all the funds in a TO case have been obligated (reached zero balance), the SATODS will stop processing ID and requisitions and stop establishing new requirements.

10.3.5 Obtaining a replacement case or extending a case ordering period, if all the funds in a case have not been obligated, 90 days before a case expiration date to prevent TO distribution from being stopped.

10.3.6 Obtaining separate publications cases for ordering forms, standard publications, regulations, engineering drawings, etc.

10.3.7 Sending the LOA and IPD for a standard USAF TO publications case to the SATOP Office. A nonstandard CSTO publications case is sent to the appropriate SPD/TCM, TCG/IEMG, or designated OPR for line manager action.

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

10.3.7.1 Ensuring the FMS customer provides a correspondence address, POC, phone number and email address in the LOA.

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

Freight Forwarder Code: This code designates which freight forwarder will receive the TO shipment. Codes are found in the MAPAD (Military Assistance Program and Address Directory) and must be provided in the original LOA. The freight forwarder code is prefaced by the appropriate country service code which indicates who ultimately receives the TOs. This code is normally a number but alpha letters can be used. Cases cannot be implemented into SATODS until this information is received.

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

FMS Contact Information: Providing a correspondence address, Point Of Contact (POC), phone number and email address in the LOA. A correspondence address is required by the FMS Technical Order System Section at Tinker AFB, OK to mail general correspondence such as monthly TO status reports, letters from FDO release decisions, notification of policy and procedural changes, and for other advisory information. The correspondence address may be an Embassy address. A tech order case cannot be implemented in SATODS until this information is received.

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

10.3.9 Processing a Supply Discrepancy Report (SDR), formerly Report of Discrepancy (ROD), for a TO submitted by a customer.

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

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

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

### **10.4 USAF TECHNICAL ORDER SYSTEMS BRANCH (OC-ALC/ENGL).**

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

10.4.1 USAF Computer Program Identification Number (CPIN) System (Q016).

10.4.2 Security Assistance Technical Order Data System (SATODS)(W002).

### **10.5 SECURITY ASSISTANCE TECHNICAL ORDER PROGRAM OFFICE (OC-ALC/ENGLC).**

The SATOP Office comprises SATOP policies and procedures; SATODS management, development, and operations; the country technical assistance team (TAT); requirements and billing; and CSTO numbering and indexing. The section responsibilities include:

10.5.1 Providing P&A and LOA data to the AFSAC for:

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

10.5.1.2 The TAT cost for activating the TODO and library site in support of a system sale program.

10.5.1.3 The USAF TO publications P-case line value. The customer's TO requirements and historical billing information are analyzed and a case value for continuing service is projected. The price data is a recommended case value to ensure sufficient funds are provided.

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

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

10.5.2.2 Coordinating with the USAF and customer program management activities for developing the TO support plan included in the program management plan.

10.5.2.3 Participating in the program management meetings to report case line actions and status.

10.5.2.4 Obtaining from the SPD/TCM, contractor, and other activities, definitive provisioning lists of all articles to be sold under the LOA, and performing cross-reference research to identify applicable USAF TOs.

10.5.2.5 Definitizing the TO requirements supporting the LOA, obtaining verification from the SPO/SPD/TCM, and preparing a list of the TOs.

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

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

10.5.2.8 Receiving from the customer the approved list of TOs with written authorization to order. Preparing the AFTO Forms 187 and processing the requirements into the SATODS at the designated order date established by the customer and the USAF program managers.

10.5.2.9 Monitoring the SATODS and JCALS computer transactions, correcting processing errors, and coordinating distribution control symbol or disclosure entries that affect TO distribution.

10.5.2.10 Reporting, to the customer and USAF program management activities, the processing and delivery status of the TO initial lay-in until delivery is complete and the customer begins the follow-on management of requirements.

10.5.2.11 Providing a TAT, when requested, for the timely activation of a TODO and library site to support a system sale.

10.5.3 Providing familiarization and job training on SATOP management procedures for a customer's TODO personnel. When training is to be conducted at the customer's TODO site, the customer will request the service through the AFSAC.

10.5.4 Accomplishing the case line manager actions as follows:

10.5.4.1 Receiving, from the AFSAC, the CCD or IPD and LOA for a USAF TO publications case.

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

10.5.4.3 Accomplishing TODO code/TM account file address actions in the SATODS, and notifying the AFSAC, customer, SAO, TO managers, and other activities as necessary of the case implementation, TODO code(s)/TM account(s) assigned, and address(es).

10.5.4.4 Controlling TODO code/TM account assignment, level of classification, and other special data in the SATODS.

10.5.4.5 Updating the SATODS file address for a customer TODO code/TM account to reflect a MAPAD published change when notification is received.

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

10.5.4.7 Sending an AFTO Form 215 notice or a SATODS denial letter to a customer TODO account.

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

10.5.4.8 Forwarding to the FDO a letter of justification from a customer TODO for a TO requirement previously denied by the FDO.

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

10.5.4.10 Sending the Monthly Status Report (Q-W002-C-16-M09-PA) to each customer TODO account (see Appendix D).

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

10.5.4.12 Investigating a SDR and determining and reporting the approval or denial of the SDR to the accounting office. Obtaining, if applicable, the material disposition instructions from the TO manager. Accomplishing a credit transaction in the SATODS case record for an approved SDR on receipt of the case credit record from the AFSAC.

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

10.5.5 Processing a request from an SSI contractor for a CSTO ID label (AFTO Form 273 or 274) into the SATODS, and sending the ID label to the contractor for distribution action.

10.5.6 Sending a requisition (AFTO Form 221/AFTO Form 221A) for a CSTO to the SSI contractor for distribution action.

10.5.7 Processing CSTO distribution requirements submitted by a USAF support or repair activity or contractor TODO that has been approved by the CSTO TO Manager.

## **10.6 TECHNICAL ORDER MANAGEMENT AGENCY (TOMA).**

The TO management offices located at each ALC and the AGMC are responsible for TO Manager functions for USAF TOs and CSTOs under management assignment and TO manager functions for formal USAF TOs and in-house-managed CSTOs.

10.6.1 TO distribution management responsibilities include:

10.6.1.1 Supporting the SPD/TCM, TCG/IEMG, or designated OPR in developing the CSTO LOA and P&A data to be provided to the AFSAC for a system sale case line and follow-on nonstandard PN-case lines.

10.6.1.2 Managing a CSTO contract for a CSTO publications case implemented to the SPD/TCM, TCG/IEMG, or designated OPR.

10.6.1.3 Advising the SPD/TCM, TCG/IEMG, designated OPR, the SATOP Office, and AFSAC, as applicable, of a CSTO case, contract, or distribution problem.

10.6.1.4 Submitting an AFTO Form 187 to the SATOP Office to establish an ID requirement for a new CSTO prior to printing. The TO Manager should coordinate with the customer, SPD/TCM, TCG/IEMG, or designated OPR, as applicable, to determine the customer ID quantity, which normally is included in the CSTO contract. The TODO code will be obtained from the SATOP Office. The AFTO Form 187 will be signed by the CSTO case line manager and annotated with the CSTO case designator to indicate the authority to establish ID requirements for the customer.

10.6.1.5 Reviewing an AFTO Form 187 and a letter of justification submitted by a USAF TODO account (TCG library, major command, AFSAT, etc.) requesting an ALC-managed CSTO or M-symbol TO to support an FMS training or repair program or management action. For a CSTO request, the TO Manager will coordinate with the TCM, AFSAC, and customer (as necessary) to determine whether the request will be approved or denied. For an M-symbol TO, the manager will approve or deny the request after coordinating with the TCM to determine whether the request is a valid requirement supporting the SAP. After approval by the TCM, the TO Manager will sign the AFTO Form 187 in Block 4, and include their title, office symbol and phone number. An approved AFTO Form 187 will be processed in the same manner as an E-symbol TO request and forwarded to the SATOP Office for SATODS processing. A denied request will be returned to the requesting activity.

10.6.1.6 Receiving a TO technical content inquiry directly from a customer or through the SATOP Office, coordinating with the managing technical services branch, and providing the information to the customer directly or through the SATOP Office.

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

10.6.1.8 Making initial distribution of TOs, TCTOs, M-symbol TOs, and in-house CSTOs and CSTCTOs. An AFTO Form 273 or 274 (ID label) for an M-symbol TO, CSTO, or CSTCTO is requested from the SATODS.

10.6.1.9 Processing a requisition for a USAF TO, M-symbol TO, or in-house CSTO through the TO warehouse.

10.6.1.10 Maintaining a traceable shipment record for each TO distribution action.

10.6.1.11 Entering the distribution billing and shipping information into the SATODS FMS case record. Submitting a cancellation form to the SATOP office for erroneous or unfilled distribution records within 30 days from the date of record, and annotating the applicable reason on the form.

#### **NOTE**

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

10.6.1.12 Receiving a TO shipment discrepancy notification (shortage, wrong TO/correct shipping document, missing page or update) directly from a customer TODO or through the SATOP Office and replacing the discrepant item if the discrepancy is verified. Providing the status of action taken by letter or message directly to the customer TODO or through the SATOP Office.

10.6.1.13 Receiving an AFTO Form 187 request for an E-symbol TO and a letter of justification directly from an FMS TODO or through the SATOP Office. Forwarding an approved AFTO Form 187 to the SATOP Office for processing into the SATODS, and returning a denied request to the TODO through the SATOP Office.

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

10.6.1.15 Notifying the SATOP Office of any FMS distribution problems.

10.6.1.15.1 Ensure that a dollar value is entered into "FMS Cost" field of the JCALS TM Index record for each new USAF TO and for each revision, change or supplement to an existing TO. This dollar value should be entered at the time the TO Mgr is doing the initial indexing of the new TO or a TO update. This value is printed on the shipping label and is used for US Customs clearance purposes.

10.6.1.15.2 HQ AFMC/A4UE provides the dollar value to be used via an email message to all TO Mgrs.

#### **10.7 SYSTEM PROGRAM OFFICE (SPO) TO MANAGER.**

The SPO TO Manager is responsible for:

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

10.7.2 Managing the CSTO contract under the CSTO case.

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

10.7.4 Submitting an AFTO Form 187 to the SATOP Office to establish the ID requirement for a new CSTO prior to printing. The TO Manager should coordinate with the customer, SPD/TCM, TCG/IEMG, designated OPR, AFSAC, and contractor, as applicable, to determine the customer ID quantity, which normally is included in the CSTO contract. The TODO code/TM account will be obtained from the SATOP Office. The AFTO Form 187 will be signed by the CSTO case line manager and annotated with the CSTO case designator.

10.7.5 Reviewing an AFTO Form 187 and a letter of justification submitted by a USAF TODO account (TCG library, major command, AFSAT, etc) requesting a CSTO to support an FMS training or repair program or management action. The TO Manager will coordinate with the CSTO case line manager, AFSAC, and customer (as necessary) to determine approval or denial of the CSTO request. An approved AFTO Form 187 will be sent to the SATOP Office for SATODS processing. A denied request will be returned to the requesting activity.

10.7.6 Controlling distribution for a required preliminary TO.

10.7.7 Supporting the definitization of TO requirements for a system sale program by:

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

10.7.7.1 Sending to the SATOP Office the list of CSTOs to be developed under the SPO case.

10.7.7.2 Participating with the SPD/TCM, the SATOP Office, and other activities in the definitization of TOs required to support the system.

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

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

10.8.1 Request an ID label (AFTO Form 273 or 274) from the SATOP Office for a new CSTO; a CSTO revision, change, or supplement; or a CSTCTO.

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

10.8.3 Ship a CSTO by an AFTO Form 221 or 276 requisition sent by the SATOP Office.

10.8.4 Advise the appropriate TO Manager of any distribution problem.

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

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

10.8.7 Maintain traceable shipping information and provide to the country, if required.

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

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

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

10.9.2 Requesting that specific information and justification be provided from a customer for a TO when such is required as a condition of disclosure (paragraph 9.4.2). Justification will normally be requested by means of a SATODS letter initiated by the FDO and issued by the SATOP Office.

10.9.3 Accomplishing a disclosure authorization review for a TO update prior to its printing. Cancelling a customer's ID requirement for the TO if the update is determined nonreleasable, and notifying the customer of the cancellation by a SATODS letter issued by the SATOP Office. (Reference paragraph 2.7.)

10.9.4 Requesting verification of a TO/CSTO release decision from AFSAC/XPJas necessary. If further review is required, the command FDO will request verification from SAF/IAPD.

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

The SAO responsibilities include:

10.10.1 Providing an electrically transmitted interim TO, supplement, or TCTO to the host country TODO when such is received.

10.10.2 Informing the host country military officials of the SATOP policies and procedures described in this TO for accomplishing and managing TO and CSTO distribution requirements.

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

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

**NOTE**

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

10.10.5 Forwarding to the customer's TODO the information on and the status of the customer's TO publications case and TODO requirements sent to the SAO by the SATOP Office case line manager. This includes correspondence, AFTO Forms 215, SATODS letters, and computer products.

10.11 SYSTEM PROGRAM DIRECTOR (SPD)/TECHNICAL CONTENT MANAGER (TCM)/DESIGNATED OPR.

The SPD/TCM/designated OPR is responsible for:

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

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

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

10.11.4 Ensuring that supplemental addresses are established for FMS customers on messages or Defense Message System (DMS) Personal Distribution Lists and Mail Lists (PDLs/MLs) for interim TO supplements and TCTOs applicable to program support.

10.11.5 Reviewing and certifying a system sale TO requirements list as applicable to the program, and assisting the SATOP Office in developing the program TO requirements.

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

10.12 TECHNICAL COORDINATING GROUP (TCG)/INTERNATIONAL ENGINE MANAGEMENT GROUP (IEMG)/ELECTRONIC WARFARE STANDARDIZATION AND IMPROVEMENT PROGRAM (EWSIP).

The TCG/IEMG/EWSIP is responsible for:

10.12.1 Accomplishing the applicable CSTO publications follow-on case responsibilities identified in paragraph 10.11 if these are not assumed by the SPD/TCM/designated OPR for a member customer.

10.12.2 Advising a TO user in a member country to direct a TO distribution status or followup inquiry to the country's TODO to ensure TODO management integrity and discipline.

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

10.12.4 Ensuring that an out-of-channel request (one for which the TCG/IEMG/EWSIP is not the OPR) is forwarded to the OPR for action.

10.12.4.1 The TCGs should inform all non-hostile countries of safety-of-flight hazards.

10.12.4.2 TCG Chief should ensure that SAOs are included as information addresses on all safety-of-flight TCTO messages for their respective countries.



## CHAPTER 11

# TECHNICAL ORDER CATALOGS/INDEXES

### 11.1 GENERAL.

The USAF now uses the word “catalog” when referring to the USAF TO Index (XX0-1-CD-1). The M-Symbol and CSTO indexes are still referred to as “indexes”. Within this manual, references to TO index are synonymous to TO catalog. References to Part I are synonymous to the New, Updated and Inactivated file on the CD-ROM version. References to Part II are synonymous to the FMS-\*\* files on the CD.

11.1.1 TO Catalogs/Indexes provide TO System customers with information about TOs needed to support operations and maintenance of systems and equipment. They also provide information indicating when new TOs and TO updates are established, distributed, rescinded, reinstated or renumbered. All FMS customers requiring continuing distribution of TOs need the information provided in the TO catalog/indexes to help keep their TO files current and complete (see paragraph 12.31 and paragraph 12.32). If notification about a new TO is urgent, the TO may be announced by a message, FAX, e-mail or letter.

11.1.2 If a TO is not listed in the TO catalog or indexes, it may not be active and may have been cancelled, replaced/superseded or rescinded or may have been omitted in error. Therefore, a TO should not be removed from the TO library nor destroyed unless the number is first listed as rescinded or superseded in the TO Catalog “New, Updated and Inactivated TOs” file on the CD-ROM.

11.1.3 If a TO is found in either of the above locations with an Action code of “R”, the number should be cross-referenced to the M-Symbol TO Index, 0-1-71, before removing it from the library as the TO could have been rescinded for USAF use but retained in an active status for the Security Assistance TO Program. TOs declared excess to unit requirements may be removed at any time.

### 11.2 TYPES OF CATALOGS.

Three types of TO Catalogs/Indexes are available to assist the FMS customer in managing their TO publication libraries; the USAF TO Catalog, the M-Symbol TO Index and CSTO Indexes.

### 11.3 THE USAF TO CATALOG.

11.3.1 The USAF TO catalog (formerly called USAF TO Index) is available on CD-ROM number XX0-1-CD-1 and on the internet.

11.3.2 The CD-ROM is distributed quarterly and is the FMS releasable version of the USAF TO Catalog. Users must establish an Initial Distribution (ID) requirement ([Chapter 13](#)) to receive distribution of quarterly updates.

11.3.2.1 The internet version of the USAF TO Catalog combines information from the USAF Catalog (XX0-1-CD-1), the M-Symbol TO Index (0-1-71) and the CSTO Indexes. It is updated daily and is available at the AFSAC web page, URL <https://afsac.wpafb.af.mil/>. Access to the web site home page is open to all FMS, however, access to TO catalog information requires a Username and password.

### 11.4 USING THE CD-ROM VERSION OF THE AF TO CATALOG.

11.4.1 System Requirements. Minimum system requirements for loading/viewing XX0-1-CD-1 on a PC are Microsoft Windows 98, NT, or 2000, and 32 MB RAM (Not for Macintosh or Apple PC). Instructions for loading the CD-ROM so the contents of the disk may be viewed are given on the inside cover of the CD-ROM case under “Installation Instructions.” The Interactive Catalog Application is no longer provided on the CD-ROM.

11.4.2 Contents of the CD. The CD-ROM contains information necessary for the operation of the USAF TO Catalog CD-ROM Version and contains files of indexing data. When the CD-ROM is opened from the CD-ROM drive, it will display following three files and five folders:

**FILES:**

- **READMEXX** - Describes the contents and function of the information on the CD-ROM.
- **CONTENTSEX** - Provides issue date, disclosure info, security classification, originator comments, notices, points of contact and other information relating to the CD-ROM Catalog.
- **Glossary** - The Glossary file contains a list of words, abbreviations, and their meanings, for fields which may be found in the index files or the Access Database.

**FOLDERS:**

- **ACROBAT5** - (ADOBE ACROBAT READER 5.0 for Windows 2000 or Windows XP Operating systems): This program must be installed on your computer to view the TO index files in the CAT-PDF and FMS-CHG folders. Please refer to the readme.txt within the Adobe program for installation and operation instructions. Previous versions of the reader are available at <http://www.adobe.com>.
- **FMS CAT PDFs** - (FMS Catalog Portable Document Files). This folder contains TO index files in Portable Format. Adobe Acrobat Reader must be installed on your computer to open these files.
- **AccessDB** - (MS Access 2000 Databases) This folder contains four TO Catalog databases: CHANGETOXX is a cumulative list of New, Updated, and Inactivated TOs; MASTERXX which is a General Search TOs and TCTOs function; ITIESXX contains Equipment-TO-Cross-Reference information and RSCNDXX lists Rescinded TOs. All files are Read- Only and cannot be changed. The user must have MS Access installed on the PC to access the MS Access databases.
- **New, Updated, and Inactivated TOs** - Contains a cumulative list of TO actions and the CHG-TOC file.
- **ACROBAT6** - (ADOBE ACROBAT READER 6.0 for Windows 2000 or Windows XP Operating Systems): This program must be installed on your computer to view the TO index files in CAT-PDF and FMS-CHG folders. Please refer to the readme.txt within the Adobe program for installation and operation instructions. Previous versions of the reader are available at <http://www.adobe.com>.

**11.5 USING THE AIR FORCE TO CATALOG - CD-ROM VERSION.**

The TO Index data files may be accessed two ways: from the CD-ROM through files in the “FMS CAT PDFs” folder, or by accessing the files in the “Access DB” folder.

**11.5.1 Accessing the TO Index Information Files from the FMS-CAT-PDFs folder.** To access indexing data from files in the FMS-CAT-PDFs folder, load the CD-ROM into the CD-ROM drive. Using the Windows Explorer, display the files on the CD-ROM. Double-click on the Pdfdocs folder. It should open to display many Adobe Acrobat icons. Each icon will have the letters “FMS-CAT-” with numbers beside it. These are the TO Catalog files. All files in the FMS-CAT-PDFs folder are opened by double-clicking on the file icon. A search for a particular TO number is done by using the scroll bar to scroll the file until the number is visually displayed or by selecting the Search option from the Tool Bar and entering a TO number in the search box.

**11.5.1.1 The TO Catalog Files (FMS-CAT-PDFs).** The TO Catalog files contain indexing information for USAF TOs. The files begin with “FMS-CAT” followed by a number. The number after the “FMS-CAT” designator is the TO series. As an example, Technical Order 00-5-19-WA-1 would be found in the FMS-CAT 0-1-02 files. When the file is opened you will see a list of TOs. The following indexing information is provided in the files:

Tonumber. The Tonumber heading is the number of the TO or TCTO Series Header.

Rev. The latest revision number of the TO. If blank, the TO has not been revised.

Chg. The latest change number of the TO. If blank, no changes have been issued.

TODate. The date of the basic TO.

TCTO. Identifies the TO Number as a TCTO (T) or TCTO Series Header (H). TCTO Series Header numbers will have information in the Description and the ProponentID columns only. The other fields are not applicable to TCTO Series Headers.

Description. A description of the contents of the TO.

ProponentID. The office symbol of the ALC having management responsibility for the TO. The first two letters designate the ALC Code.

11.5.2 The FMS-RESCINDS file. The FMS-RESCINDS file in the FMS New, Updated, Inactivated folder is a history of TO rescission actions from one given date to another. The dates are annotated within the file under the title. Careful attention should be taken when reviewing the rescind list as some errors have been found within the file. A TO should not be removed from the TO library until the TO number listed as rescinded on the file has been cross-referenced to the New, Updated and Inactivated TOs folder, the “FMS-\*\*\*” index file on the CD-ROM and the M-Symbol TO index. 0-1-71. If the number is found in the M- Symbol index or the “FMS-\*\*\*” index, it should not be removed from the TO library even though the information on the CD- ROM may indicate that the TO is rescinded.

11.5.3 The FMS-TOC Folder. The FMS-TOC folder contains USAF TO data commonly referred to as Part 2 data. It contains the same information as is provided in the TO catalog files described in paragraph 11.5.1.1.

## 11.6 ACCESSING TO INDEX INFORMATION FROM THE ACCESS DB FOLDER.

To access index information from the Access Data Base, load the CD-ROM into the CD-ROM drive. Using the Windows Explorer, display the files on the CD-ROM. Double-click on the Access DB folder. When the folder opens, it will display the four files listed in paragraph 11.4.2 above. Double-click on the folder for the subject information you wish to view. A warning from the Microsoft Access may display telling you that the files are about to access are “Read Only” and cannot be updated. Click “OK”. A second screen will display. Double-click on the icon displayed to access the data. If no files display in the folder, click on the “Tables” option to display the icon. Use of files within Access requires some knowledge of MS Access operation and SQL query language in order to use the search and data-mining capabilities of MS Access. Refer to MS Access documentation for further instructions for retrieving data from these files.

11.6.1 Accessing TO Indexing Information from the New, Updated, Inactivated Folder. To access information from the New, Updated, Inactivated folder, double-click on the folder icon. When the file opens, many Adobe Acrobat icons will display. Each icon will have the letters “CHG” with numbers beside it. The number after the “CHG” designator is the TO series. These files list, by TO series, new TO indexing actions. All files are opened by double-clicking on the file icon. A search for a particular TO number is done by using the scroll bar to scroll the file until the number is visually displayed or by selecting the Search option from the Tool Bar and entering a TO number in the search box.

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

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

11.7.2 The forms to request a Username and password are available at the website as a selection in the *AFSAC On-Line Links* menu. To request access, the user selects “Obtain Password” from the menu and then selects the appropriate Foreign National application (CONUS or Non-CONUS). Information is then entered into the System Authorization Access Request (Part 1) and the Statement of Accountability (SAAR) and is forwarded for approval/disapproval. CONUS users forward the completed form the FLO Coordinator. Non-CONUS send the completed form to the country Embassy in Washington DC, USA. Notification of approval or disapproval will be made by e-mail. Notification of approval will be sent by two separate e-mails; one with the UserID and separate one with a temporary password.

### NOTE

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

## TO 00-5-19

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

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

- a. Section 1 is the SEARCH TO CATALOG function.
- b. Section 2 is the SEARCH CHANGES TO TECH ORDER STATUS function
- c. Section 3 is the function which allows the submittal of AFTO FORM 187 transactions to the Security Assistance Technical Order System (SATODS) and
- d. Section 4 function is the MY TO FUNCTION which allows users to receive electronic-mail notification on specific TOs.

11.7.4.1 SEARCH TO CATALOG FUNCTION. This function is comparable to Part II of the legacy TO index. Users can search for any active TO which includes USAF TOs, M-Symbol TOs and CSTOs. Only CSTO numbers corresponding to CSTOs which have been developed for the specific country accessing the TO catalog will be returned from their query.

- Clicking on the SEARCH TO CATALOG phrase will display a search screen. Use this screen to enter the technical order number to be searched. Entering a partial TO number will result in a search for all TO numbers beginning with that partial number.
- The search can be refined by entering:
  - (a) TO date
  - (b) Publication Kind
  - (c) and/or TO Type

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

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

The TO may be ordered or selected for inclusion in the MY TO FUNCTION from this screen.

11.7.4.2 SEARCH CHANGES IN TO STATUS. This function is comparable to Part I of the legacy TO index. Users can search for status changes in USAF TOs, M-symbol TOs and CSTOs. Only CSTO numbers corresponding to CSTOs which have been developed for the specific country accessing the TO catalog will be returned from their query.

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

11.7.4.2.1 A SEARCH CAN BE PERFORMED BY TRANSACTION TYPE.

- Clicking on the TRANSACTION TYPE scroll button will display a list of the specific actions which can be queried. Only one action can be selected per search.
- Select the ALL TO TRANSACTION entry will return all actions between the designated beginning date and ending date for the requested TO number(s).

11.7.4.3 AFTO FORM 187. This function allows users to select TO numbers from the TO catalog and have them automatically inserted into the Technical Order Number field of the AFTO Form 187 screen. There is no practical limit to the

number of TOs which can be selected into the screen. Each selection order of a required TO number for the SEARCH TO CATALOG screen will cause the AFTO Form 187 screen to be displayed.

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

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

11.7.4.3.1 The user may input TO numbers directly into the screen without selecting them from TO Catalog. Once all TO numbers have been entered into the AFTO Form 187 screen, the user clicks the REVIEW ORDER button. This will return a screen titled AFTO FORM 187 CURRENT ORDER LIST which allows the user to confirm the ordered TOs. The screen gives the user the options of editing or deleting any of the requested TOs.

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

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

- Clicking on this button will display a screen which allows the entry of additional TO numbers. A SEARCH button in the TECHNICAL ORDER NUMBER box allows the user to search for the TO number in the TO catalog to verify its validity.
- Clicking on the REVIEW PROFILE button will return the user to the MY TO PROFILE LIST screen. If the user is satisfied with the TO numbers listed on the profile, they can click on the SAVE to PROFILE button to save the list.
  - (a) If the user desires to remove a TO from the profile list, they can click on the DELETE button to remove the TO number. A pop-up window will appear asking the user to verify the removal action.

## TO 00-5-19

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

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

11.7.4.5 ADDITIONAL FEATURES OF THE AFSAC TO CATALOG WEB PAGE. The TO catalog web page has additional features which are useful to the user.

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

## 11.8 THE M-SYMBOL AND CSTO INDEXES.

11.8.1 The M-Symbol Index. The M-Symbol index, TO 0-1-71, is published on paper by the SATOP office and distributed twice a year. It is a list of all TOs that have been rescinded for USAF use but retained to support Security Assistance customers. Users must establish an ID requirement to receive this index.

11.8.2 The CSTO Index. The CSTO indexes are published on paper by the SATOP office. They list country-unique CSTOs developed to support equipment belonging to a specific country or countries. A CSTO index is identified and preceded by the country's two-letter designator (e.g., BN0-1-71) and is released only to the country to which the index applies.

### NOTE

A SAP customer's CSTO index \_\_\_0-1-71 will not include TOs that are prepared, provided, and assigned TO numbers by a contractor as a result of a direct sale agreement between the contractor and the SAP customer.

## 11.9 INDEX CONTENT.

11.9.1 Part I lists TOs that have been published, updated, or inactivated since the previous index was issued. It lists published TOs and TCTOs, unpublished TOs, and new TCTO series headers. Unpublished TCTOs are not listed. A TO index includes the following elements:

### 11.9.1.1 TO Text Heading/TCTO Series Header.

11.9.1.1.1 The TO text heading is the title of a TO series.

11.9.1.1.2 A TCTO series header is identified by the symbol "S" preceding the TCTO series number. An ID requirement for a TCTO is established against the TCTO series header. ID cannot be established for an individual TCTO.

11.9.1.2 TO Symbols. Applicable symbols appear before a TO number and convey special information about the TO, TCTO, or TCTO series. They are explained in [Table 11-1](#) and in the preface of TO 0-1-01.

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

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

11.9.1.4.1 A TCTO series will be assigned multiple proposed classifications when it is expected that individual TCTOs in that series will require different levels of classification. A customer must submit a separate requirement for each classification that is needed. When a proposed classification is removed for a TCTO series, that action will appear as a "delete" entry in part I.

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

11.9.1.4.3 A classification or proposed classification code will not appear for an individual TCTO or an E-symbol TO. However, if the actual classification is CONFIDENTIAL or SECRET, this word will appear as the first word of the title line.

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

#### NOTE

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

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

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

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

11.9.1.6 Date. For a published TO, the basic date or the words NOT DATED are shown. The date and number of the latest change is shown under the basic date. For an unpublished TO, no date is given.

#### NOTE

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

11.9.1.7 TO Manager Symbol or Managing ALC Code. The symbol of the USAF Activity that has management responsibility for the USAF TO or CSTO. This activity also has SSI responsibility for a USAF TO.

11.9.1.8 SSI Symbol (CSTOs Only). The symbol of the contractor responsible for CSTO maintenance and the SSI function. The SSI codes are identified in the preface of the index.

11.9.2 Part II lists all active TOs (both new and prior entries) and contains the same elements as part I. Part II is used to check the status of an individual TO and to identify all TOs applicable to specific equipment. (Another source for such a determination is the list of applicable publications (LOAP).

#### 11.10 TERMS.

11.10.1 Cancel. To remove an unpublished TO from a TO index because the TO will not be published.

11.10.2 Reclassify. To change the security classification or proposed classification of a TO.

11.10.3 Renumber. To change the number of a TO.

11.10.4 Replace. To supersede a TO with another, different TO (or several TOs).

11.10.5 Rescind. To withdraw a TO from use.

11.10.6 M-Symbol TO. A TO rescinded for USAF use but retained for SAP support. These TOs are listed in TO 0-1-71.

**11.11 INDEX ENTRIES.**

11.11.1 A TO (but not a TCTO) is entered into a TO index when the TO number is assigned. It will appear without a publication date until it is formally published. Listing a TO in an index before it is published enables a TODO to submit an ID requirement and receive the TO as soon as it is printed.

11.11.2 A TO update (change, revision, supplement, or TOPS) or a TCTO is entered into a TO index when the update or TCTO is published and distributed. An interim TO supplement RAC is entered into a TO index when the message is received by OC-ALC/ENGLA. An interim CSTO supplement is entered into a CSTO index when the message is received by the SATOP Office.

11.11.3 A TCTO series header for an aircraft, missile, or engine category is entered into a TO index when a TO series is established. For other categories, a new TCTO series header is entered into the index when the first TCTO is in preparation. A TCTO series header is deleted from an index when the series has no active TCTO and none has been published for three years or when the entire series is deleted.

**11.12 PROCESSING.**

11.12.1 Part I of each TO index should be reviewed on receipt to ensure TO files are current and complete (see paragraph 12.32 and Table 12-1). Action should be taken immediately to obtain a missing TO, revision, supplement RAC, TOPS, or change (see paragraph 14.9).

11.12.2 Part I of a superseded index may be retained in a separate history file for reference on cancelled, replaced, or rescinded TOs.

Table 11-1. Technical Order Index Categories

Technical orders beginning with -	Are found in TO Index -	Technical orders beginning with -	Are found in TO Index -
0	0-1-01	31W	0-1-31-6
00	0-1-02	31X	0-1-31-7
1	0-1-1-1	31Z	0-1-31-8
1B	0-1-1-2	32	0-1-32-1
1C, 1E	0-1-1-3	33, 33A	0-1-33-1
1F	0-1-1-4	33B, 33C, 33D through 33D4	0-1-33-2
1A, 1G, 1H, 1L, 1T, 1U	0-1-1-5	33D5 through 33D7	0-1-33-3
2	0-1-2	33D9	0-1-33-4
3	0-1-3	33D10 through 33D13, 33DA	0-1-33-5
4	0-1-4	33K	0-1-33-6
5	0-1-5	34	0-1-34
6	0-1-6	35	0-1-35
7	0-1-7	36	0-1-36
8	0-1-8	37	0-1-37
9	0-1-9	38	0-1-38
10	0-1-10	39	0-1-39
11	0-1-11	40	0-1-40
12	0-1-12	41	0-1-41
13	0-1-13	42	0-1-42
14	0-1-14	43	0-1-43
15	0-1-15	44	0-1-44
16	0-1-16	45	0-1-45
21	0-1-21	46	0-1-46
22	0-1-22	47	0-1-47
31	0-1-31-1	49	0-1-49
31M	0-1-31-2	50	0-1-50
31P	0-1-31-3	51	0-1-51
31R	0-1-31-4		
31S	0-1-31-5		

Table 11-2. Index Symbols

Symbol	Meaning	Special Actions
D	Depot-level maintenance	Usually required only if depot-level maintenance is performed in country.
E	Limited distribution	Has special ordering procedures (see paragraph 13.7); submit justification with request.
H	Limited distribution	Provide justification only if it is requested by the TO Manager.
S	TCTO series header	If TCTOs in the series are required, submit ID requirement against the series header and prepare a management record card.
• (Black dot)	Automatic rescission of TCTO scheduled within 150 days	If TCTO and related kits will be required longer than 150 days, notify the TO Manager or SPO. (When TCTO is rescinded, kits are no longer available.)
*	The listing is: a. a new basic TO (but not a new TCTO). b. a new TCTO series. c. a reclassified TO.	Review to determine whether ID requirement should be submitted.
**	1. There has been a change to a previously published listing: a. to the title of an unpublished TO. b. to an ALC code. c. to an automatic rescission date. 2. An application has been added or deleted. 3. A special note or symbol has been added or deleted. 4. A TO has been renumbered.	Review to determine whether: a. ID requirement should be submitted. b. previously submitted ID requirement should be changed because of the listing change.
***	1. A previously unpublished TO is now published. 2. A new supplement or TCTO 3. A new date for a revised TO 4. A new change, RAC or TOPS	Review to determine whether the TO title has been changed and, if so, whether the ID requirement should be changed.

## CHAPTER 12

# TECHNICAL ORDER DISTRIBUTION OFFICE CODES, FILES, AND REQUIREMENTS

### 12.1 GENERAL.

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

### 12.2 TODO CODES.

The SATOP Office assigns a TODO code/TM account to an activity for establishing requirements for, and controlling the distribution of, TOs and CSTOs. The TODO acts as single-point manager of the TO files and records and is responsible for redistributing the TOs to the using activities. TODO personnel should have a working knowledge of USAF TO policy and procedures and should act as advisors to the user subaccounts assigned under the TODO. The TODO should train subaccount personnel and conduct annual inventories of the subaccounts.

### 12.3 TODO CODE ASSIGNMENT.

A TODO code/TM account is assigned on receipt of an implementing project directive and a letter of offer and acceptance (LOA) from the AFSAC. The authorized MAPAD addresses for delivery of classified and unclassified TOs are provided by the LOA. A change of address to an established TODO code/TM account is directed by a MAPAD change from the AFSAC.

#### NOTE

SAP customers should not use AFTO Form 43, REQUEST FOR USAF TECHNICAL ORDER DISTRIBUTION CODE ASSIGNMENT OR CHANGE, to request a TODO code/TM account assignment.

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

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

### 12.5 TODO ACTION ON CODE ASSIGNMENT AND MAINTENANCE.

On receipt of a notice of TODO code/TM account assignment and an initial TO kit, the TODO submits, by letter, the name and signature sample of each person authorized to sign AFTO Forms 187, TO Publications Request. A TODO must keep this information current by providing signature samples of new personnel and indicating personnel whose authorization has been rescinded.

### 12.6 TECHNICAL ORDER FILES.

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

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

12.6.2 An established TO file will be maintained as outlined in this chapter. The activity maintaining the TO file is responsible for ensuring proper file maintenance, inventory, and routine and annual checks. TO management record cards

(such as AFTO Form 110, Technical Order Distribution Record) will be located in each TODO and subaccount to provide a record of TO file contents, to document the status of requirements and distribution actions, and to facilitate TO file checks.

## **12.7 TYPES OF AUTHORIZED FILES.**

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

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

**12.7.1.1** The operations file will usually contain one copy of each required TO, but it may contain additional copies when these are needed to support separate, simultaneous maintenance actions. Additional copies are authorized only when their availability is considered mission essential. Each additional copy will be maintained in a separate binder, and the label (AFTO Form 32, TECHNICAL ORDER BINDER LABEL, or the equivalent) will indicate the copy sequence and the total number of copies in the file (for example, 1 of 2, 2 of 2). The management record card will reflect the number of copies maintained in the file.

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

**12.7.2 Emergency Operating Instructions File.** This file contains aircraft emergency operating instructions and is maintained in the control tower, base operations office, or command post at an air base. As a minimum, the file will contain the Emergency Procedures Section of each -1 flight manual; the title and list of effective pages of each of these manuals; and safety supplements and other supplements applicable to each Emergency Procedures Section. The remaining portion of each manual not maintained in the file will be indicated on the manual's list of effective pages and will be destroyed according to applicable directives. A special notice authorizing declassification of the Emergency Procedures Section when it is withdrawn from a classified -1 flight manual is sometimes printed on the title page of the manual. In the absence of this notice, the Emergency Procedures Section must retain the classification of the manual and be safeguarded, but in-the-clear radio transmission of instructions is authorized in an emergency.

### **NOTE**

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

**12.7.3 Aircraft File.** The following criteria will determine whether specific technical publications will be retained in the aircraft:

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

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

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

**12.7.3.4** Provisions of North Atlantic Treaty Organization Standardizations Agreements (NATO STANAGs) 3462 and 3767, Central Treaty Organization (CENTO) STANAGs 3462 and 3767, and Air Standardization Coordinating Committee (ASCC) AIR STD 44/16D require that applicable -1, -5, and -9 TOs and the Aircraft Weight and Balance Handbook, shall be carried on cargo-type aircraft to facilitate loading operations during international combined operations involving NATO, CENTO, or ASCC nations. Changes or deviations from this requirement will not be made without prior authorization.

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

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

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

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

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

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

12.7.7.3 An extra copies file is subject to inspection.

12.7.8 Rescinded Copies File. A country may maintain a file of rescinded TOs when these are needed for special programs and projects. When the TO rescission notice appears in Part I of the TO index, the copy to be retained will be placed in a separate file. The TO's binder or label and title page will be marked RESCINDED.

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

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

## 12.8 TECHNICAL ORDERS ASSIGNED TO INDIVIDUALS.

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

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

12.8.2 Any TO required for an authorized special project.

## 12.9 LOCATION AND USE OF FILES.

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

## 12.10 USE OF BINDERS.

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

## TO 00-5-19

12.10.1 Standard-size TOs (8 1/2 by 11 inches) are usually filed in binders that have stiff covers and screwposts. TOs are placed in binders, and binders are filed, in alphanumeric sequence.

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

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

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

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

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

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

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

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

12.10.2.5 Binders for job guides (flexible binder for up to 300 sheets: 4x8-inch sheets).

12.10.3 For identification purposes, all standard three-, six-, and nine-ring binders will use labels attached to the bound side of the binder. Nonstandard binders without bound edges will use labels on the front cover. The AFTO Form 32 is available through normal supply channels and may be used to label standard binders. Nonstandard binders may use other methods of labeling (for example, embossed, gummed labels or writing directly on the binder cover). Information on the labels may be printed or typed.

12.10.4 For binders placed in a file, the label will contain the following information (see [Figure 12-1](#)):

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

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

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

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

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

## 12.11 FILING TECHNICAL ORDERS.

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

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

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

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

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

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

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

## 12.12 TECHNICAL ORDERS WITH EFFECTIVE DATES.

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

## 12.13 INTERIM TECHNICAL ORDERS.

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

## 12.14 REVISIONS.

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

12.14.1 Before filing, the List of Effective Pages is page checked to insure revision is correct and complete. The title page, including the "replacement note" will be checked against the title page of the replaced TO.

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

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

## 12.15 CHANGES.

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

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

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

12.15.2 Changes received for basic TOs not in file will be filed intact in reverse numerical sequence. The latest title page will be annotated to indicate that the basic TO is missing. Records will be checked to ensure that initial distribution

## TO 00-5-19

requirements for missing TOs have been established and that missing TOs have been requisitioned. If a change is missing, the change on hand will be filed intact immediately behind the basic TO and any supplements that may be filed with the basic. The TO title page and the title page of the change filed intact behind the TO will be annotated to reflect the missing change. The missing change (reference paragraph 14.3.2) or complete basic TO, as appropriate, will be requisitioned and records checked to ensure that ID requirements have been established. The out-of-sequence change will be retained intact pending receipt of the missing change; then all changes will be filed beginning with earliest, lowest number change.

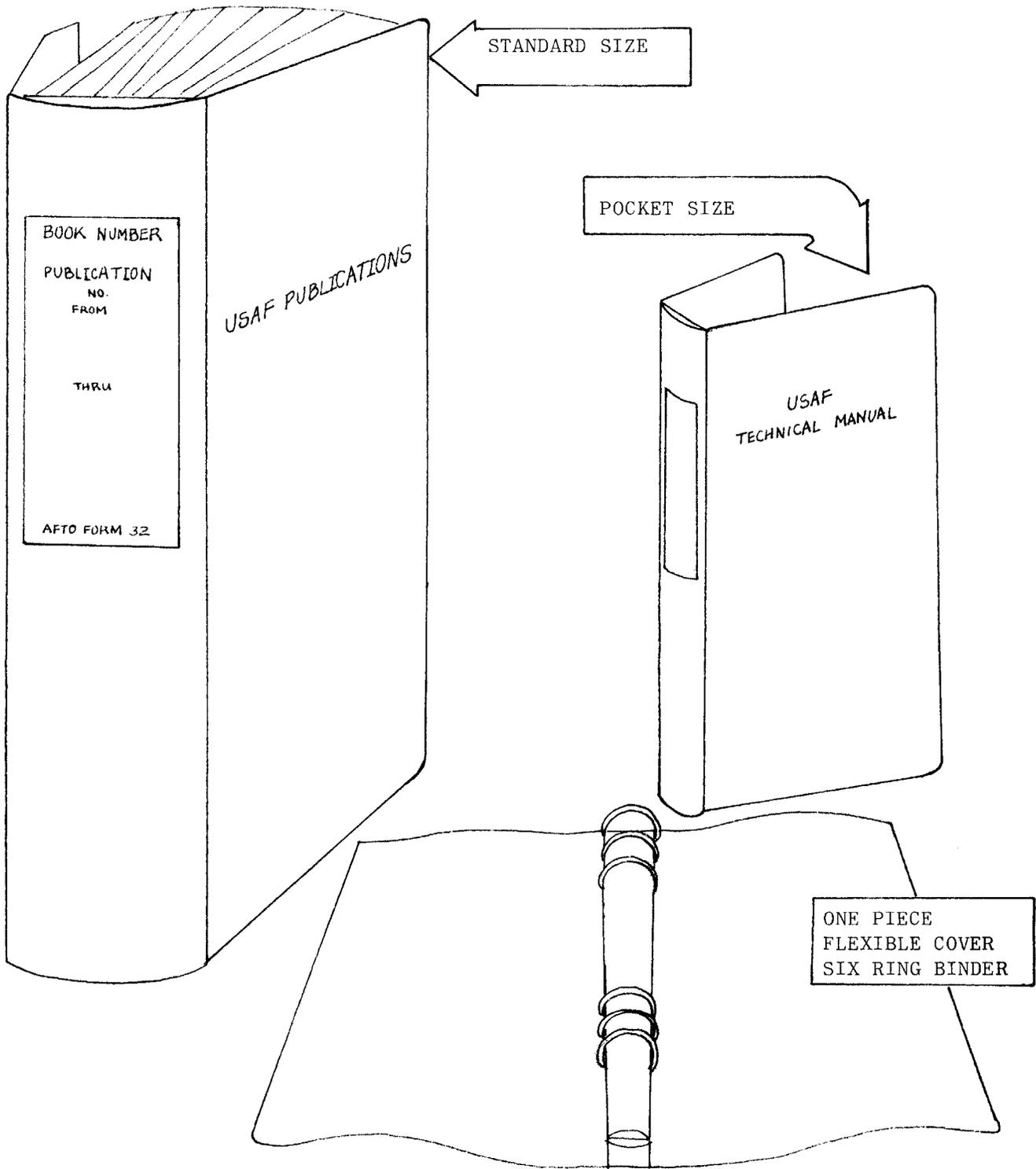
12.15.3 When a page is listed on the List of Effective Pages as a changed page, but the change date or change number (whichever is applicable) has been omitted from the page itself, it is the responsibility of the TCM, through the TO manager to be contacted by letter or message and a clarification is requested. See paragraph 7.6 for TO Manager address.

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

12.15.5 When the List of Effective Pages reflects a changed page, and this page is not included in the change, the List of Effective Pages will be marked "page not received with change." Existing page will also be marked. The ALC TO manager should be contacted by letter or message concerning missing pages. See paragraph 7.6 for the TO manager address.

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

12.15.7 If the basic date on a changed title page does not agree with the basic in the file, the TO index will be checked to determine the correct basic date and action taken to obtain the correct TO, or to correct the discrepancy. Discrepancies will be annotated on the title and/or List of Effective Pages of the TO and will be reported to the appropriate TO manager by letter, message or telephone. (See paragraph 7.6 for TO manager addresses.)



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Figure 12-1. Types of Technical Order Binders

## TO 00-5-19

### 12.16 SUPPLEMENTS.

12.16.1 Supplements are part of the basic publication and will be maintained in all files where the basic is required. EXCEPTION: When a supplement is assigned a security classification other than the classification assigned to the basic TO it may be filed separately according to its classification. See [Figure 12-6](#).

12.16.2 Reference to supplements will be made on the cover page of the basic manual. Reference to TCTO supplements will be made on the first page of the basic TCTO. EXCEPTION: Supplements to aircraft flight manuals need not be referenced on the cover page. Flight manuals and supplements contain a status page which lists all outstanding supplements as of the publication date.

12.16.3 Annotating items in the basic affected by the supplement is the option of the using command regardless of title page notes. EXCEPTION: Annotating items in Flight Manual TOs is mandatory.

12.16.4 Supplements will be filed in the following manner:

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

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

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

12.16.4.4 Other supplements, including Army and Navy changes and USAF supplements to bound manuals, will be filed in alphameric sequence immediately following the basic publication. Temporary pages to Flight Manual Program publication checklists received with a formal supplement to the Flight Manual will be filed in accordance with the instructions provided in the supplement. Receipt of these temporary pages will not be recorded on AFTO Form 110.

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

### 12.17 TECHNICAL ORDER PAGE SUPPLEMENTS.

The instructions for filing the pages of a TOPS are as follows:

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

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

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

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

#### **NOTE**

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

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

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

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

12.17.4.2 The TOPS number is deleted from the TO index.

#### 12.18 APPENDICES.

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

#### 12.19 DEPARTMENT OF THE ARMY PUBLICATIONS.

Department of the Army publications applicable to the country air force may be placed together with or separate from the TO file in numerical order. A cross-reference sheet should be placed in the TO binder for each publication filed separately.

12.19.1 Department of the Army changes to unbound publications will be filed in a manner similar to USAF TO changes. The replaced pages will be removed and the replacement pages will be inserted as directed by the cover sheet. The cover sheet will be filed immediately following the title page and will act as a partial List of Effective Pages.

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

#### 12.20 PACKUP DATA.

Copies of publications (interim, preliminary, formal or commercial) may be packed with equipment. After review for currency and completeness, one copy of each publication will be placed in the appropriate file if not already in the file. ID requirements must be established or adjusted to keep all copies of these TOs current. Additional copies of other than commercial manuals may be placed in the extra copies file, or used as work copies.

#### 12.21 MISCELLANEOUS PUBLICATIONS.

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

#### 12.22 COMMERCIAL PUBLICATIONS.

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

#### 12.23 PRELIMINARY TECHNICAL ORDERS.

Preliminary TOs will be filed with formal fully verified TOs.

#### 12.24 INDEX SHEETS.

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

#### 12.25 TECHNICAL ORDER CHANGE NOTICES.

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

## TO 00-5-19

### 12.26 RENUMBERED TECHNICAL ORDERS.

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

### 12.27 AFTO FORMS 110.

Effective TO management and control can best be achieved through maintaining a TO management record card for every TO ordered or in file. The purpose of such management cards is to have easily and quickly available for each TO all information about current dates and updates, ordering, status, management actions and distribution. The management record card available for SAP use is AFTO Form 110, Technical Order Distribution Record. The principles outlined for maintaining AFTO Form 110 cards are applicable to whatever management record card is used.

12.27.1 AFTO Forms 110 are used to maintain a record of TOs required, received, kept or redistributed when the activity manages one or more TO files.

12.27.2 AFTO Forms 110 are used to perform file maintenance, inventory and required changes of the TO file.

12.27.3 AFTO Form 110 is printed on both sides (see [Figure 12-2](#) and [Figure 12-3](#)) and is designed for filing in a three-ring looseleaf binder. The method of filing allows for easy use, insertion of new cards, and transportation to subaccounts for inventory, and for easy movement to area where microfiche reader is located for index checks.

12.27.4 AFTO Forms 110 are filed by TO number in alphameric or TO index sequence. This method of filing allows for easy use, insertion of new cards and transportation to subaccounts for inventory. Prepare separate AFTO Forms 110 for each TO, each TCTO series listing and each classification/proposed classification for which ID or requisition requirements are submitted, and for TOs on hand by the activity maintaining the AFTO Form 110 file. The TCTO series listing cards are maintained for TCTOs. As a country option, a separate AFTO Form 110 may be prepared for each TCTO required. Those TCTOs not required will be listed on Part III of the TCTO series card with an NR (not required) in block 5. This option also may be applied to flight safety supplements or flight operational supplements. They may be recorded on an individual AFTO Form 110.

12.27.5 The card is divided into four parts for maintenance of TO requirements and distribution records as described below:

12.27.5.1 Part I is used to maintain a record of requirements and status for the master library and each subaccount.

12.27.5.2 Part II is used to maintain a record of initial/follow-on distribution requirements submitted. The number of the account and the increases or decreases which cause changes in total requirements are recorded in Part II.

12.27.5.3 Part III is used to record the current dates of the basic TO and all published updates (changes, supplements, RAC, and TOPS) when index check of each index received is performed. (See paragraph [12.32](#).) Receipt and redistribution information for technical orders received on initial/automatic follow-on distribution is also recorded in Part III.

12.27.5.4 Part IV is used to record requisition actions and receipt of TOs as a result of those actions. The number of the account and the increase or decrease in requirement that caused requisition action is also recorded in Part IV.

12.27.5.5 To provide for updating entries, all entries on the form should be made by pencil.

### 12.28 COMPLETION OF AFTO FORMS 110.

#### 12.28.1 Part I.

Block 1 - Enter the applicable basic TO number, series number or basic TO index number.

Block 2 - Enter the classification/proposed classification for the listing of the number as shown in the TO index. Leave blank if Unclassified; "C" - Confidential; "S" -Secret.

Block 3 - Enter the Total Initial Distribution Quantity.

Block 4 - Enter only appropriate remarks as indicated in these instructions. (Reference paragraph 12.28.7, paragraph 12.28.9, and paragraph 12.28.10.)

Line A - Assign these numbers to identify the master library and subaccounts.

#### NOTE

TODOs making redistribution will maintain current organization identification and location data for the receiving subaccounts.

Line B - For each account/subaccount number assigned in Line A, enter the quantity required by that subaccount. In Total block, enter total quantity entered on Line B.

Line C - For each account/subaccount number assigned in Line A, enter the quantity of this TO that is current and on hand. Any increment of the current TO satisfies the requirement for an entry on this line. An increment is defined as anything less than an entire TO. An entire TO includes the basic or revision with all current changes, supplements, and pages.

Line D - For each account/subaccount number assigned in Line A, enter a minus (-) only when the TO on hand, as indicated in Line C, has an increment missing. No entry will be required in Line D when an entire TO (all increments) is missing, since the numerical difference between Lines B and C will identify the shortage.

#### NOTE

When a minus is indicated here, the specific revision, change, supplement, etc., must be indicated in Part III as shortage on ID received, and/or in Part IV as a requisition submitted for the account. When the revision, change, supplement, etc., is received, the minus will be erased to show the TO is complete and current. **DO NOT ENTER QUANTITIES IN THIS BLOCK.**

#### 12.28.2 Part II, ID Quantities Submitted.

Block 1 - Enter Request Number (such as from AFTO Form 187).

Block 2 - Enter Date Request Submitted.

Block 3 - Enter Total ID Quantity Submitted (from AFTO Form 110, Part 1, Block 3, as shown on request submitted on AFTO Form 187, Part 1, columns 43-46).

Block 4 - Enter account affected and change in requirement that caused the adjustment as follows:

EXAMPLE (1) Account 02 was on ID for 15, now wants 20.

SHOW:           02  
                  +5

EXAMPLE (2) Account 04 was on ID for 16, now reduced to 7.

SHOW:           04  
                  -9

EXAMPLE (3) Account 07 was not on ID for TO, now wants 8.

SHOW:           07  
                  +8

#### NOTE

When more than one line is required to list all accounts increasing or decreasing ID quantities, use the next line and place ditto marks in Block 1, 2, and 3.

**TO 00-5-19**

Block 5 - Enter the Notice Code from AFTO Forms 215 notification received in response to ID requirements with appropriate subsequent action taken indicated thereon.







**TO 00-5-19**

12.28.3 Part III, ID Record.

Block 1 - Enter the basic TO number on the first line but do not repeat it on subsequent lines. If the TO received has changes with it, enter on the next line "CHG" and the latest change number. Enter all current supplements, RAC and TOPS received with a TO. When a supplement is received, enter the supplement suffix (for example C, S-1, SS-2TP-1). When a change is received, enter "CHG" followed by the change number. When a revision is received, enter "REV."

Block 2 - Enter date of the TO increment.

Block 3 - For classified TOs, enter the basic TO classification on the first line. Enter TO classification on subsequent lines only if different from the basic TO classification.

Block 4 - Enter the quantity received.

**NOTE**

When the number of TOs received is lower than the quantity indicated on the ID label, it is the responsibility of the Distribution Manager, through the TO manager to report shortage of TOs (see paragraph 15.5).

Block 5 - Enter the date distributed to accounts.

Block 6 - Enter the account number and quantity as follows when an account is shorted in ID.

Example: TODO is on ID for 10 copies of the TO; seven copies were received. Subaccount 04 has a requirement for three copies but is issued only two copies; subaccount 06 has a requirement for five copies but is issued only three copies, subaccount 05 and the TODO each have a requirement for one copy and are issued one copy.

SHOW:	04	06
	1	2

Block 7 - Enter total quantity short.

Block 8 - Enter the date the shortage is received.

**NOTE**

In Part I, raise quantity on hand line C as appropriate to account, and erase minus sign line D when all shortage, including requisitioned increments have been received by the account. In Part III, appropriate entries in Blocks 1 thru 8 (except the basic TO number) will be lined out as applicable data is rescinded or replaced. Changes will be lined out on receipt of a basic TO revision replacing them. Supplements shall be lined out when replaced by a change or revision to the basic or another supplement. TOPS shall be lined out when replaced by a new cumulative TOPS, TO change or revision. RACs shall be lined out when replaced by a new cumulative RAC, TO change or revision.

12.28.4 Part IV, Requisition Distribution Record.

Block 1 - DO NOT enter TO number. When a supplement is requisitioned, enter the supplement suffix (for example C, S-1, SS-2TP-1). When a change is requisitioned, enter "CHG" followed by the change number (example: CHG 6). When a new or revised basic TO is requisitioned, enter only the word BASIC. The date may be entered if desired for control purposes.

Block 2 - Enter date of requisition.

Block 3 - Enter the AFTO Form 187 request number. If a follow-up is initiated on the request enter "F" before the request number.

Block 4 - Enter the total quantity requisitioned (from request submitted on AFTO Form 187, Part 1, columns 47-50).

Block 5 - Enter the account number affected and the quantity for the account as follows:

EXAMPLE: TODO requisitions a total of seven TOs. One copy is for the TODO Account 01, four copies are for subaccount 26, and two copies are for subaccount 29.

SHOW:	01	26	29
	1	4	2

**NOTE**

When more than one line is required, to list all accounts with the same TO supplement or change on order with the same requisition number, use the next line and place ditto marks in Blocks 1, 2, 3, and 4.

Block 6 - Enter date TO is received.

Block 7 - Enter quantity received.

**NOTE**

Update Part I entries (on account line C and D) when applicable to complete sets maintained by the account. When a requisition is cancelled, in Part IV enter the date of cancellation in Block 6 and "C" in block 7.

Block 8 - Enter the Notice Code from the AFTO Forms 215 received as a result of requisition requests. This will indicate an AFTO Form 215 is in file with annotation of subsequent action. When a partial shipment is received enter backordered coding from AFTO Form 221, ADP Requisition for AFTO/CPIN. When TO transaction has been completed, remove coding.

**NOTE**

Neither the requirements for ID quantities nor the receipts from ID (i.e., shipments received with AFTO Form 273, Technical Order/CPIN Initial Distribution (For Unclassified TO/ CPINs), or AFTO Form 274, Initial Distribution Label (For Classified TO Distr), are recorded in Part IV. Requirements are recorded in Part II and receipts from ID are recorded in Part III. Receipt of a requisitioned TO with an increment missing should be documented just as if the complete TO had been received. A requisition for the missing increment should then be established on the next line using the date of the original requisition in Block 2, the request number of the original requisition in Block 3 and the backorder code from the AFTO Form 215, Notification, in Block 8.

12.28.5 On new TOs the (first time) initial submittal of ID quantities for accounts, ID quantities and actions are shown in the "B" line of Part I and therefore need not be shown (the first time) in Block 4, Part II. Subsequent changes to ID, however, by accounts actions must be properly recorded in Part I and Part II. In such instances, Part I is to show the latest ID requirement of the account and Part II the requirement changes by accounts.

12.28.6 When changes in an account's ID requirements result in a change and transfer of TOs in the same quantity between accounts, but no change in the total ID requirement on the AFTO Form 110 of the TODO or subaccount the account actions should be recorded in Part II (as shown in Example) for record purposes. "N/A" indicates request number is not applicable in this case and "N/C" indicates no change in ID quantities. This is in addition to changing Blocks "B" and "C" of Part I as appropriate.

EXAMPLE

TODO transfers five TOs from account 21 to account 07, and 3 TOs from account 31 to account 28. There is no change in the total requirement for the TODO. Show:

PART II	REQ. NO.	DATE	ID QTY	AFFECTED	ACCT
------------	-------------	------	-----------	----------	------

**TO 00-5-19**

N/A	15 June 84	N/C	07	21
			+5	-5

**ACTION TAKEN:**

28	31
+3	-3

**NOTE**

Transfer of TOs from accounts to other accounts may also affect transactions in parts III and IV such as shortage of ID or requisitions still in process (not yet received). Change the account number and make adjustments accordingly.

12.28.7 When an AFTO Form 110, Parts III or IV are filled and Part II is not filled, use of the AFTO Form 110A or 110B is appropriate. The AFTO Form 110A is a continuation of the Part III of the AFTO Form 110. The AFTO Form 110B is a continuation of the part IV of the AFTO Form 110 (Figure 12-4). These forms are to be used strictly as a continuation of the AFTO Form 110, Parts III and IV. The instructions pertaining to those parts will be used in filling out this form (paragraph 12.28.3 and paragraph 12.28.4). The word “continued” abbreviated (cont) will be written on the top or bottom margin of the old AFTO Form 110 and the AFTO Form 110A or 110B will be either stapled to it or filed behind it.

12.28.8 When Part II of the AFTO Form 110 is filled, use of a new AFTO Form 110 is appropriate. The word “continued” - abbreviated (cont) - will be written on the top or bottom margin of the old AFTO Form 110 and the new AFTO Form 110 will be either stapled to it or filed behind it. The following information will be transcribed to the new form if old form is going to be destroyed:

12.28.8.1 All of Part I.

12.28.8.2 The last revision of requirements (blocks 1-5) in Part II.

12.28.8.3 The latest change and any other information in Blocks 1-8 which were not lined through on Part III of the old form.

12.28.8.4 All information in blocks 1-8 for entries which have requisitions outstanding in Part IV of the old form.

12.28.9 A filled AFTO Form 110, 110A, or 110B may be destroyed after all pertinent information has been transcribed on a new form or after all information on the old form has been superseded.

12.28.10 There may be a need to make other entries on the AFTO Forms 110 which cannot be standardized with the form being used for distribution purposes and/or maintaining file documentation. Other nonmandatory entries (for example: an activity indicated in storage and issue column of the TO indexes, CTOCU control, and so forth) may be made in the Part I, Block 4 “Remarks” of AFTO Form 110 or elsewhere on AFTO Form 110 providing they do not interfere with mandatory entries.

12.28.11 When card is for a preliminary TO, the word PRELIMINARY will be entered above the TO number. When a preliminary TO is converted to formal status, the PRELIMINARY will be lined out. The AFTO Forms 110 for preliminary TOs will be filed with the forms for formal fully verified TOs.

12.28.12 When a TO has not yet been published, the letters “NP” (not published) may be entered in Part I, Block 4 “Remarks” and will be lined out when the TO is received.

12.28.13 AFTO Forms 110 maintained for locally prepared workcards and checklists may be interfiled with AFTO Forms 110 for their source TOs or may be maintained in a separate file.

12.28.14 AFTO Forms 110 will be used for records of individual maintenance work packages. The general procedures for AFTO Forms 110 will be followed as they are applicable. The following special procedures will also be used for work packages:

12.28.14.1 TODO AFTO Form 110 File - Part I, Block 1 and Part III, Block 1 - Enter “WP” or “SWP” and the work package number or subordinate work package number above the TO number.

12.28.14.2 Subaccount AFTO Form 110 file.

12.28.14.2.1 In upper right corner of Part I, enter subaccount and an organization name of office.

12.28.14.2.2 Part I, Block 1 and Part III, Block 1 - enter “WP” or “SWP” and the work package number or subordinate work package number above the TO number.

12.28.14.2.3 The numbers in Line A will be used or they will be changed to other designators to identify the various maintenance work stations served by the subaccount.

## 12.29 MAINTENANCE OF AFTO FORMS 110.

12.29.1 When TO indexes are not in a TO file, the AFTO Forms 110 may be checked against the master set of TO indexes maintained in the TODO or subaccount organization. The servicing TODO will furnish copies of TO indexes or notify subaccounts as TO indexes are received so their record checks may be accomplished and requirements for TOs submitted.

12.29.2 Use of the AFTO Forms 110 Record File insures:

12.29.2.1 Standardization of records and procedures.

12.29.2.2 A record of all TOs required for use in the subaccount.

12.29.2.3 A record of all TOs received and maintained in the activity’s TO file(s).

12.29.2.4 A record of TO redistribution made to file subaccounts.

12.29.2.5 Adequate records for inventory of TOs, TO index checks, and for use in inspection.

12.29.3 When there is an extra copies file, it should be maintained as a subaccount provided:

12.29.3.1 No one outside the activity maintaining the file has access to the copies.

12.29.3.2 TOs will be issued on a temporary hand receipt not to exceed a specified number of days.

12.29.3.3 The activity maintaining the file will do all updating of those TOs.

12.29.3.4 Binders containing TOs will be individually identified with the account number and the copy number for control purposes.

12.29.4 Requests for TOs for a one-time use with follow-on distribution (projects, correspondence, etc.) will be filled from the extra copies file (paragraph 12.29.3). Such TOs will be issued on a hand receipt and will be marked to show that currency will not be maintained. These TOs are to be used for official business only and will be destroyed upon completion of usage. When TOs are issued from the extra copy file in this manner, the quantity will be deducted from Part I, line C. The hand receipts will be retained by the issuing account for at least 6 months, then destroyed. Disposition shall be as specified in paragraph 12.36.

## 12.30 AFTO FORM 131.

The AFTO Form 131, TECHNICAL ORDER INDEX ROUTINE ANNUAL CHECK, is an 8x10-inch cut sheet used for recording routine and annual index checks. It is printed on both sides (Figure 12-5). This form is considered to be applicable to the management inspection and distribution of TOs and shall be included in the same category as AFTO Form 110 for disposition (paragraph 12.36).

## 12.31 CHECKING FILES.

Contents of files are checked against AFTO Forms 110 and listings in TO indexes to insure the files are maintained current. Rescinded and replaced pages files are exempt from currency checks. Determination of the currency of training files is based on the criteria set forth in paragraph 12.7.6. Methods for accomplishing the required checks in the following paragraphs are intended to simplify procedures as much as possible. Checks required are of two types: (1) Routine and (2) Annual. Checks will be accomplished for all files and documented in accordance with paragraph 12.32 and paragraph 12.33.

**12.32 ROUTINE INDEX CHECKS.**

Each TODO or subaccount TO file and AFTO Form 110 records will be checked for currency and accuracy within 10 workdays of receipt of each new TO index revision (Table 12-1). Information reflecting changes in TO status (date, changes, symbols, new entries, etc.) appears in Part I of the TO index revision. Routine checks will consist of checking Part I listings of new or revised TO entries and listing of rescinded, reclassified, replaced, renumbered, cancelled and deleted TOs against AFTO Forms 110 in file. Annotations will be made to AFTO Form 110 records as applicable for each new or revised listing as prescribed below.

12.32.1 When a basic on hand is the current issue and the TO file contains all changes and supplements, and all are properly recorded, no annotation is required on the AFTO Form 110.

12.32.2 When the TO index indicates that TOs in file have been updated or replaced by later issues, action will be taken to obtain current publications. Actions to requisition and to establish new or revised requirements will be recorded on AFTO Form 110. Replaced TOs will be retained in file at the discretion of the unit commander pending receipt, documentation, and filing of replacing TOs. Incomplete TOs will be annotated to show that condition and replaced TOs will be prominently marked "superseded" on the filed title page. AFTO Form 110 for replaced TOs will be marked "superseded" by TO (list TO number and date) in Block 1 above the TO number.

12.32.3 The activity will initiate and record on Part IV of AFTO Form 110, a requisition for missing TO sets or increments.

12.32.4 AFTO Form 110, Part I for TOs which are listed in the TO index as rescinded, renumbered, replaced, cancelled or deleted will be appropriately marked to indicate this status by annotation above the TO number. The AFTO Form 110 for cancelled, deleted, and rescinded TOs should be tabbed or otherwise identified and checked against the next issue of the applicable TO index revision. If TOs are not listed then, or if 18 months have passed since these TOs appeared in the TO index as inactive, the AFTO Form 110 may be destroyed or placed in an inactive TO management history file. AFTO Form 110 for renumbered TOs should be established under the current number. When a TO is replaced by one or more TOs, determine if the replacement TOs are needed. Establish AFTO Forms 110 and submit ID requirements for required replacement TOs.



**12.33 ANNUAL INDEX CHECKS AND INVENTORY.**

The contents of each active file will be checked annually against the current issue of the appropriate TO index and the AFTO Form 110 file for the purpose of uncovering deficiencies or excesses in the file which may have been overlooked while making the routine checks. Methods for conducting these checks are as follows:

12.33.1 AFTO Forms 110 will be checked against Part II of the TO index. A check will also be made of TOs in the file to ensure they are current and complete. When a TO does not appear in Part II of the TO index, Part I will be checked for TO removal entry (rescinded, replaced, etc.). Procedures described in paragraph 12.32.2 and paragraph 12.32.3 apply here concerning retention and marking of incomplete and replaced TOs, requisition of missing TO sets and increments, and updating status records on AFTO Form 110. It should be recognized that since shipment of updated TO publications precedes distribution of affected indexes, it is a normal condition for later TO revisions, changes, and supplements to be in the TO file than are listed in the current TO index.

**NOTE**

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

12.33.2 Annual checks need not be accomplished all at one time, but should be conveniently scheduled and accomplished throughout the year. For example: appropriate AFTO Forms 110 and TOs in file may be checked against TO indexes 0-1-01 and 0-1-02 in January, AFTO Forms 110 and TOs in file may be checked against TO indexes 0-1-1-1 through 0-1-1-5 in February, and so on until all AFTO Forms 110 and all TOs in file are checked. The established schedule should then be repeated for each following year.

**12.34 DOCUMENTATION OF REQUIRED CHECKS.**

12.34.1 Inspection documentation records may be filed in TO index sequence in three-ring looseleaf binders labeled "Routine and Annual TO Index Inspection File"; however, alternate filing methods are permitted. In block 1 of the AFTO Form 131 enter applicable TODO or subaccount number and line out the symbols which are not applicable. In Block 2, enter the applicable TO index number. Block 6 entries are for local reference.

12.34.2 When routine checks and annual checks are accomplished, complete appropriate blocks of AFTO Form 131. Enter the date of the TO index publication in block 3; enter signature and date check completed in block 4. Indicate in the appropriate column in block 5 whether routine or annual check is being accomplished.

12.34.3 When AFTO Form 131 is filled, a new form is initiated. Enter all block headings, last annual check entry and last routine check entry on the new form.

**12.35 INSPECTION OF FILES AND LOCAL DISTRIBUTION.**

The inspection of TO files and local distribution will be periodically accomplished by the inspector in accordance with guidance provided in this procedure. Since an AFTO Form 110 must be prepared for each distribution requirement established, in some cases AFTO Forms 110 will be in file for TOs which are not on hand. This must be taken into consideration by file inspectors since it is an acceptable condition.

**12.36 DISPOSITION OF TECHNICAL ORDERS AND FORMS.**

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

12.36.1.1 An unclassified TO is considered military-sensitive information, and it will be destroyed in accordance with the handling and destruction notice given on its title page. If no such notice is provided, the TO may be destroyed by placing parts of the manuals in different recycling bins, or by tearing them into three or more pieces or shredding them before recycling, or by burning them. Proprietary data should be shredded before being recycled.

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

12.36.2 TOs no longer required in TO files because of changed functions will be reported to the TODO. Such TOs may be retained in extra copy files, to be used for reissue to other organizations, or disposed of in accordance with this paragraph.

12.36.3 When an activity maintaining one or more TO files is transferred to a new location (either locally or to another base or station), it may be necessary to transfer all or portions of the TO files.

12.36.4 A TO listing may be omitted from a TO index in error; therefore, no TO will be removed from files and destroyed unless it is first listed as rescinded or replaced in Part I of a TO index.

### 12.37 CODE SELECTED RECONCILIATION LISTING.

A code selected reconciliation listing (CSRL) is a list of all ID requirements for a TODO as recorded in the SATODS. The date of the report should be considered, when recently submitted ID requirements are not listed. A TODO request for a CSRL will be sent by letter to the SATOP Office (OC-ALC/ENGLC, 7851 Arnold Street, Suite 213, Tinker AFB OK 73145-9147). There are three types of CSRLs (see [Appendix D](#) for examples and explanations of the columns). When making a request for a CSRL, the TODO should specify the type desired. Such a request should be submitted no more frequently than every six months unless there is a change to a TODO mission. When a CSRL is requested, it may be used to accomplish the following:

12.37.1 Review the CSRL against the AFTO Form 110 file. When TOs and quantities match, proceed as specified in paragraph [12.37.2](#). When they do not match, proceed as follows:

12.37.1.1 When an AFTO Form 110 is not in file, determine if the TO is needed. If so, prepare an AFTO Form 110. If not, submit a cancellation.

12.37.1.2 When quantities do not match requirements, adjust AFTO Form 110 or submit a changed requirement. However, the date and number of the AFTO Form 187 that last affected the ID requirement should be checked on the CSRL before submitting a requirements change. It is possible that a recently submitted requirements change was not yet recorded in the system when the CSRL was prepared.

12.37.1.3 When an AFTO Form 110 is in file and the TO is not on the CSRL, resubmit requirements unless the latest requirements submission has not had time to be entered in the system. If the TO has been cancelled, deleted, renumbered, replaced, or rescinded, take appropriate action as specified in paragraph [12.32.4](#).

12.37.1.4 When backordered requirements are listed on the CSRL, but are no longer required, cancel the backorder. (See paragraph [14.12](#) for backorder cancellation.)

12.37.2 File current CSRL for reference purposes. The current CSRL plus any requirements submitted after the CSRL date will be considered the code's complete, current requirements.

### 12.38 FILES AND REQUIREMENTS.

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

### 12.39 KEEPING REQUIREMENTS CURRENT.

12.39.1 Requirements are kept current by reviewing indexes as described in paragraph [12.32](#) and paragraph [12.33](#).

12.39.2 When an activity assigned one or more accounts is scheduled to move or be deactivated, the account will advise the TODO to cancel or transfer requirements.

12.39.3 When an activity takes its TOs with it to a new location where it will receive service from a different TODO or is assigned its own code, action must be taken to prevent issue of requisitions for TOs on hand by entering 0000 in the RQN QTY space when submitting new ID requirements (see paragraph [14.6](#), Automatic Requisition Feature).

**NOTE**

When a TODO address is changed or a TODO is cancelled, up to 45 days are required to clear the system of shipping actions initiated before the change was made.

**Table 12-1. Reference Table for Routine Index Checks**

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

Table 12-2. Reference Table for Routine Index Checks

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

Table 12-3. Reference Table for Routine Index Checks

Meaning	Decision	Answer	Action
New change published	Was an ID requirement established for the basic TO?	Yes	<p>Determine if the change was received.</p> <p>If not received, check the SATODS Monthly Status Report to see if the change is in transit.</p> <p>If shipped but not received, initiate tracer action as appropriate.</p> <p>If not shipped, and fewer than 120 days have passed since the index was issued, prepare an AFTO Form 276 to order the change only.</p> <p>If not shipped, and more than 120 days have passed since the index was issued, requisition the entire TO to obtain the change.</p> <p>Annotate the management record card.</p>
Supplement or TCTO published	Was an ID requirement established for the basic TO or the TCTO series listing?	<p>No</p> <p>Yes</p>	<p>No action is required.</p> <p>Determine if the supplement or TCTO was received.</p> <p>If not received, check the SATODS Monthly Status Report to see if the supplement or TCTO is listed.</p> <p>If shipped but not received, initiate tracer action as appropriate.</p> <p>If not shipped, requisition the individual supplement or TCTO.</p> <p>Annotate the management record card.</p>
		No	No action is required.

## TO SUPPLEMENTS FILING GUIDE

• \*\* SAFETY & OPERATIONAL SUPPLEMENTS

Filed in reverse numerical sequence. (For example: SS-5, S-4, S-3, SS-2, S-1)

TOPS

Filed in reverse numerical sequence

BASIC TECHNICAL ORDER

ITPSs (COMMERCIAL MANUALS ONLY)

Filed in alphanumeric sequence.

• ROUTINE SUPPLEMENTS

Filed in alphanumeric sequence. (For example: C, D, E, F)

• MAJCOM SUPPLEMENTS

• Indicates Annotations on Title Page and All Affected Pages.

\*\* Safety and Operational Supplements will not be separated by Type but will be Filed in Reverse Numerical Sequence as shown above. Older TOs may contain Safety and Operational Supplements bearing the same Numerical Supplement Number. (For Example: SS-2, SS-1, S-2, S-1.) In this case, the Safety Supplements will be Filed (in Reverse Numerical Sequence) in Front of the Operational Supplements (in reverse numerical sequence).

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

H0315968

Figure 12-6. TO Supplements Filing Guide



## CHAPTER 13

# INITIAL DISTRIBUTION REQUIREMENTS

### 13.1 GENERAL.

This chapter tells how to submit and maintain ID requirements.

### 13.2 TERMS.

13.2.1 Initial Distribution. The first or automatic distribution of a TO, a TCTO, and all follow-on support (changes, revisions, and supplements) to established users after the initial printing. ID is based upon ID/follow-on requirements established in the SATODS. Once the TO is published and ID is made, the TO may be obtained by requisition, but ID requirements must be established if follow-on updates are required.

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

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

13.2.4 Cancelled Requirement. Total cancellation of an established requirement.

### 13.3 ESTABLISHING INITIAL DISTRIBUTION REQUIREMENTS.

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

13.3.1 A TODO may submit requirements as often as necessary. However, the TODO should coordinate as much as possible to prevent excess duplication. An individual TO should not appear on a request more frequently than every 5 workdays. The TODO should also consolidate all requests for a TO into a one line entry as more than one request for a TO on a single AFTO Form 187 will reject as a duplicate transaction.

13.3.2 A requirement for an unpublished TO or a new TCTO series should be submitted as soon as the TO or TCTO series appears with a security classification indicator(s) in Part I of the TO index. NOTE: Although initial distribution requirements may be established for a TO while it is listed as unpublished in the index, the TO will not be shipped to the requesting TODO until it is published. Upon publication the TO will be automatically shipped to TODOs who established ID requirements for the TO while it was in an unpublished status. Automatic distribution of TCTOs will begin with the first TCTO published and approved for release after initial distribution requirements have been established for the TCTO series. An ID requirement cannot be established for a TO supplement. However, an ID requirement can be established for a supplemental manual. The TO index will state: "This manual is incomplete without TO XX-XXXXX-XX." Requirements should be established for both the baseline TO and the supplemental TO.

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

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

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

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

13.3.4 Initial distribution for TCTOs is established by submitting a requirement for the TCTO series listed in the TO number column of the index; for example, 2J-F100(I) for the F-100(I) engine module. A requirement should also be established for the general TCTO series when one has been established for the equipment; for example, a TCTO applicable to

## TO 00-5-19

several modules of the F-100 engine will be distributed under the series listing 2J-F100. Establishing requirements for both TCTO series will ensure that all TCTOs applicable to the equipment and approved for release will be distributed.

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

13.3.4.2 The first time a TODO submits an ID requirement for a TCTO series and wants to receive all TCTOs listed for the series in the TO index, the TODO must enter the quantity desired in columns 43-46 and also in columns 47-50 of the AFTO Form 187. The request for all published TCTOs will be reviewed by the FDO. Those TCTOs approved for release will be distributed. The TODO will be notified by a SATODS letter of those TCTOs not approved for release or those requiring justification. The SATODS programming prevents the automatic requisition of any TCTO. A TCTO published in the future will be distributed for the established ID quantity if the FDO approves its release.

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

13.3.6 When a TO/TCTO series is reinstated within 180 days of inactivation, the ID requirements which existed prior to inactivation may be automatically reinstated. The new index listing will contain a note when the previously established requirements have been automatically reinstated. When the prior requirement is no longer valid, the TODO must submit a change or cancellation action.

13.3.7 To establish, change, or cancel ID requirements for individual TOs, prepare an AFTO Form 187 according to paragraph 13.5. To cancel all requirements in a TO category, forward a letter to the SATOP Office listing the category and stating that total cancellation is desired for the TODO code number given. To cancel a TODO code and all requirements, see [Chapter 12](#).

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

## 13.4 SUBMITTING REQUIREMENTS BY THE INTERNATIONAL LOGISTICS COMMUNICATIONS SYSTEM (ILCS).

Requirements for all TOs except E-symbol TOs (see paragraph 13.7) and munitions TOs (see [Chapter 16](#)) may be submitted electronically either through the International Logistics Communications System (ILCS) or by fax. The ILCS has been developed for the improvement of logistics communications service to Security Assistance countries, freight forwarders, and contractors. It uses the DAASC Automated Message Exchange System (DAMES) software. It is managed by DAASC, Wright-Patterson AFB OH 45433-5328, as a stand-alone system, or in tandem with processes such as Supply Tracking and Repairable/Personal Computer based (STARR/PC). ILCS provides a computer-to-computer telecommunications capability which allows a subscriber to exchange logistics related information with the DoD logistics community and other ILCS subscribers. The fax method must be used for requests for E-symbol TOs in order to transmit the accompanying letter of justification. The commercial fax number for submitting TO requests is 405-736-7469, the DSN number is 336-7469. Requests for TOs, other than those stated above, may be submitted by either means. An AFTO Form 187 is the source document for all transmissions.

13.4.1 To request TOs using the STARR/PC system, use the following procedures:

### NOTE

Use STARR/PC Version 1.02 or subsequent

13.4.1.1 Select the module "PUBLICATIONS/TECHNICAL ORDERS MANAGEMENT" from the six that appear on the Main STARR/PC menu.

13.4.1.2 At the next screen, the user should select DATA ENTRY. You will then select USAF TECHNICAL ORDERS.

13.4.1.3 After all of the requests have been entered, the user should go into the TRANSACTION REVIEW option and CONFIRM all transactions they wish to transmit to the U.S. Once confirmed, the user goes into the SYSTEM MANAGEMENT module (on the Main Menu of STARR/PC) and selects the PREPARE TO TRANSMIT TO USG option. Select PREPARE TRANSMIT FILE(S) and another screen will appear showing the location and names of the files created

for MILSTRIP transactions and TECHNICAL ORDER transactions. It also shows the COMMRI that these files are to be sent to thru DAMES. The user should make a note of this information for use with the DAMES transaction.

13.4.2 Prior to transmittal using the DAMES system, perform the one-time change to the DAMES configuration as follows:

13.4.2.1 Go to DAMES [Utilities], [Setup Options] and select the [Import] tab.

13.4.2.2 Check the block [When importing Manually, prompt user for DSRI and CI].

13.4.2.3 To import the TO Request file, perform the following:

13.4.2.4 Select the DAMES [Utilities] option.

13.4.2.5 Select [Import Msg/Transactions].

13.4.2.6 Change [Type of Files] to [All files (\*.\*)].

13.4.2.7 Inside the [Choose Import File] window, change the drive and folder to point to the folder where the Tech Order file you want to import is located; then highlight that file.

13.4.2.8 Click on [Open].

13.4.2.9 An [Import using the following settings] window will be displayed. Change the [Destination Station Routing Indicator (DSRI)] to "RD00425."

13.4.2.10 Click on [OK].

13.4.3 When requirements are not submitted by ILCS or fax AFSAC on line and STARR/PC, mail the AFTO Form 187 to the SATOP Office (OC-ALC/ENGLC, 7851 Arnold Street, Suite 213, Tinker AFB OK 73145-9147) or send it by fax to (DSN) 336-7469 or (commercial) (405) 736-7469

### 13.5 COMPLETING AFTO FORM 187.

The AFTO Form 187 (Figure 13-1) is completed for all electrically transmitted or mailed submittals. A separate AFTO Form 187 must be submitted each TODO Code/TM Account. Complete the form as follows:

13.5.1 Block 1. Enter the TODO address as it is currently established in the SATODS.

13.5.2 Block 2. Enter the six-digit TODO/TM Account Number.

13.5.3 Block 3. The original signature of an authorized TODO representative (one whose signature is currently on file at the SATOP Office) must be entered. When classified TOs are requested, this person certifies the TOs are required to support equipment possessed by the country and the data will be protected in accordance with the General Security of Military Information Agreement.

13.5.4 Block 4. Leave blank.

#### NOTE

When transmitting requirements by ILCS, enter data in columns 1 through 15 for each line entry. When mailing the AFTO Form 187 or sending by fax, you may complete only the first line entry in these columns.

13.5.5 Column DATE REQUEST PREPARED. Enter the date by year, month and day; for example, 9 November 1994 is entered 19941109.

13.5.6 Column TODO/TM ACCT REQUEST NUMBER. Enter a unique 5-digit request number against each TO number requested.

13.5.7 Column TECHNICAL ORDER NUMBER. Enter the complete TO number.

13.5.8 Column SECURITY CLASS. Enter the TO classification or proposed classification (U, C, or S). The TO index listing for a TCTO Series may reflect multiple classifications. Establish a separate requirement for each classification you need.

## TO 00-5-19

13.5.9 Column RESTRICTION. Leave blank.

13.5.10 Column INITIAL DISTRIBUTION QUANTITY. Enter the ID quantity for which follow-on support is required. Precede a quantity of less than four digits with zeros; for example, 0007 or 0010.

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

13.5.10.2 To cancel an ID requirement, enter XXXX.

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

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

13.5.11.1 When establishing an ID requirement and the automatic requisition feature is desired (that is, when you want to receive a TO and, at the same time, establish ID for the TO), leave blank. When you want to establish ID and block the automatic requisition feature (that is, when you want to establish ID for follow-on support and you already have the TO on hand), enter four zeros (0000). An example of an instance when the automatic requisition feature should be blocked is a TODO that has received TOs transferred from another TODO and must establish follow-on support for these TOs. (The automatic requisition feature is described in paragraph 14.6.)

13.5.11.2 When increasing an ID requirement and ordering additional copies of the TO, enter the additional quantity required. When additional copies are not required, leave blank.

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

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

13.5.12 Column USE ONLY FOR BACKORDER CANCELLATION. This column has 2 sub-columns for entry of information.

13.5.12.1 Column ORIGINAL REQUEST DATE. Leave blank.

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

13.5.13 Column BLANK OR C. Leave blank.

13.5.14 Column 1, 2, or 3. Leave blank.

13.5.15 Column H OR Z. Enter H.

13.5.16 Confirmation of Request Processing.

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

13.5.16.1.1 Column DATE REQUEST PREPARED and column TODO/TM ACCOUNT NUMBER. Complete as outlined in paragraph 13.5.5 and paragraph 13.5.6.

13.5.16.1.2 Column TECHNICAL ORDER NUMBER. Enter BATCH-CONFIRM.

13.5.16.1.3 Column SECURITY CLASS. Enter U.

13.5.16.1.4 Column RESTRICTION. Leave blank.

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

13.5.16.1.6 Column ONE-TIME REQUISITION. Leave blank.

13.5.16.1.7 Column ORIGINAL REQUEST DATE. Leave blank.

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

13.5.16.1.9 Column BLANK OR C. Leave blank.

13.5.16.1.10 Column 1, 2, or 3. Enter 1.

13.5.16.1.11 Column H OR Z. Enter H.

13.5.16.2 The processing of this transaction will cause the output of an AFTO Form 215 with “43” printed in the ERROR code field, BATCH CONFIRMED in the TO NUMBER field, and “Your AFTO Form 187 received and input” in the EXPLANATION field. The date printed in the SATODS REQUEST DATE field is the date the transaction was processed.

### 13.5.17 BACKORDER CANCELLATION.

13.5.17.1 A TODO may cancel a backorder at any time after a backorder notice has been received and before shipment of the TO.

13.5.17.2 When more than one requisition is on backorder for the same TO, a separate cancellation must be submitted for each. A backorder cancellation may be submitted by electrical transmission or by mail.

13.5.17.3 To cancel a backorder, complete the AFTO Form 187 as follows:

13.5.17.3.1 Blocks 1-4. Complete as outlined in paragraph 13.5.1 through paragraph 13.5.4.

13.5.17.3.2 Columns DATE REQUEST PREPARED, TODO/TM ACCT REQUEST NUMBER, TECHNICAL ORDER NUMBER, SECURITY CLASS and RESTRICTION. Complete as outlined in paragraph 13.5.5 through paragraph 13.5.9

13.5.17.3.3 Column INITIAL DISTRIBUTION. Leave blank.

13.5.17.3.4 Column ONE TIME REQUISITION QUANTITY. Enter the quantity as it appeared in the same column of the original request. (If the backorder was established from an automatic requisition (see paragraph 14.6), enter the quantity as it appeared in the INITIAL DISTRIBUTION column of the original request.

13.5.17.3.5 Column ORIGINAL REQUEST DATE. Enter the date as it appeared in the DATE REQUEST PREPARED column of the original request.

13.5.17.3.6 Column ORIGINAL TODO/TM ACCT REQUEST NUMBER. Enter the request number as it appeared in the TODO/TM ACCOUNT REQUEST NUMBER column of the original request.

13.5.17.3.7 Column BLANK OR C. Enter C.

13.5.17.3.8 Column 1, 2, OR 3. Enter 1.

13.5.17.3.9 Column H OR Z. Enter Z.

TECHNICAL ORDER PUBLICATIONS REQUEST									
1. TODOTM ACCOUNT ADDRESS (Exactly as established with OC-ALG/LULF or AAC/NWL7) DURHAM - MALONE FREIGHT FORWARDER FMS BN-PBA-001 FF/4 MFF7 124 RIGHT WAY ANYWHERE USA 73145					3. I certify that the requirements herein are the minimum requirements to support the mission of all organizations served by this distribution code. Requirements are approved IAW the provisions of TOs 00-5-1 and 00-5-19 and any supplements thereto.				
NOTE: If address has changed submit revised AFTO Form 43 2. NW TODO CODE OR FMS TM ACCOUNT NUMBER <b>D*03ZZ</b>					4. APPLICABLE TO FMS AND NW TODOTM ACCOUNTS. The approving/validating official certifies the requesting activity has valid requirement and need to know for the TOs requested below.				
COMMAND VALIDATING/CONTRACTING OFFICE					USAF/US GOVERNMENT APPROVING VALIDATING OFFICER (Signature, Grade, Title)				
LINE NUMBER	DATE REQUEST PREPARED		TODOTM ACCT REQUEST NUMBER	TECHNICAL ORDER NUMBER (Up to 40)	INITIAL DISTRIBUTION QUANTITY	ONE-TIME REQUISITION QUANTITY	ORIGINAL TODOTM ACCT REQUEST NUMBER		B 1, H 2, R 3, Z C (1) (1) (1)
	YYYY	MM DD					YYYY	MM DD	
1	2005	04 12	000001		0001				H
2	The TODO is establishing a first time requirement, Initial Distribution (ID), for the TO. If approved for release an automatic requisition will issue to ship the TO. The TODO will receive future updates automatically.								
3	2005	04 12	000002		0001	0000			H
4	The TODO is establishing a first time requirement (ID) for the TO. The TODO has blocked the automatic requisition feature on the request therefore, a requisition to ship the basic TO will not generate even if the TO is determined releasable. The TODO will receive future updates automatically.								
5	2005	04 12	000003	1C-130	0002				H
6	The TODO is establishing a first time requirement (ID) for a TCTO Series Header. The TODO will receive one copy of future published TCTOs and supplements, if releasable. The TODO will not receive copies of previously issued TCTOs and supplements.								
7	2005	04 12	000004	1F-5	0001	0001			H
8	The TODO is establishing a first time requirement (ID) for a TCTO Series Header and submitting a one-time requirement for all active TCTOs and supplements. One copy of each releasable TCTO and supplement will be shipped. The TODO will automatically receive one copy of future published TCTOs and supplements if releasable.								
AFTO FORM 187, 20030716 (IMT-V1)					PREVIOUS EDITION IS OBSOLETE				

*Kel Salinda Chief, TODO*  
 (Government Approving Agency Officer (Signature, Title, Grade))

Figure 13-1. AFTO Form 187, Technical Order Publications Request (Sheet 1 of 2)

LINE NUMBER	DATE REQUEST PREPARED		ACCT REQUEST NUMBER	TECHNICAL ORDER NUMBER (Up to 40)	INITIAL DISTRIBUTION QUANTITY (4)	ONE-TIME REQUISITION QUANTITY (4)	ORIGINAL REQUEST DATE			ORIGINAL TOD/OTM ACCT REQUEST NUMBER (6)	P A R R C (0) (1) (1)	1, H 2, R 3, Z
	YYYY	MM					DD	YYYY	MM			
20	2005	04	12	000005	1F-5-950							
21	The TODO is making a one-time request for a TCTO. If releasable, a requisition to ship the TCTO and all active supplements will generate. This action does not establish a requirement for future TCTOs that may issue in the series or any new supplements that may issue to the requested TCTO.											
22												
23												
24												
25	2005	04	12	000006	00-5-19	00005	00004					H
26	The TODO is requesting the ID quantity be increased to five copies and a one-time requisition for four additional copies. Previous ID quantity was one copy. A requisition for four copies and all active increments will generate. The TODO will receive five copies of new increments issued for the TO.											
27												
28												
29												
30	2005	04	12	000007	1F-5							H
31	The TODO is requesting the ID quantity be decreased to one copy. Previous ID was four. No requisition will generate, and the TODO will only receive one copy of all future updates.											
32												
33												
34	2005	04	12	000008	00-5-19							H
35	The TODO is requesting cancellation of the ID requirement for this TO/TCTO Series Header. The TODO will no longer receive automatic distribution for an update of this TO or any TCTOs that issue after the ID cancellation has processed.											
36												
37												
38	2005	04	12	000009	00-5-19S-1							C L Z
39	The TODO's previously submitted one-time requisition placed this TO on backorder, as advised by an AFTO Form 215 with a BB notice code. The TODO decided the backordered TO is not needed. The "CIZ" will cancel the backorder.											
40												
41												
42												
43												
44												
45												
46												
47												

AFMC FORM 187, 20030716 (Reverse)

H9002987

Figure 13-1. AFTO Form 187, Technical Order Publications Request (Sheet 2)

## TO 00-5-19

### 13.6 PRELIMINARY TECHNICAL ORDERS.

Preliminary TOs are described in paragraph 3.6. Initial distribution requirements will be submitted in the normal manner. Although this will not cause shipment of a preliminary TO, the ID requirement must be submitted as soon as possible to provide future distribution requirements. A requisition request will not be submitted by AFTO Form 276 or 187. Special distribution procedures apply as follows:

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

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

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

13.6.2 Consolidated approved requirements will be forwarded by the SPO to the TO Manager for distribution action. One copy of each preliminary CSTO must be furnished to the SATOP Office for indexing. A copy of a preliminary TO or CSTO will be distributed under TO Manager cover letter. Cover letters will be addressed only to a TODO or a chairman of a verification review team. Each cover letter will include the following:

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

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

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

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

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

### 13.7 E-SYMBOL TECHNICAL ORDERS.

An E-symbol appearing next to the TO number in the index identifies a TO with limited distribution controlled by the TO manager. Each time a TODO requires an E-symbol TO, that TODO will:

13.7.1 Prepare an AFTO Form 187 as described in paragraph 13.5 and write "E-SYMBOL TO" in the upper left corner of the form. List only E-symbol TOs, and only those managed by the same ALC, on a single AFTO Form 187.

13.7.2 Provide complete justification for the need to have when establishing or increasing ID requirements or requesting one-time requisition. The letter of justification should include, but is not limited to, the following information as applicable: name of equipment to be supported, part number, model number, national stock number, information on any data currently being used in country to support the equipment, why currently used data is not adequate, and the weapon system with which the equipment is used.

13.7.3 Mail or fax the AFTO Form 187 and letter of justification to the TO manager listed in the TO index as having responsibility for the TO. (See paragraph 7.6.) To ensure legible and complete justification letters are received they should not be transmitted by ILCS.

#### **NOTE**

After processing the request, the TO manager will forward the AFTO Form 187 to the SATOP Office for entry into the SATODS.

13.7.4 To decrease an ID requirement for an E-symbol TO, prepare an AFTO Form 187 and write "E-SYMBOL TO (DECREASE)" in the upper left corner of the form. Mail the form to the TO manager listed in the TO index as having responsibility for the TO.

13.7.5 To cancel an ID requirement for an E-symbol TO, mail the AFTO Form 187 to the SATOP Office.

**NOTE**

Justification is not required when decreasing or cancelling ID for an E-symbol TO.

**13.8 INTERIM TECHNICAL ORDERS.**

Interim TOs and Interim-Country Standard TOs (i.e., interim safety, operational and TCTOs/supplements) are prepared and issued in accordance with AFMCI 21-302, Processing Interim Technical Orders, by the System Program Director (SPD) or Technical Content Manager (TCM) having engineering responsibility for the system or equipment. ITOs are issued by electronic means and distribution of the ITO message is determined by the authorized issuing activity. An address list will include Security Assistance Organizations (SAOs) when the ITO is applicable to SAP countries. FMS country addresses will be added as supplemental addresses. OC-ALC/ENGLC should be an addressee on all ITOs for interim Country Standard TOs/TCTOs to ensure the number is entered into Country Standard Indexes.

13.8.1 The SAO designated to support the country will redistribute the ITOs to affected users. When a user does not receive a required ITO, a copy may be requested from the SAO. If a copy is not available, the SAO will contact the issuing SPD/TCM or, when the SPD/TCM is not known, the appropriate management ALC for assistance in obtaining a copy. To ensure receipt of future ITOs, the country should:

13.8.1.1 Notify the SAO responsible for redistribution of ITOs of their requirements, or

13.8.1.2 Submit a request through the SAO to the SPD/IM to have the SAO (or country, if appropriate) included in the address indicating group Defense Message System (DMS) Personal Distribution Lists and Mail Lists (PDLs/MLs) maintained by the SPD/IM for the distribution of ITOs.

13.8.2 When establishing an Defense Message System (DMS) Personal Distribution Lists and Mail Lists (PDLs/MLs), the SPD/IM will include all affected SAP addresses as supplemental addresses and will coordinate with AFSAC/XP to ensure the Defense Message System (DMS) Personal Distribution Lists and Mail Lists (PDLs/MLs) list is complete.

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



## CHAPTER 14 REQUISITIONING

### 14.1 GENERAL.

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

### 14.2 PURPOSE.

A requisition fills a one-time need for a TO. This may be to replace a worn out or lost copy of a TO, or to accomplish a one-time job. Follow-on support is not established for these copies, except when an automatic requisition is generated in conjunction with establishing an ID requirement (see paragraph 14.6).

### 14.3 REQUISITIONING TECHNICAL ORDERS.

14.3.1 A TO may be requisitioned only when listed in a TO index with a publication date or the words NOT DATED, or when official distribution is known to have been made.

14.3.2 A TO change may be separately requisitioned by AFTO Form 276, Special Requisition for Air Force Technical Order/CPIN (Figure 14-1), for 180 days from the date of the TO index in which it is first listed. After this date, the change is merged with the basic TO and may not be available for separate issue. The TODO must order the basic TO with all current updates to receive the desired change.

14.3.2.1 A requisition for an M-Symbol or CSTO is issued on an AFTO Form 221, Technical Order Requisition (Figure 15-5), or AFTO Form 221A, Technical Order Requisition Manual (Figure 15-6).

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

**RETURN ADDRESS:** The address of the organization that has management responsibility for the TO.

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

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

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

Position 1:	“D” (represents a document number from a USAF system)
Positions 2 - 3:	Country code of the receiving country
Position 4:	Requisitions that process through TODPS system and requests that are not sent to JCALS will be processed by SATODS. Billing record document number created by SATODS will be sent to TODPS for printing and shipping. These requisitions will have “Z” in the 4th position of document number.
Position 5:	Overflow counter - normally 0 (zero), but could contain A - Z

## TO 00-5-19

Position 6:	“4” (constant value)
Positions 7 - 10:	Julian date in the format YDDD (year, day, day, day)
Position 11:	“E” (constant value)
Positions 12 - 14:	Serial number beginning with 200

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

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

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

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

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

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

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

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

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

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

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

FDO APPROVING OFFICIAL: The USAF Foreign Disclosure Official authorizing release of the tech order to the country. Applicable to the AFTO Form 221A or AFTO Form 276 only.

REMARKS: This block is for any special notification.

14.3.3 A requisition for an M-Symbol or CSTO is issued on AFTO Form 221, Technical Order Requisition ([Figure 15-5](#)), or AFTO Form 221A, Technical Order Requisition - Manual ([Figure 15-6](#)).

14.3.4 A requisition for an active USAF TO may be issued on a DD Form 1348-2, Issue Release/Receipt Document with Address label ([Figure 15-6](#)) or a label printed by the Prime Technical Order Warehouse System (PTOWS), [Figure 15-7](#). A description of the DD Form 1348-2 and the PTOWS labels are found in [Chapter 15](#) of this manual. An example is shown in [Figure 15-7](#), [Figure 15-8](#) and [Figure 15-9](#).

#### 14.4 RECORDS.

Requisitions will be recorded on AFTO Form 110 in accordance with procedures in [Chapter 12](#).

#### 14.5 SUBMITTING EMERGENCY AND URGENT REQUISITIONS.

14.5.1 An emergency condition is a situation in which TOs are required immediately because of a work stoppage due to a critical or hazardous condition. An emergency requisition may be submitted to the SATOP Office by ILCS, fax, or message. Processing of an emergency requisition will receive priority.

14.5.1.1 When necessary to expedite shipment, an emergency request may be made by telephone or facsimile. The numbers for the SATOP Office are commercial phone 405-736-5660 and commercial fax or 405-736-7469.

14.5.1.2 An emergency request by message will be addressed to /c=US/o=U.S.Government/ou=DoD/ou=AF/ou=Organizations/l=Tinker AFB OK/ou=448CSW CC(uc)/ou=558CBSS(uc). The message must include the following elements: the TODO code, date of request, request number, TO number, security classification, ID quantity, one-time-requisition quantity, and the name and title of the person authorized to submit a request for TOs.

14.5.2 An urgent condition is one in which TOs are required to meet a special, unforeseen need or prevent a situation from growing into an emergency condition. An urgent requisition may be submitted by ILCS, fax, or AFTO Form 187 and will receive immediate processing.

14.5.2.1 An urgent request may include ID requirements and routine requisitions when fax or ILCS is used. However, if fax or ILCS is not available, an urgent request should be submitted on a separate AFTO Form 187, with an "E" entered in column 78 to indicate urgent action.

14.5.2.2 When an urgent requisition is placed on backorder, the TODO will receive a backorder notice on AFTO Form 215.

#### 14.6 AUTOMATIC REQUISITION FEATURE.

14.6.1 The first time an ID requirement for a published TO is processed in the SATODS and the One-Time Requisition Quantity field (columns 47-50) is blank, automatic requisitions (AFTO Form 221) are prepared to ship the basic with changes and applicable supplements in the same quantity as entered in the Initial Distribution Quantity field (columns 43-46).

14.6.2 When a change or revision is in printing, an automatic backorder is made for the TODO and AFTO Form 215 issued. No action is required by the TODO. When stock is received by the prime ALC, the backorder for the change is released for shipment on an AFTO Form 276; backorder for revision is released on AFTO Form 221.

#### 14.7 ONE-TIME REQUISITION.

14.7.1 When a TO is requisitioned, the basic manual and all current changes and supplements will be furnished. An individual supplement may be requisitioned if it is listed in the current TO index.

14.7.2 When a TCTO series is requisitioned, all TCTOs and their supplements of the same security classification as the TCTO series will be furnished. Prepare the AFTO Form 187 according to paragraph [13.5](#).

14.7.3 When an individual TCTO is requisitioned, the TCTO and its supplements will be furnished. Prepare the AFTO Form 187 according to paragraph [13.5](#).

FROM <b>OC-ALC/TILDT</b> <b>3001 STAFF DRIVE 1AB100</b> <b>TINKER AFB OK 73145-3042</b>  <b>DBNN047121E203</b> <b>ESTIMATED VALUE: \$170.00</b>					TO  <b>MALONE FREIGHT FORWARDER</b> <b>FMS BN-PBA-001 FF/4 MF/7</b> <b>1492 FREEDOM BLVD</b> <b>WEST COAST USA 90007</b>					
1. TECHNICAL ORDER NUMBER		2. CLASS	3. REQ #	4. QTY	5. NOTICE					
<b>XX-0-1-CD-1</b>		<b>U</b>		<b>0002</b>						
6. TODO#/TM ACCT #		7. FMS CASE/RCN		8. TYPE REQ	9. DATE PREPARED	10. PREPARED BY				
<b>D*03ZZ</b>		<b>BN-PBA-001</b>		<b>RQN</b>	<b>20070501</b>					
11. TODO "I certify that the requesting activity requires the requested Technical Order"  _____ (Signature, Name, Grade, DSN/Commercial Phone or E-Mail)					12. Government Approving Agency (IAW T.O. 00-5-1) "I certify that the requesting activity has a need to know and a valid requirement of the requested Technical Order"  <i>June Paul, GS-11, Technical Order Manager</i> (Signature, Name, Grade, Title)					
13. TO MGR APPROVAL	14. TO MGR ACTION DATE.	15. ACTION CODE/QNTY	16. QNTY SHIPPE	17. BASICS	18. CHGS	19. SUPS	20. VOLS	21. DATE SHIP	22. NO. PKS	23. GBL/AB/REG. NO.
				<b>0002</b>						
24. REMARKS  <b>DBNN047121E203</b> <b>RQN to REPLACE LOST SHIPMENT</b>					ACTION CODE KEY (For proper use of this form see T.O. 00-5-1)					
					B - BACKORDERED ESTIMATED DELIVERY DATE _____ I - INDORSEMENT (See Remarks) _____ J - Submit written justification or cancel requisition U - Returned for signature in Block <input type="checkbox"/> 11 <input type="checkbox"/> 12 V - Shipped X - Extracted to TODA					

AFTO FORM 276, 20010824, V4 PREVIOUS EDITIONS MAY BE USED UNTIL STOCK IS EXHAUSTED SPECIAL REQUISITION FOR AIR FORCE TECHNICAL ORDER

H9002981

Figure 14-1. AFTO Form 276, Special Requisition for Air Force Technical Order

## 14.8 SUBMITTING ROUTINE REQUISITIONS.

14.8.1 Routine requisitions are submitted by AFTO Form 187, except as specified for individual changes in paragraph 14.9. The instructions in [Chapter 13](#) for completing and processing ID requirements using AFTO Form 187 applies to submitting routine requisitions.

14.8.2 When requisitioning an E-symbol TO, follow the procedures outlined in paragraph 13.7.

## 14.9 REQUISITIONING A SINGLE CHANGE.

14.9.1 When a customer requisitions a TO, all current changes are shipped with the TO. To obtain a single change, the customer submits an AFTO Form 276, Special Requisition for Air Force Technical Order ([Figure 14-1](#)), within 180 days after the date of the TO index in which the change was first listed in part I of the index. After 180 days, the change is merged with the basic TO and after the change has been merged, the customer may obtain it only by requisitioning the entire TO.

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

TO block - Enter the "Ship To" address.

Block 1 - Enter the technical order number and change number being requested.

Block 4 - Enter the quantity required.

Block 6 - Enter the requested TODO account.

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

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

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

## 14.10 AFTO FORM 215, EXCEPTION NOTICE FROM SATODS (OR JCALS).

### NOTE

The AFTO Form 215 Exception Notice From SATODS (or JCALS) Processing card is no longer being used to provide TO notice codes. These codes are now listed together and printed on paper. The title of the paper product providing the notice codes is "AFTO FORM 215 Exception Notice From SATODS (or JCALS) Processing." The Product Control Number (PCN) is Q-W002-A35-DA9-PS for SATODS and Q-W002-A34-DA9-PS for JCALS.

When a TO is backordered or a TO request is not processed, the reason for the action is sent to the TODO by means of AFTO Form 215 ([Figure 14-2](#)). The notice codes that appear on the form are listed and explained in [Table 14-1](#). When a notice code indicates an interim action, the TODO will keep the 215 card until the original AFTO Form 187 action has been completed; that is, until the TO is received or the request is cancelled. The TODO need not keep the 215 card when the notice code indicates a final action.

14.10.1 When the notice indicates a TO is cancelled, replaced, or rescinded, or a TCTO series is deleted, the AFTO Form 110 will not be removed from the file until the action is shown in the TO index.

AFTO FORM 215 EXCEPTION NOTICE FROM JCALS PROCESSING

PCN: Q-W002-A34-DA9-PS

18 MAY 2007

SATODS		SATODS		ID	RQN	ERROR	
REQUEST		REQUEST		CLASS	QTY	QTY	EXPLANATION
TODO	DATE	NUMBER	T.O. NUMBER				
D*03ZZ	070510	00012	2J-F108-2-1	U		0001	BB ITEM BACKORDERED
	070510	00012	2J-F108-2-1TP-10	U		0001	BB ITEM BACKORDERED
	070510	00012	2J-F108-2-1TP-14	U		0001	BB ITEM BACKORDERED
	070510	00012	2J-F108-2-1TP-16	U		0001	BB ITEM BACKORDERED
	070510	00012	2JA3-64-3	U		0001	KB BACKORDER CANCELLED
	070510	00012	33B3-2-2-1	U		0001	CJ TO HAS BEEN RESCINDED/REPLACED/RENUMBERED/CANCD
	070515	88819	2J-F100-1CD-1	U	0006	0006	BB ITEM BACKORDERED
	061005	00126	33B1-2-4-1	U	0001	0000	CJ TO HAS BEEN RESCINDED/REPLACED/RENUMBERED/CANCD
	061005	00126	33B1-2-6-4	U	0001	0000	CJ TO HAS BEEN RESCINDED/REPLACED/RENUMBERED/CANCD

AFTO FORM 215 EXCEPTION NOTICE FROM SATODS PROCESSING

PCN: Q-W002-A35-DA9-PS

18 MAY 2007

SATODS		SATODS		ID	RQN	ERROR	
REQUEST		REQUEST		CLASS	QTY	QTY	EXPLANATION
TODO	DATE	NUMBER	T.O. NUMBER				
D*03ZZ	070514	00005	BATCH-COPIES	XXXX		43	YOUR AFTO FORM 187 RECEIVED AND INPUT
	070514	00005	XX1C-130A-9	0001		62	TO NOT IN STOCK; BACKORDER ESTABLISHED
	070510	00012	15E3-2-26-103			0001	58 INVALID/INCORRECT TO NUMBER
	070228	00023	XX11A-1-1	0001	0001	46	REQ DATE OF 187 EARLIER THAN CURRENT ID DATE
	070513	00731	1-1-689	0039	0002	62	TO NOT IN STOCK; BACKORDER ESTABLISHED
	070513	000734	6J3-34-2-1	0006	0003	41	IDTODS T.O. ONLY AVAILABLE AT <a href="https://www.f16tcg.net/idtod">https://www.f16tcg.net/idtod</a>
	070513	00762	37A12-13-31	0028	0007	58	INVALID/INCORRECT TO NUMBER
	070513	00763	37A12-13-51	0015	0000	50	E-Symbol TO SUBMIT REQUEST WITH JUSTIFICATION
	070403	00001	1F-5A-37	0002	0002	57	TO HAS BEEN RESCINDED/REPLACED/RENUMBERED/CANCD - (SEE INDEX)

H9002979

Figure 14-2. AFTO Form 215, Exception Notice

14.10.2 When a partial shipment of a USAF TO is made by requisition, an AFTO Form 215 is not issued for the backordered quantity. This status is shown only on the applicable AFTO Form 221 (see paragraph 14.10.1). This AFTO Form 221 may be retained in the AFTO Form 215 file until receipt of the backordered quantity or cancellation of the request.

#### 14.11 REQUISITION FOLLOW-UP.

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

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

14.11.1.2 The TO involved is listed as published and active in the applicable TO index, or it is known that initial distribution was made prior to submission of the original requisition.

14.11.1.3 Proper procedures have been followed in requesting the TO.

14.11.1.4 There has been at least one response to the AFTO Form 187 or the fax or ILCS message; e.g., the receipt of a requested TO or an AFTO Form 215. Lack of any action on an entire AFTO Form 187 or a fax or ILCS message indicates misrouting or loss, and the SATOP Office should be contacted for assistance.

14.11.2 Follow-up on an AFTO Form 276 requisition will be made by submitting to the SATOP Office a letter or electrical message listing the exact data given on the original request. The letter or message should include the following statement: This is a follow-up on an AFTO Form 276 requisition.

14.11.3 Follow-up on a requisition will be submitted to the SATOP Office by letter, fax, or electrical message and will provide the following data from the original AFTO Form 187: the TODO code, date of request, request number, TO number, classification, ID quantity, and one-time-requisition quantity. The TODO should inquire whether the AFTO Form 187 was received and, if so, the status of the requisition; e.g. backorder status, processing number, shipping data.

#### **NOTE**

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

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

14.11.4.1 Check in country for a unsorted TO shipment.

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

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

14.11.4.4 Initiate a Report of Deficiencies/Supply Deficiency Reports (RODs/SDRs) as appropriate.

#### 14.12 BACKORDER CANCELLATION.

14.12.1 A backorder may be cancelled by a TODO at any time after notice of backorder is received and prior to shipment.

14.12.2 When more than one requisition is on backorder for the same TO, a separate cancellation will be submitted for each. Backorders are automatically cancelled for reasons listed in tables 14-1 and 14-2.

14.12.3 Backorder cancellations will be submitted by ILCS or fax where available (paragraph 13.4) or by mail to the SATOP Office. Complete the AFTO Form 187 as follows:

14.12.3.1 Enter data for blocks 1 through 4 and columns 1 through 42 according to paragraph 13.5.

14.12.3.2 Columns 43-46: Leave blank.

14.12.3.3 Columns 47-50: Enter the quantity as it appeared in columns 47-50 of the original request. (When backorder was established from an automatic requisition (paragraph 14.6), enter the quantity as it appeared in columns 43-46 of the original request.)

**TO 00-5-19**

- 14.12.3.4 Columns 51-56: Enter the date as it appeared in columns 5-10 of the original request.
- 14.12.3.5 Column 57: Leave blank.
- 14.12.3.6 Columns 58-62: Enter the TODO request number as it appeared in columns 11-15 of the original request.
- 14.12.3.7 Column 78: Enter “C.”
- 14.12.3.8 Column 79: Enter “1.”
- 14.12.3.9 Column 80: Enter “Z.”

**Table 14-1. AFTO Form 215 Notice Codes**

<b>CODE</b>	<b>MEANING</b>
BB	Item Backordered
CJ	TO has been rescinded/replaced/renumbered/canceled. Check the TO index.
XB	Backorder Cancellation
41	IDTODS T.O. ONLY AVAILABLE AT <a href="https://www.tcghome.net/idtod/">https://www.tcghome.net/idtod/</a>
42	Technical order is available in digital format at <a href="http://www.ide.wpafb.af.mil/">http://www.ide.wpafb.af.mil/</a> .
43	When BATCH CONFIRM is in the Technical Order Number field, the AFTO Form 187 for the TODO request number listed was processed on the date shown in the SATODS REQUEST DATE field.
44	This request was submitted by a USAF TODO for a USAF TO number. Submit your AFTO Form 187 IAW TO 00-5-1-WA-1.
45	Your request for CPIN or JMEM was not accepted. Submit your request to the appropriate office IAW TO 00-5-19-WA-1, paragraph 1.6.
46	Your requisition and/or ID was not accepted. The REQUEST DATE of your AFTO Form 187 is dated earlier than the current date of your initial distribution requirement.
47	Your requisition and/or ID was not accepted. The TO number requires CD-ROM capability or Internet access, and cannot be provided at this time.
48	Your requisition was not accepted because this TO is dormant stock; that is, the stock has been exhausted and the TO will not be reprinted.
49	Your ID request was not accepted because this series header has not been established at this level of classification.
50	Your requisition and/or ID was not accepted. This is an E-symbol TO, and you must submit your request with a letter of justification to the prime ALC.
51	Your requisition was not accepted. This is a preliminary TO, and you must submit a letter of request and justification to the SPO TO Manager.
52	You have requested an interim TO; reference paragraph 13.8 for instructions.
53	Your requisition was not accepted. This TO is unpublished and cannot be requisitioned.
54	Your requisition and/or ID was not accepted because the authorized ordering period for this contractor TODO code has expired.
55	Your requisition and/or ID was not accepted because this TODO is not authorized to receive a TO of this classification.
56	Your requisition and/or ID was not accepted because of an incorrect entry or entries in Column INITIAL DISTRIBUTION QUANTITY and/or ONE TIME REQUISITION QUANTITY of AFTO Form 187.
57	Your requisition and/or ID was not accepted because the TO has been rescinded, replaced, renumbered, or cancelled.
58	Your requisition and/or ID was not accepted because of an incorrect TO number entry in Column TECHNICAL ORDER NUMBER of AFTO Form 187.

Table 14-1. AFTO Form 215 Notice Codes - Continued

CODE	MEANING
59	Your requisition and/or ID was not accepted because, as a non-FMS TODO, you must submit justification for the CSTO to the SPO or the prime ALC.
60	The current TO was issued and a backorder was established for the forthcoming revision and any forthcoming change(s).
61	The requested TO was issued and a backorder was established for forthcoming change(s).
62	The TO you requested is not available; a backorder was established.
63	The TO you requested is not available; a backorder was established for the basic TO and forthcoming change(s).
64	The TO you requested is not available; a backorder was established for the forthcoming revision and any forthcoming change(s).
65	The TO you requested is in production; a backorder was established.
67	You were issued part of the quantity you requested for the TO indicated; a backorder was established for the remainder.
68	You were issued part of the quantity you requested for the TO indicated; a backorder was established for the forthcoming revision and any forthcoming change(s).
69	You were issued part of the quantity you requested for the TO indicated; a backorder was established for the remainder and the forthcoming change(s).
71	The TO you requested is not available; a backorder was not established because a revision is forthcoming. Resubmit your request when a new publication date appears with the TO in the TO index.
73	The TO you requested is in production; a backorder was not established. Resubmit your request when a new publication date appears with the TO in the TO index.
74	The current edition of the TO was issued, but a backorder was not established for the forthcoming revision. Resubmit your request when a new publication date appears with the TO in the TO index.
75	You were issued part of the quantity you requested for the TO indicated; however, a backorder was not established for the remainder because a TO revision and changes are forthcoming. Resubmit your request when a new publication date appears with the TO in the TO index.
77	You were issued part of the quantity you requested for the TO supplement indicated; however, a backorder was not established for the remainder because a revision of the basic TO is forthcoming.
78	Reserved
79	Reserved
80	Your backorder was cancelled because this TO has been replaced, rescinded, renumbered, or cancelled.
81	Your backorder for the current edition of this TO was cancelled; you will be issued the forthcoming revision of the TO.
82	Your backorder was cancelled because the distribution labels for the TO were cancelled.
83	Your backorder was established on the basis of your latest request (AFTO Form 187); the backorder established as the result of an earlier request was cancelled.
84	Your backorder was cancelled at the request of the TODO.
85	Your backorder was cancelled when AFTO Form 187 to cancel Initial Distribution was processed.



## CHAPTER 15 DISTRIBUTION

### 15.1 GENERAL.

This chapter contains the policy and procedures for distributing technical orders to the using activity.

### 15.2 INITIAL DISTRIBUTION.

ID refers to the first distribution of a TO, TCTO, change, revision, or supplement after initial printing. ID is directed by the TO manager (see paragraph 7.6) or by the SPO TO Manager. Actual shipment may be made from a DoD warehousing activity, from an aircraft or equipment contractor's plant, or from a Government Printing Office (GPO) printing contractor's plant.

### 15.3 EXPEDITED SHIPMENTS.

An ID shipment of a safety supplement, an operational supplement, an immediate action TCTO, or an urgent action TCTO is made in an envelope marked with a red border and the word EXPEDITE across the top (Figure 15-1). The same markings surround a label affixed to a carton used for such a shipment.

### 15.4 SHIPMENT LABELS.

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

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

### 15.5 SHIPMENT LABELS, AFTO FORMS.

15.5.1 The ID of an unclassified M-Symbol or CSTO is made by using AFTO Form 273, Technical Order Initial Distribution - Unclassified, (Figure 15-2). The ID of a classified M-Symbol or CSTO is made by using AFTO Forms 274, Technical Order Initial Distribution - Classified (Figure 5-13).

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

**RETURN ADDRESS:** The address of the organization who has management responsibility for the TO.

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

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

## TO 00-5-19

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

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

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

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

Position 1: "D" (represents a document number from a USAF system)

Positions 2 - 3: Country code of the receiving country

Position 4: If the document number was created in JCALS, the letter will be G, H, or L. If the document number was created in SATODS, the letter will be N.

Position 5: Overflow counter - normally 0 (zero), but could contain A - Z.

Position 6: "4" (constant value)

Positions 7 - 10: Julian date in the format YDDD (year, day, day, day)

Position 11: "E" (constant value)

Positions 12 - 14: Serial number beginning with 200

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

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

**LABEL EXPIRES:** Provides an expiration date for the label. Labels past this date should be cancelled and a new label requested.

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

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

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

15.5.1.2 Distribution of requisitions for M-Symbol and CSTOs are made using AFTO Forms 221, 1 JUL 05 CG Technical Order Requisition, and AFTO Forms 221A, 1 JUL 05 CG Technical Order Requisition - Manual. The AFTO Form 221A replaces the AFTO Form 276 for manual requisitions of M-Symbol or CSTOs. An AFTO Form 276 may be used in some instances to create a manual requisition for a USAF TO. Requisition labels are described in [Chapter 14](#) of this manual.

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

15.6.1 The USAF has transitioned to the Joint Computer-aided Logistics Support System (JCALs) for the maintenance and distribution of active USAF TOs. The AFTO Forms are no longer utilized by the US Air Force to make distribution of this type of TO. A new DD FORM 1348-2 (Figure 15-10) may be used to ship TO requests originating from both requisitions and Initial Distribution. The form distinguishes between an ID and a requisition by printing either ID or RQN on the front of the label.

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

15.6.3 The information displayed on the DD Form 1348-2 is much the same as the information displayed on the AFTO Forms. The Document Number used for tracking purposes is found in block 28 on the outside portion of the label. It is located under the TODO address in the larger inside portion of the label. Paragraph 15.5.1.1 describes the structure of this document number. A dollar value is printed under the document number in block 28 of the smaller portion in the label. The same value is also printed in the "Dollars" field of the larger portion. This figure reflects an estimated value of the TO and is used for processing the TO shipment through customs. The technical order being delivered under the document number is identified in block 29 of the outside label and in block 17 of the inside portion. The ordering TODO code is printed on both sections of the labels and is located above the recipient's address.

## 15.7 SHIPPING LABELS, PTOWS.

Some ALC warehouses use the Prime Warehouse Technical Order Warehouse System (PTOWS) to make distribution of technical orders. The PTOWS generates separate labels for initial distribution (Figure 15-7) and requisitions (Figure 15-8). The labels do not contain a form number. The entries on these forms are self-explanatory. The document number used for tracking purposes is found on the left margin of the ID label and in block 25 of the requisition label. Both are identified under the title "FMS Document Number." This figure reflects the average value of a TO and is used for processing the TO shipment through customs. The technical order being delivered under the document number is printed at the top center portion of the ID label and in block 1 of the requisition label.

## 15.8 SHIPMENTS.

Technical Orders addressed to TODOs assigned a D\*++++ code (FMS countries) will not be included in the consolidated mailing process. Requisitions and initial distribution material are shipped by individual TO. The carrier must be able to provide evidence of shipment from the supply source to the FMS customers designated representative, as indicated in the MAPAD. Unclassified shipments for SAP are made by small package carriers such as RPS, UPS (United Parcel Service), FedEx (Federal Express) or through receipted USPS (United States Postal Service). Classified TO shipments are made via registered mail. Unclassified shipments are usually made to freight forwarders as specified in the Letter of Offer and Acceptance (LOA). It is important that freight forwarders send TOs to countries in their original wrappers with labels and record information attached. Further, TOs should be shipped separate from equipment and should be protected from wear and tear in shipment. Airlift shipment should be considered if surface shipment takes over 30 days. TOs shipped in envelopes marked with a red border and the word EXPEDITE contain information of immediate urgent nature, and arrangement should be made to have them air shipped immediately. Care should also be taken to avoid delays once TOs have arrived in country. The local transportation office and mail center should deliver all shipments of TOs to the consignee TODO within one workday after receipt.

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

15.8.2 When a classified TO is shipped, a mailing label is placed on the outer and inner wrappers and the record portion is placed inside the package with a classified material receipt/record of destruction when required by applicable directives.

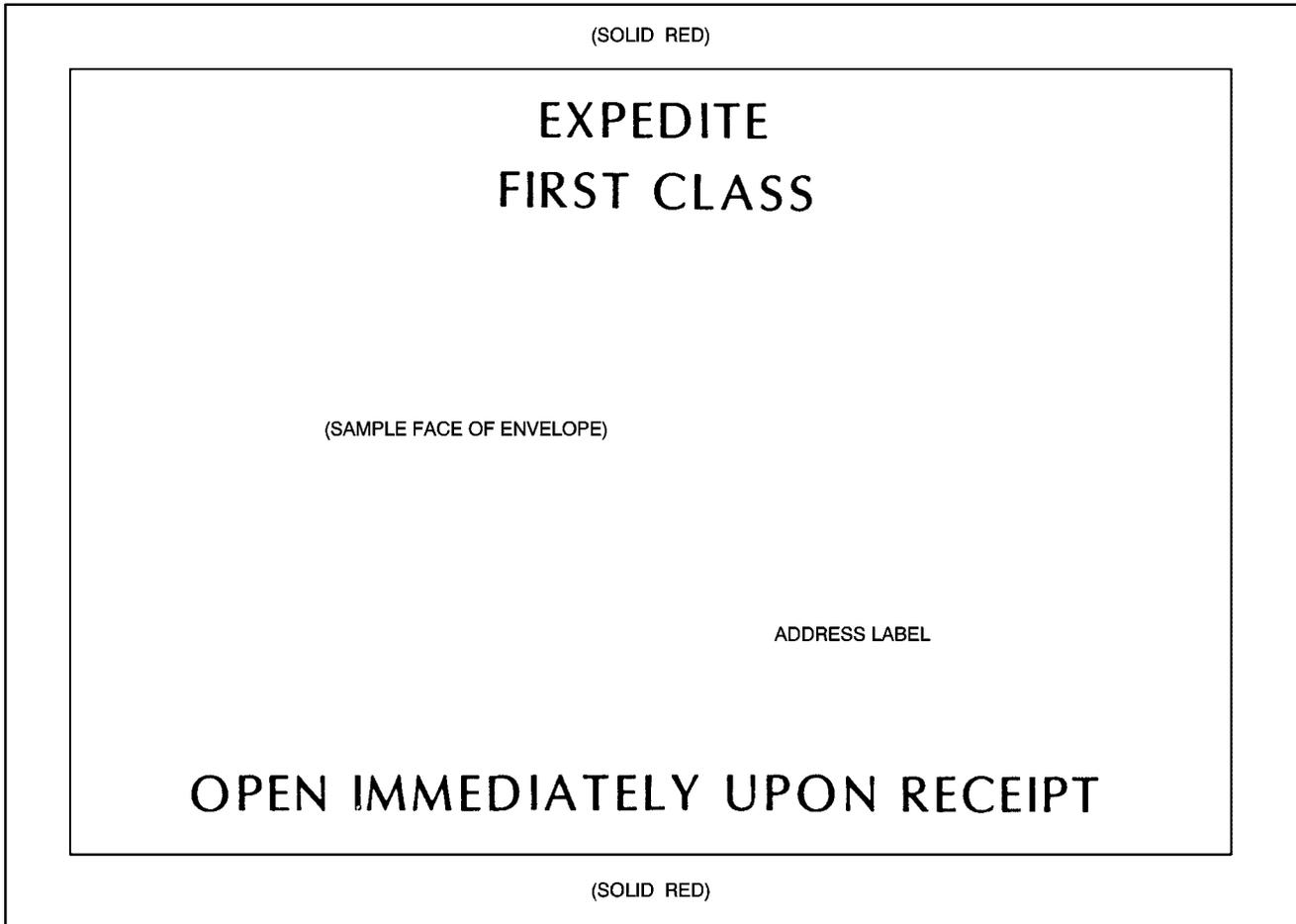
15.8.3 When more than one package is needed, each package is identified (such as: 1 of 3, 2 of 3) and for classified TOs the record portion of the mailing label is placed in the first package. Labels for classified TO shipments will not show the TO number or classification nor include a statement that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

15.8.4 Requisitioned TOs shipped by AFTO Forms contain a requisition number in block 4. This number consists of the alpha indicator of the TO manager that processed the shipment, a four-digit Julian date, and a four-digit serial number (see paragraph 15.5.1.2). When the shipment has resulted from an automatic requisition, the letter A will appear at the end of the number; for example: H10450007A. The PTOWS label contains a number similar in appearance to a requisition number. It is

**TO 00-5-19**

identified on the label under the field title "REQNO." However, this is not a true requisition processing number and is not used to track the shipping status of a TO to a FMS customer. The DD Form 1348-2 does not contain a requisition processing number.

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



H9002980

Figure 15-1. Operational Supplement, Safety Supplement, and TCTO Package Marking

ATTN: T. O. HOME OFFICE 558 CBSS GBHA 3001 STAFF DR POST 1AC4-107B TINKER AFB OK 73145-3042	TECHNICAL ORDER NUMBER		
	8C7-6-12-3		
	CHG/REV	T.O. DATE	QUANTITY
	001	15 MAR 07	0005
DOCUMENT NUMBER	SUPP ADDR	SHIP CLASS	
DBNN047065E204	DAOPHF	TRACEABLE	
OFFICIAL BUSINESS	LABEL EXPIRES	ESTIMATED VALUE	
	15 JUN 07	\$425.00	
<b>ID</b>  D*03DJ DURHAM FREIGHT FORWARDER FF/3 MF/3 FMS CASE BN-PHF-002 2817 RIGHT WAY WEST COAST USA 90045-6322 			

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

H9002982

Figure 15-2. Example of AFTO Form 273 for Shipping of Unclassified CSTO and M-Symbol TOs

ATTN: T. O. HOME OFFICE 558 CBSS GBHA 3001 STAFF DR POST 1AC4-107B TINKER AFB OK 73145-3042	FST VALUE: \$85.00
	
<b>I.D.</b>	DAOPBA 00001      DBNR047628E202
REGISTERED NO: 1ZRR00510347	
D*039W EMBASSY OF BANDERIA AIR ATTACHE BN-PBA-002 311 MASSACHUSETTS AVE WASHINGTON DC 20201	
	

AFTO FORM 274(1), 1 JUL 05 CG TECHNICAL ORDER INITIAL DISTRIBUTION - CLASSIFIED - PREVIOUS EDITIONS ARE OBSOLETE

H9002983

This portion is placed on the outside of the package.

Figure 15-3. Example of AFTO Form 274 for Shipping of Classified CSTO and M-Symbol TOs

ATTN: T. O. HOME OFFICE  
 558 CBSS GBHA  
 3001 STAFF DR POST 1AC4-107B  
 TINKER AFB OK 73145-3042

**I.D.** REGISTERED NO: 1ZRR00510347

D\*039W EMBASSY OF BANDERIA  
 AIR ATTACHE BN-PBA-002  
 311 MASSACHUSETTS AVE  
 WASHINGTON DC 20201

AFTO FORM 274(3), 1 JUL 05 CG TECHNICAL ORDER INITIAL DISTRIBUTION - CLASSIFIED - PREVIOUS EDITIONS ARE OBSOLETE

TECHNICAL ORDER NUMBER			QUANTITY
BN27M-7-236-1			00001
TODO	CHG/REV	T.O.DATE	CLASS
D*039W	005	25 JAN 07	SECRET
<b>I.D.</b> NOTICE This Technical order is classified. Comply with applicable AF regulations and directives prior to shipment to addressee.			
DOCUMENT NUMBER		SUPP ADDR	LABEL EXPIRES
DBNR047028E202		DA0PBA	25 APR 07
REGISTERED NO: 1ZRR00510347			

AFTO FORM 274(3), 1 JUL 05 CG TECHNICAL ORDER INITIAL DISTRIBUTION - CLASSIFIED - PREVIOUS EDITIONS ARE OBSOLETE

H9600635

This portion is placed on the inside of the package.

**Figure 15-4. Example of AFTO Form 274 for Shipping of Classified CSTO and M-Symbol TOs**

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

H9600602

Figure 15-5. Example of AFTO Form 221 for Shipping of Unclassified CSTO and M-Symbol TO Requisitions

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

H9600603

Figure 15-6. Example of AFTO Form 221A for Shipping of Manual CSTO and M-Symbol TO Requisitions

Department of the Air Force	35DA-6-37-1
WR-ALC/LEET	RE 5JUL06
285 COCHRAN ST BLDG 301 WW	REQNO: 71290022L
ROBINS AFB GA 31098	QTY: 0003
	PSN: 35T006291000006
Official Business Penalty for Private Use \$300	
I.D. 	
R584408 R584408	
JCALC DOC#: D*03ZZ71387004	D*03ZZ
FMS DOC: DBNL047138E206	DURHAM FREIGHT FORWARDER
FMS QTY: 0003	FMS BN-BA-001 FF/4 MF/7
FMS AMT: 255.00	1776 AMERICA BLVD
	EAST COAST USA 01299
SAP	

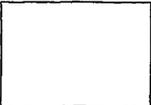
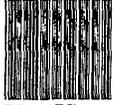
H9600604

Figure 15-7. Example of PTOWS Initial Distribution Shipping Label

Department of the Air Force	35DA-6-37-1
WR-ALC/LEET	RE 5JUL06
285 COCHRAN ST BLDG 301 WW	REQNO: 82120172P
ROBINS AFB GA 31098	QTY: 0001
Official Business Penalty for Private Use \$300	
<b>REQ</b> 	
R584408 R584408	
JCALS DOC#: D*03ZZ71387005	<b>D*03ZZ</b>
FMS DOC: DBNL047138E208	DURHAM FREIGHT FORWARDER
FMS QTY: 0001	FMS BN-BA-001 FF/4 MF/7
FMS AMT: 85.00	1776 AMERICA BLVD
<b>SAP</b>	EAST COAST USA 01299

H0715190

Figure 15-8. Example of PTOWS Requisition Shipping Label

26. POSTAGE DATA <b>DBNN047121E200</b> <b>170.00</b>		
Official Business		
29. TCN <b>XX-0-1-CD-1</b> <b>BASIC</b>		<b>D02T0020550006</b> <b>20070501</b>
30. WEIGHT	31. TYPE SERVICE	
32. FROM <b>OC-ALC/TILDT</b> <b>3001 STAFF DRIVE 1AB100</b> <b>TINKER AFB OK 73145-3042</b>		
33. SHIP TO <b>00002</b> <b>D*03ZZ</b>		<b>ID</b>
<b>DURHAM FREIGHT FORWARDER</b> <b>FMS BN-PBA-001 FF/4 MF/7</b> <b>1776 AMERICA BLVD</b> <b>EAST COAST USA 01299</b>		 <b>731455</b>

H0715191

Figure 15-9. Example of DD Form 1348-2 for Shipping of USAF TOs - Placed on Outside of Package



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

### **15.10 WITHHELD DISTRIBUTION.**

When the TO Manager withholds distribution of a TO, the SATOP Office will notify the TODO of the reason and may request justification.

### **15.11 CASE BILLING/DISTRIBUTION RECONCILIATION.**

The TODO inventory receipt records should be reconciled with the “SATODS MONTHLY STATUS REPORT FOR CASE - XX-XXX-XXX, product number PCN-Q-W002-C16-M09-PA (Figure D-1)” which is distributed by the SATOP Office. A description of the monthly status report is given in Table D-1.

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

1. TOTAL PRICE DOLLARS 16.00		2. SHIP FROM		3. SHIP TO	
4. MARK FOR		5. DATE		6. TIME	
7. UNIT PRICE		8. UNIT WEIGHT		9. UNIT CUBE	
10. PRESENT CLASSIFICATION		11. PRESENT NOMENCLATURE		12. DATE RECEIVED	
13. ITEM NOMENCLATURE		14. TOTAL WEIGHT		15. TOTAL CUBE	
16. RECEIVED BY		17. DATE RECEIVED		18. TOTAL WEIGHT	
19. RECEIVED BY		20. DATE RECEIVED		21. TOTAL WEIGHT	
22. RECEIVED BY		23. DATE RECEIVED		24. TOTAL WEIGHT	
25. RECEIVED BY		26. DATE RECEIVED		27. TOTAL WEIGHT	
28. RECEIVED BY		29. DATE RECEIVED		30. TOTAL WEIGHT	
31. RECEIVED BY		32. DATE RECEIVED		33. TOTAL WEIGHT	
34. RECEIVED BY		35. DATE RECEIVED		36. TOTAL WEIGHT	
37. RECEIVED BY		38. DATE RECEIVED		39. TOTAL WEIGHT	
40. RECEIVED BY		41. DATE RECEIVED		42. TOTAL WEIGHT	
43. RECEIVED BY		44. DATE RECEIVED		45. TOTAL WEIGHT	
46. RECEIVED BY		47. DATE RECEIVED		48. TOTAL WEIGHT	
49. RECEIVED BY		50. DATE RECEIVED		51. TOTAL WEIGHT	
52. RECEIVED BY		53. DATE RECEIVED		54. TOTAL WEIGHT	
55. RECEIVED BY		56. DATE RECEIVED		57. TOTAL WEIGHT	
58. RECEIVED BY		59. DATE RECEIVED		60. TOTAL WEIGHT	
61. RECEIVED BY		62. DATE RECEIVED		63. TOTAL WEIGHT	
64. RECEIVED BY		65. DATE RECEIVED		66. TOTAL WEIGHT	
67. RECEIVED BY		68. DATE RECEIVED		69. TOTAL WEIGHT	
70. RECEIVED BY		71. DATE RECEIVED		72. TOTAL WEIGHT	
73. RECEIVED BY		74. DATE RECEIVED		75. TOTAL WEIGHT	
76. RECEIVED BY		77. DATE RECEIVED		78. TOTAL WEIGHT	
79. RECEIVED BY		80. DATE RECEIVED		81. TOTAL WEIGHT	
82. RECEIVED BY		83. DATE RECEIVED		84. TOTAL WEIGHT	
85. RECEIVED BY		86. DATE RECEIVED		87. TOTAL WEIGHT	
88. RECEIVED BY		89. DATE RECEIVED		90. TOTAL WEIGHT	
91. RECEIVED BY		92. DATE RECEIVED		93. TOTAL WEIGHT	
94. RECEIVED BY		95. DATE RECEIVED		96. TOTAL WEIGHT	
97. RECEIVED BY		98. DATE RECEIVED		99. TOTAL WEIGHT	
100. RECEIVED BY		101. DATE RECEIVED		102. TOTAL WEIGHT	
103. RECEIVED BY		104. DATE RECEIVED		105. TOTAL WEIGHT	
106. RECEIVED BY		107. DATE RECEIVED		108. TOTAL WEIGHT	
109. RECEIVED BY		110. DATE RECEIVED		111. TOTAL WEIGHT	
112. RECEIVED BY		113. DATE RECEIVED		114. TOTAL WEIGHT	
115. RECEIVED BY		116. DATE RECEIVED		117. TOTAL WEIGHT	
118. RECEIVED BY		119. DATE RECEIVED		120. TOTAL WEIGHT	
121. RECEIVED BY		122. DATE RECEIVED		123. TOTAL WEIGHT	
124. RECEIVED BY		125. DATE RECEIVED		126. TOTAL WEIGHT	
127. RECEIVED BY		128. DATE RECEIVED		129. TOTAL WEIGHT	
130. RECEIVED BY		131. DATE RECEIVED		132. TOTAL WEIGHT	
133. RECEIVED BY		134. DATE RECEIVED		135. TOTAL WEIGHT	
136. RECEIVED BY		137. DATE RECEIVED		138. TOTAL WEIGHT	
139. RECEIVED BY		140. DATE RECEIVED		141. TOTAL WEIGHT	
142. RECEIVED BY		143. DATE RECEIVED		144. TOTAL WEIGHT	
145. RECEIVED BY		146. DATE RECEIVED		147. TOTAL WEIGHT	
148. RECEIVED BY		149. DATE RECEIVED		150. TOTAL WEIGHT	
151. RECEIVED BY		152. DATE RECEIVED		153. TOTAL WEIGHT	
154. RECEIVED BY		155. DATE RECEIVED		156. TOTAL WEIGHT	
157. RECEIVED BY		158. DATE RECEIVED		159. TOTAL WEIGHT	
160. RECEIVED BY		161. DATE RECEIVED		162. TOTAL WEIGHT	
163. RECEIVED BY		164. DATE RECEIVED		165. TOTAL WEIGHT	
166. RECEIVED BY		167. DATE RECEIVED		168. TOTAL WEIGHT	
169. RECEIVED BY		170. DATE RECEIVED		171. TOTAL WEIGHT	
172. RECEIVED BY		173. DATE RECEIVED		174. TOTAL WEIGHT	
175. RECEIVED BY		176. DATE RECEIVED		177. TOTAL WEIGHT	
178. RECEIVED BY		179. DATE RECEIVED		180. TOTAL WEIGHT	
181. RECEIVED BY		182. DATE RECEIVED		183. TOTAL WEIGHT	
184. RECEIVED BY		185. DATE RECEIVED		186. TOTAL WEIGHT	
187. RECEIVED BY		188. DATE RECEIVED		189. TOTAL WEIGHT	
190. RECEIVED BY		191. DATE RECEIVED		192. TOTAL WEIGHT	
193. RECEIVED BY		194. DATE RECEIVED		195. TOTAL WEIGHT	
196. RECEIVED BY		197. DATE RECEIVED		198. TOTAL WEIGHT	
199. RECEIVED BY		200. DATE RECEIVED		201. TOTAL WEIGHT	
202. RECEIVED BY		203. DATE RECEIVED		204. TOTAL WEIGHT	
205. RECEIVED BY		206. DATE RECEIVED		207. TOTAL WEIGHT	
208. RECEIVED BY		209. DATE RECEIVED		210. TOTAL WEIGHT	
211. RECEIVED BY		212. DATE RECEIVED		213. TOTAL WEIGHT	
214. RECEIVED BY		215. DATE RECEIVED		216. TOTAL WEIGHT	
217. RECEIVED BY		218. DATE RECEIVED		219. TOTAL WEIGHT	
220. RECEIVED BY		221. DATE RECEIVED		222. TOTAL WEIGHT	
223. RECEIVED BY		224. DATE RECEIVED		225. TOTAL WEIGHT	
226. RECEIVED BY		227. DATE RECEIVED		228. TOTAL WEIGHT	
229. RECEIVED BY		230. DATE RECEIVED		231. TOTAL WEIGHT	
232. RECEIVED BY		233. DATE RECEIVED		234. TOTAL WEIGHT	
235. RECEIVED BY		236. DATE RECEIVED		237. TOTAL WEIGHT	
238. RECEIVED BY		239. DATE RECEIVED		240. TOTAL WEIGHT	
241. RECEIVED BY		242. DATE RECEIVED		243. TOTAL WEIGHT	
244. RECEIVED BY		245. DATE RECEIVED		246. TOTAL WEIGHT	
247. RECEIVED BY		248. DATE RECEIVED		249. TOTAL WEIGHT	
250. RECEIVED BY		251. DATE RECEIVED		252. TOTAL WEIGHT	
253. RECEIVED BY		254. DATE RECEIVED		255. TOTAL WEIGHT	
256. RECEIVED BY		257. DATE RECEIVED		258. TOTAL WEIGHT	
259. RECEIVED BY		260. DATE RECEIVED		261. TOTAL WEIGHT	
262. RECEIVED BY		263. DATE RECEIVED		264. TOTAL WEIGHT	
265. RECEIVED BY		266. DATE RECEIVED		267. TOTAL WEIGHT	
268. RECEIVED BY		269. DATE RECEIVED		270. TOTAL WEIGHT	
271. RECEIVED BY		272. DATE RECEIVED		273. TOTAL WEIGHT	
274. RECEIVED BY		275. DATE RECEIVED		276. TOTAL WEIGHT	
277. RECEIVED BY		278. DATE RECEIVED		279. TOTAL WEIGHT	
280. RECEIVED BY		281. DATE RECEIVED		282. TOTAL WEIGHT	
283. RECEIVED BY		284. DATE RECEIVED		285. TOTAL WEIGHT	
286. RECEIVED BY		287. DATE RECEIVED		288. TOTAL WEIGHT	
289. RECEIVED BY		290. DATE RECEIVED		291. TOTAL WEIGHT	
292. RECEIVED BY		293. DATE RECEIVED		294. TOTAL WEIGHT	
295. RECEIVED BY		296. DATE RECEIVED		297. TOTAL WEIGHT	
298. RECEIVED BY		299. DATE RECEIVED		300. TOTAL WEIGHT	
301. RECEIVED BY		302. DATE RECEIVED		303. TOTAL WEIGHT	
304. RECEIVED BY		305. DATE RECEIVED		306. TOTAL WEIGHT	
307. RECEIVED BY		308. DATE RECEIVED		309. TOTAL WEIGHT	
310. RECEIVED BY		311. DATE RECEIVED		312. TOTAL WEIGHT	
313. RECEIVED BY		314. DATE RECEIVED		315. TOTAL WEIGHT	
316. RECEIVED BY		317. DATE RECEIVED		318. TOTAL WEIGHT	
319. RECEIVED BY		320. DATE RECEIVED		321. TOTAL WEIGHT	
322. RECEIVED BY		323. DATE RECEIVED		324. TOTAL WEIGHT	
325. RECEIVED BY		326. DATE RECEIVED		327. TOTAL WEIGHT	
328. RECEIVED BY		329. DATE RECEIVED		330. TOTAL WEIGHT	
331. RECEIVED BY		332. DATE RECEIVED		333. TOTAL WEIGHT	
334. RECEIVED BY		335. DATE RECEIVED		336. TOTAL WEIGHT	
337. RECEIVED BY		338. DATE RECEIVED		339. TOTAL WEIGHT	
340. RECEIVED BY		341. DATE RECEIVED		342. TOTAL WEIGHT	
343. RECEIVED BY		344. DATE RECEIVED		345. TOTAL WEIGHT	
346. RECEIVED BY		347. DATE RECEIVED		348. TOTAL WEIGHT	
349. RECEIVED BY		350. DATE RECEIVED		351. TOTAL WEIGHT	
352. RECEIVED BY		353. DATE RECEIVED		354. TOTAL WEIGHT	
355. RECEIVED BY		356. DATE RECEIVED		357. TOTAL WEIGHT	
358. RECEIVED BY		359. DATE RECEIVED		360. TOTAL WEIGHT	
361. RECEIVED BY		362. DATE RECEIVED		363. TOTAL WEIGHT	
364. RECEIVED BY		365. DATE RECEIVED		366. TOTAL WEIGHT	
367. RECEIVED BY		368. DATE RECEIVED		369. TOTAL WEIGHT	
370. RECEIVED BY		371. DATE RECEIVED		372. TOTAL WEIGHT	
373. RECEIVED BY		374. DATE RECEIVED		375. TOTAL WEIGHT	
376. RECEIVED BY		377. DATE RECEIVED		378. TOTAL WEIGHT	
379. RECEIVED BY		380. DATE RECEIVED		381. TOTAL WEIGHT	
382. RECEIVED BY		383. DATE RECEIVED		384. TOTAL WEIGHT	
385. RECEIVED BY		386. DATE RECEIVED		387. TOTAL WEIGHT	
388. RECEIVED BY		389. DATE RECEIVED		390. TOTAL WEIGHT	
391. RECEIVED BY		392. DATE RECEIVED		393. TOTAL WEIGHT	
394. RECEIVED BY		395. DATE RECEIVED		396. TOTAL WEIGHT	
397. RECEIVED BY		398. DATE RECEIVED		399. TOTAL WEIGHT	
400. RECEIVED BY		399. DATE RECEIVED		400. TOTAL WEIGHT	

Figure 15-11. DD Form 1348-2, Issue Release/Receipt Document with Address Label

1. Technical Order Number		2. Class		3. Qty. Reqst.		4. Susp. Date		5. Requisition No.	
I1-38A-2-1		UNCL		0001		23FEB99		P90412799	
6. TO DO No.		7. Reqst. Date		8. Label Expires		9. Storage		10. Type Reqst.	
1858		10FEB97		01JUN98				11. Process Inst.	
12. TO Key		13. TO Control No.		14. Basics		15. Changes		16. Supps	
98307		00027		001				17. Vols.	
18. TODCA Approval		19. Action Date		20. Action Code		21. Date Prepared		22. Approval/Certification	
23. FMS Case		24. FMS Amount		25. FMS Document Number		26. FMS Supps. Rdd.		27. EMS Qty	
BN-PBA-001		\$16.00		DBNN045312E200				00001	
28. NOTES		29. REMARKS		30. BARCODE					

H0000292

Figure 15-12. PTOWS Requisition Label

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

H0000293

Figure 15-13. PTOWS ID Label



## CHAPTER 16

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

#### 16.1 GENERAL.

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

#### 16.2 POLICY.

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

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

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

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

#### 16.3 SUBMITTING REQUIREMENTS.

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

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

16.3.2 The specific country requesting the ordnance:

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

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

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

Once an official letter has been received addressing the items in paragraphs 16.3.1 and 16.3.2 the information will be provided as to whether or not the publication exists and whether it can be released to the specific country. NAVEODTECHDIV will also provide a price for the publication and budget information. The address is:

**TO 00-5-19**

Send an informational  
copy to:

Commanding Officer  
Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV)  
Attn: CO Code 201  
2008 Stump Neck Road  
Indian Head, MD 20640-5070  
Det 63, 688 ARSS/CC  
2008 Stump Neck Road  
Indian Head, MD 20640-5099

## CHAPTER 17

### SPECIAL PROGRAMS

#### 17.1 AIRCRAFT TECHNICAL COORDINATION PROGRAM.

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

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

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

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

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

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

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

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

#### 17.3 OTHER DOD COMPONENT PUBLICATIONS.

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

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

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

17.3.3.1 Managing or controlling DoD component.

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

17.3.3.3 Classification.

17.3.3.4 Title.

17.3.3.5 Quantity required.

## TO 00-5-19

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

17.3.3.7 USAF TO publications case to be billed.

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

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

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

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

Inactive TOs (rescinded, replaced, renumbered) are not available from USAF stock. Copies of inactive TOs are retained for a limited period of time in accordance with USAF records retention policy.

17.4.1 Requests for inactive TOs from foreign government activities must be fully substantiated and submitted to the SATOP Office for disposition. The SATOP Office will forward such requests to the appropriate TO manager.

17.4.2 Each request must show the complete address of the requester, the TO number and date, the intended use, and the name and signature of the requester.

17.4.3 The requesting country must agree to pay full costs of reproducing the rescinded TO. If the TO is reinstated, it will be assigned a CSTO number.

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

Country standard TOs are not releasable to the general public or other non-government requestors.

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

Certified U.S. Contractors may need USAF technical orders to perform a service contracted directly with a SAP country. This requirement must be established by the country and charged to the appropriate TO publications case. The country may elect either of two methods to provide the technical orders to the contractor: The country may obtain the required technical orders through its TODO and furnish them directly to the contractor; or the country may designate the contractor as the country's agent and request that the SATOP Office assign an FMS TODO code/TM account to the contractor and use the country's TO publications case for billing purposes. By the second method, the TOs will be shipped directly to the contractor.

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

17.6.2 For a direct sales program, the country should establish its requirements for USAF technical orders directly with the SATOP Office. An FMS TO publications case must be established if the country does not have one.

17.6.3 Under no circumstances will the contractor be authorized to requisition USAF technical orders under a USAF contractor TODO code/TM account for the support of a service contract or direct sales program not managed by the US Air Force. This action could result in unauthorized disclosure of information and violate Public Law on recoupment of costs.

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

A Certified U.S. contractor may need USAF technical orders to perform a service for a SAP country under an FMS contract administered for the country by the USAF. In some instances, the contractor may be performing the same or a similar service for the USAF under a USAF contract. When performing FMS contract work in the plant under DCAS visibility, a contractor may use TOs the contractor legitimately had obtained without cost under a USAF TODO code for the performance of USAF work. However, the contractor may not furnish or release these TOs to a foreign customer nor send them to support contractor engineering technical services (CETS) personnel in foreign countries. If additional or different TOs are required only for FMS contract work, these TOs must, according to Public Law, be purchased. The FMS customer must pay for them by use of an FMS case. Procedures given in paragraph 17.6 must be followed to accomplish the purchase.

### 17.8 COUNTRY STANDARD AND M-SYMBOL TO DISTRIBUTION FOR NON-FMS TODO.

A non-FMS TODO (USAF support activity, TCG, SPD, IM, major command, etc.) having a requirement for a CSTO or an M-symbol TO will prepare, for each ALC or SPO TO Manager concerned, a separate AFTO Form 187 and letter of justification listing only the CSTOs or M-symbol TOs managed by that ALC or SPO. (Requests for CSTOs and M-symbol TOs will not be submitted on the same form.) In the upper left corner of the AFTO Form 187, the TODO will write "CSTO" or "M-SYMBOL TO" as appropriate and send the request to the CSTO or M-symbol TO manager at the prime ALC or SPO. The manager will forward an approved request to the SATOP Office for SATODS processing and will return a denied request to the TODO. (See paragraph 10.6.1.5 and paragraph 10.7.5).

### 17.9 TECHNICAL ORDER FOR FOREIGN CONTRACTORS.

17.9.1 Requests for USAF technical orders from foreign contractors are not processed through the SATOP office. Foreign contractors must submit TO requests through the country embassy located in the USA.

17.9.2 A United States based foreign contractor representative responding to a procurement or competition advocacy announcement must submit the request to the announcing office for processing through the FDO to the TO Manager.



## CHAPTER 18

# TIME COMPLIANCE TECHNICAL ORDERS - GENERAL

### 18.1 PURPOSE.

Chapters 18 through 26 discuss USAF time compliance technical orders (TCTO) and country standard TCTOs (CSTCTO).

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

18.1.2 Class IV and Class V modifications are covered in this discussion.

18.1.2.1 Class IV modifications are divided into two types: Class IVA, Safety, and Class IVB, Mission Essential.

18.1.2.2 A Class V modification adds or removes operational capabilities. Country participation in such a modification must be approved by Headquarters USAF.

### 18.2 POLICY.

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

#### NOTE

The terms "USAF TCTO" and "CSTCTO" indicate a specific policy application to that type of TCTO. Otherwise, the term "TCTO" is used generically to indicate parallel policy for the two types.

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

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

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

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

### 18.3 DEFINITIONS.

18.3.1 Configuration Change. Change of form, fit, or function of an item.

18.3.2 Modification. A configuration change to an in-use item.

18.3.3 Retrofit Change. Modification of an in-use item to incorporate changes made in later production items.

18.3.4 Software-Only Change. Changes made to a computer program configuration item (CPCI) which do not change the system or subsystem equipment (reference TO 00-5-17-WA-1).

18.3.5 System Program Director/Item Manager. The ALC designated by the AFMC to ensure that logistic actions within the AFMC shall agree with the program objectives and support requirements of the user of the system or equipment.

18.3.6 Technical Order Compliance. A requirement for maintenance to do work called for in a TCTO before the item can be used, shipped, or stored.

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

18.3.7 Proofing. The actual trial installation of the first kit using the directions in the TCTO. Verification of necessary TO changes is accomplished at this time.

18.3.8 Unique Country Standard TCTO. A TCTO that implements a modification that is applicable only to country equipment.

### **18.4 CONCURRENT CHANGES**

Modifications may result in changes to existing technical data or introduce a requirement for new data. When this occurs, all related changes to technical orders and support equipment must be released at the same time as the TCTO or kit.

### **18.5 SOFTWARE-ONLY CHANGES**

A TCTO will be issued to announce a software-only change to an AFMC-managed computer program. A CSTCTO will be issued to announce a software-only change to a CSTO.

### **18.6 COMPANION TCTOS**

When an item is to be removed from a weapon system for modification at a base or depot, two TCTOs are issued. One TCTO (or CSTCTO when required) is issued against the weapon system to remove the item and replace with a modified item. The second TCTO is issued for the modification of the item by the shops.

## CHAPTER 19

### TYPES OF TIME COMPLIANCE TECHNICAL ORDERS

#### 19.1 DESIGNATION OF URGENCY.

Types of TCTOs are described in this chapter. Each TCTO with common USAF and SAP application is assigned a degree of urgency at the time the Configuration Control Board (CCB) gives approval. The contractor assigns the degree of urgency on unique CSTCTOs. Three designations of urgency authorized are immediate action, urgent action, and routine action. The degree of urgency determines how soon the TCTO must be done. (Reference [Table 19-1.](#))

19.1.1 A CSTCTO that is common with a USAF baseline TCTO will be assigned the same sequence number as the corresponding USAF TCTO (e.g., 1F-16- 536 and XX1F-16-536 indicates a TCTO with common USAF and FMS application). (Reference [Table 19-1.](#)) The USAF data code number is assigned.

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

#### 19.2 IMMEDIATE ACTION TCTOS.

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

#### NOTE

The TCG should inform all non-hostile countries of safety-to-flight hazards. TCG Chief will ensure that SAOs are included as information addressees on all safety-of-flight TCTO messages for their respective countries.

19.2.2 The urgency of these TCTOs requires immediate action to remove the equipment from use until corrective action has been completed.

19.2.3 An immediate action TCTO is normally issued as an electrically transmitted interim TCTO (ITCTO).

19.2.4 Formal immediate action TCTOs have the words IMMEDIATE ACTION printed in red at the top of the first page. A border of red X's is printed on the first page.

19.2.5 Immediate action TCTOs shall be delivered to the maintenance unit within 4 hours after arriving on base.

19.2.6 Formal safety TCTOs have the words SAFETY TIME COMPLIANCE TECHNICAL ORDER printed in red on the first page.

#### 19.3 URGENT ACTION TCTOS.

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

19.3.1 The urgency of these TCTOs requires that the TCTO must be done within a specified number of days. If the TCTO has not been done within the time limit, the equipment must be taken out of use until the TCTO has been done.

19.3.2 Formal urgent action TCTOs have the words URGENT ACTION printed in red at the top of the first page. Red diagonal lines alternately spaced with red X's are printed around the border of the first page.

19.3.3 Urgent action TCTOs shall be delivered to the maintenance unit as soon as possible after arriving on base.

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

### **19.4 ROUTINE ACTION TCTOS.**

Routine action TCTOs are issued for conditions that require correction. The urgency is less critical for these TCTOs than for immediate and urgent action TCTOs. The compliance period (11 to 540 days) depends on the type of equipment.

19.4.1 Routine action TCTOs are issued to correct a condition that:

19.4.1.1 Constitutes a hazard through prolonged use.

19.4.1.2 Has a negative effect on operations.

19.4.1.3 Reduces tactical or support utility.

19.4.1.4 Reduces operational life or general service use of systems or equipment.

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

### **19.5 INSPECTION TCTOS.**

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

19.5.1 Inspection TCTOs that do not require a kit.

19.5.2 Inspection TCTOs that require a kit because special tools, parts, and/or materials are needed to open or close the inspection area.

19.5.3 Condition inspection TCTOs issued to survey the inventory of an item to determine the extent of a known problem.

### **19.6 LEVEL OF ACCOMPLISHMENT.**

TCTOs are accomplished by personnel at base or depot level or by contractor field teams.

19.6.1 Organization- and intermediate-level TCTOs are classified as immediate, urgent, routine, or safety. These TCTOs require that equipment be out of commission for a short time, normally not more than 25 workhours.

19.6.2 A depot-level TCTO requires that the equipment be out of operation for a longer time. Accomplishing this TCTO requires many workhours and, usually, large shop facilities.

### **19.7 INTERIM TCTO.**

When a TCTO must reach the user as quickly as possible, the SPD/TCM issues an interim TCTO or an interim country standard TCTO (CSTCTO). An interim TCTO or CSTCTO is sent by electrical transmission to the in-country security assistance organization (SAO) and all FMS customers with applicability, which delivers it to the maintenance function as soon as possible after it is received.

19.7.1 An interim TCTO is usually used to send immediate or urgent action information. Routine safety inspection data may also be released in interim format as necessary.

19.7.2 When a single interim TCTO cannot be released to all users, interim CSTCTOs must be issued as required. However, an interim TCTO may be structured for issue to all authorized USAF and FMS users when effectivity data and degraded mission capabilities cannot be identified by country.

19.7.3 An interim CSTCTO for a nonstandard system or equipment will be issued by the manager responsible for the equipment. This manager usually will be a contractor.

19.7.4 An interim supplement to an OI-level routine TCTO will be issued when necessary to correct an emergency or urgent deficiency reported against an active TCTO by means of an AFTO Form 22.

19.7.5 When a TCTO or CSTCTO supplement is issued solely to extend the TCTO/CSTCTO rescission date, it will be issued as an interim supplement.

19.8 OTHER MODIFICATION INSTRUCTIONS.

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

Table 19-1. TCTO Compliance Matrix

CATEGORY OF TCTO	COMPLIANCE PERIOD (Note 1)	GROUND OR REMOVE FROM SERVICE (Note 2)	MAXIMUM RESCISSION DATE (Note 3)
<b>IMMEDIATE ACTION:</b>			
All categories (Note 4)	Immediately	Immediately	6 months after issue or 1 month after last scheduled kit delivery, whichever comes last
<b>URGENT ACTION:</b>			
All categories	From 1 thru 10 days	After expiration of compliance period or 60 days before rescission date, whichever comes first	The designated compliance period plus 60 days after last scheduled kit delivery or 1 year after issue date, whichever comes last
<b>INTERIM ROUTINE SAFETY INSPECTION, O/I LEVEL:</b>			
All categories	From 11 thru 30 days or a time period equivalent to the aircraft home station check	After expiration of compliance period or 60 days before rescission date, whichever comes first	The designated compliance period or 1 year after issue date, whichever comes last
<b>ROUTINE ACTION, O/I LEVEL, SAFETY TCTO:</b>			
1 category, aircraft; 2 category, airborne engines; 31 category, C-E systems	From 11 thru 90 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 1 year after issue date, whichever comes last
14 category, life support equipment	From 11 thru 120 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 1 year after issue date, whichever comes last
21 category, LGM; 35 category, LGM support equipment only	From 11 thru 270 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 2 years after issue date, whichever comes last
Commodity and non-aerospace equipment	From 11 thru 90 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 2 years after issue date, whichever come last
<b>ROUTINE ACTION, O/I LEVEL:</b>			
1 category, aircraft; 2 category, airborne engines; 31 category, C-E systems	From 30 thru 270 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 2 year after issue date, whichever comes last
21 category, LGM; 35 category, LGM support equipment only	From 30 thru 540 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 2 years after issue date, whichever comes last
Commodity and non-aerospace equipment	From 30 thru 270 days	After expiration of compliance period or 60 days before rescission date	The designated compliance period plus 60 days after last scheduled kit delivery or 2 years after issue date, whichever comes last
<b>ROUTINE ACTION, O/I LEVEL, BASED ON MAINTENANCE PRACTICE:</b>			

Table 19-1. TCTO Compliance Matrix - Continued

CATEGORY OF TCTO	COMPLIANCE PERIOD (Note 1)	GROUND OR REMOVE FROM SERVICE (Note 2)	MAXIMUM RESCISSION DATE (Note 3)
All categories	Upon an event, such as next scheduled inspection, jet engine intermediate maintenance, or specified number of landings (upon failure is not authorized)	On a date established by SPD or IM with major command approval, 60 or more days before rescission date	6 months after grounding or 2 years after issue date, whichever comes first
2 category, airborne engines, On condition Maintenance concept	Upon an extent, such as next scheduled inspection, removal, etc. (upon failure is not authorized)	On a date established by SPD or IM with major command approval, 60 or more days before rescission date	6 months after removal from service or 2 years after issue date, whichever comes first
<b>ROUTINE ACTION, DEPOT LEVEL (Note 5):</b>			
2 category, airborne engines (Note 6)	Upon depot maintenance	Not applicable	The applicable scheduled overhaul interval computed from the issue date
Software only	Upon depot maintenance	Not applicable	Not later than 12 months after issue date
All other categories	Upon depot maintenance	Not applicable	Not later than 48 months after issue date
<b>ROUTINE ACTION, DEPOT LEVEL, RECORD TCTO:</b>			
All categories	Upon depot maintenance	Not applicable	Not later than 48 months after issue date

## NOTES:

1. The compliance date may be any number of days between the days indicated in this column. It represents the time allowed to accomplish a TCTO upon receipt, on base, of the kits and TCTO or of the TCTO only if kits are not required.
2. Grounding or removal from service will be accomplished by the using activity as prescribed by the application 00-20-series TO on expiration of the compliance period, or 60 days before the rescission date if the TCTO has not been accomplished. Failure to accomplish a Class IVA safety TCTO within the compliance period shall automatically restrict operations or shall be justification for withdrawing the system or equipment from service until the TCTO is accomplished.
3. This column designates the maximum TCTO life and does not preclude a shorter, more realistic TCTO life are determined by an appropriate authority on the basis of the type of affected system or equipment, the level of accomplishment, the extent of the rework, and the accomplishment schedule.
4. A commodity category TCTO will not be used as the means of initially grounding a system. In this instance, a system category TCTO written against the system to effect grounding action and an appropriate commodity category TCTO of the same urgency shall be prepared to effect the necessary retrofit change. The system category TCTO shall be signed off to release the system for flight or operation after the commodity category TCTO has been accomplished.
5. A routine action, depot-level, safety TCTO shall not exceed organizational or intermediate matrix elements.
6. A depot-level TCTO shall not be issued against an aircraft engine that does not have established overhaul intervals unless support teams (contractor or organic) are scheduled to accomplish the entire inventory within a predetermined timeframe specified in the TCTO. In such an instance, the rescission date shall be established as the scheduled date plus six months.



## CHAPTER 20

### TCTO, KIT, AND DATA CODE NUMBERS

#### 20.1 NUMBERING A TCTO.

A manual number with a final group of numbers that is -501 or higher indicates a TCTO. A final group of numbers that is -6001 or higher identifies a CSTCTO that has no USAF application. A TCTO supplement is assigned the same number as the basic manual, except that the supplement has a letter added to the final group of numbers; for example, -501C. The letters A, B, O, and I are not used to identify TCTO supplements. (An explanation of TCTO numbering is given in TO 00-5-18-WA-1.)

#### 20.2 NUMBERING OF KITS.

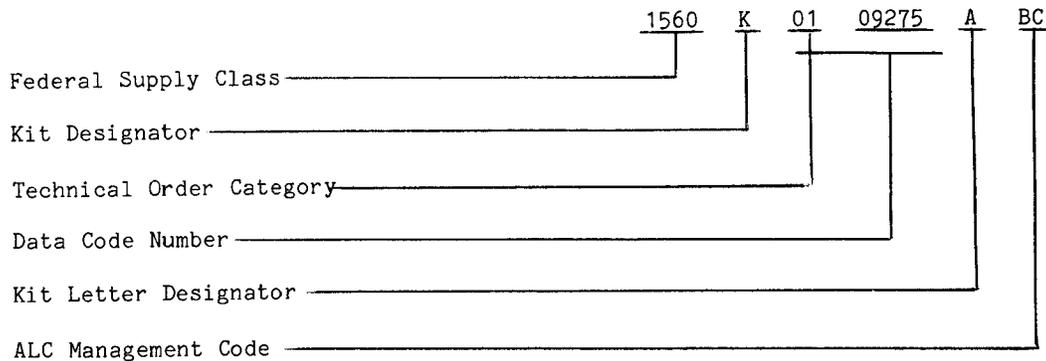
An identification number is assigned to a TCTO kit (see [Figure 20-1](#)). For a unique CSTCO, the contractor will assign a unique kit identification number.

#### 20.3 DATA CODE NUMBERS.

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

20.3.1 The first two digits identify the equipment publication category (reference [Table 6-1](#)); the remaining five digits identify and maintain serialization control. For example, in data code 3306871, 33 indicates the test equipment category and 06871 identifies this number as the 6,871st test equipment data code assigned.

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



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**Figure 20-1. Numbering TCTO Kits**



## CHAPTER 21

### TIME COMPLIANCE TECHNICAL ORDER KITS

#### 21.1 CONTENT OF KITS.

21.1.1 TCTO kits shall contain all parts and materials, except petroleum products, required to accomplish the TCTO on one end article or item of equipment. Computer programs will be shipped as a separate kit in the quantities established in the TCTO to each activity operating the particular equipment(s). Embedded computer programs may not be provided on a one-for-one basis for each end item (TO 00-5-17-WA-1).

21.1.2 Inspection TCTOs shall have kits when required to support the TCTO. The kit will contain the consumable items (gaskets, seals, one-time locking devices, etc.) required to gain access to, and to close up, the work area or station. Kits for condition inspection TCTOs shall be provided to the maximum extent that can be determined. In these instances, the SPD or TCM shall initiate action to ensure that sufficient quantities of material are available to satisfy estimated user requirements.

21.1.3 All USAF and common CSTCTO kits procured or assembled are stored and issued by the ALC assigned management responsibility of the TCTO. For unique CSTCTOs, contractors do this function.

21.1.4 Items subject to restrictive physical characteristics (such as dated items, flammables, or medical) require separate containers, packaging, shipment, and storage.

21.1.5 Each individual part, group of parts, or materials in each kit will be identified to indicate the complete stock or part number, nomenclature, and TCTO number. All parts or materials used in the assembly of kits destined for overseas shipment will be properly preserved according to current regulations.

21.1.6 Small items which may be easily lost, such as rivets, nuts, washers, etc., will be placed in a suitable container marked to indicate identity, quantity, and TCTO number.

21.1.7 One copy of the applicable bill of material and necessary drawings will be packaged with each kit. The bill of material will be properly annotated to identify shelf life item control and time change items.

#### NOTE

A copy of the TCTO or CSTCTO will not be included in common kits for USAF and FMS.

21.1.8 When more than one outside container is required to package a complete kit, containers will be numbered in consecutive order. Example: box 1 of 3, box 2 of 3, etc. The bill of material and necessary drawings will be placed in box 1. A copy of the bill of material will be affixed to the outside of box 1, and this copy will be annotated to show the number of the box in which each item on the list is located.

21.1.9 To avoid delay in assembly and shipment of TCTO kits, substitutions may be made on minor parts without the necessity of changing the TCTO or bill of material. Substitutions will be made only under the following conditions:

21.1.9.1 Parts substituted for items in the TCTO will be tagged to indicate the substitution and the authority therefor.

21.1.9.2 Authority for substitutions will be granted only when such substitutions do not adversely affect the tensile strength, utility, reliability, or interchangeability of the assembly as intended by the TCTO.

21.1.10 Activities accomplishing a TCTO are authorized to accept substitute parts for installation, provided substitute parts are properly tagged and authorized.

21.1.11 Software required for modifications will be issued prior to or concurrently with kit delivery to users.

21.1.12 If special tools are required to accomplish a TCTO, they are to be included in the TCTO kit or provided as a separate kit.

**21.2 WAIVERS TO COMPLETE CONCEPT.**

21.2.1 While the purpose of the complete kit concept is to ensure timely, efficient, and effective TCTO accomplishment and standardization of materials, there may be selected cases where deviation from this policy is in the best interest of the users.

21.2.2 Waivers to the complete kit concept must be coordinated with the country when a SAP country is involved. The SPD/ TCM (or contractor for a unique CSTCTO) will forward the request for kit waiver to the country for coordination. If the materials cannot be procured or locally manufactured in country, the SPD/ TCM or contractor must make arrangements to supply the items. The following conditions must be met on waivers:

21.2.2.1 The waiver must state that the deviation is justified and economically feasible and the materials required are in stock at the bases involved or can be procured or locally manufactured.

21.2.2.2 The SPD/TCM requesting a waiver will obtain written certification from the proper engineering authority that:

21.2.2.2.1 All proposed common materials to be excluded from the kit do not affect safety or do not have critical properties essential to the modification.

21.2.2.2.2 Any materials which could be provided as substitutes would not affect these characteristics or induce corrosion when used in the specific application required by the modification.

21.2.3 The TCTOs for changes to software-only computer program items will not be kit-type TCTOs. Initial distribution of a software-only TCTO will be made to authorized users with established requirements. Distribution of the computer program will be provided through the CPIN System (reference TO 00-5-17-WA-1).

**21.3 DISTRIBUTION OF TCTO KITS.**

21.3.1 TCTO kit distribution will be accomplished on the basis of requisitions submitted by the AFSAC case manager in Military Standard Requisitioning and Issue Procedures (MILSTRIP) format. Requisitions will be filled on the basis of the kit shipment schedule provided.

21.3.2 For unique CSTCTOs, kits are distributed by the contractor.

21.3.3 After the compliance date of a TCTO, activities receiving unmodified equipment which is not accompanied by necessary TCTO kits will requisition necessary quantities of kits from the source designated in the TCTO.

**21.4 ASSEMBLY OF KITS.**

In order to expedite accomplishment of TCTOs, each contractor or Air Logistics Center, as required, will assemble TCTO kits in accordance with the Air Force complete kit concept. Each waiver or deviation to this standard Air Force policy will require prior approval before implementation.

## CHAPTER 22

# TCTO PROOFING AND KIT PROOFING

### 22.1 PURPOSE.

The purpose of proofing is to prevent issue to maintenance activities of TCTOs and kits that fail to fit the system/equipment involved and that fail to provide proper technical instruction to accomplish the TCTO.

### 22.2 APPLICABILITY.

All TCTOs will be proofed with the exception of: (a) Federal Aviation Administration (FAA) certified changes; (b) reinstatement of rescinded TCTOs when the kit production source remains unchanged; or (c) approved service bulletins (TCTOs) which have been previously accomplished on commercial systems with which the Air Force has maintained identical configuration.

22.2.1 A statement of when proofing was accomplished shall be included in paragraph 1.3 of the TCTO.

22.2.2 Waiver to kit proofing of non-configuration change TCTOs may be approved by the responsible SPO or SPD/TCM.

22.2.3 A waiver may be issued for training equipment that duplicates a modification to the weapon system. This type of waiver requires the concurrence of the using command/country and Headquarters AFMC.

22.2.4 A completed proofing certificate will be maintained on file indicating accomplishment or waiver along with coordination and authority signatures for that action.

### 22.3 REQUIREMENTS.

The first available production TCTO kit will be used to satisfy the proofing requirement. The TCTO kit selected will not be engineered into the system/equipment by engineering personnel.

22.3.1 Proofing will be accomplished and/or certified by the installer, as noted in TCTO paragraph 4, By Whom To Be Accomplished.

22.3.2 For organizational- and intermediate-level TCTOs, user personnel should accomplish required proofing with over-the-shoulder observation by responsible procuring representatives.

22.3.3 If depot skills are required, depot maintenance personnel should accomplish the proofing.

22.3.4 If contractor installation is specified, contractor technical personnel should accomplish the proofing with over-the-shoulder observation by responsible procuring representatives.

22.3.5 Proofing certification is mandatory for all TCTOs except as excluded in paragraph 22.2. Proofing will be done as soon as possible in coordination with the procuring and installing activities. In all cases proofing will be accomplished prior to acceptance of TCTO/TCTO kit quantities. When time will not permit application of proofing prior to required TCTO release, as in the case of immediate/urgent action TCTOs, applicable approval authority is authorized to make initial TCTOs available to installing agencies prior to completion of proofing. In cases where immediate/urgent action proofing date is not available and cannot be incorporated into the basic TCTO, the responsible agency will ensure successful accomplishment of proofing at the earliest possible date. The proofing date will be added when the TCTO is supplemented as the result of proofing action.

22.3.6 Proofing is required to ensure that technical guidance is complete, parts fit properly, skill levels are identified, designated support equipment performs satisfactorily, tooling requirements are provided, proper change marking instructions are included, and the change can be installed within the intended environment. Accomplishment of proofing will be certified by the installing agency and may be accepted or rejected by the agency having management responsibility for the system/equipment TCTO, on an AFTO Form 82, CERTIFICATE-PROOFING TCTOs/KITS (Figure 22-1). The following minimum requirements must be met during proofing:

22.3.6.1 All parts furnished fit properly without force, except for those items noted "Assemble for force fit."

**TO 00-5-19**

22.3.6.2 All special tooling and test equipment provided fit properly and do the job for which intended.

22.3.6.3 Installation instructions and related drawings are accurate and do the job for which intended.

22.3.6.4 The parts listed in the TCTO agree with the actual items provided in the TCTO kit except as specified in paragraph [21.3](#). Any major part substitutions, for whatever reasons, shall require the issue of a corresponding TCTO supplement.

<b>CERTIFICATE-PROOFING TCTOS/KITS</b>		1. <input type="checkbox"/> UPDATING CHANGE <input type="checkbox"/> MODIFICATION <input checked="" type="checkbox"/> INSPECTION	2. TCTO IS <input type="checkbox"/> KIT <input checked="" type="checkbox"/> NO KIT	3. DOCUMENT CONTROL NO.  CMS QC 90-02	
THIS CERTIFIES COMPLIANCE WITH TO 00-5-15 AS FOLLOWS					
4. UPDATING CHANGE/MODIFICATION TITLE  INSPECTION OF HORIZONTAL STABILIZER FOR CORROSION			5. IMPLEMENTING TCTO AND DATA CODE  BN1C-130-6004 (0173040)		
6. KIT CONFIGURATION  N/A	7. INITIALLY INSTALLED ON  C-130H	8. LOCATION  BANDERIA	9. DATE  7 JUL 90		
10.	YES	NO		YES	NO
A. KIT PARTS PERFORM AND FIT PROPERLY	N/A		G. MODIFIED ITEM PERFORMS TO SPECIFICATION	N/A	
B. TOOLING/TEST EQUIPMENT SATISFACTORY	N/A		H. INSTRUCTION FOR IDENTIFICATION OF MODIFIED ITEM SATISFACTORY	N/A	
C. INSTALLATION INSPECTION SATISFACTORY	N/A		I. MAN-HOUR ESTIMATE SATISFACTORY		X
D. PARTS LIST/KIT CONTENT COMPATIBLE	N/A		J. SKILL REQUIREMENTS SATISFACTORY		X
E. LEVEL OF INSTALLATION SATISFACTORY	N/A		K. ASSOCIATED TESTING PROCEDURE(S) SATISFACTORY		X
F. DISPOSAL DISPOSITION INSTRUCTIONS SATISFACTORY		X	L.		
11. <input type="checkbox"/> APPROVED <input checked="" type="checkbox"/> APPROVED WITH CONDITIONS NOTED <input type="checkbox"/> DISAPPROVED — RESCHEDULING REQUIRED OF KITS/TCTO PROOFING <input type="checkbox"/> WAIVER TO PROOFING					
12. REMARKS/PROBLEMS/CORRECTIVE ACTIONS  Add the following to the WARNING following step 6: "Remove power and disconnect batteries before cleaning and applying chemicals and paint."					
13. <i>The undersigned certifies that requirements of TO 00-5-15 have been satisfactorily complied with (Name, title, Organization).</i>					
A. AUTHENTICATING AGENCY (Maintenance Supervisor)  D. F. TRAVIS <i>D.F. Travis</i> QC Manager			B. ACCEPTING AGENCY (QA/MAJCOM)		
C. AFSC ENGINEERING OR AFSC E&R APPROVING AUTHORITY					

AFTO FORM APR 83 82

PREVIOUS EDITION IS OBSOLETE

H9002985

Figure 22-1. AFTO Form 82, Certificate-Proofing TCTOs/Kits

**TO 00-5-19**

22.3.6.5 Disposition instructions are clearly defined and acceptable for removed items, including items in supply affected by the TCTO.

22.3.6.6 Proofing action is within the installation capability for the level of maintenance at which it is to be accomplished and is correctly indicated in the TCTO. Only technical data, drawings, and tools that will be available to the designated maintenance level during installation will be used for proofing.

22.3.6.7 The changed system or equipment performs to the criteria prescribed after completion of proofing.

22.3.6.8 The TCTO clearly describes the impact when a modification results in a significant effect upon the system or equipment.

22.3.6.9 The number of workhours projected in the TCTO for accomplishment are as accurate as possible. Workhours are identified by function and skill.

22.3.6.10 Changes to software are compatible with test equipment and modified equipment.

22.3.6.11 The technical knowledge of those accomplishing the TCTO is satisfactory, or the need for more detailed instruction is identified. For example, the TCTO may require a chemical test; a chemist or chemical technician may be needed to reduce peculiar or technical terms to easily understandable language for the skill level designated for actual accomplishment.

22.3.6.12 Associated testing procedures provide results which are clearly acceptable or unacceptable. For example, the testing does not omit strength integrity, dilution, shelf life, expiration, sequence, exposure, or similar procedure criteria with which the designated skill level is not ordinarily familiar.

22.3.7 The AFTO Form 82 is also used as a “Waiver to Proofing” certificate. A completed copy (blocks 1 through 6, 8, 9, and 11 through 13c) will be a part of the TCTO file.

22.3.8 During TCTO proofing, the associated technical data (manuals, drawings, etc) are reviewed and verified if possible. If verification must be delayed, it will be scheduled and accomplished to support a concurrent release concept for TCTO, kits, and technical manuals.

**Table 22-1. Instructions for Preparing AFTO Form 82**

<b>BLOCK</b>	<b>ACTION</b>
1	Check the appropriate block to indicate whether the TCTO is an updating change or a modification.
2	Check the appropriate block to indicate whether the TCTO has a kit.
3	Enter the command document control number.
4	Enter the title of the TCTO.
5	Enter the TCTO number and data code number.
6	Enter the kit configuration (if there are multiple kits).
7	Enter the designation and serial number of the system or equipment on which proofing is being done.
8	Enter the site or location of the proofing.
9	Enter the date of the proofing.
10	Check appropriate block (YES or NO) for the items listed. Additional items may be listed as needed. Any checks in the NO column should be explained in block 12.
11	Check to show approval, approval with conditions, disapproval, or waiver to proofing.
12	Enter any comments or recommendations related to the proofing. A continuation sheet may be used.
13	Enter the appropriate signatures as indicated. Unmarked or unused blocks may be used by observing agencies, AFPROs (or equivalent), or other service agencies.

## 22.4 RESPONSIBILITIES.

### 22.4.1 System Program Office. The responsible SPO will:

22.4.1.1 Ensure that proofing has been accomplished and corrective actions have been incorporated into a SPO-managed modification before releasing the TCTO/TCTO kits to installing activities.

22.4.1.2 Actively manage the proofing of a TCTO that is to be installed by a contractor.

22.4.1.3 Negotiate a schedule with the ALC for organic depot-level proofing.

22.4.1.4 Provide engineering assistance as required for the proofing of an ALC-managed modification.

22.4.1.5 Revise a TCTO to eliminate deficiencies noted during TCTO kit proofing.

### 22.4.2 Air Logistics Center. The responsible ALC will:

22.4.2.1 Ensure that proofing has been accomplished and corrective actions have been incorporated into an ALC-managed TCTO before releasing the TCTO/TCTO kits to installing activities.

22.4.2.2 Accomplish proofing of a depot-level TCTO, to include completing the designated certification forms and evaluation comments.

22.4.2.3 Negotiate a schedule with the user for proofing a TCTO to be accomplished at the OI maintenance level.

22.4.2.4 Provide, within the ALC capability, the facilities, housekeeping, tooling, and personnel required to successfully accomplish the proofing of a depot-level TCTO.

### 22.4.3 Country/Contractor. The country/contractor will:

22.4.3.1 Provide facilities, housekeeping, tools, and personnel when such are required to ensure the successful proofing of a unique CSTCTO at the OI maintenance level.

22.4.3.2 Proof an organization/intermediate-level TCTO and complete the designated certification forms and evaluation comments.

## 22.5 PROCEDURES.

22.5.1 Proofing shall be the actual installation of one of the first production kits (not an engineering or prototype installation) by the designated level of maintenance as prescribed by the TCTO.

22.5.2 An AFTO Form 82 will be prepared in accordance with [Figure 22-1](#) and [Table 22-1](#) in sufficient copies by the activity accomplishing the proofing. Copies of the completed AFTO Form 82 will be distributed by the proofing activity to the affected SPD/TCM or contractor so that deficiencies discovered during proofing can be corrected prior to issuing TCTO or kit. Proofing accomplishment will be certified by appropriate personnel completing the following blocks:

22.5.2.1 Block 13A, by the maintenance official at the installing activity supervising the proofing.

22.5.2.2 Block 13B, by the quality assurance representative of the installing activity and the country representative, if present.

22.5.2.3 Block 13C, by the engineering representative when the TCTO is managed by a SPO, or by the engineering representative/equipment specialist when the TCTO is managed by an ALC.

### **NOTE**

All signature blocks should include name, title, agency, and office symbol.

22.5.3 The AFTO Form 82 will become a permanent record in the configuration manager's files at the responsible management office (SPO/SPD/TCM).

**TO 00-5-19**

22.5.4 The SPO will retain the AFTO Form 82 until the transfer of configuration management responsibility to the ALC SPD/TCM, at which time the form will be transferred to the accepting ALC.

22.5.5 If the accepting agency (SPD/TCM/using country) uses the AFTO Form 82 as a disapproving document due to TCTO or kit deficiencies noted in block 12, additional comments will be placed in block 12 (or a continuation sheet) fully explaining the reason for rejection. A second AFTO Form 82 would then be used to certify successful accomplishment of follow-on proofing and would be completed as described in subparagraph 22.5.2.

22.5.6 The responsible manager will take corrective action to resolve all deficiencies noted in block 12 (including rescheduling of the proofing if the AFTO Form 82 is disapproved) prior to release of TCTO/TCTO kits.

22.5.7 For a unique CSTCTO proofing and documentation will be accomplished by the contractor/country.

## CHAPTER 23

### RELEASE OF TCTOS, KITS, AND TECHNICAL DATA

#### 23.1 RELEASE OF TCTOS.

23.1.1 An immediate action TCTO will be dated and released immediately without regard to availability of kits or parts. The compliance paragraph of the TCTO will state TCTO will be accomplished immediately.

23.1.2 An urgent action TCTO will be dated and released without regard to kit availability as soon as engineering and logistic information is available. The compliance paragraph will state the TCTO will be accomplished in from 1 to 10 days after receipt of TCTO or kits, when kits are required. This policy provides knowledge of the TCTO prior to kit availability, advanced information on flight safety, and maintenance planning information.

23.1.3 When an immediate or urgent action TCTO is released, kits will be procured and assembled and changes to affected technical manuals will be published promptly.

23.1.4 When an immediate or urgent action TCTO does not involve kits or parts, a formal change to the affected technical manuals shall be published and distributed within 40 days following the release of the TCTO.

23.1.5 A routine action TCTO shall not be released until kits are available and distribution of affected manual changes can be distributed concurrently.

23.1.6 A record TCTO will be released for accomplishment at depot or contractor level only. This type of TCTO does not contain detailed instructions for accomplishing a modification but is issued to list all equipment affected, index all necessary installation drawings and instructions, list all parts necessary, and identify the type of modification.

#### 23.2 RELEASE OF KITS.

23.2.1 All TCTO kits will be requisitioned from the supply activity designated in the TCTO. Kits will be issued as directed by the SPO, SPD/IM, or the appropriate SAP country headquarters.

23.2.2 When a TCTO indicates a delayed availability schedule, the requisitioning activity will consider the distribution schedule before initiating follow-up action to the ALC or contractor.

23.2.3 Failure to receive kits will not be a basis for filing unsatisfactory reports until the delivery schedule indicated in the TCTO has expired. Followup will be in accordance with delivery time prescribed.

#### 23.3 RELEASE OF TECHNICAL DATA CHANGES.

23.3.1 In cases where affected manual changes reflect both “before” and “after” modification data, the changes may be released for distribution as soon as they are available. In cases where the TCTO is effective upon receipt and the “before” data is being replaced by the “after” data, changes shall be held for release with the TCTO. In cases where the TCTO is not accomplished immediately, the “before” data shall not be removed prior to TCTO completion and rescission. The data changes will be acquired using appropriate modification/country funds.

23.3.2 “After” modification data will be incorporated into a consortium TO upon completion of the modification by all member countries or by agreement of all partners. When a member country requires “before” modification data, a country standard RAC will be issued. The consortium TCTO will remain in the USAF index until the TCTO is rescinded.

#### 23.3.3 Release of Interim Concurrent Data.

23.3.3.1 When the urgency is such that the quick modification concept is used, and the modified equipment cannot be supported with formal technical data, in keeping with the Air Force concurrent release policy, interim data may be issued for the following:

23.3.3.1.1 Simulators.

23.3.3.1.2 Formal changes to computer programs and other embedded computer resources.

**TO 00-5-19**

23.3.3.1.3 Limited number not to exceed six end items of a weapon system or support equipment.

23.3.3.2 This interim data must be approved by the:

23.3.3.2.1 Responsible system program manager or item manager.

23.3.3.2.2 User.

23.3.3.2.3 Flight Technical Order Review Board (FTORB) for any flight manuals involved.

23.3.3.3 Action to incorporate affected interim data will be accomplished not later than 60 days following the issue of the quick issue TCTO.

## CHAPTER 24

# COMPLIANCE WITH TCTOS

### 24.1 TCTO COMPLIANCE.

Compliance with a TCTO shall be as specified in the TCTO. TCTOs are applicable to all activities, including maintenance and supply. A waiver to a TCTO shall be only as stated in this chapter. A CSTCTO is issued under the authority of the country or countries for which the data was developed.

### 24.2 COUNTRY BASES AND UNITS.

24.2.1 The Commander for Maintenance will establish a TCTO control function.

24.2.2 When required, the country shall provide in-country facilities for depot or contractor field team accomplishment of TCTOs.

### 24.3 COMPLIANCE ON SPARES IN STOCK.

24.3.1 For spares in stock, countries will comply with outstanding TCTOs within the timeframe of, and prior to, the rescission date of the TCTO.

24.3.2 For shelf stock in country, immediate action should be taken for all OI and depot TCTOs to place the items in TOC status. These items should be scheduled through maintenance for accomplishment of modification on a phased basis within the TCTO compliance period. TCTO requirements will be accomplished before spares are issued to satisfy customer requisitions unless the customer has indicated in the requisition that a TOC asset will be accepted and/or a TCTO compliance waiver has been granted.

### 24.4 CONTRACTORS.

Contractors performing maintenance services will accomplish TCTOs as directed by the work statement.

### 24.5 COMPLIANCE WITH RESCINDED TCTOS.

Bases/units will not comply with a rescinded TCTO without prior approval of the country air force headquarters.

### 24.6 COMPLIANCE ON TRANSIENT AIRCRAFT.

Normally, only immediate or urgent action TCTOs will be accomplished on transient aircraft.

### 24.7 PARTICIPATION IN AIR FORCE TCTOS.

24.7.1 An Air Force TCTO may be approved for release to foreign recipients, either as a USAF TCTO or as a CSTCTO. Active USAF TCTOs are listed in the appropriate USAF TO index; CSTCTOs common to USAF TCTOs and country-unique CSTCTOs are listed in the country's CSTO index \_\_ 0-1-71.

24.7.2 A recipient country is responsible for completing a TCTO modification. A country will be asked if help is required to accomplish the TCTO and, if such is needed, the applicable manager will provide assistance according to DoD policy.

24.7.3 The configuration of system/equipment is determined by the individual recipient country case/program.

### 24.8 NEW PRODUCTION SYSTEMS AND EQUIPMENT.

All approved engineering change proposals directed to production shall be included in the earliest possible item produced. The retrofit TCTO for delivered items must identify all affected items. The procuring activity shall be responsible for installation of all safety TCTOs issued before delivery of the equipment.



## CHAPTER 25

# TCTO RESCISSION, REINSTATEMENT, AND REPLACEMENT AND TCTO SUPPLEMENTS

### 25.1 RESCISSION OF TCTOS.

25.1.1 A TCTO is rescinded after the modification has been completed or the rescission date has been reached. The rescission of a TCTO is official when it is announced in Part I of the TO index. After it has been rescinded, a TCTO is deleted from the TO index. A TCTO will not be removed from the TO file until its rescission is official.

25.1.2 If the TCTO manager effects an emergency suspension of TCTO work, the manager will notify users by an electrically transmitted message. If the TCTO is to be rescinded, the official announcement will be listed in Part I of the applicable TO index.

25.1.3 A rescission date on a USAF TCTO applies only to USAF organizations; the foreign customer may complete the TCTO after this date. If kits are required, the customer must order them through the AFSAC country case manager. When a USAF TCTO having SAP application is rescinded, it is transferred to the SATODS and listed in TO index 0-1-71 as an M-symbol TCTO. Its rescission date is automatically extended in the SATODS record for two years from the date of its transfer into the SATODS. Notification of this two-year extension does not appear in TO index 0-1-71, nor is a TCTO supplement issued extending the TCTO rescission date. When the two-year extension date is reached, the TCTO record is dropped from the SATODS data base as an active M-symbol TCTO and the next revision of TO index 0-1-71 will not list the TCTO. To keep the record for this M-symbol TCTO active in the SATODS, its AFMC manager should contact the SATOP Office. The foreign customer must pay any cost of extending the TCTO rescission date.

25.1.4 An immediate action, urgent action, or safety TCTO that is rescinded for USAF but retained for SAP will not be downgraded in criticality when transferred to TO index 0-1-71. A rescission date that is appropriate for correcting the deficiency will be assigned. If the rescission date exceeds the limits outlined in [Table 19-1](#), the SPD or IM will notify the country regarding the kit-delivery status, the actions in progress, and any interim actions that the country can take to ensure safe operation of the equipment.

25.1.5 The rescission date for a unique CSTCTO will be established by the SPD, IM, TCG, contractor, and applicable country. The rescission date for a CSTCTO that has a corresponding USAF TCTO should be no later than the USAF TCTO rescission date to ensure a valid kit-ordering period for the customer.

25.1.6 A country may request that the rescission date of an M-Symbol TCTO or CSTCTO be extended by contacting the SATOP office. However, kits that are stocked by the USAF must be requisitioned before the USAF TCTO expiration date to ensure that kits are available.

25.1.7 A rescission date for a consortium TCTO will be established by an agreement of all partners. Actual rescission will occur when the modification has been completed by all consortium countries (including the USAF) or by an agreement of all partners. Consortium countries must report completion of the modification to the SPD or IM in a timely manner so the USAF can update all affected TOs, take kit-disposal actions, and close all open data system records.

### 25.2 REINSTATEMENT OF TCTOS.

When a rescinded TCTO is reinstated for SAP use, the recipient country will bear all costs and a CSTCTO number will be assigned.

### 25.3 REPLACEMENT OF TCTOS.

25.3.1 A TCTO will be replaced with a new TCTO only under the following conditions:

25.3.1.1 When most of the procedures or instructions require clarification or have been changed as the result of experience gained from performing the modification or installation.

25.3.1.2 To replace a TCTO issued to accomplish a prototype installation on a system. The replacement TCTO will cover the entire range of the system or equipment affected.

## TO 00-5-19

25.3.2 A replacement TCTO will be assigned a new TCTO number, a new data code number, a new issue date, and a new rescission date. A replacement TCTO will identify the original TCTO and list the number(s) of any usable kit(s) that remain in supply under the original kit number(s). A replacement TCTO will include in text all applicable information from existing supplements.

25.3.3 Black-line symbols indicating changes from the previous issue are authorized for use in a replacement TCTO.

### 25.4 TCTO SUPPLEMENTS.

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

25.4.2 If a TCTO supplement would be approximately the same size as the basic, a replacement TCTO may be prepared instead of a supplement. The use of supplements shall be kept to a minimum. A one- or two-page basic TCTO shall be replaced rather than supplemented.

25.4.3 When it is necessary to issue more than one supplement to a TCTO, the later supplement may be either cumulative (replacing the previous supplement) or noncumulative. A supplement requiring additional work shall be noncumulative. When no additional work is required, the supplement may replace previous supplements not requiring additional work.

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

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

25.4.6 A supplement shall bear the heading "Supplement to Basic Technical Order" and need not bear an indicator of safety or a designator of urgency unless the supplement is issued for the purpose of announcing such a change to the TCTO. A supplement automatically has the same urgency as the TCTO to which it applies.

25.4.7 A supplement shall not be issued to correct the workhour accomplishment time of a TCTO. This accomplishment time is an average workhour requirement for scheduling purposes only and is not the actual number of workhours required for compliance.

## CHAPTER 26

### REPORTING DEFICIENCIES IN TCTOS AND KITS

#### 26.1 DEFICIENCIES IN TCTOS.

To report a deficiency in a TCTO, use AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply. The priority of the report will be either emergency or urgent, in accordance with the criteria outlined in [Chapter 7](#) of this TO.

#### 26.2 DEFICIENCIES IN TCTO KITS.

When a materiel deficiency is noted in a TCTO kit, report the deficiency in accordance with the instructions given in TO 00-35D-54. If an item in the kit will not fit or perform its function, use the materiel deficiency reporting system to report the deficiency. Do not use AFTO Form 22 to report a part or item shortage in a TCTO kit. Instead, report a kit discrepancy (shortage, overage, wrong part number, etc.) on SF 364, Report of Discrepancy/Supply Deficiency Report (SDR). Submit SDR to AFSAC 555 ILS/SDR Flt, 5454 Buckner Rd, Wright-Patterson AFB, Ohio 45433-5337, in accordance with AFR 67-7 and AFMAN 23-110, Volume IX.



## CHAPTER 27

### SUPPLY DEFICIENCY REPORTS (SDRS)

#### 27.1 SUPPLY DEFICIENCY REPORTS (SDRS), FORMERLY REPORTS OF DEFICIENCY (RODS).

SDR's are no longer used for non-receipt of technical orders. If a TO is not received the customer should contact the FMS Technical Order System Section (formerly the SATODS office) for assistance in obtaining a replacement order of the TO. See paragraph 7.6 (ALC NU) for contact information.

#### 27.2 SDR SUBMITTAL.

SDRs against FMS shipments should be submitted no later than one year from the date of shipment or initial billing, whichever is later. Claims after this date are disallowed unless it is determined that unusual and compelling circumstances exist. SDRs for billing discrepancies are submitted no later than one year from the billing transaction that caused the discrepancy. SDRs of less than \$200.00 will not be processed for overages, shortages, damages or nonreceipt. All other types of discrepancies are processed. Credits or debits, as a result of processing SDRs are applied to the proper FMS case or to the FMS customers trust fund if the case is closed.

#### 27.3 SF FORM 364, REPORT OF DEFICIENCY/SUPPLY DEFICIENCY REPORT.

An SF Form 364, "Report of Deficiency/Supply Deficiency Report," is the form on which FMS customers report discrepancies in Security Assistance shipments. Complete procedures for acquiring and submitting SF Forms 364 are provided in AFMAN 23-110, Vol. 9 Sections H and K.



## CHAPTER 28

### AIR FORCE PUBLICATIONS

#### **28.1 OBTAINING AIR FORCE PUBLICATIONS.**

Regulations, engineering drawings, forms, pamphlets, decals etc. are obtained through the Air Force Security Assistance Center (AFSAC) at Wright-Patterson AFB, Ohio. A DD Form 1149 is used to request publications. Since each publication does not have a stock number assigned they must be ordered using the current publication short title. Classified publications, other than TOs, are released only after approval by SAF/IAPD, AFSAC/XPJ, or other delegated release authorities. The DD Form 1149 can be downloaded from the Forms.GOV website at: <http://www.forms.gov>. Submit the completed DD Form 1149 to: 555 ISPTS/Sustainment Flt, 1822 Van Patton Drive, Wright-Patterson, AFB, 45433-5337, USA.

#### **28.2 ORDERING AIR FORCE PUBLICATIONS ON-LINE.**

Some publications and forms may be available for ordering on line at the USAF ePublishing website <http://www.e-publishing.af.mil/>.



## APPENDIX A PUBLICATIONS

## A.1

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



## APPENDIX B FORMS

### B.1

SF 364	Report of Discrepancy (paragraph 10.2 and paragraph 26.2), Chapter 27
AF Form 847	Recommendation for Change of Publication (Flight Publication) (paragraph 7.2)
AFTO Form 22	Technical Manual (TM) Change Recommendation and Reply (paragraph 1.7, Chapter 7, paragraph 19.7, paragraph 26.1 and paragraph 26.2)
AFTO Form 27	Preliminary Technical Order (PTO) Publication Change Request (PCR)/TO Verification Record/Approval (paragraph 8.3 and paragraph 8.2)
AFTO Form 32	Technical Order Binder Label (paragraph 12.7 and paragraph 12.10)
AFTO Form 82	Certificate-Proofing TCTOs/Kits (paragraph 22.3 and paragraph 22.5)
AFTO Form 110	Technical Order/CPIN Distribution Record (paragraph 7.3.3.2.3, paragraph 9.8.3, Chapter 12, Figure 12-2, Figure 12-3, Figure 12-4 and paragraph 14.10.1)
AFTO Form 131	Technical Order Index Routine and Annual Check (paragraph 12.30, paragraph 12.34 and Figure 12-5)
AFTO Form 158	Technical Order Review Comment Sheet (paragraph 8.3)
AFTO Form 187	Technical Order Publications Request (paragraph 2.6.6.2, 2.7.4, Chapter 10, paragraph 11.7.4.4, paragraph 11.8, paragraph 12.28, paragraph 12.37, Table 12-2, Chapter 13, Chapter 14, paragraph 15.5, paragraph 15.11, paragraph 17.8)
AFTO Form 215	Notification (paragraph 9.8, paragraph 10.5, paragraph 12.28, paragraph 13.5, Chapter 14)
AFTO Form 221	CG Technical Order Requisition (Chapter 10, paragraph 12.28, Chapter 14, paragraph 15.5, Figure 15-5)
AFTO Form 221A	CG Technical Order Requisition - Manual (Chapter 10, Chapter 14, paragraph 15.5, Figure 15-6)
AFTO Form 273	CG Technical Order Initial Distribution - Unclassified (paragraph 2.6, paragraph 2.7, paragraph 2.8, paragraph 10.5, paragraph 10.6, paragraph 10.8, paragraph 12.28, paragraph 15.5, Figure 15-2)
AFTO Form 274	CG Technical Order Initial Distribution - Classified (paragraph 2.6, paragraph 2.7, paragraph 2.8, paragraph 10.5, paragraph 10.6, paragraph 10.8, paragraph 12.28, paragraph 15.5, Figure 15-3)
AFTO Form 276	Special Requisition for Air Force Technical Order/CPIN (paragraph 2.8, paragraph 10.2, paragraph 10.5, paragraph 10.6, paragraph 10.8, paragraph 12.4, paragraph 13.6, paragraph 14.3, paragraph 14.6, paragraph 14.9, paragraph 14.11, paragraph 15.5, Appendix D)
DD Form 2861	Cross Reference (paragraph 12.10.1.3 and paragraph 12.22)



## APPENDIX C

### ACRONYMS AND ABBREVIATIONS

## C.1

ACO	Administrative Contracting Officer
ADP	Automatic Data Processing
AFMC	Air Force Materiel Command
AFPRO	Air Force Plant Representative Office
AFSAC	Air Force Security Assistance Center
AFSAT	Air Force Security Assistance Training
AGE	Aerospace Ground Equipment
AGMC	Aerospace Guidance and Metrology Center
ALC	Air Logistics Center
ATC	Air Training Command
CAGE	Commercial and Government Entity
CCB	Configuration Control Board
C-E	Communications-Electronics
CETS	Contractor Engineering Technical Services
CFEN	Contractor-Furnished Equipment Notice
CIP	Component Improvement Program
CPCI	Computer Program Configuration Item
CPIN	Computer Program Identification Number
CSRL	Code Selected Reconciliation Listing
CSTCTO	Country Standard Time Compliance Technical Order
CSTO	Country Standard Technical Order
CTOCU	Central Technical Order Control Unit
DA	Department of the Army
DCASR	Defense Contract Administration Services Region
DLSC	Defense Logistics Services Center
DMS	Defense Message System
DoD	Department of Defense
DSN	Defense Switched Network
ECS	Embedded Computer System
Electronic Tool (e-tool)	Electronic tools such as PCs (personal computers), the internet, email, fax machines, printers and other technology that makes communication, information retrieval and work processes easier and more efficient
EODB	Explosive Ordnance Disposal Bulletin
EPA	Environmental Protection Agency
EWSIP	Electronic Warfare Standardization and Improvement Program
FAA	Federal Aviation Administration
FDO	Foreign Disclosure Office
FMM	Flight Manager Manual
FMP	Flight Manuals (Publication or Program)
FMS	Foreign Military Sales
FTORB	Flight Technical Order Review Board
GSA	General Services Administration

**TO 00-5-19**

GPO	Government Printing Office
ICRF	ITIES Cross-Reference File
ID	Initial Distribution
IDEA	Innovative Development through Employee Awareness
IEMG	International Engine Management Group
IEMP	International Engine Management Program
ILCS	International Logistics Communications System
IM	Item Manager
IPD	Implementing Project Directive
ITCTO	Interim Time Compliance Technical Order
ITIES	Interservice Technical Information Exchange System
ITO	Interim Technical Order
ITOFNCN	Interim Technical Order Field Change Notice
ITPS	Identifying Technical Publications Sheet
JCALs	Joint Computer-Aided Logistics Support System
JTCG/ME	Joint Technical Coordinating Group for Munitions Effectiveness
JMEM	Joint Munitions Effectiveness Manual
LCL	Local Checklist
LGM	Laser-Guided Missile
LJG	Local Job Guide
LMF	Language Media Format
LOA	Letter of Offer and Acceptance
LOAP	List of Applicable Publications
LWC	Local Workcard
MAP	Military Assistance Program
MAPAD	Military Assistance Program Address Directory
MDS	Mission, Design, Series
MILSTRIP	Military Standard Requisitioning and Issue Procedures
ML-C	Management List--Consolidated
MPTO	Methods and Procedures Technical Order
NATO	North Atlantic Treaty Organization
NSN	National Stock Number
OI	Organizational and Intermediate
OPR	Office of Primary Responsibility
OSHA	Occupational Safety and Health Administration
P&A	Pricing and Availability
PR	Planning and Review
PCO	Procuring Contracting Officer
PCR	Publication Change Request
PDLs/MDLs	Personal Distribution Lists and Mail Lists
PMP	Program Management Plan
PMRT	Program Management Responsibility Transfer
RAC	Rapid Action Change
RCN	Record Control Number
RGL	Reading Grade Level
RODs/SDRs	Report of Deficiencies/Supply Deficiency Reports
SAF	Secretary of the Air Force

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



## APPENDIX D

### SATODS PRODUCTS

D.1

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

PCN: Q-W002-C16-M09-PA

This product lists the results of all TO requisition requests and initial distribution actions processed. The product includes billing records Awaiting shipment, shipped billing records in the current cycle, any Credited billing records, backordered TOs, TO requests awaiting FDO release, TO requests denied by the FDO, TO requests which processed but encountered an exception error, TO requests awaiting case funding and requests for unpublished TOs. The product does not contain cancelled billing records. The product is separated by publication case designators. An example of the product is shown in [Figure D-1](#).

<u>Heading</u>	<u>Heading Description</u>
ACCNT	The TODO account which requested the TO.
TECHNICAL ORDER NUMBER	The technical order requested by the country, or the technical order distributed by the ALC.
REQST DATE	Request date entered on the AFTO Form 187 transaction submitted by the TODO.
REQST NUMBER	Request number entered on the AFTO Form 187 transaction submitted by the TODO.
ID QTY	Initial distribution quantity entered on the AFTO Form 187 transaction submitted by the TODO, or the quantity issued by the ALC through follow-on distribution.
RQN QTY	Requisition quantity entered on the AFTO Form 187 transaction submitted by the TODO.
K	The kind of TO to which the record applies. N = New basic, C = Change to basic, R = Revision to basic, S = Supplement to basic.
CHG NBR	The revision or change number applicable to the TO.
STATUS	The status of the record on the AS OF DATE.
AS OF DATE	The date of the status on the date the report was created.
DOCUMENT NUMBER	The unique number assigned to the billing record.
CARRIER	The carrier responsible for delivering the TO shipment to the TODO address.
TRACKING NUMBER	The traceable shipping number assigned by the carrier for tracking the TO shipment.

17 DEC 09 SATODS MONTHLY STATUS REPORT FOR CASE - BN-QBC-003		PCN - Q-W002-C16-M09-PA				PAGE 1					
ACCNT	TECHNICAL ORDER NUMBER	REQST DATE	REQST NUMBR	ID QTY	RQN QTY	CHG K NBR	STATUS	AS OF DATE	DOCUMENT NUMBER	CARRIER	TRACKING NUMBER
D*03XX	00-25-234			0002		C 037	SHIPPED	20080903	DBNL048234E200	DHL	Q17246731935
D*03XX	2J-1-18			0002		C 005	AWAIT SHIPMENT	20080922	DBNH048263E200		
D*03XX	2JA5-16-3			0002		C 012	SHIPPED	20082908	DBNG048176E202	USPS	13417063076572690382
D*03XX	2JA5-16-4			0002		C 002	AWAIT SHIPMENT	20080825	DBNG048234E200		
D*03XX	4B-1-32			0002		C 006	SHIPPED	20080608	DBNG048198E200	USPS	13417063076572585411
D*03XX	4B-1-32			0002		C 007	AWAIT SHIPMENT	20080919	DBNG048262E201		
D*03XX	4BA2-17-3			0002		C 002	SHIPPED	20080309	DBNG048232E200	USPS	13417063076572700241
D*03XX	4BA4-117-3			0001		C 003	AWAIT SHIPMENT	20080724	DBNG048205E200		
D*03XX	451-115-4	080829	01173		0002	R 005	AWAIT SHIPMENT	20080925	DBNG048242E200		
D*03XX	451-116-2			0001		C 004	AWAIT SHIPMENT	20080625	DBNG048176E201		
D*03XX	451-116-2			0001		C 005	AWAIT SHIPMENT	20080716	DBNG048197E200		
D*03XX	45A2-57-3			0002		C 001	AWAIT SHIPMENT	20080904	DBNG048247E201		
D*03XX	45A3-40-3			0001		C 001	AWAIT SHIPMENT	20080903	DBNG048246E200		
D*03XX	45A6-38-2			0002		C 004	SHIPPED	20082508	DBNG048226E200	USPS	13417063076572667773
D*03XX	45A6-38-2			0002		C 005	AWAIT SHIPMENT	20080904	DBNG048247E200		
D*03XX	45A6-38-4			0002		C 002	SHIPPED	20081108	DBNG048211E201	USPS	13417063076572603542
D*03XX	45A6-39-2			0001		C 003	SHIPPED	20080809	DBNG048239E200	USPS	13417063076572716549
D*03XX	45A6-39-2			0001		C 004	AWAIT SHIPMENT	20080919	DBNG048262E200		
D*03XX	4W1-7-1433			0002		C 009	SHIPPED	20082108	DBNG048225E200	USPS	13417063076572657934
D*03XX	5E6-3-110-3			0002		C 001	AWAIT SHIPMENT	20080919	DBNH048241E200		
D*03XX	6J15-8-132-3	070814	01106	0001			UNPUBLISHED	20080930			
D*03XX	9H7-2-14-3	070814	01140	0001			UNPUBLISHED	20080930			
D*03XX	9H8-4-220-3	070814	01009		0001	R 003	AWAIT SHIPMENT	20070822	DBNH047232E205		
D*03XX	11B29-3-25-2			0002		R 005	AWAIT SHIPMENT	20080827	DBNL048239E200		
D*03XX	11P1-31-75-17			0002		S	SHIPPED	20080908	DBNG048193E200	USPS	13417063076572711339
D*03XX	11P1-31-75-18			0002		S	AWAIT SHIPMENT	20080923	DBNG048266E200		
D*03XX	11W1-12-4-32			0002		C 005	SHIPPED	20080912	DBNL048249E202	DHL	Q17246815036
D*03XX	13A5-56-115-3	080716	00068	0001			BACKORDERED	20080716			
D*03XX	14D1-3-316			0002		C 003	SHIPPED	20080911	DBNL048252E200	DHL	Q17246801434
D*03XX	14P3-1-161			0002		C 033	SHIPPED	20080829	DBNL048231E200		216357360003073
D*03XX	15A2-2-188-3			0001		C 001	SHIPPED	20080924	DBNH048233E200	USPS	216357360004834
D*03XX	15A2-2-189-3	070814	01025	0001		C 003	SHIPPED	20080926	DBNZG48267E211	USPS	216357360004919
D*03XX	15A2-16-40-3			0001		R 002	AWAIT SHIPMENT	20080728	DBNH048207E200		
D*03XX	16A1-6-5-4			0002		C 001	SHIPPED	20080809	DBNG048233E200	USPS	13417063076572717478

H9003058

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

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

PCN: Q-W002-C10-OD9-PA

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

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

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

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

H9003059

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

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

PCN: Q-W002-C05-OD9-PA

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

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

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

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Figure D-3. Example of TODO Specific CSRL Product

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

PCN: Q-W002-C05-OD9-PA

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

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

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

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Figure D-4. Example of Country Specific CSRL Product