



FACT SHEET

U.S. Air Force Fact Sheet

1. **TECHNICAL ORDERS PUBLIC SALES** The Public Sales Office located at Hill Air Force Base, Utah and Tinker AFB Oklahoma manages the release of technical orders authorized defense industry partners and is the point of contact for data requests.

NOTE

2. **Requests for Technical Orders (TOs) to support an EXISTING US DoD or US Government contract SHALL be submitted to the announcing contracting office.**
3. **Requests for TOs to support a SOLICITATION or Request for Proposal (RFP) for a US DoD or US Government contract SHALL be submitted to the announcing contracting office.**
4. **Requests to support a Non-USAF Managed Foreign Military contract:**
 - a. For TOs, reference [Technical Order 00-5-19](#) Chapter 17 "Special Programs" for instruction
5. Department of Defense (DoD) Directive DoDI 5230.25 provides policy/direction to verify your need for the requested technical data.
6. TO requests supporting Parts Repair Ordering Systems (PROS) repairs SHALL be sent to the PROS Contract POC (PROS IV Quality at Quality@prosiv.com) and shall include 6a-6d information below.

TO requests supporting for an UNSOLICITED BID or REQUEST FOR INFORMATION (RFI) or Public Sales requests in accordance with DODD5230.25 are the most common data requests and must include ALL information below.

If your reason is NOT to support Parts Repair Ordering Systems (PROS) repairs or Public Sales requests in accordance with DODD5230.25, please contact us for further discussion by email through the Public Sales Office (contact information at the bottom.)

- a. A current, signed and certified copy of your DD Form 2345
 - b. Request on company letterhead with:
 - a. Current date
 - b. Phone number
 - c. Fax number
 - d. Point of contact
 - e. Detailed background information about your company or organization
 - f. Clear reason or justification for the request
 - g. Clear description of the specific intended use of the data
 - h. Complete list of TOsProviding the above information and a clear justification will greatly help us understand your business interest in our weapon systems will help us to respond to your request in a shorter time period.
7. The TO number is mandatory in addition to the Weapon System (i.e. F-4, C-130 etc.), Part Number and NSN.
 8. Please allow 30 calendar days before requesting status of your request.

Thank you for your interest and support to help us provide technical data support to our country's warfighters and our foreign country partners.

To order technical data or contact the Hill AFB Public Sales Office:

Email: aflcmc.ezgtp.PubSale@us.af.mil

(Current as of May 2016)