



FACT SHEET

Technical Order Public Sales

1. The Public Sales Office at Tinker AFB Oklahoma is the centralized source for requesting Technical Orders (TOs) authorized to defense industry partners for ALL Tinker, Robins, & Hill AFB.
2. Send all requests to AFLCMC.LZP.PUBSALES@us.af.mil
3. Department of Defense Instruction (DoDI) 5230.25 provides policy/direction for requested technical data.
4. Requests for TOs that support a SOLICITATION for a US DoD or US Government contract SHALL BE SUBMITTED to the announcing contracting office.
5. Requests for TOs to support an existing US DoD or US Government contract require submittal of an AFTO Form 43 to the Tinker TO Policy and Oversight Office E-mail address per AFTO 43, block 2 instructions.
6. Requests to support a primary contractor i.e. you are the sub-contractor; sub-contractor will go to the primary to requests all technical data. IAW TO 00-5-1 Chapter 4, 4.2.3.3, The USAF is not responsible for distribution to sub-contractors. Prime contractors must ensure compliance with STINFO practices in Chapter 12.
7. TO 00-5-19 provides guidance for requests to support a Non-USAF Managed Foreign Military Sales contracts.
8. Send all TO requests that support the Parts Repair Ordering Systems (PROS) to the PROS Contract POC (PROS V Quality at Quality@pros5.com).
9. TO requests supporting an UNSOLICITED BID or REQUEST FOR INFORMATION (RFI) or REQUEST FOR PROPOSAL in accordance with DoDI 5230.25 are the common data requests and must include ALL information below:
 - a. A current, signed, and certified copy of your DD Form 2345 From the Joint Certification Program <https://www.public.dacs.dla.mil/jcp/ext/>.
 - b. Request on Company Letterhead, signed by Company President/equivalent with the following:
 - Current date
 - Phone number
 - E-mail address
 - Point of contact
 - Comprehensive background information about your company or organization
 - Detailed reason or justification for the request
 - Detailed description of the specific intended use of the data
 - Complete list of TO Numbers **part numbers and NSN's are not acceptable**

10. There is a fee of \$65.00 for each approved TO. **CHECKS ONLY** mailed to address on Fee Letter.

11. Please allow 30 calendar days before requesting status of your request.

12. Please remember that Public Sales is just the middleperson between the releasing authority and industry partner. The releasing authority is the only one who can approve or disapprove the technical data request.

Thank you for your interest and support to help country's warfighters.

Contact the TO Public Sales Office for more information at:

Email: AFLCMC.LZP.PUBSALES@us.af.mil

Phone: Comm: (405) 736-3868 or DSN: 336-3868