TECHNICAL MANUAL

METHODS AND PROCEDURES

COMPUTER PROGRAM IDENTIFICATION NUMBER (CPIN) MANAGEMENT

AFMC/A4FI

THIS MANUAL SUPERSEDES TO 00-5-16, DATED 1 MARCH 2017
THIS MANUAL WAS EXTENSIVELY CHANGED/REVISED, THEREFORE, CHANGE BARS ARE OMITTED IN THIS RELEASE.

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LIST OF EFFECTIVE PAGES

INSERT LATEST CHANGED PAGES. DESTROY SUPERSEDED PAGES.

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INTRODUCTION

1 <u>PURPOSE</u>.

This Technical Order (TO) provides the methods and procedures for configuration management of Computer Software Configuration Items (CSCIs). This TO is applicable to all levels within the US Air Force, other US Government offices and agencies, Department of Defense (DoD) contractors, and Foreign Military Sales (FMS). This TO must be complied with by all US Air Force and FMS organizations requiring or using Mission Critical Software (MCS) for National Security Systems (NSS). MCS must be designated and managed as configuration items as determined and designated by the cognizant Program Manager (PM)/System Program Office (SPO). The associated engineering documentation establishes the baseline of each CSCI. A CSCI may consist of a single computer program, or a group of computer programs, which satisfies an end-use function. The configuration of a CSCI is identified through baseline documentation. The software manager may choose to identify the software at a level lower than the CSCI. The software item, either a CSCI, or a Computer Software Component (CSC), (both referred to in this TO as CSCIs), and related documentation will be identified with a Computer Program Identification Number (CPIN) for tracking CSCIs, CSCI changes, and customer requisition activities.

2 <u>USE OF THIS MANUAL</u>.

The table of contents indicates chapter, paragraph, title, and page numbers to facilitate location of information. Illustrations, tables, and diagrams, when applicable, are located throughout the publication to supplement the text material. A list of illustrations and a list of tables indicate the number, title, and location.

3 <u>DEFINITIONS</u>.

In this TO, the word SHALL is used to express a provision that is binding. The word WILL may be used to express a mandatory declaration of purpose or when it is necessary to express a future event. The word SHOULD indicates a preferred method of accomplishment. The word MAY indicates an acceptable or suggested means of accomplishment.

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ACRONYMS AND ABBREVIATIONS

AFRIMS	Air Force Records Information Management System
AFTOFST	Air Force Technical Order Field Support Team
ALCs	Air Logistics Complexes
AN	Aeronautical Nomenclature
CAC	Common Access Card
CADC	Central Air Data Computer
CDO	Controlling DoD Office
CLS	Contractor Logistics Support
COTS	Commercial-Off-the-Shelf
CPIN	Computer Program Identification Number
CSC	Computer Software Component
CSCI	Computer Software Configuration Item
CSTO	Country Standard TO
DDR	Data Discrepancy Report
DoD	Department of Defense
ES	Equipment Specialist
ESDS	Electronic Software Distribution System
ETIMS	Enhanced Technical Information Management System
FAA	Federal Aviation Administration
FMS	Foreign Military Sales
FSC	Field Support Center

ACRONYMS AND ABBREVIATIONS - Continued

GNS	General Navigation Systems
I/O	Input or Output
IAW	In Accordance With
ID	Initial Distribution
IFF	Identification Friend or Foe
IMU	Inertial Measurement Units
ISPM	Information Security Program Manager
IT	Information Technology
JEDMICS	Joint Engineering Data Management Information Control System
JTIDS	Joint Tactical Information Distribution System
MCS	Mission Critical Software
MCTR	Managing Center
MICT	Management Internal Control Toolset
MIM	Maintenance Instruction Message
MNCL	Master Nuclear Certification List
MPTO	Methods and Procedures Technical Order
NIPRNet	Non-classified Internet Protocol Router Network
NISPOM	National Industrial Security Program Operating Manual
NSS	National Security Systems
OSS&E	Operational Safety, Suitability, and Effectiveness
OTR	One-Time Requisitions
PIM	Programming Impact Message
PM	Program Manager
RDS	Records Disposition Schedule
SAP	Security Assistance Program
SATODS	Security Assistance Technical Order Data System
SCC	Software Control Center
SCG	Security Classification Guide
SIPRNet	Secret Internet Protocol Router Network
SNM	Special Nuclear Material
SPO	System Program Office
STINFO	Scientific and Technical Information
TACAN	Tactical Air Control and Navigation
TCTO	Time Compliance Technical Order
TO	Technical Order
TODA	TO Distribution Activity
TODO	Technical Order Distribution Office
UCNI	Unclassified Controlled Nuclear Information
USG	United States Government
UUT	Unit-Under-Test

5   LIST OF RELATED PUBLICATIONS.

These publications contain information in support of this technical manual.

List of Related Publications

Number	Title
AFGM2018-17-02	Air Force Enterprise Information Technology Management
AFI 16-1404	Air Force Information Security Program
AFI 17-130	Cybersecurity Program Management

List of Related Publications - Continued

Number	Title
AFI 21-101	Aircraft and Equipment Maintenance Management
AFI 61-201	Management of Scientific and Technical Information (STINFO)
AFI 63-101/20-101	Integrated Life Cycle Management
AFI 63-125	Nuclear Certification Program
AFMAN 17-1203	Information Technology (IT) Asset Management (ITAM)
AFMAN 33-363	Management of Records
AFSSI 8520	Air Force System Security Instruction, Identification and Authentication
CNSSI 4004.1	Destruction and Emergency Protection Procedures for COMSEC and Classified Material
DoDD 5230.25	Withholding of Unclassified Technical Data from Public Disclosure
DoDI 5230.24	Distribution Statements on Technical Documents
DoDI 5210.83	DoD Unclassified Controlled Nuclear Information (UCNI)
DoDM 5200.01, Vol 1	DoD Information Security Program: Overview, Classification, and Declassification
DoDM 5200.01 Vol 2	DoD Information Security Program Marking of Classified Information
DoDM 5200.01 Vol 3	DoD Information Security Program Protection of Classified Information
DoDM 5220.22-M	National Industrial Security Program
EIA 649	Configuration Management Standards
MIL-HDBK-61	Configuration Management Guidance
MIL-STD-38784	Manuals, Technical; General Style and Format Requirements
NSA/CSS Policy Manual 9-12	NSA/CSS Storage Device Sanitization Manual
TO 00-5-1	AF Technical Order System
TO 00-5-3	AF Technical Order Life Cycle Management
TO 00-5-15	AF Time Compliance Technical Order Process
TO 00-5-19	Security Assistance Technical Order Program
TO 00-35D-54	USAF Deficiency Reporting and Investigating System

6 IMPROVEMENT REPORTS.

Submit suggested changes to this TO in accordance with the recommended change process outlined in TO 00-5-1.

CHAPTER 1
GENERAL INFORMATION

1.1 <u>GENERAL CONCEPT</u>.

The procedures in this TO are designed to standardize the method of identifying and managing Mission Critical Software for National Security System with CPINs. CPIN identification and management includes numbering/indexing, providing revision/version control, managing user software distribution requirements, providing up-to-date system software status information, and providing reports. All electronic media unless excluded by the PM/SPO in direct support of a USAF or FMS weapon system that contains strategic data (operating system, PROM data, RAM data, UART logic, component drivers, etc.) that, if not available would impede the functional operation and support of a weapon system, shall have a CPIN assigned. CPIN media shall be placed in the appropriate Managing Center (MCTR) library for archival retrieval for the life cycle of that weapon system or weapon system component. The Enhanced Technical Information Management System (ETIMS) shall be used for CPIN identification and management.

1.2 <u>WAIVER PROCESS</u>.

Any requested waivers to the contents of this Methods and Procedures Technical Order (MPTO) will be In Accordance With (IAW) the waiver process as follows:

a. Organization submits completed waiver, AF Form 679, to HQ AFMC/A4F TOPP (afmc.a4.af.topp@us.af.mil).

b. HQ AFMC/A4FI acknowledges receipt of waiver request via email and provides notification to requesting unit.

c. HQ AFMC/A4FI researches waivers and provides determination to approving authority.

d. Approving authority reviews and provides Approval or Disapproval by signing off on the AF Form 679.

e. Notification of determination will be sent to requesting Organization.

f. Organization will maintain dispositioned waivers for one year or until no longer applicable.

g. HQ AFMC/A4FI will maintain records of all approved/disapproved waivers IAW Air Force Manual AFMAN 33-363, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS)

1.2.1 <u>AF Form 679</u>. Use AF Form 679 to request a waiver to TO system policies and procedures. Due to the utilization of a common AF Form, block entries may be different than block titles. Complete entries for the form is as follows:

a. Block 1, COMMANDER OR CIVILIAN LEADER OF UNIT REQUESTING WAIVER: Enter name and phone number of individual requesting waiver for the organization.

b. Block 2, RANK/GRADE: Enter rank or grade of individual requesting waiver.

c. Block 3, UNIT: Enter organization that is requesting waiver.

d. Block 4, DATE: Enter date of request.

e. Block 5, TIER WAIVER NUMBER/AUTHORITY: Mark the NONE check box since TOs are not tiered.

f. Block 6, PUBLICATION NUMBER AND TITLE: Enter TO number and title for which the waiver is being requested.

g. Block 7, DATE PUBLISHED: Enter current date from front cover of TO.

h. Block 8, REQUIREMENT/COMPLIANCE ITEM: Enter a short descriptive title for the waiver. Be sure to include specific TO paragraph number and text for which the organization is requesting a waiver from.

i. Block 9, RATIONALE: Enter a brief insight into the events/requirements that specifically contributed to the need for the waiver.

j. Block 10, TIME PERIOD OR CIRCUMSTANCES FOR WHICH THE WAIVER WILL BE REQUIRED: Clearly state the beginning and ending month and year for this waiver. Waiver requests will not be approved for periods greater than 12 months. However, submitter may request renewal at the end of the 12-month period. If requesting a renewal, the submitter should include progress achieved during the previous waiver period. If no progress was possible, the submitter should include the reason.

k. Block 11, RISK MITIGATION MEASURE: Discuss the purpose and impact of the waiver.

l. Block 12, IMPACT OF DISAPPROVAL: Provide a brief explanation of what the outcome may be if waiver is not approved.

m. Section II, COORDINATION ACTIONS: Additional coordination's are added by arrows. Coordination actions shall include supervisor of individual who submitted waiver. Approving official of submitted waiver should be organizational 2-ltr, PM, Chief Engineer or delegated authority.

n. Section III, APPROVAL AUTHORITY AND EXPIRATION: HQ AFMC/A4F will mark appropriate box. However, since waiver requests will not be approved for periods greater than 12 months, WAIVER APPROVED – PERMANENT block will not be used. Expiration date of waiver will be entered in the EXPIRATION DATE block and will be no more than 12 months from date of digitally signed waiver.

o. Block 13, WAIVER MODIFICATION: Evaluator and/or approving authority will enter any modifications or additional information to the waiver. If waiver is disapproved, a brief explanation will be entered in this block.

p. Approving authority will enter their name, grade/rank, title, digital signature, and date waiver was signed.

1.3 EXEMPTIONS.

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

1.3.1 Contractor Logistics Support (CLS). Software pertaining to privately or commercially owned aircraft systems regulated by the Federal Aviation Administration (FAA) and Air Force owned and operated commercial derivative hybrid aircraft is regulated by AFPD 62-6. Optional CPIN assignment shall be determined by the responsible CLS System Program Director based on the greatest life cycle cost savings.

1.3.2 Commercial-Off-the-Shelf (COTS). Air Force use of Commercial-Off-the-Shelf (COTS) software is regulated by AFMAN 17-1203.

1.3.2.1 COTS Definition. AFMAN 17-1203 defines COTS software as "Software developed, tested, and sold by commercial companies to the general public. Examples include word processors, databases, application generation, drawing, compiler, graphics, communications, and training software." It also applies to "software developed for unique Air Force purposes other than software internal to a weapon system."

1.3.2.2 CPIN Assignment. CPIN assignment is prohibited for COTS software that applies to office environment; network and individual personal computers.

1.3.2.2.1 Software that meets the COTS definition under AFMAN 17-1203 will not have either an NSN or a CPIN assigned, but will be controlled by local Equipment Custodian as Information Technology (IT)assets.

1.3.2.2.2 When COTS software is obtained and used internal to any USAF or FMS military weapon system component (requiring a library master copy) the software is no longer managed as IT assets and shall be assigned a CPIN for disaster recovery purposes by the Program Manager under this TO. These types of CPINs are not for normal distribution and shall be indexed in ETIMS and further identified in the Catalog Notes and on the media label with the host computer serial number.

1.3.3 <u>Top Secret</u>. Data elements pertaining to Top Secret software for MCS for NSS are prohibited from data entry in ETIMS.

1.3.3.1 <u>CPIN Assignment</u>. Top Secret software is not exempt from the CSCI numbering process described in Chapter 3 and Chapter 4 of this TO. Top Secret software shall be assigned a CPIN outside of ETIMS utilizing AF Form 1243 AF Form 1243 unless the Program Manager receives a waiver for the Weapon System (Paragraph 1.2).

1.3.3.2 <u>Classification Downgrade</u>. Upon downgrading action to Secret or below, the prohibition against data entry into ETIMS ends; the data elements pertaining to Secret or Confidential CPINs shall be indexed in ETIMS for configuration control by the Program Manager. The actual data elements entered in the data management system shall be unclassified, but may pertain to software that is Secret, Confidential or Unclassified.

1.3.4 <u>Engineering Data</u>. Engineering Data such as test plans, design and management plans, specifications, engineering design/test/interface data, flow diagrams, interface control drawings, certain manuals, listings, and source data not applicable to MCS for NSS is prohibited from CPIN assignment.

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

1.4 <u>FLIGHT TEST SOFTWARE</u>.

Engineering Flight Test Software and other software being tested by United States Government (USG) personnel at USG facilities. Technical Order Distribution Office (TODO) account is not required for distribution. Flight Test software is identified with acronym FT or FTST in the structure of the CPIN. The CPIN will be indexed in ETIMS.

   a. Engineering Flight Test Software (and other types of software being tested) will be checked out and returned/destroyed as applicable by authorized engineering personnel per AFI 23-11.

   b. Engineering Documentation managed by Joint Engineering Data Management Information Control System (JEDMICS) shall be assigned a CPIN Documentation identification and indexed in ETIMS for configuration management by the Program Manager and is not required to use ETIMS for distribution.

1.5 <u>ROLES AND RESPONSIBILITIES IN CPIN ASSIGNMENT AND MANAGEMENT ACTIONS</u>.

1.5.1 <u>Assignment of Specific Roles and/or Privileges</u>. All ETIMS users requesting assignment of specific CPIN Roles and/or Privileges shall submit the ETIMS version of the DD Form 2875 (System Authorization Access Request).

1.5.1.1 The ETIMS version of DD Form 2875 is located on the CPIN Managers SharePoint site (https://cs2.eis.af.mil/sites/10531/CPIN).

1.5.1.2 Completion instruction are included on form. Additionally, there is processing instruction on SharePoint site.

1.5.1.3 The ETIMS version of DD Form 2875 must be submitted directly to the Air Force Technical Order Field Support Team (AFTOFST) at af.etimstofst@us.af.mil.

1.5.1.4 ETIMS DD Form 2875 is required to be updated annually.

1.5.2 <u>Software Configuration Manager</u>. The configuration manager is designated to manage and track CPINs in cooperation with the ES, Engineer, and SPO. In ETIMS, users assigned the Configuration Manager role are granted the privileges required to create CPINs, request to re-identify or publish a CPIN, update metadata about the CPINs the user manages, maintain equipment lists, create and read notifications, generate CPIN Reports, review CPIN data discrepancy reports, and view CPIN management catalog data for CPINs assigned to other Proponents.

1.5.3 <u>Equipment Specialist (ES)</u>. The ES is an individual assigned responsibility for managing CPINs. ES's are assigned ES code(s) and in turn a CPIN. ES's and CPIN(s) are assigned to a Proponent which correspond to the organization responsible for management of the CPIN. Proponents are assigned to MCTRs. In ETIMS, users assigned the ES role are

granted the privileges required to create, revise, version, and sequence CPINs, request re-identify or publish of a CPIN, update metadata about the CPINs, manage subscription lists, perform subscription by Like CPINs, review subscription requests, maintain equipment lists, create and read notifications, generate CPIN Reports, review CPIN data discrepancy reports, and view CPIN management catalog data for CPINs assigned to other Proponents.

1.5.4   ES Supervisor. The ES Supervisor is assigned management responsibility of ES's. In ETIMS, users assigned the ES Supervisor role are granted the privileges required to create CPINs, request to re-identify or publish a CPIN, update metadata about the CPINs managed by the user, perform mass ES changes for ES's assigned to the Supervisor's proponent, maintain equipment lists, create and read notifications, generate CPIN Reports, review CPIN data discrepancy reports, and view CPIN management catalog data for CPINs assigned to other Proponents.

1.5.5   System Program Office (SPO). The SPO is responsible for, and with the authority to, accomplish program objectives for development, production, and sustainment to meet the user's operational needs. PMs provide software management for the life cycle of assigned system/commodity software by establishing and assigning qualified personnel to staff the Equipment Specialist (ES)functions. The PM is also responsible for assuring the Operational Safety, Suitability, and Effectiveness (OSS&E)of the system, subsystems, or end items. Delegation of specific OSS&E responsibilities are documented in writing and approved by the PM or Chief Engineer. PMs ensure the development of required CPINs by assigning the appropriate, documented, OSS&E authority to the ES.

1.5.6   Technical Order Distribution Office (TODO). The TODO POCs provide TO account administrative services for a unit or activity. The TODO POCs oversee organizational TO and software requirements and distribution operations. The TODO POCs establish and maintain a TO Account in ETIMS, establish and maintain organization TO Distribution Accounts (TODA) for organization sub- accounts and maintain records of TOs/CPINs required and on hand in organization physical distribution media TO/CPIN libraries. For more information about management of TODO/TODA accounts see TO 00-5-1.

1.5.7   Software Control Center (SCC)/Managing Center (MCTR). An activity that provides software control and distribution functions for a specific center or weapon system activity. In ETIMS, users assigned the Managing Center role are granted the privileges required to create CPINs, review request to re-Identify or publish a CPIN, approve CPIN requests, update metadata about the CPINs at their management center, manage subscription lists, perform subscriptions by like CPINs, review subscription requests, maintain equipment lists, manage distribution of CPINs, create and read notifications, generate CPIN Reports, and review data discrepancy reports.

1.5.7.1   The MCTR shall have the authority to accept, approve, reject and disapprove all items for entry into the MCTR libraries, all items to be placed under configuration control and all items for internal distribution or external delivery. The MCTR shall have final approval authority for all configured and deliverable applicable and engineering documentation CPIN's.

1.6   CPIN ASSIGNMENT.

1.6.1   Criteria. A CPIN must be requested and assigned for each Computer Software Configuration Item (CSCI) and the associated engineering documentation. Requests for assignment of CPINs should be made as soon as the CSCIs are designated. The first software configuration accepted by the USAF acquisition organization for operational use shall be considered the Baseline CPIN Revision 000. The authorized method of requesting CPIN assignments, including assignment of CPINs for CSCIs under the Security Assistance Program (SAP), is via ETIMS according to authorized roles.

1.6.2   CPIN Creation. CPINs are created in ETIMS by the ES, Configuration Manager, and MCTR. Processing and approval of new CPIN requests is conducted by the applicable ES and MCTR.

NOTE

The newly created CPIN shall not be published in the related documentation or Technical Orders until the CPIN structure is officially approved by the MCTR and indexed in ETIMS. A CPIN review by the approval authorities may result in a change of the proposed CPIN. Changing the CPIN structure before it is approved will save costly re-identification action later.

1.7   CPIN MANAGEMENT.

ETIMS will be used to maintain the CPIN throughout its lifecycle. This includes but is not limited to creating versions, revisions, re-identification, MCTR transfers, rescinding, and reinstatement. ETIMS reports will be used to create output that was formerly available in Compendiums.

1.7.1   Revision Releases and Software Date Actions. All revisions shall reflect a Software Date before a new revision can be initiated. Revisions will be requested in sequence. When the pending revision is approved for release the MCTR shall initiate the Software Date and ensure it has been updated in ETIMS. The Software shall be marked on the media labels prior to distribution per Chapter 5. The Software Date on the CPIN media shall match the software date in ETIMS for the same revision number and shall be displayed on media labels.

1.7.2   Time Compliance Technical Orders (TCTO). CPINs may require TCTOs. Refer to TO 00-5-15 for requirements.

1.7.3   Country Codes. Country Codes are assigned and managed in SATODS IAW TO 00-5-19.

1.7.4   Re-Identify CPIN. Re-identification assigns a new CPIN to an existing baseline. Any CPIN may be re-identified (CPIN structure renumbered). For a re- identification, enter the CPIN to be re-identified and provide new structure as follows: Category, Major Function, Identifiers/Qualifiers, Software Type/Sequence, and Baseline/Version Sequence. Once approved, the information will appear in the ETIMS Catalog and on the CPIN Requests Report.

1.7.5   Rescind (Inactivate) and Reinstate (Activate) Processing for CPINs. ETIMS has special processing to assist with the information which is set when a CPIN is Rescinded/Inactivated and reactivated.

1.7.5.1   ES Responsibilities Prior to Rescinding/Inactivating CPIN. Upon determining a CPIN shall be rescinded without a replacement, the ES will perform the following actions:

1.7.5.1.1   Removed from Operation. Ensure the system or commodities affected have been removed from operation and phased out of the inventory.

1.7.5.1.2   Notify Subscribers. Use the ETIMS Notify Subscribers Screen to advise all affected TODOs of the proposed rescission/inactivation. Include all necessary information in the notification message. Request detailed justification be provided by any subscriber who opposes the rescission/inactivation. Include a pending rescission/inactivation date in the notification (not less than 30 days from the notification date).

1.7.5.1.3   Contact Subscribers. As required, contact subscribers requesting retention for additional information or clarification.

1.7.5.1.4   Rescission/Inactivation Date. If upon the pending rescission date, no subscribers have provided justification to retain the CPIN, the ES will use the ETIMS Manage CPIN screen to rescind the CPIN and update the ETIMS Catalog. The CPIN record remains in ETIMS for historical purposes.

1.7.5.2   Rescinded or FMS Only. When a CPIN status is set to Rescinded/Inactivated or FMS Only, all pending subscription requests on the CPIN will automatically be disapproved. The account will be notified that the disapproval was automatically performed because the CPIN is no longer active. The MCTR may return all media to the ES/SPO for disposition.

1.7.5.3   Available for the Index status. When a CPIN revision has been Rescinded/Inactivated for a period of 120 days, ETIMS will automatically mark the revision as Not Available for the Index so that it is no longer displayed in the User Catalog.

1.7.5.4   Account Subscription Status. When a CPIN is Rescinded/Inactivated, all subscriptions will be maintained on the CPIN for a period of one year. During that period, the TODOs may opt to remove the inactive CPIN from their subscription list. At the end of the year all subscriptions will automatically be removed from the CPIN.

1.7.5.5   Activate/Reinstate. If a CPIN has been in Rescinded/Inactive status for more than 365 days it can only be reinstated by submitting an FSC help desk ticket to the AFTOFST. If less than 365 days it can be reinstated by an ES in the CPINs proponent.

1.7.6   Deleting a CPIN. The ability to delete a CPIN is strictly controlled by the role of the person in ETIMS and the status of the CPIN.

1.7.6.1   CPIN Manager. Has the capability to delete a CPIN if they are assigned to the MCTR which "owns" the CPIN and the AFI flag is set to "NO."

1.7.6.2 <u>ES/ES Supervisor</u>. Has the capability to delete a CPIN if they assigned to the proponent which "owns" the CPIN and the AFI flag is set to "NO."

1.7.7 <u>Transfer of CPIN(s)</u>. When a management responsibility transfer is proposed a close coordination between the involved activities is required.

1.7.7.1 Transfer within Proponent

1.7.7.1.1 An ES Supervisor or MCTR can change management responsibilities from one ES code to another ES code within the same proponent organization using the CPIN Mass Change screen.

1.7.7.1.2 Creation of ES codes and assignment of an ES to an ES Code is accomplished by submitting a Field Support Center (FSC) ticket to the AFTOFST.

1.7.7.2 <u>Proponent Transfer within MCTR</u>. The gaining activity will submit the CPINs to be transferred on the CPIN Proponent Transfer spreadsheet (template located at https://cs2.eis.af.mil/sites/10531/CPIN) to the AFTOFST who will in turn, create and submit a FSC ticket.

1.7.7.3 <u>Proponent Transfer between MCTRs</u>.

1.7.7.3.1 <u>Proponent Transfer Losing Activity</u>. When the gaining proponent is supported by another MCTR the losing activity shall obtain the gaining activity's approval prior to initiating the transfer. This approval can be by email, verbal, meeting minutes or letter. Once approval is received the losing activity will ship all CPIN materials to gaining activity.

1.7.7.3.2 <u>Proponent Transfer Gaining Activity</u>. When the gaining activity receives a management responsibility transfer request, the gaining activity shall provide a written approval or disapproval response back to the losing activity. Once approved and all the CPIN materials are received, the gaining MCTR will submit the CPINs to be transferred on the CPIN Proponent Transfer spreadsheet (template located at https://cs2.eis.af.mil/sites/10531/CPIN) to the AFTOFST who will in turn, create and submit a FSC ticket.

1.7.8 <u>CPIN Approval Authority</u>. The MCTR is the approving authority for CPIN requests.

1.7.8.1 <u>Status of Non-Approved CPINs</u>. The Review CPIN Requests screen in ETIMS will be used by the MCTR to review and approve, reject, or hold CPIN requests. If rejected the reviewer will document reason in the request and requestor will be notified via ETIMS.

1.7.8.2 <u>Emergency CPIN Approvals</u>. (Reference Paragraph 3.4)

CHAPTER 2
CPIN MANAGEMENT AND DISTRIBUTION SYSTEMS

2.1   AF CPIN MANAGEMENT.

All AF CPIN management will be performed using Enhanced Technical Information Management System (ETIMS). ETIMS implements MIL-HDBK-61, EIA 649, and AFI 63-101/20-101.

2.1.1   Enhanced Technical Information Management System (ETIMS). ETIMS is the designated standard AF Enterprise TO/CPIN System of Record. ETIMS capabilities include TO/CPIN cataloging/indexing, TO/CPIN subscription/requisition processing, TO/CPIN distribution office account management, TO recommended change management (replaces the AFTO 22, AFTO 252, and AF Form 847), physical media TO/CPIN distribution/printing management, and eTO storage/distribution/archive (including Interactive Electronic Technical Manuals). ETIMS exchanges system of record metadata and transactional information/statuses with Security Assistance Technical Order Distribution System (SATODS), Defense Logistics Agency's TO Distribute & Print Gateway (TODPG), and Reliability & Maintainability Information System (REMIS). Primary CPIN users are Software Control Center (SCC) personnel, Equipment Specialists/TCMs personnel, Software Configuration Management personnel, TODO personnel, TO Distribution Activity (TODA) personnel, and TO Library Custodians. ETIMS is accessed via the AF Portal. Once logged on to the AF Portal home page, ETIMS is accessed from the Application A-Z Listing.

2.1.1.1   Air Force Technical Order Field Support Team (AFTOFST). Provides ETIMS help desk support, Field User Guides, and provides training. Assistance with the ETIMS application is available by contacting the AFTOFST. Incidents reported to the AFTOFST are tracked in the Field Support Center (FSC).

2.1.1.2   Field Support Center (FSC). Application developed in SharePoint that provides support center incident reporting and tracking of customer support requests made to the AFTOFST.

2.1.1.3   Data Discrepancy Report (DDR). Supports the reporting and viewing of CPIN catalog data discrepancies and CPIN distribution issues. DDRs will be reviewed by the AFTOFST and dispositioned accordingly. If the discrepancy cannot be dispositioned by the AFTOFST, the DDR will be forwarded to the applicable MCTR for further action.

2.1.2   Security Classification. All data processed within ETIMS is unclassified (NIPRNet). Data elements may pertain to classified software and/or engineering documentation, but no classified information shall be entered, processed, stored, or output by ETIMS.

2.1.2.1   Applicable CPINs assigned to Unclassified, Confidential and Secret software shall be entered in ETIMS.

2.1.2.2   Software that is classified shall be labeled, stored and distributed in accordance with applicable security regulations.

2.1.2.3   Any security classification upgrade (changed to a higher classification) to a previously dated revision shall be rolled to the next revision number. This includes Combination CPINs affected by a security classification change to one of the applicable CPINs.

2.2   FMS CPIN MANAGEMENT.

All FMS CPIN identification and management will be performed using the Security Assistance Technical Order Data System (SATODS).

2.2.1   Security Assistance TO Data System (SATODS). Technical Order (TO), Time Compliance Technical Order (TCTO), and Computer Program Identification Number (CPIN) release to a foreign country is control by SATODS. This system provides documentation and records for Foreign Military Sales (FMS) accounts, including Country Standard TO (CSTO) indexing, TO/CPIN processing and shipping labels, TO/CPIN tracking, and TO/CPIN cost calculations. Refer to TO 00-5-19.

2.3   <u>ELECTRONIC SOFTWARE DISTRIBUTION SYSTEM (ESDS)</u>.

ESDS provides a centralized capability to order, download, and track the distribution of classified and unclassified software that is managed at the Air Logistics Complexes (ALCs) Software Control Centers (SCCs). ESDS supports the world-wide war fighter community by providing the capability to download mission critical software via the Non-classified Internet Protocol Router Network (NIPRNet) and Secret Internet Protocol Router Network (SIPRNet). ESDS is the preferred (but not required) software distribution method.

CHAPTER 3

CREATION, PUBLICATION, AND INITIAL INDEXING OF A COMPUTER PROGRAM IDENTIFICATION NUMBER

3.1   CREATE CPIN.

A CPIN is created using the "Create CPIN" process in ETIMS (Figure 3-1). It is alphanumeric with a minimum of 14 and a maximum of 39 positions comprised of four fields containing various components. It includes three dashes, which are used to divide the CPIN identifier into four separate fields. The only special characters allowed are slashes (/) in the second field to divide system, subsystem, acronyms, nomenclatures and qualifiers as needed for readability.

NOTE

The ability to create a CPIN in ETIMS is limited to those who have the correct Role/Privilege (Paragraph 1.6.2).

Figure 3-1.   ETIMS Create CPIN

3.1.1   Nuclear CPINs. To ensure Nuclear CPINs are only distributed to authorized N* accounts, nuclear and non-nuclear CPINs must be segregated.

3.1.1.1   Nuclear Proponents. Nuclear CPINs can only be created by authorized personnel assigned to a nuclear proponent in ETIMS.

3.1.1.2   Non-nuclear CPINs. Non-nuclear CPINs are not authorized for nuclear purposes.

3.1.1.3   Combination CPINs. Nuclear CPINs shall not be indexed nor distributed commingled with non-nuclear CPINs.

3.1.1.4   Master Nuclear Certification List (MNCL). Nuclear certification is managed IAW AFI 63-125 on the Master

Nuclear Certification List (MNCL). CPINs can be identified as nuclear and managed by nuclear proponents in ETIMS without being listed on the MNCL located at https://wwwmil.nwc.kirtland.af.mil/MNCL/index.cfm.

NOTE

MNCL shall be reviewed to determine if CPIN in nuclear certified.

3.1.2 <u>CPIN Structure</u>.

3.1.2.1 <u>CPIN Category and Function</u> . The first three positions of the CPIN are comprised of a 2-digit Category and a 1-digit alpha character for the Major Function.

3.1.2.1.1 <u>Category</u>. The category is a 2-digit number that identifies the broad system or subsystem for the Computer Software Configuration Item (CSCI). Following is the list of available Categories and descriptions:

- 81 – Aircraft

- 82 – Missile

- 83 – Ground Communications-Electronics

- 84 – Simulators or Trainers

- 85 – Test Stations or Testers

- 87 – General Purpose Computers

- 88 – Other Computer Programs

- 89 – Space and Space Vehicles

- 90 – Engineering Data Share

- 91 – Command and Control

- 92 – Precision Attack Weapons

- 93 – Cryptographic

3.1.2.1.2 <u>Major Function</u>. The Major Function code is a 1-digit alpha character that identifies the purpose of the system or subsystem that the CSCI was designed to operate, test, or support. Following is a list of available Major Functions and descriptions:

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

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

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

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

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

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

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

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

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

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

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

- <u>M - Metrology</u>. Metrology is the science of measurement including the development of measurement standards and systems for absolute and relative measurements and the conformance to these technical requirements. Automatic calibration/calculation and in-circuit testers apply to the metrology function.

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

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

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

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

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

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

NOTE

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

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

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

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

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

- Y - Reserved

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

3.1.2.2 Identifier. The Identifier field is alphanumeric and may contain between 2 and 27 characters. This field is used to identify the weapon system designator, subsystem designator, acronym or abbreviations, Work Unit Code (WUC) or other qualifier the CSCI is designed to operate, test, or support. The field may contain any combination of these data elements separated by slashes. In order to maintain visibility to users and managers, it is preferable to identify the subsystem whenever possible. A standardized subsystem identifier in the CPIN assists management control of subsystems required by the program office. Subsystems may be common to multiple weapon systems. The second field will consist of the following subsystem/system type identifiers.

3.1.2.2.1 Aeronautical Nomenclature. An Aeronautical Nomenclature (AN)is a type designation assignment for electronic systems and subsystems used throughout the Department of Defense. A type designation is definitive in itself in that it will never be duplicated. Subsequent modifications are recognized through the assignment of a modification letter or

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

NOTE

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

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

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

3.1.2.2.4 Country Codes as Qualifiers. A 2-digit country code, as listed in http://samm.dsca.mil/, may be used as a qualifier when the CPIN is Country Standard (utilized by only one FMS country). A designator of "XX" may be used to indicate the CPIN is utilized by more than one FMS country but not the US. A designator of "US" may be used to indicate the CPIN is USAF Consortium (utilized by US and one or more other countries). When these designations are used as qualifiers, they may appear in the last two positions of the identifier field. A USAF Standard CPIN shall not have any country code qualifiers. This guidance is not retroactive for existing CPINs.

3.1.2.3 Software Type and Sequence Number. The Software Type is a 1-digit alpha code and the Sequence Number is 3-digits that are system generated.

3.1.2.3.1 Software Type. The software type is identified by alpha codes as defined below.

- C - Combination. A CPIN assigned to identify a media unit loaded with two or more applicable CPINs that are different types of software or documentation packages with individually assigned CPINs. Combination CPINs are loaded on one media unit for storage and distribution purposes. A combination CPIN should not be assigned until after all applicable CPINs are assigned, to prevent unnecessary revisions to the combination CPIN. Anytime a new applicable CPIN is added to the combination CPIN, this requires a revision to the combination CPIN, since the configuration has changed. When an FMS country code is registered to a combination CPIN, ensure that the FMS country code is also registered to all applicable CPINs loaded on the combination media. Nuclear Combination CPINs will only contain Nuclear CPINs. Non-Nuclear Combination CPINs will only contain Non-Nuclear CPINs.

- D - Master . A CPIN assigned to a media unit, which contains two or more CSCIs that are the same type of software or documentation package and which have individually assigned CPINs. This type applies only to existing Master CPINs, and has been discontinued for new assignment. D was used historically but is not an option now.

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

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

- T - Test Software Programs. Accomplish in-place testing that includes diagnostic test, fault isolation test, and similar testing that is made while the system is in place.

- U - Unit Under Test Software Programs. Test Shop Replaceable Units, Line Replacement Units, or Interface Test Adapters, which have been removed from their operating environment.

3.1.2.3.2 Sequence Number. The sequence number is a three-digit sequence number (001-999) that identifies the number of related CSCIs in a series.

3.1.2.4 Version. This two position field consists of a Baseline (00), signifying the original CSCI product baseline configuration or a Version number (01-99), which identifies a configuration version of the baseline. A version may be established any time after the baseline configuration is defined. A new version identifies configuration modifications of the baseline for different equipment, different customer or different mission requirements that does not replace the baseline configuration, but is in addition to the baseline (revision changes). Subsequent versions co-exist and are managed, updated, revised, ordered and distributed independently to different customers on ID with different equipment and missions. A customer on ID for baseline 00 will not be supported on any of the versions unless they also submit orders for other versions. (For example: 00 is the Baseline. 01 is a co-existing version of 00, and does not replace 00. 02 is another co-existing version of 00, and does not replace either 00 or 01.)

CPIN (four fields, 14-39 Positions)

|--|

81A - TEST/104/01R/CREATECPIN/AD - F001 - 00

Category &
Major Function   Identifier   Software
Type &
Sequence   Version

Figure 3-2.   CPIN Number Breakdown

3.1.3 CPIN TYPES. ETIMS "Create CPIN" screen provides three choices as follows:

3.1.3.1 Software "A". Contains executable software and may contain associated user manuals. Do not include source code on the "A".

3.1.3.2 Documentation "D". Contains documentation that establishes the configuration baseline(s) for the associated executable software and is used for the development and changes to that software.

3.1.3.3 A&D. A software and documentation CPIN.

3.1.4 Proponent. The organization responsible for the management of the CPIN in ETIMS.

3.1.4.1 Selection List. The Proponent selection list in ETIMS will be pre-populated with all proponents that the current user is authorized to access.

3.1.4.2 Proponent Association. All proponents associated to a Managing Center will be available for selection. This is a mandatory field when editable. The field is editable for Create CPIN and read-only for Create CPIN Version. The field is not shown for Re-Identify CPIN.

3.1.5 Managing Software Control Center (MCTR). Identifies the Managing Center responsible for distribution of the CPIN. It is set by the selection of the Proponent. The field is read-only. The field is not shown for Re-Identify CPIN.

3.1.6 Software/Document Classification.

3.1.6.1 Software Classification. If the Software Classification is set to any value other than Unclassified, the Sponsor Approval field will be set to Yes and will not be updateable while the CPIN is classified. The field is disabled when CPIN Type ″D″ is selected. The field is only shown for Create CPIN.

3.1.6.2 Document Classification. If the Doc Classification is set to any value other than Unclassified, the Sponsor Approval field will be set to Yes and will not be updateable while the CPIN is classified. The field is disabled when CPIN Type ″A″ is selected. The field is only shown for Create CPIN.

3.1.7 Equipment Specialist (ES). The ES selection list will contain all ESs that reside in the selected proponent who are assigned an ES Code at the Base the proponent is located. The selection list will not be populated until the Proponent has been selected. The field is mandatory. The field is not shown for Re-Identify CPIN.

3.1.8 Nuclear Certified Software. This field is labeled incorrectly in ETIMS and only identifies if the CPIN is in a nuclear proponent not if CPIN is certified. It is set by the selection of the Proponent. If the Proponent is a Nuclear Authorized Proponent then the flag is set to Yes; otherwise, it is set to No. The field is read-only. To determine if CPIN is nuclear certified see MNCL, (https://wwwmil.nwc.kirtland.af.mil/MNCL/index.cfm).

3.1.9 CPIN Title. The CPIN Title field will accept up to 80 characters. All leading and trailing spaces will be removed from the field. The field will be converted to uppercase. The field is not shown for Re-Identify CPIN.

3.1.10 CPIN Description. The CPIN Description field will accept up to a 1024 characters for the CPIN. The field will be converted to uppercase. The field is not shown for Re-Identify CPIN.

3.1.11 CPIN Revisions. The first configuration will always be REV 000. Subsequent revisions will be assigned in numerical sequence from 001 to 999. Revisions identify software changes or corrections to the previous revision. (Example: REV 000 is entirely replaced by REV 001. REV 001 is entirely replaced by REV 002.)

3.1.11.1 A newer revision number that is not yet dated or released, and is pending and the software date field is blank, indicates that a future replacement is in process, but the last dated revision is still valid. A customer on ID for any CPIN revision will automatically be supported on the next released revision, since the purpose of an ID requirement is for future support of revision releases.

3.1.11.2 FMS country customers' new revision releases are contingent on revision development cost sharing, the CPIN case line period of performance and available funds. Contractor customers' new revision releases are contingent on the contract expiration date.

3.1.11.3 Both the Software (A) and the Documentation (D) are affected by revision changes, and should be updated concurrently. The Software (A) and the Documentation (D) should have the same revision number and software date. The revision number and software date shall be marked on all media labels. The revision number and software date on media labels shall match what is shown in ETIMS. ETIMS is the official source to verify the latest revision numbers.

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

3.2 PUBLICATION OF CPIN.

A CPIN must be published and approved by MCTR to be visible within CPIN catalog for subscription. Improper or incomplete data will prevent viewing CPIN index data in the TO/CPIN Catalog, subscribing to or requisitioning the CPIN using ETIMS. See Field User Guide on CPIN Management SharePoint site at https://cs2.eis.af.mil/sites/10531/CPIN. The MCTR cannot approve CPIN unless following information is provided:

3.2.1 Distribution Statement. The distribution statement denotes the extent of CPIN availability for secondary distribution, release, and disclosure without additional approvals or authorizations. (Reference Paragraph 4.2)

3.2.2 Distribution Reason. The distribution reason is part of the distribution statement. Up to three distribution reasons may be selected based on distribution statement selected. (Reference Paragraph 4.2)

3.2.3 Software Special Notes. Revision specific information for CPIN software. Required for CPIN type "A" and "A&D".

3.2.4 Documentation Special Notes. Revision specific information for CPIN documentation. Required for CPIN type "D" and "A&D".

3.3 INITIAL INDEXING OF A CPIN.

Once the CPIN Number has been created and published the Equipment Specialist shall complete remaining ETIMS Index information on new CPIN number prior to delivering software to MCTR. Improper or incomplete data will prevent CPIN dating and distribution using ETIMS. (See Field User Guide on CPIN Management SharePoint site at https://cs2.eis.af.mil/sites/10531/CPIN). The following fields are mandatory for CPIN dating:

3.3.1 Weapons System. Entry of the weapon system(s) the CPIN supports or N/A is required for all CPINs.

3.3.2 TCTO. Required for CPIN type "A" and "A&D". Use TCTO chooser to select TCTO issued to release the software. If a TCTO is not used, from the TCTO chooser screen one of the following must be selected:

- MIM: Maintenance Instruction Message

- PIM: Programming Impact Message

- Release Letter

3.3.3 Software Media Set. The list of Software Media Sets associated to the revision. Required for CPIN type "A" and "A&D".

3.3.4 Documentation Media Set. The list of Documentation Media Sets associated to the CPIN. Required for CPIN type "D" and "A&D".

3.3.5 Equipment. Required for all software types except "U".

3.3.6 Test Station. Required for software type "U".

3.3.7 Unit Under Test. Required for software type "U".

3.3.8 Applicable Combination CPINs . Required for software type "C".

3.4 EMERGENCY CPIN ACTIONS.

There is no difference in the software operation of the ETIMS application whether during normal conditions, at times of emergency, or any other state/mode of operation.

3.4.1 Numbering, Indexing and Distribution. Emergency CPIN Request actions may be necessary when a critical safety hazard or work stoppage condition exists which requires an emergency numbering and distribution effort to resolve the situation.

3.4.2 <u>Coordination</u>. The software managers, developers or users must coordinate any necessary emergency actions with the appropriate MCTR. MCTR support/assistance shall be requested by telephone (Appendix A) prior to the new CPIN being created in ETIMS.

3.4.3 <u>Notification</u>. Field users will be notified of the emergency via the ETIMS "Notify Subscribers" screen.

CHAPTER 4
SOFTWARE DISTRIBUTION AND RELEASE

4.1   CPIN SECURITY REQUIREMENTS.

4.1.1   General. CPINs can contain classified data up to and including Secret Restricted Data. The following procedures apply to classified and unclassified CPINs containing data whose distribution must be controlled. ESs and MCTRs will:

4.1.1.1   Verify CPIN data classification using the applicable Security Classification Guide (SCG). For contractors, the applicable SCG may be listed in the DD Form 254.

4.1.1.2   Security Classification Guide Authority. Use the applicable SCG as authority to classify CPIN data needing security protection.

4.1.1.3   Classified CPIN Review. Review every CPIN update action or at least annually for possible classification downgrading according to the applicable SCG or DoDM 5200.01, Vol 1. ESs must ensure their CPINs are reviewed in a timely manner. The task schedule should be set for less than one year to allow time to complete the review within the required one-year period.

4.1.1.4   Classification Markings for Classified CPINs.. Classified CPINs must be annotated with classification markings IAW DoDM 5200.1, Vol 2.

4.1.1.5   Classification Changes. CPIN classification changes are disseminated via a CPIN revision and listed in the Search New, Updated and Inactive TOs/CPINs function of the AF Catalog.

4.1.1.6   Not for Foreign Release. Do not use the Not for Foreign Release marking on CPINs. In accordance with DoDM 5200.01, Vol 1, this code is only authorized for U.S. intelligence information.

4.1.1.7   DoD Unclassified Controlled Nuclear Information. Unclassified Controlled Nuclear Information (UCNI) is a special category of information. To be considered for protection as UCNI, the information must be unclassified, pertain to security measures, including plans, procedures, and equipment, for the physical protection of DoD Special Nuclear Material (SNM), equipment, or facilities, meet the adverse effects test; i.e., that the unauthorized dissemination of such information could reasonably be expected to have an adverse effect on the health and safety of the public or the common defense and security by increasing significantly the likelihood of the illegal production of nuclear weapons or the theft, diversion, or sabotage of DoD SNM, equipment, or facilities. (Ref DoDI 5210.83).

4.1.2   Classification Upgrades. HQ AFMC must concur in the interpretation of the cited classification authority for upgrading the classification of an already-distributed CPIN (if the CPIN was too widely distributed, reclassification may not be possible.) Notify HQ AFMC/A4F and the local Information Security Program Manager (ISPM) (Security Forces) of the circumstances requiring an upgrade by classified message. Include the new level of security classification, the classification authority, the number of copies issued, the length of time the information has existed at a lower classification and if the information is available from unclassified sources.

4.1.2.1   Original Classification Authority. A4F shall consult with HQ AFMC to determine whether the security classification action is Original Classification Authority directed. If so, a classified message furnishes authority to begin the upgrade action.

4.1.2.2   Emergency Notification Actions. The ES prepares an Emergency Notification to notify any subscribed TODOs of the change in classification of the affected CPIN, updates the CPIN index entry and notifies the responsible MCTR.

4.1.3 <u>Classification Downgrade/Declassification</u>. The ES will issue an update directing the appropriate downgrade or declassification actions IAW DoDM 5200.01, Vol 1/ AFI 16-1404.

NOTE

> Downgrade of a small amount of material that does not change the overall classification of the CPIN should not be the sole justification for issuing a CPIN update. However, notification of the downgrading action and the data involved must be provided to users of the CPIN.

4.1.3.1 <u>Notifications</u>. The ES/Software Configuration Manager shall send notifications of the updated metadata to the assigned MCTR and each TODO account on subscription.

4.2 <u>SCIENTIFIC AND TECHNICAL INFORMATION</u>.

The use of Scientific and Technical Information (STINFO) markings is mandatory for all CPINs and technical data items as specified in DoDI 5230.24 and AFI 61-201. STINFO markings are used to maximize the availability, interchange, and collaboration of STINFO to policy makers, the acquisition community, and public while safeguarding it within the bounds of laws, regulations, and other directives.

4.2.1 <u>Distribution Statements</u>. Distribution Statements denote the extent of availability for distribution, release and disclosure without additional approvals or authorizations. As primary distributor, the Controlling DoD Office (CDO) shall mark CPINs with appropriate distribution statements before dissemination. Secondary distributors shall ensure appropriate distribution statements from the primary distributor are mirrored on all distributed copies. A distribution statement marking is distinct from and in addition to a security classification marking assigned IAW DoDM 5200.01, Vol 1/AFI 16-1404 and derivative classification marking assigned IAW DoDM 5200.1, Vol 2.

4.2.2 <u>Export Control Warning</u>. All printed and electronic, including digital, technical documents and CPINs that are determined to contain export-controlled technical data will be marked with an Export Control Warning Label as required by DoDI 5230.24. When it is technically infeasible to use the entire Export Control Warning Label statement an abbreviated marking may be used (WARNING – Export Controlled) Affix the full statement to the media sleeve/or include a copy of the full statement with the CPIN. Additionally, the "Notice To Accompany Release of Export-Controlled Data" is required to be included in every shipment of export controlled CPINs IAW DoDD 5230.25.

4.2.3 <u>Disposal and Destruction Notice</u>. All classified and unclassified CPINs and technical documents with distribution statements B, C, D, E, and F shall be marked with a destruction notice IAW MIL-STD-38784 and TO 00-5-1.

4.2.3.1 <u>Unclassified CPINs and technical documents</u>. Require the following destruction notice be displayed on the cover: "Destruction Notice – Destroy by any method that will prevent disclosure of contents or reconstruction of the document".

4.2.3.2 <u>Classified CPINs and technical documents</u>. Require the following destruction notice be displayed on the cover: "Destruction Notice – Follow the procedures in DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), section 5-705 or DoD 5200.1-R, Information Security Program, Chapter VI."

4.2.4 <u>STINFO Manager</u>. Contact the unit or local base STINFO Manager for assistance, if needed, with determining STINFO markings.

4.2.5 <u>STINFO Training</u>. For additional training on the STINFO program, see the courses at https://af-aqweb.deps.mil/pages/default.aspx or contact your local STINFO Officer.

4.3 <u>RELEASE AUTHORITY</u>.

4.3.1 <u>Orders Approval for US/DoD/Contractor TODOs</u>. The MCTRs obtain approval for and document the method of release for all software and/or engineering documentation (CSCI/DOC) to TODOs utilizing ETIMS.

4.3.2 <u>Orders Approval for FMS TODOs</u>. Refer to TO 00-5-19 and the SATODS application for FMS.

4.4   NEW REVISION RELEASES.

4.4.1   CPIN Revision Date. A CPIN must be dated before it is authorized for DoD/USAF/FMS operational use.

4.5   IDENTIFY ID SUBSCRIPTION REQUIREMENTS.

TODO's will establish their CPIN requirements in ETIMS following the procedures outlined in TO 00-5-1. Doing so will identify those requirements to the ES and supporting MCTR. The following allow ES/MCTR to view/manage CPIN subscription requirements.

4.5.1   Review CPIN Subscription Requests. Accessed from Manage CPINs tab. Provides list of TODO subscription requests with justification.

4.5.2   CPIN Subscribers Report. Accessed from Manage CPINs tab or CPIN Manager Details screen. Allows the ES/ Software Manager to view a list of accounts with an approved subscription to the given CPIN. The report will display TODO Account, CPIN Type, MAJCOM (to which account is assigned), Base, Account POC, Quantity on Subscription, Total number of accounts on ID for the specific CPIN, Total number of software subscriptions, and Total number of documentation subscriptions.

4.5.3   Manage Subscriptions List. Accessed from Manage CPINs tab or CPIN Manager Details screen. Allows ES and MCTR personnel ability to remove accounts no longer authorized subscription for a CPIN.

4.5.4   Subscription by Like Item. Accessed from Manage CPINs tab. Allows ES and MCTR personnel ability to add one or more accounts on subscription based on subscription to another CPIN. This should be performed when possible to establish initial subscription requirements for a new CPIN prior to dating.

4.5.5   Distribution/Download. Each MCTR shall physically distribute and/or make available for download all CPINs with their respective MCTR code per requirements of this TO based on ETIMS subscription.

4.5.6   Unauthorized Distribution. Distribution of software can only be made to an account with an established requirement in ETIMS. Distribution will only be made to the shipping address listed in ETIMS for said account.

4.5.6.1   Account Shipping Address. The account shipping address information is accessed via the Master Address Report.

4.6   METHODS OF DISTRIBUTION.

4.6.1   Electronic Download. Electronic Software Distribution System (ESDS) is the preferred (but not required) method of software distribution due to cost savings for time, materials, and shipping as well as expeditious delivery via NIPRNet or SIPRNet. ESDS Users are subject to all requirements of this TO.

4.6.1.1   ESDS Access. The Electronic Software Distribution System Website can only be accessed from a .MIL network with a Common Access Card (CAC). Contact the ESDS Program Manager at tinker.esds.program.office@us.af.mil for assistance.

4.6.1.2   ESDS User Training. After logging in to ESDS click the System Description & Contact Information button. The AFMC SCC ESDS System Information page appears. Navigate to the End User Help Manual link and download it for user system information and training. Explore the other links on the page for additional system access information and trouble call guidance.

4.6.1.3   Electronic Download Site Security. All CPIN owners (PM/SPO) are responsible to verify that any electronic download website they own, operate or use for downloading CPINs meets the Air Force network security, password and certification requirements of AFGM2018-17-02, AFSSI 8520 and AFI 17-130, and meets all requirements of this TO.

4.6.1.4   Required Download Materials. The cost of materials required to support electronic downloading, including labeling software, blank media and blank labels, and applying labels, is the responsibility of the TODO organization/end user. The quality assurance and product quality deficiency reports, if needed, is the responsibility of the TODO organization/end user. All CPIN distributors providing electronic download shall provide CPIN standard media label data elements and/or statements in the electronic download that is pre-formatted for application by the TODO organization/end user.

4.6.1.5   <u>CPIN Owner Responsibilities</u>. The CPIN owner must identify all CSCIs on their download site by the CPIN, Revision and Software Date precisely as shown in ETIMS to allow completion of required TODO documentation. The CPIN owner must ensure and verify that their download site is not allowing download of CPINs to individuals who are not authorized per this TO as recorded in ETIMS.

4.6.1.6   <u>CPIN User Responsibilities</u>. All downloads shall be accomplished only by TODO personnel as documented in ETIMS who have obtained approval from their CCP to accept the cost and functional responsibility of downloading, documenting, and labeling the software.

4.6.2   <u>Mailing</u>. Mailing CPINs shall include media labels, shipping labels, AF Form 310s if classified and may include packing slips.

4.6.3   <u>Local Distribution of CPINs by the MCTR</u>. CPINs may be picked up by authorized TODO(s) at the MCTR. The local delivery package will consist of the following items:

1.   Software in customary container such as CD case or sleeve,

2.   Media labels affixed to the software media (see Paragraph 4.7.1),

3.   Two copies of a packing slip (see Paragraph 4.7.3.5), and

4.   Two copies of the signed AF Form 310 for classified CPIN(s) (see Paragraph 4.7.3.6).

No exterior mailing labels or envelopes will be provided by the MCTR on hand deliveries. The MCTR representative shall retain a signed and dated copy of packing slips and/or AF Form 310s for documentation.

4.6.4   <u>Hand-Delivery to Foreign Liaison Officer</u> . In addition to the requirements outlined in Paragraph 4.6.2, hand delivery to a Foreign Liaison Officer is contingent upon ES/FDO approval. A hand-receipt will be used to maintain the chain of custody from SCC to Foreign Liaison Officer. For more specifics please refer to TO 00-5-19.

4.7   <u>LABELING AND PACKAGING REQUIREMENTS</u>.

4.7.1   <u>CPIN Standard Media Label Requirements</u>. Labels containing a CPIN identifier must affixed by the distributor to software media (disks, etc.), or to software media containers to identify the media and describe the contents.

4.7.1.1   <u>Placement on small media</u>. When it is not feasible to place labels directly on software media (small media devices), labels should be affixed to protective covering, sleeve or insert provided with the media. Otherwise, labels shall be burned or affixed directly to the media.

4.7.1.2   <u>Revised Media Units</u>. If only one of the media units (e.g. disk 2 of 2) is revised and distributed, an instructional TCTO, along with revised labels for the previously delivered media units (e.g., disk 1 of 2), shall accompany the distribution, and the TODO shall affix these labels to the previously delivered media.

4.7.2   <u>Label Metadata Requirements</u>.

4.7.2.1   <u>Font Size</u>. The font size on media labels for data elements 1 through 5 shall be at least 8 point. The remaining data elements shall be large enough to be readable but small enough to allow for inclusion of required label data elements. The Security Classification Marking shall be largest font on the label.

4.7.2.2   <u>Media Label Requirements</u>. Data elements required to be placed on the media label are listed in Table 4-1. Mandatory elements are required on all media. Conditional elements are required only if the conditions that require it exist, e.g., the Derivative Classification Marking is required only for classified media.

4.7.2.3   <u>Alternative Location Option</u>. If all required, mandatory/conditional data elements cannot be placed on the media label because of space limitations, then alternative labeling may be utilized. Alternative labeling allows just data elements 1 through 7 to be placed on the media label, and, all data elements to be placed on the media sleeve or insert provided with the media. Other optional data elements may be added at the discretion of the CPIN owner to the media label, sleeve or insert.

4.7.2.4 <u>Controlling DoD Office Responsibility</u>. It is the sole responsibility of the CDO to determine and oversee security and STINFO markings required on CPINs. All CPIN identification data elements on the media label/sleeve/insert shall match the same data elements in ETIMS for that revision and Software Date.

4.7.2.5 <u>Consolidated Packaging</u>. When more than one package is needed for a consolidated shipment, each package shall be identified and marked with its relationship (1of 2, 2 of 2).

Table 4-1. CPIN Media Labeling Requirements

	CPIN Media Label Data Elements	Mandatory/ Conditional	Primary Location Requirement	Alternative Location Option
1	Security Classification Marking	Mandatory	Media Only	Media & Sleeve/Insert
2	Derivative Classification Marking	Conditional	Media Only	Media & Sleeve/Insert
3	CPIN	Mandatory	Media Only	Media & Sleeve/Insert
4	Revision Number	Mandatory	Media Only	Media & Sleeve/Insert
5	Software Date (DD-MMM-YYYY)	Mandatory	Media Only	Media & Sleeve/Insert
6	Media Units (1/1, 1/2, 2/2, etc)	Mandatory	Media Only	Media & Sleeve/Insert
7	MCTR Code (OC, OO, WR, etc)	Mandatory	Media Only	Media & Sleeve/Insert
	Media Label Statements	**Mandatory/ Conditional**	**If space allows on media**	**If space is limited on media**
8	Distribution Statement [1]	Mandatory	Media Only	Media & Sleeve/Insert
9	Export Control Warning Statement[2]	Mandatory	Media Only	Media & Sleeve/Insert
10	Destruction Notice	Mandatory	Media Only	Media & Sleeve/Insert

[1] If Distribution Statement will not fit on media (primary location) use an abbreviated version, e.g., Distribution Statement D. The entire statement will be added IAW Alternative Location Option.

[2] If Export Control Warning Statement will not fit on media (primary location) use an abbreviated version, e.g., Warning-Export Controlled. The entire statement will be added IAW Alternative Location Option.

4.7.3 <u>Distribution Support</u>.

4.7.3.1 <u>Distribution Documentation</u>. ETIMS Distribution support process provides the capability to view and print the documentation to support the MCTR with distribution of CPIN media. This includes shipping labels, packing lists and AF Form 310s as required.

4.7.3.2 <u>Mailing Address Verification</u>. All mailing addresses shall be verified by the MCTR prior to shipment to ensure the latest address in ETIMS is used.

4.7.3.2.1 <u>Classified Media Verification</u>. The MCTR will notify the recipient that a classified shipment is being processed for the recipient, request verification of the mailing address, and, verify that an authorized person will be on hand to receive the shipment. Classified media shall be shipped by a traceable means. (References DoDM 5200.01 Vol 1-4 and AFI 16-1404.).

4.7.3.3 <u>AFTO Form 221</u>. Use of the AFTO Form 221 CPIN Packing List (https://www.e-publishing.af.mil) as a mailing label is optional due to package size limitations and specialized printer requirements. While some of the data elements listed on the AFTO Form 221 are no longer applicable due to process changes, most are standard data elements and remain mandatory.

4.7.3.3.1 <u>MCTR Responsibilities</u>. When using the AFTO Form 221 the MCTR shall:

4.7.3.3.1.1 Produce a paper copy of the packing slip and retain one copy (paper or electronic) until any required trace number data is obtained.

4.7.3.3.1.2 Ensure one copy of a packing slip shall accompany all mailed CPINs.

4.7.3.3.1.3   Produce two paper copies of a packing slip to accompany all hand carried CPINs and the MCTR representative shall obtain/retain a signed/dated copy from the TODO.

4.7.3.4   <u>Shipping Status</u>. ETIMS automatically provides transaction/shipping status notifications to the TODO throughout the process. The transaction/shipping status notifications can be found on their ETIMS home screen. Also transaction status updates can be found on Subscribe/OnHand screen and/or the Transactions screen.

4.7.3.5   <u>CPIN Packing List/Mailing Label</u>. Is used in support of ID or OTR CPIN distribution. ETIMS provides a printer friendly CPIN Packing List/Mailing Label report of all the Accounts, the Quantity ordered, and indicator if the order was a Subscription or Requisition processing for distribution. Included on the report is all the necessary information to facilitate the mailing of the CPIN.

309 SMXG/MXDSC
6137 WARDLEIGH RD BLDG 1515 (SCC)
HILL AFB UT 84056-5838
OFFICIAL BUSINESS
 	
 83C-ABC/1234/BASIC/OS/FULL-F001-00A   Rev 001
 	
 ETIMS1903211234567   QTY: 12
 	
  F*9999   21-Mar-2019   F*9999
  HQ AFMC/A4FI
  102 WEST D AVE
  EGLIN AFB FL 32542-6808

Figure 4-1.   ETIMS Mailing Label and Packing List

4.7.3.6   <u>Document Receipt and Destruction Certificate (AF Form 310)</u>. ETIMS provides a printer friendly AF Form 310 Document Receipt and Destruction Certificate for each classified CPIN being distributed during this cycle. The AF Form 310 is generated after each Account in the CPIN Packing List. The system will populate Blocks 1, 2 and 5. The remaining blocks will be handwritten entries.

DOCUMENT RECEIPT AND DESTRUCTION CERTIFICATE		
1. TO: F*9999 HQ AFMC/A4FI 102 WEST D AVE EGLIN AFB FL 32542-6808	2. FROM: 309 SMXG/MXDSC 6137 WARDLEIGH RD BLDG 1515 (SCC) HILL AFB UT 84056-5838 OFFICIAL BUSINESS	3. DATE: 4. CONTAINER NO.:

5. DESCRIPTION OF DOCUMENT(S):

    CPIN: 83C-ABC/1234/BASIC/OS/FULL-F001-00A   **CPIN TYPE:** A **REV:** 011

    CLASS: S   **QTY:** 12

    CPIN TITLE: XXXXXXXXXXXXXXXXXXXXX

TO AVOID TRACKER ACTION , RETURN SIGNED RECEPT BY	⇒ 6. DATE:

DOCUMENT RECEIPT		
I ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS		
7. DATE:	8. NAME, ORGANIZATION, AND PHONE NUMBER (DSN):	9. SIGNATURE OF RECIPIENT:

DESTRUCTION CERTIFICATE			
10. THE DOCUMENT(S) LISTED ABOVE WERE	DESTROYED	COMMITED TO CENTRAL DESCTRUCTION FACILITY ON ⇒	11. DATE:
12. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL:		13. TYPED OR PRINTED NAME AND SIGNATURE OF WITNESSING OFFICIAL:	

AF IMT 310, 19951101, V4 (ETIMS GENERATED)

Figure 4-2.   ETIMS Generated AF Form 310

CHAPTER 5
ETIMS GENERATED REPORTS

5.1 REPORTS MENU.

Statistical reports and managerial data are produced from information entered into ETIMS. Access to the reports in ETIMS varies based on the users roles and privileges (Chapter 4). All reports are available in either HTML or CSV format. They also have a print option.

NOTE

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

5.2 CPIN REQUESTS REPORT.

The CPIN Requests Report provides a means of reporting on current and historical information pertaining to CPIN Publish and Re-Identify Requests. The report search criteria defaults to returning all requests which are still Awaiting Approval. However, the search criteria can be updated to provide a report of requests and reviews performed during a set period. It can also be set to restrict to a specific Managing Center, Proponent, Equipment Specialist, group of CPINs, age of request, and the status date period.

Request Date	Request Type	MCTR	Proponent	Equipment Specialist	Source CPIN	Requested CPIN	Version	CPIN Type	CPIN	Status	Review Date	Reviewer
04 FEB 2019	PUBLISH	WR	PR-ETIMS21	9P/john.smith	81A-TEST/104/01R/CREATECPIN2/AD-F001-00		00	A&D		Awaiting Approval		
21 DEC 2018	RE-IDENTIFY	WR	PR-ETIMS21	9P/john.smith	81X-TEST/108/04R/REIDREQ-T001-00	93B-TEST/108/04R/REIDREQCHGD-F	00	A&D		Awaiting Approval		

Figure 5-1.   CPIN Requests Report

5.3 CPIN SUBSCRIPTION SPONSOR APPROVAL REPORT.

The CPIN Subscription Sponsor Approval Report provides a means of reporting on current and historical information pertaining to subscription sponsor approvals. The report search criteria defaults to returning all Sponsor Approval requests which are more than 10 days old, which are still Awaiting Approval. However, the search criteria can be updated to provide a report of approvals performed during a set period. It can also be set to restrict to a specific Managing Center, Proponent, Equipment Specialist, group of CPINs, a specific status, age of request, and the status date period.

Managing Center	ALL ⌄
Proponent	PR-ETIMS23 ⌄
Assigned To	ALL ⌄
CPIN	
Status	☑ Awaiting Approval ☑ Reassigned ☐ Approved ☐ Disapproved
Request more than	10 days ago
Status Date from	📅 Day: Month: Year: thru 📅 Day: Month: Year:
Sort	◉ Proponent ○ Assigned To ○ CPIN ○ Status ○ Review Date ○ Request Date
Break on sort	☐
Format	◉ HTML (Web) ○ CSV (Spreadsheet)
	Ok Clear

Print

Proponent	Assigned Person	CPIN	CPIN Type	Managing Center	Status	Review Date	Reviewer Person	Account	ID	Qty	Request Date
PR-ETIMS23	john.smith	83C-TEST/904/01R/XFUNC23-T001-00	A	OO/ALC SOFTWARE CONTROL CENTER	Pending			F*PSH6		7	19 Nov 2018
PR-ETIMS23	john.smith	83C-TEST/904/01R/XFUNC23-T001-00	D	OO/ALC SOFTWARE CONTROL CENTER	Pending			F*PSH6		1	19 Nov 2018
PR-ETIMS23	john.smith	83C-TEST/904/01R/XFUNC23-T001-00	D	OO/ALC SOFTWARE CONTROL CENTER	Pending			F*PSH7		1	19 Nov 2018

Figure 5-2.   CPIN Subscription Sponsor Approval Report

5.4   CPIN SUBSCRIBERS REPORT.

The CPIN Subscribers report provides a list of all accounts with approved subscriptions on a specific CPIN. The report can be accessed by selecting the Manage CPINs > CPIN Subscribers Report menu option. It can also be accessed from the Links portion of the Manager's CPIN Detail screen. When called from the Links portion of the CPIN Manager's screens, the search criteria is pre-filled and the report opens with the results list populated. The report displays only accounts which will receive the CPIN if a distribution was done at this moment. If an account is inactive or deleted, or was originally approved for the CPIN, but now cannot receive it because of security issues, the account will not be displayed on the report.

CPIN	83C-TEST/904/01R/XFUNC23-T001-00
Account	
Format	◉ HTML (Web) ○ CSV (Spreadsheet)
	Ok Clear

Subscribers to 83C-TEST/904/01R/XFUNC23-T001-00

Print

Account	CPIN Type	MAJCOM	Base	POC	Quantity
F*PSH7	D	AFMC	Wright-Pat	john.smith	1

Total Number of Accounts: 1
Total Software Subscription Qty: 0
Total Documentation Subscription Qty: 1

Figure 5-3.   CPIN Subscribers Report

5.5   CPIN REQUISITION REPORT.

The Requisition Report provides information about the Requisitions or One Time Orders placed for a CPIN. The report returns information about requisitions which are created as a result of an Initial Distribution and requisitions which were created by requests from the TODOs.

5.5.1   Filtering Results. The report allows the results to be restricted by the Managing Center, Proponent, Equipment Specialist, CPIN, Transaction Status, Status Age, Requisition Type, and the requisition priority. Once a CPIN is receipted by a TODO a requisition is removed from ETIMS and will no longer show on the report. If a requisition receives a rejected status, the TODO may also delete the requisition and it will no longer show on the report.

5.5.2   Transaction Status. If ETIMS has transaction status details for a particular transaction the Transaction Status will display as a hyperlink. When selected the Transaction Status Details screen will open and show all prior statuses for the Transaction along with any detailed information that ETIMS may have

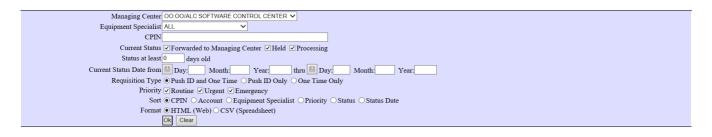| | Managing Center | WR:581 SMXS/FLT C SOFTWARE CONTROL CENTER ▼ |
Proponent	ALL ▼
Equipment Specialist	ALL ▼
CPIN	
Transaction Status	ALL ▼
Status at least	0 days old
Requisition Type	● Push ID and One Time ○ Push ID Only ○ One Time Only
Priority	☑ Routine ☑ Urgent ☑ Emergency
Sort	● CPIN ○ Proponent ○ Equipment Specialist ○ Priority ○ Transaction Status ○ Status Date
Format	● HTML (Web) ○ CSV (Spreadsheet)
	Ok Clear

Print

CPIN	CPIN Type	Revision	Managing Center	Proponent	Equipment Specialist	Priority	Transaction Status	Status Date	Account	Classification	Qty	Order Number
81A-TEST/201/01R/EXISTINGCPIN-F001-00	A	Rev 001	WR:581 SMXS/FLT C SOFTWARE CONTROL CENTER	PR-ETIMS21	john.smith	Routine	Processing	24 Jan 2019	E*05Q4	Unclassified	8	ETIMS1811196981634
81A-TEST/201/01R/EXISTINGCPIN-F001-00	D	Rev 001	WR:581 SMXS/FLT C SOFTWARE CONTROL CENTER	PR-ETIMS21	john.smith	Routine	Processing	24 Jan 2019	E*05Q4	Unclassified	4	ETIMS1811196981635

Figure 5-4.   CPIN Requisition Report

5.6   CPIN PENDING DISTRIBUTION SCREEN.

The CPIN Pending Distribution Screen provides useful information about orders which have been placed, but not yet distributed. For all users other than the CPIN Managers, this screen is essentially a report. CPIN Managers have additional functionality on this screen to support their distribution actions. The report returns information about an open order, including the CPIN, Account, account address, and request information. The CPIN is displayed as a hyperlink which opens the Manager CPIN Detail screen. The report allows the results to be restricted by the Managing Center, Equipment Specialist, CPIN, current status, status age, status period, requisition type and priority.

	Managing Center	OO:OO/ALC SOFTWARE CONTROL CENTER ▼
Equipment Specialist	ALL ▼
CPIN	
Current Status	☑ Forwarded to Managing Center ☑ Held ☑ Processing
Status at least	0 days old
Current Status Date from	📅 Day: ___ Month: ___ Year: ___ thru 📅 Day: ___ Month: ___ Year: ___
Requisition Type	● Push ID and One Time ○ Push ID Only ○ One Time Only
Priority	☑ Routine ☑ Urgent ☑ Emergency
Sort	● CPIN ○ Account ○ Equipment Specialist ○ Priority ○ Status ○ Status Date
Format	● HTML (Web) ○ CSV (Spreadsheet)
	Ok Clear

CPIN	CPIN Type	Revision	Account	Priority	Status	Status Date	Equipment Specialist	Request Date	Address	Classification	Qty	Order Number	Urgent/Emergency/MIQ Just	Action
83C-TEST/904/01R/XFUNC23-T001-00	A	Rev 001	F*PSH6	Routine	Forwarded to Managing Center	19 Aug 2018	john.smith	19 Aug 2018	1st TODO Account 5th Street Orlando FL 32224 US	Secret	7	ETIMS1811196982759		Distribute Hold Cancel Notify

Figure 5-5.   CPIN Pending Distribution Screen

5.7   CPIN CATALOG REPORT.

The CPIN Catalog Report is available to retrieve catalog information into a report other than the standard reports. The report has a large list of choices for the search criteria and allows you to choose your results list to create a very dynamic report.

5.7.1   Report Search Limits. The report requires that you limit your search to at least one Managing Center, Proponent, Equipment Specialist, CPIN, Category, Major Function, Software Type, Media Type, CPIN Type, USAF and/or FMS, Available for Index and Available for Distribution. The report also requires that you have specified at least one results column. Multiple results columns can be selected by using the "Ctrl" and Shift keys, in standard Microsoft fashion.

5.7.2   CPIN Hyperlink. The CPIN in the results list is displayed as a hyperlink, which when selected will take you to the Manager CPIN Details for the CPIN.

Figure 5-6.   CPIN Catalog Report

5.8   CPIN DECLASSIFICATION REPORT.

The CPIN Declassification Report is available to report on CPINs which are classified, but approaching or past their planned Declassification date. The report allows you to specify a search criteria of Managing Center, Proponent, Equipment Special-ist, a group of CPINs, and the Declassification period. At least one search criteria and one include option is required to run the report.

Managing Center	Proponent	Equipment Specialist	CPIN	CPIN Type	Rev #	Title	Software Date	Software Classification	Doc Classification	Declassify Date
WR:581 SMXS/FLT C SOFTWARE CONTROL CENTER	PR-ETIMS21	9P: john.smith	83D-TEST/220/01R/SEARCH-F001-00	A&D	000	TEST 220.01R: TITLE FOR EXISTING ACTIVE CPIN TYPE A&D FROM REV 000	19 OCT 2018	C	U	04 FEB 2019

Figure 5-7.   CPIN Declassification Report

CHAPTER 6
MANAGEMENT OF CPIN REQUIREMENTS

6.1 GENERAL .

All CPIN requirements are managed in ETIMS. This requires input from multiple people such as the ES, MCTR, or TODO.

6.2 TODO/USER TASKS.

TODOs will establish and manage their CPIN requirements using ETIMS in the same way they use ETIMS to manage their TOs. (Ref. TO 00-5-1)

6.2.1 Manage Download of Classified CPIN. TODOs who manage classified software, which is available through electronic distribution, will maintain a waiver for removable media from SIPRnet. TODOs will initiate the waiver request for removable media through the installation information assurance office or manager.

6.2.2 Contractor Concurrent Equipment/CPIN Delivery. Contractors may deliver software to using activities along with the delivery of the related equipment. When this occurs, the software user shall establish ID requirements through the appropriate TODO. This shall be done in order to assure follow-on distribution of software revisions or updates.

6.2.3 Shipping/Distribution Errors. For issues related to the distribution and shipping of CPINs, (such as label discrepancy, excess copies, shortage, misdirected or damaged packages) submit a Data Discrepancy Report (DDR) which details the issue. The package shipping label must be included for the issue to be resolved. Once the user has filed a DDR, the label can be emailed to the AFTOFST at af.etimstofst@us.af.mil.

6.2.4 Reporting CPIN Defects. If software is found to be defective from other than transportation causes, the deficiency shall be reported as outlined in Technical Order 00-35D-54.

6.2.5 Disposal of a CSCI. When a CSCI is no longer needed (due to replacement, mission change, equipment transfer, inventory reduction, declared excess, etc.) the disposal of the item shall be accomplished in accordance with the applicable TCTO, security regulation, conservation policy, or other directive. Some items are expensive, and if in good condition, may be returned to the SCC/Managing Center for further use.

6.2.5.1 Disposal Directives. Disposal guidance and methods of disposal of a CSCI (CPIN, Media, Documentation, etc.) shall be in accordance with DoDM 5200.1 Volume 3; AFI 116-1404; CNSSI 4004.1; NSA/CSS Policy Manual 9-12; and may include other directives pertaining to CSCI/CPIN disposal.

6.2.5.2 Disposal of a Classified CSCI. Disposal of a classified CSCI (CPIN, Media, Documentation, etc) includes sanitization (making recovery of data impossible using existing technology) of the data and shall be accomplished using products listed on the NSA Evaluated Products List. The EPL website with current information is https://www.nsa.gov/resources/everyone/media-destruction/.

6.3 EQUIPMENT SPECIALIST (ES) TASKS.

6.3.1 Determine CPIN Requirements.

6.3.1.1 Software. Requirements for software may be determined in several ways: by direct requests from Equipment Specialists, through technical reviews, and by considering the using activity's mission and equipment. The first priority is to determine the software required by a customer for a specific application, determine the CPIN assigned, and establish a formal requirement.

6.3.1.2 <u>Documentation</u>. Configuration control requirements usually restrict or preclude engineering documentation packages from distribution to software users. However, if distribution is required, documentation requirements shall be processed in the same manner as software requirements.

NOTE

Requirements for software under development are established before the items are deliverable, and are identified in the ETIMS CPIN catalog with a PENDING date. When the software becomes operational, the catalog shall reflect a software release date and the software shall be distributed.

6.3.2 <u>New Requirements</u>. When CPINs for software of a new weapon system are assigned and using organizations are identified, the Equipment Specialist shall provide the using organization with a list of the CPINs needed for system support. This shall permit the customers to request the establishment of CPIN Initial Distribution (ID)requirements with their TODO.

6.3.2.1 <u>Subscription by Like CPIN</u>. The ES could elect to use the Subscription by Like CPIN function in ETIMS. When creating a new CPIN or CPIN Version, this functionality allows the ES to establish the subscription list to match a similar existing CPIN.

6.3.2.2 <u>Release</u>. It is the responsibility of the ES to ensure the software is released via TCTO, Release Letter, Programming Impact Message (PIM), or Maintenance Instruction Message (MIM).

6.4 <u>MCTR TASKS</u>.

6.4.1 <u>Correct CPIN Configuration and Management Information Errors</u>. ETIMS users report errors in the accuracy or quality of ETIMS CPIN Catalog data using ETIMS DDRs. Management Centers must verify and correct ETIMS Catalog CPIN record errors within 7 calendar days after receiving notification of the error. If the managing center cannot correct the error they will forward the DDR to the appropriate ES/Program Office for their action. All ETIMS users will correct errors in the data they are authorized to modify, or will contact the responsible data owner to make corrections.

6.4.2 <u>Correct Distribution Errors</u>. Users can also report errors in the distribution of received CPINs using the ETIMS DDR process. All Management Centers who receive issues from users with CPIN distribution/shipment errors, etc., which they cannot resolve will forwarded to the appropriate ES/Program Office.

6.5 <u>TYPES OF REQUIREMENTS</u>.

6.5.1 <u>Subscription/Initial Distribution (ID) Requirements</u>. Once a TODO has established a Subscription/ID requirement for a particular CPIN, any subsequent revisions shall be distributed automatically.

6.5.2 <u>ID for DoD Contractors</u>. Contractor TODO accounts establish requirements based upon the need to support a government contract. Must have a current contract in order to maintain requirements. (Ref TO 00-5-1, Chapter 4)

6.5.3 <u>One-Time Requisitions (OTR)</u>. OTRs are created via two methods. First, when a TODO requests new subscription for a dated revision, an OTR is automatically created to fill the requirement, since the initial (mass) distribution has already been made on the dated revision. Second, when a TODO increases the quantity on an existing subscription an OTR is created automatically to fill the requirement.

6.6 <u>SHIPMENT PROCESSING TIMELINES</u>.

Once an OTR has been submitted and approved the timelines in Table 6-1 apply.

Table 6-1.   Processing Timelines

Processing Timeline		
Priority	**Timeframes**	**Situation**
Routine	10 Workdays	Less than Urgent (10 workdays will be sufficient to meet installation schedule).
Urgent	5 Workdays	Lack of software will cause a serious degradation to mission effectiveness of deployed equipment and/or a schedule slippage which will severely degraded mission effectiveness.
Emergency	48 Hours	Lack of software will cause potential or serious injury to personnel and/or potential loss or damage to equipment.

6.7 <u>TRACKING SHIPMENTS</u>.

Shipment tracking and status is tracked automatically in ETIMS.

6.8 <u>ETIMS ONE-TIME REQUISITION FOLLOW-UP</u>.

If ETIMS OTRs are not received within 15 days (CONUS) or 30 Days (OCONUS) of receiving a Shipped status, TODO will submit a "Missing or Damaged Shipment" DDR requesting MCTR follow-up. If held status is received TODO should submit a DDR. The following actions should be taken if response to DDR is requisition is on hold due to lack of funding: 1) immediately notify Group CC or equivalent through Chain of Command that access to physical media format of the CPIN is not available; 2) inform their MAJCOM CTOM representative and request immediate assistance.

NOTE

- The ETIMS Transaction Follow-up (i.e., Tx Follow-up) report identifies transactions older than a specified number of days.

- Transactions in Shipped status over 90 days will be cancelled.

6.9 <u>WHEN TO CANCEL A REQUIREMENT</u>.

6.9.1 <u>USG/DoD/Contractors</u>. The ID for CPINs shall be canceled when no longer needed to support the mission or equipment assigned to the TODO. To cancel ID for a CPIN, submit a subscription transaction for that CPIN with ID quantity of zero.

6.9.2 <u>In-Active/Delete Account Status</u>. When a TODO account is placed in "In-Active" status all subscriptions are in-activated but still in ETIMS for 180 days. At the end of 180 days of "In-Active" status the account is deleted. Upon receipt of an AFTO Form 43 requesting the closure of an account, the account is deleted along with all subscriptions.

CHAPTER 7
RECEIPT AND MANAGEMENT OF SOFTWARE, TODO ACCOUNTS AND SUB-ACCOUNTS

7.1   RECORDING RECEIPT OF SOFTWARE.

7.1.1   Physical Media. Upon receipt of a CPIN the TODO shall record receipt in ETIMS following the process outlined in the "Orders" Field User Guide located on the AFTOFST SharePoint site (https://cs2.eis.af.mil/sites/12982).

7.1.2   Digital Media Download. Upon successful download of software the TODO shall record receipt in ETIMS following the process outlined in the "Orders" Field User Guide located on the AFTOFST SharePoint site (https://cs2.eis.af.mil/sites/12982).

7.2   DOWNLOADING SOFTWARE FROM USAF APPROVED WEBSITES.

The TODO may be advised by the MCTR that the software they are on ID for is available by download. When this occurs, and the CCP has authorized the TODO to do so per Paragraph 4.6.4, the TODO will obtain blank software media and labels and accomplish downloading and labeling of CPINs as instructed by the MCTR and/or TCTO. Requirements of this TO are not waived for downloaded CPINs. The TODO is responsible for affixing media label with the contents of the label download.

7.3   AF FORM 310 ACCOMPANYING CLASSIFIED SOFTWARE.

7.3.1   Verify Shipment Contents. The receipts for classified materials will be checked with the contents of the shipment. The TODO is responsible for immediately completing Blocks 7, 8 and 9 and returning a copy to the originator in Block 2 by the date specified in Block 6.

7.3.2   Return AF Form 310. Failure to return the AF Form 310(s) by the date in Block 6 will cause tracer action and possible USAF investigation to ensure no compromise has occurred.

7.3.3   Records Copy AF 310. The TODO shall retain a copy of the completed AF Form 310 for documentation.

7.3.4   Classified CPIN No Longer Required. When the classified CPIN is no longer required, AF Form 310 Blocks 10 through 13 shall be completed.

7.4   SHIPPING/DISTRIBUTION ERRORS.

For issues related to the distribution and shipping of CPINs, (such as label discrepancy, excess copies, shortage, misdirected or damages packages) see para. 7.2.3.

7.5   REPORTING CPIN DEFECTS.

If software is found to be defective from other than transportation causes, refer to para 7.2.4.

7.6   CPIN STORAGE AREA.

7.6.1   Unclassified CPIN Storage. TODOs that receive, download, store or maintain unclassified CPINs shall provide adequate storage areas, shelving and specialized binder inserts etc, to safeguard software utilizing applicable guidance pertaining to safety, security and quality control.

7.6.2   Classified CPIN Storage. In addition to the requirements for unclassified CPIN storage; classified CPINs shall be handled and stored per applicable security directives. Local base policy may supplement this policy as necessary.

7.7 ESTABLISHING AND MAINTAINING AN ETIMS TODO/CPIN ACCOUNT.

7.7.1 <u>Organizations</u>. Organizations in need of Air Force CPINs must establish a TODO in ETIMS by submitting an AFTO Form 43 (http://www.e-publishing.af.mil) in accordance with procedures outlined in TO 00-5-1.

7.7.2 <u>TODO POC</u>. The primary TODO POC will maintain a file copy of the approved AFTO Form 43 for future reference and audit support. The approved AFTO Form 43 will be validated annually for currency and accuracy.

7.7.3 <u>TODO Responsibilities</u>. All TODOs will:

7.7.3.1 <u>Training</u>. Complete training IAW TO 00-5-1, Chapter 11 and Appendix A and file or record completion of required courses to support future audits (TO 00-5-1).

7.7.3.2 <u>Update AFTO Form 43</u>. Submit AFTO Form 43 (http://www.e-publishing.af.mil) to establish new, change POC or shipping address information or cancel TODO Accounts. If the shipping address changes, update ETIMS using the Address button on the Office screen under Sub-Accounts. For assistance in updating addresses in ETIMS, consult the procedures available at https://cs2.eis.af.mil/sites/12982.

7.7.3.3 <u>Requirements</u>. Establish and maintain CPIN requirements and distribution records for the ETIMS ASLs which they manage.

7.7.3.4 <u>Inspections/Checks</u>. Conduct account inspections/checks (Paragraph 7.8). Weekly checks, if applicable (Paragraph 7.8.3.1). Weekly checks may be delegated to the TO Library Custodian.

7.7.3.5 <u>Account Libraries</u>. Manage assigned CPIN library accounts.

7.7.3.6 <u>Sub-Accounts</u>.

7.7.3.6.1 <u>Air Force Policy</u>. AFI 21-101, Aircraft and Equipment Maintenance Management, requires the establishment of sub-accounts in ETIMS if the TODO is supplying CPINs to more than one shop or unit in different locations. Sub-accounts are a tool to assist in the management, disposition and redistribution of each CPIN. The Sub-Account Subscribe/Onhand screens/reports in ETIMS will assist the TODO during inspections or annual reconciliation to locate and account for all CPINs. To create a sub-account in ETIMS follow the process outlined in the "Account" Field User Guide located on the AFTOFST SharePoint site (https://cs2.eis.af.mil/sites/12982). For more specific guidance on management of a TODA reference TO 00-5-1.

NOTE

Do not submit AFTO Form 43 when creating sub-accounts in ETIMS.

7.8 INSPECTIONS AND SELF-ASSESSMENTS.

7.8.1 <u>Management Internal Control Toolset</u>. TODOs, TODAs, and Library Custodians may complete unit self-assessments using the Management Internal Control Toolset (MICT). For MAJCOMs or units that do not have an MICT published Self Assessment Checklist, the following checklist may be used as a template for minimum inspection requirements.

7.8.2 <u>TODO, TODA and Library Custodian Checklist</u>. Table 7-1 may be used in lieu of an MICT for guidance and reference. It may be used when establishing TODO accounts or sub-accounts and during inspections and surveillance visits. A partial check may be made using any group of items in the list. Discovery of major discrepancies warrants a detailed inspection of all functions. References are to this TO unless otherwise specified. The applicability column indicates whether the item applies to TODOs, TODAs or Library Custodians.

NOTE

Questions may be added as necessary.

7.8.3 <u>Checking TO/CPIN Account Distribution Records and Libraries</u>. TODOs and TODAs are notified of ETIMS-derived CPIN changes on the ETIMS home page under "New TOs or CPINs that may be of interest to you" and "New Increments that may be of interest to you."

7.8.3.1 <u>Weekly Checks</u>. TODOs and TODAs must document the checking of all downloaded, non-ETIMS CPINs for currency every seven calendar days, unless they are automatically notified of changes by the repository from which they were obtained.

7.8.3.2 <u>Monthly Checks</u>. TODOs and TODAs are notified of ETIMS-derived changes on the ETIMS home page under "New TOs or CPINs that may be of interest to you" and "New Increments that may be of interest to you.". Rescinded CPINs must be pulled from active use within 30 days of the rescission date.

Table 7-1. TODO/TODA/Library Custodian Checklist

Description and Reference	TODO	TODA	Library Custodian
Does the TODO ensure the AFTO 43, USAF Technical Order Distribution Office (TODO) Assignment or Change Request and corresponding ETIMS data fields are current? (Paragraph 7.8.3.4.2)	X		
Do TODOs validate shipping address information every 90 days in ETIMS? (Paragraph 7.8.3.4.1)	X		
Do TODOs review and validate TODO account information annually using the most current AFTO Form 43 to ensure the name, email address is correct? (Paragraph 7.8.3.4.2)	X		
Do TODO/TODA personnel ensure ETIMS requirements and distribution records to support the unit mission are established and maintained? (Paragraph 7.7.3.3)	X	X	
Do TODOs/TODAs annually verify CPINs on subscription are still required and subscription quantities are correct in ETIMS? (Paragraph 7.8.3.3)	X	X	
Do the TODO/TODA personnel and library custodian files confirm completion of required training? (TO 00-5-1)	X	X	
Do TODAs or TO Library custodians control access to CPIN libraries according to the most restrictive distribution limitations of the CPINs contained therein? (Paragraph 4.2.1)	X	X	X
Do TODAs or TO Library Custodians perform and document annual library inventories to ensure the CPINs are complete and current? When there are too many CPINs in a library to permit inventory during a single month, the TODA or Library Custodian may establish an incremental schedule to ensure a complete inventory of all CPINs within the year. (Paragraph 7.8.3.5)	X	X	X
Is CPIN Continuity Binder established? (Paragraph 7.8.4)	X		
Current AFTO Form 43 posted in CPIN Continuity Binder? If NO, submit updated AFTO 43 (Paragraph 7.7.3.2) and (TO 00-5-1)	X		
Master TO/CPIN Report show CPIN subscriptions broken out by sub-account (reference applicable sub-accounts)? If NO, initiate effort to do so. (Step c)	X		
Are applicable AF Form 310s maintained in proximity of CPIN Continuity Binder? If NO, establish a permanent file as required. (Step b)	X		
Annual Inspection documented on Master TO/CPIN Report? If NO, perform Annual Inspection. (Step c)	X		

7.8.3.3 <u>Annual Checks</u>. TODOs/TODAs must annually verify CPINs on subscription are still required and the subscription quantities are correct in ETIMS.

7.8.3.4 <u>TODO Account Information</u>. TODOs must validate the following information within the prescribed time frames as follows:

7.8.3.4.1   Shipping Address. Shipping addresses must be validated every 90 calendar days. Once overdue account will no longer be able to subscribe or requisition CPINs and initial distribution will be held. If shipping address goes 90 calendar days past the required validation time period, the account will be inactivated. 365 calendar days after the required validation time period, the account will have all ID quantities removed and the account number will be archived. Once this happens, a new account number will need to be established and all ID quantities will have to be reestablished.

7.8.3.4.2   Annual AFTO Form 43 Review. TODOs must annually review the information on their file copy of the AFTO Form 43 and forward updated AFTO Form 43 to the required address in Block 2 of the form. If during the review year, any change to include address, email address, or add or remove TODO personnel this would require a revised AFTO Form 43. If there are no changes, TODO will annotate date of review in Block 10 of previously approved copy and forward copy to required address in Block 2 of the form.

7.8.3.5   CPIN Library Inventories. TODAs or Library Custodians must perform and document physical library inventories to ensure the CPINs are complete and current. When there are too many CPINs in a library to permit inventory during a single month, the TODA or Library Custodian may establish an incremental schedule to ensure a complete inventory of all CPINs within the year. Such incremental reviews are considered "within the year" if completed within the proper month even if the completion date is more than 365 days since the last inspection. ETIMS account/sub-account POCs are able to schedule and document incremental reviews in ETIMS.

7.8.3.5.1   Annual inventory documentation must identify the CPINs inventoried, date performed and the name of the responsible individual. In regards to retaining documentation records, (Step c). Perform the library inventory using an ETIMS Master TO/CPIN Report listing tailored and provided by the servicing TODO/TODA.

7.8.3.5.2   Inventory discrepancies must be resolved. Update subscription quantities, update records, and requisition missing CPINs as required. Accounts may not exceed a 3-percent threshold of discrepancies. TODOs are responsible for ensuring their account subscriptions and the actual inventory match. Accounts that exceed the 3-percent threshold discrepancy rate may be deactivated.

7.8.4   TODOs CPIN Continuity Book/Binder. TODOs who manage CPINs will maintain a CPIN Continuity Book/ Binder.

7.8.4.1   The book/binder will be kept in the immediate vicinity of TODO personnel.

7.8.4.2   The book/binder will be clearly labeled with disposition instructions per Air Force RDS located at https://afrim-s.cce.af.mil/afrims/rims.cfm.

7.8.4.3   The binder shall contain a hard copy of the following documents, when applicable:

   a. Latest AFTO Form 43

   b. Applicable copies of AF Form 310s (Paragraph 7.3), or a note of their location if stored separately

   c. Current Master TO/CPIN Report (less than 12 months old). With last annual inspection documented. (Paragraph 7.8.3.5.1)

   d. CPIN location documentation (Master TO/CPIN Report broken down by sub-account shall suffice)

   e. The last Annual TODO Account CPIN Inspection checklist (Table 7-1)

   f. Optional documentation that may also be stored in the CPIN Continuity Book: TODO Assignment Letter, records pertaining to defective or deficient software such as ETIMS DDRs, DD Form 2332s or SF Form 364s. Air Force installations may establish local policy to supplement any other documentation.

7.8.5   Account Transition. The CPIN Continuity Binder shall be passed to new personnel when TODO personnel change.

APPENDIX A
MANAGING CENTERS (MCTRS)

A.1   LIST OF POINTS OF CONTACT.

Table A-1.   POINTS OF CONTACT

Functional Area of Responsibility (Site)	Managing Center Contact Information
Hill AFB Software Control Center, (OO) ESDS Site	309 SMXG/MXDSC 6137 Wardleigh Rd Bldg 1515 (SCC) Hill AFB UT 84056-5838 E-Mail: 309SMXG.SCC.Workflow@us.af.mil DSN: 777-4201 DSN Fax: 777-6628 COM: 801-777-4201 COM Fax: 801-777-6628
Robins AFB Software Control Center, (WR) ESDS Site	402 SMXG/MXDSC 420 Richard Ray Blvd Ste 100 Robins AFB GA 31098-1638 DSN 468-1308 DSN Fax 468-1316 COM 478-926-1308 COM Fax 478-926-1316
Tinker AFB Software Control Center, (OC) ESDS Program Manager/ESDS Site	76 SMXG/MXDSC 4750 Staff Dr Ste 218 (Bldg 3220) Tinker AFB OK 73145-3313 E-Mail 76smxg.scc.workflow@us.af.mil DSN 336-5969 DSN Fax 336-3584 COM 405-736-5969 COM Fax 405-736-3584
AFMETCAL Software Control Center, (AG)	562 CBSG/GBEA 813 Irving Wick Dr W Ste 4M Bldg 2 Heath OH 43056-1199 DSN 366-5496 DSN Fax 366-5489 COM 740-788-5496 COM Fax 740-788-5489
Lockheed Martin Software Control Center (F-22)	478 AESG/CM 2725 C Street, Bldg 553 Wright-Patterson AFB OH 45433-7424 DSN 674-5276 DSN Fax 785-6956 COM 937-904-5276 COM Fax 937-255-6956
Lockheed Martin Software Control Center, (LM)	Lockheed Martin Aeronautics Co PO Box 748, Mail Zone 1055 Ft Worth TX 76101 COM 817-763-6712 COM Fax 817-762-6834
Northrop-Grumman Software Control Center, (NG)	556 ACSS/GFHA 7180 Reserve Road Tinker AFB OK 73145-8758 DSN 339-5398 DSN Fax 339-2426 COM 405-739-5398 COM Fax 405-739-2426
KC-10 Program	Attn: Jeff Dickinson 623 Radar Road Hanger 3 Greensboro NC 27410 COM 336-668-4410 x4354 COM Cell: 601-988-5749

Table A-1.   POINTS OF CONTACT - Continued

Functional Area of Responsibility (Site)	Managing Center Contact Information
Air Force Technical Order Functional Support Team (AFTOFST) ETIMS Help Desk Data Discrepancy Reports (DDR) AFTOFST, Field Support Center, TO Management, and CPIN Management SharePoint Sites	AF TO Field Support Team (AFTOFST) 102 West D Ave, Suite 160 Eglin AFB FL 32542-5415 E-Mail: af.etimstofst@us.af.mil DSN: 872-9300 COM: 850-882-9300