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Maintenance

**PROCESSING INTERIM TECHNICAL ORDERS
AND RAPID ACTION CHANGES (RAC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <https://www.afmc-mil.wpafb.af.mil/pdl/>

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This instruction provides Air Force Materiel Command (AFMC) implementing instructions for a process of the Air Force Technical Order (TO) System established by AFPD 21-3, *Technical Orders*, and 00-5-series TOs. It assigns responsibilities and establishes procedures for developing, coordinating, approving and distributing interim TOs (ITO) and RACs. This instruction applies to United States Air Force and Security Assistance Program (SAP)/Foreign Military Sales (FMS) systems and equipment. AFMC air logistics and product centers (ALC and PC) may supplement this instruction. A copy of each supplement issued must be provided to MSG/MMF.

SUMMARY OF REVISION

This change corrects DR office symbol from DRA to DRR, corrects the definitions of ISS and IOS, updates the TO System Information Page URL, adds HQ AFMC/ENBP policy on the format of updates for Tos distributed digitally, deletes and incorrect, and unnecessary title for AFMCMAN 21-1, adds AFTO 82 to forms required, changes “proofing” to “verification,” and adds use of a new ITCTO Action Form for notification of ITCTO issue. A bar (|) indicates major revisions from the previous edition.

1. Applicable Publications. The following additional publications apply to interim supplements RACs, and interim Time Compliance TOs (ITCTO): TOs 00-5-1, *AF Technical Order System*; 00-5-2, *Technical Order Distribution System*; 00-5-15, *Air Force Time Compliance Technical Order Process*, and 00-5-19, *Security Assistance Technical Order Program*; MIL-PRF-38804, *Performance Specification, Time Compliance Technical Orders – Preparation*; AFI 11-215, *Flight Manuals Program (FMP)*, AFI 31-401, *Information Security Program Management*; AFMCI 21-301, *Air Force Materiel Command Technical Order System Implementing Policies*; and AFMCMAN 21-1, *Air Force Materiel Command Technical Order System Procedures*.

2. Types and Uses of ITOs; RACs.

2.1. Description. ITOs are either priority changes to TOs or priority Time Compliance TOs (TCTO). RACs are used in place of ITOs to update TOs only. ITOs and RACs are issued to resolve deficiencies of an Emergency or Urgent nature (see TO 00-5-1). They may revise procedures, direct one-time inspections, remove or deactivate defective subsystems or components, replace hazardous materials, restrict item use to known-safe areas of operation/flight envelopes, or remove systems/end items from service, depending on the nature and severity of the hazard. The various types are:

2.1.1. Interim Safety Supplement (ISS): Issue ISSs when circumstances preclude timely publication of a formal TO update. Issue Emergency ISSs when safety conditions would result in a fatality or serious injury to personnel, or when extensive damage or destruction of equipment or property is involved. Issue Urgent ISSs when safety conditions could cause the same types of results.

2.1.2. Interim Operational Supplement (IOS): Issue IOSs when circumstances preclude timely publication of a formal TO update. Emergency IOSs are issued when the using command is unable to achieve or maintain operational posture (MISSION ESSENTIAL) or there is a field-level work stoppage. Urgent IOSs are issued for situations that reduce operational efficiency or probability of mission accomplishment, provide replacements for EPA hazardous materials (HAZMAT) and ozone depleting substances (ODS), or could result in over \$20,000 or 500 man-hours annual savings to the Air Force.

2.1.3. Rapid Action Changes (RAC): RACs are fully-formatted TO Changes distributed electronically, used instead of interim supplements to update TOs. See TO 00-5-1 for RAC procedures. RACs require the same coordination, notification and approval as the equivalent interim supplement.

2.1.4. Interim Time Compliance Technical Orders (ITCTO) and ITCTO supplements: Issued in the types listed below. They will not be replaced by formal TCTOs or supplements.

- Immediate Action TCTO.
- Urgent Action TCTO with a 1-10 day compliance period.
- Routine Safety Inspection TCTO with an 11-35 day compliance period, either non-kitted or with an approved waiver to the complete kit concept from the applicable using major command (MAJCOM) logistics office (LG__).
- Record TCTO only for intercontinental ballistic missiles (ICBM) and associated support equipment (SE).
- Routine TCTOs for distribution of software only.
- Interim TCTO Supplements are issued when the basic TCTO was issued as an interim or there is an urgent need to change or stop compliance with a formal TCTO. Routine ITCTO supplements may also be issued for the purpose of extending formal TCTO rescission dates.

NOTE: Only the first two types of ITCTOs require notifications according to Attachment 3.

2.2. Timelines. An IOS, ISS or RAC must be issued within 48 hours for emergency situations, or within 40 days for urgent situations (see chapters 4 and 5 of TO 00-5-1). ITCTOs must be issued within a maximum of 24 hours for immediate and 48 hours for urgent action situations (see chapters 2

and 8 of TO 00-5-15). ITCTOs must either provide a fix within that time, or the ITCTO will provide instructions to "safe" the system or commodity. When a fix is determined, it will be issued as a new TCTO or an ITCTO supplement. Emergency IOS/ISS/RAC and Immediate Action ITCTO messages shall be sent using Immediate message precedence.

2.3. Security Assistance Program (SAP)/Foreign Military Sales (FMS) Support.

2.3.1. IOSs, ISSs and RACs are issued to all customers, including SAP/FMS, authorized to receive the USAF TO. If Country Standard TOs have been developed, a separate IOS/ISS/RAC must be developed for each.

2.3.2. All ITCTOs must be approved for release by the Foreign Disclosure Office (FDO) supporting the responsible activity before transmission to foreign governments. A single ITCTO may be structured and issued to both USAF users and SAP/FMS countries authorized release when effectiveness data and degraded mission capabilities are not identifiable by country. When one ITCTO cannot be released to all users, appropriate Interim Country Standard TCTOs must be issued (see TO 00-5-19).

2.3.3. SAP/FMS customers must be notified by any means available of the imminent release of critical IOS, ISS, and ITCTO messages and RACs.

3. Responsibilities:

3.1. Single Manager (SM). The SM is responsible for ensuring and preserving the operational safety, suitability, and effectiveness (OSS&E) of the system or end item throughout the operational life, per AFPD 63-12, *Assurance of Operational Safety, Suitability, & Effectiveness*. The SM's organization responsible for the affected weapon system or end item is called the "responsible activity" in this instruction. The responsible activity researches, develops, coordinates, obtains release approval and distributes ITOs and RACs. The SM will provide for electronic access to program-related information and for File Transfer Protocol (FTP) of RACs to customers. The SM performs required notifications according to Attachment 3 prior to the issue of ITOs, ITCTOs and RACs. The Development System Manager (DSM) or Support System Manager (SSM), as applicable, makes required notifications at their location.

3.2. Chief Engineer. The chief engineer is responsible and accountable to the SM for consistent application of a disciplined engineering process, per AFMCI 63-1201, *Assurance of Operational Safety, Suitability, & Effectiveness*, to ensure that the system's or commodity's OSS&E baselines are preserved for the life of the program. The chief engineer must coordinate on and approve all ITOs and RACs affecting systems and end items for which they have technical responsibility.

3.3. TO Managers/Flight Manual Managers (FMMs – AFI 11-215): Issue all ITOs/RACs affecting the assigned weapon system/commodity. Establish/monitor DMS Mail Lists (ML) or Personal Distribution Lists (PDL) to ensure distribution of ITOs/RACs to all affected TO-using activities – this responsibility shall not be delegated outside the TO Management organization. **EXCEPTION:** When the TO manager/FMM is not assigned to the SM organization, the SM will appoint an in-house function to perform the TO Manager/FMM responsibilities.

3.4. Technical Content Managers (TCM) develop and coordinate ITOs.

3.5. HQ AFMC Directorate of Requirements. HQ AFMC/DRR will maintain the ITCTO Action Form which provides advance notification to AF and AFMC senior management of an Immediate/

Urgent ITCTO release. This form is available on the AFMC Warfighter Support Homepage (see Attachment 3).

3.6. HQ AFMC Flight Safety. HQ AFMC/SEF will notify Air Force Safety POCs according to Attachment 3.

3.7. Integrated Digital Environment (IDE) Program Office. MSG/MMF will maintain “single-point access” to each SM TO page by posting the Universal Resource Locators (URL) on the TO System Information Page, URL <http://www.ide.wpafb.af.mil/toprac/to-syste.htm>.

3.8. TO-Using Organizations. Distribute copies of incoming ITOs or notification messages to all affected base activities not included in the PDL or ML. Activities omitted from PDLs or MLs who have a need for ITOs will notify the responsible activity to include them for future distribution.

4. Procedures (See Flowchart, Attachment 6). ITOs and RACs are usually prepared by the TCM for the basic TO. ITO preparation may be delegated to an overflow contractor or the original equipment manufacturer (OEM). ITCTOs for specific commodities will be developed by the equipment specialist or assigned alternate responsible for that commodity, even though they may not be the TCM for the basic TO.

4.1. Development. Once an emergency or urgent situation is identified, the responsible activity evaluates it for alternative courses of action. If the hazards or mission limitations can be resolved by a TO change, issue an IOS, ISS, or RAC as appropriate. If there must be an inspection or a configuration change to the system or equipment, issue an ITCTO.

4.1.1. IOS and ISS content and format shall be IAW TO 00-5-1, figures 4-4 and 4-5. ITCTO format shall be IAW TO 00-5-15, figures 8-1 and 8-2; content shall be as specified in MIL-PRF-38804. RACs will be formatted as closely as possible to the manuals they update, and will include a new title page and List of Effective Pages (LEP), as well as unchanged backing pages for each change page included. ITOs and RACs applicable to TOs distributed digitally must also be digital. The update must be merged or digitally linked to the affected TO procedures.

4.1.2. Obtain the appropriate TO numbers and data codes from the TO Manager. Research and develop the revised TO instructions, verify them according to AFMCMAN 21-1, and coordinate them as required by this instruction. Prepare a replacement interim or formal update if a previously published ITO must be changed before it is incorporated (RACs are incorporated upon issue). Enter all TO updates into JCALS using the “Recommend a TM Change” process.

4.1.3. Replace an ISS with a TO change or revision within 40 days of ISS release. Include IOSs/RACs in the next routine update (TO 00-5-1). **EXCEPTION:** When data provided in ITOs is temporary (effective for less than 365 days), they do not need to be incorporated in formal TO updates.

4.1.4. The following procedures apply to ITCTOs only.

4.1.4.1. When an ITCTO is commodity driven, the commodity’s responsible activity prepares and issues the companion ITCTOs for all impacted systems, sub-systems and platforms, after obtaining the inspection, removal or replacement instructions from the affected SM organizations. Companion ITCTOs will reference the commodity ITCTO that provided the fix (see TO 00-5-15).

4.1.4.2. The TCM will complete the ITCTO checklist (Attachment 4) and provide a copy when requesting approval to release the ITCTO. The AFTO Form 82, **TCTO Verification Certificate**, AFMC Form 873, **Time Compliance Technical Order Requirements**; AFMC Form 874, **Time Compliance Technical Order Supply Data Requirements**; and AFMC Form 875, **Time Compliance Technical Order Programming Document**, must be completed for every ITCTO, according to AFMCMAN 21-1, but may be completed after ITCTO issue. A TCTO Master Record will be created in the Reliability and Maintainability Information System (REMIS), and pushed to affected units IAW TO 00-5-15. Prepare a replacement ITCTO or ITCTO supplement (as appropriate, according to TO 00-5-15) if the information in a published ITCTO or supplement must be corrected. When appropriate, obtain a waiver to the complete kit concept and/or verification by performance in accordance with TO 00-5-15.

4.1.4.3. Prepare a concurrent RAC, IOS or ISS (as appropriate) to update operations and maintenance TOs changed by an ITCTO or ITCTO supplement (see TO 00-5-15).

4.2. Approval and Release. Approval and release levels are listed in Attachment 2. The TO Management or FMM divisions shall be the **only** SM functions allowed to release approved ITOs. Each ITO shall be signed out by the TO Manager/FMM division chief. This responsibility may be delegated to either the senior TO manager or the senior FMM but no lower within the organization. The SM may delegate ITO/RAC development and release authority to the contractor TO division when operating under new acquisition reform processes such as Total System Performance and Support Responsibility (TSPSR). Other SM personnel shall not issue ITOs or RACs affecting maintenance or flight manual TO content. Emergency suspension or rescission of an ITO or RAC without compliance (TO 00-5-15) will be approved at the same level as the original ITO or RAC.

4.3. Indexing. The TO Manager will index ITOs and RACs in JCALS as quickly as possible after the message is transmitted. ITOs will be listed in the next update of the Air Force TO Catalog, with a "Y" in the "INT IND" (Interim Indicator) column. RACs will be listed as regular changes. Ensure ITOs/RACs are catalogued in the JCALS Reference Library and are sent to the TO Repository. **NOTE:** There are some types of TOs not indexed or managed in JCALS, e.g., EOD.

4.4. Distribution. The TO Manager distributes ITOs and RACs approved for release using any method which will meet the required timelines and security protection. IOSs, ISSs and RAC Notifications are normally sent as multiple addressee DMS messages. RACs may be distributed via FTP or DMS/e-mail. (E-mail cannot be used for restricted distribution/classified data.) ITCTOs are issued as multiple addressee messages, and confirmation of receipt is requested by inserting "Report Delivery" after the first action addressee. (If there are known delivery problems, additional confirmations may be requested.) Retain a digital copy of every ITO and RAC issued for the weapon system/commodity, to facilitate follow-on distribution to TO field users not receiving the Initial Distribution (ID) (these copies may be disposed of two years after they have been superseded or rescinded).

4.4.1. Establish and maintain PDLs or MLs for ITO and RAC notification message distribution according to AFMAN 33-326_AFMCS1, *Preparing Official Communications*, and TO 00-5-2, chapter 4. The TO Manager developing them is the PDL/ML owner, and is responsible for determining all TO-using activities for a specific Mission/Design/Series (MDS) or type of equipment. Other SM personnel may use PDLs/MLs for dissemination of other administrative and technical information about the weapon system or commodity program.

4.4.1.1. A separate PDL or ML shall be used for each separate weapon system MDS or major commodity series. This will preclude units having one MDS/type of equipment from receiving unneeded ITOs or RAC notifications on an MDS/type of equipment they do not possess. ITOs and RAC notifications that pertain to more than one MDS (e.g., ITCTOs numbered with a "base" header such as "1F-16-XXX") will be addressed to multiple lists.

4.4.1.2. Commodity TO Managers in "basket" program offices may either establish their own lists, use lists established for other logistics purposes, or use the lists of the weapon systems employing their equipment. The TO Manager must obtain permission from the owner to use a PDL/ML belonging to another activity, and is responsible for coordinating with the owner to ensure that all applicable TO users are included in the list.

4.4.1.3. DMS addresses for each activity are contained in the Air Force Address Directory (<https://www.afca.scott.af.mil/afdir/index.cfm>). The minimum required addressees for each unit on the distribution list shall be the Operations Group, Logistics Group and Communications Squadron Commanders.

4.4.1.4. The TO Manager will include other services, Military Assistance Groups (MAGs - for FMS), and affected defense contractors in the PDL/ML as applicable. Include special distribution addressees (Attachment 5). Process requested additions, changes and deletions to the ML/PDL immediately upon receipt.

4.4.2. When a RAC is issued, the TO Manager or FMM responsible for the TO will notify affected TO users that the RAC is available and how to obtain it. The notification message will be sent using any method which will meet the timelines for Emergency or Urgent changes (TO 00-5-1). RAC Notification messages will contain:

- Affected TO number and title,
- RAC number and date,
- Criticality (Emergency or Urgent),
- File names and sizes of the merged TO (if applicable) and RAC files (the sizes are required to ensure users have enough hard drive space to successfully accomplish the download), and either
 - E-mail transmission date and time (when distributing via e-mail), or
 - Internet Protocol (IP) address, username and password for the File Transfer Protocol (FTP) site where the files are located (when distributing via FTP).
- Messages must include a point of contact and phone number to call in case of any technical problems.

4.4.3. The SM (TO Manager) must develop other means of communication with customers not having access to DMS (e-mail), such as facsimile, overnight mail, etc.

4.4.4. In order for the ITO distribution and RAC notification processes detailed in this instruction to work effectively, it is imperative that TO Managers and MAJCOMs aggressively manage their lists by periodically reviewing the JCALS "Generate ID Report by Publication" function on assigned TOs, and by consultation with using command action officers or other SM personnel to confirm that all users are in fact included on the list being utilized.

4.5. SM Internet Access and FTP Site. Electronic access may be through the use of a dedicated web site or the information combined with another appropriate site. The SM will notify the customers and MSG/MMF of the page URL. The TO Manager will notify MSG/MMF promptly when there are any changes to SM site address. MSG/MMF will post the URL on the TO System Information Page. Sites must comply with applicable Internet security directives according to AFI 33-129, *Transmission of Information Via the Internet*, and should be updated frequently. **NOTE:** Special arrangements may have to be made for SAP/FMS customers.

4.5.1. The TO Management Division is responsible for posting program ITOs/RACs, distribution lists, and other TO-related data on the SM page. Each TO web page will list all PDLs and MLs currently used for ITO distribution, the MDS/equipment they apply to, and the point of contact (POC – name, DSN and e-mail address). The pages will also list all active ITO numbers and their dates.

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Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFMCMAN—Air Force Materiel Command Manual
AMARC—Aerospace Maintenance and Regeneration Center
AFOC—Air Force Operations Center
AFPD—Air Force Policy Directive
ALC—Air Logistics Center
DAC—Designated Acquisition Commander
DCMA—Defense Contract Management Agency
DLA—Defense Logistics Agency
DMS—Defense Message System
DSM—Development System Manager
DSN—Defense Switched Network
EOD—Explosive Ordnance Disposal
FDO—Foreign Disclosure Office
FMM—Flight Manual Manager
FMS—Foreign Military Sales
FTP—File Transfer Protocol
HAZMAT—Hazardous Materials
IAW—in accordance with
ICBM—Inter-Continental Ballistic Missile
ID—Initial Distribution
IM—Item Manager
IOS—Interim Operational Supplement
IP—Internet Protocol
ISS—Interim Safety Supplement
ITCTO—Interim Time Compliance TO
ITO—Interim Technical Order

JCALs—Joint Computer-aided Acquisition and Logistics Support (System)

LEP—List of Effective Pages

MAG—Military Assistance Group

MAJCOM—Major Command

MDS—Mission/Design/Series

MIL-PRF—Military Performance (specification)

ML—Mail List

NSN—National Stock Number

ODS—Ozone Depleting Substances

OEM—Original Equipment Manufacturer

OSS&E—Operational Safety, Suitability, & Effectiveness

PC—Product Center

PDL—Personal Distribution List

PDM—Programmed Depot Maintenance

PEO—Program Executive Officer

POC—Point of Contact

RAC—Rapid Action Change

REMIS—Reliability and Maintainability Information System

SAP—Security Assistance Program

SE—Support Equipment

SIOP—Single Integrated Operational Plan

SM—Single Manager

SSM—Support System Manager

TCM—Technical Content Manager

TCTO—Time Compliance TO

TM—Technical Manual

TO—Technical Order

TSPSR—Total System Performance and Support Responsibility

URL—Uniform (Universal) Resource Locator

USAF—United States Air Force

Attachment 2

ITO/RAC APPROVAL SIGNATURE LEVELS

ITO/RAC is:	ACTION
1. All ITOs	Coordinate/Approve Contents: Chief Engineer Release after approval: TO Manager/FMM
2. ISS/IOS/RAC	Approval/Signature: TO Mgr/FMM
3. Immediate Action ITCTO for SIOP-tasked systems/equipment	Approval: Chief of Staff, USAF Through: SM, ALC/CC, AFMC/CC Signature: SM
4. Immediate Action ITCTO other than 3 above	Approval/Signature: SM
5. Urgent Action ITCTO	Approval/Signature: SM
6. Routine Safety Inspection ITCTO, 11-35 day compliance, non-kitted or with MAJCOM/LG_- approved waiver to complete kit concept	Concurrence: Affected MAJCOM/LG_ Approval/Signature: SM
7. Record ITCTO for ICBM or associated SE	Coordinate: Contractor Approval: SM
8. ITCTO Supplement	Approval/Signature: Same as the basic ITCTO
9. Routine ITCTO Supplement to Formal TCTO to extend rescission date	Approval/Signature: Same as the basic TCTO

Attachment 3

NOTIFICATION REQUIREMENTS FOR ITOS/RACS

WHEN	_____ WILL	NOTIFY _____, VIA TELECON/E-MAIL.*
an Immediate/Urgent Action ITCTO will be issued	the responsible SM	the ITCTO Action Form recipients via the AFMC Warfighter Support Homepage, https://afkm.wpafb.af.mil/ASPs/Warfighter/TCTO/TCTO_Submit.asp?Filter=W . In case of Internet problems, call the Product Line Division, HQ AFMC/DRR, DSN 787-5596/986-3935, e-mail HQ AFMC.DRR@wpafb.af.mil
		the Program Executive Officer (PEO) or Designated Acquisition Commander (DAC) for systems/items in acquisition**
		the responsible Center Commander for fielded weapon systems**
		any affected MAJCOM/CC/LG/DO offices**
		local Safety (SE) and Public Affairs (PA) offices**
		the SM responsible for management of any impacted end-item systems or commodities**
		Development System Manager (DSM) or Support System Manager (SSM) and respective ALC or PC/PA, as appropriate**
	DSM or SSM	their Center Commander**
	HQ AFMC/SEF	HQ USAF/SE/SEP/SEF***
the ITO or RAC could restrict any Air Force combat weapon system from full capability or operational readiness	the responsible SM	the Air Force Operations Center (AFOC***), HQ USAF/ X000
the proposed ITCTO will remove Single Integrated Operations Plan (SIOP)-tasked systems or equipment from service	the responsible SM	the USAF Chief of Staff (through the AFOC***) to obtain ITCTO release approval
affected systems/items are under development or still in production	the responsible SM	the applicable Defense Contract Management Agency (DCMA) office
the ITCTO affects North Atlantic Treaty Organization (NATO) or other foreign governments, <u>before transmission to them,</u>	the responsible SM	the Foreign Disclosure Office (FDO) for releasability determination

NOTES:

*If Internet connectivity is lost, make after-hours telecon notification to the HQ AFMC Command Center at DSN 787-5637/5638//Comm (937) 257-5637.

**After duty hours, contact the affected MAJCOM, ALC and PC Command Centers/Posts.

***After duty hours notification of HQ USAF offices will be via the AF Operations Center (AFOC), at DSN 227-6103/2270//Comm (703) 697-6103.

Attachment 4

ITCTO CHECKLIST

(References: AFMCI 21-302 and TO 00-5-15)

(Instructions: Check/fill in applicable blocks or enter N/A)

1. DATE: _____ 2. TIME: _____

3. ACTION OFFICER NAME: _____ OFFICE SYMBOL: _____

DSN NUMBER: _____

4. ITCTO NUMBER: _____ DATA CODE: _____

ITCTO Title: _____

5. Date and Time ITCTO will be released: _____

6. Have notifications been made IAW Attachment 3? _____ YES _____ NO

7. Has the SM concurred and coordinated with affected MAJCOM that this ITCTO will remove from service or suspend use of affected system/equipment if inspection/corrective actions aren't completed within the specified time? list affected MAJCOM and/or responsible activity points of contact (name, office symbol, DSN) who concurred that the defect described in the ITCTO justifies potential removal from service or suspended use of affected system/equipment.

8. List MAJCOMs that posses affected system/equipment. _____

9. Identify the MAJCOM manager of the affected system/equipment,

Manager's Name: _____

Office Symbol: _____ DSN: _____

10. Has the commodity IM been contacted to determine whether other systems/end items are affected?

_____ YES _____ N/A

a. Is a companion commodity ITCTO required? _____ YES _____ NO

(If "YES" provide the following information on the commodity ITCTO)

ITCTO Number: _____ Data Code: _____

ITCTO Title: _____

b. Identify managers of other affected systems/equipment that have been notified. If separate ITCTOs will be issued for the other affected systems/equipment, also enter ITCTO number.

Office Symbol/Name: _____ DSN: _____ ITCTO Number: _____

Office Symbol/Name: _____ DSN: _____ ITCTO Number: _____

11. Item Part Number: _____
 Item NSN: _____
 Quantity Per Application: _____
 Quantity of item in stock: _____
 Quantity on order: _____
 Estimated Delivery Date: _____
 Item Manufacturer: _____
 Other sources for procurement: _____

12. Source of Repair: _____

13. Is the ITCTO data proprietary: _____ YES _____ NO

14. Percentage of installs that are expected to require replacement: _____

15. TO figure, index and page number that best illustrates problem: _____

16. Problem and cause (brief statement including any related incident or mishap): _____

17. Urgency of need (brief statement including impact of taking no action): _____

18. Level of Accomplishment: _____ Organizational _____ Intermediate _____ Depot

19. Number of systems/equipment affected: _____

20. Mission, Design and Series: _____

21. Have PDM or depot aircraft been inspected to confirm problem? _____ YES _____ NO
 How many? _____ What percentage of inspected are defective?: _____

22. Kits or parts required: _____ YES _____ NO _____ Waived by MAJCOM
 Name, Office Symbol, and DSN of MAJCOM individual: _____

23. Kits or parts available: _____ YES _____ NO (briefly explain) _____

24. Are special tools or test equipment required? _____ YES _____ NO (briefly explain) _____

25. Are special tools or test equipment available? _____ YES _____ NO (briefly explain) _____

26. Synopsis of work involved: _____

27. Inspection man-hours: _____

28. Repair/replacement man-hours: _____

29. Will a functional test flight be required: _____YES _____NO

30. Was ITCTO proofing accomplished? _____YES _____NO _____Waiver

Briefly explain where and by whom accomplished, or why not accomplished: _____

31. Will FMS be notified? ____YES ____NO (briefly explain) _____

32. Chief Engineer (or Equivalent) Coordination: _____

Attachment 5

ADDITIONAL ITO/RAC DISTRIBUTION ADDRESSES

ITO/RAC Type/Applicability	Include Following Addressees
All ITOs/RACs	OC-ALC/TILUB, Tinker AFB, OK (Repository) Aerospace Maintenance and Regeneration Center (AMARC) MAQJ/MAF/XR, Davis-Monthan AFB, AZ
ITOs/RACs that affect assigned systems and equipment	Responsible TO Management Organization (See AFTO Catalog Application)
ITOs/RACs which restrict any Air Force Combat Weapon System from full capability or operational readiness	Air Force Combat Operations Staff, HQ USAF/ XOOO Pentagon, Washington, DC
All Immediate and Urgent Action ITCTOs and ISSs/ Safety-Related RACs	Prime Center/CC/CV/PA Prime Center Materiel Safety Program Manager HQ USAF/ILM/SEP/SEF HQAFMC/CC/CV/CD/DO/DRR/EN/LG/PA/SE/ SEF Lead Command/CC/DO/LG Other Affected MAJCOM/CC/DO/LG
ITOs/RACs Transmitted to HQ AMC	21 AF/LG, McGuire AFB, NJ 15 AF/LG, Travis AFB, CA
All RACs, IOSs, ISSs and ITOs affecting Weapons Delivery TOs	5 AF/LG, Yokoto AB, JA 7 AF/LG, Osan AB, KOR
ITCTOs related to nuclear safety	896 MUNS, Nellis AFB, NV 898 MUNS, Kirtland AFB, NM
ITOs/RACs for systems, equipment and munitions assigned to the US Army	Commander, US Army Armament, Munitions and Chemical Command (CDRAMCCOM), Rock Island, IL
ITOs/RACs for systems and equipment assigned to the US Navy	Commander, Naval Air System Command (COMNAVAIRSYSCOM), Washington, DC

ITO/RAC Type/Applicability	Include Following Addressees
ITOs/RACs for systems and equipment assigned to to the US Coast Guard	Commandant, US Coast Guard/G-EAE, Washington, DC US Coast Guard Aircraft Repair and Supply Center, Elizabeth City, NC
ITOs/RACs affecting operational munitions, aircraft and missiles	HQ USAF/ILE, Washington, DC Det 63, AAC/CC, Naval Explosive Ordnance Disposal Technology Center, Indian Head, MD
ITOs/RACs affecting systems and equipment when contract is administered by Defense Contract Management Agency (DCMA)	Applicable Defense Logistics Agency
ITOs/RACs affecting USAF rotation squadrons in this command and ITOs affecting SAP systems and equipment assigned to Italy, Greece and Turkey	Commander Allied Air Forces Southern Europe (COMAIRSOUTH)
ITOs/RACs for systems and equipment in production	Applicable DCMA Office
ITOs/RACs affecting FAA certified aircraft or similar FAA certified systems	Federal Aviation Administration (FAA)/FS-700 Washington, DC FAA Technical Center/ACT-300/AC-800, Atlantic City, NJ
ITOs/RACs affecting systems and equipment assigned to SAP/FMS Countries	AFSAC/EC/GB, Wright-Patterson AFB, OH (AFSAC.GB@wpafb.af.mil) OC-ALC/TILUF, Tinker AFB OK
ITOs/RACs for C-130 and E-4	MODUK/PE, London, England
ITOs/RACs for German Air Force (GAF) RF-4E and USAF F-4 series that may apply to GAF RF-4E due to similar equipment	GAF Materiel Office, AMO ROMAL 3AI, Posz Wahn, Germany GAF Liaison Office/MM (L-22), Hill AFB, UT AMEMB, Bonn, Germany (ODC/AF)
ITOs/RACs affecting Israel	RUEA USAI, Israeli Defense Attache, Washington, DC

Attachment 6
FLOW CHART

