BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

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Maintenance

AIR FORCE MATERIEL COMMAND TECHNICAL ORDER SYSTEM PROCEDURES

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This manual provides AFMC procedures for implementing and managing the Air Force Technical Order (TO) System established by AFPD 21-3, *Technical Orders*. It applies to all AFMC units. Send drafts of proposed Air Logistics Center (ALC) and Product Center (PC) supplements to this manual to Det 2, ESC/AV-2 before printing. Send a copy of published center supplements to Det 2, ESC/AV-2. This manual does not apply to the Air National Guard or US Air Force Reserve units and members.

This is a new manual, developed from procedures formerly covered in AFMCI 21-301 and AFMCR 8-5. AFMC-only procedures were transferred into this manual from the 00-5-series TOs.

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Chapter 1

IMPLEMENTING POLICIES; AFMC CTOM; SPECIAL TO PROCEDURES; BUDGETING

1.1. General: This manual provides AFMC procedures relating to the Air Force Technical Order (TO) System. **Table 1.1.** lists publications used in conjunction with this manual. **Table 1.2.** lists applicable forms and their titles.

1.2. Implementing Policies:

1.2.1. A basic TO and all changes and supplements are assigned to the same SM. Individual TCTOs under a series listing may be assigned to different SMs, when authorized.

1.2.2. SM or ALC distribution activities are responsible for management, distribution control, and requisition processing of assigned TOs.

1.2.3. Distribution activities will input management data, including actions which change stock balance, to the G022 system daily by AFMC Form 654.

1.2.4. When a requisition for "E" symbol TOs is approved by the TO Manager, annotate the prime ALC code in column 78 of the AFTO Form 187 and forward for entry in the G022 system. Disapproved requests, along with reasons for the disapproval, will be returned to the initiator.

1.3. AFMC Centralized Technical Order Management (CTOM) Group Charter:

1.3.1. Purpose. The AFMC CTOM establishes command policies and procedures to implement USAF TO System and DOD policy. The CTOM resolves internal command issues and determines the command position on issues raised by or needing decision by the AF CTOM Committee.

1.3.1.1. Voting members obtain coordination from SM functional OPRs affected by TO policy, practices and procedures in order to develop a Center position on issues.

1.3.1.2. The HQ AFMC/ENP TO Policy Manager chairs the AFMC CTOM Group and is the AFMC voting member on the AF CTOM Committee. ENP coordinates command issues with other HQ AFMC offices. Det 2, ESC/AV-2P, Data Management and Conversion Division, manages and supports AFMC CTOM meetings, and develops practicess and procedures for implementation in applicable AFMC directives.

1.3.2. Membership. The following activities are members of the AFMC CTOM Group. The asterisk (*) indicates voting members.

Table 1.1. AFMC CTOM Group.

	HQ AFMC/ENP	-	Chair (tie-breaking vote)
	AFSAC/XMXB	-	SATOM Representative
*	AFMETCAL, Det 1/ ML	-	Calibration TOs
*	ASC/SYLS	-	TO Home Office
*	ESC/AXLL	-	TO Home Office
*	OC-ALC/TILDT	-	TO Home Office

	OC-ALC/TILUB	-	TO Systems Branch
*	OO-ALC/TIEDT	-	TO Home Office
*	SA-ALC/NWTD	-	Nuclear Weapons TOs
*	SA-ALC/TILD	-	TO Home Office
*	SM-ALC/TICDA	-	TO Home Office
*	SMC/AXL	-	TO Home Office
*	WR-ALC/TILT	-	TO Home Office
	Det 2, ESC/AV-2P	-	Manager/Coordinator

1.3.3. Advisors are mandatory coordination offices for AF TO System policy and AFMC policy implementation affecting their activity. Advisors are invited to all meetings, but attendance is not essential. SMs are considered advisors for matters affecting the TOs they control.

Table 1.2. Advisors.

HQ AFMC/DOO	-	Flight Manuals Program
HQ AFMC/SCPI	-	Printing, Warehousing and Distribution
HQ AFMC/LGM	-	AFMC Maintenance
HQ AFMC/DRW	-	Conventional and Nuclear Munitions and EOD TOs
HQ AFMC/SEG	-	Safety
Det 2 ESC/AV-2C	-	JCALS & TMSS
Det 63 ASC/CC	-	Nonnuclear EOD TOs
412TESTW/LGLL	-	CTOCU, Edwards AFB
AFSEO/SKDE	-	SEEK EAGLE Office
ASC/VXT	-	Conventional Munitions TOs
SA-ALC/NWI	-	Nuclear Weapons Integration, JNWPS Tos

1.4. Information Security Requirements.

1.4.1. General. The following procedures apply to TOs containing classified data:

1.4.1.1. Verify TO data classification using the DD Form 254 or Security Classification Guide (SCG). Indicate downgrading instructions on the TO title page.

1.4.1.2. Issue classified data in supplemental manuals to the maximum extent possible, to keep the majority of TOs unclassified (TO 00-5-1). TO titles will be unclassified to the maximum extent possible.

1.4.1.3. Use DD Form 254 or the SCG, as contractual authority to classify TO data needing security protection. Review contractor-prepared classified Preliminary TOs (PTOs) to ensure they annotate the proper security classification according to DOD 5200.1-R/AFI 31-401. Advise the contractor of any revisions to the PTOs or DD Form 254 required.

1.4.1.4. Review notices for classified TOs are furnished when the TOs have not been updated for seven months. This allows time to review them for possible classification downgrade within the required one-year review period (TO 00-5-1).

1.4.1.5. Notices of changes in TO classification appear in Part I of the applicable TO Index.

1.4.2. Classification Upgrades. HQ AFMC must approve upgrading the classification of an already-distributed TO (if the TO was too widely distributed, reclassification may not be possible.) Notify HQ AFMC/EN and SP of the circumstances requiring an upgrade by classified message. Include the new level of security classification, 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.

1.4.2.1. EN and SP jointly determine whether the security classification should be upgraded. If so, a classified message furnishes authority to begin the upgrade action.

1.4.2.2. The Technical Content Manager (TCM) issues an Interim Operational Supplement (IOS) to upgrade the affected TO, and notifies OC-ALC/TILU, the responsible TO Manager and all TO recipients. TILU issues an IOS or updated index to indicate the new classification immediately upon notification of a TO classification upgrade.

1.4.2.3. The TO Manager notifies the warehouse responsible for the TO of classification upgrades. The warehouse will re-mark existing copies in stock.

1.4.3. Classification Downgrade/Declassification. The update directing downgrade or declassification is the notification to take appropriate actions. The warehouse will re-mark all stock of downgraded or declassified TOs before making further distribution.

NOTE: Downgrade of a small amount of material that does not change the overall classification of the TO should not be the sole justification for issuing a TO update.

1.4.4. Automatic Manager Screen Code Release Approval. The distribution activity may establish automatic release approval for specific “Y”-coded TOs requisitioned by specific TODOs. This procedure is applicable when the distribution activity determines that the usual management review is not required for subsequent TO requests. When automatic release is approved, the TODO’s requisitions for the specified TOs may be submitted electronically through the G022 directly to the warehouse without screening. The procedure should be applied only after reviewing the TODO’s justification and obtaining the concurrence of the TCM(s) involved.

1.4.4.1. To apply this procedure, the distribution activity submits an 80-column AFTO Form 187-format G022 entry, completed as follows. The AFTO Form 187 includes only one TODO Code and has an authorized distribution activity signature. OC-ALC/TILU retains SM letters showing the names and signature elements of personnel authorized to sign the AFTO Form 187.

1.4.4.2. To add automatic distribution activity release approval, enter the TO number, classification, and "A*00." Example:

rp⊗16-40	rp41-42	rp43-46
1B-57 (W) F-4	U	A*00

⊗ “rp” = record position (column).

1.4.4.3. To delete automatic distribution activity release approval, enter the TO number, classification, and "D*00." **Example:**

rp16-40	rp41-42	rp43-46
1B-57 (W) F-4	U	D*00

1.5. Air Force Occupational Safety and Health (AFOSH) Requirements .

1.5.1. General: Interface standard MIL-STD-38784 requires including safety information and precautions in TOs for operation, maintenance, modification and disposal of systems and commodities.

1.5.2. Exemptions: The following TO and update types are exempt from AFOSH review:

1.5.2.1. TO Types: List of Applicable Publications (-01 series TOs); Work Unit Code Manuals (-06 series TOs); Tape and Tape Manuals (-8 series TOs); Illustrated Parts Breakdown (-4 series TOs); Flight Manuals (Category 1, -1 series TOs); Air Refueling Procedures Manuals (1-1C-1 series TOs); Basic Weight Checklist and Loading Data Manuals (Category 1, -5 series TOs); Acceptance and Functional Check Flight Manuals (Category 1, -6CF-1 series TOs); In-Flight Maintenance Manuals; Conventional Munitions Delivery Manuals (Category 1, -34 series TOs); and EOD (Category 60) TOs.

1.5.2.2. Update Types: Extension of TCTO rescission dates; Part Number changes; Source Maintenance and Recoverability (SMR) coding changes; editorial changes, numerical changes; and/or art or illustration changes not involving personnel protective devices or equipment.

NOTE: Any TO or TO change affecting warning, cautions or the use of chemicals must be reviewed.

1.5.3. The ALC safety office will establish an annual "Close Scrutiny List" of AFMC-managed TOs requiring safety or health reviews before printing and distribution. In coordination with the TCM, they will exempt additional TOs from AFOSH reviews on a case-by-case basis.

1.5.4. TCMs will provide all AFMC Forms 252 to the appropriate Center SE for review, except those exempted in paragraph **1.5.2.**

1.6. Nuclear Surety Requirements:

1.6.1. TO procedures involving nuclear weapons, combat or non-combat delivery systems, or support equipment certified and approved for use with nuclear weapons (TO 00-110N-16) must receive a technical evaluation for nuclear surety (AFI 91-102 and AFI 91-103). The technical evaluation for nuclear surety is a continuing process applicable to system or commodity operational usage changes, modification procedural revisions or changes, and changes to individual Nuclear Weapon System Safety Rules.

1.6.2. The TCM for each nuclear weapon TO will accomplish and document technical evaluations on all AFMC Forms 252 against that TO. Mark TO procedures appropriately with “HCP” or “NSP” (Hardness Critical Procedure or Nuclear Surety Procedure) as required. Review safety rules and record review accomplishment as required by AFI 91-102/AFMC Sup 1. Ensure TOs used with or in support of nuclear weapons specify use of nuclear surety certified equipment only (AFI 91-103).

1.7. Aircraft Emergency Rescue Data. TO 00-105E-9 is the manual used by military and civilian fire departments for emergency procedures. Coordinate all TO changes that affect the following aircraft subject areas with the Air Force Fire Marshall, AFCESA/DF:

1.7.1. Fire hazards.

1.7.2. Personnel hazards (intakes, exhausts, radar emitting devices, hot brake areas, auxiliary power unit (APU) ports, etc.).

1.7.3. Aircraft entry (normal and emergency).

1.7.4. Engine or APU shutdown (normal and alternative methods).

1.7.5. Oxygen and fuel shutoff valves.

1.7.6. Ejection or escape system changes in safing, releasing and extraction.

1.7.7. Stationary seat restraint systems.

1.7.8. Changes to flammable systems (oxygen, fuel, hydraulics, batteries and miscellaneous chemicals).

1.7.9. Fuselage skin penetration points.

1.7.10. Cabin arrangements and personnel locations, or number of personnel on board.

1.8. Budgeting and Funding for TOs (AFI 65-601V1): Budgeting and funding for TOs will be in accordance with AFI 65-601, Vol 1, Chapter 4, Section E.

1.8.1. Modifications. The SM ensures the allocation of adequate funding for updated copy and printing of the TOs by coordinating the AF Form 3525 with the TO Manager.

1.8.1.1. The TO Manager ensures funding requirements for TCTO acquisition, verification, printing and distribution have been entered in block 21c of the AF Form 3525. Requirements include costs to add "after" data to affected TOs and to delete "before" data after completion of the TCTO.

1.8.1.2. The TO Manager annotates the fund citation or modification number in the print package submitted to the local Defense Printing Service (DPS). If the package also contains non-modification-related changes, the annotation will show the related fund citations and the percentage chargeable to each.

1.8.1.3. Inspection program (-6 TO) changes that require depot maintenance actions change Depot Programmed Equipment Maintenance (DPEM) funds obligations. The responsible production management activity will contact the ALC DPEM funds point of contact to ensure that adequate funds are available. The production management activity will procure and manage the available funds per AFI 65-601V1 and associated AFMC supplements.

1.8.2. Spares Replenishment. Acquisition funds and the stock fund are used to acquire new TOs and necessary updates to existing TOs. The PGM or MGM provides the TO Manager with a printout of the replacement item cost computation. The TO Manager annotates the total dollar requirement for the maintenance of commodity TOs resulting from the acquisition of spares. Compute the impact of spares replenishment on weapon systems TOs based on history and known future acquisitions. The TO Manager provides budget requirements by weapon system.

1.8.3. Nuclear Weapons TOs. The Weapons Directorate, SA-ALC/NWTD, submits and manages budget requirements for sustainment of nuclear weapons TOs separately from other SA-ALC assigned TOs.

1.8.4. Calibration TOs. The Air Force Metrology and Calibration (AFMETCAL) Program, Detachment 1 TO Management Office, MLLW, submits and manages budget requirements for calibration TOs and updates.

Table 1.3. List of Related Publications.

PUBLICATION NO.	TITLE
DODD 3405.1	Computer Programming Language Policy
DOD 5000.2-R	Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs
DOD 5200.1-R/ AFI 31-401	DOD Information Security Program Regulation/ Managing the Information Security Program
DODD 5230.24	Distribution Statements on Technical Documents.
DODD 5230.25/ AFI 61-204	Withholding of Unclassified Technical Data From Public Disclosure/ Disseminating Scientific and Technical Information
AFI 11-215	Flight Manuals Programs (FMP)
AFPD 21-3	Technical Orders
AFI 32-7061	The Environmental Impact Analysis Process
AFI 37-131	Freedom of Information Act Program
AFI 37-160V8	The Air Force Publications and Forms Management Program-Developing and Processing Forms
AFI 37-162	Managing the Processes of Printing, Duplicating, and Copying
AFI 40-201	Managing Radioactive Materials in the USAF
AFI 60-114	Contractor Data Management
AFI 65-601V1	Budget Guidance and Procedures
AFI 91-102	Nuclear Weapon System Safety Studies, Operational Safety Review and Safety Rules
AFI 91-103	Air Force Nuclear Safety Certification Program
AFI 91-301 // AFI 91-302	Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program // Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Standards
AFM 67-1 V3 Pt 1	Miscellaneous Materiel Management Procedures
AFMAN 16-101	International Affairs and Security Assistance Management
AFMAN 37-139	Records Disposition Schedule
AFMCI 21-108	Production Acceptance Certification (PAC) and Organic Depot Maintenance Quality

PUBLICATION NO.	TITLE
AFMCI 21-301	Air Force Technical Order System
AFMCI 21-302	Processing Interim Technical Orders
AFMCR 7-1	Receiving, Distributing and Warehousing Prime Technical Orders (TO)
AFMCMAN 21-1	Air Force Materiel Command Technical Order System Procedures
AFR 66-19	Interservicing of Technical Manuals and Related Technology
TO 0-4-6-2	ITIES Cross Reference File (ICRF)
TO 00-5-1	Air Force Technical Order System
TO 00-5-2	Technical Order Distribution System
TO 00-5-3	Air Force Technical Manual Acquisition Procedures
TO 00-5-15	Air Force Time Compliance Technical Order System
TO 00-5-18	USAF Technical Order Numbering System
TO 00-5-19	Security Assistance Technical Order Program
TO 00-25-4	Depot Maintenance of Aerospace Vehicles and Training Equipment
TO 00-25-115	Logistics/Maintenance Engineering Management Assignments
TO 00-25-195	Source, Maintainability and Recoverability Coding of AF Weapons, Systems, and Equipment
TO 00-105E-9	Aircraft Emergency Rescue Information (Fire Protection)
TO 00-110N-3	Requisition, Handling, Storage and Identification of Radioactive Material
TO 00-110N-16	Equipment Authorized for Use with Nuclear Weapons
MIL-HDBK-1221	Evaluation of Commercial Off-The-Shelf (COTS) Manuals
MIL-STD-38784	Manuals, Technical: General Style and Format Requirements
MIL-PRF-38804	Time Compliance Technical Orders, Preparation of
TM-86-01	Technical Manual Contract Requirements (TMCR)

Table 1.4. List of Related Forms

FORM NUMBER	TITLE
AFTO 22	Technical Order Improvement Report and Reply
AFTO 27	Preliminary Technical Order (PTO) Publication Change Request (PCR)/TO Verification Record/Approval
AFTO 43	Request for USAF Technical Order Distribution Code Assignment or Change
AFTO 82	TCTO Verification Certificate
AF 86	Request for Cataloging Data/Action
AFTO 95	Significant Historical Data
AFTO 110	Technical Order/CPIN Distribution Record
AFTO 124	Computation of Technical Order Reading Grade Level

FORM NUMBER	TITLE
AFTO 135	Source, Maintenance and Recoverability Code Change
AFMC 145	Technical Order Receiving /Processing Record
AFMC 172	Coordination of Proposed Technical Orders
AFMC 185	Request for TCTO Kit Assembly
AFTO 187	Technical Order Publications Request
AFMC 202	Nonconforming Technical Assistance Request and Reply
AFMC 203	Technical Order Numbering, Indexing and Control Record
AFMC 204	Technical Order Numbering, Indexing and Control Record (Continuation Sheet)
AFTO 215	Notification
AFTO 221	Requisition for AF Technical Orders/CPIN
AFMC 252	TO Publication Change Request (PCR)
AFMC 276	Special Requisition for Air Force Techical Order/CPIN
DD 254	DOD Contract Security Classification Specification
AF 310	Document Receipt and Destruction Certificate
AFMC 407	Techical Order Reproducible Material Record
AFMC 513	TCTO I&S Notification
AFMC 578	USAF TO Initial Distribution Verification
AF 585	Contract Data Requirements Substantiation (CG)
AFMC 632	TO Distribution Record Request
AFMC 654	TODCA Master Record Source Document
AF 847	Recommendation for Change of Publication
AFMC 873	Time Compliance Technical Order Requirements
AFMC 874	Time Compliance Technical Order Supply Data Requirements
AFMC 875	Time Compliance Technical Order Programming Document
AF 1000	United States Air Force - Suggestion
AF 1000-1	Suggestion Evaluation and Transmittal
AF 1067	Modification Requirements
DD 1423	Contract Data Requirements List (CG)
DD 1574	Serviceable Tag - Materiel
AF 2600	Engineering Order
AF 3525	CCB Modification Requirements and Approval Document

Chapter 2

STANDARD TO PROCEDURES

2.1. Distribution Activity Procedures. The SM will assign TO distribution activity responsibilities under the control of the program office TO Manager. Distribution activities:

NOTE: All data is input to the G022 system using the “Keyplus™” program.

2.1.1. Submit an AFMC Form 654 “JMA” or "JN_" transaction (**Attachment 2**) to record the balance in G022 when stock is received. Adjust stock balances with a "JRA" transaction when TOs are distributed on manual requisitions (AFTO Forms 276). Develop quantity requirements for preparation of print orders. Prepare an AFMC Form 654 “JXX” transaction to report TO requisition activities during the month, and submit it to reach OC-ALC/TILUB not later than the 4th workday of the next month.

2.1.2. Use AFMC Form 632 to request ID labels for assigned TOs. Request ID labels for safety supplements by telecon or e-mail immediately upon receipt of draft copies. Ensure there is a label to send one copy of each TO or TO increment published to TODO code 0086, OC-ALC/TILUB, for official Air Force TO indexing actions and placement in the TO repository.

2.1.2.1. Establish controls to ensure ID labels will arrive at the printers before completion of printing. Labels will expire 58 to 60 days from the date the label was prepared.

2.1.2.2. Submit mailing labels for any in-house distribution to the warehouse via AFMC Form 145 letter, e-mail, etc., indicating the processing priority.

2.1.2.3. ID decks may be sent directly to a separate government or contractor activity (AFMC Form 632, columns 49-50) for distribution of the TOs. An AFMC Form 578 or letter directing confirmation of distribution and date dispatched will be sent with the ID deck. Retain the returned AFMC Form 578 or letter confirming TO distribution until the TO or change is replaced or rescinded. Send the G022 ID Label List to the TO Manager for appropriate screening and management control before authorizing shipment.

2.1.2.4. Direct commercial printers to use classified mailing procedures (DOD 5200.1-R) when they distribute classified TOs to continental US (CONUS) addresses. Direct use of first-class mail for ID of TCTOs, Safety Supplements, TO Indexes, and Lists of Applicable Publications to overseas destinations. Use a First Class Mail endorsement on labels to expedite distribution of Safety Supplements and TO Indexes to CONUS organizations.

2.1.3. Use Like Item Distribution (LID) when a TO or TCTO must be distributed before ID requirements can be submitted in response to a TO index listing. LID is also used for distribution of pages inadvertently omitted from a TO update during its ID. LID is established by processing a "JE6" transaction on AFMC Form 632 (**Attachment 2**). For missing pages distribution, use the words "MISSING-PAGES" in columns 55 through 67. Update the CIR record of the TO or TCTO by processing a "JE4" transaction and completing a "JMA" transaction when stock is received. Limit usage of LID to a minimum.

2.1.3.1. The TO or TCTO series whose ID requirements are being used must be the same or higher classification than the TO or TCTO to be distributed. The ID label will include both the TO or TCTO being distributed and the TO number or TCTO series whose ID requirements were used

to make the ID deck. Subsequent distribution must use the proper TO number or TCTO series when it appears in the TO index.

2.1.3.2. LID of TOs and TCTOs can not be made to Security Assistance Program (SAP) customers. LID decks do not include labels for SAP TODOs (1800, 1900 and 8000 series TODO codes). The action column of the ALC Transaction Register (**Attachment 2**) will show error code "E84" for each SAP TODO which has an established ID requirement for the basic TO or TCTO Series.

2.1.4. **G022 Errors.** Data errors must be corrected in one workday after receipt of an Exception Notice and the ALC Transaction Register. The corrective action and date are either entered in the G022 system directly or are annotated on the ALC Transaction Register and forwarded to OC-ALC/TILUB daily. TILUB corrects errors and assists the distribution activity when corrective actions are wrong.

2.1.5. **Establishing TO Stock Management Levels.**

2.1.5.1. Establish “TO Reprint Levels” at a quantity which allows sufficient time (normally 60 to 90 days) to receive additional stock without generation of backorders.

2.1.5.2. Establish “Maximum Issue Levels” at a quantity which will be issued to a TODO without question. Review requests for a higher quantity.

2.1.5.3. Establish a “Minimum Reserve Level” of approximately ten copies. These copies are for emergency single issue during out-of-stock periods. At least one copy of all current TOs and supplements is always retained by the ALC for use in reprinting, compiling assembly sheets, etc.

2.1.6. **Backorders.** Requisitions are backordered when the stock balance in G022 reaches the minimum reserve level. G022 generates a stuffer notice titled "Backorder Reached-TODCA Notice," and the ALC Transaction Register will show "TODCA NTCE TM." The ALC Backorder List (PCN: A-G022C-WT2-D9-2D9) is furnished to the TO Home Office weekly on microfiche. Backorder status will remain in the monthly TO Storage and Issue Report until appropriate action is taken.

2.1.6.1. After clearing the pipeline of requisitions, request the warehouse to perform a physical inventory of remaining stock. Coordinate with all affected agencies to determine future needs for the TO and if there are other special conditions.

2.1.6.2. Initiate reprint action if required.

2.1.6.3. Expedite stock replenishment actions to avoid accumulation of backorders. Give priority to reprint action on TOs having backorders.

2.1.6.4. TCTOs indexed with a “dot” symbol are scheduled for automatic rescission in 150 days (TO 0-1-01). Requisitions for them will not backorder. Existing backorders are released for individual issue when the dot symbol is applied.

2.1.6.5. Follow-up on reprint action when the TO Storage and Issue Report indicates backorders are 30-60 days old.

2.1.6.6. The G022 System generates an AFTO Form 215 to notify TODOs of backorder status and actions being taken.

2.1.7. Manager Screening. Screen and approve AFTO Forms 221 ID labels or ID Label Listings for classified and "Y" management review code TOs before the warehouse takes any action to ship them.

(Any requisitions received by the warehouse before screening will be returned without action.) Determine the need to screen other unclassified TOs.

2.1.7.1. Review SAP and FMS requisitions (1800, 1900, and 8000 series TODO codes) for compliance with AFMAN 16-101, TO 00-5-2, and TO 00-5-19. Withdraw unauthorized ID labels and delete the address code(s) from the SA Program ID Delivery Control Record (PCN: A-G022C-NYH-D9-MD9).

2.1.7.2. Screening ID decks for D Symbol TCTOs is not required. Each TODO determines their own need for depot level TCTOs.

2.1.8. Disapproved Requisitions. The G022 generates an AFTO Form 215 when it cancels requisitions. Notify the TODO when a manual requisition is disapproved. If applicable, advise the TODO or approving agency to submit written justification within 60 days or cancel the requisition and any ID requirements. Cancel the TODO request and applicable ID requirements if action is not been taken by the TODO.

2.1.9. Suspensed Requisitions. Initiate a G022 suspense file (AFMC Form 654 "JG_" transaction) when shipment can't be made against an approved expedited requisition because the initial backup stock hasn't been received. The TODO is not notified if the stock will be received with in 30 days; otherwise, an AFTO Form 215 is sent. Suspenses are counted on the TO Storage and Issue Report.

2.1.10. Outside Agency Requests for Air Force TOs. Process requisitions from other services in a timely manner. Process Freedom of Information Act requests for TO data strictly according to AFI 37-131.

2.2. TO Numbering (TO 00-5-18). The focal point for numbering TOs, except for nuclear weapon and EOD TOs, is OC-ALC/TILUB. SA-ALC/NWTD numbers all nuclear TOs and Det 63 ASC/CC numbers joint-service nonnuclear EOD Tos.

2.2.1. Use of AFMC Form 203. The assigned TO Manager uses this form to request assignment of TO numbers, to submit TO index source data, to set up the CIR record, and to update, change, or cancel these records when appropriate.

2.2.2. Use of AFMC Form 204. The AFMC Form 204 accompanies the AFMC Form 203 for initial TO number assignment. It is used to enter or update G022 data on all equipment covered by a TO (including non-Air Force equipment), except for complete aircraft and missiles. TOs which don't cover equipment numbers and TCTOs are exempted. The data is used to set up and change the ITIES Cross-Reference File (ICRF – TO 0-4-6-2). The ICRF reduces the likelihood of procuring duplicate TOs.

2.2.3. Processing AFMC Forms 203 and 204. The TO Manager completes the forms according to procedures in **Attachment 2** and submits them to OC-ALC/TILUB. Requests must be submitted as soon as possible, to permit TO indexing and requirements determination. If immediate numbering is urgent, the SM may contact the TILU Division Chief with a telephone request. The request must justify use of emergency procedures and provide complete AFMC Forms 203 and 204 data elements.

2.2.4. TILUB returns a copy of the AFMC Form 203 to the initiating TO Manager to provide status of the action requested, and show the TO number assigned for new TOs. OC-ALC/TILUB reviews exception notices, coordinates corrective action, and resubmits data as needed.

2.2.5. OC-ALC/TILUB submits requests for changes to numbering policy to the HQ AFMC/EN TO Manager for approval. TILUB provides information copies of the request to all ALCs and PCs for their comments and concurrence.

2.2.6. All requests for publication of new TOs in Category 00 must first be approved by HQ AFMC/EN (TO 00-5-18).

2.2.7. TCTO numbers are assigned according to TOs 00-5-15 and 00-5-18.

2.2.8. Renumbering Technical Orders. The TO Manager may only request TO renumbering to correct serious numbering errors caused by erroneous or insufficient source data. TOs won't be renumbered to align with local sequence numbers or similar cross-reference identifiers. The TO Manager submits AFMC Forms 203 and 204 to OC-ALC/TILUB according to **Attachment 2** to request TO renumbering, input equipment numbers and related data under the new TO number, and provide justification for the action. When TILUB approves a new number for unpublished TOs, the TO record is updated and ID requirements submitted against the original number are automatically changed to the new one. When published TOs are renumbered, the TO Manager must issue a TO Change with both the old and new numbers on the title page, ID requirements must be transferred to the new number, and the warehouse function must physically reidentify TO stocks to the new TO number and adjust records as appropriate. In either case, the replaced TO number can never be reused.

2.3. Logistics Management of TOs System (LMTOS; G22).

2.3.1. Initial Distribution of Technical Orders Subsystem (G022A). This subsystem automates the centralized management of requirements, stock balance, requisitioning, and distribution functions of Air Force TOs. Distribution activities make daily input to the G022A system master record at OC-ALC to initiate desired actions and keep computer files current. Technical Order Distribution Offices (TODOs) submit requirements and requisitions to the G022A by Defense Information Systems Network (DISN) according to TO 00-5-2. G022 products are distributed daily to the distribution activities by means of the G022C (ALC Technical Order Logistics Subsystem) with exception of AFMETCAL, Det 1/MLLW. Products are mailed each day by OC-ALC/TILUB. Appropriate products are also given to the TODOs.

2.3.2. TO System Records Subsystem (G022B) and Interservice Technical Information Exchange (ITIES). AFMC Forms 203 and 204 provide the information in this subsystem. Objectives are to:

2.3.2.1. Provide DoD activities with cross-feed on existing or under-development TMs to prevent procurement or preparation of duplicate data.

2.3.2.2. Provide automated products and processes for use by TO Managers and higher management for managing, operating, planning, and scheduling TO programs.

2.3.2.3. Provide source data for assigning TO numbers, preparing TO indexes, and establishing TO management data.

2.3.2.4. Provide a cross-reference of AF equipment numbers (part, type, model, series, etc.) to the applicable TO number.

2.3.3. TO Improvement System (TOIS - G022D). This subsystem tracks the processing of TO Improvement Reports (AFTO Forms 22 and AFMC Forms 252 from other sources) from receipt through final disposition. **Chapter 3** of this manual and TO 00-5-1, Chapter 5 contain procedures applicable to the TOIS. Separate systems track improvements to AFMETCAL - managed calibration

TOs in Categories 33K and 33L, nuclear weapon TOs, and EOD TOs. SMs may elect to manage and track improvement reports outside the TOIS, but must develop methods to notify customers of status.

2.4. AFTO Forms.

2.4.1. The TCM initiates action to revise or establish new forms prescribed in TOs according to AFI 37-160V8. Release forms and prescribing publications concurrently.

2.4.2. Provide a blank copy of AFTO forms authorized for local reproduction at the back of the prescribing TO. Most AFTO forms are available electronically (“EF” versions). Forms may be computer-generated ("CG") when specifically authorized in the prescribing TO.

2.5. Preliminary TOs. Preliminary TOs (PTOs) won't be distributed or serviced through the G022 system except as follows:

2.5.1. OC-ALC/TILUB establishes a G022 record (status symbol “P,” **Attachment 2**) upon receipt of an AFMC Form 203 for a PTO.

2.5.2. The TO Manager submits an AFMC Form 632 "JE5" transaction to request labels for distributing the revision or change converting the PTO to a formal TO. This causes the G022 to drop the "P" symbol. No other "JE_" transactions, except a request for a research deck of labels ("JE3" transaction) will be accepted as long as the "P" symbol remains in the G022 systems records. (The "JE3" will process without dropping the "P" symbol.) The warehouse won't stock, store, or issue preliminary TOs.

2.5.3. TODOs who will need the formal TO will submit ID requirements when the PTO appears in the index. The requisitions are held in suspense by the G022 until the "P" symbol is dropped. When the "P" symbol is dropped, the TO Manager inputs "JM_" transactions, ID labels are issued, and requisitions occur normally. The warehouse is responsible for coordination of requirements with the appropriate approving authority before any distribution action.

2.6. TO Updates. See AFI 11-215 for policies on updating Flight Manual Program (FMP) publications. The TCM will:

2.6.1. Base update urgency on the impact on the system or commodity mission, safety, or reduction of workload, and limit submittals to technical changes. Hold non-technical changes for implementation with routine technical updates on the affected page or its backing page.

2.6.1.1. Prepare updates organically whenever possible, or acquire them from the original equipment contractor or overflow contractors. TO updates will not include instructions for "write-in" changes, except as authorized in TO 00-5-1.

2.6.1.2. TO Updates for Obsolete Systems and Commodities. Submit routine improvement reports for TOs on "obsolete" systems and commodities as usual. Obsolete systems and commodities include those still in limited use or scheduled to leave the inventory within two years. However, the SM will hold routine TO updates in abeyance pending the next TO review. The SM will provide an adequate schedule for updating the affected TOs when no review is scheduled. In these cases, the updates will normally be published as ITOs or TOPS. The SM will make Emergency, Urgent and Priority updates as usual.

2.6.1.3. Exceptions to Evaluation Time. Place the following TOs in abeyance as indicated:

2.6.1.3.1. Aircraft-related nonnuclear weapons loading TOs when conference schedules are established;

2.6.1.3.2. Nonnuclear Category 60 TOs when Joint Service Project Acceptance Board approval or disapproval is required;

2.6.1.3.3. Routine AFTO Forms 22 for MPTOs 00-5-1, 00-5-2, 00-5-3 and 00-5-15 pending approval or disapproval by the Air Force CTOM Committee. CTOM meetings are normally held twice a year.

2.6.1.4. The above policy does not apply to AFTO Forms 22 received from foreign countries under the Security Assistance Program when contractual arrangements (including FMS case) have been made to maintain the currency of the respective TOs (TO 00-5-19).

2.6.2. TO Changes and Revisions.

2.6.2.1. The TO Manager determines whether to issue a revision or a change. A revision may be more practical when updating a TO already having a large percentage of change pages. Use the following criteria to determine when to issue a revision:

2.6.2.1.1. When 80 percent or more of the basic TO (including the current update) has been changed (see **paragraph 2.6.2.2.**).

2.6.2.1.2. When there is a change to equipment configuration, compliance with new military specifications, etc.

2.6.2.1.3. When updating publications of eight or fewer pages, unless the change is difference data sheets.

2.6.2.1.4. When a publication is being declassified by removal of classified data. This is necessary to prevent issuing warehouse stocks marked as classified. Exceptions are authorized. TOs may be declassified by a TO Change if cost effective and it is merged with existing warehouse stocks before issue.

2.6.2.1.5. When the TO is a combined manual and has an abbreviated title page and no "A" page.

2.6.2.2. Do **not** consider a revision when:

2.6.2.2.1. The TO is usable as is (even if 100% of the pages have changed);

2.6.2.2.2. It is not cost-effective (very large TOs or TOs with extensive distribution, IF usability has not been seriously impaired); or

2.6.2.2.3. An extensive delay in publication will result, unless the other factors show that a revision is necessary.

2.6.2.3. The TO Manager approves or disapproves requests to issue a revision because of a new or revised MILSPEC. The TO Manager may authorize contractors to use later version specifications when there is no change in contract costs. Send information copies of the authorization to the responsible contracting activity. Only the PCO may authorize use of a revised specification when it affects contract costs.

2.6.2.4. The TO Manager assigns an identifying number to each TO change and revision being published, using an AFMC Form 632 “JE_” transaction (see **Attachment 2**). The change number

appears on the title page and each page containing changed data. The revision number is only for tracking within the G022 system. The CIR file is updated by the “JE_” input. OC-ALC/TILUB updates the index to reflect TO changes, revisions and TOPS upon receipt of an ID copy.

2.6.2.5. TO Contracts should allow for TO Manager review and approval of draft TOs before preparation of reproducible masters. If the information in the draft must be published without delay, any serious errors in the review copy may be corrected with a safety or operational supplement distributed concurrently with the TO. Correct less critical errors through the routine update process.

2.6.2.6. The TO Manager will update and release affected TOs and FMP publications concurrently with the driving TCTO (**Chapter 4**).

2.6.2.7. Issue an Air Force-only supplement to change Air Force compliance with procedures in a joint-service TO managed by another service. Coordination with the other service is not required when the changes affect only the Air Force.

2.6.2.8. The equipment contractor normally produces CSTO updates under an FMS contract.

2.6.3. Supplements. CIR and TO index data records aren't established for unpublished TO supplements, including TCTO supplements. The CIR record is established when the TO Manager submits an AFMC Form 632 "JE_" shipping label request (**Attachment 2**). OC-ALC/TILUB indexes the supplement upon receipt of a copy through ID.

2.7. Updates Due to Equipment Modification or Replenishment Spares Procurement. New specification requirements, modifications and replenishment spares procurement can result in new inventory items for replacement or replenishment issue. When this happens, new TOs may be required or existing TOs may require update or rescission.

2.7.1. The TCM will coordinate with the reparable assembly or system SM to determine if safety, life support, or critical systems are involved. The TCM and TO Manager will identify and advise all affected TO Managers, SMs, SAP users and other DOD agencies (Army, Navy, etc.) of the proposed commodity change and recommend updating any affected TOs. The advisement must include known operational systems or commodities and TOs involved, when the last stocks of the original commodity will be exhausted, and what specific TO updates are required, if known. Coordination and advisement requirements are not required for common NSC items (e.g., nuts, bolts, resistors, etc.) unless safety, life support, or critical systems or material are involved.

2.7.2. In conjunction with the TO Manager, the TCM will initiate acquisition of new TOs or TO updates for commodities under the TCM's control. Notify the TO Manager in writing to rescind obsolete TOs if required. Keep using commands informed of the TO status and anticipated publication date(s). Follow up to ensure TO updates have been completed and that the support requirements of users have been satisfied.

2.8. TO Update Publication.

2.8.1. General. For each PCR, the TO Manager determines if reproducibles will be developed organically or through contractor support.

2.8.1.1. If a production contract is available for contractor preparation of TO updates, the TO Manager forwards copies of AFMC Forms 252 to the responsible procuring agency by letter of transmittal.

2.8.1.2. If a production contract is NOT available and organic development is not practical, the TO Manager forwards copies of the AFMC Form 252 to the responsible contracting office by letter of transmittal requesting preparation by overflow contractors or GPO/DPS assets, as appropriate.

2.8.2. Automated Technical Order System (ATOS). ATOS provides an organic capability to store TOs in a digital database, develop TO updates, and prepare TO reproducible masters. Local procedures covering ATOS will include, as a minimum, the requirement to coordinate all photographs converted to line art with the responsible TCM.

2.8.3. Digital TOs. Many systems are developing new TOs and/or converting existing TOs to formats usable by digital display. The SM must develop procedures for the management and publication of these TOs when existing legacy systems will not work. Areas to be addressed include improvement reporting, reproduction, distribution, and archiving, among others.

2.9. TO Printing. TO Managers arrange for TO printing through the Defense Printing Service (DPS). Printing is usually performed in DPS printing plants or by contract printers through Government Printing Office (GPO) contracts.

2.9.1. An MOA between the TO Manager and DPS may allow direct interface with the GPO when this is more cost effective. Rules also permit some printing of PTOs by contractors; see TO 00-5-3 for limitations.

2.9.2. The TO Manager determines PTO printing quantities according to TO 00-5-3. The distribution activity determines formal TO printing requirements according to paragraph **2.11.**

2.10. TO Reprinting.

2.10.1. TOs are reprinted when the stock balance goes below the total of the reprint level plus the minimum reserve level. A "CIR Reprint Notice" (PCN: G022C-NZP-D9-MD9) is forwarded to the TO Manager through the G022 system. The action column of the ALC Transaction Register will reflect "P1" to indicate the reprint notice was issued. One copy of the notice is forwarded to the TO warehouse. The warehouse will accomplish a physical inventory and advise the distribution activity of exact stock status according to AFMCR 7-1. The TO Manager inputs an AFMC Form 654 "JNA" transaction (**Attachment 2**) if the stock balance in G022 must be corrected.

2.10.1.1. The reprint notice provides TO identification and management data elements, and assists the TO Manager to determine reprint quantities. On the bottom of each reprint notice is a "JP_" transaction format to provide a simple means of updating G022 with the action taken on the reprint notice. When a revised "JP_" transaction is necessary, use an AFMC Form 654 (**Attachment 2**).

2.10.1.2. If the TO Manager determines the reprint level is too high, they will submit an AFMC Form 654 "JND" transaction with the new (lower) reprint level. The reprint requirement clears automatically provided the new level is lower than the stock balance.

2.10.2. The TO Manager indicates reprint action urgency (routine or priority) and provides a deadline for delivery of stock to the warehouse on the request for reproduction. Coordinate with DPS to obtain printing. The TO Manager maintains a record of all reprinting actions in process for assigned TOs, monitors for timely delivery, and updates G022 records.

2.10.3. A supplemental CIR Reprint Notice is issued when backorder quantities have accumulated to a quantity which, minus the quantity being reprinted, would again trigger reprint action. The action code "P2" on the ALC Transaction Register indicates a supplemental reprint notice was issued. The TO Manager will determine whether an amendment to the existing print order is necessary. The "JP_" transaction is the same as for action code "P1" except that the distribution activity will show the new total reprint quantity in columns 52-56. The new quantity will appear on subsequent TO Storage and Issue Reports with the date of the original reprint notice.

2.10.4. When the reprint notice or supplemental reprint notice is not answered by the 23rd transaction cycle following issuance, a "Follow-up on Reprint Notice-TODCA Notice" “stuffer” is sent to the TO Manager. The stuffer notice contains preprinted "JP_" transaction data elements for use as a G022 source document. The ALC Transaction Register will reflect “TODCA NTCE TL.” Additional follow-up stuffer notices will be issued every fifth transaction cycle until the "JP_" transaction processes.

2.10.5. The TO Manager may take the following action when exceptional circumstances are involved and action codes "B, E, and F" do not apply:

2.10.5.1. Forward an AFMC Form 203 to OC-ALC/TILUB requesting the TO to remain active but not to be reprinted. Justification must be annotated in the Remarks block. If the request is approved, OC-ALC/TILUB will change the TO’s status symbol to "A" to indicate a dormant stock position in the master record. When the request does not justify status symbol "A," it is returned with instructions for the TO Manager to furnish additional justification for special processing to HQ AFMC/EN, or initiate normal reprinting for the TO.

2.10.5.2. Status “A” allows all subsequent and backordered requisitions to pass directly to the warehouse for fill action or to the TO Manager to notify the requester why the requisition won't be filled. The TO Manager notifies OC-ALC/TILU immediately of any future change in the status of the TO. All TOs in the “A” category are assigned a "Y" screen code.

2.10.5.3. A “JP_” transaction may be initiated by the TO Manager without a G022 reprint notice if a valid requirement exists. The TO Manager initiates a "JN_" transaction when notified that stock has been received by the warehouse.

2.10.6. Reprinting Department of the Army (DA) Publications. When the Army TM manager cannot provide additional backup stock of joint-use DA publications, the affected TO Manager may have to reprint copies for AF use. When DA publication masters are not available, a printed copy of the publication is sent to DPS for reproduction. Requests for printing and the reproduction assembly sheet will include the following instructions:

2.10.6.1. The TO number is printed on the title page of basic TMs and changes, below the assigned DA TM number, and on all other pages of the reprint. The DA publication number is printed on the title page only.

2.10.6.2. Replace the heavy DA paper cover with a standard Air Force title and "A" page. Do not reflect changes on the "A" page since they are shown in the TO index.

2.10.6.3. Enlarge text and illustrations, if possible, to fill the normal printing area of the standard Air Force page size.

2.10.6.4. Use standard Air Force TO binding, drilling, stapling, etc.

2.11. Reproducible Material Procedures.

2.11.1. The TO warehouse stores reproducible material (negatives, artwork, reproducible copy for TOs, tapes and disks) for assigned TOs, not required by contractors preparing TO updates. The TO Manager preparing a TCTO stores its reproducible material.

2.11.1.1. The warehouse or TO Manager maintains a locator file (database or AFMC Form 407).

2.11.1.2. Reproducible material will be checked for completeness when it is returned for storage, and the return date will be entered in the locator file.

2.11.1.3. Locator files are reviewed every 2 months and follow-up action taken on reproducible material on loan for more than 50 days.

2.11.2. When new reproducible material for a TO change is received, it is inserted in the basic TO. The replaced material is removed from the file and destroyed according to AFMAN 37-139.

2.11.3. Administrative contracting officers (ACOs), TO Managers, and other DOD departments may request reproducible copy according to TO 00-5-2, AFR 66-19, and interservice agreements. A letter of transmittal is filed as a record of shipment. Classified material is handled according to DOD 5200.1-R.

2.11.4. Rescinded TO Reproducible Material. The warehouse (or contractor) storing the material takes the following actions when a CIR Delete Record is received:

2.11.4.1. TOs rescinded for both Air Force and FMS use and not required by other DoD departments: dispose of unclassified reproducible material according to AFMAN 37-139; dispose of classified reproducible material according to DOD 5200.1-R.

2.11.4.2. TOs rescinded for Air Force but retained for FMS or other DoD departments: retain material required for FMS TOs; transfer material for TOs used by another DoD department to that department.

2.11.4.3. Retain reproducible material for completely rescinded TOs (other than TCTOs) for a period of 2 years.

2.11.4.4. Retain TCTO reproducible materials for 6 months after rescission.

2.11.5. Other DoD departments may request rescinded TO reproducible material according to AFR 66-19. If available, the material will be transferred (not loaned) to them.

2.12. Post-publication Reviews. Perform post-publication reviews after formal TOs have been delivered to the using commands, to evaluate and improve the TOs. There are two types of post-publication reviews: command reviews and currency reviews.

2.12.1. Command Reviews. Held according to TO 00-5-3; participants include the TO Manager, TCM, and using command representatives.

2.12.2. Currency Reviews.

2.12.2.1. The responsible TCM reviews unclassified TOs that have not been updated for five years for currency.

2.12.2.2. Review classified TOs at every update, but no less than annually, for currency and possible reclassification. Reference the military system or commodity Security Classification Guide or DD Form 254 (DOD Contract Security Classification Specification), according to DOD 5200.1-R/AFI 31-401.

2.13. TO Rescissions.

2.13.1. Perform the following actions before rescinding a TO, whether the need for rescission is identified internally or through receipt of a post-publication review notice. The TCM will:

2.13.1.1. Identify all affected users of the TO.

2.13.1.2. Advise all affected managers (SMs, SAP, etc.) of the proposed rescission. If the TO is joint-service, follow AFR 66-19 procedures to notify other DOD activities. Ensure the notification includes, as a minimum, known operational systems, commodities and related TOs involved. Include the part number, type, model and series of items to which the TO proposed for rescission applies, and include information on any replacing data.

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

2.13.2. The TCM routes AFMC Form 203 rescission requests on published TOs through the responsible TO Manager to OC-ALC/TILUB according to **Attachment 2**. TILUB inputs actions to adjust G022 records. Publish official notice of a TO rescission in the applicable TO Index. The record remains in the ICRF as "inactive." The record is dropped from the ICRF concurrently with disposal of the TO record copy after 6 years. Rescission requests for nuclear TOs are sent to SA-ALC/NWTD.

2.14. Reinstatement of TOs. The TO Manager requests reinstatement of TOs as if entering a new TO (**Attachment 2**, **paragraph A2.2.2.**). When any basic TO is reinstated, OC-ALC/TILUB removes the inactivation entry for that TO from the TO Index History File. This prevents premature listing of the TO in the ALC Disposal Review List.

2.15. Requisitions Using AFTO Form 276.

2.15.1. ALC distribution activities can use AFTO Form 276 to requisition TOs. They will complete the form as outlined in TO 00-5-2, except for block 1 which will contain only the TO number.

2.15.2. When the warehouse receives replenishment stock of a change, backorders are automatically released for shipment using a mechanically-prepared AFTO Form 276. The data elements will be as outlined in TO 00-5-2 except:

Block 1. The date of the change will not be shown.

Block 4. The number of the original request will be reflected, with a computer assigned control number below it.

Block 8. The type requisition will be one of the following:

"0" - Priority, screen code N.

"1" - Routine, screen code N.

"2" - Priority, screen code Y.

"3" - Routine, screen code Y.

2.16. Requests For Printing Quantity And ID Instructions. Submit requests for printing quantity and ID instructions using an AFMC Form 632 (**Attachment 2**) or by letter/message to the appropriate distribution activity. Printing quantities are based on valid ID requirements on record in the G022 system, plus a percentage for depot backup stock. The G022 System produces ID labels for mailing the reproduced publications.

2.16.1. The distribution activity determines Initial Distribution (ID) printing requirements from the ALC CIR Master. ID data for the basic manual are normally used for the ID printing quantity; exceptions are listed in TO 00-5-2. Ensure that ID data for the proper security classification of TO are used. When sufficient data aren't present in the ALC CIR product to set up ID printing requirements, the TO Manager may contact OC-ALC/TILUB for assistance in setting up printing quantities.

2.16.2. The distribution activity sets up backup stock printing requirements for use in filling anticipated requisitions. In computing printing requirements, they consider the life expectancy of the TO based on type, programmed use, and any established change or revision cycle; consumption rate on similar TOs or previous issue of the TO; status of the TO as it appears in the CIR; present and planned programming of the weapon or space system equipment, or material to which the TO applies; and organizations scheduled to be activated, but presently having no requirement set up, and organizations presently having a small requirement which may be increased at an early date.

2.16.3. The distribution activity sets total printing quantity for TOs, except TCTOs, by adding the computed backup stock quantity to the ID quantity. Total printing quantity for TCTOs is computed by adding the computed backup stock quantity and any additional specific requirements, to the ID quantity. Total printing quantities for supplements and changes are computed by adding to the ID quantity the number of copies needed for assembly with basic TO stock on hand, plus the number of copies to fill requisitions from TODOs which fail to receive supplements or changes distributed under normal G022A system operation. When a supplement is incorporated in a change or revision within 90 days, or when a change is incorporated in a revision within 90 days, the backup stock is reduced accordingly.

2.16.4. When a requestor directs forwarding ID instructions for a classified TO directly to the distribution source, government or contractor, distribution will not be made until distribution activity approval is given. Any labels directed to be withdrawn will be sent to the distribution activity.

2.16.5. Routine requests should be made approximately 10 days before printing. Urgent requests may be made by electrical message or phone, but must be held to the minimum. Each non-AFMC Form 632 request (letter or message) will contain the following information in the sequence shown:

2.16.5.1. "Request printing and distribution instructions for the following TO be sent to (list forwarding instructions). "

2.16.5.2. The complete TO number including dashes, parentheses, etc.

2.16.5.3. The type of TO increment (new, change, revision, TCTO, supplement, TOPS, etc.)

2.16.5.4. The change number, when applicable.

2.16.5.5. The classification when applicable.

2.16.5.6. The TO date.

2.16.6. The type of TO: Technical Manual, TCTO, Methods and Procedures, abbreviated, supplemental manual, index, film (including microfilm & microfiche), digital, etc. **Note:** For TO changes and supplements enter the type and date of the basic TO.

2.16.6.1. The TOPS number when applicable.

2.16.6.2. Any pertinent remarks (any special data applicable, such as the distribution statement according to DODD 5230.24.

2.16.6.3. The government printing contract number and job number.

2.16.6.4. The printing activity POC and address point.

2.16.6.5. The government POC name and telephone.

2.16.6.6. The estimated printing completion date.

2.16.6.7. The replacement note from the TO title page.

2.16.6.8. The DPS or GPO POC, telephone number and address, when applicable.

2.16.6.9. The number of pages in the TO to be distributed.

2.17. TO Warehouse Procedures. The warehouse will process TO requisitions according to AFI 37-162, AFMC Sup 1 and AFMCR 7-1.

2.17.1. Receive and fill requisitions (AFTO Forms 221 and 276). Process AFTO Forms 221 according to AFMCR 7-1. Note: Letters or e-mail may be used in lieu of the below AFMC Forms.

2.17.2. Report receipt of TO publication stock to the TO Manager using AFMC Form 145 according to AFMCR 7-1.

2.17.3. Initiate an AFMC Form 145 to notify the TO Manager that ID labels are required for TO stocks received without labels.

2.17.4. Report completion of distribution and backup stock levels using AFMC Form 145.

2.17.5. A partially prepared AF Form 310 may be sent to the warehouse with a requisition for classified TOs. The warehouse will complete it and ensure appropriate handling and recording of the form.

2.18. Air Force TO Repository.

2.18.1. A copy of each TO must be preserved in the Air Force Official TO Record File (Repository) to comply with record retention provisions of the Federal Records Act and to ensure preservation for Air Force needs. TOs are held for 6 years after rescission and for any additional time necessary to ensure all usage requirements are satisfied according to AFMAN 37-139.

2.18.1.1. OC-ALC/TILUB is the custodian of the Air Force Official TO Record File and the Rescinded TO File.

2.18.1.2. The distribution activity ensures that a copy of each TO and TO increment is provided to OC-ALC/TILUB for indexing and placement in the TO Repository. A distribution label for OC-ALC/TILUB must be included in each deck of labels for initial distribution of a TO or TO increment.

2.18.1.3. Reproduced copies of inactive TOs required to perform assigned duties are obtained from OC-ALC/TILU according to TO 00-5-2 and procedures in paragraph **2.19.** below.

2.18.2. The responsible distribution activity reviews TOs 6 years after inactivation to determine if there is a continuing need to retain the file copy. If not, the copy is eliminated.

2.18.2.1. OC-ALC/TILU forwards the review list of tos rescinded 6 years (PCN: Q-G022B-HYA-QH-MQH) semiannually to each ALC Home Office. The report is prepared from the G022B system. The Home Office distributes the list to the appropriate SMs for necessary review and annotation of TOs to be retained.

2.18.2.1.1. The reviewing activity ensures that contracts are closed, equipment is dropped from inventory, and Air Force obligations to other users (Air National Guard, Air Force Reserve, SAP countries, FMS customers, etc.) have been satisfied.

2.18.2.1.2. The reviewer also coordinates with the local office of the Judge Advocate and HQ USAF/ JACL/JACP to ensure there are no unsettled claims by or against the US Government, incomplete investigations, litigations, or other actions involving the rescinded TO.

2.18.2.1.3. The annotated listing is returned to OC-ALC/TILU within 60 days after receipt, accompanied by a completed retention request for each TO to be retained for more than 6 years. The request will be in 80-column format and include:

Table 2.1.

rp	Input
1-3	Document Identification ("XEA").
4-5	ALC (two-digit ALC code).
6-30	TO Number.
31-33	Leave Blank
34	Exception Code ("H").
35-37	Transaction Code ("C88").
38-39	Leave Blank.
40-45	TO Date (YYMMDD, from Review List above).
46-51	Date Next Review is Requested.
52	Reason for Retention.
	"L" – Usage for litigation purposes as certained through Judge Advocate activities.
	R-Retained for requirements otherthan code “L” above.
53-80	Leave Blank

2.18.2.2. As monitor of the TO Repository, OC-ALC/TILU:

2.18.2.2.1. Maintains a suspense, receives disposal review replies from the SMs, and inputs retention data to the G022B system.

2.18.2.2.2. Sends a disposal list of tos rescinded 6 years (PCN: Q-G022B-HYA-QH-MQH) semiannually to the US Air Force Museum, Wright-Patterson AFB OH, to offer the TOs for possible inclusion in their historical collection.

2.18.2.2.3. Upon receipt of the museum’s list of requested TOs, forwards them to the museum and takes action to dispose of the remaining TOs.

2.19. Servicing Requests for Inactive TOs. Distribution activities, in coordination with TCMs, determine the releasability of inactive TOs according to TO 00-5-2, AFI 37-131, AFI 61-204, DoD 5200.1-R, and the other appropriate directives. Requests for inactive TOs are received by the responsible SM and forwarded to OC-ALC/TILU after review and approval. Requests to OC-ALC/TILU must be signed by the TO Manager, TCM, or persons authorized to make emergency requests. Each SM furnishes a list annually to OC-ALC/TILU, naming representatives authorized to make emergency requests. OC-ALC/TILU won't accept requests directly from other requesters for inactive TOs.

2.19.1. The SM review includes screening inactive TO requests against the Master Index History List to:

2.19.1.1. Ensure that requested TO is in fact inactive (requests for active TOs must be filled from stock).

2.19.1.2. Determine if the requested TO is available in the Repository or has been purged.

2.19.2. The Master Index History List (PCN: Q-G022B-HTE-QH-2QH) is the complete record of all TOs in the Repository. Data elements are listed in **Attachment 2**.

2.20. Transfer of TO Responsibility.

2.20.1. Responsibility for TOs and content management usually transfers to the new SM or ALC if the system or equipment covered by the TOs is transferred. Both SMs must agree before any transfer can occur. The gaining TO Manager coordinates with the supporting TO warehouse function to determine possible impacts. The losing TO Manager submits an AFMC Form 654 "JKA" transaction (**Attachment 2**) to transfer TOs and G022 records. For unpublished TOs, the "TO Date" (rp40-45) is left blank. The losing TO Manager must coordinate proposed transfers to non-AFMC activities with Det 2, ESC/AV-2 before taking any action.

2.20.2. The "JKA" transaction will requisition existing stock for shipment to the gaining warehouse. The gaining TO Manager advises all parties of the date TO stock must be in place for filing requisitions ("effective date transfer to be completed," columns 52-57). The losing warehouse function determines the best method of shipment to meet the schedule. When a "JNT" transaction (AFMC Form 654) is not processed by the effective date of transfer, a stuffer notice is generated and furnished to the gaining TO Manager. The ALC Transaction Register will reflect "TODCA NTCE TT" and the stuffer is titled "Follow-up on Stock Transfer – TODCA NOTICE." The stuffer contains preprinted "JNT" transaction data elements to allow for its use as a G022 source document. Follow-up stuffer notices are then issued every third transaction cycle thereafter until the "JNT" transaction processes.

2.20.3. When processing the "JKA" transaction, the G022 computes a 30-day stock retention quantity and adds the minimum reserve level. The first transfer requisition issued by the computer is for the existing quantity of stock on hand at the losing warehouse above this total. The requisition will be for approximately one-half the quantity-on-hand plus the minimum reserve level when the quantity on hand is equal to or less than the 30-day retention level. When the transfer quantity is very small, the gaining TO Manager takes immediate action to obtain additional stock. The losing warehouse function directs shipment of any in-process reprint or revision stock directly to the gaining warehouse. When a TO has a zero stock balance upon receipt of a "JKA" transaction, the G022 record is changed to the gaining ALC. The gaining TO Manager must submit a "JNT" transaction when stock replenishment is received.

2.20.4. A TO Stock Transfer Notice (PCN: A-G022C-NZR-D9-MD9) is forwarded to the gaining TO Manager for suspense and follow-up actions with the losing TO Manager as necessary. Upon receipt of the notice, the gaining TO Manager thoroughly researches and reviews this printout to obtain management data, status of the transaction, the amount of stock being transferred, and inputs an AFMC Form 654 "JL_" transaction (**Attachment 2**, paragraph **A2.2.9.**) to ensure the master record reflects the TO manager codes of the gaining TO Manager. The TO Manager also follows up with the losing ALC and coordinates with the TO warehouses involved to ensure the transfer is completed by the effective date. The Stock Transfer Notice contains TO status and management master record data from the CIR (**Attachment 2, paragraph A2.7.**).

2.20.5. Daily requisitions are issued to the losing warehouse for the retained stock. Once the initial transfer is received by the gaining warehouse ("JNT" transaction), the G022 issues a final transfer requisition to the losing warehouse for any remaining stock balance. The gaining ALC code and first transfer stock balance is input to the G022. The applicable TO index is updated. Subsequent TO requisitions are sent to the gaining ALC. When the final transfer requisition (if any) is received, the gaining ALC submits the additional stock balance by "JNB" transaction. Any requisition which couldn't be processed for lack of stock at the transferring warehouse is sent to the gaining warehouse by cover letter for action.

2.20.6. When a TO revision is being printed at the time of responsibility transfer, the impending transfer is entered in G022 along with effective date of transfer. The losing TO Manager must take immediate action to ensure the backup stock of the new revision is shipped to the gaining warehouse. The gaining TO Manager must process an AFMC Form 654 "JM_" transaction (adding the stock record) on receipt of the revision. All subsequent actions are made to the gaining ALC. The gaining TO Manager must submit a "JNT" transaction for the old basic TO (old publication date in rp40-45) before the G022 will accept the "JM_" transaction.

2.20.7. If a TCTO is about to be rescinded, a transfer requisition is issued to transfer the stock; but shipment of the stock is at the discretion of the transferring warehouse. The G022 record is automatically deleted on the scheduled rescission date regardless of transfer action. The gaining TO Manager must submit an AFMC Form 654 "JNE" transaction (TCTO rescission date adjustment) immediately if the TCTO is to be retained, after which the ALC code may be changed.

2.21. TO Stock Disposal Actions.

2.21.1. The TODCA requests the warehouse to destroy incomplete sets of basic TOs, TOPS, and changes according to TO 00-5-2 when complete reprints are received.

2.21.2. When a TO, TO supplement or TCTO is inactivated (rescinded or replaced) for Air Force and FMS, a "CIR Delete Record" is generated. G022 produces a "CIR Delete Record" for the previous edition of the TO when an AFMC Form 654 "JMA" transaction (add TO record) for a revision (rp31 = “R”) is processed. For revisions, the record is checked and forwarded to the warehouse for stock disposal. For rescissions, hold the record until the TO number is dropped from CIR. The ALC Transaction Register will reflect "TODCA NTCE TF" for the above actions. An inactivated TO record will remain in the CIR for 6 months. When the record is dropped from the CIR a "TO Stock Disposal Notice" is produced. This notice is checked and sent to the warehouse for stock disposal. The ALC Transaction Register will reflect "TODCA NTCE TD" for these notices.

2.21.3. When the Air Force decides to rescind a joint-use publication for which it is the cognizant activity, other service users will be notified according to AFR 66-19.

2.22. Changing Data Elements in G022 Management Data Records. When correction, addition, or deletion of G022 data elements is required, submit changes using AFMC Forms 203, 204 or 654 as appropriate. Form completion is described in **Attachment 2.**

2.22.1. AFMC Form 203. The TO Manager uses the AFMC Form 203 for changing the following information:

2.22.1.1. TO Title, System Application, and Management Data. Change title elements which affect requirements for the TO or which may cause renumbering due to significant changes in TO equipment coverage and scope or changes in the type of manual or media. All inputs include the “XEAH” identification line, but only the transaction lines covering the changed data elements are completed. Enter only the data elements being changed or added for each transaction. Indicate deletions in block 17, Remarks, and place an asterisk (*) in the block for the data element being removed.

NOTE: This method is only used on unpublished TOs. Changes to published TO titles are made by OC-ALC/TILU upon receipt of an ID copy of the change or revision with a corrected title.

2.22.1.2. Security Classification. Submit the form for automatic classification downgrading of unpublished TOs for which no new title page will be issued. Block 17 will show the effective date of the downgrade to assist OC-ALC/TILUB in scheduling an index change. When a title page is issued to change TO classification, TILUB changes the the index upon receipt of the title page through ID.

2.22.1.3. Cancelling Unpublished TOs. Complete blocks 1, 2, 16 and 17 for TO cancellation. Block 2 will be checked "cancel," and block 17 will give the reason for cancellation.

NOTE: Published TOs must be rescinded rather than canceled when the requirement no longer exists. TOs won't be canceled for the purpose of renumbering.

2.22.1.4. Changes to TCTO-Unique Management Data Elements. Submit transaction codes "BD4" (delete) or "BA4" (add), using either the AFMC Form 203 or an 80-column DISN message in the same format.

2.22.1.5. Adding Joint Service Control Activity Codes. When another service becomes a user of an existing Air Force TO, the TO Manager submits a "JAN" transaction to input the Joint Service code (rp60) showing the Air Force as the controlling activity. The TO Manager submits changes for existing control activity codes in the same manner.

2.22.2. AFMC Form 204. The AFMC Form 204 is used to change data on equipment covered by a TO in the ICRF.

2.22.3. AFMC Form 654. The AFMC Form 654 is used for changing information on warehouse stock levels or manager screen codes ("JN_"), manager codes ("JL_"), TCTO rescission dates ("JNE"); transferring TOs to different managers ("JKA"); placing orders on backorder ("JG_"); making a CIR inquiry ("JW_"); adding or cancelling requisitions; and reporting reprint action ("JP_"). All inputs include the "XEAH" identification line, but only the transaction lines covering the changed data elements are completed. Enter only the data elements being changed or added for each transaction.

2.22.4. DISN 80-Column Message Formats. The TO Manager corrects or deletes certain data elements in the CIR and ICRF file by input of an 80-column message formatted according to **Attachment 2**, paragraph **A2.6.**

Chapter 3

TECHNICAL ORDER IMPROVEMENT SYSTEM (TOIS) (G022D)

3.1. Forms.

3.1.1. AFTO Form 22. TO 00-5-1 contains overall policy and detailed instructions for initiating and processing AFTO Forms 22.

3.1.2. AF Form 847, **Recommendation for Change of Publication**. AFI 11-215 contains policy and procedures for use of AF Forms 847. AF Forms 847 are not entered or tracked in the TOIS, although resulting updates are submitted on an AFMC Form 252, which is tracked.

3.1.3. AFTO Form 27. TO 00-5-3 contains policy and procedures for use of AFTO Forms 27; do not enter or track them in the TOIS.

3.1.4. AFTO Form 135. TO 00-25-195 provides instructions on use of the AFTO Form 135 to request SMR Code changes in TOs. AFTO Forms 135 are not tracked in the TOIS.

3.1.5. AFMC Form 202. Depot maintenance activities request and receive technical data for procedures and repairs beyond existing TO authority under work stoppage and non-work stoppage conditions according to **Chapter 5** of this instruction. Under certain circumstances, the data may be included in TOs through use of the AFMC Form 252.

3.1.6. AFMC Form 252. The TO's content manager (TCM, FMM, or TO Manager) initiates and submits an AFMC Form 252 to document approved updates received on any of the above forms, or detected through TO review. This form allows input of multiple changes, in the exact TO wording and format.

3.2. Technical Order Improvement System. This chapter provides procedures for ALC processing of AFTO Forms 22 and AFMC Forms 252. Do not enter AF Forms 847 or AFTO Forms 27 in the TOIS. Proposed changes to nuclear weapon TOs managed by SA-ALC/NW or EOD TOs managed by the Naval EOD Technology Division are not entered or tracked in the TOIS. Descriptions of management reports produced by the TOIS are in **Attachment 2**.

3.2.1. ALC TO Manager Procedures. Route AFTO Forms 22 received at an ALC directly to the TO Manager. The TO Manager records them in the TOIS within specified time limits (**Figure 3.1.**). TO 00-5-1 specifies maximum ALC processing times and exceptions for each type of report. The action or response time parameters begin with receipt of the report by the responsible TO Manager. They end when an update is distributed or the improvement report is disapproved or determined to be a duplicate submission. The TO Manager will:

3.2.1.1. Receive AFTO Forms 22 for urgent, priority and routine reports; or a message for emergency reports. Prepare an AFTO Form 22 for emergency reports and attach to the message.

3.2.1.2. Ensure blocks 16A through 16C of all reports except emergency messages document command certification. Return non-certified reports to the originator. Enter the statement "Returned for command channel routing, in accordance with TO 00-5-1, paragraph 5-3.3" in block 11 of the form.

NOTE: Those system and commodity SMs no longer using the G022 System to track AFTO Forms 22 will develop their own methods for tracking and reporting actions and processing times. See **Figure 3.1.** and **Attachment 2**.

3.2.1.3. Input reports in the TOIS by completing the AFTO Form 22 as follows:

3.2.1.3.1. Enter the ALC code in block 10, report position (rp) 5, as follows:

A - AFMETCAL, Det 1	L - WR-ALC
F - SM-ALC	P - SA-ALC/TILD
G - OO-ALC	W - SA-ALC/NWTD
H - OC-ALC	

3.2.1.3.2. For emergency reports, enter the TO and improvement report numbers extracted from the message in the block 10 positions.

3.2.1.3.3. Complete the block 20 positions in the DAA transaction line as follows:

rp 49-54 DATE RECEIVED (YY MMDD). Precede single digits with a zero.

rp 55-60 DATE TO MGR (YYMM DD). Enter date report forwarded for evaluation.

rp 61 MANAGER. Leave blank if report is forwarded to the TCM; enter "1" if report evaluated by TO Manager.

rp 62 TRANS CODE. Enter ALC code if transferred to another ALC.

NOTE: Reports addressed to the wrong ALC are entered in the system by the receiving ALC. They are forwarded to the responsible ALC by cover letter when the transfer action is recorded in the system.

rp 67 DOWN GRD. Enter change of category as established by report evaluator. For priority reports, enter "U."

rp 63-66 & 68-80 (Reserved).

3.2.1.4. Verify TOIS entries through use of TOIS "Transactions Processed" list, PCN: A-G022C-1VG-D9-MD9, and "Improvement Report Master" microfiche, PCN: A-G022C-1VS-D9-2D9.

3.2.1.5. Forward improvement reports recommending technical changes to the TCM responsible for evaluation within the time limits specified in **Figure 3.1.** The TO Manager evaluates reports recommending publication style and format changes or new types of TOs and forwards them for approval according to TO 00-5-1.

3.2.1.6. Monitor the processing of reports within the time limits set up in **Figure 3.1.** by maintaining an Approved Report Control Log, PCN: A-G022C-1VU-D9-MD9, until the recommended changes are distributed or closing action (duplicate or disapproved) is entered in the system.

3.2.1.7. Furnish a copy of the applicable TOIS "Transactions to Report Manager" listing to each SM evaluating reports. Maintain one copy for TO Manager records.

3.2.1.8. Update report status by entering TCM replies in the G022 system. Review ITOs or AFMC Forms 252 submitted for approved reports, and develop formal updates to incorporate them in the TO.

3.2.1.9. When limiting factors prevent publishing updates immediately, update a copy of the AFTO Form 22 and enter it in the G022 as follows:

3.2.1.9.1. In the block 20 DBA line, rp 24, cross out "A" and enter "C" (“DBC” transaction).

3.2.1.9.2. Enter DEFERRED in rp 55-66.

3.2.1.9.3. Enter the date publication action is expected (YYMMDD) in rp 67-72.

3.2.1.10. At the end of the deferred status, prepare and process a copy of the report as a ”DBC” transaction, with “PUBLICATION” in rp 67-72. If action has not been taken 7 days before the resolution date, issue a TOIS “Resolution Date Notice.”

3.2.1.11. The Approved Report Control Log is required for automatic distribution of updates. The top portion provides a “DEA” transaction to be entered in the G022 system when the incorporating issue is available. The TO Manager maintains the bottom portion of the log until distribution is complete, and retains the file for eight months. Complete the DEA transaction as follows:

rp 49-51	Revision Number.
rp 52-54	Change Number.
rp 55-60	Supplement Number.

NOTE: Prefix revision or change numbers of less than three digits with zeros. Supplement numbers start in rp 55 and are suffixed with blanks.

3.2.1.12. When an AFMC Form 632 ("JE__" transaction) is processed before the DEA transaction, automatic distribution of the update is nullified. Prepare and process a copy of the report as a ”DBC” transaction, with “DISTRIBUTED” in rp 55-66 and the date of distribution.

3.2.2. TCM Procedures. The SM responsible for a system or commodity assigns responsibility for the content of applicable TOs to a TCM. Specific TCM improvement report procedures are:

3.2.2.1. Evaluate the recommended improvement and determine actions required. Actions include downgrading the priority when possible. Coordinate downgrades with the approving Command Control Point (CCP -- TO 00-5-1). Ensure the recommended change is appropriate and accurate in every respect. Ensure it complies with the applicable specification for depth of coverage and reading grade level (RGL).

3.2.2.2. For emergency reports, the interim supplement or TCTO, or notification message of downgrading, duplicate report, or report disapproval is the only reply required to initiators. For approved reports, deliver a copy of the interim supplement or ITCTO to the TO Manager with an AFTO Form 22 completed according to paragraph **3.2.2.3.** For downgraded or disapproved reports, delivers a copy of the notification message to the TO Manager with a completed AFTO Form 22.

3.2.2.3. Use the AFTO Form 22 to evaluate, update status and make replies to other reports. Complete blocks 17 through 26. Blocks 17 & 18 are auto-filled with the addresses from blocks 2 and 4 by the EF version of the form. Block 19 must include the TCM’s name, mailing address, DSN, and e-mail or FAX numbers. Use copies of the original report to make interim replies when interim action is taken, such as downgrading, advisement, or abeyance. Blocks 22 through 24 do not require completion for interim replies.

3.2.2.3.1. Use the block 20, DAA transaction line, for changing the report priority, or to re-route reports to other ALCs for response. Change rp 48 from **A** to **C** ("DAC" transaction) when information on the line changes. Enter "U" or "R" as appropriate for downgrading, or the ALC code for transfers.

NOTE: Do not use "P" (for priority) until G022 programming is updated.

3.2.2.3.2. Use the DBA transaction line for all other actions, whether advisement, abeyance, approved, disapproved, or duplicate. Complete the line as follows:

rp 49-54 DATE FROM MGR (YY MMDD). Precede single digits with a zero.

rp 55-66 ACTION TAKEN. Beginning with rp 55, enter action as follows (see TO 00-5-1):

Abeyance - Requires an entry in rp 67-72, Resolution Date. The maximum allowable time is one year after AFTO Form 22 receipt for evaluation, plus 180 days for publishing and distribution.

Advisement - Requires an entry in rp 67-72, Resolution Date. The date will be the maximum report processing time, extended by any 45-day advisement periods.

Duplicate - Enter the previous AFTO Form 22 number in the Remarks block. This is closing action for the report.

Disapproved.

Approved - Improvements are considered approved if the intent of the recommendation is incorporated in the TO even if the wording is changed.

rp 67-72 RESOLUTION DATE (YY MMDD). The date is the projected date for the final reply to the report.

rp 73-80 (Reserved).

3.2.2.3.3. Complete block 21, Remarks, to explain actions taken to the initiator, except for abeyance which requires no comments. Include reasons for any modifications to the recommended change, justification for downgrading or disapproval, and duplicate AFTO Form 22 numbers. Also enter justification for awarding intangible versus tangible suggestion benefits (block 22), or the calculations for the amount of tangible benefits.

3.2.2.3.4. Complete blocks 22, 23 and 24 on all approved AFTO Forms 22.

3.2.2.3.5. Enter the date the reply is dispatched from the SM in block 25. The TCM will sign block 26 if a supervisor's signature is required in block 27. When authorized to release the reply, the TCM may sign block 27 (TO 00-5-1).

3.2.2.3.6. The TCM submits AFTO Form 22 review status and actions to the TO Manager for update in the G022 system. Return an annotated copy of the form to the addressees in blocks 17 and 18. For approved reports, the TCM either develops and transmits an interim TO (ITO) or submits an AFMC Form 252 (PCR) to the TO Manager. The TO Manager uses the ITO or PCR to develop a formal TO update, coordinates it with the TCM, and publishes and distributes it.

3.2.3. Technical data are sometimes contained in or affect related data in multiple TOs, whose responsibility belongs to different SM organizations. The TCM responsible for generating a change to any

TO must make every effort to identify other affected TOs, and coordinate with and submit corresponding changes to the TCMs of those manuals.

3.2.4. Disapprove AFTO Forms 22 submitted on computer program or equipment deficiencies and refer the initiator to TO 00-35D-54 for reporting non-TO deficiencies. Also disapprove AFTO Forms 22 determined to be ineligible according to TO 00-5-1, Chapter 5.

3.2.5. When the TCM has made an interim reply, follow-on replies must be made on or before the specified resolution date. Complete follow-on replies as specified above, except in DBA line rp 48, cross out the **A** and enter **C** ("DBC" transaction). A TOIS "Resolution Date Notice" is issued if follow-on status is not processed into the mechanized system seven days before the resolution date.

3.3. TOIS Reporting for Joint Service TMs.

3.3.1. Handle proposed changes to Joint Service TMs managed by the Air Force (cognizant activity code F) according to paragraph **3.2.**

3.3.2. The Air Force TO Manager handles receipt and TOIS entry of proposed changes to Joint Service TMs managed by another DOD component like any other TO.

3.3.3. The Air Force TCM evaluates the recommended TM improvement and determines required actions. (**Note:** Downgrading report priority is not appropriate when the TM is the responsibility of another DOD component.)

3.3.3.1. For approved reports, the TCM issues an Air Force-only interim supplement or submits an AFMC Form 252 for a formal supplement to the TO Manager, according to the priority of the report. Furnish a copy of the approved AFTO Form 22 to the responsible DOD component according to AFR 66-19.

3.3.3.2. The TCM furnishes an information copy of disapproved AFTO Forms 22 to the responsible DOD component (they may implement for their service).

3.3.3.3. When a report is placed in Abeyance or Advisement status, notification of the responsible DOD component is not required. After approval or disapproval of such reports, process them according to paragraphs **3.3.3.1.** or **3.3.3.2.** Do not refer duplicate reports to the other service. Do not use "deferred" for these TMs.

3.3.4. Rescind any AF-only supplement if the other service incorporates the change in the TM.

3.4. Processing AF Form 1000 Packages . TO 00-5-1 specifies the general policies and procedures for handling suggestions affecting the TO System.

3.4.1. Answer a stand-alone suggestion which causes a TO change using the AF Form 1000-1. Attach a copy of the AFMC Form 252 implementing the change to the package. The AFMC Form 252 is authority to close out the suggestion. An AFTO Form 22 is not required.

3.4.2. A confirmatory suggestion based on an approved AFTO Form 22 should not require action above the Base Suggestion Office, which will accept the suggestion and base the award on the information provided by the AFTO Form 22.

3.4.3. If the evaluation section of the AFTO Form 22 was not completed, or if the initiator disputes the amounts indicated, the suggestion will be routed through Suggestion Program channels to the

TCM for completion of an AF Form 1000-1. The approved AFTO Form 22 must be attached. Suggestions can not be used to dispute a disapproved AFTO Form 22.

3.5. AFMC Form 252 Procedures (Based On AFTO Forms 22).

3.5.1. An AFMC Form 252 is required for all TO publication actions, including requests to formalize and incorporate interim safety and operational supplements. It is not required to issue an IOS or ISS.

3.5.2. Check the appropriate index to ensure the latest TO and change is used when preparing a PCR.

3.5.3. Consolidate multiple routine AFTO Forms 22 affecting the same TO on one AFMC Form 252 whenever possible. All AFTO Forms 22 on hand or received prior to the AFMC Form 252 time limit (**Figure 3.1.**) should be included. (The same rule for use of AFMC Forms 252 applies when used with an AF Form 847 or an AFTO Form 135). Complete only the Publication Number, Publication Title, and Project Number (blocks 3, 5, and 6) on the second and and subsequent forms. AFMC Forms 252 may include both TCM-generated changes (**paragraph 3.6.**) and AFTO Form 22 changes for the same TO.

3.5.4. The responsible TCM completes the AFMC Form 252, attaches the AFTO Form(s) 22 to it, and obtains all required coordination and supporting documentation prior to entering the "date prepared." The TCM retains the official file copy of the package.

3.5.4.1. Product or Materiel Group managers are sometimes responsible for commodity items covered in end item TOs managed by an SPD. These managers must review end item TO AFMC Forms 252 which affect their commodity.

3.5.4.2. Coordinate AFMC Forms 252 with the applicable safety office. Coordinate forms affecting Non-Destructive Inspection (NDI) manuals and procedures the prime ALC NDI manager. Coordinate forms applicable to military systems or commodities operated by foreign governments (i.e., Foreign Military Sales and European Participating Air Force) through the Air Force Security Assistance Center (AFSAC). AFSAC Country Managers initiate development of related updates to Country Standard TOs (CSTOs).

3.5.5. The TCM submits the coordinated and approved AFMC Form 252 to the TO Manager. The TO Manager enters it in the G022 or other improvement report tracking system and publishes and distributes the TO update. A first-level or higher level supervisor must approve urgent or priority processing of AFMC Forms 252. The TCM provides an information copy of PCRs affecting depot maintenance TOs to the maintenance directorate for planning purposes. Do not implement approved PCR changes until the interim or formal TO update is published. EXCEPTION: AFTO Forms 22 initiated by a depot or AFMETCAL, Det 1, or issued against ICBM Depot Control Manuals (paragraph **3.8.**) may request early implementation authority. If approved, the TCM will annotate or stamp "Approved for Implementation" in red on the top of the AFMC Form 252 implementing the AFTO Form 22 (see also **Chapter 5**).

3.5.6. Complete the AFMC Form 252 as follows:

3.5.6.1. The TCM enters the date the fully-coordinated form is forwarded to the TO Manager in the "Date Prepared" block. The TO Manager enters the date received in the block provided.

3.5.6.2. Block 1, To. Enter the complete 3/4 line address of the TO Manager responsible for the TO.

3.5.6.3. Block 2, From. Enter the complete 3/4 line address of the TCM responsible for the TO.

3.5.6.4. Blocks 3, 4 & 6, Publication Number, Publication Date/Latest Change, And Publication Title. Self-explanatory.

3.5.6.5. Block 5, Project Number. Enter the improvement report number shown in rp 31-45 of the AFTO Form 22. If more than one AFTO Form 22 is included on the form, list all the numbers; continue in block 17 if required.

3.5.6.6. Block 7, Type. Indicate the type of TO update being requested. The type must meet the priority issue requirements of TO 00-5-1.

3.5.6.7. Block 8, Need Date. Entry required only if the update is required in less than the normal TO publishing turn-around time.

3.5.6.8. Block 9, Hardness Critical Item. Indicate "yes" or "no" if the change affects Nuclear Hardness Critical procedures or equipment TOs. Enter "N/A" for MPTOs and other non-nuclear-related TOs.

3.5.6.9. Block 10, TCTO Number. Enter the number if the change is the result of a TCTO.

3.5.6.10. Block 11, Codes. Enter the parent TO's distribution code and reason from DODD 5230.24. Indicate if the TO contains export controlled data.

3.5.6.11. Block 12, Safety Review (OSHA). Obtain Safety Office coordination in this block. Check "N/A" if **Chapter 1** specifically exempts the type of TO or update, or if no safety-related procedures are involved.

3.5.6.12. Block 13, Wpns Safety/Nuclear Surety Technical Evaluation. Check "N/A" or obtain Safety Office coordination in this block when applicable. Perform a Nuclear Surety Technical Evaluation according to **Chapter 1**.

3.5.6.13. Block 14a, Foreign Disclosure (FDPO). Check "N/A" or obtain Foreign Disclosure Policy Office coordination for all updates to TOs with distribution statements other than "A."

NOTE: The FDPO may waive coordination on AFMC Forms 252 when the parent TO or series of TOs is for a non-releasable system or commodity (such as nuclear weapons). In these cases, the TCM will enter the non-release statement in block 14b.

3.5.6.14. Block 14b, Authorized To. The FDPO enters applicable country codes or "Not Authorized for Release."

3.5.6.15. Block 15, RGL Certification. Check "AFTO Form 124" when one has been prepared. Check "N/A" if the guide below does not require RGL computation:

3.5.6.16. Do not compute RGL if changing two or less consecutive pages of text.

3.5.6.17. Compute RGL on only the changed text when changing two or more consecutive pages of text.

3.5.6.18. Compute RGL on the entire text when more than 25% of the original text is changed. Exclude original text if the change adds new sections and/or chapters. Example: TO 2J-F100-6, chapters 1 thru 9 (original text); the addition of chapter 10 would not require rewrite of chapters 1 through 9.

3.5.6.19. Review existing commercial manuals for RGL according to MIL-HDBK-1221. Do not reject or rewrite them solely for RGL.

3.5.6.20. Block 16, Environmental Impact. Check either “N/A” or “Environmental Assessment Prepared” if there is an environmental impact (AFI 32-7061).

3.5.6.21. Block 17, Remarks/Coordination. Reserved for local use and additional coordination requirements (corrosion control, Non-Destructive Inspection, radioactive materials, etc.)

3.5.6.22. Block 18, Originator's Name/Office Symbol/ Phone/Signature. Provide all requested information.

3.5.6.23. Block 19, Approval Signature. The TCM’s first-level supervisor signs all “Urgent” or “Routine with priority processing” AFMC Forms 252. Approval signature for all other PCRs may be delegated to the TCM. The TCM signs block 19 rather than block 18 in this case.

3.5.6.24. Block 20a, Page Number. Enter the page number(s) where the changed data is located or is to be inserted.

3.5.6.25. Block 20b, Paragraph Number. Enter the affected paragraph number, table, figure, or other identification category down to the lowest identification level, i.e., "17-9.1.1," "Figure 1-5 (page 3 of 3)," “Table 2-3,” etc. Prefix table and figure numbers as shown.

3.5.6.26. Block 20c, Instructions. Specify the exact change to be made. The following general rules apply:

3.5.6.27. Do not include data that is not affected unless required to clarify the change. (Only the specific changed data will be highlighted with change bars, pointing hands, etc.)

3.5.6.28. Ensure IPB changes are specific. Include figure and index numbers, insertion points for added data, the indenture level of new items, and instructions for inserting the part number (PN) cross reference.

3.5.6.29. Attach marked-up copies of text or sketches of drawing changes if the data is difficult to locate or describe (e.g., tabular data, components on a schematic or drawing). Sketches must facilitate preparation of new or modified illustrations.

NOTE: When using the AFMC Form 252’s electronic version (EF), entries in the sub-blocks of block 20C are limited to six or seven lines. If longer entries must be made, tab into consecutive sub-blocks to continue or type the changes on plain paper and attach to the form. Ensure the Project Number is on all attachments.

3.6. AFMC Forms 252 Procedures (NOT Based on AFTO Forms 22). TO updates are also generated from sources including AF Forms 847, AFTO Forms 27, inspection or accident reports, suggestions, TO reviews, etc.

3.6.1. Prepare and process the PCR according to paragraph **3.5.**, except for the project number. The TO Manager has responsibility for assigning project numbers, but may delegate it to the TCM.

3.6.2. The project number will be developed like the example below (without the spaces):

“5 1M OCLAHTA 6 001 R”

5 - Identifies the report as a non-AFTO Form 22 generated PCR

1M - Command Designator Code for AFMC

OCLAHTA - Preparing activity (63, HQ, AG, ASC, ESC, MSC, OC, OO, SA, SM, WR) and initiator's office symbol. This field must equal seven (7) characters.

6 - Last digit of current calendar year.

001 - Control number; start with 001 at the beginning of each calendar year.

R - Type of report (R=Routine; P= Priority; U=Urgent; E=Emergency).

3.7. TO Manager Processing of AFMC Forms 252. The responsible TO Manager will:

3.7.1. Screen all AFMC Forms 252 received. When multiple copies of the same PCR are received, ensure only one project number is assigned.

3.7.2. Prepare a DBA transaction for initial recording of AFMC Forms 252 not resulting from AFTO Forms 22 (PCRs generated from AFTO Forms 22 are tracked by the Improvement Report Number, previously entered). The data elements of the DAA line are mechanically built from this DBA input and can't be changed. To update status of these reports, follow the AFTO Form 22 procedures. Complete the "DBA" as follows:enter "XYA" in rp 1-3.

rp 4 To ALC. Enter "H" for the G022 system at OC-ALC.

rp 5 From ALC. Enter A, F, G, H, L, P, or W as appropriate.

rp 6-30 TO Number.

rp 31-45 Project Number. (Do not use type of report designator "P" until the G022 system has been updated to accept it.)

rp 46-48 Transaction Code. "DBA."

rp 49-54 Date from Manager (YYMM DD).

rp 55-66 Action Taken. "APPROVED."

rp 74-78 Enter Scheduled Distribution Date (YYMMDD) for flight manuals only. For all other TOs, leave blank.

3.8. Depot Level ICBM Operation and Maintenance Control Manuals.

3.8.1. The following applies to ICBM Control Manuals and associated Contractor Data Manuals (CDM), which consist of Utility Technical Manuals (UTM), D2s, Performance Criteria Documents (PCD), test equipment instruction manuals, etc.

3.8.2. Control manuals and associated CDMs are acquired to support Minuteman II and III using BSD Exhibit 64-29. The Control manuals are numbered as USAF TOs and list applicable CDMs which reflect contractor-assigned numbers. Specific operation and maintenance procedures are included in the CDMs.

3.8.3. Deficiencies in CDMs are reported by AFTO Form 22 against the control manual TO number. Block 11 of the AFTO Form 22 lists the CDM number as well as the deficiency noted and recommended corrective action.

3.8.4. AFMC Form 252 policy (paragraph **3.5.5.**) applies to control manuals and CDMs.

3.8.4.1. Control manual or CDM AFMC Forms 252 are issued against the control manual TO number. When applicable, the CDM number is shown in block 20C of the AFMC Form 252, and the other entries in blocks 20A and B relate to the control manual. CDM change pages are provided with the control manual change.

3.8.4.2. The AFMC Form 252 project number will be listed in the rescission notice of the control manual and CDM changes incorporating it.

3.8.5. The depot level maintenance activity posts an "Approved for Implementation" AFMC Form 252 with the control manual and CDM to which it applies. The form will be retained until it is listed in the recission notice of a permanent change to the control manual.

NOTE: In the following table, the tasked "ALC Organization" described by "TI / TO Manager" is dependant upon the progress of decentralizing TO Management at a particular ALC, and the agreements reached between SMs and the TO Home Offices (TIs). Some functions will stay with the TI Office until JCALS is implemented.

Figure 3.1. AFTO Form 22/AFMC Form 252 Processing Time Limits

Report Category	ALC Organization	Time Allotted	Condition and Action
USAF TOs AND JOINT SERVICE TECHNICAL MANUALS MANAGED BY AIR FORCE (Cognizant Activity Code "F")			
Emergency (48 hours)	TI / TO Manager	1 hour	Record in G022 and deliver to evaluator.
	TCM	47 hours	**APPROVED:** Transmit electronic Interim TO (Operational or Safety Supplement) or Interim TCTO. Complete the reply portion of an AFTO Form 22 and deliver to TI / TO Manager with a copy of the ITO issued.
			DISAPPROVED/DOWNGRADE: Transmit a message citing reasons for action to the responsible organization, including as information addressees on the message all information addressees from the original report. Complete the reply portion of an AFTO Form 22 and deliver to TI / TO Manager with a copy of the message form. Continue processing of Downgraded report in accordance with instructions for the new category.
(Follow-on)	TI / TO Manager	23 days	Input to TOIS; prepare or procure reproducible copy of the formal supplement or TCTO; deliver to Administration.
	Administration	15 days	Print and distribute.
Urgent & Priority (40 days)	TI / TO Manager	1 day	Record in TOIS and forward to evaluator.
	TCM	14 days	**APPROVED:** Complete reply portion of the AFTO Form 22; prepare AFMC Form 252; deliver both to TI.
			DISAPPROVED/DUPLICATE/ADVISEMENT/ DOWNGRADE Complete the reply portion of the AFTO Form 22; enter reasons for action in Block 21; forward one copy each to activities shown in Blocks 2 and 4 and to TI. Continue processing of Downgraded reports in accordance with instructions for Routine reports.
	TI / TO Manager	10 days	Record in TOIS; prepare or procure reproducible copy of any TO update required and deliver to administration.
	Administration	15 days	Print and distribute.

Report Category	ALC Organization	Time Allotted	Condition and Action
Routine (210 days)	TI / TO Manager	3 days	Record in TOIS and forward to evaluator.
	Evaluator	42 days	**APPROVED:** Complete reply portion of the AFTO Form 22; prepare AFMC Form 252; deliver both to TI. Forward one copy of the AFTO Form 22 to each activity shown in Blocks 2 and 4.
			DISAPPROVED/DUPLICATE/ADVISEMENT: Complete reply portion of the AFTO Form 22; enter reasons for action in Block 21; forward one copy each to activities shown in Blocks 2 and 4 and to TI.
			ABEYANCE: Complete reply portion of the AFTO Form 22 and forward to TI.
	TI / TO Manager	3 days	Input reply to TOIS.
		117 days	(Approved Reports) Prepare or procure reproducible copy and forward to Administration. (NOTE: When an Approved report is later Deferred, furnish copy of the AFTO Form 22 with reasons for the action to activities shown in Blocks 2 and 4.)
	Administration	45 days	Print and distribute.
JOINT SERVICE TECHNICAL MANUALS MANAGED BY ANOTHER DOD COMPONENT (Cognizant Activity Code: A - Army; C - Coast Guard; D - Defense Logistics Agency; M - Marine Corps; or N - Navy). Processing will be accomplished as indicated for USAF TOs, with the following additions/ exceptions:			
	Evaluator		**APPROVED:** The incorporating issue will be an AF supplement to the Joint Service Technical Manual; a copy of the Approved AFTO Form 22 will be furnished to the responsible DOD component.
			DISAPPROVED: A copy of the disapproved AFTO Form 22 will be furnished to the responsible DOD component
			DUPLICATE/ADVISEMENT: A copy of the AFTO Form 22 to the DOD component is not required. However, when a report placed in Advisement is later Approved or Disapproved, the requirements stated immediately above will apply.
			DOWNGRADE: Downgrade action of an AFTO Form 22 is not appropriate when the publication is managed by another DOD component.
	TI / TO Manager		Upon publication by the responsible DOD Component of an increment which incorporates a report approved by the ALC organization, initiate action to rescind the AF supplement which was issued when the report was approved.

Chapter 4

TIME COMPLIANCE TECHNICAL ORDERS (TCTO)

4.1. General.

4.1.1. Additional or changed data which supersedes, replaces or supplements instructions in any TCTO must be issued by a formal TCTO supplement or replacing TCTO (interim or formal copy). Technical information will not be issued in letter or message format.

4.1.2. When a TCTO requires depot support or traveling team accomplishment according to TO 00-25-4 the TCM ensures advance information regarding work requirements is provided to the affected SM depot maintenance activity, to allow planning for the use of internal assets and resources.

4.1.3. The corrective action for safety deficiencies which have imposed "remove from service" or flight restrictions is issued in a TCTO.

4.1.3.1. The SM activity preparing the TCTO for the corrective action coordinates the TCTO with all other SMs involved. Compliance times for TCTOs resulting from permanent modifications are recommended by the SM, according to TO 00-5-15. These are coordinated with the MAJCOM as part of the modification certification and coordination process and approved by the CCB.

4.1.3.2. Some conditions may require accomplishment of more than one TCTO before lifting of restrictions. When such conditions arise, a TCTO supplement is prepared by the responsible SM giving proper release instructions.

4.1.3.3. Under no circumstances will the SM include releasing statements in the corrective action TCTO. The SM issuing the corrective action TCTO provides the TCTO number to the end item SM as early as possible.

4.1.3.4. TCTOs affecting FMP publications must be coordinated with the Flight Manual Manager. Flight Manuals must be updated concurrently with affected maintenance TOs.

4.1.4. TCTOs must NOT direct write-in changes to related TOs.

4.1.4.1. TO and Flight Manual updates for immediate action TCTOs are provided by ISSs or IOSs issued concurrently with the Interim TCTO according to AFMCI 21-302. Updates supporting urgent action TCTOs may be issued as interim or formal copies.

4.1.4.2. If a routine or urgent action TCTO results in changes to TO or Flight Manual procedures, the TO update is submitted by AFMC Form 252 according to **Chapter 3**, concurrently with the TCTO package (or publication lead time prior to the TCTO submission) to ensure release prior to or concurrently with the TCTO. TO update packages containing both "before" and "after" data may be submitted and published up to 6 months prior to TCTO release.

4.1.5. The urgency of a published TCTO may be changed by issuance of a TCTO supplement or replacement TCTO. This action requires approval at the same level as the original TCTO approval authority.

4.1.6. Verification of TCTOs and related TO updates, with or without kits, is mandatory. All related TO updates will be listed in block 14 of the AFTO Form 82 with an annotation of their acceptability. A waiver of verification by performance must be documented on the AFTO Form 82 according to TO

00-5-15. TCTO and TO deficiencies noted in block 12 of the AFTO Form 82 must be corrected prior to release of the TCTO and kits to installing activities.

4.1.7. Upon receipt of a TCTO or a procurable modification data package from a TCM, the end item or commodity production management activity performs all management functions for permanent modifications. These functions include:

4.1.7.1. Preparing purchase requests for, or initiating action to assemble related kits.

Preparing required status reporting documentation for the Systems and Equipment Modification Maintenance System (G79).

4.1.7.2. Ensuring TCTOs are verified, using TCM assistance as required.

4.1.7.3. Ensuring the completion of an AFTO Form 82 and maintaining it in the TCTO file.

4.1.7.4. Maintaining kit delivery and distribution schedules.

4.1.7.5. Ensuring logistics support (spares, affected TO updates, data and SE) is available concurrently with release of the TCTO and kits.

4.1.7.6. Managing the accomplishment of the TCTO or modification to the affected military system, commodities and affected spares as required.

4.1.7.7. Rescinding TCTOs or extending rescission dates as necessary.

4.1.7.8. Initiating requests for proper disposition action on any excess kits.

4.1.7.9. Ensuring the computer program (software on the appropriate medium, if required) has been prepared by the responsible computer resources activity and sufficient quantities are available for concurrent distribution with the TCTO and any applicable TO updates.

4.1.8. A single TCTO for removal, modification and reinstallation of components and return of end items to serviceable status is authorized for use only as indicated below. For all other systems and commodities, companion TCTOs are issued according to paragraph **4.1.10.**

4.1.8.1. A single TCTO may be issued on engines tracked in the Comprehensive Engine Management System (CEMS).

4.1.8.2. A single system or end item TCTO may be issued when no TCTO category exists for the commodity item to be modified.

4.1.9. When a commodity is to be modified, the TCM responsible for the item prepares the commodity TCTO and any required companion system TCTOs. When a system modification affects commodities, the TCM responsible for the system prepares the system TCTO and required companion commodity TCTOs. The TCM preparing the TCTOs coordinates with all affected TCMs and SMs. Coordination is accomplished on a priority basis consistent with the urgency of the TCTO. The TCM who owns affected equipment for which another TCM is writing a system or companion TCTO must provide all required source data for TCTO development.

4.1.9.1. The preparing TCM is responsible for initiating action to include the TCTOs in the proper configuration management systems and for making followup.

4.1.9.2. After coordination and approval, the affected TCM obtains the companion TCTO number and data code from the servicing TO Manager, and furnishes them to the production management activity managing the modification. When a production management activity receives a TCTO

and data code for the companion TCTO, the activity, in conjunction with the TCM, accepts responsibility for all areas of TCTO management, including responsibility for all follow-on actions (rescission, supplements, extension, etc.)

4.1.9.2.1. If the TCTO is for depot level accomplishment, the TCM writes a field level companion TCTO to remove and ship the commodity to the source of repair and replace with a modified item. If the depot modification will be done on an attrition basis, no companion TCTO is required. IPBs will be updated to reflect the modified equipment part number used for field-level replacement.

4.1.9.2.2. If the TCTO is field level accomplishment, then a companion TCTO is required only if the item is to be modified before the next scheduled or unscheduled removal for other reasons. The preparing TCM and using command maintenance directorate negotiate an agreement for establishing the compliance period for field level TCTOs.

4.1.9.3. The originator of a commodity TCTO prepares and issues the companion system TCTO, but the affected SM furnishes the inspection or removal and replacement instructions. The originator of the TCTO establishes the time frame for the receipt of the information based on the urgency of the TCTO.

4.1.9.4. In the case of an item being modified, it is preferable to modify the entire inventory through the commodity TCTO and use the companion system TCTO for removal of unmodified and installation of modified items in the end item.

4.1.9.5. When work involved in one TCTO is dependent upon other TCTOs, the following statement will be included under WHEN TO BE ACCOMPLISHED in all involved TCTOs: "Not later than (*enter number*) of days after receipt of parts or kits required by TCTO (*enter TCTO number*)."

4.1.9.6. The TCM shall ensure TCTO reporting instructions are identified in paragraph 8 of the TCTO. Compliance will be reported using the basic TCTO data code only, according to 00-20-series TOs. Additional work directed by TCTO supplements will be reported using the supplement's data code. Enter the TCTO Master Record into REMIS.

4.1.10. Proposed modifications to specifications or configuration changes to Federal Supply Group (FSG) 59 (electronics piece parts), FSG 60 (fiber optics), or FSC 6145 (wire and cable) source coded to Defense Logistics Agency (DLA) must have 645 LOG/ES approval on the AF Form 3525 prior to Configuration Control Board (CCB) approval and subsequent TCTO processing.

4.1.11. The policy on modification of radar equipment used jointly by the Air Force and the Federal Aviation Administration (FAA) is in the numbered minutes of the Joint Radar Planning Group. Modifications to commercial off-the-shelf aircraft on which retention of FAA certification has been designated, are processed according to DOD 5000.2-R.

4.1.12. Service bulletins, other military service's modification instructions, and similar publications prepared by manufacturers or other government agencies aren't approved for distribution to Air Force personnel for compliance, except as specified in TOs 00-5-1 or 00-5-15. The proper approval authority reviews these publications, and if approved, they are assigned a TCTO and data code number, compliance period, issue and rescission dates and authority line, and are distributed through normal Air Force channels. Any activity receiving other than authorized instructions returns them to the originator without action. (**Exception:** Contractor or manufacturer-prepared service bulletins to correct deficiencies in general-purpose commercial ground vehicles will be complied with.)

4.1.13. TCTOs applicable to military systems or commodities used by foreign governments require some cooperation with those governments. They must be notified of all safety of flight and all releasable modifications applicable to their equipment. The modification offering (abbreviated AF Form 3525) must be sent to the country in sufficient time for the country to respond and identify their kit requirements for participating in a consolidated kit buy. The Air Force Security Assistance Center (AFSAC)/XMX must be advised to assure any required coordination actions are taken. See TO 00-5-19 for additional details.

4.1.14. The responsible SM periodically updates software for electronic warfare (EW) systems which impact the TOs managed by an aircraft or training device SPD at a different location. Concurrent release of the changed software and updates to all TOs affected by the software change is required. To facilitate concurrent release, the following procedures apply:

4.1.14.1. The EW TCM ensures current aircraft or training operations TOs (-1 series) and maintenance (-2 series) checkout procedures are available from the responsible SMs.

4.1.14.2. The EW TCM prepares a draft of the changed checkout procedures and verifies them with affected aircraft or training system SPD assistance during verification of the TCTO and affected TO source data. The EW TCM furnishes verified, marked-up copy of source data for all affected TOs to the applicable SMs.

4.1.14.3. Affected aircraft or training system SMs ensure initial distribution of formal updates to affected TOs is completed as follows:

4.1.14.3.1. When less than 50 pages of TO data are affected and TO updates are organically prepared, initial distribution will be accomplished within 90 calendar days of receipt of verified source data. The 90 days is divided as: TCM, 30; TO Manager, 45; and Warehousing, 15 days.

4.1.14.3.2. When preparation of TO updates is accomplished by a contractor or when 50 or more TO pages are affected, the EW TO Manager and the TO Managers for the aircraft or training systems will negotiate a mutually agreeable initial distribution date.

4.1.15. **Establishing a G022 Record.** Records are established in the TO index and CIR files for TCTO Series listings and for individual TCTOs (issued either as a formal publication or as an interim message) using AFMC Form 203. Rescission dates for individual TCTOs will be entered in the G022. Entry in the ICRF isn't appropriate.

4.1.15.1. The TO Manager should establish a TCTO Series listing at least 90 days before publication of the first TCTO in that series. This will allow TODOs to establish ID requirements before ID labels are requested. The TO Manager submits the AFMC Form 203 to OC-ALC/TILU.

NOTE: A TCTO series listing must be input to the CIR record before input of individual TCTO data for indexing.

4.1.15.2. OC-ALC/TILUB indexes individual TCTOs upon receipt of an ID copy. The TO Manager prepares an AFMC Form 203 to set up the CIR Record and TO 0-4-2 Data Code Record for individual TCTOs, according to **Attachment 2**. A “BA4” transaction (data code) is mandatory for each new TCTO. Failure to enter a data code number causes the G022 to issue notices for an incomplete record and will cause TCTO kits to be erroneously reported as excess.

4.2. TCTO Kits.

4.2.1. If any parts will **not** be included in a TCTO kit, there must be a waiver from the "complete kit concept" signed by the affected SM or MAJCOM Director of Maintenance. **Exception:** For inspection TCTOs, commonly available tools, parts and materiel required for access and button-up of inspection areas will not be provided in kits. No waivers are required.

4.2.2. Computer programs [computer program identification number (CPIN) items] for kits are procured from the responsible engineering activity identified in the Computer Program Compendium/ Index.

4.2.3. Each ALC distribution activity will initiate appropriate withdrawal documents for kit parts and materials, assemble TCTO kits, and establish and maintain withdrawal documents on each TCTO kit assembly.

4.2.4. The AF stock asset position will be screened prior to procurement of any modification kit or part to determine if like or similar items in supply can be made available and/or modified for kit assembly. Screening action will be accomplished and documented prior to initiation of procurement action.

4.2.5. Each individual part, group of parts, or material comprising each kit will be identified to indicate the complete stock or part number, nomenclature and TCTO number.

4.2.6. Each kit will be packed in such a manner that no part will be damaged in shipment. All containers will be sealed and marked inside and out to clearly identify the TCTO number and kit identification number (MIL-STD-129).

4.2.6.1. All parts or materials used in the assembly of kits destined for overseas shipment will be properly preserved according to current regulations.

4.2.6.2. All parts or materials required for assembly of each kit will be placed in the smallest suitable container.

4.2.6.3. Small items which may be easily lost, such as rivets, nuts, washers, etc. will be placed in a sealed container marked to indicate identity, quantity and TCTO number.

4.2.7. To avoid delay in assembly and shipment of TCTO kits, substitutions may be made on minor parts without the necessity of changing the TCTO. Parts substituted for items in the TCTO will be tagged to indicate the substitution and the authority. Authority for substitution, when not specified in published stock lists for the commodity class, must be obtained from the applicable SM monitoring the project, and will be listed in the TCTO whenever possible. Substitutions will only be authorized when they do not adversely affect the tensile strength, utility, reliability or interchangeability of the assembly as intended by the TCTO.

4.2.8. The ALC responsible for the TCTO will furnish kit shipping instructions to the contractor or ALC activity assembling them. The assembler will advise the responsible ALC of the kit delivery schedule at least 30 days prior to first kit availability. Within five working days after receipt of the assembler's delivery schedule, the responsible ALC will confirm or modify the original shipping instructions. Shipping instructions will include the requisition document number of the receiving organization.

4.2.9. Depots responsible for end item maintenance may requisition a sufficient quantity of TCTO kits to support a 30 day scheduled requirement plus pipeline time without submitting serial numbers of the end items requiring TCTO accomplishment. Requisitions of this nature will state, "Serial num-

ber will be furnished when the kits are issued to the maintenance production line". Kits will be released to production maintenance when end item serial numbers are submitted. Serial numbers will be forwarded to the kit supplier for completion of kit control records. Kits requisitioned according to this paragraph will be back ordered only when anticipated due in of kits will ensure shipment in time to meet the required deadline.

4.2.10. When the monitoring depot ships TCTO kits and/or materials direct to using activities, they will forward two copies of the shipping voucher to the receiving unit.

4.3. TCTO Kit Identification and Data Code Numbers.

4.3.1. TCTO kit identification and data code numbering criteria are in TO 00-5-15.

4.3.2. OC-ALC/TILU provides a block of data code numbers to each ALC TO Manager for assignment to TCTOs as required. The ALC TO Manager maintains a register and controls assignment of the data code numbers. Notification of data code number assignment is made by input to the G022 System. Additional data code numbers may be required for supplemental kit identification. Data codes are indexed in TO 0-4-2.

4.4. Preparation, Review, and Control of Formal TCTOs. TCTOs will be authorized by the SM CCB based on an input from a contractor [through the engineering change proposal (ECP) process] or from an organic change proposal.

4.4.1. Organically-Prepared TCTOs.

4.4.1.1. After determining the need for a one-time inspection, modification, or software update, the TCM obtains a material improvement project (MIP) number if not previously assigned.

4.4.1.2. The TCM processes and sends an AF Form 3525 to the responsible CCB for approval or disapproval of the modification. This form is produced electronically by the Modifications Management System (MMS), D087L. This system is available for use by all modification managers in AFMC, and the data are available Air Force-wide. Contact the local Weapon System Management Information System (WSMIS) OPR or HQ AFMC/DRMP, DSN 787-7264 for information on becoming an MMS user.

NOTE: For low-cost permanent modifications (under $10M), an AF Form 1067 may be used in lieu of the AF Form 3525.

4.4.1.2.1. CCB actions on modification proposals will be documented on the AF Form 3525.

4.4.1.2.2. If the modification is disapproved, the AF Form 3525 is returned to the initiator. If the modification is approved, the CCB will determine how it should be performed {ECP, Engineering Order (EO), or TCTO}, and the CCB chairperson signs the AF Form 3525.

4.4.1.2.3. Class I and II changes to Computer Resource Configured Items (CRCI) are processed according to DODD 3405.1. Permanent modifications to hardware are processed according to DOD 5000.2-R.

4.4.1.3. The TCM initiates AFMC Forms 873 and 875 for all approved TCTOs (paragraphs **4.13.** and **4.15.**).

4.4.1.4. The SM TO Manager or ALC TO Home Office enters a TCTO number and, after review, signs the AFMC Form 873.

4.4.1.5. When development of the TCTO has progressed to the point where the parts affected have been determined, the TCM preparing the TCTO completes AFMC Form 874 (paragraph **4.14.**).

4.4.1.6. The TCM preparing the TCTO also prepares an AFMC Form 252 (**Chapter 3**) to change all TOs affected by the modification. Block 10 of the AFMC Form 252 will identify the TCTO being supported and the form will specify the distribution date required to ensure concurrent release.

4.4.1.7. Upon completion of the AFMC Form 874, the TCM prepares the body of the TCTO, according to MIL-PRF-38804.

4.4.1.8. The production management activity will assemble a TCTO history folder [AF Form 3525, draft TCTO, AFMC Forms 252, 873, 874, 875 (as applicable), and AFTO Form 82]. The history folder will be transferred to the TCM after completion of the TCTO.

4.4.1.9. The production management activity requests a Pre-Release Review Group (PRRG) meeting with the TCM, TO Manager and other affected activities to ensure all actions have been completed for concurrent release of the TCTO, any kits involved, and any required TO updates. The TCTO rescission date is assigned at this time. Subsequent to the meeting, the production management activity forwards the draft TCTO and associated AFMC Forms 252 for publication.

4.4.2. Contractor Prepared TCTOs:

4.4.2.1. As with locally-prepared TCTOs (**paragraph 4.4.1.**), modifications must be approved by the CCB. The TCM completes the AFMC Forms 873 and 875. The applicable ALC TO Manager assigns a TO number and, after review, signs the completed form.

4.4.2.2. The SM's data manager (DM) forwards an AFMC Form 365 to all affected organizations (other SMs and affected TO Managers, program engineering, etc.) according to AFI 60-114. The DM may request responses on DD Forms 1423 or AF Forms 585. The DM provides the proper backup material [ECP, purchase request (PR), etc.] when available.

4.4.2.3. In response to the DM's data call, all affected TO Managers develop the TO data requirements to support the changes to the affected military system, commodity or embedded item for which that office is responsible. TO Managers won't prepare TO data requirements for TOs prime at other ALCs and won't prepare TO data requirements for military systems or commodities not submitted through the DM of the center responsible for the items.

Example: a. For an SPD-managed modification involving SA-ALC airborne equipment, SE prime in a collocated PGM or MGM division, and other commodities prime at other centers, TO data requirements are generated through three channels:

- From the SPD's DM-prepared data call submitted directly to the SA-ALC TO Manager. These TO data requirements support the military system or commodity and the TOs for which the SPD is responsible.

- From the SE PGM/MGM's DM at SA-ALC, who upon receipt of the SPD DM's data call, issued their own call to support organizations. The SA-ALC TO Manager responding to this data call would prepare and submit TO data requirements supporting the affected SE. These data requirements are screened by the SE PGM/MGM's DM and forwarded to the SPD DM; and;

- From the noncollocated DMs whose centers are prime on other commodities affected by the TCTO. Upon receipt of the data call, the noncollocated DM also issues a data call to support organizations,

including the TO Manager at that location. The DM submits the center's data requirements to the SPD DM.

b. The SPD DM combines all data requirements, forwarding the combined DD Forms 1423 to the production management activity for attachment to the PR. Under emergency conditions, the DM issues the data call and combines the Contract Data Requirements List (CDRL) while the PR is being processed. The DM ensures the CDRL is provided to the buyer.

4.4.2.4. Once the contract for the TCTO is signed, the contractor will complete their portion of the AFMC Form 874 according to paragraph **4.14.**, based on data on the AFMC Form 873, and forward the forms to the production management activity for coordination and approval.

4.4.2.5. When a TCTO is contractor-prepared and verification is accomplished elsewhere, the SM will forward a copy of the completed AFTO FORM 82 to the Contract Administration Office (CAO) within 30 days. It is imperative that any deficiencies noted during verification be given to the contractor through the CAO so corrective action may be completed prior to TCTO and kit acceptance.

4.5. Coordination Of Formal TCTOs.

4.5.1. A TCTO prepared by a PGM, MGM or TCM responsible for an imbedded commodity is coordinated with the SPD responsible for the affected aircraft, missile, or C-E end item and vice versa. SPDs control the space within a system or end item allocated for the installation of new components. When more than one PGM or MGM desires the use of a specified space within a system or end item, the SPD is the controlling agency and acts as an arbitrator where complications of space usage occur. Two copies of the TCTO draft are forwarded to the SPD engineering activity (TO 00-25-115) for engineering coordination. Exceptions for interim immediate and urgent TCTOs are specified in TO 00-5-15.

4.5.2. One copy of each TCTO is forwarded to the following activities for coordination on the matters indicated:

4.5.2.1. MAJCOM/LGM for O- or I-level TCTOs according to TO 00-5-15.

4.5.2.2. Bioenvironmental engineering (BEE – at the nearest USAF hospital) when use of the following or similar materials are specified in the TCTO:

4.5.2.2.1. Chemicals.

4.5.2.2.2. Paint solvents and removers.

4.5.2.2.3. Cleaning agents.

4.5.2.2.4. Fuels, hydraulic fluids, and propulsive agents.

4.5.2.2.5. New or proposed synthetic materials and plastics.

4.5.2.2.6. Impregnating materials for cloth, leather, etc.

4.5.2.2.7. Fiberglass and other dust-producing insulating materials.

4.5.2.2.8. Any other known or suspected health hazards.

4.5.2.3. The Air Force Fire Marshall at HQ Air Force Civil Engineering Service Agency (AFC-ESA)/ DF, 139 Barnes Dr, Ste 1, Tyndall AFB FL 32403-5319 for all requirements related to aircraft fire prevention, egress safety, and emergency rescue (see **paragraph 1.6.**).

4.5.2.4. Local Safety Office when publications or procedures expose personnel to hazardous environmental or operational factors which require a review, technical evaluation for ground, weapons, explosive, flying, or system safety, and safety office approval of the proposed TO and updates.

4.5.2.5. SA-ALC/NW when the TCTO affects radioactive material used in Nuclear Weapons.

4.5.2.6. The USAF Radioisotope Committee Secretariat, HQ AFMOA/SGPR, 8901 18th St, Brooks AFB TX 78235-5217 (through HQ AFMC/ SGBR), when a TCTO has information or instructions concerning other radioactive materials (e.g., depleted uranium counterweights, luminous exit markers, optical lens coatings containing thorium, or nucleonic fuel indicators).

4.5.2.7. The prime ALC NDI or corrosion control manager when TCTOs have instructions relating to, or a requirement for, NDI or corrosion control treatment. The Air Force OPRs for NDI and corrosion control are SA-ALC/TIFN and WR-ALC/CNC, respectively.

4.5.2.8. Detachment 63, ASC/CC when the TCTO could modify the below-listed items in ANY way:

4.5.2.8.1. Bombs and warheads.

4.5.2.8.2. Fuzes and fuzing systems.

4.5.2.8.3. Guided and ballistic missiles.

4.5.2.8.4. Missiles, grenades artillery, mortar, rocket, and small arms ammunition.

4.5.2.8.5. Mines, depth charges and torpedoes.

4.5.2.8.6. Demolition charges and pyrotechnics.

4.5.2.8.7. Dispensers and clusters.

4.5.2.8.8. Cartridge and propellant-actuated devices (such as aircraft egress systems).

4.5.2.8.9. Aircraft weapons/munitions delivery systems.

4.5.2.8.10. Any item which contains (high or low) explosives, propellant, or hazardous chemicals which may cause injury/death to personnel or damage to equipment.

4.5.2.8.11. Any affected SAP/FMS program monitors.

4.5.2.9. All TCTOs are coordinated with the responsible program configuration management activity, and they are provided a copy of the draft to input into the applicable configuration management system.

4.6. Release Of TCTO Kits And Technical Data. An AFMC Form 875 must be completed according to the instructions in paragraph **4.15.** prior to the release of a TCTO, kits, and related TO updates.

4.7. Publishing TCTOs.

4.7.1. An AFTO Form 82 is completed on all TCTOs after verification, listing required corrections. The form is forwarded to the contractor, if the TCTO was contractor-prepared, for incorporation before the prepublication review and publication. For organic TCTOs, the form is sent to the TCM for correction of the draft.

4.7.2. After necessary corrections have been made and it is ready for publication, the production management activity requests a PRRG meeting to ensure all requirements for concurrent release of the TCTO, kits, and TO updates have been met prior to submitting the package to the TO Manager for publishing. Each TCTO is reviewed for technical content, accuracy, completeness, practicality, RGL and compliance with the latest version of MIL-PRF-38804. The PRRG, in coordination with the TO Manager, determines the TCTO rescission date. This date will be entered into the G022 System using an AFMC Form 654 "JNE" transaction code (**Attachment 2**). The package for contractor-developed TCTOs will be submitted when final reproducibles are ready for delivery. The complete data package has:

4.7.2.1. Reproducible media, either digital or reproducible direct image copy (DIC), including all art work and illustrations. Digital reproducibles must either be a page image file such as Adobe Portable Document Format™ (PDF) or be accompanied by a paper copy to verify formatting information.

4.7.2.2. A copy of the AFMC Form 875 with SM certification.

4.7.2.3. A signed copy of the completed AFMC Form 873.

4.7.2.4. A signed copy of the completed AFMC Form 874 (applicable when TCTO kits, spares, parts are added or parts are removed.)

NOTE: When AFMC Forms 873, 874, or 875 are initiated for a TCTO supplement, only those blocks that change from the original form need to be completed on a new form.

4.7.2.5. AFMC Forms 252 with appropriate TO updates as required.

4.7.2.6. Completed AFTO Forms 124 for the TCTO and each TO update.

4.7.2.7. A fund citation.

4.7.3. When line drawings are unavailable for use in an organically-developed TCTO, the initiator furnishes black and white unscreened glossy photographs for each illustration. Photographs shouldn't be marked or defaced in any manner; if corrections are required, they are marked on a copy of the photograph or on an overlay.

4.7.4. For organically-developed TCTOs, the TO Manager oversees preparation of the reproducible copy and the appropriate form to request printing, and ensures the TCTO is printed with the priority required by the urgency of the TCTO. Technical changes to TCTO drafts which have been submitted for publication are made only with the consent of the responsible TCM. Any editorial changes must be coordinated with the TCM before printing and distribution of the TCTO.

4.7.5. The TO Manager will review initial printed copies of TCTOs immediately upon receipt to ensure there are no printing errors.

4.7.6. When the item being modified requires reidentification, the TCM completes an AFMC Form 513 concurrently with the distribution of the TCTO to affected activities. The AFMC Form 513 is a

postage paid card, addressed to the Cataloging and Standardization Center (CASC)/LG. In completing the form, the TCM will:

4.7.6.1. Check the "MOD REQUIRED BEFORE ISSUE" block as "NO" if the unmodified and modified items are acceptable for use, pending completion of the TCTO requirements.

4.7.6.2. Print "END ITEM MOD" in the shaded area adjacent to the entry of "NSN after modification" if the TCTO requires the end item to be modified to accept the modified item.

4.7.6.3. Complete all portions of the form.

4.7.6.4. Provide updates when a TCTO is extended or reinstated.

4.7.7. The need for post-publication reviews and the frequency of such reviews is determined by the TCM in conjunction with the TCTO user. Factors to be considered include the type of TCTO (immediate, urgent, routine, record), changes to the system or commodity being modified, and accumulation of problem reports.

4.8. TCTO Control Records.

4.8.1. The ALC preparing the TCTO is responsible for maintaining a complete chronological record using the MIP Status System.

4.8.2. For contractor-performed TCTOs, the SM managing the TCTO is responsible for maintaining a TCTO completion schedule prepared by the contractor as required by the contract. This information also shows the estimated delivery date of TCTO reproducible master to the Air Force. A copy of this scheduling information is furnished to the TO Manager.

4.9. Automatic Rescission of TCTOs. See TO 00-5-15 for procedures and **Attachment 2** for products.

NOTES:

1. SA-ALC/NW complies with local operating instructions for Nuclear Weapons TOs.
2. Consortium or other cost sharing agreements may require coordination through the appropriate AFSAC office prior to rescission of TCTOs and the removal of "before" modification data.

4.9.1. A TCTO Review and Rescission Report (A-G022C-NYQ-D9-MD9) is issued to the responsible TO Manager 150 days before the scheduled rescission date of a TCTO. This report is a preaddressed, two-part perforated card, used to record results of the TCTO rescission review. The TCTO listing in the appropriate TO Index is coded with a dot to alert the using commands of the scheduled automatic rescission of the TCTO.

4.9.2. This action will prevent any further reprinting action of the TCTO by the responsible ALC, provide the SM with timely notice for pre-rescission evaluation and processing of required control documentation within the allotted time frames, and alert using commands and SAP countries of the necessity for reviewing compliance status of TCTOs that are listed with a dot in the TO Index.

4.9.3. Within 2 workdays after receipt, the TO Manager forwards the card to the production management activity. The TCM monitors timely report processing until return of the lower part of the card to the TO Manager.

4.9.4. The production management activity will:

4.9.4.1. Review applicable TCTO configuration management data for modification completion status. If the modification is complete, determine the number and location of any excess modification kits, and initiate disposal as prescribed by AFMAN 23-110. If the modification is not complete, obtain the status and commitment for modification completion from each performing organization. Initiate action to extend the rescission date or complete the TCTO within the remaining time.

4.9.4.2. Determine if any TOs or other active TCTOs will be affected by the rescission and initiate appropriate action.

4.9.4.3. When disposition of items in Air Force stock is affected, coordinate with the appropriate SM to ensure that all required actions have been completed. Obtain approval from the SM requirements office for TCTO rescission (supply actions are complete) or a commitment to complete TCTO-directed actions for disposition of items.

4.9.4.4. Determine if the rescission is applicable to both Air Force and SAP countries (see paragraph **4.9.6.1.**).

4.9.4.5. Based on the above data, determine if the TCTO is to be rescinded or the rescission date extended. Complete the TCTO Review and Rescission Report and furnish it to the TO management office not later than 90 days prior to the rescission date. Rescission date extension requires justification and approval (same approval authority as the basic TCTO). Any decision to extend a TCTO or allow it to rescind must be accompanied by funds to publish either the extension or the related TO update(s) to remove "before" data.

4.9.4.6. If the TCTO is to be rescinded and there are excess modification kits, the production management activity will coordinate through program engineering to initiate excess AF property disposal procedures prescribed by AFM 67-1, Vol III, Pt One, Chapter 11.

4.9.4.7. Submit the recommended TCTO rescission action to the SM division chief for approval no later than 110 days before the scheduled rescission date.

4.9.5. Within 2 workdays after SM division chief approval and not later than 90 days prior to rescission date, the production management activity completes the lower portion of the card and returns it to the TO Manager by cover letter.

4.9.6. Upon receipt of the completed card, the TO Manager submits a "JLA" transaction in the Centralized Inventory and Requirements (CIR) record (G022) to either allow the TCTO to rescind on the scheduled date or extend the date. If the card authorizes rescission, the TO Manager will verify that "before data" has been removed from all affected TOs. If not, the TO Manager will schedule data removal prior to or concurrently with rescission.

4.9.6.1. To prevent complete rescission of TCTOs that have further application by SAP countries, at the same time the "JLA" is input to the CIR, the TO Manager submits an AFMC Form 203 to OC-ALC/TILU indicating the TCTO is to be retained for SAP support and to be included in TO 0-1-71. Management records are transferred from the AF TO System to the Security Assistance TO Data System (SATODS).

4.9.6.2. An immediate, urgent, or routine action safety TCTO that is rescinded for USAF use but retained for SAP will not be downgraded in criticality when transferred to the TO 0-1-71 Index.

4.9.6.3. A compliance period that is appropriate for correcting the deficiencies will be assigned. If the compliance period exceeds the limits outlined in TO 00-5-15, table 2-1, for any reason, the SM or ES will notify the country regarding the status, the reason for the delay, the estimated correction date, and any interim actions that the country can take to ensure safe operation of the system or commodity.

4.9.7. The TCTO kit monitor will research and identify kit items. Where items cannot be readily identified, cataloging personnel may be able to assist. If a requirement exists for a non-stocklisted items, initiate action to have "NC," "ND," or "L" numbers assigned, as applicable. Screen all kit components against critical (short supply) lists and investment requirements. Prepare a save list of required components.

4.10. Early Rescission of TCTOs.

4.10.1. Use the following criteria for deciding to rescind a TCTO before its automatic rescission date:

4.10.1.1. The information has been replaced by or included in another TO or TCTO, or,

4.10.1.2. The TCTO procedure is obsolete, or,

4.10.1.3. Further compliance with the TCTO is not desirable, or,

4.10.1.4. Configuration accounting records indicate compliance with the TCTO, or,

4.10.1.5. The TCM or production management activity verifies compliance has been completed on both installed assets and all affected spares, or,

4.10.1.6. Coordination with the AFSAC office verifies consortium or FMS support agreements have been satisfied, and that kits have been delivered or are available.

4.10.2. The request for early rescission is submitted to the CCB (for configuration change TCTOs) or the proper SM division chief (for nonconfiguration change TCTOs), clearly stating the reasons for rescinding. The initiator ensures all necessary coordination has been completed before submission.

4.10.3. The request for TCTO rescission is coordinated with the TCTO kit supply organization. The rescission of a TCTO won't be approved if items requiring compliance before use are in stock, unless a written commitment for completion of TCTO directed actions has been received from the SM activity.

4.10.4. After rescission approval by the CCB or the proper SM division chief, the rescission approval and date are forwarded by letter from the production management to the TO Manager to take rescission action. This notification indicates if rescission is for Air Force only or includes the SAP. The TO Manager forwards the early rescission request to OC-ALC/TILU (or SA-ALC/NWTD) to rescind the TCTO.

4.10.5. Emergency Suspension. TO 00-5-15 has procedures for emergency suspension when there are serious problems with TCTO compliance. When this occurs, TCTOs are said to be in abeyance. TCTOs cannot be held in abeyance past the rescission date, and cannot be extended unless the suspension has been lifted. ITCTOs may only be held in abeyance for 90 days, after which they must be either rescinded or released for compliance.

4.11. Reinstatement Of Rescinded TCTOs.

4.11.1. Reinstate rescinded TCTOs according to TO 00-5-15. The TCM will determine if there is sufficient justification for reinstatement of the TCTO. If a manageable quantity of "found on base" assets are unmodified after TCTO rescission, official reinstatement may not be necessary; rather the production management activity can authorize the accomplishment of the rescinded TCTO by letter. If a large quantity of assets is involved, formal reinstatement of the TCTO is mandatory.

4.11.2. Rescinded configuration change TCTOs may only be reinstated by approval of the responsible CCB. Requests for reinstatement are submitted through the CCB executive secretary.

4.11.3. Reinstatement of nonconfiguration change TCTOs is approved by the appropriate SM division chief.

4.11.4. When reinstatement has been approved, issue the TCTO according to TO 00-5-15. When a TCTO has been reinstated and special management action is required in the supply area, the production management activity ensures all affected SMs are notified.

4.11.5. Reinstatement in G022: A TCTO which has already been removed from the CIR is reinstated by entry as a new TCTO (**paragraph 4.1.15.**). If the TO index has not listed the TCTO as rescinded but the CIR file has an inactivation notice, the TO Manager submits a request for reinstatement to OC-ALC/TILUB on an AFMC Form 203 (see **Attachment 2**). If both the TO index and the CIR file list the TCTO as rescinded with an inactivation date, the TO Manager will issue a TCTO revision and ID will be made like a new TCTO. The TO Manager must request OC-ALC/TILUB to remove the rescinded TCTO number from the CIR, using an AFMC Form 203, before ID labels can be ordered.

4.12. Extension of Rescission Dates.

4.12.1. TCTO rescission dates can't be extended without prior approval of the responsible CCB or SM as appropriate. Requests for extension are furnished to the proper CCB executive secretary or SM in the same format as for TCTO reinstatement. This request is submitted no later than 110 days before the scheduled rescission date. In all cases, adherence to TO 00-5-15 guidance is mandatory.

4.12.2. Within 2 workdays after CCB or SM approval, and not later than 90 days prior to the rescission date, the production management activity forwards the completed lower portion of the TCTO Review and Rescission Report and a copy of the CCB or SM approval notice to the TO Manager and updates the REMIS GCSAS system.

4.12.3. The TO Manager submits a "JNE" transaction against the basic TCTO in the CIR record to set up a new TCTO rescission date.

4.13. AFMC Form 873 Completion and Processing.

4.13.1. The responsible TCM will complete the AFMC Form 873. This form documents the plan for accomplishment of the TCTO.

NOTE: When a supplement or change to a TCTO is developed, only those AFMC Form 873 blocks that change from the original need to be completed on a new form.

4.13.2. AFMC Form 873 Completion-General.

4.13.2.1. Block 1, To. The organization and address, contractor or organic, which will prepare the TCTO.

4.13.2.2. Block 2, Date. Date prepared.

4.13.3. Part I, Heading Information.

4.13.3.1. Block 3, TCTO Title. The first two words of a TCTO title must indicate the action required by the TCTO, i.e., "Modification of...," "Replacement of...," "Installation of...," "Rework of...," "Removal of...," "Calibration of...," "Relocation of...," "Inspection of...," or "Issuance of... (software)." The rest of the title will be formatted according to MIL-PRF-38804 and must include both old and new part numbers when a change occurs. Supplements will use the same title as the basic TCTO they modify.

4.13.3.2. Block 4, TCTO/Supplement Number. Obtain from the TO Manager.

4.13.3.3. Block 5, Data Code Number. Obtain from the TO Manager.

4.13.3.4. Block 6, TCTO Issue Date. This date should be consistent with the availability of the first shipment of kits (when required) to operational units and publication of related TO updates to ensure concurrent logistics support. If the AFMC Form 873 is for a contractor-controlled modification, annotate "See remarks" here and add a remark in block 40: "The contractor shall establish the TCTO issue date based upon availability of kits and related TO updates."

4.13.3.5. Block 7, ECP Number. When an ECP or EO generated the TCTO.

4.13.3.6. Block 8, CCB Approval Date. Obtain from the AF Form 3525.

4.13.3.7. Block 9, End Item Number (NSN Or CPIN). This number is the assigned NSN of the item being modified or inspected, or the CPIN of the software being distributed. If an NSN has not been assigned, enter the stock class followed by the manufacturer's part number, and enter the manufacturer's Commercial And Government Entity (CAGE) code in the remarks block.

4.13.3.8. Block 10, Replaces/Reinstates TCTO Number. When applicable.

4.13.3.9. Block 11, Type/Category Of TCTO. Check one box for the category of the TCTO (TO 00-5-15), and if applicable, the boxes for SAFETY and/or RECORD.

4.13.3.10. Block 12, Classification Of TCTO. Check the applicable box.

4.13.3.11. Block 13, MOD Number. Obtain from the AF Form 3525.

4.13.3.12. Block 14, MIP Number. Complete according to local operating instructions.

4.13.3.13. Block 15, FAA Approval Number. Obtain from the FAA when the modification has a joint FAA/Air Force impact.

4.13.3.14. Block 16, Safety TCTO Marking Required (Routine Safety TCTO only). Check appropriate box.

4.13.3.15. Block 17, Rescission Period/Date. When an issue date has been entered in block 6, enter the appropriate rescission date here. If block 6 was annotated "See remarks," enter the rescission period from TO 00-5-15. The PRRG will enter the actual rescission date prior to release of the TCTO.

4.13.4. Part II, Compliance Information.

4.13.4.1. Block 18, Level Of Accomplishment. Check the applicable boxes. According to TO 00-5-15, TCTOs will normally be accomplished at the O/I-level only when the required skills and equipment are available, and not more than 8 clock hours and 25 man-hours are required. All other

TCTOs will be depot level. Exceptions may be negotiated between the using commands and the responsible TCM.

4.13.4.2. Block 19, When To Be Accomplished. Check the appropriate boxes for the urgency and maintenance level of the TCTO. If "b" for urgent TCTOs is checked, enter the number of "days after." If "c" for routine TCTOs is checked, and TCTO accomplishment is keyed to an event, enter the event on the blank line. If either "b" or "c" is checked, delete the nonapplicable term (*"THE TCTO" or "ALL COMPONENTS"*) in parentheses.

4.13.4.3. Block 20. Check applicable boxes.

4.13.4.4. Block 21, Work Required By This TCTO Will Be Accomplished.

4.13.4.4.1. Block 21a, By (ALC). Identify the organization which will perform a depot-level TCTO (it is assumed that O/I-level TCTOs will be performed by all units possessing the equipment to be modified/inspected).

4.13.4.4.2. Block 21b, As Scheduled By. Enter the organization responsible for scheduling TCTO accomplishment (user, production manager, contractor, etc.).

4.13.4.4.3. Block 21c. Mark the appropriate box for "CONCURRENTLY WITH," "PRIOR TO," or "SUBSEQUENT TO" and enter the controlling TCTO number and data code, if applicable.

4.13.4.4.4. Block 21d, Launch Facilities. Mark the appropriate box.

4.13.4.4.5. Block 21e,_____System. If alert-committed systems other than launch facilities are affected by the TCTO, enter the system name and mark the appropriate box as above.

4.13.4.5. Block 22, Distribution Statement. Enter the distribution statement code from DODD 5230.24 which applies to this TCTO.

4.13.4.6. Block 23, Reason. Enter the reason (justification) for the distribution statement selected.

4.13.4.7. Block 24, Controlling DoD Office. Enter the appropriate OPR's office symbol.

4.13.4.8. Block 25, As Of Date. Enter the effective date of the distribution restriction (normally the publication date of the basic TCTO).

4.13.4.9. Block 26, Export Controlled. Check one.

4.13.4.10. Block 27, Handling & Destruction Notice. Check one.

4.13.5. Part III, Supply Information.

4.13.5.1. Block 28, AFMC Form 874 Is Required. Mark one.

4.13.5.2. Block 29, Spares Affected. Check one.

4.13.5.3. Block 30, Contractor Should Submit AFMC Form 874 To. If the Form 874 is to be contractor-prepared, enter the address to which the form must be sent upon completion (normally the responsible program management agency).

4.13.5.4. Block 31, War Reserve Material (WRM). Mark the appropriate boxes.

4.13.6. Part IV, Kit Installation Tools. Special tools, test equipment, fixtures or software are those items not usually available to the organization performing the TCTO, and which must be obtained or manufactured specifically for the TCTO. Mark the appropriate box.

NOTE: Software will be distributed through the CPIN system. Special equipment will be distributed as specified on the AFMC Form 874.

4.13.7. Part V, Man-Hours Required. Mark the appropriate box, and if known, enter the man-hours total. All TCTOs will have man-hours given in the expanded breakdown unless only one man and less than one man-hour is required (MIL-PRF-38804). Leave this block blank for classified TCTOs.

4.13.8. Part VI, Weight And Balance. For aircraft-related TCTOs, check "YES" or "NO." For nonaircraft-related commodity TCTOs, check "N/A."

4.13.9. Part VII, Form Entry Requirements Prescribed By The 00-20-Series Technical Orders/TCTO No. Enter the specific reporting instructions specified by TOs 00-20-2, 00-20-4, or 00-20-5 according to MIL-PRF-38804. Enter the identification of the system or equipment affected by the TCTO. List the part numbers of commodity items, and the registration or serial numbers of serialized end items to which the TCTO applies. Reporting instructions must also be provided for the spares part numbers. For CAMS, enter "Upon completion of the TCTO, update the applicable maintenance data collection systems according to command directives." Enter the TCTO number in the space provided.

4.13.10. Part VIII, Functional Check.

4.13.10.1. Block 32. Check the appropriate box.

4.13.10.2. Block 33. If block 32 "REQUIRED" was checked, mark either "FUNCTIONAL CHECK FLIGHT (FCF)" or "SYSTEM OPERATIONAL CHECK;" otherwise, mark "N/A."

4.13.10.3. Flight Manual Manager Approval. If the TCTO is aircraft-related or affects flight manuals, obtain the FMM's signature. For other TCTOs, mark "N/A."

4.13.11. Part IX, Technical Orders Affected. If no related TO updates are required, check N/A. Otherwise, enter the complete list of TOs affected by the TCTO. If the TCTO is developed by a contractor, enter "As identified in paragraph 7d of the TCTO."

NOTE: The TCM responsible for the TCTO must complete an AFMC Form 252 for each TO listed, and ensure that the draft TCTO and AFMC Forms 252 are sent to the TO Manager for publication and concurrent release. The production management activity is responsible for overseeing the availability and concurrent release of kits, parts, TCTO and related TO updates. If a contractor is developing the TCTO, these responsibilities may be discharged by the contractor.

4.13.12. Part X, Verification (TCTO/ Kit).

4.13.12.1. Block 35. If “NOT REQUIRED” is checked, a waiver must be documented in the remarks block.

4.13.12.2. Verification Site. Mark the appropriate box. Enter the site's location in the remarks block.

4.13.13. Part XI, Complete Kit. Block 37. Any deviation from the complete kit concept must be approved according to TO 00-5-15.

4.13.14. Part XII, Modification Markings.

4.13.14.1. Block 38, Required. Mark the appropriate box.

4.13.14.2. Block 39, Type And Location. Indicate the type and location of markings for other than part number changes according to MIL-PRF-38804.

4.13.15. Part XIII, Remarks.

4.13.15.1. Block 40. Items that are entered as continuations must indicate the part or block continued. If TCTO and data code numbers are obtained for use by another ALC or PC, identify that activity in this block.

4.13.15.2. Block 41, Contract No. Enter if a contractor team is the action agency.

4.13.15.3. Block 42, CLIN. Enter the applicable Contract Line Item Number.

NOTE: The CERTIFICATION block should be signed by the SM's TO Manager. If TOs managed by other SMs are involved, the Center's TO Home Office should coordinate in the remarks block.

4.13.16. Part XIV, Certification. The production management activity will return the AFMC Form 873 to the originator if the required signatures are not present. A copy of the completed AFMC Form 873 is forwarded to the contractor when applicable. The signed original will be retained by the production management activity as part of the modification history file until TCTO completion. The history file will be retained by the TCM for the life cycle of the system or commodity affected.

4.14. AFMC Form 874 Completion and Processing.

4.14.1. The AFMC Form 874 is used to provide supply-related information for the TCTO. The production management activity must complete approval and processing of the form within 30 days of receipt from the contractor or other preparing activity. Immediate and Urgent action TCTOs may be processed and released prior to completion and approval of this form, but the TCM must obtain coordination of the draft before TCTO release. Requirements personnel must coordinate on the form if supply actions are required. The original signed copy of the form will be retained by the production management activity as part of the history file of the modification. After completion of the TCTO, the history file will be returned to the TCM to maintain for the life cycle of the system or commodity affected.

NOTE: The AFMC Form 874 has been approved by the Office of Management and Budget (OMB Number 0704-0188) for preparation by Air Force contractors.

4.14.2. Explanation of Terms.

4.14.2.1. Critical Item. As used in this context, pertains to parts which could cause demodification or create hazardous conditions if reinstalled on modified equipment.

4.14.2.2. Spares. Items in stock affected by the modification or inspection.

4.14.3. Responsibilities.

4.14.3.1. TCM - Contractor-prepared AFMC Forms 874.

4.14.3.1.1. Reviews AFMC Form 874 within 7 days after receipt from the production management activity to determine kit requirements and critical items.

4.14.3.1.2. Ensures the contractor has listed the NSNs for all stocklisted items and the manufacturer's part number and CAGE code for nonstocklisted items on the AFMC Form 874. This

includes any items which will require reidentification after modification. Work through the production management activity to obtain any missing information.

4.14.3.1.3. Ensures the contractor has calculated the number of kits required for installs and spares.

4.14.3.1.4. Returns the form to the production management activity after the review.

4.14.3.1.5. TCM - Organically-prepared AFMC Form 874:

4.14.3.1.5.1. Initiates the form.

4.14.3.1.5.2. Submits the form to the production management activity for coordination of any supply actions.

4.14.3.1.5.3. Reviews completed form after return from requirements section, and submits to production management activity for file.

4.14.3.2. The SM will assign the end item manager to:

4.14.3.2.1. Receive the AFMC Form 874 from the production management activity.

4.14.3.2.2. Decide individual responsibilities and accomplish the coordination of TCTO supply data through use of the AFMC Form 417 according to AFR 67-1.

4.14.3.2.3. Receive the completed AFMC Form 417 from affected individual component/ piece/ part managers, annotate relevant supply requirements on the AFMC Form 874, obtain branch signature in the block marked "EQUIPMENT MANAGER'S BRANCH," and return the AFMC Form 874 to the production management activity.

4.14.3.3. Individual item managers and DLA agencies responsible for items affected by the TCTO will be notified of the potential impacts on their equipment. They must be kept apprised of any changes to requirements or schedule slippages. They will annotate the quantities of spares to be modified.

4.14.3.3.1. When the TCTO is specified for accomplishment during programmed depot maintenance (PDM) only, provide specific action required on serviceables in stock.

4.14.3.3.2. Ensure the only information included in PART B is pertinent to spares in stock and doesn't include action for removed or replaced parts. (Information about removed and replaced parts is included only in PART D.)

4.14.3.3.3. Provide disposal instructions for those spares or components of spares to be modified that are critical and have no other equipment application.

4.14.3.3.4. Review and complete Part H by assigning proper manager review codes according to AFR 67-1 for those items identified as critical in Part D.

4.14.3.3.5. Review the AFMC Form 874 for affected parts added or deleted by the TCTO, and take proper stock balance adjustment action. (Consider reducing projected demand and repair rates, reducing or terminating purchase requests and contracts, establishing order requirements for new components, or making other adjustments as required.)

4.14.3.3.6. Forward AF Form 86 to the cataloging activity for input to CASC for new provisioned or non-NSN items identified by the AFMC Form 874.

4.14.3.3.7. Return the AFMC Form 874 to the end item manager.

4.14.3.3.8. Immediately after all affected equipment has been modified and the TCTO has been rescinded, the responsible item manager or DLA agency will ensure disposition of excess kits according to AFR 67-1.

4.14.3.4. The cataloging activity will:

4.14.3.4.1. Receive the AFMC Form 874 from the production management activity and electronically input the form to CASC for an interchangeability and substitutability review. CASC should complete their review and return the form electronically within 10 workdays.

4.14.3.4.2. Receive AF Forms 86 (if applicable) from the end item system program directorate, and forward the forms to CASC for action.

4.14.3.5. The production management activity will.

4.14.3.5.1. Serve as program monitor for all documentation relating to the TCTO.

4.14.3.5.2. Receive contractor-prepared AFMC Forms 874 and suspense to affected government coordinating and approval activities.

4.14.3.5.3. Receive organically-prepared AFMC Forms 874 from TCMs and manage coordination and approval requirements.

4.14.3.5.4. Ensure the responsible SM forwards the AF Forms 86 to the cataloging activity for input to CASC for all new provisioned or non-NSN items identified on the AFMC Form 874.

4.14.3.5.5. Review the AFMC Form 874 for kit application and quantities, and ensure the quantity corresponds with that submitted by purchase request for kit procurement.

4.14.3.5.6. Indicate in Part A the Air Force stock record account number (SRAN) from which kits are requisitioned. Omit category A distribution except for nuclear ordnance commodities.

4.14.3.5.7. Establish or update records required to perform kit distribution and management.

4.14.3.5.8. Ensure all required signatures have been entered on the AFMC Form 874. Keep one copy for record purposes and return the original and one copy to the originator. For contractor-prepared forms, provide a copy to the TCM.

4.14.4. Instructions for Completing AFMC Form 874.

4.14.4.1. Heading Information:

4.14.4.1.1. Return To. This is the activity preparing the TCTO (TCM or contractor's return address).

4.14.4.1.2. Date. Form preparation date or (if contractor-prepared) date submitted to the government.

4.14.4.1.3. Date First Kit Must Be Available. Entered by the government based on modification program requirements.

4.14.4.1.4. TCTO No. and Data Code Number. Obtain from AFMC Form 873.

4.14.4.1.5. TCTO Title and Application. Obtain from AFMC Form 873.

4.14.4.1.6. Kit Assembly. Check the appropriate box.

4.14.4.2. Part A, Kits/Parts Required Per Aerospace Vehicle Or Commodity Item. If kits are NOT required, mark the appropriate box. When kits are required, identify the activity to which kit requisitions are submitted. Indicate the total number of kits required for modification of in-use assets. Indicate if any nonkitted parts and materials are required. Enter kit delivery dates. Enter the first ("A") kit's information on the first line of the list, followed by its component parts. Then enter data for additional kits (if required) in the same manner. The proper information and requisitioning data are reflected in the source column. This block must list and code all items for the modification. Items for which no substitutes are authorized must be indicated. When possible, list substitutes for those items with no "suitable subs" in the Air Force Stocklists (limit 5). If more space is needed, separate sheets identifying the TCTO and AFMC Form 874, Part A, may be attached.

4.14.4.3. Part B, Action Required On Spares. Identify all items affected by the modification, including the embedded recoverable items and expendable items used to support and repair components. Show spares, mobile spares kits and WRM affected by the TCTO. Indicate where these items are to be modified and the specific actions required on each. The end item manager will verify the recommended actions and correct them if required.

4.14.4.4. Part C, Kits/Parts Required To Modify Spares. List kits and parts required to modify spares, if different from the requirements of part A. If there is no difference, check the first box; otherwise, complete using the instructions for part A. Indicate the number of kits required to modify all known spares.

4.14.4.5. Part D, Disposition Of Removed And Replaced Parts. This section will be completed to provide instructions for disposition of removed and replaced parts. The end item manager will verify the recommended disposition instructions and correct them if necessary. The instructions must provide for disposition in compliance with all established policies. All items critical to flight safety or which cause demodification if reinstalled on modified equipment will be coded as such on the AFMC Form 874. Instructions must be provided for mutilation of critical parts, if they are NOT usable in other applications. The mutilation instructions and disposal instructions prescribed by AFR 67-1 must be a warning note preceding the tabular listing of the item or items in paragraph 5a(4) of all applicable TCTOs (MIL-PRF-38804).

4.14.4.6. Part E, Minor Assemblies And Parts. Identify and list disposal actions for items (bits and pieces, economic order quantity type) which are currently in the supply system and which will become obsolete with the accomplishment of the TCTO.

4.14.4.7. Part F, Size, Weight And Cost Of Kits. List the kit identification number, size, weight, and cost.

4.14.4.8. Part G, Disposition Of Kits. Provide disposition instructions for excess kits at the time of TCTO rescission.

4.14.4.9. Part H, Action Required On Supply Records. Identify action required on supply records and list all critical items. Item manager review codes are those listed in AFR 67-1. Item manager and depot supply records will be coded immediately upon release of the TCTO.

4.14.4.10. Part J, Kit Installation Tools. List all special tools, test equipment or fixtures required for kit installation which are not normally available to the performing activity. The method of obtaining special equipment will be listed in the source column, and the disposition column will provide instructions for disposal after completion of the TCTO.

4.14.4.11. Part K, Remarks. This block is used for any carry-over information (indicate which part/block is being carried over) and to provide further explanation of TCTO requirements.

4.14.4.12. Part L, Certification.

4.14.4.12.1. The production management activity will not complete processing the AFMC Form 874 until the required signatures are present.

4.14.4.12.2. For contractor-prepared TCTOs, the contractor will sign the form before returning it to the government for review and approval. After approval, any differences from the contractor-submitted data will be resolved and the approved form will be returned to the contractor to permit initiation of TCTO development.

4.14.4.12.3. Unless otherwise specified on the form by the preparing contractor, government-furnished property (GFP) equipment and supplies required to support TCTO accomplishment will be shipped directly to the contractor's facility. GFP which will NOT be included in TCTO kits must be clearly identified.

4.15. AFMC Form 875 Completion and Processing.

4.15.1. The AFMC Form 875 is a programming document to ensure concurrent availability of all support for a TCTO (companion TCTOs, related TO updates, special tools and equipment, and kits). This document is used to identify and coordinate the relevant logistics actions to ensure the maximum effectiveness of TCTO completion.

4.15.1.1. The SM which will manage the TCTO initiates the AFMC Form 875 after CCB approval of the TCTO. The responsible TCM determines which items are applicable based on information provided by the AF Form 3525 and AFMC Form 873, and marks the "Action Required" blocks on the AFMC Form 875. The TCM then signs off any completed actions and forwards the form, accompanied by the AF Form 3525, to the applicable production management activity to guide the management and programming of the TCTO.

4.15.1.2. The production management activity will monitor and control the accomplishment of those actions, coordinations, and approvals required by the tailored AFMC Form 875. Once all logistics support actions required by the form have been completed, it is forwarded with the rest of the TCTO package to the TO Manager for publishing the TCTO and any required TO updates. After the printed material is ready for distribution, the production manager signs the form and forwards it to the SM for signature authorizing release of the TCTO.

4.15.2. Copies of the completed form are provided to the responsible TCM and the kit monitor as authority for release of the TCTO. The production management activity maintains a copy of the form in the project folder until completion of the TCTO, after which it will be maintained in a TCTO history folder by the TCM for the life of the system.

4.15.3. Instructions for Completion of the AFMC Form 875.

4.15.3.1. Heading Information.

4.15.3.1.1. From. Form initiator.

4.15.3.1.2. To. Production management activity.

4.15.3.1.3. TCTO Number And TCTO Title/Application. Obtain from AFMC Form 873.

4.15.3.1.4. TCTO Is, Type, And Accomplished At. Check the applicable boxes. If "OTHER" is checked, explain in block 21.

4.15.3.1.5. Rescission Period/Date, Tcto Issue Date, And Data Code Number. Obtain from AFMC Form 873.

4.15.3.1.6. Material Safety Number. If applicable, enter the number assigned by the MSTG.

4.15.3.2. Item 1, TCTO. This section is normally completed by the AFMC Form 875 initiator, based on the AFMC Form 873.

4.15.3.3. Item 2, Manuals. This section will normally be completed by the responsible TCM, in conjunction with the TO Manager. This section may drive completion of AFMC Forms 252 to update related TOs.

4.15.3.4. Item 3, Modification Kit. When kits are required, this section will be completed by the requirements personnel responsible for kit development or for monitoring contractor development of kits. An AFMC Form 185 may be required.

4.15.3.5. Item 4, TCTO/Kit Verification. Ensure coordination and approval of schedules with any affected MAJCOMs and host bases.

4.15.3.6. Item 5, Supply Records. If supply records must be updated, ensure responsible item managers are notified.

4.15.3.7. Item 6, Disposal Action. Ensure disposal activities have been notified.

4.15.3.8. Item 7, Shelf Life Control. Ensure all shelf life items have been identified on the AFMC Form 873, and are also identified in the TCTO itself and on any kit parts lists.

4.15.3.9. Item 8, Configuration Management. Ensure proper forms are initiated and configuration records are updated.

4.15.3.10. Item 9, Repair Parts Kits. Ensure any repair kits containing parts affected by the TCTO are identified.

4.15.3.11. Item 10, Support Equipment (SE). Ensure that any SE affected by the TCTO is identified, new requirements are added to allowances, and any affected TOs are updated.

4.15.3.12. Item 11, Spare Support. Ensure that new items have been identified for inventory control, provisioning has been accomplished, and spare support is assured.

4.15.3.13. Item 12, Stock List. Ensure action has been taken to stock-list new items and AF Form 86 has been submitted if required.

4.15.3.14. Item 13, Interchangeability. Determine if new or modified items are interchangeable with other stocklisted items, ensure I&S stocklist is updated.

4.15.3.15. Item 14, Engineering Drawings. If engineering drawings must be developed or updated, ensure these actions are completed and an AF Form 2600 is submitted to the program engineers.

4.15.3.16. Item 15, Personnel Training. If additional training will be required by the TCTO, ensure training monitors are informed and training courses are established.

4.15.3.17. Item 16, Training Equipment. Identify any training equipment affected by the TCTO, ensure modifications are compatible with operational equipment modifications, and any affected TOs are updated.

4.15.3.18. Item 17, Other Agencies/Departments. Identify any other users/ owners of the equipment being modified, ensure they are aware of the impact of the TCTO.

4.15.3.19. Item 18, Preservation & Packaging Data. Determine if existing procedures require update in affected manuals.

4.15.3.20. Item 19, Master Material Support Record. Ensure documentation has been submitted to update data in the records.

4.15.3.21. Item 20, Other. Complete as required for any of the actions listed.

4.15.3.22. Item 21, Additional Remarks. Use for continuation of other items (specify which items) or to add coordination/actions not listed elsewhere on the form.

4.15.3.23. Item 22, Certification. Signatures in these blocks indicate that all required actions, coordination and approval have been accomplished, and the TCTO may be issued.

Chapter 5

ENGINEERING DISPOSITION FOR NONCONFORMING TECHNICAL PROBLEMS BEYOND PUBLISHED AUTHORITY

5.1. General.

5.1.1. This chapter prescribes policy and procedures for requesting and furnishing technical data for equipment troubleshooting and repair procedures beyond existing TO authority (TO 00-5-1), under work stoppage and non-work stoppage conditions (see **Attachment 1**).

5.1.2. This chapter applies to all SM engineering, commodity management and maintenance activities at all ALCs and AFMETCAL, Det 1. It also applies to TO management activities and safety offices at these organizations and at Product Centers.

5.2. Forms Used.

5.2.1. AFMC Form 202. This form is initiated within a maintenance activity to request the responsible engineer or ES to develop instructions or determine serviceability when published technical data is not adequate. The AFMC Form 202 is also used to alleviate parts or material shortages by authorizing substitutes determined suitable by the responsible program engineers. Preparation instructions for the AFMC Form 202 are in **paragraph 5.5.**

5.2.1.1. When the engineer or ES determines that a TO update is required, a Special Handling AFMC Form 252 (SH252) is attached to the AFMC Form 202.

5.2.1.2. When the engineer or ES determines that an engineering drawing change is required, an AF Form 2600 is attached to the AFMC Form 202.

5.2.1.3. If no TO or drawing changes are required, the engineer or ES completes Part B of the AFMC Form 202 with step-by-step procedures or other instructions.

5.2.1.4. The AFMC Form 202 is coordinated and approved as specified herein, and returned to maintenance for use. The instructions are authorized for use only until the reported deficiency is corrected, or for a maximum of 120 days.

5.2.2. Special Handling AFMC Form 252 (SH252). A fully-coordinated and approved SH252 is issued to provide the corrected or newly developed data necessary to resolve an actual or anticipated work stoppage when the applicable TO is in error or inadequate. Each SH252 will be stamped "Special Handling" on the top and bottom of the form. The approved SH252 is authorized for use at the depot facility until receipt of a formal TO update incorporating the data. The form is expedited through coordination and is attached to the AFMC Form 202.

5.2.2.1. Affected organizations file the SH252 behind the related basic TO and annotate the project number on the TO title page.

5.2.2.2. The SH252 is removed from a TO file upon receipt of the TO update incorporating the data. List the rescinded SH252 project numbers on the title page of the formal TO update.

5.2.3. AFTO Form 22. An emergency AFTO Form 22 is used to report deficiencies when a work stoppage has occurred or is expected to occur within 5 workdays and engineering responsibility does

not reside at the ALC experiencing the problem. Repetitive nonconforming material or equipment problems are reported by routine AFTO Form 22. The procedures in TO 00-5-1 apply.

5.2.4. AF Form 2600 (EO). An EO is used to document changes to engineering drawings or to parts (with or without a change to the drawings of the parts). When the solution to the problem reported on an AFMC Form 202 is an engineering drawing change, the EO is completed and processed according to AFI 21-402 and a copy is attached to the AFMC Form 202 provided to maintenance.

5.3. General Policy and Guidance.

5.3.1. The AFMC Form 202 is used to furnish technical data (a) for conditions or procedures beyond TO authority under work stoppage and nonwork stoppage conditions, and (b) when TO procedures do not exist and must be developed, approved, and provided to maintenance technicians. When an EO or SH252 is developed to provide the solution, a copy is attached to the AFMC Form 202. Sketches and other documents may be attached to the AFMC Form 202, when determined appropriate by the responsible engineer or ES. The AFMC Form 202 control number is annotated in the upper right corner of all attachments to maintain package integrity. Specifically, the AFMC Form 202 is issued to:

5.3.1.1. Provide engineering authorization for restoration of damaged or worn parts and components to serviceable condition through repair or overhaul procedures or processes that are beyond those in applicable TOs or drawings.

NOTE: If the AFMC Form 202 recommends a procedure which is subsequently adopted as a standard practice for system or component repair, the initiator (block 12) may be eligible to submit an after-the-fact suggestion. No other uses of the form are eligible for the suggestion program. The initiator must document the expected benefits on an AF Form 1000, and submit it with a copy of the approved AFMC Form 202 package throgh the base suggestion office. Benefits must be confirmed by the TCM using an AF Form 1000-1.

5.3.2. AFMC Forms 202 may **not** be used.

5.3.2.1. As an interim TO pending receipt of a formal TO [ITO procedures in TO 00-5-1 and AFMCI 21-302 apply in this case].

5.3.2.2. As authorization for part substitution unless there is a critical part shortage and the part is needed urgently to prevent maintenance or modification work stoppage.

5.3.2.3. As a change to the intent of a TCTO or to extend rescission dates or reinstate rescinded TCTOs; and

5.3.2.4. They must not degrade reliability, performance, form, fit or function.

5.3.3. AFMC Forms 202 cannot be changed, altered or reinstated. If changes are required, new forms must be initiated. Rescinded forms must be replaced.

5.3.4. Procedures for the control of AFMC Forms 202 are as follows:

5.3.4.1. Affected organizations will attach a copy of the approved AFMC Form 202 to the applicable work control document (WCD). For extended periods of use (up to 120 days), file the copy of the AFMC Form 202 behind the related TO and annotate the TO title page with the AFMC Form 202 control number and/or SH252 number.

NOTE: The requirement to attach the AFMC Form 202 to the applicable WCD is waived when the WCD is maintained in the Maintenance Engineering Data Support System, the WCD references the applicable AFMC Form 202 or SH252, and the approved form is available to maintenance technicians in immediate work area.

5.3.4.2. Remove the AFMC Form 202 from the TO file when the information is no longer required or when the established rescission date is reached, whichever occurs first. Also remove superseded forms from the file on receipt of a replacement form, or of a TO update incorporating the SH252.

5.3.4.3. If a one-of-a-kind problem has not been cleared by the rescission date and the situation is not expected to be a repetitive problem, a review is made by the applicable engineer or ES. When appropriate, a new AFMC Form 202 may be issued and the previous AFMC Form 202 will be referenced.

5.3.4.4. When information in an AFMC Form 202 becomes a repeat requirement (for example, substitute equipment becomes standard or extended repair procedures become a repetitive requirement), the information shall be incorporated into the applicable TO or drawing by submitting a PCR or EO to the responsible engineer or ES.

5.3.5. When the Technology Repair Center (TRC) and responsible engineering activity are not collocated, engineering may delegate a representative at the TRC to issue needed AFMC Forms 202. Such delegation of authority will be documented in a Memorandum of Agreement (MOA). Under these circumstances, procedures for processing collocated AFMC Forms 202 apply. When the responsible engineering function retains authority (no MOA), e-mail or facsimile may be used to get hard copy documentation to TRC maintenance as quickly as possible.

5.3.6. The program maintenance function requests assistance to develop solutions for work stoppage technical data requests by submitting the AFMC Form 202 through the SM contact point to the responsible engineer or ES. Maintenance reproduces and distributes the approved form and any attachments received to the affected technicians.

5.3.7. The SM contact point logs in the AFMC Form 202 and sends it to the responsible engineer or ES. The engineer or ES develops the solution and provides the completed form and any attachments to the requesting maintenance activity.

5.3.8. Use of the telephone to request or receive technical assistance is NOT authorized.

5.3.9. AFMC Forms 202 and any attachments must contain orderly, clear, concise and complete step-by-step technical instructions for nonstandard work. They must contain warnings, cautions and notes according to MIL-STD-38784 when failure to comply with instructions could result in injury to personnel or damage to equipment.

5.3.10. Repairs beyond normal TO procedures which will be readily apparent to field organizations will be documented on maintenance records (e.g., AFTO Form 95, **Significant Historical Data**, or DD Form 1574). When the DD Form 1574 on an item being installed lists such deviations, transfer the comments to the end item AFTO Form 95 (if one exists) to preclude loss of data.

5.3.11. The AFMC Form 202 must be completed within 5 workdays after initiation for a work-stoppage condition. For a non-work-stoppage condition, the form must be completed within 15 workdays. Completion includes all coordination and approval.

5.3.12. The supervisor of the maintenance activity experiencing the problem will sign the undesignated box in block 26 to indicate concurrence with the procedures provided.

5.3.13. Engineering instructions provided on or with the AFTO Form 202 must be strictly adhered to, and adherence must be verifiable in process and upon completion of assigned work.

5.3.14. When a nonstandard deficient condition is caused by maintenance procedures or malpractice, review action in accordance with AFMCI 21-108 will be taken in conjunction with AFMC Form 202 submittal to prevent repetition.

5.3.15. Components or systems repaired or maintained according to nonstandard procedures authorized by this chapter must be identified and segregated from similar items to preclude loss of identity.

5.3.16. Control logs must be maintained in the program maintenance and engineering activities.

5.3.17. An audit trail of components and systems worked under these provisions must be maintained by program engineering for a minimum of 2 years.

5.3.18. The AFMC Forms 202 must be periodically reviewed by the maintenance quality assurance function (or equivalent) for compliance with this instruction. The forms are also periodically reviewed by the SM. The program manager determines frequency of reviews.

5.4. Procedures and Responsibilities.

5.4.1. Maintenance Production Activity.

5.4.1.1. Completes part A of AFMC Form 202 according to **paragraph 5.5.**, notifies the maintenance quality activity (or equivalent), and forwards the AFMC Form 202 to maintenance engineering (or other designated activity) who assigns a control number.

5.4.1.2. Reports any problems encountered during the accomplishment of AFMC Form 202 instructions to the responsible maintenance engineering activity.

5.4.1.3. Annotates applicable DD Forms 1574 or AFTO Forms 95 with comments provided on the AFMC Form 202.

5.4.1.4. The production supervisor or form initiator will notify the maintenance planner 5 days before the rescission date of any AFMC Forms 202 for which a requirement still exists.

5.4.1.5. Purges files of one-time AFMC Forms 202 on rescission date or when the project has been completed, whichever occurs first.

5.4.2. Maintenance Engineering Activity.

5.4.2.1. Reviews cited condition.

5.4.2.1.1. If request is not warranted (e.g., sufficient technical data is available to accomplish the task), advises the appropriate production supervisor and provides the necessary planning guidance to correct the cited condition. Annotates the AFMC Form 202, "No Action Required," and returns the original to the initiating activity.

5.4.2.1.2. If the request is valid and a work stoppage condition exists, delivers the AFMC Form 202 with Part A completed to the assigned SM engineer or ES within two hours of initial receipt.

5.4.2.1.3. If the request is warranted and a non-work-stoppage condition exists, maintenance engineering forwards the AFMC Form 202 to the applicable SM focal point through the base mail service.

5.4.2.2. Reviews the completed AFMC Form 202 and attachments, returned by the engineer or ES, for completeness. Provides a copy to the maintenance quality assurance (or equivalent) activity when the form is released to maintenance production and to other requiring activities, including the organization responsible for entering the statement provided in Block 25 on applicable AFTO Form 95 or DD Form 1574.

5.4.2.3. Maintain a file of the original completed AFMC Forms 202 per AFMAN 37-139.

5.4.3. Single Manager (SM).

5.4.3.1. Designated Contact Point.

5.4.3.1.1. Receives and records assistance requests from the maintenance activity. Immediately notifies the responsible engineer or ES of receipt of a work stoppage request. For non-work-stoppage requests, forwards the AFMC Form 202 to the responsible engineer or ES through mail channels.

5.4.3.1.2. Maintains the control log.

NOTE: The log may be kept manually or in a computer-based data base.

5.4.3.2. Responsible Engineer or ES.

5.4.3.2.1. Contacts maintenance engineering and makes arrangements to review the problem within 2 hours when a work stoppage condition exists. Under non-work-stoppage conditions, arranges to view the problem within 5 workdays after receipt of the request for assistance.

5.4.3.2.2. After assessing the problem, completes part B of the AFMC Form 202 according to paragraph **5.5.** When the solution requires a change to an engineering drawing, completes an AF Form 2600 (EO), obtains a project number and attaches a copy of the EO to the AFMC Form 202 which provides the solution. Forwards the original EO for processing according to AFI 21-402. When the solution requires a TO change, prepares an SH252, obtains a project number from the TO Manager, and attaches a copy to the AFMC Form 202. Forwards the original SH252 to the TO Manager for processing.

5.4.3.2.3. Maintains the first copy of AFMC Forms 202 and attachments in file for a minimum of 2 years. Provides maintenance engineering the original approved AFMC Form 202 with applicable attachments.

5.4.3.2.4. Obtains approval signature before release of AFMC Form 202 for use in maintenance. The engineer's or ES's branch chief's signature is required on AFMC Forms 202 which change performance acceptance criteria. Where branches are divided into specialized sections or units, the supervisor of the applicable section or unit will approve all other requests. Under special circumstances, the branch chief may delegate authority to specific engineers or ESs to approve actions outlined on the form. However, if a designated individual develops a repair, the form must be submitted to another knowledgeable person on an equal or higher level for approval. The branch chief must maintain a list, updated as required, of nonsupervisory personnel delegated approval authority, and provide this list to involved maintenance engineer-

ing, production and quality assurance activities and SM production activities. Delegation of approval authority includes responsibility for ensuring proper coordination is obtained.

5.4.3.3. Production Management Activity: Reviews AFMC Forms 202 when they impact work specifications, industrial funds or production schedules.

5.4.4. Maintenance Quality Assurance Activity (or Equivalent).

5.4.4.1. Designates a contact point to receive notification from maintenance production activity that an AFMC Form 202 has been initiated. The contact point advises the quality engineering office or physical science laboratory, if applicable, and ensures a quality assurance representative is present as necessary at any subsequent meeting with maintenance engineering and the responsible engineer or ES to view the problem.

5.4.4.2. Periodically reviews AFMC Forms 202 for compliance with this instruction.

5.4.5. Maintenance TO Distribution Office (TODO). Receives copies of SH252s from the TO Manager and annotates the project numbers on the AFTO Form 110 (or in ATO Managers) for the affected TOs. Reproduces sufficient copies of the SH252s to ensure one copy is filed with each copy of the affected TOs. When the TO update is received, lines through the project number on the AFTO Form 110, removes the SH252 from the files, and files the TO update.

5.4.6. TO Manager.

5.4.6.1. Reviews SH252s for completeness, including entries indicating coordination has been accomplished. Returns incomplete or uncoordinated SH252s.

5.4.6.2. Assigns SH252 project numbers and stamps "Special Handling" in bold letters at top and bottom of each form.

NOTE: When the assignment of AFMC Form 252 project numbers has been delegated to the preparing activity, this activity will stamp the "Special Handling" markings on the SH252.

5.4.6.3. Reviews and monitors issuance of SH252s to ensure conformance with this instruction.

5.4.6.4. Distributes one copy of each SH252 to the maintenance TODO for reproduction and distribution to applicable maintenance technical publication files; one copy to applicable SM technical reference library; and one copy to the engineer or ES initiating the SH252.

5.4.6.5. Ensures each SH252 is incorporated in the next scheduled update to the affected TO. Ensures the TO update title page lists applicable SH252 project numbers in the supersedure notice.

5.4.7. Engineering Drawing Repository.

5.4.7.1. Ensures priority response is given to engineer or ES requests for engineering drawings needed to resolve work stoppage conditions.

5.4.7.2. Reviews and monitors issuance of EOs to ensure conformance with this instruction.

5.5. AFMC Form 202 Completion Instructions. The form is available in an electronic format (EF) version, and may be computer-generated (CG) according to AFI 37-160V8.

5.5.1. General. Entries must be typed or neatly printed in blue-black ink. Forms may be overprinted to fit a specific local situation. The form control number shall be placed in the upper right corner of all attachments (continuation sheets, SH252s, EOs, etc.)

5.5.2. Part A, SM Maintenance.

5.5.2.1. Block 1, To. Address of the SM activity responsible for the system or commodity.

5.5.2.2. Block 2, From. Address of the maintenance activity submitting the form.

5.5.2.3. Block 3, Date. Date the request was initiated.

5.5.2.4. Block 4, Control Number. Enter the next available control number from a log maintained by the maintenance engineering activity. (The engineering activity establishes requirements for construction of the control number. The log may be kept manually or in a computer-based data base.)

5.5.2.5. Block 5, Noun. Enter the nomenclature of the item experiencing the problem. In some cases, the MDS may be required.

5.5.2.6. Block 6, Part Number. Enter the item part number or "N/A," as appropriate.

5.5.2.7. Block 7, National Stock Number. Enter the NSN or "N/A," as appropriate.

5.5.2.8. Block 8, Serial/Tail Number. When applicable, enter the serial number or tail number of the item causing the problem. For blanket authority for a repair or substitution for a specified period of time, enter "N/A."

5.5.2.9. Block 9, Location. Enter the physical location (post or building number, shop, etc.) of the item causing the problem.

5.5.2.10. Block 10, TO/DWG Number. Enter the involved TO number or engineering drawing number, if applicable.

5.5.2.11. Block 11, Work Stoppage. For a "YES" answer, enter the date the work stoppage has or will occur.

5.5.2.12. Block 12, Initiator. The maintenance technician reporting the problem. This block establishes the ownership of any subsequent after-the-fact suggestions.

5.5.2.13. Block 13, Notified Technical Content Manager (TCM). When the AFMC Form 202 is related to a work stoppage condition, enter the office symbol, date and time the engineer or ES was notified. For non-work-stoppage forms, enter "N/A."

5.5.2.14. Block 14, Organically Caused. Check the appropriate response to indicate if the problem was or was not caused by organic maintenance action.

5.5.2.15. Block 15, Maintenance Planner/Engineer. The maintenance planner or responsible engineer approving submission of the AFMC Form 202.

5.5.2.16. Block 16, Deficiency And Recommendations. Enter a concise description of the problem and any recommended corrective actions.

5.5.3. Part B, SM Management.

5.5.3.1. Block 17, To. Enter the information from Block 2.

5.5.3.2. Block 18, From. The engineering or ES activity responding to the problem.

5.5.3.3. Block 19, Date. Date the completed form is returned to the maintenance activity.

5.5.3.4. Block 20, Engineer/ES. The engineer or ES developing the procedures.

5.5.3.5. Block 21, Disposition Instructions. Check the appropriate disposition instruction box or "N/A."

5.5.3.6. Block 22, Repair Instructions. If the solution does not require a TO change, enter concise, step-by-step instructions for resolving the problem. If the solution requires a TO change, attach the SH252 containing the instructions. If applicable, attach a copy of the EO or drawings applicable to the procedure.

NOTE: As a local option, and when repair instructions are relatively simple, the AFMC Form 202 may be used as a work document.

5.5.3.7. Block 23, Rescission. Enter the procedure rescission date in "a. DATE___ ," not to exceed 120 calendar days from date shown in block 19, or the appropriate serial/tail number in "b. COMPLETION OF S/N__ ."

5.5.3.8. Block 24, Requires AFMC Form 252/Requires AF Form 2600. Check "YES" or "NO" for each.

5.5.3.9. Block 25, AFTO Form 95/DD Form 1574 Entry. Enter "N/A" or the exact wording of the statement to be placed on the forms. The statement will include the engineer's or ES's name, office symbol, phone number and AFMC Form 202 control number.

5.5.3.10. Block 26A, Engineer/ES. Signature of the engineer or ES who provided the disposition or repair instructions.

5.5.3.11. Block 26B, Safety. Name and signature of safety office personnel who reviewed the instructions, or "N/A" as appropriate.

5.5.3.12. Block 26C, Product Engineer. Name and signature of individual responsible for reviewing the instructions when an HCI is involved, or "N/A" as appropriate.

5.5.3.13. Block 26D, TO Management Office. Name and signature of the responsible TO manager when a SH252 is prepared, or "N/A" as appropriate.

5.5.3.14. Block 26E, Engineer/ES Branch Chief Approval. Name and signature of the authorizing individual (see paragraph **5.4.3.2.4.**).

5.5.3.15. Block 26F. The supervisor of the maintenance activity will sign the undesignated box in block 26 to indicate concurrence with the procedures provided.

Chapter 6

CONTRACTOR FURNISHED AERONAUTICAL EQUIPMENT/CONTRACTOR FURNISHED EQUIPMENT (CFAE/CFE) NOTICE PROCESSING AND TRACKING PROCEDURES

6.1. General. CFAE/CFE Notices (often called "CFENs") are submitted according to a CDRL by contractors or other government agencies developing TOs for the Air Force. The notices identify and propose use of specific technical manuals for the operation, maintenance and inspection of equipment, proposed for use with the end-item system or commodity, which are not already covered by the TO development contract. The manuals may be MILSPEC TOs, commercial manuals, or contractor data developed for the government. CFEN content is specified by data item description (DID) DI-TMSS-80067. CFENs should be revised and resubmitted or superseded whenever the item represented undergoes significant change or data requirements change.

6.1.1. The NSC of the equipment covered is listed on the notice. The NSC is used with TO 00-25-115 to determine which ALC is prime for the management of the commodity and manual involved.

6.1.2. The SM, through the TO Manager or TCM, should establish a procedure for reviewing and suspensing CFENs. This procedure should stipulate who reviews each type of document recommended and who has ultimate approval authority for acceptance and numbering of the documents.

6.1.3. Upon approval of a CFEN, the TO Manager forwards a letter through the appropriate contracting office to the contractor notifying them of the TO number assigned, title (if other than proposed), license rights and copyright release statements, quantities required, and shipping instructions not covered in the TMCR.

6.1.4. If the CFEN is disapproved, full justification must be provided. If the item has been classified as a nonrepairable or throw-away item, the appropriate SM must be notified to ensure the equipment is covered in the Supportability Analysis data base. If disapproval is due to errors in CFEN preparation rather than unnecessary or unsuitable data, the TO Manager should immediately inform the contractor to allow timely revision and resubmittal of a corrected CFEN to avoid costly delay.

6.2. MILSPEC TOs. As system or commodity development proceeds, the prime contractor or subcontractors may identify additional hardware support requirements or components of the end item which require separate TOs for operation and maintenance of the commodity. For new SE, the contractor will submit a Support Equipment Recommendation Document (SERD), accompanied by any required CFENs. For new manuals to support end item components, only the CFEN is required. CFENs may not be needed at all if TO requirements can be completely defined in advance in the TMCR (usually on less complex projects).

6.2.1. Each SERD submitted must be reviewed and approved as directed by the SM before the equipment can be used with the end item. Disapproval of the SERD (usually) automatically disapproves any associated CFENs.

6.2.2. When the SERD is approved, and for end item components, associated CFENs must be reviewed for applicability, need for a stand-alone manual, depth of coverage recommended, etc., and approved separately (TO 00-5-3).

6.3. Contractor Data. In lieu of developing MILSPEC TOs, the contractor may recommend use of in-house contractor-format technical data. The CFENs recommending this data, and the data itself, must be reviewed and approved like commercial manuals (**paragraph 6.4.**).

6.4. Commercial Manuals. When the contractor recommends use of commercially-available SE or end item components, use of manufacturer's manuals customarily provided with the commercial article may also be recommended. Copies of the manuals are attached to the CFENs recommending them, for government review and approval according to MIL-HDBK-1221. Notices should be checked to be sure all blocks are filled in (i.e., contract number, submitting contractor's name and vendor code, publisher's name and vendor code, stock number, configured item number, etc.) The CFENs must include the contractor's evaluation of suitability according to MIL-HDBK-1221. Incomplete or inaccurate notices should be returned to the contractor for corrective action.

6.4.1. Two copies of the manual and CFEN are normally forwarded by cover letter to the SM's TO Manager for review and evaluation. One copy should be retained in the SM's TO library in the event of loss in shipment.

6.4.2. Reviewing activities usually include the equipment specialist managing the commodity and the commodity user. A suspense date should be established and followup action taken until approval or disapproval is obtained.

6.4.3. Depending on the number of contractors and volume of commercial data, a data base for each contractor should be maintained with summary pages showing status of each notice , as well as individual work sheets providing more detailed information on actions taken relative to each particular notice.

6.4.4. When supplemental data is required to make the manual acceptable, the contractor should be contacted to determine if the additional data can be obtained from the vendor or if the contractor will have to develop such data. Depending on the reply, the additional data may be obtained and the manual returned to the prime ALC for reevaluation. If the required data cannot be obtained from the vendor, a cost estimate for development of the supplemental data should be requested from the prime contractor. Action must be taken to obtain the additional funding required for the supplement, or to reevaluate the support concept for the commodity. After the supplemental data is received, the data and the original manual should be submitted for reevaluation.

6.4.5. Each program should establish a list to track approved commercial manuals. The list should include CFAE/CFE Notice numbers, contractor, prime ALC, when it was approved, when the contractor shipped the manuals and whether or not the manuals were received at the appropriate destination. A followup letter should be sent to the ALC responsible for the commodity and its manual to ensure receipt and authorize contractor payment

6.4.6. Contractors should be required to review the appropriate TO Indexes, the cross reference of TO numbers to equipment part numbers, and the Interservice Technical Information Exchange System (ITIES – TO 0-4-6-2) to prevent duplicate submission of previously-approved commercial manuals. See TO 00-5-2 for an explanation of the ITIES.

6.4.7. TO management responsibility for commercial manuals automatically transfers to the equipment SM's TO Manager after signature of the DD Form 250.

GAIL P. BROWN
Director, AF PDSM Program Office

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ACP—Ammunition Control Point (OO-ALC/LIW)

AFCESA—Air Force Civil Engineering Support Agency

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFOSH STD—Air Force Occupational Safety and Health Standard

AFMAN—Air Force Manual

AFMETCAL—Air Force Metrology and Calibration (Program) (AFMC)

AFPD—Air Force Policy Directive

AFSAC—Air Force Security Assistance Center (AFMC)

AFSEO—Air Force SEEK EAGLE Office

AFTO—Air Force Technical Order

ALC—Air Logistics Center (AFMC): OC – Oklahoma City; OO – Ogden; SA – San Antonio; SM – Sacramento; WR – Warner Robins

ATO MANAGERS—Automated TO Management System (TOs 00-5-2-2 & 00-5-2-102)

ATOS—Automated Technical Order System

BEE—Bio-Environmental Engineering

CAGE—Commercial and Government Entity (Code)

CALS—Continuous Acquisition and Life-Cycle Support

CCB—Configuration Control Board

CCP—Command Control Point

CDRL—Contract Data Requirements List

CFAE/CFE—Contractor Furnished (Aeronautical) Equipment (Notice)

CLIN—Contract Line Item Number

CPIN—Computer Program Identification Number

CSTO—Country Standard TO

CTOCU—Central Technical Order Control Unit

CTOM—Centralized Technical Order Management (Committee or Group – AF or AFMC)

DIC—Direct Image Copy

DID—Data Item Description

DLA—Defense Logistics Agency

DM—Data Manager (Engineering, EDM)

DOD—Department of Defense

DODD/I—Department of Defense Directive/Instruction

DPS—Defense Printing Service

DSM—Development System Manager

ECP—Engineering Change Proposal

EO—Engineering Order

EOD—Explosive Ordnance Disposal

ES—Equipment Specialist (AFMC)

FMM—Flight Manual Manager

FMP—Flight Manuals Program (AFI 11-215)

FMS—Foreign Military Sales

GFE/GFP—Government Furnished Equipment/Property

GPO—Government Printing Office

HAZMAT—Hazardous Materials

HCP—Hardness Critical Procedure

ID—Initial Distribution

IOS—Interim Operational Supplement

IPB—Illustrated Parts Breakdown

IPR—In-Process Review

ISS—Interim Safety Supplement

ITCTO—Interim Time Compliance TO

ITIES—Interservice Technical Information Exchange System (G022B)

ITO—Interim Technical Order

IWSM—Integrated Weapon System Management

JCALS—Joint Computer-Aided Acquisition and Logistics Support

JNWPS—Joint Nuclear Weapons Publication System

JTMS—Joint Technical Manual System

LMTOS—Logistics Management of Technical Orders System (G022)

MAJCOM—Major Command

MAP—Military Assistance Program

MGM—Materiel Group Manager

MILSPEC—Military Specification

MILSTD—Military Standard

MOA—Memorandum of Agreement

MPTO—Methods and Procedures TO

NAVEODTECHDIV—Naval EOD Technology Division

NDI—Non-Destructive Inspection

NSP—Nuclear Surety Procedure

O&M—Operation(s) and Maintenance

OMB—Office of Management and Budget (DOD)

OPR—Office of Primary Responsibility

PC—Product Center (AFMC): Aerospace Systems Center – ASC; Electronic Systems Center – ESC: Space & Missile Systems Center – SMC

PCR—Publication Change Request

PDF—Adobe™ Portable Document Format

PDM—Programmed Depot Maintenance

PDSM—Product Data Systems Modification (Program Office - Det 2, ESC/AV-2)

PGM—Product Group Manager

PMD—Program Management Directive

PTO—Preliminary Technical Order

RGL—Reading Grade Level

SAF—Secretary of the Air Force

SAP—Security Assistance Program

SATODS—Security Assistance TO Data System

SCG—Security Classification Guide

SERD—Support Equipment Recommendation Data

SM—Single Manager (SPD, MGM, or PGM)

SMR—Source Maintenance Recoverability (Code)

SPD—System Program Director

SSM—System Support Manager

S/S/SN—System/Subsystem/Subject Number

TCM—Technical Content Manager

TCTO—Time Compliance Technical Order

TM—Technical Manual

TMCR—TM Contract Requirements (document), TM-86-01

TMSS—TM Specifications and Standards

TO—Technical Order

TOIS—TO Improvement System (G022D)

TOPS—TO Page Supplement

TRC—Technology Repair Center

USAF—United States Air Force

Terms

Air Logistic Center (ALC)—The AFMC component having responsibility for the sustainment phase of a system or commodity's life cycle, including the related TOs. ALCs perform depot-level maintenance on assigned systems and commodities during sustainment.

Abeyance—1. Compliance with TCTOs and ITCTOs may be suspended by the ES when safety hazards or possible equipment-damaging processes are discovered with the TCTO procedures. 2. AFTO Forms 22 or other TO change requests may be placed in Abeyance when they must be held for evaluation by a regularly-constituted work group or committee.

Baseline—A configuration identification document or set of such documents formally designated and fixed at a specific time during a configuration item's life cycle. Baselines, plus approved changes from baselines, constitute the current configuration identification.

Commodity—A designated item, subsystem, or system which is not identified as a weapon or military system. Commodities are grouped into Product Groups or Materiel Groups which possess similar characteristics and applications benefiting from similar developmental, acquisition, and logistics support management processes.

Computer Program (CP)—The software (codes) containing a sequence of operating instructions or data in a format suitable for use with a particular computer system, provided on magnetic or paper tapes, floppy disks, or other physical or electronic media.

Configuration—The functional and/or physical characteristics of hardware and software as set forth in technical documentation and achieved in a product.

Configuration Changes—Alteration of the form, fit or function of a configuration item.

Configuration Control Board (CCB)—A board composed of representatives from program or project functional areas such as engineering, configuration management, procurement, production, test, logistic support, training activities and using and supporting organizations. The board approves or disapproves engineering change proposals (ECPs), approves conversion of ECPs to TCTOs if applicable, and issues implementation instructions.

Configuration Item (CI)—An aggregation of hardware and/or software, or any portion thereof, that satisfies a function and is designated for configuration control. Items that reflect the current approved configuration of military systems and/or commodities currently in the Air Force operational inventory. CIs require the use of the latest TO information listed in the appropriate TO Index.

Contract Maintenance—The maintenance of systems or commodities performed by commercial organizations (including prime contractors) under contract on a one-time or continuing basis without distinction as to level of maintenance accomplished.

Depot-Level Maintenance—The level of maintenance consisting of those on- and off-equipment tasks performed using highly specialized skills, sophisticated shop equipment, or special facilities of an ALC, centralized repair activity, contractor facility, or, in some cases, by field teams at an operating location. Maintenance performed at a depot also includes those organizational and intermediate-level tasks required to prepare for depot maintenance, and, if negotiated between the depot and the operating command, scheduled field-level inspections, preventative maintenance or TCTOs which come due while equipment is at the ALC for PDM.

Development System Manager (DSM)—The lead individual at a Product Center (PC) when an SM located at an ALC delegates a specific development task to the Product Center. The DSM reports directly to the SM.

Engineering Change Proposal (ECP)—A proposed engineering change and the documentation that describes and suggests it. ECPs are submitted to the SM by contractors or from internal Air Force sources.

Equipment Specialist—The individual or position responsible for assisting the acquisition team during the development/production phase and for technical management of a system, subsystem or commodity during the sustainment phase of a program.

Field-Level Maintenance—On- or Off-Equipment maintenance performed at an operating location. It includes the traditional Organizational-level and portions of Intermediate level maintenance under the Two-level maintenance concept (the rest of intermediate-level maintenance is covered under depot level maintenance).

Form, Fit, And Function—The physical and functional characteristics of an end item, but not the characteristics of any of the item's components.

Hardness Critical Item (HCI)—A hardware item at any indenture level that is mission critical and which could degrade system survivability in a nuclear or nonnuclear operational environment if special procedures are not used in the design, repair, manufacture, installation, or maintenance of the item.

Integrated Weapon System Management (IWSM)—Empowering a single manager (SM) with authority over the widest range of military system program decisions and resources to satisfy customer requirements through the life cycle of that system. This is the AFMC management philosophy for all military systems and commodities.

Item Manager (IM)—An individual within an organization assigned management responsibility for one or more specific items of hardware.

Major Command (MAJCOM)—The activity at the higher echelon responsible for management and command control of systems or commodities.

Materiel Group—A Materiel Group consists of those systems, subsystems and items which do not fall into the categories of Weapon or Military Systems or Product Groups. They are primarily differentiated from Product Group assets in that they do not require a standing development capability. Materiel Groups are normally assigned consolidated sustainment management to achieve economies of scale and specialization of technical and engineering expertise.

Materiel Group Manager (MGM)—The single manager for a materiel group. MGMs fulfill the same

responsibilities as an SPD or PGM for their respective products (AFMCR 500-11). The MGM's products are in direct support of one or more SPDs.

Military System—A discrete stand-alone collection of systems and related resources which, in conjunction with user support and operation, provides a capability to accomplish a specific military mission. The generic phrase used to describe the systems developed and supported by AFMC and to which IWSM is applicable.

Modification—Any change, either retrofit or updating, to the configuration of a CI.

Non-Configured Equipment—Equipment that is representative of but does not reflect the current configuration of vehicles or systems in the Air Force operational inventory (e.g., a prototype of a new aircraft which will not be updated to the final approved configuration, or a test-bed aircraft used to flight test and evaluate aeronautical commodities and subsystems.) The latest issues of the TO information compatible with the specific items of equipment are mandatory for use with this equipment; their publication dates will not necessarily be listed in the TO Index.

Non-Work-Stoppage—(See Work-Stoppage) Spare assets are available and the discrepancy or deficiency WON'T halt production or delay the schedule or delivery of the end item.

Operating Location—Generally, a physical location where military systems or commodities are assigned, operated, and maintained.

Organic Maintenance—Maintenance performed by the government under military control, using government-owned or controlled facilities, tools, test equipment, spares, repair parts, and military or civilian personnel.

Product Group—Aggregations of multiple products in all life cycle phases characterized by an ongoing development requirement as well as a very large cumulative sustainment requirement. A Product Group consists of commodities which can benefit from common management practices.

Product Group Manager (PGM)—The single manager for a product group. PGMs fulfill the same responsibilities as a System Program Director or Materiel Group Manager for their respective products (AFMCR 500-11). The PGM's products are in direct support of one or more SPDs.

Prototype—A model or preliminary design of a system or commodity suitable for evaluation of design, performance, and production potential.

Program Management Directive (PMD)—The PMD is the official Air Force document used to direct program responsibilities to the appropriate MAJCOMs, Program Executive Officer (PEO), Designated Acquisition Commander (DAC), or appropriate organization for a specific system/subsystem development, modification, acquisition or directed procurement effort.

Single Manager (SM)—The generic term including System Program Directors, Materiel Group Managers, and Product Group Managers (see definitions).

Software-Only Change (TCTO)—Changes (or TCTOs) to a computer program configuration item (CPCI) which do not affect system or commodity hardware or TO procedures.

System—A final combination of equipment items, technical data, supply support, transportation, policies and procedures which make up a self-sufficient entity designed to perform a specific mission.

System Program Director (SPD)—The individual in a SPO who is ultimately responsible and accountable for decisions and resources in overall program execution. SPD is the designated title for the

single manager of a program that reports to a Program Executive Office (PEO) at Air Staff or a Designated Acquisition Commander (DAC) under an ALC or PC/CC, and who presents the single face to the user while overseeing the seamless lifecycle processes.

System Program Office (SPO)—The integrated AFMC organization responsible for cradle to grave management of a military system, product group or materiel group.

System Support Manager (SSM)—The lead individual at an ALC responsible for support when the SM is located at a PC. The SSM reports directly to the SM.

Technical Content Manager (TCM)—The individual, usually an Equipment Specialist (see) or Engineer, responsible for maintaining the accuracy, adequacy, modification, classification, review and currency of the technical content of TOs supporting assigned systems, commodities or processes. TCMs are not generally responsible for style and format or other non-technical aspects of manuals.

TO Manager—Manages TOs related to systems and commodities assigned according to TO 00-25-115. Management encompasses all activities from acquisition through disposal of TOs after the systems or commodities they support exit the Air Force inventory.

Using Command—The MAJCOM(s) responsible for operating a system, subsystem, or commodity end item. Generally, it applies to those commands or organizations designated by the USAF to conduct or participate in operations or operational testing.

Verification—Verification is the process through which Air Force personnel evaluate and prove TOs and TCTOs are accurate, adequate, safe, and usable to support the using command's operational and maintenance concepts. To establish validity of TCTO instructions and integrity of any associated kits by installation of the first production kit on an operational CI using the preliminary TCTO instructions. Verification is required by the Department of Defense.

Work-Stoppage—Work stoppage refers to the inability to proceed with a repair or modification of an end item or commodity, or where a given process stops due to nonconforming material, inadequate technical data, or lack of proper parts, materials, components, tooling or facilities. Halted production of a component or part that prevents the repair or continued scheduled flow of an end item constitutes a work stoppage.

Attachment 2

G022 CODES AND RELATED FORMS COMPLETION INSTRUCTIONS

A2.1. G022 Codes. The codes listed below are used throughout the G022 system, and will be used with its replacement, JCALS. Transaction codes are shown in the form completion instructions to which they apply. All dates are entered in G022 as YYMMDD. See **Figure A2.1.** and **Figure A2.2.** for action and error codes appearing under "ACTN" on the ALC Transaction Register (paragraph **A2.13.**).

A2.1.1. TO Security Classification Code (reference TO 00-5-1).

U - Unclassified

C - Confidential

CF - Confidential Formerly Restricted Data

CR - Confidential Restricted Data

S - Secret

SF - Secret Formerly Restricted Data

SR - Secret Restricted Data

A2.1.2. TO Type Code (see TO 00-5-1).

A - Technical Manual

B - TCTO

C - Digital TO

D - IETM TO

E - Methods and Procedures

F - Abbreviated TO

G - Supplemental Manuals

H - Index TO

J - Commercial Manual

M - Microfilm/Microfiche

A2.1.3. TO Kind Code (see TO 00-5-1).

C - Change

N - New

R - Revision

S - Supplement

A2.1.4. ALC Designator Code.

A - AGMC/MLEP

F - Sacramento ALC/TILB

G - Ogden ALC/TIEDT

H - Oklahoma City ALC/TILT

L - Warner Robins ALC/TILT

N - HQ AFMC

P - San Antonio ALC/TILD

U - Oklahoma City ALC/TILU (JMEM, CPIN & some TO Indexes)

W - San Antonio ALC/NWTD

A2.1.5. **Manager Screen Code.**

Y - Requisitions require screening by the distribution activity before delivery to warehouse.

N - Requisitions are delivered direct to warehouse; no screening required.

A2.1.6. **Status Symbols.**

A - Dormant Stock Position TO (used for special items not requiring a stock balance or reprint action).

NOTE: All interim TCTOs are assigned A.

D - Depot Level Publication (TO 0-1-01).

E - The distribution activity approves initial distribution (ID) requirements before establishment in the G022A system. ID requirements are automatically set up for address codes 0086 (OC-ALC/TILUB). All other TODO codes must submit according to TO 00-5-2.

F - Exempt from OSHA Review.

H - Limited Distribution TOs (TO 0-1-01).

L - Limited Rights TMs

M - TOs Used by Foreign Countries Only (see TO index TO 01-1-71).

P - Preliminary TO (TO 00-5-2).

A2.1.7. TOs excluded from AFOSH Review.

F – See AFI 91-302/AFMC supplement 1 for applicable Tos.

A2.1.8. Cognizant Activity Code for Joint Service TOs.

A - Army

N - Navy

M - Marine Corps

D - Defense Logistics Agency

F - USAF

A2.1.9. No Foreign Release Code (DOD 5200.1-R/AFI 31-401).

N – No Forn

A2.1.10. Special Access Required.

Z – SAR

A2.1.11. TCTO Series Code.

S – Series

A2.1.12. Published - Unpublished Code (indicates whether there are active TCTOs under the series).

C - Published

D - Unpublished

A2.1.13. Publication Type Codes.

2 - Explosive Ordnance Disposal (EOD) publications.

3 - Joint Munitions Effectiveness Manuals (JMEM)

4 - Defense Security Services

5 - Special Weapons Publications

6 - Critical Nuclear Weapon Design Information (NWDI)

7 - Interim TCTO

8 - Software-only TCTO

9 - Sanitized JMEMs

A2.1.14. Limited Rights Code (Government has limited usage rights).

L – Limited Rights

A2.1.15. TO Removed Code.

A - Rescinded

B - Replaced

C - Canceled

D - Internal G022A system code denoting temporary status

A2.1.16. Physical inventory hold.

H - Routine orders hold.

A2.1.17. Reprint action codes.

A - Reprint action taken

B - Revision in process

E - Being rescinded or replaced by another TO

F - Awaiting funds

A2.1.18. ALC TCTO rescission notice reply code.

A – Allow normal rescission (omit TCTO number from subsequent lists)

A2.1.19. Country Standard TO (CSTO) symbol.

N – CSTO

A2.1.20. Type of Requisition Code.

0 - Priority, "N" Code (Computer prescreening only is required)

1 - Routine "N" Code (Computer prescreening only is required)

2 - Priority, "Y" Code (Manager screening required)

3 - Routine, "Y" Code (Manager screening required)

A2.1.21. Requisition Action Codes.

VC - Backorder Release for a TO Change or TOPS

VE - Initial Stock Transfer

VR - Backorder Release

VS - Normal Issue

VV - Final Stock Transfer

VX - Requisition from Follow-up

V7 - Issue of Renumbered TO

A2.1.22. ALC TO Warehouse Codes.

0022 – Oklahoma City ALC

0038 – Ogden ALC

0043 – Sacramento ALC

0069 – AGMC Newark

0076 – Warner Robins ALC

1056 – San Antonio ALC (NOTE. Used for both “P” and “W” ALC codes in record position (rp) 58.)

A2.2. AFMC Form 654 Completion Instructions.

A2.2.1. Record Positions 1 thru 30, All Transaction Codes (AFMC Form 654, 1st & 2nd pages, 1st line).

rp	Input
1-3	DOC IDENT/TO – XEAH (preprinted).
5	FROM – ALC code (paragraph **A2.1.4.**).
6-30	TECHNICAL ORDER NUMBER/CPIN – TO/TCTO/supplement or TCTO series number.

A2.2.2. JM_ Transactions (2nd line). JM_ transactions (“M card”) add required information on TO copies received for stock and as necessary to correct TO data input by "JE_" transactions on new TO publications, revisions, supplements, and changes after completion of ID. A separate JM_ transaction

is required for each new TO, revision, supplement, or change which enters the system. The distribution activity ensures "M cards" are submitted on time to avoid the necessity to input revisions.

Table A2.1. JM_Transactions

rp	Input
31	KIND (for new or supplement, leave --b--blank)
	C – Change
	R – Revision
32-34	REV OR CHANGE NUMBER – Enter.
35-36	TR CODE – “JM” (pre-printed)
37	A or C
	A – (unless ID is being cancelled)
	C – (for ID cancellation – leave 53-80 blank)
38-72	(Complete using G022 codes)
73-76	Enter Page Count whenever possible – for TOs >9999 pages, microform, tapes, digital files, etc., enter Unit Cost.
77	P or U
	P - Page count
	U - Unit cost

A2.2.3. JN_ Transactions (3rd line). The purpose of “JN_” transactions ("N card”) is to input adjustments to the TO record as outlined in “Adj Code” below.

Table A2.2. JN_Transactions

rp	Input
31	KIND (for new or supplement, leave blank)
	C - Change
	R - Revision
32-34	REV OR CHANGE NUMBER – Enter.
35-36	TR CODE – “JN” (pre-printed)
37	ADJ CODE
	A - Physical inventory quantity input
	B - Additional stock received input
	C - Reprint stock received input
	D - Change manager review (screen) code, maximum issue quantity, reprint level quantity, or minimum reserve level quantity only. For stock quantity adjustments, use A, B, C, or T.
	E - TCTO rescission date adjustment
	F - Revision number adjustment
	G - Change/TOPS number or date adjustment (enter correct number in 32-34; enter existing date in 46-1 and correct date in 67-72)

Note: Basic and Supplement dates cannot be changed using an “N card” adjustment – contact TILUB to make needed corrections.

	H - Hold for physical inventory adjustment (places all requisitions on backorder status until input of a JNA, B, C, or T action code.) Leave rp46-80 blank
	K - TO page count adjustment
	T - Stock transfer quantity received input (gaining ALC also enters manager change codes “JLB” and JLC”)
	U - TO unit cost adjustment
38-80	Enter requested info and changes using G022 codes.

A2.2.4. JG_ Transactions (4th line). The JG_ transaction ("G card”) is used to place requisitions in back order status. Input of "G card” action automatically reduces G022 stock balance to zero, cancels the original requisition and places the request in a backorder status.

NOTE: When "E" appears in rp37, the G022 record of total requisitions processed is reduced by the "G card” input. When a physical inventory is accomplished, an "N card” input corrects the stock balance. "G card” action isn't appropriate when an in-stock condition exists and the distribution activity desires to hold a requisition. In this event, the activity retains the requisition, notifies the TODO that the request is being back-ordered, and reports such requisition holds at the end of the month on a "JXX" transaction.

Table A2.3. JXX Transaction

rp	Input
31-34	(RES) – Leave blank
35-36	TR CODE – “JG” (pre-printed)
37	RQN PRE BY
	E - Automated (AFTO Form 221)
	M - Manual (AFTO Form 276)
38-66	Enter requested info, using G022 codes (TODO Request Number, blocks 58-62 – for AFTO Form 276 use last 4 digits of req’n no. and precede with 0; for AFTO Form 221, use no. from block 6 of form.)

A2.2.5. JWM Transactions (5th line). Input of a “JWM" transaction causes the G022 to generate a CIR Inquiry Notice (PCN. A-G022C-NZQ-D9-MD9, paragraph **A2.7.4.**). Request for a basic TO number provides data for the basic and all supplements. Request for a specific supplement number provides data for the supplement only. Entering the TODO code provides data on an individual TODO’s ID requirements and requisition status.

Table A2.4. JWM Transactions

rp	Input
31-34	(RES) – Leave blank
35-37	TR CODE – “JGM” (pre-printed)
38-39	CLASS – Enter classification
46-49	TODO CODE – Enter if required

A2.2.5.1. The following data elements are included in the report generated.

A2.2.5.1.1. The applicable lines one through seven and line ten data elements from the CIR (**paragraph A2.7.**).

A2.2.5.1.2. Consumption History Data.

A2.2.5.1.3. Stock balance gains, losses, and issues for up to a maximum of 12 preceding months. (When a revision of the TO has been issued during the preceding 12 months, only the gains, losses, and issues since the revision will be shown.)

A2.2.5.1.4. Current month-to-date consumption including date, action code, comment, stock balance losses, issues by day and daily ending stock balance.

A2.2.6. JRA Transaction (6th line). The JRA Transaction ("R card”) is to correct G022 records for addition or cancellation of requisitions for basic and supplement TOs. The cancellation of AFTO Form 221 requisitions adds the quantity back to the stock balance and reduces the number of requisitions processed and the quantity ordered. These actions are automatically considered in the preparation of the TO Storage and Issue Report (RCS: MTC-EN(M)7140), paragraph **A2.12.**

Table A2.5. JRA Transaction

rp	Input
31-34	(RES) – Leave blank
35-37	TR CODE – “JRA” (pre-printed)
38-80	Enter requested info using G022 codes

A2.2.7. JKA Transaction (7th line). The JKA transaction (“K card”) is used to transfer TO responsibility from one organization to another.

Table A2.6. JKA Transaction

rp	Input
31-34	(RES) – Leave blank
35-37	tr code – "JKA" (pre-printed)
38-45	Self explanatory – Use G022 codes
46-49	GAINING ALC T.O. WHSE CODE NO. – Paragraph **A2.1.22.**
50-51	(Res) – Leave blank
52-57	Effective Date Transfer To Be
	Completed – Enter date TO stock
	Must be in place at gaining warehouse
58	GAINING ALC – Enter ALC code
59-80	(RESERVED) – Leave blank

A2.2.8. JP_ Transactions (8th line). The “JP_” transaction is submitted in response to a reprint notice from the G022.

Table A2.7. JP_Transactions

rp	Input
31-34	(RES) – Leave Blank
35-36	TR CODE – “JP” (pre-printed)
37	ACT CODE – (Action being taken on the reprint notice. This data will be shown in the Storage and Issue Report.)
	A - Reprint action taken.
	B - Revision in process. If revision does not occur, initiate reprint action without additional advisement. Submit revised "JP_" and process "JN_" when stock is received.
	E - Rescission or replacement by another TO in process. If replacement or rescission action does not occur, reprint without additional notification. Submit revised "JP_" and submit "JN_" when stock is received.
	F - Awaiting funds. Will reprint when funds are available, and submit revised "JP_" and "JN_" card for stock received.
38-45	Self explanatory.
46-51	ESTIMATED DELIVERY DATE – Input is mandatory when "A" is entered in rp37.
	Optional when "B, E, or F" action codes apply.
52-56	QUANTITY BEING REPRINTED – Foraction code “A”, enter reprint quantity preceded with zeros. Leave blank when TO is not being reprinted.

NOTE: When an inventory determines that additional stock is on hand that raises the balance above the reprint level, do not submit a "JP_" transaction. Submit a "JN_" transaction to correct the warehouse quantity and disregard the reprint notice. Consider pipeline time for requisitions and requisitions in the distribution activity and warehouse before reporting additional stock on hand.

A2.2.9. **JL_ Transactions (page 2, 2nd line).** JL_ Transactions ("L card”) are used to correct TO records according to paragraphs **A2.13.**, **A2.14.**, and **A2.15.**

Table A2.8. JL_Transactions

rp	Input
31-34	(RES) – Leave blank.
35-36	TR CODE – "JL" (pre-printed)
37	ACT CODE
	A - Allow a TCTO to rescind with only a final rescission notice (leave rp46-80 blank)
	B - TCM change (leave rp40-51 blank)
	C - TO Manager change (leave rp40-51 blank)
	D - Command manager change (leave rp40-51 blank)
	K - TCM change (all TOs assigned to a single manager to a new manager) (leave rp38-45 blank)
	L - TO Manager change (all TOs assigned to a single manager to a new manager) (leave rp38-45 blank)
	M - Command manager change (all TOs assigned to a single manager to a new manager) (leave rp38-45 blank)
	P - Establish date TO was reviewed (leave rp40-57 blank)
	U - Change unpublished TO status date (leave rp40-80 blank)
38-39	CLASS – Enter classification
40-45	TCTO DATE – Enter for "A" act code only
46-51	OLD MANAGER CODE – Enter manager listed in CIR ("K," "L," or "M" act code only)
52-57	NEW MANAGER CODE – Enter new manager's data ("B," "C," "D," "K," "L," or "M" act code)
	Note: Only six digits may be used for manager office codes (rp46-51 & rp52-57). Begin with the division level. Leave rp52-57 blank to remove a command manager.
58-63	POST PUB REV DATE – Enter date TO was reviewed ("P" act code only). Leave blank for all other transactions.
64-80	(RESERVED) – Leave blank

A2.2.10. **J__ Transactions (page 2, 3rd line).** Use for other "J" transactions not pre-printed on the AFMC Form 654.

A2.2.11. **TO Storage and Issue Feeder Report – LOG K88 Report (page 2, 4th line).** The reporting distribution activity forwards the ALC feeder report to reach OC-ALC/TILUB by the fourth workday of each month. The report is prepared on an AFMC Form 654 "JXX" transaction (paragraph **A2.2.11.**) and forwarded by cover letter signed by the SM's TO Manager. The cover letter reads. "This RCS: MTC-EN(M)7140 report is submitted according to AFMCMAN 21-1, **Chapter 2** for the month of _____."

Table A2.9. TO Storage and Issue Feeder Report

rp	Input
1-4	DOC IDENT/TO – “XEAH” (pre-printed)
5	FROM – Enter ALC Code
6-12	monthly rcs report – “LOG K88” (pre-printed)
13-18	BACKLOG/CARRYOVER – Enter the number of requisitions in backlog or carryover status
19-34	(RESERVED) – Leave Blank
35-37	TR CODE – “JXX” (pre-printed)
38-43	REPORT PERIOD – Enter last workday of report period
44-47	NO. OF RQNS FOR CHANGES DURING MO – Enter quantity for both machine and manually prepared requisitions
48-51	NO. OF RQNS FOR PTOS FOR MO – Enter number
52-55	HELD FOR JUSTIFICATION – Enter the quantity of requisitions being held by the distribution activity for justification. Do not include requisitions listed in rp66-70. When the AFTO Forms 221 or 276 are sent to the TODO for justification, the requisition should not be reported here but should be canceled from the G022 by a "JRA" transaction. When the TODO returns the requisition with acceptable justification, the distribution activity inputs a "JRA" transaction to add the requisition back into the G022.
56-60	PROCESSED AND SHIPPED WITHIN TIME LIMITS – Enter based on comparison of ship dates with requisition suspense dates on completed requisitions returned to the TOM by the warehouse.
61-65	PROCESSED AND SHIPPED IN EXCESS OF TIME LIMITS – Enter based on camparison described above
66-70	BACKORDER AT ALC – Enter requisitions being held for delayed processing. Don't include requisitions reported in rp52-55 or requirements placed on backorder by a "JG_" transaction.
71-74	GAINED BY EXTRACT FROM ALC – Enter requisitions gained from other ALCs. (Requisitions forwarded by G022 to a gaining ALC when stocks of a transferred TO are depleted at the losing ALC. Manual requisitions which are forwarded aren't reported here.)
75-78	LOST BY EXTRACT TO ALC – Enter requisitions lost to other ALCs. (Requisitions forwarded in the transfer process described above are reported here by the losing ALC.)
79-80	(RES) – Leave Blank

A2.3. AFTO Form 632 Procedures. The distribution activity prepares an AFMC Form 632 ("E card” format) to request distribution labels.

Table A2.10. AFTO Form 632 Procedures

rp	Entry
1-4	DOC IDENT/TO – “XEAH” (pre-printed)
5	FROM – ALC Code (paragraph **A2.1.4.**)
6-30	TECHNICAL ORDER NUMBER/CPIN –TO/TCTO/supplement or TCTO series number
31	KIND – Enter code (paragraph **A2.1.3.**).
32-34	REV OR CHANGE NUMBER – Enter revision or change number when "C" or "R" is entered in rp31.
35-36	TR CODE – "JE" (pre-printed).
37	ACTN
	1 - Request ID instructions (label deck based on TODO ID records in G022).
	2 - Request rerun (new deck) ID instructions.
	3 - Request research deck of ID labels, not used for distribution.
	4 - Request record establishment, input for all interim TOs. No ID labels required.
	5 - Request ID instructions for change/revision formalizing PTOs.
	Note: When submitting action code "5," "R" or "C" must be entered in rp31 and a new TO date entered in rp40-45.
	6 - Like Item Distribution. See paragraph **A2.3.3.**
	8 - Request ID instructions and record establishment for software-only TCTO.
38-39	CLASS - Enter codes (paragraph **2.1.1.**)
40-45	TECHNICAL ORDER/CPIN DATE – Enter TO Date
46	TYPE –Enter (paragraph **A2.1.2.**).
47	F OR BLNK – Enter "F" for First Class, when authorized; otherwise, leave blank
48	METHOD (Leave blank when rp37=4)
	1 - Mailed by OC-ALC, when authorized.
	3 - Mailed by distribution activity.
	5 - Send Certified Mail for CONFIDENTIAL TOs.
49-50	SEND CODE - When applicable, enter a 2-digit "send code" assigned by OC-ALC/ TILUB at the request of the distribution activity; otherwise, leave blank. It is used to forward ID labels direct to the activity doing ID instead of transmitting labels to the distribution activity.
51-52	CLASS - Use only when the following actions apply (use “JE1” transactions).

1 - When a supplement of lower classification than the basic TO is to be distributed using the requirements for the higher classification basic TO, enter the actual classification of the supplement in rp38-39 and the higher classification of the basic TO in rp51-52.

2 - When a change of lower classification than the basic TO is to be distributed using requirements of the higher classification basic TO, enter the actual classification of the change (by itself) in rp38-39 and the higher classification of the basic TO in rp51-52.

53-54 AF 310 RET ADD – When applicable, a partially completed G022-prepared AF Form 310 is furnished with the ID labels. Enter the two digit code here to rint the return address on the AF Form 310. When it is desired to furnish an AF Form 310 with the return address blank, leave rp 53-54 blank.

55-61 TCTO DATA CODE NO - When the input is for a TCTO or TCTO supplement (code "B" in rp46), enter the data code number. Failure to include the data code number will cause the input to reject. Otherwise, leave blank.

62-65 PAGE COUNT OR UNIT COST - Enter the page count or unit cost, as appropriate, of TO to be distributed. (Prefix numbers with zeros, e.g., 10 pages is entered as 0010 and $100 is entered as 0100.) Failure to enter page count or unit cost will cause input to reject.

Note: Unit cost in place of page count is most commonly used for commercial manuals and TOs containing more than 9,999 pages.

66 E OR BLNK - Enter "E" when the input is for a TCTO supplement issued only to extend the rescission date of a TCTO. This will prevent charges to FMS customers. Otherwise, leave blank.

67-78 Leave blank.

79 P OR U - Enter "P" for page count or "U" for unit cost, as appropriate (see rp62-65).

80 Leave blank.

A2.3.1. Entries in blocks 1 through 7, when required for management purposes, are self-explanatory.

A2.3.2. When a "JE1, JE2, JE4, JE5, or JE8" transaction processes, a “stuffer notice” is furnished to the TO Manager. The stuffer contains preprinted "JMA" transaction data elements to allow for its use in lieu of the AFMC Form 654 as a G022 input source document.

A2.3.2.1. When the "JE_" transaction is for a new or revised TO or supplement, the action rp of the ALC Transaction Register will reflect "TODCA NTCE TI;" the stuffer generated is titled “Request for Data for New TO-TODCA Notice.” When a "JM_" transaction is not input to the G022 within 46 transaction cycles following the processing of the "JE_" transaction, a follow-up stuffer notice is generated. Follow-up stuffer notices are issued every eighth processing cycle thereafter until the "JM_" transaction processes. The ALC Transaction Register will reflect "TODCA NTCE TJ" and the stuffer produced is titled “Follow-up for Data for New TO-TODCA Notice.”

A2.3.2.2. When the "JE_" transaction is for a TO change, the ALC Transaction Register will reflect "TODCA NTCE TC" and the title of the stuffer issued is “Request for Data for TO Change-TODCA Notice.” There are no follow-up stuffers.

A2.3.3. **Like Item Distribution.** Complete the AFMC Form 632 "JE6" transaction as follows (entries not listed are the same as for other AFMC Form 632 actions).

Table A2.11. Like Item Distribution

rp	Entry
6-30	TECHNICAL ORDER NUMBER – Enter the TO or TCTO series number whose ID requirements are being used for the LID
31	KIND - Enter "N" for the TO or TCTO being distributed
32-34	Leave Blank
37	ACTN - Enter “6” (Like Item Distribution)
55-79	Enter the number of the TO or TCTO being distributed

A2.4. AFMC Form 203 Completion. When a G022 entry line is used, "X" the line block in the left margin of the form.

A2.4.1. **New TO** – Data in blocks 1 through 17 are required as source data for adding a TO/TCTO record and assigning a TO number. Only Blocks 1, 2, 11, 14, 15, and 16 are required to establish a TCTO series.

NOTE: A CIR record for the TCTO series must be established before the input of individual TCTO data for indexing.

A2.4.2. Change – To input data changes, complete blocks 1, 14, 15 and 16, check “change” in block 2, enter only those elements changed since the original submittal in blocks 3 through 12, and describe the changes being made in block 17.

A2.4.3. **Cancel** (unpublished TOs only) – To cancel an unpublished TO, complete blocks 1, 14, 15 and 16, check “cancel” in block 2, and enter the reason for cancellation in block 17.

A2.4.4. **Reinstate** – To reinstate a TO or TCTO, complete blocks 1, 14, 15 and 16, check "reinstate" in block 2, and include the reason for reinstatement and a new rescission date for TCTOs in block 17.

A2.4.5. **Renumber** – To renumber a TO or TCTO, complete all blocks which support the request for a new number, check “renumber” in block 2, and complete justification in block 17.

A2.4.6. **Rescind** – To delete a rescinded TO or TCTO from the CIR, complete blocks 1, 14, 15 and 16, check the appropriate “rescind” box to show whether the TO is rescinded for Air Force and retained for SAP or rescinded for all users, and enter the reason for rescission in block 17.

A2.4.7. The form is completed as follows.

Table A2.12. AFMC Form 203 Completion

Block	Entry
1	ALC CONTROL NUMBER – Enter a local control number
2	KIND OF ACTION – Check the appropriate box for the action requested new to – (Assign new TO number) change – (Submit TO change) reinstate – (Reinstate a rescinded TO) renumber – (Renumber a published TO) rescind for af/retain for sap – (Rescind for AF use only) for all users – (Rescind totally)
3	TO FOR TEST EQUIPMENT – Check the appropriate box
4	NEXT HIGHER ASSEMBLY – Enter the NHA in which the equipment is used. The NHA identifies the equipment series if the TO being numbered covers an equipment sub-series; it identifies a system if the TO covers an equipment series (TO 00-5-18). Entry is mandatory if the equipment isn't an end item. For a complete aircraft or missile or for MPTOs enter "NA."
5	TYPE POWER – Enter the power source of the equipment covered by the TO (electronic, mechanical, hydraulic, electric, pneumatic or combination, etc.)
6	TYPE CURRENT – If block 5 is “electric,” enter "AC," "DC" or "AC/DC" as appropriate
7	NATIONAL STOCK NUMBER – Enter the NSN of the equipment (TO 00-25-115). Entry is mandatory for TO number assignment. If the NSN is not applicable, such as for an MPTO or a TO on a complete aircraft or missile, enter "NA." If the equipment covered by the TO has been assigned a materiel management aggregation code (MMAC), include it with the NSN. Ensure the entries are the same as shown in the "EBA" transaction code (see below).
8	KIND OF EQUIPMENT – Check “Air” or “Ground” as applicable.
9	SOFTWARE DOCUMENTATION – Check “yes” or “no.”
10	COUNTRY STANDARD TO – Check “yes” or “no.”
11	TO TITLE CLASSIFICATION – Enter the security classification of the TO title.
12	BASELINE TO NUMBER – If the TO number request is for test procedures, it is mandatory that block 12 includes a baseline TO number.
13	RECOMMENDED TO NUMBER – Enter the category & series recommended. 1B-52D-, 2J-J75-, 12P5-4-, 33D2-10-, etc.
14-16	Self explanatory.
17	REMARKS – Enter any information which would aid in assigning the TO number. Enter the office symbols for the POCs of other services using the TO.

A2.4.8. G022 Input Entries. Use the following general procedures when completing the data elements in the G022 input lines.

A2.4.8.1. Entries must begin in rp38, or the entire line will not process.

A2.4.8.2. Enter only one character per numbered rp.

A2.4.8.3. Make all slashes full column, from upper right to lower left corner.

A2.4.8.4. Enter all alpha characters as upper case.

A2.4.8.5. Use only standard abbreviations. Don't use a period after abbreviations (except after the abbreviation for the word number, "NO."

A2.4.8.6. Leave one space after a comma and between words in the TO title. Don't leave two consecutive spaces, since that causes all following data in the line to be deleted.

A2.4.8.7. If a word or an identifying number can't be completed on a line, don't start it (the program automatically inserts a space at the end of each line).

A2.4.9. "XEAH" Input – Line One. Mandatory for all AFMC Form 203 submittals. (Use G022 codes, paragraph **A2.1.**)

Table A2.13. G022 Input Entries

rp	Data Element
1-4	DOC IDENT/TO – "XEAH" (preprinted).
5	FROM – Enter the ALC code (paragraph **A2.1.4.**).
6-30	TO NUMBER ASSIGNED – Enter assigned TO number. Leave blank for new TOs. To establish a TCTO series, enter the series number. For individual TCTOs and TCTO supplements, enter the assigned number. **Note:** The complete TO number for a new TO (rp31 = "N") will be entered by OC-ALC/TILUB. TO numbers are determined through reviews with consideration for application and weapon system data, NSC, nature and level of operating or maintenance instructions to be published, special and supplementary data describing tasks and compatibility with existing numbering patterns.
31	KIND – See paragraph **A2.1.3.**
32-34	RESERVED – Leave blank.

NOTE: rp35-37 (TR CODE) on all other G022 input lines, except for the continuation lines, are pre-printed. Lines will be identified by their TR Codes.

A2.4.10. "TO#" Lines – Technical Order Title. The TO title relates the TO to its subject and content so users can recognize the applicability of the TO and tell the difference between TOs with similar applications. The TO title is used to assign the last segment of the TO number and to build the TO index file. The title lines begin with transaction code "TO1" and continue through "TO5." If added space is needed, continue on the reverse beginning with "TO6." Leave the title blank when establishing a TCTO series. TILUB will enter the title for individual TCTOs upon receipt of ID.

Table A2.14. TO# Lines

rp	Data Element
38-80	TECHNICAL ORDER TITLE. Enter TO titles as follows: a. Do not enter "TECHNICAL MANUAL" as part of the TO title. b. Do not enter the word "PRELIMINARY." The "P" code in the JAN transaction line, rp70, causes the word "PRELIMINARY" to appear automatically in the index. c. Identify supplemental manuals in the first line of the title. **Example:** SUPPLEMENTAL MANUAL -- OPN INSTR d. In the next part of the TO title, list the type of TO (e.g., maintenance instructions, flight manual, illustrated parts breakdown (IPB), etc.). This tells what kind of technical data is included in the TO. **Exception:** MIL-M-83495 TOs will be listed as shown below. (1) The types of TOs or media will agree with TO categories listed in TO 00-5-18. (2) When a commercial manual does not include complete title, prepare an ITPS according to MIL-HDBK-1221 identifying the complete, accurate TO title and any supplemental data provided. (3) Include "INSTR" in the title of any instructional TOs. **Examples:** • OPR INSTR -- • MAINT INSTR -- • JOB GUIDE -- • CHECKLIST -- • INTMD INSTR -- • INSP REQUIREMENTS -- e. If the TO consists of a combination of "types," the types are listed with operating instructions first, maintenance instructions next and parts list or IPB following. **Examples:** • OP AND SVCE INSTR -- • MAINT INSTR WITH IPB -- • OVHL INSTR WITH IPB -- • OPN AND SVCE INSTR WITH PL -- f. Separate the type of TO or medium or the words "SUPPLEMENTAL MANUAL," (when used) from the rest of the TO title by using a space, two dashes, then a space. g. Include the intended level of maintenance if the TO is restricted for use at a specified level. Separate the intended level of maintenance from the rest of the title by using a comma and one space. • MAINT INSTR -- DEPOT,

rp **Data Element**

- ASSEMBLY, CHECKOUT, AND MAINT INSTR -- ORG AND INTMD,
- CHECKLIST -- MAINT INSTR, ORG (FLT LINE),
- MAINT INSTR WITH IPB -- INTMD,

h. For MIL-M-83495 organizational maintenance manuals, the type of TO or medium and the intended level of maintenance may be combined, followed by the function. Separate the type of TO and the level of maintenance from the function with a space, two dashes, and a space. Separate the function from the main part of the TO title by using a comma and a space. **Examples:**

- ORG MAINT -- JOB GUIDE,
- ORG MAINT -- FAULT REPORTING,
- ORG MAINT -- GENERAL SYSTEM,

I. Enter the subject or the equipment identification as it will appear on the title page in the main part of the title. List the subject of the TO, or name of the equipment and the type, series, model and part number, in that order, when these elements apply. The NSN may be shown if required. Enter the manufacturer's name in parentheses following the equipment number. Don't split a type, series, model or part number between two lines. The words type, series, model or part number are not considered part of the number.
Examples:

- IPB -- HOT AIR SHUTOFF VALVE, MODEL CV-2S3.5., PN 105150-2 (STRATOS)
- OVHL INSTR WITH PB -- POWER SUPPLY, TYPE ECU-45/A, PN 28VS1006 (WAGNER)

j. For classified TOs, list the TO title classification in parentheses. **Example:**

- MAINT INSTR -- INTMD, COUNTER-MEASURES RECEIVER, TYPE R-1854/ALR-46(V), PN 31-032491-02 (ITEK) (TITLE UNCL)

Note: The classification of the TO is entered in the "JAN" transaction (rp38-39). The presence of a "C" or "S" automatically causes "Confidential" or "Secret" to appear in the title in the TO index. The presence of "R" or "F" automatically causes "Restricted" or "Formerly Restricted" to appear in the title.

k. Separate submittals of the TO title are required when a proposed TO meets the criteria for a sectionalized manual (that is, it is sufficiently large and has natural divisions in tasks or equipment breakout which make several smaller manuals more usable and more manageable). A separate AFMC Form 203 is submitted for each section. Each submittal lists its individual title but the relationship of the group must be apparent. The following example show TO titles for a group of four sections. **Examples:**

- IPB -- RECEIVER GP, TYPE OA-2504/ALD-5 (RAYTHEON)

rp **Data Element**

- IPB -- SIGNAL ANALYSIS, PROGRAMMER GP, TYPE OA-2505/ALD-5 (RAYTHEON)
- IPB -- INDICATOR RECORDER GP, TYPE OA-2506/ALD-5 (RAYTHEON)
- IPB -- ANTENNA GP, TYPE OA-2507/ALD-5 (SYLVANIA)

l. A variety of terms are used to describe the test procedures or operators manuals and the reference manuals which describe software-related instructions for embedded computers. These "dash eight" (-8) manuals contain documentation on how to use software programs identified in the CPIN System to check out, test or maintain computer hardware. The initiator ensures the title always identifies the specific function of the software documentation. **Examples:**

- CHECKOUT TAPE MANUAL -- INDICATOR PANEL, TYPE RU-118, RADAR BOMB DIRECTING CENTRAL TYPE AN/TSQ-96 (REEVES)
- TEST PROCEDURES MANUAL -- CONTROL INTERCOMMUNICATIONS SET, C-9655/A, PN 3397101-102 (HUGHES)

m. List any special notations in parentheses, such as (FORMERLY TO 12R2-4-171-2), or (tHIS MANUAL INCOMPLETE WITHOUT TO 31M-2TMQ15-2), or (SA-ALC USE ONLY), or (USED WITH TO 36A11-21-2). Only notations of a permanent nature are listed here. For notes of a temporary nature, refer to “NO_” line, below.

n. Identify commercial manuals with an entry in parentheses at the end of the title. **Example:**

- OPR INSTR -- DODGE TRUCKS, MEDIUM AND HEAVY DUTY (COMMERCIAL MANUAL)

o. Don't enter application data in the title line transaction (to1, to2, etc.) Use the “AO1” line.

p. Identify contractor data, as follows. **Example:**

- CONTRACTOR ACCEPTANCE REQUIREMENTS DOCUMENT AR30873-702

A2.4.11. “A01” Transaction Line – System Application. This entry is required to add the TO’s application to the TO index master record. Data appear following the TO title in the appropriate TO index and are used to provide Listings of Applicable Publications (LOAPs). The LOAPs provide an aid for selection of or familiarization with TOs for a specific system and determination of TO file requirements. The capability to withdraw data by system application requires consistent adherence to the rules below.

A2.4.11.1. As new TO application data becomes available, TO Managers submit completed AFMC Forms 203 to add information or change the TO index master record.

A2.4.11.2. Enter only applications to prime aircraft, missiles, space launch vehicles, C-E systems, and engines listed in TO 00-25-115. When a record of application to other equipment is required, such as intermediate systems, it may be entered on the note line (see “NO1” line).

A2.4.11.3. Leave system application data blank when establishing a TCTO series. TILUB will enter the data for individual TCTOs upon receipt of ID.

A2.4.11.4. Start entries in the pre-printed “A01” line, and continue in manually-numbered "A02," "A03," etc., lines on the reverse of the form, if necessary.

Table A2.15. A01 Transaction

rp	Data Element
38-80	SYSTEM APPLICATION – Enter applicable system identification, as follows. a. Enter the appropriate system (that is, "B52A," "F15A," etc.). Eliminate all dashes (-) except those between numerals (for example, enter "B52A" not "B-52A"). b. Use a comma between applications in the same series. For a TO applicable to B52G and H enter B52G, B52H,. c. Use an asterisk (*) between systems. For example, "B52A, B52B, B52D*KC135A* F102A"). d. Don't split an application entry between lines such as "KC" one line and "135" on the next line. e. Don't leave a blank space following the asterisk or following the comma between entries. For example, use "F106A,F106B." f. The applicable aircraft series designation must be included (DOD 4120.15-L). When entering applications of several series in the same system, include the complete listing for each series. Example. use "F111A,F111B,F111D," not “F111A, B, D." g. When a modified mission is designated, it is considered to be a separate system for application entry. For example, use "F15A*TF15A," not "F/TF15a," nor "F/TF15A" nor "F15,TF15A."

A2.4.12. “JAN” Transaction Line. This line provides management data which are required to set up the CIR file and TO index records. Entry of data elements for rp38-51 and rp58 is mandatory. Other data elements are entered when applicable.

Table A2.16. JAN Transaction

rp	Data Element
35-37	TR CODE – "JAN" (pre-printed)
38-39	CLASS – Enter TO Classification. For a TCTO series, enter the highest classification of TCTO to be included.
40-45	TECHNICAL CONTENT MANAGER (TCM) – Enter the TCM's office symbol starting with the third character (division level). The latter columns may be used for numeric or alpha characters designating the person or area of responsibility (for example, LDTM23). Left justify when entering a TCM code consisting of less than six characters.
46-51	T.O. MANAGER – Enter the TO Manager's office symbol in the same manner as the TCM's
52-57	COMMAND MANAGER – Enter the office symbol of the MAJCOM TO Manager (if any) in the same manner as the TCM's **Note:** Do not use rp40-57 to change manager codes; these changes are input using the AFMC Form 654.
58	TYPE – Enter code (paragraph **A2.1.2.**)
59	SERIES – Enter "S" for TCTOs only. Leave blank for all other TOs.
60	JT SVC – Enter the cognizant activity code for joint use TOs (paragraph **A2.1.8.**)
61	NO FORN – Enter "N" when applicable (DOD 5200.1-R/AFI 31-401)
62	SAR – Enter "Z" when applicable for Special Access Required
63-70	SYMBOLS – Enter applicable symbols in the corresponding labeled columns (paragraph **A2.1.6.**). Don't use symbols "E" and "H" together.
71-78	PUB CODES – Enter the applicable publication code in the corresponding labeled record position (paragraph **A2.1.13.**)
79-80	RES – Leave blank

A2.4.13. "BA4" Transaction Line – Data Code. This transaction code is mandatory for each new TCTO and TCTO supplement. Failure to enter a data code number causes the G022 to issue notices for an incomplete record and could cause TCTO kits to be erroneously reported as excess.

Table A2.17. BA4 Transaction

rp	Data Element
35-37	TR CODE – "BA4" (pre-printed)
38-44	DATA CODE – Enter the assigned seven-digit numeric TCTO data code (TO 00-5-15, chapter 3).
45-80	RESERVED – Leave blank.

A2.4.14. "NO1" Transaction Line – Note. Notes are entered to add temporary special information to the G022 Index file. Notes appear in the TO index following the A01 application line, when present, or the title line. For permanent title line notations, refer to paragraph A2.4.4.13. Enter notes starting in the pre-printed "N01" line, and continue in lines manually numbered "N02," "N03," etc.

Table A2.18. NO1 Transaction

rp	Data Element
35-37	TR CODE – "N01" (pre-printed)
38-80	**Note** – Enter the appropriate note in parentheses beginning in rp38. Don't enter the word "NOTE." a. Use a note to enter joint service TM numbers. **Examples:** (TM 9-8212 INCLUDING C1) (NAVAIR 16-30APQ126-1-1) b. A note may be used to enter application data for intermediate systems not reportable under paragraph **A2.4.5.** Use this entry only when it contributes to improved TO requirements data. The note entry must be brief. **Examples:** (PO CMD/CONT/COMM SYS) – shows that the TO applies to equipment that is part of (PO) the E4B Command, Control and Communications System (PO AN/ARC-183 SYS) – shows application to the AN/ARC-183 Radio Communication System

A2.4.15. "JJA" Transaction Line. This transaction code is used to record country codes for basic Air Force TOs offered to FMS customers.

Table A2.19. JJA Transaction

rp	Data Element
35-37	TR code – "JJA" (pre-printed)
38-39	Class – Enter TO Classification
40-45	Reserved – Leave blank
45-55	Country codes – Enter as applicable
56-80	Reserved – Leave blank

A2.4.16. "N80" Transaction Line. This transaction code is used to record country codes for Country Standard TOs (CSTOs).

Table A2.20. N80 Transaction

rp	Data Element
35-37	TR CODE – "N80" (pre-printed)
38-80	COUNTRY CODE (CSTO ONLY) – Enter as applicable

A2.4.17. "JLS" Transaction Line. This transaction code is used to record the storage location for CSTOs and "M" symbol Tos.

Table A2.21. JLS Transaction

rp	Data Element
35-37	TR CODE – "JLS" (pre-printed)
38-39	CLASS – Enter TO Classification.
40-41	stock, store, and issue facility (CSTO and M Symbol TO) – Enter two-digit alpha code for the ALC or contractor storing the manuals. Codes assigned by SATODS.
42-80	RESERVED – Leave blank.

A2.5. AFMC Form 204 Completion. When a G022 entry line is used, "X" the line block in the left margin of the form.

NOTE: The transaction codes on the AFMC Form 204 are located in rp78-80, versus rp35-37 on the AFMC Form 203.

A2.5.1. Block 1–TO Identity. (Use codes from CIR.)

Table A2.22. AFMC Form 204 Completion

rp	Data Element
1-4	DOC IDENT/TO – “XEAH" (pre-printed).
5	from – Enter the ALC code (paragraph**A2.1.4.**)
6-30	TO NUMBER – Enter assigned TO number. Leave blank for TO numbering requests

A2.5.2. Block 2 – Input Transactions For One Or More Equipment Numbers with Same Data Elements.

A2.5.2.1. “EAA” Transaction Lines – Equipment Number.

Table A2.23. EAA Transaction

rp	Data Element
31-62	EQUIPMENT NUMBER – Enter all applicable identifying equipment numbers (i.e., manufacturers part number, etc. a. Use a separate line for each equipment item. b. All equipment numbers listed in this block must pertain to the same manufacturer's code (entered in the “EBA” transaction). c. Do not preface the number with "Model," "Series," "Type," “TMS,” "Part Number," etc.). d. Don't enter measurements as part of an equipment number. Include them in Abbreviated Equipment Description (“EBA” or “EEA” transaction lines) when they are essential. e. Enter all alpha characters as capital letters. f. Be sure each parenthesis is in a separate numbered rp. g. Make slashes from the upper right corner to the lower left corner of the box.
63-77	reserved – Leave blank.
78-80	TRANS CODE – "EAA" (pre-printed)

A2.5.2.2. “EBA”Transaction Line – Abbreviated Equipment Description. An EBA line is mandatory with transaction "EAA."

Table A2.24. EBA Transaction

rp	Data Element
31-62	ABBREVIATED EQUIPMENT DESCRIPTION – Enter the name of the equipment with the primary noun first and description following. Military standard abbreviations are permitted. Avoid uncommon abbreviations.
63-67	CAGE CODE – Enter the Commercial and Government Entity (CAGE) code for the equipment manufacturer (reference Handbook H4/H8)
68-71	NSC – Enter the appropriate supply class
72-73	MMAC – Enter the appropriate Materiel Management Aggregation Code (AFR 67-1)
74-77	RESERVED – Leave blank
78-80	TRANS CODE. "EBA" (pre-printed)

A2.5.2.3. “ECA” Transaction Line – Contract Number. Enter ECA data when available.

Table A2.25. ECA Transaction

rp	Data Element
31-55	CONTRACT NUMBER – Enter the complete contract number
56-62	CFAE/CFE NOTICE NUMBER – Enter the applicable CFEN Number
63-77	RESERVED – Leave blank
78-80	TRANS CODE. "ECA" (pre-printed)

A2.5.3. Blocks 3, 4, 5 and 6 – Input Transactions for Multiple Equipment Numbers with Different Data Elements. Use for added equipment numbers when the manufacturer's code, contract number, or other data elements are different from the data elements submitted by the EBA and ECA transactions in block 2. The inputs are the same as the EAA through ECA lines for block two, except only <u>one</u> equipment number may be entered, and a sequence number is used to correlate associated EAA, EEA and EFA transaction lines. The sequence number (rp75-77) is the same 3-digit number for each block of EAA, EEA and EFA lines, starting with 001 for each TO number input.

A2.6. G022 80-Column Message Formats. The following formats are used to change the indicated types of data in the G022, using an 80-column input format. They are not input on the AFMC Forms 203, 204, 632 or 654.

A2.6.1. Correction Of TO Number And/Or ALC For One Specific Equipment Number and Manufacturer Code.

Table A2.26. G022-80 Column Message Formats

rp	Data Element
1-4	Document Identification - “XEAH"
5	From – Existing ALC Code
6-37	Equipment Number
38-42	CAGE Code
43-67	Correct TO Number
68	Correct ALC
78-80	Transaction Code – "EFC"

NOTE: The "JKA" transaction submitted according to paragraph **A2.2.7.** automatically changes the ALC code in the ICRF. In this instance, neither the "EFC" transaction nor "EGC" transaction below are required.

A2.6.2. Correction of a TO Number or ALC On Multiple Equipment Numbers.

Table A2.27. JKA Transaction

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – Existing ALC Code
6-30	Erroneous TO Number
31	Correct ALC Code
32-56	Correct TO Number
57-77	Leave Blank
78-80	Transaction Code – "EGC"

A2.6.3. Deletion of ICRF Record for a Specific Equipment Number. This action deletes the equipment number and manufacturer's code from all TO numbers to which it may be related in the ICRF.

Table A2.28. Deletion of ICRF Record

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-37	Equipment Number
38-42	CAGE Code
43-77	Leave Blank
78-80	Transaction Code – "EAD"

A2.6.4. Deletion of all Equipment Numbers and All Other Records in ICRF for a Specific TO.

Table A2.29. Deletion of all Equipment Numbers

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-30	TO Number
31-77	Leave Blank
78-80	Transaction Code – "EBD"

A2.6.5. Correction of a Specific Equipment Number for a Specific Manufacture's Code.

Table A2.30. Correction of a Specific Equipment Number

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-37	Erroneous Equipment Number
38-42	CAGE Code
43-74	Correct Equipment Number
75-77	Leave Blank
78-80	Transaction Code – "EAC"

A2.6.6. Correction of Equipment Description for a Specific Equipment Number and Manufacturer's Code.

Table A2.31. Correction of Equipment Description

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-37	Equipment Number
38-42	Manufacturer's Code
43-74	Correct Equipment Description
75-77	Leave Blank
78-80	Transaction Code – "EBC"

A2.6.7. Correction of Contract Number and/or CFAE/CFE Notice Number for a Specific Equipment Number and a Manufacturer's Code.

Table A2.32. Correction of Contract Number

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-37	Equipment Number
38-42	CAGE Code
43-74	Correct Contract Number
68-74	Correct CFAE/CFE Notice Number
75-77	Leave Blank
78-80	Transaction Code – "ECC"

A2.6.8. Correction of Manufacturer's Code or NSC or MMAC for a Specific Equipment Number and Manufacturer's Code.

Table A2.33. Correction of Manufacturer's Code

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-37	Equipment Number
38-42	Existing CAGE Code
43-47	Correct CAGE Code
48-51	Correct National Supply Class
52-53	Correct Materiel Management Code
54-77	Leave Blank
78-80	Transaction Code – "EEC"

A2.6.9. Deletion of Record for a Specific TO Number and a Specific Equipment Number. This action may be used to delete one equipment number and retain other equipment numbers on record for the same TO.

Table A2.34. Deletion of Record

rp	Data Element
1-4	Document Identification – "XEAH"
5	From – ALC Code
6-30	Technical Order Number in ICRF
31-62	Equipment Number in ICRF
78-80	Transaction Code – "ECD"

A2.7. G022 Centralized Inventory and Requirements Master Record Data Elements. The CIR Master Record (PCN: Q-G022A-WF3-WW-2WW) is a weekly microfiche product mailed to the ALCs. It lists the complete G022A record of identification and management data elements for all TOs in ten lines of data. CIR data elements include.

Line One – TO/TCTO/Supplement number, security classification, TO type (TM, TCTO, digital, IETM, MPTO, etc.), kind (new, change, revision, supplement), ALC code, manager screen code (Y or N), TO status, revision number, AFOSH exemption code (F), TO date, date of last G022 file maintenance, date TO record was established, post-publication review date, date initial stock received, original stock balance, TCM code, number of automated requisitions (AFTO Form 221), number of manual requisitions ("JR_" transactions), number of cancelled requisitions, and TO reprint level.

Line Two – Page count, minimum reserve level, maximum reserve level, cognizant activity for joint-service TMs, no foreign release, special access required (SAR), TCTO series, published/

unpublished (TCTOs), publication type (EOD, JMEM, nuke weapons, etc.), latest change number, limited rights code ("L"), date of latest change, date of last revision, date of issue of latest ID deck, date of last TODO requirements change, current stock balance, TO Manager code, total quantity requested on automated requisitions, total quantity requested on manual requisitions, total quantity requested on cancelled requisitions, and total ID quantity.

Line Three – Date inactivated, removal reason, date "M" card requested, forthcoming revision date, number of forthcoming revision, date placed on physical inventory hold (no routine requisitions filled), physical inventory code ("H").

Line Four – Effective date of transfer (established by losing ALC), initial quantity transferred, gaining ALC, losing ALC, gaining ALC warehouse code, date for initial shipment to gaining ALC, suspense count (number of requests awaiting stock of a new TO), suspense quantity, numbers of upcoming changes (up to 3 numbers).

Line Five – date of oldest backorder (for existing stock, not new TOs), number of requisitions on backorder, backorder quantity, date reprint notice issued, reprint action code, estimated date of stock availability, date of follow-up on reprint notice, quantity being reprinted, post-publication review notice issue date.

Line Six – TCTO 150-day rescission notice date, ALC TCTO rescission notice reply code ("A" allows normal rescission), date of last unpublished TO status review, next follow-up for unpublished TO, command manager code, TCTO rescission date.

Line Seven – Country codes, CSTO symbol ("N"), unit cost of TO/CSTO.

Lines Eight & Nine – Applicable to CPINs only.

Line Ten – Old TO number, security classification of old TO number, new TO number, security classification of new TO number, date record to be removed from CIR (6 months after renumbering).

A2.7.1. CIR Master Supplement. The CIR supplement (PCN: A-G022C-NYT-D9-MD9) is a daily microfiche product furnished to OC-ALC/TILUB. The data elements are the same as those in paragraph **A2.1.**, but only the TOs affected by that day's processing are listed.

A2.7.2. ALC CIR Master. The ALC CIR Master (PCN: A-G022C-WCA-D9-2D9) is a weekly microfiche product furnished to each ALC. The data elements are the same as those in paragraph **A2.1.**, but only the TOs prime at the receiving ALC are listed.

A2.7.3. ALC CIR Master Supplement. The ALC CIR Supplement (PCN: A-G022C-PLA-D9-2D9) is a daily microfiche product furnished to each ALC, which lists only that ALC's TOs affected by that day's processing.

A2.7.4. CIR Inquiry Notice. An abbreviated CIR record showing selected elements of data may be received by input of a "JWM" transaction record inquiry on AFMC Form 654, distribution activity Master Record Source Document. See form completion instructions.

A2.8. TODO Address Files. TODO address data are entered in the G022 Master Address Listing as a result of data submittals to OC-ALC/TILUB by AFTO Form 43 according to TO 00-5-2. This address data is used by the distribution activity for research and validation of approved addresses when processing emergency requests on manually prepared requisitions (AFTO Form 276, Special Requisition for Air

Force Technical Order/CPIN). Master Address Listing products are distributed weekly to the distribution activities and appear in six formats as follows.

A2.8.1. Master Address Listing (PCN: Q-G022A-WF2-WW-2WW). Contains TODO addresses sequenced by TODO number and contains management codes used by OC-ALC/TILUB for TO distribution controls.

A2.8.2. Master Address Listing By Part (PCN: Q-G022A-WT4-WW-2WW).

A2.8.2.1. Part 1 – addresses are grouped by major command and are sequenced by ZIP code within major command.

A2.8.2.2. Part 2 – addresses are grouped by state and are sequenced by TODO number within state.

A2.8.2.3. Part 3 – list of addresses which require a focal point approval. Addresses are grouped by approving agency and sequenced by TODO code within approval agency.

A2.8.2.4. Part 4 – addresses are listed by ZIP code and sequenced by TODO code within ZIP code.

A2.8.2.5. Part 5 – addresses involved with security assistance (SA) programs for foreign military sales (FMS) sequenced by SA Programs Case/Report Control Numbers and TODO code within SA Programs Case/Report Control Number.

A2.9. TO Requisition Stock Balance Listing (PCN: A-G022C-NZH-D9-MD9). Groups of machine requisitions received from the G022C system are accompanied by a listing of the requisitions. The listing is used as a source document for management reference, workload statistics, reviewing the number of requisitions received, follow-up and research. The listing is retained for a minimum of 4 months after TO shipment is completed.

A2.9.1. The first 80 columns contain data in AFTO Form 187 format (TO 00-5-2). The Requisition Stock Balance Listing contains other data to the right of rp80 as follows.

NOTE: Only the top line of the header applies to this product.

ALC Code.

Type of Requisition Code

TO Change Number

Requisition Number

Quantity on the Requisition

Ending Stock Balance

Requisition Action Codes

Date of Last Action

A2.10. Interservice Technical Information Exchange System (ITIES) Products. These products are based on and reflect data input to the G022A and G022D files. Accuracy and completeness of the product content depend solely on timeliness and adequacy of input actions by the TO Managers. Questions con-

cerning product content are directed to the TO Manager responsible for setting up and updating the records in question.

A2.10.1. Equipment Number to TO Number Cross-Reference Master Listing (PCN: Q-G022D-5GA-MF-2MF). This product is a complete listing of equipment numbers and certain other management data cross-referenced to applicable Air Force TOs. It is updated monthly and distributed on microfiche to the ALC Home Office. Besides the equipment number and associated TO number, the list includes the prime ALC, NSC, MMAC, CAGE code, equipment description, and TO managers' office symbols.

A2.10.1.1. The product is used to determine whether TO coverage exists for specific equipment. TOs listed for matching equipment numbers should be reviewed to determine whether they are usable. Inadequate TOs should be evaluated to determine whether they can be updated more economically than procuring new Tos.

A2.10.1.2. TO Managers, TODOs and other TO system users may submit inquiries according to TO 00-5-2 when an equipment number or applicable TO isn't in the listing. The system response to an inquiry furnishes applicable data entered since the last listing or generates an inquiry to other DOD participating components. OC-ALC/TILUB monitors inquiries and forwards the Inquiry Replies List to the TODO making the inquiry.

A2.10.2. TO Number to Equipment Number Cross-Reference Listing (PCN: Q-G022D-5MA-YF-2YF). This product has the same data elements as the report in one above, but in a different sequence. It is divided by prime ALC first and by TO number second. It is updated annually and distributed to the TO Home Office on microfiche.

A2.10.3. Index TO 0-4-6-2. This index contains equipment number to TO number cross-reference information. It is available on microfiche to all Air Force activities through normal TO requisition procedures.

A2.11. Publication Status Report. The reports listed below are CIR (G022A) subsystem outputs to provide TO status and notification of TOs requiring management review to the TO Manager.

A2.11.1. TO Unpublished Notice (PCN: A-G022C-NYN-D9-MD9). This product is issued daily as a stuffer notice to advise the TO Manager of over age number assignments for unpublished TOs. The product lists unpublished TCTOs for which the TO number has been assigned 1 year or more and other unpublished TOs for which the TO number has been assigned 2 years or more.

A2.11.1.1. The TO Manager reviews the TO status to determine whether a continuing need exists. If the TO is no longer needed, the TO MANAGER cancels the TO number according to **paragraph A2.9.**. If the TO is still required, the TO Manager submits an AFMC Form 654 "JLU" transaction (**paragraph A2.2.9.**).

A2.11.1.2. If the TO Unpublished Notice stuffer is not answered, G022 generates follow-up notices every 6 months.

A2.11.2. Post Publication Review Notice (PCN: A-G022C-NYP-D9-MD9). This product is sent to the TO Manager when no action has been taken on a TO within the time periods prescribed below. The format requests the TCM to perform a classification or status review as appropriate.

A2.11.2.1. G022 issues a notice for classified TOs when the TO hasn't been changed, revised, or supplemented for 9 months, to allow completion of a classification review within the required one year period.

A2.11.2.2. G022 issues a notice for unclassified TOs when the TO hasn't been changed, revised, or supplemented for 57 months, to allow completion of a currency review by the required five year period.

A2.11.2.3. TO Managers and TCMs review all TOs appearing on Post Publication Review Notices for currency and continuing need. Review classified TOs to downgrade as much of the content as soon as possible, consistent with program security guidance.

A2.11.2.4. The TO Manager inputs an AFMC Form 654 "JLP" transaction (**paragraph A2.2.9.**) when the review indicates the TO should be retained as active. The TO Manager submits a TO rescission request (paragraph **A2.8.**) when the review indicates the TO should be rescinded. The TCM should update the TO if necessary as indicated by the review.

NOTE: The TO Manager should query the Security Assistance Technical Order Data System (SATODS) to determine if FMS requirements exist for the TO. If so, the TO should be rescinded for AF but retained for SAP.

A2.11.3. Post Publication Review List (PCN: A-G022C-WK3-D9-MD9). This listing is sent to the TO Home Office weekly as a suspense record of all outstanding Post Publication Review Notices (PPRN) issued to the ALC and awaiting reply. The distribution activity reproduces the listing and sends a copy to each SM organization included in the product.

A2.11.3.1. The list is sequenced by TCM office symbol and the format includes ALC codes, TO numbers, security classification, the date the PPRN was issued, and TCM and TO Manager office symbols. One asterisk (*) identifies PPRNs which have been issued 90 days or more but less than 120 days. Two asterisks (**) identify PPRNs which have been issued 120 days or more.

A2.11.3.2. The TO Manager must take aggressive action to prevent TOs from appearing on this product for more than 90 days.

A2.12. Technical Order Storage and Issue Report – RCS: MTC-EN(M)7140 (PCN: Q-G022A-K8B-L4-ML4). This report is a product of the G022 system and is issued monthly for HQ AFMC/EN, and OC-ALC/TILUB staff management and SM distribution activity management purposes. The report is prepared in six copies and is due at OC-ALC/TILUB by the seventh workday of the month following the reporting period. The report is distributed by the 10th workday of the month.

A2.12.1. The TO Storage and Issue Report is used to obtain the status of TO operations at each ALC and a summary of data for the TO System. The report is used by the SM distribution activity for workload statistics, status of backorders, reprint actions, data on new TO processes, number of TOs assigned by kinds and types, and action to expedite TO delivery and updating of records. Upon receipt of the report by the SMs, a review is made of the report to ensure action is taken to eliminate over 60-day delinquencies. The TO warehouse function reviews the report for TOs being printed and ensures timely processing of ID, requisitions, and backup stock. OC-ALC/TILUB provides operational G022 program guidance to SMs as required. Each distribution activity is furnished only that portion of the report applicable to its assigned TOs. When the SM requires report data applicable to other SMs, approval is obtained from OC-ALC/TILUB. Recommended changes to the report must be submitted to OC-ALC/TILUB and HQ AFMC/EN for approval.

A2.12.2. The TO Storage and Issue Report contains the following data:

A2.12.2.1. ALC Part I – Initial Distribution. This portion of the report contains data on the number of prime TOs initially distributed during the month by kinds and types of TOs. The kinds of TOs (**paragraph A2.1.1.4**) and the types of TOs (paragraph A2.1.1.3) are listed with totals. This part also shows the total number of rerun ID decks, research ID decks, LID decks, and numbers of "E" and "P" symbol records established.

A2.12.2.2. ALC Part II – Requisition Action. This part shows the number of requisitions:

A2.12.2.2.1. Output by G022 (AFTO Forms 221)

A2.12.2.2.2. Recorded from "JRA" transactions

A2.12.2.2.3. Extracted from other ALCs

A2.12.2.2.4. For TO changes

A2.12.2.2.5. For PTOs

A2.12.2.2.6. Carried over from previous month (Total Requisitions minus Total Shipped minus Total from previous reporting period.)

A2.12.2.2.7. Total Requisitions. Requisitions shipped are categorized as follows:

A2.12.2.2.8. Within time limits as defined in table II, AFMCR 7-1

A2.12.2.2.9. Requiring more than allotted time in table II, AFMCR 7-1

A2.12.2.2.9.1. Total Shipped. Requisitions not shipped are categorized as follows.

A2.12.2.2.9.2. Extracted to another ALC

A2.12.2.2.9.3. Canceled by "JRA" transaction

A2.12.2.2.9.4. Total

A2.12.2.2.10. Other Data Elements are:

A2.12.2.2.10.1. Number On Hand at End of Reporting Period (“Total Requisitions” minus “Total Shipped” minus “Total”)

A2.12.2.2.10.2. Suspensed to distribution activity awaiting justification

A2.12.2.2.10.3. Line item requests held as backorders by the distribution activity

A2.12.2.2.10.4. Line items backordered in the G022A system (out-of-stock items only; doesn't include items awaiting "JM_" transaction for new TOs, revisions, or changes)

A2.12.2.3. ALC Part III – TOs Added, Transferred, Rescinded, or Replaced. This part shows the numbers of basic TOs, TO supplements, basic TCTOs, TCTO supplements, safety supplements, operational supplements, and total publications at the beginning of the report period, number added during period, TOs gained or lost by transfer, rescission or replacement during the period, and number at the end of the period.

A2.12.2.4. ALC Part IV.

A2.12.2.4.1. Section I covers reprint actions and backorder status. For each TO involved, data are listed for total requisitions on backorder, total quantity backordered, date of oldest backo-

rder, number of days in backorder, date of reprint notice, TO Manager action code (rp37 of AFMC Form 654 "JP_" transaction), date of TO Manager action, quantity being reprinted, and estimated delivery date. An asterisk (*) is printed to draw attention when the estimated delivery date has passed without receipt of stock. When the minimum reserve level is reached and no requisitions are yet backordered, a note indicating "OUT OF STOCK" will appear in the field for **total backorder requisitions and quantities.**

A2.12.2.4.2. Section II covers new and revised TOs awaiting backup stock. For each TO involved, data are listed for total requisitions on backorders, total quantity on backorder, date of oldest backorder, number of days in backorder, whether "new" or "revised" TO awaiting stock, and approximate date TO stock will be available. When backorders are more than 60 days old for a new TO awaiting backup stock, the TO Manager takes appropriate follow-up action.

A2.12.2.4.3. Section III shows TO changes awaiting "JM__" transaction input and shows whether they are in backorder status. Data elements include TO number, classification, date of the backorder, days in backorder ("plus" or "minus" symbol), and change number number.

NOTE: Only those changes shown as forthcoming in the CIR (limited to three changes) are listed. Backorders for forthcoming changes are released on AFTO Forms 276 for distribution activity review, 45 days after the date the first backorder was established.

A2.12.2.4.4. The Summary provides an abstract of the part IV data.

A2.12.2.5. AFMC/Staff Management Summary of All ALCs Actions and Status. This is a summary of all details for ALC reports Parts I through IV and contains summary data for staff management only.

A2.13. ALC Transaction Register. The ALC Transaction Register provides a daily record of the total actions input to the G022 by each ALC. This product is used to validate entry of data input in various formats including establishment of the primary record, "H" transaction (requirements input), and "JW," "JE," "JM," "JN," "JG," "JR," "JL," "JP," and "JK" transactions described earlier in this attachment.

A2.13.1. Input actions which aren't accepted by the G022 system are listed on the transaction register with a code to identify reason for the rejection. An Exception Notice stuffer (PCN: A-G022C-NYG-D9-MD9) is provided which lists the original 80 columns of input, the error code and a short error message. In many instances the exception notice is accompanied by a CIR Exception Interrogation stuffer which lists applicable LINE ONE through LINE TEN CIR data elements. The annotated Exception Notice may be used as a G022 input source document. The distribution activity inputs the corrections within 1 workday.

A2.13.1.1. Part One Exception Notice – Rejected E Card – 632. This notice is produced when an AFMC Form 632 "JE_" transaction fails to process. When "LAB" appears following the error message it indicates a deck of labels wasn't produced. When "FM" appears it indicates the CIR file maintenance rejected. An "LAB" exception notice is always accompanied by an "FM" notice. However, there are circumstances where only an "FM" exception notice will be produced.

A2.13.1.2. Part Three Exception Notice – Case Address Comparability. This notice is produce when error codes E82 or E83 apply.

A2.13.1.3. Part Five Exception Notice – 654. This notice is produced for all other type exceptions.

A2.13.2. Data elements included in the ALC Transaction Register are as follows. The first 80 positions reflect entry of data from various input transactions. The top line of the header to the right of column 80 provides the same data elements as the TO Requisition Stock Balance Listing. Code "M" or code "W" following the action code column indicates the action was internally generated by the G022 and shouldn't be re-input by the distribution activity. The lower line of the header to the right of column 80 includes the below data elements. The action code and error code columns may include any of the codes listed in **Figure A2.1.** or any of the error codes listed in **Figure A2.2.**.

ALC Code

Requisition Identification Data

Total ID – No of TO copies required to accomplish ID

Process Number – Assigned by the computer to identify ID decks.

– 1st Digit-Year

– Next 3 Digits-Julian Date

– Next 4 Digits-Serial Number

– Last Digit-ALC Code

Labels – Number of labels in ID deck

End Balance

Action Code

Error Code

A2.14. TCTO Reports. The CIR subsystem (G022A) generates the reports described below to facilitate timely review of TCTOs for rescission or retention.

A2.14.1. TCTO Review and Rescission Report (PCN: A-G022C-NYQ-D9-MD9). This report is generated daily and provides a list of the TCTOs within 150 days of their rescission dates as recorded in the CIR. No follow-up notices are issued. The report is routed to the TCMs as notice of the need for a rescission review and as a record of actions taken. TCM replies must be furnished to the responsible TO Manager 75 days before TCTO rescission.

A2.14.1.1. The TCM reviews TCTO management data according to **Chapter 4** of this manual. When the review indicates that the rescission date should be extended, the TCM notifies the TO Manager to input an AFMC Form 654 "JNE" transaction (**paragraph A2.2.3.**).

NOTE: Use this transaction to change the rescission date when the date in the file must be extended to allow TCTO completion, or is incorrect. When the basic TCTO rescission date is changed, this causes the same rescission date to be entered in the CIR Master File for all supplements that have an earlier date. If the “JNE” transaction is not input before the automatic rescission date, the TCTO must be reinstated.

A2.14.1.2. When the review indicates that the TCTO is no longer needed, the TCM notifies the TO Manager to input an AFMC Form 654 "JLA" transaction (**paragraph A2.2.9.**). This allows

the TCTO to rescind on the scheduled rescission date and deletes it from the TCTO Rescission Control List.

A2.14.2. ALC TCTO Rescission Control List (PCN: A-G022C-WK1-D9-MD9). This is a cumulative weekly report that lists prime ALC TCTOs sequenced by TO number for which a TCTO Review and Rescission Report has been produced. Data elements included are ALC code, TCTO number, security classification, TCTO date, rescission date, the date the TCTO Review and Rescission Notice was issued, TCM and TO Manager office symbols. TCTOs within 70 days of rescission are identified with an asterisk (*).

A2.14.2.1. The TO Manager uses the ALC TCTO Rescission Control List to monitor the timely processing of the TCTO Review and Rescission Report.

A2.14.2.2. After TCTOs have been reviewed, either a “JNE” or “JLA” transaction must be submitted. When the review indicates that TCTO date code numbers should be added or deleted, the TO Manager initiates a “BA4” or “BD4” transaction (paragraph **A2.4.7.**).

A2.14.3. Active TCTO Quarterly List (PCN: A-G022C-Q51-D9-MD9). This quarterly report is prepared for the primary ALC as a computer listing. Each ALC report lists all active TCTOs and supplements in machine TO number sequence (not TO index sequence). Data elements included are TCTO number, security classification, TCTO date, status symbols if applicable, rescission date, and TO Manager, TCM and Command Manager office symbols. The total number of records is listed at the end of report. The list is distributed to SM Configuration Control Boards and to the TO Home Office. It is used as an overall status report and as a ready reference for research projects concerning TCTOs.

A2.14.4. Active "M" Symbol TCTO Quarterly List (PCN: A-G022C-Q52-D9-MD9). This report lists those active TCTOs which are applicable only to foreign users in the Security Assistance Program. Data elements and sequencing are the same as for the Active TCTO Quarterly List described above. This report is also used as a quick reference and status report.

A2.15. TO Manager Code Cross-Reference Report (PCN. Q-G022A-WZ1-WW-2WW). TO Manager codes are used by numerous organizations, including the TO Home Office, TO Manager, TCM, and SMs to identify organizations and persons responsible for management of specific TOs. Manager codes are also used for routing products. This report is updated weekly and distributed in microfiche form.

A2.15.1. The report lists the TO number, TO Manager, TCM, and Command Manager (if any). Inactive TOs are identified with an asterisk (*). The report is divided by ALC, and by parts within each ALC’s listing. Part 1 lists all prime TOs in TO number sequence (CIR sequence). Manager codes are listed for each TO. Part 2 is in TCM sequence, Part 3 is in TO Manager sequence, and Part 4 is in Command Manager sequence.

A2.15.2. Initial manager code input is covered in **paragraph A2.9.6**. TO Manager changes are made by input of an AFMC Form 645 “JLB,” “JLC,” or “JLD” transaction (**paragraph A2.2.9.**). The TO Manager must input changed manager codes immediately upon notification to maintain an up-to-date directory. The consequences of failure are delayed and misrouted products, and added research to identify responsible organizations or personnel.

A2.15.3. The TO Manager submits an AFMC Form 654 “JLK,” “JLL,” or “JLM” transaction (**paragraph A2.2.9.**) to “mass-change” all TOs from one manager assigned in CIR Master Record to another.

A2.16. ID Label Listing (PCN: A-G022C-NZE-D9-MD9). ID labels are accompanied by a list which provides the distribution activity with a record of users' address codes and quantities being shipped on ID. The list also includes the ALC, TO number, security classification, TO kind, TO date, transmission method, send code, action code, TO type, process number (Yr, Julian date, Serial No., ALC), LID security classification, TO change number, total number of address codes, and total quantity of TOs shipped.

A2.17. TO Improvement System (TOIS) Reports. Reports are provided for system file maintenance, for record keeping by SMs, TO Home Offices and other evaluating organizations, and to furnish status of all reports to initiating commands. The TO Home Offices distribute reports to local managers. OC-ALC/TILUB distributes the monthly Command Status List, the quarterly Consolidated TO Improvement Report Status List, and the TOIS Monthly Summary of Publication/Evaluation Status and Actions to HQ AFMC and other commands or ALCs. These reports are available on the WWW at **http://www.pdsm.wpafb.af.mil\to-system.html**.

A2.17.1. TOIS Technical Services Status List (PCN: A-G022C-1VC-D9-MD9). This list is sequenced by report number and is separated by TCM code. It is cumulative and provided monthly to reflect all active routine reports until closing action is submitted. Reports listed with blank actions are being evaluated.

A2.17.2. TOIS Approved Reports Not Distributed (PCN: A-G022C-1VE-D9-MD9). This weekly product is in sequence by report number within TO number sequence and is separated by TO Manager code. It reflects approved routine reports not distributed. They appear 30 days before scheduled distribution date. Reports will remain on the list until deferred, closed, or removed.

A2.17.3. TOIS Transactions Processed (PCN: A-G022C-1VG-D9-MD9). This daily file maintenance product lists all transactions received including interface transactions. An error message is reflected to the right of each transaction that did not process because of erroneous data. The rejected transactions must be corrected and re-input. This product must be reviewed daily and corrective action taken as appropriate.

A2.17.4. TOIS Improvement Report Master (PCN: A-G022C-1VS-D9-2D9). This microfiche management product is in two parts; the first part is sequenced by report number, and the second part is sequenced by TO number, for cross-reference availability. It is provided to the ALC daily and weekly. The daily product reflects only master records updated form daily transactions processed. The weekly product reflects master records for all active reports from the time set up until closed or removed.

A2.17.5. TOIS Improvement Report Master - Monthly, (PCN: A-G022C-4D1-D9-MD9). This paper product contains the same data as in the microfiche TOIS Improvement Report Master, (A-G022C-1VS-D9-MD9). It is separated by TO Manager code and listed in TO number sequence.

A2.17.6. Approved Report Control Log (PCN: A-G022C-1VU-D9-MD9). This daily management product is produced by the system for reports recorded APPROVED. This product is a two-part item manager jacket. The top portion (DEA transaction) is held by the TO Manager until the incorporating issue is known. It is then completed for G022 input. Timely input of the DEA transaction before request for ID labels (JE_ transaction) is required for automatic distribution. The bottom portion reflects the date received, TCM, approval date, and scheduled distribution date. Additional printed headings are provided to manually record information for ready access.

A2.17.7. TOIS Transactions to Report Manager (PCN: A-G022C-1VV-D9-MD9). This weekly management product is in four sections. Transferred Reports, TO Manager Evaluated Reports, TCM Evaluated Reports, and AFMC Evaluated Reports.

A2.17.7.1. Transferred Reports - this section is sequenced by report number. The transferred reports are reflected on the losing and gaining activities listing. Without further action, reports remain on the lists until end of month processing. When the gaining activity inputs a DAA, initial recording transaction, the record is removed from the gaining activity list and set up on their master file.

A2.17.7.2. TO Manager, Technical Content Manager, and AFMC Evaluated Reports - These sections are provided to TO Managers and TCMs weekly for their information and action. They include reports in Being Evaluated, Advisement or Abeyance status. Reports in Evaluated status 60 days or more will be marked by asterisks (****).

A2.17.7.3. The four part cumulative list reflects reports until approved or closing action is input to the system. One copy is forwarded to the evaluating organization, one copy is maintained by the TO Home Office.

A2.17.8. TOIS Resolution Date Notice (PCN: A-G022C-1VW-D9-MD9; stuffer). This is a weekly product issued for each report in Advisement, Abeyance, or Deferred status for which the resolution date was reached during the week. Notices for advisement and abeyance status are reviewed by the report TCM and the Deferred status notice is reviewed by the TO Manager.

A2.17.9. TOIS Resolution Date Notice (PCN: A-G022C-1VX-D9-MD9 – Listing). This weekly product is sequenced by report number and separated by TO Manager. The TO Home Office provides a copy of the listing to each TCM activity listed and retains one copy. The list is used by the TCMs and the TO Home Office to control stuffer notices forwarded to their organizations to ensure respective reviews are accomplished.

A2.17.10. TOIS Command Status List (PCN: A-G022C-1VY-D9-MD9). This monthly management product lists active reports and reports closed the preceding month. The list is sequenced by report number and separated by command designator. The individual command list is separated by in the report number. The status list reflects pertinent dates, TO Manager and TCM codes, command manager codes, and ALC codes. ALC and AGMC maintenance are provided a copy of AFMC (1M) coded reports for review and control of improvement reports submitted by their organization. They make report status information available to report initiators.

A2.17.11. Consolidated Technical Order Improvement Report Status, (PCN: A-G022C-3JA-D9-MD9). Section I of this quarterly list is sequenced by category and reflects counts and summary totals for received and approved reports for the previous 2 years. The three TOs with the highest incidence of reports conclude each category. Section II lists quarterly counts for the three systems with the highest number of approved reports for categories 1, 21, and 31. Separate counts are listed for the three TOs with the highest incidence of reports approved. Section III summarizes the category totals by quarter for the previous 2 years.

A2.17.12. TOIS Monthly Summary of Publication Status and Action (PCN: A-G022C-3XA-D9-MD9). This is separated by ALC and sequenced by TO Manager code. It reflects Approvals Received, Distributed and Deferred action for the month before . End of period status is shown for Publication Overdue, Being Published and Deferred. All counts are shown for Improvement Reports and Publication Change Requests.

A2.17.13. TOIS Monthly Summary of Evaluation Status and Actions. (PCN: A-G022C-3XA-D9-MD9). This product is separated by ALC and sequenced by TCM code. It reflects Actions Received , Approved, Disapproved, Duplicates, Total Evaluated, Advisement, Abeyance Test, and Total Delayed for the month before. End of period status is shown for Evaluated Overdue, Being Evaluated, In Advisement, In Abeyance, In Test, and Total on Hand. Counts are shown for both Improvement Reports and Publication Change Requests.

A2.17.14. TOIS Monthly Summary of Publication/Evaluation Status and Actions - AFMC (PCN: A-G022C-3XC-D9-MD9). These products are sequenced and contain the same type information as the products described in **A2.17.12.** and **A2.17.13.** above, except they reflect only AFMC counts of AFTO Form 22 reports. No Publication Change Request (AFMC Form 252) counts are shown.

A2.17.15. TOIS Monthly Status (PCN: A-G022C-3N1-D9-MD9). This management product provides ALCs processing data for AFTO Forms 22 and AFMC Forms 252 recorded in the TOIS. The product is furnished on paper monthly to the TO Home Office and includes the following parts.

A2.17.15.1. Part 1. AFTO Form 22 Processing Status Summary. Product is separated by TO Manager code, sequenced by TO number and sub-sequenced by improvement report number. It lists routine reports that have exceeded 151 days in processing and timeframes. Timeframes are calculated from the date the report was recorded to the TOIS until distribution of the incorporating issue. The last page summarizes by status condition the number of reports in various processing timeframes. It reflects the number of reports that exceeded the evaluation or publication goals.

A2.17.15.2. Part 2. Monthly Status Of Routine AFTO Forms 22 - Evaluations In Process. Product is separated by TCM code, sequenced by TO number and sub-sequenced by improvement report number. It lists all routine reports being evaluated. The product indicates the processing time frame of each report, including those in abeyance or advisement status. The last page summarizes the number of reports being evaluated in the various processing timeframes. It lists the number of reports received during the month and total number of reports in abeyance or advisement.

A2.17.15.3. Part 3. Monthly Status of AFTO Forms 22 - Evaluations Completed During Month. Product is separated by TCM code, sequenced by TO number and sub-sequenced by improvement report number. It lists all routine reports approved, disapproved or in duplicate status during the month and indicates the time frame evaluation was completed. The last page summarizes the number of approved, disapproved or duplicated reports for the month and the number of evaluations completed in the various processing timeframes.

A2.17.15.4. Part 4. Routine PCRS Being Published - Nonflight Manuals. Product is separated by TO Manager code, sequenced by TO number and sub-sequenced by PCR number. It lists all approved routine PCRs. If the PCR was previously or currently deferred it reflects the number of days in deferred status. The last page summarizes the number of PCRs received during the month and the PCRs in deferred status. It reflects the number of PCRs being published in various timeframes.

A2.17.15.5. Part 5. Routine PCRS Distributed During Month-Nonflight Manuals. Product is separated by TO MANAGER code, sequenced by TO number and sub-sequenced by PCR number. It lists routine PCRs distributed during the month and the time frame they were DISTRIBUTED.

A2.17.15.6. Part 6. Routine PCRS Being Published - Flight Manuals. Product is separated by TO Manager code, sequenced by TO number and sub-sequenced by PCR number. It lists PCR report status, date from manager, schedule distribution date (if not entered manually, system will com-

pute 120 days from the date from manager), command manager, deferred status, incorporating issue, and reflects the number of days over and under scheduled distribution date. The last page summarizes the number of PCRs received during the month and PCRs in deferred status. It reflects the number of reports being published in various timeframes, subdivided by change, revision or blank (incorporating issue not currently recorded in the TOIS).

A2.17.15.7. Part 7. Routine PCRS Published During Month - Flight Manuals. Product is separated by TO Manager code, sequenced by TO number and sub-sequenced by PCR number. It lists PCRs published during the month, reflects distribution made date, and indicates the time frame it was published. The last page identifies the incorporating issue and summarizes the number of reports published during the month in the various timeframes. The timeframes are subdivided by change, revision, or blank.

A2.17.15.8. Part 8. AFMC Form 252 Status List. Product is separated by TO Manager code, sequenced by TO number and sub-sequenced by PCR number. It lists approved reports (routine and urgent) in publication. The deferred resolution date will be marked with asterisks (**) if it is within 61 days of becoming delinquent. The scheduled distribution date will be marked with asterisks (**) if within 91 days of becoming delinquent. The report lists the incorporating issue, manager codes, date to manager and date from manager. PCRs remain on the report until distributed.

A2.17.15.9. Part 9. Overage PCR Summary. Product is separated by TO Manager code, sequenced by TO number and sub-sequenced by PCR number. It lists approved reports that exceeded the 165 day goal for publication. The reports lists the scheduled distribution date, incorporating issue, number of days overdue, and, if applicable, the command manager code and scheduled resolution date. It reflects Total Routine Overage, Emergency/Urgent, and Totals of Average.

A2.18. Master Index History List (PCN: Q-G022B-HTE-QH-2QH). This listing is the complete record of all TOs in the repository. It includes the following data elements:

TO Number

Security Classification

TO Kind

Status Code

1 - Published When Inactivated

2 - Unpublished When Inactivated

4 - Interim TO ALC

Removal Code

A - Rescinded

B - Replaced

C - Canceled

L - Deleted

N - Renumbered

TO Date

Remove Date (date inactivated)

Change Date (at time of inactivation)

Change Number

Symbols

Rescission Date

Inactivation Authority (letter, replacing publication, etc.)

Disposal Action Code

A - Forward to SM for Disposal Review

L - Retain for Litigation Action

R - Retain for other AF Needs

S - Disposal Action Accomplished

Blank - Indicates TO is not yet eligible for disposal review

Action Date (YYMMDD)

For "A" Code, date of disposal review list

For "L" and "R" Codes, date next disposal review will be accomplished

For "S" Code, date disposal was accomplished

ADP Date (date record established)

Figure A2.1. Action Code.

The following codes appear under column headed “ACTN” on the ALC Transaction Register. These codes describe the action taken on the input transaction, or identify computer created output.

ACTN	Input Transaction - Explanation
AM	JMA - M-card for a basic or supplement TO processed.
AMC	JMA - M-card for a change or TOPS to a TO processed.
AMR	JMA - M-card for a revision processed.
ANA	JNA - Stock balance adjusted due to physical inventory.
ANB	JNB - Stock balance adjusted due to additional stock received or found in warehouse, or receipt of final stock transfer quantity.
ANC	JNC - Stock balance adjusted due to receipt of reprint quantity.
AND	JND - Data elements adjusted; no change to stock balance.
ANE	JNE - TCTO Rescission Date adjusted.
ANF	JNF - Revision Number adjusted.
ANG	JNG - Change/TOPS Number and/or Change/TOPS Data adjusted.

ACTN	Input Transaction - Explanation
ANH	JNH - Stock balance placed in physical inventory hold.
ANK	JNK - Page count adjusted.
ANT	JNT - Stock balance adjusted due to receipt of initial stock transfer quantity.
AR	JRA - Stock balance and manual requisition counts adjusted.
PA	JPA - Reply to reprint notice processed (reprint action taken).
PB	JPB - Reply to reprint notice processes (TO being revised; no reprint action taken).
PE	JPE - Reply to reprint notice processed (TO being rescinded or replaced; no reprint action taken).
PF	JPF - Reply to reprint notice processed (reprint action delayed due to lack of funds).
PPP	Post Publication Review Notice issued.
PTR	TCTO Review and Rescission Report issued.
PUP	Unpublished Notice issued.
P1	Reprint Notice issued.
P2	Reprint Notice Supplement issued.
RCU	TO reclassified and ID requirements for this TODO transferred to new classification.
TC	TODCA Notice issued (“Request for Data for TO Change”) indicates TO number has been removed from the CIR.
TD	Indicates “CIR Delete Record” issued.
TF	TODCA Notice issued (“Request for Data for New TO”).
TI	TODCA Notice issued (“Follow-up for Data for New TO”).
TJ	TODCA Notice issued (“Follow-up for Physical Inventory Hold”).
TK	TODCA Notice issued (“Follow-up on Reprint Notice”).
TL	TODCA Notice issued (“Backorder Reached”).
TM	TODCA Notice issued (“Follow-up on Stock Transfer”).

The following codes furnish TODOs and TODCAs backorder, cancelation, rescission and other status information pertaining to H Card (AFTO Form 187) input. These codes appear on AFTO Forms 215, Notifications that are machine generated and sent to the appropriate TODO.

BA	Requisition backordered; TO not in stock.
BC	Requisition backordered for change/TOPS. requested TO issued and backorder established for forthcoming change/TOPS to the TO.
BG	Requisition backordered; same as BA and TODO has other backorder(s) for this TO.
BP	Requisition issued for partial quantity. (The AFTO Form 221, Block 13, reflects the quantity shipped and immediately below that the quantity backordered, e.g., “V0002, B0001”.
BW	Follow-up reply; same as BY and TODO has other backorder(s) for this TO.
BY	Follow-up reply; backorder established from follow-up.

ACTN	Input Transaction - Explanation
BZ	Requisition backordered for revision; current edition of the TO issued and backorder established for forthcoming revision of the TO.
B1	Requisition backordered for revision same as BZ and TODO has other backorder(s) for this TO.
CB	Requisition canceled; TO has been rescinded.
CC	Requisition canceled; TO has been replaced.
CCL	ID and/or Requisition canceled; incorrect security classification entry in col 41-42.
CCU	ID canceled; TO classification has been upgraded.
CD	Requisition canceled; unpublished TO has been canceled.
CE	ID not established or requisition canceled; TO is distributed through the mechanized system only after requirement or request for E-symbol TO has been approved by the TODCA. Submit AFTO Form 187 to TODCA per TO 00-5-2.
CF	ID and/or requisition canceled; incorrect TO number entry in col 16-40
--OR--	
	Requisition canceled; TO is unpublished
--OR--	
	Requisition canceled; TO is not current, i.e., it has been rescinded, replaced, or canceled.
CI	Requisition accepted but ID not established; initial distribution of TO is made through the mechanized system only after requirement has been approved by the TODCA (E symbol TO).
CM	Backorder canceled; TO has been replaced.
CN	Backorder canceled; TO status symbol has been changed to P (Preliminary).
CO	Backorder canceled; TO has been rescinded.
CP2	ID/Requisition/Backorder canceled; TO is an Explosive Ordnance Disposal (EOD) publication (Publication Code 2), and TODO is not authorized receipt.
CP3	ID/Requisition/Backorder canceled; TODO is only authorized receipt of Joint Munitions Effectiveness Manuals (JMEM) (Publication Code 3), and requested TO is not Publication Code 3.
CP4	ID/Requisition/Backorder canceled; TO is a Defense Security Service publication (Publication Code 4), and TODO is not authorized receipt.
CP5	ID/Requisition/Backorder canceled; TO is a Special Weapons publication (Publication Code 5) and TODO is not authorized receipt.
CP6	ID/Requisition/Backorder canceled; TO is Critical Nuclear Weapon Design Information (Publication Code 6) and TODO is not authorized receipt.
CP7	ID/Requisition/Backorder canceled; TO is Partially Verified TO (Publication Code 7) and TODO is not authorized receipt.

ACTN	Input Transaction - Explanation
CP8	Requisition canceled; publication is a Software TCTO (Publication Code 8) and TODO is not authorized receipt.
CP9	ID/Requisition/Backorder canceled; TO is a Sanitized JMEM (Publication Code 9) and TODO is not authorized receipt.
CQ	Backorder canceled; unpublished TO has been canceled.
CRQ	ID and/or Requisition canceled; incorrect quantity entry in col 43-46 and/or col 47-50
--OR--	
	ID canceled; TO is a TCTO and request for ID must be submitted for the TCTO Series
--OR--	
	ID canceled; TO is a supplement and request for ID must be submitted for the basic manual.
CR1	ID accepted and requisition canceled; TO is Preliminary.
CR2	ID accepted and requisition canceled; TO is unpublished.
CS	Backorder canceled; TODO submitted request (C1Z) to cancel backorder.
CSB	NOTICE - This requisition not processes; it is a duplicate of a requisition which is currently on backorder.
CST	NOTICE - Two or more transactions with same request number, same TO number, but different actions, input the same day; one transaction processed and this transaction canceled.
CT	Backorder canceled; TODO submitted request to cancel ID requirements.
CU	FOR BACKORDERS ESTABLISHED WITH NOTICE CODE BA. Backorder canceled; TODO will receive revision by ID.
	FOR BACKORDERS ESTABLISHED WITH NOTICE CODE BZ AND ORIGINAL REQUEST WAS FOR A NEW ID REQUIREMENT WITH AUTOMATIC REQUISITION. Backorder canceled; TODO will receive revision by ID.
	FOR BACKORDERS ESTABLISHED WITH NOTICE CODE BZ AND REQUEST WAS TO INCREASE ID REQUIREMENT WITH REQUISITION FOR THE DIFFERENCE. Backorder canceled; TODO should submit new requisition for the difference quantity.
	FOR BACKORDERS ESTABLISHED WITH NOTICE CODE BZ AND REQUEST WAS REQUISITION ONLY. Backorder canceled; initial distribution of revision to TO has been completed.
CUB	Backorder canceled; TO is a Cumulative Index Supplement and TODO will receive the next Cumulative Index Supplement by ID.

ACTN	Input Transaction - Explanation
CUC	Backorder for forthcoming Change/TOPS to the TO has been canceled due to cancelation of the distribution instructions for the Change/TOPS. TODO will receive future change/TOPS by ID.
CUD	Backorder canceled; distribution instructions for this unpublished TO have been canceled. When TO is published, TODO will receive it on ID.
CUR	Requisition canceled; TO is a Cumulative Index Supplement and is out of stock. TODO has an ID requirement for the NI&RT and will receive the next Cumulative Index Supplement by ID.
CX	Requisition canceled; TO is Preliminary.
CXA	ID/Requisition/Backorder canceled; TO is joint-service used and Cognizant Activity coded A (Army). TODO is non-USAF and is not authorized receipt through the USAF TO distribution system.
CXC	ID/Requisition/Backorder canceled; TO is joint-service used and Cognizant Activity coded C (Coast Guard). TODO is non-USAF and is not authorized receipt through the USAF TO distribution system.
CXD	ID/Requisition/Backorder canceled; TO is joint-service used and Cognizant Activity coded D (Defense Logistics Agency). TODO is non-USAF and is not authorized receipt through the USAF TO distribution system.
CXM	ID/Requisition/Backorder canceled; TO is joint-service used and Cognizant Activity coded M (Marine Corps). TODO is non-USAF and is not authorized receipt through the USAF TO distribution system.
CXN	ID/Requisition/Backorder canceled; TO is joint-service used and Cognizant Activity coded N (Navy). TODO is non-USAF and is not authorized receipt through the USAF TO distribution system.
CXS	ID and/or Requisition canceled; TO is classified and TODO not authorized receipt
--OR--	
	Backorder canceled; TO security classification has been upgraded.
CX1	ID and/or Requisition canceled; TO is applicable to Security Assistance Program countries only and TODO is not authorized receipt.
--OR--	
	Backorder canceled; TO has been rescinded for Air Force and is now applicable to Security Assistance Program countries only, and TODO is not authorized receipt.
CX2	ID/Requisition/Backorder canceled; TO is coded N (No Foreign Release), and TODO is not authorized receipt.
CX3	ID/Requisition/Backorder canceled; TO is coded Z (Special Access Required), and TODO is not authorized receipt.
C8	NOTICE - Requested action not processed; TO has been renumbered and TODOs requirements have been transferred to the new-numbered TO. TODO should submit request to change ID requirement against the new TO number.

ACTN	Input Transaction - Explanation
C9	ID canceled; TO has been renumbered and TODO is a Security Assistance Program country. TODO must submit a new ID requirement through channels if the new TO number is required.
RM	Follow-up reply; requisition is on backorder.
RN	NOTICE - The TO against which this request was originally backordered has been renumbered; backorder is now against the new TO number shown.
R3	Follow-up reply; requisition issued from follow-up. Address any subsequent follow-up to appropriate TODCA.
R7	NOTICE - TO has been renumbered as shown. ID established and/or requisition issued for the new-numbered TO.
VC	Requisition issued for a TO change or TOPS; backorder release.
VE	Requisition issued for initial stock transfer quantity.
VR	Requisition issued; backorder release.
VS	Requisition issued normal.
VV	Requisition issued for final stock transfer quantity.
VX	Requisition issued from follow-up.
V2	Requisition issued; backorder release (backorder established from follow-up).
V7	Requisition issued for a renumbered TO.

Figure A2.2. Error Codes

Error codes appear under the column headed "ACTN" on the ALC Transaction Register. The codes either furnish information or indicate the reason input transaction did not process. In most cases a stuffer notice is produced which reflects the original 80 columns of input, the error code, and the error message.

Error Code	Error Message Input Transaction - Explanation
E01	(Applicable to OC-ALC/TILUB).
E02	SECURITY CLASS INVALID
	All transactions - Security classification column(s) is/are blank or contain(s) other than authorized character(s).
E03	(Applicable to OC-ALC/TILUB).
E04	(Applicable to OC-ALC/TILUB)
E05	INVALID DATE FIELD
	JN_, JG_, JRA, JKA, JP_ and JL_ - (rp40-45, TO Date). Entry does not match TO date in CIR.

Error Code	Error Message Input Transaction - Explanation
E06	INVALID REPRINT ACTION
	JP_, - (rp37, Action Code). Column is blank or other than “A, B, E, or F”.
	JMA - (rp56-59, Reprint Quantity). Field is blank or less than “0001”.
E07	BOTH QTY AND REQ CANC NOT ENTERED
	JRA - (rp46-49, Number of Requisitions Canceled, and/or rp50-53, Quantity on Requisition Canceled). Field(s) is/are blank or incomplete.
E08	BOTH QTY AND REQ ADDED NOT ENTERED
	JRA - (rp54-57, Number of Requisitions Added, and/or rp58-61, Quantity on Requisition Added). Field(s) is/are blank or incomplete.
E09	INVALID SYMBOL OR PUB CODE
	JAN - Erroneous entry in one of the following. rp60, Joint Service; rp61, No Forn; rp62, Official Use; rp63-70, Status Symbols; or rp71-78, Publication Codes.
	JE - Erroneous entry or blank space(s) when an entry is required in one of the following. rp37, Action Code; rp46, Type Code; rp47, Mail; rp48, Method; rp66-80, Reserved.
E10	TYPE OR KIND CODE INVALID
	All transactions - (Type and/or Kind Code column). Input reflects one of the following conditions.
	a. Type or Kind Code column is blank when an entry is required for this transaction.
	b. Type or Kind Code column reflects an entry when none is required for this transaction.
	c. Entry in Type or Kind Code column is other than an authorized character.
	d. TO and entry in Type or Kind Code column are incompatible. (**Example:**. TCTO with Type Code other than “B”, or Kind Code other than “N”; TO Supplement with Kind Code other than “S”.)
	e. Transaction and entry in Kind Code column are incompatible. (**Examples:** Transaction is JNF (to correct Revision) and Kind Code is “C”. Transaction is JNG (to correct Change) and Kind Code is “R”)
E11	SCREENING CODE NOT Y OR N
	JM_, JN_, - (rp52, Screen Code). Column is blank or reflects other than “Y” or “N”.

Error Code	Error Message Input Transaction - Explanation
E12	STOCK BAL ADJUST CODE INVALID
	JN_ - Input reflects one of the following conditions.
	a. (rp37, Action). Column is blank or other than an authorized character.
	b. Transaction and entry in rp62-66, Stock Balance Quantity, are incompatible. (**Examples:**s. Transaction is JNA which requires an entry in rp62-66, but columns are blank or incomplete; Transaction is JND which does not require an entry in rp62-66, but there is an entry.)
E13	NON-NUMERIC CHAR IN NUMERIC FIELD
	All transactions - There is/are blank space(s) or alpha character(s) in a field which requires a numeric entry; or, there is a field which should be blank but reflects an entry.
E14	WRONG TO NUMBER FOR THIS TRANSACTION
	JE_ Transaction and entry in rp31, Kind Code, are incompatible. (Examples. TO is a supplement and entry in rp31 is other than “S”; TO is a basic and entry in rp31 is “S”.)
	JWR - TO and transaction code are incompatible. (**Examples:**. TO is a supplement and JWR is inappropriate.
E15	UNMATCHED TO NUMBER ON CIR
	All transactions - TO number on input does not match an established TO number in the CIR.
E16	NO RESCISSION DATE FOR TCTO
	JMA - (rp46-51, TCTO Rescission Date). Field is blank, or the date entered is earlier than the date currently reflected in the CIR.
E17	DUPLICATE TRANSACTION
	No exception stuffer is produced for this error code. The code appears on the transaction register indicating two or more inputs with the same transaction code and the same TO number were submitted the same day. Transactions may or may not be 80-80 matches.
E18	CHANGE NUMBER NOT EQUAL TO PREVIOUS
	JNG - Input reflects one of the following conditions.
	a. (rp31, Kind Code). Column is blank or reflects other than “C”.
	b. (rp32-34, Change Number). Field is blank or incomplete.
	c. (rp73-75, Change Number). Field is blank, incomplete, or entry does not match the number of the change reflected in the CIR.
E19	(Applicable to OC-ALC/TILUB)

Error Code	Error Message Input Transaction - Explanation
E20	TO NUMBER INVALID
	All transactions - (rp6-30, TO Number). Entry does not conform to edit requirements for a TO number. (**Examples:** la- 7d-1" is invalid as there is an embedded space.)
E21	INVALID REVISION DATE
	JE_ for a Revision - (rp40-45, TO Revision Date). Field reflects a date which is earlier than the date currently shown in the CIR.
E22	INVALID LABEL REQUEST
	JE_ - TO is Preliminary (P symbol) and this request for labels is other than JE5. (NOTE. This error code is applicable to the request for labels. See error code E46 which is applicable to the file maintenance.
E23	QTY ON M-CARD CANCEL
	JMC - (rp53-66, Quantity). Field contains entries when none are required for a JMC.
E24	INVALID REVISION OR INACTIVE
	One of the following conditions is applicable.
	a. All transactions - TO is inactive.
	b. JE_ - This input is a duplicate; request for labels and file maintenance have processed previously.
E25	(Applicable to OC-ALC/TILUB)
E26	UNMATCHED REQUIREMENT
	JWR - TODO has no requirements for this TO.
E27	M-CARD PREVIOUSLY RECEIVED
	JMA, JMC - This transaction rejected because a JMA has previously cleared. (NOTE. This error code applicable only to JMA/JMC for New, Supplement, or Revision; not applicable JMA/JMC for a Change.
E28	INVALID ALC CODE
	All transactions - One of the following conditions applies.
	a. ALC Code field is blank.
	b. Entry for ALC Code is other than an authorized character.
	c. ALC Code entered does not match ALC Code reflected in the CIR.
E29	G-CARD E OR M CODE
	JG_ - (rp37, Action Code). Column is blank or other than "E" or "M".
E30	N-CARD RECEIVED BEFORE M-CARD
	JN_ - This transaction inappropriate as CIR reflects TO is still awaiting M-card.
E31	(Unassigned)

Error Code	Error Message Input Transaction - Explanation
E32	SECURITY INCOMPATIBLE
	All transactions - TO security classification on input does not match TO security classification reflected in CIR.
E33	A REPRINT ACTION NO REPRINT QTY
	JPA - (rp52-56, Quantity Being Reprinted). Field is blank or incomplete. (JPA requires and entry in rp52-56.)
E34	(Applicable to OC-ALC/TILUB)
E35	(Unassigned)
E36	(Unassigned)
E37	INFO COMPATIBLE REMOVE CODE
	JPE - One of the following conditions applies.
	a. (rp57-62, Date of Revision). Field reflects an entry when none is required.
	b. Action “E” reply to reprint notice (which means no reprint action taken because TO is being rescinded or replaced) is incompatible since the TO does not reflect an inactivation notice in the CIR. (NOTE. This error code is for information only; the file maintenance does process and the CIR will reflect the “E” reply.)
E38	RENUMBER REJECT
	All transactions - Input not appropriate as CIR shows this TO has been renumbered.
E39	(Unassigned)
E40	M-CARD RECEIVED CANCELING TO
	JMC - This error code is for information only. It indicates the JMC has processed. (NOTE. This error code applicable to a JMC for New, Supplement or Revision; no information is produced when a JMC for a Change processes.)
E41	NO LEVELS OR BALANCE FIELD IN M-CARD
	JMA - (rp53-66, Quantity Fields). Fields are blank or incomplete, and entries are required for a JMA.
E42	M-CARD DATE ERROR
	JMA for a Change - One of the following conditions applies.
	a. (rp40-45, TO Date). Field reflects a date which does not match the TO date reflected in the CIR.
	b. (rp67-72, Change Date). Field reflects a date which is earlier than the Change date currently reflected in the CIR.
	JMA for a Revision - (rp40-45, TO Date). Field reflects a date which is earlier than the TO date reflected in the CIR.

Error Code	Error Message Input Transaction - Explanation
E43	TRANSACTION-ACTION CODE INVALID
	All transactions - (rp37, Action). Column is blank or contains other than an authorized character.
E44	INVALID LAST CHG-REV NUMBER
	JNG - (rp67-72, Latest Change Date). Field is blank or does not match the Change date currently in the CIR.
	All transactions - (rp32-34, Revision Number/Change Number). Field is blank or incomplete, or reflects invalid characters.
E45	UNMATCHED REV NO ON M-CARD
	JMA - One of the following conditions applies.
	a. The CIR does not reflect a revision is forthcoming.
	b. (rp31-34, Kind Code/Revision Number). Field is blank but CIR reflects a revision is forthcoming.
	c. (rp32-34, Revision Number). Entry does not match the forthcoming revision number reflected in the CIR.
E46	P SYMBOL ERROR
	JE_ - One of the following conditions applies.
	a. (rp35-37, Transaction Code). Field reflects other than “JE5” and TO is Preliminary.
	b. (rp35-37, Transaction Code). Field reflects “JE5” but TO is not Preliminary. (NOTE. This error code is applicable to the file maintenance. See error code E22 applicable to the request for labels.)
E47	(Unassigned)
E48	(Applicable to OC-ALC/TILUB)
	JPE - One of the following conditions applies.
E49	RQN CANC GREATER THAN ADPE ISSUES
	JRA - (rp46-49, Number of Requisitions Canceled). Number entered is more than the number of requisitions processed which is reflected in the CIR.
E50	QTY CANC GREATER THAN ADPE ISSUES
	JRA - rp50-53, Quantity on Requisitions Canceled). Quantity entered is more than the quantity of TOs issued which is reflected in the CIR.
E51	(Unassigned)
E52	(Applicable to OC-ALC/TILUB)

Error Code	Error Message Input Transaction - Explanation
E53	EXCESS REQUISITION QTY
	JGE, JGM - (rp63-66, Requisition Quantity). Quantity entered is more than the Maximum Issue Level reflected in the CIR.
E54	REVISION NUMBER ERROR ON N-CARD
	JNF - Input reflects one of the following conditions.
	a. (rp31, Kind Code). Column is blank or reflects other than “R”.
	b. (rp32-34, Revision Number). Field is blank or incomplete.
	c. (rp76-78, Revision Number). Entry does not match the revision number reflected in the CIR.
E55	E-CARD ON EXISTING CIR MASTER *INFO*
	JE_ - Input reflects one of the following conditions.
	a. File maintenance did not process because rp31-34, Kind Code/Revision-Change Number, and/or rp40-45, TO Date, match data already in the CIR.
	b. File maintenance processed and the CIR reflects there is/are M-card(s) due for earlier change(s) or revision. (**NOTE:** This error code applicable to the file maintenance only; label request processes.)
E56	(Unassigned)
E57	BO UNMATCHED TO ADDRESS FILE
	JGE, JGM - (rp46-49, TODO Code). Code entered is not listed in the Master Address File.
E58	INFO ADD OR REV PROC AS CHANGE
	JE4 - File maintenance did not process because rp31-34, Kind Code/ Revision-Change Number and/or rp40-45, TO Date, match a data already in the CIR.
E59	INFO REVISION NUMBER ADJUSTED
	JE_ for a revision - This error code is for information only. It is issued when the input is for a revision number which is less than the revision number reflected in the CIR and the TO date is later than the TO date reflected in the CIR. The labels and the preprinted “JMA” stuffer will show the revision number that was input on the JE_. However, the CIR will show the corrected revision number.
E60	(Applicable to OC-ALC/TILUB)
E61	(Applicable to OC-ALC/TILUB)
E62	(Applicable to OC-ALC/TILUB)
E63	(Applicable to OC-ALC/TILUB)
E64	(Applicable to OC-ALC/TILUB)
E65	(Unassigned)

Error Code	Error Message Input Transaction - Explanation
E66	(Applicable to OC-ALC/TILUB)
E67	(Applicable to OC-ALC/TILUB)
E68	(Applicable to OC-ALC/TILUB)
E69	INVALID CHARACTER IN CARD
	All transactions - Input contains a character which is not recognized as valid in the G022 system.
E70	(Applicable to OC-ALC/TILUB)
E71	SECURITY CLASS INCOMPATIBLE
	JE_ - This error code indicates that an ID label for the TODO shown is not included in the ID deck because the TODO is no longer authorized to receive classified TOs.
E72	PUB CODE INCOMPATIBLE
	JE_ - This error code indicates that an ID label for the TODO shown is not included in the ID deck because. (1) the TO has a publication code and the TODO is no longer authorized to receive TOs which have that code; or (2) the TODO is not authorized to receive TOs with the publication code but it was added to the TO after ID was established.
E73	ANMDC INCOMPATIBLE
	JE - This error code indicates that an ID label for the TODO shown is not included in the ID deck because. (1) the TO has a joint service code and the TODO is no longer authorized to receive the TO through the G022 system; or (2) the TODO is not authorized to receive TOs with a joint service code, but it was added to the TO after ID was established.
E74	SYMBOLS INCOMPATIBLE
	JE_ - This error code indicates that an ID label for the TODO shown is not included in the deck because. (1) the TO is coded “M” (Rescinded for AF, retained for SAP); “N” (No Foreign Release). or “Z” (Special Access Required); and the TODO is not longer authorized to receive TOs with such a symbol; or (2) the TODO is not authorized to receive TOs with such a symbol, but the symbol was added to the TO after ID was established.

Error Code	Error Message Input Transaction - Explanation
E75	EDIT DATE ERROR
	All transactions - One of the following conditions applies to Date Filed(s) on the input.
	a. Field is blank and transaction requires an entry.
	b. Field contains blank space(s).
	c. Date does not conform to edit requirements for a valid date which are.
	YR - First and Second Positions - must be numeric
	MO - Third and Fourth Positions - must be “01” thru “12”
	DA - Fifth and Sixth Positions - must be “01” thru “31” and agree with number of days available in “MO”. (**Example:**. “810431” is invalid as only 30 days are available in April.)
E76	NO TO DATE IN CIR
	This error code is issued when the input transactions in valid only when a TO is published, and the CIR shows the TO as unpublished.
E77	(Applicable to OC-ALC/TILUB)
E78	(Applicable to OC-ALC/TILUB)
E79	DATA CODE ERROR
	JE_ for a TCTO - (rp55-61, TCTO Data Code No). Field is blank or incomplete.
	BA4, BD4 - (rp38-44, Data Code). Field is blank or incomplete.
E80	JMEM BLOCKING-NONSTANDARD CODE
	JE_ - This error code indicates that an ID label for the TODO shown is not included in the ID deck because. (1) after ID was established CDC(s) were assigned to the TO but do not match the CDC assigned to the TODO; or, (2) after ID was established the CDC of the TODO was changed to one which is not assigned to the TO; or, (3) after ID was established, the CDC assigned to both the TO and TODO was deleted from the TO.
E81	(Unassigned)
E82	NONSTANDARD DELETE EXCEPTION
	JJD - This error code is information that one or more of the Country Designator Codes being deleted are not in the CIR.
E83	NONSTANDARD ADD EXCEPTION
	JJA - This error code is information that one or more of the Country Designator Codes being added are already in the CIR.

Error Code	Error Message Input Transaction - Explanation
E84	NO S-AP FOR JE6
	JE6 - This error code is for information only. It indicates that an ID label for the SAP TODO shown is not included in the "Like Item" ID deck, since Like Item Distribution is not applicable to SAP.
E85	NO CPIN TO ST LOUIS
	JE_ for a CPIN - This error is for information only. It indicates that an ID label for TODO 0016 (National Personnel Records Center, St Louis MO) is not included in this ID deck to distribute a CPIN, since CPIN distribution to the NPRC is not required.
E86	M-CARD CANCEL AT BUILD TIME
	JMC for TCTO or a Supplement - This error code indicates that the M-card cancelation did not process as it was input at the same time as a JE_. (NOTE. When the TO is a basic, or a change, or a TOPS, and a JE_ and JMC are input at the same time, labels are produced but the file maintenance does not process--it is canceled by the JMC.)
E87	(Unassigned)
E88	UNMATCHED TODO IN LABEL
	JE_ - This error code is for information only. It indicates that a ID label for the TODO shown is not included in the ID deck because the TODO code has been deleted from the Master Address File but the ID requirements have been retained (usually a SAP TODO).
E89	(Applicable to OC-ALC/TILUB)
E90	(Applicable to OC-ALC/TILUB)
E91	(Applicable to OC-ALC/TILUB)
E92	(Applicable to OC-ALC/TILUB)
E93	(Applicable to OC-ALC/TILUB)
E94	(Applicable to OC-ALC/TILUB)
E95	TODO NOT AUTHORIZED SOFTWARE TCTO
	JE8 - No exception stuffer is produced for this error code. The error code appears on the transaction register when a "JE8" is input to obtain ID labels for a Software TCTO, to indicate that an ID label for the TODO shown is not included in the deck, because the TODO is not authorized to receive Software TCTOs (Publication Code 8).
E96	JSL UNMATCHED
	JSL - This error code indicates that the receipt/delete input does not match a suspense record listed in the "Technical Order Shipment Not Cleared" listing.
E97	(Applicable to OC-ALC/TILUB)

Error Code	Error Message Input Transaction - Explanation
E98	UNIDENTIFIED TRANS
	JAN - This error code indicates the TO record is already established in the CIR.
E99	(Unassigned)
EA1	STOCK STORE ISSUE CODE IN ERROR
EA2	INVALID COST TYPE
	JE - (rp79, Code for Page Count on Unit Cost)
	JMA - (rp77, Code for Page Count or Unit Cost)
	The field is blank, incomplete, or contains an unauthorized character.

Attachment 3

G022 PRODUCT AND DISTRIBUTION CONTROL LIST

A3.1. Purpose. This attachment lists products output from the following G022 subsystems and applicable distribution:

G022A - Distribution of TOs

G022B - Preparation of TO Indexes

G022C - ALC TO Logistics Subsystem

G022D - TO Management Information System

G022E - OSHA Review System (products output from G022C)

G022F - TO Repository Location File

A3.2. Responsibilities. All changes to a product, changes to the quantity produced, and the distribution must be accomplished by using Communications - Computer Systems Requirement Document (CSRD) procedures. TILU units will submit all letters of justification for changes to TILUD.

A3.3. Legend.

A3.3.1. Product Control Number (PCN). The number which appears on the product is listed in this column. **Exception:** When product is a form or label, the PCN is assigned to the product. An asterisk (*) preceding the PCN means that the product is exempt from RCS according to AFI 37-124, paragraph 2.11.12.

A3.3.2. Product Title. Included in this column is the title which appears on the paper product or on the header of a microfiche product, and the Report Control Symbol (RCS) if applicable.

A3.3.2.1. When the product is microfiche, the title which appears on the frames is shown in parentheses below the title.

A3.3.2.2. Additional information regarding a product is shown in brackets.

A3.3.3. Media. Definitions for the codes appearing in this column are:

F - Form

J - Item manager Jacket

L - Label

M - Microfiche

P - Paper

S - Stuffer

A3.3.4. Frequency. The program's capability to produce the product. Some products are scheduled outputs, while others are output only as result of input transactions.

A3.3.4.1. Products shown as AR (as required) must be generated by an input transaction.

A3.3.4.2. Products which are output when the record reaches a certain condition are indicated by the [] symbol.

A3.3.4.3. When the scheduled day or date is known for the output products, it appears in parentheses below the frequency codes.

A3.3.4.4. Definitions for the codes appearing in this column are listed below:

AR - As Required

D - Daily

W2 - Twice Weekly

W - Weekly

M - Monthly

Q - Quarterly

A - Annually

A3.3.5. Locally Produced. Listed in this column are the products output at OC-ALC. All OC-ALC paper products are distributed initially to the designations listed under the Distribution column. Where applicable, the Redistribution column shows the quantity and recipient of products furnished by the organization in the Distribution column. An asterisk indicates only the portion of the product applicable to the office shown and provides the number of codes indicated.

NOTE: Products distributed to TILU are received and redistributed to all TILU sections by TILUB.

A3.3.6. Other ALC Products. A double asterisk is placed in this column when the products are output at the other ALCs. Product quantity and initial recipients for other ALC-produced microfiche products are controlled by the ALC where the products are produced.

Table A3.1.

						LOCALLY PRODUCED	
PRODUCT CONTROL NR (PCN)	PRODUCT TITLE/ Report Control Number (RCS)	MEDIA	FREQ	DISTR	REDISTR	APPLICABLE PARTS REDISTR	PROD @ OTHER ALCs
Q-G022A-ACI-D3 -2D3	G022 Input Transaction Report	M	D	1-SCDU 16-TILU	8-TILUB 1-TILUD 4-TILUE 2-TILUF 1-TILUG		
Q-G022A-ACI-D3 -2D3	G022 Input Transaction Report	P	D	1-SCDU 2-TILU			
Q-G022A-AC3-D 3-MD3	Label History	P	D	1-SCDU			
Q-GO22A-AC5-D 3-MD3	Consolidated Summary	P	D	1-SCDU			
Q-G022A-DF1-D7 -MD7	ADP Control Register	P	D	1-SCDU			

Q-G022A-K3A-L 4-2L4	Monthly E Card List	M	M	1-SCDU 3-TILU	1-TILUB 1-TILUE 1-TILUG		
Q-G022A-K3C-L4 -2L4	Cons Monthly Transactions (Consolidated Monthly Transactions)	M	M (EOM)	1-SCDU 6-TILU	3-TILUB 1-TILUD 1-TILUE 1-TILUG		
Q-G022A-K8A-L 4-2L4	H Card Listing by TODO	M	M (EOM)	1-SCDU 6-TILU	3-TILUB 1-TILUE 2-TILUG		
Q-G022A-K8B-L4 -ML4	Technical Order Storage and Issue Report (RCS: MTC-EN(M)7140)	P	M	8-TILU	8-TILUB	*1-OC/LAEC *3-OC/TISDTPD *1-OO/TISTB *3-OO/TIEDT *1-SA/TIECS *4-SA/TIRTD *1-SM/TIEAB *5-SM/TILBE *4-WR/ LZDTD *3-AFMETCAL/ML	
Q-G02A-K8B-L4-2L4	Technical Order Storage (Technical Order Storage and Issue Report) (RCS: MTC-EN(M)7140)	M	M	1-SCDU 1-IMPT 7-TILU	6-TILUB 1-TILU	2-AFMC/ENP 1-HQ AFMC/IMOS	

*Q-G022-PAI-M5-MM5	ITO Special Distribution Address List	P	M 24th	47-TILU	47-TILUD	1-AFMC/ENP 1-AFMETCAL/ML 1-OC/LAAR 1-OC/TILDT 1-OC/LAHR 1-OC/LIIR 1-OC/FMRMB 1-OC/LPAT 1-OC/LACRA 1- OC/LPAG 1-OC/LPAJI 1-OC-LPAJM 1-OC/LPAA 1- OO/LAAET 1- OO/LAASC 1-OO-LI 3-OO/LIR 1-OO/TIOSS 1-USAF ACP/ LIWXS 1-SA/TIRTO 1-SA/LPF 1-SA/LAV 1-SA/LPLA 1-SA/LDA 1-SA/LASE 1-SA/LDIL 1-SM/LH 1-SM/TIOA 1-SM/LIP 1-SM/LHATT 1-SM/LABRR 1-SM/LASO 1-SM/LASEB 1-2852ABG/IMPD 1-WR/LZDTA 1-WR/LZDT 1-WR/LYLF 1-WR/FMRI 5-WR/LUH	

Q-G022A-WF1-WW-MWW	Master Address Labels	L	W (Sat)	1-TILU	*1-TILUD *1-TILUE (PUB CODE 8) *1-TILUG		
*Q-G022A-WF2-WW-2WW	Master Address List (Master Address Listing)	M	W (Fri)	1-SCDU 1-IMA 1-IMPT 1-LAEC 12-TILDTP 51-TILU	11-TILDPTD 60-TILUB 2-TILUD 2-TILUE 1-TILUF 1-TILUG	1-OO/TISTB 5-OO/TIEDT 1-SA/TIECS 3-SA/TIRTD 1-SA/NWTD 10-SM/TILBE 1-SM/TIEAB 9-WR/LZDTD 1-AFMC/ENP 1-AFMETCAL/ML 1-DET63, ASC/CC 1-WR/LNIT	
*Q-G022A-WF3-WW-2WW	Cent I/R Mstr (Centralized Inventory and Requirements Master)	M	W (Fri)	1-SCDU 110-TILU 1-TIELT 1-LAKR 1-LAEC 14-TILDTP 1-LAHRK 1-LIIETB 1-LIINTB 1-LAKR 3-LPAJT 1-FMRRC FDPO 1-LACRE	89-TILUB 1-TILUD 8-TILUE 6-TILUF 6-TILUG 1-TILDTE 1-TILDTF	1-OO/LAIT/F16 TCG 1-OO/TISTB 8-OO/TIEDT 1-OO/FMMF FDPO 1-OO/LAIA/F4 TCG 1-SA/TIECS 3-SA/TIRTO 14-SA/TIRTD 2-SM/TIDMA 1-SM/LHSA 3-SM/LHATT 14-SM/TILBE 1-SM/TIEAB 1-SM/TILDC 1-SM/LIPT 1-SM/LACEF 1-SM/LASEB 7-WR/LZDT 1-WR/LFIT/F15 TCG 1-WR/LNIT/EW TCG 1-WR/LFBI/C130 TCG 1-AFMC/ENP 1-AFMETCAL/ML 1-SSD/MJL	

Q-G022A-WP2-WW-2WW	Code Selected Reconciliation Listing TODO XXXX THDC XXXX	P	AR	2-TILU	*2-TILUB *2-TILUD *2-TILUE *2-TILUG	2-TODO 2-THDC 2-TODO 2-TODO	
Q-G022A-WP3-WW-2WW	Requirements Summary (TOCRL - Selected Requirements Summary)	M	AR	1-SCDU 2-TILU	1-TILUB 1-TILUE		
Q-G022A-WP4-WR-MWR	Code Selected Reconciliation Listing with Foreign Military Sales Costs (CSRL/FMS)	P	AR	3-TILU	2-TILUB 1-TILUE		
Q-G022A-WT2-WW-2MM	Cons TODO B. O. Report (Consolidated Backorder Report)	M	W (Fri)	1-SCDU 1-TILU	7-TILUB 1-TILUG 1-TILUF		
*Q-G022A-WT4-WW-2WW	Mstr Ad List by Part (Master Address Listing: Part 1-by MAJCOM; Part 2- by State; Part 3 by Approving Agcy; Part by 4-Zip Code; Part 5-by MAP case RCN)	M	W (Fri)	1-SCDU 1-IMPT 1-LAEC 12-TILDT 47-TILU	56-TILUB 2-TILUD 2-TILUE 1-TILUF 1-TILUG	1-OC/TISTB 4-OO/TIEDT 1-SA/TIECS 3-SA/TIRTD 1-SA/SKPD 4-SM/TILBE 1-SM/TIERB 9-WR/LZDTD 1-TIC/DLSM 1-AFMC/ENP 1-AFMETCAL/ML 1-DET63, ASC/CC	
Q-G022A-WT4-WW-2WW	Master Address Listing Part 1 (by Major Command)	P	AR (2nd Tues of M)	4-TILU	4-TILUD (JMEM)	*4-TILUB	

*Q-G022A-WZ1-WW-2WW	Technical Order Number, Part 1 (ALC X cross Reference - TO # to TO Manager) Technical Services Manager, Part 2 (ALC X cross reference - Technical Services Manager Code to TO #) Technical Order Manager, Part 3 (ALC X cross reference - TO Manager Code to TO #) Command Manager Code, Part 4 ALC X cross reference - Command Manager Code to TO #) [A separate product is output for each ALC]	M	W	1-LAEC 2-TILDTP 1-LIIETB 1-TIMLA 1-SCDU 1-SEG 1-HAF 60-TILU	1-TILDTE 2-TILUC 1-TILU 57-TILUB	1-OO/TISTB 2-OO/TIEDT 1-OO/SEG 1-SA/TIECS 1-SA/TIRTD 1-SA/LDIML 1-SA/SEG 1-SM/TIDSIMB 1-SM/LHSA 1-SM/TILDC 5-SM/LHATT 14-SM/TILBE 4-SA/TILC 1-SM/TIEAB 2-SM/LIPT 1-SM/LACEF 1-SM/FMT-FDPO 1-SM/LASEB 3-WR/LZDT 1-WR/LVLCC 1-WR/LVLRT 1-AFMC/ENP	
Q-G022B-CB1-MO-MMO	T.O. 0-4-2 File Maintenance	P	M	1-SCDU 1-TILU	1-TILUB		
Q-G022B-CFC-MO-MMO	Unmatched Records List [Data Code Records]	P	M	1-SCDU 6-TILU	6-TILUB	1-OC/TISDT 1-OO/PMDT 1-SA/TIRT 1-SM/TILB 1-WR/LZDT	
Q-G022B-CJB-MO-MMO	Duplicate Data Code List	P	M	1-SCDU 6-TILU	6-TILUB	1-OC/TISDT 1-OO/PMDT 1-SA/TIRT 1-SM/TILB 1-WR/LZDT	

Q-G022B-CJ1-MO-2MO	C/R TCTO To Data Code TO 0-4-2 (T.O. 0-4-2 Cross Reference Table of TCTO numbers to applicable data code numbers (proof list))	M	M	1-SCDU 2-TILDTP 1-TILCP 1-TIMLDC 19-TILU	1-TILDTE 17-TILUB 1-TILUD 1-TILUF	2-OO/TIEDT 1-OO/LANHM 1-SA/TIRTR 1-SA/FMAC 2-SA/LPECT 1-SA/NWTD 1-SM/LMATT 3-SM/TILB 1-SM/LIPT 1-SM/FMAC(2) 1-WR/LZDT 1-WR/FMROF	
Q-G022B-FPA-FA-MFA	Financial Analysis Data of Selected Applicable Technical Orders	P	AR	1-TILU	*1-TILUD *1-TILUF		
Q-GO22B-MTD-QH-MOH	History Transaction Reject List	P	M (10th of M)	1-SCDU 2-TILU	1-TILUR 1-TILUE		
*Q-G022B-HTE-QH-2QH	History Master List (Master Index History List)	M	M (10th of M)	1-SCDU 14-TILDTP 4-TIMLA 1-LAKRT 75-TILU	11-TILDTPD 2-TILDTE 17-TILUB 49-TILUD 9-TILUF	3-OO/PMDTT 1-OO/LAIT/F16 TCG 1-OO/LAIA/F4 TCG 1-SM/LASEB 1-SM/LACEF 14-SM/TILBE 1-SM/LIPT 1-OO/LAASP/F16 RTLSA (FORT WORTH) 2-SA/TIRT 2-SA/TIRTD 2-SA/LAVFT 2-SM/TIDMA 1-SM/LMSA 5-SM/LHATT 2-WR/LZDTD 1-WR/LFIT/F15 TCG 1-WR/LNIT/EM TCG 1-WR/LBI/C130 TCG 1-AFMC/ENP 1-CASC/MMBOS (BATTLE CREEK)	

Q-GO22B-HTF-Q H-2QH	History Transaction List (Index History Transaction List)	M	M (10th of M)	1-SCDU 15-TILU	12-TILUB 1-TILUD 1-TILUE 1-TILUG		
Q-GO22B-HTG-Q H-2QH	Consolidated Notice List (Consolidated Notice List of Technical Orders Rescinded 6 yrs)	M	Q (10th Jan, Apr, Jul & Oct)	1-SCDU			
Q-G022B-HYA-Q H-MQH	Review List of Technical Orders Rescinded 6 Yrs	P	M AR	1-SCDU 7-TILU	7-TILUB	*5-OC/TISDT *5-00/PMDT *5-SA/TIRTR *5-SA/NWTD *5-SM/TILBE *5-WR/LZDT	
Q-GO22B-HYB-Q H-MQH	Disposal List of Technical Orders Rescinded 6 Yrs	P	M AR	1-SCDU 3-TILU	3-TILUB		
Q-G022B-YG1-N Q-2NQ	MIF Actions (TO Indexes as of DDMMMYY)	M	W2 (Tues & Fri)	4-TILU	2-TILUB 1-TILUD 1-TILUG		
Q-G022B-YG2-N Q-MNQ	TO indexes Transaction List	M	W2 (Tues & Fri)	2-TILU	2-TILUB	1-TILUF	
Q-G022B-YG3-N Q-2NQ	Master Index File (Microfilmed Abbreviated Master Index File List)	M	W2 (Tues & Fri)	1-SCDU 6-TILU	3-TILUB 1-TILUD 2-TILUG		
Q-GO22B-YG4-N Q-2NQ	Consolidated Transaction List (Consolidated TO Index Transaction List)	M	W2 (Tues & Fri)	1-SCDU 5-TILU	3-TILUB 1- TILUD 1-TILUG		
Q-G022B-YNC-N Q-MNQ	Master Index File Editor Listing [A/O (date) for Index 0-1-XX]	P	AR (Tues & Fri)	1-TILU	1-TILUB		
Q-G022B-YNP-N Q-MNQ	TO 0-1-XX [TO Index Proof List for each separate TO Index]	P	AR (Tues & Fri)	1-TILU	1-TILUB		
A-G022C-GA1-D 9-MD9	Error and Summary List XX-ALC, Part 1A - Error Message Error and Summary List XX-ALC, Part 2 - Product Summary	P	D	1-TILU 1-SCDU	1-TILUD		**
A-G022C-GA5-D 9-MD9	G022 Print Checklist	P	D	2-SCDU 1-SCDP			**
A-G022C-GI1-D9 -MD9	Input Transaction List XX-ALC	P	D				**

Q-G022C-LTA-D9-2D9	CPIN ID Quantities	M	W	4-LAEC 9-TILU 1-SCDU	9-TILUE	1-AFMETCAL /MANTT 1-OO/TISMB Lib. 1-OO/LAIT 1-OO/TISMC	**
A-G022C-LVA-D9-MD9	ALCs & CPIN ID Quantities	M	W	2-TILU 4-LAEC	2-TILUE		**
A-G022C-LVB-D9-MD9	Over One Year Duration Notice	S	CMD	1-TILDT	1-TILUE		
A-GO22C-LWA-D9-MD9	CPIN REQ & DEST (EOM & Wkly)	P	M	5-TILU	5-TILUE		
A-G022C-NFA-D9-ND2	AFTO Form 215, Notifications	F	D	1-TULU	1-TILUB	*1-TODO CODE *1 -TILUD/THDC *1-TILUE/TODO * Prime CMD *1-TILUF/TODO	
A-G022C-NFB-D9-MD9	AFTO Form 274, ID Label [For Classified TOs]	F	D	*1-LAEC *1-TILDT *1-TILU	1-IMRA 1-TILDTAD *1-TILUD *1-AFMETCAL /ML	1-IMPC 1-IMPC	**
A-G022C-NFC-D9-MD9	AFTO Form 221, ADP Requisition for AF TOs	F	D	1-DMPT (Screen Code N) *1-TILDT (Screen Code Y) *1-TILU *1-LAEC (Screen Code Y)	1-TODC 1-TILDTPD 1- TILUD (Screen Code Y) *1-TILUE (Screen Code Y) *1-AFMETCAL /ML	1-IMPC/TODO 1-IMPT/TODO 1-DMPC/THDC	
A-G022C-NFE-D9-MD9	AFTO Form 276, Special Requisition for Air Force TOs	F	D	1-TILDT	*1-TILDTPD *1-TILU	1-IMPT/TODO *1-TILUD 1-IMPC/THDC *1-AFMETCAL/ML	**
A-G022C-NLA-D9-MD9	AFTO Form 273, ID Label [For unclassified TO]	F	D	*1-LAEC *1-TILDT *1-TILU	1-IMPT *1-TILUD *1-TILUE *1-AFMETCAL /ML	1-IMPC (JMEP) 1-IMRA (Other TOs)	**

A-G022C-NYA-D 9-MD9	Request for Data for TO Change-TODCA Notice [TC] Request for Data For New TO-TODCA Notice [TI] Follow-up for Data for New TO-TODCA Notice [TJ] Follow-up for Phy Inventory Hold-TODCA Notice [TK] Follow-up on Reprint Notice -TODCA Notice [JL] Backorder Reached-TODCA Notice [TM] Follow-up on Stock Transfer-TODCA Notice [TT] TOPS Delete Notice-TODCA Notice [No Code]	S	D	*1-LAEC *1-TILDT	*1-TILDTPD *1-TILU	*1-TILUD *1-TILUE	**
A-G022C-NYB-D 9-MD9	CIR Delete Record **Consolidated** TOPS Delete Notice **Consolidated**	S	[D]	1-TILU	1-TILUB	*1-TILUD *1-TILUE *1-TILUG	
A-G022C-NYC-D 9-MD9	Master Address File Maintenance	S	D	1-TILU	1-TILUB	*1-TILUD *1-TILUG	
A-G022C-NYD-D 9-MD9	Address Label [Chg, Delete, Add]	L	D	30-TILU	30-TILUB	*30-TILUD *30-TILUE *30-TILUG	
A-G022C-NYE-D 9-MD9	File Maintenance Exception *424*	S	D	1-TILU	1-TILUB	*1-TILUD *1-TILUE *1-TILUG	
A-G022C-NYF-D 9-MD9	Part One Exception Notice *Rejected E Card *632* Part Two Exception Notice *Address F-M *234* Part Three Exception Notice *Case-Address Compatibility* Part Four Exception Notice [Only when Error Code is E01] Part Four Exception Notice *Requirements data *AFTO 187* Part Five Exception Notice *654*	S	D	1-TILU	1-TILUB	*1-TILUB *1-TILUD *1-TILUE *1-TILUG	

A-G022C-NYG-D9-MD9	Part One Exception Notice *Rejected E Card *632* Part Three Exception Notice *Case-Address Compatibility* [Only when Error Code is EB2 or E83] Part Four Exception Notice *Rqmts Data *AFTO 157* [MMEC Only] Part Five Exception Notice *654* (AFTO 243 CPIN)	S	D	*1-LAEC *1-TILDTP	*1-TILU	*1-TILUD *1-TILUE	**
A-G022C-NYH-D9-MD9	SA Program I.D. Delivery Control Record	P	D	2-TILDT	*2-TILDTPD *2-TILU	*2-TILUD *2-TILUE	**
A-G022C-NYJ-D9-MD9	AF Form 310, Document Record & Receipt (For ADP Requisition, AFTO Form 221)	F	D	1-TILU	*1-LAEC *1-TILDTPD *1-TILUD *1-TILUE	1-MAJCOM 1-IMPC w/rqn 1-IMPC w/rqn	**
A-G022C-NYK-D9-MD9	AF Form 310, Document Record and Receipt (For ID Label, AFTO Form 274)	F	D	1-TILU	*1-LAEC *1-TILDTPD *1-TILUD *1-TILUE	1-MAJCOM 1-IMRA w/label 1-IMRA w/label	**
A-G022C-NYN-D9-MD9	TO Unpublished Notice	S	[D]	*1-LAEC *1-TILDT	*1-TILDTE *1-TILUB *1-TILUD *1-TILUE	*1-MAJCOM	**
A-G022C-NYP-D9-MD9	Post Publication Review Notice	J	[D]	*1-LAEC *1-TILDT	*TILDTPD *1-TILU	*1-TCM/SPO *1-TILUD *1-MAJCOM *1-TILUE	**
A-G022C-NYQ-D9-MD9	TCTO Review & Rescission Report	J	[D]	*1-LAEC *1-TILDT	1-TILDTPD	1-PROGRAM MGR	**
A-G022C-NYR-D9-MD9	TME Exception [When JL_ or JNE input rejects]	S	D	1-TILDT	*1-LAEC *1-TILDTPD *1-TILU	*1-TILUD *1-TILUE	**
A-G022C-NYS-D9-MD9	AF Form 310, Document Record and Receipt [For Special Rqn for AF TO, AFTO Form 276]	F	D	1-TILU	*1-TILDTPD *1-TILUD	1-IMPC w/rqn 1-IMPC w/rqn	**

A-G022C-NYT-D9-2D9	CIR Supplement (Centralized Inventory and Requirements Master *supplement*)	M	D	1-SCDU 1-LAEC 13-TILDTP 20-TILU	1-TILDTE 11-TILUB 1-TILUD 6-TILUE 1-TILUF 1-TILUG	1-TILDTF	
A-G022C-NZB-D9-MD9	Consolidated T/R (Consolidated Transaction Register)	M	D	1-SCDU 17-TILU	10-TILUB 1-TILUD 4-TILUE 1-TILUF 1-TILUG		
A-G022C-NZC-D9-MD9	File Maintenance [List of transactions to update G022A, and G022A/B interface transactions]	P	D	5-TILU	1-TILUB 1-TILUD (JMEM) 3-TILUE		
A-G022C-NZD-D9-MD9	ALC Transaction Register	P	D	*5-LAEC *5-TILDTP	*1-TILDTF *5-TILU	*5-TILUD *5-TILUE	**
A-G022C-NZE-D9-MD9	ID Label Listing	P	D	*2-LAEC *2-TILDT	*2-TILDTPD *2-TILU	*2-TILUD (JMEM) *1-IMRA w/Label *2-TILUE	**
A-G022C-NZF-D9-2D9	ID Label List *Cons* (ID Label Listing *Consolidated*)	M	D	1-SCDU 7-TILU	4-TILUB 1-TILUD 2-TILUE		
A-G022C-NZG-D9-2D9	Cons S-AP ID Lab List (Consolidated SA Program ID Listing)	M	D	2-TILU	1-TILUE 1-TILUG		
A-G022C-NZH-D9-MD9	T.O. Rqn Stock Balance Listing	P	D	*1-IMPT *3-LAEC *2-TILDT	*2-TILU	*2-TILUD' *2-TILUE *2-AFMETCAL/ML	**
A-G022C-NZI-D9-2D9	Cons Rqn-Stk Bal Lst (Consolidated Requisition - Stock Balance Control Listing)	M	D	1-SCDU 4-TILU	2-TILUB 2-TILUE		
A-G022C-NZJ-D9-2D9	TODO Inp Dly Mgt Lst (TODO Input Daily Management Listing)	M	D	1-SCDU 14-TILU	10-TILUB 2-TILUE 1-TILUF 1-TILUG		
A-G022C-NZK-D9-MD9	TODO Backorder Report	P	AR	2-TILU	2-TILUB	TODO	

A-G022C-NZL-D9-2D9	TODO Deletes	M	D	1-SCDU 7-TILU	3-TILUB 1-TILUD 2-TILUE 1-TILUG		
A-G022C-NZM-D9-MD9	TO - TODO Requirements Inquiry	P	AR	2-TILU	*2-TILUB *2-TILUD *2-TILUE		
A-G022C-NZN-D9-2D9	Rqn Stat Not Ctrl Lst (Requisition Status Notification Control List) [H Cards with applicable AFTO Form 215 Notice codes]	M	D	1-SCDU 3-TILU	1-TILUB 1-TILUE 1-TILUD		
A-G022C-NZP-D9-MD9	CIR Reprint Notice CIR Reprint Action Notice	P	[D]	*3-TILDT *3-TILU	*3-TILDTPD *3-TILUD (JMEM)	*1-IMPT	**
A-G022C-NZQ-D9-MD9	CIR Inquiry Notice	P	AR	*2-TILDT *2-LAEC	*2-TILDTPD *2-TILU	*2-TILUD *2-TILUE	**
A-G022C-NZR-D9-MD9	Technical Order Stock Transfer Notice	P	D	2-TILDT	2-TILDTPD		**
A-G022-NZS-D9-MD9	CIR Delete Record	P	[D]	*3-TILDT *3-LAEC 2-TILU	*3-TILDTPD *2-TILUD *2-TILUE *2-TILUG	*1-IMPT *1-IMPC	**
A-G022C-NZT-D9-MD9	G022A Daily Management Data	P	D	3-TILU	1-TILUB 2-TILUE		
A-G022C-NZW-D9-MD9	Security Assistance Country Case - RCN Value Weekly Status Report	P	W	2-TILU	2-TILUG	*2-TILUB *2-TILUE *2-TILUD	
A-G022C-PHA-D9-MD9	Label Count Summary	P	D	*2-LAEC *2-TILDT *2-TILU	*2-TILDTPD *2-TILUD *2-TILUE		**
A-G022C-PJA-D9-MD9	CPIN Media Labels	L	D	1-LAEC	*1-TILUE		**
A-G022C-PLA-D9-MD9	ALC CIR Supplement (ALC Centralized Inventory and Requirements Master) (CIR for TOs prime at each ALC)	M	D	13-TILDT 1-SCDU 1-LAEC 2-TILU	1-TILDTE 1-TILDTF 1-TILUD 1-TILUE		**

A-G022C-PNA-D9-2D9	LATO for Weapons System	P	AR	9-TILU	8-TILUB 1-TILUD	1-OC/TILDT 1-OO/PMDT 1-SA/TIRT 1-SM/TILB 1-WR/LZDT 1-AFMETCAL/ML 1-MAJCOM	
A-G022C-POA-D9-2D9	LATO Matched ID	P	AR	2-TILU	1-TILUB 1-TILUD		
A-G022C-PMA-D9-MD9	LATO List of AFTO 215s	P	AR	3-TILU	1-TILUB 1-TILUD 1-MAJCOM		
A-G022C-PYA-D9-2D9	Technical Order Stock Disposal Notice	S	[D]	1-TILDT	1-IMPT		**
A-G022C-Q51-D9-MD9	Active TCTO Quarterly List	P	Q (16 Mar, Jun, Sep & Dec)	1-TILDT 1-LITC 8-FMRMB 4-TIMLDC 1-LPAJP	1-TILDTF		**
A-G022C-Q52-D9-MD9	Active M-Symbol TCTO Quarterly List	P	Q (16 Mar, Jun, Sep & Dec)	1-TILDT 1-TILU 1-FMRMB	1-TILDTE 1-TILUF		**
A-G022C-Q53-D9-2D9	Consolidated Active TCTO Quarterly List	M	Q (16 Mar, Jun, Sep & Dec)	2-TILU 1-FMPPM 1-SCDU	1-TILUD 1-TILUF		
A-G022C-Q54-D9-2D9	Consolidated M-Symbols TCTO Quarterly List	M	Q (16 Mar, Jun, Sep & Dec)	2-TILU	1-TILUD 1-TILUF		
A-G022C-Q55-D9-MD9	Active TCTOs by Division	P	Q	1-Det 2, 3025 MES 1-TILU 1-FMPPM	1-TILUD		**
A-G022C-WCA-D9-2D9	CIR For (Same Code of ALC)	M	W	1-TILU 12-TILDT 1-LAEC 1-2854ABG/IMPC	1-TILUE		**

A-G022C-WFF-D9-MD9	TCTO Rescission Date Notice	S	[W]	1-TILU	1-TILUB		
A-G022C-WK1-D9-MD9	ALC TCTO Rescission Control List	P	W	2-TILDT	2-TILDTPD		**
A-G022C-WK2-D9-MD9	Consolidated CTO Recission Control List	P	W	2-TILU	2-TILUD	1-LAMQ	
A-G022C-WK3-D9-MD9	Post Publication Review List	P	W	*6-LAEC *6-TILDT	*6-TILDTPD *6-TILUB	*1-TCM/SPO *6-TILUD *6-TILUE *6-AFMETCAL/ML	**
A-G022C-WK4-D9-MD9	Post Publication Review List (Consolidated)	P	W	2-TILU	2-TILUB	*1-OC/TILDT *1-OO/PMDT *1-SA/TIRT *1-SM/TILB *1-WR/LZDT	
A-G022C-WT2-D9-2D9	Cons TODO B.O. Report (Consolidated Backorder Report)	M	W	12-TILDTP			**
A-G022C-071-DA-G01	CPIN Data Base Transaction Report	P	D	4-TILU	4-TILUE		
A-G022C-073-DA-G03	Updated CPIN Master Record	P	D	3-TILU	3-TILUE		**
A-G022C-074-DA-G04	ALC CPIN Resp Change Notice	P	D	1-LAEC			**
A-G022C-1VC-D9-MD9	TOIS Techical Service Status List	P	M (EOM)	3-TILDT 1-TILU	3-TILDTE 1-TILUD		**
A-G022C-1VD-D9-MD9	Tech Services Status List (TOIS-Technical Services Status List)	M	M (EOM)	1-SCDU 1-TILU	1-TILUD		
A-G022C-1VE-D9-MD9	TOIS - Approved Reports Not Distributed	P	W	3-TILDT	1-TILDTP 2-TILDTE		**
A-G022C-1VG-D9-MD9	TOIS - Transactions Processed ***Daily***	P	D	3-TILDT	1-TILDTE 1-TILDTF 1-TILDTP		**
A-G022C-1VH-D9-MD9	TOIS Trans Processed (TOIS - Transaction Processed ***Daily***)	M	D	1-SCDU 1-TILU	1-TILUD		
A-G022C-1VS-D9-MD9	TOIS - Improvement Report Master ***Daily Supplement*** ***Weekly***	M M	D (Mon-Thurs) (Fri)	3-TILDT	1-TILDTE 1-TILDTF 1-TILDTP		**

A-G022C-1VT-D9-MD9	TOIS Improvement Report Master (Consolidated) ***Daily Supplement*** ***Weekly***	M	D (Mon-Thurs) (Fri)	1-TILU 1-SCDU	1-TILUD		
*A-G022C-1VU-D9-MD9	Approved Report Control Log	J	D	2-TILDT	1-TILDTE 1-TILDTP		**
A-G022C-1VV-D9-MD9	TOIS - Transaction to Report Manager (Four Parts: Transferred Reports; TO Manager Evaluated Reports; TCM Evaluated Reports and Command Manager Evaluated Reports)	P	W	5-TILDT	2-TILDTE 2-TILDTF 1-TILDTP	*1-TCM/SPO *1-CMD MGR	
A-G022C-1VW-D9-MD9	TOIS - Resolution Date Notice	S	W	1-TILDT	*1-TILDTE *1-TILDTF *1-TCM/SPO		**
A-G022C-1VX-D9-MD9	TOIS - Resolution Date Notice (List of stuffers issued)	P	W	1-TILDT	1-TILDTPD		**
*A-G022C-1VY-D9-MD9	Command XX - TOIS Status List **Monthly**	P	M (EOM)	7-TILU	7-TILUD	*1 TO 7 MAJCOM	
A-G022C-1VZ-D9-MD9	Status List (Command XX - TOIS - Status List **Monthly**)	M	M (EOM)	1-SCDU 1-TILU	1-TILUD		
A-G022C-220-M0-G00	CPIN History Record	M	M	1-SCDU 2-TILU	2-TILUE		**
A-G022C-2B0-M0-G02	CPIN Revision Record	M	M	2-TILU	2-TILUE	1-LAECS	**
*A-G022C-3JA-D9-MD9	Consoldiated Technical Order Improvement Report Status	P	Q (EO Mar, Jun, Sep, Dec)	6-TILU 2-SCDU	6-TILUD	1-OO/TILDT 1-SA/TIRT 1-SM/TILB 1-WR/LZDT 1-AFMC/ENP	
A-G022C-3JB-D9-2D9	Consolidated TOIS Status List (Consolidated Technical Order Improvement Report Status)	M	Q (EO Mar, Jun, Sep, Dec)	1-SCDU 1-TILU	1-TILUD		

A-G022C-3N1-D9-MD9	TOIS Monthly Status: Part 1 – AFTO 22 Processing Status Summary; Part 2 – Monthly Status of Routine 22s - Evaluations in Process; Part 3 – Monthly Status of AFTO 22s - Evaluations Completed During Month; Part 4 – Routine and Waiver PCRs Being Published - Non Flight Manuals; Part 5 – Routine PCRs Distributed During Month - Non Flight Manuals; Part 6 – Routine PCRs Being Published - Flight Manuals; Part 7 – Routine PCRs Published During Month - Flight Manuals; Part 8 – AFMC Form 252 Status List; Part 9 – Overage PCR Summary	P	M	7-TILDT	1-TILDTE 1-TILDTF 1-TILDTR 4-TILDTP	1-TILDTPD	**
*A-G022C-3N2-D9-2D9	TOIS Monthly Summary (Identical to paper product A-G022C-3N1-D9-MD9)	M	M	1-SCDU 2-TILDT 2-TILU	1-TILDTE 1-TILDTP 2-TILUD	1-AFMC/ENP	
*A-G022C-3XA-D9-MD9	TOIS Monthly Summary of Publications Status and Actions “ “ “ “ Evaluation “ “ “	P	(EOM)	3-TILDT 2-TILU	1-TILDTP 2-TILUD	1-AFMC/ENP	**
*A-G022C-3XC-D9-MD9	TOIS Monthly Summary of Publications Status and Actions “ “ “ “ Evaluation “ “ “	P	M (EOM)	2-TILU	2-TILUD	1-AFMC/ENP	**
A-G022C-30A-D9-2D9	ITIES Edit Exceptions	M	W	1-SCDU 1-TILU	1-TILUB		
A-G022C-30B-D9-2D9	ITIES Weekly Suspense	M	W	1-SCDU 1-TILU	1-TILUB		
A-G022C-30C-D9-2D9	Weekly ITIES Suspense Trans (Weekly ITIES Suspense Transaction)	M	W	1-SCDU 1-TILU	1-TILUB		
A-G022C-30D-D9-2D9	Weekly ITIES ICRF Action (ICRF Inter-Service Technical Information Exchange System Cross Reference File)	M	W	1-SCDU 1-TILU	1-TILUB		
A-G022C-30E-D9-MD9	ITIES Inquiry Replies	P	AR	2-TILU	2-TILUB	1-TODO	
A-G022C-30F-D9-2D9	ITIES Edit Exceptions (61 Cat Only - JMEM)	M	W	1-SCDU 1-TILU	1-TILUD		
A-G022C-30G-D9-2D9	Weekly ITIES ICRF Actions (61 Cat Only - JMEM)	M	W	1-SCDU 1-TILU	1-TILUD		
A-G022C-30H-D9-MD9	WS-JM Inquiry Replies	P	W	2-TILU	2-TILUD		
A-G022C-320-QR-G01	CPIN Listing by System/ SubSystem	M	Q	3-TILU	3-TILUE	1-LAECE	**
A-G022C-380-QR-G00	CPCI Cost Report	P	Q	1-TILU	1-TILUE		**

A-G022C-380-QR-G00	CPCI Cost Report	M	Q	2-TILU	2-TILUE		
A-G022C-4D1-D9-MD9	TOIS Improvement Report Master - Monthly	P	M (Last Fri)	2-TILDT	1-TILDTP 1-TILDTE		**
A-G022C-410-AN-G00	List of CPIN Reviesed Past 12 Months	M	A	2-TILU 2-LAEC	2-TILUE		**
Q-G022D-5CA-MF-2MF	ICRF Monthly Transactions (Equipment Number To Technical Order Number Monthly Transaction List)	M	M	1-SCDU 1-TILU	1-TILUB		
*Q-G022D-5GA-MF-2MF	Equipment TO Cross Ref Master (Equipment Number To Technical Order Number Cross Reference Master Listing)	M	M	1-SCDU 12-TILDTP 1-LACRA 1-2854/HRF 96-TILU	11-TILDTPD 88-TILUB 1-TILUD 1-TILUE 5-TILUF 2-TILUB	1-OO/LAIT/F16 TCG 3-OO/TIEDT 6-OO/PMDT 1-OO/LIPPR 1-OO/LACS-2 1-OO/LAIA/F4 TCG 3-SA/TIRT 5-SA/LAVS 1-SA/LDIML 1-SA/FMRC 1-SA/FMRP 1-SA/NWTD 1-SM/LHSA 1-SM/LHSC 15-SM/LHATT 14-SM/TILUE 1-SM/LIPT 1-SM/LACEF 1-SM/LASEB 2-WR/LZDT 7-WR/LYLOT 1-WR/LBLD 1-WR/FMRMF 1-WR/QL 1-AFMC/ENP 1-USA ELECT CMD/DRSEL -MA-PP 1-AFMETCAL/ML 2-NATSF PHILADELPHIA 1-NATSF SAN DIEGO	
Q-G022D-530-MF-2MF	Equipment # to TO Cross Reference Master [JMEM]	M	M	1-TILU	1-TILUD		

*Q-G02D-5MA-YF-2YF	TO Nr to Equip Nr Cross Ref (Technical Order Number to Equipment nurser Cross Reference Listing)	M	A	2-TILT 1-SCDJ 1-TILUF 2-TIMA 72-TILU 1-2854 HRF	70-TILUB 1-TILUD 1-TILUG	1-AFMC/ENP 1-OO/PMDT 2-OO/TIEDT 1- OO/LIRC 1-OO/LMST 1-OO/LACS-2 1-OO/LIWB 1-SA/FIRTO (Complete) 8-SA/TIRTO 1-SM/LASA 5- SM/LHATT 1-SM/LIPT 1-SM-LACEF 1-SM/LASED 25- WR/LZDT 1-WR	
Q-G022D-a2A-N0-3ND	TO 0-4-6-2 Equipment Number to Tech Order Number	M	Q	1-SCDU 2-TIMLA 3-TILU	2-TILUR 1-TILUD		
Q-G022F-XPA-WA-MWA	TO Repository Location File - ALC Codes Added From G022B	P	M (Last Fri)	2-TILU	2-TILUB		
Q-G022F-XRA-WA-MWA	TO Repository Location File - Transaction List	P	W2 (Tues & Fri)	5-TILU	4-TILUB 1-TILUD		
Q-G022F-XRB-WA-2WA	TO Repository Location File - Monthly Consolidated Transaction List	M	M (Last Fri)	4-TILU	4-TILUB		
*Q-G022F-XVA-WA-2WA	TO Repository Location File - Part 1 - TO Number Sequence	M	M (Last Fri)	7-TILU	4-TILUB 2-TILUD 1-TILUG	1-AFMC/ENP	
Q-G022F-XVB-WA-2WA	TO Repository Location File - Part 2 - Box Nubmer Sequence	M	M (Last Fri)	6-TILU	4-TILUB 1-TILUD 1-TILUG		
Q-G022F-XLA-WA-MWA	TO Repository Location File - Interrogation Reply	P	AR	2-TILU	*2-TILUB *2-TILUD		
Q-G022F-XLB-WA-MWA	TO Repository Location File - Selected Disposal List of Technical Orders Rescinded Six Years	P	AR	3-TILU	3-TILUB		
Q-G022F-XLC-WA-MWA	TO Repository Location File - Cumulative Disposal List of Technical Orders Rescinded Six Years	P	AR	3-TILU	3-TILUB		

* Exempt from RCS in accordance with AFI 37-124, paragraph 2.11.12.