

**17 FEBRUARY 2000**



**Maintenance**

**MANAGEMENT OF LOCALLY PREPARED  
CHECKLISTS, JOB GUIDES, PAGE  
SUPPLEMENTS, AND WORK CARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
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OPR: 18 OG/CMAQ  
(TSgt Anthony S. Behland)

Certified by: 18 OG/CC (Col Douglas R. Cochran)  
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This instruction implements AFD 21-1, *Managing Aerospace Equipment Maintenance*. It establishes local responsibilities and procedures for the initiation, control and monitoring of Local Job Guides (LJG), Local Work Cards (LWC), Local Checklist (LCL), Local Page Supplements (LPS) check sheets, and debriefing guides pertaining to the 18th Wing. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

**1. References:** PACAFI 21-101, *Objective Wing Aircraft Maintenance*, and TO 00-5-1, *Air Force Technical Order System*.

**2. Responsibilities:**

2.1. The 18 OG/18LG Commanders are the final approving authorities for all products required by the 18th Wing under this 18th Wing Instruction.

2.2. 18 OG Quality Assurance (QA) and 18 LG QA are responsible for assigning publication numbers, and initial and annual review of all locally prepared job guides, work cards, checklists, check sheets, local page supplements, and debriefing guides for their applicable organization. The 18 OG QA will review all technical data that affect aircraft or flight line operations.

**3. Procedures for Initiating Publications:** Originators of publications will contact 18 OG QA or 18 LG Technical Order Distribution Office (TODO) for guidance and prepare a draft of the proposed publication. Forward the local technical data and AF Form 1768, **Staff Summary Sheet** to TODO for review. Submit all local technical data via Microsoft Word, e-mail, or floppy disk.

3.1. 18 OG/18 LG QA will:

3.1.1. Assign a publication number.

- 3.1.2. Return the draft with any recommendations to the originator or office of primary responsibility (OPR).
  - 3.1.3. After 18 OG/18 LG Commanders approval, the TODOs will reproduce the required number of copies.
  - 3.1.4. Track publication in the Automated Technical Order Management System (ATOMS). TODOs will validate each copy of the new publication and stamp all copies distributed to the requester/OPR. Do not stamp the original document.
- 3.2. Originator/OPR will:
- 3.2.1. Perform an annual review of all publications in applicable month and notify TODO of completion.
  - 3.2.2. Review publications upon receipt of revisions, changes, and supplements to technical orders referenced.
  - 3.2.3. Prepare the necessary changes which may result from currency reviews in accordance with this 18th Wing Instruction. Send all rescission requests to TODO. The rescission request must be justified, e.g., changes in mission, no longer required, etc. A copy of the publication will accompany the AF Form 1768.
  - 3.2.4. Know and understand the reason(s) for locally produced technical data as outlined in TO 00-5-1.
- 3.3. Technical Order Distribution Accounts (TODAs) will:
- 3.3.1. Enter all local publications into ATOMS.
  - 3.3.2. Use Joint Computer-Aided Acquisition and Logistics System TO Request, in ATOMS database, to submit requirements for local publications.

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