

**BY ORDER OF THE
375TH AIRLIFT WING COMMANDER**

375TH AIRLIFT WING INSTRUCTION 90-502

23 JUNE 2003



Command Policy

**TECHNICAL ORDER DISTRIBUTION OFFICE
(TODO) MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 375/932 MXG/MXQ (MSgt Richter)
Supersedes Logistics Operating Instruction (LOI)
21-104, 22 August 2000.

Certified by: 375 MXG/CC (Col Melchor)
Pages: 5
Distribution: F

This instruction establishes local technical order (TO) management policies and procedures for the TODO and Technical Order Distribution Accounts (TODA) aligned under the 375 AW and 932 AW; establishes uniform responsibilities and procedures for technical data management; applies to all active duty, Air Reserve Technician, Air Force Reserve, civilian employees, and civilian contractor personnel who manage and maintain technical data. **This is a joint 375 AW and 932 AW Instruction.**

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Logistics Operating Instruction 21-104 was converted to AWI 90-502 to realign with the Air Force Maintenance Group organizational structure; minor administrative changes were incorporated.

1. Policies.

- 1.1. The wing TODO is responsible for the overall policies for organizations using TOs in the wing. A TODO organizational chart and schedule of inspections are included at **Attachment 2** of this instruction.
- 1.2. The wing TODO is responsible for wing special purpose TODO code accounts when required and will be redistributed to the appropriate agencies.
- 1.3. Organizations will coordinate with the wing TODO to establish, revise, or cancel a wing TO account. The wing TODO and appropriate TODA for the organization, if applicable, will be notified of contractor-related TO requirements to ensure the contractor is qualified to receive technical data.

2. Responsibilities.

- 2.1. The wing TODO will compile, maintain, and update, as required, a listing of all TODO accounts and points of contact in the wing.
- 2.2. Organizational TODOs will perform annual inspections on all sub-accounts using the criteria in TO 00-5-2, *Technical Order Distribution System*, Section 3, as a minimum.
- 2.3. All TODOs and TODAs who maintain Automated Technical Order Management Systems must receive training IAW TO 00-5-2. Computer-based training, basic and advanced, should be accomplished within 30 duty days of being appointed a custodian. All other custodians will accomplish the general training.
- 2.4. The wing TODO will establish database access with all Air Logistic Centers, product centers, central TO repository, and other DOD agencies, as required, to support requirements for wing equipment. The wing TODO will establish a Defense Messaging Service Account for transmitting time compliance TOs and interim messages to field units. The wing TODO will assist organizational TODOs with interfacing for their equipment and operational needs.

WARNING

In accordance with TO 00-5-2, reference libraries will not be used for operating or maintaining equipment. This ensures that the guidance used for equipment operation and maintenance is current and complete to ensure safety and reliability.

- 2.5. All TO library custodians will accomplish an annual List of Effective Pages (LOEP) check. The TODAs will perform and document LOEP checks on changes prior to posting. Reference libraries are exempt from annual inspections.
- 2.6. All superseded or excess technical data will be shredded. A standard shredder will destroy unclassified. Classified correspondence will be destroyed in accordance with DOD 5200.1-R, *Information Security Program*, AFI 31-401, *Information Security Program Management*, and AFI 61-204, *Disseminating Scientific and Technical Information*.

JOHN L. STRUBE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-401, *Information Security Program Management*

AFI 61-204, *Disseminating Scientific and Technical Information*

DOD 5200.1R, *Information Security Program*

TO 00-5-2, *Technical Order Distribution System*

Abbreviations and Acronyms

LOEP—List of Effective Pages

LOI—Logistics Operating Instruction

TO—Technical Order

TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office

Attachment 2

WING TODO ORGANIZATIONAL CHART AND INSPECTION SCHEDULE

Figure A2.1. Wing TODO Organizational Chart

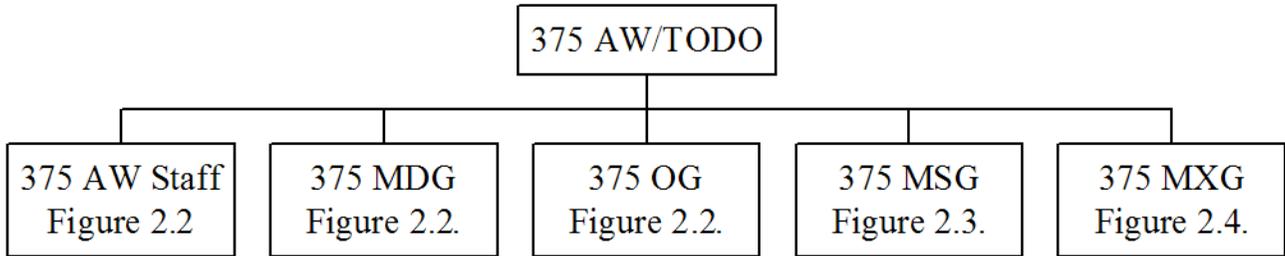


Figure A2.2. 375 AW Staff, 375 MDG, and 375 OG.

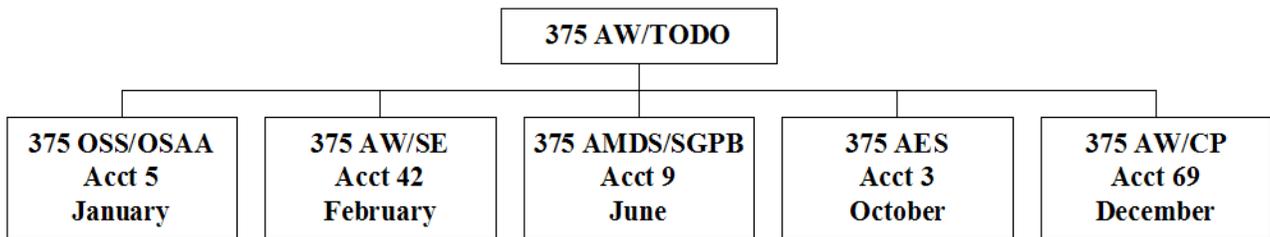


Figure A2.3. 375 MSG TODO Organizational Chart and Inspection Schedule

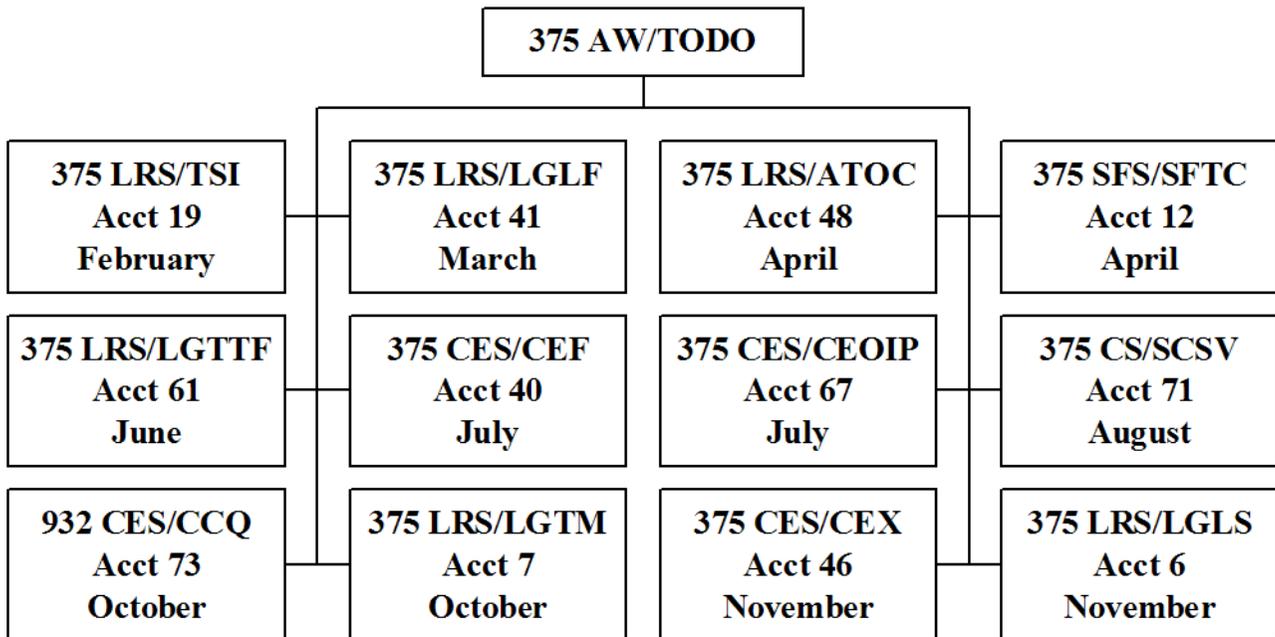
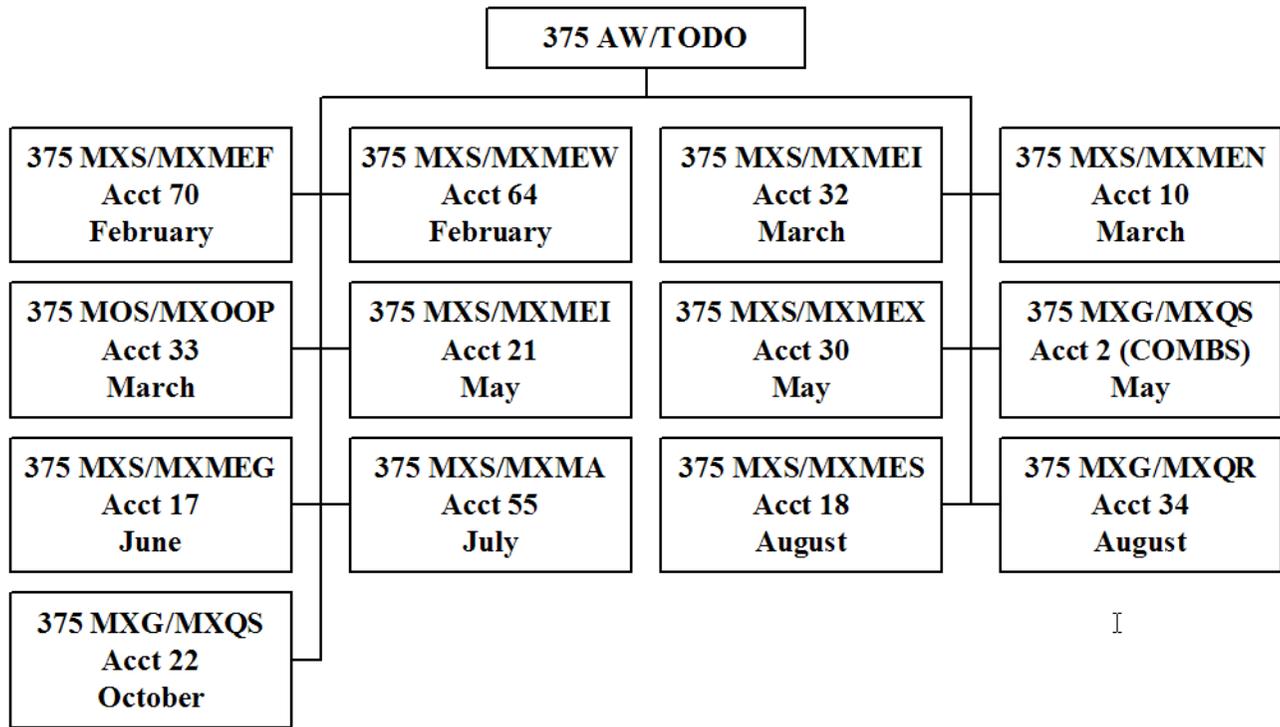


Figure A2.4. 375 MXG TODO Organizational Chart and Inspection Schedule



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