

27 JULY 2004



Maintenance

TECHNICAL ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 442 MXG/MGQ
(CMSgt William J. Conroy)
Supersedes 442 FWI 21-301, 15 August 2002

Certified by: 442 MXG/CC
(Col George D. Burgess)
Pages: 5
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 21-3, *Technical Orders*. It establishes and prescribes the distribution and maintenance according to Technical Orders (T.O.) 00-5-1, *AF Technical Order System* and 00-5-17, *Users Manual -- USAF Computer Program Identification Numbering System (CPIN)*. These procedures apply to all personnel assigned to the 442d Maintenance Group (442 MG) and 442d Operations Group (442 OG). Supervisors, superintendents, and flight chiefs are responsible for ensuring compliance with this instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes references, updates language, format and directives.

1. Responsibilities:

1.1. Quality Assurance (QA) will maintain a limited T.O. file (operational, extra copies, and rescinded) and perform Technical Order Distribution Office (TODO) requirements for the maintenance complex according to T.O. 00-5-1.

1.2. Work centers will maintain, in a current status, all T.O.s for their operation.

2. Procedures:

2.1. Each work center maintaining a Technical Order Management Systems (TODA) appoints a primary and alternate account custodian. The following information will be submitted to the TODO, in writing, by the shop chief within five days of assignment or change of custodian.

2.1.1. Account Number.

2.1.2. Office Symbol.

2.1.3. Building Number.

2.1.4. Phone Number.

2.1.5. Primary/alternate contact name, security clearance, training date, and date assigned.

2.1.6. Annually, QA distributes the account listing for update. Upon completion of the account listing update, QA distributes the new listing to all sub-accounts.

2.2. Primary and alternate custodians are trained in T.O. duties. This training is accomplished by Field Training Detachment (FTD) or by the TODO in QA. Initial training is documented in Automated Technical Order Management System (ATOMS).

2.3. The TODO provides additional training as required.

3. Technical Order and Computer Program Identification Numbering (CPIN) Request:

3.1. When a requirement exists, the primary/alternate custodian requests appropriate T.O. by completing an Air Force Technical Order (AFTO) information management tool (IMT) 187, **Technical Order Publication Request**, or an AFTO IMT 157, **Computer Software Configuration Item Request**, per T.O.s 00-5-1 and 00-5-17.

3.2. QA orders T.O.s, records the requisition date and requisition number on the AFTO IMT 187 and returns it to TODA.

3.3. Follow-up action is initiated by the requesting sub-account 60 days from the requisition date if the T.O. or notification of an AFTO Form 215, **Notification**, has not been received. The primary/alternate custodian notifies QA of the shortage and QA submits the follow-up request.

3.4. If a sub-account discovers a shortage or another missing increment in a T.O., they notify QA. The TODO determines if a special requisition AFTO IMT 276, Special Requisition for Air Force Technical Order **Special Requisition for Air Force Technical Order/CPIN**, should be completed or if the increment will be requisitioned on an AFTO IMT 187.

3.5. Emergency requisitions are requested and justified by memorandum to the TODO.

4. TODO Responsibilities:

4.1. The TODO provides TODA with the following listings:

4.1.1. Account's listing for TODO account number 3452; lists of all sub-accounts, primary and alternate custodians.

4.1.2. Annual Review List: Listing of series/indexes by the date of annual review. Listing may be printed for the entire year or as a monthly product.

4.1.3. T.O./Series Inventory Listing: Inventory listing by TODA account which show the T.O.s assigned to the account (Part I and Part III of Automated 110 card). Distributed every sixty days or as requested.

4.1.4. T.O. Distribution List: List of T.O.s distributed to an account. **NOTE:** The T.O./Series Inventory Listing along with the T.O. distribution listing provides current T.O. status.

4.2. TODO distributes T.O. sub-accounts.

- 4.3. TODO submits T.O. requisitions to OC-ALC.
- 4.4. TODO performs and documents annual inspections/spot checks on sub-accounts.
- 4.5. TODO publishes an index listing of local checklists (LCL), local job guides (LJG), local work-cards (LWC) and local page supplement (LPS).

5. TODA Responsibilities:

- 5.1. TODAs maintain ATOMS computer products in a folder in the following sequence:
 - 5.1.1. Account listing.
 - 5.1.2. Annual Review Listing/Annual Review and Routine Check Form.
 - 5.1.3. T.O./Series Inventory Listing.
 - 5.1.4. T.O. Distribution Listing.
 - 5.1.5. Appointment of Technical Order Custodian memorandum.
 - 5.1.6. 442 FWI 21-301.
- 5.2. TODAs review T.O./Series Inventory Listing for completeness and accuracy. Distribution lists are maintained with the current T.O./Series Inventory Listing. Upon receipt and review of a new T.O./Series Inventory Listing, the old T.O./Series Inventory and T.O. Distribution Listings are destroyed.
- 5.3. TODAs document monthly routine checks of Air Force (AF) T.O. catalog index in the following manner: Upon completion of the routine check of the new section of AF T.O. catalog against inventory list and daily distribution sheets, sign and date the technical order index routine check form.
- 5.4. TODAs document annual reviews in the following manner: Each month an annual review list by index/series is distributed to each account. Account custodians accomplish the annual check, search section of the AF T.O. catalog against inventory list, distribution sheets and T.O.s due their annual inspection. A list of affected pages (LEP) check should be accomplished at this time. Then sign and date the technical order annual review check form.
- 5.5. Routine check/annual review documentation must be kept for two years according to T.O. 00-5-1, paragraph 4.11.4.3.
- 5.6. All TODAs must have access to the internet for reviewing digital T.O.s and the AF catalog index.
 - 5.6.1. Digital T.O. website: <http://www.ide.wpafb.af.mil/toprac/to-syste.htm>
 - 5.6.2. AF T.O. catalog index website: https://wpafbres34.wpafb.af.mil/aftox/AFTOX_DOCUMENTS/index.cfm
- 5.7. TODAs who have CPIN System compendiums on I.D., must access the ACPINS website monthly to verify that the information on their inventory list is current. TODAs need to document this check on the T.O. routine check form. Annual reviews should be performed according to the monthly annual review list and documented on the T.O. annual review form.
- 5.8. TODAs must come into QA and initial the QA official copy of TCTOs when the working copy is distributed to their account. Once the TCTO is completed the working copies must be destroyed.

5.9. Major command (MAJCOM) supplements for digital methods and procedures technical orders are downloaded on the local area network server T.O. home page. Users of these T.O.s are required to review both the T.O.s and the applicable MAJCOM supplement.

PATRICK A. CORD, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-3, *Technical Orders*

T.O. 00-5-1, *AF Technical Order Systems*

T.O. 00-5-17, *USERS MANUAL -- USAF COMPUTER PROGRAM IDENTIFICATION NUMBERING SYSTEM (CPIN)*

Abbreviations and Acronyms

AF—Air Force

AFPD—Air Force policy directive

AFTO—Air Force technical order

ATOMS—Automated Technical Order Management System

CPIN—Computer Program Identification Numbering

FTD—field training detachment

IMT—information management tool

LCL—local checklist

LEP—list of affected pages

LJG—local job guides

LPS—local page supplement

LWC—local workcards

MAJCOM—major command

QA—quality assurance

T.O.—technical order

TODA—technical order management system

TODO—technical order distribution office