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Maintenance

TECHNICAL ORDERS

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OPR: HQ USAF/LGMM (Ms Marge Larson)
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1. The Air Force must produce, configure, install, maintain, modify, and operate systems and equipment so they work safely and effectively. The comprehensive technical instructions and information in Technical Orders (TO) help to achieve this end. To maintain readiness, as well as to keep Air Force personnel and equipment from being in accidents, the Air Force needs policies for fielding up-to-date TOs.
2. TOs are military orders issued in the name of the Air Force Chief of Staff and by order of the Secretary of the Air Force. Compliance with Air Force TOs is mandatory, except as explained in TO 00-5-1, *AF Technical Order System*, current edition. Military personnel who do not comply, including members of the Air National Guard in Federal status, face punishment under Article 92 of the Uniform Code of Military Justice.
3. The Air Force will not field systems (hardware or software) to be operated and maintained without TOs that are procured and verified according to procedures in TO 00-5-3, *AF Technical Manual Acquisition Procedures*, current edition. TOs for specific military systems and commodities take precedence over general TOs.
4. The following responsibilities and authorities are established:
 - 4.1. The Air Force TO Policy Manager at HQ USAF/LG approves and issues all policy for managing the TO System, in coordination with the Air Force Committee for Centralized Technical Order Management (CTOM). Policies for managing the Flight Manuals Program are in AFI 11-215, *Flight Manual Procedures*.
 - 4.2. HQ AFMC/EN manages TOs day to day. They report quarterly to HQ USAF/LG any equipment or software updates requiring depot-level support which go to the field without verified TOs.
 - 4.3. Major commands (MAJCOM) establish functional managers for TOs to ensure compliance with this policy. MAJCOMs report quarterly to HQ USAF/LG any centrally procured military system, commodity, equipment, or software update fielded without verified TOs. The Air National Guard Readiness Center reports quarterly on items unique to the Air National Guard.
5. This directive applies to all Air Force people who acquire, manage, or use TOs.

6. This directive implements Department of Defense Instruction 5000.2, *Defense Acquisition Management Policies and Procedures*, February 23, 1991.
7. See [Attachment 1](#) for measures of compliance with this policy.
8. See [Attachment 2](#) for listing of interfacing publications.

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Attachment 1

MEASURING COMPLIANCE WITH POLICY

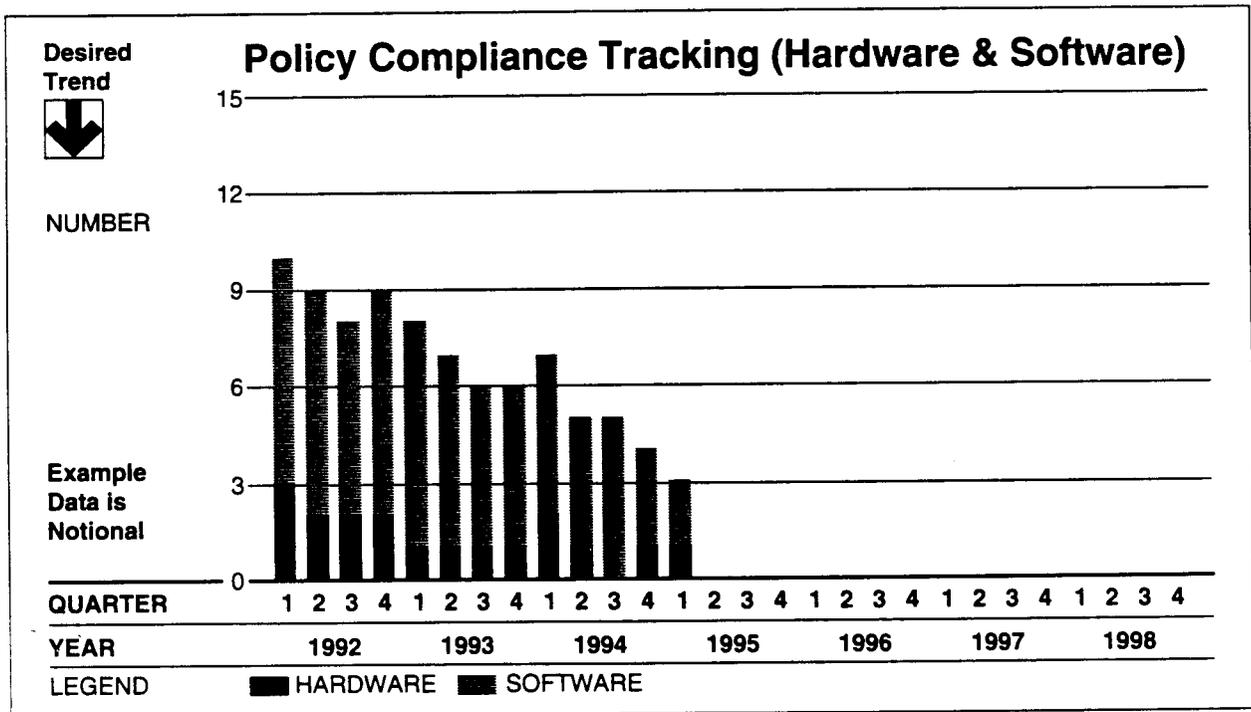
A1.1. HQ USAF/LGMM will measure the success of this policy by evaluating reports (**Figure A1.1.**) from Headquarters Air Force Materiel Command (HQ AFMC) and MAJCOMs, as well as those from the TO Improvement System (TOIS-GO22).

A1.1.1. The TOIS-GO22 reports numbers of TOs, TO change recommendations received and processed, and management actions which do not meet timelines. HQ AFMC tracks information from the TOIS-GO22 and, once each year, sends a report to HQ USAF/LGMM which summarizes how well these actions comply with policy. The goal is a downward trend toward zero.

A1.2. HQ USAF/LGMM monitors information on centrally procured systems and commodities from RCS: HAF-LGM(Q)9233, *Hardware and Software Fielded Without Verified TOs*. This report is discontinued during emergency conditions and is not transmitted by message during **MINIMIZE**. The goal is a downward trend toward zero.

A1.3. HQ AFMC monitors compliance with procedures from the TO 00-5-series which apply to the TO system, based on criteria from the Air Force Committee for CTOM.

Figure A1.1. Sample Metric of Policy Compliance Tracking (Hardware & Software).



Attachment 2

INTERFACING PUBLICATIONS

AFI 11-215, *Flight Manual Procedures* formerly AFR 60-9

AFPD 21-1, *Air Force Maintenance Management* , No Former Publication

AFR 66-19 (Joint Departmental Publication), *Interservicing of Technical Manuals and Related Technology* May 12, 1989

AFPD 32-71, *Environmental Compliance and Pollution Prevention* , No Former Publication

AFI 91-303, *US Air Force Nuclear Safety Certification Program* formerly AFRs 122-3 and 123-9

TO 00-5-1, *AF Technical Order System* , Current Edition

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

TO 00-5-3, *AF Technical Manual Acquisition Procedures*, Current Edition

TO 00-5-15, *Air Force Time Compliance Technical Order System*, Current Edition

TO 00-5-18, *USAF Technical Order Numbering System*, Current Edition

TO 00-5-19, *Security Assistance Technical Order Program*, Current Edition