



17 December 1996

Maintenance

**PROCESSING LOGISTICS TECHNICAL
ORDER (TO) SUPPLEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

OPR: HQ AFRES/LGQMP
(CMSgt Johnny Lawrence)

Certified by: HQ AFRES/LG
(Brig Gen Alan H. Bruce)

Pages: 2

Distribution: F

This operating instruction implements AFPD 21-1, *Managing Aerospace Equipment Maintenance*. It provides guidance to the action office of primary responsibility (OPR) in processing Logistics technical order supplements for final approval. AFRES supplements are used to provide essential procedural guidance necessary to “implement” Air Force and AFRES policy in the field. HQ AFRES/LGQMP assumed the responsibility of functional manager for technical order supplements development and proper coordination requirements. Printing and distribution functions are the responsibility of AFRES/IMP. An AFRES Index 3 *Numerical Index of Technical Order Publication Supplements*, was established to manage AFRES and gaining command technical order (TO) supplements. LGQ is the OPR for the AFRES Index 3 and is responsible for its update.

1. OPR Responsibilities:

- 1.1. Type drafts with any word processing software except Enable.
- 1.2. Use 10-point Times New Roman text, flush left and unjustified.
- 1.3. Enter publication number on top line. **Example:** T O 00-20-5).
- 1.4. Do not type headings on pages.
- 1.5. Do not type page numbers or footnotes. Page numbers should be placed on the paper copy in the lower right hand corner, using pencil.
- 1.6. Type form titles in bold when referencing in text.
- 1.7. Type publication titles in italics when referencing in text.
- 1.8. Submit a double-spaced draft in both paper copy and on a 3.5-inch, high density diskette to LGQMP.

2. HQ AFRES/LGQMP Responsibilities:

- 2.1. Finalize draft in specialized WordPerfect format.
- 2.2. Route draft to all affected HQ AFRES and NAF agencies for coordination.
- 2.3. Make corrections/changes to draft based on comments received and print new draft.
- 2.4. Edit publication.
- 2.5. Forward final draft of publication and AF Form 673, **Request To Issue Publication**, to the applicable HQ AFRES and NAF agencies for final coordination.
- 2.6. Prepare and forward two copies of DD Form 844, **Requisition For Local Duplicating Service**, along with final copy of the publication and the signed AF Form 673 to IMPD for printing.
- 2.7. Update AFRES INDEX 3 to reflect any additions or deletions. Updates to AFRES INDEX 3 are made twice a year (Jul/Jan).

3. HQ AFRES/LGQ: The Chief , Management and Procedures Branch, reviews the publication and signs block 18 of AF Form 673 certifying authority.

4. HQ AFRES/LG: The Director of Logistics reviews the publication and signs block 21 of AF Form 673 as the approving authority.

5. IMPD Responsibilities:

- 5.1. Process DD Form 844 for publication to be reproduced.
- 5.2. Coordinate on AF Form 673 and announce the supplement in the AFRES Publishing Bulletin (PB).
- 5.3. Use PDOS to determine the number of requirements and add the total extra copies requested on the AF Form 673. The combined total is written on the DD Form 844 and forwarded to IMR. New technical order supplements are held for 6 weeks for requirements, the same as other publications.
- 5.4. Distribute technical order supplements according to the requirements shown in PDOS.
- 5.5. Return publication excess stock (after initial distribution) along with the original AF Form 673 to LGQMP.

NOTE:

Units must establish requirements with IMPD. LGQMP is responsible for supplying units any copies they need after initial distribution.

DAVID S. SIBLEY, Brig Gen, USAFR
Assistant Vice Commander