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Maintenance

TECHNICAL ORDER DISTRIBUTION SYSTEM

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This instruction implements TO 00-5-2, *Technical Order Distribution System*. It applies to HQ Air Force Space Command (AFSPC) and subordinate units. It is published in accordance with the provisions of AFPD 21-3 and TO 00-5-1. Report discrepancies other than paragraph realignment to HQ AFSPC/LGMMD, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4470. The reporting requirement in this instruction is exempt from report control symbol (RCS) licensing in accordance with AFI37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*. It does not apply to Air Force Reserve Command nor Air National Guard units.

SUMMARY OF REVISIONS

A complete revision of the previous edition was necessary due to a revision in the basic TO and refinements of responsibilities. All paragraph references in this Instruction are for specific paragraphs found in TO 00-5-2.

- 1. Reference Paragraph 1-1.3 .** TO management training for all Technical Order Distribution Office (TODO) and Technical Order Distribution Account (TODA) personnel is required. Coordinate training requirements with Unit Training Manager.
- 2. Reference Paragraph 1-1.4.** The unit TODO is the local authority for reproducing TOs.
- 3. Reference Paragraph 1-2.1.2.** HQ AFSPC/LGMMD is the AFSPC central point of contact for matters pertaining to the TO distribution system. HQ AFSPC/LGMMD, with the assistance of 20 AF/LGLL, will represent AFSPC on the Centralized Technical Order Management (CTOM) Committee.

4. Reference Paragraph 1-4.3. The following will establish direct distribution TODO codes: AFSPC units on non-AFSPC bases, and organizations not located on Air Force bases. **For ICBM Communication Units Only:** The TODO will be assigned by the Systems Flight Commander. This authority may be delegated to the lowest level necessary. **For ICBM Units Only:** The maintenance, special weapons and PMEL TODOs will be assigned IAW AFSPCI21-102. A separate TODO restricted to Computer Program Identification Numbering System (CPINS) management may be established by the LG or equivalent.

5. Reference Paragraph 1-4.3.3. TODOs will maintain a copy of AFSPCIND2 and review it quarterly. They will also review and maintain copies of NUAFSPC Publishing Bulletins to ensure all requirements for MAJCOM sups are filled. TODOs which have ready access to these publications (e.g., they are located near the unit publications library) do not have to maintain their own copy. Any new requirements, or missed increments, including requirements for AFSPCIND2 and the Publishing Bulletins, are ordered through the Unit CAR.

6. Reference Paragraph 1-4.3.10. For ICBM Units Only: The TODO must immediately provide a copy of newly received TO changes, supplements and revisions to the unit Quality Assurance for review IAW AFSPCI21-102. Any discrepancies will be reported via urgent AFTO 22. Distribution and posting will not be accomplished until the review is completed and QA authorizes distribution. Any increment deemed unfit for posting (e.g., incorrect procedures which could cause equipment damage, or incorrect part number) may be placed on hold by QA until the problem is fixed by a subsequent increment. QA will notify the TODO and 20 AF/LGLL whenever a TO increment is placed on hold; the TODO will maintain the increments on hold until released for distribution by QA. The TODO is allowed 10 duty days from receipt, including QA review, to distribute TO increments. All efforts must be made to meet the 10-duty-day limit. If this time line will not be met, the TODO must be notified by the reviewing agency. Any extension beyond 5 duty days will be coordinated through the LG or equivalent. **For ICBM Communications Units Only:** TODAs will review newly received TOs, changes, supplements and revisions for accuracy. Discrepancies will be reported to the TODO for action.

7. Reference Figure 1-1. The TO Distribution Control Activity (TODCA) for 00-ALC ICBM TOs is 00-ALC/LMES, 6044 Dogwood, Hill AFB UT 84056-5816 DSN 777-7336

8. Reference Paragraph 2-1.2. Only the Base TODO (BTODO), Unit TODO and widely separated TODAs must maintain copies of Indexes 0-1-01 and 0-1-02. TODAs with convenient access to the servicing TODO's copy of those indexes do not need to maintain their own copies.

9. Reference Paragraph 3-2. For ICBM Units Only: The applicable group commander's signature is required for establishing an organization's TODO codes, or changes to those codes (e.g., changes to personnel, etc.)

10. Reference Paragraph 3-7.3.1. Retention of flight manuals (-1) and supplements onboard aircraft is a base option.

11. Reference Paragraph 3-9.1. Chits, or automated record, may be used for signing out TOs.

12. Reference Paragraph 3-10.2. TOs that are used together as a set may be filed in the same binder. The second, or subsequent, set of the same TOs may be filed together in the next binder. **For ICBM and**

ICBM Communications Units Only: To accommodate maintenance peculiarities, TOs filed in dispatch kits may be out of alphanumeric sequence.

13. Reference Paragraph 3-10.5. The following apply only to manuals for Air Force stock listed equipment. Per TO 00-5-1 non-stock listed items, which come with commercial manuals, do not have TO numbers assigned to them. If commercial publications are required, but no TO number is assigned, contact AFSPC CSS/SCFM with details. **For ICBM Units Only:** If commercial publications are required, but not assigned a TO number, send a copy of the publication, along with a letter requesting a TO number be assigned, to the appropriate TO Management Agency (TOMA). Send courtesy copies of the request letter to HQ AFSPC/LGMMD and 20 AF/LGLL.

14. Reference Paragraph 3-11.2. For ICBM Units only: A copy of the Technical Order Change Notice (TOCN) will be sent to the unit AFTO 22 monitor and be used to update the AFTO 22 files. Do not post the TOCN to the TO.

15. Reference Paragraph 3-11.5. For ICBM Units Only: Report all discrepancies to the appropriate TODCA and submit a courtesy copy via e-mail to 20 AF/LGLL with corrective action (if any). When a change is received containing printing errors, the TODO is authorized to reproduce pages as necessary to correct those errors.

16. Reference Paragraph 3-11.6.11.(Added). For ICBM and ICBM Communications Units Only: For TOs containing TOFCNs, do not file changes or revisions until receipt of the corresponding TOFCN Index. File the TOFCN index page after the last page of the List of Effective Pages (LEP). File data pages (VBs) opposite and facing the page they affect. When more than one VB is issued against the same TO page, file the most recent (by issue or re-issue date) immediately facing the affected page with the others behind it in date sequence. Filing green VBs before pink is a unit option. TOFCN Indexes and VBs will not be annotated to the TO title page nor to the affected paragraphs.

17. Reference Paragraph 3-11.6.12.(Added). For Operational ICBM Units Only: File only those VBs which affect your unit. **For ICBM Flight Test Units, AFSPC/CSS and 20AF Only:** File all VBs.

18. Reference Paragraph 3-11.6.13.(Added). TOFCN packages, Indexes and VBs are subject to the same review as any other TO increment (see para 1-4.3.10 of this supplement). Report all discrepancies to OO-ALC/OL/LMSVT, 869 Iceland St Ste 13, Vandenberg AFB CA 93437-6023. Send courtesy copy via e-mail 20 AF/LGLL. The TOFCN Index and the top matter of VBs (TO #, applicable page, etc.) are considered "List of Effective Pages," and as such can be corrected with the concurrence of TOSU and 20 AF/LGLL.

19. Reference Paragraph 3-11.6.14.(Added). TODOs must review the monthly listing of TOFCNs issued by OO-ALC/OL/LMSVT (TOSU). Any missing increments must be acquired. Additionally, TODOs will update their accounts as ID requirements change via e-mail or letter. Annually, TODOs should request a complete listing of their account from TOSU and make updates as required. TODOs should also request a complete list of all TOs containing TOFCNs, in order to update their requirements with TOSU.

- 20. Reference Paragraph 3-11.7. For AFSPC/CSS and ICBM Units Only:** Remove the Technical Order Change Notice (TOCN) and send to the unit AFTO 22 monitor. The AFTO 22 monitor will use the TOCN to update his AFTO 22 files. TODOs and TODAs do not post the TOCN.
- 21. Reference Paragraph 3-11.9.2. For ICBM Units Only:** When a supplement refers to an item within a table or figure, it is permissible to circle just the table or figure and reference the supplement or find the particular item within the table or figure circle it and reference the supplement. Under no circumstances will data be lined through or manually changed.
- 22. Reference Paragraph 3-11.9.4. For ICBM Units Only:** This also applies to Interim Safety and Interim Operational sups. Annotate Safety and Operational sups IAW para 3-11.9.2.
- 23. Reference Paragraph 3-11.9.6. For ICBM and ICBM Communications Units Only:** Annotate MAJCOM supplements IAW para 3-11.9.2. When a TO containing a MAJCOM supplement is revised, retain the old supplement until a newer one is issued. Annotate the revised TO title page "See Holdover AFSPC Sup" Write "holdover" on the MAJCOM sup title page and do not annotate the paragraphs because they may not match the revised TO. When the new MAJCOM supplement is issued, post it completely, removing any reference to "holdover " supplements.
- 24. Reference Paragraph 3-11.9.6.1.(Added).** MAJCOM supplements are considered publications and as such may have interim message changes (IMC) issued to them. File any IMCs behind the supplement, annotate the front page of the supplement "See IMC...," and circle the affected paragraphs in the supplement. Where room permits, write in the changes called for in the IMC to the supplement. If the IMC deletes information, remove the original annotation in the TO. The IMC itself is not annotated in the TO.
- 25. Reference Paragraph 3-11.10.4.** TO Page Supplements (TOPS) are not annotated inside the TO nor on the TO title page.
- 26. Reference Paragraph 3-11.12. For ICBM Units Only:** Annotate paragraphs, tables and figures affected by Identifying Technical Publication Sheet (ITPS) IAW para 3-11.9.2.
- 27. Reference Paragraph 3-13.** ATOMS will be used by all non-EOD TODOs.
- 28. Reference Paragraph 3-15.4.** When performing annual checks on TOs with MAJCOM supplements, review AFSPCIND2 to determine the currency of the supplements.
- 29. Reference Paragraph 7-1.3.** For nuclear weapons TODO codes (NW-TODO), send AFTO 43 to HQ AFSPC/LGMW. For nuclear weapons EOD TODO codes (NW-EOD) send AFTO 43 to HQ AFSPC/CEPX.
- 30. Reference Paragraph 7-2.5.1.** Special Weapons TODOs will submit an AFTO 43 annually in order to avoid having their accounts frozen by SW-ALC/NWTD.

31. Reference Paragraph 10-8. EOD flights will use the HQ AFSPC/CEX directed automated TO management program.

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