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Maintenance

**SPANGDAHLEM AIR BASE TECHNICAL
ORDER SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 52 MXG/MXQP TODO
(MSgt Ezetta G. Bentham)
Supersedes SABI21-301, 9 May 2003

Certified by: 52 MXG/CC
(Colonel Susan J. Voveris)
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This instruction implements AFD 21-3, *Technical Orders*, and establishes procedures for operating the Technical Order Distribution Office (TODO) and organizational sub-accounts within the 52d Maintenance Group (MXG). It establishes procedures for managing local work cards and checklists. In addition, this instruction outlines requirements for submitting Air Force Technical Order (AFTO) Form 22, **Technical Manual (TM) Change Recommendation and Reply**. TODO 0164, TODO 6115 and their respective technical order (TO) sub-account monitors and supervisors will ensure compliance with this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Sections already addressed in TO 00-5-1, *Air Force Technical Order System*, and applicable supplements have been removed to reduce redundancy and streamline the publication.

1. Procedures:

1.1. TODO 0164 and 6115 have been established as the authorized TODOs for the 52 MXG. TODO 0164 manages all maintenance TOs. TODO 6115 manages the 11N-series TOs.

2. Responsibilities:

2.1. Technical Order Monitors:

2.1.1. All organizations receiving TOs from TODO 0164 or 6115 will appoint a primary and alternate Technical Order Distribution Account (TODA) monitor. Individuals appointed to these duties will be identified in writing to the TODO. These letters will contain the account number, work

center, rank, security clearance, Date Eligible for Return from Overseas (DEROS), date trained, building number, and phone number of the primary and alternate monitors (see [Attachment 2](#)). Newly assigned primary and alternate monitors must have at least 1-year retainability on station and in the work center.

2.1.2. TODO 0164 and TODO 6115 will perform annual inspections of all the TODAs. Inspection rating criteria will be published in 52 MXG/MXQ Quarterly Forecast. All accounts will be subject to no-notice inspections. Upon completion of all inspections, the TODA and their supervisor will be out-briefed.

2.2. Submission of AFTO Form 187, **Technical Order Publication Request** for requisitions, TO replacement requirements and Initial Distribution (ID) changes.

2.2.1. TODA must retain AFTO Form 187s for 2 years after TODO stamp date. Annotate AFTO Form 187s to coincide with ATOMS and requisition listings.

2.2.2. Time of requisitions:

2.2.2.1. AFTO Form 187s must be submitted 15 calendar days prior to accounts annual inspection. **NOTE:** Emergency TO requisitions may be submitted at any time. Critical safety hazards or an immediate mission critical work stoppage condition is the only acceptable justification.

2.2.3. Requisition procedures:

2.2.3.1. TOs obtained from a source other than the TODO (i.e., a closing base, electronic mail, etc.) must be TODO date stamped and the account must be placed on ID to ensure appropriate accountability.

2.2.3.2. TODAs will submit a justification letter to TODO for all TO Manager “sponsor approval - YES” technical orders. The TO Catalog Index identifies these particular TOs.

2.2.3.3. Computer Program Identification Numbers (CPIN) requisitions and ID changes will be submitted on AFTO Form 157, **Computer Program Configuration Item Request**.

2.2.3.4. All AFTO Form 157 and 187s will be date stamped by the TODO to ensure accountability of account changes and requisitions.

2.3. Distribution pick-up:

2.3.1. Each TODA will pick up distribution, including CPINS, at least once each duty day.

2.3.1.1. The 52d Operations Group (OG) TODA will check the status of all 52 OG accounts every Monday (in person or telephonically) and will direct appropriate squadron TODAs to pick up any required items within 24 hours. The TODO will inform 52 OG TODA the same day for distribution of an Interim Operational Supplement (IOS) or Interim Safety Supplement (ISS).

2.3.2. Immediate action and urgent action Time Compliance Technical Orders (TCTO) and safety supplements will be posted within 24 hours of the TODO stamped date, to include individually maintained TOs.

2.4. ATOMS and Requisition Listings:

2.4.1. The TODO will provide an ATOMS listing and Requisition Status Listing to all the TODO sub-accounts. Listings will be updated by TODO once every 2 months, starting with the first workday in January, then first workday of every other month. TODAs will reconcile and post ATOMS and requisition listings within 5 workdays of TODO posting new listing. Daily distribution sheets dated earlier than current ATOMS listing may be purged after listing is reconciled. ATOMS listings can be found in Public Folders, under Spangdahlem AB, 52d Maintenance Group, Quality Assurance and TODO.

2.4.1.1. Listings will reconcile against the previous listing and all TOs. Annotate date and initials of individual for reconciliation. Document discrepancies on listing and identify to the TODO, however, it is not necessary to inform TODO of distribution differences if TO was a requisition. ATOMS listing must be in paper format; listing must be accessible at all times.

2.4.1.2. Line out superseded revisions, supplements, changes, messages and their dates on ATOMS listing. If a revision, change, supplement or message is received for the TO, enter the latest change and all pertinent information on the next line.

2.4.1.3. Line out requisitions received or cancelled on Requisition Listing. Add new requisitions not listed.

2.5. Continuity book:

2.5.1. TODAs that maintain a TO library will maintain a binder containing the following: A copy of SPANGDAHLEMI21-301, *Spangdahlem Air Base Technical Order System*, or cross-reference sheet, TO monitor appointment letter (**Attachment 2**), Classified Receipt Authorization Letter (**Attachment 3**) if applicable, current ATOMS listing, current Requisition listing, Daily Account Distribution Listings, AFTO Forms 187, AFTO Forms 157 if applicable, Correspondence from the TODO and TODA, and Miscellaneous. If more than one account is maintained by the TODA, account records may be kept in the same binder provided each account section contains the required documentation.

2.5.1.1. All TODAs receiving classified TOs and digital data will submit a Classified Receipt Authorization Letter (**Attachment 3**), to the organization from which they receive classified material. The letter must be signed by the commander, security manager and all TODAs listed. The TODO and TODA will maintain a log of redistributed classified TOs and digital data. Only personnel authorized to pick up classified materials will sign the log.

2.6. Posting of Technical Orders:

2.6.1. With the exception of flight manuals, the appropriate entries for annotating the title page are as follows: "See S-1", "See SS-1", "See IOS-1", "See ISS-1", "See C."

2.6.1.1. Circle affected supplement paragraph only, do not change wording or numbering, such as part numbers. If there are no paragraphs, either circle page number, or circle item referred to. If a new paragraph or item is to be installed, it is permitted to write the new paragraph number or item (i.e. NOTE-CAUTION-WARNING, part number, etc.) where it will be placed, and circle.

2.6.1.2. Circle affected paragraph, page, or item for Local Page Supplement (LPS) and TOPS pages, and write in pencil, "See TP-1" or "See LPS-1."

2.6.2. Messages, supplements and World Wide Web (WWW) memorandums will be date stamped by the TODO indicating the message or supplement has been incorporated into the ATOMS system for requirement and ID purposes. **NOTE:** Messages authorizing changes to TOs, which are not titled as TO supplements (ISS or OSS), will be filed behind the basic TO. The title page and affected paragraphs will be annotated with "See MSG #". The message number will be the date/time from the message.

2.6.3. All ISSs, IOSs, messages, supplements (i.e., supplement A, B, etc.), and WWW memorandums will have "Posted", the posted date and initials of the individual on the title page of the message, supplement or WWW memorandum.

2.6.3.1. When a TO is web access (i.e. 00-5-1-WA-1) insert a cross-reference sheet in binder, in place of basic TO. In bottom block of cross-reference sheet, annotate a reference and website address for all supplements, or file supplement(s) behind cross-reference sheet.

2.6.4. For task related TOs, only one cross-reference sheet is required for the entire binder (permitting all TOs are listed), and must be placed in the front of all TOs in that binder.

2.6.5. A routine List of Effective Pages (LOEP) will be signed off on all publications that have a LOEP. The routine check will not change until the TO receives a revision or change (supplements are not changes). An annual LOEP is annotated only once on the LOEP for the basic TO.

2.6.5.1. Transcribe annual LOEP checks during posting of changes or revisions. Transcribe original date, block letter initials of original inspector, and annotate transfer (i.e. "XFER", "CF"). If original initials are unreadable, it is permissible for individual transferring inspection to annotate their initials.

2.6.5.2. Individual work packages with an LOEP will also have the routine LOEP check annotated on the LOEP of each work package. For work packages, annotate annual LOEP only on "A" page for inspection of entire TO.

2.7. TO serviceability:

2.7.1. TOs must be serviceable at all times. Ensure pages are readable, not ripped, missing or torn out of binder. Discrepancies other than LOEP errors found at any time that are not immediately resolved, require annotation on the title page with a brief description of discrepancy and action being taken to correct error. Notify TODO, and file correspondence between TODA and TODO in continuity book.

2.7.1.1. If entries in TO have been annotated in pen, annotate next to entry in pencil, a reference that pencil is required. Stamps stating "Annual or Routine LOEP inspections" are permitted.

2.8. Daily inventory documentation and charge-out system:

2.8.1. TO daily file inventories will be documented on a general purpose form or similar method. As a minimum the form will contain total number of TOs in library, date, time, and initials of who performed the inventory on each shift.

2.8.2. When TOs are charged out, the library area is defined as the tool room, office, or area where the primary TO library is maintained. There is only one primary library per account. If TOs cannot be located quickly due to large library area, use charge-out system.

2.9. AFTO Form 32, **Technical Order Binder Label.**

2.9.1. TOs, checklists and work cards will be labeled with AFTO Form 32. The following information is required to be on all AFTO Form 32s: Binder or book number, squadron/office/office symbol, account number, and inclusive TOs.

3. **Local Work Cards/Supplements and Checklists:**

3.1. The office of primary responsibility (OPR) will:

3.1.1. Pick up a Local Maintenance Publication Worksheet from the TODO office. Prepare and coordinate the proposed technical data with all functions concerned. Coordination will be completed on an AF Form 673, **Request to Issue Publication**. Coordination will include OPR flight and OPR maintenance supervision, and the safety office if applicable, before submission to TODO. Other possible user organization's flights and maintenance supervision will also be included in the coordination. All local work cards, supplements, and checklists affecting munitions operations will be routed through the weapons safety office.

3.1.2. Submit the checklist or workcard in final to include a list of effective pages. A one-half inch border will be maintained on all pages. Data will be printed in letter quality on only one side of the paper. All stray marks will be removed, pages will be numbered, and LOEP will be lettered "A". LPS or supplements to established technical data would be submitted in the same manner.

3.1.3. As a minimum, review local work cards/supplements and checklists at least annually to ensure a requirement still exists and they are still current with Air Force technical data. When TO changes are received that affect the supporting technical data, the TODO will initiate the review using the AF Form 1382, **Request for Review of Publication and/or Form(s)**, to show when the OPR conducted the review. Reviews will be given a 15-day suspense. Failure to comply with this review will be cause to cancel the technical data.

3.1.4. When coordinating 52d Fighter Wing Local Data and Procedures to a TO, an AFTO Form 22 will also be submitted to change the original TO.

3.2. The TODO will:

3.2.1. Prepare the title page and assign a local number to the publication. The title page will include: Title page with assigned local number, title and date of TO affected (only required for supplements), issue date of Local Document, OPR, and Posting Instructions.

3.2.2. Submit the proposed local technical data to MXG/MXQA, as appropriate, for review and routing to the appropriate group commander for final approval and signature.

3.2.3. All local checklists will be printed on blue card stock. Local supplemental page data will be printed on blue card or paper stock.

3.2.4. Upon receipt of printed technical data, TODO will distribute copies to the appropriate accounts.

3.2.5. Publish and distribute an index on the status of local work cards and checklists quarterly.

3.3. Checklists are authorized in Consolidated Tool Kits.

4. **Procedures for Use of Digital Data:**

4.1. Procedures for use of digital technical orders are outlined in the Interim Procedures for Use of Digital Methods and Procedures TOs (). Future procedures will be published in TO 00-5-1.

4.1.1. When the Compact Disk (CD) is sub-located to a digital TO file, an AFTO Form 32 or equivalent will be placed on the CD case and contain the same information outlined in paragraph **2.9.1.**

4.1.2. CDs contained in the file will be maintained in correct TO index sequence.

4.2. All paper supplements, as well as cross-reference sheet for CDs, will be maintained in the binder where the affected TO is normally located. An entry, "Check binder for applicable supplements" will be made on the title paper in the CD case lid.

4.3. Routine and annual inspections will be conducted and annotated on the title paper in the CD case lid.

4.4. Ownership of CD: the account number and unit identification (squadron/office/office symbol) will be written, with permanent ink, on the CD label (top side of CD).

5. AFTO Form 22 Submission:

5.1. All AFTO Form 22s will be submitted electronically and in accordance with TO 00-5-1, Chapter 9.

5.1.1. Upon AFTO Form 22 submittal to its corresponding TO office, depot requires 90 days before answer will be given concerning approval or disapproval.

5.1.2. Once submitted and approved or disapproved, each originator will be given a cover sheet concerning their follow on requirements for approval through the Innovative Development through Employee Awareness (IDEA) program.

5.1.3. After submission by the originator through the IDEA program, allow an additional 30 days for final closing of each AFTO Form 22.

6. Adopted forms. AF Form 673, Request to Issue Publication, AF Form 1382, Request for Review of Publication and/or Forms, AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply, AFTO Form 32, Technical Order Binder Label, AFTO Form 157, Computer Program Configuration Item Request, and AFTO Form 187, Technical Order Publication Request.

STEPHEN P. MUELLER, Brigadier General (S), USAF
Commander

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

T.O. 00-5-1, Air Force Technical Order System

Abbreviations and Acronyms

AFTO—Air Force Technical Order

ATOMS—Automated Technical Order Management System

CD—Compact Disk

CPIN—Computer Program Identification Numbers

DEROS—Date Eligible for Return from Overseas

ID—Initial Distribution

IDEA—Innovative Development through Employee Awareness

IOS—Interim Operational Supplement

ISS—Interim Safety Supplement

LOEP—List of Effective Pages

LPS—Local Page Supplement

MXG—Maintenance Group

OG—Operations Group

OPR—Office of Primary Responsibility

TCTO—Time Compliance Technical Order

TO—Technical Order

TODA—Technical Order Distribution Account

TODD—Technical Order Distribution Office

TOPS—Technical Order Page Supplement

WWW—World Wide Web

Attachment 2

SAMPLE MEMORANDUM LETTER FOR TO ACCOUNT MONITORS

(DATE)

MEMORANDUM FOR 52 MXG/MXQP TODO

FROM: (YOUR OFFICE SYMBOL)

SUBJECT: TO Monitors for Account 0164-XX

The following individuals are designated as TO monitors for (your work center).

<u>P/A</u>	<u>RANK/ NAME</u>	<u>SEC CLEAR</u>	<u>AUTH CLASSIFIED</u>	<u>DEROS</u>	<u>DATE TRAINED</u>	<u>BLDG#</u>	<u>PHONE #</u>
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(Section/Flight Chief Signature Block Here)

Attachment 3

SAMPLE CALSSIFIED RECEIPT AUTHORIZATION LETTER

(DATE)

MEMORANDUM FOR: 52 MXG/MXQP TODO

FROM: (YOUR OFFICE SYMBOL)

SUBJECT: Classified Receipt Authorization

1. The following named individual from **(Squadron)**, office of the Technical Order Distribution Account Monitor, is authorized to serve as courier of classified Technical Order materials for **(Squadron)**. Appointee may receive and transport all Technical Order materials with security classification up to and including indicated security clearance, between the offices of the TODO and TODA. He/she will ensure all material received is properly inventoried, packaged, receipted for, and transported.

2. The below named individual(s) has read 00-5-17, Chapter 5 and SPANGDAHLEMI 21-301, paragraph **4.**, allowing them to receive and sign for classified materials to fulfill their official duties as TODA.

GRADE/NAME	SSN	DEROS	CLEARANCE	SIGNATURE
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(Security Manager Signature Block)

(Commander Signature Block)

(THIS LETTER IS SUBJECT TO THE PRIVACY ACT OF 1974)