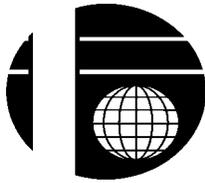


27 April 1999

Maintenance

TECHNICAL ORDERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 2
Distribution: F

This instruction implements AFPDs 21-1 and 21-3 and will be used in conjunction with AFRCI 21-101, and Technical Orders (TO) 00-5-1, 00-5-2, and 00-5-2-2. This instruction prescribes guidelines for the standardization of TO distribution accounts. It applies to primary and alternate TO Account Custodians, and all personnel who maintain or use TOs that are serviced by the 305 RQS/LGQ Technical Order Distribution Office (TODO).

1. LGQ Responsibilities:

- 1.1. Assign each work center a TO account number.
- 1.2. Maintain a current list of primary and alternate TO Account Custodians.
- 1.3. Consolidate account requirements, and make requisition to the appropriate Air Logistics Center (ALC), in the appropriate urgency.
- 1.4. Distribute TOs to established accounts.
- 1.5. Inspect all TO account files for compliance to applicable directives, at least annually.
- 1.6. Maintain and update the Automated Technical Order Management System (ATOMS), according to TO 00-5-2-2, and distribute the ATOMS products as follows:
 - 1.6.1. TO Distribution Listing: distributed to each account with the daily distribution of TOs, changes, and supplements.
 - 1.6.2. Inventory Listing: distributed quarterly or as requested.
 - 1.6.3. Annual Review Listing: distributed annually or as requested.

2. Account Custodian Responsibilities:

- 2.1. Furnish TODO with names of primary and alternate custodians. Notify TODO promptly upon change of custodian.
- 2.2. Ensure TOs, changes, and supplements are posted within 5 workdays of receipt, except Interim TOs (ITO), which must be posted within 24 hours.
- 2.3. Maintain TODO and ATOMS products in the binder supplied by LGQ. File the ATOMS products in the following order:
 - 2.3.1. Tab 1. Copy of this instruction.
 - 2.3.2. Tab 2. Annual Review Listing. This is distributed annually or when requested. Request an updated listing when the initial distribution (ID) is established for a new index. When the annual review is completed, the primary or alternate custodian will place their initials to the right of the index number.
 - 2.3.3. Tab 3. TO Distribution Lists and Inventory List. The Distribution List will be distributed with all TOs, changes and supplements. It updates the inventory list. File these lists in front of the inventory list, to show changes from, or additions to, the inventory list. When a new inventory list is received (quarterly), confirm it reflects the data from the previous inventory list and all distribution lists then destroy the old lists and file the new inventory list here.

3. Local Checklists, Local Workcards, and Local Job Guides:

- 3.1. Local Checklists (LCL), Local Workcards (LWC), and Local Job Guides (LJG) are locally produced TOs, and will be distributed and treated identically as ALC-produced TOs.
- 3.2. Anyone seeing a need for a locally produced TO will contact LGQ, who will confirm the requirement. Once confirmed, the Office of Primary Responsibility (OPR) will submit a draft of the requested TO to LGQ. Include a list of source reference documents. LGQ will verify accuracy of the draft TO, format it in accordance with AFRCI 21-101, and obtain the appropriate commander's signature, at which time it becomes a bona fide TO. It will be distributed only to accounts having a need for it.
- 3.3. Locally produced TOs will be reviewed for accuracy at least annually, or when source reference TOs are supplemented or changed. The OPR will be notified when a locally produced TO is due an annual review. The OPR will accomplish the review, to include a source document check and on-equipment validation. The TODO will be notified when the review is complete.

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