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Maintenance

**REQUISITIONING AIR FORCE TECHNICAL
ORDERS AND COMPUTER PROGRAM
IDENTIFICATION NUMBERING SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes internal management procedures to be utilized when ordering and maintaining Technical Orders (TO) from the Technical Order Distribution Office (TODO), Quality Assurance Office (944 LG/LGQ). It implements AFPD 21-3, *Technical Orders*. This instruction applies to maintenance activity organizations attached or assigned to the 944th Fighter Wing.

SUMMARY OF REVISIONS

This revision incorporates text reformatting, revises para 1.4, 2.1, 2.1.5, 2.4.1, adds T.O. 00-5-17 and revises short publication titles in Attachment 1. A (I) indicates revisions from previous edition.

1. Responsibilities:

1.1. LGQ maintains one operational technical order file. The automated technical order management system (ATOMS) is used for management, distribution, and control of technical orders, local check list and or local work cards, time compliance technical orders (TCTO), software programs, and computer program identification numbering (CPIN) system. The TODO maintains ATOMS records and provides the Technical Order Distribution Accounts (TODA) with an account inventory and T.O. distribution printouts. All TODAs are type IIB.

1.2. Work center supervisors or TODAs review the ATOMS products to ensure current status of their T.O. file.

1.3. Requests for technical orders are submitted to LGQ on AFTO Form 187, **Technical Order Publications Request**. LGQ will requisition T.O.s. Emergency requisitions will be submitted with a letter of justification.

1.4. Request for CPINS will be submitted to 944 LG/LGQ.

1.5. TODA technical order files are subject to periodic inspection checks, in addition to annual inspections for completeness and compliance with T.O. 00-5-2.

2. Procedures:

2.1. 944 LG/LGQ will:

2.1.1. Provide sub-accounts with the following ATOMS products:

2.1.1.1. T.O. Inventory Listing. List of T.O.s maintained by account number. (This is distributed quarterly or upon request.)

2.1.1.2. T.O. Distribution Listing. List of T.O.s distributed to an account. (The listing is distributed each time T.O.s are distributed to an account.)

2.1.1.3. T.O.s received list by TODO. (Published in weekly maintenance plans.)

2.1.1.4. Annual Review List by Index. (Listing of indexes requiring annual review is distributed annually. TODAs will annotate listing to show compliance and return copy to TODO no later than the fifth day of the following month.)

2.1.2. Make distribution of T.O.s to all accounts.

2.1.3. Consolidate T.O. account requirements before submitting total requirements to OC-ALC.

2.1.4. Distribute TCTO working copies to Plans and Scheduling, performing work center(s), and Material Control.

2.1.4.1. After compliance of the TCTO, working copies are destroyed.

2.1.4.2. The TCTO monitor will forward a copy of TCTOs that affect aircraft weight and balance to the weight and balance manager.

2.1.5. Provide an index listing of local checklists and local work cards applicable to 944 Fighter Wing LG/OG. 944 LG/LGQ and the performing work center will review local checklist and local work cards as part of the annual inspection.

2.2. T.O. subaccounts maintain ATOMS products in a binder as follows:

2.2.1. T.O. inventory listing.

2.2.2. T.O. distribution listing:

2.2.2.1. Will be reviewed for accuracy upon receipt.

2.2.2.2. Routine checks due will be completed and date of compliance and initials annotated next to each index on the distribution listing. Routine checks will be kept on file for a one-year period.

2.2.2.3. Distribution listings are maintained until a new inventory listing is received.

2.2.3. Annual review list.

2.2.4. AFTO Form 187, Technical Order Publications Request.

2.2.5. Index of local work cards and checklists.

2.3. MAJCOM supplements will be maintained and posted with applicable T.O. regardless of the basic date. When a new MAJCOM supplement is distributed, the old supplement will be discarded and the new one posted.

2.4. T.O.s received and on file:

2.4.1. TODO and TODA will file routine T.O.s, changes, and revisions within five working days of the date stamp placed on T.O., change, or revision by TODO. Exception: Safety supplements are to be posted within two working days of date stamp.

2.4.2. List of effective page (LEP) checks will be documented (initialed, checked off, and dated) upon completion of annual review. Any further changes received to the T.O. will be checked off, initialed, and dated as with the effective page procedures. Classified T.O.s will require a dual person LEP check for annual inspections and changes.

CRAIG S. FERGUSON, Colonel, USAFR
Commander

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

T.O. 00-5-1, *AF Technical Order System*

T.O. 00-5-2, *Technical Order Distribution System*

| *Aircraft Maintenance Guidance and Procedures*

T.O. 00-5-2-2, *Automated Technical Order Management System*

| T.O. 00-5-17, *Computer Program Identification Numbering (CPIN) System*