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Maintenance

TECHNICAL ORDERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-3, *Technical Orders*. It establishes a directive that prescribes the distribution and maintenance in accordance with Technical Orders 00-5-1, *AF Technical Order System*, 00-5-2, *Technical Order Distribution System*, 00-5-17, *USAF Computer Program Identification Numbering System* and 00-5-2-2, *Automated Technical Order Management System*. These procedures apply to all personnel assigned to the 442d Logistics Group and 442d Operations Group. Supervisors, superintendents, and flight chiefs are responsible for ensuring compliance with this instruction.

SUMMARY OF REVISIONS

This revision changes series number and title; and updates language, format and directives. A (I) indicates revisions from the previous edition.

1. Responsibilities:

- 1.1. Quality Assurance (QA) will maintain a limited Technical Order file (operational, extra copies, and rescinded) and perform Technical Order Distribution Office (TODO) requirements for the maintenance complex in accordance with T.O. 00-5-2.
- 1.2. Work center will maintain, in a current status, all technical orders for their operation.

2. Procedures:

- 2.1. Each work center maintaining a TODO appoints a Primary and Alternate Account Custodian. The following information will be submitted to the TODO by the shop chief within five days of assignment or change of custodian.
 - 2.1.1. Account Number.

2.1.2. Office Symbol.

2.1.3. Building Number.

2.1.4. Phone Number.

2.1.5. Primary/alternate contact name, security clearance, training date, and date assigned.

2.1.6. Annually, QA distributes the account listing for update. Upon completion of the account listing update, QA distributes the new listing to all subaccounts.

2.2. Primary and alternate custodians are trained in Technical Order duties. This training is accomplished by Field Training Detachment (FTD) or by the TODO in QA. Initial training is documented in Core Automated Maintenance Systems (CAMS).

2.3. The TODO provides additional training as required.

3. Technical Order and CPIN Request:

3.1. When a requirement exists, the primary/alternate custodian requests appropriate Technical Order by completing an AFTO Form 187, **Technical Order Publication Request**, or an AFTO 157, **Computer Program Configuration Request**, per instructions in T.O.'s 00-5-2, and 00-5-17.

3.2. QA orders T.O.'s, records the requisition date and requisition number on the AFTO Form 187.

3.3. Follow-up action is initialed by the requesting subaccount 60 days from the requisition date if the T.O. or notification of an AFTO Form 215, **Notification**, has not been received. The primary/alternate custodian notifies QA of the shortage and QA submits the follow-up request.

3.4. If a subaccount discovers a shortage, or another missing increment in a T.O., they notify QA. The TODO determines if a special requisition AFTO Form 276, **Special Requisition for Air Force Technical Order/CPIN**, should be completed or if the increment will be requisitioned on an AFTO Form 187.

3.5. Emergency requisitions are requested and justified by a letter to the TODO.

4. TODO Responsibilities:

4.1. The TODO provides Technical Order Distribution Accounts (TODAs) with the following listings:

4.1.1. Account's listing for TODO account number 3452: Lists of all subaccounts, primary and alternate custodians.

4.1.2. Annual Review List: Listing of indexes by the date of annual review. Listing may be printed for the entire year or as a monthly product.

4.1.3. T.O./Series Inventory Listing: Inventory listing by TODA account which show the T.O.s assigned to the account (Part I and Part III of Automated 110 card). Distributed every sixty days or as requested.

4.1.4. T.O. Distribution List: List of T.O.s distributed to an account. **NOTE:** The T.O./Series Inventory Listing along with the T.O. distribution listing provides current T.O. status.

4.2. TODO distributes T.O. subaccounts.

- 4.3. TODO submits T.O. requisitions to OC-ALC.
- 4.4. TODO performs and documents spot checks on subaccounts.
- 4.5. TODO publishes an index listing of local checklists (LCL) and local workcards (LWC) applicable to the 442d Logistics Group and 442d Operations Group. This index is published monthly in the flying schedule.

5. TODA Responsibilities:

- 5.1. TODAs maintain Automated Technical Order Management Systems (ATOMS) computer products in a folder in the following sequence:
 - 5.1.1. Account listing.
 - 5.1.2. Annual Review Listing.
 - 5.1.3. T.O./Series Inventory Listing.
 - 5.1.4. T.O. Distribution Listing.
 - 5.1.5. Indexes (Optional).
- 5.2. TODAs review T.O./Series Inventory Listing for completeness and accuracy. Distribution lists are maintained with the current T.O./Series Inventory Listing. Upon receipt and review of a new T.O./Series Inventory Listing, the old T.O./Series Inventory Listing and T.O. Distribution Listings are destroyed.
- 5.3. TODAs document routine checks of indexes in the following manner: Upon completion of the routine check, initial and date the T.O. Distribution Listing for each index indicated.
- 5.4. TODAs document annual reviews in the following manner: Each month an annual review list by index is distributed to each account. Account custodians accomplish the annual check, initial and date the monthly annual review list and return the lists to QA no later than the fifth of the following month. They should also annotate the yearly annual review list, which they keep in their folder.

CHARLES E. STENNER, JR., Colonel, USAFR
Commander

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

AFPD 21-3--*Technical Orders*

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

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

T.O. 00-5-17--*USAF Computer Program Identification Numbering System*

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