

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

8TH FIGHTER WING INSTRUCTION 21-104

16 APRIL 2012



Maintenance

**TECHNICAL ORDER MANAGEMENT
AND LOCAL TECHNICAL DATA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. In conjunction with Technical Orders (TO) 00-5-1, 00-5-15, 00-5-18, 00-5-19 and AFI 21-101_CAFSUP_8FWSUP, this instruction specifies procedures to be used by the Technical Order Distribution Office (TODO) and the Technical Order Distribution Account (TODA) under the jurisdiction of the 8th Maintenance Group TODO. It applies to all personnel assigned, attached or associate units to the 8th Fighter Wing, Kunsan Air Base, Republic of Korea (ROK). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be reviewed in its entirety. TODA accounts will be inspected by the TODO annually instead of biannually per TO 00-5-1. TODAs will only be granted access to ETIMS upon receipt of program appointment letter and CBT certificates. TO catalogs can now be found within ETIMS. A DD Form 2861 or 8 MXG/TODO

approved Cross-Reference System will be used to show the location of all TOs filed away from the primary library.

1. 8 MXG/TODO Responsibilities:

1.1. The 8 MXG/TODO is responsible for maintaining the Enhanced Technical Information Management System (ETIMS) files and all time compliance technical orders.

1.1.1. Ensure individuals picking up classified TOs from 8 MXG/TODO have the security clearance commensurate with material's classification. The authorized individual will be required to sign for all classified materials at time of distribution. An appointment letter is required from the unit security manager listing those individuals authorized to receive classified material from 8 MXG/TODO.

1.2. The 8 MXG/TODO is the final authority for the interpretation of this instruction, TOs 00-5-1, 00-5-15 and 00-5-18.

1.3. The 8 MXG/TODO will inspect a minimum of 10% of all MXG TODA accounts annually and rate them either satisfactory or unsatisfactory. The 8 MXG/TODO will call and schedule all annual account inspections. At least one appointed and trained account custodian will be present for the annual inspection. Inspections will be conducted during day-shift hours unless otherwise coordinated. If an account receives an unsatisfactory rating, a follow up inspection will be scheduled within 10 duty days.

1.3.1. TODA accounts outside of the MXG will be inspected by respective individuals appointed by corresponding GP/CC or SQ/CC.

1.4. Maintenance account annual inspections will be documented in the 8 MXG/MXQ Database (vQA). Inspection reports will be provided to TODAs upon request.

1.5. 8 MXG/TODO will provide weekly TO distribution list no later than Wednesday of the following week to Plans & Scheduling for implementation into the weekly flying schedule.

1.6. Ensure TO change recommendations are submitted by AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply* and routed through the Product Improvement Manager for resolution.

1.7. Ensure all TODOs/TODAs review TOs for accuracy, currency, release ability and security classification during use by TO users. Routine and annual checks will be complied with and documented to satisfy this requirement. Routine checks will be accomplished by using the TO catalog located in ETIMS in conjunction with TO 00-5-1 and will be conducted monthly.

1.8. Manage and route to Quality Assurance all locally developed publications (work cards, job guides, page supplements and checklists) for safety and accuracy of procedures.

1.8.1. When supplements/changes are received for a parent TO, route all locally prepared publications for that TO through 8 MXG/MXQ to ensure no changes are required for the locally prepared publications and to verify applicability for that parent TO.

2. TODA Responsibilities:

2.1. Appoint primary and alternate account custodians and forward appointment letters signed by section chief to the 8 MXG/TODO Bldg 911 Rm 214. TODA training will be

accomplished through online CBT classes, OJT and any 8 MXG/TODO provided training aides. CBT training is provided by the AF TO System Training website and can be found at: <https://www.dmy.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-TO-MC-35>.

The TODA General and Advanced CBTs must be completed within 30 days of assignment as TODAs (unless the individual has proof of completion of the old CBT). Once the courses are completed, a copy of the awarded certificates will be brought to the 8 MXG/TODO to be stamped and filed in the TODO appointment book and TODA continuity book.

2.1.1. Access to ETIMS will only be granted after 8 MXG/TODO receipt of TODA appointment letter and copies of both TODA General and Advanced CBT certificates.

2.1.2. Inform 8 MXG/TODO, by letter, of any changes in account location, custodians, telephone numbers, office symbol, security clearance, etc.

2.1.3. TODAs will use appointment letter format provided by the 8 MXG/TODO.

2.1.4. If applicable, TODAs with E-Tools will have a separate Automated Data Processing Equipment (ADPE) appointment letter signed by squadron commander. Required training will be accomplished at the Wing ADPE office. Forward a copy of ADPE appointment letter to 8 MXG/TODO. Ensure 8 MXG/TODO receives new ADPE appointment letters when there is a change in E-Tools custodians.

2.2. E-Tools Equipment Custodians (EC) will forward a copy of the completed annual physical inventory record to the 8 MXG/TODO office. E-Tools EC will conduct a joint physical inventory (outgoing EC with incoming EC) and reconcile any missing items, via report of survey, before PCS, PCA, separation or retirement (minimum 30 days prior). EC's will provide a copy of completed physical inventory to 8 MXG/TODO after each completion.

2.3. Each TODA will validate all new TO requirements against the TO catalog prior to submitting to 8 MXG/TODO. Any required TOs not listed on the inventory must be submitted to the corresponding 8 MXG/TODO. Use ETIMS to requisition TO increments. All requests for emergency requisitions must be in official memorandum format, with justification and signed by the section chief.

2.3.1. Check Web ETIMS weekly for overdue TOs. Overdue TOs are defined as requisitions not been received within 60 days from requisition date. Overdue TOs will be brought to the attention of the 8 MXG/TODO via email.

2.4. TODAs will maintain ETIMS listings by making annotations when TO increments are received (with the exception of receiving new changes), superseded, rescinded or destroyed. When updating information on ETIMS listing, use a single line to draw through old information.

2.4.1. TODAs will compare the monthly ETIMS listing with the TO catalog to ensure all information is current. The TODA will return a list of any discrepancies to the 8 MXG/TODO as soon as possible.

2.5. All 8 MXG governed TODA distribution boxes are located in 8 MXG/MXQ Building 911, Room 214 and will be checked no less than twice a week. Failure to do so will result in a CAT II Major discrepancy.

2.6. Each TODA will maintain a TO Continuity Binder. The Continuity Binder will be reviewed quarterly and documented. The TODA/Activity self inspection checklist will also be accomplished concurrently with the TO Continuity Binder review.

3. TODA Continuity Binder Requirements (For consistency throughout the 8 FW, the following information will standardize each binder):

3.1. Cover Page.

3.2. Table of Contents.

3.2.1. TAB 1: 8FWI 21-104

3.2.2. TAB 2: TODA Appointment Letter (Must be stamped by the TODO)

3.2.3. TAB 3: Checklists/Inventory Review

3.2.4. TAB 4: Annual List of Effective Pages (LEP) Inspection

3.2.5. TAB 5: TO Publication Request Form (AFTO Form 187, *Technical Order Publications Request*, with TODO stamp)

3.2.6. TAB 6: Monthly ETIMS listing

3.2.7. TAB 7: Miscellaneous

4. Maintenance of TO files:

4.1. Binders and TOs will be kept in serviceable condition at all times and replaced when needed. TOs will not have any torn pages, torn binding holes, stray marks, or unreadable content.

4.2. All documentation in TOs will be done in pencil.

4.3. FOD: Staples and/or other foreign objects will be removed from all TOs. Page markers or Post-it Notes will not be used in TO binders. Any FO, page markers or Post-it notes will result in a CAT I Minor discrepancy.

4.4. List of Effective Pages (LEP) checks will be complied with as follows:

4.4.1. LEP checks are done when changes/revisions are received. TODOs and TODAs will check to ensure all pages of the change/revision are received for their appropriate account. This check will be documented on the LEP as: (Change/Revision) LEP C/W, (dd/mmm/yy) and initials.

4.4.2. LEP checks will be accomplished on Local Job Guides (LJG), Local Page Supplements (LPS), Local Work Cards (LWC) and Local Check Lists (LCL).

4.4.3. Work Package (WP) formatted TOs must be checked against the master LEP page. When a master LEP page is incomplete, each work package LEP will be checked and Document as: (Change/Revision) LEP C/W, (dd/mmm/yy) and initials.

4.4.3.1. Work Package formatted TOs receiving changes or revisions where the master LEP is incomplete will need to be documented on each individual work package.

4.5. Annual LEP checks will be complied with as follows:

- 4.5.1. The 8 MXG/TODOs/TODAs determine their Annual LEP check schedule and must be followed to prevent overdue Annual LEP checks. The Annual LEP check is accomplished by performing a 100% LEP check for the whole TO. The Annual LEP check will be documented on the LEP as: Annual LEP C/W, (mmm/yy) and initials.
- 4.5.2. Transcribe the Annual LEP check when a change or revision is posted. This will ensure the locally determined Annual LEP schedule matches with the TO LEP. Document transcribed Annual LEP checks as: Annual LEP C/F, (mmm/yy) and initials.
- 4.5.3. Annual LEP checks will be accomplished on LJG, LPS, LWC and LCL.
- 4.5.4. Work Package TOs need to be documented for the Annual LEP check. Document the Annual LEP check on the title page/List of Effective Page.
- 4.6. Posting changes, revisions, and supplements will be documented as follows:
- 4.6.1. Individuals posting supplements will annotate on the title page of the supplement with the following statement: Posted (dd/mmm/yy) and initials.
- 4.6.2. Individuals posting changes/revisions will annotate on the title page of the TO with the following statement: Posted (dd/mmm/yy) and initials.
- 4.6.3. All changes/revision and supplements will be posted no later than 5 duty days from the date on the TODO stamp (See TO 00-5-1 for specific situations).
- 4.7. CPINS (Computer Program Identification Number) will be filed using the same sequence as the paper TOs and will be identified by AFTO 32. TO files from the Internet or a CD may be kept in electronic folders named to facilitate the TOs. The folders may be hosted on a PC or server accessible via Local Area Network (LAN).
- 4.8. A DD Form 2861 or 8 MXG/TODO approved *Cross-Reference System* will be used to show the location of all TOs filed away from the primary library. All required web based TOs (i.e., 00-5-1) will be listed in ETIMS for that account. Any download or printing of web based TOs for Continuous Use will be added to ETIMS through 8 MXG/TODO.
- 4.9. All copies printed from electronic source will be annotated or stamped for One Time Use, Continuous Use or For Reference Use Only and have the date stamped on them. Continuous Use TOs will be filed using the same sequence as other paper TOs. (See TO 00-5-1 and AFI 21-101_CAFSUP).
- 4.10. Web based TOs downloaded or printed for Continuous Use will be checked for currency monthly and before use. These inspections will be documented on a local tracking sheet. If the internet or LAN is not accessible use most current TO on hand. It is the individual's responsibility to ensure printed copies are kept current.
- 4.11. Routine and Annual checks must be documented on the AFTO Form 131, *Technical Order Index Routine and Annual Check* or locally developed form approved from 8 MXG/TODO. Refer to TO 00-5-1 and para 4.1 for this instruction for further guidance on performing routine and annual checks.

5. Local Technical Data:

5.1. Locally prepared work cards, checklists and page supplements are produced to formalize and control procedures unique to Kunsan Air Base and do not apply or may not be suited to all TO users.

5.2. Locally prepared publications will not be used to circumvent Air Force Materiel Command's inherent responsibility for technical data (See TO 00-5-1). During validation of local technical data, all requests must be reviewed to determine if a TO Improvement Report (AFTO Form 22) is necessary.

5.2.1. Local publications will be returned to the Office of Primary Responsibility (OPR) for initiation of an AFTO Form 22 as required. The OPR will initiate the AFTO Form 22, in accordance with TO 00-5-1. The 8 MXG/MXQ Product Improvement Office will provide assistance as necessary.

5.3. All newly proposed local publication draft copies will accompany a signed AF Form 673, *Air Force Publication/Form Action Request* and justification letter signed by a section chief, at a minimum. Upon initial review and assignment of control number by the 8 MXG/TODO, the draft copy will be routed through all affected agencies up to the superintendent level and the Wing Safety Office (8 FW/SE) prior to submission to the Group Commander for approval.

5.4. Locally prepared publications shall be formatted and used like formal TOs. The same dissemination controls of the basic/source TO will be applied to any work card, checklist or page supplement.

5.4.1. Local publications will include a title page with the number, title and date of TO affected, the issue data of the local technical data, an LEP, locally generated pages and posting instructions. Each locally prepared technical data will also have distribution statements consistent with the classification level and restrictions of the parent document.

5.4.2. Local publications will follow all source TO procedures and no unsafe procedures, requirements for additional tools or test equipment will be introduced.

5.5. Local Work Cards and Local Check Lists will not be interfiled in TO binders with the related TO. Local Page Supplements will be filed in the parent TO and treated as a TO Page Supplement (TOPS). Local Page Supplements will be printed on color paper (other than green) to distinguish them from parent TO increments.

5.6. Each local page supplement will be maintained efficiently by 8 MXG/TODO to ensure information stays current with the source TO. If the source TO changes, then 8 MXG/TODO will route the LPS along with the new/changed TO to the 8 MXG/MXQ subject matter experts who will determine if the local page supplement requires revisions/changes. The 8 MXG/TODO will confer with the affected agencies for resolution.

5.6.1. Local page supplements requiring revision/changes which deal with safety shall be updated by 8 MXG/TODO no later than 1 duty day after source TO changes. Routine local page supplements requiring revision/changes will be routed by the 8 MXG/TODO no later than 5 duty days after source TO changes.

5.7. Biannual reviews for all local publications will be initiated by the 8 MXG/TODO 1 month prior to publish date or last biannual review. 8 MXG/MXQ subject matter experts and

affected agencies will review local publications for accuracy and currency of procedures and sign AF Form 673.

5.7.1. Local publications will not go overdue for biannual reviews. Technical accuracy, currency and safety are the driving factors for biannual reviews. Local publications overdue for biannual reviews will be initiated for removal and rescinded by 8 MXG/TODO.

5.7.2. The 8 MXG/TODO will maintain, at a minimum, a computer generated spreadsheet listing all biannual review dates for all local publications.

SCOTT L. PLEUS, Colonel, USAF
Commander

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

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010 and CAF Sup 1, 28 December 2010

AFI 21-101_CAFSUP_8FWSUP, *Aircraft and Equipment Maintenance Management*, 20 Jun 10

AFMAN 33-363, *Management of Records*, 01 March 2008

T.O. 00-5-1, *AF Technical Order System*, 01 May 2011

T.O. 00-5-15, *Air Force Time Compliance Technical Order System*, 01 January 2010

T.O. 00-5-18, *USAF Technical Order Numbering System*, 01 April 2010

T.O. 00-5-19, *Security Assistance Technical Order Program*, 01 January 2010

Adopted Forms

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 131, *Technical Order Index Routine and Annual Check*,

AFTO Form 187, *Technical Order Publication Request*

DD Form 2861, *Cross-Reference*

Acronyms and Abbreviations

ADPE—Automated Data Processing Equipment

AFPD—Air Force Policy Directive

CBT—Computer Based Training

CD—Compact Disc

CPINS—Computer Program Identification Number

EC—Equipment Custodians

DMS—Defense Message System

ETIMS—Enhanced Technical Information Management System

FO—Foreign Object

LAN—Local Area Network

LCL—Local Check List

LEP—List of Effective Page

LJG—Local Job Guide

LPS—Local Page Supplement

LWC—Local Work Card

MFR—Memorandum for Record

OJT—On the Job Training

OPR—Office of Primary Responsibility

PCA—Permanent Change Assignment

PCS—Permanent Change Station

RDS—Records Disposition Schedule

ROK—Republic of Korea

TO—Technical Order

TODO—Technical Order Distribution Office

TODA—Technical Orders Distribution Account

TOPS—TO Page Supplement

WP—Work Package