

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND
INSTRUCTION 21-301**



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Maintenance

**AIR FORCE MATERIEL COMMAND
TECHNICAL ORDER SYSTEM
IMPLEMENTING POLICIES**

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This publication provides Air Force Materiel Command (AFMC) policies and responsibilities for implementing and managing the Air Force Technical Order (TO) System established by AFI 63-101/20-101, *Integrated Life Cycle Management*, and the 00-5-series TOs. It applies to all AFMC units. This instruction does not apply to the Air National Guard or Air Force Reserve Command units and members. This publication may be supplemented by AFMC Centers, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Submit requests for waivers through the chain of command to this Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). See Attachment 1 for a glossary of references and supporting information. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updated office symbols, revised organizational responsibilities, and addition of Functional Board section.

1. General: The Air Force (AF) TO system provides clear and concise instructions for safe and reliable operation, inspection and maintenance of centrally acquired and managed AF systems and commodities. The AF Vision is to provide user friendly, technically accurate, and up-to-date digital technical data that is acquired, sustained, distributed, and available in digital format at the point of use from a single point of access for all technical data users.

1.1. The AF TO System includes the TOs, infrastructure, training, and resources to manage and use Tos. Tos include all manuals developed or acquired for organic operation, maintenance, inspection, modification, or management of centrally acquired and managed Air Force systems and end items. Each TO is assigned a unique TO number in the Air Force Standard TO Management System for configuration control according to the types of equipment covered, to provide sequences for filing and indexing, and to provide a means for users to identify and establish requirements for distribution of Tos.

1.1.1. Air Force Standard TO Management System consists of Enhanced Technical Information Management System (ETIMS), Automated TO System (ATOS), and the Defense Logistics Agency (DLA) TO Distribute and Print Gateway (TODPG) and TO Authoring and Publishing (TOAP).

1.2. The AF TO community is fully committed to support the evolving requirements from acquisition through sustainment. All major acquisition and major modification programs must perform a Cost Benefit Analysis (CBA) and, if supported, acquire, convert legacy and sustain TOs IAW ASD-S1000D, *International Specification for Technical Publications Utilizing a Common Source Database* and MIL-STD-3048, *USAF Business Rules for the Implementation of S1000D*. Program-specific TO requirements must be identified using the TO functionality matrix, included in the program Technical Manual Contract Requirements (TMCR) and documented in the TO Lifecycle Management Plan (TOLCMP). The appropriate center home office must be consulted by the Program Office TOMA for advice, assistance, and approval in developing, publishing and using these documents.

1.3. Program Managers (PMs) shall ensure preliminary TOs and TCTOs are verified, or use TO verification status pages, prior to distributing to field users. PMs shall ensure fielded TOs remain technically accurate and up-to-date.

1.3.1. PMs must also ensure TOs are developed IAW approved Government Technical Manual Specifications and Standards (TMSS) listed in the TMCR document, TM 86-01 and the 00-5 series TOs. In addition, PMs must ensure TOs are economically acquired and sustained for the system/commodity life cycle and are made available through the use of Air Force Standard TO Management System as defined in TO 00-5-3, *AF Technical Order Life Cycle Management*.

1.3.2. This policy defines responsibilities of AFMC and Center organizations to assist PMs in delivering these capabilities.

2. Roles and Responsibilities:

2.1. HQ AFMC is designated the executive agent for the AF TO System, IAW AFI 63-101/20-101.

2.1.1. HQ AFMC/A3/6 – Operations & Communications.

2.1.1.1. The HQ AFMC/A3V – Standardization & Evaluation Division:

2.1.1.1.1. Manages flight manual publication policy (AFI 11-215, *USAF Flight Manuals Program (FMP)*) for the AF, and coordinates flight manual policy affecting overall TO system policy with HQ AFMC/A4F and HQ USAF/A3XI (usaf.pentagon.af-a3.mbx.a3xi-workflow@mail.mil) prior to implementation.

2.1.1.1.2. Establishes approval and control procedures for flight crew checklists used in experimental, engineering, flight test, and special mission aircraft.

2.1.1.1.3. Represents the flight manual community as the voting member of the AFMC and AF Centralized TO Management (CTOM) Committee on matters affecting the USAF FMP.

2.1.1.2. HQ AFMC/A6I – Assurance Division. As the AFMC IT Portfolio Owner, oversees the AFMC IT Portfolio Management (PfM) processes and governance policies.

2.1.1.2.1. HQ AFMC/A6IC is the AFMC IT Portfolio Owner and oversees the AFMC IT Portfolio Management (PfM) processes and governance policies.

2.1.1.2.2. HQ AFMC/A6IX is responsible for the allocation/distribution of funds based upon availability of funding in compliance with Budget Authority (BA) limitations supporting the printing of AFTO forms and publications.

2.1.1.3. HQ AFMC/A6X. Responsible for the allocation/distribution of funds, based upon availability of funding, in compliance with BA limitations supporting the printing of AFTO forms and publications.

2.1.2. HQ AFMC/A4 – Logistics, Civil Engineering and Force Protection. Assigned by HQ AFMC as the AF TO System Director to ensure the integration of various activities of the AF TO System and:

2.1.2.1. Represents the AF for TO technical and management issues with DoD, other Government agencies, industry, and other AF activities and advocates for AF TO Concept of Operation (CONOP) challenges and enabling capability.

2.1.2.2. Develops processes and procedures for implementation, management, and execution of the AFTO System.

2.1.2.3. Develops requirements for the operation, modernization, and maintenance of the AF Standard TO Management System and for the integration of the system with other AF management systems.

2.1.2.4. Co-chairs the Enterprise Logistics Information Technology (ELIT) Board to ensure the Standard TO Management decisions align with the enterprise-wide Logistics IT (LogIT) decisions.

- 2.1.2.5. Assigned as the Logistics and Materiel Readiness (L&MR) Mission Area Lead per the LogIT Expectation Management Agreement (EMA) between HQ AFMC/A4 and the IT System Stakeholders.
- 2.1.3. HQ AFMC/A4F – Product Support Management Division. Responsible for developing, coordinating, and publishing AFMC TO system implementing policies and procedures and:
- 2.1.3.1. Designated as the Air Force TO System Functional Owner (FO) for the AF Standard TO Management System per the LogIT EMA. This includes responsibility for approving, prioritizing, and advocating for requirements, coordinating with Subject Matter Experts (SMEs) to support Standard TO Management System software testing, data validation/cleanup, and related IT system-related efforts impacting system requirements.
 - 2.1.3.2. Ensures compatibility between the USAF FMP and the TO system, and approves all service tests and studies of new techniques for use in all facets of the TO system.
 - 2.1.3.3. Designated as the Technical Content Manager (TCM) for TO 00-5-1, *AF Technical Order System*, TO 00-5-3, and TO 00-5-15, *Air Force Time Compliance Technical Order Process*.
 - 2.1.3.4. Chairs and manages the AF & AFMC CTOM Committees and provides final approval for recommendations. Provides AFMC consolidated Center vote at the AF CTOM.
 - 2.1.3.5. Develops and coordinates AF TO System policies and procedures on behalf of HAF/A4, in coordination with the AF CTOM Committee. Maintains, in coordination with Using Commands, TO CONOPs, Architecture, and Roadmap.
 - 2.1.3.6. Reviews and publishes the annual Comprehensive Air Force TO Plan (CAFTOP) guidance and the TO Information Sheet (TOIS) template. Reviews and approves TO funding requirements where AFMC is Lead Command.
 - 2.1.3.7. Develops and maintains Standard TO Management System training requirements, training courses and Functional User Guides (FUGs). Training courses are to be developed IAW Air Force Handbook (AFH) 36-2235V1, *Information for Designers of Instructional Systems – ISD Executive Summary for Commanders and Managers*.
 - 2.1.3.8. Supports the LogIT EMA and LogIT Change Control Process (CCP) to ensure compliance with IT system-related policy.
 - 2.1.3.9. Conducts and chairs Functional Review Boards (FRBs), as required, to determine, validate and document functional requirements, conduct and/or support governance meetings, provide operational support, advise users concerning IT outages and provide workaround procedures and status reports.
 - 2.1.3.10. Using AF Standard TO Management System, develops and collects standardized TO policy compliance metrics. This includes analyzing periodic reports and taking action on problem areas.

- 2.1.3.11. Provides all TO System user support through the Air Force TO Field Support Team (AFTOFST).
- 2.1.3.12. Supports the TMSS Change Review Board (TCRB) and co-chairs the TCRB with AFLCMC/LZSA.
- 2.1.3.13. Provides a point of contact (POC) to interface with DLA program managers on the TODPG matters. This may include troubleshooting system problems and coordinating resolutions, coordinating user requirements that drive software changes/improvements, overseeing testing efforts, providing configuration management for user guides, identifying funding requirements, standardizing AF print requirements, and coordinating documentation of policy and procedures.
- 2.1.3.14. Ensures AF print requirements are standardized through the implementation of TODPG Team meetings to resolve issues, review TODPG production metrics, and review/track TODPG help desk tickets documented in the Field Support Center tracking system managed by the AFTOFST.
- 2.1.3.15. Advocates for funding through the ETIMS budget line, to support TODPG operations and sustainment requirements associated with maintaining the ETIMS-TODPG interface.
- 2.1.3.16. Provides SME support to Logistics Capability Initiatives (CI) to evaluate process-based problems across a holistic set of Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy (DOTMLPF-P) solutions per AFMAN 33-402, *Service Development and Delivery Process (SDDP)*.
- 2.1.3.17. Chairs and manages the AFMC eTool Working Group
- 2.1.3.18. Collects eTool requirements and advocates for funding through the eTool budget line.
- 2.1.3.19. Collects AF eTool design, fit, and function requirements for submission to AFWay.
- 2.1.4. HQ AFMC/A4M – Maintenance Division. Designated as Major Command (MAJCOM) approval authority for nuclear weapon TO accounts and approves all AFMC AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request*, for nuclear weapon TO accounts.
- 2.1.5. HQ AFMC/A4N – System Integration Division. Assigned as the Mission Area Lead for the AFMC Business Mission Area – Material Supply & Services Management investments. As such, HQ AFMC/A4N provides support to HQ AFMC/A4F and AFLCMC/HIAM per the LogIT EMA and:
- 2.1.5.1. Requests budgets and spend plans and advocates for funding in the Program Objective Memorandum (POM) process.
- 2.1.5.2. Allocates/distributes funds based on availability of funding and in compliance with BA limitations.
- 2.1.5.3. Conducts Program Management Reviews (PMRs) and other forums with the HQ AFMC/A4F and affected stakeholders, regarding performance of the program and compliance with the EMA.

- 2.1.5.4. Collaborates with the HQ AFMC/A4F regarding governance issues, as well as the validation and approval of LogIT Change Requests (i.e., sustainment, dev/mod) before requirements are funded/awarded to contract.
- 2.1.5.5. Monitors and reports on IT compliance areas managed by Program, System and the Functional Office (FO).
- 2.1.6. HQ AFMC/EN – Engineering & Technical Management. Provides technical advice regarding AF Scientific & Technical Information (STINFO) policy.
- 2.1.6.1. STINFO roles and responsibilities fall into three categories with each Center having its own STINFO Program Manager, STINFO Officers, and STINFO Liaisons. The individual organization Liaisons report to the Officers and the Officers report to the Program Manager. The Center STINFO Program Managers will come to the Command STINFO Program Manager to resolve STINFO issues they cannot solve. STINFO issues should be resolved following this structure.
- 2.1.6.2. STINFO Issues requiring immediate attention by the Command STINFO Program Manager can be submitted to AFMC/EN Workflow (HQAFMC.EN@us.af.mil).
- 2.2. **AFMC Centers.** The AFMC Centers implement TO policy and processes to support the AF TO vision for USAF TO programs. They implement standardized approaches to satisfy USAF enterprise TO vision. They enforce AF and AFMC TO system policy/procedures and appoint a Center representative for the AFMC CTOM Committee. Oversees execution and implementation of AF TO system policy and support for TO programs at all Center operating locations. This may be satisfied through Center Level Agreement (CLA) or Memorandum of Agreement (MOA). Provides designation of and support to the lead TO Distribution Office (TODO) for Center TO operations.
- 2.2.1. AFSC, AFLCMC and AFNWC:
- 2.2.1.1. Establish, oversee and support TO Operations at all Center operating locations. This support may be satisfied through CLAs or MOAs.
- 2.2.1.2. Ensure the program-specific, TMCR documents, and TOLCMPs comply with TO Life Cycle Management Plans for all ACAT I and ACAT II programs.
- 2.2.1.3. Submit all TO System waiver requests to AFMC/A4 for approval; Centers will follow standard waiver policy and process.
- 2.2.1.3.1. Centers are responsible for all final submission waiver requests.
- 2.2.1.4. Provide Center POCs and voting member for AFMC CTOM.
- 2.2.2. AFLCMC:
- 2.2.2.1. Develops and provides annual CAFTOP guidance and TOIS templates for AFMC/A4F review and publication.
- 2.2.2.2. Develops and provides annual CAFTOP training to AFMC TO programs.
- 2.2.2.3. Reviews AFMC program CAFTOP Narratives and TOISs prior to submitting for Lead Command review.

- 2.2.2.4. Develops and maintains AF enterprise focused TO management training requirements, training courses and FUGs for TOMAs and TCMs. Training courses are to be developed IAW AFH 36-2235, *Information for Designers of Instructional Systems – ISD Executive Summary for Commanders and Managers*.
 - 2.2.2.5. Provides AFMC/A4F with TO manager and TOAP support.
 - 2.2.2.6. Co-chairs the TCRB with AFMC/A4F.
 - 2.2.2.7. Coordinates and publishes changes to the TMCR document, TM 86-01.
 - 2.2.2.8. Manages the Data Item Descriptions (DID) used with the AF TO System.
 - 2.2.2.9. Manages the Automated Computer Program Identification Number System (ACPINS), and is responsible for the ACPINS Database.
 - 2.2.2.10. Manages all TO lifecycle documentation to include TMCR, TOLCMP, and TO Lifecycle Verification Plan (TOLCVP) templates and guides.
 - 2.2.2.11. Develops and maintains processes and procedures for the implementation of S1000D and MIL-STD-3048.
 - 2.2.2.12. Manages the Security Assistance Program (SAP)/Foreign Military Sales (FMS) TO Program IAW TO 00-5-19, *Security Assistance Technical Order Program* and the Security Assistance TO Data System (SATODS).
 - 2.2.2.13. Enterprise Logistics Systems Division, Maintenance Branch, AFLCMC/HIAM (Wright-Patterson AFB, OH) – The program management office (PMO) for the AF Standard TO Management System. As such, manages the sustainment and modification of the system IAW the LogIt EMA. Serves as the designated Preparing Activity (PA) Code 16 for TMSS for the AF per DoD 4120.24, *Defense Standardization Program Procedures*. Manages the TCRB charter.
 - 2.2.2.14. Manages the establishment and sustainment of TODO accounts.
- 2.2.3. Air Force Sustainment Center (AFSC): Provides TO management oversight of assigned TOs. Supports the AFMC CTOM committee.
- 2.2.3.1. Provides focal point for acquiring and managing eTools.
 - 2.2.3.2. Supports the AFMC eTool Working Group.
- 2.2.4. Air Force Nuclear Weapons Center (AFNWC) is responsible for nuclear certification per AFI 63-125, *Nuclear Certification Program*, and the overall nuclear surety and safety of AF nuclear weapons TOs. AFNWC is organized and manages IAW AFMCI 90-204, *Nuclear Materiel Management*.
- 2.2.4.1. AFNWC Directorate of Engineering:
 - 2.2.4.1.1. Provides direct engineering advice and expertise for nuclear enterprise TOs.
 - 2.2.4.1.2. Provides STINFO policy guidance and oversight.
 - 2.2.4.1.3. Provides policy regarding sensitive, Unclassified Controlled Nuclear Information (UCNI) and establishes processes to address the marking, storage, and dissemination of such data.

- 2.2.4.2. AFNWC Directorate of Logistics: Manages the Center TO Processes.
- 2.2.4.3. ICBM Directorate – AFNWC/NI (Hill AFB, UT). AFNWC/NIIEV is responsible for all ICBM TOs.
- 2.2.4.4. Air Delivered Capabilities Directorate, Engineering Division - AFNWC/NDE (Kirtland AFB, NM). AFNWC/NDE:
 - 2.2.4.4.1. Manages and maintains nuclear weapon TODO accounts, distributes TO 0-1-11N, *Joint Nuclear Weapons Publications System (JNWPS) Index* and JNWPS TOs. Publishes and distributes TO 0-1-11N-1-CD-1.
 - 2.2.4.4.2. Manages nuclear weapon system TO numbering, indexing, requisitioning and distribution.
 - 2.2.4.4.3. Assists managing agencies in the acquisition, sustainment, reproduction and storage of nuclear weapon TOs and any related publications supporting assigned systems, including nuclear EOD TOs and JNWPS manuals.
 - 2.2.4.4.4. Acts as final screening and distribution approving agency for USAF requirements and requisitions submitted for all nuclear TOs listed in the two 11N Indexes, including requests from foreign governments. This may involve coordination with other agencies within AFNWC.
 - 2.2.4.4.5. Ensures nuclear weapon system publications are properly sanitized for non-U.S. use in coordination with Foreign Disclosure Office and Joint Atomic Information Exchange Group (JAIEG) office. Controls release of unclassified nuclear weapon TOs to foreign countries when validated by European Liaison Office (ELO), AFNWC/NDEO.
 - 2.2.4.4.6. Suspends/cancels distribution to nuclear weapon TODOs who fail to comply with AFI 63-101/20-101 and TO 00-5-1. Suspends/cancels distribution to TODO accounts that do not complete the annual review of their accounts within suspense dates. MAJCOM approving agencies will be notified 30 days prior to suspending an account.
 - 2.2.4.4.7. Manages and assigns nuclear EOD TODO account codes.
 - 2.2.4.4.8. The Engineering Division (NDE) Technical Support Branch (NDET) is the designated responsible agency for TCM activities for weapons loading (-16), Flight Manual Manager (FMM) activities for aircrew delivery (-25 □ □-30), and nuclear air cargo delivery tie down procedures (-16).
- 2.2.4.5. Missile Sustainment Division – AFNWC/NDM (Tinker AFB, OK). AFNWC/NDMET is responsible for all Cruise Missile Weapon Systems TOs, to include associated Bomber Weapons Integration Equipment (BWIE) TOs.
- 2.2.5. Air Force Research Laboratory (AFRL):
 - 2.2.5.1. Provides a focal point to manage eTool deployment.
 - 2.2.5.2. Supports and voting member of the AFMC CTOM.
 - 2.2.5.3. Supports the AFMC eTool Working Group.

2.2.6. Air Force Test Center (AFTC):

2.2.6.1. Provides a focal point to manage eTool deployment.

2.2.6.2. Supports and voting member of the AFMC CTOM.

2.2.6.3. Supports the AFMC eTool Working Group.

2.2.7. Air Force Installation and Mission Support Center (AFIMSC):

2.2.7.1. Provides a focal point to manage eTool deployment.

2.2.7.2. Supports and voting member of the AFMC CTOM.

2.2.7.3. Supports the AFMC eTool Working Group.

3. Functional Boards

3.1. CTOM. Reviews and recommends TO System policy and procedures improvements required to achieve the AF TO vision and CONOPs.

3.1.1. AF CTOM. A working level organization that makes formal recommendations to improve AF TO policy and procedures using a majority-voting system, with one vote per voting organization.

3.1.1.1. Committee members serve as the integration point for coordinating and deploying TO policy and procedures within their command and represent their TO functional community or MAJCOM when making formal recommendations or at committee events.

3.1.1.2. The AF CTOM also makes formal recommendations to the TO Advisory Council (TOAC) to improve the AF Standard TO System and when necessary, organizes working groups to advance the committee initiatives.

3.1.1.3. Voting organizations and management methods for the AF CTOM are included in the AF CTOM Charter.

3.1.2. AFMC CTOM. An AFMC formalized forum that addresses and provides oversight on TO System policy and procedures improvements required to achieve the AF TO Vision. It serves as single focal point for AFMC TO users to address issues, decisions, concerns, and disseminate standardized information affecting the TO community. The AFMC CTOM is the primary touch point for TO users to collaborate and communicate on a full-spectrum of TO-related technical and management issues.

3.2. **Advisory Council (TOAC).** Provides a forum for O-6/GS-15 logistics and operations managers to resolve issues and formulate plans to achieve the AF TO Vision and CONOPs. The TOAC reviews issues and recommendation from the CTOM for the components of the AF Standard TO Management System and collectively determines the best possible outcome. If necessary, elevates these issue and recommendations to the TO General Officer Steering Group (GOSG).

3.3. The TOAC is comprised of one O-6/GS-15 and alternate from each member's organization. Functional members represent their functional community across the AF.

3.3.1. HQ AFMC/A4 will chair the TOAC and council sub-teams shall be formed as needed.

3.3.2. HQ AFMC/A4 will determine forum and schedule of meetings as well as membership roster, action items, and conference agenda.

3.3.3. All MAJCOMs will be represented IAW the TOAC Charter (https://cs3.eis.af.mil/sites/OO-EN-TO-PI/AFKN_Docs/Forms/AllItems.aspx?RootFolder=%2Fsites%2FOO%2DEN%2DO%2DPI%2FAFKN%5FDocs%2FTOAC%20GOSG&FolderCTID=0x0120003B17ADFFBD67A94186C453D92DEA46C8&View={883D382B-760B-4688-8EBD-481A6FA63381}}).

3.3.4. AF TO General Officer Steering Group (GOSG). Provides a General Officer/Senior Executive Service (GO/SES) level, decision-making forum to address issues relating to the AF TO Management System, enterprise issues relating to IETM acquired IAW S1000D and AF XML Business Rules (BR).

3.3.5. Governance will be provided by an Executive Steering Group (ESG) comprised of HQ AFMC/A4, AF/A4I, and AF/A4L members.

3.3.6. All MAJCOMs will be represented IAW the GOSG Charter (https://cs3.eis.af.mil/sites/OO-EN-TO-PI/AFKN_Docs/Forms/AllItems.aspx?RootFolder=%2Fsites%2FOO%2DEN%2DO%2DPI%2FAFKN%5FDocs%2FTOAC%20GOSG&FolderCTID=0x0120003B17ADFFBD67A94186C453D92DEA46C8&View={883D382B-760B-4688-8EBD-481A6FA63381}}).

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Civil Engineering and Force Protection

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

AFH 36-2235V1, *Information for Designers of Instructional Systems – ISD Executive Summary for Commanders and Managers*, 02 Sep 02

AFI 11-215, *USAF Flight Manuals Program (FMP)*, 22 Dec 08

AFI 63-101/20-101, *Integrated Life Cycle Management*, 7 Mar 13

AFMAN 33-363, *Management of Records*, 1 Mar 08

AFMAN 33-402, *Service Development and Delivery Process (SDDP)*, 25 Sep 14

ASD-S1000D, *International Specification for Technical Publications Utilizing a Common Source Database*

DoD 4120.24, *Defense Standardization Program (DSP) Procedures*, 24 Sep 14

MIL-STD-3048, *Air Force Business Rules for the Implementation of S1000D*

TO 00-5-1, *AF Technical Order System*

TO 00-5-3, *AF Technical Order Life Cycle Management*

TO 00-5-15, *Air Force Time Compliance Technical Order Process*

TO 00-5-19, *Security Assistance Technical Order Program*

TO 0-1-11N, *Joint Nuclear Weapons Publications System (JNWPS) Index*

Acronyms and Abbreviations

AFMCI—AFMC Instruction

ACPINS—Automated Computer Program Identification Number System

AF—Air Force

AFH—Air Force Handbook

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMETCAL—Air Force Metrology and Calibration

AFNWC—Air Force Nuclear Weapons Center

AFRIM—Air Force Records Information Management System

AFRL—Air Force Research Laboratory

AFSC—Air Force Sustainment Center

AFTC—Air Force Test Center

AFTOFST—Air Force TO Field Support Team
ATOS—Automated TO System
BA—Budget Authority
BR—Business Rules
BWIE—Bomber Weapons Integration Equipment
CAFTOP—Comprehensive Air Force TO Plan
CBA—Cost Benefit Analysis
CCP—Change Control Process
CI—Capability Initiatives
CLA—Center Level Agreement
CONOP—Concept of Operation
CTOM—Centralized TO Management
DID—Data Item Descriptions
DLA—Defense Logistics Agency
DOTMLPF-P—Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, Facilities, and Policy
ELIT—Enterprise Logistics Information Technology
ELO—European Liaison Office
EMA—Expectation Management Agreement
ETIMS—Enhanced Technical Information Management System
eTO—Electronic TO
eTool—Electronic Tool
ESG—Executive Steering Group
FAR—Federal Acquisition Regulations
FMM—Flight Manual Manager
FMP—Flight Manual Program
FMS—Foreign Military Sales
FO—Functional Owner
FRB—Functional Review Board
FUG—Functional User Guide
GOSG—General Officer Steering Group
HQ—Headquarters
IAW—In Accordance with

IETM—Interactive Electronic Technical Manuals
IT—Information Technology
JAIEG—Joint Atomic Information Exchange Group
JNWPS—Joint Nuclear Weapons Publications System
LogIT—Logistics IT
L&MR—Logistics and Materiel Readiness
O&M—Operations and Maintenance
OPR—Office of Primary Responsibility
MAJCOM—Major Command
MOA—Memorandum of Agreement
NSN—National Stock Number
PA—Preparing Activity
PfM—Portfolio Management
PM—Program Manager
PMO—Program Management Office
PMR—Program Management Review
POC—Point of Contact
POM—Program Objective Memorandum
RD—Records Disposition Schedule
SAP—Security Assistance Program
SATODS—Security Assistance TO Data System
SCM—Supply Chain Manager
SES—Senior Executive Service
SDDP—Service Development and Delivery Process
SME—Subject Matter Expert
STINFO—Scientific & Technical Information
TCM—Technical Content Manager
TCRB—TMSS Change Review Board
TCTO—Time Compliance TO
TMCR—Technical Manual Contract Requirements
TMSS—Technical Manual Specifications and Standards
TO—Technical Order

TOAC—TO Advisory Council

TOAP—TO Authoring and Publishing

TODD—TO Distribution Office

TODPG—TO Distribute and Print Gateway

TODPS—TO Distribution and Print Services

TOIS—TO Information Sheet

TOMA—TO Management Agency/TO Management Agent

TOLCMP—TO Lifecycle Management Plan

TOLCVP—TO Lifecycle Verification Plan

UCNI—Unclassified Controlled Nuclear Information

Terms

AF Standard TO Management System—The system(s) of record for managing all activities associated with the TO System. The AF Standard TO Management System includes ETIMS and the TO Distribution and Print Services (TODPS).

AF Technical Order System—The Air Force system for the acquisition, management, publication, filing and use of technical manuals.

Center TO Home Office—Manages TO issues for Center organizations and tenants

Commodity—A designated system, subsystem, or item not identified as a weapon or military system. Commodities are grouped into Product Groups possessing similar characteristics and applications that will benefit from similar developmental, acquisition, and logistics support management processes.

Comprehensive Air Force TO Plan (CAFTOP) Handbook—Provides guidance on how to do the CAFTOP as required by AFI 63-101/20-101. The handbook is accessible on SharePoint at <https://cs3.eis.af.mil/sites/OO-EN-MC-TO/default.aspx>.

team during the development/production phase and for technical management of a system, subsystem or commodity during the sustainment phase of a program.

Electronic Technical Order (eTO)—A digital TO file available for distribution and viewing via electronic means.

Electronic Tool (eTool):—The hardware and associated software required to view eTOs at the point of maintenance. ETools include PCs, laptops, tablet computers, and handhelds, and also include associated cabinets for powering and updating eTools used in the ETIMS disconnected mode.

eTool Program Office—Office which ensures all eTool functional requirements are met at the lowest possible, life cycle cost.

Expectation Management Agreement—An achievable and measurable annual plan that is jointly developed and signed by AFMC/A4N and the command system IT developers.

Flight Manual Manager (FMM)—The individual position responsible for assisting the acquisition team during the development/production phase and for technical management during the sustainment phase of the Model/Design/Series flight manuals, IAW AFI 11-215.

Major Command (MAJCOM)—The activity at the higher echelon responsible for management and command control of systems or commodities. As used in this manual, MAJCOM includes Field Operating Agencies and Direct Reporting Units.

Military System—A discrete stand-alone collection of systems and related resources which, in conjunction with user support and operation, provide a capability to accomplish a specific military mission. The generic phrase used to describe the systems developed and supported by AFMC.

Modification—Any change, either retrofit or update, to the configuration of a configuration item.

Program Manager (PM)—As used in this instruction, PM applies collectively to System Program Director, Product Group Manager, Single Manager, or acquisition program manager. The PM has total life cycle system management for one or more programs and is accountable to the Center Commander. The PM is vested with full authority, responsibility, and resources to execute a program on behalf of the Air Force.

Supply Chain Manager (SCM)—Designated individual(s) responsible for managing a line of National Stock Number (NSN)-coded items. SCM functions include requirements determination; cataloging, standardization and engineering data management; stock control and distribution; technical management functions; and pricing for their assigned items. SCMs report to Center commanders, but are responsible for supplying, repairing, and managing materiel to support PMs.

System—A final combination of equipment items, technical data, supply support, transportation, policies and procedures which make up a self-sufficient entity designed to perform a specific mission.

S1000D—An internationally recognized XML specification for technical data (see ‘technical data’ as defined below), specifically, the maintenance and operation of aerospace and related equipment.

Technical Content Manager (TCM)—The individual, usually an Equipment Specialist or Engineer, responsible for maintaining the accuracy, adequacy, modification, classification, review, and currency of the technical content of TOs and TCTOs supporting assigned systems, commodities, or processes. TCMs are not generally responsible for style and format or other non-technical aspects of manuals.

Technical data—Technical data is defined in the Federal Acquisition Regulations (FAR) as recorded information (regardless of the form or method of recording) of a scientific or technical nature (including software documentation) relating to supplies procured by an agency. Technical data does not include computer software or financial, administrative, cost or pricing, or management data or other information incidental to contract administration. This definition includes engineering data, source data, and TO data (for example, schematic diagrams, flow diagrams, manufacturer handbooks, manuscripts of Operations and Maintenance (O&M) instructions, preliminary TOs, commercial TMs, R&D TMs, and other system or equipment

O&M procedures) developed or procured under AFMC or other acquisition agency directions during the system life cycle. Avoid use of this term when referring to specific types of data.

TMSS Change Review Board (TCRB)—A chartered board, co-chaired by AFMC/A4FI and AFLCMC/LZS, responsible for reviewing and dispositioning proposed changes to the written AF TMSS.

TO Management Agency/TO Management Agent (TOMA)—The individual or organization responsible for managing TOs related to systems and commodities. Management encompasses all activities (except content management) from acquisition through disposal of TOs after the systems or commodities supported leave the Air Force inventory. TOMAs are generally responsible for style, format and other non-technical aspects of manuals.

Verification—Verification is the process through which AF personnel evaluate and prove TOs and TCTOs are accurate, adequate, safe, and usable to support the using command operational and maintenance concepts. To establish validity of Time Compliance TO (TCTO) instructions and integrity of any associated kits by installation of the first production kit on an operational CI using the preliminary TCTO instructions. Verification is required by the Department of Defense.

XML—A formal extensible language that defines how to encode data (in the context of S1000D, technical data) in a discrete structured text format suitable for automated data processing and transformation, but still generally human-readable.