

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



**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 63-101**

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**Acquisition/Logistics**

**AIR FORCE TECHNICAL ORDER  
SYSTEM IMPLEMENTING POLICY**

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This publication implements Air Force Policy Directive (AFPD) 63-1/20-1, *Integrated Life Cycle Management*. This instruction establishes Air Force Materiel Command (AFMC) responsibility for implementing and managing the Air Force Technical Order (TO) System established In Accordance With (IAW) TO 00-5 series Methods and Procedures publications. This publication applies to all AFMC units. This publication may be supplemented by AFMC, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. This publication does not apply to the United States Space Force (USSF), the Air National Guard (ANG), or the Air Force Reserve Command (AFRC) and their units, with the exception of Air Reserve Command (ARC) members on orders supporting AFMC. Failure to observe the prohibitions and mandatory provisions in **Chapter 1** of this publication by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). Statutory Law, Federal, or Department of Defense (DoD) directives take precedence over Air Force Instructions (AFIs). If there is conflicting guidance between this Air Force Materiel Command Instruction (AFMCI) and any DoD series or published higher-level guidance, the DoD series or published higher-level guidance takes precedence. This publication is subject to the requirements of Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*, and to 44 U.S.C. § 3501 et seq. (commonly known as the Paperwork Reduction Act of 1995). Refer recommended changes and questions about this publication to the OPR using an AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command. This publication requires the

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### ***SUMMARY OF CHANGES***

This document has been revised to a 63-series to align with the acquisition and sustainment Integrated Life Cycle Management framework for the AF TO System. Updates to this document include updated office symbols, revised organizational responsibilities, and management responsibilities for TO policy.

### ***SUMMARY OF CHANGES CORRECTIVE ACTIONS***

This corrective action corrects the page count for this instruction. It has been updated on 13 February 2023.

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## Chapter 1

### AIR FORCE TECHNICAL ORDER SYSTEM OVERVIEW

**1.1. Purpose.** This instruction establishes policy for integrated life cycle management of the AF TO System and contains the overarching processes and procedures required to deliver technical data. Used in partnership with best practices and procedures, AF personnel can effectively and efficiently implement the concepts of the AF TO System. Use this instruction in conjunction with DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*, AFI 63-101/20-101, *Integrated Life Cycle Management*, AFI 11-215, *Flight Manuals Program*, and applicable 00-5-Series TOs to provide an integrated framework for acquisition, sustainment, distribution and management of technically accurate TOs.

**1.2. General.** The AF TO System includes all TOs developed or acquired for organic operation, maintenance, inspection, modification, or management of centrally acquired and managed AF systems and end items. It governs all aspects of TO management that enable the user to maintain the operational capability of a system, subsystem, or end-item throughout its life cycle. TOs provide clear and concise instructions for safe and reliable information and successful oversight ensures compliance with the AF TO Vision "... to provide user friendly, technically accurate, and up-to-date digital technical data acquired, sustained, distributed, and available in digital format at the point of use from a single point of access for all technical data users." Compliance with TOs is mandatory except as explained in IAW TO 00-5-1, *AF Technical Order System*.

1.2.1. The management of the AF TO System ensures users are provided the infrastructure, training, and the resources necessary to acquire, manage, and utilize TOs effectively and efficiently. Program Managers (PMs) provide TOs and other maintenance and supportability technical data to the end user IAW the support strategy for the applicable program.

1.2.1.1. For clarification, the terms "Technical Manual" and "manual" are used interchangeably with the term "Technical Order (TO)."

1.2.1.2. Technical data is defined as recorded information, regardless of the form or method of the recording, of a scientific or technical nature necessary to acquire, operate, or support weapon systems or commodities procured by the AF.

1.2.2. Successful implementation of an AF TO System is accomplished with a properly established training program for the acquisition and sustainment activities required to effectively manage the program and content requirements. The training program will be established to support and sustain all levels of users.

1.2.3. The purpose of TO Life Cycle Management is to effectively and efficiently acquire, sustain and distribute accurate and current technical data through the use of the AF Standard TO Management System.

1.2.4. The AF Standard TO Management System provides the capabilities to facilitate acquisition and sustainment requirements. Programs must use the Comprehensive Air Force Technical Order Plan (CAFTOP) to plan and schedule program requirements, TO Authoring and Publishing (TOAP) for organic sustainment of technical data, Data Services Online (DSO) for print and distribution, and Enhanced Technical Information System (ETIMS) for configuration management, distribute eTOs and archive technical data. These information

systems are mandatory, unless exempted by TO 00-5-1 or TO 00-5-3, *Air Force Technical Order Life Cycle Management*.

1.2.5. When unable to comply with TO system policies and procedures, to include Technical Manual Specification and Standards (TMSS), organizations must request a waiver using an AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*. A waiver is a method for communicating a risk management decision for a specified time period. Waivers will be submitted IAW TO 00-5-1 and maintained in official records IAW AFI 33-322.

1.2.6. Military personnel who fail to comply with the filing requirements of this instruction violate a lawful general order which may result in appropriate disciplinary action or criminal liability under Article 92 of the Uniform Code of Military Justice. Air Force civilian employees who fail to comply with the filing requirements of this instruction are subject to appropriate disciplinary action.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Purpose.** This chapter defines the roles and responsibilities for organizations supporting the AF TO System. This chapter is not meant to be all inclusive; additional complementary functional and organizational roles and the details to execute the roles and responsibilities may be found throughout this document.

**2.2. Headquarters Air Force Materiel Command (HQ AFMC).**

2.2.1. In keeping with the AF strategic plan of maintaining a professional acquisition workforce and assigning responsibilities for the execution of a successful program, HQ AFMC is designated as the executive agent for the AF TO System per AFI 63-101/20-101. AFI 63-101/20-101 AFMC Supplement further delegates this authority to the AF TO System Director (HQ AFMC/A4/10), to oversee policy/guidance, ensure compliance, and serve as the decision authority on all TO related matters.

**2.3. HQ AFMC/A4/10 – Logistics, Civil Engineering, Force Protection and Nuclear Integration.** The AF TO System Director will ensure the integration and currency of various activities within the AF TO System works collaboratively with DoD, Major Commands (MAJCOMs), various Government agencies, industry, and other AF TO users. The AF TO System Director will:

2.3.1. Represent the AF on TO technical and management issues to DoD, other Government agencies, industry, and other AF activities.

2.3.2. Develop processes and procedures for implementation, management, and execution of the AF TO System.

2.3.3. Develop and manage 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.

**2.4. HQ AFMC/A4F – Product Support Management Division.** Is delegated by the AF TO System Director as the authority on all TO related technical and management issues. AFMC/A4F will:

2.4.1. Serve as the functional manager for developing, coordinating, and publishing AF TO System implementing policies and procedures.

2.4.2. Provide the final approval for waivers to policy, ensure compatibility between TO systems, and evaluate and approve as appropriate all service tests and studies for new techniques and emerging technology for use in all facets of the TO system.

2.4.3. Operate as the AF TO System Functional Owner (FO) for the AF Standard TO Management System. This includes responsibility for approving, prioritizing, and advocating for requirements; coordinating with Subject Matter Experts (SMEs) to support software testing, data validation/cleanup, and related IT system-related efforts impacting system requirements.

2.4.4. Ensure compatibility between the USAF Flight Manuals Program (FMP), Operational Support elements, and the TO system.

2.4.5. Chair and manage the AF CTOM and TOAC and provide final approval for TO recommendations. For recommendations needing higher level approval, the AF CTOM will make formal recommendations to the TOAC and will organize working groups to advance committee initiatives.

2.4.6. Review and publish the annual CAFTOP Handbook and the Technical Order Information Sheet (TOIS) template IAW Air Force Manual (AFMAN) 63-143, *Centralized Asset Management Procedures*.

2.4.7. Provide TO System user support and training through the Air Force TO Field Support Team (AFTOFST). TO system training and Functional User Guides (FUGs) are available at: <https://usaf.dps.mil/teams/10531/default.aspx>.

2.4.8. Conduct and chair 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.

2.4.9. Chair the TMSS Change Review Board (TCRB). Duties include the review of the proposed changes to the specification prior to the formal review board, presents recommended disposition to the stakeholders, and provides final approval for any recommendations and issues. Additional responsibilities are outline in the TCRB Charter located on the Air Force Technical Order Management Support (AFTOMS) SharePoint site at <https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Reoccurring%20TO%20Support%20Documents.aspx>.

2.4.10. Provide a liaison to interface with Defense Logistics Agency (DLA) Document Management Services. DLA is designated as the single agency in DoD to provide integrated management of documents services on behalf of the DoD components. DSO system provides the single portal for digital storage, management, printing and distribution of AF TOs. Liaison will establish a support agreement with DLA and coordinate on data system interface requirements between ETIMS and DSO.

**2.5. HQ AFMC/A4/10-EN – Engineering Division.** The Engineering Division provides engineering support and planning advice for enterprise TOs and will:

2.5.1. Support integration of engineering functional areas, such as Environment, Safety, and Occupational Health (ESOH) and Scientific and Technical Information (STINFO) into TOs.

2.5.2. Coordinate with AFLCMC to provide environmental SME support and coordinate on program TO requirements documentation.

**2.6. HQ AFMC/A4M – Maintenance Division.** The Maintenance Division provides logistical support for TO related issues on AFMC aircraft, engines, Aerospace Ground Equipment (AGE), and munitions. Serves as the AFMC Technical Order Distribution Office (TODO) to provide account access, resolve issues associated with the receipt and distribution of TOs, and resolve any account discrepancies.

**2.7. HQ AFMC/A4N – Systems Integration Division.** The Systems Integration Division is the Mission Area Lead (MAL) for Business Mission Area (BMA), Material Supply and Service Management (MSSM), and Warfighting Mission Area - Logistics (WMA-L) systems and is the

Sub-Portfolio Owner for systems within the AFMC/A4/10 Log IT Sub-Portfolio. AF TO systems are included in the AFMC/A4/10 Log IT Sub-Portfolio. The Systems Integration Division will:

- 2.7.1. Request budgets and spend plans; advocate for TO funding in the Program Objective Memorandum (POM) process.
- 2.7.2. Allocate/distribute funds based on availability of funding and in compliance with Budget Authority (BA) limitations.
- 2.7.3. Conduct Program Management Reviews (PMRs) and other forums with affected stakeholders, regarding performance of the program for the AF TO System.
- 2.7.4. Manage the governance activities for the HAF/A4 Portfolio Board to ensure the Standard TO Management decisions align with the enterprise-wide Logistics Information Technology (LogIT) decisions.
- 2.7.5. Collaborate with HQ AFMC/A4F regarding governance issues, as well as validation and approval of LogIT TO change requests (i.e. sustainment, dev/mod) before requirements are funded/awarded to contract.

## **2.8. HQ AFMC/A3/6 – Air, Space & Cyberspace Operations.**

2.8.1. HQ AFMC/A3V – Standardization & Evaluation Division. The Standardization & Evaluation Division manages flight manual publication policy IAW AFI 11-215 for the AF and will:

- 2.8.1.1. Coordinate flight manual policies and Operational Support elements affecting overall TO system policy with HQ AFMC/A4F and HQ USAF/A3XI ([usaf.pentagon.af-a3.mbx.a3xi-workflow@mail.mil](mailto:usaf.pentagon.af-a3.mbx.a3xi-workflow@mail.mil)) prior to implementation.
- 2.8.1.2. Establish approval and control procedures for flight crew checklists and Operational Support elements used in experimental, engineering, flight test, and special mission aircraft.
- 2.8.1.3. Represent the flight manual community as the voting member of the AF CTOM on matters affecting the USAF FMP.
- 2.8.1.4. Ensure flight manual checklists and Operation Support elements development standardization for all programs using Electronic Flight Bags (EFB).

2.8.2. HQ AFMC/A6I – Assurance Division. The Assurance Division serves as the AFMC IT Portfolio Owner who oversees the AFMC IT Portfolio Management (PfM) processes and governance policies and will:

- 2.8.2.1. Ensure the allocation/distribution of funds based upon availability of funding is in compliance with BA limitations supporting the printing of Air Force Technical Order (AFTO) Forms and publications.

**2.9. Air Force Life Cycle Management Center – Logistics and Logistics Services Directorate (AFLCMC/LG-LZ).** As directed by AFMC/A4/10, AFLCMC/LG-LZ implements policies and processes to execute the AF vision for TO programs. The execution and implementation of enterprise level TO activities and initiatives is accomplished through the Air Force Technical Order Management Support (AFTOMS) office within AFLCMC/LZP. AFTOMS will serve as the integration point for the coordination and deployment of TO policy and procedure improvement



and will provide center TO management office and functional site office support for Air Force Sustainment Center (AFSC) and AFNWC.

2.9.1. AFTOMS (formerly the TO Home Office). AFTOMS will oversee the execution and implementation of AF TO system policies and procedures for TO programs AF wide. AFTOMS will:

2.9.1.1. Provide policy, process, sustainment, and acquisition advice, guidance and oversight on TO programs and initiatives.

2.9.1.2. Serve as a co-lead of the AF CTOM with HQ AFMC/A4F. Detailed responsibilities are outlined in the AF CTOM Charter.

2.9.1.3. Provide support to the Security Assistance Technical Order Program (SATOP) office. The SATOP office is responsible for the management of TOs and Commodity CPIN Case Lines assigned by Air Force Security Assist & Cooperation Directorate (AFSAC), distribution of TOs and CPINS to Foreign Military Sales (FMS) customers, and operation and maintenance of the Security Assistance Technical Order Data System (SATODS) IAW applicable AFSAC/AF policy and T.O. 00-5-19, *Security Assistance Technical Order Program*.

2.9.1.4. Serve as the Program Management Office (PMO) for the TOAP system that manages the sustainment and modification of the system.

2.9.1.5. Develop, administer, and conduct developmental education and training program for the AF TO System. The education/training program will be developed IAW Instructional System Design (ISD) principals and augment AFTOFST training. Education/training content will include, but not limited to, all aspects of TO Life Cycle Management and TO systems processes/usage.

2.9.1.6. Serve as the eTool PM on behalf of HQ AFMC/A4F IAW Memorandum of Agreement (MOU) located at <https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Reoccurring%20TO%20Support%20Documents.aspx>.

2.9.1.7. Develop and maintain processes and procedures for the implementation of S1000D IAW Military Standard (MIL-STD)-3048, *Air Force Business Rules for the Implementation of S1000D*. To include program assistance with S1000D acquisitions and conversions.

2.9.1.8. Develop, collect, analyze, and track standardized TO compliance metrics for data accuracy and program health indicators.

2.9.1.9. Provide designation of and support to the lead TODO who provides assistance and guidance to TODOs with TO related issues, program documentation requirements, and policy or process compliance issues.

2.9.1.10. Function as the CAFTOP focal point for all program offices to assist with submission of requirements and CAFTOP training.

2.9.1.11. Develop AFLCMC Standard Process or Internal Process Guides for any additional TO responsibilities.

2.9.1.12. Manage and control the Data Item Descriptions (DIDs) used with Technical Data Management Product Support Elements for which AFLCMC/LG-LZ has been designated as the Preparing Activity (PA) IAW Department of Defense Manual (DoDM) 4120.24, *Defense Standardization Program (DSP) Procedures*.

2.9.1.13. Serve as the focal point for Public Sales of AF managed TOs.

**2.10. Enterprise Logistics Systems Division (AFLCMC/HI).** Serves as the PMO for ETIMS, for the management, sustainment, and modification of the system.

2.10.1. Technical Manual Specification and Standards (TMSS) (AFLCMC/HIS). TMSS is the only authorized AF Standardization Management Activity (SMA) that maintains military specifications and standards for the acquisition and sustainment of AF technical manual data. TMSS will:

2.10.1.1. Author, sustain, and validate standards and specifications used to develop AF TOs IAW DoDM 4120.24.

2.10.1.2. Provide weapon system/program equipment acquisition support and digital tools (Standard Generalized Markup Language (SGML) and eXtensible Markup Language (XML)) to aid in the development and sustainment of AF TOs.

2.10.1.3. Compile the TO content and format requirements and the associated SGML, digital publishing tool (Digital Support Suites (DSS)) to provide a single authoritative source to acquire, create, and sustain digitized AF TO data for production of both page-oriented and digital TOs.

2.10.1.4. Maintain the S1000D Validation Tool and the S1000D Decision Point Tool with the most current AF business rules IAW MIL-STD-3048.

2.10.1.5. Manage the TCRB charter.

**2.11. Program Manager (PM).** The PM is the designated individual with the responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM provides management for the life cycle of assigned system/commodity TOs and will ensure fielded TOs are technically accurate and up-to-date. The PM will assign qualified personnel to staff the TOMA functions and attach the assignment letter to the TOLCMP. The PM will ensure all TO responsibilities are complied with IAW AFI 63-101/20-101.

**2.12. Chief Engineer (CE).** The CE is responsible and accountable to the PM for consistent application of disciplined engineering processes. The CE will provide technical inputs and ruling on TO related functions (updates, changes, revisions, Time Compliance Technical Orders (TCTOs), etc.) and is the authority for ETIMS PCRs. The CE may delegate TO update approval and verification authority to ETIMS users with the role of ES Supervisor. This delegation will be documented in accordance with AFMCI 63-1201.

**2.13. ES Supervisor.** The role of ES Supervisor in ETIMS is a required role for the processing of Recommended Changes (RCs) and PCRs. In cases where the CE has delegated authority to an ETIMS ES Supervisor, they can sign PCRs as the Approving Official. An ETIMS ES Supervisor is not an administrative supervisory role.

**2.14. TO Management Agent/TO Management Agency (TOMA).** At the written direction of the PM, the TOMA is responsible for managing some or all of the TOs for a specific military system or commodity program for the entire life cycle. Management responsibilities include acquisition, sustainment, military-specification compliance, publishing, storage, distribution, and archiving of TOs and related technical data. During the acquisition and sustainment process, the PM will assign duties and responsibilities to the TOMA, during the Pre-MSA phase. TOMA responsibilities are outlined in TO 00-5-3.

**2.15. Technical Content Manager/Equipment Specialist (TCM/ES).** At the direction of the PM, the TCM/ES is an individual, or office, responsible for the accuracy, adequacy, modification, classification, and review of TO procedures, engineering data, and the related technical content of a TO. For new acquisitions or major modifications, a PM-designated logistician, TOMA, or prime contractor may perform the TCM/ES duties only when new acquisitions or major modifications do not have an established TCM/ES already in place. TCM/ES responsibilities are outlined in TO 00-5-3.

**2.16. Flight Manual Manager (FMM).** The PM will assign an FMM to oversee flight manual issues for the life cycle of the weapon system. The FMM will perform TOMA functions for FM TO publications to include duties encompassing initial acquisition and verification, maintenance, and periodic reviews. The FMM will perform additional duties as outlined in AFI 11-215.

**2.17. Air Force Sustainment Center (AFSC/LG).** AFSC/LG implements policies and processes to execute the AF vision for TO programs for the commodities, equipment, and items for which they have Operational Safety, Suitability, and Effectiveness (OSS&E) responsibility. AFLCMC will perform specific AFSC TO responsibilities as detailed in [Paragraph 2.9](#) AFSC/LG will provide TO management support for the execution and implementation of enterprise level TO activities and initiatives and will:

- 2.17.1. Standardize eTools and management processes across AFSC depot organizations.
- 2.17.2. Appoint a Center representative for the AF CTOM.
- 2.17.3. Ensure TO policy compliance with Public Private Partnership agreements.
- 2.17.4. Provide support for TO verification requests from the program office.

**2.18. Air Force Nuclear Weapon Center – Directorate of Logistics (AFNWC/LG).** AFNWC is responsible for nuclear certification per AFI 63-125, *Nuclear Certification Program*, with the overall nuclear surety and safety of AF nuclear weapons TOs managed by AFNWC/LG. To ensure the center TO processes are accomplished IAW TO 00-5-3, the AFNWC TO Home Office will:

- 2.18.1. Provide POs with advice, assistance, and approval in developing, publishing, and using their TMCR (TM 86-01).
- 2.18.2. Coordinate on all TO System (TO 00-5-series) waiver requests, updates and changes prior to submission to HQ AFMC/A4F.
- 2.18.3. Validate AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request*, for Nuclear Weapons and Nuclear Related Explosive Ordnance Disposal (EOD) TODO account requests.

2.18.4. Appoint a Center representative for the AF CTOM who will serve as the integration point for the coordination and deployment of TO policy and procedure improvement to TO users.

2.18.5. Provide support and representation for the TCRB.

2.18.6. Upon request, participate in program In-Process Reviews (IPRs), document reviews, verifications, and TO guidance conferences as SMEs.

2.18.7. Coordinate with AFNWC Directorate of Engineering (AFNWC/EN) for engineering advice and expertise for nuclear enterprise TOs.

**2.19. Air Force Research Laboratory (AFRL).** AFRL will:

2.19.1. Provide a focal point to manage eTool deployment.

2.19.2. Appoint a Center representative to the AF CTOM who will serve as the integration point for the coordination and deployment of TO policy and procedure improvement to TO users.

2.19.3. Provide SME support to assist AFMC/A4F with eTools requirements development and testing.

**2.20. Air Force Test Center (AFTC).** AFTC will:

2.20.1. Provide a focal point to manage eTool deployment.

2.20.2. Appoint a Center representative to the AF CTOM who will serve as the integration point for the coordination and deployment of TO policy and procedure improvement to TO users.

2.20.3. Provide SME support to assist AFMC/A4F with eTools requirements development and testing.

**2.21. Air Force Installation and Mission Support Center (AFIMSC).** AFIMSC will:

2.21.1. Support the AFMC eTool Working Group with Freedom of Information Act (FOIA) reviews and data request related to identifying Etool requirements or other requests as needed.

**2.22. eTool Program Support.** A robust eTool program requires specific functional responsibilities as outlined in TO 31S5-4-ETOOL-1.

2.22.1. AFMC Wing Commanders. Wing Commanders are responsible to ensure that resources are available to ensure success and support of the eTools program.

2.22.2. AFMC Group Commanders. Group Commanders (or equivalent) will:

2.22.2.1. Establish procedures to ensure sufficient eTool availability for TO viewing required for maintenance operations.

2.22.2.2. Facilitate use of eTools in their daily maintenance and operational procedures.

2.22.3. AFMC Squadron Commanders. Squadron Commanders are responsible to ensure training is available for personnel on all aspects of eTools.

2.22.4. AFMC Work Center Supervisors. Work Center Supervisors will:

2.22.4.1. Ensure all eTool devices are controlled for daily.

2.22.4.2. Provide secure storage for devices.

2.22.5. AFMC Communications Squadron Commanders. Communications Squadron Commanders are responsible to ensure full software, hardware and network support is given to the eTools system in a timely manner.

## Chapter 3

### AF TO LIFE CYCLE MANAGEMENT

**3.1. TO Planning.** TO Life Cycle Management effectively and efficiently acquires, distributes, and sustains current technical data through the TO system. The scope and requirements of any program begins with proper planning and decisions that guide the program toward mission success.

3.1.1. Data Rights Strategy. It is during contract development and negotiations that the Government is in the best position to secure the required technical data rights. The PM plans the future of the data rights strategy for the weapon system with a proper assessment of long-term need and acquiring the appropriate acquisition of technical data rights that will ensure the Government's ability to sustain the weapon system through its changing lifecycle. Consider early coordination of the data rights strategy with contracting and legal advisors. The Technical Data Rights Strategy (TDRS), formerly the Data Management Strategy (DMS) part of Acquisition Strategy (AS), documents the strategy for meeting product life-cycle data rights requirements and to support the overall competition strategy. If it is necessary to leave the Government acquired data in the physical possession of the contractor, consult with legal about establishing an Integrated Data Environment (IDE) for access only. Refer to DAFFAM 63-128, *Integrated Life Cycle Management*, for additional information.

3.1.2. AF Standard TO Management System. Includes the infrastructure and resources necessary to utilize and manage the TOs and provides the enterprise capabilities to facilitate TO requirements.

3.1.2.1. Comprehensive Air Force Technical Order Plan (CAFTOP). CAFTOP is the source to evaluate historical usage data and technical requirements to maintain and deliver TOs in the formats needed to meet AF TO program objectives. CAFTOP is a management plan that identifies current status, overall health, and a future roadmap for each programs TOs. To assist each program with these processes, users will utilize the CAFTOP Handbook. The CAFTOP Handbook and associated documentation is located at <https://usaf.dps.mil/sites/10792/GUIDANCE/Forms/AllItems.aspx?viewpath=%2Fsites%2F10792%2FGUIDANCE%2FForms%2FAAllItems%2Easpx&id=%2Fsites%2F10792%2FGUIDANCE%2F2021%2DFY2023&viewid=5d20f15a%2D62bf%2D46c3%2D9426%2D8e54735191ef>.

3.1.2.2. Enhanced Technical Information Management System (ETIMS) is the designated standard AF Enterprise TO/ Computer Program Identification Number (CPIN) System of Record. ETIMS capabilities include TO/CPIN cataloging/indexing, TO/CPIN subscription/requisition processing, TO/CPIN Distribution Office (TODO) account management, TO RC management, paper TO distribution/printing support via interface to DSO, and storage/distribution/archival of Electronic Technical Orders (eTOs) (including Interactive Electronic Technical Manuals (IETM)s). ETIMS exchanges system of record metadata and transactional information/statuses with SATODS, DSO, and Reliability & Maintainability Information System (REMIS). ETIMS is accessible via the AF Portal.

3.1.2.3. Data Services Online (DSO). DSO is the commercial-off-the-shelf online application used by DLA Document Services to provide printing/shipping services to DoD. For the AF, DSO interfaces with ETIMS to provide TO printing/shipping services. DSO

interfaces with the SATODS to provide TO printing/shipping services to FMS requirements.

3.1.2.4. The Technical Order Authoring and Publishing (TOAP). TOAP is designated as the organic TO authoring and publishing component of the AF Standard TO Management System. TOAP is a collection of COTS and Government-Off-The-Shelf (GOTS) components which provide a complete TO content management, sustainment and publishing environment which employs workflow-controlled process solutions for TO management and editorial workgroups.

3.1.2.4.1. Secure TO Repository (STOR) provides the AF TO Enterprise capability to manage, author, and publish classified (up to and including SECRET) TO data.

3.1.2.4.2. Centralized TO Repository (CTOR) is a system used as a digital TO repository for archived TOs.

3.1.2.5. Security Assistance TO Data System (SATODS). SATODS controls the release of TOs/ TCTOs, to include Country Standard TOs (CSTOs), and management of CPIN orders to foreign countries. This system provides documentation and records for FMS accounts, including CSTO indexing, TO processing and shipping labels, TO tracking, and TO cost calculations. Refer to TO 00-5-19, *Security Assistance Technical Order Program (SATOP)*. SATODS interfaces with ETIMS, Security Assistance Management Information System (SAMIS), AFSAC Online, and DSO.

3.1.3. TO Program Documents. The following program documentation is mandatory unless exempted by TO 00-5-1 or TO 00-5-3. It is the responsibility of the PO to document program decisions and complete all the applicable documentation as outlined by policy.

3.1.3.1. Technical Manual Contract Requirements (TMCR) (TM 86-01). The TMCR document, TM-86-01, is used to document program requirements for AF Technical Manuals. A TMCR is used in all contracts for acquisition, sustainment or modification of systems and equipment when TOs must be developed or updated. It fully describes Statement of Work (SOW) criteria for contractor program management, TO Quality Assurance (QA), TO development and update, TCTO compliance, delivery instructions, and generic tailoring of the approved standards and specifications. A TMCR template is available on the AFTOMS SharePoint site at <https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/Program%20Documents%20and%20Templates/Forms/AllItems.aspx?RootFolder=%2Fteams%2FHill%2FUSAFTOMANAGEMENT%2FProgram%20Documents%20and%20Templates%2FTemplates&FolderCTID=0x0120008656D00B4962E541ACD38C1CBC7562BA>.

3.1.3.2. TO Life Cycle Management Plan (TOLCMP). The TOLCMP, an annex of the Life Cycle Sustainment Plan (LCSP), is a mandatory Government plan for all facets of a major acquisition. It provides management policy, assigns responsibility, defines terminology, and specifies unique procedures for a weapon system TO program. The TOLCMP is reviewed annually and updated as required by the TOMA during the annual CAFTOP update cycle. If updates are necessary out of the CAFTOP cycle, the TOMA will ensure this plan gets updated as required. A TOLCMPs template is available on the AFTOMS SharePoint site at

<https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Document%20Submittals.aspx>.

3.1.3.3. TO Life Cycle Verification Plan (TOLCVP). The TOLCVP, an annex of the LCSP, is a mandatory Government plan for the management of TO verification throughout the life of the program. TOs developed during acquisition, and TO updates developed during sustainment, require formal verification by AF personnel to evaluate and approve the data, ensure it is accurate, adequate, safe, and usable in the operational environment to support the program. TOs developed during acquisition, and TO updates developed during sustainment, require formal verification by AF personnel to evaluate and approve the data, ensure it is accurate, adequate, safe, and usable in the operational environment to support the program. The TOLCVP is reviewed annually and updated, as required, by the TOMA during the annual CAFTOP update cycle. If updates are necessary out of the CAFTOP cycle, the TOMA will ensure this plan gets updated as required. A TOLCVP template is available on the AFTOMS SharePoint site at <https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Document%20Submittals.aspx>.

**3.2. TO Development.** Development of the technical data to safely operate, maintain, and dispose of weapon systems, commodities, support equipment, and the requirements set forth ensures the acquisition and sustainment through the life cycle of the program. Each of the various types of TOs are represented by a TO number with a designated type number. These designated numbers are standard within a category, but may not be standard among categories. A complete list of the types of TOs are referenced in TO 00-5-18, *AF Technical Order Numbering System*. It is the responsibility of the TOMA to meet the intent of these requirements and certify compliance with the overall program needs.

3.2.1. TOs are prepared IAW military standards and specifications that prescribe the contents of each TO type. TMSS is a DoD standardization area that refers to both the AF technical manual specifications and standards and the activity that maintains and supports them. All new major acquisition program will be developed IAW Aerospace and Defense Industries Association of Europe (ASD)-S1000D, *International Specification for Technical Publications Utilizing a Common Source Database* and MIL-STD-3048.

3.2.1.1. If considering a conversion effort, legacy programs will perform a Cost Benefit Analysis (CBA) to determine feasibility of converting to S1000D. If the CBA does not support or justify development or conversion to S1000D, TOs shall be developed IAW current TMSS, unless the requirement is waived IAW TO 00-5-1 or TO 00-5-3. Program-specific TO requirements for an S1000D IETM solution must be identified using the S1000D Decision Point Tool located at <https://usaf.dps.mil/teams/12316/Lists/TechnicalManualContractRequirements/AllItems.aspx>, to identify functionality requirements and business rules that are included in the program TMCR and documented in the TOLCMP. AFLCMC/LZP AFTOMS must be consulted by the Program Office (PO) TOMA for advice and assistance in developing, publishing and using these documents.

3.2.2. Commercial Off-The Shelf (COTS) Manuals. During the development phase, the decision will be made by the PM to acquire existing COTS manuals instead of developing new TOs if there is no degradation of performance. COTS manuals are available off-the-shelf from



a commercial source for the operation, maintenance, and other instructions for commercial equipment. COTS manuals are assigned a TO number and managed in the AF TO Management System and are acquired using the TMCR. No matter the format, COTS manuals will be evaluated IAW Military Performance (MIL-PRF)-32216, *Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data*.

3.2.3. Manuals for Military Commercial Derivative Aircraft (CDA). Military CDA is defined as a commercially produced aircraft with a Federal Aviation Administration (FAA) type certification and produced under an FAA production approval. COTS data that is provided by the Original Equipment Manufacturers (OEMs) and component suppliers commensurate to FAA Meet-the-Intent (MTI) standards, may reference commercial manuals or technical data that allocate maintenance and operations differently. The commercial references, if approved, are authorized without assigning a TO number, with written approval from the applicable PO and a copy submitted to HQ AFMC/A4F.

3.2.4. Preliminary Technical Order (PTO). PTOs are unpublished TOs used to support review of a new TO during the development process. PTOs are distributed by a contractor or other developing activities in support of IPRs, Government verifications, contractor certification, or prepublication reviews IAW the TMCR. They are distributed in limited quantities and cannot be requisitioned through the TO system. TOMAs will establish procedures to manage and control the distribution prior to formalization and publication. PTOs may be used for hands-on training, operations, or maintenance when verified and authorized by the PM along with concurrence from the Lead Command. Authorization will not exceed 180 days unless readdressed. The authorization memorandum must accompany the data at all times.

**3.3. TO Formalization and Fielding.** The process by which the TOs are put into operational use. It is the responsibility of the PM to provide verified TOs for fielded AF systems, unless exempted by TO 00-5-1. The end result of TO development is the delivery of safe, current, and accurate TOs that conform to Government requirements.

3.3.1. Verification. Verification confirms that the information provided satisfies the requirements of the system. TO verification is the process by which the technical data is evaluated to ensure the information that will be included in the TO is usable to support the using commands operational and maintenance concepts. All tasks in TOs and TO updates will be 100 percent verified unless waived by the PM IAW AFI 63-101/20-101 and TO 00-5-3. Verification may be accomplished by one or any combination of the three methodologies:

3.3.1.1. Performance. Actual performance on production-configured hardware or Government-approved inert versions (for explosive items) is the only acceptable means to verify certain tasks. Tasks to be verified by performance include, but are not limited to, all operating and maintenance procedures.

3.3.1.2. Simulation. Actual hands-on demonstration of procedures duplicates similar tasks already demonstrated, needlessly subjects equipment to damage, activates one-time items such as Electro-Explosive Device (EED) or exposes the technician to personal injury. In these cases, the procedures may be simulated by observing the operational configuration of the equipment while studying the task to ensure that procedures are logical, effectively descriptive, and be realistically accomplished.

3.3.1.3. Desktop Analysis. Desktop analysis involves side-by-side comparisons of source data with TO data (text, links, illustrations, etc.). Non-procedural data and any procedural data where verification by performance/simulation has been waived will be verified by desktop analysis. Desktop analysis may be performed during IPRs or reviews. When an IPR is waived or new data is incorporated after the IPR, a separate desktop verification will be required.

3.3.2. All comments and changes received as a result of the verification will be approved by a Technical Order Review Board (TORB) prior to incorporation into the TO. The TOMA will determine the review panel personnel, usually personnel included in the activities involved in the acquisition and modification program, verification team members, and the contractor. Upon approval, the changes will be sent to the contractor for update of the TO, or if verification has been successfully completed, preparation of the formal manual.

**3.4. TO Sustainment.** The sustainment of any system, subsystem, modification to existing systems, or commodity requires the management of the required technical data. TO sustainment are the activities required to maintain the currency, accuracy, and availability of TOs. These activities include updating, publication editing and printing, changes and revisions, renumbering, and indexing.

3.4.1. TO Updates. Official TO updates are the only valid authority for maintaining TO accuracy and currency. All submitted TO changes are known collectively as RC process. ETIMS is the required method for submitting RC requests IAW TO 00-5-1. For Flight Manuals, use AF Form 847 for RCs that cannot be entered into ETIMS. See AFI 11-215 for instructions on completing the AF Form 847. The TO management activity is responsible for the review, evaluation, and disposition of RCs. If RC is dispositioned as approved, a PCR will be initiated; PCRs are the official method of directing changes to AF TOs.

3.4.2. TO Rescission. TOs will be rescinded when all media types will be deleted without replacement. TCTOs/Electronic Time Compliance Technical Orders (eTCTOs) will be rescinded when rescission dates are reached IAW TO 00-5-15, or the TCTO/eTCTO is no longer required.

3.4.3. Superseded TOs. Superseded TOs are TOs that are replaced by a revision or a new increment in the same TO series, or when replaced by or incorporated into another TO in a different series. Supersede TCTOs when replaced by a new TCTO.

3.4.4. TO Disposition. TOs that have been rescinded or superseded will be retained in the archives until six years after the equipment supported leaves the inventory (reference TO 00-5-3).

**3.5. TO Distribution.** TO distribution refers to the aspects of disseminating current technical data and the storage and archiving of outdated and superseded TOs. The required method for distribution for TOs is electronic, using ETIMS. When physical distribution is necessary, organizations will process physical media distributions through ETIMS and DSO.

3.5.1. Media Type. Media types are defined as physical and digital. Physical media consists of paper and Compact Disk - Read-Only Memory/Digital Versatile Disc (CD-ROM/DVD) and digital media consists of online electronic TOs (eTOs – WA-1 and –WA-2, IETMs/S1000D based TOs). For AF TOs, the minimum acceptable digital format is Adobe Portable Document Format (PDF). For TOs that are distributed in two or more distribution media, each medium

will be separately indexed in ETIMS and have its own TO number with the appropriate distribution media suffix code (see TO 00-5-18).

3.5.2. Distribution Control. The release and distribution of preliminary and formal technical data is controlled to prevent unauthorized disclosure. Controlling the distribution of technical data (classified or unclassified) for use in military and space applications, is based on current STINFO directives found in DAFI 61-201, *Management of Scientific and Technical Information (STINFO)*, DoDI 5230.24, *Distribution Statements on Technical Documents*, and Controlled Unclassified Information (CUI) DoDI 5200.48, *Controlled Unclassified Information (CUI)*. Technical data is controlled by STINFO and CUI distribution markings and distribution will be strictly limited to the Controlling DoD Office (CDO) intended audience to protect the Government's interests. If necessary, primary distribution authority may be delegated to the TCM/ES or the TOMA.

3.5.2.1. The CDO will determine the STINFO and CUI markings for TOs they distribute. The CDO defines how they will be managed, marked, handled, distributed, stored/archived, and destroyed. Only one distribution statement, Alpha Code, will be applied to the technical data, including as many applicable reasons, the date of determination, and the unclassified or classified destruction notice. Export Control is only used when the CDO ensures the data falls in the applicable category of the Export Administration Regulation (EAR) and International Traffic in Arms Regulations (ITAR), and CUI markings are determined by DoDI 5200.48.

3.5.2.2. Distribution of the technical data falls into two categories: Primary and Secondary.

3.5.2.2.1. Primary distribution is the initial targeted distribution of technical documents to the TO Management Activity (TCM/ES and TOMA) and the TODO. This includes any release by the CDO thereafter.

3.5.2.2.2. Secondary distribution is the release of technical documents after initial targeted distribution, and includes release of technical documents by other than the CDO, or without additional authorizations by the CDO.

3.5.3. Cybersecurity Protection (CSP). Computer Security (COMPUSEC) applies to computer equipment that connects directly to a weapon system (on-equipment) or computer equipment used to support but does not connect to the weapon system. All computer equipment will be operated IAW the respective TOs, policy or equivalent Government authorized/approved operating procedures to mitigate daily cyber risk across AF weapon systems. Computer equipment that directly connects to the weapon system and is non-AFNET connected is referred to as test equipment which includes support equipment. Computer equipment that does not connect to a weapon system are referred to as eTools operating IAW TO 31S5-4-ETool-1, *ETool and Commercial Mobile Device Setup and Management*, and are required to meet all AF cybersecurity requirements through Standard Desktop Configuration or their own System Security Plan (SSP). Refer to TO 00-5-1 for additional information on CSP.

## Chapter 4

### FUNCTIONAL BOARDS

**4.1. AF Centralized Technical Order Management (CTOM).** The AF CTOM is a working level committee that provides a structured environment for reviewing and recommending TO policy and procedure improvements required to achieve the AF TO vision and Concept of Operations (CONOPs).

4.1.1. Chaired by HQ AFMC/A4F, the AF CTOM ensures a standardized TO program is being complied with throughout the AF and that sufficient and accurate information is disseminated in a timely manner.

4.1.2. TO programmatic decisions or recommendations are approved through a voting process by the MAJCOM directorate representatives with final approval by HQ AFMC/A4F.

4.1.3. Each functional organization will assign an individual to review, recommend and implement improvements to their functional directorate policies. Functional representatives will coordinate TO policy positions and initiatives with their functional counterparts in the MAJCOM headquarters.

4.1.4. The AF CTOM will make formal recommendations to the TO Advisory Council (TOAC) to improve the AF TO System and when necessary, will organize working groups to advance committee initiatives.

**4.2. TO Advisory Council (TOAC).** The TOAC provides a structured environment and organized strategy for reviewing and recommending TO policy and procedure improvements required to achieve the AF TO vision and CONOPs. The TOAC consists of an O-6/GS-15 panel of logistics and operations managers working together to resolve TO issues brought forward from the AF CTOM.

4.2.1. The TOAC collectively determines the best possible outcome for TO related policy and procedures, and other IT-related items that require cross-center coordination. All resolutions and recommendations shall not hinder the authority to accomplish TO program objectives.

4.2.2. HQ AFMC/A4F will chair and manage the TOAC committee, and council sub-teams, to provide final approval for recommendations within their authority.

**4.3. TMSS Change Review Board (TCRB).** The TCRB is a charter board, responsible for the review and disposition of proposed changes presented to TMSS. The TCRB provides procedures necessary to make a determination on incorporation of changes into the TMSS DSS, the specification, or standard. Formal coordination of changes to specifications and standards shall be accomplished IAW DoDM 4120.24.

4.3.1. The TCRB will review proposed changes by assessing the impacts that implementation of the change may have on AF Enterprise product support concepts, legacy data, TO policy, related weapon system and commodity TOs, existing AF Enterprise standard TO authoring and publishing systems, and any other related logistics information management systems.

4.3.2. The TCRB is chaired by HQ AFMC/A4F who will receive input from all submitters to make an informed decision and if necessary, make the final decision for TMSS configuration changes when consensus cannot be reached.

C. MCCAULEY VON HOFFMAN, Major General, USAF  
Director of Logistics, Civil Engineering,  
Force Protection and Nuclear Integration

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

AFI 11-215, *Flight Manuals Program*, 25 Mar 2019

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021

AFI 63-101/20-101, *Integrated Life Cycle Management*, 30 Jun 2020

AFI 63-125, *Nuclear Certification Program*, 16 Jan 2020

AFMAN 63-143, *Centralized Asset Management Procedures*, 18 Dec 2020

AFPD 63-1/20-1, *Integrated Life Cycle Management*, 7 Aug 2018

DAFI 61-201, *Management of Scientific and Technical Information (STINFO)*, 30 Nov 2020

DAFPAM 63-128, *Integrated Life Cycle Management*, 3 Feb 2021

DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*, 14 May 1993

DoDI 5200.48, *Controlled Unclassified Information*, 6 Mar 2020

DoDI 5230.24, *Distribution Statements on Technical Documents*, 23 Aug 2012

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 Jan 2019

DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*, 24 Sept 2014

MIL-PRF-32216, *Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data*, 7 Jun 2016

MIL-STD-3048, *Air Force Business Rules for the Implementation of S1000D*, 20 Sept 2018

TO 00-5-1, *AF Technical Order System*, 25 Jan 2021

TO 00-5-15, *Air Force Time Compliance Technical Order System Process*, 1 Jul 2020

TO 00-5-18, *AF Technical Order Numbering System*, 15 May 2021

TO 00-5-19, *Security Assistance Technical Order Program (SATOP)*, 15 Jun 2021

TO 00-5-3, *Air Force Technical Order Life Cycle Management*, 16 Mar 2021

TO 31S5-4-ETOOOL-1, *ETOOOL and Commercial Mobile Device Setup and Management*, 10 Apr 2020

***Prescribed Forms***

None

***Adopted Forms***

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 43, *USAF Technical Order Distribution Office (TODO) Assignment or Change Request*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFLCMC**—Air Force Life Cycle Management Center

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFMCI**—Air Force Materiel Command Instruction

**AFNWC**—Air Force Nuclear Weapons Center

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management Systems

**AFRL**—Air Force Research Laboratory

**AFSAC**—Air Force Security Assist & Cooperation Directorate

**AFSC**—Air Force Sustainment Center

**AFTC**—Air Force Test Center

**AFTO**—Air Force Technical Order

**AFTOFST**—Air Force Technical Order Field Support Team

**AFTOMS**—Air Force Technical Order Management Support

**AGE**—Aerospace Ground Equipment

**ANG**—Air National Guard

**ARC**—Air Reserve Command

**AS**—Acquisition Strategy

**ASD**—Aerospace and Defense Industries Association of Europe

**BA**—Budget Authority

**BMA**—Business Mission Area

**CAFTOP**—Comprehensive Air Force Technical Order Plan

**CAM**—Centralized Asset Management

**CBA**—Cost Benefit Analysis

**CDA**—Commercial Derivative Aircraft

**CDO**—Controlling DoD Office  
**CD-ROM**—Compact Disk - Read-Only Memory  
**COMPUSEC**—Computer Security  
**CONOPS**—Concept of Operations  
**COTS**—Commercial Off-the-Shelf  
**CPIN**—Computer Identification Number System  
**CSP**—Cybersecurity Protection  
**CSTO**—Country Standard Technical Order  
**CTOM**—Centralized Technical Order Management  
**CTOR**—Centralized TO Repository  
**CUI**—Controlled Unclassified Information  
**DAFI**—Department of the Air Force Instruction  
**DID**—Data Item Description  
**DLA**—Defense Logistics Agency  
**DMS**—Data Management Strategy  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**DSO**—Data Services Online  
**DSP**—Defense Standardization Program  
**DSS**—Digital Support Suites  
**DVD**—Digital Versatile Disc  
**EED**—Electro-Explosive Device  
**EFB**—Electronic Flight Bags  
**EOD**—Explosive Ordnance Disposal  
**ES**—Equipment Specialist  
**ESOH**—Environmental, Safety and Occupational Health  
**eTCTO**—Electronic Time Compliance Technical Order  
**ETIMS**—Enhanced Technical Information Management System  
**eTO**—Electronic Technical Order  
**eTool**—Electronic Tool  
**FAA**—Federal Aviation Administration



**FMM**—Flight Manual Manager  
**FMP**—Flight Manuals Program  
**FMS**—Foreign Military Support  
**FO**—Functional Owner  
**FOIA**—Freedom of Information Act  
**FRB**—Functional Review Board  
**FUGS**—Functional User Guides  
**GOTS**—Government Off-the-Shelf  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IDE**—Integrated Data Environment  
**IETM**—Interactive Electronic Technical Manual  
**IP**—Information Protection  
**IPR**—In-Process Review  
**ISD**—Instructional System Design  
**ITAR**—International Traffic in Arms Regulations  
**IT**—Information Technology  
**L&MR**—Logistics and Materiel Readiness  
**LCSP**—Life Cycle Sustainment Plan  
**LogIT**—Logistics Information Technology  
**MAJCOM**—Major Command  
**MAL**—Mission Area Lead  
**MDA**—Milestone Decision Authority  
**MIL-PRF**—Military Performance  
**MIL-STD**—Military Standard  
**MSSM**—Material Supply and Service Management  
**MTI**—Meet-the-Intent  
**O&M**—Operations & Maintenance  
**OEM**—Original Equipment Manufacturer  
**OPR**—Office of Primary Responsibility  
**OSS&E**—Operational Safety, Suitability, and Effectiveness  
**PA**—Preparing Activity

**PCR**—Publication Change Request  
**PDF**—Portable Document Format  
**PfM**—Portfolio Management  
**PMO**—Program Management Office  
**PM**—Program Manager  
**PMR**—Program Management Review  
**POC**—Point of Contact  
**POM**—Program Objective Memorandum  
**PO**—Program Office  
**PTO**—Preliminary Technical Order  
**QA**—Quality Assurance  
**RC**—Recommended Change  
**RDS**—Records Disposition Schedule  
**REMIS**—Reliability & Maintainability Information System  
**RFP**—Request For Proposal  
**SAMIS**—Security Assistance Management Information System  
**SAP**—Security Assistance Program  
**SATODS**—Security Assistance Technical Order Data System  
**SATOP**—Security Assistance Technical Order Program  
**SGML**—Standard Generalized Markup Language  
**SMA**—Standardization Management Activity  
**SME**—Subject Matter Expert  
**SOW**—Statement of Work  
**SSP**—System Security Plan  
**STINFO**—Scientific and Technical Information  
**STOR**—Secure TO Repository  
**TCM**—Technical Content Manager  
**TCRB**—TMSS Change Review Board  
**TCTO**—Time Compliance Technical Order  
**TDRS**—Technical Data Rights Strategy  
**TMCR**—Technical Manual Contract Requirements  
**TMSS**—Technical Manual Specifications and Standards

**TOAC**—Technical Order Advisory Council  
**TOAP**—Technical Order Authoring and Publishing  
**TODO**—Technical Order Distribution Office  
**TOIS**—Technical Order Information Sheet  
**TOLCMP**—Technical Order Life Cycle Management Plan  
**TOLCVP**—Technical Order Life Cycle Verification Plan  
**TOMA**—Technical Order Management Agent/Agency  
**TORB**—Technical Order Review Board  
**TO**—Technical Order  
**UCMJ**—Uniform Code of Military Justice  
**UCNI**—Unclassified Controlled Nuclear Information  
**USSF**—United States Space Force  
**WMA-L**—Warfighting Mission Area - Logistics  
**XML**—eXtensible Markup Language

### *Terms*

**Commercial Manual**—Commercial Manuals fall into two broad categories, Commercial Off-The Shelf (COTS) Manuals - COTS manuals are those technical publications developed by vendors to support commercially available products, and include users manuals, parts lists, schematics, etc. Generally, COTS manuals do not require Verification. Military Commercial Manuals - These manuals are developed to commercial specifications (for example, ATA-100 for aircraft manuals) for support of systems and end items developed specifically for the military. When acquired for use by government personnel, these manuals must be verified just like Military Specification manuals.

**Component**—A service within the DoD (AF, Space Force, Marine Corps, Army or Navy).

**Foreign Military Sales**—The U.S. Government’s program for transferring defense articles, services, and training to international partners and international organizations.

**Formal TO**—Military Specification (MIL-SPEC) developed TOs that have been sufficiently verified to make them usable for operation and maintenance, and which are in any acceptable format (physical or digital), and are available for distribution in the TO System. Until fully verified, the TOs must contain a verification status page, identifying those functions that have not been verified. Formal TOs include commercial manuals accepted for Air Force use and assigned a TO Number.

**Interactive Electronic Technical Manual (IETM)**—An “information oriented” digital technical manual whose format and style are optimized for computer presentation. IETM organization facilitates easy user access to technical information while the display device provides interactive procedural guidance, navigational directions, and supplemental information. An IETM facilitates the interchange of maintenance manual information with logistic support data supplemental to

maintenance, such as maintenance data collection, training documentation, supply interface and data presentation control.

**Interface**—The term used to denote interconnection or communication between two or more data systems to pass information to or from one another.

**Technical Data**—Technical data is defined in public law 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 & Maintenance (O&M) instructions, PTOs commercial TMs, R&D TMs, and other system or equipment O&M procedures developed under AFMC or other acquisition agency directions during the system acquisition phase). Avoid use of this term when referring to specific types of data.

**Technical Manual (TM)**—A document that contains operational or maintenance instructions, parts lists or parts breakdown, or other related technical information or procedures (exclusive of administrative procedures) for a weapon system, weapon system component, support equipment or other item procured by DoD. This data can be presented in any form (e.g. hard copy, audio and visual displays, magnetic tape, disks, or other electronic devices).