

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

**AIR FORCE MATERIEL COMMAND  
INSTRUCTION 63-131**



**25 June 2025**

**Acquisition/Logistics**

**AIR FORCE TECHNICAL ORDER  
SYSTEM IMPLEMENTING POLICY**

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OPR:USAF/HQ AFMC/A4FI

Certified by: USAF/HQ AFMC/A4FI

Supersedes: AFMCI 63-101, 6 April 2022

Pages: 32

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This publication implements Department of the Air Force Instruction (DAFI) 63-101/20-101, *Integrated Life Cycle Management*. This instruction establishes Air Force Materiel Command (AFMC) responsibility for implementing and managing the Air Force (AF) 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 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 AFRC members on orders supporting AFMC. 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). 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. Refer recommended changes and questions about this publication to the OPR using a Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*, route DAF Forms 847 from the field through the appropriate functional chain of command. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 9013, Secretary of the Air Force. The authorities to collect and maintain the records prescribed in the publication are Public Law (Pub. L.) 101-510, Title XII, *Defense Acquisition Workforce Improvement Act*, Title 10, Sections 1701-1764, 8013, and Executive Order 9397, as amended. Ensure that all records created because of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records*

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## ***SUMMARY OF CHANGES***

This publication has undergone extensive rewrite and must be reviewed in its entirety. This document has been renumbered from 63-101 to 63-131 to eliminate confusion with DAFI 63-101/20-101 and 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.

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## Chapter 1

### AIR FORCE TECHNICAL ORDER SYSTEM OVERVIEW

**1.1. Purpose.** This instruction establishes policy for implementing the AF TO System. This includes overarching processes and procedures required to acquire, sustain, distribute, and disposition TOs. Used in partnership with the following directives, policies, and Methods and Procedures TOs (MPTOs) 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*, DAFI 63-101/20-101, *Integrated Life Cycle Management*, AFI 11-215, *Flight Manuals Program*, and applicable 00-5-Series MPTOs.

**1.2. General.** The AF TO System is defined as all directives, policy, MPTOs, AF Logistics Information Technology (LogIT) TO management systems, with integrated standardization and support. Its design and flexibility support the DAF TO Concept of Operations (ConOps) and vision to provide DAF TO Users seamless access, via fully integrated systems, to authoritative data that includes models, documents, information, and knowledge that is traceable and reliably accurate as an Authoritative Source of Truth. The system governs all TO management responsibilities to maintain the operational capability of a system, subsystem, or end-item throughout its life cycle.

1.2.1. Successful implementation of the AF TO System is accomplished through management and updates to applicable policy and guidance, AF LogIT TO management systems sustainment and maintenance, and established training for all levels of users.

1.2.2. The AF LogIT TO management systems provide capabilities to facilitate life cycle management of TOs. Programs must use: Technical Manual Specifications and Standards (TMSS) to develop, acquire, and sustain standardized TOs, the Comprehensive Air Force Technical Order Plan (CAFTOP) to forecast funding for program requirements, TO Authoring and Publishing (TOAP) for organic sustainment of technical data, the Enhanced Technical Information Management System (ETIMS) for configuration management of all TO media types, distribution of physical and electronic Technical Order (eTO) media, a Technical Manual Contract Requirements (TMCR) document for all contracts supporting acquisition, sustainment or modification of systems and equipment when TOs must be developed or updated, and archive of ETIMS distributed eTOs, and Document Services Online (DSO) for the print, pack, and ship of physical media TOs. These information systems are mandatory, unless exempted by TO 00-5-1, *AF Technical Order System* or TO 00-5-3, *Air Force Technical Order Life Cycle Management*.

**1.3. Air Force (AF) Technical Order (TO) System Management.** Effective 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. AF Policy and guidance must be current and accurate to ensure programs can achieve compliance based on attainable requirements. AF LogIT TO management systems must meet the AF TO System policy requirements and user defined functional requirements. An effective support capability must be in place to facilitate feedback and enhancement requests. Established training provides users with resources to improve performance and system knowledge.

**1.4. Compliance.** When unable to comply with TO system policies and procedures, to include TMSS, programs must request a temporary waiver using AFTO Form 679, *TO System/Policy Waiver Request Form*. 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.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Purpose.** This chapter defines roles and responsibilities for organizations supporting the AF TO System and an overview of roles and responsibilities for TO Management Agencies.

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

2.2.1. In keeping with the DoD and DAF strategic direction, one of HQ AFMC's strategic objectives is to align the AF TO System with AF Digital Materiel Management strategies and efforts. Designated as the executive agent for the AF TO System per DAFI 63-101/20-101, HQ AFMC recommends a working group be developed to carry out completion of priorities for digital transformation as established in the AF TO ConOps.

2.2.2. HQ AFMC further delegates 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. Logistics, Civil Engineering, Force Protection and Nuclear Integration (HQ AFMC/A4/10).** The AF TO System Director ensures the integration and currency of the AF TO System by working 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 for strategic decisions on TO management related issues and digital transformation initiatives with 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 TO System and for the integration with other AF management systems.

**2.4. Product Support Management Division (HQ AFMC/A4F).** Designated by the AF TO System Director as the authority on all TO related technical and management issues, A4F promotes an interoperable ecosystem, in which TO source and metadata is shared across functional boundaries and integrated throughout the entire lifecycle of a TO. HQ 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 decision authority for TO policy waiver requests.

2.4.3. Ensure compatibility with AF LogIT systems.

2.4.4. Evaluate and provide final decision authority for all service tests and studies of new and emerging technology for use in all facets of the TO system.

2.4.5. Operate as Functional Owner for applicable AF LogIT TO management systems. 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 efforts impacting system requirements.

- 2.4.6. Ensure standardization and compatibility between the AF TO System and Flight Manual Program (FMP) policy through coordination with HQ AFMC/A3V.
- 2.4.7. Chair and manage the AF Centralized Technical Order Management (CTOM) committee with the Product Data Services Division (AFLCMC/LZP).
- 2.4.8. Chair and manage the Technical Order Advisory Council (TOAC).
- 2.4.9. Review and authorize publishing of the annual CAFTOP Handbook and the Technical Order Information Sheet (TOIS) template IAW Air Force Manual (AFMAN) 63-143, *Centralized Asset Management Procedures*.
- 2.4.10. Conduct and chair Functional Review Boards, as required, to determine, validate and document functional requirements.
- 2.4.11. Conduct and/or support governance meetings, provide operational support, advise users concerning IT outages and provide workaround procedures and status reports.
- 2.4.12. Chair the TMSS Change Review Board (TCRB). Duties include the review of the proposed changes to the specification prior to the formal review board, present recommended disposition to stakeholders, and provide final decision authority 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/AFTOMSC.aspx>.
- 2.4.13. Provide a liaison to interface with Defense Logistics Agency (DLA) Document Management Services. Liaison will establish a support agreement with DLA and coordinate on data system interface requirements between ETIMS and DSO.
- 2.4.14. Provide Technical Content Manager/Equipment Specialist (TCM/ES) responsibilities for TOs 00-5-1, 00-5-3, 00-5-15, *Air Force Time Compliance Technical Order System Process*, and 31S5-4-ETOOL-1, *ETOOL and Commercial Mobile Device Setup and Management*.
- 2.4.15. Provide TDY funding, as required, to support eTool services provided by AFLCMC/LZP.

**2.5. Engineering Division (HQ AFMC/A4/10-EN).** 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, and Scientific and Technical Information (STINFO) into TOs.
- 2.5.2. Coordinate with Air Force Life Cycle Management Center (AFLCMC) to provide environmental SME support and coordinate on program TO requirements documentation.

**2.6. Maintenance Division (HQ AFMC/A4M).** The Maintenance Division provides logistical support for TO related issues on AFMC aircraft, engines, Aerospace Ground Equipment (AGE), and munitions. The Maintenance Division will:

- 2.6.1. Represent the AFMC Maintenance community as the voting member of the AF CTOM.

2.6.2. Provide an AFMC Product Improvement Manager responsible for review and routing of WPAFB TO Recommended Changes (RCs) IAW DAFI 21-101, *Aircraft and Equipment Maintenance Management* and TO 00-5-1.

2.6.3. Provide an HQ AFMC Lead Technical Order Distribution Officer (TODO) to provide account access, resolve issues associated with the receipt and distribution of TOs, and resolve any account discrepancies IAW DAFI 21-101 and TO 00-5-1.

2.6.4. Lead Command Control Point (CCP) reviews of RCs in ETIMS.

**2.7. Systems Integration Division (HQ AFMC/A4N).** The Systems Integration Division is the Mission Area Lead for Business Mission Area, Material Supply and Service Management, and Warfighting Mission Area - Logistics 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 and analyze budgets and spend plans for systems sustainment and modification plans.

2.7.2. Allocate/distribute funds based on availability of funding and in compliance with Budget Authority Limitations.

2.7.3. Conduct Program Management Reviews 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 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, development, modification) before requirements are funded/awarded to contract.

2.7.6. Serve as Advisory organization on the AF CTOM and AF TOAC.

**2.8. Air, Space & Cyberspace Operations (HQ AFMC/A3/6).** The Standardization & Evaluation Division (HQ AFMC/A3V) manages flight manual publication policy IAW AFI 11-215 for the AF and will:

2.8.1. 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.

2.8.2. Establish approval and control procedures for flight manual publications and Operational Support elements used in experimental, engineering, flight test, and special mission aircraft.

2.8.3. Represent the flight manual community as the voting member of the AF CTOM on matters affecting the USAF FMP.

2.8.4. Ensure flight manual publications and Operation Support elements development standardization for all programs using Electronic Flight Bags.

2.8.5. Lead CCP reviews of RCs in ETIMS.

## **2.9. Air Force Life Cycle Management Center – Logistics and Logistics Services**

**Directorate (AFLCMC/LG-LZ).** As directed by HQ AFMC/A4/10, AFLCMC/LG-LZ oversees implementation and execution of policies and processes to achieve the AF TO ConOps strategic objectives. The execution and implementation of enterprise TO activities and initiatives is accomplished by the AFTOMS office and TOAP/CTOR/STOR Program Management Office (PMO) within AFLCMC/LZP. AFLCMC/LZS, which manages the Digital Transformation Branch (AFLMC/LZST), creates, implements, maintains, communicates, and trains logistics and product support integrated digital products, processes and tools through an enabled LG Digital Ecosystem aligned with DoD, AF, and AFMC digital objectives.

### 2.9.1. AFLCMC/LZP will:

2.9.1.1. Provide an AFTOMS office to serve as the integration point for the coordination and deployment of TO policy and procedure improvement and provides TO Management Agency (TOMA) support for the AF Life Cycle Management Center (AFLCMC), Air Force Sustainment Center (AFSC), Air Force Nuclear Weapon Center (AFNWC), and US Space Force (USSF).

2.9.1.1.1. Enforce compliance with TO system policies and procedures for all DAF TO programs.

2.9.1.1.2. Develop, collect, analyze, and track standardized TO compliance metrics for data accuracy, TO program health indicators, trends, policy inefficiencies, and system enhancements.

2.9.1.1.3. Provide advice and interpretation of policy and guidance for TO programs to measure their compliance and assess risks.

2.9.1.1.4. Provide oversight of TO program acquisition, sustainment, and disposition processes.

2.9.1.1.5. Assist TO programs in establishing processes that meet TO policy and guidance requirements in preparation for AF strategic objectives.

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

2.9.1.1.7. Design, develop, and implement an education and training program for the AF TO System based on customer feedback, TO compliance metrics and root cause analysis of perceived knowledge and skill gaps. The education/training program will be developed IAW Instructional System Design (ISD) principals and amplify AFTOFST training. Education/training content will include, but not be limited to, all aspects of TO Life Cycle Management and TO systems processes/usage.

2.9.1.1.8. 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 IAW Department of Defense Manual (DoDM) 4120.24, *Defense Standardization Program (DSP) Procedures*.

2.9.1.1.9. Provide TOMA responsibilities for TOs 00-5-1, 00-5-3, 00-5-15, 00-5-18, *AF Technical Order Numbering System*, and 00-5-19, *Security Assistance Technical Order Program*.

2.9.1.2. Provide a PMO for the TOAP, CTOR, and STOR systems. The PMO will:

2.9.1.2.1. Accomplish program or system objectives for development, production, and sustainment to meet users' operational needs IAW the HQ AFMC/A4 LogIT Expectation Management Agreement (EMA).

2.9.1.2.2. Coordinate system requirements with the Functional Managers/Functional Owners in HQ AFMC/A4/10/A4FI.

2.9.1.3. Serve as the AFTO Forms Development Team for AFTO Forms editorial services, coordinating with AFMC/A4FI when changes and/or form development is required.

2.9.1.4. Provide a CAFTOP focal point for all program offices to assist with submission of requirements and CAFTOP training.

2.9.1.5. Provide an eTool Project Lead on behalf of HQ AFMC/A4F to perform the following:

2.9.1.5.1. Manage the AFMC eTool Working Group.

2.9.1.5.2. Collect AF eTool design, fit, and function requirements from MAJCOM eTool POCs.

2.9.1.5.3. Coordinate eTool buying standards with MAJCOM eTool POCs.

2.9.1.5.4. Serve as the single point of contact, representing the MAJCOMs, for interfacing with the Information Technology Commodity Council (ITCC).

2.9.1.5.5. Submit eTool requirements to the ITCC for inclusion on AFWay.

2.9.1.5.6. Research eTool hardware issues and gather relevant eTool vendor information to develop or improve eTool specifications that will be coordinated with the ITCC for inclusion in the applicable fiscal year buy cycles.

2.9.1.5.7. Attend AF Centralized TO Management (CTOM) meetings to brief updates and gather new eTool requirements.

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

2.9.1.7. Provide a classified/restricted data facility, IAW applicable DODI 5200 series policies, for receipt and storage of classified (up to Secret, including Critical Nuclear Weapon Design Information Restricted Data/Formerly Restricted Data) TO data received from AFMC and USSF program offices in accordance with TO 00-5-3 requirements to utilize Robins STOR Vault for AF TO Archival and to support delivery of the classified TO data to DLA Document Services for providing classified TO print and distribute functionality.

2.9.1.8. Document a formal agreement between AFLCMC/LZP and DLA Document Services that defines the roles and responsibilities for providing access to or delivery of classified TO data to designated DLA Document Services facilities that support print and distribution of classified TO data.

2.9.1.9. Provide TCM/ES responsibilities for TO 00-5-18.

2.9.2. AFLCMC/LZID will:

2.9.2.1. Appoint AF CTOM representative to support AF TO System digital transformation objectives outlined within the 2024 AF TO ConOps.

2.9.2.2. Provide O-6/GS-15 advisory support for the AF TOAC.

**2.10. Strategic Planning and Transformation Division (AFLCMC/OZT).** As the lead for Air Force Product Lifecycle Management (PLM) will:

2.10.1. Coordinate AF-PLM TO requirements with the AF TO System Functional Owners in HQ AFMC/A4/10/A4FI.

2.10.2. Appoint AF CTOM representative to support AF TO System digital transformation objectives outlined within the 2024 AF TO ConOps.

2.10.3. Provide O-6/GS-15 advisory support for the AF TOAC.

**2.11. Rapid Sustainment Office (RSO) (AFLCMC/ROD).** As the provider of advanced technologies to the AF sustainment enterprise, will:

2.11.1. Appoint AF CTOM representative to support AF TO System digital transformation objectives outlined within the 2024 AF TO ConOps.

2.11.2. Provide O-6/GS-15 advisory support for the AF TOAC.

**2.12. Enterprise Logistics Systems Division(AFLCMC/GB4).** As owner of the Enterprise Logistics Readiness Portfolio, will:

2.12.1. Provide the Capabilities Development Team (CDT) (AFLCMC/GBS) for ETIMS. CDT will:

2.12.1.1. Accomplish program or system objectives for development, production, and sustainment to meet users' operational needs IAW the HQ AFMC/A4 LOG IT EMA.

2.12.1.2. Coordinate system requirements with the Functional Managers/Owners in HQ AFMC/A4/10/A4FI.

2.12.1.3. Appoint an advisory AF CTOM representative.

2.12.2. Provide Technical Manual Specification and Standards (TMSS) support function that is authorized as the AF Standardization Management Activity to maintain military specifications and standards for the acquisition and sustainment of AF technical manual data. TMSS will:

2.12.2.1. Author, sustain, and validate standards and specifications used to develop AF TOs IAW DoDM 4120.24, *Defense Standardization Program (DSP) Procedures*.

2.12.2.2. 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.

2.12.2.3. 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.

2.12.2.4. Maintain the Air Force TMSS Tagging Toolset (AFT3) and the S1000D Decision Point Tool with the most current AF business rules IAW MIL-STD-3048.

2.12.2.5. Manage the TCRB charter.

2.12.2.6. Appoint an advisory AF CTOM representative.

2.12.3. Provide the Air Force TO Field Support Team (AFTOFST) that supports field level users, provides training, and assists with software release testing for ETIMS, DSO, paper and electronic TOs, eTO viewing, and eTools. The AFTOFST is the single point of access for AF TO users worldwide. The AFTOFST supports TO users, warfighters, maintainers, TO Library managers, depots, and TO program offices located worldwide at all MAJCOMs, other DoD and Government Agencies, and contractors. TO system support, training, and Field User Guides are accessible from: <https://usaf.dps.mil/teams/10531/default.aspx>.

2.12.4. Provide O-6/GS-15 advisory support for the AF TOAC.

### **2.13. Air Force Security Assist & Cooperation Directorate (AFSAC) (AFLCMC/WFA).**

Provide support to the Security Assistance Technical Order Program (SATOP) office. The SATOP office is responsible for the management of TO and Computer Program Identification Number (CPIN) Case Lines assigned by the 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/A4 policy and TO 00-5-19. WFA will:

2.13.1. Appoint a voting member representative to the AF CTOM.

2.13.2. Provide a PMO for SATODS. The PMO will:

2.13.2.1. Accomplish program or system objectives for development, production, and sustainment to meet users' operational needs IAW the AFLCMC/WFA policies and procedures.

2.13.2.2. Coordinate system requirements with FMS stakeholders.

2.13.2.3. Coordinate ETIMS interface requirements with Functional Managers/Owners in HQ AFMC/A4/10/A4FI.

2.13.2.4. Coordinate DSO interface requirements with DLA and Functional Managers/Owners in HQ AFMC/A4/10/A4FI.

2.13.2.5. Coordinate SAMIS interface requirements with Functional Managers/Owners in AFLCMC/WFR.

2.13.3. Provide TCM/ES responsibilities for TO 00-5-19.

### **2.14. Air Force Centers (AFLCMC, AFSC, and AFNWC).**

2.14.1. A 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 and throughout the life cycle of the program. 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 Technical Order Management Agency (TOMA) functions and mandate the use of and coordination with AFLCMC/LZP resources to evaluate TO policy compliance and assess TO program health. The PM will ensure all TO responsibilities are complied with IAW DAFI 63-101/20-101.

2.14.2. A 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 dispositioning approving official for ETIMS Publication Change Requests (PCRs). The CE may delegate disposition and PCR verification authority to ETIMS ES Supervisor IAW AFMCI 63-1201, *Integrated Life Cycle Systems Engineering and Technical Management*.

2.14.3. An ES Supervisor. A mandatory ETIMS privileged role required for the processing of RCs and PCRs. In cases where the CE has delegated authority to an ETIMS ES Supervisor, they will evaluate and digitally approve PCRs as the Approving Official. An ETIMS ES Supervisor is not an administrative supervisory role.

2.14.4. A TO Management Agent/TO Management Agency (TOMA). The TOMA is responsible for managing 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. TOMA duties and responsibilities must be established upon position assignment or pre-milestone A for programs with acquisition requirements. TOMA responsibilities are further defined in TO 00-5-3.

2.14.5. A TCM/ES. The TCM/ES is a mandatory ETIMS privileged role and is responsible for technical order accuracy, adequacy, modification, classification, and verification of procedures, engineering data, and related technical content. TCM/ES responsibilities are outlined in TO 00-5-3.

2.14.6. A 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 coordinate with the weapon system TOMA to perform some or all of the FMM/TOMA functions for FM 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.

**2.15. Air Force Sustainment Center (AFSC/A3/4).** AFSC/A3/4 implements policies and processes to execute the AF TO vision for commodities, equipment, and items for which they have Operational Safety, Suitability, and Effectiveness (OSS&E) responsibility. AFSC/A3/4 will provide TO management support for the execution and implementation of enterprise level TO activities and initiatives and will:

2.15.1. Standardize eTools and management processes across AFSC depot organizations.

2.15.2. Appoint a Center representative for the AF CTOM.

2.15.3. Ensure TO policy compliance with Public Private Partnership agreements.

2.15.4. Provide support for TO verification requests from the program office.

**2.16. Air Force Nuclear Weapon Center – Directorate of Logistics (AFNWC/LG).** AFNWC is responsible for nuclear certification per DAFI 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:

2.16.1. Provide program offices with advice, assistance, and approval in developing, publishing, and using their TMCR.

2.16.2. Coordinate on all TO System (TO 00-5-series) waiver requests, updates, and changes prior to submission to HQ AFMC/A4F.

2.16.3. 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.

2.16.4. 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.

2.16.5. Provide support and representation for the TCRB.

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

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

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

2.17.1. Provide a focal point to manage eTool deployments across the Center to support the eTool program (see 2.20).

2.17.2. 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.

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

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

2.18.1. Provide a focal point to manage eTool deployments across the Center to support the eTool program (see 2.20).

2.18.2. 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.

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

**2.19. Air Force Installation and Mission Support Center (AFIMSC).** AFIMSC will support the AFMC eTool Working Group with Freedom of Information Act reviews and data request related to identifying eTool requirements or other requests as needed.

**2.20. Electronic Tool (eTool) Program Support.** A robust eTool program requires specific functional responsibilities, as outlined in TO 31S5-4-ETOOL-1, when operational locations have effective eTool programs, they will notify their TODOs to remove paper ID.

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

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

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

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

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

2.20.4. AFMC Work Center Supervisors. Work Center Supervisors will:

2.20.4.1. Ensure all eTool devices are accounted for daily.

2.20.4.2. Provide secure storage for devices.

2.20.5. 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 TECHNICAL ORDER (TO) LIFE CYCLE MANAGEMENT

**3.1. Technical Order (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, formerly the Data Management Strategy part of Acquisition Strategy, 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 DAFFPAM 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). The CAFTOP is a management plan for a specific list of TOs and applies to all AF programs regardless of support concept and life cycle. The 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. The CAFTOP identifies current status, overall health, and a future roadmap for each program TOs. Additional information can be found in TO 00-5-3. 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/SitePages/Home.aspx>.

3.1.2.2. Enhanced Technical Information Management System (ETIMS) is the designated AF system of record for all TO and CPIN management. The overall ETIMS Enterprise Capability is provided by four (4) major components: Government Cloud Service Provider Platform (Cloud One), ETIMS software, eTO Content Management software, and external interfaces. ETIMS provides capabilities to create and index catalog data, manage library accounts, manage paper printing and distribution, manage TO change process, manage, archive, and distribute eTO content to support viewing eTOs on eTools. ETIMS contains metadata records that define the existence of TOs and CPINs in the AF Enterprise, and exchanges metadata and metadata transaction information/status with the SATODS, TOAP, Reliability & Maintainability Information System (REMIS), Advancing Analytics (Advana)/Basing and Logistics Analytics Data Environment (BLADE), and the Defense Logistics Agency's DSO for managing subscriptions and requisitions. ETIMS is accessible via the AF Portal.

3.1.2.3. Document 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 metadata for print requirements and to update print and distribution status. DSO interfaces with the SATODS to provide TO metadata and status notification for FMS requirements.

3.1.2.4. Technical Order Authoring and Publishing (TOAP). Use of TOAP is mandatory for organic sustainment of technical data and provides an organic TO authoring and publishing component of the AF Standard TO Management System. TOAP provides the free to use AF Enterprise capability to manage, author, and publish TO publication source content data, enforces authoring and publishing compliance, and an IETM (S1000D) viewer. TOAP is a collection of Commercial Off-the-Shelf (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 CPIN to foreign countries. This system provides documentation and records for FMS accounts, TO/CPIN processing and shipping labels, TO/CPIN tracking, and TO/CPIN cost estimates. Refer to TO 00-5-19. SATODS interfaces with ETIMS, Security Assistance Management Information System (SAMIS), 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 program office to document program decisions and complete all the applicable documentation as outlined by policy.

3.1.3.1. Technical Manual Contract Requirements (TMCR). A TMCR is used in all contracts for acquisition, sustainment, or modification of systems and equipment when TOs must be developed or updated. The TMCR consists of three parts: The first part is for the acquisition/modification of TMSS compliant SGML/XML technical manuals, the second part is for the acquisition/modification/conversion of S1000D IETMs. S1000D is the preferred format for all new TO acquisitions of an IETM, and the third part is for the acquisition/modification of Commercial Derivative Aircraft (CDA)/COTS Manuals. Programs will develop a unique TMCR for each data type to support their acquisition to develop one of these parts for their acquisition/modification activity or conversion to S1000D IETM.

3.1.3.1.1. An Automated TMCR tool has been devised to reduce ambiguity, remove extraneous information, and simplify contract language during TMCR authoring. The tool provides an automated writing guide for program offices to properly develop a TMCR while providing clear guidance for TMSS compliance and all types of TMCRs.

3.1.3.1.2. The Automated TMCR tool can be accessed at:

[https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/TMCR\\_Live\\_Jul2023/index.aspx](https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/TMCR_Live_Jul2023/index.aspx). Additional information on TMCRs can be found in TO 00-5-3. The completed TMCR can be tailored to program unique requirements.

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 TOLCMP 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. Technical Order (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 of 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. 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.

3.2.1.2. 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 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. Technical Order (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 and non-procedural data in TOs and TO updates will be 100 percent verified unless waived by the PM IAW DAFI 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 can 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 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. Technical Order (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 DAF Form 847 for RCs that cannot be entered into ETIMS. See AFI 11-215 for instructions on completing the DAF 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 6 years after the equipment supported leaves the inventory (reference TO 00-5-3).

**3.5. Technical Order (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 Disc / Digital Versatile Disc (CD/DVD) and electronic 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.

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 and distribution categories, the date of determination, and the classified destruction notice. Export Control is only used when the CDO ensures the data falls in the applicable category of the Export Administration Regulation and International Traffic in Arms Regulations, 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 or access to technical documents authorized by the controlling DoD office or any release by the controlling DoD office thereafter.

3.5.2.2.2. Secondary distribution is the release of technical information by an entity other than the originator or controlling DoD office. This includes loaning, allowing the reading of, or releasing a document outright in whole or in part.

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 and are required to meet all AF cybersecurity requirements through Standard Desktop Configuration or their own System Security Plan. Refer to TO 00-5-1 for additional information on CSP.

**3.6. Air Force Technical Order (AFTO) Forms Management Program.** The AFTO Forms Management Program is the process for managing, distributing, completing, and processing of AFTO forms and serves as the single source of information for all AFTO Forms used within the DAF. As the managing authority, HQ AFMC/A4F will serve as the Publication/Form Managing Organization to establish policies and procedures for the AFTO Form Management Program. Having one management authority over the AFTO forms ensures users remain compliant with established policies and that all approved AFTO forms are current and readily accessible.

3.6.1. AFTO forms satisfy a valid need to accomplish a mission and are necessary for the safe and efficient operations of weapon system maintenance. The e-Publishing website (ePubs) serves as the official repository for AFTO forms and must be checked prior to usage of any AFTO form to ensure currency of the latest version.

3.6.2. Any AFTO form in use must have an active TO as the prescribing publication and be published on the e-Publishing website. The ES/TCM of that TO is the OPR of that AFTO form and has the overall responsibility for maintaining the currency of that AFTO form. Submitters can request updates to any AFTO form by contacting the OPR included on ePubs.

3.6.3. The AFTO Forms Management Program achieves federal goals to replace paper forms with electronic versions to enable electronic completion and transmittal of form data and to reduce the information collection burden to the maximum extent possible.

3.6.4. AFTO Forms are available in electronic format, an Adobe PDF maintained on ePubs, and physical hard copy. It is recommended that all AFTO forms are electronic, but if it is necessary to maintain a physical copy, the OPR must provide justification before establishing a new physical form.

3.6.5. AFTO Form Responsibilities.

3.6.5.1. Any updates, changes, or rescissions to an AFTO form will only be accomplished by the OPR. The OPR will complete a DAF Form 673, *Publication/Form Action Request*, as outlined in DAFMAN 90-161, *Publishing Processes and Procedures*, and submit the request to AFMC/A4FI through [afmc.af.topp@us.af.mil](mailto:afmc.af.topp@us.af.mil). Any DAF Form 673 submitted by anyone other than AFTO form OPR will be disapproved and returned to submitter.

3.6.5.1.1. If updates are requested, AFMC/A4FI will ensure all updates and/or developments are sent to the AFTO Forms Development Team. Upon completion, HQ AFMC/A4FI will send the Draft AFTO form back to the OPR for approval.

3.6.5.1.2. Upon approval, AFMC/A4FI will send the DAF Form 673 and the final AFTO form to Air Force Departmental Publishing Office for publishing in ePubs.

3.6.5.2. The currency of AFTO Forms will be maintained by the OPR for that form. If no updates have been accomplished on the AFTO form, the OPR will be required to submit a DAF Form 673 and Certify Current every 5 years.

3.6.5.3. If no action is accomplished on any AFTO form at the 5-year date, or no OPR can be located for this form, the applicable AFTO form will be rescinded. Reversal of this action can only be accomplished by the new OPR of this AFTO form.

3.6.5.4. Units requiring physical AFTO forms are responsible for ordering forms via DSO Storefront and funding via Government Purchase Card or by establishing Military Interdepartmental Purchase Requests (MIPRs).

## 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.

**4.2. Technical Order 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. Technical Manual Specifications and Standards (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.

LINDSAY C. DROZ, Brigadier 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 March 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 63-101/20-101, *Integrated Life Cycle Management*, 16 February 2024

DAFI 63-125, *Nuclear Certification Program*, 16 January 2020

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

AFMCI 63-1201, *Integrated Life Cycle Systems Engineering and Technical Management*, 2 December 2022

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

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

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

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

DoDI 5230.24, *Distribution Statements on Technical Documents*, 10 January 2023

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

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

MIL-PRF-32216, *Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data*, 3 December 2021

MIL-STD-3048, *Air Force Business Rules for the Implementation of S1000D*, 15 May 2023

TO 00-5-1, *AF Technical Order System*, 19 November 2024

TO 00-5-15, *Air Force Time Compliance Technical Order System Process*, 28 July 2023

TO 00-5-18, *AF Technical Order Numbering System*, 15 December 2022

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

TO 00-5-3, *Air Force Technical Order Life Cycle Management*, 29 January 2025

TO 31S5-4-ETOOOL-1, *ETOOOL and Commercial Mobile Device Setup and Management*, 3 February 2025

***Prescribed Forms***

None

***Adopted Forms***

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

AFTO Form 679, *TO System/Policy Waiver Request Form*

DAF Form 847, *Recommendation for Change of Publication*

***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

**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

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

**BLADE**—Basing and Logistics Analytics Data Environment

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

**CBA**—Cost Benefit Analysis

**CCP**—Command Control Point

**CDA**—Commercial Derivative Aircraft

**CDO**—Controlling DoD Office  
**CD—ROM**—Compact Disc — Read Only Memory  
**CDT** – Capabilities Development Team  
**CE**—Chief Engineer  
**COMPUSEC**—Computer Security  
**ConOps**—Concept of Operations  
**COTS**—Commercial Off—the—Shelf  
**CPIN**—Computer Program Identification Number  
**CSP**—Cybersecurity Protection  
**CSTO**—Country Standard Technical Order  
**CTOM**—Centralized Technical Order Management  
**CTOR**—Centralized TO Repository  
**CUI**—Controlled Unclassified Information  
**DAF**—Department of the Air Force  
**DAFI**—Department of the Air Force Instruction  
**DID**—Data Item Description  
**DLA**—Defense Logistics Agency  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**DSO**—Document Services Online  
**DSP**—Defense Standardization Program  
**DSS**—Digital Support Suites  
**DVD**—Digital Versatile Disc  
**EED**—Electro—Explosive Device  
**EMA**—Expectation Management Agreement  
**EOD**—Explosive Ordnance Disposal  
**ePubs**—Electronic Publishing  
**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 Sales  
**GOTS**—Government Off—the—Shelf  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IDE**—Integrated Data Environment  
**IETM**—Interactive Electronic Technical Manual  
**IPR**—In—Process Review  
**ISD**—Instructional System Design  
**ITAR**—International Traffic in Arms Regulations  
**IT**—Information Technology  
**LCSP**—Life Cycle Sustainment Plan  
**LogIT**—Logistics Information Technology  
**MAJCOM**—Major Command  
**MIL—PRF**—Military Performance  
**MIL—STD**—Military Standard  
**MTI**—Meet—the—Intent  
**O&M**—Operations & Maintenance  
**OEM**—Original Equipment Manufacturer  
**OPR**—Office of Primary Responsibility  
**OSS&E**—Operational Safety, Suitability, and Effectiveness  
**PCR**—Publication Change Request  
**PDF**—Portable Document Format  
**PLM**—Product Lifecycle Management  
**PMO**—Program Management Office  
**PM**—Program Manager  
**PTO**—Preliminary Technical Order  
**RC**—Recommended Change

**REMIS**—Reliability & Maintainability Information System  
**SAMIS**—Security Assistance Management Information System  
**SATODS**—Security Assistance Technical Order Data System  
**SATOP**—Security Assistance Technical Order Program  
**SGML**—Standard Generalized Markup Language  
**SME**—Subject Matter Expert  
**STINFO**—Scientific and Technical Information  
**STOR**—Secure TO Repository  
**TCM/ES**—Technical Content Manager/Equipment Specialist  
**TCM**—Technical Content Manager  
**TCRB**—TMSS Change Review Board  
**TCTO**—Time Compliance Technical Order  
**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  
**TO**—Technical Order  
**UCMJ**—Uniform Code of Military Justice  
**USSF**—United States Space Force  
**XML**—eXtensible Markup Language

***Office Symbols***

**AFIMSC**—Air Force Installation and Mission Support Center  
**AFLCMC/GB4**—Enterprise Logistics Systems Division  
**AFLCMC/LG-LZ**—Logistics and Logistics Services Directorate  
**AFLCMC/LZP**—Product Data Services Division  
**AFLCMC/OZT**—Strategic Planning and Transformation Division

**AFLCMC/ROD**—Rapid Sustainment Office (RSO)

**AFLCMC/WFA**—Air Force Security Assist & Cooperation Directorate

**AFNWC/LG**—Air Force Nuclear Weapon Center – Directorate of Logistics

**AFRL**—Air Force Research Laboratory

**AFSC/A3/4**—Air Force Sustainment Center – Logistics, Civil Engineering, and Force Protection Directorate

**AFTC**—Air Force Test Center

**HQ AFMC/A3/6**—Air, Space & Cyberspace Operations

**HQ AFMC/A4/10-EN**—Engineering Division

**HQ AFMC/A4/10**—Logistics, Civil Engineering, Force Protection and Nuclear Integration Directorate

**HQ AFMC/A4FI**—Life Cycle Management Branch

**HQ AFMC/A4F**—Product Support Division

**HQ AFMC/A4M**—Maintenance Division

**HQ AFMC/A4N**—Systems Integration Division

**HQ AFMC**—Headquarters Air Force Materiel Command

### *Terms*

**Commercial Manual**—Commercial Manuals fall into two broad categories, COTS Manuals — COTS manuals are those technical publications developed by vendors to support commercially available products, and include user 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 (Air Force, 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 electronic), 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).