

**BY ORDER OF THE COMMANDER
AIR FORCE TECHNICAL
APPLICATIONS CENTER**

**AIR FORCE TECHNICAL
APPLICATIONS CENTER
INSTRUCTION**



63-301

08 MAY 2025

Acquisition/Logistics

**TECHNICAL INSTRUCTION SYSTEM
IMPLEMENTING POLICIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil and AFTAC SharePoint Online at <https://usaf.dps.mil/sites/AFTAC/SitePages/Home.aspx>.

RELEASABILITY: There are no releasability restrictions for this publication.

OPR: 709 SPTS/MSMD

Certified by: 709 SPTS
(Lt Col Anthony S. Anderson)

Supercedes: AFTACI 63-301, 2 March 2022

Pages: 8

This Air Force Technical Application Center Instruction (AFTACI) establishes the Air Force Technical Applications Center (AFTAC) Technical Instruction (TI) Special Publication System. It defines scope, assigns responsibilities, and prescribes policies related to the TI system. Software documentation is excluded from this instruction except as applicable to specific TIs. This publication applies to all AFTAC military and civilian personnel, its detachments, and individual reservists assigned to AFTAC. It does not apply to the Air National Guard. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from your directorate through Publications and Forms Manager, AFTAC/A6.

SUMMARY OF CHANGES

This instruction has been revised to reflect the Technical Documentation organizational move from AFTAC/SD to 709 SPTS/MSMD.

1. Overview. The TI system is the official channel for providing technical information for unique equipment used by AFTAC. AFTAC is authorized to use the TI System under the TO 00-5-1, *AF Technical Order System*, exclusion for command-supported, non-centrally acquired systems. All technical publications are directive in nature and are applicable to all organizational units. The USAF Technical Order (TO) System includes guidance, infrastructure, training, and resources to manage and use TOs. The TI System uses much of the same guidance, infrastructure, training, and resources to manage and use TIs except as specified in this AFTACI or other publications referenced in this AFTACI. Recommendations for improvements to the TI System, including proposals for new publications and changes to existing ones, will be submitted in accordance with this AFTACI.

2. Roles and Responsibilities.

2.1. TI System Director for AFTAC is 709 SPTS/MSMD. The TI System Director will:

2.1.1. Perform overall management of the TI publication system by establishing and controlling format, numbering systems, and other administrative procedures and systems pertaining to the publication of TIs.

2.1.2. Develop and coordinate TI System policies and procedures for implementation, management, and execution of the TI System.

2.1.3. Act as the Technical Content Manager for TI 00-5-12, *Specification for Preparation of Technical Instruction Publications*, and AFTACI 63-301, *Technical Instruction System, Implementing Policies*.

2.1.4. Continually review the TI system to ensure it is commensurate with overall USAF policy.

2.1.5. Approve all changes to the TI System.

2.1.6. Review and update Unit Compliance Inspection (UCI) and other inspection checklists on TIs and TI System policies and procedures when requested.

2.2. Program Manager (PM) shall ensure TIs and TCTIs for their individual programs are verified prior to distribution to users.

2.2.1. PMs shall ensure fielded TIs remain technically accurate and up to date.

2.2.2. During an acquisition, PMs shall ensure TIs are developed IAW TM-86-01, *Air Force Technical Manual (TM) Contract Requirements*, TO 00-5-3, *AF Technical Order Life Cycle Management*, and TI 00-5-12.

2.2.3. PMs shall ensure TIs are economically acquired and sustained for the system life cycle and are made available.

2.2.4. Ensure host-operated units have appropriate TIs.

2.3. Engineering shall ensure fielded TIs remain technically accurate and up to date. AFTAC/SDE performs engineering for the 2, 17, 31, 33, and 200 series TIs. The AFLCMC/HNCBMT, Cryptologic and Cyber Systems Division (CCSD) performs engineering for the 1, 3, 13, and 34 series TIs. Kansas City National Security Campus (KCNSC) performs engineering for the 7 series TIs.

2.3.1. Shall assign Technical Content Managers (TCM) to perform TCM functions on TIs.

2.4. TI Management Agencies (TIMA) are responsible for managing all aspects of TI quality, development, sustainment, and preparation including TI budgeting, copy preparation, printing, and stock/storage and issue of assigned TIs. 709 SPTS/MSMD performs TI management for the 2, 7, 17, 31, 33, and 200 series TIs. The AFLCMC/HNCBMT, Cryptologic and Cyber Systems Division (CCSD) performs TI management for the 1, 3, 13, and 34 series TIs. TI Managers will:

- 2.4.1. Implement the TI system IAW this instruction.
- 2.4.2. Establish and implement procedures to develop, write, stock, distribute, review, rescind, and archive publications within the TI system for their assigned TIs.
- 2.4.3. Advise and assist acquisition and sustainment organizations in identifying documentation required for operation and maintenance of AFTAC systems/subsystems.
- 2.4.4. Advise and assist program managers in procuring publications or publication services concurrent with and as part of all new equipment procurements.
- 2.4.5. Assist organizations in establishing account requirements for publications in the TI system.
- 2.4.6. Ensure a complete library of TIs necessary to support field system operations and maintenance is available and maintained.
- 2.4.7. Develop and maintain configuration management of assigned TIs.
- 2.4.8. Publish Identifying Technical Instructions (ITI) to positively identify and authorize commercial manuals for use in the originally published form.
- 2.4.9. Ensure establishment and maintenance of complete record sets for TIs.
- 2.4.10. Establish account requirements for publications in the TI system.
- 2.4.11. Document and review the status of each publication project on an on-going basis and provide updates upon request.
- 2.4.12. Interface with contractors on TI issues.
- 2.4.13. Centrally assign TI numbers for technical data required to operate and maintain mission systems and equipment.
- 2.4.14. Initiate currency reviews on TIs that have not been changed or reviewed for five years. Classified TIs will be reviewed annually.

2.5. Technical Content Managers (TCM) are responsible for the accuracy, adequacy, modification, classification, and review of the engineering data and related technical contents of a TI. Engineers, equipment specialists, item managers, or other persons having knowledge of the subject matter covered by the TI, may perform TCM functions. TCMs will:

- 2.5.1. Evaluate AFTO Forms 22, *TM Change Recommendation and Report*, recommending changes to TIs.
- 2.5.2. Submit AFTO Forms 252, *Technical Order Publication Change Request*, or locally designated equivalent for changes to TIs.

2.5.3. Evaluate publication change requests for changes to TIs submitted by originators other than TCM for adherence to approved maintenance concept, impacts on spares, test/support equipment, training, applicability to equipment sites, and safety issues.

2.5.4. Perform currency reviews on TIs as requested by the TIMA.

2.6. Quality Assurance Office. This function is defined in ACCI 21-1709 and performed by 709 TMXS/MXSQ or 709 SPTG/QA for their respective work centers. QA will:

2.6.1. Ensure work center personnel are compliant with the TI system.

2.6.2. Ensure work centers establish, properly maintain, and comply with applicable TIs.

2.6.3. Review publication changes and TCTIs for accuracy, intent, and necessity.

2.6.4. Provide support for procedure verifications when requested.

2.6.5. Act as Product Improvement Manager (PIM) for AFTO Forms 22 by reviewing, tracking, and the suspense of evaluations and implementation of submitted forms.

2.7. Safety Office (AFTAC/SE) will:

2.7.1. Provide safety requirements for TI procedures to the TIMA in response to data calls.

2.7.2. Inform TI TCM of Air Force occupational safety, fire, and health standards; Air Force Safety Management System requirements; and risk management principles that could affect TIs.

2.7.3. Review and coordinate on safety matters in TI updates.

2.8. Maintenance Squadron (709 TMXS) will:

2.8.1. Support TI and TCTI verifications with technicians, tools, and equipment, as required, to ensure procedures meet operational requirements in the field.

2.8.2. Schedule, track, and monitor TCTI accomplishment.

2.8.3. Provide TCM support when requested.

2.8.4. Provide Mission System Manager (MSM) support during AFTO Form 22 processing IAW ACCI 21-1709.

2.9. Work Centers are the organizations responsible for performing level 1 (organizational) maintenance at an equipment location. Work centers will:

2.9.1. Ensure host-operated units have appropriate TIs.

2.9.2. Establish TI account requirements and maintain a TI library as required to support the mission. Primary and alternate personnel will be designated in writing to administer organizational TI requirements IAW TI 0-1-01, *List of Indexes*.

2.9.3. Maintain TIs applicable to their facility IAW TO 00-5-1.

2.9.4. Ensure personnel are familiar with and comply with applicable TIs.

2.9.5. Ensure users control and use TIs IAW TO 00-5-1.

2.9.6. Ensure TI library custodians and TI users have and/or obtain required training on the TI policies, processes, and management systems IAW TO 00-5-1 and this instruction.

2.10. Users at all levels will ensure the accuracy and currency of each TI they use, as well as initiating any required corrective action.

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

3.1. AFTO Forms 22 will be used, filled out, and routed IAW this AFTACI.

3.2. Process.

3.2.1. When a discrepancy, omission, or error is identified in a TI, the person identifying the issue shall fill out an AFTO Form 22. As a minimum, in block 1 add 709 TMXS/MXSQ or 709 SPTS/QA for their respective work centers after organization, then fill in blocks 6 - 8, 10-13, and 15-20 and submit to Initiator Supervisor.

3.2.2. The Initiator Supervisor will review the AFTO Form 22 to ensure it is filled out correctly and completely, sign block 9, and email to appropriate QA or QA mailbox.

3.2.3. QA will review the form to ensure all references are valid, there is not another AFTO Form 22 in the system for the same issue and blocks 6-20 are complete.

3.2.4. QA will fill out blocks 1 and 5, sign, and forward to the appropriate MSM.

3.2.5. MSM will review the form to ensure it is technically accurate and complete, fill out block 3 and return to appropriate QA.

3.2.6. QA will send form to appropriate evaluator: AFTAC/SDE for 2, 7, 17, 31, 33, and 200 series TIs. CCSD for 1, 3, 13, and 34 series TIs.

3.2.7. Evaluator will evaluate AFTO 22 and if approved, create AFTO 252 (or local equivalent) to change TI and submit to TIMA (709 SPTS/MSMD or CCSD).

3.2.8. 709 TMXS/MXSQ will track progress monthly until evaluation and implementation are complete.

4. Time Compliance Technical Instructions (TCTI).

4.1. TCTI will be used for modifications of equipment peculiar to AFTAC. They are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and material within specific time periods to reduce the probability of accidents/unreliability of systems or equipment. A TCTI is a modification that satisfies an operation mission requirement by removing or adding a capability or function, or changing the form, fit, function, and interface of an in-service, configuration-managed AFTAC asset. TCTIs will be accomplished IAW TO 00-5-15, *Air Force Time Compliance Technical Order Process*, and this instruction.

4.2. Roles and Responsibilities. CCSD and SD have slight variations in their TCTI processes. For CCSD's process, refer to 21-101, *HNCB Maintenance Management*. The following paragraphs describe SD's TCTI roles and responsibilities.

4.2.1. The SD-assigned PM will track the TCTI project milestones from CRB-approved modification through to project close-out.

4.2.2. The SD-assigned engineer will develop the technical solution (procedure and kit), determine scope of modification, and submit changes to engineering drawings and technical documentation.

4.2.3. The assigned TIMA (709 SPTS/MSMD) will format, publish, and distribute TCTIs.

4.2.4. The Item Manager (IM) will work with the assigned engineer to identify all assets, including spares, affected by the modification, assign a unique kit id number to the modification kit, order kit parts, and coordinate kit assembly.

4.2.5. SDB will procure kit parts.

4.2.6. Supply will store and issue the TCTI kits.

4.2.7. The Maintenance Squadron, 709 TMXS, will schedule, track, and monitor TCTI accomplishment.

4.2.8. Maintenance work centers will accomplish TCTIs for applicable assets and document in the Maintenance Information System (MIS).

5. Policies.

5.1. Existing publications (i.e., TOs and commercial manuals) will be used in lieu of new TI preparation whenever possible. Commercial manuals applicable to AFTAC-owned equipment will be integrated into the TI System through Identifying Technical Instructions (ITIs). All commercial manuals and TOs will be reviewed to determine if they are adequate for the Command's needs as follows: SD logistics managers will review manuals for all systems within their area of responsibility and recommend ITI (for commercial publications) or new TI preparation actions. One copy of the publication and a letter recommending ITI or new TI preparation action will be provided to the assigned TIMA.

5.2. For systems that are maintained by contractor personnel only, it is the program manager's responsibility to determine which publications, if any, are required for TI publication.

5.3. Publications that are integrated into the TI system will meet the requirements of TM-86-01, *Air Force TM Contract Requirements*, TO 00-5-3, *AF Technical Order Life Cycle Management*, and TI 00-5-12, *Specification for Preparation of Technical Instruction Publications*.

5.4. TIs normally will be unclassified but may contain classified information up to and including SECRET, as necessary. Classified TIs will be marked and controlled appropriately.

5.5. Any special publication requirements, i.e., sanitizing TIs, will be handled on a case-by-case basis.

5.6. Air Force personnel are responsible for controlling and using TIs as organizational property in conjunction with official duties.

5.7. TIs in a contractor-managed TI account shall remain the property of the Air Force.

5.8. Retain rescinded, superseded, or re-numbered TIs within the TI archive for at least 5 years after equipment supported has left the inventory.

5.9. TIs, or extracts from TIs, may be reproduced IAW TO 00-5-1, *AF Technical Order System*. Personnel reproducing TIs or extracts are responsible for ensuring the currency and control of the copies.

5.10. TIs shall be distributed at the direction of the assigned TIMA.

6. TI Record Set.

6.1. Changes and supplements to the record set should be filed with the basic TI without posting.

CREIGHTON A. MULLINS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ACCI 21-1709, *Air Force Technical Applications Center Maintenance Management*, 13 Aug 2019

AFLCMC/HNCB OI 20-103, *Product and Technical Data Management*

AFLCMC/HNCB OI 21-101, *Maintenance Management*

TM-86-01Q, *Air Force Technical Manual (TM) Contract Requirements*, 27 October 2017

TO 00-5-1, *AF Technical Order System*, 11 September 2023

TO 00-5-3, *AF Technical Order Life Cycle Management*, 29 November 2023

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

TI 0-1-01, *List of Indexes*

TI 00-5-12, *Specification for Preparation of Technical Instruction Publications*, 21 December 2016

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

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

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 22, *TM Change Recommendation and Report*

AFTO Form 252, *Technical Order Publication Change Request*

Abbreviations and Acronyms

AF—Air Force

AFRC—Air Force Reserve Command

AFTAC—Air Force Technical Applications Center

AFTACI—Air Force Technical Applications Center Instruction

AFTO—Air Force Technical Order

AFRIMS—Air Force Records Information Management System

CCSD—Cryptologic and Cyber Systems Division

CRB—Configuration Review Board

IAW—In Accordance With

IMT—Information Management Tool

IM—Item Manager

ITI—Identifying Technical Instruction

MSM—Mission System Manager

MIS—Maintenance Information System

N/A—Not Applicable

NCOIC—Noncommissioned Officer in Charge

OPR—Office of Primary Responsibility

PIM—Product Improvement Manager
PM—Program Manager
POC—Point of Contact
QA—Quality Assurance
RDS—Records Disposition Schedule
TCM—Technical Content Manager
TCTI—Time Compliance Technical Instruction
TI—Technical Instruction
TIMA—Technical Instruction Management Agency
TM—Technical Manual
TO—Technical Order
UCI—Unit Compliance Inspection

Office Symbols

AFTAC/A6—Publications and Forms Manager
709 SPTS/MSMD—Mission Support Maintenance Depot
709 SPTG/QA—Support Squadron Quality Assurance
709 TMXS—Technical Maintenance Squadron
709 TMXS/MXSQ—Quality Assurance Office
AFRC—Air Force Reserve Command
CCSD—Cryptologic and Cyber Systems Division
SD—Systems Development Directorate
SDB—Nuclear Materials System Division

Terms

Product Improvement Manager-The individual or office at an activity responsible for the quality and continuous improvement of the activity operations and maintenance of assigned equipment (part of Quality Assurance activity).

Technical Content Manager-The individual or office responsible for the accuracy, adequacy, modification, classification, and review of TI procedures, engineering data and the related technical contents of a TI. TCMs are not generally responsible for style and format or other non-technical aspects of manuals.

Technical Manual-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).