DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE TEST CENTER (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA

AFTCI63-101_20-10_AFGM2026-01
9 June 2026

MEMORANDUM FOR ALL AFTC UNITS

FROM: AFTC/CC
1 S Rosamond Blvd.
Edwards AFB, CA

SUBJECT: Air Force Guidance Memorandum to Air Force Test Center Instruction (AFTCI) 63-101_20-101 "Technical Order Writing Procedures"

By Order of the Air Force Test Center Commander, this Air Force Test Center Guidance Memorandum immediately changes AFTCI 63-101_20-101 as shown in the attachment. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force Test Center publications, the information herein prevails, in accordance with DAFI 90-160, *Publications and Forms Management*.

This memorandum implements the attached draft of the AFTCI 63-101_20-101 while the instruction is reformatted into an AFTC enterprise level format.

This Memorandum becomes void after 180 days has elapsed from the date of this Memorandum, or upon rewrite of AFTCI 63-101_20-101, whichever is earlier**.**

ARTHUR F. HUBER II, SES, DAF
Executive Director

BY ORDER OF THE COMMANDER
AIR FORCE TEST CENTER

AIR FORCE TEST CENTER
INSTRUCTION 63-101_20-101

2 NOVEMBER 2018

Acquisition/Logistics

TECHNICAL ORDER
WRITING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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22 October 2018

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This Air Force Test Center Instruction (AFTCI) implements This instruction implements AFPD 21-1, *Maintenance of Military Materie*l, AFI63-101/20-101 *Integrated Life Cycle Management* and AFD TO 00-5-1, *Air Force Technical Order System*. It applies to all units assigned to the AFTC and systems under test (SUT). The requirements of this instruction pertaining to contractors will be included in the terms and conditions of the contract. No munitions or maintenance operations will be performed without DoD approved technical data, contractor data or local technical data drafted, verified and approved per this instruction. This instruction will aid test agencies in developing local checklists, job guides, supplements and workcards for testing munitions, non-munition pods, Alternate Mission Equipment (AME), trailering procedures, handling procedures (including shipping/receiving) and inspections or operational checks on modified/nonstandard support equipment. No tiering required at T-3 or below. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; through the normal channels, to AFTC. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Chapter 1

PROGRAM OVERVIEW LOCAL TECHNICAL DATA

1.1. Overview. Local Technical Data. Locally developed technical data is mandatory for SUTs when their use with AFTC test capabilities are not covered by Standard Air Force (SAF) publications. Under no circumstances will any munitions, sub-munitions or maintenance operations be conducted unless appropriate DoD technical data or approved local technical data is made available and used. Local technical data will not be used in lieu of standard DoD technical data.

1.1.1. Local technical data will be developed by the Joint Checklist Working Group (JCWG) as required to support test, development and integration programs for AFTC units.

1.1.2. The local technical data will resemble, as closely as possible, SAF technical data except where conflicts arise, in which case procedures must be clearly and concisely stated.

1.1.3. Once local technical data is validated and approved via the local JCWG at a test wing, it can be utilized across the center with an approved AF Form 673, *Air Force Publication/Form Request,* IAW T.O. 00-5-1.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Requesting/Developing/Procuring Agency:

2.1.1. The requesting agency will furnish designs and technical information on the test, modification, or procedure they want to perform (60 duty days prior to the first ground/flight test) to the JCWG 20 duty days before the item arrives for test or modification.

2.1.2. Provide or make available all software, hardware, special components, and trainers that are not SAF items in support of their project.

2.2. Test Engineer (TE)/Project Officer (PO):

2.2.1. Review test requirements with the Aircraft Configuration Manager (ACM)/ Munitions Configuration Manager (MCM) (or designated representative) to determine technical data requirements. If local procedures are required, provide a SDP and associated support data to the ACM/MCM (or designated representative). The ACM/MCM (or designated representative) will notify the JCWG and draft local technical data. Refer to timeline (**Attachment 8**).

2.2.2. Submit mission requests IAW local directives to schedule aircraft, munitions, etc., for local verification/training, as required.

2.2.3. More than one ground mount or flight test may be required to verify local procedures. Ensure adequate time is provided for verification and development of procedures by supporting agencies and the training of personnel prior to the first ground/flight test. Approximately 60 duty days are required for the process to become finalized. Refer to timeline (**Attachment 8**).

2.2.4. When munition test items are involved, ensure that a Technical Data Package (TDP) is completed and approved IAW local Munitions Source Data directives and provide a signed copy to the ACM/MCM (or designated representative) for development of applicable technical data. No missions will be placed on the operations order until the TDP (see **Attachment 9** for guide) is approved.

2.2.5. Ensure approved weapons loading technical data is available to Weapons Standardization 30 duty days prior to first flight. Refer to timeline (**Attachment 8**).

2.2.6. Provide flight clearances and flight cards to ACMs (or designated representative) 2 duty days prior to flight for review.

2.2.7. Provide all associated equipment to develop and store local classified technical data. The minimum equipment requirements are a classified safe and computer with printer for classified use. Ensure storage and upkeep of approved local classified technical data IAW 00-5-19, 00-5-1, and AFI16-1404_AFMCSUP, Air Force Information Security Program.

2.2.8. Schedule all required personnel not later than 30 days prior (i.e. Weapons Standardization, Quality Assurance, etc.) as a resource in Center Scheduling Enterprise (CSE) if they are required to support a test mission.

2.3. ACM (or designated representative):

2.3.1. Serve as the test agency liaison for all weapons flight line operations.

2.3.2. Review all weapons system local technical data to verify compliance with existing/approved flight clearances. Coordinate with test agencies/Air Force Seek Eagle Office (AFSEO) to resolve local/SAF technical data/flight clearance conflicts.

2.3.3. Assist Quality Assurance in review of other system local technical data as required.

2.3.4. Draft the necessary local loading and maintenance procedures, coordinate waivers to standard procedures, or determine availability and coordinate SAF technical data requirements with the Maintenance Group (MXG) or Operations Group (OG) Technical Order Distribution Office (TODO) as requested by the TE/PO, with information provided by the testing agency.

2.3.5. Coordinate with members of the JCWG for meetings to verify draft procedures. Ensure all JCWG members can/will be present. Provide adequate copies of proposed drafts to the JCWG.

2.3.6. Ensure applicable requesting/procuring agency reviews and coordinates on draft procedure changes.

2.3.7. Coordinate with applicable agencies on all armament functional areas/test procedures.

2.4. MCM (or designated representative):

2.4.1. MCM (or designated representative) will coordinate with munitions personnel and assist TE/PO in developing necessary draft local munitions buildup and test/tie down procedures (including validation/verification), coordinate waivers to standard procedures and/or order published technical data requested by the TE/PO, with information provided by the testing agency.

2.5. Quality Assurance:

2.5.1. Review all locally developed procedures for compliance, safety and standards. The Quality Assurance function will control locally developed procedures by use of the TW Index 4, Numerical Index of Locally Prepared Checklists.

2.5.2. Check procedures contained in local instructions for validity by thoroughly researching procedures prior to publication. Provide technical advice and input to the JCWG, so the checklist will most resemble SAF publications.

2.5.3. Retain a copy in suspense until local technical data is printed.

2.5.4. Assign a control number to each draft local technical data/procedure.

2.5.5. Retain a master copy of all locally developed technical data. The master copy technical data must be identified (stamped/typed) on the title page.

2.5.6. Distribute copies of approved local procedures to using agencies as required.

2.5.7. Maintain a current list of active local publications on the respective Share Point site.

2.5.7.1. The 96 MXG: **https://org2.eis.af.mil/sites/21424/96mxg/QA/Local%20Tech%20Data/Forms/AllItems.aspx**

2.5.7.2. The 412 MXG: **https://org2.eis.af.mil/sites/22683/MXQ/QA_Info_Site/default.aspx**

2.6. Weapon Standardization:

2.6.1. Perform or supervise all initial fit checks of weapons, authenticate all loading checklist verification procedures, and provide weapons load training for project support.

2.6.2. Provide technical advice and input so the loading technical data will most resemble SAF publications.

2.7. The Weapons Safety Office will review and provide safety recommendations for draft technical data and provide safety support for verifying technical data when necessary.

2.8. The JCWG will review and verify all locally developed procedures that are not SAF and proposed revisions/changes to local procedures developed under this instruction and sign accompanying AF Form 673.

Chapter 3

LOCAL PROCEDURES

3.1. Developing Local Procedures: All forms of local technical data require approval by the Group Commander, or their designated representatives having responsibility for the personnel utilizing the local procedures. Prepare requests using AF Form 673 Air Force Publication/Form Action Request. The AF Form 673 will have coordination of all members of the JCWG.

3.1.1. Flow of Events:

3.1.1.1. The ACM/MCM (or designated representative) will prepare draft technical data, present to JCWG members for review and schedule a JCWG meeting and/or an initial ground mount/test as required.

3.1.1.2. The ACM/MCM (or designated representative) will ensure the local technical data is typed in the required format once final verification of procedures is complete.

3.1.1.3. JCWG Chairman will ensure AF Form 673 is prepared and routed prior to approval authority signature. For e-routing courtesy copy JCWG Chairman and ACM/MCM (or designated representative) on each coordination level.

3.2. One time deviation: The TE/PO for that mission may accomplish deviations from SAF/local technical data with verbal approval from the approval authority or their designated representatives (**para 1.1.3**). The deviation will be documented in the aircraft forms with an INFO NOTE and signed by the TE/PO. The intent of a one-time deviation is to make on the spot adjustments for procedural corrections or deviations to test mission requirements, not to support a continual project or test.

3.3. Revising/Changing/Reviewing: If unsafe, incorrect, or confusing steps are found in any locally developed procedure, STOP THE OPERATION IMMEDIATELY, notify the Chairman of the JCWG and the Responsible Test Organization (RTO) of the test project. Operations will not resume until corrective actions are taken or the respective approval authority has authorized deviations.

3.3.1. The JCWG and respective approval authority or designated representative must approve changes to approved local technical data. Anyone may submit a change to local technical data. All changes must be submitted to Quality Assurance. The following pages, as a minimum, will be forwarded for review: title page, (A) page, and affected pages. For changes to contractor data, forward one copy of changed pages to Quality Assurance for verification according to this instruction. Quality Assurance will update the master file copy.

3.3.2. A member of the JCWG will notify the performing workcenter of approved changes to approved local technical data prior to the next scheduled mission.

3.3.3. Numerical, typographical, keyword, JON number and punctuation changes may be accomplished in pen-and-ink (with date and initials) without approval of the JCWG; however, those changes must not affect the technical meaning or procedure. Quality Assurance will be notified in writing of pen-and-ink changes and update the master copy.

3.3.4. Quality Assurance and the ACM/MCM (or designated representative) will review all local technical data annually for proper format, applicability and currency. The ACM/MCM (or designated representative) or Quality Assurance will document the annual review on the local technical order tracker and store them in the master local technical order file. If any administrative changes were made to the title pages or A pages during the year, they will be merged and consolidated into a new change/revision during the next update.

3.4. Rescinding Local Technical Data: The developing or procuring agency will inform Quality Assurance (or designated representative) in writing when the locally verified technical data is no longer required. Quality Assurance (or designated representative) will inform all using organizations of the rescinded locally developed technical data. Rescinded local technical data must go through the JCWG process prior to reinstatement.

3.4.1. When test or locally developed technical data becomes incorporated into SAF technical data, the local technical data will be rescinded and no longer authorized.

Chapter 4

GUIDANCE AND REQUIREMENTS

4.1. Guidance and Requirements: The following guidance and requirements will be used in conjunction with the corresponding attachments.

4.1.1. IAW AFD TO 00-5-1, all local TOs shall be watermarked "Not for Field Use"

4.1.2. Local Checklist (**Attachment 2**):

4.1.2.1. Figures and diagrams may be used to help clarify procedures.

4.1.2.2. Use a SAF checklist that best resembles the test munition or loading procedures and follow that format for a more effective checklist.

4.1.2.3. Whenever practical use pre-fuzed munitions.

4.1.2.4. Checklist will be printed on 11 by 8.5 inch bond paper and have margins set so the text lines do not exceed 5.0 inches wide and 7.5 inches long, with font style "Times New Roman," 10-point font size.

4.1.2.5. All major headings are to be started on a new page and will be identified with BOLD UNDERLINED PRINT; subheadings are identified with just BOLD PRINT.

4.1.3. Local Job Guide (**Attachment 3**):

4.1.3.1. Figures and diagrams may be used to help clarify procedures.

4.1.3.2. Use a SAF job guide that best resembles the non-munitions test requirements and follow that format for a more effective job guide.

4.1.3.3. The job guide will be printed on 11 by 8.5 inch bond paper and have margins set so the text lines do not exceed 5.0 inches wide and 7.5 inches long, with font style "Times New Roman," 10-point font size.

4.1.3.4. All major functions/tasks are to be started on a new page and will be identified with BOLD UNDERLINED PRINT; subheadings are identified with just BOLD PRINT.

4.1.3.5. A local job guide will be developed with the function, input conditions, function/task arrangement and follow-on maintenance.

4.1.3.6. Function: A function is made up of a task or series of tasks supporting a system or component. A function supporting a component gives all tasks required to support that component. Typical function headings are INTRODUCTION, GENERAL MAINTENANCE, ITEM PREPARATION, AIRCRAFT PREPARATION, ADAPTER AND SUPPORT EQUIPMENT CONFIGURATION, OPERATIONAL CHECKOUT, REMOVAL and INSTALLATION, etc. All tasks within a function must be stand-alone and must be done to complete the function.

4.1.3.7. Input Conditions: The input conditions will be at the start of each function. Each input condition will list information on the APPLICABILITY, REQUIRED CONDITIONS, PERSONNEL RECOMMENDED and SUPPORT EQUIPMENT. List references to prepare the aircraft for maintenance, the recommended number of personnel to complete the task, special tools and equipment required to complete the task and any other needed requirements.

4.1.3.8. Function/Task Arrangement: A local job guide will provide a complete set of step-by-step procedures for all test item preparation, removal and installation instructions. The local job guide will be used in conjunction with approved Air Force safe for maintenance job guides. When major discrepancies or problems are identified, cease all operations and notify Quality Assurance.

4.1.3.9. Follow-on Maintenance: All steps listed under follow-on maintenance must be accomplished when the tasks required for a given function have been completed. Follow-on maintenance technical reference must be listed in the local job guide.

4.1.4. Local Workcard (**Attachment 4**):

4.1.4.1. Includes Local Munitions Test Positioning and Tie-Down Procedures.

4.1.4.2. Figures and diagrams may be used to help clarify procedures.

4.1.4.3. Use an SAF workcard that best resembles your procedure and follow that format for a more effective workcard.

4.1.4.4. The data will be printed on 11 by 8.5 inch bond paper and have margins set so the text lines do not exceed 5.0 inches wide and 7.5 inches long, with font style “Times New Roman,” 10-point font size.

4.1.4.5. All major functions/tasks are identified with BOLD PRINT.

4.1.4.6. The local workcards (LWC) must comply with all technical data procedures and must not create a requirement for additional tools or test equipment unless waived in writing by the approval authority or designated representative.

4.1.4.7. Anyone may initiate an LWC, after coordination through his or her supervisor. Quality Assurance will review the suggested procedures for validity and content.

4.1.4.8. LWCs are completed on an AFTO Form 26, *Aircraft Inspection Work Document*. Quality Assurance maintains a template.

4.1.4.9. A list of effective LWCs will be placed directly behind the technical order title page. The LWC will be placed directly behind the affected page in the technical order. The page number of the LWC and the page it affects should have the same number.

4.1.4.10. Standard functions/tasks in support of a system or component that are published in an SAF publication that do not require special modifications may be referenced to that specific subfunction/task (i.e., perform specific safety requirements in TO 11-1-38).

4.1.5. Local Page Supplement (LPS) (**Attachments 5-7**):

4.1.5.1. The LPS title page will mirror the supplemented technical order adding the nomenclature of the new test item. It will be assigned a specific technical order number, different only from the affected basic technical order number by addition of prefixes and suffixes.

4.1.5.2. Job Guide and Checklist Supplements will be printed on 11 by 8.5 inch blue bond paper and have margins set so the text lines do not exceed 5.0 inches wide and 7.5 inches long, with font style “Times New Roman,” 10-point font size.

4.1.5.3. Parent technical order Supplements will be printed on 11 by 8.5 inch blue bond paper and have margins set so the text lines do not exceed 7.5 inches wide and 9 inches long, with font style “Times New Roman,” 10-point font size.

4.1.5.4. M-Series will be printed on 11 by 8.5 inch bond paper and have margins set so the text lines do not exceed 5.0 inches wide and 7.5 inches long, with font style “Times New Roman,” 10-point font size.

4.1.5.5. LPS page numbering, headings, “WARNINGS”, “CAUTIONS”, AND “NOTES” will match formatting of the SAF Technical Order being supplemented.

4.1.5.6. Figures and diagrams may be used to help clarify procedures.

CHRISTOPHER P. AZZANO,
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-101, *Aircraft and Equipment Maintenance Management,* 21 May 2015

AFI 21-101_AFMCSUP, *Aircraft and Equipment Maintenance Management,* 19 July 2016

AFI16-1404_AFMCSUP, *Air Force Information Security Program,* 17 February 2016

AFI61-201, *Management of Scientific and Technical Information (STINFO),* 29 January 2016

AFI63-101_20-101, *Integrated Life Cycle Management,* 09 May 2017

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

AFPD 21-1, *Maintenance of Military Materiel,* 01 August 2018

DoDD 5230.25, *Withholding of Unclassified Technical Data From Public Disclosure*, 18 August 1995

T.O. 00-5-1, *AF Technical Order System,* 16 July 2018

T.O. 00-5-3, *AF Technical Order Life Cycle Management*, 4 June 2018

T.O. 00-5-19, *Security Assistance Technical Order Program SATOP*, 15 February 2018

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 26, *Aircraft Inspection Work Document*

AbbreviationsandAcronyms

ACM—Armament Configuration Manager

AFSEO—Air Force Seek Eagle Office

AFTO—Air Force Technical Order

AME—Alternate Mission Equipment

APG—Airframe Powerplant General

AFRIMS—Air Force Records Information Management System

CSE—Center Scheduling Enterprise

DoD—Department of Defense

GM/GT—Ground Mount/Ground Test

ICS—Interim Contractor Support

JCWG—Joint Checklist Working Group

JON—Job Order Number

LAL—Local Authorization Letter

LCL—Local Checklist

LJG—Local Job Guide

LPS—Local Page Supplement

LWC—Local Workcard

M—Series—Munition Series

MCM—Munitions Configuration Manager

MXG—Maintenance Group

OG—Operations Group

OPR—Office of Primary Responsibility

PO—Project Officer

RA—Requesting Agency

RDS—Records Disposition Schedule

R&D—Research and Development

RTO—Responsible Test Organization

SAF—Standard Air Force

SUT—Systems Under Test

SDP—Standard/Source Data Package

TDP—Technical Data Package

TE—Test Engineer

TO—Technical Order

TODO—Technical Order Distribution Office

WS—Weapons Standardization

Terms

Approved Local Technical Data.—Approved Local Technical Data are procedures that have been signed by the requesting agency, JCWG members, and finalized by the approval authority. The approval authority will be the Operations Group Commander (OG/CC), Maintenance Group Commander (MXG/CC), or their designated representatives having responsibility for the personnel utilizing the local procedures.

Armament Configuration Manager (ACM).—ACM is the test agencies' liaison for all flightline operations, non-test wing aircraft, aircraft ground test, and static ejection testing.

Chairman JCWG.—The chairman of the JCWG will be the focal point for local technical data throughout the entire development process. For all weapons loading functions, the chairman will be a member of Weapons Standardization. The Quality Assurance functional inspector will act as JCWG chairman for maintenance checklists/job guides/workcards (i.e., avionics, Airframe Powerplant General (APG), egress, etc.).

Contractor Data—. Data developed by contractors for use in supporting production, Air Force research and development (R&D) programs, Interim Contractor Support (ICS) requirements, checklist requirements, etc. Contractor data may include manuals, manuscripts, preliminary technical data, documents, pamphlets, instructions, engineering drawings, etc., needed to support contractors' functional requirements. Contractor data must be verified and submitted for approval by the JCWG.

Draft Local Technical Data.—Used for verification and ground test purposes only; prior to being submitted to the approval authority. At no time will draft local technical data be used on flight missions.

Geographically Separated Units.—Geographically separated units will use the local technical data writing procedures in their local instruction. Approval authority will rest with local Operations/Maintenance Group Commander or equivalent.

Ground Mount/Ground Test.—Test involving an aircraft in which the aircraft is not required to be airborne. The aircraft is scheduled to ensure the asset is available for the duration of the test.

Joint Checklist Working Group (JCWG).—This group consists of the ACM/MCM (or designated representative), the functional Quality Assurance representative, a representative from Safety Office, a representative from the requesting agency, a representative from Weapons Standardization (for weapons loading technical data), Wing Weapons Manager (for aircraft armament functions) and/or 7 skill level representative from the functional area (for maintenance) as applicable. This group will work collectively in the verification process.

Local Authorization Letter (LAL).—An LAL is used when existing SAF Technical Data satisfies procedural requirements for the test item; typically a change in nomenclature or an added feature that does not impact procedural steps.

Local Checklists (LCL).—An LCL is used for loading and handling of munitions- related items when SAF Technical Data is not available or procedural changes are too extensive to warrant an LPS.

Local Job Guides (LJG).—An LJG is used for non-munition items when SAF Technical Data

is not available or procedural changes are too extensive to warrant an LPS.

Local Munitions Test Positioning and Tie—Down Procedures. Local munitions tie- down procedures will be created by Test Engineers with the assistance of Weapons Safety Office, Quality Assurance and munitions personnel. These procedures will provide a complete set of step-by-step procedures to ensure the safe and reliable tie-down and transportation of a test item.

Local Page Supplement (LPS).—An LPS is used when existing SAF Technical Data closely matches requirements for the test item, but procedural changes are required. Supplements augment or change data in the basic technical order without replacing the existing pages.

Local Workcards (LWC).—An LWC is used for aircraft special inspections or operational checks. These workcards will resemble their respective SAF technical data.

Munitions Configuration Manager (MCM).—MCM (munitions build up/tie- down procedures) is the test liaison for munitions operations.

Munitions Series (M—series). An M-series is used for munitions build-up and tie- down procedures and trailering of test munitions. MCM (or designated representative) will coordinate build up, store, maintain test items, and provide delivery service to and from the munition storage area.

Responsible Test Organization (RTO).—The agency responsible for conducting tests on specific aircraft or munitions items, and for overall development and procurement of items and support equipment.

Safety Office (TW/SE).—The safety representative from the Weapons Safety will evaluate the hazards that may be involved in procedures contained in all local technical data.

Stand Alone.—"Stand alone" technical data implies that the local checklist, job guide or workcard is sufficient to perform the task by strictly adhering to local procedures. General knowledge and safety information may be referred to the basic technical order.

Standard/Source Data Package (SDP).—An SDP containing non-nuclear munitions loading or maintenance source data that is required for the development and testing of munitions items, equipment or systems, for integration of munitions/equipment with aircraft and for modifications to existing aircraft/munitions configurations.

Technical Data Package (TDP).—A document containing information/data concerning identification, specifications, hazards, composition, etc. for a munitions or weapons item or system. The information in a TDP is normally obtained from source data/information provided by the manufacturer, laboratory (Air Force Research Laboratory, etc.), or engineering authority.

Test Engineer (TE)/Project Officer (PO).—The TE or PO is the overall individual responsible for conducting a specific test and final product.

Attachment 2

LOCAL CHECKLIST SAMPLE

Figure A2.1. Local Checklist Sample

LOCAL CHECKLIST

(Example)

TEST CHECKLIST

LCL-XXTW-X

NONNUCLEAR MUNITIONS

LOADING PROCEDURES

USAF SERIES

F-16 XX

BOLD PRINT MUNITIONS NOMENCLATURE

PUBLISHED UNDER AUTHORITY OF

T.O. 00-5-1

THIS CHECKLIST IS FOR TEST PURPOSES ONLY

PROJECT # Any JON

THIS CHECKLIST IS TO BE USED IN CONJUNCTION

WITH TO 1F-XXX-33-1-2, Sections I & II

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dd month, yyyy

LIST OF EFFECTIVE PAGES

TOTAL NUMBER OF PAGES IN THIS CHECKLIST IS XX

PAGE NUMBER	ISSUE DATE	CHANGE	CHANGE DATE
TITLE	dd mmm yyyy	X	
A	dd mmm yyyy	X	
I	dd mmm yyyy	X	
B-1	dd mmm yyyy	X	
E-1	dd mmm yyyy	X	
1 thru 13	dd mmm yyyy	X	

*zero in this column indicates an original page

FOREWORD

This checklist authorized for use on test project # Any JON.

Primary:Name, Rank/Grade/Office Symbol, Phone #.
Alternate: Name, Rank/Grade/Office Symbol, Phone #.

PURPOSE: This checklist provides a complete set of condensed loading procedures and will stand alone for procedures that cannot be referred to in 1F-XXX-33-1-2, Sec I Loading Series TO. All nonstandard procedures will be spelled out for clarification. When discrepancies or problems are identified, cease loading operations, notify Weapons Standardization.

This TO is provided to ensure a safe and reliable loading/unloading of test munitions with no essential steps omitted. It is not intended that steps, warnings, cautions, and notes be read verbatim. Loading crew members may perform several steps simultaneously (e.g., Aircraft Preparation and Munitions Preparation), provided they do not invalidate or interfere with a preceding or subsequent step and safety regulations are strictly adhered to. The loading crew chief will check off each step as soon as it is performed; when several steps are performed simultaneously, they will be checked off by the loading crew chief as soon as possible after completion of the steps. Repetitious tasks need only be checked off one time when first completed. When performing repetitious tasks, the checklist will be kept readily available to the loading crew chief at the specific loading site for reference purposes. AFTO Form 781 entries may be delayed and all entries made at the completion of loading.

CHECKLIST IMPROVEMENT REPORTS

Recommendations concerning changes to this manual shall be submitted to the Armament Configurations Manager or Weapons Standardization.

Figure A2.2. Specific Briefing Requirements.

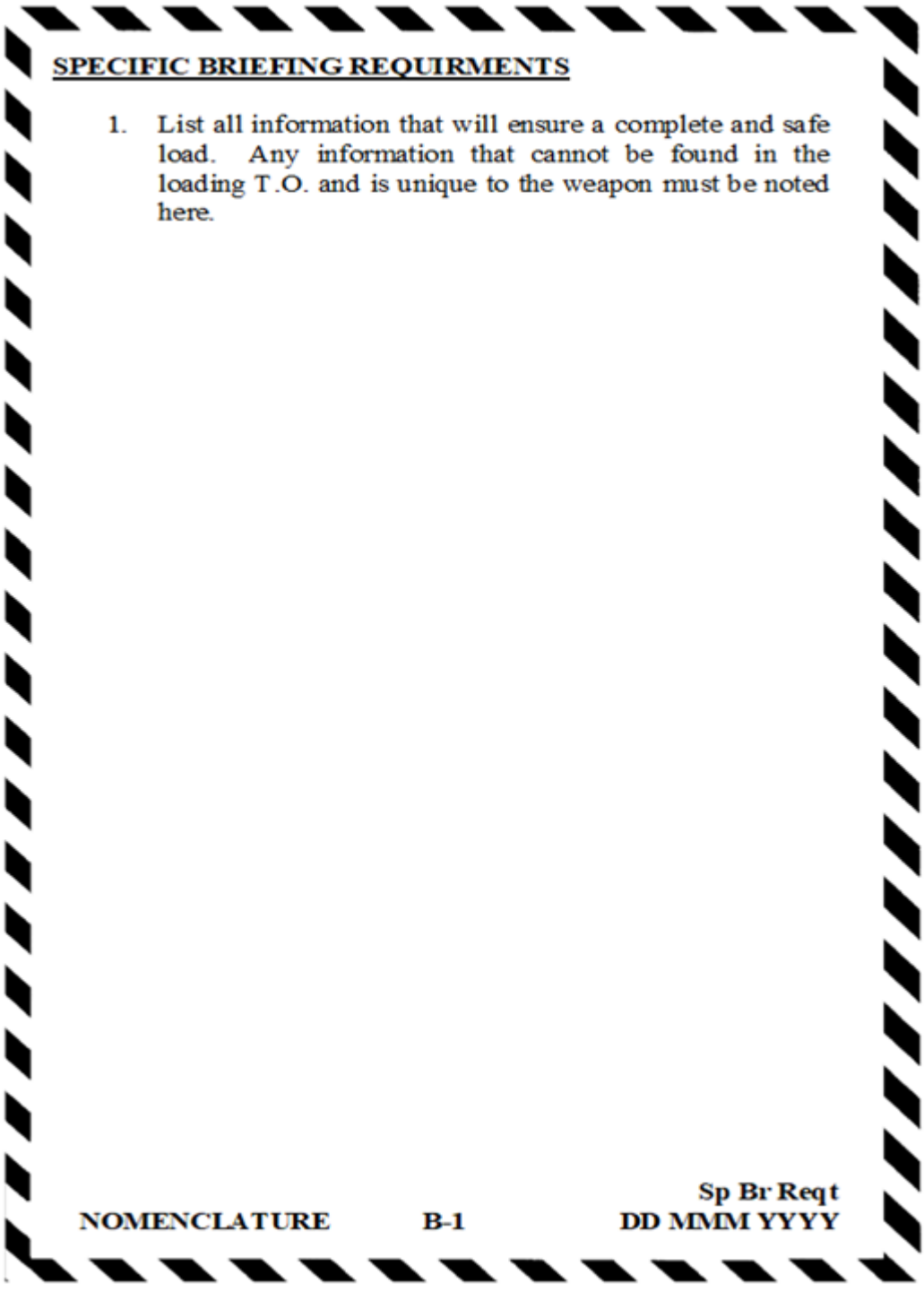

Figure A2.3. Emergency Procedures.

EMERGENCY PROCEDURES

FOR FIRE

1. Fight fire; remove munitions.
2. Call _____ and give location _____.
3. Evacuate nonessential personnel to _____ feet.
4. Record time flames envelop munitions _____; give to firefighting supervisor.
5. Withdraw to _____ feet after fire envelops munitions or after arrival of firefighters, whichever occurs first.

FOR DROP/COLLISION/PARTIAL ARMED CONDITION

NOTE

Withdrawal distances for dropped munitions, or partially armed munitions not involving fire, clear the area initially to a distance of 300 feet. The on-scene commander/supervisor will secure the area and notify the disaster response team. After evaluation of the situation, the on-scene commander/supervisor may adjust the withdrawal distance for nonessential personnel.

1. Evacuate the area to a distance of 300 feet.
2. Call _____.

WITHDRAWAL DISTANCE

NOTE

Prior to commencing loading procedures, enter the applicable ''WITHDRAWAL DISTANCE'' in ''FOR FIRE'', Step 3 and Step 5. Entries shall be the maximum withdrawal distance for any munitions involved.

NOMENCLATURE	WITHDRAWAL DISTANCE (FT)	FIRE SYMBOL
NOMENCLATURE (INERT)	N/A	N/A
NOMENCLATURE (Inert Mot & Inert Warhd w/Live GK)	300	1.4
IMPULSE CARTS	300	1.4

Emergency Procedures

NOMENCLATURE E-1 DD MMM YYYY

Attachment 3

LOCAL JOB GUIDE SAMPLE

Figure A3.1. Local Job Guide Sample.

LOCAL JOB GUIDE

LJG – XXTW - XXX

NOMENCLATURE

TYPE OF PROCEDURE (Install/Remove/Inspection Etc.)

USAF SERIES

F-XXX

THIS JOB GUIDE IS FOR TEST PURPOSES ONLY

PROJECT # Any

DISTRIBUTION STATEMENT D - Distribution is authorized to the Department of Defense (DoD) and US DoD contractors only, Critical Technology, ## December ####. Other requests shall be referred to XX MXG Quality Assurance, (unit address).

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C. Sec. 2751 et seq.) or the Export Administrative Act of 1979 as amended (Title 50, U.S.C. app. 2401 et seq.). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of AFI 61-201.

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DISTRIBUTION:

XX MXG/MXWL	(1)
XX MXG/MXQI	(1)
(ACM)	(1)

Published under authority of T.O. 00-5-1

DD MONTH YYYY

LIST OF EFFECTIVE PAGES

Dates of issue for original and change pages are:

Original 0 Abbreviated Date

TOTAL NUMBER OF PAGES IN THIS JOB GUIDE IS XX.

PAGE NUMBER *	CHANGE NO.	DATE
TITLE	X	DD MMM YY
A	X	DD MMM YY
i	X	DD MMM YY
1-1- 1-2	X	DD MMM YY
2-1- 2-2	X	DD MMM YY
3-1- 3-3	X	DD MMM YY

TABLE OF CONTENTS

* Continue to list all major functions required to complete the mission.

*zero in this column indicates an original page

INTRODUCTION
This job guide is authorized for use on test project # Any Job

Primary:Name, Rank/Grade/Office Symbol, Phone #.
Alternate: Name, Rank/Grade/Office Symbol, Phone #.

A local job guide (LJG) will provide a complete set of step-by-step procedures and will
stand alone for all test item preparation and removal/installation instructions. The LJG will be used in conjunction with approved Air Force Safe for Maintenance job guides. When major discrepancies or problems are identified, cease all operations and notify Quality Assurance. This TO is provided to ensure safe and reliable removal/installation of test AME/ECM/Instrumentation with no essential steps omitted. It is not intended that steps, warnings, cautions, and notes be read verbatim.

This LJG will be revised when procedures or equipment have been improved or modified. It will be rescinded upon termination of the test or upon receipt of a formal publication.

LJG IMPROVEMENT REPORTS

Recommendations concerning changes to this manual shall be submitted to the ACM or Quality Assurance.

Attachment 4

LOCAL WORK CARD SAMPLE

Figure A4.1. Local Work Card Sample.

LWC-XXTW-XX

LOCAL WORK CARD

NOMENCLATURE

USAF SERIES

LWC-XXTW-XX

THIS LWC IS TO BE USED ON (PROCEDURE TO BE COVERED)

THIS WORKCARD IS FOR PROJECT # ALL

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Published under authority of T.O. 00-5-1

DD MONTH YYYY

LWC-XXTW-XX

This inspection criterion is in addition to requirements established in -6 workcard criteria. Inspection is meant to be accomplished in conjunction with aircraft BPO/PRE at the end of the flying day when high load/flutter sorties are flown.

DISTRIBUTION:
XX MXG/MXQI (1)
XX AMXS/MXXX (2)

LWC-XXTW-XX

LIST OF EFFECTIVE PAGE

PAGE NUMBER	CHANGE	DATE
TITLE	X	DD MMM YY
i	X	DD MMM YY
A	X	DD MMM YY
1 thru XX	X	DD MMM YY

TOTAL NUMBER OF PAGES IN THIS WORKCARD IS XX.

TABLE OF CONTENTS

Attachment 5

LOCAL PAGE SUPPLEMENT SAMPLE

Figure A5.1. Local Page Supplement Sample.

LPS-X-XXTW-XX

LOCAL PAGE SUPPLEMENT

TECHNICAL MANUAL

JOB GUIDE

ORGANIZATIONAL MAINTENANCE

NOMENCLATURE

USAF SERIES

1F-XXX

AIRCRAFT

This LPS supplements job guide XX dated DD MONTH YYYY

DISTRIBUTION STATEMENT X - Distribution is authorized to DOD components only (Direct Military Support), DD MONTH YYYY. Other requests shall be referred to XX MXG Quality Assurance, (unit address).

WARNING - This document contains technical data whose export is restricted by the Arms Control Act (Title 22, U.S.C. Sec., 2751 et seq.) or the Export Administration Act of 1979, as amended (Title 50, U.S.C. app. 2401 et seq.). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of AFI 61-201.

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Published in accordance with TO 00-5-1

DD MONTH YYYY

LPS-X-XXTW-XX

LIST OF EFFECTIVE PAGES

Date of issue for LPS affected herein is:

LPS-X DD MONTH YYYY

NOTE: LPS data pages do not supersede pages of the basic T.O. LPS data pages shall be inserted facing amended page in basic T.O. Total number of pages in this LPS is **XX**.

PAGE NO.	LPS NO.
LPS Title page	LPS-X
A	LPS-X
1	LPS-X
2	LPS-X
3	LPS-X

Attachment 6

LOCAL PAGE SUPPLEMENT PARENT SAMPLE

Figure A6.1. Local Page Supplement Parent Sample.

LPS-X-XXTW-XX

LOCAL PAGE SUPPLEMENT

TECHNICAL MANUAL

NONNUCLEAR MUNITIONS LOADING PROCEDURES

USAF SERIES

1F-XXX

AIRCRAFT

This LPS supplements TO DD MONTH YYY and supersedes all previous local page supplements.

DISTRIBUTION STATEMENT X - Distribution authorized to DOD components only, Direct Military Support DD MONTH YYYY. Other requests shall be referred to XX TW Quality Assurance, (unit address).

WARNING - This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C., sec 2751 et seq.) or the Export Administration Act of 1979 as amended (Title 50, U.S.C. app. 2401 et seq). Violations of these export laws are subject to severe criminal penalties. Disseminate in accordance with provisions of AFI 61-201.

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Published in accordance with TO 00-5-1

DD MONTH YYYY

LPS-X-XXTW-1F-XXX-33-1-2

LIST OF EFFECTIVE PAGES

Date of issue for LPS affected herein is:

LPS-X..... DD MMM YYYY

NOTE: LPS data pages do not supersede pages of the basic T.O. LPS data pages shall be inserted facing amended page in basic T.O. Total number of pages in this LPS is XX.

Page No	LPS No.
Title	LPS-X
A	LPS-X
1-X	LPS-X
1-X	LPS-X
2-X	LPS-X
3-X	LPS-X

Attachment 7

LOCAL PAGE SUPPLEMENT CHECKLIST SAMPLE

Figure A7.1. Local Page Supplement Checklist Sample

LPS-X-XXTW-XX

LOCAL PAGE SUPPLEMENT

NONNUCLEAR MUNITIONS LOADING

PROCEDURES

NOMENCLATURE

USAF SERIES

1F-XXX

AIRCRAFT

This LPS supplements T.O. 1F-XXX-33-1-2CL-XX dated DD MONTH YYYY and supersedes LPS-X-XXTW-1F-XXX-33-1-2CL-XX dated DD MONTH YYYY.

DISTRIBUTION STATEMENT X - Distribution is authorized to DOD components only (Direct Military Support), DD MONTH YYYY. Other requests shall be referred to XX MXG Quality Assurance, (unit address).

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Published under authority of T.O. 00-5-1

DD MONTH YYYY

LPS-X-XXTW-1F-XXX-33-1-2CL-XX

LIST OF EFFECTIVE PAGES

Date of issue for LPS affected herein is:

LPS-X DD MMM YYYY

Note: LPS data pages do not supersede pages of the basic T.O. LPS data pages shall be inserted facing amended page in basic T.O. Total number of pages in this LPS is XX.

PAGE NO.	LPS NO.
LPS Title page	LPS-X
A	LPS-X
1-1	LPS-X
E-2	LPS-X

Attachment 8

TECHNICAL DATA/ITEM TIME LINES

Table A8.1. Timeline for Test Items.

	Approximate Timelines for Test Items **NOTE: The following time line is meant for illustration purposes only. It is NOT intended to represent hard and fast time references to accomplish various phases of Local Tech Data writing, but is designed as a quick reference to provide agencies with a general flow plan of events and timing for planning purposes.**							
TECH DATA TIMELINE	Tasking	RA supplies design & technical info on test TE/PO. TE/PO coord with ACM/MCM (or designated rep) determine need for Local TD. Info to JCWG	ACM/ MCM (or Designated Rep) Drafts Procedures	JCWG review Draft procedures	JCWG Meet for final review, Approval	Route TD for CC Approval	Approved TD to performing workcenter for Training	First Flight
	Day 1	**Duty days 2 -20**	**Duty days +10 (≤30)**	**Duty days +5 (≤35)**	**Duty days +5 (≤40)**	**Duty days +5 (≤45)**	**Duty days +15 (≤60)**	**Day 60**

Abbreviations:
ACM- Aircraft Configuration Manager
GM/GT- Ground Mount/Ground Test
JCWG-Joint Checklist Working Group
MCM-Munitions Configuration Manager
RA-Requesting Agency
TD-Technical Data
TE/PO – Test Engineer/Project Officer
WS-Weapons Standardization

Attachment 9

TECHNICAL DATA PACKAGE GUIDE

Figure A9.1. Technical Data Package Guide.

Note: This attachment is only to be used as a guide; do not submit Attachment 2 with the Technical Data Package. Indicate "Not Available" for data values which have not yet been determined.
DATE: _____
MEMORANDUM FOR AAC/SES & SEW
XX MXG/XXXX (Quality Assurance office)
FROM: [Originating Office (Project Officer/Telephone No.)]
SUBJECT: Technical Data/Hazard Classification Request for [Nomenclature]

A9.1. Item Description:

A9.1.1. Identification

A9.1.1.1. Name: (Official designation/nomenclature of the ordnance, including any common names and any known foreign designations)

A9.1.1.2. National or Local Stock Number (if assigned)

A9.1.1.3. Part number: (Product code or other unique identifier).

A9.1.1.4. System Used On: (System or next higher assembly of which the subject item is a part).

A9.1.1.5. Application: (A brief general description of the normal application of the ordnance item plus optional applications).

A9.1.1.6. Markings: (All external markings, paintings and colors. Markings may include ordnance designation, loading information, settings, index marks, time scales, manufacturer's marks, instructional notes, lot numbers and color code designators.).

A9.1.1.7. Other Ordnance Used With This Item: (Fuze data shall state what bombs, dispensers, projectiles, landmines, grenades or rocket warheads they are used with; bomb data shall state what fuzes, rockets, fin assemblies or guidance units may be used; dispensers, clusters, launchers and certain projectiles shall include all sub munitions which could be loaded. If new fusing is used in conjunction with a munitions item, completed information on the fuze is required IAW requirements herein).

A9.1.2. Physical Description.

A9.1.2.1. Visual Description: (An overall narrative physical description of the appearance and condition of the item in the unarmed, pre-armed, and armed conditions. Include dimensions and unpackaged weight).

A9.1.2.2. Drawings and Schematics: (Illustrations of the configuration of the explosive item, and the relationship of the item's parts as assembled. Include illustrations of the relationship of the explosive item to other items in the system).

A9.1.2.3. Composition and Shell Material: (Include material specifications such as type of material [e.g. steel, aluminum, Bakelite, etc.] and thickness of material).

A9.1.2.4. Description of all major sections, subassemblies, fuze safety features, classified materials and hazardous components or material. If sections will be shipped or stored separately, define the hazardous item(s) in each component. (Include their purpose, function, and method of operation. This includes available illustrations necessary to understand functioning with appropriate callouts for major sections, subassemblies, hazardous components, power sources; plus arming, safing and firing subcomponents. Include a cross-reference to reports detailing design safety features and operational or safety tests but place the document files inside the Supporting Documents section of Livelink).

A9.1.2.5. Hazardous Materials: (A general description of all toxic or hazardous materials and liquids; explosive main-charges, subassemblies and firing trains; hydraulics, or pneumatic pressure sources and routing. Describe electric voltage sources and circuits, thermal or chemical energy sources, mechanical hazards, fuels and oxidizers. Include explosive or chemical formulation and the weights of explosive or chemical material. Describe any other item that could present a physical threat to the safety of personnel. For items containing a liquid or gas, include the name or type of liquid or gas; physical state; nominal pressure/pressure range in psi as well as cubic inches of material if pressurized; quantity in both pounds and gallons of liquid; vapor pressure; and flash point. If batteries are installed, state which type (NICAD, lithium, alkaline, etc.). Include any known Environmental Protection Agency (EPA) approved disposal information relating to the above items).

A9.1.2.5.1. Explosives or chemical formulation: (Include type, composition, and total weight of each explosive or chemical subassembly in the item [e.g., detonator, booster, squib, rocket motor, etc.]).

A9.1.2.5.2. Weight of explosives or chemical material: (Oxidizer volume, propellant volume, propellant weight, filler volume, filler weight, fired weight, oxidizer weight, etc.).

A9.1.2.6. Net Explosive Weight per Item: (The total weight of all explosive materials in an item).

A9.1.2.7. Electrical power sources for fuzes that contain stored, electrical energy for fuze firing (e.g., Electronic Safe & Arm Fuze (ESAF) devices, thermal or wet cell batteries, firing capacitors, etc.) and operation information for arming and firing circuits. Note: Recommend any data from battery bleed-down tests and all-fire/no-fire tests be provided as part of this. Recommend any data from extending a battery performance test beyond the required munitions performance standards to the no-fire level as described below also be provided.

A9.1.2.7.1. No-Fire Time and All-Fire Level: (If known, include time from munitions power activation until voltage achieves a "no-fire" level of the munitions most sensitive electrical firing component to initiate an explosive firing train or event. No-fire level is the maximum power level at which the munition cannot fire. The test to determine no-fire level shall use the same electrical load (circuitry drain) and normal munitions or system power as would a fielded munition. Test data shall also reflect the "all-fire" level of the munition. All-fire level is the power necessary for ordnance to function as designed. Include analytical reports produced from test instrumentation that monitored the voltage throughout the life span of a battery or firing capacitor from the time of system activation to the point the battery or firing capacitor decays

to a no-fire level. EOD considers the time it takes for a munition to essentially safe itself by waiting a prescribed amount of time based upon tested bleed-down times in worst-case conditions that the munitions fusing system may be found in a dud-fired scenario. Documentation of these values shall be included in a Report of Test that describes the: overall test setup procedures, equipment used to monitor and measure electrical power, test objectives and test results.

A9.1.2.8. Designed Influence Sensitivity or Activation Levels: (Required for influence-actuated ordnance such as magnetic, acoustic or pressure activated mines. Also state arm time and/or revolutions/distance to arm).

A9.1.3. Functional Description and Operational Sequence: (Include the step-by-step sequence of events from the initial pre-arming action through arming and functioning. The functional sequence description should be supported by graphical illustrations with callouts depicting critical components described during the sequence of operation or functional description(s). Electrical block or circuit diagrams should include all electrically-initiated ordnance items and all power sources, firing capacitor switches and bleeder resistors. Computer graphics depicting cutaway illustrations, as appropriate, should show internal components).

A9.2. Inspection Procedures:

A9.2.1. Provide inspection procedures for inspecting item. If specific inspection criterions are required other than inspecting the outer container(s), they must be specifically stated.

A9.2.1.2. Warnings, Cautions and Notes. List warnings, cautions and notes which should draw special attention to handling the item (e.g. armed or hazardous condition indicators). Format headers as follows:

WARNING

(An operating or maintenance procedure, practice, condition, statement, etc., which if not strictly observed, could result in injury to or death of personnel.)

CAUTION

(An operating or maintenance procedure, practice, condition, statement, etc., which if not strictly observed, could result in damage to or destruction of equipment or loss of mission effectiveness.)

NOTE

(An essential operating or maintenance procedure, condition or statement, which must be emphasized.)

A9.2.3. Defects. (List any critical/major/minor defects that render the item unsafe or unserviceable such as corrosion, punctures, dents, leaks, arm indicators and safing devices.)

A9.2.3.1. Critical Defects. (A critical defect is one that is likely to result in hazardous or unsafe conditions for individuals using, transporting or maintaining munitions; a defect that is likely to cause the destruction of/or serious damage to the weapon or launcher under normal training or combat conditions.)

A9.2.3.2. Major Defects. (A major defect is a defect other than critical, that is likely to result in failure during use or which precludes or reduces materially, the usability of the item for its intended use.)

A9.2.3.3. Minor Defects. (A minor defect is a defect other than critical or major that is not likely to result in failure during use. It does not affect use or operation of the item, but should be corrected prior to issue.)

A9.2.3.4. Corrective Actions. (List any authorized actions to correct defects.)

A9.2.4. Periodic Inspection Interval and Percentage. (List periodic inspection (PI) time interval in months and percentage sample size (percentage of total quantity stored which must be inspected as part of the periodic inspection) for items to be maintained in storage. The item will otherwise be considered PI exempt.)

A9.2.5. Stability Testing Interval and Agency. (For bulk and exposed explosives/propellants, identify time frame in months to conduct stability testing and who will conduct the testing.)

A9.3. Packaging Data:

A9.3.1. Description of Packaging (A narrative description of how each item is packaged and secured. Include type, size and gross weight. {e.g. wood, cardboard, metal, etc.}.)

A9.3.1.1. Number of items per inner package.

A9.3.1.2. Number of inner packages per outer package.

A9.3.2. Required DOT Labels and Markings (Markings must comply with TO 11A-1-10, *Munitions Serviceability Procedures and 49 CFR*.)

A9.3.3. Provide container disposition instructions (reusable container, ship to destination or destroy when empty. If reusable, provide shipping information disposition, address and POC for receipt).

A9.3.4. Desiccation Requirements (e.g. how many units to install per container).

A9.3.5. Illustration of packing and shipping containers.

A9.4. Storage Criteria and Limitations:

A9.4.1. Shelf Life in Months. (The shelf life identifies how long from the date of manufacture an item in prescribed packaging and storage conditions can be considered serviceable. Shelf life should be based on scientific evidence as recommended by the manufacturer.

A9.4.2. Service Life in Months. (The Service Life is the length of time an item can remain installed in operating configuration or in actual usage. If service life is shorter than shelf life, clearly define what starts the service life [e.g. item removed from container; item placed in ready use configuration] and if the service life can be stopped [e.g. item placed back into original packaging configuration]. Unless otherwise specified, service life will be considered as starting on the date item is issued from the MSA. Expiration date for service life will be the last day of expiration month regardless of actual expiration date [service life date will not exceed shelf life date of an item].)

A9.4.3. Date of Manufacture (The DOM must also be marked on the item packaging.)

A9.4.4. Temperature limits. (Provide minimum and maximum exposure limits.)

A9.4.5. Humidity Requirements. (Identify how often in months the humidity of an item in storage must be checked.)

A9.4.6. Stacking Height. (Identify how many shipping containers may be stacked on top of each other. If stacking is forbidden, specify "One.")

A9.4.7. Requirement for special storage (e.g. classified, weather-sensitive, alarmed, etc.)

A9.5. Special Handling Criteria:

A9.5.1. Special handling procedures (include fragile areas to avoid and specify grounding points).

A9.5.2. Special equipment required for handling the item (e.g. conductive wrist straps).

A9.5.3. Drop heights from which items may be considered unserviceable:

A9.5.3.1. Drop height in the container

A9.5.3.2. Drop height out of the container

A9.5.4. Personal Protective Equipment (list any PPE required for normal handling and when the equipment is to be used [e.g. gloves for PCP-treated wooden boxes].)

A9.6. Special Tie-Down Procedures:

A9.6.1. For transportation on Eglin Main and the Eglin Reservation, Eglin personnel can use general tie-down procedures as outlined in T.O. 11-1-38, *Positioning and Tie-Down Procedures Nonnuclear Munitions*, for munitions items, provided the items remain in their original DOT shipping container.

A9.6.2. Transporting items out of their container will require the use of MHU-series munitions trailers; test managers must generate M-Series Work Cards in accordance with AACI 21-101, *Local Technical Order Writing Procedures.*

A9.7. Emergency Procedures:

A9.7.1. State any unique procedures that must be accomplished or taken into consideration in an emergency (e.g. fire, armed condition, etc.). If none, state so.

A9.7.2. Information on any known sensitivity of item to external energy (e.g. electromagnetic, heat, radiological, etc.) that could accidentally function item if it was damaged or disassembled.

A9.7.3. Emergency Protective Equipment (e.g. gas mask, self-contained breathing apparatus, etc.) for hazardous/toxic solids, liquids or gaseous materials likely to be encountered. If material safety data sheets (MSDS) are available, include a cross-reference in the TDM PACKAGE but place the MSDS files inside the Supporting Documents section of Livelink.

A9.7.4. Disassembly procedures. (If disassembly is possible, describe step-by-step the normal disassembly of the item required for EOD to separate the explosive and hazardous components from the item body. This would include installation of safing devices, protective devices, cable disconnections and tools required. Include computer graphics illustrations or drawings as appropriate to help illustrate difficult procedures. Include separate procedures for varying item configurations if possible/required.)

A9.8. Demilitarization Information:

A9.8.1. A live munitions item or an item containing batteries of any type would reflect a [G] code.

A9.8.2. An inert munitions item would reflect [B] code.

A9.9. Munition Security Classification: (Include Controlled Item Code [CIC] and CAC if assigned. For classified items, state the classification instead of saying, “classified.”)

A9.10. Unit Cost:

A9.10.1. List cost per component if multiple components are sent or packaged separately.

A9.11. Additional Information:

A9.11.1. List the original TDM PACKAGE requester's address, phone number, e-mail address, etc., for the munitions item.

A9.11.2. List the name, phone number and e-mail address for responsible Test Engineer/Program Manager from Eglin AFB. Include at least two local points of contact.

A9.11.3. Include any other pertinent information as applicable.

A9.11.4. Additional EOD data. If available, inclusion of the following useful data is optional but recommended.

A9.11.4.1. Fittings and Features (All fittings and features, which will differentiate the item from a similar item within a class or family of ordnance items. Features or fittings should be visible and obvious without touching or disassembling the item.)

A9.11.4.2. Thread specifications.

A9.11.4.3. Level II engineering drawings of the components with external views and internal cutaways

A9.11.4.4. Detailed Dimensions (cartridge case length, maximum diameter, minimum diameter, maximum thickness, minimum thickness, maximum total length, minimum total length, fuze maximum exposed length, fuze minimum exposed length, maximum height, minimum height, maximum width, minimum width).