

**BY ORDER OF THE COMMANDER
OF ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE
INSTRUCTIONS 21-101**



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Maintenance

PROCESS ORDERS

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This Robins Air Force Base Instruction (RAFBI) implements the process order (PO) provisions of Air Force Sustainment Center Manual (AFSCMAN) 21-102, *Depot Maintenance Management*. It establishes procedures and responsibilities for the preparation, control, monitoring, distribution, and deletion of Air Force Sustainment Center (AFSC) Form 561, *Process Order*. POs are locally developed technical data used at the Air Logistics Complexes. The intent must not be to develop and use a PO in lieu of official technical data that is available and can be used. If coordination of a PO creates a work stoppage, group engineering will notify the production supervisor/planner to initiate an AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*. POs may be developed when there is a unique requirement to describe specific applications, procedures, techniques, shop practices, and methods to complement approved technical data; to establish procedures for locally designed equipment, fixtures, templates, etc.; to establish procedures for equipment operation where commercial off-the-shelf manuals are not available or are inadequate; to combine requirements from multiple sources of technical data into one procedure from existing technical data; to establish alternative procedures to prevent production delays due to the configuration of the aircraft, missile, or commodity during depot maintenance (i.e., systems/components inoperable or disassembled for long periods of time). This instruction applies to the 78th Air Base Wing (78 ABW), Warner Robins Air Logistics Complex (WR-ALC), Technical Order Distribution Offices (TODO), Air Force Life Cycle Management Center (AFLCMC) Program Divisions, and 638th Supply Chain Management Group (638 SCMG). Report errors, suggest revisions, and recommend corrective actions regarding this publication to the office of primary responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for*

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SUMMARY OF CHANGES

The revision of RAFBI 21-101 was required to align WR-ALC PO regulatory guidance with recently revised AFSCMAN 21-102. AFMC Form 561 has been superseded and transferred to AFSC Form 561. AFSC/EN has identified the Process Order Development and Display System (PODDS) as the electronic system for ALC Process Order Management. Utilization of PODDS has created new/revised process order management procedures and responsibilities.

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Chapter 1

INTRODUCTION

1.1. Overview. POs are locally developed technical data as defined in AFSCMAN 21-102, Chapter 7, *Work Control Document (WCD) and Technical Data*. This instruction, in conjunction with AFSCMAN 21-102, Chapter 7, defines roles and responsibilities of affected organizations and provides detailed instructions for the management of POs throughout their life cycle.

1.1.1. POs shall not compromise form, fit, or function of an aircraft, missile, or commodity. (T-3).

1.2. Electronic Communication. The primary method of communication utilized throughout the PO development and review cycle is e-mail, utilizing PODDS. The use of the Common Access Card ensures the digital authentication of each applicable correspondent and enables encryption to protect controlled, unclassified information within the PO.

Chapter 2

SPECIFIC ROLES AND RESPONSIBILITIES

2.1. Overview. Various organizations are engaged during the coordination and implementation of POs. This chapter provides specific detail of each major participant's roles and responsibilities.

2.2. Initiator. The initiator is the individual recognizing a process, or part of a process, is required which is not specifically covered by authorized technical data and falls within the required guidelines of AFSCMAN 21-102, Chapter 7. PO initiators may be any stakeholders, such as process/facility group engineers, production personnel, planners, AFLCMC program divisions, 402d Maintenance Support Group (402 MXSG) equipment specialists, and 638 SCMG counterparts. The initiator completes part I of Robins Air Force Base (RAFB) Form 20, *Process Order Request*, and forwards it to the appropriate planner or equipment specialist. **(T-3)**.

2.3. Planner. The planner is the individual within maintenance responsible for determining the initial validity of the RAFB Form 20. See [paragraph 3.3](#) for details of the planner's review of new PO request. If a planner is the initiator, the planner will complete parts I and II of RAFB Form 20 and forward to the group engineer. **(T-3)**. The planner is a mandatory coordinator, by signature, on the AFSC Form 561. **(T-3)**. Upon notification of a new or revised PO, the planner shall ensure the PO number is identified on the required WCD and to the task/operation requiring the use of the PO. **(T-3)**. Upon notification that a PO is rescinded, the planner shall remove the PO number from all affected WCDs. **(T-3)**. Upon notification that coordination of a revised PO cannot be completed prior to the next review due date, the planner will initiate/coordinate an AFMC Form 202 to provide temporary technical data while the PO is updated. **(T-3)**.

2.4. Group Engineering Organization. The group engineering organization, if necessary, coordinates with other engineering entities (WR-ALC, AFLCMC program divisions, and 638 SCMG) and production planning team (PPT) or PM ESMXSG to lead in the determination of a proper resolution for a PO request. **(T-3)**. See [paragraph 3.4](#) for details about group engineering organization new PO request review.

2.4.1. Office of Primary Responsibility (OPR). The OPR is the group engineering organization tasked to establish/maintain the PO. The OPR will maintain a master file of all current POs approved by the organization. **(T-3)**. For historical purposes, the OPR maintains a copy of each completed RAFB Form 20 for current POs approved by the organization. **(T-3)**. PODDS records can be considered the master file. **(T-3)**.

2.4.2. Action Officer (AO). The AO is the primary process engineer assigned to write, review, coordinate, ensure performance of validation/verification (val/ver), and obtain approval of AFSC Form 561 utilizing PODDS. The applicable process engineering organization and the PPT shall determine PO requirements. **(T-3)**. See [Chapter 3](#) for details of AFSC Form 561 preparation, coordination, val/ver performance, approval, and distribution. The AO accomplishes the required reviews of POs; determines if a PO should be established, revised, or rescinded; and notifies the Electronic Technical Order Library (ETOL) point of contact (POC), TODO(s), and planner(s) of the outcome of the review. **(T-3)**. See [Chapter 4](#) for details of PO review procedures.

2.5. Engineering Authority. The engineering authority is the organization that is responsible for the configuration of the end item. The engineering authority is controlled by the chief engineer in a system program office. The engineering authority works jointly with group engineering to develop the scope and purpose of the PO, determine the OPR for the PO development, and determine if engineering authority coordination is required on the PO. This coordination may occur in conjunction with WR-ALC attempts to consolidate a process across product lines, or if the PO requires significant amounts of unavailable technical details. The engineering authority may restrict/forbid the use of the PO on any or all of the end items. As requested, the engineering authority will work jointly with the AO and planner to provide an AFMC Form 202 to allow val/ver performance in the production environment, as required. **(T-3)**. 402 MXSG engineering is responsible for industrial process equipment installation, maintenance, and modification. Tasks may be accomplished organically or via contract support.

2.6. Production Planning Team (PPT). The PPT's purpose is to further develop, plan, and refine workload requirements as they pertain to WCDs. The team is composed of a planner and the production supervisor or designee. When requested, the production controller/scheduler, quality assurance specialist, and appropriate group engineer will attend PPT meetings. **(T-3)**. The applicable process engineering organization and the PPT shall determine PO requirements. **(T-3)**.

2.6.1. **402MXSG Only.** The purpose of the PM ESMXSG is to develop, plan, and refine PM instructions for equipment and processes supporting production operations in WR-ALC. When required, the PM ESMXSG will confer with the scheduler, quality assurance specialist, and appropriate group engineer to assess the availability and correctness of new/existing operator and maintenance manual data if modifications to production equipment and processes being maintained are required. **(T-3)**.

2.7. Technical Order Distribution Office (TODO). The office responsible for providing PO numbers to the AO and/or OPR and posting the approved PO in the applicable technical order (TO) library. The TODO manages POs applicable to areas serviced, maintains a PO control log, manual and/or electronic (preferred), and maintains an inventory list at each file location away from the library. **(T-3)**. Details of TODO responsibilities are located in paragraphs **3.9.4** and **4.6**. At the AO's e-mail request, the organization's TODO assigns a PO number IAW **paragraph 3.5 (T-3)**.

2.8. Production. Production refers to the affected maintenance unit(s) requiring the PO. The production supervisor can initiate a RAFB Form 20. The squadron director or affected production supervisor is a mandatory coordinator, by signature, on the AFSC Form 561. **(T-3)**. The production mechanic/worker is a mandatory participant/signature in the val/ver of a new PO. **(T-3)**. When required for use by a WCD, the PO may be signed out of a TO library or established satellite or sub-library, or it can be printed from ETOL IAW the technical data extract policy in AFSCMAN 21-102, Chapter 7.

2.9. Quality. WR-ALC/QA will review and determine quality surveillance requirements, such as evaluations on maintenance tasks defined in the PO, if applicable. **(T-3)**. Quality assurance is a mandatory coordinator, by signature, on the AFSC Form 561. **(T-3)**. The appropriate WR-ALC Group Quality Office will coordinate on each PO. **(T-3)**. Through coordination, the quality office is made aware of new technical data (i.e., PO) and can determine quality surveillance requirements, if applicable. **(T-3)**. Quality assurance personnel are an optional participant/signature in the val/ver of a new PO.

2.10. Safety. WR-ALC Safety Office (WR-ALC/SE) signed coordination is mandatory on the AFSC Form 561. **(T-3)**. When applicable, WR-ALC/SE will select a POC to review and ensure all safety requirements are met. **(T-3)**. WR-ALC/SE personnel are an optional participant/signature in the val/ver of a new PO. WR-ALC/SE will coordinate with the 78 ABW Safety Office (78 ABW/SE) to ensure the applicable installation safety functions are reviewed from an installation perspective, as required. **(T-3)**. All weapons related coordination will be routed through the 78 ABW Weapons Safety Manager since he/she is the sole authority for weapons safety on RAFB. **(T-3)**.

2.11. Bioenvironmental Engineering. The 78th Operational Medical Readiness Squadron (78 MDG/OMRS) reviews POs to ensure compliance with applicable occupational health/industrial hygiene requirements and coordinates, by signature, on the AFSC Form 561, as required. **(T-3)**.

2.12. Environmental Management. The 78th Civil Engineer Group Environmental Management Branch (78 CEG/CEIE) reviews POs to ensure compliance with applicable environmental regulations and coordinates, by signature, on the AFSC Form 561, as required. **(T-3)**.

2.13. Fire Department. The 778th Civil Engineering Squadron Fire Emergency Services (Fire Department) (778 CES/CEXF) POC reviews POs to ensure compliance with applicable fire safety regulations and coordinates, by signature, on the AFSC Form 561, as required. **(T-3)**.

2.14. PO Repository Point of Contact (ETOL POC). The ETOL POC maintains the PO repository residing in ETOL. **(T-3)**. This repository provides a single point of mechanic/technician access to all POs used at WR-ALC. The ETOL POC e-mail address is wralc.porpoc@us.af.mil. Upon receipt of an approved/coordinated new or revised PO, the ETOL POC will input the PO into the repository and associated metadata will be created/updated. **(T-3)**. Upon receipt of PO review results from the AO, the ETOL POC will input the revised PO into the repository and update the metadata, as necessary. **(T-3)**. Upon receipt of notification from the AO that a PO has been rescinded, the ETOL POC will remove the PO from the repository in ETOL. **(T-3)**. The ETOL POC will notify the AO, via e-mail, upon completion of requested repository actions. **(T-3)**. ETOL will automatically generate an e-mail notification to the AO and owning organization's workflow, that are identified in ETOL metadata, for review request of POs with impending 2-year review dates or POs that may have been affected by recent changes to referenced TO(s). **(T-3)**. Upon receipt of notification from the review, e-mail recipient, and/or the owning organization workflow that the AO/OPR is not current, the ETOL POC will update the PO metadata in the repository and resend the review request to the applicable AO/OPR. **(T-3)**.

2.15. Approving Authority. The Group Engineering Chief, or a first level supervisor in the Group Engineering Chief's organization, will be the release authority on all POs prior to distribution to ensure all aspects of technical data have been met. **(T-3)**. PO approval/release will be documented by approving authority signature of block 13 on AFSC Form 561.

Chapter 3

NEW PO DEVELOPMENT

3.1. Overview. This chapter describes the procedures to be used in development of a new PO. [Attachment 2](#) depicts the process flow for creating a new PO. Specific steps for the creation of a new AFSC Form 561 are listed below:

3.2. Initial PO Need Identification. An individual performing, planning, or engineering either a repair or manufacturing function can identify that a PO is needed and falls within the guidelines of AFSCMAN 21-102, Chapter 7. Once the need is identified, any stakeholder (such as group engineers, production personnel, planners, PM ESMXSG equipment specialists, AFLCMC program divisions, or 638 SCMG counterparts) may initiate a RAFB Form 20.

3.2.1. The initiator completes part I of the RAFB Form 20 and forwards to the appropriate planning office for review/coordination, via e-mail. **(T-3)**. Any RAFB Form 20 that is initiated by an engineer will be forwarded to the appropriate planning office for review/coordination, via e-mail. **(T-3)**.

3.3. Planner New PO Request Review. The planner reviews the request for validity. **(T-3)**.

3.3.1. Initial Valid PO Request Determination. The PO request will be considered valid if authorized technical data is not available to support the maintenance process, no other authorization exists that precludes the need for a PO, and existing technical data structure restricts the establishment of identified efficient work sequences. If the request is deemed valid, the planner will complete part II of RAFB Form 20, sign, and forward, via e-mail, to the appropriate group engineering organization for review. **(T-3)**.

3.3.1.1. If the engineer returns the RAFB Form 20 to the planner with valid technical data identified, the planner will return RAFB Form 20 to the initiator, via e-mail, as disapproved. **(T-3)**. The planner then annotates affected WCD(s) (or PM instruction/work order for 402 MXSG) with the authorized technical data, as appropriate. **(T-3)**.

3.3.1.2. If the engineer returns the RAFB Form 20 to the planner with a suggested alternate resolution, the planner will coordinate with the appropriate engineering authority to make a determination on the suggested resolution. **(T-3)**.

3.3.2. Invalid Request Determination. If the PO request is not valid, the planner will annotate reasons for disapproval in part II on RAFB Form 20, and sign and return it, via e-mail, to the initiator. **(T-3)**.

3.4. Group Engineering Organization New PO Request Review. The group engineering organization receives the RAFB Form 20 from the planner. The group engineering organization, coordinating with other engineering entities (WR-ALC, AFLCMC program divisions, 638 SCMG, etc.) and the PPT or PM ESMXSG, as needed, reviews the request to make a determination of a proper resolution. **(T-3)**. Often, the final resolution requires a coordinated decision by all involved parties and is not unilaterally made by the group engineering organization. However, the group engineering organization is the lead in facilitating this coordination/decision-making process and ensuring the correct resolution is reached, including selection of the proper engineering OPR/AO. PO requests that are initiated at locations other than WR-ALC will generally have a non-WR-ALC assigned OPR. New PO request review determinations are as follows:

3.4.1. Valid Existing Technical Data Determination. If it is determined during the review that valid technical data or authorization currently exists that is organized to support an efficient maintenance process, the group engineering designee/AO documents this information in part III of the RAFB Form 20 and returns the signed form to the planner, via e-mail, with no further action required by the group engineering organization. **(T-3)**.

3.4.2. Alternate Resolution Determination. If it is determined during the review that an Air Force Technical Order (AFTO) Form 22, *Technical Manual (TM) Change Recommendation and Reply*, or an AFMC Form 3925, *Engineering Order (EO)*, is better suited to resolving the request, the group engineering designee/AO documents the suggested alternate resolution and the appropriate engineering authority organization in part III of the RAFB Form 20 and forwards the signed form to the appropriate engineering authority organization and the planner. **(T-3)**. In this case, the OPR may be a non-WR-ALC organization.

3.4.3. New PO Determination. If it is determined during the review that a PO is the appropriate resolution, the group engineering organization, in coordination with the appropriate engineering authority(s), develops the scope and purpose of the PO. **(T-3)**. The scope should accurately identify applicability of the PO. Based on the scope and purpose of the PO, the engineering authority will determine if his/her coordination is required on the PO. **(T-3)**. Based on the scope and purpose of the PO, the group engineering organization, coordinating with other engineering entities, will determine the OPR and AO for the PO. **(T-3)**. The group engineering designee documents the resolution in part III of the RAFB Form 20, including scope and requirements of the PO, and forwards the signed form to the OPR/AO and planner. **(T-3)**.

3.5. PO Number Structure and Issuance. The organizational TODO will issue the PO number to the AO, as requested. **(T-3)**. In order to ensure a Complex-wide standard, all PO numbers assigned after the publication date of this instruction will conform to the following format structure:

3.5.1. Group (e.g., CMXG) - Calendar Year (e.g., 16) - Julian Date (e.g., 254) - Daily Sequence Number (e.g., 1, 2; or 01, 02; or 001, 002).

3.5.2. Examples: CMXG-16-254-1, CMXG-16-254-01, CMXG-16-254-001.

3.6. Writing the Draft PO. The AO requests a PO number from the TODO. **(T-3)**. The AO will review the required scope and requirements of the PO. **(T-3)**. The scope should accurately identify applicability of the PO. The AO may request technical assistance from other organizations to gather any information required to ensure all requirements of the PO are identified. Prior to starting the draft, the AO will review the PO Checklist (**Attachment 4**) that each coordinating office will use during coordination. **(T-3)**. The upfront use of this checklist, by the AO, will help expedite the coordination process by assuring individual requirements are addressed in the first draft. POs shall be prepared IAW direction given in AFSCMAN 21-102, Chapter 7. **(T-3)**. After the scope and purpose have been determined, the AO will write the PO draft. **(T-3)**.

3.6.1. All new POs (AFSC Form 561) shall be prepared and managed utilizing PODDS. POs will be controlled as technical data in production areas. **(T-3)**.

3.6.1.1. POs in PODDS may contain electronic pictures, diagrams, tables or other forms of media that help explain correct processing methods. Any media used in PODDS shall be controlled as technical data.

3.6.1.2. Upon completion of the draft PO blocks # 1-8 will be completed on all AFSC Form 561 pages. (T-3). Blocks # 9 and 10 will be completed as applicable. (T-3). The AFSC Form 561 is not automatically rescinded in 2 years. It is reviewed every 2 years for continued currency.

3.6.1.3. The use of verbatim technical data information on the PO should be held to an absolute minimum. If the PO contains verbatim technical data, the technical data number, basic date, change date and change number, and specific paragraph and/or page number shall be identified on the first page of the AFSC Form 561 in block 11, *Instructions*, under the heading “Technical Data Reference,” and block 8, *Referenced Publications*, shall state “See technical data reference in block 11.” (T-3).

3.6.1.4. If AFSC Form 561 guidance deviates from source technical data, the technical data deviation shall be referenced. (T-3). Example: “1C-5A-3 Figure 2-87 calls for using STM30-101 adhesive for bonding the doublers to the wing tip. Use STM30-102 Type I class I (AF163, EA9628, or EA9696) in lieu of STM30-101.”

3.6.1.5. PO Scientific and Technical Information Markings. POs shall contain a distribution statement, export control warning, and destruction notice. (T-3).

3.6.1.5.1. If the PO is associated with a TO, the PO distribution statement will be equal in stringency to the associated TO. (T-3). If the PO is associated to more than one TO, the most stringent TO distribution statement will be used on the PO. (T-3). If the PO is not associated with a TO or other document incorporating a distribution statement, the developing engineering organization will assign the appropriate distribution statement (refer to Department of the Air Force (DAFI) 61-201, *Management of Scientific and Technical Information (STINFO)*, and TO 00-5-1, *AF Technical Order System*, to determine and assign the applicable distribution statement). (T-3).

3.6.2. The applicable process engineering organization will ensure the PO contains the required “Warning, Cautions, and Notes.” (T-3).

3.7. Validation/Verification (val/ver) of Draft PO. Prior to PO formal implementation and distribution, the applicable engineering organization will schedule a formal PO val/ver. (T-3). The AO will arrange a val/ver of the draft PO in the production environment to ensure scope accuracy. (T-3).

3.7.1. If the draft PO guidance deviates from source technical data (Example: “1C-5A-3 Figure 2-87 calls for using STM30-101 adhesive for bonding the doublers to the wing tip. Use STM30-102 Type I Class I (AF163, EA9628, or EA9696) in lieu of STM30-101.”), the AO will coordinate with the engineering authority and planner to provide an AFMC Form 202 for val/ver authorization in the production area. (T-3).

3.7.2. The val/ver will be performed by production and requires 100-percent hands-on performance of all procedural (operational, maintenance, calibration, equipment set-up, etc.) tasks contained within the PO. (T-3).

3.7.2.1. Mandatory val/ver participants during all of production’s hands-on performance are the production mechanic/worker and the AO. (T-3).

3.7.2.2. Optional, but recommended, participants to evaluate the hands-on val/ver performance are quality assurance personnel, safety personnel, and the planner(s).

3.7.3. Draft PO Review and Val-Ver Scheduling. Prior to the val/ver, the AO will forward, via e-mail, the draft PO to all participants for pre-val/ver review. **(T-3)**.

3.7.3.1. The intent of the pre-val/ver review is to identify any suggested draft PO revisions prior to val/ver performance. To allow AO evaluation, participants will notify the AO of any suggested revisions to the draft PO scope, prior to the val/ver. **(T-3)**.

3.7.3.2. Each optional participant will determine his/her need to attend all, or portions (for extensive time POs), of the val/ver. Each optional participant will notify the AO of his/her intent to participate. **(T-3)**. The AO will notify participants of the val/ver schedule and be responsible for alerting participants if/when the schedule changes. **(T-3)**.

3.7.3.3. Following initial val/ver (and any subsequent val/ver's), AO will edit draft PO, as needed, with identified needed changes **(T-3)**. AO will determine if identified changes from initial val/ver substantially changed process scope to require subsequent val/ver(s) **(T-3)**.

3.7.4. Documentation of the PO val/ver will be included with the PO in PODDS. The PO val/ver is signed manually and uploaded into PODDS. Once complete, the AO types the participants' names into the appropriate table in PODDS.

3.8. Final PO Coordination/Signature.

3.8.1. Following val/ver completion of the draft PO, the AO will obtain and document coordination of the PO, utilizing PODDS. **(T-3)**. The AO will obtain all coordinating office signatures. **(T-3)**. All coordinating signees must have the authority to sign for their respective offices. **(T-3)**. Documentation of the coordination will be included in the coordination section of the AFSC Form 561. **(T-3)**. Electronic signatures are acceptable. Dates included within electronic signatures are acceptable.

3.8.2. The five mandatory coordinating offices for WR-ALC POs are:

3.8.2.1. Production Supervision.

3.8.2.2. Planning.

3.8.2.3. Quality Assurance.

3.8.2.4. Safety (WR-ALC/SE mandatory; 78 ABW/SE, as required).

3.8.2.5. AO (Action Officer).

3.8.3. Depending on the subject and scope of the PO, 78 MDG/OMRS, 78 CEG/CEIE, 778 CES/CEXF, engineering authority, and other organizations may be required to coordinate and sign the AFSC Form 561. **(T-3)**. Review [Attachment 4](#) to determine if 78 MDG/OMRS, 78 CEG/CEIE, 778 CES/CEXF are required to coordinate the PO.

3.8.4. The AO will ensure block 12, *Initiator's Signature*, is complete. **(T-3)**. Electronic signatures are acceptable. Dates included within electronic signatures are acceptable.

3.8.4.1. In PODDS, block 12 *Initiator's Signature* information is system generated with the identity of the person inputting initial PO draft. This person may be the AO or person designated by the organization (e.g. Technical Writer, Administrative).

3.8.5. After all coordinating offices have signed the PO, utilizing PODDS, the AO will obtain the approving authority's signature in block 13, *Approval Signature*. (T-3). Electronic signatures are acceptable. Dates included within electronic signatures are acceptable. The approving authority will be the release authority on all POs prior to distribution to ensure all aspects of technical data have been met. (T-3)

3.8.5.1. . After completion of block 13 coordination, PODDS will generate a block 6, *Date Effective*, on all pages of the AFSC Form 561.

3.9. PO Distribution and Records Requirements.

3.9.1. AO Distribution Requirements. After the PO has been signed and the date effective annotated, the AO will forward a portable document format (PDF) file version, via e-mail, of the approved PO to the ETOL POC (wralc.porpoc@us.af.mil) and courtesy copy (cc) the applicable TODO, and planner/planning office. (T-3).

3.9.1.1. AO will ensure all PODDS generated watermarks, document expiration dates, and print header info are removed from downloaded WORD version of the approved PO prior to converting to a PDF version that is submitted to the ETOL POC. (T-3).

3.9.2. OPR Records Requirements. The OPR maintains a master copy of all current POs approved by the organization. (T-3). The OPR also maintains a copy of each completed RAFB Form 20 for historical purposes. (T-3). Records will be maintained within PODDS. (T-3).

3.9.3. ETOL POC Distribution and Records Requirements. The ETOL POC will input the approved and coordinated AFSC Form 561 into the PO repository and create/update the metadata. (T-3). The ETOL POC will notify, via e-mail, the AO, TODO, and planner/planning office, upon upload of the PO into the repository. (T-3).

3.9.4. TODO Distribution and Records Requirements. Upon receipt of notification that a new/revised PO has been uploaded in ETOL, the TODO will update the PO log and applicable inventory list(s), make the PO available to maintenance and destroy any previous versions. (T-3). Upon receipt of notification from the AO that a PO has been reviewed, the TODO shall update the PO log and applicable inventory list(s). (T-3).

3.9.4.1. PO Control Log. The following data elements are minimum entries required on the TODO's PO control log: *Title*, *PO Number*, *Action Officer Name/Organization*, *Date Effective*, *Last Review Date*, *Next Review Date*, *TO Number(s) Affected* (for 402 MXSG operator and maintenance manuals, if applicable), *File Location(s)*, and *Number of Copies*. The TODO's PO control log element attributes are as follows:

3.9.4.1.1. The *Title* is the same as block 2, *Title*, of the AFSC Form 561.

3.9.4.1.2. The *PO Number* is the same as block 3 of the AFSC Form 561.

3.9.4.1.3. The *Action Officer Name/Organization* is the same as the Primary Process Engineer listed in the coordination signatures in blocks 12 and 13 of the AFSC Form 561 (unless notification of an AO change is received).

3.9.4.1.4. The *Date Effective* is the block 6 date of the AFSC Form 561.

3.9.4.1.5. The *Last Review Date* is the block 6 date of the AFSC Form 561 for new POs or the "as of" date listed in the AO's "review notification e-mail" for reviewed POs (this is also the "Last Review Date" listed in the ETOL metadata).

3.9.4.1.6. The *Next Review Date* is 2 years from the date in block 6 of the AFSC Form 561 for new POs or is the “next review date” listed in the AO’s “review notification e-mail” (not to exceed 2 years from the last review date) for reviewed POs (this is also the “Next Review Date” listed in the ETOL metadata).

3.9.4.1.7. *TO Number(s) Affected, File Location(s), and Number of Copies* are self-explanatory.

3.9.5. **Planner Distribution and Records Requirements.** The planner, upon receipt of notification that a new PO has been established, shall ensure the PO number is identified on the required WCD(s) (or PM instruction/work order for 402 MXSG). **(T-3)**.

Chapter 4

PO REVIEWS (PERIODIC AND EVENT-DRIVEN)

4.1. Overview. PO reviews are accomplished by the assigned AO or by a designated group engineer in the same organization. **(T-3)**. **Attachment 3** shows the flow process for PO reviews.

4.2. PO Review Requirements. Reviews of existing POs are required on both a periodic and event-driven basis. **(T-3)**.

4.2.1. Periodic Review. All POs shall be reviewed for currency at a minimum of every 2 years. **(T-3)**. During a standard 2-year review, each referenced technical document (e.g., TO, blueprint, operating instruction, etc.) must be revalidated to ensure continued currency as it applies to the PO. **(T-3)**.

4.2.1.1. All previously developed POs currently in sustainment that are not in PODDS shall be transitioned into PODDS at the time of the required standard 2-year review.

4.2.1.2. All previously developed POs currently in sustainment that were in existence prior to creation of RAFBI 21-101 val/ver requirement, remain exempt to a val/ver during PODDS transitioning, unless major changes to primary procedures or addition/deletion of procedures have been identified.

4.2.2. Event-Driven Review. Some examples of event-driven PO reviews are as follows:

4.2.2.1. Change to referenced technical data (for 402 MXSG operator/maintenance manual).

4.2.2.1.1. If a PO contains verbatim technical data information, the PO will be reviewed each time the subject technical data is changed for currency. **(T-3)**.

4.2.2.1.2. POs containing technical data (i.e., torque values, dimensions, tolerances, specifications) shall be monitored to ensure that when technical data changes are made, the applicable PO is reviewed and updated. **(T-3)**.

4.2.2.1.3. Changes to POs shall be accomplished within 15 working days after formal posting of a technical data change. **(T-3)**.

4.2.2.2. Change to the PO scope.

4.3. AO Notification of Required PO Review.

4.3.1. ETOL Notifications. ETOL will automatically generate an e-mail notification to the AO and owning organization's workflow, that are identified in ETOL metadata, for review request of POs with impending 2-year review dates or POs that may have been affected by recent changes to referenced TO(s).

4.3.1.1. An ETOL review request notification will be e-mailed within 1 day following the loading of a revised associated TO. **(T-3)**.

4.3.1.2. The ETOL review request notifications for scheduled required 2-year reviews will be e-mailed at intervals of 90, 60, 30, 14, and 7 days prior to the scheduled review date. **(T-3)**.

4.3.1.3. If the ETOL notification e-mail recipient is not the current AO, the e-mail recipient and/or the owning organization workflow will notify the ETOL POC of the current AO/OPR for the PO. **(T-3)**. The ETOL POC will update the PO metadata in the repository and resend the review request to the applicable AO. **(T-3)**.

4.3.2. PODDS Notifications. PODDS sends notification of a required 2-year review, to the AO and Planner, 90, 60 and 30 days prior to PO expiration in PODDS.

4.3.3. **402 MXSG Only**. The PM ESMXSG will notify the AO of a revision to an operator/maintenance manual associated to a PO to allow a PO review, if required. **(T-3)**.

4.4. AO General PO Review Procedures. The AO will review the PO and supporting technical data to ensure it is current and applicable. **(T-3)**. The distribution statement, export control warning, and destruction notice shall be reviewed for currency. **(T-3)**. The AO can request technical assistance from all organizations necessary to gather any information required to ensure the PO scope is current and applicable or, if necessary, to rewrite the PO. The AO works closely with the PPT during this process.

4.4.1. Upon completion of the PO review, the AO will enact one of the following PO review determinations:

4.4.1.1. PO Rescind Determination. **(T-3)**.

4.4.1.2. PO Valid with No Changes Determination. **(T-3)**.

4.4.1.3. PO Valid with Technical Data Date and Version Change Determination. **(T-3)**.

4.4.1.4. PO Scope Change Determination. **(T-3)**.

4.4.2. PO Rescind Determination. If the PO is determined to be no longer required, the AO will coordinate this decision with the PPT/PM ESMXSG and provide e-mail notification to the ETOL POC, TODO(s), and planner(s) of the decision to rescind the PO, including the reason for the rescission. **(T-3)**. Documentation of PO rescission will be accomplished in PODDS. **(T-3)**.

4.4.3. PO Valid with No Changes Determination. If the PO is determined to be valid/current with no changes required, the AO will: **(T-3)**.

4.4.3.1. Coordinate reviewed PO through applicable PODDS workflow. **(T-3)**.

4.4.3.2. Obtain the approving authority's updated signature in block 13, *Approval Signature*, of the AFSC Form 561. **(T-3)**. Electronic signatures are acceptable. Dates included within electronic signatures are acceptable.

4.4.3.3. After the PO has been signed and the date effective annotated, forward a PDF file version, via e-mail, of the revised PO to the ETOL POC (wralc.porpoc@us.af.mil) and courtesy copy (cc) the applicable TODO, and planner/planning office. **(T-3)**.

4.4.3.3.1. Ensure all PODDS generated watermarks, document expiration dates, and print header info are removed from downloaded WORD version of the approved PO prior to converting to a PDF version that is submitted to the ETOL POC. **(T-3)**.

4.4.4. PO Valid with Technical Data Date and Version Change Determination (POs with verbatim technical data references only). The AO shall update POs to reflect the latest technical data change dates, change numbers, and specific paragraphs and/or page numbers, even if there were no changes affecting the procedures contained on the PO. **(T-3)**. If the PO scope has not been affected by latest technical data change. The AO will:

4.4.4.1. Coordinate reviewed PO through applicable PODDS workflow. **(T-3)**.

4.4.4.2. Obtain the approving authority's updated signature in block 13, *Approval Signature*, of the AFSC Form 561. **(T-3)**. Electronic signatures are acceptable. Dates included within electronic signatures are acceptable.

4.4.4.3. After the PO has been signed and the date effective annotated, forward a PDF file version, via e-mail, of the revised PO to the ETOL POC (wralc.porpoc@us.af.mil) and courtesy copy (cc) the applicable TODO, and planner/planning office. **(T-3)**.

4.4.4.3.1. Ensure all PODDS generated watermarks, document expiration dates, and print header info are removed from downloaded WORD version of the approved PO prior to converting to a PDF version that is submitted to the ETOL POC. **(T-3)**.

4.4.5. PO Scope Change Determination. If an existing PO requires revision beyond updating of technical data references, the requirements of AFSCMAN 21-102, Chapter 7, apply. The AO will:

4.4.5.1. Coordinate with production personnel to determine if the needed PO revision has caused drastic change to procedure steps, requiring a new val/ver to be performed/documented. **(T-3)**.

4.4.5.1.1. Perform new val/ver (if determined to be needed). **(T-3)**.

4.4.5.2. Coordinate revised PO through applicable PODDS workflow. **(T-3)**.

4.4.5.3. Obtain the approving authority's updated signature in block 13, *Approval Signature*, of the AFSC Form 561. **(T-3)**. Electronic signatures are acceptable. Dates included within electronic signatures are acceptable.

4.4.5.4. After the PO has been signed and the date effective annotated, forward a PDF file version, via e-mail, of the revised PO to the ETOL POC (wralc.porpoc@us.af.mil) and courtesy copy (cc) the applicable TODO, and planner/planning office. **(T-3)**.

4.4.5.4.1. Ensure all PODDS generated watermarks, document expiration dates, and print header info are removed from downloaded WORD version of the approved PO prior to converting to a PDF version that is submitted to the ETOL POC. **(T-3)**.

4.4.5.5. If a technical data change results in a revision to the PO, the following statement or equivalent shall be entered at the top of block 11 of the page 1 AFSC Form 561: "**Note:** Process Order Updated Due to a Technical Data Change." **(T-3)**.

4.4.5.6. If coordination of the revised PO cannot be completed prior to the next review due date, the AO will notify the planner of the upcoming PO expiration to allow the planner to initiate an AFMC Form 202. **(T-3)**. The approved AFMC Form 202 will supply temporary technical data while the PO is updated.

4.4.5.7. A revision designator will be systematically generated on all pages of the AFSC Form 561 by PODDS for any PO revised and subsequently published. **(T-3)**. The revision designator is listed as a numbered version (e.g. “v2.0”) at the end of block 3, *P.O. Number*, of the AFSC Form 561.

4.5. ETOL POC Actions Upon Receiving Results of PO Review.

4.5.1. The ETOL POC will input the reviewed PO into the repository and/or update the repository metadata, as needed, upon receipt of an approved and coordinated AFSC Form 561. **(T-3)**.

4.5.2. Upon receipt of notification from the AO that a PO has been rescinded, the ETOL POC will remove the PO from the repository. **(T-3)**.

4.5.3. The ETOL POC will notify the AO, TODO, and planner/planning office, via e-mail, upon completion of required repository actions. **(T-3)**.

4.6. TODO Actions Upon Receiving Notification of PO Review.

4.6.1. Upon receipt of notification of a revised PO, the TODO will make the PO available to production within 5 business days. **(T-3)**.

4.6.2. The TODO will replace filed copies of controlled POs with the applicable revised copies and destroy the previous version accordingly. **(T-3)**.

4.6.3. Within 5 business days of receipt of notification that a PO has been rescinded, the TODO will recall and destroy all copies of the affected PO and remove the PO from the PO control log and inventory list at each file location away from the library. **(T-3)**.

4.7. Planner Actions Upon Receiving Notification of PO Rescission. The planner, upon receipt of notification that a PO has been rescinded, will remove the PO number from all affected WCD(s) (or PM instructions/work orders for 402 MXSG). **(T-3)**.

BRIAN R. MOORE, Colonel, USAF
Commander

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

AFSCMAN21-102, *Depot Maintenance Management*, 11 September 2020

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

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

TO 00-5-1, *AF Technical Order System*, 15 February 2019

Prescribed Forms

ROBNSAFB Form 20, *Process Order Request*

Adopted Forms

AFSC Form 561, *Process Order*

AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*

AF Form 847, *Recommendation for Change of Publication*

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

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

AFMC Form 3925, *Engineering Order*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Materiel Command

AFSC—Air Force Sustainment Center

AFSCMAN—Air Force Sustainment Center Manual

AFTO—Air Force Technical Order

AO—Action Officer, assigned engineer

cc—Courtesy Copy

DAFI—Department of the Air Force

EM—Environmental Management

e—mail—Electronic Mail

EO—Engineering Order

ESMXSG—Equipment Specialist Maintenance Support Group

ETOL—Electronic Technical Order Library

FD—Fire Department

FS—Flight Safety

IAP—Initial Accumulation Point

IAW—In Accordance With

OH—Bioenvironmental Engineering

OPR—Office of Primary Responsibility

OS—Occupational Safety (formerly referred to as Ground Safety)

PDF—Portable Document Format

PM—Periodic Maintenance

PO—Process Order

POC—Point Of Contact

PODDS—Process Order Development and Display System

PPE—Personal Protective Equipment

PPT—Production Planning Team

RAFB—Robins Air Force Base

RAFBI—Robins Air Force Base Instruction

T-3—Tier 3 Waiver Approval Authority Level

TM—Technical Manual

TO—Technical Order

TODO—Technical Order Distribution Office

WCD—Work Control Document (for MXSG -- ‘work order’)

WR-ALC—Warner Robins Air Logistics Complex

WR-ALC/OBWC—Warner Robins Air Logistics Complex Workload – Analysis Section Supportability Element

WR-ALC/SE—Warner Robins Air Logistics Complex Safety Office

WS—Weapon Safety

78ABW—78th Air Base Wing

78ABW/SE—78th Air Base Wing Safety Office

78CEG/CEIE—78th Civil Engineer Group Environmental Management Branch

78MDG/OMRS—78th Operational Medical Readiness Squadron

402MXSG—402d Maintenance Support Group

638SCMG—638th Supply Chain Management Group

778CES/CEXF—778th Civil Engineering Squadron Fire Emergency Services (Fire Department)

Terms

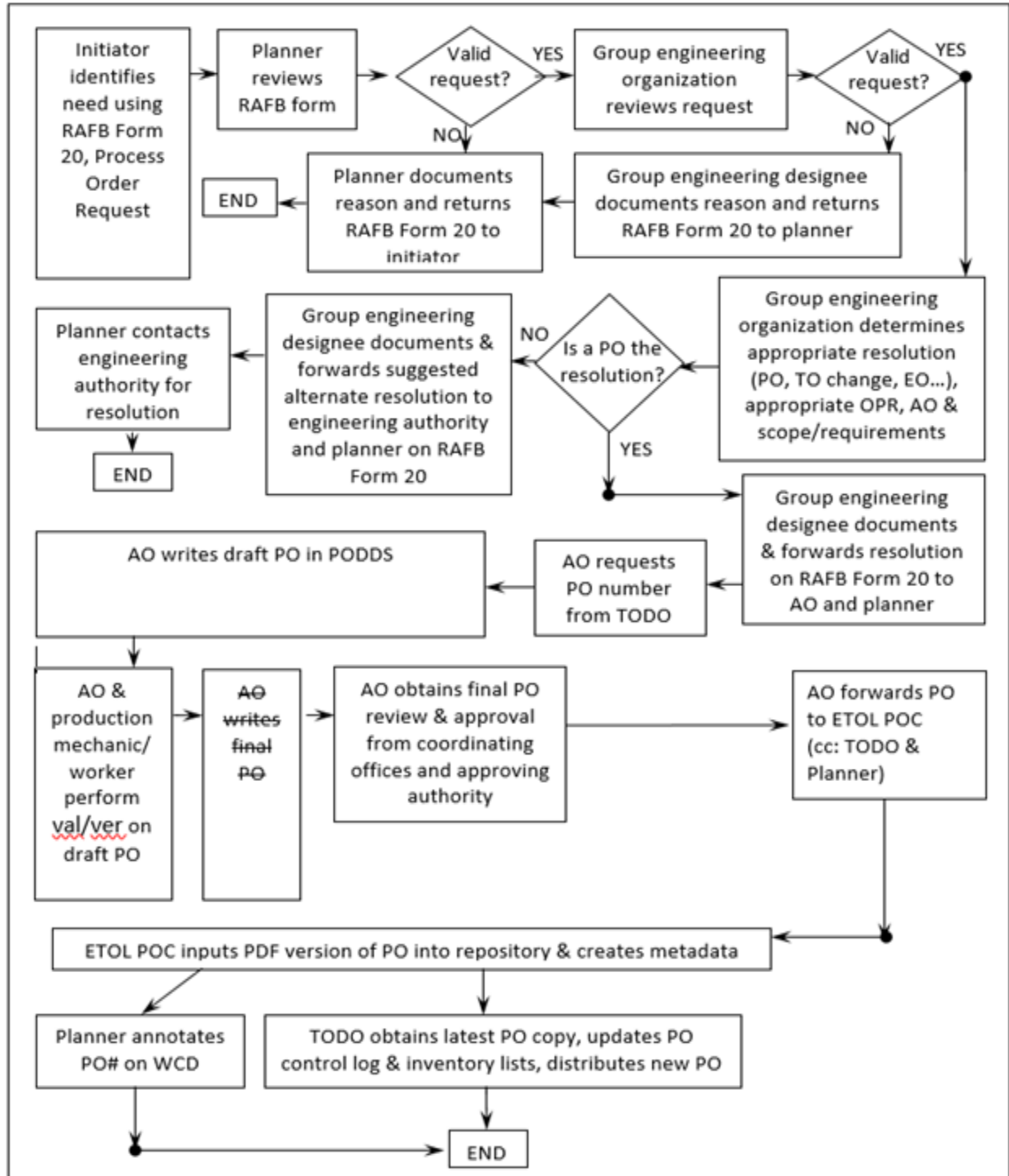
Metadata—Entries showing descriptive and management data for saved files.

val/ver—validation/verification

Attachment 2

PO DEVELOPMENT FLOW CHART

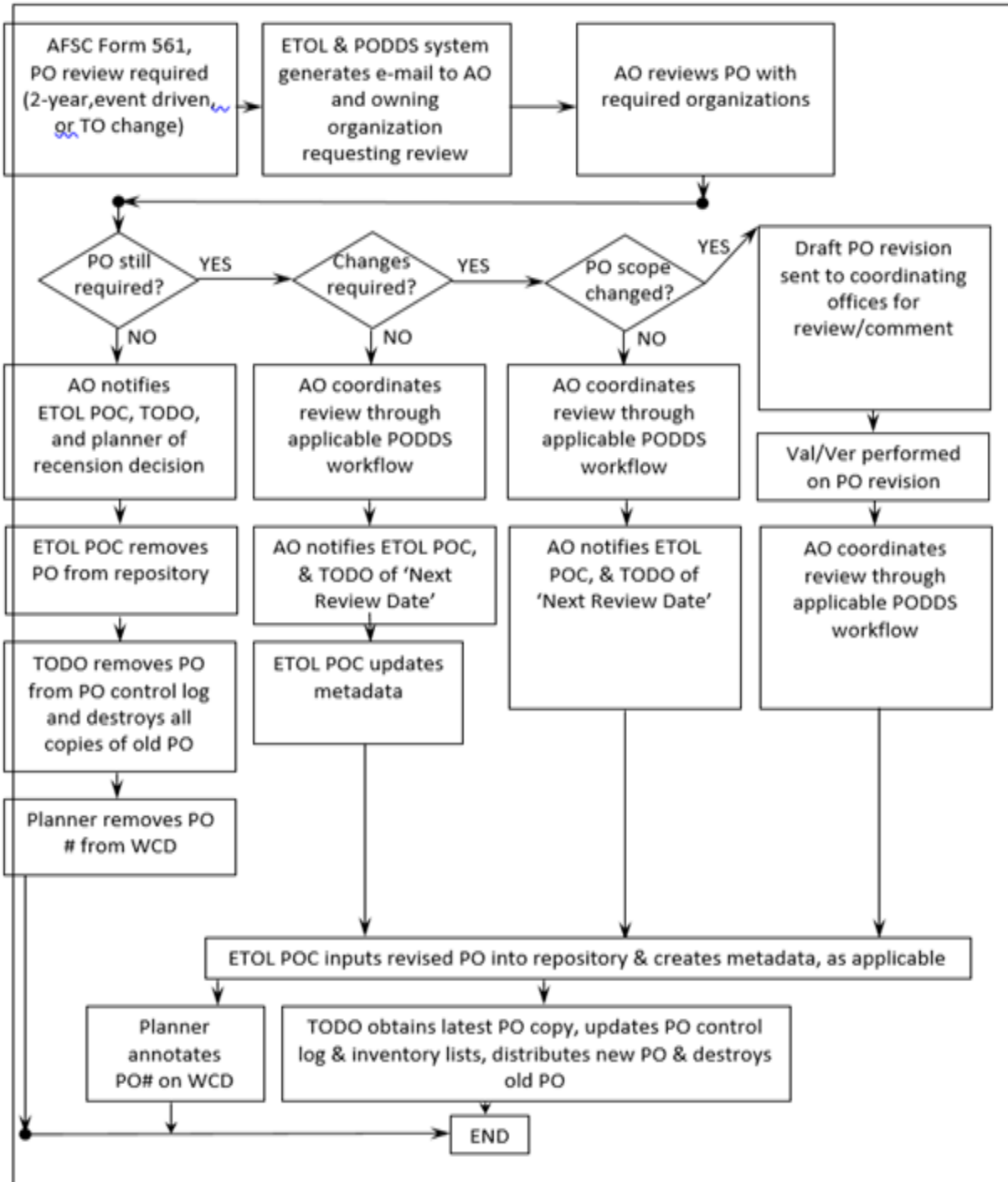
Figure A2.1. PO Development Flow Chart.



Attachment 3

PO REVIEW FLOW CHART

Figure A3.1. PO Review Flow Chart.



Attachment 4

PO REVIEW FLOW CHART

Figure A4.1. PO Review Flow Chart.

Note: In order to assist the AO in determining which coordinating office should be consulted, the following abbreviations are notated at the end of each checklist question.

Flight Safety (FS)

Occupational Safety (OS) (formerly referred to as Ground Safety)

Weapon Safety (WS)

Environmental Management (EM)

Bioenvironmental Engineering (OH)

Fire Department (FD) (778 CES/CEXF, Fire Emergency Services)

A4.1. Is the requested process for an aircraft functional test area? (FS)

A4.2. Will the new process degrade any warning, egress, or life support system? (FS)

A4.3. Will the new process change the operating limits, tolerances, or performance of the weapon system/shop equipment configuration? (FS) (WS) (OS)

A4.4. Will the new process change maintenance or aircrew procedures? (FS)

A4.5. Will the new process change the configuration of the aircraft? (FS)

A4.6. Was the request for the PO generated by degradation in material, system, etc., that could be indicative of a fleet or production equipment line problem? (FS) (OS)

A4.7. Will the new process result in a “repair” that cannot be verified on the ground? (FS)

A4.8. Will the new process require that time change items be waived? (FS)

A4.9. Will the new process increase the potential for electrical hazards/arcing or overload protection? (FS)

A4.10. Will the new process involve electrical installation/removal that could expose personnel to an electrical hazard? (FS)

A4.11. Will the new process result in a temporary repair of panel damage/delaminations? (FS)

A4.12. Is the new process generated by discrepancies involving auto flight controls or stability augmentation systems? (FS)

A4.13. Is the new process generated as the result of inspections or time compliance TO being waived or extended? (FS)

A4.14. Will the new process require in-flight engineering analysis or data collection? (FS)

- A4.15.** Does the new process require the use of any material handling equipment (e.g., mobile crane, tug, maintenance stand, or equipment dolly) that is not covered by technical data? (OS)
- A4.16.** Does the new process affect existing equipment warnings or cautions? (OS) (OH)
- A4.17.** Does the new process require the use of an aerial lift (stick boom, scissors lift, etc.) not normally used? (OS)
- A4.18.** Does the new process require that a component be removed without written procedures? (OS)
- A4.19.** Does the new process require a worker to be exposed to a potential fall hazard? (OS)
- A4.20.** Does the new process require warnings for use of power tools and personal protective equipment (PPE) not covered by existing, referenced technical data? (OS) (OH)
- A4.21.** Does the new process require lock-out/tag-out procedures not covered by existing, referenced technical data? (OS)
- A4.22.** Does the new process require work to be done near or on installed explosive devices (liquid propellants, pyrotechnics, ejection/egress systems, flares, detonators, etc.)? (WS)
- A4.23.** Does the new process require the removal of unserviceable explosive components? (WS)
- A4.24.** Does the new process require the removal of guns or gun systems? (WS)
- A4.25.** Does the new process require aircraft to be armed or de-armed, including chaff, flares, etc.? (WS)
- A4.26.** Does the new process require a worker to enter a confined space? (OS) (OH)
- A4.27.** Does the new process require a task to be performed not previously approved for a confined space? (OS) (OH)
- A4.28.** Does the PO contain the necessary cautions, warnings, and notes? (OS) (OH)
- A4.29.** Does the PO list all applicable health and safety controls (i.e., engineering, administrative, and PPE)? (OS) (OH)
- A4.30.** Will the new process require the use of any chemical not previously approved for use in the area? (OS) (EM) (OH)
- A4.31.** Will the new process result in any changes to the type or volume of materials issued to personnel and/or used within a single hazardous material management system zone? This includes the introduction of new chemicals, elimination of chemicals, etc. (OS) (EM) (OH)
- A4.32.** Will the new process result in any change to the issuing procedure for chemicals/materials containing hazardous materials? (EM) (OH)
- A4.33.** Will the new process result in any change in the volume of chemicals/materials stored at either the site or in the pharmacy? (EM) (OH)
- A4.34.** Will the new process cause any change(s) to the waste profiles for wastes stored at any initial accumulation point(s) (IAP) or 90-day hazardous waste storage area? (EM)

A4.35. Will the new process cause any change(s) to the location or number of IAPs for hazardous waste? (EM)

A4.36. Will the new process cause any change(s) to the volume of waste(s) that require disposal (e.g., wastewater to treatment, volume of HAZWASTE or solid waste, etc.) or to the volume of material that will be recycled or reused? (EM)

A4.37. Will the new process require any new equipment, modifications to existing equipment, or movements of existing equipment (e.g., rinse equipment, cleaning tanks, heating ovens, energy sources, etc.) that have the potential to change any of the following:

A4.37.1. Emissions to air or discharges to water (e.g., generators, paint booths/hangars, spraygun cleaning machines, solvent cleaning tanks/machines, etc.) (OS) (EM) (OH)

A4.37.2. Noise exposure to workers (OS) (OH)

A4.37.3. Radiation exposure to workers (OS) (OH)

A4.37.4. Laser exposure to workers (WS) (OH)

A4.37.5. Thermal stress for workers (OS) (OH)

A4.37.6. Ergonomic stress for workers (OS) (OH)

A4.38. Does the new process require any changes to the facility (e.g., vents, stacks, floor drains, oil/water separators, boilers/water heaters, heating/cooling systems, etc.)? (OS) (EM) (OH) (FD)

A4.39. Does the new process have the potential to block egress routes or access to safety features, such as eye wash stations, fire extinguishers/alarms, etc.? (FD) (OS)

A4.40. Does the new process require any changes to the location(s) of the current flammable storage lockers/areas or increase to the volume of flammable materials currently stored? (FD) (OH) (OS)

A4.41. Does the new process create any new process-generated hazards such as welding, sanding, or grinding? (OS).