

DATA ITEM DESCRIPTION

Title: Time Compliance Technical Order (TCTO) Reporting

Number: DI-MGMT-81325B

Approval Date: 20140610

AMSC Number: F9477

Limitation:

DTIC Applicable: No

GIDEP Applicable: No

Office of Primary Responsibility: 7 1 (AFLCMC/LPZC)

Applicable Forms: AF Form 1559, DD Form 2875 (GCSS), DD Form 2875 (CEMS), and Non-Disclosure Statement

Use/relationship: As directed by the Air Force (AF) propulsion community, all organizations possessing and/or maintaining AF engines or components on behalf of the AF, TCTO reporting is required to report modifications and changes to AF engines, installed assemblies and components to the Comprehensive Engine Management System (CEMS). TCTO reporting ensures that the worldwide inventory is complete and accurate.

a. This Data Item Description (DID) contains the requirements, to include access to the Internet, AF Portal, and CEMS for the purpose of reporting TCTO status for engines, assemblies, and components. It also contains the format and content preparation instructions for the data reporting generated by the specific and discrete task requirement as delineated in the contract.

b. This DID is applicable when contractors report TCTO status data to CEMS as designated by the AF propulsion community.

c. Publications referenced below are available on the CEMS web site, <https://www.my.af.mil/gimmsprod/cpmo/>, at CEMS Program Management Office (PMO), Tinker AFB, OK.

d. This DID supersedes DI-MGMT-81325A.

Requirements:

1. Reference Documents: The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, and revisions, shall be as specified in the contract. Definitions and/or descriptions of the various data codes authorized for entry in the specified blocks of the Air Force Form 1559 are contained in United States AF Technical Order (T.O.) 00-25-254-1.

2. Format. Unless an agreed upon approved interface exists, all required input is via the reporting process known as CEMS.

3. Content.

3.1 Access to CEMS: In order to accomplish the required access to government computer systems for the purpose of reporting as referenced above, the following is required:

a. A minimum of a favorable National Agency Check with Inquiries (NACI) is required for any contractor accessing a Department of Defense (DoD) Information System. Procedures concerning Industrial Security Clearances and Investigations can be found at <http://www.dss.mil/isp/index.html>.

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- b. An DD FM 2875 must be completed sent by fax or signed email to the AF Portal Program Office: gcssaf.opsandsupport@gunter.af.mil , or faxed to the AF Portal Program Office (DSN 596-5771, Commercial 334 416-5771; Option 7) to obtain an AF Portal account. DD FM 2875, as well as additional information may be obtained at <https://www.my.af.mil> , by accessing “View Account Requirements & Benefits.”
- c. After AF Portal access is obtained, a DD Form 2875, a copy of the DoD Information Assurance Awareness Training Certificate (Course: ZZ133098) and a Nondisclosure Statement must be completed requesting access to CEMS and e-mailed to CEMS.PMO.Security@us.af.mil . The form and Nondisclosure Statement may be downloaded from <https://www.my.af.mil/gimmsprod/cpmo/> , by clicking on the “Forms” folder and clicking “System Access.” Instructions are included with the form. The DoD CyberAwareness Challenge (Course: ZZ133098) may be completed: https://golearn.csd.disa.mil/kc/login/login.asp?kc_ident=kc0001&blnAccess=TRUE for Dot-Mil Users and <http://iase.disa.mil/eta/cyberchallenge/launchPage.htm> for Dot-Com users.
- d. You can only access CEMS via the AF Portal. The CEMS PMO, 734-7874, DSN: 884-7874, or Toll Free: 1-800-956-7351, should be contacted for further information.

3.2 Inputs to CEMS: Description of Entries on AF Form 1559, CEMS TCTO Status Reporting. This form is used to identify the compliance, de-compliance (reversal), and kits-parts-tools availability, etc, or a TCTO data code.

Block 1 - TCC. The TCTO status update code 7S is preprinted.

Block 2 - Sequence Number. Enter the assigned seven position (NNNNNNN) sequence number.

Block 3 - CII. Enter CII for S/N that TCTO status is being reported.

Block 4 - DATA CODE. Enter the seven-position data code (NNNNNNN). This code can be obtained from upper right corner of TCTO cover page.

Block 5 - Status-How Mal Code. Enter the appropriate three-position How Mal Code (NNN) or the appropriate two position status code (NN) depending on the mode of input.

Block 6 - Status Date. Enter Julian date (YYDDD) that TCTO compliance or status change was accomplished.

Block 7 - Accomplishing SRAN. Enter the four position SRAN (NNNN) that accomplished the TCTO action.

Block 8 - Accomplishing Command. Enter the two-position major command code. Enter the one-position subcommand code, if applicable.

Block 9 - Actual Man-hours. Enter the number of man-hours expended to accomplish data code-TCTO, to the nearest tenth of an hour.

Block 10 - Reversal Code. Enter X to reverse TCTO status from closed (codes 22, 01-05) to open (codes 06-21, 24).

Block 11 - N/A

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Block 12 - Work Center. Enter the five-position work center code that performed the TCTO action.

Block 13 - Work Order Number. Enter the eight-position work order number.

Block 14 - S/N. Enter the S/N that the TCTO status applies to.

Block 15 - Batch reporting. N/A

Block 16 - Error Sequence Number. N/A

Block 17 - Old Part Number. Enter current part number of item to be modified. On non-parts tracked engines, enter the IMDS TMSM in lieu of the part number.

Block 18 - New Part Number. Enter the new part number when the TCTO directs change to a new part number upon compliance. On non-parts tracking engines, enter the new IMDS TMSM in lieu of part number.

D042 TCTO STATUS REPORT			Report Control Symbol	Form Approved OMB No. 0704-0188
Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director of Information, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to: HQ USAF, ATTN: CIY, Washington, DC 20330-1000				
TRANSACTION CONDITION CODE: 75		SEQUENCE NO.		
CONFIGURATION ITEM IDENTIFIED	DATA CODE	STATUS/HOW MAL	STATUS DATE	
ACCOMPLISHING SRAN	COMMAND MAJ SUB	ACTUAL MANHOURS	REVERSAL CODE	REVERSAL HOURS
WORK CENTER	WORK ORDER NO			
SERIAL NO	AUTODIN/BATCH DATA			
	A. SUB SYSTEM ID	B. TYPE OF REPORT		
	T			
	C. FEDERAL SUPPLY CLASS	D.		
ERROR SEQUENCE NO.	OLD PART NUMBER			
	NEW PART NUMBER			
NAME	GRADE	TELEPHONE NO		

AF Form 1559, OCT 91 PREVIOUS EDITION IS OBSOLETE

4. End of DI-MGMT-81325B.