TO 00-5-15

TECHNICAL MANUAL

AIR FORCE TIME COMPLIANCE TECHNICAL ORDER PROCESS

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LIST OF EFFECTIVE PAGES

INSERT LATEST CHANGED PAGES. DESTROY SUPERSEDED PAGES.

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FOREWORD

1 PURPOSE.

Time Compliance Technical Orders (TCTO) provide instructions to modify military systems or commodities within specified time limits, initiate special “one time” inspections to impose temporary restrictions and track support system and equipment configuration on systems or equipment. TCTOs for fielded systems and equipment are planned, prepared and issued by the responsible Equipment Specialist/Technical Content Manager (ES/TCM) (or Modification Manager) under the authority of the affected system/equipment Program Manager/Supply Chain Manager (PM/SCM). The Technical Order (TO) Manager is responsible for assisting an ES/TCM or Modification Manager with the development and publication of TCTOs and related TO Updates.

1.1 Changes. This publication is a major revision of the TCTO process. The intent of this revision is to provide updated information achieved through Technical Content Manager (TCM) generated changes, changes from the TO 00-5-15 TCTO Working Group comprised of Equipment Specialists (ES), and Technical Order Management recommended changes received from technicians at the Major Commands (MAJCOM) via the AFTO Form 22 process.

2 SCOPE.

This TO prescribes instructions and procedures for the Air Force TCTO process (see Figure 3-3 TCTO Development Process Flow Diagram, and Figure 3-8, TCTO Implementation Process Flow Diagram).

2.1 Procedures. This TO repeats procedures from other references when necessary to assist with TCTO management and references to the source documents are made throughout this text as appropriate. Refer to Paragraph 4 and Paragraph 5 of List of Related Publications and List of Applicable Forms. These paragraphs provide numbers and titles of publications and forms cited in this TO.

2.2 Modifications. All modifications must be supported by concurrent changes to operational and logistic support elements which are affected by the modification, such as Support Equipment (SE), training equipment, technical data, spares, etc.

2.3 Requirements. Generally, TCTOs are required only after the Air Force assumes configuration control of a system or commodity. Engineering Change Proposals (ECP) control modifications prior to Air Force acceptance of the system or commodity being supported.

2.4 MAJCOM Modifications. The procedures described in this TO may be used as a guide for Major Command (MAJCOM)-managed modifications.

3 ABBREVIATIONS AND ACRONYMS.

All abbreviations and acronyms used in this manual are in accordance with (IAW) ASME Y14.38, Abbreviations and Acronyms for Use on Drawings and Related Documents.

NOTE

Acronyms used only once in the TO are not included in this list.

ACO	Administrative Contract Officer
ACPINS	Automated Computer Program Identification Number System
AF	Air Force
AFI	Air Force Instruction
AFKN	Air Force Knowledge Now
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFMCI	Air Force Materiel Command Instruction

AFRC	Air Force Reserve Command
AFSAC	Air Force Security Assistance Center
AFSC	Air Force Specialty Code
AFSWC	Air Force Service Watch Cell
AFTAC	Air Force Technical Applications Center
AFTO	Air Force Technical Order
AFTOC	Air Force Total Ownership Cost
ALC	Air Logistics Center
ANG	Air National Guard
ANS	Advance Notification System
APU	Auxiliary Power Unit
ATC	Air Training Center
BBP	Bullet Background Paper
BP	Budget Program
C-E	Communication-Electronic
CAGE	Commercial and Government Entity
CAC	Common Access Card
CAMAS	Core Automated Maintenance System for Airlift
CAMS	Core Automated Maintenance System
CARS	Consolidated Automated Reporting System
CCB	Configuration Control Board
CCBD	Configuration Control Board Directive
CDRL	Contract Data Requirements List
CEMS	Comprehensive Engine Management System
CI	Configuration Item
CII	Configuration Item Identifier
CLIN	Contract Line Item Number
CLS	Contractor Logistics Support
CLS	Contractor Logistics Systems
CO	Contracting Officer
CoP	Community of Practice
CPCI	Computer Program Configuration Item
CPIN	Computer Program Identification Number
CPSD	Cryptologic Systems Division
CRB	Configuration Review Board
CRCI	Computer Resource Configured Items
CUI	Controlled Unclassified Information
DAC	Designated Acquisition Commander
DAPS	Document Automation and Production Service
DCMA	Defense Contract Management Agency
DIFM	Due In From Maintenance
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information Service
DM	Data Manager
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDM	Department of Defense Manual
DR	Deficiency Reports
DRU	Direct Reporting Unit
DSM	Development System Manager
DSN	Defense Switched Network
ECMS	Engine Configuration Management System

ECP	Engineering Change Proposal
ECO	Engineering Change Order
EIMSURS	Equipment Inventory, Multiple Status, Utilization Reporting Subsystem
EF	Electronic Form
EO	Engineering Order
ES	Equipment Specialist
eTCTO	electronic Time Compliance Technical Order
ETIMS	Enhanced Technical Information Management System
eTO	electronic Technical Order
EW	Electronic Warfare
EWO	Emergency War Order
FAA	Federal Aviation Administration
FAQ	Frequently Asked Questions
FAX	Facsimile
FDO	Foreign Disclosure Office
FED LOG	Federal Logistics Data
FMM	Flight Manual Manager
FMP	Flight Manual Program
FMS	Foreign Military Sales
FOA	Field Operating Agency
FSC	Federal Stock Class
FSG	Federal Supply Group
FY	Fiscal Year
GAL	Global Address List
GCSAS	Generic Configuration Status Accounting Subsystem
GFP	Government-Furnished Property
GIDEP	Government Industry Data Exchange Program
GP	General-Purpose
GS	General Schedule
HAZMAT	Hazardous Material
HOW MAL	How Malfunction
HQ	Headquarters
HW/SW	Hardware/Software
IAW	In Accordance With
ICBM	Intercontinental Ballistic Missile
ICSTCTO	Interim Country Standard Time Compliance Technical Order
ID	Initial Distribution
IG	Inspector General
IETM	Interactive Electronic Technical Manual
IM	Item Manager
IMDS	Integrated Maintenance Data System
IOS	Interim Operational Supplement
I&S	Interchangeability and Substitutability
ISO	Isochronal
ISS	Interim Safety Supplement
ITCTO	Interim Time Compliance Technical Order
ITO	Interim Technical Order
IWSM	Integrated Weapon System Management
JCALS	Joint Computer-aided Acquisition and Logistics Support
JDRS	Joint Deficiency Reporting System
JEIM	Jet Engine Intermediate Maintenance
LCMC	Life Cycle Management Center

LCSE	Life Cycle Systems Engineering
LMS	Logistics Management Specialist
LRU	Line Replaceable Unit
MAJCOM	Major Command
MDD	Maintenance Data Documentation
MDS	Mission Design Series
Mfg	Manufacturer
MILSPEC	Military Specification
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIMS	Maintenance Information Management System
MIP	Materiel Improvement Project
MIS	Maintenance Information System
MMAC	Materiel Management Aggregation Code
MSN	Material Safety Number
MSTG	Material Safety Task Group
MTBM	Mean Time Between Maintenance
NATO	North Atlantic Treaty Organization
ND	Non-Development
NDI	Non-Destructive Inspection
NIPRNet	Non-Classified Internet Protocol Router Network
NRTS	Not Reparable This Station
NSC	National Stock Class
NSN	National Stock Number
NWRM	Nuclear Weapons-Related Materiel
O/I	Organizational or Intermediate
O/I/D	Organizational, Intermediate or Depot
OCM	On-Condition Maintenance
ODS	Ozone Depleting Substance
O&I	Organizational and Intermediate
OI&D	Organizational, Intermediate and Depot
OL	Operating Location
O&M	Operations and Maintenance
OPLAN	Operation Plan
OPR	Office of Primary Responsibility
OPREP	Operational Report
O&S	Operating and Support
OSS&E	Operational Safety, Suitability, and Effectiveness
OW/RM	Other Wartime Requirements Material
PC	Product Center
PCO	Procuring Contract Officer
PDL	Personal Distribution List
PDM	Programmed Depot Maintenance
PEO	Program Executive Officer
PGM	Product Group Manager
PI	Product Improvement
PIWG	Product Improvement Working Group
PK	Procurement
PKI	Public-key Infrastructure
PM	Program Manager
PMA	Production Management Activity
POC	Point of Contact
POS	Peacetime Operating Support

PMD	Program Management Directive
PMS	Production Management Specialist
PN	Part Number
PPS	Product Performance Subsystem
PR	Purchase Request
PRRG	Pre-Release Review Group
PS&D	Plans, Scheduling and Documentation
PSN	Publication Stock Number
PTO	Preliminary Technical Order
QA	Quality Assurance
RAC	Rapid Action Change
RC	Recommended Change
R&D	Research and Development
RDT&E	Research, Development, Test and Evaluation
REMIS	Reliability and Maintainability Information System
RFP	Request for Proposal
RGL	Reading Grade Level
R&M	Reliability and Maintainability
RSP	Readiness Spares Package
SAP	Security Assistance Program
SATODS	Security Assistance Technical Order Data System
SCM	Supply Chain Manager
SDP	Service Delivery Point
SE	Support Equipment
SIPRNet	Secret Internet Protocol Routed Network
SM	Single Manager
SMTP	Simple Mail Transfer Protocol
SPD	System Program Director
SPM	System Program Manager
SPO	System Program Office
SRAN	Stock Record Account Number
SRU	Shop Replaceable Unit
SS	Safety Supplement
SSM	System Support Manager
STINFO	Scientific and Technical Information
TCM	Technical Content Manager
TCTO	Time Compliance Technical Order
T&E	Test and Evaluation
TOMA	Technical Order Management Agency
TM	Technical Manual
TMRS	Tactical Munitions Reporting System
TMS	Type, Model, and Series
TO	Technical Order
TOC	Technical Order Compliance
TODA	Technical Order Distribution Account
TODPS	Technical Order Distribute and Print Services
TODO	Technical Order Distribution Office
TOLCMP	Technical Order Life Cycle Management Plan
USAF	United States Air Force
VAMOSC	Visibility and Management of Operating and Support Cost
Vol	Volume
VTM	Verification Team Manager

WFM	Work Flow Manager
WMS	Web Map Service
WRM	War Reserve Materiel
WUC	Work Unit Code

4 LIST OF RELATED PUBLICATIONS.

The following publications contain information in support of this technical order.

List of Related Publications

Number	Title
DoDD 5000.01	The Defense Acquisition System
DoD 5010.12-M	Procedures for the Acquisition and Management of Technical Data
DoD 5230.24	Distribution Statements on Technical Documents
AFPD 10-9	Lead Command Designation and Responsibilities for Weapon Systems
AFI 10-206	Operational Reporting
AFI 10-601	Operational Capability Requirements Development
AFMAN 16-101	International Affairs and Security Assistance Management
AFI 11-215	USAF Flight Manuals Program (FMP)
AFI 20-110	Nuclear Weapons-Related Material Management
AFI 21-101	Aircraft and Equipment Maintenance Management
AFI 21-102	Depot Maintenance Management
AFI 21-103	Equipment Inventory, Status and Utilization Reporting
AFI 21-104	Selective Management of Selected Gas Turbine Engines
AFI 21-118	Improving Air and Space Equipment Reliability and Maintainability
AFI 24-303	Command/Air Force Vehicle Integrated Management System and Consolidated Analysis and Reporting
AFMAN 33-326	Preparing Official Communications
AFI 33-360	Publications and Forms Management
AFI 36-2101	Classifying Military Personnel (Officer and Enlisted)
AFI 40-201	Managing Radioactive Materials in the US Air Force
AFI 61-204	Disseminating Scientific and Technical Information
AFI 62-601	USAF Airworthiness
AFI 63-1201	Life Cycle Systems Engineering
AFPD 63-1/20-1	Acquisition and Sustainment Life Cycle Management
AFI 63-101	Acquisition and Sustainment Life Cycle Management
AFI 63-131	Modification Program Management
AFMCI 63-1201	Implementing Operational Safety, Suitability, and Effectiveness (OSS&E) and Life Cycle Systems Engineering (LCSE)
AFI 65-601, Vol 1	Budget Guidance and Procedures
TO 00-5-1	AF Technical Order System
TO 00-5-3	AF Technical Order Life Cycle Management
TO 00-5-16	Software Managers and Users Manual for the USAF Automated Computer Program Identification Number System (ACPINS)
TO 00-5-18	AF Technical Order Numbering System
TO 00-5-19	Security Assistance Technical Order Program
TO 00-20-1	Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures
TO 00-20-2	Maintenance Data Documentation
TO 00-20-3	Maintenance Processing of Reparable Property and the Repair Cycle Asset Control System
TO 00-25-4	Depot Maintenance of Aerospace Vehicles and Training Equipment

List of Related Publications - Continued

Number	Title
TO 00-25-107	Maintenance Assistance
TO 00-25-108	Communication-Electronic (C-E) Depot Support
TO 00-25-254-1	Comprehensive Engine Management System Engine Configuration, Status and TCTO Reporting Procedures (Note: included on TO 00-25-254-CD-1)
TO 00-25-254-CD-1	Comprehensive Engine Management System (CEMS)
TO 00-35D-54	USAF Deficiency Reporting, Investigation, and Resolution
TO 00-105E-9	Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)
MIL-DTL-38804D	Detail Specification, Time Compliance Technical Orders-Preparation
AFMCMAN 23-3	Cataloging and Standardization
TO 0-1-71	Consolidated Security Assistance Technical Order Index

5 LIST OF APPLICABLE FORMS.

NOTE

Use latest date available reference via http://www.e-publishing.af.mil.

Form Number	Title
AF 1067	Modification Proposal
AFTO 22	Technical Manual (TM) Change Recommendation and Reply
AFTO 82	TCTO Verification Certificate
AFTO 95	Significant Historical Data
AFTO 124	Computation of Technical Order Reading Grade Level
AFTO 203/204	Technical Order Numbering, Indexing, and Control Record
AFTO 252	Technical Order Publication Change Request
AFTO 349	Maintenance Data Collection Record
AFTO 781A	Maintenance Discrepancy and Work Document
AFTO 870	TCTO Extension/Rescission/Cancellation Request
AFTO 872	Configuration Control Board (CCB) Modification Requirements and Approval Documents
AFTO 873	Time Compliance Technical Order Requirements
AFTO 874	Time Compliance Technical Order Supply Data Requirements
AFTO 875	Time Compliance Technical Order Programming Document
AFMC 133	Interchangeability and Substitutability Program Worksheet
AFMC 172	Coordination of Proposed Technical Orders
AFMC 185	Request for TCTO Kit Assembly
Electronic Form 513	TCTO Interchangeability and Substitutability (I&S) Notification
AFMC 518	Configuration Control Board Directive

6 RECOMMENDED CHANGES.

NOTE

As used in this TO, “MAJCOM” includes Field Operating Agencies (FOA) and Direct Reporting Units (DRU).

AFI 63-101, Acquisition and Sustainment Life Cycle Management delegates responsibility for establishing basic TCTO policy and for approving policy and procedure changes to Air Force Materiel Command (AFMC). Recommended changes to this TO shall be submitted via AFTO Form 22, Technical Manual (TM) Change Recommendation and Reply or the Joint Computer-aided Acquisition and Logistics Support (JCALS) system “Recommend a TM Change” process IAW TO 00-5-1, AF Technical Order System to the appropriate MAJCOM for vetting/approval prior to being sent to the Technical Content Manager (TCM), AFMC/A4UE, 4375 Chidlaw Rd, WPAFB, OH 45433-5006, e-mail: af.topp@wpafb.af.mil. The HQ

AFMC/A4UE TCM will review submissions and recommend approval or disapproval based upon the merits of the proposed change and impacts upon other higher level directives.

7 DISTRIBUTION OF TCTOS USING E-MAIL.

TO managers shall send critical time-sensitive notifications to Organizational mailboxes of accounts on subscription for affected TOs and TCTO Header Series. Organizational mailboxes will only be used for notification of time-sensitive information and not initial distribution of content changes. If a TO/TCTO is available as -WA-1, Technical Order Distribution Offices (TODO) will download any interim TO content updates using the Enhanced Technical Information Management System (ETIMS). If the TO is not available in -WA-1 format, the TO Manager shall provide instructions in the e-mail notification and in the ETIMS catalog notes on how to obtain TO/TCTO content updates. E-mail to individual e-mail accounts must comply with the following to ensure Scientific and Technical Information (STINFO) requirements are met:

7.1 Electronic Distribution of TCTOs. Unsigned, unencrypted Outlook (or other Simple Mail Transfer Protocol [SMTP] programs for publicly releasable messages) may be issued to units that are responsible for accomplishing the TCTO informing them that the TCTO has been uploaded to the ETIMS and is available for them to access (print if necessary) and download to their eTools.

7.1.1 Two Levels of E-Mail Available to Issuers of TCTOs. There are two levels of e-mail to be used to electronically notify units responsible for accomplishing the TCTO that the TCTO has been uploaded to the ETIMS and is available for them to access (print if necessary) and download to their eTools. The first level is the use of NIPRNet Medium Grade Service using Microsoft Outlook and a Common Access Card (CAC) and digitally signing and encrypting (use the “Sign” and “Encrypt” icons in Outlook (envelope with a red seal and envelope with a lock superimposed)) the e-mail for Controlled Unclassified, restricted distribution messages for the unit TCTO availability notification; and the second is to use the SIPRNet Account for transmitting Classified for the unit TCTO availability notification messages.

NOTE

- Recipients must have current, valid, registered CAC certificates.
- Each major AF installation has a Service Delivery Point (SDP) through which all e-mail traffic (both in- and outgoing) is funneled. The link between SDPs (e.g., Wright-Patterson AFB to Hill AFB) is encrypted. However, there is no guarantee that data is encrypted beyond the SDPs. It is possible that data could be sent or received by a “.mil” user connecting downtown through an unprotected connection. Additionally, on base transmissions may not encrypt the data.

7.1.2 Simple Mail Transfer Protocol (SMTP) E-Mail (Microsoft Office Outlook) with a Government Issued CAC. This method can be used to send signed and encrypted Controlled Unclassified Information (CUI) on the NIPRNet. However, all classified information must be sent over the SIPRNet which requires username and password access. Both sender and recipients must have their CAC certificates properly registered in order to sign and encrypt/decrypt messages.

7.1.2.1 The issuer of the TCTO transmitted shall ensure that all recipients are authorized access to the data being transmitted. Issuer shall use only TODO e-mail addresses as authorized by TO 00-5-3, AF Technical Order Life Cycle Management. Issuers of controlled data shall verify receipt by requesting a “delivery receipt” using the Outlook Options ICON found in the new or forwarded message window.

7.2 “Regular” SMTP Outlook E-Mail. Use of regular, unencrypted e-mail messages is only authorized for distribution statement “A” (public release) data.

7.3 TODO Outlook Mailboxes. Organizational mailboxes shall be used to convey critical time-sensitive notifications via e-mail. All United States Air Force (USAF) F* accounts shall have an organizational e-mail account and use of organizational account is recommended for other service/government accounts. Organizational mailboxes do not have to be capable of receiving encrypted e-mail. If existing AFTO Form 43 does not have organizational e-mail account identified, a new AFTO Form 43 must be submitted so that the JCALS/ETIMS can be updated accordingly (See TOs 00-5-1 and 00-5-3 for specific details).

7.4 Sending and Receiving E-Mail from Organizational Accounts. The following procedures will allow the exchange of signed and encrypted e-mails to and between Organizational Mailboxes:

a. The organizational mailbox owner submits a work request to the computer support office.

b. A Trusted Agent letter is created for each organizational mailbox user and submitted to the base network administration office, which in turn requests a PKI certificate for each user.

c. The base network administration office provides the issued PKI certificates to the computer support office.

d. The computer support office installs the PKI certificates on the appropriate user's computer.

e. Authorized users can now send and receive digitally signed/encrypted mail directly from the organizational mailbox.

8 FREQUENTLY ASKED QUESTIONS (FAQ), SYNOPSIZED ANSWERS AND LINK FOR ADDITIONAL INFORMATION.

In order to make this TO as informative and easy to use as possible, a set of frequently asked questions (FAQ) are included herein. The purpose of these FAQs is to provide the user a quick search capability based on the Technical Content Manager's (TCM) experience and a survey of TO Managers, Schedulers, Equipment Specialists, and Technical Order Management Agencies (TOMA) from Air Logistics Centers (ALC), MAJCOMs, and base maintenance personnel at the unit level. The FAQs below cover a wide variety of questions related to the development, implementation, and management of TCTOs. Each chapter included in this TO is represented below. The FAQs provide you, the user with various common questions about TO 00-5-15 and the TCTO Process. A synopsized answer is provided with each question in cases where time is of the essence and only a short answer is required. However, more detailed information is available by clicking on the paragraph location in the matrix below and you will be linked to that location. This capability is designed to reduce the amount of time a user has to spend searching for answers and can be assured that they are in the right location to retrieve any additional information required.

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information

FOREWORD - FAQs 1 Through 3
FAQ #1: What do Time Compliance Technical Orders (TCTOs) do? Answer: TCTOs provide instructions to modify military systems or commodities within specified time limits, initiate special "one time" inspections, or impose temporary restrictions and track configuration on systems or equipment. Link: Foreword; Paragraph 1-Purpose
FAQ #2: Who is responsible for assisting an Equipment Specialist/Technical Content Manager (ES/TCM) or Modification Manager with the development and publication of TCTOs and related TO updates? Answer: The Technical Order Manager is responsible for assisting the ES/TCM or Modification Manager. Link: Foreword; Paragraph 1-Purpose
FAQ #3: When are TCTOs required? Answer: TCTOs are only required, only after, the Air Force assumes configuration control of a system or commodity. Link: Foreword; Paragraph 2.3 Requirements
CHAPTER 1 - FAQs 4 Through 11
FAQ #4: When should TCTOs be used? Answer: TCTOs shall be used to initiate and document all permanent modifications, update changes, and retrofit changes to standard Air Force (AF) systems equipment end items and commodities. Link: Chapter 1; Paragraph 1.1.1
FAQ #5: Are temporary modifications on equipment, systems and commodities used for research and development? Answer: No, these temporary research and development modifications shall not be documented within the TCTO process because research and development items are considered non-standard for the purposes of this process. Link: Chapter 1; Paragraph 1.1.1.1
FAQ #6: When do TCTOs not apply? Answer: TCTOs do not apply to civil engineering, medical equipment, or General-Purpose (GP) vehicles. Link: Chapter 1; Paragraph 1.1.5.3
FAQ #7: Who is required to perform advance notifications? Answer: The Program Manager (PM) and/or designated TOMA is responsible for performing required advance notifications prior to the issue of Immediate or Urgent TCTOs. The Development System Manager (DSM) or System Program Manager (SPM) as applicable makes required advance notifications at their location. Link: Chapter 1; Paragraph 1.2.1.3
FAQ #8: Who is responsible for the format and distribution of TCTOs?

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

Answer: The PM or the designated TO manager is responsible for the format and distribution of TCTOs. Link: Chapter 1; Paragraph 1.2.1.5
FAQ #9: What are PMs required to do annually?
Answer: PMs and/or designated TO Managers are required to complete annual reviews on all active TCTOs to validate currency/accuracy of key data elements in the TCTOs and JCALS/Reliability and Maintainability Information System (REMIS). They will also notify units, by appropriate means, of any noted discrepancies. Link: Chapter 1; Paragraph 1.2.1.6
FAQ #10: Who is responsible for verifying whether the TCTO effects Nuclear certification of the equipment or item associated with the TCTO?
Answer: The Chief Engineer or designee is responsible for this verification. Link: Chapter 1; Paragraph 1.2.2
FAQ #11: How shall a TCTO kit deficiency be reported?
Answer: When a deficiency is noted in a TCTO kit, the deficiency shall be reported IAW TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution. Link: Chapter 1; Paragraph 1.6.2
CHAPTER 2 - FAQs 11 Through 24
FAQ #12: What types of modifications are available?
Answer: There are two types of modifications: permanent and temporary. Permanent modifications must be documented through the TCTO process; however, permanent modifications to hardware are processed according to the Defense Acquisition Guidebook. Link: Chapter 2; Paragraph 2.1.1
FAQ #13: What is the difference between a temporary and permanent modification?
Answer: Permanent modifications change the configuration of an asset to affect a lasting improvement in the operational effectiveness, suitability, survivability, and/or ownership costs of a fielded weapon system, subsystem or item. Temporary modifications change the configuration of an item to enable short-term operational mission accomplishment, or to conduct Test and Evaluation (T&E) of new and modified equipment. There are two types of temporary modifications: T-1 and T-2.
-T-1 modifications change the configuration of an item in order to satisfy short-term operational mission requirements by adding, modifying, or removing Hardware/Software (HW/SW) components or capabilities in a manner that provides an immediate operational benefit.
-T-2 modifications are used to evaluate the technical performance, operational effectiveness, and/or the operational suitability of developmental HW/SW capabilities when not associated with a permanent modification.
Link: Chapter 2; Paragraph 2.1.1.1 and Paragraph 2.1.1.2
FAQ #14: How can the priority of a published TCTO be changed?
Answer: The priority of a published TCTO may be changed by issuance of a TCTO supplement or replacement TCTO. The action requires approval at the same level as the original TCTO approval authority. Link: Chapter 2; Paragraph 2.2
FAQ #15: What qualifies as an Immediate action TCTO?
Answer: Immediate action TCTOs are issued to prevent use of equipment or procedures until hazardous safety conditions, which could result in fatality or serious injury to personnel or extensive damage to or destruction of valuable property, can be corrected. The urgency of these TCTOs requires immediate action to remove the aircraft from service, prevent launch of missiles, discontinue operation of ground Communication-Electronic (C-E) systems, or use of related support equipment, personal equipment, or munitions. Link: Chapter 2; Paragraph 2.2.1
FAQ #16: What qualifies as an Urgent action TCTO?
Answer: Urgent action TCTOs are issued when potentially hazardous safety conditions could result in injury to personnel, damage to property, or when conditions cause unacceptable reductions in combat efficiency. The urgency of these TCTOs requires compliance within specified time limits. If compliance is not accomplished by expiration of the time limit, Urgent TCTOs require action to remove aircraft from service, discontinue use of air-launched missiles, prevent launch of missiles, discontinue operation of ground C-E equipment, or use of SE, personal equipment, materials or munitions. Link: Chapter 2; Paragraph 2.2.2
FAQ #17: What qualifies as a Routine action TCTO?

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

Answer: Routine action TCTOs are issued for any conditions not covered under Immediate or Urgent action TCTOs. Governing factors are equipment or procedural deficiencies of a material, mechanical, operational, or tactical nature, the uncorrected existence of which could create a hazard through prolonged usage, or have a negative effect on operational efficiency, or reduce tactical or support utility, or reduce operational life or general service utilization of systems or commodities. Link: Chapter 2; Paragraph 2.2.3
FAQ #18: What are the seven types of TCTOs?
Answer: There are seven types of TCTOs: Configuration Change, Inspection, Commodity, Companion, Supplement, Record, and Safety. Link: Chapter 2; Paragraph 2.2.4
FAQ #19: What do inspection TCTOs check?
Answer: Inspection TCTOs may check conditions where the deficiency and affected parts are identified but the extent of either the deficiency and/or quantity of parts required for corrective action is unknown and varies between end military systems or commodities. Link: Chapter 2; Paragraph 2.2.4.2.5
FAQ #20: When are companion TCTOs used?
Answer: Companion TCTOs are used when a commodity item must be removed from an end item for modification at a base, depot, or contractor facility. In this situation two TCTOs must be written. One TCTO (the “companion”) shall be written against the end item to remove the commodity item and replace it with a modified item. The second TCTO shall be written to modify the commodity item itself. When used, companion TCTOs shall be released concurrently with applicable commodity TCTOs. Companion TCTOs shall be issued when a commodity affects safety of flight/operation or configuration of the end item. Link: Chapter 2; Paragraph 2.2.4.4
FAQ #21: When are TCTO supplements used?
Answer: TCTO Supplements are used to change or amend the basic TCTO when new information such as time required to complete the TCTO, personnel required, man-hours required, etc., arises based on field execution. Link: Chapter 2; Paragraph 2.2.4.5
FAQ #22: What happens when it becomes necessary to issue more than one supplement TCTO?
Answer: When it becomes necessary to issue more than one supplement to a basic TCTO, the later supplement(s) may be either cumulative, replacing the previous supplement(s), or non-cumulative. Supplements requiring additional work shall be the non-cumulative type. Changes that affect the form, fit, or function of the TCTO require a new TCTO. Link: Chapter 2; Paragraph 2.2.4.5.1
FAQ #23: When will interim TCTO supplements be used?
Answer: Interim TCTO Supplements shall be used when required to transmit urgent changes to formal TCTOs, and may also be used to make minor technical corrections that do not affect the scope of formal TCTOs. Link: Chapter 2; Paragraph 2.2.4.5.4
FAQ #24: How shall War Reserve Materiel (WRM) assets be noted in the TCTO?
Answer: WRM assets shall be specified in the TCTO as either requiring or not requiring accomplishment. Accomplishment may be deferred past the normal TCTO compliance period by the TCTO manager, in which case, the TCTO will not be rescinded. TCTOs involving WRM will be complied with when assets are removed from Readiness Spares Package (RSP) kits. Link: Chapter 2; Paragraph 2.8.2
CHAPTER 3 - FAQs 25 Through 39
FAQ #25: What determines the need for a TCTO modification?
Answer: The need for a modification is determined by a number of factors including an analysis/review of Deficiency Reports (DR), customer service contact, Product Improvement Working Groups (PIWG), Government Industry Data Exchange Program (GIDEP), and mishaps. Link: Chapter 3; Paragraph 3.1
FAQ #26: Who determines whether the modification will be an ECP or a TCTO?
Answer: The CCB determines whether the modification will be performed as an ECP or as a TCTO. Once the decision has been made to accomplish the modification as a TCTO, the development process is initiated. Link: Chapter 3; Paragraph 3.2
FAQ #27: What is the AFTO Form 872 used for?
Answer: The responsible CCB uses the AFTO Form 872 to document approval or disapproval of a TCTO modification. If the modification is disapproved, the AFTO Form 872 is returned to the initiator. If the modification is approved, the CCB will determine how it should be performed. For permanent modifications under $10M, an AF Form 1067 may be used in lieu of the AFTO Form 872. Link: Chapter 3; Paragraph 3.2.2
FAQ #28: What is the AFTO Form 518 used for?

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

Answer: The responsible CCB uses the AFTO Form 518 to document approval or disapproval of the modification. If the modification is disapproved, the AFTO Form 518 is returned to the initiator. If the modification is approved, the CCB will determine how it should be performed. For permanent modifications under $10M, an AF Form 1067 may be used in lieu of the AFTO Form 518. Link: Chapter 3, Paragraph 3.2.3
FAQ #29: What does the TCTO development process require?
Answer: The TCTO development process requires collecting applicable data and conducting analyses of safety implications and impact upon other systems, or documentation. Link: Chapter 3; Paragraph 3.3
FAQ #30: What must happen before the TCTO can be numbered and indexed?
Answer: A TCTO Series Header must be established in the JCALS Pub Index before individual TCTOs can be numbered and indexed. Link: Chapter 3; Paragraph 3.4.1
FAQ #31: How are TO data requirements generated?
Answer: TO data requirements are generated from three sources: data for affected airborne equipment, data for affected support equipment, and data for other affected commodities managed at other centers. Link: Chapter 3; Paragraph 3.6.2.1
FAQ #32: What is the AFTO Form 874 used for?
Answer: When development of the TCTO has progressed to the point where the parts affected and kit requirements can be determined, the TCM preparing the TCTO initiates an AFTO Form 874. The AFTO Form 874 is required when TCTO kits or special tools/test equipment are required, when spares are impacted, and/or when parts are added or removed. An AFTO Form 874 is not required for inspection TCTOs unless required consumables, special tools, etc., are not commonly available at the performing units. Link: Chapter 3; Paragraph 3.7.1
FAQ #33: What three forms are used to document key information concerning equipment modifications?
Answer: There are three important forms that are used to document key information concerning equipment modifications and the TCTO required for implementation of the inspection or modification. The AFTO Form 873, Time Compliance Technical Order Requirements, documents the plan and requirements for accomplishing a TCTO. The AFTO Form 874, Time Compliance Technical Order Supply Data Requirements, is used as an assembly document for all supply information required to ensure TCTO/TCTO Kits are available before the TCTO is released. The AFTO 875, Time Compliance Technical Order Programming Document, serves as a checklist for the PM to determine when all logistics actions are accomplished to support the completion of a TCTO and related TO Updates. Link: Chapter 3; Paragraph 3.9
FAQ #34: Is coordination required for Immediate and Urgent action TCTOs?
Answer: Due to the nature of Immediate and Urgent action TCTOs, formal coordination will not be accomplished; however, the Lead Command Manager for the system and all using commands shall be informed by telephone or electronic encrypted message of these TCTOs when the retrofit change requirements become known. Such coordination is necessary to provide affected commands information on the magnitude, complexity, and man-hours required to accomplish the TCTO. Link: Chapter 3; Paragraph 3.13.3
FAQ #35: Who is responsible for TCTO quality?
Answer: The TCM is responsible for TCTO adequacy and technical evaluation; the TO Manager is responsible for conformance to Military Specification (MILSPEC) format. The TCM and TO Manager will perform a quality check on the final draft of formal TCTOs prior to publication. Link: Chapter 3, Paragraph 3.13.5
FAQ #36: Are post publication reviews required?
Answer: The need for post-publication reviews and the frequency of such reviews is determined by the TCM in conjunction with the TCTO user. Factors to be considered include the type of TCTO (Immediate, Urgent, Routine, Record), changes to the system or commodity being modified, and accumulation of problem reports. Link: Chapter 3; Paragraph 3.14.5
FAQ #37: Who is responsible for maintaining a TCTO completion schedule on contractor-performed TCTOs?
Answer: For contractor-performed TCTOs, the PM managing the TCTO is responsible for maintaining a TCTO completion schedule prepared by the contractor as required by the contract. The schedule also shows the estimated delivery date of TCTO reproducible master to the Air Force. A copy of the schedule is furnished to the TO Manager. Link: Chapter 3; Paragraph 3.17.1.2
FAQ #38: Where are TCTOs managed?
Answer: All TCTOs, depot and field level, are managed in the JCALS system. Link: Chapter 3; Paragraph 3.18
FAQ #39: When loading the ground removal date in REMIS/Maintenance Information System (MIS) when should the rescission date be?

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

Answer: When loading the ground removal date in REMIS/MIS use a date 60 days prior to the rescission date. Link: Chapter 3; Paragraph 3.18.4
CHAPTER 4 - FAQs 40 Through 44
FAQ #40: What is the purpose of TCTO series headers?
Answer: TCTO series headers are set up to collect subscription requirements for each military system or commodity level where it is planned to issue TCTO modification and inspection requirements. Link: Chapter 4; Paragraph 4.1.1
FAQ #41: When is use of synthetic headers allowed?
Answer: Use of a Synthetic TCTO Header is permissible when maintenance instructions that are managed outside the Air Force System that update configuration of Contractor Logistics Systems (CLS) managed systems and/or end-items in which configuration control is the responsibility of the Air Force for numbering and management. The use of the synthetic header is permitted only for unique scenarios as described herein and is not meant as a method for circumventing the Air Force TCTO Series Header requirements. The format of the synthetic header is based upon the weapon system Mission Design Series (MDS). Link: Chapter 4; Paragraph 4.1.1.1
FAQ #42: How do I number TCTOs that affect both a system and training equipment?
Answer: TCTOs which affect both a system (TO Category 1, 21, or 31) and training equipment (except simulators) will be assigned numbers in the system category. Appropriate references will be made to the affected training equipment in the title, in the purpose, and in the applicable paragraphs of the TCTO. Retrofit change instructions for affected training equipment which are different from operational system instructions will be provided in a separate section immediately following the system retrofit change instructions. Link: Chapter 4; Paragraph 4.1.6
FAQ #43: How will Immediate and Urgent TCTOs be numbered?
Answer: All Immediate and Urgent action TCTOs, except those issued for non-aeronautical commodities, will be assigned numbers within the applicable system (aircraft, missile or C-E) series or type of TCTOs, in as much as action for removal from service must be effected immediately or within specified time limits. Link: Chapter 4; Paragraph 4.1.9
FAQ #44: Why don't you use the data code automatically supplied by JCALS?
Answer: We do not use the data code automatically provided by JCALS because duplicates may be inadvertently used. Link: Chapter 4; Paragraph 4.3.1
CHAPTER 5 - FAQs 45 Through 49
FAQ #45: What do TCTO kits contain?
Answer: TCTO kits shall contain all parts and materials, except petroleum products such as jet fuels, lubricating oil, and solvents, required to accomplish the TCTO on one end article or commodity. A copy of the TCTO will not be included in the kit. The kit will contain a bill of materials identifying the parts and materials. Link: Chapter 5; Paragraph 5.1.1
FAQ #46: When are substitutions allowed in a TCTO kit?
Answer: To avoid delay in assembly and shipment of TCTO kits, substitutions may be made on minor parts without the necessity of changing the TCTO. Parts substituted for items in the TCTO will be tagged to indicate the substitution and the authority. Authority for substitution, when not specified in published stock lists for the commodity class, must be obtained from the applicable PM monitoring the project, and will be listed in the TCTO whenever possible. Any substitutions authorized must not adversely affect the tensile strength, utility, reliability or interchangeability of the assembly as intended by the TCTO. Link: Chapter 5, Paragraph 5.3
FAQ #47: What are the requirements for non-kitted materials?
Answer: Non-kitted material requirements must be minimal, consisting of common items which are in stock at bases involved. Link: Chapter 5; Paragraph 5.4.1
FAQ #48: Who will store the TCTO kits?
Answer: TCTO kits will be stored by the TCTO kit unit of the Life Cycle Management Center (LCMC) Operating Location (OL) ALC supply function under the stock number assigned. Active TCTO kits will not be disassembled and the component parts will not be placed in stock under the individual part or stock numbers, nor will these kits be issued for any reason other than TCTO compliance until the TCTO has been rescinded or written authority is granted by the PM/TCM monitoring the TCTO. Link: Chapter 5; Paragraph 5.6.1
FAQ #49: Can TCTO kits be shipped directly to a performing work center?

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

Answer: Under no circumstances will TCTO kits, parts or tools, be shipped directly to a performing work center without prior coordination with the appropriate MAJCOM weapon systems office. The MAJCOM weapon systems office is responsible for obtaining the shipping information from each affected wing. The USAF agency responsible for the development of a TCTO will obtain these shipping instructions from the MAJCOM weapon systems office, and provide the instructions to any agency(s) contracted to ship TCTO kits, parts or tools to a USAF unit. Link: Chapter 5; Paragraph 5.7.3
CHAPTER 6 - FAQs 50 Through 56
FAQ #50: When is TCTO verification required?
Answer: Verification of TCTOs and related TO updates, with or without kits, is mandatory. The purpose of TCTO verification is to ensure that technical guidance is complete, any associated kits are adequate and parts fit properly, skill levels are properly identified, designated support equipment performs satisfactorily, tooling requirements are provided, proper modification marking instructions are included, the modification can be installed within the intended environment, and associated TO updates are correct. Verification must include checking for possible interaction with other proposed or on-going TCTOs to the same system or end item. Verification includes the process formerly known as "kit proofing". TCTO verification is NOT an inspection of the individual or organization performing the TCTO verification. All modification TCTOs must be verified by performance, unless a verification waiver is approved. The exception to this policy is Immediate and Urgent action modification TCTOs which do not require verification by performance due to urgency. Inspection TCTOs and Modification TCTOs not verified by performance must receive a Desktop Analysis. Link: Chapter 6; Paragraph 6.1
FAQ #51: When should a TCTO be prototyped?
Answer: Preliminary TCTOs developed for the Air Force by a contractor must be "prototyped" prior to acceptance for government verification. Prototyping as used here includes contractor certification of the TCTO and any required TO updates, and should involve actual installation of the prototype TCTO kit. Under this situation, the contractor uses the preliminary TCTO instructions and any associated TO task changes to perform the prototype modification. Link: Chapter 6; Paragraph 6.1.1
FAQ #52: If a TCTO is exempt from verification are the associated TO changes as well?
Answer: Even when the TCTO itself is exempt from verification, any associated Air Force TO changes must be verified. Link: Chapter 6; Paragraph 6.2.1.1
FAQ #53: Who can waive verification by performance?
Answer: The TO Manager or TCM, in conjunction with the Lead Command, may waive verification by performance for TCTOs which use existing TO procedures. Link: Chapter 6; Paragraph 6.2.3.2
FAQ #54: What happens in a case of verification failure?
Answer: The verification will be halted and the TCM will be notified. The TCM will direct further actions. Every effort will be made to correct the problems on the spot. However, if problems are such that the TCTO cannot be corrected on scene, the TCTO verification asset will be de-modified and released back to the owning unit. After the problems are corrected, a new verification effort will be scheduled. Link: Chapter 6; Paragraph 6.5.5
FAQ #55: When will Immediate and Urgent action TCTOs be released?
Answer: Immediate action TCTOs will be dated and released immediately, without regard to availability of kits or parts, as soon as engineering and logistics information is available. Urgent action TCTOs will be dated and released without regard to kit availability. The compliance paragraph will state that the TCTO will be accomplished within a specified time (from 1 to 10 days) after receipt of the TCTO and kits, when kits are required. Link: Chapter 6; Paragraph 6.6.2 and Paragraph 6.6.3
FAQ #56: When are Routine action TCTOs released?
Answer: Routine action TCTOs shall not be released until kits are available for release and affected TO updates can be distributed concurrently. The TCTO publication date is determined by the TCM/Production Management Specialist (PMS)/TO Manager based on the release date. Link: Chapter 6; Paragraph 6.6.6
CHAPTER 7 - FAQs 57 Through 62
FAQ #57: What are some of the critical data elements needed to track and manage TCTOs in MIS?
Answer: The TCTO type, number, data code, compliance period, rescission date and status codes are critical data elements needed to track and manage TCTOs in the MIS. Link: Chapter 7; Paragraph 7.1.2
FAQ #58: What is the rescission date?
Answer: The rescission date is the last date that activities are authorized to accomplish a TCTO without prior approval of the appropriate PM/TCM. Link: Chapter 7; Paragraph 7.1.2.4

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

FAQ #59: When do the depot maintenance activities submit a waiver request to compliance periods?
Answer: When the weapon system routine organizational level TCTO(s) are required to be accomplished in order to return the weapon system to home station and they have not been negotiated in the work package. A copy of the waiver will be attached to the AFTO Form 781A, Maintenance Discrepancy and Work Document, and may be removed only upon completion. Link: Chapter 7; Paragraph 7.2.2.2
FAQ #60: When can TCTO compliance be waived?
Answer: TCTO compliance may be waived IAW AFI 63-101. There may be some instances when a modification cannot be accomplished due to non-availability of equipment at the depot-level required to test or check out the modification, or other unusual circumstances. In these cases, the PM must evaluate whether or not depot compliance with a TCTO should be waived. Link: Chapter 7; Paragraph 7.3.4.1
FAQ #61: How many times can a suspended rescission date be extended?
Answer: TCTO rescission dates can only be extended one time, not to exceed 50 percent of the original period. Link: Chapter 7; Paragraph 7.3.5.2
FAQ #62: What should you do when a hazard is encountered with a TCTO?
Answer: When problems with TCTOs are detected which are of such a nature as to present a hazard to personnel or equipment, the performing unit will immediately cease compliance and notify the parent MAJCOM and TO Manager or TCM responsible. Only the TCM may suspend compliance with the TCTO (the TCTO is placed in abeyance) until the problem can be rectified. Emergency suspensions of TCTOs are electronically transmitted to the effected MAJCOMs. Link: Chapter 7; Paragraph 7.4.1
CHAPTER 8 - FAQs 63 Through 65
FAQ #63: When are TCTOs rescinded?
Answer: TCTOs are rescinded for Air Force use when TCTO completion is reported on all applicable USAF inventory, or when the TCTO manager determines that the information contained therein is no longer required or has been incorporated in other publications, or the rescission date of the TCTO has expired. Link: Chapter 8; Paragraph 8.1
FAQ #64: When will rescission dates be extended?
Answer: The PM, TCM or PMS will extend rescission dates only if the compliance period cannot be met before the original rescission date. Circumstances which could require an extension include problems with availability of the end items or kits/special tools/TOs, changes to the scope of the TCTO, and/or mission requirements. Link: Chapter 8; Paragraph 8.1.3.1.4
FAQ #65: How do you reinstate a TCTO?
Answer: When it is necessary to reinstate a TCTO which has been rescinded, a new reinstatement TCTO shall be issued and ID shall be made in the same manner as for a new TCTO. In the event that the TCM determines that there is sufficient justification for reinstatement of the TCTO, the old data code number will be used to reinstate the TCTO. When the TCTO is reinstated, all supplements current at the time of rescission shall also be reinstated or incorporated in the reissued TCTO. TCTO completion reporting, recording, and applicability record adjustments are required according to management decisions pertaining to the reinstatement. Link: Chapter 8; Paragraph 8.2
CHAPTER 9 - FAQs 66 Through 72
FAQ #66: When are interim TCTO (ITCTO) supplements used?
Answer: Interim TCTO Supplements will be used when required to transmit urgent changes to formal TCTOs, and may also be used to make minor technical corrections that do not affect the scope, material or work required of formal TCTOs. Updates to ITCTOs will always be issued as either replacement ITCTOs or ITCTO supplements. Link: Chapter 9; Paragraph 9.2.5
FAQ #67: When is an Immediate action ITCTO used?
Answer: Immediate action ITCTOs are issued when safety conditions would result in fatality or serious injury to personnel or extensive damage to or destruction of equipment or property. (Requires advance notification) Link: Chapter 9; Paragraph 9.2.5.1.1
FAQ #68: When is an Urgent action ITCTO used?
Answer: Urgent action ITCTOs are issued when combat necessity or potentially hazardous conditions could result in injury to personnel, damage to property or unacceptable reductions in operational efficiency. (Requires advance notification) Link: Chapter 9; Paragraph 9.2.5.1.2
FAQ #69: When is a Routine safety inspection ITCTO used?

Table 1. Frequently Asked Questions (FAQ), Synopsized Answers and Link for Additional Information - Continued

Answer: A Routine safety inspection ITCTO may be issued when safety conditions: (a) will not result in fatalities, serious injury to personnel or extensive damage or destruction; (b) is not a combat necessity nor will result in an unacceptable reduction in operational capability. Link: Chapter 9; Paragraph 9.2.5.1.3
FAQ #70: An ITCTO applies to which organizations?
Answer: A single ITCTO may be issued to all users (United States Air Force (USAF) and Security Assistance Program (SAP)) authorized release when effective data and degraded mission capabilities are not identifiable by country. When one ITCTO cannot be released to all users, Interim Country Standard TCTOs (ICSTCTO) must be issued. All ITCTOs must be approved for release to North Atlantic Treaty Organization (NATO) or other foreign governments by the responsible Foreign Disclosure Office (FDO). Link: Chapter 9; Paragraph 9.4
FAQ #71: Who issues ITCTOs?
Answer: ITCTOs are issued by the PM responsible for the system or end item affected by the modification or inspection, IAW this TO. The PM is responsible for ensuring and preserving the operational safety, suitability, and effectiveness (OSS&E) of the system or end item throughout the operational life. Link: Chapter 9; Paragraph 9.7.1
FAQ #72: What are the time limits for issuing ITCTOs?
Answer: ITCTOs must be issued within a maximum of 24 hours for immediate, 48 hours for urgent action situations, and 5 working days for interim Routine action O and I level safety inspection ITCTO. ITCTOs must either provide a fix within that time, or the ITCTO will provide instructions to “safe” the system or commodity. When a fix is determined, it will be issued as a new TCTO or an ITCTO supplement. Immediate action ITCTO messages shall be sent using immediate message precedence. Link: Chapter 9; Paragraph 9.10.2.1

CHAPTER 1
TCTO RESPONSIBILITIES, DEVELOPMENT, IMPLEMENTATION POLICY OVERVIEW

1.1 TIME COMPLIANCE TECHNICAL ORDER (TCTO) POLICY OVERVIEW.

1.1.1 TCTO Policy. TCTOs shall be used to initiate and document all permanent modifications, update changes, and retrofit changes to standard Air Force (AF) systems equipment end items and commodities. TCTOs are authorized by AFI 63-101, Acquisition and Sustainment Life Cycle Management. TCTOs may be used to notify affected personnel of Computer Program Identification Number (CPIN) item changes.

1.1.1.1 Temporary modifications on equipment, systems and commodities used for research and development shall not be documented using the TCTO process. Research and development items are considered non-standard for the purposes of this process.

1.1.1.2 In order to receive automatic distribution of TCTOs, Technical Order Distribution Offices (TODO) must be on subscription for all TCTO Series Headers applicable to their mission IAW TO 00-5-1, AF Technical Order System.

1.1.1.3 Use of Color in TCTO Illustrations. Color photographs may be used to support electronic PDF TCTOs IAW MIL-DTL-38804D and MIL-STD-38784A. When color is used, it shall be held to the minimum absolutely necessary to clarify functional operations. The number of colors shall be kept to a minimum by use of tints, patterns, cross-hatching, dots, etc. When color is required, the primary colors (red, blue, yellow) shall be used first. Yellow shall not be used by itself.

1.1.1.3.1 Photographs (color or black and white) shall not be used unless absolutely essential for clarification of procedures or identification of locations of items. If color photographs are used, they shall be detailed and sharp, free of heavy shadows, distorted objects, cluttered foregrounds or backgrounds, and provide good contrast (see MIL-STD-38784A).

1.1.2 TCTO Software Policy. The software-only changes to baseline computer programs, may be announced by TCTO (reference this TO and TO 00-5-16, Software Managers and Users Manual for the USAF Automated Computer Program Identification Number System (ACPINS)). Software only TCTOs may be placed on the Electronic Software Delivery System (ESDS) and distributed concurrently with shipment of the software items. When multiple CPINs apply to a series of system technical orders (e.g., 12P3-2ALQ172 series) notification may be included in one TCTO.

1.1.2.1 Alternative methods used to announce software-only changes include message, letter of transmittal or electronic means (encrypted or secure.) If these methods are used, the Program Manager (PM) and Technical Content Manager (TCM) must coordinate procedures with affected using commands, and establish positive measures to ensure configuration control of the entire inventory. TCTO numbers and data codes will not be used with these alternative methods.

1.1.3 Applicability. The TCTO process applies to all Air Force agencies, including the Air Force Reserve Command (AFRC) and Air National Guard (ANG). Special purpose vehicles (e.g., Fire Trucks, 463L Loaders) are modified using the TCTO process.

1.1.4 Program Management Directive. The modification Program Management Directive (PMD) will contain funding direction, assign responsibilities for budgeting resources and specify arrangements for the management of the program. PMs should consult AFI 65-601, Budget Guidance and Procedures, Volume 1 when addressing TCTO related funding requirements.

1.1.5 Exceptions.

1.1.5.1 Modifications to nonstandard cryptologic equipment will be directed and implemented by Cryptologic Systems Division (CPSD) in San Antonio, Texas, part of the Air Force Life Cycle Management Center. The CPSD may be reached at https://lackland.eis.aetc.af.mil/cpsg/default.aspx.

1.1.5.2 Modification of equipment (other than atmospheric research equipment) peculiar to the Air Force Technical Applications Center (AFTAC), Patrick AFB, FL will be documented by Time Compliance Technical Instructions.

1.1.5.3 TCTOs do not apply to civil engineering, medical equipment, or General-Purpose (GP) vehicles.

1.2 RESPONSIBILITIES.

1.2.1 Program Manager (PM). The Air Force PM has management responsibility for assigned Configuration Items (CI). These responsibilities include modification management and implementation IAW AFPD 63-1/20-1, Acquisition and Sustainment Life Cycle Management and AFI 63-131, Modification Program Management. Modifications are based on contractor inputs via the Engineering Change Proposal (ECP) process, a MAJCOM Program Management Directive (PMD), organic change proposal, or Materiel Improvement Project (MIP). TCTOs will be coordinated with all affected using commands and PMs/Chief Engineers of other affected systems and/or commodities as early in the process as possible. Configuration change TCTOs must be authorized by the Configuration Control Board (CCB).

1.2.1.1 The PM and/or their designated TO Manager shall verify that applicable contractors and Foreign Military Sales (FMS) customers establish continuing requirements for TCTO series headers against configuration controlled system or commodities. This action will ensure they receive continuing updates to item configuration. When a modification contract is offered to contractors, the bid package must include the latest configuration of the system or commodity being modified.

1.2.1.2 Systems and commodities managed and sustained at an Life Cycle Management Center (LCMC) Operating Location (OL) may undergo modifications which will require major acquisition development. In these cases, the PM may elect to transfer modification management to a Product Center (PC); however, the PM shall retain overall program responsibility.

1.2.1.3 The PM and/or their designated TO Manager is responsible for performing required advance notifications prior to the issue of Immediate or Urgent TCTOs. The Development System Manager (DSM) or System Program Manager (SPM), as applicable, makes required advance notifications at their location. Chapter 9 provides further details concerning the advance notification process and PM responsibilities.

1.2.1.4 Upon receipt of AFTO Form 873 with CCB approval date of TCTOs, the TO Manager shall obtain a TCTO Number and update the Joint Computer-aided Logistics Support (JCALS) system, establishing a Pub Index Record.

1.2.1.5 The PM or their designated TO Manager is responsible for the format and distribution of TCTOs.

1.2.1.6 PMs or their designated TO Manager shall ensure that an Annual Review is conducted on all Active TCTOs to validate currency/accuracy of key data elements in the TCTOs and JCALS/Reliability and Maintainability Information System (REMIS). PMs will also notify units by appropriate means any noted discrepancies.

1.2.2 Chief Engineer. The Chief Engineer or designee is responsible for ensuring and preserving the Operational Safety, Suitability, and Effectiveness (OSS&E) of the system or end item throughout the operational life, per AFMCI 63-1201, Implementing Operational Safety, Suitability, and Effectiveness (OSS&E) and Life Cycle Systems Engineering (LCSE). The Chief Engineer or designee is also responsible for verifying whether the TCTO effects nuclear certification of the equipment or item associated with the TCTO. The Chief Engineer or designee must be part of the CCB approving any modification TCTOs that change the form, fit, or function of an item or enhances the reliability or performance.

1.2.3 Production Management Activity (e.g., Equipment Specialist [ES], Engineer, TO Manager, Production Management Specialist, etc.). Upon receipt of a TCTO or a procurable modification data package from a TCM and a kit assembly package from the PM, the responsible Production Management Activity (PMA) performs management functions (including functions across the life cycle of the TCTO) for permanent modifications IAW Table 1-1.

Table 1-1. Production Management Activity (PMA) Management Functions for Permanent Modifications

Purchase Requests (PR) preparation for, or initiating action to assemble related kits
Preparation of required status reporting documentation for the Systems and Equipment Modification Maintenance System (SEMMS) (G079) and required funds obligation forms for entry into the Control Procurement Accounting System (CPAS)
Ensures TCTOs are verified IAW TO 00-5-15
Ensures completion of AFTO Form 82, TCTO Verification Certificate, and maintaining the form in the TCTO file
Maintains kit delivery and distribution schedules

Table 1-1. Production Management Activity (PMA) Management Functions for Permanent Modifications - Continued

Ensures logistics support (spares, affected TO updates, data, and Support Equipment [SE]) is available concurrently with the release of the TCTO and kits
Manages accomplishment of the TCTO or modification to the affected weapon system, commodity, and affected spares as required, and tracking TCTO compliance
Rescinds TCTOs or extends rescission dates as necessary
Initiates requests for proper disposition action on any excess kits
Ensures the computer program (software on the appropriate medium, if required) has been prepared by the responsible computer resources activity and sufficient quantities are available for concurrent distribution with the TCTO and any applicable TO updates

1.2.4 Technical Content Manager/Equipment Specialist (TCM/ES). The TCM/ES is responsible for the preparation and development of TCTO technical content.

1.2.5 TO Manager. The TO Manager or their designated representative is responsible for indexing, formatting, archiving, publishing, and distributing TCTOs via the Joint Computer-aided Logistics Support (JCALS) system that will feed the ETIMS. The TO Manager shall ensure that TCTOs and TCTO Supplements are managed in the Enhanced Technical Information Management System (ETIMS), the Air Force system for managing Technical Order (TO) libraries, managing the distribution and printing of paper TOs, and managing, storing and distributing electronic TOs (eTO) and electronic time compliance technical orders (eTCTO). The TO Manager is also responsible for managing the configuration of TOs and providing users with accurate, reliable and timely data (see TO 00-5-1).

1.2.5.1 Enhanced Technical Information Management System (ETIMS). ETIMS is the Air Force system for managing Technical Order (TO) libraries, managing the distribution and printing of paper TOs, and managing, storing and distributing electronic TOs (eTO). TODOs shall use the ETIMS to establish subscriptions for each TO/TCTO required for support of unit missions on behalf of their Technical Order Distribution Accounts (TODA) and library users. Subscriptions ensure automatic issue of future TCTOs. TODOs shall determine and establish ETIMS subscriptions for the TCTO series header numbers applicable to their organization's system/equipment. TODOs should subscribe to a single TCTO series header quantity. Local reproduction and one-time requisitions will be used to augment received TCTO quantities.

1.2.5.1.1 Only individual formal TCTOs and TCTO supplements can be requisitioned in ETIMS. To ensure proper ordering, see the "Workarounds" section in the ETIMS Functional Users Guide, accessible via the ETIMS Community of Practice (CoP) home on the AF portal, at https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-LG-MC-14.

1.2.5.2 eTCTOs. Due to the lack of archive capability in ETIMS, it is recommended that all eTO media of TCTOs be saved to a hard drive/server to meet records management process of keeping files for six years after rescission.

1.3 MODIFICATION DOCUMENTATION.

1.3.1 Submitting Proposed Modifications. Proposed modifications are submitted to the Lead Command via an AF Form 1067, Modification Proposal (AFI 62-601, USAF Airworthiness). The proposals must be technically validated by the responsible Chief Engineer. Validated AF Forms 1067 are prioritized and approved by a Lead Command Configuration Review Board. Approved proposals result in a PMD with funding, which is submitted to the PM for action. The PM generates an ECP to document the required configuration changes and the modification implementation approach, and submits the ECP to the CCB for approval. CCB decisions are documented on an AFTO Form 872, CCB Modification Requirements and Approval Document or an AFMC Form 518, Configuration Control Board Directive. Approved ECPs provide the authorization to update the configuration of the end item.

1.3.2 Implementing Modifications. When the CCB directs a modification to be accomplished by TCTO, the TCTO is developed and formatted according to MIL-DTL-38804D, Detail Specification, Time Compliance Technical Order Preparation. The development process and TCTO content are managed and controlled through the AFTO Forms 873, Time Compliance Technical Order Requirements (See Chapter 3 for Sample Form and Completion and Processing Instructions); 874, Time Compliance Technical Order Supply Data Requirements (See Chapter 3 for Sample Form and Completion and Processing Instructions); and 875, Time Compliance Technical Order Programming Document (See Chapter 3 for Sample Form and Completion and Processing Instructions). If other TOs must be updated as a result of the TCTO, the changes are

developed concurrently by the Modification Manager and submitted through the JCALS "Prepare a TM Change Package" process. TCTO verification is performed by a team of the same Air Force Specialty Code (AFSC) and skill level as those who will accomplish the TCTO and is documented on the AFTO Form 82, TCTO Verification Certificate (Figure 6-1).

1.4 DISTRIBUTION STATEMENTS.

The appropriate distribution, export control, handling and destruction notice, and disclosure statements shall be included on page 1 of all TCTOs and supplements, according to TO 00-5-3 and MIL-DTL-38804D. Refer to Department of Defense (DoD) 5230.24, AFI 61-204, Disseminating Scientific and Technical Information, and TO 00-5-1 for information pertaining to Distribution Statements.

1.5 TCTO, TCTO KIT AND TO UPDATE FUNDING.

1.5.1 Funding Policy. The project funding the modification shall also fund the TCTO, any kits and SE required, and all related TO updates according to AFI 65-601V1, Budget Guidance and Procedures. The PM and/or their designated representative shall be responsible for developing modification budget (lead-time away) addressing all aspects of the related TCTO.

1.5.2 Coverage. Funding for the TCTO includes development, prototyping, verification, publishing and distribution of the TCTO and any other TO changes required during the period of performance. Funding for TCTO kit requirements includes material and distribution. Paragraph 5.4.1.2 covers MAJCOM reimbursement for kits with approved waivers to the complete kit concept.

1.5.3 TO Updates. Funding for TO updates as a result of a modification must include developing and publishing TO updates, inserting "after data" in TOs and publishing routine updates removing "before data" after TCTO completion. If Interim Operational/Safety Supplements (IOS/ISS) are used to provide after data, TCTO funds must also pay for that portion of routine updates incorporating the IOS or ISS (when the TCTO compliance period is longer than 1 year).

1.5.4 Inspection TCTO Funding. Printing and distribution of Inspection TCTOs will be funded by the PM's TO sustainment budget for other than local or MAJCOM directed inspections.

1.6 REPORTING DEFICIENCIES IN TCTO INSTRUCTIONS OR KITS.

1.6.1 TCTO Document Deficiencies. The AFTO Form 22 or JCALS "Recommend a TM Change" process will be used to report all TCTO deficiencies, IAW TO 00-5-1.

NOTE

Safety deficiencies will be reported by EMERGENCY recommended change. Technical deficiencies will be reported as an URGENT recommended change. Non-technical corrections will be submitted as ROUTINE recommended changes.

1.6.2 TCTO Kit Deficiencies. When a deficiency is noted in a TCTO kit, the deficiency shall be reported IAW TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution.

1.6.3 TCTO Kit Shortages. TCTO kit shortages will be reported to the appropriate PM and Production Management Activity (PMA) by supply TCTO kit monitors, using encrypted e-mail.

NOTE

DO NOT report kit shortages using Joint Deficiency Reporting System (JDRS).

1.7 PRELIMINARY TCTOS.

1.7.1 Authorizing Use of Preliminary TCTOs. The PM or their designated representative (PMA, TO Manager, Chief Engineer, etc.) with the mutual written agreement of the Lead and Using Commands, may authorize the use of verified preliminary TCTOs. The use of verified preliminary technical orders is covered in AFI 63-101 and TO 00-5-1. This authorization applies to specific programs pending distribution of a formal TCTO. Maximum duration of the authorization is 180 days, unless an extension is approved by the PM and Lead Command.

1.7.1.1 The TO Manager Authorization letter or message will identify the coordinating offices and will be maintained with the data at all times.

1.7.2 Preliminary Depot-Level TCTOs. The use of preliminary depot-level TCTOs must be approved by the PM or their designated representative (PMA, TO Manager, Chief Engineer, etc.) and affected depot Maintenance Division Chief as applicable.

CHAPTER 2
MODIFICATION CATEGORIES, TCTOS AND TCTO FORMAT

2.1 MODIFICATION CATEGORIES.

2.1.1 Permanent or Temporary Modifications. Modifications may be of two types: permanent (P) or temporary (T) (AFI 63-131, Modification Program Management). Only permanent modifications will be documented through the TCTO process. Permanent modifications may change, add, or remove any aircraft or equipment configuration item. Permanent modifications to hardware are processed according to the Defense Acquisition Guidebook (http://akss.dau.mil/dag/).

2.1.1.1 Permanent Modification. Permanent modifications change the configuration of an asset to affect a lasting improvement in the operational effectiveness, suitability, survivability, and/or ownership costs of a fielded weapon system, subsystem or item. Some permanent modifications are further designated as safety modifications. Permanent modifications are generally installed on AF weapon systems and equipment using a TCTO prepared IAW AFI 63-101 and this TO (see AFI 63-131).

2.1.1.2 Temporary Modification.

NOTE

Temporary modifications are not to be loaded into Maintenance Information System (MIS).

Temporary modifications change the configuration of an item to enable short-term operational mission accomplishment, or to conduct Test and evaluation (T&E) of new and modified equipment (see AFI 63-131). There are two types of temporary modifications: Temporary-1 and Temporary-2.

2.1.1.2.1 Temporary-1 (T-1). T-1 modifications change the configuration of an item in order to satisfy short-term operational mission requirements by adding, modifying, or removing hardware and/or software components or capabilities in a manner that provides an immediate operational benefit. T-1 modifications typically involve the use of existing off-the-shelf or non-developmental items, including stock listed equipment and materiel (see AFI 63-131 for additional details).

2.1.1.2.2 Temporary-2 (T-2). T-2 modifications are used to evaluate the technical performance, operational effectiveness, and/or the operational suitability of developmental hardware and software capabilities when not associated with a permanent modification. T-2 modifications are also used to install and operate T&E-specific support equipment, instrumentation and data recording equipment, telemetry systems, etc. on T&E assets. T-2 modifications may be used in support of all forms of T&E activity, including developmental test and evaluation, operational test and evaluation, and MAJCOM-conducted force development evaluation activities (see AFI 63-131 for additional details).

2.1.2 Modifications Affecting Emergency Rescue Procedures. Test Bed aircraft modified with temporary changes or permanent changes issued as TCTOs which affect aircraft emergency rescue procedures must be reported to HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB, FL (TO 00-5-3, AF Technical Order Life Cycle Management).

2.2 TCTO PRIORITIES, TYPES, AND LEVELS.

Each TCTO is assigned a priority, type and level (field or depot) at the time of CCB or Software Configuration Control Sub-Board approval. Three TCTO priorities (Immediate action, Urgent action, and Routine action) are authorized. These categories are further divided into types and levels, such as Inspection, Safety, Organizational, Intermediate or Depot (O/I/D) Level, as described in Paragraph 2.2.4 and Paragraph 2.2.5 below. All TCTOs are issued by the responsible TCTO/Modification Manager under the authority of the responsible PM. Table 2-1, Priorities/Types Matrix, shows the relationship between TCTO priorities and the different types of TCTOs. The priority is indicated in the instructions by specifying when

compliance is to be accomplished (Table 3-9). The priority of a published TCTO may be changed by issuance of a TCTO supplement or replacement TCTO. The action requires approval at the same level as the original TCTO approval authority.

NOTE

TCTOs may be accomplished at any level of maintenance, that is, Organizational, Intermediate or Depot (O/I/D). The Program Manager in coordination with the using command determines the TCTO level of accomplishment.

Table 2-1. Priorities/Types Matrix

Types	Priorities		
	Immediate Action	Urgent Action	Routine Action
Modification	X	X	X
Inspection	X	X	X
Commodity	X	X	X
Companion	X	X	X
Supplement	X	X	X
Record	--	--	X
Safety	--	--	X

2.2.1 Immediate Action TCTO Priority.

2.2.1.1 Immediate action TCTOs are issued to prevent use of equipment or procedures until hazardous safety conditions, which could result in fatality or serious injury to personnel or extensive damage to or destruction of valuable property, can be corrected. For formal TCTOs, the words IMMEDIATE ACTION are printed in red at the top center of the first page and a series of red Xs are printed around the border of the cover page (see Figure 2-1). Reference Chapter 9 for compliance with the Advance Notification Process.

2.2.1.2 The urgency of these TCTOs requires immediate action to remove the aircraft from service, prevent launch of missiles, discontinue operation of ground Communication-Electronic (C-E) systems, or use of related support equipment, personal equipment, or munitions. When possible, corrective actions are included in Immediate action TCTOs.

2.2.1.3 Commanders shall ensure distribution to all affected personnel within four hours after receipt because of the critical nature of the TCTO.

2.2.2 Urgent Action TCTO Priority.

2.2.2.1 Urgent action TCTOs are issued when potentially hazardous safety conditions could result in injury to personnel, damage to property, or when conditions cause unacceptable reductions in combat efficiency. Urgent action TCTOs may be issued as a formal or an Interim Time Compliance Technical Order (ITCTO) (ITCTOs will use the highest authorized electronic means for distribution). Reference Chapter 9 for compliance with the Advance Notification Process.

2.2.2.2 The urgency of these TCTOs requires compliance within specified time limits. If compliance is not accomplished by expiration of the time limit, Urgent TCTOs require action to remove aircraft from service, discontinue use of air-launched missiles, prevent launch of missiles, discontinue operation of ground C-E equipment, or use of SE, personal equipment, materials or munitions. On formal TCTOs, the words URGENT ACTION are printed in red at the top center of the cover page and a series of alternating red diagonals and red Xs are printed around the border of the cover page (see Figure 2-2).

2.2.2.3 Commanders shall ensure distribution is made to all affected personnel within 24 hours of receipt.

2.2.3 Routine Action TCTO Priority.

2.2.3.1 Routine action TCTOs are issued for any conditions not covered under Immediate or Urgent action TCTOs. Routine action TCTOs may be issued as a formal or an ITCTO (ITCTOs shall be issued using the highest authorized electronic means for distribution). Any ITCTO that will result in partial or complete weapon system removal from operational availability requires the issue of an Advance Notification (see Chapter 9).

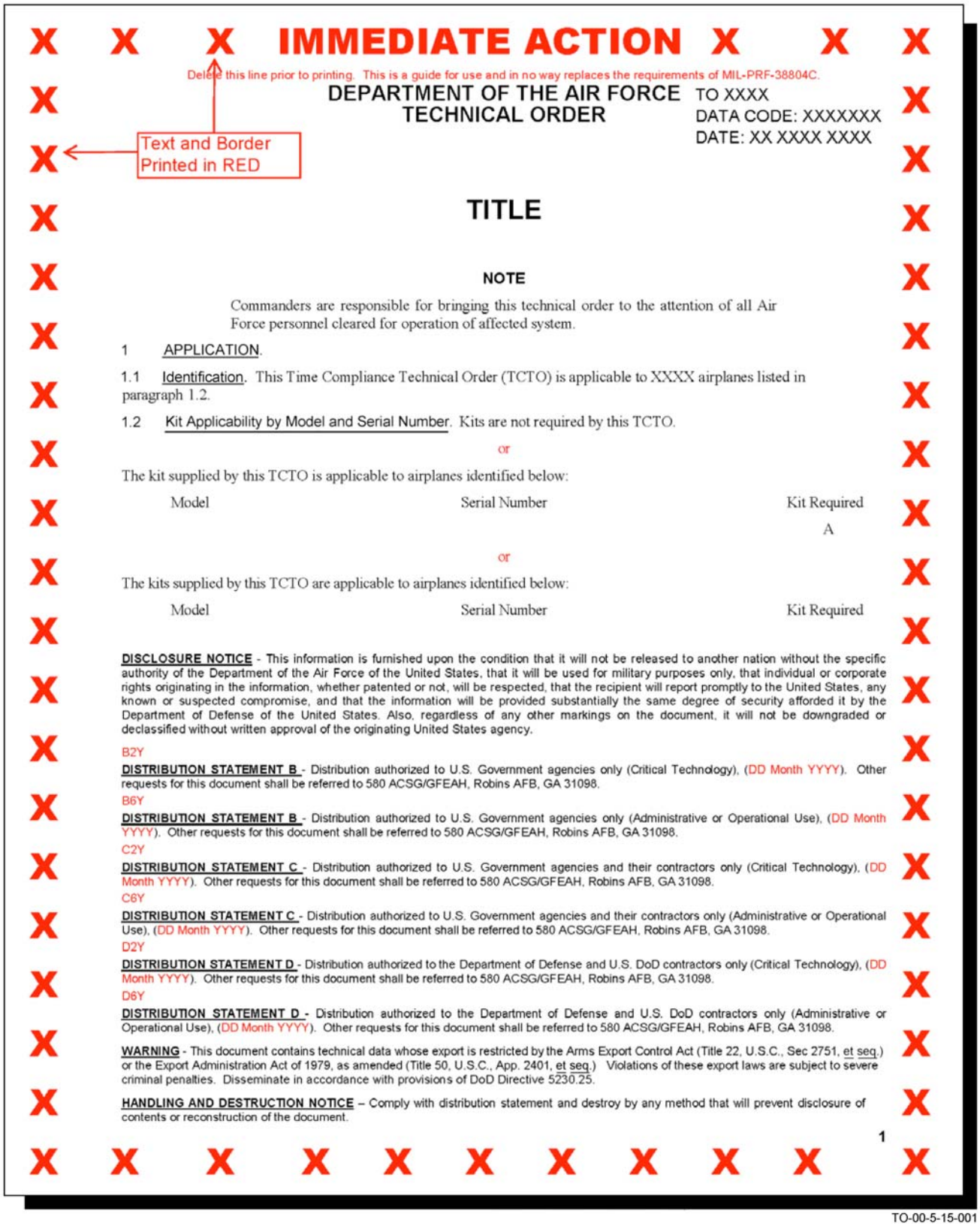

Figure 2-1. Example of Title Page for Immediate Action TCTO

TO-00-5-15-002

Figure 2-2. Example of Title Page for Urgent Action TCTO

2.2.3.2 Governing factors are equipment or procedural deficiencies of a material, mechanical, operational, or tactical nature, the uncorrected existence of which could create a hazard through prolonged usage, or have a negative effect on operational efficiency, or reduce tactical or support utility, or reduce operational life or general service utilization of systems or commodities.

2.2.3.3 Routine action TCTOs may also provide enhancements to equipment or system capabilities.

2.2.3.4 TCM/ES is authorized to withhold the release of non-safety Routine action TCTOs for a maximum of 90 days to permit simultaneous release of two or more TCTOs requiring work in the same general area. This procedure is authorized for all systems and commodities to reduce access and button-up maintenance man-hours when subsequent TCTOs are known to be approved and in process.

2.2.3.5 Commanders shall ensure distribution is made to all affected personnel within 5 days of receipt.

2.2.4 TCTO Types. There are seven types of TCTOs: Configuration Change, Inspection, Commodity, Companion, Supplement, Record, and Safety. The following paragraphs provide further descriptions of each of the seven TCTO types.

2.2.4.1 Configuration Change TCTOs. Configuration Change TCTOs are issued to modify a system or commodity by adding, deleting or altering form, fit, function or interface of a component for a configuration item.

2.2.4.2 Inspection TCTOs. Inspection TCTOs are non-configuration change TCTOs issued to accomplish a one-time inspection, inspection and replacement of hardware with like serviceable items, inspection and repair IAW system/equipment repair manuals, or any similar requirement which does not change form, fit, or function. The affected PM Division Chief may authorize non-configuration change TCTOs.

2.2.4.2.1 Inspection TCTOs may be issued as Immediate action, Urgent action, or Routine action TCTOs. An Inspection TCTO is required when the inspections are either performed outside the normal periodic inspection schedule for the equipment or provide inspection criteria not covered in existing TOs.

2.2.4.2.2 Logistics items required for access and button-up of inspection areas will only be provided in TCTO kits when such items are not commonly available such as base level special tools, parts or materials. This is an exception to the Air Force total kit concept. These kits shall not include those normal wear-out items discovered during the inspection or those items incurring inadvertent damage during accomplishment of the inspection.

2.2.4.2.3 All TCTOs directing an inspection shall indicate whether or not previous inspections satisfy the one-time requirement and also indicate whether or not the requirement is being included in the normal inspection manual. The considerations should be fully taken into account when the inspection involves chemical reaction or when serviceability is determined by a negative result.

2.2.4.2.4 An AFTO Form 874 is only required for inspection TCTOs if kits, special tools, etc., that are not commonly available at the performing units are required.

2.2.4.2.5 Inspection TCTOs may check conditions where the deficiency and affected parts are identified but the extent of either the deficiency and/or quantity of parts required for corrective action is unknown and varies between end military systems or commodities. Defective parts found to require replacement will be considered as normal wear-out items and requisitioned through normal supply channels.

2.2.4.3 Commodity TCTOs. Lower level components, sub-assemblies or end items that are removed from a higher end item for the purpose of modification require a commodity TCTO prepared by the responsible commodity TCM. If the modified part creates a permanent modification to the higher assembly end item, a companion higher assembly end item TCTO is also required. The TCM for the end item shall also be responsible for the companion TCTO and shall coordinate with all affected TCMs and PMs. The TCM preparing the commodity TCTO shall also accomplish coordination within a time frame for receipt of information on a priority basis consistent with the urgency of the TCTO.

2.2.4.3.1 After coordination and approval, the affected commodity TCM obtains the companion TCTO number and data code from the servicing TO Manager, and furnishes the numbers to the Production Management Activity (PMA) managing the modification. When a PMA receives a TCTO and data code for the companion TCTO, the activity, in conjunction with the TCM, accepts responsibility for all areas of TCTO management. The PMA or TCM is responsible for determining all

follow-on actions (rescission, supplements, extension, etc.) and recommending the action to the TO Manager. Point of Contact (POC) for the main TCTO and companion TCTO information should be listed on companion TCTO.

2.2.4.3.2 If the commodity TCTO is for depot-level accomplishment, the end item TCM writes a field level Organizational and Intermediate (O&I) companion TCTO to remove and ship the commodity to the source of repair and replace it with a modified item. If the depot modification will be done on an attrition basis, no companion TCTO is required. IPBs will be updated to reflect the modified equipment part number used for field-level replacement. Illustrated Parts Breakdowns (IPB) affected shall be updated (REVISED) by the owning TCM to reflect the modified equipment part number used for field-level replacement.

2.2.4.3.3 If the TCTO is Organizational or Intermediate (O/I) field level accomplishment, then a companion TCTO is required only if the item is to be modified before the next scheduled or unscheduled removal for other reasons. The preparing TCM and Lead Command will negotiate an agreement for establishing the compliance period for field level TCTOs.

2.2.4.3.4 In the case of an item being modified, it is preferable to modify the entire inventory through the commodity TCTO and use the companion system TCTO for removal of unmodified and installation of modified items in the end item.

2.2.4.3.5 When work required by a TCTO affects another TCTO, an appropriate statement based on MIL-DTL-38804D and AFTO Form 873 shall be included in section three of TCTOs.

2.2.4.4 Companion TCTOS. Companion TCTOs are used when a commodity item must be removed from an end item for modification or an inspection at a base, depot, or contractor facility. In this situation two TCTOs must be written. One TCTO (the “companion”) shall be written against the end item to remove the commodity item and replace it with a modified item. The second TCTO shall be written to modify the commodity item itself. When used, companion TCTOs shall be released concurrently with applicable commodity TCTOs. Companion TCTOs shall be issued when a commodity affects safety of flight/operation or configuration of the end item.

2.2.4.4.1 If a commodity TCTO can be held until the next scheduled or unscheduled maintenance removal from an end item, the use of a companion TCTO is optional. When a TCTO is commodity-driven, the commodity manager prepares and issues the companion TCTO for all impacted systems and platforms after obtaining the inspection, removal and/or replacement instructions from the manager of the system or platform. The reverse is true when a system modification affects commodities.

2.2.4.4.2 If a commodity TCTO is depot-level-only accomplishment, write a field (O&I) level system (companion) TCTO to remove the commodity item from the end item, ship the commodity to the source of repair, and replace the unmodified commodity with a modified item.

2.2.4.4.3 If a commodity TCTO is for field-level accomplishment, then a companion TCTO is required only if the commodity item is to be removed from the system specifically to perform the TCTO.

2.2.4.4.4 In the case of a commodity item modification, the preferred method is to modify the entire item inventory through a commodity TCTO. A system or commodity companion TCTO shall then be used if required for removal of the unmodified commodity item and the installation of the modified commodity item. If there is no TO type for a commodity item to be modified, a TCTO against the system must direct accomplishment on installed and spare items.

2.2.4.4.5 The only exception is for aircraft engines tracked in the Comprehensive Engine Management System (CEMS) (see Paragraph 2.4).

2.2.4.5 TCTO Supplements. TCTO Supplements are used to change or amend the basic TCTO when new information such as time required to complete the TCTO, personnel required, man-hours required, etc., arises based on field execution. All TCTO supplements will be lettered not numbered (e.g., -501C). Reference Paragraph 4.1.10. Formal supplements will not be issued solely to correct the compliance period, rescission date, or man-hour accomplishment time of a TCTO. For these types of updates, the TCTO Manager shall notify users by issuing an Interim TCTO Supplement.

2.2.4.5.1 When it becomes necessary to issue more than one supplement to a basic TCTO, the later supplement(s) may be either cumulative, replacing the previous supplement(s), or non-cumulative. Supplements requiring additional work shall be the non-cumulative type. Changes that affect the form, fit, or function of the TCTO require a new TCTO.

2.2.4.5.2 Supplements that require additional work (such as re-routing wire bundles, additional testing, and/or inspections, etc.) to serial numbers that appear as accomplished in the MIS shall be assigned a new data code and shall contain an additional statement regarding additional man-hours and personnel required. All of the applicable serial numbers listed in the TCTO shall be loaded against the TCTO Supplement in the MIS. The supplement and the basic TCTO shall be updated in the MIS upon completion of both the basic and supplement TCTO on serial numbers that have not been completed. When all the serial numbers applicable to the basic TCTO have been accomplished, only the supplement shall be accomplished and updated in the MIS. Revised rescission dates shall also be included, if required.

2.2.4.5.3 Supplements shall bear the heading "Supplement to Basic Technical Order" and need not bear an indicator of safety or designator of urgency unless the supplement is issued for the purpose of making such a change to the basic TCTO. Supplements automatically assume the same urgency as the supplemented TCTO.

2.2.4.5.4 Interim TCTO Supplements shall be used when required to transmit urgent changes to formal TCTOs and may also be used to make minor technical corrections that do not affect the scope of formal TCTOs. Interim Supplements shall always be used to update ITCTOs. The processing and distribution of the ITCTO supplement shall be accomplished IAW Chapter 9 of this TO and TO 00-5-1. E-Mail (signed and encrypted) Precedence and delayed delivery provisions are provided by TO 00-5-1.

2.2.4.6 Record TCTOs. Record TCTOs do not contain step-by-step instructions in the "how work is accomplished" paragraph. Record TCTOs tabulate the equipment affected, index necessary installation drawings and instructions, and list required parts which are provided by kits. These TCTOs will not be accomplished by O/I level maintenance activities. Symbol entries are not required on maintenance forms for record TCTOs. Distinguishing red markings are not required for record TCTOs. All other aspects of the record TCTO will contain the same information and support as do other TCTOs.

NOTE

Detailed instructions shall be referenced in section 6 of the TCTO.

2.2.4.6.1 For prototype TCTO installations which are to remain installed on the system or commodity, the record TCTO will remain in effect until a formal basic TCTO covering the entire range of affected systems or commodities, kits, and affected TO updates are available for concurrent release.

2.2.4.6.2 The prototype record TCTO may become the formal TCTO by the issuance of a TCTO supplement that adds the additional information required. The formal TCTO will identify whether the prototype installation is satisfactory as installed, or if additional work is required to attain standard configuration.

2.2.4.6.3 Affected TO updates to support a prototype installation must be agreed to by the applicable MAJCOM directorate. These TOs may be verified preliminary TOs or supplemental data, but the data must be in a changeable format.

2.2.4.7 Safety TCTOs. The corrective actions for safety deficiencies that impose "remove from service" or flight restrictions are issued in a Routine Safety TCTO. Safety TCTOs are issued to accomplish permanent modifications with safety implications. The TCTOs developed to implement these modifications carry an additional safety indicator in red capital letters above the title on the first page. This marking does not reflect the designation of priority, but is used when the risks are too high if the hazard is not corrected within the compliance period.

2.2.5 Designated Level of Accomplishment. TCTOs are issued for a designated maintenance level based on primary responsibility for accomplishment in keeping with readily available skill levels and facilities. A TCTO designated for field level accomplishment does not prohibit accomplishment by depot-level maintenance. The designation of depot-level does prohibit accomplishment by field level maintenance unless the MAJCOM has specific current authority granted by the PM to the units affected. The PM, in coordination with the using command, determines the TCTO level of accomplishment. The following criteria apply:

2.2.5.1 Organizational or Intermediate level accomplishment will normally be designated when TCTOs are immediate, urgent or safety-related; require minimum out of commission or down time of systems and commodities; and involve relatively small man-hour expenditures within the concept of maintenance performed by a using organization on assigned equipment. The using command must agree to accomplish field level TCTOs within the designated compliance period. For individual TCTOs, exceptions to the above may be negotiated between the using command and the PM. When TCTOs designated as depot-level maintenance are instead performed at the field level, Paragraph 4 of the TCTO, "BY WHOM TO BE ACCOMPLISHED," shall include the office symbol, e-mail address and Defense Switched Network (DSN) number of the using command office authorizing this level of accomplishment.

2.2.5.2 Depot-level accomplishment will be designated when the requirements of the TCTO are less urgent, require extensive out of commission time for systems and commodities, or involve relatively large man-hour expenditures, extensive shop facilities, and/or skills beyond those normally found at the field level. Depot-level TCTOs require that work be accomplished by a specific modification program, use of an on-site or field team, or integration into existing depot work packages, commodity repair, or overhaul programs.

2.3 SPECIAL CONDITION TCTOS.

2.3.1 TCTOs on Special Federal Supply Group (FSG) Items. Proposed modifications to specifications or configuration changes to FSG 59 (electronics piece parts), FSG 60 (fiber optics), or Federal Stock Class (FSC) 6145 (wire and cable) source coded to Defense Logistics Agency (DLA) must have 645 LOG/ES approval on the AFTO Form 872 or AFMC Form 518 prior to CCB approval and subsequent TCTO processing.

2.3.2 TCTOs on Radar Equipment. The policy on modification of radar equipment used jointly by the Air Force and the Federal Aviation Administration (FAA) is in the numbered minutes of the Joint Radar Planning Group.

2.3.3 TCTOs Applicable to Security Assistance Program (SAP)/Foreign Military Sales (FMS). TCTOs applicable to military systems or commodities used by SAP/FMS require some coordination with the countries involved. The PM shall notify the affected country managers of all safety of flight and all releasable (Foreign Disclosure Office (FDO) approved) modifications applicable to the SAP/FMS equipment. Send the modification offering to the country in sufficient time to allow the country to identify kit requirements for participation in a consolidated kit buy. The Air Force Security Assistance Center (AFSAC)/IPS must be advised to assure any required coordination actions are taken. See TO 00-5-19, Security Assistance Technical Order Program, for additional details. (See Chapter 9 for special distribution procedures for FMS Interim TCTOs.)

2.3.4 Electronic Warfare (EW) Systems. The responsible PM periodically updates software for EW systems which impact the TOs managed by an aircraft or training device PM at a different location. Concurrent release of the changed software and updates to all TOs affected by the software change is required. To facilitate concurrent release, the following procedures apply:

2.3.4.1 The commodity EW TCM ensures current aircraft or training operations TOs (-1 series) and maintenance (-2 series) checkout procedures are available from the responsible PMs.

2.3.4.2 The commodity EW TCM prepares a draft of the changed checkout procedures and verifies the changes with affected aircraft or training system PM assistance during verification of the TCTO and affected TO source data. The commodity EW TCM furnishes verified, marked-up copy of source data for all affected TOs to the applicable PMs.

2.3.4.3 Affected aircraft or training system PMs ensure initial distribution of formal updates to affected TOs is completed as follows:

2.3.4.4 When less than 50 pages of TO data are affected and TO updates are organically prepared, and initial distribution shall be accomplished within 90 calendar days of receipt of verified source data. The 90 days is divided as: TCM, 30; TO Manager, 45; and Printing and Distribution, 15 days.

2.3.4.5 When preparation of TO updates is accomplished by a contractor or when 50 or more TO pages are affected, the EW TO Manager and the TO Managers for the aircraft or training systems will negotiate a mutually agreeable initial distribution date.

2.3.5 Modifications to Commercial-Derivative Aircraft. Modifications to commercial-derivative aircraft that will retain FAA certification must comply with the intent of AFI 62-601, USAF Airworthiness.

2.3.6 Commercial and Other-DoD-Component Modification Instructions. See Paragraph 2.7.

2.3.6.1 Commercial publications directing modifications to systems or end items (other than temporary modifications) and initial or one-time inspections to be performed by Air Force organic resources will be numbered and managed as TCTOs IAW this TO (see Chapter 4). TCTO numbers will also be issued for publications which update the configuration of Contractor Logistics Support (CLS) managed systems and end items when configuration control is the responsibility of the Air Force. For publications directing work to be performed by contractors, the responsible activity will determine whether or

not a TCTO number will be assigned based on program requirements. This may result in TCTO numbers being assigned and managed within the TO system for programs managing Operations and Maintenance (O&M) manuals outside the system (e.g., for CLS maintained systems).

2.3.6.2 Commercial Manuals and associated TCTOs may only be distributed via regular e-mail if they are Scientific and Technical Information (STINFO) distribution statement "A."

2.4 SINGLE-TCTO PROCESS.

A single TCTO for removal, modification and reinstallation of components and return of end items to serviceable status is authorized for use only as indicated below. For all other systems and commodities, companion TCTOs shall be released concurrently with applicable commodity TCTOs and are issued according to Paragraph 2.5.

2.4.1 Category 2 TCTO. Managers may issue a single Category 2 (Airborne Engines) TCTO to modify the engine, whether or not installed in the aircraft. The single TCTO method will only be used if it will accommodate all CEMS and Integrated Maintenance Data System (IMDS) tracking and reporting functions supporting field and depot activities. TCTOs applicable to a commodity installed on the engine will be issued in the appropriate commodity TO category with a companion TO Category 2 TCTO for removal of the unmodified item and installation of the modified item to provide engine configuration tracking information.

2.4.2 Single System or End Item TCTO. A single system or end item TCTO may be issued when no TCTO category exists for the commodity item to be modified.

2.5 RELEASE INSTRUCTIONS.

Some conditions may require accomplishment of more than one TCTO before lifting of restrictions. When such conditions arise, a TCTO supplement is prepared by the responsible PM giving proper release instructions.

2.5.1 Corrective Action TCTOs. Under no circumstances will the PM include releasing statements in the corrective action TCTO. The PM issuing the corrective action TCTO provides the TCTO number to the end item PM as early as possible.

2.5.2 Flight Manual TCTOs. TCTOs affecting Flight Manual Program (FMP) publications must be coordinated with the Flight Manual Manager. Flight Manuals must be revised and distributed concurrently with affected maintenance TOs.

2.6 INTERIM TCTO (ITCTO).

ITCTOs shall be issued by electronic means. The processing and distribution of the ITCTO or ITCTO supplement shall be accomplished IAW Chapter 9 of this TO and TO 00-5-1. Message (signed and encrypted e-mail) precedence and delayed delivery provisions are provided by TO 00-5-1. ITCTOs shall be entered into the appropriate MIS.

2.7 NON-TCTO MODIFICATION INSTRUCTIONS.

2.7.1 Procedures. A service bulletin, other DoD component modification instructions, and similar publications prepared by manufacturers or other government agencies are not authorized for distribution to Air Force personnel for compliance, except as specified in TO 00-5-1. Any activity receiving other than authorized instructions will notify the MAJCOM weapon system manager and request disposition instructions. The TCM, depot engineering or technical support activities and/or Flight Manual Managers (FMM) will review the publications. If approved for AF use, the TO Manager assigns TCTO and data code numbers, a compliance period, issue and rescission dates in JCALS, and an authority line to the publication. The publications are distributed through normal Air Force channels. The TCTO will cover those areas not specifically covered by the publication. Specific TCTO requirements covered by the publication will be referenced in the TCTO.

2.7.2 Exception: Implementing and Monitoring Service Bulletin and Recall Compliance. Service bulletins prepared by the contractor or manufacturer of General-Purpose (GP) commercial vehicles shall be used by Air Force personnel to correct deficiencies that are discovered during production and for the duration of the warranty. The OL Robins AFLCMC/GRVDA, 460 Richard Ray Blvd, Suite 200, Robins AFB, GA 31098-1813 will take necessary action to ensure that the government continues to receive service bulletins for all GP commercial vehicles in the Air Force inventory. When required, the AFLCMC/GRVDA OL Robins shall direct corrective action. The MAJCOM Transportation Division shall establish procedures to implement and monitor compliance with Service Bulletins and Recalls. Using activities shall notify the

MAJCOM when a service bulletin is accomplished by bulletin number, registration number, work order number and date for input to the Consolidated Automated Reporting System (CARS) (AFI 24-303, Command/Air Force Vehicle Integrated Management System and Consolidated Analysis and Reporting).

2.8 RETROFIT CHANGES.

2.8.1 Spares in Stock or War Reserve Materiel (WRM). Retrofit changes that affect spares in stock or War Reserve Materiel (WRM) (AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures) will identify each affected item by national stock class (NSC), part number (PN), and nomenclature.

2.8.2 WRM Assets. WRM assets shall be specified in the TCTO as either requiring or not requiring accomplishment. Accomplishment may be deferred past the normal TCTO compliance period by the TCTO manager, in which case, the TCTO will not be rescinded. TCTOs involving WRM will be complied with when assets are removed from Readiness Spares Package (RSP) kits.

2.9 NUCLEAR WEAPONS RETROFIT ORDERS.

The AF Nuclear Weapons Center (AFNWC) is responsible for ICBM, Cruise Missile, EOD (Category 60N) and specific aircraft nuclear weapon system TOs. AFNWC Logistics Support Division (NCL) Technical Support Branch (NCLS) is responsible for the 11N Indexes. The Indexes will identify the responsible TO Management Agency. All TOs and manuals in the 11N Indexes must be requisitioned through a nuclear TODO account. The TO Management Agency is responsible for approving release of the TOs under their agency. Applicable AFNWC TOMAs must be included in all activities related to the acquisition and maintenance of these TOs. (Reference TO 00-5-1, Chapter 10 for Nuclear TODO Accounts).

2.10 TCTO FORMAT.

All formal TCTOs (contractor or organically prepared) are formatted according to military specification, MIL-DTL-38804D. Borders and identification markings printed in red are used to focus attention on the more urgent TCTOs. All TCTOs will be marked with the appropriate title page notices; STINFO Distribution Statement, Destruction Notice, Export Control Notice, etc. (see DoDI 5230.24 and AFI 61-204). All formal TCTOs will include a point of contact for the TCTO to provide name, organization, office symbol, e-mail address and DSN in Paragraph 9, titled “POINT OF CONTACT.” Interim TCTOs and the ITCTO format are addressed in Chapter 9. Exemption: TCTO text shall be in black print. The TCTO Template in this chapter is provided as a guide and is not intended to usurp MIL-DTL-38804D which is the specification for TCTO format.

NOTE

The TCTO Template, Figure 2-3, in this chapter is provided as a guide and is not intended to usurp MIL-DTL-38804D which is the specification for TCTO format.

DEPARTMENT OF THE AIR FORCE
TECHNICAL ORDER

TO XXXX
DATA CODE: XXXXXX
YYYYMMDD

TITLE

NOTE

Commanders are responsible for bringing this technical order to the attention of all Air Force personnel cleared for operation of the affected system.

1 APPLICATION.

1.1 Identification. This Time Compliance Technical Order (TCTO) is applicable to XXXX aircraft listed in paragraph 1.2.

1.2 Kit Applicability. Kits are not required by this TCTO.

or

DISCLOSURE NOTICE - This information is furnished upon the condition that it will not be released to another nation without the specific authority of the Department of the Air Force of the United States, that it will be used for military purposes only, that individual or corporate rights originating in the information, whether patented or not, will be respected, that the recipient will report promptly to the United States, any known or suspected compromise, and that the information will be provided substantially the same degree of security afforded it by the Department of Defense of the United States. Also, regardless of any other markings on the document, it will not be downgraded or declassified without written approval of the originating United States agency.

DISTRIBUTION STATEMENT A - Approved for public release; distribution is unlimited. PA Case Number XX-XXXXX. Submit recommended changes or problems with this Technical Order to appropriate OL AFLCMC/_____. Questions concerning technical content shall be referred to *ES OFFICE SYMBOL*.

DISTRIBUTION STATEMENT B - Distribution authorized to U.S. Government Agencies only (Administrative or Operational Use) (DD Month YYYY). Other requests for this document shall be referred to appropriate OL AFLCMC/_____. Questions concerning technical content shall be referred to *ES OFFICE SYMBOL*.

DISTRIBUTION STATEMENT C - Distribution authorized to U.S. Government Agencies and their contractors (Critical Technology) (DD Month YYYY). Other requests for this document shall be referred to appropriate OL AFLCMC/_____. Questions concerning technical content shall be referred to *ES OFFICE SYMBOL*.

DISTRIBUTION STATEMENT D - Distribution authorized to the Department of Defense and U.S. DoD contractors only (Administrative or Operational Use) (DD Month YYYY). Other requests for this document shall be referred to appropriate OL AFLCMC/_____. Questions concerning technical content shall be referred to *ES OFFICE SYMBOL*.

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 DoD Directive 5230.25.

HANDLING AND DESTRUCTION NOTICE - Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of the document.

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Figure 2-3. TCTO Template Sample (Sheet 1 of 10)

The kits supplied by this TCTO are applicable to aircraft identified below:

Model	Serial Number	Kit Required

1.3 TCTO Verification. Kit verification, in accordance with TO 00-5-15, was accomplished at (Location), on (Model) aircraft, serial number _____ on (Date DD MMMM YYYY).

2 PURPOSE.

The purpose of this TCTO is _____. (This paragraph shall provide a concise explanation of the purpose of the TCTO, including reasons for any inspection, replacement or modification/retrofit change required. Sufficient background information shall be included in all TCTOs concerning conditions that caused the retrofit change and the effect noncompliance shall have on mission capability. The failure, incidents or conditions that make this retrofit change necessary shall be summarized. If applicable, this paragraph shall identify the Material Improvement Project (MIP), Modification (MOD), Engineering Change Proposal (ECP), production change point, and/or class modification number that the retrofit change will incorporate.)

(For Record TCTOs only)

2.1 Identification of TCTO. This is a RECORD TCTO and is not complete within itself. The purpose of this TCTO is to identify the retrofit change, tabulate all affected systems or equipment, index all necessary drawings and instructions, and list all parts necessary for accomplishment.

2.2 Purpose. (Shall contain the information required above.)

3 WHEN TO BE ACCOMPLISHED.

(For Routine safety inspection Organizational/Intermediate level TCTO)

a. Not later than ___ days after receipt of this TCTO. Affected system/equipment shall be removed from service if this TCTO is not accomplished within the specified number of days, or 60 days prior to the TCTO rescission date, whichever comes first.

or

(For Routine action Organizational/Intermediate level safety TCTO)

a. Not later than ___ days after receipt of (this TCTO) (kits) (parts) (special tools). Failure to accomplish this TCTO by the preceding specified number of days, or 60 days prior to the TCTO rescission date, whichever comes first, shall automatically restrict operations or shall be justification for withdrawing affected system/equipment from service until compliance is accomplished.

or

(For Routine action Organizational/Intermediate level TCTO)

a. Not later than ___ days after receipt of (this TCTO) (kits) (parts) (special tools). Failure to accomplish the work by expiration of compliance period, or 60 days prior to the TCTO rescission date, whichever comes first, shall be justification for withdrawing the affected system/equipment from service until compliance is accomplished.

or

(For Routine action Organizational/Intermediate level based on maintenance practice TCTO)

a. At the time of removal from Emergency War Order (EWO) status (or during scheduled modernization action). If not complied with by (date), or 60 days prior to the TCTO rescission date, whichever comes first, the system/equipment shall be removed from active service until compliance with the TCTO is accomplished.

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Figure 2-3. TCTO Template Sample (Sheet 2)

or

(For Routine action Depot level TCTO)

a. (These modifications require specified accomplishment at a time designated by the acquiring activity by means of AFMC Form 873 at overhaul, contractor team, force modernization, AFMC schedule or whatever other phrase that is most appropriate.)

b. TCTO RESCISSION DATE. The TCTO rescission date is _____, unless extended via TCTO supplement or notices received through the Reliability and Maintainability Information System (REMIS) or other Management Information Systems. TCTOs will be retained until listed as rescinded in the applicable index.

(When additional work is dependent upon other technical order(s) or TCTO(s))

c. The work required by this technical order shall be accomplished (concurrently with) or (prior to) or (subsequent to) the work required by TO_____, data code _____, dated_____.

or

(When the TCTO replaces another and requires additional work)

c. Additional work is required by this issue.

or

(When the TCTO replaces another and requires no additional work)

c. No additional work is required on the system/equipment which shows compliance with TO _____, data code _____, dated _____.

4 BY WHOM TO BE ACCOMPLISHED.

Organizational/Intermediate level maintenance.

or (If more than one level is applicable, the lower level will be specified.)

Depot level maintenance.

5 WHAT IS REQUIRED.

5.1 Supply Information and Requirements.

5.1.1 Kits/Parts/Materials Required. The following parts will be furnished as a complete kit.

or

(For an Inspection TCTO when no kit is involved)

Not applicable.

or

(When complete kit concept has been waived)

Not all components/parts/tools will be furnished in a kit, complete kit concept waived by (insert name/rank/office symbol/DSN phone number and e-mail address of the Lead Command POC authorizing a waiver of the complete kit concept).

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Figure 2-3. TCTO Template Sample (Sheet 3)

NOTE

AF activities shall ensure that requisitioning of TCTO kits/parts is effected in an expeditious manner to ensure accomplishment of this TCTO within the designated time period.

(Use when only a single kit is required)

Qty	Stock Number	Part Number	Nomenclature	Source

or

(Use when multiple kits are required, add an additional Qty column for each additional kit)

Qty Kits A	Qty Kits B	Stock Number	Part Number	Nomenclature	Source

or

(When complete kit concept has been waived, this additional table shall be used with one of the preceding kit tables)

The following parts/materials required to comply with this technical order are not furnished in the kit and shall be obtained through the appropriate supply source.

Qty	Stock Number	Part Number	Nomenclature	Source	Percent of Parts Replacement

5.1.2 Action Required on Items in Stock. Not applicable.

or

The following items in stock shall be modified in accordance with this TCTO prior to issue.

Stock Number	Part Number	Nomenclature	NPPC Code

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Figure 2-3. TCTO Template Sample (Sheet 4)

5.1.3 Kits/Parts/Materials Required to Modify Items in Stock. Not applicable.

or

Parts and materials required to modify each (nomenclature) (part number) in stock will be furnished as a kit.

or

Parts and materials required to modify items in stock shall be obtained through the appropriate supply source.

(Use when only a single kit is required)

Qty	Stock Number	Part Number	Nomenclature	Source

or

(Use when multiple kits are required, add an additional Qty column for each additional kit)

Qty Kits		Stock Number	Part Number	Nomenclature	Source
A	B				

or

Same as parts and materials (specific) (or other specific unit of equipment) listed in subparagraph 5.1.1.

5.1.4 Disposition of Removed and Replaced Parts/Materials. Not applicable.

or

NOTE

- Parts removed, but not listed, shall be processed to the local Defense Reutilization and Marketing Office if unserviceable or not cataloged. Serviceable stock listed items shall not be returned to stock unless the quantity removed exceeds $25.00 line item value.

and, if applicable

- Recoverable items removed/replaced during a modernization program shall be bench checked for serviceability, returned to Air Force inventory or repaired in accordance with directions provided by the Item Manager (IM). Retail supply systems shall report serviceable and unserviceable recoverable assets to the applicable IM for disposition action.

Stock Number	Part Number	Nomenclature
		XXXXXXXX[1]

[1]Disposition Action Required

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Figure 2-3. TCTO Template Sample (Sheet 5)

(For Record TCTOs only)

5.1.5 Drawings and Instructions Required. Not applicable.

or

Drawings/ Instructions/ Number	CAGE Code	Date	Revision	Source

5.1.6 Size, Weight, and Cost of Kits/Parts/Materials. Not applicable.

or

Kit	Size	Weight	Cost
A	0.0 Cu. Ft.	000 pounds	$000.00

5.1.7 Disposition of Kits/Parts/Materials. Not applicable.

or

(Kits/Parts/Materials) remaining in stock after recission date or completion of modification requirements shall be reported as excess to kit manager.

5.2 Personnel Information and Requirements. Not applicable.

or

Work Phases	AFSC Skills	Man-Hours
Unpacking	X	0.0
Disassembly	X	0.0
Installation	X	0.0
Assembly	X	0.0
Operational Check	X	0.0
	Total Man-Hours	

5.3 Special Tools, Fixtures, Test Equipment, and Software Required. Not applicable.

or

This (tool [kit]) (fixture) (test equipment) (software) will be furnished to using activities, without requisition, by (contractor's name) through the contractor's Field Service Representative. After use of the (tool [kit]) (fixture) (test equipment) (software) is completed, it shall be (returned to the contractor's Field Service Representative) (returned to stock) (kept by the user) (disposed of as condemned property) (other).

or

This tool (kit) will be furnished to using activities upon requisition from (agency). After use of the tool (kit) is completed, it shall be (returned to stock) (kept by the user) (disposed of as condemned property) (other).

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Figure 2-3. TCTO Template Sample (Sheet 6)

or

This tool will be locally manufactured using instruction(s)/illustration(s) (appropriate paragraph/figure reference) which provide the necessary manufacturing details. After use of the tool is completed, it shall be (kept by the user) (disposed of as condemned property) (other).

6 HOW WORK IS ACCOMPLISHED. (This paragraph shall contain all the text and illustrations necessary to give step-by-step instructions to perform all inspections, replacements, modifications/retrofit changes, and re-identification required by the TCTO. This paragraph shall also include the work phases identified in paragraph 5.2. [Step-by-step instructions shall not be provided for Record TCTOs.])

a. Prepare aircraft for maintenance in accordance with TO 1C-130H-2-05JG-00-1, SSSN XX-XX-XX.

b. Disassembly.

WARNING

c. Installation.

CAUTION

d. Perform a system operational check in accordance with paragraph 7.2 of this TCTO.

7 SUPPLEMENTAL INFORMATION.

7.1 Fuel System Defuel/Purge. Defueling/purging of the fuel system (shall be accomplished/is not required) prior to accomplishing this TCTO.

7.2 Operational Checkout Requirements. An operational checkout of the system or equipment after retrofit change (shall be accomplished/is not required) prior to normal operations.

7.3 Weight and Balance Information. There are no weight and balance changes resulting from the instructions contained herein.

or

7.3.1 Chart A Entry Information.

NOTE

When a Chart A entry is required and an aircraft inventory is not accomplished, the date of the entry must be placed (in pencil) in the item description column of Chart A. Marks in the "IN AIRCRAFT" and "CHART C ENTRY" columns of Chart A are made only at the time of a complete aircraft inventory.

For aircraft requiring Kit A:

Item No.	Item Description	Weight	Arm	Moment/Constant
Compartment(s)				

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Figure 2-3. TCTO Template Sample (Sheet 7)

(If multiple kits are required)

For aircraft requiring Kit B:

Item No. Item Description Weight Arm Moment/Constant
Compartment(s)

7.3.2 Chart C Entry Information.

For aircraft requiring Kit A:

Added:

Item No. Item Description Weight Arm Moment/Constant
Compartment(s)

Removed:

Item No. Item Description Weight Arm Moment/Constant
Compartment(s)

(If multiple kits are required)

For aircraft requiring Kit B:

Added:

Item No. Item Description Weight Arm Moment/Constant
Compartment(s)

Removed:

Item No. Item Description Weight Arm Moment/Constant
Compartment(s)

For aircraft requiring Kit A:

Overall Change in Basic Weight: _____ pound(s) and
Overall Change in Basic Moment: _____ inch-pound(s)/constant

(If multiple kits are required)

For aircraft requiring Kit B:

Overall Change in Basic Weight: _____ pound(s) and
Overall Change in Basic Moment: _____ inch-pound(s)/constant

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Figure 2-3. TCTO Template Sample (Sheet 8)

7.4 Technical Manuals Affected. Not applicable.

or

TO Number Date of Basic Issue

8 RECORDS.

8.1 Action Required on Maintenance Records. None.

or

a. Update AFTO Form 781-series and AFTO Form 95 to document TCTO compliance.

b. Upon completion of TCTO, update applicable Maintenance Data Collection (MDC) system(s) in accordance with TO 00-20-2 and the handbook for that system. Where automated input is not available, fill out AFTO Form 349 in accordance with TO 00-20-2 and send to AFLCMC OL (enter Organization/Office Symbol), (enter Street #) (enter Street Name), (enter Operating Location), (enter State Name) (enter Zip Code).

Part Number	CAGE	FSC	SRD	WUC

(When the TCTO replaces another but requires no additional work)

c. No new form entry required. Change publication date and number, as necessary.

(For Aircraft and Missiles only)

8.1.1 Inventory Equipment. (When the TCTO specifies installation, removal or relocation of inventory equipment) Upon compliance with the TCTO, entry is required on AF Form 2691, Aircraft/Missile Equipment Property Record, in accordance with AFI 21-103, Equipment Inventory, Status, and Utilization Reporting.

Added:

Quantity	Nomenclature	Location

Removed:

Quantity	Nomenclature	Location

Relocated:

Quantity	Nomenclature	Location

8.2 Action Required on Supply Records. Not applicable.

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Figure 2-3. TCTO Template Sample (Sheet 9)

or (Use as appropriate)

Supply records shall be appropriately annotated to reflect that the following part(s) shall not be issued for an unauthorized application. Supply organizations maintaining Manual Stock Record Accounts shall enter in the Remarks space of the appropriate AF Form 105F series, 'DO NOT USE ON (equipment) PER TCTO (number).' Supply accounts maintaining mechanized records shall take the following actions:

a. Base Supply: Load applicable exception codes to the records to prevent automatic issue to customers.

b. Depot Support: Perform manager review code of the listed items to prevent automatic issue.

c. Inventory Manager: Manager review code "T" shall be assigned item(s) listed below to ensure that shipments are not made to Air Force activities until proper application is confirmed. Use of other manager review codes, if applicable, is permissible.

d. Property accounting personnel shall verify the intended application of the item requisitioned to ensure that demodification will not result. Positive supply action shall be taken based upon results of verification of proper application.

Stock Number	Part Number	Nomenclature

8.3 Retrofit Change or Inspection Identification Marking. If not applicable, this subheading shall be annotated "Not applicable".

9 POINT OF CONTACT.

Point of Contact (POC) for questions and comments regarding this TCTO is (enter Name, Organization, Office Symbol, e-mail address, and DSN).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

MARK A. WELSH III, General, USAF
Chief of Staff

Janet Wolfenbarger, General, USAF
Commander, AFMC

Prepared by (enter Name, Organization and Office Symbol, DSN telephone number, and e-mail address of the POC responsible for preparation)

or

Prepared by (enter Contractor; if applicable) for (enter Organization/Office Symbol) (enter DSN) (enter Phone Number)

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Figure 2-3. TCTO Template Sample (Sheet 10)

CHAPTER 3
TCTO DEVELOPMENT, IMPLEMENTATION, PUBLISHING, UPDATING, COORDINATION, AND DOCUMENTATION

3.1 MODIFICATION NEED DETERMINATION.

The need for a modification is determined by a number of factors including an analysis/review of Deficiency Reports (DR), customer service contact, Product Improvement Working Groups (PIWG), Government Industry Data Exchange Program (GIDEP), and mishaps. Once a determination has been made to perform a modification IAW AFI 63-131, Modification Program Management, or a TCTO or an ECP as depicted in Figure 3-3, TCTO Development Process Flow.

3.2 CONFIGURATION CONTROL BOARD (CCB) REVIEW (ECP OR TCTO).

The PM establishes a means for tracking a modification proposal through formal CCB validation and modification completion. The CCB determines whether the modification will be performed as an ECP or as a TCTO. Once the decision has been made to accomplish the modification as a TCTO, the development process is initiated.

3.2.1 Contractor Driven ECPs or MAJCOM PMDs Modifications. Modifications driven by contractor ECPs or MAJCOM PMDs will be authorized by the CCB IAW AFI 63-131, Modification Program Management, and documented on an AFTO Form 872, CCB Modification Requirements and Approval Document or AFMC Form 518, Configuration Control Board Directive (Figure 3-1 and Figure 3-2 respectively). Program Office-determined needs for modifications or software updates will require assignment of a MIP number and initiation of an AFTO Form 872 or AFMC Form 518 for CCB approval IAW AFI 63-131.

3.2.2 AFTO Form 872.

NOTE

For permanent modifications under $10M, an AF Form 1067 may be used in lieu of the AFTO Form 872.

The responsible CCB uses the AFTO Form 872 to document approval or disapproval of the modification. If the modification is disapproved, the AFTO Form 872 is returned to the initiator. If the modification is approved, the CCB will determine how it should be performed (ECP, Engineering Order (EO), or TCTO), and the CCB chairperson signs the form. Changes to Computer Resource Configured Items (CRCI) are not controlled by TCTOs, but CPIN software changes can be distributed using a TCTO. The AFTO Form 872 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form.

CCB MODIFICATION REQUIREMENTS AND APPROVAL DOCUMENT

1. MOD NUMBER	2. MOD MANAGER LOCATION	3. DOCUMENT PREP DATE
4. DOCUMENT PRODUCTION DATE	5. MOD TITLE	
6a. SYSTEM/EQUIPMENT	6b. REMARKS	

7. MOD CLASS	8. USING COMMAND	9. AGENCIES INVOLVED ☐ a. AIR FORCE ☐ b. SAP ☐ c. OTHER _____
10. PERFORMED BY		12a. CLOCK INSTALLATION HOURS PER UNIT
11. KIT TO BE COMPLETED AT ☐ O LEVEL ☐ I LEVEL ☐ D LEVEL		12b. CLOCK TOTAL INSTALLATION HOURS

13a. MODIFICATION MANAGER	DSN
13b. PROJECT OFFICER	DSN

14. ENGINEERING AUTHORITY
☐ a. AIR FORCE ☐ b. SAP ☐ c. OTHER _____

15. REQUIREMENT AND JUSTIFICATION NARRATIVE
a. DESCRIPTION

b. JUSTIFICATION

16. SOLUTION

17. RELATED DOCUMENT NUMBERS:

a. MP/MN/ECP	b. PMD	c. TCTO	d. MATERIAL SAFETY TASK GROUP (MSTG)

18. KIT QTY REQ/APPL	a. SYS/EQUIP	b. SPARES	c. OW/RM	d. TRAINERS	e. SIMULATORS	f. GROUP A/B	g. TOTAL

19. ACTION	☐ a. NEW PROPOSAL	☐ b. ADDITIONAL RQMT	☐ c. COST INCREASE	☐ d. SCHEDULE SLIP
	☐ e. CANCELLATION	☐ f. REVALIDATION	☐ g. SUMMARY	

20. COST AND SCHEDULE ESTIMATES HEREIN MUST BE REVALIDATED IF MODIFICATION IS NOT BY THIS DATE

20A. LAST ENTERED	20B. CHANGED BY

AFTO FORM 872, 20130424 PREVIOUS EDITION IS OBSOLETE PAGE 1 OF 6
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Figure 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document (Sheet 1 of 6)

21. FINANCIAL PLAN, MOD							
FOR	SYSTEM		BPAC		PREPARATION DATE		
(MODIFICATION COSTS)	FPY: QTY/COST	PPY: QTY/COST	PY: QTY/COST	CY: QTY/COST	AY: QTY/COST	BY: QTY/COST	BY+1 QTY/COST
a. A &B ENGINEERING							
b. ENGINEERING CHANGE ORDERS							
c. ENGINEERING DATA/TECH MANUALS							
d. GROUP "A" KIT PROOF							
e. GROUP "A" RECURRING KITS							
f. "A" NONRECURRING KITS							
g. GROUP "B" KIT PROOF							
h. GROUP "B" RECURRING KITS							
i. GROUP "B" NONRECURRING KITS							
j. MOD OF SPARES							
k. PECULIAR SUPPORT EQUIPMENT							
l. SIMULATORS							
m. TRAINERS							
n. TOOLING							
o. SOFTWARE							
p. KIT PROOF							
q. RECUR INSTALLATION LABOR							
r. OTHER							
s. BP COST SUBTOTAL							
(NON-MODIFICATION COSTS)							
t. RDT&E (3600)							
u. WRKS/BLSS SPARES INVENTORY							
v. WRSK/BLSS EXPENSE							
w. INITIAL POS SPARES INVENTORY							
x. INITIAL POS SPARES EXPENSE							
y. COMMON SUPPORT EQUIPMENT							
z. SUSTAINING ENGINEERING (583)							
aa. OTHER							
bb. NON-BP COST SUBTOTAL							
cc. TOTAL ALL COSTS							
(ALL COSTS INFLATED, IN $ MILLIONS)							

AFTO FORM 872, 20130424

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Figure 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document (Sheet 2)

22. APPLICABLE LEAD TIMES *(In Months)*			
a. INITIAL ADMINISTRATION	b. TRIAL INSTALL	c. VERIFICATION INSTALL	
d. KIT PROOF	e. INITIAL PRODUCTION	f. TOTAL PROCUREMENT	
g. FOLLOW-ON ADMIN	h. FOLLOW-ON PRODUCTION	i. TOTAL FOLLOW-ON PROCUREMENT	j. DOCK TIME

23. MILESTONES		
a. ECP DATE	b. CCB DATE	c. ADVANCE PR DATE
d. CONTRACT AWARD DATE	e.TRIAL INSTALL DATE	f. VERIFICATION

	FY												FY											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
g. KIT DELIVERY QTYS																								
h. KIT INTSALL QTYS-DEPOT																								
i. KIT INSTALL QTYS-TEAM																								

	FY												FY											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
g. KIT DELIVERY QTYS																								
h. KIT INSTALL QTYS-DEPOT																								
i. KIT INSTALL QTYS-TEAM																								

	FY												FY											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
g. KIT DELIVERY QTYS																								
h. KIT INSTALL QTYS-DEPOT																								
i. KIT INSTALL QTYS-TEAM																								

	FY												FY											
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
g. KIT DELIVERY QTYS																								
h. KIT INSTALL QTYS-DEPOT																								
i. KIT INSTALL QTYS-TEAM																								

24. INFLATED COST SUMMARIES BY BUDGET PROGRAM ACTIVITY			
a. TOTAL MOD $	b. COMMON SUPPORT EQUIPMENT $	c. REPARABLE REPLENISHMENT SPARES $	d. INITIAL INVESTMENT SPARES $
e. INITIAL AND RSP SPARES $	f. SUSTAINING ENGINEERING & SOFTWARE $	g. RDT&E $	h. OTHER $
25. AVERAGE RAW KIT			

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Figure 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document (Sheet 3)

26. TECHNICAL RISK ☐ HIGH	☐ MEDIUM	☐ LOW	
27. COST RISK ☐ HIGH	☐ MEDIUM	☐ LOW	
28a. MOD SPECIFICATION ☐ YES ☐ NO	28b. SPEC REVISION REQUIRED ☐ YES ☐ NO	28c. DATE SPEC REV AVAILABLE	
29. ALTERNATE MEANS OF SATISFYING REQUIREMENT INVESTIGATED? ☐ YES ☐ NO ☐ MAINTENANCE ACTIONS ☐ PREFERRED SPARES			
30. PRODUCTION/PROCUREMENT CUT IN			
a. APPROVED FOR CUT IN ☐ YES ☐ NO	b. SERIAL NUMBER OF FIRST UNIT	c. PROJECTED DELIVERY DATE	
31. ALTERNATE MEANS OF SATISFYING REQUIREMENT INVESTIGATED?			

BASIC FUNCTION	ALTERNATE FUNCTION	NAME	DATE
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			
k.			
l.			
m.			
n.			
o.			
p.			
q.			
r.			
s.			
t.			
u.			
v.			
w.			
x.			
y.			
z.			

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Figure 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document (Sheet 4)

32. RESPONSIBLE PROJECT PM	☐ APPROVED ☐ DISAPPROVED	SIGNATURE	DATE
33. LEAD COMMAND CONFIGURATION REVIEW BOARD (CRB)	☐ APPROVED ☐ DISAPPROVED	SIGNATURE	DATE
34. PROGRAM MANAGER CCB	☐ APPROVED ☐ DISAPPROVED	SIGNATURE	DATE
35. COMMENTS			

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Figure 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document (Sheet 5)

CCB REVIEW PAGE					
36. (MODIFICATION COSTS)					
	YES	NO		YES	NO
a. PRODUCT SUPPORT MANAGEMENT PLAN (PSMP) REQUIRED	☐	☐	p. SUBSYSTEM HAZARD ANALYSIS TO INCLUDE SYSTEM INTERFACE REQURIED	☐	☐
b. REVISION OF ENGINEERING DATA (DESIGN DOCUMENTS, SPEC, ETC) REQUIRED	☐	☐	q. SYSTEM HAZARD ANALYSIS REQUIRED	☐	☐
c. FLIGHT/MAINTENANCE MANUALS AFFECTED	☐	☐	r. OPERATING & SUPPORT HAZARD ANALYSIS REQUIRED	☐	☐
d. SPEEDLINE OPERATIONS AFFECTED	☐	☐	s. RISK ASSESSMENT REQUIRED AND ACCOMPLISHED	☐	☐
e. SYSTEM/EQUIPMENT CALIBRATION AFFECTED	☐	☐	t. CORROSION POTENTIAL ITEMS AFFECTED	☐	☐
f. IMPACT ON THE ENVIRONMENT	☐	☐	u. IMPACT OF MOD ON R&M CONSIDERED	☐	☐
g. HUMAN FACTOR ENGINEERING COORDINATON REQUIRED	☐	☐	v. ENVIRONMENTAL STRESS SCREENING CONSIDERED	☐	☐
h. COST/SCHEDULE CONTROL SYSTEM CRITERIA	☐	☐	w. POTENTIAL GROUP B TECH INTERACE IMPACT EVALUTED BY AFFECTED SPOs AND SMs	☐	☐
i. OSHA STANDARDS CONSIDERED	☐	☐	x. TEST & EVALUATION REQUIREMENTS CONSIDERED	☐	☐
j. NON-NUCLEAR MUNITIONS SAFETY INVOLVED	☐	☐	y. SUPPORTABILITY ANALYSIS CONSIDERED	☐	☐
k. NUCLEAR CERTIFICATION REQUIRED	☐	☐	z. FAA CERTIFICATION REQUIREMENTS	☐	☐
l. TRAINING REQUIRED	☐	☐	aa. AIRCRAFT STRUCTURAL INTEGRITY CONSIDERED	☐	☐
m. AIRCRAFT/STORES COMPATIBILITY (SEEK EAGLE) CERTIFICATION REQUIRED	☐	☐	ab. AIR-WORTHINESS RE-CERTIFICATION REQUIRED	☐	☐
n. MOD AFFECTS SURVIVABILITY/VULNERABILITY	☐	☐	ac. HARDWARE/SOFTWARE INTERACE AFFECTED	☐	☐
o. PRELIMINARY HAZARD ANALYSIS REQUIRED	☐	☐	ad. OTHER IMPACTS	☐	☐
37. REVIEW REMARKS					

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Figure 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document (Sheet 6)

3.2.2.1 AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions. Table 3-1, AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions, provides block by block instructions for completing the form.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions

Block Number	Title	Instruction
1	Modification Number	Enter the Modification Number. Obtained from Office responsible for mod number distribution. **NOTE** Prefix "B" (budget) denotes an unapproved modification without an MIP opened or an ICD prepared; Prefix "T" (tentative) denotes modifications have not been approved and indicates the deficiency is being studied; Prefix "F" (firm) denotes modifications that have been approved through required approval levels.
2	Modification Manager Location	Enter Mod Manager location by alpha designator i.e., OO, OC, WR, ESC, ASC.
3	Document Preparation Date	Enter the Date AFTO Form 872 is prepared.
4	Document Production Date	Enter the CCB approval date.
5	Modification Title	Enter a brief meaningful title limited to 45 characters. Standard abbreviations and acronyms may be used, but require explanation in Block 15. Avoid the word "modification" or its synonyms.
6a	System/Equipment	Enter the MDS and/or Configuration Item Identifier (CII) of the weapon system or end item subject to modification. For Simulator packages, include the MDS of the weapon system and list all of the simulators/trainers effected under Block 16.
6b	Remarks	Enter MULTI for multiple weapon system mods; ENG for engine mods; SIM for simulator peculiar mods and SVBUL if the requirement extends from a service bulletin. This block is blank for all other modifications including simulator mods that are weapon system compatible.
7	Modification Class	Enter "P" for Permanent mods; "P(S)" for Safety mods. **NOTE** Temporary ("T") mods are temporary for special missions or for test or design and development. "T" mods are documented on AF Form 1067 and do not require an AFTO Form 872. However, temporary mods affect configuration management, requiring engineering approval and should be approved by the PM CCB.
8	Using Command	Enter the Using Command. Indicates the major user (AF Command) of the system/equipment involved. Four characters maximum. When usage is by two or more commands and/or agencies, indicate major user and identify other users in Block 35.
9	Agencies Involved	Enter the Agencies Involved. Indicate agency involvement with an "X": (a) Air Force, (b) Security Assistance Program, and/or (c) any other agency. If other agency is marked, identify agency in Block 35.
10	Performed By	Enter the Command or Agency Performing the Modification.
11	Kit To Be Completed At	Enter the Kit Installation Level. Depot, Organizational, or Intermediate. (Depot requirements cover both contract and organic installation.)

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
12a	Clock Installation Hours Per Unit	Enter the Clock Installation Hours Per Unit. Indicate in whole man-hours the projected or average time required to install the modification on a single end item.
12b	Total Clock Installation Hours	Enter the Total Clock Installation Hours. Indicate in whole man-hours the projected or average time required to install the modification on the entire weapon system or group of systems affected. (Does NOT include kit proof hours.)
13a	Modification Manager	Enter the name, office symbol, telephone number, including DSN, of Program/Modification Manager.
13b	Project Officer	Enter the name, office symbol, telephone number, including DSN, of Project Officer, i.e., Equipment Specialist for the modification action on the affected system (MDS or CII group).
14	Engineering Authority	Enter the Engineering Authority. Indicate with an "X" the agency that provided engineering services as follows: (a) Air Force; (b) SAP; (c) Other. (If other is used, explain in Block 35.)
15	Requirement and Justification Narrative	
15a	Description	Describe the deficiency or condition to be corrected or improved and how the modification will accomplish the required correction or improvement. The description must be written so that a person, with no technical background, can understand what is being accomplished as reviewers may not have a technical background. Include anticipated benefits and an impact in measurable and operational terms if the modification is delayed or disapproved. If applicable, include current and projected MTBM and MIEC for all affected LRUs, number of current and projected MICAP hours, current unscheduled removal rate of equipment and projected removal rate after modification, current and projected mission aborts (in terms of sorties on mission down time), current excessive maintenance hours and/or extravagant spares requirement for unmodified system/LRUs stating number of maintenance hours being expended (dollars) and/or dollar value of excess spares requirement including one years demand history to reflect increased spares consumption. Ensure the description supports the modification class. State that the FAA certification requirements have been considered under AFI 62-601, USAF Airworthiness.
15b	Justification	The following numerical equivalent-quantitative data are essential to the justification of the modification: a. MTBMA projected for the system prior to modification, which can be obtained from the Maintenance Data Collection System, rounded to the nearest whole hour. b. MTBMA projected for the system after modification, rounded to the nearest whole hour. c. Amortization time is obtained by a cost and performance analysis. For modifications involving only logistics, the maximum amortization period is 5 years. d. System Equivalent is computed as follows: (Missiles, Simulators/Trainers are exempt from this computation) %D1= The percent of degradation of the existing system (obtained from the Maintenance Data Collection System). %D2= The percent of degradation expected after modification.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
		F = Force or population size. The equivalent number of systems gained or lost due to an increase or decrease of degradation to the weapon system availability as a result of the modification. System availability directly affects capability to accomplish the mission and as such provides an important consideration for establishing priority for funding and is a capability parameter. e. Logistics Support Cost Rate of Return on Dollar Invested is computed based on the following formula: UL = useful life of the proposed modification AM = amortization AS = annual savings MC = modification cost RL = remaining life of the system **NOTE** Avoid descriptive adjective statements; quantify all statements in numerical equivalent in order to provide the best available defense for HQ USAF to use the justification and description to explain and defend the requirement to the Office of Management and Budget (OMB) and OSD.
16	Solution	Indicate any information which will assist in obtaining approval and provide an idea of the ability to obligate the requested funds. (%D1 - %D2);F100 (UL - AM)AS MC(RL) Development status: state who provided the ECP/ECO and date of ECP/ECO (if not applicable why?). State whether flight test is required and if required, anticipated or actual start and completion dates. Contracting status: state whether modification will be contractually procured or organically assembled. If contract, include anticipated/actual dates of Request for Proposal (RFP) release. Multi modifications: state all aircraft or systems affected. Include dates of Preliminary Design Review (PDR) and Critical Design Review (CDR), if applicable.
17	Related Document Numbers	
17a	MP/MN/ECP	Enter the Modification Proposal (MP)/Modification Number (MN) if requirement generated from AFI 21-118 or Engineering Change Proposal (ECP) number.
17b	PMD	Enter the PMD Number and Title. PMD is assigned by Air Staff.
17c	TCTO	Enter the TCTO Number(s). TCTO number(s) are assigned locally IAW TO 00-5-15, TO 00-5-18 and AFMCI 21-301, Technical Order System.
17d	Material Safety Task Group (MSTG)	Enter the Material Safety Task Group (MSTG) number. MSTG is assigned by the local Material Safety Officer, applicable to safety mods only.
18	Kit Quantity Required/Approval	
18a	System/Equipment	Enter number of kits for the Weapon System or Equipment being modified.
18b	Spares	Enter number of kits for Replenishment Spares being modified.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
18c	OW/RM	Enter number of kits for Other Wartime Requirements Material (OW/RM) being modified.
18d	Trainers	Enter number of kits for Maintenance Trainers being modified. Ensure Ground Instructional Training Aircraft (GITA) assigned to Air Training Center (ATC) in codes “TX” and “TJ” are included for consideration for modifications. Provide coordination copy of AFTO Form 872 to applicable prime technical training center for certification for applicability.
18e	Simulators	Enter number of kits for Simulators being modified, Group A and/or B.
18f	Group A/B	Enter number of other Group A and/or Group B kits, if applicable.
18g	Total	Enter Total number of kits, 18a - f, being procured.
19	Action	
19a - f	New Proposal	Indicate by an “X” in the appropriate box of the type(s) of action required. Place information in Block 35 if cost increases
19b	Additional Requirement	See 19a - f.
19c	Cost Increase	See 19a - f.
19d	Schedule Slip	See 19a - f.
19e	Cancellation	See 19a - f.
19f	Revalidation	See 19a - f.
19g	Summary	See 19a - f.
20	Cost and Schedule Estimates Herein Must be Revalidated If Modification Is Not By This Date	
20a	Last Entered	“Cost and Schedule Estimates herein must be revalidated if modification not approved by this date.” A date in standard military format specifying the mod approval deadline for this CCB document. If the mod requires HQ USAF approval, ensure that cost estimates remain valid for a minimum of 90 calendar days after they receive the package.
20b	Changed By	
21	Financial Plan, MOD	
21a	A&B Engineering (MOD Costs)	Enter A&B Kit Engineering costs by Fiscal Year (FY) required to engineer a satisfactory kit to correct the deficiency. Contractual engineering effort is chargeable to the appropriate BPAC of the central acquisition appropriation. When all or a portion of this requirement is to be done organically, without cost or reimbursement, show no cost for the organic effort. Include funds which were expended previously for PRAM related engineering with an explanation in Block 35.
21b	Engineering Change Orders (MOD Costs)	Enter Engineering Change Orders (ECO) costs by FY for a contractor generated recommendation for correcting a material deficiency or performance problem on an existing contract which requires funding in the corresponding applicable FY(s). If funds are forecast, a specific requirement must exist. This isn’t to be used as a contingency reserve.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
21c	Engineering Data/TMs (MOD Costs)	Enter Engineering Data/Tech Manuals costs by fiscal year for engineering data which includes changes to existing specifications, drawings, standards, microfilm, aperture cards, lists, Courseware, etc., necessitated by the proposed modification, TCTO/Tech Manuals which includes estimated costs for preparation of TCTOs and to incorporate data changes resulting from modified TCTOs in all applicable system/equipment technical manuals. When all or a portion of this requirement is to be done organically, without cost or reimbursement, show no cost of the organic effort. ALC engineering personnel payroll is financed by the O&M account (3400) and is not subject to reimbursement. For clarification purposes, list the cost for Data and TCTO/Manuals separately in Block 35 and identify the dollar amounts required for printing of TCTO changes; the removal of before mod data and the year funds will be needed.
21d	Group “A” Kit Proof (MOD Costs)	Enter Group “A” Kit Proof - quantity and cost by FY of the Group “A” proof kits, by FY, which is the first production kit used for validation and verification of the TCTO by the ultimate installer. If there is more than one Group A kit proof kit, costs should be totaled.
21e	Group “A” Recurring Kits (MOD Costs)	Enter Group “A” Recurring Kits quantities and costs by fiscal year of the items, parts, or components to be permanently installed in a configuration item to support, secure, interconnect, or accommodate the equipment provided in the modification Group B kit. Identify total cost of materials and labor to manufacture the kits (do not include installation labor) and the total number of kits procured by fiscal year. If there is more than one unit cost for kits within a given fiscal year due to different configurations, indicate the difference in kit configuration and unit cost and quantity by fiscal year in Block 35. Include kit proof quantities and costs excluding the kit proof kit and the trial installation.
21f	“A” Nonrecurring Kits (MOD Costs)	Enter Group “A” Kits Nonrecurring quantities and costs by fiscal year of engineering and trial installation and testing of proposed modification to make sure it corrects the problem involved and that system design integrity is not adversely affected. When trial installation is to be done at the depot, compute this entry from direct product standard hours and direct product standard hour rate estimates provided by the Directorate of maintenance.
21g	Group “B” Kit Proof (MOD Costs)	Enter Group “B” Kit Proof quantity and cost of all Group “B” kit proof kits, by fiscal year, which is the first production kit used for certification and verification of the TCTO by the ultimate installer.
21h	Group “B” Recurring Kits (MOD Costs)	Enter Group “B” kits/Material (recurring) quantities and costs by fiscal year of the equipment which when installed in a configuration item with a Group A kit, completes a modification. Normally, Group B items are removable - LRU, Shop Replaceable Units (SRU), etc. Quantities of kits procured by fiscal year must agree with Group A kits, if required, for full funding requirements. Include the cost of all installed kits excluding kit proof kit and trial installation.
21i	“B” Nonrecurring Kits (MOD Costs)	Enter Group “B” Kits Nonrecurring quantities and cost by fiscal year for trial installation materials, including associated costs for trial installation of equipment.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
21j	Modification of Spares (MOD Costs)	Enter Modification of Spares Kits quantities and costs by fiscal year of Group B modification kits to modify replenishment assets (spare LRUs, SRUs) currently in the inventory to satisfy a computed spares requirement.
21k	Peculiar Support Equip. (MOD Costs)	Enter Peculiar Support Equipment costs by fiscal year for new procurement of support equipment used only on one aircraft/weapon system/end item and required to install the modification and to maintain the mod after installation and/or costs to modify support equipment extracted from Block 21s of all attached supporting AFTO Form 872 for required modifications to support equipment.
21l	Simulators (MOD Costs)	Enter Simulators quantities and costs by fiscal year for all attached supporting AFTO Form 872 for modification of all simulators that will be affected by the modification. Leave blank if the form is for a simulator-peculiar modification. The cost will include simulator Nonrecurring, as well as Group A and Group B kits with associated costs. Costs will either be developed by or coordinated with OO-ALC. Simulators, like aircraft, must schedule their modification installations to minimize downtime. Find out from OO-ALC when simulators will be scheduled for modification installations during or as close to the time frame in which you are scheduling aircraft installations, then plan and budget for procurement of simulator kits/requirements lead time away from installation. Nonrecurring costs for simulators, as with aircraft, do not have to be in the same year as production kit costs. **NOTE** For aircraft mods only show the Budget Program (BP) 11/21/8X cost for simulators, all other costs from attached supporting AFTO Form 872 will be included in the non-modification costs, blocks 21t through 21aa.
21m	Trainers (MOD Costs)	Enter Trainers quantities and costs by fiscal year from Block 21s of all attached supporting AFTO Form 872 to modify maintenance trainers and all associated training equipment needed to facilitate use of the modified system/equipment.
21n	Tooling (MOD Costs)	Enter Tooling costs by fiscal year for special tooling required to install and/or maintain the modification kits or modification equipment.
21o	Software (MOD Costs)	Enter Software costs by fiscal year for software modifications resulting from a hardware modification. The software changes will be done according to established instructions. Where all or a portion of this requirement is to be done organically without cost or reimbursement, no cost will be shown for the organic effort.
21p	Kit Proof (MOD Costs)	Enter Kit Proof Labor costs by fiscal year for labor for kit proofing (actual or estimated cost) to accomplish installation and checkout of modification kits before release to service activities (TO 00-5-15). Compute the cost of proofing to be done at depot from direct product standard hour and direct product standard hour rate estimates provided by the DMAG organization.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
21q	Recurring Install Labor (MOD Costs)	Enter Recurring Installation Labor costs by fiscal year of depot or contract labor required to install the kits on the system/item being modified. Processing time requirements directly related to, or a result of, depot modification accomplishment are included in modification installation cost and man-hour estimates. The cost of installation labor to be done by depot resources will be computed from direct product standard hour and direct product standard hour estimates provided by the DMAG organization. This entry must be viewed as an estimate only pending development of firm labor standards by the DMAG organization during trial installation and/or proofing projects. Compute costs under the installation method and schedule. For BP 11/21, modification funding; for BP8X: FY99 and prior use DPEM (DMAG Customer) funding; FY99 and beyond use BP8X mod funding.
21r	Other (MOD Costs)	Enter Other BP11/21/8X costs by fiscal year. Use as necessary, for any other requirement not identified in line items 21a - 21q, including flight testing, that requires funding with BP 11/21/8X for subject modification. User may replace title “OTHER” with some other 12 character nomenclature.
21s	BP Cost Subtotal (MOD Costs)	Enter Subtotal. BP11/21/8X subtotal. Sum of 21a through 21r by fiscal year.
21t	RDT&E (3600) (Non-MOD Costs)	Enter Research, Development, Test and Evaluation (RDT&E) (Appropriation 3600). Cost by fiscal year for a modification that provides a new or improved capability that is beyond previously developed technology and Initial Operating Test and Evaluation (IOT&E) is applicable. Obtain financial information from the PM program office supporting the modification. If RDT&E is involved, the PM will ordinarily be the program manager until the actual production phase. Include prior requirements funded with 3600.
21u	WRKS/BLSS Spares Invent (Non-MOD Costs)	Enter WRKS/BLSS Spares Inventory costs by fiscal year of new procurement of investment type spares required for wartime requirements as determined by the PM, OPCOMs, and Inventory Management Specialist for a weapon system as a result of the modification to preposition wartime assets at the operating bases. Appropriation 4921, MSD, Stock Fund Account.
21v	WRSK/BLSS Expense (Non-MOD Costs)	Enter WRSK/BLSS Spares Expense cost by fiscal year of new procurement of expense, expendable, non-accountable type spares for wartime requirements as a result of the modification and determined by the PM, OPCOM, and Inventory Management Specialists for a weapon system to preposition wartime assets at the bases. Appropriation 4921, MSD, Stock Fund Account.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
21w	Initial POS Spares Inventory (Non-MOD Costs)	Enter Initial Peacetime Operating Support (POS) Spares Inventory - costs by fiscal year of investment spares required to support the first fiscal year delivery of the modified end item. Follow-on spares support for the second year, phased procurement of initial spares, or Spares Acquisition Integrated with Production can be authorized. Compute the cost of all initial investment spares and provide justification and rationale used in determining requirements. These requirements are associated with the appropriation/budget program responsible for the modification of the end item; i.e., 16/26/8X. Provide spares to support subsequent kit buys from replenishment sources. It is important that the initial spares funding requirements be identified to the fiscal year in which the funds will be obligated. Ensure these funds are programmed in their respective P-series documents.
21x	Initial POS Spares Expense (Non-MOD Costs)	Enter Initial Peacetime Operating Support Spares Expense - costs by fiscal year for expense spares required to support the first fiscal year delivery of the modified end item. Follow-on spares support for the second year, phased procurement of initial spares, or Spares Acquisition Integrated with Production can be authorized. Compute the cost of all initial expense spares and provide justification and rationale used in determining requirements. Budget and fund as Appropriation 4921, Stock Fund, Systems Support Division, Material Program Code 1P. Ensure these funds are programmed in their respective P-series documents.
21y	Common Support Equipment (Non-MOD Costs)	Enter Common Support Equipment (BP 12, 22, 8X) - costs by fiscal year for new procurement of support equipment used by more than one weapon system and is required for the modification. Ensure funds are programmed in their respective P-series documents.
21z	Sustaining Engineering (583) (Non-MOD Costs)	Enter Sustaining Engineering/Software (583) costs by fiscal year for system engineering, software estimated engineering costs to develop software changes and cost to accomplish all not driven by a hardware modification and development of software. Software changes will be done IAW established instructions. Where all or a portion of this requirement is to be done organically without cost or reimbursement, no cost will be shown for the organic effort. Software changes to integrate or install hardware modifications and software engineering to adapt or accommodate a hardware modification are funded using appropriate budget program (BP 11/21/8X) under AFI 65-601, Vol 1, Budget Guidance and Procedures. Software maintenance is funded with DPEM. Ensure funds are programmed in their respective P-series documents.
21aa	Other (Non-MOD Costs)	Enter Other non-BP 11/21/8X costs by fiscal year. Use as necessary for any other requirement not previously identified that does not require modification funds. “OTHER” may be replaced with some other 12 character nomenclature at user discretion.
21bb	Non-BP Cost Subtotal (Non-MOD Costs)	Enter Non-BP 11/21/8X Cost Subtotal of all elements from 21t through 21aa.
21cc	Total All Costs	Enter Total All Costs by fiscal year of 21a through 21r and 21t through 21aa, all costs associated with the modification.
22	Applicable Lead Times (In Months)	

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
22a	Initial Administration	Enter Initial Administrative months from initiation of the (planning) PR to contract award or kit assembly request (AFMC Form 182) obligation/acceptance by applicable directorate.
22b	Trial Install	Enter Initial Production lead-time (trial installation) months from contract award or kit assembly. Document obligation to trial installation.
22c	Verification Install	Enter Initial Production lead-time (kit proofing) months from trial installation to delivery of the kit proof kit.
22d	Kit Proof	Enter Initial Production lead-time (kit proof process) months from receipt of kit proof kit to completion of the kit proof process. (Kit proof kit is the first production kit.)
22e	Initial Production	Enter Initial Production lead-time (kit delivery) months from proofing completion until date of delivery of the first subsequent batch of recurring kits.
22f	Total Procurement	Enter Total Procurement lead-time. Sum of blocks 22a through 22e.
22g	Follow-On Administration	Enter Follow-on Administrative months from initiation of the PR/PR amendment to contract award or kit assembly request (AFMC Form 182) obligation/acceptance by appropriate directorate to delivery of the first quantity of kits in this buy.
22h	Follow-On Production	Enter Follow-on Production lead-time months from follow-on contract award date/contract option exercise date or follow-on kit assembly document obligation/acceptance date to the delivery of the first quantity of kits in this buy. Include on-dock time.
22i	Total Follow-On Procurement	Enter Total Follow-on procurement lead-time. Sum of 22g + 22h.
22j	Dock Time	Enter Dock Time. Average number of months required from delivery of kit to agency (base, ALC, contractor plant) until availability for kit installation into system or aircraft; i.e., processing time. One-digit to indicate months - 0, 1, 2, 3, etc.
23	Milestones	
23a	ECP Date	Enter Engineering Change Proposal Date. Date of receipt of ECP or ECO.
23b	CCB Date	Enter CCB Date. Date of CCB review and approval.
23c	Advance Purchase Request (PR) Date	Enter Advance Purchase Request (PR) Date of issue of advanced, funded PR or AFMC Form 182 for organic kit assembly. Compute as the first Contract Award Date (Block 23d) minus Initial Administrative Lead-time (Block 22a).
23d	Contract Award Date	Enter Contract Award Dates. Includes award of primary contract and contract options or of obligation of funds for kit assembly in the case of organic modifications. For a new start modification, the contract award date must be in the budget fiscal year. For ongoing or miscellaneous modifications, contract award date can be in any fiscal year. No two contract award dates; may be in the same fiscal year. At least one date is required; the rest are optional.
23e	Trial Install Date	Enter Trial Installation Date of completion of trial installation. Computed as first contract award date (Block 23d) plus the trial installation lead-time (Block 22b).
23f	Verification Date	Enter Kit Proof Completion (Group A and Group B Kits) date of completion of final kit proofing. Computed as the trial installation date (Block 23e) plus the kit proof lead-time (Block 22c).

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
23g	Kit Delivery Quantities (FYXX)	Enter Kit Delivery Quantities (Group A/B Kits) dates of expected kit delivery for production kits subsequent to the kit proofing. The first date is computed as the kit proof date (Block 23f) plus the initial production lead-time (Block 22d) plus the follow-on production lead-time (Block 22f), but can never be prior to the first kit delivery date. The third kit delivery date, etc., is computed likewise from the subsequent contract award dates. A kit delivery date is computed for every nonblank contract award date. "X" reflects month of delivery in each appropriate month or quarter of a fiscal year.
23h	Kit Install Quantities-Depot (FYXX)	Enter Kit Installation Quantities, Depot or O&I. Show the monthly depot or O&I recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified.
23i	Kit Install Quantities-Team (FYXX)	Enter Kit Installation Quantities, Field Team. Show the monthly field team recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified. Leave columns blank if field team installation does not apply.
23g	Kit Delivery Quantities (FYXX)	Enter Kit Delivery Quantities (Group A/B Kits) dates of expected kit delivery for production kits subsequent to the kit proofing. The first date is computed as the kit proof date (Block 23f) plus the initial production lead-time (Block 22d) plus the follow-on production lead-time (Block 22f), but can never be prior to the first kit delivery date. The third kit delivery date, etc., is computed likewise from the subsequent contract award dates. A kit delivery date is computed for every nonblank contract award date. "X" reflects month of delivery in each appropriate month or quarter of a fiscal year.
23h	Kit Install Quantities-Depot (FYXX)	Enter Kit Installation Quantities, Depot or O&I. Show the monthly depot or O&I recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified.
23i	Kit Install Quantities-Field Team (FYXX)	Enter Kit Installation Quantities, Field Team. Show the monthly field team recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified. Leave columns blank if field team installation does not apply.
23g	Kit Delivery Quantities (FYXX)	Enter Kit Delivery Quantities (Group A/B Kits) dates of expected kit delivery for production kits subsequent to the kit proofing. The first date is computed as the kit proof date (Block 23f) plus the initial production lead-time (Block 22d) plus the follow-on production lead-time (Block 22f), but can never be prior to the first kit delivery date. The third kit delivery date, etc., is computed likewise from the subsequent contract award dates. A kit delivery date is computed for every nonblank contract award date. "X" reflects month of delivery in each appropriate month or quarter of a fiscal year.
23h	Kit Install Quantities-Depot (FYXX)	Enter Kit Installation Quantities, Depot or O&I. Show the monthly depot or O&I recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
23i	Kit Install Quantities-Field Team (FYXX)	Enter Kit Installation Quantities, Field Team. Show the monthly field team recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified. Leave columns blank if field team installation does not apply.
23g	Kit Delivery Quantities (FYXX)	Enter Kit Delivery Quantities (Group A/B Kits) dates of expected kit delivery for production kits subsequent to the kit proofing. The first date is computed as the kit proof date (Block 23f) plus the initial production lead-time (Block 22d) plus the follow-on production lead-time (Block 22f), but can never be prior to the first kit delivery date. The third kit delivery date, etc., is computed likewise from the subsequent contract award dates. A kit delivery date is computed for every nonblank contract award date. "X" reflects month of delivery in each appropriate month or quarter of a fiscal year.
23h	Kit Install Quantities-Depot (FYXX)	Enter Kit Installation Quantities, Depot or O&I. Show the monthly depot or O&I recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified.
23i	Kit Install Quantities-Field Team (FYXX)	Enter Kit Installation Quantities, Field Team. Show the monthly field team recurring kit quantity installed for the modification action, excluding spares and simulators. When there is a no kit TCTO, show install schedule of equipment being modified. Leave columns blank if field team installation does not apply.
24	Inflated Cost Summaries By Budget Program Activity	
24a	Total Modification $	Enter Total Aircraft/Missile/Other/End Item Modification Dollars = cross year inflated dollar total for Block 21s. The heading identifies the applicable budget program/supplement: "1100" - BP11 aircraft; "2100" - BP21 missile, "8_00" - BP8X Other.
24b	Common Support Equipment $	Enter Common Support Equipment Dollars = cross-year inflated dollar total for Block 21y. The heading identifies the applicable budget program/sub-element: "1200" - BP12 aircraft; "2200" - BP22 missile; "8_SE" - BP8X Other.
24c	Reparable Replenishment Spares $	Enter Reparable Support Division - RSP investment replenishment spares dollars = cross-year inflated dollar total for Block 21u. The heading identifies the applicable budget program: Appropriation 4921, Reparable Support Division, Stock Fund Account.
24d	Initial Investment Spares $	Enter Initial investment spares dollars = cross-year inflated total of Block 21w. The heading identifies the applicable budget program: Appropriation "1600" - BP16 aircraft; "2600" - BP26 missile; "8_IS" - BP8X Other.
24e	Initial and RSP Spares $	Enter Initial expense spares + RSP expense spares dollars = cross-year inflated dollar total of blocks 21x + 21v. The heading identifies expense spares which are funded with Systems Support Division, Stock Fund "4921" appropriation
24f	Sustaining Engineering and Software $	Enter Sustaining Engineering (583) and software dollars = cross-year inflated total of Block 21z. The heading identifies sustaining engineering/software development costs associated to the modification.
24g	RDT&E $	Enter RDT&E (3600) dollars = cross-year inflated total of Block 21t. The heading identifies Research, Development, Test and Evaluation costs associated to the modification.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
24h	Other $	Enter Other dollars = cross-year inflated total of Block 21aa. The heading identifies all other non-BP11/21/8X costs.
25	Average Raw Kit	Enter Average Raw Kit Expense (per assembly). Basis for FMS cases and reflects the prorated Unit Cost for kits. Computed from the financial plan, as follows: To obtain the prorated unit cost, add the dollars across all the years for line items 21a + 21b + 21c + 21d + 21f + 21g + 21i + 21k + 21n + 21o + 21r and divide by the total number of recurring Group A and/or Group B kits; add the total un-inflated sum of 21e divided by the total number of recurring Group A kits and the total un-inflated sum of 21h divided by the total number of recurring Group B kits. This prorated unit cost is used for security assistance programming purposes and is subject to negotiation.
26	Technical Risk	Technical Risk. An “X” will indicate if the modification is a high or low technical risk. If the risk is high, explain in Block 35 narrative.
27	Cost Risk	Cost Risk. An “X” will indicate whether the modification is a high or low cost risk. If the risk is high, explain in Block 35 narrative.
28a	Modification Specification	Indicate if modification specifications are available (“Y” or “N”).
28b	Specification Revision Required	Indicate if revision of the specifications are required (“Y” or “N”).
28c	Date Specification Revision Available	Indicate date when the specification will be available.
29	Alternate Means of Satisfying Requirement Investigated	Enter Alternate Means of Satisfying Requirement Investigated. An “X” will indicate YES or NO. Maintenance actions? Preferred spares?
30	Production/Procurement Cut In	
30a	Approved for Cut In	Approved for Cut In. Indicate if Modification is approved for production cut-in. **NOTE** This item only applies if the system is still in production/procurement.
30b	Serial Number of First Unit	Enter the Serial Number of First Production aircraft or end item to incorporate modification.
30c	Projected Delivery Date	Enter the projected delivery date.
31	Alternate Means of Satisfying Requirement Investigated	
31a - 31z	Basic Function, Alternate Function, Name, Date	
32	Responsible PM	Enter Responsible PM Signature Block. Obtain PM signature with action annotated and dated on the official file copy of the AFTO Form 872.
33	Lead Command Configuration Review Board (CRB)	Enter Lead Command CRB Signature Block. Obtain Lead Command CRB signature with action annotated and dated on the official file copy of the AFTO Form 872.
34	Program Manager CCB	Enter Program Manager CCB Signature block. Obtain Program Manager CCB signature with action annotated and dated on the official file copy of the AFTO Form 872.
35	Comments	Enter Comments pertaining to Blocks 1 - 34.
36	Modification Costs	

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
36a	Product Support Management Plan (PSMP) Required	Check either the Yes or the No Box.
36b	Revision of Engineering Data (Design, Documents, Spec, etc.) Required	Check either the Yes or the No Box.
36c	Flight/Maintenance Manuals Affected	Check either the Yes or the No Box.
36d	Speedline Operations Affected	Check either the Yes or the No Box.
36e	System/Equipment Calibration Affected	Check either the Yes or the No Box.
36f	Impact on the Environment	Check either the Yes or the No Box.
36g	Human Factor Engineering Coordination Required	Check either the Yes or the No Box.
36h	Cost/Schedule Control System Criteria	Check either the Yes or the No Box.
36i	OSHA Standards Considered	Check either the Yes or the No Box.
36j	Non-Nuclear Munitions Safety Involved	Check either the Yes or the No Box.
36k	Nuclear Certification Required	Check either the Yes or the No Box.
36l	Training Required	Check either the Yes or the No Box.
36m	Aircraft/Stores Compatibility (Seek Eagle) Certification Required	Check either the Yes or the No Box.
36n	MOD Affects Survivability/Vulnerability	Check either the Yes or the No Box.
36o	Preliminary Hazard Analysis Required	Check either the Yes or the No Box.
36p	Subsystem Hazard Analysis to Include System Interface Required	Check either the Yes or the No Box.
36q	System Hazard Analysis Required	Check either the Yes or the No Box.
36r	Operating & Support Hazard Analysis Required	Check either the Yes or the No Box.
36s	Risk Assessment Required and Accomplished	Check either the Yes or the No Box.
36t	Corrosion Potential Items Affected	Check either the Yes or the No Box.
36u	Impact of MOD on R&M Considered	Check either the Yes or the No Box.
36v	Environmental Stress Screening Considered	Check either the Yes or the No Box.
36w	Potential Group B Tech Interface Impact Evaluated By Affected SPOs and PMs	Check either the Yes or the No Box.
36x	Test & Evaluation Requirements Considered	Check either the Yes or the No Box.
36y	Supportability Analysis Required	Check either the Yes or the No Box.
36z	FAA Certification Requirements	Check either the Yes or the No Box.
36aa	Aircraft Structural Integrity Considered	Check either the Yes or the No Box.
36ab	Air-Worthiness Re-Certification Required	Check either the Yes or the No Box.
36ac	Hardware/Software Interface Affected	Check either the Yes or the No Box.
36ad	Other Impacts	Check either the Yes or the No Box.

Table 3-1. AFTO Form 872, CCB Modification Requirements and Approval Document, Completion Instructions - Continued

Block Number	Title	Instruction
37	Review Remarks	Enter Review Remarks. Explain any unusual entries in the Modification Review Checklist (Block 35) or to continue the comments narrative (Block 36).

3.2.3 AFMC Form 518. The responsible CCB uses the AFTO Form 872 to document approval or disapproval of the modification. If the modification is disapproved, the AFTO Form 872 is returned to the initiator. If the modification is approved, the CCB will determine how it should be performed (ECP, Engineering Order (EO), or TCTO), and the CCB chairperson signs the form. Changes to Computer Resource Configured Items (CRCI) are not controlled by TCTOs, but CPIN software changes can be distributed using a TCTO.

CONFIGURATION CONTROL BOARD DIRECTIVE

PAGE OF PAGES

1. SYSTEM DESIGNATION/PROGRAM NAME

2. CCBD DATE

3. CONTRACTOR | 4. REQUEST NUMBER | 5. PRIORITY | 6. JUSTIFICATION CODE

7. CCBD NUMBER

8. TITLE

9. SUPERSEDES CCBD NUMBER | DATE

10. TCTO NUMBER

11. CI NUMBER | 12. CI NOMENCLATURE | 13. SPECIFICATION NUMBER | 14. SCN NUMBER

15. CONTRACT NUMBER	16. APPN CODE	17. FY	18. COST

20. PRODUCTION EFFECTIVITY		21. RETROFIT EFFECTIVITY		
FROM	TO	FROM	TO	RETROFIT BY

19. CONCURRENCE RECORD		
OFFICE AND NAME	YES	NO
CONFIGURATION MANAGEMENT	☐	☐
CONTRACTING	☐	☐
FINANCIAL MANAGEMENT	☐	☐
LOGISTICS	☐	☐
MANUFACTURING	☐	☐
PROGRAM MANAGEMENT	☐	☐
SYSTEMS ENGINEERING	☐	☐
TEST AND EVALUATION	☐	☐
USING COMMAND	☐	☐
SAFETY	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

22. OTHER CONTRACTUAL DOCUMENTS AFFECTED

23. REMARKS

24. TO

25. FROM (Signature/Title of CCB Chairman)

Click to sign

26. DECISION	
☐	APPROVED
☐	APPROVED WITH COMMENTS
☐	DISAPPROVED

AFMC FORM 518, 20020327

TO-00-5-15-019

Figure 3-2. AFMC Form 518, Configuration Control Board Directive (CCBD)

3.2.3.1 Instructions for completing AFMC Form 518, Configuration Control Board Directive, are contained in Table 3-2, AFMC Form 518, Configuration Control Board Directive, Completion Instructions.

Table 3-2. AFMC Form 518, Configuration Control Board Directive, Completion Instructions

Block Number	Title	Instruction
1	System Designation/Program Name	
2	CCBD Date	
3	Contractor	
4	Request Number	
5	Priority	
6	Justification Code	
7	CCBD Number	
8	Title	
9	Supersedes CCBD (Number/Date)	
10	TCTO Number	Enter the TCTO Number(s). TCTO number(s) are assigned locally IAW TO 00-5-15, TO 00-5-18, and AFMCI 21-301, Technical Order System.
11	CI Number	
12	CI Nomenclature	
13	Specification Number	
14	SCN Number	
15	Contract Number	Enter the contract number.
16	APPN Code	
17	Fiscal Year (FY)	Enter the applicable Fiscal Year (FY).
18	Cost	
19	Concurrence Record	Check either the YES or NO Box for each of the following offices: Configuration Management; Contracting; Financial Management; Logistics; Manufacturing; Program Management; Systems Engineering; Test and Evaluation; Using Command; and Safety. List the names and office symbols of each office that is checked in Block 23, Remarks.
20	Production Effectivity	
21	Retrofit Effectivity	
22	Other Contractual Documents Affected	
23	Remarks	
24	To	
25	From (Signature/Title of CCB Chairman)	
26	Decision	

3.3 TCTO DEVELOPMENT PROCESS.

The TCTO development process requires collecting applicable data, conducting analyses of safety implications and impact upon other systems, or documentation. Table 3-3, TCTO Development Data Collection and Analyses, identifies the tasks involved in data collection and analyses to support TCTO development.

Table 3-3. TCTO Development Data Collection and Analyses

Risk assessment and/or Safety Review IAW MIL-STD-882, Standard Practice for System Safety
Preliminary inspections to gather additional data if needed
Determine asset posture if applicable
Determine impact on other TCTOs and TOs
FMS and SAP applicability IAW TO 00-5-19, Security Assistance Technical Order Program
Review locations of affected systems

3.3.1 TCTO Development Process Flow. The TCTO development process is a step-by-step process involving the Government, the contractor, or both working together. As depicted in Figure 3-3, TCTO Development Process Flow, a need for a modification is determined as the result of inspections, failure, or analysis. Once the need for a modification has been determined a CCB is convened by the PM and Chief Engineer during which a determination is made as to whether a TCTO or an ECP/Contractor Developed TCTO is the most prudent and efficient method for accomplishing an inspection or repairing/replacing the parts/components/commodities.

3.3.2 Modification Path. Once the decision has been made as to which method or course of action will be pursued to accomplish the modification process the development process flow follows either the ECP path or the organic TCTO path as depicted in Figure 3-3, TCTO Development Process Flow, through completion and rescission. The TCTO development process is discussed throughout this chapter.

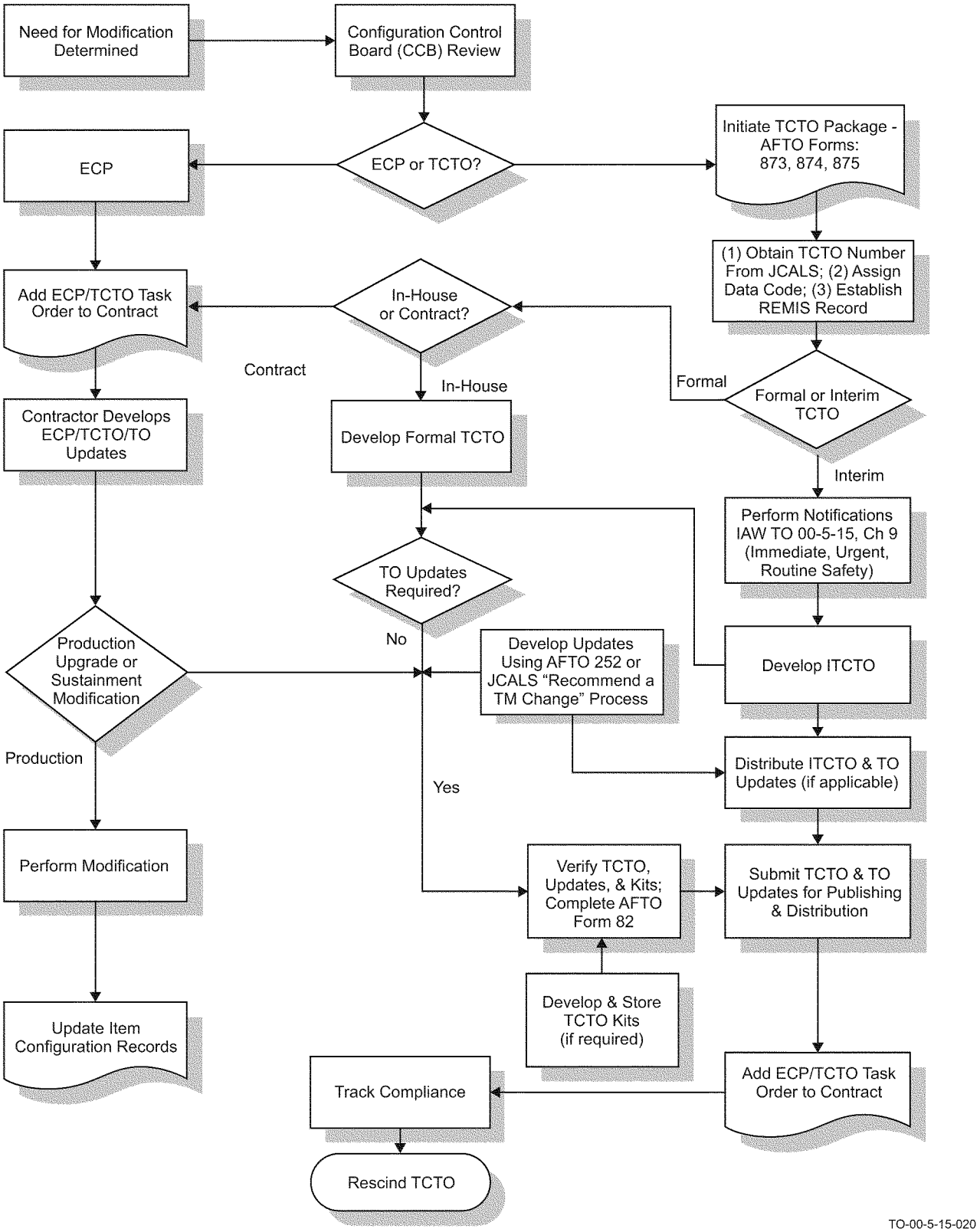

Figure 3-3. TCTO Development Process Flow

3.4 TCTO NUMBER ASSIGNMENT FROM JCALS.

3.4.1 TCTO Series Headers. The TO Manager must request and index a TCTO Header Series number from AFLCMC/EZG before obtaining a number for and publishing the first TCTO in the series. When classified TCTOs will be issued, separate Headers must be established for each different classification of TCTO to be covered under the series. Headers allow Technical Order Distribution Office (TODO) to establish subscription quantities before the TCTO manager has to determine publication quantities and ID labels have to be requested (see Chapter 4).

NOTE

A TCTO Series Header must be established in the JCALS Pub Index before individual TCTOs can be numbered and indexed.

3.4.1.1 The JCALS automatically-assigned data code is changed in the "Update an Index Entry; Management Information" screen.

3.4.1.2 The TO Manager requests a TCTO Number and Data Code Number through the JCALS "Assign a TCTO Number" function, and the next sequential number in the TCTO Series is automatically assigned by the JCALS System. However, JCALS will allow duplicate Data Codes between different JCALS sites. The TO Manager overrides the system assigned Data Code and assigns new numbers from a block of Data Codes provided to the PM by AFLCMC/EZG.

3.4.1.3 Records are established in the JCALS Pub Index [and reflected in the Enhanced Technical Information Management System (ETIMS)] for TCTO Series Header listings and for individual TCTOs (issued either as a formal publication or as an interim message via encrypted e-mail). In those rare cases where the TO Manager does not have access to JCALS, AFTO Forms 203, Technical Order Numbering, Indexing and Control Record, and 204, (Continuation sheet), may be used. Rescission dates for individual TCTOs will be entered into JCALS.

3.4.1.4 The TO Manager enters TCTO data into the JCALS Pub Index to set up the record for individual TCTOs.

3.4.1.5 Both contractor and organically prepared TCTOs are numbered IAW this TO and TO 00-5-18.

3.5 FORMAL OR INTERIM TCTO REQUIREMENT.

Once a TCTO number has been assigned through the establishment of a JCALS Record, a decision is made to pursue the TCTO as a formal Military Specification (MILSPEC) developed TCTO or as an interim TCTO (see Chapter 9). This decision is based predominantly on whether circumstances for the required TCTO preclude publication in a timely manner. Once the decision concerning the type of the TCTO has been made, the PMA or TCM will decide that the TCTO can either be accomplished in-house as an organic TCTO or will need to be accomplished through the contractor.

3.6 CONTRACTOR-PREPARED TCTOS.

Contractor-prepared TCTOs must be approved by the CCB and comply with TO 00-5-3 acquisition requirements and this TO. The Air Force TCM initiates the AFTO Forms 873 and 875, Time Compliance Technical Order Programming Document. The applicable TO Manager completes the JCALS "Manage TM Numbering; Assign a Publication Number (AF TCTO Publications)" process and reviews and signs the completed forms.

3.6.1 Data Calls. The responsible Air Force Data Manager (DM) forwards a data call to all affected organizations (other PMs and affected TO Managers, program engineering, etc.), requesting identification of data requirements for the TCTO. The DM may request responses on DD Forms 1423, Contract Data Requirements List, or AF Forms 585, Contract Data Requirements Substantiation, but usually accepts inputs via e-mail. The DM provides the proper backup material (ECP, purchase request (PR), etc.) when available.

3.6.2 Development of TO Data Requirements. In response to the DM-issued data call, affected TO Managers develop the TO data requirements to support the changes to assigned military systems, commodities or embedded items. TO Managers will not prepare TO data requirements for TOs prime at other centers nor prepare TO data requirements for military systems or commodities not submitted through the DM of the center responsible for the items.

3.6.2.1 TO data requirements are generated from three sources: data for affected airborne equipment, data for affected support equipment, and data for other affected commodities managed at other centers.

3.6.2.1.1 The DM/LMS prepared data call is submitted to the end item TO Manager. The data requirements will include a list of the required updates for affected TOs affected by the TCTO.

3.6.2.1.2 The DM/LMS prepared data call is submitted to the ES in the Product Group responsible for affected SE. Data requirements will include any required modifications to SE required by the TCTO and any additional TOs requiring updates.

3.6.2.1.3 The DM/LMS prepared data call is submitted to non-collocated DMs whose centers are prime on other commodities affected by the TCTO. The non-collocated DM/LMS submits their center data requirements to the requesting program DM/LMS.

3.6.2.2 The DM/LMS combines all data requirements, forwarding the combined DD Form 1423, Contract Data Requirements List (CDRL), and AF Form 585 to the PMA for attachment to the Purchase Request (PR). Under emergency conditions, the DM/LMS issues the data call and combines the Contract Data Requirements List (CDRL) while the PR is being processed. The DM/LMS ensures the CDRL is provided to the buyer.

3.6.3 AFTO Form 874 (Kits/Special Tools Required). Once the contract for the TCTO is signed, the contractor will complete an AFTO Form 874 (if kits or special tools are required) according to Paragraph 3.11 based on data in the AFTO Form 873 and forward the forms to the PMA for coordination and kit approval.

3.6.4 Recommended Changes. Contractors will submit proposed associated TO Changes according to contract provisions.

3.6.5 Verification. When a TCTO is contractor-prepared and verification is accomplished elsewhere, the PM will forward a copy of the completed AFTO Form 82 to the Contracting Officer (CO) [includes either the Administrative Contract Officer (ACO) or Procuring Contract Officer (PCO)] within 30 days. Forward any deficiencies noted during verification through the CO to the contractor so corrective action may be completed prior to TCTO and kit acceptance.

3.7 ORGANICALLY-PREPARED TCTOS.

System modifications and initial or one-time inspections must be documented and managed IAW this TO. The TCM or designated representative (ES, TO Manager, etc.) initiates AFTO Forms 873 and 875 for all approved TCTOs (Paragraph 3.10 and Paragraph 3.12 respectively).

3.7.1 AFTO Form 874 Requirement. When development of the TCTO has progressed to the point where the parts affected and kit requirements can be determined, the TCM preparing the TCTO initiates an AFTO Form 874 (Paragraph 3.11). The AFTO Form 874 is required when TCTO kits or special tools/test equipment are required, when spares are impacted, and/or when parts are added or removed. An AFTO Form 874 is not required for inspection TCTOs unless required consumables, special tools, etc., are not commonly available at the performing units. If the AFTO Form 874 is not required, it is not necessary to include it in the six-part TCTO documentation folder.

3.7.2 Recommended Changes. The TCM preparing the TCTO also initiates the TO Recommended Changes IAW TO 00-5-3 to update each TO affected by the modification. An alternative procedure is to use the AFTO 252, Technical Order Publication Change Request, process. Each recommended change will identify the TCTO being supported and will specify the distribution date required to ensure concurrent release. The TOMA will manage the TCTO and all changes as a single package.

3.7.3 TCTO Format. After completion of the AFTO Form 874 (when required), the TCM prepares the body of the TCTO IAW MIL-DTL-38804D.

3.7.4 TCTO History. The PMA shall assemble a TCTO History Folder (paper or electronic) containing the documentation listed in Table 3-4, TCTO History Folder. Documents maintained in the TCTO History Folder may be in either Paper or Electronic format. The History Folder shall be retained by the PMA after completion of the TCTO for the life cycle of the system or commodity/end item affected. When a TCTO drives the need for a Companion TCTO, the TCM for the Companion TCTO is required to maintain either an electronic or paper file of the Companion TCTO and submit a copy of it to the basic TCTO TCM. Both the basic and Companion TCTO copies must contain POC information respectively.

Table 3-4. TCTO History Folder (Paper and/or Electronic) Documents

AF Form 1067 or AFTO Form 872 or Electronic Form 518	Copy of TCTO
JCALS "Recommend a TM Change" and "Prepare TM Change Package" screens or the AFTO Form 252	Print-out of completed web-based Electronic Form 513, TCTO Interchangeability and Substitutability (I&S) Notification
Copy of Companion TCTO if required	AFMC Form 133, Interchangeability and Substitutability Program Worksheet
Copy of Contractor Verification Memo	AFTO Form 82
AFTO Forms 873, 874 and 875 (as applicable)	Excess kit disposition documentation

3.7.5 Pre-Release Review Group Meeting. The PMA requests a Pre-Release Review Group (PRRG) meeting (if required) with the TCM, TO Manager and other affected activities to ensure all actions have been completed for concurrent release of the TCTO, any kits involved, and any required TO updates. The TCTO rescission period is determined at the meeting. After the meeting, the PMA or TCM submits the draft TCTO and associated JCALS "Prepare TM Change Package" work folders to the TO Manager for preparation of a pre-publication review copy. The TCM and TO Manager perform a pre-publication quality check of the draft package and TOMA initiates publication and distribution actions. The TO Manager is responsible for the style, format and indexing of the TCTO.

3.8 NEW PRODUCTION SYSTEMS OR COMMODITIES.

All approved ECPs affecting items in production shall be incorporated on the first possible item produced after CCB approval (and contract award, if applicable). The corresponding TCTO effecting any required update change on delivered items requires identification of the production change point in the text of the TCTO (MIL-DTL-38804D). The procuring activity exercising approval and management of safety ECPs directed to production and all safety TCTOs issued before system or commodity delivery and for which kits are available, shall be responsible for effecting TCTO accomplishment before delivery. This responsibility is established to prevent the situation where a user accepts delivery of new systems or commodities which must be immediately removed from service due to lack of accomplishment of a safety TCTO.

3.9 TCTO DOCUMENTATION.

There are three important forms that are used to document key information concerning equipment modifications and the TCTO required for implementation of the inspection or modification. The AFTO Form 873, Time Compliance Technical Order Requirements (Figure 3-4), documents the plan and requirements for accomplishing a TCTO. The AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Figure 3-5), is used as an assembly document for all supply information required to ensure TCTO/TCTO Kits are available before the TCTO is released. The AFTO 875, Time Compliance Technical Order Programming Document (Figure 3-6), serves as a checklist for the PM to determine when all logistics actions are accomplished to support the completion of a TCTO and related TO Updates. These forms can be downloaded from e-Pubs at: http://www.e-publishing.af.mil/. Examples of each form and instructions for completing them may be found in Paragraph 3.10, AFTO Form 873; Paragraph 3.11, AFTO Form 874; and Paragraph 3.12, AFTO Form 875.

3.10 AFTO FORM 873 AND COMPLETION INSTRUCTIONS.

As mentioned in Paragraph 3.9, TCTO Documentation, the AFTO Form 873 is used to document the plan and requirements for accomplishing a TCTO. The responsible TCM will complete the AFTO Form 873. The form documents the plan for accomplishment of the TCTO. Figure 3-4, AFTO Form 873, Time Compliance Technical Order Requirements is a required form and must be completed and maintained in the TCTO History Folder. The AFTO Form 873 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form.

NOTE

- Recommend careful review as this form and instructions have been revised.
- When a supplement or change to a TCTO is developed, complete only the AFTO Form 873 blocks that changed from the original form.

TIME COMPLIANCE TECHNICAL ORDER REQUIREMENTS

1. TO	2. DATE

SECTION I — HEADING INFORMATION

3. TCTO TITLE		
4. TCTO/SUPPLEMENT	5. DATA CODE NUMBER	6. TCTO ISSUE DATE
7. ECP/EO NUMBER	8. CCB APPROVAL DATE	9. END ITEM NUMBER *(NSN or CPIN)*
10. REPLACES/REINSTATES TCTO NUMBER	11. TCTO CATEGORY *(Check all that apply)* a. ☐ SAFETY b. ☐ RECORD c. ☐ SUPPLEMENT d. ☐ COMPANION e. ☐ COMMODITY f. ☐ END ITEM	

12. TYPE OF TCTO	13. CLASSIFICATION OF TCTO	14. MOD NUMBER	15. MIP NUMBER
☐ INTERIM URGENT ☐ ROUTINE SAFETY ☐ INTERIM IMMEDIATE ☐ ROUTINE ☐ INTERIM ROUTINE SAFETY	☐ UNCLASS ☐ CONF ☐ CLASS		

16. FAA APPROVAL NUMBER *(If Required)*	17. SAFETY TCTO MARKING REQUIRED *(This applies to all TCTOs)*	18. RECISSION PERIOD/DATE
	☐ YES ☐ NO	/

SECTION II — COMPLIANCE INFORMATION

19. LEVEL OF ACCOMPLISHMENT OR CONTRACT FACILITY LOCATION, CONTRACTOR FIELD TEAM (CFT)	20. WHEN TO BE ACCOMPLISHED
☐ a. O LEVEL MAINTENANCE ☐ b. DEPOT LEVEL ☐ c. I LEVEL MAINTENANCE	a. ☐ IMMEDIATELY UPON RECEIPT OF THE TCTO *(Immediate)* b. ☐ NOT LATER THAN _____ DAYS AFTER THE TCTO AND COMPONENTS ARE AVAILABLE
21. ☐ a. FUEL PURGE ☐ b. ADDITIONAL WORK REQUIRED/NEW DATA	c. ☐ SPECIFIC EVENT _____

22. WORK REQUIRED BY THIS TCTO WILL BE ACCOMPLISHED

a. ENTER COMPLEX/CONTRACTOR _____ b. ORGANIZATION _____

c. ☐ CONCURRENTLY WITH ☐ PRIOR TO ☐ SUBSEQUENT TO TCTO _____ DATA CODE _____

d. LAUNCH FACILITIES ☐ WILL ☐ WILL NOT BE REMOVED FROM ALERT STATUS TO ACCOMPLISH THIS WORK ☐ N/A

e. ALERT COMMITTED SYSTEM

_____ SYSTEM ☐ WILL ☐ WILL NOT BE REMOVED FROM ALERT STATUS TO ACCOMPLISH THIS WORK ☐ N/A

23. DISTRIBUTION STATEMENT	24. REASON	25. CONTROLLING DOD OFFICE

26. DATE OF BASIC TCTO	27. EXPORT CONTROLLED	28. HANDLING & DESTRUCTION NOTICE
	☐ YES ☐ NO	☐ YES ☐ NO

SECTION III — SUPPLY INFORMATION

29. AFTO FORM 874 IS REQUIRED	30. SPARES AFFECTED	31. CONTRACTOR SHOULD SUBMIT AFTO FORM 874 TO
☐ YES ☐ NO	☐ YES ☐ NO	

32. WAR RESERVE MATERIAL (WRM) ☐ N/A

☐ CANISTERED ITEMS AFFECTED ☐ SPECIAL INSTRUCTIONS REQUIRED ☐ COMPLIANCE ESSENTIAL FOR ALL WRM

AFTO FORM 873, 20140220 **PREVIOUS EDITION IS OBSOLETE** **PAGE 1 OF 4**

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Figure 3-4. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 1 of 4)

SECTION IV	KIT INSTALLATION TOOLS	TCTO NO:
SPECIAL TOOLS, TEST EQUIPMENT, FIXTURES, OR SOFTWARE ARE REQUIRED ☐ YES ☐ NO		
SECTION V	**TOTAL MANHOURS REQUIRED**	
☐ EXPANDED BREAKDOWN AS SHOWN IN SPECIFICATION ☐ TOTAL ☐ MANHOURS _____		
SECTION VI	**WEIGHT AND BALANCE**	
CHANGE IN WEIGHT AND BALANCE AFFECT ☐ YES ☐ NO ☐ N/A	WEIGHT AND BALANCE MANAGER SIGNATURE Click to sign	DATE

SECTION VII	FORM ENTRY REQUIREMENTS PRESCRIBED BY THE 00-20 SERIES TECHNICAL ORDERS

SECTION VIII	FUNCTIONAL CHECK	
33. FUNCTIONAL CHECK REQUIREMENT ☐ REQUIRED ☐ NOT REQUIRED	34. CHECK TYPE ☐ FUNCTIONAL CHECK ☐ SYSTEM OPERATIONAL CHECK	
35. FLIGHT MANUAL MANAGER ☐ N/A ☐ SIGN	FLIGHT MANUAL MANAGER SIGNATURE Click to sign	DATE

SECTON IX	TECHNICAL ORDERS AFFECTED ☐ N/A			
TECHNICAL ORDER NUMBER/CHANGE #	DATE OF BASIC/CHG		TECHNICAL ORDER NUMBER/CHANGE #	DATE OF BASIC/CHG	

AFTO FORM 873, 20140220

PAGE 2 OF 4
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Figure 3-4. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 2)

SECTON IX	TECHNICAL ORDERS AFFECTED *(Continuation Page)*		☐ N/A	
TECHNICAL ORDER NUMBER/CHANGE #	DATE OF BASIC/CHG		TECHNICAL ORDER NUMBER/CHANGE #	DATE OF BASIC/CHG	

AFTO FORM 873, 20140220

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Figure 3-4. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 3)

TCTO NO:

SECTION X **TCTO VERIFICATION** ***(TCTO/Kit)***

36.TCTO VERIFICATION REQUIREMENT
☐ REQUIRED
☐ NOT REQUIRED *(See Remarks)*

37. METHOD
☐ BY PERFORMANCE
☐ BY ANALYSIS

38. VERIFICATION SITE
☐ CONTRACTOR FACILITY ☐ DEPOT ☐ FIELD ☐ PROGRAM OFFICE

40. VERIFIED TOs
☐ NO ☐ YES

41. PTO WAIVER AUTHORIZED
☐ NO ☐ YES
IF YES, MAJCOM PTO WAIVER MUST BE ON FILE

SECTION XI COMPLETE KIT

39. KIT WAIVED *(If yes, MAJCOM Kit Waiver must be on file)*
☐ YES ☐ NO
MAJCOM COORDINATION FOR
WAIVER -- DATE _____
NAME: _____
TITLE _____
OFFICE SYMBOL: _____
PHONE: _____

SECTION XII **MODIFICATION MARKINGS (MIL-STD-130)**

42. REQUIRED
☐ YES
☐ NO

43. TYPE AND LOCATION

SECTION XIII **REMARKS**

44. REMARKS

45. CONTRACT NO:	46. CLIN:

SECTION XIV **CERTIFICATION: "I CERTIFY THAT THE ABOVE ENTRIES ARE ESSENTIAL REQUIREMENTS AND CONFORM TO EXISTING AIR FORCE POLICIES"**

47. INDIVIDUAL PREPARING FORM	SIGNATURE Click to sign
48. BRANCH APPROVAL	SIGNATURE Click to sign
49. FAA APPROVING OFFICIAL *(If Required)*	SIGNATURE Click to sign
50. TECH ORDER MANAGEMENT OFFICIAL APPROVAL	SIGNATURE Click to sign
51. PROGRAM MANAGER (PM)	SIGNATURE Click to sign
52. SAFETY OFFICE	SIGNATURE Click to sign

AFTO FORM 873, 20140220 **PAGE 4 OF 4**
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Figure 3-4. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 4)

3.10.1 AFTO Form 873, Time Compliance Technical Order Requirements, Completion Instructions. The following sub-paragraphs provide the instructions for completing the AFTO Form 873.

3.10.1.1 Block 1, To. Enter the organization and address, contractor or organic, which will prepare the TCTO.

3.10.1.2 Block 2, Date. Enter the date the TCTO was prepared.

3.10.2 Section I, Heading Information.

3.10.2.1 Block 3, TCTO Title. The first two words of a TCTO title must indicate the action required [(i.e., "Modification of...," "Replacement of...," "Installation of...," "Rework of...," "Removal of...," "Calibration of...," "Relocation of...," "Inspection of...," or "Issuance of... (software)."] The remainder of the title will be formatted IAW MIL-DTL-38804D and must include both old and new part numbers when a change occurs. Supplements will use the same title as the affected basic TCTO.

3.10.2.2 Block 4, TCTO/Supplement Number. Obtain from the TO Manager.

3.10.2.3 Block 5, Data Code Number. Obtain from the TO Manager.

3.10.2.4 Block 6, TCTO Issue Date. The date should be consistent with the availability of the first shipment of kits (when required) to operational units and publication of related TO updates to ensure concurrent logistics support. If the AFTO Form 873 is for a contractor-controlled modification, annotate "See remarks" in this block and add the remarks in Block 44: "The contractor shall establish the TCTO issue date based upon availability of kits and related TO updates." If no kits are required, enter the date the TCTO will be released.

3.10.2.5 Block 7, ECP/EO Number. Enter when an ECP or EO is the basis for generation of the TCTO.

3.10.2.6 Block 8, CCB Approval Date. Obtain from AFTO Form 872.

3.10.2.7 Block 9, End Item Number (NSN or CPIN). The assigned National Stock Number (NSN) of the item being modified or inspected or the CPIN of the software being distributed. If an NSN has not been assigned, enter the stock class followed by the manufacturer part number, and enter the manufacturer Commercial and Government Entity (CAGE) code in the remarks block.

3.10.2.8 Block 10, Replaces/Reinstates TCTO Number. Enter TCTO number being replaced or reinstated when applicable.

3.10.2.9 Block 11, TCTO Category. Check one box for the category of the TCTO, Table 3-9, TCTO Matrix. Select the applicable box from the following choices: Safety; Record; Supplement; Companion; Commodity; or End Item.

3.10.2.9.1 Block 12, Type of TCTO. Check the type of TCTO from the following choices: Interim Urgent, Interim Immediate, Interim Routine Safety, Routine Safety; or Routine.

3.10.2.10 Block 13, Classification of TCTO. Select the applicable box from the following: Unclassified; Confidential; or Classified.

3.10.2.11 Block 14, Modification Number. Obtain from AFTO Form 872.

3.10.2.12 Block 15, Material Improvement Process (MIP) Number. Complete according to local operating instructions.

3.10.2.13 Block 16, Federal Aviation Administration (FAA) Approval Number. Obtain from the FAA when the modification has a joint FAA/Air Force impact.

3.10.2.14 Block 17, Safety TCTO Marking Required (Routine Safety Only). Select either "Yes" or "No."

3.10.2.15 Block 18, Rescission Period/Date. When an issue date has been entered in Block 6, enter the appropriate rescission date in Block 18. If Block 6 was annotated with "See remarks," enter the rescission period from Table 3-9, TCTO Matrix Chart. The PRRG will enter the actual rescission date prior to release of the TCTO.

3.10.3 Section II, Compliance Information.

3.10.3.1 Block 19, Level of Accomplishment. Check the applicable boxes from the following choices: a. O Level Maintenance; b. Depot Level Maintenance; or c. I Level Maintenance.

3.10.3.2 Block 20, When To Be Accomplished. Select the appropriate box from the following choices: a. Immediately Upon Receipt of the TCTO; b. Not Later Than (enter the number of days); or c. Specific Event (enter the event).

3.10.3.3 Block 21. Check the FUEL PURGE box if the TCTO requires purging of the fuel system and/or the ADDITIONAL WORK REQUIRED/NEW DATA box if additional work is required during accomplishment of a TCTO Supplement.

3.10.3.4 Block 22, Work Required By This TCTO Will Be Accomplished.

3.10.3.4.1 Block 22a. Enter the applicable ALC Complex or Contractor that will be performing the work to be accomplished identified in the TCTO. Identify the specific organization that will perform a depot-level TCTO (it is assumed that O/I-level TCTOs will be performed by all units possessing the equipment to be modified/inspected).

3.10.3.4.2 Block 22b. Identify the specific organization that will perform a depot-level TCTO (it is assumed that O/I-level TCTOs will be performed by all units possessing the equipment to be modified/inspected).

3.10.3.4.3 Block 22c. Check the applicable box from the following choices: Concurrently With; Prior To; or "Subsequent To TCTO" and enter the controlling TCTO number and data code as applicable.

3.10.3.4.4 Block 22d, Launch Facilities. Check the applicable box from the three choices provided to indicate whether the system to be modified IAW the TCTO will or will not be removed from alert status in order to accomplish the TCTO: Will; Will Not Be Removed From Alert Status to Accomplish This Work; or N/A.

3.10.3.4.5 Block 22e, Alert Committed System. If alert committed systems other than launch facilities are affected by the TCTO, enter the system name and check the applicable box from the following: Will; Will Not Be Removed From Alert Status to Accomplish This Work; or N/A.

3.10.3.5 Block 23, Distribution Statement. Enter the applicable AFI 61-204 distribution statement code from the drop down menu. If FMS, enter in block 24. as the reason.

3.10.3.6 Block 24, Reason. Enter the reason (justification) for the distribution statement selected.

3.10.3.7 Block 25, Controlling DoD Office. Enter the appropriate Office of Primary Responsibility (OPR) office symbol.

3.10.3.8 Block 26, Date of Basic TCTO. Enter the effective date of the distribution restriction (normally the publication date of the basic TO).

3.10.3.9 Block 27, Export Controlled. Check either the YES or the NO box. This information is usually on the title page of the basic TO.

3.10.3.10 Block 28, Handling & Destruction Notice. Check either the YES or the NO box.

3.10.4 Section III, Supply Information.

3.10.4.1 Block 29, AFTO Form 874 Is Required. Check either the YES or the NO box.

3.10.4.2 Block 30, Spares Affected. Check either the YES or the NO box.

3.10.4.3 Block 31, Contractor Should Submit AFTO Form 874 To. If the AFTO Form 874 is to be contractor-prepared, enter the address to which the form must be sent upon completion. This is normally the responsible Program Management Agency.

3.10.4.4 Block 32, War Reserve Materiel (WRM). Select a box(es) from the following choices: N/A; Cannistered Items Affected; Special Instructions Required; or Compliance Essential for All WRM.

3.10.5 Section IV, Kit Installation Tools. Special tools, test equipment, fixtures or software are the items not usually available at the organization performing the TCTO and that must be obtained and/or manufactured specifically for accomplishment of the TCTO. Check either the YES or the NO box.

NOTE

Special equipment will be distributed as specified on the AFTO Form 874.

3.10.6 Section V, Total Manhours Required. Check the appropriate box, and if known, enter the man-hours total. All unclassified TCTOs shall have man-hours annotated and assigned Air Force Specialty Code (AFSC) unless only one technician and less than one man-hour is required. Leave blank for classified TCTOs.

NOTE

TCTOs cannot be supplemented to change man-hours.

3.10.7 Section VI, Weight And Balance. For aircraft-related TCTOs, check "Yes" or "No." For non-aircraft-related commodity TCTOs, check "N/A." The weight and balance manager shall sign and date the AFTO Form 873 as indicated in Section VI.

3.10.8 Section VII, Form Entry Requirements Prescribed By The 00-20-Series Technical Orders/TCTO Number. Enter the specific reporting instructions specified by TOs 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures, or 00-20-2, Maintenance Data Documentation, IAW MIL-DTL-38804D. Enter the identification of the system or equipment affected by the TCTO. List the part numbers of commodity items and the registration or serial numbers of serialized end items that apply to the TCTO. Reporting instructions must also be provided for the part numbers. For IMDS, enter "Upon completion of the TCTO, update the applicable maintenance data collection systems according to command directives." Enter the TCTO number in the space provided. When entering the specific instructions in this section each entry must be identified as either a TO 00-20-1 or TO 00-20-2 requirement.

3.10.9 Section VIII, Functional Check.

3.10.9.1 Block 33, Functional Check Requirement. This is a check of the function of the component and may or may not be needed depending on the component.

3.10.9.2 Block 34, Check Type. If Block 33 "Required" was checked, check either "Functional Check Flight (FCF)" or "System Operational Check."

3.10.9.3 Block 35, Flight Manual Manager. If the TCTO is aircraft-related or affects flight manuals, obtain the Flight Manual Manager (FMM) signature. For other TCTOs, check N/A.

3.10.10 Section IX, Technical Orders Affected. If no related TO updates are required, check N/A. Otherwise, enter the complete list of TOs affected by the TCTO. If the TCTO is developed by a contractor, enter "As identified in Paragraph 7d of the TCTO."

NOTE

The ES/TCM responsible for the TCTO must complete a JCALS "Recommend TM Change" or an AFTO Form 252 for each TO listed, and sends them to the PMA. The PMA will ensure that the draft TCTO and JCALS Recommended Change (RC) screens/AFTO Forms 252 are sent to the TO Manager for publication and concurrent release. The PMA is responsible for overseeing the availability and concurrent release of kits, parts, TCTO and related TO updates. If a contractor is developing the TCTO, the responsibilities may be discharged by the contractor.

3.10.11 Section X, TCTO Verification (TCTO/Kit).

3.10.11.1 Block 36, TCTO Verification Requirement. If "Not Required" is checked, a waiver must be documented in the remarks block.

3.10.11.2 Block 37, Method. Check either "By Performance" or "By Analysis."

3.10.11.3 Block 38, Verification Site. Check appropriate box. Enter the site location in the remarks block.

3.10.12 Section XI, Complete Kit.

3.10.12.1 Block 39, Kit Waived. Check appropriate box: (Yes or No). If Yes, MAJCOM Kit Waiver must be included in the History Folder. Any deviation from the complete kit concept must be approved IAW TO 00-5-15. Complete MAJCOM coordination information.

3.10.12.2 Block 40, Verified TOs. Check appropriate box: (Yes or No).

3.10.12.3 Block 41, PTO Waiver Authorized. Check appropriate box: (Yes or No). If Yes, MAJCOM PTO Waiver must be included in the History Folder.

3.10.13 Section XII, Modification Markings.

3.10.13.1 Block 42, Required. Check appropriate box: (Yes or No)

3.10.13.2 Block 43, Type and Location. Leave blank if Block 42 answer is No. If Block 42 answer is Yes, indicate the type and location of markings for other than part number changes IAW MIL-DTL-38804D.

3.10.14 Section XIII, Remarks.

3.10.14.1 Block 44, Remarks. Items entered as continuations must indicate the part or block continued. If TCTO and data code numbers are obtained for use by another ALC or Product Center (PC), identify the center here. The TCM shall list all Foreign Military Sales (FMS) countries who can receive the TCTO.

3.10.14.2 Block 45, Contract Number. Enter if a contractor team is the action agency.

3.10.14.3 Block 46, Contract Line Item Number (CLIN). Enter the applicable CLIN if contractor is the action agency.

3.10.15 Section XIV, Certification.

NOTE

The Certification block should be signed by the responsible TO Manager. If TOs managed by other PMs are involved, the Center TO Home Office should coordinate in the remarks block.

The PMA will return the AFTO Form 873 to the originator if the required signatures are not present. A copy of the completed AFTO Form 873 is forwarded to the contractor when applicable. The signed original will be retained by the PMA as part of the modification history file until TCTO completion. The history file will be retained by the PMA for the life cycle of the system or commodity/equipment end-item affected.

3.10.15.1 Block 47, Individual Preparing Form.

3.10.15.2 Block 48, Branch Approval. Enter the Branch Manager's name, rank/and or their designated representative previously agreed to via a memorandum of understanding (MOU) and documented in the Technical Order Management Plan (TOMP).

3.10.15.3 Block 49, FAA Approving Official (if required). Enter the FAA Approving Official's name, rank/and or their designated representative.

3.10.15.4 Block 50, Technical Order Management Official Approval. Enter the Technical Order Management Approving Official's name, rank/and or their designated representative.

3.10.15.5 Block 51, Program Manager (PM). Enter the Program Manager's name, rank/and or their designated representative previously agreed to via a memorandum of understanding (MOU) and documented in the Technical Order Management Plan (TOMP).

3.10.15.6 Block 52, Safety Office. Enter the Safety Office Approving Official's name and rank.

3.11 AFTO FORM 874 AND COMPLETION INSTRUCTIONS.

3.11.1 General. The AFTO Form 874 is used to provide supply-related information for the TCTO only when a TCTO Kit is required. The PMA must complete approval and processing of the form within 30 days of receipt from the contractor or other preparing activity. Requirements personnel must coordinate on the form if supply actions are required. The original signed copy of the form will be retained by the PMA as part of the history file of the modification. After completion of the TCTO, the PMA will maintain the history file for the life cycle of the system or commodity affected. The AFTO Form 874 has been approved by the Office of Management and Budget for preparation by Air Force contractors. Figure 3-5, AFTO Form 874, Time Compliance Technical Order Supply Data Requirements, is a required form and must be completed and maintained in the TCTO History Folder. Recommend careful review as this form and instructions have been revised. The AFTO Form 874 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form.

3.11.2 Responsibilities.

NOTE

If a TCTO requiring kits/special tools/test equipment must be released as an ITO, it may be processed and released prior to completion and approval of the AFTO Form 874. However, the TCM must obtain coordination and approval of the supply information in the draft ITCTO before it is released.

3.11.2.1 TCM for Contractor-Prepared AFTO Forms 874.

3.11.2.1.1 Review AFTO Form 874 within 7 days after receipt from the PMA to determine kit requirements and critical items. (As used, pertains to parts which could cause de-modification or create hazardous conditions if re-installed on modified equipment.)

3.11.2.1.2 Ensure the contractor has listed the NSNs for all stock listed items and the manufacturer part numbers and CAGE codes for non-stock listed items on the AFTO Form 874. Include any items which will require re-identification after modification. Work through the PMA to obtain any missing information.

3.11.2.1.3 Ensure the contractor has calculated the number of kits required for installs and spares (items in stock affected by the modification or inspection).

3.11.2.1.4 Return the form to the PMA after the review.

3.11.2.2 TCM for Organically-Prepared AFTO Forms 874.

3.11.2.2.1 Initiate the AFTO Form 874.

3.11.2.2.2 Submit the AFTO Form 874 to the PMA for coordination of any supply actions.

3.11.2.2.3 Notify individual Item Managers (IM) and Defense Logistics Agency (DLA) responsible for items affected by the TCTO of potential impacts on assigned equipment.

3.11.2.2.4 Review completed form after return from requirements section and submit to PMA for file.

3.11.2.3 Program Manager (PM). The PM will assign the item manager for the end-item.

3.11.2.3.1 Receiving the AFTO Form 874 from the PMA.

3.11.2.3.2 Deciding individual responsibilities and accomplishing the coordination of TCTO supply data through use of the AFMC Form 172.

3.11.2.3.3 Receiving the completed AFMC Form 172 from affected individual component/piece/part managers, annotating relevant supply requirements on the AFTO Form 874, obtaining branch signature in the block marked “Equipment Manager’s Branch,” and returning the AFTO Form 874 to the PMA.

3.11.2.4 Item Managers (IM) and Defense Logistics Agencies (DLA). Individual item managers and DLA agencies responsible for items affected by the TCTO will be notified of the potential impacts on assigned equipment and kept apprised of any changes to requirements or schedule slippages. IMs and DLA agencies will:

3.11.2.4.1 Annotate the quantities of spares to be modified.

3.11.2.4.2 When the TCTO is specified for accomplishment during Programmed Depot Maintenance (PDM) only, provide specific action required on serviceable items in stock.

3.11.2.4.3 Ensure the only information included in Part B is pertinent to spares in stock and does not include action for removed or replaced parts. (Information about removed and replaced parts is included only in Part D.)

3.11.2.4.4 Provide disposal instructions for modified critical spares or components of spares with no other equipment application at completion of TCTO.

3.11.2.4.5 Review and complete Part H by assigning proper manager review codes for the items identified as critical in Part D.

3.11.2.4.6 Review the AFTO Form 874 for affected parts added or deleted by the TCTO and take proper stock balance adjustment action. (Consider reducing projected demand and repair rates, reducing or terminating purchase requests and contracts, establishing order requirements for new components, or making other adjustments as required.)

3.11.2.4.7 Submit all non-NSN (Non-development (ND), Kits) and NSN requests using the Air Force Federal Logistics Information System (FLIS) Edit and Routing System (D143C) or hard copy AF Form 86, Request for Cataloging Data/ Action, IAW AFMCMAN 23-3 for cataloging assignment and/or maintenance actions.

3.11.2.4.8 Electronically transmit a digital AFTO Form 874 as an e-mail attachment to the Defense Logistics Information Service (DLIS)/KDAS TCTO Focal Point (DLIS/KDAS, 74 Washington Ave N, Ste 7, Battle-Creek, MI 49017-3084, e-mail: J6BAFCAT@dla.mil).

3.11.2.4.9 Return the AFTO Form 874 to the end-item AFTO Form 874 submitter (e.g., TCM or ES).

3.11.2.4.10 Immediately after all affected equipment has been modified and the TCTO has been rescinded, ensure disposition of excess kits IAW TO 00-5-15.

3.11.2.5 Cataloging Activity. The Cataloging Activity, DLIS/KDAS will:

3.11.2.5.1 Receive digital AFTO Form 874 and perform an Interchangeability and Sustainability (I&S) review. Complete the I&S review and return the form electronically within 10 working days.

3.11.2.5.2 Receive non-National Stock Number (NSN) or NSN requests (D143C or AF Form 86) and process as necessary.

3.11.2.6 Production Management Activities. Production Management Activities will:

3.11.2.6.1 Serve as program monitor for all documentation relating to the TCTO.

3.11.2.6.2 Receive contractor-prepared AFTO Forms 874 and forward to affected government coordinating and approval activities for action.

3.11.2.6.3 Receive organically-prepared AFTO Forms 874 from TCM/ES and manage coordination and approval requirements.

3.11.2.6.4 Ensure the responsible PM forwards the D143C or AF Form 86 request to the cataloging activity, Battle-Creek, for input of all new provisioned or non-NSN items identified on the AFTO Form 874.

3.11.2.6.5 Review the AFTO Form 874 for kit application and ensure the quantity corresponds to the purchase request for kit procurement.

3.11.2.6.6 Indicate in Part A the Air Force Stock Record Account Number (SRAN) from which kits are requisitioned. Omit category “A” distribution except for nuclear ordnance commodities.

3.11.2.6.7 Establish or update records required to perform kit distribution and management.

3.11.2.6.8 Ensure all required signatures have been entered on the AFTO Form 874. Keep one copy for record purposes and return the original to the originator. For contractor-prepared forms, provide a copy to the TCM.

TIME COMPLIANCE TECHNICAL ORDER SUPPLY DATA REQUIREMENTS	*FORM APPROVED OMB NO. 0704-0188*

Public reporting burden for this collection is estimated to average 25 hours 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 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 DC20503.

1. RETURN TO	2. DATE 3. DATE FIRST KIT MUST BE AVAILABLE
4. TCTO	5. DATA CODE NUMBER
6. TCTO TITLE AND APPLICATION	7. KIT ASSEMBLY ☐ a. CONTRACTOR ☐ b. DEPOT ☐ c. DLA

PART A. **KITS/PARTS REQUIRED PER AEROSPACE VEHICLE, COMMODITY ITEM, OR EQUIPMENT END ITEM**

☐ 8. KITS TO BE FURNISHED BY REQUISITION _____

a. NUMBER OF KITS REQUIRED _____

b. MATERIALS REQUIRED, REQUISITION FROM APPROPRIATE AGENCY _____

c. DELIVERY OF KITS/PARTS IS SCHEDULED TO BEGIN ABOUT _____ DATE

AND BE COMPLETED BY _____ DATE

9. LIST ALL ITEMS REQUIRED FOR THE MODIFICATION *Code GFP with *, code items not included in kit with #, code shelf life control items with +, code time change items with @. Code items with no substitutes with &).*

10. LIST KIT INFORMATION ON 1st LINE, COMPONENTS ON SUBSEQUENT

QTY	NSN	PART NUMBER	NOMENCLATURE	SOURCE	CODE

AFTO FORM 874, 20130411 PREVIOUS EDITION IS OBSOLETE PAGE 1 OF 6
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Figure 3-5. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 1 of 6)

PART B. **ACTION REQUIRED ON SPARES**

NOTE: MODIFICATION OF SPARES WILL BE ACCOMPLISHED AND COMPLETED PRIOR TO MODIFICATION RESCISSION DATE.

1. SPARES TO BE MODIFIED ☐ YES ☐ NO 2. WAR RESERVE MATERIAL TO BE MODIFIED ☐ YES ☐ NO

IF SPARES ARE TO BE MODIFIED, INDICATE ACTION REQUIRED IN ACTION COLUMN BY NUMERICAL REFERENCE TO APPLICABLE PHRASE BELOW.

a. IMMEDIATELY MODIFY ALL STOCKS. CONDITION TAG ALL STOCKS AS REQUIRING TCTO COMPLIANCE.

b. MODIFY INITIAL QUANTITY INDICATED PRIOR TO ISSUE OR SHIPMENT FROM DEPOT TO MEET INITIAL REQUIREMENT. CONDITION TAG ALL STOCKS AS REQUIRING TCTO COMPLIANCE.

c. MODIFY ONLY AS REQUIRED *(requirement exists for modified and unmodified stocks)*

d. DLA ITEM. FOLLOW AFMAN 23-110 PROCEDURES.

e. SHIP TO _____ MARKED FOR _____

(REWORK, SALVAGE, RECLAMATION, ETC.)

f. WAR RESERVE MATERIAL STOCKS IN STORAGE SITE(S)

☐ 1. TO BE SHIPPED TO _____ FOR _____

(REWORK, SALVAGE, RECLAMATION, ETC.)

☐ 2. TO BE MODIFIED LOCALLY

g. RE-IDENTIFY AFTER MODIFICATION (Ref MIL-STD-100 and MIL-DTL - 38804D)

h. TAKE IMMEDIATE DISPOSAL ACTION THROUGH LOCAL DEFENSE REDISTRIBUTION AND MARKETING ORGANIZATION (DRMO).

i. BEGIN DISPOSAL ACTION ON _____

(DATE)

j. RETURN THESE PARTS TO LOCAL SUPPLY ORGANIZATION.

k. OTHER *(Indicate action to be taken)*

ALL SPARES, WHETHER TO BE MODIFIED OR NOT, WILL BE LISTED BELOW AND APPROPRIATE ACTION TO BE TAKEN ON EACH ITEM WILL BE IDENTIFIED. "CODE" IS SAME AS PART A.

QTY	NSN OR CAGE CODE	PART NUMBERS	NOMENCLATURE	SOURCE	CODE	ACTION

PART C. **KIT/PARTS REQUIRED TO MODIFY SPARES**

☐ 1. SAME AS PART A

☐ 2. IF DIFFERENT, LIST KITS AND ITEMS AND CODE AS IN PART A ABOVE.

a. NUMBER OF KITS REQUIRED _____

b. LIST KIT INFORMATION ON 1ST LINE BELOW, COMPONENT INFORMATION BENEATH.

QTY	NSN	PART NUMBER	NOMENCLATURE	SOURCE	CODE

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Figure 3-5. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 2)

PART D	DISPOSITION OF REMOVED AND REPLACED PARTS			
NOTE: CODE CRITICAL ITEMS WITH * : CRITICAL ITEMS ARE PARTS THAT WILL DEMODIFY OR CAUSE HAZARDOUS SAFETY CONDITIONS IF REINSTALLED OR MODIFIED EQUIPMENT. THESE ITEMS WILL BE LISTED IN PART H FOR SPECIAL MANAGEMENT PROCEDURES AND CONSIDERED FOR MUTILATION. "CODE" IS SAME AS PART A. INDICATE REQUIRED DISPOSITION BY NUMERICAL REFERENCE TO APPLICABLE PHRASE 1. TAKE IMMEDIATE DISPOSAL ACTION THROUGH LOCAL DEFENSE REDISTRIBUTION AND MARKETING ORGANIZATION (DRMO). 2. BEGIN DISPOSAL ACTION ON _____ 3. RETURN THESE PARTS TO LOCAL SUPPLY ORGANIZATION 4. DLA ITEM. FOLLOW AFMAN 23-110 PROCEDURES. 5. OTHER *(Indicate action to be taken)* _____				
NSN	PART NUMBER	NOMENCLATURE	SOURCE	ACTION

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Figure 3-5. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 3)

PART E	MINOR ASSEMBLIES AND PARTS		
LIST ALL OFM/DEPOT AND TRC PARTS *(Bits and Pieces)* AFFECTED AND INDICATE ACTION REQUIRED IN ACTION COLUMN BY NUMERICAL REFERENCE TO APPLICABLE PHRASE. 1. TAKE IMMEDIATE DISPOSAL ACTION THROUGH LOCAL DEFENSE REDISTRIBUTION AND MARKETING ORGANIZATION (DRMO). 2. BEGIN DISPOSAL ACTION ON _____ 3. RETURN THESE PARTS TO LOCAL SUPPLY ORGANIZATION 4. DLA ITEM. FOLLOW AFMAN 23-110 PROCEDURE. 5. OTHER *(Indicate action to be taken)* _____			
NSN OR CAGE CODE	PART NO.	NOMENCLATURE	ACTION

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Figure 3-5. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 4)

PART F	SIZE, WEIGHT, AND COST OF KITS		
KIT LETTER	SIZE	WEIGHT	COST *(Compute IAW AFMAN 23-110)*

PART G **DISPOSITION OF KITS** *(Following Modification Time Period)*

- ☐ 1. KITS REMAINING IN STOCK AFTER RECISSION DATE _____
- ☐ 2. COMPLETION OF MODIFICATION REQUIREMENTS WILL BE REPORTED IN EXCESS TO KIT MANAGER _____ ALC CODE
  IAW AFMAN 23-110
- ☐ 3. AFLCMC OPERATING LOCATION (OL) TINKER AFB *(formerly OC-ALC)*
- ☐ 4. AFLCMC OPERATING LOCATION (OL) HILL AFB *(formerly OO-ALC)*
- ☐ 5. AFLCMC OPERATING LOCATION (OL) ROBINS AFB *(formerly WR-ALC)*
- ☐ 6. OTHER *(Explain reason checking this block)*

PART H **ACTION REQUIRED ON SUPPLY RECORDS** *(For those critical items in Part D *)*

1. AF BASE RECORDS.

NSN	PART NO.	NOMENCLATURE	*(Assign SM Code or Issue Exception Code IAW AFMAN 23-110)*

2. BASE SUPPORT RECORDS

NSN	PART NO.	NOMENCLATURE	*(Assign SM Code IAW AFMAN 23-110)*

3. DEPOT RECORDS

NSN	PART NO.	NOMENCLATURE	*(Assign SM Code IAW AFMAN 23-110)*

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Figure 3-5. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 5)

PART I	KIT INSTALLATION TOOLS *(special tools, test equipment, or fixtures)* NSNs MARKED WITH * REQUIRE TABLE OF ALLOWANCE (TA) ACTIONS			
NSN	PART NO.	NOMENCLATURE	SOURCE	DISPOSITION

PART J	REMARKS

PART K	CERTIFICATION	
1. EQUIPMENT SPECIALIST	OFFICE SYMBOL	PHONE
2. EQUIPMENT SPECIALIST SIGNATURE Click to sign		DATE
3. EQUIPMENT MANAGER'S BRANCH	OFFICE SYMBOL	PHONE
4. EQUIPMENT MANAGER SIGNATURE Click to sign		DATE
5. APPROVAL OF PM	OFFICE SYMBOL	PHONE
6. PM SIGNATURE Click to sign		DATE
7. PRODUCTION MANAGEMENT *(or equivalent)*	OFFICE SYMBOL	PHONE
8. PRODUCTION MANAGEMENT SPECIALIST SIGNATURE *(or equivalent)* Click to sign		DATE
9. ENGINEER		OFFICE SYMBOL
10. ENGINEER'S SIGNATURE Click to sign		DATE
11. CONTRACTOR'S SIGNATURE *(If applicable)* Click to sign	DATE	PHONE

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Figure 3-5. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 6)

3.11.3 AFTO Form 874, Time Compliance Technical Order Supply Data Requirements, Completion Instructions. The following sub-paragraphs provide the instructions for completing the AFTO Form 874.

3.11.3.1 Heading Information.

3.11.3.1.1 Block 1, Return To. The activity preparing the TCTO (TCM or contractor return address).

3.11.3.1.2 Block 2, Date. Form preparation date or (if contractor-prepared) date submitted to the government.

3.11.3.1.3 Block 3, Date First Kit Must Be Available. Determined by PM/LMS based on modification program requirements.

3.11.3.1.4 Block 4, TCTO Number. Obtain from AFTO Form 873.

3.11.3.1.5 Block 5, Data Code Number. Obtain from AFTO Form 873.

3.11.3.1.6 Block 6, TCTO Title and Application. Obtain from AFTO Form 873.

3.11.3.1.7 Block 7, Kit Assembly. Check the appropriate box.

3.11.3.2 Part A, Kits/Parts Required Per Aerospace Vehicle, Commodity Item, or Equipment End Item. If kits are NOT required, mark the appropriate box. When kits are required, identify the activity to which kit requisitions are submitted. Indicate (a) the total number of kits required for modification of in-use assets. Indicate (b) if any non-kitted parts and materials are required. Enter (c) kit delivery dates. Enter the first kit "A" information on the first line of the list, followed by each component part. Then enter data for additional kits (if required) in the same manner. The proper information and requisitioning data are reflected in the source column. The block must list and code all items for the modification. Items for which no substitutes are authorized must be indicated. When possible, list substitutes for the items with no suitable substitutes in the Air Force stock listed (limit 5). If more space is needed, separate sheets identifying the TCTO and AFTO Form 874, Part A, may be attached.

3.11.3.3 Part B, Action Required On Spares. Identify all items affected by the modification, including the embedded recoverable items and expendable items used to support and repair components. Show spares, mobile spares kits and WRM affected by the TCTO. Indicate where the items are to be modified and the specific actions required on each. The End-Item Manager (PM/LMS) will verify and correct the recommended actions as required.

3.11.3.4 Part C, Kits/Parts Required To Modify Spares. List kits and parts required to modify spares, if different from the requirements of Part A. If there is no difference, check the first box; otherwise, complete using the instructions for Part A. Indicate the number of kits required to modify all known spares.

3.11.3.5 Part D, Disposition of Removed and Replaced Parts. Complete the section to provide instructions for disposition of removed and replaced parts. The End-Item Manager will verify and correct the recommended disposition instructions if necessary. The instructions must provide for disposition in compliance with all established policies. All items critical to flight safety or which cause de-modification if reinstalled on modified equipment will be coded as such on the AFTO Form 874. Instructions must be provided for mutilation of critical parts NOT usable in other applications.

3.11.3.6 Part E, Minor Assemblies and Parts. Identify and list disposal actions for items (bits and pieces, economic order quantity type) which are currently in the supply system and which will become obsolete with the accomplishment of the TCTO. List the action to be taken for each item listed.

3.11.3.7 Part F, Size, Weight and Cost of Kits. List the kit identification number, size, weight, and cost.

3.11.3.8 Part G, Disposition of Kits. Provide disposition instructions for excess kits at the time of TCTO rescission.

3.11.3.9 Part H, Action Required On Supply Records. Identify action required on supply records and list all critical items. Item Manager and depot supply records will be coded immediately upon release of the TCTO.

3.11.3.10 Part I, Kit Installation Tools. List all special tools, test equipment or fixtures required for kit installation which are not normally available to the performing activity. The method of obtaining special equipment will be listed in the source column, and the disposition column will provide instructions for disposal after completion of the TCTO.

3.11.3.11 Part J, Remarks. Used for any carry-over information (indicate which part/block is being carried over) and to provide further explanation of TCTO requirements.

3.11.3.12 Part K, Certification.

3.11.3.12.1 The PMA will not complete processing the AFTO Form 874 until the required signatures are acquired and documented. Signatures required are: Equipment Specialist; Equipment Manager; Program Manager; Production Management or equivalent; Engineer; and Contractor.

3.11.3.12.2 For contractor-prepared TCTOs, the contractor will sign the AFTO Form 874 before returning it to the government for review and approval. After approval, any differences from the contractor-submitted data will be resolved and the approved AFTO Form 874 will be returned to the contractor to permit initiation of TCTO development.

3.11.3.12.3 Unless otherwise specified on the AFTO Form 874 by the preparing contractor, Government-Furnished Property (GFP) equipment and supplies required to support TCTO accomplishment will be shipped directly to the contractor facility. GFP which will NOT be included in TCTO kits must be clearly identified.

3.12 AFTO FORM 875 AND COMPLETION INSTRUCTIONS.

3.12.1 General. The AFTO Form 875 is a programming document to ensure concurrent availability of all support for a TCTO (companion TCTOs, related TO updates, special tools and equipment, and kits). The document is used to identify and coordinate the relevant logistics actions to ensure the maximum effectiveness of TCTO completion. Figure 3-6, AFTO Form 875, Time Compliance Technical Order Programming Document, is a required form and must be completed and maintained in the TCTO History Folder. Recommend careful review as this form and instructions have been revised. The AFTO Form 875 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form.

3.12.1.1 The PM organization, which will manage the TCTO, initiates the AFTO Form 875 after CCB approval of the TCTO. The responsible TCM determines which items are applicable based on information provided by the AFTO Form 872 and AFTO Form 873 and checks the “Action Required” blocks on the AFTO Form 875. The TCM then signs off any completed actions in the “Action Required” blocks and forwards the AFTO Form 875, accompanied by the AFTO Form 872, to the applicable PMA to guide the management and programming of the TCTO.

3.12.1.2 The PMA will monitor and control the accomplishment of actions, coordination, and approvals required by the tailored AFTO Form 875. Once all logistics support actions required by the AFTO Form 875 have been completed, the PMA signs off the completed items in the “Action Required” blocks of the AFTO Form 875, signs and forwards it to the PM for signature authorizing release of the TCTO. When the printed material is ready for distribution, it is forwarded with the rest of the TCTO package to the TO Manager for publishing the TCTO and any required TO updates.

3.12.2 AFTO Form 875 Retention. Copies of the completed form are provided to the responsible TCM and the Kit Monitor (if AFTO Form 874 is required) as authority for release of the TCTO. The PMA maintains a copy of the form in the project folder until completion of the TCTO, after which it will be maintained in a TCTO History Folder by the PMA for the life of the system.

TIME COMPLIANCE TECHNICAL ORDER PROGRAMMING DOCUMENT

FROM *(Office Symbol)*	TO *(Office Symbol)*
TCTO NUMBER	TCTO TITLE/APPLICATION

CLASSIFICATION OF TCTO	CATEGORY OF TCTO	ACCOMPLISHED AT
☐ CLASSIFIED	☐ SAFETY ☐ RECORD ☐ SUPPLEMENT	☐ ORG / INTERM ☐ DEPOT
☐ UNCLASSIFIED	☐ COMPANION ☐ URGENT ☐ ROUTINE	☐ CONTR FACILITY ☐ OTHER
☐ CONFIDENTIAL	☐ COMMODITY/END ITEM	☐ DLA

RESCISSION PERIOD / DATE	TCTO ISSUE DATE	DATA CODE NUMBER	MATERIAL SAFETY NUMBER

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED: DATE PROGRAMMED AND/OR REMARKS	ACTION COMPLETED: DATE AND REMARKS
1.	**TCTO**	T.O. 00-5-15		
a.	AFMC FORM 873 PREPARED	T.O. 00-5-15		
b.	AFMC FORM 874 PREPARED	T.O. 00-5-15		
c.	TCTO REVIEWED BY TO MGMT OFF	T.O. 00-5-15		
d.	TCTO AND DATA CODE NUMBER ASSIGNED	T.O. 00-5-15		
e.	TCTO PREPARED BY ☐ CONTRACTOR ☐ GOVERNMENT ORGANIZATION ORGANIZATIONAL AVAIL DATE ; _____	T.O. 00-5-15		
f.	TCTO INCLUDES INSTRUCTIONS FOR PART NUMBER CHANGE	T.O. 00-5-15		
g.	AF SAFETY AND HEALTH REVIEW			
2.	**TECHNICAL ORDERS (TO)**	TO 00-5-15		
a.	TO's WILL NEED UPDATING *(e.g., 6 work cards, checklist, digital media, etc.)*	T.O. 00-5-15		
b.	FLIGHT MANUALS AFFECTED	AFI 11-215		
c.	CORROSION PREVENTION AND CONTROL PROGRAM COORDINATION			
d.	NDI PROGRAM COORDINATION			
e.	OTHER AFFECTED TO's REVIEWED AND AFMC 252 SUBMITTED to T.O. MGMT OFFICE	T.O. 00-5-15		
f.	UPDATING ACCOMPLISHED BY ☐ CONTRACTOR ☐ ORGANIC	T.O. 00-5-15		
g.	FORMAL MANUALS, WORK CARDS OR DIGITAL MEDIA CHANGE AVAIL DATE	T.O. 00-5-15		
h.	SAFETY OR OPERATIONAL SUPPLEMENT AVAILABILITY DATE _____	T.O. 00-5-15		

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Figure 3-6. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 1 of 5)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED DATE PROGRAMMED AND/OR REMARKS	ACTION COMPLETED DATE AND REMARKS
3.	**MODIFICATION KIT**	T.O. 00-5-15		
a.	KIT REQUIRED	T.O. 00-5-15		
b.	GFP SCREENING FOR AVAILABILITY OF KIT COMPONENTS REQUIRED	T.O. 00-5-15		
c.	DEPOT MFR OF PARTS REQUIRED	T.O. 00-5-15		
d.	COMPONENTS ARE SUBJECT TO GFE	T.O. 00-5-15		
e.	SPARES AFFECTED	T.O. 00-5-15		
f.	KIT INSTALLATION TOOLS REQUIRED	T.O. 00-5-15		
g.	AFMC FORM 185 REQUIRED	T.O. 00-5-15		
h.	HAZARDOUS MATERIALS CONTAINED/ MARKINGS ACCOMPLISHED	AFI 32-7086/ AFMC Sup 1		
4.	**TCTO VERIFICATION**	T.O. 00-5-15		
a.	AFTO FORM 82 INITIATED	T.O. 00-5-15		
b.	TCTO VERIFICATION SCHEDULED DATE: _____	T.O. 00-5-15		
c.	WHERE TO BE ACCOMPLISHED ☐ CONTRACTOR ☐ DEPOT ☐ O/I	T.O. 00-5-15		
d.	MAJCOM / BASE NOTIFIED NAME _____ ORGANIZATION _____ PHONE _____	T.O. 00-5-15		
e.	SITE AND EQUIPMENT (MDS, IE/COMMODITY) SCHEDULED	T.O. 00-5-15		
5.	**SUPPLY RECORDS**	AFMAN23		
a.	COMMODITY MGR(s) NOTIFIED TO REVIEW ASSIGNED MANAGER CODES ON CRITICAL ITEMS	AFMAN23-110		
b.	DATE CODE BECOMES EFFECTIVE	AFMAN23-110		
c.	PERSON NOTIFIED NAME _____ ORGANIZATION _____ PHONE _____	AFMAN23-110		
6.	**DISPOSAL ACTION**	T.O. 00-5-15		
a.	ACTION WILL BEGIN ON REMOVED AND REPLACED PARTS DATE: _____	T.O. 00-5-15		
b.	DD FORM 1348-1 HAS BEEN PREPARED			
7.	**SHELF LIFE CONTROL**	T.O. 00-5-15		
a.	SHELF LIFE CONTROL ITEMS IDENTIFIED ON AFMC FORMS 874 AND 172	T.O. 00-5-15		
b.	CODED IN TCTO	T.O. 00-5-15		
c.	IDENTIFIED IN KIT CONTENTS LIST	T.O. 00-5-15		

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Figure 3-6. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 2)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED DATE PROGRAMMED AND/OR REMARKS	ACTION COMPLETED DATE AND REMARKS
8	CONFIGURATION MANAGEMENT			
a.	CONFIGURATION OF SYSTEMS/EQUIPMENT IS AFFECTED ☐ YES ☐ NO			
b.	FORMS FOR INPUT INTO RECORDS SUBMITTED			
9	REPAIR KIT PARTS			
a.	PARTS IN REPAIR KITS ARE AFFECTED BY MOD ☐ YES ☐ NO			
b.	ACTION HAS BEEN TAKEN TO REALIGN REPAIR KITS ☐ YES ☐ NO			
10	SUPPORT EQUIPMENT (SE)	AFMCI 23-104		
a.	CHANGES ARE REQUIRED TO SE ☐ YES ☐ NO	AFMCI 23-104		
b.	SE IS ☐ COMMON ☐ PECULIAR	AFMCI 23-104		
c.	SE COMMODITY MANAGER NOTIFIED ☐ YES ☐ NO	AFMCI 23-104		
d.	ADDITIONAL SE REQUIRED DUE TO MODIFICATION ☐ YES ☐ NO	AFMCI 23-104		
e.	TA ADJUSTMENT HAS BEEN SUBMITTED ☐ YES ☐ NO	AFMCI 23-104		
11	SPARE SUPPORT	AFMCI 23-101		
a.	NEW ITEMS IN THE AF INVENTORY WILL BE AVAILABLE DATE: _____	AFMCI 23-101		
b.	ITEMS SMR CODED	AFMCI 23-101		
c.	PROVISIONING ACCOMPLISHED	AFMCI 23-101		
12	STOCK LIST	AFMCMAN 23-3		
a.	ACTION TAKEN TO INITIATE STOCK LIST CHANGE FOR NEW PARTS	AFMCMAN 23-3		
b.	CATALOGING/PROVISIONING DATA CHANGE NOTIFICATION INITIATED	AFMCMAN 23-3		
c.	PART NUMBER CHANGE REQUIRED AND ENTERED IN MCRL	AFMCMAN 23-3		
d.	IF PECULIAR PARTS ARE REMOVED FROM INSTL, CATALOGING NOTIFIED TO DELETE STOCK NO.	AFMCMAN 23-3		
13	INTERCHANGEABILITY	AFMCMAN 23-3		
a.	INTERCHANGEABILITY AFFECTED ☐ YES ☐ NO	AFMCMAN 23-3		
b.	CASC HAS BEEN NOTIFIED TO PREPARE CHANGE TO I&S STOCK LIST	AFMCMAN 23-3		
c.	NEW PART NUMBERS FOR MODIFIED ITEMS WILL BE AVAILABLE			
d.	NOMENCLATURE CHANGE COMPL DATE			

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Figure 3-6. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 3)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED DATE PROGRAMMED AND/OR REMARKS	ACTION COMPLETED DATE AND REMARKS
14	**ENGINEERING DRAWINGS**			
a.	NEW OR CHANGED DRWG RQRD FOR ☐ WEAPON SYSTEM ☐ COMP ☐ BOTH			
b.	AF FORM 2600 SUBMITTED DATE: _____			
c.	DRAWINGS WILL BE AVAILABLE DATE: _____			
d.	DD FORM 1423 REQUIRES CONTRACTOR TO FURNISH NEW OR REVISED DRAWINGS			
15	**PERSONNEL TRAINING**	AFI 36-2232		
a.	ADDITIONAL TRAINING IS REQUIRED	AFI 36-2232		
b.	REQUEST FOR TRAINING HAS BEEN SUBMITTED TO PERSONNEL AND ADMIN OFC	AFI 36-2232		
c.	ATC REQUIREMENTS CONSIDERED	AFI 36-2232		
16	**TRAINING EQUIPMENT**	AFI36-2232 TO00-5-15		
a.	TRAINING EQUIPMENT IS AFFECTED-OO-ALC CONTACTED ☐ YES ☐ NO DATE: _____	AFI36-2232 TO00-5-15		
b.	KITS ARE REQUIRED FOR MOD OF MAINTENANCE TRAINING UNITS	AFI36-2232 TO00-5-15		
c.	AFFECTED S/N HAVE BEEN INCORPORATED WITH WEAPON SYSTEM DATE: _____	AFI36-2232 TO00-5-15		
d.	AFFECTED TRAINING EQUIPMENT MANUALS REQUIRE CHANGE ☐ YES ☐ NO	AFI36-2232 TO00-5-15		
e.	TRAINING EQUIPMENT MODIFICATION IS COMPATIBLE WITH SYSTEM/EQUIPMENT MODIFICATION ☐ YES ☐ NO	AFI36-2232 TO00-5-15		
17	**OTHER AGENCIES/SERVICES**			
a.	ITEMS OF ANOTHER AGENCY/SERVICES ARE INVOLVED	AFI36-2232 TO00-5-15		
b.	AGENCY/SERVICE NOTIFIED DATE: _____	AFI36-2232 TO00-5-15		
c.	EQUIPMENT IS USED BY SECURITY ASSISTANCE PROGRAM COUNTRIES ☐ YES ☐ NO	AFI36-2232 TO00-5-15		
18	**PRESERVATION AND PACKAGING DATA**	AFMCI 24-201		
a.	AFMC FORM 158 HAS BEEN ACCOMPLISHED	AFMCI 24-201		
b.	CURRENT PACKAGING DATA NEEDS CHANGE ☐ YES ☐ NO	AFMCI 24-201		
19	**MASTER MATERIAL SUPPORT RECORD**			
a.	MOD AFFECTS PART/MATERIAL LISTED ON REQUIREMENTS DATA BASE/APPLICATIONS, PROGRAMS AND INDENTURES			
b.	FILE MAINTENANCE HAS BEEN ACCOMPLISHED IN REQUIREMENTS DATA BASE/APPLICATIONS, PROGRAMS AND INDENTURES			

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Figure 3-6. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 4)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED DATE PROGRAMMED AND/OR REMARKS	ACTION COMPLETED DATE AND REMARKS
20	OTHER			
a.	MOD CHANGES SECURITY CLASS OF ☐ EQUIPMENT ☐ DATA	AFI 31-401		
b.	WAR RESERVE MATERIAL (WRM) CONSIDERED	AFMAN 23-110		
c.	MISSILE TARGETING IS AFFECTED	AFMAN 23-110		
d.	TARGETING OFFICER HAS BEEN NOTIFIED	AFMAN 23-110		
e.	IS ISSL AFFECTED? / LOADED?	AFMAN 23-110		
f.	SOFTWARE CHANGES INVOLVED	TO 00-5-16		

21. ADDITIONAL REMARKS

CERTIFICATION

ENGINEERING SPECIALIST	OFFICE SYMBOL	PHONE
SIGNATURE Click to sign		
PRODUCTION MANAGER OR EQUIPMENT SPECIALIST	OFFICE SYMBOL	PHONE
SIGNATURE Click to sign		DATE

TO THE BEST OF MY KNOWLEDGE, I CERTIFY THAT ALL LOGISTICS ACTIONS FOR THIS MODIFICATION ARE COMPLETED AND READY FOR RELEASE

☐ IMMEDIATELY ☐ ON _____

PRODUCTION DIVISION/BRANCH CHIEF	OFFICE SYMBOL	PHONE
SIGNATURE Click to sign		DATE

AFTO FORM 875, 20130404

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Figure 3-6. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 5)

3.12.3 AFTO Form 875, Time Compliance Technical Order Programming Document, Completion Instructions. The following sub-paragraphs provide the instructions for completing the AFTO Form 875.

3.12.3.1 Heading Information.

3.12.3.1.1 From Block. Enter the initiators' Office Symbol.

3.12.3.1.2 To Block. Enter the Office Symbol of the Production Management Activity.

3.12.3.1.3 TCTO Number Block. Obtained from AFTO Form 873.

3.12.3.1.4 TCTO Title/Application Block. Obtained from AFTO Form 873.

3.12.3.1.5 Classification of TCTO Block. Check one of the following boxes: Classified; Unclassified; or Confidential.

3.12.3.1.6 Category of TCTO Block. Check one of the seven boxes: Safety; Companion; Commodity/End Item; Record; Urgent; Supplement; or Routine.

3.12.3.1.7 TCTO Accomplished At Block. Check one of the five boxes: Organizational/Interim; Contractor Facility; Defense Logistics Agency; Depot; or Other. If Other is checked, provide details in Block 21.

3.12.3.1.8 Rescission Period/Date Block. Enter the rescission period and date documented on the AFTO Form 873 for the TCTO.

3.12.3.1.9 TCTO Issue Date Block. Enter the issue date of the TCTO as it appears on the AFTO Form 873.

3.12.3.1.10 Data Code Number Block. Enter the data code number of the TCTO as it appears on the AFTO Form 873.

3.12.3.1.11 Material Safety Number (MSN) Block. If applicable, enter the number assigned by the Material Safety Technical Group.

3.12.3.2 Block 1, TCTO. Completed by the AFTO Form 875 initiator, based on the completed AFTO Form 873. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 1.a through 1.g. If items are not applicable, enter N/A in the action required block.

3.12.3.3 Block 2, Technical Orders (TO). Completed by the responsible TCM, in conjunction with the TO Manager. The section indicates when JCALS Recommended Change(s) or AFTO Form 252 is required to update related TOs. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 2.a through 2.h. If items are not applicable, enter N/A in the action required block.

3.12.3.4 Block 3, Modification Kit. Personnel responsible for kit development or for monitoring contractor development of kits shall complete this section when kits are required. An AFMC Form 185, Request for TCTO Kit Assembly, may be required. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 3.a through 3.h. If items are not applicable, enter N/A in the action required block.

3.12.3.5 Block 4, TCTO/Kit Verification. Ensure coordination and approval of schedules with any affected MAJCOMs and host bases. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 4.a through 4.e.

3.12.3.5.1 Block 4.b. Enter the date of the scheduled verification.

3.12.3.5.2 Block 4.c. Check the applicable box: Contractor; Depot; or Organizational/Intermediate.

3.12.3.5.3 Block 4.d. Enter the name of POC and Organization Office Symbol and Phone Number as indicated on AFTO Form 875.

3.12.3.6 Block 5, Supply Records. If supply records must be updated, ensure responsible Asset Managers are notified.

3.12.3.6.1 Block 5.c. Enter the name of POC and Organization Office Symbol and Phone Number as indicated on the form.

3.12.3.7 Block 6, Disposal Action. Ensure disposal activities have been notified. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 6.a and 6.b.

3.12.3.7.1 Block 6.a. Enter the date that the action will be initiated on removed/replaced parts as indicated on AFTO Form 875.

3.12.3.8 Block 7, Shelf Life Control. Ensure all shelf life items have been identified on the AFTO Form 874 and are also identified in the TCTO and on any kit parts lists. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 7.a through 7.c.

3.12.3.9 Block 8, Configuration Management. Ensure proper forms are initiated and configuration records are updated. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 8.a and 8.b.

3.12.3.9.1 Block 8.a. Check the YES Box if Configuration of the System or Equipment is affected by the TCTO modification. If not, Check the NO Box.

3.12.3.10 Block 9, Repair Kit Parts. Any Repair Kit Parts affected by the TCTO shall be identified. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 9.a and 9.b.

3.12.3.10.1 Block 9.a. Check the YES Box if Parts in the Repair Kits are affected by the TCTO modification. If not, Check the NO Box.

3.12.3.10.2 Block 9.b. Check the YES Box if action has been taken to realign Repair Kits. If not, Check the NO Box.

3.12.3.11 Block 10, Support Equipment (SE). Any Support Equipment affected by the TCTO shall be identified. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 10.a and 10.e. Ensure that any Support Equipment affected by the TCTO is identified, new requirements are added to allowances, and any affected TOs are updated.

3.12.3.11.1 Block 10.a. Check the YES Box if changes are required to existing support equipment. If not, Check the NO Box.

3.12.3.11.2 Block 10.b. Check either the COMMON Box or the PECULIAR Box to document the type of support equipment affected.

3.12.3.11.3 Block 10.c. Check the YES box to confirm that the support equipment commodity manager has been notified of affected support equipment. If not, Check the NO Box.

3.12.3.11.4 Block 10.d. Check the YES box if additional support equipment is required to accomplish the TCTO Modification. If not, Check the NO Box.

3.12.3.11.5 Block 10.e. Check the YES box if the Table of Allowance requires adjusting as a result of the TCTO Modification. If not, Check the NO Box.

3.12.3.12 Block 11, Spares Support. Ensure that new items have been identified for inventory control, provisioning has been accomplished, and spares support is assured. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 11.a through 11.c.

3.12.3.12.1 Block 11.a. Enter the date that new items in the inventory will be available.

3.12.3.13 Block 12, Stock List. Ensure action has been taken to stock list new items. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 12.a through 12.d.

3.12.3.13.1 Block 12.a. Enter the Action Required and the date programmed in the Action Required column. Enter the completed date of the Action Taken in the Action Completed column. Add any remarks pertaining to the action.

3.12.3.13.2 Block 12.b. Enter the Action Required to initiate Cataloging/Provisioning Data Change Notification and associated date programmed in the Action Required column. Enter the completed date of the Action Taken in the Action Completed column. Add any remarks pertaining to the action.

3.12.3.13.3 Block 12.c. Enter the Action Required to change part numbers and enter them into the MCRL, if required, and the associated date programmed in the Action Required column. Enter the completed date of the Action Taken in the Action Completed column. Add any remarks pertaining to the action.

3.12.3.13.4 Block 12.d. Enter the Removal of Peculiar Parts from the Installation and the associated date programmed in the Action Required column. Enter the completed date of the Action Taken in the Action Completed column. Also, indicate the Action Taken to Notify Cataloging to affect the deletion of those items of peculiar parts. Add any remarks pertaining to the action.

3.12.3.14 Block 13, Interchangeability. Determine if new or modified items are interchangeable with other stock listed items. Ensure Interchangeability and Sustainability stock list is updated. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 13.a through 13.d.

3.12.3.14.1 Block 13.a. If Interchangeability has been affected, check the YES Box. If Interchangeability has not been affected, check the NO Box.

3.12.3.14.2 Block 13.b. In the Action Required column to document whether CASC has been notified and requested to make a change to the Interchangeability and Supportability Stock-List. In the accompanying Action Completed column enter the date completed.

3.12.3.14.3 Block 13.c. Enter the date that new part numbers will become available in the Action Required column. In the accompanying Action Completed column enter the date completed.

3.12.3.14.4 Block 13.d. Enter the Nomenclature Change completion date in the Action Completed column.

3.12.3.15 Block 14, Engineering Drawings. If engineering drawings must be developed or updated, ensure the actions are completed and on AFTO Form 872. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 14.a through 14.d.

3.12.3.15.1 Block 14.a. Check the applicable Box(es) to document the need for a new or changed drawing. Check one of the following choices for this requirement: Weapon System; Companion; or Both. Enter the Action Required to acquire a new drawing or modify an existing drawing and the associated date programmed in the Action Required column. Enter the completed date of the Action Taken in the Action Completed column. Add any remarks pertaining to the action.

3.12.3.15.2 Block 14.b. Enter the date of the AF Form 2600.

3.12.3.15.3 Block 14.c. Enter the date the drawings will be available to support the TCTO modification.

3.12.3.15.4 Block 14.d. In the Action Required column document whether the DD Form 1423 requires contractor to furnish new or revised engineering drawings including those that may be required for a Companion TCTO if required. Also enter the date programmed in this column. Enter the completed date of the Action Taken in the Action Completed column. Add any remarks pertaining to the action.

3.12.3.16 Block 15, Personnel Training. If additional training will be required to accomplish the TCTO, ensure training monitors are informed and training courses are established. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 15.a through 15.c.

3.12.3.16.1 Block 15.a. If additional training will be required to accomplish the TCTO modification, enter the requirement in the Action Required column and the date(s) programmed, and in the accompanying column enter the action completed and the date(s) completed.

3.12.3.16.2 Block 15.b. If additional training will be required to accomplish the TCTO modification, annotate the date that a training request was sent in the Action Required column, and in the accompanying column enter the action completed and the date completed.

3.12.3.16.3 Block 15.c. If ATC training is considered, annotate the date that a training request was sent in the Action Required column, and in the accompanying column enter the action completed and the date completed.

3.12.3.17 Block 16, Training Equipment. Identify any training equipment affected by the TCTO. Ensure modifications are compatible with operational equipment modifications and any affected TOs are updated. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 16.a through 16.e.

3.12.3.17.1 Block 16.a. If training equipment is affected by the TCTO modification, check the YES box. If training equipment is not affected by the TCTO modification, check the NO box.

3.12.3.17.2 Block 16.b. If Kits are required for modification of Maintenance Training Units, enter the details (kit composition, quantities, etc.) in the Action Required column and the date(s) programmed. In the accompanying column enter the action completed and the date(s) completed.

3.12.3.17.3 Block 16.c. In the Action Required column annotate whether the serial numbers have been incorporated with the weapon system. Enter the date of the incorporation in the space provided.

3.12.3.17.4 Block 16.d. If affected Training Equipment Manuals require change(s), check the YES box. If not, check the NO box.

3.12.3.17.5 Block 16.e. Check the YES box if training equipment modification is compatible with the System/Equipment modification. If not, check the NO box.

3.12.3.18 Block 17, Other Agencies/Departments. Identify and notify any other users/owners of the equipment being modified by the TCTO. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 17.a through 17.c.

3.12.3.18.1 Block 17.a. Annotate if items of another Agency/Service are involved in the execution of the TCTO modification in the Action Required column.

3.12.3.18.2 Block 17.b. Annotate when the other Agency or Service was notified in the space provided. List the Agencies and/or Services in the Action Required column.

3.12.3.18.3 Block 17.c. Check the YES box if the equipment is used by Security Assistance Program(s) and list in the Action Required along with the programmed dates to notify the Foreign Military Sales (FMS) Case Managers for each SAP Country. Enter the dates programmed for notifying each. In the accompanying column enter the action completed and the date(s) completed.

3.12.3.19 Block 18, Preservation and Packaging Data. Determine if existing procedures require update in affected manuals.

3.12.3.19.1 Block 18.a. Annotate whether AFMC Form 158 has been completed in the Action Required column. In the accompanying column enter the action completed and the date completed.

3.12.3.19.2 Block 18.b. Check the YES box if the current packaging data requires a change(s) in order to execute the TCTO. If no changes to the current packaging data are required, check the NO box.

3.12.3.20 Block 19, Master Materiel Support Record. Ensure documentation has been submitted to update data in the records. Enter the Action Required and the date programmed in the Action Required column, and in the accompanying column enter the action completed and the date completed for blocks 19.a and 19.b.

3.12.3.20.1 Block 19.a. Annotate whether the modification affects parts and/or materials listed on the requirements database and/or applications, programs, and indentures in the Action Required column.

3.12.3.20.2 Block 19.b. If the answer to Block 19.a was Yes, identify the file maintenance that has been accomplished in requirements data base/applications, programs and indentures in the Action Required column. In the accompanying column enter the action completed and the date completed.

3.12.3.21 Block 20, Other. Complete as required for any of the actions listed. Enter the Action Required and the date programmed, and in the accompanying column enter the action completed and the date completed for blocks 20.a through 20.f.

3.12.3.21.1 Block 20.a. If the modification changes the Security Classification of either equipment or data, check the applicable box(es). Annotate details of actions required as a result in the Action Required column along with dates for each. In the accompanying column enter the action completed and the date completed. If the Security Classification is not changed for either the equipment or data, annotate accordingly.

3.12.3.21.2 Block 20.b. Annotate whether War Reserve Material has been considered in the Action Required column.

3.12.3.21.3 Block 20.c. Annotate whether Missile Targeting is affected due to the execution of the TCTO modification in the Action Required column. If Missile Targeting is affected, provide details in the Action Required column. In the accompanying column enter the action completed and the date completed.

3.12.3.21.4 Block 20.d. Annotate whether the Targeting Officer has been notified in the Action Required column. If actions are required enter the programmed dates and the dates completed for each in the accompanying column.

3.12.3.21.5 Block 20.e. Annotate whether the Initial Spares Support List (ISSL) is affected due to the execution of the TCTO modification in the Action Required column.

3.12.3.21.6 Block 20.f. Annotate whether software changes are required due to the execution of the TCTO modification in the Action Required column. Include the programmed dates for completion of each change. In the accompanying column enter the actual completed dates for each.

3.12.3.22 Block 21, Additional Remarks. Use for continuation of other items (specify which items) or to add coordination/actions not listed elsewhere on the form.

3.12.3.23 Block 22, Certification. Signatures in the blocks indicate that all required actions, coordination and approval have been accomplished, and the TCTO may be issued.

3.13 COORDINATION OF TCTOS.

All proposed retrofit changes which will result in Routine action TCTOs shall be approved by the Lead Command System Manager and will be funded IAW AFI 65-601V1, Budget Guidance and Procedures. The Lead Command will coordinate with all affected Using Commands on any TCTO matters. This action constitutes coordination of a proposed TCTO by means of the appropriate CCB documentation.

3.13.1 PM Coordination. A TCTO prepared by a Product Group Manager (PGM) or by a TCM responsible for an embedded commodity is coordinated with the PM responsible for the affected aircraft, missile, or C-E end-item and vice versa. PMs control the space within a system or end-item allocated for the installation of new components. When more than one PGM desires the use of a specified space within a system or end-item, the PM acts as an arbitrator where complications of space usage occur. Two copies of the TCTO draft are provided to the PM engineering activity (D086, Mission Workload Assignments System) for engineering coordination.

3.13.2 Additional Coordination. In addition to the coordination requirements identified in Paragraph 3.13.1, Table 3-5, Additional Activity Coordination, lists the activities that one copy of each TCTO is forwarded to for coordination on the matters indicated.

Table 3-5. Additional Activity Coordination

MAJCOM/A4M for O- or I-level TCTOs as part of the CCB process				
Nuclear Contamination (US Air Forces, US Readiness Command (AFRED) office at WPAFB				
Bio-Environmental Engineering (BEE) (at the nearest USAF hospital) when use of the following or similar materials are specified in the TCTO (see TO 00-5-3):				
Chemicals	Fiberglass and other dust-producing insulating materials	Fuels, hydraulic fluids, and propulsive agents		
New or proposed synthetic materials and plastics	Cleaning agents	Any other known or suspected health hazards		
Paint solvents and removers	Impregnating materials for cloth, leather, etc.			
Center/Base Safety Office when publications or procedures expose personnel to hazardous environmental or operational factors which require a review, technical evaluation for ground, weapons, explosive, flying, or system safety, and safety office approval of the proposed TCTO and TO updates				
The USAF Radioisotope Committee Secretariat, HQ AFMOA/SGOR, 8901 18th St, Brooks City-Base, TX 78235-5217 (through HQ AFMC/SGP), when a TCTO has information or instructions concerning other radioactive materials (e.g., depleted uranium counterweights, luminous exit markers, optical lens coatings containing thorium, or nucleonic fuel indicators) (AFI 40-201, Managing Radioactive Materials in the US Air Force).				
The prime ALC Non-Destructive Inspection (NDI) manager or other Air Logistics Center (ALC) organization designated to provide Level III NDI services or corrosion control manager when TCTOs have instructions relating to, or a requirement for, NDI or corrosion control treatment. The Air Force OPRs for NDI and corrosion control are AFRL/MLS-OL (4750 Staff Drive, Tinker AFB, OK 73145-3317) and AFRL/MLS-OLR (325 2nd St, Bldg. 165, Robins AFB, GA 31098-1639), respectively.				
Notify Detachment 63, 688th Armament Systems Squadron when the TCTO could modify the below-listed items in ANY way:				
Bombs and warheads	Demolition charges and pyrotechnics	Fuses and fusing systems	Dispensers and clusters	Guided and ballistic missiles
Cartridge and propellant-actuated devices (such as aircraft egress systems)	Missiles, grenades, artillery, mortar, rocket, and small arms ammunition	Aircraft weapons/munitions delivery systems	Mines, depth charges, and torpedoes	Any item which contains (high or low) explosives, propellant, or hazardous chemicals which may cause injury/death to personnel or damage to equipment
Any affected SAP/FMS program monitors	All TCTOs are coordinated with and a copy is provided to the responsible program configuration management activity for input into the applicable configuration management system	Fire Hazards	Personnel Hazards (intakes, exhausts, radar emitting devices, hot brake areas, auxiliary power unit (APU) ports, etc.)	Aircraft Entry (normal and emergency) Cabin Arrangements And Personnel Locations, Or Number Of Personnel On Board
Engine or APU Shutdown (normal and alternative methods)	Oxygen and Fuel Shutoff Valves	Ejection or Escape System Changes In Safing, Releasing And Extraction	Stationary Seat Restraint Systems	Fuselage Skin Penetration Points

Table 3-5. Additional Activity Coordination - Continued

Changes To Flammable Systems (oxygen, fuel, hydraulics, batteries and miscellaneous chemicals)				

3.13.3 Immediate and Urgent Action TCTOs Coordination. Due to the nature of Immediate and Urgent action TCTOs, formal coordination will not be accomplished; however, the Lead Command Manager for the system and all using commands shall be informed by telephone or electronic encrypted message of these TCTOs when the retrofit change requirements become known. Such coordination is necessary to provide affected commands information on the magnitude, complexity, and man-hours required to accomplish the TCTO.

3.13.4 Aerospace Emergency Rescue Data. TO 00-105E-9, Aerospace Emergency Rescue and Mishap Response Information (Emergency Services), is the manual used by military and civilian fire departments for emergency procedures. The TO is available electronically on the Enterprise Corporate Analysis - Time Saver (ECATS) system, https://ecats.wwyk.okc.disa.mil/ (membership required). If you are not authorized to access this site, contact AFCESA/CEXF. Coordinate all TO/TCTO changes that affect the following aircraft subject areas with the Air Force Civil Engineer Support Agency, Fire Protection Division, Fire Protection Egress Manager, HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB, FL 32403, DSN 523-6150, Commercial 850-283-6150, e-mail: HQAFCESA.CEXF@tyndall.af.mil.

3.13.5 Quality Checks. The TCM is responsible for TCTO adequacy and technical evaluation; the TO Manager is responsible for conformance to MILSPEC format. The TCM and TO Manager will perform a quality check on the final draft of formal TCTOs prior to publication.

3.14 PUBLISHING TCTOS.

3.14.1 AFTO Form 82. An AFTO Form 82 is completed on all TCTOs after verification, listing required corrections. The form is forwarded to the contractor, if the TCTO was contractor-prepared, for incorporation before the prepublication review and publication. For organic TCTOs, the form is sent to the TCM for correction of the draft.

3.14.2 Pre-Release Review Group (PRRG). After necessary corrections have been made and it is ready for publication, the PMA requests a PRRG meeting to ensure all requirements for concurrent release of the TCTO, kits, and TO updates have been met prior to submitting the package to the TO Manager for publishing. Each TCTO is reviewed for technical content, accuracy, completeness, practicality, Reading Grade Level (RGL) and compliance with the latest version of MIL-DTL-38804D. The PRRG, in coordination with the TCM, establishes the TCTO rescission date based on risk mitigation analysis. The date will be entered into AFTO Form 873, Block 17 and into JCALS using the “Update an Index Entry” process. The package for contractor-developed TCTOs will be submitted when final reproduction masters are ready for delivery. The complete data package has:

3.14.2.1 The digital reproduction master, including all artwork and illustrations. Digital reproduction masters should either be a page image file such as Adobe PDF®, SGML-tagged file (IAW MIL-DTL-38804D), or a protected word processor document, and must be accompanied by a paper copy to verify formatting information.

3.14.2.2 A copy of the AFTO Form 875 with PM certification.

3.14.2.3 A signed copy of the completed AFTO Form 873.

3.14.2.4 A signed copy of the completed AFTO Form 874; required if a TCTO needs kits and/or special tools and test equipment, affects supply spares, adds components to the modified item, or if removed parts and components require disposition instructions. The form is also required for TCTOs which would normally require kits, but which have received a waiver to the complete kit concept, to document supply status and parts usage. An AFTO Form 874 is only required for inspection TCTOs if kits, special tools/test equipment, etc., not commonly available at the performing units, are required.

NOTE

When new AFTO Forms 873, 874, or 875 are initiated for a TCTO supplement, complete only the blocks changed from the original form.

3.14.2.5 JCALS "Prepare TM Change Package" screens with appropriate TO updates as required.

3.14.2.6 Completed AFTO Form 124, Computation of Technical Order Reading Grade Level, for the TCTO and each TO update (if required).

3.14.2.7 A fund citation.

3.14.3 Illustrations. Except as specified below, illustrations shall be prepared IAW MIL-STD-38784A to supplement the text.

3.14.3.1 Illustrations in Record TCTOs. The use of illustrations in Record TCTOs shall be held to a minimum. Illustrations shall be sufficient to determine that the specific retrofit changes have been accomplished. Illustrations in Record TCTOs merely aid in identifying retrofit changes and they shall not normally contain part numbers.

3.14.3.2 Reproducible Copy. For organically-developed TCTOs, the TO Manager oversees preparation of the master reproducible file and ensures the TCTO is printed with the priority required by the urgency of the TCTO. Most printing and ID (Initial Distribution) will be made through the Document Automation and Production Service (DAPS) Technical Order Distribute and Print Services (TODPS) print-on-demand Process. Technical changes to TCTO drafts which have been submitted for publication are made only with the consent of the responsible TCM. Any editorial changes must be coordinated with the TCM before printing and distribution of the TCTO.

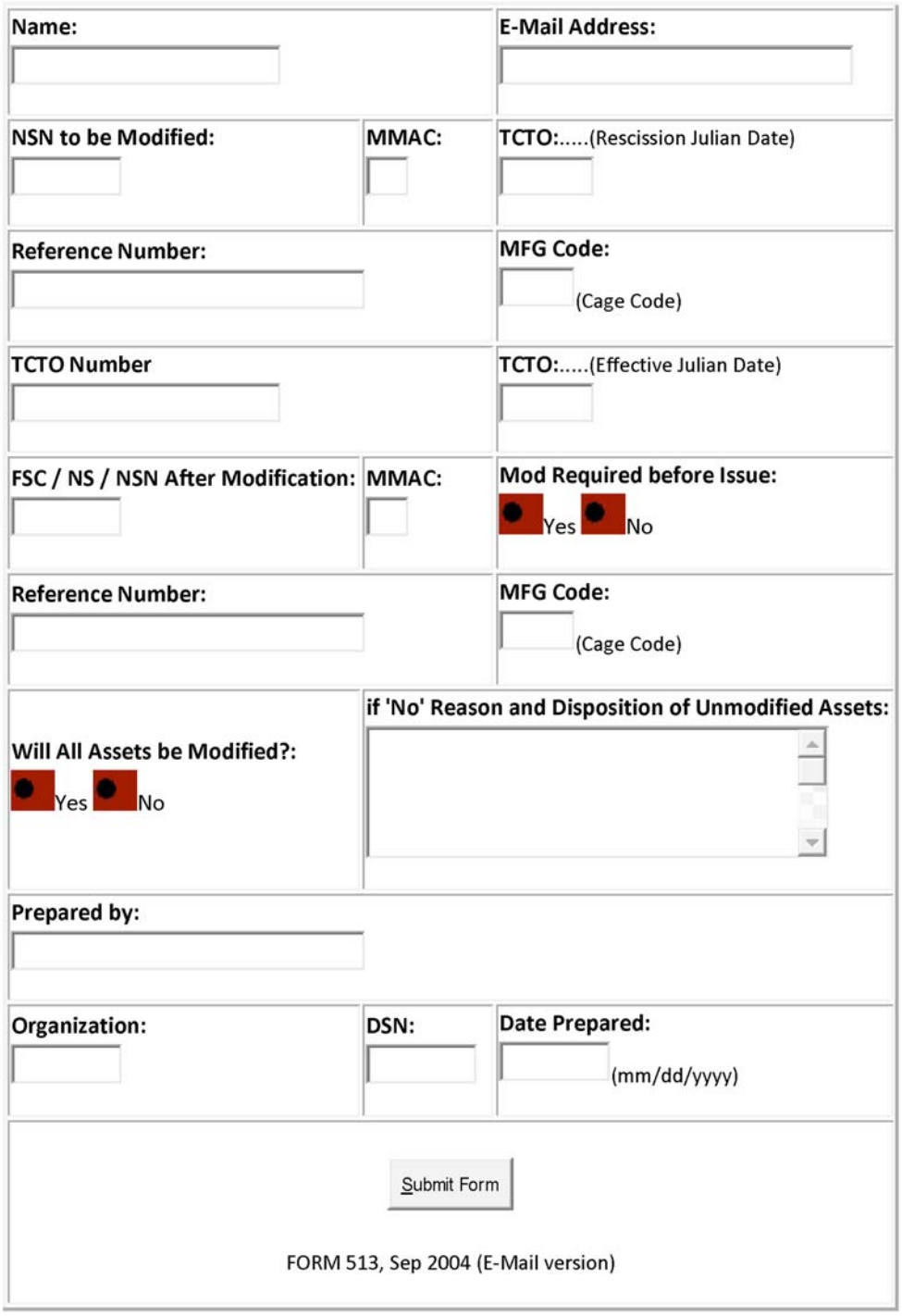
3.14.3.3 Reproduction Quality Check. For formal TCTOs the TO Manager will request a printed copy to review before ID by DAPS TODPS.

3.14.4 Electronic Form (EF) 513 Procedures. When the item being modified requires re-identification, the TCM completes an online Electronic Form 513, TCTO I&S Notification format concurrently with the distribution of the TCTO to affected activities, IAW AFMCMAN 23-3, Cataloging and Standardization. The Electronic Form 513, Figure 3-7, Electronic Form 513 Format, is available at https://www.afmc-mil3.wpafb.af.mil/afmc/lgis/FormMAILH.htm and must be completed and submitted online to the AFMC Logistics Information Division, Air Force Global Logistics Support Center (GLSC), 401 SCMS/GUMB. Instructions for completing Electronic Form 513 may be found in Table 3-6, Electronic Form 513 TCM Completion Responsibilities, below.

NOTE

In most cases, modified items are not re-identified, but are given new NSNs/part numbers through the "Base AF Form 86" process (Paragraph 3.11.2.4). If all of the assets are being modified, the pre-modification NSN/part number will be rescinded after modification completion.

3.14.4.1 Electronic Form (EF) 513 Updates. The submitter or submitting organization is required to provide updates when a TCTO is extended or reinstated.



TO-00-5-15-036

Figure 3-7. Electronic Form (EF) 513 Format

Table 3-6. Electronic Form 513 TCM Completion Responsibilities

Block Title	Completion Instruction
Name	Enter the Name of the person submitting this form. Only the name of the person submitting the form should be entered.
E-Mail Address Block	Enter the E-Mail address of the person submitting this form. Only the e-mail address of the person submitting the form should be entered.
National Stock Number (NSN) To Be Modified	Enter the NSN of the item to be modified. Print "END ITEM MOD" in the shaded area adjacent to the entry of "NSN after modification" if the TCTO requires the end item to be modified to accept the modified item.
Materiel Management Aggregation Code (MMAC)	Enter the MMAC of the item to be modified.
TCTO Rescission Date	Enter the assigned rescission date of the TCTO affecting the need to re-identify the item. The date must be in the form of a JULIAN Calendar date.
Reference Number	Enter the reference number.
Mfg Code	Enter the CAGE Code of the item manufacturer.
TCTO Number	Enter the TCTO number on the cover page of the TCTO containing the item to be re-identified.
TCTO Effectivity Date Block	Enter the effective date of the TCTO. The date must be in the form of a JULIAN Calendar date.
Federal Stock Class (FSC), (NS), and NSN After Modification	Enter the FSC.
Mod Required Before Issue	Check the appropriate box. Check "NO" if the unmodified and modified items are acceptable for use, pending completion of the TCTO requirements. If "No" selected, enter the reason and disposition of unmodified assets.
Prepared By	Enter the name of the person preparing the form.
Organization	Enter the office symbol of the preparer.
DSN	Enter the DSN phone number of the preparer.
Date Prepared	Enter the date the form was prepared.
Submit	Click on the SUBMIT button.

3.14.5 Post-Publication Reviews. The need for post-publication reviews and the frequency of such reviews is determined by the TCM in conjunction with the TCTO user. Factors to be considered include the type of TCTO (Immediate, Urgent, Routine, Record), changes to the system or commodity being modified, and accumulation of problem reports.

3.15 UPDATING AFFECTED TECHNICAL ORDERS.

TCTOs must NOT direct write-in changes to related TOs. TO and Flight Manual updates for Immediate action TCTOs are provided by Rapid Action Changes (RAC), ISSs or IOSs issued concurrently with the Interim TCTO IAW TO 00-5-3. Updates supporting Urgent action TCTOs may be issued as interim supplements or formal TO updates.

3.15.1 Changes to TO and Flight Manual Procedures. If a Routine or Urgent action TCTO results in changes of TO or Flight Manual procedures, the TO updates are submitted through the JCALS "Recommend a TM Change" and "Prepare TM Change Package" or AFTO Form 252, Technical Order Publication Change Request, functions according to TO 00-5-3, concurrently with the TCTO package (or publication lead time prior to the TCTO submission) to ensure release prior to or concurrently with the TCTO. TO update packages containing both "before" and "after" data may be submitted and published up to 6 months prior to TCTO release.

3.15.2 TCTO Updates. Any time the driving TCTO is changed or placed in Abeyance, updates to the affected TOs must be reviewed and amended if necessary.

3.16 DEPOT FIELD TEAM SUPPORT.

When a TCTO requires depot support or traveling team accomplishment IAW TO 00-25-4, Depot Maintenance of Aerospace Vehicles and Training Equipment, the TCM or PMA ensures advance information regarding work requirements is provided to the affected PM depot maintenance activity, to allow planning for the use of internal assets and resources.

3.17 TCTO CONTROL RECORDS.

3.17.1 Materiel Improvement Project (MIP). The ALC preparing the TCTO is responsible for maintaining complete chronological record deficiencies. The deficiencies are reported and tracked in the JDRS.

3.17.1.1 When initial distribution is made, one copy of every formal or interim TCTO authorized for use by the Air Force or contractors is sent to AFLCMC/EZGTP OL Tinker (see TO 00-5-1 and 00-5-3).

3.17.1.2 Schedules. For contractor-performed TCTOs, the PM managing the TCTO is responsible for maintaining a TCTO completion schedule prepared by the contractor as required by the contract. The schedule also shows the estimated delivery date of TCTO reproducible master to the Air Force. A copy of the schedule is furnished to the TO Manager.

3.18 TCTO DOCUMENTATION AND TRACKING.

All TCTOs, depot and field level, are managed in the JCALS system. Compliance is tracked in other approved management systems such as the Reliability and Maintainability Information System (REMIS - G099)/Generic Configuration Status Accounting Subsystem (GCSAS), Integrated Maintenance Data System (IMDS), and Core Automated Maintenance System (CAMS for Mobility - G081) (TO 00-20-2, Maintenance Data Documentation).

3.18.1 TCTO Master Record in REMIS and Follow-up. The Modification Manager and the preparing TCM are responsible for initiating action, to include the TCTO Master Record in REMIS, and for performing follow-up.

3.18.2 TCTO Reporting. The TCM shall ensure TCTO reporting instructions are identified in Paragraph 8 of the TCTO. Compliance will be reported using the basic TCTO data code only, according to 00-20-series TOs. Additional work directed by TCTO supplements will be reported using the supplement data code.

3.18.3 TCTO Routing. Upon approval of the TCTO by the PM CCB, the TO Manager will obtain a TCTO Number from JCALS, establish a Pub Index record, and use the JCALS Work Flow Manager (WFM) to route the package to the various OPRs for TCTO writing, coordination, kit assembly, verification and approval.

3.18.4 Master Record. When TCTO publication is assured, the PM TCTO/Modification Manager or Production Management Specialist (PMS) will ensure that a REMIS TCTO Master Record is established and “pushed” to the bases affected by the TCTO when ID has been made. The Master Record for an Interim Time Compliance Technical Order (ITCTO) will be established and pushed as quickly as possible after ITCTO transmittal, not to exceed 24 hours. The TCTO/Modification Manager or PMS will ensure that REMIS data is updated and pushed when TCTO changes (supplements, replacing TCTOs, rescission date extensions, etc.) occur.

NOTE

When loading ground removal date in REMIS/MIS use 60 days prior to rescission date with exception of inspection TCTOs.

3.18.5 Compliance Period or Rescission Date Extensions Reporting. Data on TCTO compliance, reported by performing organizations through the IMDS/G081/REMIS/CEMS interface, will be used to help determine the need for compliance period or rescission date extensions (see Chapter 7 and Chapter 8). TCTO compliance must be reported to REMIS by the LCMC OL depot or field maintenance team performing the TCTO. Depot maintenance compliance with engine TCTOs will be documented in CEMS by the agency performing the work. TCTO data for precision guided munitions will be entered into the Tactical Munitions Reporting System (TMRS). TMRS will then feed the TCTO data to the Reliability Asset Monitoring System (RAMS).

3.18.6 Pass/Fail Documentation. The results of compliance with Inspection TCTOs will be documented in approved management systems (see Paragraph 3.18) as pass or fail. The PASS/FAIL Indicator will be used. Annotate these TCTOs with a “P” for passed inspections or “F” for failed inspections upon completion of the TCTO during documentation of the

how malfunction code “801” transaction. Inspection TCTOs are identified in the applicable data system with a TCTO “PRIORITY CODE” equal to A, B, F, or G:

Table 3-7. TCTO Priority Codes

TCTO Priority Code	Inspection Type
A	Immediate Action Inspection
B	Urgent Action Inspection
F	Routine Action Inspection
G	Event Type Inspection

3.19 TCTO POSTING.

TCTOs shall be posted alphanumerically either in the TO library with other TOs or in a separate binder.

3.20 TCTO COMPLIANCE PERIODS.

3.20.1 Inspection, Modification, and Safety TCTO Compliance Period Start Dates and Conditions. Table 3-8, Inspection, Modification, and Safety TCTOs, define the compliance period start date requirements and special conditions that apply to each. In each case the compliance start date begins with receipt of the TCTO. However, each have start date conditions that separates each from the other.

Table 3-8. Inspection, Modification, and Safety TCTO Compliance Period Start Dates and Conditions

INSPECTION TCTO	
Compliance Period Start Date	Condition
Upon Receipt of TCTO	Must be completed within stated time frame or removed from service
MODIFICATION TCTO	
Compliance Period Start Date	Condition
Upon Receipt of TCTO	Starts only if associated special tools, parts, kits, and supporting technical data have been received
SAFETY TCTO	
Compliance Period Start Date	Condition
Upon Receipt of TCTO	Starts immediately upon receipt regardless whether associated special tools, parts, kits, and supporting technical data have been received

3.20.2 Multiple Compliance Periods. Although a TCTO may contain several compliance period dates for the same TCTO, REMIS will only accept one compliance period date. Therefore, only one compliance period will be issued per each TCTO. Additional TCTOs must be issued if multiple compliance periods are required. Table 3-9, TCTO Matrix Chart, identifies TCTO types and priorities along with compliance periods for each type, required removal from service dates, and the maximum allowable rescission dates.

Table 3-9. TCTO Matrix Chart

Type & Priority of TCTO	Compliance Period[1]	Remove From Service[2]	Maximum Rescission Date[3]
INTERIM IMMEDIATE ACTION TCTO			
All Categories Except Intercontinental Ballistic Missile (ICBM)[4]	Immediately	Immediately	1 year after issue
INTERIM URGENT ACTION TCTO[5]			

Table 3-9. TCTO Matrix Chart - Continued

Type & Priority of TCTO	Compliance Period[1]	Remove From Service[2]	Maximum Rescission Date[3]
ICBM-Related	From 1 to 30 days	Upon expiration of compliance period	2 years after issue
All Categories	From 1 to 10 days	Upon expiration of compliance period	1 year after issue
INTERIM ROUTINE ACTION, O/I LEVEL SAFETY INSPECTION TCTO			
ICBM-Related	From 31 to 365 days	Upon expiration of compliance period	2 years after issue
All Categories Except ICBM	From 11 to 35 days	Upon expiration of compliance period	1 year after issue
ROUTINE ACTION, O/I LEVEL SAFETY TCTO			
ICBM-Related	From 31 to 365 days	Upon expiration of compliance period	2 years after issue
Category 1--Aircraft; Category 2--Airborne Engines; Category 31--Ground C-E Equipment; Aerospace and Non-Aerospace Commodities	From 11 to 90 days	Upon expiration of compliance period	2 years after issue
Category 14--Life Support[6,7]	From 11 to 1825 days	Upon expiration of compliance period	Not to exceed 5 years after issue
Category 21--Guided Missiles Category 35--SE	From 11 to 270 days	Upon expiration of compliance period	2 years after issue
ROUTINE ACTION, O/I LEVEL TCTO			
ICBM-Related	From 31 to 1645 days	Upon expiration of compliance period	5 years after issue
Category 1--Aircraft; Category 2--Airborne Engines; Category 31--Ground C-E Equipment; Aerospace and Non-Aerospace Commodities	From 90 to 270 days	Upon expiration of compliance period	3 years after issue
Category 21--Guided Missiles; Category 35--SE	From 90 to 540 days	Upon expiration of compliance period	3 years after issue
ROUTINE ACTION, O/I LEVEL TCTO, BASED UPON MAINTENANCE EVENT			
ICBM-Related	Upon an event, such as the next scheduled Limited Life Cycle Exchange or related major maintenance task	On a date established by the PM with MAJCOM approval	5 years after issue
Category 1--Aircraft	Upon an event, such as next scheduled inspection (Phase, ISO, Letter Check), number of landings, Cycles, etc.	On a date established by the PM with MAJCOM approval	5 years after issue
Category 2--Airborne Engines, On-Condition Maintenance (OCM) Concept	Upon an event, such as next scheduled inspection, Regional Engine Maintenance Organization, etc. (Upon failure is not authorized)	On a date established by the PM with MAJCOM approval	10 years after issue

Table 3-9. TCTO Matrix Chart - Continued

Type & Priority of TCTO	Compliance Period[1]	Remove From Service[2]	Maximum Rescission Date[3]
All Other Categories	Upon an event, such as next scheduled inspection, Jet Engine Intermediate Maintenance (JEIM), removal from Emergency War Order (EWO), number of landings, etc. (Upon failure is not authorized)	On a date established by the PM with MAJCOM approval	5 years after issue
ROUTINE ACTION, Depot-Level SAFETY TCTO[8]			
All Categories	From 11 to 90 days	Upon expiration of the compliance period	1 year after issue
ROUTINE ACTION, Depot-Level TCTO[9,10]			
All Categories	Upon Depot Maintenance (if scheduled)	Until completion of Depot Maintenance	10 years after issue

[1] COMPLIANCE PERIOD. See Paragraph 3.20 for details on compliance periods.

[2] REMOVE FROM SERVICE. “Remove from Service” date is the same as the “Ground Date” in automated data systems Integrated Maintenance Data System (IMDS, formerly Core Automated Maintenance System (CAMS)) (G054) and Reliability and Maintainability Information System (REMIS) with the exception of Inspection TCTOs. This is intended to imply that the compliance period can be exceeded. See Paragraph 7.1.2.3 for details on Remove-From-Service dates.

[3] MAXIMUM RESCISSION DATE. This column designates the maximum TCTO life and does not preclude a shorter, more realistic TCTO life as determined by the appropriate authority based on type of affected system or commodity, level of accomplishment, extent of rework and accomplishment schedule. The Weapons Directorate, AAC/NW, CCB is authorized to determine the appropriate rescission date for 11N-series TCTOs used by the Air Force. The rescission date for 11N-series TCTOs may be less than but not greater than 54 months.

[4] COMMODITY TYPE TCTOS. Shall not be used as the means of initially removing a system from service. A system TCTO is written against the system to effect removal action, and an appropriate commodity TCTO of the same urgency shall be prepared to effect the necessary change. System TCTOs shall be signed off to release the system for flight or operation after accomplishment of the commodity TCTO.

[5] May be issued as a formal TCTO if time permits.

[6] LIFE SUPPORT. The Life Support Section at AFLCMC/GR OL Robins, and AFLCMC/LR OL Robins (for U-2 only) CCBs are the only offices authorized to determine and approve the compliance period for Life Support TCTOs. The compliance period shall be concurrent with established inspection cycles whenever possible.

[7] LIFE SUPPORT. The Life Support Section and AFLCMC/LR OL Robins (for U-2 only) are authorized to determine the appropriate rescission date for Life Support TCTOs used by the Air Force. The rescission date for Life support TCTOs may be less than but not greater than 1825 days (5 years), concurrent with established inspection cycles whenever possible.

[8] ROUTINE ACTION, DEPOT LEVEL, OR SAFETY TCTOs. Routine Action, Depot Level, or Safety TCTOs shall not exceed the Routine Action, Organizational/Intermediate Level, Safety TCTO matrix elements. The CCB may authorize a waiver when a deviation to this policy appears to be necessary, with written coordination from affected MAJCOMs.

[9] ROUTINE ACTION DEPOT LEVEL TCTOS OTHER THAN SAFETY. Routine Action Depot Level TCTOs other than Safety, a compliance period of other than “Upon Depot Maintenance” (e.g., for Field Team Maintenance) may be specified when the PM and MAJCOM concur.

[10] DEPOT LEVEL TCTOS. Depot Level TCTOs shall not be issued against aircraft engines which do not have established overhaul intervals, unless support teams (contractor/organic) are scheduled to accomplish the entire inventory within a predetermined time frame specified in the TCTO. In such instances the rescission date shall be established as the scheduled completion date plus 6 months.

3.21 TCTO IMPLEMENTATION PROCESS.

Once the development process flow has produced a TCTO, implementation is accomplished. The TCTO implementation process follows a step-by-step regimen involving Quality Assurance (QA), Program Management Office, Workcenters, Plans Scheduling and Documentation, Supply, and Item Managers. The Implementation Process Flow through completion is depicted in Figure 3-8, TCTO Implementation Process Flow.

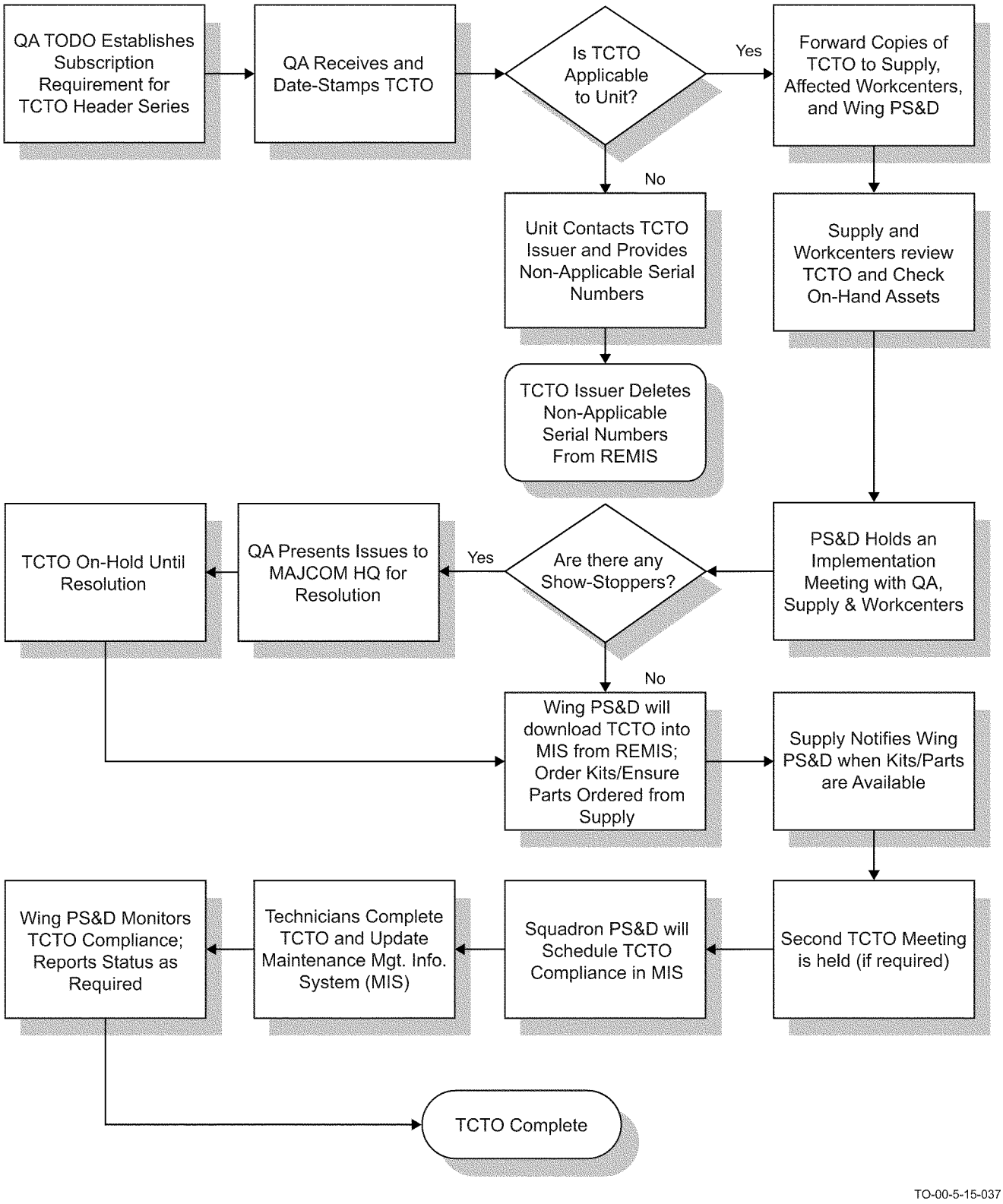


Figure 3-8. TCTO Implementation Process Flow

CHAPTER 4
TCTO, KIT, AND DATA CODE NUMBERS

4.1 TCTO NUMBERING.

TO numbers, including TCTO numbers, are categorized based on functional usage or family groupings (TO 00-5-1). The detailed explanation of the TO numbering process is contained in TO 00-5-18. TO numbers ending in -501 and higher are normally indicative of a TCTO. Prior to numbering the first TCTO for a system or commodity, the TO Manager must establish TCTO Series Headers for each classification of TCTO to be issued (see JCALS Desktop Instructions for procedures). When a new individual TCTO number is required, the TO Manager obtains the number from JCALS. Data codes are assigned from a block of numbers provided by OC LCMC/EZG to each program office.

4.1.1 TCTO Series Headers. TCTO series headers are set up to collect subscription requirements for each military system or commodity level where it is planned to issue TCTO modification and inspection requirements. The series will be numbered at the lowest level (e.g., 1F-16D for the F-16 Weapon System) that will ensure all military system and commodity users get needed support, and yet eliminate distribution to TODOs not concerned with the TCTO. TCTO series header numbers are assigned IAW this TO and 00-5-18.

4.1.1.1 Use of a Synthetic TCTO Header is permissible when maintenance instructions that are managed outside the Air Force System that update configuration of Contractor Logistics Systems (CLS) managed systems and/or end-items in which configuration control is the responsibility of the Air Force for numbering and management. The use of the synthetic header is permitted only for unique scenarios as described herein and is not meant as a method for circumventing the Air Force TCTO Series Header requirements. The format of the synthetic header is based upon the weapon system Mission Design Series (MDS). For instance, if the weapon system in question happens to be the F-22, the TCTO Header for the weapon system would be 32-1-F22-501. Classification (such as UNCLASSIFIED or SECRET) and Distribution Statements are to be applied as normal TCTO Headers.

4.1.1.2 TO Managers shall request LCMC/EZG OL Tinker to establish a TCTO series header for an aircraft, missile or engine category. When a new TO series has been established, TO Managers shall request new TCTO series headers for other TO categories while the first TCTO is being prepared. A separate TCTO series header must be established when individual TCTOs in the series will be assigned a different classification (such as UNCLASSIFIED or SECRET). Once a TCTO series header number is approved, JCALS will automatically number individual TCTOs in the series. Although JCALS provides the capability to automatically assign TCTO Data Codes when the Index record for a new TCTO is established, the capability allows duplicate data code numbers to be assigned across the Air Force JCALS enterprise. Therefore, when a JCALS record for a new TCTO is established, the JCALS assigned data code must be verified to ensure that the data code is not a duplicate. If it is determined to be a duplicate, it should be replaced by the next sequential number from a block of data codes provided by OC LCMC/EZG. Contact OC LCMC/EZG directly if data codes are needed.

4.1.2 Numbering and Indexing eTCTOs and eTCTO Supplements. If TCTOs are published and distributed as eTCTOs, a "-WA-n" TCTO Series Header Record must be established. Formal TCTOs and TCTO supplements distributed as eTCTOs using ETIMS will be indexed using the "-WA-1" media suffix code and PSNs ending in "11." Non-ETIMS eTCTOs will use the "-WA-2" media suffix code. TCTOs published and distributed as eTCTOs will be numbered as TCTO Series-WA-1+specific TCTO number (-501 and higher) (+TCTOS if required). Care must be exercised to correctly sequence the first eTCTO number assigned for the new eTCTO Series. For example, if the latest paper TCTO ended with "513," establish a corresponding WA-1 TCTO series header record and index the first eTCTO as TCTO Series-WA-1-514. This requires an additional renumber action to change the JCALS generated TCTO Series-WA-1-501 to TCTO Series-WA-1-514. If paper TCTOs continue to be issued in parallel, both must be indexed, i.e., TCTO Series-514 and TCTO Series-WA-1-514. If digital TCTO files are distributed on CD or DVD, number and index the TCTO as "TCTO series-CD (or DV) -1-specific TCTO number (-501 or higher)." If digital TCTO files are distributed on CD or DVD, number and index the TCTO as "TCTO series-CD (or DV) -1-specific TCTO number (-501 or higher)." Interim TCTOs and TCTO Supplements (interim or formal) shall be indexed as described in Paragraph 4.1.2.1. Although some circumstances still require the use of paper TOs, eTOs are the preferred media.

4.1.2.1 Supplements merged into digital PDF TO files will be posted IAW TO 00-5-1 and fully annotated by the TO Manager or TCM before optimizing and uploading to ETIMS for viewing and distribution. This includes a title page note referencing the supplement as well as hyperlinks to affected paragraphs. Refer to the "PDF TO/eTO Supplement Merging Process document" for specific details. The merged digital TO files will be indexed as a Revision with a PSN ending in "11."

4.1.3 Mission Design Series. Using the "Mission Design Series (MDS)" definition of the weapon system designations in the aircraft, missile, and aerospace TO categories, the TCTO series header is normally set up at the MDS "series" level (1B-52H, 1C-17A, 1F-16D, etc.). If a TCTO requirement has application for more than one "design" (C-135 and C-17A, F-15 and F-16, etc.), separate TCTOs are needed for each "design" group. Only when all designs with the same "mission" group (all bombers, all cargo, all fighters, etc.) are affected by the same TCTO requirement is a "mission" group TCTO series (1B, 1C, 1F, etc.) established.

NOTE

The numbering scheme for TOs and TCTOs in the bomber, helicopter and trainer Category 1 series has been modified due to the existence of "B-1," "H-1" and "T-1" systems. (See TO 00-5-18).

4.1.4 General Series. In the remaining TO categories, the TCTO series header normally is established at the TO number segment designating the "General Series, Type Model, or Part Number" of the applicable equipment. This is the segment of the TO number that precedes the "Kind" of TO segment. For example, the first TCTO for the equipment covered by 5A3-26-3 would be 5A3-26-501. If the TCTO is applicable to all equipment in a broader TO group such as all 5A3 or all 8S1-2 covered equipment, then the TCTO series header is established at that level.

4.1.5 Missile, Aircraft or C-E. TCTOs involving airframes, control surfaces, basic structure, and peculiar contractor furnished equipment in NSC 1420 (guided missile components), 1560 (aircraft structural components) or 1820 (space vehicle components), and installation of system components and accessories in aircraft, missiles or C-E (D086, Mission Workload Assignments System) are numbered in the appropriate series within the missile, aircraft or C-E category.

4.1.6 System and Training Equipment. TCTOs which affect both a system (TO Category 1, 21, or 31) and training equipment (except simulators) will be assigned numbers in the system category. Appropriate references will be made to the affected training equipment in the title, in the purpose, and in the applicable paragraphs of the TCTO. Retrofit change instructions for affected training equipment which are different from operational system instructions will be provided in a separate section immediately following the system retrofit change instructions.

4.1.7 Training Equipment Only. TCTOs applicable only to training equipment, which do not affect the military system or commodities supported by the trainer system, will be assigned in TO Category 43. TCTOs applicable to simulators (mission or flight) will be assigned numbers in the applicable TO category.

4.1.8 TCTOs Involving Computer Programs. TCTOs involving computer programs of embedded computer systems are numbered in the same category as the TO number assigned to the user instructions for the program.

4.1.9 Immediate and Urgent TCTOs. All Immediate and Urgent action TCTOs, except those issued for non-aeronautical commodities, will be assigned numbers within the applicable system (aircraft, missile or C-E) series or type of TCTOs, in as much as action for removal from service must be effected immediately or within specified time limits. When removal from service is necessary to permit accomplishment of a commodity TCTO, a system category (1, 21, or 31) TCTO will be written against the affected system to effect removal from service action. An appropriate commodity category TCTO of the same priority as the system TCTO shall be prepared to effect the necessary retrofit change. The system TCTO shall be signed off to release the system for flight or operation after accomplishment of the commodity TCTO. Although this policy occasionally results in duplicate TCTOs for each type of system (aircraft, missile, or C-E) in which the commodity is installed, this duplication is considered justified to prevent compromise of flight or ground safety. A safety supplement (SS) to the operating or flight manual will be issued stating conditions pertaining to accomplishment of the appropriate item type TCTO and any operating or flight restrictions that are involved.

4.1.10 Supplements. Supplements to basic TCTOs are assigned the same TO number as the basic with a suffix letter added to the final part of the number. The letters A and B are reserved for classified supplements as required. The letters I and O are not used in order to avoid possible confusion with numerals. See Paragraph 4.1.2 and Paragraph 4.1.2.1 for information on eTCTO Supplements.

4.2 NUMBERING KITS.

4.2.1 TCTO Kit Identification Number Data Fields. TCTO Kit Numbering is assigned IAW TO 00-5-18. The first four digits of the TCTO kit identify the Federal Stock Class that the equipment belongs to. The next five digits are sequentially assigned and are used to identify the unique TCTO and maintain serialization control. For example, the fifth position is occupied by the letter "K," denoting a kit, positions six and seven identify the technical order category, positions eight through twelve identify the data code. In the example depicted in Table 4-1, TCTO Kit Identification Number Data Fields, 09275 indicates the 9,275th test equipment data code used. Position thirteen is occupied by the Kit Letter Designator which identifies or designates the different kits required by the TCTO. If more than one type of kit is required by a particular TCTO (e.g., for a different MDS within a military system, supply spares, trainers, WRM, etc.), the kits will be designated A through Z (omitting I and O) then (Zero) 0 through 9. The first kit of each TCTO kit grouping shall always be designated with the letter A. Most modifications involve an "A" and "B" kit as a minimum. If only one kit is involved, the number shall always have A in the thirteenth position. If more than 34 different kit types are required for one TCTO, the 35th kit shall be given a new data code number. Positions fourteen and fifteen identify the Management Code. TCTO numbers are obtained from the JCALS system, and data code numbers are acquired from LCMC/EZG and issued through the TO Manager.

Table 4-1. TCTO Kit Identification Number Data Fields

Federal Stock Class	Kit Designator	Technical Order Category	Data Code Number	Kit Letter Designator	Management Code
1560	K	33	09275	A	BC
Airframe Structural Components (Single Engine Aircraft, Multiengine Aircraft, Helicopter)	Identifies TCTO Kit	These digits identify the equipment's TO Category	The Data Code is used to serially track the TCTO. The Data Code is generated sequentially by LCMC/EZG	Identifies Group "A" or Group "B" Kit Group "A" Kits (Items, parts, components to be permanently or semipermanently installed to support/secure/interconnect, or accommodate Group "B" kit equipment) Group "B" Kits (Equipment that when installed with Group "A" kit, completes a modification)	Management Codes are acquired/assigned. The Management Code corresponds to the Air Logistics Center (ALC) managing the kit (D086, Mission Workload Assignments System)

4.3 TCTO DATA CODE NUMBERS.

A seven digit REMIS-identifiable data code is assigned to each TCTO. This code provides a link between a TCTO and required kits, which use the data code as part of the NSN. The data code appears in the upper right corner of the first page and below the TO number on all TCTOs and supplements. See Table 4-2, Rules for Assigning TCTO Numbers, Data Code Numbers and Dates, for when to issue new data codes for supplements. REMIS provides a cross-reference between data code numbers and TCTO numbers.

4.3.1 Data Code Numbers. The LCMC/EZG provides a block of data code numbers to each ALC TO Manager for assignment to TCTOs as required. The TO Manager maintains a register and controls assignment of the data code numbers. Notification of data code number assignment is made during the input of an individual TCTO to the JCALS system. Additional data code numbers may be required for supplemental kit identification. Data codes are indexed in REMIS.

NOTE

Do not use the data code automatically supplied by JCALS because duplicates may be inadvertently issued.

4.3.2 Data Code Identification. The first two digits identify the equipment TO category (TO 00-5-18); the remaining five digits identify and maintain serialization control. For example, data code 3306871 indicates TO category 33 (test equipment) with 06871 indicating the 6,871st test equipment data code used. TCTO numbers are obtained from the JCALS system, and data code numbers are acquired from LCMC/EZG and issued through the TO Manager.

4.3.3 IMDS Procedures. The seven-digit data code is the key data element used to maintain TCTO records in the IMDS database (the data code cannot be changed). For TCTO supplements with no additional work (no new data code), the IMDS user updates the changed data from the supplement in IMDS. The TCTO number remains the same (e.g., 1F-16-1314 does NOT change to 1F-16-1314C). The TCTO numbers in IMDS and REMIS must match.

4.3.4 TCTO Supplements Requiring Additional Work. TCTO supplements that require additional work will have a new data code. The IMDS user loads these supplements the same as new TCTOs. The TCTO number would include the letter of the supplement (e.g., 1F-16-1989D). This load would either be pushed through REMIS or entered manually. IMDS screen 422 is also loaded (either through REMIS or manually) to relate supplements to the basic TCTO. This will allow identification of equipment which was previously completed but which still requires accomplishment of the supplement.

NOTE

Those pieces of equipment accomplished prior to release of the supplement would remain loaded and retain the TCTO history.

Table 4-2. Rules for Assigning TCTO Numbers, Data Code Numbers and Dates

(Recorded logically)	TCTO Number		Data Code Number		Issue Date		Rescission Date[1]	
Type of TCTO	New	Old	New	Old	New	Old	New	Old
(1) Basic Formal TCTO	X		X		X		X	
(2) Formal TCTO Supplement	Suffix[2]		X[3]		X			X[4]
(3) Basic TCTO Replacement	X		X		X		X	
(4) Basic ITCTO	X		X		X		X	
(5) ITCTO Supplement	Suffix[2]		X[3]		X			X[4]
(6) Replacement ITCTO	X		X		X		X	
(7) Replacement Supplement (Either TCTO or ITCTO)	Suffix[2]		X[3]		X			X[4]
(8) Reinstated TCTO		X		X	X		X	

[1] Rescission dates are entered in JCALS, REMIS, and in the TCTO. JCALS index data is shown in the Internet TO Catalog (https://www.myaf.mil/etims/ETIMS/index.jsp).

[2] Supplements are numbered by addition of a suffix to the basic TCTO number.

[3] New data codes are assigned and entered into REMIS only if the supplement changes the scope of the effort or results in a new kit requirement (TCTO Paragraphs 5 and 6). New data codes are not required for minor corrections to TCTO text, addition of tail/serial numbers to the list of equipment affected, or extensions to rescission dates.

[4] Supplements carry the same rescission as the basic. EXCEPTION: Interim supplements issued explicitly to change the rescission date will have a new date.

CHAPTER 5
TCTO KITS

5.1 CONTENT OF KITS.

5.1.1 TCTO Kit Requirements. TCTO kits shall contain all parts and materials, except petroleum products such as jet fuels, lubricating oil, and solvents, required to accomplish the TCTO on one end article or commodity. A copy of the TCTO will not be included in the kit. The kit will contain a bill of materials identifying the parts and materials.

NOTE

Modification Manager and TCM must carefully consider regional and federal restrictions on the use of Hazardous Material (HAZMAT) and Ozone Depleting Substances (ODS) when developing TCTO procedures and kit requirements.

5.1.1.1 The TCTO kit monitor will research and identify kit items using the AF Form 185, Request for TCTO Kit Assembly. Where items cannot be readily identified, cataloging personnel may be able to assist. If a requirement exists for non-stock listed items, action should be initiated to have "NC," "ND," or "L" numbers assigned, as applicable.

5.1.1.2 Screen all kit components against critical (short supply) lists and investment requirements. Prepare a save list of required components.

5.1.1.3 As soon as Immediate and Urgent action TCTO requirements are known, expedited action will be initiated to either procure or obtain parts and assemble the necessary kits for accomplishment of the TCTO. All parts and materials required to expedite accomplishment of Routine action TCTOs will be assembled as complete kits and furnished to the users. Any shortages will be called to the attention of the issuing activity and that activity will be responsible for shipping the shortage items.

5.1.1.4 Inspection TCTOs and Nuclear Weapons-Related Materiel (NWRM) TCTOs are an exception to the complete kit concept (see Paragraph 5.4).

5.1.2 TCTO Kit Management. All kits procured or assembled for accomplishment by organizational-, intermediate- or depot-levels of maintenance are retained, stocked, stored, or issued by direction of the ALC assigned management responsibility of the TCTO Kit National Stock Class or Materiel Management Aggregation Code (MMAC).

5.1.3 Local Manufacture/Purchase Items. Using activities will not normally be required to locally manufacture parts required for TCTO accomplishment. When local purchase, local manufacture, stock listed or non-stock listed items or materials are required to accomplish a retrofit TCTO, such items or materials will be manufactured or purchased by the contractor or the depot assembling the kits, packaged as prescribed in the TCTO, and included as regular components of the TCTO kit. Raw cut stock, with a maximum of prefabrication accomplished, will be included in kits.

5.1.4 Time/Storage-Limited Material. Items subject to restrictive physical characteristics (e.g., shelf life or flammable items, explosives, or medical material) will be included in kits, but may require separate containers, packaging, shipment, and/or storage.

5.1.5 Depot-Level Parts and Materials. Parts and materials required for accomplishment of some depot-level TCTOs may or may not be furnished as individually packaged kits, depending upon circumstances. When depot-level retrofit changes are to be accomplished on an assembly line basis, kits may be assembled and packaged so that each station on the assembly line will have all necessary parts or items in quantities that are required to accomplish each phase of the modification on each item or system that advances past each station.

5.1.6 Containers. When more than one outside container is required to package a complete kit, containers will be conspicuously numbered in consecutive order (e.g., Box 1 of 3, Box 2 of 3, etc.). A list of all items in the kit will be placed inside box No. 1 and one on the outside. This list will also be annotated to show the box number in which each item of the list is located.

5.1.7 Substitute Parts. Activities accomplishing a TCTO are authorized to accept substitute parts for installation, provided substitute parts are properly tagged and authorized by the Federal Logistics Data (FED LOG) system.

5.1.8 Procured Kits. Kits procured (organically or contractually) by or for an ALC for accomplishment of TCTOs are normally retained by that ALC supply agency for issue. Other kit management and location arrangements may be developed and coordinated as required and would be reflected by the management code portion of the kit identification number.

5.1.9 Computer Software. Computer software (e.g., tapes, disks) required to support retrofit changes (NOT revised CPINs distributed by TCTO) will be issued prior to, or concurrently with, kit delivery to users.

5.1.10 Special Tools. If special tools are required to effect accomplishment of a TCTO, the tools will usually be included in the TCTO kit or provided as a separate kit. If the using command agrees that special tools should not be in the kit, the TCTO shall include the exact methods by which the tools will be obtained or locally manufactured and provide instructions for appropriate disposition of the tools after TCTO compliance.

5.1.11 Training Equipment. TCTO kits issued for modification of funded ground training aircraft are furnished in the same manner as for operational aircraft.

5.2 SUPPLY SCREENING.

AF supply stocks will be screened prior to procurement of any modification kit or part to determine if like or similar items in supply can be made available and/or modified for kit assembly. Screening action will be accomplished and documented prior to initiation of procurement action.

5.3 SUBSTITUTIONS.

To avoid delay in assembly and shipment of TCTO kits, substitutions may be made on minor parts without the necessity of changing the TCTO. Parts substituted for items in the TCTO will be tagged to indicate the substitution and the authority. Authority for substitution, when not specified in published stock lists for the commodity class, must be obtained from the applicable PM monitoring the project and will be listed in the TCTO whenever possible. Any substitutions authorized must not adversely affect the tensile strength, utility, reliability or interchangeability of the assembly as intended by the TCTO.

5.4 WAIVERS TO COMPLETE KIT CONCEPT.

The purpose of the complete kit concept is to ensure timely, efficient, and effective TCTO accomplishment, standardization of materials and elimination of re-requisitioning actions. There may be selected cases where deviation from this policy is in the best interest of the Air Force. Waivers may be approved on a case-by-case basis when the below requirements have been met:

5.4.1 Non-Kitted Materials. Non-kitted material requirements must be minimal to optimize accountability of parts. These parts shall consist of common items which are in stock at bases involved or be obtainable at the designated source of supply; e.g., Defense Logistics Agency (DLA). The PM requesting a waiver shall obtain written certification from the cognizant engineering authority that all proposed common materials and/or component parts to be excluded from the kit do not affect safety or have critical properties essential to modification; and any materials which could be provided as substitutes, identified through the Air Force supply system, would not affect these characteristics or induce corrosion when used in the specific application required by the modification.

5.4.1.1 Table 5-1, Exceptions to the Complete Kit Concept, lists the authorized exceptions to the Complete Kit Concept.

Table 5-1. Exceptions to the Complete Kit Concept

For inspection TCTOs, commonly available tools, parts and materials required for access and button-up of inspection areas (including stock listed periodic inspection kits) will not be provided in TCTO kits
TCTOs used to announce software-only changes to baseline computer programs (TOs 00-5-15 and 00-5-16, User Manual; USAF Computer Program Identification Numbering (CPIN) System) are also non-kitted
In accordance with AFI 20-110, Nuclear Weapons-Related Materiel (NWRM) Management, NWRM are prohibited from inclusion in TCTO Kits and are therefore exempt from the Complete Kit Concept

Table 5-1. Exceptions to the Complete Kit Concept - Continued

Waivers are NOT required if the only omitted items are petroleum, oil and lubricant (POL) products
TCTOs that all the parts are being supplied by the manufacturer/contractor at no cost to the government

5.4.1.2 The PM will forward the request for kit waiver on field-level TCTOs to the affected Lead Command directorate for approval. Signature at the command three-letter level is mandatory on approved kit waivers and may be transmitted by electronic means (Facsimile (FAX) or digitally-signed and encrypted e-mail). The waiver must state that the deviation is justified and economically feasible; materials required are in stock at the bases involved or are obtainable at the designated source of supply; e.g., DLA; and the using command will provide the materials without PM reimbursement. (When urgency of need dictates, and the using command possesses adequate material assets, but not at the requiring bases, lateral redistribution may be accomplished to accommodate TCTO accomplishment.)

5.4.1.3 In cases of depot-level TCTOs, the PM must negotiate and obtain documented agreement with the Depot Maintenance Division Chief that the deviation is economically feasible and that materials required are in stock or obtainable at the maintenance location involved. The PM then approves the waiver.

5.4.1.4 When waivers are granted, Paragraph 1.3 of the TCTO shall include the office symbol, e-mail address and DSN number of the Lead Command Point of Contact (POC) or depot maintenance office authorizing the waiver from the complete kit concept.

5.4.2 Depot-Level TCTO Kit. When a routine depot-level TCTO kit would contain material which is a duplicate of material issued in an established repair kit, and the TCTO is to be accomplished only at the time of the scheduled repair, then the complete kit concept is automatically waived for the material that will be duplicated (no waiver documentation is required). MAJCOM and depot waivers are not required on interim and routine safety TCTOs managed by other DoD components or contractors when parts/kits are provided by the other DoD component or contractor.

5.4.3 Non-Kit Type TCTOs. TCTOs, when used for distribution of system CPIN items, are non-kit type TCTOs. CPIN changes may also be distributed via PM Memo of Transmittal. Initial distribution of TCTOs/memos to authorized program users will be accompanied by the CPIN item on the appropriate medium.

5.4.4 Required Computer Programs. Computer programs required to perform or check compliance of the TCTO itself are procured from the responsible engineering activity identified in the Computer Program Compendium/Index and issued in TCTO kits.

5.4.5 Waiver. When a waiver is granted to the complete kit concept the Lead Command is responsible for planning, programming and budgeting for kits IAW AFI 21-118, Improving Air and Space Equipment Reliability and Maintainability.

5.5 ASSEMBLY OF TCTO KITS.

5.5.1 Depot Assembly. When it is determined that the ALC will assemble kits for use with a TCTO, the TCTO kit unit of the ALC supply function will:

5.5.1.1 Verify the quantity of kits required.

5.5.1.2 Screen the list of kit components for proper identification and, where not indicated, insert NSNs.

5.5.1.3 Prepare and forward authorization for kit assembly to the distribution activity responsible for kit assembly with the following essential information:

5.5.1.3.1 Quantity of kits to be assembled.

5.5.1.3.2 Complete list of kit components by quantity, NSN, and nomenclature. Allow space for assembly personnel to annotate the box number in which each item has been placed. This list will also have an appropriate shelf life control item processing code annotated by each item requiring control. Time change items will be identified on this list by an appropriate code as indicated in the TCTO. Sufficient copies will be prepared so that one copy of the list can be placed in, as well as one copy on the outside of box No. 1.

5.5.1.3.3 Any data previously obtained relative to the availability of required items.

5.5.1.3.4 The applicable fund citation.

5.5.1.4 The distribution activity will be responsible for assembly of TCTO kits IAW Paragraph 5.1. The activity will requisition all parts and materials for kit assembly through or from the appropriate SRAN.

5.5.1.5 When sufficient parts and materials have been accumulated and the required kits assembled, the kits will be transferred to the TCTO kit unit for management.

5.5.2 Contractor Assembly. When a contractor will assemble kits, assembly shall be done IAW terms in the contract. Kits will be distributed in the quantities and to destinations scheduled. Kits must be stock listed and issued through the DoD Supply system.

5.6 DEPOT STORAGE OF KITS.

5.6.1 Storage. TCTO kits will be stored by the TCTO kit unit of the ALC supply function under the stock number assigned. Active TCTO kits will not be disassembled and the component parts will not be placed in stock under the individual part or stock numbers, nor will these kits be issued for any reason other than TCTO compliance until the TCTO has been rescinded or written authority is granted by the PM/TCM monitoring the TCTO.

5.6.2 Parts Required. Parts subsequently required for service maintenance of the initial TCTO will be requisitioned from the appropriate commodity class IAW current supply procedures.

5.6.3 Repair. TCTO kits shall be tagged condition “G” (Unserviceable and Incomplete) when certain components are found to need repair. If a holding activity finds that a kit contains damaged parts, those parts will be removed, tagged reparable, and turned in for repair. The kit monitor shall immediately requisition individual replacement components to return the kit(s) to complete (usable) status. Kits that are discovered by a holding activity to be short component parts shall be reported and tagged “Incomplete” and immediately processed.

5.6.4 Removal. When TCTO components must be removed from serviceable kits in supply to replace defective components on a previously modified end item, the kit will be coded as “Incomplete” and a replacement component shall be ordered.

5.7 DISTRIBUTION OF TCTO KITS.

5.7.1 Distribution. TCTO kit distribution will be accomplished on the basis of requisitions submitted in Military Standard Requisitioning and Issue Procedures (MILSTRIP) format from the activity which will accomplish the TCTO. Requisitions shall be filled on the basis of the kit shipment schedule provided to the appropriate requisitioning activity.

5.7.2 Receipt. Immediately upon receipt of the TCTO, the managing activity Plans, Scheduling and Documentation Section (PS&D or equivalent) shall either check unit configuration management records or perform a physical check of affected aircraft, missiles, ground C-E or commodities to determine the number of kits required for compliance. PS&D will notify the base supply activity, who will submit kit requisitions to the designated source of supply.

5.7.3 Shipment. Under no circumstances are TCTO kits, parts or tools to be shipped directly to a performing work center without prior coordination with the appropriate MAJCOM weapon systems office. The MAJCOM weapon systems office is responsible for obtaining the shipping information from each affected wing. The USAF agency responsible for the development of a TCTO will obtain these shipping instructions from the MAJCOM weapon systems office and provide the instructions to any agency(ies) contracted to ship TCTO kits, parts or tools to a USAF unit.

5.7.4 TCTO Kits Not Received. In the event TCTO kits have been requested but not received at the time of system or commodity transfer, the releasing organization will immediately advise the TCTO kit manager to cancel shipment of kits for the system or commodity being transferred. For kits that are found to be in transit, the releasing organization will contact the recipient organization for kit forwarding instructions.

5.7.5 TCTO Kits Issued But Not Installed. TCTO kits which have been issued to maintenance but have not been installed prior to transfer of the system or commodity will be transferred to the receiving activity with the system or commodity when conditions permit. Suitable notification of such a transfer will be provided to the recipient IAW AFI 21-103, Equipment Inventory, Status and Utilization Reporting, and concurrently to the ALC TCTO kit manager.

5.7.6 Transfer. When an aircraft, missile or other end item is transferred to a depot or a contractor for purposes of installing retrofit changes, procedures in TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures, apply concerning TCTO kits to be retained or forwarded (see also AFI 21-101, Aircraft and Equipment Maintenance Management).

5.7.7 Retrofit Changes. All TCTO kits on hand which represent unaccomplished retrofit changes on aircraft systems or commodities which have departed station for depot modification or PDM will be retained until the system or commodity is returned, or action to ship kits to the depot becomes appropriate.

5.7.8 TCTO Compliance. Activities receiving assets requiring TCTO compliance, not accompanied by necessary TCTO kits, shall requisition the necessary kits.

5.8 DEPOT-LEVEL KITS.

Parts and materials required for accomplishment of depot-level TCTOs shall be provided as complete kit requirements and identified by kit numbers. The physical packaging may or may not be in the form of individual boxed kits depending upon the circumstances of each retrofit change. When the depot activity (contractor or organic) performing the modification is also the activity furnishing the kit components, requirements may be arranged, when advantageous, to be compatible with a production line maintenance flow.

5.9 REPORTING OF TCTO KITS IN SUPPLY.

5.9.1 Reporting. All centrally-procured TCTO kits shall have the appropriate Expendability, Recoverability, Reparability Code assigned. This code is used in accounting records to ensure that TCTO kits are reported in the Recoverable Assembly Management Process (RAMP) system without regard for unit cost or management control. MAJCOM directed and assembled TCTO kits shall be given a routing identifier of “JBD” and not reported to ALC managers.

5.9.2 Initial Issues. TCTO kits will always be issued by supply as initial issues. By issuing the kits as initial issue, Due In From Maintenance (DIFM) reports will not be created.

5.10 DISPOSITION OF TCTO KITS.

The Supply TCTO Kit Monitor/Materiel Control is responsible for the coordination of TCTO kit requirements between supply and maintenance. Regular surveillance will be maintained over kits on hand, requirements in maintenance, and disposition of excess or obsolete kits.

5.10.1 Disassembly/Disposal. Organizational and intermediate level TCTO kits shall be disassembled or disposed of as specified in the TCTO. Before any disposition action is initiated, the Supply TCTO Kit Monitor/Materiel Control shall notify the affected Maintenance Group Commander/Chief of Maintenance, by kit identification number and TO number, of contemplated action based upon direction in the TCTO.

5.10.2 Completion Status. The responsible commander shall assess applicable TCTO completion status. When it is determined that no further requirements exist, the commander shall provide the kit monitor/material controllers a written certification that the kit in question is not required and that maintenance concurs with disposal or disassembly.

5.10.3 Requirements. Kits which are not required shall be processed for disposal or disassembly. Kits which are required shall be annotated with the approximate date of TCTO completion.

5.10.4 Excess Kits. Excess kits shall be reported via letter or electronic transmission to the applicable TCTO kit unit. Based on worldwide Air Force requirements for kits, subsequent disposition instructions shall be issued by the kit unit at the time of TCTO rescission directing reshipment, disassembly or disposal as appropriate. Disposition of excess kits shall be documented in and maintained in the TCTO History File of the applicable TCTO.

CHAPTER 6
TCTO VERIFICATION; RELEASE OF TCTOS, KITS AND TECHNICAL DATA

6.1 TCTO VERIFICATION.

Verification of TCTOs and related TO updates, with or without kits, is mandatory. The purpose of TCTO verification is to ensure that technical guidance is complete, any associated kits are adequate and parts fit properly, skill levels are properly identified, designated support equipment performs satisfactorily, tooling requirements are provided, proper modification marking instructions are included, the modification can be installed within the intended environment, and associated TO updates are correct. Verification must include checking for possible interaction with other proposed or on-going TCTOs to the same system or end item. Verification includes the process formerly known as "kit proofing." TCTO verification is NOT an inspection of the individual or organization performing the TCTO verification. All modification TCTOs must be verified by performance, unless a verification waiver is approved. The exception to this policy is Immediate and Urgent action modification TCTOs which do not require verification by performance due to urgency. Inspection TCTOs and Modification TCTOs not verified by performance must receive a Desktop Analysis. The Inspector General (IG) periodically inspects units and program offices. Readers of this TO should note that while this checklist provides a foundation for such an inspection, the IG may inspect anything contained in this TO or other instructions, TOs, or directives that apply to TCTOs. Although the TCTO Program Management Checklist is thorough and contains all known inspection items, knowledge of the content and responsibilities in this TO is highly advised.

6.1.1 Prototyping. Preliminary TCTOs developed for the Air Force by a contractor must be "prototyped" prior to acceptance for government verification. Prototyping as used here includes contractor certification of the TCTO and any required TO updates and should involve actual installation of the prototype TCTO kit. Under this situation, the contractor uses the preliminary TCTO instructions and any associated TO task changes to perform the prototype modification.

6.1.2 Prototyping and Verification. The PM, in conjunction with the Lead Command, may authorize concurrent prototyping and verification when in the interests of the Air Force.

6.2 APPLICABILITY.

6.2.1 Verification. All TCTOs, interim and formal, will be verified on each affected MDS. The following types of modification orders are exempt from verification by performance: (1) FAA certified changes; (2) reinstatement of rescinded TCTOs when the kit production source remains unchanged; (3) CLS-maintained system TCTOs performed by the contractor; (4) joint service TCTO equivalents verified by the proponent service when the equipment configuration is identical; and (5) approved service bulletins (TCTOs) which have been previously accomplished on commercial systems which the Air Force has maintained in identical configuration.

6.2.1.1 Even when the TCTO itself is exempt from verification, any associated Air Force TO changes must be verified.

6.2.2 Documentation. Verification shall be certified by the installing agency using an AFTO Form 82, TCTO Verification Certificate, to document TCTO verification accomplishment, disapproval, or waiver. All related TO updates will be listed in Block 13 of the AFTO Form 82 with an annotation of acceptability. The form may be accepted or rejected by the agency having management responsibility for the system or commodity TCTO. The completed AFTO Form 82 (Figure 6-1) for all formal and interim TCTOs shall be maintained on file for the life of the affected system or commodity by both the PM and the ES. The AFTO Form 82 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form.

6.2.2.1 The AFTO Form 82 shall be completed by the TCM, or in the absence of the TCM, the performing unit, IAW Table 6-1, AFTO Form 82, TCTO Verification Certificate, Completion Instructions. The original completed copy shall be forwarded to the TCM responsible for the TCTO within 10 workdays after completion of the verification.

6.2.2.2 Table 6-1, AFTO Form 82, TCTO Verification Certificate, Completion Instructions, provides instructions to complete each of the 21 blocks of the form.

TCTO VERIFICATION CERTIFICATE	1. TCTO ☐ UPDATING CHANGE ☐ MODIFICATION ☐ INSPECTION ☐ CPIN	2. KIT REQUIRED ☐ KIT ☐ NO KIT	3. DOCUMENT CONTROL NUMBER

THIS CERTIFIES COMPLIANCE WITH TO 00-5-15 AS FOLLOWS

4. TCTO	5. TCTO NUMBER

6. KIT DATA CODE NUMBER	7. INITIALLY INSTALLED ON	8. LOCATION	9. DATE

10.	KIT VERIFICATION	YES	NO	N/A	11.	TO/TCTO VERIFICATION	YES	NO	N/A
A	KIT PARTS PERFORM AND FIT PROPERLY	☐	☐	☐	A	DISPOSAL DISPOSITION INSTRUCTIONS SATISFACTORY	☐	☐	☐
B	TOOLING/TEST EQUIPMENT SATISFACTORY	☐	☐	☐	B	INSTRUCTION FOR IDENTIFICATION OF MODIFIED ITEM SATISFACTORY	☐	☐	☐
C	INSTALLATION/INSPECTION SATISFACTORY	☐	☐	☐	C	MAN-HOUR ESTIMATE SATISFACTORY	☐	☐	☐
D	PARTS LIST/KIT CONTENT COMPATIBLE	☐	☐	☐	D	SKILL REQUIREMENTS SATISFACTORY	☐	☐	☐
E	LEVEL OF INSTALLATION SATISFACTORY	☐	☐	☐	E	ASSOCIATED TESTING PROCEDURE(S) SATISFACTORY	☐	☐	☐
F	MODIFIED ITEM PERFORMS TO SPECIFICATION	☐	☐	☐	F	ASSOCIATED TO CHANGES VERIFIED *(Block 15)*	☐	☐	☐

12. VERIFICATION APPROVAL/DISAPPROVAL

☐ APPROVED ☐ APPROVED WITH CONDITIONS NOTED

☐ WAIVER OF VERIFICATION BY PERFORMANCE ☐ DISAPPROVED - RESCHEDULE TCTO VERIFICATION

13. REMARKS/PROBLEMS/CORRECTIVE ACTIONS

14. THE UNDERSIGNED CERTIFY THAT REQUIREMENTS OF T.O. 00-5-15 HAVE BEEN SATISFACTORILY COMPLIED WITH

A. PERFORMING AGENCY *(Verification Team Manager)*	TITLE	ORGANIZATION	DSN
SIGNATURE Click to sign		DATE	
B. QA/INSPECTION OR ACTIVITY	TITLE	ORGANIZATION	DSN
SIGNATURE Click to sign		DATE	
C. PROGRAM MANAGER/REPRESENTATIVE	TITLE	ORGANIZATION	DSN
SIGNATURE Click to sign		DATE	

AFTO FORM 82, 20130404 PREVIOUS EDITION IS OBSOLETE

TO-00-5-15-038

Figure 6-1. AFTO Form 82, TCTO Verification Certificate (Sheet 1 of 3)

15. T.O. CHANGE VERIFICATION	
15a. T.O. NUMBER/TITLE	15b. VERIFICATION RESULTS

AFTO FORM 82, 20130404

TO-00-5-15-039

Figure 6-1. AFTO Form 82, TCTO Verification Certificate (Sheet 2)

TCTO VERIFICATION CONTINUATION		
16. UPDATING CHANGE/MODIFICATION TITLE	17. IMPLEMENTING TCTO AND DATA CODE	18. DOCUMENT CONTROL NUMBER

AFTO FORM 82, 20130404

TO-00-5-15-040

Figure 6-1. AFTO Form 82, TCTO Verification Certificate (Sheet 3)

Table 6-1. AFTO Form 82, TCTO Verification Certificate, Completion Instructions

Block Number	Block Title	Instruction
1	TCTO Type	Check the appropriate box to indicate the type of TCTO being verified
2	Kit Required	Check the appropriate box to indicate whether the TCTO is accompanied by a TCTO Kit
3	Document Control Number	Enter the appropriate document control number by command
4	TCTO Title	Enter the title of the TCTO
5	TCTO Number	Enter the appropriate TCTO number IAW TO 00-5-18, AF Technical Order Numbering
6	Kit Data Code Number	Enter the TCTO kit data code number (separate AFTO Forms 82 may be required for multi-kit TCTOs)
7	Initially Installed On	Enter the weapon system/commodity and aircraft tail number/commodity that the TCTO affects
8	Location	Enter location that verification was accomplished
9	Date	Enter Date of Verification
10	Kit Verification	
10.A	Kit Parts Perform and Fit Properly	Check the applicable block
10.B	Tooling/Test Equipment Satisfactory	Check the applicable block
10.C	Installation/Inspection Satisfactory	Check the applicable block
10.D	Parts List/Kit Content Compatible	Check the applicable block to confirm that the Kit Inventory matches the TCTO Parts Listing
10.E	Level of Installation Satisfactory	Check the applicable block
10.F	Modified Item Performs to Specification	Check the applicable block
11	TO/TCTO Verification	
11.A	Disposal Disposition Instructions Satisfactory	Check the applicable block
11.B	Instructions for Identification of Modified Item Satisfactory	Check the applicable block to confirm that the instructions directing modification are clear and concise
11.C	Man-Hour Estimate Satisfactory	Check the applicable block
11.D	Skill Requirements Satisfactory	Check the applicable block
11.E	Associated Testing Procedure(s) Satisfactory	Check the applicable block
11.F	Associated TO Changes Verified	Check the applicable block and complete Blocks 15.A and 15.B
12	Verification Approval/Disapproval	Check the applicable block and add any additional information as needed in Block 13, Remarks/Problems/Corrective Actions
13	Remarks/Problems/Corrective Actions	Enter remarks, problems, or corrective actions and indicate which block the information is addressing
14	Certifying Signatures	
14.A	Performing Agency	Enter signature of the performing agency certifying official or designee and date of signature if other than electronic signature
14.B	QA/Inspection or Activity	Enter title, organization and signature of the inspection activity certifying official or designee and date of signature if other than electronic signature
14.C	Program Manager/Representative	Enter title, organization and signature of the program manager/representative and date of signature if other than electronic signature
15	TO Change Verification	
15.A	TO Number/Title	Enter the affected TO Number, Title, Change, and Page Numbers

Table 6-1. AFTO Form 82, TCTO Verification Certificate, Completion Instructions - Continued

Block Number	Block Title	Instruction
15.B	Verification Results	Enter the results of the verification
Continuation Page		
16	Update Change/Modification Title	Enter the title of the updated change
17	Implementing TCTO and Data Code	Enter the implementing TCTO number and data code
18	Document Control Number	Enter the document control number for the TCTO

6.2.3 TCTO Verification Waivers. A waiver to TCTO verification by performance may be approved by the responsible PM with the concurrence of the Lead Command system manager or equivalent 3-letter office. A waiver of verification by performance must be documented on the AFTO Form 82. TCTO and TO deficiencies noted in Block 12 of the AFTO Form 82 must be corrected prior to release of the TCTO and kits to installing activities. When the urgency of need dictates, initial coordination may be via telecon, but must be confirmed by written correspondence. Desktop Analysis must be performed.

6.2.3.1 When the performing activity is an ALC, the PM will authorize the waiver in coordination with depot maintenance supervision.

6.2.3.2 The TO Manager or TCM, in conjunction with the Lead Command, may waive verification by performance for TCTOs which use existing TO procedures.

6.2.3.3 Document approved waiver coordination and authority on both the AFTO Form 873 and the AFTO Form 82.

6.3 REQUIREMENTS.

One of the first available production TCTO kits will be used to satisfy the verification requirement. The TCTO kit selected will not be engineered into the applicable system or commodity by engineering personnel. A change in kit production source will require another verification effort when kits are produced according to a performance specification, but not when the kits are produced using a detail specification.

6.3.1 Verification. Verification will be accomplished and/or certified by the Lead Command as noted in the TCTO (Paragraph 4, By Whom To Be Accomplished). The lowest skill level individuals projected to perform the TCTO in the field must be used in the verification effort.

6.3.2 Observation of Personnel. TCTOs designated for accomplishment by Organizational or Intermediate level personnel of the using command should be verified with over the shoulder observation by responsible procuring activity personnel (TCM, kit development, Office of Primary Responsibility), MAJCOM representatives, and contractor personnel if applicable.

6.3.3 Organic Depot Skills. If organic depot skills are required, depot maintenance personnel should accomplish the verification.

6.3.4 Contractor Verification. When contractors are both the developer and the installer of the modification they shall conduct contractor prototyping of the modification procedure/kit. However, actual verification of the modification/kit shall be accomplished by the Government IAW TO 00-5-3, prior to implementation of the TCTO. Verification may either be scheduled in conjunction with the contractor TCTO prototyping (provided production-configured kits are available) or during a separate government verification/operational checkout. Contractor personnel may be on site at the verification as an observer; however, they shall not be a signatory on the AFTO Form 82.

6.3.5 Verification Requirement. The requirement for verification will not be satisfied by means of engineering installations, prototype installations, or other test and evaluation procedures. (EXCEPTION: One- or two-of-a-kind commodities for which a record TCTO will be written or, as above, where the contractor will accomplish the TCTO.)

6.3.6 Government Verification. Government verification will be accomplished prior to acceptance or issue of organically-performed TCTOs and kits from a contractor.

6.3.7 Minimum Requirements. The following minimum requirements must be verified during TCTO verification:

6.3.7.1 All parts furnished must fit properly, without force (unless the TCTO specifically calls for a force-fit).

6.3.7.2 All special tools and test equipment provided must fit without force, and do the job for which intended.

6.3.7.3 Installation instructions and related drawings must be accurate and adequate to perform the TCTO.

6.3.7.4 The parts listed in the verified copy of the TCTO must agree with the actual items provided in the TCTO kit without exception.

6.3.7.5 Disposition instructions must be clearly defined and acceptable for removed items, and when appropriate, supply items which were modified as a result of the TCTO.

6.3.7.6 TCTO accomplishment must be within the capability of the organizations and individuals that will accomplish the procedures, and be correctly indicated in the TCTO. Only technical data, drawings and tools authorized to the designated maintenance activity during installation will be used for verification.

6.3.7.7 After completion of verification, the modified system or commodity must perform to the criteria prescribed.

6.3.7.8 When an updating change or modification results in a significant effect upon the system or commodity, the TCTO must clearly describe the impact.

6.3.7.9 The number of man-hours projected in the TCTO for accomplishment must be as accurate as possible. Man-hours must be identified by functional area (AFI 36-2101, Classifying Military Personnel (Officer and Enlisted)).

6.3.7.10 Changes to software must be compatible with test equipment and the modified commodity.

6.3.7.11 TCTO test procedures must actually provide the ability to differentiate between acceptable and unacceptable criteria. For example, the testing does not inadvertently omit strength, integrity, dilution, shelf life, expiration, sequence, exposure, or similar procedure criteria with which the designated skill level is not ordinarily familiar.

6.3.7.12 Compatibility with other Government systems.

6.4 RESPONSIBILITIES.

6.4.1 Air Force Materiel Command.

6.4.1.1 The responsible PM TCM will ensure that updating changes and modifications are verified and corrections incorporated prior to release of TCTOs and kits to the installing activities.

6.4.1.2 Responsible activities will actively manage verification of change and modification TCTOs that are to be contractually or depot installed.

6.4.1.3 The PM shall negotiate with the using commands for accomplishment of verification for all TCTOs that are to be accomplished at the organizational or intermediate maintenance level, regardless of the source of generation.

6.4.1.4 The PM shall provide engineering assistance to the using commands for the organic verification of updating changes and modifications.

6.4.2 Lead and Using Commands.

6.4.2.1 The Lead Command shall monitor the TCTO verification process on assigned weapon systems and commodities.

6.4.2.2 Using Commands shall:

6.4.2.2.1 Provide required facilities, housekeeping, tools, and personnel to ensure the successful verification of those TCTOs to be accomplished at the Organizational/Intermediate level.

6.4.2.2.2 Verify Organizational/Intermediate level TCTOs as negotiated with the PM TCM, and complete the required certification forms, including evaluation comments as appropriate.

6.4.3 Depot Maintenance.

6.4.3.1 Monitor the TCTO verification processes on assigned weapon systems and commodities.

6.4.3.2 Provide required facilities, housekeeping, tools, and personnel to ensure the successful verification of those TCTOs to be accomplished at the Organizational/Intermediate/Depot level.

6.4.3.3 Verify Organizational/Intermediate/Depot level TCTOs as negotiated with the PM TCM, and complete the required certification forms, including evaluation comments as appropriate.

6.4.3.4 Provide updates into REMIS for completed TCTOs.

6.4.3.4.1 Ensure master record is updated in REMIS.

6.5 PROCEDURES.

6.5.1 General Verification Procedures. General TCTO verification procedures shall be documented on the program's TO Verification Plan IAW TO 00-5-3. Verification shall be accomplished by the actual installation of one of the first production kits (not an engineering or prototype kit) and verification of associated technical order changes by the designated level of maintenance prescribed by the TCTO.

6.5.2 Specific Verification Requirements. Specific TCTO verification requirements shall be attached to the AFTO Form 872 or AFMC Form 518 approving the TCTO. This will provide the schedule, location, funding and method of accomplishment either in the appropriate block or an attached continuation sheet. If the AFTO Form 872 or AFMC Form 518 indicates that verification is NOT required, a detailed explanation must be provided in the remarks block or attachment.

6.5.3 Scheduling. The PM CCB shall ensure that plans and schedules for accomplishment of verification are adequate and realistic prior to TCTO approval. Schedule slippage will require positive rescheduling actions.

6.5.4 Procedures. The following procedures shall be followed during verification:

6.5.4.1 The unit tasked to perform TCTO verification shall assign a 7-level or higher skill level Verification Team Manager (VTM - TO 00-5-3), preferably from the unit Product Improvement (PI) or equivalent quality assurance function, to supervise the verification.

6.5.4.2 The VTM shall ensure all support equipment, facilities, procedures and personnel required by the TCTO are available. The task(s) shall be scheduled as expeditiously as possible without impacting the unit's primary mission.

6.5.4.3 The verification team shall review the TCTO and any changed TO procedures to ensure all procedures and tasks are understood. Then the lowest skill level team member(s) (5-level minimum) shall perform the TCTO procedures exactly as written.

6.5.4.3.1 All kits shall be checked for completeness, identification of parts, and ease of part installation.

6.5.4.3.2 Upon completion of the modification, TCTO test procedures must be performed to verify the successful completion.

6.5.4.3.3 The associated changed technical data (TOs, drawings, etc.) shall be reviewed and verified IAW TO 00-5-3. If verification must be delayed, the TCM responsible for the TCTO must reschedule the date to support the concurrent release concept for TCTOs, kits and related TO updates.

6.5.4.4 All problems and deficiencies will be documented on the AFTO Form 82 and returned to the TCTO Content Manager. When applicable, marked-up copies of the TCTO and TO updates will accompany the form.

6.5.4.5 Verification will be certified by the digital signatures of the VTM in Block 14.A, PI representative in Block 14.B, and the PM/representative in Block 14.C of the AFTO Form 82. In instances where contractors are on site at the verification as an observer, they may submit a memo expressing their concurrence with the verification, but shall not be a signatory on the AFTO Form 82. The contractor signed memo shall be retained in the TCTO History Folder.

6.5.4.6 The original AFTO Form 82, red-lined TCTO and any TO updates, as applicable, shall be maintained by the TCM for the life of the affected system or commodity.

6.5.5 Verification Failure. Should the TCTO verification fail any of the above criteria or if safety hazards are encountered, the verification shall be halted and the TCM notified. The TCM shall direct further actions. Every effort will be made to correct the problems on the spot. However, if problems are such that the TCTO cannot be corrected on scene, the TCTO verification asset will be de-modified and released back to the owning unit. After the problems are corrected, a new verification effort will be scheduled.

6.5.6 TCTO/Kit Disapproval. In the event that the verification activity disapproves the TCTO or kit due to deficiencies, additional comments will be placed in the AFTO Form 82, Block 13 (or a continuation sheet) fully explaining the reason for rejection. A second AFTO Form 82 is required to certify successful accomplishment of follow-on verification.

6.5.7 Resolution of Deficiencies. The agency responsible for the system or commodity will take action to resolve all deficiencies noted in Block 13 (including rescheduling any disapproved verifications) prior to release of the TCTO and kits to installing activities.

6.6 RELEASE OF TCTOS.

6.6.1 Release of TCTO Kits and Technical Data. An AFTO Form 875 must be completed according to the instructions in Paragraph 3.12 prior to the release of a TCTO, kits, and related TO updates. Air Force policy requires concurrent release of all TCTO-related items (TCTO, kits, TO updates) and is the responsibility of the PM.

6.6.2 Immediate Action TCTOs. Immediate action TCTOs will be dated and released immediately, without regard to availability of kits or parts, as soon as engineering and logistics information is available. The compliance paragraph of the TCTO will state that the TCTO will be accomplished immediately (Table 3-9). Prior to release, the PM and Lead Command will determine who will perform any performance verification required.

6.6.3 Urgent Action TCTOs. Urgent action TCTOs will be dated and released without regard to kit availability. The compliance paragraph will state that the TCTO will be accomplished within a specified time (from 1 to 10 days) after receipt of the TCTO and kits, when kits are required (Table 3-9). This policy provides advance notice of the safety implications of the TCTO and maintenance scheduling information prior to kit availability. Prior to release, the PM and Lead Command will determine who will perform any performance verification required.

6.6.4 Release of Immediate, Urgent Action TCTOs, or Rapid Action Changes (RAC). Upon release of an Immediate or Urgent action TCTO or RAC, expeditious action shall be taken to procure and assemble applicable kits and publish updates to affected TOs. Publication dates are established to be concurrent with the kit availability. If urgency dictates, interim or verified preliminary TO updates may be used to support a formal TCTO (TOs 00-5-1 and 00-5-3).

6.6.5 Interim Operational or Safety Supplements. When Immediate or Urgent action TCTOs do not involve kits or parts, Interim Operational or Safety Supplements to affected TOs will be issued as required with the TCTO. Formal updates incorporating the interims into the affected TOs shall be published during the next routine update cycle, but not later than 1 year after TCTO issue. (EXCEPTION: ITOs providing temporary procedures or limitations may remain in effect for up to 30 months, IAW TO 00-5-1.)

6.6.6 Routine Action TCTOs. Routine action TCTOs shall not be released until kits are available for release and affected TO updates can be distributed concurrently. The TCTO publication date is determined by the TCM/PMS/TO Manager based on the release date.

6.6.7 Initial Distribution. Initial Distribution will be made to those TODOs on subscription for the TCTO series headers.

6.6.8 Record TCTOs. Record TCTOs will be released in support of TCTO prototyping installation and depot-level or contractor TCTO accomplishment only.

6.7 RELEASE OF KITS.

6.7.1 Requisitioning. All TCTO kits will be requisitioned from the supply activity designated in the TCTO. Kits shall be issued as directed by the PM, based on depot responsibility for the system/commodities involved.

6.7.2 Delayed Availability. When a TCTO indicates a delayed kit availability schedule, the requisitioning activity will consider the distribution schedule and assigned supply priority before initiating follow-up action to the PMS.

6.7.3 Failure Receipt. Failure to receive kits shall not be a basis for filing unsatisfactory reports until the delivery schedule indicated in the TCTO has expired. When information is available to indicate that the appropriate delivery time frame has been exceeded, follow-up shall be initiated. Follow-up shall be IAW the delivery time prescribed for the supply priority assigned to the requisition.

6.7.4 Release. Kits will not be released until affected TO updates are ready for distribution.

6.8 RELEASE OF TO UPDATES.

6.8.1 Concurrent Release of Existing TO Updates. Retrofit changes may result in changes to existing TOs or introduce a requirement for new data. When this occurs, updates or new data will be prepared and released concurrently with the release of the TCTO.

6.8.2 Release of Before and After TO Updates. In cases where affected TO updates reflect both “before” and “after” modification data, the updates may be released up to 180 days prior to TCTO and kit release. In cases where before data is being replaced by the after data, changes must be held for concurrent release with the TCTO, before data shall be removed after TCTO completion by issuance of routine TO updates. TO updates will be acquired using the same appropriation which funded the TCTO.

CHAPTER 7
COMPLIANCE WITH TIME COMPLIANCE TECHNICAL ORDERS

7.1 TCTO COMPLIANCE MANAGEMENT.

TCTOs are military orders issued by order of the Secretary of the Air Force and as such, shall be complied with as specified in the TCTO. See Figure 3-8, TCTO Implementation Process Flow, for the TCTO Compliance Flow.

7.1.1 Maintenance Information Systems. Maintenance Information Systems (MIS) are required to manage TCTOs. REMIS screen GFM0400 will be used by the LCMC OL and/or AFSC TCM to load the TCTO master header and pushed to applicable data systems (PDMSS, DRILS, G081, IMDS, etc.) (see Appendix A). Units shall process the REMIS push-down record to upload the basic TCTO record in the local MIS. Units will report TCTO compliance data into the applicable MIS.

7.1.1.1 When a TCTO is issued, the issuing activity TCTO Modification Manager loads it into REMIS, including applicable serial numbers. If the performing field unit discovers that any of the serial numbers are not applicable to the Unit, they must contact the issuing activity TCTO Modification Manager and inform them of the non-applicability status. Upon notification of non-applicability by the performing unit, the issuing activity TCTO Modification Manager must remove the non-applicable serial numbers from REMIS. An entry into the official folder on the basic TCTO shall be made documenting the non-applicability. A supplement is not required.

7.1.1.1.1 If required MIS management information in the REMIS push-down load conflict with TCTO hard copy, then contact the TCM for timely resolution.

7.1.2 Required TCTO Management Information. The TCTO type, number, data code, compliance period, rescission date and status codes are critical data elements needed to track and manage TCTOs in the MIS.

7.1.2.1 Compliance Period. The compliance period is the time allowed to accomplish the TCTO when determined workable. The period is determined by the PM, TCM or PMS based on the TCTO objectives and guidelines in Table 3-9.

7.1.2.1.1 Compliance periods start when the Quality Assurance stamped TCTO copy is received by PS&D and receipt of associated special tools, parts, kits as identified in the TCTO. The appropriate status code in the MIS shall be entered to ensure proper tracking. Table 7-1, TCTO Type/Status Codes, provides a listing of status codes to select from. However, the official TO for the status codes is TO 00-20-2 as stated in Paragraph 7.1.2.2.4.

7.1.2.1.2 If a unit cannot accomplish the TCTO on all of its affected assets prior to expiration of the compliance period, they must request an extended compliance period from the PM/TCM through their Major Command (MAJCOM) channels. See Figure 7-1, AFTO Form 870, TCTO Extension/Rescission/Cancellation Request.

7.1.2.2 Status Code and Date.

7.1.2.2.1 TCTO status codes and date are required to determine the actual remove from service date (See Paragraph 7.1.2.3). The two categories of codes used to determine the actual remove from service dates are workable or non-workable.

7.1.2.2.2 Workable status code date, plus the compliance period is calculated as remove from service date or expiration date and represents the maximum time allowed for completing the TCTO without exceeding 60 days prior to the rescission date.

7.1.2.2.3 Non-workable status codes represent a condition that is preventing the TCTO from becoming workable. These conditions are often overlooked or lack timely solutions. Therefore, the remove from service date for a non-workable TCTO is calculated as 60 days prior to the rescission date. Monitoring and communication between the equipment specialist and unit is critical in avoiding grounding situations and ensure status codes reflect the verbiage of the “when to be accomplished” in the TCTO.

7.1.2.2.4 TCTO Type Codes and TCTO Status Codes and How Malfunction (HOW MAL) Codes may be found in TO 00-20-2, Appendix K. Table 7-1, TCTO Type/Status Codes, provides a list of the type and status codes. However, the Type/Status Codes presented in the table herein, are merely snapshot from TO 00-20-2 for familiarization purposes. TO

00-20-2 is the official document for these codes and must be followed.

Table 7-1. TCTO Type/Status Codes

TCTO Type	Type Code
Immediate action	1
Urgent action	2
Routine action or record type	3
Event type	7
Routine Action, Permanent Modification	8
Immediate Action Inspection	A
Urgent Action Inspection	B
Routine Action Inspection	F
Event Type Inspection	G

TCTO Status Codes		
Code	HOW MAL	TCTO Status
00		No Status, No Previous Action
01	801	Completely Complied With
02	797	Previously Complied With
03	798	Complied With By Record Check Or Inspection. No Modification Required
04		Not Complied With, Canceled
05		Lost From AF Inventory (Aircraft Terminated) (REMIS ☐ ☐ CEMS Only)
06	802	Partially Complied With, Ready For Work
07		Partially Complied With, Kit, Parts, Test Equipment On Order
08		Not Complied With, Condition Inspection Needed
09		Not Complied With, Held In Abeyance. Can Only Be Assigned At The Direction Of TCTO Issuing Authority
10	911	Not Complied With, Placed In Work, Or Reported Complied With, In Error
11		Not Complied With, Kit/Part/Tool On Order And Not Received
12		Not Complied With, Prior Compliance Of A Field Or Depot TCTO Needed
13		Not Complied With, Test Or Support Equipment Not Available
14		Not Complied With, Equipment Not Available For Compliance
15		Not Complied With, Event Type TCTO
16		Not Complied With, Depot Level TCTO
17	793	Not Complied With, TCTO Ready For Work
18		Partially Complied With, Depot Level
19		Not Released By System Program Manager Or Item Manager
20		TCTO Not Complied With, Kits On Hand, Parts On Order
21		TCTO Not Complied With, Established In CEMS CDB With Release And Rescission Date. Applies To Organization/Intermediate Level TCTOs.
22		TCTO Not Applicable To This Equipment
23	796	Not Applicable. This Is An Error Code To Tell The Equipment IM/SPM This Specific Piece Of Equipment Should Not Have Been Included In The TCTO. This Code Is Not To Be Used To Report Compliance. (REMIS)
24		Not Complied With In Storage At AMARG (SRAN 2373) Or Tinker Storage (SRAN 20ST). (REMIS ☐ ☐ CEMS Only)

7.1.2.3 Remove from Service Date.

7.1.2.3.1 The Remove-From-Service date is the expiration of the TCTO compliance period. However, with the exception of Inspection TCTOs, the Remove-From-Service date will be 60 days prior to the rescission date if the rescission date has not yet occurred. The affected system or equipment may not be used after this date until the TCTO is accomplished.

7.1.2.3.2 The MIS algorithm uses the Compliance Period, workable status code Date, and Ground Date to calculate the actual remove from service date. MIS Ground Date will be entered as 60 days prior to the rescission date except for Inspection TCTOs.

NOTE

The "Remove from Service" date in this TO is the same as the "Ground Date" in the MIS.

7.1.2.4 Rescission Date. The rescission date is the last date that activities are authorized to accomplish a TCTO without prior approval of the appropriate PM/TCM. The PRRG, in coordination with the TO Manager, establishes the TCTO rescission date based on risk mitigation analysis. The TCM will assign a rescission date for each TCTO based on the types in Table 3-9. This will normally be the maximum time frame allowed to complete effected aircraft or equipment in the AF inventory. The TCM or PMS can extend the initial rescission period beyond these limits if necessary, with PM approval. Every effort shall be made to complete TCTO not later than the compliance period.

7.1.2.4.1 If a unit cannot accomplish the TCTO on all of its affected assets prior to the rescission date, they must request an extension of the rescission date from the PM or their designated representative through their Major Command (MAJCOM) channels. See Figure 7-1, AFTO Form 870, TCTO Extension/Rescission/Cancellation Request.

7.2 PERFORMING ACTIVITIES.

7.2.1 Base Level.

7.2.1.1 TCTO Control Program. The Maintenance Operations Officer, Chief of Maintenance or equivalent at all USAF organizational- and intermediate-level maintenance activities will establish a TCTO control program according to AFIs 21-101 and 33-150, Management of Communications Activities.

7.2.1.2 Accomplishment. Activities shall not accomplish TCTOs until scheduled by the Maintenance Operations Flight/Aircraft Maintenance Unit Plans, Scheduling and Documentation Section (AFI 21-101) or Communications Focal Point (AFI 33-150) (see Figure 3-8).

7.2.1.3 Host Base Activities. Host base activities shall provide facilities and support for depot or contractor field team accomplishment of TCTOs on systems and commodities at each base.

7.2.1.4 Transient Aircraft Maintenance and Home Station Activities. Transient aircraft maintenance and home station activities will be responsible for ensuring TCTO accomplishment and status recording IAW the instructions of 00-20-series TOs.

7.2.1.5 Transfer of Aircraft (Permanent/Temporary). Upon transfer of aircraft, the section on "Transfer of Documents" in TO 00-20-1 will apply.

7.2.1.5.1 Preparation of systems or commodities for depot work. O/I-level TCTO kits/parts that were negotiated for depot compliance under the provisions of TO 00-25-4, Depot Maintenance of Aerospace Vehicles and Training Equipment, will be forwarded to the depot. Kits/parts forwarded will accompany the system/commodity or shipped with proper mark for identification of applicable end item serial number to be modified and made available to the depot in time to avoid unnecessary delays.

7.2.2 Depot Maintenance.

7.2.2.1 Depot Maintenance Activities. Depot maintenance activities will perform:

7.2.2.1.1 All TCTOs designated for depot-level accomplishment on assigned systems and commodities.

7.2.2.1.2 Immediate and Urgent action organizational and intermediate level TCTOs received while an affected military system or commodity asset is undergoing depot-level maintenance or modification.

7.2.2.1.3 Current outstanding routine organizational and intermediate level TCTOs for which kits are available and which have been negotiated in the work package.

7.2.2.2 Compliance Period Requests. The depot maintenance activity will procure a compliance waiver for routine organizational level TCTOs not negotiated in the work package in order to return the aircraft to home station. A copy of the waiver will be attached to the AFTO Form 781A, Maintenance Discrepancy and Work Document, and may be removed only upon completion of the TCTO at the home station IAW TO 00-20-1.

NOTE

Waivers to compliance periods will expire upon aircraft arrival at home station, and the TCTO must be accomplished prior to releasing the aircraft for service.

7.2.2.3 TCTO Backlog. If organizational and intermediate level accomplishment field-level capability is exceeded by a released TCTO backlog, action will be taken to request ALC assistance to reduce the backlog to manageable limits according to TOs 00-25-107, Maintenance Assistance or 00-25-108, Communication-Electronic (C-E) Depot Support.

7.2.3 Contractors.

7.2.3.1 Immediate Action, Urgent Action, and Routine Action Safety TCTOs. Contractors using or maintaining Air Force equipment shall accomplish all Immediate action, Urgent action, and Routine action safety TCTOs and those non-safety TCTOs which are determined to be mission essential by the bailing (see Glossary) command. In identifying mission essential TCTOs, care should be exercised to select those TCTOs which could impair subsequent logistics support if not accomplished.

7.2.3.2 Depot Maintenance Services. Contractors performing depot maintenance services will accomplish TCTOs as directed by the statement of work. The contract shall require that contractors perform the same TCTOs that the organic depot maintenance activity would accomplish in performing the same maintenance services.

7.2.4 Deployed, Transient, SAP/FMS Compliance.

7.2.4.1 TCTO Compliance on Deployed Aircraft/Equipment. TCTOs shall be accomplished on deployed aircraft/equipment within the specified compliance period. The home station is responsible for providing copies of the TCTO and any required kits/special tools to the deployed location.

7.2.4.2 TCTO Compliance on Transit Aircraft. Normally, only Immediate or Urgent action TCTOs will be accomplished on transient aircraft (see TO 00-20-1).

7.2.4.3 SAP/FMS Countries Compliance with Air Force TCTOs. It is USAF policy to offer Air Force system or commodity TCTOs approved for release to SAP customers. TCTOs must be reviewed for releasability by the local FDO. Compliance with Air Force TCTOs will be IAW TO 00-5-19, Security Assistance Technical Order Program and AFMAN 16-101, International Affairs and Security Assistance Management.

7.2.5 Systems or Commodities (RSP, WRM, Spares).

7.2.5.1 Spares In Stock and WRM Assets. Air Force units will comply with outstanding TCTOs on spares in stock and WRM assets as directed by a TCTO.

7.2.5.2 Organizational, Intermediate and Depot-level (OI&D) TCTOs. All organizational, intermediate and depot-level TCTOs, take immediate action to place spares in stock and WRM assets in Technical Order Compliance (TOC) status. These items should be scheduled through maintenance for modification on a phased basis commensurate with the TCTO priority and compliance period. WRM assets will be maintained and controlled IAW AFI 25-101. TCTO requirements will be accomplished before spares or WRM assets are issued to satisfy customer requisitions, unless the customer has indicated in the requisition that an unmodified asset is acceptable and/or a TCTO compliance waiver has been granted according to this TO. All such releases require TCM approval.

7.2.5.3 Responsibilities. The unit possessing systems or commodities to be modified by a field level TCTO is responsible for scheduling TCTO accomplishment. This includes scheduling removal and replacement of installed commodities and TCTO compliance on the removed assets, supply spares and RSP assets.

7.2.5.4 Assets. Upon receipt of a depot-level TCTO, the system or commodity user, in conjunction with the base supply inspector, will assess the availability of assets requiring modification, including RSP assets. Based on this availability and other factors such as historical "Not Reparable This Station (NRTS)" rates and the TCTO compliance period, the user will develop a base plan to rotate the assets through depot maintenance (or to a depot repair team) for modification with minimal impact to the unit mission. The decision to force-generate assets or operate on an attrition basis depends on failure rates. The plan must be approved by the appropriate Wing Division or Group Commander. Funding of spares will be according to AFI 65-601V1.

7.2.6 Research and Development Missions. When TCTOs are applicable to components of a system or subsystem which are deactivated, modified, or removed from the aircraft because of Research and Development (R&D) missions, noncompliance will be recorded according to Paragraph 7.3.1.2.1 below. The wing operations or maintenance group commanders, equivalent cognizant officials in non-Air Force government organizations, or local Defense Contract Management Agency (DCMA) or senior contractor maintenance official for contractor-operated equipment must sign and validate the entries. Accomplish all outstanding TCTOs when components are reinstalled in the aircraft or before the aircraft is transferred to an Air Force facility.

7.3 SPECIAL CIRCUMSTANCES.

TCTO extensions, rescissions, and cancellations may all be accomplished via the AFTO Form 870, TCTO Extension/Rescission/Cancellation Request. The AFTO Form 870 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form. Details pertaining to these actions may be found in the paragraphs below.

7.3.1 Rescinded TCTOS.

7.3.1.1 Compliance with Rescinded TCTOs. Air Force units will not accomplish a rescinded TCTO without prior approval of the appropriate PM TCM. If it is essential that the TCTO be accomplished, the unit shall provide justification through command channels to the appropriate PM/TCM and obtain authorization prior to accomplishment. If manageable quantities of assets are unmodified after TCTO rescission, official reinstatement of the TCTO may not be necessary; rather, the responsible PM TCM can approve accomplishment by message/e-mail/letter.

7.3.1.2 Documentation. To document TCTO compliance in local MIS after the compliance period/rescission dates have passed, the unit must extend the "Rescission Date" and "Ground Date" for the TCTO in local MIS and then complies with the TCTO. Document compliance and return the TCTO dates to original dates. Delete the REMIS error message.

7.3.1.2.1 Document compliance for rescinded TCTOs no longer loaded in local MIS. Provide the Equipment Specialist (ES) a completed source document of the rescinded TCTO to update REMIS. Base level will document completion of the TCTO on the AFTO Form 95.

7.3.2 Extensions.

7.3.2.1 Extending the Compliance Period.

7.3.2.1.1 Request. If a unit cannot accomplish the TCTO on all affected assets prior to expiration of the compliance period, the managing PS&D activity must request an extended compliance period from the PM through MAJCOM channels (see Figure 7-1).

7.3.2.1.2 Approval. If the request is approved, the PM, TCM or PMS will establish an extended compliance period for that unit and ensure sufficient kits are retained in the supply system for the specific assets involved. The affected system or equipment will be removed from service 60 days prior to the rescission date.

7.3.2.1.3 Notification. The PM, TCM or PMS will notify affected Lead Command and, in turn, notify all units via e-mail message or memo of the approved extension. Supplements will not be issued solely to extend compliance periods for individual units. Library custodians shall annotate all library copies of the TCTO with the new compliance period, date received, and the file location of the source document.

7.3.2.1.4 Documentation. To document TCTO compliance in IMDS after the compliance period/rescission dates have passed, the unit must extend the "Rescission Date" and "Ground Date" for the TCTO in IMDS, complies with the TCTO and document the compliance, then return the TCTO dates to original. A REMIS error message will be generated, but may be deleted.

7.3.2.2 Extending the Rescission Date.

7.3.2.2.1 Units will closely monitor non-workable/incomplete TCTOs 150 days prior to rescission and request a rescission date extension not later than 90 days prior to the rescission date (see Figure 7-1). See Chapter 8 for additional rescission, extension, reinstatement and replacement guidance.

7.3.3 CANCELLATION OF A TCTO.

7.3.3.1 If a TCTO requires canceling after a Number and Data Code is assigned complete the following:

7.3.3.1.1 If the TCTO was still in draft and wasn't released, complete an AFTO Form 870, TCTO Extension/Rescission/Cancellation Request. If a shell was created in REMIS then change the rescission date to date on approved AFTO Form 870 and file in TCTO file.

7.3.3.1.2 If the TCTO was released, complete an AFTO Form 870, TCTO Extension/Rescission/Cancellation Request. Change the rescission date in REMIS to the approval date, change the status code of all End Items to 4 "Not complied with, canceled," provide notification to all effected MAJCOMs and file AFTO Form 870 in TCTO file. The AFTO Form 870 provided herein is intended as an example for information purposes. The user of the form shall always check the e-Pubs at: http://www.e-publishing.af.mil/ website for the latest version of the form.

7.3.3.1.2.1 Table 7-2, AFTO Form 870, TCTO Extension/Rescission/Cancellation Request, Completion Instructions, provides the instructions to prepare the form for submittal.

TCTO EXTENSION/RESCISSION/CANCELLATION REQUEST			
1. TCTO/SUPPLEMENT NUMBER	2. DATA CODE	3. RECONCILIATION CONFIRMATION	4. ISSUE DATE
5. TITLE OF TCTO			
6. ORGANIZATION	7. OFFICE SYMBOL/DEPT	8. E-MAIL ADDRESS	
9. JOB TITLE/FUNCTION		10. GRADE/RANK	11. PHONE *(DSN)*
12. EQUIPMENT SPECIALIST OR SUBMITTER SIGNATURE Click to sign			13. DATE
14. JUSTIFICATION FOR ☐ EXTENSION ☐ RESCISSION ☐ CANCELLATION			
15. DISPOSITION *(Return to ES for Update in REMIS)*			
ORIGINAL COMPLIANCE PERIOD/DATE	ORIGINAL RESCISSION DATE	NEW COMPLIANCE/RESCISSION DATE	
SIGNATURE OF EQUIPMENT SPECIALIST SUPERVISOR Click to sign		DATE	
SIGNATURE OF APPROVING SYSTEMS ENGINEER Click to sign		DATE	
SIGNATURE OF CHIEF ENGINEER OR DESIGNEE Click to sign		DATE	

AFTO FORM 870, 20131114

TO-00-5-15-041

Figure 7-1. AFTO Form 870, TCTO Extension/Rescission/Cancellation Request

Table 7-2. AFTO Form 870, TCTO Extension/Rescission/Cancellation Request, Completion Instructions

Block Number and Title	Instruction
1. TCTO Number	Enter the TCTO number IAW TO 00-5-18
2. Data Code	Enter the TCTO Data Code IAW TO 00-5-18
3. Reconciliation Confirmation	Enter the TCTO Reconciliation Confirmation
4. Issue Date	Enter the Issue Date of the TCTO
5. Title of TCTO	Enter the Title of the TCTO
6. Organization	Enter the Name of the submitting organization
7. Office Symbol/Department	Enter the Office Symbol/Department of Submitter
8. E-Mail Address	Enter the E-Mail Address of Submitter
9. Job Title/Function of Submitter	Enter the Title and Function (ES/PM/TOMA/Chief Engineer, etc.)
10. Grade/Rank of Submitter	Enter the Military Rank or GS Grade of Submitter
11. Phone Number of Submitter	Enter the DSN Number of the Submitter
12. Signature	Submitter must electronically enter their signature
13. Date	Enter the date Submitter electronically signed
14. Justification for Extension/Rescission/Cancellation	Enter the details that support the Extension, Rescission or Cancellation of the TCTO
15. Disposition	Enter the approved disposition and return to the ES for updating of REMIS
Original Compliance Period Date	Enter the Original Compliance Period Date
Original Rescission Date	Enter the Original Rescission Date
New Rescission Date	Enter the New Rescission Date
New Compliance Date	Enter the New Compliance Date
Signature of Equipment Specialist (ES)	ES electronically signs form
Date	Enter the date that the ES signs form
Signature of Approving Systems Engineer	Approving Systems Engineer electronically signs form
Date	Enter the date that the Approving Systems Engineer signs form
Signature of Chief Engineer or Designee	Chief Engineer or designee electronically signs form
Date	Enter the date that the Chief Engineer or designee signs form

7.3.4 Waivers to TCTO Compliance.

7.3.4.1 Depot Compliance. TCTO compliance may be waived IAW AFI 63-101. There may be some instances when a modification cannot be accomplished due to non-availability of equipment at the depot-level required to test or check out the modification or other unusual circumstances. In these cases, the PM must evaluate whether or not depot compliance with a TCTO should be waived.

7.3.4.2 Documentation. TCTO waivers are documented on the AFTO Form 95, Significant Historical Data, or the mechanized TCTO status report, as applicable. The entry will indicate the waiver rationale and estimated date of compliance. The local Defense Contract Management Agency (DCMA) or senior contractor maintenance official signs and validates these entries.

7.3.5 TCTO Suspension (Abeyance) and Demodification of Items.

7.3.5.1 Hazards. When problems with TCTOs are detected which are of such a nature as to present a hazard to personnel or equipment, the performing unit will immediately cease compliance and notify the parent MAJCOM and TO Manager or TCM responsible. Only the TCM may suspend compliance with the TCTO (the TCTO is placed in abeyance) until the problem can be rectified. Emergency suspensions of TCTOs are electronically transmitted to affected MAJCOMs. Units will not purge the TCTO from IMDS if the unit has a message from the ALC/MAJCOM placing the TCTO in abeyance.

7.3.5.2 TCTO Rescission Dates. Suspended TCTO rescission dates can only be extended one time, not to exceed 50 percent of the original period. Suspended TCTOs that exceed the extended rescission date must be rescinded. The responsible TCM must review the TCTO status and provide updates to affected MAJCOMs every 90 days during the suspension. Both parties must determine whether TCTO verification will be re-accomplished before reinstating a suspended TCTO. The appropriate PM shall be notified if the TCTO is suspended.

7.3.5.3 Compliance Periods. When TCTOs are placed in abeyance the compliance period is also placed on hold and resumes when the abeyance is lifted.

7.3.5.4 Approval. A modified end item or component can only be de-modified with the specific written approval of the owning MAJCOM and the PM.

7.4 MANAGEMENT CODING OF SUPPLY RECORDS.

7.4.1 Procedures Affecting Safety or Hazardous Conditions. Supply must establish procedures to ensure that parts affecting safety or hazardous conditions replaced by a TCTO are not reissued for the same application. These types of items fall into two categories: peculiar and common. Peculiar items are those which are normally used on only one system or commodity. Common items are those which are applicable to two or more systems or commodities. Management coding can only be applied to items specifically designated in Paragraph 8 of the TCTO.

7.4.2 Materiel Control. Upon receipt of TCTO, materiel control will contact base supply or the Logistics Readiness Squadron about the availability of spares in stock for modification and to ensure the items identified in the TCTO contain the appropriate codes/flags. Expedient action shall be taken to have the spares modified concurrently with and in proportion to operational system or commodity TCTO modifications. MAJCOMs and bases may, at their discretion, load an issue exception (IEX) code and phrase such as “Do Not Use On B-52H after completion of TCTO 1B-52H-502”.

7.4.3 Accounting Personnel. The discussed in Paragraph 7.4.1 and Paragraph 7.4.2 will be used by accounting personnel to verify the intended application of item(s) requisitioned to ensure that only modified item(s) are issued for use on modified end items, and demodification will not result. There will be cases where only a percentage of the items affected will be modified, requiring the remainder to be in an active status. When this occurs, a new part number and NSN will be assigned to the modified item when possible. Where the entire spares inventory will be gradually modified to a new configuration, management control procedures will apply until all assets have been modified. Supply will ensure that a proportional percentage of unmodified items are maintained in support of unmodified systems or commodities until the TCTO is completed on all affected end items. At this time, unmodified spares remaining in stock will be scheduled for TCTO accomplishment.

7.5 MAINTENANCE RECORDS.

Compliance reporting is essential for maintenance of configuration records. The activity performing the TCTO shall make appropriate status entries in maintenance records (e.g., AFTO Form 349, Maintenance Data Collection Record and IMDS/REMIS/CEMS/G081, etc.) and compliance reports.

CHAPTER 8
RESCISSION, EXTENSION, REINSTATEMENT AND REPLACEMENT OF TCTOS

8.1 RESCISSION OF TCTOS.

TCTOs are rescinded for Air Force use when TCTO completion is reported on the applicable USAF inventory, or when the TCTO manager determines that the information contained therein is no longer required or has been incorporated in other publications, or the rescission date of the TCTO has expired. However, there are some instances when TCTOs are rescinded for Air Force use but are retained in stock for SAP use. These TCTOs are identified by a listing in TO index 0-1-71, Consolidated Security Assistance Technical Order Index (TO 00-5-19). Notification of all TCTO rescissions is affected by entries in the ETIMS TO Catalog. Air Force units will not accomplish a TCTO on which the rescission date has passed without obtaining approval from the TCM through command channels. TCTOs will not be removed from TO files until listed as rescinded in the ETIMS TO catalog.

NOTE

- The 708 NSS/NWLT complies with local operating instructions for Nuclear Weapons TOs.
- Consortium or other cost sharing agreements may require coordination through the appropriate AFSAC office prior to rescission of TCTOs and the removal of “before” modification data.

8.1.1 TO Manager Procedures. If the TCTO will be rescinded, the TO Manager must take action to prevent any further reprinting action and must provide the PM/TCM with timely notice for pre-rescission evaluation and processing of required control documentation within the allotted time frames. The TO Manager will also alert using commands and SAP countries to review compliance status of TCTOs and notify the PMA that the TCTO is nearing rescission.

8.1.1.1 Upon production management notification, the TO Manager will take action to either rescind the TCTO on the scheduled date or to extend the rescission date in the JCALS Index. If the TCTO will rescind, the TO Manager will verify that “before data” has been removed from all affected TOs or schedule data removal during the next routine update to affected TOs.

8.1.1.2 To prevent complete rescission of TCTOs still usable by SAP countries, the TO Manager will use the JCALS “Manage TM Numbering; Rescind a TM” process to rescind the TCTO for Air Force units only. AFLCMC OL Tinker will be notified to include the TCTO in the applicable TO 0-1-71 index. The TCTO records are transferred from JCALS to Security Assistance Technical Order Data System (SATODS).

8.1.1.3 An Immediate, Urgent, or Routine action safety TCTO rescinded for USAF use, but is required to be retained for SAP will not be downgraded in criticality when transferred to the TO 0-1-71 index.

8.1.1.4 A compliance period appropriate for correcting the deficiencies will be assigned. If the compliance period exceeds the limits outlined in Table 3-9, for any reason, the PM or ES will notify the country regarding the status, the reason for the delay, the estimated correction date, and any interim actions the country can take to ensure safe operation of the system or commodity.

8.1.2 Production Management. The PMA will review applicable TCTO configuration management data for modification completion status. If the modification is complete, determine the number and location of any excess modification kits, and initiate disposal. If the modification is not complete, obtain the status and commitment for modification completion from each performing organization. Initiate action to extend the rescission date or complete the TCTO within the remaining time.

8.1.2.1 Determine if any TOs or other active TCTOs will be affected by the rescission and initiate appropriate action.

8.1.2.2 When disposition of items in Air Force stock is affected, coordinate with the appropriate PM to ensure that all required actions have been completed. Obtain approval from the PM requirements office for TCTO rescission (supply actions are complete) or a commitment to complete TCTO-directed actions for disposition of items.

8.1.2.3 Determine if the rescission is applicable to both Air Force and SAP countries (Paragraph 8.1.1.2).

8.1.2.4 Based on the above criteria, the PMA determines if the TCTO is to be rescinded or the rescission date extended. Rescission date extension requires justification and approval (same approval authority as the basic TCTO). Any decision to extend a TCTO or allow it to rescind must be accompanied by funds to publish either the extension or the related TO update(s) to remove "before" data. (See Paragraph 8.1.3.1)

8.1.2.5 If the TCTO is to be rescinded and there are excess modification kits, the PMA will coordinate through program engineering to initiate excess AF property disposal procedures.

8.1.3 Rescission Dates. The TCM will assign a rescission date for each TCTO based on the types and priorities depicted in Table 3-9. This will normally be the maximum time frame allowed. The TCM or PMS can extend the initial rescission period beyond these limits if necessary, with PM approval. Rescission dates are based on the TCTO issue date and will be listed on the title page IAW MIL-DTL-38804D.

8.1.3.1 Extending Rescission Dates. Air Force Materiel Command (AFMC) TO Managers must periodically use the JCALS "Perform Post Publication Review" function (JCALS Desktop Instruction, TCTO Rescission Review) to generate a listing of assigned TCTOs and monitor rescission dates. Any TCTOs within 150 (number of days required to coincide with the JCALS reports distribution to ensure that the TCTO is complete). The TOMA will identify days of rescission to the TCM and PMA. The PMA will recommend that the TO Manager either rescind the TCTO or extend the rescission date in the JCALS Pub Index, based on compliance status, NLT 90 days prior to the rescission date.

8.1.3.1.1 Approval to Extend Rescission Date. TCTO rescission dates cannot be extended without prior approval of the responsible PM. Requests for extension shall be submitted on the AFTO Form 870, TCTO Extension/Rescission/Cancellation Request, NLT 75 days before the scheduled rescission date to allow for updating of REMIS and JCALS, and publishing of a TCTO supplement if applicable, or notification by appropriate methods.

8.1.3.1.2 Updating REMIS. Within 2 workdays after CCB or PM approval, and not later than 65 (number of days required to prevent aircraft from being grounded because of the requirement to rescind the TCTO 60 days prior to the documented completion date) days prior to the rescission date, the PMA updates REMIS and forwards a copy of the CCB or PM approval notice to the TO Manager.

8.1.3.1.3 Updating JCALS. The TO Manager uses the JCALS "Manage TM Index; Update an Index Entry" process to enter the new TCTO rescission date. If the rescission date will be updated by issuing a TCTO Supplement, the "Manage TM Numbering; Assign a Publication Number (AF TCTO Publication)" process will be used to index the supplement with the new rescission date.

8.1.3.1.4 The PM, TCM or PMS will extend rescission dates only if the compliance periods cannot be met before the original rescission date. Circumstances which could require an extension include problems with availability of the end items or kits/special tools/TOs, changes to the scope of the TCTO, and/or mission requirements.

8.1.3.1.5 Extensions will be updated in REMIS and the JCALS Pub Index. The program office may also provide additional notification to users via electronic message. If a supplement is issued changing the scope of the TCTO, any revision of the rescission date will be included in the supplement.

8.1.3.1.6 Local TODO/TODA and PS&D Library custodians will annotate all library copies of the TCTO with the new rescission date and the source of the update (REMIS/JCALS/ETIMS TO Catalog).

8.1.3.1.7 If the review indicates that all operational systems or commodities have been accomplished and the TCTO requires only a special test, special project, crash damaged, WRM bailment assets, etc., the TO Manager will rescind the TCTO and the TCM or PMS will establish a serialized manual jacket account record, retaining copies of the applicable TCTO and associated kits for the incomplete assets. At this time, field level organizations will normally purge the TCTO from the MIS after validating completion.

8.1.3.1.8 When the determination is made to return the assets to operational status, the owning unit will go through the parent MAJCOM to request written ALC permission to comply with the TCTO. When approved, the TCM or PMS will create a maintenance work package containing the TCTO and any kits or special tools required from the manual jacket account and will send the package to the owning unit for compliance. If the TCTO is still loaded in the MIS, the performing activity will document compliance using the procedures in Paragraph 7.3.2.1.4. If the TCTO has been purged from MIS, and

for depot TCTOs, the performing activity will report TCTO compliance via signed and encrypted e-mail to the appropriate AFLCMC OL TCM or PMS, who will document compliance manually in the jacket file and in REMIS.

8.1.3.1.8.1 When the determination is made to salvage or dispose of the assets, the applicable manual jacket account record will be reviewed. The copy of the rescinded TCTO will be disposed of and the corresponding kit will be released for excess disposal action.

8.1.3.2 Early Rescission of TCTOs.

8.1.3.2.1 Criteria. Table 8-1, Early Rescission Criteria, lists the criteria for deciding to rescind a TCTO before the rescission date.

Table 8-1. Early Rescission Criteria

The information has been replaced/supersedes/cancelled by or included in another TO or TCTO
Further compliance with the TCTO is no longer required through OSS&E determination
The TCM or PMA verifies compliance has been completed on both installed assets and all affected spares
Coordination with the AFSAC office will verify consortium or FMS that support agreements have been satisfied, and kits have been delivered or are available

8.2 REINSTATEMENT OF TCTOS.

When it is necessary to reinstate a TCTO (Table 4-2, Rules for Assigning TCTO Numbers, Data Code Numbers and Dates) which has been rescinded, a new reinstatement TCTO shall be issued and ID shall be made in the same manner as for a new TCTO. In the event that the TCM determines that there is sufficient justification for reinstatement of the TCTO the old data code number will be used to reinstate the TCTO. When the TCTO is reinstated, all supplements current at the time of rescission shall also be reinstated or be incorporated in the reissued TCTO. TCTO completion reporting, recording, and applicability record adjustments are required according to management decisions pertaining to the reinstatement. A note shall be placed on a reinstatement TCTO between the title and Paragraph 1 to read as follows: “This TCTO is issued for the purpose of reinstating TCTO (#), Data Code (#), dated (issue date of the rescinded TCTO).” The following note shall be inserted after Paragraph 3 to read as follows: “No additional work is required on (system or commodity end items) on which compliance with TCTO (#), data code (#), dated (issue date of rescinded TCTO), has been completed.” If a manageable quantity of found on base assets are unmodified after TCTO rescission, official reinstatement may not be necessary; rather the PMA can authorize the accomplishment of the rescinded TCTO by letter. If a large quantity of assets is involved, issue of a new TCTO is mandatory.

8.2.1 Reinstatement. Rescinded configuration change TCTOs may only be reinstated by approval of the responsible CCB, using an AF Form 872. Requests for reinstatement must be submitted through the CCB executive secretary. Reinstatement of non-configuration change TCTOs is approved by the appropriate PM division chief.

8.2.2 Notification. The PMA ensures that all affected PMs are notified when reinstatement has been issued and special management action is required in the supply area.

8.3 REPLACEMENT OF TCTOS.

8.3.1 Conditions of Replacement. A TCTO will be replaced with a new TCTO under the following conditions:

8.3.1.1 When a major portion of the original procedures or instructions requires clarification or has been changed due to experience gained by previous installations of the TCTO.

8.3.1.2 To replace a record TCTO issued to accomplish a prototype installation on a system a replacement TCTO may be issued to cover the entire population of the affected system or commodity, or the record TCTO can become the replacement TCTO by issuing a TCTO supplement that adds any information required. If a supplement is issued, the TCTO number and data code of the basic TCTO will remain the same.

8.3.2 Replacement TCTOs. When it is necessary to replace a TCTO:

8.3.2.1 The replacement TCTO must be assigned a new TCTO number, data code number, issue date and rescission date. Replacement TCTOs will identify the original TCTO and list any usable original kits remaining in supply under the original kit number. Replacement TCTOs will also include all applicable information from existing supplements.

8.3.2.2 Black line symbols indicating changes are authorized for use in replacement TCTOs.

CHAPTER 9
INTERIM TCTOS (ITCTO)

9.1 GENERAL.

These procedures and policies apply to both USAF and SAP country systems and commodities. When circumstances preclude timely publication of a formal TCTO, instructions may be issued in an interim format. This applies to all TCTO types, with the coordination and approval of the affected Lead Command. ITCTO Supplements will be issued against only one specific TCTO. Do not combine modification instructions to two or more TCTOs in the same ITCTO message. When changes to an ITCTO are required, the updates will be provided either in an ITCTO Supplement or a replacement ITCTO. Interim TCTOs shall be prepared IAW MIL-DTL-38804D, Detail Specification Time Compliance Technical Orders Preparation. MIL-DTL-38804D may be accessed via the AF Tech Manual Specs and Standards Office (AF-TMSS), ESC/HGGI, Phone: 937-656-0519 DSN: 986-0519 Fax: 937-656-1111. Table 9-1, ITCTO Elements Outline, provides an outline of the elements to be addressed in the ITCTO. This is provided as a guide at the top level and should not be deemed to supersede MIL-DTL-38804D.

Table 9-1. ITCTO Elements Outline

Main Element	Sub-Element
HEADING	
	Designation of Urgency
	Security Classification
	Issuing Activity
	TCTO Number
	Data Code Number
	Date of Issuance
	Indicator of Safety Marking
	Supplements
	Title or Subject of Instructions
	Notes
	STINFO Disclosure Notice, Distribution Statement, Export Control Notice and Destruction Notice
APPLICATION	
	Identification
	Kit Applicability
	TCTO Verification
PURPOSE	
	Identification of TCTO (Record TCTOs)
	Purpose (Record TCTOs)
WHEN TO BE ACCOMPLISHED	
	Compliance Period/TCTO
	Rescission Date
BY WHOM TO BE ACCOMPLISHED	
WHAT IS REQUIRED	
	Supply Information and Requirements
	Kits/Parts/Materials Required
	Action Required on Items in Stock
	Kits/Parts/Materials Required to Modify Items in Stock
	Disposition of Removed and Replaced Parts/Materials
	Drawings and Instructions Required (Record TCTOs only)

Table 9-1. ITCTO Elements Outline - Continued

Main Element	Sub-Element
	Size, Weight, and Cost of Kits/Parts/Materials
	Disposition of Kits/Parts/Materials
	Personnel Information and Requirements
	Special Tools, Fixtures, Test Equipment, and Software Required
HOW WORK IS ACCOMPLISHED	
SUPPLEMENTAL INFORMATION	
	Fuel System Defuel/Purge
	Operational Checkout Requirements
	Weight and Balance Information
	Technical Manuals Affected
RECORDS	
	Action Required on Maintenance Records
	Action Required on Supply Records
	Retrofit Change or Inspection Identification Marking
	Point of Contact
AUTHORITY	
	Text of subparagraphs
BORDER MARKINGS	
	Immediate Action TCTO
	Urgent Action TCTO

9.1.1 Provisions. Message precedence and delayed delivery provisions are provided by TO 00-5-1.

9.1.2 Redistribution. TODOs redistribute ITCTOs to the sub-accounts, Technical Order Distribution Accounts (TODA), like any other interim TO.

9.2 TYPES AND USES OF ITCTOS.

9.2.1 Interim Time Compliance Technical Orders (ITCTO) and ITCTO Supplements. ITCTOs are issued in the types listed below. They will not be replaced by formal TCTOs or formal supplements.

9.2.1.1 Immediate action ITCTO with an immediate compliance period: Issue when safety conditions would result in a fatality or serious injury to personnel or extensive damage to or destruction of equipment or property.

9.2.1.2 Urgent action ITCTO with a 1-10 day compliance period: Issue when combat necessity or potentially hazardous conditions could result in injury to personnel, damage to property or unacceptable reductions in operational efficiency.

9.2.1.3 Routine Safety Inspection ITCTO with an 11-35 day compliance period: They may be either non-kitted or issued with an approved waiver to the complete kit concept from the applicable using MAJCOM logistics office. Routine Safety Inspection ITCTOs are issued when a deficiency and/or affected parts have been identified, but do not impose conditions of either an Immediate or Urgent action ITCTO and would not result in operational capability degradation.

9.2.1.4 Record ITCTO with no compliance period: Issued only for ICBM and associated SE.

9.2.1.5 Routine ITCTOs: May be issued in lieu of formal TCTOs. Routine-Software only TCTOs may be issued as ITCTOs.

9.2.1.6 ITCTO Supplements: Issue when the basic TCTO was issued as an interim or there is an urgent need to change or stop compliance with a formal TCTO. Routine ITCTO supplements may also be issued for the purpose of extending formal TCTO rescission dates.

9.2.2 Immediate Action, Urgent Action, and Routine Safety Inspection TCTOs. Immediate action, Urgent action, and Routine Safety Inspection TCTOs with less than 35 day compliance periods are normally issued as ITCTOs.

9.2.3 Routine TCTOs for Intercontinental Ballistic Missiles (ICBM) and Associated SE. Routine TCTOs for ICBMs and associated SE (when required to prevent contractor work stoppage during modifications, installations and checkout) and Routine Software-only TCTOs may be issued as ITCTOs.

9.2.4 Record TCTOs for ICBMs and Associated SE. Record TCTOs for ICBMs and associated SE must meet the following criteria prior to issue: (a) the updating change or modification accomplishment does not involve operating activities; (b) the initial updating change or modification accomplishment does not involve operating activities; (c) the initial updating change or modification must be performed within 1 to 30 days; and (d) the time required for printing and distribution of a formal TCTO or supplement would result in a work stoppage or have an adverse effect on contract schedules.

9.2.5 Interim TCTO Supplements. Interim TCTO Supplements will be used when required to transmit urgent changes to formal TCTOs and may also be used to make minor technical corrections that do not affect the scope, material or work required of formal TCTOs. Updates to ITCTOs will always be issued as either replacement ITCTOs or ITCTO supplements.

9.2.5.1 ITCTO and ITCTO supplements are issued and identified in the ensuing sub-paragraphs. They will not be replaced by formal TCTOs or supplements.

9.2.5.1.1 Immediate action ITCTO: Issue when safety conditions would result in fatality or serious injury to personnel or extensive damage to or destruction of equipment or property. (Requires advance notification according to Table 9-2, Advance Notification Requirements for ITCTOs.)

9.2.5.1.2 Urgent action ITCTO with a 1-10 day compliance period: Issue when combat necessity or potentially hazardous conditions could result in injury to personnel, damage to property or unacceptable reductions in operational efficiency. (Requires advance notification according to Table 9-2, Advance Notification Requirements for ITCTOs, below.)

9.2.5.1.3 Routine Safety Inspection ITCTO with an 11-35 day compliance period: They may be either non-kitted or issued with an approved waiver to the complete kit concept from the applicable MAJCOM logistics office. May be issued when safety conditions: (a) will not result in fatalities, serious injury to personnel or extensive damage or destruction; (b) is not a combat necessity nor will result in an unacceptable reduction in operational capability.

9.2.5.1.4 Record ITCTO: Issued only for ICBMs and associated SE.

9.2.5.1.5 Routine ITCTOs: May be used for distribution of software only.

9.2.5.1.6 ITCTO Supplements: Issue when the basic TCTO was issued as an interim or there is an urgent need to change or stop compliance with a formal TCTO. Routine ITCTO supplements may also be issued for the purpose of extending formal TCTO rescission dates.

9.3 ADVANCE NOTIFICATION SYSTEM (ANS).

The ANS is the system for notifying senior leadership that a weapon system fleet grounding is eminent. This notification shall be issued by the responsible Program Office. The ANS is accessible at the following SharePoint site via the Air Force Network (AFNet): https://cs3.eis.af.mil/sites/ANS/Pages/ANSHome.aspx. The ANS replaces the previous method of notification via the Air Force Knowledge Now (AFKN) ITCTO Submission Page. Issuance of an Advance Notification for an Immediate or Urgent ITCTO is mandatory IAW this TO. The new ANS provides many new features designed to make it easier for the initiating Program Office including dropdown windows, cursor hover over completion assistance, selection by MAJCOM, Bullet Background Paper (BBP) samples, electronic user guide, and the ability to send FMS grounding ITCTOs directly to SATODS. Table 9-2, Advance Notification Requirements for ITCTOs, provides the responsible parties for ensuring that the notification is accomplished and who is to be notified beyond those senior leaders embedded in the ANS.

Table 9-2. Advance Notification Requirements for ITCTOs

When _____	_____ Will	Notify _____, Via Telecon/E-mail[1,2]
an Immediate/Urgent action ITCTO will be issued that could restrict any Air Force operational weapon system from full capability or operational readiness (GROUNDING)	the responsible PM	senior AFMC/USAF leaders via the Advance Notice of Immediate or Urgent TCTO Advance Notification System (ANS) accessible at: https://cs3.eis.af.mil/sites/ANS/Pages/ANSHome.aspx
		the Program Executive Officer (PEO) for systems/items in acquisition[3,4]
		the responsible Center Commander for fielded weapon systems[3]
		the PM responsible for management of any impacted end-item systems or commodities[3]
		any affected MAJCOM/CC/A4/A3 offices[3]
		local Safety (SE) and Public Affairs (PA) offices[3]
		Development System Manager (DSM) or System Support Manager (SSM) and respective ALC or PC/PA, as appropriate[3]
		(1) the HQ AFMC Command Center, HQ AFMC/A3XC, DSN 787-6314 // Comm (937) 257-6314 via telecon to confirm receipt of Advance Notification of an Immediate or Urgent Interim Time Compliance Technical Order (ITCTO) Release Form e-mail (https://cs3.eis.af.mil/sites/ANS/Pages/ANSHome.aspx)[5] (2) the appropriate Program Wing Commander to coordinate release of any required Operational Report (OPREP)
	HQ AFMC Command Center, HQ AFMC/A3XC	HQ AFMC/CCE by e-mail to confirm receipt of Advance Notice of Immediate or Urgent TCTO Release Form e-mail. Only if GROUNDING action taken.
		(1) AF Service Watch Cell (AFSWC) via Operations Report-3B ((Operational Report) OPREP) BEELINE requirement IAW AFI 10-206, Operational Reporting, Table 3.4, Rule 1E (if grounding) (2) the Appropriate Program Wing Commander with Immediate/Urgent ITCTO release authority will be the approval/release authority for any required OPREP
	DSM or SSM	their Center Commander[3]

Table 9-2. Advance Notification Requirements for ITCTOs - Continued

When _____	_____ Will	Notify _____, Via Telecon/E-mail[1,2]
	HQ AFMC/SEF	HQ USAF/SE/SEP/SEF/SEG[6]

[1] If Internet connectivity is lost, make telecon notification to the HQ AFMC Command Center, HQ AFMC/A3XC at DSN 787-6314, Comm (937) 257-6314.

[2] For ITCTOs the Advance Notice of Immediate or Urgent Time Compliance Technical Order (TCTO) Release Form at the following SharePoint site via the Air Force Network (AFNet): https://cs3.eis.af.mil/sites/ANS/Pages/ANSHome.aspx shall be used to satisfy e-mail notification requirement by adding applicable addressees to the form.

[3] After duty hours, contact the appropriate MAJCOM/ALC/PC Command Centers/Posts. See AFI 10-206, Operational Reporting, for MAJCOM phone contacts. If the number for MAJCOM/ALC/PC Command Center/Posts is unknown contact HQ AFMC Command Center for assistance, HQ AFMC/A3XC, DSN 787-6314, Comm (937) 257-6314, by telecon.

[4] PMs of PEO programs will contact the applicable PEO prior to HQ AFMC Command Center notification as required.

[5] PM will call AFMC Command Center to coordinate need to accomplish "Immediate/Urgent ITCTO Advance Notification Checklist" procedures. PM will confirm AFMC Command Center has received the Advance Notification e-mail and notifies the command center of any anticipated Operations Report-3B (OPREP) BEELINE requirements in accordance with AFI 10-206, Operational Reporting, Table 3.4, Rule 1E.

[6] After duty hours notification of HQ USAF offices will be via the AF Service Watch Cell (AFSWC) at DSN 227-6103/2270, Comm (703) 697-6103/2270.

9.4 APPLICABILITY.

A single ITCTO may be issued to all users (USAF and SAP) authorized release when effective data and degraded mission capabilities are not identifiable by country. When one ITCTO cannot be released to all users, Interim Country Standard TCTOs (ICSTCTO) must be issued. All ITCTOs must be approved for release to North Atlantic Treaty Organization (NATO) or other foreign governments by the responsible FDO.

9.5 AUTHORIZATION FOR ITCTOS.

The activity having engineering responsibility for the affected item determines the need for and issues an ITCTO. Actions include but are not limited to:

- Restricting use of the system or commodity to known safe areas of operation or flight envelopes.
- Deactivating the defective system or commodity.
- Removing the defective system, commodity, or other end item.
- Removing the entire system, fleet or population of commodities from service, immediately if the nature of the hazard warrants such action.

9.6 SECURITY ASSISTANCE PROGRAM (SAP)/FOREIGN MILITARY SALES (FMS) SUPPORT.

9.6.1 Approval. All ITCTOs must be approved for release by the appropriate Foreign Disclosure Office (FDO) supporting the responsible activity before transmission to foreign governments. A single ITCTO may be structured and issued to both USAF and SAP/FMS countries authorized release when effectivity data and degraded mission capabilities are not identifiable by country. When one ITCTO cannot be released to all users, appropriate ICSTCTOs must be issued. (See TO 00-5-19, Security Assistance Technical Order Program.)

9.6.2 Notification. SAP/FMS customers must be notified by any means available of the imminent release of critical ITCTO messages.

9.7 RESPONSIBILITIES, NOTIFICATION, AND ISSUE OF ITCTOS.

9.7.1 Program Manager (PM). ITCTOs are issued by the PM responsible for the system or end item affected by the modification or inspection, IAW this TO. The PM is responsible for ensuring and preserving the Operational Safety, Suitability, and Effectiveness (OSS&E) of the system or end item throughout the operational life, per Department of Defense Directive (DoDD) 5000.01, Defense Acquisition System and AFMCI 63-1201, Implementing Operational Safety, Suitability, and Effectiveness (OSS&E) and Life Cycle Systems Engineering (LCSE). The PM's organization responsible for the affected weapon system or end item is called the "responsible activity" in this TO.

9.7.1.1 The PM or their designated representative shall complete the PM ITCTO Checklist (Figure 9-1, ITCTO Checklist) as part of the ITCTO development and distribution process. Figure 9-2, ITCTO Approval Signature Levels, will assist in the process of developing an ITCTO for release. Additional signatures may be located in Figure 9-3, Additional ITCTO Distribution Addresses.

(References: AFI 10-206 and TO 00-5-15)

(Instructions: Check/fill in applicable blocks or enter N/A)

1. DATE _____ **2.** TIME: _____

3. ACTION OFFICER NAME:_____
OFFICE SYMBOL:_____
DSN NUMBER: _____

4. ITCTO Number: _____ Data Code: _____
ITCTO Title: _____
_____
_____

5. Date and time ITCTO will be released:_____

6. Have advance notifications been made IAW Table 9-1?_____ YES _____ NO

7. Has the PM concurred and coordinated with affected MAJCOM that this ITCTO will remove from service or suspend use of affected system/equipment if inspection/corrective actions aren't completed within the specified time? List affected MAJCOM and/or responsible activity points of contact (name, office symbol, DSN) who concurred that the defect described in this ITCTO justifies potential removal from service or suspending use of affected system/equipment. _____
_____
_____

8. Is an OPREP required? _____ YES _____ NO
(If Yes, appropriate Program Wing Commander will coordinate with the AFMC Command Center and approve/release OPREP**.)**

9. List MAJCOMs that possess affected system/equipment. _____

10. Identify the MAJCOM manager(s) of the affected system/equipment.
Name: _____
Office Symbol: _____ DSN:_____

11. Has the commodity IM been contacted to determine whether other systems/end items are affected? ____YES ____N/A

a. Is a companion commodity ITCTO required? _____YES_____ NO
(If "YES" provide the following information on the commodity ITCTO)
ITCTO Number:_____ Data Code:_____
ITCTO Title: _____
_____
_____

b. Identify managers of other affected systems/equipment that have been notified. If separate ITCTOs will be issued for the other affected systems/equipment, also enter ITCTO number.

Office Symbol/Name:_____ DSN: _____ ITCTO Number: _____
Office Symbol/Name:_____ DSN: _____ ITCTO Number: _____

12. Item Part Number: _____
Item NSN: _____
Quantity Per Application: _____
Quantity of item in stock: _____
Quantity on order: _____
Estimated Delivery Date: _____
Item Manufacturer: _____
Other sources for procurement: _____
_____
_____

13. Source of Repair:_____

14. Is the ITCTO data proprietary: _____ YES _____NO

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Figure 9-1. ITCTO Checklist (Sheet 1 of 2)

15. Percentage of installs that are expected to require replacement: _____

16. TO figure, index and page number that best illustrates problem: _____

17. Problem and cause (brief statement including any related incident or mishap):

_____

_____

_____

18. Urgency of need (brief statement including impact of taking no action): _____

_____

_____

19. Level of Accomplishment: _____Organizational _____Intermediate _____ Depot

20. Number of systems/equipment affected: _____

21. Mission, Design and Series: _____

22. Have PDM or depot aircraft been inspected to confirm problem? _____ YES _____ NO

How many? _____ What percentage of inspected are defective?: _____

23. Kits or parts required: _____YES_____ NO _____ Waived by MAJCOM

Name, Office Symbol, and DSN of MAJCOM individual:_____

_____

_____

24. Kits or parts available:____ YES _____ NO (briefly explain)_____

_____

_____

25. Are special tools or test equipment required? _____ YES _____ NO (briefly explain)_____

_____

_____

26. Are special tools or test equipment available? _____ YES _____ NO (briefly explain)_____

_____

_____

27. Synopsis of work involved: _____

_____

_____

_____

28. Inspection man-hours: _____

29. Repair/replacement man-hours:_____

30. Will a functional test flight be required: _____ YES_____ NO

31. Was ITCTO verification accomplished? _____ YES_____ NO_____ Waiver

AFTO 82 Initiated _____YES_____NO

Briefly explain where and by whom accomplished, or why not accomplished: _____

_____

_____

32. Will FMS be notified?_____ YES _____NO (briefly explain) _____

_____

_____

33. Chief Engineer (or Equivalent) Coordination: _____

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Figure 9-1. ITCTO Checklist (Sheet 2)

ITCTO is:	ACTION	ACTION AUTHORITY
1. All ITCTOs	Coordinate/Approve Contents: Release after approval:	Chief Engineer TO Manager/FMM
2. Immediate Action ITCTO for Operation Plan (OPLAN)	Approval: Coordinated Through: Approval/Signature:	Chief of Staff, USAF PM, LCMC/CC, AFMC/CC PM
3. Immediate Action ITCTO other than 2 above	Approval/Signature:	PM
4. Urgent Action ITCTO	Approval/Signature:	PM
5. Routine Safety Inspection ITCTO, 11-35 day compliance, non-kitted or with MAJCOM/A4 approved waiver to complete kit concept	Concurrence: Approval/Signature:	Affected MAJCOM/A4 PM
6. Record ITCTO for ICBM or associated Support Equipment	Coordinate: Approval:	Contractor PM
7. ITCTO Supplement	Approval/Signature:	Same as the basic ITCTO
8. Immediate Action ITCTO for Operational Plan (OPLAN)	Approval/Signature:	Same as the basic ITCTO

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Figure 9-2. ITCTO Approval Signature Levels

ITO/RAC/TYPE APPLICABILITY	INCLUDE FOLLOWING ADDRESSES
All ITCTOs	Appropriate Repository at each LCMC
ITCTOs that affect assigned systems and equipment	Responsible TO Management Organization (See ETIMS for applicability)
ITCTOs that restrict any Air Force Combat Weapon System from full capability or operational readiness	Air Force Combat Operations Staff, HQ USAF/A3OOA, Pentagon, Washington DC
All Immediate and Urgent Action ITCTOs	Prime Center/CC/CV/CA Prime Center Materiel Safety Program Manager HQ USAF/A4M/SEP/SEF HQ AFMC/CC/CV/CA/A3/A8C/EN/A4/A4UE/PA/SE/ SEF Lead Command/CC/A3/A4 Other affected MAJCOM/CC/A3/A4
ITCTOs Transmitted to HQ AMC	HQ AMC/A4
ITCTOs affecting Weapons Delivery TOs	AF/A4, Yokota AB, Japan 607 ASG/CC, Osan AB, South Korea
ITCTOs related to Nuclear Safety	896 MUNS/CC, Nellis AFB, Nevada 898 MUNS/CC, Kirtland AFB, New Mexico
ITCTOs for systems, equipment, and munitions assigned to the US Army	Commander, US Armament, Munitions, and Chemical Command (CDRAMCCOM), Rock Island, Illinois
ITCTOs for systems and equipment assigned to the US Navy	Commander, Naval Air System Command (CNAVAIRSYSCOM), Washington DC, airworthiness@navy.mil
ITCTOs for systems and equipment assigned to the US Coast Guard	Commandant, US Coast Guard/G-EAE, Washington DC, US Coast Guard Aircraft Repair and Supply Center, Elizabeth City, North Carolina
ITCTOs affecting operational munitions, aircraft and missiles	HQ USAF A4E, Washington DC Det 63, 688th Armament Systems Squadron (ARSS), 2008 Stump Neck Road, Indian Head, Maryland, 20640-5099, Naval Ordinance Explosives Disposal Technology Center, Indian Head, Maryland
ITCTOs affecting equipment when contract is administered by the Defense Contract Management Agency (DCMA)	Applicable Defense Management Agency
ITCTOs affecting USAF rotation squadrons in the applicable command and ITCTOs affecting SAP Systems and equipment assigned to Italy, Greece, and Turkey	Commander, Allied Air Forces Southern Europe (COMAIRSOUTH)
ITCTOs for systems and equipment in production	Applicable DCMA Office
ITCTOs affecting Federal Aviation Administration (FAA) certified aircraft or similar FAA certified systems	FAA/FS-700 Washington, DC, FAA Technical Center/ACT-300/AC-800, Atlantic City, New Jersey
ITCTOs affecting systems and equipment assigned to SAP/FMS Countries	555 IGP/CC, Wright-Patterson AFB, Ohio 45433-5006, 555.igp.workflow@wpafb.af.mil, 558 CBSS/GBHCC, Tinker AFB, Oklahoma at 558.CBSS.GBHC.workflow@tinker.af.mil
ITCTOs for C-130 and E-4 Weapon Systems	MODUK/PE, London, England
ITCTOs for German Air Force (GAF) RF4-E and USAF F-4 series that may apply to the GAF	GAF Materiel Office, AMO RAMOL, A31, POSZ Whan, Germany
RF4-E due to similar equipment	GAF Liaison Office/MM (L-22), Hill AFB, Utah, AMEMB, Bonn, Germany (ODC/AF)
ITCTOs affecting Israel	RUEA USAI, Israeli Defense Attaché, Washington DC

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Figure 9-3. Additional ITCTO Distribution Addresses

9.7.1.2 The PM or their designated representative shall provide a program specific SharePoint site via the Air Force Network (AFNet) for program-related TO information for customers.

9.7.1.3 The PM performs required advance notifications according to Table 9-2 of this TO prior to the issue of ITOs, ITCTOs. The DSM or SSM, as applicable, makes required advance notifications at their location that will ground all or part of a fleet of aircraft or missiles or other end item. The advance notification process consists of three basic steps (see Figure 9-4, Three-Step Notification Process Flow Chart): (1) PM releases the ITCTO Advance Notification E-mail via the ITCTO Submission web page IAW Table 9-2; (2) PM calls the AFMC Command Center to confirm receipt of e-mail and notifies Command Center of OPREP requirement if applicable; and (3) AFMC Command Center e-mails AFMC/CC Exec and submits an OPREP-3B (BEELINE) voice report to AFSWC if the ITCTO involves grounding weapon system assets IAW AFI 10-206, Operational Reporting, Table 3.4, Rule 1E.

NOTE

IAW TO 00-5-3, the advance notification procedures are also used before a program office issues a formal or interim operational or safety supplement (IOS/ISS) or rapid action change (RAC) which would restrict any Air Force combat weapon system from full capability or operational readiness.

9.7.1.4 The issuing activity ensures the ITCTO is assigned a message precedence commensurate with the urgency of need for the data IAW AFMAN 33-326.

9.7.2 Chief Engineer. The chief engineer is responsible and accountable to the PM for consistent application of a disciplined engineering process, per AFMCI 63-1201, Implementing Operational Safety, Suitability, and Effectiveness (OSS&E) and Life Cycle Systems Engineering (LCSE), to ensure that the system's or commodity's OSS&E baselines are preserved for the life of the program. The chief engineer must coordinate on and approve all ITCTOs affecting systems and end items for which they have technical responsibility.

9.7.3 TO Managers/Flight Manual Managers (FMMs) - AFI 11-215. All ITOs/RACs affecting the assigned weapon system/commodity shall be issued. For the JCALS system, establish/monitor Personal Distribution Lists (PDL) to ensure distribution of ITOs/RACs to all affected TO-using activities - this responsibility shall not be delegated outside the TO Management organization. (EXCEPTION: When the TO Manager/FMM is not assigned to the PM organization, the PM will appoint an in-house function to perform the TO Manager/FMM responsibilities.)

9.7.4 Technical Content Managers (TCM). The TCM is responsible for evaluating TO RCs and developing and coordinating ITOs and RACs when required. The TCM is responsible for TCTO adequacy and technical evaluation. The TO Manager is responsible for the ITCTO's format and content coverage required by MIL-DTL-38804D. The TCM and TO Manager shall perform a quality check on the final ITCTOs prior to publication. Paragraph 9.11.1 provides the distribution method to be followed IAW TO 00-5-3.

9.7.5 Advance Notification of Release. The Sustaining Engineering Branch, AFMC/A4UE, manages the Advance Notification System (ANS) process to inform AF and AFMC senior management of an Immediate/Urgent ITCTO release content of the ANS SharePoint site via the Air Force Network (AFNet): https://cs3.eis.af.mil/sites/ANS/Pages/ANSHome.aspx, and resolves any error messages. The ANS ITCTO Submission SharePoint site contains the form for preparing and submitting an Advance Notification e-mail. The site also conatins a User's Library at which the user has access to a User's Guide consisting of Step-By-Step instructions for composing the advance notification, sample Bullet Background Paper (BBP), and samples of previously submitted advance notifications. The form itself provides "Hover Assistance" for each block to be completed. The user simply rolls the mouse cursor across each question and a help message will appear indicating the action to be taken. The ANS SharePoint site and form is designed to be user friendly and contains an embedded list of Senior Leaders, a block for the user to add additional addressees, dropdown menus for individual weapon systems and MAJCOMs.

9.7.6 HQ AFMC Flight Safety. HQ AFMC/SEF will notify Air Force Safety POCs according to Table 9-2 of this TO.

9.7.7 TO-Using Organizations. Distribute copies of incoming ITOs or notification messages to all affected base activities not included in the PDL. Activities omitted from PDLs who have a need for ITOs will notify the responsible activity to include them for future distribution.

9.8 SUSPENSION AND RESCISSION.

Emergency suspension or rescission of an ITCTO without compliance will be approved at the same level that approved issuing the ITCTO. Suspended ITCTOs may be held in abeyance for a maximum of 90 days from the date of dispatch, at which time the ITCTO will be rescinded or released for compliance.

9.9 INDEXING ITCTOS.

TO Managers will index ITCTOs and ITCTO Supplements before, or as soon as possible after, the messages are transmitted. ITCTOs will not be requisitioned. The basic ITCTO index entry will identify the publication as an interim and will include the legend: "REQUEST ITO FROM (POC office symbol, name and DSN shown in the interim message)."

9.10 ITCTO PROCEDURES TO REMOVE SYSTEMS OR COMMODITIES FROM SERVICE.

9.10.1 Notification. Notification of pending ITCTO issue to cause removal from service actions shall be IAW this TO.

9.10.2 Alternate Courses of Action. Once the need for issuance of an Immediate action TCTO is identified, the agency with management responsibility evaluates the situation for alternative courses of action. If an alternative is not feasible, that agency takes the actions described in this TO.

9.10.2.1 ITCTOs must be issued within a maximum of 24 hours for Immediate, 48 hours for Urgent action situations, and 5 working days for interim Routine action O and I level safety inspection ITCTOs. ITCTOs must either provide a fix within that time or the ITCTO will provide instructions to "safe" the system or commodity. When a fix is determined, it will be issued as a new TCTO or an ITCTO supplement. Immediate action ITCTO messages shall be sent using an Immediate message precedence.

9.10.2.2 Prepare the ITCTO IAW MIL-DTL-38804D.

9.11 ITCTO DISTRIBUTION.

9.11.1 ITCTO Distribution Methods. ITCTOs (Immediate action; Urgent action; or Record) shall be distributed by signed and encrypted e-mails to Organizational Mailboxes IAW TO 00-5-3.

a. The organizational mailbox owner submits a work request to the computer support office.

b. A Trusted Agent letter is created for each organizational mailbox user and submitted to the base network administration office, which in turn requests a PKI certificate for each user.

c. The base network administration office provides the issued PKI certificates to the computer support office.

d. The computer support office installs the PKI certificates on the appropriate user's computer.

e. Authorized users can now send and receive digitally signed/encrypted mail directly from the organizational mailbox.

f. The authorized methods and procedures for disseminating controlled, unclassified information (CUI), applicable for any technical data (including Technical Orders, ITCTOs, Technical Reports, Test Data, etc.) with STINFO distribution statements are resident in TO 00-5-3.

9.11.2 Address Lists For ITCTO Distribution. The responsible activity shall establish and maintain ALs or Personal Distribution Lists (PDL) for ITCTO distribution according to this TO. During the development/production phase of a program, the AL will either be developed by the TO manager or from an existing AL verified based on known users of the TO series involved. AFMC/A4UE maintains an embedded list of Senior Leaders who will automatically receive each ITCTO Advance Notification sent. However, the responsible activity shall ensure that the addressees on the AL and PDL are current and in sync with the Global Address List (GAL). During the sustainment phase, the TO Manager will obtain a JCALS report

of ID by TO Number identifying users with established requirements for specific TO or TCTO series for use in preparing/ updating the AL. TODOs on ID for TCTO series headers are responsible for periodically checking applicable ALs to ensure the parent unit is included (TO 00-5-1).

NOTE

- Base Administrative Management functions are not responsible for local distribution of ITCTOs to units that are assigned a TODO code by LCMC/EZG. AFMC TODOs affected by an ITCTO are to be included in individual ALs and/or PDLs established for distribution of ITCTOs.
- Countries not supported through the SAP may receive ITCTOs if disclosure is authorized; however, the country must request to be placed on the distribution list through the USAF approving agency (TO 00-5-19).

9.12 THREE-STEP PROCESS.

As depicted in Figure 9-4, Three-Step Notification Process Flow Chart, depicts the critical path of the interim advance notification process. While this illustrates the ease and responsibilities of accomplishing the issuance of an advance notification, the preceding paragraphs in this chapter must still be adhered to in order to ensure that the process is both thorough and expeditious manner.

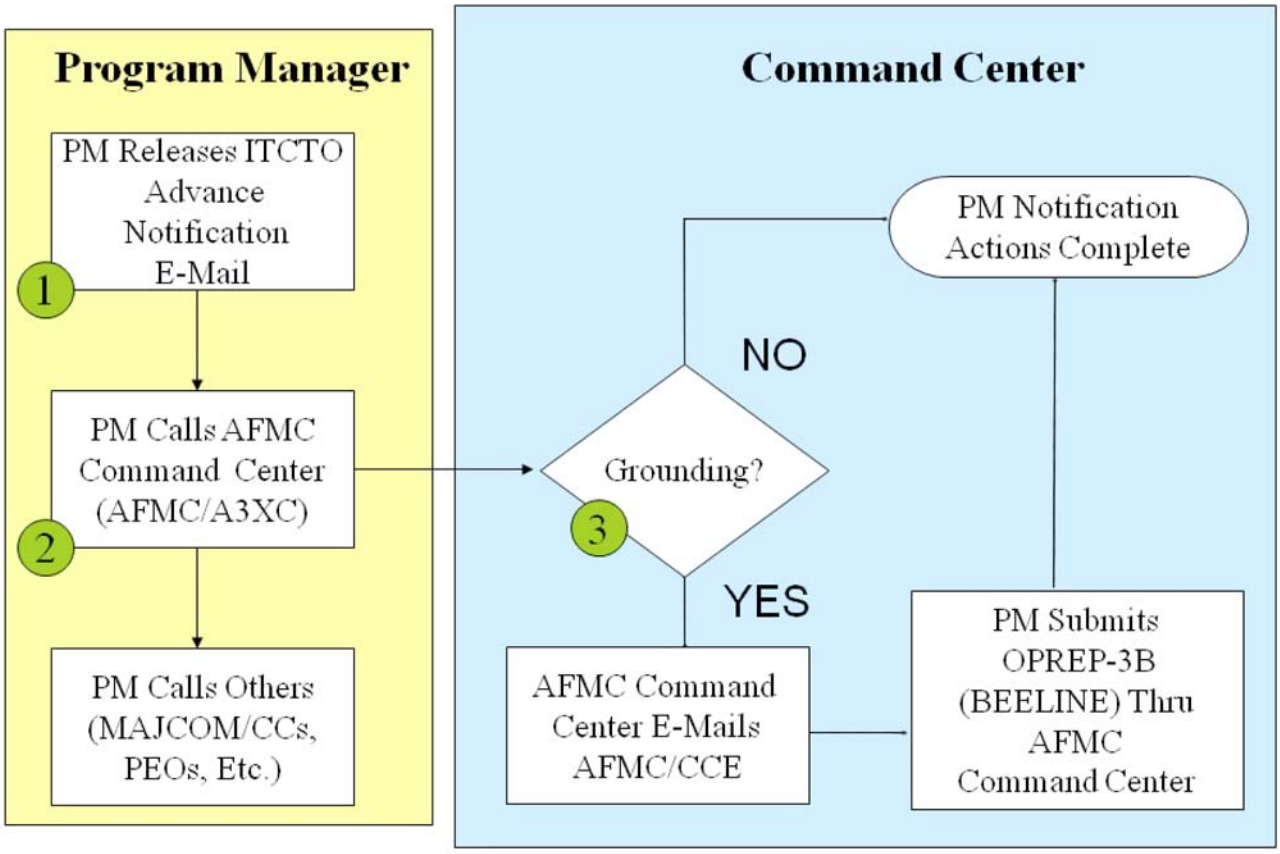

Figure 9-4. Three-Step Notification Process Flow Chart

APPENDIX A
MAINTENANCE INFORMATION MANAGEMENT SYSTEM (MIMS) DESCRIPTIONS

A.1 RELIABILITY AND MAINTAINABILITY INFORMATION SYSTEM (REMIS) (G099).

The intent of Table A-1, Reliability and Maintainability Information System (REMIS) (G099), is to provide you, the user, insight into the REMIS MIMS also known as G099. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-1. Reliability and Maintainability Information System (REMIS) (G099)

Attributes		
Accumulates data and provides information necessary to support the AF equipment maintenance program; Provides accurate, near-real-time data accessibility to all levels of management; Tracks TCTO Data: • TCTO Number • TCTO Type • TCTO Compliance Period TCTO Rescission Date; Designated as the primary AF database for collecting and processing equipment maintenance information and supporting the objectives of the Reliability and Maintainability (R&M) 2000 program; Master repository for all Air Force TCTO records and reports, except classified Programs; Structured by weapon system or major equipment category (e.g., engines) using distributive processing techniques; Equipment Inventory, Multiple Status, Utilization Reporting Subsystem (EIMSURS), Product Performance Subsystem (PPS), and GCSAS receive inputs from on-line users: CAMS, contractors, and other AF data systems, in both batch and on-line modes; AF organizations may query the database, update validation tables, download data, and perform other functions within the security and/or access limits established by their approved user identifications and database views		
Related Government References	Interfaces	Application Subsystems
AFI 21-101, Aircraft and Equipment Maintenance Management; TO 00-20-2, Maintenance Data Documentation; TO 00-5-15, Air Force Time Compliance Technical Order Process	Interface with and accept inputs from the IMDS and G081 (CAMS for Mobility) through the Defense Data Network. Other interfaces use the AFMC local area network or Defense Commercial Telecommunications Network	Three application subsystems provide uniform user interface, processing and reporting capabilities: • Equipment Inventory, Multiple Status, Utilization Reporting Subsystem (EIMSURS) • Generic Configuration Status Accounting Subsystem (GCSAS) • Product Performance Subsystem (PPS)

A.2 GENERIC CONFIGURATION STATUS ACCOUNTING SUBSYSTEM (GCSAS).

The intent of Table A-2, Generic Configuration Status Accounting Subsystem (GCSAS), is to provide you, the user, insight into the GCSAS MIMS. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-2. Generic Configuration Status Accounting Subsystem (GCSAS)

Attributes		
Single unified information source for all Air Force military system configuration status accounting. The GCSAS replaces the functions of the Standard Configuration Management System, Advanced Configuration Management System, and Commodity Configuration Management System and provides CPIN tracking and status checking; Provides cradle-to-grave tracking of serially controlled configuration items; Initializes TCTO and baseline configuration records in order to provide all organizational levels the capability to manage assigned equipment; Facilitates administration and management of TCTO programs by establishing TCTO to TCTO relationships, cross-referencing commodity TCTO to aircraft TCTO, recording/clearing waivers/deviations through TCTO action, and providing comprehensive TCTO reporting and queries; Facilitates approved part replacement checks.		
Related Government References	Interfaces	Application Subsystems
AFI 21-101, Aircraft and Equipment Maintenance Management; TO 00-20-2, Maintenance Data Documentation; TO 00-5-15, Air Force Time Compliance Technical Order Process	Interfaces with Reliability and Maintainability Information System (REMIS) (G099)	Reliability and Maintainability Information System REMIS (G099)

A.3 COMPREHENSIVE ENGINE MANAGEMENT SYSTEM (CEMS) (D042).

The intent of Table A-3, Comprehensive Engine Management System (CEMS) (D042), is to provide you, the user, insight into the CEMS MIMS. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-3. Comprehensive Engine Management System (CEMS) (D042)

Attributes
USAF standard data system for the tracking of Air Force Engine Status, Accountability, TCTO, Critical parts life tracking; Congressional Financial reporting; Supports the On-Condition Maintenance (OCM) and Reliability Centered Maintenance (RCM) concepts for engines; AF organizations report data to the system on-line interactive mode via terminal or through the IBEMs program that requires only a single input for the updating of both CEMS and CAMS; User may query the CEMS databases, download data, and perform other functions within the security and/or access limits established by their approved user identifications. This is accomplished through the use of a menu-driven on-line (IMS) and Time Sharing Options (TSO) programs; CEMS identifies owning SRAN, status, condition and configuration information for all CEMS accountable engines by serial number and Configuration Item Identifier (CII); Engine, module and tracking component TCTO completion, and status actions must be submitted to CEMS; Incorporates the Engine Configuration Management System (ECMS). The ECMS capabilities of CEMS include the total TCTO management of serialized, trackable engines and related component parts from initialization to history status after retirement/rescission;

Table A-3. Comprehensive Engine Management System (CEMS) (D042) - Continued

CEMS data will be validated during the reporting action based on coded edits and tables. These edits and tables are maintained by the requirements generated by the propulsion management community and approved by the CEMS Configuration Control Board (CCB) that is chaired by LCMC/EZG and staffed by the Major Command Engine Managers and Propulsion Management Divisions located at the LCMCs.		
Related Government References	Interfaces	Application Subsystems
AFI 21-104, Selective Management of Selected Gas Turbine Engines; TO 00-25-5-1-x series of TOs; TO 00-25-254-1, Comprehensive Engine Management System Engine Configuration, Status and TCTO Reporting Procedures; TO 00-20-2, Maintenance Data Documentation; TO 00-5-15, Air Force Time Compliance Technical Order Process	Interfaces with G081 (CAMS for Mobility); Reliability and Maintainability Information System REMIS (G099); IMDS	Structured into seven major sub-systems: • DO42A Status Reporting • DO42B Inventory/Financial Management • DO42C Allocation and Distribution • DO42D Pipeline Analysis • DO42E Configuration Management • DO42F Time Compliance Technical Order (TCTO) Management • DO42G Actuarial Experience Computation

A.4 CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) (G054).

The intent of Table A-4, Core Automated Maintenance System (CAMS) (G054), is to provide you, the user, insight into the CAMS MIMS. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-4. Core Automated Maintenance System (CAMS) (G054)

Attributes
CAMS performs three general functions: • Updates of the database • Retrieval of information from the database for local use • Reporting of data required by higher HQs; Provides accurate, near-real-time data accessibility to all levels of management; Tracks TCTO Data: • TCTO Number • TCTO Type • TCTO Compliance Period TCTO Rescission Date;

Table A-4. Core Automated Maintenance System (CAMS) (G054) - Continued

Designated as the primary AF database for collecting and processing equipment maintenance information and supporting the objectives of the R&M 2000 program; Structured by weapon system or major equipment category (e.g., engines) using distributive processing techniques; EIMSURS, PPS, and GCSAS receive inputs from on-line users: CAMS, contractors, and other AF data systems, in both batch and on-line modes; AF organizations may query the database, update validation tables, download data, and perform other functions within the security and/or access limits established by their approved user identifications and database views		
Related Government References	Interfaces	Application Subsystems
AFI 21-101, Aircraft and Equipment Maintenance Management; TO 00-20-2, Maintenance Data Documentation; TO 00-5-15, Air Force Time Compliance Technical Order (TCTO) Process	Interface with and accept inputs from the IMDS and G081 (CAMS for Mobility) through the Defense Data Network. Other interfaces use the AFMC local area network or Defense Commercial Telecommunications Network	Three application subsystems provide uniform user interface, processing and reporting capabilities: • Equipment Inventory, Multiple Status, Utilization Reporting Subsystem (EIMSURS) • Generic Configuration Status Accounting Subsystem (GCSAS) • Product Performance Subsystem (PPS)

Table A-5. Air Force Total Ownership Cost (AFTOC) Management System

Attributes		
Visibility and Management of Operating and Support Cost (VAMOSC) system was developed to improve management's decision making capability by compiling, consolidating, and maintaining a broader range of historical Operating and Support (O&S) cost data; Provides the visibility of weapon systems' O&S cost so that others may manage these costs within the life cycle cost process; The three main objectives of the VAMOSC system are: • Provide the DoD and USAF with visibility of O&S costs at the Mission, Design, and Series (MDS) and component WUC levels for aircraft and the Type, Model, and Series (TMS) level for ground C-E equipment; • Provide the means to collect, maintain, and portray historical O&S cost data for weapon systems in terms of cost elements most useful to DoD and AF management requirements that are related to the Cost Analysis Improvement Group (CAIG) format; • Expand AF weapon system O&S cost Management Information Systems (MIS) to obtain detailed data on weapon systems, subsystems, and replaceable component maintenance costs for use in making equipment replacement or modification decisions. Maintenance cost elements (labor, materiel, and support) must be identified for the subsystem and replaceable components which comprise system maintenance costs. Collects O&S costs and relating them to the MDS and/or TMS level for aircraft and C-E systems; Provides improved logistics support cost information for use in acquisition planning, trade-off analysis studies, and budget requirements submissions; Maintains a historical database of logistics cost data for a minimum of 10 years; Relates costs to components for aircraft and engines through use of a National Stock Number (NSN) and/or WUC cross reference file;		
Program is a repository of information for personnel throughout the AF as a tool to aid in accomplishing the following:		
Force and/or support program balance	Support resource planning	Logistics support alternatives

Table A-5. Air Force Total Ownership Cost (AFTOC) Management System - Continued

Weapon system comparisons	Design trade studies to set Reliability and Maintainability (R&M) goals	Affordability studies
Warranty and/or contractor support analysis	Equipment maintenance management	
Primarily used by Program Managers (PM), Item Managers (IM), Equipment Specialists (ES), and R&M analysts.		

Related Government References	Interfaces	Application Subsystems
AFI 21-101, Aircraft and Equipment Maintenance Management; TO 00-20-2, Maintenance Data Documentation	Interface Weapon System Cost Retrieval System (WSCRS, H036C); EIMSURS; PPS; GCSAS	Three application subsystems provide uniform user interface, processing and reporting capabilities: • Weapon System Support Cost System (WSSCS) • Component Support Cost System (CSCS) • C-E

A.5 CORE AUTOMATED MAINTENANCE SYSTEM FOR AIRLIFT (CAMAS) (G081).

The intent of Table A-6, Core Automated Maintenance System for Airlift (CAMAS) (G081), is to provide you, the user, insight into the CAMAS MIMS. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-6. Core Automated Maintenance System for Airlift (CAMAS) (G081)

Attributes
CAMS for Airlift G081 provides both a maintenance management system and a logistics command and control system for the C-5, C-9, C-130, C-141, KC-10, KC-135 and C-17 fleets; Operates on a central database located at Tinker AFB utilizing an Amdahl mainframe; Provides fleet-wide visibility of status and location of aircraft, discrepancy history, TCTO status, MDD history, personnel, back shop production control, training, SE, and AGE; Provides base maintenance managers the ability to track each aircraft and determine what maintenance is required to get the aircraft available for generation; Provides HQ AMC/TACC logistics command and control with the ability to determine where aircraft are located and their status as an aid to decision making process. The system is continuously modified to meet their requirements

Related Government References	Interfaces	Application Subsystems
AFI 21-101, Aircraft and Equipment Maintenance Management; AFI 21-103, Equipment Inventory, Status and Utilization Reporting; TO 00-20-2, Maintenance Data Documentation; TO 00-5-15, Air Force Time Compliance Technical Order (TCTO) Process	Interfaces with CEMS (D042); Global Decision Support System (GDSS)	

GLOSSARY

A

AFTER DATA — Portions or segments of data depicting changes made to an item. “After data” must be added to existing data packages such as TOs as modification tasks begin, so both the old and new configurations are represented until all items have been modified. At that time, if required, the “Before Data” may be removed leaving the “After Data” (see Before Data).

AIR LOGISTIC CENTER (ALC) — The AFMC component having responsibility for the sustainment phase of a system or commodity life cycle, including the related TOs. Under the “Air Force Five Center Construct” LCMC Operating Location (OL) ALCs (e.g., Hill AFB, Tinker AFB, Robins AFB) perform depot-level maintenance on assigned systems and commodities during sustainment. (Some Product Centers have assumed cradle-to-grave life cycle management of specific weapon systems.)

ABEYANCE — Compliance with TCTOs and ITCTOs may be suspended by the Technical Content Manager (TCM)/ Production Management Specialist (PMS) when safety hazards or possible equipment-damaging problems are discovered with the TCTO procedures. When this occurs, TCTOs are said to be in abeyance. TCTOs cannot be held in abeyance past the rescission date, and cannot be extended unless the suspension has been lifted. ITCTOs may only be held in abeyance for 90 days, after which the TCTO must either be rescinded or released for compliance.

B

BEFORE DATA — Existing data describing an item configuration prior to being changed for a modification. This data is left intact until a modification is completed (see After Data).

BAILMENT (BAILING) — Temporary transfer of government equipment to another agency for use, modification, test or maintenance. Bailment does not change ownership of the assets.

BASELINE — A configuration identification document or set of such documents formally designated and fixed at a specific time during a configuration item life cycle. Baselines, plus approved changes from baselines, constitute the current configuration identification.

C

CHIEF ENGINEER (CE) — The individual responsible for OSS&E and all system technical activities, including engineering and configuration changes, in support of the Group Director/Commander.

CONTRACTOR FIELD TEAM — Non-government team contracted to complete required TCTO work for the government at base, deployed, and other locations.

COMMODITY — A designated item, subsystem, or system which is not identified as a weapon or military system. Commodities are grouped into Product Groups or Materiel Groups which possess similar characteristics and applications benefiting from similar developmental, acquisition, and logistics support management processes.

COMPUTER PROGRAM (CP) — The software (code) containing a sequence of operating instructions or data in a format suitable for use with a particular computer system, provided on magnetic tapes, floppy disks, or other physical or electronic media.

CONFIGURATION — The functional and/or physical characteristics of hardware and software as set forth in technical documentation and achieved in a product.

CONFIGURATION CHANGES — Alteration of the form, fit or function of a configuration item.

CONFIGURATION CONTROL — The systematic evaluation, coordination, and approval or disapproval of all proposed changes in the configuration of a baselined Configuration Item (CI), and implementation of approved changes.

CONFIGURATION CONTROL BOARD (CCB) — A board composed of representatives from program or project functional areas such as engineering, configuration management, procurement, production, test, logistic support, training activities and using and supporting organizations. The board approves or disapproves Engineering Change Proposals (ECP), approves conversion of ECPs to TCTOs if applicable, and issues implementation instructions.

CONFIGURATION ITEM (CI) — An aggregation of hardware and/or software, or any portion thereof, that satisfies a function and is designated for configuration control. Items that reflect the current approved configuration of military systems and/or commodities currently in the Air Force operational inventory. Operation and maintenance of a CI requires the use of the latest TO information listed in the TO Catalog.

CONFIGURATION MANAGEMENT — A discipline applying technical and administrative direction and surveillance to (1) identify and document the functional and physical characteristics of a CI, (2) control changes to those characteristics, and (3) record and report change processing and implementation status.

CONTRACT MAINTENANCE — The maintenance of systems or commodities performed by commercial organizations (including prime contractors) under contract on a one-time or continuing basis without distinction as to level of maintenance accomplished.

CUMULATIVE TCTO SUPPLEMENT — This type of TCTO supplement is issued to make corrections to an existing TCTO Supplement. The cumulative supplement replaces the affected supplement, and is basically the same supplement with changed or added information included. The changes are indicated by change symbols.

D

DATA CODE — Data codes are unique identifiers. A Data Code is a seven-digit data code that is the key data element used to maintain TCTO records. The first two digits identify the equipment TO category (TO 00-5-18); the remaining five digits identify and maintain serialization control. Data Code Numbers are requested through the JCALS “Assign a TCTO Number” function, and the next sequential number in the TCTO Series is automatically assigned by the JCALS system. Blocks of Data Codes are also provided by OC-ALC/ENGLA to individual organizations to compensate for duplicate numbers issued by JCALS (see Chapter 4).

DEPOT-LEVEL MAINTENANCE — The level of maintenance consisting of those on- and off-equipment tasks performed using highly specialized skills, sophisticated shop equipment, or special facilities of an ALC, centralized repair activity, contractor facility, or, in some cases, by field teams at an operating location. Maintenance performed at a depot also includes those organizational and intermediate-level tasks required to prepare for depot maintenance, and, if negotiated between the depot and the operating command, scheduled field-level inspections, preventative maintenance or TCTOs which come due while equipment is at the ALC for PDM.

DEVELOPMENT SYSTEM MANAGER (DSM) — The lead individual at a Product Center (PC) when a PM located at an ALC delegates a specific development task to the Product Center. The DSM reports directly to the PM.

DISTRIBUTION STATEMENT — A statement used in marking a technical document, regardless of publication media or form, to denote the extent of its availability for distribution, release, and disclosure without additional approvals and authorizations from the controlling DoD office. See DoDD 5230.24 and AFI 61-204.

E

ENGINEERING CHANGE PROPOSAL (ECP) — A proposed engineering change and the documentation that describes and suggests the change. ECPs are submitted to the PM by contractors or from internal Air Force sources.

ENHANCED TECHNICAL INFORMATION MANAGEMENT SYSTEM (ETIMS) — ETIMS is the Air Force system for managing Technical Order (TO) libraries, managing the distribution and printing of paper TOs, and managing, storing and distributing electronic TOs (eTO).

— Any AF Portal user will be able to view AF TO Catalog information for active AF TOs and view eTOs on line. To gain authorization to view eTOs, an AF Portal user must contact their organization TO Distribution Office (TODO) TO Library POC. TODO POC access to the ETIMS application requires an AFTO Form 43 (This URL is http://www.e-publishing.af.mil/shared/media/epubs/AFTO43.xfdl) to establish a new TO account or to change information on an existing account. For access to training, user manuals and related application information please visit the ETIMS CoP (This URL is https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-LG-MC-14-56&Filter=OO-LG-MC-14). To submit questions about the application or functional issues (TO Processes/Training) contact the AF Technical Order Functional Support Team (AFTOFST), call DSN 872-9300, Comm 850-882-9300, E-mail: af.etimstofst@eglin.af.mil.

EQUIPMENT END ITEM — A component or components and necessary assemblies, subassemblies, and parts connected or associated to perform an operational function and which may or may not need to be installed or used with other items to fulfill an operational mission.

EQUIPMENT SPECIALIST (ES) — The individual or position responsible for assisting the acquisition team during the development/production phase and for technical management of a system, subsystem or commodity during the sustainment phase of a program.

F

FEDERAL STOCK CLASSIFICATION CODE — The FSC Code is the most general description. It is a 4-digit number that is assigned based on end use. Therefore, it is possible for the same item to have more than one FSC Code if it is commonly used for more than one purpose.

FIELD-LEVEL MAINTENANCE — On- or off-equipment maintenance performed at an operating location. Field-level includes the traditional Organizational-level and portions of Intermediate-level maintenance under the two-level maintenance concept (the rest of intermediate-level maintenance is covered under depot-level maintenance).

FORMAL TCTO — MILSPEC-developed TCTOs approved for operation and maintenance that are printed and available for distribution in the Air Force Standard TO Management System. Formal TCTOs also apply to commercial manuals that have been assigned a TO number following review and acceptance by the Air Force.

FORM, FIT, AND FUNCTION — The physical and functional characteristics of an end item, but not the characteristics of any of the item components.

G

GIDEP — A cooperative activity between government and industry seeking to reduce or eliminate expenditures of resources by sharing technical information essential during research, design, development, production and operational phases of the life cycle of systems, facilities and equipment.

GROUP A KIT — The items, parts, or components to be permanently or semi-permanently installed in a CI to support, secure, interconnect, or accommodate the equipment provided in the modification Group B kit.

GROUP B KIT — The equipment which, when installed in a CI with a Group A kit, completes a modification. These kits are normally removable.

I

INITIATOR — The individual who develops TCTO documentation and manages TCTO development and compliance.

INTEGRATED WEAPON SYSTEM MANAGEMENT (IWSM) — Empowerment of a program manager (PM) with authority over the widest range of military system program decisions and resources to satisfy customer requirements through the life cycle of that system. This is the Air Force (AF) management philosophy for all military systems and commodities.

INTERACTIVE ELECTRONIC TECHNICAL MANUAL — An "information oriented", digital technical manual whose format and style are optimized for computer presentation. IETM organization facilitates easy user access to technical information while the display device provides interactive procedural guidance, navigational directions, and supplemental information. An IETM facilitates the interchange of maintenance manual information with logistic support data supplemental to maintenance, such as maintenance data collection, training documentation, supply interface and data presentation control.

INTERMEDIATE-LEVEL MAINTENANCE — Those off-equipment tasks performed at the base level under the three-level maintenance concept, usually in a maintenance shop environment.

ITEM MANAGER — An individual within an organization assigned management responsibility for one or more specific items of hardware.

L

LEAD COMMAND — The Air Force assigns responsibility for overall management of each system to a "Lead Command" to ensure that all requirements associated with every system receive comprehensive and equitable consideration. This Lead Command provides a primary input into the process of developing and maintaining a force structure with a balance of complementary capabilities, and the command establishes a basis for rational allocation of scarce resources among competing requirements. When only one command possesses a system or commodity, that command is automatically assigned as Lead Command. See AFPD 10-9, Lead Command Designation and Responsibilities for Weapon Systems and AFI 10-901, Lead Operating Command - Communications and Information Systems Management, for Lead Command assignments on shared systems.

M

MAINTAINABILITY — The measure of the ability of an item to be kept in or restored to a specified condition when maintenance is performed by personnel having specified skill levels, using prescribed procedures and resources, at each prescribed level of maintenance and repair.

MAJOR COMMAND (MAJCOM) — The activity at the higher echelon responsible for management and command control of systems or commodities. For purposes of this TO, "MAJCOM" includes Field Operating Agencies (FOA) and Direct Reporting Units (DRU).

MILITARY SYSTEM — The generic phrase used to describe the systems developed and supported by AFMC and to which IWSM is applicable. The specific definition is "A discrete stand-alone collection of systems and related resources which, in conjunction with user support and operation, provides a capability to accomplish a specific military mission."

MISSION DESIGN SERIES (MDS) — The first part is a letter which denotes the kind of aircraft and the second part is a number which tells the model of the aircraft. (e.g. F-Fighter, 16-Model).

MODIFICATION — Changes that either retrofit or update a configuration of a CI.

N

NIPRNET — Web site that limits access to individuals with a valid DoD approved CAC credential and in accordance with Depart of Defense Manual (DoDM) 5200.01-V4 regarding access to CUI. CUI publications and forms may be posted to the unclassified NIPRNet Web Map Service (WMS).

NON-CONFIGURED EQUIPMENT — Equipment that is representative of but does not reflect the current configuration of vehicles or systems in the Air Force operational inventory (e.g., a prototype of a new aircraft which will not be updated to the final approved configuration or a test-bed aircraft used to flight test and evaluate aeronautical commodities and subsystems.) The latest issues of the TO information compatible with the specific items of equipment are mandatory for use with this equipment; this technical data might not be listed in the TO Catalog.

O

OFF-EQUIPMENT MAINTENANCE — Maintenance tasks that are not or cannot be effectively performed on the military system or commodity end item, but require the removal of the component to a repair shop and the use of repair shop resources. Does not include end items such as aircraft engines or electronic countermeasures, gun pods, etc.

ON-CONDITION MAINTENANCE — Application of inspection and testing procedures and techniques without removal or disassembly that allow the condition of the equipment to dictate the need for maintenance or the extent of repair or overhaul required to restore serviceability. Upon failure or through attrition is not authorized.

ON-EQUIPMENT MAINTENANCE — Maintenance tasks that are or can be effectively accomplished on the military system or commodity end item.

OPERATING COMMAND — The MAJCOM(s) responsible for operating a system, subsystem, or commodity end item. Generally, the term applies to those commands or organizations designated by the USAF to conduct or participate in operations or operational testing.

OPERATING LOCATION (OL) — Generally, a physical location where military systems or commodities are assigned, operated, and maintained. The AFMC component having responsibility for the sustainment phase of a system or commodity life cycle, including the related TOs. LCMC OL ALCs perform depot-level maintenance on assigned systems and commodities during sustainment. (Some Product Centers have assumed cradle-to-grave life cycle management of specific weapon systems.)

ORGANIC MAINTENANCE — Maintenance performed by the government under military control, using government-owned or controlled facilities, tools, test equipment, spares, repair parts, and military or civilian personnel.

ORGANIZATIONAL-LEVEL MAINTENANCE — The level of maintenance consisting of those on-equipment tasks normally performed using the resources of a using command at an operating location.

P

PRELIMINARY TECHNICAL ORDERS (PTOS) — PTOs are in-work drafts of TOs from initial assignment of TO numbers until formalization. PTOs are assigned a TO number and are identified by a warning and the word “PRELIMINARY” on the title page; PTOs will contain a Verification Status Page (VSP) (MIL-STD-38784A).

PRODUCT GROUP — A compilation of several specific commodities in all life cycle phases, characterized by an ongoing development requirement and a much larger cumulative sustainment effort. A Product Group consists of commodities that can benefit from common management practices.

PRODUCT GROUP MANAGER (PGM) — The Program Manager for a Product Group, who has the same responsibilities as a System Program Director for the assigned products.

PRODUCTION CHANGE — A configuration change affected during the manufacture (production) of a CI, which may result in a retrofit change to units of the CI already deployed.

PRODUCTION MANAGEMENT ACTIVITY (PMA) — The program office that has responsibility for the acquisition and/or sustainment of a weapon system or commodity.

PROGRAM MANAGER (PM) — PM as used in this manual encompasses the terms Single Manager (SM), System Program Manager (SPM), System Program Director (SPD), System Support Manager (SSM) and Development System Manager (DSM) IAW DoDD 5000.01. The PM is the designated individual, with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the milestone decision authority. Applies collectively to system program directors, product group managers, single managers, acquisition program managers, and weapon system managers. The PM has total life cycle system management authority.

PRODUCTION MANAGEMENT SPECIALIST (PMS) — The individual within the PMA responsible for ensuring the accuracy of the modification documentation packages (i.e., AFTO Forms 873, 874, and 875), modification coordination and document processing, TCTO extension/rescission notifications, compliance with the TCTO, installation schedules, and depot field team support.

PROTOTYPE — A model or preliminary design of a system or commodity suitable for evaluation of design, performance, and production potential.

PROGRAM MANAGEMENT DIRECTIVE (PMD) — The PMD is the official Air Force document used to direct program responsibilities to the appropriate MAJCOMs, Program Executive Officer (PEO), Product Center Commander (CC), or appropriate organization for a specific system/subsystem development, modification, acquisition or directed procurement effort.

Q

QUICK MODIFICATION CONCEPT — MAJCOMs, within organizational capabilities, design, develop, prototype, test, and draft changes to documentation for proposed modifications.

R

RAPID ACTION CHANGE (RAC) — Emergency or Urgent TO Changes distributed electronically to correct safety hazards or prevent mission degradation and work stoppages. RACs are formatted like routine TO Changes using the digital TO file composition software to allow seamless merging with the basic TO file. If the RAC is not composed for seamless merging, regardless of presentation format (page- or non-page-oriented), the data must be directly accessible via hyperlink to and from the affected location in the TO.

RELIABILITY — The probability that a system, subsystem, commodity, component, or part will perform a required function under specified conditions without failure for a specified period of time.

RETROFIT CHANGE — Modification of a deployed CI to incorporate changes made on the production line for later items or after production has ended.

REQUEST FOR PROPOSAL (RFP) — The RFP is a document released from Procurement (PK) to contractors requesting technical proposal/bid after PK receives a purchase request (PR). Show when PK receives a PR; when PK expects responses from contractors to RFP; whether contract will be competitive or sole source and, if sole source, to whom; and whether or not the tenants of Acquisition Reform (AR) have been applied to the RFP.

S

SCIENTIFIC AND TECHNICAL INFORMATION (STINFO) — Information relating to research, development, engineering, testing, evaluation, production, operation, use, and maintenance for military products, services, and equipment for military systems. This includes production, engineering, and logistics information. (AFI 61-204)

SIPRNET — Web site that limits access to individuals with a valid DoD approved CAC credential for classified Confidential (C), Secret (S), and Top Secret (TS) publications and forms, the unclassified title will have "(U)" added to the end of the title to identify that it is unclassified. If the title is classified, the words "Classified Title (U)" will be used as the title.

SOFTWARE-ONLY CHANGE (TCTO) — Changes (or TCTOs) to a computer program configuration item (CPCI) which do not affect system or commodity hardware or TO procedures.

SUPPLY CHAIN MANAGER (SCM) — Designated individual(s) at an ALC responsible for managing a line of National Stock Number (NSN)-coded items. SCM functions include requirements determination; cataloging, standardization and engineering data management; stock control and distribution; technical management functions; and pricing for assigned items. SCMs report to ALC Commanders, but are responsible for supplying, repairing, and managing material to support PMs.

SYNTHETIC TCTO HEADER — A TCTO Header may be used when maintenance instructions that are managed outside the Air Force System that update configuration of Contractor Logistics Systems (CLS) managed systems and/or end-items in which configuration control is the responsibility of the Air Force for numbering and management. An example of a synthetic header would be if the F-22 Weapon System met the above scenario, the TCTO Header for the weapon system would be 32-1-F22-501. Classification (such as UNCLASSIFIED or SECRET) and Distribution Statements are to be applied as normal TCTO Headers.

SYSTEM — A final combination of equipment items, technical data, supply support, transportation, policies and procedures which make up a self-sufficient entity designed to perform a specific mission.

SYSTEM PROGRAM DIRECTOR (SPD) — The individual in an AFMC System Program Office (SPO) who is ultimately responsible and accountable for decisions and resources in overall program execution. They are the single face to the user who oversees the seamless process. SPD is the designated title for the single manager of a program who reports to a Program Executive Officer (PEO) or Designated Acquisition Commander (DAC).

SYSTEM PROGRAM OFFICE (SPO) — Is the integrated AFMC organization responsible for cradle-to-grave management of a military system or product group.

SYSTEM SUPPORT MANAGER (SSM) — The lead individual at the ALC responsible for support when the PM is located at a PC. The SSM reports directly to the PM.

T

TECHNICAL CONTENT MANAGER (TCM) — The individual, usually an Equipment Specialist (see definition) or Engineer, responsible for maintaining the accuracy, adequacy, modification, classification, review and currency of the technical content of TOs and TCTOs supporting assigned systems, commodities or processes. TCMs are not generally responsible for style and format or other non-technical aspects of manuals.

TECHNICAL MANUAL — A document that contains operational or maintenance instructions, parts lists or parts (TM) breakdown, or other related technical information or procedures (exclusive of administrative procedures) for weapon system, weapon system component, support equipment or other item procured by DoD. This data can be presented in any form (e.g. hard copy, audio and visual displays, magnetic tape, disks, or other electronic devices).

TECHNICAL ORDER COMPLIANCE (TOC) — That state in which, according to USAF technical order or other military department modification orders, an otherwise serviceable article must be processed by a maintenance activity for the periodic inspection, calibration, test, modification, change, or alteration prior to shipment, issue, or the preparation for initial or continued storage.

TIME COMPLIANCE TECHNICAL ORDER (TCTO) PROCESS — This process is a subset of the overall TO Publication System prescribed by AFPD 21-3, Technical Orders. The TCTO process consists of those policies and procedures used to establish, procure, develop, manage, verify, reproduce, stock, store, issue, comply with and document TCTOs and associated TO Changes and modification kits and special tools, as specified in this TO. The process also involves procedures in the base supply system, the AF Modification Management system, and the Maintenance Documentation system.

TIME COMPLIANCE TECHNICAL ORDER (TCTO) HEADER — Numbering system based on a weapon system, missile, equipment and/or MDS to allow Technical Order Distribution Office (TODO) to establish subscription quantities before the TCTO manager has to determine publication quantities and ID labels have to be requested. TCTO series headers are set up to collect subscription requirements for each military system or commodity level where it is planned to issue TCTO modification and/or inspection requirements. The series header ensure all military system and commodity users get needed support while eliminating distribution to TODOs not concerned with the particular TCTO. (See Chapter 4)

TO LIFE CYCLE MANAGEMENT PLAN (TOLCMP) — The government plan for management of all facts of a major acquisition TO program. Less-than-major programs may not require a TOLCMP.

TO MANAGER — The individual or organization responsible for managing TOs related to systems and commodities assigned in the D086, Mission Workload Assignments System. Management encompasses all activities (except content management) from acquisition through disposal of TOs after the systems or commodities supported leave the Air Force inventory. TO Managers are generally responsible for style, format and other non-technical aspects of manuals.

U

UPDATING CHANGE — A modification to equipment in order to correct deficiencies identified prior to transition from the Development/Production phase to the Sustainment phase.

USING COMMAND — See Operating Command.

V

VERIFICATION — Verification is the process through which Air Force personnel evaluate and prove TOs are accurate, adequate, safe, and usable to support the using command operational and maintenance concepts. TCTO verification establishes validity of the technical instructions and any required modification parts. Newly developed associated manuals and/or updates for those manuals affected by the TCTO will be normally verified at the same time. Verification is required by DoD 5010.12-M, Procedures for the Acquisition and Management of Technical Data and AFPD 21-3.

W

WORK STOPPAGE — Work stoppage refers to the inability to proceed with production on a repair or modification of an end item or commodity, or where a given process stops due to nonconforming material, inadequate technical data, or lack of proper parts, materials, components, tooling or facilities. Halted production of a component or part that prevents the repair or continued scheduled production flow of an end item constitutes a work stoppage.