TO 00-5-17

TECHNICAL MANUAL

USERS MANUAL

USAF

COMPUTER PROGRAM

IDENTIFICATION NUMBERING

(CPIN) SYSTEM

(ATOS)

THIS PUBLICATION SUPERSEDES TO 00-5-17 DATED 15 NOVEMBER 2001

THIS PUBLICATION HAS BEEN EXTENSIVELY REWRITTEN, THEREFORE REVISION BARS HAVE BEEN OMITTED.

DISTRIBUTION STATEMENT: Approved for public release; distribution is unlimited.

Published under authority of the Secretary of the Air Force.

15 MAY 2003

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Original ……………… 0 ………… 15 May 2003

TOTAL NUMBER OF PAGES IN THIS MANUAL IS 44, CONSISTING OF THE FOLLOWING:

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CHAPTER 1
INTRODUCTION

1.1 PURPOSE.

The purpose of this Users Manual is to provide information and guidance to effectively use the USAF Automated Computer Program Identification Number System (ACPINS). This manual is primarily for use by Technical Order Distribution Offices (TODOs) and software customers. It provides methods and procedures for establishing requirements, viewing on-line Computer Program Identification Number (CPIN) Compendiums (indexes), Cross-References, and information about Computer Software Configuration Items (CSCIs). This manual is applicable at all levels within the US Air Force, other US Government offices and agencies, Department of Defense (DoD) contractors, and for Foreign Military Sales (FMS) users. It will be complied with by all US Air Force and FMS organizations requiring or using Mission Critical Software (MCS) for National Security Systems (NSS).

1.2 SCOPE.

1.2.1 General.   The US Air Force has applied the principles of configuration management to software, providing the same degree of management control presently provided for hardware. ACPINS provides a system to identify, manage, requisition, and distribute MCS for NSS, which must be designated and managed as configuration items. Determination and designation of the CSCI is the responsibility of the software manager. A CSCI may consist of a single computer program, or a group of computer programs, which satisfies an end-use function. The configuration of a CSCI is identified through baseline documentation. The software manager may choose to identify the software at a level lower than the CSCI. The software item, either a CSCI, or a Computer Software Component (CSC), (both referred to in this manual as CSCIs), and related documentation will be assigned a CPIN. The data system that is used for assigning and controlling the CPIN is the USAF ACPINS.

1.2.2 Concept.   The ACPIN System is a relational centralized database for on-line, interactive distributed processing. The central database is managed and operated by the CPIN System Section at Oklahoma City Air Logistics Center (OC-ALC/LGLUC) Tinker Air Force Base, Oklahoma. Each SCC/ Managing Center and Air Force Metrology Calibration Program shall have distributed processing capabilities. ACPINS provides a standardized system to identify, manage, and distribute software. The system maintains data associated with each software item, including related engineering documentation, throughout its life cycle. The ACPIN System implements EIA 649 Configuration Management Standards.

1.3 POLICY.

1.3.1 ACPIN System Support Role.   The ACPIN System provides software support to USAF customers world wide. This is accomplished through a standardized method of identifying MCS for NSS with CPINs; providing up-to-date system software status information through ACPINS compendiums and cross-references; providing user software distribution requirements; and providing manager reports and requested data. The system provides the capability to track software being developed by a USAF organization, a DoD contractor or a vendor. It provides the identification and status of software assigned to various management organizations at the system, subsystem, or subelement level. The system provides identification of software requirements for USAF and FMS customers. The ACPIN System supports the USAF software managers and engineers in their task of configuration management as identified in EIA 649, ISO/IEEE 12207 National Consensus Standards for Configuration Management.

1.3.2 ACPINS Responsibilities.   The CPIN System Section is responsible for development, overall management, control, and maintenance of the ACPIN System. It provides central database site management and operational support, which includes FMS case verification review. If problems are encountered with system operation or procedures, it is the responsibility of all ACPINS users to immediately identify these problems to the CPIN System Section. Problems may be identified by e-mail (see Appendix B) or by submitting a Design Problem Report (DPR) on-line.

1.4 DATA SYSTEM.

The ACPIN System utilizes a database system supported by the ORACLE Relational Database Management System (RDBMS) and its processing utilities. The CPIN System Section maintains a database of all ACPINS data. The central database is on-line with ALC SCCs/Managing Centers via Web access. The data contained in the ACPIN System database is a result of inputs by contractors, TODOs, ES(s) and SCC personnel. Most customer support processing is conducted at the

ALC SCC/ Managing Center. The compendium, requirement and distribution, FMS, and historical file data programs utilize the ACPINS database. FMS case data is exchanged daily between ACPINS and the Security Assistance Technical Order Data System (SATODS).

1.5 SECURITY AND PRIVACY.

1.5.1 Security. All data processed within the ACPIN System is unclassified. Data elements may relate to classified software and/or engineering documentation packages, but no classified information will be entered in, processed, stored, or output by the ACPIN System. Access to the system is managed through system controls and customer passwords based on multilevel access approvals granted by the ACPIN System Managers. Classified, Confidential and Secret software may have CPINs assigned and may be distributed through the ACPIN System functions. They will be identified, handled, and stored in accordance with applicable security regulations. Multiple-media software will be identified with the highest classification of the units of media involved. For example, if Disk 2 of a three-disk multiple-media software is classified Secret and Disks 1 and 3 are classified Confidential, the higher classification (Secret) will be applied to all three disks. Each unit must be marked with its appropriate classification; however, the media identification label for all units of the software and the related CPIN compendium entries will indicate the highest classification.

1.5.2 Privacy. No personal data is involved in the ACPIN System; therefore, the provisions of Privacy Act regulations do not apply.

1.6 REFERENCES.

The following references are applicable to this manual:

MIL-STD 196D, Joint Electronic Type Designation System (JETDS)

DoD 5105.38M, Security Assistance Management Manual

DoD 4120.15L, Designation and Naming Military Aerospace Vehicles

AFI 16-201 Disclosure of Military Information to Foreign Governments and International Organizations

AFI 31-401, Information Security Program Management.

AFI 63-107, Integrated Product Support Planning and Assessment

AFMAN 16-101, International Affairs and Security Assistance Management.

AFSSI 5102, Computer Security (COMPUSEC) for Operational Systems supersedes AFR 205-16 Computer Security Policy.

EIA 649, National Consensus Standards for Configuration Management, supercedes MIL-STD 973, Configuration Management.

ISO/IEEE 12207 Standard for Information Technology Software Lifecycle Processes

TO 00-5-1 AF Technical Order System.

TO 00-5-2 Technical Order Distribution System.

TO 00-5-15 Air Force Time Compliance Technical Order System.

TO 00-5-16 Software Managers Manual, Automated Computer Program Identification Number (ACPIN) System

TO 00-5-19 Security Assistance Technical Order Program.

TO 00-35D-54 USAF Deficiency Reporting and Investigating System

CHAPTER 2
SYSTEM FUNCTIONS

2.1   GENERAL.

The ACPIN System performs six major functions:

    a.   Provides for on-line maintenance of the ACPINS database,

    b.   Provides standardized interactive CPIN assignments,

    c.   Provides ACPINS compendiums and cross-references,

    d.   Establishes and maintains user software and compendium requirements,

    e.   Supports software distribution through the generation of labels and related reports, and

    f.   Provides management information periodically and as requested.

2.2   ACPINS DATABASE.

2.2.1   ACPINS Log-on Procedures.   Users are granted access through user authorizations. Authorizations are assigned through the ACPIN System database. Access to the ACPIN System is controlled through a system user ID and password combination assigned by the ACPIN System Manager or SCC/Managing Center. ACPINS is Web-based and can be accessed through its Universal Resource Locator (URL) http://wbcpins.tinker.af.mil.

2.2.2   CPIN Data Entry and Database Maintenance.   This function pertains to establishing and maintaining information in the ACPIN System database. The software developer, software manager, contractor, equipment specialist (ES) and SCC/Managing Center are responsible for entering new CPIN data.

2.2.3   Interactive CPIN Assignment.   The ACPIN System provides interactive assignment of a standardized CPIN. The software's CPIN designator identifies the software baseline, revisions, and versions. All CPINs are assigned and processed through the ACPINS Database. The system reviews all data entries for system compatibility and data accuracy.

2.2.4   Compendiums and Cross-References.   ACPINS compendiums are consolidated indexes of MCS NSS, which provide a precise audit trail of each CPIN by reflecting the current configuration status. A short summary of information is provided for each CPIN and related documentation package. Cross-references of related CPIN information are also provided.

2.2.5   Requirements.   Announcements of newly acquired systems, workload reassignments or transfers, and newly developed software for existing systems, require the using activity to initiate a request for continuing software and compendium distribution requirements. The US Air Force users, including foreign governments, must establish requirements through Technical Order Distribution Offices (TODOs). DoD Contractors with TODO codes shall establish requirements with the approval of the designated Procuring Contract Officers (PCOs) or Administrative Contract Officers (ACOs). All requirements should be input to the on-line ACPIN System for processing and coordination with the managers of the software. TODO sub-account requirements and distribution of software are also the responsibility of established TODOs. These functions and the assignment of TODO account, or subaccount, numbers, etc., will be accomplished by the same methods as outlined in Technical Order 00-5-2. Special TODO instructions for establishing requirements are contained in Section V of this manual.

2.2.6   Distribution.   The ACPIN System supports the distribution of each software item. The system provides mailing labels for established requirements, which are authorized by managers of software. This assures timely distribution to software users and will deny distribution to unauthorized requesters. TODO instructions for distribution procedures are also found in Section V of this manual for USAF and in Section VI of this manual for FMS.

2.2.7   Management Products.   Collected and stored data relative to each CPIN and related engineering documentation are extracted and formed into management products for managers of software within the US Air Force.

CHAPTER 3
COMPUTER PROGRAM IDENTIFICATION NUMBER

3.1   CPIN COMPONENTS.

A CPIN may have two separate components: a CPIN identifier and a suffix. A CPIN identifier is a variable length alphanumeric designator with a minimum length of 14 positions and a maximum length of 40 positions. This includes the dashes, which are used to divide the identifier into four separate fields. A CPIN may be suffixed with a six position revision identifier. When the suffix is used the CPIN may have 46 positions. Once assigned, a CPIN will not change unless a reidentification action is initiated to obtain a new CPIN assignment.

3.1.1 CSCI Designator Pattern.   An example of a CSCI designator for a CPIN using a revision suffix is shown in figures 3-1 & 3-2. Spaces are used to show the separate components. This improves readability in the CPIN compendiums, CSCI media labels, mailing labels, etc. The example identifies a unit under test (UUT) program for a radio receiver transmitter used on an F-15 aircraft.

NOTE

This example is used only to reflect the capabilities of a 46-position CPIN identifier with a suffix. If applicable, a CPIN may contain as few as 14 positions.

3.2   CPIN IDENTIFIER.

The following paragraphs describe the four CPIN identifier fields:

3.2.1 First Field-Category and Major Function (4 Positions/Includes a Dash)..

3.2.1.1 Category.   The category is identified in the first two positions with one of the following two-digit codes.

81	- Aircraft
82	- Missile
83	- Ground Communications-Electronics
84	- Simulators or Trainers
85	- Test Stations or Testers
86	- ACPIN System Testing
87	- General Purpose Computers
88	- Other Computer Programs
89	- Space and Space Vehicles
91	- Command and Control
92	- Precision Weapons

NOTE

Category 86 is used by the CPIN System Section and the ALC SCC/Managing Centers to test system functionality and processes. Although these CPINs will display in reports, these are bogus numbers used for testing only and shall be cancelled when testing is completed.

3.2.1.2 Major Function.   The third position in this field is an alpha code that identifies the major function of the system or subsystem that the CSCI was designed to operate, test, or support. Major function codes authorized for use in the ACPIN System are:

A	- OPERATIONAL FLIGHT PROGRAM (OFP)
B	- ELECTRONIC WARFARE (EW)

C	-	COMMUNICATIONS
D	-	DATA PROCESSING AND/OR DISPLAY
E	-	ENGINES
F	-	FLIGHT CONTROLS
G	-	GUIDANCE
H	-	NAVIGATION
J	-	WEAPONS DELIVERY
K	-	FIRE CONTROL
L	-	MISSILE LAUNCH
M	-	METROLOGY/METEOROLOGY
N	-	ENVIRONMENT AND EGRESS
P	-	PHOTOGRAPHY
Q	-	ELECTRONIC AND ELECTRICAL
R	-	ARMAMENT AND MUNITIONS
S	-	FUEL
T	-	MULTIPLE MAJOR FUNCTIONS

NOTE

The T code should not be confused with function code A, which also pertains to more than one function but is used only for operational flight programs (OFP).

U	-	HYDRAULIC, PNEUMATIC, PNEUDRAULIC, AND VACUUM
V	-	GENERAL PURPOSE OR SUPPORTIVE
W	-	SURVEILLANCE/TRACKING/IFF
X	-	TARGETING
Y	-	NOT USED
Z	-	OTHER

3.2.2 Second Field Subsystem/System Identifiers.

3.2.2.1 General. The variable length, alpha-numeric second field of the CPIN is used to identify the subsystem (e.g., ALQ131V, DSQ35, UYM7) or system (e.g., C5A, AGM86, or 487L), which the CSCI is designed to operate, test, or support. In order to maintain visibility to users and managers, it is preferable to identify the subsystem whenever possible. A standardized subsystem identifier in the CPIN assists management control of subsystems required by the System Program Manager (SPM), Item Manager (IM). Subsystems may be common to various major systems. The second field will consist of the following subsystem/system type identifiers and will not be less than 2 positions or more than 28 positions when linked together.

3.2.2.2 AN Nomenclatures. AN nomenclatures are type designation assignments for electronic systems and subsystems used throughout the Department of Defense. A type designation is definitive in itself in that it will never be duplicated. Subsequent modifications are recognized through the assignment of a modification letter or specific variable configuration number. Nomenclatures and official titles are established by submittal of a DD Form 61 through the MIL-STD 196E Joint Electronic Type Designation System (JETDS). The AN nomenclature should always be used in the second field of the CPIN when this nomenclature has been assigned. When it appears in the CPIN, the AN designator and dashes are omitted. For example, AN/ARC-24 is changed to ARC24. The AN nomenclature that identifies a component with the subsystem/system may be used in the second field of the CPIN to reflect the subsystem/system component. For example, CP-365/ASQ-6 is the subsystem plus the CP-365 component. Virgules (/) are used to separate the designators. Components are often common to various subsystems; therefore, when the component is used in the CPIN, the nomenclature is reversed. For example, CP-365/ASQ-6 will appear as ASQ6/CP365. This provides a more standardized grouping of subsystem/system identifiers and is more suitable for indexing the CPINs. If the AN nomenclature contains a V in parentheses, it identifies a modified subsystem, and the parentheses is omitted. For example, AN/ALR-46(V)2 is changed to ALR46V2. The system designator (model, design, series) is identified in the second field of the CPIN only when the CSCI is system peculiar, or the subsystem

cannot be identified. Example: B-52H, F-15E, E-3A, or LGM-30F would appear in the second field of the CPIN as B52H, F15E, E3A, or LGM30F.

3.2.2.3 <u>Acronyms and Abbreviations</u>. If an appropriate military designated subsystem identifier is available, then acronyms and abbreviations should not be used as subsystem identifiers. However, if this is the only method of identification, the acronym or abbreviation representing the subsystem may be used and will be identified first in the second field of the CPIN (e.g., CADC/F15).

3.2.2.4 <u>Qualifiers</u>. It may be desirable to associate the system or subsystem in the second field of the CPIN with a qualifier to denote a particular application, a managing ALC, physical location, system, acronym, etc. An example would be the use of a qualifier to identify a unit-under-test (UUT) program for a specific circuit card within a subsystem, such as AJN18/IDA6. The qualifier identifies circuit card number IDA6 located in subsystem AN/AJN18. When a subsystem is common to more than one weapon system, the subsystem may be qualified with the applicable system designator. An example is an AN/ARC-type radio set used on various aircraft. For example: -ARC24/A10, - ARC24/C141, -ARC-24/F4. Also, if desired, a foreign country code may be used as a subsystem qualifier. The system or subsystem must be identified first in the second field of the CPIN and the qualifier identified last. The use of qualifiers is an option of the software manager.

3.2.3 <u>Third Field - Type Software and Sequence Number (5 Positions/Includes a Dash)</u>.

3.2.3.1 <u>Type Software</u>. Six alpha codes identify the type of software in the first position of the third field. These codes are:

- F   - Operational
- S   - Support
- T   - In-Place Test
- U   - Unit Under Test
- C   - Combination
- D   - Master

NOTE

D is no longer assigned. Listed for reference purposes only.

3.2.3.2 <u>Sequence Number</u>. A three-digit sequence number beginning with 001 continuing through 999 identifies the number of related CSCIs in a series.

3.2.4 <u>Fourth Field CSCI Baseline or CSCI Version Identifier, and CSCI or Engineering Documentation Indicator (3 Positions)</u>.

3.2.4.1 <u>CSCI Baseline or CSCI Version Identifier (2 Positions)</u>. The first two positions in this field consist of a two-digit number, which identifies either the original CSCI product baseline or a CSCI version. Two zeros (00) will identify the original CSCI product baseline and will be used in the first basic CPIN assignment. Version identifiers will be assigned in numeric sequence starting with "01". A version is a software item, which has been developed from another software item. It is usually the result of a design change to the original baseline. A version identifies software variations or modifications developed to accommodate changes or updates to equipment or basic mission requirements. A version CPIN will normally coexist with the basic CPIN or with the basic CPIN and other versions.

3.2.4.2 <u>CSCI or Documentation Indicator</u>.   The last position of the fourth field indicates whether the CPIN is assigned to a CSCI or to the related engineering documentation. An alpha code A will be assigned in the CPIN for the CSCI. An alpha code D will be assigned for the documentation.

3.3   <u>CPIN SUFFIX</u>.

When a revision number has been assigned to a CPIN identifier, the CPIN will be suffixed with a six position designator. The suffix consists of a three-position "REV" identifier followed by a three-digit revision number (Example: REV 001). Revision numbers usually will be assigned in numerical sequence from 000 through 999. A revision identifies a change or changes accomplished to correct discrepancies to baseline CSCI's and/or engineering documentation. Revised CSCI's always replace the existing baseline CSCI (original CSCI baseline or previous revision), that is, the CSCI is upgraded to a new baseline. The revision number will appear as a suffix to the CPIN in the compendium entry, on the CSCI media label, on the mailing address labels, and in the context of the Time Compliance Technical Order (TCTO), letter, or electronic notice which announces the change to the CSCI.

```
                                                          6-Position
        40-Position Maximum Length for CPIN             Revision Number
        |--------------------------------------|           |------|
         81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A            REV 001

         81-Aircraft Category
              C-Communications
                ARC164-Radio Set
                   RT1145-Receiver Transmitter
                       RRXMTR-Radio Receiver Transmitter
                          F15C/D-Major Weapon System/Subsystem
                              U-Unit Under Test Type Software
                                001-First CPIN in Series
                                   00-Baseline Software
                                      A-Software Program
```

Some CPIN assignments based on the above example may be:

```
CSCI Baseline                    81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A
Documentation                    81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00D

CSCI Revision                    81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00A REV 001
Documentation Revision           81C-ARC164/RT1145/RRXMTR/F15C/D-U001-00D REV 001

CSCI Version                     81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A
Documentation Version            81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01D

CSCI Version Revision            81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01A REV 001
Documentation Version Revision   81C-ARC164/RT1145/RRXMTR/F15C/D-U001-01D REV 001

Combination CPIN Baseline        81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00A
Combination CPIN Revision        81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00D REV 001

Combination Documentation        81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00D
Combination Documentation Rev    81C-ARC164/RT1145/RRXMTR/F15C/D-C001-00D REV 001
```

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Figure 3-1.   CSCI Example

COMPUTER PROGRAM IDENTIFICATION NUMBER (CPIN)

Fourth Field 3 Positions Baseline Software or Version, and Program or Engineering Documentation Package

First Field 3 Positions Category and Major Function

Second Field 27 Positions

Subsystem/System/ AN Nomenclature/ Acronym/Qualifier

Third Field 4 Positions Type Software and Sequence Number

40 Position Number

(Includes 3 Dashes)

6 Position Revision Number
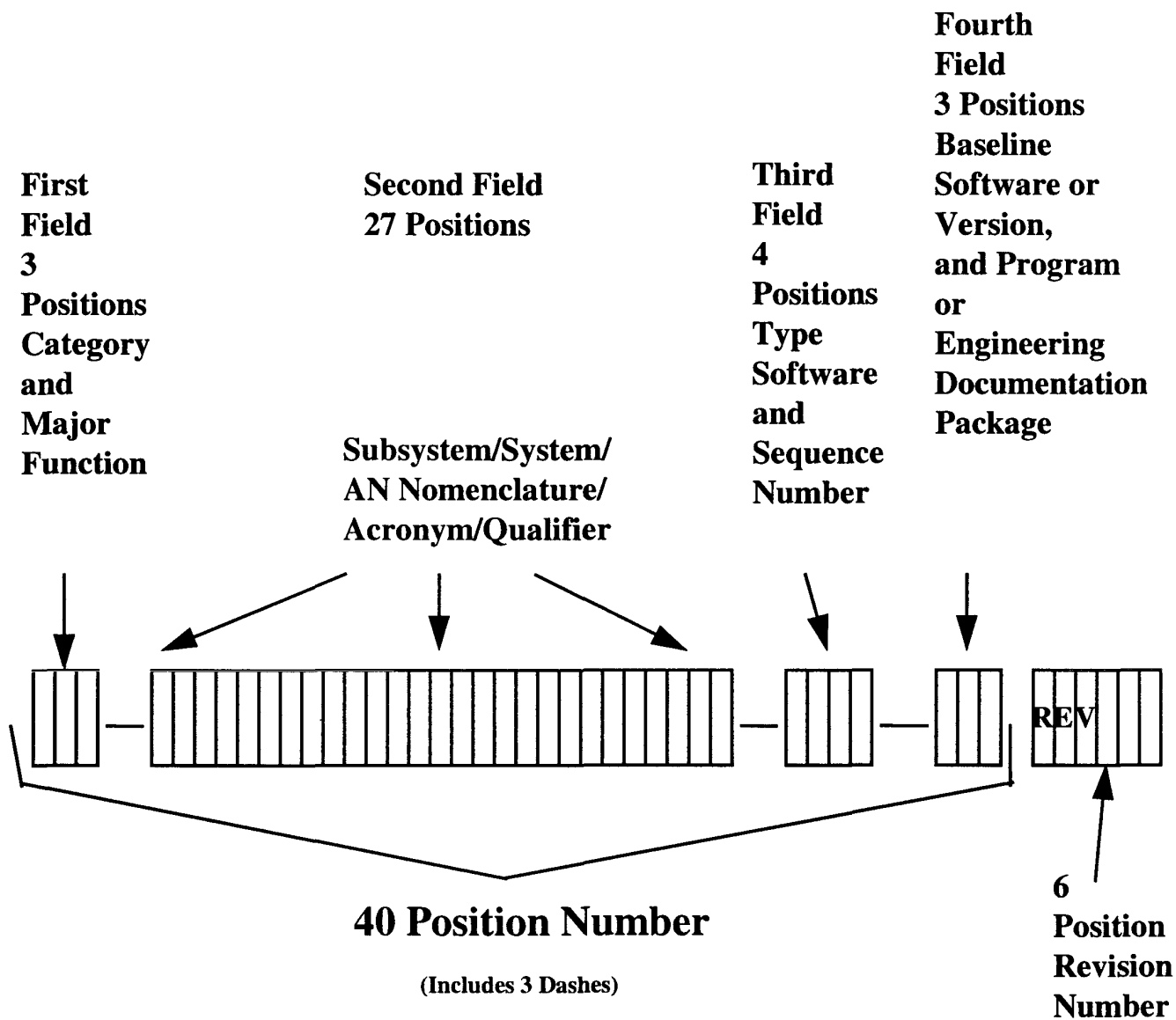
85B - ALQ125/C130A/124896 - F001 - 00A   REV 001

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Figure 3-2.   CSCI Designator Pattern

CHAPTER 4
ACPINS COMPENDIUMS AND CROSS-REFERENCES

4.1 TYPES OF COMPENDIUMS AND CROSS-REFERENCES.

Compendiums (indexes) and cross-references are compiled from data provided by contractors, Equipment Specialists, and Software Control Centers/Managing Centers. Compendium data is available on-line to authorized users who have access to the ACPIN System. The compendiums contain current CPIN lists with applicable information concerning new, updated, or inactivated CSCIs and engineering documentation. The USAF Compendiums, Command Compendiums and USAF Cross-References are not releasable to foreign countries. There are six general types of Compendiums: (1) Cross-References, (2) USAF Compendiums, (3) Country Compendiums, (4) MAJCOM (Command/Nuclear Weapons) Compendiums, (5) System Compendiums, and (6) Index of Compendiums.

NOTE

Index of Compendiums is only used for Country Compendiums reference.

4.2 CROSS-REFERENCES.

The cross-references are quick references, which serve as research aids for selected CPIN data elements, such as, equipment part number to CPIN, etc. They are identified as follows:

 Acronym to CPIN

 Equipment Part Number to CPIN

 Tech Order/Computer Operator Manual to CPIN

 Cage Code, Contractor/SW Part #/Alt ID to CPIN

 Test Station, UUT, ITA to CPIN

 SERD to CPIN

 System, Subsystem, Model to CPIN

LRU/SRU to CPIN

TCTO/IOs to CPIN

National Stock Number to CPIN

Source of Repair to CPIN

Technical Repair Center to CPIN

WUC to CPIN

Control Computer/Equip Part Number/ITA to CPIN

Software Use/Station Type/Suite to CPIN

4.3   USAF COMPENDIUMS.

US Air Force compendiums are available for all CPIN identified CSCIs that are assigned to major equipment or fields of technology. Compendiums and Cross-References are available on-line at the ACPINS Web site, http://wbcpins.tinker.af.mil. They are produced and distributed on diskette or compact disk (CD) by request only. For diskette or CD purposes, USAF compendiums are categorized and identified as follows:

80-1-81 Aircraft

80-1-82 Missiles

80-1-83 Ground Communications-Electronics

80-1-84 Simulators/Trainers

80-1-85 Test Stations/Testers

80-1-87 General Purpose Computers

80-1-88 Other Computer Programs

80-1-89 Space and Space Vehicles

80-1-91 Command and Control

80-1-92 Precision Weapons

NOTE

No Compendium will be distributed for Category 86 CPINs. Category 86 is for test purposes only.

4.4   COUNTRY COMPENDIUMS.

A Country Compendium is available for each foreign country engaged in Security Assistance (SA) that uses CPINs. Each Country Compendium identifies both releasable USAF standard CSCIs and country standard CSCIs used by that respective country. If USAF standard CSCIs are used jointly by the US Air Force and a foreign country they are listed in both the USAF and Country Compendiums. Country standard CSCIs, are not used by the US Air Force and are only listed in the Country Compendiums. Country Compendiums are similar to USAF Compendiums, with the exception that the Country Compendiums will include cross-reference data. The cross-reference data will be the same types as identified for USAF items in paragraph 4.2. Country Compendiums are identified with a compendium number containing a two-position country code. Examples are 80-3-AT (Australia), 80-3-BE (Belgium), etc. These reports are available on-line for the FMS Foreign Liaison Officers assigned in the Conus; however, they may be provided by OC-ALC/LGLUC on disk, CD, or as e-mail attachment to the FMS TODOs by request.

4.5   MAJCOM (COMMAND/NUCLEAR WEAPONS) COMPENDIUMS.

A Command Compendium may be produced for each major command (MAJCOM) and lists all CPINs identified as command-managed. A Command Compendium is identified by a number containing a MAJCOM designator. Examples are 80-2-ACC, 80-2-AMC, etc. Nuclear Weapons Technology (NWT) can be found under the MAJCOM Compendiums by inserting NWT in the MAJCOM field.

4.6   SYSTEM COMPENDIUM.

A System Compendium lists all CPINs identified to that system. Systems are identified with numbers such as B-1, B-2, F-15, F-16, etc. in accordance with DoD Directive 4120.15L.

CHAPTER 5
REQUIREMENTS AND DISTRIBUTION

5.1   GENERAL.

The establishment of requirements for Compendiums, Cross-References, and sofware are made through TODOs. The policy and procedural guidance contained in this section of the manual is directed toward TODOs, their accounts, sub-accounts, and other software customers. The assignment of TODO account or sub-account numbers, and similar TODO functions, shall involve the same methods as outlined in Technical Order 00-5-2 or Technical Order 00-5-19 for the SA participants. The prime SCC/Managing Center or activity responsible for software management is identified in the compendiums with each CPIN entry.

5.2   DISTRIBUTION CODE NUMBERS.

TODO distribution code (account) numbers are used for distribution of ACPINS software. These codes are established by submitting an original copy of the AFTO FORM 43, "USAF Technical Order Distribution Office (TODO) Assignment or Change Request," to OC-ALC/LGLUB, 7851 Arnold St, STE 201, Tinker AFB, OK 73145-9147. The information on the form shall be reviewed for TODO code assignment and approved by the appropriate USAF TODO approving official. The information shall then be provided to the CPIN System Section. The TODO code information will be entered into the TODO Address Maintenance Screen and shall be updated when changes to the AFTO Form 43 are submitted. TODO codes previously established in the Technical Order System may be used. However, in order for the TODO to receive ACPINS products, an AFTO Form 43 (new or revised) shall be submitted containing the following statement: "TODO authorized CPIN compendiums, CSCIs, and related TOs." This information is entered on the form in Block 4 entitled "REMARKS". See Figure 5-1.

NOTE

Mission Critical Software for National Security Systems are controlled, limited distribution items. If a TODO has not obtained the AFTO Form 43 approval statement, any requests for software shall be rejected.

Changes to AFTO Form 43 data shall be made by submitting an AFTO Form 43 Revision. AFTO Form 43 data may establish, revise or cancel USAF Master Address Records. Procedures for AFTO Form 43 submittals are found in TO 00-5-2 (USAF).

5.3   COMPUTER SOFTWARE CONFIGURATION ITEM REQUEST.

5.3.1 On-Line Instructions.   Software distribution requirements may be established on-line at the ACPIN System Order Screen. The customer may also change or cancel ID requirements on this screen, as well as request one-time requisitions. If the on-line system is not available, the AFTO Form 157 is the authorized form used to establish, change, or cancel ID requirements and to request one-time requisitions.

5.3.2 AFTO Form 157 Requests (Figure 5-2).   The AFTO Form 157 is the authorized form used to establish, change, or cancel ID requirements and to request one-time requisitions if the on-line system is not available. If all CPINs on an AFTO Form 157 are from the same SCC/Managing Center, then the AFTO Form 157 should be faxed to that SCC/Managing Center office. (See Appendix B for SCC/Managing Center locations and fax numbers.) If the SCC/Managing Center office is unknown or the software being requested is managed at multiple SCC/Managing Centers, then the form may be faxed to the CPIN System Section, DSN 336-7734. The CPIN System Section shall enter AFTO Form 157 information into the ACPINS database. The AFTO Form 157 consists of three information elements: customer identification and management information entered in Blocks 1 through 8, requirements entered in Part I, and requisition follow-up entered in Part II. The AFTO Form 157 is also used as a release approval document for FMS CPIN case requirements. Duplicate copies of the form for SCC/Managing Centers are not required; the completed and signed original of the form shall suffice. It is important that entries on the form be legibly printed. A slashed zero symbol should be used to indicate the numeric zero. Reference Appendix A for detailed instructions.

NOTE

Requirements for software with different security classifications or software managed by different SCC/Managing Centers or major commands may be submitted on the same AFTO Form 157.

If an authorized TODO does not have access to ACPINS Web site, they may submit their requirements for software via e-mail. The e-mail request shall contain the following information: TODO Code, CPIN, Rev, Security Classification, Type of Request (ID or one-time), Qty and Priority. In addition, the e-mail shall contain the standard e-mail information pertaining to the authorized TODO. The e-mail shall be considered the same as the AFTO Form 157 and shall be retained as an official document.

5.3.3 Requirements Determination.   The establishment of requirements for all ACPINS products is the responsibility of the TODOs. The requirements for software and the number of files maintained shall be the minimum essential to support the assigned mission. The number of software copies needed may be determined by the using activity. Some customers maintain an operational copy and a backup copy of each item. Requirements for software may be determined in several ways: by direct requests from Equipment Specialists, through technical reviews, by reviewing the compendiums, and by considering the using activity's mission and equipment. The first priority is to determine the software required by a customer for a specific application, determine the CPIN assigned, and establish a formal requirement. In some instances, contractors may deliver software to using activities along with the delivery of the related equipment. When this occurs, the software user shall establish ID requirements through the appropriate TODO. This shall be done in order to assure follow-on distribution of software revisions or updates. Configuration control requirements usually restrict or preclude engineering documentation packages from distribution to software users. However, if distribution becomes desirable, documentation requirements shall be processed in the same manner as software requirements.

5.3.4 New Requirements.   When CPINs for software of a new weapon system are assigned and using organizations are identified, the Equipment Specialist at the System Program Office (SPO) shall provide the using organization with a list of the CPINs needed for system support. This shall permit the customers to request the establishment of CPIN Initial Distribution (ID) requirements with their TODO. Requirements for software under development are established before the items are deliverable, and are identified in CPIN compendiums with a PENDING date. When the software becomes operational, the compendium shall reflect a software release date and the software shall be distributed. It is the responsibility of the software manager to ensure the software is released via TCTO, ITCTO, Letter, or by other means identified by the software manager.

5.3.4.1 USAF Software.   The software requirements initiated by US Air Force organizations shall be submitted to their established TODO. The TODO shall consolidate the software requirements, and shall enter them on-line or forward them on an AFTO Form 157 to the applicable SCC/Managing Center. The prime SCC/Managing Center shall be the focal point for the coordination and approval process of software requirements.

5.3.4.2 Command-Managed Software.   Major commands use the ACPIN System to maintain requirements for command-managed software. The MAJCOM TODO may input the requirements on-line or forward an AFTO Form 157 to the SCC/Managing Center or OC-ALC/LGLUC, CPIN System Section, 7851 Arnold Street, Ste 205, Tinker AFB OK 73145-9147.

5.3.4.3 DoD Contractor.   Requirements for software initiated by a DoD contractor TODO shall be forwarded on an AFTO Form 157 to the appropriate Administrative Contracting Officer (ACO), Procurement Contracting Officer (PCO), or Defense Contract Administrative Service Officer (DCASO) for approval. When the requests are approved, the approving officer shall enter an organization address on the form, sign it in Block 2, and submit it to the prime SCC/Managing Center. The requirements shall then be entered into ACPINS. The software requirements shall be transmitted to the prime SCC/Managing Center for review and approval.

NOTE

This requirement does not apply to contractor-operated AF Base TODOs.

5.3.4.4 Foreign Countries.   TODOs of foreign countries and their liaison officers or representatives engaged in SA shall submit AFTO Form 157 requests to the CPIN System Section or prime SCC/Managing Center. Requests shall then be transmitted to the prime SCC/Managing Center for review by the Foreign Disclosure Office (FDO) and applicable equipment specialists. After appropriate approvals, the requests shall be processed. For additional information, refer to Section VI.

NOTE

If an authorized TODO does not have access to ACPINS web site, they may submit their requirements for software via e-mail. The e-mail request shall contain the following information: TODO code, CPIN, Rev, Security Classification, Type of Request (ID or one-time), Qty and Priority. In addition, the e-mail shall contain the standard e-mail information pertaining to the authorized TODO. The e-mail shall be considered the same as the AFTO Form 157 and shall be retained as an official document.

5.3.4.5 <u>Other DoD Organization and US Government Agencies</u>. Requests initiated by other DoD organizations and US government agencies (US Navy, US Army, NASA, FAA, etc.) should be submitted by AFTO Form 157 through appropriate channels and their assigned TODO to the CPIN System Section or prime ALC SCC/Managing Center. The same processing and approvals are required as for US Air Force organizations.

NOTE

If an authorized TODO does not have access to ACPINS Web site, they may submit their requirements for software via e-mail. The e-mail request shall contain the following information: TODO Code, CPIN, Rev, Security Classification, Type of Request (ID or one-time), Qty, and Priority. In addition, the e-mail shall contain the standard e-mail information pertaining to the authorized TODO. The e-mail shall be considered the same as the AFTO Form 157 and shall be retained as an official document.

5.4   TYPES OF REQUESTS.

A dated/released software item may be requested on a one-time basis for use as a replacement, research material, or special purposes. This type of request does not establish continuing update or follow-on distribution requirements in the ACPIN System.

5.4.1 <u>Initial Distribution (ID) Requirements</u>. Initial Distribution requirements for software maybe submitted on line or by AFTO Form 157. (Reference Para 5.3.4)

5.4.1.1 <u>One-Time Requisitions</u>. Requests for one-time requisitions are submitted on-line or by AFTO Form 157. Requisitioning is the procedure for requesting and obtaining one-time distribution of a software item.

NOTE

If an authorized TODO does not have access to ACPINS Web site, they may submit their requirements for software via e-mail. The e-mail request shall contain the following information: TODO code, CPIN, Rev, Security Classification, Type of Request (ID or one-time), Qty and Priority. In addition, the e-mail shall contain the standard e-mail information pertaining to the authorized TODO. The e-mail shall be considered the same as the AFTO Form 157 and shall be retained as an official document.

Pending software cannot be obtained by one-time requisitions. When an organization requests ID requirements for a dated/released CSCI, the customer shall need to also request a one-time quantity in order to receive the dated/previously released CSCI. The ID quantity shall establish requirements for all future revisions automatically. Version CPINs are assigned in the same manner as baseline CPINs; therefore, ID requirements shall be established for each new revision. When CPINs are combined on a single media unit for software delivery, a combination CPIN is assigned and require- ments are established for the combination CPIN. Baseline CPINs and versions distributed only on combinations do not require separate ID establishment. When this occurs, the baseline CPIN or version should reference the combination CPIN in special notes in the compendium. For instance, if CPIN 81A-ABC123-F001-00A is only distributed on the combination item identified as 81A-ABC123-C001-00A, then the Special Notes block of 81A-ABC123-F001-00A CPIN entry in the compendium should read, "Requirements established under 81A-ABC123-C001-00A."

5.4.1.2 <u>Follow-Up Requisition</u>.   For requests submitted on the AFTO Form 157, the TODO may send inquiry by e-mail or fax to SCC/Managing Center. Follow-ups are not done on ID requisitions.

5.4.1.3 <u>Emergency Requisition</u>.   Emergency requisitions are justified when lack of the software shall cause one of the following:

Emergency Code	Definition
E	Lack of software will cause potential fatal or serious injury to personnel;
E	Lack of software will cause potential loss or damage of equipment;
U	Lack of software will cause serious degradation to mission effectiveness of deployed equipment;
U	Lack of software will cause a schedule slippage, which will severely degrade mission effectiveness.

These codes are used only when submitting an AFTO Form 157.

 A TODO may request emergency one-time software distribution by ACPINS on-line ordering process or by priority e-mail, telephone, or FAX to the prime SCC/Managing Center. The requisition shall include one of the emergency codes listed above. If the emergency request is by telephone, a letter from the requester to the prime SCC/Managing Center shall then be issued immediately to confirm the requisition and justification. The TODO of a foreign country should send a message, providing the country case and emergency address information for transmittal of the item, through a liaison officer, embassy pouch, etc. When an emergency requisition action has been taken, the TODO should determine if continuing software support is necessary, and if needed, establish initial distribution requirements.

5.5   PROCESSING CONFIRMATION.

The TODO shall receive an e-mail Notification if the requester has input the requisition on-line. Once the TODO has selected "Submit and Exit" the system will automatically issue an email advising TODO order has been committed to the database. If the CPIN being ordered is denied, the denying official will send the TODO a letter. The notice shall indicate the request date and the reason the request is denied. The TODO should not submit follow-ups for the one-time requisition earlier than 30 days after the notice date nor earlier than 90 days for an FMS item.

5.6   SPECIAL REQUISITIONS.

Some activities that do not have an assigned TODO distribution code may require software on a one-time basis due to the nature of their mission. The customer may order on-line, at the Special Requisition Screen under Orders, or submit an AFTO Form 276. A manually prepared Special Requisition for Air Force Technical Order, AFTO Form 276, shall be completed and forwarded to the CPIN System Section or the customer's prime SCC/Managing Center. (See Appendix B) Adequate justification shall be provided with the requisition. Instructions for the use and completion of the AFTO Form 276 are contained in TO 00-5-2. The AFTO Form 276 should not be used by activities that have TODO distribution codes assigned except in special cases when it is necessary to request an outdated CSCI for training or data reconstruction purposes. An AFTO Form 276 may be used to request a replacement for a single item or for a lost or damaged unit of media of a multiple-media CSCI. The required media unit number shall be clearly indicated in REMARKS, Block 24 of the form. The AFTO Form 276 is a request document that becomes a one-time requisition when it is processed. If the user has on-line access, the special requisition may be input on-line.

5.7   TODO COMPUTER SOFTWARE REQUIREMENTS LIST.

A review of the ACPIN System computer-established requirements can be accomplished by comparison of the Computer Software Requirements List (CSRL) with the TODO Automated TO Management System (ATOMS) records. The CSRL is a list of all software requirements on record for a specific TODO. It contains the data input on-line or from the AFTO Forms 157 that established the initial distribution requirements. When a TODO is accomplishing a review, the instructions with the CSRL should be followed. Discrepancies noted shall be corrected in accordance with para 5.3.2.

5.8   CPIN SYSTEM SOFTWARE DISTRIBUTION.

Distribution of software is accomplished following the establishment of initial distribution requirements and approved one-time requisitions. When a new software item is ready to be released, the applicable CPIN compendium shall reflect a date of software in lieu of the "PENDING" date status. The prime SCC/Managing Center shall distribute the software for which it is responsible. When more than one package is needed for a shipment, each package shall be identified and marked with its

relationship (e.g., 1 of 3, 2 of 3, etc.). The items are shipped to the TODOs who are identified on the official USAF mailing label AFTO Form 221. Upon receipt, the TODO should verify the labels' TODO distribution code and address. The receipts for classified materials shall be checked with the shipment, and a signed copy of the receipt document, AF Form 310, shall immediately be returned to the originator (see paragraph 5.10.2). The TODO shall then open the shipment and examine the contents. Errors found in software identification (incorrect CPIN on media labels, etc.) should be reported to the prime SCC/ Managing Center as shown on the mailing label. If software is found to be defective from other than transportation causes, the deficiency shall be reported as outlined in Technical Order 00-35D-54. Most software should be received within 30 days after release.

5.8.1 <u>Software Discrepancies</u>.   If there is a discrepancy between the software received and the information contained in the ACPINS database, the TODO should contact the prime SCC/Managing Center. If the discrepancy noted is in the embedded data, the TODA should contact either the TODO or the prime SCC/Managing Center. The prime SCC/Managing Center shall contact the ES responsible for the software. The ES will then contact the TODO or TODA and SCC/Managing Center to resolve the problem.

5.8.2 <u>Shortage or Missing Items</u>.   If a shortage of items exists (quantity received is less than shown on the label), the TODO shall enter the words, "SHORTAGE, QUANTITY RECEIVED (number)." on the face of the label (AFTO Form 221, para 5.10.1), and return the label to the SCC/Managing Center for corrective action. If part of an item is missing from a shipment, the TODO shall notify the managing office (the prime SCC/Managing Center for the software). When more than one package is used for a shipment, the packages may become separated in transit and may be received at different times. If a package appears to be missing from a series, the TODO shall notify the transportation or postal authority and check for the package in the next delivery. If it is not received within a reasonable length of time, the SCC/Managing Center should be notified.

5.8.3 <u>Excess Distribution</u>.   If excess copies of software are received, the TODO should contact the SCC/Managing Center for disposition instructions.

5.8.4 <u>Misdirected Shipments</u>.   In the event a misdirected shipment is received, the receiving agency should forward it to the correct address whenever possible. If the correct address cannot be determined, the shipment should be returned with an explanation to the originator. The TODO for a country in the SA or a DoD contractor TODO shall return misdirected shipments to the originator.

5.8.5 <u>Delayed or Damaged Shipments</u>.   When it appears a shipment has been unduly delayed, the TODO may request a postal officer or transportation authority to investigate. The SCC/Managing Center should be contacted for shipping information. If a shipment is damaged in transit, the TODO shall immediately notify the transportation authority and the carrier. Action may also be necessary to requisition replacement items.

5.8.6 <u>Distribution by DoD Contractor</u>.   Acquisition organizations (e.g., SPO or product center) have the option to direct DoD contractors to distribute software. When this occurs, the software shall be identified with CPINs before distribution is made. The software shall be distributed to customers identified on software distribution lists. The lists are determined through contractual agreement or as designated by the acquisition organization responsible for requirements verification. The acquisition organization shall also provide a list containing the customers names, applicable CPINs and software dates to the prime SCC/Managing Center.

NOTE

It is the responsibility of each customer who receives contractor delivered software to establish requirements (ID) through the appropriate TODO.

This action shall enable the customer to receive software updates processed by the ACPIN System. Software distributed by a contractor may be made with or without the applicable computer equipment.

5.8.7 <u>Disposal of a CSCI</u>.   When a CSCI is no longer needed (due to replacement, mission change, equipment transfer, inventory reduction, declared excess, etc.) the disposal of the item shall be accomplished in accordance with the applicable TCTO, security regulation, conservation policy, or other directive. The return or reuse of an item is mainly at the customer's discretion. Some items are expensive, and if in good condition, may be returned to the SCC/Managing Center for further use. The SCC/Managing Center should be contacted for disposal instructions on items such as disks, cassettes, etc.

5.9   <u>RECORDS AND FILES</u>.

5.9.1 <u>General</u>.   The instructions outlined in TO 00-5-2 for establishing and maintaining technical order record files also apply to the TODO files for the ACPIN System. The Automated Technical Order Management System (ATOMS) may be used as well as paper forms to maintain records for software and compendium requests.

NOTE

ATOMS does not interface with ACPINS. Therefore, CPIN requisitions cannot be input through ATOMS.

Additional instructions are as follows:

5.9.2 <u>Software Media</u>.   The method of storage for software and its related documentation shall be determined by the using activity. However, adequate protection shall be assured to control exposures to temperature, humidity, dust, and magnetic fields.

5.10   ACPIN SYSTEM DISTRIBUTION - RELATED DOCUMENTS.

5.10.1 <u>Mailing Label and ADP Requisition, AFTO FORM 221</u>.   Distribution for the ACPIN System is made using AFTO FORM 221 (Figure 5.6). The Form 221 is a two-part requisition form and is printed in duplicate for each shipping transaction. The left portion of the AFTO Form 221 is a mailing label. The right portion is a packing slip. The TODO shall identify any shipping discrepancy in the "REMARKS" block of the form and return it to the prime SCC/Managing Center or DPOC for action.

5.10.2 <u>Document Receipt and Destruction Certificate, AF Form 310 (Figure 5.4)</u>.   This certificate is used for transmittal and receipt of classified software. Instructions for the use of this document record and receipt are contained on the form. To exercise the control required by the appropriate security regulations, an AF Form 310 shall accompany all classified shipments. When the shipment is received, the form shall be signed and a copy returned to the originator. Failure to return the signed copy constitutes a violation of security regulations.

5.10.3 <u>Media Labels</u>.   Labels containing a CPIN identifier are affixed to software media (disks, etc.), or to software media containers to identify the media and describe the contents. Data elements to be included on the media label are: CPIN, System/Subsystem, Part No, T.O. No, Alternate ID No, Revision No, Date of CPCI, Classification, Media Units (see Fig 5.5). Labels for media are available in a variety of sizes and shapes. The labels are computer generated and are normally affixed to the baseline or revised media or container prior to distribution of the software. If only one of the media units (e.g., disk 2 of 4) is revised and distributed to a TODO, a TCTO, along with updated labels for the other media units, shall accompany the distribution. The customer shall affix these labels to the media or containers according to the TCTO instructions. Any errors found in the media labels should be reported through the TODO to the prime SCC/Managing Center.

5.10.4 <u>Notification Letter</u>.   The Notification Letter is a notice containing a code that indicates the reason an item cannot be shipped (Figure 5.3 shows one example). The notices are computer generated and are sent to the TODOs from the responsible SCC/Managing Center for that CPIN. If the notice contains a code, which identifies an error, TODOs should resubmit the corrected information on-line. Explanations of the codes are found in Appendix C.

5.10.5 <u>Time Compliance Technical Order (TCTO)</u>.   In accordance with TO 00-5-15, TCTOs shall be used to announce and authorize the use of computer software changes and are released concurrently with shipments of the software items. The TCTOs provide instructions for use of the media and media identification labels for each using activity. They shall also contain disposition instructions (Return/Destroy) for previous copies of the software.

USAF TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ASSIGNMENT OR CHANGE REQUEST *(See T.O. 00-5-2 For Use of This Form)*	TYPE OF REQUEST ☐ INITIAL ☐ REVISED ☐ CANCELLATION	TODO/TM ACCOUNT CODE DATE

1. FROM

2 TO

3. TECHNICAL ORDER MAILING ADDRESS

4 TODO TYPE

a STANDARD (BASE/UNIT/ACTIVITY) TODO *(TO 00-5-2, Para 1-4)*	**f**	GOVERNMENT CONTRACTOR ORGANIZATION *(Indicate Current Contract No and Issuing Agency) (Iuse reverse side if necessary)*
b NUCLEAR WEAPONS (NW) TODO *(TO 00-5-2, Chapter 7)*		
c. EXPLOSIVE ORDNANCE DISPOSAL (EOD) TODO *(TO 00-5-2, Chapter 10)*	**g**	CANCELLATION DATE *(Date on which code and all requirements are to be cancelled unless otherwise advised by revised AFTO Form 43).*
d USAF ORGANIZATION *(Indicate MAJCOM)*		
e. US GOVERNMENT (NON-USAF) ORGANIZATION *(Indicate Department or Government Agency)*	**h**	REMARKS *(Use reverse side if necessary)*

5 SECURITY LEVEL AUTHORIZED *(The organization listed above has adequate facilities, equipment, and proerly cleared personnel to receive and safeguard classified Technical Orders up to and including)*

6 TODO PERSONNEL *(The following personnel are authorized to sign and approve T.O. requirements as TODO IAW T O. 00-5-2 Personnel listed below are conversant with the provisions of T O. 00-5-2 and will assure compliance therewith)*

NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone and E-Mail address)*

7. GOVERNMENT APPROVING AGENCY *(The following US Government Personnel are authorized to sign and approve requests for Nuclear Weapon and Explosive Ordnance Disposal (EOD) TOs, or approve contractor requests for TOs, as government approving agent IAW TO 00-5-2)*

NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*	NAME, GRADE, TITLE AND SIGNATURE *(Include phone)*

8 COMMAND/CONTRACTING OFFICER APPROVAL *(The above request to establish/revise/cancel an NW/EOD/Contractor TODO has been verified and approved by this office Approval is considered in the best interests of the United States Government)*

APPROVING OFFICE *(Organization, Address, Phone, and DMS Address)*	NAME, GRADE, TITLE, SIGNATURE *(Major Staff Officer or authorized Contracting Officer)*

9 FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY

☐ APPROVED ☐ DISAPPROVED	REMARKS OR SPECIAL INSTRUCTIONS *(Continue on reverse)*

AFTO FORM 43, 20000927 (EF-V1)   PREVIOUS EDITION IS OBSOLETE

H0103459

Figure 5-1.   USAF Technical Order Distribution Office (TODO) Assignment or Change Request (AFTO Form 43)

COMPUTER PROGRAM CONFIGURATION ITEM REQUEST

Signature in Blocks 1 thru 4 certifies that the requirements established herein are the minimum essential requirements to support the mission of organizations served by distribution code listed below. Applicable security directives have been complied with in establishing requirements for classified material.

1 TODO CODE	2. TODO REQUISITION NO.	3. REQUEST DATE	4. SECURITY CLASS	5. ORDER CONTROL NUMBER

6 TODO ADDRESS (DSN/Commercial Phone)	7. ADMINISTRATIVE CONTRACTING OFFICER ADDRESS (Contractors Only)
1.	
2	
3	
4	CONTRACTING OFFICER (Signature, Grade and Title)
5	9. APPROVING ALC SCC/MAJCOM FOCAL POINT ADDRESS
REQUESTING OFFICER (Signature, Grade and Title)	
8 APPROVING OFFICIAL ADDRESS (USAF Government)	
APPROVING OFFICIAL (Signature Grade and Title)	APPROVING ALC SCC/MAJCOM FOCAL POINT (Signature, Grade and Title)

PART 1   ID AND OR ONE TIME REQUISITION QUANTITIES

1 COMPUTER PROGRAM IDENTIFICATION NUMBER	2 REV NO	3 SEC CLASS	MEDIA TYPE	5. ID QTY	6. ONE TIME RQST QTY	7. EMER CODE

AFTO FORM 157, SEP 95 (EF-V2) (PerFORM PRO)   PREVIOUS EDITION IS OBSOLETE

H0103460

Figure 5-2.   **Computer Program Configuration Item Request (AFTO Form 157)**

17 APR 2003

TODO
0935

SUBJECT: TODO NOTICE

CPIN	Rev#	SCTY CLASS
81D-A/CP1735-F001-00A	002	U

NOTICE CODE IAW TECHNICAL ORDER 00-5-17

E26   TODO DOES NOT HAVE EQUIPMENT REQUIRING THIS SOFTWARE

TODO REQ DATE	NOTICE DATE
14 FEB 2002	15-FEB-2002

QUANTITY	TODO REQUISITION NUMBER	
001	00001	H9700202

Figure 5-3.   Notification Letter

Figure 5-4.   Document Receipt and Destruction Certificate (AF Form 310)
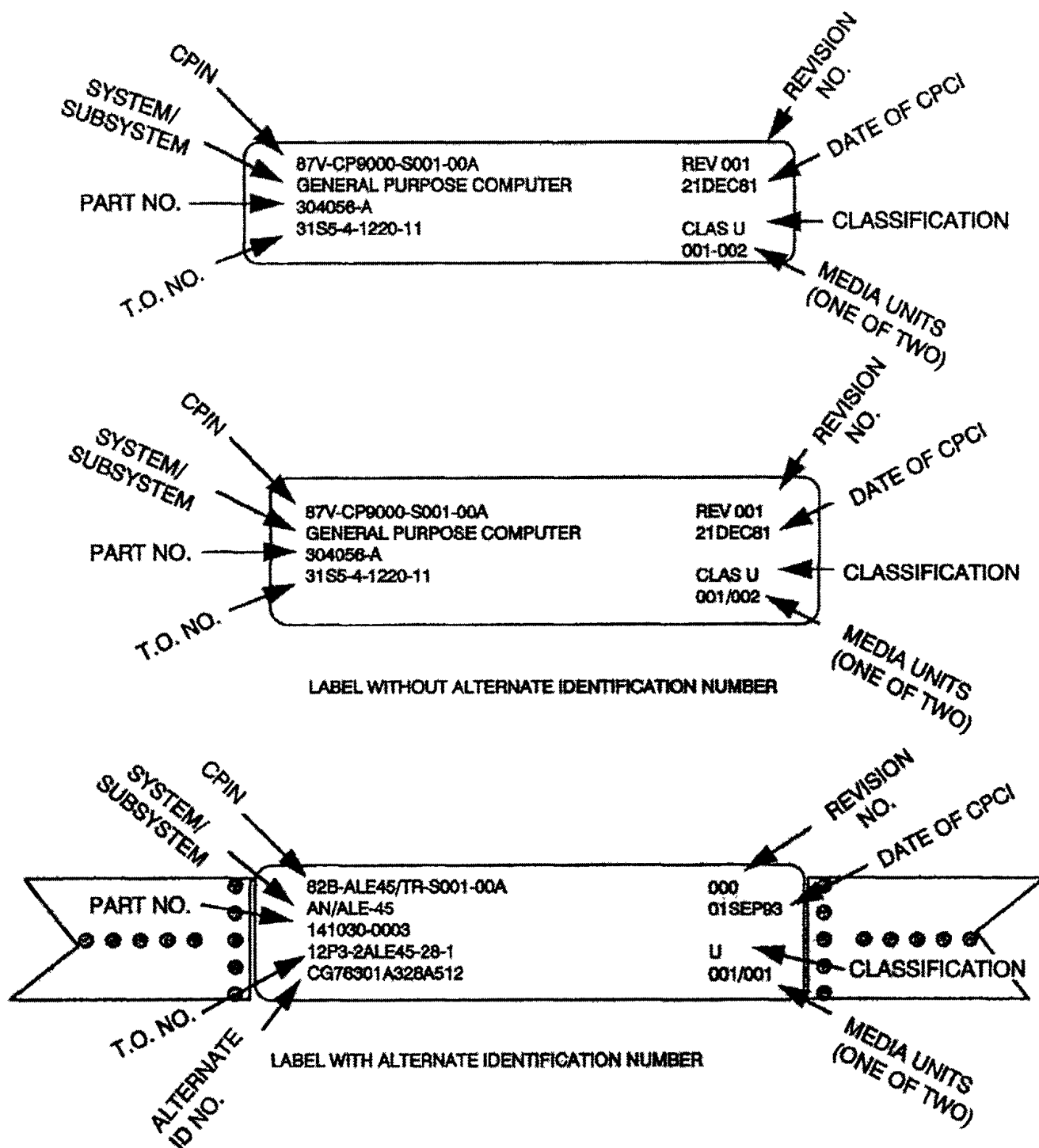
Figure 5-5.   Media Labels

DEPARTMENT OF THE AIR FORCE

OFFICIAL BUSINESS

NO

T.O. – RQN

1. TECHNICAL ORDER NUMBER/CPIN			2. QTY. REQUESTED	3. SUSPENSE DATE	4. REQUISITION NUMBER			
				TYPE REQ				
5. T.O./CPIN CONTROL NUMBER		6. TODO REQ DTD	7. T.O./CPIN CLAS		8. NOTICE		9. TODO NO	
10. FOLLOW-UP RQN	11. TODO ACTION APPROVAL	12. TODO/CPIN ACTION DATE	13. ACTION CODE/DTT	14. FMS CASE/RCN	15. BASICS	16. CHANGES	17. SUPPS	18. VOLS
19. DATE SHIP	20. WARE- HOUSEMAN	21. NO. OF PACKAGES	22 METHOD OF SHIPMENT		23. ACTION CODE KEY			
			GBL/AS REG NO		V - SHIPPED J - JUSTIFICATION REQ B - BACKORDER C - CANCELLED X - EXTRACTED I - INDORSEMENT (SEE REMARKS)			
24 REMARKS				25 (FOR PROPER USE SEE T.O. 00-5-2) AFTO FORM 221 ADP REQUISITION FOR AF T.O./ JAN 93 CPIN PREVIOUS EDITION WILL BE USED				

H0304853

Figure 5-6.   ADP Requisition for Air Force Technical Order/CPIN (AFTO Form 221)

CHAPTER 6
SECURITY ASSISTANCE

6.1 GENERAL.

The sale of systems and equipment to foreign countries engaged in SA is made within the authority of the FMS Act of 1958, AFR 130-1, and the release procedures outlined in AFR 200-9. This includes the sale of USAF software and ACPINS compendiums. Letters of Offer and Acceptance (LOAs) are presented to foreign countries interested in software support and are processed in accordance with policy described in paragraph 6.3. Software support addresses the specific CPINs needed by a country and allows their publication in FMS compendiums. The appropriate authorities review a country's particular software requirements on-line. Configuration control requirements usually preclude the approval of foreign country requests for engineering data packages. However, if distribution becomes desirable, the policy requirements are the same as for software.

6.2 TYPES OF FMS SOFTWARE.

The following types of MCS for NSS are available to foreign countries through Security Assistance.

6.2.1 USAF Standard Software. There are two kinds of USAF standard software, which are releasable to foreign countries. They are: (1) software which was developed for the US Air Force and then sold to a foreign country, and (2) consortium software which was developed by the US Air Force and a foreign country, countries, or international organization that shared development costs.

6.2.2 Country Standard Software. Country standard software is defined as software developed by a DoD contractor for a foreign country, or a version of USAF standard software developed solely for a foreign country. Country standard software is not used by the US Air Force, but is identified in the CPIN System and supported by the US Air Force.

6.3 POLICY.

When a foreign country requests software support and the need is verified, a Letter of Offer and Acceptance (LOA) is negotiated with that country. The cost of software support is determined and a SA Case Designator is assigned by the Air Force Security Assistance Center (AFSAC). It is the responsibility of the foreign government, its representatives, and a responsible USAF official to identify the software the foreign country requires for its particular application. The country Security Assistance Office (SAO) may also be consulted for advice when CPIN requirements are being established. After appropriate LOA verification and AFSAC coordination, CPIN foreign country case files are established by the Security Assistance TO Management office at OC-ALC. These files are used for billing and FMS case funds control. They contain information such as the Implementing Project Directive, SA Case Designator, case value, authorized TODO approving officer's signature, etc. Policy for release of software to foreign countries is contained in AFI 16-201, "Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations (U)."

6.3.1 Foreign Country TODO. A foreign country must have a TODO distribution code established in order for its Technical Order Distribution Office to request and receive distribution of ACPIN System software and country compendiums. A TODO that has been previously established for technical orders may be designated for ACPIN System items. TODO codes are requested in accordance with TO 00-5-19, Section 12.

6.3.2 Liaison Officers and Representatives. A distribution office code may be established for foreign country liaison officers or representatives located in the United States. This will enable them to receive limited distribution of software and copies of their country's compendium. Limited access to the ACPINS Web site is available to Foreign Liaison Officers assigned in the CONUS. Users are granted access through user authorizations. Authorizations are assigned through the ACPIN System database. Access to the ACPIN System is controlled through a system user ID and password combination assigned by the ACPIN System Manager or SCC/Managing Center. ACPINS is Web-based and can be accessed through its Universal Resource Locator (URL) http://wbcpins.tinker.af.mil.

6.3.3 Processing of Requests for ACPIN System Items. Foreign country TODOs and liaison officers will prepare AFTO Form 157 requests for software and CPIN Country Compendiums in accordance with the information contained in this section or they may submit their requests via e-mail. The e-mail shall contain the following information: TODO Code, CPIN, Rev, Security Classification, Type of Request (ID and/or One-Time), Quantity and Priority. The e-mail shall be

considered the same as the AFTO Form 157 and shall be retained as an official document. Requests received by the CPIN System Section shall be entered in the ACPINS database. The ACPIN System will verify the case expiration date. The request is processed to the appropriate MCTR for Equipment Specialist (ES) Foreign Disclosure Office (FDO), and MCTR review and approval. If the request cannot be approved, the ACPIN System will retain the request in a PENDING approval status until the situation can be resolved. Requesters will be notified of disapproval by letter from the SCC/Managing Center.

6.4   REQUIREMENTS AND DISTRIBUTION.

6.4.1 Requirements.   Initial distribution (ID) requirements are the approved number of ACPINS compendiums and software items needed for the operation and support of a MCS for NSS weapon system. A country's TODO or liaison officer, through the submittal of AFTO Form 157 or e-mail requests, initiates these requirements. These requests are submitted to the CPIN System Section and then transmitted to the appropriate SCC/Managing Center for Equipment Specialist (ES) and Foreign Disclosure Officer (FDO) review and approvals. Country Case is checked for expiration date during the AFTO Form 157 approval process. If the expiration date is current, the system will allow entry of approvals to the request, and the country code will automatically be added to the CPINS. If release is authorized but the country's case expiration date has passed, the request will be held in a pending status on the AFTO Form 157 Manager Suspense Report until resolved. A Notification Letter will also be sent to the requester by the SCC/Managing Center. If release is disapproved, a Notification Letter is generated and provided to the requester by the SCC/Managing Center.

6.4.2 Distribution.   Requesters will be sent the basic or the revision of the software or compendium that is current/dated at the time their AFTO Form 157 request is processed. Once ID has been established for a particular CSCI or compendium, any subsequent updates shall be distributed automatically as long as the country's or organization's requirements are valid, their case remains available, and they have the equipment required by the new revision. A country's ID may be cancelled if they do not cost share in development costs of the new revision. When new CPINs are announced in the FMS compendiums, Part I, TODOs must establish new ID requirements. When ID requirements are established for software still under development (pending/not dated), distribution will be made at a later time when the software is dated. All software pending/dated may be requisitioned, but only dated software will be distributed. When software is ready to be distributed the responsible SCC/Managing Center enters a request for TODO ID mailing labels (AFTO Form 221) and media identification labels. The AFTO Form 221 is prepared in two parts: Part I is a TODO mailing label, and Part II contains the CPIN document number, SA estimated cost, tracking information, and case identification. The SCC/Managing Center will check the labels and ship the software. Country compendium requests are processed in the same manner as software requests except that the CPIN System Section makes distribution.

6.5   ONE-TIME OR SPECIAL REQUISITION.

6.5.1 One-Time Requisitions.   Foreign countries and authorized organizations may request a one-time requisition on an AFTO Form 157, e-mail or on-line request. One-time requisitions may be necessary for a TODO to receive a dated revision that has been distributed prior to his ID quantity being established. A one-time requisition may also be used to request a supplemental quantity when ID is increased. This action will not establish continuing (follow-on or ID) requirements. Requisitions will be submitted to the CPIN System Section. They will then be automatically forwarded to the Prime SCC, ES, and FDO for verification and approval. If the SCC, ES, or FDO deny the request, it will be returned with a Notification Letter to the country's TODO explaining why the request was denied. The TODO should not submit follow-ups earlier than 90 days.

NOTE

The e-mail request shall contain the following information: TODO Code, CPIN, Rev, Security Classification, Type of Request (ID or one-time), Quantity and Priority. The e-mail shall be considered the same as the AFTO Form 157 and shall be retained as an official document.

6.5.2 Special Requisitions.   Special requisitions may be requested on an AFTO Form 276, an e-mail or on-line request. Special requisitions may be needed to replace damaged software, incomplete ships (at no cost) or for additional software or compendiums to be used in research, training or special purposes. This action will not establish continuing (follow-on or ID) requirements. Requisitions will be submitted to the CPIN System Section. They will then be automatically forwarded to the Prime SCC, ES, and FDO for verification and approval. If the SCC, ES, or FDO deny the request, it will be returned with a Notification Letter to the country's TODO explaining why the request was denied.

NOTE

The e-mail request shall contain the following information: TODO code, CPIN, Rev, Security Classification, Type of Request (ID or one-time) and Quantity and Priority. E-mail Special Requisitions shall include justification for the request. The e-mail shall be considered the same as the AFTO Form 276 and shall be retained as an official document.

6.6 COMPUTER SOFTWARE REQUIREMENTS LIST (CSRL).

CSRLs are available which provide a record of all compendium and software requirements for a specific TODO. Requirements are listed on the CSRL until the country determines it no longer has a requirement for the compendium or software. When a country participating in Security Assistance needs to check its requirements, the country's TODO must request a CSRL. Requests may be submitted by telephone, FAX, letter or e-mail. Written requests should be mailed to:

OC-ALC/LGLUC

7851 Arnold St., Ste 205

Tinker AFB OK, 73145-9147

6.7 CANCELING ID REQUIREMENTS.

Cancellation of established requirements is not automatic. Requirements are valid until the country determines it no longer needs the software, until the country's case is terminated, or until the software is cancelled.

6.7.1 Country Consortium Involvement.   When a country previously involved in consortium software determines it does not want a new revision, an AFTO Form 157 or e-mail canceling ID requirements will be submitted to the CPIN System Section. The SCC/Managing Center will initiate action to remove the country's code from the CPIN involved.

6.7.2 SA Case Termination.   When a country's case is terminated or the expiration date is not extended, regardless of funds levels, the SCCs/Managing Centers shall be notified by the CPIN System Section to review ID requirements for the country for potential cancellation action.

6.7.3 CPIN Cancellation.   When the Equipment Specialist and/or SCC/Managing Center cancel a CPIN, the ACPIN System will remove the CPIN automatically from the CSRL.

APPENDIX A
INSTRUCTIONS FOR COMPLETION OF THE MANUAL
AFTO FORM 157

A.1 TODO IDENTIFICATION AND MANAGEMENT INFORMATION.

(1)	BLOCK 1	TO DISTRIBUTION OFFICE CODE (TODO CODE)	Enter the four-position Technical Order Distribution Office (TO-DO) code as assigned by Oklahoma City ALC.
(2)	BLOCK 2	TODO REQUISITION NUMBER	Enter the TODO requisition number as a five-digit number assigned by the TODO for each AFTO Form 157 submitted. Numbers may be assigned consecutively beginning with 00001 on the first request of each calendar year.
(3)	BLOCK 3	REQUEST DATE	Enter the request date as the current numeric date (DD-MMM-YY) e.g., 21-AUG-96. This date will be reflected on delivery documents created by ACPIN System processing.
(4)	BLOCK 4	SECURITY CLASS	Enter Security Classification.
(5)	BLOCK 5	ORDER CONTROL NUMBER	Leave blank. CPIN System Section will use this block internally.
(6)	BLOCK 6	TO DISTRIBUTION OFFICE ADDRESS (DSN/COMMERCIAL PHONE AND FAX NUMBER)	Enter the TODO complete mailing address, TODO's telephone number, FAX number (if one is available) and e-mail address. Security Assistance participants must also include their country case identifier. The TODO certifies that the requirements are minimum essential for mission support by signing in the REQUESTING OFFICER part of the block.
(7)	BLOCK 7	ADMINISTRATIVE CONTRACTING OFFICER ADDRESS (Contractors Only)	The approving ACO or PCO organization address, telephone number, and signature will be entered when the request is from a DoD Contractor. The ACO or PCO certifies the requirements by signing in the Contracting Officer's part of the block. Contractors operating as a base TODO are exempt from ACO or PCO signature.
(8)	BLOCK 8	APPROVING OFFICIALS ADDRESS (USAF GOVERNMENT)	The organization address, telephone number, and signature of the US Air Force Approving official will be entered in this block. When the request is for a US Air Force, US Government, or contractor organization, the managing ALC System Program Manager (SPM), Item Manager (IM), or Equipment Specialist (ES) signs for approval. When the software is command managed, the Major Command Designated Point of Contact will sign for approval. The SCC/Managing Centers will obtain the approvals from the SPM/ES and FDO.
(9)	BLOCK 9	APPROVING ALC/SCC/MAJCOM FOCAL POINT ADDRESS AND SIGNATURE	The SCC/Managing Center approving official address, telephone number, and signature will be entered to certify approval of requirements.

A.2 REQUIREMENTS, PART 1.

This part identifies the required CPIN or Compendium and action desired (establish ID or one time requisition request) for each. The data required is as follows:

(1)	COMPUTER PROGRAM IDENTIFICATION NUMBER	The Computer Program Identification Number (CPIN) will be entered as it appears in the Compendium, including all dashes and slashes (virgules); however, do not include a revision suffix. The AFTO Form 157 may contain software requirements managed by various SCC/Managing Centers. The AFTO Form 157 may also contain Compendium requirements for FMS only. Do not enter technical order numbers in this block; technical orders are requested by using AFTO Form 187.
(2)	REVISION NUMBER	Enter the revision number that you are ordering.
(3)	SECURITY CLASS	Enter the Security Classification of the Software that you are ordering.
(4)	MEDIA TYPE	Enter the media type for the requested CPIN if known, otherwise leave blank.
(5)	INITIAL DISTRIBUTION QUANTITY (ID)	Enter the ID quantity required for future distribution. For ID cancellation enter zero. When changing ID requirements enter the new quantity, leave blank if only requesting a one-time quantity.
(6)	ONE TIME REQUISITION QUANTITY (4 POSITIONS)	Enter the quantity for a one-time shipment. One-time quantities can only be provided on dated software/compendiums.
(7)	EMERGENCY CODE	Enter Emergency Code (i.e. E or U) if the request is an emergency. Leave blank if this request is routine. EMERGENCY CODES ARE: E. Lack of software will cause potentially fatal or serious injury to personnel. E. Lack of software will cause potential loss or damage of equipment. U. Lack of software will cause serious degradation of mission effectiveness or deployed equipment. U. Lack of software will cause a schedule slippage, which will severely degrade mission effectiveness.

A.3 REQUISITION FOLLOW-UP, PART 2.

This part of the form is used to follow up on software or compendium one-time requisitions when the software or compendium (or a Notification letter) is not received within 30 days from the date of request submission (90 days for activities outside the continental US). Each follow-up request must have the TODO identification in Block 1 through Block 8 as previously described, except a new current date, which will be entered in Block 7 and a new requisition number, which will be entered in Block 8. If a response is not received on a follow-up, contact the prime SCC/Managing Center; do not resubmit the follow-up. Complete the FOLLOW-UP, PART 2 as follows:

(1)	COMPUTER PROGRAM IDENTIFICATION NUMBER	Enter the CPIN as previously submitted.
(2)	REV NUMBER (3 positions)	Enter the exact revision number as previously submitted on the original request.
(3)	SECURITY CLASS	Enter the original security classification of the CPIN that you requested.
(4)	MEDIA TYPE	Enter the media type that you requested on the original requisition. (i.e., Diskpack, Diskette, etc.).
(5)	QUANTITY	Enter the one time requisition quantity listed on the original request (from Part 1, Block 6).
(6)	ORIGINAL REQUEST DATE	Enter the original reuqest date.
(7)	ORIGINAL REQUEST NUMBER	Enter the TODO request number assigned to the original requisition as it appeared on the original requisition in Part 1, Block 6.
(8)	EMERGENCY CODE	If this follow-up has become an emergency, enter emergency codes as listed in Part 1, Block 7 above. If this request is not an emergency, do not fill in the block.

NOTE

To follow-up on an ID requirement, the TODO may submit a letter or message to the prime SCC/Managing Center. Do not use an AFTO Form 157 for follow-up on technical orders.

APPENDIX B
POINTS OF CONTACT

B.1

MANAGING CENTER	TELEPHONE DSN COMMERCIAL	FAX DSN COMMERCIAL
THE BIONETICS CORPORATION 813 Irving Wick Drive, West, Ste 4W Heath OH 43056-6118	366-5496 740-788-5496	366-5497 740-788-5497
AFMETCAL Det 1/MLSS 813 Irving Wick Drive, West, Ste 4 Heath OH 43056-6116	366-5139 740-788-5139	366-5147 740-788-5147
Northrop-Grumman OC-ALC/PSLR (B-2) Bldg 1083, 7180 Reserve Road Tinker AFB, OK 73145-8760	339-5519 405-739-5519	336-5871 405-739-5871
509 OS/OSP Whiteman AFB MO 65305	975-5984 660-687-5984	975–3730 660-687-3730
OC-ALC/MASWC 4750 Staff Dr, Ste 218 Tinker AFB OK 73145-3313	336-5969 405-736-5969	336-3584 405-736-3584
OO-ALC/MASWE 6079 Wardleigh Rd Bldg 1202 Hill AFB UT 84056-5838	777-4201 801-777-4201	777-6628 801-777-6628
WR-ALC/MASWC 420 Richard Ray Blvd, Ste 100 Robins AFB GA 31098-1638	468–0960/0961 478-926-0960/0961	468-1316 478-926-1316
LOCKHEED MARTIN F-22 ASC/YFPC 2725 C Street Bldg 553 Wright-Patterson AFB OH 45433-7424	674-5276/5323 937-904-5276/5323	785-6956 937-255-6956

CPIN SYSTEM SECTION

OC-ALC/LGLUC 7851 Arnold St, Ste 201 Tinker AFB OK 73145-9147	336-2227 405-736-2227	336-7734 405-736-7734

APPENDIX C
ACTION/ERROR CODES FOR 215 NOTIFICATION LETTERS

C.1   The following action or error codes may appear on the 215 Notification Letter issued to the TODO to furnish status information on AFTO Form 157 requests.

ACTION/ERROR CODE	EXPLANATION
CB	Requisition cancelled; CPIN (CSCI) has been cancelled.
CC	Requisition cancelled; CPIN (CSCI) has been replaced. TODO should consult Compendium for CPIN replacement and also submit requirements for the replacement CPIN, if applicable.
CCL	ID and/or Requisition cancelled; incorrect security classification entry.
CCU	ID cancelled; CPIN (CSCI) security classification has CPIN is required, TODO should ensure receipt of new authorized and submit new ID requirements.
CD	Requisition cancelled; CSCI in pending status, CPIN has been cancelled.
CE	ID not established and/or requisition cancelled; initial distribution of CPIN (CSCI or compendium) is made only after requirement request has been approved by the managing authority.
CF	ID and/or Requisition cancelled; incorrect CPIN entry in part I Block 1 of AFTO Form 157 --OR-- Requisition cancelled; CPIN (CSCI) is unpublished (CSCI is in a PENDING status) --OR--Requisition cancelled; CPIN (CSCI) is not current, (i.e., it has been rescinded, replaced, or cancelled). Note: Code CF may appear on a 215 Confirmation Letter.
CP5	ID/Requisition cancelled; CPIN is for a Special Weapon CSCI or Compendium and TODO is not authorized receipt.
CP8	Requisition cancelled; TODO is not authorized receipt of the CSCI requested.
CRQ	ID and/or Requisition cancelled; incorrect quantity entry in part I Block 5 and/or part I Block 6 of AFTO Form 157.
CR2	ID accepted and requisition cancelled; CPIN is unpublished (CSCI is in a PENDING status).
CST	Two or more transactions with same request number, same CPIN but different actions, input the same day; one transaction processed and this transaction cancelled.
CX	Requisition cancelled; CPIN is "Preliminary" (CSCI is in a PENDING status).
CXA	ID/Requisition cancelled; CPIN (CSCI) is joint-service used and manager is coded A (Army). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXC	ID/Requisition cancelled; CPIN (CSCI) is joint-service used and manager is coded C (Coast Guard). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXD	ID/Requisition cancelled; CPIN (CSCI) is joint-service used and manager is coded D (Defense Logistics Agency). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXM	ID/Requisition cancelled; CPIN (CSCI) is joint-service used and manager is coded M (Marine Corps). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.
CXN	ID/Requisition cancelled; CPIN (CSCI) is joint-service used and manager is coded N (Navy). TODO is non-USAF and is not authorized receipt through the USAF ACPIN System.

CXS	ID and/or Requisition cancelled; CPIN (CSCI) is classified Confidential and above. TODO not authorized receipt. Submit a revised AF Form 43 if TODO is authorized for Confidential and above.
CX1	ID and/or Requisition cancelled; CPIN (CSCI) is applicable to Security Assistance countries only and TODO is not authorized receipt.
CX2	ID Requisition cancelled; CPIN coded N (No Foreign Release) TODO not authorized.
C8	Requested action not processed; CPIN (CSCI) has been renumbered and TODO's requirements have been transferred to the newly numbered CPIN. TODO should submit request to change ID requirement against the new CPIN.
C9	ID cancelled; CPIN (CSCI) has been renumbered and TODO is a Security Assistance country. TODO must submit a new ID requirement through channels if the new CPIN (CSCI) is required.
R3	Follow-up reply; requisition issued from follow-up. Address any subsequent follow-up to appropriate ALC SCC/Managing Center as shown in the Compendium.
R7	CPIN (CSCI) has been renumbered as shown. ID established and/or Requisition issued for the newly numbered CPIN (CSCI).

APPENDIX D
ACRONYMS AND ABBREVIATIONS

D.1

ACO	Administrative Contracting Officer
ACPINS	Automated Computer Program Identification Number System
AFSAC	Air Force Security Assistance Center
AFMETCAL	Air Force Metrology Calibration Program
ALC	Air Logistics Center
ATOMS	Automated Technical Order Management System
CONUS	Continental United States
CPIN	Computer Program Identification Number
CSC	Computer Software Component
CSCI	Computer Software Configuration Item
CSRL	Computer Software Requirements List
CSRL	Code Selected Reconciliation List
DCASO	Defense Contract Administrative Service Office
DoD	Department of Defense
DPR	Design Problem Report
ES	Equipment Specialist
EW	Electronic Warfare
FDO	Foreign Disclosure Office
FMS	Foreign Military Sales
ID	Initial Distribution
IM	Item Manager
IMU	Inertial Measurement Unit
ITA	Interface Test Adapter
ITCTO	Interim Time Compliance Technical Order
JETDS	Joint Electronic Type Designation System
LOA	Letter of Offer and Acceptance
LRU	Line Replacement Unit
MAJCOM	Major Command
MCS	Mission Critical Software
MCTR	Managing Center
NSS	National Security Systems
NWT	Nuclear Weapons Technology
OFP	Operational Flight Program
PCO	Procuring Contracting Office
RDBMS	Relational Database Management System
SA	Security Assistance
SAO	Security Assistance Office
SATODS	Security Assistance Technical Order Data System
SCC	Software Control Center
SERD	Support Equipment Requirements Document
SPM	System Program Manager
SPO	System Program Office

TCTO	Time Compliance Technical Order
TO	Technical Order
TODO	Technical Order Distribution Office
URL	Universal Resource Locator
USAF	United States Air Force
UUT	Unit Under Test
WUC	Work Unit Code