TECHNICAL MANUAL

AIR FORCE TIME COMPLIANCE TECHNICAL ORDER PROCESS

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INTRODUCTION

1 PURPOSE.

This TO prescribes methods and procedures for management of the Air Force Time Compliance Technical Order (TCTO) process, to include definitions, development, distribution, supplements, compliance, TCTO kits, rescissions, and documentation.

2 USE OF THIS MANUAL.

The table of contents indicates chapter, paragraph, title, and page numbers to facilitate location of information. Illustrations, tables, and diagrams, when applicable, are located throughout the publication to supplement the text material. A list of illustrations and a list of tables indicate the number, title, and location.

3 ABBREVIATIONS AND ACRONYMS.

All abbreviations and acronyms used in this manual are in accordance with ASME Y14.38M, *Abbreviations and Acronyms for Use on Drawings and Related Documents* and JP1-02, *Department of Defense Dictionary of Military and Associated Terms*, except as follows:

NOTE

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

ANS	Advance Notification System
C-E	Communications-Electronics
CCB	Configuration Control Board
CDO	Controlling DoD Office
CE	Chief Engineer
CEMS	Comprehensive Engine Management System
CI	Configuration Items
CPIN	Computer Program Identification Number
CSTCTO	Country Standard TCTO
DLA	Defense Logistics Agency
DPAS	Defense Property Accountability System
DSO	Data Services Online
ECP	Engineering Change Proposal
ERRCD	Expendability, Recoverability, Reparability, Cost Designators
ES	Equipment Specialist
ETIMS	Enhanced Technical Information Management System
FMM	Flight Manual Manager
FMS	Foreign Military Sales
FMxC2	G081/FMxC2 G081/Field Maintenance Command and Control
FOC	Fully Operation Capable
FSC	Federal Stock Class
FUG	Field User Guide
ID	Initial Distribution
IMDS	Integrated Maintenance Data System
IMDS CDB	Integrated Maintenance Data System Central Database
IPB	Illustrated Parts Breakdowns
LMS	Logistics Management Specialist
LRU	Line Replaceable Units
M&U	Maintenance and Utilization

MDD	Maintenance Data Documentation
MICT	Management Internal Control Toolset
MIP	Materiel Improvement Program
MIS	Maintenance Information Systems
MMAC	Materiel Management Aggregation Codes
O&I	Organizational and Intermediate
O/I/D	Organizational, Intermediate or Depot
OSS&E	Operational Safety, Suitability and Effectiveness
OTR	One-Time Requisition
PDF	Portable Document Format
PMA	Production Management Activity
PMS	Production Management Specialist
PRRG	Pre-Release Review Group
PSN	Publication Stock Number
RAM	Reliability Asset Monitoring
REMIS	Reliability & Maintainability Information System
SAC	Self-Assessment Communicator
SATODS	Security Assistance Technical Order Distribution System
SB	Service Bulletin
SE	Support Equipment
SEMIS	SE Maintenance Information System
SRD	Standard Reporting Designator
STINFO	Scientific and Technical Information
TCM	Technical Content Manager
TICMS	Theater Integrated Combat Munitions System
TMRS	Tactical Munitions Reporting System
TOAP	Technical Order Authoring and Publishing
TODO	Technical Order Distribution Office
USSF	United States Space Force
VTM	Verification Team Manager

4 LIST OF RELATED PUBLICATIONS.

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

List of Related Publications

Number	Title
AFI 10-601	Operational Capability Requirements Development
AFI 11-215	USAF Flight Manuals Program (FMP)
AFI 20-110	Nuclear Weapons-Related Material Management
AFI 23-101	Air Force Materiel Management
AFI 24-302	Vehicle Management
AFI 25-101	War Reserve Materiel (WRM)
AFI 62-601	USAF Airworthiness
AFI 63-101/20-101	Integrated Life Cycle Management
AFI 65-601V1	Budget Guidance and Procedures
AFMAN 10-206	Operational Reporting (OPREP)
AFMAN 16-101	Security Cooperation (SC) and Security Assistance (SA) Management
AFMAN 21-200	Munitions and Missile Maintenance Management
AFMAN 23-122	Materiel Management Procedures

List of Related Publications - Continued

Number	Title
AFMCI 63-1201	Implementing Operational Safety, Suitability, and Effectiveness (OSS&E) and Life Cycle Systems Engineering (LCSE)
AFMCMAN 23-103	Cataloging and Standardization
AFMCMAN 20-106	Provisioning
DAFI 21-101	Aircraft and Equipment Maintenance Management
DAFI 21-103	Equipment Inventory, Status and Utilization Reporting
DAFI 61-201	Management of Scientific and Technical Information
DAFMAN 40-201	Radioactive Materials Management
DAFPD 10-9	Lead Command/Lead Agent Designation and Responsibilities For United States Air Force Weapons Systems, Non-Weapon Systems, and Activities
DoD 5010.12-M	Procedures for the Acquisition and Management of Technical Data
DoDI 5230.24	Distribution Statements on Technical Documents
DoDI 5200.48	DoD Information Security Program: Controlled Unclassified Information (CUI)
TO 00-5-1	AF Technical Order System
TO 00-5-3	AF Technical Order Life Cycle Management
TO 00-5-16	Computer Program Identification Number (CPIN) Management
TO 00-5-18	AF Technical Order Numbering System
TO 00-5-19	Security Assistance Technical Order Program (SATOP)
TO 00-20-1	Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures
TO 00-20-2	Maintenance Data Documentation
TO 00-25-4	Depot Maintenance of Aerospace Vehicles and Training Equipment
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
TO 00-35D-54	USAF Deficiency Reporting, Investigation, and Resolution
TO 00-105E-9	Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)
TO 21M-1-101	Reliability Asset Monitoring System
MIL-DTL-38804	Manuals, Technical - Time Compliance Technical Orders (TCTO) and TCTO Supplements
MIL-STD-38784	General Style and Format Requirements for Technical Manuals

5 LIST OF APPLICABLE FORMS.

NOTE

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

Form Number	Title
DD Form 1423	Contract Data Requirements List (CDRL)
AF Form 86	Request for Cataloging Data/Action
AF Form 1067	Modification Proposal
AF Form 2001	Notification of TCTO Kit Requirements
AFTO Form 22	Technical Manual (TM) Change Recommendation and Reply
AFTO Form 82	TCTO Verification Certificate
AFTO Form 95	Significant Historical Data
AFTO Form 124	Computation of Technical Order Reading Grade Level
AFTO Form 252	Technical Order Publication Change Request
AFTO Form 349	Maintenance Data Collection Record
AFTO Form 781A	Maintenance Discrepancy and Work Document
AFTO Form 870	TCTO Extension/Rescission/Cancellation Request

Form Number	Title
AFTO Form 872	Configuration Control Board (CCB) Modification Requirements and Approval Documents
AFTO Form 873	Time Compliance Technical Order Requirements
AFTO Form 874	Time Compliance Technical Order Supply Data Requirements
AFTO Form 875	Time Compliance Technical Order Programming Document
AFMC Form 133	Interchangeability and Substitutability Program Worksheet

6 IMPROVEMENT REPORTS.

Submit suggested changes to this TO in accordance with TO 00-5-1.

CHAPTER 1
LIFE CYCLE MANAGEMENT OF TIME COMPLIANCE TECHNICAL ORDERS

1.1 IMPLEMENTING TIME COMPLIANCE TECHNICAL ORDERS.

The methods and procedures in this Technical Order (TO) are designed to implement Time Compliance Technical Orders (TCTO) in support of AF systems and commodities modification policies.

1.1.1 Supplements to this TO. Major Commands (MAJCOM), Air Force Materiel Command (AFMC) Centers, and the United States Space Force (USSF) may supplement this TO In Accordance With (IAW) TO 00-5-1. Copies of all supplements will be sent to HQ AFMC/A4F, 4375 Chidlaw Rd, Suite 6, Wright-Patterson AFB, OH 45433-5006, email: afmc.a4.af.topp@us.af.mil.

1.1.2 Waivers. Waiver Requests to this TO shall be submitted IAW TO 00-5-1, unless otherwise directed below:

1.1.2.1 Modifications to cryptologic equipment will be directed and implemented by Cryptologic and Cyber Systems Division (CCSD), AFLCMC/HNC, https://usaf.dps.mil/teams/aetc-lak-cpsg/default.aspx.

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

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

1.2 POLICY AND PROCEDURES.

The hierarchy for Air Force TO policy can be found in TO 00-5-1.

1.2.1 TCTO Policy. Air Force policy for modification management and TCTO life cycle management can be found in Air Force Instruction (AFI) 10-601, DAFI 21-101, AFI 63-101/20-101, AFI 23-101, AFMCI 63-1201, and AFMCMAN 20-106.

1.2.2 TCTO Procedures. This TO in conjunction with the 00-5-Series, 00-20-Series, 00-25-Series, and 00-33A-Series TOs provides methods and procedures for the management of TCTOs as they pertain to weapon systems, commodities, engine management, Communication-Electronic (C-E) equipment, Cyberspace C-E, Computer Program Identification Number (CPIN) management and Software modifications, and Foreign Military Sales (FMS) customers.

1.3 TIME COMPLIANCE TECHNICAL ORDERS.

IAW AFI 23-101, TCTOs are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and materiel within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance. TCTOs provide instructions to military system End Items as well as assemblies/components that are installed into them. TCTOs are used to modify weapon systems, commodities, and equipment necessary to support the weapon system within specified time limits, initiate special one-time inspection 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 (ES), Technical Content Manager (TCM) or Modification Manager under the authority of the affected system/equipment Program Manager (PM). The TO Manager is responsible for assisting a TCM/ES or Modification Manager with the development and publication of TCTOs and related TO Updates.

1.3.1 TCTO Types, Priorities, and Levels. All TCTOs are issued by the responsible TCTO/Modification Manager under the authority of the responsible PM. Upon approval, the type of TCTO must be designated as Modification, Inspection, Commodity, Companion, Supplement, Record or Safety. One of three priorities is assigned to the TCTO; Immediate Action, Urgent Action, or Routine Action. The level of accomplishment, Organizational, Intermediate or Depot (O/I/D), for compliance and documentation is then established. See Chapter 2.

1.4 LIFE CYCLE MANAGEMENT OF TCTOS.

The requirement to develop a TCTO should be planned for early in a program's acquisition, for the PM to establish modification funding independent from Operations & Maintenance (O&M) TO funding. The development of a TCTO is driven by modification/retrofit or inspection requirements and approved through a Configuration Control Board (CCB) (MIL-HDBK-61A) using the AFTO Form 872. Once the type of TCTO required and the TCTO priority has been established, the procedures are authored IAW MIL-DTL-38804. The TO Manager either re-

quests a TCTO Header, if one does not already exist, or they enter a new TCTO increment under an existing Header in the Enhanced Technical Information Management System (ETIMS), where the correct data code is automatically assigned. When a new TCTO Header or TCTO Increment is indexed in ETIMS, a system generated notification is sent to all TODOs stating; New and/or changed TOs or CPINs may be of interest to you. The TO Manager, in coordination with the TCM/ES, must also establish a rescission date. The Technical Order Distribution Office (TODO) must be on subscription for TCTO Headers in order to receive notifications and subsequent distribution of TCTO increments when they are indexed in ETIMS. In some cases (Immediate and Urgent Action TCTOs) the PM may use the Advance Notification System (ANS) to notify the field of pending TCTOs (Chapter 9). Once distributed, TCTO compliance (implementation and completion) must be managed and documented through applicable Maintenance Information Systems (MIS) (DAFI 21-101 and TO 00-20-2). Upon completion, TCTOs will be rescinded in ETIMS and removed from the TCTO table in affected TOs during the next change or revision.

1.5 TCTO MANAGEMENT SYSTEMS AND PRODUCTION TOOLS.

All TCTO data inputs, management practices, and acquisition and sustainment use procedures will be performed using designated standard AF enterprise systems and other AF-sanctioned production tools. Exceptions are listed in TO 00-5-1 and TO 00-5-3.

1.5.1 Enhanced Technical Information Management System. The designated AF Defense Business System for all Technical Order (TO) and Computer Program Identification Number (CPIN) management. The overall ETIMS Enterprise Capability is provided by four (4) major components: Government Cloud Service Provider Platform (Cloud One), ETIMS software, eTO Content Management (ECM) software, and external interfaces. ETIMS provides capabilities to create and index catalog data, manage library accounts, manage paper printing and distribution, manage TO change process, manage, archive, and distribute eTO content to support viewing eTOs on eTools.ETIMS contains metadata records that define the existence of TOs and CPINs in the Air Force Enterprise, and exchanges metadata and metadata transaction information/status with the Security Assistance Technical Order Distribution System (SATODS), the Technical Order Authoring and Publishing (TOAP) System, Reliability & Maintainability Information System (REMIS), Advanced Analytics (Advana)/Basing and Logistics Analytics Data Environment (BLADE), and the Defense Logistics Agency (DLA)'s Data Services Online (DSO) for managing subscriptions and requisitions.

1.5.1.1 ETIMS is accessible via the AF Portal; once logged on to the AF Portal home page, ETIMS may be accessed from the Application A-Z Listing or at https://etims.cce.af.mil/ETIMS/index.

1.5.1.2 For any ETIMS User requiring elevated roles/privileges, see TO 00-5-1 and TO 00-5-3.

1.5.2 Data Services Online. DSO is the AF-directed system used for all printing of physical media TOs (paper, CD/DVD). DSO is the commercial-off-the-shelf online application used by Defense Logistics Agency (DLA) Document Services to provide printing/shipping services to the AF. DSO serves as the central DLA repository with ready-for-production (print ready) Portable Document Format (PDF) TO files in support of physical media Initial Distribution (ID) and subsequent One-Time Requisition (OTR) transactions for complete TOs or for specific (active) TO Changes and/or Supplements.

1.5.3 Reliability and Maintainability Information System. REMIS is the AF Maintenance Enterprise system providing organizational, intermediate, and depot-level operational authoritative information for all AF weapon systems (aircraft, Remote-Piloted Vehicles (RPV), Satellite, Missile, Trainer, Mine Resistant Ambush Protected (MRAP) vehicles, Communications-Electronics (C-E), ICBM, Automatic Test Equipment (ATE), and Support Equipment (SE)), supporting AF world-wide operating bases and locations. REMIS is designed to accumulate data and provide information necessary to support the AF equipment maintenance program outlined in DAFI 21-101. REMIS provides accurate, near-real-time data accessibility to all levels of management. Selected weapon system data from the MISs is transmitted electronically to REMIS.

1.5.4 Reliability Asset Monitoring System. The Reliability Asset Monitoring (RAM) System is the AF MIS used to track serialized TCTO compliance, weapon configuration, inspections and other key maintenance data and Operational Safety, Suitability and Effectiveness (OSS&E) support of missiles/munitions listed in TO 21M-1-101. RAM is the official AF system of record for the following data: AF Weapon System master inventory, Weapon System maintenance data, Master Validation tables, Inventory Assignment, Capability Status, Flying Hours, TCTO Status, and Chief Financial Office (CFO) reporting.

1.5.5 Advance Notification System. The ANS is the system of record for notifying senior leadership that Fleet Grounding/Removal from Service/Restricted Operations is imminent. This notification shall be issued by the responsible Program Office. Prior to issuing an Advance Notification, the PM or their designee shall conduct a risk assessment in accordance with MIL-STD-882, to determine the level of technical risk associated with the deficiency (Chapter 9).

1.5.6 Maintenance Information Systems. MIS refers to automated maintenance information systems that support and enable maintenance business processes. MIS is used to document maintenance actions and track fleet health. MIS includes Integrated Maintenance Data System Central Database (IMDS CDB).

1.5.6.1 Integrated Maintenance Data System Central Database. IMDS CDB is the primary AF, production-oriented, base-level automated MIS. The seven digit data code is the key data element used to maintain TCTO records in IMDS CDB (the data code cannot be changed). For TCTO supplements with no additional work (no new data code), users will update the changed data from the supplement in IMDS CDB.

1.5.6.2 Defense Property Accountability System Maintenance and Utilization Module. Defense Property Accountability System (DPAS) Maintenance and Utilization (M&U) module is the new AF system of record for all aircraft and weapon system maintenance SE or SE Maintenance Information System (SEMIS). DPAS M&U module is the SEMIS for maintenance scheduling, maintenance documentation, history, and operational status. HAF/A4L has approved interim guidance for DPAS M&U documentation processes during this transition for SE maintained with DPAS M&U located in the interim guidance folder at https://usaf.dps.mil/teams/afdpassemis/Policy/Forms/AllItems.aspx. This interim guidance will be utilized until DPAS M&U is Fully Operation Capable (FOC).

1.5.7 Security Assistance TO Data System. SATODS controls the release of TOs/TCTOs to foreign countries. This system provides documentation and records for Foreign Military Sales (FMS) accounts, including Country Standard TCTO (CSTCTO) indexing, processing and shipping labels, tracking, and cost calculations (see TO 00-5-19).

1.5.8 Technical Order Authoring and Publishing. The Technical Order Authoring and Publishing (TOAP) System is designated as the organic TO authoring and publishing component of the AF Standard TO Management System. TOAP provides the AF enterprise capability to manage, author, and publish TO publication source content data, and enforces authoring and publishing compliance outlined within the policies prescribed in TO 00-5-3.

1.5.9 Comprehensive Engine Management System (CEMS). The Comprehensive Engine Management System (CEMS) is the data system that has been identified by Congress as the USAF standard data system for the tracking of Air Force Engine Status, Accountability, and Critical parts life tracking. CEMS provides on-line real-time data accessibility to all levels of management. CEMS supports the Congressional Financial reporting requirements and the engine accountability requirements in AFI 63-101/20-101. CEMS reporting requirements are stated in TO 00-25-254-1. CEMS supports the On-Condition Maintenance (OCM) and Reliability Centered Maintenance (RCM) concepts for engines.

1.5.10 G081/FMxC2. G081/FMxC2 G081/Field Maintenance Command and Control (FMxC2) provides both a maintenance management and logistics command and control system for AMC Lead Command fleets. It provides fleet-wide management and visibility of status and location of aircraft, discrepancy history, TCTO status, Maintenance Data Documentation (MDD) history, personnel, back shop, production control, training, SE, and AGE.

1.6 PROGRAM ROLES.

1.6.1 Program Manager. The PM is responsible for, and has the authority to, accomplish program objectives for development, production, and sustainment to meet the user's operational needs. PMs provide TO management for the life cycle of assigned system/commodity TOs by establishing and assigning qualified personnel to staff the TO Management Agency (TOMA) functions. The PM is also responsible for assuring the OSS&E of the system, subsystems, or end items. Delegation of specific OSS&E responsibilities are documented in writing and approved by the PM/Chief Engineer (CE). PMs ensure the accuracy and adequacy of TOs by assigning the appropriate, documented, OSS&E authority to the TCM/ES.

1.6.1.1 The PM has overall management authority and accountability for assigned Configuration Items (CI). These responsibilities include modification management and implementation IAW AFI 63-101/20-101. Modifications are based on inputs from an Engineering Change Proposal (ECP), organic change proposal, or Materiel Improvement Program (MIP). Permanent modifications are accomplished using a TCTO that will be coordinated with the Lead and Using Commands as early in the process as possible.

1.6.1.2 The PM is responsible for the format and distribution of TCTOs and shall ensure that an annual review is conducted on all active TCTOs to validate currency and accuracy of key data elements. If any discrepancies are noted, PMs will notify units by any appropriate means.

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

1.6.1.4 The PM and/or their designated TO Manager is responsible for performing required advance notifications prior to the issue of Immediate or Urgent TCTOs IAW Chapter 9.

1.6.2 Chief Engineer. As the chief technical authority, the CE leads the implementation of a program's systems engineering processes and ensures their integrity including technical risk assessment focused on ensuring OSS&E IAW AFMCI 63-1201. The CE is responsible for verifying whether the TCTO affects nuclear certification of the equipment or item associated with the TCTO. The CE 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.

1.6.3 Production Management Activity. Unless otherwise specified, the Production Management Activity (PMA) in this TO refers to positions within the Program Office (e.g. TCM/ES, Engineer, TO Manager, Production Management Specialist). For the purpose of TCTO policy, PMA encompasses functions associated with the TCTO process from CCB approval through rescission and includes updating Maintenance Information Systems. Upon receipt of a TCTO or a procurable modification data package from a TCM/ES and a kit assembly package from the PM, the responsible PMA performs the following management functions:

- Purchase Request (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 in accordance with this TO.
- Ensures completion of AFTO Form 82 and is maintained in the TCTO file.
- Maintains kit delivery and distribution schedules.
- Ensures logistics support (spares, affected TO updates, data, and 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.
- Responsible to review and correct TCTO status change errors on the REMIS Suspense File Error Correction section or via screen GFM0400.

1.6.4 TO Management Agent/TO Management Agency (TOMA). At the direction of the PM, the TOMA is responsible for managing some or all of the TOs and TCTOs for a specific military system or commodity program for the entire life cycle. The TOMA ensures TCTO Headers, TCTOs, and TCTO Supplements are published, indexed and distributed via ETIMS. The TOMA is also responsible for managing the configuration of TOs and providing users with accurate, reliable and timely data IAW TO 00-5-1. Additional TOMA responsibilities are outlined in TO 00-5-3.

1.6.5 Technical Content Manager/Equipment Specialist.

NOTE

When referring to TCMs and ESs within the AF TO System, TCM/ES refers to roles and privileges and not an occupational series. For the purpose of these roles and privileges, TCM and ES are synonymous and will be referenced as TCM/ES.

At the direction of the PM, the TCM/ES is an individual or office responsible for the accuracy, adequacy, modification, classification and review of TO procedures, engineering data and the related technical contents of a TO. The TCM/ES will manage TO content and ensure approved changes will not negatively affect the system or equipment. Additional TCM/ES responsibilities are outlined in TO 00-5-3.

1.7 INSPECTIONS AND SELF-ASSESSMENT.

1.7.1 Management Internal Control Toolset (MICT). TODOs, TODAs, and Library Custodians will complete unit self-assessments using the Management Internal Control Toolset (MICT). For MAJCOMs or units that do not have a MICT published Self-Assessment Communicator (SAC), use the TO 00-5-15 - Air Force Time Compliance Technical Order Process - Time Compliance TO Program Implementation (MRO) - AFMC, available at https://mict.cce.af.mil, as a template. Additional questions may be added as necessary.

1.8 REPORTING TCTO DEFICIENCIES.

1.8.1 TCTO Document Deficiencies. The ETIMS RC process will be used to report all TCTO deficiencies IAW TO 00-5-1. Initiators who do not have access to ETIMS will create RCs using the AFTO Form 22 process IAW TO 00-5-1, Appendix D.

NOTE

Safety deficiencies will be reported as Emergency RCs. Technical deficiencies will be reported as Urgent RCs. Non-technical corrections will be reported as Routine RCs.

CHAPTER 2
MODIFICATIONS AND TIME COMPLIANCE TECHNICAL ORDERS

2.1 TYPES OF MODIFICATIONS.

The two primary types of modifications are temporary and permanent. Temporary modifications change the configuration of an item to enable short-term operational mission accomplishment (T-1), or to conduct Test and Evaluation (T&E) of new and modified equipment (T-2). Temporary modifications are managed using temporary modification baselines and additional supporting documentation attached to the modification proposal for review, approval, and potential future transition to a permanent modification. Permanent modifications change the configuration of an asset/software for effectiveness, suitability, survivability, service life extension, and/or reduce ownership costs of a fielded weapon system, subsystem, item or Information/Network System (AFI 63-101/20-101).

2.1.1 Modifications Affecting Emergency Rescue Procedures. Test 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).

2.2 MODIFICATION PROPOSALS.

Proposed modifications are submitted, validated and approved In Accordance With (IAW) AFI 63-101/20-101. An approved permanent modification includes the inherent authority to perform trial TCTO kit installations and TCTO verification activities on test assets in order to verify the installation procedures and sustainment elements associated with the modification prior to full-rate kit production and/or fleet-wide installation. The Program Manager (PM) utilizes the approved AF Form 1067 or Engineering Change Proposal (ECP) to document the technical requirements baseline required to establish a modification implementation approach. A Configuration Control Board (CCB) evaluates the proposed technical requirements baseline and documents a Configuration Control Board Directive IAW MIL-HDBK-61A.

2.2.1 Implementing Modifications. When the CCB directs a modification to be accomplished by TCTO, the TCTO is developed and formatted according to MIL-DTL-38804. The development process and TCTO content are managed and controlled through the AFTO Forms 873, 874, and 875. If other TOs must be updated as a result of the TCTO, the changes are developed concurrently by the Modification Manager and submitted using the Recommended Change (RC) process in TO 00-5-1. 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.

2.3 TYPES OF TCTOS.

There are seven types of TCTOs: Modification, Inspection, Commodity, Companion, Supplement, Record, and Safety. TCTOs are identified in the applicable MIS with a TCTO Type Code that corresponds with the TCTO priority, use Table 2-1 and Table 2-2 to determine applicable Type Code for the priority. The following paragraphs provide further descriptions of each of the seven TCTO types:

NOTE

TCTOs may be accomplished at any level of maintenance: Organizational, Intermediate, or Depot. The PM in coordination with the Lead/Using MAJCOM determines the TCTO level of accomplishment.

2.3.1 Modification TCTOs. Issued to modify a system or commodity by adding, deleting or altering: form, fit, function or interface of a component for a configuration item. These are often referred to as Configuration TCTOs. A modification TCTO can also be a single TCTO for removal, modification and reinstallation of components and return of end items to serviceable status.

2.3.2 Inspection TCTOs. Issued to accomplish a non-configuration change one-time inspection. The PM may authorize non-configuration change TCTOs to include all end items and commodities.

2.3.2.1 Special tools, parts and materials will be provided in TCTO kits when items are not commonly available at base level. 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.

2.3.2.2 Inspection TCTOs shall indicate if previous inspections satisfy the one-time requirement and if the requirement is included in the normal inspection manual. Consideration should be taken into account when the inspection involves chemical reaction, or when serviceability is hindered.

2.3.2.3 An AFTO Form 874 is only required for inspection TCTOs if kits, special tools, etc., are available at the performing units that are not commonly available at the location where the TCTO will be performed.

2.3.2.4 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.

2.3.2.5 Process and manage MAJCOM or local One Time Inspections IAW TO 00-20-1.

2.3.3 Commodity TCTOs. Issued against lower level components, sub-assemblies, or Line Replaceable Units (LRU) such as pods/pylons, etc. Commodity TCTOs are documented against the component or assembly part number/serial number, unless the lower level assembly is an end item unto itself, and has a Standard Reporting Designator (SRD). When the TCTO is performed on a commodity removed from an end item, it is reported against the end item ID and will be recorded as off-equipment maintenance in the applicable Maintenance Information System (MIS). If the commodity TCTO is to be performed on an end item, the maintenance performed will be recorded as on-equipment maintenance. Each of these scenarios shall comply with documentation rules set forth in TO 00-20-2 and will require a companion TCTO. 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/ES for the commodity is responsible to coordinate with all end item users to determine if the inspection/modification can be completed without removal from the end item. The end item TCM/ES shall be responsible for preparing the companion TCTO. The TCM/ES preparing the commodity TCTO shall accomplish coordination within a time frame on a priority basis consistent with the urgency of the TCTO (Table 2-2).

2.3.3.1 If the commodity TCTO is for depot-level accomplishment, the end item TCM/ES 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 accomplished based on attrition, no companion TCTO is required. The affected Illustrated Parts Breakdowns (IPB) shall be updated by the owning TCM/ES to reflect the modified equipment part number used for field-level replacement.

2.3.3.2 If the TCTO is an 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/ES and Lead/Using Command will establish the compliance period.

2.3.3.3 It may be preferable to modify the entire inventory through the commodity TCTO and use the companion TCTO for removal of unmodified and installation of modified items.

2.3.3.4 When work required by a TCTO affects another TO or TCTO, a statement shall be included in Element 3, When to be Accomplished, based on the following: ″The work required by this technical order shall be accomplished [concurrently with][prior to][subsequent to] the work required by TO____, data code____ , dated____.″ (MIL-DTL-38804).

2.3.4 Companion TCTOs. Used when a Commodity TCTO requires removal of an item from an end item or affects safety of flight/operation or configuration of the end item. The Companion TCTO shall be written against the end item to remove the commodity item and replace it with a modified item. Companion TCTOs shall be released concurrently with applicable commodity TCTOs.

2.3.4.1 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. The reverse is true when a system modification affects commodities.

2.3.4.2 If a Commodity TCTO is depot-level-only accomplishment, write a field level O&I 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.

2.3.4.3 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.

2.3.5 TCTO Supplements. Supplemental TCTOs are used to change or amend the basic TCTO when new information such as personnel required, man-hours required, etc., arises based on field execution. All TCTO supplements will be lettered not numbered (e.g., -501C).

NOTE

Do not index a TCTO supplement as a stand-alone file with the -WA-1 media distribution code, as this will prevent loading either file to the ETIMS repository.

2.3.5.1 Publication of formal TCTO supplements is incompatible with HTML TCTOs. However, if the publication of a formal TCTO Supplement is required to support paper distribution of a TO, number and index the stand-alone supplement as a paper document (TO Number + S-n or SS-n). The formal supplements for PDF TCTOs or CD-ROM/DVD TCTOs will be merged into the digital TCTO file prior to issue.

2.3.5.2 Paper interim supplements will be indexed in ETIMS by selecting Local Print. ETIMS will automatically select the interim indicator and assign a Publication Stock Number (PSN) ending in P (Printed Copy, used for messages which have to be printed locally). Interim supplements to digital PDF eTCTOs will be merged into (posted to) the digital eTCTO prior to uploading to ETIMS. Refer to the Field User Guide (FUG) TM-12, Merging Supplements, accessible from the FUG SharePoint link at https://usaf.dps.mil/teams/12982/aftofst%20fug/sitepages/home.aspx, for specific details. The merged TO file will be indexed with a publication date that matches the paper supplement date. HTML TCTOs must use Rapid Action Changes (RAC) instead of interim supplements.

2.3.5.3 All Formal/Interim TCTO Supplements must be merged into digital PDF TO files and posted IAW TO 00-5-3 and fully linked and annotated by the TOMA or TCM/ES before uploading to ETIMS for viewing and distribution. This includes a title page note referencing the supplement as well as hyperlinks to affected paragraphs. Linking a supplement to a TCTO will include linking the TCTO title page to the supplement title page, linking the supplement title page to the TCTO title page, linking each step in the supplement to the page the step refers to, and linking the page in the TCTO to the page it refers to in the supplement. Refer to TM-12, Merging Supplements, accessible from the FUG SharePoint link at https://usaf.dps.mil/teams/12982/aftofst%20fug/sitepages/home.aspx for specific details.

2.3.5.4 When it becomes necessary to issue more than one supplement to a basic TCTO, the later supplement(s) may include the previous supplement(s), or be independent. Supplements requiring additional work shall be independent. Changes that affect the form, fit or function of the TCTO requires a new TCTO. It's possible to have multiple supplements added to a TCTO where REMIS will not show the latest supplement that applies.

NOTE

Only one TCTO number is permitted against any singular data code in the MIS. Once assigned, the TCTO number associated with a data code will not be changed in the MIS or REMIS. (see also Paragraph 3.2.4).

2.3.5.5 Supplements that require additional work to TCTOs with serial numbers that appear as accomplished in the MIS, shall be assigned a new data code. The supplement shall contain a statement regarding additional work required. All of the applicable serial numbers listed in the TCTO shall be loaded against the TCTO Supplement in the MIS. The basic TCTO and the supplement must be updated in the MIS upon completion. Revised completion dates shall also be included, if required.

2.3.5.6 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.

2.3.5.7 Interim TCTO Supplements are required to transmit urgent changes and make minor technical corrections that do not affect the scope of formal TCTOs. Interim TCTO Supplements shall be used to update ITCTOs. The processing and distribution of ITCTO supplements is accomplished IAW Chapter 9 of this TO and TO 00-5-1. EMail precedence and delayed delivery provisions are provided IAW TO 00-5-1.

2.3.6 Record TCTOs. Issued to tabulate the equipment affected, index necessary installation drawings and instructions, and list required parts which are provided by kits. Record TCTOs will not be accomplished by O&I level maintenance activities, do not contain step-by-step instructions in the How Work is Accomplished paragraph, and do not require symbol entries on maintenance forms. Distinguishing red markings are not required for record TCTOs and all other aspects of the record TCTO will contain the same information and support as do other TCTOs.

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

2.3.6.2 The Record TCTO may become the formal TCTO through 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.

2.3.6.3 TO updates to support a prototype installation must be agreed upon by the applicable Lead/Using MAJCOM.

2.3.7 Safety TCTOs. Issued to accomplish permanent modifications with safety implications. The corrective actions for safety deficiencies that impose remove from service or flight restrictions are issued as an Immediate Action Safety TCTO. 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.

2.3.7.1 Systems or Commodities in Production. All approved ECPs affecting items in production should be incorporated on the first possible item produced after CCB approval (or contract award). The procuring activity exercising approval and management for the system or commodity shall be responsible for effecting TCTO accomplishment, for which kits are available. 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.

Table 2-1. TCTO Type Codes

Type Code	TCTO Priority/Type
1	Immediate Action (see Table 2-2)
2	Urgent Action (see Table 2-2)
3	Routine Action or Record Type (see Table 2-2)
7	Event Type
8	Routine Action, Permanent MOD
A	Immediate Action Inspection
B	Urgent Action Inspection
F	Routine Action Inspection
G	Event Type Inspection

Table 2-2. Priorities Matrix

TCTO 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	X	X

2.4 TCTO PRIORITIES.

There are three levels of priority for the seven types of TCTOs: Immediate Action, Urgent Action, and Routine Action. The Type Codes and Priorities Matrix (Table 2-1 and Table 2-2) show the relationship between priorities and the different types of TCTOs. The priority is indicated in the instructions by specifying when compliance is to be accomplished (Table 7-2). 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. The following paragraphs address each of the priorities:

2.4.1 Immediate Action. Immediate Action TCTOs are only issued with approval of the Lead MAJCOM to prevent use of equipment or procedures until hazardous safety conditions, which pose an unacceptable risk of fatality or serious injury to personnel or extensive damage to or destruction of valuable property, can be corrected. The words “IMMEDIATE ACTION” are printed in red at the top center of the cover page and a series of red Xs are printed around the border (see Figure 2-1).

2.4.1.1 The urgency of Immediate Action TCTOs requires rapid (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.

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

2.4.1.3 Any Immediate Action TCTO that will result in partial or complete weapon system removal from operational availability requires the issue of an official notification through the Advance Notification System (ANS) (Chapter 9).

2.4.2 Urgent Action. 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 ITCTO. 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 (see Figure 2-2).

2.4.2.1 The urgency of these TCTOs requires compliance within specified time limits, which cannot be exceeded without an applicable risk acceptance decision. If compliance is not accomplished by expiration of the time limit, Urgent Action 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 Support Equipment (SE), personal equipment, materials or munitions.

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

2.4.2.3 Any Urgent Action TCTO that will result in partial or complete weapon system removal from operational availability requires the issue of an official notification through the ANS (Chapter 9).

2.4.3 Routine Action. 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 (see Figure 2-3).

2.4.3.1 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.

2.4.3.2 Routine Action TCTOs may also provide enhancements to equipment or system capabilities.

2.4.3.3 The 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 maintenance man-hours when subsequent TCTOs are known to be approved and in process.

2.4.3.4 Commanders shall ensure distribution is made to all affected personnel within five days of receipt.

IMMEDIATE ACTION

DEPARTMENT OF THE AIR FORCE
TECHNICAL ORDER

TO 1F-16-1140
DATA CODE: 0162903
ISSUE DATE: 19830201
RESCISSION DATE: 19840201

INSPECTION OF CONSTANT SPEED DRIVE (CSD) ACCUMULATOR MOUNTING BRACKETS, PART NO. 16P1531-23, F-16A/B AIRCRAFT

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 technical order is applicable to the following aircraft:

MODEL	SERIAL NUMBERS
F-16A	78-0001, 78-0003, 78-0005, 78-0008, 78-0026, 78-0056, 78-0057, 78-0058, 78-0059, 78-0061, 78-0064, 78-0128, 78-0146, 78-0152, 78-0153, 78-0154, 78-0215, 78-0224, 78-0225, 78-0278, 79-0334, 79-0335, 79-0336, 79-0339, 79-0363, 79-0364, 79-0379, 79-0380, 79-0402, 80-0479, 80-0481, 80-0482, 80-0488, 80-0508, 71-0689, 81-0732, 81-0733, 81-0734, 81-0735, 81-0736, 81-0737, 81-0739, 81-0740, 81-0741, 81-0742, 81-0743, 81-0744, 81-0745, 81-0746, 81-0747, 81-0748, 81-0749, 81-0750, 81-0751, 81-0752, 81-0753, 81-0754, 81-0755, 81-0756, 81-0757, 81-0758, 81-0759, 81-0760, 81-0761, 81-0762, 81-0763, 81-0764, 81-0765, 81-0766, 81-0767, 81-0768, 81-0770, 81-0772 (less attritted aircraft)
F-16B	78-0077, 78-0081, 78-0084, 78-0088, 78-0095, 78-0096, 78-0097, 78-0100, 78-0104, 78-0166, 78-0302, 79-0419, 79-0423, 79-0425, 79-0430, 80-0638, 81-0812, 81-0814, 81-0816 (less attritted aircraft)

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

1.3 TCTO Verification. Proofing was not accomplished.

TO-00-5-15-047

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

URGENT ACTION

DEPARTMENT OF THE AIR FORCE
TECHNICAL ORDER

TO 6J14-2-39-512
DATA CODE: 0602192
ISSUE DATE: 20091026
RESCISSION DATE: 20101026

INSPECTION OF FORWARD AND AFT CLAMP RINGS ON F-16 370-GALLON EXTERNAL FUEL TANK, PART NO. 27-370-48260-( )

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 technical order is applicable to all Alternate Mission Equipment (AME), built up War Readiness Material (WRM), and Special Purpose Recoverable Authorized Maintenance (SPRAM) F-16 370-Gallon External Fuel Tanks, Part No. 27-370-48260-( ).

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

1.3 TCTO Verification. Proofing was not accomplished.

TO-00-5-15-048

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

DEPARTMENT OF THE AIR FORCE
TECHNICAL ORDER

TO 1F-16-2870
DATA CODE: 0106029
ISSUE DATE: 20191001
RESCISSION DATE: 20221001

MODIFICATION OF RADOME ASSEMBLY PART NUMBER BD0610001-107 TO PART NUMBER 16Z5529-1 ON USAF F-16C BLOCK 30/32/40/42/50/52 AIRCRAFT

NOTE

- Commanders are responsible for bringing this technical order to the attention of all Air Force personnel cleared for operation of the affected system.
- This technical order is companion to TO 1F-16-2846, Installation of AN/APG-83 Active Electronically Scanned Array (AESA) Radar System Group B on USAF F-16C Block 30/32/40/42/50/52 Aircraft, data code 0105140, dated 20191001.

1 APPLICATION.

1.1 Identification. This technical order is applicable to the following aircraft:

MODEL	SERIAL NUMBERS
F-16C	86-0214, 86-0215, 86-0218, 86-0238, 86-0243, 86-0252, 86-0330, 86-0332, 86-0340, 86-0356, 86-0358, 86-0369, 86-0370, 87-0230, 87-0231, 87-0236, 87-0246, 87-0250, 87-0254, 87-0261, 87-0262, 87-0265, 87-0272, 87-0275, 87-0277, 87-0278, 87-0279, 87-0284, 87-0291, 87-0297, 87-0301, 87-0304, 87-0310, 87-0311, 87-0324, 87-0345, 87-0346, 87-0348, 88-0401, 88-0407, 88-0452, 88-0463, 88-0507, 88-0534, 88-0539, 89-2005, 89-2025, 89-2064, 89-2070, 89-2076, 89-2082, 89-2086, 89-2105, 89-2109, 89-2112, 89-2114, 89-2125, 89-2128, 89-2142, 90-0700, 90-0702, 90-0706, 90-0713, 90-0748, 92-3889, 92-3914, 92-3916, 93-0533, 93-0535, 93-0537, 93-0541, 93-0547 (less attritted aircraft)

Figure 2-3. Example of Title Page for Routine Action TCTO

2.5 TCTO LEVEL OF ACCOMPLISHMENT.

TCTOs are issued for a designated maintenance level based on available skill levels and facilities. A TCTO designated for field-level accomplishment does not prohibit accomplishment by depot-level maintenance. A depot-level designation prohibits accomplishment by field-level maintenance unless the MAJCOM has specific current authority granted by the PM. The PM, in coordination with the Lead/Using MAJCOM, determines the TCTO level of accomplishment. The following criteria apply:

2.5.1 Organizational and Intermediate Level Accomplishment. O&I level accomplishment will be designated when TCTOs are immediate, urgent, safety-related or routine, and require minimum out of commission or down time of systems and commodities. They involve small man-hour expenditures within the concept of maintenance performed by the using organization. The using command must agree to accomplish field level TCTOs within the designated compliance period. Total clock or man-hours published in TCTO will include time required for setup, preparation, and restoration. TCTOs exceeding eight clock hours or 25 man-hours will not be classified as O&I level. 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 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.

2.5.2 Depot-Level Accomplishment. 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 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.

2.6 SPECIAL CONDITION TCTOS.

TCTO accomplishment may be required for unique situations and special programs. Situations include, but are not limited to, the following:

2.6.1 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 6145 LOG/ES approval on the AFTO Form 872 prior to CCB approval and subsequent TCTO processing.

2.6.2 TCTOs on Radar Equipment. Modifications to radar equipment used jointly by the AF and the Federal Aviation Administration (FAA) will be initiated by an FAA System Safety Message (SSM). This message will be provided to the applicable TCM/ES for inclusion on the AFTO Form 873. A TCTO must be written and released before the field can comply with the SSM.

2.6.3 Country Standard TCTO. A Country Standard TCTO (CSTCTO) unique to a specific Foreign Military Sales (FMS) country or countries will be assigned a sequence number from a series starting at 6001. For more information on CSTCTO management and releasing USAF TCTOs to FMS customers, see TO 00-5-19.

NOTE

When creating the first CSTCTO under a CSTCTO Series Header, ETIMS will always start by creating -501. If the required CSTCTO does not meet the criteria to start with -501 and must be started at -6001, the TOMA creating the CSTCTO will create -501, then generate a Field Support Center (FSC) ticket, https://usaf.dps.mil/teams/10531/default.aspx, to have the CSTCTO renumbered to -6001. All CSTCTOs from that point will number in order and no further FSC Tickets will be required for the CSTCTO Series Header.

2.6.4 Electronic Warfare (EW) Systems. When EW system software is updated, it may impact the TOs managed by an aircraft or training device program at different locations. 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:

2.6.4.1 The commodity TCM/ES obtains current aircraft or training operations TOs (-1 series) and maintenance (-2 series) checkout procedures for comparison with the EW software TCTO requirements.

2.6.4.2 If required, the commodity TCM/ES prepares a draft of changed checkout procedures and verifies the changes with affected aircraft or training system TCM/ES during TCTO verification. The commodity TCM/ES furnishes the verified, marked-up copy of source data for all affected TOs to the applicable PMs.

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

2.6.4.3.1 When less than 50 pages of TO data are affected and TO updates are organically prepared, an initial distribution shall be accomplished within 90 calendar days of receipt of verified source data.

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

2.6.5 Modifications to Nuclear Certified Items Requiring TCTO for Release. The PM of nuclear capable/certified weapons systems and nuclear mission support products is responsible for releasing new nuclear certified items to the end user. This release will only be accomplished via a TO, a TCTO, or an ITCTO IAW AFI 63-125.

2.6.6 TCTO Software Policy. Software-only changes to baseline computer programs shall be announced by TCTO. It is the responsibility of the Equipment Specialist to ensure the software is released via TCTO. If there are multiple Computer Program Identification Numbers (CPIN) applicable to a series of system software (e.g. 13P3-2ALQ172 series), the notification may be included in a single TCTO. Organizations excluded from ETIMS for indexing and management of TOs/TCTOs IAW TO 00-5-1, do not have a program office to create TCTOs, CPINs may be released using a Programming Impact message (PIM) or Maintenance Instruction Message (MIM) IAW TO 00-5-16.

2.7 COMMERCIAL PUBLICATIONS DIRECTING MODIFICATIONS.

When modifications to systems or end items and initial or one-time inspections are performed by AF resources, the commercial publications will be managed and distributed IAW TO 00-5-1.

2.7.1 Commercial Manuals and Associated TCTOs Distribution. Distribution may only be accomplished via regular e-mail if they are Scientific and Technical Information (STINFO) Distribution Statement A (see Paragraph 3.6.2).

2.8 NON-TCTO MODIFICATION INSTRUCTIONS.

A Service Bulletin (SB), other DoD component modification instructions, and similar publications prepared by manufacturers or other government agencies are authorized for distribution to AF personnel for compliance IAW TO 00-5-1.

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

2.9 MODIFICATIONS TO COMMERCIAL VEHICLES.

SBs prepared by the contractor, the manufacturer, or AFLCMC/SE&V who maintains OSS&E of commercial vehicles, shall be used by AF personnel to correct deficiencies. The Vehicle Procurement Office, AFLCMC/WNZ, 235 Byron Street, Suite 19A, Robins AFB, GA 31098, will take necessary action to ensure that the government continues to receive SBs for all commercial vehicles in the AF inventory. When required, AFLCMC/WNZ shall direct corrective action. 441st VSCOS shall establish procedures to implement and monitor compliance with SBs and recalls. Using activities shall notify 441st VSCOS (using the DPAS system) when an SB is accomplished by bulletin number, registration number, work order number and date for input to the Consolidated Automated Reporting System (CARS) (AFI 24-302).

2.10 RETROFIT CHANGES.

2.10.1 Spares in Stock or War Reserve Materiel (WRM). Retrofit changes that affect spares in stock or WRM (AFI 25-101) will identify each affected item by National Stock Number (NSN), and/or Part Number (PN), and nomenclature.

2.10.2 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.

2.11 SPECIAL TCTO TYPES.

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.

2.11.1 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.

2.11.2 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.

2.11.3 Corrective Action TCTOs. Under no circumstances will the Program Office include releasing statements in a corrective action TCTO. When such conditions arise, a TCTO supplement is prepared by the issuing program office giving proper release instructions. The issuing Program Office provides the TCTO number to the end item System Program Office as early as possible. Some conditions may require accomplishment of more than one TCTO before lifting of restrictions.

2.11.4 TCTOs Affecting Flight Manual. AFI 11-215 is the governing flight manual instruction for TCTOs affecting the Flight Manual Program. All AFTO Form 873 routing must include the Flight Manual Manager (FMM) concurrence and subsequent publications will also be coordinated with the FMM. Flight Manuals must be revised and distributed concurrently with affected maintenance TOs. AFMC/A3V, 508 W Choctawhatchee Ave.; Suite 4 Building 35, Eglin AFB FL 32542-5713 is the subject matter expert for TCTOs affecting flight manuals.

2.12 TCTO FUNDING.

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. The PM shall be responsible for developing modification budget (lead-time away) addressing all aspects of the related TCTO.

2.12.1 Funding Coverage. Funding for the TCTO includes development, prototyping, verification, publishing and distribution of the TCTO, and any TO changes required during the period of performance (see below). Funding for the TCTO kit requirements includes material and distribution.

2.12.2 Funding TO Updates. TO updates as a result of a modification must include funding for development and publishing, inserting after data in TOs, and publishing routine updates to remove before data after TCTO completion (see Paragraph 5.7.2). If Interim Operational/Safety Supplements (IOS/ISS) are used to provide after data, TCTO funds must also pay for that portion.

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

2.13 PRELIMINARY TCTOS.

2.13.1 Preliminary TCTO. The PM, with agreement from the Lead and Using Commands, may authorize the use of verified preliminary TCTOs IAW AFI 63-101/20-101 and TO 00-5-3. This authorization applies to specific programs pending distribution of a formal TCTO. Maximum duration of the authorization is 180 days unless readdressed. The authorization memorandum must accompany the data at all times.

2.13.2 Preliminary Depot-Level TCTOs. The use of verified preliminary depot-level TCTOs must be approved by the PM and affected depot Maintenance Division Chief.

CHAPTER 3
TCTO DEVELOPMENT PROCESS

3.1 CONFIGURATION CONTROL BOARD DIRECTIVE.

The Program Manager (PM) establishes a means for tracking a modification proposal through a formal Configuration Control Board (CCB) validation and modification completion. The CCB determines whether the modification will be performed as an Engineering Change Proposal (ECP) or as a TCTO. Once the decision has been made to accomplish the modification as a TCTO, the development process is initiated. Additionally, the PM will determine if assignment of a Materiel Improvement Program (MIP) number is required.

3.2 TCTO NUMBERING.

A TCTO is identified by a serial number beginning with the number -501 or -6001 for Country Standard TCTOs (CSTCTO) for the first TCTO issued for the item of equipment, and its basic number, indicating data that has already been numbered in the TO system. The basic number of a TCTO is based on the TO series with the type of manual designator omitted and is referred to as a TCTO Header. When indexed in ETIMS, the serial number for the TCTO will be added to the header in place of the type designator.

NOTE

When creating the first CSTCTO under a CSTCTO Series Header, ETIMS will always start by creating -501. If the required CSTCTO does not meet the criteria to start with -501 and must be started at -6001, the TOMA creating the CSTCTO will create -501, then generate a Field Support Center (FSC) ticket, https://usaf.dps.mil/teams/10531/default.aspx, to have the CSTCTO renumbered to -6001. All CSTCTOs from that point will number in order and no further FSC Tickets will be required for the CSTCTO Series Header.

3.2.1 TCTO Header. TO Managers (TOMA) will request a TCTO Series Header using the ETIMS Request TO Number screen, see Field User Guide (FUG) TM-18, Requesting a New TO or TCTO Header, accessible from the FUG SharePoint link at https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Technical-Orders-Associated-Links.aspx. TCTO series headers must then be indexed before adding and publishing the first TCTO in the series, see FUG TM-5, Indexing Digital Media on the FUG SharePoint above. A separate TCTO series header must be established when individual TCTOs in the series will be assigned different classifications. Additionally, each media type will require a separate TCTO header with the applicable media suffix. Once a TCTO series header number is approved, ETIMS will automatically number individual TCTO increments in the series sequentially.

3.2.1.1 TCTO Series Headers enable TODOs to subscribe to future TCTO increments and supplements for each TCTO modification and inspection requirement that is planned, with a single subscription.

3.2.1.2 Synthetic TCTO Headers. A Unique application for TCTOs when the assembly being modified does not have maintenance TO assigned, (i.e., manufacturer service bulletins, Air Directives, real property, etc.) for Contractor Logistics Support (CLS) managed equipment. Use of the synthetic header is permitted only for unique scenarios as described herein and is not meant as a method for circumventing TCTO Series Header requirements. The series will be numbered at the lowest level (e.g., 1F-16D for the F-16 Weapon System) to ensure all military system and commodity users get needed support. They usually contain two or three groups: e.g., 1C-130-1225. TCTO series header numbers are assigned in accordance with this TO and TO 00-5-18. Classification (such as UNCLASSIFIED or SECRET) and Distribution Statements are to be applied as normal TCTO Headers.

3.2.2 TCTO Increment. When a new TCTO is approved, the TO Manager must add a TCTO increment to the TCTO Header, see FUG TM-5, Indexing Digital Media, accessible from the FUG SharePoint link at https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Technical-Orders-Associated-Links.aspx.

3.2.2.1 If TOMAs are providing both physical and electronic TCTOs concurrently for like TCTO Series Headers, extra steps must be taken:

3.2.2.1.1 ETIMS starts the first TCTO of a series with 501, and will continue to number sequentially.

3.2.2.1.2 If a TOMA has an established paper TCTO series header with one or more increments and creates a new matching electronic series header when the next TCTO is added, the increment numbers will not match.

3.2.2.1.3 The eTCTO will be added as -501 and must be renumbered to match the corresponding paper TCTO increment.

3.2.2.1.4 Renumber the eTCTO to match the paper TCTO increment by submitting a Field Support Center ticket, https://usaf.dps.mil/teams/10531/default.aspx. All subsequent eTCTOs will be numbered sequentially from the renumbered increment.

3.2.2.2 Both contractor and organically prepared TCTOs are numbered in accordance with this TO and TO 00-5-18.

3.2.3 TCTO Supplements. Supplements to basic TCTOs are assigned automatically in ETIMS and restart at C after each new TCTO increment. 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. The new supplement is then distributed IAW TO 00-5-1 and TO 00-5-3.

3.2.4 TCTO Data Codes. ETIMS will provide TCTO data codes for new TCTOs based on the TCTO Header number.

3.2.4.1 Data Code Identification. The first two digits identify the equipment TO category IAW 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 and data code numbers are obtained from ETIMS. See Table 3-1, for when to issue new data codes for supplements. REMIS provides a cross-reference between data code numbers and TCTO numbers.

3.2.4.2 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, below the TO number on all TCTOs and supplements.

Table 3-1. Rules for Assigning TCTO Numbers, Data Code Numbers and Dates

Type of TCTO	TCTO Number		Data Code Number		Issue Date		Rescission Date[1]	
(Recorded logically)	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 ETIMS, REMIS, and in the TCTO.

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.

3.3 NUMBERING TCTO KITS.

TCTO Kits are numbered with a 15 character management code consisting of the Federal Stock Class (FSC), Kit Designator, TO Category, Data Code, Kit Letter Designator, and Management Code as follows:

3.3.1 Federal Stock Class. The first four digits of the TCTO kit number identify the FSC for the equipment item.

3.3.2 Kit Designator. The fifth position is occupied by the letter K, denoting a kit.

3.3.3 TO Category. Positions six and seven identify the equipment's category per TO 00-5-18.

3.3.4 Data Code. The next five digits are sequentially assigned in ETIMS and are used to identify the unique TCTO and maintain serialization control. For example, positions six and seven identify the technical order category, positions eight through twelve identify the data code. In the example depicted in Table 3-2, 09275 indicates the 9,275th test equipment data code used.

3.3.5 Kit Letter. 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), 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.

3.3.6 Management Codes. Air Force Materiel Management Aggregation Codes (MMAC). Positions 14 and 15 identify the specific manager (at one of the Government Inventory Control Points, Contractor Inventory Control Points, or Special Cataloging Activities) responsible for managing the kit.

Table 3-2. TCTO Kit Identification Number Data Fields

Federal Stock Class	Kit Designator	TO Category	Data Code Number	Kit Letter Designator	MMAC
1560	K	33	09275	A	BC
Airframe Structural Components (Single Engine Aircraft, Multi-engine 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 is generated by the ETIMS	Identifies Group A or B Kit Group A Kits (items, parts, components to be permanently or semi-permanently 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)	The MMAC corresponds to the specific manager's control point for managing the kit

3.4 TCTO REQUIREMENTS.

TCTO development is a step-by-step process to establish TCTO requirements (Figure 3-1). The assigned TCM/ES will collect applicable data by conducting analyses of safety implications and impact upon other systems or documentation to complete the applicable AFTO Forms. If the modification is directed as a Contractor developed TCTO, the TCM/ES and contractor will establish the necessary requirements as determined by the AFTO Form 872 and development of the AFTO Forms 873 and 875 (see Paragraph 3.5).

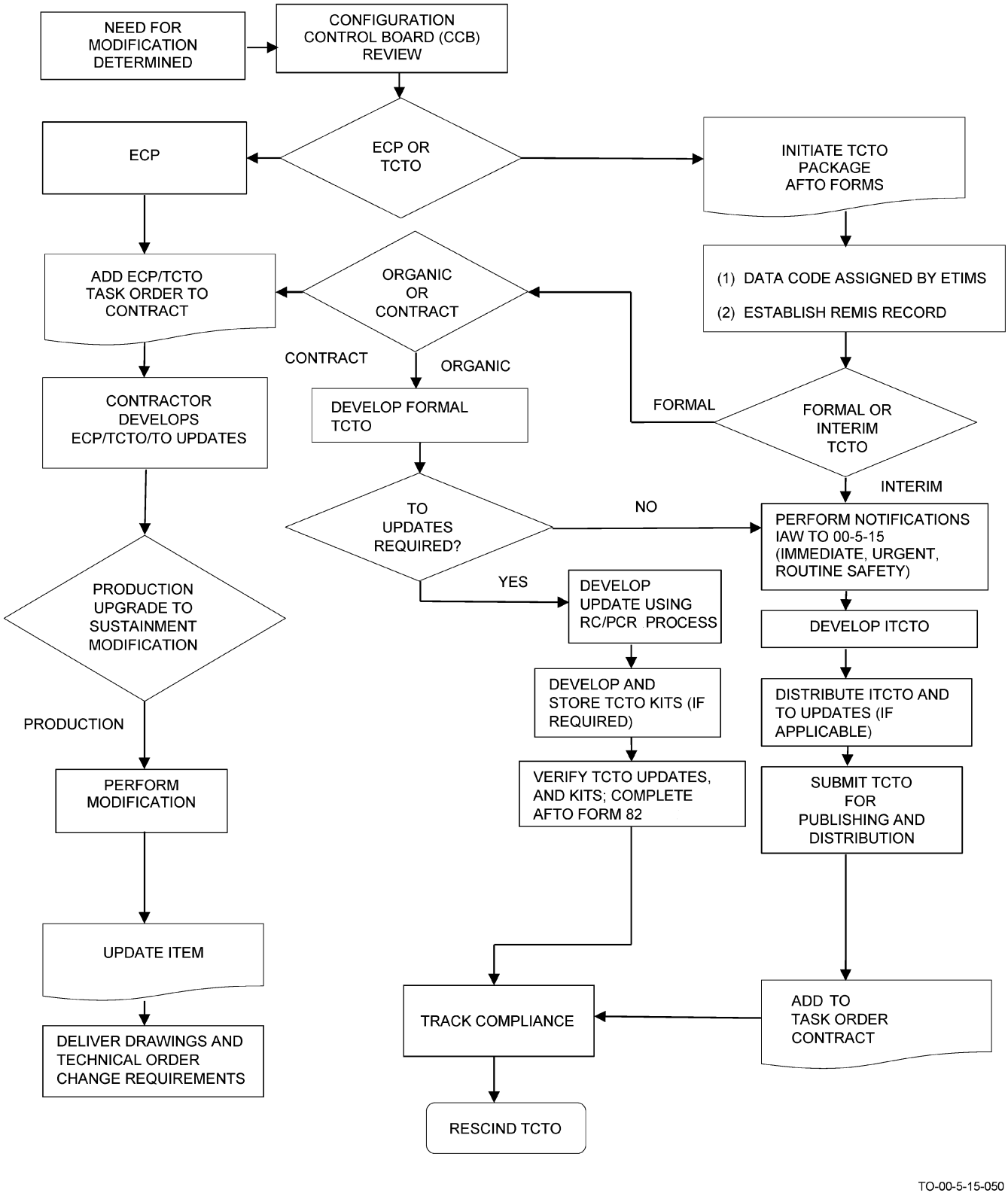


Figure 3-1. TCTO Development Process Flow

3.4.1 Development of TCTO Data Requirements. TO Managers will not prepare TCTO data requirements for other organizations or for military systems or commodities that have not been submitted through the Data Manager (DM).

3.4.1.1 If required, the responsible 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 Form 1423 but usually accepts inputs via e-mail. The DM provides the proper backup material (ECP, purchase request (PR), etc.) when available.

3.4.1.1.1 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.

3.4.1.1.2 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 locations.

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

3.4.1.1.4 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.

3.4.1.1.5 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.

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

3.4.2 Pre-Release Review Group Meeting. The PMA requests a Pre-Release Review Group (PRRG) meeting (if required) with the TCM/ES, 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/ES submits the draft TCTO to the TO Manager for preparation of a pre-publication review copy. The TCM/ES 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.

3.4.3 TCTO History. The PMA shall assemble a TCTO History Folder (paper or electronic) containing the documentation listed in Table 3-3. 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/ES 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 3-3. TCTO History Folder (Paper and/or Electronic) Documents

TCTO History Folder (Paper and/or Electronic) Documents	
Primary Form	Supporting Documents
AF Form 1067 or AFTO Form 872	Copy of TCTO
Publication Change Request/AFTO Form 252	
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

3.5 TCTO DOCUMENTATION.

The key documents utilized for development of TCTO requirements are as follows:

3.5.1 AFTO Form 872. (Figure 3-2) The AFTO Form in this figure is an example only; please refer to Air Force ePublications for the most recent version. The Configuration Control Board Approval Document is completed by the CCB. Completion instructions are provided with the form.

3.5.2 AFTO Form 873. (Figure 3-3). The AFTO Form in this figure is an example only; please refer to Air Force ePublications for the most recent version. The Time Compliance Technical Order Requirements form is used to document the plan and requirements for accomplishing a TCTO and must be maintained in the TCTO history folder. Completion instructions are provided with the form.

3.5.3 AFTO Form 874. (Figure 3-4) The AFTO Form in this figure is an example only; please refer to Air Force ePublications for the most recent version. The Time Compliance Technical Order Supply Data Requirements form is used to provide supply-related information for the TCTO only when a TCTO Kit is required and must be maintained in the TCTO history folder. The PMA must complete approval and processing of the form within 30 days of receipt from the contractor or other preparing activity. Completion instructions are provided with the form.

3.5.3.1 TCM Responsibilities for Contractor Prepared AFTO Form 874. For a Contractor-Prepared AFTO Form 874, the TCM/ES will:

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

3.5.3.1.2 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.

3.5.3.1.3 Include any items which will require re-identification after modification. Contact will be made with the PMA to obtain any missing information, and ensure the contractor has calculated the number of kits required for installs and spares (items in stock affected by the modification or inspection).

3.5.3.1.4 Return the AFTO Form 874 to the PMA after the review.

3.5.3.2 TCM/ES Responsibilities for Organically-Prepared AFTO Form 874. For Organically-Prepared AFTO Form 874, the TCM/ES will:

3.5.3.2.1 Submit the AFTO Form 874 for coordination of any supply actions.

3.5.3.2.2 Notify individual IM and DLA responsible for items affected by the TCTO of potential impacts on assigned equipment.

3.5.3.2.3 Review the completed form upon return from requirements section and submit to PMA.

3.5.3.3 Program Manager (PM) Responsibilities. Upon receipt of the AFTO Form 874, the PM will:

3.5.3.3.1 Assign the item manager for the end item.

3.5.3.3.2 Assign any additional individual responsibilities and accomplish the coordination of TCTO supply data from affected individual component/piece/part manager.

3.5.3.3.3 Annotate any relevant supply requirements on the AFTO Form 874, obtain kit manager's signature in the block marked Kit Manager, and return to the PMA.

3.5.3.4 IM and DLA Responsibilities. 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:

3.5.3.4.1 Annotate the quantities of spares to be modified.

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

3.5.3.4.3 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).

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

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

3.5.3.4.6 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.)

3.5.3.4.7 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 IAW AFMCMAN 23-103 for cataloging assignment and/or maintenance actions.

3.5.3.4.8 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).

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

3.5.3.4.10 Immediately after all affected equipment has been modified and the TCTO has been rescinded, ensure disposition of excess kits IAW this TO.

3.5.3.5 Cataloging Activity Responsibilities. The Cataloging Activity, DLIS/KDAS will receive the following items: Interchangeability and Sustainability (I&S), and non-National Stock Number (NSN) or NSN requests.

3.5.3.5.1 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.

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

3.5.3.6 Production Management Activities Responsibilities. The Production Management Activities will:

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

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

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

3.5.3.6.4 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.

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

3.5.3.6.6 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.

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

3.5.3.6.8 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.

3.5.4 AFTO Form 875. (Figure 3-5) The AFTO Form in this figure is an example only; please refer to Air Force ePublications for the most recent version. Time Compliance Technical Order Programming Document is used to plan requirements for accomplishing a TCTO and 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 and must be maintained in the TCTO History Folder. Completion instructions are provided on the form.

3.5.4.1 The PM will initiate the AFTO Form 875 after CCB approval of the TCTO. The responsible TCM/ES will determine which items are applicable based on information provided by the AFTO Form 872 and AFTO Form 873 and check the Action Required block on the AFTO Form 875. The TCM/ES will sign off any completed actions in the Action Required block and forward to the applicable PMA to guide the management and programming of the TCTO.

3.5.4.2 The PMA will monitor and control the accomplishment of actions, coordination, and approvals required by the AFTO Form 875. Upon completion of all logistics support actions required by the AFTO Form 875, the PMA will sign off the completed items in the Action Re-

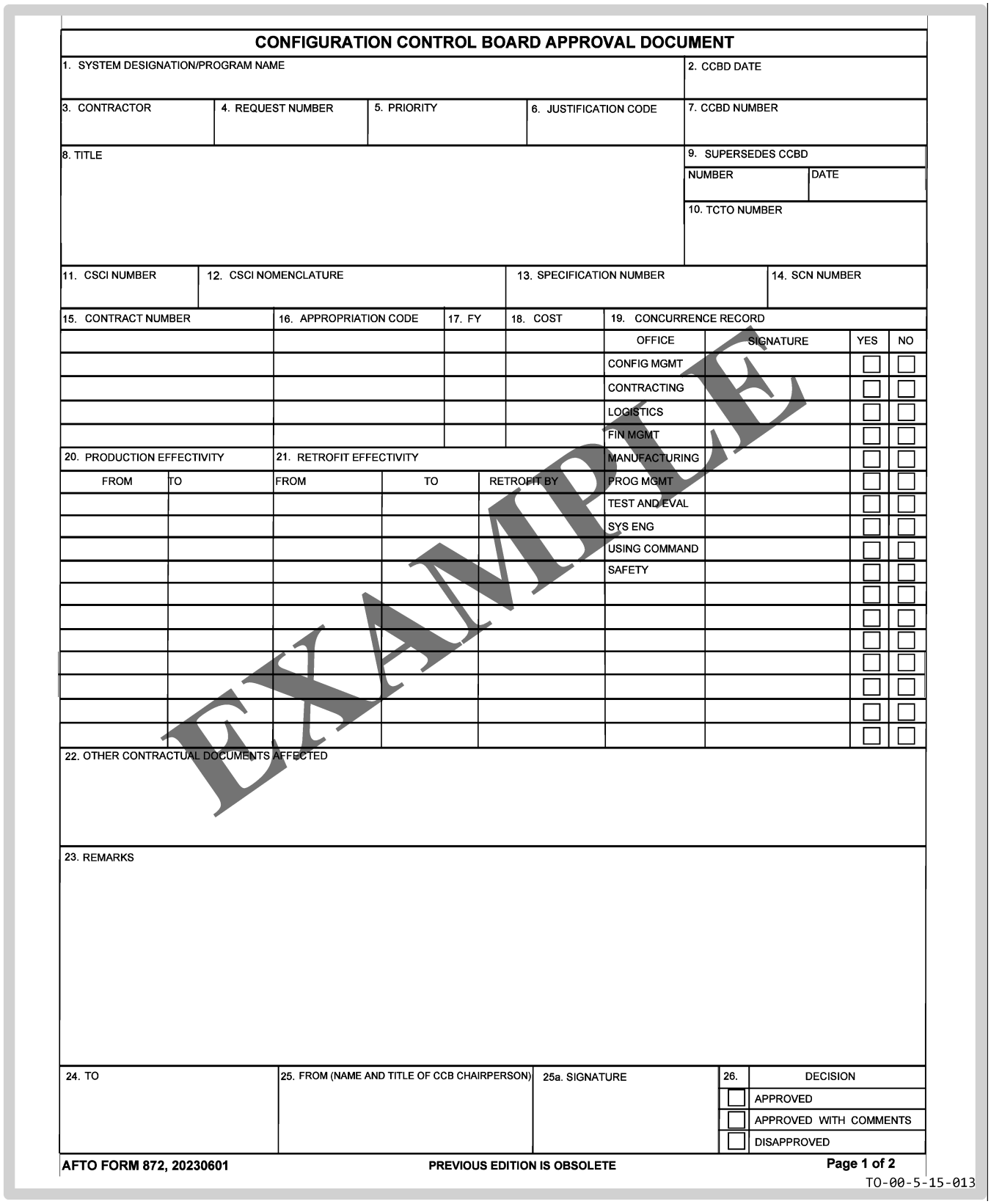
quired block and forward to the PM for signature authorizing release of the TCTO. When the printed material is ready for distribution, it is forwarded with the rest of the TCTO package to the TO Manager for publishing the TCTO and any required TO updates.

3.5.4.3 AFTO Form 875 Retention. Copies of the AFTO Form 875 are provided to the responsible TCM/ES and the Kit Monitor as authority for release of the TCTO. The PMA will maintain a copy in the project folder until completion of the TCTO. Upon completion of the TCTO, a copy of the form will be maintained in the TCTO History Folder for the life of the system.

3.5.5 AFTO Form 82. AFTO Form 82 is completed on all TCTOs after verification, listing required corrections. Completion instructions are included with form (see Chapter 5).

3.5.5.1 For government-prepared TCTOs, the form is sent to the TCM/ES for correction of the draft.

3.5.5.2 For contractor-prepared TCTOs and when 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 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.



CONFIGURATION CONTROL BOARD APPROVAL DOCUMENT

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. CSCI NUMBER	12. CSCI NOMENCLATURE		13. SPECIFICATION NUMBER	14. SCN NUMBER

15. CONTRACT NUMBER	16. APPROPRIATION CODE	17. FY	18. COST	19. CONCURRENCE RECORD			
				OFFICE	SIGNATURE	YES	NO
				CONFIG MGMT		☐	☐
				CONTRACTING		☐	☐
				LOGISTICS		☐	☐
				FIN MGMT		☐	☐
				MANUFACTURING		☐	☐

20. PRODUCTION EFFECTIVITY		21. RETROFIT EFFECTIVITY						
FROM	TO	FROM	TO	RETROFIT BY	PROG MGMT		☐	☐
					TEST AND EVAL		☐	☐
					SYS ENG		☐	☐
					USING COMMAND		☐	☐
					SAFETY		☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐
							☐	☐

22. OTHER CONTRACTUAL DOCUMENTS AFFECTED

23. REMARKS

24. TO	25. FROM (NAME AND TITLE OF CCB CHAIRPERSON)	25a. SIGNATURE	26.	DECISION
			☐	APPROVED
			☐	APPROVED WITH COMMENTS
			☐	DISAPPROVED

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Figure 3-2. AFTO Form 872, Configuration Control Board Approval Document (Sheet 1 of 2)

INSTRUCTIONS		
Block Number	**Title**	**Instructions**
1	System Designation/Program Name	Enter the name of the system designation, Example: "KC-10" or "KC -10 Air Refueler"
2	Configuration Control Board Directive (CCBD) Date	Enter the date of the CCB
3	Contractor	Enter the manufacturer name, Example: "Boeing"
4	Request Number	Enter the request tracking number
5	Configuration Control Board Directive (CCBD) Date	Enter the priority If processing a TCTO enter one of the priority codes listed below: 1-Immediate Action 2-Urgent Action 3-Routine Action If processing an Engineering Change Proposal (ECP) enter one of the priority codes listed below: E-Emergency U-Urgent R-Routine
6	Justification Code	Enter the justification code If processing an ECP enter a justification code from the list below: Interface (Code B) Compatibility (Code C) Correction of Deficiency (Code D) Operational or Logistic Support (Code O) Production Stoppage (Code P) Cost Reduction (Code R) Safety (Code S) Value Engineering (VE) (Code V) Administrative (Code A)
7	CCBD Number	Enter the CCBD number
8	Title	Enter the title
9	Supersedes CCBD (Number/Date)	Enter the number and date of the system designation/program name being superseded
10	Time Compliance Technical Orders (TCTO) Number	Enter the TCTO Number(s). TCTO number(s) are assigned locally IAW TO 00-5-15 and TO 00-5-18
11	Configuration Item (CI)/Configuration Software Configuration Item (CSCI) Number	Enter the CI/CSCI number
12	CI/CSCI Nomenclature	Enter the name of the CI/CSCI impacted
13	Specification Number	Enter the specification number
14	Specification Change Notice (SCN)Number	Enter the SCN number
15	Contract Number	Enter the contract number
16	Appropriation (APPN) Code	Enter the APPN code
17	Fiscal Year (FY)	Enter the applicable Fiscal Year (FY)
18	Cost	Enter the cost associated with the modification
19	Concurrence Record	Check either the YES or NO box for each of the following offices: Configuration Management;Contracting; Logistics; Financial Management; Manufacturing; Program Management; Test and Evaluation; Systems Engineering; Using Command; and Safety. Enter an electronic signature for the appropriate office listed. Additional offices and signatures may be entered at the end. Any additional information may be entered in Block 23, Remarks.
20	Production Effectivity	Enter the production effectivity
21	Retrofit Effectivity	Enter the retrofit effectivity
22	Other Contractual Documents Affected	List any other contractual documents affected by the modification
23	Remarks	Enter any remarks that don't necessarily fit other block requirements of this form
24	Technical Orders (TO)	Enter the pertinent personnel/office that shall receive the Configuration Control Board (CCB) recommendation
25	From (Name and Title of CCB Chairperson)	Enter the name and the title of the CCB chairperson
25A	Signature	Enter electronic signature of CCB chairperson
26	Decision	Enter the final decision as ascertained by the CCB chairperson

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Figure 3-2. AFTO Form 872, Configuration Control Board Approval Document (Sheet 2)

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. CCBD APPROVAL DATE | 9. END ITEM NUMBER *(NSN or CPIN)*

10. REPLACES/REINSTATES TCTO NUMBER

11. TCTO TYPE *(Check all that apply)*

a. ☐ MODIFICATION b. ☐ INSPECTION c. ☐ COMMODITY
d. ☐ COMPANION e. ☐ SUPPLEMENT f. ☐ RECORD g. ☐ SAFETY

12. PRIORITY OF TCTO
☐ IMMEDIATE
☐ URGENT
☐ ROUTINE

13. CLASSIFICATION OF TCTO
☐ SECRET
☐ CONFIDENTIAL
☐ UNCLASSIFIED

14. MOD/CONTROL NUMBER | 15. MIP NUMBER

16. FAA APPROVAL NUMBER *(If Required)*

17. SAFETY TCTO MARKING REQUIRED *(This applies to all TCTOs)* ☐ YES ☐ NO

18. RESCISSION PERIOD DATE

SECTION II — **COMPLIANCE INFORMATION**

19. LEVEL OF ACCOMPLISHMENT OR CONTRACT FACILITY LOCATION, CONTRACTOR FIELD TEAM (CFT)
☐ a. ORGANIZATIONAL LEVEL
☐ b. INTERMEDIATE LEVEL
☐ c. DEPOT LEVEL
☐ d. CONTRACT FACILITY LOCATION (CFL)
☐ e. CONTRACTOR FIELD TEAM (CFT)

20. WHEN TO BE ACCOMPLISHED
a. ☐ IMMEDIATELY UPON RECEIPT OF THE TCTO *(Immediate)*
b. ☐ NOT LATER THAN _____ DAYS AFTER THE TCTO AND COMPONENTS ARE AVAILABLE
c. ☐ SPECIFIC EVENT _____

21. TCTO REQUIRES
☐ a. FUEL PURGE
☐ b. ADDITIONAL WORK REQUIRED/NEW DATA

22. WORK REQUIRED BY TCTO WILL BE ACCOMPLISHED
a. COMPLEX/CONTRACTOR _____ b. ORGANIZATION _____
c. TCTO WILL BE ACCOMPLISHED:
☐ CONCURRENTLY WITH ☐ PRIOR TO ☐ SUBSEQUENT TO TCTO _____ DATA CODE _____
d. LAUNCH FACILITIES REMOVED FROM ALERT STATUS TO ACCOMPLISH WORK ☐ WILL ☐ WILL NOT ☐ N/A
e. ALERT COMMITTED SYSTEM REMOVED FROM ALERT STATUS TO ACCOMPLISH WORK ☐ WILL ☐ WILL NOT ☐ N/A SYSTEM _____

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

26. DATE OF BASIC TCTO (IF APPLICABLE) | 27. EXPORT CONTROLLED ☐ YES ☐ NO | 28. HANDLING & DESTRUCTION NOTICE ☐ YES ☐ NO

SECTION III — **SUPPLY INFORMATION**

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

32. WAR RESERVE MATERIAL (WRM) ☐ N/A
☐ CANISTERED ITEMS AFFECTED ☐ SPECIAL INSTRUCTIONS REQUIRED ☐ COMPLIANCE ESSENTIAL FOR ALL WRM

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Figure 3-3. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 1 of 9)

SECTION IV	KIT INSTALLATION TOOLS	TCTO NO:
33. SPECIAL TOOLS, TEST EQUIPMENT, FIXTURES, OR SOFTWARE ARE REQUIRED ☐ YES ☐ NO		
SECTION V	**TOTAL MANHOURS REQUIRED**	
34. ☐ EXPANDED BREAKDOWN AS SHOWN IN SPECIFICATION ☐ TOTAL ☐ MANHOURS _____		
SECTION VI	**WEIGHT AND BALANCE**	
35. CHANGE IN WEIGHT AND BALANCE AFFECT ☐ YES ☐ NO ☐ N/A	36. WEIGHT AND BALANCE MANAGER SIGNATURE	37. DATE
SECTION VII	**FORM ENTRY REQUIREMENTS PRESCRIBED BY THE 00-20 SERIES TECHNICAL ORDERS**	
38.		
SECTION VIII	**FUNCTIONAL CHECK**	
39. FUNCTIONAL CHECK REQUIREMENT ☐ REQUIRED ☐ NOT REQUIRED	40. CHECK TYPE ☐ FUNCTIONAL CHECK FLIGHT (FCF) ☐ OTHER CHECK ☐ SYSTEM OPERATIONAL CHECK TYPE _____	
41. FLIGHT MANUAL MANAGER ☐ N/A ☐ SIGN	42. FLIGHT MANUAL MANAGER SIGNATURE	43. DATE

SECTION IX	TECHNICAL ORDERS AFFECTED ☐ N/A			
44. TECHNICAL ORDER NUMBER/CHANGE #	45. DATE OF BASIC/CHG		44. (Continuation) TECHNICAL ORDER NUMBER/CHANGE #	45. (Continuation) DATE OF BASIC/CHG

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

SECTION IX	TECHNICAL ORDERS AFFECTED *(Continuation Page)*		TCTO NO:		
TECHNICAL ORDER NUMBER/CHANGE #	DATE OF BASIC/CHG		TECHNICAL ORDER NUMBER/CHANGE #	DATE OF BASIC/CHG	

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

TCTO NO:

SECTION X **VERIFICATION** *(TCTO)*

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

47. METHOD
☐ BY PERFORMANCE
☐ BY ANALYSIS

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

49. VERIFIED TOs
☐ NO ☐ YES

50. PTO WAIVER AUTHORIZED
☐ NO ☐ YES
IF YES, KIT WAIVER MUST BE ON FILE

SECTION XI COMPLETE KIT

51. KIT WAIVED *(If yes, Kit Waiver must be on file)*
☐ YES ☐ NO ☐ N/A

MAJCOM COORDINATION FOR
WAIVER -- DATE: _____
NAME: _____
TITLE: _____
OFFICE SYMBOL: _____
PHONE: _____

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

52. REQUIRED
☐ YES
☐ NO

53. TYPE AND LOCATION

SECTION XIII **REMARKS**

54. REMARKS

55. CONTRACT NO:

56. CLIN:

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

57a. INDIVIDUAL PREPARING FORM	57b. SIGNATURE	57c. DATE
58a. EQUIPMENT SPECIALIST *(if applicable)*	58b. SIGNATURE	58c. DATE
59a. BRANCH APPROVAL	59b. SIGNATURE	59c. DATE
60a. FAA APPROVING OFFICIAL *(if required)*	60b. SIGNATURE	60c. DATE
61a. TECHNICAL ORDER MANAGEMENT OFFICE APPROVAL	61b. SIGNATURE	61c. DATE
62a. SAFETY OFFICE	62b. SIGNATURE	62c. DATE
63a. PROGRAM MANAGER (PM)	63b. SIGNATURE	63c. DATE

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

Completion Instructions		
Block Number	Block Title	Action Required
BLOCK 1	To	Enter the organization and address, contractor or organic, which will prepare the TCTO.
BLOCK 2	Date	Enter the date the form is being prepared from the drop down calendar.
SECTION I		**HEADING INFORMATION**
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...," "Re-location of...," "Inspection of...," or "Issuance of (software)."] The remainder of the title will be formatted in accordance with MIL-DTL-38804 and must include both old and new part numbers when a change occurs. Supplements will use the same title as the affected basic TCTO.
BLOCK 4	TCTO/Supplement Number	Obtain from the TO Manager.
BLOCK 5	Data Code Number	Obtain from the TO Manager.
BLOCK 6	TCTO Issue Date	The issue date should be consistent with the availability of the first shipment of kits (when required). If the AFTO Form 873 is for a contractor-controlled modification, annotate "See remarks" in this block and add in Block 54: "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.
BLOCK 7	ECP/EO Number	Enter when an Engineering Change Proposal (ECP) or Engineering Order (EO) is the basis for generation of the TCTO.
BLOCK 8	CCBD Approval Date	Enter the Configuration Control Board Directive (CCBD) approval date from the AFTO Form 872
BLOCK 9	End Item Number (NSN or CPIN)	Enter the assigned National Stock Number (NSN) of the item being modified or inspected or the Computer Identification Number (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 Block 54.
BLOCK 10	Replaces/Reinstates TCTO Number	Enter TCTO number being replaced or reinstated when applicable.
BLOCK 11	TCTO Type	Check the applicable type box from the following choices: Modification; Inspection; Commodity; Companion; Supplement; Record; Safety
BLOCK 12	Priority of TCTO	Check the applicable priority box from the following choices: Immediate; Urgent; Routine
BLOCK 13	Classification of TCTO	Select the applicable classification box from the following: Secret; Confidential; Unclassified.
BLOCK 14	Modification Number	Obtain from AFTO Form 872.
BLOCK 15	Material Improvement Process (MIP) Number	Complete according to local operating instructions.
BLOCK 16	Federal Aviation Administration (FAA) Approval Number	Obtain from the FAA when the modification has a joint FAA/Air Force impact. Enter the approval number if applicable.
BLOCK 17	Safety TCTO Marking Required	Select either "Yes" or "No" if the TCTO will carry an additional safety indicator.
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, TO 00-5-15, Table 7-2, TCTO Matrix Chart. The actual rescission date will be entered prior to release of the TCTO.

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Figure 3-3. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 5)

Completion Instructions - Continued		
Block Number	Block Title	Action Required
BLOCK 19	Level of Accomplishment	Check the applicable boxes from the following choices: Organizational Level; Intermediate Level; Depot Level; Contract Facility Location (CFL); Contractor Field Team (CFT)
BLOCK 20	When To Be Accomplished	Select the appropriate box from the following choices: Immediately Upon Receipt of the TCTO; Not Later Than (enter the number of days) after the TCTO and components are available; Specific Event (enter the event).
BLOCK 21	TCTO Requires	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.
BLOCK 22	Work Required By TCTO Will Be Accomplished	
BLOCK 22a	Complex or Contractor	Enter the applicable Complex or Contractor that will be performing the work to be accomplished identified in the TCTO.
BLOCK 22b	Organization	Identify the specific organization that will perform a depot level TCTO
BLOCK 22c	TCTO Will Be Accomplished	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.
BLOCK 22d	Launch Facilities Removed from Alert Status to Accomplish Work	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.
BLOCK 22e	Alert Committed System Removed from Alert Status to Accomplish Work	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.
BLOCK 23	Distribution Statement	Enter the applicable distribution statement code from the drop-menu. If FMS, use drop-down FMS.
BLOCK 24	Reason	Auto populates with per distribution statement
BLOCK 25	Controlling DoD Office	Enter the appropriate Office of Primary Responsibility (OPR) office symbol.
BLOCK 26	Date of Basic TCTO (If Applicable)	If applicable, enter the publication date of the basic TCTO
BLOCK 27	Export Controlled	Check either the YES or the NO box. This information is usually should be located on the title page of the basic TO.
BLOCK 28	Handling & Destruction Notice	Check either the YES or the NO box. See TO 00-5-15, paragraph 10-4 for Destruction Notice applicability.
SECTION III		**SUPPLY INFORMATION**
BLOCK 29	AFTO Form 874 Is Required	Check either the YES or the NO box.
BLOCK 30	Spares Affected	Check either the YES or the NO box.
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.
BLOCK 32	War Reserve Materiel (WRM)	Select a box (ies) from the following choices: N/A; Canistered Items Affected; Special Instructions Required; or Compliance Essential for All WRM.

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Figure 3-3. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 6)

Completion Instructions - Continued		
Block Number	Block Title	Action Required
SECTION IV		**KIT INSTALLATION TOOLS**
BLOCK 33	Special Tools, Test Equipment, Fixtures Or Software Required	Special tools, test equipment, fixtures, or software are the items not usually organization available at the performing the TCTO and that must be obtained and/or manufactured specifically for accomplishment of the TCTO. Special equipment will be distributed as specified on the AFTO Form 874. Check either the YES or the NO box.
SECTION V		**TOTAL MANHOURS REQUIRED**
BLOCK 34	Expanded Breakdown As Shown In Specification	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.
SECTION VI		**WEIGHT AND BALANCE**
BLOCK 35	Change In Weight And Balance Affect	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.
BLOCK 36	Weight and Balance Manager	The Weight and Balance Manager will enter signature in block.
BLOCK 37	Date	Enter the date the Weight and Balance Manager signed Block 36.
SECTION VII		**FORM ENTRY REQUIREMENTS PRESCRIBED BY THE 00-20 TECHNICAL ORDERS**
BLOCK 38	Form Entry Requirements Prescribed By 00-20-Series Technical Orders	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-38804. 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. Identify the specific reporting requirement by listing the SRD or part number of the commodity item. 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.
SECTION VIII		**TECHNICAL ORDERS AFFECTED**
BLOCK 39	Functional Check Requirement	This is a check of the function of the component. Check either Required or Not Required box
BLOCK 40	Check Type	If Block 39 "Required" was checked, check either "Functional Check Flight (FCF)" or "System Operational Check.
BLOCK 41	Flight Manual Manager	Check either N/A or SIGN box as applicable. Obtain the Flight Manual Manager's (FMM) signature if the TCTO is aircraft related, affects the Flight Manuals, or a Functional Check Flight is Required.
BLOCK 42	Flight Manual Manager Signature	Enter signature of Flight Manual Manager.
BLOCK 43	Date	Enter the date the Flight Manual Managers Signed block 42.
SECTION IX		**TECHNICAL ORDERS AFFECTED**
		If Technical Orders will not be affected, check the N/A box
BLOCK 44	Technical Order Number/Change #	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."
BLOCK 45	Date of Basic/Chg	Enter the date of the basic TO or the date of the change

Figure 3-3. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 7)

Completion Instructions - Continued		
Block Number	Block Title	Action Required
SECTION X		**VERIFICATION (TCTO KIT)**
BLOCK 46	TCTO Verification Requirement	If "Not Required" is checked, a waiver must be documented in Block 54, Remarks.
BLOCK 47	Method	Check either "By Performance" or "By Analysis."
BLOCK 48	Verification Site	Check applicable verification site location: Contractor Facility; Depot; Field; Program Office. If location is not one of choices, enter applicable site in Block 54, Remarks.
BLOCK 49	Verified TOs	Check either the YES or NO box.
BLOCK 50	PTO Waiver Authorized	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 in accordance with TO 00-5-15.
SECTION XI		**COMPLETE KIT**
BLOCK 51	Kit Waived	Check appropriate box: (Yes or No or N/A). If Yes, Kit Waiver must be included in the History Folder. Any deviation from the complete kit concept must be approved in accordance with TO 00-5-15.
SECTION XII		**MODIFICATION MARKINGS (MIL-STD-130)**
BLOCK 52	Required Markings	Check appropriate box: (Yes or No)
BLOCK 53	Type and Location	Leave blank if Block 54 answer is No. If Block 54 answer is Yes, indicate the type and location of markings for other than part number changes IAW MIL-DTL-38804.
SECTION XIII		**REMARKS**
BLOCK 54	Remarks	Items entered as continuations must indicate the part or block continued. If TCTO and data code numbers are obtained for use by another source, identify where it was obtained from. The TCM/ES shall list all Foreign Military Sales (FMS) countries who can receive the TCTO.
BLOCK 55	Contract Number	Enter if a contractor team is the action agency.
BLOCK 56	CLIN	Enter the applicable Contract Line Item Number (CLIN) if contractor is the action agency.
SECTION XIV		**CERTIFICATION: "I CERTIFY THAT THE ABOVE ENTRIES ESSENTIAL REQUIREMENTS AND CONFORM TO EXISTING AIR FORCE POLICIES."**
BLOCK 57a	Individual Preparing Form	Enter name of individual who prepared the form.
BLOCK 57b	Signature	Enter signature of preparer.
BLOCK 57c	Date	Enter the date of the preparer's signature.
BLOCK 58a	Equipment Specialist (if applicable)	Enter the name of the equipment specialist, if applicable.
BLOCK 58b	Signature	Enter signature of equipment specialist.
BLOCK 58c	Date	Enter the date of the equipment specialist's signature.
BLOCK 59a	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 Life Cycle Management Plan (TOLCMP).
BLOCK 59b	Signature	Enter signature of branch manager.
BLOCK 59c	Date	Enter the date of the branch manager's signature.
BLOCK 60a	FAA Approving Official (if required)	Enter the FAA Approving Official's name, rank/and or their designated representative.
BLOCK 60b	Signature	Enter signature of FAA Approval Official.
BLOCK 60c	Date	Enter the date of the FAA Approval Official's signature.

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Figure 3-3. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 8)

Completion Instructions - Continued		
Block Number	Block Title	Action Required
BLOCK 61a	Technical Order Management Office Approval	Enter the Technical Order Management Office Approving Official's name, rank/and or their designated representative.
BLOCK 61b	Signature	Enter signature of Technical Order Management Office official.
BLOCK 61c	Date	Enter the date of the Technical Order Management Office official's signature.
BLOCK 62a	Safety Office	Enter the Safety Office Approving Official's name and rank.
BLOCK 62b	Signature	Enter signature of Safety Office Approving Official.
BLOCK 62c	Date	Enter the date of the Safety Office Approving Official's signature.
BLOCK 63a	Program Manager (PM)	Enter the Approving Program Manager's name, rank/and or their designated representative.
BLOCK 63b	Signature	Enter signature of Program Manager
BLOCK 63c	Date	Enter the date of the Program Manager's signature.

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Figure 3-3. AFTO Form 873, Time Compliance Technical Order Requirements (Sheet 9)

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 NUMBER	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

1. KITS TO BE FURNISHED BY REQUISITION FROM _____
   a. NUMBER OF KITS REQUIRED _____
   b. REQUIRED MATERIALS REQUISITIONED FROM APPROPRIATE AGENCY _____
   c. DELIVERY OF KITS/PARTS IS SCHEDULED TO BEGIN ABOUT _____
   AND BE COMPLETED BY _____

2. KIT INFORMATION AND COMPONENTS. LIST ALL ITEMS REQUIRED FOR THE MODIFICATION

THE FOLLOWING CODES WILL BE APPLIED IN THE CODE COLUMN (IF APPLICABLE):
* = GOVERNMENT FURNISHED PROPERTY (GFP)
\# = ITEMS NOT INCLUDED IN KIT
\+ = SHELF LIFE CONTROL ITEMS
@ = TIME CHANGE ITEMS
& = ITEMS WITH NO SUBSTITUTES

QTY	NSN	PART NUMBER	NOMENCLATURE	SOURCE	CODE

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Figure 3-4. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 1 of 9)

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

IF YES, INDICATE ACTION REQUIRED IN ACTION COLUMN WITH REFERENCE TO THE 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.)

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

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

☐ 1. TO BE SHIPPED TO _____ FOR _____ (REWORK, SALVAGE, RECLAMATION, ETC.)

3. MODIFIED LOCALLY ☐ YES ☐ NO

a. RE-IDENTIFY AFTER MODIFICATION (MIL-DTL-38804)

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

c. BEGIN DISPOSAL ACTION ON

d. RETURN THESE PARTS TO LOCAL SUPPLY ORGANIZATION.

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

4. ALL SPARES INFORMATION

a. ALL SPARES (MODIFIED OR UNMODIFIED) WILL BE LISTED BELOW WITH APPROPRIATE ACTION

b. CODES FROM PART A WILL BE UTILIZED IN THE CODE COLUMN

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. DIFFERENT

a. LIST KITS AND ITEMS

b. LIST KIT INFORMATION AND COMPONENTS

c. CODES FROM PART A WILL BE UTILIZED IN THE CODE COLUMN

QTY	NSN	PART NUMBER	NOMENCLATURE	SOURCE	CODE

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Figure 3-4. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 2)

PART D — **DISPOSITION OF REMOVED AND REPLACED PARTS**

1. DISPOSITION ACTIONS
   INDICATE REQUIRED DISPOSITION BY NUMERICAL REFERENCE TO APPLICABLE PHRASE
   a. TAKE IMMEDIATE DISPOSAL ACTION THROUGH LOCAL DEFENSE REDISTRIBUTION AND MARKETING ORGANIZATION (DRMO)
      - CRITICAL ITEMS WILL BE MARKED WITH AN * IN THE NSN COLUMN. CRITICAL ITEMS PERTAIN TO PARTS WHICH COULD CAUSE DE-MODIFICATION OR CREATE HAZARDOUS CONDITIONS IF RE-INSTALLED ON MODIFIED EQUIPMENT. MARKED ITEMS WILL BE LISTED IN PART H FOR SPECIAL PROCEDURES

   b. BEGIN DISPOSAL ACTION ON _____

   c. RETURN PARTS TO LOCAL SUPPLY ORGANIZATION

   d. DLA ITEM (AFI 23-101, AFMAN 23-122, AND AFH 23-123V1)

   e. OTHER *(Indicate action to be taken)* _____

NSN	PART NUMBER	NOMENCLATURE	SOURCE	ACTION

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Figure 3-4. 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

1. MINOR PARTS AND ASSEMBLIES AFFECTED
   - INDICATE ACTION REQUIRED IN ACTION COLUMN BY NUMERICAL REFERENCE TO APPLICABLE PHRASE
     a. TAKE IMMEDIATE DISPOSAL ACTION THROUGH LOCAL DEFENSE REDISTRIBUTION AND MARKETING ORGANIZATION (DRMO)
     b. BEGIN DISPOSAL ACTION ON _____
     c. RETURN PARTS TO LOCAL SUPPLY ORGANIZATION
     d. DLA ITEM (AFI 23-101, AFMAN 23-122, AND AFH 23-123V1)
     e. OTHER *(Indicate action to be taken)* _____

NSN OR CAGE CODE	PART NO.	NOMENCLATURE	ACTION

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

PART F **SIZE, WEIGHT, AND COST OF KITS**

KIT INFORMATION - REFER TO AFI 23-101, AFMAN 23-122, AND AFH 23-123V1

KIT LETTER	SIZE	WEIGHT	COST

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

1. KITS REMAINING IN STOCK AFTER RESCISSION DATE ☐ YES ☐ NO

   RESCISSION DATE _____

2. EXCESS KITS WILL BE REPORTED TO APPLICABLE KIT MANAGER

   KIT MANAGER LOCATION _____

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

1. CRITICAL ITEMS SUPPLY RECORDS
   a. CRITICAL ITEMS MARKED WITH AN * IN THE NSN COLUMN IN PART D WILL BE ENTERED BELOW
   b. UNIFORM SOURCE, MAINTENANCE, AND RECOVERABILITY (SMR) CODES WILL BE ASSIGNED IAW TO 00-25-195
   c. EXCEPTION CODES WILL BE ISSUED IAW AFMAN 23-122 AND AFH 23-123V2PT2

AF BASE RECORDS

NSN	PART NO.	NOMENCLATURE	SMR CODE OR EXCEPTION CODE

BASE SUPPORT RECORDS

NSN	PART NO.	NOMENCLATURE	SMR CODE OR EXCEPTION CODE

DEPOT RECORDS

NSN	PART NO.	NOMENCLATURE	SMR CODE OR EXCEPTION CODE

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

PART I	CRITICAL ITEMS KIT INSTALLATION TOOLS *(special tools, test equipment, or fixtures)* NSNs MARKED WITH * REQUIRE TABLE OF ALLOWANCE (TA) ACTIONS CRITICAL ITEMS FROM PART H WILL BE ENTERED BELOW			
NSN	PART NO.	NOMENCLATURE	SMR CODE OR EXCEPTION CODE	DISPOSITION

PART J	REMARKS FOR SPECIAL TOOLS, TEST EQUIPMENT, OR FIXTURES FROM PART I

PART K	CERTIFICATION	
1. EQUIPMENT SPECIALIST	OFFICE SYMBOL	PHONE
2. EQUIPMENT SPECIALIST SIGNATURE		DATE
3. KIT MANAGER	OFFICE SYMBOL	PHONE
4. KIT MANAGER SIGNATURE		DATE
5. PROGRAM MANAGER (PM) APPROVAL	OFFICE SYMBOL	PHONE
6. PROGRAM MANAGER (PM) SIGNATURE		DATE
7. PRODUCTION MANAGEMENT SPECIALIST (or equivalent)	OFFICE SYMBOL	PHONE
8. PRODUCTION MANAGEMENT SPECIALIST SIGNATURE (or equivalent)		DATE
9. ENGINEER		OFFICE SYMBOL
10. ENGINEER SIGNATURE		DATE
11. CONTRACTOR (if applicable)	DATE	PHONE

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Figure 3-4. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 6)

COMPLETION INSTRUCTIONS		
Block Number	**Block Title**	**Action Required**
Block 1	Return To	Enter the activity preparing the TCTO (TCM/ES or contractor return address).
Block 2	Date	Enter the form preparation date or (if contractor-prepared) date submitted to the government. Select the Date from the dropdown calendar.
Block 3	Date First Kit Must Be Available	Select the Date the First Kit Must Be Available from the dropdown calendar. Determined by PM based on modification program requirements.
Block 4	TCTO Number	Obtain from the AFTO Form 873 or TO Manager.
Block 5	Data Code Number	Obtain from the AFTO Form 873 or TO Manager.
Block 6	TCTO Title and Application	Obtain from the AFTO Form 873.
Block 7	Kit Assembly	Check the appropriate box from the following choices: Contractor, Depot, or DLA.
Part A		
Block 1	Kits To Be Furnished By Requisition From	Obtain from owning agency.
Block 1a	Number of Kits Required	Enter the number of kits being acquired.
Block 1b	Required Materials Requisitioned From Appropriate Agency	Enter the agency from where the required materials will be obtained from.
Block 1c	Delivery of Kits/parts Is Scheduled To Begin About_____ And Be Completed By	Enter the dates from the dropdown calendar that the scheduled delivery of kits /parts are expected to begin, and when the deliveries are to be completed.
Block 2	Kit Information and Components. List All Items Required For the Modification	List all required kit information in the applicable column. List kit information on 1st line with components on subsequent. List the assigned National Stock Number (NSN) of the item being modified or inspected or the Computer Program Identification Number (CPIN) of the software being distributed. If an NSN has not been assigned, enter the stock class followed by the manufacturer part number, nomenclature, and Commercial and Government Entity (CAGE) code. List the applicable code from the choices listed (if applicable).
Part B		
Block 1	Spares To Be Modified	Check the applicable box “Yes” or “No”. If Yes, indicate action required in Action column with reference to the applicable phrase in 1a though 1e.
Block 2	War Reserve Material To Be Modified	Check the applicable box “Yes” or “No”.
Block 2a	War Reserve Material Stocks in Storage Site(s)	Enter where the items are to be shipped to and check the applicable box for Rework, Salvage, Reclamation, or any other applicable action.
Block 3	Modified Locally	Check the applicable box “Yes” or “No” if local modification is to be performed. If Yes, perform the tasks listed in 3a through 3e. In item 3c, select the disposal date from the dropdown calendar. If 3e is utilized, enter any other action to be taken.
Block 4	All Spares Information	List all required spare information in the applicable column. Codes from Part A, Block 2 will be utilized in the Code column.
Part C		
Block 1	Same As Part A	Check the box if parts are the same as those indicated in Part A.
Block 2	Different	Check the box if the parts are different than those indicated in Part A. If this box is checked, list all required kit information in the applicable column. List kit information on
		1st line with components on subsequent. Codes from Part A, Block 2 will be utilized in the Code column.

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Figure 3-4. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 7)

Part D		
Block 1	Disposition Actions	List all required part information in the applicable column. Indicate action required in Action column with reference to the applicable phrase in 1a though 1e. For item 1a, these parts will be returned to DRMO with instructions for disposition of removed and replaced parts. All items critical to flight safety, or will cause de-modification if reinstalled on modified equipment, will be coded as such. Instructions must be provided for mutilation of critical parts not usable in other applications. For item 1b, select the begin disposal action date from the dropdown calendar. If 1e is utilized, enter any other action to be taken.
Part E		
Block 1	Minor Parts and Assemblies Affected	List all required part information in the applicable column. Indicate action required for minor parts and assemblies in the Action column with reference to the applicable phrase from 1a through 1e. For item 1a, list minor parts and assemblies to be returned to DRMO with disposal action. For item 1b, select the disposal action date from the dropdown calendar. For item 1d, follow the guidance provided by AFI 23-101, AFMAN 23-122, and AFH 23-123V1. If 1e is utilized, enter any other action to be taken.
Part F		List all required kit information in the applicable column (if known). Refer to AFI 23-101, AFMAN 23-122, and AFH 23-123V1.
Part G		
Block 1	Kits Remaining in Stock After Rescission Date	Check the applicable box "Yes" or "No" to indicate whether kits remain in stock after the rescission date. Select the rescission date from the dropdown calendar.
Block 2	Excess Kits Will Be Reported To Applicable Kit Manager	Enter the location of the applicable kit manager.
Part H		
Block 1	Critical Items Supply Records	List all required part information for those critical items identified by and * in Part D, NSN column. Fill out applicable table for AF Base Records, Base Support Records, and Depot Records. Enter SMR Code IAW TO 00-25-195 or Exception Code IAW AFMAN 23-122 and AFH 23-123V2PT2.
Part I		List all required information in the applicable column for critical items kit installation tools (special tools, test equipment, or fixtures). Enter the disposition instructions for each item listed. Provide instructions for disposal after completion of the TCTO.
Part J		Enter any remarks pertaining to all special tools, test equipment, or fixtures required for kit installation which are not available to the performing activity.
Part K		
Block 1	Equipment Specialist	Enter the equipment specialist's name, office symbol, and phone number.
Block 2	Equipment Specialist Signature	Enter the equipment specialist's electronic signature. Once digitally signed, date will auto-populate.
Block 3	Kit Manager	Enter the kit manager's name, office symbol, and phone number.
Block 4	Kit Manager Signature	Enter the kit manager's electronic signature. Once digitally signed, date will auto-populate.
Block 5	Program Manager (PM) Approval	Enter the approving program manager's name, office symbol, and phone number.

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Figure 3-4. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 8)

Block 6	Program Manager (PM) Signature	Enter the approving program manager's electronic signature. Once digitally signed, date will auto-populate.
Block 7	Production Management Specialist (or equivalent)	Enter the production management specialist's name, office symbol, and phone number.
Block 8	Production Management Specialist Signature (or equivalent)	Enter the production management specialist's electronic signature. Once digitally signed, date will auto-populate.
Block 9	Engineer	Enter the engineer's name, office symbol, and phone number.
Block 10	Engineer Signature	Enter the engineer's electronic signature. Once digitally signed, date will auto-populate.
Block 11	Contractor (if applicable)	If applicable, enter the contractor's name, date, and phone number.

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Figure 3-4. AFTO Form 874, Time Compliance Technical Order Supply Data Requirements (Sheet 9)

TIME COMPLIANCE TECHNICAL ORDER PROGRAMMING DOCUMENT

1. FROM	2. TO
3. TCTO NUMBER	4. TCTO TITLE/APPLICATION

5. CLASSIFICATION OF TCTO	6. TCTO TYPE	7. ACCOMPLISHED AT
☐ SECRET	☐ SAFETY ☐ RECORD ☐ SUPPLEMENT	☐ ORG / INTERM ☐ DEPOT
☐ UNCLASSIFIED	☐ COMPANION ☐ MODIFICATION ☐ INSPECTION	☐ CONTR FACILITY ☐ OTHER
☐ CONFIDENTIAL	☐ COMMODITY	☐ DLA

8. RESCISSION PERIOD / DATE	9. TCTO ISSUE DATE	10. DATA CODE NUMBER	11. MATERIAL SAFETY NUMBER

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED	DATE COMPLETED
12.	**TCTO**	T.O. 00-5-15		
a.	AFTO FORM 873 PREPARED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
b.	AFTO FORM 874 PREPARED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
c.	TCTO REVIEWED BY TO MGMT OFFICE	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
d.	TCTO AND DATA CODE NUMBER ASSIGNED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
e.	TCTO PREPARED BY ☐ CONTRACTOR ☐ GOVERNMENT ORGANIZATION _____ AVAILABLE DATE	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
f.	TCTO INCLUDES INSTRUCTIONS FOR PART NUMBER CHANGE	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
g.	AF SAFETY AND HEALTH REVIEW	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
h.	ANS NOTIFICATION		☐ YES ☐ NO ☐ N/A	
13.	**TECHNICAL ORDERS (TO)**	T.O. 00-5-15		
a.	TO's WILL NEED UPDATING *(e.g., -6 work cards, checklists, digital media, etc.)*	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
b.	FLIGHT MANUALS AFFECTED	AFI 11-215	☐ YES ☐ NO ☐ N/A	
c.	CORROSION PREVENTION AND CONTROL PROGRAM COORDINATION		☐ YES ☐ NO ☐ N/A	
d.	NDI PROGRAM COORDINATION		☐ YES ☐ NO ☐ N/A	
e.	OTHER AFFECTED TO's REVIEWED AND PUBLICATION CHANGE REQUEST (PCR) (AFTO FORM 252) SUBMITTED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
f.	UPDATES ACCOMPLISHED BY ☐ CONTRACTOR ☐ ORGANIC	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
g.	FORMAL MANUALS, WORK CARDS OR DIGITAL MEDIA CHANGE AVAILABLE	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
h.	SAFETY OR OPERATIONAL SUPPLEMENT AVAILABLE	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	

PREVIOUS EDITION IS OBSOLETE

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Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 1 of 10)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED	DATE COMPLETED
14.	**MODIFICATION KIT**	T.O. 00-5-15		
a.	KIT REQUIRED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
b.	GFP SCREENING FOR AVAILABILITY OF KIT COMPONENTS REQUIRED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
c.	DEPOT MANUFACTURE OF PARTS REQUIRED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
d.	COMPONENTS ARE SUBJECT TO GFE	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
e.	SPARES AFFECTED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
f.	KIT INSTALLATION TOOLS REQUIRED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
g.	HAZARDOUS MATERIALS CONTAINED/ MARKINGS ACCOMPLISHED	AFI 90-821	☐ YES ☐ NO ☐ N/A	
15.	**TCTO VERIFICATION**	T.O. 00-5-15		
a.	AFTO FORM 82 INITIATED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
b.	TCTO VERIFICATION SCHEDULED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
c.	VERIFICATION LOCATION ☐ CONTRACTOR ☐ DEPOT ☐ O/I	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
d.	MAJCOM / BASE NOTIFIED NAME _____ ORGANIZATION _____ PHONE _____	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
e.	SITE AND EQUIPMENT (MDS, IE/COMMODITY) SCHEDULED	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
16.	**SUPPLY RECORDS**	AFMAN 23-122AFH 23-123V2PT2		
a.	COMMODITY MGR(s) NOTIFIED TO REVIEW ASSIGNED MANAGER CODES ON CRITICAL ITEMS	AFMAN 23-122AFH 23-123V2PT2	☐ YES ☐ NO ☐ N/A	
b.	DATE CODE BECOMES EFFECTIVE	AFMAN 23-122AFH 23-123V2PT2	☐ YES ☐ NO ☐ N/A	
c.	PERSON NOTIFIED NAME _____ ORGANIZATION _____ PHONE _____	AFMAN 23-122AFH 23-123V2PT2	☐ YES ☐ NO ☐ N/A	
17.	**DISPOSAL ACTION**	T.O. 00-5-15		
a.	DID ACTION BEGIN ON REMOVED AND REPLACED PARTS	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
b.	DD FORM 1348-1 HAS BEEN PREPARED		☐ YES ☐ NO ☐ N/A	
18.	**SHELF LIFE CONTROL**	T.O. 00-5-15		
a.	SHELF LIFE CONTROL ITEMS IDENTIFIED ON AFTO FORM 874	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
b.	CODED IN TCTO	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	
c.	IDENTIFIED IN KIT CONTENTS LIST	T.O. 00-5-15	☐ YES ☐ NO ☐ N/A	

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Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 2)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED	ACTION COMPLETED
19.	**CONFIGURATION MANAGEMENT**			
a.	CONFIGURATION OF SYSTEMS/EQUIPMENT IS AFFECTED		☐ YES ☐ NO ☐ N/A	
b.	FORMS FOR INPUT INTO RECORDS SUBMITTED		☐ YES ☐ NO ☐ N/A	
20.	**REPAIR KITS**			
a.	PARTS IN REPAIR KITS ARE AFFECTED BY MODIFICATION		☐ YES ☐ NO ☐ N/A	
b.	ACTION HAS BEEN TAKEN TO REALIGN REPAIR KITS		☐ YES ☐ NO ☐ N/A	
21.	**SUPPORT EQUIPMENT (SE)**	AFMCMAN 20-106		
a.	ARE CHANGES REQUIRED TO SE	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
b.	SE IS ☐ COMMON ☐ PECULIAR	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
c.	SE COMMODITY MANAGER NOTIFIED	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
d.	ADDITIONAL SE REQUIRED DUE TO MODIFICATION	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
e.	TABLE OF ALLOWANCE (TA) ADJUSTMENT HAS BEEN SUBMITTED	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
22.	**SPARE SUPPORT**	AFMCMAN 20-106		
a.	ARE NEW ITEMS AVAILABLE IN THE AF INVENTORY	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
b.	ITEMS SMR CODED	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
c.	PROVISIONING ACCOMPLISHED	AFMCMAN 20-106	☐ YES ☐ NO ☐ N/A	
23.	**STOCK LIST**	AFMCMAN 23-3		
a.	ACTION TAKEN TO INITIATE STOCK LIST CHANGE FOR NEW PARTS	AFMCMAN 23-3	☐ YES ☐ NO ☐ N/A	
b.	CATALOGING/PROVISIONING DATA CHANGE NOTIFICATION INITIATED	AFMCMAN 23-3	☐ YES ☐ NO ☐ N/A	
c.	PART NUMBER CHANGE REQUIRED AND ENTERED IN THE CROSS-REFERENCE DATABASE	AFMCMAN 23-3	☐ YES ☐ NO ☐ N/A	
d.	HAVE NSN DELETION ACTIONS BEEN INITIATED ON PECULIAR PARTS BEING REMOVED		☐ YES ☐ NO ☐ N/A	
24.	**INTERCHANGEABILITY**	AFMCMAN 23-3		
a.	INTERCHANGEABILITY AFFECTED	AFMCMAN 23-3	☐ YES ☐ NO ☐ N/A	
b.	DEFENSE LOGISTICS INFORMATION SERVICE (DLIS) HAS BEEN NOTIFIED TO PREPARE CHANGE TO I&S STOCK LIST	AFMCMAN 23-3	☐ YES ☐ NO ☐ N/A	
c.	NEW PART NUMBERS FOR MODIFIED ITEMS WILL BE AVAILABLE		☐ YES ☐ NO ☐ N/A	
d.	NOMENCLATURE CHANGE COMPLETION		☐ YES ☐ NO ☐ N/A	

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

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED	ACTION COMPLETED
25.	**ENGINEERING DRAWINGS**			
a.	NEW OR CHANGED DRAWING REQUIRED FOR ☐ WEAPON SYSTEM ☐ COMP ☐ BOTH		☐ YES ☐ NO ☐ N/A	
b.	ARE DRAWINGS AVAILABLE		☐ YES ☐ NO ☐ N/A	
c.	DD FORM 1423 REQUIRES CONTRACTOR TO FURNISH NEW OR REVISED DRAWINGS		☐ YES ☐ NO ☐ N/A	
26.	**PERSONNEL TRAINING**	AFI 36-2650		
a.	ADDITIONAL TRAINING IS REQUIRED	AFI 36-2650	☐ YES ☐ NO ☐ N/A	
b.	REQUEST FOR TRAINING HAS BEEN SUBMITTED	AFI 36-2650	☐ YES ☐ NO ☐ N/A	
c.	ANY ADDITIONAL TRAINING REQUIREMENTS CONSIDERED	AFI 36-2650	☐ YES ☐ NO ☐ N/A	
27.	**TRAINING EQUIPMENT**	T.O. 00-5-15 AFI 36-2650		
a.	TRAINING EQUIPMENT IS AFFECTED	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
b.	KITS ARE REQUIRED FOR MODIFICATION OF MAINTENANCE TRAINING UNITS	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
c.	AFFECTED S/N HAS BEEN INCORPORATED WITH WEAPON SYSTEM	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
d.	AFFECTED TRAINING EQUIPMENT MANUALS REQUIRE CHANGE	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
e.	TRAINING EQUIPMENT MODIFICATION IS COMPATIBLE WITH SYSTEM/EQUIPMENT MODIFICATION	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
28.	**OTHER AGENCIES/SERVICES**			
a.	ITEMS OF ANOTHER AGENCY/SERVICES ARE INVOLVED	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
b.	AGENCY/SERVICE NOTIFIED	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
c.	EQUIPMENT IS USED BY SECURITY ASSISTANCE PROGRAM COUNTRIES	T.O. 00-5-15 AFI 36-2650	☐ YES ☐ NO ☐ N/A	
29.	**PRESERVATION AND PACKAGING DATA**	AFMCI 24-201		
a.	AFMC FORM 158 ACCOMPLISHED	AFMCI 24-201	☐ YES ☐ NO ☐ N/A	
b.	CURRENT PACKAGING DATA CHANGE REQUIRED	AFMCI 24-201	☐ YES ☐ NO ☐ N/A	
30.	**MASTER MATERIAL SUPPORT RECORD**			
a.	MODIFICATION AFFECTS PART/MATERIAL LISTED ON REQUIREMENTS DATA BASE/APPLICATIONS, PROGRAMS AND INDENTURES		☐ YES ☐ NO ☐ N/A	
b.	FILE MAINTENANCE HAS BEEN ACCOMPLISHED IN REQUIREMENTS DATABASE/APPLICATIONS, PROGRAMS AND INDENTURES		☐ YES ☐ NO ☐ N/A	

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Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 4)

ITEM NO.	ITEM	REFERENCE	ACTION REQUIRED	ACTION COMPLETED
31.	**OTHER**			
a.	MODIFICATION CHANGES SECURITY CLASSIFICATION OF ☐ EQUIPMENT ☐ DATA	AFI 16-1404	☐ YES ☐ NO ☐ N/A	
b.	WAR RESERVE MATERIAL (WRM) CONSIDERED	AFI 23-101	☐ YES ☐ NO ☐ N/A	
c.	MISSILE LAUNCH AFFECTED	AFMAN 21-200	☐ YES ☐ NO ☐ N/A	
d.	COORDINATE MISSILE TCTO REQUIREMENTS WITH APPLICABLE PERSONNEL	AFMAN 21-200	☐ YES ☐ NO ☐ N/A	
e.	ARE STOCK LISTS AFFECTED? LOADED?	AFI 23-101	☐ YES ☐ NO ☐ N/A	
f.	SOFTWARE CHANGES INVOLVED	T.O. 00-5-16	☐ YES ☐ NO ☐ N/A	

32. ADDITIONAL REMARKS

CERTIFICATION

33. PROGRAM MANAGER (PM)	OFFICE SYMBOL	PHONE
34. PROGRAM MANAGER SIGNATURE		DATE
35. ENGINEER	OFFICE SYMBOL	PHONE
36. ENGINEER SIGNATURE		DATE
37. EQUIPMENT SPECIALIST	OFFICE SYMBOL	PHONE
38. EQUIPMENT SPECIALIST SIGNATURE		DATE

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

☐ IMMEDIATELY ☐ ON _____

40. PRODUCTION MANAGEMENT (OR EQUIVALENT)	OFFICE SYMBOL	PHONE
41. PRODUCTION MANAGEMENT SIGNATURE (OR EQUIVALENT)		DATE

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

COMPLETION INSTRUCTIONS		
Block Number	**Block Title**	**Action Required**
Block 1	From	Enter the organization of Submitter
Block 2	To	Enter the organization of the Production Management Activity (PMA).
Block 3	TCTO Number	Enter the TCTO number as it appears on the AFTO Form 873.
Block 4	TCTO Title/Application	Enter the TCTO title/application as it appears on the AFTO Form 873.
Block 5	Classification of TCTO	Check one of the following boxes: Secret; Unclassified; or Confidential.
Block 6	TCTO Type	Check the corresponding box that lists the TCTO Type from the following: Modification; Inspection; Commodity; Companion; Supplement; Record; or Safety.
Block 7	Accomplished At	Check one of the following five boxes: Organizational/ Intermediate; Contractor Facility; DLA; Depot; or Other. If Other is checked, provide If Other is checked, provide details in Block 32, Additional Comments.
Block 8	Rescission Period/Date	Enter the rescission period and date documented on the AFTO Form 873 for the TCTO.
Block 9	TCTO Issue Date	Enter the issue date of the TCTO as it appears on the AFTO Form 873.
Block 10	Data Code Number	If applicable, enter the number assigned by the Material Safety Technical Group.
Block 11	Material Safety Number	Enter the data code number of the TCTO as it appears on the AFTO Form 873.
	HEADING INFORMATION	Completed by the submitter based on the information from the completed AFTO Form 873. For each item, check the applicable "Yes", "No", or "N/A" under the Action Required column. If "Yes", enter the date the action was completed under the Date Completed column. If "N/A", provide a brief explanation in Block 32, Additional Remarks. If date is unknown, enter current date and provide an explanation in Block 32.
Block 12	TCTO	
Block 12a	AFTO Form 873 Prepared	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12b	AFTO Form 874 Prepared	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12c	TCTO Reviewed By TO MGT Office	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12d	TCTO and Data Code Number Assigned	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12e	TCTO Prepared By	Check either the "Contractor" or "Government Organization" box. Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12f	TCTO Includes Instructions for Part Number Change	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12g	AF Safety and Health Review	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 12h	ANS Notification Action Required	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.
Block 13	TECHNICAL ORDERS (TOs)	
Block 13a	TO's Will Need Updating (e.g., -6 work cards, checklists, digital media, etc.)	Check "Yes", "No", or "N/A". If "Yes", enter the date completed. If "NA", enter a brief explanation in Block 32.

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

COMPLETION INSTRUCTIONS - Continued		
Block Number	**Block Title**	**Action Required**
Block 13b	Flight Manuals Affected	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 13c	Corrosion Prevention and Control Program Coordination	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 13d	NDI Program Coordination	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 13e	Other Affected TO’s Reviewed and AFTO Form 252 Submitted	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 13f	Updates Accomplished By	Check either the “Contractor” or “Organic” box for who will be completing the updates to the TOs. Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 13g	Formal Manuals Work Cards or Digital Media Change Available	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 13h	Safety or Operational Supplement Available	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14	MODIFICATION KIT	
Block 14a	Kit Required	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14b	GFP Screening for Availability of Kit Components Required	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14c	Depot Manufacture of Parts Required	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14d	Components are Subject to GFE	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14e	Spares Affected	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14f	Kit Installation Tools Required	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 14g	Hazardous Materials Contained/Markings Accomplished	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 15	TCTO VERIFICATION	
Block 15a	AFTO Form 82 Initiated	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 15b	TCTO Verification Scheduled	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 15c	Verification Location	Check the applicable “Contractor”, “Depot”, or “Organizational/Intermediate” box of where the TCTO verification will be accomplished. Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 15d	MAJCOM/Base Notified	Enter the name, organization, and phone number of the person notified. Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 15e	Site and Equipment (MDS, IE/Commodity) Scheduled	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 16	SUPPLY RECORDS	
Block 16a	Commodity MGR(s) Notified To Review Assigned Manager Codes on Critical Items	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 16b	Date Code Becomes Effective	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 16c	Person Notified	Enter the name, organization, and phone number of the person notified. Check,“ Yes,” “No," or “N/A.” If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.

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Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 7)

COMPLETION INSTRUCTIONS - Continued		
Block Number	**Block Title**	**Action Required**
Block 17	DISPOSAL RECORDS	
Block 17a	Did Action Begin on Removed and Replaced Parts	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 17b	DD Form 1348-1 Has Been Prepared	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 18	Shelf Life Control	
Block 18a	Shelf Life Control Items Identified on AFTO Form 874	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 18b	Coded in TCTO	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 18c	Identified in Kit Contents List	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 19	CONFIGURATION MANAGEMENT	
Block 19a	Configuration of Systems/Equip. is Affected	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 19b	Forms For Input Into Records Submitted	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 20	REPAIR KITS	
Block 20a	Parts in Repair Kits are Affected By Modification	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 20b	Action Has Been Taken to Realign Repair Kits	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 21	SUPPORT EQUIPMENT (SE)	
Block 21a	Are Changes Required to SE	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 21b	SE Is	Check the applicable box from the following: "Common" or "Peculiar."
Block 21c	SE Commodity Manager Notified	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 21d	Additional SE Required Due to Modification	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 21e	Table of Allowance (TA) Adjustment has been Submitted	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 22	SPARE SUPPORT	
Block 22a	Are New Items Available in the AF Inventory	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 22b	Items SMR Coded	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 22c	Provisioning Accomplished	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 23	STOCK LIST	
Block 23a	Action Taken To Initiate Stock List Change For New Parts	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 23b	Cataloging/Provisioning Data Change Notification Initiated	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 23c	Part Number Change Required and Entered in the Cross-Reference Database	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 23d	Have NSN Deletion Actions Been Initiated on Peculiar Parts Being Removed	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 24	INTERCHANGEABILITY	
Block 24a	Interchangeability Affected	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 24b	Defense Logistics Information Service (DLIS) Has Been Notified To Prepare Change to I&S Stock List	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.

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Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 8)

COMPLETION INSTRUCTIONS - Continued		
Block Number	**Block Title**	**Action Required**
Block 24c	New Part Numbers For Modified Items Will be Available	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 24d	Nomenclature Change Completion	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 25	ENGINEERING DRAWINGS	
Block 25a	New or Changed Drawing(s) Required	Check the applicable box from the following: “Weapon System,’” “Complete,” “Both” from the dropdown menu. Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 25b	Are Drawings Available	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 25c	DD Form 1423 Requires Contractor to Furnish New Or Revised Drawings	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 26	PERSONNEL TRAINING	
Block 26a	Additional Training Is Required	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 26b	Request for Training Has Been Submitted	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 26c	Any Additional Training Requirements Considered	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 27	TRAINING EQUIPMENT	
Block 27a	Training Equipment is Affected	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 27b	Kits Are Required for Modification of Maintenance Training Units	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 27c	Affected S/N Has Been Incorporated with Weapon System	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 27d	Affected Training Equipment Manuals Require Change	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 27e	Training Equipment Modification Is Compatible With System/Equipment Modification	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 28	OTHER AGENCIES/SERVICES	
Block 28a	Items Of Another Agency/Services Involved	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 28b	Agency/Service Notified	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 28c	Equipment is Used By Security Assistance Program Countries	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 29	PRESERVATION AND PACKAGING DATA	
Block 29a	AFMC Form 158 Accomplished	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 29b	Current Packaging Data Change Required	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 30	MASTER MATERIAL SUPPORT RECORD	
Block 30a	Modification Affects Part/materials Listed on Requirements Data Base/Applications, Programs and Indentures	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.

Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 9)

COMPLETION INSTRUCTIONS - Continued		
Block Number	**Block Title**	**Action Required**
Block 30b	File Maintenance Has Been Accomplished in Requirements Database/Applications, Programs and Indentures	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 31	OTHER	
Block 31a	Modification Changes Security Classification Of	Check applicable box from the following: "Equipment" or "Data" Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA,” enter a brief explanation in Block 32.
Block 31b	War Reserve Material (WRM) Considered	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 31c	Missile Launch Affected	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 31d	Coordinate Missile TCTO Requirements With Applicable Personnel	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 31e	Are Stock Lists Affected/Loaded	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 31f	Software Changes Involved	Check “Yes”, “No”, or “N/A”. If “Yes”, enter the date completed. If “NA”, enter a brief explanation in Block 32.
Block 32	Additional Remarks	Enter any additional information from blocks marked N/A or other related additional information.
	CERTIFICATION	
Block 33	Program Manager (PM)	Enter the program manager’s name, office symbol, and phone number
Block 34	Program Manager (PM) Signature	Enter the program manager’s electronic signature. Once digitally signed, date will auto-populate.
Block 35	Engineer	Enter the engineer’s name, office symbol, and phone number
Block 36	Engineer Signature	Enter the engineer’s electronic signature. Once digitally signed, date will auto-populate.
Block 37	Equipment Specialist	Enter the equipment specialist’s name, office symbol, and phone number
Block 38	Equipment Specialist Signature	Enter the equipment specialist’s electronic signature. Once digitally signed, date will auto-populate.
Block 39	To The Best Of My Knowledge, I Certify That All Logistics Actions For This Modification Are Completed and Ready For Release.	Check either the “Immediately” box or “On” box. If “On” box is marked, choose a date from the dropdown.
Block 40	Production Management Specialist (or equivalent)	Enter the production management specialist’s name, office symbol, and phone number
Block 41	Production Management Specialist Signature (or equivalent)	Enter the production management specialist’s electronic signature. Once digitally signed, date will auto-populate.

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Figure 3-5. AFTO Form 875, Time Compliance Technical Order Programming Document (Sheet 10)

3.6 TCTO FORMAT.

All formal TCTOs (contractor or organically prepared) are formatted according to military specification, MIL-DTL-38804.

3.6.1 TCTO Markings. All TCTOs will be marked with the appropriate title page notices: Distribution Statement, Destruction Notice, Export Control Notice, etc. (see TO 00-5-3). All formal TCTOs will include a POC for the TCTO. POC information will consist of the following: name, organization, office symbol, e-mail address and Defense Switched Network (DSN) in Paragraph 9, titled POINT OF CONTACT (POC).

3.6.2 Distribution Statement. The Controlling DoD Office (CDO) shall mark interim and formal TCTOs, with the appropriate distribution statement, justified by the content of the document. Verbiage for distribution statements and reasons may NOT be modified. A distribution statement defines the secondary distribution audience. Requests for technical data or access by parties or entities not included in the stated distribution audience must be reviewed by the CDO for consideration of release or denial. Distribution Statements specified in DoDI 5230.24, consist of the following elements:

3.6.2.1 Distribution Alpha Codes. The Alpha Code describes who can receive the technical data. Alpha Codes are used to identify secondary distribution audiences, see Table 3-4.

Table 3-4. Alpha Codes and Distribution Statements

DISTRIBUTION STATEMENT A. Approved for public release: Distribution unlimited.
DISTRIBUTION STATEMENT B. Distribution authorized to U.S. Government agencies (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION STATEMENT D. Distribution authorized to Department of Defense and U.S. DoD contractors only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION STATEMENT E. Distribution authorized to DoD Components only (reason) (date of determination). Other requests for this document shall be referred to (controlling DoD office).
DISTRIBUTION STATEMENT F. Further dissemination only as directed by (controlling office) (date of determination) or higher DoD authority.

3.6.2.2 Distribution Statement Reasons. The reasons establish why there is a distribution restriction. Table 3-5 provides reasons from DoDI 5230.24 that correspond with the selected Alpha Code.

Table 3-5. Distribution Statement Reasons and Corresponding Alpha Codes

Distribution Statement Reason	Alpha Codes				
	A	B	C	D	E
PUBLIC RELEASE	X				
ADMINISTRATIVE OR OPERATIONAL USE		X	X	X	X
CONTRACTOR PERFORMANCE EVALUATION		X			X
CRITICAL TECHNOLOGY		X	X	X	X
DIRECT MILITARY SUPPORT					X
EXPORT CONTROLLED		X	X	X	X
FOREIGN GOVERNMENT INFORMATION		X	X	X	X
OPERATIONS SECURITY		X			X
PREMATURE DISSEMINATION		X			X
PROPRIETARY INFORMATION		X			X
SOFTWARE DOCUMENTATION		X	X	X	X
SPECIFIC AUTHORITY		X	X	X	X
TEST AND EVALUATION		X			X
VULNERABILITY INFORMATION		X	X	X	X
Note: Detailed descriptions for each reason can be found in DoDI 5230.24, Enclosure 4, Table 5					

3.7 TCTO COORDINATION.

All proposed retrofit changes which will result in Routine Action TCTOs shall be approved by the Lead Command and will be funded IAW AFI 65-601V1. 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.

3.7.1 PM Coordination. A TCTO prepared by a Product Group Manager (PGM) or by a TCM/ES responsible for an embedded commodity is coordinated with the PM responsible for the affected aircraft, missile, or C-E end-item. The PM will 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.

3.7.2 Additional Coordination. In addition to the coordination requirements above, Table 3-6 lists the activities that one copy of each TCTO is forwarded to for coordination on the matters indicated, if applicable.

3.7.3 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 for the system and all using commands shall be informed by ANS, 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.

3.7.4 Aerospace Emergency Rescue Data. TO 00-105E-9 is the manual used by military and civilian fire departments for emergency procedures. The TO is available electronically on the Air Force Civil Engineer Center (AFCEC) Fire Emergency Services Division (CXF) (membership required). If not authorized to access this site, contact AFCESA/CEXF. Coordinate all TO/TCTO changes that affect aircraft subject areas with the Air Force Civil Engineer Center (AFCEC) Fire Emergency Services Division, Fire Protection Division, Fire Protection Egress Manager, AFCEC.CXF.Workflow@us.af.mil, 139 Barnes Drive, Suite 1, Tyndall AFB, FL 32403-5319.

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

Table 3-6. Additional Activity Coordination

<table>
<tr><td colspan="3">MAJCOM/A4M for O- or I-level TCTOs as part of the CCB process</td></tr>
<tr><td colspan="3">Nuclear Contamination (US Air Forces, US Readiness Command (AFRED) office at WPAFB)</td></tr>
<tr><td colspan="3">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):</td></tr>
<tr><td>Chemicals</td><td>Fiberglass and other dust-producing insulating materials</td><td>Fuels, hydraulic fluids, and propulsive agents</td></tr>
<tr><td>New or proposed synthetic materials and plastics</td><td>Cleaning agents</td><td>Any other known or suspected health hazards</td></tr>
<tr><td>Paint solvents and removers</td><td>Impregnating materials for cloth, leather, etc.</td><td></td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td colspan="3">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) (DAFMAN 40-201, Radioactive Materials (RAM) Management).</td></tr>
<tr><td colspan="3">The prime Non-Destructive Inspection (NDI) manager or other 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 AFLCMC/EZPT-NDIO (5295 Warehouse Rd., Tinker AFB, OK 73145-3317) and AFRL/MLS-OLR (325 2nd St, Bldg. 165, Robins AFB, GA 31098-1639), respectively.</td></tr>
<tr><td colspan="3">The Air Force NDI Program Office POCs are listed in TO 33B-1-2.</td></tr>
</table>

CHAPTER 4
INTERIM TCTOS

4.1 INTERIM TCTO (ITCTO).

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. Immediate Action, Urgent Action, and Routine Safety Inspection TCTOs with less than 35-day compliance periods should be issued as ITCTOs. ITCTOs shall be indexed and issued through the Enhanced Technical Information Management System (ETIMS) and distributed IAW this TO and TO 00-5-3. If secure distribution via encrypted email is necessary, provisions are provided IAW TO 00-5-3. ITCTOs shall be entered and tracked in the appropriate MIS. Interim TCTOs shall be prepared IAW MIL-DTL-38804.

NOTE

- ITCTOs should only be used when the normal TCTO processing time would cause such a delay that imminent damage to equipment or personnel injury would occur (i.e., Immediate, Urgent and Routine Safety). ITCTOs should not be used to bypass the formal TCTO process found in the TCTO Development Process Flow Diagram in Figure 3-1.
- TCTOs may only be indexed in ETIMS as Interim if the media type is paper only (no other media suffix, i.e., -WA-1, -CD-1, or -DV-1) and Local Print is selected.
- Separate messages of ITCTO distribution must be sent for each ITCTO, messages will not contain more than one ITCTO.

4.1.1 ITCTO Supplements. When changes to an ITCTO are required, the updates will be provided either in an ITCTO Supplement or a replacement ITCTO. ITCTO Supplements will be issued against only one specific TCTO.

4.2 ITCTO AUTHORITY.

ITCTOs will be issued by the Program Manager for the affected Weapon System. 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

4.3 INTERIM COUNTRY STANDARD TCTO.

When effective data and degraded mission capabilities are not identifiable by country, a ITCTO may be issued to all USAF users and affected countries. When one ITCTO cannot be released to all effected countries, an 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).

4.4 ITCTO DEVELOPMENT.

Figure 4-1 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-38804.

IMMEDIATE ACTION

//UNCLASSIFIED//

FROM: AFLCMC/WN-SEV

ITCTO: XXX-X-X-XXX

DATA CODE: 3500144

ISSUE DATE: 23 AUGUST 2018

RESCISSION DATE: 28 SEPTEMBER 2018

SAFETY TIME COMPLIANCE TECHNICAL ORDER (IF APPLICABLE)

TITLE: INTERIM IMMEDIATE ACTION TIME COMPLIANCE TECHNICAL ORDER NUMBER XXX-X-X-XXX, DATED 23 AUGUST 2018 DATA CODE 3500144. INSTALLATION OF RELIEF VALVE USED ON THE SELF GENERATING NITROGEN SERVICING CART, NSN 3655-01-463-3338.

NOTE

Commanders are responsible for bringing this ITCTO to the attention of all affected Air Force personnel. MAJCOMs, FOAs, and DRUs are responsible for retransmitting this ITCTO to subordinate units not included as addressees on this message. Please pass to the Aerospace Ground Equipment functional managers and/or appropriate agencies.

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 the individual or corporate rights originating in the information, whether planned or not, will be respected, that the recipient will report to the United States, any known or suspected compromises, 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 C: Distribution authorized to U.S. Government agencies and their contractors (administrative or operational use) (1 November 2000). Other requests for this document shall be referred to 406 SCMS/GUEE, Robins AFB GA 31098. Questions concerning technical content shall be referred to AFLCMC/WN-SEV.

EXPORT CONTROL 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 (Title 50, U.S.C., App. 2401 et seq.) as amended. 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.

1. APPLICATION.

1.1 Identification. This Interim Time Compliance Technical Order is applicable to all Self-Generating Nitrogen Servicing Cart (SGNSC), 3655-01-463-3338.

1.2 Kit Applicability. Not Applicable.

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Figure 4-1. ITCTO Message Sample (Sheet 1 of 3)

1.3 Verification. Verification was accomplished at Robins AFB, (DSN: 201-5616) on, 06/01/2017 and in coordinate with Lead Command.

2. PURPOSE. The purpose of this Interim Time Compliance Technical Order (TCTO) is to modify the nitrogen supply system 3rd stage relief valve

3. WHEN TO BE ACCOMPLISHED.

4. BY WHOM TO BE ACCOMPLISHED: Organizational/Intermediate Level Maintenance.

5. WHAT IS REQUIRED.

5.1 Supply Information and Requirements.

5.1.1 Kits/Parts/Materials Required:

5.1.2 Action Required on Items in Stock. Not Applicable.

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

5.1.4 Disposition of Removed and Replaced Parts/Materials.

5.1.5 Drawings and Instruction Required: Not Applicable.

5.1.6 Size, Weight and Cost of Kits/Parts/Material. Size and weight not critical or Not Applicable.

5.1.7 Disposition of Kits/Parts/Material. Not Applicable.

5.2 Personnel Information and Requirements.

NOTE

Alternate AFSC skill personnel are authorized at unit level discretion to accomplish these tasks if the primary AFSC skill personnel are not available.

Work Phase	AFSC Skills	Man-Hours
Modification	2A6X2	1.0
	Total Man–Hours	1.0

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

6. HOW WORK IS ACCOMPLISHED.

7. SUPPLEMENTAL INFORMATION. Not Applicable.

7.1 Fuel System Defuel/Purge. Not Applicable.

7.2 Operational Checkout Requirements. Ensure that all parts are installed and secure.

Figure 4-1. ITCTO Message Sample (Sheet 2)

7.3 Weight and Balance Information. Not Applicable.

7.4 Technical Manuals Affected.

TO Number	Date of Basic Issue
35D29-7-6-1	01 November 2000

8. RECORDS.

8.1 Action Required on Maintenance Records. Upon completion of this ITCTO, update applicable maintenance data collection system(s) IAW the handbook for that system and T. O. 00-20-2. The item requiring ITCTO accomplishment shall be identified by part number (P/N), commercial and government entity (CAGE) code, federal supply class (FSC), standard reporting designator (SRD), and the work unit code (WUC).

PART NUMBER	CAGE	FSC	SRD	WUC
791600-001	75906	3655	WKF	AGENS

8.2 Action Required on Supply Records. Not Applicable

8.3 Retrofit Change or Inspection Identification Marking. Etch, stamp, or stencil "TCTO 35D29-7-6-519 CW" on manufacturer's data plate.

9. POINT OF CONTACT: The Technical Content Manager (TCM) for this TCTO is

BY ORDER OF THE SECRETARY OF THE AIR FORCE

DAVID L. GOLDFEIN, General, USAF
Chief of Staff

ROBERT D. McMURRY, Lieutenant General, USAF
Commander, AFMC

TO-00-5-15-065S3

Figure 4-1. ITCTO Message Sample (Sheet 3)

4.5 ITCTO PRIORITY.

ITCTOs are issued as either Immediate Action, Urgent Action, Routine Safety or Record with compliance periods as follows:

4.5.1 Immediate Action ITCTO. Issued when safety conditions would result in a fatality or serious injury to personnel or extensive damage to or destruction of equipment or property. Compliance period is immediate. (Requires advance notification according to Table 4-1)

4.5.2 Urgent Action ITCTO. Issued when combat necessity or potentially hazardous conditions could result in injury to personnel, damage to property or unacceptable reductions in operational efficiency. Compliance period is 1-10 days. (Requires advance notification according to Table 4-1)

4.5.3 Routine Safety Inspection ITCTO. Issued when a deficiency and/or affected part has been identified, but does not impose conditions of an Immediate or Urgent Action ITCTO and would not result in degradation of operational capability. They may be non-kitted or issued with an approved waiver to the complete kit concept from the applicable Lead/Using MAJCOM. Compliance period is 11-35 days.

4.5.4 Record TCTOs for ICBM and Associated SE. Record TCTOs for ICBM and associated SE must meet the following criteria prior to issue:

- The updating change or modification accomplishment does not involve operating activities
- The initial updating change or modification accomplishment does not involve operating activities
- 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
- The initial updating change or modification must be performed within 1 to 30 days

4.5.5 Routine TCTOs for ICBM and Associated SE. Required to prevent contractor work stoppage during modifications, installations and checkout.

4.5.6 Routine Software-Only TCTOs. May be issued as ITCTOs.

4.5.7 Interim TCTO Supplements. Issued when updates to an ITCTO are required and will be merged with the issued ITCTO. They will not be replaced by formal TCTOs or supplements. Compliance periods are commensurate with the issued ITCTO.

4.6 ITCTO DISTRIBUTION, SUSPENSION, AND RESCISSION.

4.6.1 ITCTO Indexing. For Immediate and Urgent Action, TO Managers will index ITCTOs and associated supplements before, or as soon as possible after, the ANS messages are transmitted.

4.6.2 ITCTO Distribution. ITCTOs must be distributed within a maximum of 24 hours for Immediate Action, 48 hours for Urgent Action, and five working days for interim Routine Action O&I level safety inspection ITCTOs. Methods of distribution shall be IAW TO 00-5-3.

4.6.3 ITCTO Suspension and Rescission. Emergency suspension or rescission of an ITCTO without compliance will be approved at the same level that approved the ITCTO. Suspended ITCTOs may be held in abeyance for a maximum of 90 days from the date of distribution, at which time the ITCTO will be rescinded or released for compliance.

Table 4-1. Advance Notification Requirements for ITCTOs

When _____	_____ Will	Notify _____, Via Telecon/E-mail[1, 2]
An Immediate/Urgent Action TCTO will be issued with the completion of a risk assessment; SAE, Lead, and Using Command Commanders concurrence and recommendation of the SAE to ground the fleet.	The PM will conduct a risk assessment and submit to SAE who will then confirm/or deny need to ground the weapon system; if the SAE agrees with the fleet grounding action, the SAE may recommend fleet grounding to the Lead and Using Commands as a risk avoidance measure. Lead and Using Command commanders are the sole authorities for approving fleet grounding of their portion of an Air Force fleet (IAW AFI 11-401). However, this is predicated upon acceptance of a high risk	Senior AFMC/USAF leaders of Immediate or Urgent TCTO via Advance Notification System (ANS): https://usaf.dps.mil/teams/13153/Pages/ANSHome.aspx
		the Program Executive Officer (PEO) for systems/items in acquisition[3,4]
		the responsible 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]
		PEO/Program Director[3]
		(1) the Lead Command's MAJCOM Command Center (MDS owner) to confirm receipt of Advance Notification for Immediate or Urgent Action Time Compliance Technical Order (TCTO).[5] (2) The affected Wing Commander(s).
	Lead Command's MAJCOM Command Center	MAJCOM CC/A3/A4 offices to confirm receipt of Advance Notification of Immediate or Urgent Action TCTO issuance.
		(1) Coordinate with Lead MAJCOM CC, designated representative, or the appropriate Wing Commander to coordinate the release of any required OPREP-3. (2) Notify Air Force Service Watch Cell (AFSWC) via OPREP-3 as required (ref. CSAF OPREP-3 Matrix).
	PM	their Center Commander[3]

Table 4-1. Advance Notification Requirements for ITCTOs - Continued

When _____	_____ Will	Notify _____, Via Telecon/E-mail[1, 2]
	HQ AFMC/SEF	HQ USAF/SE/SEP/SEF/SEG

1 If Internet connectivity is lost, make telecon notification to the Lead Command's MAJCOM Command Center

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://usaf.dps.mil/teams/13153/Pages/ANSHome.aspx shall be used to satisfy e-mail notification requirement by adding applicable addressees to the form.

3 The Lead Command's MAJCOM Command Center is a 24/7 C2 entity. If the number for the MAJCOM Command Center is unknown, contact HQ AFMC/A3OC (AFMC Command Center) for assistance; DSN 787-6314, Commercial (937) 257- 6314.

4 PMs will contact the applicable PEO prior to Lead MAJCOM Command Center notification as required.

5 PM will call the Lead Command's MAJCOM Command Center to coordinate need to accomplish Immediate/Urgent Action TCTO Advance Notification Checklist procedures. PM will confirm the Lead Command's MAJCOM Command Center has received the Advance Notification and relay details surrounding the issuance of the TCTO. The Command Center will engage Lead Command leadership to determine whether the incident meets OPREP-3 criteria.

CHAPTER 5
TCTO VERIFICATION, PUBLISHING, AND DISTRIBUTION

5.1 TCTO VERIFICATION.

The purpose of TCTO verification is to ensure that technical guidance and procedures are complete. Verification must include checking for possible interaction with other proposed or on-going TCTOs to the same system or end item. Verification of TCTOs, with or without kits, is mandatory and includes the process formerly known as kit proofing. TCTO verification is NOT an inspection of the individual or organization performing the TCTO verification. TCTO verification includes but is not limited to the following:

- Ensure associated kits are adequate
- All parts are listed and fit properly
- Skill levels are properly identified
- Designated support equipment performs satisfactorily
- Special tools and test equipment is provided
- Tooling requirements are provided
- Installation instructions and related drawings are accurate
- Proper modification marking instructions are included
- Disposition instructions clearly defined for items removed as a result of the TCTO
- Modification can be installed within the intended environment
- Associated TO updates are correct
- Verify projected man-hours for accomplishment

5.1.1 Verification Methods. All modification TCTOs must be verified by performance, unless a verification waiver is approved or exempted per Paragraph 5.2. 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.

5.1.2 Prototyping. Preliminary TCTOs developed for the AF by a contractor must be prototyped prior to acceptance for government verification. Prototyping includes contractor certification of the TCTO, required TO updates, and should involve actual installation of the prototype TCTO kit. The contractor uses the preliminary TCTO instructions and any associated TO task changes to perform the prototype modification. The Program Manager (PM), in conjunction with the Lead/Using MAJCOM, may authorize concurrent prototyping and verification when in the best interest of the AF.

5.2 APPLICABILITY.

5.2.1 Verification. All TCTOs will be verified on each affected system. The following types of modification TCTOs are exempt from verification by performance:

- FAA certified changes
- Reinstatement of rescinded TCTOs when the kit production source remains unchanged
- Contractor Logistic Support (CLS)-maintained system TCTOs performed by the contractor

- Joint service TCTO equivalents verified by the proponent service when the equipment configuration is identical
- Approved service bulletins (TCTOs) which have been previously accomplished on commercial systems which the Air Force has maintained in identical configuration
- When engineering drawings and/or site visits determine no differences exist in systems affecting the TCTO completion

NOTE

Even when the TCTO itself is exempt from verification, any associated TO changes must be verified IAW TO 00-5-3.

5.2.2 Documentation. Verification shall be certified by the installing agency using an AFTO Form 82 (Figure 5-1), to include any performance verification waiver. The AFTO Form in this figure is an example only; please refer to Air Force ePublications for the most recent version. The form may be accepted or rejected by the agency having management responsibility for the system or commodity TCTO. The completed AFTO Form 82 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 TCM/ES.

5.2.2.1 The AFTO Form 82 shall be certified by the Verification Team Manager (VTM), Quality Assurance (QA)/inspection activity, and the PM or designated Representative. The original completed copy shall be forwarded to the TCM/ES responsible for the TCTO within 10 workdays of completion.

TCTO VERIFICATION CERTIFICATE	1. TCTO TYPE	2. KIT REQUIRED ☐ KIT ☐ NO KIT	3. DOCUMENT CONTROL NUMBER (IF APPLICABLE)

THIS CERTIFIES COMPLIANCE WITH TO 00-5-15 AS FOLLOWS

4. TCTO	5. TCTO NUMBER		
6. DATA CODE	7. TCTO PERFORMED 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		DATE	
B. QA/INSPECTION OR ACTIVITY	TITLE	ORGANIZATION	DSN
SIGNATURE		DATE	
C. PROGRAM MANAGER (PM) (OR DESIGNATED REPRESENTATIVE)	TITLE	ORGANIZATION	DSN
SIGNATURE		DATE	

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Figure 5-1. AFTO Form 82, TCTO Verification Certificate (Sheet 1 of 4)

15. T.O. CHANGE VERIFICATION	
15a. T.O. NUMBER/TITLE	15b. VERIFICATION RESULTS

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Figure 5-1. 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

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Figure 5-1. AFTO Form 82, TCTO Verification Certificate (Sheet 3)

COMPLETION INSTRUCTIONS

Block	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 (if applicable)	If applicable, enter the appropriate control number
4	TCTO Title	Enter the title of the TCTO
5	TCTO Number	Enter the appropriate TCTO number in accordance with TO 00-5-18, AF Technical Order Numbering System
6	Data Code	Enter the data code assigned in ETIMS used to identify the unique TCTO
7	TCTO Performed On	Enter the designation/serial number of equipment TCTO verification was performed on
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. Refer to TO 00-5-15, para 5.2 for verification waiver.
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
15.B	Verification Results	Enter the results of the verification
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

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Figure 5-1. AFTO Form 82, TCTO Verification Certificate (Sheet 4)

5.2.3 TCTO Verification Waivers. A waiver to TCTO verification by performance may be approved by the responsible PM with the concurrence of the Lead/Using MAJCOM. A waiver of verification by performance must be documented on the AFTO Form 82. When TCTO performance verification is waivered, verification by Desktop Analysis must be performed.

5.2.3.1 Only the PM or the designated representative may authorize a waiver to verification with coordination and concurrence of Lead Command.

5.2.3.2 The TO Manager or TCM/ES, in conjunction with the Lead Command, may waive verification by performance for TCTOs which use existing TO procedures.

5.2.3.3 Document the approved waiver coordination and authority, on both the AFTO Form 873 and the AFTO Form 82.

5.3 VERIFICATION REQUIREMENTS.

The requirement for verification will not be satisfied by means of engineering installations, prototype installations, or other test and evaluation procedures. (EXCEPTIONS: One- or two-of-a-kind commodities for which a record TCTO will be written or where the contractor will accomplish the TCTO.)

5.3.1 TCTO Kit Verification. 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 except when the kits are produced using a detail specification. Ensure kits produced meet performance specification.

5.3.2 Verification Accomplishment. Verification will be accomplished and/or certified by the Lead Command as noted in the TCTO (Paragraph 4, By Whom To Be Accomplished).

5.3.2.1 The lowest skill level individuals projected to perform the TCTO in the field must be used in the verification effort.

5.3.2.2 TCTOs designated for accomplishment by O&I personnel of the using command should be verified with over the shoulder observation by responsible procuring activity personnel (TCM/ES, kit development, Office of Primary Responsibility), MAJCOM representatives (subject matter experts in the applicable AFSC), and contractor personnel if applicable.

5.3.2.3 If depot skills are required, depot maintenance personnel should accomplish the verification.

5.3.2.4 When contractors are both the developer and the installer of the modification, they shall conduct contractor prototyping of the modification procedure/kit. Verification of the modification/kit shall be accomplished by the Government in accordance with 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. Contractor personnel may be on site at the verification as an observer, however, they shall not be a signatory on the AFTO Form 82.

5.4 VERIFICATION PROCEDURES.

TCTO verification procedures shall be documented on the program's TO Life Cycle Verification Plan (TOLCVP) 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.

5.4.1 Scheduling. The PM shall ensure that plans and schedules for accomplishment of verification are adequate and realistic.

5.4.2 Verification Execution. The following procedures shall be followed during verification:

5.4.2.1 The unit tasked to perform TCTO verification shall assign a VTM IAW TO 00-5-3 to supervise the verification.

5.4.2.2 The VTM shall ensure all support equipment, facilities, procedures and personnel required by the TCTO are available.

5.4.2.3 The verification team shall review the TCTO and any changed TO procedures to ensure all procedures and tasks are understood.

5.4.2.4 The verification team shall review and verify associated changed technical data (TOs, drawings, etc.) IAW TO 00-5-3.

5.4.2.5 If verification must be delayed, the TCM/ES responsible for the TCTO must reschedule the date to support the concurrent release concept for TCTOs, kits and related TO updates.

5.4.2.6 All problems and deficiencies will be documented on the AFTO Form 82 and returned to the TCTO TCM/ES. When applicable, marked-up copies of the TCTO and TO updates will accompany the form.

5.4.3 Verification Failure. Should the TCTO verification fail any of the above criteria or if safety hazards are encountered, the verification shall be stopped. Every effort will be made to correct the problem(s). If problems cannot be corrected, the TCTO verification asset will be de-modified and released back to the owning unit. A new verification effort will be scheduled for a later date.

5.4.4 TCTO Disapproval. For disapproval of a TCTO for procedures or kit deficiencies, additional comments will be entered 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.

5.4.5 Completion of TCTO Verification. The completed AFTO Form 82 is returned to the TCM/ES for TCTO formalization. If the TCTO was contractor-prepared, the form is forwarded to the contractor for formalization. If necessary, the form may be forwarded to the contractor after the Pre-Release Review Group (PRRG) meeting to ensure the accuracy of the contractor's formal TCTO delivery.

5.5 PUBLISHING TCTOS.

Prior to publication the PM requests a PRRG meeting to ensure all requirements for concurrent release of the TCTO, kits, and TO updates have been met. Each TCTO is reviewed for technical content, accuracy, completeness, Reading Grade Level and compliance with the latest version of MIL-DTL-38804.

5.5.1 Pre-Release Data Package. The PRRG, in coordination with the TCM/ES, establishes the TCTO rescission date based on risk mitigation analysis. The date is then entered into the AFTO Form 873. The package for contractor-developed TCTOs will be submitted when final reproduction masters are ready for delivery. The complete data package is submitted to the TOMA and consists of:

5.5.1.1 The digital reproduction master, including all artwork and illustrations in accordance with MIL-DTL-38804. Digital reproduction masters may be accompanied by a paper copy to verify formatting information.

5.5.1.1.1 Illustrations shall be prepared in accordance with MIL-STD-38784.

5.5.1.2 If required, a completed AFTO Form 124.

5.5.1.3 A signed copy of the completed AFTO Form 873.

5.5.1.4 A signed copy of the completed AFTO Form 874, if required.

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

5.5.1.6 A fund citation.

5.5.2 TCTO Pre-Publication Review. The TCM/ES and TOMA perform a pre-publication review to quality check for style, format and compliance with MIL-DTL-38804 and MIL-STD-38784. The TOMA then completes indexing, publication and distribution actions.

5.6 DISTRIBUTION OF TCTOS.

ETIMS is the official method for distribution of AF TCTOs; use of alternative electronic methods on a program-wide basis (Paragraph 5.8) will require a written waiver submitted IAW TO 00-5-1. TCTO Priority determines release for distribution concurrently with the release of TCTO kits or affected TO updates.

NOTE

TOMAs distribute TCTOs in ETIMS IAW the TO distribution guidelines found in TO 00-5-3. The AF TO Field Support Team (AF TOFST) has developed Field User Guides (FUG) to assist with indexing of TCTOs in ETIMS. See FUG TM-5, Indexing Digital Media, accessible from the FUG SharePoint link at https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Technical-Orders-Associated-Links.aspx.

5.6.1 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 (Paragraph 7.1.3). Prior to release, the PM and Lead Command will determine who will perform any performance verification required. Upon release, actions shall be taken to procure and assemble applicable kits and publish updates to affected TOs as soon as possible.

5.6.2 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 7-1). 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. Upon release, actions shall be taken to procure and assemble applicable kits and publish updates to affected TOs as soon as possible.

NOTE

When Immediate or Urgent Action TCTOs do not require kits or parts, affected TOs will be updated by issuance of Interim Operational and Safety Supplements IAW TO 00-5-1.

5.6.3 Routine Action TCTOs. Shall not be released until kits are available and affected TO updates can be distributed concurrently. The TCTO publication date is determined by the TCM/ES or TO Manager based on the release date.

5.6.4 Record TCTOs. Released in support of TCTO prototyping installation and depot-level or contractor TCTO accomplishment only.

5.7 RELEASE OF TO UPDATES.

5.7.1 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.

5.7.2 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.

5.8 ALTERNATIVE ELECTRONIC DISTRIBUTION OF TCTOS.

Consult TO 00-5-3 for methods and procedures pertaining to alternative distribution. Access or distribution of eTCTOs available or hosted by systems other than ETIMS is dependent upon each system’s design.

5.9 ELECTRONIC AND PHYSICAL DISTRIBUTION.

The minimum acceptable digital format for AF TCTOs is PDF. When TOs will be distributed in two or more distribution media, each media version must be separately indexed in ETIMS for each distribution. Each distributed media version will consist of the TCTO number plus the appropriate distribution media suffix code (see TO 00-5-18).

5.9.1 PDF eTCTOs with Paper Distribution. If a PDF version of a TO will be distributed both in paper and electronically, the same PDF file will be used to support both distribution methods.

5.9.1.1 A copy of the PDF TO or TO update file will be indexed in ETIMS and uploaded to DSO for printing and shipping.

5.9.1.2 Interim TCTOs (local print) are not uploaded to DSO for distribution. The digital TCTO file will be used to support local TODO print requirements.

5.9.2 HTML/XML eTCTOs with Paper Distribution. Supplements cannot be used with HTML/XML format. If paper is required, the same source file that created the original HTML/XML TCTO is used to create a PDF file for DSO printing and ID. The HTML TCTO file is updated with all changes from the source file. The transformed files can be viewed using ETIMS or eTools.

5.10 DISTRIBUTION USING EMAIL.

IAW TO 00-5-3, use one of the two levels of email available and subsequent methods and procedures for secure distribution via email and exchanging emails with TODO organizational accounts.

5.11 TCTO SUBSCRIPTIONS.

5.11.1 ETIMS Subscriptions. Subscriptions in ETIMS to TCTOs is facilitated by TODOs subscribing to TCTO headers to receive TCTO increments upon distribution (paper and -WA-1) via ETIMS. TOMAs can also ensure widest dissemination by using the Subscription By Like Item function when indexing TCTOs in ETIMS, see FUG TM-22, Subscription by Like Item, accessible from the FUG SharePoint link at https://usaf.dps.mil/teams/Hill/USAFTOMANAGEMENT/SitePages/Technical-Orders-Associated-Links.aspx.

5.11.2 Other Distribution Methods. TODOs with subscriptions for eTCTOs from non-ETIMS sites must independently establish access to these systems.

5.12 TCTO POSTING.

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

5.12.1 Post-Publication Reviews. The need for post-publication reviews and the frequency of such reviews is determined by the TCM/ES in conjunction with the TCTO user.

CHAPTER 6
TCTO KITS

6.1 TCTO KIT POLICY.

The AF policy on management, procurement, assembly, storage control, distribution, and disassembly of Time Compliance Technical Order (TCTO) kits is contained in AFI 23-101 and AFMAN 23-122, with methods and procedure for implementing policy in this chapter. The following procedures are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and material within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance with TCTOs. Applicable kits, parts, and material will be controlled and distributed according to the supply data paragraph of each TCTO.

6.1.1 TCTO Kit Management. Assembly, storage, and distribution of kits is accomplished by, or under the control of, the PM and/or TCTO monitor.

6.1.1.1 TCTO kits are ordered through a TCTO kit monitor who will research and identify kit items IAW AFI 23-101.

6.1.1.2 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. All kit components will be screened against critical (short supply) lists and investment requirements. Prepare a save list of required components.

6.1.1.3 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.

6.1.2 TCTO Kit Assembly. The TCTO kit shall contain all the parts and materials necessary for the accomplishment of the TCTO, with the exception of petroleum products such as jet fuels, lubricating oil, solvents, etc. The TCTO may indicate how the TCTO kit is to be assembled and directions for obtaining and funding the kit, but a copy of the TCTO will not be included in the actual kit. The kit will contain a Bill of Material (BOM) identifying the necessary parts and materials.

6.1.2.1 Kitted TCTOs are assembled at the wholesale level and provided free of charge to base units.

6.1.2.2 Non-kitted TCTOs are assembled by the end user or customer at the base level when directed by AFMC and Lead Command concurs.

6.1.2.3 Prior to procurement of any TCTO kit, AF supply stocks will be screened to determine if like or similar items can be made available for kit assembly. Screening actions are accomplished and documented IAW AFI 23-101 and AFMAN 23-122.

6.1.2.4 For Immediate and Urgent Action TCTOs, all parts and materials will be included in the kit. Any expedited action will be immediately initiated to obtain parts necessary to assemble the kits.

6.1.2.5 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.

6.1.2.6 When a modification requires materiel that the AF is not authorized to stock, store, or issue due to restrictive physical characteristics (e.g., explosives, flammable, munitions, or medical items), the PM or TCM/ES developing the modification will provide appropriate funding to the assembling activity to obtain the required materiel. All such items will be included in the TCTO kit, but may require separate containers, packaging, shipment, and/or storage. All items will be controlled to prevent unauthorized use of the critical/sensitive/dangerous materiel. The source of supply for the separate kits will be identified in the source column of the TCTO BOM.

6.1.2.7 Time change items and obsolete National Stock Numbers (NSN) in TCTO kits will be regularly checked to ensure kits contain up-to-date items. Procedures will be established to effectively review kits for outdated items and ensure kit supply data is current and complete.

6.1.2.8 When more than one outside container is required to package a complete kit, containers will be numbered in consecutive order (e.g., Box 1 of 3, Box 2 of 3). A list of all items in the kit will be placed inside of Box 1 and one place on the outside of Box 1. This list will show the box number location of all items listed.

6.1.2.9 To avoid delay in assembly and shipment of TCTO kits, substitutions may be made on minor parts without changing the TCTO. Substitutions must not adversely affect the tensile strength, utility, reliability or interchangeability of the assembly as intended by 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 and will be listed in the TCTO, when possible.

6.1.2.10 Depot Assembly. When determined that depot will assemble kits for a TCTO, the responsible unit's supply organization, in conjunction with the Defense Logistics Agency (DLA) will:

6.1.2.10.1 Screen the list of kit components for proper identification and insert NSNs, if required.

6.1.2.10.2 Review any data obtained prior to the availability of the items.

6.1.2.10.3 Obtain applicable fund citation.

6.1.2.10.4 Requisition all parts and materials for kit assembly through or from the appropriate Stock Record Account Number (SRAN).

6.1.2.11 Contractor Assembly. When it is determined that a contractor will assemble kits for a TCTO, assembly shall be done IAW the terms of the contract. Kits will be distributed in the quantities and destinations scheduled. Kits must be stocked and issued through the DoD supply system.

6.1.2.12 Computer software required to support retrofit changes (revised Computer Program Identification Numbers (CPIN) distributed by TCTO are not included) will be issued concurrently, or prior to, kit delivery.

6.1.2.13 Computer programs required to perform or check compliance of the TCTO are procured from the responsible activity identified in the Computer Program Compendium/Index.

6.1.2.14 Special tools required to accomplish a TCTO will be included in the TCTO kit or provided as a separate kit unless other arrangements are made with the using command. 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.

6.1.3 Exceptions, Deviations, and Waivers to TCTO Kits.

6.1.3.1 Exceptions that are permitted for complete TCTO kits are defined as follows:

6.1.3.1.1 For inspection TCTOs, commonly available tools, parts and materials required for inspection only, or inspection and replacement, which does not change form, fit or function (including stock listed periodic inspection kits) will not be provided in TCTO kits.

6.1.3.1.2 TCTOs used to announce software-only changes to baseline computer programs (TOs 00-5-15 and 00-5-16) are also non-kitted.

6.1.3.1.3 Nuclear Weapons-Related Materiel (NWRM) is prohibited from inclusion in TCTO kits and are exempt from the complete kit concept IAW AFI 20-110.

6.1.3.1.4 TCTOs for which all the parts are being supplied by the manufacturer/contractor at no cost to the government.

6.1.3.1.5 When compliance requirements (Table 7-1) for a Safety TCTO do not support the approach needed to be able to begin replacement of the parts while awaiting sufficient parts to replace the remainder of the fleet.

6.1.3.2 Deviations from complete kit guidance require waivers agreed to by the Lead/Using MAJCOM IAW AFI 23-101.

6.1.3.3 Field-Level TCTO Waivers. The PM will forward the request for kit waivers to the affected Lead/Using MAJCOM for approval. Signature at the command three-letter level is mandatory on approved kit waivers. The waiver must state that the deviation is justified and economically feasible, if the required materials are in stock at the bases involved or obtainable at the designated source of supply (e.g., DLA), and if the using command will provide the materials without PM reimbursement. For Urgent or Immediate TCTOs where the using command possesses the required materials, lateral redistribution may be authorized for TCTO accomplishment.

6.1.3.4 Depot-Level TCTO Waivers. The PM will obtain documented agreement with the depots that the deviation is justified and economically feasible and that the required materials are in stock at the bases involved or obtainable at the depot locations. Once received, the PM will approve the waiver. Once approved, the TCTO shall include the office symbol, e-mail address and phone number of the Lead Command POC or depot maintenance office authorizing the waiver.

6.1.3.4.1 When a depot-level TCTO kit contains identical material as an established repair kit, and the TCTO will be accomplished at the scheduled repair location, the complete kit concept will be automatically waived for the duplicate material. No waiver documentation is required. MAJCOM and depot-level waivers are not required on Interim and Routine TCTOs managed by other DoD components or contractors and parts/kits are provided.

6.1.4 Substitutions to TCTO Kits.

6.1.4.1 Non-Kitted Materials. Non-kitted material requirements must be minimal to optimize accountability of parts. These parts shall consist of common items in stock at the involved location or be obtainable at the designated source of supply (e.g., DLA). The PM shall have their engineering approve common materials excluded from the kit to insure any materials which could be provides under the same NSN through the supply system would not affect safety, critical properties, or induce corrosion when used in the specific application required by the modification.

6.1.5 Local Manufacture/Local Purchase Items. When an item is needed to satisfy a TCTO compliance, authorization may be obtained for a local manufacture or local purchase requisition IAW AFMAN 23-122. Procurement of all required parts for TO compliance will be thoroughly explored prior to use of local manufacture.

6.1.5.1 For local manufactured items, the requesting activity will submit the request through the LRS/Materiel Management Activity. When the item is needed to satisfy an internal maintenance requirement, the Maintenance Group Commander may authorize the local manufacture of the item. Local manufacture is not to be considered routine substitution for procurement, particularly in the case of systems and equipment which are currently in production.

6.1.6 Accountability for TCTO Kits. Prior to shipping TCTO kits, the modification manager will ensure each kit is identified, accounted, and stored by a kit identification number IAW TO 00-5-18. When a TCTO supplement is issued with a new data code, the kit identification number will reflect the new data code and not the original data code. A continuity folder will be established to identify responsibilities and list of current kit NSNs.

6.1.6.1 Procurement of applicable parts and materials will be controlled and distributed according to the supply data paragraph of each TCTO. TCTO kits procured organically or contractually may be retained by the units supply agency for issue. Alternative kit management and location arrangements may be developed and would be reflected by the management code portion of the kit identification number.

6.1.6.2 When a TCTO kit contains shelf life materiel, it is the responsibility of the TCM/ES to ensure a shelf life code is assigned to the TCTO kit number according to the shortest shelf life item contained in the kit. Shelf life control procedures will apply IAW AFMAN 23-122.

6.1.6.3 Parts required for service maintenance of the initial TCTO will be requisitioned from the appropriate commodity class IAW current supply procedures.

6.1.6.4 TCTO kits shall be tagged condition code “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 as “Reparable,” and turned in for repair. The TCTO kit monitor shall immediately requisition individual replacement components to return the kit to complete status. Kits that are missing component parts shall be reported and tagged “Incomplete” and a replacement component shall be ordered.

6.1.6.5 When TCTO components must be removed from serviceable kits to replace defective components on a previously modified end item, the kit will be coded as “Incomplete” and a replacement component shall be ordered.

6.1.6.6 TCTO Kits procured for the AF by other services will be assigned an AF kit identification number and managed the same as other TCTO kits. Shipping instructions will be provided to the procuring service during initial contract negotiations. Distribution will be made by the TCTO kit modification manager and assets will be shipped to and stored at the applicable location.

6.1.6.7 Re-identification and Stock List Changes. When a TCTO affects parts, subassemblies, or complete articles that will require re-identification and stock list changes, general procedures will be followed IAW AFMAN 23-122.

6.1.6.8 Management Coding on Supply Records. All TCTO kits will be assigned manager review code “L” to ensure management visibility of action and assist in the release of TCTO backorders and maintain the schedule. Additional management coding and procedures are outlined in AFMAN 23-122.

6.1.6.8.1 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.

6.1.6.8.2 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, United States Space Force (USSF), 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."

6.1.6.8.3 The paragraphs above 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 de-modification 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.

6.1.7 Release of TCTO Kits. TCTO kits will be requisitioned from the supply activity designated by the TCTO. Kits shall be issued as directed by the PM, based on depot responsibility for the system/commodities involved.

6.1.7.1 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 actions to the PM.

6.1.7.2 Failure Receipt. Failure to receive a TCTO kit shall not be a basis for filing an unsatisfactory report until the delivery schedule indicated on the TCTO has expired. When information is available to indicate that the appropriate delivery time frame has been exceeded, follow-up actions shall be initiated IAW with the delivery time prescribed for the supply priority assigned to the requisition.

6.1.8 Distribution of TCTO Kits. TCTO kits will be distributed on the basis of requisitions submitted in Military Standard Requisitioning and Issue Procedures (MILSTRIP) format from the activity that will accomplish the TCTO. Requisitions shall be filled on the kit shipment schedule provided to the appropriate requisitioning activity.

6.1.8.1 Immediately upon receipt of the TCTO, the managing activity Plans, Scheduling and Documentation (PS&D) Section shall check unit configuration management records or perform a physical check of affected aircraft, missile, ground C-E, or commodity to determine the number of kits required. PS&D will notify the base supply activity who will submit kit requisitions to the designated source of supply.

6.1.8.2 TCTO Kit Shipment. TCTO kits, parts or tools will not be shipped directly to a performing work center without prior coordination from the applicable Program Office (PO). The PO is responsible for obtaining the shipping information for each affected unit. The agency responsible for the development of the TCTO will obtain shipping instructions from the PO and provide these instructions to any agency contracted to ship TCTO kits, parts or tools to the unit.

6.1.8.3 TCTO Kits Not Received. In the event a TCTO kit has been requested but not received at the time of system or commodity transfer, the releasing organization will advise the TCTO kit manager to cancel the kit shipment 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.

6.1.8.4 TCTO Kits Issued but Not Installed. TCTO kits that have been issued to maintenance but not been installed prior to transfer of the system or commodity, will be transferred to the receiving activity with the system or commodity. Notification of the transfer will be provided to the recipient IAW DAFI 21-103 and to the TCTO Kit Manager. In the event the maintenance job is cancelled, kits will be returned to the LRS TCTO Kit Monitor. In the event the maintenance team is diverted and the kit is utilized at a different location, coordinate with the TCTO Kit Monitor to ensure accurate documentation of kit utilization.

6.1.8.5 Transfer of TCTO Kit. Refer to TO 00-20-1 for procedures to retain or forward TCTO kits when an aircraft, missile or other end item is transferred to a depot or a contractor for the installation of a retrofit change.

6.1.8.6 Retrofit Changes. All TCTO kits for retrofit changes that have not been accomplished on aircraft systems or commodities, and have departed for depot or PDM, will be retained until the system or commodity is returned or shipping actions have been received.

6.1.9 Reporting of TCTO Kits in Supply. All centrally-procured TCTO kits shall have the appropriate Expendability, Recoverability, Reparability, Cost Designators (ERRCD) assigned. All TCTO kits will be assigned ERRCD XD2. This designator is used in accounting records to

ensure that all TCTO kit identification numbers assigned by the PM are reported in the Recoverable Assembly Management Process (RAMP) system, regardless of unit cost, for management control. MAJCOM-directed-and-assembled TCTO kits shall be given a routing identifier of JBD.

6.1.9.1 TCTO kits will always be issued by supply as initial issue to ensure a Due In From Maintenance (DIFM) report will not be created.

6.1.10 Storage of TCTO Kits. TCTO kits will be stored by the unit for the assigned stock number. Active TCTO kits will not be disassembled and component parts will not be placed in stock under the individual part or stock numbers. Kits will only be issued for TCTO compliance until the TCTO has been rescinded or written authority is granted by the PM or TCM/ES monitoring the TCTO.

6.1.11 Disposition of TCTO Kits. The LRS/Materiel Management Activity TCTO kit monitor/Maintenance Materiel Control is responsible for the coordination of TCTO kit requirements between supply and maintenance. Ensure reviews are accomplished for kits on hand, requirements in maintenance, and disposition of excess or obsolete kits.

6.1.12 Excess TCTO Kits. Each applicable PM is responsible for excess kits. Excess kits shall be reported by letter or electronic transmission to the applicable TCTO kit unit. Based on the 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.

6.1.13 Disassembly/Disposal of TCTO Kits. Organizational and intermediate level TCTO kits shall be disassembled or disposed of as specified in the TCTO.

6.1.13.1 Before any disposition action is initiated, the LRS/Materiel Management Actvity TCTO kit monitor/Maintenance Materiel Control shall notify the affected commander of the TCTO kit identification number and disassembly/disposal direction.

6.1.13.2 The commander shall assess applicable TCTO completion status and determine if any further requirements exist. If not, the commander shall provide the TCTO kit monitor/material controller written certification that the kit in question is not required and that maintenance concurs with disposal/disassembly.

6.1.13.3 A list of components for all stock listed items and all non-stock-listed items will be prepared and submitted to the TCM/ES. The list will be annotated to indicate critical items which require priority processing/disassembly. Items not identified on the list shall be coordinated with other units before disposal.

6.1.13.4 Prior to transfer of kits to DLA Disposition Services, supply must insure all nationally stock numbered items are returned to active stock.

6.1.14 Reconciliation of TCTO Kits. TCTO kit status will be accomplished on a quarterly basis in conjunction with base supply. Reconciliation process will include a cross-check of AF Form 2001 for accuracy.

6.1.15 Depot-Level TCTO Kits. Parts and materials required for accomplishment of depot-level TCTOs may be furnished as individually packaged kits. When depot-level retrofit changes are to be accomplished on an assembly line basis, kits may be assembled and packaged so that each station will have all necessary parts or items in quantities required to accomplish each phase of the modification.

6.1.16 Simulators, Mobile Training Units, Trainers TCTO Kits. When TCTOs are issued for mission/flight simulators, mobile training units, or trainers, kits will be furnished in the same manner as for active aircraft.

6.1.17 Training Equipment TCTO Kits. TCTO kits issued for ground training aircraft are furnished in the same manner as operational aircraft.

6.1.18 TCTO Kit Deficiencies. When a deficiency is noted in a TCTO kit, the deficiency shall be reported IAW TO 00-35D-54.

6.1.18.1 Report all deficiencies in technical instructions and kit-proofing to the appropriate TCTO Manager.

6.1.18.2 TCTO kit shortages will be reported to the appropriate PM and Production Management Activity (PMA) by LRS/Materiel Management Activity TCTO kit monitor, using encrypted email.

CHAPTER 7
TCTO IMPLEMENTATION, DOCUMENTATION AND REPORTING

7.1 TCTO IMPLEMENTATION.

Once the development process has produced a TCTO, implementation is initiated. The implementation process follows a step-by-step regimen involving Quality Assurance (QA), Program Management Office, Workcenters, Plans Scheduling and Documentation (PS&D), Supply, and Item Managers (Figure 7-1).

7.1.1 Required TCTO Management Information. The critical data elements established through TCTO development not only provide guidance for TCTO compliance but must be transferred to the applicable Maintenance Information System (MIS) for tracking and management of the TCTO number, data code, TCTO codes, compliance period, and rescission date.

7.1.1.1 The TCTO number and data code are established during TCTO numbering in ETIMS (Paragraph 3.2).

7.1.1.2 TCTO codes consist of a TCTO Type Code, Status Code and associated How Malfunction (HOW MAL) Code IAW TO 00-20-2.

7.1.1.3 The compliance period is the time allowed for accomplishment of the TCTO. The period is determined based on the severity of the TCTO determined by the Program Office. At the expiration of the compliance period, the system shall be removed from service or operationally restricted until completion of the TCTO. A unit may request an extension to the compliance period from the PM/TCM through their MAJCOM via the AFTO Form 870.

7.1.1.4 The rescission date is the last date that activities are authorized to accomplish a TCTO without prior approval of the responsible PM or TCM/ES. The Pre-Release Review Group (PRRG), in coordination with the TO Manager, establishes the TCTO rescission date based on risk mitigation analysis. The TCM/ES will assign a rescission date for each TCTO based on the type. This will normally be the maximum time frame allowed to complete affected aircraft or equipment in the AF inventory. The TCM/ES or PM 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 TCTO Tracking and Management. An MIS is required to track and manage TCTOs. REMIS screen GFM0400 will be used by the AFLCMC TCM/ES and/or AFSC TCM/ES to load the TCTO master header and push to applicable data systems (PDMSS, DRILS, G081/FMxC2, 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.

7.1.2.1 When a TCTO is issued, the issuing activity TCTO Modification Manager loads it into REMIS, to include any 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 determine the cause of the non-applicability prior to removing the non-applicable serial numbers from REMIS. A TCTO Supplement may be issued to correct the applicability (see Paragraph 2.3.5). If a supplement is issued it will serve as the entry into the official record of the basic TCTO. An entry into the official folder on the basic TCTO shall be made documenting the non-applicability.

7.1.2.1.1 When a TCTO is issued, if the performing field unit discovers that any additional serial numbers are applicable to the unit, they must contact the issuing activity TCTO Modification Manager and inform them of the applicability status. Upon notification by the performing unit, the TCTO Modification Manager, with concurrence of the PM, must determine the additional applicability cause prior to adding serial numbers to REMIS. A TCTO Supplement is required to correct the applicability if kits/parts/materials required is impacted. A TCTO Supplement is not required to correct the applicability if kits/parts/materials required is not impacted.

7.1.2.1.2 If required MIS management information in the REMIS push-down load conflicts with TCTO hard copy, then contact the TCM/ES for timely resolution.

7.1.2.2 TCTO status codes and dates are entered in the MIS and determine the actual remove-from-service date. When entering the TCTO into the MIS, the remove-from-service date, not the date entered, will be reflected in the first 5 characters of the JCN.

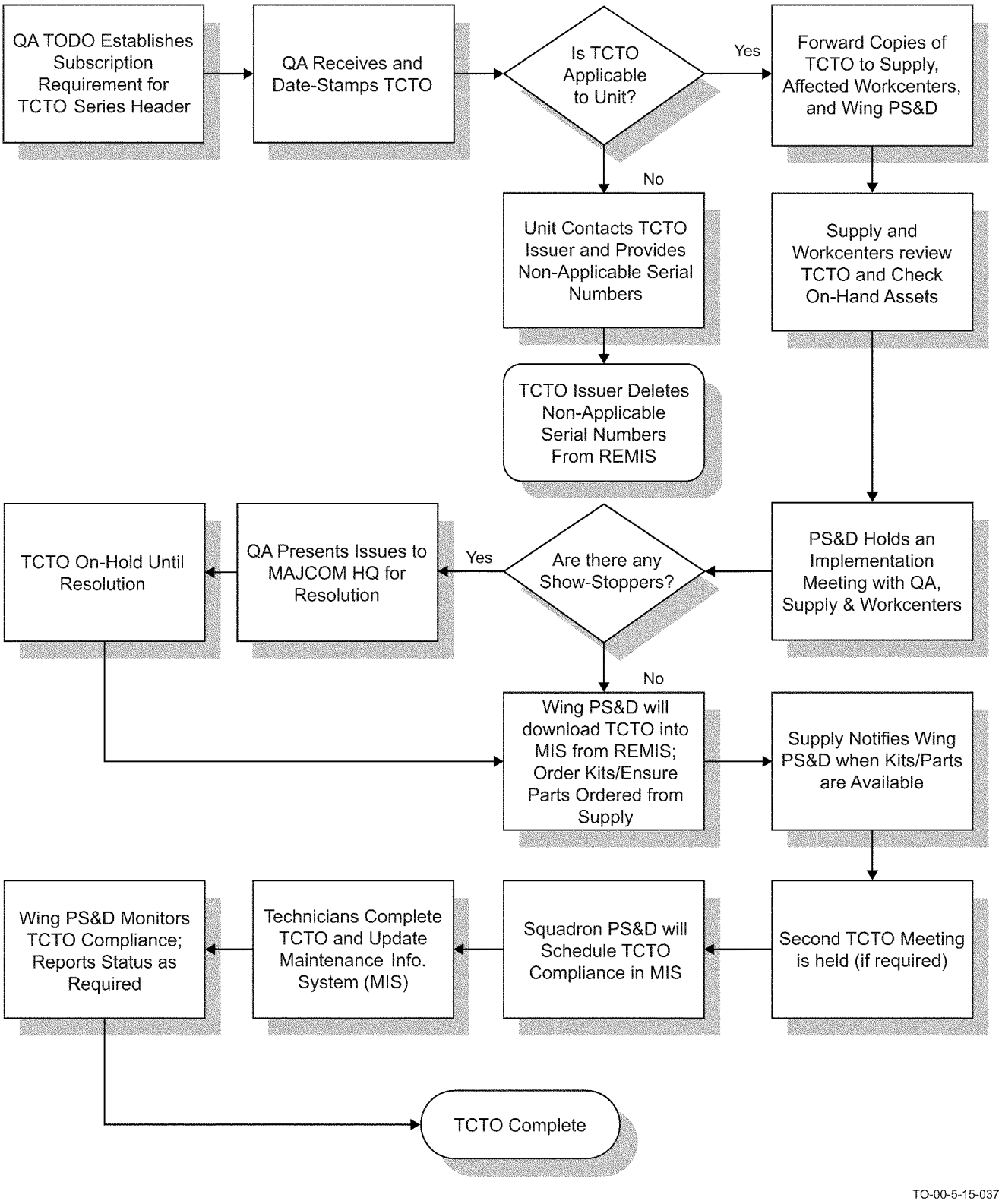

Figure 7-1. TCTO Implementation Process Flow

7.1.2.2.1 Non-workable status codes are authorized for TCTO categories other than Safety TCTOs and represent a condition that is preventing the TCTO from becoming workable. The remove from service date for a non-workable TCTO is calculated as 60 days prior to the rescission date. Therefore, monitoring and communication between the TCM/ES and unit is critical in avoiding removal from service situations and ensuring status codes reflect the verbiage of Paragraph 3, when to be accomplished, in the TCTO.

7.1.2.3 The Remove-From-Service date is a calculated date for an individual applicable item. It is the earlier of the following conditions: expiration of the compliance period on items placed in a workable status code OR expiration of the TCTO Fleet Grounding/Removal from Service/Restricted Operations Date, which is 60-days prior to rescission for modification type TCTOs, OR expiration of the compliance period for inspection type TCTOs.

7.1.3 TCTO Compliance Periods. Compliance periods are designated by the Program Office and reflect the time limit for accomplishment of a TCTO, as established by the AFTO Form 873 and documented in Paragraph 3, When to be Accomplished, of the TCTO. Table 7-1 and Table 7-2 depict how compliance periods are determined based on TCTO type and priority. (Ref MIL-DTL-38804)

Table 7-1. Compliance Period Statements

IMMEDIATE ACTION	
Time Compliance Start	Statement
Immediately (Reference Table 7-2)	"Immediate [discontinued use or operating restriction] of affected system/equipment pending performance of the directed action."
URGENT ACTION	
Time Compliance Start	Statement
Reference Table 7-2	"Not later than ____ days after receipt of [this TCTO or this TCTO and kits/parts]. Failure to accomplish this TCTO by the preceding specified number of days shall result in discontinued use of the affected system/equipment."
ROUTINE ACTION	
Time Compliance Start	Statement
Routine Safety Inspection Organizational/Intermediate Level TCTOs (Reference Table 7-2).	"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."
Routine Action, Organizational/Intermediate Level, Safety TCTO (Reference Table 7-2).	"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 shall automatically result in restriction of operations or shall be justification for withdrawing affected system/equipment from service until compliance is accomplished."
Routine Action, Organizational/Intermediate Level TCTO (Reference Table 7-2).	"Not later than ____ days after receipt of (this TCTO) (kits) (parts) (special tools). Failure to accomplish the work by expiration of the compliance period shall be justification for withdrawing the affected system/equipment from service until compliance is accomplished."
Routine Action, Organizational/Intermediate Level, Based Upon Maintenance Event (Reference Table 7-2).	"At the time of (specific maintenance event, i.e., scheduled modernization, Phase, ISO, Periodic, Number of Landings, etc.). If not complied with by (date), the system/equipment shall be removed from active service until compliance with the TCTO is accomplished."
Routine Action, Depot Level (Reference Table 7-2).	These modifications require specified accomplishment at a time designated by the acquiring activity, as established by the AFTO Form 873 overhaul, contractor team, force modernization, AFMC schedule or other phrase that is most appropriate.

7.1.3.1 Compliance periods start upon the release of the eTCTO from ETIMS, or when the QA stamped TCTO copy for Paper Only TCTOs is received, and when associated special tools, parts, or kits as identified in the TCTO are received. The appropriate status code in the MIS shall be entered to ensure proper tracking.

7.1.3.2 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 7-2, 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 7-2. TCTO Matrix Chart

Categories	Compliance Period[1]	Remove From Service[2]	Maximum Rescission Date[3]
IMMEDIATE ACTION TCTO			
All, Except Intercontinental Ballistic Missile (ICBM)[4]	Immediately	Immediately	1 year after issue
URGENT ACTION TCTO[5]			
ICBM-Related	From 1 to 30 days	Upon expiration of compliance period	2 years after issue
Cruise Missile-Related	From 1 to 30 days	Upon expiration of compliance period	2 years after issue
All	From 1 to 10 days	Upon expiration of compliance	1 year after issue
ROUTINE ACTION SAFETY INSPECTION TCTO			
ICBM-Related	From 31 to 365 days	Upon expiration of compliance	2 years after issue
Cruise Missile-Related	From 31 to 365 days	Upon expiration of compliance	2 years after issue
All, Except ICBM	From 11 to 35 days	Upon expiration of compliance	1 year after issue
Category 14--Life Support	From 31 to 365 days	Upon expiration of compliance	2 years after issue
ROUTINE ACTION SAFETY TCTO			
ICBM-Related	From 31 to 365 days	Upon expiration of compliance	2 years after issue
Cruise Missile-Related	From 31 to 365 days	Upon expiration of compliance	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	Not to exceed 5 years after issue
Category 14--Life Support	From 31 to 365 days	Upon expiration of compliance	2 years after issue
Category 21--Guided Missiles; Category 35--SE	From 11 to 270 days	Upon expiration of compliance period	2 years after issue
Cyber Security Patches	30-270 days	Upon expiration of compliance period	3 years after issue
ROUTINE ACTION TCTO			
ICBM-Related	From 31 to 1645 days	Upon expiration of compliance	5 years after issue
Cruise Missile-Related	From 31 to 1825 days	Upon expiration of compliance	5 years after issue
Category 1--Aircraft; Category 2--Airborne Engines; Category 31--Ground C-E Equipment; Aerospace and Non-Aerospace	From 91 to 270 days	Upon expiration of compliance period	3 years after issue

Table 7-2. TCTO Matrix Chart - Continued

Categories	Compliance Period[1]	Remove From Service[2]	Maximum Rescission Date[3]
Category 21--Guided Missiles; Category 35--SE	From 90 to 540 days	Upon expiration of compliance period	3 years after issue
ROUTINE ACTION TCTO BASED UPON MAINTENANCE EVENT[11]			
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
Cruise Missile-Related	Upon an event, such as the next scheduled Component Time Compliance or related major maintenance task	On a date established by the PM with MAJCOM approval	10 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 14--Life Support	From 31 to 365 days	Upon expiration of compliance period	2 years after issue
Category 2--Airbome 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
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	1 year after issue
ROUTINE ACTION, Depot-Level TCTO[910]			
All Categories	Upon Depot Maintenance (if scheduled)	Until completion of Depot Maintenance	10 years after issue

1 COMPLIANCE PERIOD. See Paragraph 7.1.3 for details on compliance periods.

2 REMOVE FROM SERVICE. “Remove from Service” and ″Restricted Operations Date″; date is the same as the “Ground Date” in automated data systems Integrated Maintenance Data System (IMDS) (G105), and Reliability and Maintainability Information System (REMIS) with the exception of Inspection TCTOs. This is intended to imply that the compliance period cannot be exceeded.

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 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 AFLCMC/HBGA, Robins AFB (for U-2 only) CCBs are the only offices authorized to deter-

mine 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/HBGA, Robins AFB (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.

[11] COMPLIANCE PERIOD. Use of the phrases ″upon failure,″ ″upon accumulation″ or ″when reaching″ are not permitted for any TCTO.

[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/USSF.

[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.

7.1.4 Managing TCTO Compliance. If a unit cannot accomplish the TCTO on all of its affected assets prior to expiration of the compliance period, they must request an extension from the PM/TCM through their Major Command (MAJCOM) via the AFTO Form 870 (Figure 7-2).

7.1.4.1 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.

7.1.4.2 If an extension is approved, the PM or TCM/ES will establish an extended compliance period for the applicable 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.

7.1.4.2.1 The PM or TCM/ES will notify affected Lead Command units via e-mail message or memo of the approved extension. TOMAs should employ the ETIMS Notification to Subscribers to place notifications on the ETIMS Home page of TCTO Header subscribers. 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.

7.1.4.3 Document Compliance After Extension. To document TCTO compliance in local MIS after the compliance period/rescission dates have passed, the unit must extend the Rescission Date and Fleet Grounding/Removal from Service/Restricted Operations Date for the TCTO and then comply with the TCTO. Document compliance and return the TCTO dates to original dates. A REMIS error message will be generated, delete the REMIS error message.

7.1.4.3.1 Document compliance for rescinded TCTOs no longer loaded in local MIS IAW Paragraph 7.1.5.1.2.

7.1.4.4 TCTO Compliance Waivers. TCTO compliance may be waived in accordance with AFI 63-101/20-101. 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.

7.1.4.4.1 TCTO waivers are documented on the AFTO Form 95, 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.

7.1.4.5 TCTO Suspension (Abeyance) and De-modification of Items. When problems with TCTOs are detected which may present a hazard to personnel or equipment, the performing unit will immediately cease compliance and notify the parent MAJCOM and TO Manager or responsible TCM/ES. The TCM/ES will suspend compliance with the TCTO by placing in abeyance, until the problem can be rectified. TCTOs cannot be held in abeyance past the rescission date. The TO Manager will remove the TCTO from viewer, add catalog note and send notification through ETIMS. 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 MAJCOM placing the TCTO in abeyance.

7.1.4.5.1 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/ES must review the TCTO status and provide updates to affected MAJCOMs/USSF 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.

7.1.4.5.2 When TCTOs are placed in abeyance the compliance period is also placed on hold and resumes when the abeyance is lifted.

7.1.4.5.3 A modified end item or component can only be de-modified with the specific written approval of the owning MAJCOM and the PM.

7.1.5 Rescissions and Cancellations. TCTO rescissions and cancellations shall be accomplished via the AFTO Form 870.

7.1.5.1 Rescinded TCTOs. Units will not accomplish a rescinded TCTO without prior approval of the appropriate PM. If it is essential that the TCTO be accomplished, the unit shall provide justification through command channels to the appropriate PM and obtain authorization prior to accomplishment. Ensure this authorization is submitted through the MAJCOM prior to accomplishing a rescinded TCTO. If manageable quantities of assets are unmodified after TCTO rescission, official reinstatement of the TCTO may not be necessary; rather, the responsible PM can approve accomplishment by message/e-mail/letter.

7.1.5.1.1 To document TCTO compliance in local MIS after the compliance period/rescission dates have passed, the unit must extend the Rescission Date and Fleet Grounding/Removal from Service/Restricted Operations Date for the TCTO and then comply with the TCTO. Document compliance and return the TCTO dates to original dates.

7.1.5.1.2 Document compliance for rescinded TCTOs no longer loaded in local MIS. Provide the TCM/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.

7.1.5.2 Cancellation of a TCTO. A TCTO will be cancelled following release if it is determined the information has been replaced/superseded/cancelled by or included in another TO or TCTO. If a TCTO requires canceling after a number and data code is assigned, the PM will complete the following:

7.1.5.2.1 Prepare an AFTO Form 870 (Figure 7-2).

7.1.5.2.2 If the TCTO was released, complete an AFTO Form 870, 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 affected MAJCOMs/USSF and file AFTO Form 870 in TCTO file.

TCTO EXTENSION/RESCISSION/CANCELLATION REQUEST

1. TCTO/SUPPLEMENT NUMBER	2. DATA CODE	3. ISSUE DATE
4. TITLE OF TCTO		
5. ORGANIZATION	6. OFFICE SYMBOL/DEPT	7. E-MAIL ADDRESS
8. JOB TITLE/FUNCTION	9. GRADE/RANK	10. PHONE NUMBER
11. SUBMITTER SIGNATURE		11a. DATE
12. MAJCOM REPRESENTATIVE SIGNATURE		12a. DATE
13. JUSTIFICATION FOR (Explain) ☐ EXTENSION ☐ RESCISSION ☐ CANCELLATION		
14. DISPOSITION *(Return to ES for Update in REMIS)*		

15. ORIGINAL COMPLIANCE PERIOD	15a. NEW COMPLIANCE PERIOD	16. ORIGINAL RESCISSION DATE	16a. NEW RESCISSION DATE

17. EQUIPMENT SPECIALIST SIGNATURE	17a. DATE
18. EQUIPMENT SPECIALIST SUPERVISOR SIGNATURE	18a. DATE
19. APPROVING SYSTEMS ENGINEER SIGNATURE	19a. DATE
20. CHIEF ENGINEER OR DESIGNEE SIGNATURE	20a. DATE

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Figure 7-2. AFTO Form 870, TCTO Extension/Rescission/Cancellation Request (Sheet 1 of 2)

COMPLETION INSTRUCTIONS		
Block	Title	Instruction
1.	TCTO/Supplement Number	Enter the TCTO/Supplement number in accordance with TO 00-5-18
2.	Data Code	Enter the TCTO data code in accordance with TO 00-5-18
3.	Issue Date	Select the issue date of the TCTO from the drop-down calendar
4.	Title of TCTO	Enter the title of the TCTO
5.	Organization	Enter the name of the submitting organization
6.	Office Symbol/Department	Enter the office symbol or department of submitter
7.	E-Mail Address	Enter the email address of submitter
8.	Job Title/Function	Enter the title and function (ES/PM/TOMA/Chief Engineer, etc.) of submitter
9.	Grade/Rank	Enter the military rank or grade of submitter (Commercial number if applicable)
10	Phone Number	Enter the DSN number of the submitter
11.	Submitter Signature	Submitter must electronically enter their signature or scan form with hand-written signature and for forwarding.
11a.	Date	Select the date submitter signed from the drop-down calendar
12.	MAJCOM Representative Signature	MAJCOM representative must electronically enter their signature or scan form with hand written signature and for forwarding.
12a.	Date	Select the date MAJCOM representative signed from the drop-down calendar
13.	Justification for Extension/Rescission/Cancellation	Select applicable box. Enter the details that support the Extension, Rescission, Cancellation
14.	Disposition	Enter the approved disposition and return to the ES for updating of REMIS. The disposition must be entered prior to the chief engineer signature.
15.	Original Compliance Period	Enter the original compliance period
15a.	New Compliance Period	Enter the new compliance period
16.	Original Rescission Date	Select the original rescission date from the drop-down calendar
16a.	New Rescission Date	Select the new rescission date from the drop-down calendar
17.	Equipment Specialist Signature	Equipment specialist must electronically enter their signature
17a.	Date	Select the date equipment specialist electronically signed from the drop-down calendar
18.	Equipment Specialist Supervisor	Equipment specialist supervisor must electronically enter their signature
18a.	Date	Select the date equipment specialist supervisor electronically signed from the drop-down calendar
19.	Approving Systems Engineer Signature	Approving systems engineer must electronically enter their signature
19a.	Date	Select the date that the approving systems engineer signs form the drop-down calendar
20.	Chief Engineer or Designee Signature	Chief engineer or designee must electronically enter their signature
20a.	Date	Select the date that the chief engineer or designee signs form from the drop down calendar

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Figure 7-2. AFTO Form 870, TCTO Extension/Rescission/Cancellation Request (Sheet 2)

7.2 TCTO COMPLIANCE.

7.2.1 Unit Level. Units will comply with outstanding TCTOs on spares in stock and WRM assets as directed by a TCTO for systems or commodities.

7.2.1.1 All organizational, intermediate and depot-level TCTOs, take immediate action to place spares in stock and WRM assets in Technical Order Compliance 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/ES approval.

7.2.1.2 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.

7.2.1.3 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 IAW AFI 65-601V1.

7.2.2 Base Level. All USAF organizational- and intermediate-level maintenance activities will establish a TCTO control program IAW with DAFI 21-101. PS&D will establish and maintain a TCTO folder for each active TCTO.

7.2.2.1 Activities shall not accomplish TCTOs until scheduled by the Maintenance Operations Flight/Aircraft Maintenance Unit PS&D Section (DAFI 21-101) (see Figure 7-1).

7.2.2.2 Host base activities shall provide facilities and support for depot or contractor field team accomplishment of TCTOs on systems and commodities at each base.

7.2.2.3 Transient aircraft maintenance and home station activities will be responsible for ensuring TCTO accomplishment and status recording in accordance with the instructions of 00-20-Series TOs.

7.2.2.4 Upon transfer of aircraft, refer to TO 00-20-1, Transfer of Documents section.

7.2.2.4.1 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, 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.

7.2.3 Depot Maintenance. Depot maintenance activities will perform:

- All TCTOs designated for depot-level accomplishment on assigned systems and commodities
- All Safety TCTO's to include Immediate and Urgent O/I level TCTO's received while an affected military system or commodity asset is undergoing depot level maintenance or modification.
- Current outstanding Routine Action O/I level TCTOs for which kits are available and which have been negotiated in the work package

7.2.3.1 The depot maintenance activity may request a compliance waiver for routine organizational level TCTOs not negotiated in the work package in order to return the aircraft to home station. If the waiver isn't granted, the depot must accomplish the TCTO. 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 TCTOs must be accomplished prior to releasing the aircraft for service.

7.2.3.2 If O/I level capability for TCTO accomplishment is exceeded, resulting in a backlog, a request for maintenance assistance IAW TOs 00-25-107 or 00-25-108 may be submitted by the affected MAJCOM/Fund Holder.

7.2.4 Contractors. Contractors using or maintaining AF equipment shall accomplish all Immediate, Urgent, and Routine Action safety TCTOs and those non-safety TCTOs which are determined to be mission essential by the Owning Command. In identifying mission essential TCTOs, care should be exercised to select those TCTOs which could impair subsequent logistics support if not accomplished.

7.2.4.1 Contractors performing depot maintenance services will accomplish TCTOs as directed by the Statement of Work (SOW). The contract shall require that contractors perform the same TCTOs that the organic depot maintenance activity would accomplish in performing the same maintenance services.

7.2.5 Deployed, Transient, SAP/FMS Compliance. TCTOs compliance 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.

7.2.5.1 If necessary, only Immediate or Urgent Action TCTOs will be accomplished on transient aircraft (see TO 00-20-1).

7.2.5.2 It is USAF policy to offer AF system or commodity TCTOs approved for release to SAP customers. TCTOs must be reviewed for releasability by the local FDO. Compliance with the TCTOs will be IAW TO 00-5-19 and AFMAN 16-101.

7.2.5.2.1 If the rescission applies to both AF and SAP/FMS program countries, take action to obtain funds to satisfy FMS program requirements. Notify all FMS countries that have the weapon system or end item that the kit(s) will be sent to disposal six months after date of notification unless the FMS country has indicated they will take action to obtain kits. If the FMS requisition is not received within six months after they have verified the need, advise the country that kits will be disposed of unless requisition is received within 30 days. Kits will not be retained in the inventory for the sole purpose of supporting FMS programs after these actions have been taken.

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 below. The wing operations or maintenance group commanders, equivalent cognizant officials in non-AF 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 AF facility.

7.3 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, IMDS/REMIS/CEMS/G081/FMxC2, etc.) and compliance reports.

7.4 DEPOT FIELD TEAM SUPPORT.

When a TCTO requires depot support or traveling team accomplishment IAW TO 00-25-4, the TCM/ES 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.

7.5 TCTO SUPPLEMENTS REQUIRING ADDITIONAL WORK.

TCTO supplements that require additional work will require a new data code. The IMDS/G081 user loads these supplements the same as new TCTOs. The TCTO number includes the letter of the supplement (e.g., 1F-16-1989D). This supplement will 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. 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. Additional details may be found in TO 00-20-2.

NOTE

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

7.6 TCTO CONTROL RECORDS.

7.6.1 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 includes the estimated delivery date of TCTO reproducible master to the AF. A copy of the schedule is furnished to the TO Manager.

7.7 TCTO DOCUMENTATION AND TRACKING.

All TCTOs, depot and field level, are managed in ETIMS. Compliance is tracked in an approved management systems such as the Reliability and Maintainability Information System (REMIS - G099)/Generic Configuration Status Accounting Subsystem (GCSAS), Integrated Maintenance Data System (IMDS) (G105) in accordance with TO 00-20-2.

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

7.7.2 TCTO Reporting. The TCM/ES shall ensure TCTO reporting instructions are identified in paragraph eight of the TCTO. Compliance will be reported using the basic TCTO data code only. Additional work directed by TCTO supplements will be reported using the supplement data code.

7.7.2.1 Reporting against TCTOs is accomplished specific to the equipment being modified or inspected. Inspections or modifications against a component that would be removed to a back-shop for compliance will be considered off-equipment maintenance and will be reported against the component or assembly Part Number/Serial Number IAW 00-20-2. Inspections or modifications directly against weapon systems/equipment end items, to include sub-indentured end items (i.e. engines, pods, etc.) will be considered on-equipment maintenance. These items will be reported against the end item ID in base level reporting systems, or against the end item equipment designator/serial number in REMIS and depot reporting system.

7.7.3 TCTO Routing. Upon approval of the TCTO by the PM CCB, the TO Manager will obtain a TCTO Number from ETIMS and route the package to the various OPRs for TCTO writing, coordination, kit assembly, verification and approval.

7.7.4 Master Record. When TCTO publication is assured, the PM or TCTO/Modification Manager 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 PM or TCTO/Modification Manager will ensure that REMIS data is updated and pushed when TCTO changes (supplements, replacing TCTOs, rescission date extensions, etc.) occur.

NOTE

Fleet Grounding/Removal from Service/Restricted Operations Date in REMIS/MIS is automatically assigned 60 days prior to rescission date with exception of Inspection and Safety TCTOs which will be the expiration of the compliance period once in a workable status.

7.7.5 Compliance Period or Rescission Date Extensions Reporting. Data on TCTO compliance, reported by performing organizations through the IMDS/REMIS/CEMS interface, will be used to help determine the need for compliance period or rescission date extensions. TCTO compliance must be reported to REMIS by the 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.

7.7.5.1 TCTO data for precision guided munitions will be updated in the Tactical Munitions Reporting System (TMRS) which then feeds the TCTO compliance data to the Reliability Asset Monitoring System. TCTOs for all other conventional munitions will contain detailed instructions/actions to be performed in the Theater Integrated Combat Munitions System (TICMS) to show progression and visibility until completion. Item managers and equipment specialists for affected items will closely monitor progress of TCTO until closed out or rescission date has been met.

7.7.6 Pass/Fail Documentation. The results of compliance with Inspection TCTOs will be documented in approved management systems 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.

CHAPTER 8
TCTO RESCISSION AND REINSTATEMENT

8.1 RESCISSION OF TCTOS.

Unlike TOs, TCTOs have an expiration that is dependent on several factors. Decisions to rescind TCTOs are based on the following examples:

- Flying/operational inventory TCTO requirements are reported as complete
- Plans to remove affected inventory items from operation before the established rescission date
- Remaining inventory items have waivers in place (must be reflected in the applicable MIS)
- It is determined that TCTO instructions have been incorporated into operational TOs
- TCTO actions are no longer required (can be for EC overriding the configuration, reasons of obsolescence, tooling no longer exists etc.)
- The rescission date of the TCTO has expired

8.1.1 Rescission Dates. The TCM/ES will assign a rescission date for each TCTO based on the type and priority of the information with the maximum time frame allowed. The TCM/ES or PM can extend the initial rescission period beyond these limits, with the necessary approvals. Rescission dates are based on the TCTO issue date and are listed on the title page in accordance with MIL-DTL-38804.

8.1.2 USAF TCTO Rescissions. Units will not accomplish a TCTO on which the rescission date has passed without obtaining approval from the TCM/ES with MAJCOM FM coordination.

NOTE

TCTOs in Stock Record Account Numbers (SRAN) such as school house, AMARG, long term storage, or at and/or awaiting depot repair are not authorized reasons to keep a TCTO Active/Open.

8.1.3 Security Assistance Program (SAP) TCTO Rescissions. There are some instances when TCTOs are rescinded but are retained in stock for SAP use. If an Immediate, Urgent or Routine Action TCTO is rescinded for AF use but is required to be retained for SAP, the TCTO will not be downgraded in criticality when transferred to TO 0-1-71, *M-Symbol TO Catalog* IAW TO 00-5-19.

NOTE

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.

8.1.3.1 A compliance period appropriate for correcting the deficiencies will be assigned to the TCTO. If the compliance period is exceeded, the PM or TCM/ES will notify the SAP country regarding the status, reason for the delay, estimated correction date, and any interim actions the country can take to ensure safe operation of the system or commodity.

8.1.4 Rescission Notification. Notification of all TCTO rescissions is affected by entries in the ETIMS TO catalog. TCTOs will not be removed from electronic or physical TO files until listed as rescinded in the ETIMS TO catalog.

8.1.5 Rescission Decision. TO Managers must use the TCTO Rescission Report in ETIMS to generate a listing of assigned TCTOs and monitor rescission dates. Not later than 90 days prior to the rescission date, the TOMA will identify days of rescission to the TCM/ES and PM. Based on compliance status, the PM will recommend the TO Manager either rescind the TCTO or extend the rescission date.

8.1.5.1 Performing organization requests for compliance with rescinded TCTOs, or for extensions, shall be submitted on the AFTO Form 870, NLT 90 days before the scheduled rescission date to allow for updating of REMIS and ETIMS, and publishing of a TCTO supplement if applicable. TCTO rescission dates cannot be extended without approval of the responsible PM.

8.1.5.2 For Program Office rescission extensions, the PM will forward a copy of the rescission extension approval to the PMA no later than 60 days prior to the rescission date. They will have two workdays to update REMIS and forward a copy of the approval notice to the TO Manager.

8.1.6 Program Office. The PM 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.

8.1.6.1 When a TCTO is or will be rescinded, and there are excess kits, the PM shall:

8.1.6.1.1 Verify that all affected systems/items/equipment spares have been modified and provide supply chain managers with disassemble/disposition instructions for excess kits IAW AFI 23-101.

8.1.6.1.2 Coordinate through program engineering to initiate excess AF property disposal procedures.

8.1.6.1.3 Determine if any TOs or other active TCTOs will be affected by the rescission and initiate appropriate action.

8.1.6.1.4 Coordinate with the appropriate PM to ensure that all required actions have been completed for the disposition of items in AF stock.

8.1.6.1.5 Determine if the rescission is applicable to both AF and SAP countries.

8.1.6.2 Based on the above criteria, the PM 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.

8.1.6.3 If the review indicates that all operational systems or commodities have been accomplished and only non-operational assets (special test, special project, crash damaged, WRM bailment assets, etc.) remain, the TO Manager will rescind the TCTO. The TCM/ES or Production Management Specialist (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.

8.1.6.3.1 When the determination is made to return incomplete assets to operational status, the owning unit will go through the parent MAJCOM to request written permission to comply with the TCTO. Upon approval, the TCM/ES or PMS will create a maintenance work package containing the TCTO and any required kits or special tools from the manual jacket account. The maintenance work packages then sent to the owning unit for compliance. If the TCTO is still loaded in the MIS, the performing activity will document compliance. If the TCTO was purged from the MIS, and for depot TCTOs, the performing activity will report TCTO compliance via signed and encrypted email to the TCM/ES or PMS, who will document compliance manually in the jacket file and in REMIS.

8.1.6.4 The Production Management Activity will update REMIS with rescission criteria.

8.1.7 TO Manager Rescission Procedures. Upon production management notification, the TO Manager will take the following actions to rescind the TCTO on the scheduled date.

8.1.7.1 To prevent any further printing, the TO Manager will alert using commands and SAP countries to review compliance status of TCTOs and notify the PMA of the rescission.

8.1.7.2 Determine if any TOs or other active TCTOs will be affected by the rescission and initiate appropriate action.

8.1.7.2.1 Verify, before data has been removed from all affected TOs or schedule data removal during the next routine update to affected TOs.

8.1.7.3 Update the ETIMS TO Catalog by rescinding the TCTO. Subscribers are notified of the rescission through ETIMS.

8.2 RESCISSION EXTENSIONS.

Extensions will be updated in REMIS and ETIMS. The PM 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. If rescission date extension is required, the following must be accomplished:

8.2.1 -WA-1 Distribution. The TOMA must make changes to digital TO files for TCTO rescission extensions, and then distribute in ETIMS, using the following procedures:

a. Remove the TCTO from the ETIMS catalog by selecting Remove from the Manager TO Detail screen.

b. Edit the digital TO file to reflect the extended rescission date on the title page, by lining through the current rescission date and adding the new date below.

c. Upload the digital file, with the new rescission date, to ETIMS Content Management (ECM) on ramp.

d. Validate the TCTO in the on ramp.

e. From the Manager TO Detail Screen:

(1) Update the ETIMS TO Catalog by changing the rescission date.

(2) Select the Deploy button to make distributable.

(3) Select the Notify Subscribers link for the TCTO Series Header to send a notification of the extended rescission date for the specific TCTO increment to all subscribers.

8.2.2 Paper Distribution. The TOMA must notify all subscribers of the extended rescission date using the following procedures:

a. From the Manager TO Detail Screen:

(1) Update the ETIMS TO Catalog by changing the rescission date for the TCTO increment.

(2) Select the Notify Subscribers link for the TCTO Series Header.

(3) Send a notification to all subscribers of the extended rescission date for the specific TCTO increment.

(4) Advise subscribers to make pen-and-ink changes to the title page, rescission date.

b. (Optional) TOMAS may send notifications via email message, in addition to the ETIMS notification.

8.2.3 Local Requirements for Extensions. 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/ETIMS TO Catalog).

8.3 EARLY TCTO RESCISSION.

Criteria for deciding to rescind a TCTO before the rescission date is as follows:

- 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/ES 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.

8.4 REINSTATEMENT OF TCTOS.

If a rescinded TCTO requires reinstatement, the TCM/ES will determine if sufficient justification warrants reinstatement approval. Rescinded configuration change TCTOs may only be reinstated by submittal to and approval of the responsible CCB, using an AFTO Form 872. Reinstatement of non-configuration change TCTOs are approved by the appropriate PM. Upon reinstatement, the TCTO shall be issued using the criteria in Table 3-1 and subscribers will be notified in the same manner as for a new TCTO. All supplements current at the time of rescission shall also be reinstated or incorporated in the reissued TCTO. 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. The following paragraphs describe specific reinstatement procedures, documentation and REMIS requirements.

8.4.1 TCTO Reinstatement Procedures. The TO Manager will ensure the following steps for TCTO reinstatement are accomplished:

a. Place a note on the reinstatement TCTO title page, 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)."

b. A second note shall be added following 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."

c. ETIMS Manager TO Detail screen:

(1) Select the rescinded TCTO increment to open the TO detail.

(2) Select Active from the Increment Status dropdown and select Modify.

(3) Update the Pub Date and Rescission Date.

d. Notify subscribers in ETIMS using the Notify Subscribers Link for the TCTO header.

8.4.2 Reinstatement Documentation. TCTO completion reporting, recording, and applicability record adjustments are required according to management decisions pertaining to the reinstatement. The Owning Program Office ensures all affected PMs are notified when a TCTO reinstatement has been issued and special management action is required in the supply area.

8.4.3 Updating REMIS. Within two work days of reinstatement approval, REMIS must be updated to reflect reinstatement.

8.5 REPLACEMENT OF TCTOS.

8.5.1 Conditions of Replacement. A TCTO will be replaced with a new TCTO under the following conditions:

8.5.1.1 When a major portion of the original procedures or instructions require clarification or has been changed due to experience gained by previous installations of the TCTO.

8.5.1.2 To replace a Record TCTO issued to accomplish a prototype installation on a system or to cover the entire population of the affected system or commodity. 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.

8.5.2 Replacement TCTOs. When it is necessary to replace a TCTO:

8.5.2.1 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.

8.5.2.2 Black line symbols indicating changes are authorized for use in replacement TCTOs.

CHAPTER 9
ADVANCE NOTIFICATION SYSTEM (ANS)

9.1 GENERAL.

The ANS is the system of record for notifying senior leadership that a weapon system fleet grounding, removal from service or restricted operations is imminent (https://usaf.dps.mil/teams/13153/Pages/ANSHome.aspx). This notification shall be issued by the responsible Program Office. Prior to issuing an advance notification, the Program Manager (PM) shall conduct a risk assessment IAW MIL-STD-882 to determine the level of technical risk associated with the deficiency IAW AFI 63-101/20-101. The Program Manager (PM) will determine a Course of Action (COA) recommendation (Immediate or Urgent ITCTO) and coordinate with the Lead/Using Command. Upon the approval of the Lead/Using Commander, the responsible program office shall issue an advance notification to the Service Acquisition Executive (SAE).

9.2 DISTRIBUTION LIST.

To receive notifications, Headquarters Air Force (HAF), MAJCOMs, USSF, and Centers must provide an organizational email distribution list. Any other organization or Individual requests will be handled on case by case basis. Those requests must provide justification. Upon approval by HQ AFMC/A4FI will be added to the distribution list. Requests should be submitted via email to af.etimstofst@us.af.mil.

9.3 MANAGEMENT.

HQ AFMC/A4F is responsible for managing the ANS process. The ANS SharePoint provides the form for preparing and submitting an Advance Notification e-mail. The site contains a User's Guide, Responsible Office Advanced Notification Checklist (ROANC), Emerging Issues Quad Chart template, sample Bullet Background Papers (BBP), and samples of previously submitted advance notifications.

9.4 RESPONSIBILITIES.

9.4.1 Program Manager. The PM will complete and upload the ROANC and Quad Chart and create the advance notification alert from https://usaf.dps.mil/teams/13153/pages/anshome.aspx. The uploaded ROANC and Quad Chart will be saved for historical purposes.

9.5 PROCESS FLOW.

Figure 9-1 illustrates the ANS Process Flow. Unique situations may cause deviations to the process flow. If ANS is unavailable, the Lead MAJCOM's Command Center should be notified. AFMC Command Center could/should be cc'd for situational awareness.

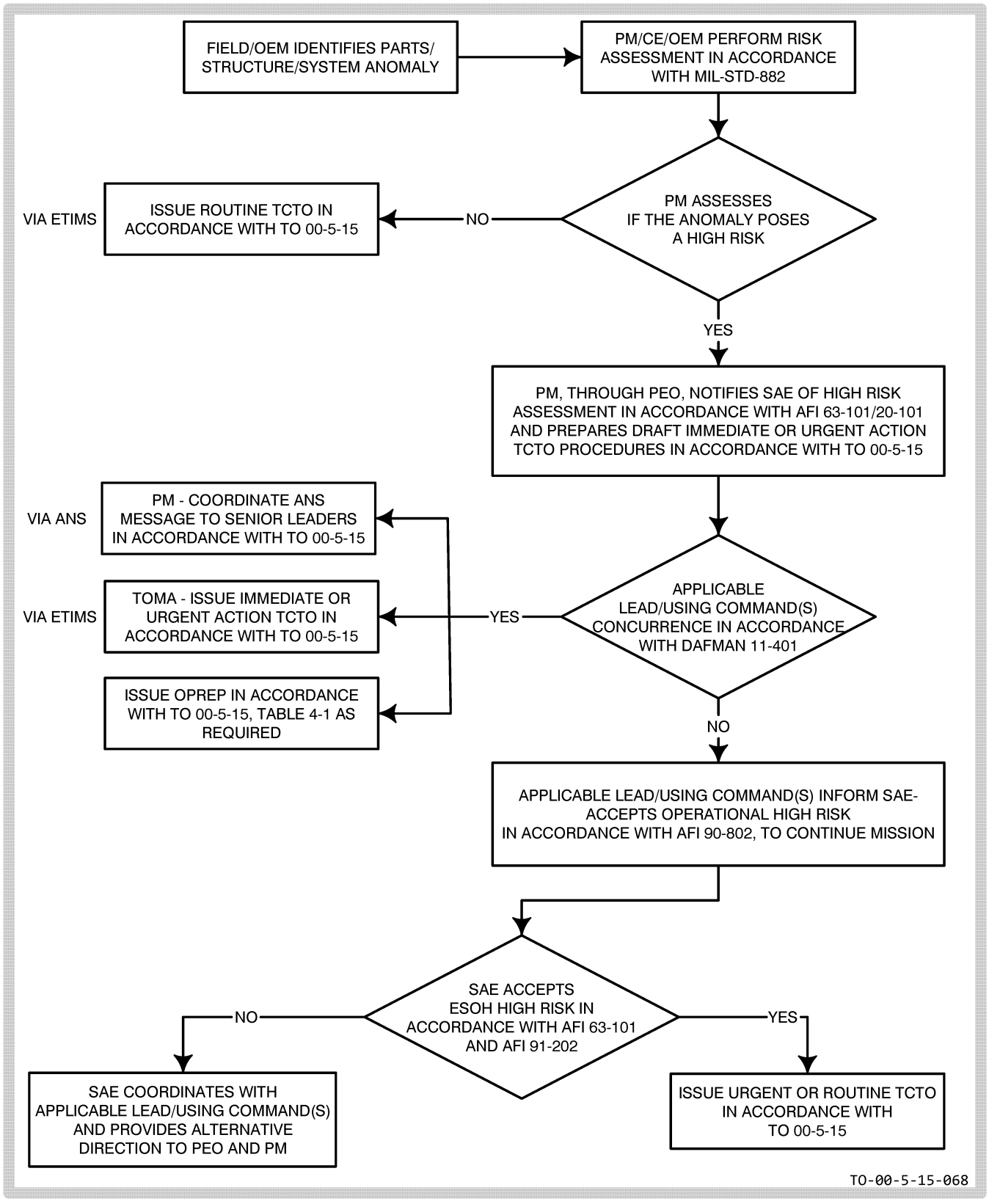

Figure 9-1. ANS Notification Process Flow

APPENDIX A
MAINTENANCE INFORMATION SYSTEM (MIS) DESCRIPTIONS

A.1 RELIABILITY AND MAINTAINABILITY INFORMATION SYSTEM (REMIS) (G099).

The intent of Table A-1, REMIS (G099), is to provide the user insight into REMIS, 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. 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, and • 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 online users: Integrated Maintenance Data System (IMDS), contractors, and other AF data systems, in both batch and online 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
DAFI 21-101; TO 00-20-2; TO 00-5-15	Interface with and accept inputs from the IMDS and G081/FMxC2 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 the user insight into GCSAS. 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;

Table A-2. Generic Configuration Status Accounting Subsystem (GCSAS) - Continued

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
DAFI 21-101; TO 00-20-2; TO 00-5-15	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, CEMS (D042), is to provide the user insight into CEMS. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-3. 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 online interactive mode via terminal or through the IBEMs program that requires only a single input for the updating of both CEMS and IMDS; 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 online (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; 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 AFLCMC/EZG and staffed by the Major Command Engine Managers and AFLCMC/LP Propulsion Directorate.

Related Government References	Interfaces	Application Subsystems
AFI 63-101/20-101; TO 00-25-254-1; TO 00-20-2; TO 00-5-15	Interfaces with G081/ FMxC2; REMIS (G099); IMDS	Structured into seven major sub-systems: • D042A Status Reporting • D042B Inventory/Financial Management • D042C Allocation and Distribution • D042D Pipeline Analysis • D042E Configuration Management • D042F Time Compliance Technical Order (TCTO) Management • D042G Actuarial Experience Computation

A.4 IMDS (G105).

The intent of Table A-4, is to provide the user insight into IMDS (G105). The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-4. IMDS (G105)

Attributes		
IMDS 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, and • TCTO Rescission Date. 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 online users: IMDS, contractors, and other AF data systems, in both batch and online 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
DAFI 21-101 TO 00-20-2; TO 00-5-15	Interface with and accept inputs from the IMDS and G081/FMxC2 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.5 AIR FORCE TOTAL OWNERSHIP COST (AFTOC) MANAGEMENT SYSTEM.

The intent of Table A-5, is to provide the user insight into the Visibility and Management of Operating and Support Cost (VAMOSC) system. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-5. AFTOC Management System

Attributes
The 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;

Table A-5. AFTOC Management System - Continued

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 Review Board (CRB) 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
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
DAFI 21-101; TO 00-20-2	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.6 G081/FMXC2.

The intent of Table A-6, is to provide the user insight into the G081/FMxC2. The table lists the attributes or what the system does, related government references, interfaces, and application subsystems or applications capability output.

Table A-6. G081/FMxC2

Attributes		
G081/FMxC2 provides both a maintenance management system and a logistics command and control system for the AMC fleets; Operates on a central database located at Tinker AFB; 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 619 AOC logistics command and control with the ability to determine where aircraft are located and their status as an aid to decision making process.		
Related Government References	Interfaces	Application Subsystems

Table A-6. G081/FMxC2 - Continued

DAFI 21-101; DAFI 21-103; TO 00-20-2; TO 00-5-15	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).

ABEYANCE — Compliance with TCTOs and ITCTOs may be suspended by the Technical Content Manager (TCM)/Production Manager (PM) 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. ITCTOs may only be held in abeyance for 90 days, after which the TCTO must either be rescinded or released for compliance.

AIRCRAFT GROUNDING — See ANS (AIRCRAFT GROUNDING)

ANS (AIRCRAFT GROUNDING) — An administrative action taken to prohibit a “fleet of aircraft” from flying because of a specific condition related to the aircraft or based on requirements of a directive. Implemented from a higher echelon of command (MAJCOM/CC) when conditions in multiple aircraft, engines, missiles, munitions, or related installed flight equipment create a sufficient risk to personal injury or equipment damage which warrant “fleet grounding” until the matter can be properly investigated and resolved.

ANS (REMOVED FROM SERVICE) — Denotes an aircraft with an overdue One Time Inspection (OTI), immediate or urgent action Time Compliance Technical Order (TCTO). Remove from service dates are noted within the applicable OTI. May also be used to indicate status of weapon system components, Support Equipment (SE) and Real Property Installed Equipment (RPIE).

ANS (RESTRICTED OPERATIONS) — An aircraft maintenance and condition status that applies to singular aircraft which are restricted from specifically assigned unit wartime, training, test, or other missions. These aircraft maintain a partially mission capable or non-mission capable maintenance status as determined by the Mission Design Series (MDS) Minimum Essential Subsystems List (MESL). Aircraft with restricted operations may or may not be mission capable depending on the MDS MESL requirements.

See ANS (REMOVED FROM SERVICE) — REMOVED FROM SERVICE

RESTRICTED OPERATIONS — See ANS (RESTRICTED OPERATIONS)

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 leading program office engineering execution throughout the system life cycle. Serves as the overall Engineering and Technical Authority for the program office. While CEs do not make final programmatic decisions, they do make objective engineering and technical decisions that both affect and inform programmatic decisions. Examples of these engineering and

technical decisions include, but are not limited to, the following: Identify and assess program technical risks and recommend to the PM proposed mitigation measures. Assess and approve engineering changes and make implementation recommendations to the PM.

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.

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 automatically assigned by ETIMS. Organizations exempted from using ETIMS must submit a help ticket to have data code generated from ETIMS.

DEPOT-LEVEL MAINTENANCE — Provides the capability to maintain materiel coded for organizational, intermediate and depot levels of maintenance. Includes maintenance requiring the overhaul, upgrading, or rebuilding of parts, assemblies, or subassemblies, and the testing and reclamation of equipment as necessary.

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 DoDI 5230.24 and DAFI 61-201.

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 TO libraries, managing the distribution and printing of paper TOs, and managing, storing and distributing 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 (http://static.e-publishing.af.mil/production/1/afto/form/afto43/afto43.pdf) 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 AFTOFST site, https://usaf.dps.mil/teams/12982/default.aspx. To submit questions about the application or functional issues (TO Processes/ Training) contact the AF Technical Order Field 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 — Authorized on-equipment and off-equipment maintenance capabilities required to launch, recover, configure, inspect and repair AF systems and equipment. Field-level includes the traditional Organizational-level and Intermediate-level maintenance. For more detailed information about Organizational- and Intermediate-level maintenance, refer to DAFI 21-101.

FLEET GROUNDING — Fleet grounding is an administrative action taken for a condition related to the aircraft, or based on requirements of a directive. This authority is implemented by Lead/Using Command when conditions in multiple aircraft, engines, missiles, munitions, or related installed flight equipment creates a risk to personnel or equipment which warrants fleet removal from operational availability until the condition(s) can be properly investigated and resolved. A risk assessment will be conducted by the responsible program office. The Program Manager (PM) will determine a Course of Action (COA) recommendation (Immediate or Urgent ITCTO) and coordinate with the Lead/Using Command. Upon the approval of the Lead/Using Commander, the responsible program office shall issue an advance notification to the senior leadership via the Advance Notification System (ANS). For detailed information about Aircraft fleet grounding in a deployed environment refer to DAFI 21-101, AFI 63-101/20-101, and DAFMAN 11-401.

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.

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 DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 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 Instruction (DoDI) 5200.48 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 — Procedures and techniques applied to items on which a determination of their continued airworthiness can be made by visual inspection, measurements, tests or other means without disassembly inspection or overhaul. The condition of these items are monitored at specified periods and the performance is compared to an appropriate standard to determine if it can continue in service.

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.

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.

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-38784).

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.

PROGRAM MANAGER (PM) — 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 is 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.

PROGRAM OFFICE (PO) — The integrated AFMC organization responsible for cradle-to-grave management of a military system or product group.

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.

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.

REMOVED FROM SERVICE — See ANS (REMOVED FROM SERVICE)

RESTRICTED OPERATIONS — See ANS (RESTRICTED OPERATIONS)

RETROFIT CHANGE — Modification of a deployed CI to incorporate changes made on the production line for later items or after production has ended.

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. (DAFI 61-201)

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) 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. Responsible for supplying, repairing, and managing material to support PMs.

SYNTHETIC TCTO HEADER — A Unique application for TCTOs when the assembly being modified does not have maintenance TO assigned, (i.e., manufacturer service bulletins, Air Directives, real property, etc.) for Contractor Logistics Support (CLS) managed equipment. Use of the synthetic header is permitted only for unique scenarios as described herein and is not meant as a method for circumventing TCTO Series Header requirements. The series will be numbered at the lowest level (e.g., 1F-16D for the F-16 Weapon System) to ensure all military system and commodity users get needed support. They usually contain two or three groups: EXAMPLE: 1C-130-1225. 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.

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 DATA — 1. (FAR definition) Technical data is defined in the Federal Acquisition Regulations (FAR) as: Recorded information (regardless of the form or method of recording) of a scientific or technical nature (including software documentation) relating to supplies procured by an agency. Technical data does not include computer software or financial, administrative, cost or pricing, or management data or other information incidental to contract administration. This definition includes engineering data, source data and TO data (for example, schematic diagrams, flow diagrams, manufacturer handbooks, manuscripts of O&M instructions, PTOs, commercial TMs, Research and Development (R&D) TMs, and other system or equipment O&M procedures developed under AFMC or other acquisition agency directions during the system acquisition phase). Avoid use of this term when referring to specific types of data.
2. (DoDD 2040.2, International Transfers of Technology, Goods, Services, and Munitions, definition) - Classified or unclassified information of any kind that can be used, or adapted for use, in the design, production, manufacture, repair, overhaul, processing, engineering, development, operation, maintenance, or reconstruction of goods or munitions; or any technology that advances the state of the art or establishes a new art in an area of significant military applicability in the United States. The data may be tangible, such as a model, prototype, blueprint, or an operating manual, or may be intangible, such as a technical service or oral or visual interactions.

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.

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.

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