



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT PATTERSON AIR FORCE BASE, OHIO 45433-5000

19 February 2004

MEMORANDUM FOR ALL TECHNICAL ORDER DISTRIBUTION OFFICES (TODOs)

FROM: HQ AFMC/ENBP
4375 CHIDLAW RD, STE 6
WPAFB OH 45433-5006

SUBJECT: Interim Technical Order Policy & Procedures (ITOP&P) Memorandum #5; TODO
Actions and Responsibilities — FOR IMMEDIATE IMPLEMENTATION

NOTICE: This memo is available digitally online at:
<http://www.ide.wpafb.af.mil/toprac/interim.htm>

ITOP&P Memorandum #4, 21 June 1999, is rescinded.

1. Background. During the Jan 04 AF Centralized Technical Order Management Committee meeting, the members were advised that TO Managers were experiencing difficulties due to inconsistent TODO business practices. To address this situation, the committee directed that HQ AFMC/ENBP reiterate current policies and procedures and notify TODOs of pending changes.

2. Justification for Sponsor Approval TOs. TO orders must be justified when the TO is marked for Sponsor Approval (Search TO Catalog, Sponsor Approval column = "Y"). TODOs using ATOMS are to promptly provide justification (need to know/have) to the responsible TO Manager for all TOs ordered that require approval (TO 00-5-1, paragraph 5.2). TO Managers will disapprove TO orders if justification is not received within 30 days of receipt of the TO order transaction (TO 00-5-1, paragraph 5.2.1.2). If the TODO is a JCALS user, justification must be entered directly into the remarks field of the JCALS ID or Order publication screens (TO 00-5-1, paragraph 5.2.2).

a. Pending Policy Change: TO 00-5-1, paragraph 4.5.2.4, is being changed to read: Consolidate all TODA TO requirements. For restricted distribution TOs and accounts (nuclear weapons or EOD TOs, contractor or FMS accounts, etc.), obtain the signature of the GAA (AFTO Form 43, block 7) on the printed record copy of the ATOMS TOPR. Provide immediate justification for ATOMS and JCALS requests for Sponsor Approval TOs (see paragraph 5.2). (see paragraph 5.2)." Include justification with JCALS requests.

3. TODO Technical Manual (TM) Account e-mail addresses—update action. A recent change to the JCALS system provides the capability to enter a specific e-mail address into the TM Account record for a TODO. This ensures TO Managers have the necessary contact information to resolve TO distribution questions. A spreadsheet listing all TODO TM accounts and e-mail addresses has been posted at <https://techdata.wpafb.af.mil/toprac/todolist/todoq.htx>. All TODO POCs are required to check the spreadsheet to see if their accounts have an e-mail address

identified. If you are a JCALS user and your TM account does not have an e-mail address, enter it yourself via the JCALS “Manage TM Accounts, Request an Update to a TM Account” process screen. If you are a non-JCALS user and your TM account does not have an e-mail address, OC-ALC/LGLUB requests that you identify it on an updated AFTO Form 43. In support of OC-ALC/LGLUB, it is requested that those non-JCALS TODOs also go to the web-form at https://afmc-dr.wpafb.af.mil/eventreg/FMESG/email_update.htm and identify an e-mail address against their TM account. All TODOs who update their TM accounts with e-mail addresses should check the listing at <https://techdata.wpafb.af.mil/toprac/todolist/todoq.htm> at the beginning of the next month to confirm it is now listed. If it is still missing, re-enter the e-mail address.

a. Pending Policy Change: TODOs will be directed to enter TM account e-mail address in AFTO Form 43, block 4h. TO 00-5-1, paragraph 4.2.4.6.4 (new) will read: “Enter a TODO organizational e-mail address for subsequent entry into JCALS as the TM account address. The address will provide TO Managers/TCMs another avenue to contact TODO personnel and is required even if TODO personnel are not JCALS users. If the TODO lacks an organizational e-mail address, enter the e-mail address of one of the TODO personnel identified in block 6 of this form.”

4. Annual AFTO Form 43 Review. TODOs are reminded to review their AFTO Forms 43 annually (see TO 00-5-1, paragraph 4.12). This review includes the e-mail address in the primary and alternate TODO personnel blocks and, now, the e-mail address in the TM account block. Additionally, TODO personnel who use JCALS to manage TODO TM Account records will access JCALS directly and enter the TM Account e-mail address using the JCALS “Manage TM Accounts, Request an Update to a TM Account” process screen.

5. TODO mailing address. TO shipments are being returned due to invalid TODO’s TM Account shipping addresses. TODOs are reminded they must ensure the validity of the mailing address identified on their AFTO Form 43. TODOs must immediately submit AFTO Form 43s when their TO mailing address changes or the TODO is closed (See TO 00-5-1, paragraph 4.2).

6. Check ATOMS TO Request processing status before calling the TO Manager.

a. Check ATOMS Daily Input file. A TODO may determine if an ATOMS TO Request file was successfully processed by going to https://techdata.wpafb.af.mil/toprac/atoms_to_input_files.htm. A list of all TO Request transactions successfully input into JCALS on a given day may be viewed by clicking on the link for the date in question. Alternatively, a TODO can easily search by their TODO code to determine if TO Request file transactions they submitted for processing on that day were received by JCALS for processing (TO 00-5-1, paragraph 5.4.7).

b. Check ATOMS TO Request Status. It is imperative that TODO personnel check ATOMS TO Request transaction status before contacting the TO Manager. TO Request transaction status is captured by OC-ALC/LGLUB from JCALS and collected in a weekly spreadsheet which is posted to https://techdata.wpafb.af.mil/toprac/atoms_to_request_status.htm. All ATOMS TO Request transactions processed during a specific week (Mon – Fri) may be viewed

by clicking on the link for the week in question. Detailed instructions for searching the weekly status spreadsheet are included on the web page (TO 00-5-1, paragraph 5.4.8).

(1) Pending Policy Change: TO 00-5-1, paragraph 4.5.2.7, is being changed to read: “ATOMS users will verify that ATOMS TO Request files are successfully input into JCALS and regularly check the status of TO Request transaction processing as described in paragraphs 5.4.7 and 5.4.8. JCALS users will check ID Request and RQN status using the JCALS Search for Publications Orders screen. For ATOMS and AFTO Form 276 requisitions, perform requisition follow-up actions identified in paragraph 5.7 to take appropriate action to resolve distribution delays”.

7. Establish TO Subscription quantity. TODOs are reminded to ensure that subscription quantities for new/updated TOs are sufficient to meet the Organization’s need for the TO. This is particularly true for Flight Manuals. If the TO is no longer required, for example the equipment or mission is no longer supported, subscription for the TO must immediately be cancelled (TO 00-5-1, paragraph 4.5.2.5).

8. Multiple requisitions for a TO. TODOs must not submit one-time requisition (RQN) for a TO until a check is made in ATOMS or JCALS to determine if the TO is already on order. If the TO is not on order, or if the TO is required by a different TODA, another requisition may be submitted. If an open requisition without status exists for the TO, and the requisition is at least 60 days old (ATOMS only), submit a follow-up requisition transaction instead of submitting a new requisition for the TO (TO 00-5-1, paragraphs 4.5.2.2, 4.5.2.4 and 5.7).

9. Premature requisition of TO updates. When the TODO has an established subscription for a TO, requisitions for a newly distributed TO Update must not be submitted until after the Estimated Distribution Date (EDD) shown for the TO Update in the TO Catalog or JCALS TM Index. Requisitions prematurely submitted could result in unnecessary requests for the TO update being shipped (TO 00-5-1, paragraph 3.5.1.2).

10. TODO/TODA/TO library custodian training. Find information on web-based general and advanced TO System training at http://www.ide.wpafb.af.mil/toprac/todo_aetc_training.htm. All TODOs, TODAs and library custodian personnel must complete this training within 90 days of assignment (TO 00-5-1, paragraph 1.4).


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