

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING COMMAND**

**TO 00-5-1
AETC Supplement 1**



2 FEBRUARY 2004

AIR FORCE TECHNICAL ORDER SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

OPR: HQ AETC/LGMMP
(CMSgt Mark McKeown)
Supersedes TO 00-5-1/AETC Sup 1,
18 October 2000 and TO 00-5-2/AETC
Sup 1, 18 October 2000

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TO 00-5-1, 15 September 2003, is supplemented as follows in accordance with the provisions of TO 00-5-1, *Air Force Technical Order System*:

SUMMARY OF REVISIONS

TO 00-5-1 has been completely revised and supersedes TO 00-5-2. As a result, this supplement must be thoroughly reviewed.

NOTES:

1. All AETC units will maintain this publication in current status and make reference to this publication on the title page and each affected paragraph of the basic TO. This supplement does not apply to AETC-gained Air Force Reserve Command (AFRC) units or Air National Guard units. File this supplement behind the basic TO and retain until revised or rescinded by HQ AETC. Paragraph renumbering is authorized to align this supplement with changes or to a new basic technical order (00-5-1). Recommendations for change, improvement, or waivers to this supplement should be annotated on AETC Form 1236, Request for Improving/Changing AETC Maintenance Publications. Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) prior to forwarding to HQ AETC/LGM, 555 E Street East, Randolph AFB TX 78150-4440, for action by HQ AETC/LGMMP.

2. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.1.2. AETC supplements to TOs are located on the WWW at <http://www.aetc.randolph.af.mil/im>.

1.5.2. Operations and maintenance group or equivalent commanders may further define a job site for specific situations.

2.2.6. If wings opt to issue base supplements to methods and procedures TOs (MPTO), these supplements must not alter or conflict with the intent of either the basic TO or MAJCOM supplements (if published). Each wing will designate a single OPR for all base supplements. Forward copies of approved base supplements to HQ AETC/LGMMP and the MAJCOM OPR (if different). (Electronic copies sent to the above OPRs will meet this intent.) **NOTE:** Base supplements shall follow guidelines (style and format) of the basic TO.

2.2.7. (Added)(AETC) The HQ AETC point of contact (POC) for supplements to TOs is HQ AETC/LGMMP. AETC and base supplements to MPTOs will be held to an absolute minimum. The following policies and guidance are provided for TO supplements:

2.2.7.1. (Added)(AETC) The OPR for base supplements to MPTOs will ensure annual reviews are performed to keep supplements current.

2.2.7.2. (Added)(AETC) The applicable group commander is the approving authority for base supplements. The signature element consisting of name, grade, and duty title will be on the last page of the supplement.

2.2.7.3. (Added)(AETC) Submit supplements to MPTOs in the format of this supplement. Additional formatting instructions are found in Attachment 1 to this supplement.

2.2.7.4. (Added)(AETC) Coordinate all AETC MPTO supplements through HQ AETC/LGMMP.

2.2.7.5. (Added)(AETC) All Technical Order Distribution Offices (TODO) will review the biweekly AETC Publishing Bulletin, and download supplements to MPTOs from the HQ AETC web site (as required) at the following address: <http://www.aetc.randolph.af.mil/im>. A cumulative listing of these supplements is maintained in AETC Index (AETCIND) 2, *Numerical Index of Standard and Recurring AETC Publications, AETC Computer Systems Manuals, 19 Air Force and HQ AFRS Publications*.

4.7.3.1. Wing commanders may direct retention of operations and maintenance TOs on board aircraft.

4.10.3. TOs used as a set to perform maintenance may be filed in the same binder. Subsequent sets of the same TOs may be filed together in additional binders. To facilitate maintenance peculiarities, filing TOs in dispatch or shop kits out of index or alphanumeric sequence is authorized. When either of these filing deviations is incorporated, place DD Form 2861, **Cross-Reference**, in the appropriate alphanumeric location within the file to indicate where the TOs are located.

4.10.6. Use of commercial data for test, measurement, and diagnostic equipment (TMDE) is authorized in TO 00-20-14, *Air Force Metrology and Calibration Program*.

4.11.4.3. Annual list of effective pages (LEP) checks are a base option (see TO 00-5-1, paragraph 4.11.4). When performing annual checks on TOs with HQ AETC supplements, review AETCIND2 to determine currency of the HQ AETC supplements.

6.7.2.1. Units may print methods and procedures TOs (MPTO) as needed. However, printed copies of MPTOs will be controlled to ensure accountability and currency.

7.6. Submit supplemental information to TOs other than MPTOs as improvement reports, local page supplements, or MAJCOM page supplements.

7.6.1.3. All MAJCOM and base supplements to MPTOs will be written using the cumulative method.

7.6.6.6. Annotate TO paragraphs or sentences in the basic TO affected by TO page supplements (TOPS) using the procedure stated in TO 00-5-1, paragraph 7.6.6. (AETC training detachments [TD] that train personnel exclusively from other commands are authorized to post TOPS using the method prescribed in the customer command's guidance.)

7.7.3.3. Units using TOs stored in a digital media will develop a method to identify to the users if an AETC supplement exists to that particular TO. Ensure a digital copy of any applicable supplement is available at each work station where a digitally stored TO may be used.

7.8. Units will develop policies and procedures for managing locally prepared workcards, checklists, job guides, and page supplements. Local procedures must include the minimum criteria from paragraph 7.8 of the basic TO.

7.8.4. Forward copies of locally developed workcards, checklists, job guides, and page supplements that may have command-wide application to the appropriate MAJCOM functional manager. Local workcards, checklists, job guides, and page supplements determined by the MAJCOM functional manager to have command-wide application may be issued as MAJCOM locally prepared documents (LPD). Use paragraph 7.8 of the basic TO as a guideline for preparing these documents. Documents that may have Air Force-wide application should be submitted as TO improvement reports according to TO 00-5-1, chapter 9, and this supplement.

9.1.3. Reference Attachment 2, MAJCOM CCP column, for command evaluation/routing control points for AF Form 847, **Recommendation for Change of Publication**.

9.2.2. Do not submit AFTO Forms 22, **Technical Manual (TM) Change Recommendation and Reply**, that recommends or suggests changes that may alter the configuration of any equipment. In accordance with AFI 63-1101, *Modification Management*, use AF Form 1067, **Modification Proposal**, to request modification to equipment.

9.4. Consider the following when initiating and reviewing AFTO Form 22 submissions that increase unit self-sufficiency, repair capability, enhance mission capability, save money or improve maintainability (for example, Air Force Repair Enhancement Program initiatives): Are the 4 T's addressed--test equipment, tools, technical data, and training? Does the rationale include the expected benefits of the proposal? Will it get the job done faster, easier, or better than the present process? Is manpower available and authorized to accomplish the increased workload without impacting unit mission capability? If not, are alternate maintenance sources considered? Is any required base-level organic repair equipment deployable and available to meet any mobility tasking? Why is the item not presently being repaired or why at that level?

9.4.1. The product improvement manager (PIM) will review AFTO Forms 22 in accordance with this paragraph and AFI 21-101 before submitting them to the MAJCOM focal point. The explosive ordnance disposal (EOD) evaluator will process and forward all EOD-generated AFTO Forms 22. The loading standardization crew will review AFTO Forms 22 regarding nuclear and non-nuclear munitions loading procedures (applicable aircraft 16 and -33 series TOs). The operations support squadron, life support officer, or functional manager will review AFTO Forms 22 regarding life support equipment prior to forwarding to the MAJCOM POC.

The quality assurance (QA) or quality control (QC) office coordinates all AFTO Forms 22 that may have safety implications with wing safety.

9.4.2. Refer to Attachments 2 and 3, MAJCOM CCP column, for the AETC command control points (CCP), or POC.

9.4.2.1. The AETC disapproval authority for aircraft and training equipment AFTO Forms 22 is the applicable HQ AETC/LGM branch chief. The applicable AETC functional manager prepares correspondence with disapproval rationale for branch chief signature. HQ AETC/ LGMMQ forwards the signed correspondence to the submitting unit.

9.4.2.2. (Added)(AETC) The applicable AETC aircraft or training equipment functional manager reviews all Air Logistics Center (ALC) or lead MAJCOM/unit disapproved AFTO Forms 22. The functional manager prepares correspondence for branch chief signature if they support the disapproval rationale. For nonconcurrence with the disapproval rationale, the functional manager prepares correspondence for HQ AETC/LGM signature, and also prepares an AFTO Form 22 to resubmit the initiative, or recommends the appropriate action for the submitter to resubmit the initiative.

9.4.2.3. (Added)(AETC) Unit PIMs are notified by telephone of all reports downgraded or upgraded at MAJCOM. Adjust followup intervals accordingly.

9.7. The Microsoft Word version is the preferred method for submitting AFTO Forms 22. Ensure all supporting documentation is included as attachments.

9.7.2. The report date that is assigned will be the date the report is dispatched off base.

9.7.3. Route AFTO Forms 22 for MAJCOM evaluation according to Attachments 2 and 3 of this supplement. Forward informational copies as specified in Attachments 2 and 3 of this supplement. In addition, provide the appropriate NAF and HQ AETC/SE with an "INFO" copy of AFTO Forms 22 for any safety-related changes, or changes resulting from mishaps. Coordinate all safety/mishap related AFTO Forms 22 through the base safety office before they are forwarded.

9.7.4.1. Third Bullet. Wings with communications-electronics units and aircraft maintenance units will establish two separate centralized improvement report-numbering systems. All AETC directors and/or intermediate command staff organizations will establish their own AFTO Form 22 monitors.

9.7.4.1.1.1. (Added)(AETC) Aircraft and training equipment maintenance units use the numbered wing designator prefix (for example, 20J0012FTW5001R).

9.7.4.1.1.2. (Added)(AETC) Communications-electronics, transportation, supply, medical, security forces, civil engineering, and field training units use their squadron designator prefix (for example, 20J00012CS5001R).

9.7.4.1.1.3. (Added)(AETC) HQ AETC, intermediate command staff organizations, and NAFs initiating AFTO Forms 22 complete as follows: Enter AETC or XXAF, and the division (three-digit) office symbol of initiator (for example, LGM for aircraft maintenance type requests).

9.7.6. For AFTO Forms 22 resulting from incidents, accidents and mishaps, state clearly at the top of block 19: "THIS AFTO FORM 22 RESULTS FROM AN INCIDENT/MISHAP."

9.7.7.3. Provide an estimate for repair costs in accordance with TO 00-20-3 or the applicable contract. A list of all parts required to do any repair must be provided including: part number, national stock number, and cost for each item. Include:

9.7.7.3.1. (Added)(AETC) The unit's total number of like-item failures for the last year.

9.7.7.3.2. (Added)(AETC) A draft copy of any proposed maintenance procedures for MAJCOM and ALC review.

9.7.7.3.3. (Added)(AETC) A clear statement detailing the tools, test equipment, technical data and training required to implement the initiative, and their availability at base-level.

9.7.7.5. Blocks 21, 22, and 28 must be completed if AFTO Forms 22 qualify for the IDEA program.

9.10.1. Units establish and maintain AFTO Forms 22 suspense files. AFTO Form 22 followup action within AETC is mandatory. Initiate followup action with the MAJCOM POC for any AFTO Forms 22 that have been at the applicable MAJCOM office or lead unit for more than 30 calendar days without a reply. Initiate followup action with the applicable ALC for any AFTO Forms 22 that have been at an ALC or other final evaluation office without an update, reply, or technical order improvement system (TOIS) status change in excess of the timeframes specified in TO 00-5-1, paragraph 9.10.2. Followup may be accomplished by e-mail, message, memorandum, telephone, or other means. If satisfactory responses have not been received after 30 calendar days from a second followup, request assistance from the MAJCOM POC. Documentation of followup actions, including telephone calls, is required. **NOTE:** Some reports, such as those for the T-1 aircraft, are evaluated by the Aeronautical Systems Center (ASC) and are not listed on the TOIS listing. Consequently, do not initiate followup action on these reports solely because they are not listed on the TOIS listing.

9.10.1.1. (Added)(AETC) The latest copy of the AFMC monthly TOIS (G022) status list is available on the AETC LGM TO System Information Page: <http://www.pdsm.wpafb.af.mil/toprac/to-syste.htm>.

9.10.1.2. (Added)(AETC) The AFMC TOIS report reflects an ALC control number column. The first series of numbers in this column is an ALC code that identifies where the AFTO Form 22 is being evaluated. The codes for each of the ALCs are at Figure 9.3 (Added)(AETC):

Figure 9.3. (Added)(AETC) ALC Codes.

4	OC ALC
6	WR ALC
28	AFMETCAL, Det 1
102	WRIGHT PATT
234	OO ALC

9.10.1.3. (Added)(AETC) The AFMETCAL AFTO Form 22 status report can be accessed by contacting AFMETCAL Det 1/MLLI, DSN 366-5140/5146.

9.10.1.4. (Added)(AETC) For F-16 units, ASC/OL central technical order control unit (CTOCU) will provide a copy of their monthly status listing on 1F-16 series AFTO Forms 22. Direct your request to ASC/OL CTOCU, Fort Worth, TX 76101, DSN 838-5467.

9.10.3. Attach all documentation from the previously disapproved submission for reference. Enter the following statement at the beginning of block 19 of the new AFTO Form 22: "This is a resubmission of AFTO Form 22 (previous unit control number). The following information is provided for reconsideration of this proposal."

10.10. (Added)(AETC) Forms Adopted. DD Form 2861, AF Form 847, AF Form 1067, AFTO Form 22, and AETC Form 1236.

JOE F. HARRISON, Colonel, USAF
Deputy Director of Logistics

3 Attachments (Added)(AETC)

1. Supplement Format Instructions
2. AFTO Form 22 Routing for TOs Specific to Aircraft Maintenance
3. AFTO Form 22 Routing for TOs Not Specific to Aircraft Maintenance

Attachment 1 (Added)(AETC)

SUPPLEMENT FORMAT INSTRUCTIONS

A1.1. (Added)(AETC) Guidance. Use TO 00-5-1/AETC Sup 1 as a sample.

A1.2. (Added)(AETC) Supplement Paragraphs. Supplement paragraphs must start with a reference to the TO paragraph being supplemented.

A1.2.1. (Added)(AETC) If the paragraph being supplemented involves a base option, state the option to be implemented. If the paragraph being supplemented requires implementing command procedures, state the required procedure.

A1.2.2. (Added)(AETC) Subparagraphs providing specific procedure steps may be denoted by a period (for example, 1.2.3.1).

A1.2.3. (Added)(AETC) Page numbers may be used in conjunction with or in lieu of paragraph numbers if paragraphing in the TO is inadequate.

A1.3. (Added)(AETC) Style and Format. Style and format of TO supplements should follow existing style and format of the basic TO. For additional information, contact the OPR for TO 00-5-1/AETC Sup 1.

A1.4. (Added)(AETC) Generic Format. The generic format for AETC supplements is as follows (using Microsoft Word):

A1.4.1. (Added)(AETC) Set top, bottom, inside and outside margins at 1 inch. Set header and footer at 0.5 inches. Set gutter width to 0.25 inches, and select mirror margins to provide room to punch holes for TO binders.

A1.4.2. (Added)(AETC) Set layout for headers and footers to provide different first page and different odd and even page headers and footers.

A1.4.3. (Added)(AETC) Insert the appropriate document title information (see first page of supplement) into the first page header using bold italics type.

A1.4.4. (Added)(AETC) Insert the appropriate OPR, approval, and distribution information (see first page of supplement) into the first page footer using bold type.

A1.4.5. (Added)(AETC) Include the applicability and instruction statement as written (see first page of supplement) with the appropriate dates and TO numbers filled in.

A1.4.6. (Added)(AETC) Input the body of the supplement in single-column format after the applicability and instruction paragraph.

A1.4.7. (Added)(AETC) Place page numbers in the outside edge of the odd and even footers (no page number on first page).

Attachment 2 (Added)(AETC)

AFTO FORM 22 ROUTING FOR TOs SPECIFIC TO AIRCRAFT MAINTENANCE

SUBJECT	CATEGORY	MAJCOM CCP	LEAD COMMAND
Recommended improvements to all aircraft flight manual program (FMP) publications submitted by AF Form 847	All	19 AF/DOU 73 Main Circle Ste 1 Randolph AFB TX 78150-4549	
T-1, T-6, T-37, T-38, and T-43 Aircraft to include armament and munitions	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	
F-16 Series (except weapons)	Routine, Priority, or Urgent	INFO: HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	F-16 ACC Logistics Liaison Lockheed/Fort Worth PO Box 371, MZ 1010 Forth Worth TX 76101-0371
F-15 Series (except weapons)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	INFO: HQ ACC/DRA15 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791
F-15 and F-16 unique (weapons related)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ ACC/LGWA 130 Douglas Street, Suite 210 Langley AFB VA 23665-2791
Structural repair/corrosion; egress; electro-environmental; fuels; hydraulics; survival equipment	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	
MC/HC-130 aircraft and H-53 helicopter to include armament and munitions	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ AFSOC/LGM 100 Bartley Street Hurlburt Field FL 32544-5273
H-60 helicopter, EC-	Routine, Priority, or Urgent	HQ AETC/LGMMQ	HQ AFSOC/LGMM

SUBJECT	CATEGORY	MAJCOM CCP	LEAD COMMAND
130, and HC-130P/N	Urgent	555 E Street East Randolph AFB TX 78150-4440	100 Bartley St Suite 328W Hurlburt Field, FL 32544-5273
KC-135	All	INFO: HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	Lead wing (contact HQ AETC/ LGMAH for address).
C-5, C-130E, and C-17 aircraft	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	HQ AMC/Phoenix Star 402 Scott Dr #2A2 Scott AFB IL 62225-5308
UH-1 Helicopter	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	20 AF/DOHM 6610 HQ Dr F.E. Warren AFB WY 82005-3943
B-2 Aircraft, B-2 unique SE, B-2 unique weapons/munitions to include airborne missiles and unique SE (electrical transmission only)	Routine, Priority, or Urgent	INFO: HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440 INFO: AAC/WNL 1651 First Street SE Kirtland AFB NM 87117-5617	OC-ALC/PSLM 7180 Reserved Road Bldg 1083 Tinker AFB OK 73145-8760
Aircraft life support/ personal equipment, aircrew chemical defense equipment (14 & 15 series TOs)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440 INFO: HQ AETC DOYL 1 F Street Suite 2 Randolph AFB TX 78150-4325	
Permanently grounded training aircraft and AETC aircraft maintenance trainers (for example, A-10, B-52, F-4, F-5, F-111, H-3, T-39, and E-3)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	Directly to the applicable ALC AFTO 22 TO management office.
AETC-developed	Routine, Priority, or Urgent		Directly to the AETC

SUBJECT	CATEGORY	MAJCOM CCP	LEAD COMMAND
trainers, federal stock class (FSC) group 69.	Urgent		trainer development activity responsible for the trainer.

Attachment 3 (Added)(AETC)

AFTO FORM 22 ROUTING FOR TOs NOT SPECIFIC TO AIRCRAFT
MAINTENANCE

SUBJECT	CATEGORY	MAJCOM	INFO COPY TO
00-series TOs, MPTOs	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	None
Civil engineering, electrical power generating equipment, and airfield lighting and control equipment	Routine, Priority, or Urgent	HQ AETC/CEOE 266 F Street West Randolph AFB TX 78150-4319	None
Aircraft arresting system and associated equipment	Routine, Priority, or Urgent	HQ AETC/CEOE 266 F Street West Randolph AFB TX 78150-4319	None
Fire protection/ rescue and related equipment (00-105E- series TOs)	Routine, Priority, or Urgent	HQ AETC/CEOX 266 F Street West Randolph AFB TX 78150-4321	None
Communications- Electronics (C-E) and associated equipment	Routine, Priority, or Urgent	HQ AETC/SCML 61 Main Circle, Ste 2 Randolph AFB TX 78150-4545	None
Maintenance of strategic automated command and control system equipment	Routine, Priority, or Urgent	HQ AETC/SCML 61 Main Circle, Ste 2 Randolph AFB TX 78150-4545	None
Test, measurement and diagnostic equipment (33K series, 33L series, Mission Design Series Calibration TOs)	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX 78150-4440	None
Explosive ordnance devices (EOD) related TOs and issues	Routine, Priority, or Urgent	HQ AETC/CEOX 266 F Street West Randolph AFB TX 78150-4321	None
Aerospace ground equipment (AGE) (all work cards, and 1-	Routine, Priority, or Urgent	HQ AETC/LGMMQ 555 E Street East Randolph AFB TX	None

SUBJECT	CATEGORY	MAJCOM	INFO COPY TO
1A-15, 35-1-3)		78150-4440	
Fuel dispensing vehicles, equipment, and fuels fixed facilities	Routine, Priority, or Urgent	HQ AETC/LGRPF 555 E Street East Randolph AFB TX 78150-4440	None
Motor vehicles, vehicular equipment, watercraft and watercraft equipment related	Routine, Priority, or Urgent	HQ AETC/LGRTV 555 E Street East Randolph AFB TX 78150-4440	None
Health services or biometrics related	Routine, Priority, or Urgent	HQ AETC/SGAR 63 Main Circle Ste 3 Randolph AFB TX 78150-4549	None
Hand or shoulder fired weapons and crew served ground weapons related	Routine, Priority, or Urgent	HQ AETC/SFPO 1851 First Street East, Suite 2 Randolph AFB TX 78150-4316	None
Disaster preparedness, including nuclear accident and chemical warfare defense equipment and operations TOs (00-25-213; 00-110, 00-110A, 00-11N, 2, -3, -10, -15, 11C15-1-3; 11D series; 11H2 series; 11H4 series; 14P3-1-7; 14P3-1-141; 14P3-151; 14P4-3-31; 14P4-9-31)	Routine, Priority, or Urgent	HQ AETC/CEOX 266 F Street West Randolph AFB TX 78150-4321	None
All inter-continental ballistic missile system related AFTO Forms 22	Routine, Priority, Urgent, or Emergency	Follow instructions in HQ SPACECOM supplement.	Follow instructions in HQ SPACECOM supplement.