55 OG/OGV   01 Nov 19

Tech Order Change Request Process Guide

1. Program Definition
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3. Squadron CCV Responsibilities
4. Geographical Separated Units (GSU) Procedures
Attachment 1: 55 OG ETIMS Processing/Routing Process Checklist

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1. Program Definition: The purpose of the ETIMS Recommended Change Program is to provide recommendations for change of Technical Orders. The program allows for submitting, tracking, and follow up for publication changes submitted from 55 OG units. This is accomplished by completing the ETIMS Recommended Change, submitting it to their units CCV representative, CCV then sends it to an OGV Product Improvement Manager (PIM), and then to ACC.

2. OGV Responsibilities:

2.1. Establish and maintain ETIMS Process guidance for squadrons to follow. Current guidance is a combination of this addendum and Attachment 1.

2.2 The entire process is outlined in Attachment 1, however at a minimum OGV will accomplish the following:

2.2.1. Ensure the quality of the submitted Recommended Change request.

2.2.2. Enter the recommended change into a control log. This control log is maintained on Intelink. At a minimum this log will consist of:

-   The unit who submitted the change.

-   The date of submission.

-   The status of the change with respect to which approving office has it.

2.3. Ensure all recommended changes are included in the SEB.

2.4. Generate and push out FCIF if required for the recommended change.

3. Squadron CCVs Responsibilities:

3.1. Will assist Initiators within the unit to submit Recommended Change. Detailed instructions can be seen in Attachment 1. However, at a minimum the squadron CCVs will:

3.1.1. Ensure only valid recommended changes are submitted IAW with AFI11-215 guidance.

3.1.2. Utilize ETIMS located at https://www.my.af.mil/etims/ETIMS/index.jsp.

3.2. Promote the ETIMS Recommended Change program within squadron.

4. GSU Procedures:

1. GSUs **c**an also submit recommended changes through ETIMS, follow same guidance as in steps 3.

Attachment 1
55 OG ETIMS Processing/Routing Process Checklist

Initiator:

1. Work with unit Stan/Eval office to complete ETIMS Recommended Change (RC) at:
https://www.my.af.mil/etims/ETIMS/index.jsp

NOTE
If RC needs to contain SECRET information – contact OGV at DSN 271-6107 for further guidance.

STEPS:
1. Click TO Change Requests
2. Create Rec Chg
3. Enter TO Number
4. Complete Form, then select forward
5. Contact OGV office to identify PIM
6. From the drop down menu select Product Improvement Manager and associated OGV rep
7. In the "Add Comment" section, identify the Stan/Eval rep that assisted in this requested change.
8. Select "Forward" and email the OGV rep of requested change as there is no notification of requested change.

OGV:

Product Improvement Manager (PIM):
1. Reviews change:
    a. ACC owned TO forward to Lead Command
    b. Non ACC TO, select Review at bottom of page to be sent to Using Command
2. Disapproved RC's are returned to the initiator with supporting comments.
3. Enter data into the master control log & upload to Intelink

Notes:

Emergency – *requires immediate correction to prevent fatality, serious injury to personnel, extensive damage or destruction of equipment or property or inability to achieve or maintain operational posture* (AFI 11-215 para 9.1.2.)

Routine – C*onditions that are potentially hazardous from prolonged use, have negative effects on operational efficiency; reduce operational life or general service use of equipment* (AFI 11-215 para 9.1.2.)