|  |
| --- |
| **Technical Order Requirements Narrative**  Program Group: {Info.ProgramGroup}  Program Name: {Info.ProgramName}  Program Element Code: {Info.ProgramElementCode}  2 January 2024 |
| Prepared by:  {Info.PreparingOffice}  {Info.PreparingBase}  {#Info.ProgramManagers}  Program Manager: {FirstName} {LastName}  DSN: {DSN}  Email: {Email}  {/Info.ProgramManagers}  TO Manager: {Info.TechOrderManager.FirstName} {Info.TechOrderManager.LastName}  DSN: {Info.TechOrderManager.DSN}  Email: {Info.TechOrderManager.Email} |

Table of Contents

[1.0 {Info.ProgramName} Description and General Information 3](#_Toc175730852)

[1.1. Introduction 3](#_Toc175730853)

[1.2. Sustainment Costs 3](#_Toc175730854)

[1.3. Technical Order Authoring and Publishing (TOAP) Migration Plan 3](#_Toc175730855)

[1.4. S1000D Conversion Plan 4](#_Toc175730856)

[1.5. Acquisition of New TOs 4](#_Toc175730857)

[1.6. Configuration Plan 4](#_Toc175730858)

[1.8. System/Mission Description 4](#_Toc175730859)

Purpose:

This Comprehensive Air Force Technical Order Plan (CAFTOP) Narrative template is to assist and recommended for use by all TO managers in development of the CAFTOP Narrative. This template was created to standardize the narrative across all AF programs since their work should be fairly standard. Each program may add material to each section in case the standard material requires expanding. Some information contained within this template may not apply to a specific program, in these instances partial paragraphs or the entire paragraph should be removed. Adjust Table of Contents accordingly.

The first section is for each program’s use in explaining their area-of-responsibility. Refer to Appendix A Section 1.0 in the CAFTOP Handbook for detailed instructions for each paragraph. The follow-on sections 2.0 through 4.0 details the areas of activity to sustain and distribute the programs TOs on an annual basis. General descriptions within the template for TOs are typical for any program in the AF and explain all the activities covered for labor and distribution. Section 3.0 Program Distribution uses the term “Non-Mod” which means “Non-Modification”. The term “Non-Mod” will be used through-out the template to match the TOIS verbiage. Section 4.0 are the special projects, i.e. Item Unique Identification (IUID), so those activities requirements can be tracked separate from sustainment labor and distribution activities. General descriptions are to be used throughout the narrative sections 2.0 through 3.0. Ensure the program name is added to each paragraph, it will be required within each Logistics Requirements Determination Process (LRDP) tasks. **Purpose paragraphs should be removed from the program’s final narrative.**

1.0 {Info.ProgramName} Description and General Information**:** {Description.Description}

1.1. Introduction**:** {Description.Introduction}

1.2. Sustainment Costs**:** The {Info.ProgramName} TO sustainment support is provided by {#Labor.LaborType===”organic”}{Labor.OrganicSupport.Office}{/}{#Labor.LaborType === “contractor”}{Labor.ContractorSupport.ContractorName}{/}.{#Labor.LaborType === “contractor”} Estimated Labor Cost is ${Labor.ContractorSupport.LaborCost}, Contract #{Labor.ContractorSupport.ContractNumber} for the TO labor/sustainment. This contract will expire on {Labor.ContractorSupport.ContractExpiration}.{/}{#Distribution.hasDistCost === “no”} There are no requirements for distribution all TOs are in digital format and available in ETIMS.{/}{#Distribution.hasDistCost === “yes”} The total distribution cost is ${Distribution.DistCost}.{/}

1.3. Technical Order Authoring and Publishing (TOAP) Migration Plan**:**

{#TechnicalOrders.AuthoredInTOAPType === “fully”}All {Info.ProgramName} TOs are authored and sustained in TOAP. All future TOs to include modification or newly developed TOs will be developed in TOAP. TOs moving from acquisition to sustainment will be authored and sustained in TOAP.{/}{#TechnicalOrders.AuthoredInTOAPType === “partially”}{Info.ProgramName} consisting of {TechnicalOrders.TotalCount} TOs. Of the {TechnicalOrders.TotalCount} TOs, {TechnicalOrders.NumAuthoredInTOAP} migrated into TOAP staging area and were authored to the latest Technical Manuals Specification and Standards (TMSS) Digital Support Suite (DSS) and published as revisions.{#TechnicalOrders.NumNotAuthoredInTOAP > 0 } Additional {TechnicalOrders.NumNotAuthoredInTOAP} TOs will be authored through attrition and remain within the TOAP staging area.{/}{#TechnicalOrders.NumUnpublished > 0} Currently there are {TechnicalOrders. NumUnpublished} unpublished TOs that will be authored in TOAP.{/}{#TechnicalOrders.NumWillNotBeAuthoredInTOAP > 0} The remaining {TechnicalOrders.NumWillNotBeAuthoredInTOAP} TOs will not be authored in TOAP. {TechnicalOrders.Explanation}{/}{/}{#TechnicalOrders.AuthoredInTOAPType === “no”}{TechnicalOrders.PlanToConvert}{/}{#TechnicalOrders.ApprovedWaiver === “yes”} Date waiver approved: {TechnicalOrders.ApprovedWaiverDate}{/}{#TechnicalOrders.ApprovedWaiver === “no”} The program has no waiver.{/}

1.4. S1000D Conversion Plan:{Info.ProgramName} is currently in the process of converting Tech Data to S1000D utilizing Technical Data Support Services Enterprise (TDSSe2) contract, data will be sustained in TOAP.

1.5. Acquisition of New TOs**:** {#TechnicalOrders.NumInAcquisition === 0}There are no TOs currently in Acquisition.{/}{#TechnicalOrders.NumInAcquisition > 0}There are currently {TechnicalOrders.NumInAcquisition} TOs in the acquisition process. Effort will be made to ensure that all future TOs acquired will be delivered in digital format.{/}

1.6. Configuration Plan**:** {Description.ConfigurationPlan}

**1.7. Program TOs:** The {Info.ProgramName} program currently maintains XX TOs; XX paper, XX Web Access (WA), XX CD/DVD. All WA TOs are PDF, available for distribution via ETIMS, there are no plans to convert to Standard Generalized Markup Language (SGML). Currently there are XX unpublished TOs.

1.8. System/Mission Description**:** {Description.SystemMissionDescription}

**2.0 {Info.ProgramName} Labor (Organic and Contract Manpower Structure):** All labor requirements for {Info.ProgramName} are included within task for the following efforts. Labor is associated with maintaining the currency of Technical Orders (TOs).

* 1. **{Info.ProgramName} Labor Sustainment** is the direct labor cost associated with maintaining the currency and configuration control of Technical Order (TO) data. The TOs must be accurate and current in the field at all times to support the warfighter. Sustainment identifies requirements related to labor for the creation of TO updates resulting from recommended changes (RCs). Requirement derived from the labor cost per page and the four-year average of change pages. Data is captured in Enhanced Technical Information Management System (ETIMS). ETIMS data is populated in the Technical Order information Sheet (TOIS) which populates Labor requirement and is attached to the Logistics Requirements Determination Process (LRDP) brochure.
  2. **{Info.ProgramName} Labor Non-Mod Revision** requirements are labor cost associated with updates to TO revisions supporting the field and depot users by providing maintenance and depot procedures in a standardized TO format. Revisions are accomplished when 70 percent or more of the basic manual is impacted by RCs, or if the TO needs to be brought up to the current Technical Manual Specifications and Standards (TMSS). Requirements derived from the labor cost per page and historical revision cycle calculation within the TOIS, which is attached to the LRDP brochure.

**Impact Statement:** Without the support of {Info.ProgramName} Labor Sustainment the field and depot generated recommended changes (RCs) cannot be processed into Technical Order (TO) change packages. Labor Non-Mod revisions cannot be created based on excessive changes or update TOs to the current standard. If the TOs are not updated it could result in safety and operational capabilities of various aircraft or equipment, jeopardize the safety of personnel, and potentially cause equipment damage or work stoppage.

* 1. **{Info.ProgramName} S1000D Interactive Electronic Technical Manual (IETM)** development entails all aspects of creating, populating, updating, and maintaining current status of data within an electronic database for electronic display of {Info.ProgramName} Technical Data. The mission of S1000D IETM is to provide data in a current format to operate in the electronic environment allowing security configuration updates from any location, at any time. Financial estimations include both conversion and sustainment in the out-years. The authoritative USAF Business Rules (MIL-STD 3048B) are located in the Technical Manual Contract Requirements (TMCR) document. Guidance includes AFI63-101/20-101, Integrated Life Cycle Management, TO 00-5-1, Air Force Technical Order System, TO 00-5-3, Air Force Technical Order Life Cycle Management.

**Impact statement:** Underfunding or complete lack of funding for **{Info.ProgramName}** S1000D IETM Development means a corresponding delay in completion of data conversion into S1000D industry standards, and a slip to the right of the projected timeline for completion and field use of the S1000D product funded by the requirement. Once the conversion is underway all sustainment changes to TOs will be put on hold to maintain configuration management and control until the conversion is complete. Therefore, under funding could not only negatively impact conversion but also impact the ability to support sustainment changes including but not limited to safety change. If the TOs are not updated it could result in safety and operational capabilities of various aircraft or equipment, jeopardize the safety of personnel, and potentially cause equipment damage or work stoppage.

* 1. **{Info.ProgramName} Additional Labor Details:** program details to address issues and activities particular to your program. If additional tasks are included a corresponding Impact Statement is required. If no additional labor details are required 2.4 should be removed. If the program is not supported under the TDSSe Core Robins task 2.4.1 and 2.4.2 should be removed.

2.4.1 **{Info.ProgramName} Product Data Services (PDS) TO Sustainment Contract task provides labor associated with the sustainment of Technical Orders (TO) to ensure the most current version of TO documents are available and accurately archived. This includes conversion of engineering drawings into text searchable .PDF files, sustainment of parts configuration data extracted from Illustrated Parts Breakdown (IPB) TOs to include conversion, validation, and identification of errors to ensure data extracted from new IPB TOs is captured, sustained, and updated for the Applications, Programs, and Indentures (API/D200F) databases. Contract labor to sustain systems utilized by the AF to manage sustainment, such as Contenta, Framemaker and graphic TO source data. Effort enables the sustainment of TO publishing systems and style libraries. Sustains conversion tool utilized to convert Standard Generalized Markup Language (SGML) to Hypertext Markup Language (HTML) to allow publishing of Type I Interactive Electronic Technical Manuals (IETM) data. Provides labor to sustain user interface tools and access to electronic TO and engineering source data, and enterprise-level search linked U.S. Air Force (USAF) data sources. Effort also provides the labor to evaluate military specifications governing structure, style, and format of TO data and to assess impacts of military specification changes on TO source data.**

**Impact Statement:** Without the support of Product Data Services (PDS) TO Sustainment Contract {Info.ProgramName} technical data, the Operational Safety, Suitability, and Effectiveness (OSS&E) of the mission is drastically put at risk. A reduced level of support would create an unacceptable risk to life, health, property, mission capability and the environment. This support maintains the accuracy and consistency of TOs available to users. Without technically accurate data, full mission capability cannot be realized at field level. This task follows guidance provided by AFI 63-101/20-101 which requires that current, valid, verified TOs and technical data must be provided that clearly identifies procedures and requirements necessary to preserve OSS&E baselines and to diagnose, repair, calibrate, operate, and test systems or end items.

2.4.2 **{Info.ProgramName} Technical Data Support Services (TDSS) CORE Contract** provides labor associated with the sustainment and multimedia distribution of TOs. Multimedia distribution formats consist of paper, velum, PDF, CD/DVDs, and Print- and View-On-Demand (POD/VOD) Gateway TOs. Sustainment support includes, but is not limited to, the updating, processing, quality assurance (QA) reviews, tracking and coordination of electronic and paper TOs. Efforts consists of the following: processing Recommended Changes (RC), dispensation of emergency/urgent supplements, Rapid Action Change (RAC)s, indexing, updating Data Service Online (DSO), and maintaining Enhanced Technical Information Management System (ETIMS) in accordance with (IAW) AFI 63-101/20-101, TO 00-5-1 and TO 00-5-3. This task also provides Data Review Sustainment support including, but not limited to, processing revisions, TCTO, interfiling TO changes, POD/VOD acceptability reviews, tracking, uploading and coordination of electronic TOs. Efforts consists of the following: page-by-page performing QA review, list of effective pages check, placement of merge and/or copyright statements. Each update is hyperlinked to its respective changed, added, or amended pages within the basic manual. This task ensures appropriated configuration measures are maintained for legacy TO OSS&E baselines.

**Impact Statement: This task follows guidance provided by AFI 63-101/20-101 which requires that current, valid, verified TOs and technical data must be provided that clearly identifies procedures and requirements necessary to preserve OSS&E baselines and to diagnose, repair, calibrate, operate, and test systems or end items. Without full support, the technical data and the OSS&E of the mission is drastically put at risk. A reduced level of support would create an unacceptable risk to life, health, property, mission capability and the environment. This support maintains the accuracy and consistency of TOs available to users. Without technically accurate data, full mission capability cannot be realized at field level.**

**3.0 {Info.ProgramName} Distribution:** Distribution covers the costs associated with several activities to get Technical Orders (TOs) into the hands of the users; field/flight line, intermediate and depot maintainers, Equipment Specialists, Engineers, and quality offices. These activities include printing, packaging, postage, prep for digital uploading, and the actual uploading to a database for delivery to and access by the users. The primary database used for storing and distribution of AF TOs is Enhanced Technical Information Management System (ETIMS). The AF transitioned print and distribution of TOs to Defense Logistics Agency (DLA) Document Services, Data Services Online (DSO). The distribution section is made up of several specific areas all associated with preparing and delivering TOs to libraries and the field users. Logistics Requirements Determination Process (LRDP) will reflect distribution requirements under the following task.

3.1 **{Info.ProgramName} Duplication Sustainment Changes, Non-Mod Revisions and One-Time Requisitions (OTRs), Paper/CD/DVD:** Technical Order (TO) sustainment refers to all activities required to maintain the currency, and availability of TOs. This task identifiesduplication requirements associated with physical distribution resulting from approved recommended changes (RCs). Non-Mod revisions requirements are duplication requirements associated with updates for TO revisions. Revisions are accomplished when 70 percent or more of the basic manual is impacted by RCs, or if the TO needs to be brought up to the current Technical Manual Specifications and Standards (TMSS). OTR duplication requirements are requisitions to support the Technical Order Distribution Offices (TODO) in setting up new libraries, replacements, and training TOs. Duplication is based off the number of TODOs on subscription in Enhanced Technical Information Management System (ETIMS), duplication cost per page and number of pages within the Technical Order Information Sheet (TOIS).

**Impact Statement:** Without the support of **{Info.ProgramName}** duplication for Sustainment Changes, Non-Mod Revisions and One-Time Requisitions, the program cannot support the users in the field with updated Technical Orders (TOs), which could result in safety and operational capabilities of various aircraft because the field and depot generated recommended changes (RCs) cannot be processed into TO change packages. Without current TOs it could jeopardize the safety of personnel, potential equipment damage, training, or work stoppage.

3.2 **{Info.ProgramName} Data Services Online (DSO) Upload, Packaging and Postage:** These requirements are associated with upload cost when loading ready-to-print files of a TO into DSO. Additional DSO requirements included in distribution are packaging and postage for packaging and shipping TOs. Upload and shipping requirements are based off the number of Technical Order Distribution Office (TODOs) on subscription in Enhanced Technical Information Management System (ETIMS) and upload and shipping average cost are built into the Technical Order information Sheet (TOIS). This task includes requirements identified on the TOIS for DSO Initial Complete Set Upload, DSO Sustainment Changes, DSO Non-Mod Revisions, and DSO one-time requisitions.

**Impact Statement:** Without the support of **Data Services Online (DSO) Upload and DSO Packaging and Postage {Info.ProgramName}** cannot support the users in the field with updated TOs, which could result in safety and operational capabilities of various aircraft because the field and depot generated recommended change (RCs) cannot be processed into TO change packages. Without current TOs it could jeopardize the safety of personnel, cause potential equipment damage, inadequate or non-existent training or lead to a complete work stoppage.

3.3 **{Info.ProgramName} Shipping and Postage Outside of Data Services Online (DSO)** identifies requirements associated with Technical Order (TO) distribution outside of DSO. The majority of the TOs are loaded in DSO except for a few paper and classified TOs. As TOs are loaded into DSO this requirement will be reduced which will be reflected on the Technical Order Information Sheet (TOIS) throughout the Future Years Defense Plan (FYDP). This task combines all requirements forSustainment Changes, Non-Mod Revisions, and one-time requisitions of TO distribution outside of DSO.

**Impact Statement:** Without the support of the shipping and postage outside of Data Services Online (DSO), **{Info.ProgramName}** cannot support the users in the field with updated TOs, which could result in safety and operational capabilities of various aircraft because the field and depot generated recommended change (RCs) cannot be processed into TO change packages. Without current TOs, it could jeopardize the safety of personnel, potential equipment damage, training, or work stoppage.

**4.0 {Info.ProgramName} Improvements:** List additional improvement or state there are no improvements in FY26.

**5.0 Requirements Summary: Example** Refer to 26\_AFMC\_AFLCMC\_27597F\_General Series Technical Order Information Sheet (TOIS) AF LRDP Summary tab.

6.0 LRDP Task Prioritization:

1. Labor – RCN XXXXX
2. Distribution – RCN XXXXX

7.0 Program Manager Approval:

Add PM Signature block.



All signature blocks need to be added before signing.

8.0 Technical Order Manager Approval:

Add TO Manager Signature block.

All signature blocks need to be added before signing.