

Technical Order System (Management)

Proficiency Code: A

The Air Force Technical Order (TO) provide clear and concise instructions for safe and reliable operation, inspection and maintenance of centrally acquired and managed AF systems and commodities. The PM ensures that fielded TOs are technically accurate and up-to-date. Military and government civilian personnel operating and/or maintaining fielded systems, subsystems, or end items (hardware and/or software) utilize and comply with applicable Government-verified TOs. The terms “Technical Manual” and “manual” are used interchangeably with the terms “Technical Order (TO).” The AF TO System consists of the methods, procedures and the AF standard TO management system used to author, publish, manage, distribute and use TOs.

Technical Order Management is performed by the Technical Order Distribution Office (TODO). The TODO provides TO account administrative services for the entire unit. The TODO follows all duties and responsibilities listed in T.O. 00-5-1, *AF Technical Order System*.

The Air Force TO System, as outlined in TO 00-5-1, includes the TOs, infrastructure, training, and resources to manage and use TOs. TOs include all manuals developed or acquired for organic operation, maintenance, inspection, modification, or management of centrally acquired and managed Air Force systems and end items. This includes manuals for paper and electronic data delivery developed in accordance with (IAW) Technical Manual Specifications and Standards (TMSS), non-embedded personal computer software which automates the function directed by a TO, contractor-developed manuals adopted for Air Force use, and approved Commercial Off-The-Shelf (COTS) manuals. Each TO is assigned a unique sequence number in the Air Force Standard TO Management System for configuration control according to the type of equipment covered. TO sequencing enables easy filing and indexing and provides a means for users to identify and establish distribution requirements. It is common to keep equipment related TOs on paper copy maintained within the work center, whereas general, and methods and procedures TOs are most often available in a web-accessible digital format. The library custodian must keep all TOs used within a work center up-to-date with changes and supplements listed on the work center’s account. Use the Enhanced Technical Information Management System (ETIMS) as an index to track all publication dates including changes assigned to the work center.

Enhanced Technical Information Management System (ETIMS) is the official Air Force system for managing TO libraries, distributing and printing of paper TOs, and storing and distributing electronic technical orders (eTO). Any AF Portal user is able to view AF TO Catalog information for active AF TOs and authorized members can view eTOs on line. Portal users must contact their organization’s Technical Order Distribution Office (TODO), or TO Library POC to gain authorization to view eTOs.

Types of TOs

Most communications work centers have many types of TOs or manuals on file including general, methods and procedures, operations and maintenance, abbreviated TOs (workcards), time compliance technical orders (TCTO), supplementals, joint-use pubs, and commercial off-the-shelf (COTS) manuals. Every TO has a numerical designator related to the equipment, or function it supports. It is important to be familiar with the types of TOs that are in use within your work center and to keep them readily available for use.

For a thorough explanation of the Air Force Technical Order System, please review: T.O. 00-5-1, *AF Technical Order System*.