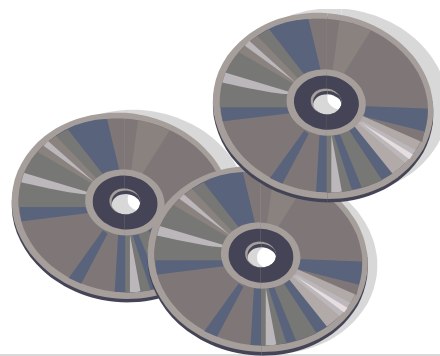# 184th Intelligence Wing
TODA TRAINING HANDBOOK

(Distributed 30 March 2011, *this supersedes all previous versions*)

TODA TRAINING HANDBOOK

This training handbook provides Unit Commander-designated Technical Order Distribution Account representatives (TODAs) the guidance and instruction to oversee physical distribution media, Technical Orders, eTO, and TCTO requirements. It also provides procedures to satisfy proper organization and maintenance of TO records.

REFERENCE MATERIAL

T.O. 00-5-1-WA-1	*AF Technical Order System*
T.O. 00-5-15-WA-1	*TCTO Program*
T.O. 00-5-17-WA-1	*CPINS*
T.O. 00-5-18-WA-1	*T.O. Numbering System*
ETIMS	https://www.my.af.mil/gcss-af61/ETIMS/index.jsp
IWI 63-103	*Technical Order Maintenance*

ON-THE-JOB TRAINING SYLLABUS

Training Requirements
TODA personnel/library custodians must be familiar with key TO policy and procedures documents in order to gain an understanding of the TO System. Helpful reading materials include:
AFPD 20-1/63-1, Acquisition and Sustainment Life Cycle Management
AFI 61-204, Disseminating Scientific and Technical Information
AFI 63-101, Acquisition and Sustainment Life Cycle Management
TO 00-5-1-WA-1, AF Technical Order System (Include MAJCOM supplement if applicable)
TO 00-5-18-WA-1, USAF Technical Order Numbering System, Chapter 1, paragraphs 1-1 through 1-9

AFPD 20-1/63-1 provides an over arching policy for TO acquisition and use. AFI 63-101 outlines MAJCOM and program manager responsibilities for TO acquisition and sustainment. TO 00-5-1-WA-1 is the core document for TODAs and provides policy and procedures necessary for sound account management. TO 00-5-18-WA-1 provides procedures and insight into TO numbering practices.

TODA personnel and TO Library Custodians must complete, file or record completion of the TODA/Library Custodian General Course (T.O. 00-5-1, Appendix C) within 90 days of initial assignment. TODA personnel authorized ETIMS subaccount access by their TODO must complete and file or record completion of the TODA Advanced Course within 90 days of initial assignment (T.O. 00-5-1, Appendix C). *** Supervisors are responsible for ensuring that TODAs and Library Custodians complete required training as listed in appendix (00-5-1-WA-1) and document the individual's training record (T.O. 00-5-1-WA-1, para 11.2.2.1).

Before beginning training, personnel should review the "AF TO System Training Access Guide" in the "Document Management" folder of the AF Technical Order System Training CoP (T.O. 00-5-1-WA-1, Appendix C) homepage. If not already a member, select the "Become a Member" link on the homepage.

NOTE Unless directed by MAJCOM supplement, personnel who had previously completed the AETC On-line TO System courses need not complete the new courses, and personnel who have been trained via OJT while awaiting the release of the new courses need not complete the courses now that they are available (T.O. 00-5-1-WA-1, Appendix C).

MTOR - An ETIMS produced detailed list of Technical Orders subscribed to by the sub account. The MTOR lists each TO, the current publication date by revision/change, distribution date and quantities on ID, on order, and on hand. The MTOR reflects the ETIMS current status of a subaccount. Changes to an MTOR can be made by the TODO or automatically by ETIMS. TODO changes reflect e-mailed direction from the TODA's, (add/delete TO's, oh-hand quantities, etc…). ETIMS automatically makes changes for new revisions, changes, and supplements. Most automatic changes are in WA TO revisions. The MTOR is e-mailed to the TODA's during the first week of the month. It is an Excel document and a revised version may be used to document weekly and annual checks. The MTOR is best viewed in landscape with column widths adjusted to fit the page.

Distribution Report - A detailed list of Tech order increment changes to a sub account Master Technical Order Report for a selected period of time. The Distribution report is considered a supplement to the current MTOR and must be kept until the next MTOR is received. Distribution reports identify the account, TO Num, Increment Code, (revision, change number etc…), Distribution Time, Action and quantity.

Types of Libraries
Types and locations of libraries will be one of the functions a TODA will establish; therefore, they must become familiar with key concepts and duties described in TO 00-5-1-WA-1.

The *operational library* is the most common library. Operational libraries are established and located to support operations and maintenance missions (O&M). These libraries are required wherever TOs are used to perform maintenance or operate equipment. Operational libraries should contain only the required TOs and eTOs in order to accomplish the O&M objectives of the owning work center.

NOTE Operational libraries may contain extra copies of TOs when required to support simultaneous O&M actions (T.O. 00-5-1-WA-1, para, 5.1.1.2.)

The *Reference Libraries*-These libraries are authorized for use by activities whose duties do not include operating or maintaining equipment. TOs in reference libraries need not be current and will be marked "FOR REFERENCE USE ONLY." Account records for reference libraries will be maintained.

A *training library* is established to support training courses. These TOs must be current and may be loaned to students solely for use in the classroom. TOs will not be given to students as handouts, although portions of TOs may be reproduced for student retention, if required. Reproduced TO portions will either be returned upon training completion or destroyed. TOs in training libraries will be marked "FOR TRAINING USE ONLY."

Filing Physical Media
TOs will be filed in any type of binder that protects and facilitates the use of the TO. Physical distribution media TOs are normally filed in TO index or alphanumeric sequence. TODAs' maintaining a physical distribution media TO library will use an AF Form 614, Charge Out Form, to maintain account ability for TOs removed from the library area.

Binders will be labeled to indicate the contents. The AFTO Form 32, *Technical Order Binder Label*, and/or a local computer generated version are authorized for use. The local form should mirror the arrangement and format of the AFTO Form 32. Hand written forms must be legible. Instructions in locating the AFTO Form 32 are as follows:

From 184 IW Portal Home Page-

  ➢ Select Publications and Forms from the upper left (blue box below the Jayhawk banner)

  ➢ Select AF Publications and Forms

  ➢ Select AF E-Publishing (recommend using the Add to favorite option)

  ➢ Scroll down to find the "Product Index" (located in the middle of the home page)

  ➢ Select "Forms"

  ➢ Select "Special Series" below the "Forms" selection

  ➢ Select "Air Force Technical Order"

  ➢ TODA will need to go to page 2 to find the AFTO Form 32

  ➢ Download and use as needed.

Digital Media:

Digital media will be marked with file identification and copy numbers using felt-tip markers, either on the disk label or on the protective sleeve. ** DO NOT MARK ON THE UNPRINTED SURFACE OF A CD-ROM/DVD. (T.O. 00-5-1-WA-1, Section 5.5)

The DD Form 2861, *Cross-Reference sheet*, must be used to show the location of the TOs, whether they are filed or stored away from the library. It is also used for directing the location of digital TO files and media. (See Attachment 1).

**Local work cards, checklists and job guides should not be filed in TO binders with the related TOs. If there are applicable Working TCTOs should not be filed within a TODAs sub account.

Disposition and/or Destruction Notice
The replaced and deleted pages will be removed and destroyed according to the *Disposition or Handling and Destruction Notice*. If the TO is unlimited distribution, it may be placed in recycle or regular trash receptacles. Proprietary and/or Limited Distribution TOs may be recycled after shredding. It may be burned or consigned to a bonded recycling contractor who shreds or pulps the paper before resale. If the TO is classified, destroy in accordance with DOD 5200.1-R and AFI 31-401.
All classified technical documents shall be marked with a destruction notice from DOD 5200.1-R on the cover/title or T-2 pages. All unclassified technical documents with distribution statements B,C,D,E,F, or X shall be marked as follows:
HANDLING AND DESTRUCTION NOTICE – Comply with distribution statement and destroy by any method that will prevent disclosure of contents or reconstruction of the document.

Posting and Annotating Supplements
Operational and Safety Supplements will be posted in reverse numerical sequence (highest number on top) in front of paper TO title pages. Routine and MAJCOM Supplements are filed behind the last page of the TO. Annotate the reference to a supplement affecting an individual maintenance work package on the title page of the basic TO. To indicate that a particular paragraph is supplemented, circle the paragraph number and write the supplement number next to the paragraph. (See Attachment 2 and Figure 5-1 of TO 00-5-1-WA-1.)

SPECIAL NOTE: All entries in the T.O.s will be in black lead pencil, not ink. **

Posting TO changes
"Posting" is the process of incorporating updates into the sub-account's on-hand TOs, and is critical to ensure that TOs are maintained current and accurate for use. The basic date on the title page of the change will be checked against the basic date of the title page to be replaced. Check the supersedure notice on the title page of the TO update and ensure only those affected changed pages are removed Supplement/ missing page annotations will be transferred from the old to the new TO title page, as required. The changed and added pages will be inserted into the TO. If an earlier change is missing, notify the TODO. The later change on hand will be held for receipt of the missing change. When the missing change is received, all changes will be posted. If the basic date on a changed title page does not agree with the basic date of the TO in the library, the TO catalog will be checked to determine the correct basic date and appropriate action will be taken to obtain the correct TO or report/correct the discrepancy. All TOs will be posted within *five work days* from the date of notification via email from the TODO.

Routine Checks

Routine TO library checks are accomplished by all sub accounts using the information on the MTOR. TODA's verify that new MTOR's incorporate all Distribution Reports received during the previous month. TODA's verify any changes from the previous MTOR such as distribution dates, quantities on subscription, on hand and on order. Routine checks are performed during the first week of each month utilizing the Enhanced Technical Management System; https://www.my.af.mil/gcss-af61/ETIMS/index.jsp . The Master Inventory Listing (MTOR) distributed by the TODO identifies all TOs subscribed to, along with their increment status. The MTOR is used to accomplish the routine check by comparing the tech orders in the "TO Detail" screen in ETIMS. The steps to accessing this information are as follows:

From the 184 IW Portal Homepage:

➢ Select "Applications" on the right side of the screen (under the heading of "Air Force Indexes A-Z)

➢ Select "E"

➢ Scroll to find "ETIMS" (all caps) Enhanced Technical Information Management System

➢ Select "Add to My Applications"

➢ Scroll to the top of the page

➢ Select "Personal Space"

➢ Select "ETIMS"

➢ Select "Catalog" from the ETIMS homepage

➢ Select "T.O. Detail"

➢ Utilize the TO number you would like to see (using the format mentioned in the paragraph below)

After the above process has been completed, the TODA should utilize partial number of the TO or "header" to conduct their search, along with the wild card symbol "*", when conducting routine and weekly checks. An example of this would be as follows: 00-5* (for TO 00-5-1-WA-1). After the TODA has typed in the partial header and the wild card symbol, select the "Read" button, the system will not respond to just selecting the keyboard "Enter" button. The system will begin "Searching" and will display the results momentarily. The results for the example had 9 different TO results listed. By clicking on the TO Supplement Number link, for that TO the most current information will be displayed. TODAs can utilize the search results to compare to their MTOR and also the Weekly required checks. Any discrepancies that the TODA comes across need to be addressed immediately with the TODO.

NOTE: It is very important to perform the routine check search using TO headers (abbreviated TO numbers) to ensure TCTO supplement information is not missed.

If any updates or changes were distributed throughout the month, the Daily Distribution List will be generated in order for the MTOR to stay current. (See Attachment 5) When the next month's MTOR is distributed, it will reflect all updates that have occurred the previous month. Documentation will consist of annotating the routine check on the MTOR (See Attachment 4).

WEEKLY CHECKS. 5.8.1 Weekly Checks. TODOs/TODAs must document the checking of all downloaded, non-ETIMS eTOs for currency every 7 calendar days, unless they are automatically notified of changes from the repository in which they were received.

LEP Checks (Paper TOs)
A List of Effected Page check is performed when a change or revision is posted. Only the changed pages must be checked. When a revision is posted, all of the TO pages will be checked. Annotate the LEP with the date, type (annual, revision or change) and reviewer's initials. Posting a revision and verifying every page constitutes performing an annual check. In case of discrepancies found, please contact TODO at once for further action. Once a TODA is notified via email, from the TODO of a TO distribution, the TODA will have *five working days* to pick up the material they received and post the material to their library.

BRIEF MANUALS are TO's of eight pages or less with no blank pages. Brief Manuals have an abbreviated title page and no LEP but, all pages are numbered and the word "THE END" follows the text on the last page. Brief manuals are always revised, never changed. Annotate the posting date and posters initials on the title page along with any missing page information.

LEP Checks (Digital Media TOs)
LEP checks on digital TO files are only required when the TODO/TODA electronically posts (merges) a digital TO change file into the baseline TO file, to verify that the two files were properly merged (no pages omitted, duplicated, inserted in the wrong place, or deleted pages left in the file). The LEP check must be performed using the TO intended viewing software application (do not print a copy of the TO file to perform the LEP check. Once again, if there are discrepancies, please contact the TODO immediately.

Annual Required Checks

Library Checks- When it comes time to perform an annual library check, a physical inventory will take place to verify all TOs listed on MTOR are available and that they are complete and current (current basic and all increments posted match the information on the MTOR). The complete library/sub-account must be checked a least once a year. Large libraries may be divided into sections and completed throughout the year. Documentation is required.

LEP Checks-an LEP check will also be performed yearly to ensure no pages are lost or damaged and that all page change numbers match the LEP. This is a 100 percent page verification of the LEP information. Annotate any errors discovered on the title page or on the LOEP and notify the TODO of the discrepancies. Once verifying the TO is current and complete, the reviewer's initials, type of TO check (annual) and the date will be recorded on the LEP. Documentation will consist of annotating the MTOR.

SPECIAL NOTE: All entries in the T.O.s will be in pencil, not ink. **

TODA Continuity Binder Requirements
In order to manage a library effectively there must be a continuity binder The TODA continuity binder will contain all documents required in order to maintain a TODA account. This binder will be the first book in the library and it will be labeled IAW 184 IWI 21-303.

TODA CONTINUITY BINDER

Section 1	Appointment Letter
Section 2	Certificate of Training
Section 3	Current Master Technical Order Report (MTOR)
Section 4	Distribution Listing
Section 5	TODA Account Inspection Checklist
Section 6	184 IWI 63-101, Intelligence Wing Instruction
Section 7	TODA Training Handbook
Section 8	Miscellaneous

ATTACHMENT 1

DD FORM 2861 (Sample)

Document Notes:
-Used for TOs *not* physically located in Library, including the
 location of digital TO files and media.

CROSS-REFERENCE

1. CROSS-REFERENCE *(Name, number, or subject under which this form is filed)*

➤ T.O. 00-5-1, AF Technical Order System

2. IDENTIFICATION OF RECORD

a. DATE	1 Jan 09
b. TO	TO WHOM IT MAY CONCERN
c. FROM	184th Intelligence Wing
d. BRIEF SUMMARY OF CONTENTS	T.O. 00-5-1: AF Technical Order System

3. FILED *(Name, number, or subject under which the document itself is filed)*

http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

DD FORM 2861, JUN 2003

Reset   Page 1 of 3 Pages

ATTACHMENT 2

T.O. SUPPLEMENT ANNOTATION (Sample)

Document Notes:
-References must be annotated on the Title page directly
 underneath T.O. #.
-Annotations must be made on affected page/s.
-Circle applicable entry if it's not feasible to circle paragraph
number
-Annotate similar to sample stated here: See IOS-2 #
-Use black lead pencil only!!

TO 1C-130A-06

IOS-2

TECHNICAL MANUAL

AIRCRAFT MAINTENANCE

WORK UNIT CODE MANUAL

USAF SERIES

C-130 AIRCRAFT

EXCEPT C-130J SERIES

ATOS/DLDSS

The effective date of this publication is
1 October 2005.

This change supports systems/equipment
modified by TO 1C-130(M)H-598.

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TO 1C-130A-06

WORK UNIT CODE

See IOS-2

76000	ELECTRONIC COUNTERMEASURE
76S00	AN/AAQ-24(V)6 DIRECTIONAL INFRARED COUNTERMEASURES (DIRCM) (CONTINUED)
76SC0	AC POWER SUPPLY
76SCA	225 VDC CONTROL CCA
76SCB	BIT LOG CCA
76SCC	LOW VOLTAGE POWER SUPPLY ASSY
76SCD	225 VDC MODULE
76SCE	ACPS CHASSIS ASSY
76SD0	AC MODULATOR
76SDA	CAPACITOR BANK ASSY
76SDB	BIT LOG CCA
76SDC	CONTROL & PROTECT CCA

ATTACHMENT 3

MTOR FOR 265 (Sample)

Document Notes:
-*Increment Code* represents the most current change or update for that particular TO.
-*Inc Status* codes are: A (active), S (superseded), and R (rescinded).
-Highlighted in *red* is an example of what a TCTO Header will look like on the TODA MTOR. Below the header could be an actual TO or if there are actual TCTOs they will be listed in the *Increment Code* column.
-Highlighted in *blue* examples of TCTOs.

TO Number	Increment Code	Pub Date	Inc Status	Sub Account	Subscribe	On Hand	On Order
11A8-5			A	265	1		
11A8-5-7	Rev 5 (paper)	12-Mar-02	A	265	1	1	
11A8-5-7	Rev 5 Chg 9(paper)	26-Feb-09	A	265	1	1	
11A9-15-7	Rev 5 (paper)	15-Mar-04	A	265	1		
11A9-19				265	1		
11A9-19-7	Rev 4 (paper)	1-Sep-05	A	265	1	1	
11A9-31	TCTO 503(paper)	15-Apr-02	A	265	1		
11A9-31	TCTO 505(paper)	23-Jan-04	A	265	1		
11A9-31	TCTO 506(paper)	26-Jan-04	A	265	1		
11A9-31	TCTO 507(paper)	10-Oct-06	S	265	1		
11A9-31	TCTO 508(paper)	1-Sep-07	A	265	1		
11A9-31-7	Rev 9 (paper)	11-Feb-09	A	265	1	1	
11A10-24-7	Rev 6(paper)	15-Mar-06	A	265	1	1	
11A10-24-7	Rev 6 Chg 4(paper)	4-Feb-09	A	265	1	1	

ATTACHMENT 4

- *THE MTOR HAS REPLACED THE AFTO FORM 131 FOR ANNOTATING ALL REQUIRED CHECKS!*
- Columns to the MTOR can be changed, deleted, or rearranged once the monthly check has been completed.
- TODAs will need to annotate the checks as shown in the example provided.
- The checks can be annotated either handwritten or electronically whichever is legible.

TO number	Increment	Pub Date	Subscribe	On Hand	On Order	*"Annotation of Required Checks"*
00-5-1-wa-1	Rev 22 (digital)	15 Aug 09	1	1		**Check completed 8 February 2011-Annual-SRC**
00-20-2-wa-1	Rev 26 (digital)	1 Sept 10	1	1		**Check completed 8 February 2011-Annual-SRC**
00-20-3-wa-1	Rev 10 (digital)	1 Jan 09	1	1		**Check completed 8 February 2011- Annual-SRC**
00-25-06-2-2	Rev 13 Chg 21(paper)	2 Sept 09	1	1		**Check completed 8 February 2011- Annual-SRC**
00-35D-54-wa-1	Rev 4 (digital)	1 Oct 09	1	1		**Check completed 8 February 2011- Annual-SRC**

ATTACHMENT 5

DAILY DISTRO RUN (Sample)

> **Document Notes:**
> -*Increment Code* is date of most current revision or change
> -*Distribution Time* is the date when TODO receives new increment and notifies TODA
> -*Action* is either R (received) or D (deleted)

27 Jan 2009
Page 1

Distribution
For Official Use Only

Account	TO Num	Increment Code	Tx Date	Distrib Time	Action	Qty
175	11A-1-10	Rev 14 (paper)		23 Dec 2008	R	2
175	11A-1-10	Rev 14 (paper)		23 Dec 2008	D	2
175	11A-1-42	Rev 5 (paper)		23 Dec 2008	R	2
175	11A-1-42	Rev 5 (paper)		23 Dec 2008	D	2
175	11A-1-60	Rev 5 (paper)		23 Dec 2008	R	2
175	11A-1-60	Rev 5 (paper)		23 Dec 2008	D	2
175	11A13-6-7	Rev 6 Chg 5 (paper)		23 Dec 2008	R	2
175	11A13-6-7	Rev 6 Chg 5 (paper)		23 Dec 2008	D	2
175	11A23-2-7	Rev 1 (paper)		23 Dec 2008	R	1
175	11A23-2-7	Rev 1 (paper)		23 Dec 2008	D	1
175	34-1-3	Rev 47 (paper)		24 Dec 2008	R	1
175	34-1-3	Rev 47 (paper)		24 Dec 2008	D	1
175	35D-1-2-CD-1	Basic (CD-ROM)		23 Dec 2008	R	1
175	35D-1-2-CD-1	Basic (CD-ROM)		23 Dec 2008	D	1
175	35D2-17-1	Rev 1 Supp SS-2 (printed)		23 Dec 2008	R	2
175	35D2-17-1	Rev 1 Supp SS-2 (printed)		23 Dec 2008	D	2