



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

MAR 09 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFMC/CV  
4375 Chidlaw Road  
Wright-Patterson AFB OH 45433-5001

SUBJECT: Adherence to Technical Order (TO) Policies and Procedures

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1. A recent Defense Nuclear Surety Inspection identified deficiencies relating to technical data content and processes. E-mail by AFMC personnel was used to bypass the established TO change process. I am reminding all AFMC organizations that continual vigilance is required to assure thorough technical instructions are documented and provided to the field properly to ensure compliance in operating and maintaining their weapon systems.

2. More specifically, I have expressed the following concerns to our product centers and air logistics centers:

a. Personal e-mail and faxes are not acceptable methods of updating or revising Technical Orders. E-mail supports the expeditious communication we need to support you, our customers. Using e-mail and faxes to work issues with technical content has the potential to become a systemic problem. The actual delivery and use of technical data content must be handled in accordance with applicable directives.

b. Regarding technical data processes, we must be careful that the TO Improvement Reporting System (Chapter 5, TO 00-5-1) is not bypassed by personal e-mails. The Air Force Technical Order (AFTO) Form 22 prescribed in Chapter 5 to report problems may be submitted as an attachment to an e-mail. However, paragraph 5-1.3 stipulates that "Replies to recommended changes are for information only. Official TO updates are the only valid authority for correcting a technical deficiency and implementing changes."

3. AFMC has the responsibilities to follow established TO policies and procedures. All MAJCOMs need to assist us in this endeavor, as you play a crucial role as users of technical data. Your feedback is essential to ensure technical content is accurate and useful. Your insistence at all levels that processes be followed "by the book" is an absolute necessity.

4. Request this information be disseminated among your maintenance organizations. The points of contacts for this matter are Col Thomas Di Nino, HQ AFMC/DRR, DSN 986-3929, and Lt Col Beverly McNair, HQ AFMC/DRR, DSN 986-3961.



CHARLES H. COOLIDGE, JR.  
Lieutenant General, USAF  
Vice Commander

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ALHQCTR/CCs

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