

## DATA ITEM DESCRIPTION

**Title:** Technical Order Improvement Report and Reply

**Number:** DI-TMSS-80229D

**Approval Date:** 19991006

**AMSC Number:** F7356

**Limitation:** N/A

**DTIC Applicable:** N/A

**GIDEP Applicable:** N/A

**Office of Primary Responsibility:** F-MSG/ILMP

**Applicable Forms:** AFTO Form 22

**Use/relationship:** a. This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

b. This item is applicable to contracts where the contractor is responsible for operating and maintaining Air Force centrally-acquired and managed equipment according to procedures in published TOs. Additional information and guidance is contained in TO 00-5-1, available through the Internet at <http://www.pdsm.wpafb.af.mil/toprac/to-syste.htm> under the link to "Technical Orders."

c. This data item supersedes DI-TMSS-80229C.

### Requirements:

1. Format. Paper or electronic format (EF) AFTO Form 22, Technical Order Improvement Report and Reply, or message/e-mail containing the same information. Electronic forms are available from the web site listed above.

2. Content.

2.1. REPORT DATE. The date the Improvement Report Number is assigned.

2.2. Block 1, TO (Major Command or Equivalent). The complete address of the Administrative or Procuring Contracting Officer (ACO/PCO).

2.3 Block 2, TO (T.O. Manager). The address of the TO Manager responsible for the deficient TO as indicated in the TO Index. (Addresses are available on the Air Force TO System Information Internet Page, <http://www.pdsm.wpafb.af.mil/toprac/to-syste.htm>.)

2.4. Block 3, FROM (Product Improvement Manager or Equivalent). The address of the reporting organization's Quality Assurance function which reviewed and approved the form for submission.

2.5. Block 4, TECHNICAL ORDER DATA. The Technical Order Number (Record Positions (rp) 6-30) and the Improvement Report Number (rp 31-45). Only one character is used in each position. Rp 5 is left blank. Capital letters and slashed zeros (0) (if completing by hand) are used. Specific entry formats:

a. TECHNICAL ORDER NUMBER. The basic TO number (only) as it appears on the title page. Parentheses and dashes are used, but not blanks. Unused positions through rp 30 are left blank. When a change affects a TO supplement, the supplement's number is referenced in block 11A.

b. IMPROVEMENT REPORT NUMBER. All positions (rp 31-45) are alpha-numeric characters (only). Rp 31 is a pre-printed "2." Rps 32-33 will be "4N" to indicate contractor submission. Rps 34-38 will be the contractor's Commercial And Government Entity (CAGE) code number from the H4/H8 cataloging handbooks. Rps 39-40 may be used for internal identification or may be zeros. Rp 41 is the last digit of the calendar year. Rps 42-44 are the sequential numbers (starting with

“001”) of the reports submitted in the calendar year. Rp 45 indicates the urgency category of the report (E for Emergency, U for Urgent or R for Routine – see TO 00-5-1 for definitions).

2.6. Block 5, BASIC DATE OF T.O. The first date appearing on the lower right corner of the TO Title page.

2.7. Block 6, DATE/NO. OF CHANGE. The change number and date, if any, appear just under the TO's basic date on the title page. If there is no change listed, block 6 may be left blank or have N/A entered.

2.8. Block 7, PAGE NUMBER. The first page affected by the proposed change. Additional pages should be indicated in Block 11A. For work cards, the routine number and card number (e.g., TR3.1, Card 2 of 3).

2.9. Block 8, PARAGRAPH NO. The number of the paragraph to be changed or which precedes added material, the grid number for microfiche, or the System/Subsystem/Subject Numbers (S/S/SN) for manuals using this system. When multiple paragraphs are affected, the range (e.g., 5-1 thru 5-5).

2.10. Block 9, FIGURE NO. Used when illustrations or tables are involved. "Table" is used before the number if applicable.

2.11. Block 10, AFTO 22 TYPE. Two check boxes indicating whether the AFTO Form 22 is being submitted to make a **Correction** to the TO (see TO 00-5-1, para 5-2.1 for definitions), or an **Improvement** to procedures or processes which, while correct as written, can be performed better/faster/cheaper/safer, etc.

2.12. Block 11A, BRIEF SUMMARY OF DEFICIENCY AND RECOMMENDED CHANGE (*Use continuation sheet, if needed*). Completed as follows:

a. For work package TO reports, the first entry in this block is "APPLICABLE TO WP NUMBER xxxxxx."

b. Identity of the military system when this is not included in the TO number. If not a system, identity of commodities by Mission/Design/Series (MDS) or Type/Model/Series (TMS) and National Stock Number (NSN) or part number. Omitted for general purpose Methods & Procedures TOs (MPTOs).

c. Brief description of the TO deficiency and reason for change. When appropriate, identity or copy attached of the source document for changes in voltage, part number and so forth.

d. The recommended changes worded as closely as possible to the exact language which should appear in the corrected TO. If the correction will require engineering research or extensive verification, the type of correction ("Add more in-depth fault isolation procedures.") and a statement such as "Unable to develop at local level."

e. Continuation sheets, if needed, shall show the improvement report number in the upper right hand corner of each sheet. (The EF version of the AFTO Form 22, available from the ACO/PCO, includes a continuation sheet with automatic entry of the improvement report number.)

2.13. Blocks 11B & 11C, SAVINGS/YR – DOLLARS and SAVINGS/YR – MANHOURS. These blocks are for rough order of magnitude (ROM) estimates of annual saving (in dollars and man-hours) resulting from the TO change recommendation. If minimal or no savings are anticipated, leave the blocks blank.

2.14. Block 12, REPORTED BY (Initiator's Signature, Off Symb, Phone). Signature, printed or typed name, and office symbol of the individual reporting the problem or enhancement. Telephone number (Defense Switched Network (DSN) number preferred, if available) where individual can be contacted during normal duty hours.

2.15. Block 13, APPROVED BY (Supervisor's Signature, Off Symb/DSN). Same as Block 12 for the initiator's supervisor.

2.15. Block 14, PIM OR EQUIVALENT (Signature/Off Symbol/DSN). Same as Block 12 for the Product Improvement or Quality Assurance representative who reviews and approves the form for submission.

2.16. Blocks 16 & 17, TO. These blocks contain the same addresses as Blocks 1 and 3. They are auto-filled by the EF version of the form.

### 3. *(Information Only)*.

3.1. Block 15, MAJOR COMMAND ACTION. Blocks 15A through 15C are left blank unless the reported improvement/correction could cause a change in contract scope or cost. In this case, the blocks are completed by the Procuring or Administrative Contracting Officer (PCO/ACO). Reports are routed through the weapon system's or commodity's Lead Command point of contact for review (Blocks 15D through 15F), unless specifically exempted by the Lead Command.

3.2. PART II, Blocks 19 thru 27. Completed by the government during evaluation of the improvement report.

End of DI-TMSS-80229D.