

USAF TECHNICAL ORDER DISTRIBUTION OFFICE (TODO) ASSIGNMENT OR CHANGE REQUEST <i>(See TO 00-5-1 For Use of This Form)</i>			TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED <input type="checkbox"/> CANCELLATION		TODO/TM ACCOUNT CODE REQUEST DATE
1. FROM			2. TO Standard TOs AFLCMC/EZGTP 7851 Arnold St, Ste 201 TINKER AFB, OK 73145-9147 FAX DSN 336-7734 (405)736-7734 aflcmc.ezgtp.afto43@us.af.mil		
3. TECHNICAL ORDER SHIPPING ADDRESS <i>(All blocks must be completed)</i>					
a. UNIT/ORG/OFFICE SYMBOL OR CONTRACTOR NAME		b. PHONE		CONUS <i>(Comm)</i>	APO/FPO <i>(use 10 digit DSN)</i>
c. PO BOX <i>(for APO/FPO)</i> OR STREET/BUILDING//ROOM/SUITE <i>(for CONUS)</i>					
d. APO/FPO OR CITY <i>(for CONUS)</i>		e. AE/AP OR STATE <i>(for CONUS)</i>		f. ZIP CODE <i>(9 digit)</i>	
4. TODO TYPE <i>(select one, a thru d)</i>					
<input type="checkbox"/> a. STANDARD TODO <i>(TO 00-5-1)</i> <input type="checkbox"/> b. NUCLEAR WEAPON TODO <i>(TO 00-5-1, Chapter 10)</i> <input type="checkbox"/> c. NUCLEAR RELATED EOD TODO <i>(TO 00-5-1, Chapter 10)</i> <input type="checkbox"/> d. NON-NUCLEAR EOD TODO <i>(TO 00-5-1, Chapter 10)</i>		U.S. CONTRACTOR WITH GOVERNMENT CONTRACT g. <input type="checkbox"/> GOVERNMENT OWNED - CONTRACTOR OPERATED (GOCO) <input type="checkbox"/> CONTRACTOR OWNED - CONTRACTOR OPERATED (COCO) CONTRACT NUMBER ISSUING AGENCY CANCELLATION DATE (YYYYMMDD)			
<input type="checkbox"/> e. USAF ORGANIZATION <i>(select a MAJCOM if this block is checked)</i>		h. ACCOUNTS REQUIRED <i>(Select All Required; see completion instructions)</i> <input type="checkbox"/> TOs <input type="checkbox"/> CPINs <input type="checkbox"/> CSTOs			
US GOVERNMENT (NON-USAF) ORG <input type="checkbox"/> f. <i>(Indicate Department or Government Agency if this block is checked)</i>		i. <input type="checkbox"/> AUTOMATIC DISTRIBUTION REQUIRED <i>(all current and future AF Non-nuclear EOD TOs Required)</i>			
5. SECURITY LEVEL AUTHORIZED					
COMPLETION OF UNIT SECURITY OFFICER INFORMATION BELOW REQUIRED FOR OTHER THAN UNCLASSIFIED					
NAME		SIGNATURE		GRADE/RANK	DSN
6. TODO PERSONNEL <i>(The following personnel have an AF Portal ID and have access to ETIMS. The first individual is the primary TODO and their "AF Portal ID" is required for ETIMS access)</i>					
SEE COMPLETION INSTRUCTIONS			6a. ORGANIZATIONAL E-MAIL ADDRESS		
<input type="checkbox"/> LEAD TODO REQUIRING ETIMS ETOOL ADMIN RIGHTS					
PRIMARY			ALTERNATE		
NAME			NAME		
TITLE	GRADE	DSN	TITLE	GRADE	DSN
E-MAIL			E-MAIL		
AF PORTAL ID <i>(Required)</i>			AF PORTAL ID <i>(Optional)</i>		
SIGNATURE			SIGNATURE		

7. GOVERNMENT APPROVING AGENCY (see completion instructions)

ORGANIZATION	ADDRESS		
NAME	TITLE	GRADE	DSN

SIGNATURE

8. COMMAND/CONTRACTING OFFICER APPROVAL (see completion instructions)

ORGANIZATION	ADDRESS		
NAME	TITLE	GRADE	DSN

SIGNATURE

9. FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REMARKS OR SPECIAL INSTRUCTIONS
	CPINS APPROVAL ONLY

10. CONTINUATION

Large empty box for continuation text.

COMPLETION INSTRUCTIONS

NOTE:

- Before they can process an AFTO Form 43, TODO personnel require a CAC card or External Certificate Authority (ECA) and Air Force Portal Access. Procedures for contractors to obtain an External Certificate Authority (ECA) certificate are found at: (<http://iase.disa.mil/pki-pke/>). DoD approved ECA certificates are issued from VeriSign (<https://www.symantec.com/verisign/shared-service-pki>), ORC (<http://www.eca.orc.com/>), and Identrust (<http://www.identrust.com/certificates/eca/index.html>). Air Force Portal access procedures are found at <https://my.af.mil>, including the need for, at a minimum, a favorable National Agency Check and Inquiries (NACI).
- The AFTO Form 43 may also be used by the TODO to record internal TODA personnel assignments. Rather than submit such an AFTO Form 43, the TODO should file it.

TYPE OF REQUEST

SELECT THE APPROPRIATE BLOCK

TODO/TM ACCOUNT CODE	For a revised request or TODO cancellation, enter the assigned TODO and JCALS TM Account Codes
REQUEST DATE	Enter the date the request is submitted.
BLOCK 1 - FROM	Enter information in this block only when different from the TO shipping address (Block 3). When using this block, enter the complete address, organization, name, street, address, city, state and 9 digit zip code
BLOCK 2 - TO	Select the correct address based upon the type TODO code from block 4.
BLOCK 3 - TECHNICAL ORDER SHIPPING ADDRESS	Enter address where TO shipments will be received. Because both commercial carriers and the US postal service deliver TO shipments within the CONUS, a 10 digit, commercial POC phone number is needed, as well as a full address with Street-Building-Room or Suite, City, State and 9 digit zip code. For overseas locations, enter the 3 digit country and the 7 digit DSN number.
BLOCK 3 - TECHNICAL ORDER SHIPPING ADDRESS	Enter address where TO shipments will be received. Because both commercial carriers and the US postal service deliver TO shipments within the CONUS, a 10 digit, commercial POC phone number is needed, as well as a full address with Street-Building-Room or Suite, City, State and 9 digit zip code. For overseas locations, enter the 3 digit country and the 7 digit DSN number.
BLOCK 4 - TODO TYPE	Select the appropriate block(s) and enter corresponding Information, as applicable.
NOTE:	<p>- A Government-Owned, Contractor-Operated (GOCO) TODO TM Account has a government shipping address, and is established for direct support of a day-to-day government mission/activity. The TOs are required to support the government mission and are independent of the contract. The TO Account is established and managed on government installation computer network (forms and orders submitted from a ".mil" or ".gov" domain). These TODOs are considered government TODOs and are assigned F* TM accounts. Upon contract termination, a "revised" AFTO Form 43 must be submitted to request the TODO account be transferred to AFB personnel or a new contractor, avoiding account deletion.</p> <p>A contractor TODO Account is established for direct support of the contractor mission and organization, and has a commercial ship-to address. The organizational need for TOs is dependent upon the performance and/or delivery of government contract tasks, and will lapse when the contract expires. These TODOs should select block 4a for "Standard" TODO and will be assigned an E* TM account. These TODOs typically use an ECA to access ETIMS</p>
BLOCKS 4a, 4b, 4c and 4d	Government TODOs, including GOCO TODOs, will select one block (only) to indicate whether the function will be a Standard TODO, Nuclear Weapon TODO, Nuclear Related EOD TODO or a Non-nuclear EOD TODO. COCO TODOs should select 4a to request establishment of an E* JCALS TM account and then complete block 4g.
BLOCKS 4e	If the requesting organization is an Air Force activity, select the parent MAJCOM from the pull-down menu.
BLOCKS 4f	If the organization is another government activity (non-USAF), mark this block and enter the DoD department or Government agency (Army, Navy, DOE, etc.).
BLOCKS 4g	If the requesting organization is a contractor, select either GOCO or COCO, and enter the contract number(s) and issuing government agency. If the TODO will service more than one contract, enter additional contract and issuing agency information on the continuation sheet. All contractor TODO personnel must be designated by name or position on a current, on file copy, of a DD Form 2345, Militarily Critical Technical Data Agreement. For CANCELLATION type requests, TODOs will enter the cancellation effective date. Use the all-numerical yyyymmdd format. All contractors must enter their contract termination date in this block. List additional contract dates in the continuation block, if necessary. To avoid automatic cancellation of a GOCO TM account, an updated AFTO Form 43 must be submitted on or before the previous contract termination date.
BLOCKS 4h CPIN/CSTO INFORMATION	This form is used to establish/revise/cancel TODO accounts, Automated Computer Program Identification Number System (CPINS) accounts for the management of CPIN compendiums and CSCIs, and Country Standard Technical Order (CSTO) accounts for Foreign Military Sales (FMS). Select all types of accounts required.
BLOCKS 5	Enter the highest security level (unclassified, confidential, secret, restricted data, Confidential-FRD, Confidential -FRD, Secret-FRD, Secret-RD, etc.) that the organization has authorization and adequate facilities, equipment, and properly cleared personnel to receive and safeguard. Include Special Access Required (SAR) when applicable, in accordance with AFI 31-401, Managing the Information Security Program. For Nuclear Weapons and Nuclear Related EOD TODOs only, include the statement "Category 60N TOs are needed, Critical Nuclear Weapons Design Information (CNWDI) is required in accordance with AFI 31-401, and certification has been completed." The unit security officer name, rank, DSN and signature are required for security levels above unclassified. Re-accomplish the form if the facility is downgraded or if higher levels of classified are needed.

BLOCK 6 - TODO PERSONNEL

Select "Lead TODO Requiring ETIMS e-Tool Admin Rights" if the activity will use eTools to view eTOs in disconnected mode. Enter the applicable information and signatures of TODO personnel authorized to submit TO orders. There must be a primary and alternate listed. Enter "AF Portal ID" for the individuals listed as primary/alternate. This is how individuals are associated to TODO accounts in ETIMS. Click on "Next" and continue on the second page in block 10 if space constrained. US government employees, including US military, should select the "Click Here to Sign" link and digitally sign the block. All other personnel must physically sign the form prior to e-mailing or mailing a copy.

BLOCK 6A

For each TODO account an organizational e-mail account must be entered in block 6a. To facilitate the process, USAF TODOs should contact their base Communications Direct Resource Box/Active Directory manager to process a request to establish an organization TODO Outlook mail box. For an individual to be authorized access to an organizational e-mail account STINFO policy rules apply. The TODO organizational box must be created IAW TO 00-33D-2001-WA-1 with your unit information in the following specific fields: DISPLAY (example: AAC/AQY F*18HQ TODO); ADDRESS (example: 102 West D Ave, Bldg 11, Suite 144); CITY (example: Eglin AFB); STATE (example: FL); ZIP CODE (example: 32542-6808); DSN (example: 872-9300); ALIAS (example: f18hq.todo); TITLE (example: ORG); BRANCH (example: USAF); MAJCOM (example: AFMC); ORGANIZATION (example: AAC); OFFICE (example: AQY); Business Phone Number (example: (850) 882-9300).

BLOCK 7 - GOVERNMENT APPROVING AGENCY

Complete Block 7 for all TODO types. For a government TODO, including a GOCO TODO, the blocks will be completed by the activity command or maintenance/ operations supervision personnel authorized to request establishment of a TO Distribution Office. For a contractor-owned TODO, this block will be completed by the official(s) authorized to approve the contractor TO requirements for the Procurement Contracting Officer or Administrative Contracting Officer (for example, the Contracting Officer Technical Representative or on-site government Quality Assurance personnel). U.S. government employees, including U.S. military, should select the "Click Here to Sign" and digitally sign the block.

BLOCK 8 - COMMAND/ CONTRACTING OFFICER APPROVAL

Complete Block 8 only when requesting a contractor (including GOCO), Nuclear Weapons, Nuclear Related EOD and Non-Nuclear EOD TODO code. The blocks will be completed by the PCO/ACO for contractor TODOs and by the MAJCOM Functional Manager for Nuclear Weapons, Nuclear Related EOD and Non-Nuclear EOD TODOs. Nuclear weapon and nuclear related EOD TODO requests must have the original MAJCOM approving official signature, which must be the same as that provided according to Table 10-1. When there is more than one ACO or PCO monitoring contracts listed in Block 4F, additional information and signatures must be shown in the continuation block. For contractor TODO personnel, the contracting officer must confirm an approved DD Form 2345, Militarily Critical Technical Data Agreement (AFI 61-204, Disseminating Scientific and Technical Information) is on file prior to approving the AFTO Form 43. U.S. Government employees, including U.S. military, should select the "Click Here to Sign" and digitally sign the block.

BLOCK 9 - FOR AFMC TODO CODE MANAGEMENT ACTIVITY USE ONLY

Leave blank. AFLCMC/LZPT, 708 NSS/NWLT or Det 63, 688 ARSS will use this block for approval/disapproval of TODO requests.

BLOCKS 10 - CONTINUATION (2nd page of form)

Enter a TODO organizational e-mail address as another avenue for contacting TODO personnel.

The continuation section is also used to list additional contracts for contractor TODOs and to provide complete justification for Nuclear Weapon Nuclear Related EOD or Non-nuclear EOD TODOs. Additionally, this block should be used if space constrained in completing any of the blocks on the form. The justification on the form itself must be unclassified. Provide classified justification by separate letter with the AFTO Form 43 as an unclassified attachment.