

Filling out a AFMC Form 252

Print copy of cover sheet of T.O. to have a copy of the print date and change dates.
Print copies of relevant pages being changed.

Sign into Limits

Click "Technical Services"

Click "TO PCR"

Click "New" button on tool bar

Last Character is "R=Routine, W=Special Handling"

T.O. Publication Change Request - New

New T.O. PCR Record

Single T.O. PCR

Fiscal Year (YYYY): 2008

Last Character (A..Z, or Blank): R

Publication Number: 1C-135(K)R-4-5

Combination of T.O. PCR's

Control Number (or Name):

OK

Cancel

Example of General Tab

| General | | Coordination | Instructions | Publication | Attachments | Comments |
|--------------------|-----------------------------------|-------------------------------------|--------------------------|-------------|-------------|----------|
| Type | AFTO 22 Number | Priority | Security Assist | | | |
| In House | | | <input type="checkbox"/> | | | |
| Date Prepared | Date Received | To Organization | From Organization | | | |
| 04-Jun-2008 | | 550 ACSS | 552 ACSS | | | |
| Publication Number | Publication Date | Latest Change Number | Latest Change Date | | | |
| 1C-135(K)R-4-5 | 25-May-1995 | 32 | 19-Oct-2007 | | | |
| Publication Title | | | | | | |
| FUEL SYSTEM | | | | | | |
| TCTO Number | Form 252 Type | Need Date | Hardness Critical Item | | | |
| | | | N/A | | | |
| Distribution Code | Reason | Export Control | | | | |
| D | Administrative or Operational Use | <input checked="" type="checkbox"/> | | | | |

Example of Coordination Tab

| General | | Coordination | Instructions | Publication | Attachments | Comments |
|---|---|---|--|-------------|-------------|----------|
| Safety Review (OSHA) | WPNS Safety/Nuclear Surety Technical Eval | Foreign Disclosure (FDO) | | | | |
| <input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> N/A | <input checked="" type="checkbox"/> N/A | | | | |
| RGL Certification | | Environmental Impact | | | | |
| <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> AFTO Form 124 Prepared | <input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Environmental Assessment Prepared | | | |
| Remarks/Coordination | | | | | | |
| NOT MIP OR TCTO RELATED | | | | | | |
| Originator | Originator Organization | Originator Phone | | | | |
| CIV Myron Bokemper | 550 ACSS | 46743 | | | | |
| Approval | Approval Organization | Approval Phone | | | | |
| Phil Kerley | 550 ACSS | 64445 | | | | |

Example of Instructions Tab. Do not fill out any of the blocks in Publications, Attachments, or Comments Tabs.

| Page Number | Paragraph Number | Instructions |
|-------------|-----------------------|--|
| 2-280 | Figure 47 Index 2-12A | In the part number box, replace part number 92618-1 with 10-60031-506. In the description block add (Boeing SCH. 10-60031-505). |

If it is a Special Handling you need to put the coordination blocks in the next record

Print to verify information

Save

If it is a Special Handling (SH), you stamp "SPECIAL HANDLING" in red on the top and bottom of document.

Whether Special Handling or Routine and if all is good, take to get signatures and then you take original plus two copies to Cheryl Jones, or Pip Hutton and put in their inbox.

Make an extra copy for self and attach supporting documents to file away.