

# **Air Force Technical Order Digitization Decision Tree**

Version 1.3  
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Notes

(1) **The TO Manager uses a Cost Benefit Analysis (CBA) to determine the source format that best satisfies both User functional and Center sustainability requirements.** If available, a Center decision tree and CBA process may aid the process. The TO manager must coordinate the proposed format with the Center focal point and the TO funds manager.  
Center focal points are:  
AFMETCAL/MLLW  
OC-ALC/LGLDT  
OO-ALC/LGVT1  
WR-ALC/LGEA

(2) For commodity used in conjunction with weapon system TOs, determine format compatible with weapon system distribution and viewing process.

(3) **The digitization format must support, at a minimum, searchable text. For example, Image + Text IPDF.**  
The only exception is non-weapon system TOs which will leave the inventory in 5 years. Image + Text IPDF should cost less than \$1 per page.

(4) If digitized to an obsolete TMSS version, consider updating to the latest TMSS version.

Acronyms

SGML = Standardized General Markup Language  
CBA = Cost Benefit Analysis  
PDF = Portable Document Format  
IPDF = Indexed PDF  
DTP = Desk Top Publishing  
SDP = Structured DTP  
IETM = Interactive Electronic Technical Manual  
AFI = Air Force Instruction  
STD = Standard  
DTD = Data Type Description

