

AERONAUTICAL PUBLICATION CHANGE RECOMMENDATION

CONTINUATION SHEET

PAGE

OF

1. UNIT

2. OPFAC

3. CONTROL NUMBER

4. ATA CODE

MANUAL

5. MANUAL DEFICIENCY:

RECOMMENDATION:

ACMS

6. ACMS DEFICIENCY:

RECOMMENDATION:

INSTRUCTIONS FOR FILLING OUT CG FORM 22

- Block 1. Enter unit OPFAC.
- Block 2. Enter unit name.
- Block 3. Enter date CG Form 22 was approved by Unit EO.
- Block 4. Leave blank until Control Number is assigned By CG-22 Tracking System.
- Block 5. Enter brief description of recommended change.
- Block 6. Enter originator's name (First, Mi, Last, Rank).
- Block 7. Enter originator's phone number.
- Block 8. Enter "X" to indicate CG-22 Type, Pub (Publication), MPC (Maintenance Procedure Card), or Comb (change affects both a Pub and an MPC).
- Block 9. Enter aircraft or non-aircraft (ALSE, GSE, AS, PA or PO) type.
- Block 10. Select YES if recommending a change to a maintenance procedure.
Select NO if the recommendation does not affect a maintenance procedure.
- Block 11. Select YES if the Change will require a Time Compliance Technical Order (TCTO).
If TCTO is not required, select NO.
- Block 12. Enter publication number.
- Block 13. Enter most current revision date of affected publication. (This can be verified by accessing the ARSC ESD Publications web site. This will also ensure the change you recommend is applicable to the most current revision of the publication.)
- Block 14. Enter affected page(s).
- Block 15. Enter ATA chapter number, if applicable.
- Block 16. Enter affected paragraph number(s), if applicable.
- Block 17. Enter affected figure number(s), if applicable.
- Block 18. Select YES if change is to a COMDTINST.
- Block 19. Enter MPC number.
- Block 20. Enter current MPC date. (The most current MPCs are posted on each ARSC aircraft type web site or on the ARSC ESD Publications web site.)
- Block 21. Enter MPC page number(s) affected.
- Block 22. Select YES if an aircraft maintenance interval is changed; if not, select NO.
- Block 23. Enter publication deficiency and recommended change.
- Block 24. Enter MPC deficiency and recommended change.

PRINT THE ELECTRONIC FORM – ADD THE CG-22 NUMBER GENERATED WHEN LOGGING THE CHANGE RECOMMENDATION IN THE CG-22 TRACKING SYSTEM – BLOCK 4.

- Block 25. Route to local QA for approval and signature. All CG-22s originated at ARSC affecting non-aircraft specific manuals or MPCs will be routed to ESD QA for approval and signature.
- Block 26. Route to local Engineering Officer (EO) for approval and signature. All CG-22s originated at ARSC affecting non-aircraft specific manuals or MPCs will be routed through the ESD EO for approval and signature.

MAIL TO APPLICABLE PRIME UNIT

- Block 27. Prime Unit evaluates recommendation and provides Remarks.
- Block 28. Prime Unit records the date the CG-22 was received.
- Block 29. Prime Unit records the date the CG-22 is forwarded to Technical Services and updates the CG-22 Tracking System.
- Block 30. Prime Unit selects the appropriate Action Code: the options are APP (A) Approve, PAR (P) Approval is Partial, DISAPP (D) Disapprove, or Cancel (X).

- Block 31. Prime Unit selects the Priority they feel appropriate for the Change. The Priority options are U (Urgent), N (Nonroutine), and R (Routine).
- Block 32. Prime Unit determines if a TOPS (Technical Order Page Supplement) is required and selects either YES or NO.
- Block 33. Prime Unit representative signs the CG-22 **ensuring legibility**.

PRIME UNIT MAILS TO ARSC TECHNICAL SERVICES

- Block 34. ARSC Technical Services evaluates recommendation and provides Remarks.
- Block 35. ARSC Technical Services records the date the CG-22 was received.
- Block 36. ARSC Technical Services determines the routing at this point and records the date the CG-22 is forwarded to RCM (Reliability Centered Maintenance), CG-41 for COMDTINST changes, TPS (Technical Publication Services), or the MPC COTR (Contracting Officer's Technical Representative) and updates the CG-22 Tracking System.
- Block 37. ARSC Technical Services selects the appropriate Action Code: the options are APP (A) Approve, PAR (P) Approval is Partial, DISAPP (D) Disapprove, or Cancel (X).
- Block 38. ARSC Technical Services selects the Priority they feel appropriate for the Change. The Priority options are U (Urgent), N (Nonroutine), and R (Routine).
- Block 39. ARSC Technical Services determines if a TOPS (Technical Order Page Supplement) is required and selects either YES or NO.
- Block 40. ARSC Technical Services representative signs the CG-22 **ensuring legibility**.

ARSC TECHNICAL SERVICES MAILS TO RCM, CG-41, TPS MANAGER, OR MPC COTR

- Block 41. RCM Manager reviews all recommended Interval Changes and signs the CG-22.
- Block 42. RCM Manager records the date the CG-22 is forwarded to either the TPS Manager or the MPC COTR and updates the CG-22 Tracking System.
- Block 43. RCM Manager selects the appropriate Action Code: the options are APP (A) Approve, PAR (P) Approval is Partial, DISAPP (D) Disapprove, or Cancel (X).
- Block 44. RCM Manager selects the Priority for the Change. The Priority options are U (Urgent), N (Nonroutine), and R (Routine).

RCM MANAGER MAILS TO TPS MANAGER OR MPC COTR

- Block 45. CG-41 representative reviews COMDTINST changes and signs the CG-22.
- Block 46. CG-41 representative records the date the CG-22 is forwarded to either the TPS Manager or the MPC COTR and updates the CG-22 Tracking System.
- Block 47. CG-41 representative selects the appropriate Action Code: the options are APP (A) Approve, PAR (P) Approval is Partial, DISAPP (D) Disapprove, or Cancel (X).
- Block 48. CG-41 representative selects the Priority for the Change. The Priority options are U (Urgent), N (Nonroutine), and R (Routine).

CG-41 REPRESENTATIVE MAILS TO TPS MANAGER OR MPC COTR

- Block 49. TPS Manager updates the CG-22 Tracking System, dates the CG-22, and files the CG-22 for incorporation into the next publication revision cycle.
- Block 50. TPS Manager completes the CG Form 22 and updates the CG-22 Tracking System when the recommended change has been incorporated in the publication; it has been approved for printing (electronic and/or paper) and distribution. All original CG-22s are archived.
- Block 51. MPC COTR updates the CG-22 Tracking System, dates the CG-22, and forwards it to the appropriate MPC Contractor for inclusion in the MPC revision.
- Block 52. MPC COTR completes the CG Form 22 and updates the CG-22 Tracking System when the recommended change has been incorporated in the MPC; it has been approved for printing (electronic and paper) and distribution. All original CG-22s are archived.