

**BY ORDER OF THE SECRETARY OF
THE AIR FORCE**



AIR FORCE INSTRUCTION 21-101

AIR MOBILITY COMMAND

Supplement

**15TH WING
Supplement**

23 NOVEMBER 2011

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 15 MXG/QA

Supersedes: 15AWI21-103, 14 August 2007;
15AWI21-104, 24 May 2007;
15AWI21-105, 24 May 2007;
15AWI21-106, 1 March 2006;
15AWI21-116, 1 September 2007;
15AWI91-300, 27 February 2004

Certified by: 15 MXG/CC
(Col Michael J. Novotny)

Pages: 25

(Added) This supplement implements and extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010 and AFI 21-101_AMCSUP_I, *Aircraft and Equipment Maintenance Management*, 14 Feb 2011. This supplement provides the minimum essential guidance and procedures to safely and effectively maintain, service, and repair aircraft and support equipment utilized by 15th Maintenance Group and 154th Maintenance Group personnel, Joint Base Pearl Harbor Hickam (JBPHH). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publications*; route the AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of IAW Air Force Information Management system (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

SUMMARY OF CHANGES

This supplement was created to revise obsolete guidance and procedures outlined in previous 15th Air Base Wing and 15th Airlift Wing publications. It also consolidates the following programs into one cohesive 15th Wing Aircraft and Equipment Maintenance document; Fuel Systems Repair area of operations; Tool/Equipment Management procedures; Functional Operations Check Flight, In-Flight Operational Check and High Speed Taxi check procedures; Dropped Object prevention; Foreign Object damage; Handling, Storage, and Transportation of Training/Explosives.

3.4.1.16. 15 MXG/QA will be the focal point for all functional, technical and QAE matters pertaining to performance-based activities.

3.4.1.17. The PACAF RPoLE SharePoint will be the means for maintenance crosstell within the 15 MXG.

5.5.4.5. (Added) The open fuel tank repair areas are as follows: Aircraft Fuel Systems Repair Facility (Bldg 2135/Hangar 19), Open Repair Area (Fuel Cell Charlie), KC-135 Fuel Shop (Bldg 3004).

5.5.4.6. (Added) The owning organization completes an applicable aircraft fuel configuration sheet (configuration sheets will be provided by the Fuel Systems Repair Specialist).

5.5.4.7. (Added) All outside open fuel tank maintenance will stop when winds exceed 30 knots.

5.6.1.6. (Added) Non-flight line maintenance organizations, or off-base agencies requiring temporary use of AGE will submit written justification (e-mail is acceptable) to the 15 MOC no later than ten working days prior to event.

5.6.1.6.1. (Added) When a request is approved for off-base agencies the requesting agency will send an appropriate transportation vehicle, and a qualified AGE operator to the AGE flight, building 2030, hangar 15, to sign for the loaned equipment. The AF Form 1297, *Temporary Issue Receipt* will be used to issue out equipment.

5.6.8. (Added) Aircraft jack trailers should be used to transport aircraft tripod/axle jacks long distances to prevent wear and tear on wheel casters. When jacks are transported using a jack trailer ensure that jacks are secured with tie down straps.

5.6.9. (Added) Universal Maintenance Stand (UMS)/Split Deck: will not be driven from hangars/nose docks to aircraft parking area or vice versa. This is to prevent unnecessary wear and tear, and damage to its drive train components. Contact 15 MOS/MOC or AGE drivers for towing of universal maintenance stand.

5.6.10. (Added) User Responsibilities:

5.6.10.1. (Added) If any discrepancy is discovered contact 15 MOS/MOC or AGE flight. For Non Powered AGE (NPAGE) also display the red streamer (located in forms bag) so it is visible outside the unit.

5.6.10.2. (Added) Users are responsible for the pickup and delivery of NPAGE to and from the appropriate sub-pool and from spot to spot (i.e., maintenance stands, aircraft jacks, trailers, LOX carts, gaseous nitrogen carts, gaseous oxygen (GOX) carts, oil/hydraulic servicing carts, and fuel/oil/hydraulic trailer tanks). Exception: The LOX carts will be towed by AGE drivers to the

cryogenics plant when they need to be filled, and to and from the ELEN shop when scheduled inspections or maintenance is required.

5.6.10.3. (Added) Users are required to disconnect and properly stow all cables, hoses, and ensure ducts are properly stored prior to the AGE driver picking up the unit.

5.6.10.4. (Added) Oil/Hydraulic carts. If engine oil carts and hydraulic carts require fluids, the user will furnish fluids and service carts proper fluids.

5.6.11. (Added) Cryogenic Equipment. The electro-environmental shop (ELEN) will perform applicable inspections and maintenance on cryogenic equipment and is responsible for all GO81 entries and the AFTO Form 244. Exception: Since AGE is responsible for the unit frame and chassis, they will order parts and make GO81 entries for this associated area.

5.6.11.1. (Added) Cryogenic equipment status for LOX servicing carts will be monitored by AGE on a daily basis. As a minimum, the daily status will include quantity levels, inspection due dates, and current ready status.

5.6.11.2. (Added) When a liquid oxygen (LOX) cart requires servicing, the AGE driver will deliver the empty carts to the cryogenics facility. Thereafter, the AGE driver will notify the 15 MOS/MOC to call the respective ramp expediter to provide fire guards at the LOX plant (Ref: AFI 23-201, Para 2-8).

5.6.11.3. (Added) The AGE driver will pick-up and deliver cryogenic equipment to the ELEN shop for scheduled inspections and repairs.

5.6.11.4. (Added) All LOX carts will have a current AFTO Form 134 at all times. All users will be responsible for documenting product usage on the AFTO Forms 134. This documentation is critical whereas, if not properly annotated with accurate usage, the LOX cart will not be accepted for servicing at cryogenics facility. The 15 AMXS CTK Section maintains the form 134 for all LOX carts.

5.6.11.5. (Added) The users will ensure the LOX carts are not depleted during servicing below 10 gallons to prevent purging the cart.

6.2.2.28.1. (Added) MOC will maintain CANN log and assign control numbers.

6.2.6.16.4.8.2. Manual JCNs will be assigned by MOC and are used only when deemed necessary or when G081/ IMDS are unavailable. The section performing the work will be responsible for generating an AF Form 349, and inputting G081/ IMDS information within 24 hours of system availability. Any conflicts or problems with the assignment of JCNs should be brought to the attention of the DBM for resolution. 15 MOS Analysis Section will assign manual JCNs and the manual JCN list will be maintained 15MOS Maintenance Operations Center local website.

7.1.1. Automated History Equipment (AHE) from the applicable Maintenance Information System (MIS) will be used in place of the manual AFTO Form 95, *Significant Historical Data*, to document events on aircraft, engines, AGE, armament equipment, and their components. This process will be done for all items requiring an AFTO Form 95 listed in the applicable aircraft -6 TO. Items or actions to be documented on the AFTO Form 95 are listed in TO 00-20-1.

7.1.1.1. (Added) When the AFTO Form 95 is initially automated, an entry will be made in ink, on the manual AFTO Form 95 indicating date initiated, remarks: "Automated history started this date" and Organization: "15WG JBPHH 96853".

7.1.1.2. (Added) If a part is received without an AFTO Form 95, a request for the form will be submitted IAW TO 00-20-1, and a new AFTO IMT 95 will be created. Enter the following statement "Item accepted without AFTO Form 95 and new form initiated this date", with date and organization.

7.1.1.3. (Added) Maintenance actions will be annotated on the AFTO Form 95s using MIS. Print a copy of the automated AFTO Form 95 and attach it on top of the original AFTO Form 95 hard copies. Updated AFTO Form 95 will replace previous AFTO Form 95. File it in the appropriate record file.

7.1.1. 4 (Added) All historical AFTO Form 95's will be reviewed annually. After a review has been completed, the review must be documented on the automated AFTO Form 95's with the statement "Annual Historical Review c/w on this date." The rank and name of the individual performing the review, the date, and "15 WG JBPHH 96853" will be included.

7.1.2. Master Jacket File Indexes are located on the front of each applicable jacket file.

7.1.3. If there are any missing AFTO Form/IMT 781's, a missing forms letter will be generated by PS&D and sent to the 15 AMXS flight chief for a thorough search. If the forms are not located, the flight chief will annotate a detailed description of what actions were taken to locate the forms and sign and date the missing forms letter. The letter will be returned to PS&D within 5 duty days.

7.1.4. Pre-dock meetings will be held in a face to face forum. As a minimum, the following will attend the pre/post dock meetings: AMXS Production Superintendent, MXS Production Superintendent, Supply, HSC Dock Chief, crew chief, and PS&D.

7.1.5. All decentralized records are inspected on an annual basis and documented in the automated AFTO Form 95s and on the AF Form 2411. These are kept in the corresponding section of the jacket file.

7.1.6.1. (Added) SI's, TCI's, TCTO's, and ACM programs are managed in the following manner:

7.1.6.1.1. (Added) SI's will be tracked utilizing AMC Global Reach printout of ADR, or G081 screen 9188. Screens will be printed every Monday and used for monitoring purposes. As inspections are accomplished, JCN's will be crossed out to show completion.

7.1.6.1.2. (Added) TCI's will be tracked/monitored IAW **paragraph 7.2.7.** of this chapter.

7.1.6.1.3. (Added) TCTO's will tracked/monitored IAW **paragraph 7.2.6.** of this chapter.

7.1.6.1.4. (Added) ACM will be accomplished at each HSC using locally developed Configuration Verification Excel spreadsheet and reconciled with G081 screen 8043. Both will be filed with the completed HSC package in the corresponding aircraft jacket file.

7.1.8. Once notified of an accident, mishap or impoundment, PS&D will complete the following actions:

7.1.8.1. (Added) Freeze (not allow access to) aircraft jacket file.

7.1.8.2. (Added) Notify Maintenance Management Analysis (MMA) section to freeze G081.

7.1.8.3. (Added) Notify shops that have decentralized AFTO Form 95s and any other aircraft forms (781s) and instruct them to return them to the PS&D office immediately. Note: See aircraft jacket file for DD Form 2861, *Cross-Reference*, to determine decentralized records.

7.1.8.4. (Added) Consolidate all aircraft/equipment records and assemble in aircraft jacket file for pick-up by Wing Safety Office. Ensure a signed AF Form 614, *Charge Out Record*, is filed in place of the aircraft jacket file.

7.1.8.5. (Added) If directed, coordinate with MOC on aircraft inventory change, and the transfer of aircraft per instructions from Higher Headquarters.

7.1.9. Transfer inspections will be accomplished in accordance with [paragraph 7.2.9](#) of this chapter.

7.1.10. Use locally developed checklist, *C-17 Aircraft Document Review Checklist*.

7.1.11.1. PS&D will:

7.1.11.1.1. (Added) Provide locally developed Configuration Verification Excel spreadsheet to the Inspection Dock Chief at all Pre-Dock meetings.

7.1.11.1.2. (Added) After post dock meeting, ensure annotations on Configuration Verification Excel spreadsheet have been updated in MIS.

7.1.11.1.3. (Added) File annotated Configuration Verification Excel spreadsheet with HSC package in applicable aircraft jacket file.

7.1.11.2. (Added) Responsible/Owning Work center will:

7.1.11.2.1. (Added) When an out-of-configuration discrepancy is discovered, perform a physical verification of installed part/serial number to ensure actual configuration of aircraft, sign off JCN created for that part.

7.1.11.3. (Added) Dock Chief will:

7.1.11.3.1. (Added) Ensure all accessible items are verified during all HSC Inspections and annotate on the Configuration Verification Excel spreadsheet provided during the pre-dock meeting.

7.1.11.3.2. (Added) Return verified Configuration Verification Excel spreadsheet to PS&D during all Post Dock meetings.

7.1.12. The most current printed products from MIS will be used when MIS is not available for an extended period of time. When doing manual updates, cross out old information on paper product and write in new information in RED ink. Once new MIS product is received, verify the annotated information was updated on the new product.

7.2.1.1. Due to infrequent updates to the online ADR, the 15WG will use locally developed checklist, *C-17 Aircraft Document Review Checklist*, that is maintained by the 15 MOS Plans and Scheduling section to accomplish documents reviews.

7.2.1.2. ADRs will be accomplished at least every 60 days.

7.2.1.3. ADR Procedures:

7.2.1.3.2. Plans and Scheduling will schedule an ADR for accomplishment.

7.2.1.3.5. (Added) Using locally developed checklist, a 15 AMXS crew chief will run appropriate MIS documents and initiate the ADR.

7.2.1.3.6. (Added) Once the checklist is complete, the crew chief will return the package to P&S for review.

7.2.1.3.7. (Added) P&S will review and sign the completed package then file it in the jacket file. The crew chief will sign off the ADR in the MIS and aircraft forms.

7.2.2.1.1. EMB is run through Boeing® at Joint Base Lewis-McChord. All pre-dock participation will be done via e-mail correspondence and incorporated with the HSC package.

7.2.3.2. Additional attendees will include MXS Production Supervisor, AMXS Production Supervisor and QA.

7.2.5.1. The Boeing vector system is used for major maintenance work processing coordination using REDI's instead of TO 00-25-107 requests.

7.2.5.2. The requesting organization will submit a REDI via QA for approval using the Boeing vector system.

7.2.5.2.1. (Added) Once approved by QA and forwarded to Boeing for disposition, the requesting agency will ensure P&S receives a copy of the REDI for any possession code updates.

7.2.5.2.2. (Added) Once disposition is received, the requesting agency will ensure P&S receives a copy of the disposition for any possession code updates.

7.2.5.2.3. (Added) Once work is completed; the requesting agency will notify P&S for any possession code updates.

7.2.6.2.2.3. Time Compliance Technical Order (TCTO) folders will be standardized across the Wing. 6-part folders will be used with the following format:

7.2.6.2.2.3.1. (Added) Part 1 – Stamped, official copy of basic TCTO and all supplements.

7.2.6.2.2.3.2. (Added) Part 2 – Copy of AF IMT 2410, *Inspection/ Planning Checklist*.

7.2.6.2.2.3.3. (Added) Part 3 – Copy of e-mail notifications.

7.2.6.2.2.3.4. (Added) Part 4 – Conversation Record

7.2.6.2.2.3.5. (Added) Part 5 – Copy of G081 screen 8023.

7.2.6.2.2.3.6. (Added) Part 6 – Copy of AF IMT 2001, *Notification of TCTO Kit Requirements* and/or supply cover memorandum from QA, if required.

7.2.6.2.2.3.7. (Added) Label with TCTO number, Title, and Grounding date (60 days prior to Rescission date) on upper right hand side of Part 6 of the folder.

7.5.2. MOF/PS&D will provide updated capabilities computed by Maintenance Data Systems Analysis (MDSA). MOF PS&D will also provide the (PDM) Schedule.

7.10.6.1. (Added) When an aircraft is transferred to GRIP or permanently, the support section will forward the 2692's to the P&S section.

7.10.6.2. (Added) Dash -21 equipment is maintained by the 15 AMXS support section. An appointment letter will be initiated and forwarded to the P&S section.

8.14.5. LCLs, LJGs and LWCs will be managed like technical orders.

8.14.7. All TODA inspections will be no notice.

8.14.10. (Added) Technical Orders found missing from a library will require a lost tool/missing item report to be accomplished in accordance with Chapter 10 of this instruction. A copy of the report will be provided to the TODOM; no replacement T.O. will be ordered until a lost tool report is filed. If the T.O. was lost during a mission, the lost tool/missing item report must include a list of all stations at which the aircraft stopped.

8.14.11. (Added) Technical Order Distribution Account Representatives (TODARS) will be designated in writing by completing a 15WG Form 23, *TODA Designation and Data Form*, which will be submitted to the TODO.

8.14.11.1. (Added) TODARs are required to check their distribution boxes located in the TO Distribution Office (TODO) office weekly.

8.14.11.2. (Added) TODARs will use the 15WG Form 22, *Technical Order Request Form*. The form is available electronically on the AF e-Publishing website at www.e-publishing.af.mil for all requisitions and will forward to the TODOM as an e-mail attachment.

8.14.11.3. (Added) Date format annotated on Title Page or List of Effected Pages (LEP) for LEP and Annual Index checks will be entered as YYYYMMDD.

8.14.11.4. (Added) Use a locally devised worksheet to track and document the annual LEP/annual index. The date on the worksheet will mirror the date in T.O...

8.14.11.5. (Added) A TODA continuity binder will be maintained by the TODAR will be tabbed as follows:

8.14.11.5.1. (Added) TAB A – TODA Data Form

8.14.11.5.2. (Added) TAB B – Certificates of Training

8.14.11.5.3. (Added) TAB C – ETIMS Master T.O. Report

8.14.11.5.4. (Added) TAB D –Annual Index/LEP Check Worksheet

8.14.11.5.5. (Added) TAB E –Correspondence (Letter/messages from the TODO)

8.14.11.5.6. (Added) TAB F –Miscellaneous

8.14.11.6. (Added) TODARs will file the most current version of the ETIMS Master T.O. Report distributed monthly by the TODOM.

8.14.11.7. (Added) All foreign objects will be removed from the T.O. prior to placing it back into the library (i.e., pens, pencils, tags, bolts, etc.).

8.16.1. C-37A and C-40B. These aircraft are Commercial Derivative Aircraft and are maintained under Contractor Logistics Support programs; therefore, they primarily use commercial manufacturer manuals. These manuals do not provide Air Force equivalent guidance on specific maintenance actions requiring a Functional Check Flight (FCF), i.e. -6 Technical Order.

8.16.1.1. C-37A. When aircraft maintenance is performed which warrants a functional check flight, 15 MXG/QAR will coordinate with 65 AS/DOP and PACAF/A4MYA to apply for a Gulfstream FCF aircrew once the MXG/CC and OG/CC determine an FCF is required. Any contracted support will be charged Over and Above.

8.16.1.2. (Added) C-40B. When work is performed which warrants a functional check flight, 15 MXG/QAR will coordinate with 65 AS/DOP and PACAF/A4MYA to apply for a Boeing FCF aircrew once the MXG/CC and OG/CC determine an FCF is required. Any contracted support will be charged Over and Above.

8.16.2.1. The OG/CC will appoint the FCF OIC and the FCF OIC will:

8.16.2.1.1. (Added) Coordinate on all issues dealing with FCF events, as required.

8.16.2.1.2. (Added) Review FCF results on a continuing basis and recommend modified FCF criteria and procedures.

8.16.2.2. C-17 Boeing flight crews, under the current Flex Sustainment Contract, will fly any FCF required for C-17 aircraft at Hickam Field. Plans, Scheduling and Documentation (PS&D) will apply for FCF Boeing crews once the MXG/CC and OG/CC determine an FCF is required.

8.16.3.3. Initiate the FCF worksheet used to record coordination requirements and aid the prebrief.

8.19.1.1. Ensure at least two QA personnel are trained and qualified W&B technicians.

8.19.1.2. The QA W&B manager will work with P&S during the scheduling of 60 month GRIP/depot cycle where aircraft weighing will take place or otherwise required. Current chart "C" will be recertified prior to transfer of aircraft, then transferred via e-mail to GRIP W&B manager. Upon return from GRIP, chart "B", *Aircraft Weighing Record*, will be verified, printed and added to primary W&B handbook

8.19.1.5. Essential W&B data is available in the Primary W&B handbook located in the QA office, the Supplemental W&B handbook installed on each aircraft and also on the QA local web site. Any time any W&B data changes all three of these locations will be updated.

8.19.1.8. Maintain primary and supplemental W&B handbooks for all assigned aircraft and ensure all information is complete and accurate IAW T.O. 1-1B-50. W&B records will be updated as required for removal of miscellaneous equipment, accomplishment of Time Compliance Technical Orders (TCTOs) and any other events that affects W&B of the aircraft.

8.19.1.8.1. (Added) The primary aircraft handbook will be maintained in a master file in the QA office, which will include all historical W&B documents for each aircraft.

8.19.1.8.2. (Added) The supplemental handbook for C-17 aircraft will be maintained onboard at fuselage station (F.S.) 380 right side on each assigned aircraft.

8.19.1.8.2.1. (Added) Any time the supplemental W&B handbook is removed from the aircraft an entry will be made in the 781As to reflect a red X condition. The write-up will state the reason for removal and location of the handbook for example "W&B handbook removed to QA office for update". This discrepancy can be signed off by any red X qualified technician who has physically verified the book has been placed back onto the aircraft. This discrepancy requires only the corrective action and signature in the inspected by block, no corrected by signature is needed.

9.3.5. Notify QA when Contractor Logistics Support (CLS), C-37A and C-40B aircraft, are involved. The contract quality assurance representative will serve as the Impoundment Official.

9.6.1. Upon notification of selection as an Impound Official the individual will coordinate with QA and MOC.

9.6.3.1. (Added) Upon notification of an impoundment decision, QA will:

9.6.3.1.1. (Added) Verify impoundment authority is listed on SCR.

9.6.3.1.2. (Added) Assign the impoundment a local control number using internal control log.

9.6.3.1.3. (Added) Deliver an impoundment control folder with impoundment checklist to the Impoundment Official.

9.6.3.1.4. (Added) In the event G081 is down for any reason, QA will provide an AFTO 781A/AFTO 244 preprint with appropriate entries.

9.6.3.1.5. (Added) Review the aircraft/equipment forms prior to impoundment release and annotate the review in the appropriate block of the AFTO Form 781A.

9.6.3.1.6. (Added) Accompany the Impoundment Official during impoundment release proceedings at the request of the Impoundment Official.

9.6.5.2. The Impoundment Official will control access to MIS through DBM or the MOC. The MOC or DBM will only unlock the aircraft/equipment access at the discretion of the Impoundment Official.

9.6.5.5. (Added) For engine/equipment impoundments the Impoundment Official will ensure the following:

9.6.5.5.1. (Added) Engines, components, aerospace ground equipment, and support equipment impoundments will be initiated, controlled and terminated utilizing the preprinted AFTO Form 244 which will reflect the impoundment as a Red "X" condition.

9.6.5.5.2. (Added) Receive the impoundment control folder from 15 MXG/QA and place the AFTO 244 preprint with the equipment forms.

9.6.5.5.3. (Added) Ensure AFTO 244 preprint is filled out correctly stating the condition and reason for impoundment.

9.6.11.1. (Added) Prior to release from impoundment the appropriate squadron Maintenance Operations Officer (MOO) or Superintendent (SUPT) will conduct a thorough forms review of corrective actions. Document forms review in appropriate block of AFTO Form 781A or AFTO 244.

9.6.11.2. (Added) Once the MOO/SUPT complete the forms review and concur with all associated corrective actions the Impoundment Official will sign the "Corrected by" block of the impoundment discrepancy.

9.6.11.3. (Added) The Impoundment Release Authority officially releases the aircraft/equipment from impoundment by reviewing the corrective actions in the AFTO Form 781A or AFTO 244 and signing the "Inspected by" block.

9.6.11.4. (Added) Once released from impoundment all Impoundment Official will return completed checklist to 15 MXG/QA for historical filing.

9.6.13.2. (Added) Aircraft/Equipment in transient at Hickam Field will be impounded in coordination with the aircraft commander and/or the home station MXG/CC.

10.2.1.5. At no time after issue will tools or equipment be transferred from one individual to another without a documented joint hands-on inventory, with the approval of the Production Superintendent. The accepting personnel will issue a hand receipt, AF Form 1297, to the relieved personnel for all tool/equipment transferred. The hand receipt will be utilized by the tool room custodian/personnel to transfer employee numbers in TAS/TcMax. If repairs and work require several shifts to complete the hand receipts will be maintained until all tools/equip have been returned to the tool room and verified by the custodian/personnel.

10.2.1.6. See paragraph 10.8.

10.2.1.7. Equipment Identification Designators are established by the 15 MXG/CC, (see **Attachment 18**).

10.2.1.9.2.1. Rags will be issued/replaced on a one-for-one basis.

10.2.1.9.2.2. All rags issued in a predetermined number with CTKs will be listed on the contents listing.

10.2.1.9.2.3. Rags may be issued in a container. The container will be properly identified for sign in and out of TAS and will have the number of rags annotated on the container.

10.2.1.9.2.3.1. (Added) Replacement of the container with rags satisfies the one-for-one issue/replacement concept.

10.2.1.9.2.3.2. (Added) Pre-packaged containers will be used for mobility and TDY requirements.

10.2.1.9.2.4. (Added) Rags will be controlled as tools and signed in and out of TAS. Lost tool/item procedures will be followed for missing or lost rags.

10.2.1.9.2.5. (Added) CTK custodians will establish procedures to ensure how many rags are on hand (segregate clean and dirty/oily rags).

10.2.1.10. CTK custodians and specifically designated government purchase cardholders are the only personnel authorized to procure tools.

10.2.1.11. Locally Manufactured procedures for 15 WG are outlined in this chapter and Chapter 14 of this instruction.

10.2.1.12. When a depot team, factory representative or contract field team works on aircraft or equipment assigned to 15th WG they will comply with applicable procedures contained within this instruction for tool control and accountability. Tool control for visiting maintenance teams will be verified by the 15 MXG/QAR assigned to the team.

10.2.1.13. For 15 AMXS/735 AMS Support Section refer to support agreement.

10.2.1.15. In sections with minimal personnel or a single person on shift, utilize the squadron production superintendent or neighboring section to conduct either inventory.

10.2.1.16. Only personnel listed on the entry authorization list (EAL) are authorized unescorted access to a sections tool room/support section. All others that require access will be escorted by a person authorized above. The EAL will be posted at the entry to support section.

10.2.1.17. Aircrew and AFE tools will be managed in accordance with the applicable portions of this chapter per AFI 11-301, Vol 1. As a minimum their procedures will ensure that all personnel account for all CTKs, tools, and dispatchable equipment at the beginning and end of each shift, when moving from aircraft to aircraft, annually, and when custodians change. If at any time an item is found missing it will be immediately reported to the 15 MOC and AFE will coordinate with the Production Superintendent to complete lost tool procedures IAW this chapter.

10.3.6. The 15 WG defines a MIL as a complete printed TAS/TcMax inventory and 15WG Form 28, *Broken/Removed Tool Log*. The 15WG Form 27, *Composite Tool Kit (CTK) Log* will be utilized to sign-out/sign-in each CTK/item when TAS/TcMax is unavailable. These procedures are considered a back-up system for TAS/TcMax. See 15WG Form 27.

10.3.6.5. Document broken/removed tools in the MIL on the 15WG Form 28.

10.4.1.2. When TAS/TCMax is not available, while deployed; 15WG personnel will utilize a 15WG Form 27.

10.4.3.5. Technical Order Distribution Accounts (TODAs) that use e-tools may load digital technical orders (DTOS) on the e-tool hard drive provided they ensure the most current distributed version is loaded. TODAs must have a subscription for the TO to have it loaded to the e-tool.

10.6. Locally manufactured tools/equipment must be approved for manufacture by QA. QA and the owning work center will maintain records of all approved locally designed tools and equipment, including pictures and drawings. If a TO contains the option of a locally designed tool, QA and the user do not need to coordinate or maintain records on that tool as long as it remains approved by the TO. Follow Local Manufacture Processing Procedures as outlined in **paragraph 11.19**.

10.8. A lost tool/item is any item discovered to be unaccounted for at the time of inventory, turn-in or personal inspection. This includes individual equipment, broken items or tools where all pieces are not accounted for.

10.8.1.3. When notified of a lost tool/item the MOC will:

10.8.1.3.1. (Added) Make an announcement on the applicable nets identifying the lost tool/item and last known location or tow/taxi route.

10.8.1.3.2. (Added) Notify 15 MXG/QA when a lost tool/item control number has been issued.

10.8.1.3.3. (Added) If the tool/item is believed lost on an aircraft that has taxied or is flying, the MOC will notify the Command Post who will in turn notify the pilot and recall the aircraft, if necessary.

10.8.1.3.4. (Added) If the aircraft cannot be contacted, contact the Command Post at the destination base to ensure the aircraft is searched before the next flight. Provide them with the nomenclature, description and last known location of the missing tool/item.

10.8.1.5. Initiate a thorough search for the tool/item. If the tool/item is not found within one hour, the person issued the tool/item will initiate a 15WG Form 25, *15MXG Lost Tool/Item Investigation Worksheet Report*.

10.8.1.5.1. (Added) The 15WG Form 25 is given to the Pro Super or Shift Supervisor who will initiate the investigation and be the Senior Investigation Official (SIO).

10.8.1.5.1.1. (Added) SIO will:

10.8.1.5.1.1.1. (Added) Ensure proper aircraft AFTO 781 series forms and lost tool/item report documentation procedures are followed.

10.8.1.5.1.1.2. (Added) Notify MOC with the results so the lost tool report log can be annotated.

10.8.1.5.1.1.3. (Added) Ensure 15 MXG/QA is notified of the results and provide the original completed 15WG Form 25 to 15 MXG/QA within 24 hours.

10.8.1.5.1.1.4. (Added) Ensure the shift responsible for the lost tool/item remains on-duty until the tool/item is found or they are released by their MOO/SUPT. The MOO/SUPT will determine which work centers will remain on-duty when two or more work centers operate out of one tool room or support section.

10.8.1.6.1. (Added) If a lost tool/item is found during the above procedures the SIO will notify the applicable personnel above, terminate the search by signing the "Terminated By" block of the 15WG Form 25 and clear the RED X in the aircraft or equipment forms.

10.8.1.7.1. (Added) MOC will immediately notify MXG/CC when a lost tool/item involves an aircraft that has taxied, taken off, has had its departure delayed, or has been impounded.

10.8.1.7.2. (Added) Notify the MXG/CC of the lost tool/item after 6 hours of search time has elapsed or the search has been terminated by the appropriate MOO/SUPT, whichever comes first.

10.8.1.8.1. If a lost tool/item cannot be found, follow the above procedures and notify the applicable MOO/SUPT who will be responsible for terminating the search, clearing the RED X condition and signing the "terminated by" block of the lost tool report closing out 15WG Form 25.

10.9. (Added) Initiate a 15WG Form 25, as follows:

10.9.1. (Added) The production supervisor will notify MOC immediately with pertinent information and get a lost tool/item control number.

10.9.2. (Added) MOC will issue the control numbers for all 15WG Form 25. The control number will consist of an 8 digit number beginning with the last two digits of the year followed by the three digit Julian date and a three digit sequence number. The sequence number will start at 001 at the beginning of the calendar year and increase by 1 until the end of the calendar year, i.e. 98-001-001, 98-010-002, 98-123-003, etc. Once a control number has been issued, it will not be rescinded or deleted.

10.9.3. (Added) For 15WG Form 25, Section V, Senior Investigation Official will appoint investigator(s). The investigator(s) is/are responsible for performing and coordinating the search for the lost item and reporting findings in the remarks section of the lost tool/item report.

10.9.4. (Added) The investigation will encompass factors that caused the loss of the tool/item and any delays in the discovery and reporting of the missing tool/item.

10.9.5. (Added) If a control number has been assigned to the lost tool/item report, the report must be completed even if the item is located prior to the report's completion.

10.9.6. (Added) For 15WG Form 25, Section IV, special attention to detail is required in the remarks block. The statement by the individual charged with the loss of the item, combined with the statement(s) of the investigator(s) must identify areas affected, (engine inlets, flight deck, flight controls, taxiways, etc.) annotating that these areas were adequately inspected. Critical areas will be inspected by a 7-level technician.

10.9.7. (Added) The SIO will take the original and completed 15WG Form 25 to 15 MXG/QA. The applicable squadron or support section will maintain a copy in its master CTK continuity book. If a tool/item was not found and involved an aircraft, a copy will be filed in the applicable jacket file. All lost tool/item reports will be maintained for 1 one year, except those filed in the jacket file. These will remain through the next scheduled Depot level inspection.

10.9.8. (Added) Lost tool/item information during a temporary duty will be called back to the MOC to get a control number and these procedures will be followed to the maximum extent possible.

11.19. Ensure LM of procurable aircraft components is restricted to aircraft mission capable (MICAP) requirements or special circumstances exist. Special circumstances include excessive lead time or unacceptable supply status.

11.19.1.1. (Added) The 15 MXS/15 AMXS MOO/SUPT of the manufacturing work centers are designated as LM approval authority for the following items: items without a valid LM SMR code, special tools and equipment not specified by the T.O. or non CA/CRL equipment and non-aircraft components (e.g.: drip pans, signs). The requests for special tools and equipment not listed in the T.O. or non CA/CRL equipment are approved or disapproved after coordinating with 15 MXG/QA to justify the requester's needs and intended use.

11.19.1.2. (Added) The manufacturing Section Chiefs or designee are designated as the approval authority for aircraft parts that have a valid LM SMR code, and for fabrication or modification of tools and equipment authorized by specific T.O.

11.19.5. (Added) 15 MXS/AMXS MOO/SUPT of the fabricating work center will:

11.19.5.1. (Added) Ensure sufficient LM capability exists to meet mission requirements, ensure correct procedures are followed and prevent abuse of the LM process.

11.19.5.2. (Added) Ensure LM request for non-aircraft components are evaluated against cost difference in materials, time and man hours to procuring Commercial Off-The-Shelf (COTS) like items.

11.19.5.3. (Added) Ensure disapproved LM requests include specific justification why the LM cannot or should not be performed.

11.19.6. (Added) Fabricating work center Section Chief or designee will:

11.19.6.1. (Added) Coordinate LM requests applicable to the section and provide justification for refused LM requests.

11.19.6.2. (Added) Assist requester in determining required materials and quantities.

11.19.6.3. (Added) Change job status in G081 when materials are received and work is started.

11.19.6.4. (Added) Complete, sign, and attach DD Form 1574, Serviceable Tag—Material, to the completed LM item. Contact customer to pick up the asset and notify 647 LRS Maintenance

Supply Liason (MSL) or 647 LRS Aircraft Parts Store (APS) to close G081/AFTO Form 350, Repairable Item Processing Tag.

11.19.6.5. (Added) Approve/disapprove storage of parts/materials for LM work order

11.19.7. (Added) 647 LRS/Customer Service will:

11.19.7.1. (Added) Load National Stock Numbers (NSN) and Part Numbers (PN) not loaded in G081 or supply system during normal duty hours.

11.19.8. (Added) 647 LRS/MSL or APS will:

11.19.8.1. (Added) Research and verify parts availability

11.19.8.2. (Added) Load National Stock Numbers (NSN) and Part Numbers (PN) not loaded in G081 or supply system when customer service is not available.

11.19.8.3. (Added) Process LM request IAW AFMAN 23-110, Part 2, Chapter 11.

11.19.8.4. (Added) Validate the LM SMR code in appropriate TO and determine if a LM requirement exists.

11.19.8.5. (Added) Generate/Print out AFTO Form 350, Repairable Item Processing Tag for outside agencies/contractors not having G081 capabilities.

11.19.8.6. (Added) Take action on cancellation/disapproval of LM request worksheet and file as required.

11.19.8.7. (Added) Forward copy of cancelled/disapproved LM request worksheet to requester after completion of action.

11.19.9. (Added) QA will:

11.19.9. 1 (Added) Coordinate requests to approve and use LM tools or modify tools and/or non CA/CRL equipment not specified by TO.

11.19.10. (Added) LM requests will be completed in compliance with LM request procedures: (See **Attachment 19**) and will be submitted on 15WG Form 26, *Local Manufacture Request Worksheet*.

13.1.1. (Added) Launching, Recovering, and Downloading Munitions Loaded Aircraft.

13.1.1.1. (Added) Prior to taxiing munitions-loaded aircraft, aircrew and launch team members will be aware of safe distance established in the event of an incident that requires emergency evacuation of aircraft.

13.1.1.2. (Added) Prior to aircraft landing at Hickam Field, the aircrew will complete applicable checklist procedures and notify the Command Post of arrival and munitions status. The Command Post will then forward the information to the MOC, who will notify 15 AMXS and 15 MXS Production Superintendents of any necessary actions.

13.1.1.3. (Added) The aircrew will stop the aircraft immediately after departing the active runway and deplane the scanner or loadmaster to check all CMDS dispensers for partially ejected flares. If a partially ejected flare is detected, follow procedures in **paragraph 13.1.2**.

(Added) **NOTE:** Aircraft that have come to a full stop and taxi for another take-off, do not require a partially ejected flare check prior to takeoff.

(Added) **NOTE:** All flares downloaded at home station require a post-use inspection by qualified munitions personnel prior to being released for further use. An inspection is not required if flares are downloaded temporarily to facilitate other maintenance for EWS software loads or operational checks.

13.1.2. (Added) Partially Ejected Flare Procedures.

(Added) **NOTE:** Flares used in the ALE-47 system that fail to fire are not considered partially ejected flares.

13.1.2.1. (Added) When a partially ejected flare condition is suspected in flight:

13.1.3. (Added) The aircrew will:

13.1.3.1. (Added) Notify the Control Tower and Command Post of the suspected partially ejected flare condition by declaring an in-flight emergency (IFE).

13.1.3.2. (Added) Verify that the DS is safe according to all system safety procedures before landing.

13.1.3.3. (Added) Avoid bringing the aircraft to a full stop anywhere on the ramp that might restrict the flow of emergency and maintenance vehicles from responding to a partially ejected condition and increase the safety risk to the aircraft and crew. Taxi suspect aircraft to the following "HOT Cargo" pad.

13.1.3.1. (Added) Deplane a scanner or loadmaster to visually check for partially ejected flares. If a partially ejected flare is detected, the crew will shut down and then evacuate the aircraft and establish a 600-foot cordon around the aircraft.

13.1.3.2. (Added) The aircrew will declare a ground emergency with the tower, shut down and evacuate the aircraft, and establish a 600-foot cordon around the aircraft.

13.1.4. (Added) Command Post will:

13.1.4.1. . (Added) Initiate the partially ejected flare ground emergency checklist if not received via crash net.

13.1.4.2. (Added) Obtain parking location from MOC for a partially ejected flare check and forward that location to the aircrew.

13.1.4.3. (Added) Notify Fire Department and EOD of the suspected partially ejected flare condition and location of aircraft.

13.1.5. (Added) EOD will:

13.1.5.1. (Added) Safe the DS, remove any/all partially ejected flare, and notify the fire department incident commander for termination of the ground emergency.

13.1.6. (Added) Partially ejected flare encountered by the scanner or loadmaster inspection and an IFE was not previously declared:

13.1.6.1. (Added) The aircrew will declare a ground emergency with the tower, shut down and evacuate the aircraft, and establish a 600-foot cordon around the aircraft.

13.1.6.2. (Added) The Command Post will initiate the ground emergency checklist and forward aircraft location to the Fire Department and EOD.

13.1.6.3. (Added-15WG) EOD will safe the DS, remove any/all partially ejected or flare, and notify the fire department incident commander for termination of the ground emergency.

13.1.7. (Added) Requesting, Transporting, and Loading Flares.

(Added) **NOTE:** Built-up flares will not be floor loaded on aircraft. Ref: AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*.

13.1.7.1. (Added) 15 AMXS will have a minimum of one load team per shift per AMU to cover flare upload and download operations.

13.1.7.1.1. (Added) Upon completion of the preload checks, the 15 AMXS Production Superintendent will coordinate flare delivery, including flare configuration through the 15 MXS Production Superintendent (MAKO SUPER) and notify MOC of the flare upload status.

13.1.7.2. (Added) The MOC will notify the Fire Department:

13.1.7.2.1. (Added) When any flare-loaded aircraft is on station. Provide Aircraft tail number, parking location, and departure time.

13.1.7.2.2. (Added) When flare upload and download operations begin and end.

13.1.7.2.3. (Added) When a partially ejected flare condition is encountered.

13.1.7.3. (Added) Load crews will:

13.1.7.3.1. (Added) Notify the MOC and the 15 AMXS Production Superintendent upon receipt of flares and when the upload and download operations begin and end.

13.1.7.3.2. (Added) Weapons and Tactics has set 10% mispolls as rejection criteria for minimum load requirements per flare configuration.

13.1.7.3.4. (Added) Store countermeasures dispensing system (CMDS) dispenser cover panels in aft cargo bay storage locations on aircraft following munitions upload. These assets along with the empty flare magazine containers will remain with the aircraft at all times.

13.2.1.8. The coordination of scheduling personnel has been delegated to the WTQC in conjunction with MQTP.

13.2.1.9. WTQC will coordinate with MQTP for scheduling of load training aircraft with PS&D.

14.6.3.1.2.1. (Added) The 15 MXG ASIP Project Officer may act as the 15 AMXS ASIP Monitor.

14.6.3.1.2.2. (Added) The 15 AMXS ASIP monitor will:

14.6.3.1.2.2.1. (Added) Develop and maintain an SFDR data accountability program.

14.6.3.1.2.2.2. (Added) Maintain open lines of communication with SFDR representatives at Tinker AFB and Boeing.

14.6.3.1.2.2.3. (Added) Review the SFDR summary from Tinker AFB once a month and take action to correct negative collection trends.

14.6.3.1.3.1. (Added) Deployed Technicians will:

14.6.3.1.3.1.1. (Added) Ensure they have all equipment needed for download of SFDR data.

14.6.3.1.3.1.2. (Added) Maintain and document all downloads until they can be returned to home station for transmission to Tinker AFB.

14.6.3.1.4.1. (Added) Ensure all personnel required to maintain SFDR systems are trained and kept up to date on local procedures. Training will be documented in individual TBA records.

14.6.3.1.4.2. (Added) Cross Utilization Training (CUT) for personnel outside the 2A5X3B career field will be documented in TBA using the applicable task(s) from the 2A5X3B CFETP.

14.6.5.1.1. (Added) During scheduled HSC inspections.

14.6.5.1.2. (Added) Prior to replacing or cannibalizing the Signal Acquisition Unit (SAU) or Crash Survivable Memory Unit (CSMU).

14.6.5.1.3. (Added) As specified in 1C-17A-6, Inspection Requirements Manual (i.e. hard landings, severe turbulence).

14.6.8.4.4. (Added) Coordination:

14.8.4.4.1. (Added) CANN requests from outside of 15 MXG will be coordinated with the MXG/CC, CD, or Superintendent.

14.8.4.4.2. (Added) CANNs off aircraft/equipment coordinated by the Sq pro super.

14.8.4. 5 (Added) CA will:

14.8.4.5.1. (Added) Verify valid document number(s) exists for the required part.

14.8.4.5.2. (Added) Coordinate with 15th Maintenance Operation Center (MOC) for CANN number.

14.8.4.5.3. (Added) Verify CANN number in the donor aircraft forms.

14.8.4.5.4. (Added) Ensure document number(s) is assigned to the correct aircraft/equipment.

14.8.4.5.5. (Added) Notify AMD through MOC of all CANN actions required to repair off-station aircraft or aircraft owned/operated by another major command.

14.11.1. 3 Dropped Object Prevention (DOP) is the responsibility of all aircraft operators and maintainers. Anyone suspecting a dropped object will immediately notify the appropriate production supervisor or flightline expediter.

14.11.1.4.1. (Added) Upon completion of the investigation, the DOPP monitor will provide a copy of the Dropped Object Investigation checklist, to the following: PACAF/LGM, 15 MXG/CC, 15 AMXS/CC, 15 MXS/CC, 15 WG/SEF, home station DOPP Monitor (as required).

14.11.1.5. 4 (Added) Upon discovery of a dropped object the MXS production supervisor will initiate the 15WG Form 24, *Dropped Object Investigation Checklist*.

14.14.8.3. 1 (Added) 15 MXG personnel will document F-117 engine blade blending on the 15WG Form 29, *Blade Blending Worksheet F-117 Engine*, and forward completed form to engine management.

14.19.2.1.1. (Added) Personnel will inventory tools and perform FO check of the work area upon completion of maintenance actions.

14.19.2.8.1. (Added) Flightline Vehicle FOD Prevention:

14.19.2.8.1.1. (Added) The FOD prevention monitor for Airfield Management will ensure the driver's training program stresses the importance of FOD prevention and control applicable to vehicle operations on the flightline.

14.19.2.8.1.2. (Added) Vehicles will only access the aircraft parking areas, taxiways and runway by entry points approved by Airfield Management. FOD checks will be accomplished on vehicles and towed trailers or equipment at these entry points prior to entering the airfield. If leaving a paved surface becomes necessary, re-check all tires for debris before re-entering.

14.19.2.8.1.3. (Added) All items permanently assigned to a vehicle will be marked with the vehicle ID number or registration number and annotated on the vehicle's AF Form 1800/1806 "Other" block to ensure accountability. If lost or misplaced, these items will be reported in accordance with lost tool/items procedures.

14.19.2.8.1.4. (Added) Containers will be marked with the letters "FOD". FOD containers must be secured to the vehicle in a manner that would prevent the container from tipping over while the vehicle is in motion. The lid must be secured to prevent the container from inadvertently opening.

14.19.2.11. Production Superintendents or expeditors will report any area of the flight line requiring repair to Airfield Management through the MOC.

14.19.2.11.1. (Added) To ensure adequate flight line FOD WALK coverage, the 15 WG/CC or designated representative may assign additional wing units to perform weekly, monthly or before the first flight of the day FOD walks.

14.19.2.11.2. (Added) FOD walk procedures:

14.19.2.11.2.1. (Added) A FOD walk supervisor will be assigned and will be responsible for completing the following.

14.19.2.11.2.2.1. (Added) Contact the 15 MOC prior to the beginning and at the completion of all FOD walks.

14.19.2.11.2.2.2. (Added) Organizing and controlling the walk at all times and ensuring the team concentrates on the task at hand (looking for FO). Distance between individuals should permit adequate coverage and prevent overlooking any area of responsibility. Maintain effectiveness of the walk by ensuring team members remain in a "line abreast" formation and pause to reform line when required.

14.19.2.11.2.2.3. (Added) Ensure all grounding points are kept clean of debris at all times and be of high interest item for FOD walks. When needed, units can use a vacuum or hand clean the grounding points on the parking ramp.

14.19.2.11.2.2.4. (Added) Areas of Responsibilities for unit FOD walks will be maintained by the 15 WG FOD Monitor who will ensure that individual unit FOD Reps are aware of their AOR.

14.19.2.14.1. (Added) All personnel entering aircraft cockpits will ensure that personal belongings are properly secured to prevent FOD.

14.19.2.22.1. (Added) FO found but not accessible will be documented in AFTO 781 series forms with the exact location to facilitate removal.

14.19.4.6. (Added) Units will designate FOD Representatives whose duties will include:

14.19.4.6.1. (Added) Post on the unit designated location the names of the unit FOD representatives and the wing FOD Manager and Monitor. Update the designated location with FOD related items from the WG FOD Monitor

14.19.4.6.2. (Added) Coordinate the weekly FOD walk and report findings to Wing FOD Monitor after the event.

14.19.5.1. Conduct an initial investigation to determine the cause of the FOD mishap. The initial investigation will be accomplished immediately after receipt or discovery of damage to an engine/aircraft. All maintenance will cease in the mishap area until cleared by the production supervisor in coordination with QA personnel. All units will notify the Maintenance Operations Center (MOC) of FOD incidents. MOC will then notify Wing Safety.

14.19.7.1. (Added) Bird Strike to Engine Procedures.

14.19.7.1.1. (Added) Bird strike damage to engines is not chargeable as FOD, but must be investigated to preclude the 15 WG from being charged with a FOD incident.

14.19.7.1.2. (Added) Upon discovery of a bird strike to the intake area, a red X entry will be placed in the AFTO Form 781A requiring an inlet inspection by a qualified technician. Particular attention is required to the leading edges of second stage fan blades. The MOC, Flight Safety Office, Wing FOD Monitor and QA Investigator must be notified.

14.19.7.1.3. (Added) Inspect engine intake and air/oil coolers for bird remains.

14.19.7.1.4. (Added) Any damage noted will be documented in the engine records and aircraft AFTO Form 781A and reported to the wing FOD monitor.

14.19.7.1.5. (Added) Bird remains will be collected in a double plastic bag for typing/matching. Contact Flight/Base Safety for disposition.

14.19.7.1.5.1. (Added) Units will use proper PPE (non-sterile vinyl or nitrile gloves, safety goggles/glasses, and coveralls) due to contaminants (bird remains) on exterior and interior aircraft surfaces.

14.19.7.1.6. (Added) AF Form 853, *Air Force Wildlife Strike Report*, will be completely filled out and brought to 15 MXG/QA along with the remains.

14.19.7.1.7. (Added) 15 MXG/QA will contact 15 WG/SE to pick up remains and AF Form 853.

14.19.9. (Added) Foreign Object Damage Prevention Incentive Program.

14.19.9.1. (Added) The wing FOD Prevention Incentive Program consists of FOD Find of the Quarter and FOD Poster of the Quarter. An annual winner is chosen from the 4 quarterly winners in both categories.

14.19.9.2. (Added) Nominations for FOD Find of the Quarter and FOD Poster of the Quarter must be submitted to the 15 WG FOD Monitor. Contest winners are selected by the Wing FOD Monitor prior to the quarterly meeting. Winners are notified and presented awards/certificates at the Quarterly FOD prevention committee meeting. In order to promote maximum participation, individuals may not win awards in two consecutive cycles.

14.19.9.3. (Added) The following is a list of gratuities for:

14.19.9.4.1. (Added) FOD Find of the Quarter Winner: Certificate and 1-day pass.

14.19.9.4.2. (Added) FOD Poster of the Quarter Winner: Certificate and 1-day pass.

14.19.9.4.3. (Added) Annual Winner will receive a Certificate and 3-day pass.

14.20.1.1. (Added) REPEAT/RECUR Discrepancies

14.20.1.1.2. (Added) Debrief sections and maintenance technicians will review the active 781A forms and Maintenance Information System (MIS) history to determine if a discrepancy is a REPEAT or RECUR. As a minimum, the previous 5 sorties must be reviewed.

14.20.1.1.3. (Added) REPEAT/RECUR discrepancies will be entered into the MIS noting the write-up as a REPEAT or RECUR. All REPEAT/RECUR discrepancies will be identified with the word "REPEAT" or "RECUR" in red in the AFTO Form 781A "Discrepancy" block.

14.20.1.1.4. (Added) For first-time REPEAT/RECUR discrepancies, a qualified technician is required to perform a comprehensive inspection through troubleshooting and take corrective action.

14.20.1.1.5. (Added) On second and subsequent REPEAT/RECURs, a qualified 7-level technician will perform the follow-up maintenance actions. Maintenance supervision or a production superintendent will review all maintenance actions and clear the discrepancy.

14.20.1.2. (Added) Cannot Duplicate (CND) Discrepancies.

14.20.1.2.1. (Added) Technician having primary responsibility for the corrective action of a CND discrepancy will verify that all possible attempts to duplicate the malfunction were made.

14.22.3.1. 1 (Added) AMU OIC/Supt will ensure strict management, control and documentation of all CANN actions.

14.22.3.1.2. (Added) AMU Production Section will comply with inspection and maintenance actions required for aircraft that do not fly for more than 30 days.

14.22.3.1.3. (Added) AMU Production Section will perform a review of all AFTO Form 781s initiated since the last flight prior to the first flight.

14.22.3.2.1. (Added) QA will perform a final review of all AFTO Form 781s initiated since last flight prior to first flight.

14.39. (Added) HANGAR DOOR OPERATIONS

14.39.1. (Added) 15 MOS/MXOT will provide initial/annual hangar door awareness training for all 15 MXG personnel through completion of locally derived Hangar Awareness CBT.

14.39.1.1. (Added) Hangar door awareness training will consist of identification of hazards, alarm sounding warning device, and clear zones. Completion of hangar door awareness training will be documented on the member's AF Form 55 and by addition of the appropriate course code in the MIS.

14.39. 2 (Added) Hangar facility managers will develop and maintain facility-specific training plans for hangar door operation. This standardized lesson plan will include, as a minimum: door hazards, emergency procedures (to include manual opening if applicable), and safe door operating procedures.

14.39.2. 1 (Added) Completion of hangar door operation training will be documented by the addition/update of the locally developed course code in the MIS.

SAM C. BARRETT, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

15WG Form 22, *Technical Order Request Form*
15WG Form 23, *TODA Designation and Data Form*
15WG Form 24, *Dropped Object Investigation Checklist*
15WG Form 25, *15th Maintenance Group Lost Tool/Item Investigation Worksheet*
15WG Form 26, *Local Manufacture Request Worksheet*
15WG Form 27, *Composite Tool Kit (CTK) Log*
15WG Form 28, *Broken/Removed Tool Log*
15WG Form 29, *Blade Blending Worksheet F-117 Engine*

Adopted Forms

AF Form 853, *Air Force Wildlife Strike Report*

Attachment 18 (Added)

WWID CODE FOR JOINT BASE PEARL HARBOR HICKAM

Table A18.1. WWID Code for Joint Base Pearl Harbor Hickam

PAS code	SQ	Section		CTK/Shadow Board/Cabinet	Tool # Non-Dispatchable CTK
15 WG					
1st & 2nd	3rd	4th		5 & 6th	7, 8 & 9th
HL	A = 15 AMXS	A	FL/ KITS		
HL	B = 15 MXS	B	FL / MAIN		
HL	C = 15 MOS	C	Flying C/C		
HL	D = 15 MXG	D	HSC / MX Shops		
HL	E = 535 AS	E	E & E		
HL	F = 65 AS	F	Fuels		
HL	G = 204 AS	G	AGE		
HL	H =	H	Pneudraulics		
HL	I =	I	Auto Test		
HL	J =	J	Wash Rack		
HL	K =	K	EW		
HL	L =	L	Wheel &Tire		
HL	M = 735 AMS	M	Munitions		
HL	N =	N	NDI		
HL	O =	O			
HL	P = TMDE (PMEL)	P	Propulsion		
HL	Q =	Q	QA		
HL	R =	R	Survival		
HL	S =	S	Structural (SM)		
HL	T = Trans Alert	T	Metals Tech		
HL	U =	U	Life Support		
HL	V =	V			
HL	W =	W			
HL	X =	X	Main CTK		
HL	Y = Boeing (C-40) Z	Y	/Contractor		
HL	= Gulfstream	Z			
HL			AR / Crash Recovery		
HIANG	Shop				
C5-					

Attachment 19 (Added)**LOCAL MANUFACTURE (LM) PROCEDURES****A19.1. Print out LM Request Worksheet****A19.2. Check appropriate block w/type of LM request****A19.3. Instructions for each type of LM request are as follows****A19.4. Aircraft Part(s) Coded LM**

A19.4.1. Validate LM SMR code in appropriate TO (i.e. MFO, MFF, AFO)

A19.4.2. Fill out Section 1 of LM request worksheet as applicable

A19.4.3. Obtain photocopies of TO/drawings/prints of part(s) as applicable

A19.4.4. Obtain sample of part(s) as applicable

A19.4.5. Take request to fabricating work center to fill out Section 3 of LM worksheet to determine capabilities/materials/Request for Engineering Disposition Instruction (REDI)/etc. as applicable

A19.4.6. Submit REDI as required if substitution of hardware/materials as applicable

A19.4.7. Obtain fabricating work center Section Chief signature/approval, Section 4

A19.4.8. Proceed to 647 LRS Customer Service/Maintenance Supply Liaison (MSL)/Aircraft Parts Store (APS) as needed to complete the following:

A19.4.8.1. Have 647 LRS Customer service/MSL/APS complete Section 2 of LM request worksheet as applicable

A19.4.8.2. Fill out DD Form 1348-6, *DoD Single Line Item Requisition System Document*

A19.4.8.3. Have part(s) loaded if required

A19.4.8.4. Have G081 AFTO Form 350, *Repairable Item Processing Tag* generated

A19.4.8.5. Have all parts ordered to manufacture part(s) as required by TO/drawings/prints or those listed in Section 3 of LM worksheet

A19.4.9. Store all materials and paperwork for LM work order until all items have been received

A19.4.10. Ensure proper status of AFTO Form 350 Tag (i.e. AWM/AWP/INW)

A19.4.11. Once all materials have been received take all paperwork/materials/samples to fabrication work center for completion

A19.5. Aircraft Part(s) Not Coded LM

A19.5.1. Complete process as stated under Aircraft Parts Coded LM, except the following tasks are required/not required:

A19.5.1.1. Task A not required

A19.5.1.2. Obtain approval from the Item Manager (IM), System Program Office (SPO), or Boeing Engineering as applicable (i.e. Approval letter, REDI, etc.)

A19.5.1.3. Obtain signature/approval from AMXS/MXS MOO or SUPT in Section 4 as required based on manufacturing work centers involved

A19.5.1.4. Task G not required

A19.6. Tools/Non CA/CRL Equipment Specified in TO

A19.6.1. Complete process as stated under Aircraft Parts Coded LM

A19.6.1.1. Task A not required

A19.7. Tools/Non CACRL Equipment Not Specified in TO

A19.7.1. Complete process as stated under Aircraft Parts Coded LM, except the following tasks are required/not required:

A19.7.1.1. Task A not required

A19.7.1.2. Route request through QA with picture, technical drawing, or description of the item and an explanation of intended use

A19.7.1.3. Obtain signature/approval in Section 4 as follows:

A19.7.1.3.1. AMXS MOO/SUPT

A19.7.1.3.2. Fabricating work center Section Chief or designee

A19.7.1.3.3. QA

A19.7.1.3.4. Fabricating work center Flight Chief

A19.7.1.3.5. Provide written confirmation that materials meet military specifications as applicable

A19.8. Non-Aircraft Part(s)

A19.8.1. Complete process as stated under Aircraft Parts Coded LM, except the following tasks are required/not required:

A19.8.1.1. Task A not required

A24.8.1.2. Obtain signature/approval from AMXS/MXS MOO or SUPT in Section 4 as required based on manufacturing work centers involved

A24.8.1.3. Task G not required