

reference to the 355 AMU and A-10 aircraft. This document has been significantly changed to reflect the current organization of the wing to include, realigning Maintenance Operations Squadron activities under Maintenance Operations Flight, renaming the 18th Fighter Squadron as the 18th Aggressor Squadron (18 AGRS) and deletion of all reference to AMU Plans Scheduling and Documentation (there is a consolidated wing PS&D). This supplement establishes all maintenance related LMR call signs, provides detailed aircraft hangar door operating procedures for buildings 690, 744, 2880, and 2881 and establishes a trim pad operation and impoundment official checklists.

1.9.3. (Added 354FW). Operating Instructions (OI). The Maintenance Group Commander oversees the development and publication of all maintenance-related OIs. Quality Assurance (QA) has been assigned the daily management and administration functions of this program. This is to ensure a single focal point with in the 354th MXG for all required maintenance-related OIs.

1.9.3.1.

1.9.3.1. (Added 354FW). QA will have all OIs reviewed bi-annually to ensure they are technically accurate, complete and consistent with AF and MAJCOM policy.

1.9.3.2. (Added 354FW). The following coordination is required on all maintenance-related OIs.

1.9.3.2.1. (Added 354FW). Originators supervision verifies the need for the OI.

1.9.3.2.2. (Added 354FW). Squadrons Maintenance Officer/ Superintendent verifies all data.

1.9.3.2.3. (Added 354FW). Quality Assurance reviews OIs during developmental stage, to ensure technical accuracy and proper coordination with any affected outside agency is accomplished.

1.9.3.2.4. (Added 354FW). Maintenance Group Commander reviews for publication.

2.8.1. (Added 354FW). Aircraft Towing.

2.8.1.1. (Added 354FW). Tow team supervisors, wing walkers, and tail walkers will have an audible signal (i.e. whistle or air horn) immediately available during all towing operations.

2.8.1.2. (Added 354 FW). Tow team supervisor will accomplish the Pre-towing safety briefing IAW LCL354FW-00-6.

2.8.1.3. (Added 354FW). Tow team supervisor will ensure the hangar entry checklist (Attachment 17) is complete and displayed on the forward left side of the aircraft.

2.8.1.4. (Added 354FW). Place aircraft in hangar so that quick evacuation can be made in case of emergency.

2.8.1.

5. (Added 354FW). An aircraft in one of the designated FSRFs will have a tow bar or emergency snatch bar attached to it and an operational tow vehicle available.

2.8.2.

2.8.2. (Added 354FW). Hangar Door Operations

2.8.2.1. (Added 354FW). AMXS/MXS MOO/SUPT will establish procedures to train and qualify personnel to operate electrically driven hangar doors. Track authorized operators in IMDS. Include a safety briefing in the training to address emergency evacuation plan and manual mode door operation at a minimum. (See Attachment 25 for buildings 2880/2881, 690/744 [18 AMU maintenance bays]) and Nose Dock 7.

2.8.2.2. (Added 354FW). 354th CTS will train ADVON personnel on hangar door operation procedures (See Attachment 25 for buildings 2880/2881). ADVON personnel in turn will train their unit personnel. Units working out of buildings 2880/2881 will maintain a list of personnel authorized to operate the hangar doors. 353 CTS/ES will train a limited number of personnel authorized to operate hangar doors in bldg 1140 (Thunder Dome). A list of authorized personnel will be maintained by the RED FLAG MOC

2.14.1. (Added 354FW). Warning Tag numbers will be documented in the discrepancy block of the AFTO Form 781A IAW TO 00-20-1. Maintenance Inspectors will ensure all tags are accounted for before clearing the Red X.

3.4.1.14.1. (Added 354FW). See Chapter 8 for locally established procedures for 107 requests.

3.4.1.61.1. (Added 354FW). See Chapter 14 for locally established procedures.

3.4.1.79. (Added 354FW). Designates MTF as the office of primary responsibility for hot pit refuel training.

3.4.1.80. (Added 354FW). Establishes Engine Run Quiet Hours Policy. Eielson AFB quiet hours are between 2200L and 0600L. Maintenance will not conduct engine runs at any position on the airfield during quiet hours without MXG/CC approval.

4.7.1.1.1. (Added 354 FW). Debriefing Guide. The debriefing section will have access to the following publications/checklists, and be on identification for listed TOs. Listed products will be part of the units debriefing guide.

4.7.1.1.1.1. (Added 354 FW). AFI 21-103, ACCSUP1, Addendum U, Mission Essential Subsystem List (MESL).

4.7.1.1.1.2. (Added 354 FW). AFI 63-1001, *Aircraft Structural Integrity Program*, R 80-13 PACAF Supplement 1.

4.7.1.1.1.3. (Added 354 FW). AFCSM 21-574 Vol 2, *Automated Debriefing*.

4.7.1.1.1.4. (Added 354 FW). Applicable aircraft –06, *Work Unit Code Manual*.

4.7.1.1.1.5. (Added 354 FW). Applicable debriefing forms.

4.7.1.1.1.5.1. (Added 354 FW). Weapons malfunction, bird/foreign Object Damage (FOD), Emergency Power Unit (EPU) activation, engine related malfunction, un-commanded flight control, gun rotation malfunction, fuel imbalance/trapped sheets, and Form 28 Sortie Maintenance Debriefing.

4.7.1.1.1.6. (Added 354 FW). TO 1F-16C-2-00FR-00-1, *Fault Reporting Manual*.

4.7.3.1. (Added 354 FW). Debrief forwards the initialed AFTO Form 781 to AGRS/DOO after utilization data is input into IMDS. **NOTE:** If IMDS is down for an extended period, Debrief will make a duplicate copy of the AF Form 781 and forward the original to AGRS/DOO. Identify and destroy duplicate AFTO Form 781 after entry into IMDS.

4.7.3.2. (Added 354 FW). Debrief and AGRS/DOO will verify daily, the total hours and sorties flown from the previous day and total hours and sorties flown for the month. Email MOF PS&D (Email box: 354 MXG/MXOP) the Ops/Mx reconciliation report of total hours and sorties flown from the previous week; this will be accomplished the first duty day of every week.

4.7.3.3. (Added 354 FW). Make necessary correction in IMDS using the AUR\Sortie Recap Inquiry and, notify MDSA section *NLT* close of business the following duty day. MDSA will provide AURs as needed.

4.7.3.4. (Added 354 FW). Hours and sorties flown for the month will be reconciled by squadron SARMS and Maintenance Plans Scheduling and Documentation (PS&D) no later than the third day after the close out of a given month.

4.7.4.1.1. (Added 354 FW). Verify the accuracy of the utilization data on the AFTO Form 781 received from aircrew and initial block 33.

4.7.4.5.1. (Added 354 FW). Debrief will forward refuel documents from non-DoD refueling to the AMXS resource advisor for accounting/finance.

4.7.5.1.1. (Added 354 FW). See Table 4.4 and paragraph 9.4 for mandatory “Red X” entries.

4.7.6.1.1. (Added 354 FW). Maintenance debriefing will document the repeat/recur condition in IMDS and on the AFTO Form 781A, Maintenance Discrepancy and Work Document in the aircraft records.

4.7.6.1.1.1. (Added 354 FW). If the discrepancy is a first-time repeat, maintenance debriefing will enter in bold red print or stamp, “Repeat ” in the “Discrepancy” block of the AFTO Form 781A.

4.7.6.1.1.2. (Added 354 FW). If the discrepancy is a second-time repeat, maintenance debriefing will enter in bold red print or stamp, “Repeat 2” in the “Discrepancy” block of the AFTO Form 781A. Maintenance debriefing will enter the following statement into the next open discrepancy block of AFTO Form 781A on a “Red dash” symbol: “AMU OIC/SUPERINTENDENT review of corrective action due prior to flight.” Follow the same procedure for subsequent repeats.

4.7.6.1.1.3. (Added 354 FW). If the discrepancy is recurring, maintenance debriefing will enter in bold red print or stamp, “Recur” in the “Discrepancy” block of the AFTO Form 781A.

4.7.6.1.1.4. (Added 354 FW). If the discrepancy is a second-time and subsequent recurring discrepancy, maintenance debriefing will enter the following statement into the next open discrepancy block of AFTO Form 781A on a “Red dash” symbol: “AMU OIC/SUPERINTENDENT review of corrective action due prior to flight.” Follow the same procedure for subsequent recurs. See paragraph 14.20.1 for further guidance on repeat/recurs.

4.7.8.1. (Added 354 FW). Debrief will coordinate with the MOC on all changes and deviations to the daily flying schedule to assist in determining correct debriefing status codes. The MOC will review the on-line IMDS debriefed sortie recap and the IMDS daily background product Accomplishment Utilization Report (AUR), deviation detail listing, and deviation summary reports each day to ensure accuracy of deviation reporting.

4.7.9. (Added 354 FW). Debrief will assign and load JCNs for Red Ball maintenance into IMDS. The affected flightline expediter will supply the following information.

4.7.9.1. (Added 354 FW). Aircraft tail number.

4.7.9.2. (Added 354 FW). Aircrew discrepancy.

4.7.9.3. (Added 354 FW). Debriefers will determine if the discrepancy is a repeat or recur and notify the expediter if it is.

4.7.9.4. (Added 354 FW). If the aircraft ground aborts, debriefers will upgrade the capability code and show the sortie as a ground abort.

4.7.11.1. (Added 354 FW). Deployed procedures

4.7.11.1.1. (Added 354 FW). The debriefer will forward information to home station MOC at least once every flying day, if MOC personnel are not deployed.

Table 4.4. (Added 354 FW) F-16 Aircraft Debriefing “Red X” Criteria Check sheet

<u>04100 – Special Inspection</u>	Over G FO in cockpit (e.g. knobs and items lost in flight) Hard landing Aircraft failed to rotate Smoke/Flames in cockpit Landing gear over speed
<u>11000 – Airframe</u>	Panels lost or missing Any unusual airframe vibration Bird strike Aircraft structural damage
<u>12000 – Crew Station System</u>	Canopy damage and distortion Canopy warning system discrepancies indicating locking problems Ejection seat not armed light
<u>13000 – Landing Gear System</u>	Failure of gear to retract or extend Gear slow to retract Unsafe gear indications Nose landing gear shimmy Damage to struts Flat strut Nose wheel steering inoperative, fail indication or un-commanded inputs Landing gear door failure to close

	<p>Tire damage beyond normal wear</p> <p>Anti-skid failure</p>
<u>14000 – Flight Controls</u>	<p>Unexplained flight maneuvers</p> <p>Any flight control response causing control surface transients</p> <p>Dual flight control failure</p> <p>Any FLCS system lights or PFLs that illuminate after reset action or do not reset</p>
<u>24000 – EPU/JFS</u>	<p>Any malfunction of secondary power system affecting operation</p> <p>Uncommanded/inadvertent EPU activation</p> <p>JFS failure to start after second attempt</p>
<u>27000 – Turbine Power Plant</u>	<p>Engine flameout or major engine component failure</p> <p>Damage to engine for any reason, including FOD</p> <p>After Burner (AB) hard light, blowout, anomaly</p> <p>Engine power loss, thrust loss</p> <p>Compressor stall/stagnation</p> <p>Engine over-temp/fire</p> <p>Engine instrumentation malfunction</p> <p>Engine vibration, rumble or unusual noise</p> <p>Any engine light or PFL that doesn't reset</p>
<u>41000 – Environmental Control System</u>	<p>Any malfunction in:</p> <p>Pressurization</p> <p>Air conditioning, excluding auto temp control</p> <p>Extreme cockpit temperatures</p>
<u>42000 – Electrical Power Supply</u>	<p>Generator fails to come on or reset</p> <p>Weak/dead battery</p> <p>Aircraft battery fail light</p> <p>FLCS PMG failure</p> <p>Main/standby generator failure</p>
<u>44000 – Lighting System</u>	<p>Anti-collision lights or position lights (total failure)</p>

	<p>Advisory warning system (master caution light on)</p> <p>Total interior light failure</p> <p>Both taxi and landing lights inoperative</p>
<u>45000 – Hydraulic and Pneumatic Power Supply System</u>	<p>Any leaks out of tolerance</p> <p>Indication malfunction</p>
<u>46000 – Fuel System</u>	<p>External tanks no feed</p> <p>Fuel indication malfunction beyond tolerance</p> <p>Trapped fuel or imbalance exceeding limits in - 1</p>
<u>47000 – Oxygen</u>	<p>Oxygen regulator, low PSI</p> <p>Fumes, odors present in oxygen</p> <p>Oxygen pressure fluctuation</p> <p>Difficulty to inhale or exhale</p> <p>Oxygen low quantity</p>
<u>49000 – Fire Detection</u>	<p>Fire/overheat indication or indicator failure</p>
<u>51000 – Instruments</u>	<p>Pitot static failure</p> <p>Malfunction of primary flight and navigational instruments</p> <p>Central Air Data Computer (CADC) failure</p>
<u>63000 – Ultra High Frequency (UHF) Communication</u>	<p>No transmit or receive</p>
<u>65000 – In Flight Friend or Foe (IFF)</u>	<p>Inoperative Mode 3 and/or C</p>
<u>71000 – TACAN/ILS</u>	<p>TACAN and/or ILS inoperative</p>
<u>74000 – Fire Control System</u>	<p>Heads-up display (HUD) inoperative (no green symbology)</p> <p>Fire control radar - inoperative</p> <p>Inertial Navigation System (INS) inoperative, dumps in flight or won't align properly</p> <p>EEFCC inoperative</p> <p>Both MFDs blank or inoperative</p>
<u>75000 – Weapons Delivery</u>	<p>All inadvertent releases</p> <p>All uncommanded releases</p> <p>All lost suspension items</p>

	All hung munitions Stores Management System (SMS) blank/inoperative
<u>97000 – Aircraft Explosives</u>	Any accidental use of system component.
<u>OTHER</u>	Foreign object lost or unaccounted for in the cockpit Physiological incident Lightning strike

4.9.2.1.1. (Added 354 FW). Use the following forms during Serene Byte/Pacer Ware implementation:

4.9.2.1.1.1. (Added 354 FW). 354FW Form 025, **Electronic Warfare Integrated Reprogramming Checklist**.

4.9.2.1.1.2. (Added 354 FW). 354FW Form 026, **Serene Byte/Pacer Ware Checklist**

4.10.1.12.1. (Added 354 FW). In addition, the following specific guidelines will be followed:

4.10.1.12.1.1. (Added 354 FW). Removal of ACRIUs from the WWP/CLP are restricted to the armament flight. Remove the pylons and transport to the armament flight for the appropriate action.

4.10.1.12.1.2. (Added 354 FW). Weapons sections turning in equipment requiring unscheduled maintenance will create JCN with discrepancy clearly annotated in IMDS. Annotate the JCN on the AFTO Form 350, with a IMDS screen 122, maintenance snapshot attached.

4.10.1.12.1.3. (Added 354 FW). Tracks malfunctions, corrective actions, and coordinates with armament flight to perform maintenance on associated equipment.

4.10.1.12.1.4. (Added 354 FW). Establishes procedures to control AME taken on deployments in accordance with AFI 21-103.

4.10.1.12.1.4.1. (Added 354 FW). Prior to all deployments/TDY's provide armament flight a serial number list of all AME scheduled to depart with the aircraft to ensure no inspections become overdue.

4.10.1.25.1. (Added 354 FW). MMHE HAS Missile Rack – Rack must be secured to floor with four anchor bolts. All missiles must be secured with supplied straps and hardware.

4.10.1.30. (Added 354 FW). Manages explosive safety of impulse cartridges in accordance with AFMAN 91-201, Explosive Safety Standards.

4.10.1.30.1. (Added 354 FW). For transient aircraft cartridges see paragraph 16.17.5.

4.10.1.30.2. (Added 354 FW). Storage procedures.

4.10.1.30.2.1. (Added 354 FW). Store and secure impulse cartridges in authorized storage lockers with double locks.

4.10.1.30.2.2. (Added 354 FW). Store serviceable, unserviceable, and transient aircraft impulse cartridges in separate areas within the locker.

4.10.1.30.2.3. (Added 354 FW). Impulse carts not in the locker/installed in the aircraft will not be left unsecured at any time.

4.10.1.30.3. (Added 354 FW). Key control.

4.10.1.30.3.1. (Added 354 FW). Maintain two keys for their impulse cartridge storage locker in a secured area.

4.10.1.30.3.2. (Added 354 FW). Will designate by letter, who is authorized access to the storage area, and have the AMXS Commander endorse it. The weapons section will keep the original letter on file, and post a copy on the storage locker.

4.10.1.30.4. (Added 354 FW). Accountability.

4.10.1.30.4.1. (Added 354 FW). Inventory impulse cartridges at each shift change, and perform a 100 percent physical inventory at the end of the flying week. Errors found during the inventory, will cause suspension of further issue of impulse cartridges until inventory checks out.

4.10.1.30.4.2. (Added 354 FW). Shift inventory will include the locker, truck, expended cartridges, and the quantity installed in aircraft.

4.10.1.30.4.3. (Added 354 FW). Any impulse carts that are installed in aircraft will be indicated on the AF Form 2434 or local expenditure form, regardless of intent to expend.

4.10.1.30.5. (Added 354 FW). Transportation.

4.10.1.30.5.1. (Added 354 FW). Metro-type vehicles may transport impulse cartridges in passenger area.

4.10.1.30.5.2. (Added 354 FW). Keep impulse cartridges in a lockable container, in egg crate type boards (not loose), and secured at all times.

4.10.1.30.5.3. (Added 354 FW). Equip vehicles at a minimum with two 2A10BC rated portable fire extinguishers. Mount one on the outside of the cab and the other inside the cab.

4.10.1.30.6. (Added 354 FW). Inspection and testing.

4.10.1.30.6.1. (Added 354 FW). Inspect, test, and document lockers containing impulse cartridges (e.g., visual inspection and continuity checks) in accordance with AFI 32-1065, *Grounding Systems*.

5.2.4.1. (Added 354FW). Impulse cartridges for transient aircraft that require storage will be placed in the 18 AMU cart locker. These cartridges will be sealed in a container clearly identified as transient aircraft carts. The appropriate weapons section chief will be notified any time transient carts are placed in courtesy storage. (See Chapter 12).

5.5.3.2. (Added 354FW). Egress system maintenance.

5.5.3.2.1. (Added 354 FW). Egress explosive maintenance will only be performed in the following areas: The Loop, Red Flag Alaska ramp, F-16 bays, Nose Dock 7, Lima row, WLT building 1340 (628), building 1341 (629) and area listed on the AF FORM 2047.

5.5.3.2.2. (Added 354FW). Flightline personnel will not start work in the aircraft cockpit until the egress personnel have completed explosive maintenance task.

5.5.3.2.3. (Added 354 FW). Do not interrupt egress personnel once step-by-step procedures have begun.

5.5.3.2.4. (Added 354 FW). Egress personnel will not dispatch to another task unless an emergency arises.

5.5.3.2.5. (Added 354 FW). Advance Concept Ejection Seats II (ACES II) seats will not normally be removed/installed outside of a sheltered area. Aircraft should be inside sheltered areas for seat raises when the possibility of inclement weather (snow, rain, gusty wind) exists. Exceptions will be coordinated by production superintendents on a case by case basis.

5.5.3.2.6. (Added 354 FW). Do not perform egress system maintenance while aircraft is jacked.

5.5.3.2.7. (Added 354 FW). Cease egress system maintenance when lightning has been determined within 5 miles of the base.

5.5.3.2.8. (Added 354 FW). In the event of an unsafe condition involving an egress system, stop maintenance and notify the egress section chief or egress shift supervisor. Maintenance will not resume until unsafe condition is corrected.

5.5.3.3. (Added 354 FW). Explosive limits.

5.5.3.4. (Added 354 FW). Net Explosive Weight (NEW) will not exceed that authorized on the AF Form 2047, Explosive Facility License, or 100 pounds NEW class 1.3/1.4 explosives. Explosives installed on ejection seat assemblies do not count against the NEW limit.

5.5.3.4.1. (Added 354 FW). Handling/safety.

5.5.3.4.2. (Added 354 FW). All maintenance actions on explosive items will require a minimum of two personnel. Maximum number of personnel allowed in the immediate area will not exceed the limits established on the AF Form 2047.

5.5.3.5. (Added 354 FW). The use of spark producing devices is not allowed in the explosive storage area, designated maintenance area, or any egress vehicle.

5.5.3.5.1. (Added 354 FW). Storage/security.

5.5.3.5.2. (Added 354 FW). The explosive storage lockers will remain closed and locked at all times when explosives are present.

5.5.3.5.3. (Added 354 FW). Secure the storage locker with a changeable combination lock.

5.5.3.5.4. (Added 354 FW). Change lock combinations annually, when personnel PCS, or are no longer authorized access.

5.5.3.5.5. (Added 354 FW). Only egress personnel will be authorized access to combinations and unescorted entrance into the explosive storage/work areas of the egress facilities.

5.5.3.6. (Added 354 FW). Post the appropriate fire symbols at all interior entrances to the affected room when explosives are stored in the storage room or workroom. Notify the MOC and the fire department when fire symbols change, and annotate symbol changes on the storage room control board.

5.5.3.6.1. (Added 354 FW). Transport.

5.5.3.7. (Added 354 FW). Egress vehicles must use the primary munitions delivery route when picking up or turning in explosive items. Contact munitions control for permission to use alternate routes.

5.5.3.7.1. (Added 354 FW). CAD/PAD inventory.

5.5.3.8. (Added 354 FW). Conduct 100 percent CAD/PAD inventory of ACES II seats during seat 36 month inspection and when explosives are removed from the seat for major repairs.

5.5.3.8.1. (Added 354 FW). Explosive Mishaps.

5.5.3.8.2. (Added 354 FW). In the event of an explosive mishap, the egress section chief or ranking individual on duty will notify the accessories flight chief and MOC.

5.5.4.1.1.1. (Added 354FW). Personnel requiring entry into any fuel systems repair or hydrazine maintenance areas will get clearance from the fuel systems supervisor on duty prior to entry. The fuel systems supervisor will ensure personnel are properly clothed and all spark-producing materials are left in the office area prior to entry.

5.5.4.1.3.3. (Added 354FW). If a hydrazine leak or spill occurs during maintenance, use Local Checklist (LCL) 354MXG-20-4. For further guidance on hydrazine response see 354FW Instruction 21-125, *Hydrazine Policies and Procedures*. For deployed units, primary hydrazine response/reporting is the responsibility of 354 MXS/MXMCF.

5.5.4.1.6.1. (Added 354FW). The fuel shop will notify the MOC when aircraft fuel cells are opened and again when they are closed. MOC will then notify the fire department.

5.5.4.5. (Added 354FW). External Fuel Tank Storage and maintenance

5.5.4.6. (Added 354FW). 354 MXS external fuel tank responsibilities.

5.5.4.6.1. (Added 354 FW). Performs corrosion control treatment of external fuel tanks and racks.

5.5.4.6.2. (Added 354 FW). Maintains tank transport trailers, excluding cradles (maintained by the FSRF).

5.5.4.6.3. (Added 354 FW). Maintains status of external fuel tanks and ensures all fuel tanks inside FTSF have condition tags/AFTO Form 350 tags attached.

5.5.4.6.4. (Added 354 FW). Transports external fuel tanks from the FSRF to the FTSF.

5.5.4.7. (Added 354 FW). AMXS external fuel tank responsibilities.

5.5.4.7.1. (Added 354 FW). Tags unserviceable and serviceable tanks with condition tag/AFTO Form 350. NOTE: Completely drain all tanks after removal from aircraft, and prior to delivery to the FTSF or the FSRF. Delivers all unserviceable tanks directly to the FSRF for maintenance repair.

5.5.4.7.2. (Added 354 FW). Enters tank discrepancies into the IMDS and attaches completed maintenance snapshot inquiry (IMDS Screen 122) to the tank when processing for maintenance repair.

5.5.4.8. (Added 354 FW). Safety.

5.5.4.8.1. (Added 354 FW). Aircraft radar equipment operation and the FSRF will have a minimum separation distance of 300 feet.

5.5.4.8.2. (Added 354 FW). Affected AMU will initially drain necessary aircraft fuel tanks prior to hangar entry. The fuel systems section will accomplish any additional draining.

5.5.4.9. (Added 354 FW). Fuel Systems Maintenance Areas.

5.5.4.9.1. (Added 354 FW). The fuel shop/fuel cell facility is the primary FSRF, certified for all fuel system maintenance. All fuel systems repairs or maintenance meeting the criteria outlined in paragraph 5.5.4.9.2. will be accomplished in this facility unless it is unavailable for use. Positioning of aircraft in this will be coordinated through the fuel systems shift supervisor, or 354 MXS Maintenance Supervision.

5.5.4.9.2. (Added 354 FW). F-16 Bay 8 is the alternate FSRF, re-designed to accommodate fuel systems maintenance. Use of Bay 8 is authorized when the fuel shop is unavailable, or when such use would eliminate unnecessary aircraft towing operations, or during peak workload periods to prevent mission degradation as determined by the 354 MXS and 354 AMXS Production Superintendents. Prior to using Bay 8 the fuel systems shift supervisor will ensure all installed equipment meets the requirements of TO 1-1-3. Use of Bay 8 will be coordinated through the fuel systems shift supervisor, the 354 MXS Production Superintendent, and the 18 AMU Production Superintendent. Priority disputes will be resolved through discussions between AMXS, MXS and the MXG. AMU/MXS Production Superintendent will notify MOC prior to using the alternate fuel cell and MOC in turn will notify MXG/CC or CD.

5.5.4.9.2.1. (Added 354 FW). Examples of when to use Bay 8 to eliminate unnecessary aircraft towing operations: EPU Disconnect/reconnect, fuels systems troubleshooting, FFP changes, wing turbine pump changes, and minor fuel leaks. This list is not all inclusive and final determination will be made by 354 MXS and 354 AMXS supervision.

5.5.4.9.3. (Added 354 FW). When using Bay 8 as a fuel repair dock, bay 7 will be empty of powered aerospace ground equipment or equipment will be fuel barn prepared (i.e. battery and electrical systems disconnected). Configure all aircraft in bay 7 and 8 for fuel systems maintenance in accordance with TO 1-1-3 and the fuel systems hangar checklist (see Attachment 26), as applicable.

5.5.4.9.4. (Added 354 FW). Open Fuel Systems Repair Areas. Maintenance in open fuel systems repair areas is highly dependent on weather conditions and availability of authorized portable equipment. Set-up all open areas in accordance with TO 1-1-3. Aircraft will not operate under their own power within 100 feet of the repair area, and be limited from operating where engine blast could affect safety. The open fuel systems repair areas are:

5.5.4.9.4.1. (Added 354 FW). Alpha Row in the aircraft maintenance loop area. Careful consideration and additional safety precautions will be taken due to taxiing aircraft, possible radar operations, and increased vehicular and personnel traffic.

5.5.4.9.5. (Added 354 FW). The following fuel panels or components are considered quick change items (by aircraft MDS) and may be removed or installed on the aircraft if it is parked away from taxiing aircraft in accordance with TO 1-1-3.

5.5.4.9.5.1. (Added 354 FW). Fuel flow transmitter.

5.5.4.9.5.2. (Added 354 FW). Engine feed line.

5.5.4.9.5.3. (Added 354 FW). Externally mounted pressure switches.

5.5.4.9.5.4. (Added 354 FW). Engine Electronic Control (EEC) valve.

5.5.4.9.5.5. (Added 354 FW). Main fuel shut-off actuator.

5.5.4.9.5.6. (Added 354 FW). Refuel/defuel receptacles.

5.5.4.9.5.7. (Added 354 FW). Center line and wing fuel/air quick disconnect.

5.5.4.9.5.8. (Added 354 FW). Ground air source connectors and check valves.

5.5.4.9.5.9. (Added 354 FW). Fuel drain valves.

5.5.4.9.5.10. (Added 354 FW). Resealing (dripping) screws.

5.5.4.9.5.11. (Added 354 FW). Turbine pump panels, wing shut-off valve panels, and applicable probe panels on the wings.

5.5.4.10. (Added 354 FW). F-16 EPU maintenance area.

5.5.4.10.1. (Added 354 FW). Accomplish EPU maintenance only in areas designated and authorized by TO 1F-16C-2-49GS-00-1.

5.5.4.10.2. (Added 354 FW). Fuel shop is the primary hydrazine maintenance and servicing facility. F-16 Bay 8 is the only alternate facility for EPU/hydrazine maintenance other than hook up. EPU system purging may be conducted in the fuel shop or Bay 8 as required. When using Bay 8, vacate adjacent hangar bays of personnel and post warning signs at all entrances during purging or hook up procedures.

5.5.4.10.2.1. (Added 354 FW). F-16 Bays 2 thru 12, nose dock 7 and the concrete pad in front of nose dock 7 are authorized EPU hook up facilities.

5.5.4.10.2.2. (Added 354 FW). If none of the facilities above are available the Loop taxiway area (Fox Hardstand) may be used, if isolated from mass parking area. EPU maintenance in this area is restricted to the concrete pads.

5.5.4.10.2.3. (Added 354 FW). If none of the facilities above are available Charlie row may be used. Ensure no aircraft are loaded with live munitions in the area.

5.5.4.10.2.4. (Added 354 FW). If none of the facilities above are available Alpha Row may be used. Isolate Alpha row from mass parking area. EPU maintenance in this area is restricted to the concrete pads.

5.6.1.2.4. (Added 354FW). Delivery requests for NPA must be made through the MOC to the MXS Production Superintendent.

5.6.1.2.5. (Added 354 FW). All temporary AGE requests, not supporting maintenance operations, outside of MXG must be approved by MXG/CC or CD.

5.7.3.16. (Added 354 FW). Ensures armament malfunction worksheet is completed and turned in with malfunctioning equipment.

5.7.4.14. (Added 354FW). 20mm jammed gun procedures. NOTE: Follow procedures outlined in TOs 11W1-12-4-32, 11W1-7-16-2, 35D30-4-10-1, and 35D30-4-15-1, for the removal of ammunition and inspection of the gun barrels/handling systems. Handle ammunition and explosive residue in accordance with AFM 91-201.

5.7.4.14.1. (Added 354 FW). Safety Precautions.

5.7.4.14.1. 1 (Added 354 FW). A safety briefing will be given by the supervisor to include all applicable safety items in this instruction.

5.7.4.14.1. 2 (Added 354 FW). Use proper explosive safety precautions when handling ammunition. Do not throw, drop, or allow ammunition to free-fall into ammunition cans.

Personnel will be restricted from handling more than one round of ammunition per hand at any one time.

5.7.4.14.1.3. (Added 354 FW). Personnel will adhere to explosive limits.

5.7.4.14.1.4. (Added 354 FW). A minimum of two personnel will handle the gun or drum during placement on a work stand or while using the hoist.

5.7.4.14.2. (Added 354 FW). Sequence of Operations.

5.7.4.14.2.1. (Added 354 FW). Notify the MOC immediately and inform them explosives are located in building 1353. Post fire symbol signs on the building as to the type of ammunition in use.

5.7.4.14.2.2. (Added 354 FW). Required fire extinguishers will be readily available and inspected prior to beginning of operations.

5.7.4.14.2.3. (Added 354 FW). Ground drums, and storage cans containing ammunition immediately upon entry into the building.

5.7.4.14.2.4. (Added 354 FW). Prior to any maintenance check the gun to ensure it is safe, and safety pin and holdback tool is installed. If possible, rotate the gun to ensure the breech bolts are in the rear clearing cam path.

5.7.4.14.2.5. (Added 354 FW). Before handling ammunition and at frequent intervals while handling; each individual will touch a ground device to discharge any static electricity potential.

5.7.4.14.2.6. (Added 354 FW). Separate live rounds from the spent brass and place them in ammunition cans. Mark cans with lot number, quantity and aircraft.

5.7.4.14.2.7. (Added 354 FW). Place explosive residue (spilled propellant) in self-closing lid type cans that contain at least one gallon of water. The container will be clearly marked "SCRAP EXPLOSIVES".

5.7.4.14.2.8. (Added 354 FW). The munitions delivery element will transport ammunition and spent cases. Personnel will not leave ammunition unattended, and call for removal from the armament flight facility as soon as possible. Remove fire symbol signs from the building as soon as the facility is clear of ammunition/scrap explosives.

5.7.4.14.2.9. (Added 354 FW). Notify the MOC when clearing operation is complete and ammunition/scrap explosives have been removed from building 1353.

5.7.4.14.3. (Added 354 FW). Emergency Procedures.

5.7.4.14.3.1. (Added 354 FW). During an emergency the supervisor will stop the operation, direct evacuation, and notify the appropriate emergency response agency (MOC, fire department, wing safety, and QA), as required.

5.7.4.14.3.2. (Added 354 FW). For fire, give name, building number, location of fire, and leave phone off the hook. MOC will make all necessary notifications according to applicable emergency action checklist. If TP, API, or Armor Piercing Tracer (APT) ammunition is involved, fight fire until fire department arrives. If HEI is involved, evacuate all personnel to 2,500 feet as soon as flames engulf ammunition. Note time flames envelop ammunition and pass to fire department personnel.

5.7.4.14.3.3. (Added 354 FW). The MOC is responsible for notifying the armament flight when electrical storms within five miles. Once notified all personnel will cease operations, secure/evacuate the gun room as applicable.

5.7.5.1.1. (Added 354FW). 354 MXS Armament Flight is responsible for accountability of all applicable weapons pylons, MAU-12, racks, missile launchers, to include ACRIUs and under wing adapters.

5.7.5.1.1.1. (Added 354 FW). Performs a semiannual inventory of all assigned AME with the Weapons Section and signs hand receipt or other locally produced document.

5.7.5.1.1.2. (Added 354 FW). Wing Weapons Pylons (WWP) will include MAU-12 bomb rack with orifices, Advanced Conventional Remote Interface Unit (ACRIU), in-flight lockout bolt and mounting hardware.

5.7.5.1.1.3. (Added 354 FW). Centerline Pylons (CLP) will include a MAU-12 bomb rack with orifices and in-flight lockout bolt.

5.7.5.1.1.4. (Added 354 FW). AIM-9 missile launchers (S210) will include an advanced detent pin and all appropriate dust caps.

5.7.5.1.1.5. (Added 354 FW). Ensures armament malfunction worksheet is completed and turned in with malfunctioning equipment.

5.7.5.1.2. (Added 354 FW). Ensures F-16 aircraft centerline pylons and M61A1 gun systems are given priority in the maintenance workflow unless directed otherwise by MXS production personnel.

5.7.5.1.3. (Added 354 FW). Provides storage and control for AME that is:

5.7.5.1.3.1. (Added 354 FW). In ready or extended storage.

5.7.5.1.3.2. (Added 354 FW). Undergoing scheduled inspections.

5.7.5.1.3.3. (Added 354 FW). Undergoing maintenance.

5.7.5.1.3.4. (Added 354 FW). Awaiting Parts (AWP).

5.7.5.1.3.5. (Added 354 FW). Performs AME acceptance inspections

5.7.5.3.1. (Added 354FW). Ensures shipping documents reflect correct equipment ordered.

5.7.5.3.2. (Added 354 FW). Prepares equipment for inspection and use. **NOTE:** Inspections required for accepting equipment is determined on in-use/on aircraft, ready storage, and extended storage. Check equipment's operation and maintenance TO for requirement.

5.7.5.3.3. (Added 354 FW). Checks technical manuals for any TCI requirements on equipment received from supply.

5.7.5.3.4. (Added 354 FW). Checks condition tags accompanying equipment.

5.7.5.3.5. (Added 354 FW). Checks historical records for compliance of existing TCTOs or TCIs. **NOTE:** If no record exists, verify or complete TCTO/TCI and update history in IMDS and AFTO Form 95.

5.9.2.4.4.1. (Added 354FW). Train and qualify aircraft structural maintenance personnel annually on procedures for aircraft intake, engine inlet and exhaust maintenance for masking/de-masking of inlet/exhaust during painting operations and intake rivet replacement.

5.9.2.4.4.2. (Added 354 FW). For intake maintenance, use the locally developed checklist (see [Attachment 27](#)) to assist with and document maintenance.

5.9.2.4.8. (Added 354FW). Aircraft Painting.

5.9.2.4.8.1. (Added 354 FW). Schedule aircraft paint slots on a quarterly basis. Aircraft requiring paint touch-up to maintain aggressor paint scheme will be coordinated between 354 MXS/AMXS Supervision and will be annotated on the shared resource network drive.

5.9.2.4.8.2. (Added 354 FW). Personnel will wash aircraft prior to scheduled input for full paint. Aircraft washes for touch-up painting will be on an as-needed basis, coordinated with the structural maintenance section chief.

5.9.2.4.8.3. (Added 354 FW). F-16 aircraft require jacking with gear retracted during full paints. The AMU will provide qualified personnel to accomplish this task.

6.1. (Added 354FW). The 354 MXG has a PACAF/Air staff approved OCR and consequently does not have a MOS. The maintenance operations, maintenance training, MXL, MXLS, MXQ, and programs flights are administratively assigned to the 354 MXS/CC and operationally assigned to the 354 MXG/CC.

6.1.1. (Added 354FW). The MOS/CC responsibilities have been delegated to the 354 MXS/CC.

6.2. (Added 354FW). The MOF/CC and the superintendent duties have been assigned to the Maintenance Operations section chief (MXO) and the MXO superintendent (MXOO).

6.2.1.8.1. (Added 354FW). MOC will update the GEOLOC codes in IMDS utilizing screen 333.

6.2.2.4.1. (Added 354FW). See [Attachment 15](#), Local Radio Call Signs.

6.2.2.9.1.1. (Added 354FW). MOC will update IMDS proficiency data upon completion of an engine run.

6.2.2.11.1.1. (Added 354FW). AMU Weapons Section will send MOC an AF Form 2434 prior to the first launch of the day and as required to reflect configuration changes.

6.2.2.11.1.2. (Added 354 FW). MOC will send the fire department the required information prior to the first launch of the day and as required to reflect configuration changes.

6.2.2.24.1. (Added 354FW). Refer to LCL-354FW-01-1, *Emergency Action 354FW Checklist*, for communications-out procedures.

6.2.3.16.1. (Added 354FW). If CAMS/IMDS is disabled, all engine transactions (engine/parts removals and installations, engine inspections, history updates, TCTOs, TCIs, engine status changes) will be accomplished by the use of manual AFTO Form 95 entries in conjunction with the 00-20-5-1-X series technical orders. AFTO Form 781E, Accessory Replacement Document, will be used to document interval times for accessories and components on engines (these items are listed in applicable -6 aircraft technical order), and AFTO Form 349, Maintenance Data Collection, will be used to document all maintenance, once CAMS/IMDS is up and properly running all data will be entered into CAMS/IMDS.

6.2.3.16.2. (Added 354 FW). If CEMS is disabled, all transactions (engine/parts removals and installations, history updates, TCTOs, TCIs, engine status changes) will be either phoned in (DSN 884-4688, 336-4265, or 336-2036) to a CEMS technician, or emailed to (CEMS PMO Support) Tinker CEMS Division for manual updating.

6.2.13.16.3. (Added 354 FW). For engine download processing, if one database is disabled, processing into CETADS will continue as normal in the active database VIA the CFP. All recorder times will be printed out, dated, and saved so when the disabled database is enabled, times can be manually input in sequence by date received. If both systems are disabled, downloads will continue to be forwarded to engine management section through CETADS where they will be saved to an external media source then saved in the EMDL folder (O:\MXOE\03 Daily EMDL) by date. Times will be manually added to the paper copy AFTO Form 95 for each engine. Once both systems are enabled, data in the EMDL folder(s) will be processed in order by date received.

6.2.3.16.4. (Added 354 FW). Procedures for deployed engines are the same. The deployed engine monitor will email or phone in information and engine management section will process it using the above procedures.

6.2.3.19.2.1.1. (Added 354FW). 18 AMU Specialist Flight responsibilities:

6.2.3.19.2.1.1.1. (Added 354 FW). Provide aircraft engine downloads no later than 0700 hours on the next duty day following the aircraft sortie. If an aircraft condition prevents downloading, inform Engine Management of the condition within the time frame mentioned above.

6.2.3.19.2.1.1.2. (Added 354 FW). Provide copies of all new Line Replaceable Units (LRU's) AFTO Form 95's, Significant Historical Data Form, to Engine Management for verification and filing in engine records.

6.2.3.19.2.1.1.3. (Added 354 FW). Provide all requested serial number or part number verifications to Engine Management.

6.2.3.19.2.1.1.4. (Added 354 FW). Notify Engine Management of all aircraft scheduled for deployment at least 72 hours prior to the deployment for verification of engine and engine component time change and special inspection limits.

6.2.3.19.2.1.1.5. (Added 354 FW). Perform all scheduled maintenance of engines and engine LRU's such as engine inspections, blade blending, bore scopes, CANN actions, TCTO actions, part removal/installations, and time changes within reasonable time (or prior to next scheduled flight if on a red X). All actions must be accurately documented in IMDS and CEMS by the first duty day after the event or prior to the next scheduled flight.

6.2.3.19.2.1.2. (Added 354 FW). Maintenance Squadron Propulsion Flight responsibilities:

6.2.3.19.2.1.2.1. (Added 354 FW). Provide engine downloads to Engine Management following engine test cell run.

6.2.3.19.2.1.2.2. (Added 354 FW). Provide IMDS documentation for the removal or installation of all engine LRU's or Shop Replaceable Units (SRU's) to Engine Management.

6.2.3.19.2.1.2.3. (Added 354 FW). Provide all requested serial number or part number verifications to Engine Management.

6.2.3.19.2.1.2.4. (Added 354 FW). Provide copies of all new LRU and SRU AFTO Form 95's, Significant Historical Data Form, and DD Form 1574's, Serviceable Tag-Material to Engine Management for verification of parts loading in CEMS and IMDS and filing in engine historical records.

6.2.3.19.2.1.2.5. (Added 354 FW). Prepare engines for shipment as required. Obtain shipping paperwork from Engine Management and/or Propulsion Flight Supply Liaison for all engine shipments.

6.2.3.19.2.1.2.6. (Added 354 FW). Upon receipt of an engine from TMO, bring all engine records and shipping documents to Engine Management for filing and tracking.

6.2.3.19.2.1.2.7. (Added 354 FW). Upon maintenance completion of an engine, turn-in engine work package to Engine Management no later than two duty days for historical update and work package filing.

6.2.3.19.2.1.3. (Added 354 FW). Deployed Engine Manager Responsibilities:

6.2.3.19.2.1.3.1. (Added 354 FW). Notify Engine Management of telephone numbers, fax numbers and email addresses of all personnel that will be updating engine data.

6.2.3.19.2.1.3.2. (Added 354 FW). Monitor status of all deployed engines (installed and spare) and report status as necessary. Notify Engine Management immediately when an engine change occurs. Engine status changes include removals, installations, shipments (gains & losses), tracked component/part removals, and tracked component/part installations.

6.2.3.19.2.1.3.3. (Added 354 FW). Comply with the Deployed Engine CANN Procedures as written by the Propulsion Flight Chief, located in Engine Management Deployed Engine Manager Continuity Book.

6.2.3.19.2.1.3.4. (Added 354 FW). Ensure EHR COP files are downloaded daily and are sent to home station for updating via email at the end of the flying day.

6.2.3.19.2.1.3.5. (Added 354 FW). Inform Engine Management as soon as possible of a serially controlled part change PRIOR to the installation is critical for proof of serviceability and TCTO compliance.

6.2.3.19.2.1.3.6. (Added 354 FW). Provide TCN number before departing deployed location of any shipped engine equipment.

6.2.3.19.2.1.3.7. (Added 354 FW). Ensure Engine Management provides a CEMS product E407 opt 1 and 4 (paper or electronic) for all deployed spare engines

6.2.3.20.1. (Added 354FW). In the event that LAN connectivity cannot be achieved, the following action will be taken:

6.2.3.20.2. (Added 354 FW). When CETADS is down at home station, the AMU will forward data downloads to EM section on external media. EM section will store the data in date time order for processing at the earliest connection. EM section will forward the data file to CEMS and IMDS using the CFP at the first available opportunity, after achieving connectivity.

6.2.3.20.3. (Added 354 FW). When CETADS is operational the AMU will provide aircraft engine downloads no later than 0700 hours on the next duty day following the aircraft sortie. If

an aircraft condition prevents downloading, inform Engine Management of the condition within the time frame mentioned above.

6.2.3.20.4. (Added 354 FW). At a deployed location, the deployed engine manager or responsible person will forward data downloads to the home station EM section via .dat file through e-mail. This data will be loaded into CETADS by engine management and will be stored by EM in date time order if a connection is not immediately available.

6.2.3.20.5. (Added 354 FW). The deployed engine manager will have preprinted engine/part removal, and installation data forms as a part of his/her deployment package. The Engine Manager's Data List (EMDL) will be run daily in order to immediately correct errors and variances.

6.2.3.21. (Added 354 FW). Engine TCI, TCTO, and inspection policies.

6.2.3.21.1. (Added 354 FW). For engines being placed in spare status awaiting issue, EM section will verify with current data from IMDS screen #713, option 1. This verification also applies if new engine inspection criteria become applicable between the time the engine is placed in spare status and the time of issue.

6.2.3.21.2. (Added 354 FW). For required engine inspections; EM section will run appropriate automated products on Tuesdays and Thursdays to assist AMUs in the management of engine inspections. When an engine has no more than 10% of time remaining to inspection, EM section will schedule the appropriate inspection in IMDS.

6.2.6.10.1. (Added 354 FW). The MDSA section will establish work center codes and mnemonics within IMDS in accordance with TO 00-20-2.

6.2.6.10.1.1. (Added 354 FW). The DBM will approve all changes, additions, or deletions to designators. IMDS users will be notified of all approved work center mnemonic changes, via a system broadcast and posted message in IMDS.

6.2.6.16.4.3.1. (Added 354FW). Tenant DBM responsibilities:

6.2.6.16.4.3.1.1. (Added 354 FW). Provide to the host DBM a list of all required background products needed by their unit any time the computer is down for extended periods of time.

6.2.6.16.4.3.1.2. (Added 354 FW). Ensure their unit is informed of all methods available for inputting data during computer outage (manual, pseudo processing).

6.2.6.16.4.3.1.3. (Added 354 FW). If manual method is chosen, ensure the data is tracked in chronological order.

6.2.6.16.4.3.1.4. (Added 354 FW). If pseudo processing is chosen, ensure the data is in proper format, chronological order, and complete prior to asking the host to process the file.

6.2.6.16.4.3.1.5. (Added 354 FW). Will pick up customer-requested products from the host DBM.

6.2.6.16.4.3.1.6. (Added 354 FW). Will be the point of contact for adding, changing, and deleting work center codes and mnemonics for their organizations, and will coordinate with host DBM, as applicable.

6.2.6.16.4.8. (Added 354FW). Notifies the following points of contact during periods of extended downtime (exceeding 24 hours), and inform them IMDS back-up procedures are in effect (AFCSM 21-256, volume 2).

MOC

MOF PS&D

EM

AMXS and MXS Squadron supervision

Debriefing

Communications Squadron MOC

Training Management

Quality Assurance

6.2.6.16.4.8.1.1. (Added 354FW). When maintenance is performed on assigned equipment off station, manual forms will be input into IMDS by the responsible work center *NLT* 3 duty days after return to home station. If the temporary duty exceeds 10 days, the forms will be sent to the home station by the fastest means available (e.g., fax, e-mail, courier, etc.), until 5 days before return. Transactions from the final 5 days will be hand carried to Eielson and input within 3 duty days by the responsible work center.

6.2.6.16.4.8.1.2. (Added 354 FW). All engine data will be provided to the EM section so IMDS can be updated for transmittal to the Central Data Base (CDB) at Tinker AFB within 3 workdays upon return.

6.2.6.16.4.8.1.3. (Added 354 FW). Serially controlled, time change, and locally tracked items will be input within 1 duty day upon return to home station.

6.2.6.16.4.8.2.1. (Added 354 FW). Procedures for manual input of JCNs during IMDS downtime and deployment processing can be found in Para. 6.3.6.20.6.15.1.1

6.2.6.16.4.8.2.2. (Added 354 FW). Supervision at all levels will comply with JCN assignment rules in accordance with TO 00-20-2.

6.2.6.16.4.8.2.3. (Added 354 FW). The JCN will consist of nine characters with "M" as the first character and the last digit of the year as the second character. The third through fifth character will be the Julian date. Assign the last four digits in accordance with 354 FW [Attachment 18](#).

6.2.6.16.4.8.2.4. (Added 354 FW). Use manual JCNs to record support general and other recurring tasks. All agencies requiring JCNs will use only those JCNs assigned to their area of responsibility.

6.2.6.16.4.8.2.5. (Added 354 FW). All data requiring records action (e.g., TCTOs, inspections, and time changes), will be hand carried to the appropriate agency *NLT* the close of business on the duty day after the job is accomplished.

6.2.6.16.4.8.3. (Added 354 FW). Recovery operations. The DBM will coordinate all long recovery actions with DECC personnel as required. In this process, the Audit Trail Tape (ATT) will recover all transactions since the last system backup, to the moment of system failure.

Should the automated recovery fail, the following priorities are in effect when IMDS comes back on-line:

6.2.6.16.4.8.3.1. (Added 354 FW). Priority 1 - Aircraft status (AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*) and input of open discrepancies - MDC.

6.2.6.16.4.8.3.2. (Added 354 FW). Priority 2 - Aircraft sorties and flying hours - Debriefing.

6.2.6.16.4.8.3.3. (Added 354 FW). Priority 3 - All scheduled maintenance actions, (e.g., all input and deferred discrepancies that are AWM) - MOF PS&D section.

6.2.6.16.4.8.3.4. (Added 354 FW). Priority 4 - All inputs and deferred discrepancies that are AWP - AMU supply/support section.

6.2.6.16.4.8.3.5. (Added 354 FW). Priority 5 - All remaining closed discrepancies. Work centers are responsible for their shop inputs.

6.2.6.16.4.15. (Added 354 FW). Restrict the use of any TRIC/SCREEN that the OPR requests. Subsystems OPRs must designate, in writing, the TRIC/SCREEN, option and man number authorized to use them.

6.2.6.16.5.12. (Added 354FW). Responsibilities for work centers using IMDS.

6.2.6.16.5.12.1. (Added 354 FW). Ensures newly assigned personnel completed DD Form 2875 and submit to the IMDS database manager.

6.2.6.16.5.12.2. (Added 354 FW). The DBM loads the user-identification into individual IMDS personnel records.

6.2.6.16.5.12.3. (Added 354 FW). The DBM will send the form to Base Network Control Center (BNCC).

6.2.6.16.5.12.4. (Added 354 FW). BNCC creates IMDS user-identifications and loads into DISA security file.

6.2.6.16.5.12.5. (Added 354 FW). Retrieves user-identification with IMDS screen 589, option 5.

6.2.6.16.9. (Added 354FW). Data Integrity Procedures. Each MXS flight/AMU section will appoint a Data Integrity Team (DIT) representative.

6.2.6.16.9.1. (Added 354 FW). Flight DIT representatives will receive DIT training from MDSA section on an annual basis and/or when new flight DIT representatives are appointed.

6.2.6.16.9.2. (Added 354 FW). Squadrons may request data integrity training from the MDSA section on an as needed basis.

7.1.4. (Added 354 FW). See paragraph 7.2.2 for pre-dock procedures.

7.1.6.1. (Added 354FW). See paragraph 7.2.4 for Aircraft Configuration Management procedures.

7.1.6.2. (Added 354 FW). See paragraph 7.2.7 for time change procedures.

7.1.6.3. (Added 354 FW). See paragraph 7.2.4 of this supplement for non-PS&D TCI suspense authorization procedures.

7.1.8.1. (Added 354FW). In the event of an aircraft mishap involving an aircraft assigned to the 354th FW, the MOC will contact the IMDS/DBM and request applicable aircraft history stored in the database.

7.1.8.1.1. (Added 354 FW). Immediately following notification from the MOC, the IMDS/DBM will place the system in File Update Mode (FUD), and a save of the database will be performed. The Maintenance Data System Analysis (MDSA) section will provide three copies of aircraft historical data information to MXG/QA ASAP.

7.1.8.1.2. (Added 354 FW). MOC will notify the MOF PS&D section of the event, which will collect aircraft historical records/pulled forms and secure the jacket file until receiving further guidance.

7.1.8.1.3. (Added 354FW). MOF PS&D section will consolidate affected aircraft records for MXG/QA. QA will deliver the records to the local safety office/mishap board when tasked to do so.

7.1.8.2. (Added 354 FW). The host DBM will follow these steps in case of an aircraft incident:

7.1.8.2.1. (Added 354 FW). Put the IMDS into File Update Mode (FUD).

7.1.8.2.2. (Added 354 FW). Record all available information: Aircraft tail number, location, time and date, name, number, and title of person to contact for additional information

7.1.8.2.3. (Added 354 FW). Do an ACOPI to copy the live database to 2FS.

7.1.8.2.4. (Added 354 FW). Run the following products and provide them to QA and the investigation team: PRA, QMH, PRD, QRE, ARC, and SHD.

7.1.8.2.5. (Added 354 FW). Using the means given to DBM, transfer the aircraft in IMDS.

7.1.8.2.6. (Added 354 FW). Process screen 931 to put a freeze on all of the aircrafts records.

7.1.8.2.7. (Added 354 FW). Coordinate with MOF PS&D on the aircraft status.

7.1.10.2. (Added 354 FW). See paragraph 7.2.1. for established procedures

7.1.11.1. (Added 354 FW). See paragraph 7.2.2 of this instruction.

7.1.12.1. (Added 354FW). The MOF PS&D NCOIC will be assigned and carry out duties of the MSAT administrator. On Mon, Wed & Fri of each week, MOF PS&D will ensure the text files located in the MSAT\FTP folder are downloaded (copied) to the Official Files Area\MXOP or external hard drive for use in the event MSAT or MIS goes down and manual backup procedures must be implemented.

7.1.12.2. (Added 354 FW). In the event manual back-up plan must be implemented; these text files will be used and updated in red as changes/updates are made known. Upon return to normal operations, products will be retained until updates have been verified in MSAT.

7.2.1.1.1. (Added 354FW). Personnel will use the ADR checklist Attachment 31 detailing required processes and procedures for completing deployed/local aircraft ADRs as well as listing minimum personnel required to review each ADR package. AMU schedulers will print and include this checklist as the coversheet of each ADR

7.2.1.3.5. (Added 354FW). The following individuals will review the ADR checklist Attachment 31: DCC/assistant, aircraft section chief, MOF PS&D section, supply/support section, and the AMU OIC/NCOIC.

7.2.1.3.6. (Added 354FW). Responsibilities for individuals reviewing the ADR checklist attachment 31 will:

7.2.1.3.7. (Added 354 FW). Help reconcile discrepancies that exist between AFTO 781 series forms and IMDS before signing off 30-day record checks.

7.2.1.3.8. (Added 354 FW). Use Automated Records Check (ARC) during prolonged IMDS downtime.

7.2.1.3.9. (Added 354 FW). Accomplish aircraft document reviews and validations prior to aircraft deploying, transferring, or acceptance of assigned aircraft.

7.2.1.3.10. (Added 354 FW). During deployments where no MOF PS&D section is present, the aircraft section chief will assume verification procedures, update IMDS, and initial off MOF PS&D block of AFTO Form 781A.

7.2.1.3.11. (Added 354 FW). During short (less than 30 day) deployments where there is no PS&D personnel and IMDS is not available; records checks will be accomplished before departure.

7.2.1.3.11.1. (Added 354 FW). The DCC or assistant:

7.2.1.3.11.2. (Added 354 FW). Initiates aircraft DR by reviewing AFTO Form 781 series documents for compliance with TO 00-20-1, *AEROSPACE EQUIPMENT MAINTENANCE INSPECTION, DOCUMENTATION, POLICIES, AND PROCEDURES*.

7.2.3.11.3. (Added 354 FW). Ensure an entry in the AFTO Form 781A is documented for the records check.

7.2.3.11.4. (Added 354 FW). Hand carries the aircraft forms and IMDS products to the required agencies for review. The expeditor or assigned crew chief will call the PS&D section to schedule a meeting for completion.

7.2.3.11.5. (Added 354 FW). Completes the WCE to the scheduled JCN. Reviews the work order using IMDS screens 907, 914, and AFTO Form 781A entry in accordance with TO 00-20-1.

7.2.3.11.6. (Added 354 FW). Ensures aircraft time, engine serial number(s), deferred discrepancy event identification with narratives, supply document numbers, and inspection/time change due dates correspond with IMDS using following on-line IMDS screens: 700, 713, 701, 514, 525, and 380 using option 6 requesting supply data or ARC.

7.2.3.11.7. (Added 354 FW). Verifies aircraft meets configuration management requirements by utilizing IMDS screen 990 and rectifies items identified as missing.

7.2.3.11.8. (Added 354 FW). Calls Oil Analysis Program (OAP) lab to ensure aircraft engine(s) times correspond with their records.

7.2.3.11.9. (Added 354 FW). Ensures deferred event identification numbers and discrepancies listed on AFTO Form 781A/781K agree with those listed on IMDS products.

7.2.3.11.10. (Added 354 FW). Signs off the AFTO Form 781A entry when all portions of DR are completed.

7.2.3.11.11. (Added 354 FW). Returns completed copy of ARC or on-line products to APG/Debrief section for filing.

7.2.1.3.12. (Added 354 FW). MOF PS&D

7.2.1.3.12.1. (Added 354 FW). Schedules aircraft DR in IMDS and in the weekly maintenance plan.

7.2.1.3.12.2. (Added 354 FW). Ensure inspections or TCIs are not due or overdue. Ensure items are scheduled in IMDS if they are due or overdue.

7.2.1.3.12.3. (Added 354 FW). Ensure all active TCTOs are in correct status code in IMDS.

7.2.1.3.12.4. (Added 354 FW). Make updates as required in IMDS, (e.g., Jet Fuel Starter (JFS) starts), and initial off maintenance scheduler corrective action block of AFTO Form 781A.

7.2.1.3.13. (Added 354 FW). The DCC or assistant:

7.2.1.3.13.1. (Added 354 FW). Initiates aircraft DR by reviewing AFTO Form 781 series documents for compliance with TO 00-20-1, *AEROSPACE EQUIPMENT MAINTENANCE INSPECTION, DOCUMENTATION, POLICIES, AND PROCEDURES*.

7.2.1.3.13.2. (Added 354 FW). Makes the following AFTO Form 781A entry in the aircraft forms using a red dash: “30 day aircraft documents review due”, depending on the circumstance.

7.2.1.3.13.3. (Added 354 FW). Hand carries the aircraft forms and IMDS products to the supply/support and PS&D section for review. The expeditor will call the PS&D section to schedule a meeting for completion.

7.2.1.3.13.4. (Added 354 FW). Completes the WCE to the scheduled JCN. Reviews the work order using IMDS screens 907, 914, and AFTO Form 781A entry in accordance with TO 00-20-1.

7.2.1.3.13.5. (Added 354 FW). Ensures aircraft time, engine serial number(s), deferred discrepancy event identification with narratives, supply document numbers, and inspection/time change due dates correspond with IMDS using following on-line IMDS screens: 700, 713, 701, 514, 525, and 380 using option 6 requesting supply data or ARC.

7.2.1.3.13.6. (Added 354 FW). Verifies aircraft meets configuration management requirements by utilizing IMDS screen 990 and rectifies items identified as missing.

7.2.1.3.13.7. (Added 354 FW). Calls Oil Analysis Program (OAP) lab to ensure aircraft engine(s) times correspond with their records.

7.2.1.3.13.8. (Added 354 FW). Ensures deferred event identification numbers and discrepancies listed on AFTO Form 781A/781K agree with those listed on IMDS products.

7.2.1.3.13.9. (Added 354 FW). Signs off the AFTO Form 781A entry when all portions of DR are completed.

7.2.1.3.13.10. (Added 354 FW). Returns completed copy of ARC or on-line products to APG/Debrief section for filing.

7.2.1.3.14. (Added 354 FW). Supply/support section:

7.2.1.3.14.1. (Added 354 FW). Ensures all aircraft discrepancies requiring parts in the AFTO 781A/K have a valid due-out supply document number and matches the IMDS 380 screen data.

7.2.1.3.14.2. (Added 354 FW). Notifies the crew chief of on-hand parts in TNB.

7.2.1.3.14.3. (Added 354FW). Signs coversheet completing supply/support portion of DR.

7.2.2.1.1.1. (Added 354FW). Pre-dock meetings are scheduled maintenance events. Specific dates, times and locations are coordinated with the phase dock chief.

7.2.2.1.1.2. (Added 354 FW). The pre-dock meeting will be conducted prior to induction into phase. A pre-dock document review will be accomplished by the assigned crew chief prior to phase start.

7.2.2.1.1.3. (Added 354 FW). MOF PS&D will prepare an AF Form 2410 listing all items to be accomplished during the inspection. Items to be accomplished will be discussed and agreed upon. A copy of the Calendar Inspection and Delayed Discrepancy Document will be included in the package. For configuration management, MOF PS&D will print IMDS screen 990, Actual Configuration Set-up and give a copy to the dock chief at the pre-dock meeting. The assigned crew chief will ensure items out of configuration are verified, corrected in IMDS using appropriate JDD screens and annotated on the 990 or locally developed product. After agreeing to the items in the work package, attendees will sign the AF Form 2410 in the appropriate block. A copy of the AF Form 2410 is given to the phase dock chief and the original is maintained by MOF PS&D.

7.2.2.1.6.1. (Added 354 FW). AMU schedulers will coordinate with EM to document all engine related requirements, TCTOs, time changes, special inspections etc. on the AF IMT 2410 prior to the meeting.

7.2.2.1.7.1. (Added 354 FW). Prior to the post-dock meeting, MOF PS&D will check IMDS to see if JCNs in the work package are completed or deferred. Items not completed will be discussed at the post-dock meeting. Also, the dock chief will ensure that all maintenance actions have been complied with or carried forward and that all documentation is ready for the QA review, to include IMDS. QA will not review the forms until the entire maintenance package has been completed.

7.2.2.2.1. (Added 354FW). AMU schedulers will use MSAT products or print IMDS screens 713, 525, 701 for calendar & hours inspections/time changes as well as a screen 380. These printouts will be given to the dock chief during the predock meeting.

7.2.2.2.2. (Added 354 FW). MOF PS&D will run screen 990 for missing/out of configuration and 942, actual configuration set-up for F-16 aircraft entering phase.

7.2.2.2.3. (Added 354 FW). Give copy of 990/942 to phase dock chief at pre-dock meeting, for verification and/or correction in IMDS of all items found missing/out of configuration during phase inspection.

7.2.2.2.4. (Added 354 FW). Obtain post-phase missing/out of configuration and actual configuration data sheet from phase dock chief at post-dock for PS&D.

7.2.2.2.5. (Added 354 FW). Retain paper copies of pre/post-phase missing/out of configuration and actual configuration set-up products in phase package until next scheduled phase.

7.2.2.2.6. (Added 354 FW). Incorporate all requirements against the aircraft into a work package prior to the meeting. Schedules all known requirements to include deferred discrepancies using IMDS screen 86, and transcribes the JCNs to the AF Form 2410.

7.2.2.2.7. (Added 354 FW). Informs representatives of the inspection schedule, to include input/output dates, type or number of phase inspection due, TCTOs, Time Change Inspections (TCI), special inspections, deferred discrepancies, and any other special instructions.

7.2.2.2.8. (Added 354 FW). Provides the dock chief with a missing/out of configuration and actual/approved configuration set-up data sheet, identifying those items out of configuration using IMDS screen 990/942. **NOTE:** The dock chief must visually check and correct all items identified as missing/out of configuration.

7.2.2.2.9. (Added 354 FW). Provides a completed copy of the AF Form 2410 with signatures to the dock chief and maintains a duplicate suspense copy, to be used as an aid in conducting the post-dock meeting.

7.2.2.2.10. (Added 354 FW). Pre-dock inspection meeting attendees will inform PS&D of any limiting factors, which might affect the scheduled output date and provide possible solutions/recommendations. Attendees will sign block 14 of the AF Form 2410 to indicate acknowledgment of their responsibilities. Once signed, the completed AF Form 2410 is a contract between the phase inspection and PS&D sections.

7.2.3.1. (Added 354 FW). Post-dock inspection meeting procedures.

7.2.3.1.1. (Added 354 FW). Agencies attending the post-dock inspection meeting should be the same as those attending the pre-dock inspection meeting.

7.2.3.2. (Added 354 FW). The dock chief:

7.2.3.2.1. (Added 354 FW). Verifies completion of all inspection requirements and transcribe all open discrepancies to the active AFTO Form 781A and IMDS. Changes delivery destination of all parts ordered, yet not received during the inspection.

7.2.3.2.2. (Added 354 FW). Ensures all automated events are complete in IMDS, and presents completed IMDS screen 122 printout of aircraft and engine phase events to PS&D section for filing.

7.2.3.2.3. (Added 354 FW). Provides PS&D section with verified and corrected missing/out of configuration and actual/approved configuration set-up data sheet at the post-dock meeting.

7.2.3.2.4. (Added 354 FW). Ensures the production superintendent is informed of all open/deferred discrepancies, and helps formulate a fix plan, as necessary.

7.2.3.2.5. (Added 354 FW). Ensures all attendees sign the AF Form 2410 signifying phase inspection completion, with pertinent remarks, as applicable.

7.2.3.3. (Added 354 FW). PS&D section:

7.2.3.3.1. (Added 354 FW). Files completed work package, AF Form 2410, and computer-generated listing of completed on-line work orders in the affected aircraft jacket file.

7.2.3.3.2. (Added 354 FW). Ensures owning work centers correct actual configuration set-up data sheet identified on the IMDS screens 990 and 942.

7.2.3.3.3. (Added 354 FW). MOF PS&D will validate the corrections and notify the inspection section dock chief of any discrepancies not corrected.

7.2.3.3.4. (Added 354 FW). Ensure all items not complied with are rescheduled or deferred.

7.2.3.3.5. (Added 354 FW). At the conclusion of the post-dock, the dock chief gives the completed inspection work package (the AF Form 2410 and an IMDS on-line printout of the completed phase package) to MOF PS&D for filing. MOF PS&D will maintain the phase work package in the jacket file.

7.2.4. (Added 354 FW). **NOTE:** Egress and Aircrew Flight Equipment shop personnel will be officially appointed by the shop chief, trained and authorized to validate and process IMDS 128 suspenses for their appropriate shops' SIs and TCIs – on or off the aircraft.

7.2.4.2.1. (Added 354 FW). The owning work center responsible for removing and replacing a TCI, serially controlled, or configuration managed item on the aircraft will update IMDS for all scheduled or unscheduled maintenance actions.

7.2.4.4.1. (Added 354 FW). MOF PS&D will manage IMDS screen 690 REMIS error notices and coordinate correction with the appropriate workcenters.

7.2.6.2.2.3.1. (Added 354 FW). TCTO folders are standardized for all TCTO records with the master copy located at MOF PS&D

7.2.6.2.2.5. 1 (Added 354 FW). TCTO Procedures. When hazardous materials are required to complete TCTO actions the applicable work centers will fill out an AF IMT 3952, Chemical Hazardous Material Request/Authorization and send to the HAZMART. Hazardous Materials will not be ordered using the GPC without HAZMART approval.

7.2.7.1.3.1. (Added 354FW). 354th OSS Aircrew Flight Equipment:

7.2.7.1.3.2. (Added 354FW). Maintains IMDS data accuracy for survival kits and components, kit and chute installed locations, and corrects any detected errors.

7.2.7.1.3.3. (Added 354FW). Maintains an AFTO Form 338, Survival Kit Record, for each survival kit with PSN, lot number, DOM, DOI, inspection and time change due dates, and current installed location.

7.2.7.1.3.4. (Added 354FW). Provides TCI forecast information for all locking cord cutters to MOF PS&D sections in accordance with TO 00-20-9-1.

7.2.7.1.3.5. (Added 354FW). With the help of PS&D loads, installs, and establishes time change and/or inspection intervals for each survival kit cutter or replace using appropriate IMDS screens, and corrects errors, as necessary.

7.2.7.1.3.6. (Added 354FW). Verifies parachute and survival kit PSNs when removing and reinstalling these components to facilitate other Maintenance (FOM), and corrects IMDS information when errors are detected.

7.2.7.1.3.7. (Added 354FW). Reviews IMDS for F-16 aircraft component errors generated by shop remote identifications, contacts PS&D section for correct solutions, and provides new PSN information to PS&D section as suspense is validated.

7.2.7.1.3.8. (Added 354FW). Maintains AFTO Form 392, Drogue Parachute Repack, Inspection and Component Record, or equivalent on each parachute with PSN, lot number, DOM, DOI, due

date, and installed position. Loads, installs, and establishes time change and/or inspection intervals for each drogue parachute component installed or replaced using appropriate IMDS screens.

7.2.7.1.3.9. (Added 354FW). Performs hands-on inventory of all drogue parachute components when they are taken to the shop for maintenance, and correct errors detected in IMDS

7.2.7.1.3.10. (Added 354FW). Verifies PSN data on each drogue chute prior to repacking and corrects IMDS errors, as required.

7.2.7.1.3.11. (Added 354FW). Provides time change forecast requirements for all drogue parachute components (including spares) to PS&D section in accordance with TO 00-20-9 and 00-20-9-1.

7.2.7.1.3.12. (Added 354FW). Egress section:

7.2.7.1.3.13. (Added 354FW). Initiates and maintain current inventory of all egress TCIs by aircraft canopy and seat to include noun, PSN, lot number, Date of Manufacture (DOM), Date of Installation (DOI), due dates, and position.

7.2.7.1.3.14. (Added 354FW). Monitors monthly, egress item PRA and corrects errors, as required

7.2.7.1.3.15. (Added 354FW). Performs hands-on inventory of all CAD/PAD items every 36 months.

7.2.7.1.3.16. (Added 354FW). Loads, installs, and establishes time change or inspection interval for each replacement PSN item, using the Job Standard (JST) number (DOM, DOI) that comes due first.

7.2.7.1.3.17. (Added 354FW). Reviews IMDS screen 690 daily for GCSAS errors on F-16 aircraft components created from shop remote identifications, and contacts PS&D section for correct resolutions.

7.2.7.1.3.18. (Added 354FW). Coordinates with PS&D section for any removal and replacements of time change items that were damaged or found defective.

7.2.7.1.3.19. (Added 354FW). Provides a CAD/PAD verification sheet to PS&D section for required updates to egress configuration TCI data.

7.2.7.1.3.20. (Added 354 FW). PS&D will:

7.2.7.1.3.20.1. (Added 354FW) Reviews weekly, Planning Requirements (PRA) background product to ensure data accuracy, and makes corrections, as necessary.

7.2.7.1.3.20.2. (Added.354FW). Inform the affected work center of missing or incorrectly loaded PSNs for correction.

7.2.7.1.3.20.3. (Added 354 FW). Verify accuracy of installed TCIs during phase and other major inspections through use of automated products and/or MSAT.

7.2.7.1.3.20.4. (Added 354 FW). Performs initial PSN item loads on newly assigned aircraft and on components changed at depot, except Egress and life support TCIs.

7.2.7.1.3.20.5. (Added 354 FW). Provides justification for emergency time change issue requests, and coordinate all justifications through the affected agencies. NOTE: Due date

extension requests to the applicable item manager should be submitted at least 30 days prior to aircraft grounding for non-availability of parts.

7.2.7.1.4. (Added 354FW). Reviews suspense files daily and process and/or delete suspense files as required. All suspense files will be printed or downloaded prior to process and/or deletion. Review daily, all PSN installation data using IMDS screen 128, and validate all suspense records for correct configuration management. All suspense records will be printed and maintained for at least 30 days. All TCTO status changes will be made on the IMDS screen 525 filed in the TCTO folder unless a new 525 is printed and filed in the TCTO folder

7.2.8. (Added 354 FW). Aggressor aircraft are “TF” coded (training) and do not require generation planning.

7.2.8.1. (Added 354 FW). Maintenance Operations Flight will (When/if applicable):

7.2.8.1.1. (Added 354 FW). Develop a cover sheet for each generation/regeneration flow plan indicating its effective date. Ensure final coordination with all affected agencies is complete. NOTE: Dated flow plans will be in effect until revised or rewritten and coordinated through MXG/CC, squadron commander and/or MOO/SUPT, lead production superintendent, munitions control, and fuels control center.

7.2.8.1.2. (Added 354 FW). Ensure flow plans are coordinated with all affected agencies and not changed without prior coordination. NOTE: When actual start/stop time fields are filled in the generation/regeneration flow plans (AF Form 2408s) are classified as “SECRET”. Otherwise, all flow plan forms will be “For official use only”.

7.2.8.1.3. (Added 354 FW). Submit flow plans to OG/CC for approval and publishing.

7.2.8.1.4. (Added 354 FW). Review each finalized flow plan and load into classified system.

7.2.8.1.5. (Added 354 FW). Ensure correct flow plan version is coordinated/implemented through the MOC during generation and regeneration taskings.

7.2.8.1.6. (Added 354 FW). Maintain the most current copy of generation/regeneration flow plan for all squadrons, to be used in case of computer outage.

7.2.8.1.7. (Added 354 FW). PS&D:

7.2.8.1.7.1. (Added 354 FW). Coordinates generation flow plans with affected agencies not directly assigned to unit (e.g., fuels operations flight and munitions).

7.2.8.1.7.2. (Added 354 FW). Ensures current flow plans are available/used in the Excel program of TBMS.

7.2.8.1.7.3. (Added 354 FW). Provides a master copy of each plan to PS&D section within 14 days of rewrite or completion of new flow for filing, loading, or changing information to the Excel program in TBMS.

7.2.8.1.7.4. (Added 354 FW). Reviews, updates, and coordinates each flow plan annually.

7.2.9.2. 1 (Added 354 FW). MOF PS&D will create/maintain a standardized transfer checklist. This checklist will be used to ensure all requirements are accomplished prior to transfer.

7.2.11.1.1.1. (Added 354 FW). When multiple AFTO IMT 95s (hard copies) are on file for the same component or aircraft, without a break in dates, the AFTO IMT 95s will be stapled

together, (most current history, by date, filed on top), with words “Automated history started this date” written/typed only on the last (top) AFTO IMT 95. The sequential automated 95 (IMDS screen 393) printout will be stapled in back of the hard copy AFTO IMT 95s. **NOTE:** Under no circumstances will hard copy AFTO IMT 95s be removed from the aircraft jacket file or destroyed.

7.2.11.1.1.2. (Added 354 FW). Aircraft returning from depot paint or any depot modification will result in multiple hard copy AFTO 95s even though the 95s were previously automated. To continue the automated process, manually enter the data from the hard copy AFTO IMT 95 into IMDS using screen 392 then follow the same procedures identified in para 7.3.3.1.1. **NOTE:** Under no circumstances will hard copy AFTO IMT 95s be removed from the aircraft jacket file or destroyed.

7.2.11.1.2.1. (Added 354 FW). MOF PS&D section will send the complete jacket file with the aircraft during PDM for 30 days or more. The jacket file will also include all historical documents and TRIC TRE, PRA, ARC, and TRIC SHD IMDS products.

7.2.11.1.2.2. (Added 354 FW). Ensure all work centers deliver AFTO Form 95s or DD Form 1574 for new parts to MOF PS&D. MOF PS&D section will be the focal point for compiling aircraft historical records from all applicable maintenance activities.

7.2.11.1.2.3. (Added 354 FW). Upon aircraft return, inspect aircraft jacket file and annotate local checklist coversheet. Return all decentralized historical records to the applicable maintenance activity.

7.2.11.1.3.1. (Added 354 FW). MOF PS&D will develop/maintain a decentralized agency review checklist. This checklist will be used during semi-annual decentralized agency visits and will be filed with the jacket file checklist of each jacket file.

7.2.11.1.5.1. (Added 354 FW). The APG flight chiefs will ensure all pulled AFTO 781 Forms (A, H, J, K) are accurate and forwarded to MOF PS&D in a timely manner. If AFTO Form 781s are missing, PS&D will initiate the missing forms letter. A total of three letters is required (1 original & 2 copies). The original letter is forwarded to the APG flight chief, copy 1 is filed in the jacket file in the place of the missing AFTO Form 781s and MOF PS&D will establish a suspense file for copy 2. The APG flight chief is responsible for locating the missing AFTO Form 781s. The unsigned missing form letters will remain on file no longer than five duty days. The missing forms letters and copies are destroyed upon receipt of the missing forms. If a response is not returned within five duty days, MOF PS&D will notify AMU supervision. If the forms cannot be located, file the missing forms letter, endorsed by the section chief and AMU supervision, in the aircraft jacket file in place of the missing forms.

7.10.6.1.

7.8.2. (Added 354FW). Load the upcoming weekly flying schedule into IMDS NLT than the Friday preceding the effective week, creates scheduled maintenance events in IMDS, and works closely with armament flight scheduling and supervision to schedule gun inspections for rounds fired or calendar inspection requirements. (Added 354 FW). Local – 21 Equipment Accountability Procedures.

7.10.6.1.1. (Added 354 FW). MOF PS&D will maintain a copy of all appointment letters for - 21 Equipment Custodians

7.10.6.1.2. (Added 354 FW). The AMU will:

7.10.6.1.2.1. (Added 354 FW). Ensure a current appointment letter for the – 21 Equipment Custodian is provided to MOF PS&D. –21 Equipment Custodians will be appointed by AMU Supervision.

7.10.7.2.1.

7.10.6.1.2.2. (Added 354 FW). AMU –21 Equipment Custodian will maintain a current copy of the AF IMT 2692, Aircraft/Missile Equipment Transfer/Shipping Listing. (Added 354 FW). JMLs for off-equipment items procedures: 354 MXS Owing Work Centers (OWC) will maintain Job Standard Master Listing (JML) for their assigned equipment.

7.10.7.2.1.1. (Added 354 FW). The following PS&D sections will assist OWCs in loading and establishing equipment requirements into IMDS:

7.10.7.2.1.2. (Added 354 FW). 354th MOF PS&D (aircraft related items e.g., fuel, hydraulic, electro/environmental, egress shops, etc.).

7.10.7.2.1.3. (Added 354 FW). Assigned shop schedulers will perform JML reviews for Propulsion Flight, Armament shop, PMEL shop, and AGE Flight.

7.10.7.2.2. (Added 354FW). 354th MXS OWCs:

7.10.7.2.2.1. (Added 354 FW). Maintains all required inspection, time change items, and Job Flow Packages (JFP) in accordance with applicable technical directives (e.g., engine removal/installation packages, wheel and brake removal/replacement packages).

7.10.7.2.2.2. (Added 354 FW). Loads and establishes new equipment items into IMDS within 5 duty days of receipt.

7.10.7.2.2.3. (Added 354 FW). Contacts QA and applicable PS&D section when IMDS JFP or JST requires update.

7.10.7.2.2.4. (Added 354 FW). Maintains a current copy of JML on file.

7.10.7.2.2.5. (Added 354 FW). Schedules JCN in IMDS using established job standards for assigned equipment.

7.10.7.2.2. (Added 354 FW). MOF PS&D section:

7.10.7.2.2.1. (Added 354 FW). Supports all MXS back shops when not assigned with a 2R1X1 maintenance scheduler.

7.10.7.2.2.2. (Added 354 FW). Loads, changes, deletes JFP and JSTs for required back shop maintenance actions as changes occur.

7.10.7.2.3. (Added 354 FW). The MOF PS&D TCI monitor will use the MOF PS&D developed JML review checklist when accomplishing the JML review. The completed checklist will be maintained on file with the AF IMT 2411 until the next JML review is accomplished.

7.10.7.2.3.1. (Added 354FW). MOF PS&D will email AMU dedicated schedulers, Aircrew Flight Equipment, Egress, EM and the (as applicable) a list of MSAT produced overdue inspections/TCIs, missing/wrong WUC error reports once a week.

7.10.7.2.3. 2 (Added 354 FW). AMU dedicated schedulers, Aircrew Flight Equipment, Egress, EM and the schedulers will:7.10.7.3.2.1. (Added 354 FW). Review error reports, coordinate corrections and provide responses to MOF PS&D for all discrepancies by Wednesday at 1600.

7.10.7.4.1. (Added 354FW). MOF PS&D will review and consolidate all MSAT time change and inspection error inquiries, quarterly and send them to the agency responsible for correcting the errors.

7.10.7.4.2. (Added 354 FW). The responsible agency will review the products and make corrections; answers/corrective actions will be forwarded back to MOF PS&D.

7.10.13.1.

7.10.7.4.3. (Added 354 FW). MOF PS&D will review all MSAT error inquiries to validate corrections. Items left uncorrected without just cause will be sent back to the sections for correction with a courtesy copy email to the respective supervision.(Added 354FW). Coordinates quarterly aircraft paint schedule with the structural maintenance section chief and MOF PS&D section.

7.10.15. (Added 354FW). See paragraph 4.7.3.

7.12.8.

7.11.1.1. (Added 354 FW). Formal written reports of deficiencies found as well as written responses addressing deficiency resolution may be communicated through email provided all applicable unit supervision is included in all email traffic. (Added 354 FW). Acceptance Inspections

7.12.8.1. (Added 354 FW). Review all applicable IMTs on return of aircraft and update and/or schedule inspection requirements as required.

7.12.8.2. (Added 354 FW). Check AFTO IMT 95, Significant Historical Data, items for correct PSNs.

7.12.8.3. (Added 354 FW). Update automated AFTO IMT 95 in IMDS for work accomplished at the depot.

7.12.8.4. (Added 354 FW). Manually update airframe sorties/hours (and JFS starts for F-16s) in IMDS for depot flown jets.

7.12.8.5. (Added 354 FW). MOF Engine Management will update engine times.

7.12.9. (Added 354 FW). Transfer Inspections

7.12.9.1. (Added 354 FW). Inspect aircraft jacket file.

7.12.9.1.1. (Added 354 FW). Ensure all required documentation is sent with the aircraft to include:

7.12.9.1.1.1. (Added 354 FW). AFTO IMT 290.

7.12.9.1.1.2. (Added 354 FW). AF IMT 2692 listing all applicable -21 equipment.

7.12.9.1.1.3. (Added 354 FW). AFTO IMT 95s for -6 listed items.

7.12.9.1.1.4. (Added 354 FW). AFTO IMT 44- Jet Engines.

7.12.9.1.1.5. (Added 354 FW). Weight & Balance Handbook.

7.12.9.1.1.6. (Added 354 FW). Load Adjuster- Aircraft.

7.12.9.1.1.7. (Added 354 FW). AFTO IMT 345.

7.12.9.1.1.8. (Added 354 FW). DD Form 1149.

7.12.9.1.1.9. (Added 354 FW). Outstanding TCTO Kits (list on AF IMT 2692 if with aircraft. List with DD form 1348-1 if shipped separate).

7.12.9.1.1.10. (Added 354 FW). AF IMT 2414 or computer generated parts requisition IMT.

7.12.9.1.1.11. (Added 354 FW). IMDS TRE, SHD, and PRA Products.

7.12.9.2. (Added 354 FW). AMXS/MOO or Superintendent will coordinate all additional transfer requirements with gaining unit.

8.3.14. (Added 354 FW). Specific guidance for 107T technical assistance.

8.3.14.1. (Added 354 FW). Affected unit will ensure QA and Air Force Engineering and Technical Service (AFETS) representatives are notified that repairs are beyond TO limits but are within wing repair capabilities. Examples illustrating the intent of this paragraph are: repair or blend aircraft skin gouges and/or cracks, disbonding of aircraft panel surfaces, and boring or over sizing of aircraft bushing or fixtures.

8.3.14.2. (Added 354 FW). Requesting unit may communicate with depot technical representatives to discuss proposed disposition/course of repair. E-mail correspondence will not be used as authorization for repair. To receive valid disposition/repair instructions, a Microsoft Word 107T form/DESTRAP 107T request must be used. The requesting unit will write the formal 107T request and forward to QA and MOF/MXOS for coordination; QA will review and forward to the MXG/CC or designated representative for release/approval. After MXG/CC approval, the requesting unit will update the request on the DESTRAP web site and forward the web link to QA, MXG leadership, and MOF/MXOS for informational purposes. **NOTE:** Aircraft structural 107T requests will be sent to the DESTRAP website at Hill AFB, engine 107T requests will be sent to the Tinker AFB and egress seat 107T requests will be sent to 77 AESG at Brooks AFB.

8.3.14.3. (Added 354 FW). Specific guidance for 107M un-programmed depot level maintenance.

8.3.14.3.1. (Added 354 FW). Upon notification that work to be performed is outside field level capabilities the affected unit will generate the 107M via the DESTRAP website. Examples illustrating the intent of this paragraph are: aircraft crash, aircraft fire, and major structural damage/repairs. **NOTE:** 107M request will normally be created from an existing 107T request based upon feedback from aircraft engineers. Ensure all 107T data to include engineering comments transfer over to the 107M request.

8.3.14.3.2. (Added 354 FW). The requesting unit's supervision will be the 354th FW point of contact for the 107M request. MXG/CC approval must be obtained prior to initiating any 107M request. The requesting unit will ensure QA and MOF/MXOS are notified of all 107M requests and status.

8.3.14.3.3. (Added 354 FW). Requesting unit will make all necessary arrangements for arriving technicians to include tools, test equipment, hangar space, security clearances, transportation,

and billeting. Additionally, they will notify QA, MXG leadership, and MOF/MXOS of the team's arrival, work status, and departure.

8.4.15. (Added 354 FW). Publishes QA flashes to identify known or suspected problem areas, aid in clarifying procedures, and to quickly distribute new guidance. Work center supervisors are responsible for the timely dissemination of QA flashes to their personnel.

8.4.16. (Added 354 FW). Maintenance Crosstells. QA will act on all incoming maintenance crosstells if applicable, and make recommendation to MXG/CC on further course of action.

8.7. (Added 354 FW). As a minimum, QA augmentees will be qualified to perform all KTLs in their functional area. Augmentees will be trained and certified IAW this instruction. They will follow inspection guidelines established in the MSEP.

8.9.2.1. (Added 354 FW). Produce a schedule showing which programs/processes will be inspected and the time frame the inspections will be conducted.

8.9.3.1. (Added 354 FW). Create a report to document each deficiency utilizing the 354 MXG FORM 4395. Issue a control number for all deficiencies and maintain utilizing the Deficiency Spreadsheet. Provide definition of the deficiency with appropriate directive references and recommended corrective actions.

8.9.3.2. (Added 354 FW). Documented deficiencies on 354 MXG FORM 4395 will be electronically forwarded to the flight where the deficiency was found. The owning flight will provide the Activity Inspection Element with an estimated completion date to close the deficiency. When the deficiency has been corrected, the flight owning the discrepancy will complete blocks 14 through 18 and then forward to the squadron supervision to complete blocks 19 through 22. If the item was a critical finding, the form will require the MXG/CC review/signature. Once completed the form will then be forwarded to the Activity Inspection Element who will file the form and closeout the finding

8.9.4. (Added 354 FW). Control number will consist of eight digits: first two digits will be the year, third through fifth digits will be the julian date, and sixth through eighth digits will be a numerical sequence.

8.10.13.2.1. (Added 354FW). Personnel will have the applicable T.O. open to the appropriate task.

8.11. (Added 354 FW). For customer access to the QATTA 98 database, contact 354 MXG/QA Chief Inspector.

8.14.1.3.1. (Added 354 FW). TCTO Working Copy Destruction. All work center TCTO copies will be marked by the TODO "working copy destroy upon completion." All agencies that are affected by the TCTO will destroy these working copies upon TCTO completion.

8.14.5.1. (Added 354 FW). The 354 MXG/Technical Order Distribution Office (TODO) is the point of contact for all issues pertaining to local work cards, job guides, page supplements, and checklists.

8.14.5.1.1. (Added 354 FW). The TODO will send out an AF Form 673, **Air Force Publication Form/Action Request**, bi-annually for each local work card, job guide, page supplement, and checklist. The AF Form 673 will be sent to the OPR. The OPR will review local data for

currency, change the data if required, and provide a copy to the TODO for coordination and publication.

8.14.8. (Added 354 FW). TODA responsibilities.

8.14.8.1. (Added 354 FW). Informs TODO of any changes in account location, custodians, telephone numbers, office symbol, e-mail addresses or custodian's security clearance.

8.14.8.2. (Added 354 FW). Checks TODO TO distribution a minimum of 2 days a week, not to exceed 3 duty days between checks.

8.14.8.3. (Added 354 FW). Reviews TO receipt list for TODO 3242, published in the 354 FW Weekly Operation & Maintenance Schedule.

8.14.8.4. (Added 354 FW). Maintain technical order continuity folder.

8.14.8.4.1. (Added 354 FW). To maintain consistency throughout TODO account 3242; the following information will be kept in each TODA continuity binder.

8.14.8.4.1.1. (Added 354 FW). TAB A: Copy of completed appointment letter for each assigned primary and alternate account custodian.

8.14.8.4.1.2. (Added 354 FW). TAB B: Annual review documents, quarterly T.O. catalog review schedule.

8.14.8.4.1.3. (Added 354 FW). TAB C: Cross-reference sheet (if used), account inventory listing (ETIMS run/ETIMS run disk, or cross-reference sheet for ETIMS run).

8.14.8.4.1.4. (Added 354 FW). TAB D: Weekly distribution notice, if retained.

8.14.8.4.1.5. (Added 354 FW). TAB E: Requisition records (AFTO IMT 187, **Technical Order Publication Request**, quarterly requisition listing, etc.).

8.14.8.4.1.6. (Added 354 FW). TAB F: TODO letters, info to sub-account letters, and other general information.

8.14.8.5. (Added 354 FW). Post all TO changes, revisions and supplements within 5 duty days from TODO date stamp on title page. Post safety supplements within 3 duty days of TODO date stamp. The account custodian will document LEP checks in accordance with T.O. 00-5-1. File supplements to TOs in Compact Disc (CD) format with the CD in the same order as if the CD were a paper TO. If the CD has multiple TOs on it, file supplements in TO number sequence with each individual TO's supplements in the same order as if the TOs were paper copies.

8.14.8.6. (Added 354 FW). File all instructions, non-technical order publications, and TCTOs separately from operational TO libraries. If space is limited, they may be stored together, but the TO binders must be numbered independently.

8.14.8.7. (Added 354 FW). If sub-accounts receive any TOs, TCTOs, supplements, or Automated Computer Program Identification Number System (ACPINS) software through the internet, e-mail, regular mail, fax, or any other means outside the normal technical order distribution process, notify the TODO so the data can be accounted for in ETIMS and any other affected accounts can receive copies for their use. The TODO will date stamp this material before posting.

8.14.8.8. (Added 354 FW). Account custodians or other designated persons must pick up classified materials within 1 hour of notification. Commanders appoint designated personnel authorized to pick up classified materials. The designee's security clearance must equal or be higher than the materials signed for. Personnel picking up classified information will present their identification card for security clearance verification. The TODO will turn away anyone without a valid security clearance who attempts to pick up classified materials.

8.14.8.9. (Added 354 FW). Conduct annual check of files.

8.14.8.9.1. (Added 354 FW). Account custodians will establish a schedule to ensure each TO's LEP is checked annually. Arrange the schedule by TO series, TO binder, or individual TO, provided that every TO in the account is included. The schedule will identify when the annual/inventory checks are due, the date the checks were completed and initials of the individual who performed the checks. Keep this schedule under TAB B of the TODA continuity binder.

8.14.8.9.2. (Added 354 FW). The account custodian will document Annual LEP checks in accordance with T.O. 00-5-1. If the Annual LEP check is being carried forward due to a change being posted, the custodian will carry forward the previous date and write "C/F" after the date.

8.14.8.9.3. (Added 354 FW). The account custodian will review quarterly ETIMS for new, updated, rescinded, superseded, and renumbered TO publications that affect their account. Document compliance with this check by establishing a schedule that lists individual TO's (for smaller accounts) or TO series (best for larger accounts). The person doing the quarterly check will initial next to each TO or TO series as it is checked against the TO Catalog. Keep this schedule under TAB B of the TODA continuity binder.

8.14.10. (Added 354 FW). ACPINS Management.

8.14.10.1. (Added 354FW) Manage ACPINS as TOs to the extent that they are ordered through the TODO office. TODA's will maintain an inventory of all CPINs issued from TODO office. The annual check will consist of at a minimum, comparing the quantity on the inventory to the quantity of subscriptions on the Subaccount CSRL provided by the TODO office. Do not file ACPINS within the main library. TODA's will go to the website: <https://ACPINS.tinker.af.mil/> and apply for a "Guest" account in order to check CPINs for currency.

8.14.10.2. (Added 354 FW). Do not make backup copies of any ACPINS software. Treat this software like regular technical orders. Any account with extra copies of this software must be on initial distribution for those copies, to ensure proper accountability in ETIMS.

8.14.11. (Added 354 FW). Technical order requisitions.

8.14.11.1. (Added 354 FW). Submit all TO requisitions on an AFTO IMT 187, or through electronic means provided for on the TODO web page (ETIMS). Submit ACPINS requisitions on an AFTO IMT 157, **Computer Software Configuration Item Request**. Contact TODO for assistance, if needed.

8.14.11.2. (Added 354 FW). All TODAs will keep track of their account requisitions. Accomplish this by using the original copy of the AFTO IMT 187 or the electronic TO ordering IMT for a requisition, or the TODA may develop their own requisition tracking system. As a minimum the tracking system will include TO numbers and quantities ordered, date requisitioned

and date received. When the TODA receives a new ETIMS listing from the TODO, they will check it to ensure all unfilled requisitions show up in the “On order” section of the ETIMS listing. Contact the TODO if discrepancies exist.

8.14.11.3. (Added 354 FW). Account custodians who wish to delete or add ten or more TOs will provide a justification letter signed by their respective flight chief. The request is subject to approval by the wing PIM to reduce instances of waste and to prevent abuse.

8.14.11.4. (Added 354 FW). Emergency requisition TOs only when there is a critical safety hazard or a work stoppage. Submit emergency requisitions on AFTO IMT 187 for regular TOs or AFTO IMT 157 for ACPINS software. Attach a justification letter signed at flight level (minimum) to the requisition IMT.

8.14.11.5. (Added 354 FW). Sponsor-approval TOs are technical orders that have limited distribution authority. Requisition sponsor-approval TOs on an AFTO IMT 187s for TOs or AFTO IMT 157 for ACPINS software. Attach a justification letter signed at flight level (minimum) to the requisition IMT.

8.15.1. (Added 354 FW). The 354 MXG/CC or designated representative is the approval authority for all local OTI's. The 354 MXG Quality Assurance (QA) will be the focal point for all local OTI requests and management to include Operations Group (i.e. Aircrew Flight Equipment (AFE)) related OTI's.

8.15.1.1. (Added 354 FW). 354 OSS/OSL AFE Quality Assurance will coordinate with 354 MXG QA on all AFE related OTI requests.

8.15.1.2. (Added 354 FW). Maintenance supervision will coordinate with MXG QA (OSL/QA if required) to complete a sampling of three aircraft or 10% of equipment possibly affected to verify the existence of suspected conditions or malfunctions. 354 MXG QA (OSL/QA if required) will brief the MXG/CC (OG/CC if required) on the findings and make a recommendation on a course of action based upon the results.

8.16.2.1. (Added 354 FW). See 354 FW OI 21-300, *Functional Check Flight Program* for local procedures

8.19.1. (Added 354 FW). The QA Weight and Balance (W&B) manager or technician(s) are responsible for accomplishing W&B “Chart A” inventory, ensuring aircraft is correctly configured prior to weigh, weighing aircraft, and updating aircraft W&B records to include IMDS.

8.19.1.1. (Added 354 FW). Reviews annually, all CANNED DD Form 365-4's (Form F's) on file in the QA office for currency and accuracy.

8.19.2. (Added 354 FW). 18 AMU:

8.19.2.1. (Added 354 FW). Notifies the QA W&B manager with sufficient time to re-compute the center of gravity limits when planning on flying an aircraft with a “Chart A” listed item removed, and when the item is reinstalled. The QA W&B manager will update program data.

8.19.2.2. (Added 354 FW). Provides qualified personnel for assistance with “Chart A” inventories, jacking, leveling, towing, and other tasks necessary to weigh aircraft.

8.19.2.3. (Added 354 FW). Notifies the QA W&B manager of any reported flight control abnormality that may be associated with improper aircraft W&B.

8.19.2.4. (Added 354 FW). Notifies the QA W&B manager when scheduled aircraft configurations are not listed in the current standard conventional load listing, or applicable -1 flight manual. **NOTE:** The 18AGRS Weapons Officer in conjunction with the 354 FW Weapons Officer are responsible for ensuring aircraft configurations are legal in accordance with -1 flight manuals, and will also submit “*Seek Eagle*” aircraft flight clearance requests as required.

8.19.2.5. (Added 354 FW). Maintains aircraft weighing equipment, and notifies the QA chief inspector or W&B manager prior to loaning out any weighing equipment.

8.19.2.6. (Added 354 FW). Notifies the QA W&B Manager prior to load cell kit being sent to PMEL for calibration to ensure that no aircraft are going to be due a weigh while the kit is being calibrated.

8.19.3. (Added 354 FW). MOF PS&D section:

8.19.3.1. (Added 354 FW). Includes aircraft requiring weigh in the quarterly, monthly, and weekly maintenance plan.

8.19.3.2. (Added 354 FW). Notifies the QA W&B manager of aircraft departing to programmed depot maintenance at least 5 days in advance, to allow for timely update of W&B records. QA will deliver W&B records to MOF PS&D section.

8.19.3.3. (Added 354 FW). Schedules aircraft W&B in IMDS, not to exceed -5 and -6 requirements.

8.19.3.4. (Added 354 FW). Schedules aircraft for wash and reconfiguration downtime in advance of weigh.

8.19.3.5. (Added 354 FW). Schedules aircraft for “Chart A” inventory prior to weigh, or prior to entering corrosion control facility for paint.

8.19.4. (Added 354 FW). Preliminary procedures for weighing aircraft (refer to **Attachment 21**, Aircraft Weighing Preparation Checklist). QA will be present during F-16 aircraft de-fuel to verify accuracy of procedures.

8.20. (Added 354 FW). Three aircraft will be inspected upon notification of potential chafing problems.

8.20.4. (Added 354 FW). QA will perform an inspection of all replaced wire harnesses (KTL).

9.4.1. (Added 354 FW). Impound aircraft after any third-time repeat/recurring code 3 discrepancy.

9.4.3. (Added 354 FW). Impound aircraft for flight control malfunctions to include but not limited to:

9.4.3.1. (Added 354FW). Departure from controlled flight for any reason.

9.4.3.2. (Added 354 FW). Any dual flight control failure (two or more branches).

9.4.3.3. (Added 354 FW). When an aircraft flight control malfunction (including autopilot or trim) results in a hazardous flight condition.

9.4.3.4. (Added 354 FW). Aircraft side stick controller interference from any unexplained source.

- 9.4.6.8. (Added 354 FW). No throttle response.
- 9.4.6.9. (Added 354 FW). Repeat auto-transfer to Secondary Engine Control (SEC) in-flight
- 9.4.8.1. (Added 354 FW). Simultaneous loss of more than one electronic display (e.g.; multi-function display) showing attitude, altitude, airspeed, or heading.
- 9.4.11.1. (Added 354 FW). Impound aircraft with the following landing gear malfunctions:
- 9.4.11.1.1. (Added 354 FW). Repeat nose wheel steering fail during taxi.
- 9.4.11.1.2. (Added 354 FW). Total loss of braking action on one or both of the wheels, or loss of both braking channels.
- 9.4.11.1.3. (Added 354 FW). Tire/wheel failure (i.e., tread separation, material failure, etc.).
- 9.4.11.4. (Added 354 FW). Any uncommanded activation of the emergency power unit (EPU) and any failure of the EPU to operate as required (normal system activation will not require impoundment).
- 9.4.11.5. (Added 354 FW). Total loss of hydraulic pressure in both hydraulic systems.
- 9.4.11.6. (Added 354 FW). Suspected or confirmed fuel contamination.
- 9.4.11.7. (Added 354 FW). In-flight illumination of fire or overheat lights.
- 9.4.11.8. (Added 354 FW). After a 1-hour search period has been conducted for a missing tool/item within the immediate vicinity, in or around an aircraft, engine, or gun removed to armament shop, the asset will be impounded and CAF IMT 145, **Lost Tool/Object Report**, will be initiated.
- 9.5.2. (Added 354 FW). MXG/QA is the office of primary responsibility for impoundment procedures. QA will initiate the CAF IMT 147, **Quality Assurance Impoundment Record**. The impoundment official will use the CAF IMT 147 to document the sequence of actions taken.
- 9.5.3. (Added 354 FW). The Impoundment Official will be identified in block 13 of the CAF IMT 147.
- 9.5.4. (Added 354 FW). Impound authorities and officials will be familiar with additional guidance in AFI 91-204, *Safety Investigation and Reports*.
- 9.6.3. (Added 354 FW). See **Attachment 29**, Impoundment Checklist.
- 9.6.4. (Added 354 FW). At the first indication of a possible impoundment, an impoundment authority or official will place the aircraft, engine, AGE, equipment, or component in a restricted, controlled and/or isolated area. Only mandatory safing and servicing actions may be accomplished prior to the initiation of an investigation. It is important to preserve evidence through isolation and control of personnel. An impoundment sign will be posted and remain with the impounded asset(s) at all times. Under no circumstances will impounded aircraft, engine(s), AGE, equipment, or component(s) be cannibalized or used for training purposes unless specifically authorized by the impoundment release authority.
- 9.6.6. (Added 354 FW). The Impoundment Official will determine allowable maintenance actions and release the aircraft/equipment for maintenance by documenting block 14 of the CAF IMT 147. If the Impoundment Official is off duty, he/she may authorize the Production Superintendent to release the aircraft/equipment for maintenance by telephone. The Production

Superintendent will clear the Red X to release the aircraft/equipment for maintenance and document block 14 of the CAF IMT 147 accordingly.

9.6.6.2. (Added 354 FW). Parts suspected of being associated with the impoundment condition will be closely controlled and marked as impounded with a red-bordered AFTO IMT 350, Repairable Item Processing Tag. This is to ensure that parts are available for mishap investigations or deficiency report exhibits.

9.6.7.1. (Added 354 FW). Flight Control Maintenance Teams.

9.6.7.1.1. (Added 354 FW). The Flight Control Maintenance Team will consist of a FCMT chief and FCMT members as required.

9.6.7.1.2. (Added 354 FW). The team chief will be a highly qualified 7 skill level supervisor with a minimum of one year experience on MDS and be authorized to clear flight control system "Red X" discrepancies. The team chief will report directly to the impoundment official.

9.6.7.1.3. (Added 354 FW). FCMT members must be a 5 or 7-skill level with a minimum of one-year experience on MDS.

9.6.7.1.4. (Added 354 FW). The flight control team chief will closely monitor component(s) removed from the aircraft that require functional checkout. Follow "Bad Actor" maintenance procedures in accordance with TO 00-20-3, *MAINTENANCE PROCESSING OF REPARABLE PROPERTY AND THE REPAIR CYCLE ASSET CONTROL SYSTEM*.

9.6.11.1. (Added 354 FW). The MOO or Superintendent or higher will review all corrective actions using the equipment's applicable forms or MIS prior to Impoundment Release Authority review and release.

9.6.11.2. (Added 354 FW). MXG/QA will review corrective actions using the equipments applicable forms or MIS prior to Impoundment Release Authority review and release.

9.6.11.3. (Added 354 FW). If the impoundment is related to a safety investigation MXG/QA will notify a Wing Safety representative prior to impound release.

9.6.11.4. (Added 354 FW). The impoundment release authority will sign block 29 of the CAF IMT 147.

9.6.13.1.1. (Added 354 FW). Deployed Impoundment Official will:

9.6.13.1.1.1. (Added 354 FW). When deployed at a location with home station MOC, QA, or OIC/Supt, notify them an impoundment decision has been made. The deployed MOC will contact home station to update aircraft/equipment status; ensure adequate OPSEC is maintained.

9.6.13.1.1.2. (Added 354 FW). When deployed at a location with no home station MOC, QA or OIC/Supt, notify the home-station MOC an impoundment decision has been made. The home station MOC will then notify the owning unit, QA and 354 MXG leadership.

9.6.13.1.1.2.1. (Added 354 FW). Coordinate with host base/unit QA for local impoundment procedures.

9.6.13.1.1.2.2. (Added 354 FW). Determine and coordinate host base/unit repair capability.

9.6.13.1.1.2.3. (Added 354 FW). Coordinate with host base/unit QA to accomplish a forms review.

9.6.13.1.1.3. (Added 354 FW). Refer to paragraphs 9.6.11.1.(Added 354FW) thru 9.6.11.4.(Added 354FW) for release procedures. Ensure any applicable local guidance is followed.

9.6.14. (Added 354 FW). Impoundment transfer procedures:

9.6.14.1. (Added 354 FW). Impoundments may be transferred from aircraft to removed equipment (i.e. engines, gun systems, etc). Impoundment transfers must be approved by the MOO/Supt or impoundment release authority. AMXS and MXS Production Superintendents will coordinate impoundment transfers.

9.6.14.2. (Added 354 FW). Clear the aircraft impoundment JST in IMDS. Load a new impoundment JST in IMDS against the affected equipment.

9.6.14.3. (Added 354 FW). The impoundment will be cleared in the aircraft forms by MOO/Supt or the impoundment release authority. Annotate in the 781A corrective action block that the impoundment has been transferred and refer to the affected equipment serial number. Also refer to the new job control number for the equipment impoundment.

9.6.14.4. (Added 354 FW). The aircraft CAF IMT 147 will be signed off by the MOO/ Supt or the impoundment release authority. A new CAF IMT 147 will be generated for the impounded equipment.

9.6.15. (Added 354 FW). Transient Aircraft Impoundment. The aircraft commander of transient aircraft on Eielson AFB should report impoundment conditions to Transient Alert, who will then notify the MOC. **NOTE:** RED FLAG-Alaska participants are not considered transient and will follow the 353 CTS Maintenance/Logistics Guide procedures. All other units deployed to Eielson AFB for other combat training exercises/TDYs will follow AFI 21-101 paragraph 9.6.13. procedures.

9.6.15.1. (Added 354 FW). QA will coordinate with maintenance crews and local maintenance organizations and monitor impoundment proceedings, where appropriate.

9.6.16. (Added 354 FW). Impoundment of Records after Aircraft Mishap. In the event of an in-flight or ground mishap warranting a Safety Investigation Board as defined in AFI 91-204, the following documents will be impounded and turned over to QA.

9.6.16.1. (Added 354 FW). The aircraft active forms and the central/decentralized document file from the MOF PS&D office.

9.6.16.2. (Added 354 FW). The training records (AF IMT 623 or paper copy of electronic equivalent) of all personnel who have performed maintenance on the aircraft prior to the mishap, as indicated in the active aircraft records.

9.6.16.3. (Added 354 FW). The ground station software files and printouts of the mishap engine, if applicable.

9.6.16.4. (Added 354 FW). The TCTO history of the mishap aircraft and/or engine(s), as required.

9.6.16.5. (Added 354 FW). The engine records from 354 MOF Engine Management Office, if applicable.

9.6.16.6. (Added 354 FW). The serial numbers of all suspension equipment and classified components, as required.

9.6.16.7. (Added 354 FW). All shop logs pertaining to the mishap aircraft.

9.6.16.8. (Added 354 FW). DBM will lockout IMDS and consolidated engine management system (CEMS) records.

9.6.16.9. (Added 354 FW). QA representative will hand-carry the impounded records and documents to the Safety Office.

10.2.1.1. (Added 354FW). Units within the 354th MXG will follow guidance from 354FWI 21-135, Preventing Foreign Object Damage, and AFI 21-101/CAF Sup 1. Within this instruction, TCMAXX is synonymous with Tool Accountability System (TAS).

10.2.1.1. 1 (Added 354FW). Use of lead seals in the 354th MXG is not authorized.

10.2.1.2.1. (Added 354FW). Inventories will be conducted IAW paragraphs 10.3.10 and 10.4.2.2 of this instruction.

10.2.1.3.1. (Added 354FW). See paragraph 10.2.1.4.1.1 for warranted tool procedures.

10.2.1.4.1.1. (Added 354FW). The Spare Tool Monitor will maintain a listing of all applicable warranted tool manufacturers. All broken/removed tools will be assessed for warranty against this listing before disposal. All unserviceable warranted tools will be separately stored and inventoried by the Spare Tool Monitor. Units will develop a method for tracking unserviceable warranted tool disposition (replaced, repaired or disposed). Tools that have expired warranties may be disposed of accordingly.

10.2.1.5.1. (Added 354FW). Transfer of tools/CTKs is not authorized at the job site (on-site transfers).

10.2.1.6.1. (Added 354 FW). See paragraphs 10.3.6.5 and 10.8.1 for lost or missing tool procedures.

10.2.1.7.1. (Added 354 FW). See paragraph 10.5.1 for assignment of EID.

10.2.1.8.1. (Added 354 FW). See paragraph 10.3.10 for PPE issue and control procedures.

10.2.1.9.1. (Added 354FW). Rags will be of uniform size and will be banded around the cloth to prevent tearing of the rag with the exception of cheesecloth.

10.2.1.9.2. (Added 354FW). Each workcenter support section will establish issue and receipt procedures using one of the recommended methods listed below:

10.2.1.4.1.2. (Added 354FW). Procurement of replacement tools will be limited to authorized GPC cardholders.

10.2.1.11.1. (Added 354 FW). See paragraph 10.6.1 for locally manufactured or developed tool procedures.

10.2.1.12.1. (Added 354FW). Depot field teams, contractor field teams, contractors, and factory representatives performing aircraft and off-equipment maintenance must identify tools and equipment in writing, to the FW FOD Manager. Tool control procedures will be adhered to IAW AFI 21-101, CAF Supplement 1, and this supplement.

10.2.1.13.1. (Added 354FW). When two or more work centers operate a single tool room/support section, they will consolidate all tools, CTKs, and test equipment to operate as one cohesive unit. Tools will be distributed and controlled IAW AFI 21-101, CAF Supplement 1, and this supplement.

10.2.1.14.1. (Added 354FW). Crash recovery trailer will be maintained, controlled, and inventoried in the same manner as a CTK.

10.2.1.15.1. (Added 354FW) Coordinate with Production Superintendent, on shift, to assign a supervisor to sign in tools.

10.2.1.16.1. (Added 354FW) Flight OIC/Chief will designate in writing individuals authorized unescorted access into tool rooms.

10.2.1.17.1. (Added 354FW). Refer to 354 OG Operating Instruction 11-301-03, *Aircrew Flight Equipment CTK Program*.

10.3.5. 1 (Added 354FW). CTKs dispatched to the flightline/acft hangar will have a FOD bag inside or attached to the CTK. Foreign objects (FO) will be put in FOD bag during maintenance and then removed from FOD bag prior to turning in CTK.

10.3.5.2. (Added 354FW). All dispatchable test equipment ports, lines, hoses, electrical connections and ducts will be covered, capped or protected. The need to cover connectors is driven by factors such as corrosion, damaged contacts, FOD, and Electro-Static Discharge. (Due to FO potential, comm cords and headsets do not require caps).

10.3.5.3. (Added 354FW). Metal CTKs will not be placed on any aircraft exterior surface.

10.3.5.4. (Added 354 FW). For safety, clearly mark all flight line dispatchable tool kits and equipment with reflective tape. The reflective tape should be visible from all angles.

10.3.6. (Added 354FW). Dispatchable test equipment (TE) containing more than one piece (i.e. dust caps) also requires an approved MIL.

10.3.6.3. (Added 354FW). Units may use a smaller inventory list or label the container for dispatchable support equipment/dispatchable special tools that are too small to have a full page MIL inside the case.

10.3.6.4. (Added 354FW). "Dust cap w/lanyard will be listed on the MIL.

10.3.6.5. (Added 354FW). Document all missing, removed and/or broken tools and equipment (e.g., broken, TMDE lab, lost, etc.) in TAS and on **Attachment 30**, Missing, Removed and/or Broken Tool and Replacement Log. Maintain **Attachment 30** with all CTK's (dispatchable or non-dispatchable) and support equipment/ special tools. When **Attachment 30** is full, initiate a new form and transfer all open entries. List **Attachment 30** on the MIL for accountability. Units may identify missing, removed and/or broken items on the inventory list or label for support equipment/special tools that are too small to accommodate **Attachment 30**. Units are not required to use **Attachment 30** for support equipment that requires an AFTO Form 244 in accordance with T.O. 00-20-1; in this instance, missing, removed and/or broken tools/items will be documented in part V of AFTO Form 244.

10.3.10. (Added 354FW). Personally procured/issued equipment or personal items (i.e. safety glasses, ear protection, and reflective belts) are authorized providing they meet the requirements of the workcenter bio-environmental survey and are approved for use by the section chief. Items

will be marked IAW para 10.3.10 (above). Accountability of personally procured/issued equipment is the responsibility of the owner. Personnel with lost or missing equipment items will follow local reporting procedures.

10.3.13.1. (Added 354FW). Layout dye will be strictly controlled. Issue layout dye only to individuals who are engine blade blending qualified or designated in writing by SQ/CC or designated representative. (Layout dye used for applications other than blade blending will be controlled in a manner that will prevent its issue to outside agencies).

10.4.1.2.1. (Added 354FW). Chits are not authorized for use when TAS is unavailable.

10.4.1.2.2. (Added 354FW). CAF Form 140, locally generated form, or Form 1297 will be used when TAS is unavailable.

10.5.1.1.2.1. (Added 354FW). See [Attachment 16](#) for Tool Kit Identification Numbers.

10.5.1.3.1. (Added 354FW). The container will be marked “(# of items) + case.” For items with a 2-piece case, it will be marked “(# of items) + 2-piece case.” For example, if you have a bag with four allen wrenches, it should be marked “4 items + case.”

10.6.1.5. (Added 354FW). Locally Designed Tools (LDT). When the need for LDT is identified, the following items will be submitted for review/approval by the MXG/CC or designated representative: **NOTE:** This procedure does not apply to local manufacture, modification or design of tools authorized in specific technical data. All sections are authorized to maintain and use breakaway torque tools (e.g. sockets welded to a mount) to cycle torque devices IAW T.O. 32B-14-3-1-101.

10.6.1.5.1. (Added 354FW). Reason LDT is needed and specific task(s) for which it will be used.

10.6.1.5.2. (Added 354FW). A picture or drawing of the LDT.

10.6.1.5.3. (Added 354FW). QA and the respective support section will maintain a copy of all approved LDT.

10.6.1.5.4. (Added 354FW). The Chief/Superintendent of Quality Assurance has been designated as the review/approval authority for all locally designed tools.

10.8.1.1.1. (Added 354FW). Production Superintendent will notify Ops Sup (Top 3), SOF, and affected aircraft via UHF radio.

10.8.1.1.2. (Added 354FW). The MOC will execute the lost item checklist upon notification.

10.8.1.5.1. (Added 354FW). The production superintendent or flight AMU OIC/NCOIC will assign a senior investigating official (E-7 or above) to ensure compliance with this directive.

10.8.1.5.2. (Added 354FW). If the lost item/tool is not found within 1-hour of the search start time and it is determined the item/tool was used or lost within the immediate vicinity, in or around an aircraft, engine, or gun removed to armament shop, the asset will be impounded and investigated in accordance with Chapter 9 and Attachment 29 of this instruction.

10.8.1.5.3. (Added 354FW). The MOC will assign a control number to the CAF Form 145.

11.7.1. (Added 354 FW). Do not include items coded hazardous material in bench stock.

11.19.1.1. (Added 354 FW). Local manufacture requests determined mission essential are automatically approved if authorized by the item manager, depot engineers, supply coded, or identified in technical data as local manufacture. The MXS Maintenance Operations Officer and Superintendent will serve as the approval authority for all other requests. These requests must be routed through MXG QA.

11.19.1.2. (Added 354 FW). For items that are MICAP, the fabrication flight chief or 354 MXS Production Superintendent may verbally approve local manufacture while documentation is being routed. However, JCN must be loaded in IMDS prior to start of local manufacture.

11.19.5. (Added 354 FW). Local manufacture requiring supply processing.

11.19.5.1. (Added 354 FW). Requester responsibilities.

11.19.5.1.1. (Added 354 FW). Ensures the local manufacture is JBD/SMR source coded local manufacture, and places on order.

11.19.5.1.2. (Added 354 FW). Contacts the fabricating section to determine if the part can be locally manufactured. If yes, requester creates a JCN.

11.19.5.1.3. (Added 354 FW). Delivers all data to the Local Manufacture Manager (LMM) in the Flight Service Center (FSC).

11.19.5.2. (Added 354 FW). Manufacturer responsibilities.

11.19.5.2.1. (Added 354 FW). Assists the requester in the design, material specifications, and quantity of required materials.

11.19.5.2.2. (Added 354 FW). Maintains a log of all local manufacture transactions.

11.19.5.2.3. (Added 354 FW). Coordinates local manufacture request to the next approval authority.

11.19.5.2.4. (Added 354 FW). Prioritizes manufacture once approved, and when all materials are received. **NOTE:** 354 MXS MOO/SUPT may direct priority based on mission requirements.

11.19.5.2.5. (Added 354 FW). Provides LMM with the actual cost of the local manufacture.

11.19.5.3. (Added 354 FW). LMM responsibilities.

11.19.5.3.1. (Added 354 FW). Assists requestor in obtaining required documents and processing supply transactions. Priority 06 will be used for LM unless a higher priority can be justified.

11.19.5.3.2. (Added 354 FW). Verifies the item is coded as (JBD) and non-procurable.

11.19.5.3.3. (Added 354 FW). Develops a system to track local manufacture packages through the approval process.

11.19.5.3.4. (Added 354 FW). Generates a 9-place tracking number. The first two characters identify the fabricating activity, the next four the Julian date of the request, and the last three the number of the local manufacture. (Example: MT1201047 indicates metals technology, processed the 201 day, and is the 47 request for 2001).

11.19.5.3.5. (Added 354 FW). Forwards local manufacture package to the manufacturer and inputs transaction in the tracking system. LMM establishes a six-part folder to include the following information:

11.19.5.3.5.1. (Added 354 FW). TAB A: 354 FW Form 20, **Local Manufacture Request**.

11.19.5.3.5.2. (Added 354 FW). TAB B: DD Form 1348-6/AF Form 2005, Issue/Turn-in Request.

11.19.5.3.5.3. (Added 354 FW). TAB C: Drawings and/or blueprints, depot/item manager approval.

11.19.5.3.5.4. (Added 354 FW). TAB D: Supply/purchase order documents for materials.

11.19.5.3.5.5. (Added 354 FW). TAB E: Received material receipts.

11.19.5.3.5.6. (Added 354 FW). TAB F: Notes.

11.19.5.3.6. (Added 354 FW). Coordinates with the fabricating activity on a weekly basis to update status of local manufacture.

11.19.5.3.7. (Added 354 FW). Maintains copies of local manufacture documents for 1 year after completion. If the requesting organization suspects that a local manufacture will be a recurring requirement, they will inform the LMM to indefinitely maintain manufacturing documents, including prints and drawings, until the requirement no longer exists.

11.19.5.4. (Added 354 FW). Respective shops will maintain a copy of approved request as long as tool is in service.

11.22. (Added 354 FW). Process repair cycle assets IAW TO 00-20-3 and AFMAN 23-110.

11.22.2. (Added 354 FW). The requisitioning and control of TCTO kits is a supply process managed within the 354th LRS Maintenance Support Section.

11.28. (Added 354 FW). For those items not in their original container, an AF IMT 451, **Request for Packaging Service**, must be included with the TIN paperwork.

11.31. (Added 354 FW). Items on the D23 cannot be coded MDR until after TIN has been processed by 354 LRS Maintenance Support Section. They shall be input into Joint Deficiency Reporting System (JDRS).

12.1.15. 3 (Added 354 FW). See 354FWI 11-250 Local Flying Procedures, LCL354FWI-01-1 Emergency Action Checklist, and LCL354MXG-60-13 End of Runway Emergency Procedures Checklist.

12.3.9.1. (Added 354 FW). Due to the absence of a UCML, the LSC will provide quarterly qualification training only.

12.6.1.1. (Added 354 FW). Load crew qualification training may be conducted in the 18 AMU aircraft bay area.

12.6.3. (Added 354 FW). No scheduled maintenance will be performed on designated aircraft during WLT. Emergency action Time Compliance Technical Orders (TCTO), One Time Inspections (OTI), CANNs, and other exceptions must be coordinated with the WS superintendent prior to units performing any maintenance.

12.17.1. (Added 354 FW). WS is the wing focal point for armament system servicing on transient aircraft. Transient alert will supply applicable safety devices in sufficient quantities to support Mission Design Series (MDS) aircraft known to transit Eielson AFB. Transient alert will coordinate with WS anytime a transient aircraft requires munitions arming/de-arming or loading/unloading.

12.17.2. (Added 354 FW). The LSC and any F-16C/D weapons load crew assigned to the 354th FW may arm, de-arm, load, and unload any munition/equipment for which they are certified or qualified on transient F-16C/D aircraft.

12.17.3. (Added 354 FW). The LSC may arm, de-arm, load, and unload transient F-15C/D/F-22 aircraft subject to the following restrictions.

12.17.3.1. (Added 354 FW). The LSC from Eielson AFB will attend semiannual training at Elmendorf AFB on F-15/F-22 aircraft. This training consists of:

12.17.3.1.1. (Added 354 FW). Technical data familiarization.

12.17.3.1.2. (Added 354 FW). Aircraft familiarization.

12.17.3.1.3. (Added 354 FW). Suspension equipment familiarization.

12.17.3.1.4. (Added 354 FW). Munitions preparation procedures.

12.17.3.1.5. (Added 354 FW). Arming, de-arming, loading, and unloading of applicable munitions to include 20mm ammunition.

12.17.3.2. (Added 354 FW). Any munition requiring special tools or equipment not available on station may not be armed, de-armed, loaded, or unloaded, as applicable.

12.17.3.3. (Added 354 FW). Any munition for which the LSC is not currently certified or qualified, or for which they have not received familiarization training, may be armed, de-armed, or unloaded only when directed by the MXG/CC. In all cases appropriate technical data will be available and the aircrew should be available to brief munitions peculiarities.

12.17.4. (Added 354 FW). Arming, de-arming, or unloading of aircraft other than those MDS listed above will be accomplished by the LSC only when directed by the MXG/CC. The aircrew must be available to brief aircraft/munitions peculiarities, and appropriate technical data will be available.

12.17.5. (Added 354 FW). Impulse cartridges removed from transient aircraft will be stored in the 18 AMU's cartridge storage locker, coordinated by WS. Place these cartridges in a container identified as "Transient aircraft carts." WS will notify the weapons section chief or expeditor when storing transient aircraft cartridges in the cart locker.

12.19. (Added 354 FW). 354th FW load crews will receive initial qualification training. Recurring qualification training will be conducted at a minimum on a quarterly basis, but will be scheduled on a monthly basis to the maximum extent possible.

12.19.4.7.1. (Added 354 FW). Three personnel are required for loading and unloading Captive AIM-9 missiles.

Table 12.4. (Added 354 FW) F-16C Load Time Standards

Qualification Loads/Time Standards			
January - December	CAP-9	CHAFF/FLARE	2 Ea 370 Wing Tanks and a Centerline Tank
<p><i>Note:</i> All Loads will consist of Full Functional Checks.</p> <p>Time Standards: (IAW CAF 21-101)</p> <p>CAP-9: 20 min</p> <p>Chaff/Flare: 10 min</p> <p>Integrated: 30 min</p> <p>Integrated with Functional Check: 35 min</p> <p>*Integrated Time Standard is determined by WS Superintendent</p>			

14.4.5. (Added 354FW). Intake/Exhaust Inspections. Inspect anti-personnel guards and bell mouth screens for FOD and serviceability prior to all ground maintenance engine runs. This pre-use/pre-engine run inspection will be documented on the AFTO IMT 781A on a "Red X" entry, along with the engine run screen number. **CAUTION:** Do not use engine antipersonnel screens under ice FOD alert or conditions; instead, position a qualified individual to safely observe the engine inlet for ice buildup during the ground maintenance run. This individual will be in clear view of the run supervisor at all times, in order to signal for immediate shutdown should ice form on the inlet lip. Hush house runs require 354 MXS Commander, maintenance supervisor/superintendent, or production superintendent approval.

14.4.5.1. (Added 354FW). Report all engine FOD to the wing FOD prevention manager or alternate.

14.6.7. (Added 354FW). Group ASIP Project Officer:

14.6.7.1. (Added 354FW). Maintains a continuity book that will contain all ASIP program appointment letters and ASIP procedures and directives.

14.6.7.2. (Added 354FW). Conducts an annual review of the group ASIP program.

14.6.8. (Added 354FW). 18 AMU ASIP monitor:

14.6.8.1. (Added 354FW). Downloads and maintains CSFDR system data.

14.6.8.2. (Added 354FW). Maintains an ASIP continuity book that will as a minimum contain:

14.6.8.2.1. (Added 354FW). Individual aircraft CSFDR status, ASIP procedures and directives, and download status summaries.

14.6.8.2.2. (Added 354FW). Appointment letter of ASIP monitor.

14.6.8.3. (Added 354FW). Ensures trained and qualified personnel are responsible for maintaining ASIP systems. Documents training in personnel training records.

14.6.8.4. (Added 354FW). Provides a monthly report to the group ASIP project officer. The report will as a minimum contain the following for each assigned aircraft:

14.6.8.4.1. (Added 354FW). Aircraft serial number, Signal Acquisition Unit (SAU) serial number, date SAU was installed, serviceability status, parts on order, and status of backordered parts.

14.6.8.5. (Added 354FW). Ensure downloads are sent electronically *NLT* 3rd workday of each month to OC-ALC, Tinker AFB, OK.

14.6.8.5.1. (Added 354FW). Ensure downloads are sent electronically from deployed locations *NLT* 3rd workday of each month to OC-ALC, Tinker AFB, OK.

14.6.8.6. (Added 354FW). Reviews download status each month. **NOTE:** Status is available at <http://asip.tinker.af.mil>.

14.6.8.7. (Added 354FW). Takes appropriate steps to reconcile erroneous data to maintain ASIP data integrity.

14.6.9. (Added 354FW). NDI section:

14.6.9.1. (Added 354FW). Performs ASIP control point inspections in accordance with technical data.

14.6.9.2. (Added 354FW). Submits ASIP inspection worksheets to AMU ASIP monitors. Retain copies of worksheets for a period of 1 year.

14.6.9.3. (Added 354FW). Maintains an ASIP continuity book that will as a minimum contain the NDI ASIP monitor appointment letter and copies of control point inspection worksheets.

14.6.10. P&SD responsibilities:

14.6.10.1. (Added 354FW). MOF/PS&D will track, load, and schedule ASIP inspections according to the 1F-16C-6-11 and the IAT program database.

14.6.10.2. (Added 354FW). MOF/PS&D will schedule all ASIP inspections in conjunction with the preceding phase inspection.

14.8.11. (Added 354FW). CANNs will be logged using CAF Form 228 *Cannibalization Log* and entered into IMDS.

14.8.12. (Added 354FW). 354th MXG Cannibalization Procedures

14.8.12.1. (Added 354FW). MXG/CC and/or CD responsibilities

14.8.12.1.1. (Added 354FW). Approve CANNs from 354 FW aircraft and equipment to non 354 FW assigned aircraft and equipment. (RED FLAG, Distant Frontier, Etc.)

14.8.12.2. (Added 354FW). CANN Authority (CA) will:

14.8.12.2.1. (Added 354FW). Validate supply document number and ensure a zero balance condition exists prior to approving CANN action. **EXCEPTION:** Red Ball maintenance CANNs covered in 354 MXGOI 21-108 this instruction.

14.8.12.2.2. (Added 354FW). Authorizes CANNs within their authority and resources.

14.8.12.2.4. (Added 354FW). Coordinates with PS&D or Engine Management (EM) section when time change, serially controlled, or other components with inspection requirements are considered for CANN.

14.8.12.2.5. (Added 354FW). Notifies supply/support section of source.

14.8.12.2.6. (Added 354FW). Ensures all required documentation is complete prior to issue of assets.

14.8.12.2.7. (Added 354FW). Ensures CANNs are logged and reconciled with supply/support prior to end of shift.

14.8.12.3. (Added 354FW). Flightline expeditors/backshop production element:

14.8.12.3.1. (Added 354FW). Receives CANN JCN from Dedicated Support/Supply.

14.8.12.3.2. (Added 354FW). Ensures JCN, CANN number, CA, and document number are entered in aircraft AFTO IMT 781 or AFTO 244.

14.8.12.4. (Added 354 FW). Dedicated Support/Supply:

14.8.12.4.1. (Added 354 FW). Validates CA on current SCR or through IMDS.

14.8.12.4.2. (Added 354FW). Maintains and documents CANN control log.

14.8.12.4.3. (Added 354FW). Inputs CANN authorization/JCN into IMDS upon approval from CA.

14.8.12.4.4. (Added 354FW). Uses AFTO IMT 349s as a manual backup during IMDS downtime.

14.8.12.4.5. (Added 354FW). Reconciles CANNs in IMDS. (T and U action)

14.8.12.4.6. (Added 354FW). Assigns JCNs, CANN numbers, and supply document numbers.

14.8.12.4.7. (Added 354FW). Coordinates "Mark for" changes and supply documentation needs with other organizations as required.

14.10.2. (Added 354FW). See 354 FWI 21-110, *CRASHED, DAMAGED, or DISABLED AIRCRAFT REPAIR (CDDAR)* Program.

14.11.1.1.1. (Added 354FW). The wing DOP monitor will maintain a DOP continuity binder set up as follows:

14.11.1.1.1.1. (Added 354FW). Tab A: Copies of applicable appointment letters.

14.11.1.1.1.2. (Added 354FW). Tab B: Current copies of applicable instructions (AFI, PACAFI, and wing supplements).

14.11.1.1.1.3. (Added 354FW). Tab C: Blank copies of 354 FW IMT 027, **Dropped Object Report**.

14.11.1.1.1.4. (Added 354FW). Tab D: DOP log for current fiscal year.

14.11.1.1.1.5. (Added 354FW). Tab E: Copies of completed 354 FW IMT 027 for current fiscal year.

14.11.1.1.1.6. (Added 354FW). Tab F: Other related information.

14.11.1.2.1. (Added 354FW). 354 MXS/MTF will conduct panel/fastener care and Dropped Object Prevention Program (DOP) awareness training as part of initial/block training.

14.11.1.3.1. (Added 354 FW). The wing DOP/FOD monitor will publish a monthly report to be briefed at unit roll calls.

14.11.1.4.1. (Added 354FW). Unit supervision will coordinate with the wing DOP monitor for completion of the 354 FW IMT 027 for all DOP incidents.

14.11.1.4.2. (Added 354FW). QA will report preventable/non-preventable investigation results to the wing DOP monitor. The wing DOP monitor will include a summary of all dropped objects in the wing quarterly FOD prevention meeting.

14.11.1.4.3. (Added 354FW). The following steps will be accomplished anytime a dropped object situation occurs:

14.11.1.4.3.1. (Added 354FW). Unit will notify the MOC.

14.11.1.4.3.2. (Added 354FW). The MOC will run the DOP checklist. The wing DOP monitor will assign a report control number for each incident.

14.11.1.4.3.3. (Added 354FW). The Command Post will brief 354 FW/CV for determination of reporting OPREP-3 reports.

14.13.10. (Added 354FW). EOR and weapons arming General Procedures.

14.13.10.1. (Added 354FW). The Supervisor of Flying (SOF) in coordination with the 18 AGRS Top 3 will determine arming/de-arming location (see **Attachments 19** and **20**).

14.13.10.2. (Added 354FW). Arming/De-arming. Aircraft munitions will be armed/de-armed only in designated arm/de-arm areas. The first aircraft taxiing will pull into the first spot available when entering the arming area. **Exception:** When snow/ice is present, pilots will pull into "outside" spots so as not to turn "inside" of other aircraft. Turning inside another aircraft is authorized however; there must be an empty space between aircraft. If snow obscures the taxi line, advise the SOF who will coordinate snow removal. Personnel, aircraft, vehicles, or equipment will not stand or park in the potential line of fire when arming forward-firing ordnance. **NOTE:** With MXG/CC approval, AMUs can perform EOR/arming in chocks during local/higher headquarters-directed exercises, sortie surges, mass launches, or contingencies.

14.13.10.2.1. (Added 354FW). EOR and weapons arming:

14.13.10.2.1.1. (Added 354FW). Team chief: 7 skill level qualified individual as the arm supervisor.

14.13.10.2.1.2. (Added 354FW). Aircraft assistant: Any qualified individual.

14.13.10.2.1.3. (Added 354FW). Weapons: Two 2W1X1 qualified individuals, one being at least a 5 skill level and checklist qualified.

14.13.10.2.2. (Added 354FW). Aircraft recovery and weapons de-arming:

14.13.10.2.2.1. (Added 354FW). Team chief: A 5 skill level aircraft marshaling qualified individual in charge of aircraft recovery.

14.13.10.2.2.2. (Added 354FW). Weapons: Two 2W1X1 personnel, one being at least a 5 skill level and checklist qualified. **NOTE:** The ranking 2W1X1 individual is the de-arm supervisor.

14.13.10.3. (Added 354FW). EOR supervisor responsibilities.

14.13.10.3.1. (Added 354FW). Ensures aircraft last chance inspections and arm/de-arm are accomplished in accordance with applicable TOs and this instruction.

14.13.10.3.2. (Added 354FW). Briefs all team members on safety and proper procedures prior to starting operations.

14.13.10.3.3. (Added 354FW). Ensures required equipment is available for EOR and arm/de-arming operations.

14.13.10.3.4. (Added 354FW). Ensures aircraft marshaling personnel wear reflective vests.

14.13.10.3.5. (Added 354FW). Ensures forward firing munitions danger areas are clear before arming begins.

14.13.10.3.6. (Added 354FW). Ensures all Aerospace Ground Equipment (AGE) and/or support equipment is removed from the EOR arm/de-arm areas at the end of the flying period.

14.13.10.3.7. (Added 354FW). Signals pilot immediately if an emergency arises requiring engine(s) shutdown and assists pilot with egress from the cockpit. Notifies appropriate authorities of situation via the fastest means possible.

14.13.10.3.8. (Added 354FW). Directs hot brake check on aircraft, prior to aircraft exiting de-arm area.

14.13.10.3.9. (Added 354FW). Notifies the MOC of all emergency situations encountered. Passes on to the MOC by radio or dials 377-1205 with the number of personnel, type of aircraft, and equipment involved ASAP.

14.13.10.3.9.1. (Added 354FW). Acts as on scene commander until relieved by a competent authority e.g., fire chief, explosive ordnance disposal supervisor, or weapons supervisor.

14.13.10.4. (Added 354FW). EOR/recovery locations (see **Attachments 19** and **20**).

14.13.10.4.1. (Added 354FW). Arming specifics:

14.13.10.4.1.1. (Added 354FW). Taxiway Alpha; heading 310 degrees, Romeo row when no aircraft on Sierra row, taxiway Echo; heading 130 and 180 degrees, and taxiway Foxtrot and Golf; heading 130 to 220 degrees, Charlie parking row.

14.13.10.4.1.2. (Added 354FW). Aircraft can also arm in-front of the Combat Alert Center (CAC) 1 and 2; heading 270 degrees, and in front of the CAC, spots 3 and 4; heading 220 degrees.

14.13.10.4.1.3. (Added 354FW). F-16 only: An aircraft-boarding ladder will be available in the EOR/arming inspection area.

14.13.10.4.1.4. (Added 354FW). Ground crews will use light carts during hours of darkness. Position light carts with brakes set, outside the taxiway line and lights aimed downwards to prevent pilot disorientation/flash blindness.

14.13.10.4.1.5. (Added 354FW). Perform maintenance and servicing at the direction of the production superintendent, with "Red ball" maintenance procedures in effect.

14.13.10.4.2. (Added 354FW). De-arming specifics:

14.13.10.4.2.1. (Added 354FW). De-arm on taxiway Alpha; heading 310 degrees, or south of taxiway Bravo on Romeo row when no aircraft are on Sierra row, Charlie parking row, taxiway Echo; heading 130 degrees. Taxiway Foxtrot and Golf; headings 130-220 degrees, just south of taxiway Delta is an alternate de-arming area.

14.13.10.4.2.2. (Added 354FW). When aircraft arrive in the de-arm area, the de-arm crew will perform a thorough inspection of all munitions to ensure no armed/unsafe condition exist. If a condition is found that the arm/de-arm crew is uncertain about, they will request assistance from at a minimum a 7 skill level weapons supervisor. Immediately notify the MOC if munitions cannot be safed, and evacuate the area. Do not reenter until Explosive Ordnance Disposal (EOD) has remedied the situation.

14.13.10.4.2.3. (Added 354FW). F-16 only: An aircraft boarding ladder will be available in the de-arming inspection area.

14.13.10.4.2.4. (Added 354FW). Ground crews will use light carts during hours of darkness. Position light carts with brakes set, outside the taxiway line and lights aimed downwards to prevent pilot disorientation/flash blindness.

14.13.10.4.2.5. (Added 354FW). When flying live bombs, an MJ-1 or MHU-83 will be present in the de-arming inspection area.

14.13.10.5. (Added 354FW). General Emergency Procedures.

14.13.10.5.1. (Added 354FW). Detailed emergency procedures for locally assigned F-16 aircraft are located in LCL354FW-60-13.

14.13.10.5.2. (Added 354FW). Hung free-fall ordnance is ordnance that fails to release or jettison due to a system malfunction when properly commanded by the pilot. **NOTE:** For munitions sustaining damage during flight e.g., bird strike, hail storm, etc., apply hung free-fall ordnance criteria.

14.13.10.5.2.1. (Added 354FW). Recover aircraft in the normal de-arm area. The de-arm crew will perform a thorough inspection of all munitions to ensure no armed or unsafe condition exists. If a condition is found that the de-arm crew is uncertain about, they will request assistance from a 7 skill level weapons supervisor. If all munitions can be safed and pinned, allow the aircraft to taxi back to parking spot. If munitions are unsafe, notify the MOC immediately and evacuate the area. Do not reenter area until all munitions have been safed by EOD.

14.13.10.5.2.2. (Added 354FW). When the inspection of an aircraft reveals a munitions hanging by one lug, the aircraft will be chocked and shut down. After safing all other munitions, the MJ-1 or MHU-83/E will be utilized to attempt to lock the bomb back into the rack. If the munitions cannot be locked back into rack, then a fully qualified/certified weapons load crew will remove the munitions. Notify Munitions Control as required to arrange for delivery of munitions handling trailer for proper security of removed munitions.

14.13.10.5.3. (Added 354FW). Hung forward-firing ordnance is ordnance that fails to launch, fire, or jettison when properly commanded by the pilot.

14.13.10.5.3.1. (Added 354FW). Recovery will be at taxiway Echo. Park aircraft in de-arm slot nearest the runway; heading 130 degrees, if available. Avoid pointing aircraft at other aircraft, structures, or personnel. If de-arm crew is unsuccessful at safing the forward firing ordnance, the aircraft will be chocked and shut down.

14.13.10.5.3.2. (Added 354FW). Chaff/Flare:

14.13.10.5.3.2.1. (Added 354FW). At the de-arm area, flare modules will be inspected for partially ejected flares, or flares with damaged end caps, and if conditions are met, declare a ground emergency and evacuate area as directed by the fire chief. EOD will respond to safe system and download flares, as required.

14.13.10.5.3.3. (Added 354FW). Unsafe/System Stoppage/Jammed Gun

14.13.10.5.3.3.1. (Added 354FW). Only highly knowledgeable and experienced personnel as designated by 354 MXS/MXMR, will attempt to safe the gun if the lock/un-lock firing cam and or safing cam is broken or missing.

14.13.10.5.3.3.2. (Added 354FW). Recovery will be at taxiway Echo. Park in de-arm slot nearest the runway (heading 130 degrees), if available. The MOC will notify the weapons expediter and armament maintenance section personnel of all in-flight emergencies involving guns. The weapons expediter will dispatch personnel to install safety pins, and attempt to safe/clear the gun. **WARNING:** Personnel will not attempt to clear rounds from the gun when system stoppage (jam) occurred in flight unless otherwise authorized per MDS technical data. If the crew cannot mechanically and/or electrically safe the gun or suspect there are live rounds in the firing path, direct the aircraft to the gun berm. **NOTE:** Use the gun berm if possible, even if it requires removing an aircraft (non-jammed gun) from the berm. In a situation where two aircraft have jammed guns or an aircraft is on the berm and cannot be moved, the MXG/CC or designated representative may direct that taxiway Echo de-arm area be used to clear/safe a jammed gun. De-arm crews will perform a FOD inspection of the gun berm and Echo de-arm area prior to the landing of the first scheduled sortie. The de-arm crew will also ensure proper firefighting equipment is present at each location. Weapons and flightline expediters will be prepared with necessary tools/equipment/personnel to respond to any hung/jammed gun scenario. If the gun can be verified safe/clear, return aircraft to parking area. If unsuccessful, direct the pilot to taxi the aircraft to the gun berm and shut down to be electrically and mechanically safed to the maximum extent possible. If gun clear cannot be verified, download all live munitions first, if applicable, and then continue with gun clearing maintenance in accordance with applicable procedures.

14.13.10.5.3.3.3. (Added 354FW). Gun system sudden stoppages that occur during firing require the entire gun system removed for an in-shop inspection.

14.13.10.5.3.3.4. (Added 354FW). During normal de-arm operations, if the gun cannot be pinned or suspected live rounds are in a gun that cannot be cleared, the pilot will be directed to declare a ground emergency and taxi the aircraft to the gun berm. The de-arm crew will notify the MOC as soon as possible of the unsafe/jammed gun. Download all live munitions first, if applicable, and then continue with gun clearing maintenance.

14.13.10.5.4. (Added 354FW). Hot brakes. If brake channels are glowing hot or smoke exists, do not approach brakes. Deflation of the main landing gear tire indicates melting of thermal plugs and hot brake condition. Notify the pilot and evacuate area immediately to a minimum safe distance of 300 feet and notify the MOC of the situation. MOC will run the Hot Brakes Emergency Action Checklist. Prepare to move the de-arm operation to an alternate area as designated by the SOF. MOC will relay to the de-arm crew and applicable production superintendent of alternate de-arm area.

14.13.10.6. (Added 354FW). Ice FOD procedures. Also refer to 354FWI 21-135, *Preventing Foreign Object Damage (FOD)*.

14.13.10.6.1. (Added 354FW). If maintenance personnel suspect Ice FOD conditions, they will inform the production superintendent who will confirm conditions with the MOC. When Ice FOD conditions occur, MOC will broadcast an Ice FOD advisory per the Weather Advisory Emergency Action Checklist. Production superintendents will ensure EOR personnel are notified.

14.13.10.6.1.1. (Added 354FW). Upon notification of an ICE FOD alert, the EOR supervisor will visually inspect the aircraft for the presence of ice, paying particular attention to the engine intake lip area. If ice accumulation on the intake lip is observed, the aircraft will be shutdown and towed back to parking area.

14.13.10.6.2. (Added 354FW). If an aircraft had an in-flight engine malfunction due to suspected icing and ice is present on the lip of the intake, chock and shutdown the aircraft in the de-arm area. Immediately notify the production superintendent for further instructions.

14.15.7.4. (Added 354FW). 180 Day Emergency Procedures Exam.

14.19. (Added 354FW). Refer to 354FWI 21-135, *Preventing Foreign Object Damage (FOD)* for additional program requirements.

14.20.1.1. (Added 354FW). For repeat/recur discrepancies: refer to 354 MXG OI21-105.

14.20.2.4. (Added 354FW). The qualified IPI inspector who completes the IPI will indicate completion of the IPI(s) in the corrective action block of the original discrepancy by stating, "Required IPI (insert IPI task title or IPI description or IPI step number) complied with" and IPI inspector minimum signature. If more than one IPI is required to complete the task, IPI inspector must identify number of IPIs in corrective action block such as, "Three required IPIs (insert IPI task title or IPI description or IPI step number of three IPIs) complied with" and IPI inspector minimum signature.

14.23.8. (Added 354FW). Hot Pit Refueling Program. MXG QA is 354 FW point of contact for all matters concerning the hot pit refueling program. Hot pit refueling will be accomplished in accordance with TOs 00-25-172; 00-25-172CL-4, *Aircraft Servicing with USAF R-5, R-9, and R-11 Servicing Vehicles*; 11A-1-33, *Handling & Maintenance of Explosives Loaded Aircraft*; 1F-16C-2-12JG-00-1; and LCL 354FW-00-2, *Hot Pit Refueling Supervisor and Hot Pad Supervisor Checklist*.

14.23.8.1. (Added 354FW). When temperature is at or below -20 degrees Fahrenheit ECT MOC will notify the production superintendent to implement guidance per 354FWI 10-229, *Responding to Severe Weather Events* to prevent exposure and frostbite.

14.23.8.2. (Added 354FW). Terms.

14.23.8.2.1. (Added 354FW). Simultaneous Hot Refuel Operations. Anytime two or more aircraft, like or mixed MDS, are refueled on same hot refueling pad.

14.23.8.2.2. (Added 354FW). Cursory Area. A designated area outside hot pit refueling pad radius where aircraft are checked for proper safing, hot brakes, and battle damage. Locate the cursory area in close proximity to hot pit refueling pad, to prevent aircraft from potentially entering the refueling zone with hot brakes due to prolonged taxi distance. Units have the option

to combine the de-arm and cursory area during contingency operations and readiness exercises/inspections.

14.23.8.2.3. (Added 354FW). Hot Pit Refueling Area/Fuel Servicing Safety Zone (FSSZ). The portion of the hot refueling pad extending 50 feet from any part of aircraft or refueling equipment. Taxiing aircraft may pass within 50 feet of refuel operation, as long as operating engine of taxiing aircraft does not enter FSSZ of any single operation.

14.23.8.2.4. (Added 354FW). Hot Pit Refueling Pad. The overall area where actual refuel operations are performed.

14.23.8.2.5. (Added 354FW). Certified hot pit refueling areas on Eielson AFB are Charlie, Oscar and South ramp. **NOTE:** No restrictions exist on Eielson AFB regarding aircraft loaded with munitions during hot pit refueling operations in areas certified.

14.23.8.2.6. (Added 354FW). Cursory Crew: A two-man crew that performs hot refueling pre-entry checks. The crew will consist of a highly knowledgeable 5 skill level launch and recovery qualified individual familiar with hot refueling operations, and another individual qualified to install ground safety pins, check for hot brakes, and perform aircraft damage assessment.

14.23.9.1. (Added 354FW). AMU program managers:

14.23.9.1.1. (Added 354FW). Keeps track of initial and reoccurring training certification, proficiency, and special requirements.

14.23.9.1.2. (Added 354FW). Coordinates with QA for evaluations, when required.

14.23.9.1.3. (Added 354FW). Ensures AMXS MOO/SUPT maintains a minimum of one primary and one alternate hot pit refueling certifier per AMU. The AMU OIC/SUPT and Fuels Management Flight Chief/Commander will appoint these individuals.

14.23.9.2. (Added 354FW). AMU lead production superintendent:

14.23.9.2.1. (Added 354FW). Builds hot pit refueling events into quarterly, monthly, and weekly maintenance plan as required.

14.23.9.2.2. (Added 354FW). Coordinates hot refueling events with airfield management and fuels management flight to ensure no limiting factors exist

14.23.10.1.1. (Added 354FW). Pad Supervisor ensures hot pit refueling area is set up a minimum of 30 minutes prior to scheduled arrival of first aircraft. Coordinates with affected agencies at earliest convenience if aircraft might land early or late to prevent excessive delays.

14.23.10.1.2. (Added 354FW). Pad Supervisor ensures the MOC has notified fire department and fuels management flight 30 minutes prior to scheduled arrival of first aircraft. **NOTE:** Position fire fighting and refueling equipment in accordance with TO 00-25-172.

14.23.10.2.1. (Added 354FW). Refuel Supervisor (A-Member) will give a safety briefing to all team members prior to arrival of aircraft. Exception: The Pad Supervisor will give the safety briefing if simultaneous refueling operations are conducted.

14.23.12.2.2.1. (Added 354FW). Phase 3 is the responsibility of each AMU. After phase 1 and 2 are complete, individuals must perform a minimum of 1 hot pit refuel in presence of a trainer. Only after the trainee is fully proficient can the squadron certifier certify them. The squadron certifier and trainer cannot be one in the same. Under unusual circumstances, a QA certifier may

perform certification in place of AMU certifier. **NOTE:** Notify QA one day in advance of scheduled event to allow time to verify completion of prerequisite training.

14.23.12.3.1. (Added 354FW). Certifiers will be certified in all positions.

14.23.12.3.2. (Added 354FW) QA Chief Inspector will conduct Evaluator Proficiency Evaluations on all certifiers IAW Ch 8, Para 8.6.2.

14.23.13. (Added 354FW). Documenting Duty positions. Document the cursory, A-member, B-member, C-member, and hot pad supervisor positions individually on AF Form 797 (or automated equivalent) if not listed in Job Qualification Standard (JQS).

14.23.16. (Added 354FW). TDY Units wanting to utilize Eielson AFB Hot Pits will provide in advance a copy of their home station hot pit procedures to the 354 MXG QA office. Additionally, the unit will also bring a Squadron Certifier SCR qualified individual as part of the TDY team. The unit's Squadron Certifier will conduct a cold pit familiarization training class for all personnel involved before hot pit operations begin. The training class will include representatives from the Eielson AFB fire department, QA and POL offices. Lastly, the unit's Squadron Certifier and a representative from Eielson's QA office will be present to observe the first aircraft to go through the hot pits to verify adequate procedures are in place.

14.28.1.3.2. (Added 354FW). Document RWR/RTHW checks on a red dash. All aircraft on the daily flying schedule should be written up for RWR/RTHW checks prior to the exceptional release on days when testing will be performed. Document check results in the corrective action block after the sortie.

14.28.1.3.3. (Added 354FW). Perform RWR/RTHW roll through tests in accordance with applicable local checklists.

14.28.1.3.4. (Added 354FW). Aircrew will be responsible for debriefing all discrepancies (ground/air), and entering applicable write-up in aircraft AFTO Form 781A.

14.28.1.3.5. (Added 354FW). The AMU RWR/RTHW program manager will send a report summarizing RWR/RTHW checks by the 5th day of the forthcoming month to the AMU OIC/NCOIC, AMXS MOO/SUPT, and group RWR/RTHR program manager.

14.28.1.3.6. (Added 354FW). The AMU RWR/RTHW program manager will maintain a continuity book containing the following information as a minimum: Appointment letter, applicable extracts from this instruction, RWR/RTHW worksheets, and summary reports.

14.31.5.1.3.1. (Added 354FW). Coordinate with propulsion flight to ensure troubleshooting of affected engines by serial number when sample analysis indicates warning levels 2 and 3.

14.31.5.1.8. (Added 354FW). Provides AMUs/propulsion flight with MCDP analysis history for aircraft generation, cross-country sorties, deployments, depot inputs, and aircraft transfers. **NOTE:** Only required when MCDP capability exists at operating location.

14.31.6.6. (Added 354FW). Requests MCDP history as required.

14.31.8.3. (Added 354FW). Informs transient aircraft owning unit if MCD analysis results indicate any level of action.

14.31.10. (Added 354FW). NDI OAP lab:

14.31.10.1. (Added 354FW). Reviews all submitted CAF IMT 022s for documentation errors and ensures isolation samples requiring priority are processed ahead of all MCDs submitted for routine analysis.

14.31.10.2. (Added 354FW). Return of MCDs.

14.31.10.3. (Added 354FW). Person picking up MCDs will annotate quantity of MCDs in MCD log.

14.31.11. (Added 354FW). Propulsion Flight:

14.31.9.3. (Added 354FW). Requests MCDP history for engines as required.

14.31.9.4. (Added 354FW). Notifies OAP lab of all engines received.

14.32.2. (Added 354FW). Each flight will use the 354 MXG Matrix to assist with building and maintaining self-inspection checklists.

14.32.2.1. (Added 354FW). Self-inspection checklists will be constructed using Headquarters Air Force (HAF) Compliance Inspection (CI) checklists, Special Interest Item (SII) checklists, checklists located in publications, local checklists, applicable Technical Orders, publications, and directives.

14.32.4. (Added 354 FW). The MXG self-inspection monitor will maintain and review the 354 MXG Matrix and ensure all data is current prior to the semi-annual self-inspection during the months of January and July of each year.

14.32.4.1. (Added 354FW). Each flight's self-inspection monitor will ensure all deficiencies are documented utilizing the 354 MXG FORM 4395. The MXG self-inspection monitor will issue a control number to each deficiency documented by the flights and input the documented 354 MXG FORM 4395 into the MXG data base.

14.32.4.2. (Added 354FW). Flight self inspection monitors will fill out blocks 1 through 13 and block 15a. on the 354 MXG FORM 4395 at the time the discrepancy is discovered. Fill in block 9 with the discrepancy and the reference of the publication used to discover the discrepancy. Once blocks are filled in, forward the 354 MXG FORM 4395 to the MXG self inspection monitor who will issue the form a control number.

14.32.4.3. (Added 354 FW). When the discrepancy has been corrected, the flight owning the discrepancy will complete blocks 14 through 18 and then forward to the squadron supervision to complete blocks 19 through 22. If the item was a critical finding, the form will require the MXG/CC review/signature. Once completed the form will then be forwarded to the MXG self inspection monitor who will file the form and closeout the finding.

14.32.4.4. (Added 354 FW). The MXG self-inspection monitor will input each flight's deficiencies into the Deficiency Spreadsheet and update the status and estimated completion date for each deficiency. Once the deficiency is closed the item will be moved to the closed findings tab.

14.32.4.5. (Added 354FW). The MXG self-inspection monitor will paste the 354 MXG FORM 4395's into the 4395 file. The Deficiency Spreadsheet will contain a hyperlink to each deficiency filled out on a 354 MXG FORM 4395

14.32.4. (Added 354FW). Squadron self-inspection monitors will consolidate semi-annual self-inspection results into a single report and forward to the MXG self-inspection monitor 15 days prior to the 354th FW due date per 354FWI 90-202

Table 14.1. (Added 354FW) Mandatory Special Certification Roster (SCR) and Prerequisites

	A	B
Item	Mandatory SCR Item Titles	Prerequisites
12	Red-X” and/or IPI - limited	SrA or higher, minimum 5-level 2W1X1 qualified in load crew chief position. Limited to Red X items related directly to tasks in the 1F-16X-33-1-2 and associated checklists (Note 2).
	A	B
Item	Mandatory SCR Item Titles	Prerequisites
44	Sign off “cannot duplicate” discrepancies	SSgt or higher, minimum 7-level (or civilian equivalent) (Note 2).
45	Sign off “repeat/recur” discrepancies	SSgt or higher, minimum 7-level (or civilian equivalent) (Note 2).

14.37.1.3. 1 (Added 354FW). AMXS/CC will appoint a squadron MODE IV/MODE-C program manager in writing and forward a copy to QA.

14.37.1.3.2. (Added 354FW). MODE IV code insertion will be documented in the aircraft AFTO Form 781A as an “Informational note”.

14.37.1.3.3. (Added 354FW). The AMXS MODE IV/MODE-C program manager will send a report summarizing MODE IV/MODE-C checks to the AMU OIC/NCOIC, Squadron MOO/SUPT, and the group program manager by the 5th day of the month.

14.37.1.3.4. (Added 354FW). The AMXS MODE IV/MODE-C program manager will maintain a continuity book containing the following information as a minimum: Appointment letter, applicable extracts from this instruction marked “For reference use only”, and summary reports.

14.38.5.4.1. (Added 354FW). Ensures OAP Managers are trained properly as required by TO 33-1-37-1

14.38.5.4.2. (Added 354FW). Appointed monitors will receive OAP Monitor training within 30 days of appointment from OAP lab personnel; date of training is documented on appointment letter.

14.38.5.8. (Added 354FW). Aerospace Ground Oil Servicing Units

14.51.5.8. 1 (Added 354FW). Ensures aerospace ground oil servicing units have oil samples taken when the following occurs

- 14.38.5.8.2. (Added 354FW). Any time oil holding tank is serviced/replenished with new oil.
- 14.38.5.8.3. (Added 354FW). After drain and flush associated with confirmed contamination.
- 14.38.5.8.4. (Added 354FW). Following periodic maintenance
- 14.38.5.9. (Added 354FW). Ensures AFTO Form 781J, **Aerospace Vehicle-Engine Flight Document** is the method used to track excessive aircraft engine oil consumption.
- 14.38.6.4.1. (Added 354FW). Forwards a copy of engine historical oil analysis records to the OAP lab when engines are transferred to Eielson AFB.
- 14.38.6.5.1. (Added 354FW). Ensures OAP Managers are trained properly as required by TO 33-1-37-1
- 14.38.6.5.2. (Added 354FW). Appointed monitors will receive OAP Monitor training within 30 days of appointment from OAP lab personnel; date of training is documented on appointment letter.
- 14.38.7.1.1. (Added 354FW). Immediately notifies owning organization when OAP lab personnel place aircraft/engines/servicing equipment on Code D for DD Form 2026 documentation errors.
- 14.38.7.1.2. (Added 354FW). Ensures aircraft/engine/servicing equipment on Code "D" are not released for normal operations until documentation errors have been corrected.
- 14.38.7.5. (Added 354FW). Notifies the AMU or MXS Production Superintendent immediately of any aircraft/engine grounding conditions or maintenance abort recommendations from the OAP lab.
- 14.38.7.6. (Added 354FW). Calls affected flightline expediter when OAP lab requests a special oil sample. **NOTE:** Affected aircraft/engine/servicing equipment will not be released for flight until notified of positive results through the MOC.
- 14.38.7.7. (Added 354FW). Coordinates all requested OAP support after normal duty hours.
- 14.38.8.3.1. (Added 354FW). Immediately notify MOC and AMXS/MXS Maintenance Production Superintendents when abnormal readings on MCD or JOAP require further actions.
- 14.38.8.9.1. (Added 354FW). Ensures a qualified oil analysis supervisor/evaluator is available during the flying window and on standby at all times after normal duty hours.
- 14.38.8.9.2. (Added 354FW). Ensures OAP lab supervisor monitors the daily flying schedule for oil sample requirements and to reconcile schedule changes with the MOC
- 14.38.8.10. (Added 354FW). Maintains a daily sample receipt log. Expediters will use this log to sign in samples upon delivery to the OAP lab.
- 14.38.8.11. (Added 354FW). Notifies transient aircraft home station OAP lab, and transient alert personnel, immediately of any abnormal OAP trends or indications.
- 14.38.8.12. (Added 354FW). Provides oil analysis monitor training in accordance with TO 33-1-37-1.
- 14.38.8.13. (Added 354FW). Ensures oil analysis requests with DD Form 2026 documentation errors are corrected before releasing aircraft for normal flying operations.

14.38.9.3.1. (Added 354FW). Ensure special oil sample is taken after the following occurs:

14.38.9.3.1.1. (Added 354FW). When requested by OAP lab.

14.38.9.3.1.2. (Added 354FW). After every flight for 3 flights for Code C/Code E engines, or as determined by NDI/JOAP lab and/or propulsion flight chief and applicable technical orders/directives.

14.41.3.1. (Added 354FW). JEIM will establish a maintenance plan that minimizes time needed to get the engine repaired.

14.41.3.2. (Added 354FW). JEIM will track number of days in work and initiate message to HQ PACAF/A4 informing them of hangar queen status.

14.41.3.3. (Added 354FW). EM will conspicuously mark the appropriate records, identify the engine as a hangar queen, and ensure the records are maintained and not disposed of until after the engine has been installed. The hangar queen marking will include the hangar queen release date, and the date records may be disposed of. Additions, changes and corrections to the records continue as normal during hangar queen status.

18.20.1. (Added 354 FW). Prescribed Forms.

JAMES N. POST III
Brigadier General, USAF
Commander

Attachment 1 (354 FW)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

354FWI 10-229, *Base Adverse Weather Procedures*, 29 January 2009

354FWI 21-110, *Crashed, Damaged, or Disabled Aircraft Repair (CDDAR) Program*, 13 October 2011

354FWI 21-125, *Hydrazine Policies and Procedures*, 6 October 2011

354FWI 21-135, *Preventing Foreign Object Damage (FOD)*, 6 October 2011

354 MXG/OG OI 21-300, *Functional Check Flight Program*, 4 October 2011

354 OG OI 11-301-03, *Aircrew Flight Equipment CTK Program*, 1 February 2011

Prescribed/Adopted Forms

354FW IMT 20, Local Manufacture Request

354FW Form 025, Electronic Warfare Integrated Reprogramming Checklist

354 FW Form 026, Serene Byte/Pacer Ware Checklist

354FW Form 027, Dropped Object Report

354FW Form 028, Sortie Maintenance Debriefing

AF IMT 451, Request for Packaging Service

AF Form 673, Air Force Publication Form/Action Request

18.20.2. (Added 354 FW). Forms or IMTs Adopted.

AF IMT 1382, Request For Review Of Publication And/Or IMT(s)

AFTO IMT 157, Computer Software Configuration Item Request

AFTO IMT 187, Technical Order Publication Request

AFTO Form 338, Survival Kit Record

Abbreviations and Acronyms

API —Armor Piercing Incendiary

APT —Armor Piercing Tracer

ATT —Audit Trail Tape

CAC —Combat Alert Center

CSFDR —Crash Survivable Flight Data Recorder

DISA —Defense Information Security Agency

ECT —Equivalent Chill Temperature

FCMT —Flight Control Maintenance Team

FSRF —Fuel Systems Repair Facility

FSSZ —Fuel Servicing Safety Zone

LEP —List of Effective Pages

LMM —Local Manufacture Manager

MCD —Magnetic Chip Detector

MTF —Maintenance Training Flight

TP —Target Practice

Attachment 15 (Added 354FW)

LOCAL RADIO CALL SIGNS

Table A15.1. Operations Net

354 Fighter Wing Commander	ICEMAN 1
354 Fighter Wing Vice Commander	ICEMAN 2
354 Operations Group (OG) Commander	ICEMAN 3
354 OG Deputy Commander	ICEMAN 3A
354 Maintenance Group (MXG) Commander	ICEMAN 4
354 MXG Deputy Commander	ICEMAN 4A
354 Mission Support Group (MSG) Commander	ICEMAN 5
354 MSG Deputy Commander	ICEMAN 5A
354 Medical Group (MDG) Commander	ICEMAN 6
354 MDG Deputy Commander	ICEMAN 6A
354 Operations Support Squadron Commander	HUSKY 1
353 Combat Training Squadron Commander	PANTHER 1
354 FW Executive Officer	RAVEN 1
Supervisor of Flying	SOURDOUGH
Base Operations	BASE OPS
Transient Alert	TA 1 - 4
Wing Weapons Manager	Weapons Chief
Weapons Standardization Supt.	WS Super
Weapons Standardization	WS
Crash Recovery	RECOVERY 1 - 4
Safety	SAFETY 1-6
Maintenance Operations Center (MOC)	MOC

Table A15.2. 18 AGRS/AMU Net

18 AGRS Operations Duty Desk	MIG OPS
18 AGRS Commander	MIG 1
AMXS Commander	AGGRESOR 1
AMXS Maintenance Operations Officer	AGGRESOR 2
AMXS Superintendent	AGGRESOR CHIEF
18 AMU Maintenance OIC	MIG LEAD
18 AMU Maintenance Chief	MIG CHIEF
18 AMU Maintenance Superintendent	MIG 2
18 AMU Production Superintendent	MIG SUPER
18 AMU APG Expeditors	MIG 3 and MIG 4
18 AMU APG Section Chiefs	MIG 3-1 and MIG 4-1
18 AMU Specialist Expediter	MIG 5
18 AMU Specialist Section Chief	MIG 5-1
18 AMU Weapons Expediter	MIG 6
18 AMU Weapons Section Chief	MIG 6-1
18 AMU End of Runway (De-arming Crew)	MIG 8
18 AMU End of Runway (Arming Crew)	MIG 9
18 AMU COSO/Support Section	MIG 11
18 AMU Debrief Section	MIG 12
Electrics	ELECTRICS
18 AMU Hot Pit Super	EXXON
18 AMU Tow Teams	TOW 1 and TOW 2

Table A15.3. Maintenance Squadron Net

MXS Commander	MAINTENANCE 1
MXS Maintenance Operations Officer	MAINTENANCE 2
MXS Maintenance Chief	MAINTENANCE CHIEF
MXS Production Superintendent	MAINTENANCE 3
MXS Production Superintendent (Consolidated Maintenance)	MAINTENANCE BASE
MXS Unit Control Center	MAINTENANCE UCC
Accessories Flight Chief	ACCESSORIES 1
Egress	EGRESS
Fuels	FUELS
Hydrazine Response Team	HRT
Fabrication Flight Chief	FAB 1
Metals Tech	METALS
NDI	NDI
Structures	STRUCTURES
AGE Flight Chief	RANGER 1
AGE Shop	AGE BASE
18 AMU CAT	MIG AGE
354 Wing CAT	BASE AGE
AGE Deicers	ICEBUSTER 1-4
Jet Engine Intermediate Maintenance	JET 1
Propulsion Test Cell	TEST CELL
Armament	ARMAMENT
Avionics Flight Chief	AVIONICS
Electronic Warfare	RAVEN
Automated Test Station	ATS
Crash Recovery	RECOVERY 1
Crash Tow Vehicle	RECOVERY 2
Crash Crane	RECOVERY 3
Crash Trailer	RECOVERY 4
Inspection Section	PHASE
Transient Alert	TA

Table A15.4. Maintenance Squadron AMMO Net

Munitions Flight Commander	AMMO 1
Munitions Flight Chief	AMMO CHIEF
Munitions Control	MUNITIONS CONTROL
Production OIC	AMMO 2
Material Superintendent	AMMO 3
Production Superintendent	AMMO 4
Systems Superintendent	AMMO 5
Line Delivery NCOIC	AMMO 6
Munitions Storage	GRIZ
Precision Guided Munitions (PGM)	MAVERICK
Conventional Maintenance Section	WOLF
Munitions Inspection Section	EAGLE
Munitions Equipment Maintenance	BADGER
Command and Control	DRAGON
Flightline Maintenance (Ammo)	NIGHTHAWK

Attachment 16(Added 354FW)

TOOL KIT IDENTIFICATION NUMBERS

Table A16.1. Squadron EID Control Numbers

<u>SQUADRON EID CONTROL NUMBERS</u>	
18 AIRCRAFT MAINTENANCE UNIT	
18th AMU	EHAD
354th MAINTENANCE SQUADRON	
SECTION CONTROL NUMBERS	
ACCESSORIES FLIGHT	
Fuel Shop	EHMF
Egress Shop	EHMG
Hydraulics	EHMH
AGE FLIGHT	EHMR
ARMAMENT FLIGHT	EHMX
AVIONICS FLIGHT	
ATS	EHMV
EWS	EHMK
Sensors	EHML
FABRICATION FLIGHT	
Metals Tech	EHMT
Structures	EHMC
NDI	EHMN
MAINTENANCE FLIGHT	
Wheel & Tire	EHMA
Phase	EHMB
Trans Alert	EHMY
PROPULSION FLIGHT	EHMP
MUNITIONS FLIGHT	EHMM
MAINTENANCE OPERATIONS FLIGHT	
QA	EHWQ
Training Flight	EHWT

WS	EHMW
354th OPERATIONS SUPPORT SQUADRON	
SECTION CONTROL NUMBERS	
Aircrew Flight Equipment – Satellite shop	EHOL
Aircrew Flight Equipment – Main shop	EHMS
354th COMMUNICATIONS SQUADRON (Optional)	
SECTION CONTROL NUMBERS	
	EHCS
354th CIVIL ENGINEERING SQUADRON	
SECTION CONTROL NUMBERS	
	EHCE
ADDITIONAL	
RED FLAG	EHCT
ACMI	EHPS
NOTE: Each unit has been assigned a prefix for the nine-digit TAS identifier, and each prefix beginning with EH is listed below.	

Attachment 17(Added 354FW)
HANGAR ENTRY CHECKLIST

Table A17.1 HANGAR ENTRY CHECKLIST

AIRCRAFT SERIAL # _____	YES	NO	N/A
SECTION A- ACTIONS PRIOR TO HANGAR ENTRY			
CREW CHIEF: AIRCRAFT SAFE/PREPARED FOR MAINTENANCE			
1. Perform Aircraft Safe for Maintenance			
2. LOX converter removed and lines capped (Phase, Fuel Cell Maintenance)			
3. EPU nitrogen charge depleted to “0” psi (Phase, Fuel Cell maintenance,WLT)			
4. Aircraft defueled/depuddled as required (Phase, Fuel Cell maintenance)			
5. External tanks configured as required (Phase, Fuel Cell maintenance, WLT)			
6. External Pods removed as required.			
7. All impulse cartridges and chaff/flare mods removed			
8. Gun safety pin installed			
9. Gun clearing sector hold back tool installed			
SECTION B- AFTER HANGAR ENTRY IS ACCOMPLISHED			
TOW TEAM SUPERVISOR:			
1. WARNING/CAUTION signs or cones displayed as required			
2. Drip pans positioned as required			
3. Emergency tow bar available (must be left connected for Fuel cell maintenance)			
4. Aircraft battery disconnected (Fuel cell maintenance)			
REMARKS: The tow team supervisor is responsible for checking that this checklist is complete and displayed on forward left side of the aircraft.			
TOW TEAM SUPERVISOR: _____			
Name, Rank, Employee #, & Date			

Attachment 18(Added 354FW)**ASSIGNMENT OF MANUAL JOB CONTROL NUMBER (JCNS)**

A18.1. This attachment provides assignment of manual JCNs by individual work centers for data collection purposes during extended periods of computer down time (e.g., 30 minutes or more).

Table A18.1. 18AMU

Work Section	JCNs
Debriefing	2051-2150
Expediter	2151-2199
APG "A"	2200-2310
APG "B"	2311-2410
Specialist	2411-2510
Weapons	2511-2610
Support	2611-2700
Aircrew Flight Equipment	2701-2749
F-16 Elect/Environmental	2750-2799
F-16 Engines	2800-2849
F-16 Structural Repair	2850-2899
Red Ball Discrepancies	R001-R050

Table A18.2. 354MXS

Work Section	JCNs
Electronic Warfare	4000-4050
ATS	4051-4099
PMEL- Type II	4151-4250
PMEL-Type IV	4251-4299
Propulsion	4300-4399
Support General	4451-4499
Fuels	4500-4599
Fuel Systems	4651-4699
Egress	4700-4799
Pneudraulics	4800-4850
Wheel and Tire	4851-4899
Armament	4900-4950
AGE	4951-4999
Metals	5000-5050
Structural Maint/Corrosion	5050-5099
NDI	5100-5150
AGE Inspection Section	5200-5250
Munitions Control	5300-5399
Transient Alert	5400-5499

Table A18.3. F-16 Phase

Work Section	Phase JCN	Discrepancy JCNs
Phase	A500	A501-A999

Table A18.4. Deployment JCNs

100L-299L
100M-299M
100N-299N

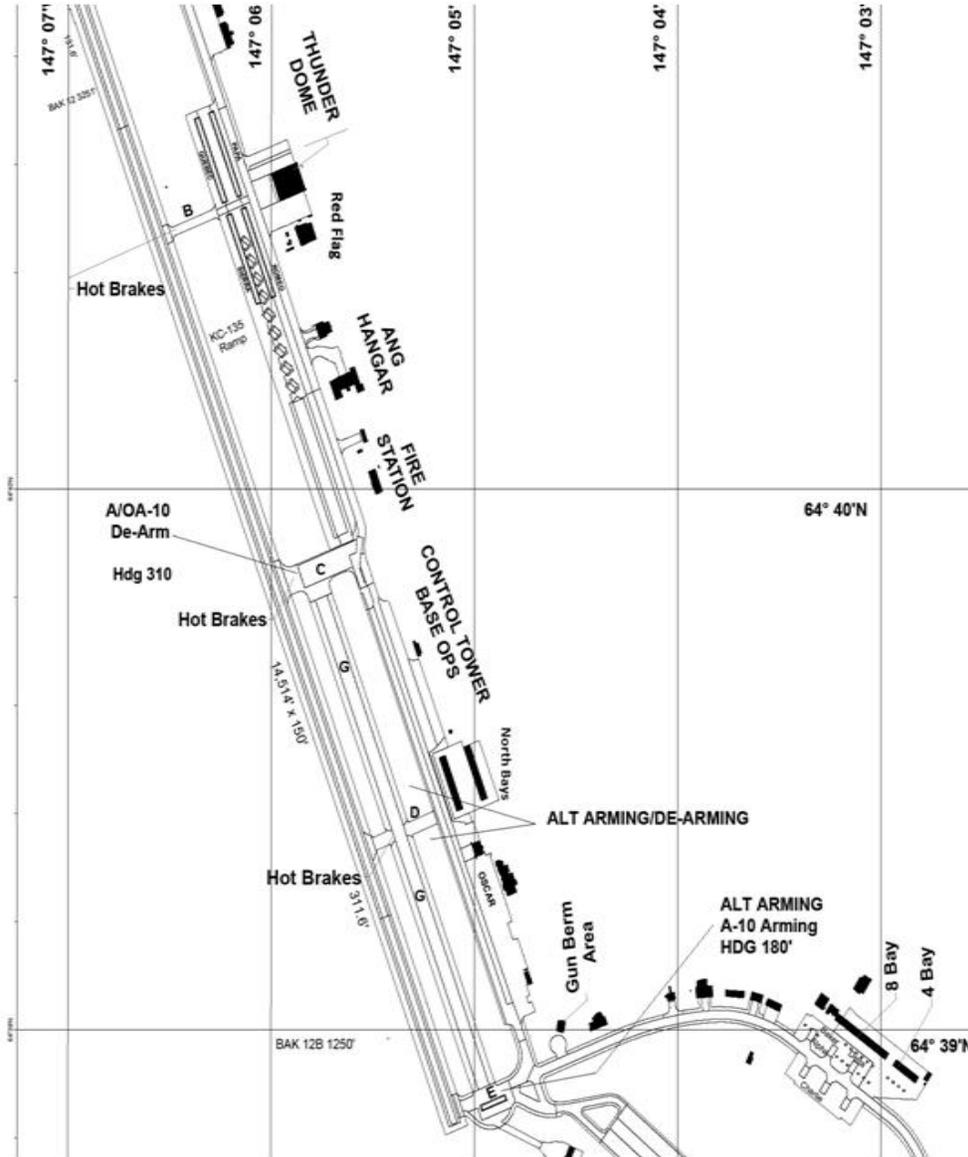
Table A18.5. MXG/MOF

Work Section	JCNs
PS&D	6000-6099
FTD	6300-6350

Attachment 19(Added 354FW)

AIRFIELD DIAGRAM

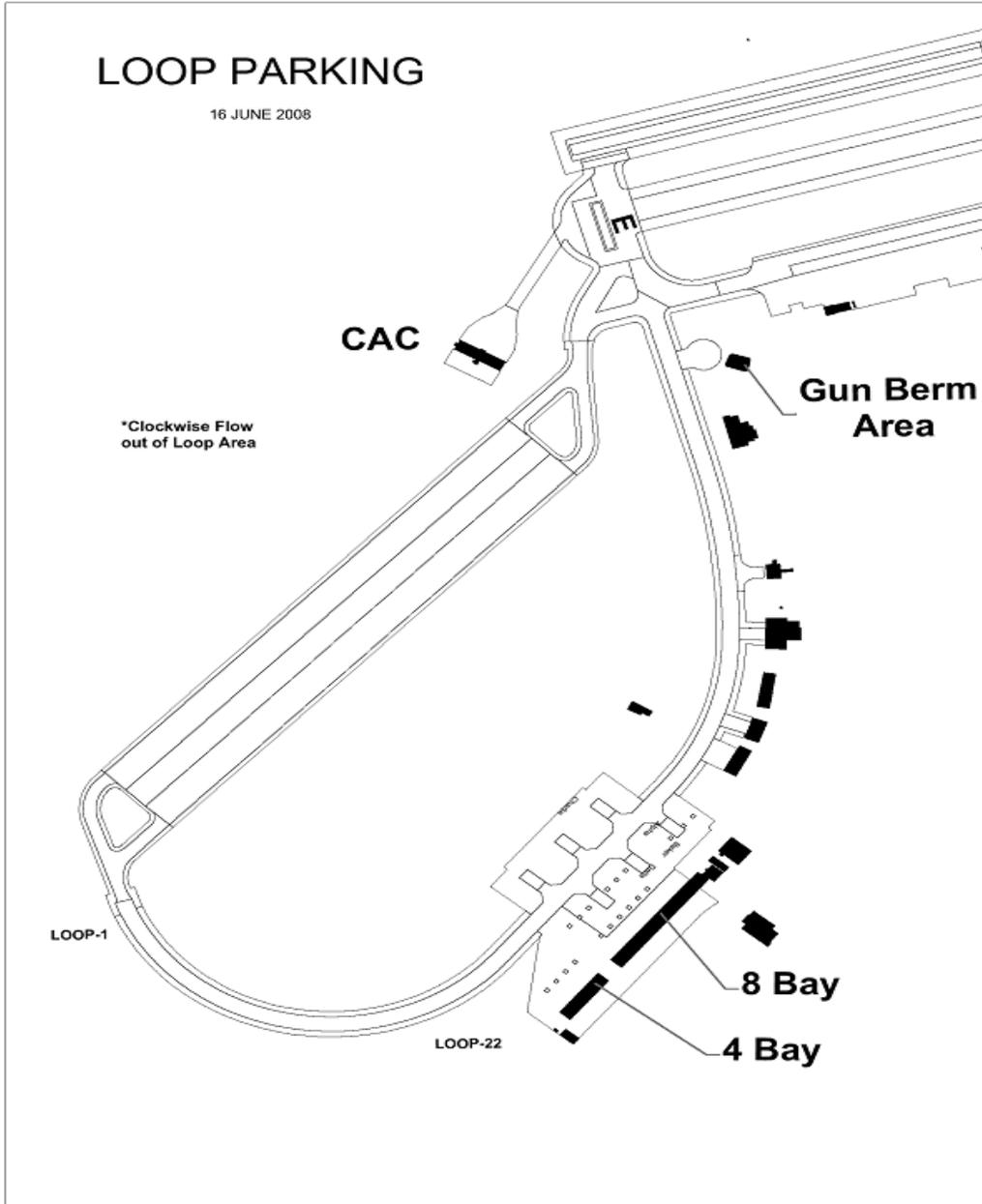
Figure A19.1 Airfield Diagram



Attachment 20(Added 354FW)

LOOP PARKING

Figure A20.1 LOOP DIAGRAM



Attachment 21(Added 354FW)

AIRCRAFT WEIGHING PREPARATION CHECKLIST

Table A21.1. AIRCRAFT WEIGHING PREPARATION CHECKLIST

AIRCRAFT WEIGHING PREPARATION CHECKLIST			
<i>AIRCRAFT: DATE: JCN:</i>			
1. "Chart A" weight and balance inventory complete and signed off	Yes	No	N/A
2. Facility door closed/air blowers off	Yes	No	N/A
3. Aircraft cleaned and dry	Yes	No	N/A
4. After wash lube completed	Yes	No	N/A
5. Aircraft defueled (QA must be present)	Yes	No	N/A
6. Weapons downloaded	Yes	No	N/A
7. Ammunition removed	Yes	No	N/A
8. Chaff/flare empty	Yes	No	N/A
9. All door and panels closed	Yes	No	N/A
10. Speed brakes closed	Yes	No	N/A
11. Hydraulics, eng oil, nitrogen full	Yes	No	N/A
12. Flight controls neutral	Yes	No	N/A
13. Dash 21 gear removed	Yes	No	N/A
14. LOX bottle removed	Yes	No	N/A
15. Emergency accumulator bottles charged to 3,000 PSI	Yes	No	N/A
16. IFR closed	Yes	No	N/A
17. Publications removed	Yes	No	N/A
18. Canopy closed	Yes	No	N/A
19. All but wing tip pylons removed	Yes	No	N/A

Attachment 23(Added 354FW)

OUT OF CYCLE JUSTIFICATION OR EMERGENCY ISSUE REQUEST DATE

Figure A23.1. Out of Cycle Justification or Emergency Issue Request Date

<p>MEMORANDUM FOR 354 MXG/CC DATE</p> <p>FROM: XX AGRS OIC/NCOIC</p> <p>SUBJECT: Out of Cycle Justification or Emergency Issue Request</p> <p>The following out of cycle or emergency issue time change item is requested for the following reason: "Due to an oversight."</p> <p>ACFT P/N FSN QTY NOMENCLATURE XX-XXXX XXXXXX XXXX-XX-XXX-XXXX XX Squib AGRS OIC/NCOIC</p> <p>1st Ind, 354 MXG/CC MEMORANDUM FOR 354 MXS/MXMWM Approved/disapproved</p> <p>NAME, Rank, USAF Commander</p>

Attachment 24(Added 354FW)

TIME CHANGE ASSISTANCE REQUEST

Figure A24.1. Time Change Assistance Request

MEMORANDUM FOR 354 MOF/MXOOP
DATE

FROM: MOF/PS&D

SUBJECT: Time Change Assistance Request

1. Request assistance in obtaining the following item(s) and or an extension of the due date to prevent grounding an aircraft.

TIME CHANGE ITEM:

AIRCRAFT SERIAL NUMBER:

PART NUMBER:

STOCK NUMBER:

SERIAL NUMBER OF PART:

DATE OF MANUFACTURE (DOM): MM/YY

DATE OF INSTALLATION (DOI): DD/MM/YY

GROUND DATE: DD/MM/YY

SUPPLY DUE-IN DATE: DD/MM/YY

DOCUMENT NUMBER:

OFF BASE REQUISITION NUMBER: FB

(PS&D signature)

Attachment 25(Added 354FW)

AIRCRAFT HANGAR DOOR OPERATIONS

Table A25.1. Aircraft Hangar Door Operations (These procedures are mandatory and must be strictly adhered to)

Hangar Door Operations	
1.	Husky kennel Door Operation (Building 2880/2881 husky kennels 1-12)
1.1.	This outlines husky kennel door operation procedures and safety precautions for buildings 2880/2881 (Husky kennels 1-12). Adherence is mandatory.
1.2.	SAFETY PRECAUTIONS:
(a)	ONLY QUALIFIED PERSONNEL are to operate husky kennel doors.
(b)	The power shut-off lever will remain in the “ ON ” at all times, unless pen door maintenance is being performed by qualified individuals (CE) or during manual operation
(c)	Verify that there is at least a 10-Foot clearance outside the door. NOTE: Husky kennel doors swing outward at ground level when opening.
(d)	At no time are personnel or equipment allowed to cross under the door while doors are in transit.
(e)	All personnel must use hearing protection while opening and closing husky kennel doors.
1.3	COLD WEATHER OPERATION:
(a)	Temperatures between 0 to 32 degrees Fahrenheit; husky kennel doors will remain open no longer than 30 minutes and remain closed for 30 minutes before re-opening
(b)	Temperatures below 0 degrees Fahrenheit, husky kennel doors will remain open no longer than 15 minutes and remain closed for a minimum of 60 minutes before re-opening.
(c)	Heaters may be applied to the aircraft bay to shorten the recovery time.
1.4	DOOR OPERATION:
(a)	Ensure green light is illuminated on power switch panel.
(b)	Ensure personnel door is closed.
(c)	Push the RAISE button
(d)	Ensure door is open a minimum of 10-Feet prior to leaving the control panel.
(e)	When the door is at the desired position, press the stop button.
1.5	DOOR CLOSING
(a)	Ensure green light is illuminated on power switch panel.
(b)	Push and hold the CLOSE button.
(c)	Ensure wind cleats at the bottom of door are in proper scissor position, if not, STOP and dislodge cleats before continuing door operations.

(d)	Ensure door is completely closed before leaving the control panel.
1.6	MANUAL DOOR OPERATION:
(a)	Turn power lever to the “OFF” position.
(b)	Locate woodchuck and start engine; allow it to warm up.
(c)	Disengage electrical motor brake located on rear of motor
(d)	Slide woodchuck on to alignment plate (raise or lower facing door motor), ensuring drive socket fully engages drive nut.
(e)	Accelerate woodchuck until door is in desired position WARNING: DO NOT GO PAST FULL OPEN
(f)	Re-engage electrical motor brake.
(g)	Slide woodchuck off alignment plate and store woodchuck.
2.	18th AMU Maintenance Bay Door Operation (Building 690 and 744)
2.1	This outlines maintenance bay door operation procedures and safety precautions for 18th AMU buildings 690 (8-bay) and building 744 (4-bay). Adherence is mandatory.
2.2.	SAFETY PRECAUTIONS:
(a)	ONLY QUALIFIED PERSONNEL are to operate bay doors (IMDS code 29111).
(b)	The power lever will remain in the “ON” at all times, unless bay door maintenance is being performed by qualified individuals (CE) or during manual operation
(c)	Ensure adequate clearance in the immediate vicinity (10 feet minimum clearance) of door travel. Ensure area is cleared of vehicles, equipment, and personnel.
(d)	A warning bell will sound during door operation. Ensure proper hearing protection is worn. NOTE: Bay door swings outward at ground level when opening
(e)	The bay doors are equipped with a sensing edge, and will automatically reverse after a momentary stop if the door comes in contact with an object during closing.
2.3.	COLD WEATHER OPERATION:
(a)	Temperatures between 0 to 32 degrees Fahrenheit; Bay doors will remain open no longer than 30 minutes and remain closed for 30 minutes before re-opening
(b)	Temperatures below 0 degrees Fahrenheit, Bay doors will remain open no longer than 15 minutes and remain closed for a minimum of 60 minutes before re-opening.
(c)	Heaters may be applied to the aircraft bay to shorten the recovery time.
2.4.	DOOR OPERATION:
(a)	Place safety cone at least 10 ft. outside bay door.
(b)	Ensure a minimum clearance of ten feet in front of bay door.
(c)	Ensure personnel door is closed.

(d)	Ensure power shutoff lever is in the “ON” position
(e)	Push the “RAISE” switch on control panel and hold until bay door is in the intended position. NOTE: Bay door must be opened a minimum of 10 feet.
(f)	Ensure bay door has traveled to the intended position (must be opened a minimum of 10 feet)
2.5.	DOOR CLOSING:
(a)	Ensure a minimum clearance of 10 feet in front of bay door. Ensure the entire path of the door travel is completely free of obstruction.
(b)	Ensure power shutoff lever is in the “ON” position.
(c)	Push the “LOWER” switch on control panel and hold until bay door is fully closed.
(d)	Ensure bay door has traveled to the intended position
2.6.	MANUAL OPERATION: 8-Bay
(a)	Turn power lever to the “OFF” position
(b)	Locate woodchuck and plug in to wall power or light all.
(c)	Disengage electrical motor brake located on rear of motor
(d)	Slide woodchuck on to alignment plate (raise or lower facing door motor), ensuring drive socket fully engages drive nut.
(e)	Operate woodchuck until door is in desired position. WARNING: DO NOT GO PAST FULL OPEN
(f)	Re-engage electrical motor brake.
(g)	Slide woodchuck off alignment plate and store woodchuck
2.6.	MANUAL OPERATION: 4-Bay
(a)	Turn power lever to the “OFF” position.
(b)	Ensure a minimum clearance of 10 feet in front of bay door.
(c)	Ensure personnel door is closed.
(d)	Pull the manual clutch-shifting lever. NOTE: It may be necessary to rotate hand chains slowly while pulling on disconnect cable to allow jaws of disconnect clutch to align. This will disengage the “jaws” of the motor clutch. The cable from the lever arm also trips the operator safety switch and disengages the brake. Set the cable into the retaining clip to “lock on” manual operation.
(e)	The door can now be raised or lowered by use of the hand chain.
(f)	To return to electrical operation, release cable from retaining clip. Brake will automatically reset. Turn power lever to “ON” position. Jaws will engage when shaft is turned by motor.

Attachment 26(Added 354FW)

FUEL SYSTEM REPAIR AIRCRAFT CHECKLIST

Table A26.1. Fuel System Repair Aircraft Checklist

354 MXS/ MXMCF	FUEL SYSTEM REPAIR AIRCRAFT CHECKLIST IAW TO 1-1-3 PG 5-2 5.4.2 ACFT Tail# _____		
	Note: The Checklist items are for use in the primary (building 588) the alternate (bay 8) and any approved outside fuel systems repair areas. Ensure all requirements are met for fuel systems maintenance, confined spaces, & personnel safety (ref. TO 1-1-3 and applicable AFOSH standards). It will be accomplished after the aircraft hanging checklist	N/A	C/W
Item #	THIS CHECKLIST WILL BE ACCOMPLISHED PRIOR TO EACH SHIFT AND RESIGNED AND PLACED ON THE FWD LEFT SIDE OF THE AIRCRAFT BEING ACTIVELY WORKED Place a Red X in aircraft forms when placed on jet for maintenance		
1	Review aircraft forms, AFTO form 781 series		
2	Ensure aircraft battery is disconnected		
3	Ensure aircraft is defueled and drained as required		
4	Ensure all munitions are downloaded		
5	Ensure aircraft canopy is in the open position		
6	Ensure the 18 AGRS hangar entry checklist is attached on FWD Left Side		
7	Ensure all restricted area, ECP, and fuel systems signs are displayed		
8	Operate Emergency eyewash and showers		
9	Ensure WARNING tags are installed and documented in aircraft forms 781A		
10	Call the Fire Department at 377-4156 and inform them we have Open fuel tanks/Confined Space entry. Ensure you get the name of the Fire Dept. operator _____		
11	Ensure entry permit is accomplished (when required)		
12	Ensure maintenance is not performed during aircraft purging and depuddling		
13	Ensure all jewelry Spark/Flame producing devices are removed prior to entry		
14	Ensure all support equipment hooked to aircraft have "Remove before Flight" streamers		

15	Ensure all equipment to include PPE is serviceable and operational prior to use		
16	Ensure all support equipment is bonded to aircraft		
17	Ensure tanks are continuously purged when entered and LEL is 10% or less.		
18	Ensure maintenance area is neat and clean		
19	Ensure tow bar is attached to aircraft Name, Rank, EMP#, Date _____ Signature _____		
20	Supervisor Name, Rank, Signature _____ This checklist has been approved by MSgt Michael P. Runyon Fuel System Section Chief		

Attachment 27(Added 354FW)

INTAKE MAINTENANCE CHECKLIST

Figure A27.1. Intake Maintenance Checklist

PURPOSE: To assist Structural Maintenance technicians performing F-16 intake maintenance IAW AFI21-101 PACAFSUP1 and AFI21-101 354FWSUP1. **COMPLIANCE IS MANDATORY.**

PROCEDURES: All aircraft intake maintenance will require a minimum of two Aircraft Structural Maintenance specialists, with at least one of these technicians possessing a 7-level qualification and RED X authority. On aircraft where technicians can physically enter, one technician will enter the intake and the second will remain outside the intake to account for tools and hardware used. Document all intake maintenance (fastener replacement, repair, etc.) use this checklist in addition to aircraft forms documentation. Annotate initials or signatures where appropriate. **At no time will personnel deviate from this checklist.**

AIRCRAFT TAIL NUMBER _____

JOB CONTROL NUMBER _____

CTK NUMBER _____

DATE _____

INTAKE NUMBER _____

POSITION _____

Enter a ***thorough*** description of the intake discrepancy (include type and location):

TWO PERSON CONCEPT:

One 3/5/7 Level performing maintenance: _____ Employee Number _____

One 7 Level supervisor: _____ Employee Number _____

Initials:

_____ 1. Enter/upgrade Red X in aircraft forms for the Structural Maintenance discrepancy.

_____ 2. Enter Red X in aircraft forms for engine plugs, barrier paper, or tape installed.

_____ 3. Enter Red X in the aircraft forms for post-maintenance F.O. Tool check.

_____ 4. Remove all intake barrier and F.O.

_____ 5. Identify all tooling/equipment introduced into the intake (include quantities).

_____ 6. List all fasteners/materials used to accomplish the task.

_____ 7. Ensure appropriate sealant is applied to all repair fasteners/materials.

_____ 8. Ensure all tooling equipment listed in step #5 is removed at this time.

_____ 9a. _____ 9b. Complete CTK inventory (**dual inspection and initials required this step**).

_____ 10. Ensure all F.O. is removed (metal shavings, fasteners, collars, sealant, tape, etc.).
Place fasteners in a sealed bag and attach to this checklist for filing in ASM intake maintenance folder located in the Section Chiefs office filing cabinet.

_____ 11. Replace intake barrier plugs.

_____ 12. Clear Red X in aircraft forms for Structural Maintenance discrepancy.

_____ 13. Clear Red X in aircraft for engine plugs, barrier paper, or tape.

_____ 14. Clear Red X in aircraft for F.O./Tool check.

_____ 15. Enter Red Dash in aircraft forms for sealant cure (8 hrs) / RAM cure (RAM **temporary** repair good for 24 hrs, **interim** repair good for 30 days, and **permanent** repair will require full 96 hr cure check).

7-Level Emp.
No./Name _____ (Print) _____ (Sign) _____

5-Level Emp.
No./Name _____ (Print) _____ (Sign) _____

3/5-Level Emp.
No./Name _____ (Print) _____ (Sign) _____

_____ 16. Prior to filing in the Intake Maintenance folder, checklist must be reviewed by Shop Chief/NCOIC.

_____ 17. Copy sent to QA within 24 hours. Date _____ Time _____.

NOTE: All F.O. removed from the intake must be retained with this form for 90 days. After 90 days, the F.O. may be discarded but this form must be retained in the intake maintenance folder for 1 year after completion of maintenance.

Attachment 28(Added 354FW)

TRIM PAD CHECKLIST

Table A28.1. Trim Pad Checklist

18TH AGRS TRIM PAD CHECKLIST							
DATE	TIME	A/C#	ENG SERIAL #	JCN#	OPERATOR & MAN # (PRINT)		
ALL THE FOLLOWING STEPS ARE TO BE ACCOMPLISHED PRIOR TO ENGINE RUN ON THE TRIM PAD BY CERTIFIED ENGINE RUN PERSONNEL.				FUNCTION #	INIT	MAN#	DATE
1. ENSURE ALL LIVE EXTERNAL ORDINANCE ARE DOWNLOADED AND EXPLOSIVE CARTRIDGES ARE REMOVED FROM THE AIRCRAFT.				10-30-01			
2. ENSURE THAT THE ROUNDS REMAINING IN THE GUN SYSTEM WILL BE LIMITED TO TP ROUNDS ONLY AND GUN HOLD BACK TOOL IS INSTALLED.				10-30-01			
3. VISUALLY INSPECT THE AIRCRAFT/ENGINE FOR SERVICEABILITY.				70-00-01			
4. REVIEW 781'S TO ENSURE AIRCRAFT IS SAFE FOR OPERATION.				21-101			
5. ENSURE THERE IS AN ADEQUATE FUEL LOAD FOR OPERATION.				12-10-01			
6. ENSURE ALL SAFETY PINS ARE INSTALLED CORRECTLY.				10-30-01			
7. ENSURE TAIL HOOK SHEAR BOLT IS REMOVED.				70-00-01			
8. ENSURE AIRCRAFT IS PROPERLY GROUNDED.				10-30-01			
9. ENSURE HALON BOTTLE IS POSITIONED.				10-30-01			
10. ENSURE AIRCRAFT IS PROPERLY ALIGNED WITH BLAST FENCE.				70-00-01			

11. ENSURE AIRCRAFT IS PROPERLY RESTRAINED.	70-00-01			
12. BRIEF ALL PERSONNEL ON TRIM PAD OPERATIONS AND EMERGENCY PROCEDURES.	70-00-00			
13. ENSURE EXHAUST AREAS ARE CLEAR OF FOD AND EQUIPMENT.	70-00-01			
14. ENSURE INLET AREA IS CLEAR OF FOD, EQUIPMENT, ICE, AND SNOW.	70-00-01			
15. ENSURE 100% CTK ACCOUNTABILITY HAS BEEN ACCOMPLISHED.	21-101			
16. ENSURE PROPER PANELS ARE INSTALLED FOR HIGH POWERED RUN.	70-00-00 TABLE 1-1			
17. ENSURE ALL DOORS ARE CLOSED FORWARD OF RAM AIR DUCTS.	52-00-01			
18. REMARKS				
<u>AIRCRAFT OPERATOR SIGNATURE</u>				

Attachment 29(Added 354FW)
IMPOUNDMENT CHECKLIST

Table A29.1. Impoundment Checklist

354 MXG Impoundment Actions Checklist	Impoundment Official Initials or N/A
1. Ensure aircraft/equipment is properly safed or secured. Aircraft/equipment will be cordoned off with ropes, cones, or placards indicating Impoundment	
2. Ensure no maintenance is performed (other than general recovery procedures and installing safety equipment) until the Impoundment Official authorizes maintenance actions.	
3. Notify Wing Safety if warranted: Flight DSN 7-1155/2230, Ground DSN 7-1351/1842/4263, Weapons DSN 7-1821/4318	
4. Refer to AFI 91 -204 for Class A and B mishaps and those selected Class C mishaps, for which a Safety Investigation board will be conducted.	
5. For any FOD Impoundments contact the 354FW FOD Manager. DSN 377-1470	
6. Review aircraft/equipment history to determine if problem is repeat or recurring. (Aircraft document file, debrief forms, work center logs, IMDS, AFTO Form 95's, etc).	
7. Ensure All applicable trouble shooting data is gathered (CSFDR, CEOS, AFTO Form 278, etc.) as required	
8. If impoundment is being transferred to any off equipment item (e.g. Gun/Engine/LRU), has it been approved by the squadron MOO/Supt or impoundment release authority. AMXS/MXS Production Superintendents will coordinate the transfer between impoundment officials.	
9. Ensure proper documentation of all aircraft/equipment forms and maintenance actions as required.	
10. Have all aircraft/equipment forms and associated documentation been reviewed by Squadron MOO/Supt and QA prior to recommending Impoundment release DSN 7-3701/ 2764/7986/3121. FAX DSN 7-2226	
11. Release aircraft/equipment as required, per AFI 21-101, CAF Sup to 21-101, and 354 FW Sup to AFI 21-101	
12. Notify MOC that the Impoundment has been released.	

Attachment 31(Added 354FW)

AIRCRAFT DOCUMENT REVIEW CHECKLIST

Table A31.1. Aircraft Document Review Checklist

18th Aircraft Maintenance Unit Aircraft Records Check				
Aircraft :		Date Scheduled:		JCN:
Crew Chief:				
1. Integrated Maintenance Data System (IMDS) printouts to comply with Aircraft Records Check (ARC). The following IMDS screens will be used to accomplish the Records Check: #380 Aircraft Documented Discrepancies, #713 Aircraft Engines Times, #700 Jet Fuel Starter (JFS), #701 Aircraft Inspection and Time Changes (against calendar, hourly, and JFS) ,#525 Aircraft Time Compliance Technical Orders (TCTOs), #990 Configuration Tracked Item Inquiry, and a #514 printout for COSO.				
2. Ensure products match the Aircraft 781 series forms:				
a. Review the AFTO Form 781H to ensure the aircraft airframe times match IMDS.				
b. Review the AFTO form 781A's to ensure <u>ALL</u> open write-ups are documented on the IMDS rip to include 781 A's page # and block #.				
c. Review the front of the 7AFTO form 781K to ensure the next Phase due is correct, reflects the currently installed engine serial number, and verify the aircraft LOX converter and battery serial numbers.				
Review the Deferred Discrepancies and ensure that they are all documented on the back of the AFTO form 781K.				
d. Inventory TNB & FOM				
e. Inventory tank hardware box & check for serviceability				
f. Ensure missing items shown on the Configuration Tracked Item Inquiry are corrected by the owning work center in IMDS prior to records check completion. Print a new 781K after records check completion.				
g. Ensure waiver letters/107 requests and expiration dates.				
3. Inventory and account for -21 equipment.				
4. Call Non Destructive Inspection (NDI) at 377-4122 to verify oil change times. Report total oil service since last ADR to NDI.				
Person Contacted/Employee number:				Date/Time:

5. Call Engine Management Section (EMS) at 377-5211 to verify engine times.	
Person Contacted/Employee number:	Date/Time:
6. Pull the 781 J and 781 K. Attach separate pulled form coversheets and route through the DR process. Upon completion, return pulled forms to the expeditor for review/filing w/Debrief.	
Crew Chief Signature/ Employee Number:	
COSO:	
1. Ensure all active documents numbers are loaded into IMDS for this aircraft.	
2. Ensure all non-active document numbers are deleted from both IMDS and the 781 series forms.	
3. Assist the crew chief in reordering required parts if needed.	
4. Inform the crew chief of shipping statuses.	
5. Ensure the Crew Chief physically verifies TNB and FOM.	
COSO Signature/Employee Number:	
Section Chiefs:	
1. Perform an initial review of the AFTO form 781 series to ensure <u>ALL</u> documented discrepancies match those listed on the ARC, and that discrepancies requiring parts have valid document numbers.	
2. Ensure that Aircraft Forms Binder matches the Master Forms Binder.	
APG Section Chief Signature and Employee Number:	
WPNS Section Chief Signature and Employee Number:	
SPECS Section Chief Signature and Employee Number:	
Supervision/Flight Chief:	
1. Review the ARC after it has been validated by the Section Chiefs.	
Supervision/Flight Chief Signature/Employee Number	
Crew Chief	
1. Receive the completed ARC to ensure all documentation is accurate	

2. Ensure 781 form entry is properly documented.
3. Sign off Job Control Number in IMDS (#122) and contact PS&D to clear suspense in IMDS
4. File ARC in appropriate aircraft file.
Crew Chief Signature/Employee Number:
Configuration Management Discrepancies
The following items will show as discrepancies on the screen 990 out of configuration run:
1. 63LA0- Not applicable to TF coded aircraft. Only used for CC coded. Includes (63LF0, 63LG0, 63LH0, 63LJ0 & 63LK0)
2. 65DA0- Not applicable to TF coded aircraft. Only used for CC coded.
3. 74500- Not applicable to TF coded aircraft. Only used for CC coded.
4. 74JC0- Is replaced by 74JS0 and one must be installed.
5. 74KA0- Is replaced by 74KY0 and one must be installed.
6. 74KB0- Is replaced by 74KV0 and one must be installed.
7. 74X00- Not applicable to TF coded aircraft. Only used for CC coded.
8. 75DJ0- Is replaced by 75D30 CCIU.
9. 97AY0- Only one is required for aircraft. Need to have at least one 97AY0 and 97AH0 installed.
10. 75DR0- (NRIU) Not applicable to TF coded aircraft. Only used for CC coded.
NOTE
If any other WUC's are missing from the 990 screen you must schedule them out. If you have any questions regarding configuration management please contact Wing Scheduling 377-2083.