

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 21-103

13 MAY 2014

Maintenance



JOINT OIL ANALYSIS PROGRAM (JOAP)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 36 MXG/CC
(Colonel Kim R. Brooks)

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This instruction implements responsibilities and establishes procedures applicable to the Joint Oil Analysis Program (JOAP) and all unit commanders, staff sections, maintenance officers, supervisors and JOAP monitors at all levels of command that require JOAP laboratory support. It applies to all units who require support from the Andersen Air Force Base JOAP Laboratory. This publication does not apply to the Air National Guard (ANG) or US Air Force Reserve and their units. Deployed units shall make every effort to comply with this instruction while assigned to Andersen Air Force Base. This instruction implements and expands requirements and procedures in accordance with (IAW) AFD 21-1 *Air and Space Maintenance*, AFI 21-124 *Air Force Oil Analysis Program*, AFI21-101_CAFSUP_1 *Aerospace Equipment Maintenance Management*, and TO 33-1-37-1/2/3 (NAVAIR 17-15-50.1/2/3) *Joint Oil Analysis Program Manual* and applicable aircraft technical orders. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force Web-RIMS *Records Disposition Schedule (RDS)*. Public Law 104-13, *The Paperwork Reduction Act of 1995* and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, affect this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate chain of command.

SUMMARY OF CHANGES

The publication has been revised. This rewrite of 36 WGI 21-103 includes changed fax to email address where digital copy can be sent to and the most current PACAF message.

1. General

1.1. Oil samples will be delivered to the Nondestructive Inspection Laboratory in building 17006 within 75 minutes of engine shutdown IAW AFI 21-101 CAF Sup. MXG/CC may adjust the 2 ½ hour rule as needed to accommodate flying windows. Customers delivering samples to the lab during non-duty hours will place samples in the “Sample Drop off” container with date and time of drop off annotated on the outside of the envelope. Upon delivery, notify the MOCC at 366-4322 or the 36 MXS Production Superintendent at 366-4621 or 366-4052.

1.2. Commanders of organizations requiring oil analysis will appoint a primary and alternate JOAP monitor in writing (See Attachment 2). JOAP monitor appointment letters will be forwarded to the Nondestructive Inspection Laboratory by email at 36MXS/NDI@us.af.mil or dropped off to the Nondestructive Inspection Laboratory in building 17006. The appointment letter must be updated when changes occur and NDI will check quarterly to ensure letters are current.

1.3. All engines, transmissions or gearboxes requiring oil-wetted maintenance or an oil change will be placed on surveillance, code C, in accordance with home station requirements. If an engine, transmission, or gearbox is not accompanied with cross country paperwork and the home station laboratory cannot be reached, then the item will be placed on code C for a minimum of 3 flights or 10 hours to establish the required trend analysis.

1.4. Per ACC/A4QM message dated 3 December 2012, the quarterly JOAP meetings have been waived and will not be held.

2. JOAP Monitors

2.1. Newly assigned JOAP monitors will report to the Nondestructive Inspection Laboratory within 30 days for an orientation on: basic workings of JOAP, proper procedures and monitor responsibilities.

2.2. Will be the primary points of contact concerning paperwork discrepancies, laboratory requests and maintenance feedback for all oil analysis transactions.

2.3. Will ensure drain and flush procedures are not performed simply to eliminate abnormal or high wear metal trends unless recommended by the Nondestructive Inspection Laboratory Technician.

3. Nondestructive Inspection Laboratory

3.1. Will train all primary and alternate JOAP monitors on their responsibilities.

3.2. Will ensure the delivery log is maintained and include: A/C tail number, time sample taken, time sample delivered, time customer notified of OAP code, and the name of the individual notified.

3.3. Will immediately notify the owning organization of any suspect oil sample and request an immediate resample.

3.4. NCOIC will notify the Fabrication Flight Chief and MXS Supervision whenever a spectrometer is decertified or prior to reporting a Spectrometer as "Reported Maintenance Status" to the JOAP Technical Support Center at Pensacola Naval Air Station in Florida.

4. OAP Requirements for Deployment/Redeployments

4.1. When aircraft deploy from Andersen AFB, the owning organization is responsible for obtaining and ensuring JOAP data stays with the aircraft while deployed. Upon redeployment to Andersen AFB, the owning organization is responsible to ensure all JOAP data is immediately returned to the NDI laboratory so the JOAP computer system can be updated to ensure aircraft are coded correctly and not placed in a surveillance status.

4.2. Units deploying on a weekend will request and pick up JOAP records from the Nondestructive Inspection Laboratory in Bldg. 17006 no later than close of business on the last duty day prior to departure. Units must notify the Nondestructive Inspection Laboratory at 366-2292, two hours in advance to prepare the aircraft documents.

STEVEN D. GARLAND
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1 *Air and Space Maintenance*, 25 Feb 2003

AFI 21-124 *Air Force Oil Analysis Program*, 14 Mar 2014

AFI21-101_CAFSUP_1 *Aerospace Equipment Maintenance Management*, 11 Jul 2012

TO 33-1-37-1/2/3 (NAVAIR 17-15-50.1/2/3) *Joint Oil Analysis Program*, 30 Aug 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

JOAP—Joint Oil Analysis Program

MOCC—Mission Operation Control Center

NDI—Nondestructive Inspection Laboratory

OAP—Oil Analysis Program

Terms

Spectrometer— an optical device used to test wear metals in aircraft engine oil and oil carts. Data received is used to detect elements out of limits and establish a trend. Aircraft are then coded accordingly based on these results.

Attachment 2

APPOINTMENT LETTER TEMPLATE

Figure A2.1. Appointment Letter Template

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS, 36TH WING (PACAF) ANDERSEN AIR FORCE BASE, GUAM
MEMORANDUM FOR 36 MXS/MXMFN	Date
FROM: 36 XX/XX	
SUBJECT: Appointment of Oil Analysis Program (OAP) Managers	
1. IAW AFI 21-101_CAFSUP_I paragraph 14.38.3.3, the MXG/CC requires an OAP Manager and alternate.	
2. The following individuals are appointed as (Unit: 36 XXX) OAP Monitors:	
<u>Primary</u>	
Name:	
Rank:	
Title:	
DEROS:	
<u>Alternate</u>	
Name:	
Rank:	
Title:	
DEROS:	
3. For any questions please contact TSgt XXX at 366-XXXX.	
XXXX XXX, TSgt, USAF NCOIC , 36th XXXXX	