

**BY ORDER OF THE COMMANDER
OF THE 403RD WING**

403D WING INSTRUCTION 21-106

3 DECEMBER 2013



Maintenance

**DEBRIEFING AND ABORT/INCIDENT
REPORTING RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 403 MXG/CC
(Col. Anna M. Schulte)

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This publication implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This instruction extends the guidance of AFI 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*. This Instruction establishes Debrief and Abort/Incident reporting procedures. The procedures of this publication are mandatory for all personnel under the functional control of the 403D Wing on Keesler Air Force Base, Mississippi 39534-2572. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <http://afirms.amc.af.mil/>.

SUMMARY OF CHANGES

OPR changed from 403 AMXS/MXA to 403 MXG/MXQ. Omitted all outdated GMS/ASIMIS references and added new DTADS Terminology.

1. Procedures:

1.1. Debriefing will be accomplished in a centralized location in Building 4221 (AMXS debrief Rm. 141). Dedicated Data Transfer and Diagnostic System (DTADS) Personal Computers are in place, along with aircrew and maintenance debrief checklists, (see attachments 2 and 3).

1.2. Aircraft Landing Code ALPHA 2 and ALPHA 3 are required to be formally debriefed after every flight. Aircraft landing ALPHA 1 will be formally debriefed at the end of the flying period, or if there is a maintenance event on maintenance message page.

1.3. **(Exception)** When an aircraft arrives during non-duty hours, debrief functions will be accomplished at the beginning of the next duty day. If aircraft lands after hours with an impoundment condition, the aircraft will be sealed and secured with no maintenance actions taken, and QA will complete impoundment process at beginning of shift.

2. Prior to Landing Responsibilities:

2.1. Thirty minutes prior to termination of flight or as soon as UHF or VHF contact can be established, the flight crew will call the 403d WG Command Post (403d WG/CP) and provide an alpha status identifying any system malfunctions. The 403d WG/CP will provide the Maintenance Operations Center (MOC) with the aircraft ALPHA status for relay to the flight line expeditors and/or Production Superintendent. MOC will notify required specialists to report to debrief.

3. After Landing Responsibilities:

3.1. **The Aircrew** will ensure (face-to-face) debrief with maintenance personnel. If a formal debrief is required (SEE para 1.2) and transportation is not available for the aircrew, the expeditor will provide transportation to and from the Debrief facility. Aircrew will document all discrepancies and exceedances in the 781A forms, and provide a detailed description of aircraft discrepancies to the specialists and crew chief. Ensure original 781 is used to debrief aircraft times and a copy is provided to the debrief section. Crew members will complete the aircrew debrief checklist. All aircraft weights for airdrops will be annotated in the 781A, and identified to the debriefer. Aircrew will remain in the debrief section until DTADS Debrief Processing is complete in order to validate Nuisance Faults that are revealed on the Debrief Report when required. Exception: ERCC flights will leave the aircraft forms on the aircraft until the completion of the ERCC training sortie. Upon completion of the first sortie, the Aircraft Commander will provide the original 781 to the Debrief Section to record aircraft times. The Aircraft Commander for the second half of the ERCC sortie is responsible for attending the debrief function.

3.2. **The Crew Chief** will check the maintenance message page for any maintenance events that would require a formal debrief prior to the Aircraft Commander leaving the aircraft. They will ensure 781H is fully documented as well as the 781A if airdrops were accomplished during mission or flight. They will also ensure that all aircraft forms, fuel cards, RMM cards and associated documentation are delivered to debrief section immediately after landing and assist with debrief as required.

3.3. **The Debiefer** will manage and oversee the debrief process. Ensure the aircraft is landed with the proper status code in G081 and enter all valid discrepancies into GO81. Use original 781 to input and audit flying hours to ensure accuracy of the data, and retain a copy for maintenance records. Ensure all times entered are in ZULU time.

3.3.1. Debrief section will use the Data Transfer and Diagnostic System (DTADS) Personal Computer – Ground Maintenance Program (PC-GMP) to perform aircraft debriefings IAW TO 1C-130J-2-45JG-30-1.

- 3.3.2. Ensure Aircrew completes debrief checklist.
- 3.3.3. Ensure forms are properly documented and completed to include AFTO Form 781, 781A and 781H. Properly annotate all repeat/recurring discrepancies in red caps in the 781A forms.
- 3.3.4. Ensure an AMC IMT 278 is completed for all debriefs.
- 3.3.5. 403d Abort/Incident sheet will be used to document bird strike/abort and incident reporting. Ensure the appropriate 403d MXG quick reaction checklist is followed for all Dropped Objects, Aborts, In-flight Emergencies and Impoundments.
- 3.3.6. Review AFTO Form 781A discrepancies thoroughly with the flight crew using the DTADS generated Debrief Report IAW C-130J-00FR-00-1, 1C-130J-00-FR-00-2 and 1C-130J-00-FR-00-3, to ensure accuracy of all fault codes.
- 3.3.7. When GO81 Information System is not operational, the debriefer will hand write all discrepancies on AMC IMT 278/AFTO 349 for input when MIS is restored.
- 3.3.8. Notify MOC of aircraft status changes.

4. Post-Debrief:

- 4.1. Debiefer will remove aircraft fuel receipts after cross country missions and hand carry to the financial management office.

5. Deployed debriefing procedures:

- 5.1. In the event debrief cannot be accomplished while deployed, the senior deployed Maintenance officer/NCO ensures debriefing documents are completed. AMC IMT 278 and AFTO Form 781 will be faxed back to home station at ext. 597-8484 after every debrief, or as soon as possible.
- 5.2. Pulled forms will be filed separately for review upon return to home station.

Anna M. Schulte, Col, USAFR
Commander

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

AFPD 21-1, Air Force Policy Directive, Air and Space Maintenance

AFI 21-101, AFRC Sup1, Aerospace Equipment Maintenance Management

AFMAN 33-363, Management of Records

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 781, ARMS Aircrew/Mission Flight Data Document

AF Form 781A, Maintenance Discrepancy & Work Document

AF Form 781 H, Aerospace Vehicle Flight Status and Maintenance

AMC IMT 278, Debriefing and Recovery Plan

AFTO 349, Maintenance Data Collection Record

Abbreviations and Acronyms

DTADS—Data Transfer and Diagnostic System

FMC—Fully Mission Capable

NMC—Non Mission Capable

MOC—Maintenance Operation Center

PC—GMP-Personal Computer – Ground Maintenance Program

RMM—Removable Memory Module

QA—Quality Assurance

Attachment 2
AIRCREW DEBRIEF GUIDE

AIRCRAFT:	DEBRIEF COMPLETED BY:	DATE:
AIRCRAFT STATUS:	A1 A2 A3	
<u>SCHEDULE DEVIATION</u>	Y N	(A deviation would be considered any take-off time that is >30 minutes early or >15 Minutes late of the scheduled take-off time and >30 minutes early or >15 minutes late of the scheduled landing time. If yes, an explanation is required below)
MISSION COMPLETE:	Y N	
Scheduled Flying Hrs: _____	Actual Flying Hrs: _____	
FUEL RECEIPTS:	Y N	(if returning from TDY)
AIR DROP:	Y N	(if yes, ensure 781A entry and weights entered in DTADS)
- AIRDROP		IF RAMP/DOOR WERE OPENED, WE NEED A WEIGHT ENTERED BELOW
- AIRDROP WEIGHT		1. _____ 2. _____ 3. _____ 4. _____
BIRD STRIKE:	Y N	(If yes, complete 403 MOF ABORT/INCIDENT Record Spreadsheet)
DROPPED OBJECT:	Y N	(If yes, complete 403 MOF ABORT/INCIDENT Record Spreadsheet)
ENG PERFORMANCE ISSUE:	Y N	(Please explain in "comments")
ENG SHUTDOWN:	Y N	(If yes, complete 403 MOF ABORT/INCIDENT Record Spreadsheet)
ABORT/MISHAP:	Y N	(If yes, complete 403 MOF ABORT/INCIDENT Record Spreadsheet)

AIR CREW COMMENTS:

ACFT COMMANDER'S NAME: _____ **SIGNATURE** _____

Attachment 3

MAINTENANCE DEBRIEF GUIDE

AIRCRAFT _____ **DATE:** _____

- ___ PUT SYMBOL STATUS IN 781H (USUALLY A RED X)
- ___ REVIEW 781 FOR ERRORS AND INITIAL (BUMP 781 AGAINST 781H)
- ___ ENTER 781 TIMES IN "9020" VERIFY FLIGHT TIMES AND LANDINGS MATCH BETWEEN GO81 AND 781 (MAKE TWO COPIES OF THE 781)
- ___ ENSURE AIRCREW COMPLETE THE AIRCREW DEBRIEFING GUIDE AND RETAIN WITH THE IMT 278
- ___ FOR ALL INCIDENTS AND ABORTS FILL OUT 403MOF ABORT/INCIDENT RECORD SPREADSHEET
- ___ IF ACFT IS USED FOR AIR DROP MISSIONS, ENSURE AIRDROP WEIGHTS ARE ENTERED INTO DTADS
- ___ RMM CARDS PREPARED FOR FLIGHT BACK IN FORMS BINDER
- ___ MAKE SURE ACFT IS LANDED @ MAHG "9018" (or deployed location, i.e. St. Croix "AELL") AND ENTER CURRENT FUEL/LOX
- ___ ENTER AIRCREW WRITE-UPS "9050" **FOR ABORTS: USE WHEN DISCOVERED "B" or "C"** (B =GROUND ABORT, C=IN-FLIGHT ABORT)
- ___ ENTER LANDING WRITE-UPS IN FORMS AND GO81 "9050" SCREEN (INTAKES/EXHAUST AND PANEL INTEGRITY AS APPLICABLE FOR EACH FLIGHT)
- ___ ENTER VALID DTADS DISCREPANCYS IN GO81 "9050"
- ___ PUT IN WHATEVER DISCREPANCIES YOU MADE IN THE 781A, MARK SYMBOLS IN **RED**, FIX PAGE NUMBERS AND DATES AS APPLICABLE
- ___ CLOSE DEBRIEFS "9134" (WHEN A **NON EFFECTIVE SORTIE** OCCURS, PUT APPROPRIATE CODE IN THE "**NON-EFFECT CAUSE**" FIELD)
- ___ GIVE FORMS TO CREW CHIEF TO REVIEW FOR ACCURACY "SECOND SET OF EYES"
- ___ STAPLE BOTH CHECKLISTS, 781, & 278 TOGETHER FOR EASY FILING ALONG WITH 403MOF ABORT/INCIDENT RECORD SPREADSHEET AS APPLICABLE

___ FILE PACKET IN THE DEBRIEF RECORD FILE AND PUT A COPY OF THE 781 IN THE BLUE FOLDER FOR PS&D WITH
NEWEST TOWARDS

THE BACK
