

**BY ORDER OF THE COMMANDER
434TH AIR REFUELING WING**

**434TH AIR REFUELING WING
INSTRUCTION 21-137**



13 NOVEMBER 2013

Maintenance

***SPECIAL INSPECTION, TIME CHANGE
ITEMS, TIME COMPLIANCE TECHNICAL
ORDER AND AIRCRAFT CONFIGURATION
MANAGEMENT PROGRAMS***

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This is a new publication of 434th ARWI21-137, *Special Inspection, Time Change Items, Time Compliance Technical Order and Aircraft Configuration Management Programs*.

1. Special Inspections (SI):

1.1. Plans, Scheduling and Documentation (PS&D) will:

1.1.1. Review the Maintenance Information Systems (MIS), G081, Special Inspection and Maintenance Section (Screen #9188), for inclusion in the Monthly and Weekly published Flying/Maintenance Schedules.

1.1.2. Review the Flight Equipment Records Management System (FERMS) product from Aircrew Flight Equipment (AFE) for inclusion in the Monthly Published Schedule.

1.1.3. Schedule the Special Inspections in the MIS No Later than (NLT) each Friday by Close of Business (COB), or Sunday by COB on Unit Training Assembly (UTA) weekends.

1.1.4. Schedule the Special Inspections at any other time necessary for completion out of cycle.

1.1.5. Load Standardized Job Packages as necessary to support the required Special Inspection (SI) Item at the request of Aircraft Maintenance or affected agency.

1.1.6. Track the SI in the Weekly Maintenance Schedule to ensure compliance.

1.1.7. Receive the completion notice, and verify the SI has properly updated in the MIS.

1.2. **Aircrew Flight Equipment (OSS/OSL) (AFE):**

1.2.1. Review the Flight Equipment Records Management System (FERMS) for Special Inspection items.

1.2.2. Provide plans and scheduling (P&S) with the FERMS due date product for identified SI requirements at the Quarterly Time Change Item (TCI) Meeting.

1.3. **Performing work center:**

1.3.1. Completes the SI.

1.3.2. Documents the completion of the SI in the MIS (G081 Screen #9099) or FERMS.

2. **Time Change Items (TCI):**

2.1. **Plans, Scheduling and Documentation (PS&D) will:**

2.1.1. Review the MIS, G081, Replacement Schedule Section (Screen #9188), for accuracy of due dates, date of manufacture, date of installation.

2.1.2. Review the MIS, G081, Replacement Schedule Section (Screen #9188), for inclusion in the Annual, Quarterly, Monthly and Weekly Flying/Maintenance Schedules.

2.1.3. Completes the Air Force Technical Order (AFTO) Form 223 for Cartridge Activated Devices/Propellant Activated Devices (CAD/PAD) items.

2.1.4. Hold a quarterly TCI Meeting, NLT 60 days prior to the next quarter.

2.1.5. Present completed AFTO Form 223 to the appropriate agency during the quarterly TCI Meeting.

2.1.6. Schedule the TCI in the MIS No Later Than (NLT) each Friday by COB, or Sunday by COB on Unit Training Assembly (UTA) weekends the week before the affected schedule.

2.1.7. Schedule the TCI at any other time necessary for completion out of cycle.

- 2.1.8. Load Standardized Job Packages as necessary to support the required TCI at the request of Aircraft Maintenance or affected agency.
- 2.1.9. Track the TCI in the Weekly Maintenance Schedule to ensure compliance.
- 2.1.10. Receive the completion notice, and verify the TCI has properly updated in the MIS.
- 2.1.11. Verify the accuracy of newly installed date of manufacture, date of installation.
- 2.1.12. Initiate, validate and submit TCI extension requests when necessary in accordance with (IAW) Air Force instruction (AFI) 21-101.
- 2.1.13. Submit the AFE 10 year forecast to the MAJCOM functional manger NLT 30 September each year.

2.2. Aircraft Maintenance Squadron:

- 2.2.1. Attend the quarterly TCI meeting.
- 2.2.2. Order TCI/Verify TCI is in stock as necessary when jobs are loaded into the MIS.
- 2.2.3. Complete the Munitions Issue/Turn-in Forms for CAD/PAD items.
- 2.2.4. Pick-up and return CAD/PAD items.
- 2.2.5. Performing work center completes the TCI, and documents the completion of the TCI in the MIS. (G081 Screen #9099)
- 2.2.6. Provide PS&D with date of manufacture, date of installation data as necessary for TCIs.

2.3. Maintenance Squadron (MXS):

- 2.3.1. Attend the quarterly TCI meeting.
- 2.3.2. Order TCI/Verify TCI is in stock as necessary when jobs are loaded into the MIS.
- 2.3.3. Complete the Munitions Issue/Turn-in Forms for CAD/PAD items.
- 2.3.4. Pick-up and return CAD/PAD items.
- 2.3.5. Performing work center completes the TCI, and documents the completion of the TCI in the MIS. (G081 Screen #9099)
- 2.3.6. Provide PS&D with date of manufacture, date of installation data as necessary for TCIs.

2.4. Munitions (MXS/MXMW):

- 2.4.1. Attend the quarterly TCI meeting.
- 2.4.2. Order CAD/PAD items as required on the AFTO Form 223.
- 2.4.3. Maintain/Store CAD/PAD assets.
- 2.4.4. Issue/Receive CAD/PAD assets.
- 2.4.5. Provide PS&D with new/current date of manufacture, date of installation increments for specific CAD/PAD items.

2.5. Maintenance Supply Liaison (LRS/LGRMM) (MSL):

- 2.5.1. Attend the quarterly TCI meeting.
- 2.5.2. Order/Assist Ordering TCI.
- 2.5.3. Maintain non-explosive/non-hazardous TCI in the Aircraft Tail Number Bin.
- 2.5.4. Maintain Hazardous TCI in the AMXS, Sortie Support Tool Room, And Hazardous Locker. Items will be maintained/identified by Aircraft.

2.6. Aircrew Flight Equipment (OSS/OSL) (AFE):

- 2.6.1. Review the Flight Equipment Records Management System (FERMS)for CAD/PAD and TCI assets.
- 2.6.2. Attend the quarterly TCI meeting.
- 2.6.3. Provide PS&D with the FERMS due date product for identified CAD/PAD and TCI requirements at the Quarterly TCI Meeting.
- 2.6.4. Order CAD/PAD and TCI assets as required.
- 2.6.5. Coordinate the issue, pick-up, and delivery of CAD/PAD items with MXS/MXMW.
- 2.6.6. Perform TCI as required.
- 2.6.7. Update FERMS when TCI completed.

2.7. Provide the 10 year forecast to PS&D NLT 1 September each year.

3. Time Compliance Technical Orders (TCTO):**3.1. Maintenance Group Technical Order Accounts:**

- 3.1.1. TCTOs will be maintained in accordance with MXGOI 21-109.

3.2. Operations Support Squadron Technical Order Accounts:

- 3.2.1. TCTOs will be maintained by OSS/AFE.

3.3. Plans, Scheduling and Documentation (PS&D) will:

- 3.3.1. Prepare the AF IMT 2410 (or locally developed product) for each TCTO IAW AFI 21-101. Identify end items applicable.
- 3.3.2. Chair a TCTO Planning meeting. Meeting held during the daily maintenance meeting.
- 3.3.3. Establish and maintain a TCTO Folder for each active TCTO. Move rescinded TCTOs to an inactive file. Maintain the folder until the TCTO is rescinded.
- 3.3.4. Load the TCTO in the MIS.
- 3.3.5. Complete the AF Form 2001 to requisition TCTO Kits/Parts. Submit to MSL.
- 3.3.6. Identify TCTOs to be worked in the Monthly and Weekly Published Flying/Maintenance Schedules.
- 3.3.7. Notify MSL to release TCTO kit for work.

3.3.8. Schedule workable TCTOs in the MIS.

3.3.9. Track the Progress of active TCTOs. Ensure Status is correct when completed work order notification is received.

3.3.10. Brief the Maintenance Group Commander weekly during the daily maintenance meeting when TCTOs are within 60 days of grounding, and not accomplished.

3.3.11. Chair a Monthly TCTO reconciliation meeting IAW AFI 21-101. Meeting held during the daily maintenance meeting.

3.3.12. Load and track depot level TCTOs.

3.3.13. Control and Transfer TCTO Kits/parts when transferring aircraft or equipment.

3.3.14. Perform annual TCTO review IAW 00-20-2 and AFI 21-101.

3.4. Maintenance Group Quality Assurance:

3.4.1. Perform initial review of the TCTO and determine applicability.

3.4.2. Distribute copies of the TCTO.

3.4.3. Report Deficiencies and provide technical support.

3.4.4. Attend the TCTO planning meeting.

3.4.4.1. Identify requirement for Weight and Balance.

3.5. Performing work center:

3.5.1. Attend the TCTO Planning meeting.

3.5.2. Report deficiencies in technical instructions/applicability to QA.

3.5.3. Inventory TCTO kits prior to starting work, and identify discrepancies.

3.5.4. Perform the inspection/modification IAW AFI21-101 and applicable technical data.

3.5.5. Document the TCTO in the MIS.

3.6. Maintenance Supply Liaison (LRS/LGRMM) (MSL):

3.6.1. Attend the TCTO Planning meeting.

3.6.2. Order TCTO kits/parts from the AF Form 2001 supplied by PS&D.

3.6.3. Maintain TCTO kits/parts in the Aircraft Tail Number Bin or Hazardous Storage Locker.

3.6.4. Release TCTO kits/parts for work when directed by PS&D.

3.6.5. In conjunction with PS&D, complete a monthly TCTO reconciliation of TCTO kits/parts on-hand and on order.

3.7. Aircrew Flight Equipment (OSS/OSL) (AFE):

3.7.1. Receive TCTOs from the OSS Technical Order Distribution Officer.

3.7.2. Establish TCTO folder.

- 3.7.3. Notify PS&D of active TCTO.
- 3.7.4. Perform the inspection/modification IAW applicable technical data.
- 3.7.5. Document completion of TCTO.
- 3.7.6. In conjunction with PS&D, complete a monthly TCTO reconciliation for active TCTOs.

4. Aircraft Configuration Management:

4.1. Plans, Scheduling and Documentation (PS&D) will:

- 4.1.1. Maintain/Track the Aircraft Configuration Items in the MIS.
- 4.1.2. Distribute the Aircraft Configuration Listing and Locally Produced Spreadsheets to the Maintenance Dock Chief during Periodic Inspection Pre-Dock Meeting for verification during the Periodic inspection.
- 4.1.3. Identify out of configuration/missing items.
- 4.1.4. Load a discrepancy in the MIS against the Aircraft identified as having out of configuration/missing items. A workcenter event (WES) will be added for each out of configuration/missing item.
- 4.1.5. Brief out of configuration/missing items at the daily maintenance meeting, and forward to the appropriate maintenance section for corrective action.
- 4.1.6. Coordinate with Lead Command Functional and air logistics center (ALC) item manager on items identified as missing data plates or without serial numbers.
- 4.1.7. Provide guidance to performing workcenters.

4.2. Aircrew Flight Equipment (OSS/OSL) (AFE):

- 4.2.1. Track AFE items that will be installed and remain on the Aircraft.
- 4.2.2. Notify PS&D to add required AFE to the MIS.

4.3. AMXS/MXS/AFE Workcenters:

- 4.3.1. Perform verification of configuration items as tasked.
- 4.3.2. Document completion in the MIS.
- 4.3.3. Identify items missing data plate or with no serial number to PS&D.
- 4.3.4. Mark or install serial number identification as tasked.

DONALD R. BUCKLEY, Colonel, USAFR
Commander

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

AFRCI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*
AFI 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*
AFPD 21-1, *Air and Space Maintenance*

Abbreviations and Acronyms

AFE—Aircrew Flight Equipment
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFTO—Air Force Technical Order
ALC—Air Logistics Center
ARW—Air Refueling Wing
ARWI—Air Refueling Wing Instruction
CAD—Cartridge Activated Devices
COB—Close of Business
FERMS—Flight Equipment Records Management System
IAW—In Accordance With
LRS/LGRMM—Maintenance Supply Liaison
MAJCOM—Major Command
MIS—Maintenance Information System
MSL—Maintenance Supply Liaison
MXS—Maintenance Squadron
MXS/MXMW—Munitions
NLT—No Later Than
OPR—Office of Primary Responsibility
P&S—Plans and Scheduling
P/S&D—Plans Scheduling and Documentation
PAD—Propellant Activated Devices
RDS—Records Disposition Schedule
SI—Special Inspection

TCI—Time Change Item

UTA—Unit Training Assembly

WES—Workcenter Event