

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

**434TH AIR REFUELING WING
INSTRUCTION 21-111**



31 OCTOBER 2012

Maintenance

**AIRCRAFT MAINTENANCE DEBRIEFING
AND REPORTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 434 MXG/QA

Certified by: 434 MXG/CC
(Col Paul Weimer)

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This instruction establishes procedures and responsibilities for aircraft maintenance debriefing. This directive is applicable to all 434 ARW personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field through Major Command (MAJCOM) publication/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. The use of the name or rank of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of 434ARWI21-111, *Aircraft Maintenance Debriefing and Reports*.

1. Procedures: Debriefing will normally be accomplished in a centralized location in Building 439, Room 209 (Second floor of Dock 1, next door to the Maintenance Operations Center (MOC). Debriefing may utilize room 208 for the debrief when there is no other controller available and or depending on the aircraft landing status. Debriefing responsibility is assigned to the MOC.

1.1. Debriefing is conducted immediately after the termination of each flown sortie/mission or when a flown sortie/mission is aborted.

1.1.1. Ground aborts do not require aircrew debriefing. Abort/Incident worksheet will be completed by the crew chief and then the Expediter will deliver the worksheet and aircraft forms binder to MOC as soon as possible but prior to the end of shift.

1.2. Debriefing record files will be developed for each aircraft. Files will be arranged by aircraft identification number and will include a debriefing sortie recap for the last six sorties to aid in identifying repeat/recurring discrepancies. Record files will be maintained in the MOC.

1.3. The contracted Transient Alert is responsible for all transient aircraft and notifying MOC of all transient aircraft. IAW: 21-101, 6.2.2.27, Transient Alert will ensure all maintenance discrepancies are marked Mission Essential (ME) or Mission Contributing (MC).

2. Prior to Landing:

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 434 ARW Command Post (434 ARW/CP) and provide an aircraft maintenance status code identifying any system malfunctions. The 434 ARW/CP will provide the MOC with the aircraft maintenance status for relay to the Production Superintendent (Pro Super). MOC will provide CP with aircraft parking location.

2.1.1. Since Maintenance Status Code A-3 (NMC) discrepancies affect break rate and health to fleet, special emphasis will be placed on these problems.

3. Aircrew Responsibilities:

3.1. Call command post 30 minutes prior to landing with an aircraft maintenance status of aircraft systems.

3.2. The aircraft commander or boom operator, and crewmembers with knowledge of discrepancies will hand-carry the aircraft 781 forms binder to the debrief session.

3.3. The aircraft commander will ensure aircrews enter all discrepancies into the AFTO Form 781A, Maintenance Discrepancy and Work Documents. MOC will assist the aircrew in entering the proper system capability codes when documenting discrepancies IAW AFI 21-101 and AFI 11-2KC-135V3.

3.3.1. Fill out the AF Form 664, **Aircraft Fuels Document Log**, and the DD Form 791, **Aerial Tanker In-flight Issue Log** (if required) for all refuel, defuel, and aerial refueling operations.

3.4. The aircraft commander will ensure all AF Forms 315 and AF Forms 15 are completed legibly, validated and signed and placed with the AF Form 664.

3.4.1. All fuel documents and forms will be retained by the Aircraft Commander and turned into their respective Squadron Aviation Resource Management (SARM) office.

3.5. The aircraft commander and pertinent aircrew will ensure the US Air Card is accounted for. If missing, inform the Production Supervisor, Expediter or crew chief and annotate the discrepancy in the forms.

3.6. On the AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance**, the Aircraft Commander will ensure the "condition after flight" is signed and the correct number

of discrepancies is annotated in block 7. They will also ensure the flying hours; full stops; total landing, and engine cycles are documented, blocks 9, 10, 12, and 13, respectively.

3.6.1. The reverse side of 781H will be annotated in red for all fuel offloads and the corresponding block will be signed and dated.

3.7. The aircraft commander, boom operator and pertinent aircrew will ensure the AFTO Forms 781 are properly completed and legible according to AFI 11-401, Atch 2, *Aviation Management*

3.8. Aircrew will ensure the original forms are kept with the aircraft forms and given to MOC upon return to home station.

4. Responsibilities of the MOC Debriefer:

4.1. Coordinate with Expediter and Pro Super to ensure all necessary specialists attend debriefing. If requested specialists are not available, MOC Debriefer will use, AMCI SUP CL4, *KC-135/E/R/T Debriefing Checklist*.

4.2. Remove all applicable forms from the forms binder, i.e., AFTO Form 781, fuel documents. Do not tear out forms.

4.2.1. Arrange forms in sequence to ensure AFTO 781 Series forms are not missing; ensure forms are properly completed to include blocks 1 through 18, 39 and block 40 of the AFTO Form 781.

4.2.2. MOC will ensure all fuel receipts are accurately completed, and annotated on the AF Form 664, **Aircraft Fuels Documentation Log**, located in the aircraft forms binder.

4.2.3. As a last check, ensure any fuel receipts (AF Form 15, **United States Air Force Invoice** and AF Form 315, **United States Air Force Avfuels Invoice**) are removed from the aircraft forms.

4.3. Collect a copy AFTO Form 781 and audit to insure correct takeoff time (Zulu) date and aircraft tail number are correct. **NOTE: At this point, the Debriefer may release the flight crew.**

4.4. Load the open aircraft discrepancies into the GO81 computer. File copy AFTO form 781's in a designated PS & D retrieval area for processing.

4.5. Contact the Expediter responsible for the aircraft to retrieve the aircraft forms binder.

5. Plans, Scheduling and Documentation Responsibilities.

5.1. Plans, Scheduling and Documentation (PS &D) will retrieve copy AFTO form 781 from MOC NLT the next duty day.

5.2. PS & D will review AFTO form 781 for accuracy, contact 72 ARS/CCE and 74 ARS/CCE daily to verify information and input into appropriate MIS (GO-81) NLT the next duty day.

5.3. PS & D will hand carry processed original AFTO form 781s to 434 OSS/DOTF NLT 0900 each duty day.

6. After Duty Hours, Contingency Operations and Deployed Operations:

6.1. During MIS down times, or when deployed and MIS is not available, AMC IMT 278 and AMCI SUP CL4, *KC-135/E/R/T Debriefing Checklist* will be used to ensure accurate debriefing information is obtained. When Maintenance Data System Analysis personnel are not deployed, the deployed Commander will designate an individual or activity to perform the analysis function. MOC personnel/debriefers will use blank printouts as manual documentation method and forward documents to home station for data transcribing by the most expeditious means available. All documents will be turned into the MOC upon return to home station. Automated debrief tools should be used as the primary debriefing instrument, if availability permits.

6.1.1. The MOC will maintain a minimum 60-day supply of hard copy debrief forms for the purpose of deployments and for flight line historical reference during GO81 system failure. These debrief forms will be maintained in the MOC and also a two week supply will be maintained in the cross country kits. Hard copy forms will be used to update the GO81 system upon redeployment or system repair.

6.2. For aircraft returning to home station during non-duty days/hours, the recovering crew chief will conduct the aircraft maintenance debrief at the aircraft using AMC IMT 278, AMCI SUP CL4, and *KC-135/E/R/T Debriefing Checklist* available in the cross country kit. Aircraft forms and all applicable documentation will be left in the Maintenance Debrief room (Building 439, Room 209) for reconciliation and entering of information into G081 during the next normal duty day.

DONALD R. BUCKLEY, Col, USAFR
Commander

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

AFI 11-2KC-135V3, *C/KC-135 Operations Procedures*

AFI 11-401, *Aviation Management*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFI 91-204, *Safety Investigations and Reports*

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection and Documentation, Policies, and Procedures*

MOI 21-111, *Clearing Repeat, Recurring and Cannot Duplicate Discrepancies*

MOI 21-112, *Aircraft Impoundment*

MOI 21-119, *Manual Job Control Numbers*

Abbreviations

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force manual

AFTO—Air Force Technical Order

AMC IMT—Air Mobility Command Information Management Tool

AMCI CL—Air Mobility Command Instruction Checklist

CP—Command Post

DD—Department of Defense

FMC—Fully Mission Capable

MC—Mission Contributing

ME—Mission Essential

MIS—Maintenance Information Systems

MOC—Maintenance Operations Center

NMC—Non-mission Capable

NLT—Not Later Than

PMC—Partially Mission Capable

PS&D—Plans, Scheduling and Documentation

RDS—Records Disposition Scheduled

SARM—Squadron Aviation Resource Management

Terms

G081— IMDS for Mobility

Pro Super— Production Superintendent