

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

**434TH AIR REFUELING WING
INSTRUCTION 23-101**



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Material Management

LOCAL MANUFACTURE PROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*. It provides guidance and procedures on processing local manufacture of items. This Air Refueling Wing Instruction (ARWI) applies to all groups and sections of the 434th Air Refueling Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms manager. 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 (IAW) Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/gcss-afi61a/afrims/afrims/>. The use of the name or mark of any specific manufacture, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of 434th Air Refueling Wing Instruction (ARWI) 23-101, *Local Manufacture Processing*

1. Overview. This instruction gives the Maintenance Group (MXG) the latitude to authorize the local manufacture of items needed to satisfy a requirement Technical Order (T.O.) directed and non-Technical Order directed, without processing the request through base supply (IAW) Air Force Manual (AFMAN) 23-122.

1.1. This applies to recurring and non-recurring type actions when the unit has the capability and resources to manufacture the needed item.

2. General Responsibilities and Procedures:

- 2.1. The Quality Assurance (QA) Chief is the wing's coordination point for the manufacture of all locally designed non T.O. special tools or equipment.
- 2.2. The 434 Maintenance Squadron (MXS) Commander or the MXS Superintendent is designated as the approval authority for all local manufactured items.
- 2.3. The 434 Logistics Readiness Maintenance Supply Liaison (MSL) will be the Local Manufacture Program database administrators and will maintain a back-up of all electronic records associated with local manufactured items.
- 2.4. The user will establish an Equipment Identification Designator (EID) for all tools. TC-MAX will be utilized for tracking a biennial (every two years) review for applicability and current configuration.

3. Requester Responsibilities:

- 3.1. The requester creates the appropriate record in the local manufacture database and forwards to section supervisor for approval.

4. Supervisor Responsibilities:

- 4.1. Review the forwarded request for accuracy and completeness and ensure that appropriate pictures and drawings are attached to the request.
- 4.2. Establish inspection criteria for all tools and enter into the local manufacture database. Enter "N/A" for all other items.
- 4.3. Review all items biennially (every two years) for applicability and current configuration. During this review supervisors and users should consider submitting AFTO IMT 22, *Technical Manual (TM) Change Recommendation and Reply*, for all items not currently listed in technical data for possible inclusion Air Force wide.
 - 4.3.1. Forward to production control for review.

5. Production Control (PC):

- 5.1. Receives and reviews local manufacture request for accuracy and completeness.
- 5.2. Verifies T.O. for accuracy and completeness.
- 5.3. Coordinates with the performing work center to ensure all jobs can be accomplished.
- 5.4. Forwards request/s to QA for coordination and approval prior to ordering parts.
- 5.5. Assigns a local part number to Non- T.O. related work orders, if required.
- 5.6. Obtains material request from performing work center and orders all necessary materials using the organization/shop code of the requester.
 - 5.6.1. If T.O. directed request is for an aircraft grounding condition, gives the work order to MSL for Mission Capable, MICAP verification.
- 5.7. If parts are not available through base supply, requester will be directed to procure parts using their organization's Government Purchase Card (GPC).

5.8. Inputs job into G081, produces AFTO Form 350, **Repairable Item Processing Tag**, annotating block 15 with initials, Julian date, and priority delivers. Delivers all parts to performing work center when received.

5.9. Picks up part after notification of completion from the performing work center and coordinates delivery to requester.

5.10. When MXG/MXS Staff are unavailable (during nightshift and non- Unit Training Assembly (UTA) weekends) the work center will enter data into the local manufacture database and submit it to the Pro Super/Expediter on duty. When time does not allow (launching a sortie/mission), the Pro Super/Expediter will evaluate the situation using all means available and make the determination for the local manufacture action. The Pro Super/Expediter will leave detailed information of the action for the completion of supply actions and coordination the next duty day.

6. MSL:

6.1. Upon receipt of aircraft grounding work order from production control, verifies and backorders required material.

6.2. When all materials are received, gives material and work order to production control for priority scheduling of manufacture.

7. QA:

7.1. Approve all request for locally manufactured tools.

7.2. Verify inspection criteria are entered into database for required items.

7.3. Forward to MXS Commander/Superintendent for final approval.

8. MXS Commander/Superintendent:

8.1. Final approval authority for all local manufacture requests.

8.2. After approval forwards request to Production Control for processing and completion.

9. Performing Work center:

9.1. Provides production control with a listing of all materiel required, cost, and estimated man hours.

9.2. Items that are T.O. directed will be given higher priority within shop than items that are non T.O. directed.

9.3. Notifies production control upon completion of local manufacture.

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Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*

AFMAN 23-122, *Material Management Procedures*

AFMAN 33-363, *Management of Records*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFTO IMT 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO 350, *Repairable Item Processing Tag*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order Form

ARWI—Air Refueling Wing Instruction

EID—Event Identification Description / Equipment Identification Designator

GPC—Government Purchase Card

IAW—In Accordance With

MAJCOM—Major Command

MICAP—Mission Capable

MSL—Logistics Readiness Squadron Maintenance Supply Liaison

MXG—Maintenance Group

MXS—Maintenance Squadron

OPR—Office of Primary Responsibility

PC—Production Control

QA—Quality Assurance

RDS—Records Disposition Scheduled

T.O.—Technical Order

UTA—Unit Training Assembly

Terms

G081—IMDS for Mobility

TC-MAX—Tool Accountability System