

**BY ORDER OF THE COMMANDER
442D FIGHTER WING**

442D FIGHTER WING INSTRUCTION 21-137

26 AUGUST 2013



Maintenance

**AIRCRAFT TIME CHANGE AND SPECIAL
INSPECTION PROCEDURES AND
DOCUMENTATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*. It establishes procedures for forecasting, scheduling, requisitioning, issuing, and documenting time change items (TCI) and special inspections (SI). These procedures apply to all 442nd Fighter Wing activities that support A-10 aircraft maintenance. Supervisors, superintendents, and flight chiefs are responsible for ensuring compliance with this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional manager's chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This is a new publication and should be reviewed in its entirety to ensure compliance.

1. General:

1.1. Maintenance Scheduling Application Tool (MSAT) is an Air Force standard system for querying aircraft scheduling information and reports from base level systems. The system is updated each morning by 442nd Maintenance Operations Flight (MOF) Plans, Scheduling

and Documentation (PS&D). The information is pulled from reports which PS&D runs each morning.

1.2. PS&D will chair a quarterly time change meeting every October, January, April and July to determine maintenance requirements for the next nine month period by Mission Design Series (MDS), by tail number, and/or Next Higher Assembly (NHA) by serial number (SN). Minimum attendees will be from Egress, Aircrew Flight Equipment (AFE), Munitions and PS&D.

1.2.1. Forecasts submitted for Cartridge Actuated Devices/Propellant Actuated Devices (CAD/PAD) will be for the next nine month period to allow assets to be available in time for scheduled maintenance. The first three month period will have scheduled delivery dates firmed up at the meeting.

1.2.2. CAD/PAD requests outside of dates previously coordinated on the local spreadsheet must be coordinated with munitions operations at 687-8136 no later than Tuesday of the week prior to the week required.

1.3. For AFE items: only items installed in the aircraft and listed in technical order (TO) 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items* (except for batteries) will be tracked/scheduled in the Integrated Maintenance Data System (IMDS), i.e. parachute cutters and survival kit cord cutters. If the item is a component of a larger item, only the larger item is loaded in IMDS, not the components (i.e. life rafts inside survival kits). The earliest due date of the larger item or installed sub-component will be loaded in IMDS.

1.4. Standard delivery and pick-up time for munitions is 1300.

1.5. Engine Management will forecast, schedule, requisition, and defer engine TCIs IAW applicable instructions.

1.6. Work centers will notify PS&D whenever a TCI is removed in IMDS by maintenance data collection for any reason other than time change. This will allow for correction of installation date in IMDS to coincide with due time. All TCI and aircraft inspection suspenses will be processed by PS&D only.

2. Responsibilities:

2.1. PS&D will:

2.1.1. Forecast, schedule, and defer CAD/PAD TCIs IAW applicable instructions. To facilitate quarterly requisitioning, PS&D will submit the local quarterly validated time-change Spreadsheet, in attachment 2, to the Munitions Accountability Systems Officer (MASO) between 45 and 60 calendar days before the next calendar year quarter. The MASO submits quarterly consolidated requisitions IAW AFI 21-201, *Conventional Munitions Maintenance Management*.

2.1.2. Load or change TCI and SI data in IMDS upon acceptance of an aircraft from another unit or upon depot return. Ensure data is entered in all applicable data fields.

2.1.3. Save a copy of the inspection and time change Planning Requirements Report (PRA) to an external hard drive weekly in case MSAT and/or IMDS is down.

2.1.4. Order non-CAD/PAD TCIs through IMDS Standard Base Supply System (SBSS), if available, no later than 60 days prior to (but not less than 10 days) before the need date. The ordering date should be based on the availability of items in supply. PS&D tracks the TCIs and the Armament Flight (ARMS) orders them.

2.1.5. Ensure long lead SIs requiring outside support are carefully coordinated to include all required documentation. This includes 36-month weight and balance, 36-month seat inspections, 36-month drogue parachute repack, gun inspections and all inspections planned for phase.

2.1.6. Notify ARMS shop, no earlier than 60 days prior to the scheduled date, to order gun TCIs.

2.1.7. Review and validate suspense screen #128 in IMDS daily. Print snapshot of all TCIs, verify information entered is correct and file in the aircraft's time change folder.

2.1.8. Perform 100 percent IMDS data verification on all SIs and TCIs for each aircraft using MSAT every week to ensure nothing is grounded IAW TO 1A-10C-6, *Scheduled Inspection and Maintenance Requirements*. Troubleshoot and fix any missing/wrong inspections and TCIs identified by MSAT.

2.1.9. Schedule all due/overdue inspections and TCIs for completion when an aircraft enters phase and annotate them on AF Information Management Tool (IMT) 2410, *Inspection/TCTO Planning Checklist*.

2.1.10. Ensure all required SIs and TCIs are scheduled in IMDS prior to publishing the weekly schedule. SIs will be accomplished IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*.

2.1.11. Request CAD/PAD TCI extensions as required using the Electronic Temporary Extension Management System (E-TEMP). Input the following information: the aircraft upon which the item is installed, part number, serial number, lot number, date of installation (DOI), date of manufacture (DOM), expiration date, national stock number, and requisition number provided by munitions.

2.1.12. Load applicable equipment to job standards (JST) when there is a new special inspection or time change requirement. All required updates will be made within 5 duty days of TO change.

2.1.13. Notify owning work centers of any inspection or TCI frequency changes, additions, and deletions.

2.1.14. Print the AF IMT 2434, *Munitions Configuration and Expenditure Document*, located on mutual drive, each day and enter gun round expenditures into IMDS.

2.1.15. Provide AFE with forecasted aircraft installed data in August for use in accomplishing their annual forecast of selected calendar life sustaining items IAW TO 00-20-9.

2.2. ARMS will:

2.2.1. Order TCIs through IMDS SBSS upon notification from PS&D.

2.2.2. Ensure applicable inspection and time change events are complied with in IMDS.

2.3. Maintenance Supply Liaison will: Update IMDS to show location of Tail Number Bin (TNB) and notify PS&D section when a non-CAD/PAD TCI is received.

2.4. Egress will:

2.4.1. Ensure applicable inspection and time change events are complied with in IMDS.

2.4.2. Load all new egress installed TCIs to applicable DOI or DOM job standards in IMDS ensuring data is entered in all applicable data fields.

2.4.3. Perform a CAD/PAD physical inventory on visually accessible items whenever a seat is removed for a 36-month ejection seat inspection, upon return from depot where the seat was removed or acceptance from another unit.

2.4.4. Verify part number, serial number, lot number and DOM using MSAT inventory provided by PS&D. Errors will be corrected in red, signed, dated, and forwarded to PS&D for correction and filing in jacket file.

2.5. AFE will:

2.5.1. Maintain IMDS data accuracy for survival kits, parachutes and their components.

2.5.2. Load all TCIs to applicable DOM or DOI (whichever will come due first) job standards in IMDS ensuring data is entered in all applicable data fields.

2.5.3. Verify part number, serial number, DOM, and DOI of all time change parachute/survival kit components during annual repack and correct IMDS information when errors are detected.

2.5.4. Load the last day of the month for the date of manufacture on new items.

2.5.5. Inform PS&D of AFE equipment transferred so that it may be deleted from IMDS as necessary.

2.5.6. Forecast selected calendar life sustaining items annually IAW TO 00-20-9.

2.5.7. Ensure applicable inspection and time change events are complied with in IMDS.

HUBERT C. HEGTVEDT, Colonel, USAF
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 13 January 2011
AFI 21-201, *Conventional Munitions Maintenance Management*, 10 December 2009
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 21-1, *Air and Space Maintenance*, 25 February 2003
T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*, 15 June 2011
T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, 15 March 2008
T.O. 1A-10C-6, *Scheduled Inspection and Maintenance Requirements*, 1 December 2009

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009
AF IMT 2410, *Inspection/TCTO Planning Checklist*, 01 June 1972
AF IMT 2434, *Munitions Configuration and Expenditure Document*, 01 December 1996

Abbreviations and Acronyms

AFE—Aircrew Flight Equipment
AFI—Air Force Inspection
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
ARMS—Armament Flight
CAD/PAD—Cartridge Actuated Devices/Propellant Actuated Devices
DOI—Date of Installation
DOM—Date of Manufacture
E-TEMP—Electronic Temporary Extension Management System
IAW—In Accordance With
IMDS—Integrated Maintenance Data System
IMT—Information Management Tool
JST—Job Standard
MASO—Munitions Accountability Systems Officer

MDS—Mission Design Series
MOF—Maintenance Operations Flight
MSAT—Maintenance Scheduling Application Tool
NHA—Next Higher Assembly
OPR—Office of Primary Responsibility
PRA—Planning Requirements Report
PS&D—Plans, Scheduling & Documentation
RDS—Records Disposition Schedule
SBSS—Standard Base Supply System
SI—Special Inspection
SN—Serial Number
TCI—Time Change Item
TNB—Tail Number Bin
TO—Technical Order

