

**BY ORDER OF THE COMMANDER
452D AIR MOBILITY WING**

**452D AIR MOBILITY WING INSTRUCTION
21-104**



20 SEPTEMBER 2013

Maintenance

AIRCRAFT MAINTENANCE DEBRIEFING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 452 MOS/MXOOM

Certified by: 452 MXG/CC
(Col Robert R. Stormes)

Supersedes: 452AMWI21-104,
18 November 2009

Pages: 5

This Instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This Instruction extends the guidance of Air Force Instruction (AFI) 21-101 AFRC Sup 1, *Aerospace Equipment Maintenance Management*, and AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*. It provides guidance on Aircraft Maintenance Debriefing. This instruction is applicable to all personnel assigned to the 452d Maintenance Group and the 452d Operations Group. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF form 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. 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 Information Management system (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.af.mil/gessaf61a/afirms/afirms/>. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Updated the following Reference dates: AFI 21-101 AFRC SUP and AFI 21-103. Deleted attachment 2 and removed mandatory 781 entries from **paragraph 7.1**.

1. Home Station Aircrew Debriefing Procedures.

1.1. Although the Maintenance Operations Center (MOC) has taken over the function of the Debrief Section, Plans and Scheduling will maintain control over and ensure that the aircraft flight times, dates, International Civilian Aviation Organization identifier, mission number and symbol, total landings, full stop landings and deviation cause codes are entered into the approved Maintenance Information System (MIS) as defined in AFI 21-101 AFRC Sup 1, *Aerospace Equipment Maintenance Management*.

1.2. All aircrew/maintenance debriefing will be accomplished in building 356, in accordance with (IAW) AFI 21-101 AFRC Sup 1, *Aerospace Equipment Maintenance Management*, para 4.8.

1.3. Debriefing personnel must thoroughly understand and use the Minimum Essential Subsystem List (MESL). As a minimum, the following personnel must be present at the debriefing: one MOC technician, one aircrew member and one aircraft maintenance technician (pro-super/expediter preferred).

1.4. The Debrief Section will be open to debrief sorties landing during normal duty hours, 0001-2400, Monday through Friday, and 0001-2400 on "A" Unit Training Assembly (UTA) and 0700-2000 on "B" UTA Saturdays and 0700-2300 on "B" UTA Sundays. For sorties scheduled to land after duty hours, the production supervisor will ensure the aircraft Air Force Technical Order (AFTO) 781 series forms, to include the original AFTO Form 781H, *AFORMS Aircrew/Mission Flight Data Document*, are delivered to the Debrief Section in a timely manner the next duty day.

1.5. Dropped object reporting, aborts/In-Flight Emergencies, flight control impoundment actions and engine malfunction Quick Reaction Checklists (QRCs) will be run by the MOC, when informed.

1.6. The Debrief Section will debrief the last leg of a returning mission. Any discrepancies written up and/or completed out in the system that were not entered in GO81 will be entered and/or cleared in GO81 by debrief.

1.7. The Debrief Section will assign job control numbers to all debrief discrepancies using the appropriate job control number listing published in MXGOI 21-125.

1.7.1. The following write-up may be added upon flight line request:

ALL 4 ENGS REQ INLET/EXHAUST INSPECTION, IAW APPLICABLE -6 WORKCARDS (INLET CUSHION PAD INSTALLED) (RED-X), (KC-135 WUC=0413C), (C-17 WUC=04199).

1.8. All debrief discrepancies will be tracked by means of an Air Mobility Command (AMC) Information Management Tool (AF Form) 278, *Debriefing and Recovery Plan*, and entered into GO81 as soon as possible. AMC AForm 278s will be kept for the last five flights for each assigned aircraft. This record will be used to identify possible repeat/recurring discrepancies.

2. After Duty Hours Aircrew Debriefing Procedures.

2.1. Sorties scheduled to land after duty hours will be debriefed at the beginning of the next duty day. Aircrew members are requested to attend the formal debrief if available.

2.2. Aircraft Maintenance Squadron(s) (AMXSs) will accomplish a post flight debrief providing all supporting documents at the beginning of the next duty day to the debrief section.

3. Aircraft Fuel Receipt Procedures.

3.1. During the maintenance debrief process, the aircrew representative will be reminded to turn in the completed AF Form 664, *Aircraft Fuels Documentation Logs*, with receipts and associated paperwork, to the refueling document control officer/installation control officer. These documents will be verified by maintenance personnel against the AFTO 781H, *Aerospace Vehicle Flight Status and Maintenance*, and the receipts in the folder. The aircraft commander will annotate justification for any missing/erroneous documentation on the outside of the AF Form 664, *Aircraft Fuels Documentation Logs*.

SAMUEL C. MAHANEY, Col, USAFR
Commander

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

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 21-101 AFRC Sup 1, *Aerospace Equipment Maintenance Management*, 13 January 2011

AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, 26 January 2012

MXGOI 21-125, *Job Control Number Assignments*, 18 December 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 278, *Debriefing and Recovery Plan*

AF Form 664, *Aircraft Fuels/Ground Servicing Documentation Log*

AFTO 781H, *Aerospace Vehicle Flight Status and Maintenance*

Acronyms and Abbreviations

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AMC—Air Mobility Command

AMXS—Aircraft Maintenance Squadron

DDTU—Data Display Transfer Unit

DOPP—Dropped Object Prevention Program

FDR—Flight Data Recorder

FRM—Fault Reporting Manual

IAW—In Accordance With

ICAO—International Civil Aviation Organization

I & Es—Inlets and Exhausts

IMT—Information Management Tool

JCN—Job Control Number

MESL—Minimum Essential System Listing

MIS—Management Information System

MXGOI—Maintenance Group Operating Instruction

MOC—Maintenance Operations Center

OPR—Office of Primary Responsibility

QRC—Quick Reference Checklist

RDS—Records Disposition Schedule

SUPT—Superintendent

UTA—Unit Training Assembly

WUC—Work Unit Code