

**BY ORDER OF THE COMMANDER
459TH AIR REFUELING WING**

**459TH AIR REFUELING WING
INSTRUCTION 21-105**



4 DECEMBER 2013

Maintenance

**CONSOLIDATED TOOL KIT (CTK)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 21-101, *Aircraft and Equipment Maintenance Management* and AFI 21-101 AFRC Sup I, *Aircraft and Equipment Maintenance Management*, and establishes policies and outlines procedures for the management of the Consolidated Tool Kit (CTK) program. This instruction applies to all Air Force Reserve and civilian personnel working in, on, or near 459 ARW aircraft or equipment, and to personnel traveling through 459 MXG facilities or aircraft parking ramp. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command.

This instruction is substantially revised and must be completely reviewed. This instruction only includes the required local procedures IAW AFI21-101_AFRCSUP_I and must be used in conjunction with AFI21-101_AFRCSUP_I.

1. Responsibilities:

1.1. Group commanders and superintendents are responsible for the overall management of the CTK program within their organizations. Individual shop supervisors or shop chiefs are

responsible for the management of the CTK program within their functional areas. Each user of a CTK is responsible for the care, cleanliness, proper use, and security of CTKs in their possession. Flight chiefs will be responsible for designating in writing primary and alternate CTK custodians.

1.2. Aircrew and Aircrew Flight Equipment (AFE) sections who dispatch tools to the flight line and/or carry tools onboard aircraft will establish tool control procedures IAW AFI 11-301V1_AFRC_I, Aircrew Life Support (ALS) Program.

2. Procedures:

2.1. The tool room/tool issue center will be capable of being locked and afford protection through controlled key access. When all CTKs/TKs are not capable of being secured in the tool room, section supervisors will design a process to prevent the unauthorized use or access to tools and equipment.

2.2. TCMax will be used to track all tools/CTKs issuance and turn-in. A TCMax generated product (form) or AFRC Form 177, Consolidated Tool Kit Inventory and Control Log, is used for accountability and control of CTKs and tools. The form remains in the tool room or work center. A separate AFRC Form 177 is not required for CTKs that do not leave the tool room or work center.

2.2.1. An AFRC form 177 or TCMax generated equivalent will be maintained in each CTK, and will be used to document tool transfers from one employee to another. The person to whom the tool is transferred documents the "Out Time/Signature" block. The "In" block is annotated when the user returns the equipment to the technician who originally signed for the tool. The "Out" and "In" blocks will not be signed by the same person.

2.3. Whenever the CTK custodian changes or at least annually, a comprehensive inventory of all tools, non-CA/CRL equipment, and CTKs will be conducted. The purpose of this inventory is to perform an extensive inspection of all tools and non-CA/CRL equipment, to include condition, identification markings, and accuracy of the MIL/TK/CRL supplemental listing. Inspect all tools for serviceability IAW applicable technical order for that item. CTK custodians will document these inventories and maintain the most current inventory documentation on file.

2.4. The CTK program will be operated as a single program when two or more work centers operate out of the same tool room.

2.5. In instances where only one person is assigned to a shift/work center, all tools and equipment will be inventoried and documented in TCMax by someone from another work center/squadron. If TCMax access is not available for turn in, an AFRC Form 177 will be used. TCMax will be updated once someone with access to that particular TCMax system becomes available.

2.6. Work center supervisors or CTK monitors will ensure all damaged tools under warranty are exchanged on a one-for-one basis through the supplier.

2.7. Only personnel who have a tool Government Purchase Card (GPC) account are authorized to procure tools. CTK custodians will provide their request to their unit's tool GPC account holder for purchase of required tools.

2.8. Replacement tools, consumables, and HAZMATs (other than HAZMAT issued for one-time use), will be tracked in TCMax and replaced on a one-for-one basis. Only the CTK monitors and section chiefs will have access to spare tools.

2.9. The first two characters of all EIDs in the 459th are “S3”. Work centers will use the EID assignments in Tables 1 and 2 for the third and fourth characters.

Table 1. The third character of the EID will be:

Section	Letter
Maintenance Group	G
Maintenance Squadron	M
Aircraft Maintenance Squadron	L
Aircrew Flight Equipment	F
459 AES	S
756 ARS	D

Table 2. The fourth character of the EID will be:

Section	Letter
AERO	R
AGE	A
ISO	I
NDI	N
FAB	F
SMCO	S
MTEC	M
FUEL	L
HYD	H
ELEC	E
JETS	J
FLIGHT LINE CTK	G
QUALITY ASSURANCE	Q
AIRCREW Flight Equipment	L
459 AES	G
756 ARS	O

2.10. PPE that is permanently issued to an individual will be marked with an EID and tracked in TCMax. The EID will be the first four numbers of the person’s work center World Wide Identifier (WWID), followed by their five digit employee number or variant thereof.

2.11. Rags, cheesecloth and absorbent material will be issued through TCMax. Unit of issue for rags will be “each.” Bulk rolls of cheesecloth will be controlled by the fuel section supervisor.

3. Lost Tool Procedures:

3.1. Tools lost in shop: If the item is not found after an immediate search of the work area, immediately notify the shop supervisor and CTK custodian. The supervisor will determine if

other work centers need to be notified and will direct efforts to find the item. If the item is not recovered after a thorough search, initiate an AFRC Form 174, Lost Tool/Object Report, or equivalent TCMMax generated product.

3.2. Tools lost on aircraft: Immediately report lost items to the flightline expediter and/or supervisor. The Maintenance Operations Center (MOC) will be notified and complete the Lost Tool Quick Reference Checklist (QRC). An AFRC Form 174 or TCMMax equivalent will be initiated after a thorough search of the area does not lead to recovery of the item.

3.2.1. When an item is confirmed missing on or near an aircraft, a red X will be placed in the AFTO Form 781A, Maintenance Discrepancy and Work Document. The write-up will contain a description of the item and the last known location in which it was used.

3.2.2. Post taxi/take-off: If a tool is noticed to be missing after taxi or take off of aircraft, production supervision will immediately notify the Command Post and the MOC with a description of the tool and where it was believed to be lost, and a recommendation for the aircrew on the severity of the situation. The Command Post will notify the Aircraft Commander, who will make the determination whether to abort the mission.

4. Contractors and Depot Field Teams: QA will ensure that any maintenance teams or contractors working on 459th equipment have tool inventory processes in place. If a tool or item is lost, the procedures listed in this instruction will be followed. Field teams utilizing 459th tools and equipment will be loaded into TCMMax and will sign out/in tools IAW this instruction.

5. Crashed Damaged and Disabled Aircraft Recovery (CDDAR): This equipment is managed by the host IAW the host tenant agreement. No CDDAR equipment maintained by the 459 MXG is located in trailers or vehicles.

6. CTKs onboard aircraft:

6.1. When CTKs are required onboard the aircraft (such as TDY or configuration requirements) the CTK will have a folder kept with it while it is in use. When the CTK is opened, an inventory must be accomplished and annotated on the AFRC Form 177. At the end of the shift, a second individual will inventory the toolbox and sign the AFRC Form 177 in the "In" block.

6.2. A red "X" will be entered with the following discrepancy in the AFTO Form 781A, Maintenance Discrepancy and Work Document: "Aircraft CTK tools/equipment inventory due before flight." If the aircraft is off station, the pre-flight inventory will be accomplished and the AFRC 177 and the AFTO 781A entry will be signed off by a person other than the individual that performed the pre-use inventory.

7. Laminated Warning Tags:

7.1. Laminated warning tags will be controlled and issued by the tool room.

7.2. Laminated tags that are designated for a specific task will only be used while performing that task. No attempt will be made to obliterate or otherwise alter any permanent information contained on the tag.

WILLIAM H. MASON, Colonel, USAFR
Commander

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

AFI 11-301 Volume 1_AFRCSUP_I, Aircrew Life Support (ALS) Program, 14 July 2006

AFI 21-101_AFRCSUP_I, AFRC Supplement to AFI21-101, 26 April 2013

AFMAN 33-363, Management of Records, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFRC Form 174, *Lost Tool/Object Report*

AFRC Form 177, *Consolidated Tool Kit Inventory and Control Log*

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

AFTO Form 350, *Reparable Item Tag*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFE—Aircrew Flight Equipment

ARW—Aerial Refueling Wing

CA/CRL—Custodian Authorization/Custody Receipt Listing

CDDAR—Crashed, Damaged, or Disabled Aircraft Recovery

CTK—Consolidated Tool Kit

EID—Equipment Identification Designator

GPC—Government Purchase Card

HAZMAT—Hazardous Material

IAW—In Accordance With

MOC—Maintenance Operations Center

MXG—Maintenance Group

OPR—Office of Primary Responsibility

QA—Quality Assurance

QRC—Quick Reaction Checklist

RDS—Records Disposition Schedule

TCMax—AFRC Tool Accountability System

TDY—Temporary Duty

TK—Tool Kit

TM—Technical Manual

TO—Technical Order

WWID—Worldwide Identification (code for TAS)