

**BY ORDER OF THE COMMANDER  
MINOT AFB**

**MINOT AFB INSTRUCTION 21-120**

**23 OCTOBER 2013**



**Maintenance**

**AEROSPACE GROUND EQUIPMENT  
DISPATCHING, POSITIONING,  
MAINTENANCE AND OPERATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Colonel Patrick E. Butler)

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This instruction implements AFPD 21-1, *Managing Aerospace Equipment Maintenance*. It augments the procedures outlined in AFI 21-101, *Maintenance Management of Aircraft* and establishes procedures for dispatching, operating, servicing, positioning, and maintaining Aerospace Ground Equipment (AGE) assigned to the 5th Bomb Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, and route the AF IMT 847 from the field through the Base Publishing Manager. Maintain records created as a result of published processes IAW AFMAN 33-363, *Management of Records*, and dispose of records IAW the AF Records Disposition Schedule (RDS), available from the Air Force Portal at the AF Records Information Management System (AFRIMS) link. Contact supporting records managers as required. 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**

This publication has been revised. Each section and paragraph has been updated with new information from the previous edition.

**1. References:** AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 91-203, *Air Force Consolidated Occupational Safety instruction*, AFMAN 33-363, *Management of Records*, AFPD 21-1, *Air and Space Maintenance*, and T.O. 00-20 series.

**2. 5th Maintenance Squadron AGE Flight Responsibilities.**

2.1. The AGE Flight is responsible for the inspection, servicing, repair, pickup, and delivery of all assigned powered AGE. The Trailer Maintenance section is responsible for the inspection and repair of both electric bomblifts and MHU-196/M munitions trailers. All AGE Flight personnel will dispatch and manage equipment as directed by this instruction.

2.2. Drivers will exercise additional caution under poor driving conditions while towing any equipment, especially while entering and exiting buildings.

2.3. Drivers will not tow more than three small AGE units, such as New Generation heaters or FL-1D light carts in tandem, per pintle hook. AGE tow vehicles with multiple pintle hooks may tow units in tandem on each side. When towing a single unit or units in single tandem, they will be hooked to the center pintle hook. Exception: towing of a single unit on a side pintle hook is only permissible within the same aircraft parking area on the flight line and is the result of dispatch or pickup of multiple AGE units to or from different locations. This is to expedite delivery or removal of equipment. Example: A power cart is requested on aircraft parking spot B-6 and an air source is requested on spot B-15. Once the power unit is dropped off at B-6, the air source will not need to be repositioned to the center pintle hook for delivery to B-15.

2.4. Drivers will use a spotter when towing AGE within 15 feet of any aircraft or weapons storage structure.

2.5. Drivers will check all units to ensure that cables, ducts, and hoses are disconnected and properly stored prior to moving and that the unit is free of FOD. AGE drivers will also ensure all pintle hooks on vehicle and equipment are closed and pinned prior to moving AGE.

2.6. The AGE Flight will prepare all powered and non-powered AGE for air and surface transport in accordance with applicable directives.

2.7. AGE

will deliver heaters only when temperatures fall below 45 degrees Fahrenheit, including equivalent wind chill temperature factor.

2.8. Requests for AGE originating outside the 5th Maintenance Group must be submitted to the 5th Maintenance Group Commander for approval as listed in paragraph 3.11. If the request is approved, AGE personnel will ensure that the designated operators are properly trained on the equipment and an AF Form 1297 or equivalent will be used to sign out the equipment. The equipment will be serviced as required.

2.9. If the AGE Flight identifies a unit requiring maintenance and the user still has a need for the equipment, a replacement unit will be issued in exchange for the due-in equipment.

2.10. AGE

will not accept equipment that has been abused, misused, or has items missing such as ducts or hoses. If a problem is discovered on the equipment, the driver will notify AGE Flight supervision who will notify 5th Maintenance Squadron Maintenance supervision. The equipment will be moved after supervision is satisfied with the investigation.

2.11. At temperatures of 20 degrees Fahrenheit or below, AGE may be dispatched with the engine running at the lowest possible speed. If no one is present at the time of delivery, the

unit will be shutdown IAW AFI 91-230, Para 24.15.4. This will increase equipment reliability and prevent “cold soaking” of the equipment.

### **3. General User Responsibilities**

3.1. For any damage noticed by the user already not documented in the AFTO Form 244, the user will immediately discontinue use of the equipment and contact 5 MXG Maintenance Operation Control Center.

3.2. Users not assigned to the AGE Flight will back AGE by hand (not vehicles) at all times.

3.3. Using organizations requiring special adapters will furnish, inspect, install, account for and remove them when required.

3.4. All users of AGE will ensure that equipment is called in immediately when no longer required and that units are properly prepared for pickup (cables, ducts, and/or hoses stored for transport and all FOD removed). AGE drivers will not pickup any equipment that is not properly prepared for transport.

3.5. Using organizations will provide fire guards as required. Most units are not designed to be left unattended while running. Light carts are an exception.

3.6. Users will not leave AGE unattended within 100 feet of a licensed/site location containing explosives.

3.7. When the user tows an MA-3D air conditioner with other than AGE tow vehicles, the vehicle will remain in the lowest gear available due to the weight of the equipment.

3.8. Users will ensure brakes are engaged on portable fuel bowsers prior to connecting or disconnecting tow bar to tow vehicle. Operators must pay particular attention to location of brake handle or chocks (located on rear of unit, opposite end of tow bar).

3.9. Users will ensure the brakes are engaged before disconnecting AGE from a tow vehicle when the equipment is parked on an uneven surface. This prevents the equipment from rolling when the towbar is disconnected.

3.10. At temperatures of 20 degrees Fahrenheit or below, maximum effort will be made to store all AGE equipment inside heated facilities when not in use. In order to prevent “cold soaking” of the equipment, expeditors will make their requests so that the equipment will be used within an hour after dispatch.

3.11. Requests for AGE originating outside the 5th Maintenance Group must be submitted to the 5th Maintenance Group Commander for approval. A formal request sheet is at attachment two, and will be routed describing the requirement for use, personnel operating the equipment and length of time needed. If the requirement is to temporarily assist in a Civil Engineering problem, the work order number will be included. Ground heaters assigned to the 91st Missile Wing are exempt from this formal request process when being used for missile field support.

### **4. Flight Line Specific User Responsibilities.**

4.1. Only flight line expeditors and production supervisors are authorized to request AGE via radio or phone. Specialists must request AGE through their expeditors or production supervisors to ensure proper control and prioritization of the AGE delivered to them. The

requester must ensure that delivery priorities are passed to their AGE drivers, while effectively using in-place equipment before requesting additional units.

4.2. Once AGE has been pre-positioned, control and movement of the AGE within the aircraft parking spot becomes the responsibility of flight line expeditors and other users. Personnel should follow the procedures in paragraphs 2.2 through 2.5. Brakes should be set, or chocks used, if provided.

4.3. The applicable production superintendent or expeditor will notify AGE Dispatch when equipment is ready for pick-up, specifying the location, type, and field number of each unit. Users will notify production supervisors/expeditors when equipment is no longer required and will be picked up. This action is particularly necessary during winter months to preclude units from becoming cold-soaked.

4.4. Users will set the drag chute stand brakes while in use. When not in use, users will secure stand and tie down cables on the east end of Dock 5 or moor to one of the barrier blocks on the Alternate Parking Area or Overflow Parking Area. Return drag chute stands to one of these three approved places as soon as possible after each use while ensuring that only approved high-profile equipment tow routes are utilized.

ALEXIS MEZYNSKI, Colonel, USAF  
Commander, 5th Bomb Wing

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 24 Sep 2012

AFI 91-203, *Air Force Consolidated Occupational Safety instruction*, 15 Jun 2012

AFMAN 33-363, *Management of Records*, 09 Apr 2013

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

T.O. 00-20-1, *Aerospace Equipment Maintenance General Policy and Procedures*, 1 Sep 06

***Abbreviations and Acronyms***

**AFIRMS**—Air Force Records Information Management System

**AFTO**—Air Force Technical Order

**AGE**—Aerospace Ground Equipment

**FOD**—Foreign Object Damage

**MXS**—Maintenance Squadron

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

***Terms***

**AF Form 1297**— Temporary Issue Receipt

**AFTO IMT 244**— Industrial/Support Equipment Record, Inspection Document

## Attachment 2

## SAMPLE FORMAL AGE REQUEST LETTER

(Date)

MEMORANDUM FOR 5 MXG/CC

FROM: (requesting org)

SUBJECT: New Generation Heater or Floodlight Request

1. The (requesting org) requests the use of (number and type of flight line AGE equipment) for the purpose of (reason why needed). The period of use will encompass (dates required) and the 5 MXS AGE Flight will be promptly notified when the equipment is no longer required. MINOTAFBI 21-201 has been reviewed and the user responsibilities are understood. The AGE POC's can be reached at 723-2299 or 3189.

2. The following personnel will operate the equipment and have been trained by the AGE Flight:

(Rank/Name, 723-XXXX)

2. Please contact (Name) at 723-(XXXX) for any additional information.

(Requesting Sq's CC Signature Block)

1st Ind, 5 MXG/CC

MEMORANDUM FOR (requesting unit)

Approve/Disapprove

(Current MXG/CC, Rank,) USAF  
Commander, 5th Maintenance Group