

**BY ORDER OF THE COMMANDER
910 AIRLIFT WING**

**910 AIRLIFT WING INSTRUCTION
21-101**



17 NOVEMBER 2015

Maintenance

**PRECISION MEASUREMENT
EQUIPMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel David C. Post)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Material*, and provides guidance and procedures for the management of Precision Measurement Equipment (PME). It applies to all organizations of the 910 Airlift Wing, Youngstown Air Reserve Station (YARS), Vienna, Ohio, which own or use PME. For purposes of this regulation, PME is synonymous with Test, Measurement and Diagnostic Equipment (TMDE). Refer recommended changes and questions about this publication and process to the Office of Primary Responsibility (OPR), using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route all AF 847's from the field through the appropriate chain of command to the OPR. Ensure that all records created as a result of the processes prescribed and directed in this publication are maintained in accordance with (IAW) the 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).

SUMMARY OF CHANGES

This revision eliminates the U.S. Army Calibration and Repair Center, Letterkenny Army Depot, PA, and replaces it with the 88 MSG, Wright-Patterson AFB Precision Measurement Equipment Laboratory (PMEL) as the primary facility for calibrating Precision Measurement Equipment (PME) for the 910 Airlift Wing (910AW). Review this publication in its entirety prior to implementation and use. It identifies changes in process and updates organizational data.

1. Responsibilities:

1.1. The Owing Work Center (OWC) will deliver PME due to be calibrated by the Wright Patterson AFB (WPAFB) Calibration Team, within the dates specified by the Maintenance Supply Liaison (MSL) to Youngstown Air Reserve Station (YARS) Building 305 by the predetermined time period.

1.1.1. MSL will maintain the TMDE Master Listing for all PME calibrated by the Wright Patterson AFB Calibration Team. MSL will forward an updated listing to each OWC monthly for validation purposes.

1.1.2. OWC will maintain PME status showing a current calibration of all assigned PME. OWC shall have access to and be familiar with the contents of Technical Order (TO) 33K-1-100 *Test Measurement and Diagnostic Equipment (TMDE) Interval Reference Guide*, TO 00-20-14, *Air Force Metrology and Calibration Program*, TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment* and any other Calibration and Measurement Summary (CMS) technical orders. OWC will be particularly aware of TO 00-20-14, Paragraph 3-8 TMDE User-Owner Responsibilities.

2. Calibration Procedures for PME calibrated by the Wright Patterson AFB, PME Laboratory (PMEL).

2.1. All calibration done by the Wright Patterson AFB PMEL will be in accordance with the current support agreement and TO 00-20-14.

2.1.1. On a bi-monthly basis, MSL will notify the OWC PME Monitors to bring their PME to MSL. It is essential that the OWC only, bring PME that falls within predetermined cut-off dates. All PME has to be manifested by Transportation before it is forwarded to Wright Patterson AFB. Any PME received after the time frame designated by MSL will not be accepted.

2.1.2. Wright Patterson AFB will send a Transportable Field Calibration Unit (TFCU) on a quarterly basis to calibrate PME designated as On-Site Calibrations. It is essential that be PME be brought to MSL at least one day prior to the team's arrival so that all items are ready for calibration the following morning. Items calibrated in place (scales, test cell, etc.) will be coordinated between the OWC and the TFCU by MSL.

2.1.3. The OWC ensures PME is brought to MSL with the list sent out accompanying the items. MSL checks the list against items brought in, initials each corresponding item on the list and returns a copy of the list to the OWC (this list then serves as a hand receipt for PME received).

2.1.4. An AFTO Form 350, "*Repairable Item Processing Tag*", must accompany equipment submitted for initial calibration. Initial calibrations will have serviceable tags from Base Supply if the item was a supply issue. This is to help the Lab determine if a deficiency report should be initiated if the unit is found unserviceable. Items delivered new from the manufacturer should have the manufacturer's certification that the TMDE is in operable condition.

2.1.5. If the OWC has PME that is going to be needed on a specific date or if several similar items are due calibration at the same time, contact MSL and arranged early calibration to avoid being with the equipment you will need.

2.1.6. Priority calibration is mission essential, lack of PME limits mission capability. The Lab will accept priorities during normal duty hours (Monday – Friday, 0730-1630 hours). The item will be worked continuously during normal duty hours until it is complete or becomes workable. The item must be picked up from the PME Laboratory within 4 hours of notification that it is ready.

2.1.7. Upon completion of calibration, MSL will notify the OWC that PME is ready for pick up. OWC will bring their hand receipt so MSL can line through the item(s) returned.

2.2. TMDE requiring calibration which are not listed in or returned as “contract” in accordance with TO 33K-1-100, are not the responsibility of the PME laboratory.

2.3. Any PME requiring parts for repair will be handled by one of the following methods:

2.3.1. The PME laboratory will order and acquire the parts to repair the item.

2.3.2. The OWC will have the item returned with a listing of parts required to repair the Item. The OWC will order and acquire the parts through the Base Supply system.

JAMES D. DIGNAN, Colonel, USAFR
Commander

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

AFPD21-1, *Maintenance of Military Material*, 29 Oct 2015

AFI21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AFI21-101_AFRCSUP, *Aircraft and Equipment Maintenance Management*, 24 Aug 2015

Adopted Forms

AF847, *Request For Change of Publication*

AFTO350, *Repairable Item Processing Tag*

Abbreviations and Acronyms

AF —Air Force

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFPD —Air Force Police Directive

AFRIMS —Air Force Records Information Management System

AFTO —Air Force Technical Order

AW —(910) Airlift Wing

CMS —Calibration and Measurement Summary

IAW —In accordance with

MSL —Maintenance Supply Liaison

OWC —Owning Work Center

PME —Precision Measurement Equipment

PMEL —Precision Measurement Equipment Laboratory

RDS —Records Disposition Schedule

TFCU —Transportable Field Calibration Unit

TMDE —Test, Measurement, and Diagnostic Equipment

T.O. —Technical Order

WPAFB – Wright—Patterson Air Force Base, Fairborne, Ohio

YARS —Youngstown Air Reserve Station