

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

**910TH AIRLIFT WING
INSTRUCTION 21-300**



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Maintenance

DEBRIEFING

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It carries out the tenets of Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*, Air Force Reserve Command Supplement (AFRCSUP) 1, 910th Airlift Wing Instruction (910 AWI) 21-102, *Foreign Object Damage (FOD)*, 910 AWI 21-103, *Dropped Object Prevention & Reporting Program*, 910 AWI 21-106, *Functional Check Flight/Operational Check Flight*, T.O. 00-20-1, *Aerospace Equip Maintenance Inspection Documentation Policies and Procedures*, Air Force Joint Instruction (AFJI) 13-210, *Joint Airdrop Inspection Records, Malfunction Investigations and Activity Reporting* and T.O. 3-1-6, *Restriction Against Flight of Aircraft With Known Prop Difficulties*. This instruction establishes procedures and instructions for aircraft debriefing. It applies to all 910th Airlift Wing (910AW) personnel involved in debriefing of aircraft. It applies to Aircraft Maintenance Squadron (AMXS), Analysis, Plans and Scheduling, Maintenance Operations Center (MOC) and Quality Assurance. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form (AF) 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command. 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.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This instruction has substantially been revised and must be reviewed *entirely*.

1. Objectives. The objective of this instruction is to standardize procedures for accomplishing aircrew debriefing. An aggressive debriefing program is an essential factor to ensure that debriefing of the aircrew discrepancies are accurately reported and documented promptly.

2. Responsibilities.

2.1. Debriefing is a team effort in coordination with aircrew, operations, debriefer /crew chief, expediter, MOC, Plans & Scheduling (P&S), Analysis, work center specialists and Quality Assurance.

2.2. AMXS will be responsible for the debriefing of aircrew. A selected debriefer/crew chief will be responsible for debriefing the aircrew and ensuring that discrepancies are properly transferred from the aircraft Air Force Technical Order Form (AFTO) 781A, *Maintenance Discrepancy and Work Document*, to the Maintenance Information System (MIS) via MOC or Aircraft Sortie Debrief Discrepancies sheet (in the event the MIS is down) and will be completed in their entirety. The crew chief will initiate the Job Control Number (JCN) from the JCN numbers maintained in the AFTO Forms 781 binder. Debriefers/crew chief will forward a copy of the AFTO 781A, AFTO 781H, *Aerospace Vehicle Flight Status and Maintenance* and the AFTO 781, *Aircrew Mission/Flight Data Document* to MOC for discrepancy and sortie length input into the Automated Debrief function in the MIS. If the MIS is down, the debriefer/crew chief will enter all discrepancies on the sortie debrief discrepancy sheet and forward to MOC with the forms listed above. MOC will load the debrief when system function is restored. MOC will initial the AFTO 781 after MIS input and forward to operations. If required, MOC will then notify the appropriate specialist work center.

2.3. Quality Assurance in hangar 305, second floor (room 207), flight line side, will debrief Functional Check Flight (FCF) and Acceptable Check Flight (ACF). Supplemental personnel (crew chief and specialists) may be required to answer questions by the aircrew. Maintenance Quality Assurance (MXQ) will audit clarity and thoroughness of discrepancies and assure complete annotation by the aircrew. MXQ will assign job numbers to all discrepancies discovered and will forward a copy of the AFTO 781A and/or the completed sortie debrief discrepancy sheet to MOC for input into the Maintenance Information System (MIS). Refer to 910 AWI 21-106.

2.4. The Production Superintendent will ensure that the aircrew and debriefer/crew chief have completed all required forms. This will ensure good data being retrieved for maintenance purposes. The MOC will also ensure that all pertinent data on the forms is complete prior to entry into the MIS.

2.5. The Senior Maintenance Officer (SMO) determines the location for the debriefing. Primary location will be the expediter or pro super vehicle.

3. Qualifications.

3.1. Personnel performing debriefing requirements must be qualified on the weapons system and capable of documenting all required forms in a complete and accurate manner, and be knowledgeable of the Aircraft Sortie Debrief Discrepancies sheet, Red X Criteria Table (AFRCSUP1 to T.O. 00-20-1) and the Maintenance Information System (MIS) for input of discrepancies from the aircrew. They must be thoroughly familiar with 910 AWI's, AFI 21-101 and AFRCSUP1, Chapter 4, para 4.8, AFI 21-103 and AFRCSUP1, *Equipment*

Inventory, Status, and Utilization Reporting, T.O. 1C-130H-2-00FR-00-1, *Fault Reporting Manual (FRM)* and T.O. 3-1-6, *Restriction Against Flight of Aircraft With Known Prop Difficulties*.

4. Debriefing Requirements.

4.1. Sorties returning with maintenance discrepancies will be debriefed with the applicable line event number from the flying schedule and documented on the Aircraft Sortie Debrief Discrepancies sheet if the MIS is down.

4.2. Regardless of status, ~~de~~briefing is normally conducted at the termination of each sortie or abort.” If this is not possible due to time issues or a sortie is terminated at another station, multiple sorties may be accomplished during one debriefing. If the primary aircraft breaks and the spare is used, the primary aircraft must be debriefed.

4.3. Aircraft Commanders must ensure they, or other designated aircrew member, write a thorough and accurate description on the AFTO 781A of the discrepancies noted by all of the crewmembers. The debriefer/crew chief must also ensure that the appropriate Fault Reporting Code is annotated in the discrepancy block immediately following the discrepancy. Then the aircrew will perform a face-to-face debrief of the discrepancies with the debriefer/crew chief and technicians, if required. The Aircraft Commander must review and initial the AFTO 781 for accuracy, prior to leaving the form with the debriefer, at the time of debrief.

5. Procedures.

5.1. Primary debriefing will be accomplished at the aircraft in the expeditor or pro super vehicle by a designated aircrew member, debriefer or crew chief and specialists required.

5.1.1. If an aircraft is worked between flights and the specialist has a JCN, the Aircraft sortie debrief sheet is initiated by AMXS so that no data is excluded. The debrief sheet is then maintained in AMXS and completed following the last flight of the day. The AFTO Form 781 will be pulled and forwarded to MOC for input into the MIS at the end of each sortie. After MIS input, the form will be forwarded to operations.

5.2. Air or Ground Aborts, In-Flight Emergencies (IFE) and Incidents That Occur on the Aircraft:

5.2.1. Air Abort – Termination of flight due to a malfunction that occurred after take off and before completion of the primary or alternate mission. Air Abort for systems malfunctions is grounding (render aircraft Non-Mission Capable (NMC) after landing) and should show as such.

5.2.2. In-flight Emergency (IFE) – An airborne aircraft that encounters a situation or emergency that results in an IFE being declared by the aircrew. It is not considered a deviation, but will be recorded and information provided to the Analysis Section. NOTE: Air Abort and IFE is not the same thing. Sometimes a declared IFE leads to termination of a mission where an Air Abort should be documented. Final determination is made by the aircrew.

5.2.3. Ground Abort –Event after crew show time that prevents a ~~ere~~w ready” aircraft from becoming airborne.

5.2.4. The aircrew determines whether it's an Abort (air and/or ground). Deviation to an aircrew decision will be discussed with the aircrew.

5.2.5. The expediter will notify MOC of an Air/Ground Abort/IFE/Incident. The crew chief enters the Air/Ground Abort **in red** in the appropriate block of the AFTO 781A and also on the aircraft debrief discrepancy sheet.

5.2.6. The expediter will notify MOC of the Air/Ground Abort/IFE/Incident and, will ensure that the debriefer/crew chief has entered the Air/Ground Abort discrepancies into the AFTO 781A. If during normal duty hours MOC will notify the appropriate work center of the Air/Ground Abort so that the work center technicians can debrief the aircrew.

5.2.7. The MOC will ensure that the discrepancies are documented and entered into the MIS to identify the Air/Ground Abort. Also, MOC will forward to Quality Assurance (MXQ), Air or Ground Aborts IFEs and Incidents that occur on the aircraft. MXQ will then call the section and establish a contact point for the Air/Ground Aborts/IFE/Incident and work with the technician.

5.3. Repeat discrepancies are those that occur on the next sortie or attempted sortie after a corrective action has been accomplished and the aircrew notes the same discrepancy. A recurring discrepancy occurs on the second through fifth sortie or attempted sortie. The MOC will notify the expediter of a repeat/recurring discrepancy, and the crew chief enters the repeat/recurring in **red** in the appropriate block of the AFTO Forms 781A.

5.3.1. In-flight check does not nullify a repeat/recurring discrepancy if it returns.

5.3.2. MOC will forward the automated sortie debrief G081 product that has repeat/recurring write-ups and include the previous debrief that identified the like discrepancy to MXQ. MXQ will then call the section and establish a contact point for the repeat/recurring and work with the technician.

5.4. MOC will ensure all in-flight engine shutdown data is documented in the MIS (screen #9023 and 9050).

5.5. Cannot Duplicate (CND) are discrepancies that cannot be duplicated by maintenance during troubleshooting procedures and/or operational checkout of the system or systems.

5.5.1. If the discrepancy is signed off as a CND after its first flight then flies again and the discrepancy returns, management and the affected section need to review the problem for possible upgrade to a red X.

5.5.2. MOC will forward CND write-ups to MXQ. MXQ will then call the section and establish a contact point for the CND and work with the technician.

5.6. Debrief/crew chief informs the expediter who then calls MOC. Below are some malfunctions that may occur and need to be debriefed accordingly. During MIS input of discrepancies (i.e., airdrop malfunction (AFJI 13-210), flight control malfunction, engine power loss, inadvertent explosive mishap, DOPP (910 AWI 21-103) and Foreign Object Dropped damage and lost tool (910 AWI 21-102/105), MOC will forward a copy of the discrepancies to Quality Assurance. MXQ will then call the section and/or operations and establish a contact point to work the issue.

5.7. Discrepancies discovered and repaired off-station, and not entered into the MIS, will be annotated on an Aircraft Sortie Debrief Discrepancy sheet, to include the corrective action, date completed, action taken code, how mal code and four character station code of accomplishing base. Upon return to HOMESTATION, the crew chief will forward the debrief sheet to MOC. MOC will enter discrepancies and corrective action into the MIS.

5.8. Aircraft with possible unexploded ordinances (partially ejected flare) will be directed to a remote secure area where an evacuation of the aircraft can take place. After a thorough inspection of the aircraft by the Wing Safety Office and Munitions personnel, if a ~~“hung~~ “flare” condition is determined, impoundment of the Aircraft will be initiated as per 910 AWI 21-105. Follow the procedures of 910 AWI 21-102, *Explosive Loaded Aircraft Procedures*, paragraph 5.3.3 for the proper removal procedures for the ~~“hung~~ “flare” condition. When all safety procedures have been followed, the aircraft can be brought back to the spot and maintenance performed. Aircraft debrief will take place at the primary area.

6. Documentation.

6.1. The debriefer/crew chief will debrief using the aircraft forms and the FRM. Aircraft Sortie Debrief Discrepancies sheet will also be used if the MIS is down. All highlighted entries will be accomplished on the Aircraft Sortie Debrief Discrepancies sheet. MOC must indicate if the discrepancies are repeat/recurring and Air/Ground aborts, IFEs or Incident occurrences.

6.1.1. MOC will maintain on file the last five aircraft debriefs. Files are to be arranged by aircraft identification number (ID#) and include the 910th Maintenance Group (910MXG) Overprint in record files for the latest five sorties to help identify repeat/recurring discrepancies.

6.2. Job Control Numbers (JCNs) will be assigned to every debrief discrepancy for that sortie/flying period. Ten JCNs are assigned to each aircraft for discrepancies debriefed and are filed in back of the AFTO 781 binder.

6.3. **Red X Criteria Table** (AFRC Sup 1 to T.O. 00-20-1) identifying mandatory discrepancies will be maintained in the debrief location. Additional **Red Xs** will be entered in the applicable aircraft AFTO 781A for the following:

6.3.1. Immediately upon discovery of an unsatisfactory condition serious enough to warrant its use.

6.3.2. An inoperative Digital Flight Data Recorder (DFDR), Cockpit Voice Recorder (CVR) or an inoperative acquisition unit is grounding.

6.3.3. Aircraft involved in propeller system functional difficulties will not be released for flight until the cause of the malfunction has been determined, corrective action taken and system satisfactorily checked out. Refer to T.O.3-1-6 for more information on this subject.

6.4. MOC will maintain the Maintenance Information System (MIS) to include:

6.4.1. Debrief

6.4.2. Input flying schedule

6.4.3. Flying time

6.4.4. Deviations

7. Deployment Procedures. For deployment procedures, refer to AFI 21-101 and AFRCSUP1, Chapter 4, para 4.8.14.

8. Adopted Forms.

- 8.1. AF Form 847, *Recommendation for Change of Publication*
- 8.2. AFTO 781A, *Maintenance Discrepancy and Work Document*
- 8.3. AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*
- 8.4. AFTO Form 781, *Aircrew Mission/Flight Data Document*

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 21-101, *Aerospace Equipment Maintenance Management*, 29 June 2006

AFI 21-101_AFRCSUP1, *Aerospace Equipment Maintenance Management*, 3 February 2007

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910 AWI 21-103, *Dropped Object Prevention & Reporting Program*, 27 February 2004

910 AWI 21-106, *Functional Check Flight/Operational Check Flight*, 24 October 2003

AF 847, Recommendation for Change of Publication

AFTO 781A, *Maintenance Discrepancy and Work Document*

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

AFTO 781, *Aircrew Mission/Flight Data Document*

Abbreviations and Acronyms

AW— 910th Airlift Wing

AWI— 910th Airlift Wing Instruction

MXG— 910th Maintenance Group

ACF— Acceptable Check Flight

AFI— Air Force Instruction

AFJI— Air Force Joint Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRCSUP— Air Force Reserve Command Supplement
AFRIMS— Air Force Records Information Management System
AFTO— Air Force Technical Order Form
AMXS— Aircraft Maintenance Squadron
CND— Cannot Duplicate
CVR— Cockpit Voice Recorder
DFDR— Digital Flight Data Recorder
FCF— Functional Check Flight
FRM— Fault Reporting Manual
HOW MAL— How Malfunctioned
ID#— Identification Number
IFE— In-Flight Emergencies
JCN— Job Control Number
MESL— Minimum Essential Subsystem List
MIS— Maintenance Information System
MOC— Maintenance Operations Center
MXQ— Maintenance Quality Assurance
NMC— Non-Mission Capable
OPR— Office of Primary Responsibility
P & S— Plans & Scheduling
RDS— Records Disposition Schedule
SMO— Senior Maintenance Officer
TO— Technical Order