

**BY ORDER OF THE COMMANDER
914TH AIRLIFT WING**

914TH AIRLIFT WING INSTRUCTION 21-103



**27 JULY 2009
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Maintenance**

**TEST, MEASUREMENT, AND DIAGNOSTIC
EQUIPMENT (TMDE) CONTROL AND
SCHEDULING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, and T.O. 00-20-14, *Air Force Metrology and Calibration Program*. It applies to 914th Airlift Wing units and the Base Operation Services (BOS) contractor. This instruction establishes procedures for the control and scheduling of Test, Measurement, and Diagnostic Equipment (TMDE). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 847 directly to the 914 MOF/MXO at Niagara Falls ARS, NY. 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-61a/afrims.afrims/>.

SUMMARY OF CHANGES

This is a revision do to minor changes and the location of the TMDE Coordinator.

1. Term Explained:

- 1.1. TMDE Scheduler. Located at 88 Mission Support Group, Wright Patterson AFB, OH 45433-5517.
- 1.2. TMDE Coordinator. Located in the 914 MOF, Building 850, Material Supply (MSL).
- 1.3. TMDE Monitors. Located in each owning workcenter of TMDE.
- 1.4. TFCU. Transportable Field Calibration Unit.

1. 5. TMDE Schedules: Quarterly scheduling listing of Category III TMDE (items that are calibrated by Wright Patterson).

1.6. TMDE Inventories: Quarterly master ID listing of Category III TMDE.

2. **Responsibilities.** This instruction applies to all sections that process precision measurement equipment laboratory (PMEL) through the TMDE coordinator. Each supervisor is responsible for their workcenters overall TMDE requirements. The coordinator will notify workcenters of the TMDE delivery/pick up schedule and the TFCU team arrival dates.

3. **Procedures.** Each supervisor is responsible for their workcenters overall TMDE requirements. TMDE master ID Listings will be posted quarterly and forecast schedules will be posted monthly on the Wright Patterson AFB (WPAFB) PMEL Community of Practice (COP) located within the Air Force Knowledge Now (AFKN) website, <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=MC-LG-00-86> for TMDE monitor access. The supervisor will delegate a TMDE monitor who will ensure that:

3.1. Upon receipt of the TMDE schedules, any corrections, additions, or deletions are accomplished and coordinated with Wright Patterson, within three workdays.

3.2. The current monthly inventory and schedule are maintained in the workcenter to verify the TMDE inventory, status, and calibration due dates.

3.3. All Category III items due calibration are complete, clean, and properly packed when delivered to MSL one day prior to shipment, or as directed by the monitor.

3.4. TMDE delayed beyond scheduled due date for shop backlog, lack of tool equipment or any other condition causing units to become unserviceable, will be condition tagged and scheduled for accomplishment.

4. **Training.** To schedule newly appointed unit monitors for training, contact the TMDE Coordinator.

5. Adopted Forms.

AF 847, *Recommendation for Change of Publication*

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Commander

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

AFMAN 33-363, *Management of Record*, 1 March 2008

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

T.O. 00-20-14, *Air Force Metrology and Calibration Program*, October 2007

Abbreviations and Acronyms

AFKN—Air Force Knowledge Now

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BOS—Base Operation Services

COP—Community of Practice

MSL—Material Supply

OPR—Office of Primary Responsibility

PMEL—Precision Measurement Equipment Laboratory

RDS—Records Disposition Schedule

TMDE—Test, Measurement, and Diagnostic Equipment

WPAFB—Wright Patterson Air Force Base

Terms

Adopted Form— A form used (required) in a publication other than the prescribing publication.

Approval Authority —Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication — Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Certifying Official — A minimum of one organizational level above the OPR, this individual certified the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

Directive Publication —Publication that is necessary to meet the requirements of law, safety, security, or other areas where common direction and standardization benefit the Air Force. Air force personnel *must* comply with these publications. All publications in this category carry the following statement: “**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**”

Distribution — Defines the type of accessibility for each publication; to whom the publication may be released.

Functional Principal — Senior leader, generally at the two-level, who serves as the approving official for publications.

Implementing Publication —A publication that creates processed and sets standards to accomplish a goal, often by adding organization-specific material to a publication issued by a higher headquarters.

Mandatory Coordination —Required review by selected offices prior to publication. Mandatory coordinators review draft publications for specific functional and/or legal purposes.

Office of Primary Responsibility (OPR) —The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Records Disposition Schedule (RDS) —The official schedule that authorizes/governs the disposition of Air Force records, which contains National Archives and Records Administration (NARA) approval authority.

Records Management —The planning, controlling, directing, organizing, training, promoting, and any other managerial activity related to records creation, records maintenance and use, and records disposition for the sake of achieving adequate and proper documentation of the policies and transactions of the Federal Government and effective economical management of agency operations.

Records Maintenance and Use —Any activity involving the location, storage, retrieval, or handling of records kept at office file locations by or for the Air Force.

Records Professional —An individual trained and proficient in performing record management responsibilities. This category includes personnel designated as Records Custodian (RC), Functional Area Record Manager (FARM), Chief of Office of Record (COR), Base Record Manager (BRM), and MAJCOM Record Manager.

Revised Publication —A publication that supersedes or changes a previous edition, related publications or portions of related publications in a given category.

Technical/functional Coordination —Review of draft publications by technical/functional experts prior to publication. The list of technical/functional coordinators changes with each publication, based on the contents and applicability of the publication.