

**BY ORDER OF THE COMMANDER  
932D AIRLIFT WING**

**932D AIRLIFT WING INSTRUCTION 21-104**

**22 JULY 2011**

**Maintenance**



**AIRCREW-MAINTENANCE DEBRIEFING  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-publishing website at [www.e-publishing.af.mil/](http://www.e-publishing.af.mil/).

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 932 MOF/MXOOM

Certified by: 932 MXG/CC  
(Col James F. McDonnell)

Pages: 4

---

This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. It extends guidance and procedures outlined in Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*. This Airlift Wing Instruction (AWI) establishes policy, assigns responsibility, and defines requirements for implementing and maintaining an effective aircrew-maintenance debriefing program for aircraft in accordance with applicable United States Air Force (USAF) publications. This AWI is applicable to all members of the 932d Maintenance Group at Scott Air Force Base (AFB) IL. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rds>

**1. General:** This instruction establishes debriefing policies and procedures. This program is essential to ensure malfunctions identified by aircrews are properly reported and documented. Clear and concise maintenance debriefing is essential to effectively troubleshoot and repair aircraft discrepancies.

**2. Responsibilities:** Operations and Maintenance Group commanders, and their unit commanders, are responsible for compliance with this publication. All aircraft debriefings are conducted in a thorough and professional manner. The Maintenance Group commander ensures local procedures are established to document the causes and corrective actions of all aborts and in-flight emergencies, and to ensure data is reviewed by the performing work center supervisor,

aircraft maintenance supervision, Quality Assurance (QA), and maintenance data systems analysis (MDSA).

**3. Procedures:** To ensure that proper information is received and entered into the Maintenance Information System (MIS), use the following local guidelines:

3.1. If the MIS is inoperable, the Debriefing Section will retain all necessary documentation until the MIS is operable.

3.1.1. During flight operations, aircrews will report any in-flight discrepancy to the Command Post approximately twenty minutes prior to landing. The Command Post will notify the Maintenance Operations Center (MOC), who will contact the appropriate work center to have them report to the aircraft or the Debrief Section as required.

3.1.2. Normal Debrief At Home Station:

3.1.2.1. All sorties will be debriefed in the Maintenance Operations Center. As a minimum, the Aircraft Commander and the Crew Chief will be in attendance.

3.1.2.2. The Aircraft Commander will ensure that all discrepancies are identified and documented as clearly as possible in the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

3.1.2.3. The Crew Chief will ensure that all required aircraft forms are complete and accurate.

3.1.2.4. The debriefer will use a locally developed debriefing continuity book, AFI 21-101 AFRC Sup I, *Aircraft and Equipment Maintenance Management*, and/or any other applicable guidance to complete the debrief.

3.1.3. When Debrief Section Is Unavailable:

3.1.3.1. The Aircraft Commander will ensure that all discrepancies are identified and documented as clearly as possible in the AFTO Form 781A.

3.1.3.2. The Crew Chief will ensure that all required aircraft forms are complete and accurate.

3.1.3.3. The aircraft forms binder will be retained by the Maintenance Squadron until the Debrief Section is available.

3.1.3.4. The Debrief Section will complete the debrief as soon as possible after availability.

3.1.4. Off Station Aircraft:

3.1.4.1. The Aircraft Commander will ensure that all discrepancies are identified and documented as clearly as possible in the AFTO Form 781A.

3.1.4.2. The Crew Chief will ensure that all required aircraft forms are complete and accurate.

3.1.4.2.1. Manual job control numbers identified in 932 MXGOI 21-110, Manual Documentation and Job Control Number Assignment, will be used for all discrepancies discovered while off station.

3.1.4.2.2. The AMC Form 278, *Debriefing and Recovery Plan*, (or locally

developed equivalent) and AFTO Form 781 for each mission leg will be sent daily, or as soon as the mission allows, to the MOC via e-mail or fax.

3.1.4.2.2.1. When e-mail or fax is unavailable, the MOC will be contacted by the Crew Chief via telephone and given all necessary information.

3.1.4.3. The Debrief Section will enter the discrepancies from the AMC Form 278 (or locally developed equivalent) and the flying data from the AFTO Form 781 for each mission leg into the MIS no later than the next duty day after receiving the faxed forms.

3.1.4.3.1. A final debrief will be performed in accordance with Paragraph 3.1.2 upon return to home station. The Debrief Section will ensure that all previous mission legs have been debriefed and are accurately entered into the MIS.

3.1.5. Aircraft Incident Reporting:

3.1.5.1. If the aircrew reports an aircraft incident (abort, in-flight emergency, bird strike, lightning strike, etc.) to the Debrief Section, the debriefer will load incident-specific work package as required and ensure the incident is documented in as much detail as possible in the AFTO Form 781A and in the MIS.

WILLIAM H. EDWARDS, JR., Colonel, USAFR  
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 Jul 10

AFMAN 33-363, *Management of Records*, 01 Mar 08

AFPD 21-1, *Air and Space Maintenance*, 25 Feb 03

MXGOI 21-110, *Manual Job Control Numbers*, 10 Feb 10

***Adopted Forms***

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

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

AMC Form 278, *Debriefing and Recovery Plan*

***Abbreviations and Acronyms***

**AF IMT**—Air Force Information Management Tool

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFTO**—Air Force Technical Order

**AMC**—Air Mobility Command

**ARMS**—Aircrew/Mission Flight Data Document

**AWI**—Airlift Wing Operating Instruction

**MDSA**—Maintenance Data Systems Analysis

**MIS**—Maintenance Information System

**MOC**—Maintenance Operations Center

**MOF/MXOOM**—Maintenance Operations Center

**MXG/CC**—Maintenance Group Commander

**MXG**—Maintenance Group

**OPR**—Office of Primary Responsibility

**QA**—Quality Assurance

**RDS**—Records Disposition Schedule

**USAF**—United States Air Force