

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION
21-104**



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Maintenance

**CALIBRATION OF TEST
MEASUREMENT DIAGNOSTIC
EQUIPMENT (TMDE)**

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 Air Force Instruction (AFI) 21-101, AFRC Supplement, *Aircraft and Equipment Maintenance Management*. This instruction establishes procedures for notification and calibration of test, measurement, and diagnostic equipment (TMDE). It applies to all activities at the 934th Airlift Wing (AW) who possess locally calibrated TMDE or items which are calibrated at the certified precision measuring equipment laboratory (PMEL) located at Duluth International Airport, MN. Refer recommended changes and questions about this publication to the OPR using the AF 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through MAJCOM publications/forms managers. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Changes to roles, responsibilities, procedures, and references incorporated.

1. Roles and Responsibilities.

1.1. Base TMDE coordinator will:

1.1.1. Maintain the Base PMEL TMDE drop-off/pick-up point in building 805.

1.1.2. Ensure timely coordination of all TMDE processing at the drop-off/pick-up point in building 805.

1.1.3. Provide owning work center (OWC) TMDE coordinators notification of TMDE pick-up.

1.1.4. Distribute PMEL TMDE schedule to the OWC TMDE coordinators.

1.2. OWC TMDE coordinator will:

1.2.1. Ensure that all work center TMDE is calibrated at the required intervals in accordance with Technical Orders (TO) 00-20-14, 33K-1-100-1, and 33K-1-100-2.

1.2.2. Ensure new TMDE is properly calibrated prior to use.

1.2.3. Ensure timely delivery and pick-up of their equipment at the 934 Maintenance Squadron Avionics Flight located in building 805.

1.2.4. Provide contact information changes to Base TMDE coordinator and PMEL.

1.2.5. TMDE being turned into base supply for disposal:

1.2.5.1. Provide Duluth PMEL with label numbers of TMDE turned into base supply for disposal. PMEL contact (218)723-7445/DSN 825-7445.

1.2.5.2. Ensure TMDE forms/labels are removed prior to turn-in.

2. General Procedures.

2.1. Duluth International Airport MN PMEL controls the TMDE master listing.

2.1.1. Contact the Duluth PMEL lab (218)723-7445/DSN825-7445 for changes to Master Inventory Listing.

2.2. TMDE due calibration shall be delivered to PMEL TMDE drop-off/pick-up point in building 805 along with the corresponding AF Form 1297, *Temporary Issue Receipt*.

2.2.1. Base TMDE coordinator verifies receipt accuracy and returns signature copy to the equipment owner.

2.3. Items requiring calibration must be in processed at building 805 no later than 1500 hours on the Monday prior to the dates determined by the PMEL TMDE schedule.

2.4. Equipment owners will pick up completed TMDE within two working days after notification

3. Outgoing Procedures (to PMEL).

3.1. Base TMDE coordinator:

3.1.1. Ensures accuracy of PMEL equipment ledger with identification number and OWC.

3.1.2. Ensures all TMDE loaded on the truck are listed on the PMEL equipment ledger.

3.1.3. Maintains PMEL equipment ledger at drop off/pick-up point.

4. Incoming Procedures (from PMEL).

4.1. Base TMDE coordinator:

- 4.1.1. Ensures all 934 AW TMDE is properly offloaded and stored in building 805.
- 4.1.2. Ensures accuracy of PMEL equipment ledger for all items returned.
- 4.1.3. Retains completed PMEL equipment ledger for record in TMDE Coordinator Book.
- 4.1.4. Notifies all applicable OWCs of TMDE awaiting pickup.
- 4.2. OWCs return AF Form 1297 in exchange for equipment they are picking up.

CHRISTOPHER T. LAY, Colonel, USAF
Commander

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

AFPD 21-1, Air and Space Maintenance, 29 October 2015

AFI 21-101/AFRC Supplement, Maintenance Management of Aerospace Equipment, 24 August 2015

TO 00-20-14, Air Force Metrology and Calibration Program, 30 June 2016

TO 33K-1-100-1, Maintenance Data Collections Codes and Calibration Measurement Summaries, 30 November 2015

TO 33K-1-100-2, TMDE Calibration Interval Technical Order and Work Unit Code Reference Guide, 30 November 2015

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 1297, Temporary Issue Receipt

Abbreviations and Acronyms

OPR—Office of Primary Responsibility

OWC—Owning Work Centers

PMEL—Precision Measuring Equipment Laboratory

RDS—Records Disposition Schedule

TMDE—Test Measurement and Diagnostic Equipment

TO—Technical Orders