

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

**934 AIRLIFT WING INSTRUCTION 21-105**

**7 SEPTEMBER 2016**



**Maintenance**

**AIRCRAFT GROUND TRAINER**

**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 references Air Force Instruction (AFI) 21-101/AFRCSUP, *Aircraft and Equipment Maintenance Management* and Air Force Reserve Command Instruction (AFRCI) 24-101, *Reserve Aerial Port Program*. It applies to all users and maintainers of this equipment. 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 Forms 847 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/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document has been revised and must be reviewed. Paper Technical Orders no longer maintained on The Ground Instructional Training Aircraft (GITA), references removed from instruction.

**1. User Responsibilities.**

1.1. Each individual with access to training equipment is responsible to ensure its safe operation, configuration, integrity, and that it is used as intended.

1.2. Complete 934th Maintenance Group (MXG) “GITA Before/During/After Use Checklist” with each use of the GITA. (**Attachment 2**).

1.3. Prior to using the GITA, the user will review the forms binder for open discrepancies, overdue inspections, scheduled maintenance, and complete a prior-to-use inspection using the 1C-130A-6WC-13 work cards as applicable.

1.4. Any discrepancies or damage to the GITA will be annotated on the Air Force Technical Order (AFTO) Form 781A. The individual that discovers the discrepancy will contact 27th Aerial Port Squadron (APS), who will notify 934th Maintenance Operations Center (MOC) at 713-1328 to get a job control number for the repair action.

1.5. If an aircraft part is required to repair a malfunction, the user will provide a completed *GITA Parts Request* worksheet to the 934 AMXS. ([Attachment 3](#)).

1.6. When an ordered part is received, the 934th Logistics Readiness Squadron Decentralized Material Support (LRS/LGRMM, DMS) will notify 934 AMXS within one (1) duty day. The 934 MXS or 934 AMXS will install the part when possible, but in a time not to exceed seven calendar days. Maintenance will perform all operational and leak checks required in accordance with applicable technical data. All applicable tags will be completed by Maintenance for turn-in of the part when maintenance actions are complete.

1.7. Snow removal will be coordinated with 934th Mission Support Group Civil Engineering Real Property Manager, (934 MSG/CEO) telephone 713-1913, on an “as needed” basis by 934 APS.

1.8. Users will clean up and stow any equipment they use for training prior to leaving GITA. Cargo floor needs to be swept after each use. The 934 APS superintendent will ensure that either an air hose or vacuum cleaner is used every three months to thoroughly clean the floor and associated rail system.

1.9. Standard configuration prior to leaving the aircraft will have roller conveyors installed and secured to the cargo floor and ramp.

## **2. Maintenance Responsibilities.**

2.1. The 934 AMXS GITA Manager will perform crew chief duties, manage aircraft forms, update G081 as required, transcribe forms, and coordinate with appropriate agencies for specialist support when required.

2.1.1. When GITA is not in use, forms storage location is 934 AMXS Production Superintendent Office.

2.1.2. When specialists are required, GITA Manager identified in [paragraph 2.1](#) will ensure maintenance discrepancies are entered in G081 and applicable maintenance shops are notified.

2.2. The 934th Aerospace Ground Equipment (AGE) section will deliver 934 AGE as required by GITA users to ensure efficient use of scheduled training time.

2.3. A GITA forms binder will be maintained on the GITA consisting of the following forms:

2.3.1. AFTO Form 781F, *Aerospace Vehicle Identification Document*.

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

2.3.3. AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*.

2.3.4. AF Form 4076, *Aircraft Dash 21 Equipment Inventory*.

2.3.5. AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*.

2.4. A home station check will be accomplished every 365 days using the 1C-130A-6WC-14 work cards and will be documented in the AFTO Form 781A and 781K.

### **3. GITA Configuration.**

3.1. APS will provide 934 AMXS with any changes of utilization of systems and subsystems that must be maintained in operational configuration.

3.2. GITAs will be moored at all times IAW T.O. 1C-130H-2-10JG-00-1.

3.3. Due to GITA non-flyable status, the aircraft tires have been filled with foam and do not require to be checked for proper inflation.

### **4. Air Force Technical Order (AFTO) Form 781 Series Documentation Procedures.**

4.1. Documentation of AFTO Forms 781 is the responsibility of both the using agency and 934 MXG personnel. GITA manager will ensure AFTO Form 781A lists supply document numbers when parts are on order against the equipment.

4.1.1. Only MXG personnel will enter delayed discrepancies in the AFTO Forms 781K section of the aircraft forms.

4.1.2. Permanently delayed discrepancies are those discrepancies deemed unnecessary or not viable for repair by 934 MXG personnel that will not be corrected due to the age of the GITA, excessive costs/work hours, or lack of support capability to repair the discrepancy and will be entered in the AFTO Forms 781K section of the aircraft forms.

**5. Management of Time Compliance Technical Orders (TCTO):** TCTOs are managed IAW AFI 21-101, Chapter 11.

### **6. Requirements and Scheduling.**

6.1. APS will consolidate and schedule all aircraft training requirements.

6.1.1. All units requiring aircraft for training purposes will submit their requests to the 934 APS before the 15th day of the preceding month. Late and short-notice requests will be allocated solely on the availability of aircraft.

6.1.2. APS will submit the aircraft schedule to 934th MXG Maintenance Operations Scheduling on or before the 20th of the preceding month.

**7. Cannibalization Program or Actions (CANN):** CANN actions are processed IAW AFI 21-101, Chapter 11.

### **8. Training Requirements.**

8.1. Only qualified personnel will connect/disconnect external electrical power and operate the electrical control panel on the flight deck. This also applies to electrical/manual operation of the GITA cargo ramp and door. All users of the GITA must use the appropriate checklist which is located on the flight deck.

8.2. Only qualified personnel will operate the 50kw EPU-6/E power supply or AM32A-86 external power generator and other AGE such as portable heaters, etc.

8.3. A Letter of X's (qualified personnel) will be maintained in the GITA forms binder.

8.4. Anyone requesting a change to the Letter of X's will notify APS of the changes. The APS custodian will update and distribute a new letter of X's to 96th Airlift Squadron (96 AS/DOL), 934th Aeromedical Evacuation Squadron Aviation Resource Manager (934 AES/SARM), 934th MXG Quality Assurance (MXG/MXQ), and replace the one in the GITA forms binder.

8.5. An annual re-qualification evaluation for power-on will be required. The POC for this process is the Chief Loadmaster, 96 AS/DOL, 713-1718.

## **9. Safety.**

9.1. Safety in and around the GITA will be followed as if it were an airworthy airframe using its current dimensions.

9.2. All loading and unloading operations will be conducted in accordance with T.O. 1C-130A-9. Extreme caution must be exercised during loading operations due to the GITA's aft center of gravity condition. Ensure the cargo ramp is properly supported and the Auxiliary Hydraulic System maintains proper pressure.

9.3. If an emergency with the GITA should occur (i.e., electrical fire), evacuate the GITA immediately. Turn off the external power and call 911.

## **10. Functional responsibility for funding.**

10.1. The GITA aircraft has no funding sources linked for support and upkeep. Funding requirements will be submitted as needed to 934th Airlift Wing Financial Management office as an Unfunded Requirements Request (UFR) to support keeping the airframe systems in proper working order.

10.2. 934 AMXS and 934 APS will collaboratively draft, submit, and assume responsibility for UFRs.

ANTHONY G. POLASHEK, Colonel, USAF  
Commander, 934th Airlift Wing

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

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

AFI 21-101/AFRC Sup, *Maintenance Management of Aerospace Equipment*, 19 July 2016

AFI 21-103/AFRC Sup, *Equipment Inventory Status, and Utilization Reporting*, 3 April 2015

AFRCI 24-101, *Transportation, Reserve Aerial Port Program*, 1 September 2015

TO 00-5-15, *Air Force Time Compliance Technical Order System*, 14 February 2016

TO 00-20-1/AFRC Sup, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 30 May 2014

TO 00-20-2, *Maintenance Data Documentation*, 15 March 2016

TO 4W-1-61, *Maintenance and Overhaul Instructions All Type Aircraft Wheels*, 15 April 2016

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 4076, *Aircraft Dash 21 Equipment Inventory*

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

AFTO Form 781F, *Aerospace Vehicle Flight Status Report Maintenance Document*

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

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

***Abbreviations and Acronyms***

**AFTO**—Air Force Technical Order

**AFRCI**—Air Force Reserve Command Instruction

**AGE**—Aerospace Ground Equipment

**APS**—Aerial Port Squadron

**CANN**—Cannibalization Program or Action

**GITA**—Ground Instructional Training Aircraft

**MOC**—Maintenance Operations Center

**TCTO**—Time Compliance Technical Order

**Attachment 2****GITA BEFORE/DURING/AFTER USE CHECKLIST**

**A2.1. INSTRUCTIONS:** Each instructor who uses the GITA will ensure the following items are accomplished before during and after each use.

**A2.2. PRIOR TO USE.**

A2.2.1. Review aircraft forms for accuracy, completeness, etc.

A2.2.2. Inspect condition and safety condition of GITA using 1C-130A-6WC-13 work cards as applicable.

**A2.3. DURING USE.**

A2.3.1. Ensure all tasks are done IAW applicable technical data.

A2.3.2. If discrepancies are found inform 27 APS immediately.

**A2.4. AFTER USE.**

A2.4.1. Ensure all aircraft windows, door, hatches, and panels are closed and secured. Troop doors must have locks installed.

A2.4.2. Ensure power unit is rolled up.

A2.4.3. Ensure nose landing gear scissors are connected.

A2.4.4. Ensure all AGE is removed from the area. Call 934 AGE at x1390 for pick up.

A2.4.5. GITA is fully chained down.

A2.4.6. Ensure GITA is clean and devoid of all foreign objects. Including all trashcans and compartments emptied.

A2.4.7. Utilize GITA Parts Request ([Attachment 3](#)) for any parts requirements.

A2.4.8. Complete all necessary GITA forms documentation.

**Attachment 3  
PARTS REQUEST**

**Figure A3.1. GITA PARTS REQUEST.**

<b>GITA PARTS REQUEST</b>	
Organization	
Requestor Name	
Requester Grade	
Requester Phone	
WUC	
T.O.	
Figure	
Index	
Part Number	
NSN	
Noun	
Quantity	
Unit of Issue	
Date/Time Requested	
Mark For	
System(s) Affected:	
System(s) Status:	FMC PMC NMC Other
Impact on Training	
Requester Signature	
Supervisor Signature	