

**BY ORDER OF THE COMMANDER  
AIR FORCE GLOBAL STRIKE COMMAND**

**AIR FORCE GLOBAL STRIKE COMMAND  
INSTRUCTION 21-206**



**1 DECEMBER 2009**

**Maintenance**

**COMMUNICATIONS-ELECTRONICS DEPOT  
SUPPORT PROGRAM PROCESS GUIDE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and extends guidance of TO 00-25-108, *Communications-Electronics Depot Support*. This instruction describes procedures for use in conjunction with the TO. It applies to Headquarters Air Force Global Command (HQ AFGSC) and subordinate units. It applies to the Air National Guard but does not apply to the Air Force Reserve Command. Report discrepancies other than paragraph realignment to HQ AFGSC/A6O, 414 Curtis Rd, Suite 233, Barksdale AFB LA 71110-2455. Contact HQ AFGSC/A6O by phone (DSN 781-1608), fax (DSN 781-5121), or e-mail ([afgscpa6workflow@barksdale.af.mil](mailto:afgscpa6workflow@barksdale.af.mil)).

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## **1. Process Overview:**

1.1. Purpose. The purpose of this guide is to provide specific guidelines for establishing, programming, and executing AFGSC organic Communications-Electronics (C-E) depot level maintenance requirements. It is to be used in addition to directives found in TO 00-25-108. It establishes the processes and procedures for management of the Depot Purchased Equipment Maintenance (DPEM) program to assure complete communications between all entities involved in scheduling and executing organic depot maintenance. Wings and subordinate units will utilize the guidance provided for scheduling all organic depot maintenance workloads. The guidance herein applies to all AFGSC managed-owned systems regardless of location to include systems assigned to all fixed based and deployable units to include those systems on long-term deployment.

1.2. Responsibility. AFGSC/A6O is the office of primary responsibility for management, submission, and execution of depot maintenance requests for all AFGSC organic depot maintenance requirements IAW TO 00-25-108.

## **2. User/Maintaining Unit Responsibilities:**

2.1. Track equipment Program Depot Maintenance requirements.

2.2. Submit all organic work requests prior to annual Communications-Electronics Scheduling Review (CESR), on AFTO Form 227, C-E Maintenance Requirements and Schedule, (IAW TO 00-25-108) through Wing to AFGSC/A6O.

2.2.1. AFTO Forms 227 for current fiscal year (FY)+2 are due to AFGSC/A6O 90 days prior to CESR.

2.2.2. Late or out-of-cycle AFTO Forms 227 may not be scheduled/funded in current FY depending on mission, equipment, and funding.

2.2.3. Submit project requirements for the four subsequent FYs on a general purpose form or electronically, i.e. an Excel spreadsheet.

2.3. Accurately and completely fill out AFTO Forms 227:

2.3.1. Identify System name (GPS, AFSCN, MILSTAR, etc.) and System ID number.

2.3.2. Accurately identify work required, down to component level if warranted, include TO reference. Do not use generic statements, i.e., Inspect and complete required maintenance. Depot must know what equipment and teams to deploy for the job.

2.3.3. Identify outstanding discrepancies from previous Mobile Depot Maintenance (MDM) visits, i.e. previous AFTO Form 217, Certificate of Mobile Depot Maintenance Accomplished, (TO 00-25-108, Ref. 2-7.3).

2.3.4. Identify POC for coordination of Site Access, System Downtime, Equipment Requirements, and Routing. Include: Name, Office Symbol, E-Mail Address, Mailing Address, and Phone Number (DSN) of appropriate personnel and agencies.

2.3.5. Identify Site Constraints: billeting, transportation, availability of support equipment, etc.

2.3.6. Note best/worst time of year/month/week for visit (when is system/site most accessible).

2.3.7. Provide history of past MDM visits if relevant.

2.3.8. Annotate if pre-MDM is warranted.

2.4. Monitor depot schedule spreadsheet for upcoming MDM site visits once requests are validated and scheduled with depot.

2.5. Work with wing, AFGSC/A6O, and depot to coordinate depot's site visit.

2.6. All schedule deviations must be submitted through AFGSC/A6O. If a system is unable to undergo depot maintenance, notify AFGSC/A6O immediately. If possible, maintenance will be rescheduled.

2.7. Provide wing and AFGSC/A6O copy of AFTO 217 when maintenance is completed.

### **3. Wing Responsibilities:**

3.1. Ensure subordinate units submit AFTO Forms 227 requests prior to CESR.

3.2. Review AFTO Forms 227 to ensure they are complete and accurate.

3.3. Notify site upon receipt of AFTO Forms 227 or provide access to spreadsheet listing of scheduled requests.

3.4. Submit AFTO Form 227 requests to AFGSC/A6O.

3.5. Ensure AFGSC/A6O receives AFTO Form 227 requests (90 days prior to CESR).

3.6. Ensure sites are aware of Scheduled PDMs for the year.

3.7. Coordinate with site/depot for visit access, down-time, and needed support equipment/supplies 60 days prior to MDM visit.

3.8. Provide AFGSC CSS/SCFM immediate feedback on cancelled downtime, etc.

3.9. Track AFTO Form 217 Discrepancies quarterly (TO 00-25-108, Ref. 2-7.3).

3.10. Follow-up with user/maintaining units.

3.11. Re-schedule follow-up maintenance with depot through AFGSC/A6O.

### **4. AFGSC/A6O Responsibilities:**

4.1. Send message to subordinate wings/units requesting submission of AFTO Form 227 prior to annual CESR with depot.

4.2. Review & validate AFTO Form 227 submissions.

4.3. Forward approved AFTO Form 227 submissions.

4.3.1. Forward copy to Depot Activity Manager. (60 days prior to CESR)

4.3.2. Forward copy to System Sustainment Manager.

4.4. Attend annual CESR to schedule AFGSC requests, ensuring requests will be included in budget. (Wing's are invited to send a representative to assist the AFGSC/A6O representatives. This should be coordinated with the AFGSC/A6O prior to the meeting.)

4.5. Attend annual Logistics Support Review to answer C-E specific issues. (Wing's are invited to send a representative to assist the AFGSC/A6O representatives. This should be coordinated with the AFGSC AO prior to the meeting.)

4.6. Provide status of scheduled depot maintenance to wings.

- 4.7. Provide copy of MDM schedule from depot to sites.
- 4.8. Follow up 45 days prior to visit with wing.
  - 4.8.1. Confirm details between depot and wing.
  - 4.8.2. Assist in resolving conflicts between depot and wing.
- 4.9. Follow schedule throughout year to ensure items do not slip; cancel/reschedule changes.

**5. Depot Activity Manager Responsibilities:**

- 5.1. In addition to instructions outlined for the depot in TO 00-25-108, AFGSC requests that depot do the following:
  - 5.1.1. Send courtesy copy of site access, down-time, and required equipment request to AFGSC/A6O and wing.
  - 5.1.2. Ask for acknowledgement of message to ensure all involved entities receive notice/requests.
  - 5.1.3. Keep “Real Time” Web Spreadsheet of AFTO Forms 227 and scheduled workload.
  - 5.1.4. Provide cost estimate for each validated request to AFGSC/A6O.
- 5.2. Site access (visit notification/clearance information) requests will be in official message format for overseas areas. Stateside requests will be in letter format and may be sent via e-mail and/or fax. Contact individual site for preference.

**6. Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

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**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

**TO 00-25-108**, Communications-Electronics (C-E) Depot Support

**AFTO Form 217** - Certificate of Mobile Depot Maintenance Accomplished

**AFTO Form 227** - C-E Maintenance Requirements and Schedule

*Abbreviations and Acronyms*

**AFSCN**—Air Force Satellite Control Network

**CE**—Communications Electronics

**CESR**—Communications Electronics Schedule Review

**DPEM**—Depot Purchased Equipment Maintenance

**FY**—Fiscal Year

**GPS**— Global Positioning System

**ID**—Identification

**LSR**—Logistics Support Review

**MDM**—Mobile Depot Maintenance

**MILSTAR**—Military Strategic and Tactical Relay

**PDM**—Program Depot Maintenance

**POC**—Point of Contact

**TO**—Technical Order

**Attachment 2****INFORMATION TO BE INCLUDED ON AFTO FORM 227**

Fill blocks 1-7 providing exact detail for depot personnel to follow.

In block 7, NO GENERIC STATEMENTS are accepted. The depot team needs to know exactly what is required to be done and what equipment and tools to bring with them.

Include mission impact statement describing what will happen if maintenance is delayed or cancelled.

Ensure the following information is included: (continue on back of form if required)

Site Access POC information (Name, Office Symbol, E-Mail Address, DSN and Commercial Phone Number, Fax Number)

System Downtime POC information (Name, Office Symbol, E-Mail Address, DSN and Commercial Phone Number, Fax Number)

Equipment Requirements POC information (Name, Office Symbol, E-Mail Address, DSN and Commercial Phone Number, Fax Number)

List of Site Constraints (Weather, Lodging, Exercises, Rental Equipment, etc.) Signature required in Block 8 (also print name of signing official)