This instruction implements AFI 21-101 AFMC Supplement, Aircraft and Equipment Maintenance Management. This publication provides the minimum basic logistics and maintenance-related program requirements for the Air Force Research Laboratory (AFRL). This publication does not apply to the Air National Guard Bureau (ANG) and the Air Force Reserve Command (AFRC) and their units. However, if an AFRC unit is assigned or associated with AFMC where AFMC is the lead, this guidance would be applicable to the AFRC unit. AFRL is not organized under the standard AFI 21-101 Combat Wing Organization (CWO) concept in accordance with (IAW) AFI 38-101, Air Force Organization, and requires supplemental guidance. This publication applies to all AFRL personnel who perform, plan, schedule, evaluate, supervise or manage research, manufacturing, test, development, and integration laboratories and work centers. AFMC Non-Standard Organizations (NSO) require approval to deviate (applicability, variance, and/or differences in organizational placement of responsibilities/processes) from AFI 21-101, Aircraft and Equipment Maintenance Management, and AFI 21-101 AFMC Supplement. AFRL has been identified as an NSO IAW with AFI 21-101 AFMC Supplement and is authorized by AF/A4L to deviate from the processes and procedures in AFI 21-101 and AFI 21-101 AFMC Supplement. AFRL personnel will comply with this Addendum only, not AFI 21-101 and AFI 21-101 AFMC Supplement. This Addendum scopes AFRL's requirements in meeting the intent of the parent AFI and AFMC Supplement.
based on its unique mission. Organizations that implement processes that were not identified as applicable in this Addendum or gain those functions will follow the guidance in AFI 21-101 and AFI 21-101 AFMC Sup or submit a deviation in the form of a waiver request. Failure to observe the prohibitions and mandatory provisions in this of this publication by military members is a violation of Article 92 of the UCMJ. All contractor requirements contained within this Addendum must be contained within the contract/grant/agreement to be enforceable. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-2 and T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items via regular mail to HQ AFMC/A4M, 4375 Chidlaw Road, Suite C114, Wright Patterson AFB OH 45433, or e-mail to AFMC.A4M.Workflow@us.af.mil. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This publication has been created to meet the intent of AFI 21-101 and the AFMC Supplement; review this addendum in its entirety. This revision differentiates requirements for Foreign Object Damage (FOD) and Non FOD critical areas (e.g. tool accountability). It also removes requirements for aircraft and engines since AFRL is a predominantly a laboratory environment and does not operate/maintain any aircraft or engines.
Chapter 1— MANAGEMENT PHILOSOPHY AND APPLICABILITY

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Chapter 2— COMPLIANCE TERMINOLOGY

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Chapter 4— POLICY DEVELOPMENT

4.1. Policy Development

Chapter 5— LOGISTICS/MAINTENANCE PROGRAMS

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Chapter 1

MANAGEMENT PHILOSOPHY AND APPLICABILITY

1.1. Overview. This Addendum was contracted to establish procedures for AFRL. AFRL will provide guidance and may use additional management procedures not specifically prohibited by this instruction, any technical order, or other applicable instruction. Supervisors at all levels are responsible to ensure this directive is fully implemented. In the event of a conflict between this instruction and Technical Orders (TOs), see TO 00-5-1 para 1.3.1 for TO precedence.
Chapter 2

COMPLIANCE TERMINOLOGY

2.1. For the purpose of this instruction, the following definitions apply:

2.1.1. Shall, Must, Will - Indicate mandatory requirements.

2.1.2. Should - Indicates a preferred method of accomplishment.

2.1.3. May - Indicates an acceptable or suggested means of accomplishment.
Chapter 3

WAIVERS

3.1. Any policy waivers to this addendum shall be processed IAW higher headquarters directives and waiver requests will be submitted IAW AFI 33-360. AFI 33-360 waiver authority tiers do not apply to TO waivers/deviations, see TO 00-5-1, AF Technical Order System.
Chapter 4

POLICY DEVELOPMENT

4.1. Policy Development. At a minimum, AFRL will publish specific policy guidance (e.g. Supplement/Operating Instruction(s) (OIs) in the appropriate publication series as required for the programs outlined in this instruction. (T-2)
Chapter 5

LOGISTICS/MAINTENANCE PROGRAMS

5.1. Logistics/Maintenance Program Responsibilities. Establish written policy if responsibilities differ from a standard organizational structure. Indicate the responsibilities for key leaders involved in their logistics/maintenance activities. At a minimum, establish responsibilities for the following positions: (T-2)

5.1.1. AFRL Director of Staff (AFRL/DS).
5.1.2. AFRL Center Logistics Manager (CLM) (AFRL/DSO).
5.1.3. Detachment Commanders.
5.1.4. Commanders/Technology Directors
5.1.5. Technology Directorate (TD)/Wing Logistics Managers. (T-2)
5.1.6. Division Chiefs. (T-2)
5.1.7. Branch Chief/Section Chiefs. (T-2)
5.1.9. Operator or User.
5.1.10. Training Aid Aircraft (TAA) Manager.

5.2. Special Certification (SC) Documentation. AFRL will establish SC documentation to identify personnel authorized to perform the special certification requirements. The Division Chief is not required to be on the SC Document by virtue of their position as the SC approval authority. The Division Chief may delegate to the Branch Chief. The SC documentation will identify personnel authorized to: (T-2)

5.2.1. Clear Red X conditions (i.e., aircraft/support equipment, etc.). Identify systems or Air Force Specialty Code (or equivalent) in which authorized to clear Red X conditions. (T-2)
5.2.2. Sign Test Measurement and Diagnostic Equipment (TMDE) limited certification labels. (T-2)
5.2.3. Clear Red X when a lost tool/item cannot be found in FOD Critical Areas. Approved by Division Chief. (T-2)

5.3. Equipment Maintenance. Maintenance and calibration of support equipment must meet the requirements of TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures; AFI 21-113, Air Force Metrology and Calibration (AFMETCAL) Program; TO 00-20-14, Air Force Metrology and Calibration Program; TO 34-1-3 Machinery and Shop Equipment; equipment specific TOs and owner’s manuals; host unit instructions and local supplements.
5.3.1. Units must ensure annual inventory of all Aerospace Ground Equipment (AGE) maintained, if applicable, is submitted on template in Attachment 5 to the HQ AFMC/A4MM AGE Functional Manager at AFMC.A4M.Workflow@us.af.mil by the 15th of April each year. Electronic version of template can be obtained from the HQ AFMC/A4MM AGE Manager. (T-2)

5.4. Electrostatic Discharge (ESD) Program. TDs working on items that meet ESD criteria as defined in TO 00-25-234, General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment, must comply with TO 00-25-234 requirements.

5.5. Explosive Safety and Security of Explosives. TDs working with, handling or storing explosive items must comply with AFI 31-101, Integrated Defense; DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives; AFMAN 91-201, Explosives Safety Standards; AFI 21-200, Munitions and Missile Maintenance Management; AFI 21-201, Munitions Management, and applicable host unit instructions.


5.7. Tool and Equipment Management. AFRL will develop procedures for accountability and management of tools and equipment used near flight/spaceflight assets or flight/spaceflight hardware, and laboratory unique equipment that would be damaged by Foreign Object (FO), for example, windtunnels. Separate procedures from this section may be developed for tools and equipment that are not used in these areas. As a minimum, guidance will address the following: (T-2)

5.7.1. Roles and responsibilities of key personnel involved in managing the tool accountability program in a FOD Critical Area. (T-2)

5.7.1.1. Standardized procedures for security and accountability of tools and equipment. (T-2)

5.7.1.2. Inventory requirements. As a minimum, Tool Custodians must conduct and document a comprehensive annual inventory of all tools and equipment. (T-2)

5.7.1.3. Government owned tools warranty program management. (T-2)


5.7.1.5. Procedures for accountability and management of replacement, expendable, and consumable hand tools, and other items contained in Composite Tool Kit (CTKs) and/or Individual Tool Kits (ITKs). (T-2)
5.7.1.6. Procedures for transfer of tools contained in CTKs/ITKs at the job site (on-site transfers). CTKs are not normally passed from one individual to another at the job site; however, mission needs occasionally require this action to occur. Ensure tool accountability and control is maintained when transfer occurs between the individuals. (T-2)

5.7.1.7. Procedures for lost or missing tools to reduce the potential for FOD and help create a safe work environment. (T-2)

5.7.1.8. Procedures to document missing, broken or removed tools/items. TDs will document missing, broken or removed tools/items on AFMC Form 61, Missing/Removed Tools and Equipment. (T-2)

5.7.1.9. Procedures to assign and control Event Identification Description/Equipment Identification Designator (EID) for CTKs/ITKs, equipment, and individual tools. (T-2)

5.7.1.9.1. All units must permanently mark their tools with the assigned EID. Etching will be the preferred method to mark tools; however, any method that ensures the EID is not easily removed will be sufficient. Small tools (such as drill bits, allen wrenches, apexes, jewelers screwdrivers, etc.) and/or items that cannot be etched will be maintained in a container marked with the EID along with the number of tools it contains and identified as such on the inventory list.

5.7.1.9.2. For equipment identification marking requirements see AFI 23-101, Air Force Material Management, Section 5D-Equipment Management.

5.7.1.10. Procedures and responsibilities for situations where two or more work centers operate a single tool room/support section, or when work centers elect to distribute CTKs or peculiar support/test equipment to decentralized locations. (T-2)

5.7.1.11. Procedures for controlled access to tool rooms. (T-2)

5.7.1.12. Procedures for sign-out/sign-in inventories of CTKs/ITKs when used. (Daily) (T-2)

5.7.1.13. Procedures to train personnel on the tool accountability program requirements. (T-2)

5.7.1.14. Procedures to control individually issued tools. Individually issued tools will be limited to mini-flashlights, Leatherman type multi-tools and inspection mirrors. Personal tools are not authorized. (T-2)

5.7.1.15. Procedures to manage spare tools. (T-2)

5.7.1.16. Procedures to manage locally manufactured, developed, or modified tools and equipment. (T-2)

5.7.2. Roles and responsibilities of key personnel involved in managing the tool accountability program in a Non-FOD Critical Area. (T-2)

5.7.2.1. Standardized procedures for security and accountability of tools and equipment. (T-2)

5.7.2.2. Inventory requirements. As a minimum, AFRL TD/Wings must conduct and document a comprehensive annual inventory of all tools and equipment. (T-2)
5.7.2.3. Government owned tools warranty program management, if tools are under warranty.

5.7.2.3.1. Procedures to procure tools using the BPA wherever applicable. (T-2) See AFMC Hand Tools Strategic Sourcing Ordering Guide at: https://org.eis.afmc.af.mil/sites/HQAFMCA4/A4M/Hand_Tools/

5.7.2.4. Procedures for accountability and management of replacement, expendable, and consumable hand tools, and other items contained in CTKs and/or ITKs. (T-2)

5.7.2.5. Procedures for transfer of tools contained in CTKs/ITKs at the job site (on-site transfers). CTKs are not normally passed from one individual to another at the job site; however, mission needs occasionally require this action to occur. Ensure tool accountability and control is maintained when transfer occurs between the individuals. (T-2)

5.7.2.6. Procedures to document missing, broken or removed tools/items. AFMC Form 61 is optional. (T-2)

5.7.3. Procedures and responsibilities for situations where two or more work centers operate a single tool room/support section, or when work centers elect to distribute CTKs or peculiar support/test equipment to decentralized locations. (T-2)

5.7.3.1. Procedures for access to tool rooms. (T-2)

5.7.4. Procedures for sign-out/sign-in inventories of CTKs/ITKs when used. The minimum open/close interval is quarterly. (T-2)

5.7.4.1. Exception: AFRL TDs at Kirtland AFB are authorized annual open/close interval. (T-2)

5.7.5. Procedures to train personnel on the tool accountability program requirements. (T-2)

5.7.6. Procedures to control individually issued tools. Individually issued tools will be limited to mini-flashlights, Leatherman type multi-tools and inspection mirrors. Personal tools are not authorized. (T-2)

5.7.7. Procedures to manage spare tools. (T-2)

5.8. Foreign Object Damage Prevention Program. FOD is any damage to an aircraft, engine, aircraft system, component, tire, munitions, or Support Equipment (SE) caused by a FO which may or may not degrade the required safety and/or operational characteristics of the aforementioned items.

5.8.1. There are two categories of FO areas: critical and non-critical. FO critical areas are areas where aerospace/spacelift maintenance, testing, and operations are performed (e.g., jet/rocket engine maintenance, fuel cell maintenance, wind tunnels, major sub-assembly maintenance, and support equipment maintenance). Non-critical FO areas are all other areas not defined previously. AFRL shall identify and document critical FO areas. (T-2)

5.8.2. HQ AFMC/A4M is the OPR for the AFMC FOD Prevention Program.

5.8.3. AFRL FO critical and non-critical areas:

5.8.3.1. AFRL FO critical areas shall:
5.8.3.1.1. Appoint a FOD Prevention Program Manager and post their name in a prominent place within each applicable unit on a locally developed visual aid. (T-2)

5.8.3.1.2. Ensure the organization FOD Prevention Program Manager provides an initial FOD report via e-mail to HQ AFMC/A4M workflow at AFMC.A4M.Workflow@us.af.mil within 24 hours of occurrence. A follow up report will be required every 45 days until closeout. The FOD report format listed in Attachment 2 shall be followed. (T-2)

5.8.3.1.3. Ensure the organization FOD Prevention Program Manager provides a final report via e-mail to HQ AFMC/A4M at AFMC.A4M.Workflow@us.af.mil within two duty days of completing the FOD investigation and collecting all data. Reports shall be maintained for a minimum of 24 months (may be electronic). The FOD report format listed in Attachment 2 shall be followed. (T-2)

5.8.3.1.4. AFRL Tenant units may follow a host base’s FOD Program as long as the tenant unit’s Local OI specifies the requirement to follow the host base’s program. The tenant unit is still required to appoint a FOD Program Manager to act as the unit’s focal point for FOD related issues. (T-2)

5.8.3.1.5. Develop and implement detailed guidance and procedures to supplement the Command FOD Prevention Program in this addendum. Directives shall outline organizational responsibilities for airfield, runways, taxiways, parking ramps, and outside maintenance areas. As a minimum, the FOD Prevention Program must address the following: (T-2) NOTE: Tenant units may follow a host base’s FOD Program as long as the tenant unit’s Local OI specifies the requirement to follow the host base’s program. The tenant unit is still required to appoint a FOD Program Manager to act as the unit’s focal point for FOD related issues and must submit FOD Reports and a monthly AFMC Form 40, Foreign Object Damage Record, IAW the requirements outlined above. (T-2)

5.8.3.1.6. All openings, ports, lines, hoses, electrical connections, and ducts on aircraft, engines, munitions, missiles, drones, space systems, support equipment, AGE, trainers, or components shall be capped or plugged to prevent FO from entering these systems IAW applicable technical data.

5.8.3.1.7. A standardized flightline clothing policy to include addressing the wearing of hats, berets, wigs, hairpieces, badges, passes, etc. aimed at FOD prevention. Climate and safety shall be considered. (T-2)

5.8.3.1.8. Elimination of FOs in aircraft prior to flight. (T-2)

5.8.3.1.9. Vehicle operators shall stop and perform a visual FOD inspection on all vehicles, vehicle tires, open cargo areas, and towed equipment prior to entering the runway, taxiway, airfield, or other areas as directed by AFI 13-213, Airfield Driving, and the organizations FOD Prevention Program.

5.8.3.1.9.1. When inspecting tires, ensure a roll-over check is completed to ensure the entire surface is inspected for FOD including the unseen area in contact with the pavement. (T-2)
5.8.3.1.9.2. Vehicle operators departing the paved surface shall perform a FOD inspection on all equipment and vehicle tires immediately upon re-entering the paved surface of runways, taxiways, airfield, and aircraft parking ramps areas. (T-2)

5.8.3.1.9.3. A locally manufactured tool for removing debris from tire treads is authorized for use and shall be identified to the vehicle by using the vehicle identification number. (T-2)

5.8.3.1.10. All flightline grounding points shall be kept clean of debris and should be a high interest item for FOD walks. (T-2)

5.8.3.1.11. Grounding wires shall have two screws securing the cable to the grounding clip. Screws shall be coated with a thread locking compound and covered with Room Temperature Vulcanizing (RTV) sealant to prevent them from backing out. Unused screws shall be removed. (T-2)

5.8.3.1.12. FOD walks/sweeps are mandatory within areas designated as FO critical areas. Local OIs shall outline frequency and areas of responsibility for each participating organization. (T-2)

5.8.3.1.13. FOD walks shall be accomplished prior to towing aircraft through low potential FO areas to ensure damage does not occur to aircraft tires. (T-2)

5.8.3.1.14. Develop and implement a FOD awareness and prevention training program. At a minimum, the training program must address the following: (T-2)

5.8.3.1.15. Standardized training documentation requirements. (T-2)

5.8.3.1.16. FOD awareness and prevention practices. (T-2)

5.8.3.1.17. Initial FOD training. Supervisors shall ensure newcomers who work in or transit FOD critical areas (other than designated walk areas) are trained on work center specific FOD awareness and prevention practices prior to starting work in their assigned work area. Ensure individuals who are assigned temporary duty (TDY), transferred, or loaned from other units receive work center FOD training prior to beginning work in their area. (T-2)

5.8.3.1.18. Annual FOD training (required in FOD critical area). Supervisors shall ensure personnel receive annual FOD awareness and prevention training. (T-2)

5.8.3.1.19. Investigate each FOD incident to determine the precise cause and ensure positive corrective action is accomplished. FOD incidents are classified as preventable and non-preventable. (T-2)

5.8.3.1.19.1. FODs are considered preventable except when:

5.8.3.1.19.1.1. Caused by natural environment or wildlife. This includes hail, ice, animals, insects, sand, and birds. Report this type of damage IAW AFI 91-204 Safety Investigations and Reports.

5.8.3.1.19.1.2. Caused by internal engine materiel failure, as long as damage is confined to the engine.
5.8.3.1.19.1.3. Caused by materiel failure of an aircraft/equipment component if the component failure is reported as a Deficiency Report (DR) using the combined mishap DR reporting procedures of AFI 91-204 and TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution.

5.8.3.1.20. Consult TO 1-1-691, Cleaning and Corrosion Prevention and Control, Aerospace and Non-Aerospace Equipment, and aircraft specific TOs for bird strike clean up procedures; and AFMAN 91-223, Aviation Safety Investigations and Reports, for bird strike reporting procedures.

5.8.3.2. FO non-critical areas shall:

5.8.3.2.1. Develop and implement a FOD awareness and prevention training program. Those TDs/Wing that are Tenant organizations may elect to follow Host-Base FO procedures if established.

5.9. Safety and Mishap Prevention Procedures.

5.9.1. All AFRL research test activity is subject to AFI 91-202 AFRLGM2016-01, The US Air Force Mishap Prevention Program, AFRLI 61-103, AFRL Research Test Management, and AFI 91-204.

5.10. Forms. Use TO 34-1-3, Inspection and Maintenance of Machinery and Shop Equipment, and TO 00-20-1 to determine required forms along with form documentation requirements. Additional requirements, above and beyond the TO, will be addressed in unit policy directives.

5.11. Ground Instructional Trainer Aircraft (GITA). This section applies to all AFRL units that utilize GITA/TAA. The Group/CC or equivalent has overall responsibility for maintenance of assigned GITA/TAA and will ensure requirements of this section are implemented. Permanently assigned GITA are those aircraft that are not maintained in airworthy condition. Active GITA are maintained in system/subsystem operational condition for purposes of maintenance training and normally carried in possession codes as outlined in AFI 21-103 Equipment inventory, Status and Utilization Reporting or AFI 16-402 Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination. Inactive GITA are permanently grounded for use in personnel training. This section does not apply to Aircraft Battle Damage Repair (ABDR) training aircraft. ABDR training aircraft are managed by AFSC/LGPM (ABDR PO). This chapter does not apply to training equipment maintained by Contracted Logistics Support (CLS) contracts administered by commands other than AETC. (T-2).

5.11.1. Temporarily Grounded GITA (active). Temporarily grounded aircraft are subject to recall to the active fleet. (T-2).

5.11.1.1. Only those items requested by the Weapon System Program Manager (PM) are considered for removal. If the item does not affect training and if approved by Group/CC, the part will be removed and turned in as per the Group/CC’s (or equivalent) instructions. (T-2).

5.11.1.2. Units are responsible for storing uninstalled or removed equipment that is not required for training. (T-2).
5.11.2. Permanently Grounded GITA (inactive). Permanently grounded aircraft are those declared excess to future operations or flying requirements by higher headquarters. Aircraft in this category will be re-designated by the addition of the prefix “G” to the basic Mission Design Series (MDS). (T-2).

5.11.2.1. Training Aid Aircraft (TAA) are considered Permanently Grounded GITA (inactive). Aircraft in this category, at a minimum, require an aircraft fuselage that was previously in the AF inventory as an aircraft. TAAs will be re-designated by the addition of the prefix “T” to the basic MDS. (T-2).

5.11.2.1.1. Assigned aircraft are not maintained in airworthy condition, and only the system/subsystem (e.g. doors, ramp, lights, etc.) required for the specific training requirements will be maintained in operational condition for purposes of required maintenance/organizational training. (T-2).

5.11.2.1.2. Aircraft used for maintenance training are not terminated from the AF inventory IAW AFI 16-402. TAA requests for use by non-maintenance AFSC require coordination through AFLCMC Weapon System PM.

5.11.2.1.3. Questions about the designation of an aircraft used for training should be directed to the AFMC Aerospace Vehicle Distribution Officer (AVDO) at AFMC.A4M.Workflow@us.af.mil. (T-2).

5.11.2.2. Permanently grounded missiles retain their original MDS without a prefix, if applicable.

5.11.2.3. Upon assignment of a permanently grounded GITA/TAA, the Group/CC or equivalent will e-mail HQ AFMC/A4M to coordinate "save list" requirements identified by the applicable PM. (T-2).

5.11.2.3.1. “Save list” items removed will be turned into Logistics Readiness Squadron (LRS) for shipment. (T-2).

5.11.2.3.2. If an item on the “save list” is not removed, the reason for not removing it will be annotated and coordinated with HQ AFMC/A4M. (T-2).

5.11.2.3.3. If items on the “save list” are required for training and an unserviceable item will suffice, units will coordinate with HQ AFMC/A4M for receipt of the unserviceable item(s). (T-2).

5.11.2.3.4. All unserviceable items furnished by Air Logistics Complex (ALC) will be marked/identified as “unserviceable” in a conspicuous manner (e.g., Red X or Red dot system). (T-2).

5.11.3. MAJCOM Responsibilities. AFMC units are not required to use a Maintenance Information Systems for permanently grounded GITA records management.

5.11.3.1. HQ AFMC/A4M will coordinate “save list” requirements/changes with the applicable PMs.

5.11.4. **Group/CC Responsibilities.** Group/CC or equivalent will:
5.11.4.1. Develop an installation publication or supplement to define the scope of training functions for GITA/TAA use, functional responsibility for funding, operations, maintenance, and records management. (T-2).

5.11.4.2. Ensure maintenance support of GITA/TAA used for training. Units that do not have organic maintenance capability will establish a Support Agreement (SA) or MOA assigning maintenance responsibility for GITA/TAA training use. (T-2).

5.11.4.2.1. GITA maintenance includes on- and off-equipment maintenance of active systems and subsystems and necessary actions to maintain the aircraft in a safe and presentable condition.

5.11.4.2.2. TAA requires minimal maintenance on systems/subsystems used to meet training requirements and should be maintained in a safe and presentable condition.

5.11.4.2.3. Determine which system and subsystem are required to support the training. Consider present, future, and cross-utilization of systems when making determinations. These systems will be maintained in the same configuration as operational equipment. (T-2).

5.11.4.2.4. Ensure explosive components are removed that are not required to support training requirements.

5.11.4.2.5. Place retained systems and subsystems not currently being used for training into extended storage IAW applicable technical data.

5.11.4.2.6. Ensure standard maintenance practices regarding inspection appearance, cleanliness, occupational safety, and prevention of corrosion are met. Corrosion control procedures are outlined in TO 1-1-691.

5.11.4.2.7. Develop and prepare inspection technical data check lists for use in inspecting the condition and safety of equipment before use and ensure inspections are performed.

5.11.4.2.7.1. Prior-to-use inspections will be conducted by the using organization employing a tailored weapon system pre-/post-dock checklist. (T-2).

5.11.4.2.7.2. Conduct periodic maintenance inspections using a tailored work deck. (T-2).

5.11.4.2.8. Prepare a separate memorandum for each GITA/TAA, addressed to the appropriate PM for the aircraft and inform them of the systems and subsystems that will be maintained in operational configuration. (T-2).

5.11.4.2.8.1. When changes in requirements occur, initiate a new memorandum.

5.11.4.2.8.2. Ensures copies of all GITA/TAA memorandums are forwarded to the MAJCOM AVDO at AFMC.A4M.Workflow@us.af.mil. (Subject: Attention MAJCOM AVDO) (T-2).

5.11.4.2.9. Air and space vehicle inventory will be reported IAW AFI 21-103 as required for ground trainers. (T-1). Aircraft used for ground trainers are exempt from status and utilization reporting.

5.11.4.2.10. Maintenance actions will be documented IAW TO 00-20-1. (T-2).
5.11.4.2.10.1. Owning units not having maintenance capability will establish Memorandum Of Agreements (MOAs) or Memorandum Of Understandings with organizations which can provide maintenance support. (T-2).


5.11.4.2.10.3. The 711th Human Performance Wing will deviate from normal maintenance documentation procedures on AFTO Form 781A due to the nature of maintenance being done on TAA no longer on PM’s save list. Maintenance performed is for enhancing simulated aeromedical training and day-to-day upkeep.

5.11.4.2.10.4. When utilizing these forms, at a minimum, the documentation of the forms will be as follows: (T-2)

- 5.11.4.2.10.4.1. AFTO Form 781F. Blocks 6, 7, 8, and 9 will be filled in as applicable.
- 5.11.4.2.10.4.2. AFTO Form 781B *Communication Security (COMSEC) Equipment Record*. Fill out form IAW 00-20-1 para 5.8. if COMSEC equipment is installed; otherwise leave blank.
- 5.11.4.2.10.4.3. AFTO Form 781. Blocks 1, 2, 3, and 4 will be filled out as applicable.
- 5.11.4.2.10.4.4. AFTO Form 781H. Blocks 1, 2, 3, and 4 will be filled out as applicable.
- 5.11.4.2.10.4.5. AFTO Form 781A. Fill in *From*, *MDS*, and *Serial Number* blocks as applicable.

5.11.4.2.10.4.5.1. Print a thorough description of the discrepancy in the “DISCREPANCY” block. Fill in *Date Disc*, *Discovered By* blocks, and your contact number in *Employee No.* block.

5.11.4.2.10.4.5.2. When discrepancies are corrected, the *Date Corrected*, *Corrective Action*, and *Inspected By* blocks will be filled in.

5.11.4.2.10.4.5.3. Symbol Block 781A. The use of a Red X in the symbol block will be annotated when a discrepancy renders the equipment unserviceable or unsafe to use. Equipment written up in a Red X condition shall not be used until it is restored to a serviceable and safe condition.
5.11.4.2.10.4.6. AFTO Form 781K. Fill in From, MDS, and Serial Number as applicable. Document major inspections and delayed discrepancies on corresponding blocks if necessary.

5.11.4.2.11. Ensure timely completion of Time Compliance Technical Order (TCTOs) on systems designated for configuration management and proper configuration status accounting is maintained.

5.11.4.2.11.1. Accomplish TCTOs on systems not designated for configuration management as required to ensure safety of operation or as directed by the PM.

5.11.4.2.11.2. TCTOs are not maintained on TAA.

5.11.4.2.12. Ensure proper coordination and documentation of parts removed from training aircraft are accomplished as follows:

5.11.4.2.12.1. When an item is removed or replaced, supervisors will ensure this action is documented in the aircraft forms. (T-2). Include the authority for removal (e.g., message number, telecon, letters, and dates) and condition of installed/replacement items.

5.11.4.2.12.2. When the limited save list actions have been done, a copy of the completed list will be forwarded to the appropriate PM and the local documentation function which will be added to the TAA historical record. (T-2).

5.11.4.2.12.3. For (Active) GITA only, weight and balance (W&B) handbook requirements will be maintained IAW TO 1-1B-50, Joint Service Technical Manual Organizational, Intermediate and Depot Maintenance Aircraft Weight and Balance, and applicable -5 series TOs.

5.11.4.2.12.4. Operating and maintenance technical data will be readily accessible whenever the GITA/TAA is in use or undergoing inspection.

5.11.4.2.12.5. Group/CC will designate a GITA/TAA Manager as an additional duty. (T-2).

5.11.4.2.12.5.1. The GITA/TAA Manager must be qualified to operate GITA/TAA systems and appropriate support equipment to conduct GITA/TAA maintenance. (T-2).

5.11.4.2.12.5.2. The GITA/TAA Manager will accomplish and/or coordinate maintenance actions for the GITA/TAA and ensure GITA/TAA documentation is accurate and complete. (T-2).

5.11.4.2.13. For equipment designated as trainers, only the systems required for technical training (or those required to ensure safety or system integrity) need to be maintained. Note: This does not apply to "temporarily" grounded aircraft, operational equipment, or systems on loan from MAJCOMs or ALCs.

5.11.5. Technical Data Applicability.

5.11.5.1. Operational systems on GITA/TAA are maintained IAW applicable technical data. The specific policy governing the use and modification of technical data is contained in TO 00-5-1.
5.11.5.1.1. Some systems may be operated and maintained with original contractor data because formal technical data was never developed and/or the contractor data was never assigned a TO number.

5.11.5.2. Inspection and lubrication requirements may be adjusted to correspond with training requirements and equipment usage and to prevent over or under inspection.

5.11.5.3. When significant savings may be achieved, the commander or contract project manager must request deviations or changes to technical data requirements, including substitution of materiel from the weapon system program manager.

5.11.5.3.1. If deviations are approved, the unit will retain approved deviations/changes in the GITA historical records. (T-2). In all cases, safety or design function must not be compromised.

5.11.5.4. TCTOs. The Quality Assurance (QA) function or other designated agency will be responsible for determining applicability of TCTOs for GITAs. (T-2). TCTO upgrades are not required on TAA.
Chapter 6

QUALITY ASSURANCE

6.1. Quality Assurance (QA). AFRL will establish Logistics QA policy. At a minimum, the policy must: (T-2)

6.1.1. Address the roles and responsibilities of key personnel involved in the QA Program to include, as applicable, the CC, CV, Logistics Manager, site QA Superintendent, and site QA inspectors roles. (T-2)

6.1.2. The Hiring Authority process to ensure civilian and/or military QA inspectors have the proper experience in the functional area/position to be filled. (T-2)

6.1.3. Development of QA training plan with the following minimum training requirements:

6.1.3.1. AFRL/DSO will establish minimum QA training course requirements to provide a framework for new QA employees. (T-2)

6.1.3.2. Complete an EPE within 60 days of job assignment, prior to performing QA evaluations. Track EPE completion in QA database. (T-2)

6.1.4. Establish a Logistics Standardization and Evaluation Program (LSEP).

6.1.4.1. Requirements for conducting Special Inspection (SI), EPE, Detected Safety Violation (DSV), TDV, and Unsatisfactory Condition Reports (UCR), if applicable. See Attachment 3 for LSEP scoring model. Any variations to attachment 3 will be defined in local OI. (T-2)

6.1.4.2. A process to develop an Evaluation and Inspection (E&I) plan. The E&I plan must provide monthly E&I criteria to ensure leadership has a reasonable representation of the compliance status of their maintenance programs. (T-2)

6.1.4.2.1. The E&I plan identifies areas, types and number of inspections and evaluations to be conducted. It contains Routine Inspection List (RIL), the Key Task List (KTL), if applicable, and other pertinent evaluation and inspection information. (T-2)

6.1.4.2.2. RIL. A list of tasks that are subject to evaluation on a routine basis. QA will work in concert with the unit leadership (In coordination with HQ AFRL/DSO) to create the RIL and coordinate with maintenance related program managers for inputs/suggested changes to the list. (T-2)

6.1.4.2.3. KTL. A list that contains tasks that are complex, have been or have the potential to be problems, or high interest areas that require inspection. QA will work in concert with the unit leadership (In coordination with HQ AFRL/DSO) to create KTLs as applicable and coordinate with maintenance related program managers for inputs/suggested changes to the list. Review and update the list, at a minimum, every two years. (T-2)

6.1.4.3. A process to establish and adjust Acceptable Quality Levels (AQLs). (T-2)
6.1.4.3.1. An AQL denotes the maximum allowable number of minor deficiencies that a RIL task, process, or product may be assessed for the task to still be rated “Pass.” (T-2)

6.1.4.3.2. Exceeding the established AQL results in a “Fail” rating. (T-2)

6.1.4.3.3. A major deficiency results in a “Fail” rating. (T-2)

6.1.4.3.4. The AQL is derived/revised from QA performance-based data. AQLs will be determined based on trends associated with the evaluation/inspection process. Adjustments to AQLs are reviewed, at a minimum, annually with the appropriate leadership before being adjusted accordingly. (T-2)

6.1.4.3.5. AQLs for work center tasks will be published in the E&I plan. (T-2)

6.1.4.4. A QA management information system (Command approved database) to maintain LSEP data. (T-2)

6.1.4.5. Establishment of a requirement for the QA office to publish a monthly/quarterly LSEP summary to advise appropriate senior leadership on the quality of the site logistics activities. (T-2)

6.1.5. QA office process to review submitted AFTO IMT 22, Technical Manual Change Recommendation and Reply, for sufficiency/accuracy and sign in the PIM (or equivalent) block before formal submission.

6.2. AFMC Conventional Munitions Program.

6.2.1. AFMC Conventional Munitions Program. Munitions activities will be included in the QA program. Small and unique units where a full QA program is not assigned/practical will be defined in the AFRLI 21-101 Logistics Maintenance Management. At a minimum, the following areas will be addressed:

6.2.1.1. Accountability
6.2.1.2. Storage practices, security, and safety
6.2.1.3. Inspection
6.2.1.4. Materiel handling and test equipment
6.2.1.5. Stockpile management
6.2.1.6. Training programs
6.2.1.7. Infrastructure (Lighting Protection System, grounds, and bonds)
6.2.1.8. TAS, CTKs, tools, and support equipment
6.2.1.9. Munitions assembly

6.3. AFRL DSH requirements to HQ AFMC/A4MM QA Manager.

6.3.1. Provide LSEP reports (at least quarterly) to HQ AFMC QA SharePoint or provide access to AFRL QA SharePoint
6.3.2. Provide current LSEP E&I Plan.
6.3.3. Request approval of unit QA databases.
6.3.4. Participate in the HQ AFMC Quality Assurance Working Group (QAWG) at least bi-monthly. QAWG members include Unit QA Chiefs/reps. Additionally, HQ AFMC/IGL, HQ AFMC MAJCOM Functional Managers (MFMIs)/Subject Matter Experts (SMEs), Contracting Officer’s Representative (CORs) and designated union representatives may attend as required.

6.3.5. Attend the QAWG face-to-face technical interchange meeting every 2 years (funding permitting).
Chapter 7

TECHNICAL DATA

7.1. AFRL will ensure required TOs and TO Supplements are managed in accordance with TO 00-5-1, AF Technical Order System. When a TO is not available, Commercial off-the-shelf (COTS) manuals, Locally Developed Procedures (LDPs), Calibration Work Instructions (CWIs) and other required technical data will be stored in the AFRL Technical Data System (TDS) to support and maintain AFRL equipment. AFRL is authorized to use TDS and will publish operation procedure for its use.
Chapter 8

SUPPLY SUPPORT


8.2. Units utilizing Shop Stock, Operating Stock or Work Order Residue will adhere to following guidance: (T-2)

8.2.1. Shop Stock. Includes gas cylinders, random length bar stock, sheet metal, plastic, fabric, electrical wire, and similar items not normally included in bench stocks. Maintain shop stock for day-to-day operations. Monitor shop stock to prevent materials from becoming excessive or outdated. Shop stock should not normally exceed 90 days usage, or the unit of issue or unit pack, whichever is greater; special consideration should be given for items no longer in production, not stock listed, or with long lead times. Shop stock can be stored near/adjacent to bench stock items, if practical, but do not mix them together. Clearly identify materials as —Shop Stock and label them with noun, national stock number or part number, unit of issue, and shelf-life, if applicable. (T-2)

8.2.2. Operating Stock. Includes connector dust covers, hydraulic line caps/plugs, and similar items that are normally recovered after use and re-used. Operating stock can be stored near/adjacent to bench stock items, if practical, but do not mix them together. Monitor operating stock to prevent it from becoming excessive or outdated. Retain partially used bench stock items in bench stock and not in operating stock. (T-2) Identify, tag, and turn in items with no forecasted use IAW AFI 23-101 and AFMAN 23-122, Materiel Management Procedures; special consideration should be given for items no longer in production, not stock listed, or with long lead times. (T-2) Clearly identify items as —Operating Stock and label them with noun, national stock number or part number (if applicable), unit of issue, and shelf-life, if applicable. (T-2)

8.2.3. Work Order Residue. Includes expendable bit/piece items left over from maintenance work orders or bench stock deletions. Store work order residue near/adjacent to bench stock items, if practical, but do not mix them together. Ensure excesses are consolidated for turn-in to LRS at least annually; special consideration should be given for items no longer in production, not stock listed, or with long lead times. Clearly identify items as —Work Order Residue and label them with noun, national stock number or part number, unit of issue, and shelf-life, if applicable. Control all work order residues used on or around aircraft, uninstalled engines, and AGE. (T-2)

8.2.4. Units who maintain stocks that do not fit Shop, Operating Stock, or Work Order Residue requirements will develop policy to ensure management oversight, review and control of their stocks.

DONALD E. KIRKLAND, Brigadier General, USAF
Director of Logistics, Civil Engineering and Force Protection
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTS

References

AFI 91-204, *Safety Investigations and Reports*, 12 Feb 2014
AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 2011
AFMAN 91-223, *Aviation Safety Investigations and Reports*, 16 May 2013
DOD 5100.76, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, 17 Apr 2012

AFFARS Mandatory Procedures (MP) 5301.602-2(d), Designation, Assignment, and Responsibilities of a Contracting Officer’s Representative (COR),

TO 00-20-1, Aerospace Equipment Maintenance Inspections, Documentation, Policy and Procedures, 15 Oct 2015

TO 00-20-14, Air Force Metrology and Calibration Program, 30 Aug 2014

TO 00-25-234, General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment, 23 Mar 2014

TO 00-35D-54, USAF Deficiency Reporting, Investigation, and Resolution, 1 Aug 2015

TO 00-5-1, AF Technical Order System, 01 Oct 2014

TO 1-1-691, Aircraft Weapons Systems – Cleaning and Corrosion Control and Control Aerospace and Non-Aerospace Equipment, 20 Feb 2016

TO 1-1B-50, Joint Service Technical Manual Organizational, Intermediate and Depot Maintenance Aircraft Weight and Balance, 1 Aug 2015

TO 34-1-3, Inspection and Maintenance of Machinery and Shop Equipment, 12 Jun 2014

Adopted Forms

AFTO IMT 22, Technical Manual Change Recommendation and Reply

AFTO Form 781A, Maintenance Discrepancy and Work Document

AFTO Form 781B, Communication Security (COMSEC) Equipment Record

AFTO Form 781, Arms Aircrew/Mission Flight Data Document

AFTO Form 781A, Maintenance Discrepancy and Work Document

AFTO Form 781F, Aerospace Vehicle Identification Document

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

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

AF Form 847, Recommendation for Change of Publication

AFMC Form 40, Foreign Object Damage Record

AFMC Form 61, Missing/Removed Tools and Equipment

Abbreviations and Acronyms

ABG—Air Base Group

ABW—Air Base Wing

AETC—Air Education and Training Command

AFE—Aircrew Flight Equipment
AFFARS—Air Force Federal Acquisition Regulation Supplement
AFKAM—Air Force Cryptographic Operational Maintenance Manuals
AFLCMC—Air Force Life Cycle Management Center
AFMETCAL—Air Force Metrology and Calibration Program
AFNWC—Air Force Nuclear Weapons Center
AFMC—Air Force Materiel Command
AFOSH—Air Force Occupational Safety and Health
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRL—Air Force Research Laboratory
AFSC—Air Force Specialty Code
AFSC—Air Force Sustainment Center
AGE—Aerospace Ground Equipment
ANG—Air National Guard Bureau
AQL—Acceptable Quality Level
AS—Allowance Standard
CC—Commander
CE—Civil Engineering
CG—Center of Gravity
CLS—Contracted Logistics Support
COMSEC—Communications Security
COR—Contracting Officer’s Representative
CTK—Composite Tool Kit
CV—Vice Commander
CWO—Combat Wing Organization
DoD—Department of Defense
DSV—Detected Safety Violation
EID—Event Identification Description/Equipment Identification Designator
E&I—Evaluation and Inspection
EPE—Evaluator Proficiency Evaluation
ESD—Electro-Static Discharge
FAR—Federal Acquisition Regulation
FO—Foreign Object
FOD—Foreign Object Damage
GITA—Ground Instructional Training Aircraft
GP—Group
IAW—In Accordance With
ITK—Individual Tool Kit
KTL—Key Task List
LRS—Logistics Readiness Squadron
MDS—Mission Design Series
MIS—Maintenance Information Systems
NSO—Non Standard Organization
OI—Operating Instruction
OPR—Office of Primary Responsibility
PCO—Procuring Contracting Officer
PDM—Programmed Depot Maintenance
PE—Personnel Evaluations/Periodic Inspection
PH—Phase
PIP—Product Improvement Program
PMO—Program Management Office
POC—Point of Contact
PPE—Personal Protective Equipment
PWS—Performance Work Statement
QA—Quality Assurance
QVI—Quality Verification Inspection
RIL—Routine Inspection List
RTV—Room Temperature Vulcanizing
SC—Special Certification
SE—Support Equipment
SI—Special Inspection
TAA—Training Aid Aircraft
TCI—Time Change Item
TCTO—Time Compliance Technical Order
TO—Technical Order
TD—Technology Directorate
TDV—Technical Data Violation
TDY—Temporary Duty
TMDE—Test Measurement and Diagnostic Equipment
UCR—Unsatisfactory Condition Report
W&B—Weight & Balance

Terms

Composite Tool Kit (CTK)—A controlled area or container used to store tools or equipment and maintain order, positive control, and ease of inventory. CTKs are assembled as a kit and designed to provide quick, easy visual inventory and accountability of all tools and equipment. CTKs may be in the form of a toolbox, a shadow board, shelves, system of drawers (Stanley Vidmar, Lista, etc.), cabinets, or other similar areas or containers. The CTK contains tools and equipment necessary to accomplish maintenance tasks, troubleshooting, and repair.

Detected Safety Violation—An observed unsafe act by an individual. The QA Inspector must stop the unsafe act immediately.

Equipment Identification Designator (EID)—A number assigned to a piece of shop equipment, used to track status and accountability.

Evaluator Proficiency Evaluations (EPE)—An EPE is the direct evaluation of a Quality Assurance (QA) individual or any individual performing a quality/compliance assurance function in a unit.

Foreign Object Critical (FO Critical)—FO critical areas are areas where aircraft or high speed test track maintenance, testing, and operations are performed (e.g., jet engine maintenance, fuel cell maintenance, major sub-assemble maintenance, and support equipment).

Major Deficiency—A major finding is defined as a condition that would endanger personnel, jeopardize equipment or system reliability, impact safety of flight or warrant discontinuing the process or equipment operation. Any Major discrepancy will result in an automatic inspection failure.

Minor Deficiency—A minor finding is defined as an unsatisfactory condition that requires repair or correction, but does not endanger personnel, impact safety of flight, jeopardize equipment reliability or warrant discontinuing a process or equipment operation. CAT II minors shall be documented for trends, but must not be counted against the AQL.

Mission Design Series (MDS)—Alpha and numeric characters denoting primary mission and model of a military weapons system.

Off—Equipment Maintenance - Maintenance tasks that are not or cannot be effectively accomplished on or at the weapon system or end-item of equipment, but require the removal of the component to a shop or facility for repair.
Operating Stock— The bits and pieces needed to support a maintenance work center that does not meet the criteria of bench stock. It includes reusable items such as dust covers, hydraulic line covers, caps, items leftover from work orders, TCTOs, and items deleted from bench stock.

Personnel Evaluation (PE)— A PE is an over-the-shoulder evaluation of a PAC certified mechanic/technician or team performing a maintenance task.

Programmed Depot Maintenance (PDM)— Inspection requiring skills, equipment, or facilities not normally possessed by operating locations.

Quality Assurance (QA)— QA serves as the primary technical advisory agency in the maintenance organization, assisting maintenance supervision at all levels to resolve quality problems. QA personnel are not an extension of the work force and shall not be tasked to perform production inspections.

Save List items—Parts (bits, pieces, assemblies) that are reclaimed from a higher assembly at the direction of the item manager concerned.

Shop Stock— Includes items such as sheet metal, electrical wire, fabric, and metal stock, used and stored within a maintenance work center to facilitate maintenance.

Special Certification (SC) Documentation— Management tool that provides supervisors a listing of personnel authorized to perform, evaluate, and inspect critical work.

Technical Data Violation— An observation of any person performing maintenance without the proper technical data available, available but not in use or not following the correct sequence of steps (if directed).

Unsatisfactory Condition Report— An unsafe or unsatisfactory condition, other than a DSV, chargeable to the work center supervisor. UCRs will be documented even when it is not possible to determine who created the condition.

Work Order Residue— Includes expendable bit/piece items left over from maintenance work orders or bench stock deletions.
Attachment 2

FOREIGN OBJECT DAMAGE (FOD) REPORT FORMAT

Figure A2.1. Foreign Object Damage (FOD) Report Format.

<table>
<thead>
<tr>
<th>MEMORANDUM FOR</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: &lt;Unit Designation/Office Symbol&gt; &lt;Street&gt; &lt;Base and Zip Code&gt;</td>
<td></td>
</tr>
<tr>
<td>SUBJECT: &lt;Foreign Object Report&gt; . FOD program report number (unit, year, and month, followed by sequence number -- example, 301FW-F-060501).</td>
<td></td>
</tr>
<tr>
<td>1. Type of report: Initial/Formal Update/Final FOD Report</td>
<td></td>
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<tr>
<td>2. Date and Time of Incident:</td>
<td></td>
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<td>3. Unit and Base of Incident:</td>
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<td>4. Origin of Sortie:</td>
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<tr>
<td>5. When discovered (Preflight, Postflight, In-Comeing, Test Cell, etc)</td>
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<tr>
<td>6. Owning Unit, Base and MAJCOM</td>
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<tr>
<td>7. MDS and Tail Number (N/A for Test Cell incidents)</td>
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<tr>
<td>8. Engine Type, Make, Series, Modification (TMSM)</td>
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<tr>
<td>9. Engine Serial Number (S/N):</td>
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<td>10. Engine Position (If Applicable):</td>
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<td>11. Time Since Overhaul:</td>
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<td>12. Description of Incident:</td>
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<td>13. Material Failure: (Yes or No)</td>
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<td>14. Tech Data Deficiency: (Yes/No)</td>
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<tr>
<td>15. Preventable/Non-Preventable:</td>
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<tr>
<td>16. Investigation Findings:</td>
<td></td>
</tr>
<tr>
<td>17. Action Taken to Prevent Recurrence:</td>
<td></td>
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<tr>
<td>18. Parts Cost:</td>
<td>Labor Cost:</td>
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<tr>
<td>19. Additional Comments (if necessary):</td>
<td></td>
</tr>
</tbody>
</table>

<Sign> FOD Monitor, <Unit Designation>
UNIT LSEP GRADING

A3.1. Unit LSEP Grading. Units must grade their LSEP evaluations using objective ratings (Outstanding, Excellent, Satisfactory, Marginal, and Unsatisfactory). The unit LSEP shall publish a final report of findings, problem areas, and recommended improvements (as required), from the evaluation for distribution and/or briefing to unit Senior Leadership and inspected organizations at least quarterly.

A3.2. Inspections and evaluations performed (e.g., SI,) will be rated —PASS/FAIL —.

A3.2.1. Units will use the following five tier rating system:
   
   A3.2.1.1. Outstanding 95-100%
   A3.2.1.2. Excellent 90-94.99%
   A3.2.1.3. Satisfactory 80-89.99%
   A3.2.1.4. Marginal 70-79.99%
   A3.2.1.5. Unsatisfactory 0-69.99%

A3.3. Ratings are calculated by dividing the total number of inspections passed by total completed. For example, QA inspects 10 inspections with the following results: 9 “passes” and 1 “failure.” Divide the total “passes” by the total inspections (9/10=0.90) 90 percent for an “Excellent” rating.

   A3.3.1. Deduct 0.5 percentage points from overall percentage grade for each TDV, DSV, and UCR. For example, a squadron earns an overall rating of 90 percent, Excellent. However, QA observed 4 TDVs and 3 DSVs. Multiply the sum (7) by 0.5 and subtract the product (3.5) from the original 90 percent. The adjusted total is 86.5 percent; therefore, the squadron is rated Satisfactory.

A3.4. A cumulative Mx Group (or Squadron) score will be determined by dividing the Group’s total number of inspections and evaluations passed by the total inspections and evaluations completed. Deduct 0.5 percentage points for each TDV, DSV, and UCR from the overall percentage grade, using same formula in previous step.
Attachment 4

AFMC AGE INVENTORY TEMPLATE

Figure A4.1. AFMC AGE Inventory Template.

<table>
<thead>
<tr>
<th>MAJCOM/Installation</th>
<th>TYPE / MODEL</th>
<th>MASTERNSSN</th>
<th>ASGN SSN</th>
<th>S/RD</th>
<th>REQUISITION NUMBER</th>
<th>AS / ACN</th>
<th>EQUIP ACCT</th>
<th>DETAIL NR</th>
<th>FELD NR</th>
<th>SER NO</th>
<th>USE CODE</th>
<th>REMARKS</th>
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