

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**



AIR FORCE INSTRUCTION 21-101

**COMBAT AIR FORCE
Supplement**

**DAVIS-MONTHAN AIR FORCE BASE
Supplement**

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**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

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AFI 21-101, 26 July 2010 is supplemented as follows. This supplement establishes basic direction for aircraft maintenance management. It provides the minimum essential guidance and procedures for safely and effectively maintaining, servicing, and repairing aircraft and support equipment at the base level. This instruction applies to all unit personnel assigned, attached, and tenant to the 355th Fighter Wing (355 FW). This publication does not apply to the Air Force Reserve Command or Air National Guard units and members. Waiver authority for this instruction is 355MXG/CC or designated representative. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Record*; and disposed of IAW the Air Force Records Disposition Schedule located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through 355 MXG/MXQI, 4015 S. Phoenix St. Davis-Monthan AFB, AZ, 85707.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision aligns the supplement to the basic instruction. All chapters have been updated and streamlined. Therefore, it is recommended that users read contents in its entirety. Any questions regarding this supplement should be directed to the Quality Assurance flight.

1.6.1.3. **(DAVIS MONTHAN)** Unit TODA custodians will ensure delivery of TOs and supplements to deployed locations.

1.24. **(Added)** 355 LRS Vehicle Maintenance (VM) coordinates with 355 MXG unit Vehicle Control Officer (VCO)/Vehicle Control Noncommissioned Officer (VCNCO) directly for scheduled and unscheduled maintenance. MOC calls VM when disabled vehicles need to be immediately removed from the flight line areas, in front of hangar doors or aircraft wash racks.

2.14.1. **(Added)** Units establish procedures for amplification of these minimum requirements.

2.14.1.1. **(Added)** Use warning tags to ensure the safety of maintainers and prevent damage to aircraft. Base requirements do not override job guide or technical order requirements for use of warning tags.

2.14.1.2. **(Added)** Warning tags will be filled out and entered into the aircraft forms: Both tag parts shall be considered controlled items and their whereabouts and status should be monitored and controlled as such. Tags will be replaced on a one-for-one basis. If a tag is found to be missing, a lost tool report must be initiated.

2.14.1.3. **(Added)** Tags will be identified with the different "Do Not Apply" and "Do Not Operate/Open" comments on the top and bottom portion of the tags. The top and bottom parts of the tags will be disconnected and hung from the boards or placed in the binder. When the discrepancy is written in the AFTO Form/IMT 781As, the maintainer will enter the date, time, and his/her employee number on the appropriate tag and place the tag's top section on the aircraft. The corresponding bottom section will also have the same information and placed in the forms on the appropriate page and block.

2.14.2.4. **(Added)** This warning tag system is not a substitute for reviewing forms or performing safe for maintenance actions, or checking-in with the expediter or inspection dock chief.

3.4.1.2. **(DAVIS MONTHAN)** 355 MOS Safety representative is the focal point/coordinator for all environmental, safety, occupational health requirements, compliance, and worker protection issues.

3.4.1.6. **(DAVIS MONTHAN)** Refer to DMAFBI 15-101, *Base Weather Support Plan*.

3.4.1.73. **(DAVIS MONTHAN)** MOC will establish and utilize emergency action checklists to include adverse weather procedures as detailed in DMAFBI 15-101.

4.7.1.1. **(DAVIS MONTHAN)** A-10 debrief sections will use the flight control debriefing guides, DMAFB Form 24 *Aircrew Debriefing Guide Checklist*, and ensure they are completed prior to concluding the flight debriefing and file a copy keeping it for 90 days. Tenant units should develop airframe specific checklist(s) for their MDS. Contact the MOC to ensure an R&R technician is present for debrief of reported primary flight control discrepancies (exemptions: A-10 pitch or yaw SAS kicks off line discrepancies). The AMU debrief section

will use the DMAFB Form 25, *DMAFB A-10 Engine Stall Checklist (Pilot Debrief)* for reported A-10 engine stalls/anomalies and DMAFB Form 26, *GAU-8/A Gun System Malfunction Report*, for reported gun system discrepancies.

4.7.1.2. **(Added)** 355 MXG QA will maintain a copy of standardized debrief guide(s) on file.

4.8.3.1. **(DAVIS MONTHAN)** The DCC/ADCC (if designated) will assist the 355 EMS Phase Section/ISO Section dock chief and be jointly responsible for managing the aircraft forms and monitoring MIS to ensure timely clearing of work center events. If the DCC/ADCC is not designated/available the owning AMU should appoint a 5-level (minimum) crew chief to assist the 355 EMS Phase/ISO section to fulfill the above stated requirements.

4.9.1.1. **(DAVIS MONTHAN)** When LRUs are removed for bench check, the discrepancy block of the AFTO Form 350 for the suspect LRU will contain the name, rank, organization, and duty phone number of the lead technician working the discrepancy and marked in red "Repeat" or "Recur."

4.10.3.5. **(Added)** When loading 30mm ammunition into A-10 aircraft, perform full uploads/downloads, there are no top-off loads permitted. Ammunition loads during summer and winter months, will be negotiated between applicable OG and MXG/CC. Except for replenishment loads, a red X shall be placed in the AFTO FORM/IMT 781A stating "BALLAST ADJUSTMENT REQUIRED" and add the reason, i.e. ammunition removed, ammunition installed, partial load ammunition installed, partial load ammunition removed, or partial load ammunition removed and full ammunition load installed.

4.10.3.5.1. **(Added)** A gun system stoppage/jam during A-10 aircraft loading or unloading operations will be treated as an unsafe gun until the exact condition can be determined. A qualified 2W171 maintenance technician will positively identify any live rounds remaining in the gun. If the gun is determined unsafe and cannot be cleared using normal procedures in TO 1A-10C-33-1-2, the AMU will notify MOC.

4.10.3.5.1.1. **(Added)** MOC will initiate the emergency action checklist and will make arrangements to have the aircraft taxied to the designated unsafe gun area.

4.10.3.5.2. **(Added)** When loading 30mm ammunition within the sunshade area munitions line delivery personnel will position ammo by towing trailer to aircraft and positioning themselves toward the 4th and 5th posts (counting from the front of the aircraft). Weapons personnel will verify a safe distance between aircraft and trucks/trailers. A spotter will position the ammo driver when approaching the aircraft at the beginning of the load. At the end of the load two spotters are required, one will spot between the ALA and trailer and the other one will spot between the 4th and 5th posts of the sunshade. The ammo driver will drive between the posts and clear the sunshade area.

4.10.5.3. **(Added)** Notify MOC NLT 45 minutes prior to loading or unloading live munitions.

4.10.5.7.1. **(Added)** Weapons Supervisory Inspections (WSI) will be performed on 100% of all scheduled flyers prior to each sortie except those sorties that do not require an exception release, i.e. hot pit turns.

5.5.3.1.5. **(DAVIS MONTHAN)** 355 CMS Egress Section must maintain capability to and will load, install, and remove all egress TCIs in MIS.

5.6.2.4. **(DAVIS MONTHAN)** Table 5.1 lists the third position of the AGE field number which identifies the equipment assignment (i.e., WM32 belongs to the 354 AMU).

Table 5.1. (Added) AGE Field Number Identifier.

0	41 AMU
1	43 AMU
2	354 AMU
3	354 AMU
4	79 AMU
5	355 FW AGE (Transient Alert (TA), Munitions, back shops...)
6	55 HMU
7	357 AMU
8	358 AMU
9	88 TES

5.10.2. **(DAVIS MONTHAN)** The R&R Sections will accomplish maintenance on aircraft systems and components listed as R&R in Attachment 22. The AMU will accomplish maintenance on aircraft systems and components listed as AMU. See applicable TO for specific rigging, removal/installation and operational checks. A-10 tasks are listed in Table A22.1 and C-130 tasks are shown in Table A22.2.

5.10.2.1. **(DAVIS MONTHAN)** Ensure the R&R element maintain appropriate AFTO IMT 95 for all flight control maintenance actions (A-10 only).

5.10.2.2. **(Added) White Area Control.** Any aircraft undergoing white area maintenance will be placed in a hangar. The access area will, at a minimum, start at the front of the aircraft to extend to the point where both wings meet the fuselage. This area will be roped off and have signs posted to limit access. No maintenance will be performed in the cordoned area except white area maintenance. A two-man maintenance concept will be implemented whenever possible. The emphasis is on assured foreign object control.

5.10.2.2.1. **(Added)** Applicable work center supervisors will forward the names of white area inspectors and technician nominees to the maintenance supervisor using ACC IMT 64, *Request for Special Certification*; refer to Table 14.1 of this instruction.

5.10.2.2.2. **(Added)** Personnel engaged in maintenance/inspection of the white area will remove all jewelry and items from their pockets and hair, and wear a pair of pocket-less and button-less coveralls prior to entering and while performing maintenance/inspection in the white area.

5.10.2.3. **(Added) White Area Maintenance Procedures.** The R&R section is the only work center authorized to open and close white area access panels. Any time maintenance in the white area requires a technician other than R&R, the technician(s) performing the work will be familiar with the contents of this instruction and will be accompanied at all times by a fully qualified white area technician from the R&R section.

5.10.2.3.1. **(Added)** Prior to opening the white area from the cockpit, the technician performing the maintenance will inspect the cockpit for missing or loose objects. This inspection will be entered in the AFTO FORM/IMT 781A on a red dash, completed, and signed off prior to performing any maintenance. If loose or missing objects are discovered, the discrepancy will be cleared by the AMU prior to opening the white area.

5.10.2.3.2. **(Added)** White area components will not normally be cannibalized. Cannibalizing of any white area component must be approved by the EMS/MOO or higher authority. **NOTE:** Stick shaker repair or replacement will require an R&R white area technician to be present to open and close the stick boot as required during the procedure.

5.10.2.3.3. **(Added)** After maintenance in the white area has been completed, but prior to installation of shrouds and paneling, a QA white area inspector will be notified to inspect and to monitor the sealing of the white area. The QA white area inspector will remain and monitor the initial closing of all white area access panels. QA will inspect the composite tool kit assigned to the aircraft for completeness. The QA inspector will document the aircraft AFTO FORM/IMT 781A and annotate that the white area was inspected and was found free of foreign objects at the time of the inspection.

5.10.2.4. **(Added) Stick Boot Change Procedures.** After a stick boot has been opened for any reason, the following will apply:

5.10.2.4.1. **(Added)** A white area inspection for the stick boot will be entered in the AFTO FORM/IMT 781A on a red dash and performed by qualified personnel prior to calling for a QA inspection.

5.10.5.4.2. **(Added)** The white area inspector will perform a visual inspection with mirror and flashlight through the stick boot opening and accessible areas under the stick boot.

5.10.7. **(Added) Ground Handling of Transient Aircraft (TA).**

5.10.7.1. **(Added)** The flight data specialist at base operations calls TA upon receiving aircraft arrival confirmation from the base tower to allow TA sufficient time to prepare for arrival per contract performance work statement requirements. Notification includes type of aircraft, distinguished visitor (DV) code (if applicable), aircraft intentions, and ETA.

5.10.7.1.1. **(Added)** Upon notification of aircraft ETA, TA selects a parking spot in accordance with the parking plan; refer to paragraph 5.10.7.5 of this instruction.

5.10.7.1.2. **(Added)** Upon notification of a DV code from Base Operations, TA notifies the fuels control center of the ETA and type of aircraft.

5.10.7.2. **(Added)** Base Operations confirms identity of aircraft going to Aerospace Maintenance and Regeneration Group (AMARG) and call TA to meet and lead the aircraft to the AMARG area.

5.10.7.3. **(Added)** TA notifies MOC, at the beginning and end of the duty day, of all aircraft remaining overnight with the following information: tail number, status, and actual parking location.

5.10.7.4. **(Added)** For transient aircraft requiring home station support, TA immediately contacts MOC who will be responsible for coordinating with home station and for specialist support if applicable.

5.10.7.5. (Added) TA Parking Plan.

5.10.7.5.1. **(Added)** The “red carpet” parking spot is reserved for DV (Code 6 and higher) or as directed by the Airfield Manager (AM). Extreme caution must be used when parking aircraft on the “red carpet” to avoid vehicle traffic on the vehicle access route.

5.10.7.5.2. **(Added)** Parking spots 1 through 3 on “J” row are used primarily for parking VIP and air evacuation type aircraft or as directed by AM.

5.10.7.5.3. **(Added)** Keep parking spot 1 on “K” row clear for marshalling aircraft to the mobility parking area. Aircraft may park on spot numbers 5 through 10 on “K” row. No portion of the aircraft may extend into the marshalling area.

5.10.7.5.4. **(Added)** Helicopters are primarily parked on “K” row and at no time will they be parked with fixed wing aircraft.

5.10.7.5.5. **(Added)** Large frame transient aircraft are parked with the nose on pits 13 through 28 and 30 through 32 as directed by AM.

5.10.7.5.6. **(Added)** Any aircraft being parked on pits 13 through 28 and 30 through 32 are not parked with the nose beyond the nose parking line.

5.10.7.5.7. **(Added)** The primary hot/hazardous cargo parking area for class 1.1 through 1.4 cargo is taxiways A-4 and Foxtrot. Pits 30 and 31 (including the pits behind them) are the alternate hot/hazardous cargo parking areas for class 1.1 - 1.4 cargo.

5.10.7.5.8. **(Added)** Deviations to these parking procedures are approved by Airfield Management.

5.11. **(DAVIS MONTHAN) Munitions Flight.** The munitions flight will contact QA, via e-mail within 3 duty days upon discovery of a munitions-related TCTO.

6.2.2.4. **(DAVIS MONTHAN)** See Attachment 16, LMR Radio Call Signs.

6.2.2.7. **(DAVIS MONTHAN)** Conflicts concerning priorities will be resolved by the 355 FW MOC senior controller in conjunction with 355 AMXS, 755 AMXS and 923 AMXS production superintendents as appropriate.

6.2.2.9.1.1. **(Added)** MOC will record and forward all engine run information to 355 MOS/MXOTTS scheduling office. MXOTTS will forward the information to the Unit Training managers for update in MIS.

6.2.2.11.1. **(Added)** MOC will notify the Fire Department, Security Forces Control Center, Base Operations, POL, and Wing Safety NLT 15 minutes prior to loading or unloading live munitions.

6.2.2.21. **(DAVIS MONTHAN)** Personnel will normally be assigned to the MOC for a 2 year period. Exceptions to the 2 year assignment period will be at the discretion of the applicable MXG/CC.

6.2.2.24. **(DAVIS MONTHAN)** MOC is designated as the overall OPR for 355 MXG and ACC-associate maintenance units (755 AMXS, 923 AMXS, etc.) LMR programs.

6.2.2.29. **(Added)** Each unit will provide MOC a duty stand-by roster prior to closing and vacating their duty sections. In the event of an incident the Command Post will notify the MOC

duty personnel of any situation which requires maintenance involvement who in turn will notify the appropriate leadership to resolve the situation.

6.2.3.1. **(DAVIS MONTHAN)** A-10 aircraft use ET&D systems to track TF-34 engines. Refer to ACCI21-152_DAVISMONTHANAFBSUP, *Engine Trending & Diagnostic (ET&D) Program*, TO 00-25-257-1, *Engine Health Management Plus (EHM Plus) General Information Users Manual* and TO 00-25-257-3, *Engine Health Management Plus (EMH +) User's Manual, Instructions for Turbofan Engine Model: TF34-100A*.

6.2.3.19.1. **(DAVIS MONTHAN)** The SRAN Engine Manager will work closely with the propulsion system manager regarding all jet engine management issues.

6.2.3.19.2.3. **((DAVIS MONTHAN))** The SRAN Engine Manager will confirm all engine receipts and shipments with those units/installations having Support Agreements with the 355 FW.

6.2.6.16.4.8.2.1. **(Added)** When MIS is unavailable or offline units will use AFTO IMT 2005, DD Form 1348-6, or a local electronic product to record offline supply data. They will also use the AFTO IMT 349 to document aircraft maintenance using prescribed JCN series in Table 6.1 until MIS capability has been restored. Units will manage and assign numbers within their block of JCNs for use.

6.2.6.16.4.8.2.2. **(Added)** Enter all manual JCNs into MIS for job data collection purposes within 3 duty days after MIS is returned to an operational status. Each work center will ensure manual JCNs already cleared are still entered into MIS per the 00-20-2-series technical orders. If there are any conflicts to input data, the priorities for sub-system managers/monitors are:

6.2.6.16.4.8.2.2.1. **(Added)** Aircraft status.

6.2.6.16.4.8.2.2.2. **(Added)** Aircraft sorties and flying hours.

6.2.6.16.4.8.2.2.3. **(Added)** All serially controlled, time change, and locally tracked repaired items.

6.2.6.16.4.8.2.2.4. **(Added)** All scheduled maintenance and all open and deferred discrepancies.

6.2.6.16.4.8.2.2.5. **(Added)** All discrepancies that were closed during downtime.

6.2.6.16.4.8.2.3. **(Added)** All requests for deletions from the MIS database on aircraft equipment that require processing by DBM will be coordinated by the DBM through the MOF PS&D NCOIC, superintendent or wing time change monitor prior to processing the deletion.

6.2.6.16.4.8.2.4. **(Added)** Table 6.1 outlines manual JCNs assigned to organizations, agencies and equipment. **NOTE:** The JCN sequence numbers are assigned to match the unit designation as closely as possible while avoiding any overlaps.

Table 6.1. (Added) Unit JCN Sequence Number Designator.

<u>Activity</u>	<u>Sixth through ninth JCN Position</u>
C-130 ISO	6500 - 6699
41 AMU:	4100 - 4299

43 AMU:	4300 - 4499
354 AMU:	5400 - 5699
357 AMU:	5700 - 5999
358 AMU:	6000 - 6299
372th Training Squadron (TRS)/ DETACHMENT 11:	7200 - 7399
Quality Assurance:	4000 - 4099
355 CMS:	3000 - 3199
355 EMS:	3200 - 3399
355 AMXS:	3400 - 3599
355 MOS:	3600 - 3799
355 CS:	3800 - 3999
55 HMU:	8100 - 8299
79 AMU:	7900 - 8099
943 MXS:	9400 - 9599
612 ACOM:	6300 - 6499
88 TES:	6700 - 6799

6.2.6.16.5. **(DAVIS MONTHAN)** All subsystem managers/monitors will determine the transaction identification codes in their subsystem that will be restricted and will provide the DBMs, in writing, the names and employee numbers of the specific individuals who are allowed access.

7.1.1. **(DAVIS MONTHAN)** Annotate significant maintenance events in addition to those prescribed in TO 00-20-1 (i.e. PDM extension inspections, PDM mid-cycle inspections, depot-level assistance requests, and technical/maintenance assistance and corrective actions).

7.1.1.1. **(Added)** When loading new part numbers requiring automated history, ensure a “Y” is placed in the AHE block.

7.1.1.2. **(Added)** When installing/removing an item requiring automated history, ensure the AHE indicator is annotated with one of the following options:

7.1.1.2.1. **(Added)** A “1” indicates automated history is updated on the installed/removed part.

7.1.1.2.2. **(Added)** A “2” indicates automated history is updated on the installed/removed part and the next higher assembly.

7.1.1.2.3. **(Added)** A “3” indicates automated history is updated on the next higher assembly only (except engines).

7.1.1.2.4. **(Added)** An “N” indicates automated history is not updated.

7.1.6.1. **(Added)** Management of the wing’s SI, TCI, TCTO programs. These procedures apply to both home station and deployed locations. Egress, Aircrew Flight Equipment (AFE), Fuels, Structural Maintenance, Squadron Flight Line Specialists and Weapons will:

7.1.6.2. **(Added)** Inform the applicable PS&D of all out-of-cycle Time Change Item (TCI) removals and installations. Ensure all scheduled or unscheduled TCI removals and installations are documented in MIS.

7.1.6.3. **(Added)** Load replacement TCI data in MIS via screen 42, ensuring accurate documentation of the date of manufacture and lot number.

7.1.6.4. **(Added)** Ensure there is a proper installed-on-chain relationship between the parts/serial numbers and the next higher assembly in MIS.

7.1.6.5. **(Added)** Order, manage and dispose of all HAZMAT items for applicable TCIs.

7.1.6.6. **(Added)** Load JST using MIS screen 372 (as applicable) for SIs and TCIs (exception: Egress/ AFE items).

7.1.7. **(DAVIS MONTHAN)** The master TCTO folder will be filed by MDS and maintained at MOF PS&D.

7.1.8. **(DAVIS MONTHAN)** QA will notify MOF PS&D of a significant event requiring the freezing of records. In turn, MOF PS&D will consolidate all decentralized records for submittal to QA.

7.1.12. **(DAVIS MONTHAN)** If MSAT and the MIS are not available for more than 48 hours, the AMU PS&D will use the most current saved MSAT data. All changes made will be annotated in red and updated in the MIS when the system becomes available.

7.2.1.2. **(DAVIS MONTHAN)** When the AMU scheduler is deployed with home station aircraft, ADRs will be accomplished every 30 days. The ADR work packages will be kept until return to home station and filed as required. If AMU schedulers are not deployed, ADRs will be accomplished within 3 duty days of return to home station.

7.2.1.3.2. **(DAVIS MONTHAN)** Use DMAFB Form 15, *Aircraft Document Review (ADR) Checklist*.

7.2.2.1.5. **(DAVIS MONTHAN)** All Pre-dock meetings will be chaired by PS&D. The CMS and EMS Production Superintendents, EM, and AMU Supply or designated representatives will also attend.

7.2.2.1.8. **(Added)** EMB will generate an MIS work order for any TCI, SI, and TCTO or delayed discrepancy due on aircraft engines during the scheduled inspection. These requirements will be annotated on the AF IMT 2410 during the pre-dock meeting by the EMB scheduler or representative.

7.2.2.1.9. **(Added)** Deferred discrepancies to be completed will be rescheduled to the phase start date and time and annotated on the AF IMT 2410.

7.2.3. **(DAVIS MONTHAN)** All Post-dock meetings will be chaired by PS&D. The AMU, CMS, and EMS Production Superintendents, EM, and AMU Supply or designated representatives will also attend.

7.2.3.1. **(Added)** Upon completion of the inspection the inspection dock supervisor will assemble the inspection records package and accomplish the following:

7.2.3.2. **(Added)** Verify completion of all inspection requirements/maintenance actions and document them in MIS and on AFTO 781 series forms. Verify that all open inspections or DDs reflect the correct document number, deferment code, and symbol in MIS and are transcribed on AFTO 781 series forms. Delivery destinations for parts ordered but not received during the inspection must be changed to the correct destination.

7.2.4.1. **(DAVIS MONTHAN)** MOF PS&D utilizes MIS screen 810 to validate the installed items against the date in the MIS.

7.2.6.1.8. **(Added)** Load a Work Center Event (WCE) for QA to perform an initial evaluation of TCTOs/One Time Inspections (OTI) requiring validation/verification.

7.2.9.7. **(Added)** See DMAFB Form 19, *Aircraft Transfer Inspection Checklist*, for A-10, C-130, and H-60 transfer procedures.

7.2.10.1. **(Added)** See DMAFB Form 20, *Aircraft Acceptance Inspection Checklist*, for aircraft acceptance procedures.

7.2.11.1.2. **(DAVIS MONTHAN)** Table 7.1 contains required records for deployment.

Table 7.1. (Added) Records For Deployment.

DURATION	RECORDS REQUIRED
1-30 DAYS	Note 1.2
31-89 DAYS	Note 1, 2, 3
90+ DAYS	Note 1, 2, 3, 4
<p>Note:</p> <p>1= AIRCRAFT 781 SERIES FORMS</p> <p>2= INSPECTION OR TIME CHANGE PRA and MIS SCREEN #525 PRINT OUT (these products can be hard copies or on a computer disk)</p> <p>3=Computer disk with Automated AF Form 2401 <i>Equipment Utilization and Maintenance Schedule</i>, AF Form 2403 <i>Weekly Aircraft Utilization and Maintenance Schedule</i>, and AF Form 2407 <i>Weekly/Daily Flying Schedule Coordination</i> and maintenance page. This is required only if a scheduler goes TDY with the aircraft.</p> <p>4=Significant Historical Data (SHD). This product can be hard copies or on a computer disk.</p>	

7.2.11.1.3. **(DAVIS MONTHAN)** Refer to DMAFB Form 16, *A-10 Annual Jacket File Review Checklist*, DMAFB Form 17, *HH-60 Annual Jacket File Review Checklist*, or DMAFB Form 18, *C-130 Annual Jacket File Review Checklist* for standardized jacket file annual review checklist.

7.2.11.1.5. **(DAVIS MONTHAN)** Pulled 781 Series Forms will be decentralized from the jacket file to the APG or Debrief section using DD Form 2861. Debrief will be responsible for overall organization and filing of pulled forms.

7.7.5.14. **(Added)** Forward schedule inputs NLT the 15th of each month, or as requested, to MOF PS&D.

7.8.2. **(DAVIS MONTHAN)** Forward schedule inputs to MOF PS&D NLT 1100 each Thursday.

7.10.7.3. **(DAVIS MONTHAN)** MOF PS&D will prepare a TCI and SI status slide package weekly for presentation at maintenance meetings as required.

7.11.3.3. **(Added)** MOF/PS&D will chair a weekly shared maintenance resources meeting. Attendees will include at a minimum each AMU, PS&D, and Armament schedulers, as well as EMS Corrosion/Paint, Phase Dock, and field training representatives (i.e. MTF, FTD, AMQP).

7.11.3.4. **(Added)** MOF PS&D, Database Management, or the Data Integrity Team will provide new MIS specific procedures when available at the quarterly MIS user group meeting. All MIS users will follow the technical procedures provided at this meeting to process work center MIS actions.

8.7. **(DAVIS MONTHAN) Quality Assurance Augmentation.** Only qualified 7-level technicians (SSgt-Above) will be Augmentees.

8.8. **(DAVIS MONTHAN) Rotation of Quality Assurance Personnel.** QA personnel will be assigned for a minimum of 24 months, maximum of 36 months.

8.10.14. **(DAVIS MONTHAN)** An initial Personnel Evaluation (PE) will be completed no later than (NLT) 12 months from date arrived on station for first term Airmen. The initial PE may be performed at any time during this period as long as member is qualified on the task(s) and has received their supervisor's recommendation. Members coming out of non-maintenance additional duty positions that did not require a PE (i.e. UDM, MOC, or Support) require a PE NLT 6 months from re-entering their maintenance AFSC specific duty position. Members will not be updated in MIS until their PE is rated a "PASS". If a PE is a "Fail" QA will coordinate with the member's supervisor and reschedule the PE once sufficient retraining has taken place.

8.10.18. **(DAVIS MONTHAN)** QA will coordinate recommended AQL baseline changes with each squadron's maintenance supervision, with the exception of ACC Standard AQLs, before forwarding to the appropriate MXG/CC for approval.

8.13.2. **(DAVIS MONTHAN)** QA will do a validation/verification to ensure personnel are capable of performing the task without further training as necessary.

8.14.5. **(DAVIS MONTHAN)** Procedures for review of local work cards, job guides, page supplements, etc. are established in Attachment 27, *Source Reference Data Review Procedures*.

8.15.1. **(Added)** Local OTIs will be coordinated through the QA Chief Inspector. The chief inspector will coordinate with applicable MXG/CC (MXG/CD when MXG/CC is unavailable) to

determine, based on information provided, if an OTI is warranted. If it is determined that an OTI is required, an inspector assigned by the chief inspector will be responsible for writing the OTI in the prescribed format. When approved, PS&D will schedule a meeting of all affected agencies to coordinate scheduling and performing the OTI. Units will not begin accomplishment of the OTI until after a meeting is held unless directed by their MXG/CC.

8.16.1. **(DAVIS MONTHAN)** The Functional Check Flight Program is outlined in Attachment 24.

8.16.1.1. **(DAVIS MONTHAN)** When an item/system requires testing that is solely within the scope of FCF requirements, then a current/qualified FCF pilot will accomplish the OCF IAW the - 6CL. It is up to the discretion of the applicable OG/CC, MXG/CC, ECG/CC, RQG/CC and SQ/CC in conjunction with the flying squadron to determine whether an OCF or FCF will be flown.

8.16.1.2. **(Added)** All OCFs require an active forms inspection by QA prior to flight. A printed MIS 380 screen will accompany the forms to ensure all grounding discrepancies have been cleared in MIS.

8.16.1.3. **(Added)** Following the active forms inspection, 355 MXG/MXQ will make a recommendation to the applicable MXG/CC, ECG/CC, or RQG/CC on whether or not a Preflight QVI should be performed on the aircraft. Base this decision on the amount and scope of maintenance performed and length of aircraft downtime, as well as the number and type of operational checks required during the flight. Preflight QVIs will be the exception, not the standard practice.

8.16.1.4. **(Added)** The flying squadron providing the pilot for the OCF will schedule the appropriate airspace and file all appropriate flight plans.

8.17. **(DAVIS MONTHAN)** An IFOC should be reported to the TOP-3 of the Operations Squadron to coordinate/determine support.

8.18.2. **(Added)** High speed taxi checks will be kept to a minimum and require approval from both the MXG/CC and OG/CC.

8.18.3. **(Added)** If it is determined that an A-10 will perform a high speed taxi check, the FCF pilot will receive a brief from the FCF OIC/NCOIC and will perform the check while following the DMAFB Form 23, *High Speed Taxi Checks A-10*.

8.18.4. **(Added)** If it is determined that a C-130 will perform a high speed taxi check, the FCF pilots performing the check will follow the DMAFB Form 22, *High Speed Taxi Checks C-130*.

8.19.3. **(Added)** QA W&B section must be notified when removing/installing a component weighing two or more pounds (five pounds for EC-130) and not reinstalling/removing it prior to flight (excluding AME/Pods). Enter a Red-X in the aircraft AFTO FORM/IMT 781A, stating "weight and balance re-computation due for (state specific reason)". Exception: UARRSI buckets for all aircraft and A-10 Engine replacements require weight and balance re-computation. Use DMAFB Form 34, *A-10 Engine/IDG Change Weight and Balance Data Sheet*
NOTE: If unsure of differences in weight and/or part numbers contact QA, Weight and Balance Manager for confirmation prior to next scheduled flight.

8.19.3.1. **(Added)** For aircraft deployed off station requiring a weight and balance re-computation, use the following procedures:

8.19.3.1.1. **(Added)** The TDY OIC or NCOIC will relay the weight and balance requirements and needed data to home station QA weight and balance section. After completing the re-computation and determining the center-of-gravity is within limits, the qualified weight and balance technician will authorize the TDY OIC/NCOIC to clear the Red-X entry.

8.19.3.1.2. **(Added)** Enter in the corrective action block "Weight and balance re-computation complied with by (name and rank of weight and balance technician) per telecom IAW (appropriate weight and balance TO)". The TDY OIC/NCOIC will sign the "inspected by" block.

8.19.3.2. **(Added)** When weight and balance affected TCTOs are in work, the owning unit will make an AFTO FORM/IMT 781A entry for weight and balance re-computation along with TCTO completion documentation.

8.19.3.3. **(Added)** The AMU will notify QA before prepping aircraft for weighing to ensure availability of weight and balance technician, prepare aircraft for weighing to include towing, defuel, and pre-positioning of aerospace ground equipment, and complete DMAFB Form 35, *Weight and Balance Preparation Checklist*. The AMU will place completed checklist in aircraft forms before AFTO FORM/IMT 781F, assist with the Chart "A" inspection, and provide qualified personnel to jack and weigh the aircraft with supervision of QA weight and balance personnel.

8.19.3.4. **(Added)** QA weight and balance personnel will keep the primary weight and balance records on file for all C-130 and H-60 aircraft. The AMU will maintain supplemental weight and balance records in the aircraft.

8.19.3.5.1. **(Added)** Annotate all items loaded on the aircraft as cargo in aircraft AFTO FORM/IMT 781A as: "Info Note: Aircraft has been uploaded with cargo as listed." Include the nomenclature, weight of the items, and arm location in the entry. Complete aircraft loading with the assistance of the flight engineer, who will determine the exact location where each item will be stored.

8.19.8.5.2. **(Added)** Any work center that installs or removes T-1 and T-2 temporary modifications, and/or combat system spares from the aircraft must comply with the following items: Place an info-note in the AFTO FORM/IMT 781A stating, "Temporary modifications and/or alternate mission equipment installed on aircraft. See AFTO FORM/IMT 781C, for updating DD Form 365-4, *Weight and Balance Clearance Form F - Transport/Tactical*, before flight."

8.19.8.5.3. **(Added)** When removing items, line through the appropriate entry on the AFTO FORM/IMT 781C and when all items are removed, line through the info-note in the AFTO FORM/IMT 781A.

8.22.2. **(Added) Aircraft and Equipment Records Mishap Procedures.** Upon notification of an aircraft mishap, QA will immediately impound the equipment, records, and products relevant to the mishap and maintain secure possession.

9.4.6.5. **(DAVIS MONTHAN)** Any loss of engine throttle control (auto acceleration, stuck at RPM, etc.).

9.4.7. **(DAVIS MONTHAN)** Any fire on an aircraft, engine, or GTC/APU including smoke or fumes in the cockpit, flight deck, or cargo compartment from an unknown condition after a

reasonable maintenance attempt has been made to identify the source. Flashes during the start sequence from a known condition are excluded (i.e., engine enrichment, residual fuel in combustion chamber during APU start) and are not mandatory impoundments.

9.4.11.1. **(DAVIS MONTHAN)** Landing gear safety pins left installed or indication only malfunctions will not warrant an aircraft impoundment.

9.6.2. **(DAVIS MONTHAN)** MOC will immediately notify the appropriate Group CCs or their designated representative, and QA when these events occur.

9.6.3. **(DAVIS MONTHAN)** Use DMAFB Form 36, *Impoundment Official Checklist*, for aircraft impoundments and place in the AFTO 781 Forms binder in front of the AFTO Form/IMT 781F. Use DMAFB Form 37, *Quality Assurance Equipment Impound*, for equipment impoundments. Tenant units may use parent organization forms where applicable.

9.6.6.1. **(DAVIS MONTHAN)** Attach a red border AFTO Form 350, with block 14 annotated "IMPOUNDED AIRCRAFT" or "IMPOUNDED ENGINE" for all components removed that are associated with the impoundment discrepancy. Include the impoundment official's name, rank, and duty phone in the discrepancy block in red.

9.6.6.2. **(Added)** Ensure defective components are submitted with proper documentation to the QA product improvement element for materiel deficiency reporting/quality deficiency reporting and AFTO IMT 22, *Technical Manual Change Recommendation and Reply* submissions.

9.6.9. **(DAVIS MONTHAN)** Before impoundment release all affected aircraft, equipment, or component documentation will be brought to QA for review prior to submittal to the applicable 355 MXG/CC or designated representative.

9.6.13.1. **(DAVIS MONTHAN)** Procedures For Deployed/TDY Aircraft Impoundment. Upon discovering an impoundment action deployed/TDY 355 FW personnel will notify the deployed/TDY location MOC, QA and home station MOC. Coordinate local impoundment procedures and repair capability, as applicable.

10.2.1.4.2. **(DAVIS MONTHAN)** Expendable tools such as drill bits may be packaged and sealed in groups of like items. To facilitate the inventory process, the quantity will be annotated on the package exterior. Example: 100 drill bits would equal two packages of 50 or four packages of 25.

10.2.1.5. **(DAVIS MONTHAN)** The outgoing individual will request approval for CTK transfer through the pro super or squadron/AMU superintendent.

10.2.1.5.1. **(Added)** Support section representative, shift supervisor, section chief, pro super or flight line expeditor will perform the inventory of the CTK with outgoing individual and document the transfer on an CAF IMT 140. Incoming individual will inventory and document CAF IMT 140 in the "OUT" block. Exception: A mobile TAS system is authorized for documentation of accountability and control of onsite transfers.

10.2.1.9.1.1. **(Added)** Issue rags to CTKs and/or to individuals in bundles of five. The individual who signs out the rags will ensure all rags are accounted for at all times and are returned to the support section at the end of the work shift. Rags not returned, or returned with missing portions, will be treated as lost tools.

10.2.1.9.1.2. **(Added)** Dirty rags will not be left in the CTKs when the CTKs are returned for storage at the end of the work shift. Dirty rags will be stored in a secured or restricted access area and IAW AFOSHSTD 91-501.

10.2.1.17. **(DAVIS MONTHAN)** When 355 OG Aircrew Life Support performs maintenance on the flight line they will coordinate with the AMU pro super for inventory of tools used before and after each maintenance action.

10.3.6. **(DAVIS MONTHAN)** The CTK MIL will describe each tool with nomenclature and size. Tool set containers not identified with size by manufacturer must be listed on the MIL by size.

10.3.6.3. **(DAVIS MONTHAN)** Spare light bulbs from flash lights will be removed and documented on the MIL and TAS.

10.3.6.5. **(DAVIS MONTHAN)** DMAFB Form 45, *Broken/Removed Tool Log* is the approved form. All CTK users will report and turn in broken or damaged tools and equipment (to include all recoverable pieces) to the support section/CTK Custodian. If the tool cannot be replaced immediately, the CTK monitor or support section representative will annotate the broken/removed tool on DMAFB Form 45 and TAS.

10.3.6.7. **(Added)** Large canvas bags are authorized to use as kits for bulky items such as liquid oxygen kits, battery change kits, radio frequency (RF) cable bags, and tow kits.

10.3.6.8. **(Added)** Small (non-personal) tool bags are authorized to transport/store tools from the CTK provided it is part of the CTK and properly marked with the CTK number. An AF IMT 1297s will be used and kept in the bag to list and inventory all tools in the tool bag. At completion of the job/task and before leaving the job site, a physical inventory must be completed to account for all items listed on the AF IMT 1297. Small tool bags used out of CTKs located at the job site do not require AF IMT 1297.

10.3.9. **(DAVIS MONTHAN)** Remove metal and plastic end caps from all torque screwdrivers and wrenches.

10.4.2. **(DAVIS MONTHAN)** When there is only one person in a support section available to inventory and document a CTK, a shift supervisor must complete and document the inventory prior to support section release. Sign out and in of any CTK by the same person is never permissible.

10.4.2.2. **(DAVIS MONTHAN)** Each CTK or individual issue bin will be thoroughly inventoried and inspected Quarterly. The inspection due period is defined as “during the month” of the inspection due date. A copy of the CTK custodian inspection will be maintained in the master control log. Discrepancies and corrective action taken will be listed for each CTK. This report will remain in the master CTK control log until the next required inspection.

10.5.6.1. **(Added)** Warranty/quality tools that have minor chips (i.e., punches, chisels, screwdrivers) may be dressed for return to service IAW TO 32-1-101 without altering the basic design or specific purpose. No other repairs are permitted unless authorized in the warranty/quality tool contract.

10.5.6.2. **(Added)** Approved squadron/unit designators are assigned in Table 10.2.

Table 10.2. (Added) Pre-approved Squadron/Unit Designators.

<u>355 AMXS</u>		<u>355 EMS</u>	
DF 54	354 AMU	DFEX	Trans Alert
DF57	357 AMU	DFEH	55 ECG AGE
DF58	358 AMU	DFEG	355 FW AGE
DF15	EOR	DFEZ	23 MXG AGE
DFAM	355 AMXS MOBILITY/UDM	DFEM	MUNITIONS
<u>355 CMS</u>			
DFCD	PMEL	DFEN	NDI
DFCB	ELECTRONIC WARFRE SYSTEM	DFET	METALS TECH
DFCF	FUELS SYSTEMS	DFEF	A-10 SHEET METAL
DFCG	EGRESS	DFEB	PAINT BARN
DFCH	PNEUDRAULICS	DFEL	C-130 SHEET METAL
DFCP	PROPULSION FLIGHT	DFEA	ARMAMENT
DFCE	ELECTRO ENVIRONMENTAL	DFEC	C-130 A/R
<u>355 MOS</u>		DFEI	C-130 ISO
DFMQ	QA	DFER	A-10 R & R
DFMX	WEAPONS	DFEP	A-10 PHASE
DFMA	AFREP	<u>23 MXG</u>	
DFMT	TRAINING	DF42	79 AMU
<u>55 ECG</u>		DF55	55 HMU
DF41	41 AMU	DF71	55 RQS
DF02	43 AMU	DF79	79 RQS
DF03	55 ECG BACKSHOP	DF88	88 TES
<u>372 TRS</u>		<u>305 RQS</u>	
DF11	TRS / DET 11	DF30	305

			MAINTENANCE
		DF3L	305 LIFE SUPPORT

10.5.6.3. **(Added)** Etch or mark all items that are not an integral part of the CTK (e.g., locks, keys, cables, plastic rag bags, etc.) with the CTK ID number and include on the MIL. Lanyards permanently attached to the box do not need to be etched.

10.5.6.4. **(Added)** CTK keys may be stored in key boxes for inventory and positive control. When key boxes are used, a listing of all keys in the key box will be maintained. CTK keys will be etched/labeled with the CTK ID number only.

10.8.1.5. **(DAVIS MONTHAN)** MOC will assign a control number, e.g., YY-MM-DD-three digit control number, to be placed in the upper left-hand corner above the base identification block. In addition to the applicable group commander, MOC will notify the SOF (as required), QA, EOR, Snowbird MOC, Ground Safety, and the FOD monitor.

11.19.1. **(DAVIS MONTHAN)** EMS Supervision and/or Fabrication Superintendent (EMS Production Superintendents after hours) are assigned as local manufacture approval authority.

11.19.5. **(Added) 355 LRS Responsibilities.** 355 LRS will fill a supply position (2S0X1) earned by 355 EMS for the fabrication flight to be the LM Manager. The LM Manager will accept and process all local manufacture requests for materials required to fabricate the end item.

11.19.5.1. **(Added)** Requesting organization will verify parts availability and order all required bits/pieces/materials. If an item is required from sources outside of base supply, the requestor must coordinate with their resource advisor to obtain the items needed. Once the bits/pieces/materials have all been procured, the requestor can then forward the item(s) along with a completed DMAFB Form 42, *Local Manufacture Worksheet* to the LM manager for production with technical drawings, specifications, and an MIS Snapshot screen #122 of active JCN for the item requiring local manufacture. For units that have no supply position assigned, they will route all requests through the LM Manager.

11.19.5.1.1. **(Added)** Requestor will store all items needed to accomplish LM until all necessary parts are received for local manufacture.

11.19.5.2. **(Added)** Obtain approval from the item manager or depot when items requiring local manufacture are not SMR/PSC coded as Intermediate or Organizational. Fabrication Flight will provide assistance in obtaining authorization as required. PSCs are contained in TO 00-25-195 while their research actions are explained in AFMAN 23-110, Vol II, Part 2, Chapter 27, Attachment 27B-6.

11.19.5.3. **(Added)** All off-base requests to local contractors will be submitted on a DD Form 448, *Military Inter-Departmental Purchase Request*. An AF IMT 616, *Fund Cite Authorization* will be filled out by the requesting unit and coordinated with their financial services section. Fax the document to 355 EMS/CRM. The AF IMT 616 will include the cost of materials, transportation, tooling, cost per work hours, and packaging.

11.19.5.4. **(Added)** Fabrication Flight and Manufacturing Element Responsibilities. List all bits/pieces/materials under Materials/Parts required for the DMAFB Form 42. If materials are on hand annotate the DMAFB Form 42 in the appropriate section. The required annotations on

DMAFB Form 42 are: Complete nomenclature, Stock Number (if known), quantity required, priority, all coordination blocks, cost to repair/manufacture the asset, approval of funds availability, approval from fabrication activity supervision to repair/manufacture asset, and the cost information from required bits/pieces/materials.

11.19.5.4.1. **(Added)** Validate JCN prior to manufacturing requests.

11.19.5.4.2. **(Added)** Ensure a requestor's approval is received prior to manufacturing an item that exceeds original estimates. If more materials are needed, requestor will be contacted to order them at requestor's expense.

11.19.5.5. **(Added)** If an item to be locally manufactured is an equipment item then procedures in AFMAN 23-110, Volume II, Part 2, Chapter 22 will be used.

11.19.5.6. **(Added)** Upon completion of routine local manufacture items, RPC will notify the requester. Upon completion of MICAP items, RPC will notify the EMS pro super.

11.19.5.7. **(Added)** After hours (1600-0700) requestor will coordinate MICAP Only requirements through EMS Production Superintendent, manufacturing element and QA (for LM tools only) as applicable. Requestor will complete local manufacture worksheet to maximum extent possible and submit with technical drawings, specifications, and parts/bits/pieces to the manufacturing element. All additional coordination will be completed the next duty day.

12.1.10.1.2. **(Added)** Yearly nominations are due to the WSS NLT the 8th day of the month immediately following the award period (i.e., 2011 nominations are due NLT 8 January 2012). The board will consist of section chiefs from all weapons sections and will convene on the day of the 8th or the next duty day thereafter.

12.1.10.1.3. **(Added)** 2W1X1 Personnel Recognition Program, see Attachment 25.

12.1.15.2. **(DAVIS MONTHAN)** End of Runway Procedures, see Attachment 18.

12.1.15.3. **(Added) Maintenance of Explosive-Loaded Aircraft.**

12.1.15.3.1. **(Added)** Prior to parking aircraft in a non-designated explosive area, remove external munitions, chaff/flare, and impulse cartridges.

12.1.15.3.2. **(Added)** Prior to jacking aircraft with tripod jack(s), remove all external munitions (including all training munitions), chaff/flare, and impulse cartridges. **NOTE:** Captive AIM-9 and TGM-65 missiles may remain installed on aircraft during engine runs provided requirements of TO 11A-1-33 and TO 1A-10A-33-1-2 are met and the missiles do not interfere with maintenance procedures.

12.1.15.3.3. **(Added)** Prior to hanging aircraft, rollback 30mm ammunition (TP only) into the feed chute seven empty elements or seven spent cases. Make an entry in the AFTO FORM/IMT 781A on a red diagonal. Download all other types of 30mm ammunition (HEI/Armor Piercing Incendiary).

12.1.15.3.4. **(Added)** Limit maintenance on aircraft loaded with live munitions, Class 1 Division 1 (i.e., MK-82/84, AGM-65, CBU-87/89), to routine tasks that are required to prepare the aircraft for flight. Any other maintenance tasks will be determined by the production super in coordination with the weapons expediter.

12.1.15.3.5. **(Added)** Safing of aircraft for static display and cross-country flights require all GAU-8 gun systems be electrically and mechanically safed. The minimum is to install the gun safety pin and set the rounds limit switch to 990 and "limit". All aircraft placed on static display or on cross-country missions will have the 30mm ammunition rolled back at least seven rounds out of the gun. Make an entry in the AFTO FORM/IMT 781A on a red diagonal.

12.1.30. **(DAVIS MONTHAN)** Familiarity training will be provided in the Expeditor/Supervisory Post-load Academics class.

12.2.2.1. **(DAVIS MONTHAN)** Schedule all Semi-Annual Evaluations, MPRLs, and Initial Certifications/Qualifications. Unless otherwise noted, the weapons section chief or designated representative will coordinate the day-to-day schedule changes/adds through the LSC. The section chief will ensure the crew does not have any conflicting appointments during their training.

12.2.2.4.3.1. **(Added)** Munitions flight will coordinate with WS to ensure periodic inspection requirements are met for WS assigned munitions, acquire, and install replacement parts for training munitions. If replacement parts are not received prior to return of the munition to WS, annotate document numbers in the AFTO IMT 244 and paint and refurbish training munitions as required to maintain the same standard as the parent munition or component.

12.2.2.4.3.2. **(Added)** WS will coordinate with Munitions flight for inspection/refurbishment of munitions on a semiannual basis to ensure training munitions are maintained to the same standard as parent munitions to the maximum extent possible (i.e. configuration and mechanical function). Any repair required on munitions will require WS to notify the Munitions Flight a minimum of 10 working days prior to scheduling an item for maintenance.

12.6.2. **(DAVIS MONTHAN)** A-10C Aircraft scheduled for WLT will remain in Load Barn for a week and will be in the WLT training facility NLT 2200 on the last duty day of the week. The tow crew is responsible for completing DMAFB Form 43, *A-10 Hanger Entry Checklist* and if applicable DMAFB Form 43A, *Emergency Tow Bar Inspection Checklist* at the time the aircraft is delivered. The owning AMU must coordinate with WS before performing any maintenance on aircraft load trainers or before removing an aircraft from the WLT facility. AMUs may swap out an aircraft provided it does not interfere with load training. A-10C aircraft will be configured properly.

12.6.2.1. **(Added)** Any maintenance actions must be coordinated with WWM. The AFTO FORM/IMT 781s stay with aircraft for the week. The aircraft will have a fully operational weapons system, the ability to apply electrical/hydraulic power, an operational intercommunication system, and the seat installed and safe for static display as required. The gun system and chaff /flare mods (or MLCs) will be empty, and no AME installed such as; DRAs, Pods, TERs or LAU-117s.

12.7.2. **(DAVIS MONTHAN)** Weapons section NCOICs will schedule all 2W1X1 personnel assigned to their AMU, regardless of duty position, for initial and recurring weapons academics.

12.8.4. **(DAVIS MONTHAN)** The following requirements/tasks will be accomplished and completed prior to initial WLT: Consolidated Maintenance Training, A-10 Egress, Weapons Academics, AGE training, and possess a current AF IMT 483, *Certificate of Competency*.

12.8.4.1. **(Added)** The following items will be completed in TBA: Aircraft Forms, Equipment Forms, CTK, and Torque Wrenches.

12.12.7. **(DAVIS MONTHAN)** CWDE load will be integrated with ½ up and ½ down loading procedures IAW approved ACC TALS. It will consist of 1 X AGM 65 already loaded on the aircraft and 1 other CBU/MK-82/84 munition. Only the individuals due CWDE training are required to wear the chemical ensemble.

12.14.1. **(DAVIS MONTHAN)** All certified weapons loading personnel will complete monthly proficiency requirement loads IAW the Weapons Load Training Schedule regardless of initial certification date to maintain proficiency.

12.15.1. **(Added)** All certified load crews perform proficiency loads monitored by a lead crew or the LSC. The LSC monitors proficiency loads performed by the lead crews. The WWM or WS superintendent will monitor LSC proficiency loads. Post-load inspections do not meet these proficiency requirements. The following criteria apply to initial certification, MPRLs and SAEs:

12.15.1.1. **(Added)** Exceeded time standard results in a failed rating for the load crew chief. A safety or reliability error results in a failed rating for the individual.

12.15.1.1.1. **(Added)** Safety Error: A violation of safety publications, TO warnings, etc., or an unsafe act that could reasonably lead to personal injury or death.

12.15.1.1.2. **(Added)** Reliability Error: A violation of TO requirements that could reasonably lead to damage/premature failure of equipment or prevent safe reliable operation of a weapons system or release of a weapon.

12.15.1.2. **(Added)** A demonstrated lack of technical proficiency by an individual load crew member can result in a failed rating. If the time standard is exceeded for this reason, the load crew chief does not need to be decertified.

12.15.1.3. **(Added)** For integrated loads, the evaluator may elect decertification on any one or all munitions loaded. When the same rating is not applied to all munitions loaded during an integrated load, the load crew records will be annotated accordingly. Crews failing an integrated load for overtime will recertify/re-qualify on the same load.

12.15.1.4. **(Added)** Intervention by an evaluator during loading to prevent injury to personnel or damage to equipment will result in a failed rating.

12.15.1.5. **(Added)** More than three errors per crew member results in a failed rating for the individual.

12.15.1.6. **(Added)** MPRL credit may be given to load crews or personnel performing DLOs or other loading operations on the flightline during exercises, extended deployments or daily operations provided complete loads that satisfy MPRL requirements are performed and evaluated from start to finish. The required number of evaluators, equipment and all other requirements must be met to receive credit for these type evaluations. MPRL credit during flightline evaluations is only authorized when loading lives, dummy air training missiles (DATM), or D-2 type inert munitions.

12.17. **(DAVIS MONTHAN)** WS will provide personnel for arming/de-arming of transient aircraft and will be responsible for coordinating with munitions control for courtesy storage of

impulse cartridges, chaff/flare modules, and/or other munitions within EMS munitions storage facilities.

12.19.3.3. **(DAVIS MONTHAN)** To determine if a 2.75-inch rocket is unsafe or unserviceable; if the outer aluminum seal has been punctured, the inner aluminum seal and the grounding wire must be checked to ensure they are undamaged. A load crew member will remove the outer aluminum seal to perform a visual inspection to ensure the grounding wire and inner aluminum seal are undamaged. If the grounding wire and inner aluminum seal are undamaged, the rocket is serviceable and can be loaded into the LAU-131 launcher or downloaded to the rocket trailer.

12.19.3.3.1. **(Added)** If the grounding wire or inner aluminum seal is damaged, a Ground Emergency will be declared and EOD will be called. Once EOD has declared the rocket safe, it can be downloaded, tagged unserviceable, and placed into the rocket trailer, and the loading procedure can continue. The rocket trailer can remain on the flight line. If EOD declares the rocket to be unsafe, EOD will remove the rocket from the flight line.

12.19.3.3.2. **(Added)** The use of any item other than the metal rocket tool to load or unload rockets from the LAU-131 launcher will result in the immediate decertification of the weapons load crew chief or member.

12.19.5.1. **(Added)** The Weapons Section Chief may designate a #2 and/or #3 crewmember to become Check List Qualified (CLQ).

12.19.5.2. **(Added)** Definition of 100 percent CLQ: An individual that has been trained by WS. The crew member may perform safe-for-maintenance, aircraft preparation, munitions preparation, loading/unloading qualification munitions, post-loading inspection, forms documentation, and proper technical order and checklist procedures. Prerequisites: Individuals will be 5-level, with a minimum grade of E-4, and 6 months practical experience on the A-10C from any Air Force base.

12.19.5.3. **(Added)** CLQ training may be conducted on the same day the load crew is scheduled for WLT and scheduled through the load scheduling process, or they may be scheduled during a separate load pad time.

12.20.1.1. **(Added)** See Table 12.1 for A-10 local load training time standards.

12.20.1.2. **(Added)** Integrated loads will be compatible with TO 1A-10C-1. Compute integrated load times as follows: add all munitions load times and subtract 30 percent of the additive times. An example would be: AIM-9 and 3 x prefuzed MK-82 = (20 minutes + 39 minutes = 59 minutes - 17.7 minutes = 41.3 minutes).

Table 12.1. A-10 Local Load Training Time Standards (in minutes).

MUNITIONS	LOCAL TIME STANDARDS	EACH ADDITIONAL LIKE MUNITION
BDU-33 X 3	25	10
CWDE	40	N/A
GBU-38	25	7

14.6.2. **(DAVIS MONTHAN)** The Wing Avionics Manager is appointed as the group ASIP Manager.

14.8.12. **(Added)** See Attachment 17 for Cannibalization Policy and Procedures.

14.10.1. **(DAVIS MONTHAN)** See Attachment 23 for Crashed, Damaged or Disabled Aircraft Recovery Program.

14.11. **(DAVIS MONTHAN)** See Attachment 21 for Dropped Object Prevention Program (DOPP).

14.13.6. **(DAVIS MONTHAN)** No personnel in 5-level upgrade training will be assigned to EOR. The EOR NCOIC will come from AFSC 2A373 or 2W171. AMXS will determine team composition based on AMU manning availability.

14.13.6.3. **(Added)** See Attachment 18 for End-of-Runway Procedures.

14.19. **(DAVIS MONTHAN)** See Attachment 20 for FOD Prevention Program.

14.19.2.4. **(DAVIS MONTHAN)** A-10/C-130/H-60 aircraft are exempt from the requirement for use of bunny-suit since entry into the engine inlet is not performed.

14.19.2.7. **(DAVIS MONTHAN)** E-Clips (C-clips if applicable) attached to all types of headsets represent a high FO hazard and will be removed.

14.19.2.16. **(DAVIS MONTHAN)** All aircraft Dash 21 equipment and covers, except weapons AME/NIE and mission specific safing gear, shall be marked with the aircraft serial number (Example: 78-0709) or unique identification tracking number on which they are to be installed. Each separate piece of "Remove Before Flight" Dash 21 will have a streamer attached bearing the words, "Remove before flight." Multiple items lanyard together is considered a single item and only requires one streamer.

14.19.2.24. **(DAVIS MONTHAN)** The DMAFB Form 38, *Trim Pad Pre-Run Checklist* will be kept in the Specialist Section Chief's office for a minimum of 30 days.

14.20.3. **(Added) Documenting Aircraft Discrepancy Gig Sheets.**

14.20.3.1. **(Added)** The AF Form 4367, *Aircraft Discrepancy Gig Sheet*, may be used to document discrepancies during A-10 Phase and C-130 Isochronal inspections.

14.20.3.2. **(Added)** Only Red Diagonal or Red Dash discrepancies will be signed off on the AF Form 4367. The Isochronal inspection section may annotate Red X discrepancies on the AF Form 4367; however, the discrepancy must immediately be transferred to MIS. The Phase inspection section will not use AF Form 4367 to document Red X discrepancies.

14.20.3.3. **(Added)** All discrepancies must be verified cleared or transferred to AFTO Form/IMT 781 series/MIS prior to post dock meeting (use procedures in TO 00-20-1 and 00-20-2). These documents will be treated the same as aerospace vehicle documents and filed with the inspection historical documents.

14.21.4. **(Added)** See Attachment 19 for maintenance of assigned ground instructional training aircraft.

14.22.3.2. **(DAVIS MONTHAN)** CAT II Hangar Queen Aircraft will not be used in a student line during the first flight.

14.22.7.1. **(Added)** Form a dedicated recovery team with a senior NCO or above as manager for hangar queen aircraft located off station. The manager will closely monitor all maintenance actions and track parts requirements.

14.22.7.2. **(Added)** The recovery team manager will perform all required forms reviews until the aircraft has returned to home station.

14.22.7.3. **(Added)** The MOC will:

14.22.7.3.1. **(Added)** Check last-flown date of each aircraft in the MIS during each mid-shift.

14.22.7.3.2. **(Added)** Post tail numbers of aircraft not flown for 25 days on the potential hangar queen aircraft status on aircraft status display (ASD).

14.22.7.3.3. **(Added)** Post tail numbers of aircraft not flown for 30 days on the hangar queen aircraft on the ASD.

14.22.7.3.4. **(Added)** Coordinate the hangar queen message with the 355 MXG/CD (55 ECG/CD--C-130 aircraft; 923 AMXS/MXA--C-130/H-60 aircraft) prior to sending the message off station. Coordination can be accomplished via fax or e-mail provided the MXG/CD's concerns are accurately reported in the message.

14.22.7.3.5. **(Added)** Act as the single point of contact for telephone communications with HQ ACC/LGF/LGR for all hangar queen aircraft.

14.23.8.1. **(Added)** QA is responsible for the overall monitoring of the hot pit program. The hot refueling program will be managed by the designated AMU with QA performing annual evaluations on squadron certifiers. The MTF and the OPR for training are responsible for the development and application elements.

14.23.8.1.1. **(Added)** Refer to LCL355WG-10-19, *A-10 HOT-PIT REFUELING PAD CHECKLIST* for A-10 hot refueling procedures.

14.23.8.1.2. **(Added)** The cursory area will be manned by at least two hot refueling cursory area qualified members. The marshaller will possess, as a minimum, a 5-level (aircraft maintenance AFSC) and be thoroughly familiar with hot refueling cursory area functions. The marshaller will use wands to marshal aircraft after sunset. The cursory area assistant will possess, as a minimum, a 3-level and 6 months experience in an aircraft maintenance AFSC on the assigned airframe and be familiar with hot refueling cursory area operations.

14.23.8.1.3. **(Added)** The Hot Pad Supervisor will:

14.23.8.1.3.1. **(Added)** Immediately stop refueling if an equipment malfunction or a violation of safety procedures occurs. The operation may continue once the malfunction or violation has been corrected.

14.23.8.1.3.2. **(Added)** Ensure during hot pit operations the "A" team member wears a reflective vest. The "A" team member will marshal aircraft with wands after sunset.

14.24.1. **(DAVIS MONTHAN)** See Attachment 16 for LMR radio call signs.

14.28.1. **(DAVIS MONTHAN)** The Wing Avionics Manager is appointed as the group RWR/RTHW manager.

Table 14.1 Mandatory Special Certification Roster (SCR) and Prerequisites.

	A	B
Item	Mandatory SCR Item Titles	Prerequisites
47	White Area Maintenance	Minimum 5 Skill level (Note 3)
NOTES:		
1 ---- Approved by MXG/CC		
2 ----Approved by MOO/MX SUPT		
3 ----MOO/MX SUPT may delegate approval authority to the AMU OIC/NCOIC or Flight Commander/Chief		
4----Munitions inspectors who are trained and certified may annotate serviceability tags for munitions items (TO 11A-1-10).		

14.37.1. **(DAVIS MONTHAN)** The Wing Avionics Manager is appointed as group IFF Mode IV program manager.

14.37.2. **(Added) IFF Mode IV Responsibilities and Procedures.**

14.37.2.1. **(Added)** AMUs will provide qualified personnel to perform Mode IV ground checks as follows:

14.37.2.1.1. **(Added)** Ensure the AN/APM-424 or AN/APM-480 test set is operational, loaded with the Mode IV code for the flying day, and that charged battery packs are available for use.

14.37.2.1.2. **(Added)** An “Info Note” write-up is documented in the AFTO FORM/IMT 781A indicating the date when the Mode IV is keyed.

14.37.2.1.3. **(Added)** Ensure checks on IFF Mode IV are performed on the upper and lower antenna prior to aircraft taxi.

14.37.2.1.4. **(Added)** Ensure proper coding devices are available and set with correct daily code IAW applicable regulations.

14.37.2.2. **(Added)** See Attachment 26 for IFF Mode IV/RWR end of month report.

14.38.3.1. **(DAVIS MONTHAN)** The 355 FW OAP Manager is the 355 MXG/CD and 355 CMS Propulsion Flight Chief is the alternate.

14.38.12. **(Added)** In order to maintain time compliance with OAP procedures, ensure the OAP lab log-in is filled out properly by person dropping off sample and NDI personnel are notified of incoming sample.

14.38.12.1. **(Added)** For OAP laboratory recommendation codes “C” and “E”, a “Red dash” entry will be made in the AFTO FORM/IMT 781 after each flight. The “Red dash” entry will read as follows: “RED CAP oil analysis due.”

14.38.12.2. **(Added)** For special “RED CAP” samples, prominently mark both the borders of the AF IMT 2026, *Oil Analysis Request*, and the outside of the sample envelope in red. In the remarks block of the AF IMT 2026 state (written in red ink) that sample is a “RED CAP.”

14.38.12.3. **(Added)** NDI will notify MOC with OAP results. MOC will notify the owning organization's pro super and update aircraft OAP status as required.

14.38.12.4. **(Added)** The OAP laboratory will not release cross-country documentation until AFTO Form/IMT 781J is provided to the OAP laboratory for final verification of engine serial numbers and times.

14.38.12.4.1. **(Added)** The OAP laboratory will maintain a log of cross-country/deployed aircraft.

14.38.12.4.2. **(Added)** Aircraft maintenance pro supers will ensure cross country OAP records accompany the aircraft when departing and upon return DMAFB.

14.38.12.4.3. **(Added)** If cross-country OAP paperwork (AF IMT 2027, *Oil Analysis Record*) is not provided upon return, the OAP laboratory will place engine in Code C for three flights to establish a new trend analysis.

14.38.12.5. **(Added)** Owning organizations will ensure Oil Cart samples are submitted by Wednesday at 2300 (at least every 7 days). Minimum required info on the AF IMT 2026 is cart ID and time/date sample taken. Ensure that samples are annotated on the AFTO IMT 244 sect III, also ensure servicing carts not sampled weekly are removed from service and a "Red X" placed in AFTO IMT 244 pending analysis results (see Table 14.3).

Table 14.3. (Added) Oil Servicing Cart Guidelines.

	Fe	Ag	Al	Cr	Cu	Mg	Ni	Sn	Pb	Si	Ti	Zn	Mo
Normal Range	0-2	0-2	0-2	0-2	0-2	0-2	0-2	0-10	0-10	0-8	0-2	0-10	0-2
High Range	3+	3+	3+	3+	3+	3+	3+	11+	11+	9+	3+	11+	3+

14.44. (Added) Seasonal Procedures.

14.44.1. **(Added)** Wet or dry weather tire criteria for 355 FW aircraft will vary depending upon the start of the monsoon season and will be determined by the applicable MXG/CC based on the probability of standing water on the runway. Dry weather tire wear criteria will be used unless directed otherwise by the applicable MXG/CC.

14.45. (Added) Incident Reporting Procedures.

14.45.1. **(Added)** Report incidents to MOC and squadron/AMU supervision for all incidents involving aircraft (in-flight or ground found), equipment, and personnel (on and off duty).

14.45.2. **(Added)** MOC will notify QA to initiate an on-duty incident report. QA will document the incident in the Incident Report Database when a report is warranted. QA does not generate reports for on-duty incidents that do not result in damage to aircraft/equipment or injury to personnel. QA will distribute copies of the incident report to the 355 MXG/CC/CD/ MX SUPT, 355 FW/CPM, 355 FW/SE, and Squadron CC/MXA/MXM.

14.46. (Added) Trim Pad Engine Run Program/Procedures.

14.46.1. **(Added)** The Trim Pad Pre-Run checklist will be kept with the aircraft as long as the aircraft is on the trim pad. If a shift change occurs involving run personnel, a new checklist will be completed prior to engine start.

14.46.2. **(Added)** Night Operations: Refer to DMAFBI 11-250, *Airfield Operations Flying Instruction*, for DM quiet hours.

14.46.2.1. **(Added)** Unrestricted engine runs are authorized on A-10, C-130 and H-60 aircraft for a period not to exceed two hours from the last scheduled land time for the unit performing night flying operations. Aircraft landing late due to maintenance or operations problems will not extend the authorized run time.

14.46.2.2. **(Added)** Idle runs for A-10s and H-60s are authorized anytime (including during designated quiet hours). Any engine run for C-130 or above 70% for A-10 and H-60 aircraft after designated quiet hours and/or exceeding 2 hours after scheduled night landing will require extended engine run clearance. Extended run clearance will be considered on a case-by-case basis only by the 355 MXG/CC or designated representative (example; to fill a hard line on the following day's flying schedule) as specified in DMAFBI 11-250.

14.47. **(Added) A-10 Chock Walking.** IAW AFI 11-218, ACC Sup 1, *Aircraft Operations and Movement on the Ground* the applicable MXG/CC or designated representative approves all towing without brake pressure when there is no specific MDS technical data guidance. The 355 MXG/CC has pre-authorized A-10 chock walks within the aircraft parking ramps, to/from the 355 MXG wash rack, fuel barns, phase, or ISO at all times. Any other chock walks require case-by-case approval from applicable MXG/CC or designated representative.

14.48. **(Added) Aircraft Hangaring.**

14.48.1. **(Added)** For A-10 aircraft use DMAFB Form 43, *A-10C Hangar Entry Checklist*. Once aircraft is hangared, perform emergency tow bar pre-use inspection if used and document DMAFB Form 43A, *Emergency Tow Bar Inspection Checklist*. The DMAFB Form 43 and 43A (if emergency tow bar is used) will be completed and verified by the aircraft tow supervisor of all hangar requirements and will be prominently displayed.

14.48.2. **(Added)** For C-130 aircraft use DMAFB Form 44, *C-130 Hangar Entry Checklist*. The DMAFB Form 44 will be completed and verified by the aircraft tow supervisor of all hangar requirements and will be prominently displayed.

14.48.3. **(Added)** For H-60 aircraft use DMAFB Form 46, *H-60 Hangar Entry Checklist*. The DMAFB Form 46 will be completed and verified by the aircraft tow supervisor of all hangar requirements and will be prominently displayed.

14.48.4. **(Added) Aircraft Emergency Evacuation From Hangar.**

14.48.4.1. **(Added)** The on-scene supervisor or maintenance personnel will ensure that the following are accomplished: activate the building fire alarms, notify the fire department, MOC, and ensure tow teams are standing by for towing. If an aircraft evacuation is considered feasible by the fire chief or on-scene supervisor, commence towing procedures as expeditiously as possible. NOTE: In an emergency, use the most expeditious manner available to evacuate the aircraft from the hangar. Using a towbar, cables, or personnel to push the aircraft are all acceptable means of removal. When the aircraft is evacuated to a safe distance from the

hazardous area, all further towing will be accomplished IAW applicable technical order and safety precautions. The fire chief or on-scene supervisor will determine minimum safe distance.

14.48.4.2. **(Added)** If locally manufactured towbar is used for an emergency tow, the towbar will require a major inspection (refer to DMAFB Form 43A) prior to next usage.

16.3.4. **(Added)** All explosives operations will stop that are outdoors or at an indoor location that has no lightning protection system when lightning is observed within 5 miles. The continuation of explosives operations within a lightning protected facility is not prohibited. Assess the need or urgency of the task at hand prior to continuing operations in lightning protected facilities.

18.5. **(DAVIS MONTHAN)** For maintenance contracts in 355 MXG, the squadron commander having overall responsibility for the maintenance function is the FD/FC and is the focal point for all matters pertaining to the contracted function.

JOHN A. CHERREY, Colonel, USAF
Commander 355th Fighter Wing

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

ACCI 21-152_DAVISMONTHANAFBSUP, *Engine Trending & Diagnostic (ET&D) Program*

DMAFBI 11-250, *Airfield Operations Flying Instruction*

DMAFBI 15-101, *Base Weather Support Plan*

TO 00-25-257-1, *Engine Health Management Plus (EHM Plus) General Information Users Manual*, 15 October 2007

TO 00-25-257-3, *Engine Health Management Plus (EMH +) User's Manual, Instructions for Turbofan Engine Model: TF34-100A*, 1 December 2011

Prescribed Forms.

DMAFB Form 15, *Aircraft Document Review (ADR) Checklist*

DMAFB Form 16, *A-10 Annual Jacket File Review Checklist*

DMAFB Form 17, *HH-60 Annual Jacket File Review Checklist*

DMAFB Form 18, *C-130 Annual Jacket File Review Checklist*

DMAFB Form 19, *Aircraft Transfer Inspection Checklist*

DMAFB Form 20, *Aircraft Acceptance Inspection Checklist*

DMAFB Form 22, *High Speed Taxi Checks C-130*

DMAFB Form 23, *High Speed Taxi Checks A-10*

DMAFB Form 24, *Aircrew Debriefing Guide Checklist*

DMAFB Form 25, *DMAFB A-10 Engine Stall Checklist (Pilot Debrief)*

DMAFB Form 26, *GAU-8/A Gun System Malfunction Report*

DMAFB Form 27, *A-10 Maintenance Trainer Inspection Requirements*

DMAFB Form 28, *A-10 Maintenance Transfer Work Area Requirements*

DMAFB Form 31, *Dropped Object Investigation Checklist*

DMAFB Form 32, *A-10 Functional Check Flight Record*

DMAFB Form 34, *A-10 Engine/IDG Change Weight and Balance Data Sheet*

DMAFB Form 35, *Weight and Balance Preparation Checklist*

DMAFB Form 36, *Impoundment Official Checklist*

DMAFB Form 37, *Quality Assurance Equipment Impoundment*

DMAFB Form 38, *Trim Pad Pre-Run Checklist*

DMAFB Form 42, *Local Manufacture Worksheet*

DMAFB Form 43, *A-10C Hangar Entry Checklist*

DMAFB Form 43A, *Emergency Tow Bar Inspection Checklist*

DMAFB Form 44, *C-130 Hangar Entry Checklist*

DMAFB Form 45, *Broken/Removed Tool Log*

DMAFB Form 46, *HH-60 Hangar Entry Checklist*

Adopted Forms.

AF IMT 2026, *Oil Analysis Request*

AF IMT 2027, *Oil Analysis Record*

DD Form 365-4, *Weight and Balance Clearance Form F - Transport/Tactical*

Attachment 16 (Added)

LMR RADIO CALL SIGNS

Table A16.1. (Added) 355 MXG.

POSITION	CALL SIGN
Commander	EAGLE 1
Deputy Commander	EAGLE 2
Maintenance Superintendent	EAGLE CHIEF
Night Shift OIC	NIGHT HAWK

Table A16.2. (Added) 355 AMXS.

POSITION	CALL SIGN
Commander	HOG 1
Operations Officer	HOG LEAD
Superintendent	HOG CHIEF
Production Superintendent	HOG SUPER
End-of-Runway (EOR) Supervisor	EOR 1
Arming End	EOR 2
De-arming End	EOR 3
EOR Production Supervisor	EOR 4
<u>Common to 354 AMU, 357 AMU, 358 AMU</u>	<u>Precede with BULLDOG, DRAGON, LOBO</u>
AMU OIC	LEAD
AMU Supervisor	LEAD 2
AMU Superintendent	CHIEF
Production Lead Supervisor	LEAD SUPER
Production Supervisor	SUPER
Flightline Expeditors	4 and 5
Specialist Flight Expediter	6
Weapons Flight Expediter	7
Weapons Maintenance	8 or 9
Aircraft Section Chief	APG BASE

Specialist Section Chief	SPECS BASE
Weapons Section Chief	WEAPONS BASE
Support Element	SUPPORT
Dispatch	DISPATCH
Debrief	DEBRIEF
Tow Vehicles	TOW 1, 2, 3 and 4
Operations Desk	OPS
Life Support	LIFE SUPPORT

Table A16.3. (Added) 355 CMS.

POSITION	CALL SIGN
Commander	FALCON 1
Operations Officer	FALCON LEAD
Superintendent	FALCON CHIEF
Production Superintendent	FALCON SUPER
Vacant	FALCON 2
Electronic Warfare	FALCON 3
Accessory Flight Chief	FALCON 5
Fuel Dispatch	FALCON 6 BASE
Fuel Element	FALCON 6-1
Fuel Element	FALCON 6-2
Fuel (C-130)	FALCON 7
Fuel Element	FALCON 7-1
CMS Mobility	FALCON 8
Quick Fix Element	FALCON 8-1
Quick Fix Element	FALCON 8-2
Egress Element	FALCON 4

Table A16.4. (Added) 355 EMS.

POSITION	CALL SIGN
Commander	EMS 1
Operations Officer	EMS LEAD

Superintendent	EMS CHIEF
Production Superintendent	EMS SUPER

Table A16.5. (Added) 355 EMS AGE FLIGHT.

POSITION	CALL SIGN
AGE Supervision	AGE SUPER
AGE Delivery: 41/43 AGE Team (AT)	130 AGE
354 AT	BULLDOG AGE, AGE 1
355 AT	WING AGE or RANGER
357 AT	DRAGON AGE, AGE 1
358 AT	LOBO AGE, AGE 1
79 AT	RESCUE AGE
55 AT	RESCUE AGE

Table A16.6. (Added) 355 EMS MAINTENANCE FLIGHT.

POSITION	CALL SIGN
OIC	MAINTENANCE LEAD
Superintendent	MAINTENANCE CHIEF
R&R NCOIC	RECOVERY SUPER
R&R Dispatch	RECOVERY BASE
R&R A-10 Vehicles	RECOVERY 1, 2, and 4
R&R C-130 Vehicles	RECOVERY 3
A-10 Phase	BLUE/RED/YELLOW/BLACK DOCK or PHASE
C-130 ISO	ISO or C-130 ISO
Armament	GUNS BASE, 1 and 2

Table A16.7. (Added) 355 EMS FABRICATION FLIGHT.

POSITION	CALL SIGN
Superintendent	FAB CHIEF
A-10 Structural Maintenance	STRUCTURES 2 and 3
C-130 Structural Maintenance	STRUCTURES 1
Structural Maintenance Section	STRUCTURES BASE

NDI	NDI
Metals Technology	METALS TECH

Table A16.8. (Added) 355 EMS MUNITIONS FLIGHT.

POSITION	CALL SIGN
OIC	AMMO LEAD
Munitions Superintendent	AMMO CHIEF
Munitions Control	MUNS BASE or MUNS CONTROL
Production Superintendent	AMMO SUPER
Material Superintendent	MAT SUPER
Mobility	SATO
Missile Shop	MAVERICK
Maintenance	RED DOG
Line Delivery	RED
Inspection	FOX
Storage	HAWK
Operation	AFK
Equipment Maintenance	BUZZARD
AMMO Expediter, 354 AMU	AMMO X-1
AMMO Expediter, 357 AMU	AMMO X-2
AMMO Expediter, 358 AMU	AMMO X-3

Table A16.9. (Added) 355 MOS.

POSITION	CALL SIGN
Commander	SPARTAN 1
Operations Officer	SPARTAN LEAD
Superintendent	SPARTAN CHIEF
Wing Weapons Manager	WSS CHIEF
Weapons Superintendent	WSS SUPER
Weapons Flight	WSS
Maintenance Operations Center	MOC

Table A16.10. (Added) 355 MXG QUALITY ASSURANCE (QA).

POSITION	CALL SIGN
OIC	QA LEAD
Chief	QA CHIEF
Superintendent	QA SUPER
Inspectors	QA 1-50
QA Flight	QA BASE

Table A16.11. (Added) 755 AMXS.

POSITION	CALL SIGN
Commander	CALL 1
Operations Officer	CALL LEAD
Superintendent	CALL CHIEF
Production Superintendent	CALL SUPER
<u>Common to 41 AMU, 43 AMU</u>	<u>Precede with SCORPION, BAT</u>
AMU OIC	1
AMU Superintendent	CHIEF
Assistant AMU Superintendent	LEAD
AMU Lead Production Superintendent	LEAD SUPER
AMU Production Superintendent	SUPER
Flightline Expeditors	4 and 5
Specialist Section Expediter	6
Aircraft Section Chief	APG BASE
Specialist Section Chief	SPECS BASE
Combat Systems 41 AMU	No prefix: RAVEN
Combat Systems 43 AMU	No prefix: CROW
Support NCOIC	SUPPORT SUPER
Support Element	SUPPORT
Dispatch	DISPATCH
Debrief	DEBRIEF
Support Vehicle	9
Tow Vehicles	TOW 1,2,3 and 4

Operations Desk	OPS
Life Support	LIFE SUPPORT
Operations Crew Bus	ROVER
<u>Common to 41 AMU, 43 AMU</u>	<u>Precede with SCORPION, BAT</u>
AMU OIC	1
AMU Superintendent	CHIEF
Assistant AMU Superintendent	LEAD
AMU Lead Production Superintendent	LEAD SUPER
AMU Production Superintendent	SUPER
Flightline Expediters	4 and 5
Specialist Section Expediter	6
Aircraft Section Chief	APG BASE

Table A16.12. (Added) 372 TRS, DET II.

POSITION	CALL SIGN
Superintendent	FTD SUPER
DET II Element	FTD 1, 2

Table A16.13. (Added) 923 AMXS.

POSITION	CALL SIGN
Commander	GRIFFIN 1
Operations Officer	GRIFFIN LEAD
Superintendent	GRIFFIN CHIEF
<u>Common to 55 AMU, 79 AMU</u>	<u>Precede with PAVE, KING</u>
AMU OIC	LEAD
AMU Superintendent	CHIEF
AMU Lead Production Superintendent	LEAD SUPER
AMU Production Superintendent	SUPER
Flightline Expediters	PAVE 4 or KING 5
Support Element	SUPPORT BASE
Debrief	DEBRIEF
Tow Vehicles	TOW 1 and 2

Operations Desk	OPS
Life Support	LIFE SUPPORT

Table A16.14. (Added) 88 TES.

POSITION	CALL SIGN
Production Superintendent	TEST SUPER
Flightline Expediter	TEST 3
Aircraft Section	TEST 5

Table A16.15. (Added) 924 AATC.

POSITION	CALL SIGN
Production Superintendent	PANTHER SUPER
Flightline Expediter	PANTHER 1
Aircraft Maintenance	PANTHER 2

Attachment 17 (Added)**CANNIBALIZATION (CANN) PROGRAM AND PROCEDURES****A17.1. (Added) CANN Program and Procedures.**

A17.1.1. **(Added)** Cannibalization actions will be coordinated with affected AMUs, squadrons, and unit pro supers by the CANN authority prior to execution. Prior to any CANN actions all items will be confirmed to be zero balance (i.e., MIS, item managers or SBSS), and have an established MICAP requirement.

A17.1.2. **(Added)** Parts will not be canned from aircraft in Depot status without MXG/CC or designated representative approval.

A17.1.3. **(Added)** Any item that is bonded, cut, trimmed, or drilled to fit an aircraft should not be canned under normal circumstances. Group leadership will be consulted if non-feasible CANN actions are deemed necessary.

A17.1.4. **(Added)** Designated CANN aircraft should be scheduled for 45 days. AMUs should start CANN rebuild NLT day 30. Owning AMU will ensure resources are allocated and available to complete CANN rebuild. Additional parts will not be cannibalized off aircraft that are in rebuild without 355 MXG/CC or 355 MXG/CD approval.

A17.1.5. **(Added)** Designated CANN aircraft should have all workable TCTOs, TCIs and DDs scheduled and worked at the beginning of the CANN process.

A17.2.1. **(Added)** Squadron Maintenance Officer/Superintendent will:

A17.2.1.1. **(Added)** Manage the squadron CANN program and appoint aircraft CANN managers if a CANN aircraft has been designated.

A17.2.1.2. **(Added)** Determine the need to CANN parts with Production Superintendents.

A17.2.1.3. **(Added)** Ensure Pro Supers coordinate with engine manager on cannibalization actions for TF-34 and T-56 engines.

A17.2.1.4. **(Added)** Ensure the number of CANN aircraft is minimized at all times. Tight supervisory controls will be applied to minimize single hit aircraft.

A17.2.2. **(Added)** The CANN manager:

A17.2.2.1. **(Added)** Will ensure that the aircraft AFTO Form/IMT 781A is annotated with the correct CANN JCN, item removed, and document number. (Use CANN control log provided by the COSO).

A17.2.2.2. **(Added)** Accomplish daily review of aircraft forms and MIS, to ensure no discrepancies exist between the two, and accomplish an aircraft document review every 7 days.

A17.2.2.3. **(Added)** CANN Manager will ensure at end of each shift that CANN Dock general housekeeping is accomplished to include all FOM parts covered, tagged and secured.

A17.2.3. **(Added)** The Production Superintendent/CANN authority:

A17.2.3.1. **(Added)** Approve and determine when a CANN is necessary and determine cannibalization source. CANN actions from ISO/Phase aircraft and back-shop engines must be coordinated through the CMS/EMS Production Superintendent/Supervisor(s).

A17.2.3.2. **(Added)** Ensure the MICAP/CANN verification sheet is completed; CANNs are logged in the CANN control log, and verify the COSO completes MIS documentation.

A17.2.4. **(Added)** Expediter will ensure job control numbers and document numbers are entered in the aircraft AFTO 781forms.

A17.2.5. **(Added)** Combat Oriented Supply Organizations (COSO):

A17.2.5.1. **(Added)** Maintain and document the CANN Control Log and input the CANN authorization into MIS upon approval from the Production Superintendent/CANN authority.

A17.2.5.2. **(Added)** Assign a new JCN and document number for each CANN action and relay the numbers to the flight line Expeditor/Production Superintendent.

A17.2.5.3. **(Added)** Will notify the Production Superintendent or CANN manager of “mark for” changes. Ensure both “T” and “U” actions are created in MIS for each CANN.

A17.2.5.4. **(Added)** Will provide the OIC and Flight Chiefs a daily list of CANNs and all parts which have issued.

Attachment 18 (Added)**END OF RUNWAY PROCEDURES****A18.1. (Added) A-10 End of Runway Procedures.**

A18.2. (Added) This section establishes safe and reliable procedures for routine arming, de-arming, and safing of all assigned and transient aircraft at EOR. It is applicable to all personnel launching/recovering munitions loaded aircraft. It also provides procedures for handling aircraft with hung or unsafe ordnance, maintenance of explosive loaded aircraft and establishes the standard mode of communication between aircrews and ground crews. A copy of this attachment will be available at each EOR area for quick reference.

A18.2.1. **(Added)** The NCOIC of EOR will ensure the following:

A18.2.1.1. **(Added)** Maintain EOR facilities, vehicles and equipment.

A18.2.1.2. **(Added)** All required equipment is available to EOR team members and coordinate with AMXS Pro Super for coverage of EOR requirements.

A18.2.1.3. **(Added)** Maintain communication with MOC and SOF to advise of any emergencies encountered during the performance of EOR.

A18.2.1.4. **(Added)** Ensure compliance with all other requirements of this instruction and review the training RIP from MIS and TBA (*Individual Training Records*) of all personnel performing EOR procedures.

A18.2.2. **(Added)** Individuals must have completed the following EOR training requirements: Maintenance Familiarization Combined Maintenance Annual Training, Current Marshaling Certification, Weapons Academics, Practical training by weapons standardization personnel, to include checklist qualification. Personnel assigned to EOR will provide the EOR supervisor an MIS run when first reporting for duty.

A18.2.3. **(Added)** During hours of darkness, two light-alls at arm/de-arm areas and one at each gun butt area. Ensure light-alls are positioned far enough away as not to interfere with taxiing aircraft.

A18.2.4. **(Added)** There will be at least four sets of aircraft chocks at the arm/de-arm areas and no less than one set at each unsafe gun area.

A18.2.5. **(Added)** A minimum of four 150-pound Halon fire extinguishers or equivalent will be in place at each end of EOR.

A18.2.6. **(Added)** One vehicle will be assigned to EOR.

A18.2.7. **(Added)** The areas of taxiway (TW) A and F are designated as the primary arm/de-arm areas. TW D will be used as an alternate EOR arming/de-arming area. The use of any other areas requires coordination with the SOF.

A18.2.8. **(Added)** All safety devices removed at EOR will be stored inside panel W-79.

A18.2.9. **(Added)** On AIM-9 missiles and captive AIM-9s, dome and influence fuse/target detection (TD) covers will be removed at the aircraft parking spot, and the remaining munitions safety pins will be removed at EOR. Upon aircraft return, dome and influence fuse/TD covers

will be installed at the aircraft parking spot. (**Note:** Only 2W1X1 personnel are allowed to arm “live” AIM-9 missiles).

A18.2.10. (**Added**) A weapons 7-level with proper test equipment will be dispatched to assist in arming all live AGM-65.

A18.2.11. (**Added**) The safing of the GAU-8 gun will be accomplished by installing safing sector pin thru F-7 panel before lowering the F-5 panel for inspection and clearing procedures.

A18.2.12. (**Added**) If hot brakes are suspected, the aircraft will be directed to the hot brake/unsafe gun area, and MOC will be notified.

A18.2.13. (**Added**) EOR will notify the aircrew of any discrepancies or problems with the aircraft. The aircrew will coordinate with the owning AMU to dispatch a Red Ball Maintenance Crew. Red Ball maintenance crews will confer with the EOR supervisor on the status of the discrepancy. The EOR supervisor will transmit to the pilot and EOR ground crews the decision to fly or abort back to chocks. In the event the EOR supervisor is unavailable, the lead red ball maintainer will make the call to the pilot and EOR ground crew.

A18.2.13.1. (**Added**) Minor maintenance may be performed in the EOR area on a limited bases if it does not affect aircraft flow through the EOR. Minor maintenance will be documented in the aircraft forms and require re-accomplishment of the ER. Every effort will be made to document MIS upon completion.

A18.3. (Added) Aircraft returning with unsafe or suspected unsafe munitions will proceed to the de-arm area where normal safing will be attempted. If safing devices can be installed and the munition(s) determined safe, the de-arm crew will advise MOC of the safe condition. If safing attempts are unsuccessful, a ground emergency will be declared and aircraft turned over to the on-scene commander (senior fire officer).

A18.4. (Added) The EOR arming operation may be accomplished simultaneous to the EOR inspection.

A18.4.1. (**Added**) The EOR crew will NOT adjust the rounds limiter. If requested by aircrew the AMU will dispatch checklist qualified weapons personnel or aircraft will return to the parking ramp for red ball maintenance.

A18.5. (Added) Safing Hung Munitions or External Stores.

A18.5.1. (**Added**) Upon notification of a unsafe munitions MOC will be notified and they will initiate the emergency action checklist. The de-arm crew will safe all remaining munitions prior to starting the preliminary inspections on suspected hung munitions.

A18.5.2. (Added) Hung/Unsafe SUU-25 pod Procedures.

A18.5.2.1. (**Added**) After the SUU-25 shorting pin has been installed the de-arm crew will inspect the SUU-25 pod for unsafe indications, such as shear pin damage, binding, or signs of partially ejected flares. Once the pod is deemed safe the aircraft may return to the ramp. If the pod has been verified as unsafe MOC will notify the EOD Response Team. When the SUU-25 pod has been downloaded, the aircraft may be taxied or towed to the parking ramp.

A18.5.3. (Added) Hung/Unsafe 2. 75-Inch Rocket Procedures.

A18.5.3.1. **(Added)** After the launcher electrical safety pin has been installed, the dearm crew will inspect rockets for unsafe indications, such signs of bulging, burns, soot, or other evidence of partial firing. Inspect the rocket to see if it is unlocked/unseated or has moved in the LAU-131. When it is determined that the rocket is unlocked/unseated or has moved within the LAU-131 rocket pod or the rocket motor has fired. If the rocket(s) have been verified as unsafe MOC will notify the EOD Response Team. When the unsafe rocket(s) or LAU-131 has been downloaded the aircraft may be taxied or towed to its normal parking spot.

A18.5.4. (Added) Hung Training or General Purpose Bomb Procedures.

A18.5.4.1. **(Added)** The A-10 EOR de-arm crew will not attempt to safe any munitions on transient aircraft of the type not stationed at DMAFB. EOD, assisted by weapons standardization personnel, will attempt to safe the munitions at the gun unsafe area at the direction of the 355 MXG/CC. EOD will report to the on-scene commander.

A18.5.4.2. **(Added)** If the bomb can be electrically and mechanically safed the aircraft may return to the parking ramp. If the bomb cannot be safed MOC will be notified to contact the EOD Response Team.

A18.5.5. (Added) Hung/Misfire AGM-65 Missile.

A18.5.5.1. **(Added)** EOR personnel will determine what time missile release was attempted. After the MAU-40/50 safety pin has been installed, the de-arm crew will inspect the AGM-65 missile. While staying clear of the missile fuselage door, inspect door for signs of bulging, cadmium dust, excessive heat, or other evidence of battery activation. Inspect the missile to see if it has moved on the launcher. EOD will be dispatched to safe the missile and will make the final determination if the aircraft may return to the parking ramp.

A18.5.6. (Added) Unsafe/Jammed Guns.

A18.5.6.1. **(Added)** During de-arm of the gun, if the gun is jammed or cannot be safed, the marshaller will instruct the aircrew to taxi into the nearest unsafe gun area. The de-arm crew will then safe the remaining loaded stations and shut down the aircraft normally. The aircrew will inform the SOF and the command post. EOR supervisor will notify MOC of the problem. The MOC will initiate emergency action checklist for unsafe guns. **WARNING:** If at any time during these procedures damaged or punctured rounds are identified ALL maintenance actions will cease and MOC will notify the EOD response team.

A18.5.7. (Added) Aircraft Returning from Flight with Indicated Gun Malfunction.

A18.5.7.1. **(Added)** If the aircraft is returning with an unsafe gun light or suspected gun jam, the aircraft will be taxied up to, but not into, the unsafe gun area. The EOR de-arm crew will attempt to install the gun safety pin. If the safety pin can be installed and it is determined that there are positively no live rounds remaining in the gun the aircraft may be taxied back to the parking ramp.

A18.5.7.1.1. **(Added)** If the gun safety pin cannot be installed or live rounds are remaining in the gun, the aircraft will be taxied into the unsafe gun area, parked, and shut down. MOC will notify the Armament response team. EMS armament flight personnel will notify the Air Force Munitions Rapid Response Team (AFMRRT) if either the exact cause of the gun jam cannot be determined, or if the ammunition is the suspected cause of the jam.

Attachment 19 (Added)**MAINTENANCE OF ASSIGNED****GROUND INSTRUCTIONAL TRAINING AIRCRAFT (GITA)****A19.1. (Added) GITA Maintenance.**

A19.1.1. **(Added)** The 355 MOS MTF will manage, requisition required parts for, and maintain training aircraft 79-0174 and 79-0195. This will be accomplished with close coordination between the 355 MOS and Det 11, 372d Training Squadron. Minimum operational systems guidelines and general maintenance requirements are included in the following paragraphs and DMAFB Form 27, *A-10 Maintenance Trainer Inspection Requirements*, and DMAFB Form 28, *A-10 Maintenance Trainer Work Area Requirements*.

A19.2. (Added) The 355 MTF will:

A19.2.1. **(Added)** Perform all APG maintenance IAW DMAFB Form 27.

A19.2.2. **(Added)** Order parts using appropriate account number.

A19.2.3. **(Added)** Ensure all training-discovered discrepancies that obstruct training as described in paragraphs A19.5. through A19.5.9. are repaired.

A19.2.4. **(Added)** Coordinate through the appropriate pro super for any specialist support needed to repair any training-discovered discrepancies.

A19.2.5. **(Added)** Support all cannibalization requests approved by the MXG/CC.

A19.3. (Added) Det 11, 372 TRS will:

A19.3.1. **(Added)** Document all tasks in the AFTO 781 series forms and MIS.

A19.3.2. **(Added)** Notify MTF when parts are required with a completed AF Form 2005 and AFTO Form 350.

A19.3.3. **(Added)** Return the aircraft to original condition within TD course objectives.

A19.3.4. **(Added)** Provide personnel to help tow and wash the aircraft IAW DMAFB Form 27.

A19.3.5. **(Added)** Follow all work area requirements IAW DMAFB Form 28.

A19.4. (Added) The responsible squadron will:

A19.4.1. **(Added)** Ensure a pro super is the POC for all maintenance actions.

A19.4.2. **(Added)** The A-10 SPO and the 355 MXG/CC approvals are required for all cannibalizations (CANN) from the GITA aircraft prior to CANN action.

A19.4.3. **(Added)** Prior to CANN of any item from an aircraft, the shift pro super or OIC will contact the NCOIC of 355 MOS/MXOT to ensure that removal of aircraft parts will not delay scheduled training classes. All CANN requests will be coordinated through 355 MOS/MXOT prior to the 355 MXG/CC and SPO.

A19.4.4. **(Added)** Ensure AFTO 781 series forms are annotated IAW 00-20 series TOs. All parts will be reinstalled within 5 duty days of issue.

A19.4.5. **(Added)** Ensure servicing and follow-on maintenance is accomplished after reinstalling CANN parts, area is safe, clean, and secured following any CANN or maintenance actions.

A19.4.7. **(Added)** Ensure all hydraulic/oil type components have caps and bags installed when items are removed.

A19.4.8. **(Added)** Provide access to bench stock and XB3 components to maintain/repair the training aircraft.

A19.4.9. **(Added)** Provide support to repair aircraft after Detachment 11 and MTF abilities and resources are exhausted.

A19.5. (Added) A-10 Maintenance Trainer Minimum Operational Systems. The following systems on aircraft 79-0195 will be maintained to the operational level to support Det 11 training.

A19.5.1. **(Added)** Electrical System.

A19.5.2. **(Added)** Right Hydraulic System.

A19.5.3. **(Added)** Left Hydraulic System.

A19.5.4. **(Added)** Gun System.

A19.5.5. **(Added)** Communication System.

A19.5.6. **(Added)** Brake System.

A19.5.7. **(Added)** Landing Gear Systems.

A19.5.8. **(Added)** Canopy System.

A19.5.9. **(Added)** Aircraft 79-0174 is used primarily for training in removal and installation of components. There are no minimum operational systems.

Attachment 20 (Added)**FOD PREVENTION PROGRAM****A20.1. (Added) FOD Prevention Program.**

A20.2. (Added) Any hard foreign object (screw, washers, safety wire, dust caps, wood, plastic, etc.) found during any FOD walk follow-up inspection will be rated a CAT 1 Major discrepancy. Soft FO (string, paper, etc.) will be rated as a CAT 1 Minor discrepancy.

A20.3. (Added) When replacing rivets on the leading edge slats of A-10 aircraft, the slat will be removed from the aircraft prior to maintenance being accomplished. Ensure all work order residue is accounted for or removed from the interior of the slat prior to its reinstallation on the aircraft.

A20.4. (Added) Install appropriate compressor core covers on TF34 engines during heavy maintenance, any time work is accomplished in the forward section of the engine (i.e., inlet extension replacement, fan blade change, etc.), or during engine transportation to and from test cell, flight line, and engine shop.

A20.5. (Added) Personnel performing any type of aircraft maintenance or servicing within any flight line or hangar area will have a FO bag or container with their CTK. These bags or containers will be used to secure FO.

A20.6. (Added) Prior to entering A-10 aircraft cockpit, ensure all personal articles (i.e., pens, change, keys, etc.) are removed from pockets/belt. Personal articles may be secured in a CTK.

A20.7. (Added) Wear of Hats on the Flight Line.

A20.7.1. (Added) Hats will not normally be worn on the flight line. Security Forces berets may be worn in the performance of official duties but will be removed within 50ft of an operating A-10 aircraft engine (excluding APU), 100ft for C-130 aircraft engines (excluding GTC), and 100ft of HH-60 main rotor blades. "Boonie" hats, if approved for wear must have the string snug under the chin and will be removed when the wearer is within 50ft of an operating engine (excluding APU/GTC).

A20.8. (Added) Screw bags/containers will be marked with aircraft tail number, panel number, and quantity of hardware in the bag. If possible, attach bags directly to each removed component or panel. Doors and panels that cannot be physically removed from the aircraft, try to have the screw bag/container attached so as to be visible to all personnel.

A20.9. (Added) Ramp Policing. Aircraft maintenance unit FOD walks will be accomplished prior to each daily flying window. Special attention will be given to cleaning cracks, expansion seams, and grounding points. Weekend FOD walks will be accomplished as required to support the weekend flying schedule. Each squadron commander/agency director will ensure their personnel police areas designated below:

A20.9.1. (Added) 355 AMXS is responsible for their entire portion of the aircraft parking ramp and areas around Buildings 4710, 4712, 4809, 4824, 5251, 5430, 5605, and 5607.

A20.9.2. (Added) 41 and 43 AMU are responsible for the Whiskey ramp area from the entry control point (red line) to the end of the ramp (Whiskey 7 and 8), and the areas around their

buildings. If EC-130H aircraft are parked on Victor Ramp, the AMU owning the aircraft will be responsible for the Victor ramp area.

A20.9.3. **(Added)** 79 AMU is responsible for their entire portion of the aircraft parking ramp (Axis ramp) and the areas around their building 4844.

A20.9.4. **(Added)** 355 EMS is responsible for areas around buildings 121, 125, 129, 257, 1440, 5255, 5259, AGE sub-pools, Victor ramp, TA ramp, and Wash rack.

A20.9.5. **(Added)** 355 LRS deployment flight is responsible for building 4859 and the mobility processing center.

A20.9.6. **(Added)** 355 CMS is responsible for the following areas: TF34 and TF56 test cells, buildings 136, 224, 225, 5045, 5256, 5423, and the outside fuel cells.

A20.9.7. **(Added)** 355 AMXS is responsible for the end-of-runway, arm and de-arm, and live load areas when being utilized.

A20.9.8. **(Added)** Snowbird personnel are responsible for the Snowbird ramp, to include the grassy area adjacent to Sunglow Road including the live load areas when being utilized.

A20.9.9. **(Added)** 943 RQG personnel are responsible for their aircraft-parking ramp, hangar, and landing pad areas.

A20.9.10. **(Added)** 55 HMU personnel are responsible for their aircraft-parking ramp, hangar and landing pad areas.

A20.9.11. **(Added)** US Home Land Security personnel are responsible for their aircraft-parking ramp, hangar and landing pad areas.

A20.10. (Added) All trim pad users are responsible for policing before and after use of the trim pad.

A20.11. (Added) Policing of adjacent flight line access roads may be accomplished by calling for a sweeper, 355 OSS Airfield Management.

A20.12. (Added) Annual Base FOD Walk. The purpose of the base FOD Walk is to recover debris that may be ingested into jet engines or cause damage to aircraft. Base FOD walks will be scheduled annually, or more often as deemed necessary by the 355 FW/CV. The wing FOD monitor will publish procedures to ensure objectives of each wing FOD walk are met.

A20.13. (Added) QA will provide an alternate wing FOD prevention monitor.

A20.14. (Added) Squadron commanders will ensure an effective squadron FOD prevention program is established.

A20.14.1. **(Added)** Appoint squadron/unit FOD monitors and alternates with a letter of appointment submitted to the wing FOD monitor (355 FW/CVFM).

A20.15. (Added) The Squadron/Unit FOD monitors serve as participating members of the base FOD prevention committee and attend scheduled meetings.

A20.15.1. **(Added)** Provides supervisors with current wing FOD trends, non-reportable FOD incidents, and FOD prevention methods.

A20.15.2. **(Added)** Will perform periodic FOD inspections in areas of responsibility; conduct inspections of vehicles for FO, trash, pintle hook security (if applicable), FOD container security, and unit CTKs for FOD.

A20.15.3. **(Added)** Report all potential FOD hazards to applicable supervision and make every effort to correct discrepancies.

A20.15.4. **(Added)** Ensure squadron/unit FOD bulletin board(s) are current and placed in a centralized location.

A20.16. (Added) FOD Investigation and Reporting.

A20.16.1. **(Added)** FOD incidents must be reported to MOC who will initiate their checklist to make required notifications: call the 355 MXG/CC, 355 OG/CC, Wing FOD monitor, wing ground safety or flight safety, and QA. As necessary, MOC will also notify the 55 ECG/CC and 563 RQG/CC.

A20.16.2. **(Added)** 355 MXG/QA will initiate an incident investigation report. The 355 FW FOD Monitor will contact unit responsible for additional detailed information, work together with Wing safety (as required), and complete an ACC FOD/DOP incident worksheet. The wing FOD monitor will also notify the 355 FW/CV.

A20.16.2.1. **(Added)** A fully qualified jet engine technician (7- or 9-skill level) will accompany the wing FOD monitor and the QA facilitator on engine FODs only.

A20.16.3. **(Added)** Aircraft will be impounded and no maintenance will be performed until authorized by 355 MXG /CC, 55 ECG/CC, 563 RQG or the designated impoundment official. EXCEPTIONS: (1) Nicked blades that are blendable and are within TO limits will not be cause for impoundment. However, they will still be reported to QA and the wing FOD monitor. (2) Engine damage caused by internal failure will be cause for engine impoundment and will not drive aircraft impoundment. (3) Aircraft with cut tires or tires damaged by FO will not be impounded; however, they will be reported to the wing FOD monitor.

A20.16.4. **(Added)** The 355 FW/CV may direct an engine failure analysis test be done to determine the cause of the incident.

A20.16.5. **(Added)** Units deploying will appoint a FOD/DOP monitor; typically a senior engine technician or QA representative. The appointee will be trained on incident reporting procedures by 355 FW/CVFM. The deployed FOD monitor will sign out a FOD/DOP incident binder from the FW/CVFM prior to departure.

A20.16.6. **(Added)** FOD MAGNETS: The 355 FW/CV directs all Davis-Monthan ACC affiliated AMUs/HMUs have magnetic bars installed on at least three vehicles that are normally driven on the flightline. FOD Magnets will be cleaned daily.

Attachment 21 (Added)**DROPPED OBJECT PREVENTION PROGRAM****A21.1. (Added) Dropped Object Prevention (DOP) Program.**

A21.2. (Added) The wing, squadron, and unit FOD monitors will also serve as DOP monitors.

A21.3. (Added) Dropped Object (DO) Investigation/Reporting Procedures.

A21.3.1. (Added) Pro supers will notify MOC regarding all DO's, in-turn MOC will initiate their checklist.

A21.3.2. (Added) Units will assist the FOD/DOP monitor and QA in DO investigations as necessary and annotate all required items on the DMAFB Form 31, *Dropped Object Investigation Checklist*; submit completed DMAFB Form 31 to the wing FOD/DOP monitor in the QA office NLT 24 hours after incident is reported. The wing FOD/DOP monitor will notify ACC also within 24 hours.

A21.3.2.1. (Added) The wing FOD/DOP monitor will complete an ACC FOD/DOP worksheet. Each report will be assigned a control number designating unit, 2 digit year, and 2 digit month, followed by sequence number reflecting the number of incidents for the fiscal year (for example: 355FW120103). The final incident report must be submitted to HQ/ACC within 3 duty days.

Attachment 22 (Added) R&R AND AMU REPAIR/OPERATIONAL CHECKOUT RESPONSIBILITIES.**Table A22.1. (Added) A-10 Rigging, Removal/Installation, Operational Checkout.**

WUC	System/Subsystem	Removal	Installation	Operational Check/Rig
11AF0	Windshield Assembly (Note 2, 12, 13)	R&R	R&R	R&R
11AFB	Center Glass	R&R	R&R	R&R
11AFC/H	Side Glass	R&R	R&R	R&R
12G00	Canopy System			
12GA0	Canopy Assembly (Note 2, 12, 13)	R&R	R&R	R&R
12GBE/F	Manual Release Box (Note 3)	R&R	R&R	R&R
12GBD	Manual Release Cable	R&R	R&R	R&R
12GF0	Mechanical Linkage	R&R	R&R	R&R
12GAE	Flapper Door and Spring	AMU	AMU	AMU

13A/B00	Gear Doors (Note 7)	AMU/R&R (Note 14)	AMU/R&R	R&R
13AB0/BB0	Strut Assembly	R&R	R&R	AMU
14000	Flight Controls (Note 8, 13)			
14AA0	Control Stick (Note 8)	R&R	R&R	R&R
14AAB	Stick Boot	R&R	R&R	N/A
14C00	Roll Controls (Note 1)			
14CA0/CB0	Deceleron (Note 3)	R&R	R&R	R&R
14CAM/CBM	Servo Tab (Note 3)	R&R	R&R	R&R
14CC0/CD0	Roll Control Mechanical Components (Note 1)	R&R	R&R	R&R
14CDH/U	Shifter Assembly	R&R	R&R	R&R
14CDL/X	Feel Mechanism	R&R	R&R	R&R
14CFA/F	Shifter Actuator	R&R	R&R	R&R
14CFB/G	Trim Actuator	R&R	R&R	R&R
14CFC/H	Disconnectors	R&R	R&R	R&R (Note 6)
14CEA/C	Aileron Actuator	AMU	AMU	R&R
14E00	Pitch Controls (Note 1)			
14EA0/EB0	Elevator Assembly (Note 3)	R&R (Note 13)	R&R (Note 13)	R&R
14EAA	Trim Tab (Note 3)	R&R	R&R	R&R
14EC0	Pitch Control Mechanical Components	R&R	R&R	R&R
14ECV	Pitch Trim Interconnect	R&R	R&R	R&R
14ECT	Feel Trim Device	R&R	R&R	R&R
14EC6	Elevator Torque Shaft	R&R	R&R	R&R
14EFK	Pitch Trim Actuator	R&R	R&R	R&R
14EFL	Trim Tab Actuator	R&R	R&R	R&R
14EDA	Elevator Actuator	AMU	AMU	R&R (Note 9)
14EFA/B	Disconnectors	R&R	R&R	R&R (Note 6)
14G00	Yaw Controls (Note 1)			

14GA0/N	Rudder (Note 13)	R&R/AMU	R&R/AMU	R&R
14GBA	Carriage Assembly	R&R	R&R	R&R (Note 10)
14GB0	Yaw Control Mechanical Components (Note 1)	R&R	R&R	R&R
14L00	Speed Brake System (Note 1)			
14LBA/H	Crank Assembly	R&R	R&R	R&R
14LBB	Bushings	R&R	R&R	R&R
14LCA/E	Actuator	AMU	AMU	R&R (Note 11)
23K00	Engine Control System (Note 4, 5)			
23KA0	Quadrant	R&R	R&R	R&R/AMU
23KBB	Bell Cranks	R&R	R&R	R&R/AMU
23KBE/F	Cable/Fuselage	R&R	R&R	R&R/AMU
23KBG/H	Cable/Nacelle	R&R	R&R	R&R/AMU
23KBR	Cable/Engine	AMU	AMU	R&R/AMU

NOTES:

Note 1. Removal, replacement, and adjustment of minor hardware (bushings, roll pins, bolts, nuts, etc.) on these systems that do not affect the rig of the system are the responsibility of the AMU.

Note 2. 7-level structural maintenance technicians are responsible for determining the serviceability and the replacement of windscreen and windshield transparencies. A pilot's decision overrides maintenance when a serviceability determination conflict exists.

Note 3. R&R responsible for routing.

Note 4. The AMU is responsible for troubleshooting engine throttle system discrepancies. If the AMU determines the throttle system is out of rig; qualified R&R personnel will accomplish rigging.

Note 5. R&R will rig system when any of the listed components are removed/changed.

Note 6. R&R is the only agency authorized to perform ground operational checkouts of aircraft installed flight control disconnectors. R&R will be notified any time flight control disconnectors must be engaged or disengaged to FOM.

Note 7. R&R is the only authorized agency to perform rigging whenever gear doors and/or components have been replaced or adjusted as stated in applicable technical orders.

Note 8. R&R will perform roll and pitch confidence checks. Anti-skid, air refueling, gun, armament control, camera, stability augmentation, and stick shaker operational checks are the responsibility of

the AMU.

Note 9. The AMU will perform SAS operational checkouts.

Note 10. The AMU will perform brake operational checks.

Note 11. The AMU will perform stability augmentation checks on actuators.

Note 12. The AMU will perform cabin pressurization test.

Note 13. If winds are exceeding 14 knots; primary flight controls (decelerons, elevators, rudders, canopies, and windscreens) shall not be removed from or installed on the aircraft unless in a hangar.

Note 14. R&R will only perform removal and installation of new doors or when damage due to retraction is present, otherwise the AMU will perform removal and installation.

Table A22.2. (Added) C-130 Rigging, Removal/Installation Operational Checkout.

WUC	System/Subsystem	Removal	Installation	Operational Check/Rig
11200	Doors			
11240	Aircraft Cargo Ramp (Note 16)	R&R	R&R	R&R
1124C	Latching Mechanism	R&R	R&R	R&R
11240	Pressure Seal	AMU	AMU	AMU
11260	Aft Cargo Door (Note 16)	R&R	R&R	R&R
1126E	Latching Mechanism	R&R	R&R	R&R
11260	Pressure Seal	AMU	AMU	AMU
11270	Main Landing Gear Door	R&R	R&R	R&R
1127E	Door Bumpers	R&R	R&R	R&R
11280	Nose Landing Gear Doors	R&R	R&R	R&R
1128E	Door Bumpers	R&R	R&R	R&R
1128F	FWD Door QD	R&R	R&R	R&R
11310	Crew Door	R&R	R&R	R&R
1131B	Jettison Mechanism	R&R	R&R	R&R
11310	Jettison Bracket	AMU	AMU	R&R
1131H	Counter Balance Mechanism	R&R	R&R	R&R
11317	Latching Mechanism	R&R	R&R	R&R
11310	Pressure Seal	AMU	AMU	AMU
13100	Main Landing Gear			

1311A/B	Shoe Assembly	R&R	R&R	R&R
1311E	Torque Tube	R&R	R&R	R&R
1311M	Gearbox	R&R	R&R	R&R
1311Q	Manual Release Mechanism	R&R	R&R	R&R
1311V	Ball Screw	R&R	R&R	R&R
13111	Strut (Note 16)	R&R	R&R	R&R
13200	Nose Landing Gear (Note 16)			
13211	Strut	R&R	R&R	R&R (Note 17)
1321F	Up-lock	R&R	R&R	R&R
1321N	Drag Brace	R&R	R&R	R&R
13400	Brake System			
13410	Pedal Adjust Mechanism	R&R	R&R	R&R
13413	Parking Brake Mechanism	R&R	R&R	R&R
13410	Crossover Cables	R&R	R&R	R&R
1342A	Brake Control Valve	AMU	AMU	R&R/AMU
13500	Steering System			
13513	Linkage	R&R	R&R	R&R
13510	Control Cable	R&R	R&R	R&R
13522	Control Valve	AMU	AMU	AMU
13600	Emergency Equipment			
13611	NLG Emergency Release	R&R	R&R	R&R
14100	Aileron & Trim Tab			
1411M	Tension Regulator	R&R	R&R	R&R
1411S	Aileron Assembly	R&R	R&R	R&R
14113	Control Cables	R&R	R&R	R&R
14114	Bell Crank	R&R	R&R	R&R
14115	Push Pull Rods	R&R	R&R	R&R
14110	Pressure Seal	AMU	AMU	AMU
1412F	Trim Tab Assembly	R&R	R&R	R&R
14141	Actuator Motor	R&R	R&R	R&R/AMU

14130	Hydraulic Components- Aileron Booster			
1413K	Booster Assembly	AMU	AMU	R&R/AMU
14200	Elevator & Trim Tab			
1421D	Control Cables	R&R	R&R	R&R
1421H	Tension Regulator	R&R	R&R	R&R
1421K	Elevator Assembly	R&R	R&R	R&R
14213	Push Pull Rods	R&R	R&R	R&R
14215	Pressure Seal/Boot	AMU	AMU	AMU
1422B	Trim Tab Assembly	R&R	R&R	R&R
14221	Trim Tab Gear Box	R&R	R&R	R&R/AMU
14222	Trim Tab Flex Shaft	R&R	R&R	R&R
14230	Hydraulic Components- Elevator Booster			
1423J	Booster Assembly	AMU	AMU	R&R/AMU
14300	Rudder & Trim Tab			
1431B	Push Pull Rod	R&R	R&R	R&R
14310	Pressure Seal Boot	AMU	AMU	AMU
1431N	Tension Regulator	R&R	R&R	R&R
1431Q	Rudder Assembly	R&R	R&R	R&R
1431R	Control Cables	R&R	R&R	R&R
14328	Trim Tab Assembly	R&R	R&R	R&R
14341	Actuator Assembly	R&R	R&R	R&R
14330	Hydraulic Components-Rudder Booster			
1433J	Booster Assembly	AMU	AMU	AMU
14400	Wing Flap			
1441H	Gear Box	R&R/AMU	R&R/AMU	R&R/AMU
1441S/T	Flap Assembly	R&R	R&R	R&R
14411	Torque Shaft	R&R	R&R	R&R
14412	Jackscrew	R&R	R&R	R&R
22EA0	Engine Controls			

22EAD	Tension Regulator	R&R	R&R	R&R
22EAO	Control Cables (Quadrant to Fire Seal Bracket)	R&R	R&R	R&R
45200	Hydraulic Valves			
452AJ	Ground Test Valve	AMU	AMU	AMU
452AJ	Cable Assembly	R&R	R&R	R&R

NOTES:

Note 16. Removal, replacement, and adjustment of minor hardware (bushings, roll pins, bolts, nuts, etc.) on these systems that do not affect the rig of the system are the responsibility of the AMU.

Note 17. Operational checks performed after the replacement of the nose landing gear strut will be performed jointly by the AMU hydraulic and 355 EMS R&R Personnel. If aircraft is in ISO, hydraulic specialist assigned to ISO will perform the operational checks with R&R personnel.

Attachment 23 (Added)**HOT BRAKES**

A23.1. (Added) When hot brakes are known or suspected the following precautions must be strictly followed:

A23.1.1. **(Added)** C-130 Only: Do not set parking brakes while overheated brake conditions exist.

A23.1.2. **(Added)** Do not approach the wheel brake from either side; approach only from front or rear.

A23.1.3. **(Added)** Do not taxi aircraft after excessive use of brakes unless necessary to ensure the safety of personnel and equipment.

A23.1.4. **(Added)** Do not tow aircraft unless it is to remove it from a crowded parking area after engine shutdowns. Once cleared, the tow vehicle will be chocked and the area evacuated.

A23.1.5. **(Added)** Do not move aircraft until the brakes have cooled and it has been determined by the crash recovery team chief whether or not the aircraft requires chock walking.

A23.1.6. **(Added)** Do not attempt to determine brake temperature using items such as melt sticks or chemical pencils. The way to determine a suspected hot brake is by placing a hand a few inches from the brake, unless it can be determined by other means. (e.g., heat radiation, fire, etc.).

A23.1.7. **(Added)** If a brake is hot, let the fuse plugs in the wheels do their job by deflating the tires.

A23.2. (Added) Hot Brake Procedures.

A23.2.1. **(Added)** The 355 EMS crash recovery crew will respond to all hot brake conditions declared on all assigned and transient aircraft during normal scheduled flying. Transient Alert will respond at all other times.

A23.2.2. **(Added)** C-130 only: AMU personnel will respond with a designated team to all hot brake conditions declared on their assigned aircraft accordance with this instruction.

A23.2.3. **(Added)** ATC personnel provides communication and direction for assigned and transient aircraft and provides primary coordination for the fire department and control agencies. The fire department responds to all hot brake notifications and establishes command and control at the scene.

A23.2.4. **(Added)** If a hot brake condition is verified by the EOR crew, the senior maintenance EOR team member will direct the removal of aircraft and personnel from the area and notify the MOC. All EOR crews will be thoroughly familiar with responsibilities and procedures outlined in this attachment.

A23.2.5. **(Added)** If a hot brake condition is verified by the crew chief at the parking spot, the senior maintenance representative on scene will direct the removal of the aircraft from the area.

A23.2.6. **(Added)** Crash recovery personnel will position chocks forward of the main landing gear wheels and immediately withdraw to a safe distance of 300 feet. The individual marshaling aircraft to the chocks will remain in the area. Once aircraft is in position against the chocks, the

marshaller will evacuate the area. At no time will the individual marshaling the aircraft place himself directly in front of an aircraft having forward firing ordnance aboard.

A23.2.7. **(Added)** C-130 only: Aircrew will ensure the nose gear is chocked and tower notified; shut down the engines, evacuate the aircraft, and turn it over to maintenance and fire department personnel.

A23.2.8. **(Added)** No one will reenter the area for a period of 30 minutes from the time hot brakes were declared unless determined safe by the on scene commander or an explosion or fire has actually occurred.

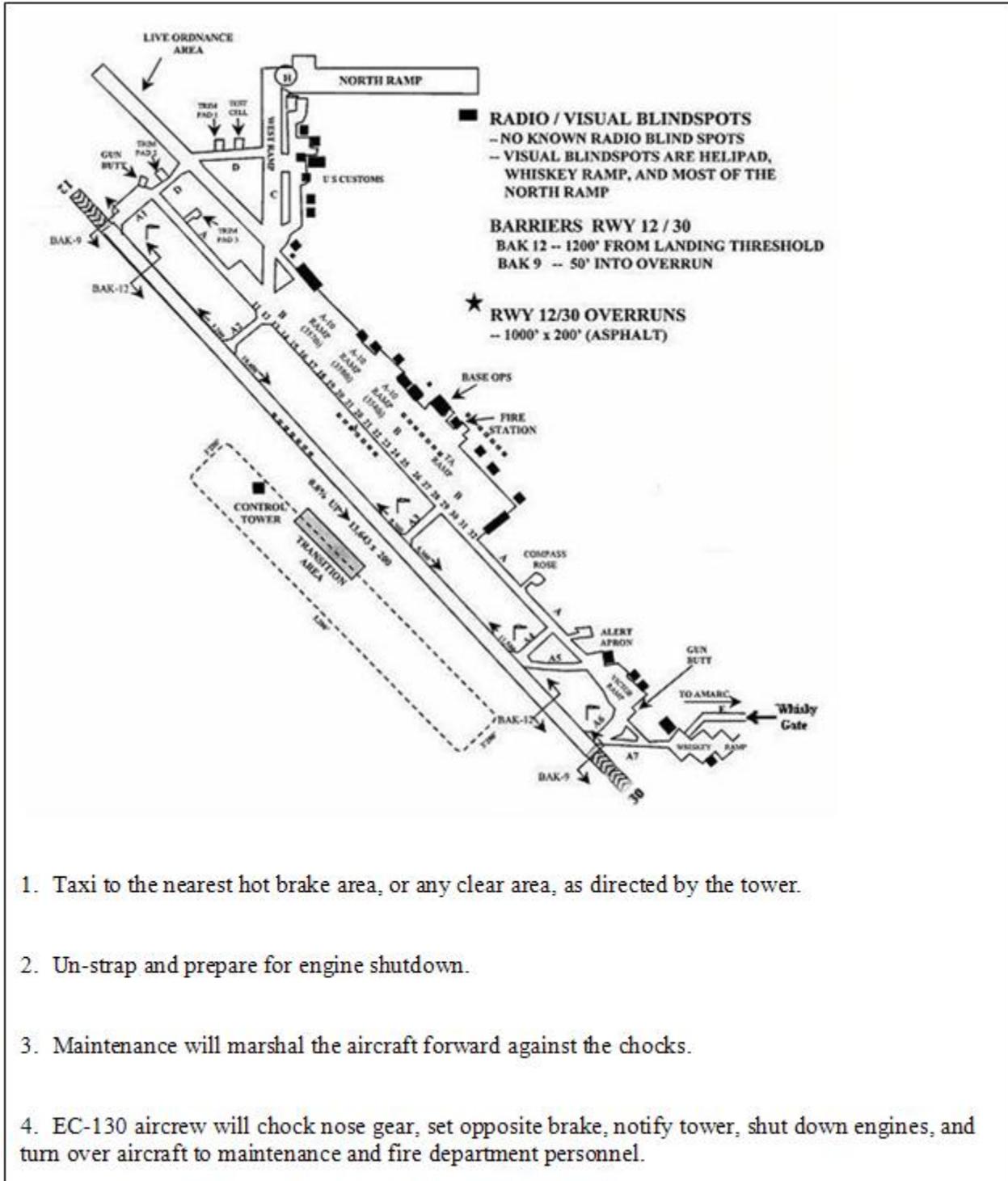
A23.2.9. **(Added)** Crash recovery personnel will inspect the brakes after 30 minutes to determine status. If additional time is required, the brakes will be re-inspected at 15-minute intervals.

A23.2.10. **(Added)** Once brake conditions are determined to be acceptable by on scene commander chocks will be removed for taxi if required. Crash recovery will notify the MOC that a tow team and vehicle will be required to move the aircraft to the parking ramp as necessary. MOC will notify the appropriate AMU or T/A to arrange tow.

A23.2.11. **(Added)** Aircraft with Engines Running on Taxiways, Parking Areas, and Refueling Pits: The pilot is directed to a designated hot brake area (See Figure A23.1) or an area that affords a minimum of 300 feet of clearance around the aircraft. The pilot holds short of the hot brake area until crash recovery or maintenance crews arrive and direct the aircraft into position.

A23.2.12. **(Added)** Aircraft after Engine Shutdown on Taxiways, Parking Areas, and Refueling Pits: All personnel will evacuate and maintain a 300-foot clearance from the aircraft while notifying the tower, via MOC, to alert crash recovery and fire department.

Figure A23.1. (Added) Hot Brake Areas.



Attachment 24 (Added)**FUNCTIONAL CHECK FLIGHT PROGRAM**

A24.1. (Added) Functional Check Flight Program. A-10, C-130, H-60 FCF's will be flown when required by -6 technical order or directed by the applicable OG/CC, MXG/CC, ECG/CC, or flying squadron commander.

A24.2. (Added) The FCF OIC will:

A24.2.1. **(Added)** Be an A-10 FCF-qualified pilot. Tenant agencies will designate and monitor their own FCF pilots and aircrews.

A24.2.2. **(Added)** Instruct upgrading FCF pilots whenever possible. The FCF OIC may designate other highly qualified FCF pilot(s) to act as checkout monitor if necessary.

A24.2.3. **(Added)** Should establish and maintain a file of special interest items (SII) to emphasize recent problem areas, new procedures, and/or techniques for FCF aircrew.

A24.2.4. **(Added)** Ensure aircrew FCF certification, training, and currency.

A24.2.5. **(Added)** A-10 pilots will review the FCF SIIs annually. For EC-130 FCFs, AMT and navigators need only be current and qualified in their assigned aircraft to perform FCF duties.

A24.3. (Added) QA will conduct the following:

A24.3.1. **(Added)** Conduct initial Preflight QVI on all FCF aircraft prior to first flight. Review all discrepancies that generated the FCF, in the aircraft AFTO FORM/IMT 781s (pulled and active) and MIS to ensure that the appropriate maintenance has been accomplished and all entries are correct and complete. Fill out a FCF pilot briefing sheet detailing the major components/maintenance that generated the FCF. After the review, Log forms review into the quality assurance tracking and analysis database.

A24.3.2. **(Added)** Coordinate FCF airspace and file an appropriate flight plan. A-10s will use Ruby/Fuzzy, Tombstone, Sells, Jackal, or Outlaw MOAs. Use Ruby/Fuzzy, Sells, Outlaw/Jackal and all Tombstone MOAs for engine shutdowns/restarts. FCF engine shutdown checks will be accomplished as dictated by FCF profile and IAW TO 1A-10C-6CL-1, *Acceptance and Functional Check Flight Checklist*, TO 1A-10C-6CL-1, *Acceptance and Functional Check Flight Manual*, *USAF Series 1A-10C Aircraft*. EC-130s will use Deming orbit primarily. Secondary MOAs are Ruby/Fuzzy, Tombstone, and Jackal/Outlaw if available.

A24.3.3. **(Added)** Prepare a -6CL for the pilot.

A24.3.4. **(Added)** Brief the FCF pilot/aircrew on aircraft status, maintenance history, reason for FCF, results of previous FCF attempt(s), and potential winds at take-off.

A24.3.5. **(Added)** Notify MOC, SOF, and Command Post of the pilot's (or aircraft commander's) name and call sign, squadron of FCF aircraft, tail number, type of aircraft (for Command Post), profile type (for Command Post), estimated take-off time, approximate land time, and planned airspace.

A24.3.6. **(Added)** Contact the owning squadron OIC and brief the FCF information: tail number, pilot (or aircraft commander) name, call sign, take-off/land time, MOA, and the planned departure. Brief squadron top three of the profile required and what the FCF pilot is going to be

checking out on the aircraft. Contact the 355 OG/CC (or designated representative), or tenant CC for launch approval.

A24.2.7. (Added-A) Pick up the pilot from their home unit and brief any updated information for the FCF. Have the pilot review and sign the automated DD Form 365-4 (from AWBS) and review the aircraft forms. Ensure the pilot is given the -6CL card. Take the pilot to the Ops desk of the FCF squadron for the Top Three step brief, and sign out. QA FCF manager will conduct a thorough walk around of the aircraft to include but not limited to: hydraulic leaks, obvious loose/hanging hardware, damage to flight control surfaces, and security of landing gear doors.

A24.2.8. (Added) After landing, take the pilot to the respective AMU debrief and ensure a clear understanding of all discrepancies and proper completion of all documents. Ensure maintenance specialists are present if required.

A24.2.9. (Added) Review corrective actions for all FCF discrepancies and sign off the QA corrective actions review on the FCF JST in the forms prior to subsequent attempts.

A24.3. (Added) FCF pilots will fly A-10 FCFs clean with no external stores, pave penny pod, 30mm ammunition or empty casings. Install the necessary ballast plates IAW weight and balance requirements. Configure tenant aircraft IAW applicable directives.

A24.4. (Added-A) FCF pilots will ensure a minimum of at least three liters of liquid oxygen for each FCF attempt.

A24.5. (Added) MOC will ensure the appropriate AMU has an AF IMT 2407 on file for the day's FCF attempts.

A24.6. (Added) A-10 FCFs will normally fly with full internal fuel. FCFs with less than a full internal fuel load must be coordinated with the FCF pilot and requires 355 OG/CC approval. For C-130 FCFs, the fuel load will normally be 28,000 pounds or as requested by the aircraft commander. For a HH-60, FCF fuel weight is 2,400 pounds or as requested by the aircraft commander.

A24.7. (Added) 355 MXG AMUs will utilize the DMAFB Form 32, *A-10 Functional Check Flight Record*, when preparing aircraft for FCFs. The A-10 FCF Record will be annotated and kept in the front of the AFTO FORM/IMT 781s until FCF release. Upon completion form should be returned to MOF P&S.

A24.8. (Added) FCF partial profiles require mandatory coordination with FCF OIC. This coordination will include the translation of the maintenance driver(s) and/or testing requirements into the published checks for FCF pilot to accomplish IAW TO 1A-10C-6CF-1, *Acceptance and Functional Check Flight Manual*, TO 1A-10C-6CF-1, *Acceptance and Functional Check Flight Manual*, *USAF Series IA 10C Aircraft*. The FCF pilot may check any item in the -6CL that is deemed to be necessary for safe and thorough accomplishment of the FCF. QA will brief the pilot on which items will be included in the planned profile.

A24.9. (Added) An air abort or code 3 may, or may not, result in a non-release. The FCF pilot is the final authority in determining whether or not the aircraft is released.

A24.10. (Added) AMU will initiate an AF IMT 2407 prior to a FCF attempt. AF IMT 2407 will normally be accomplished, in writing, prior to the FCF pilot stepping to the aircraft. Verbal AF IMTs 2407 will be coordinated by exception only, and must be completed in writing at earliest possible opportunity to reflect FCF attempts as approved and accomplished.

A24.11. (Added) The AMU supervision will review the AFTO FORM/IMT 781 series forms and MIS to ensure appropriate maintenance has been accomplished and entries are correct and complete prior to delivering the forms to QA for review. FCF JST or a prepared red-bordered AFTO 781A will be inserted in the active forms as the last page.

A24.12. (Added) Deliver A-10 active aircraft forms to QA FCF prior to the proposed take-off time. The active forms will include a signed Exceptional Release from the AMU.

A24.13. (Added) If a C-130 FCF is required upon completion of an ISO due to -6 requirements, deliver C-130 ISO forms to QA FCF prior and deliver back line forms to QA/FCF NLT 1400 the day prior.

A24.14. (Added) The AMU will coordinate for appropriate manning and ensure they have all appropriate personnel available for launch and recovery (including EOR, and Crash Recovery) if the FCF is to be conducted outside the wing's flying window.

A24.15. (Added) Deliver C-130 active aircraft forms to QA FCF prior to crew brief for review.

A24.16. (Added) After a non-released FCF, the squadron operations officer, maintenance superintendent, or pro super will review all corrective actions for the non-release, sign off the corrective actions review in the FCF JST and forward the aircraft forms to QA FCF section for review. QA personnel must sign off the forms review prior to subsequent flights.

A24.17. (Added) Manual Reversion Adjustments.

A24.17.1. **(Added)** The 355 EMS Repair and Reclamation section will adhere to this guidance to ensure proper forms documentation, two-man concept utilization during elevator trim tab adjustments, and final measurement method for AFTO Form 95 historical data.

A24.17.2. **(Added)** Included in the AFTO FORM/IMT 781A will be a red dash entry stating "Verification of flight control settings and update to AFTO IMT 95 due after FCF release." This entry will be included in the MIS JST for all FCFs. The purpose of this entry is to ensure all historical records are current as of the latest FCF and subsequent flight control adjustments will have the most current data to be used as a baseline.

A24.18. (Added) TA will notify QA FCF section of the need for a FCF on Transient Aircraft. The FCF section and QA will then coordinate as necessary with the owning organization to support the action. The support can include, but is not limited to: reviewing aircraft forms, scheduling and briefing an FCF pilot/aircrew, scheduling airspace, and debriefing the FCF.

A24.19. (Added) FCF Requirements at off-Station Locations: Temporary certification requires the OG/CC's written approval if the necessity arises for an FCF while TDY. TDY FCFs will be coordinated with the home station FCF OIC to ensure all local and AFI directed rules are followed. This does not apply during a contingency deployment, where an FCF-certified pilot is conducting the FCF.

A24.20. (Added) The flying squadron will:

A24.20.1. **(Added)** Approve the FCF (commander, or top three if the commander is not available). The top three will be on duty for the duration of the flight.

A24.20.2. **(Added)** Add the FCF to the bottom of the local flight clearance flight order and (C-130 and HH-60 only) file the appropriate flight plan.

A24.20.3. **(Added-A)** Have an FCF pilot available during the day from 0730 until 1930 (or sunset, whichever is earlier). If an earlier FCF is desired/required, AMU must coordinate with QA the day prior to ensure all requirements are complied with. FCF standby calendars are published by the FCF OIC on a quarterly basis and distributed to affected flying squadrons. If the designated flying squadron does not have an FCF pilot available, they will either take an FCF pilot off the regular schedule or make arrangements with another squadron to cover the FCF requirement for that day. Flying squadrons must notify QA of any changes to the published FCF standby coverage.

A24.20.4. **(Added-A)** Provide a SOF in the Air Traffic Control tower for the entire FCF period when an FCF is flown outside the normal flying window. This requirement may be waived on a case-by-case basis by the 355 OG/CC and IAW AFI 11-418, *Operation Supervision*. The flying squadron will also provide appropriate manning of operations personnel for the flight (ICO and life support).

A24.21. (Added) Flight Requirements; FCF pilots/aircrews will:

A24.21.1. **(Added)** Sign out on the local flight clearance order in the flying squadron that owns the aircraft.

A24.21.2. **(Added)** Follow all current guidance/procedures in the FCF SIIs.

A24.21.3. **(Added)** On initial A-10 FCFs, accomplish all FCF ground checks (TO TO 1A-10C-6CF-1, sections I through VI) up to but not including TAXI. On subsequent FCF attempts, ground checks only need to check the systems that will be tested in flight, along with any other systems that failed the ground checks on the previous attempt. FCFs will not launch unless they have successfully completed all ground checks required for that flight. First attempt FCFs, regardless of planned profile, will plan to take-off on runway 12. Runway 30 departures may be accomplished, but must be coordinated with 355 OG/CC for authorization.

A24.21.4. **(Added)** For A-10 FCFs the maximum allowable crosswind component is 25 knots, or 15 knots if checking manual reversion. If TO 1-1-300 paragraph 6a waiver is required, coordinate through OG/CC to acquire FW/CC approval.

Attachment 25 (Added)**2WIX1 PERSONNEL RECOGNITION PROGRAM****A25.1. (Added) 2WIX1 Personnel Recognition Program.**

A25.2. (Added) This supplement establishes a means of recognizing deserving Airmen serving in the weapons career field who have made significant contributions towards mission accomplishments through superior performance or outstanding individual action. This program governs the Load Crew of the Month, Load Crew of the Quarter (LCOQ), Load Crew of the Year (LCOY), Weapons Section of the Quarter/Year and ACC Outstanding Armament Technician (AB-SrA)/Supervisor (SSgt-TSgt)/Manager (MSgt-SMSgt) of the Quarter/Year competitions

A25.3. (Added) Eligibility Criteria: LCOQ/LCOY. All certified load crews assigned to an AMU weapons section are eligible. LCOQ nominees must have been a formed certified crew during the quarter they are competing for. The weapons section chief must use crew integrity when nominating the LCOQ crew, unless a TDY, leave or emergency arises. When an individual from the crew is unable to load in the competition for the reasons specified above, the section chief has an option to substitute the member. As a minimum, 2 of the 3 formed/certified crew members must be submitted as LCOQ nominees. The LCOY nominations must be a formed crew for 6 months minimum. LCOY crew nominees will be LCOQ winners from the applicable year's quarterly competitions. As a minimum, 2 of the original 3 crew members that won the LCOQ Award must be submitted as LCOY nominees. WS will not certify individuals for the sole purpose of the competition.

A25.4. (Added) Quarterly Award periods are January through March, April through June, July through September, and October through December. All awards will cover the calendar year (January through December).

A25.5. (Added) The Load Crew of the Month will be selected by the AMU weapons section chief. Each weapons section chief will develop a program for their selection based on at least the following criteria: Crew integrity should be maintained to the maximum extent possible.

A25.5.1. (Added) All loads performed in the load training facility under the supervision of WS (i.e., semi-annual evaluations, proficiency loads, flight line evaluations, etc.) during the selection month.

A25.5.2. (Added) Flight line and duty performance will be determined by the weapons section chief.

A25.5.3. (Added) Selection will be made NLT the third duty day following the selection month.

A25.5.3.1. (Added) Hot Shot Load Crew of the Month will be selected by WSS. The Hot Shot load will be the single munition SAE requirement for the applicable month per the WSS load schedule. Load Crew integrity will be maintained to the maximum extent possible for competing crews. Substitutions will be allowed on a case by case basis. All zero-defect loads will be considered as qualified loads. The fastest time will be declared the winner. Winners will have their names displayed at WSS on the Current Hot Shot Load Crew of the Month board. Best overall winner's times will be is played on the Legacy Hot Shot Load Crew board. WSS will

provide a certificate to AMU section chiefs signed by the WWM for crew presentations. AMU section chiefs will apply appropriate point value compensation to the winning crew member's LCOM/LCOQ standings.

A25.5.4. **(Added)** The weapons section chief will notify their supervision, WS, and commander of the crew selection NLT the third duty day following the selection month.

A25.5.5. **(Added)** The Weapons Section will prepare a Load Crew of the Month certificate, signed by their commander and weapons section chief for each load crewmember. The Load Crew of the Month certificates should be presented at the AMXS commander's call.

A25.6. (Added) LCOQ/LCOY Selection Procedures. Each AMU will select a candidate crew for the LCOQ/LCOY competitions and advise WS of their selection NLT 5 days after the end of the selection quarter/NLT the first week after the end of the calendar year.

A25.6.1. **(Added)** The LCOQ competition should be held normally during the second week of the month following the completion of the quarter, and the LCOY competition will be held normally during the fourth week of January.

A25.6.2. **(Added)** WS will coordinate with the following agencies: AMXS to provide the required number of weapons capable aircraft; EMS (AMMO) for delivery of munitions in support of the competition load configuration; COMM Sq for public announcement system/screens; Public Affairs for media coverage.

A25.6.3. **(Added)** The LSC and any designated Lead Crew members will judge the loading competition. The Wing Weapons Manager/WS Superintendent or designated official will perform the Dress and Appearance and CTK inspections.

A25.6.4. **(Added)** Load crews will report to WS at 0730 hours for the AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* inspection and written test the day of the competition, unless otherwise noted. Any crew members arriving late will not be eligible to compete for this portion of the competition.

A25.6.5. **(Added)** All load crews will report to the load site 15 minutes prior to their load time for their CTK setup. There will be no preparation to the aircraft and munitions (i.e. aircraft look over and munitions preparation) prior to the load; the aircraft will be loaded as is.

A25.6.6. **(Added)** Competition Scoring: See Figure A25.1. All crews will start with 3,000 points and the load crew with the highest score at the end of the competition is the winner. Phase I (testing) phase will be used to generate bonus points to be added to their total score. Phase II scores are obtained from the practical competition.

Figure A25.1. (Added) Weapons Load Crew of the Quarter Score Sheet.

WEAPONS "LOAD CREW OF THE QTR" SCORE SHEET	
354th AIRCRAFT MAINTENANCE UNIT "BULLDOGS"	
LOAD CREW INFORMATION	Aircraft 81-997
Crew M4	CONFIGURATION
#1 Member TSgt	4xCBU-87, 1xAIM-9
#2 Member A1C	

#3 Member SrA							
Phase I							
Correct Test Questions (+10 Pts. Each)				Each	10	0	
AFI 36-290 Merits (+50 Pts. Sharp Troop)				Each	0	0	
AFI 36-2903 Demerits (-25 Pts. Each)				Each	-25	0	
				Total Points		0	
PHASE II							
Safety or Reliability Violation (-250 Pts. Each)							
						0	
				Total Points		0	
Undetected Foreign Object (-250 Pts. Each)							
						0	
				Total Points		0	
Rule Violation (-100 Pts. Each)							
						0	
				Total Points		0	
TO Regulation/Instruction Violation (-50 Pts. Each)							
						0	
				Total Points		0	
CTK Discrepancies (-25 Pts. Each)							
						0	
				Total Points		0	
Area Set-up (-50 Pts. Each)							
						0	
				Total Points		0	
Invalid Rejection (-50 Pts. Each)							
						0	
				Total Points		0	
Time Standard is 20 minutes (-1 point per second for overtime)							
Time Standard	30.00	Load Time	0	Total Over/Under	0	Total Points	0

				time		
					<u>AVAILABLE POINTS</u>	3000
					<u>TOTAL POINTS DEDUCTED</u>	0
					<u>SCORE TOTAL</u>	3000

A25.6.6.1. **(Added)** Phase I: AFI 36-2903 inspection and a 10 question (LCOQ) or 20 question (LCOY) test, closed book, for each crew member. Each correct question on the test will be worth an additional 10 bonus points.

A25.6.6.2. **(Added)** In the event of a tie, the load crew with the most points accumulated during the phase II portion of the competition will be the winner. If a tie still exists, the crew with the fastest load time will be the winner.

A25.6.7. **(Added)** A list of all loading competition discrepancies will be given to the respective weapons section chiefs after the winners have been announced.

A25.6.8. **(Added)** Notification of the quarterly award will be given the same day of the competition. WS will provide the traveling trophy plaque/certificate for the AMU quarterly winners. The individual load crew member plaques/certificates will be awarded the same day of the competition. Annual award winner's trophies will be presented at the 355 WG Maintenance Professional of the Year banquet.

A25.6.9. **(Added) Weapons Section of the Quarter/Year.** Each AMU weapons section (354, 357, and 358) is eligible for this award. Each weapons section will be rated on their overall performance in 9 separate areas. These statistics are totaled by the amount performed, passed, and failed. The pass rate is derived by dividing the total passed by the total performed, giving the overall percentage. The weapons section with the highest overall percentage at the end of the quarter is the winner. The following areas will be evaluated during the competition:

A25.6.9.1. **(Added)** Flight line evaluations.

A25.6.9.2. **(Added)** Post-load inspections.

A25.6. 9.3 (Added) Semi-annual evaluations.

A25.6.9.4. **(Added)** Minimum proficiency required loads (MPRL).

A25.6.9.5. **(Added)** Weapons-release rate.

A25.6.9.6. **(Added)** Weapons academic scheduling effectiveness.

A25.6.9.7. **(Added)** Gun reliability rate.

A25.6.9.8. **(Added)** Load-crew scheduling effectiveness.

A25.6.9.9. **(Added)** AME turn-in.

A25.6.10. **(Added)** All areas above will receive a 100-percent maximum rating.

A25.6.11. **(Added)** The WS will tally all competition areas on the last day of the quarter and notification of the quarterly winner and presentation of the traveling trophy will be conducted on the same day as the LCOQ competition. The annual award winner will be notified and the traveling trophy will be presented at the 355 WG Maintenance Professional of the Year banquet

Attachment 26 (Added)

IFF MODE IV AND RWR END OF MONTH REPORT

A26.1. (Added) IFF Mode IV/RWR end of the month reporting procedures.

A26.1.2. (Added) Example Letter:

DEPARTMENT OF THE AIR FORCE

355TH AIRCRAFT MAINTENANCE SQUADRON (ACC)

DAVIS-MONTHAN AIR FORCE BASE ARIZONA



(DATE)

MEMORANDUM FOR 355 MXG/MXQ, AVIONICS MANAGER

FROM: 355 AMXS/MXAXX (XXX AMU)

SUBJECT: 60-Day IFF (Mode-IV and C) and RWR End-of-Month Report
Reporting Period: 01 Jan through 31 Jan 12

1. 60-day IFF (Mode-IV) and RWR checks were accomplished for Month/Year IAW AFI 21-101 CAF SUP I. This report details the number of aircraft checked for IFF and RWR, aircraft not checked, and the status of assigned threat simulators and transponders.

Number aircraft assigned		
Number aircraft possessed		
	<u>IFF</u>	<u>RWR</u>
Number aircraft tested		

Test Equipment Status	RWR Equipment					IFF Equipment		
	PLM-4	100	200	300	400	500	Transponder	KIR-1C
Number Authorized	06	02	01	02	02	01	02	02
On Hand	03	01	00	01	01	01	02	02
PMEL	00	01	01	00	01	00	00	00
AWP	02	00	00	00	00	00	00	00
On Order	03	00	00	01	00	00	00	00

Radio Frequency Transmission Line Test Set (RFTLTS)	Status (Include parts on order and status if RFTLTS is AWP)

Joint Service Electronic Combat Systems Tester (JSECST)	Status (Include parts on order and status if JSECST is AWP)

2. IAW AFI 21-101 CAF SUP I, 100% of possessed aircraft **have/have not** been checked for IFF in the last 60 days. The enclosed table details the results of the tests.

3. This report is at the end of a 30-day cycle. Roll-through or -6 checks of 100% of possessed aircraft **have/have not** been conducted IAW AFI 21-101 CAF SUP I. The enclosed table details the results of the tests.

4. Questions can be directed to TSgt Doe or SrA Brown, 355 AMXS/MXACS, at 228-XXXX.

RWR RESULTS

Aircraft	Location (if off- station)	Previous RWR test	Date tested	Pass / Fail	Corrective action/remarks

JOHN DOE, TSgt, USAF
355 AMXS/ MXACS RWR-IFF

Monitor

Attachment 27 (Added)**SOURCE REFERENCE DATA REVIEW PROCEDURES****A27.1. (Added) Source Reference Data Review Procedure.**

A27.1.1. **(Added)** The TODO will review the weekly Technical Order distribution change list against the Local Technical Data (LTD) source document List. The TODO will initiate a Source Review Data (SRD) Review Letter for LTD tasking a QA inspector to review new change/revision with the affected LTD.

A27.2. (Added) TODO will assign a control number. Enter all applicable information onto the LTD tracker. Place a copy of the TO change/revision and a copy of the affected LTD in a folder. Staple the SRD review letter to the front of the folder and give to the assigned QA inspector.

A27.3. (Added) The QA inspector will review the change/revision of the TO against the LTD to see if any of information requires change.

A27.4. (Added) If no change is necessary the QA inspector will complete the SRD review letter and return to the TODO for filing. The TODO will file the completed letter in the applicable LTD case file.

A27.5. (Added) If data has changed the QA inspector will complete the SRD review letter and annotate or attach the change/revision requirements to the LTD, and return to the TODO for processing. The TODO will make necessary changes to the LTD; route to 355 MXG supervision for signature.

A27.6. (Added) The publication package consisting of the SRD review letter filled out by the inspector requesting the change and the proposed change in the correct format will be routed using the AF IMT 673 through the 355 MXG/CC.

A27.6.1. **(Added)** Contents will include a SRD review letter from the inspector and TODO, a copy of the old LTD (marking what has changed), and a copy of the new LTD ready for signature.

A27.7. (Added) Upon return of the signed copy the TODO will file all applicable paperwork in the appropriate LTD case file and distribute the change as applicable.

A27.8. (Added) Annual Review Procedure.

A27.8.1. **(Added)** The TODO will initiate an annual review letter for LTD tasking a QA inspector to review a LTD.

A27.8.2. **(Added)** TODO will assign a control number. Enter all applicable information onto the LTD tracker. Place a copy of the TO change/revision and a copy of the affected LTD in a folder. Staple the annual review letter to the front of the folder and give to the assigned QA inspector.

A27.8.3. **(Added)** The QA inspector will review the change/revision of the TO against the LTD to see if any of information requires change. If no change is necessary, the QA inspector will complete the annual review letter and return to the TODO for filing. If data has changed the QA inspector will complete the annual review letter and annotate or attach the change/revision requirements to the LTD, and return to the TODO for processing.

A27.8.4. **(Added)** If a change or revision is warranted, the TODO will make the necessary changes to the LTD and route a proposal copy through supervision of affected units prior to routing it for signature. Once approved by all affected units a package can be created for signature.

A27.8.5. **(Added)** The publication package for signature will consist of the annual review letter filled out by the inspector requesting the change and the proposed change in the correct format will be routed using the AF IMT 673 through the 355 MXG/CC.

A27.8.6. **(Added)** The contents of the package will include the SRD Review Letter, a copy of the old LTD with tracked changes, and a copy of the new LTD ready for signature.

A27.8.7. **(Added)** Upon return of the signed copy the TODO will file all applicable paperwork in the appropriate LTD case file and distribute the change as applicable.

Attachment 28 (Added)**TUCSON INTERNATIONAL AIRPORT (TIA) LINE BADGE MANAGEMENT****A28.1. (Added) TIA Line Badge Management.**

A28.1.1. **(Added)** Each MXG squadron will ensure sufficient personnel are assigned TIA Line Badges to support aircraft diverted to TIA.

A28.1.2. **(Added)** Each squadron will determine the number required and specify who will be assigned TIA Line Badges. Limit personnel to SSgt and above. Personnel without TIA Line Badges may be escorted by someone with a TIA Line Badge.

A28.1.3. **(Added)** Squadrons will ensure personnel with TIA Line Badges are fully aware of MXG guidance/requirements.

A28.1.4. **(Added)** Normally, TIA Line Badges are valid for a period of 2 years from the date of issue.

A28.2. (Added) Squadrons will fund the costs associated with obtaining TIA Line Badges for their personnel and coordinate with Resource Advisors, and the Comptroller Squadron to provide funding.

A28.2.1. **(Added)** At the time of this publication, new TIA Line Badges cost \$75, renewed TIA Line Badges cost \$40, replacement of lost TIA Line Badges costs \$75, and TIA Line Badges not returned to TIA at the 2-year expiration date cost \$150.

A28.3. (Added) Authorized Signer.

A28.3.1. **(Added)** Each squadron will provide a list of Authorized Signers and provide a copy to the MOC. An Authorized Signer is someone who approves personnel for a restricted area badge and may also sign for and pick up badges.

A28.3.2. **(Added)** The Authorized Signer must have a valid TIA badge.

A28.3.3. **(Added)** The Authorized Signer will complete the attached Authorized Signer Training and provide the TIA Badging Office with a signed copy of the last page.

A28.3.4. **(Added)** The Authorized Signer will fill out and sign a Work Badge Authorization Form for all new personnel before they go to the TIA Badging Office for training.

A28.3.5. **(Added)** MOC will keep a listing of Authorized Signers on file and will maintain a TIA Badge tracker/inventory.

A28.4. (Added) New Badges.

A28.4.1. **(Added)** Personnel must call the TIA Badging Office at (520) 573-8156 to schedule an appointment to receive both security and flight line driving training.

A28.4.2. **(Added)** Personnel must take the signed Work Badge Authorization Form from the Authorized Signer with them to the TIA Badging Office.

A28.4.2. **(Added)** Two forms of ID are required before paperwork is processed. If born outside of the United States additional forms are required. Contact the TIA Badging Office for more details.

A28.4.2. **(Added)** Once issued, the individual or Authorized Signer will immediately deliver the TIA Line Badge to MOC.

A28.5. (Added) Renewed Badges.

A28.5.1. **(Added)** Personnel must go to the MOC, sign out his/her badge, and take it to the TIA Badging Office. No appointments are necessary.

A28.5.2. **(Added)** A new photo will be taken and paperwork updated, if needed. The new badge will be printed and given to the individual or Authorized Signer.

A28.5.3. **(Added)** The individual or Authorized Signer will then deliver the renewed badge to the MOC, sign it back in, and update the TIA Badge tracker with the new badge number and expiration date.

A28.6. (Added) Lost Badges.

A28.6. (Added) If a line badge is lost, that individual must call the Badging Office at (520) 573-8156 and then report to the Badging Office in person to file a police report with TIA police.

A28.6.1. **(Added)** Members must also contact the MOC for accountability purposes. A copy of the police report will be given to MOC for historical records purposes.

A28.6.2. **(Added)** Once a new badge is issued, the individual or Authorized Signer will take it back to MOC, sign it in, and update the TIA Badge tracker with the new badge number and expiration date.

A28.7. (Added) Badge Management.

A28.7.1. **(Added)** MOC will maintain the following current hard copy documentation: excel spreadsheet of all TIA Line Badges, list of Authorized Signers, Sign In/Sign Out Roster, receipts from TIA for turned in badges, final turn in roster, monthly inventory, and police reports for lost badges.

A28.7.1.1. **(Added)** Scan and electronically file all documentation annually (normally at the end of the calendar year).

A28.7.2. **(Added)** MOC will maintain the following electronic files: current excel spreadsheet of all TIA Line Badges, 355 MXG guidance for TIA Line Badges, all scanned documentation.

A28.7.2.1. **(Added)** MOC will maintain a Continuity Book with the following minimum items: current hard copy documentation, location of electronic files, 355 MXG guidance for TIA Line Badges, contact information for the TIA Badge Office.

A28.7.3. **(Added)** Store all TIA Line Badges in a locked drawer or cabinet under the control of the MOC Senior Controller.

A28.7.4. (Added) Signing Badges In/Out.

A28.7.4.1. **(Added)** Badges will be issued only in the event of an aircraft divert to TIA or in direct support of other valid Davis Monthan AFB requirements. Prior to issuing any TIA Line Badges, MOC will confirm with the Squadron Pro Supers or appropriate squadron leadership that the requirement to issue the badge is valid.

A28.7.4.2. **(Added)** Before departing, the individual will go to the MOC and sign out his/her badge on the sign in/sign out roster created for TIA Line Badges.

A28.7.4.3. **(Added)** Personnel will return and sign in the TIA Line Badges to MOC upon completion of the mission/requirement at TIA.

A28.7.5. **(Added) Accountability.**

A28.7.5.1. **(Added)** The MOC Senior Controller will account for TIA Line Badges monthly.

A28.7.5.1.1. **(Added)** Ensure any badges signed out have been returned and signed back in if not being used for TIA duties.

A28.7.5.1.2. **(Added)** Report any discrepancies to Maintenance Operations Flight supervision, affected squadron commander, and 355 MXG Deputy Commander.

A28.7.5.2. **(Added)** Document completion of monthly inventory.

A28.7.6. **(Added) Expiring Badges.**

A28.7.6.1. **(Added)** MOC will notify personnel with TIA Line Badges expiring within the next 2 months (to mitigate leaves, TDYs, etc.).

A28.7.6.2. **(Added)** If the individual still requires a badge, he/she will accomplish the requirements for TIA Line Badge Renewal, prior to the expiration date.

A28.7.6.3. **(Added)** If the individual does not need a badge or is no longer assigned to Davis Monthan AFB, the affected squadron Authorized Signer will sign the badge out from the MOC on the final turn in roster, and annotate the badge will be returned to TIA. Then the Authorized Signer will take the badge to the TIA Badging Office for turn-in. The TIA Badging Office will provide a receipt for the badge turn-in, which will be turned into MOC for their historical records. MOC will then annotate on the final turn in roster that he/she has received the receipt and remove the turned-in badge's info from the excel tracker.