BY ORDER OF THE COMMANDER
436TH AIRLIFT WING

DOVER AIR FORCE BASE
INSTRUCTION 21-104

27 JANUARY 2015

Maintenance

PLANS, SCHEDULING AND DOCUMENTATION STANDARD PRACTICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at **www.e-Publishing.af.mil.**

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 436 MXG/MXQA

Certified by: 436 MXG/CC
(Colonel Charles S. Nesemeier)

Supersedes: DOVERAFBI21-103,
20 December 2003

Pages: 26

Dover Air Force Base Instruction (DAFBI) 21-104, *Plans, Scheduling and Documentation Standard Practices:* This DAFBI implements written core PS&D practices required by Air Force Instruction (AFI) 21-101 Air Mobility Command (AMC) Sup 1, *Aircraft and Equipment Maintenance Management.* AFI 21-103 *Equipment Inventory Status and Utilization Reporting*, Technical Order (T.O.) 00-20-1-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies and Procedures,* T.O. 00-20-2-WA-1, *Maintenance Data Documentation,* T.O. 00-5-15-WA-1, *AF Time Compliance Technical Order System*, T.O. 00-20-9-WA-1, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items,* T.O. 00-25-107-WA-1, *Maintenance Assistance,* T.O. 1C-17A-6, *Aircraft Scheduled Inspections and Maintenance Requirements* and T.O. 1C-5M-6, *Aircraft Scheduled Inspections and Maintenance Requirements.*

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

It expands the DAFBI from aircraft records documentation and programs to include daily scheduling, common practices for training sorties, static displays, and Aerial Port support for local training. These procedures are for both 436th/736th and 512th/712th organizations and staff agencies under the direction of the Maintenance Group Commander (MXG/CC), and the Logistics Readiness Squadron (LRS) under the direction of the Mission Support Group Commander (MSG/CC). It establishes procedures and capabilities for the following - verification, reconciliation, updating and correcting aircraft configurations in the Maintenance Information System (MIS), provides unit managers the ability to determine the configuration of their aircraft, identifies and tracks selected serial controlled items, Special Inspections (SI) and Time Change Items (TCI) in the automated MIS, perform Aircraft Document Reviews (ADR), Pre and Post Dock meetings, Decentralized records, Time Compliance Technical Orders (TCTO), aircraft acceptance and transfer, freezing and consolidating aircraft and equipment, standardized products, manual updating. Ensure that all records created as a result of the process prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through the appropriate chain of command to the OPR.

1. AUTOMATED AND AFTO IMT 95 DOCUMENTATION REQUIREMENTS

1.1. Ensure all aircraft and installed components requiring historical records according to the applicable -6 TO are documented and filed according to procedures outlined in T.O. 00-20-1-WA-1

1.2. Ensure each aircraft jacket file contains a hard copy AFTO Form 95, *Significant Historical Data*, if available, to include date of automation and an automated version. When an AFTO Form 95 is initially automated, enter the following statement on all hard copies: "Automated history started this date".

1.1.2. When a new AFTO Form 95, or automated version, is created, the following annotations are required:

The date of the installation or removal

Details of the significant event, i.e. what was discovered, how it was corrected, any recurring inspection requirements, etc

The total operating time of the aircraft

The total operating time of the component

Any inspection requirements and load the inspection in G081

The unit and base performing the removal/replacement

1.3. Ensure major maintenance accomplishments (Depot, Contract Field Team (CFT), etc.) are recorded on an AFTO Form 95 or automated historical record. CFT may forward a certificate of completion to PS&D.

1.4. Ensure the MIS is updated to reflect work completed and the historical records filed in the applicable aircraft jacket file. If provided the certificate of completion will also be filed in the aircraft jacket file after automation.

1.5. All AFTO Form 95s will be retrieved from G081 via screen 9035 and saved electronically as a .pdf file. If a hard copy AFTO Form 95 is received, follow the procedures above, scan the document and save it as a .pdf file. All AFTO Form 95s will be stored in the appropriate electronic aircraft jacket file.

2. AIRCRAFT JACKET FILES

2.1. Maintain an individual aircraft jacket file for each assigned aircraft. Standardize all aircraft jacket files in accordance with the master aircraft jacket file, the C-5 and C-17 will follow the same formats. PS&D will maintain at a minimum the items listed in AFI 21-101, AMC Sup 1, par. 7.1.2.1., additional items will be maintained at the discretion of the NCOIC. Attachment 2 provides the table of contents which the jacket files will be labeled. PS&D will place a DD Form 2861, *Cross-Reference*, in the accordion file for all decentralized records. Files will be maintained electronically.

2.1.1. PS&D will inspect aircraft jacket files IAW AFI 21-101, AMC Sup 1. Attachment 3 contains the C-5 jacket file checklist; Attachment 4 contains the C-17 jacket file checklist.

2.1.2. Correct all discrepancies found during inspections or document errors which are not immediately correctable. Conduct a thorough search if any documents are missing from the jacket file and place a statement on a Word document that a thorough search was conducted and the documents were not found. Sign and date the Word document and store in the jacket file slot in place of the missing document.

2.1.3. Once the review is complete, PS&D will annotate an AF Form 2411, *Inspection Document*, and maintain electronically in the main aircraft folder in the electronic aircraft jacket file.

2.1.4. Decentralized aircraft jacket file item inspection requirements. PS&D must accomplish an annual records check at the following agencies: NDI and QA. A documentation specialist will review the records maintained at each section to ensure currency and accuracy of the aircraft files. Aircraft x-rays and JOAP paperwork are kept at NDI. Weight and Balance records are maintained in an electronic version at QA. P&S will document an AF Form 2411, with the date of the inspection; it will be maintained in the decentralized section in close proximity to the records. (NOTE: Engine management is a contracted agency; they are inspected by HQ AMC).

3. FILING AFTO FORMS 781 SERIES.

3.1. Debrief collects and delivers AFTO 781 series forms to PS&D after active forms are pulled from the aircraft 781 series forms binder and reviewed by the appropriate agencies in AMXS. PS&D will scan AFTO 781 series and filed in the electronic aircraft jacket file records.

3.1.1. PS&D will check for sequential dates prior to filing the forms. All forms should begin and end with an overlapping date. (Example: If a set of forms begin 1 January and ends on 10 January, the next set of forms should begin on 10 January).

3.2. Missing Forms. When missing forms are identified, PS&D will create and send out a missing forms letter to AMXS production and responsible work-centers via email. The letter will identify the missing date series and provide a 5-duty day suspense for forms delivery to PS&D.

3.2.1. Once the responsible work center receives the missing forms letter, they will complete a search for the missing forms and deliver them to PS&D.

3.2.2. If the forms cannot be located, the letter must be signed by the flight chief,

production superintendent or appropriate representative and returned to PS&D.

3.2.3. PS&D will file missing forms letter in place of the missing forms. Attachment 5 contains the missing forms letter template. NOTE: An electronic letter may be digitally signed and filed in place of a "wet" signature.

4. PRE-DOCK AND POST-DOCK INSPECTION MEETING REQUIREMENTS

4.1. Pre-dock Requirements

4.1.1. PS&D in conjunction with the C-5 Enterprise Master Scheduler, will establish the ISO/HSC flow plan in coordination with Maintenance Squadron (MXS) Maintenance Flight and Aircraft Maintenance Squadron (AMXS) Production, ensuring to the greatest extent possible the flow plan does not conflict with the Maintenance Steering Group 3 (MSG-3) inspection schedule. The plan will be incorporated into the C-5 and C-17 2401s and Long Range Mx Plan on the base Electronic Information Management (EIM) site.

4.1.2. PS&D, to the greatest extent possible, will ensure the aircraft is scheduled for a complete wash (exterior and interior) no earlier than 1 day prior to the scheduled inspection start date.

4.1.3. PS&D will create an AF Form 2410, *Inspection/TCTO Planning Checklist*, NLT seven days in advance of the scheduled pre-dock meeting, IAW the guidance provided in AFI 21-101 AMCSUP 1, par 7.2.2. IAW the RISO conference, the AF Form 2410 must be sent to the ISO dock at least 45 days prior to the scheduled input date. PS&D will distribute the form via email to responsible work centers for feedback; all comments received will be consolidated onto the original AF Form 2410 maintained in PS&D.

4.1.3.1. PS&D will use Global Reach, Aircraft Document Review (ADR) to complete the AF Form 2410. PS&D will save the ADR as a .pdf file in the electronic aircraft jacket file; this document will serve as the baseline document for discussion during the pre-dock. In event Global Reach is down, PS&D will use the following G081 screens: Screen 9188 for special inspections and time changes, Screen 8027 for all open TCTOs and Screen 8035, Option A for 781A discrepancies and Option K for 781K discrepancies.

4.1.3.2. All special inspections and time changes, due within 30 days of the ISO/HSC completion date, will be annotated in the applicable area of the AF Form 2410 and discussed during the pre-dock.

4.1.3.3. All workable TCTOs will be annotated on the AF Form 2410 and discussed during the pre-dock.

4.1.3.4. All workable and non-workable DD's or other maintenance activities discussed will be annotated on the AF Form 2410, as well as any activities needing special requirements. Any non-workable activity will be identified for evaluation or carried forward to a later date.

4.1.3.5. All items will be coded on the ADR next to the applicable job number with one of the following codes – AF for AMXS fix, MF for MXS fix, CF to carry forward, AE for AMXS evaluation, ME for MXS evaluation.

4.1.3.6. PS&D will schedule and chair a pre-dock meeting prior to ISO/HSC input. An ISO pre-dock will be completed at 30 days and again at 7 days prior to input using the same AF Form 2410. An HSC pre-dock will be NET 7 days prior to the HSC. The purpose of this meeting is to coordinate workable inspections, time changes, TCTOs and maintenance activities listed on the applicable aircraft document review (ADR) product from the MIS.

4.1.3.7. At a minimum the following agencies must attend: AMXS Flight Chief or representative, AMXS Production Superintendent, the Dedicated Crew Chief, HSC/ISO Dock Chief, MXS Flight Chiefs or their representative, a supply or MSL representative and Engine Management.

4.1.3.8. PS&D will provide the Dock Chief a blank copy of the Configuration End Item (CEI) checklist for visual verification of part/serial numbers on historical items. Additionally, they will compile a list of missing serially controlled items (such as Time Change Item serial numbers, Critical Safety Items and configuration managed items) and inform the Dock Chief who will complete a physical verification.

4.1.3.9. PS&D will coordinate with engine management at least one week before the scheduled pre-dock for any engine activities to be accomplished during ISO/HSC.

4.1.3.10. PS&D will ensure all representatives at the meeting sign the AF Form 2410. PS&D will scan the completed AF Form 2410 and the ADR; they will send a copy via email to MXS, AMXS and the dock chief, and file the electronic documents in the electronic aircraft jacket file.

4.2. Post-dock Requirements

4.2.1. PS&D will schedule and chair a post-dock meeting using the guidance from AFI 21-101 AMCSUP 1, par 7.2.3. The purpose of this meeting is to verify all maintenance items documented on the AF Form 2410 were completed. PS&D will review G081 Screen 9050 for each JCN annotated as a fix on the pre-dock package. They will annotate incomplete items with a reason and future plan if applicable.

4.2.2. At a minimum the following agencies must attend: AMXS Flight Chief or representative, AMXS Production Superintendent, the Dedicated Crew Chief, HSC/ISO Dock Chief, MXS Flight Chiefs or their representative and Engine Management.

4.2.3. The dock chief will provide PS&D with a completed CEI checklist. PS&D will review the checklist and verify G081, using screen 8110, against the aircraft jacket file documents.

4.2.4. A complete aircraft document review will be accomplished.

4.2.5. PS&D will ensure all representatives at the meeting sign the AF Form 2410. PS&D will scan the completed AF Form 2410 and the ADR; they will send a copy via email to any requesting agency and file the electronic documents in the electronic aircraft jacket file.

5. TIME COMPLIANCE TECHNICAL ORDER PROGRAM MANAGEMENT

5.1. PS&D manages all C-5, C-17, commodity and One-time Inspections (OTIs) and TCTOs. Engine Management manages all engine-related OTIs and TCTOs. Upon receipt of a TCTO PS&D will coordinate with the owning work center to verify applicability, then they will load and schedule all applicable items and chair a TCTO meeting with affected agencies.

5.2. PS&D will create and maintain an electronic TCTO folder which will be formatted IAW the master TCTO electronic file. The standardized format for the folder is as follows:

Part one: AF Form 2410

Part two: TCTO and all supplements

Part three: MIS products

Part four: Empty

Part five: AF Form 2001

Part six: Notes, emails and miscellaneous information

If the TCTO is in a digital format, the file will be established in a main TCTO folder with each subfolder labeled as above, instead of "part" use "folder" and re-label five and six as four and five.

5.3. The PS&D TCTO monitor will coordinate with the scheduler to ensure the long-range and weekly schedules reflect any scheduled TCTOs.

5.4. PS&D will update the TCTO Status products the first duty day of the week. All TCTOs and OTIs will be listed in the status sheet. TCTOs are tracked as active or inactive in the applicable tab of the MS Excel product. The aircraft will be listed with their current status, and the rescission and grounding dates will be identified.

5.5. Weekly, PS&D will update the MS Excel worksheet: "TCTO's WITHIN 60 (PRODUCTION MEETING ONLY)" which is located on the EIM. The presentation will be briefed at the daily production meeting on Wednesdays. Any TCTO's within 60 days of grounding will be highlighted during the meeting.

6. SPECIAL INSPECTION (SI) AND TIME CHANGE ITEM (TCI) PROGRAM MANAGEMENT

6.1. PS&D serves as the Wing SI Focal Point. Decentralized work centers Aircrew Flight Equipment (AFE), Aerospace Ground Equipment (AGE), and Engine Management (EM) will be responsible for monitoring, forecasting and scheduling their own SI's and TCI's. Inspection items are identified in T.O. 00-20-9-WA-1 and the applicable -6 T.O. with established interval requirements.

6.2. PS&D ensures SI and TCI narratives and frequencies are loaded into G081 by HQ AMC, Scott AFB, IL.

6.3. Quarterly, PS&D will complete a quarterly review of all items loaded for accuracy and report errors to HQ AMC. Also, all SIs and TCIs will be reviewed for accuracy of due date/time and number of correctly loaded items.

6.3.1. PS&D will verify all 107s and 202s requiring inspections are loaded during the quarterly review. They will include the DV number assigned to the inspection on the inspection matrix with the applicable aircraft in the remarks section. The 107s/202s requiring a DV will be maintained in the electronic aircraft jacket file.

6.4. Weekly, PS&D will run an aircraft document review (ADR) from Global Reach Logistics for each aircraft. They will schedule SIs and TCIs on the long range and the weekly maintenance plans using due dates/times projected in the ADR. Additionally, they will verify the number of SIs and TCIs loaded in G081 according to the matrixes developed for each aircraft.

6.5. Daily, PS&D schedules all individual SIs and TCIs due for each aircraft on the daily maintenance page and includes Job Control Numbers (JCN) from G081. They will brief tomorrow's maintenance at the daily production meeting.

6.5.1. PS&D will validate completed/uncompleted JCNs from the previous day and report them on the Maintenance Scheduling Effectiveness report each day.

6.6. Ordering Time Change Items. PS&D will forecast and order time change items IAW T.O. 00-20-9-WA-1 and/or applicable -6 T.O. Items that are not ordered through the AMMO website, will be ordered via Flight Service Center (FSC) using an AFTO Form 2005, *Issue/Turn-In Request* (may be electronic using email and digital signatures).

6.6.1. All repair cycle items should be ordered through LRS and all consumable items (to

include HAZMAT items, such as the aircraft battery, ELT battery, etc.) must be ordered through the contracted Hazmat Pharmacy using an AFTO Form 2005.

6.6.2. Monthly, FSC and PS&D will hold a reconciliation of all TCIs on order, back-order and on hand. FSC will report the narrative and number of items ordered, back-ordered and any on hand. PS&D will verify all the items still required and coordinate any requirement changes with FSC. PS&D maintains a copy of the reconciliation report in the TC RECON MTG folder of the electronic records management section.

6.6.2.1 IAW AFMAN 23-122 Materiel Management Procedures, para 4.2.11.2.3.2. The chair prepares the minutes and distributes them to the MX Group Commander and the LRS CC/AO within 5 working days.

7. AIRCRAFT CONFIGURATION MANAGEMENT PROGRAM

7.1. A listing of specific aircraft component AFTO Form 95, *Significant Historical Data*, requirements can be found in the applicable aircraft -6, section IV. During the pre-dock, PS&D will provide a CEI checklist to the dock chief for verification of required items. The dock chief will have the ISO/HSC team complete a visual verification of the part/serial numbers for the items listed and provide the completed checklist to PS&D at the post dock meeting. After each HSC or ISO, PS&D will review the CEI checklist to determine if any controlled items were changed.

7.2. Any item changed during inspection requires an update to the AFTO Form 95 in the applicable aircraft jacket file, remove the old one and place the new one in the jacket file, see the procedure in this instruction, paragraph 1, for creating a new form.

7.3. PS&D will maintain the existing AFTO Form 95 if the data plate is missing or unreadable. A JCN will be created and carried in G081 until the next PDM for a physical verification or validation of the existing serial number.

7.4. An MFR will be placed in the aircraft jacket file for items that do not have an AFTO Form 95 and the base does not have the capability to verify the item. PS&D will make every effort to coordinate with PDM to obtain the required serial numbers.

7.5. Perform the same procedures when a component is changed during unscheduled maintenance. Contact the AMXS production superintendent to verify the part/serial number of the component.

7.6. When it is identified that an aircraft is missing a serially controlled component, a JCN will be created and PS&D will brief the missing component at the production meeting until it is resolved.

8. AIRCRAFT DOCUMENTS REVIEW

8.1. Aircraft will have a document review every 60 days, in conjunction with home station check, ISO, refurbishment, depot, transfer or major modification. Due to mission requirements, aircraft document reviews might not be accomplished precisely at this interval but will be accomplished upon return to home station. The dedicated crew chief (DCC) or assistant dedicated crew chief (ADCC) will expedite aircraft forms binder to Logistics Readiness Squadron (LRS) first, and then to Plans, Scheduling and Documentation (PS&D) when performing document reviews. Every effort will be made to complete the document review as quickly as possible and insure the aircraft forms are returned to the aircraft immediately upon completion. If the aircraft forms are needed at the aircraft, Aircraft Maintenance Squadron (AMXS) Supervision will contact the DCC to terminate the document review and return the forms to the aircraft. PS&D will reschedule the document review at the earliest date possible.

Most importantly, maintenance personnel must accurately enter data in G081 to ensure data base integrity.

8.2. PS&D will coordinate with lead Pro Super to schedule document reviews for each aircraft according to the due date.

8.3. All affected MXG and MSG agencies will insure personnel comply with this instruction. In addition, personnel involved in performing document reviews should be familiar with AFI 21-101 AMCSUP1 and TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*.

8.3.1. AMXS will:

8.3.1.1. The assigned crew chief will accomplish the document review on the scheduled date.

8.3.1.2. Prior to the document review, the assigned crew chief will validate all open discrepancies, close out all completed job control numbers and review aircraft forms with the applicable AMU supervision.

8.3.1.3. Complete a physical inventory of the tail number bin (TNB) to ensure correct parts are on hand prior to bringing aircraft forms to LRS.

8.3.1.4. Work with LRS to correct and update any part requisition discrepancies.

8.3.1.5. Update all job control numbers for scheduled maintenance and deferred discrepancies in G081.

8.3.1.6. Validate all engineering dispositions (ED) in forms binder.

8.3.1.7. Review the accuracy of the AFTO Form 781A note page and validate any flight restriction data.

8.3.2. MAKO will:

8.3.2.1. Ensure G081 reflects the current status of parts in TNB.

8.3.2.2. Assist crew chiefs to inventory parts in TNB.

8.3.3. LRS will:

8.3.3.1. LRS will verify the status of due-out parts and validate document numbers for applicable JCNs.

8.3.4. PS&D will:

8.3.4.1. List scheduled document reviews on the Maintenance page of the Daily and Weekly/Monthly Maintenance and Flying Schedules.

8.3.4.2. Create job control number in G081 for aircraft document review.

8.3.4.3. Review all time compliance technical orders and time changes for compliance, and verify the accuracy of the AFTO Form 781D, Calendar and Hourly Item Inspection Document against TO 1C-5A-6, Scheduled Inspection and Maintenance Requirements and 1C-17A-6, Inspection Requirements Manual.

8.3.4.4. Verify airframe and engine hours.

8.3.4.5. Verify the last complied with and the next due dates for: HSC, ISO, PDM and wash.

8.3.4.6. Verify the ISO count for major or minor inspection, and validate depot input date.

8.3.4.7. Ensure all scheduled maintenance job control numbers are loaded in G081 and closed out when completed.

8.3.4.8. Review/validate current EDs in jacket file.

9. AIRCRAFT AND EQUIPMENT TRANSFER INSPECTION PROGRAM

9.1. PS&D will complete transfer inspection requirements in accordance with the checklist provided in Attachment 6. Additionally a comprehensive review of all SIs, TCIs and TCTOs will be reviewed within 30 days of departure for accuracy. They will also complete the aircraft jacket file review checklist within 45 days of departure.

10. MANUAL MIS PRODUCTS UPDATE

10.1. Weekly, PS&D will pull an Aircraft Document Review (ADR) from Global Reach Logistics for each aircraft. They will place the ADR electronic folder for inspections. In event the MIS is unavailable for more than 48-hours PS&D will refer to the saved products to schedule and update any maintenance completed. Once the system is available, the owning agency will ensure all JCNs are scheduled and signed off as required in the MIS.

11. DAILY SCHEDULING

11.1. The daily production meeting is used to verify the daily portion of the weekly plan between Maintenance and Operations. Changes needed to fulfill commitments are made and Current Operations will confirm sortie requirements no later than 1400 hours daily for the next day's scheduled flying.

11.2. PS&D/Production Superintendent(s) will assign tail numbers to the daily schedule (referencing the draft copy of the Weekly Plan) and load into GDSSII not later than 1000 hours daily.

11.2.1. Minimize use of estimated returning aircraft when planning next day's flying schedule. If shortfalls exist in the schedule due to aircraft availability (number on-station, committed to HHQ, or in maintenance) the following will apply to printed flying schedule:

11.2.1.1. If no tail number is entered in the sortie/spare line, this indicates that maintenance has no intention to fill the line with an aircraft. "TBD" entered in the sortie/spare line indicates an attempt will be made to fill the line as an aircraft becomes available.

11.3. The daily schedule developed by PS&D and Current Operations becomes the final planning guide for both operations and maintenance and is the basis for deviation reporting. The daily flying schedule is to be followed as printed or amended by AF Form 2407, *Weekly/Daily Flying Schedule Coordination*.

11.4. The AF 2407 is required to be coordinated when any changes to the weekly or published daily flying schedule are required.

11.4.1. Changes to the current day's flying schedule will be coordinated between Operations, PS&D, and the Production Superintendent(s). Tail number changes will be made in the applicable Information System (IS) by Maintenance Operations Control (MOC).

11.4.2. For APS requirements, changes within 24-hours of aircraft departure must be coordinated through the Air Terminal Operations Center (ATOC) Duty Officer at 677-2300, and are contingent on APS workload.

11.4.3. The agency (OG or MXG) requesting the change coordinates with Command Post or MOC. Once the AF Form 2407 is received from the initiating agency, MOC will

distribute the change to all affected agencies.

11.4.4. After regular duty hours, once Command Post receives a change from TACC, they will notify MOC. MOC will generate an AF Form 2407 using the information from Command Post and distribute it to all affected agencies.

11.4.5. Any other change after regular duty hours will be initiated by the owning agency (e.g. AMXS, FTU, Current Ops) and sent to MOC on an AF Form 2407.

11.4.6. Changes to the next day's and/or future flying schedule will be coordinated between Current Operations, PS&D, and the Production Superintendent(s). Tail number changes will be made in the applicable IS by PS&D. If PS&D is not available, then changes will be coordinated with the MOC.

11.5. Pilot names, call signs, priorities, mission types, and standard configuration loads (SCL) will be entered in the applicable IS by Current Operations. All changes to future flying schedules will be coordinated between the Operations scheduler, PS&D, and the Production Superintendent(s). If PS&D is not available, then changes will be coordinated with the MOC.

11.6. AF Form 2407, *Weekly/Daily Flying Schedule Coordination***.** Use an AF Form 2407, to state the changes to the schedule. A locally devised form, a computer-generated form or the G081 (CAMS for Airlift) form may be used as long as they provide the same information as the AF Form 2407. AF Form 2407 are required for but not limited to the following:

11.6.1. A change to the original printed takeoff or landing time.

11.6.2. Aircraft tail number adds or interchanges.

11.6.3. The agency requesting the change will initiate the coordination through Production Superintendent, Operations Group, Maintenance Group, and Wing staff agencies, as applicable.

11.6.4. Changes made after the daily production meeting will be coordinated using an AF Form 2407 or its equivalent.

11.6.5. After 1630, any changes made to the flying schedule by TACC will be received by command post and coordinated to the maintenance group and affected agencies through the MOC.

12. COMMON PRACTICES FOR TRAINING SORTIES

12.1. Maximize efficient use of limited assets whenever possible. Consideration should be given to combining sorties and ERCC's.

12.2. Normal training days for flying are Monday – Thursday.

12.3. Normal ground training days are Friday – Sunday.

12.4. Utilize (re-fueling, assaults, transition, etc.) sorties to the max extent.

12.5. ERCC's whenever possible. **Note:** Bird Aircraft Strike Hazard (BASH) and Aircraft Refueling (AR) availability limit ERCCs. Additionally, flight engineer training requirements may impact ERCC opportunities.

12.6. Utilize existing sorties/ground trainers for ad hoc requests and pair fly over or static displays requirements when able.

12.7. For winter weather operations refer to MXG OI 21-29, *Snow and Ice Control Plan*, 8 Feb 11.

13. STATIC DISPLAYS

13.1. Approval Authority. The 436 MXG/CC or 436 MXG/CD will act as the approval authority for use of all aircraft, maintenance facilities, or equipment for special events and ceremonies.

13.2. Procedures. Submit requests in writing. Requests must be routed through the requester's group commander, the requested facilities owning commander, and received by the 436 MXG/CC not later than 14 days prior to the actual event. It must include the event point of contact (POC), facility and/or equipment requested, date requested, event date and description, event duration, proposed setup, and number of people attending the event. The event POC is responsible for ensuring all safety directives are in full compliance. The request must specify the date and time setup will begin and end; and it must include the date and time the facility or equipment will be returned to the facility manager/equipment owner. Facilities will be returned to original condition.

13.3. Requests for equipment items such as light carts, heaters, etc., require additional procedures. Transportation Working Capital Funds (TWCF) equipment utilized by the MXG to support flying squadron operations when used for purposes other than their intended use require reimbursement from Operations and Maintenance (O&M) funds, IAW AMCI 65-602. Transportation Working Capital Funds (TIVCF) Budget Guidance and Procedures, Chapter 3.

13.4. When TWCF-funded assets are utilized by O&M organizations, a Standard Form 1081. Voucher and Schedule of Withdrawals and Credits, will be initiated. The group or squadron resource advisor with ownership responsibilities will initiate the form for TWCF reimbursements and forward to the 436 MXG/CC for inclusion with the approval letter.

13.5. Aircraft static displays must also be routed and approved by the 436th Operations Support Squadron Airfield Manager. Static display aircraft requests will be approved on a limited basis.

13.6. Responsibilities:

13.6.1. The event POC must not assume a facility or equipment related activity will be accomplished by the owning squadron unless they are specifically asked and can accommodate the requester. For example: will operations or maintenance personnel be required for a static aircraft display? If so, this must be clearly stated. If the OG or MXG cannot perform the specific task, they will inform the requester in writing.

13.6.2. The event POC will take possession of the facility following the initial facility orientation and will be responsible for all event setup and cleanup operations. Cleanup operations must be completed within 12-hours of the end of the event or ceremony. The owning commander may approve extensions to this request in advance, based on the next use requirement.

13.6.3. The event POC will be responsible for coordinating proposed setup with base fire prevention, 436 CES/CEFP, to ensure compliance with fire safety guidelines. Additionally, the POC will coordinate with the SFS/CC to ensure security requirements are established, addressed, and met.

13.6.4. The squadron owning the facility and event POC will conduct a post-use inspection to verify facility cleanliness and appearance equal to its original condition.

13.7. See **Attachments 7** and **8** for aircraft and equipment request letters.

14. AERIAL PORT SUPPORT FOR LOCAL TRAINING

14.1. Changes made after Plans and Scheduling publishes the weekly schedule must be accomplished NLT 1400L the duty day prior to execution via current ops. Changes within 24-hours of aircraft departure must be coordinated through the Air Terminal Operations Center (ATOC) Duty Officer at 677-2300, and are contingent on APS workload.

14.2. Training Pallets/Vehicles requested for Locals/Ground Trainers: APS will provide two Training Pallets or a 10K AT Forklift for locals as requested. For Locals flying; APS APEX will load the cargo on the first leg of the mission, and leave on board for the second leg as requested in the monthly meeting. If only an evening sortie requires APS support, maintenance will make available and configure the aircraft for APEX personnel to load prior to APS peak workload. APS will load the training cargo prior to crew show, unless specifically requested to load with the load master.

14.3. For Ground Trainers; APS will provide cargo between 0100L – 1100L, for a maximum of two hours, as requested for Load Master training. Cargo requests must be made at the monthly meeting and confirmed at the weekly meeting.

14.4. For Combat Offloads: The following procedures have been established on selected night locals, usually Monday and Tuesday. GDSS II will specify if the Combat Offload/ERO is planned. Training during day locals MUST be accomplished prior to 1400L. For night Combat Offloads, training should be accomplished between 2300 and 0000L. ERO training during night locals is only authorized between 2300 and 0000L. Training may be accomplished on other days with prior 436 OSS/OSO coordination. Coordination must be accomplished NLT 1200L the duty day prior. On training days, as specified by GDSSII, Aerial Port will APEX the aircraft with two Combat Offload pallets. One pallet is designated for the day local and the other for the night local. If Combat Offload pallets are not used during the sortie, notify Aerial Port through Command Post.

MICHAEL W. GRISMER, JR., Col, USAF
Commander, 436th Airlift Wing

Attachment 1

Glossary of References and Supporting Information

References

AFI 21-101, *Aerospace and Equipment Maintenance Management*, 22 April 2013

AFI 21-101, AMC SUP 1**,** *Aircraft and Equipment Maintenance Management*, 14 February 2011

TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*, 30 August 2013

TO 1C-5M-6, *Scheduled Inspection and Maintenance Requirements*, 10 October 2013

TO 1C-17A-6, *Scheduled Inspection and Maintenance Requirements*, 28 February 2014

TO 1C-5M-06, *Work Unit Code Manual*, 15 July 2013

TO 1C-17A-06, *Work Unit Code Manual*, 9 January 2013

Prescribed Forms

No forms prescribed by this instruction.

Adopted Forms

AFTO Form 781A, Maintenance Discrepancy and Work Document

Abbreviations and Acronyms

AFI – Air Force Instruction

ADR – Aircraft Documents Review

AMXS -- Aircraft Maintenance Squadron

CEI – Configuration End Item

HSC -- Home Station Check

ISO – Isochronal Inspection

JCN – Job Control Number

JOAP – Joint Oil Analysis Program

MSE – Maintenance Scheduling Effectiveness

MXG – Maintenance Group

NDI – Non-destructive Inspection

OTI – One Time Inspection

PDM – Programmed Depot Maintenance

QA – Quality Assurance

SI – Special Inspection

TNB – Tail Number Bin

TCI – Time Change Items

TCTO – Time Compliance Technical Order

Attachment 2

Aircraft Jacket File Table of Contents

2-1	781 A'S, K'S, J'S, H'S	**2-8**	NDI RECORDS & X-RAYS
2-2	AUTO AIRCRAFT 95'S	**2-9**	WEIGHT & BALANCE CHECKBOOK
2-3	HSC PACKAGE 2410	**2-10**	ADR/JACKETFILE REVIEW
2-4	MINOR/ MAJOR ISO	**2-11**	107 INFORMATION
2-5	DEPOT INFORMATION	**2-12**	TIME CHANGE
2-6	FCF CHECKLIST	**2-13**	MISCELLANEOUS INFO/REC
2-7	ENGINE RECORDS		

Attachment 3

C-5 Aircraft Jacket File Review Checklist

ANNUAL JACKET FILE REVIEW I.A.W. AFI 21-101 AMC SUP 1 PARA 7.2.11.1.3	*Initials & Date*
1. INSPECT JACKET FILE FOR ACCURACY & VALIDITY	
- Ensure outside of jacket file is marked with tail number & office symbol (File plan # 2)	
- Ensure AFTO Form 2411 is attached to front, annotate date jacket file review complete and next due date	
2. REVIEW 781A's/J's/K's/H's FOR ORDER & NEATNESS (File plan #'s: 2-1-1)	
- Fill out a missing forms letter for any missing dates (Send 1 copy to AMXS and file 1 copy of the letter in the jacket file)	
- Ensure last seven sets of 781 series forms are filed in order of most current on top to	
3. REVIEW AFTO 95'S (File plan # 2-1-2)	
- Print screen 8110 and 9035 for the aircraft and all 4 MLG's, Bogies, and Pylons	
- Verify the 95's in the jacket file are installed	
- Verify hard copies have been entered into G081 w/ 8110(DO NOT THROW AWAY ANY HARD COPY 95'S)	
- Components with hard copy 95's that are not installed on acft & are not located at Dover, mail to Donald Bingham, DSN: 775-3059/ 6040 GUM LN, BLDNG 1216,HILL AFB, UT. 84056	
- Verify most current CEI Checklist to ensure correct part and serial numbers are installed on aircraft.	
4. VERIFY HSC PACKAGE (File plan # 2-1-3)	
- Ensure the last package: AF Form 2410 and ADR is filed	
5. VERIFY MINOR/MAJOR ISO PACKAGES (File plan #'s 2-1-4)	
- Ensure the last Minor and Major ISO's are in the ISO folder	
6. PROGRAMMED DEPOT MAINTENANCE PACKAGES (File plan # 2-1-5)	
- Verify only most current package is kept	
- Verify all AFMC Form 202's that require local inspections that these inspections are loaded (blk 25 will list inspection requirements, if any).	
- Verify last c/w date and next due PDM date on the 8005 (check 107 site for current listing of PDM dates)	
- Verify the most current AFTO Form 290, AFTO Form 345, AF Form 2692 and DD Form 1149 if applicable	
7. FUNCTIONAL CHECK FLIGHT (FCF) CHECKLIST (File plan # 2-1-6)	
- Ensure that only 1 copy from the most current FCF is file	
8. ENGINE RECORDS (File plan # 2-1-7)	
- Optional Form 2861 (EF) verify accurate tail number, the office where records are filed at and extension (x5745).	
9. NONDESTRUCTIVE RECORDS (NDI) AND X-RAYS (File plan # 2-1-8)	
- Optional Form 2861 (EF) verify accurate tail number, the office where records are filed at and extension (x5653)	

10. WEIGHT & BALANCE RECORDS (File plan # 2-1-9)	
- Optional Form 2861 (EF) verify accurate tail number, the office where records are filed at and extension (x5377).	
11. ADR/JACKETFILE RECORDS (File plan # 2-1-10)	
- Verify most current ADR on file	
12. 107 INFORMATION (File plan # 2-1-11)	
- Verify all 107's and disposition **(Check the 107 web site to see if all 107's are maintained in jacket file)** and all local inspections have been loaded (if applicable). If not already initialed, initial the 107 requests and disposition and date.	
13. TCI INFORMATION (File plan # 2-1-12)	
- Ensure TCI's extension letters are filed and are loaded into G081 (screen 9037).	
14. MISCELLANEOUS RECORDS (File plan # 2-1-13)	
- Any forms, documents, records, etc. that need to be maintained for a period of time is filed here. This includes but is not limited to: torque deck mappings, flight restrictions, acft applicable messages, ISO/HSC/PDM overfly waivers and overfly inspections, any other waivers, component serial number and squib lot # worksheets, signed 103's, or acft awaiting input into PDM, and any other information that should not be purged and does not get filed elsewhere. (Obsolete corrosion control records may also be filed here).	
- Ensure TCTO's extension letters are filed in miscellaneous section and are loaded into G081 (screen 9037). - Verify TCTOs are loaded to correct status	
- Verify the jacket file has a deployed location checklist for procedures in deploying aircraft's in this section (If there is no deployment letter is the misc. section you can find it in the documentation folder)	
15. Is aircraft part of the ASIP? If yes, then ensure we are in compliance with AFI 21-101. Is aircraft jacket file clearly marked with this info?	
16. Ensure file coding is in the top right corner of each file or on the outside of each folder. The file coding contains initials of the individual filing the record along with the file number located at the beginning of each file on the label.	
FILE THIS FORM IN THE MISCELLANEOUS SECTION OF JACKET FILE WHEN INSPECTION IS COMPLETED. INITIAL AND DATE WHEN COMPLETE.	

Attachment 4

C-17 Annual Jacket File Review Checklist

ANNUAL JACKET FILE REVIEWS I.A.W. AFI 21-101 AMC SUP 1 PARA 7.2.11.1.3	*Initials & Date*
1. INSPECT JACKET FILE FOR ACCURACY & VALIDITY	
– Ensure outside of jacket file is marked with tail number & office symbol (File plan # 2)	
– Ensure AFTO Form 2411 is attached to front, annotate date jacket file review complete and next due date	
2. REVIEW 781A's/J's/K's/H's FOR ORDER & NEATNESS (File plan #'s: 2-1-1)	
– Fill out a missing forms letter for missing dates (Send 1 copy to AMXS file 1 copy of the letter in the jacket file)	
– Ensure last seven sets of 781 series forms are filed in order of the most current on top to oldest on the bottom	
3. REVIEW AFTO 95'S (File plan # 2-1-2)	
– Print screen 8110 and 9035 for the aircraft and all 4 MLG's, Bogies, Pylons	
– Verify the 95's in the jacket file are installed.	
– Verify hard copies have been entered into GO81 w/ 8110(DO NOT THROW AWAY ANY	
– Components with hard copy 95's that are not installed on acft & are not located at Dover, mail to Donald Bingham, DSN: 775-3059/ 6040 GUM LN, BLDNG 1216,HILL AFB, UT, 84056	
– Verify most current CEI Checklist to ensure correct part and serial numbers are installed	
4. VERIFY HSC PACKAGE (File plan # 2-1-3)	
– Ensure the last package: AF Form 2410 and ADR is filed	
5. PROGRAMMED DEPOT MAINTENANCE PACKAGES (File plan # 2-1-5)	
– Verify only most current package is kept.	
– Verify all AFMC Form 202's that require local inspections that these inspections are loaded (blk 25 will list inspection requirements, if any).	
– Verify the last c/w date and next due PDM date on the 8005.	
– Keep only most current copy of AF Form 2692 (1 outgoing and 1 incoming); and most current AF Form 290.	
– Verify the most current AFTO Form 290, AFTO Form 345, AF Form 2692, and DD Form 1149 if applicable.	
6. FUNCTIONAL CHECK FLIGHT (FCF) CHECKLIST (File plan # 2-1-6)	
– Ensure that only 1 copy from the most current FCF is filed.	
7. ENGINE RECORDS (File plan # 2-1-7)	
– Optional Form 2861 (EF) verify accurate tail number, the office where records are filed at and their extension (X5745).	
8. Nondestructive Records (NDI) and X-Rays (File plan # 2-1-8)	
– Optional Form 2861 (EF) Verify accurate tail number, the office where records are filed at and their extension (X5653).	
9. WEIGHT & BALANCE RECORDS (File plan # 2-1-9)	

– Optional Form 2861 (EF) verify accurate tail number, the office where records are filed at and their extension (X5377).	
10. ADR/JACKETFILE RECORDS (File plan # 2-1-10)	
– Verify most current ADR on file	
11. REDI INFORMATION (File plan # 2-1-11)	
– Verify all REDI's and disposition **(Check the REDI web site to see if all REDI's are maintained in jacket file)** and all local inspections have been loaded (if applicable). If not already initialed, initial the REDI requests and disposition and date.	
12. TCI INFORMATION (File plan # 2-1-12)	
– Ensure TCI's extension letters are filed and are loaded into GO-81 (screen 9037).	
13. MISCELLANEOUS Records (File plan # 2-1-13)	
– Any forms, documents, records, etc. that need to be maintained for a period of time is filed here. This includes but is not limited to: torque deck mappings, flight restrictions, acft applicable messages, ISO/HSC/PDM overfly waivers and overfly inspections, any other waivers, component serial number and squib lot # worksheets, signed 103's, or acft awaiting input into PDM, and any other information that should not be purged and does not get filed elsewhere. (Obsolete corrosion control records may also be filed here).	
– Ensure TCTO's extension letters are filed in miscellaneous section and are loaded into GO-81 (screen 9037)	
– Verify the jacket file has a deployed location checklist for procedures in deploying aircraft's in this section (If there is no deployment letter is the misc. section you can find it in the documentation folder)	
14. Ensure file coding is in the top right corner of each file or on the outside of each folder. The file coding contains initials of the individual filing the record along with the file number located at the beginning of each file on the label.	
FILE THIS FORM IN THE MISCELLANEOUS SECTION OF JACKET FILE WHEN INSPECTION IS COMPLETED. INITIAL AND DATE WHEN COMPLETE.	

Attachment 5

MEMORANDUM FOR 436 AMXS/MXAAP

FROM: 436 MOS/MXOOP

SUBJECT: Aircraft Jacket File: Missing Pulled AFTO Form 781 series Forms.

1. In accordance with AFI 21-101, AMC SUP I dated 14 Feb 2011, page 178, and paragraph 7.2.11.1.4

2. Listed below is the AFTO Form 781 series that have been identified as missing. Please make a concerted effort to locate and bring the missing forms to PS&D. If forms are missing, return this missing forms letter signed by the appropriate section NCOIC and Maintenance Supervision with 5 duty-day suspense

Suspense Date: 26 MAR 13

Aircraft	**Date From**	**To Date**
A7045	**11 MAR 13**	**12 MAR 13**

Dexter D. Griffin II, A1C, USAF
436 MOS/MXOOP, PS&D Section

1st Ind, 436 AMXS/MXAFA Date: _____

MEMORANDUM FOR 436 AMXS/MXAAP

A concerted effort was made to locate the above missing AFTO Form 781 series. The above-mentioned forms **have / have not** been found.

APG Flight_____ Debrief Section _____ SPECS Flight_____

Remarks:

_____
_____
Section NCIOC
Aircraft Maintenance Unit Superintendent

(After 5 work day suspense)

Attachment 6

Aircraft Transfer Checklist

ALL PURPOSE CHECKLIST PAGE 1 OF 1 PAGES

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA: AIRCRAFT TRANSFER INSPECTION CHECKLIST

OPR: DATE:

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)
	AIRCRAFT _____ DATE _____
	PS&D - Schedule PDM/RERP or GRIP input in G081 - Schedule SIs, TCIs and TCTOs which must be completed before input
	- Ensure all necessary SI, TCI and TCTO information is prepared for the pre-dock - Ensure TCIs have sufficient time remaining to exceed the number of days the aircraft will be in depot maintenance or coordinate with depot to complete them
	- Conduct 90/30 day predock meetings using AF Form 2410, keep updated throughout the meetings -invite production super, MXS and any other necessary work centers
	- Ensure applicable transfer forms are accomplished i.e. 290, 345, 1149, or as required in AFI 21-103 and TO 00-20-1. - Prepare AFTO FORM 103, Aircrat/Missile Condition Data, electronically and email it to
	- Submit AF Form 103 to HQ AMC/A4 at least 60 days prior to input - Submit supplemental 103 requirements as they become known - Coordinate and schedule any command/local modications as necessary
	-Review aircraft jacketfile, collect decentralized records at least two days prior to aircrew pick up -Pack records, have aircrew sign AF Form 290 when records are removed from office
	Additional requirements - Contact QA W&B to schedule Chart A inventory one week prior to departure - Contact AMES to complete AF Form 2692 inventory one week prior to departure
	- Ensure all discrepancies within base repair capabilities are scheduled and completed prior to input

AF FORM 2519, 19911101 *(IMT-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 7

SAMPLE AIRCRAFT MAINTENANCE FACILITY REQUEST LETTER

MEMORANDUM FOR Event POC's Commander
Event POC's Group Commander
Facility Manager's Squadron Commander, 436 MXG/CC
Event POC's Group Commander
In Turn

FROM: Event POC Rank/Full Name

SUBJECT: Request Use for Aircraft Maintenance Facility for Special Event/Ceremony

1. I (did) (did not) consider using the AMC Museum, The Landings, Base Theater, Chapel Annex, etc. for special event / ceremony. Maintenance hangars should NOT be requested unless all other options are determined to be insufficient for the requested function. (Provide justification for use of maintenance facility).

2. I request use of (please circle):

a. Hangar 706,436 AMXS full-in maintenance/wash hangar, Nose Dock 945, 436 CMS Fuel Cell

c. Hangar 711,436 EMS ISO hangar

3. The following required information is provided:

a. Event POC Rank/Full Name:_____

b. Telephone No:_____ Cell No:_____

c. Event Description:_____

_____

d. Estimated Number of Attendees:_____

e. Event Start and End Date(s)/Time(s):_____

f. Setup Date/Time:_____

g. Cleanup Date/Time:_____

h. Return Date to Owning Squadron (NLT 12 hours after event):_____

4. Proposed setup requirements include any stages, bleachers, sound equipment, tables and chairs, etc. Coordination is required to ensure all items are permitted in this facility.

5. I understand the event POC will coordinate a date and time for pre-and post-event inspection of the facility with the owning squadron as soon as approval is received.

6. I will comply with all guidance in the DAFBIXX-XXX

_____

Rank/Printed Full Name/Signature

1st Ind, Event POC's Squadron CC Date:_____

Concur/Non-concur

_____

Event POC's Squadron Commander Signature

2nd Ind, Event POC's Group CC Date:_____

Concur/Non-concur

_____

Event POC's Group Commander Signature

3rd Ind, Facility Manager's Squadron Commander Signature Date:_____

Concur/Non-concur

_____

Facility Manager's Squadron Commander Signature

4th Ind, Maintenance Group Commander Date:_____

Approved/Disapproved

_____

Maintenance Group Commander Signature

5th Ind, Event POC's Group Commander or Deputy Date:_____

To: Event POC

Your request was approved/disapproved.

_____

Event POC's Group Commander or Deputy Signature

Attachment 8

SAMPLE AIRCRAFT MAINTENANCE EQUIPMENT REQUEST LETTER

MEMORANDUM FOR Event POC's Commander
Event POC's Group Commander
436 OSS/CC (Static Aircraft Only)
436 MOS/CC
436 XG/CC
Event POC's Group Commander
In Turn
FROM: Event POC Rank/Full Name

SUBJECT: Request Use of Aircraft Maintenance Equipment or Static Aircraft for Special Event/ Ceremony

1. I request use of (please circle):
a. Equipment item:_____

b. Aircraft:_____

2. The following required information is provided:

a. Event POC Rank/Full Name:_____

b. Telephone No: Cell No:_____

c. Event Description:_____

_____

d. Estimated Number of Attendees:

e. Event Start and End Date(s)/Time(s):

f. Special configuration (if required):

g. Personnel (if required):

h. Return Date to Owning Squadron:

3. Proposed setup requirements for aircraft include types of washes (i.e. interior or exterior), if crew chief or aircrew member is required, location, aircraft configuration (i.e., visor up, ramps extended, knelt, etc). OSS/CC along with MXG/CC coordination is required to ensure all requirements can be met. I will comply with all guidance in the DAFBIXX-XXX.

Rank/Printed Full Name/Signature
1st Ind, Event POC's Squadron CC Date:

Concur/Non-concur

Event POC's Squadron Commander Signature

2nd Ind, Event POC's Group CC Date:

Concur/Non-concur

Event POC's Group Commander Signature

3rd Ind, Operations Support Squadron Commander (Aircraft Only) Date:

Concur/Non-concur

Operations Support Squadron Commander Signature

4th Ind, Maintenance Operations Squadron Commander Date:

Approved/Disapproved

Maintenance Operations Squadron Commander Signature

5th Ind, Maintenance Group Commander Date:

Approved/Disapproved

Maintenance Group Commander Signature

6th Ind, Event POC's Group Commander or Deputy Date:_____

To: Event POC

Your request was approved/disapproved

_____

Event POC's Group Commander or Deputy Signature Date:_____