

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE
INSTRUCTION 21-38**



27 JANUARY 2017

Maintenance

**TOOL/EQUIPMENT CONTROL AND
ACCOUNTABILITY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

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(Colonel Ryan B. Craycraft)

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*, 29 October 2015, and fulfills the requirements of Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*, **Chapter 8**, Paragraph 8.2. to develop a coordinated wing instruction to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas or aircraft maintenance facilities. It applies to all units assigned to the 49th Wing (49 WG) with the exception of the 49th Maintenance Group (49 MXG) and the aircrew and life support sections of the 49th Operations Group (49 OG). These excluded units will follow guidance in AFI 21-101, including applicable local and MAJCOM supplements. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Wing Foreign Object Damage monitor (49 WG/CVF), Bldg 572, West Ninth Street, Holloman AFB, NM 88330-8277.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The following changes to the document have been made: (Added) 3.3. Lost or missing tool/equipment items within Foreign Object Debris/Damage (FOD) critical areas need to be reported to the work center custodian or supervisor immediately. Extreme measures should be taken with locating missing

item/s. If missing item/s are not located within 1 hour, the supervisor will contact the Maintenance Operations Center (MOC) at DSN572-3342 and 49 MXG Quality Assurance (QA) office at DSN 572-3148 immediately for instructions on further actions. CAF Form 145, Lost Tool/Object Report, will be completed by individual and given to the MXG QA to be filed.

1. Overview. Positive control and accountability of tools, equipment and electronic devices used on aircraft parking, runway and taxi areas is essential for the elimination of FOD. FOD-related accidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide 49 WG agencies the necessary guidance to implement a solid program to control tools and equipment taken onto the airfield. Due to the diverse nature of 49 WG agencies, one size does not fit all when it comes to tool control policy. Some units such as Communication Squadron may have only a few items, while others, like Civil Engineering and Logistic Readiness Squadron, have literally hundreds of pieces of equipment. To be in compliance with this instruction, units must establish a program or demonstrate that existing programs meet the intent of positive tool and equipment accountability and control.

2. Responsibilities.

2.1. Unit commanders are responsible for ensuring an effective program is in place and compliance with this instruction for those sections that perform duties on the airfield or in aircraft maintenance facilities. Commanders must also ensure that contractors who work on the airfield or on aircraft maintenance facilities understand the importance of tool control in these areas.

2.2. Flight Chiefs/Section NCOICs (or equivalent) determine what tools, equipment and electronic devices fall under the scope of this instruction and will:

2.2.1. Develop a system of inventory and control for all items brought out to the airfield or maintenance facilities to ensure they are returned to the section upon the completion of the job.

2.2.2. CTKs and ITKs will be inventoried either at the start of the shift or before entering airfield environment. If the CTK/ITK is already located on the airfield (continuously stored in a locked shelter) and is not used on a daily basis, it will be inspected prior to each use.

2.2.3. All tools will be marked and readily identifiable by squadron and shop or by CTK identifiers (see Attachment 2 for listing of identifying codes).

2.2.4. Lost or missing tool/equipment items within FOD critical areas need to be reported to the work center custodian or supervisor immediately. Extreme measures should be taken with locating missing item/s. If missing item/s are not located within one (1) hour, the supervisor will contact the Maintenance Operations Center (MOC) office at DSN 572-3342 and 49 MXG Quality Assurance (QA) office at DSN 572-3148 immediately for instructions on further actions. CAF Form 145, *Lost Tool/Object Report*, (AF e-Publishing site), will be completed by individual and given to the MXG QA to be filed.

2.3. The following products are readily available on the Air Force publishing site:

2.3.1. CAF Form 145. This report is mandatory to be completed anytime a tool is lost on the airfield. If this situation arises, immediately contact 49 MXG MOC at DSN 572-3342.

2.3.2. CAF Form 140, *CTK Inventory and Control Log*, (Air Force e-Publishing site), may be used to sign tool kits or other equipment out and to document return.

HOUSTON R. CANTWELL, Colonel, USAF
Commander, 49th Wing

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

AFPD 21-1, *Maintenance of Military Materiel*, 29 October 2015

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015

AFI 21-101_COMBATAIRFORCESUP (ACC), *Aircraft and Equipment Maintenance Management*, 11 July 2012

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

CAF Form 140, *CTK Inventory and Control Log*, 1 April 2007

CAF Form 145, *Lost Tool/Object Report*, 1 April 2007

Abbreviations and Acronyms

49 MXG—49th Maintenance Group

49 OG—49th Operations Group

49 WG—49th Wing

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

CAF—Combat Air Force

CTK—Composite Tool Kit

CV—Vice Commander

CVF—Vice Commander/FOD Monitor

FOD—Foreign Object Damage

ITK—Individual Tool Kit

LMR—Land Mobile Radios

MAJCOM—Major Command

MOC—Maintenance Operations Center

NCOIC—Noncommissioned Officer in Charge

OPR—Office of Primary Responsibility

QA—Quality Assurance

RDS—Records Distribution Schedule

Terms

Aircraft Maintenance Facilities—Hangars and industrial areas only.

Airfield—Includes all areas of the installation involved in aircraft operation such as taxiways, parking ramps, hardstands and the runway.

Common Tools—Commonly used items, such as wrenches, pliers, screwdrivers, hammers, sockets, etc.

Composite Tool Kit (CTK)—Tools or equipment stored in vehicles or controlled area, maintained on a shadow board, toolbox, or cabinet in order to maintain positive control and ease of inventory. Each tool or equipment item in the CTK has an assigned location; either inlay cut in the shape of the tool or shadowed layout.

Electronic Device—Portable items such as Land Mobile Radios (LMR), cell phones, and laptop computers.

Equipment—A device required to accomplish a task or carry out work, such as surveyors' transit, portable generator, etc.

Individual Tool Kit (ITK)—Common hand tools used every day grouped together in a box, pouch, bucket or belt carried to the job site to perform assigned work. This includes grease guns, oil-cans, issued meters, multi-tools, mini-flashlights, and knives.

Special Tools—Tools designed to perform a specific task, not used or carried daily, such as utility valve keys, heavy-duty drills, saws, and special meters, etc.

Tools—Devices/instruments used to perform maintenance and repair of Real Property facilities, roadways, airfields, power distribution systems, airfield lighting, aircraft barriers, and utility functions.

Attachment 2

IDENTIFYING CODES

Table A2.1. 49th Civil Engineering Squadron.

<u>CODE</u> (Tools marked)	<u>SHOP</u>	<u>PHONE</u>
HSCED	EOD	(572-5141)
HSCEOU	Water Utilities	(572-1177)
HSCEV	Environmental	(572-3931)
HSCEOP	Airfield/Pavements	(572-5883)
HSCEX	Readiness	(572-3066)
HSCEOC	Structures	(572-7784)
HSCEC	Engineering	(572-5491)
HSCEOE	Maint Engineering	(572-1071)
HSCEF	Fire Dept	(572-7195)
HSCEOAE	Electrical	(572-3781)
HSCEOAP	Power Pro	(572-7268)
HSCEOBH	HVAC	(572-5197)
HSCEOUE	Entomology	(572-0426)
HSCEOUL	Liquid Fuels	(572-7588)
HSCEOFA	Alarm Shop	(572-7043)

Table A2.2. 49th Logistic Readiness Squadron.

Marked 49 LRS and the below for the indicated sections
POL:
9011, 9012, 0018, POL 001 POI
Phone: 572-3266
Vehicle Management:
9000, 9002, 9003, 9015, 9020, 001 Thru 0029,
MC-04 Thru MC-11. GMTKBAG-1 Thru GMTKBAG-17
Phone: 572-3738

Table A2.3. 49th Communication Squadron.

The 49 CS will mark tools with HSCSSCOA
