

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 21-138**



9 JULY 2013

Maintenance

**GROUND INSTRUCTIONAL TRAINING
AIRCRAFT (GITA)**

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 releaseability restrictions on this publication.

OPR: 19 MXG/MXQ

Certified by: 19 MXG/CC
(Daniel R. Lockert, Col)

Supersedes: LITTLEROCKAFBI21-138,
25 June 2010

Pages: 12

This instruction implements AFPD 21-1, *Air and Space Maintenance*. This instruction establishes maintenance and usage procedures for Ground Instructional Training Aircraft (GITA) within the 19th Airlift Wing (19 AW) and the 19th Maintenance Group (19 MXG). The desired goal is to ensure optimum utilization of training resources with minimum negative impact on the operational flying and maintenance missions. It establishes agreements necessary between the maintenance activities of the 19 AW and 373d Training Squadron (TRS), Detachment (Det) 4. 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 AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This change implements new responsibility for funding/maintain of GITA.

1. User Responsibilities:

1.1. Each individual with access to training equipment is responsible to ensure its safe operation, configuration, integrity, and that it is used as intended.

- 1.2. Sign out aircraft key from the 19 MOS Maintenance Training Flight (MTF).
- 1.3. Forms for the GITA will be kept in the 19 MOS MTF CTK and will be issued to users with the aircraft key.
- 1.4. Complete a 19 MOS/MTF-provided "GITA Before/After Use Responsibilities" checklist with each use of GITA. See attachment 3 for sample format.
- 1.5. Document and clear all maintenance actions IAW applicable 00-20 series T.Os and this instruction.
- 1.6. Notify 19 MOS/MTF personnel if GITA systems are not operational. Provide information detailing suspected cause of the malfunction or schedule troubleshooting time. Document discrepancy in aircraft forms in accordance with applicable technical data.
- 1.7. If an aircraft part is required to repair a malfunction, the user will provide a completed GITA Parts Request worksheet to the 19 MOS/MTF. See attachment 4 for sample format.
- 1.8. When an ordered part is received, the 19 MOS/MTF will notify an instructor from the 19 MOS/MTF or 373 TRS/Det 4 within 1 duty day. The 19 MOS/MTF or 373 TRS/Det 4 instructors will install the part as part of their class when possible, but in a time not to exceed 7 calendar days. Ideally, all maintenance will be performed in conjunction with classes. However, to avoid excessive DIFM time, parts are required to be installed within 7 calendar days of issue regardless of class schedule. The instructor will perform all operational and leak checks required in accordance with applicable technical data. All applicable tags will be completed for turn-in of the part when maintenance is complete.
- 1.9. A maintenance instructor will review the forms for proper work procedures and documentation before accepting turn-in of the forms and key.
- 1.10. Ensure the aircraft is correctly moored and a serviceable fire bottle is on hand.

2. Maintenance Responsibilities:

- 2.1. The 19 MOS/MTF personnel will perform crew chief duties, maintain aircraft forms, update G081 as required, transcribe forms, and coordinate with appropriate agencies for specialist support when required.
 - 2.1.1. The 373 TRS/Det 4 instructors will assist with GITA maintenance, as instructor availability permits, when requested by the 19 MOS/MTF.
 - 2.1.1.1. Instructors are responsible for repairing any discrepancies created during their use of the GITA unless other arrangements are made with 19 MOS/MTF personnel.
 - 2.1.2. When specialists are unavailable through the 19/MTF, or 373 TRS/Det 4, the 19 MOS/MTF will enter unscheduled maintenance discrepancies into G081 and notify the Maintenance Operations Center (MOC) of unscheduled maintenance requirements. When appropriate, the 19 MOS/MTF will coordinate directly with the maintenance provider. The 19 EMS will perform maintenance and will assist with GITA support when required.
- 2.2. The 19 EMS Aerospace Ground Equipment (AGE) section will deliver AGE as needed by GITA users to ensure efficient use of scheduled training time.

2.3. The combined aircraft wash crew will wash and lubricate each GITA semi-annually. The 19 MOS/MTF will coordinate with the 19 MOS plans and scheduling and wash rack to schedule the wash.

2.4. The 19 MOS/MTF will be responsible for all GITA tows. If support is needed by 19 AMXS or EMS/CMS, then the 19 MOS/MTF will coordinate with the MOC.

2.5. The 19 MXG resource advisor has responsibility for coordinating flying hour funding (CPFM) for required parts, supplies, and equipment to maintain the GITA in operational condition for training.

3. GITA Configuration:

3.1. The 314 MOS/MTF and 373 TRS/Det 4, will provide the 19 MOS/MTF with any changes of utilization of systems and subsystems that must be maintained in operational configuration. See attachment 2 for sample format.

3.2. GITAs will be moored at all times IAW T.O. 1C-130H-2-10JG-00-1. Any organization, that tows a GITA, is responsible for mooring it when placed on a parking location.

3.3. A master listing of items exempted by the 19 MXG from inspection requirements will be reviewed annually by the 19 MOS, MTF, Plans, Scheduling and Documentation (PS&D) and 19th Maintenance Group Commander (19 MXG/CC). The 19 MOS/MTF will maintain a copy on file in the GITA continuity book.

3.3.1. Inspection and lubrication requirements are established in LWC 19AW-20, 90-Day Inspection for GC130E.

3.3.2. Due to GITA non-flyable status, aircraft tire pressure will be maintained at a minimum of 75 percent for aircraft minimum gross weight, but no less than 57 PSI for MLG and 42 for NLG regardless of minimum gross weight.

3.3.3. Aircraft wheels will be removed and inspected by NDI every 36 months IAW T.O. 4W-1-61, page 2-18, para 2.31.1 sub para b., (2), (3), and (4). Additionally, if the tires are not unserviceable IAW T.O. 4T-1-3 they shall be reused for the GITA.

3.4. Aerospace vehicle inventory reporting of GITAs is not required for non-technical school training equipment IAW AFI 21-103.

4. Air Force Technical Order (AFTO) Form 781 Series Documentation Procedures:

4.1. Documentation of AFTO Forms 781 is the responsibility of both the using agency and the 19 MOS/MTF personnel. All maintenance actions, for training or actual maintenance, will be documented in the AFTO forms 781 IAW AFI 00-20-1 AMC Sup 1 and AFI 21-101 AMC Sup 1 unless otherwise noted in this instruction.

4.1.1. Maintenance performed by maintenance training personnel for training purposes only, will not be entered into the G081 system. A manually created job control number will be provided by the 19 MOS/MTF to be entered into the 781 forms. Actual maintenance performed, i.e. repair, TCTO, or required inspection, will be entered into the G081 system.

4.2. A separate locally devised form, similar to the AFTO Form 781A, will be maintained to include permanently induced malfunctions and permanently induced/permanently delayed discrepancies. These items shall not affect safety, outward appearance, or tow capability. They may be entered into G081 and assigned a GO81 job control number.

4.2.1. Only 19 MOS/MTF personnel will enter discrepancies in this section of the aircraft forms. When a discrepancy in the 781A is transferred to this section of the forms, the individual transferring a discrepancy will: sign their minimum signature in the corrected by block, mark the "Xfer 781K" box and annotate "Transferred to permanently induced/permanently delayed discrepancy list" or "TPDD". If a discrepancy is corrected, the 19 MOS/MTF personnel will transfer the discrepancy to the AFTO Form 781A, where it will be cleared IAW AFI 00-20-1 AMC Sup 1.

4.2.2. The permanently induced/permanently delayed discrepancies form will be placed in the AFTO Form 781 series binder behind the AFTO Form 781K, Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document.

4.2.3. The top margin of the permanently induced/permanently delayed discrepancies form will be annotated in RED with the following statement: "Permanently induced/permanently delayed discrepancies."

4.2.4. Permanently induced malfunctions for student training are discrepancies induced on the equipment by 19 MOS/MTF or 373 TRS/Det 4 instructors as a learning situation for students to discover during maintenance/inspections.

4.2.5. Permanently delayed discrepancies are those discrepancies deemed unnecessary or not viable for repair by MTF personnel that will not be corrected due to the age of the GITA, excessive costs/work hours, or lack of support capability to repair the discrepancy.

4.3. Discrepancies that are continuously repeated (i.e. temporarily installed panels) will be entered in the AFTO form 781A by training personnel, but will not become permanent malfunctions. The words "Temp Installed" must be included in the discrepancy block.

5. Management of Time Compliance Technical Orders (TCTO):

5.1. The 19 MOS/MTF will ensure timely completion of applicable TCTOs on systems maintained in operational status and that proper configuration status accounting is maintained.

5.2. The determination of TCTO applicability is the responsibility of 19 MOS/MTF personnel, with 19 MOS/CC as approval authority. 19 MXG/Quality Assurance (QA) will be consulted if necessary.

5.3. The 19 MOS/MTF requisitions the TCTO kits and prepares all documentation. If TCTO kits are unavailable and it pertains to safety, then the affected system will be disabled.

5.4. The 19 MOS PS&D and Engine Management section will notify 19 MOS/MTF personnel of all aircraft and engine TCTO meetings. 19 MOS/MTF personnel will attend meetings and ensure compliance of all applicable TCTOs.

6. Requirements and Scheduling:

6.1. The 19 MOS/MTF will consolidate and schedule all aircraft training requirements.

6.1.1. All units requiring aircraft for training purposes will submit their requests to the 19 MOS/MTF before the 15th day of the second preceding month (i.e.- August requirements are due by 15 June). Late and short-notice requests will be allocated solely on the availability of aircraft.

6.1.2. The 19 MOS/MTF will submit the aircraft schedule to PS&D on or before the 20th of the preceding month.

6.2. The 19 MOS/MTF will ensure Little Rock AFB operational aircraft are used as training platforms only as a last resort.

7. Cannibalization Actions:

7.1. Cannibalization actions are not authorized unless approved by the System Program Office. See AFI 21-101 AMC Supp 1, para 14.8.10.1 for further guidance.

8. GITA declared excess to training needs.

8.1. The 19 MOS PS&D will notify HQ AMC and request disposition when GITA are declared excess to training needs.

8.2. Once disposition is determined, i.e. reclamation via Defense Reutilization Management Office (DRMO) or reassigned under a static display program, the 19 MXG/CC will appoint a maintenance officer or SNCO as project official to oversee completion of all logistics support operations necessary to facilitate removal or transfer of the GITA. Requirements include the following measures.

8.2.1. Request a non-programmed save list from the owning Air Logistics Center (ALC).

8.2.2. Coordinate with the Aircraft Maintenance and Regeneration Center (AMARC) and request demilitarization instructions and radiation handbook.

8.2.2.1. When the save list is released from the ALC, it is not updated as changes in demand levels occur; i.e. no other inputs are made to it even though other items on the aircraft NOT on the list may have military value. To prevent the demilitarization of reclaimable i.e. valuable items, all demilitarization instructions must be screened. When items are determined to be reclaimable, contact the appropriate item manager for disposition instructions.

8.2.2.1.1. The 19 MXS and 19 AMXS will provide maintenance support for GITA save list removals and demilitarization when outside of 19 MOS/MTF and 373 TRS Det 4 capabilities.

8.2.2.1.2. The 19 MOS/MTF will provide a copy of the reclaimable items listing to WRALC-LRBSI, and provide necessary coordination to ensure that item-removal actions will not impede processing of the excess GITA.

8.2.3. The 19 MOS/MTF will process configured save list items through supply, and perform and document a limited demilitarization. The 19 MOS/MTF will coordinate with Bioenvironmental Engineering (19 MDG) to ensure that the GITA is hazard free as per radiation handbook and applicable messages. An AF Form 3580 will be accomplished to certify the GITA. If the GITA is being processed via AMARC, an AMARC Form 76 will also be accomplished.

8.2.4. The 19 MOS/MTF will file a copy of the completed save list and demilitarization listing in the aircraft jacket file and provide it to the appropriate agency in accordance with disposition instructions, i.e. DRMO, AMARC or USAF Museum.

8.2.5. The 19 MOS/MTF will forward a copy of the completed save list with supply turn-in documents to the appropriate ALC for processing.

8.2.6. The 19 MOS/MTF will notify the 19 MXG/CC within 24 hours, or next duty day, when a GITA is accepted by DRMO or is shipped for static display purposes.

BRIAN S. ROBINSON, Colonel, USAF
Commander, 19th Airlift Wing

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

AFI 21-101, *Maintenance Management of Aerospace Equipment*, 26 July 2010
AFI 21-101 AMCSUP1, *Aircraft and Equipment Maintenance Management* 14 February 2011
AFI 21-103, *Equipment Inventory Status, and Utilization Reporting*, 26 January 2012
TO 00-5-15, *Air Force Time Compliance Technical Order System*, 1 January 2010
TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy, and Procedures*, 15 June 2011
TO 00-20-2, *Maintenance Data Documentation*, 1 September 2010
TO 4W-1-61, *All Type Acft Wheel Maintenance and Inspection*, 15 May 2011
AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

Prescribed Forms

NONE

Adopted Forms

GITA PARTS REQUEST FORM

Abbreviations and Acronyms

AGE—Aerospace Ground Equipment
ALC—Air Logistics Center
AMARC—Aircraft Maintenance and Regeneration Center
CPFM—Cost per Flying Hour Managers
DRMO—Defense Reutilization Management Office
GITA—Ground Instructional Training Aircraft
MOC—Maintenance Operations Center
MTF—Maintenance Training Flight
MXG—Maintenance Group
PS&D—Plans, Scheduling and Documentation
QA—Quality Assurance
SM—System Manager
TCTO—Time Compliance Technical Order
WR—ALC—Warner Robins-Air Logistics Center

Attachment 2

AIRCRAFT UTILIZATION AND REQUIREMENTS LIST

COURSE:		DATE				
MDS	S/N	SYSTEM REQUIRED FOR INSTRUCTION	WORK UNIT CODE	REQ WORK SUBSYS	UNIT CODE	APPLICATIONS
X-XX	XX-XXXX	AIRFRAME COCKPIT & FUSELAGE	11000	AIRFRAME	XXXXX-XXXXX	1,2,3,4,13
			12000	COCKPIT CANOPY EJECTION SEAT	XXXXX-XXXXX XXXXX-XXXXX XXXXX-XXXXX	1,2,3,4,5,6,13 1,2,3,4,13 1,2,3,16
		LANDING GEAR	13000	LANDING GEAR	XXXXX-XXXXX	1,2,4,7,8,10,
		FLIGHT CONTROLS	14000	PRIME FLT CONTROLS		
		TURBOPROPPower	23000	POWER PLANT		
		AUXILIARY POWER PLANT	24000	JFS, CGB, AMAD		
		AIR COND	41000	CABIN, AVIONIC ENVIO CONTROL		
		ELECTRICAL POWER SUPPLY	42000	AC,EXT,FACIL EMERG,STST GND		
		LIGHTING	44000	EXT/INT LIGHTING		
		HYDR/PNEU	45000	SYSTEM 1,2, & UTIL		
		FUEL SYSTEM	46000	AERIAL, INT EXT FUEL		
		OXYGEN SYSTEM	47000	LIQUID OXYGEN COMPONENTS		
		MISC	49000	FIRE DET, EXT OVERHEAT		
		INSTRUMENTS	51000	FLIGHT, NAV AIR DATA		
		AUTOPILOT CONTROL	52000	AUTO FLT		
		MALFUNCTION ANALOG RECORDING EQUIP	55000	BIT, SDR, & ACCEL/COUNTER		
		INTEGRATED GUIDANCE AND FLT CONTROL	57000	CC & DTM		
		UHF COMM	63000	UHF & INTEGRATED		
		IFF	65000	TRANSPONDER SET		
		RADIO NAV	71000	INER NAV, ADF		

FIRE CONTROL

74000

TACAN, AHRS
RDR,LGC,VTR,
HUD,MPDS, IND GP

*****NOTES*****

1. COMPLETE SYS FOR VISUAL USE.
2. CAPABILITY TO SAFE ACFT FOR MAINTENANCE.
3. CAPABILITY TO OPEN AND CLOSE CANOPY/STRESS PNLS.
4. CAPABILITY TO OPEN AND CLOSE PANELS AND DOORS.
5. CAPABILITY TO REMOVE AND INSTALL GLARE SHIELDS.
6. CAPABILITY TO REMOVE AND INSTALL COCKPIT PARTS TO FACILITATE OTHER TRAINING.
7. CAPABILITY TO APPLY HYDRAULIC PRESSURE TO SYSTEM.
8. CAPABILITY TO INSPECT SYSTEM WIRING.
9. CAPABILITY TO BE REFUELED.
10. CAPABILITY TO APPLY ELECTRICAL POWER.
11. CAPABILITY TO SERVICE SYSTEMS (i.e. OIL, HYDRAULICS)
12. CAPABILITY TO PERFORM OPERATION OF SYSTEMS TO FACILITATE OTHER TRAINING.
13. CAPABILITY TO REMOVE AND INSTALL SYSTEM COMPONENTS TO FACILITATE OTHER TRAINING.
14. CAPABILITY TO BE RE/DEFUELED.
15. CAPABILITY TO PERFORM OPERATIONAL CHECKS.
16. CAPABILITY TO ADJUST SEAT UP AND DOWN.

Attachment 3**GITA BEFORE/DURING/AFTER USE CHECKLIST**

INSTRUCTIONS: Each instructor who uses the GITA will ensure the following items are accomplished before, during and after each use. Sign off the responsibilities certification sheet prior to turning in the aircraft forms and keys to the 19 MOS/ MTF.

PRIOR TO SIGNING OUT AIRCRAFT FORMS

1. Sign out aircraft forms and key in TC MAX
2. Review aircraft forms for accuracy, completeness, etc.

PRIOR TO USING GITA

1. Inspect condition and safety of GITA
2. Ensure all tasks are done IAW applicable tech data
3. If deficiencies are found inform 19MOS/MTF personnel immediately

AFTER USE

1. Ensure all aircraft windows, door, hatches, and panels are closed and secured. Troop doors must have locks installed or be secured with chains or tie straps
2. Ensure power unit is stowed and AGE has been notified to remove it from the area
3. Ensure nose landing gear scissors are connected
4. Ensure all non-powered AGE is removed from the area
5. Ensure fire bottle is chained down
6. Ensure aircraft is properly moored
7. Ensure aircraft is clean, including all trashcans and compartments
8. Ensure all necessary aircraft forms documentation is complete. If a part needs ordered, complete GITA parts request
9. Ensure flaps are raised to the full up position
10. Ensure all propellers are in the static position
11. 19MOS/MTF personnel will review aircraft forms annotations for accuracy before being turned in

Attachment 4
GITA PARTS REQUEST FORM

GITA PARTS REQUEST – 19 MOS/MXOT	
Requester Organization	<input type="checkbox"/> 19 MOS <input type="checkbox"/> TD <input type="checkbox"/> <input type="checkbox"/> Other
Requester Name	
Requester Grade	
Requester Phone	
WUC	
T.O.	
Figure	
Index	
Part Number	
NSN	
Noun	
Quantity	
Unit of Issue	
Date/Time Requested	
Mark For	
System(s) Affected:	
System(s) Status:	<input type="checkbox"/> FMC <input type="checkbox"/> PMC <input type="checkbox"/> NMC <input type="checkbox"/> Other
System Operational on Other GITA(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Impact on Training	
Requester Signature	
Supervisor Signature	

19 MOS Use Only	
Standard Price	\$
Return Price	\$
Final Cost	\$