

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



LUKE AFB INSTRUCTION 21-202

22 OCTOBER 2007

Certified Current 26 October 2016

Maintenance

**CONTRACT MONITORING AND
SURVEILLANCE**

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.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 56 MXG/MXQI

Certified by: 56 EMS/CC
(Lt Col Timothy S. Molnar)
Pages: 2

This instruction provides procedures for implementing **Luke AFB Form 318, Contract Monitoring and Surveillance Report**. This instruction applies to all units permanently assigned Luke Air Force Base. These forms are available digitally on the Luke AFB Intranet site at <https://intranet/lukeafbpublish/Forms/Default.htm>. Submit an AF Form 847, *Recommendation for Change of Publication* to the OPR to recommend changes to this publication.

1. Purpose

1.1. Use **Luke AFB Form 318**, is designed as a tool to document surveillance for contract aircraft maintenance activities.

2. Preparing Luke AFB Form 318

2.1. Hand write or type.

2.2. Type using only 10 or 12-pitch font.

2.3. May use computerized versions with 12-pitch Times New Roman font.

2.4. Print or legibly write entries when computerized form, typewriter, or word processor is not available. Use only dark blue or black ink.

2.5. Do not enter classified information in any section of the form.

3. Records Management: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at https://afrims.amc.af.mil/rds_series.cfm.

4. Prescribed Form:

Luke AFB 318, *Contract Monitoring and Surveillance Report*

5. Adopted Form:

AF Form 847, *Recommendation for Change of Publication*

NOEL T. JONES
Brigadier General, USAF
Commander, 56th Fighter Wing