

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

**MACDILL AIR FORCE BASE
INSTRUCTION 21-107**



6 JUNE 2014

Maintenance

WING TOOL CONTROL

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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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, and fulfills the requirements of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, and Air Mobility Command (AMC) supplement (AMCSUP1) to AFI 21-101, to develop a coordinated wing instruction to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas and 6th Maintenance Group (6 MXG) aircraft maintenance facilities. This instruction applies to all units assigned to the 6th Air Mobility Wing (6 AMW) and the 927th Air Refueling Wing (927 ARW). Units developing separate instructions based on requirements set forth in this instruction will reference Maintenance Group Operating Instruction (MXGOI) 21-101, *Maintenance Procedures*, for minimum and general program requirements. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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. The authorities to waive wing/unit level requirements in this publication are identified in Tier 3. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with this Tier. Submit requests for waivers through the chain of command to the

appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This interim change updates the website link to download for TCMAX if removed. The TCMAX software is available through your unit computer administrator. The “Certified by” block to the current 6th Maintenance Group Commander (6 MXG/CC) and the final signature block to the current 6th Air Mobility Wing Commander (6 AMW/CC), and improves the readability of paragraphs 3 and 3.1.

1. Purpose. Positive control and accountability of tools, equipment, and electronic devices used on aircraft parking, runway, and taxi areas are essential for the elimination of Foreign Object Damage (FOD). FOD related accidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide all units that require a tool control program the necessary guidance to implement a sound program to control the tools and equipment taken onto the airfield. Due to the diverse nature of agencies located on MacDill Air Force Base, one size does not fit all when it comes to tool control policy. Some units may have only a few items, such as Airfield Management, while others have literally hundreds of pieces of equipment, like Fire Protection and Security Forces. 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. Roles and 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 in and around aircraft maintenance facilities understand the importance of tool control in these areas. (*Example:* The designated squadron liaison to any contractor that has been hired to complete work on the airfield or in and around aircraft maintenance facilities must ensure these businesses employ an acceptable tool control program.)

2.2. Flight chiefs/section noncommissioned officers in charge (NCOIC) (or equivalent) determine what tools, equipment, and electronic devices fall under the scope of this instruction and will 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.

2.3. Everyone who performs duties on the airfield or in and around maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip. Immediately notify the Maintenance Operations Center (MOC) of items suspected to be lost near an aircraft or in a maintenance facility. MOC will run the appropriate checklist. If an item is suspected lost on the airfield, contact the MOC and the Command Post.

2.4. 6 MXG Quality Assurance is the OPR for this instruction and will serve as subject matter experts to assist sections with setting up an effective program. Once a tool control program is established, each unit will perform an annual self-inspection. Inspections will be

graded as either “compliant” or “non-compliant” with this instruction. Results will be provided to the applicable chain of command for follow-up.

3. Tool Control Asset Management Control (TCMAX). This is a computer program developed for the Air Force, designed to meet the tool and equipment accountability and control requirements of the aircraft maintenance community. While not mandatory for non-aircraft maintenance units, TCMAX is the preferred automated method to effectively manage a tool control program. TCMAX use is required for aircraft maintenance units. Units that do not already have an automated system in place may want to implement TCMAX; the software is very adaptable. The TCMAX software is available through your unit computer administrator.

3.1. Non-aircraft maintenance units that elect not to use TCMAX will be required to employ a method of tool control that will meet the same criteria as TCMAX. Any locally developed method of tool control (chits, locally developed forms, etc.) must follow the tool control guidelines established by AFI 21-101.

4. Program Elements. A sound tool control program, in the context of this instruction, must include the following:

4.1. Master Inventory Listing (MIL): A listing of all items dispatched out. Individual toolboxes will include an inventory of all items in that box.

4.2. Daily Inventory Log: Proof of physical accountability of all items on the MIL before and after each duty day or shift.

4.3. Sign In/Sign Out Log: Method to show custodial responsibility of items checked out for use on the airfield or in maintenance facilities. *Note:* Ideally, a second person (if available) should sign in the item upon turn-in.

4.4. Program continuity book: Specific content is at the discretion of the flight chief/section NCOIC (or equivalent), but should include shop policy and the MIL.

SCOTT V. DeTHOMAS, Colonel, USAF
Commander

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

AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010

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

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

MXGOI 21-101, *Maintenance Procedures*, 16 April 2013

Prescribed Forms No forms prescribed

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

6 AMW—6th Air Mobility Wing

6 MXG—6th Maintenance Group

927 ARW—927th Air Refueling Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

FOD—Foreign Object Damage

MIL—Master Inventory Listing

MOC—Maintenance Operations Center

NCOIC—Noncommissioned Officer in Charge

OPR—Office of Primary Responsibility

TCMAX—Tool Control Asset Management Control

Terms

Aircraft maintenance facilities—Includes those buildings occupied full time by aircraft maintenance personnel. These include but are not limited to buildings 193, 189, and all hangars.

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

Daily Inventory Log—Proof of physical accountability of all items on the MIL before and after each duty day or shift.

Electronic Device—Portable items such as land mobile radios, cell phones, and laptop computers.

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

Master Inventory Listing (MIL)—A listing of all items dispatched out. Individual toolboxes will include an inventory of all items in that box.

Program continuity book—Specific content is at the discretion of the flight chief/section NCOIC (or equivalent), but should include shop policy and the MIL.

Sign In/Sign Out Log—Method to show custodial responsibility of items checked out for use on the airfield or in maintenance facilities. *Note:* Ideally, a second person (if available) should sign in the item upon turn-in.

Tool—A hand-held implement used in accomplishing work, such as a hammer, saw, wrench, drill, shovel, axe, etc.