BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE

AIR FORCE INSTRUCTION 21-101

AIR MOBILITY COMMAND
Supplement

MCCONNELL AIR FORCE BASE
Supplement

11 DECEMBER 2014

Maintenance

AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 22 MXG/QA

Certified by: 22 MXG/CC
(Colonel Michael A. Felice)

Pages: 39

This supplement implements and extends the guidance of Air Force Instruction (AFI) 21-101_AMC_SUP_I, *Aircraft and Equipment Maintenance Management*, 14 February 2011. It applies to all military, civilian, and tenant and associated unit personnel assigned to the 22d Maintenance Group (MXG) and 931st Air Refueling Group (ARG) Deputy Commander for Maintenance (DCM), except where otherwise noted. This AFI may be supplemented at any level, but all supplements must be routed to Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional's chain of command. 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 in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

3.4.1.61.1. **(Added-McConnell)** Repeat/Recur, and CND Discrepancy Procedures.

3.4.1.61.1.1. **(Added-McConnell)** Responsibilities/Procedures.

3.4.1.61.1.1.1. **(Added-McConnell)** AMXS debrief will:

3.4.1.61.1.1.1.1. **(Added-McConnell)** Annotate or stamp “Repeat/Recur” in red in the applicable DISCREPANCY block of the 781A.

3.4.1.61.1.1.1.2. **(Added-McConnell)** Make entries in G081 as appropriate.

3.4.1.61.1.1.1.3. **(Added-McConnell)** Contact the affected Production Superintendent (Pro-Super) to ensure appropriate specialist representation at debrief. This critical step will ensure that the technician will obtain accurate, detailed information from the aircrew and is vital to the fault isolation process.

3.4.1.61.1.2. **(Added-McConnell)** Repeat/Recurs.

3.4.1.61.1.2.1. **(Added-McConnell)** A systems-qualified technician will:

3.4.1.61.1.2.1.1. **(Added-McConnell)** Review previous troubleshooting/corrective actions and make necessary repairs and documentation.

3.4.1.61.1.2.1.2. **(Added-McConnell)** If discrepancy is NOT a "Red X", enter the "corrective action" and sign the "corrected by" block in the aircraft forms.

3.4.1.61.1.2.1.3. **(Added-McConnell)** A 7-level technician will re-verify all troubleshooting procedures, inspect any previous corrective actions, the latest corrective action, and sign the "Inspected By" block in the aircraft forms. This step is performed regardless of whether the symbol is a "Red X" or "Red /" and ensures that a thorough follow-up has been performed.

3.4.1.61.1.3. **(Added-McConnell)** Cannot Duplicate.

3.4.1.61.1.3.1. **(Added-McConnell)** The discrepancy may be cleared only after thorough troubleshooting has been accomplished. CND discrepancies will be cleared in the following manner:

3.4.1.61.1.3.1.1. **(Added-McConnell)** The technician will ensure an "Action Taken" code H and How Mal Code of 799 are entered in G081 for all CND discrepancies.

3.4.1.61.1.3.1.2. **(Added-McConnell)** A 7-level technician will sign the "Inspected By" block of a CND discrepancy.

3.4.1.61.1.4. **(Added-McConnell)** MXG Leadership Oversight.

3.4.1.61.1.4.1. **(Added-McConnell)** All repeat/recur/CND discrepancies and corrective actions will be briefed to MXG leadership during the daily maintenance standup meeting.

3.4.1.61.1.4.2. **(Added-McConnell)** All repeat/recur/CND discrepancies for each month will be reviewed as part of the MXG monthly health of the fleet review.

6.2.2.4. **(Added-McConnell)** Land Mobile Radio Call Signs.

6.2.2.4.1. **(Added-McConnell)** The 22 MOC is responsible for publishing local radio call signs for maintenance LMR networks and ensures it is current.

6.2.2.4.1.1. **(Added-McConnell)** The MOC NCOIC/Superintendent will:

6.2.2.4.1.1.1. **(Added-McConnell)** Designate a net manager for maintenance talk groups and manage the aircraft maintenance non-tactical radio program for the maintenance group.

6.2.2.4.1.1.2. **(Added-McConnell)** Coordinate the assignment of radio sets for assigned organizations and direct users to change nets in the event of disruptive technical problems or increased/reduced radio call traffic.

6.2.2.4.2. **(Added-McConnell)** Procedures.

6.2.2.4.2.1. **(Added-McConnell)** The following call signs are assigned to 22 MXG/931 ARG/DCM:

Figure 6.2.2.4.2.1. (Added Mcconnell) Call Signs Assigned To 22 MXG/931 ARG/DCM

Position	**Call Sign**
22 Maintenance Group Commander	Cougar 4
22 Deputy Maintenance Group Commander	Cougar 4A
22 Maintenance Group Chief	Maintenance Super
931 Deputy Commander for Maintenance	Leopard 4
931 Assistant Deputy Commander for Maintenance	Leopard 4A
931 Superintendent	931 Maintenance Super

6.2.2.4.2.2. **(Added-McConnell)** The following call signs are assigned to the 22 MXG/Quality Assurance (MXQ):

Figure 6.2.2.4.2.2. (Added McConnell) Call Signs Assigned to the 22 MXG/Quality Assurance (MXQ).

Position	**Call Sign**
QA Superintendent	QA1
QA Chief Inspector	QA 2
QA Inspector	QA 3
MX Inspection Teams (SAV, IG)	MX SAV/IG 1
Wing Inspection Team (Lead)	Inspection 1
Wing Inspection Team (Member)	Inspection 2

6.2.2.4.2.3. **(Added-McConnell)** The following call signs are assigned to AMXS:

Figure 6.2.2.4.2.3. (Added McConnell) Call Signs Are Assigned To AMXS.

Position	**Call Sign**
Commander	Archer 1
Maintenance Operations Officer	Archer 2
Maintenance Superintendent	Archer Chief
Line Chief	Archer 3
Debrief	Debrief
Dispatch	Dispatch

6.2.2.4.2.4. **(Added-McConnell)** The following call signs are assigned to the Green AMU:

Figure 6.2.2.4.2.4. (Added McConnell) Call Signs Are Assigned to the Green AMU

Position	**Call Sign**
AMU OIC	Green Lead
AMU Superintendent	Green Super
Production Supervisor	Green 1
Expediter A Section	Green 2
Expediter B Section	Green 3
Specialist Expediter	Green 4
Avionics Section	Green 5
Mechanical Section	Green 6
Uke Driver 1,2, etc.	Green Uke 1,2, etc.

6.2.2.4.2.5. **(Added-McConnell)** The following call signs are assigned to the Blue AMU:

Figure 6.2.2.4.2.5. (Added McConnell) Call Signs Assigned to the Blue AMU

Position	**Call Sign**
AMU OIC	Blue Lead
AMU Superintendent	Blue Super
Production Supervisor	Blue 1
Expediter A Section	Blue 2
Expediter B Section	Blue 3
Specialist Expediter	Blue 4
Avionics Section	Blue 5
Mechanical Section	Blue 6
Uke Driver 1,2, etc.	Blue Uke 1,2, etc.

6.2.2.4.2.6. **(Added-McConnell)** The following call signs are assigned to the Black AMU:

Figure 6.2.2.4.2.6. (Added McConnell) Call Signs Assigned to the Black AMU

Position	**Call Sign**
AMU OIC	Black Lead
AMU Superintendent	Black Super
Production Supervisor	Black 1
Expediter A Section	Black 2
Expediter B Section	Black 3
Specialist Expediter	Black 4
Avionics Section	Black 5
Mechanical Section	Black 6
Uke Driver 1,2, etc.	Black Uke 1,2, etc.

6.2.2.4.2.7. **(Added-McConnell)** The following call signs are assigned to the Gold AMU:

Figure 6.2.2.4.2.7. (Added Mcconnell) Call Signs Assigned To The Gold AMU

Position	**Call Sign**
AMU OIC	Gold Lead
AMU Superintendent	Gold Super
Production Supervisor	Gold 1
Expediter A Section	Gold 2
Expediter B Section	Gold 3
Specialist Expediter	Gold 4
Avionics Section	Gold 5
Mechanical Section	Gold 6
Uke Driver 1,2, etc.	Gold Uke 1,2, etc.

NOTE: All AMUs may operate under one net with coordination from AMXS Supervision

6.2.2.4.2.8. **(Added-McConnell)** The following call signs are for combined AMU operations and generation, or when deemed necessary by 22 AMXS supervision:

Figure 6.2.2.4.2.8. (Added McConnell) Call Signs For Combined AMU Operations And Generation, Or When Deemed Necessary By 22 AMXS Supervision

Position	**Call Sign**
AMU OIC	Tanker Lead
AMU Superintendent	Tanker Super
Lead Pro Super	Tanker Pro
Production Supervisor	Tanker 1
Expediter 1	Tanker 2
Expediter 2	Tanker 3
Avionics Expediter	Tanker 4
Mechanical Expediter 1	Tanker 5
Mechanical Expediter 2	Tanker 5A
Generation Pro Super	Tanker 6
Alert Pro Super	Tanker 7

Alert Expediter	Tanker 8
AARP Pro Super	Tanker 9
Cell Boss 1	Cell Boss 1
Cell Boss 2	Cell Boss 2
Cell Boss 3	Cell Boss 3
Cell Boss 4	Cell Boss 4

6.2.2.4.2.9. **(Added-McConnell)** The following call signs are assigned to the 22/931 AMXS Atlas Support Section:

Figure 6.2.2.4.2.9. (Added McConnell) Call Signs Assigned to the 22/931 AMXS Atlas Support Section.

Position	**Call Sign**
Atlas Flight CC	Atlas 1
Atlas NCOIC	Atlas 2
Atlas Tool Room	Support
Atlas -21 Section	Dash 21

6.2.2.4.2.10. **(Added-McConnell)** The following call signs are assigned to the 22d Maintenance Operations (MXO) and 931 MOF:

Figure 6.2.2.4.2.10. (Added McConnell) Call Signs Are Assigned to the 22d Maintenance Operations (MXO) and 931 MOF.

Position	**Call Sign**
Maintenance Operations Officer In Charge (OIC)	Phoenix 1
Maintenance Operation Superintendent	Phoenix 2
931 MOF Commander	Firebird 1
931 MOF Superintendent	Firebird 2
Maintenance Operations Center	MOC
Maintenance Qualification and Training Program	Training
Plans, Scheduling and Documentation	Scheduling
Analysis	Analysis

6.2.2.4.2.11. **(Added-McConnell)** The following call signs are assigned to the 22/931 MXS:

Figure 6.2.2.4.2.11. (Added McConnell) Following Call Signs Are Assigned to the 22/931 MXS

Position	**Call Sign**
Commander	Red 1
MXS Operations Officer	Red 2
MXS (Chief) Superintendent	Red Chief
931 Commander	Maroon 1
931 Operations Officer	Maroon 2
931 Superintendent	Maroon Chief
MXS Assistant Superintendent	Red 3
MXS Lead Production Supervisor	Red 4
MXS Production Supervisor	Red 5
Inspection Dock 1	Red 6 Alpha
Inspection Dock 2	Red 6 Bravo
Repair and Reclamation Mobile	Red 7 Alpha
Repair and Reclamation Base	Red 7 Base
Aero Ground Equipment Mobile	Red 8 Alpha, Red 8 Bravo
Aero Ground Equipment Base	Red 9
Structures Mobile	Red 10 Alpha
Structures Base	Red 10 Base
Metals Tech	Red 11 Alpha
NDI	Red 11 Bravo
Fuel Systems Repair Mobile	Red 12 Alpha
Fuel Systems Repair Base	Red 12 Base
MXS Launch Truck	Red 14

6.2.2.4.2.12. **(Added-McConnell)** The following call signs are assigned to the 931 AMXS:

Figure 6.2.2.4.2.12. (Added McConnell) Call Signs Assigned to the 931 AMXS

Position	Call Sign
Commander	Thunder 1
Maintenance Operations Officer	Thunder 2
Maintenance (Chief) Superintendent	Thunder Chief

6.2.2.4.2.13. **(Added-McConnell)** The following call signs are assigned to the 931 AMXS for use during Unit Training Assembly:

Figure 6.2.2.4.2.13. (Added McConnell) Call Signs Assigned to the 931 AMXS For Use During Unit Training Assembly

Position	Call Sign
AMU OIC	Warrior Lead
AMU Superintendent	Warrior Super
Production Super	Warrior 1
Expediter A Flight	Warrior 2
Expediter B Flight	Warrior 3
Avionics Flight	Warrior 4
Mechanical Flight	Warrior 5
Dispatch	Warrior Dispatch
Uke 1,2, etc.	Warrior Uke 1, 2, etc.

6.2.2.4.2.13.1 (Added-McConnell) The following call signs are assigned to the 931 AMXS for use during UTA for a second AMU:

Figure 6.2.2.4.2.13.1. (Added McConnell) Call Signs Are Assigned to the 931 AMXS For Use During UTA For A Second AMU

Position	Call Sign
AMU OIC	Brave Lead
AMU Superintendent	Brave Super
Production Super	Brave 1
Expediter A Flight	Brave 2

Expediter B Flight	Brave 3
Avionics Flight	Brave 4
Mechanical Flight	Brave 5
Dispatch	Brave Dispatch
Uke 1,2, etc.	Brave Uke 1, 2, etc.

6.2.2.4.2.14. **(Added-McConnell)** The Following call signs are assigned to the 373 FTD:

Figure 6.2.2.4.2.14. (Added McConnell) Call Signs Are Assigned To The 373 FTD

Position	**Call Sign**
FTD Superintendent	FTD Super
FTD Trainer 1	FTD 1
FTD Trainer 2	FTD 2

6.2.2.4.2.15. **(Added-McConnell)** The following are the designated radio net assignments:

Figure 6.2.2.4.2.15. (Added McConnell) Designated Radio Net Assignments

Position	**Call Sign**
MXS	Alpha
Blue AMU	Bravo
Black AMU	Bravo
Green AMU	Charlie
Gold AMU	Charlie
Alternate (open) net	Delta
TA	Ramp

6.2.6.16.4.8.2.1. **(Added-McConnell)** Manual Job Control Listing.

6.2.6.16.4.8.2.1.1. **(Added-McConnell)** When G081 is not available, analysis will assign a sufficient amount of JCN to each section as follows:

Figure 6.2.6.16.4.8.2.1.1. Manual JCNs.

Last Four of Control Number	Description
0001-0099	Used to identify the crew chief & assistant, and the base that the aircraft is assigned to. Any JCN within the range specified may be used for this note
0100 - 0299	For Aircraft Notes (used for placing aircraft on certain restrictions)
0300 - 0599	Used for ‘system test program’ such as ‘test equipment installed’
0600 - 0999	Informational Notes
A001 - A999	PE Inspection
B001 - B999	PE Inspection(MINOR)
C001 - C999	PE Inspection (MAJOR)
D001 - D999	PE Inspection
E001 - E999	HSC/HPO
F001 - F999	HSC
G001 - G999	HSC
H001 - H999	HSC/Boom Inspection
J001 - J999	HSC
K001 - K999	HSC
P001 - P999	51-Month PDM Extension
R001 - R999	Contract Field Team
1000 - 1599	Open
1600 - 1699	Dash 6 Inspections & Time Change
1700 - 1799	MQTP
1800 - 1899	COMM/NAV
1900 - 1999	IFCS
4000 - 4399	MOC

4400 - 4799	Debrief
4800 - 4899	22 MXG/931 DCM/QA
4900 - 4999	JETS
5000 - 5199	DET-8/FTD
5200 - 5299	Cannibalization
5300 – 5325 & 53XX	Off-Shore Support (Part needed from a home station unit for an aircraft broke en-route at a non-G081 location. This JCN would be loaded by the home-station MOC against the broke/off station aircraft. A normal CANN job would be loaded on the aircraft the part is being CANN'd from & 53XX is loaded against the CANN-for aircraft)
5326 - 5330	Impoundment JCN. Use one JCN per impoundment per aircraft
5331 - 5335	G081 generated internally from program 9102
5350 - 5399	Power-on Preflight
5400 - 5450	Repair and Reclamation
5451 - 5500	Electrics/Environmental
5501 - 5550	Pneudraulics
5551 - 5700	Fuel Cell
5701 - 5799	NDI Inspections
6000 - 6299	AGE
6300 - 6499	Wheel and Tire
6500 - 6899	Aircraft Refurbishment/Equipment Excellence
7000 - 7099	Metals Tech/Welding
7199 - 7299	CEMS
7300 - 7399	Test, Measurement, and Diagnostic Equipment
7400 - 7499	931 DCM
7500 - 7999	Aircraft General Support Use
8000 - 8099	Support Section
8200 - 8299	Transient Alert

8300 - 8399	Reserved for Future Use
8900 - 8999	TACC Assigned via GDSS2
9500 - 9699	TCTO
9800 - 9998	TCTO
Z001 - Z299	Aircraft Acceptance Inspection
Z300 - Z700	Acceptance Found Discrepancies
Z701 - Z999	PS&D/Reserved for Future Use

In addition, a JCN with an alpha character in the fourth character and then 001-999 in the last three characters is reserved for phase inspection IAW TO 00-20-1.

6.2.6.16.4.8.2.1.2. **(Added-McConnell)** In the event G081 is down, the MOC will maintain a manual documentation log of all events. As soon as G081 becomes operational, the MOC will enter discrepancies using the documentation log as a source document. MOC will then inform the work center that the discrepancies have been entered into G081. The work center that performed the maintenance will immediately clear the discrepancies.

6.2.6.16.4.8.2.1.3. **(Added-McConnell)** Off-shore Support JCNs are used when a part is needed from home station for an aircraft broken at a non-G081 location. This JCN would be loaded by the home station MOC against the broke/off-station aircraft.

7.2.1.3. **(Added-McConnell)** Aircraft Document Review Responsibilities/Procedures:

7.2.1.3.5. **(Added-McConnell)** The individual performing the document review will:

7.2.1.3.5.1. **(Added-McConnell)** Initiate the aircraft document review by printing the document review checklist (22 MXO SharePoint - **https://eim.amc.af.mil/org/22mos/default.aspx)** and verifying the active forms match G081.

7.2.1.3.5.2. **(Added-McConnell)** Reconcile the aircraft forms prior to attending the scheduled document review using G081 Screen 8035.

7.2.1.3.5.3. **(Added-McConnell)** Ensure all discrepancies, job control numbers, and supply document numbers match.

7.2.1.3.5.4. **(Added-McConnell)** Validate all deferred codes for delayed discrepancies. Update as required.

7.2.1.3.5.5. **(Added-McConnell)** Transcribe (print new) aircraft forms (AFTO Form 781A, AFTO Form 781K, & AFTO Form 781J) for all document reviews using G081 Computer System Screen 9032F.

7.2.1.3.5.6. **(Added-McConnell)** Ensure all required parts are on order and have valid supply requisition numbers assigned and documented on AFTO Form 781A and AFTO Form 781K.

7.2.1.3.5.7. **(Added-McConnell)** Close out AFTO Form 781A, document review entry (to include G081) after Supply and PS&D have completed the stated actions and cleared the appropriate forms entries.

7.2.1.3.6. **(Added-McConnell)** Production Superintendent (Pro-Super) will:

7.2.1.3.6.1. **(Added-McConnell)** Review forms with crew chief for accuracy.

7.2.1.3.6.2. **(Added-McConnell)** Ensure all required items on the document review checklist are completed.

7.2.1.3.7. **(Added-McConnell)** PS&D and the Engine Manager (EM) will:

7.2.1.3.7.1. **(Added-McConnell)** Verify aircraft and engine operating times are correct using G081 Screen 8005/8050.

7.2.1.3.7.2. **(Added-McConnell)** Reconcile Special Inspection and Time Change updates using G081 screen 9188.

7.2.1.3.7.3. **(Added-McConnell)** Verify TCTO status using G081 screen 8040.

7.2.1.3.7.4. **(Added-McConnell)** File completed document review checklist and matrix review in the aircraft jacket file.

8.14.10. **(Added-McConnell)** Air Force Technical Order (AFTO) System.

8.14.10.1. **(Added-McConnell)** Responsibilities.

8.14.10.1.1. **(Added-McConnell)** Section Chiefs will ensure:

8.14.10.1.1.1. **(Added-McConnell)** A primary and alternate TODA and applicable Library Custodian personnel will be appointed when an ETIMS sub account is assigned by 22 MXG TODO, IAW TO 00-5-1.

8.14.10.1.1.2. **(Added-McConnell)** Account representative standardized letter, see Attachment 6, designating primary and alternate TODA's and additional Library Custodians are forwarded to the 22 MXG TODO within five working days after affected changes are made.

8.14.10.1.2. **(Added-McConnell)** 22 MXG TODO will:

8.14.10.1.2.1. **(Added-McConnell)** Ensure distribution of technical orders to the TODA representatives within two duty days of receipt.

8.14.10.1.2.2. **(Added-McConnell)** Provide each account with a master monthly ETIMS report.

8.14.10.1.2.3. **(Added-McConnell)** Maintain TODA locations and account representatives in ETIMS Program and the TODO program continuity book located in the 22 MXG/TODO office.

8.14.10.1.3. **(Added-McConnell)** The TODO Continuity Binder will contain the following:

Figure 8.14.10.1.2.6.1.TODO Continuity Binder Tabs.

TAB 1	- Appointment Letter (TODO/ALT) - AFTO Form 43 (TODO/ALT) - DD Form 2875, SAAR (System Access) (TODO/ALT)
TAB 2	- TO System Training Certifications
TAB 3	- Sub Account Appointment Letters
TAB 4	- TCTO's Processed Tracking Sheet - Digital T.O. Weekly Currency Tracking Sheet - ADPE Tracking Sheet (All MXG Digital T.O.'s and LOGNET Hardware Inventory)
TAB 5	- Current ETIMS Inventory List (May be sub-located to workstation)
TAB 6	- Annual Reconciliation Report
TAB 7	- Current Known Problems/Ongoing Improvements
TAB 8	- Miscellaneous Continuity, Policy, and Reference Items

8.14.10.1.4. **(Added-McConnell)** TODA and Library Custodians will:

8.14.10.1.4.1. **(Added-McConnell)** All TODAs and Library Custodians, with an assigned ETIMS sub-account, will maintain a technical order Account Continuity Binder for each account with the following tabs:

Figure 8.14.10.1.4.1. Technical Order Account Continuity Binder Tabs.

TAB 1	- Appointment Letter
TAB 2	- TODA Library Custodian Training Certificates
TAB 3	- Current Monthly ETIMS Listing
TAB 4	- Annual TO Inventory Inspection Documentation
TAB 5	- Digital TO Weekly Check Documentation
TAB 6	- Initial Distribution Requisition Status (TOs on order)
TAB 7	- Miscellaneous Memos, Order Forms, etc.

8.14.10.1.4.2. **(Added-McConnell)** When a new master monthly ETIMS report is received, verify all technical orders are current and that quantity levels are correct within five duty days. All discrepancies will be documented in red on the ETIMS listing filed in Tab 3. The TODA/Library Custodian will report any discrepancies to the TODO as soon as possible.

8.14.10.1.4.3. **(Added-McConnell)** Forward requirements for additional and replacement technical orders to the 22 MXG TODO by completing the local work sheet or by sending an e-mail of the completed local work sheet to the TODO office, see Attachment 7.

8.14.10.1.4.4. **(Added-McConnell)** Pen and ink authorization letters or emails will be filed in the TODA Book Tab 7 until correction is made by next supplement or change.

8.14.10.1.4.5. **(Added-McConnell)** All TODA/Library Custodians will pick up technical orders from the TODO by checking their assigned TO distribution shelves in the QA office daily and document TO Updates received in the TO Distribution database.

8.14.11. **(Added-McConnell)** LWC/LCL/LPS Procedures.

8.14.11.1. **(Added-McConnell)** The 22 MXG TODO will:

8.14.11.1.1. **(Added-McConnell)** Maintain a copy of the LWC/LCL/LPS (22 MXG/CC's original signature) along with background information and coordination documentation.

8.14.11.1.2. **(Added-McConnell)** Once approved by the Group Commander, reproduce and distribute LWC/LCL/LPS to affected agencies.

8.14.11.1.3. **(Added-McConnell)** Maintain LWC/LCL/LPS in ETIMS program and inform TODA's of any rescinded LWC/LCL/LPS.

8.14.11.1.4. **(Added-McConnell)** Ensure all LWC/LCL/LPS annual validations are accomplished by the end of the calendar month from when they were signed by the 22 MXG/CC. This will be accomplished by submitting an AF Form 1768, *Staff Summary Sheet*, for each LWC/LCL/LPS. If validation is not accomplished, the LWC/LCL/LPS will be removed from ETIMS and will not be utilized until it is corrected.

8.14.11.2. **(Added-McConnell)** The Office of Primary Responsibility (OPR) will:

8.14.11.2.1. **(Added-McConnell)** Prepare a draft for any new LWC on AMC Form 220PG1 and 220PG2, *List of Affected Cards*/LCL AMC Form 215 and AMC Form 216 to be submitted. The OPR will submit a letter of justification for the LWC/LCL.

8.14.11.2.2. **(Added-McConnell)** Establish an AF Form 1768 with the following routing; OPR, OPR/MXG, OPR/CC, MXG/MXQ, MXG/CCE, MXG/CD, and MXG/CC (NOTE: If the LWC/LCL/LPS affect other squadrons it must be routed through their supervision).

8.14.11.2.3. **(Added-McConnell)** Notify TODO of any changes that might affect the LWC/LCL/LPS within one duty day.

9.2.4. **(Added-McConnell)** Aircraft Impoundment Program.

9.2.5. **(Added-McConnell)** The 22 MXG/CC has overall responsibility for impoundment and release of aircraft and equipment. The 22 MXG/CC and 22 MXG/CD are the primary impound authorities. The 22 MXG/CC appoints and tracks additional impound authorities in writing through the SCR. If the primary impound authorities are not available, contact one of the remaining certified individuals for impoundment decisions.

9.2.6. **(Added-McConnell)** The impound release official will release the aircraft or equipment from impoundment when the investigation, repairs, and appropriate checks are completed.

9.2.7. **(Added-McConnell)** The release authority will ensure concerted efforts have been made to thoroughly assess aircraft condition when considering and authorizing one-time flights, if necessary, IAW TO 00-20-1, instructions and applicable supplements.

9.5.2. **(Added-McConnell)** Impound Responsibilities.

9.5.2.1. **(Added-McConnell)** In addition to previously identified duties, the impoundment authority will:

9.5.2.2. **(Added-McConnell)** Inform the MOC of the aircraft tail number or equipment identification number, location and reason for impoundment.

9.5.2.3. **(Added-McConnell)** Appoint an Impoundment Official (IO) and notify QA of the selected IO.

9.5.2.4. **(Added-McConnell)** Monitor progress of the impoundment.

9.5.2.5. **(Added-McConnell)** Approve the return of the aircraft for maintenance.

9.5.3. **(Added-McConnell)** The IO will:

9.5.3.1. **(Added-McConnell)** Initiate the 22 MXG Checklist 21-8, *Impoundment Official Checklist*. See Attachment 3.

9.5.3.2. **(Added-McConnell)** Ensure MOC complies with para 9.6.14.3.

9.5.3.3. **(Added-McConnell)** Secure the aircraft jacket file or equipment history as required and coordinate with MOC for unlocking/locking aircraft forms in G081 for required documentation of impoundment related maintenance.

9.5.3.4. **(Added-McConnell)** Ensure steps are taken to safeguard CVR/FDR data on aircraft impounded for potential safety related incidents as applicable.

9.5.3.5. **(Added-McConnell)** Ensure AFTO Form 781/AFTO IMT 244 series forms documentation is correct to include the initial impoundment Red X discrepancy.

9.5.3.6. **(Added-McConnell)** Isolate the aircraft or equipment and cordon off from other assets using cones, ropes, and/or signs.

9.5.3.7. **(Added-McConnell)** Determine team composition and limit maintenance actions to those required to make the aircraft/equipment safe. All maintenance actions will be at the discretion of the IO.

9.5.3.8. **(Added-McConnell)** To ensure continuity, the IO will determine the work schedule. Two teams may be assigned to provide 24-hour coverage.

9.5.3.9. **(Added-McConnell)** Ensure full and complete documentation of all entries on 22 MXG Checklist 21-8.

9.5.3.10. **(Added-McConnell)** Coordinate with MOC to ensure specific job control numbers 5326-5330 are used for initial impoundment discrepancies.

9.5.3.11. **(Added-McConnell)** Ensure a detailed chronological log is maintained to include, but not limited to: All actions, tests and results, work unit codes, part numbers and technical

order figure and index, of all components repaired, adjusted, replaced etc., on the affected aircraft/equipment and who performed them.

9.5.3.12. **(Added-McConnell)** Present all pertinent current/transcribed forms, aircraft forms binder, and any related maintenance documentation concerning the impoundment through QA prior to meeting with the release official.

9.5.3.13. **(Added-McConnell)** Complete an impoundment summary memorandum for record for all impoundments, see Attachment 2. In addition, complete an AF 1768 and coordinate the impoundment summary if HQ MAF requests a copy of the impoundment report. Provide electronic copies of both to QA when completed.

9.5.4. **(Added-McConnell)** MOC will:

9.5.4.1. **(Added-McConnell)** Notify the 22 MXG/CC/CD and QA Superintendent or Chief Inspector of any on-station or off-station aircraft impoundments. Include all information such as points of contact, assigned impoundment authority, assigned impoundment official, and proper on-scene point of contact information.

9.5.4.2. **(Added-McConnell)** For off-station impoundments, MOC will ensure the on-scene point of contact notifies TACC/XOCL, provides investigation status updates for the 22 MXG/CC, and ensures the point of contact has access to applicable instructions and supplements (including updates as applicable).

9.5.4.3. **(Added-McConnell)** Load pre-printed aircraft impoundment package into G081 and lock/unlock access to aircraft records as directed by the IO.

9.5.4.4. **(Added-McConnell)** Update aircraft status when required.

9.5.5. **(Added-McConnell)** QA will:

9.5.5.1. **(Added-McConnell)** Advise the IO as required throughout the impoundment process, assist the IO in understanding AFI impoundment procedure guidance and assist efforts to obtain technical and/or engineering assistance as required.

9.5.5.2. **(Added-McConnell)** Monitor the investigation to ensure proper procedures are being followed and report impoundment policy violations to the IO and squadron supervision.

9.5.5.3. **(Added-McConnell)** Review aircraft/equipment forms documentation/corrective actions and impoundment summary memorandum for record (MFR) prior to impoundment release.

9.5.5.4. **(Added-McConnell)** Maintain completed copies of impoundment checklist, chronological log, summary, and appropriate forms for one year.

9.5.5.5. **(Added-McConnell)** Notify wing safety office of the status for impounded aircraft and also periodically update them as to the investigation progress as applicable. Once 22 MXG/CC or designated release authority, releases impoundment, QA will send a copy of the impoundment summary report to wing safety as applicable.

9.5.5.6. **(Added-McConnell)** Debriefing Section will:

9.5.5.7. **(Added-McConnell)** Immediately notify the Production Superintendent, MOC, and QA if an aircrew debriefs a malfunction that may require an impoundment per applicable instructions.

9.5.5.8. **(Added-McConnell)** Suspend further debriefing action on the affected aircraft until applicable system specialists and Production Superintendent have arrived.

9.6.14.1. **(Added-McConnell)** Release of aircraft from impoundment:

9.6.14.1.1. **(Added-McConnell)** The IO will brief the impoundment release authority on aircraft troubleshooting and corrective actions and recommend one of the following courses of action:

9.6.14.2. **(Added-McConnell)** Total release of aircraft for normal flight.

9.6.14.2.1. **(Added-McConnell)** Conditional release of the aircraft, contingent upon a successful operational check flight or taxi check.

9.6.14.2.2. **(Added-McConnell)** The impoundment release authority will sign off the impoundment once the aircraft/equipment is ready to be released from impoundment. He or she must also sign the Impoundment Summary Report; see Attachment 2, for inclusion in the QA Impoundment history.

9.6.14.2.3. **(Added-McConnell)** The IO will ensure a copy of the signed summary is given to QA for disposition as required.

9.6.14.3. **(Added-McConnell)** Aircraft impounded at an off-base location, where no impoundment authority exists:

9.6.14.3.1. **(Added-McConnell)** Maintenance personnel accompanying the aircraft will complete all provisions covered within this supplement, impoundment and notification procedures specified in AFI 21-101_AMCSUP_I (including applicable supplements), and documentation procedures in TO 00-20-1.

9.6.14.3.2. **(Added-McConnell)** Maintenance personnel must notify TACC/XOCL and home station MOC of any instances and aircraft may be impounded. They also must notify the owning 22 MXG/CC and home station MOC of any investigation status updates until aircraft is released from impoundment.

9.6.14.3.3. **(Added-McConnell)** Prior to releasing an aircraft from impoundment, off-station personnel must notify TACC/XOCL and contact the owning 22 MXG/CC for release authority procedures.

9.6.14.3.4. **(Added-McConnell)** The release can be performed via telephone, e-mail or any standard mode of communication for aircraft impounded off-station where no impoundment authority exists. In this instance, the IO will annotate the method of communication used to facilitate release and sign off the impoundment as directed by the release authority.

9.6.15. **(Added-McConnell)** Aircraft Quarantine.

9.6.15.1. **(Added-McConnell)** Maintenance personnel will notify MOC when evidence of rodents or pests is discovered aboard an aircraft, or when directed for public health concerns.

9.6.15.2. **(Added-McConnell)** The MOC will notify the Civil Engineering Squadron service call desk and the 22 MXG/CC or designated representative.

9.6.15.3. **(Added-McConnell)** Maintenance personnel will seal the aircraft until the Entomology (Pest Control) technician(s) arrives at the aircraft.

9.6.15.4. **(Added-McConnell)** Maintenance personnel will then brief the entomologist of the suspected location of the rodents or pests.

9.6.15.5. **(Added-McConnell)** Maintenance personnel will seal the aircraft after traps and tracking patches are in place, and annotate in the aircraft AFTO Form 781A the number of traps/tracking devices installed.

9.6.15.6. **(Added-McConnell)** After the aircraft is determined to be rodent/pest free by Entomology, all traps and tracking patches will be removed by Entomology and the aircraft will be released from quarantine by Entomology.

9.6.15.7. **(Added-McConnell)** AMXS will perform visual/operational checks of basic systems to ensure safety of flight.

10.2.1.1.1. **(Added-McConnell)** Tools: Hand tools, equipment, and electronic devices used to work on or maintain airfield equipment, facilities, vehicles, or aircraft. For the purpose of this instruction, LMR, laptop/hand-held computers, and PCMCIA cards are considered tools.

10.4.4. **(Added-McConnell)** Tool Accountability.

10.4.4.1. **(Added-McConnell)** Units using a MAJCOM approved tool accountability system, will be backed up monthly and maintained by the work center supervisor. MCCONNELLAFB Form 182, *CTK Inventory and Control Log,* will be used if the MAJCOM approved tool accountability system becomes unavailable or goes offline. AF IMT 1297 and AF IMT 2411 are also authorized for use by personnel or when the MAJCOM approved tool accountability system is not available.

10.4.4.2. **(Added-McConnell)** Inventories and Procedures.

10.4.4.2.1. **(Added-McConnell)** Flight Chiefs or NCOICs will designate personnel authorized to access tool room/CTK.

10.4.4.2.2. **(Added-McConnell)** Units will develop inventories and procedures for effective tool program management.

10.4.4.2.3. **(Added-McConnell)** For work centers that do not have centralized tool storage or 24-hour operations, technicians called out during off shifts, weekend duty, or standby may sign out their own CTKs. At no time will a technician be authorized to sign open and close the same CTK. After completion of the task, the Production Superintendent (Pro-Super) or Flight Chief must sign the CTK closed.

10.4.4.2.4. **(Added-McConnell)** Depot teams, factory representatives, contract field teams, and personnel TDY to McConnell AFB are required to follow this instruction. QA will provide familiarity briefings as required regarding the procedures in this instruction. Personnel not permanently assigned in a MAJCOM approved tool accountability system will be loaded on a temporary basis as required. The AF IMT 1297 may also be used to issue tools and equipment to non-assigned personnel.

10.4.4.2.5. **(Added-McConnell)** When mission needs dictate, the transfer of flight line CTK/test equipment from one individual to another at the job site, the outgoing and incoming individuals will use the following procedures:

10.4.4.2.5.1. **(Added-McConnell)** The outgoing individual will obtain approval for CTK/test equipment transfer from the Pro-Super, expediter, or shop chief. The Pro-Super, expediter, or shop chief is responsible for verifying this transfer with the CTK custodian.

10.4.4.2.5.2. **(Added-McConnell)** The incoming and outgoing individuals will perform an inventory of the CTK/test equipment. The supervisor overseeing the exchange will transfer responsibility from the outgoing individual to the incoming individual in the MAJCOM approved tool accountability system with the CTK custodian.

10.4.4.2.5.3. **(Added-McConnell)** Aircraft maintenance special equipment (e.g. boom sling or rudder lock) will be accounted for at each shift change. The Pro-Super, expediter, or shop chief is the approval authority for transferring special equipment already installed on the aircraft from one individual to the next and is responsible to ensure this transaction occurs successfully. To ensure 100% daily accountability, equipment will not be signed out long-term by any individual going off shift.

10.4.4.2.6. **(Added-McConnell)** When work centers elect to distribute/locate CTKs or peculiar support/test equipment to decentralized locations, individuals will follow the same procedures and responsibilities for inventory and turn in outlined in AFI 21-101 and this instruction.

10.4.4.3. **(Added-McConnell)** At least every 90 days (annually for mobility pack up kits), perform a comprehensive inventory of all tools, equipment and CTKs not already covered by AFTO Form 244 perform an extensive inspection of all tools and equipment, to include condition, identification markings and accuracy of the MIL. Inspect all tools for serviceability according to TO 32-1-101 and ensure all tools/equipment (test equipment, dispatchable boxes, roll around CTKs, etc.), are free from FO. Individual performing the inspection will document these inventories and inspections in the MAJCOM approved tool accountability system.

10.4.4.4. **(Added-McConnell)** If a mobility kit is opened for use in between the annual inspection interval, an inspection will be accomplished prior to use. When a pack up kit is being deployed, an inspection is accomplished prior and upon receipt. When returned to home station, the kit will be inspected. All inspections will be documented and maintained.

10.4.4.5. **(Added-McConnell)** Crash recovery equipment that is permanently stored and/or located in trailers or vehicles will be inspected and controlled IAW MCCONNELLAFBI 21-112, *Crash Damaged/Disabled Aircraft Recovery (CDDAR) Procedures*.

10.4.4.6. **(Added-McConnell)** Technicians will return all pieces of broken tools, if possible and accomplish MCCOENNELAFB Form 18, *Lost Tool/Object Report*, if not fully recovered.

10.4.4.7. **(Added-McConnell)** A MAJCOM-approved tool accountability system will be used to document spare tools and consumable tools inventory/consumption. Spare tool lockers will be locked at all times and access to spare tools will be limited to the flight chief and designated representatives.

10.4.4.8. **(Added-McConnell)** Warranty tool management and the procurement of tools will be limited to a primary and an alternate monitor in each work section. These individuals are responsible for contacting the company, monitoring tool warranties, and are the only personnel authorized to procure tools. In addition, these individuals will be designated in writing with appointment letters maintained on file in the CTK.

10.4.4.9. **(Added-McConnell)** Replacement, expendable, and consumable hand tools may not be placed on bench stock (i.e. razor blades, drill bits, hacksaw blades, wire brushes, rotary files, etc.). Consumables may be placed in CTKs/equipment. If consumables are added to CTKs/equipment, they will be listed on the inventory listings and marked as "consumables." Ensure strict control and management of these items.

10.4.4.10. **(Added-McConnell)** Hazardous materials will not be assigned to or stored/housed in CTKs (exception: fuel cell temporary leak repair kits).

10.4.4.11. **(Added-McConnell)** Rag control applies to all sections and personnel performing on/off-equipment aircraft maintenance, jet engine maintenance, and aerospace ground equipment maintenance. Positive rag control procedures must be adhered to. Rags of uniform size and color will be used to facilitate control. Rags will be controlled as tools and will be issued in pre-packed pouches with the number of rags and CTK number marked on each pouch. CTK custodians will establish procedures to ensure how many rags are on hand (clean, dirty, and those ready for dispatch). Rags will be replaced on an equal share basis (i.e. one-for-one, five-for-five, etc.).

10.5.1.2.1. **(Added-McConnell)** Marking and Tool Identification.

10.5.1.2.1.1. **(Added-McConnell)** Standardized EIDs

10.5.1.2.1.1.1. **(Added-McConnell)** 22 AMXS CTK/MAJCOM approved tool accountability system IDs:

Figure 10.5.1.2.1.1.1. 22 AMXS CTK MAJCOM Approved Tool Accountability System IDs.

Support Section	MKAMXXXXX
Dash-21	MKADXXXXX

10.5.1.2.1.1.2. **(Added-McConnell)** 22 MXS CTK/MAJCOM approved tool accountability system IDs:

Figure 10.5.1.2.1.1.2. 22 MXS CTK/MAJCOM Approved Tool Accountability System IDs.

Fuels	MKMFXXXXX
E&E	MKMEXXXXX
Hydro	MKMHXXXXX
PE Support	MKMIXXXXX
Wash Rack	MKMWXXXXX
Wheel & Tire	MKMTXXXXX
AGE Flight	MKMAXXXXX
Metals Tech	MKMMXXXXX
Structures	MKMSXXXXX
NDI	MKMNXXXXX

10.5.1.2.1.1.3. **(Added-McConnell)** 22 MXG/MXQ: MKGQXXXXX

10.5.1.2.1.1.4. **(Added-McConnell)** 22 MOS/MQTP: MKMOXXXXX

10.5.1.2.1.1.5. **(Added-McConnell)** 373 TRS/DET 8: MKTRXXXXX

10.6.1.5. **(Added-McConnell)** QA coordinates on all requests for approval and use of locally designed tools or equipment that carries loads, changes torque or presents potential to damage government resources. The 22 MXG/CC or designated representative will have approval authority. This includes non-standard, non-common tools meeting the above listed criteria procured through the local economy.

10.6.1.5.1. **(Added-McConnell)** All requests for locally manufactured tools and equipment will be routed in written memorandum format through the owning work center's flight supervision, squadron operations officer/superintendent, and QA to the 22 MXG/CC or designated representative for approval. This procedure does not apply to tools already authorized in specific technical data. Use MCCONNELLAFB Form 181, *Locally Designed Tool and Equipment Approval Request*, to submit a request for a locally designed tool or piece of equipment.

10.6.1.5.2. **(Added-McConnell)** 22 MXG/QA will maintain a locally manufactured tools and equipment file with a picture and copy of approval paperwork for each approved item.

10.6.1.5.3. **(Added-McConnell)** All locally manufactured or modified tools and equipment will be maintained IAW this instruction and all other technical data regarding the maintenance management of tools and equipment. If required the user will create inspection criteria for the local manufactured tool and present it to QA with the accompanying local manufactured tool paperwork for consideration prior to tool/equipment use.

10.6.1.5.4. **(Added-McConnell)** Users will review items and requirements annually with QA for applicability and current configuration.

10.6.2. **(Added-McConnell)** DCM Local Manufacture.

10.6.2.1. **(Added-McConnell)** Responsibilities and Procedures.

10.6.2.1.1. **(Added-McConnell)** Requester:

10.6.2.1.1.1. **(Added-McConnell)** Provides a drawing, sample, technical data, and DD Form 1348-6 as required. Use an AF IMT 2005 for supply item local requests.

10.6.2.1.1.2. **(Added-McConnell)** Loads job control number, identifies discrepancy against aircraft, equipment, if applicable.

10.6.2.1.1.3. **(Added-McConnell)** Coordinates with the appropriate fabrication sections and the supply local manufacture manager to determine bits and pieces required and parts availability.

10.6.2.1.1.4. **(Added-McConnell)** Forwards all documents, drawings, and samples (as required) to the manufacturing elements after approval.

10.6.2.1.2. **(Added-McConnell)** Manufacturing Shop Sections:

10.6.2.1.2.1. **(Added-McConnell)** Reviews drawings or samples for required information and ability to accomplish the task.

10.6.2.1.2.2. **(Added-McConnell)** Obtains approval from the 22 MXS Operations Officer, Maintenance Superintendent, or Production Superintendent and completes the material required worksheet.

10.6.2.1.2.3. **(Added-McConnell)** Initials Block 10 of DD Form 1348-6, if approved.

10.6.2.1.2.4. **(Added-McConnell)** Shop chiefs will review local manufacture items annually to determine possible items that can be pre-made to prevent or reduce launch delays.

10.6.2.1.3. **(Added-McConnell)** Approval authority:

10.6.2.1.3.1. **(Added-McConnell)** The 22 MXS Operations Officer, Maintenance Superintendent, and Production Superintendent are the approval authority for the manufacture of all source coded local manufacture items requests.

10.6.2.1.3.2. **(Added-McConnell)** Reviews all local manufacture requests with the assistance of manufacturing shop sections and approves or disapproves requests.

10.8.2. **(Added-McConnell)** Lost or Missing Tool Reporting Process.

10.8.2.1. **(Added-McConnell)** The person identifying the missing tool/item will search the immediate area for the tool/item. If not found after completing the initial 30 minute search, the individual will notify the expediter/Pro-Super/section chief or equivalent.

10.8.2.2. **(Added-McConnell)** The Pro-Super or shop chief will notify MOC immediately and initiate MCCONNELLAFB Form 18 after another 30 minute thorough search (unless mission needs dictate earlier) is completed and the tool is not found. MCCONNELLAFB Form 18 is located on e-Publishing.

10.8.2.3. **(Added-McConnell)** Squadrons will e-mail a complete copy of all lost tool reports within three duty days to the QA office and the owning CTK. QA will assign a lost tool control number. Reports will be maintained on file in QA and the owning CTK for one year.

10.8.2.4. **(Added-McConnell)** When a tool is discovered missing and the possibility exists that the missing tool is on a taxiing or airborne aircraft, notify MOC immediately for execution of the appropriate checklist actions.

10.8.2.5. **(Added-McConnell)** Lost Tool/Object Investigation Report: This report is used for tracking and trending incidents concerning lost tools. They are completed by the individual losing a tool and are maintained by squadron CTK monitors and 22 MXG Quality Assurance (QA). E-mail lost tool reports to 22 MXG QA distribution group or contact QA office at DSN 743-6190/2784 for e-mail address.

14.6. **(Added-McConnell)** Aircraft Structural Integrity Program (ASIP).

14.6.3.1.1. **(Added-McConnell)** Responsibilities.

14.6.3.1.1.1. **(Added-McConnell)** 22 AMXS will:

14.6.3.1.1.1.1. **(Added-McConnell)** Download DDTU data from possessed KC-135's immediately following arrival at home station.

14.6.3.1.1.1.2. **(Added-McConnell)** Upload Data Display and Transfer Unit data into Automatic Data Acquisition System IAW appropriate technical data.

14.6.3.1.1.1.3. **(Added-McConnell)** Appoint an ASIP monitor to assist the project officer.

14.6.3.1.1.1.3.1. **(Added-McConnell)** ASIP monitor will track DDTU download completion and report deficiencies to appropriate production supervisor.

14.6.3.1.1.2. **(Added-McConnell)** 22 MXS will:

14.6.3.1.1.2.1. **(Added-McConnell)** Enter "ASIP Repair" in the subject line of all Engineering Technical Assistance Request submitted through the command 202 system that relates to ASIP repair IAW 1C-135-3 series technical orders.

14.6.3.1.1.2.2. **(Added-McConnell)** Appoint an ASIP monitor to assist the project officer.

14.6.3.1.1.2.2.1. **(Added-McConnell)** ASIP monitor will report ASIP damage/repairs to Oklahoma City/Air Logistics Center through command 202 system in coordination with QA.

14.6.3.1.3.1. **(Added-McConnell)** The appointed ASIP project officer will coordinate with deployed locations to track McConnell ACFT DDTU download completion.

14.6.3.1.3.2. **(Added-McConnell)** ASIP Project Officer will ensure aircraft deployed for an extended period of time have DDTU download capability.

14.6.3.1.3.3. **(Added-McConnell)** Deployed maintenance activity will upload data into ADADS or forward to home station ASIP project officer for upload.

14.6.3.1.4.1. **(Added-McConnell)** ASIP training is limited to DDTU download procedures and ADADS upload procedures. Training will consist of OJT and will be documented on an AF IMT 797 or other appropriate means. Qualified Communication/Navigation, Propulsion and Crew Chief technicians will provide the training.

14.8.12. **(Added-McConnell)** Cannibalization Procedures.

14.8.12.1. **(Added-McConnell)** Responsibilities.

14.8.12.1.1. **(Added-McConnell)** 22 AMXS and 22 MXS Production Superintendent (Pro-Super) must work in concert daily to ensure proper priority of CANN parts and complete immediate documentation of all CANN actions and related supply actions.

14.8.12.1.2. **(Added-McConnell)** All CANN actions will be coordinated through the organization owning the CANN aircraft and or equipment. Approval is specific to the aircraft or spare engine being cannibalized.

14.8.12.1.3. **(Added-McConnell)** MOC will assign and control CANN JCNs.

14.8.12.1.4. **(Added-McConnell)** Any requested CANN action involving CFT or AFMC aircraft <u>must</u> be coordinated in advance through the 22 MXG QA PIM with the applicable AFMC/SPO single manager and will be briefed to the 22 MXG/CC or CD daily.

14.8.12.2. **(Added-McConnell)** Procedures.

14.8.12.2.1. **(Added-McConnell)** When a CANN action is required, the Pro-Super requesting the part will:

14.8.12.2.1.1. **(Added-McConnell)** Coordinate with the owning Pro-Super on part availability, aircraft/mission/CANN priorities and effective resource management.

14.8.12.2.1.2. **(Added-McConnell)** Notify MOC of the CANN action to include nomenclature (include specifics: location, position, etc.), full work unit code, when discovered code, and document number. MOC will load the specific CANN discrepancy in G081, assign a CANN JCN, and notify LRS aircraft parts store of the CANN action to ensure accuracy of the Mission Capability Assets Sourcing System.

14.8.12.2.2. **(Added-McConnell)** 22 AMXS/22 MXS supervision will ensure all CANN actions are properly documented and tracked, and that all CANN parts are properly controlled and documented.

14.8.12.2.3. **(Added-McConnell)** After all aircraft engine CANN options have been exhausted, spare engines may be considered as source of CANN assets. Coordinate with engine management prior to removing any parts from spare engines. Coordinate with engine management through MOC for after-hours spare engine CANN permission.

14.15.18. **(Added-McConnell)** Engine Runs.

14.15.18.1. **(Added-McConnell)** The Production Superintendent/expediter approves all engine runs and notifies the MOC with the following:

14.15.18.1.1. **(Added-McConnell)** The location of the aircraft to be run.

14.15.18.1.2. **(Added-McConnell)** The reason for the run.

14.15.18.1.3. **(Added-McConnell)** Employee number of individual conducting the run

14.15.18.1.4. **(Added-McConnell)** Aircraft tail number.

14.15.18.1.5. **(Added-McConnell)** Idle or power run.

14.15.18.2. **(Added-McConnell)** The MOC will:

14.15.18.2.1. **(Added-McConnell)** Obtain clearance with Command Post, Tower, and Security Forces for all engine runs.

14.15.18.2.2. **(Added-McConnell)** Call the Fire Department (15 minutes prior to start up) for coverage on all green engine runs or engines being run for rapid defuel.

14.15.18.2.3. **(Added-McConnell)** Notify Transient Alert/Maintenance of all engine runs that may affect their parking area.

14.20.2.4. **(Added-McConnell)** In-Process Inspections (IPIs).

14.20.2.4.1. **(Added-McConnell)** Responsibilities.

14.20.2.4.1.1. **(Added-McConnell)** Local IPIs are listed in Attachment 5 of this instruction. 22 AMXS will maintain a copy of this attachment in the back of each set of aircraft forms.

14.30.2.3. **(Added-McConnell)** Aircraft Red Ball Maintenance Guidance.

14.30.2.3.1. **(Added-McConnell)** Responsibilities and Procedures.

14.30.2.3.2. **(Added-McConnell)** Technicians will notify the Expediter or Production Superintendent (Pro-Super) immediately upon notification of a Red Ball discrepancy.

14.30.2.3.3. **(Added-McConnell)** Pro-Super/Expediter will inform MOC of all Red Ball discrepancies. A JCN will be requested from MOC and entered into the AFTO Form 781 forms binder when maintenance actions are required.

14.30.2.3.4. **(Added-McConnell)** If outside agency support is required during Red Ball maintenance, the Pro-Super will request support through the MOC or contact the agency directly.

14.30.2.3.5. **(Added-McConnell)** If a component removal/installation is required and necessitates an operational check, the aircrew may perform this function as long as all checks are completed in accordance with applicable technical orders and signed off by technician performing the maintenance.

14.30.2.3.6. **(Added-McConnell)** Prior to exceptional release (ER), technicians will accomplish a thorough FO check to include inventory of CTK, technical orders, rags, consumables, parts, and any other items used during maintenance.

14.39. **(Added-McConnell)** Jacking Procedures.

14.39.1. **(Added-McConnell)** Procedures.

14.39.1.1. **(Added-McConnell)** Tow aircraft as required. When towed into Hangar 1106, slot 2 or 3, aircraft must be centered on the blue jacking line.

14.39.2. **(Added-McConnell)** Aircraft Jacking Locations:

14.39.2.1. **(Added-McConnell)** Primary hangars for aircraft requiring a full jack are Hangar 1166, Hangar 1176 (North and South), and Hanger 10.

14.39.2.2. **(Added-McConnell)** Alternate full jack (operational checks only) locations are Hangar 1106, slots 2 and 3 and Hangar 1107 slot 2. Due to the condition of the floor in Hangar 1106 and Hangar 1107, removal of the main landing gear (MLG) assembly is not authorized. A MLG truck assembly replacement is authorized.

14.39.2.3. **(Added-McConnell)** Outside tripod jacking is authorized for operational checks only (all exceptions must be approved by the 22 MXG/CC). Primary outside nose-tail and full jacking locations are Delta 1 thru Delta 4. An alternate outside nose-tail jacking location is the centerline between Hangars 1106 and 1107.

14.40. **(Added-McConnell)** Periodic Inspection (PE) Procedures and Policies

14.40.1. **(Added-McConnell)** Responsibilities

14.40.1.1. **(Added-McConnell)** AMXS will:

14.40.1.1.1. **(Added-McConnell)** Ensure aircraft boom and GOX supply lines are drained and documented in AFTO Form 781A prior to entry into the dock.

14.40.1.1.2. **(Added-McConnell)** Configure and document the aircraft fuel load IAW applicable tech data.

14.40.1.1.3. **(Added-McConnell)** Provide a minimum of one qualified 7-level and one qualified 5-level Airplane General Technician. The assigned technicians will accompany aircraft through the PE process and report directly to the PE dock chief.

14.40.1.1.4. **(Added-McConnell)** Provide sufficient Communication and Navigation (Com/Nav) and Instrument and Flight Control Systems (IFCS) personnel to accomplish tasks/items IAW TO 1C-135-6WC-5 during the PE process.

14.40.1.1.5. **(Added-McConnell)** Provide transcribed aircraft forms and applicable G081 maintenance data reports at pre-dock. Maintenance data reports will match aircraft forms with status, narratives and document numbers properly annotated.

14.40.1.2. **(Added-McConnell)** Dock Controller will:

14.40.1.2.1. **(Added-McConnell)** Ensure 22 AMXS personnel assigned to accompany the aircraft during the PE inspection process are briefed day one on 22 MXS PE section policies, directives, work hours and responsibilities.

14.40.2. **(Added-McConnell)** Procedures.

14.40.2.1. **(Added-McConnell)** All supporting agencies dispatched to PE will sign in and out with the dock controller.

14.40.2.2. **(Added-McConnell)** Any access to the PE aircraft after hours will be coordinated through 22 MXS Production Supervisor (Pro-Super).

14.41. **(Added-McConnell)** Equipment Inspection and Documentation.

14.41.1. **(Added-McConnell)** Responsibilities/Procedures.

14.41.1.1. **(Added-McConnell)** Supervisory review: Document supervisory reviews at six-month intervals. A supervisory review is defined as a review of the AFTO IMT 244/AFTO Form 245, *Industrial Support Equipment Control (Cont)*, and equipment master inventory list (if applicable) for proper documentation, accuracy, and currency driven by TO 00-20-1.

14.41.1.2. **(Added-McConnell)** Equipment without established inspection intervals: When there are no established inspection requirements for special equipment, the periodic inspection interval will be six months. Inspections will be conducted using general inspection criteria in TO 00-25-234, TO 34-1-3, and applicable manufacturers' guidelines driven by TO 00-20-1.

14.41.1.3. **(Added-McConnell)** Forms usage for support and training equipment: AFTO Forms 244 and 245 or automated equivalent will be used (as applicable/prescribed) to document inspection and status reporting for all support and training equipment, as defined in TO 00-20-1, to include locally manufactured stands.

14.41.1.4. **(Added-McConnell)** Use of employee number: Employee numbers will be used in conjunction with initials throughout AFTO Forms 244 and 245.

14.41.1.5. **(Added-McConnell)** Supply document numbers on AFTO Form 244: For units/shops, whose equipment (such as machinery) is not managed through MIS (G081), annotate supply document numbers on the AFTO Form 244.

14.41.1.6. **(Added-McConnell)** Operator safe/prior-to-use inspection: Each person upon using non-powered (AGE), test and/or training equipment is required to perform a prior-to-use inspection once within a 24-hour period. Prior-to-use inspections will be documented on Part 2 of the AFTO Form 244. Prior to use inspections will be used to assess the general condition of a piece of equipment (e.g. no frayed wires, cracks, missing hand rail hardware, etc.).

14.41.1.7. **(Added-McConnell)** Replacement of AFTO Forms 244 and 245: Any individual that identifies a form is filled to capacity (no room to document the next inspection) is responsible for coordinating with the owning work center for a replacement form. Equipment need not be removed from service while a new form has been requested.

14.41.1.8. **(Added-McConnell)** Other uses of AFTO Forms 244 and 245: Flight/section chiefs will determine the appropriate forms to be used for equipment not specifically identified by technical data or this supplement.

14.42. **(Added-McConnell)** Hot Brake Procedures.

14.42.1. **(Added-McConnell)** The following actions will be accomplished when an aircraft has hot brakes prior to arriving at its designated parking spot:

14.42.1.1. **(Added-McConnell)** When an aircraft has an actual or suspected hot brake condition, notify the MOC. The MOC will implement the appropriate checklist.

14.42.1.2. **(Added-McConnell)** The Production Superintendent (wing assigned aircraft) or the Transient Alert (TA) shift supervisor (transient aircraft) will:

14.42.1.3. **(Added-McConnell)** Respond immediately with a qualified 7-level (or equivalent for TA) or higher to meet with the fire department near the aircraft and be available to inspect the brakes and tires when cleared by the On Scene Commander (Fire Dept).

NOTE: Obtain permission from the control tower prior to entering any controlled taxiway or runway using tower net on maintenance LMR.

14.42.1.4. **(Added-McConnell)** Assemble a tow team with Controlled Movement Area qualified tow tractor operator and tow bar placed on standby, if needed. If Controlled Movement Area qualified tow tractor operator is not available, ensure a CMA qualified Pro-Super, expediter, etc. is available to escort the tow.

NOTE: The tow tractor will be equipped with LMR and obtain permission from the control tower prior to entering any controlled taxiway or runway using tower net on LMR.

14.42.1.5. **(Added-McConnell)** When cleared by the On-Scene Commander (Fire Department) to enter the aircraft area:

14.42.1.6. **(Added-McConnell)** Verify the aircraft radar is in the standby mode or is shutdown prior to approaching the aircraft.

14.42.1.7. **(Added-McConnell)** Ensure the nose tires are chocked.

14.42.1.8. **(Added-McConnell)** Verify with the aircraft commander that the aircraft brakes have been released and all systems have been shutdown.

14.42.1.9. **(Added-McConnell)** After termination of the emergency, tow or taxi the aircraft to the appropriate parking spot.

14.42.1.10. **(Added-McConnell)** The following actions will be accomplished if aircraft hot brakes are detected after arriving at the parking spot:

14.42.1.11. **(Added-McConnell)** Ground personnel will notify the aircrew and all personnel will evacuate the area to a minimum distance of 300 feet and notify the MOC of the emergency.

14.42.1.12. **(Added-McConnell)** With On-Scene Commander (Fire Department) approval, the Pro-Super will dispatch a qualified 7-level or higher to inspect and/or evaluate the situation prior to termination of the emergency.

JOEL D. JACKSON, Colonel, USAF
Commander

Attachment 1 (McCONNELL)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

MCCONNELLAFBI 21-112, *Crash Damaged/Disabled Aircraft Recovery Instructions*, 24 June 2010

Prescribed Forms

MCCONNELL AFB Form 18, *Lost Tool/Object Report*

MCCONNELL AFB Form 181, *Locally Designed Tool and Equipment Approval Request*

MCCONNELL AFB Form 182, *CTK Inventory and Control Log*

Adopted Forms

AF Form 1768*, Staff Summary Sheet*

AFTO Form 245*, Industrial/Support Equipment Record*

AMC Form 22PG2*, List of Affected Cards*

Abbreviations and Acronyms

ADADS—Automatic Data Acquisition System

ARG—Air Refueling Group

Com/Nav—Communication and Navigation

DCM—Deputy Commander for Maintenance

DDTU—Data Display and Transfer Unit

EM—Engine Manager

IFCS—Instrument and Flight Control Systems

IO—Impoundment Official

LRS—Logistics Readiness Squadron

MLG—Main Landing Gear

MFR—Memorandum for Record

MXO—Maintenance Operations

MXQ—Maintenance Group Quality Assurance

OC/ALC—Oklahoma City Air Logistics Complex

OIC—Officer In Charge

PCMCIA—Personal Computer Memory Card International Association

PE—Periodic Inspection

Pro-Super—Production Superintendent

TA—Transient Alert

TO—Technical Orders

Attachment 2 (McCONNELL)

IMPOUNDMENT SUMMARY MEMO FOR RECORD (MFR)

DEPARTMENT OF THE AIR FORCE
22D AIR REFUELING WING (AMC)
MCCONNELL AIR FORCE BASE KANSAS

(Date)

MEMORANDUM FOR RECORD

FROM: IMPOUNDMENT OFFICIAL (Name)

SUBJECT: Impoundment Summary, Aircraft (Tail #)

1. **Discrepancy:** Give discrepancy as stated in the AFTO Form 781As

2. **Aircrew Action:** Provide any information stated by the crew that was not included in the 781A write-up. This will help provide additional details concerning the incident.

3. **Impoundment Team:**
(Name)- Impoundment Official
(Name)- QA Representative
List of Technicians
List of Engineers Consulted (if applicable)

4. History: Provide a 90-day history of any discrepancies similar to the impoundment discrepancy this aircraft experienced. List each discrepancy separately to include date, JCN, discrepancy, and corrective action. Use the following example:
(Date)
JCN: As listed
Discrepancy: As stated in the 781As
Corrective Actions: As stated in the 781As
Include:
Work Unit Codes of all components replaced, adjusted, or repaired
Part numbers of all components replaced, adjusted, or repaired
TO, figure and index of all components replaced, adjusted, or repaired
Number of man hours expended troubleshooting and repairing impounded aircraft

5. **Troubleshooting/Repair:** Use information from the impoundment log maintained to highlight what troubleshooting procedures were used and what repair actions were accomplished. Include a list of parts replaced and/or repaired and total cost incurred.

6. **Findings:** Give a brief synopsis of what you believe caused the discrepancy and if any follow-up action should be initiated, e.g., AFTO 22, Local One-Time Inspection, QDR actions, etc.

7. **Conclusion:** Summarization of history, repair actions, etc.

8. **Recommendation:** Change technical order procedures through AFTO 22, etc.

9. **Other Issues:** Anything else of significance you feel needs to be addressed.

Signature Block
Impoundment Official

1st Ind., 22 MXG/CC

I have reviewed the impound summary for aircraft (XX-XXXX). I concur___/non-concur___ with the maintenance action completed in this report.

FIRST M. LAST, Colonel, USAF
Commander

Attachment 3 (McCONNELL)

IMPOUNDMENT OFFICIAL CHECKLIST

IMPOUNDMENT OFFICIAL CHECKLIST			
SECTION I			
1. AIRCRAFT / EQUIPMENT TYPE	**2. SERIAL NUMBER**	**3. DISCOVERED BY *(RANK, LAST NAME)***	
4. SQUADRON	**5. SECTION**	**6. DUTY PHONE**	**7. DATE OF LAST FLIGHT**
8. QA REPRESENTATIVE *(RANK, LAST NAME)*		**9. IMPOUND OFFICIAL *(RANK, LAST NAME)***	

SECTION II			
ITEM	**C/W**	**INITIALS**	**DATE**
1. If required, have the impound officer, production superintendent, QA and specialists meet aircrew at debrief.	☐		
2. Isolate and identify aircraft/equipment as “Impounded”. Restrict entry to those authorized by the impound official. No items will be removed without approval from the impound official.	☐		
3. Ensure aircraft/equipment forms are documented to reflect the impoundment. Ensure MOC has loaded the impound package into G081.	☐		
4. Ensure aircraft jacket file/equipment history is secured as applicable.	☐		
5. Ensure steps are taken to safeguard CVR/FDR data on aircraft impounded for potential safety related incidents as applicable.	☐		
6. Do not allow the aircraft/equipment forms to be transcribed until all associated maintenance is complete. All transcribed forms and related maintenance actions will be reviewed by QA.	☐		
7. Authorize maintenance actions on the aircraft/equipment. Consider giving production superintendent authority to work systems associated with the impound write up as required.	☐		
8. Ensure the most qualified/experienced personnel available are dedicated to the investigation. Appoint one technician as the POC for all maintenance actions.	☐		
9. Plan troubleshooting with specialists prior to start of maintenance actions.	☐		

10. Brief MXG/CC of intended actions to resolve problems as required. Continue to update the MXG/CC on the progress of the investigations and repairs.	☐		
11. Complete investigation and determine the most likely cause.	☐		
12. Initiate/complete repairs. Document all actions taken. Ensure completeness of applicable operational checks/documentation.	☐		
13. If required, coordinate operational check flight or taxi check.	☐		
14. Review aircraft/equipment forms to ensure discrepancies that originally caused an impoundment is/are properly documented IAW TO 00-20-1.	☐		
15. Bring all worksheets, supporting documentation and aircraft/equipment forms to QA for review prior to requesting release from impoundment.	☐		
16. Complete the impoundment MFR (MOI 21-8, Attachment 2) and staff summary sheet. (MOI 21-8, Attachment 3—required if HQ AMC requests Impoundment Summary MFR).	☐		
17. Provide electronic copy of MFR and staff summary sheet to QA.	☐		
18. Take aircraft/equipment forms to MXG/CC (or the designated release authority) to review and complete the release of the impoundment. Be prepared to brief all findings and actions taken during the investigation.	☐		
19. Deliver completed IO checklist and impoundment summary MFR to QA.	☐		
20. Notify MOC and aircraft/equipment work center of impoundment release.	☐		

Attachment 5

AIRCRAFT			
IPI	**TASK BEING PERFORMED**	**WUC**	**CRITICAL STEPS TO IPI**
1	Installation of upper wing beaver tail fairings.	11KCG (Lt) 11KCG	No job guide task exists for this procedure. Ensure proper screws are installed in all holes as identified in 1C-135(K)R-4-2, figure 42.
2	Installation of F-108 rear spinner cone IAW 2J-F108-2-1, Sec 72-21-00, page	27AAC	Ensure rear spinner cone is properly aligned, all bolts torque, and gap
3	Installation of F-108 fan blades IAW 2J-F108-2-1, Sec 72-21-00, page 810.	27AAD	Ensure all 44 blades, retainers, and spacers are properly installed into fan disc prior to rear spinner installation.
4	Installation of variable bleed valve and ball screw valve IAW 2J-F108-2-1, Sec 75-31-60, page 203.	27A2F	Ensure proper installation of variable bleed valve and ball screw actuator prior to installation of fan duct panel.
5	Installation of transfer gearbox IAW 2J-F108-2-1, Sec 72-62-00, pages 423 and	27APO	Inspect retaining nut and tab washer for proper installation.
6	Installation of starter seal IAW 2J-F108-2-1, Sec 72-60-00, page 811.	27CBA	Inspect to verify the Sealol Seal is installed with all required seals prior to starter installation on TGB.
7	Installation of starter gearbox coupling gear (Parker Hannifin only) IAW 1C-135(K)R-2-4JG-5, task 6-14.	27CBA	Ensure starter gearbox coupling is installed correctly prior to installing starter onto TGB.
8	Installation of inner cylinder into outer cylinder IAW 1C-135(K)R-2-7JG-4, Sec 2-96-2 prior to step 1.	13ABO	Prior to assembling inner cylinder into outer cylinder, ensure all foreign objects are removed from cavity.
9	Installation of inner cylinder into outer cylinder IAW 1C-135(K)R-2-7JG-4, Sec 2-97-5, prior to step 1.	13ABO	Prior to assembling inner cylinder into outer cylinder, ensure all foreign objects are removed from cavity.
AEROSPACE GROUND EQUIPMENT			
10	Inspection of Combustion Chamber Liner Assembly IAW 35D12-2-1-101WC-1, Card No. 1-002, steps 6.G.(1) thru (5).	AGEPJ	Verify combustion chamber deficiencies, proper measurements, and installation of all components on A/AM32A095 Gas IAW 2G-GTCP85-

Attachment 6

TECHNICAL ORDER DISTRIBUTION ACCOUNT (TODA)

DEPARTMENT OF THE AIR FORCE
22D AIR REFUELING WING (AMC)
MCCONNELL AIR FORCE BASE KANSAS

(Date)

MEMORANDUM FOR 22MXG/MXQ

FROM: Squadron/Office Symbol

SUBJECT: Appointment of Technical Order Distribution Account (TODA)/Library Custodians

1. The following individuals are appointed as TODA/Library Custodians for Technical Order account _____. They assume all responsibilities assigned as TODA/Library Custodians in accordance with TO 00-5-1 and AFI 21-101, *Aircraft and Equipment Maintenance Management*.

Position	Name	Date Assigned	Date Trained

2. If you need any further information, please contact SECTION CHIEFS NAME/EXTENSION NUMBER.

SECTION CHIEF'S NAME, Rank, USAF
DUTY TITLE

Attachment 7

22 MXG TODO TO PUBLICATIONS REQUEST

Please use this form to order TOs, changes, tops, or supplements and return the completed sheet to the TODO, MXG/QA Quality Assurance office. Do not use this sheet for emergency requests. Supervisor's or designated representative's signature is required.

ACCOUNT# _____ DATE OF REQUEST _____

TO# _____ EACH _____

TO# _____ EACH _____

TO# _____ EACH _____

TO# _____ EACH _____

TO# _____ EACH _____

TO# _____ EACH _____

TO# _____ EACH _____

TO# _____ EACH _____

TODA _____

22 MXG TODO _____

If you have any questions, contact the Quality Assurance office at DSN 743-2770.