

**BY ORDER OF THE COMMANDER
MOUNTAINHOME AFB**

AIR FORCE INSTRUCTION 21-101



**MOUNTAIN HOME AFB
Supplement**

5 APRIL 2016

Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 21-101, 26 July 2010 Incorporating Change 1, 11 August 2011, and Air Combat Command, United States Air Forces Europe and Pacific Air Forces Supplement, 11 July 2012, is supplemented as follows. This publication supplements the basic Air Force directive for aircraft and equipment maintenance management. This supplement pertains to any Mountain Home AFB (MHAFB) unit and/or personnel (to include tenant/visiting units and/or personnel assigned to MHAFB) that are performing aircraft-related maintenance. This supplement also pertains to Air National Guard and Air Force Reserve Command units performing aircraft-related maintenance on MHAFB. It provides the minimum essential guidance and procedures for safely and effectively maintaining, servicing, and repairing aircraft and support equipment at the base level. Waivers may be requested and approved only through the 366th Maintenance Group Commander (366 MXG/CC) or the 366th Deputy Maintenance Group Commander (366 MXG/CD). Ensure that all records (e.g., AF Forms 1067, 2434 and 269; AFTO Form 781A and 781-series forms; DD Form 2026; Inventory; security clearance documentation, etc.) created as a result of processes prescribed in this publication are maintained in accordance with (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). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised to supplement AFI 21-101 and the CAF supplement, and must be completely reviewed. It has been revised in an effort to be more directive in nature providing the user a clearer picture of responsibilities. Paragraph numbers have been updated to mirror the current AFI 21-101. The following paragraphs have been changed, added or deleted: **(Changed) 4.4.3** Upon return from depot, AMU supervision will ensure LCL 366FW-21-111 AIRCRAFT TRANSFER/ACCEPTANCE CHECKLIST F-15E AIRCRAFT is followed including a qualified QA W&B technician completing the re-class Chart A inspection prior to first flight. This W&B inspection will consist of a parts inventory of items removed for depot and items installed after depot return. **(Deleted) 5.6.1** AGE flight is organized under a team concept. **(Added) 5.6.1.2.2.1** All assigned bomblifts will be returned to building 1367, AGE Servicing, every 7 days or at the end of the perspective shift for equipment servicing. **(Changed) 5.10.2** eliminated removal to FOM as assistance will be provided as required and removed maintenance expertise to support F-15SG. **(Added) 5.10.2.6** Note: For throttle quadrant removal/installation or replacement, ejection seat removal may be required. **(Added) 5.10.2.8** Note: Perform extensive aircraft maintenance such as landing gears, windscreens, canopies, stabilators and cable changes/rigging in maintenance docks/hangars to greatest extent possible. **(Changed) 5.10.2.1.1** updated to capture the W&B requirements for gridlock or composite surfaces. **(Changed) Table 6.1** reflects current organization structure. **(Changed) 6.2.3.19.4.1.3** removed Note statement as communication from the DEM to the EM will take place upon any issues that arise. **(Deleted) 7.1.1** jacket file checklist will contain necessary list requiring tracking. **(Changed) 7.1.1.2** added Fuels to list of work centers. **(Changed) 7.1.3** PS&D no longer maintains the pulled 781 forms. **(Changed) 7.1.6.1** updated paragraph for better clarity. **(Changed) 7.1.6.2** removed Egress statement, previously stated in 7.1.6.1 for TCIs. **(Added) 8.6.3** Gun bay inspection are not considered a 2W1 only maintenance task per Air Force/ACC 2W1 Functional Managers. **(Changed) 8.16.2.1.3** reflects no need for BPO QVI when in conjunction with FCF aircrew training. **(Changed) 8.16.2.1.12** updated paragraph IAW 366 OG/OGV. **(Deleted) 8.16.2.1.12.1 through 8.16.2.1.12.3.7** information duplicated and identified in the parent document AFI 11-2F15EV3 MHAFB Supplement and OGV policies. **(Changed) 8.16.2.1.12.4** revised to read more precisely. **(Deleted) 8.16.2.1.13** FCF crew currency requirements will be IAW AFI 11-2F15EV3 MHAFB Supplement and OGV policies. **(Changed) 8.16.5.1** provides clarification on CFTs being removed or installed. **(Changed) 9.4.6.8** reworded to correctly capture proper impoundment procedures. **(Changed) 10.2.1.4.1** provides direction on spare tool and broken tool quarterly inspections. **(Changed) 10.2.1.5.2** provides specific guidance on CTK turnover procedures and equipment long-term requirements and inspections/244's tracked in TC MAX. **(Changed) 10.2.1.13.1** reworded to provide accountability inspections of the Crash Recovery Trailer. **(Added) 10.2.1.14** implementing procedures for CDDAR equipment as a CTK and control of equipment items. **(Changed) 14.4.1** reflects current name change. **(Changed) 14.8.1.1** adjusted to reflect AMU JSTs. **(Changed) 14.8.1.3.9** removed the word Emphasize as it is a requirement. **(Changed) 14.13.6** removed the SSgt requirement as Team Chief. **(Changed) 14.13.6.2** removed SSgt requirement as there is an EOR Super for oversight. **(Changed) 14.13.6.5** added Under normal operations to create flexibility to the EOR operations during exercises and other required operations. **(Changed) 14.13.6.7** removed Team Chief requirement for communication as the EOR Super will have oversight with an LMR. **(Changed) 14.13.6.8** anyone can inform

aircrew of an unserviceable/unsafe condition. **(Changed) 14.17.3** reflects current name change. **(Changed) 14.19.2.9.1** updated with current CS-16. **(Changed) 14.19.2.22.1** updated to read after any maintenance beyond a visual inspection including disassembly of components **(Changed)14.19.2.22.5.3** updated to specifically read as Ramp Film Read SCR. **(Changed)14.19.2.22.5.5** updated to specifically read as Ramp Film Read SCR. **(Changed)14.19.2.24** update to capture CS-24 and CS-23. **14.19.2.25 (Added)** CTK F.O. will be controlled to prevent FOD. Individuals using a CTK will ensure that all F.O. is contained in the FOD bag and removed/emptied before each CTK turn-in. Support section personnel inspecting the CTK at turn-in will verify that all F.O. is removed before the CTK is signed into the support section/reissued. **(Changed) 14.19.4.4** reflects current name change. **(Deleted) 14.19.4.6.1** CAF Form 314 no longer exists. **(Changed)14.44.3.1** updated to current skill level requirements. **(Changed)14.44.5.5** CS-06/CS-07 no longer exist to use as guidelines or requirements. **(Deleted) 14.44.5.6** CS-06/CS-07 no longer exist, paragraph removed.

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1.11. Modification Management. Submit aircraft or equipment modification proposals for review to 366 MXG/MXQP (Quality Assurance (QA) Product Improvement Management) TCTO manager on an AF Form 1067 IAW AFI 21-101 and AFI 63-131.

1.18.3. Remove CATM-120 wings and fins on training sorties.

3.4.1.43. Comply with engine Pacer Century Program MOA between HQ ACC, AFMC, and Pratt & Whitney as applicable. Copies of the Pacer Century Program MOA are kept in 366 CMS Propulsion Flight, and the 366 AMXS (391 AMU).

3.4.1.76. Each AMU will assign local serial numbers for all external fuel tanks.

3.4.1.76.1. **(Added)** Each AMU will generate an IMDS off-equipment work order for each external fuel tank and CFT delivered to 366 CMS, Aircraft Fuel Systems (366 CMS/MXMCF) section for maintenance, inspection, etc.. Process tanks through 366 CMS/MXMCF for acceptance. Completely drain and tag all external fuel tanks and CFTs with an AFTO Form 350, indicating appropriate discrepancy or condition. Provide an IMDS snapshot to 366 CMS/MXMCF.

3.4.1.76.2. **(Added)** 366 CMS/MXMCF will provide an area for temporary storage of no more than six external fuel tanks awaiting parts or repair outside hangar 200. Store external fuel tanks on concrete stanchions, and properly secure, tag and cap/cover.

3.4.1.76.3. **(Added)** Each USAF AMU should deliver one each CFT to the 366th Equipment Maintenance Squadron, Aircraft Armament Section (366 EMS/MXMR) and one each CFT to the 366th Component Maintenance Squadron, Aircraft Fuel System (366 CMS/MXMCF) for confidence checks while aircraft is at Depot or undergoing a Phase Inspection. Configure each CFT (Conformal Fuel Tank) with all AME (Alternate Mission Equipment) installed. Upon completion of confidence checks these CFTs should be mated to the aircraft leaving Phase for at least its first five attempted sorties if feasible.

3.9.13. The AFTO Form 244 for support equipment may be maintained in a separate file when the equipment size or use makes it hazardous or impractical for the forms to accompany the equipment. In such cases, the forms will be grouped together by type of equipment and maintained in a file or binder in the owning work center. For support equipment with cases, closeable lids or compartments where the AFTO Form 244 can be reasonably protected against loss or damage from maintenance activities and/or weather conditions, the AFTO 244 will be maintained with the equipment item.

3.9.13.1. **(Added)** The owning work center is responsible for ensuring any AFTO Form 244 maintained separately from its equipment item is available for review/documenting at the time of equipment issue.

3.9.13.2. **(Added)** Personnel taking possession of equipment items where the AFTO Form 244 is maintained separately from the equipment will ensure they perform a review of the equipment forms for accuracy and currency, and document all applicable inspections prior to removing the equipment from the work center.

3.9. 42 (Added) AMU Supervision will designate, in writing, a Deployed Engine Monitor (DEM) and forward the name to Engine Management (EM) no later than 7 duty days prior to scheduled departure.

3.9.42. 1 (Added) AMU Supervision will ensure the appointed DEM deploys with a laptop computer with the Comprehensive Engine Trending and Diagnostics System (CETADS) program installed, and a backup disk in the event reloading of CETADS becomes necessary.

3.10.19. A technician authorized to clear Red X conditions will clear a CND discrepancy in the AFTO Form 781A for the affected system by entering the letters "CND" in the corrective action block. In addition, record all actions taken that led to the CND condition, including TO reference. The technician will then clear the discrepancy by signing the "INSPECTED BY" block and initialing the symbol. AMU supervision will review all CND discrepancies.

3.10.19.1. (Added) A technician authorized to clear Red X conditions will clear a repeat/recur discrepancy in the AFTO Form 781A for the affected system by entering the corrective action in the corrective action block. In addition, record all actions taken that led to the repeat/recur condition, including TO reference. The technician will then clear the discrepancy by signing the "INSPECTED BY" block and initialing the symbol. AMU supervision will review all repeat/recur discrepancies.

3.11.12. Notify MOCC and QA when chafing is identified on wires, harnesses, and metal lines/hydraulic tubing.

4.4.3. Upon return from depot, AMU supervision will ensure LCL 366FW-21-111 AIRCRAFT TRANSFER/ACCEPTANCE CHECKLIST F-15E AIRCRAFT is followed including a qualified QA W&B technician completing the re-class Chart A inspection prior to first flight. This W&B inspection will consist of a parts inventory of items removed for depot and items installed after depot return.

4.6.10. Ensure aircraft oil servicing carts have oil analysis samples taken weekly. Samples are due to the NDI lab every Tuesday by 1200. Collect samples IAW Technical Order (TO) 33-1-37-1, and are accompanied by a DD Form 2026, *Oil Analysis Request*, with the following information: cart identification number, date, time sample taken, name and employee number. In addition, notification to the NDI lab is required for oil carts leaving and returning to home station.

4.7.6.1. Debriefing personnel will identify repeat/recurring discrepancies by entering in red "REPEAT/RECUR" in the appropriate discrepancy block of the AFTO Form 781A.

4.8.1.18. (Added) During the 60-day document review, IMIS will be reviewed by the crew chief to ensure aircraft configuration is accurate using the Eagle Modification Action Plan (EMAP). This process will be accomplished in the AMU Debrief Section.

4.10.1.13. Provide 366 EMS/MXMR a listing of serial numbers of deploying/returning AME/NIE prior to and after deployments.

4.10.1.13.1. (Added) Perform inventory of NIE. Conduct inventory as required

(at least annually) and forward results to 366 EMS/MXMR.

4.10.1.13.2. **(Added)** Ensure aircraft going to PDM have required AME removed prior to departure, unless a transfer agreement dictates otherwise. If aircraft are to be transferred with AME and NIE, accomplish an AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*, listing AME and NIE departing with aircraft. Ensure an AFTO Form 95 accompanies departing aircraft.

4.10.5.4.1. Include munitions removed and retained by EOD on an AF Form 2434 for reconciliation purposes.

4.10.5.4.2. Forward a completed copy of AF Form 2434 to 366 EMS/MXMR at the end of each flying day.

5.2.8. 366 CMS/MXMV (Avionics Flight Chief) has primary oversight/management responsibilities for the bad actor program to ensure viability and continuity. Implement the program and administer IAW MHAFBI 21-167, *Avionics Line Replacement Unit (LRU) Bad Actor, Can Not Duplicate (CND), and Repeat/Recur Program*.

5.5.4.1.9. **(Added)** F-15 E/SG externally-mounted fuel systems components that can be worked in any facility, parking ramp or open area approved for other types of aircraft repair:

5.5.4.1.9.1. **(Added)** Aerial Refuel Pressure Switch.

5.5.4.1.9.2. **(Added)** Aerial Refuel Receptacle.

5.5.4.1.9.3. **(Added)** Fuel Boost Pump, Left and Right.

5.5.4.1.9.4. **(Added)** Fuel Boost Pump Pressure Switch.

5.5.4.1.9.5. **(Added)** Refuel/Defuel Receptacle.

5.5.4.1.9.6. **(Added)** Fuel Drain Valves (all tanks).

5.5.4.1.9.7. **(Added)** Fuel Dump Shutoff Valve Actuator.

5.5.4.1.9.8. **(Added)** Fuel Flow Transmitter, Left/Right.

5.5.4.1.9.9. **(Added)** Engine Fuel Shutoff Valve Actuator, Left/Right.

5.5.4.1.9.10. **(Added)** Engine Fuel Temperature Sensor Switch, Left/Right.

5.5.4.1.9.11. **(Added)** Engine Hot Fuel Recirculation Temperature Switch, Left/Right.

5.5.4.1.9.12. **(Added)** Engine Hot Fuel Recirculation Valve, Left and Right.

5.5.4.1.9.13. **(Added)** Engine-To-Airframe-Manifold (ETAM), Left/Right.

5.5.4.1.9.14. **(Added)** Fuel Quantity Tank Unit, tank #1, #2, #3A, #3B.

5.5.4.1.9.15. **(Added)** Fuel Pressurization Shutoff Valve.

5.5.4.1.9.16. **(Added)** Fuel Transfer Manifold Bleed Valve.

5.5.4.1.9.17. **(Added)** Fuel Transfer Pump Pressure Switch.

5.5.4.1.9.18. **(Added)** Wing Flame Arrestor, Left and Right.

5.5.4.1.9.19. **(Added)** Boost Pump Emergency Control Pressure Switch, Left/Right.

5.5.4.1.9.20. **(Added)** Forward/Aft Hot Air Check Valves (external tanks downloaded from aircraft at deployed locations).

5.5.4.1.9.21. **(Added)** Jet Fuel Starter Fuel Shutoff Valve.

5.5.4.1.9.22. **(Added)** Emergency Boost Pump Pressure Switch.

5.5.4.2. 366 CMS/MXMCF (Fuel Systems Section) will maintain an external fuel tank storage area, "Tank Farm," to store serviceable external fuel tanks and CFTs only. Operations and responsibilities are defined in a MOA.

5.6.1.2.2.1. All assigned bomblifts will be returned to building 1367, AGE Servicing, every 7 days or at the end of the perspective shift for equipment servicing.

5.9.4.1.2. Analyze weekly samples on all assigned oil carts. Notify MOC and Eagle 2 when oil cart samples are not received by Tuesday at 1200.

5.10.2. Detailed and complex rigging, removal, replacement, functional checks, and rig checks beyond the capabilities of AMU personnel are responsibilities of 366 EMS/MXMTR (Repair and Reclamation Section). 366 EMS/MXMTR is responsible for the following F-15E maintenance tasks. Support for training on F-15SG aircraft will be provided upon request from the 428 AMU.

5.10.2.1. Removal/installation (to include FOM) or replacement, rigging and operational checks of primary flight controls surfaces and control linkages/cables/mechanisms.

5.10.2.1.1. **(Added)** Any time a flight control surface is replaced on an F-15E aircraft, the AMU or lead technician performing the task will notify the QA Weight/Balance Manager to update the Weight/Balance records.

5.10.2.2. **(Added)** Removal/installation (to include FOM) or replacement, rigging and operational checks of nose/main landing gear struts and control linkages/cables/mechanisms.

5.10.2.3. **(Added)** Removal/installation (to include FOM) or replacement, rigging and operational checks of canopy, windscreen, and canopy control linkages/cables/mechanisms.

5.10.2.4. **(Added)** Removal/installation (to include FOM) or replacement, rigging, and operational checks of Longitudinal/Directional/Lateral/Feel Trim Actuators and Rudder Travel Limiters.

5.10.2.5. **(Added)** Removal/installation (to include FOM) or replacement, rigging and operational checks of variable ramp assemblies, to include the first, second, third and diffuser ramps.

5.10.2.6. **(Added)** Removal/installation (to include FOM) or replacement, rigging and operational checks of throttle quadrants and control linkages/cables/mechanisms.

Note: For throttle quadrant removal/installation or replacement, ejection seat removal may be required.

5.10.2.7. **(Added)** Removal/installation (to include FOM) or replacement and rigging of Jet Fuel Starter (JFS) cables and control handles, brake control cable/linkages, and nose wheel steering cable/linkages.

5.10.2.8. **(Added)** Rigging and functional/rig checks of Pitch Roll Channel Assemblies (PRCA) and Aileron Rudder Interconnects (ARI), individual PRCA/ARI components and arresting gear linkage. Note: Perform extensive aircraft maintenance such as landing gears, windscreens, canopies, stabilators and cable changes/rigging in maintenance docks/hangars to greatest extent possible .

5.10.4.9. **(Added)** All maintenance documentation performed on phase aircraft will use Fix Phase JCN tied to look Phase JCN utilizing IMDS screen 103.

6.2.1.9. Coordinate DFTs/CFTs and military aviation industry representatives dispatched to MHAFB to perform aircraft or equipment maintenance through 366 MXG/QA PIM office. PIM will:

6.2.1.9.1. **(Added)** Ensure security clearance documentation for visiting personnel is routed through appropriate security manager.

6.2.1.9.2. **(Added)** Schedule in-briefs and out-briefs as required.

6.2.1.9.3. **(Added)** Greet and escort personnel dispatched to MHAFB on a 107 assistance request to the appropriate squadron or AMU representative.

Table 6.1. (Added) Radio Call Signs.

RADIO CALL SIGNS	
366 FW CC	Gunfighter 1
366 FW CV	Gunfighter 2
366 OG CC	Gunfighter 3
366 OG CD	Gunfighter 3A
366 MXG CC	Gunfighter 4
366 MXG CD	Gunfighter 4A
366 MXG CEM	Mx Chief
366 MSG CC	Gunfighter 5
366 MSG CD	Gunfighter 5A
366 MDG CC	Gunfighter 6
366 MDG CD	Gunfighter 6A
366 FW DS	Gunfighter 7
SOF	Shotgun
COMMAND POST	Pistol
OG Supervision	
OG Chief Enlisted Manager	Ramrod Chief
MAINTENANCE OPERATIONS (366 MXG)	
Maintenance Operations Officer	Coyote 1
Maintenance Chief	Coyote Chief
Weapons Standardization	LSC
Maintenance Operations Controllers	MOC

Deployed controller	Hawkeye		
Superintendent, NCOIC/Asst. MOC	MOC Super		
Maintenance Quality Assurance			
QA Personnel (by stamp #)	QA 1/2/3/4/5/6, etc.		
Wing Plans, Programs, and Assessments (366 FW/XP)			
Wing Inspection Team (WIT)	Sharpshooter/ATNAS OPS:		
MXGQ, OIC	10		
MXGQ, NCOIC	11		
366 CMS Inspector	12		
389 AMU Inspector	13		
Crash Recovery Inspector	16		
Weapons Inspector	17		
366 EMS Inspector	18		
391 AMU Inspector	19		
Fighter Squadron Operation (applicable squadron call sign prefaced with appropriate duty area)			
FIGHTER SQUADRON OPERATIONS			
	389 FS		391 FS
	T-BOLT		TIGER
SQ CC	Lead		Lead
SQ OPS OFF	Ops		Ops
Duty Desk	Nest		Lair

AIRCRAFT MAINTENANCE SQUADRON (366 AMXS)		
366 AMXS CC		Maintenance Lead
366 AMXS Maintenance Officer		Maintenance 1
366 AMXS Chief		AMXS Chief
366 AMXS Production Supervisor		AMXS Super
AIRCRAFT MAINTENANCE UNIT		
	T-BOLT	TIGER
Maintenance Officer	1	1
Maintenance Superintendent	Chief	Chief
Senior/Lead Production Superintendent	Super	Super
Generation Cell Chief	Cell: Thunder, Storm, Lightning	Cell: Panther, Jaguar, Bengal, Lion
Production Superintendent	2	2
Expediter:		
A- Flight	3	3
B- Flight	4	4
Crew Chief Flight		
Flight Chief	TAMS	TAMS
Drivers	5	5
Specialist	6	6
Specialist	N/A	N/A
CANN dock chief	7	7
Weapons Expediter	8	8

Age Driver	10	10
Debrief	Debrief	Debrief
Dispatch/Locator	Dispatch	Dispatch
Support	Support	Support
COSO	Supply	Supply
Tow Team	Tow	Tow
Plans & Scheduling	Scheduling	Scheduling
Life Support (PE)	Life Support	Life Support
Mobility	Mobility	Mobility
EQUIPMENT MAINTENANCE SQUADRON (366 EMS)		
Supervision		
Commander	Eagle Lead	
Maintenance Officer	Eagle 1	
Maintenance Superintendent	Eagle Chief	
Production Superintendent	Eagle 2	
Aerospace Ground Equipment (AGE) Flight		
Flight	AGE 1	
Production Supervisor	AGE 2	
Squadron Driver	(Squadron Call Sign) 10	
Squadron Combat Age Team (CAT) Leader	(Squadron Call Sign) 11	
Armament Flight		
Flight Supervision	Arm 1	

Flight Maintenance	Arm 2
Munitions Flight	
Flight Commander	Ammo Lead
Flight Chief	Ammo Chief
Production Section	Production Super
Materiel Section	Materiel Super
Systems Section	Systems Super
Munitions Control Center	Ammo
Munitions Operations NCOIC	Ammo Ops
Munitions Operations Element	Ammo Ops 2 through 10
Munitions Storage NCOIC	Outlaw 1
Munitions Storage Element	Outlaw 2 through 30
Munitions Inspection NCOIC	Badger 1
Munitions Inspection Element	Badger 2 through 10
Conventional Maintenance NCOIC	Bullet 1
Conventional Maintenance	Bullet 2 through 50
PGM NCOIC	Maverick 1
PGM	Maverick 2 through 20
AMRAAM	Dragon 1 through 9
Line Delivery NCOIC	Cobra Super
Line Delivery Element	Cobra 2 through 30
Munitions Support Equipment	Mongoose 1
Munitions Support Equipment Element	Mongoose 2 through 15

Combat Plans/Training/Mobility NCOIC	Atlas 1
Element	Atlas 2 through 10
Maintenance Flight	
Flight Commander	Mx Flight Lead
Flight Chief	Mx Flight Chief
Crash Recovery	
Repair and Reclamation Element Leader	Recovery Super
Repair and Reclamation Base	Recovery Base
Repair and Reclamation	Recovery
Primary Response Vehicle	Recovery 1
Tow Vehicle	Recovery 2
Tractor, Crash Response	Recovery 3
Crane	Recovery 4
Dispatch Vehicle	Recovery 5
Wheel and Tire	Recovery Wheel and Tire
Phase	
Phase Dock Chief	Phase Base
Phase Dispatch	Phase 1
Phase Dispatch 2	Phase 2
Phase Tow Team	Phase Tow
Support	
Support Section	Phase Support
Transient Alert	

Transient Alert Flight	Transient 1
Transient Alert Base	Transient Base
Truck 1	Transient 2
Truck 2	Transient 3
Hand – Held Radio	Transient 4 and 5
Fabrication Flight	
Flight Supervision	Fab 1
Structural Maintenance	
Structural Maintenance Flight Line Dispatch	Structures 1
Repair Team	Structures 2
Element Leader / Base	Structures Base
Metals Technology	
Metals Technology Flight Line Dispatch	Metals Tech 1
Metals Technology Base	Metals Tech Base
Non-Destructive Inspection	
Non-Destructive Inspection Flight Line Dispatch	NDI
Non-Destructive Inspection Base	NDI Base
COMPONENT MAINTENANCE SQUADRON (366 CMS)	
Supervision	
Commander	Mustang Lead
Maintenance Officer	Mustang 1

Maintenance Superintendent	Mustang Chief
Production Superintendent	Mustang 2
Accessories Flight	
Flight Chief	Accessories 1
Egress Base	Egress Base
Egress Vehicles	Egress 1 / 2
Fuel Systems Base	Fuels Base
Fuel System Flight Line Support	Fuels 1 / 2 / 3
Electro-Environmental	E&E
Pneudraulic Shop	Hydro
Propulsion:	Prop 1
Test Cell	Test Cell
LOGISTICS READINESS SQUADRON (366 LRS)	
Logistics Readiness Squadron Control Center	LRS
Training Management Flight Instructors	Training 1 / 2
Deployment Control Center	DCC
Deployment Control Center Runner	DCC 1 through 10
Mobile Logistics Readiness Center	LRC
Re-deployment Assistance Team	RAT
Re-deployment Assistance Team Runners	RAT 1 through 10
Cargo Processing Terminal OIC	Cargo
Cargo Processing Terminal	CPT

Cargo Marshaling	Marshaling
Cargo In-check	In-check
Ramp Coordinators 1 through 5	Ramp 1 through 5
Mobility Processing Terminal	MPT
REPUBLIC OF SINGAPORE AIR FORCE 428TH SQ.	
Squadron Commander	Buccaneer Lead
Senior RSAF Officer (SRO)	Buccaneer SRO
RSAF Senior Maintenance Officer	Buccaneer 1
Squadron Executive Officer	Buccaneer Top 3
Operations (Pilot)	Buccaneer Ops
Maintenance Superintendent	Buccaneer Chief
Production Supervisor	Buccaneer 2
Expediter	Buccaneer 3 / 4
FLC Flight Chief	Buccaneer 9
Specialist (Engine, Avionic & E & E)	Buccaneer 6
FMC	Buccaneer Control
Phase Inspection	Buccaneer 7
Weapons Load Expediter	Buccaneer 8
Weapon Maintenance Crew	Buccaneer Arm
AGE Delivery	Buccaneer 10
Aircraft Tow Team 1	Buccaneer Tow 1
Aircraft Tow Team 2	Buccaneer Tow 2

Debrief	Buccaneer Debrief
Redball Team	Buccaneer Redball
Supply	Buccaneer Supply
Support	Buccaneer Support
EOR	Buccaneer EOR
QAI	Buccaneer QA
Munitions Driver	Buccaneer Ammo

6.2.3.19.2.1.1. **(Added)** The AMU will ensure engine flight data is downloaded following the daily flying period, entered into the Comprehensive Engine Trending and Diagnostic System (CETADS) database and forwarded to the Engine Management Element (EME) no later than 0700 the next duty day.

6.2.3.19.2.1.2. **(Added)** Upon receipt and processing of downloads, EM will distribute local products depicting SI, TCI, & Borescope status. AMUs will review this information daily to determine timely accomplishment of all requirements. SI's, TCI's, TCTO's and Borescope inspections hours remaining will be reviewed prior to all major maintenance. AMU/JEIM personnel must accomplish IMDS when these actions are completed.

6.2.3.19.2.1.3. **(Added)** Notify EM immediately but no later than next available EM shift of all engine parts CANNED or received from supply for compatibility, time remaining, TCTO status and serviceability. For parts received through supply, the AFTO 95, Significant Historical Data Record and/or Department of Defense (DD) Form 1574, Serviceable Tag Material (or electronic copy) must be delivered to EM to load parts into IMDS. An email to the EM box with appropriate information may be used to expedite loading procedures. Note: Only EM personnel are authorized to load engine parts into IMDS.

6.2.3.19.2.1.4. **(Added)** Engine TCTO's will be coordinated and scheduled upon receipt at TCTO planning meetings with Engine Management, QA, owning and performing workcenters, and supply. AMU/JEIM personnel must accomplish IMDS when TCTO's are completed.

6.2.3.19.2.2.1. **(Added)** Maintenance organizations must accomplish all IMDS transactions upon completion of maintenance actions (e.g. part removal, installation, time update, TCTO status change) using the correct HOW MAL codes as listed in TO 00-25-254-1. (No later than the close of the business day the first duty day after the event).

6.2.3.19.4.1. **(Added)** Deployed engine monitors (DEM) will:

6.2.3.19.4.1.1. **(Added)** Receive training from EM no later than 3 duty days prior to departure.

6.2.3.19.4.1.1.1. **(Added)** At the time of training, the DEM will receive and sign for deployed engine monitor folder from EM. DEM will follow all guidance provided in the deployed engine monitor folder for the duration of the deployment.

6.2.3.19.4.1.2. **(Added)** Upon arrival at the deployed location the DEM will contact homestation EM and provide contact information to include e-mail and phone number within 5 days of arrival.

6.2.3.19.4.1.3. **(Added)** Ensure all downloads are complied with and forwarded to home station at the end of each flying day, NLT 0900L the day after the aircraft flies. Transmit data to the home station EM daily via e-mail.

6.2.3.19.4.1.4. **(Added)** Notify EM immediately but no later than next available EM shift of all engine parts CANNED or received from supply for compatibility, time remaining, TCTO status and serviceability. For parts received through supply, the AFTO 95, Significant Historical Data Record and/or Department of Defense (DD) Form 1574, Serviceable Tag Material (or electronic copy) must be delivered to EM to load parts into IMDS. An email to the EM box with appropriate information may be used to expedite loading procedures. Note: Only EM personnel are authorized to load engine parts into IMDS.

6.2.6.10.1. **(Added)** Responsibilities:

6.2.6.10.1.1. **(Added)** The Maintenance Management Analysis (MMA) section is responsible for all work center numbers and mnemonic codes in IMDS in accordance with TO 00-20-2, Maintenance Data Documentation.

6.2.6.10.1.2. **(Added)** The Programs and Resources Office within each group is responsible for the organizational structure codes and functional account codes in accordance with the Unit Manning Document (UMD).

6.2.6.10.1.3. **(Added)** The Programs and Resources Office within each group is responsible for coordinating with before adding, changing, or deleting a work center in Integrated Maintenance Data System (IMDS).

6.2.6.10.2. **(Added)** Procedures:

6.2.6.10.2.1. **(Added)** Requests for work center additions, changes, and/or deletions will be routed through and the respective group's Programs and Resources Office.

6.2.6.10.2.2. **(Added)** The MMA section will assign an IMDS work center number and mnemonic code based on the following format:

6.2.6.10.2.2.1. **(Added)** Work center number: In accordance with T.O. 00-20-2 based on code designations previously established.

6.2.6.10.2.2.2. **(Added)** Work Center Mnemonic code: Based on the IMDS

branch mnemonic assigned and previously created work center mnemonics for that organization/branch. Similar naming convention will be used to mirror the previously existing organizational structure. Every attempt will be made to mirror/align work center mnemonic codes with the work center's office symbol as outlines in the Unit Manning Document (UMD).

6.2.6.10.2.2.3. **(Added)** Organizational Structure Code/ Functional Account Code: In accordance with Unit Manning Document (UMD).

6.2.6.10.2.2.4. **(Added)** MMA will maintain a current list of unit identifiers, organizations, branches, and work center mnemonics loaded into IMDS for reference when establishing new work centers or changing existing work centers. The list will be maintained on the 366 MXG/MXOA SharePoint site.

6.2.6.12. MIS Deployment/Exercise Procedures:

6.2.6.12.1. **(Added)** The deploying organization will contact the MMA section as soon as notified of deployment/exercise commitment to determine data collection requirements and MIS availability.

6.2.6.12.2. **(Added)** The appropriate pre-deployment checklists will be provided to the deploying organization and will require completing and returning to the section at least one week prior to advance echelon (ADVON) departure.

6.2.6.16.2. When IMDS is unavailable, workcenter personnel will use manual documentation and update IMDS from these documents when IMDS becomes available. Each section should maintain paper copies of IMDS screens, AFTO Form 349, sortie maintenance/debriefing documents as required. Use these files in conjunction with the manual JCN documentation procedures in **Attachment 16 (Added)**, *Manual Job Control Numbers*.

6.2.6.16.4.6. IMDS Downtime. During any unscheduled downtimes, contact IMDS Database Management section. The scheduled downtimes will be published on the 366 MXG/MXOA SharePoint site. All units should be familiar with these times and plan accordingly.

6.2.6.16.4.7. IMDS DBM will forward release notifications and applicable System Advisory Notices (SANs) to respective subsystem managers. Subsystem managers are responsible for relaying details to their respective users. SAN listing will be maintained on 366 MXG/MXOA SharePoint site and addressed during routine IMDS User Group Meetings.

6.2.6.16.4.8.2. Employ manual backup procedures by using AFTO Form 349, Maintenance Data Collection Record, or IMDS pre-printed screen snapshots to document all maintenance in sequential order (based on manual job control sequence numbers assigned to each work center). For a list of the manual work center job control sequence numbers, reference **Attachment 15 (Added)**. Straight-line input files can be maintained in microcomputers for pseudo processing (files must be saved as text files). Units using documentation systems with store-forward capability (Point of Maintenance

(PoMX), Integrated Maintenance Information System (IMIS)), may continue to document data in a stand-alone environment. Once the system comes on-line, sufficient time will be allowed to input transactions. Pseudo processing will be established for straight-line inputs. PoMX, and IMIS will download all data to IMDS, once connectivity has been re-established. NOTE: All hand-scribed forms must be legible. Maintenance data collection and automated debriefing transactions cannot be Pseudo processed.

6.2.6.16.4.9.1. **(Added)** File Transfer Protocol (FTP): To eliminate the need for printed products users with background report processing and/or demand access should try to use FTP via automated run streams as much as possible. The program allows user to retrieve current background reports in text form via the Internet and reduces processing during peak times. Users with requirements for high volumes/frequency of IMDS products will be granted access to FTP upon request where necessary.

6.2.6.16.4.15. MMA/DBM will establish TRIC profile policies based on work center and rank/skill level where applicable with coordination through respective subsystem managers. Other profiles that require elevated access (Ex: training monitor/manager/scheduler, JDD CANCEL, SUSPENSE, etc.) will be submitted to IMDS DBM by letter approved by applicable subsystem manager. Contact MMA/DBM for current letter template.

6.2.6.16.4.15.1. **(Added)** Subsystem managers will forward a completed letter to MMA/DBM for users requesting access to controlled IMDS transaction identification code (TRIC) security profiles. Subsystem managers maintain the responsibility of allowing access to their IMDS areas. Users granted access to controlled programs and subsystems would be briefed on their responsibilities and accountability for the accuracy and integrity of all data input into IMDS. MMA/DBM has overall authority to deny access where necessary.

6.2.6.16.6. Data Integrity Program (DIT): The MMA section will act as the OPR for DIT. Each maintenance unit will appoint a primary and alternate DIT monitor by appointment letter and will forward the letter to MMA. If a DIT member is replaced, a new letter will be generated with-in 10 duty days of new DIT personnel arrival. New DIT personnel will report to maintenance analysis to receive training upon appointment as DIT monitor.

7.1.1.1. **(Added)** File the Depot Field Team (DFT) work package completed by the DFT in the aircraft jacket file. PS&D will enter information from the manual AFTO Form 95 into the automated history in the MIS.

7.1.1.2. **(Added)** AGE, Armament, Fuels and Engine Management will ensure AFTO 95 components/historical records are loaded in IMDS with the automated history (AHE) indicator.

7.1.3. PS&D will review decentralized forms held by the responsible work center. Do not accomplish missing form letters unless directed by safety/accident investigation and permanent aircraft transfers.

7.1.4. As a minimum, the following will attend the pre/post-dock meetings: Dedicated Crew Chief/or assistant, Production Superintendent, and Dock Chief. 366 EMS/MXM, 366 MXG/MXOM, 366 CMS/MXM, supply and AMU specialists will attend as determined by PS&D and production superintendent, to discuss specific issues/write-ups.

7.1.5. PS&D will accomplish annual inspections of decentralized historical documents for: AGE, Armament, Engine Management, NDI, Fuels, Aircrew Flight Equipment, Weight & Balance and Egress. Document accomplishment of inspection on the AF Form 2411. AGE and Armament will be documented utilizing the NCOIC, PS&D SAV reports.

7.1.6. To ensure IMDS database integrity, a copy of the Maintenance Schedule Application Tool (MSAT) backend will be backed up every month and remain on file for one year.

7.1.6.1. **(Added)** Performing work centers load, install and remove all applicable TCIs in IMDS for work performed by home station using screens 042 (establish record) and 907 (time taken/removal of old item). PS&D and Egress will process screens 128 (suspense validation) and 372 (load job standard).

7.1.6.2. **(Added)** Publish a separate letter by egress designating authorized individuals allowed to process suspense validations. However, for completed TCIs, egress must send a copy (can be e-mailed, faxed or hand carried) of a 122 screen showing job completion NLT the following Wednesday to PS&D. PS&D will use hard copy 122 to verify data is updated in MSAT/MIS and file hard copy in aircraft jacket file until a new annual CAD/PAD list is generated by egress and provided to PS&D. When MSAT/MIS is not available, annotate the PRA, then file hard copy 122 in the aircraft jacket file and verify data when MSAT/MIS is available.

7.1.6.3. **(Added)** Engine Management will: Review MSAT reports daily for time change and inspection errors. Load parts into IMDS/CEMS. When IMDS is unavailable, utilize MSAT products. Annotate products with all updates until IMDS is available. Once IMDS is available, make all updates in IMDS and review MSAT for accuracy after updates have been made.

7.1.7. PS&D monitor will manage AGE and Armament TCTOs. AGE and Armament will keep working copies of TCTOs for TCTO accomplishment. Wing TCTO Monitor will assist all sections with the overall monitoring and controlling of TCTOs and loading/scheduling jobs in IMDS.

7.1.7.1. **(Added)** Monthly/weekly utilization and maintenance schedules will be common in format and all format changes will be approved by PS&D.

7.1.8. Upon notification of an aircraft accident, mishap, or impoundment PS&D will seal the aircraft jacket file and notify all agencies with decentralized records. Do not purge records until notification of release. Use the locally produced jacket file worksheet.

7.1.9. Establish a memorandum of agreement between losing and gaining bases for permanent equipment and aircraft transfers.

7.1.11. PS&D will provide current IMDS screen 942 and screen 990 (“y” indicator for missing items) to dock chief at the pre-dock meeting. PS&D will identify all errors on 942/990 printouts that need verification to the dock chief. Dock chief will verify all

errors and annotate corrections and return products to PS&D at the post-dock meeting. PS&D will verify all errors are corrected.

7.1.12. If IMDS and MSAT are unavailable for an extended period of time (more than 48 hours), review products from MSAT or the products obtained from DBM and updated manually, including the new information; e.g., part/serial number, date installed, date manufactured, previous operating time (if any), and date next due. Products will include Planning Requirement (PRA) for special inspections/time changes and Workable TCTO Report (WTR) for TCTOs. Do not destroy products until MSAT/IMDS become available and are verified as accurate and up-to-date.

7.1.12.1. **(Added)** When IMDS is unavailable, work center personnel will use manual documentation, AFTO 349, sortie maintenance/debriefing documents as required. Use these files in conjunction with the manual JCN documentation procedures established by MDSA (see **Attachment 16 (Added)**). When IMDS becomes functional, enter all manual documents into IMDS.

7.2.4.1. PS&D will ensure aircraft configuration tables in IMDS are updated whenever configured items are replaced, and ensure correct installed-on relationships.

7.2.4.5. CANN Manager will review aircraft forms during CANN rebuild to identify and correct items out of configuration in the IMDS database.

7.2.4.6. **(Added)** Conduct Data Cleansing Procedures quarterly. PS&D will ensure uninstalled time changes and associated JSTs are deleted from the database.

7.2.5.1. Do not make changes to IMDS until PS&D receives a copy of the, 107 *Engineering Technical Assistance Request (ETAR)*, request via e-mail submission to depot. The date/time group of the e-mail received by PS&D will be the time of possession identifier change.

7.2.5.2. Use (CS-41) on the QA webpage for processing Engineer Technical Assistance Requests through QA.

7.2.6.2.1.3. Upon receipt of TCTOs requiring intermediate/organizational level maintenance, 366 MXG/QA will perform an initial evaluation/assessment (VAL/VER) on the first unit completed. This assessment will concentrate on the TCTO procedures, not the individual performing the initial inspection.

7.2.6.2.1.3.1. **(Added)** Accomplish this evaluation/assessment following the TCTO meeting. Do not accomplish additional inspections until the result of the first unit's inspection is known.

7.2.6.2.1.3.2. **(Added)** Evaluations of TCTO supplements are not required unless procedures are changed.

7.2.6.2.2.10. Upon completion of a TCTO, Wing Plans and Scheduling Section will send the applicable AMU Debrief Section a notification identifying TCTO completion on all aircraft, by tail number. In turn, AMU Debrief Section will update the applicable IMIS server. As a catch-all, a list will be sent weekly to the AMU Debrief section for all TCTOs accomplished within the last week.

7.2.7.1.3. **(Added)** For annual requirements, 366 OSS/OSTL (AFE) will submit their coordinated forecast to PS&D NLT 15 October. PS&D will consolidate forecasts and forward to FSC.

7.2.7.4. PS&D will load and validate applicable TCIs to newly assigned aircraft and parts changed at the depots. PS&D will validate when updates are completed through their quarterly validations of the database.

7.2.7.4.1. **(Added)** PS&D will process screen 128 suspense validations a minimum of two times per 2R1-manned shift.

7.2.8. 366 MXG/MXOC will maintain the AF Forms 2408 and 2409 master files. If an agency requires changes to the master file, they must contact 366 MXG/MXOS, who will determine if a meeting with *all* affected agencies is needed. If changes are required, AMU will forward their changes via AF Forms 2408/2409 to 366 MXG/MXOS for inclusion in the master file. 366 MXG/MXOS will forward electronic version to 366 MXG/MXOC.

7.2.11.1.2. The below provides the minimum records required for deployments. If PS&D personnel deploy, they will ensure items 2 through 5 are taken when required; the flightline Pro-Super will ensure item 1 is taken. If PS&D personnel do not deploy, the AMU Supervision will ensure all appropriate records are taken.

Table 7.1. (Added) Minimum Records Required for Deployments.

DURATION	IS IMDS AVAILABLE?	PC OR DUMMY TERMINAL	NOTES
1-14 days	N/A	N/A	1
14 + days	Yes	Yes	1,2,3
14 + days	No	No	1,2,4

1 = Aircraft 781 Series Forms Binder
 2 = MIS Automated Products – PRA (INSP & TIME CHANGE), WTR, STL (or a IMDS screen 525 printout) these products will be hard copies with an option for a copy on disk.
 3 = Computer disc with Automated AF Form 2401s, 2403s, 2407s and Maintenance page
 4 = Manual AF Form 2401s, 2403s, and 2407s

7.2.11.1.5.1. **(Added)** File impounded aircraft check sheets (CS), CS26 & CS30, in the “Miscellaneous” section of the aircraft jacket file NLT 14 days after impoundment has been cleared and records received from impoundment authority will remain on file until next PDM input date.

7.10.7.1. PS&D will maintain Job Master List (JML) for aircraft and associated JSTs. Engine Management Element (EME) will maintain JML for engine and associated JSTs. 366 EMS/MXMR will maintain JML for armament equipment JSTs. 366 EMS/MXMGs will maintain JML for AGE equipment JSTs.

7.10.7.1.1. **(Added)** Use IMDS screens #466, #467, #469 and #761 to accurately maintain the JML. For questions or training on their usage, contact PS&D.

7.10.7.1.1.1. **(Added)** The JML review for Off Equipment Maintenance will be conducted semi-annually. Age and Armament will bump the information against the applicable Technical Orders.

7.10.7.5. **(Added)** Flying Hour Accounting:

7.10.7.5.1. **(Added)** PS&D will:

7.10.7.5.2. **(Added)** Enter data from the daily/monthly Aircraft Utilization Report (AUR) data and the DELTA spreadsheets maintained by 366 OSS/OSOS (Scheduling) into the flying hour worksheet daily.

7.10.7.5.3. **(Added)** Distribute the AUR daily/monthly and the flying hour worksheet to AMU debrief and Squadron Aviation Resource Management (SARM) sections for verification of previous days flying hour data.

7.10.7.5.4. **(Added)** File products (daily AUR, DELTA sheets, flying hour worksheet) each day until the end of month. PS&D will forward reconciled monthly AUR and flying hour worksheet to 366 OSS/OSOS for inclusion in their end of month reports to ACC NLT the 4th calendar day of the month.

7.10.7.6. **(Added)** OS and AMU debrief sections will:

7.10.7.6.1. **(Added)** Verify daily/monthly AUR and DELTA sheets against AFTO Form 781 for accuracy, annotating AUR with corrections made.

7.10.7.6.2. **(Added)** Ensure information is correct and matches other products (IMDS, ARMS, DELTA Sheet, and original AFTO Form 781). Correct discrepancies daily. Both monitors will e-mail a summary of corrections to PS&D within 1 workday.

8.6. 3 **(Added)** Gun bay inspections are not considered a 2W1 only maintenance task per Air Force/ACC 2W1 Functional Managers.

8.7. Quality Assurance Augmentation. QA augmentees will not perform QA duties unless pre-coordinated with QA chief inspector or superintendent.

8.16.1.1. OCF procedures: An OCF may be flown in conjunction with a scheduled mission or training flight. If an OCF is not printed in the weekly schedule, generate an AF Form 2407. If the OCF is printed on the flying schedule, route the OCF/FCF worksheet. 366 OG/CC and 366 MXG/CC are the approval authority for OCFs.

8.16.1.1.1. **(Added)** Maintenance sections will notify FCF/NCOIC prior to OCFs. QA FCF/NCOIC (when available) or any QA inspector will brief aircrew and review aircraft forms along with annotating this review in the aircraft forms prior to flight.

8.16.1.1.2. **(Added)** QA FCF/NCOIC will maintain a log of all OCF flights.

8.16.1.1.3. **(Added)** AMU supervision will ensure an OCF Worksheet (CS-04) (available on QA website) or an AF Form 2407 with QA signatures is routed for approval prior to flying an OCF.

8.16.1.2. **(Added)** Deployed OCF procedures.

8.16.1.2.1. **(Added)** Deployed QA inspector will serve as the point of contact for all deployed OCFs. Lead QA inspector will contact the FCF/NCOIC at home station for guidance and proper protocol for conducting OCFs.

8.16.2.1. An FCF requires increased coordination between QA, appropriate maintenance section, and aircrew. Refer to local CS-77 for FCF procedures. To ensure all requirements are met, the following procedures will apply:

8.16.2.1.1. **(Added)** Maintenance will notify the QA FCF NCOIC at least 1-day prior via 2407 if not already printed on the schedule or the FCF/OCF worksheet if the FCF is already printed. QA must perform a full forms review prior to the FCF. After the ER has been signed off, as a minimum, deliver forms to the QA office 4 hours prior to the planned takeoff time.

8.16.2.1.2. **(Added)** The FCF OIC/NCOIC, in conjunction with the squadron maintenance section, will determine the required portions of the FCF checklist if a full FCF is not required.

8.16.2.1.3. **(Added)** QA will perform a rated QVI of the preflight prior to first FCF attempt. A rated QVI preflight is not required for aircrew FCF training.

8.16.2.1.4. **(Added)** Subsequent FCF attempts will require QA, and aircrew forms review, but not a FCF preflight QVI re-accomplishment.

8.16.2.1.5. **(Added)** Initiate QA review of the AFTO Forms 781 after ER has been accomplished and deliver the forms to QA. QA forms review will be complete when both the pulled forms and active forms have been delivered to and reviewed by QA.

8.16.2.1.6. **(Added)** OCFs require an active forms inspection by QA prior to flight. A printed IMDS 380 screen will accompany the forms to ensure grounded discrepancies have been cleared in IMDS.

8.16.2.1.7. **(Added)** QA will coordinate a time for FCF aircrew to report to the QA office for a briefing on the FCF requirements and forms review. The FCF briefing will cover specific items in the -6 checklist which must be accomplished based on the maintenance performed on the aircraft. Aircrew members will review all the aircraft forms prior to flight.

8.16.2.1.8. **(Added)** Ground procedures. Accomplish FCF taxi checks on taxiway A or B.

8.16.2.1.9. **(Added)** Radio procedures are IAW MHAFBI 11-250 (FOUO), *Airfield Operations and Base Flying Procedures*.

8.16.2.1.10. **(Added)** Radar control procedures are IAW MHAFBI 11-250 (FOUO). Complex FCFs requiring deviations from standard departure routing (i.e., altitude) will coordinate with the applicable controlling agencies.

8.16.2.1.12. **(Added)** The FCF pilot and WSO upgrade programs will be conducted in accordance with the 366 OG FCF Upgrade syllabus, AFI 11-2F15EV3 MHAFB Supplement and OGV policies.

8.16.2.1.12.4. **(Added)** Following completion of the FCF aircrew upgrade, the FCF OIC will forward the newly certified pilot's/WSO's certification letter to 366 OG/CC for approval. 366 MXG/QA will maintain the certification letter on file. A copy of the certification letter will be retained in the appropriate flying squadron for inclusion in the individual's grade book.

8.16.3.6. **(Added)** Debriefing: meet the FCF aircrew in debrief section of the affected AMU ~~squadron~~. If the aircraft was a non-release, ensure all discrepancies are documented in the AFTO Form 781A aircraft forms. If the aircraft is released, ensure the FCF checklist has been filled out properly. Ensure the FCF checklist is placed in the affected aircraft jacket file.

8.16.5.1. FCF Configuration: All FCF flights will be flown in a clean configuration. CFTs may remain installed. CFTs should be removed for all engine-related FCFs. CFTs should remain installed for all flight control related FCFs. Once the aircraft has been released, an OCF shall be flown in the configuration that the anomaly originally occurred. Fly FCF currency flights IAW -6 configuration requirements, deviations may only be authorized with 366 OG/CC and 366 MXG/CC approval.

8.16.5.1.1. FCFs will be flown with a full load of fuel.

8.16.7. Off-station/deployed FCF procedures:

8.16.7.1. **(Added)** Deployed QA inspector will serve as the point of contact for all deployed/off-station FCFs. The inspector will contact the home station FCF/NCOIC for guidance and protocol for conducting FCFs.

8.16.7.2. **(Added)** Deployed QA inspector and home station FCF/NCOIC will verify qualification of the FCF pilot before flying the FCF profile.

8.16.7.3. **(Added)** Deployed QA inspector will also notify the host base FCF/NCOIC of the FCF, if one exists, and coordinate accordingly.

8.16.8. **(Added)** Transient aircraft FCFs. Transient aircraft of a type and engine configuration equivalent to MHAFB aircraft can be flown by 366 FW FCF pilots using this instruction. Other types of aircraft will be flown using their regulations and restrictions.

8.19.2. A qualified QA weight and balance (W&B) technician will complete a de-class Chart A inspection before depot departure. QA will notify AMU if ballast is required for W&B matters.

9.4.4. Mandatory impound aircraft for inadvertent release or firing of explosive ordnance to include initiation of any component in an aircrew escape system.

9.4.6.6. Aircraft must be impounded if engine FOD damage is sustained beyond operational limits from an unknown cause (for investigation purposes). If investigation determines the aircraft was not the cause of the damage, clear aircraft impoundment and initiate impoundment of the engine.

9.4.6.6.1. **(Added)** If the aircraft was impounded for engine FOD damage, and engine is removed to backshop, impound engine for investigative purposes. Draw a red border around the AFTO Form 350 used to document the discrepancy for

engine removal and enter "IMPOUNDED" in red letters on the tag.

9.4.6.8. **(Added)** Engine stall. Aircraft with pilot reported stalls and no associated engine fault codes will be impounded. Excludes augmentor blow-out or failure to light with or without engine fault code 1020 retrieved from a post-flight engine download. Discrepancies resulting from engine downloads may be considered for impound.

9.4.6.9. **(Added)** Any nonresponsive or stuck throttle.

9.4.12. **(Added)** Mandatory impound aircraft and servicing/support equipment when equipment is suspected of being contaminated.

9.4.13. **(Added)** Mandatory impound aircraft for smoke in the cockpit.

9.6.1. Designated IO ensures QA inserts Impoundment overprints in the AFTO Form 781As and CS-26 in front of the forms binder. If IMDS is not available, QA-provided overprint manual forms entries are acceptable. If overprints are issued, IO will ensure the impoundment and associated WCEs are loaded in IMDS. A person with the authority to impound equipment signs the "Discovered By" block. Isolate/cordon aircraft/equipment, by use of cones, ropes, signs or other method to clearly distinguish impound condition.

9.6.3. Use the QA-provided impoundment worksheet CS 28 or 29 to manage/track actions taken on engines/support equipment.

9.6.6. IO is the single approval authority for maintenance on impounded equipment. In cases requiring mishap or reporting, IO will coordinate all actions closely with 366 MXG/CC, 366 FW/SE (Safety), or the interim investigating official. In cases involving mishaps or Operational Report (OPREP) reporting, IO will only allow maintenance required to safe the equipment and for investigation purposes. Once safety or the investigating official determines the investigation is terminated, IO can authorize other maintenance to be performed. IOs will keep a detailed log on all maintenance actions/plans by using (CS-30).

9.6.6.1. IO will maintain positive control of potential materiel deficiency exhibits and determine the need for disassembly, analysis and functional checks of other suspect components. Do not disassemble or repair materiel deficiency exhibits.

9.6.6.1.1. **(Added)** Draw a red border around AFTO Forms 350 used to route components to shops for analysis, and stamp or write "IMPOUNDED" in red letters on the tag.

9.6.9. When cause for impoundment has been corrected, review impoundment/maintenance documentation for accuracy and completeness, enter appropriate verbiage in the "Corrective Action" block of the forms, and sign the "Corrected By" block. QA will review the forms, and if recommending release, sign off the forms review. Releasing authority will sign the "Inspected By" block and initial the Red X.

9.6.14. **(Added)** Manage transient aircraft the same as those assigned and coordinate with owning unit to obtain support when local resources are not available.

10.2.1.1. Units will use the TC-Max for inventory, security, control and accountability of tools and equipment. Keep the number of people authorized to use engine blade blending kit and blue dye to an absolute minimum, and approved by flight chief or AMU NCOIC/OIC. Keep a letter on file authorizing individuals to use blue dye in the support section. **Note:** RSAF does not use blue dye as it is not a GE requirement.

10.2.1.3. CTK custodian will identify warranted tools and provide directions for replacement. CTK custodians will establish procedures to ensure replacement by the vendor and to preclude inadvertent disposal.

10.2.1.4.1. Only personnel on the unit's spare tool account letter will issue expendable and consumable hand tools. Replace items on a one-for-one basis. Only authorized personnel will issue out HAZMATs and other items contained in CTK. In concurrence with Quarterly spare tools inventory, the CTK custodian will also validate the quantity of tools/items within the broken tool bin and document this inspection quarterly.

10.2.1.4.2. Tool Replacement Procedures. Only CTK custodians or individuals authorized by letter may issue spare and consumable tools. Authorize a limited number of personnel, in writing, to have access to spare and consumable tools. Secure tools at all times. When issuing spare and consumable tools, use a pen and ink change on the inventory and TC-Max to reflect a change in quantity upon tool being placed in service.

10.2.1.5. When mission needs require, the AMU superintendent, Flight superintendent or production super will approve and coordinate with the support section (as applicable) to transfer CTKs and equipment at the job site. The transfer of CTKs or equipment will occur when the following requirements are met:

10.2.1.5.1. **(Added)** A Support section representative, shift supervisor, section chief, cell boss, or pro super will perform the inventory of the CTK with the outgoing individual and document the transfer on CAF Form 140, CTK Inventory and Control Log/or AF Form 1297. In conjunction with the outgoing individual, the incoming individual will inventory and document CAF Form 140/or AF Form 1297. **Exception:** A mobile TC-Max system is authorized for documentation of accountability and control of on-site transfer.

10.2.1.5.2. **(Added) Do not** check out CTKs for more than a 12-hour period. The only exception to this rule is when authorized personnel inspect/turnover CTKs on the flightline IAW para. 10.2.1.5. and 10.2.1.5.1. Equipment items required to be long-termed will be inspected and accounted for every two duty days. The production super, shift supervisor or NCOIC will review all long-termed items in coordination with the support personnel every time the support section is shutdown.

10.2.1.6. The person who noticed the item/tool missing will immediately notify the production supervisor and/or shift supervisor who will notify 366 MXG/MXOOM. 366 MXG/MXOOM will run CS-113 for pre/post aircraft taxi and take-off. The individual and/or available personnel will conduct an immediate search of the area

where the suspected item/tool was discovered missing. If item/tool is not found within 1 hour, 366 MXG/MXOOM in conjunction with the production supervisor and/or shift supervisor, will notify 366 MXG/CC or designate to determine if an impound is warranted. Additionally, if the item/tool is not found within 1 hour, 366 MXG/MXOOM will run the missing item/tool checklist and the immediate shift supervisor will ensure that the individual and/or individual's section fills out a CAF Form 145 and CS 129, Lost Tool/Object Form. Complete a CAF Form 145 and CS 129 for each lost tool or object unless item is found within 1 hour. The individual's shift supervisor and or production supervisor will ensure all appropriate notifications are made, document AF Form 781s (if applicable), and ensure aircraft is impounded (if applicable) if item/tool is not found. CTK custodian(s) will follow-up when a completed CAF Form 145 is not returned to the custodian.

10.2.1.7. Unit/Agency Series WWID tool/equipment identification designators:

10.2.1.7.1. (Added) The 366th Operations Group - AFE:

10.2.1.7.1.1. (Added) 389 FS (MWYL)

10.2.1.7.1.2. (Added) 391 FS (MWBL)

10.2.1.7.1.3. (Added) 428 FS (MWSA)

10.2.1.7.1.4. (Added) 366 OSS (MWLS)

10.2.1.7.2. (Added) The 366th Aircraft Maintenance Squadron (366 AMXS):

10.2.1.7.2.1. (Added) 389 AMU (MWAF)

10.2.1.7.2.2. (Added) 391 AMU (MWAE)

10.2.1.7.2.3. (Added) 428 AMU (MWSA)

10.2.1.7.3. (Added) The 366th Maintenance Group:

10.2.1.7.3.1. (Added) Quality Assurance (MWQA)

10.2.1.7.3.2. (Added) Maintenance Training (MWMT)

10.2.1.7.3.3. (Added) AFETS (MWGS)

10.2.1.7.3.4. (Added) Weapons Standardization (MWAL)

10.2.1.7.3.5. (Added) Maintenance Operations Center (MXOM)

10.2.1.7.4. (Added) 372 TRS, Det 7 (MWFT)

10.2.1.7.5. (Added) The 366th Equipment Maintenance Squadron (366 EMS):

10.2.1.7.5.1. (Added) AGE Flight (MWEA)

10.2.1.7.5.2. (Added) Maintenance Flight (MWES)

10.2.1.7.5.3. (Added) Armament Flight (MWER)

10.2.1.7.5.4. (Added) Munitions Flight

- 10.2.1.7.5.4. 1 (Added) Munitions Control (MWET)
 - 10.2.1.7.5.4.2. (Added) Munitions Training (MWEU)
 - 10.2.1.7.5.4.3. (Added) Conventional Maintenance (MWEV)
 - 10.2.1.7.5.4.4. (Added) Precision-Guided Munitions (MWEW)
 - 10.2.1.7.5.4.5. (Added) Munitions Support Equipment (MWEX)
 - 10.2.1.7.5.4.6. (Added) Munitions Storage/Handling (MWEY)
 - 10.2.1.7.5.4.7. (Added) Munitions Inspection (MWEZ)
- 10.2.1.7.5.5. (Added) Fabrication Flight
 - 10.2.1.7.5.5.1. (Added) Metals Technology (MWEM)
 - 10.2.1.7.5.5.2. (Added) Aircraft Structural Maintenance (MWEF)
 - 10.2.1.7.5.5.3. (Added) Nondestructive Inspection (MWEN)
- 10.2.1.7.6. (Added) **The 366th Component Maintenance Squadron:**
 - 10.2.1.7.6.1. (Added) Accessories Flight
 - 10.2.1.7.6.1.1. (Added) Electro-Environmental (MWCE)
 - 10.2.1.7.6.1.2. (Added) Egress (MWCG)
 - 10.2.1.7.6.1.3. (Added) Pneudraulics (MWCH)
 - 10.2.1.7.6.1.4. (Added) Fuel Systems (MWCF)
 - 10.2.1.7.6.1.5. (Added) CMS Production (MWCM)
 - 10.2.1.7.6.2. (Added) Propulsion Flight (MWPF)
 - 10.2.1.7.6.3. (Added) Avionics Support Section (MWAV)
 - 10.2.1.7.6.3.1. (Added) F-15 Avionics Intermediate Shop (AIS) (MWCA)
 - 10.2.1.7.6.4. (Added) TMDE Flight (MWCL)
- 10.2.1.7.7. (Added) **The 366th Civil Engineer Squadron:**
 - 10.2.1.7.7.1. (Added) Explosive Ordinance Disposal (MWEO)
 - 10.2.1.7.7.2. (Added) Fire Department (MWFD)
- 10.2.1.7.8. (Added) **The 366th Logistic Readiness Squadron:**
 - 10.2.1.7.8.1. (Added) Fuels Management Flight
 - 10.2.1.7.8.1.1. (Added) Preventive Maintenance (MWRFP)
 - 10.2.1.7.8.1.2. (Added) Storage (MWRFS)
 - 10.2.1.7.8.1.3. (Added) Hydrants (MWRFH)
 - 10.2.1.7.8.1.4. (Added) Cryogenics (MWRFLO)
 - 10.2.1.7.8.1.5. (Added) Mobility (MWRFMO)

10.2.1.7.8.1.6. **(Added)** Resource Control Center (MWRFRCC)

10.2.1.7.8.1.7. **(Added)** Mobile Distribution (MWRFB)

10.2.1.7.8.1.8. **(Added)** Lab MWRFLA

10.2.1.9.2.3. Units will maintain strict accountability procedures for issue of rags. Units will determine the number of rags to be placed in pre-packaged containers.

10.2.1.9.2.4. **(Added)** Follow established lost tool procedures when rags are lost. Control rags in the same manner as consumable items and replace on a one-for-one basis.

10.2.1.10. Units will limit/designate, in writing, personnel authorized to procure tools.

10.2.1.11. Units will keep documentation for approved locally manufactured tools. Track locally manufactured or developed tools and equipment in TC-Max.

10.2.1.12. Depot teams, factory representatives and contract field teams performing maintenance at MHAFB will meet the intent of HQ ACC and unit-established tool control procedures. As a minimum, sign tools out from applicable squadron support section on an AF Form 1297/TC-Max. The supported/hosting unit will monitor compliance. QA may also periodically monitor compliance.

10.2.1.13. When two or more work centers operate a single tool room/support section, unit support personnel/sections will inventory CTK/equipment at the beginning and end of each shift, and document the inspection on CAF Form 140, or equivalent.

10.2.1.13.1. **(Added)** Accomplish Crash Recovery Trailer and associated equipment inspections IAW equipment directives, trailer owners manual, and T.O. 00-80C-1. Inspections, inspection dates, updates and equipment Form 244's will be tracked in TCMAX.

10.2.1.14. **(Added)** CDDAR equipment stored in trailers will be controlled as a CTK; therefore, items will be identified with an EID, tracked in TCMAX, and recorded on a TCMAX generated MIL. 366 EMS/MXTS will maintain daily control of all trailers and equipment, however inspections may be performed by 366 EMS/MXMTR. Trailer keys will be checked out from support for use and must be checked in/inspected by support personnel after each use.

10.2.1.15. The same individual will not sign both sign in/out blocks on the CAF Form 140, or computer-generated facsimile. Individuals working weekend duty will have an on-duty supervisor in-check the CTK. If needed, a supervisor from another section or squadron will annotate the "in" block.

10.3.5. Fill tool inlay cutouts or obliterate shadowing for tools permanently removed from a CTK or tool room.

10.3.6.3. Spare Bulbs in flashlights will be removed.

- 10.3.6.5. Units will use the locally developed 366 MXG/QA approved form CS-156 *Missing/Removed Tool Log*, to document broken, missing, and removed items from dispatchable CTKs, dispatchable support equipment, and dispatchable special tools containing multiple parts. (AMXS) Only authorized Support Section personnel will annotate changes on the CS-156.
- 10.3.9. "C" clips will be removed from headsets to eliminate FOD potential.
- 10.3.10. Mark personal protective equipment that is issued or purchased IAW AFI21-101/CAF Sup.
- 10.4.3.2. **(Added)** Batteries will be maintained IAW TO 00-5-1_ACCSUP_MHAFB SUP.
- 10.5.8. **(Added)** Etch dispatchable CTK padlocks and keys with the corresponding CTK number, and include on the CTK MIL. Secure padlocks to CTK with a non-removable chain/lanyard. In addition, support equipment dispatched to the flightline with a padlock/key, will also have the padlock and keys etched with the appropriate equipment identification number or serial number.
- 10.5.9. **(Added)** Power cutting and machine tools made of hardened steel (e.g., rotary files, machine dies, tap and die sets, etc.) that could break when etched, do not require etching. However, keep these items in a container or block to identify the noun and quantity of items. The CTK listing will identify the size, kind or design.
- 10.5.10. **(Added)** Control TO and checklists assigned to a CTK as a tool. Annotate CTK number on the binder label.

10. 6 (Added) Local Manufacturing of Tools, Equipment. Tools and equipment authorized in specific technical data do not require MXG Supervision or QA approval. All local manufactured, developed, or modified tools and equipment not in technical data requires MHAFB FORM 8 (Local Manufacture Request Form), required drawings/pictures, and route FORM 8 through all sections outlined in 11.19.3, including MXOO/MX Supt, WWM (if a weapons related item), QA, and MXG Supervision. See 11.19.5 for local manufacture procedures of parts. QA will file only tool and equipment FORM 8's for future reference/accountability.

10.8.1.1. If the person identifying the missing item/tool is working around or on the variable ramps, and the item/tool is not found after completing a search, the individual will place a Red "X" in the AFTO Form 781 stating the variable ramp or ramps require an NDI for possible lost item/tool. When it is suspected the item/tool has fallen into an inaccessible or unobservable aircraft area, use borescope equipment to locate the lost tool/item. If the item/tool still is not found, consult NDI personnel to determine if an NDI will help locate the missing tool/item.

10.8.1.2. When a tool/object is suspected lost in a cockpit, conduct a search prior to removing the seat(s); e.g., raise seat(s) electrically, vacuum cockpit, raise seat(s) to the maintenance position, borescope, etc. Remove the seat survival kit, kick panels, console instrument and other components as necessary to facilitate the search.

10.8.1.5. Units will document CS-129 to accompany a CAF Form 145 lost tool/object report.

11.3.2. **(Added)** AMU/Backshop Supply will:

11.3.2.1. **(Added)** Update and maintain current MICAP status (EDD, ESD, tracking number information and comments) on MICAP status boards when not updated by SCOG.

11.3.2.2. **(Added)** Validate and update aircraft tail numbers on all Urgency Justification Code (UJC) 1A/JA MICAPs daily.

11.3.2.3. **(Added)** Brief daily DIFM status (ETIC) on parts taken to backshops for repair to support "Memo" MICAPs.

11.3.2.4. **(Added)** Review MICAP cause codes A and B for XB/XD/XF items on the D04, Daily Document Register. Determine if adding items to Bench Stock or submission on an AF Form 1996 is warranted or not.

11.3.2.5. **(Added)** Notify maintenance production superintendents on whether a MICAP is "Memo" or "Firm" to ensure accurate reporting of aircraft Non-Mission Capable-Supply "S" time.

11.3.2.6. **(Added)** Submit AF Form 1996 to Customer Support to enhance on the shelf spares support.

11.3.2.7. **(Added)** Identify and Elevate any concerns or difficulties in obtaining MICAP status from SCOG to Customer Support.

11.3.2.8. **(Added)** Ensure Maintenance Turn-arounds (TRN) are processed on items repaired and reinstalled on aircraft when no turn-in action is processed through supply.

11.3.2.9. **(Added)** Check on back shop repair status of assets AWP. Determine if AWP bit and piece upgrade to MICAP or request for NRTS 4 action is warranted.

11.19. 5 **(Added)** Local Manufacturing of Parts. All locally manufactured procurable parts must be approved on MHAFB FORM 8 through MXG/CC or their designated representative, have required drawings/pictures, sample (if available) and be routed through all sections outlined in 11.19.3, including MXOO/MX Supt, WWM (if a weapons related item), and QA. All locally manufactured non-procurable parts must have above items but doesn't require MXG/CC or designated representative approval.

12.2.2.1. WS will forward training schedules to MXG PS&D for publication in the weekly and monthly flying and maintenance schedules by the 17th of each month.

12.17. Transient Aircraft Responsibilities. The MXG/CC authorizes the Loading Standardization Crew(s) and Lead Crew(s) to dearm/arm and download munitions on any IDANG/Hill AFB aircraft that lands at Mountain Home AFB provided appropriate technical data and support equipment are available.

14.4.1. OPR of the installed and uninstalled aircraft/engine intake/inlet/exhaust training and certification program is the MTS.

14.6.3. 1 Reference MXG MOI 21-1, *Aircraft Structural Integrity Program (ASIP)* for guidance concerning local ASIP instruction.

14.8.1.1. **(Added)** CANN Enhancement Program is designed to utilize time an aircraft is down for CANN by scheduling PM and inspecting known problem areas that might require substantial maintenance. Accomplished by performing aircraft inspections as set forth in CANN enhancement Job Standard (JST) 91060(391st AMU)/89001(389th AMU)F-15E. Comply with JST during first 10 days of CANN cycle.

14.8.1.2. **(Added)** Use the following criteria when selecting a CANN aircraft:

14.8.1.2.1. **(Added)** Should be close to midpoint of the current hourly phase cycle in order to take full advantage of the CANN Enhancement Program.

14.8.1.2.2. **(Added)** Schedule major inspections/time changes due or coming due; such as gun inspections, egress time changes, TCTOs, or engine time changes/inspections in concurrence with CANN.

14.8.1.2.3. **(Added)** Publish projected CANN aircraft in the monthly schedule. PS&D will work closely with lead production supervisor to develop long-range CANN aircraft plans. This will include CANN aircraft projections for the current month, plus 3 months into the future. PS&D Section will use a computer-generated product to monitor Phase vs. CANN tracking.

14.8.1.3. **(Added)** CANN dock chief will:

14.8.1.3.1. **(Added)** Oversee and assist on maintenance performed on CANN aircraft.

14.8.1.3.2. **(Added)** Initiate JST in IMDS for aircraft being entered into CANN enhancement, and ensure applicable maintenance items are accomplished.

14.8.1.3.3. **(Added)** Ensure a pre-dock aircraft forms review is performed utilizing the same procedures as a phase pre-dock forms review.

14.8.1.3.4. **(Added)** Coordinate delayed discrepancies requiring work at the pre-dock.

14.8.1.3.5. **(Added)** Accomplish 7-day forms document reviews.

14.8.1.3.6. **(Added)** Attend daily AMU maintenance meeting and be prepared to brief aircraft status.

14.8.1.3.7. **(Added)** Set priorities with production supervisor for programmed weapons and avionics CANN enhancement maintenance.

14.8.1.3.8. **(Added)** Coordinate CANN actions with production supervisor.

14.8.1.3.9. **(Added)** On-the-spot documentation of components removed from aircraft for Red Ball maintenance is mandatory.

14.8.1.3.10. **(Added)** CANN Rebuild Procedures. CANN dock chief will produce a rebuild tracking sheet detailing rebuild requirements and timeline, and brief progress to lead production supervisor and AMU supervision at the daily production meeting.

14.8.1.4. **(Added)** Dedicated crew chief and assistant dedicated crew chief for aircraft entering CANN should accompany their aircraft for the entire CANN cycle, and work directly with CANN dock chief.

14.8.1.4.1. **(Added)** Either the dedicated crew chief or the assistant will work swing shift as the CANN dock chief and will receive a complete turnover at shift change.

14.8.1.5. **(Added)** Jet Engine and Engine Component Cannibalization Policy:

14.8.1.5.1. **(Added)** Annotate all CANN actions in the Propulsion Flight Cannibalization Log located in JEIM section.

14.8.1.5.2. **(Added)** Organization initiating CANN action will run the due-out with delivery destination Jet , Tex code M, UJC 1M, serial number E, the year, last four of engine number (e.g., E721084), and engine SRD.

14.8.1.5.3. **(Added)** DIFM detail is the organization cannibalizing the part responsibility (e.g., flightline) which can be changed on Standard Base Supply System (SBSS) screen 072.

14.8.1.5.4. **(Added)** Cannibalizing organization will bring a MICAP Asset Sourcing System (MASS) document number inquiry printout, an IMDS screen 347 printout, and an AF Form 2005 to JEIM supervision leader for verification.

14.8.1.5.5. **(Added)** Cannibalizing organization and JEIM supervision leader will jointly log the information in the Material Support Section.

14.8.1.5.6. **(Added)** Cannibalizing organization is responsible to ensure the above items are complete prior to picking up the part from Propulsion Flight. Accomplish procedures on all duty shifts.

14.10.5.5.1. Crashed, Damaged or Disabled Aircraft Repair (CDDAR). Refer to MHAFB Instruction 21-102, *Crashed Damaged or Disabled Aircraft Repair*, for specific duties and responsibilities.

14.13.6. EOR Team composition will include: Team Chief; fire guard/assistant; and weapons personnel.

14.13.6.1. **(Added)** EOR Super will ensure light carts are used during hours of darkness. Lights will be positioned to prevent blinding aircrew.

14.13.6.1.1. **(Added)** EOR emergency procedures are outlined in, *LCL 366-FW-10-11 366th Maintenance Group Emergency Action Procedures for Aircraft Maintenance Squadron (AMXS)*.

14.13.6.2. **(Added)** Each AMU will provide personnel to safely perform arm/dearm EOR procedures as required by MDS technical orders. Each AMU APG section will provide three qualified 2A3X3 (civilian equivalent) personnel with one being a fully qualified F-15 crew chief with the minimum grade of SrA (civilian equivalent). At least one member must be at least a 5-level SrA (civilian equivalent) with a minimum of 6 months MDS experience. Each AMU weapons sections will provide four qualified 2W1X1 (civilian equivalent) EOR personnel. Additionally, two of the four weapons members must be fully checklist-certified and one member must be aircraft

marshal qualified. Both APG and Weapons personnel will be dedicated to EOR duty for a two-week period, and will read and be familiar with Mountain Home AFB Plan 2101-XX.

14.13.6.3. **(Added)** All EOR personnel work directly for EOR supervisor. In the event the EOR supervisor has an appointment, leave etc., the AMUs will rotate supplying an experienced 7-level 2A3X3 or 2W1X1 individual. All EOR personnel will report to EOR supervisor the day prior allowing the EOR supervisor to assign them their duties and times. APG and weapons section chiefs will provide names and numbers of all EOR personnel that will be assigned to EOR 1-week prior to EOR duties. If personnel have appointments they must be coordinated with the EOR supervisor. He/she will verify that the appointment will not compromise safe EOR operations. If personnel shortfalls are due to training, leaves, or illness the affected AMU must ensure that person is replaced with a similarly qualified person as outlined in paragraph 1. EOR crews need to be in-place 1 hour 30 minutes prior to first take-off.

14.13.6. 4 (Added) The AMU Production Super will inform the EOR Supervisor of any changes or additions to the printed Wing flying schedule.

14.13.6. 5 (Added) Under normal operations EOR arming will be performed at the assigned spots on Taxiway E for runway 12 and at the NW warm-up pad for runway 30. Taxiway F may be used during exercises and/or during LFEs to de-conflict take-off scheduling. Arm crews will consist of two 2A3X3A/B, one of which must be a SSgt 5-level; and two 2W1X1 personnel.

14.13.6. 6 (Added) De-arm procedures will be performed opposite of the arming end. De-arm crews will consist of two 2W1X1 personnel and one 2A3X3A/B personnel.

14.13.6. 7 (Added) If a discrepancy is found the EOR Super will inform the respective AMU production super. The production super and/or expeditor from the affected AMU will determine whether the aircraft will return to chocks, or take off.

14.13.6. 8 (Added) If an unserviceable/unsafe condition is found, the EOR crew will inform the pilot. If the discrepancy cannot be corrected at EOR and it is safe to do so, the aircraft will taxi back to the parking area. If it is not safe to taxi the aircraft to the parking area, the aircrew will be advised to taxi to the appropriate emergency area (i.e., hung ordnance, hot brake, hung gun, etc.) or if necessary, shut down in place.

14.13.6.9. . (Added) AMUs will establish dispatchable CTKs for EOR following published procedures. Manage these CTKs similar to other CTKs (i.e., turned in every shift). If chocks are not part of the CTK, the team chief will ensure that the chocks are not left at the EOR.

14.13.6.10. **(Added)** Upon end of the flying day, EOR Super will contact MOC to verify if other wing aircraft are down. If flying for the wing is concluded for the day, EOR Super will ensure proper storage of fire bottles and call for AGE pick-up. Complete AGE and fire bottle pick up as soon as possible to avoid potential hazards to taxiing aircraft, especially transient aircraft. Place AGE no more than 3 hours before or after aircraft arrival/departure. During wing flying operations, make every effort to ensure AGE/fire bottles in the EOR are removed from areas which violate

aircraft clearance requirements for normal operating routes (marked yellow taxi lanes or taxiways).

14.15.6. Individuals requiring installed engine run recertification will complete the emergency and general procedures test administered by 366 MXG/MXOTD (Maintenance Training Flight) Upon successful completion of the test, 366 MXG/MXOTD will provide the individual with an AF Form 2426 to be annotated by squadron appointed engine run certifier within 10 duty days. Engine run certifier will observe and evaluate the individual's performance on an engine run, start to shutdown, and upon completion sign the AF Form 2426 and instruct the individual to return it to 366 MXG/MXOTM for update in IMDS.

14.15.8.2. Initiate decertification action through work center supervisor anytime an individual is identified not demonstrating proficiency IAW established procedures. Channel recommendations for decertification through the squadron maintenance officer/superintendent for action. Initiate decertification action on an AF Form 2426, with one copy forwarded to 366 MXG/MXOT (Maintenance Training Flight) for updating in IMDS. Additionally, send a copy to MOC informing them of the decertification.

14.15.15.5. Individuals requiring uninstalled engine run recertification will complete the emergency and general procedures test administered by 366 MXG/MXOTD. Upon successful completion of the test, 366 MXG/MXOTD will provide the individual with an AF Form 2426 to be annotated by squadron appointed engine run certifier within 10 duty days. Engine run certifier will observe and evaluate the individual's performance on an engine run, start to shutdown, and upon completion sign the AF Form 2426, and instruct the individual to return it to 366 MXG/MXOTM (Maintenance Training Flight) for update in IMDS.

14.15.15.6. Decertification/Lack of Proficiency. Initiate decertification action through work center supervisor anytime an individual is identified not demonstrating proficiency IAW established procedures.

14.15.15.6.1. Initiate decertification action on an AF Form 2426, with one copy forwarded to 366 MXG/MXOT for updating in IMDS. Additionally, send a copy to MOC, and applicable squadron supervision informing them of the decertification.

14.17.2. Keep the number of people authorized to perform borescope inspections to a minimum, and approved by maintenance supervision.

14.17.3. MTS will incorporate use of rigid and video/stereo borescopes in this training.

14.19.2.3. Keep intake covers installed except when access to inlets/adjoining areas are required. Insert-type intake plugs will have remove before flight streamers and connecting lanyards attached with a non-metallic, soft type material. When conducting maintenance/training on upper fuselage surfaces in and around F-15 ramp area, seal or cover openings and install engine intake covers.

14.19.2.6. Articles of clothing (coats, shirts, gloves, etc.) will be properly fitted and secured. Secure/stow personal items (pens, pencils, keys, etc.) within applicable

engine operating danger areas. During inclement weather and/or winter months, ensure that cold weather hats are properly secured and do not interfere with the ability to properly apply double hearing protection when required. Security Forces beret with metal insignia will not be worn on the flightline. Secure badges and passes to prevent foreign object (FO) hazard.

14.19.2.9. EMS will develop and standardize procedures for engine intake structural maintenance. Use these procedures to train assigned structural repair technicians. Annotate training in individual's training record.

14.19.2.9.1. Account for replaced rivets by saving stems of those removed. Numbers should be equal. Indicate number of rivets replaced in the "corrective action" block of aircraft forms. Seal removed stems in a plastic bag and attach an AFTO Form 350 indicating JCN, aircraft tail number and date performed. Retain the AFTO Form 350 with the attached bag at the shop/flight for at least 90 days. Document repair or replacement of rivets on local CS-16.

14.19.2.9.2. **(Added)** Units will maintain positive control of bench stocks within their respective supply/support sections. Issue bench stock supplies out by supply/support personnel as needed. Only grant maintenance personnel direct access to bench stock supplies on a case-by-case basis with approval by the supply/support shift supervisor. Work centers having bench stocks with no dedicated support/supply section, will limit access to flight assigned bench stock monitors.

14.19.2.10. CTK custodians will maintain strict accountability procedures for issue of rags used during on-equipment (aircraft, engines) and off-equipment maintenance. CTK custodians will determine the number of rags to be placed in pre-packaged containers.

14.19.2.11. During daylight hours, accomplish a minimum of one daily FOD walk for assigned ramp, hangar(s), hangar apron, and flightline access road. Additional FOD walk will be completed around aircraft prior to engine start. Accomplish the first FOD walk of the day for AMUs prior to first aircraft taxi when daylight permits. When takeoff times are scheduled within 1 1/2 hours of sunrise, the following procedures apply: 3 hours prior to scheduled take off time, utilize a FOD Boss Rapid Response Sweeper on all parking ramp and taxiway surfaces that are reachable while maintaining proper flightline vehicle operation procedures. Launch crew personnel will perform a thorough FOD walk around aircraft and parking spot as soon as sufficient light becomes available, but prior to engine start. After last aircraft for the first scheduled go has taxied, all personnel fall in for a formal FOD walk. Utilize FOD Boss Sweepers and/or other FOD removal equipment to supplement FOD walks when available. Personnel who perform duties in buildings adjacent to flightline access road will police surrounding side of their buildings, including parking lots and flightline access road, at least once daily. FOD monitor will publish and distribute guidelines for accomplishment of wing FOD walks, and arrange for required equipment and supplies. EOR crew performs FOD sweeps of EOR area and adjacent taxiway(s) before first flight of the day.

14.19.2.14. 1 (Added) When maintenance is to be performed in/around the aircraft cockpits, personnel will remove and secure all loose items from their person. Prior to cockpit entry, all personnel must account for all hardware and tools. Additionally, all personnel must perform a thorough tool and FO inspection upon exiting the cockpit to mitigate foreign object intrusion.

14.19.2.17. Driving on the asphalt along the edges of the runway and taxiways is prohibited; the only exceptions are vehicles responding to emergencies, those necessary to perform RWR checks and those moving out of the way of taxiing aircraft.

14.19.2.20. Equip flightline maintenance vehicles with a flashlight and FO extractor. Etch/identify each item with the vehicle registration number. Document each item on the appropriate vehicle inspection AF Forms 1800 and or AF Form 1806, *Operators Inspection Guide and Trouble Report*. Vehicles requiring a fire extinguisher, annotate the fire extinguisher on the vehicle forms and checked daily for serviceability. Attach pintle hook pins with a lanyard or chain to the pintle assembly. Only remove pins from pintle when opening pintle hook. Stow pins in the pintle all other times. Keep vehicles used on the flightline clean and free of trash and debris. Vehicle operators are responsible for ensuring vehicles are clean and a FO container is aboard at all times. Clean magnetic bars at the beginning of each shift and check in conjunction with tire checks.

14.19.2.22. Radiographic inspections (X-ray) of the F-15 variable ramp area are required:

14.19.2.22.1. (Added) After any maintenance beyond a visual inspection including disassembly of components, such as variable ramp actuator removal and replacement or variable ramp removal and reinstallation. X-ray shoots will include two film exposures, sections forward and aft of variable ramp area where work was performed. Full ramp X-rays including shots 7-29 are required after each phase inspection. No additional X-rays are required when panels are removed for the sole purpose of removing FO (provided FO is identified as allowable/retrieved) or after panel removal and reinstallation provided no maintenance is accomplished while panel is off and all original panel fasteners are accounted for.

14.19.2.22.2. (Added) Following programmed depot maintenance, if no X-ray films are provided upon aircraft return.

14.19.2.22.3. (Added) When an object is lost within variable ramp areas and cannot be found by visual inspection.

14.19.2.22.4. (Added) After major modifications of the variable ramp, provided maintenance is performed in an accessible area.

14.19.2.22.5. (Added) Perform required variable ramp X-ray inspections as the last phase of ramp maintenance. Complete and document all maintenance actions forward of the front bulkhead, located under panel 56 on the left and right side of the aircraft, in the AFTO Form 781A (will only be in IMDS for formless phase) prior to performing X-ray inspection. The only other exceptions are panels 3L/R,

6L/R, 10L/R, 15 and radome. Production supervisor will ensure AFTO Form 781A is documented, identifying maintenance actions performed prior to scheduling X-ray.

14.19.2.22.5.1. **(Added)** Enter a separate Red Dash (-) for NDI due in AFTO Form 781A prior to X-ray inspection. NDI personnel will sign Red (-) entry after results of inspection are known.

14.19.2.22.5.2. **(Added)** NDI personnel will mark the location of FO in the variable ramp on the film, or annotate the computer image (when using digital X-ray processing equipment).

14.19.2.22.5.3. **(Added)** If FO is identified by NDI, a qualified 7-level maintenance technician on the Ramp Film Read SCR, will determine if FO is allowable IAW applicable TO. **Note:** NDI will put Red X entries in the AFTO Forms 781A for FO identified by film number discovered during X-ray (*EXAMPLE:* 4 pieces in shot 6).

14.19.2.22.5.4. **(Added)** Do not move aircraft from X-ray site until FO is removed or aircraft is verified as safe for flight.

14.19.2.22.5.5. **(Added)** The individual who retrieves FO, will sign the "corrected by" block on the AFTO Form 781A, and a qualified technician on the Ramp Film Read SCR will clear the AFTO Form 781A discrepancy by signing the "inspected by" block on the AFTO Form 781A.

14.19.2.22.5.6. **(Added)** Tape retrieved FO to the X-ray film, and a qualified 7-level maintenance technician or equivalent will verify all FO retrieved matches FO on the X-ray film or within the digital file (for the digital processing system).

14.19.2.22.5.7. **(Added)** A 7-level technician or higher will perform a last-chance FO inspection of area prior to variable ramp area panel installation.

14.19.2.22.5.8. **(Added)** Return X-rays to NDI Lab within 48 hours for future reference.

14.19.2.22.5.9. **(Added)** If FO is found during X-ray of variable ramps, R&R shop will assist with disassembly, reassembly and operational checks of the variable ramp (if required).

14.19.2.24. Prior to installed engine runs in Hush House or on Trim Pad, engine run supervisor will accomplish an Aircraft Engine Run Trim Pad Worksheet, CS-24. For installed engine runs in the Hush House, engine run supervisor will complete Hush House pre/post run checklist, CS-23, maintained by Propulsion Flight. Insert the applicable worksheet into aircraft AFTO Form 781A adjacent to the discrepancy requiring engine run. Remove worksheet from the forms along with the AFTO Form 781A set upon transcription. File worksheet with the pulled AF Forms 781A in the aircraft jacket file. Disposition is the same as pulled AFTO Form 781A.

14.19.2.24.6. Personnel using trim pads, hush house, EOR and hot cargo pad will ensure areas are free of FO before and after each use. Each using organization is responsible for ensuring areas are FO free. Upon completion of maintenance,

remove all debris such as rags, hardware, safety wire, etc., from work area. Do not use drip pans as FO containers. Remove debris from fuel bowser drain screens after each use.

14.19.2. 25 (Added) CTK FO will be controlled to prevent FOD. Individuals using a CTK will ensure that all FO is contained in the FOD bag and removed/emptied before each CTK turn-in. Support section personnel inspecting the CTK at turn-in will verify that all FO is removed before the CTK is signed into the support section/reissued.

14.19.3.3. (Added) 366 OSS/OSAA (Airfield Management) personnel will inspect active runway, taxiway, cargo pad, trim pads daily for cleanliness and serviceability, and direct sweeper operation as required. 366 OSS/OSAA chief will ensure an effective plan for runway and taxiway sweeping and vacuuming is in effect. This plan will account for routine and unusual circumstances (e.g., response time and availability for scheduled night and weekend flying and wing exercises). Review plan yearly to accommodate changes in airfield conditions.

14.19.3.4. (Added) 366 MXG/MXOT (Maintenance Training Flight) will conduct FOD training during initial maintenance orientation. Wing FOD Prevention Monitor will ensure newly assigned individuals receive a comprehensive FOD briefing. Work center supervisors will ensure annual recurring FOD training is completed during Block II training.

14.19.3.5. (Added) Maintenance organizations will maintain a FOD awareness bulletin board in a visible area. The board may include photos, recent FOD incidents, FOD standards, current FOD rates, examples of FOD, etc. The board will include the FOD placard and appointment letters. Purpose of the board is to keep technicians informed on how the wing is accomplishing FOD prevention and allows personnel to compare FOD rates. A FOD (and Dropped Object, as applicable) continuity book is required to be maintained by designated monitors. Continuity book will contain the following items: index, appointment letter, monitor's responsibilities, awards program, lost tool procedures, blade blend worksheet, and FOD training guide.

14.19.3.5.1. (Added) Submit nominations for 366 FW FOD Fighter of the Month and FOD Poster of the Month by the 25th of each month. Enter nominations received after the 25th for the following month. Submit FOD posters on an 8 1/2 x 11-inch sheet of paper, saved as a .jpg file, or in a Power Point format. Monthly winners will automatically be entered in the quarterly competition.

14.19.4.4. MTS will include fastener awareness training into annual recurring block training. Place emphasis on hardware control, proper selection and installation and aircraft panel fasteners and critical panels forward of the intakes. Wing FOD NCO will review and approve training curriculum.

14.19.4.6. Borescope qualified personnel will input corrective actions into IMDS history; e.g., "three nicks, second stage fan blades within serviceable limits IAW applicable TO." 366 CMS engine shop personnel will notify Wing FOD Monitor as soon as damage is discovered to an engine during in-shop maintenance.

14.19.4.6.1. (Added) When engine FOD is discovered and blade blending is

accomplished, AMU FOD prevention monitors will ensure a Blade Blending Report Worksheet, (CS-22 (F100-PW-220/229)/CS-17 (F110-GE-129C/E)), is completed and all procedures followed correctly. Once completed, keep the FOD worksheet in the FOD prevention monitor's continuity book and forward a copy to 366 MXG/MXOM (Engine Management). 366 MXG/MXOM will update engine records and destroy worksheet when no longer needed (destroy IAW appropriate tables and rules identified in AFRIMS).

14.19.4.8. **(Added)** Wing FOD Prevention Monitor will maintain a FOD Incentive Program as a means to further increase FOD awareness throughout the wing. Use the program to recognize individuals for exceptional performance in FOD prevention/awareness. The following awards are available: Monthly/Quarterly FOD Fighter Award, Monthly/Quarterly FOD Poster Award, and the Golden Bolt Award.

14.19.4.9. **(Added)** During FOD meetings, Wing FOD Monitor will present special interest items (SII). Airfield manager (when available) will present briefings on ramp repairs, upcoming contracts and hazardous areas.

14.19.5.1. Notification procedures for FOD incidents (aircraft and engines): Discovering agency notifies MOC. MOC will immediately report available information to QA, Wing FOD Monitor, 366 FW/CP (Command Post), and 366 FW/SE (Safety). Wing FOD Monitor will advise 366 FW/CV, 366 MXG/CC, and 366 OG/CC of all final investigations/reports that are preventable and non-preventable FOD incidents.

14.19.5.8. On deployments where aircraft and maintenance personnel are deployed, QA will represent the Wing FOD Monitor. On deployments where no QA person is required, the senior deploying maintainer will appoint a FOD monitor (typically the senior engine specialist). In either case, the individual will report to the Wing FOD Monitor for a FOD briefing prior to deployment.

14.19.5.14 **(Added)** Engine blade damage discovered beyond blendable limits will require X-ray inspection. If the engine blade damage is blendable there is no requirement for X-ray inspection.

14.19.6. In addition to those listed in AFI 21-101, the following organizations will have proper representation: 366 AMXS, 366 EMS, 366 CMS, 366 MXG supervision, 389, 391 and 428 AMUs, QA and assigned squadron and AMU FOD monitors or representative. Meeting will convene each fiscal quarter, or as directed by 366 FW/CV. Meeting will take place in the wing conference room.

14.20.1. When an aircraft/equipment component or LRU is changed to correct a repeat/recur discrepancy, the activity effecting the removal must annotate "repeat" or "recur" in the discrepancy block of AFTO Form 350.

14.22.3. AMUs will convene a meeting on the first day an aircraft enters Hangar Queen status to establish a recovery plan. Brief maintenance and supply status for Hangar Queen aircraft daily at the Production meeting. Include cannibalization actions taken.

14.22.3.4. **(Added)** A forms documentation review is required every 7 days for Hangar Queen aircraft. This includes reconciliation with IMDS.

14.22.7. Forms review will be done after ER has been completed.

14.23.3.2.3. QA is the OPR for Hot Refueling for the 366th Fighter Wing (366 FW).

14.23.10.2. Hot pit refueling supervisor will comply with requirements in LCL 366 FW-10-24, *Hot Pit Refuel Checklist*.

14.28.1. Group program manager will establish policy to ensure program goals are met. If possible, formulate a process to optimize joint use of equipment/personnel, schedule a standard day for operational checks, standardize testing locations, etc. Accomplish this process in conjunction with MODE IV Program (refer to AFI 21-101).

14.28.1.2. Perform checks on aircraft prior to first sortie of the day on contingency and Phase II exercise sorties.

14.28.1.3. Comply RWR testing with using the Improved Radar Simulator Checkout found in TO 99-11-04,/99-00-01, and LCL 366 FW-20-10, *Radar Warning Receiver Checklist*. Conduct RWR Pre-launch checks at least once a month, or at the direction of the MXG RWR/RTHW Program manager (Avionics Manager).

14.28.1.3.1. **(Added)** Primary location of testing, when active runway is 12, will be on taxiway just west of the North Hush House. When runway 30 is active, the test site will be on taxiway adjacent to the South Hush House. **(Note:** "Depending on weather conditions, RWR traps will be set up to cover the active runway end. When setting up RWR trap checks, the tasked AMU's specialist section chief will notify 366 OSS/OSAA 1 week in advance in order to publish the appropriate safety NOTAM/airfield restrictions as required.")

14.28.1.3.2. **(Added)** Do not leave light carts unattended on Ramp or Taxiway. If test site is on the taxiway, and large aircraft (B-1, KC-135, C-130, C-141, C-5, C-17, etc.) must pass, users will move light carts off the pavement far enough to provide a minimum 15 feet wing tip clearance. Light carts moved off the pavement will have their tires checked for FO once rolled back onto the pavement.

14.28.1.3.3. **(Added)** Pre-launch RWR roll-through team will consist of one task-qualified and marshall qualified team chief to supervise test. Duty will rotate once a month between the 389 and 391 AMUs. The 389 AMU months are Feb, Apr, Jun, Aug, Oct and Dec; the 391 AMU months are Jan, Mar, May, Jul, Sep and Nov. Each AMU will provide one technician to support RWR pre-launch checks. The scheduled AMU for that month should provide the team chief and at a minimum one technician. The team chief is responsible for displaying the correct symbols in the appropriate quadrants on the RWR board for aircrew to view. The team chief will make every effort to use the same AN-PLM-4/pulse boxes in the same quadrants on a consistent basis. Team chief will up-channel equipment issues/shortfalls regarding AN-PLM-4/pulse boxes to the equipment custodian and WAM office.

14.28.1.4. **(Added)** Testing and Reporting. Each AMU will appoint a RWR monitor. Send appointment letters to group RWR/RTWR manager, WAM, Squadron

Electronic Combat Officers (ECO), or designated representative will serve as program monitor for operations. ECO or designated POCs will serve as liaison between maintenance RWR monitor and aircrews to coordinate RWR trap procedures and check presentations.

14.28.2. **(Added)** WAM will:

14.28.2.1. **(Added)** Coordinate with Electronic Warfare Officer on specific threats needed for pre-launch checks. WAM will pass on specific threats to tasked AMU and their team chief.

14.28.2.2. **(Added)** Act as operations POC on RWR programmatic issues.

14.28.2.3. **(Added)** Aircrew will notify RWR team with immediate feedback, via hand signals, prior to taxi out of test area. If result of check is bad, aircrew determines course of action based on operational needs and requirements.

14.28.2.4. **(Added)** Annotate standardized documentation of check in aircraft AFTO Forms 781A. Prior to ER by production super, each AMU will ensure a red dash write-up (RWR roll through test required) is in the forms for each aircraft on the flying schedule. After a successful test, pilot will sign off as "Test Complied With. No defects" in debrief. If discrepancies are discovered, write-up will be cleared as "Test complied with, defects noted. See Page___, Block___." If an aircraft does not fly, sign off as "Not required, aircraft did not fly IAW AFI 21-101." All discrepancies and corrective actions will be included in the monthly RWR report sent to WAM, who will maintain them for 1 year. Results of the check will include as a minimum: AMU, tail number, results (pass/fail) of checks for specific antennas, and specified time period. During PH I and PH II exercises at the end of the flying day, Team Chief is required to provide a daily report by 0800L to MOC to be picked by a Wing Inspection Team (WIT) inspector or IG maintenance inspector during the ORI.

14.28.2.5. **(Added)** AMU RWR monitors will document aircraft RWR checks and forward the information prescribed in AFI 21-101 to group RWR manager (Avionics Manager) NLT the 5th duty day of each month.

14.30.2. RED BALL Procedures. Observe the following local policy:

14.30.2.1. Operational checks and tools inventory will be performed prior to aircraft taxi. If component removal or installation is required and it necessitates an operational check, the pilot may perform this function as long as all checks are completed IAW applicable job guides and signed off by the specialist working the system.

14.30.2.3. **(Added)** Expediters will relay Red Ball information to MOC as soon as practical after notification.

14.30.2.4. **(Added)** Enter Red Balls requiring maintenance action in the aircraft forms and MIS. Flightline expediters take follow-up action to ensure entry in the forms and MIS.

14.30.2.5. **(Added)** COSO will notify Aircraft Parts Store (APS) of the Red Ball condition if parts are ordered for affected aircraft.

14.37.1. The 366 MXG program manager (Avionics manager) will establish policy to ensure program goals are met. If possible, formulate a process to optimize joint use of equipment/personnel, schedule a standard day for operational checks, standardize testing locations, etc. Accomplish this process in conjunction with RWR/Radar Threat Warning Receiver (RTWR) program (refer to paragraph [14.28](#)).

14.37.1.1. Ensure aircraft forms reflect current Mode IV status (e.g., keyed, zeroed, key left in aircraft). AMUs will post appropriate (CS-36, 37, or 38) in aircraft AFTO Forms 781-series to document crypto information.

14.37.1.1.1. **(Added)** Each AMU will appoint a qualified avionics technician as AMU Mode IV Program monitor. Send appointment letters to the group IFF/Mode IV program manager.

14.37.1.1.2. **(Added)** AMUs will document aircraft Mode IV checks/results as part of the monthly RWR report. Required information includes: aircraft tail number, date tested, test results, and repair actions for malfunctioning systems. Forward monthly results to avionics manager's office NLT the 5th duty day of the following month.

14.37.1.2.1. **(added)** After test, pilot will be given a physical "Thumbs up" or "Thumbs down" from the technician performing the test. If the pilot chooses to continue with flight with an inoperative system, debrief the discrepancy upon landing. Technicians performing the test will notify flightline expediter/debrief to ensure discrepancy is documented.

14.38.4.2. On F-15/E/SG aircraft, ensure engine oil serviced is annotated on AFTO Form 781J "Over-temp" block following the applicable "Oil Change" block for each engine. **(Note:** This is in addition to required documentation on the AFTO Form 781H). Also, annotate total oil serviced since last oil sample taken on DD Forms 2026 and the "Oil Added Since Last Sample" block before sending sample to OAP lab for analysis. Determine oil consumption limits are IAW applicable aircraft job guide. At the end of the flying period, annotate on AFTO Form 781J the daily total of oil serviced (obtained from SER column, block 16, "Servicing Data" of AFTO Form 781H). Annotate the total quantity of oil in each engine tank in the "Total" block (under oil level/serviced engine oil serviced) of AFTO Form 781J.

14.38.5.1. Ensure OAP samples are taken after engine runs following fighter aircraft engine changes.

14.38.5.7. **(Added)** Coordinate system drain-and-flush actions with OAP lab. **(Note:** Do not perform drain-and-flush action to reduce or eliminate a wear metal trend reported by OAP lab). After servicing, run engine for 1 hour, take a sample at 30-minute intervals to reestablish wear metal trend. Document drain-and-flush actions in the "Remarks" section of DD Form 2026.

14.38.5.7.1. **(Added)** Notify OAP lab of all examinations, maintenance and repair actions resulting from OAP lab recommendations. Forward information via MHAFB Form 57, *Oil Analysis Recommendation and Feedback*, within 72 hours of completion. **(Note:** OAP lab requires feedback on grounding examinations and recommendations issued by OAP lab).

- 14.38.5.8. **(Added)** Ensure notification of propulsion flight and OAP lab when abnormal indications are identified on engine chip detectors.
- 14.38.8.4. Deliver "Red Cap" samples to OAP lab immediately. Clearly mark the words "RED CAP" in red on the sample bag and in remarks section of DD Form 2026. Do not operate equipment until results are known.
- 14.38.9.2.1. **(Added)** 366 CMS will provide OAP lab a list of spare engines slated for deployment.
- 14.38.10.3. Analyze samples from transient aircraft on a priority basis. Immediately notify MOC and transient aircraft's home station of suspect OAP results.
- 14.43. **(Added)** F100-PW-220/229, F110-GE-129 Flightline Courtesy Run Policy. A courtesy run is defined as an engine that will be operated on test cell only after Organizational Level maintenance tasks were performed, and will be returned directly back to the flight line. Engine courtesy runs should only be considered when Organizational Level maintenance efforts fail to correct an engine or engine related anomaly and more in-depth troubleshooting beyond flightline capabilities is required to return an aircraft to service.
- 14.43.1. **(Added)** AMU supervision will coordinate all engine courtesy run requests with Propulsion Flight Supervision.
- 14.43.2. **(Added)** JEIM personnel will establish a courtesy run engine work folder and transfer the engine in and out of test cell gear.
- 14.43.2.1. **(Added)** Flightline troubleshooting and impoundment (if applicable) documentation will follow the engine to JEIM to be placed in the engine work package.
- 14.43.3. **(Added)** AMU personnel is responsible for all maintenance actions performed on the engine to include borescope inspections, pre and post engine run preparations, and serviceability inspections.
- 14.43.3.1. **(Added)** AMU will provide an engine specialist to accompany the engine during all phases of testing and inspection to aid the correction of the discrepancy and receive training opportunities.
- 14.43.4. **(Added)** Contact QA to perform an Engine Maintenance Under Courtesy Run Concept QVI using Organizational Level technical data inspection criteria.
- 14.43.5. **(Added)** If at any time Intermediate Level Maintenance is necessary, induct the engine into JEIM immediately and issue a spare engine to the AMU if available.
- 14.44. **(Added)** Flight Control Maintenance/Diagnostic Program. This program defines procedures for systematic isolation of flight control discrepancies and anomalies for assigned F-15 aircraft. Utilize resources identified in this program as aides for other maintenance if desired, but is mandatory as described herein.
- 14.44.1. **(Added)** Procedures in this program apply to:
- 14.44.1.1. **(Added)** Aircraft impounded for un-commanded flight control inputs or departures from controlled flight.
- 14.44.1.2. **(Added)** Aircraft impounded for other flight control discrepancies.

14.44.2. **(Added)** When impoundment actions are taken, procedures in Chapter 9 apply. Additionally, impoundment officials will:

14.44.2.1. **(Added)** Review this instruction and its supplements prior to maintenance actions and follow appropriate checklists.

14.44.2.2. **(Added)** Appoint Flight Control Diagnostic Team (FCDT) members as soon as possible.

14.44.2.3. **(Added)** Conduct a meeting with FCDT and determine when and where aircraft will be worked and brief members on responsibilities. Impoundment Official (IO) will ensure FCDT maintains team integrity with a single shift operation, not to exceed 12 hours, until aircraft is released from impoundment. **(Note:** IO may authorize work be accomplished on opposite shifts, provided clear guidance is given to individuals performing the work).

14.44.2.4. **(Added)** Only work on the aircraft discrepancy that caused the flight control anomaly unless approved by IO.

14.44.2.5. **(Added)** Ensure maintenance actions and significant findings are documented in applicable Impoundment Log Book.

14.44.2.6. **(Added)** Coordinate with FCDT team chief on a daily basis concerning progress or completed maintenance actions, and brief progress of the impoundment at the daily AMU production meeting. At least weekly, brief status at the 366 MXG Production meeting.

14.44.2.7. **(Added)** Contact AFETS or QA for additional guidance and expertise as necessary.

14.44.2.8. **(Added)** IO may authorize non-FCDT personnel to assist in component removal/installation; however, these personnel will not perform rigging or functional checks.

14.44.2.9. **(Added)** Decisions to fly FCF or OCF on impounded aircraft for flight controls will comply with requirements in Chapter 8.

14.44.3. **(Added)** When FCDT is directed, team composition will be as follows:

14.44.3.1. **(Added)** Team Chief – SSgt or civilian equivalent, 7-level, 3 years experience minimum. For discrepancies like mechanical faults, team chief will be from 366 EMS, R&R Section, AFSC 2A3X3 or civilian equivalent with 2 years minimum experience. For discrepancies avionics related, team chief will be from applicable AMU Specialist Section, 2A3X4. If it is not clear what system is faulty, impound authority/official will determine team chief AFSC. Team members must have attended FTD course for their respective AFSC. Red X authorization in respective AFSC desired, but not required.

14.44.3.2. **(Added)** Team members will consist of as a minimum one R&R tech, one Avionics tech, and one AMU crew chief, 5-Level, 3 years airframe experience minimum.

14.44.4. **(Added)** FCDT is responsible to the impoundment official or AMU OIC/NCOIC (for occasions when aircraft is not impounded). Team chief will:

- 14.44.4.1. **(Added)** Ensure significant findings and actions are reviewed and plans formulated at the beginning of each shift.
- 14.44.4.2. **(Added)** Coordinate with maintenance back shops for status of LRU.
- 14.44.4.3. **(Added)** Properly document AFTO Forms 781-series entries and IMDS.
- 14.44.4.4. **(Added)** Ensure all parts removed from aircraft, deemed to have failed, or serviceability is undetermined, are held for exhibits and appropriate deficiency reports are accomplished.
- 14.44.4.5. **(Added)** Ensure Impoundment Log Book or (CS-30) is documented daily with all maintenance actions.
- 14.44.5. **(Added)** Flight Control Procedures:
- 14.44.5.1. **(Added)** Pro super will notify MOC and coordinate with 366 EMS to dispatch R&R technicians.
- 14.44.5.2. **(Added)** Attempt to meet aircraft with applicable specialists or be present at debriefing. AMU production super or impound official will make attempts to obtain a face-to-face discussion with pilot.
- 14.44.5.3. **(Added)** If required for aircraft departure/suspected departure from flight, the pilot and FS/DO will review Heads Up Display (HUD) video tape to verify if fault was caused by the aircraft or if the occurrence was induced/causal from aircraft flight envelope or pilot input. Once it has been determined that an aircraft departed from flight, a full FCF profile will be required. Once aircraft passes the FCF profile, it will be flown as an OCF in the original configuration it departed in, to ensure aircraft is airworthy.
- 14.44.5.3.1. **(Added)** If disagreement arises over nature of the occurrence, AMU pro super will notify 366 AMXS Maintenance Supervision/Operations Officer to coordinate with appropriate agencies to resolve the issue.
- 14.44.5.4. **(Added)** AMU Debrief will enter discrepancy in MIS and aircraft forms after it is verified. If the discrepancy cannot be verified immediately (through debrief of pilot or pending tape review), enter the write-up on a RED Dash along with the statement "Pending Tape Review/Pilot Debrief." If write-up is later determined not be a valid discrepancy/aircraft induced departure, clear the write-up by the pilot as "Tape Reviewed/Pilot debriefed, no aircraft discrepancy exists IAW 1F-15E-1." If discrepancy is validated, clear the write-up as "Discrepancy verified by tape review/pilot debrief, entered on page___, block___," and then enter the original discrepancy on the next open block of AFTO Form 781A under a RED X.
- 14.44.5.5. **(Added)** Impound discrepancies verified/determined to be aircraft induced departure from controlled flight or un-commanded input. IO will form a FCDT.
- 14.44.5.5.1. **(Added)** AMU pro super will notify MOC for aircraft departures. MOC will run the checklists to notify appropriate agencies.
- 16.1.12. **(Added)** Forecasted egress explosives due time change will be identified by PS&D and verified through the Egress Section prior to being requisitioned through

munitions supply. Items coming due will be requisitioned by PS&D and issued to the Egress Section the week prior to scheduled maintenance dates.

16.2.1. Bldg. 920 (Egress Section, rm #145) is approved for Off Equipment Egress maintenance. All other Egress maintenance will be performed inside of a hangar. Raising of the ejection seat to the “maintenance position” outside of a hangar **WILL NOT** be accomplished without the approval of the 366 MXG CC/CD.

16.2.1.1. (**Added**) Egress personnel **WILL NOT** raise or remove ejection seats when an aircraft is on jacks. Egress Final Inspections and other minor maintenance at Egress’ discretion may be accomplished. Egress/Flight Equipment components **WILL NOT** be removed while an aircraft is on jacks. 16.3.2. A maximum of two personnel are authorized to ride in the vehicle cargo area while transporting explosives. Only the minimum essential personnel and limited quantities of HD 1.4 and 1.3 needed for mission accomplishment is transported together.

DAVID R. IVERSON , Colonel, USAF
Commander, 366th Fighter Wing

Attachment 1

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

AFI 21-101, 26 July 2010 Incorporating Change 1, 16 August 2011

AFI 21-101, Air Combat Command, United States Air Forces Europe and Pacific Air Forces Supplement, 11 July 2012

MHAFBI 11-250 (FOUO), Airfield Operations and Base Flying Procedures, 10 May 2011

MHAFBI21-102, Crash, Damaged or Disabled Aircraft Recovery (CDDAR), 16 June 2009

MHAFBI21-167, Avionics Line Replaceable Unit (LRU), Bad Actor, Can Not Duplicate (CND), and Repeat/Recur Program, 19 July 2010

AFI 11-418, *Operations Supervision*, 15 September 2011 and the MHAFB Sup, 4 June 2012

LCL 366 FW-10-10, *Hung Ordinance Checklist/Jammed Gun Emergency Action Procedures*, 15 May 2013

LCL 366 FW-10-24, Hot Pit Refuel Supervisor Checklist, 2 Dec 2013

LCL 366 FW-20-10, Radar Warning Receiver Checklist, 26 Aug 2013

AFPD 25-3, Allied Logistics Support, 26 June 2012

Prescribed Forms:

MHAFB Form 57, *Oil Analysis Recommendation and Feedback*, 1 May 1995

Adopted Forms:

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

AF Form 2692, *Aircraft Missile Equipment Transfer/Shipping Listing*, 1 May 1976

AFTO Form 239, *F-15 Flight Log and Exceedance Counter Data Record (OCR)*, 15 May 2013

DD Form 2026, *Oil Analysis Request*, March 1999

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

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

Abbreviations and Acronyms

AF—Air Force

AFE—Aircrew Flight Equipment

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AHE—Armament Handling Equipment

AMU—Aircraft Maintenance Unit

APG—Airframe Powerplant General
APS—Aircraft Parts Store
ARI—Aileron Rudder Interconnect
ARMS—Aircrew Records Management System
AWP—Awaiting Parts
BIT—Built-In Test
BPO—Basic Post Flight
CAD/PAD—Cartridge/Propellant Activated Device
CANNED—Cannibalized
CDDAR—Crash Damaged or Disabled Aircraft Recovery
CEMS—Comprehensive Engine Management System
CFT—Conformal Fuel Tank
CMS—Component Maintenance Squadron
COSO—Combat Oriented Supply Operations
CP—Command Post (366 FW/CP)
CS—Check Sheet
CTK—Consolidated Tool Kit
DBM—Data Base Management
DEM—Deployed Engine Monitor
DFT—Depot Field Team
DIFM—Due In For Maintenance
DIT—Data Integrity Team
ECO—Electronic Combat Officer
EDD—Estimated Delivery Date
EET—Exercise Evaluation Team
EIAP—Environmental Impact Analysis Process
EID—Equipment Identifier
EM—Engine Management
EME—Engine Management Element
EMS—Equipment Maintenance Squadron
EOR—End Of Runway
ER—Exceptional Release

ESD—Electro Static Discharge
ETAM—Engine-To-Airframe Manifold
ETAR—Engineering Technical Assistance Request
ETIC—Estimated Time in Completion
FCDT—Flight Control Diagnostic Team
FCF—Functional Check Flight
FO—Foreign objects
FOD—Foreign object damage
FOM—Facilitate Other Maintenance
FSC—Federal Stock Class
FW—Fighter Wing (366 FW)
GE—General Electric
HOW MAL—How Malfunction
HUD—Heads Up Display
IMDS—Integrated Maintenance Data System
IMIS—Integrated Maintenance Information Systems
IO—Impound Official
JCN—Job Control Number
JDD—Job Data Documentation
JDAM—Joint Direct Attack Munition
JEIM—Jet Engine Intermediate Maintenance
JFS—Jet Fuel Starter
JML—Job Material List
JST—Job Standard
LAU—Launcher Armament Unit
LMR—Land Mobile Radio
MAU—Miscellaneous Armament Unit
MASS—Micap Asset Sourcing System
WCE—Work Center Event
MDS—Mission Design Series
ME—Mishap Engine
MFSOV—Main Fuel Shutoff Valve

MHAFB—Mountain Home Air Force Base
MHAFBI—Mountain Home Air Force Base Instruction
MICAP—Mission Impaired Capability Awaiting Parts
MIL—Master Inventory List
MIS—Maintenance Information System
MMA—Maintenance Management Analysis
MOC—Maintenance Operations Center
MOI—Maintenance Operating Instruction
MOPP—Mission Oriented Protective Posture
MSAT—Maintenance Schedule Application Tool
MTS—Military Training Standard
MXOM—Engine Management (366 MXG/MXOM)
MXOT—Maintenance Training Flight
MXOTD—Maintenance Training Flight
MXOTM—Maintenance Training Flight
NCOIC—Noncommissioned Officer In Charge
NDI—Non Destructive Inspection
NLT—No Later Than
NRTS—Not Repairable This Station
OCF—Operational Check Flight
O&I—Organizational and Intermediate
OPR—Office of Primary Responsibility
OPREP—Operational Report
OSAA—Airfield Management (366 OSS/OSAA)
OSOL—Life Support (366 OSS/OSOL)
OSOS—Scheduling (366 OSS/OSOS)
PM—Preventative Maintenance
PRA—Planning Requirement for Special Inspections and Time Changes
PRCA—Pitch Roll Channel Assembly
PS&D—Plans Scheduling and Documentation
QA—Quality Assurance
QVI—Quality Verification Inspection

RSAF—Republic of Singapore Air Force
RTWR—Radar Threat Warning Receiver
SAN—System Advisory Notice
SBSS—Standard Base Supply System
SCOG—Supply Chain Operations Group
SCR—Special Certification Roster
SDR—Signal Data Recorder
SE—Safety (366 FW/SE)
SFDR—Signal Flight Data Recorder
SDRS—Signal Data Recorder System
SMART—Supply Management Analysis Report Tool
SII—Special Interest Items
Sta—Station
TCI—Time Change Item
TCTO—Time Compliance Technical Order
T.O.—Technical Order
TRIC—Transaction Identifier Code
VAL/VER—Validation/Verification
WAM—Wing Avionics Manager
WCMD—Wind Corrected Munitions Dispenser
WS—Worksheet
WSO—Weapon System Operator/Officer
WSS—Weapons Standardization Section
WTR—Workable TCTO Report

Attachment 15

MANUAL JOB CONTROL NUMBERS

A15.1. Manual Job control numbers will only be used when IMDS is experiencing extended down time (more than 48 hours). Each unit will develop procedures to ensure numbers are assigned only once per Julian day. General purpose job control numbers are assigned to each aircraft by TAMS section chief, and are used to document aircraft servicing only.

Table A15.1. MANUAL JOB CONTROL NUMBERS

IMDS:		366 EMS	
Computer Assigned	0001 - 2500	366 EMS/MXMG (AGE) Flight	
(Reserved): 2501 - 2674	2501 - 2674	(Reserved)	3200 - 3299
366 MXG:		389 Team:	3300 - 3349
Quality Assurance	3100 - 3124	428 Team:	3350 - 3399
AFREP	3125 - 3149	391 Team:	3400 - 3449
Product Improvement	3175 - 3199	Support Section:	3450 - 3499
PS&D	2675 - 2899	AGE Flight:	3500 - 3549
Analysis	2900 - 2949	Support Staff:	3550 - 3599
Engine Management Branch	2950 - 3099	(Reserved):	3600 - 3699
Training Flight	3150 - 3174	366 EMS/MXMR (Armament Flight)	
366 AMXS		389 CAST:	3750 - 3799
389 AMU	8100 - 8274	428 CAST:	3800 - 3849
428 AMU	8275 - 8549	391 CAST:	3850 - 3899
391 AMU	8600 - 8825	Armament Flight:	3900 - 3949
366 CMS		Support:	3950 - 3999
366 CMS/MXMC (Accessory Flight)		Alternate Mission Equipment (AME):	4000 - 4049
Elect/Environmental	4050 - 4099	(Reserved):	3700 - 3749
Pneudraulics	4100 - 4149	366 EMS/MXMW (Munitions Flight)	
Egress	4150 - 4199	Storage:	5400 - 5449
Accessory Flight	4200 - 4249	Flight Mobility:	5450 - 5499
Fuel Shop	4250 - 4299	Conventional Maintenance:	6100 - 6149

(Reserved)	4300 - 4399	Munitions Operations :	6150 - 6199
366 CMS/MXMD (TMDE)		Control:	6200 - 6249
TMDE	4950 - 4999	Munitions Flight:	6250 - 6299
(Reserved)	5000 - 5049	Missile Maintenance:	6300 - 6349
366 CMS/MXMP (Propulsion Flight)		Line Delivery:	6350 - 6399
Propulsion Flight:	5050 - 5399	Equipment Maintenance:	6400 - 6449
		Inspection:	6450 - 6499

366 CMS/MXMV (Avionics Flight)		366 EMS/MXMT (Maintenance Flight)	
F-15 Test Station	4400 - 4499	Repair & Reclamation:	5500- 5549
Sensors/LANTIRN	4500 - 4599	Transient Alert:	5550 - 5599
Avionics Flight	4600 - 4699	Wheel and Tire:	5600 - 5649
		Maintenance Flight:	5900 - 5949
		Support Section:	5950 - 5999
		F-15E HPO 1 Inspection section:	A300 - A399
		F-15E HPO 2 Inspection section:	B300 - B399
		F-15E PE Inspection section:	C300 - C399
		366 EMS/MXMF (Fabrication Flight)	
		Metals Tech:	5700 - 5749
		Structural:	5750 - 5799
		Corrosion:	5800 - 5849
		NDI:	5850 - 5899
		(Reserved):	6500 - 6999