COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 21-101, *Aircraft and Equipment Maintenance Management*, **and AMC Supplement, are supplemented as follows:** This supplement implements AF and MAJCOM policies and provides guidance specific to Scott AFB and is applicable to all units with an aircraft maintenance function on Scott AFB. This supplement applies to the 932d Airlift Wing (AW) (AFRES) and the 126th Air Refueling Wing (ARW) (ANG) when referenced. A Memorandum of Agreement between 375 AMW, 932 AW, and 126 ARW is in place and referenced herein that establishes the shared use of Crash Damage or Disabled Aircraft Recovery (CDDAR) tools, equipment, and responsibilities. Tenant units will follow MAJCOM and wing level directives in lieu of this supplement when guidance contained herein contradicts or creates redundancy between multiple instructions, supplements, or published wing level instructions. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark

of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. The major changes in this supplement are as follows: addition of Maintenance Cyber Discipline requirements, expanded World Wide Identification (WWID) procedures, further clarified aircraft recovery operations.

1.20. **(Added) Scott Air Force Base Cyber Maintenance Discipline and Hygiene Requirements and Control Procedures.**

1.20.1. **(Added)** The following requirements and controls are intended to fulfill requirements outlined in AFMAN 17-1301, *Computer Security (COMPUSEC)*, without incurring requirement for waivers. Additional information regarding information assurance requirements and training can be found at https://cs2.eis.af.mil/sites/10060/default.aspx.

1.20.2. **(Added)** No device other than Common Interface Computer, test sets, Personal Computer Memory Card International Association (PCMCIA) cards, or other software storage media will be connected to aircraft via Universal Serial Bus (USB), card reader or cannon plug. These devices will only be connected to the aircraft through procedures outlined in Mission Design Series (MDS) TOs. **Note:** Devices may be connected to power outlets if device wattage does not exceed technical data.

1.20.3. **(Added)** Personnel will install updates, security patches, and software as directed by Air Force Network Alerts on Air Force enterprise network enabled desktops, laptops, and eTools. Non-enterprise network enabled eTools will not be connected via Wi-Fi®, Bluetooth, IR, etc., to an aircraft or other government furnished/owned equipment other than to charge device through a standard power outlet. Non-enterprise network enabled eTools will receive updates via Logistics Network (LOGNET) or Technical Order Distribution Office (TODO) IAW TO 31S5-4-ETOOL-1, *eTool Set Up and Management*, and AF Enlisted Classification Directory (AFECDs) documentation available at AF TO Field Support Team website: https://cs2.eis.af.mil/sites/12982/default.aspx.

1.20.4. **(Added)** Microphones and cameras will be administratively disabled on all eTools in compliance with approved Standard Desktop Configuration (SDC).

1.20.5. **(Added)** When aircraft commander designates that aircraft has classified information stored, processed, or discussed onboard, the following controls will be required:

1.20.5.1. **(Added)** Common interface computers, eTools, PCMCIA cards, or other software storage media will only be carried on aircraft with aircraft commander approval.

1.20.5.2. **(Added)** eTools will be powered down while classified information is processed or discussed. If eTools need to be operated while classified information is processed or discussed, the additional actions will occur:

1.20.5.2.1. **(Added)** LOGNET will administratively disable Wi-Fi® on eTool. If this cannot be pre-arranged prior to mission, personnel will put eTool in "Airplane Mode." The eTool will

remain in airplane mode until the eTool can be returned to LOGNET for tracking purposes, and full wipe and load of SDC.

1.20.6. **(Added)** When aircraft does not have classified information stored, processed, or discussed onboard, the following controls will be utilized:

1.20.6.1. **(Added)** eTools may have enabled Wi-Fi® to connect to DoD network.

1.20.7. **(Added)** In addition to automated enterprise network enabled scan and updates, the following controls will be established:

1.20.7.1. **(Added)** Quality Assurance (QA) inspectors will inspect during TO inspections:

1.20.7.1.1. **(Added)** Anti-virus software installation based on configured SDC.

1.20.7.1.2. **(Added)** Anti-virus software update status.

1.20.7.1.3. **(Added)** Disabled microphone and webcam, as applicable.

1.20.7.2. **(Added)** QA will send any cyber maintenance discipline or hygiene related findings to LOGNET for resolution.

1.20.7.3. **(Added)** All eTools deployed for more than 30 days will be turned into LOGNET for full wipe and load, if required, to ensure eTools maintain compliance with AFMAN 17-1301 and TO 31S5-4-ETOOL-1 configuration requirements.

2.2.4. The Program Management Office (PMO), C-21A Contract Logistics Support (CLS) contractor, and 375th Operations Group (375 OG) shall follow scheduling requirements outlined in the Performance Work Statement (PWS).

2.2.6.1. **(Added)** Crash Damaged or Disabled Aircraft Recovery (CDDAR) Program.

2.2.6.1.1. **(Added)** This supplement along with the Memorandum of Agreement signed by the 375 AMW, 932 AW, and 126 ARW establishes procedures and responsibilities for the assignment of duties related to CDDAR operations. Throughout this supplement, office names have been included to reflect the partnership between the 375 AMW, 126 ARW, and the 932 AW.

2.2.6.1.1.1. **(Added)** The 126 ARW is the lead CDDAR for Scott AFB and will schedule/plan training events/exercises to maintain proficiencies and qualifications. They will include the 932 AW and 375 AMW CDDAR members in the training providing schedules/plans to each local wing's CDDAR POC.

2.2.6.2. **(Added)** The 375 AMW/CC is responsible for implementing policy, plans, and agreements to ensure compliance with established recovery programs. The 375 AMW/CC or designated representative, as stated in AFI 10-2501, *Air Force Emergency Management (EM) Program*, will determine the degree of emergency and make the decision regarding the speed with which the runway is cleared. Scott AFB will return to operational status as soon as practical after a mishap.

2.2.6.2.1. **(Added)** Host base and tenant units. The CDDAR program applies to all host and tenant flying organizations on Scott AFB. Tenant units shall publish a unit instruction containing specific responsibilities and procedures for CDDAR. Programs shall be established to recover crashed/damaged or disabled (assigned/transient) aircraft in minimum time and consistent with the following actions:

2.2.6.2.1.1. **(Added)** Safety of personnel involved with recovery operations.

2.2.6.2.1.2. **(Added)** Minimize pollution and or damage to personal property and land, if mishap occurs on private property.

2.2.6.2.1.3. **(Added)** Preserve evidence for mishap or incident investigations.

2.2.6.2.1.4. **(Added)** Prevent secondary damage to the aircraft.

2.2.6.2.1.5. **(Added)** Open the runway for operational use.

2.2.6.3. **(Added)** IAW AFI 91-204, *Safety Investigation and Reports*, with the exception of criminal investigations, safety investigations, to include Interim Safety Boards (ISB), Safety Investigation Boards (SIB), and Single Investigating Officers, have priority over other activities and investigations connected to the mishap. Safety of personnel (to include emergency response forces) and control of hazardous materials always take precedence over safety investigations, even at the risk of losing evidence. Personnel who are not engaged in the investigation will remain outside of the recovery area. The Crash Recovery Team (CRT) may be called upon to perform tasks as required by the investigation team.

2.2.6.4. **(Added)** The CDDAR program instruction is procedural and does not take precedence over aircraft-specific technical data in recovering crashed, damaged, or disabled aircraft. **Warning:** Incidents involving aircraft manufactured with composite material have the potential to cause occupational illness to individuals exposed to carbon fibers released from burning composites or injury if exposed to broken material. TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information (Emergency Services)*, the Scott AFB Installation Emergency Management Plan (IEMP) 10-2, the 375 AMW Support Plan (SPLAN) 91-204, *Mishap Response Plan For Safety Investigations*, and AFI 91-204 contain information regarding aircraft-specific composite component locations, and should be consulted when responding to aircraft incidents. Transient aircraft's home base should be contacted to determine composite material risks and requirements for Personal Protective Equipment (PPE). **Caution:** The aircraft and crash site will be disturbed only to the extent required to eliminate any potentially dangerous situation to the aircraft, support equipment, or personnel, and will remain in an undisturbed state until the aircraft is released to maintenance by the Incident Commander (IC).

2.2.6.5. **(Added)** Support for CDDAR after normal duty hours (0700-1700).

2.2.6.5.1. **(Added)** For after-hours CDDAR notification, the 375 AMW Command Post (CP) will be contacted to activate the required/requested recovery teams.

2.2.6.6. **(Added)** If immediate response by the host/tenant unit CDDAR teams is required during normal operating periods or duty hours, the Primary/Secondary Crash Net and/or the 375 AMW/932 AW/126 ARW/CP will be used for notification. The respective CP will contact the 932 AW/126 ARW Maintenance Group Maintenance Operations Center (MXG/MOC), to request approval for assistance. All units will develop emergency recall or mobilization rosters to identify and notify required recovery team members outside normal operating hours. Each unit will provide a recall roster to their CP for use during emergency recall. Units must also account for team members being deployed, temporary duty, and on leave.

2.2.6.7. **(Added)** Scott AFB Wing and Tenant CDDAR Responsibilities.

2.2.6.7.1. **(Added)** Scott AFB Fire Chief/Senior Fire Officer (SFO): Follow IC checklists 18 and 19 contained in 375 AMW SPLAN 91-204.

2.2.6.7.1.1. **(Added)** The SFO is the initial IC when responding to Scott AFB aircraft crashes and will coordinate survivor rescue, fire fighting, health hazard assessment, and explosive ordinance disposal (if required), and crash site containment prior to releasing the site to the 375 AMW/CC or CV, or equivalent IAW the Scott AFB IEMP 10-2 and the 375 AMW SPLAN 91-204.

2.2.6.7.1.2. **(Added)** Initial operations to include rescue, fire suppression, securing of weapons, securing the crash site, collateral damage and other immediate actions necessary to prevent loss of life and property will be accomplished IAW the Scott AFB IEMP 10-2.

2.2.6.7.1.3. **(Added)** Scott AFB has one active runway and the use of a second at Mid-America Airport. The alternate landing location for on-base incidents is Mid-America Airport and vice versa for incidents at Mid-America Airport. In case of Taxiway G obstruction, use Interstate 64 and U.S. Highways 4 and 161 as alternate routes for vehicle access to Mid-America Airport. If necessary, this action will be directed by 375 AMW/CC upon the recommendation of the IC, airfield manager or designated official.

2.2.6.7.1.4. **(Added)** The 375th Operations Support Squadron (OSS) Aerospace Ground Equipment (AGE), 932 AW, and 126 ARW will all provide the minimum trained personnel to perform CDDAR operations.

2.2.6.7.1.5. **(Added)** The 375 AMW will make available current copies of the 375 AMW SPLAN 91-204 and Scott AFB IEMP 10-2 for the 932 AW and the 126 ARW.

2.2.6.7.2. **(Added)** The 375 OSS AGE Flight (OSGA) will:

2.2.6.7.2.1. **(Added)** Act as the Scott AFB primary OPR for the 375 AMW CDDAR program.

2.2.6.7.2.2. **(Added)** Provide Crash Recovery Representatives (CRR).

2.2.6.7.2.3. **(Added)** Coordinate the CDDAR program with tenant units.

2.2.6.7.2.4. **(Added)** Participates in CRT member training with tenant units.

2.2.6.7.2.5. **(Added)** Ensure selected personnel are trained on:

2.2.6.7.2.5.1. **(Added)** Standard and non-standard aircraft lifting procedures.

2.2.6.7.2.5.2. **(Added)** Non-standard towing procedures.

2.2.6.7.2.5.3. **(Added)** Wear of PPE.

2.2.6.7.2.5.4. **(Added)** Broken and fire-damaged composite material containment and handling.

2.2.6.7.2.6. **(Added)** Will be OPR for transient aircraft recovery operations.

2.2.6.7.2.7. **(Added)** Annually review with tenant units equipment, resources, support agreements, and personnel capabilities for CDDAR.

2.2.6.7.2.8. **(Added)** Maintain a continuity binder containing at a minimum, the CDDAR recall rosters, and procedures for recall to include after duty hours, crash recovery checklists, event logs, PPE guidelines.

2.2.6.7.2.9. **(Added)** Perform/coordinate serviceability inspections of equipment IAW applicable publications during storage or following any recovery effort, training, or exercise.

2.2.6.7.2.10. **(Added)** Perform/Coordinate an annual inventory of all equipment and expendable items during storage or following any recovery effort, training, or exercise.

2.2.6.7.2.11. **(Added)** Each wings CDDAR lead will contact base bioenvironmental engineering office regarding respiratory protection plan requirements (e.g., Powered Air-Purifying Respirator (PAPR)) and maintain respiratory program elements as required.

2.2.6.8. **(Added)** The 375 OSS/OSGA will:

2.2.6.8.1. **(Added)** Maintain and deliver (assigned) serviceable support equipment required to perform CDDAR operations.

2.2.6.9. **(Added)** The 375 OG/QA, the 932d QA MXG/MXQ, and the 126th Maintenance Squadron (MXS/MXQ) will: Follow checklist 14 contained in 375 AMW SPLAN 91-204.

2.2.6.9.1. **(Added)** Ensure all aircraft AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*, series documentation/historical records, servicing equipment, personal training records are impounded upon notification of an incident/mishap.

2.2.6.9.2. **(Added)** Inform the MOC or Maintenance Information System (MIS) data base manager to lock out (isolate) the aircraft or integrated maintenance data system on the affected aircraft.

2.2.6.9.3. **(Added)** Assist in calculating weight and balance of aircraft if required.

2.2.6.10. **(Added)** The 375th Civil Engineer Squadron (CES) will.

2.2.6.10.1. **(Added)** Follow 375 CES Engineering Flight (CEN)/Environmental (CEIE)/Installation Management (CEI) checklist 20 contained in the 375 AMW SPLAN 91-204.

2.2.6.10.2. **(Added)** Provide emergency crash/fire response, as well as hazardous materials and spill containment capability.

2.2.6.10.3. **(Added)** Provide heavy equipment and operators, i.e., bulldozers, cranes, and dump trucks, as required by the IC.

2.2.6.10.4. **(Added)** Provide and deliver plywood, shoring, heavy equipment, and other necessary supplies needed for recovery/removal actions–if available. The OSS AGE section maintains a supply of plywood and cribbing materials in storage for ready use.

2.2.6.11. **(Added)** The 375th Security Forces Squadron (SFS) will:

2.2.6.11.1. **(Added)** Follow the 375 SFS/CC checklist 22 contained in the 375 AMW SPLAN 91-204. **Note:** Reference Scott AFB IEMP 10-2 for initial response items

2.2.6.11.2. **(Added)** Provide security forces personnel to secure mishap scene and the wreckage assembly point, as directed by the IC.

2.2.6.12. **(Added)** The 375th Logistics Readiness Squadron (LRS) will:

2.2.6.12.1. **(Added)** Follow the 375 LRS/CC checklist 27 contained in the 375 AMW SPLAN 91-204.

2.2.6.12.2. **(Added)** Provide tractor-trailers and forklifts with drivers, as necessary, to transport CDDAR support equipment to the mishap site, as well as transport wreckage to the wreckage assembly point. Depending on the mishap site conditions, an all-terrain forklift may also be required.

2.2.6.12.3. **(Added)** Provide maintenance support to heavy equipment participating in the recovery operation, as directed by the IC.

2.2.6.12.4. **(Added)** Provide on-scene fuel servicing of recovery support equipment, to include AGE and heavy equipment on/off base.

2.2.6.13. **(Added)** The 375th Contracting Squadron (CONS) will:

2.2.6.13.1. **(Added)** Follow the 375 CONS/CC checklist 26 contained in the 375 AMW SPLAN 91-204.

2.2.6.13.2. **(Added)** Procure equipment, supplies, and/or services essential to operation of the crash recovery process.

2.2.6.13.3. **(Added)** Provide contracting support for specialized equipment as necessary to support recovery operations.

2.2.6.14. **(Added)** The 375 AMW Safety Office (SE) will:

2.2.6.14.1. **(Added)** Follow the 375 AMW/SE checklist 5 contained in the 375 AMW SPLAN 91-204.

2.2.6.14.2. **(Added)** Set up the ISB and establish message log to support ISB and SIB.

2.2.6.14.3. **(Added)** Develop a site safety and health plan with the 375th Aerospace Medicine Squadron Bioenvironmental Engineering (375 AMDS/SGPB).

2.2.6.14.4. **(Added)** Coordinate with the 932 AW/SE and 126 ARW/SE if their personnel or assets are involved in the incident.

2.2.6.15. **(Added)** The Bioenvironmental Flight will:

2.2.6.15.1. **(Added)** Assist the SFO, Explosive Ordnance Disposal (EOD), and wing safety in preparing a site safety and health plan for the ISB/SIB.

2.2.6.15.2. **(Added)** Advise the IC of possible hazards and recommended PPE prior to the CRT accessing the site.

2.2.6.15.3. **(Added)** Ensure CDDAR program is structured to include local policies and procedures for handling composite materials, proper PPE, and use/training is provided to CRT members.

2.2.6.16. **(Added)** Tenant units will:

2.2.6.16.1. **(Added)** The 126 ARW will:

2.2.6.16.1.1. **(Added)** Follow the 375 AMW/CC checklist 3 contained in the 375 AMW SPLAN 91-204.

2.2.6.16.1.2. **(Added)** Follow the MXG/CC checklist 15 contained in the 375 AMW SPLAN 91-204.

2.2.6.16.1.3. **(Added)** Maintain a continuity binder containing at a minimum, the CDDAR recall rosters, procedures for recall to include after duty hours, crash recovery checklists, event logs, PPE guidelines, and a master tool/equipment inventory in Tool Control-Max (TCMax) database.

2.2.6.16.1.4. **(Added)** Assist with crash recovery support on Scott AFB assigned aircraft to include transient aircraft; utilizing 126 ARW authorized emergency response equipment. If the expertise and equipment required for CDDAR operations are beyond their capabilities, the

aircraft's home station must provide support. The 126 MXG CDDAR Team Chief or the IC may request assistance from tenant units for the recovery of transient aircraft–if they are capable.

2.2.6.16.1.5. **(Added)** Provide personnel for training and exercises and real world requirements. Ensure selected personnel are trained on:

2.2.6.16.1.5.1. **(Added)** Standard and nonstandard aircraft lifting procedures.

2.2.6.16.1.5.2. **(Added)** Nonstandard towing procedures.

2.2.6.16.1.5.3. **(Added)** Wear of PPE.

2.2.6.16.1.5.4. **(Added)** Broken and fire-damaged composite material containment and handling.

2.2.6.16.1.6. **(Added)** Be subject matter experts on CDDAR procedures for the KC-135 aircraft.

2.2.6.16.1.7. **(Added)** Provide KC-135 specific (CDDAR) equipment, trailer, tools, supplies/consumable materials, and basic lifting equipment to meet potential crash recovery scenarios.

2.2.6.16.1.8. **(Added)** Provide a Crash Recovery Team Chief (CRTC) to coordinate efforts with tenant CRTCs.

2.2.6.16.1.9. **(Added)** Take charge of all 126 ARW, KC-135 emergency tow situations in the event an aircraft without structural damage requires removal from the active runway, to include in-flight emergency situations, hot brakes, and blown or flat tires.

2.2.6.16.1.10. **(Added)** When requested and approved through 126 ARW and or 126 MXG/CC will assist in the recovery of transient aircraft when removal exceeds the capability of the Transient Alert (TA) and the OSS CDDAR Representative.

2.2.6.16.1.11. **(Added)** Provide maintenance representatives (crew chiefs and/or specialists) to provide technical advice relative to safety, operation, or environmental hazards, when requested by the host CRTC.

2.2.6.16.1.12. **(Added)** Be KC-135 subject matter experts on CDDAR procedures for Scott AFB and provide familiarization training on a ground training aircraft located at Mid-America Airport, IAW AFI 21-101.

2.2.6.16.1.13. **(Added)** Ensure 126 ARW CRT members are trained in composite material familiarization, handling, identification and the use of respiratory protection such as PAPR, as required. Consult bioenvironmental engineering element to determine health hazards, PPE, training and use of protective equipment required for CDDAR.

2.2.6.16.1.14. **(Added)** Assist/take charge of transient aircraft emergency tow situations in the event an aircraft without structural damage requires removal from the active runway, to include in-flight emergency situations, hot brakes, blown or flat tires when removal exceeds the capability of the TA and the OSS CDDAR Representative.

2.2.6.16.2. **(Added)** The 932 AW/MXG will:

2.2.6.16.2.1. **(Added)** Follow the 375 AMW/CC checklist 2 contained in the 375 AMW SPLAN 91-204.

2.2.6.16.2.2. **(Added)** Follow the MXG/CC checklist 15 contained in the 375 AMW SPLAN 91-204.

2.2.6.16.2.3. **(Added)** Maintain a continuity binder containing at a minimum, the CDDAR recall rosters, procedures for recall to include after duty hours, crash recovery checklists, event logs, PPE guidelines, and a master tool/equipment inventory in TCMax database.

2.2.6.16.2.4. **(Added)** Assist with crash recovery support on Scott AFB assigned aircraft to include transient aircraft as requested by the 375 AMW CRR.

2.2.6.16.2.5. **(Added)** Participate/provide personnel for training/exercises and real world requirements. Ensure selected personnel are trained on:

2.2.6.16.2.5.1. **(Added)** Standard and nonstandard aircraft lifting procedures.

2.2.6.16.2.5.2. **(Added)** Nonstandard towing procedures.

2.2.6.16.2.5.3. **(Added)** Wear of PPE.

2.2.6.16.2.5.4. **(Added)** Broken and fire-damaged composite material containment and handling.

2.2.6.16.2.6. **(Added)** Be subject matter experts on CDDAR procedures for C-40 airframe and provide familiarization training to host and tenant units, IAW AFI 21-101.

2.2.6.16.2.7. **(Added)** Provide C-40 specific (CDDAR) equipment, trailer, tools, supplies/consumable materials, and basic lifting equipment to meet potential crash recovery scenarios.

2.2.6.16.2.8. **(Added)** Provide a CRTC to coordinate efforts with the tenant CRTCs.

2.2.6.16.2.9. **(Added)** Take charge of all emergency tow situations pertaining to the C-40 aircraft with or without structural damage when removal from the active runway, to include in-flight emergency situations, hot brakes, and blown or flat tires is required.

2.2.6.16.2.10. **(Added)** Request assistance from the 126 MXS/375 OSS CRR for emergency tows when additional equipment or personnel are required.

2.2.6.16.2.11. **(Added)** Provide maintenance representatives (crew chiefs and/or specialists) to provide technical advice relative to safety, operation, or environmental hazards, when requested by the CRTC.

2.2.6.16.2.12. **(Added)** Ensure CRT members are trained in composite material familiarization, handling, identification and the use of respiratory protection such as PAPR, as required. Consult bioenvironmental engineering element to determine health hazards, PPE, training and use of protective equipment required for CDDAR.

2.2.6.16.2.13. **(Added)** Assist with transient aircraft emergency tow situations in the event an aircraft without structural damage requires removal from the active runway, to include in-flight emergency situations, hot brakes, blown or flat tires when removal exceeds the capability of TA and the OSS/OSGA and the 126 ARW.

2.2.6.17. **(Added)** The 932/126 MXS MOC:

2.2.6.17.1. **(Added)** Coordinate requests to obtain ground-handling procedures for aircraft as required. Provide personnel, supplies, equipment, and technical expertise as needed to assist the CRT with the mishap aircraft IAW AFI 91-204.

2.2.6.17.2. **(Added)** Coordinate with the CES for required support equipment and other necessary supplies as requested by the CRTC and IC for the recovery/removal actions. In the

event it becomes necessary to immediately clear the runway without consideration of additional damage to the aircraft, MOC will coordinate expediting any additional heavy equipment items.

2.2.6.17.3. **(Added)** Contact applicable CRTC after normal duty hours.

2.2.6.17.4. **(Added)** In the event an Emergency Operations Center (EOC) is activated, coordinate with the EOC on responsibilities and authority to prevent confusion.

2.2.6.18. **(Added)** Contractor Logistics Aircraft (C-21):

2.2.6.18.1. **(Added)** Contractor support will lead/perform crash recovery and salvage operations for C-21A aircraft.

2.2.6.18.2. **(Added)** Contractor support will provide special equipment and technical data as required. Contractors will also provide the 375 AMW CDDAR with aircraft familiarization training as required and ensure aircraft and appropriate equipment is available for recovery exercises as required.

2.2.6.19. **(Added)** TA Maintenance will:

2.2.6.19.1. **(Added)** The 375 OSS/Quality Representative Transient Alert (OSMQ) Respond to the IC as requested through the EOC to provide initial site assessment for the aircraft involved.

2.2.6.19.2. **(Added)** Be prepared to perform the following emergency services: towing transient aircraft, jacking transient aircraft, provide—FOLLOW ME services, and other activities in which they are qualified, as directed by authorized government personnel.

2.2.6.19.3. **(Added)** Provide transient aircraft maintenance manuals as required. Transient aircraft home bases can be contacted to determine composite and depleted uranium material risks.

2.2.6.19.4. **(Added)** If weapons are on board the aircraft an EOD team will need to be requested IAW the Scott AFB IEMP 10-2.

2.2.6.20. **(Added)** Procedures:

2.2.6.20.1. **(Added)** Declaration of Incident. Upon declaration of a potential or actual major aircraft incident on the runway or in close proximity, the following sequence of events will occur:

2.2.6.20.2. **(Added)** Notification of incident. All incident response agencies are notified and will follow procedures for responses according to the Scott AFB IEMP 10-2 and the 375 AMW SPLAN 91-204.

2.2.6.20.2.1. **(Added)** Upon notification of an aircraft mishap requiring recovery of a damaged or disabled aircraft.

2.2.6.20.3. **(Added)** The Scott CP (375 AMW/932 AW) will:

2.2.6.20.3.1. **(Added)** Follow CP checklist 4 contained in 375 AMW SPLAN 91-204.

2.2.6.20.3.2. **(Added)** Notify the 375 AMW CRTC of the requirement to recall and assemble the CRT at a designated point. Provide CRTC with the aircraft type and tail number, location of incident, extent of damage if known, and any other known information.

2.2.6.20.3.3. **(Added)** Upon request of the IC or maintenance, contact tenant unit and/or the transient aircraft home base and request TO guidance for aircraft recovery operations. AMC transient aircraft must contact home base through the 618th Air Operations Center Logistics (XOCL) at commercial (618) 229-0363/DSN 779-0363.

2.2.6.20.3.4. **(Added)** The IC will coordinate and request the CP to dispatch the CRT team via a designated safe route to the incident scene.

2.2.6.20.3.5. **(Added)** In the event that an aircraft recovery requires movement of cargo by normal or alternate means, contact the 375 LRS Operations Officer and 375 OG Standardization and Evaluation (OGV).

2.2.6.20.3.6. **(Added)** Contact flight records to impound aircraft records.

2.2.6.20.4. **(Added)** The CRTC will:

2.2.6.20.4.1. **(Added)** Execute the CDDAR team recall procedures and pass along all known information (See **Figure 2.1.**).

2.2.6.20.4.2. **(Added)** Assemble CRT at a designated meeting area.

2.2.6.20.4.3. **(Added)** Notify MOC of assembly completion time.

2.2.6.20.4.4. **(Added)** Notify Distribution Section, Ground Transportation office of possible requirements for CDDAR equipment transportation.

2.2.6.20.4.5. **(Added)** Brief the CRT on the situation, required actions, and known safety hazards.

2.2.6.20.4.6. **(Added)** Monitor the designated crash net, review safety procedures and aircraft TOs, and stand by until requested by the IC to proceed to the incident scene.

2.2.6.20.4.7. **(Added)** Respond to the incident scene when requested, assess the situation, and plan for aircraft recovery.

2.2.6.20.5. **(Added)** CRT Requirements.

2.2.6.20.5.1. **(Added)** Response Team Manning Determination. The CRTC provides initial response and determines required personnel based on scenario. The CRTC will take into account the need for the following certifications: flight line driver's license forklift driver, and trained in carbon fiber containment.

2.2.6.20.5.2. **(Added)** Minimum manning requirements. The recovery team, at a minimum, will consist of the CRTC and a team of personnel based upon the following recovery actions, keep in mind all recovery actions are not identical.

2.2.6.20.5.2.1. **(Added)** Aircraft tow will consist of a tow supervisor, tow vehicle driver, brake operator, and four-tow team qualified team personnel or as required per MDS specific TOs.

2.2.6.20.5.2.2. **(Added)** Aircraft lift, using aircraft jacks will consist of supervisor, manifold operator, plumb bob monitor, and one person per aircraft jack or as required per MDS specific TO.

2.2.6.20.5.2.3. **(Added)** Aircraft lift, using airbags will consist of supervisor, manifold operator, plumb bob monitor, and one person per airbag station or as required per MDS specific TO.

2.2.6.20.6. **(Added)** Scott AFB CDDAR Capabilities. Scott AFB CDDAR program is designed to recover a crashed/damaged or disabled aircraft while preventing secondary damage to the aircraft and preserving evidence for any potential investigation.

2.2.6.20.6.1. **(Added)** Recall procedures are as follows in **Figure 2.1**.

Figure 2.1. (Added) Recall Procedures.
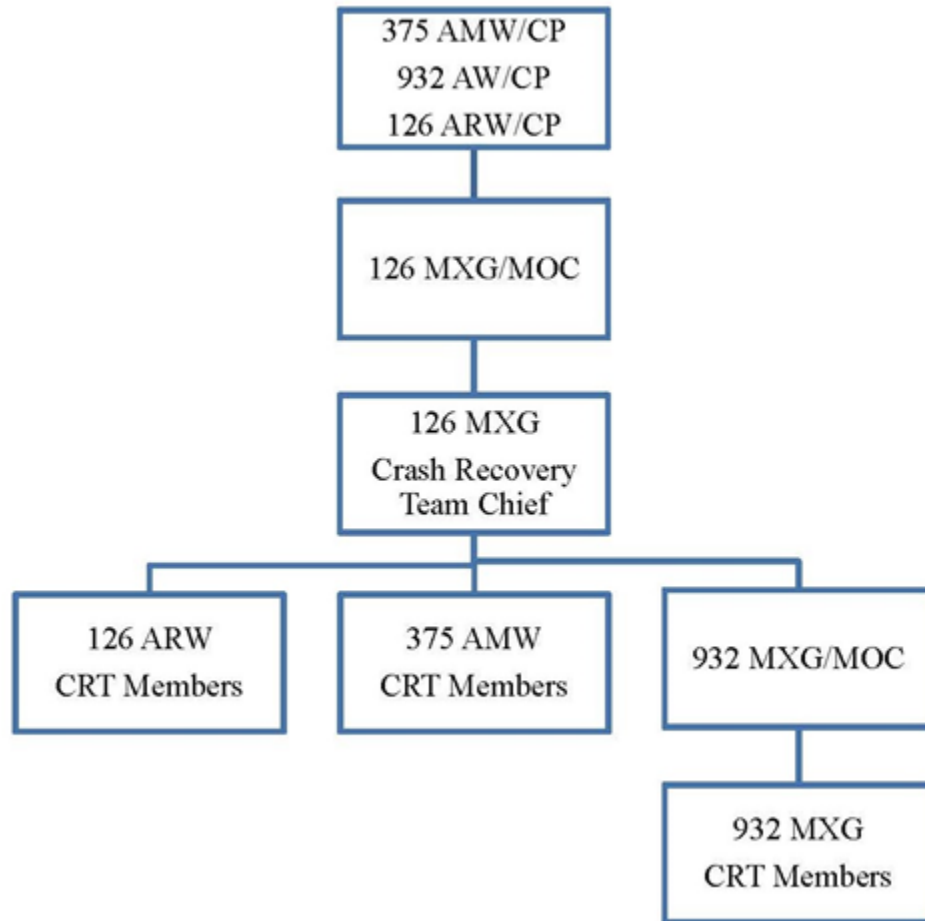
2.2.6.20.6.2. **(Added)** CDDAR personnel capabilities.   The following will be considered common CDDAR requirements; all other scenarios will be assessed on the spot to determine whether additional support or equipment will be needed. All TO deviations will be approved prior to implementation. Each unit (host or tenant) will develop a list of personnel capabilities and special vehicle operators. The lists will be maintained in each CDDAR Team Chief's continuity binder. Team chiefs will provide a copy of their personnel's capabilities to the host and tenant units.

2.2.6.20.6.3. **(Added)** CDDAR equipment available on Scott AFB see **Table 2.3**:

Table 2.3. (Added) CDDAR Equipment.

Nomenclature	Use	Quantity
Air Bag Modules	Aircraft lifting	40
Air Bag Control Consoles	Aircraft lifting	8
Aircraft Tethering Devices	Aircraft lifting	8
Enclosed Trailer 40'	Transport Equipment	1
Enclosed Trailers 32'	Transport Equipment	1

Enclosed Trailers 16'	Transport Equipment	1
Jack Trailer 20'	Transportation Jacks	1
Rhino Jack	Aircraft lifting	1
Load Meters	Measurement	9

2.3.1.1. **(Added)** Unit Foreign Object Damage (FOD)/Dropped Object Prevention (DOP) monitors will ensure all assigned personnel who work in, around or drive through operational areas, receive an initial FOD Prevention Briefing. The briefing will include, as a minimum, subjects covered in paragraphs **2.3.1.3** and **2.3.1.4**.

2.3.1.2. **(Added)** Squadron commander and FOD/DOP Monitor Responsibilities.

2.3.1.2.1. **(Added)** Squadron commanders will identify, in writing, a primary and alternate FOD Monitors and forward a copy of the appointment letter (including name, rank, duty phone, functional address and e-mail address) to their respective wing FOD/DOP Monitor.

2.3.1.2.2. **(Added)** Upon appointment, the primary wing FOD/DOP Program monitor will provide a copy of the signed letter via e-mail attachment to the following offices: The 375 AMW/CV, 126 ARW/CV, 126 ARW/FOD Monitor, 932 AW/CV, 932 AW/FOD Monitor, 375 OG/CC, 375th Medical Group (MDG)/CC, 375th Mission Support Group (MSG)/CC, 375th Communications Group (CG)/CC, and 375 AMW/SE.

2.3.1.2.3. **(Added)** Unit's with FOD/DOP Programs or that work on/travel through the flightline are assigned FOD areas of responsibility, which they are responsible for maintaining. See listing in **Table 2.4**.

Table 2.4. (Added) Flightline FOD Areas of Responsibility.

FLIGHTLINE FOD AREAS OF RESPONSIBILITY	
Assigned Units	Assigned Areas
Transient Alert	Spots 1, 13, 13A, 14, 14A, 15, 15A, Helicopter Pad, North Ramp
Air Field Manager	Taxi-way/Runway Checks & Quarterly Run-way FOD Walk
Sweeper Trucks	As Required
375 AFE, 375 OSA, 375 AGE, 375 AMW/SE, 375 AES	Spots 16, 17, 18, 19, 20, 21 South Ramp
458 AS	Spots 22, 23, 24, 25, 26, 27, 28, 29, Hanger 3 South Ramp
375 SFS	ECP FOD Checks (One 30 min. ECP check per shift)
375 LRS Distribution-Cargo	Bldg 502 Cargo Deployment Facility yard
375 LRS/ATOC	Vehicle Parking Areas Hanger Drive access road
375 LRS/POL	South Foxtrot (Front of Fuel Barn), POL Truck access road

126 ARW	The 126 ARW will maintain responsibility for FOD prevention and clean-up of the 126 ARW Ramp
932 AW	Spots 2, 3, 4, 5, 6, 7, Hanger 1, North Ramp

2.3.1.2.4. **(Added)** The 375 AMW FOD/DOP Monitors will establish a standardized day and time to conduct weekly FOD walks. The 375 AMW FOD/DOP Monitor will notify unit FOD/DOP Monitors and commanders via email or view information at: https://eim2.amc.af.mil/org/375og/qa/mx_flash/default.aspx. Changes to FOD walk date/times will approved by the 375 AMW FOD/DOP Monitor prior to all changes.

2.3.1.2.4.1. **(Added)** Units/organizations listed in **Table 2.5** of this supplement have duty requirements on the Scott AFB Ramp. These units will provide at least the minimum indicated number of personnel to participate in weekly FOD walks on the Scott AFB Ramp. Units are highly encouraged to provide more than the minimum number of personnel if mission allows.

Table 2.5. (Added) Minimum Unit FOD Walk Participation.

SAFB MINIMUM FOD WALK PARTICIPATION CHART	
932 AW Required Unit Participation List	375 AMW Required Unit Participation List
932 AW/FOD/DOP Monitor=1	375 AMW FOD/DOP Monitor=1
932 AW/SE=1	375 AMW/SE=1
932 MXG/AMXS/MXS=5	375 OSS=5
932 AES=1	375 AES=2
73 AS=1	375 SFS=1
54 AS=1	375 LRS/FUELS=3
	375 LRS/ATF=1
	458 AS=2
TOTAL PERSONNEL REQUIRED = 26	

2.3.1.3. **(Added)** Flightline, aircraft, and maintenance FOD prevention responsibilities.

2.3.1.3.1. **(Added)** Practice good housekeeping and hardware accountability at all times. Drawstring parts bags will be used to contain hardware, small parts and will be attached to the associated component or area as applicable.

2.3.1.3.2. **(Added)** Accomplish after-task FOD checks and thoroughly inspect work areas during and after completion of maintenance tasks to ensure all tools and equipment are accounted for.

2.3.1.3.3. **(Added)** Within 2 hours of recovery aircraft covers should be installed and no more than 2 prior to launch aircraft covers should be removed.

2.3.1.3.4. **(Added)** Building occupants are responsible for the immediate areas around their buildings, including smoking and trash collection areas. This includes identifying FOD hazards such as broken concrete and degrading asphalt. Units will contact appropriate agencies to correct these conditions.

2.3.1.4. **(Added)** FOD clothing and accessory requirements.

2.3.1.4.1. **(Added)** Restricted area badges will be secured to the person or uniform. Each individual is responsible for properly displaying and securing their badges.

2.3.1.4.1.1. **(Added)** Methods to secure restricted area badges include a subdued nylon/cotton cord if worn around the neck or armband type holder for display on upper arm. When worn around neck the cord must be a break-away style for safety concerns. When secured to the uniform with only a clip, a secondary attachment point must be used – i.e., nylon/cotton cord.

2.3.1.4.2. **(Added)** Metal insignias/badges will not be worn on the flightline.

2.3.1.4.3. **(Added)** Wigs, hairpieces, metal hair fasteners, earrings, or any other jewelry/loose items that may fall off without notice, are not authorized on the aircraft and industrial work areas.

2.3.1.4.4. **(Added)** Hats or headgear (i.e., baseball hats), as well as PPE worn during maintenance or servicing are authorized on the flight line and in industrial aircraft maintenance areas. Under no circumstances will hats or headgear be worn within 25 feet of any operating aircraft engine intake or within 200 feet of an engine exhaust.

2.3.1.4.5. **(Added)** Escorts of visiting personnel will ensure FOD prevention measures are taken.

2.3.1.5. **(Added)** FOD/DOP Committee Members. The following base agencies in **Table 2.6** of this supplement comprise the Scott AFB FOD Committee. One member from each agency will attend all FOD/DOP meetings and assist with reports as outlined in AFI 21-101, **paragraph 14.19.3** on an "As Required" basis. An "As Required" basis is defined as:

2.3.1.5.1. **(Added)** The 126 ARW and/or the 932 AW discovers a significant or noteworthy FOD/DOP event, which has occurred or has the potential to occur and could affect the 932 AW and/or 375 AMW.

2.3.1.5.2. **(Added)** The 375 AMW discovers a significant or noteworthy FOD/DOP event, which has occurred or has the potential to occur and could affect the 126 ARW and/or the 932 AW. In this case, the 375 AMW will send out an invitation to the 126 ARW and/or the 932 AW FOD/DOP Monitors.

Table 2.6. (Added) FOD/DOP Committee.

375 AMW FOD/DOP COMMITTEE	
375 AMW/CV	126 ARW/CV
375 AMW/FOD Monitor	126 ARW/FOD Monitor
375 MDG/CC	932 AW/CV
375 MSG CC	932 AW/ FOD Monitor
375 OG/CC	375 AMW/SE
375 CG/CC	

2.3.1.5.3. **(Added)** The 375 AMW FOD/DOP Monitor will initiate the Quarterly FOD/DOP Committee meeting request to 375 AMW/CV, who will chair the meeting.

2.3.1.5.4. **(Added)** Minutes will be prepared by 375 AMW FOD/DOP and forwarded to organizations as required by AFI 21-101 and AFI 21-101_AMCSUP.

2.3.1.6. **(Added)** Apron Sweeping. Requests for apron sweeping outside scheduled times will be submitted to Base Airfield Operations (375 OSS/OSAA), (618) 256-1861/DSN 576-1861, for coordination with 375 CES.

2.3.1.7. **(Added)** FOD/DOP Investigation and Reporting.

2.3.1.7.1. **(Added)** Accurate and timely reporting is essential. Use the FOD/DOP Damage and Mishap Investigation Report and/or the FOD Reporting/Notification Contact List (see **Attachment 6 and Table 2.7**) to aid with reporting notifications. When FOD/DOP is discovered, maintenance personnel will perform no maintenance actions or modify anything at the incident location. The affected aircraft will not be released to aircrew until 375 AMW/SE and the FOD/DOP Monitors have investigated the incident and released the aircraft. The 375 AMW/SE will determine if damage is reportable as a mishap IAW AFI 91-204 prior to approving any repair action for FOD/DOP incidents where damage requires replacement of components. The 375 AMW/SE will act as the primary investigator for those incidents determined to be mishaps. The intent is to preserve evidence in the event of a mishap and not to prevent the timely repair of aircraft or engines where damage is within repairable limits.

2.3.1.7.2. **(Added)** In the event that a 375 AMW, aircraft sustains FOD/DOP away from home station, the aircraft commander will immediately notify the host base CP to request the host base safety and FOD/DOP Monitor investigate the incident. The aircraft commander will also notify the appropriate home station CP of the condition of the aircraft. The CP will notify the 375 AMW/CC, 375 OG/CC, 375 AMW/SE, and FOD/DOP Monitor of the damage. The aircraft commander will ensure that the incident is investigated at the location where the damage was discovered.

2.3.1.7.3. **(Added)** Personnel discovering a FOD/DOP condition will immediately contact the production supervisor (Pro Super), expeditor, shift supervisor, site supervisor, or project manager. They will check the condition and determine if it is FOD/DOP. If FOD/DOP is verified, the following actions will be taken immediately:

2.3.1.7.3.1. **(Added)** The pro super, expeditor, shift supervisor, site supervisor, or project manager will notify 375 AMW/CP and COR immediately upon discovery of the occurrence.

2.3.1.7.3.2. **(Added)** The CP will immediately notify the 375 AMW/CC, 375 OG/CC, 375 AMW/SE, and FOD/DOP Monitor of the damage.

2.3.1.7.3.3. **(Added)** Immediately after notifying CP, the pro super, expeditor, shift supervisor, site supervisor, or project manager will complete both sides of the DOP Reporting format (see **Attachment 8**), AFR and ANG personnel will use appropriate Major Command (MAJCOM)-directed form for each FOD/DOP occurrence. The worksheet will be submitted to the FOD/DOP Monitor immediately after discovery for investigation and reporting to AMC.

2.3.1.7.4. **(Added)** The respective wing FOD/DOP Monitor and 375 AMW/SE personnel will investigate each FOD/DOP incident immediately upon notification and make an initial FOD/DOP report telephone message through their respective CP, 375 OG/CC to their respective MAJCOM IAW their respective MAJCOM reporting procedures.

2.3.1.7.4.1. **(Added)** The FOD/DOP Monitor will request support from the CLS contractor-site supervisor through 375 OG/COR, Contracting Officer's Representative (COR) and CP for incidents on Scott AFB-assigned C-21A aircraft. The wing FOD/DOP Monitor will accompany and assist the CLS contractor-site supervisor and COR with the investigation. The CLS contractor-site supervisor will provide information IAW the current contract to the C-21A Program Management Office and to the FOD/DOP Monitor for reporting to AMC.

2.3.1.7.4.2. **(Added)** Geographically separated units (GSU)-assigned CLS contractor-site supervisors and CORs will assist the wing FOD/DOP Monitor for their assigned aircraft. They will coordinate with the host base FOD/DOP Monitor (where appointed) to investigate each FOD/DOP incident immediately upon notification. The CLS contractor-site supervisor will provide information IAW current contract to the C-21A Program Management Office and FOD/DOP Monitor for reporting to AMC. The GSU CLS contractor-site supervisors and CORs will provide the wing FOD/DOP Monitor with sufficient data and photographs to generate a report for reporting, trending, and tracking purposes. The GSU CLS contractor-site supervisors and CORs will request host base FOD/DOP Monitor support (where available) during the investigation, and use (see **Attachment 8**) of this supplement to document the information needed by the wing FOD/DOP Monitor.

2.3.1.7.4.3. **(Added)** The FOD/DOP Monitor will request support from the 375 OSS TA, 375 OG/QA Personnel (COR) through CP for incidents on transient aircraft. The TA COR will accompany and assist the wing FOD/DOP Monitor with the investigation.

2.3.1.7.4.4. **(Added)** The FOD/DOP messages are formatted by the FOD/DOP Monitor and forwarded to the respective vice wing commander through the respective or 375 OG/CC for approval and forwarding to their respective MAJCOM via e-mail with courtesy copies to the respective, 375 OG/CC, 375 MSG/CC, 375 AMW/CC and NAF/LGM.

2.3.1.7.4.5. **(Added)** The FOD/DOP Monitor will forward information to appropriate engine manager to facilitate AFTO Form 95, *Significant Historical Data*, and entries for the affected engine.

Table 2.7. (Added) FOD/DOP REPORTING, NOTIFICATIONS, CONTACTS LISTING.

Agency/Unit	Duty Phone	Agency/Unit	Duty Phone
AMC FOD Pgm Mgr	229-4142	375 OSS/CC	256-4493
AMC/A4MSI	229-2137	375 OG/COR	256-4533
Base FOD Manager	256-4533	126 MXS/CC	760-4137
Base Operations	256-1861	126 MXG/CC	760-4119
Bio Environmental	256-7307	126 ARW/CP	760-4255
C.E. Customer Service	256-2202	126 ARW/QA	760-4132
Public Affairs Office	256-5891	126 ARW/MOC	760-4147
Command Post	256-4241	126 ARW/SF	760-5180
Safety Office	256-6311	126 ARW/CC	760-5770
SFS Security Desk/Emergency	256-6000/2223/911	932 OG/CC	779-7100

Vehicle Dispatch	256-3201	932 MXG/MOF	256-7000
375 AMW/CC	256-3751	932 MXG/CC	256-3511
375 CONS/CC	256-9320/9321	932 MXS/CC	256-3110
375 LRS/CC	256-2004	932 MXS/MOC	256-2337
375 MSG/CC	256-4614	932 MXG/QA	256-8774
375 OG/CC	256-3608		
NOTE: The first three digits correspond to their appropriate DSN as follows: 256 = 576, 229=779, and 222=760.			

2.4.11.1. **(Added)** Focal point will be the COR designated by the respective contract contracting officer.

2.4.15.1. **(Added)** The following equipment will be considered mission essential:

2.4.15.1.1. **(Added)** Diesel generator two of six authorized/assigned.

2.4.15.1.2. **(Added)** Air start cart one of two authorized/assigned.

2.4.15.1.3. **(Added)** LOX cart one of two authorized/assigned.

2.4.17.1.1. **(Added)** AGE flight leadership will ensure corrosion prevention and control is completed for assigned equipment in accordance with TO and MAJCOM directives as applicable.

2.4.30.1. **(Added)** All initial requests will be routed, in written format, through work center flight chiefs, any shop included in the construction of the tool/equipment, and QA prior to OG/CC coordination. QA office will assign a control number and route for OG/CC approval. All requests for locally manufactured tools and equipment will be forwarded through the QA office for assignment of control number. Requests will include the use for the tool, any tech data references where the tool would be utilized, a list of materials, and diagram/picture of the tool. QA will maintain records of all approved tools and equipment.

2.4.30.2. **(Added)** Once approved, using work center will maintain copy of OG/CC- approved local manufacture tool paperwork and will review biennially (every 2 years) for applicability and current configuration. All locally manufactured tools and equipment will be considered a tool unless authorized in specific technical data, and will be maintained IAW this supplement and all other technical data regarding the management of tools and equipment.

2.4.30.3. **(Added)** Requester will be responsible for funding of local manufacture tool.

2.4.35.1. **(Added)** OPR for hot refueling/hot defueling is the 375 OG/QA office.

2.4.43.1. **(Added)** The impoundment official will sign out the impoundment binder from QA and return upon completion of impound.

2.4.43.2. **(Added)** The impoundment official will use LCL375OG-001, Impoundment Checklist, found in Tab C of the impoundment binder. The impoundment checklist will be placed with the AFTO Form 244, *Industrial/Support Equipment Record*, during the impoundment process until released.

2.4.43.3. **(Added)** The aircraft may be impounded on the flight line or in a hangar whichever is more convenient. An entry control point will be established to control movement of all personnel. Impoundment official will use ACFT/EQPT ACCESS CONTROL LOG to control and record all personnel movement. A copy should be located in Tab D of the impoundment binder as a record and document personnel movement.

2.4.43.4. **(Added)** The placard will also identify the impoundment official's name, unit, and DSN. If required notify security forces of cordon requirements IAW AFI 91-204.

2.4.43.5. **(Added)** The flight chief or equivalent will:

2.4.43.5.1. **(Added)** Ensure equipment is safe for maintenance.

2.4.43.5.2. **(Added)** Ensure no maintenance is performed on the equipment unless directed by the impoundment official.

2.4.43.5.3. **(Added)** Immediately secure equipment and all related automated forms databases (i.e., G081and program F-9012, Aircraft Lock/Unlock Files).

2.4.43.5.4. **(Added)** Notify the QA Office of possible impoundment actions.

2.4.43.6. **(Added)** QA will:

2.4.43.6.1. **(Added)** Notify the OG/CC, OG/CD, MXG/CCC, QA Office, Wing Flight/Occupational Safety Office, and affected shops of possible impoundment actions.

2.4.43.6.2. **(Added)** Notify AOC or equivalent and the aircraft's parent unit MXG/CC and/or MOC of impoundment actions involving aircraft deployed/transient to Scott AFB.

2.4.43.6.3. **(Added)** Notify all agencies when impoundment termination decisions are made.

2.4.43.6.4. **(Added)** Ensure that the impoundment binder is issued to impoundment official as soon as possible after the impoundment decision is made by the impoundment authority.

2.4.43.6.5. **(Added)** Act as OPR for group procedures, but will not be tasked to perform impoundment official duties. QA will oversee impoundment and brief OG/CC prior to clearing the impoundment.

2.4.43.6.6. **(Added)** Evaluate the value for cross-tell of information to the MAJCOM weapons system manager and lead commands.

2.4.44.1. **(Added)** The C-21A CLS contractor will follow procedures dictated by their contract, PMO, and PWS.

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

2.4.46.2. **(Added)** Units using a MAJCOM approved tool accountability system, will be backed up monthly, and maintained by the work center supervisor. AF Form 1297, *Temporary Issue Receipt*, and AF Form 2411, *Inspection Document*, are authorized for use by personnel or when the MAJCOM approved tool accountability system is not available.

2.4.46.3. **(Added)** Inventories and procedures.

2.4.46.3.1. **(Added)** Flight chiefs or NCOICs will designate personnel authorized to access tool room/Composite Tool Kit (CTK).

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

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

2.4.46.3.4. **(Added)** Personnel not permanently assigned in a MAJCOM approved tool accountability system will be loaded on a temporary basis as required. The AF Form 1297 may also be used to issue tools and equipment to non-assigned personnel.

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

2.4.46.3.5.1. **(Added)** The outgoing individual will obtain approval for CTK/test equipment transfer from the flight chief or equivalent. The flight chief or equivalent is responsible for verifying this transfer with the CTK custodian.

2.4.46.3.5.2. **(Added)** The incoming and outgoing individuals will perform an inventory of the CTK/test equipment. The flight chief or equivalent overseeing the exchange will transfer responsibility from the outgoing individual to the incoming individual in the MAJCOM approved tool accountability system with the CTK custodian.

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

2.4.46.3.7. **(Added)** At least every 180 days (annually for mobility pack up kits and long term stored items), perform a comprehensive inventory of all tools, equipment, to include condition, identification markings, and accuracy of the Master Inventory List (MIL). Inspect all tools for serviceability according to TO 32-1-101, *Use and Care of Hand Tools and Measuring Tools*, and ensure all tools/equipment (test equipment, dispatchable boxes, roll around CTKs, etc.), are free from FO. Individual performing the inspection will document these inventories and inspections in the MAJCOM approved tool accountability system.

2.4.46.3.8. **(Added)** If a mobility kit or long term stored item is opened for use in between the annual inspection interval, an inspection will be accomplished prior to use and before being placed on an annual inspection cycle. When a pack up kit is being deployed, an inspection is accomplished prior and upon receipt. When returned to home station, the kit will be inspected. All inspections will be documented and maintained.

2.4.46.3.9. **(Added)** Crash recovery equipment that is permanently stored and/or located in trailers or vehicles will be inspected and controlled IAW the 126 ARW instructions, CDDAR Procedures.

2.4.46.3.10. **(Added)** Technicians will return all pieces of broken tools, if possible and accomplish 375 AMW Lost Tool/Item Report, if not fully recovered.

2.4.46.3.11. **(Added)** A MAJCOM-approved tool accountability system (TCMAX) will be used to document spare tools and consumable tools inventory/consumption. Spare tool lockers will be

locked at all times and access to spare tools will be limited to the flight chief and designated representatives.

2.4.46.3.12. **(Added)** Warranty tool management and the procurement of tools will be limited to the flight chief and their appointed custodian. These individuals are responsible for contacting the company, monitoring tool warranties, and are the only personnel authorized to procure tools.

2.4.46.3.13. **(Added)** Replacement and expendable hand tools may not be placed in bench stock (i.e., razor blades, drill bits, hacksaw blades, wire brushes, rotary files, etc.).

2.4.46.3.14. **(Added)** Hazardous materials will not be assigned to or stored/housed in CTKs.

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

2.4.46.3.16. **(Added)** Standardized Equipment Identification Designator (EID).

2.4.46.3.16.1. **(Added)** The 375 AMW approved World Wide Identification (WWID) for tools utilized on the flightline **Figure 2.2**:

Figure 2.2. (Added) World Wide Identification.

Workcenter	WWID
375 Operations Support Squadron	
Aerospace Ground Equipment	SFAG
Air Field Management	SFAA
Transient Alert	SFAT
Airfield System Technicians	SFAS
375 Operations Group	
375 Aeromedical Squadron	SFOS
458 Airlift Squadron	SFOA
Formal Traing Unit	SFOF
Quality Assurance	SFOQ
375 Mission support Group	
Civil Engingeering Squadron	SFMC
Fire Department	SFMF
Fuels	SFMP
Logistics Readiness Squadron	SFML
Security Forces	SFMS
375 Medical Group	SFMG

2.4.49. The 375 OG/CC will provide a TA COR to provide oversight of the TA contract.

2.4.52. Units will turn in nonoperational eTools for replacement/repair within 5 duty days to ensure a sufficient number eTools are available for viewing.

2.4.55. N/A for 375 OG.

2.4.58. N/A for 375 OG.

2.4.66. **(Added)** The 375 OG/COR, 375 OG/QA, and 375 OSS/OSGA are exempt from Maintenance Human Factor training/requirements due to aircraft/equipment maintenance experience.

2.4.74. **(Added)** The 375 OG/QA TODO will be the point of contact for TCTO management.

2.5.1. The 375 OG will perform these functions as required by the CLS PWS.

6.4.8.1. **(Added)** The 375 OG/QA personnel will document completed inspections in Logistics Evaluation Assurance Program (LEAP) completing all applicable blocks for the inspection performed.

6.7.13.1.1.1. **(Added)** The Root Cause Analysis (RCA) process will be managed by squadron leadership, utilizing the 375 OG RCA Worksheet.

6.7.13.1.1.2.1. **(Added)** Root Cause Analysis worksheets will be used by squadron leadership for collecting data, documenting corrective action plans to include a get well date.

6.7.13.1.1.2.2. **(Added)** QA will use Root Cause Analysis data to determine trends in the MSEP.

7.2.5.2. **(Added)** Cockpit Voice Recorder (CVR)/Flight Data Recorder (FDR) circuit breakers will be pulled at the direction of the home station MXG/CC or equivalent to safeguard data.

CHRISTOPHER M. ROBINSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020

Scott AFB Installation Emergency Management Plan (IEMP) 10-2, 15 September 2020

375th Air Mobility Wing Support Plan (SPLAN) 91-204, *Mishap Response Plan For Safety Investigations*, 3 September 2019

Abbreviation and Acronyms

AMW—Airlift Mobility Wing

AOC—Air Operations Center

CES—Civil Engineer Squadron

CLS—Contract Logistics Support

CONS—Contracting Squadron

COR—Contracting Officer's Representative

QAP—Quality Assurance Personnel

CP—Command Post

CRR—Crash Recovery Representative

CRT—Crash Recovery Team

CRTC—Crash Recovery Team Chief

CVR—Cockpit Voice Recorder

DV—Distinguished Visitor

EOC—Emergency Operations Center

FDR—Flight Data Recorder

FOD—Foreign Object Damage

IC—Incident Commander

ISB—Interim Safety Board

NCO—Noncommissioned Officer

PAPR—Powered Air-Purifying Respirators

PCMCIA—Personal Computer Memory Card International Association

PQDR—Product Quality Deficiency Report

RCA—Root Cause Analysis

RDS—Records Disposition Schedule

SAFB—Scott Air Force Base

SDC—Standard Desktop Configuration

SE—Wing Safety Office

SFO—Senior Fire Officer

SFS—Security Forces Squadron

SIB—Safety Investigation Board

TCMax—Tool Control Accountability System

USB—Universal Serial Bus

Attachment 6

FOREIGN OBJECT DAMAGE (FOD) REPORT

Figure A6.1. Foreign Object Damage (FOD) Report.

Date

MEMORANDUM FOR

FROM: <Unit Designation/Office Symbol> <Street> <Base and Zip Code>

SUBJECT: <Foreign Object Report> . FOD program report number (unit, year, and month, followed by sequence number -- example, 301FW-060501).

Type of report: Initial/Formal Update/Final FOD Report
Date and Time of Incident:
Unit and Base of Incident:
Origin of Sortie:
When discovered (Preflight, Postflight, In-Coming, Test Cell, etc)
Owning Unit, Base and MAJCOM
MDS and Tail Number (N/A for Test Cell incidents)
Engine Type, Make, Series, Modification (TMSM)
Engine S/N:
Engine Position (If Applicable):
Time Since Overhaul:
Description of Incident:
Material Failure: (Yes or No)
Tech Data Deficiency: (Yes/No)
Preventable/Non-Preventable:
Investigation Findings:
Action Taken to Prevent Recurrence:
Parts Cost: Labor Cost: Total Cost:
Additional Comments (if necessary):

<Sign>
FOD Monitor, <Unit Designation>

Attachment 8 (Added)

DROPPED OBJECT PROGRAM (DOP) REPORTING FORMAT

Figure A8.1. DOP Reporting Format.

Date

MEMORANDUM FOR

FROM: <Unit Designation/Office Symbol> <Street> <Base and Zip Code>
SUBJECT: <Dropped Object Report> . DOP program report number (unit, year, and month,
followed by sequence number -- example, 301FW-060501).

1. DOP program report number (unit, year, and month, followed by sequence number --
example, 301FW-060501).
2. MDS.
3. Type mission and mission profile.
4. Aircraft tail number.
5. Owning organization and base.
6. Origin of sortie.
7. Date of incident and discovery location (if different than origin of sortie).
8. Geographical location of object, if known.
9. Item, noun, and description (use information from the applicable aircraft -4 series TOs).
10. TO, figure, and index.
11. Part number.
12. Correct WUC (full five-digit) or Logistics/Maintenance Control Number (full seven-digit).
13. Last PH, PE, PDM, HSC, or ISO inspection.
14. Last maintenance performed in the area and date.
15. Investigation findings (cause).
16. Costs in dollars to repair or replace dropped object and any collateral aircraft damage as
appropriate and cost in man-hours to repair.
17. Actions to prevent recurrence.
18. DR Control Number (if submitted).
19. Unit POC information.
20. Other pertinent information.

<Sign>

DOP Monitor, <Unit Designation>