

**BY ORDER OF THE COMMANDER
509TH BOMB WING**

**WHITEMAN AIR FORCE BASE
INSTRUCTION 21-105**



1 JULY 2013

Maintenance

**AIRFIELD TOOL CONTROL FOR ALL NON-
AIRCRAFT MAINTENANCE AGENCIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 509 MXG/MXQI

Certified by: 509 BW/CV
(Colonel Robert S. Spalding III)

Pages: 9

This instruction implements Air Force Policy Directive 21-1, Air and Space Maintenance, and fulfills the requirements of Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*, 16 August 2011, Paragraph 3.2.2 to develop a coordinated wing instruction to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas or aircraft maintenance facilities. Any deviations from this guidance are prohibited without 509 MXG/MXQI review and 509 BW/CV waiver/variance approval. It applies to all units assigned to the 509th Bomb Wing (509 BW), to include US Air Force Reserve, ANG, and Civil Air Patrol, with the exception of the 509th Maintenance Group (509 MXG). These excluded units will follow guidance in AFI 21-101, including applicable local and MAJCOM supplements. Maintain records created as a result of published processes prescribed IAW AFMAN 33-363, *Management of Records*, and dispose of records IAW the AF Records Disposition Schedule (RDS), available from the Air Force Portal at the AF Records Information Management System (AFRIMS) link.

1. Purpose. Positive control and accountability of tools, equipment and electronic devices used on aircraft parking, runway and taxi areas are essential for the elimination of FOD (Foreign Object Debris). FOD-related incidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide 509 BW agencies the necessary guidance to implement a solid program to control tools and equipment taken onto the airfield. Due to the diverse nature of 509 BW agencies, one size does not fit all when it comes to tool control policy. Some units such as Communications Squadron may have only a few items, while others, like Civil Engineering Squadron and Logistics Readiness Squadron, have literally hundreds of pieces of equipment. To

be in compliance with this instruction, units must establish a program or demonstrate that existing programs meet the intent of positive tool and equipment accountability and control.

2. Definitions.

2.1. Tool: Device/instrument used to perform maintenance and repair of Real Property facilities, roadways, airfields, power distribution systems, airfield lighting, aircraft barriers, and utility functions.

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

2.3. Electronic Device: Portable items such as but not limited to the following, land mobile radios (LMR), cell phones, and laptop computers.

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

2.5. Aircraft and flight line maintenance facilities: Includes all buildings/docks/structures inside PL2 and PL3 areas, and aircraft maintenance hangars for T-38 and A-10 aircraft and helicopters.

3. Responsibilities.

3.1. Unit commanders are responsible for ensuring an effective program is in place and compliant with this instruction for those sections that perform duties on the airfield or in aircraft maintenance facilities. Commanders must also ensure that contractors who work on the airfield or on aircraft maintenance facilities understand the importance of tool control in these areas.

3.2. Flight chiefs/section NCOICs (or equivalent) determine what tools, equipment, and electronic devices fall under the scope of this instruction and will:

3.2.1. Develop a system of inventory and control for all items brought out to the airfield or maintenance facilities to ensure they are returned to the section upon the completion of the job.

3.3. Everyone who performs duties on the airfield or in maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip. Lost or missing tool/equipment items within FOD critical areas need to be reported to the work center custodian or supervisor immediately. Extreme measures should be taken with locating missing item(s). If missing item(s) are not located within one hour, the supervisor will contact the Maintenance Operations Center (MOC) office at ext. 7-6720 and MXG Quality Assurance office at ext. 7-3195 immediately for instructions on further actions. AFGSC Form 145, **Lost Tool/Object Report**, will be completed by the responsible individual(s) and given to the 509 BW FOD Prevention NCO to be filed.

3.4. 509 MXG QA will serve as subject matter experts to assist sections with setting up an effective program.

4. Products available. While not mandatory for non-aircraft maintenance units, the following products are readily available:

4.1. Units that do not already have a computer program to implement a tool control program may use the Tool Accountability System™ (TAS). This is a computer program developed for the Air Force primarily designed for aircraft maintenance units, but the software is very adaptable for any unit and is available for free download at: <https://ceds.ssg.gunter.af.mil/ais/products.asp>. Contact your unit computer administrator before installing any software.

4.2. AFGSC Form 140, **Consolidated Tool Kit (CTK) Inventory and Control Log**. Inventory and Control Log, may be used to sign tool kits or other equipment out and to document inventory upon return. (see [attachment 2](#))

4.3. AFGSC Form 145, **Lost Tool/Object Report**. This report is mandatory to be completed, by the individual losing the tool/object, anytime a tool/object is lost on the airfield or in an aircraft maintenance facility. If this situation arises, immediately contact 509 MXG QA for guidance on completing the form. (see [attachment 3](#))

5. Program elements. A solid tool control program in the context of this instruction must include the following:

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

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

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

5.4. Clearly mark all CTKs/TKs and tools with the EID. The EID will consist of units organizational shop code and three digit number. Units must place the EID on all CTKs, tools, and dispatch-able equipment that is of sufficient size. The EID must be placed on the outside of dispatchable CTKs. For example, HVAC shop will mark CTK and tools with HVAC001.

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

5.6. For additional guidance refer to AFI 21-101, Chapter 10 and Chapter 14.

THOMAS A. BUSSIERE
Brigadier General, USAF
Commander

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

AFI 21-101, *Aerospace Equipment Maintenance Management*

Prescribed Forms

AFGSC Form 145, *Lost Tool/Object Report*

AFGSC Form 140, *Consolidated Tool Kit (CTK) Inventory and Control Log*

Adopted Forms

None

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRIMS—AF Records Information Management System

CC—Commander

CTK—Consolidated Tool Kit

EID—Equipment Identification Designator

FOD—Foreign Object Debris

HVAC—Heating Cooling Air Conditioning

LMR—Land mobile radios

MIL—Master Inventory Listing

MOC—Maintenance Operations Center

MXG—Maintenance Group

NCO—Non Commissioned Officer

NCOIC—Non Commissioned officer in Charge

OG—Operations Group

OI—Operating Instruction

OPR—Office of Primary Responsibility

QA—Quality Assurance

RDS—Records Disposition Schedule

TAS—Tool Accountability System

TK—Tool Kit

QA—Quality Assurance

Attachment 3

AFGSC FORM 145, LOST TOOL/OBJECT REPORT

LOST TOOL/OBJECT REPORT			PAGE	OF	PAGES
BASE	AIRCRAFT SERIAL NUMBER	ORGANIZATION AND W/C	DATE(S)	TIME LOST	
COMPOSITE TOOL KIT NUMBER	DESCRIPTION OF OBJECT	AFTO 781A PAGE BLOCK	AIRCRAFT IMPOUNDED: <input type="checkbox"/> YES <input type="checkbox"/> NO TIME DATE		
W/C SUPV NOTIFIED <i>(Last Name, Initial)</i> NAME	MAINT SUPV NOTIFIED <i>(Last Name, Initial)</i> NAME	MOC NOTIFIED <i>(Last Name, Initial)</i> NAME	CTK CUSTODIAN NOTIFIED <i>(Last Name, Initial)</i> NAME	QA NOTIFIED <i>(Last Name, Initial)</i> NAME	
TIME	TIME	TIME	TIME	TIME	
DATE	DATE	DATE	DATE	DATE	
AREA ITEM LOST					
ITEM NO.	MAINTENANCE SUPERVISOR/SUPERINTENDENT WILL INSURE ALL ITEMS COMPLETED			INDIVIDUAL INITIALS	TIME/DATE INITIALED
1	NAME OF INDIVIDUAL(S) THAT LOST OBJECT				
2	WORK BEING PERFORMED WHEN ITEM LOST				
3	AREAS CHECKED AND STEPS TAKEN TO FIND OBJECT				
4	SEARCH CONDUCTED BY <i>(List all Individuals)</i>				
5	ITEM WAS/WAS NOT FOUND <i>(If found, give location)</i>				
6	COPY OF FORM FILED BY CTK CUSTODIAN				
7	FORM FILED BY RECORDS CLERK <i>(If Applicable)</i>				
8	SIGNATURE OF MAINTENANCE SUPERVISOR/SUPERINTENDENT				

