

**BY ORDER OF THE COMMANDER
12TH FLYING TRAINING WING**

**12TH FLYING TRAINING WING
INSTRUCTION 21-102**



5 MAY 2023

Certified Current, 3 April 2024

Maintenance

**TOOL CONTROL AND EQUIPMENT
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel* and extends the guidance in DAFI 21-101, *Aircraft and Equipment Maintenance Management*, for tool control and equipment management. These guidelines are applicable to all base personnel (military, civilian, and contractors) that perform maintenance on the flightline and aircraft/aerospace equipment. Group Commanders will ensure personnel are familiar with these procedures to minimize potential foreign object damage (FOD) to aircraft and support equipment. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has minor revisions and must be completely reviewed. The Quality Assurance Division (MXO) has changed to Quality Assurance Flight (MXQ).

1. Responsibilities.

1.1. Group/Squadron Commanders will:

1.1.1. Document local procedures (as applicable) defining tool security, control, and accountability for work centers that perform maintenance in flightline areas. In addition, procedures will include control of personal protective equipment (e.g., ear protectors, reflective belts, headsets) that may be issued from the work center.

1.1.2. Ensure tools that are subject to be mobilized during a unit deployment are marked with a worldwide identifier (WWID) for rapid identification and reporting in the event they become lost or missing. *Note:* Refer to DAFI 21-101 for guidelines in marking the WWID.

1.1.3. Ensure a second party or on-duty supervisory inspection of a dispatch composite tool kit (CTK) that is checked in/out of a work center. The same individual that signs out a CTK cannot sign it back in.

1.2. Personnel will:

1.2.1. Inventory tools prior to and after each maintenance task performed on the flightline.

1.2.2. Immediately contact the Maintenance Operations Center (MOC) at 652-6481 and flightline expediter when a tool or item is suspected to be lost or missing.

1.2.3. When a tool or item is suspected lost on an aircraft or equipment, coordinate with the flightline expediter to place a Red X in the aircraft/equipment forms with a description of the tool and last known specific location.

1.2.4. Conduct a thorough search for the lost tool or item. After the search is accomplished and the tool or item is not found, the responsible individual will coordinate with the expediter to clear the aircraft/equipment forms.

1.2.5. Initiate a lost tool report (AETC Form 138, *Lost Tool or Item Investigation Record*), or FC-12FTW-009, *Lost Tool or Item Investigative Report* IAW MOI 21-08 par 8.1.2. Upon completion, the lost tool report will be submitted to 12 FTW/MXQ, Quality Assurance Flight, for tracking and trend analysis.

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Commander, 12th Flying Training Wing

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

AFPD 21-1, *Maintenance of Military Materiel*, 1 Aug 2018

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 15 January 2020

MOI 21-08, *Control of Composite Tool Kits*, 17 June 2022

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AETC Form 138, *Lost Tool or Item Investigation Record*

FC-12FTW-009, *Lost Tool or Item Investigative Record*

Office Symbols

MOC—Maintenance Operations Center

MXO—Quality Assurance Division

MXQ—Quality Assurance Flight

Abbreviations and Acronyms

CTK—Composite Tool Kit

FOD—Foreign Object Damage

MOC—Maintenance Operations Center

MOI—Maintenance Operating Instruction

WWID—World Wide Identifier

Terms

Composite Tool Kit (CTK)—A controlled area or container used to store tools or equipment and maintain order, positive control, and ease of inventory. CTKs are assembled as a kit and designed to provide quick, easy visual inventory and accountability of all tools and equipment. CTKs may be in the form of a toolbox, a shadow board, shelves, system of drawers (Stanley Vidmar®, Lista®), cabinets, or other similar areas or containers. The CTK contains tools and equipment necessary to accomplish maintenance tasks, troubleshooting, and repair.

Dispatch CTK—CTK issued out and is designed to be used outside the work center. *Note:* FOD pouches will be attached to all dispatch CTK's.

Individual Issued Tools/Equipment—Tools and equipment that are available for individual sign out but stored in the tool room in storage bins, cabinets, shelves with every item having an assigned location (example, flashlights, ladders).

Local Manufactured Tools and Equipment—Tools or equipment designed and developed to perform a specific maintenance task on aircraft, support equipment, or system components.

Tool Storage Facility/Tool Room—A controlled area within a work center designated for storage and issue of tools and equipment.