Administrative Changes to DAFI21-101_2BWSUP, *Aircraft and Equipment Maintenance Management*

OPR: 2 MXG/MXQI

Due to the organizational restructure, references throughout to “2 AMXS” and “AMXS” are hereby changed to “96th and/or 20th BGS” as applicable.

References throughout to “Aircraft Maintenance Unit” and “AMU” are hereby changed to “Bomber Generation Squadron” and “BGS”.

Reference in Table 8.1, (2 BW) CTK Identification Numbers, Maintenance Organization Item 2, Weapons Standardization (WSS), the CTK Identification Number is hereby changed to “BBQL”.

Reference in Table 8.1, (2 BW) CTK Identification Numbers, Maintenance Organization Item 11, 2d MXS Structural Maintenance, the CTK Identification Number is hereby changed to “BBMS”.

Reference in paragraph 14.3.8.1 to “Full Cell” is hereby changed to “Fuel Cell”.

26 August 2025

BY ORDER OF THE COMMANDER
2ND BOMB WING

DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-101

2ND BOMB WING
Supplement

26 OCTOBER 2022

Maintenance

AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 2MXG/CC
(Colonel Eric A. Tramel)

Supersedes: AFI21-101_2BW, 23 October 2017

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This publication implements AFPD 21-1, Maintenance of Military Materiel and supersedes AFI 21-101 2BWSUP (23 October 2017). It provides the minimal essential guidance and procedures for safely and effectively maintaining, servicing, and repairing aircraft and support equipment. It applies to all 2d Bomb Wing units involved in aircraft and munitions maintenance or related activities. This publication does not pertain to the Air National Guard and Air Force Reserve units unless operationally assigned to 2d BW. Ensure all records generated as a result of processes prescribed in this publication adhere to 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 Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

(2 BW) This document is revised and must be completely reviewed in its entirety. This revision aligns the supplement with AFGSC instruction and incorporates changes from previous Guidance Memorandum. Please note changes to the following programs/guidance: Incorporated changes made by 21-101_2BWGM. **Attachment 20**, Crashed, Damaged, or Disabled Aircraft Recovery Program. **Attachment 21**, Starter Cartridge Sortie Generation Procedures. **Attachment 22**, Ground Instructional Trainer Aircraft (GITA) Utilization. Attachment 23, Towing of B-52H Aircraft with Inoperative Brakes.

1.9.2.1. **(2 BW)** The appropriate Safety manager will review unit level publications affecting munitions operations or safety; including all locally developed checklists, instructions, supplements, plans, or operating procedures relating to nuclear surety IAW AFI 91-101, *AF Nuclear Weapons Surety Program*.

2.4.30.1. **(2 BW)** Refer to **Chapter 8** and for guidance on MXG local manufacture procedures and controls.

2.4.44.1. **(2 BW)** Section/Element Chiefs and Production Superintendents/Expediters. The section/element chief and/or production superintendent/expediter will ensure a qualified technician available is dispatched. They will then discuss the course of action with the assigned technician. Upon completion of all corrective actions, the section/element chief will review the maintenance records to ensure that they are thorough and sufficient. For a second- time repeat or recurring malfunction, the AMU maintenance supervision (OIC/Supt), will review the maintenance records to ensure that they are thorough and sufficient. For a third-time repeat/recur, and all additional repeat/recurs, the AMU supervision will consider impoundment action.

2.4.44.2. **(2 BW)** CND MALFUNCTIONS. The following procedures will be used for a malfunction that cannot be duplicated.

2.4.44.2.1. **(2 BW)** If all possible checks have been made and the malfunction still cannot be duplicated, a qualified/certified (if applicable) technician will clear the discrepancy. The statement "COULD NOT DUPLICATE MALFUNCTION" will be entered in the applicable block of the AFTO Form 78lA, *Maintenance Discrepancy and Work Document* along with the TO reference used in troubleshooting and the symbol will be cleared IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

2.4.46.1. **(2 BW)** 2 BW/FOD Monitor will serve as SME to support the development of the wing/installation instruction (Barksdale AFB Instruction 21-114) to control tools, equipment, and electronic devices from all non-aircraft maintenance wing agencies that dispatch (traverse to) to aircraft parking/runway/taxi areas and aircraft maintenance areas. The OPR will be the MXG/CC.

2.4.48.1. **(2 BW)** Refer to **Attachment 22** which governs the use and responsibilities of 2 BW GITA.

2.7.13.1. **(2 BW)** Ground Weapons Checks (GWC)

2.7.13.1.1. **(2 BW)** Actual weapons release: GWC are required for aircraft returning from flight with High Explosive (non-inert) or inert weapons, unless release of all weapons is confirmed by the aircrew IAW 11-2B-52 v3 **para 6.5.8**.

2.7.13.1.2. **(2 BW)** The primary location for all GWCs is the North or South (rollout) hammerhead.

2.7.13.1.3. **(2 BW)** Reception and parking. Production will ensure that chocks, 150 pound halon fire extinguisher, and two personnel are available on the appropriate hammerhead/taxiway prior to aircraft landing if necessary for hung/retained/unconfirmed hung munitions. APG personnel will stop the aircraft on the hammerhead/taxiway. After communications are established with the aircrew, weapons EOR crew will inspect the aircraft to determine the status of munitions.

2.7.15.2. **(2 BW)** Hung/Retained Bombs Procedures.

2.7.15.2.1. **(2 BW)** Definitions:

2.7.15.2.1.1. **(2 BW)** Unconfirmed hung ordnance (LIVE or INERT) is a weapon that does not separate from the aircraft after an attempted release and is considered an Unsafe Weapons Condition. An attempted release occurs when the aircraft issues a release pulse in either automatic or manual mode with all switches positioned correctly.

2.7.15.2.1.2. **(2 BW)** RETAINED ordnance (LIVE or INERT) is a weapon(s) where the aircrew did not attempt to release and is considered a Safe Weapons Condition.

2.7.15.2.1.3. **(2 BW)** Unconfirmed Hung Weapon: A weapon without visual confirmation of release by external spot or crew visual inspection.

2.7.15.2.2. **(2 BW)** The MOC will initiate notification checklist when a B-52 with unconfirmed hung ordinance will be recovered at Barksdale. The Weapons Flight will dispatch an EOR crew to meet the aircraft.

2.7.15.2.3. **(2 BW)** Landing with Hung Ordnance: The primary hung weapons area for GWCs is the roll-out hammerhead, with preference to a RWY 33 approach to landing (conditions permitting) IAW AFMAN 91-201_AFGSCSUP_BARKSDALESUP_I, *Explosives Safety Standards*. Following visual confirmation that all ordnance is safe by GWC personnel, the aircraft will taxi to parking.

2.7.15.2.4. **(2 BW)** Landing with retained ordnance: Aircrew can confirm condition of internal/external loaded weapons. Aircraft landing with retained ordnance will enter the rollout hammerhead to conduct a GWC by weapons EOR crew. Following visual confirmation that all ordnance is safe by GWC personnel, the aircraft will taxi to parking.

2.7.15.2.5. **(2 BW)** Unsafe Ordnance.

2.7.15.2.5.1. **(2 BW)** If the GWC reveals a potential unsafe weapons condition, the following conditions apply.

2.7.15.2.5.2. **(2 BW)** Live Internal Weapons: MOC will be notified of unsafe condition. Aircrew will be directed to shut down engines and egress the aircraft. Bomb Bay doors will not be opened until weapons are safe/secured. If bomb fuzing wires/lanyards have not pulled through fuzing vanes, GWC personnel will safe weapons and insure weapons are secured to prevent weapons from falling from aircraft. If bomb fuzing wires/lanyards have pulled through fuzing vanes EOD will be notified for weapons safe assessment, GWC will follow EOD direction to safe/secure weapons. Once weapons are safe/secure the aircraft will be towed to parking for weapons down load as required.

2.7.15.2.5.3. **(2 BW)** External weapons: MOC will be notified of unsafe condition. Aircrew will leave engines running and GWC will safe/secure the weapons. After weapons are rendered safe by GWC personnel, the aircraft will taxi to parking for weapon download as required.

2.10.3.1.1. **(2 BW)** Supervision will ensure the MOC is notified immediately when an incident occurs. Provide MOC with initial cost estimate.

3.5.12.1. **(2 BW)** Ensure starter cartridge quantity loaded, lot number, and quantity expended is communicated to Munitions Line Delivery via locally generated document.

3.5.12.2. **(2 BW)** Notify Munitions Control of all aircraft swaps, misfires/partial fires via the MOC.

3.5.12.2.1. **(2 BW)** If starter cart malfunctions initiate AFTO Form 350, *Repairable Item Tag* validate the proper data to include aircraft tail number, date of failure, lot number, nature of the failure, engine position number, name and contact info of aircraft crew chief who removed failed cart prior to calling for expenditure pick-up.

3.6.14. **(2 BW)** Ensure weight and balance managers (QA) are notified when aircraft DD FORM 365–1, *CHART-A* listed components, in excess of 5 pounds, that are added/removed in preparation for flight. A red X shall be placed in the aircraft AFTO 781A, *Maintenance Discrepancy and Work Document* forms for weight and balance verification/adjustment prior to flight IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* and TO 1-1B-50, *Weight and Balance*. QA will not update weight and balance until all other maintenance actions of the TCTO have been completed.

3.7.1.1.1. **(2 BW)** Debrief will use the 2 MXG Form 0038, *2 AMXS Debriefing—Sortie Recap*.

3.7.5.1. **(2 BW)** For IFE and/or bird strikes, the debriefer will ensure aircrews complete the applicable 2d Bomb Wing Flight Safety Worksheet. Notify Wing Safety office immediately. **2bwWingSafety@us.af.mil**.

3.7.5.2. **(2 BW)** Debrief will immediately notify the applicable Aircraft Maintenance Unit (AMU) OIC/Supt, Production Superintendent and QA for abnormal flight control discrepancies.

3.7.6.1.1. **(2 BW)** REPEAT/RECUR DISCREPANCIES. The debriefing function will review previous mission records on file/in IMDS for repeat/recur discrepancies.

3.7.6.1.1.1. **(2 BW)** Debriefing. The debriefer will immediately notify the Production Superintendent of repeat/recur discrepancies that affect flight safety or impair mission performance. The production superintendent/expediter will review the discrepancy and system history and identify if the discrepancy is a REPEAT or RECUR. REPEAT or RECUR will be documented in the original discrepancy block of the repeat/recur IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* and annotated in IMDS before the aircraft forms leave the debrief office.

3.7.10.1. **(2 BW)** Flight recorders will not be maintained for B-52H aircraft by local personnel IAW 327 BMSG/EN Memorandum.

3.8.1.2.1. **(2 BW)** Assist Support Section by completing annual -21 inventories and maintain accountability of all assigned -21 equipment for their aircraft.

3.8.1.5. **(2 BW)** Maintain strict adherence to and comply with technical data and management procedures.

3.8.1.6. **(2 BW)** Maintain, control, and properly use tools and equipment.

3.8.1.7. **(2 BW)** Ensure aerospace equipment documentation and MIS documentation are completed, accurate and accomplished IAW 00-20 series TOs. When manual AFTO Form 781 and AFTO Form 244 discrepancies are documented entries shall be input into the MIS by the end of the “Discovered By” personnel’s shift.

3.8.1.8. **(2 BW)** Inform the section NCOIC and the flightline expediter of aircraft status.

3.8.1.9. **(2 BW)** Identify maintenance and support requirements to the expediter.

3.8.1.10. **(2 BW)** Ensure replacement parts are requisitioned and documentation is completed.

3.8.2.4. **(2 BW)** DCCs must meet the following qualifications:

3.8.2.4.1. **(2 BW)** Qualified 7-level and certified to sign off Red X discrepancies or waived by the MXG/CC.

3.8.2.4.2. **(2 BW)** Should complete formal DCC course instructed by MXOT no later than 3 months after assignment as a DCC. MXG/CC may waive course attendance when extreme circumstances warrant.

3.8.2.4.3. **(2 BW)** Tow supervisor qualified (not required for SrA).

3.8.2.4.4. **(2 BW)** Tow vehicle driver qualified.

3.8.2.4.5. **(2 BW)** Engine run qualified.

3.8.2.4.6. **(2 BW)** Obtain flying status within one year of assigned DCC unless medically disqualified.

3.8.2.5. **(2 BW)** Primary and secondary ADCCs will assist the DCC in maintaining their assigned aircraft. The Primary and Secondary ADCCs should be assigned to different shifts, opposite the DCC for maximum DCC program benefits. Minimum ADCC qualifications include:

3.8.2.5.1. **(2 BW)** Qualified 5-level.

3.8.2.5.2. **(2 BW)** Tow vehicle driver qualified.

3.8.2.5.3. **(2 BW)** Certified to sign off Inlet and Exhaust inspections.

3.8.2.5.4. **(2 BW)** Primary ADCCs will work to obtain their engine run certification.

3.8.3. **(2 BW) DCC Program Responsibilities.** DCCs should be the first-level supervisors in the management and maintenance of their assigned aircraft. To the extent possible the DCC will be the reporting official for all personnel assigned to their aircraft. The DCC/ADCC will:

3.8.3.1. **(2 BW)** Understand the duties and responsibilities of their position and schedule leave, training and other personal events around the major maintenance/inspection flow of their assigned aircraft.

3.8.3.2. **(2 BW)** Ensure aerospace equipment documentation and MIS documentation is completed, accurate and accomplished IAW 00-20 series TOs. Ensure aircraft status is accurately reflected in both the maintenance form and the MIS. When manual AFTO Form 781 and AFTO Form 244 discrepancies are documented entries shall be input into the MIS by the end of the "Discovered By" personnel's shift.

3.8.3.3. **(2 BW)** Inform the Production Superintendent and the Flightline Expediter of aircraft status.

3.8.3.4. **(2 BW)** Identify maintenance and support requirements to the expediter or section NCOIC.

3.8.3.5. **(2 BW)** Stay abreast of the aircraft's long-term problems and take steps to fix those problems. DCC's will review, validate, and aggressively work delayed and deferred discrepancies.

3.8.3.6. **(2 BW)** Coordinate with production superintendents and expediters for downtime to accomplish scheduled and unscheduled maintenance.

3.8.3.7. **(2 BW)** Manage and supervise maintenance on their assigned aircraft and accompany their aircraft during field level maintenance.

3.8.3.8. **(2 BW)** Perform ground handling, servicing, basic post-flight, pre-flight, thru-flight, hourly-post flight, phase, acceptance/transfer, and special inspections. Also launch and recovery, quick turns, alert duties, maintenance ground test, corrosion control, wash, lubrication, and maintenance/modification preparations as applicable on their aircraft.

3.8.3.8.1. **(2 BW)** Attend phase pre-dock and post-dock meetings and accompany the aircraft through the scheduled phase inspection. Assist the phase-dock chief as required during the phase inspection.

3.8.3.8.2. **(2 BW)** Assist the phase dock chief with completing the required document review and validation at the end of the phase inspection.

3.8.3.8.3. **(2 BW)** When possible, visit the depot facility when their aircraft is undergoing PDM maintenance.

3.8.3.9. **(2 BW)** Perform engine run operation as required for operational checks and troubleshooting.

3.8.3.10. **(2 BW)** Validate replacement parts are requisitioned and documentation is completed as required.

3.8.3.11. **(2 BW)** Perform scheduled document reviews and records checks using applicable MIS and automated aircraft forms.

3.8.3.12. **(2 BW)** Inventory on & off-aircraft -21 equipment annually and maintain it in a serviceable condition. When -21 items require replacement, the aircraft DCC/ADCC is responsible for ordering replacement items.

3.8.3.13. **(2 BW)** Will ensure Due In from Maintenance (DIFM) assets within their control are turned into LRS within 4 days.

3.8.3.14. **(2 BW)** Be the focal point for the selection of the aircraft nose art and submit a package for approval through AMU supervision, AMXS/MXA and MXG supervision. The assignment of a new DCC will not constitute the change of the approved nose art design. Changes to the nose art design will only be considered when the aircraft returns from PDM. Any exceptions to this policy require MXG supervision approval.

3.8.3.15. **(2 BW)** Maintain current TO 1B-52H-5, *Aircraft Weight and Balance*, with current charts in coordination with QA.

3.9.4.4. **(2 BW)** Perform engine receiving, engine acceptance inspections, 7-level requirements, and packaging/wrapping spare engines in coordination with Engine Management.

3.9.4.5. **(2 BW)** AMXS Propulsion Sections will assume ownership of engine removal/installation/transportation equipment and trailers as outlined in AFI 21-101, *Aircraft and Equipment Maintenance Management*, para 4.11.7. through 4.11.7.4. Equipment will be tracked on an AMXS R14 Custodian Account/Custody Receipt Listing.

3.10.2.6.2.1. **(2 BW)** Weapons Expediters will provide 2 MUNS personnel all expended carts and safing gear by the end of the flying day. 2 MUNS will verify all flight line expenditures against safing gear and expended carts by using TICMS and applicable AF Form 4331, *Munitions Transaction Sheet*/AF Form 2434, *Munitions Configuration and Expenditure Document*. Munitions and Weapons personnel will reconcile all expenditures before the next flying day's munitions are delivered.

3.11.3.1.1. **(2 BW)** Support will be responsible to maintain control/access to AME, -21, MSPE. DCCs will be responsible for accountability and serviceability of assigned items IAW **paragraph 3.8.3.12**.

4.8.4.2.1. **(2 BW)** Provide consolidated quarterly OAP data reports to the MXG/CC, the squadron Operations Officer/Maintenance Superintendent, Propulsion Flight Chief, all organization OAP Managers, and the NDI Section Chief. As a minimum, the following information will be included in the quarterly report:

4.8.4.2.1.1. **(2 BW)** Number of OAP samples processed.

4.8.4.2.1.2. **(2 BW)** Number and percentage of DD Form 2026 errors. Note: Count each DD Form 2026 containing errors as one error, then divide the number of discrepant DD Form 2026s by the total number of OAP samples processed for the error percentage.

4.8.4.2.1.3. **(2 BW)** Number of OAP laboratory maintenance recommendations.

4.8.4.2.1.4. **(2 BW)** Average OAP Sample Response Time (SRT). Note: Enter SRT to the nearest tenth of an hour and do not include the time when the OAP lab is not manned.

4.8.4.2.1.4. **(2 BW)** Number and percentage of OAP samples exceeding required sample response times. Obtain the percentage by dividing the number of OAP samples exceeding required sample response time by the total OAP samples processed.

4.9.2.2. **(2 BW)** Aircraft Jacking Operations: Hangars 1 and 2 Bay, Dock 3 and 4, will be primary locations used for jacking operations. When towing aircraft inside Hangar 2 Bay, the aircraft needs to be aligned to the jack point markings and centerlines on the hangar floor so that the ‘C’ jack points will be centered within the reinforced concrete areas for jacking. Jacking procedures for Hangar 2 Bay will be IAW Memorandum dated 3 Jan 2011; POC is OCALC/ LHRH, DSN 336-5401. Aircraft will not be full-fuselage jacked or jigged while munitions are loaded without approval from the MXG/CC and Wing Weapons Manager.

4.9.2.3. **(2 BW)** If dock space is unavailable and as mission requirements dictate, full aircraft jacking may be performed at locations W-4 and Y-4 if weather conditions meet the jacking criteria contained in TO 1B-52H-2-2JG-4.

4.9.2.4. **(2 BW)** Coordination between the jacking supervisor and AMXS/MXS Production Supervisors will determine the location of the jacking operations.

4.9.2.5. **(2 BW)** The jacking supervisor will:

4.9.2.5.1. **(2 BW)** Verify that the fuel load and configuration are proper for jacking prior to towing the aircraft into the dock.

4.9.2.5.2. **(2 BW)** Verify aircraft weight and balance.

4.9.2.5.3. **(2 BW)** Stop the jacking operation if any malfunction or unknown condition develops and immediately notify MXS Production Superintendent.

4.9.2.5.4. **(2 BW)** Notify MXS Production Superintendent when aircraft are jacked or down-jacked.

4.11.1.12.1. **(2 BW)** Engine Management Flight will be responsible for shipping spare engines.

5.2.1.7.1. **(2 BW)** MOC will maintain overall management and control of the IMDS-CDB location subsystem and aircraft status reporting (including IMDS-CDB and REMIS updates and/or corrections). The MOC will also update and ensure (GEOLOC) codes for on/off-station/deployed possessed aircraft are updated/corrected in the IMDS location subsystem.

5.2.2.1.16.1.1.1. **(2 BW)** MOC Responsibilities: MOC will notify QA by cell phone, landline, or radio IAW the appropriate MOC Incident checklist. MOC will be the focal point for initial cost estimate and will provide QA with the estimate after notification of an incident. MOC will also provide the approved cost estimate to Command Post.

5.2.2.1.16.1.1.2. **(2 BW)** The MOC will notify Data Base Management and MXO PS&D to freeze and consolidate aircraft records due to an accident or mishap.

5.2.2.1.16.1.1.3. **(2 BW)** Maintain all active workcenter mnemonic codes in IMDS. Additions, deletions, or changes to IMDS database work center mnemonic codes are coordinated by the requesting workcenter through maintenance data systems analysis section and approved by the MXO/OIC. Requests for changes will be submitted in writing to the maintenance data systems analysis section. Personnel and equipment re-alignments required as a result of mnemonic code changes are the responsibility of the owning workcenter.

5.2.5.1.10.2.1. **(2 BW)** If required for deployment location, copies will be printed of all IMDS screens that will be utilized. As a minimum, print copies of the screens from **Table 5.2**:

Table 5.2. (2 BW) (Added Minimum IMDS Screens to Print).

Screen #	Narrative
161	Debriefing Discrepancy
163	Debrief Flight Data
164	Capability Code Update
168	Repeat/Recur Load
333	Status Update
337	Status Corrections
350	Deviation Load/Change/Delete
355	Operational Utilization Update
914	On-equipment Maintenance
917	Off-equipment Maintenance

5.2.5.1.10.3. **(2 BW)** Fax/email completed copies of manual IMDS screens to the MOC.

6.2.2.1. **(2 BW)** The 2 MXG QA Incident Program monitor will track all Incident Reports in the QA Database. The following situations require Incident Reporting of Aircraft or Equipment to include but not limited to:

6.2.2.1.1. **(2 BW)** All In-Flight Emergencies

6.2.2.1.2. **(2 BW)** Ground emergencies where aircraft/equipment/AGE sustain damage.

6.2.2.1.3. **(2 BW)** Bird Strikes (Known or suspected bird strikes ingested into an engine or causing aircraft damage).

6.2.2.1.4. **(2 BW)** DOP incidents.

6.2.2.1.5. **(2 BW)** FOD incidents.

6.2.2.1.6. **(2 BW)** Support Equipment/AGE found damaged by known or unknown causes (excluding normal wear and tear).

6.2.2.1.7. **(2 BW)** Vehicle Accidents involving SE/AGE/Aircraft/Facilities/ Munitions.

6.2.2.1.8. **(2 BW)** Aircraft high/low speed ground aborts.

6.2.2.2. **(2 BW)** When notified by the MOC, QA will respond and initiate a preliminary Incident Response Investigation Report and file it in the QA Database.

6.3.18.1. **(2 BW)** Serves as the MXG Aircraft Structural Integrity Program (ASIP) Project Officer IAW **chapter 11** of this publication.

6.7.6.1.3.1.1. **(2 BW)** Section NCOICs are responsible to track and coordinate PE requirements with QA to ensure completion of 12 month PEs on workcenter personnel.

6.12.2. **(2 BW)** FCF/OCFs will be accomplished IAW applicable technical guidance, and will be completed during the first part of the sortie. Checklists will be located on the QA SharePoint.

6.12.2.1.1. **(2 BW)** PS&D section will ensure all aircraft requiring FCF/OCF are identified as such in the Aircrew Flying, Aircraft Utilization & Maintenance Schedule.

6.12.2.1.2. **(2 BW)** QA will review the AFTO Form 781 series to ensure all major discrepancies are cleared and all proper entries are made.

6.12.2.5.1.1. **(2 BW)** During debrief, all crew members will be present to provide maintenance with pertinent data on systems/equipment discrepancies relating to the FCF/OCF.

6.12.2.5.1.2. **(2 BW)** After the FCF/OCF is performed; the aircrew will clear the discrepancy in the aircraft forms as either "FCF/OCF Passed" or “FCF/OCF Failed” IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

6.15.7. **(2 BW)** A review of all assigned aircraft weight and balance documents will be accomplished every 6 months for accuracy of content to include all aircraft weight and balance handbooks.

6.15.8. **(2 BW)** Upon receipt of a TCTO with weight and balance adjustments, a QA weight and balance representative will attend the TCTO meeting hosted by PS&D to establish work required, procedures and possible aircraft weight and balance changes.

6.15.8.1. **(2 BW)** In order to ensure TCTO completion prior to weight and balance updates, IMDS job packages will include a work center event for MGQA requiring a weight and balance update. The work center event will be initially entered on a red diagonal and upgraded to a red X when the TCTO is completed.

6.15.9. **(2 BW)** When any aircraft returns from off-station where it received mods or TCTOs, PS&D will notify QA. QA will ensure correct/current weight and balance information is imported into AWBS.

6.15.10. **(2 BW)** PS&D will notify QA at least 7 duty days prior to aircraft departure for depot. QA will e-mail weight and balance information of the affected aircraft to depot for updating. Historical paper copies will remain with 2 MXG QA.

6.15.11. **(2 BW)** Update the weight and balance data each time a weight and balance change occurs on the aircraft. Forward data to 20 BS OGV, 96 BS OGV, 11 BS OGV, 340 WPS/Instructors, 49 TES PILOTS and 2 OGV ALL, as applicable, for review at least monthly.

7.4.1.1. **(2 BW)** Upon notification of assignment, the Impound Official will report to QA to check out an Impound Binder to assist during the investigation.

7.4.1.1.1. **(2 BW)** 2 MXG Form 0082, *Impound Maintenance Log* will be used.

7.4.2.1. **(2 BW)** 2 MXG CL 006, *Impound Procedures* will be used.

7.4.3.1. **(2 BW)** 2 MXG Form 0081, *Impound Entry Control Log* will be used.

7.5.5.1. **(2 BW)** When there is a confirmed hung ordnance event. Exception: Aircraft will not be impounded for hung countermeasures unless directed by the Impoundment Authority.

7.6.1.1. **(2 BW)** When automated forms are used, the impound official will use physical aircraft forms binder to document the impoundment maintenance actions.

7.6.1.1.1. **(2 BW)** The impound official will place an AFTO 781H in the forms binder reflecting the current status of the aircraft.

7.6.1.1.2. **(2 BW)** All maintenance documentation from the point of impound until cleared by the release authority will be documented on the AFTO 781A. Automated entries created prior to the impound, but not applicable to the impound, are not required to be printed. Once released from impound, the physical forms will be transcribed out and filed in the aircraft jacket file until destroyed IAW TO. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

7.6.1.2. **(2 BW)** Impound Official will use the applicable JST to document the aircraft/equipment impound.

7.6.1.3. **(2 BW)** AFTO Form 781A, *Maintenance Discrepancy and Work Document* or AFTO Form 244, *Industrial/Support Equipment Record* page(s) documenting the aircraft/equipment impound will be outlined with a red border.

7.6.1.4. **(2 BW)** 2 MXG Form 0080, *Impound Cover Sheet* will be completed and placed over the AFTO Form 781F, *Aerospace Vehicle Identification Document* to quickly identify the impounded aircraft.

8.2.2.1. **(2 BW)** Units will inventory all tools, and CTKs annually or upon change of primary CTK custodian. Document completion of inventory; maintain current inventory.

8.2.3.2. **(2 BW)** Maintain copies of warranty/quality tool purchase contracts in a central file.

8.2.3.3. **(2 BW)** Clearly tag/segregate broken warranted tools. Tools will be replaced according to warranty agreement.

8.2.4.1. **(2 BW)** A stock of spare tools is authorized. These tools are used to replace broken, worn, or missing tools to prevent unnecessary work delays.

8.2.4.2. **(2 BW)** CTK custodians will maintain an inventory of spare tools and quantities. Inventories and quantities will be maintained in TCMax®.

8.2.4.3. **(2 BW)** Inventory spare tool stocks at least annually and document completion. During the annual spare tool inventory, the CTK custodian will validate the quantity of tools/items within each bin. To aid in accountability, control, and inventory, each tool/item will be separated by use of individual bins or dividers.

8.2.4.4. **(2 BW)** Access to spare tools will be limited to the shift supervisor (or equivalent), Spare tool program managers, and CTK custodian(s).

8.2.5.2. **(2 BW)** Flightline turnover of tools will only be accomplished under the following circumstances:

8.2.5.2.1. **(2 BW)** During exercises, contingency operations, or when squadron operations officer/superintendent deems it necessary due to maintenance/mission requirements over an extended period of time.

8.2.5.2.2. **(2 BW)** On a case-by-case basis when maintenance procedures (i.e., aircraft on jacks, vertical fin fold, or aircraft wash preparations) require equipment to remain with the aircraft until the task is finished. The need is validated and approved by the Production Superintendent.

8.2.5.3. **(2 BW)** The following actions will be taken for all CTK/equipment transfer(s) at the job site:

8.2.5.3.1. **(2 BW)** Incoming and outgoing individuals will accomplish an inventory and complete an AF Form 1297, *Temporary Issue Receipt*. An on-site SNCO or CTK technician will verify completion of inventories and sign AF Form 1297, *Temporary Issue Receipt*.

8.2.5.3.2. **(2 BW)** The outgoing individual will turn in the AF Form 1297, *Temporary Issue Receipt* to the Tool Section for transfer of hand receipts and annotation in TCMax®.

8.2.5.4. **(2 BW)** Use and location of long-term issued items will be verified weekly in TCMax® by the CTK custodian, validated by Production Superintendent. Items will only be kept in long-term issued status if needed for continuous/daily use.

8.2.6. **(2 BW)** Lost or missing tools procedures will follow guidance in **paragraph 8.9.2**.

8.2.7. **(2 BW)** Equipment Identification Designators (EID) for CTKs, non-CA/CRL equipment, and assignment of CTK numbers for tools will follow guidance in **paragraph 8.6.1.2.1.3** and **Table 8.1**.

8.2.8.1. **(2 BW)** Mark all individually issued equipment, tools, and PPE with the owner's first initial, last name, and employee number (i.e. J. Doe, 01234). Individuals are responsible for control/accountability of these items. Personally purchased PPE will be marked IAW these guidelines.

8.2.9.4. **(2 BW)** Maintain a rag inventory and complete in conjunction with end of shift CTK inventory.

8.2.9.5. **(2 BW)** Rags will be counted each time the container is issued or turned in. Rag containers kept in CTKs will be marked with the CTKs EID and will show the number of rags in the container. Missing rags will be treated as a lost tool.

8.2.10.1. **(2 BW)** Procurement of tools will be limited to an authorized squadron GPC holder identified and approved by unit.

8.2.11. **(2 BW)** Locally manufactured tools will follow guidance set forth in **paragraph 8.7**.

8.2.12.1. **(2 BW)** TCMax® or AF Form 1297, *Temporary Issue Receipt* will be used to issue items to depot teams, factory representatives, and CFTs. The AF Form 1297, *Temporary Issue Receipt* will be used if TCMax® is not available.

8.2.13.2. **(2 BW)** When work centers elect to store CTKs or support/test equipment in decentralized locations (outside of tool rooms), the item(s) physical location will be verified during end of shift inventory. Refer to 8.2.5.3 for guidance on long-term issued items.

8.2.14.1. **(2 BW)** Equipment permanently stored/located in trailers or vehicles must follow the same guidance given in **paragraph 8.2.13.2**.

8.2.15.2. **(2 BW)** In the event of only one person in the work center to sign a tool kit in or out, the individual will request a second party noncommissioned officer (NCO), Production Supervisor, or shift supervisor to perform inventory/sign in the CTK on an AFGSC Form 140 or through TCMax® (or equivalent AFGSC-approved database). The same individual that signs out a CTK/Support Section cannot sign it back in.

8.2.16.1. **(2 BW)** Only those personnel designated in writing will have access to the tool room. Each tool room will be secured when left unattended.

8.2.16.2. **(2 BW)** Tools and equipment used by 2 OSS/AFE and all aircrew personnel that dispatch to the flight line will be controlled and inventoried IAW this instruction. Aircrew members must account for all equipment and personal items after each flight. Additionally they must ensure that any item lost during flight is documented on the AFTO Form 781A for that particular aircraft and that the maintenance production superintendent is notified immediately.

8.3.5.1.1. **(2 BW)** Items removed from CTKs and not immediately replaced, or a documented plan of replacement, will have tool inlays or shadowing completely filled in.

8.3.6.1.1. **(2 BW)** The Support Section Chief or Support Shift Lead/NCOIC will sign the Master Inventory Listing (MIL) for each CTK to ensure MIL version control.

8.3.6.7.2.1. **(2 BW)** Upon de-etching Broken/Unserviceable tools and equipment will be placed into a designated storage location. Tools will be segregated from spare/serviceable tools.

8.3.11.2.1. **(2 BW)** PPE personally issued to individuals for use during flightline/maintenance activities must be strictly controlled to ensure they pose no foreign object damage potential. The following must be adhered to:

8.3.11.2.2. **(2 BW)** Each individual is required to ensure the item is accounted for at all times. PPE must not be left unattended at a job site.

8.3.11.2.3. **(2 BW)** Anytime an item is discovered missing or unaccounted for; lost tool procedures will be followed.

8.5.1.2.4.1. **(2 BW)** Damaged tools that are still considered serviceable must be documented in the TCMax®.

8.5. (2 BW) Both parties will jointly perform a complete inventory to account for all transferred tools. Each individual is responsible for ensuring their man number is clear of all tools or transferred to another person at the end of their shift.

8.5.2.1.1. **(2 BW)** Shift inventories must be documented in the TCMax® (if all requirements can be met) or a locally devised method. Keep this documentation for seven days.

8.6.1.2.1.3.1. **(2 BW)** The five-digit suffix CTK identification numbers/letters will be established/approved by unit, section, or flight supervision. Each maintenance organization will use the CTK prefix identification numbers in **Table 8.1** to ensure tool accountability, control and to prevent duplication.

Table 8.1. (2 BW) CTK Identification Numbers.

Maintenance Organization	CTK Identification Number
Air Force Repair Enhancement Program (AFREP)	BBQG
Weapons Standardization (WSS)	MMQL
Quality Assurance (QA)	BBQA
2d AMXS / 96th AMU Sortie Support Section	BBRD
2d AMXS / 20th AMU Sortie Support Section	BBBS
2d MXS Maintenance Flight	BBMI
2d MXS AGE Main Shop	BBMA
2d MXS AGE Munitions Shop	BBMT
2d MXS Mission Systems	BBMC
2d MXS Electronic Warfare	BBMG
2d MXS Structural Maintenance	MBBMS
2d MXS Metals Tech	BBMM
2d MXS NDI	BBMN
2d MXS Electronics Flight	BBME
2d MXS Egress Shop	BBMF
2d MXS Fuel Cell	BBML
2d MXS Hydraulics Centralized Repair Facility	BBMH
2d MXS Hydraulics Backshop	BBMX
2d MUNS Weapons Release	BB1M
2d MUNS Weapons Release	BB10
2d MUNS Cruise Missile High Bay	BB2H
2d MUNS Cruise Missile Support	BB2S
2d MUNS Cruise Missile VACE	BB2V

2d MUNS Pylon Load Adaptor (PLA)/Launcher Load Adaptor (LLA)	BB2P
2d MUNS CW Training	BB3A
2d MUNS CW Conventional	BB3C
2d MUNS CW Line Delivery	BB3D
2d MUNS CW Inspections	BB3I
2d MUNS CW PGM	BB3M
2d MUNS CW TM	BB3T
2d MUNS CW Storage	BB3S
2d MUNS Control	BB5C
Aircrew Flight Equipment	BBFE
372d TRS/Det 5 FTD	BBTD
Precision Measurement Equipment Laboratory (PMEL)	BBTM
49th Test Shop	BB49

8.7.1.1. **(2 BW)** The QA Chief/Superintendent is designated as approval authority for locally manufactured tools and equipment.

8.7.2.1. **(2 BW)** Forward copies of the review to QA. All LME must be included on the QA LME list.

8.7.2.2. **(2 BW)** LME procedures. All unit representatives who have a locally manufactured tool/equipment that requires approval will first contact the 2 MXG QA Locally Manufactured Tool Program Monitor. The QA Locally Manufactured Tool Program Monitor will instruct the technician on current procedures, i.e., approval letter format, routing requirements, photographs/drawings needed. See **Chapter 9** for additional Local Manufacture guidance.

8.7.2.3. **(2 BW)** New authorization requests will have a drawing/picture accompanying the request with general measurements provided and a list of components needed to produce the tool as applicable. Components will be listed with part numbers when applicable. Tools authorized prior to the publication date of this supplement are grandfathered from requiring measurements and component listings.

8.8.2.2.4. **(2 BW)** Along with securing dispatchable tools, equipment, eTools and CTKs that are left unattended, units will also secure any item controlled through the TCMax® (HAZMAT, PPE, rags, etc.).

8.9.2.1.2. **(2 BW)** Post Taxi Procedures. The responsible Production Superintendent will contact MOC and Ops duty desk immediately when a tool and/or equipment is discovered missing after an aircraft has taxied. The aircraft will be parked and lost tool procedures will be conducted as outlined.

8.9.2.1.3. **(2 BW)** Post Takeoff Procedures. The responsible squadron Ops Officer/Maintenance Supt will contact the 2 MXG/CC and MOC immediately when a tool or piece of equipment is discovered missing after takeoff. The 2 MXG/CC, in coordination with the 2 OG/CC, will determine if the aircraft will be recalled. If recalled, the aircraft will be parked and engines shut down immediately. Lost tool procedures will be conducted as outlined.

8.9.2.3.2.1. **(2 BW)** QA will issue a control number when a lost tool report is initiated. Format will be the QA Database report number.

8.9.2.3.2.2. **(2 BW)** As a minimum, Squadron Supervision will sign the AFGSC Form 145, *Lost Tool/Object Report* for accountability (MOO/MXA/MXM/MXW).

9.17.3. **(2 BW)** Local Manufacturing Procedures:

9.17.3.1. **(2 BW)** Local manufacture part requests will be originated and validated from Decentralized Materiel Supply (DMS). Requesters will initiate 2 MXG local manufacture form (2 MXG Form 0079), AFTO Form 350, and IMDS job snapshot screen 122. The assigned DMS will validate that the item is unprocurable source coded for local manufacture and that a DD Form 1348-6, DoD Single Line Item Requisition System, as applicable, is attached. Once the asset is validated as unprocurable from DMS, the request is then routed to the 2 MXS/applicable workcenter(s) to ensure capabilities exist to locally manufacture the asset.

9.17.3.2. **(2 BW)** Approval authority for local manufacture parts is the applicable Flight Chief or 2 MXS Production Superintendent.

9.17.3.3. **(2 BW)** All required drawings are to be obtained from the appropriate repository (e.g. Engineering Data Service Center (EDSC) or Joint Engineering Data Management Information and Control System (JEDMICS)).

9.17.3.4. **(2 BW)** Coordinate Local Manufacture requests through requesting workcenter Flight Chief, DMS, primary fabricating Flight Chief/ and 2 MXS Production Superintendent. NOTE: MMHE requires coordination with WMM.

9.17.3.5. **(2 BW)** Requesters are responsible for acquiring all necessary materials and parts for non- aircraft/aerospace support equipment local manufactures. Once all parts and materials necessary to complete the local manufacture are on hand, complete the bottom portion of the AFTO Form 350 tag.

9.17.3.6. **(2 BW)** Fabricating work center responsibilities:

9.17.3.6.1. **(2 BW)** Maintain a work order file for each local manufacture request from the Local Manufacture Monitor (LMM).

9.17.3.6.2. **(2 BW)** Notify LMM when the locally manufactured item is ready for pick up. Mission Capability, Mission Capable (MICAP) parts will be allowed to be picked up by AMU/MXS Production Superintendent. Paperwork will be routed to SLMM the next duty day.

9.17.3.6.3. **(2 BW)** Perform semi-annual reconciliation with the LMM to ensure all paperwork is being properly processed.

10.16.4.1.1. **(2 BW)** A formal request via memorandum for record will be submitted by the applicable Flight/Section Chief requesting an individual be considered for checklist qualification. Approval authority will be the WWM or WS Superintendent.

10.16.4.1.2. **(2 BW)** If an individual is approved, they will demonstrate technical competency on the following munitions:

10.16.4.1.2.1. **(2 BW)** Loading/Unloading of the Miniature Air Launched Decoy (MALD).

10.16.4.1.2.2. **(2 BW)** Installation/removal of impulse cartridges.

10.16.4.1.2.3. **(2 BW)** Installation/removal of ALA-17.

10.18.2.1.1. **(2 BW)** The external team chief is in charge of the entire loading operation (Lead Load Crew Chief).

10.18.2.3.1. **(2 BW)** Pre-task safety briefing will include explosive task being performed and stress caution on load site congestion due to jammer operations.

10.18.2.6. **(2 BW)** Internal functional checks will be performed prior to external checks with the exception of cocking the A-6s after the last release pulse. A-6s will be cocked after external checks are completed.

10.18.3.1. **(2 BW)** The external crew is the primary crew for loading external flare. The weapons expediter retains authority to direct otherwise.

11.6.5.1.1. **(2 BW)** When IMDS is unavailable, maintenance actions will be called into the applicable AMU's Dispatch Section for continuity and documented using the AFTO Form 349, *Maintenance Data Collection Record*. When the IMDS becomes available, Dispatch will load all AFTO Form 349, *Maintenance Data Collection Record* discrepancies and provide the JCN to the applicable work centers. All IMDS documentation will be completed at the earliest convenience but no later than the end of the current shift once available.

11.6.5.2. **(2 BW)** All Red Ball maintenance will be documented in the aircraft AFTO Form 781 series and IMDS. The aircraft forms will be documented with all maintenance discrepancies, corrective actions and an updated exceptional release prior to take-off. All IMDS documentation will be accomplished as soon as possible with a goal of prior to flight, but NLT 2 hours after take-off.

11.6.5.3. **(2 BW)** Production Superintendents, expediters, maintenance technician will relay specific information about the Red Ball discrepancy to the MOC. This information will include aircraft tail number, discrepancy, time started/completed, parts required/received, status changes, WUC, ETIC, and the Job Control Number. The MOC will dispatch MXS specialists as needed. The applicable maintenance technician will respond immediately to Red Ball conditions.

11.6.5.4. **(2 BW)** Minimum support equipment required for all Red Ball Maintenance and/or Engine Run Crew Change on the hammerhead will include at a minimum, 4 chocks, 1 fire bottle, 1 headset and 1 communication cord.

11.8.1.1. **(2 BW)** All personnel will comply with the 2d BW FOD Prevention Plan on the BAFBI 21-114.

11.8.3.5.2. **(2 BW)** Reflective belts/vests will be removed when entering engine inlet or exhaust.

11.8.3.5.3. **(2 BW)** During heat stress condition "Red Flag" or above, the bunny suit may be worn up to above the waistline in the engine inlet only, provided no other potential FO is worn above the suit (example: necklaces, pencils, line badge). When worn in this manner, ensure the pant legs are properly secured and the arms of the bunny suit are snuggly tied above the beltline.

11.8.3.8.1.2. **(2 BW)** ASM Aircraft Flightline Engine Inlet Maintenance Procedure Checklist will be followed.

11.8.3.8.2. **(2 BW)** Secure FOD containers to all vehicles normally operating on the flightline in a manner that does not modify or damage rental or government leased vehicles and prevents the container from tipping over while the vehicle is in motion. Vehicle FOD containers may be locally manufactured and secured using bungee cord or similar material.

11.8.3.8.3. **(2 BW)** FOD containers shall be emptied daily or when full, whichever occurs first.

11.8.3.10.1.2. **(2 BW)** Maintenance crews will perform complete FOD walks in their local areas (i.e. 25 feet in front of inlet, around aircraft, and grounding points) before any engine start. Maintenance supervisors will ensure their areas are clear of FOD.

11.8.3.12.2.1. **(2 BW)** Aircrew will notify the crew chief of any missing items upon landing. The entry will be made in AFTO Form 781A at debrief. Follow procedures for lost items IAW this instruction **Paragraph 8.9**.

11.8.3.14.3. **(2 BW)** Prior to any aircraft engine operation, personnel will ensure the following:

11.8.3.14.3.1. **(2 BW)** Tools, equipment and hardware have been accounted for and secured.

11.8.3.14.3.2. **(2 BW)** Engine run supervisors will ensure a FOD check to the front, sides and aft of the intakes is conducted prior to engine start.

11.8.3.15.1. **(2 BW)** Vehicle operators will ensure a visual FOD inspection to include a "Roll-Over" check is accomplished on all equipment and tires, to include golf carts, four wheelers, mules, and any other type of equipment with treaded tires prior to entering flightline areas or after departing an unpaved/unimproved surface. If the driver vacates the seat during the FO check, the vehicle must be placed in park/reverse if manual; engine turned off and emergency brake set. A vehicle walk around will be accomplished, ensuring vehicle is free of foreign objects to include wheel wells. All loose items or material that could fall from the vehicle will be secured. **NOTE:** AGE towing vehicles may be left running while unattended for FOD checks. AGE towing vehicles must be placed in "park" (neutral if manual) with parking brake set during FOD checks. To conduct a rolling FOD check, the vehicle operator MUST enter vehicle and "close ALL doors" prior to placing the vehicle in drive to rotate tires the minimum distance necessary to finish the FOD check.

11.8.3.15.2. **(2 BW)** Flightline areas are defined as paved and parking surfaces located inside of the controlled area fence line.

11.8.3.17.1. **(2 BW)** All GOVs equipped with FOD magnets will have at least three but no more than five inches of clearance from the ground to the bottom of the magnet. The FOD magnets must be annotated on the vehicle AF Form 1800, *Operator's Inspection Guide and Trouble Report*. To avoid injury, personnel will wear protective gloves while clearing debris from magnet. Clean FO from FOD magnets when signing out the vehicle, and when returning it to the support section. FOD magnets will also be checked for FOD during "Roll-Over" FOD checks.

11.8.3.18.1. **(2 BW)** Additional equipment assigned to vehicles which are not permanently attached (i.e. ice scraper, fire extinguishers and flashlights/beacons) will be marked with the vehicle registration number and annotated on the vehicle's AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

11.8.3.23. **(2 BW)** All removed panels, doors, parts, and components from the aircraft/missile systems/equipment will be properly stored and accounted for at all times, to include associated hardware. If the panel or door does not have hardware, appropriately tag the item with the aircraft tail number, panel number, or component identification.

11.8.4.4. **(2 BW) Squadron Commander Responsibilities:** Each unit will assign a primary and alternate unit FOD monitor, in writing, and be the point of contact for their unit/AMU/Squadron FOD/DOP related issues. A copy of each units appointment letter will be forwarded to the Wing FOD Monitor. **Note:** The unit appointment letter must indicate "FOD and/or DOP representative." Additional representatives may be appointed to assist the squadron primary and alternate with FOD prevention measures.

11.8.4.4.1. **(2 BW)** Squadron FOD prevention representative responsibilities:

11.8.4.4.1.1. **(2 BW)** Ensure maximum participation in unit FOD walks as prescribed by this instruction and local unit FOD policy if applicable.

11.8.4.4.1.2. **(2 BW)** Ensure widest dissemination of information provided by the wing FOD monitor such as flashes, reports, minutes, posters, visibility boards, etc. Brief any pertinent information contained in the flashes, reports, and minutes to all workcenter personnel.

11.8.4.4.1.3. **(2 BW)** Assist the wing FOD monitor when requested.

11.8.4.4.1.4. **(2 BW)** Develop and ensure a FOD prevention continuity binder is available to all personnel and will contain a minimum of the following:

11.8.4.4.1.4.1. **(2 BW)** Squadron FOD representative appointment letter.

11.8.4.4.1.4.2. **(2 BW)** Wing FOD prevention plan.

11.8.4.4.1.4.3. **(2 BW)** Current wing FOD quarterly minutes from the last quarterly FOD meeting.

11.8.4.4.1.4.4. **(2 BW)** Current FOD instructions/guidance, if applicable.

11.8.4.4.1.4.5. **(2 BW)** Wing FOD Monitor visual aid.

11.8.4.4.1.4.6. **(2 BW)** FOD incentive program visual aids.

11.8.6.4.4.2. **(2 BW)** Units will ensure a completed copy of the borescope inspection sheet is forwarded to the Engine Management section within 24 hours of completion.

11.9.3.2.1. **(2 BW)** Upon discovery of a Dropped Object (DO) notify the flightline expediter/Production Superintendent and MOC. MOC will notify all affected agencies.

11.9.5. **(2 BW)** Prevention. Effective prevention of dropped objects starts when an aircraft door, panel, or cowling is opened for maintenance and during munitions build-up, loading, and arming. Maintenance personnel will ensure the serviceability of fasteners and the proper fit of doors, panels, connectors, etc. Place special attention on the correct length of fasteners and condition of nut plates and other securing devices. Supervisors should take special emphasis on these areas during the inspection of completed maintenance actions.

11.9.5.1. **(2 BW)** When temporarily closing a panel for maintenance, secure with adequate number of original fasteners to prevent wind damage. Annotate the equipment forms for this condition.

11.13.3.3. **(2 BW)** Authorization & Control: Commanders, managers, and supervisors will closely control CANN actions. Although immediate benefits can be realized, the process results in excess expenditures of maintenance resources and may degrade readiness by exposing serviceable equipment to extra handling, assembly, disassembly or removal and reinstallation, and follow-on operational checks.

11.13.3.3.1. **(2 BW)** When the CANN aircraft is under the control of MXS (phase, -464 inspection, etc.), the CA will coordinate the CANN action with MXS Supervision prior to removing the part to ensure the CANN action does not impede scheduled maintenance.

11.13.3.4. **(2 BW)** The CA will ensure all CANN action paperwork is completed and accurate ASAP but NLT the end of his/her shift.

11.13.3.5. **(2 BW)** Aircraft/Missile Systems/Equipment that has been cannibalized extensively may be identified as "CANN aircraft/missile system/equipment." Aircraft/Missile Systems/Equipment designated as CANN aircraft/missile system/equipment will have an assigned CANN manager. Maintenance Supervision will assign a CANN Manager. The manager will ensure daily documentation actions (forms/tags/MIS) remain accurate and complete.

11.13.8.2.3. **(2 BW)** Coordinate with MXG Supervision prior to initiating CANN actions on GITA aircraft as this requires HQ AFGSC/A4 involvement in obtaining SPO approval.

11.16.2.1. **(2 BW)** When completing initial certifications, the certifying official will complete an AFGSC Form 2426, *Training Request and Completion* to include a certification statement, printed name and signature in the remarks section. The AFGSC Form 2426, *Training Request and Completion* will accompany the AFGSC Form 64, *Request for Special Certification* for placement on the SCR.

11.16.2.2. **(2 BW)** Recertification will be conducted annually following guidance in **paragraph 11.16.2.1**.

11.17.5.4. **(2 BW)** Responsibilities during Operation of Installed Aircraft Engines.

11.17.5.4.1. **(2 BW)** The MOC will:

11.17.5.4.1.1. **(2 BW)** Verify aircraft are located on a parking spot that is rated for the applicable power setting IAW BARKSDALEAFBI 11-250, *Airfield Operations and Base Flying Procedures*.

11.17.5.4.1.2. **(2 BW)** Verify in IMDS that individuals are qualified and current for applicable engine runs. Maintain an engine run clearance log that documents date, aircraft tail number, employee numbers of engine run individuals occupying left and right seats and power setting of engine run. Forward a copy of the engine run log every week to 2d Maintenance Training Flight for 90-day engine run proficiency updates.

11.17.5.4.1.3. **(2 BW)** Notify the tower of aircraft tail number, location and reason for engine run.

11.21.2.1.1. **(2 BW)** The AMXS/Ops Officer/MXA is responsible for ensuring effective aircraft thermal protective device maintenance is accomplished IAW applicable aircraft TOs, and this instruction.

11.28.1. **(2 BW)** In addition to this section, the 2 BW CDDAR Program will be executed per **Attachment 20** (2 BW) of this supplement.

11.44.2.4. **(2 BW)** 2 MXG CL 100 Aircraft Hangar Entry/Exit checklist will be initiated prior to towing operations of aircraft to be placed into or out of any hangar/dock

11.46. (2 BW) Paperless Phase/464.

11.46.1. **(2 BW)** The paperless concept is designed to enable a near paperless environment by using base Local Area Network (LAN), radio frequency (RF) technology connectivity, and electronic signature, as the foundation of the process. Local Maintenance Supervision has the option to expand the paperless process to include items that require extended scheduled/unscheduled maintenance actions by inputting all discrepancies directly into IMDS. The process permits the technician to complete maintenance actions or open new tasks using appropriate IMDS screens and documenting task completion IAW the applicable TO without the use of 781 A's.

11.46.1.1. **(2 BW)** The paperless process will adhere to electronic signature criteria as defined in TO 00-20-1, paragraph 3.6. The electronic signature controls maintenance actions through the use of user ID, password, and employee number. Automated Smart Card PKI technology will be inserted when the USAF selects the specific technology to be used for implementation of Personnel Smart Cards.

11.46.2. **(2 BW)** Procedures.

11.46.2.1. **(2 BW)** Prior to aircraft entering into paperless maintenance or pre-dock meeting the aircraft forms will be transcribed so that only automated entries are reflected in the aircraft forms. No hand-written discrepancies are authorized.

11.46.2.2. **(2 BW)** When the aircraft and forms are turned over to the maintenance/inspection activity (i.e. Phase Dock/Maintenance Team), the coordinator/dock chief/team leader will verify all automated entries in the forms are reflected in the IMDS maintenance system.

11.46.2.3. **(2 BW)** After the coordinator/dock chief/team leader validates all forms entries in IMDS, they will then remove the forms from the forms binder and process them for turn in. This step marks the beginning of the paperless process.

11.46.2.4. **(2 BW)** Forms removed at the beginning of a paperless process will be considered permanently inactive. The coordinator/dock chief/team leader will not follow normal transcribing procedures and will not be required to close out the aircraft forms dates or document the transcribing of each discrepancy. Instead, attach (staple) a locally developed cover sheet to the front of the aircraft forms. The cover sheet will include the following information: aircraft tail number, aircraft forms dates, including from date and date inactivated, reason for removal (i.e. paperless inspection), number of pages removed from each type of form (i.e. 781A, 16 pages inactivated), the statement "I verify that all open entries have been entered/validated in IMDS", printed name and employee number of coordinator/dock chief/team leader, followed by their signature. The permanently inactivated forms will then be filed in the aircraft jacket file. Refer to TO 00-20-1, paragraph 3.9, for filing instructions.

11.46.2.5. **(2 BW)** The coordinator/dock chief/team leader will print a back-up copy of the active maintenance events using IMDS screen 380 daily. The back-up copy will be available in the event IMDS and/or power are lost. The 380 report offers supervisors various options for displaying open discrepancies. The specific option selected will depend on how the open discrepancies are to be viewed and by whom.

11.46.2.6. **(2 BW)** When paperless maintenance is completed, the coordinator/dock chief/team leader will print a new set of forms and place them in the aircraft forms binder. Once this is done, place the "Date new forms activated" date on the inactivated forms cover sheet to indicate the final day of the paperless process.

11.46.2.7. **(2 BW)** In the event of aircraft impoundment, all maintenance documentation from the point of impound until cleared by the release authority will be documented on the AFTO 781A. Automated entries created prior to the impound, but not applicable to the impound do not required to be printed. Once released from impound, the physical forms will be transcribed out and filed in the aircraft jacket file until destroyed IAW TO. 00-20-1.

11.46.3. **(2 BW)** Documentation.

11.46.3.1. **(2 BW)** Red X discrepancies ready for closure in IMDS by non-Red X authorized personnel (i.e., task qualified 3-level or 5-level) will be documented IAW TO 00-20-1. In the event that a 7-level is not available during the shift to close-out the discrepancy in IMDS, the 3/5-level will document the corrective action for the discrepancy using IMDS screen 907. The member will enter their employee number, and the "Inspected By" will be left blank until a qualified 7-level is available to complete the task. This procedure is critical to ensure task completion visibility when a 7-level is not available on shift.

11.46.3.2. **(2 BW)** In the event of a power outage, utilize AFTO Form 349 for documentation. Once power is restored, all information will be input into IMDS.

11.46.4. **(2 BW)** Warning Tags.

11.46.4.1. **(2 BW)** AFTO 492 (warning tags) will be tracked by using a locally generated procedure to enable visibility of installed warning tags and affected system conditions associated with the maintenance. The AFTO Form 492 has replaced the AF Form 1492, Continued use of the AF Form 1492 is authorized until supplies are exhausted.

11.46.4.2. **(2 BW)** Personnel must review IMDS in addition to the warning tag procedure prior to performing any aircraft maintenance.

14.1.2.1.2.1. **(2 BW)** Configuration items will be verified during phase using 2 MXG Form 0065, *Phase Configuration List* provided by PS&D. The Configuration checklist will be turned into PS&D section once completed and reviewed by the PS&D ACM.

14.1.3.2.1. **(2 BW)** Manual JCNs will be input into IMDS as soon as possible after the system is returned to normal operation. (See **Table 14.1**)

14.1.3.2.2. **(2 BW)** The JCNs for periodic inspections are of unique construction. The first five positions consist of the year and Julian date. The sixth position designates the periodic inspection being performed. (A or B equals a number 1 or 2 phase). EXAMPLE: 16031A100 would indicate a number 1 phase started on 31 Jan 16. Hourly Post-Flight Inspections JCNs are constructed in the same manner as periodic inspections except the sixth position will be "D" (See

Table 14.1. Table 14.1. (2 BW) Manual JCN Listing, Part 1.

JCN	WORKCENTER
6001 -6075	TRANSIENT MAINTENENACE
6076 - 6099	AIRCREW FLIGHT EQUIPMENT
6100 - 6150	QUALITY ASSURANCE
6151 - 6175	WEAPONS STANDARDIZATION
6176 - 6200	372 TRS/DET 5
6201 - 6299	MOF PS&D
6300 - 6349	20 AMU DISPACH
6350 - 6399	20 AMU DEBRIEFING
6400 - 6449	20 AMU SUPPORT SECTION
6450 - 6499	96 AMU DISPATCH
6500 - 6549	96 AMU DEBRIEFING
6550 - 6599	96 SUPPORT SECTION
7050 - 7099	20 AMU DEPLOYED
7100 - 7149	96 AMU DEPLOYED
8100 - 8199	2 MXS PHASE DOCK
8200 - 8299	2 MUNS ARMAMENT
8300 - 8399	2 MUNS MUNITIONS SUPPORT UNIT
8400 - 8425	2 MXS ELECTRO/ENVIRONMENTAL
8426 - 8450	2 MXS PNEUDRAULICS
8451 - 8475	2 MXS ENGINE MANAGEMENT
8476 - 8500	2 MXS ACCESSORY
8501 - 8525	2 MXS MATERIAL SUPPORT SECTION

Table 14.1. (2 BW) Manual JCN Listing, Part 2.

8526 - 8550	2 MXS TEST CONTROL
8551 - 8575	2 MXS JET ENGINE
8576 - 8600	2 MXS EGRESS
8601 - 8625	2 MXS FUEL SYSTEM
8626 - 8650	2 MXS SURVIVAL EQUIPMENT
8651 - 8675	2 MXS NDI
8676 - 8700	2 MXS STRUCTURAL REPAIR
8701 - 8725	2 MXS METAL TECHNOLOGY
8726 - 8850	2 MXS AVIONICS FLIGHT
8851 - 8875	2 MXS ELECTRONIC WARFARE
8876 - 9024	2 LRS LOCAL MANUFACTURE
9025 - 9999	HELD IN RESERVE
A001 -A500	#1 PHASE INSPECTION
B001 - B500	#2 PHASE INSPECTION
D001 - D500	HOURLY POST-FLIGHT INSPECTION
G001 - G500	POWERED/NON-POWERED AGE
G501 - G600	MUNITIONS TRAILERS
G601 - G700	ENGINE TRAILERS
G701 - G999	MISSILE TEST EQUIPMENT

14.1.3.4. **(2 BW)** Shared Resources Meeting. A shared resources meeting will be accomplished Monday of each week (if Monday falls on a down day/family day/holiday/training day, the Section Chief/NCOIC of Wing PS&D may elect to cancel or reschedule the shared resources meeting for that week) and chaired by PS&D. At a minimum, the meeting will focus on a 3-month forecast. This is the best opportunity for the PS&D dedicated AMU schedulers to sit face-to-face with AMXS, MXS, MUNS, and MXG sections representatives to resolve scheduling conflicts.

14.1.3.4.1. **(2 BW)** Shared resources will be attended by the PS&D AMU Schedulers, PS&D Time Change Manager, PS&D TCTO Manager, AMU production super, AFE, EMB, MXS production, corrosion, 464 representative, TFI PS&D, FTD, WLT, Egress and any additional key players (decision makers) that are requesting shared resources from the MXG.

14.1.3.4.2. **(2 BW)** Aircraft inspection (phase/isochronal) scheduling; egress; fuels; armament; engines; wash rack; corrosion control; aircrew flight equipment; training; munitions; ground instructional trainer aircraft (GITA); contractor/depot field teams; TCI schedule; TCTOs due within 6 months; and hangars will be covered.

14.1.3.4.3. **(2 BW)** Document the shared resources meeting on AF Form 2410, *Inspection/TCTO Planning Checklist* or locally developed form. PS&D will maintain the AF Form 2410, *Inspection/TCTO Planning Checklist* or locally developed form and the shared resources slides/product for a minimum of three months. AF Form 2410, *Inspection/TCTO Planning Checklist* or locally developed form will be used to record additional information discussed during the shared resources meeting and to track attendance of the shared resources meeting. These documents will be maintained on the PS&D Shared Point.

14.1.4.2.1.1. **(2 BW)** PS&D familiarization will be completed using the B-52 Super FAM course (when available).

14.2.1.2.1.1. **(2 BW)** MDS MIS for B-52 is IMDS. All required configuration items (to include AFE equipment) will be tracked using IMDS. The OWCs are responsible for loading their own parts in to the MIS (SEL) and to ensure proper loading of parts IAW TO. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* and TO. 00-20-2, *Maintenance Data Documentation*.

14.2.1.2.1.2. **(2 BW)** PS&D will ensure:

14.2.1.2.1.3. **(2 BW)** AFTO Form 95, *Significant Historical Data* and required Main Landing Gear/Tip Gear AFTO Form 95s are maintained in the aircraft jacket file.

14.2.1.2.1.4. **(2 BW)** AFTO Form 95, *Significant Historical Data* IMDS printout/or file upload is updated during the annual jacket file inspection.

14.2.1.2.1.5. **(2 BW)** Significant aircraft history is input to IMDS automated history such as:

14.2.1.2.1.6. **(2 BW)** EM will ensure Engine AFTO Forms 95, *Significant Historical Data* are maintained in EM Section and that removal, installation and significant repair data on engines is annotated.

14.2.2.2.1.2. **(2 BW)** PS&D will develop and maintain the standardized master aircraft jacket file. Electronic folder is authorized.

14.2.2.2.2.1.1. **(2 BW)** Historical AFTO Forms 781A, 781H, 781J, 781K *Maintenance Discrepancy and Work Order* will be reviewed by AMUs and forwarded to PS&D for filing.

14.2.2.2.2.2. **(2 BW)** The DD Form 2861, *Cross-Reference* will be used to cross-reference documents that are decentralized outside of the aircraft jacket file.

14.2.2.2.2.3. **(2 BW)** Annually, PS&D will visit sections with decentralized records (i.e., NDI, Fuel Cell, and Egress), to inspect historical records. If discrepancies are found, write a MFR to the section NCOIC/Section Chief. Document the inspection on AF Form 2411.

14.2.2.3.12.1. **(2 BW)** Examples of authorized TO variances would include, but are not limited to: 107/202 engineering request, approved waivers and extensions.

14.2.2.3.14.3.1. **(2 BW)** PS&D will review the forms for the following: Missing pages and valid dates. If errors are found return the forms back to AMU for corrections.

14.2.2.3.14.5.1. **(2 BW)** PS&D has NLT 10 duty days after the missing forms letter was issued to notify applicable maintenance unit supervision. It is the responsibility of the AMU/AMXS to return missing forms letters to PS&D.

14.2.4.2.1.1.1. **(2 BW)** Pre-docks (to include ADR) will normally be scheduled 1-day before MXS starts any pre-phase requirements (i.e., wash/NDI/fuel systems checks) of a scheduled phase.

14.2.4.2.1.1.2. **(2 BW)** AMU Pro Super, Dock Chief, Dock Controller, DCC, EM, NDI, DMS, Eagle Super, Egress, AFE, and MXO PS&D will attend both pre- and post-dock meetings.

14.2.4.2.1.1.3. **(2 BW)** EM will verify engine cycles TOT and Time Since Overhaul (TSO), discuss any special inspections, time changes or TCTOs for the engines.

14.2.6.3.1. **(2 BW)** When aircraft are sent off-station to fly deployed sorties for periods of 120 days or less (parent-unit maintenance provided), do the following:

14.2.6.3.1.1. **(2 BW)** The PS&D will:

14.2.6.3.1.1.1. **(2 BW)** Request/run a 418-ARC for each deploying aircraft.

14.2.6.3.1.1.2. **(2 BW)** If a maintenance scheduler is not deployed, ensure production is familiar with the ARC. This is important to manage scheduled maintenance and what needs to be accomplished with unscheduled maintenance when affecting special inspections, time changes, and TCTOs.

14.2.7.2.1. **(2 BW)** When directed by impoundment official or MMA, the following procedures apply:

14.2.7.2.2. **(2 BW)** The Database Manager will:

14.2.7.2.2.1. **(2 BW)** Lock out IMDS and notify Field Assistance Branch for Database security.

14.2.7.2.2.2. **(2 BW)** Call Defense Enterprise Computer Center (DECC) to request a save to tape (10 to 20 minutes).

14.2.7.2.2.3. **(2 BW)** Unlock IMDS and return system to normal operations.

14.2.7.2.2.4. **(2 BW)** Put IMDS in File Update Mode (FUM).

14.2.7.2.2.5. **(2 BW)** Record the pertinent information and process IMDS screen #931 to freeze aircraft records in REMIS.

14.2.7.2.2.6. **(2 BW)** Process online inquiry and background reports as directed by QA or safety investigation/inspection team.

14.2.7.2.2.7. **(2 BW)** Coordinate with PS&D/AVDO to change Possession Purpose Identifier (PPI) to XW, for aircraft lost as a result of a flying accident awaiting determination of applicable termination code.

14.2.7.2.3. **(2 BW)** The PS&D will:

14.2.7.2.3.1. **(2 BW)** Lock the aircraft jacket file with all required records. Notify decentralized records section of the impoundment of records. PS&D will verify all decentralized records have been turned in to PS&D when applicable and notify the impoundment official of any missing records. NOTE: not all decentralized records are required to be turned in for all impoundments. Those records not turned in will be marked by the OWC as impounded. The OWC has responsibility for controlling any decentralized records within their WC.

14.2.7.2.3.2. **(2 BW)** Unfreeze the aircraft jacket file once impoundment is completed and release decentralized records to their OWC.

14.2.7.2.4. **(2 BW)** Decentralized record sections will:

14.2.7.2.4.1. **(2 BW)** When directed by PS&D, secure all records and/or turn in records when directed by PS&D.

14.2.7.2.4.2. **(2 BW)** Collect all records for their OWC from PS&D NLT 2 duty days of the impoundment release.

14.2.8. **(2 BW)** When directed to consolidate records, PS&D will:

14.2.8.1. **(2 BW)** Within 1-hour of notification from MXG leadership/QA to centralize all records, recall and consolidate records from all decentralized sections (e.g. crew chief section, AFE, EM, Fuel Cell, NDI and QA, etc.). Decentralized sections will deliver required records to PS&D for consolidation within 2-hours of notification.

14.2.8.2. **(2 BW)** Notify impoundment official when records are ready for pick-up.

14.2.8.3. **(2 BW)** Impoundment official will ensure PS&D is notified. Impoundment official will sign out records on AF Form 614, *Charge Out Record* and ensure security of records (if required).

14.3.1.2. **(2 BW)** PS&D will work with applicable DMS to order, manage and dispose of HAZMAT items for applicable TCI/TCTOs, utilizing the cradle-to-grave methodology. The requisition number will be forwarded to the applicable PS&D as soon as possible for follow-up action during the TCTO reconciliation meetings.

14.3.2.2.1. **(2 BW)** OWC are responsible for loading parts in the MIS/IMDS 42-SEL. Parts will be established in IMDS IAW TO. 00-20-9, *Forecasting Replacement requirements for Selected Calendar and Hourly Time Change Items* and TO. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

14.3.2.7. **(2 BW)** APG will provide PS&D with a wheel and tire physical verification sheet for all wheel and tire installs prior to PS&D clearing suspense validation 128-QVR in IMDS. PS&D will verify the wheel and tire sheet to ensure it matches what is installed in IMDS. If the wheel and tire physical verification sheet does not match IMDS (after PS&D has reviewed 128-QVR and 810-PTI) then PS&D will notify APG to make the corrections in the MIS/IMDS to ensure data integrity.

14.3.3.2.2.4. **(2 BW)** T1 and T2 modifications (mods) are designed to test the operational capability and functionality of a modified sub-system, new equipment or new capability before such mods are installed fleet wide. T1 and T2 mods (i.e. Enhance Data Link (EDL)) are not designed to move from aircraft to aircraft based on a needed perception. 2 OG/CC will request movement of these mods from the originally installed aircraft through the 2 MXG/CC before any expenditure of manpower and resources.

14.3.3.2.2.4.1. **(2 BW)** T1 and T2 mods will be processed as follows:

14.3.3.2.2.4.2. **(2 BW)** QA/PIM will review and forward a stamped and approved copy of the AF Form 1067, *Modification Proposal* to PS&D; attend the T1 and T2 Mod meeting as scheduled by PS&D and follow-up the initial installation and removal of T1 and T2 Mod as determined in the initial planning meeting.

14.3.3.2.2.4.3. **(2 BW)** PS&D will schedule and chair the T1and T2 Mod meeting. PS&D and QA/PIM will determine who will attend the meeting.

14.3.3.2.2.4.4. **(2 BW)** During T1 and T2 Mod meeting, determine the mod strategy for the Mod(s), when they will be accomplished, what work centers will accomplish the work, what record entries will be made, and who will sign off installation/removal JCNs in IMDS (if not the 49th Test and Evaluation Squadron (TES)).

14.3.3.2.2.4.5. **(2 BW)** The AF Form 2410, *Inspection/TCTO Planning Checklist* is initiated and used to record the meeting and condition for accomplishing the T1 and T2 Mod. Pertinent discussion items (i.e., T1 and T2 applicability and purpose, number and ID of units to be modified, additional training required for affected personnel, disposition of affected components) are annotated on the AF Form 2410, *Inspection/TCTO Planning Checklist*. All attending will sign the form at the conclusion of the planning meeting indicating agreement with conditions.

14.3.3.2.2.4.6. **(2 BW)** PS&D will establish a T1 and T2 Mod folder for each T1 and T2 Mod upon receipt. Include the AF Form 1067, *Modification Proposal* and signed AF Form 2410, *Inspection/TCTO Planning Checklist*.

14.3.3.2.2.4.7. **(2 BW)** Create a data code and load T1 and T2 Mod in IMDS.

14.3.3.2.2.4.8. **(2 BW)** Load applicable aircraft in 17 (workable) status in IMDS when notified by responsible agency that the mod will be installed.

14.3.3.2.2.4.9. **(2 BW)** Delete an aircraft from the T1 and T2 Mod in IMDS when notified of de-mod action.

14.3.3.2.2.4.10. **(2 BW)** Create a JCN in IMDS for aircraft being modified.

14.3.3.2.2.4.11. **(2 BW)** Make an automated history in entry in IMDS for the aircraft documenting the mod and de-mod of a T1 and T2 Mod.

14.3.3.2.2.4.12. **(2 BW)** AMU Production Section will ensure red bordered AFTO Forms 95, *Significant Historical Data* are placed in or removed from the aircraft forms upon installation/removal and ensure accuracy of IMDS screen #525 and the aircraft forms during document reviews.

14.3.3.2.2.4.13. **(2 BW)** 49 TES will notify the QA PIM and PS&D prior to installation and removal of any T1 and T2 Mods.

14.3.3.2.2.4.14. **(2 BW)** AMU Dispatch will create/provide JCNs for T1 and T2 Mod removal upon request and notify PS&D of T1 and T2 Mod removal actions.

14.3.3.2.4.3. **(2 BW)** Minimal attendees for the monthly TCTO meeting: Wing PS&D TCTO Manager, AMU PS&D, TFI Wing TCTO Manager, MUNS PS&D, EMB, FSC, DMS, AGE PS&D and AMU Production.

14.3.3.2.4.4. **(2 BW)** FSC/DMS will complete a 100 percent reconciliation of all TCTO kits/parts/tools prior to the TCTO monthly reconciliation meeting and provide TCTO managing agencies with an account of all kits/parts/tools on order and on station. The reconciliation will be completed 2 duty days before the monthly reconciliation meeting and sent to PS&D workcenters for review.

14.3.3.2.4.5. **(2 BW)** At the monthly TCTO meeting, the following areas will be discussed: FSC and DMS will brief kit/parts status, PS&D will brief/reconcile any scheduling factors, current TCTO status, anticipated problems for all active TCTOs, review previous monthly meeting minutes, brief TCTOs due within six months of grounding or expiring dates and any new relatable topics for TCTOs.

14.3.3.3.1.3.1. **(2 BW)** QA will distribute TCTO(s) to Wing PS&D NLT the stamp date of the TCTO(s).

14.3.3.3.2.3.2. **(2 BW)** Wing PS&D will establish a Master TCTO folder. All scheduling sections maintaining TCTOs will set up their TCTO folders to match the master TCTO folder located in Wing PS&D. Additionally, Wing PS&D will standardize wing monthly/weekly utilization schedules among the same MDSs.

14.3.3.3.2.4.2. **(2 BW)** All TCTOs will be loaded in IMDS for tracking. This allows the Wing TCTO Manager to have oversight of the wing program to ensure WCs are loading and monitoring TCTOs correctly. In the event that equipment is not tracked in IMDS (i.e. Missiles) the OWC TCTO monitor will load the TCTO in to IMDS using equipment designators to monitor the requirement within IMDS.

14.3.3.3.2.8.3. **(2 BW)** Munitions Missile Engine Procedures as follows:

14.3.3.3.2.8.4. **(2 BW)** For expended missiles, 2 MUNS Aerospace Vehicle Distribution Officer (AVDO) message will provide the Termination Report to 2 MXG EM no later than one duty day following transmission of the termination message.

14.3.3.3.2.8.5. **(2 BW)** The SRAN (engine manager) will prepare the necessary shipping documents for all spare aircraft/missile engine shipments.

14.3.3.3.2.8.6. **(2 BW)** The 2 MUNS Cruise Missile Flight EM will notify the 2 MXG EM of all missiles with installed engines received, shipped, or expended by 0900 of the first duty day following the occurrence.

14.3.3.3.2.8.7. **(2 BW)** For outbound missiles, 2 MUNS AVDO will provide the AVDO to 2 MXG EM no later than one duty day following the transmission of the message.

14.3.3.3.2.8.8. **(2 BW)** Within 10 duty days of receipt missiles, 2 MUNS Cruise Missile Flight will physically verify missile engine serial numbers and all serially tracked subcomponents against the engine's/missile's AFTO 95, *Significant Historical Data*. Provide engine records to the 2 MXG EM section for entry into CEMS.

14.3.3.3.2.8.9. **(2 BW)** For containerized engines, the 2 MUNS Cruise Missile Flight will physically verify the engine serial number and all serially tracked subcomponents against the engine's AFTO 95.

14.3.3.3.2.8.10. **(2 BW)** For outbound engines, the 2 MUNS Cruise Missile Flight will provide individual DD1149, *Requisition and Invoice/Shipping Document* forms for each outbound containerized engine to 2 MXG EM no later than one duty day following the shipment.

14.3.3.3.2.8.11. **(2 BW)** For inbound engines, the 2 MUNS Cruise Missile Flight will provide all associated historical record data for the containerized engine to the 2 MXG EM section for entry into CEMS no later than three duty days after receipt.

14.3.4.2.4.1.4. **(2 BW)** Routing local JSTs/Profile JSTs:

14.3.4.2.4.1.5. **(2 BW)** PS&D may add local JSTs for tracking inspections directed by an AFI.

14.3.4.2.4.1.6. **(2 BW)** Requesting/initiating WC (other than PS&D) will break down the new requested JST by WCE number and add in the duration, WUC, PWC, Symbol, Crew Size, and Narrative. Request a routing form from QA and route the request through QA.

14.3.4.2.4.1.7. **(2 BW)** Once the JST is reviewed by QA for accuracy; QA will forward the request to PS&D inspection/-6 monitor to be reviewed/loaded to IMDS.

14.3.4.2.4.1.8. **(2 BW)** PS&D will forward QA 469-JFI from IMDS (Display Data For A Particular JST Number) showing the new/updated JST. QA will file the new JST request.

14.3.4.3.5.3. **(2 BW)** Minimal attendees for the monthly TCI reconciliation meeting: Wing TC Manager, AMU PS&D, AMU Production, AFE, Egress, AFK Munitions, EMB, TFI PS&D, FSC, DMS, and AMU Weapons.

14.3.4.3.5.4. **(2 BW)** PS&D will chair the monthly TCI meeting. The meeting will be documented on an AF Form 2410, *Inspection/TCTO Planning Checklist* or locally developed form to document attendance and meeting minutes. PS&D will publish AF Form 2410, *Inspection/TCTO Planning Checklist* /meeting minutes on the PS&D shared point and keep on file for a minimum of one year.

14.3.4.3.5.5. **(2 BW)** At the monthly reconciliation meeting, LRS/DMS will brief on TCI parts on order/on hand and complete the 100 percent reconciliation of due-outs prior to the TCI monthly meeting and brief on any issues or limiting factors. PS&D will brief the current AFK quarterly forecast and during the quarterly meeting brief the next AFK TCI quarterly forecast to de-conflict any issues with PWC (e.g. egress, weapons, AMXS, AFE, etc.), any PDM requirements, TCI on extension that are expiring within 90 days and any other current TCI issues that need to be addressed.

14.3.4.3.12.2. **(2 BW)** AFE will complete all portions of the annual and quarterly TCI forecasts on AFTO Form 223, *Time Change Requirements Forecast* for AFE TCI IAW TO. 00- 20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items* para 3.3. AFE will submit their AFTO Form 223, *Time Change Requirements Forecast* to PS&D and AFK. TCI forecasted by AFE will be incorporated in to the planning process (PS&D schedules/products).

14.3.5.2.1. **(2 BW)** Maintenance supervisors at all levels must ensure the following procedures are followed to guarantee depot maintenance assistance is both necessary and requested properly. Further detailed guidance and responsibility may be found in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*; AFCSM 21-564 Volume II, *Integrated Maintenance Data System (IMDS) Status Inventory Reporting*, and TO 00-25-107, *Maintenance Assistance*.

14.3.5.2.1.1. **(2 BW)** AFETS will:

14.3.5.2.1.1.1. **(2 BW)** In coordination with supporting agencies, draft Un-Programmed Depot Maintenance (UPDM) requests IAW TO 00-25-107, *Maintenance Assistance* when required and forward to PS&D.

14.3.5.2.1.1.2. **(2 BW)** After official AFGSC certification and depot acceptance of the 107 UPDM requests, negotiate the repair MOA between ALC, AFGSC and affected base agencies.

14.3.5.2.1.1.3. **(2 BW)** Ensure aircraft, equipment, personnel, workspace, transportation and other items are assembled in support of the depot repair. Field team repairs will be performed on the flightline whenever possible. Hangar space will only be used when absolutely necessary.

14.3.5.2.1.1.4. **(2 BW)** Upon arrival of the Depot Field Team (DFT) or contractor, notify owning squadron, MXG/CC/CD and MXO PS&D. MOF PS&D will ensure proper aircraft inventory reporting and chair initial meeting.

14.3.5.2.1.1.5. **(2 BW)** Assist with and transmit the DFT/contractor arrival message to ALC and AFGSC.

14.3.5.2.1.1.6. **(2 BW)** During the repair, take all required actions to ensure the DFT/contractors are gainfully employed at all times. Should a work stoppage be unavoidable, notify owning squadron, MXG/CC/CD, AFGSC, depot and PS&D of the stoppage and rationale.

14.3.5.2.2. **(2 BW)** Quality Assurance will:

14.3.5.2.2.1. **(2 BW)** Ensure TO guidance as well as this instruction is followed.

14.3.5.2.2.2. **(2 BW)** Ensure 107 UPDM requests are valid and not within the repair capability of Barksdale agencies.

14.3.5.2.2.3. **(2 BW)** Review the 107 UPDM request and assist with any corrections.

14.3.5.2.2.4. **(2 BW)** Provide over-the-shoulder, cursory inspections of DFT/contractor repairs as required.

14.3.5.2.2.5. **(2 BW)** Upon acceptance of the repaired aircraft or equipment, QA will notify PS&D and MOC to ensure proper aircraft inventory reporting.

14.3.5.2.3. **(2 BW)** PS&D will:

14.3.5.2.3.1. **(2 BW)** Change aircraft PPI code to "BQ" upon receipt of a transmitted 00-20-107, *Maintenance Requests*, IAW AFI 21-103, *Equipment Inventory, Status and Utilization Reporting* para 2.10.3. "BQ" PPI will be effective on the date and time the 00-20-107, *Maintenance Requests* message was sent. Should AFGSC not certify, or depot not accept the 00-20-107, *Maintenance Requests* UPDM request, aircraft will be returned to its original PPI code effective the date and time reply message was received. Complete AFI 21-103, *Equipment Inventory, Status and Utilization Reporting* as required.

14.3.5.2.4. **(2 BW)** Upon completion of the repair, the owning unit, in conjunction with QA, will ensure all aircraft forms are properly annotated, including the AFTO Form 95, *Significant Historical Data*. The repair must be accepted before releasing the DFT/contractor.

14.3.6.1.1.1.1. **(2 BW)** Aircraft Transfer Out Procedures

14.3.6.1.1.1.2. **(2 BW)** No later than 10 duty days prior to transfer, notify work centers that maintain decentralized records to forward applicable records to PS&D, and generate AFTO Form 290, *Aerospace Vehicle Delivery Receipt*.

14.3.6.1.1.1.3. **(2 BW)** Two duty days prior to transfer inventory aircraft jacket file using the AFTO Form 290, *Aerospace Vehicle Delivery Receipt*.

14.3.6.1.1.1.4. **(2 BW)** Schedule an aircraft document review NLT one duty day prior to aircraft transfer.

14.3.6.1.1.1.5. **(2 BW)** Upon transfer flight of the aircraft sortie completion (may be different than actual departure aircraft hours due to transfer requirements outlined in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*), make an automated history entry indicating when the aircraft is transferring, where it is transferring to, and aircraft hours when transferred.

14.3.7.1. **(2 BW)** PS&D will coordinate with egress shop to ensure an egress system CAD/Propellant Activated Device (PAD) inspection is accomplished on newly assigned aircraft and upon those returning from depot/PDM where the egress system has been worked on by depot personnel. Update IMDS as required. PS&D will validate all time changes and special inspections are loaded and due dates/times are verified in IMDS. Egress will monitor full CAD/PAD verification requirements IAW TO. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures* AFGSC SUP 2.4.18.3.

14.3.7.2. **(2 BW)** EM will validate engines and engine components are loaded and due dates are correct.

14.3.7.3. **(2 BW)** AMXS will perform a complete -21 series TO equipment inventory of assigned equipment.

14.3.7.4. **(2 BW)** Weapons Release will perform a complete -21 series TO equipment inventory of assigned equipment.

14.3.7.5. **(2 BW)** Egress will forward a signed verification list (screen #257) of parts installed on aircraft to MXO PS&D for filing in aircraft jacket file.

14.3.8. **(2 BW)** Aircraft Transfer In Procedures

14.3.8.1. **(2 BW)** PS&D will notify agencies with decentralized records to come pick records. Schedule a transfer meeting to go over SI/TCI/TCTOs that were accomplished at PDM, and the items that need to be accomplished. Minimum attendees for this meeting are PS&D, AMU Pro Super, Crew Chief, Eagle Super, Egress, EMB, QA, NDI, Full Cell and AFE.

14.3.8.2. **(2 BW)** Schedule an aircraft document review NLT one duty day prior to aircraft first flight and ensure the serial number verification sheet has been returned and validated in IMDS.

14.3.8.3. **(2 BW)** Provide the part number/serial number verification checklist to 2 AMXS for completion and follow-on update.

14.3.8.4. **(2 BW)** Within five duty days of arrival, conduct a complete inventory of jacket file, and update jacket file inspection tracker.

14.3.8.5. **(2 BW)** PS&D will make an automated history entry indicating where aircraft is transferring from, when it arrived, and aircraft hours upon transfer (may be different than actual aircraft arrival hours due to transfer requirements outlined in AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*). If an aircraft is returning from PDM or UDLM, ensure all hard copy AFTO Form 95's are automated, update all special inspections, time change items and TCTOs that were accomplished at PDM in IMDS. Use MSAT to verify missing and wrong SI/TCI. Wing TCTO manager will review all open TCTOs.

14.5.1.6.1. **(2 BW)** To the maximum extent possible to meet Maintenance and Operational needs a 12- hour flying window measured from first scheduled take-off to last scheduled landing should be adhered to for flights originating/terminating from home station. Requirements to exceed 12 hour window will be approved by 2 OG/CC (or designated representative) and the 2 MXG/CC (or designated representative) NLT Pre-21-165 the week prior.

14.5.1.6.2. **(2 BW)** For noise abatement, Quiet Hours refer to Barksdale Instruction 11-250.

14.5.1.6.3. **(2 BW)** AMU production superintendent will call the Maintenance Operations Center (MOC) when aircraft are crew ready no later than two hours prior to take off. Crew station times will be 1-hour and 30 minutes prior to scheduled take off time (2-hours with weapons).

14.5.1.6.4. **(2 BW)** Barksdale AFB will use general surge rules when directed by group and/or wing leadership. The following rules are guidelines and NOT intended to be inflexible: avoid starting a surge on the first duty day of the week; schedule recovery time after the surge in the weekly/monthly schedule, typically 1 to 2 days of little to no flying, thus maximizing pilot availability and limiting heavy maintenance, Weapons Load Training (WLT) and phase. Try to schedule sortie surges in the first two weeks of the month to the maximum extent possible to avoid insufficient time remaining in the month to recover from unscheduled weather cancels and other unforeseen events.

14.5.1.7. **(2 BW)** Cross-country take offs and returns will be printed in the weekly schedule. Use of MO PS&D designated sortie sequence numbers for MMA and MOC tracking purposes in IMDS. When an aircraft is not generated from Barksdale the take-off and landing times will be TBD and coordinated NLT 24 hours prior with the AMU OIC/NCOIC or lead production superintendent.

14.5.1.9. **(2 BW)** Sortie surges should not be scheduled Friday through Sunday and should be 50% or greater than the normal daily sortie rate. Sortie surge operations should be discussed and approved as part of the Quarterly and MOP process. The maintenance community, by knowing when surges are programmed, can ensure the force is properly managed so that preventative maintenance actions are properly scheduled and the aircraft phase/inspection flow is managed in preparation for the surge.

14.5.4.5.3. **(2 BW)** 2 OSS/OSO will post the approved quarterly plan to the 2 OSS scheduling web page and will notify by email the OG/CC, MXG/CC, MO PS&D, and 2 AMXS supervision once the approved plan has been uploaded.

14.5.5.1.1. **(2 BW)** 2 OSS/OSO will chair a MOP working group to include the next 3 months operational requirements in as much detail as possible immediately after the second weekly Pre-21-165 meeting of the month. 2 OSS/OSO will brief the plan to 2 OG/CC and 2 MXG/CC immediately after the third pre-21-165 and to the 2 BW/CC immediately after the third 21-165 of the month. 2 OSS/OSO will provide weekly updates to the 2 OG 3-month calendar via 21-165 briefings.

14.5.5.1.1.1. **(2 BW)** The purpose of the monthly flying hour goal is to ensure the annual flying plan is closely managed and monitored. Monthly flying hour goals will reflect the annual flying hour plan for that month. 2 OSS/OSO will track scheduled and accomplished flying hour validation daily to compare with monthly and annual goals. 2 OSS/OSO and MO PS&D will coordinate with the flying and maintenance squadrons and seek 2 MXG/CC and 2 OG/CC approvals if a reflow of hours, or change in operations tempo is necessary to meet wing goals.

14.5.5.2.17. **(2 BW)** All requests for aircraft training will be coordinated through PS&D for MTF/Fire Department Training (FDT) prior to the monthly plan being published. WLT and Training Detachment (TD) will provide PS&D a monthly schedule of their request for aircraft to support training requirements. These training schedules will be published with the monthly wing maintenance and operations schedule. Requirements must be as specific as possible to include whether aircraft will require power-on capability, special locations and the POC requesting the aircraft. Training requirements must be requested by the first weekly scheduling meeting of the month for the following month to ensure aircraft availability. The monthly training plan will be broken down into weekly segments to be used in the published weekly schedule.

14.5.5.3.1.1. **(2 BW)** OSS/A3T will provide next month's ordinance requirements to 2 MUNS and Wing PS&D NLT the first weekly scheduling meeting of the month.

14.5.5.3.4. **(2 BW)** Prior to the third scheduling meeting, the monthly contract/schedule will be reviewed by 2 AMXS/MXA, 2 MXS/MXM, 96 BS/DO, 20 BS/DO, and 343 BS/DO.

14.5.6.1.1. **(2 BW)** Weekly schedule meeting slides and changes to the schedule are due to OSS/MO PS&D as follows: For the OSS/AMXS Pre-165 meeting (normally held on Tuesday): 0900 Tuesday, the 2 OG/MXG/CC Pre-165 meeting (normally held on Wednesday): 0800 Wednesday, and the 2 BW/CC 21-165 meeting (normally held on Thursday): 1230 Thursday, MO PS&D will compile all 2 MXG unit submissions 1-hour prior to the scheduled meeting start time to 2 OSS/Scheduling. 2 OSS/Scheduling will compile the completed briefing slides for the meeting.

14.5.6.1.2. **(2 BW)** Patriot Excalibur (PEX) flying pages will be considered final at 0900 on Wednesdays and 1100 on Thursdays in preparation for the 165 meetings. MO PS&D will forward PEX flying pages to the AMU production staffs by COB Thursday. Both operations and maintenance schedulers will validate the flying pages. This effort will de-conflict take-offs and landings, verify proper fuel loads, configuration codes, tail-numbers and spares. All weekly schedule inputs are due to MO PS&D by NLT two hours prior to the 165 meeting (normally held at 1500 on Thursday). Any changes identified during the 165 briefing to the 2 BW/CC will be corrected NLT two hours after the conclusion of the meeting that same day.

14.5.6.1.3. **(2 BW)** During weeks in which there is only a 3 day workweek (e.g. Monday-Wednesday) two weeks' worth of weekly schedules will be signed the week prior. (Example: Week 3 is a 3 day workweek. During Week 2, the weekly schedules for Week 3 and 4 will be signed). In the event of a scheduled exercise the weekly schedule will be signed for two weeks (Example: Week 2 is a scheduled exercise week. During Week 1, the weekly schedules for Week 2 and 3 will be signed).

14.5.6.1.4. **(2 BW)** Weekend air shows and flybys that do not run concurrently with previously scheduled training will be limited to two per month and will be approved by the 2 MXG/CC and 2 OG/CC.

14.5.6.1.5. **(2 BW)** Requests for aircraft static displays must be sent to the following addresses (The only exception is "Warrior Huddle" days. These days are designated static display days.) : **2MOS.MXOOP@us.af.mil** and **2OSSOSO@us.af.mil**. Requests must be submitted at least 2 weeks prior to event. Due to aircraft availability, last minute requests will be considered on a case by case basis by OG & MXG leadership. Static displays will be briefed at the weekly shared resources meeting and Pre-165 meeting.

14.5.6.2.14.1. **(2 BW)** The 2 MXG QA will provide MO PS&D a list of new or revised publications, TO. indexes, inspection work cards, checklists and -6 codebooks to be published in the weekly schedule. This list will include release/change dates.

14.5.6.3. **(2 BW)** PS&D will publish the weekly, monthly, quarterly and annual schedules in the PS&D SharePoint. In the event of SharePoint being down, PS&D will e-mail out schedules to the appropriate workcenters.

14.5.6.3.1. **(2 BW)** OSS/OSO will ensure sortie sequence numbers, bomb squadron line ownership, and type of training are included in the weekly flying pages prior to the 2 OG/MXG Pre-21-165 meeting. Changes to the weekly flying schedule will reference the sortie sequence number on AF IMT Form 2407.

14.5.6.3.8.3.1.1. **(2 BW)** Bomb squadron flight scheduling will coordinate with AMU OIC/NCOIC prior to obtaining approval from the 2 OG/CC or designated representative for all AF IMT Form 2407 change requests that require 2 OG and 2 MXG approval. Bomb squadron flight scheduling will continue coordination process with all other required/affected agencies to include obtaining approval from 2 MXG/CC or designated representative, if needed. Bomb squadron flight scheduling will forward a copy of the approved AF Form 2407 either electronically or via fax to the MOC (2 MXG/MXOC) for distribution to all other affected agencies. Electronic distribution of an approved AF IMT Form 2407 is acceptable provided receipt is acknowledged and the sender ensures the name of the person(s) notified/coordinated and the date/time is annotated on the AF Form 2407.

14.5.6.3.8.2.1.1. **(2 BW)** The AF Form 2407 Coordination Matrix, **Attachment A17**, lists the mandatory coordination processes and approval authorities for schedule change requests. Squadron commanders or designated representatives will resolve schedule change disputes within their own units.

SCOTT P. WEYERMULLER, Colonel, USAF
Commander

Attachment 1 (2 BW)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(2 BW) 11-2B-52 v3, *B-52—Operations Procedures*

(2 BW) *29 CFR 1910.134*,OSHA Code of Federal Regulation governing Respiratory Protection

(2 BW) AFI 21-101 *Scott AFB Supplement-Aircraft and Equipment Maintenance Management*

(2 BW) *AFOSH Std 48-137*, Respiratory Protection

(2 BW) *Barksdale AFB Instruction 21-114*

(2 BW) *BARKSDALEAFBI 11-250*, Airfield Operations and Base Flying Procedures

(2 BW) DAFI 90-160, *Publications and Forms Management*

(2 BW) *DAFMAN 10-703*, Electromagnetic Warfare Integrated Reprogramming

(2 BW) AFMAN 91-201_AFGSCSUP_BARKSDALESUP_I, *Explosives and Standards*

(2 BW) TO 1B-52H-5, *Aircraft Weight and Balance*

(2 BW) TO 1B-52H-2-2JG-4, *Ground Handling, Servicing, and Airframe Maintenance - Part IV*

Prescribed Forms
None

Adopted Forms

(2 BW) 2 MXG CL 006, *Impound Procedures*

(2 BW) 2 MXG Form 0038, *2 AMXS Debriefing-Sortie Recap*

(2 BW) 2 MXG Form 0065, *Phase Configuration List*

(2 BW) 2 MXG Form 0079, *Local Manufacture Request Worksheet*

(2 BW) 2 MXG Form 0080, *Impound Cover Sheet*

(2 BW) 2 MXG Form 0081, *Impound Entry Control Log*

(2 BW) 2 MXG Form 0082, *Impound Maintenance Log*

(2 BW) AF Form 223, *Time Change Requirements Forecast*

(2 BW) AF Form 1800, *Operator's Inspection Guide and Trouble Report*

(2 BW) AF Form 4331, *Munitions Transaction Sheet*

(2 BW) AFTO Form 350, *Repairable Item Processing Tag*

(2 BW) DD Form 365-1, *Chart A–Basic Weight Checklist Record DD Form*

Abbreviations and Acronyms

(2 BW) ALA—Ammunition Loading Assembly

(2 BW) ARC—Air Reserve Component/Automated Records Check

(2 BW) EWIR—Electronic Warfare Integrated Programming

(2 BW) EWO—Electronic Warfare Officer

(2 BW) FUM—File Update Mode

(2 BW) GWC—Ground Weapons Check

(2 BW) IFF—Identify Friend or Foe

(2 BW) MSAT—Maintenance Scheduling Application Tool

(2 BW) PAD—Propellant Activated Device

(2 BW) RTHW—Radar Threat Warning

(2 BW) RWR—Radar Warning Receiver

(2 BW) TOT—Total Operating Time

(2 BW) TSO—Time Since Overhaul

(2 BW) UPDM—Un-Programmed Depot Maintenance

(2 BW) WAM—Wing Avionics Manager

Attachment 11 (2 BW)

FLYING SCHEDULING EFFECTIVENESS

A11.1. Flying Scheduling Effectiveness.

A11.3.1.1. **(2 BW)** Flying Scheduling Effectiveness (FSE) is calculated against the signed 2 BW/CC published flying pages on the 2 MO scheduling SharePoint. **NOTE:** Published flying pages will identify all sorties in local date and time by take-off sequence.

A11.3.2.1.1.1.1. **(2 BW)** OCFs/FCFs will not be loaded in IMDS in advance of flight, but will be debriefed flown as scheduled.

A11.3.2.1.1.1.2. **(2 BW)** If known, Operational Check Flight (OCF)/Functional Check Flight (FCF) requirements will be printed on the weekly flying/checkerboard pages.

A11.12.1.1. **(2 BW)** See published weekly checkerboard and standard configuration pages for current 2 BW configuration codes.

A11.12.1.2.1. **(2 BW)** The subsequent sorties are only required to have line numbers. For example, if lines 201-204 have a 0900 take-off time and line numbers 205-208 (subsequent sorties) have a 1030 take-off time, lines 205-208 do not require take-off times, configurations, or missions.

A11.12.1.4.1. **(2 BW)** "Subsequent sorties" refers to the second go of sorties. The second go of sorties are any sorties that take off after the first set of sorties/take-off times, as shown in the example in 11.4.11.1.2.1.

A11.12.2.1. **(2 BW)** Exception: On B-52 aircraft, engines may be shut down to refuel while crew change occurs.

Attachment 12 (2 BW)

MAINTENANCE SCHEDULING EFFECTIVENESS

A12.1. (Added-AFGSC) Maintenance Scheduling Effectiveness.

A12.1.2.3. **(2 BW)** MO PS&D will validate the previous day's scheduled maintenance NLT 0630, or no later than 2.5 hours prior to the MXG Standup meeting, using the job control numbers (JCN) published on the weekly schedule's maintenance page. Once the JCN is scheduled, it will not be canceled. If the maintenance action is not completed by the last day scheduled for a multi-day event, the maintenance action will be considered a deviation; consideration will be given if IMDS has been down.

A12.1.2.3.1. **(2 BW)** AMU sections will provide reasons for all missed maintenance actions to Wing PS&D NLT one hour prior to the daily MXG stand up meeting. Maintenance Scheduling Effectiveness (MSE) will be briefed at the daily MXG production meeting. AMUs will take an active role in monitoring the day-to-day maintenance efforts in order to ensure timely completion of all scheduled maintenance and training events

A12.1.2.3.2. **(2 BW)** Any maintenance action that requires outside agency for completion is required to be published in the weekly maintenance schedule (e.g. DFT/CFT) but will not be included in the calculation of MSE.

Attachment 14 (2 BW)

FLYING SCHEDULING REPORTING PROCEDURES

A14.1. (Added-AFGSC) FLYING SCHEDULING REPORTING PROCEDURES.

A14.1.2.3.3.1. **(2 BW)** Sortie sequence numbers are assigned to each flying squadron schedule. Reference **Table A14.1**.

A14.1.2.3.3.2. **(2 BW)** Home Station sorties are defined as any sortie that originates from Barksdale AFB, regardless of where it lands. *Exception:* ATO sorties are not considered home station (see A11.9.).

A14.1.2.3.3.3. **(2 BW)** Deployed sorties are defined: as launched from home station to a deployed location or as any sortie launched from any base other than Barksdale AFB that has a full contingent of home station maintenance.

A14.1.2.3.3.4. **(2 BW)** Off station sorties are sorties not launched from Barksdale AFB other than deployment and exercise lines.

A14.1.2.3.3.5. **(2 BW)** Exercise sorties are sorties flown at home station for local and HHQ exercises. Exercise sorties are also used for aircraft sorties flown to a deployed location and or returning from a deployed location for local and HHQ exercises.

Table 14.1. (2 BW) Sortie Sequence Numbers.

Mission	20 BS	96 BS	343 BS
Home Station	201-250	301-350	251-300
Deployed	501-550	601-650	551-600
FCF/OCF	701-720	721-740	741-760
Off Station (O/S)	801-850	901-950	401-450
Exercise	851-890	951-990	451-500

Attachment 17 (2 BW)

AF FORM 2407 ROUTING COORDINATION MATRIX (582 HG)

Table A17.1. 1 (2 BW) AF FORM 2407 Routing Coordination Matrix.

2 BW 2407 Coordination Matrix								
Agency	Add Aircraft/ Sorties	Delete Aircraft/ Sorties	Extending Flying Window (Past 12 Hrs)	Inter-changes (Tail swaps)	T/O and Land Time Changes	Config or *Fuel Load Changes	Pen & Ink Changes	Scheduled Mx Changes
MXG/CC or Rep	***Approval***	Info	***Approval***	Info	Info	Info	***Approval***	Info
OG/CC or Rep	***Approval***	Info	***Approval***	Info	Info	Info	***Approval***	Info
AMXS Supervision	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*
AMU Supervision	*Concur*	*Concur*	*Concur*	***Approval***	***Approval***	***Approval***	*Concur*	*Concur*
AMU Production	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	***Approval***
AMU PS&D	Info	Info	Info	Info	Info	Info	*Concur*	*Concur*
MXS Production	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*	*Concur*
MUNS Control	Info	Info	Info	Info	Info	***Info/Concur*	***Info/Concur*	Info
MOC	Info	Info	Info	Info	Info	Info	Info	Info
MXO Analysis	Info	Info	Info	Info	Info	Info	Info	Info
MXO PS&D	Info	Info	Info	Info	Info	Info	Info	Info
BS Supervision	*Concur*	*Concur*	*Concur*	*Concur*	***Approval***	***Approval***	*Concur*	Info
Wing Scheduling	Info	Info	Info	Info	Info	Info	Info	Info
BS Scheduler	*Concur*	*Concur*	*Concur*	Info	*Concur*	*Concur*	*Concur*	Info
Command Post	Info	Info	Info	Info	Info	Info	Info	Info
POL	Info	Info	Info	Info	Info	***Info/Concur*	***Info/Concur*	Info

LEGEND: Info - Email/Copy (Info will be distributed through the MOC distribution list)
Concur - Acknowledgement req'd (Name/Form of communication)
Approval - Signature/Acknowledgement req'd by designated rep

NOTE: All concurrence should be completed prior to presenting to approving agency

****Config / Fuel changes require Concur as needed from MUNS/POL**

Attachment 20 (2 BW)

CRASHED, DAMAGED, OR DISABLED AIRCRAFT RECOVERY PROGRAM

A20.1. General. (2 BW)

A20.1.1. This attachment provides essential information for personnel concerned with CDDAR operation and implements guidance set forth in TO 00-80C-1. All CDDAR situations are different and all CDDAR team members should be able to adjust to an ever changing environment. There are an infinite variety of possible emergency and crash recovery situations; therefore, specific procedures cannot be prescribed for every situation. Supervisors at all levels must recognize the sources of hazards and apply appropriate safety practices to minimize their effect. Practice through participation in wing crash recovery exercises and implementation of operational risk management techniques are imperative for all emergency and crash recovery operations.

A20.1.2. **(2 BW)** The CDDAR program applies to all 2 BW host and tenant organizations and is designed to recover crashed, damaged, and disabled aircraft. The urgency of moving a crashed, damaged, or disabled aircraft from areas that interfere with flight operations dictates a rapid and intelligent response to the situation as the runway must be clear and ready for operations 24 hours a day, both in war and in peacetime operations, with the following consideration(s):

A20.1.2.1. **(2 BW)** Safety of CDDAR and all initial response personnel involved with recovery operations.

A20.1.2.2. **(2 BW)** Requirement to open the runway for operational use.

A20.1.2.3. **(2 BW)** Prevention of secondary damage to the aircraft.

A20.1.2.4. **(2 BW)** Preservation of evidence for mishap or accident investigations IAW AFI 91-202, *The Air Force Mishap Prevention Program* and AFI 91-204, *Safety Investigations and Reports.*

A20.1.2.5. **(2 BW)** Mitigate the mishap's impact on the owning organization's flying mission requirements.

A20.1.3. **(2 BW)** The Incident Commander (IC) is responsible for all incident activities, including the development of strategies and tactics as well as the ordering/release of resources. The IC has overall authority and responsibility for conducting incident scene operations and is responsible for the management of all personnel at the incident site. All responders, including CDDAR personnel, report IAW procedures established by the IC to receive mission assignments. The crash recovery team shall support the emergency response operations of the Disaster Response Force (DRF) that require the recovery of an aircraft following a major accident or an aircraft-related mishap, whatever the category, classification or circumstances as determined by the IC.

A20.1.4. **(2 BW)** IAW AFI 91-204, *Safety Investigations and Reports*, when an aircraft is under investigation by the Interim Safety Board (ISB), recovery operations will NOT proceed until the board president in coordination with the installation commander releases the aircraft. Personnel who are not engaged in the investigation will remain outside the recovery area. The CDDAR team may be called upon to perform tasks as required by the investigation team. Furthermore, the aircraft and crash site will only be disturbed as required to eliminate an imminently dangerous situation to the aircraft, support equipment and/or personnel, and will remain in an undisturbed state until the aircraft is released to the ISB president by the installation commander.

A20.2. (2 BW) Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) Program.

A20.2.1. **(2 BW)** Term(s) Explained:

A20.2.1.1. **(2 BW)** Crashed Aircraft: An aircraft unable to return to designated or alternate field or missed landing resulting in major or total destruction of the aircraft.

A20.2.1.2. **(2 BW)** Damaged Aircraft: An aircraft that cannot be moved under its own power or supported by its undercarriage without sustaining secondary damage.

A20.2.1.3. **(2 BW)** Disabled Aircraft: An aircraft that cannot or should not be moved under its own power, but can be towed using its own undercarriage.

A20.2.1.4. **(2 BW)** Crash Recovery Team Member: Personnel assigned to the CDDAR team that have complied with formal training developed by HQ AETC/A3T or equivalent Air National Guard (ANG) course and other training requirements outline in 00-80C-1 **Para 2.3.2**.

A20.2.1.5. **(2 BW)** Crash Recovery Augmentee: Personnel from the general base populace drawn to support recovery operations. Augmentees are ideally suited for simple tasks and shall not be used for recovery tasks requiring specialized training (e.g. lifting an aircraft).

A20.3. CDDAR Program Policies. (2 BW)

A20.3.1. **(2 BW)** This Operating Instruction (OI) is applicable to all Department of Defense (DOD) or Department of Energy (DOE) asset accidents that occur within the installation's defined area of responsibility or as directed by higher authority per the Barksdale Comprehensive Emergency Management Plan (IEMP) 10-2. This OI will also be used by deployed 2 BW personnel in conjunction with Forward Operating Location (FOL) developed OIs at deployed locations. Barksdale AFB has no Geographically Separated Units (GSUs). Recovery of aircraft on- and off-base, to include difficult to reach areas such as water or rugged terrain, will be handled by implementing AFI 91-204 *Safety Investigation Plan for Aircraft, Weapons, and Ground Mishaps*, IEMP 10-2 checklists, and additional disaster-related guidance deemed applicable to the situation according to 2 BW safety representatives with corroboration from the IC. Team member positions and specific responsibilities are identified in **Attachment 2**. Aircraft that are damaged/disabled and have been deemed tow capable by the IC and the CDDAR Team Chief will be towed from the runway by qualified personnel.

A20.3.2. **(2 BW)** CDDAR team will respond/recover transient aircraft IAW: TO. 00-80C-1 and applicable technical data. All CDDAR personnel shall follow applicable MDS specific CDDAR or other relevant maintenance (e.g. component removal or disassembly procedures) technical data when available. The recovery personnel should request the MDS specific CDDAR technical data from the aircraft's home station or unit or the System Program Office if it is not otherwise available. If it is a joint recovery operation, recovery personnel should request current copies of the applicable Army, Navy, Marine Corps, or Coast Guard MDS specific or general series crash recovery field and/or technical manuals and will use these manuals if available. The methods and procedures published in TO: 00-80C-1 may be used to supplement other technical data when no other data is available, when the other technical data is incomplete or when the methods and procedures specified are insufficient due to the circumstances.

A20.3.3. **(2 BW)** In addition to personnel readiness, equipment readiness is a key component of preparation. Equipment readiness consists of having the right equipment for the operation and keeping that equipment ready for use at a moment's notice. However, no CDDAR scenario is the same and will require different equipment per situation. The following equipment and vehicles are the minimum essential for clearing the active runway. If recovery vehicles are unavailable at the time of the incident, Vehicle Management and Analysis will source suitable replacements through the vehicle recall plan, short term rentals IAW AFI 24-302, *Vehicle Management*, paragraph 4.29.10, and coordination with nearby federal/state units or MAJCOM staff.

A20.3.3.1. **(2 BW)** Aircraft Lifting Bags with consoles, hoses and mats as needed. (MXS)

A20.3.3.2. **(2 BW)** 6 PAX Crew Cab 4x4 truck with non-tactical radio. (MXS; LRS sourced in the event of shortfall)

A20.3.3.3. **(2 BW)** Crash Recovery trailer. (MXS)

A20.3.3.4. **(2 BW)** 30-ton tripod jacks as needed. (MXS)

A20.3.3.5. **(2 BW)** 7.5-ton crane for engine removal. (CES sourced in the event of shortfall)

A20.3.3.6. **(2 BW)** 40-foot flatbed trailer with semi-tractor and driver. (LRS sourced).

A20.3.3.7. **(2 BW)** B-52H fin fold kit. (MXS)

A20.3.3.8. **(2 BW)** Grip hoist system for shoring/mooring to facilitate the tightening of cables. (MXS)

A20.3.3.9. **(2 BW)** B-52H flight control component slings as needed. (MXS)

A20.3.3.10. **(2 BW)** Tow tractor. (MXS/AMXS).

A20.3.3.11. **(2 BW)** 65k-200k crane with operator as needed (Per MXS BPA)

A20.3.3.12. **(2 BW)** Bulldozer (Through MXS BPA).

A20.3.3.13. **(2 BW)** 10K all-terrain fork lift (LRS sourced).

A20.3.3.14. **(2 BW)** FL-1D Light Carts as needed. (MXS)

A20.3.3.15. **(2 BW)** MC-7 Air Compressor as needed. (MXS)

A20.3.3.16. **(2 BW)** Relief valves, repair kits and earplugs. (Consumables, MXS).

A20.3.3.17. **(2 BW)** Other miscellaneous equipment deemed necessary per specific incident.

A20.3.4. **(2 BW)** In the event a primary crash recovery vehicle becomes non-operational, the Crash Recovery team chief or designated person will notify the IC and Maintenance Operations Center (MOC) by radio or phone.

A20.4. (2 BW) CDDAR Program Responsibilities:

A20.4.1. **(2 BW)** CDDAR team members are trained for general aircraft recovery and receive specialized training for B-52 aircraft recovery. The 2 BW will have primary responsibility for maintaining the CDDAR program for all assigned B-52 aircraft. The 307 BW will augment the 2 BW as required per Barksdale AFB Host/Tenant Agreement. CDDAR is also responsible for performing annual exercises and conducting training refresher training for team members. The 307 MXS will provide personnel as requested by the 2 BW and participate in any CDDAR related activities.

A20.4.2. **(2 BW)** The IC/Safety Investigation Board president will be determined as per Barksdale AFB IEMP 10-2, *Contingency Support Plan*, AFI 91-204 and applicable guidance. They will, in conjunction with the IC and 2 BW leadership, determine the time/date the aircraft will be released to maintenance. At this time, the Crash Recovery team chief will oversee recovery operations and will direct the removal of aircraft and/or debris from the runway/taxiway in the event of aircraft damage.

A20.4.3. **(2 BW) The 2 MXG/CC will ensure:**

A20.4.3.1. **(2 BW)** Availability of qualified CDDAR team members for immediate response to assist/augment as required by the IC.

A20.4.3.2. **(2 BW)** MOC accomplishes the Emergency Action checklist as required.

A20.4.3.3. **(2 BW)** Initiation of an agreement with outside agencies to coordinate the acquisition of vehicles/items that cannot be procured through the utilization of Barksdale AFB assets.

A20.4.4. **(2 BW) The 2 MXS/CC will ensure:**

A20.4.4.1. **(2 BW)** Aerospace Ground Equipment (AGE) Flight supplies AGE at a minimum of:

A20.4.4.1.1. **(2 BW)** 4 ea MC-7s (air cart).

A20.4.4.1.2. **(2 BW)** 4 ea FL-1D (light cart).

A20.4.4.1.3. **(2 BW)** 1 ea B-52H tow bar.

A20.4.4.1.4. **(2 BW)** 7 ea 30-ton tripod jacks

A20.4.4.2. **(2 BW)** A qualified AGE driver, with a bobtail, will retrieve and deliver powered and non-powered AGE equipment. The driver will monitor the MOC net and respond to Crash Recovery requests.

A20.4.4.3. **(2 BW)** Purchase and maintenance of personal protective equipment (PPE), as listed in section 4.6.2.1.

A20.4.5. **(2 BW) The Repair & Reclamation Section will ensure:**

A20.4.5.1. **(2 BW)** Maintenance of all assigned crash recovery equipment including those stated in sections 3.3.1., 3.3.2., 3.3.3., 3.3.7., 3.3.8., 3.3.9., 3.3.16. This equipment will be inventoried and inspected for serviceability quarterly, with the exception of air bags, slings and manifolds, which will be inspected IAW applicable directives (technical data, manufacturer's recommendation, etc.). Aircraft Lifting Bags, consoles, hoses and mats will be tracked on a R-15 Equipment Account.

A20.4.5.2. **(2 BW)** 2 BW Crash Recovery Team consists of a minimum of 30 people.

A20.4.5.3. **(2 BW)** The Crash Recovery Team including Team Chief (one each), Area Supervisors (four each), and team members are fully qualified. All members receive initial and annual refresher Crash Recovery training. In addition to formal training received from AETC/ANG, annual training will consist of a class room training session and a hands-on crash recovery scenario. Training will be provided by the Team Chief or a qualified member appointed by the team chief.

A20.4.5.4. **(2 BW)** During normal duty hours, R&R section will ensure qualified CDDAR team members are equally dispersed throughout each shift to coordinate planning and response if required. For non-duty hours, R&R section will provide MOC the Crash Recovery recall roster. Upon notification of an aircraft mishap, MOC will contact the CDDAR Team Chief who will coordinate with the IC to determine if response is warranted.

A20.4.6. **(2 BW) The Crash Recovery Team Chief will ensure:**

A20.4.6.1. **(2 BW)** Recovery of disabled aircraft on the active runway, taxiway or flight line must be executed using qualified CDDAR Team Members trained in recovery procedures IAW Air Force Instruction, Mission Design Series (MDS) specific technical data, other applicable AF and MAJCOM directives and unit developed training guide.

A20.4.6.2. **(2 BW)** Due to the nature of aircraft incidents, not all recovery efforts will be within the scope of local CDDAR activities and may require the assistance of other units for transient aircraft. Two such aircraft, T-38 and C-21, have been identified to frequent (three or more times per month) Barksdale AFB. The following information concerns plans for recovery of each aircraft IAW: AFI 21-101 Air Force Global Strike Command Supplement.

A20.4.6.2.1. **(2 BW)** For a CDDAR incident involving a transient C-21 aircraft, the Team Chief or authorized representative will contact 375 OSS Aerospace Ground Equipment Flight, 375th AMW, Scott AFB (375 OG/COR, DSN 576-4533); reference AFI 21-101 AMC Supplement, Scott AFB Supplement, Per2.2.6.18.1,—Contractor support will lead/perform crash recovery and salvage operations for C-21A aircraft.

A20.4.6.2.2. **(2 BW)** For a CDDAR incident involving a transient T-38 aircraft, the Team Chief or authorized representative will contact 80th Flying Training Wing/Contracting Officer Representative (FTW/COR), Sheppard AFB, TX; reference Sheppard AFB Instruction (SAFBI) 21-207.

A20.4.6.3. **(2 BW)** The CDDAR Team Chief will consult with the base Bioenvironmental Engineering (BE) office and designated Incident Safety Officer (ISO) for a determination of hazards and level of Personal Protective Equipment (PPE) required before entering the site.

A20.4.6.3.1. **(2 BW)** PPE will include, at a minimum:

A20.4.6.3.1.1. **(2 BW)** Safety glasses.

A20.4.6.3.1.2. **(2 BW)** Leather gloves.

A20.4.6.3.1.3. **(2 BW)** Hard hats.

A20.4.6.3.1.4. **(2 BW)** Hearing protection to include earplugs (consumables) and earmuffs when deemed necessary by applicable standards set forth in AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards.*

A20.4.6.3.1.5. **(2 BW)** Safety Toe Boots.

A20.4.6.4. **(2 BW)** Individual team member’s qualifications for specific equipment operations (e.g., lifting bags, respirators, recovery vehicles) are identified and documented.

A20.4.6.5. **(2 BW)** Respirators will be worn by CDDAR team members only when given the recommendation from Bioenvironmental IAW AFOSH Std 48-137, *Respiratory Protection* and 29 CFR 1910.134,OSHA *Code of Federal Regulation governing Respiratory Protection*.

A20.4.6.6. **(2 BW)** During annual and just-in-time training, personnel are familiarized with the hazards associated with aircraft recovery operations (e.g., JP-8, hydraulic fluid, engine oil).

A20.4.7. **(2 BW) 2 AMXS/CC will ensure:**

A20.4.7.1. **(2 BW)** Tow team members, alternate tow vehicle (MB-2), and additional personnel are provided when requested by the Crash Recovery Team Chief. Two crew chiefs are provided to manage aircraft forms and assist with ground handling and defuel actions All personnel dispatched in these circumstances will report to the Crash Recovery Team Chief.

A20.4.7.2. **(2 BW)** If CDDAR Team does not contain personnel qualified to tow aircraft, towing of disabled aircraft from the runway to final parking location will be conducted by AMXS. This will be coordinated with IC after the Crash Recovery team has performed necessary tasks to allow the aircraft to be towed from the incident location.

A20.4.7.3. **(2 BW)** Personnel to defuel aircraft are provided as determined necessary by IC prior to aircraft being removed from site, to prevent possible fuel spill IAW TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding* and local checklists.

A20.4.7.4. **(2 BW)** Flight line Comm/Nav ECM are available to remove all accessible classified items from the aircraft.

A20.4.7.5. **(2 BW)** Availability of specialists to assist concerning applicable components.

A20.4.7.6. **(2 BW)** Availability of equipment specifically identified as sourced by 2 AMXS from section 3.3 and operators when required by the IC or Crash Recovery Team Chief.

A20.4.8. **(2 BW) The 2 LRS/CC will ensure:**

A20.4.8.1. **(2 BW)** The 2 MXG/CC and 2 MXS/CC are notified of equipment shortages/serviceability that affect CDDAR support.

A20.4.8.2. **(2 BW)** Availability of equipment specifically identified as sourced by 2 LRS from section A20.3.3. and operators when required by the IC or Crash Recovery Team Chief.

A20.4.8.3. **(2 BW)** Personnel and equipment to support defueling aircraft are provided as determined necessary by IC prior to aircraft being removed from site, to prevent possible fuel spill IAW TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding* and local checklists

A20.4.9. **(2 BW) 2 CES/CC will ensure:**

A20.4.9.1. **(2 BW)** Personnel and equipment are provided for response IAW their applicable procedures and directives.

A20.4.9.2. **(2 BW)** Availability of qualified Explosive Ordnance Disposal (EOD) personnel for immediate response to aircraft mishaps as needed.

A20.4.9.3. **(2 BW)** Portable runway material is provided as needed.

A20.4.9.4. **(2 BW)** Fire Department has assessed the crash site and has cleared the area of all dangers.

A20.4.9.5. **(2 BW)** Availability of equipment/vehicle operators specifically identified as sourced by 2 LRS from section 3.3 and operators when required by the IC or Crash Recovery Team Chief.

A20.4.10. **(2 BW) 2 SFS/CC will ensure:** security response to both on and off-base aircraft recovery efforts are conducted IAW DAFI 31-101, *Integrated Defense*. 2 SFS will also establish an Entry Control Point (ECP) and secure a cordon area as needed.

A20.4.11. **(2 BW) 2 CONS/CC will ensure:** requested items are procured, including construction equipment, for the 2 BW when necessary IAW the 2 BW/CC Comprehensive Emergency Management Plan 10-2 (IEMP).

A20.5. (2 BW) Crash Recovery Recall.

Figure A20.1. (2 BW) Crash Recovery Recall.

The following crash recovery positions may be recalled in the event of a damaged/disabled aircraft:
1. Team Chief:
- Is responsible for recovery efforts.
- Is the point of contact to the IC for recovery efforts.
- Usually the NCOIC of Repair & Reclamation and identified by reflective vest.
2. Area Supervisors:
- Assigned to Repair & Reclamation
- One stationed in each area to provide direct communication from the Team Chief to team members and augmentees in their area
- Are responsible to Team Chief for all actions that take place on their assigned aircraft area during recovery efforts.
3. Team Members (qualified personnel as needed).
- Used in various locations around aircraft to operate crash recovery equipment such as lifting bags, aircraft jacks and crash saws.
- Responsible to the Area Supervisors/Team Chief during recovery efforts.
- Individual Team Member qualifications are documented in individual training records.
4. Semi-tractor driver (sourced by LRS).
5. Qualified drivers for equipment determined to be necessary by CDDAR personnel. (Supplied by units with licensed operators) and/or local contractors.
6. AGE personnel (Number to be determined by Team Chief).
7. Qualified EOD personnel (Supplied by 2 CES).
8. Tow team members
9. Augmentees as required.

Attachment 21 (2 BW)

STARTER CARTRIDGE SORTIE GENERATION PROCEDURES

A21.1. (2 BW) General.

A21.1.1. This attachment outlines responsibilities and procedures for starter cartridge sortie generation management at Barksdale AFB utilizing the cradle to grave concept. It applies to the 2d Bomb Wing (2 BW), as well as to tenant units and to Air Force Reserve Command and Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained 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) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**.

A21.1.2. **(2 BW) MUNS Munitions Accountability will.**

A21.1.2.1. **(2 BW)** Ensure the physical quantity of assets available for use meets the approved allocation quantity.

A21.1.2.2. **(2 BW)** Provide category code details to conventional maintenance as expenditures occur.

A21.1.2.3. **(2 BW)** Process shipping documents when starter cartridges are placed on deploying/redeploying aircraft.

A21.2. (2 BW) 2 MUNS Munitions Storage will:

A21.2.1. **(2 BW)** Deliver starter cartridges to conventional maintenance IAW (IAW) the weekly flying schedule and document in Combat Ammunition System (CAS).

A21.2.2. **(2 BW)** Restore any excess/unused assets and document in CAS.

A21.3. (2 BW) 2 MUNS Conventional Maintenance will:

A21.3.1. **(2 BW)** Verify and submit expenditures in CAS after validating correct category code with 2 MUNS Munitions Accountability.

A21.3.2. **(2 BW)** Process misfires IAW technical data.

A21.4. (2 BW) 2 MUNS Munitions Control will:

A21.4.1. **(2 BW)** Coordinate with 2 MUNS Munitions Storage, Conventional Maintenance and Line Delivery to ensure flying schedule requirements are met.

A21.4.2. **(2 BW)** Disseminate AF Form 2434 to conventional maintenance for reconciliation.

A21.5. (2 BW) 2 MUNS Line Delivery will:

A21.5.1. **(2 BW)** Coordinate with AMU Lead pro-super for delivery of starter cartridges to designated aircraft at the scheduled time.

A21.5.2. **(2 BW)** Retrieve unused, expended or misfired starter cartridges when contacted by Munitions Control and deliver to 2 MUNS Conventional Maintenance.

A21.6. (2 BW) 11/20/96 Bomb Squadron Scheduling will:

A21.6.1. **(2 BW)** Schedule starter cartridges in coordination with 2MUNS/PS&D and **paragraph 14.5.6** of this publication. . Submit an AF Form 2407 for any changes to schedule as applicable.

A21.6.2. **(2 BW)** Contact 2 MUNS/PS&D to inform of day, time and number of proposed starter cartridge usage.

A21.7. (2 BW) AMXS personnel responsibilities:

A21.7.1. **(2 BW)** AMU Lead Production Superintendent will coordinate with their respective and maintenance/flying squadron schedulers to ensure starter cartridge requirements are reflected in approved weekly flying schedules for upcoming sorties.

A21.7.2. **(2 BW) AMU production personnel will:**

A21.7.2.1. **(2 BW)** Communicate starter cartridge quantity loaded and lot number to the 2 MUNS Munitions Control for inclusion on the AF Form 2434, *Munitions Configuration and Expenditure Document*, after loading cartridges and prior to aircraft takeoff. Flightline Expediters will validate aircraft forms reflect AF Form 2434 quantities and lot numbers.

A21.7.2.2. **(2 BW)** Notify 2 MUNS Munitions Control when starter cartridges are tasked to leave station for extended periods of time (i.e. deployments, off station exercises, etc).

A21.7.2.3. **(2 BW)** Notify 2 MUNS Munitions Control for inclusion on AF From 2434 when starter cartridges return from deployment. Flightline Expediters will relay this information through Maintenance Operations Center (MOC) to 2 MUNS Munitions Control.

A21.7.2.4. **(2 BW)** Maintain accountability of starter cart canisters for cartridges installed in aircraft engines.

A21.7.2.5. **(2 BW)** Ensure all starter carts are removed from aircraft engines and wheel wells and turned in at the end of the flying period or alert period. Under special circumstances starter carts may be left on the aircraft when approved by the applicable AMU OIC or Superintendent. Note: All starter carts (expended or unexpended) must be accounted for with the Flightline Expeditor 2 hours after the last aircraft lands.

A21.7.2.6. **(2 BW)** Ensure that a maintenance technician, qualified in starter cart operations, is available to receive the starter carts from munitions personnel during starter cart delivery.

A21.7.2.7. **(2 BW)** Notify the Pro Super immediately after all misfires/partial fires.

A21.7.2.8. **(2 BW)** Ensure that an AFTO Form 350, *Repairable Item Processing Tag*, is filled out for each misfire and that it contains the following information:

A21.7.2.8.1. **(2 BW)** Aircraft tail number

A21.7.2.8.2. **(2 BW)** Date of failure

A21.7.2.8.3. **(2 BW)** Lot number

A21.7.2.8.4. **(2 BW)** Nature of the failure

A21.7.2.8.5. **(2 BW)** Name and contact info of aircraft crew chief that removed failed cart

A21.7.3. **(2 BW) Flightline Expediters will:**

A21.7.3.1. **(2 BW)** Ensure the starter cartridge quantity loaded, lot number, and quantity expended is communicated via the AF Form 2434

A21.7.3.2. **(2 BW)** Receive AF Form 1297, *Temporary Issue Receipt*, from maintenance personnel accepting physical custody of starter carts.

A21.7.3.3. **(2 BW)** Notify Munitions Control of all misfires/partial fires.

A21.7.3.4. **(2 BW)** Validate that AFTO Form 350 contains the proper data to include aircraft tail number, date of failure, lot number, nature of the failure, name and contact info of aircraft crew chief who removed failed cart.

Attachment 22 (2 BW)

GROUND INSTRUCTIONAL TRAINER AIRCRAFT (GITA) UTILIZATION

A22.1. General Responsibilities:

A22.1.1. **(2 BW) All Personnel:**

A22.1.1.1. **(2 BW)** All units assigned to Barksdale AFB are authorized to utilize Ground Instructional Trainer Aircraft (GITA) to conduct maintenance training on B-52H aircraft. Using organizations are responsible for proper documentation of aircraft records and returning the aircraft to its original configuration and capability when training is concluded.

A22.1.1.2. **(2 BW)** Discrepancies discovered during training, and within the scope of the AFSC using the aircraft, must be annotated in the aircraft 781 forms and MIS. The using unit is responsible for repairing the discrepancy to ensure continued aircraft availability. Discrepancies found beyond the scope of the using AFSC must be properly documented and up-channeled to 2 AMXS 20th AMU Lead Production Superintendent to ensure timely repair.

A22.1.1.3. **(2 BW)** Only personnel trained and qualified on B-52H aircraft systems, as identified by their Training Business Area records, are authorized to perform system maintenance.

A22.1.1.4. **(2 BW)** Ensure instructions outlined in AFGSC and BAFB supplemented AFI 21-101 are followed when working on GITA.

A22.1.2. **(2 BW) AMXS:**

A22.1.2.1. **(2 BW)** Serves as the OPR for maintaining GITA.

A22.1.2.2. **(2 BW)** Establish a SNCO as a POC for GITA maintenance, inspections, and handling. The POC is familiar with AFI 21-101 in relation to GITA aircraft, and will be responsible for coordinating with 2 MXG/MXOT to schedule and ensure maintenance requirements are met. The POC also ensures a 1B-52H-21 inventory and aircraft wash and lube is accomplished every 365 days. Lost tools/items will be reported IAW AFI 21-101.

A22.1.2.3. **(2 BW)** Perform a comprehensive inspection of the fuselage and wings for damage, leaks, and loose or missing screws/fasteners and hardware. This inspection will be accomplished by the 5th day of every month. Pay special attention, during inspections to open aircraft cavities and wells to ensure birds, bees or other species have not nested. A 781A entry will be entered to document inspection.

A22.1.2.4. **(2 BW)** Ensure all mandatory functional systems established in A22.3 of this instruction are maintained to mission capable status. Track functionality of these subsystems and ensure discovered discrepancies are repaired in a timely manner.

A22.1.2.5. **(2 BW)** Notify and coordinate with the appropriate squadron when maintenance support is required. Discrepancies degrading the status of the systems/subsystems will be repaired in a timely manner to ensure continued system availability.

A22.1.3. **(2 BW) MXS:** A.22.1.3.1. **(2 BW)** Ensure a thorough corrosion inspection and CPC application is accomplished every 365 days. Accomplish aircraft paint scoring and touch-up, as necessary, to prevent corrosion. Pay special attention to open aircraft cavities and wells to ensure birds, bees or other species have not nested.

A22.1.4. **(2 BW) MXG STAFF:**

A22.1.4.1. **(2 BW)** Establish a schedule for GITA use among using organizations. Manage and track TCTOs, TCIs, and SI progress associated with GITA to ensure continued safe operation of training systems. Track scheduled inspections such as 90-day forms review, annual QA aircraft assessment, 365-day wash & lube, and 365-day corrosion inspection & CPC application.

A22.1.4.2. **(2 BW)** Establish a POC for GITA utilization. The POC will be responsible for coordination with 2 AMXS to ensure training requests are met.

A22.1.4.3. **(2 BW)** Status reporting is not required on permanently assigned GITA IAW AFI 21-103. Carry temporarily grounded (active) GITA in possession code "TJ" and permanently grounded (inactive) GITA in possession code "TX" IAW AFI 16-402.

A22.1.5. **(2 BW) MXG/MXQI:**

A22.1.5.1. **(2 BW)** Ensure all weight and balance requirements and documentation are maintained IAW TO 1-1B-50 and 1B-52H-5.

A22.1.5.2. **(2 BW)** Conduct an annual non-rated assessment of GITA to ascertain the overall condition of systems identified in A22.3 and condition of aircraft in relation to aircraft forms. Report all findings to 2 MXG/CC, 2 AMXS/MXA, and 2 AMXS 20th AMU Lead Production Superintendent.

A22.2. Scheduling GITA Use:

A22.2.1. **(2 BW)** MXG/MXOS & 20th AMU Production will be the points-of-contact for use of the GITA aircraft for training.

A22.2.1.1. **(2 BW)** To ensure maximum availability, all requests to use the aircraft must be established by the 20th day of the preceding month.

A22.2.1.2. **(2 BW)** Requests after the 20th will be handled on an individual basis with priority given to those who meet the scheduling deadline.

A22.2.2. **(2 BW)** Time will be established to ensure **Attachment 1** inspection items, TCTOs, TCIs and Sis are met.

A22.3. Maintaining the GITA:

A22.3.1. **(2 BW)** The following systems/subsystems must be maintained to mission capable status to ensure the safety and training viability of the using units:

A22.3.1.1. **(2 BW)** Body Hydraulics Systems

A22.3.1.2. **(2 BW)** AC/DC power supply/distribution

A22.3.1.3. **(2 BW)** Aircraft Interphone System

A22.3.1.4. **(2 BW)** Landing gear

A22.3.1.5. **(2 BW)** Environmental Systems for WLT Ops & Towing

A22.3.1.6. **(2 BW)** Weapons Delivery Systems

A22.3.1.7. **(2 BW)** Interior Lighting System

A22.3.2. **(2 BW)** All ejection seats will be disarmed by removing/capping all explosive devices IAW AFI 21-101. Training on seat safety pin installation will be conducted on active aircraft or standalone trainers.

A22.3.3. **(2 BW)** ECM/navigational systems will be kept operational until TCTOs and software upgrades render the system unusable.

A22.3.4. **(2 BW)** Weapons systems must be able to satisfy weapons load training requirements.

A22.3.5. **(2 BW)** Urinal flooring forward of the main entry hatch will be kept installed except during aircraft washes. The forward flooring will be reinstalled immediately after wash completion. All additional removed urinal flooring that is not installed will be logged and stored in the aircraft TNB.

A22.3.6. **(2 BW)** The following 1B-52H-21 items will be removed, logged and kept in the aircraft

A22.3.6.1. **(2 BW)** 21 conex:

A22.3.6.2. **(2 BW)** Navigator, Radar Navigator, EW Officer, and Gunner oxygen walk-around bottles

A22.3.6.3. **(2 BW)** Pilot's signal (Altus) lamp

A22.3.6.4. **(2 BW)** Upper crew compartment first aid kits

A22.3.6.5. **(2 BW)** Pilot's and co-pilot's life raft deflation tool

A22.3.6.6. **(2 BW)** Crew compartment oven

A22.3.6.7. **(2 BW)** Crew compartment mattress. **NOTE:** All other 1B-52H-21 equipment will be maintained in serviceable condition on the aircraft.

A22.3.7. **(2 BW)** Perform maintenance in conjunction with training according to the Plan of Instruction when capable.

A22.3.8. **(2 BW)** Upon completion of the day's training, ensure all dust excluder plugs/covers, engine inlet & exhaust covers, wheel chocks are installed and aircraft is grounded.

A22.3.9. **(2 BW)** Maintain aircraft AFTO Forms 781 and the MIS IAW AFI 21-101 and TO 00-20-1.

A22.3.9.1. **(2 BW)** Unless scheduled forms maintenance is being performed, forms will be kept on the aircraft.

A22.3.9.2. **(2 BW)** At a minimum the aircraft forms will be transcribed every 90 days in conjunction with the scheduled document review.

A22.3.9.3. **(2 BW)** Pulled forms will be kept at 2 MXG/MXOP, Plans, Scheduling, and Documentation (PS&D) for a period of two years. Due to the lengthy duration of assigned GITA aircraft, a log of pulled forms maintained by PS&D will be maintained to ensure pulled forms are not lost or missing. If at any time, pulled forms are discovered missing, involved personnel will make extensive attempts to recover the forms. If the forms are permanently lost, place a letter in the aircraft jacket file explaining the extent of the search (endorsed, at a minimum, by the AMXS Superintendent or Operations Officer).

A22.4. Cannibalization.

A22.4.1. **(2 BW)** All cannibalization requests must be approved by the 2 MXG/CC or 2 MXG/CD. After 2 MXG approval, requests will be forwarded to HQ AFGSC/A4VY52 for approval.

A22.4.2. **(2 BW)** If cannibalization approval is granted, the highest backorder priority authorized is JA.

Attachment 23 (2 BW)

TOWING OF B-52H AIRCRAFT WTH INOPERATIVE BRAKES

A23.1. (2 BW) Authorization to tow aircraft with inoperative brakes may be granted by. The MXG/CC, or designated representative, on a case by case basis. Delegation below Deputy Group Commander will be in writing.

A23.2. (2 BW) If granted. four additional individuals will be augmented for chock walking purposes during the tow. These individuals will be stationed near the left and right forward and aft gears with one chock per individual. At no time shall the individuals walk under the fuselage or between the tow vehicle and the aircraft. The tow supervisor and the chock walkers will walk the entire length of the tow regardless of location on the airfield.

A23.3. (2 BW) The chock walkers will. Remain in constant communication with towing supervisor and will be prepared to chock the aircraft when directed by the towing supervisor. Towing speed will not exceed 3 mph on a straightaway, 2 mph during a turn, or no faster than the slowest moving team member, whichever is more restrictive.

A23.4. (2 BW) For aircraft modified TCTO 952. The towing operation will be stopped every 5 minutes. The tow supervisor will ensure the #1 brake accumulator is at or above 2,400 psi. If the brake accumulator is found to be below 2,400 psi, the brake system pressure will be restored to between 2,700 and 3,000 psi by use of the hand pump. If the required 2,400 psi cannot be achieved, obtain MXG/CC authorization to chock walk aircraft as per **paragraph 1** of this instruction.