

**BY ORDER OF THE COMMANDER
302 AIRLIFT WING**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-101**

**AIR FORCE RESERVE COMMAND
Supplement**

**302 AIRLIFT WING
Supplement**

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Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

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Department of Air Force Instruction (DAFI) 21-101 Aerospace Equipment Maintenance Management and Air Force Reserve Command Supplement, are supplemented as follows: This supplement outlines procedures for the 302d Airlift Wing (AW). It applies to all military and civilian personnel of the 302d Airlift Wing (AW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publication; route AF IMTs 847 from the field through major command (MAJCOM) publications/forms managers. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been revised and should be completely reviewed. Changes include duplicate statements found in parent documents, facility manager responsibilities, aircraft debrief process and HSC/ISO process update.

2.10.20.2. **(Added)** Disaster control and severe weather notification:

2.10.20.2.1. **(Added)** Adequate notification and preplanning is essential for proper and timely responses in the event of adverse weather conditions. Routine maintenance actions become extremely hazardous when such conditions exist. Personnel at all levels of the organization must consider present and forecasted weather conditions before attempting any maintenance action.

2.10.20.2.2. **(Added)** Due to both the unpredictability and rapidly changing weather patterns of the local area, the following actions will be accomplished upon notification of forecasted weather conditions and routinely at the end of each duty day.

2.10.20.2.2.1. **(Added)** Maintenance personnel will chain the nose gear of each aircraft to the nose gear parking spot grounding/mooring point at the end of the duty day.

2.10.20.2.2.2. **(Added)** Power unit cords will be disconnected from aircraft and the power head and cable assembly will be stowed in a way to prevent snow, ice, or water to accumulate in the cord's power head.

2.10.20.3. **(Added)** Maintenance Operation Center (MOC) will be notified of adverse weather warnings over the secondary crash phone network. Upon notification, the senior controller on duty will accomplish the Severe Weather Warning Checklist.

2.10.20.3.1. **(Added)** Upon notification by MOC, personnel will take action to secure aircraft and equipment as specified in appropriate technical manuals and this instruction paragraph **2.10.20.2.2.1 through 2.10.20.2.2.2**.

3.2.2.1. **(Added)** Local hot brake procedures:

3.2.2.2. **(Added)** This instruction will also apply to 302d Airlift Wing aircraft when away from home station where no locally established hot brake procedures are in effect.

3.2.2.3. **(Added)** MOC will follow QRC R8 checklist and notify appropriate maintenance personnel of the suspected overheat/hot brake condition and requests immediate response.

3.2.2.4. **(Added)** When overheated/hot brakes are suspected because of noticeable heat or smoke, the crew chief or person noticing the condition will immediately notify all non-essential personnel and aircrew to clear the immediate area (300 feet) of the aircraft, quickly move to the front or back of the aircraft then notify the Expediter who will notify MOC (or fire department in absence of MOC) of the possible over heated/hot brake(s) and aircraft location.

3.2.2.5. **(Added)** Two emergency tire deflators are located in the 302d Crash Recovery trailer for use in deflating aircraft tires. Only senior maintenance personnel responding to the emergency may deem this action necessary.

3.6.9.1. **(Added)** Flightline Expeditor:

3.6.9.2. **(Added)** Personnel, with approved pintle-hook mounted vehicles, may assist with movement of non-powered AGE (B-1, B-5, etc.) and powered AGE (NGH, -86, -95, etc.) to and from the ready line for use in hangars and on flightline.

3.7.2.1. **(Added)** Procedures for reporting dropped objects, aborts, code 3 flight control malfunctions and engine malfunctions:

3.7.2.2. **(Added)** Outside of normal duty hours when the MOC is not available the lead personnel will begin the notification process by sending an email to: MXG/CC, AMXS/CC, AMXS SUPT, MXS DO, MXS SUPT, AMXS Production Superintendent, MOC and PS&D personnel, 302 MXG/QA org box, and Flight Chief of owning work center for discrepancy that caused the abort/IFE.

3.7.2.3. **(Added)** Upon notification of abort/IFE, AMXS personnel will debrief the aircrew with the 302AW Form 15 Debrief worksheet and email to MOC.

3.7.2.4. **(Added)** During the debrief process, AMXS personnel will fill out part one of the QA Form 2 Abort Record.

3.7.2.5. **(Added)** QA personnel will verify Abort/incident paperwork is loaded in TEAMS.

3.7.2.6. **(Added)** AMXS Pro-super/Expediter will:

3.7.2.6.1. **(Added)** Ensure maintenance efforts are coordinated to investigate/troubleshoot/correct the deficiency.

3.7.2.6.2. **(Added)** Upload QA Form 2 into TEAMS Incident bucket no later than 24 hours from reported incident.

3.7.2.7. **(Added)** Responsible work center will:

3.7.2.7.1. **(Added)** The work center responsible for correcting the discrepancy will access TEAMS Incident bucket and update the corrective action, and any known historical background associated to discrepancy.

3.7.2.7.2. **(Added)** The responsible work center will then forward incident report to 302MXG Analysis section through TEAMS bucket program.

3.7.2.7.3. **(Added)** A copy of the completed AFTO 781A, with corrective action, will be attached prior to sending.

3.7.2.8. **(Added)** Analysis section will:

3.7.2.8.1. **(Added)** Fill out Part III of the QA Form 2 Abort Record. Historical data regarding the system or component involved should be referenced.

3.7.2.8.2. **(Added)** Utilize the information in this section to help identify any possible trends, provide fleet health considerations, and may provide helpful information/tracking for the CBM+ process.

3.7.2.9. **(Added)** Incident notification will be emailed to the MXGQA office via the “302 MXG QA” org box (302MXG.QA.QASection@us.af.mil).

3.7.2.10. **(Added)** Quality Assurance section will:

3.7.2.10.1. **(Added)** The QA office will fill out part IV of the QA Form 2 Abort Record.

3.7.2.10.2. **(Added)** The QA section will review the information, provide recommendations to the MXG/CC for further investigation, or One Time Inspection of fleet. If no further actions are required for this abort, TEAMS file will be closed and a second copy will be kept at Home - 302 MXG/MXQ Records (dps.mil).

3.7.2.10.3. **(Added)** The QA office will forward a copy of all documents to the AMXS/CC, and AMXS SUPT.

4.9.4.9. **(Added)** The ISO Dock Coordinator manages the overall operation of each ISO and will:

4.9.4.9.1. **(Added)** Load the JST for the inspections required using the appropriate screen in MIS and enter the discrepancy in the aircraft forms. Copies of the Aircraft Inspection/Access Panel Check Sheet (**Attachment 3**) will then be generated, ensure a Red X entry is made in the MIS and de-panel sheet placed in the front of the 781A section of the aircraft forms binder. Perform a daily review of the Maintenance Information System (MIS) to ensure all work cards and discrepancies are input and/or updated upon completion. The final review will be documented in MIS prior to the sign-off date of the ISO inspection.

4.9.4.9.2. **(Added)** Review the Aircraft Inspection/Access Panel Check Sheet for accuracy to ensure all panels are properly annotated when the ISO package is dropped. During the inspection, the individual that removes or opens a panel or item will ensure proper documentation on the de-panel sheet. Entries on the check sheet are self-explanatory. When all panels and items have been closed or reinstalled and inspected, the AFTO Form 781A entry will be cleared by a Red X inspector and dated accordingly. When all work cards and the ISO main Job Control Number are signed off, the ISO Dock Coordinator/Crew Chief will transcribe the forms and turn the Aircraft Inspection/Access Panel Check Sheet, 8070 report/ AFTO Form 781 into the P&D section.

4.9.4.9.3. **(Added)** Open items on the de-panel sheet that cannot be cleared will be carried forward to active aircraft AFTO 781A/K as appropriate upon ISO completion. When transcribing open panel discrepancies, the transcriber will put "CF" in the Corrected by block, accompanied by minimum signature and employee number.

4.9.4.9.4. **(Added)** Any panel not documented on the Aircraft Inspection/Access Panel Check Sheet that is removed or opened must be documented on the Aircraft De-panel Sheets or in the MIS.

4.9.4.9.5. **(Added)** Monitor and track all parts canned or ordered against the ISO aircraft.

4.9.4.9.6. **(Added)** The aircraft is defueled to appropriate fuel load per the numbered ISO. External tanks should be empty but not drained.

4.9.4.10. **(Added)** Paperless ISO/HSC Process:

4.9.4.10.1. **(Added)** Prior to the aircraft beginning ISO/HSC status, the aircraft 781 series will be deactivated so that only automated entries are reflected in the MIS. The ISO Dock Coordinator/Crew Chief will verify all AFTO Form 781A entries in the forms are reflected in the MIS. Inform the assigned Crew Chief and Maintenance Supervision daily or prior to next day morning production meeting on the progress of the aircraft.

4.9.4.10.2. **(Added)** When the aircraft begins ISO/HSC status the AFTO 781 series forms will be removed from the form's binder. Any errors will be documented on the cover sheet and given to Aircraft Maintenance Squadron (AMXS) Production Section. This marks the beginning of the paperless inspection process. The locally developed deactivation cover letter will be completely filled out (**Attachment 5**). The permanently deactivated forms cover letter will be filed with the aircraft jacket file in Plans, Scheduling & Documentation (PS&D) for historical purposes.

4.9.4.10.3. **(Added)** Automated paper forms required during the paperless ISO inspection will consist of an AFTO Form 781H, 781J and the aircraft de-panel work sheet. A digital copy of the 8035 will be saved daily.

4.9.4.11. **(Added)** ISO Warning Tag Process:

4.9.4.11.1. **(Added)** For aircraft in a paperless ISO environment there are many times that multiple Warning Tags are required on a single circuit breaker. Due to this occurrence the following procedures have been established for ease of hazard identification.

4.9.4.11.2. **(Added)** Aircraft in ISO will only have one AF Form 1492 “Part A” or AFTO Form 492 on a location at any given time. Example: circuit breakers, the external power receptacle, aircraft/SCNS battery terminals or the hydraulic ground test valve handle. Any duplicate tags will be hung on the “WARNING TAG BOARD” located in the ISO BAY.

4.9.4.11.3. **(Added)** Once aircraft is down jacked and ready for tow all remaining warning tags will be installed on aircraft and removed from “WARNING TAG BOARD”.

4.9.4.12. **(Added)** Dedicated Crew Chief/Assigned Crew Chief Will:

4.9.4.12.1. **(Added)** Assists ISO with wash preparation, panel removal, belly band removal and installation of aircraft wash tape. After wash, assist with the removal of aircraft wash tape and with accomplishing required after wash lube.

4.9.4.12.2. **(Added)** Refurbish dual rails, conveyors, troop seats, -21 equipment, flight deck flooring and non-skid if it is to be accomplished during ISO. If no refurbishment is to be accomplished, then the equipment will be inspected IAW with applicable work cards. The Crew Chief is responsible for all troop seat and -21 inspections/maintenance.

4.9.4.13. **(Added)** Maintenance Sections:

4.9.4.13.1. **(Added)** All personnel MUST Sign-in and sign-out with the coordinator when reporting to, or departing from, the ISO Dock section for accountability.

4.9.4.14. **(Added)** In Support of the ISO, MXS Flight Chiefs will:

4.9.4.14.1. **(Added)** Ensure assigned maintenance personnel arrive at the inspection dock with all required tools, test equipment and hazardous materials to complete their assigned inspections/repairs. Any hazmat products not belonging to the ISO section will be returned to the shops daily unless other arrangements are made.

4.9.4.15. **(Added)** Pre/Post-dock requirements:

4.9.4.15.1. **(Added)** When the aircraft enters pre-dock, printed 8035's will be used in place of 781A's in aircraft ISO forms binder. All 8035's will be updated at the beginning of each day by the ISO coordinator.

4.9.4.16. **(Added)** Upon completion of the aircraft ISO Post Dock/HSC items, 781A's will then be reactivated. Both the 781H and J, the de-panel worksheet and digital copy of the 8070 for the whole ISO/HSC will be turned into Plans and Scheduling for filing no later than 7 days after ISO completion.

4.10.1. **(Added)** Munitions Flight:

4.10.1.2. **(Added)** The Munitions Shop will inspect, maintain, and store chaff/flare modules and related -21 equipment and will maintain inventory using the web-based Theater Integrated Combat Ammunitions System (TICMS).

5.2.4.12.1. **(Added)** Maintenance Operations:

5.2.4.12.2. **(Added)** Call signs are designed for use at home station (Peterson Space Force Base, CO) but may be used at other locations (i.e., Air Force Base, Army Airfields) for the same purpose. A list of current 302d MXG call signs has been established and are listed in MXGI 21-1 and are located on TEAMS.

5.2.8.3.1.1. **(Added)** Maintenance Management Analysis (MMA):

5.2.8.3.1.2. **(Added)** Manage and assign Job Control Numbers (JCNs) to identify and track maintenance in the MIS. The base-level JCN consists of nine characters. The first five characters represent the ordinal day, such as 96041 for 10 February 1996. The last four characters are used to identify jobs and normally consist of a daily or monthly job sequence number such as 0001 for the first job of the day or month. Using the cited examples, the JCN would be 960410001 in accordance with TO 00-20-2 and [Attachment 3](#), Job Control Number Assignments.

6.4.10.1. **(Added)** Chief Inspector Responsibilities:

6.4.10.1.1. **(Added)** The arrangement of forms within the aircraft forms binder will be as follows:

6.4.10.1.2. **(Added)** Each section will be separated by tabbed dividers that are labeled for the appropriate section.

6.4.10.1.3. **(Added)** Air Force Technical Order (AFTO) 781F, Aerospace Vehicle Flight Report and Maintenance Document, in the front cover with a stiffener showing front and back side of form. In block 3 of the 781F the authorized 302d Airlift Wing tail flash emblem will be displayed. In block 3 of the 781F the designated debrief and unscheduled maintenance numbers will be displayed.

6.4.10.1.4. **(Added)** Air Force Reserve Command (AFRC) Form 498, Classified Equipment Installed card – will be displayed in block 3 of the 781F when classified equipment is installed.

6.4.10.1.5. **(Added)** AFTO Form 781B, Communications Security Equipment Record.

6.4.10.1.6. **(Added)** AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document.

6.4.10.1.7. **(Added)** AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance Document (sufficient copies).

6.4.10.1.8. **(Added)** AFTO Form 781A, Maintenance Discrepancy and Work Document (sufficient copies). Permanent Info Notes will be in front of the 781As. The use of stamps is authorized when approved in writing by the QA Superintendent.

6.4.10.1.9. **(Added)** Air Force (AF) Form 4076, Aircraft Dash 21 Equipment Inventory (one original and two extra blank copies will be maintained when aircraft are deployed outside CONUS, this will be placed behind the 781K).

6.4.10.1.10. **(Added)** AFTO Form 781J, Aerospace Vehicle – Engine Flight Document sufficient copies.

6.4.10.1.11. **(Added)** AFTO Form 781K, Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document one active copy only.

6.4.10.1.12. **(Added)** AF Form 664, Aircraft Fuels Documentation Log (required for aircraft away from home station).

6.4.10.1.13. **(Added)** Debrief Section, last five sorties will be filed.

6.4.10.1.14. **(Added)** QA Form 2, Abort/Incident Report four blank copies for recording off-station aborts and incidents.

6.4.10.1.15. **(Added)** AFTO Form 781M, Status Symbols and Functional System Codes, current TCTO listing (Updated when forms are purged).

6.4.10.1.16. **(Added)** Optional forms as needed by crew chief calendar, etc.

6.4.10.1.17. **(Added)** AFTO Form 781G, General Mission Classifications-Mission Symbols, inside rear cover with stiffener and reverse side as outside cover.

6.12.2.1.1.2. **(Added)** The QA FCF Program Manager will:

6.12.2.1.1.3. **(Added)** Aircraft forms will be available to the QA office no later than 6 duty hours prior to scheduled FCF meeting. Special circumstances will be routed to the QA Superintendent for approval.

6.12.2.1.1.4. **(Added)** When all mission-essential maintenance inspections are completed on the aircraft, the Air Force Technical Order (AFTO) Information Management Tool (IMT) 781 Mission Flight Data Document binder will be made available to Quality Assurance for review by the Product Manager. The AFTO IMT 781 Mission Flight Data Document binder is normally delivered to Quality Assurance No Later than 6 duty hours prior to scheduled takeoff or ground engine runs, whichever occurs first. In the case of a post-major Isochronal Inspection (ISO) FCF, the AFTO IMT 781 Mission Flight Data Document binder must arrive no later than 6 duty hours prior to the scheduled FCF take-off time. The Quality Assurance Supervisor or MXG Commander may waive the 6-duty hour requirement under extenuating circumstances. The AFTO IMT 781 Mission Flight Data Document binder must include all maintenance actions that caused the FCF to be generated.

6.12.3.1.1. **(Added)** FCF-qualified QA Inspectors will:

6.12.3.1.2. **(Added)** The aircrew/PS&D will schedule a briefing time with Quality Assurance no later than two hours prior to scheduled ground engine runs/takeoff time.

6.12.3.1.3. **(Added)** QA will also furnish the aircrew with a binder containing:

6.12.3.1.3.1. **(Added)** TO 1-1-300, Acceptance/Functional Check Flights, Maintenance Operational Checks.

6.12.3.1.3.2. **(Added)** TO 1C-130E (H)-6CF-1, Acceptance/Functional Check Flight Procedures.

6.12.3.1.3.3. **(Added)** Acceptance and/or FCF checklist worksheet.

6.12.3.1.3.4. **(Added)** Aeronautical map depicting designated FCF area.

6.12.3.1.3.5. **(Added)** Letter designating FCF-qualified aircrew members.

6.12.5.2. **(Added)** After completion of the FCF, Quality Assurance will meet the aircrew and conduct a thorough mission debrief. After normal duty hours, Quality Assurance or the flight line supervisor will debrief the crew. This procedure is utilized to ensure that all items requiring checks are completed and properly debriefed and documented. If any items or systems failed the FCF and require an additional FCF to verify aircraft safety or dependability, AMXS Supervision will coordinate with Quality Assurance and the Plans, Scheduling and Documentation section to reschedule the aircraft for another FCF after all required maintenance is completed.

6.15.3.2.3. **(Added)** The W&B Program Manager will ensure:

6.15.3.2.3.1. **(Added)** QA Superintendent will be the point-of-contact (POC) on all Automated Weight and Balance System (AWBS) issues.

6.15.3.2.3.2. **(Added)** Determine if changes in the status of equipment, other than normal aircraft configuration changes, which will remain removed/installed for aircraft flight will have an effect on the aircraft's center of gravity (CG) (e.g., Modular Airborne Fire Fighting System and depot inputs). Update the aircraft weight and balance records as required. For planning purposes, an informational record of current aircraft weights, moments and CGs may be forwarded to the 731st Airlift Squadron Scheduler.

6.16. (Added) AMXS will:

6.16.1. **(Added)** Prepare assigned aircraft for weight and balance inspections, inventories, and weighing operations.

6.16.2. **(Added)** Forward an itemized listing (signed AF Form 2692), and also 781C to Maintenance Squadron Quality Assurance (MXQ) 8 duty hours prior to departure when removing/installing equipment (other than for normal configuration changes) that will remain removed/installed for flight, with the following information:

6.16.3. **(Added)** Coordinate with MXQ and PS&D to establish an inventory/weighing date, QVI will be accomplished annually.

6.16.4. **(Added)** Notify MXQ of any configuration changes or matters affecting aircraft weight and balance (other than normal configuration changes) no later than 8 duty hours.

6.16.5. **(Added)** Turn in aircraft weight and balance handbook to MXQ at least six duty hours prior to aircraft transferring to another unit/organization/function and within three duty days following return from such agencies.

6.17. (Added) PS&D will:

6.17.1. **(Added)** Notify MXQ upon distribution and completion of Time Compliance Technical Orders (TCTO) affecting weight and balance.

6.17.2. **(Added)** Coordinate and schedule all assigned aircraft weight and balance recertification, inventories and weighing operations with MXQ and AMXS.

7.2.1.3. **(Added)** Impoundment Procedures Specific Guidance:

7.2.1.4. **(Added)** Copies of all letters designating authority for impoundment responsibilities will be on file in QA and in the MOC.

7.2.1.5. **(Added)** Airdrop malfunctions, airdrop incidents and Off DZ airdrops will be investigated by 302 OSS/OSK (Tactics) with a Joint Airdrop Inspection (JAI)-qualified loadmaster using procedures per DAFMAN 13-217, AFJ 13-210(I), and the 302d OG In-Flight Guide. The JAI assigned to investigate airdrop malfunctions will inform MXQ Superintendent or designee as soon as a determination & release of the aircraft from impoundment has been made concerning the mishap cause. The MXQ Superintendent or designee will also contact the 39 Aerial Port Squadron (APS) for disposition of airdrop equipment still onboard the aircraft.

7.2.1.6. **(Added)** Wing Safety (SE), MXG QA, Avionics, WTQ or WAM personnel and Operations Group Stan/Eval (OGV) and Tactics (302 OSS/OSK) are the only functions authorized to investigate impounded aircraft/equipment or any inadvertent weapons release or explosive mishap. SE will appoint an appropriate Investigating Official when working under Safety Board Authority for the purpose of investigating DAFI 91-204 related events.

7.2.1.7. **(Added)** The MXG/CC (or OG/CC, in the case of an airdrop malfunction) will assign an IO to manage the impounded aircraft/equipment (typically, the 302 OSS/OSK Chief of Tactics for airdrop malfunctions and QA for all others). OGV and AW/SE will work closely with QA when assigned IO duties.

7.2.1.8. **(Added)** Reporting Requirements:

7.2.1.8.1. **(Added)** QA will use the TEAMS incident reporting to monitor all impoundment activities/actions.

7.2.1.9. **(Added)** Each work center involved in the troubleshooting and repair of flight control malfunctions will assign the most highly qualified personnel. Make every effort to keep the same personnel assigned until the malfunction is corrected.

7.2.1.10. **(Added)** Minimum team member must be a qualified technician from each affected work center, plus an IO from QA.

7.2.1.11. **(Added)** Applicable job guides, technical data and directives will be utilized for all phases of work and will be documented as completed. Each work center will enter its portion of the troubleshooting as a separate entry for each aspect of both troubleshooting and repair phases. The Team Chief, as designated by the Maintenance Superintendent/designated representative, will clear the original discrepancy (Red X).

7.2.1.12. **(Added)** The following situations require the Flight Superintendent/designated representative of the applicable work center having primary responsibility for the discrepancy to clear the Red X:

7.2.1.12.1. **(Added)** Un-commanded flight control inputs reportable IAW DAFI 91-204.

7.2.1.12.2. **(Added)** Flight control problems occurring in the “direct manual” mode.

7.2.1.12.3. **(Added)** Flight control problems occurring when the “auto” mode fails to disengage.

7.2.1.13. **(Added)** Use Job Control Numbers starting with the Julian date and ending with 8494 through 8499.

7.2.1.14. **(Added)** The aircraft will be secured in its recovered state to preserve evidence. Propellers may be taken “out-of-feather” during periods of cold weather if, in the opinion of the IA, it would not interfere with the subsequent investigation. Do not change the position of any switches except as needed for safety. Limit maintenance actions to those actions required to make the aircraft or equipment safe.

7.2.1.15. **(Added)** The QA Superintendent or designated representative and Production Superintendent will coordinate with Impoundment Official to determine whether maintenance may be performed on the impounded aircraft/equipment.

7.4.4. **(Added)** Impoundment Official Responsibilities:

7.4.4.1. **(Added)** Assigned Impound Official is responsible for coordinating the security of impounded equipment and related records with the MOC and the responsible maintenance work center.

7.4.4.2. **(Added)** QA will report all incidents of multiple-engine power loss to AW/SE as a High Accident Potential (HAP) report. The report will include specific values of RPM, torque, fuel flow, TIT and other related power plant indications.

7.5.1.1. **(Added)** Mandatory Impoundments:

7.5.1.2. **(Added)** Aircraft may be impounded by direction of the Wing Commander (AW/CC) Or Maintenance Group Commander (MXG/CC) if any incidents require further investigation to determine cause.

7.6.2.1. **(Added)** Impoundment Procedures:

7.6.2.1.1. **(Added)** MOC will then notify the following agencies:

7.6.2.1.2. **(Added)** MXG/CC.

7.6.2.1.3. **(Added)** Production Superintendent.

7.6.2.1.4. **(Added)** AMXS/CC.

7.6.2.1.5. **(Added)** MXG/QA.

7.6.2.1.6. **(Added)** AMXS/MXA.

7.6.2.1.7. **(Added)** Command Post (AW/CP).

7.6.2.1.8. **(Added)** Security Forces Squadron (SFS), if sabotage or tampering is suspected; MOC provides information as required In Accordance With (IAW) 302 AWI 31-102, Tampering or Suspected Damage to Aircraft.

7.6.3.1.1. **(Added)** Impoundment Official will:

7.6.3.1.1.1. **(Added)** Related records will be impounded following a mishap as defined IAW applicable directives.

7.6.4.1.2. **(Added)** Work centers will obtain clearance from the IO to access and perform maintenance on impounded aircraft.

7.6.12. **(Added)** Impounds Occurring After Normal Duty Hours:

7.6.12.1. **(Added)** The Night Shift supervisor or designated representative will ensure the intent of this AFI Sup is met to the maximum extent possible. The aircraft will be secured, and a boxcar seal placed on the crew entrance door. The seal number will be written in ink in the AFTO Form 781A impoundment entry discrepancy block and the aircraft forms placed inside the aircraft prior to the seal installation. Only the assigned IO may remove this seal.

8.2.1.2.1. **(Added)** Out/in procedures for tool control when one person is assigned to a shift/work center.

8.2.1.2.2. **(Added)** For sections with one employee a qualified individual from the same flight should verify tool accountability daily.

8.2.1.2.3. **(Added)** When unique mission requirements facilitate a one-person inventory (i.e. broken transit aircraft over an off weekend), that individual will perform an inventory and document the AFRC Form 177 (Consolidated Kit Inventory and Control) or TCMAX generated product to include the sign out/in portion of the form. The member will use the long-term sign out feature in TCMAX. On the next available shift the CTK monitor, supervisor, or any qualified technician will re-inventory the CTK and sign in TCMAX.

8.2.1.2.4. **(Added)** CTKs that have been sub located to an area other than the owning section will be the responsibility of the owning section; this will include inventory and accountability. The keys should be available to the section where the CTK is sub-located in the event the CTK must be moved or relocated.

8.2.1.2.5. **(Added)** CTKs sub-located will be signed out using long term mode in TCMAX. During long-term use, the issue and turn-in inspections will be documented on an AFRC Form 177.

8.2.1.3. **(Added)** CTK Guidelines for Program Management.

8.2.1.4. **(Added)** Each squadron is responsible for ensuring Tool and Equipment Management programs are effective and assure the best control possible. When tool storage facilities/tool cribs lack the room necessary to secure tool's, CTK's and dispatchable equipment, the section NCOIC will take measures to implement a process to prevent unauthorized use or access of tools and equipment.

8.2.1.5. **(Added)** Tool and Equipment Management.

8.2.1.6. **(Added)** Crash and Recovery ISU-90s are considered Tool Storage Facilities. The Crash, Damaged or Disabled Aircraft Recovery (CDDAR) team chief shall provide accountability, security, and control of the CDDAR tools and support equipment.

8.2.1.7. **(Added)** The CDDAR tools, support equipment and shop stock will be maintained and accounted for on a locally approved inventory list.

8.2.1.8. **(Added)** Inventories will be accomplished annually IAW DAFI 21-101_AFRC Sup [chapter 11](#), by either the CDDAR Team Chief or Alternate Team Chief. Inspections will be documented and tracked in the CDDAR continuity binder.

8.2.1.9. **(Added)** Then tool storage facilities/tool cribs lack the room necessary to secure tool's, CTK's and dispatchable equipment, the section NCOIC will take measures to implement a process to prevent unauthorized use or access of tools and equipment.

8.2.3.2. **(Added)** Warranted Tool Management:

8.2.3.2.1. **(Added)** Replacement tools are issued on a "one for one" exchange basis. When tools have been damaged and require replacement, notify the section CTK Custodian and if applicable the Company Warranty Tool Representative. Damaged XF3 or XD3 tools will be turned into the Defense Reutilization and Marketing Office (DRMO), XB3 tools will be turned into the CTK monitor.

8.2.9.4. **(Added)** Procedures to ensure positive accountability and control of rags.

8.2.9.4.1. **(Added)** To ensure positive control and accountability rags will be controlled and tracked in TCMAX. Sections with back shop rags that are not dispatched do not need to be tracked in TCMAX. The responsibilities for the control of rags fall under the section CTK custodian and section supervisor. Dirty or unserviceable rags will be appropriately disposed of IAW all applicable Hazardous Material/Hazardous Waste procedures. Separate containers for oily and solvent rags will be established and marked as such. Consumable solvent/oily rags will be placed in separate garbage bags and disposed of accordingly in a dumpster outside of the building to prevent a fire hazard at the end of each shift. Contact rags will be controlled in non-combustible container awaiting contract pick up.

8.2.9.4.2. **(Added)** Sections using rags not tracked in TCMAX will establish a control center, typically the tool storage facility/tool crib. A control log will be established for signing rags in and out. The control log will have as a minimum the following: issue date, employee number, quantity issued, sign in/out column and quantity disposed.

8.2.13.2. **(Added)** Standardized procedures and responsibilities for decentralizing CTKs, tools, and equipment outside tool room/support section to meet mission requirements.

8.2.13.2.1. **(Added)** When deploying to a location that does not have TCMAX capabilities, the CTKs, tools, equipment or accessories (including rags or bags of rags) will be signed out at home station using the long-term issue mode. During the deployment the issue and turn in inspections will be documented on an AFRC Form 177.

8.2.13.2.2. **(Added)** The appointed custodian will be responsible for procurement and management of tools required for the mission. Documentation will be entered on an AFRC Form 175 or TCMAX generated product.

8.5.1.2.7. **(Added)** Tool Accountability and Serviceability:

8.5.1.2.8. **(Added)** Aircrew Flight Equipment will track all CTKs and tools through the ALERTS data base. ALERTS will select a random fourteen-digit identifier for each CTK and each tool associated with it. In addition, a nine-digit local ID will be assigned by the Aircrew Flight Equipment shop.

8.5.1.2.9. **(Added)** Aircrew Flight Equipment will store all CTKs and tools in building 207 (chute room, flotation room, flight line and oxygen section) POC: OSF/OSL.

8.5.1.2.10. **(Added)** Aircrew Flight Equipment CTKs and tools will be signed out by the technician using the item. When the item is no longer needed or being used that technician will turn in the item and have another technician sign the tool kit and/or equipment back in.

8.5.1.2.11. **(Added)** Each aircraft has assigned to it a Flight Engineer toolbox secured, locked, and sealed under the crew bunk. Each toolbox complies with AFD 21-1. The toolbox is assigned a box number, along with a box car seal number for the Hostile Environment Repair Kit (HERK). Toolboxes contain a complete inventory list of tools, and a SF 702 to track use of the toolbox.

8.5.1.2.12. **(Added)** In order to provide accountability for tools in the Flight Engineer tool kit, the following procedures will be implemented. Should a Flight Engineer or Loadmaster need a tool from the kit, the individual needing the tool will initial the toolbox "OPENED BY" on the SF 702, located in the toolbox. A crew member who has not used any tools will initial "CLOSED BY" to verify the tool is returned and the toolbox is locked and secured under crew bunk.

8.5.1.2.13. **(Added)** Each flight engineer will carry a list to include the specific toolbox number assigned to each individual aircraft. This list includes aircraft tail number, toolbox number, and a seal number for HERK kit. On every 1C-130(K) H-1 preflight inspection, Flight Engineers are required to check that the aircraft tail number matches toolbox number and seal number, and that the toolbox is still locked and secured. In addition, once annually, all toolboxes are inventoried by individuals designated by the 731 AS Chief Flight Engineer.

8.6.1.3.1. **(Added)** Tool and Equipment Marking and Identification:

8.6.1.3.2. **(Added)** The first four digits of the WWID are as follows: W8MQ - W8 is Peterson SFB (Reserve), M is Maintenance, and the fourth character is the shop identifier, (example: Q is for Quality Assurance). All work center assigned WWID codes will be reviewed by QA annually.

8.7.1.1. **(Added)** Locally Manufactured, Developed, or Modified Tools and Equipment.

8.7.1.2. **(Added)** Sections requiring locally manufactured items will fill out Department of Defense (DOD) Form 1348-6 and route to the specific manufacturing flight. The request will then be coordinated and approved through the QA office.

8.9.2.5.1.2. **(Added)** Lost Item/Tool Procedures:

8.9.2.5.1.3. **(Added)** If the tool/object is located, the appropriate section supervisor is responsible for clearing the "Red X."

8.9.2.5.1.4. **(Added)** If the lost tool/object is not located after the 3-hour period, the Impoundment Authority may elect to impound the aircraft.

8.9.2.6.1.1. **(Added)** Thorough searches will be concluded within 3 hours of confirmation of the lost tool/object or the end of the shift, whichever comes first. If the missing tool/object is located during the thorough search the Lost Tool/Object Report must still be completed and routed. If the tool/object cannot be located, only the Maintenance Group Commander or designee in his/her absence may clear the Red X in the aircraft forms.

8.9.3. **(Added)** If a tool/object is lost or believed to be lost on a non-flying aircraft, notify the Flight line Expediter or Production Superintendent prior to starting the thorough search. The Expediter or Production Superintendent will notify MOC and QA immediately and initiate the Lost Tool/Object Report. MOC will issue a job control number for the lost tool/object and a Red X will be placed in the AFTO Form 781A, prohibiting operation or movement of all aircraft involved. A finalized report must be submitted to QA no later than 24 hours from the time the tool/object was reported missing.

8.9.4. **(Added)** If a tool/object is believed lost on an aircraft that has taxied or is flying, the Production Superintendent will immediately notify the MOC with the nomenclature of the item, and where and how it could affect safety of flight. MOC will then contact Command Post to inform the aircrew. Upon the return of the aircraft the Impound Authority may impound the aircraft in IAW [Chapter 7](#) of this instruction. The Impound Authority will determine whether impounding the Aircraft is necessary. The finalized Lost Tool Investigation Report must be forwarded to the QA office within 24 hours of the tool/object being reported missing.

8.9.5. **(Added)** If a tool/object is lost and no aircraft are involved, notify the supervisor or equivalent for that section immediately. After the initial search, not to exceed 1 hour, notify MOC, initiate a Lost Tool Report and initiate a thorough search of the area. The thorough search will be concluded within 3 hours of confirmation of the lost tool/object or the end of the shift, whichever comes first. The Lost Tool Report must be finalized and forwarded to the QA office within 24 hours of the tool/object being reported missing.

8.10. (Added) 731st AS Lost Item/Tool Procedures:

8.10.1. **(Added)** Aircrew Flight Equipment will follow lost tool procedures as outlined in 302 OSF/OSL Operating Instruction 21-101, AFI 21-101 and AFI 11-301V1. In the event an Aircrew Flight Equipment item is misplaced or lost on an aircraft the MOC will be notified immediately.

8.10.2. **(Added)** Should a tool be discovered missing, aircraft will remain on the ground until tool is accounted for. Report the missing tool to MOC, 302 OGV, and 731 AS Chief Flight Engineer.

9.17.2.2.1. **(Added)** Local Manufacturing:

9.17.2.2.2. **(Added)** Local manufacture of procurable items are restricted to mission capable (MICAP) items only and will be approved in writing by the MXG/CC.

9.17.2.2.3. **(Added)** Local manufacture of non-procurable tools and equipment items will be approved by the Supervision of Quality Assurance and the MXG/CC or his appointed representative.

9.17.2.2.4. **(Added)** Quality Assurance will coordinate on the DD Form 1348-6.

9.17.2.2.5. **(Added)** The MXG/CC will approve or disapprove the request. If a request is disapproved, the package will be returned to the requester.

9.17.2.2.6. **(Added)** QA will track approved local manufactures in approved MIS application.

9.17.2.2.7. **(Added)** Coordination requirements for local manufacture requests.

9.17.2.2.8. **(Added)** Prior to preparing the local manufacture request, the requester will coordinate with the Applicable Flight Supervision and the manufacturing shop to ensure the item can be manufactured.

9.17.2.2.9. **(Added)** The requester will prepare a DD Form 1348-6 and provide all applicable drawings, specifications, and technical order data to the appropriate Flight Supervision. All drawings submitted will be using approved DoD or Air Force (AF) drawings for the applicable manufactured item. If the drawing is locally developed due to the non-existence of a DoD or AF approved drawing, the drawing will be certified by the applicable Flight Supervision, following a thorough review by the manufacturing shop.

9.17.3. **(Added)** The Applicable Flight Supervision will:

9.17.3.1. **(Added)** Annotate/Review the DD Form 1348-6 with the estimated cost of materials and labor to manufacture the item.

9.17.3.2. **(Added)** The approved documentation will be forwarded to Decentralized Maintenance Support (DMS) for processing.

9.17.4. **(Added)** Decentralized Maintenance Support (DMS) will:

9.17.4.1. **(Added)** Log the request in a local manufacture folder and enter a separate Air Force Technical Order (AFTO) Form 350 job number in approved MIS for each section that participates in the local manufacture. The log will include, as a minimum, the Job Control Number (JCN), National Stock Number, Quantity, Unit of Issue, Unit Price, Supply Status, Completion Date and Remarks. Entries in the log will be in JCN sequence.

9.17.4.2. **(Added)** The priority for the job will be assigned in accordance with AFI 21-101, paragraph 1.16, Table 1.1, Maintenance Repair Priority (MRP) Designator.

9.17.4.3. **(Added)** Maintain files for both internal and external local manufactures, for open and closed completed jobs.

11.1.4. **(Added)** Facility Housekeeping and Contamination Control:

11.1.5. **(Added)** Housekeeping in Bldg. 210/Bay 1 (to include fire extinguishers) is the responsibility of 302 MXS, MXMCF (Fuel Shop). 302d MXS supervision may further delegate this responsibility elsewhere in 302 MXS as needs arise.

11.1.6. **(Added)** Housekeeping in Bldg. 210/Bay 2 (to include fire extinguishers) is the responsibility of 302 AMXS/MXA (Production Supervision). 302d AMXS supervision may further delegate this responsibility in 302 AMXS as needs arise.

11.1.7. **(Added)** Housekeeping in Bldg. 214/Bay 3 (to include fire extinguishers) is the responsibility of 302 MXS/MXMT (Isochronal Inspection Section). 302d MXS supervision may further delegate this responsibility elsewhere in 302 MXS as needs arise.

11.1.8. **(Added)** At a minimum, the responsible agencies for these facilities will conduct a walk-through of the facility once per shift to verify compliance with housekeeping directives.

11.6.5.2. **(Added)** Red Ball Maintenance:

11.6.5.3. **(Added)** When a Red Ball occurs, the expediter will notify the Maintenance Operations Center (MOC) who will dispatch the appropriate shop specialist to the aircraft. The MOC will input the discrepancy into the Maintenance Information Systems (MIS) as soon as the discrepancy is called in by the Expediter.

11.6.5.4. **(Added)** The Expediter and/or Technician should use the QRL to expedite the ordering process. Technician/Expediter will coordinate with DMS to order required parts.

11.6.5.5. **(Added)** MIS entry when down (Procedures)

11.6.5.6. **(Added)** If the part is not available, the Production Superintendent or designated representative will determine if a CANN action or a tail swap if a spare is available is appropriate.

11.6.5.7. **(Added)** The completion of work will be called into MOC to update the status and change the status driver as necessary.

11.6.6. **(Added)** When a Red Ball occurs, work order generation and cannibalization will require follow-up by the Production Superintendent, MOC, Expediter, DMS, and appropriate shops to ensure their accuracy and completion.

11.6.6.1. **(Added)** The Aircraft Maintenance Squadron (AMXS) or Maintenance Squadron (MXS) shop, as applicable, determines a replacement part is required. The technician will order the part by the fastest means available.

11.8.3.2.1.1. **(Added)** FOD Prevention:

11.8.3.2.1.2. **(Added)** All intake plugs, and pitot covers will remain installed until aircraft is released.

11.8.3.6.4.1. **(Added)** Personnel will not wear hats within 25 feet of a running engine. Wear of the winter watch cap is authorized and may be worn during aircraft launch when using the following procedures.

11.8.3.6.4.1.1. **(Added)** Ear defender/communication headset devices must be worn over the watch cap.

11.8.3.6.4.1.2. **(Added)** Watch caps must be firmly set on individual's head and pulled down over ears to prevent it from inadvertently coming off, thus posing a FOD hazard.

11.8.3.14.3. **(Added)** FO prevention compliance:

11.8.3.14.3.1. **(Added)** The AF Form 2691 and MIS will be used to track total inventory of all - 21 TO equipment. Any activity, such as loss or gain that might affect the total quantity on hand must be relayed to the QA office so that inventories might be adjusted as required.

11.8.3.14.3.2. **(Added)** Aircraft forms will not be left unsecured, on the ramp or any external portion of the aircraft.

11.8.3.14.3.3. **(Added)** Aircraft/weapon safety pins will not be placed on or left unsecured on aircraft parking ramps/movement areas at any time.

11.8.8.1. **(Added)** Bird Strikes:

11.8.8.1.2. **(Added)** AMXS supervision will ensure the bird strike is debriefed, entered as a dash (-) in the aircraft AFTO Form 781A and in the MIS. MOC will notify Aircraft Structural Maintenance/appropriate maintenance section and QA of the event so they can respond to evaluate any damage. After normal duty hours, the QA Form 2, Abort/Incident Report Worksheet, will be emailed (via iPad) to Production Superintendent, Fabrication Flight Chief, QA org box and MOC. If networks are down, maintainers will complete the QA Form 2 by hand.

11.8.8.1.3. **(Added)** Maintaining locally developed bird strike collection kits in the Expediter vehicle.

11.9.3.5. **(Added)** Dropped Object Prevention (DOP) Program.

11.9.3.5.1. **(Added)** Any aircrew or maintenance personnel who discovers an object has possibly been dropped from an aircraft, will notify MOC with pertinent details. MOC will perform the Y8-Dropped Object checklist.

11.9.3.5.2. **(Added)** The Wing DOP monitor will document DOP incidents in the Quality Assurance Approved Data Base and forward a copy of the final report to all affected agencies for incorporation in their education and training programs.

11.9.3.6. **(Added)** The Wing DOP monitor will submit DOP agenda items to the Wing FOD monitor and attend all FOD meetings, presenting issues with potential for downstream FOD.

11.9.3.7. **(Added)** Unimproved/Substandard Airfield Landing DOP Requirements. Maintenance personnel will conduct a post-recovery visual inspection for loose or damaged components/panels of all aircraft that have performed landings on unimproved/substandard airfields, regardless of whether a Thru flight Inspection is required.

11.13.3.3. **(Added)** Maintenance Operations Center (MOC) will:

11.13.3.3.1. **(Added)** Ensure that cannibalization actions are approved by authorized personnel who are signed off in the MIS, course code INSP 00159.

11.13.3.3.2. **(Added)** Verify with Decentralized Materiel Support (DMS) status of parts and availability of other resources such as tail number bin and turn-arounds.

11.13.3.3.3. **(Added)** Assign job control number (JCN) using appropriate program in the MIS and maintain a log of all cannibalization actions. **Exception:** Engine to Engine and AGE cannibalizations will be logged and tracked by the affected work center. MOC will then notify DMS of the cannibalization actions.

11.13.3.3.4. **(Added)** Dispatch specialist technician and provide individuals with cannibalization control number and document number.

11.13.3.3.5. **(Added)** Ensure that all MIS cannibalization actions are completed, and that the aircraft status is updated.

11.13.3.3.6. **(Added)** Notify Plans, Scheduling, and Documentation (PS&D) on any time change items (TCI).

11.13.3.3.7. **(Added)** Perform a weekly review with DMS on all cannibalization actions using a copy of the MIS batch file 67038. This will ensure proper processing of work orders and provide an audit trail.

11.13.3.3.8. **(Added)** During extended computer downtime a manual control log will be used. However, when the computer returns to normal operations MOC and DMS will ensure that proper processing of all cannibalizations is put into MIS. Once manually issued JCNs are entered into MIS, a call will be made to the affected shops/crew chief to assure entries are cleared out of the MIS system.

11.13.3.9. **(Added)** Specialist Technicians performing cannibalization actions will:

11.13.3.9.1. **(Added)** Ensure aircraft forms are properly documented.

11.13.3.9.2. **(Added)** Notify expediter/MOC when removal and installation actions are completed.

11.13.3.9.3. **(Added)** Complete MIS actions immediately.

11.13.3.9.4. **(Added)** Notify PS&D of any time change items and/or serially controlled items.

11.13.3.9.5. **(Added)** Notify DMS of any warranty interim contract support (ICS) items.

11.13.3.10. **(Added)** Night shift Production Superintendent or Expeditor will:

11.13.3.10.1. **(Added)** Have the authority to CANN mission essential parts from other assigned unit aircraft when no DMS/Supply are available on night shift.

11.13.3.10.2. **(Added)** Authorize cannibalization actions only for that day's or the next day's scheduled flyers.

11.13.3.10.3. **(Added)** Document all actions in the night shift turnover log to include aircraft tail numbers, JCN, item nomenclature with work unit code, and document number, if a part has been placed on order.

11.13.3.11. **(Added)** Processing a cannibalization from an engine to an aircraft. MOC will request cannibalize from an “off-equipment engine” to an “on-equipment” (aircraft) engine through the Propulsion Shop Supervisor and the Engine Manager (EM). The EM will provide the cannibalization engine serial number to be used and will load the discrepancy in MIS.

11.13.3.12. **(Added)** Aerospace Ground Equipment (AGE). The AGE Flight Chief or their designated representative will be the CANN authority for all in-shop AGE CANNs.

11.28.1.3. **(Added)** Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) Program.

11.28.1.4. **(Added)** The 302d Maintenance Squadron (MXS) Repair and Reclamation (R&R) Section will have primary responsibility for all assigned C-130 aircraft CDDAR tasks and will assist host unit in CDDAR duties when requested.

11.28.2.6.3.2. **(Added)** CDDAR Team Chief and alternate will:

11.28.2.6.3.3. **(Added)** Develop course control documents for CDDAR training, in conjunction with the Maintenance Training Flight, conducting annual crash recovery training with all 302d CDDAR team members and participating and coordinating with 21SW in at least one CDDAR exercise per year. Annual training and exercise participation is mandatory and will be tracked in G081. Tractor trailer qualification will only be required for designated CDDAR Team personnel.

11.28.2.6.4.1. **(Added)** Ensure general use equipment is operational at all times. Critical equipment shortfalls/out-of-service situations will be reported in writing to the 302d MXG/CC and to the 21SW/LRS.

11.28.2.6.5. **(Added)** Review Host/Tenant Support agreement and Base Disaster Response Plan annually and provide input for changes to 21SW/LRS.

11.28.2.6.6. **(Added)** Contact Communication/Navigation specialists to remove and store all classified equipment on the disabled aircraft.

11.28.2.6.7. **(Added)** Contact Munitions specialist if disabled aircraft has munitions on board. The weapons load crew will remove the hazardous material and munitions specialist will store the hazardous material prior to any maintenance or movement of aircraft.

11.28.2.6.8. **(Added)** Develop a Continuity Book to aid in handling unique crash recovery situations. This continuity book will be used during all CDDAR exercises/actual recoveries.

11.28.2.6.9. **(Added)** Update changes to the personnel required indicated on the CDDAR Duty Roster (**Attachment 8**) will be kept in the Continuity Book. Team Chief will provide new afterhours Recall Rosters to MOC, Command Post and Base Operations when changes occur.

11.28.2.7. **(Added)** During normal duty hours MOC will:

11.28.2.7.1. **(Added)** Receive notification of aircraft incident (i.e. in flight/ground emergency, hot brakes, etc.) on host, tenant and transient aircraft from Command Post or Base Operations and will contact the CDDAR Team Chief or their designated representative and provide as much information concerning the situation as possible.

11.28.2.7.2. **(Added)** The CDDAR Team Chief and 302d ODG will report to the On Scene Commander (OSC) to help assess the situation and provide input/assistance as needed.

11.28.2.7.3. **(Added)** The CDDAR Team Chief will contact the members of the CDDAR Team and place them on standby or inform them to report to the primary assembly point (Building 214, Room 245, R&R Shop) or an alternate point at the discretion of the CDDAR Team Chief.

11.28.2.7.4. **(Added)** Personnel assigned to the R&R Section will provide the hub of the recovery force and will supplement augmentees as designated by the CDDAR Team Chief if needed.

11.28.2.8. **(Added)** During non-duty hours:

11.28.2.8.1. **(Added)** Command Post or Base Operations will receive notification of aircraft incident. Upon notification will contact 302d ODG and CDDAR Team Chief thru CDDAR Recall Roster and provide as much information concerning the situation as possible.

11.28.2.8.2. **(Added)** The CDDAR Team Chief and 302d ODG will report to the OSC at the site to help assess situation and provide input/assistance as needed.

11.42.11.4. **(Added)** Corrosion Control Program:

11.42.11.4.1. **(Added)** Ensure a waiver is submitted and approved through the Air Force Corrosion Office or Warner Robins Air Logistics Center (WR-ALC) in instances where the aircraft wash cannot be accomplished on schedule, due to deployments or other mission requirements. The Unit Corrosion Control Manager initiates the request for a waiver through the MXG/CC and QA, with a courtesy copy to the aircraft system functional manager (FM). Once approved by the FM, a technical assistance request (TAR) must be submitted to complete the waiver request. The request will fully justify the need for a waiver, identify all actions being taken to resolve the issue, and clearly state why the wash could not have been accomplished earlier.

11.42.11.5. **(Added)** AGE will provide SE as required to the Fabrication Flight for coating repair/welding. If additional equipment requires coating repair, ASM will be contacted to fit the additional units into the established AGE coating schedule as mission requirements dictate.

11.42.11.6. **(Added)** AGE will have primary responsibility for the preparation of SE for coating repair to include transportation, teardown/prep and forms/MIS documentation. AGE will assist when available the prepping of AGE EQ. Personal protective equipment shall be provided and all medical clearances will be accomplished (such as medical questionnaire and if necessary, respirator fit test). If equipment is available, AGE will stencil, apply reflective tape, and provide mobility placards.

11.42.11.7. **(Added)** AGE will conduct a corrosion inspection on all SE. Each piece will receive a corrosion category rating of I, II, or III and placed in the historical records of each equipment item. AGE will re-inspect AGE as required and make required rating changes.

11.42.12. **(Added)** Establish a Corrosion Prevention Council consisting of members in maintenance supervision.

11.42.12.1. **(Added)** The Corrosion Prevention Council shall meet periodically and at least 60 days prior to the Corrosion Prevention Advisory Board (CPAB) to discuss any corrosion related topics which may require WR/ALC assistance or input to the CPAB during the next conference.

11.42.13. **(Added)** NDI personnel will perform a bolt-hole inspection when structural fasteners are removed under the suspicion of being corroded.

11.42.14. **(Added)** The assigned Wash Supervisor for aircraft washes will ensure eyewash stations and government-procured wash equipment are inspected and in good condition, and the wash bay is clean when the wash has been completed.

11.42.14.1. **(Added)** The Wash Supervisor will use the Wash Supervisor Checklist (**Attachment 8**) to assist with the aircraft wash.

11.42.15. **(Added)** Aircraft ground support equipment requires a robust corrosion program to ensure the longevity of the equipment. The Fabrication and AGE Flights will determine the appropriate flow and manpower for the refurbishment of support equipment (SE). The AGE Flight will score SE during annual inspections and inspect for corrosion during normal use and preventative maintenance inspections. Equipment will be treated on a "worst first" basis. The AGE flight will coordinate scheduling with Aircraft Structural Maintenance supervision.

11.42.15.1. **(Added)** AGE scoring system will assist AGE personnel on how equipment will be prioritized for touch up/coating repair.

11.42.15.2. **(Added)** When scoring AGE coatings, the technician will inspect the coating condition and substrate for the following items.

11.42.15.2.1. **(Added)** Missing, chipped, or deteriorated paint.

11.42.15.2.2. **(Added)** Welds for deteriorated paint.

11.42.15.2.3. **(Added)** Excessive faded paint "chalky" appearance.

11.42.15.2.4. **(Added)** Visible corrosion such as rust, excessive pitting.

11.42.15.2.5. **(Added)** Large holes or excessively deteriorated parts.

11.42.15.3. **(Added)** AGE personnel will utilize use the AGE Corrosion Control Program Scoring Sheet (**Attachment 10**). SE categories and quantities are:

11.42.15.3.1. **(Added)** Category I or CAT I indicate a condition requiring very minimal touch-up or no touch ups required at all. Utilize corrosion prevention compounds (CPCs) on corrosion prone areas or areas requiring addition protection, especially if equipment is low on list for coating repair. Only authorized materials will be used. Unauthorized materials will not match color, may flake off, and will not give the required adequate corrosion protection.

11.42.15.3.2. **(Added)** Category II or CAT II indicate a condition requiring partial coating repair/touch-up of SE. Prior to coating application, the location or severity of corrosion determines the necessity for its removal from the unit. Unit downtime in this category should be minimized. Utilize corrosion prevention compounds on corrosion prone areas or areas requiring addition protection, especially if equipment is low on list for coating repair. Only authorized materials will be used. Unauthorized materials will not match color, may flake off, and will not give the required adequate corrosion protection.

11.42.15.3.3. **(Added)** Category III or CAT III indicate a condition requiring coating removal or plastic media blasting (PMB) and re-coat for SE identified under this category. Complete teardown of the unit may be necessary to ensure proper corrosion protection. The size of unit and complexity of teardown will determine required downtime. CAT III AGE will go to the head of the line “worst first” for coating removal and re-application. Utilize corrosion prevention compounds on corrosion prone areas or areas requiring addition protection, especially if equipment is low on list for repaint. Only authorized materials will be used. Unauthorized materials will not match color, may flake off, and will not give the required adequate corrosion protection.

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

14.1.3.5. **(Added)** PS&D will assume responsibility for the transport of all aircraft records to the deployed location.

14.1.3.6. **(Added)** For scheduled and unscheduled depot maintenance, pertinent Air Force Technical Order (AFTO) Form 95, Significant Historical Data, a current (TO) 1C-130A-6 inspection inquiry (9032 option K), Time Compliance Technical Order (TCTO) Status (8027) and Serially Controlled History (9035) will accompany the aircraft to the depot location.

14.1.3.7. **(Added)** For deployments less than 30-days in duration, only the Technical Order (TO) 1C-130A-6 inspection inquiry (9032 option K) and TCTO Status (8027) will accompany aircraft.

14.1.3.8. **(Added)** For deployments over 30 days in length, if unable to access Web G081 at the deployed location the AFTO Form 95 Report (9035), (TO) 1C-130A-6 inspection inquiry (9032 option K) and TCTO Status (8027) will accompany the aircraft.

14.1.3.9. **(Added)** When maintenance is performed that requires an AFTO Form 95 entry, the discovering individual will notify PS&D or the EM, as appropriate, who will input the event in the appropriate MIS.

14.1.3.10. **(Added)** Each section that maintains historical records will inspect them annually in conjunction with their self-inspection requirements.

14.1.3.11. **(Added)** The current HQ AFRC AFTO Form 244 checklist and attached historical document checklist (Attachment 14-20) will be used and documented for each inspection. Each work center will create and maintain a folder labeled “Annual Inspection,” and placed in the historical file. The completed inspection checklist will be filed in the Annual Inspection folder and kept until replaced by a new completed checklist.

14.1.3.12. **(Added)** Aircraft Fuel Systems Section will file AFTO Form 427, Aircraft Integral Fuel Tank Repair Historical Record for each aircraft, by serial number.

14.1.6.7. **(Added)** PDM Input:

14.1.6.8. **(Added)** For aircraft input to PDM, AFLCMC/WLNA personnel will initiate the AFTO Form 103 in the Fleet Scheduling System (FSS) 90 days prior to the scheduled input date. PS&D will ensure the AFTO Form 103 is submitted to the MAJCOM for review at least 75 days prior to the input date, in order to meet AFRC and Air Logistics Center (ALC) receipt/processing requirements. PS&D will coordinate with the assigned crew chief, AMXS, MXS and QA on the accomplishment of this form.

14.1.6.9. **(Added)** Engine and propeller records will be delivered by Propulsion Branch to PS&D at least 24 hours prior to scheduled takeoff (not applicable for Scuff Sand and Repaint input).

14.1.6.10. **(Added)** QA will perform a complete Chart A Weight and Balance (W&B) inventory, update the W&B records, and deliver the aircraft's most current W&B Chart A inventory to PS&D within four hours of aircraft departure.

14.1.6.11. **(Added)** QA will ensure all requirements of the current official Workload Agreement between Warner Robins Air Logistics Center (WR-ALC), Ogden Air Logistics Center (OO-ALC), AMARG and Headquarters AFRC (HQ AFRC) for depot level maintenance on C-130 aircraft are met prior to input of PDM aircraft. A current copy of this agreement can be obtained from WRALC/LBPLX.

14.1.6.12. **(Added)** PS&D will complete AF Form 2692 and make three copies. Distribution is as follows:

14.1.6.12.1. **(Added)** Original - Support Equipment files.

14.1.6.12.2. **(Added)** Copy 1 - Remains with 302 MXG PS&D for suspense; Copy 2 and 3 go with the aircraft being transferred; Receiving organization signs and certifies Copy 2 and 3.

14.1.6.12.3. **(Added)** Copy 2 – Retained by receiving organization.

14.1.6.12.4. **(Added)** Copy 3 – Return to 302 MXG PS&D for Aircraft Historical Records File.

14.1.6.12.5. **(Added)** An ADR will be accomplished within 3 workdays of departure.

14.1.6.12.6. **(Added)** PS&D and QA will develop a standard Acceptance Inspection Checklist (AIC) and coordinate with the applicable maintenance functions in the addition of UDM acceptance requirements to be used for aircraft returning from UDM. These requirements will be annotated on the AIC in the applicable section of the checklist. PS&D will maintain the master AIC.

14.2.2.3.14.6.3. **(Added)** See [Attachment 13](#) for Aircraft Missing Forms Letter.

14.2.2.3.15. **(Added)** MXG/CC may identify additional local items for inclusion in aircraft jacket files. Aircraft jacket files as a minimum will include:

14.2.2.3.15.1. **(Added)** Depot/Contract Field Team maintenance.

14.2.2.3.15.2. **(Added)** AF Form 2692, Aircraft/Missile Equipment Transfer/Shipping Listing.

14.2.2.3.15.3. **(Added)** AFTO Form 95, Significant Historical Data.

14.2.2.3.15.4. **(Added)** Acceptance Inspection records.

14.2.2.3.15.5. **(Added)** Nose Landing Gear AFTO Form 95, Significant Historical Data.

14.2.2.3.15.6. **(Added)** Main Landing Gear (MLG) AFTO Form 95, Significant Historical Data.

14.2.2.3.15.7. **(Added)** MLG Ball screw AFTO Form 95, Significant Historical Data.

14.2.2.3.15.8. **(Added)** AFTO Form 290, Aerospace Vehicle Delivery Receipt.

14.2.2.3.15.9. **(Added)** AFTO Form 349, Maintenance Data Collection Record.

14.2.2.3.15.10. **(Added)** AFTO Form 781H, Aerospace Vehicle Flight Status and Maintenance.

14.2.2.3.15.11. **(Added)** AFTO Form 781A, Maintenance Discrepancy and Work Document.

14.2.2.3.15.12. **(Added)** AFTO Form 781J, Aerospace Vehicle Engine Flight Document.

14.2.2.3.15.13. **(Added)** AFTO Form 781K, Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document.

ELISSA D. GRANDERSON, Colonel, USAF
Commander, 302d Airlift Wing

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

AFMAN 11-301V1, Aircrew Flight Equipment (AFE) Program, 31 May 2023
DAFI 21-101 AFRCSUP, Aircraft and Equipment Maintenance Procedures, 29 October 2024
DAFI 21-101, Aircraft and Equipment Maintenance Procedures, 19 December 2023
DAFI 90-160, Publications and Forms Management, 15 April 2022
DAFPD 21-1, Maintenance of Military Materiel, 20 February 2024
DAFI 91-204, Safety Investigations and Reports, 10 Mar 2021
TO 1-1-300, Acceptance/Functional Check Flights, Maintenance Operational Checks, 15 December 2023
1C-130A-6, Scheduled Inspection and Maintenance Requirements, 07 November 2024
TO 1C-130A-23, System Peculiar Corrosion Control, 15 August 2024
TO 1C-130A-23-CL-1, Washing and Cleaning Checklist, 15 July 2024
TO 1C-130E (H)-6CF-1, Acceptance/Functional Check Flight Procedures, 25 March 2022

Abbreviations and Acronyms

AF IMT—Air Force Information Management Tool
AFI—Air Force Instruction
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFTO—Air Force Technical Order
AIC—Acceptance Inspection Checklist
AMXS—Aircraft Maintenance Squadrons
APS—Aerial Port Squadron
AW—Airlift Wing
CDDAR—Crash Damaged or Disabled Aircraft Recovery
CEMS—Comprehensive Engine Management Systems
CTK—Consolidated Tool Kit
DCC—Dedicated Crew Chief
DMS—Decentralized Maintenance Support
FCF—Functional Check Flight
FOD—Foreign Object Damage/Debris

HSC—Home Station Check
ISO—Isochronal
JAI—Joint Airdrop Inspection
JCN—Job Control Number
JST—Job Standard
MAJCOM—Major Command
MIS—Maintenance Information System
MOC—Maintenance Operations Center
MSL—Maintenance Supply Liaison
MXO—Maintenance Operations Center
MXS—Maintenance Squadron
OCF—Operational Check Flight
OPR—Office of Primary Responsibility
POC—Point of Contact
PS&D—Plans, Scheduling & Documentation
QA—Quality Assurance
QADB—Quality Assurance Data Base
RDS—Records Disposition Schedule
SCNS—Self-Contained Navigation System
TAR—Technical Assistance Request
TCTO—Time Compliance Technical Orders

Attachment 2 (Added)

FORMS REVIEW

Figure A2.1. Forms Review Signoff.



Forms Review



Aircraft: _____

From: _____ To: _____

DATE Transcribed: _____

DATE DUE TO P & S (2 weeks from date transcribed): _____

CREW CHIEF	_____
PROP	_____
HYD	_____
ELEN	_____
COM NAV	_____
GAC	_____
SMCO	_____
NDI	_____
MTECH	_____
R&R	_____
ISO	_____
FUELS	_____
PRODUCTION SUPERINTENDENT	_____

Attachment 3 (Added)

AIRCRAFT INSPECTION/ACCESS PANEL CHECK SHEET

A3.1. Note : File is located on MS Teams in 302MXG/QA/Publications/21-101 302d SUP Attachment.

Figure A3.1. Access Panel Sheet – Page 1.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET									
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number				
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER				
FLIGHT DECK / NOSE									
1	A2	WHEEL WELL BATTERY ACCESS	Open						Controlled by
			Removed						Inspected by
2	A2	BATTERY ACCESS	Open						Controlled by
			Removed						Inspected by
3	A3	EXTERNAL POWER ACCESS	Open						Controlled by
			Removed						Inspected by
4		LH "FOOTBALL" CONTROLS ACCESS	Open						Controlled by
			Removed						Inspected by
5		RH "FOOTBALL" CONTROLS ACCESS	Open						Controlled by
			Removed						Inspected by
6		CTR "FOOTBALL" CONTROLS ACCESS	Open						Controlled by
			Removed						Inspected by
7		LCU ACCESS PANEL/OUTFLOW VALVE	Open						Controlled by
			Removed						Inspected by
8		INTERPHONE JUNCTION BOX	Open						Controlled by
			Removed						Inspected by
9		LOX CONVERTER COVER	Open						Controlled by
			Removed						Inspected by
10	K7	CENTER CONSOLE SIDE ACCESS (4ea)	Open						Controlled by
			Removed						Inspected by
11	K7	LH BRAKE CONTROL VALVE ACCESS	Open						Controlled by
			Removed						Inspected by
12	K7	RH BRAKE CONTROL VALVE ACCESS	Open						Controlled by
			Removed						Inspected by
13	K19	LH CABLE TENSION REGULATOR ACCESS	Open						Controlled by
			Removed						Inspected by
14	K19	RH CABLE TENSION REGULATOR ACCESS	Open						Controlled by
			Removed						Inspected by
15		LIFE RAFT "T" HANDLE PANEL	Open						Controlled by
			Removed						Inspected by
16			Open						Controlled by
			Removed						Inspected by
17			Open						Controlled by
			Removed						Inspected by
18			Open						Controlled by
			Removed						Inspected by
19			Open						Controlled by
			Removed						Inspected by
20			Open						Controlled by
			Removed						Inspected by

Figure A3.2. Access Panel Sheet – Page 2.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
TRF NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
CARGO COMPARTMENT						
1		FS 245 CABLE ACCESS, CTR, LH	Open Removed		Closed Installed	Corrupted by Inspected by
2		FS 245 CABLE ACCESS, BOT, LH	Open Removed		Closed Installed	Corrupted by Inspected by
3	K3	FS 245 CABLE ACCESS, TOP, CTR	Open Removed		Closed Installed	Corrupted by Inspected by
4		FS 245 CABLE ACCESS, CTR, CTR	Open Removed		Closed Installed	Corrupted by Inspected by
5	K4	FS 245 CABLE ACCESS, BOT, CTR	Open Removed		Closed Installed	Corrupted by Inspected by
6		FS 245 AIR CONDITION ACCESS	Open Removed		Closed Installed	Corrupted by Inspected by
7		UTILITY HYD ACCESS (2ea)	Open Removed		Closed Installed	Corrupted by Inspected by
8		BOOSTER HYD ACCESS	Open Removed		Closed Installed	Corrupted by Inspected by
9	K9	MLG OBSERVATION WINDOW LT FWD	Open Removed		Closed Installed	Corrupted by Inspected by
10	K9	MLG OBSERVATION WINDOW LT AFT	Open Removed		Closed Installed	Corrupted by Inspected by
11	K9	MLG OBSERVATION WINDOW RT FWD	Open Removed		Closed Installed	Corrupted by Inspected by
12	K9	MLG OBSERVATION WINDOW RT AFT	Open Removed		Closed Installed	Corrupted by Inspected by
13	K9	MLG ACCESS PANEL LT, CTR, FWD	Open Removed		Closed Installed	Corrupted by Inspected by
14	K9	MLG ACCESS PANEL LT, CTR, AFT	Open Removed		Closed Installed	Corrupted by Inspected by
15	K9	MLG ACCESS PANEL RT, CTR, FWD	Open Removed		Closed Installed	Corrupted by Inspected by
16	K9	MLG ACCESS PANEL RT, CTR, AFT	Open Removed		Closed Installed	Corrupted by Inspected by
17			Open Removed		Closed Installed	Corrupted by Inspected by
18			Open Removed		Closed Installed	Corrupted by Inspected by
19			Open Removed		Closed Installed	Corrupted by Inspected by
20			Open Removed		Closed Installed	Corrupted by Inspected by

Figure A3.3. Access Panel Sheet – Page 3.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
CARGO COMPARTMENT						
1	KB	MLG ACCESS PANEL LT, UPPER, FWD	Open		Closed	Corrected by
			Removed		Installed	Inspected by
2	KB	MLG ACCESS PANEL LT, UPPER, AFT	Open		Closed	Corrected by
			Removed		Installed	Inspected by
3	KB	MLG ACCESS PANEL RT, UPPER, FWD	Open		Closed	Corrected by
			Removed		Installed	Inspected by
4	KB	MLG ACCESS PANEL RT, UPPER, AFT	Open		Closed	Corrected by
			Removed		Installed	Inspected by
5		SNATCH BLOCK STORAGE	Open		Closed	Corrected by
			Removed		Installed	Inspected by
6		FS 245 CABLE ACCESS RH	Open		Closed	Corrected by
			Removed		Installed	Inspected by
7			Open		Closed	Corrected by
			Removed		Installed	Inspected by
8			Open		Closed	Corrected by
			Removed		Installed	Inspected by
9			Open		Closed	Corrected by
			Removed		Installed	Inspected by
10			Open		Closed	Corrected by
			Removed		Installed	Inspected by
11			Open		Closed	Corrected by
			Removed		Installed	Inspected by
12			Open		Closed	Corrected by
			Removed		Installed	Inspected by
13			Open		Closed	Corrected by
			Removed		Installed	Inspected by
14			Open		Closed	Corrected by
			Removed		Installed	Inspected by
15			Open		Closed	Corrected by
			Removed		Installed	Inspected by
16			Open		Closed	Corrected by
			Removed		Installed	Inspected by
17			Open		Closed	Corrected by
			Removed		Installed	Inspected by
18			Open		Closed	Corrected by
			Removed		Installed	Inspected by
19			Open		Closed	Corrected by
			Removed		Installed	Inspected by
20			Open		Closed	Corrected by
			Removed		Installed	Inspected by

Figure A3.4. Access Panel Sheet – Page 4.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
TECH NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
FUSELAGE / WHEEL WELLS			INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER			
1	A22	UTILITY GROUND TEST VALVE	Open Removed		Closed Installed	Controlled by Inspected by
2	206	CARGO COMPARTMENT A/C ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
3	B7	BOOSTER HYD GND TEST CONNECTION	Open Removed		Closed Installed	Controlled by Inspected by
4	B3	SPR ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
5		737 LH LWR BELLY BAND CORNER ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
6		737 RH LWR BELLY BAND CORNER ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
7	220	LH RAMP HINGE ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
8	220	RH RAMP HINGE ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
9	223	BELLY BAND	Open Removed		Closed Installed	Controlled by Inspected by
10		LT LWR LONGERON ACCESS (below paratroop door)	Open Removed		Closed Installed	Controlled by Inspected by
11		RT LWR LONGERON ACCESS (below paratroop door)	Open Removed		Closed Installed	Controlled by Inspected by
12		RT W/W AFT MUD GUARDS	Open Removed		Closed Installed	Controlled by Inspected by
13		RT W/W FWD MUD GUARDS	Open Removed		Closed Installed	Controlled by Inspected by
14		LT W/W AFT MUD GUARDS	Open Removed		Closed Installed	Controlled by Inspected by
15		LT W/W FWD MUD GUARDS	Open Removed		Closed Installed	Controlled by Inspected by
16		APU ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
17			Open Removed		Closed Installed	Controlled by Inspected by
18			Open Removed		Closed Installed	Controlled by Inspected by
19			Open Removed		Closed Installed	Controlled by Inspected by
20			Open Removed		Closed Installed	Controlled by Inspected by

Figure A3.5. Access Panel Sheet – Page 5.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
FUSELAGE / TAIL						
1	248	LT HORIZ STAB ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
2	249	RT HORIZ STAB ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
3	318	LT HORIZ STAB ACCESS (interior)	Open Removed		Closed Installed	Corrected by Inspected by
4	319	RT HORIZ STAB ACCESS (interior)	Open Removed		Closed Installed	Corrected by Inspected by
5	316	LT HORIZ ATTACH FITTING ACCESS (interior)	Open Removed		Closed Installed	Corrected by Inspected by
6	317	RT HORIZ ATTACH FITTING ACCESS (interior)	Open Removed		Closed Installed	Corrected by Inspected by
7	247	RUDDER/ELEVATOR CONTROL BOOT ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
8	262	ELEVATOR TRIM MOTOR ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
9	246	MLS ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
10	240	ELT ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
11	241	LT HORIZ STAB L/E ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
12	242	RT HORIZ STAB L/E ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
13			Open Removed		Closed Installed	Corrected by Inspected by
14			Open Removed		Closed Installed	Corrected by Inspected by
15			Open Removed		Closed Installed	Corrected by Inspected by
16			Open Removed		Closed Installed	Corrected by Inspected by
17			Open Removed		Closed Installed	Corrected by Inspected by
18			Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.6. Access Panel Sheet – Page 6.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
FUSELAGE / ELEVATORS						
1	244	RT INBD ELEVATOR TRIM TAB ACCESS (fwd of wrap around)	Open		Closed	Corrected by
			Removed		Installed	Inspected by
2	268	RT OUTBD ELEVATOR TRIM TAB ACCESS (fwd of wrap around)	Open		Closed	Corrected by
			Removed		Installed	Inspected by
3	245	LT INBD ELEVATOR TRIM TAB ACCESS (fwd of wrap around)	Open		Closed	Corrected by
			Removed		Installed	Inspected by
4	267	LT OUTBD ELEVATOR TRIM TAB ACCESS (fwd of wrap around)	Open		Closed	Corrected by
			Removed		Installed	Inspected by
5	309	RT INBD ELEVATOR WRAP AROUND PNL	Open		Closed	Corrected by
			Removed		Installed	Inspected by
6	311	RT OUTBD ELEVATOR WRAP AROUND PNL	Open		Closed	Corrected by
			Removed		Installed	Inspected by
7	308	LT INBD ELEVATOR WRAP AROUND PNL	Open		Closed	Corrected by
			Removed		Installed	Inspected by
8	310	LT OUTBD ELEVATOR WRAP AROUND PNL	Open		Closed	Corrected by
			Removed		Installed	Inspected by
9	293	RH UPPER ELEVATOR TRIM ACCESS (2ea)	Open		Closed	Corrected by
			Removed		Installed	Inspected by
10	293	LH UPPER ELEVATOR TRIM ACCESS (2ea)	Open		Closed	Corrected by
			Removed		Installed	Inspected by
11			Open		Closed	Corrected by
			Removed		Installed	Inspected by
12			Open		Closed	Corrected by
			Removed		Installed	Inspected by
13			Open		Closed	Corrected by
			Removed		Installed	Inspected by
14			Open		Closed	Corrected by
			Removed		Installed	Inspected by
15			Open		Closed	Corrected by
			Removed		Installed	Inspected by
16			Open		Closed	Corrected by
			Removed		Installed	Inspected by
17			Open		Closed	Corrected by
			Removed		Installed	Inspected by
18			Open		Closed	Corrected by
			Removed		Installed	Inspected by
19			Open		Closed	Corrected by
			Removed		Installed	Inspected by
20			Open		Closed	Corrected by
			Removed		Installed	Inspected by

Figure A3.7. Access Panel Sheet – Page 7.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
FUSELAGE / VERTICAL TAIL						
1	L238	LH VERTICAL STAB BOLT ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
2	239	RH VERTICAL STAB BOLT ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
3	237	RUDDER TRIM MOTOR ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
4	291	RUDDER TRIM ACTUATOR ROD END ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
5	292	RUDDER TRIM ACTUATOR ACCESS (L/E of rudder)	Open Removed		Closed Installed	Corrected by Inspected by
6	236	VERTICAL STAB ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
7	D25	MLS ANTENNA	Open Removed		Closed Installed	Corrected by Inspected by
8	235	HF ANTENNA COUPLER ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
9	C29	UPPER BEAVER TAIL ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
10			Open Removed		Closed Installed	Corrected by Inspected by
11			Open Removed		Closed Installed	Corrected by Inspected by
12			Open Removed		Closed Installed	Corrected by Inspected by
13			Open Removed		Closed Installed	Corrected by Inspected by
14			Open Removed		Closed Installed	Corrected by Inspected by
15			Open Removed		Closed Installed	Corrected by Inspected by
16			Open Removed		Closed Installed	Corrected by Inspected by
17			Open Removed		Closed Installed	Corrected by Inspected by
18			Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.8. Access Panel Sheet – Page 8.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
LEFT WING / UPPER FUSELAGE						
1	A6	LH FWD LANDING GEAR GEARBOX ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
2	A6	LH AFT LANDING GEAR GEARBOX ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
3	170	LH UPPER AFT FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
4	172	LH UPPER CTR FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
5	174	LT UPPER FWD FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
6	177	LH LOWER FWD FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
7	178	LH LOWER CTR FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
8	179	LH LOWER AFT FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
9	185	LH WING ROOT ACCESS PANEL	Open Removed		Closed Installed	Corrected by Inspected by
10	F2	AILERON HINGE 1ST OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
11	F2	AILERON HINGE 2ND OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
12	F2	AILERON HINGE 3RD OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
13	F3	AILERON HINGE 4TH OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
14	F3	AILERON HINGE 5TH OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
15	433	LT PYLON TRAILING EDGE	Open Removed		Closed Installed	Corrected by Inspected by
16		LT EXT TANK TERMINAL COVER	Open Removed		Closed Installed	Corrected by Inspected by
17	432	LT PYLON LEADING EDGE	Open Removed		Closed Installed	Corrected by Inspected by
18	J3	EXT TANK CHAFF PANEL (LT&RT)	Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.9. Access Panel Sheet – Page 9.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
LEFT WING / UPPER FUSELAGE						
1		LT WING FLAP CARRIAGE COVERS (2ea)	Open Removed		Closed Installed	Corrected by Inspected by
2		INBD JACKSCREW TRACK ROLLER LUBE ACCESS(AFT)	Open Removed		Closed Installed	Corrected by Inspected by
3		INBD JACKSCREW TRACK ROLLER LUBE ACCESS(FWD)	Open Removed		Closed Installed	Corrected by Inspected by
4	F1	#2 FUEL BOOST PUMP ACCESS PANEL	Open Removed		Closed Installed	Corrected by Inspected by
5		LT WING LWR HYD LINE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
6	158	UPPER FWD FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
7	326	LT #1 LEADING EDGE ACCESS INBD	Open Removed		Closed Installed	Corrected by Inspected by
8	327	LT #1 LEADING EDGE ACCESS OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
9	428	LT #1 LEADING EDGE ACCESS OVERHEAT WARNING	Open Removed		Closed Installed	Corrected by Inspected by
10	322	LT #2 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
11	59	LT #2 LEADING EDGE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
12	161	LT #2 LEADING EDGE LANDING LIGHT ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
13	55	LT #3 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
14	330	LT #4 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
15	331	LT #4 LEADING EDGE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
16	57	LT #5 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
17			Open Removed		Closed Installed	Corrected by Inspected by
18			Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.10. Access Panel Sheet – Page 10.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
TOW NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
LEFT WING / UPPER FUSELAGE						
1	134	#1 DRY BAY ACCESS	Open Removed		Closed Installed	Carried by Inspected by
2	128	#2 DRY BAY ACCESS	Open Removed		Closed Installed	Carried by Inspected by
3	127	LT WING LIFERAFT RELEASE	Open Removed		Closed Installed	Carried by Inspected by
4	139	FWD OF INBD LIFERAFT (BAND-AID)	Open Removed		Closed Installed	Carried by Inspected by
5	138	FWD OF OUTBD LIFERAFT (BAND-AID)	Open Removed		Closed Installed	Carried by Inspected by
6	300	#1 HORSE COLLAR	Open Removed		Closed Installed	Carried by Inspected by
7	301	#2 HORSE COLLAR	Open Removed		Closed Installed	Carried by Inspected by
8		CENTER WING ROOT RT LEADING EDGE FAIRING	Open Removed		Closed Installed	Carried by Inspected by
9		RADIO COMPARTMENT	Open Removed		Closed Installed	Carried by Inspected by
10	135	ACCESS FWD OF RADIO COMPARTMENT	Open Removed		Closed Installed	Carried by Inspected by
11			Open Removed		Closed Installed	Carried by Inspected by
12			Open Removed		Closed Installed	Carried by Inspected by
13			Open Removed		Closed Installed	Carried by Inspected by
14			Open Removed		Closed Installed	Carried by Inspected by
15			Open Removed		Closed Installed	Carried by Inspected by
16			Open Removed		Closed Installed	Carried by Inspected by
17			Open Removed		Closed Installed	Carried by Inspected by
18			Open Removed		Closed Installed	Carried by Inspected by
19			Open Removed		Closed Installed	Carried by Inspected by
20			Open Removed		Closed Installed	Carried by Inspected by

Figure A3.11. Access Panel Sheet – Page 11.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
LEFT WING / #1 ENGINE						
1	PP4L	LH PROP CONTROL COWLING	Open Removed		Closed Installed	Corrected by Inspected by
2	PP4R	RH PROP CONTROL COWLING	Open Removed		Closed Installed	Corrected by Inspected by
3	PP2L	LH UPPER COWLING	Open Removed		Closed Installed	Corrected by Inspected by
4	PP2R	RH UPPER COWLING	Open Removed		Closed Installed	Corrected by Inspected by
5	PP3L	LT LOWER SIDE COWLING	Open Removed		Closed Installed	Corrected by Inspected by
6	PP3R	RT LOWER SIDE COWLING	Open Removed		Closed Installed	Corrected by Inspected by
7	H-4	OIL COOLER DRAIN	Open Removed		Closed Installed	Corrected by Inspected by
8	PP-6	TD VALVE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
9	H-1L	LT CLAMSHELL DOOR	Open Removed		Closed Installed	Corrected by Inspected by
10	H-1R	RT CLAMSHELL DOOR	Open Removed		Closed Installed	Corrected by Inspected by
11	10	GIMBAL ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
12	36	WET BAY ACCESS (LT&RT)	Open Removed		Closed Installed	Corrected by Inspected by
13	PP7L	GEARBOX DRAIN ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
14	PP7R	ICE DETECTOR ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
15	PP9	FUEL NOZZLE ACCESS (LT&RT)	Open Removed		Closed Installed	Corrected by Inspected by
16		CHIN SCOOP ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
17			Open Removed		Closed Installed	Corrected by Inspected by
18			Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.12. Access Panel Sheet – Page 12.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
LEFT WING / #2 ENGINE						
1	PP4L	LH PROP CONTROL COWLING	Open Removed		Closed Installed	Corrected by Inspected by
2	PP4R	RH PROP CONTROL COWLING	Open Removed		Closed Installed	Corrected by Inspected by
3	PP2L	LH UPPER COWLING	Open Removed		Closed Installed	Corrected by Inspected by
4	PP2R	RH UPPER COWLING	Open Removed		Closed Installed	Corrected by Inspected by
5	PP3L	LT LOWER SIDE COWLING	Open Removed		Closed Installed	Corrected by Inspected by
6	PP3R	RT LOWER SIDE COWLING	Open Removed		Closed Installed	Corrected by Inspected by
7	H-4	OIL COOLER DRAIN	Open Removed		Closed Installed	Corrected by Inspected by
8	PP-6	TD VALVE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
9	H-1L	LT CLAMSHELL DOOR	Open Removed		Closed Installed	Corrected by Inspected by
10	H-1R	RT CLAMSHELL DOOR	Open Removed		Closed Installed	Corrected by Inspected by
11	10	GIMBAL ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
12	36	WET BAY ACCESS (LT&RT)	Open Removed		Closed Installed	Corrected by Inspected by
13	PP7L	GEARBOX DRAIN ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
14	PP7R	ICE DETECTOR ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
15	PP9	FUEL NOZZLE ACCESS (LT&RT)	Open Removed		Closed Installed	Corrected by Inspected by
16		CHIN SCOOP ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
17			Open Removed		Closed Installed	Corrected by Inspected by
18			Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.13. Access Panel Sheet – Page 13.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
RIGHT WING / UPPER FUSELAGE						
1	B12	RH FWD LANDING GEAR GEARBOX ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
2	B12	RH AFT LANDING GEAR GEARBOX ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
3	171	RH UPPER AFT FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
4	173	RH UPPER CTR FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
5	175	RT UPPER FWD FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
6	181	RH LOWER FWD FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
7	182	RH LOWER CTR FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
8	183	RH LOWER AFT FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
9	184	RH WING ROOT ACCESS PANEL	Open Removed		Closed Installed	Corrected by Inspected by
10	F2	AILERON HINGE 1ST OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
11	F2	AILERON HINGE 2ND OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
12	F2	AILERON HINGE 3RD OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
13	F3	AILERON HINGE 4TH OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
14	F3	AILERON HINGE 5TH OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
15	433	RT PYLON TRAILING EDGE	Open Removed		Closed Installed	Corrected by Inspected by
16		RT EXT TANK TERMINAL COVER	Open Removed		Closed Installed	Corrected by Inspected by
17	432	RT PYLON LEADING EDGE	Open Removed		Closed Installed	Corrected by Inspected by
18	J3	EXT TANK CHAFF PANEL (LT&RT)	Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.14. Access Panel Sheet – Page 14.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
RIGHT WING / UPPER FUSELAGE						
1		RT WING FLAP CARRIAGE COVERS (2ea)	Open Removed		Closed Installed	Corrected by Inspected by
2		INBD JACKSCREW TRACK ROLLER LUBE ACCESS(AFT)	Open Removed		Closed Installed	Corrected by Inspected by
3		INBD JACKSCREW TRACK ROLLER LUBE ACCESS(FWD)	Open Removed		Closed Installed	Corrected by Inspected by
4	F1	#3 FUEL BOOST PUMP ACCESS PANEL	Open Removed		Closed Installed	Corrected by Inspected by
5		RT WING LWR HYD LINE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
6	158	UPPER FWD FILLET PANEL	Open Removed		Closed Installed	Corrected by Inspected by
7	326	RT #1 LEADING EDGE ACCESS INBD	Open Removed		Closed Installed	Corrected by Inspected by
8	327	RT #1 LEADING EDGE ACCESS OUTBD	Open Removed		Closed Installed	Corrected by Inspected by
9	426	RT #1 LEADING EDGE ACCESS OVERHEAT WARNING	Open Removed		Closed Installed	Corrected by Inspected by
10	322	RT #2 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
11	59	RT #2 LEADING EDGE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
12	161	RT #2 LEADING EDGE LANDING LIGHT ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
13	55	RT #3 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
14	330	RT #4 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
15	331	RT #4 LEADING EDGE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
16	57	RT #5 LEADING EDGE ANTI-ICE ACCESS	Open Removed		Closed Installed	Corrected by Inspected by
17			Open Removed		Closed Installed	Corrected by Inspected by
18			Open Removed		Closed Installed	Corrected by Inspected by
19			Open Removed		Closed Installed	Corrected by Inspected by
20			Open Removed		Closed Installed	Corrected by Inspected by

Figure A3.15. Access Panel Sheet – Page 15.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
ITER NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
RIGHT WING / UPPER FUSELAGE						
1	134	#3 DRY BAY ACCESS	Open Removed		Closed Installed	Corralled by Inspected by
2	128	#4 DRY BAY ACCESS	Open Removed		Closed Installed	Corralled by Inspected by
3	370	CENTER DRY BAY ACCESS	Open Removed		Closed Installed	Corralled by Inspected by
4	127	RT WING LIFERAFT RELEASE	Open Removed		Closed Installed	Corralled by Inspected by
5	138	FWD OF INBD LIFERAFT (BAND-AID)	Open Removed		Closed Installed	Corralled by Inspected by
6	138	FWD OF OUTBD LIFERAFT (BAND-AID)	Open Removed		Closed Installed	Corralled by Inspected by
7	300	#3 HORSE COLLAR	Open Removed		Closed Installed	Corralled by Inspected by
8	301	#4 HORSE COLLAR	Open Removed		Closed Installed	Corralled by Inspected by
9		CENTER WING ROOT RT LEADING EDGE FAIRING	Open Removed		Closed Installed	Corralled by Inspected by
10			Open Removed		Closed Installed	Corralled by Inspected by
11			Open Removed		Closed Installed	Corralled by Inspected by
12			Open Removed		Closed Installed	Corralled by Inspected by
13			Open Removed		Closed Installed	Corralled by Inspected by
14			Open Removed		Closed Installed	Corralled by Inspected by
15			Open Removed		Closed Installed	Corralled by Inspected by
16			Open Removed		Closed Installed	Corralled by Inspected by
17			Open Removed		Closed Installed	Corralled by Inspected by
18			Open Removed		Closed Installed	Corralled by Inspected by
19			Open Removed		Closed Installed	Corralled by Inspected by
20			Open Removed		Closed Installed	Corralled by Inspected by

Figure A3.16. Access Panel Sheet – Page 16.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET									
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number				
ITEM NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER				
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER									
RIGHT WING / #3 ENGINE									
1	PP4L	LH PROP CONTROL COWLING	Open	Removed		Closed	Installed	Controlled by	Inspected by
2	PP4R	RH PROP CONTROL COWLING	Open	Removed		Closed	Installed	Controlled by	Inspected by
3	PP2L	LH UPPER COWLING	Open	Removed		Closed	Installed	Controlled by	Inspected by
4	PP2R	RH UPPER COWLING	Open	Removed		Closed	Installed	Controlled by	Inspected by
5	PP3L	LT LOWER SIDE COWLING	Open	Removed		Closed	Installed	Controlled by	Inspected by
6	PP3R	RT LOWER SIDE COWLING	Open	Removed		Closed	Installed	Controlled by	Inspected by
7	H-4	OIL COOLER DRAIN	Open	Removed		Closed	Installed	Controlled by	Inspected by
8	PP-6	TD VALVE ACCESS	Open	Removed		Closed	Installed	Controlled by	Inspected by
9	H-1L	LT CLAMSHELL DOOR	Open	Removed		Closed	Installed	Controlled by	Inspected by
10	H-1R	RT CLAMSHELL DOOR	Open	Removed		Closed	Installed	Controlled by	Inspected by
11	10	GIMBAL ACCESS	Open	Removed		Closed	Installed	Controlled by	Inspected by
12	36	WET BAY ACCESS (LT&RT)	Open	Removed		Closed	Installed	Controlled by	Inspected by
13	PP7L	GEARBOX DRAIN ACCESS	Open	Removed		Closed	Installed	Controlled by	Inspected by
14	PP7R	ICE DETECTOR ACCESS	Open	Removed		Closed	Installed	Controlled by	Inspected by
15	PP9	FUEL NOZZLE ACCESS (LT&RT)	Open	Removed		Closed	Installed	Controlled by	Inspected by
16		CHIN SCOOP ACCESS	Open	Removed		Closed	Installed	Controlled by	Inspected by
17			Open	Removed		Closed	Installed	Controlled by	Inspected by
18			Open	Removed		Closed	Installed	Controlled by	Inspected by
19			Open	Removed		Closed	Installed	Controlled by	Inspected by
20			Open	Removed		Closed	Installed	Controlled by	Inspected by

Figure A3.17. Access Panel Sheet – Page 17.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
TRF NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER						
RIGHT WING / #4 ENGINE						
1	PP4L	LH PROP CONTROL COWLING	Open Removed		Closed Installed	Controlled by Inspected by
2	PP4R	RH PROP CONTROL COWLING	Open Removed		Closed Installed	Controlled by Inspected by
3	PP2L	LH UPPER COWLING	Open Removed		Closed Installed	Controlled by Inspected by
4	PP2R	RH UPPER COWLING	Open Removed		Closed Installed	Controlled by Inspected by
5	PP3L	LT LOWER SIDE COWLING	Open Removed		Closed Installed	Controlled by Inspected by
6	PP3R	RT LOWER SIDE COWLING	Open Removed		Closed Installed	Controlled by Inspected by
7	H-4	OIL COOLER DRAIN	Open Removed		Closed Installed	Controlled by Inspected by
8	PP-6	TD VALVE ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
9	H-1L	LT CLAMSHELL DOOR	Open Removed		Closed Installed	Controlled by Inspected by
10	H-1R	RT CLAMSHELL DOOR	Open Removed		Closed Installed	Controlled by Inspected by
11	10	GIMBAL ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
12	36	WET BAY ACCESS (LT&RT)	Open Removed		Closed Installed	Controlled by Inspected by
13	PP7L	GEARBOX DRAIN ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
14	PP7R	ICE DETECTOR ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
15	PP9	FUEL NOZZLE ACCESS (LT&RT)	Open Removed		Closed Installed	Controlled by Inspected by
16		CHIN SCOOP ACCESS	Open Removed		Closed Installed	Controlled by Inspected by
17			Open Removed		Closed Installed	Controlled by Inspected by
18			Open Removed		Closed Installed	Controlled by Inspected by
19			Open Removed		Closed Installed	Controlled by Inspected by
20			Open Removed		Closed Installed	Controlled by Inspected by

Figure A3.18. Access Panel Sheet – Page 18.

AIRCRAFT INSPECTION/ACCESS PANEL CHECKSHEET						
DE-PANEL WORKSHEET DATES			From	To	Aircraft Serial Number	
TRF NO.	PANEL NO.	PANEL DESCRIPTION	REMOVED BY SIGNATURE AND EMPLOYEE NUMBER		INSTALLED BY SIGNATURE AND EMPLOYEE NUMBER	
		AREA			INSPECTED BY SIGNATURE AND EMPLOYEE NUMBER	
1			Open		Closed	Controlled by
			Removed		Installed	Inspected by
2			Open		Closed	Controlled by
			Removed		Installed	Inspected by
3			Open		Closed	Controlled by
			Removed		Installed	Inspected by
4			Open		Closed	Controlled by
			Removed		Installed	Inspected by
5			Open		Closed	Controlled by
			Removed		Installed	Inspected by
6			Open		Closed	Controlled by
			Removed		Installed	Inspected by
7			Open		Closed	Controlled by
			Removed		Installed	Inspected by
8			Open		Closed	Controlled by
			Removed		Installed	Inspected by
9			Open		Closed	Controlled by
			Removed		Installed	Inspected by
10			Open		Closed	Controlled by
			Removed		Installed	Inspected by
11			Open		Closed	Controlled by
			Removed		Installed	Inspected by
12			Open		Closed	Controlled by
			Removed		Installed	Inspected by
13			Open		Closed	Controlled by
			Removed		Installed	Inspected by
14			Open		Closed	Controlled by
			Removed		Installed	Inspected by
15			Open		Closed	Controlled by
			Removed		Installed	Inspected by
16			Open		Closed	Controlled by
			Removed		Installed	Inspected by
17			Open		Closed	Controlled by
			Removed		Installed	Inspected by
18			Open		Closed	Controlled by
			Removed		Installed	Inspected by
19			Open		Closed	Controlled by
			Removed		Installed	Inspected by
20			Open		Closed	Controlled by
			Removed		Installed	Inspected by

Attachment 4 (Added)
JOB CONTROL NUMBER ASSIGNMENTS

Figure A4.1. Job Control Number Assignments.

1. For Isochronal inspection JCNs, the start date of the inspection is the first three positions of the JCN. Positions four, five, and six are:

Minor Isochronal Inspection: B001

Major Isochronal Inspection: C001

2. For T056 Engine Inspection JCNs, the fourth position will be “W” for a #1 engine change, “X” for a #2 engine change, “Y” for a #3 engine change, and “Z” for a #4 engine change.
3. All “Profiled” JCNs that are generated from PS&D will be identified with an “E” in the fourth position with the Work Unit Code (WUC) being the primary identifier of the work being accomplished. This will include HSCs and Refurb.
4. Manual JCN assignments are as follows:

Table A4.1. Manual JCN Assignments.

<u>JCN BLOCK</u>	<u>USING ACTIVITY</u>	<u>PURPOSE</u>
B001 – B999	PS&D / ISO	Minor ISO Prep Package
C001 – C999	PS&D / ISO	Major ISO Prep Package
E001 – E999	PS&D	HSC's / Refurbs (MXS)
W001 – W999	Engines	#1 Engine Change
X001 – X999	Engines	#2 Engine Change
Y001 – Y999	Engines	#3 Engine Change
Z001 – Z999	Engines	#4 Engine Change
0001 – 1099	Reserved for Analysis	Database testing
1100 – 1199	Transient Maintenance	Transient ACFT Support
1200 – 1299	All Work centers	Job Profiles/Packages
1300 – 1399	Support Equipment	MX on Stands/Equipment
1400 – 1499	Engines	Over torque
1500 – 1599	PS&D	Job Package
1600 - 1699	PS&D	-6 Insp./Time Changes
1700 – 1799	MSL	Manufacture and Work center
1800 – 1899	PS&D	Job Package
1900 – 1999	ISO Dock	ISO Dock Support Equipment
2000 – 3599	Debrief	Unscheduled Maintenance
3600 – 3699	PS&D	Job Package
3700 – 3799	MOC/ISO	Unscheduled Depot MX
3800 – 3999	CEMS Manager	CEMS Job Package
4000 – 4099	Metals Tech	MX of Shop/Equipment
4100 – 4199	NDI	MX of Shop/Equipment
4200 – 4299	Engines	Support Equipment MX
4300 – 4399	Sheet Metal	MX of Shop/Equipment
4400 – 4499	Survival Shop	MX of Shop/Equipment
4500 – 4599	Fuel Cell	MX of Shop/Equipment
4600 – 4699	Guidance Control	MX of Shop/Equipment
4700 – 4749	Munitions	MX of Shop/Equipment
4750 – 4799	Electronic Warfare	MX of Shop/Equipment
4800 – 4899	Engines	Build-up/Tear Down & Equip
4900 – 4999	Repair and Reclamation	Forward Supply & Equip
5000 – 5099	Pneudraulics	MX of Shop/Equipment
5100 – 5199	Deployed locations	Debrief/Unscheduled MX
5200 – 5299	MOC/MSL	Aircraft CANN
5300 – 5325 acft	MOC CANN	From 302d acft to Non-302d
5326 – 5399	Not Used	Contact Analysis prior to use
5400 – 5499	COMM/NAV	MX of Shop/Equipment
5500 – 5599	Electro/Environmental	MX of Shop/Equipment
5600 – 5999	G081 generated JCN's	9032D Option 'J' created jobs
6100 – 6499	Flight line	Hard Landing Job Package
6500 – 6999	Refurbs	Aircraft Refurbishing
7000 – 7999	Not Used	Contact Analysis prior to use
8000 – 8199	Not Used	Contact Analysis prior to use
8200 – 8299	Fuel Cell	Job Packages

8300 – 8399	Not Used	Contact Analysis prior to use
8400 – 8499	Quality Assurance (QA)	FCF's and Inspections
8500 – 8799	ISO Dock	Standard ISO Task Packages
8800 – 8999	Not Used	Contact Analysis prior to use
9000 – 9999	PS&D	TCTO'S & OTI'S

Manual JCNs for Specific Aircraft Debriefing and Unscheduled Maintenance

<u>Aircraft</u>	<u>Debrief</u>	<u>Unscheduled Maintenance</u>
94007310	2000 – 2049	2050 – 2099
94007315	2500 – 2549	2550 – 2599
94007316	2600 – 2649	2650 – 2699
94007317	2700 – 2749	2750 – 2799
94007318	2800 – 2849	2850 – 2899
94007319	2900 – 2949	2950 – 2999
94007320	3000 – 3049	3050 – 3099
93001041	3100 – 3149	3150 – 3099

NOTE: Crew chiefs are authorized to use these JCNs on cross country flights if no JCN has been issued by the base they are at or assigned by the local transient maintenance.

Creation of Aircraft Notes

Use program 9050 to add an aircraft note using the following inputs:

TRANSACTION = A

SERID = 8-digit aircraft tail number

JCN = first 3 positions "000"; last 4 positions following rules below:

0001 – 0099 USED TO IDENTIFY THE CREW CHIEF & ASSISTANT, AND BASE AIRCRAFT IS ASSIGNED. ANY JCN WITH THE RANGE SPECIFIED MAY BE USED FOR THIS NOTE.

0100 – 0299 USED FOR NOTES ON AIRCRAFT RESTRICTIONS.

0300 – 0599 USED FOR 'SYSTEM TEST PROGRAM' SUCH AS 'TEST EQUIPMENT INSTALLED'.

0600 – 0999 WILL BE USED FOR INFORMATIONAL NOTES.

JOB IND = NO

DISCREPANCY = Enter relevant information for the note.

DISCOVERED BY EMPLOYEE NUMBER = Enter the employee number of the person creating the note.

To delete a note, contact the G081 Management office providing the tail number and note JCN.

1. It will be the responsibility of the performing work center or crew chief to input the discrepancies into the MIS system using the JCN's from this supplement. MOC or debrief can input jobs into G081, if necessary. The Flight line Expediter will contact the MOC with the description of the write-up, the system affected, the shop responsible and an estimated time of completion (ETIC).
2. Flight line Expeditors will issue JCNs for all aircraft unscheduled maintenance discrepancies from the block of numbers that have been assigned to the aircraft.

Attachment 5 (Added)

FORMS DEACTIVATION COVER LETTER

A5.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments.

Figure A5.1. Forms Deactivation Cover Sheet.


FORMS DEACTIVATION SHEET	
AIRCRAFT TAIL #	
DATE FORMS STARTED	FORMS DEACTIVATION DATE
REMOVED FOR PAPERLESS ISOCHRONAL INSPECTION	
NUMBER OF PAGES REMOVED FROM AFTO FORM 781H	
NUMBER OF PAGES REMOVED FROM AFTO FORM 781A	
NUMBER OF PAGES REMOVED FROM AFTO FORM 781K	
NUMBER OF PAGES REMOVED FROM AFTO FORM 781D	
NUMBER OF PAGES REMOVED FROM AFTO FORM 781J	
NOTES:	
I HAVE VERIFIED THAT ALL OPEN ENTRIES HAVE BEEN ENTERED INTO MIS.	
NAME:	EMPLOYEE NUMBER:
SIGNED: _____	DATE: _____

Attachment 6 (Added)

302 MXG APPOINTMENT LETTER

A6.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments

Figure A6.1. 302MXG Appointment Letter.

	DEPARTMENT OF THE AIR FORCE AIR FORCE RESERVE COMMAND
MEMORANDUM FOR: (recipient's organization ORG/SYM)	(Date)
FROM: (ORG/SYMBOL of the originator)	
SUBJECT: (What the MFR is for)	
1. The following individuals are assigned as ...	
Primary:	
Alternate:	
2. This letter supersedes all previous letters with the same subject.	
	Signature usually digital Supervisor's Name, Rank, USAF Section/Office symbol, Position

Attachment 7 (Added)

WORLDWIDE IDENTIFICATION (WWID)

A7.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments.

Figure A7.1. Worldwide Identification (WWID).

WORLD WIDE IDENTIFICATION (WWID)/WORKCENTERS	OFFICE SYMBOL	WWID
AERO REPAIR	MXMTR	W8MR*****
AGE	MXMG	W8MA*****
AIRCRAFT INSPECTION	MXMTC	W8MI*****
AMXS	MXA	W8ML*****
COMM/NAV	MXMVC	W8MY*****
ECM	MXMVE	W8MC*****
ELECTRO-ENVIRONMENTAL	MXMCE	W8ME*****
ENGINE/PROPULSION	MXMPE	W8MP*****
FUELS	MXMCF	W8MF*****
GAC	MXMVG	W8MY*****
METALS TECH	MXMFM	W8MM*****
MOC	MXO	W8MO*****
MUNITIONS	MXMW	W8MW*****
NDI	MXMFN	W8MN*****
PNEUDRAULICS	MXMCP	W8MH*****
QUALITY ASSURANCE	MXQ	W8MQ*****
SHEET METAL	MXMFS	W8MB*****
SUPPORT EQUIPMENT	MXAS	W8MS*****
SURVIVAL EQUIPMENT	MXMFS	W8MU*****
* Denotes characters assigned by the accountable work center		

Attachment 8 (Added)
CDDAR DUTY ROSTER

Figure A8.1. CDDAR Team Member List.

<h2>302AW CDDAR Team Member list</h2>
<p>Team Chief Repair & Reclamation Section Chief (ART)</p>
<p>Assistant Team Chief Repair & Reclamation Technician (ART)</p>
<p>Team Members Repair & Reclamation Technician (3) Hydraulics (2) EVEL (2) QA ECM (2) GAC (2) COMM/NAV (2) PROP (2)</p>
<p>Aircraft Movement Team AMXS Crew Chiefs (2)</p>
<p>Composite Team Sheet Metal (2)</p>
<p style="text-align: center;">All recovery team members must receive initial training comprised of both academic and hands-on training/exercises and will include actual lifting on an aircraft.</p>
<p style="text-align: center;">Team list is located in local CDDAR continuity book Tab A</p>

Attachment 9 (Added)

WASH SUPERVISOR CHECKLIST

A9.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments

Figure A9.1. Wash Supervisor Checklist.

WASH SUPERVISOR CHECKLIST	
CAUTION: Ensure all personnel have been trained and briefed on Wash Procedures IAW T.O. 1C-130A-23-CL-1, AFI 21-101, and LOI 21-111 and the Unit Cleanliness Program. Prior to the Aircraft Wash, ensure the following:	
<input type="checkbox"/>	T.O. 1C-130A-23-CL-1 is in place at the Wash Site.
<input type="checkbox"/>	Applicable MSDS's are available at the Wash Site.
<input type="checkbox"/>	All eyewashes and showers are inspected.
<input type="checkbox"/>	The wash facility is clean.
<input type="checkbox"/>	Air source is regulated to equipment specification. (If required)
<input type="checkbox"/>	All stands and washing equipment are inspected and in serviceable condition.
<input type="checkbox"/>	All Personal Protective Equipment is available and being used.
<input type="checkbox"/>	Only authorized cleaning agents listed in the T.O. 1-1-691 and current QPL are being used.
<input type="checkbox"/>	AFTO 781A and G081 entries have been accomplished IAW T.O. 1C-130A-23-CL-1, LOI 21-119, and the Unit Cleanliness Program.
<input type="checkbox"/>	The Aircraft is properly configured for wash IAW T.O. 1C-130A-23-CL-1

Attachment 10 (Added)

AGE CORROSION CONTROL PROGRAM SCORE SHEET

A10.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments

Figure A10.1. (AFRC) Powered AGE Paint Score Sheet.

Type Equipment		Equipment Field No.	
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SCORING CRITERIA

Refer to T.O 35-1-3, Table 3-2 for category description and action required.

CAT 1, New Paint

CAT 2, Minor Corrosion

CAT 3, Moderate Corrosion

CAT 4, Severe Corrosion

STEP 1: Rate from 1 to 4 (4 being the worse) the condition of paint coating(s) for each inspected area.

TOP	BOTTOM	LEFT	RIGHT
FRONT	BACK	TOWBAR	INSIDE
OTHER (SPECIFY)			

STEP 2: Sum all numbers from STEP 1	
STEP 3: Enter number of areas inspected	
STEP 4: Divide STEP 2 number by STEP 3 number	
STEP 5: Using the Scoring Criteria, Enter Category (CAT) 1.0-1.9=CAT 1 2.0-2.9=CAT 2 3.0-3.9=CAT 3 4.0-5.0=CAT 4	

Notes:

Attachment 12 (Added)

REFURBISHMENT CHECKLIST

A12.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments

Figure A12.1. Refurbishment Checklist – Page 1.

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
AIRCRAFT TAIL NUMBER _____		AMXS		
NO.	ITEM <small>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</small>	YES	NO	N/A
1.	FLIGHT DECK A. CREW SEATS/CUSHIONS/COVERS/ARM RESTS/HARNESSES/LAP BELT B. FLOORING/FLOOR COVERING C. INSTRUMENT PANEL AND SIDE PANELS D. C/B PANELS (MARKINGS+COVERS) E. WALL COVERING/INSULATIONS AND PAINT CONDITION F. NAVIGATOR TABLE (PLEXIGLASS TOP) G. CREW BUNK AND MATTRESS (SURROUNDINGS) H. FURNISHINGS/CURTAINS/MISC EQUIPMENT/WASTE RECEPTACLES/ETC. (TRASH CAN) I. WINDSHIELDS AND WINDOWS/FRAME CONDITION/SERVICEABLE WINDOW J. EMERGENCY EQUIPMENT (CONDITION ACCOUNTABILITY) K. PILOT AND CO-PILOT RUDDER PEDAL COVER L. MISC/OTHER (ANY ITEM NOT COVERED BY THE CARD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	GALLEY: A. OVEN (SAFTEY LATCH) B. PAINT AND CONDITION OF AREA C. CREW LADDER D. ENTRY FLOOR E. MISC. OTHER (EQUIPMENT+FURNISHINGS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	CREW DOOR: A. PAINT AND CONDITION B. ANTI SKID SURFACES C. STENCILS/DECALS/WARNINGS AND EMERGENCY MARKINGS D. MISC. OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	CARGO BOX: A. DUAL RAILS/ROLLERS AND COVER PANELS B. TROOP SEATS/LAP BELTS AND FRAMES C. CARGO FLOOR/ANTI-SKID/TIE DOWNS D. SIDE/OVERHEAD INSULATION E. BH-245 COVER PANEL F. STANCHIONS AND BRACKETS G. STENCILS/DECALS/WARNINGS AND EMERGENCY MARKINGS H. SIDE HATCHES/OVERHEAD HATCHES I. STORAGE BOXES J. HYD COVER PANELS K. INTERIOR PAINT WHERE APPLICABLE L. TOILET AREA/PLATFORM/CURTAIN/FURNISHINGS/PAINT M. PORT HOLE WINDOWS/INSIDE AND OUTSIDE N. PARATROOP DOORS/INSULATION/PAINT/CABLES/TRACKS/SPRINGS/MARKINGS KICK PANELS/WINDOWS O. HYD COMPONENTS P. STATIONS / 780 EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	CARGO RAMP: A. RAILS/LOCKS AND ROLLERS B. FLOORING AND ANTI-SKID C. RAMP SEALS D. EMERGENCY MARKINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTINUED ON BACK		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 13 (Added)**MISSING AIRCRAFT AFTO 781 FORMS LETTER**

A13.1. Note : File is located on MS Teams in 302MXG/QA/ Publications/21-101 302d SUP Attachments.

Figure A13.1. Missing AFTO 781 Forms Letter.

Missing Aircraft AFTO 781 Forms Letter	
MEMORANDUM FOR: 302 AMXS	
FROM: 302 MXG/MXOS, Plans, Scheduling & Documentation	
DATE:	
SUBJECT: Missing Aircraft AFTO 781 Forms	
It has been determined that aircraft forms are missing or have not yet been turned in for filing for the following aircraft:	
<u>Tail Number:</u>	
<u>Missing Form Type:</u>	
<u>Date Range:</u>	
If the identified forms are still in review please respond to the Plans, Scheduling & Documentation office with that information. If the forms are not located, please sign, date and return this memorandum to be filed in place of the missing forms.	
Return this letter within five duty days IAW DAFI 21-101_AFRCSUP, Chapter 14, paragraph 14.2.2.3.14.6.	
Date:	Dedicated Crew Chief:
If forms are not located, this letter must be endorsed by Production Superintendent.	
Date:	Production Superintendent: