

**BY ORDER OF THE
352 SOW COMMANDER (USAFE)**

352 SOW INSTRUCTION

21-100

14 APRIL 2021

Operations and Maintenance

AIRCRAFT SEALING PROCEDURES



COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements TO 00-20-1, Aerospace Equipment Maintenance and the AFSOC Supplement. This 352d Special Operations Wing Instruction (SOWI) establishes the responsibilities, requirements, and documentation procedures for sealing aircraft. It applies to all agencies within the 352d Special Operations Wing. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the Publication OPR.

SUMMARY OF CHANGES

This publication has been revised and must be reviewed in its entirety.

1. APPLICABILITY.

1.1. Aircraft may be sealed to ensure readiness and maximize crew duty day for contingencies, deployments, or exercises. These instructions are applicable to both home station and deployed operations.

1.2. Aircraft will not be sealed for maintenance or aircrew convenience during normal home station local flying and training operations.

1.3. 352 SOMXG/CC or 752 SOG/CC may direct sealing of aircraft for other reasons not specified in this instruction.

2. AIRCRAFT PREPARATION.

2.1. Maintenance preparation of aircraft for sealing will include completion of all aircraft prior-to-flight inspections.

2.1.1. Preparation may also include all required aircraft generation actions.

2.1.2. The Production Superintendent will ensure completion of all required items before an aircraft is declared “crew ready”.

2.2. SOAMXS leadership will coordinate with Flying Squadron CC, Director of Operations (DO), or Assistant Director of Operations (ADO) to ensure the Loadmaster or Special Missions Aviator (SMA) is available to accomplish Dash 1 preflight aircraft inspection. The Dash 6 and Dash 1 preflight inspections should be completed in short succession to the maximum extent possible for the alignment and preservation of the 72 hour timeline that each are set for.

2.3. During the aircrew Dash 1 preflight inspection, the designated Flying Crew Chief (FCC) or personnel assigned to assist with FCC duties, in coordination with the aircraft Loadmaster or SMA, may load tool boxes, support equipment, or other items onto the aircraft providing all items have been properly inventoried and signed-out from the Support Section.

2.4. Prior to aircraft seal, if required, the FCC will secure all maintenance tools on the aircraft and maintain positive control of the composite tool kit key.

2.5. To ensure positive accountability, the AFTO 781 forms will remain in the aircraft upon completion of sealing documentation requirements listed in **para 3.1.2.** (specifically on the CSO flight station table for MC-130Js).

2.6. When the Dash 1 preflight inspection is complete, an aircrew member will obtain a boxcar seal from the Production Superintendent and close/seal the crew entrance door.

2.6.1. The Production Superintendent and aircrew member will ensure the seal has been correctly attached.

3. DOCUMENTATION.

3.1. Following completion of the Dash 1 preflight inspection:

3.1.1. Seal the aircraft at the crew entrance door with a numbered boxcar seal.

3.1.2. Record (in black ink) the seal number, fuel load, Liquid Oxygen (LOX) quantity, date, local time, -1/-9 preflight completion, and any pertinent information (i.e. top of aircraft inspection not completed due to high winds, etc.) in the AFTO Form 781A.

3.2. The Production Superintendent will ensure the seal number in the forms entry matches the actual seal on the aircraft.

3.2.1. Once verified, the Production Superintendent will notify the Maintenance Operations Center (MOC) of the aircraft tail number, seal number, and Dash 1 inspection date and time.

3.2.2. The MOC controller will record this information in the remarks section of the aircraft status sheet.

3.3. Should maintenance personnel need access to a sealed aircraft, the Production Superintendent must obtain permission prior to breaking the seal (unless it is to safeguard the aircraft in emergency situations). Breaking an aircraft seal requires approval of the Flying Squadron CC, DO, Mission Commander (Garrison or Deployed), or the actual Aircraft Commander

3.3.1. The approving official or Production Superintendent will line through the original seal entry in the aircraft forms when the seal is broken.

3.3.2. On the next available AFTO Form 781A discrepancy block, enter a new info note.

3.3.2.1. For example, "INFO NOTE: Aircraft seal (insert number) removed for (state reason; i.e. aircraft defuel)."

3.3.2.2. If the seal was removed on a verbal approval, enter "Authorized by (insert approving official's rank, last name and unit)."

3.3.2.3. The Production Superintendent will complete the "Discovered By" block.

3.4. Once sealed, work will only be accomplished if an emergency occurs (I.E. catastrophic operational, maintenance, or weather event, etc.). Breaking a seal to perform routine maintenance is not authorized.

3.4.1. If any maintenance is performed on a sealed aircraft, a specific system inspection or a new Dash 1 preflight inspection will be completed, whichever is appropriate.

3.4.2. Re-sealing an aircraft without accomplishing another Dash 6 and Dash 1 inspection DOES NOT extend its alert and/or preflight validity period. See TO 00-20-1, AFSOC Supplement.

3.4.3. When maintenance actions are complete, notify Ops to reseal the aircraft.

3.5. Once the alert period has expired or maintenance actions are determined extensive enough to warrant a new Dash 1 inspection, follow the initial aircraft preparation and seal procedures in Section 2.

NATHAN L. OWENDOFF, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 6 September 2019

TO 00-20-1, AFSOC Supplement, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 13 December 2019

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

Abbreviations and Acronyms

ADO—Assistant Director of Operations

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CC—Commander

DO—Director of Operations

FCC—Flying Crew Chief

IMDS—Integrated Maintenance Data System

LOX—Liquid Oxygen

MOC—Maintenance Operations Center

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SMA—Special Missions Aviator

SOAMXS—Special Operations Aircraft Maintenance Squadron

SOG—Special Operations Group

SOMXG—Special Operations Maintenance Group

SOWI—Special Operations Wing Instruction

TO—Technical Order