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AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

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This publication implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel;* and is consistent with AFPD 13-5, *Air Force Nuclear Enterprise.* It is the basic Air Force instruction (AFI) for all weapon system and support equipment maintenance management guidance. It provides the minimum essential guidance and procedures to safely and effectively maintain, service, and repair weapon systems and support equipment. It applies to all Major Commands (MAJCOMs), including Air Force Reserve Command (AFRC), and the Air National Guard (ANG), along with their subordinates. Supplements and addendums must be written in accordance with (IAW) AFI 33-360, *Publication and Forms Management*. Supplements must identify required deviations (applicability, variance, and/or differences in organizational placement of responsibilities/processes) on the supplement with the abbreviation "(DEV)" directly preceding the affected paragraph number. Only supplements and addendums containing deviations must be submitted to AF/A4L for approval. The authorities to waive wing/unit level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Table 1.1 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority IAW AFI 33-360. For questions on

interpreting this instruction, first contact your MAJCOM maintenance functional activity. Refer recommended changes and questions about this publication through your MAJCOM, to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This supplement implements and extends the guidance of AFI 21-101, *Aircraft and Equipment Maintenance Management* and applies to all PACAF aircraft maintenance, trainer maintenance, and support equipment maintenance activities. This publication is applicable to all PACAF units and PACAF Air Reserve Component (ARC) Classic Associate units. Supplements to this publication and the basic AFI are not required to be sent to the OPR for review unless they have deviations. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-2, T-3) number following the compliance statement. Waivers for T- 0, T-1, T-2 or non-tiered compliance items will be sent to HQ PACAF/A4M, **pacaf.a4mv3@us.af.mil**. Refer recommended changes and questions about this publication through the appropriate functional chain of command to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. (354 FW) Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR, using the AF IMT 847, *Recommendation for Change of Publication*; and route from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

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

1.9.2. **(Added)** Operating Instructions (OI). The Maintenance Group Commander oversees the development and publication of all maintenance-related OIs. Quality Assurance (QA) has been assigned the daily management and administration functions of this program.

1.9.3. **(Added)** The following coordination is required on all maintenance-related OIs:

1.9.3.1. **(Added)** Originator's supervision verifies the need for the OI.

1.9.3.2. **(Added)** Squadron's Maintenance Officer/Superintendent verifies all data.

1.9.3.3. **(Added)** Quality Assurance reviews OIs during developmental stage to ensure technical accuracy and proper coordination with any affected outside agency is accomplished.

1.9.3.4. **(Added)** Maintenance Group Commander reviews for publication.

1.15.2. **(Added)** Cell phones, pagers, etc., used on the flightline, or in maintenance work areas, will only be used for official/authorized business. Cell phones will not be used while actively performing maintenance. Personnel will also comply with restrictions outlined in TO 00-25-172, AFI 91-203, AFI 91-207, AFMAN 91-201, AFI 31-218(i), and AFMAN 17-1302-O. Aircraft and equipment TOs and other instructions may dictate additional restrictions.

2.4.43. **(Added)** Refer to paragraph 3.7.6.2.

2.4.47. **(Added)** Refer to 354 MXG OI 21-107, *Cannibalization Procedures*.

2.4.53. **(Added)** All maintenance actions must be documented. Integrated Maintenance Data Systems (IMDS) and aircraft forms entries will be completed by the end of each shift. Section supervisors and production expeditors will review newly added and/or completed aircraft and equipment forms entries during assigned shifts to ensure accuracy and documentation completion.

2.4.53.1. **(Added)** The respective unit production section will validate aircraft/equipment status each shift.

2.4.53.2. **(Added)** The respective AMXS production section will develop independent recovery plans for aircraft under extensive maintenance events/down time. This plan will be briefed daily at the 354 MXG Maintenance Stand-up briefing.

2.4.53.3. **(Added)** Refer to 354FWI 21-300, *Functional Check Flight Program*.

2.4.57. **(Added)** Establishes Engine Run Quiet Hours Policy.

2.4.57.1. **(Added)** Eielson AFB quiet hours are between 2200L and 0600L. Follow EIELSONAFBI 13-204, *Airfield Operations Instruction & Local Flying Procedures*, for additional noise abatement/quiet hour guidance.

2.7.13.1. **(Added)** See EIELSONAFBI 13-204, *Airfield Operations Instruction & Local Flying Procedures* and LCL-354MXG-01-1, *Emergency Action Procedural Checksheets*.

2.9.10. **(Added)** Use the 354FW Form 25, *Electronic Warfare Integrated Reprogramming Checksheet,* during Serene Byte/Pacer Ware implementation.

2.9.11. **(Added)** Refer to 354 MXG OI 21-105, *Corrosion Prevention and Control Program*.

3.5.14. **(Added)** AMXS external fuel tank responsibilities.

3.5.14.1. **(Added)** Ensures unserviceable and serviceable tanks are tagged with condition tag/AFTO Form 350. NOTE: Completely drain all tanks after removal from aircraft, and prior to delivery to the FSRF. Delivers all unserviceable tanks directly to the FSRF for maintenance repair and transports repaired tanks back to storage area.

3.5.14.2. **(Added)** Ensures tanks are assigned to aircraft in IMDS, when in use. Ensures tank discrepancies are entered into IMDS and completed maintenance snapshot inquiry (IMDS Screen 122) is attached to the tank when processing for maintenance repair.

3.5.14.3. **(Added)** Ensures serviceable tanks are stored in designated storage areas.

3.5.14.4. **(Added)** Retrieves serviceable tanks for aircraft use, as needed, from designated storage area.

3.7.1.2. **(Added)** Debriefing Guide: The debriefing section will have access to the following publications/checklists, and be on identification for listed TOs. Listed products will be part of the unit's debriefing guide and will consist of the following:

3.7.1.2.1. **(Added)** AFI 21-103_ACCSUP1_ADD_U, *Equipment Inventory, Status, and Utilization Reporting System/F-16A/B/C/D Minimum Essential Subsystem List (MESL)*.

3.7.1.2.2. **(Added)** AFI 63-140, *Aircraft Structural Integrity Program.*

3.7.1.2.3. **(Added)** AFCSM 21-574 V2, *Automated Debriefing.*

3.7.1.2.4. **(Added)** Applicable aircraft -06, *Work Unit Code Manual.*

3.7.5.1. **(Added)** Debrief forwards the initialed AFTO Form 781 to AGRS/DO after utilization data is input into IMDS. NOTE: If IMDS is down for an extended period, Debrief will make a duplicate copy of the AFTO Form 781 and forward the original to AGRS/DO. Identify and destroy duplicate AFTO Form 781 after entry into IMDS.

3.7.6.2.1. **(Added)** If the discrepancy is a first-time repeat, maintenance debriefing will enter in bold red print or stamp, "Repeat" in the "Discrepancy" block of the AFTO Form 781A.

3.7.6.2.2. **(Added)** If the discrepancy is a second-time repeat, maintenance debriefing will enter in bold red print or stamp, "Repeat 2" in the "Discrepancy" block of the AFTO Form 781A. Maintenance debriefing will enter the following statement into the next open discrepancy block of AFTO Form 781A on a "Red dash" symbol: "AMU OIC/SUPERINTENDENT/CIVILIAN EQUIVALENT review of corrective action due prior to flight." Follow the same procedure for subsequent repeats.

3.7.6.2.3. **(Added)** If the discrepancy is recurring, maintenance debriefing will enter in bold red print or stamp, "Recur" in the "Discrepancy" block of the AFTO Form 781A.

3.7.6.2.4. **(Added)** If the discrepancy is a second-time and subsequent recurring discrepancy, maintenance debriefing will enter the following statement into the next open discrepancy block of AFTO Form 781A on a "Red dash" symbol: "AMU OIC/SUPERINTENDENT/CIVILIAN EQUIVALENT review of corrective action due prior to flight." Follow the same procedure for subsequent recurs.

3.7.9.1. **(Added)** Debrief will coordinate with the MOC on all changes and deviations to the daily flying schedule to assist in determining correct debriefing status codes. The MOC will review the on-line IMDS debriefed sortie recap and the IMDS daily background product Accomplishment Utilization Report (AUR), deviation detail listing, and deviation summary reports each day to ensure accuracy of deviation reporting.

3.7.13. **(Added)** Debrief and AGRS/DO will verify daily, the total hours and sorties flown from the previous day and total hours and sorties flown for the month. Maintain the Ops/Mx reconciliation report of total hours and sorties flown from the previous week; this will be accomplished the first duty day of every week.

3.7.14. **(Added)** Make necessary correction in IMDS using the AUR\Sortie Recap Inquiry and, notify MMA section *NLT* close of business the following duty day. MMA will provide AURs, as needed.

3.7.15. **(Added)** Reconcile hours and sorties flown for the month with squadron SARMS and PS&D no later than the third day after the close out of a given month.

3.7.16. **(Added)** Verify the accuracy of the utilization data on the AFTO Form 781 received from aircrew and initial Block 33.

3.7.17. **(Added)** Debrief will forward refuel documents from non-DoD refueling to the AMXS resource advisor for accounting/finance.

3.9.4.4. **(Added)** 354FW) Provide aircraft engine downloads no later than 0700 hours on the next duty day following the aircraft sortie. If an aircraft condition prevents downloading, inform Engine Management of the condition within the time frame mentioned above.

3.9.4.5. **(Added)** 354FW) Provide copies of all new Line Replaceable Units (LRUs) AFTO Form 95s, Significant Historical Data Form, to Engine Management for verification and filing in engine records.

3.9.4.6. **(Added)** 354FW) Provide all requested serial number or part number verifications to Engine Management.

3.9.4.7. **(Added)** 354FW) Notify Engine Management of all aircraft scheduled for deployment at least 72 hours prior to the deployment for verification of engine and engine component time change and special inspection limits.

3.9.4.8. **(Added)** 354FW) Perform all scheduled maintenance of engines and engine LRUs such as engine inspections, blade blending, bore scopes, CANN actions, TCTO actions, part removal/installations, and time changes within reasonable time (or prior to next scheduled flight if on a red X). All actions must be accurately documented in IMDS and CEMS by the first duty day after the event or prior to the next scheduled flight.

3.11.3.1. **(Added)** All non -21 equipment will be assigned to an aircraft and stored within the Support Section.

4.4.4.1.1.2. **(Added)** Refer to **paragraph 3.5.14**.

4.4.4.1.3. **(Added)** 354 MXS External Fuel Tank Responsibilities:

4.4.4.1.3.1. **(Added)** Performs corrosion control treatment of external fuel tanks and racks.

4.4.4.1.3.2. **(Added)** Maintains SPRAM inventory and status of external fuel tanks. Inventories will be performed annually.

4.4.4.1.4. **(Added)** Aircraft radar equipment operation and open fuel tank maintenance will have a minimum separation distance of 300 feet.

4.4.4.1.5. **(Added)** Fuel Systems Maintenance Areas:

4.4.4.1.5.1. **(Added)** The fuel shop/fuel cell facility is the primary FSRF, certified for all fuel system maintenance. All fuel systems repairs or maintenance will be accomplished in this facility unless it is unavailable for use. Positioning of aircraft in this will be coordinated through the fuel systems shift supervisor, or 354 MXS Maintenance Supervision.

4.4.4.1.5.2. **(Added)** Alpha Row, Tanker Row-Spot 22, and South Ramp-Spots 15/16 are the alternate FSRFs. Careful consideration and additional safety precautions will be taken due to taxiing aircraft, possible radar operations, and increased vehicular and personnel traffic.

4.4.4.1.5.2.1. **(Added)** The following fuel panels or components are considered quick change items (by aircraft MDS) and may be removed or installed on the aircraft if it is parked away from taxiing aircraft IAW TO 1-1-3.

4.4.4.1.5.2.1.1. **(Added)** Fuel flow transmitter.

4.4.4.1.5.2.1.2. **(Added)** Engine feed line.

4.4.4.1.5.2.1.3. **(Added)** Externally mounted pressure switches.

4.4.4.1.5.2.1.4. **(Added)** Engine Electronic Control (EEC) valve.

4.4.4.1.5.2.1.5. **(Added)** Main fuel shut-off actuator.

4.4.4.1.5.2.1.6. **(Added)** Refuel/defuel receptacles.

4.4.4.1.5.2.1.7. **(Added)** Center line and wing fuel/air quick disconnect.

4.4.4.1.5.2.1.8. **(Added)** Ground air source connectors and check valves.

4.4.4.1.5.2.1.9. **(Added)** Fuel drain valves.

4.4.4.1.5.2.1.10. **(Added)** Resealing (dripping) screws.

4.4.4.1.5.2.1.11. **(Added)** Turbine pump panels, wing shut-off valve panels, externally mounted wing hardware, and applicable probe panels on the wings.

4.4.4.1.6. **(Added)** F-16 EPU Maintenance Area:

4.4.4.1.6.1. **(Added)** Fuel shop (Bldg. 1344) and North Bay 7 are authorized for hydrazine maintenance and servicing EPU. System purging may be conducted in the fuel shop or North Bay 7, as required. When using North Bay 7, vacate adjacent hangar bays of personnel and post warning signs at all entrances during purging or hook up procedures.

4.4.4.1.6.1.1. **(Added)** North Bays 1-10, North Bay 12, Nose Dock 7 and the concrete pad in front of Nose Dock 7 are authorized EPU hook up facilities.

4.4.4.1.6.1.2. **(Added)** If none of the facilities above are available, the Loop Taxiway Area Fox Hardstand may be used, if isolated from mass parking area. EPU maintenance in this area is restricted to the concrete pads.

4.4.4.1.6.1.3. **(Added)** If none of the facilities above are available, Charlie Row may be used. Ensure no aircraft are loaded with live munitions in the area.

4.4.4.1.6.1.4. **(Added)** If none of the facilities above are available, Alpha Row may be used. Isolate Alpha Row from mass parking area. EPU maintenance in this area is restricted to the concrete pads.

4.4.4.2.1.1. **(Added)** Personnel requiring entry into any fuel systems repair or hydrazine maintenance areas will get clearance from the fuel systems supervisor on duty prior to entry. The fuel systems supervisor will ensure personnel are properly clothed and all spark-producing materials are left in the office area prior to entry.

4.4.4.2.3.3. **(Added)** If a hydrazine leak or spill occurs during maintenance, use LCL-354MXG-20-4, *F-16 Hydrazine Emergency Procedures for initial response, Leak Containment, Spill Cleanup, and Neutralization, USAF Series, F-16 Aircraft, Through Block 52*. For further guidance on hydrazine response see 354FWI 21-125, *Hydrazine (H-70) Familiarization Training, Leak Detection, Spills, and Recovery of Aircraft with Fired Emergency Power Units*. 354 MXS/MXMCF will assist and augment deployed units in the event of a hydrazine response.

4.5.1.2.3. **(Added)** All temporary AGE requests outside of the MXG, and not supporting maintenance operations, must be approved by MXO/Maintenance Superintendent.

4.6.3.1. **(Added)** 354 MXS Armament Flight is responsible for accountability of all applicable weapons pylons, MAU-12, racks, missile launchers, to include ACRIUs and under wing adapters. An inventory of all assigned AME will be performed semi-annually.

4.7.5.2. **(Added)** All AN/ALQ-188 pods and associated SE will be stored in Avionics back shop (Bldg. 1341) when not signed out. Issue/receipt of pods and associated SE will be updated in RAMPOD.

4.8.2.4.1. **(Added)** Train and qualify aircraft structural maintenance personnel annually on procedures for aircraft intake, engine inlet and exhaust maintenance for masking/de- masking of inlet/exhaust during painting operations and intake rivet replacement.

4.8.2.4.2. **(Added)** For intake maintenance, use LCL-354MXG-21-4, *Intake Maintenance Checklist,* to assist with and document maintenance.

4.9.5.12.3. **(Added)** WS is the wing focal point for armament system servicing on transient aircraft. Transient alert will supply applicable safety devices in sufficient quantities to support MDS aircraft known to transit Eielson AFB. Transient alert will coordinate with WS anytime a transient aircraft requires munitions arming/de-arming or loading/unloading.

4.9.5.12.3.1. **(Added)** The LSC may arm, de-arm, load, and unload any transient the WWM deems they are qualified on and have technical data for, with MXG/CC concurrence or approval.

4.9.5.12.3.1.1. **(Added)** The LSC from Eielson AFB will attend semi-annual training at Joint Base Elmendorf-Richardson (JBER) on F-22 aircraft. This training consists of:

4.9.5.12.3.1.1.1. **(Added)** Technical data familiarization.

4.9.5.12.3.1.1.2. **(Added)** Aircraft familiarization.

4.9.5.12.3.1.1.3. **(Added)** Suspension equipment familiarization.

4.11.1.9. **(Added)** Refer to 354 MXG OI 21-107, *Cannibalization Procedures*.

4.11.1.18. **(Added)** Maintenance Squadron Propulsion Flight responsibilities:

4.11.1.18.1. **(Added)** Provide engine downloads to Engine Management following engine test cell run.

4.11.1.18.2. **(Added)** Provide all requested serial number or part number verifications to Engine Management.

4.11.1.18.3. **(Added)** Provide copies of all new LRU and SRU AFTO Form 95s, *Significant Historical Data Form*, and DD Form 1574s, *Serviceable Tag-Materiel*, for verification of parts loading in CEMS and IMDS and filing in engine historical records.

4.11.1.18.4. **(Added)** Prepare engines for shipment as required. Obtain shipping paperwork from Engine Management and/or Propulsion Flight Supply Liaison for all engine shipments.

4.11.1.18.5. **(Added)** Upon receipt of an engine from TMO, bring all engine records and shipping documents to Engine Management for filing and tracking.

4.11.1.18.6. **(Added)** Upon maintenance completion of an engine, turn-in engine work package to Engine Management NLT two duty days for historical update and work package filing.

5.1.1. **(Added)** The 354 MXG has a PACAF/Air staff approved OCR and consequently does not have a MOS. The maintenance operations, maintenance training, MXL, MXLS, MXQ, and programs flights are administratively assigned to the 354 MXS/CC and operationally assigned to the 354 MXG/CC.

5.2.1.7.1.1. **(Added)** MOC will update the GEOLOC codes in IMDS utilizing screen 333.

5.2.1.11.1. **(Added)** See **Attachment 11**, *Local Radio Call Signs*.

5.2.2.1.18. **(Added)** MOC will update IMDS proficiency data upon completion of an engine run.

5.2.2.2.4.1. **(Added)** Refer to LCL-354MXG-01-1, *Emergency Action Procedural Checksheets*, for communications-out procedures.

5.2.5.1.8.4. **(Added)** The MMA section will establish work center codes and mnemonics within IMDS IAW TO 00-20-2. (Added) The DBM will approve all changes, additions, or deletions to designators. IMDS users will be notified of all approved work center mnemonic changes, via a system broadcast and posted message in IMDS.

5.2.5.3.3.6.1. **(Added)** Notifies the following points of contact during periods of extended downtime (exceeding 24 hours), and inform them IMDS back-up procedures are in effect (AFCSM 21-556 V2).

5.2.5.3.3.6.1.1. **(Added)** MOC

5.2.5.3.3.6.1.2. **(Added)** MO PS&D

5.2.5.3.3.6.1.3. **(Added)** EM

5.2.5.3.3.6.1.4. **(Added)** AMXS and MXS Squadron Supervision

5.2.5.3.3.6.1.5. **(Added)** Debriefing

5.2.5.3.3.6.1.6. **(Added)** Communications Squadron

5.2.5.3.3.6.1.7. **(Added)** Training Management

5.2.5.3.3.6.1.8. **(Added)** Quality Assurance

5.2.5.3.3.6.2. **(Added)** When maintenance is performed on assigned equipment off station and internet access is unavailable, manual forms will be input into IMDS by the responsible work center NLT three duty days after return to home station. If the temporary duty exceeds 10 days, the forms will be sent to the home station by the fastest means available (e.g., fax, e-mail, courier, etc.), until five days before return. Transactions from the final five days will be hand carried to Eielson and input within three duty days by the responsible work center.

5.2.5.3.3.6.3. **(Added)** All engine data will be provided to the EM section so IMDS can be updated for transmittal to the Central Data Base (CDB) at Tinker AFB within three workdays upon return.

5.2.5.3.3.6.4. **(Added)** Serially controlled, time change, and locally tracked items will be input within 1 duty day upon return to home station.

5.2.5.3.3.6.5. **(Added)** Procedures for manual input of JCNs during IMDS downtime and deployment processing can be found in **Paragraph 15.2.6**.

5.2.5.3.3.6.5.1. **(Added)** The JCN will consist of nine characters with "M" as the first character and the last digit of the year as the second character. The third through fifth character will be the Julian date. Assign the last four digits IAW **Attachment 13**.

5.2.5.3.3.6.5.2. **(Added)** Use manual JCNs to record support general and other recurring tasks. All agencies requiring JCNs will use only those JCNs assigned to their area of responsibility.

5.2.5.3.3.6.6. **(Added)** All data requiring records action (e.g., TCTOs, inspections, and time changes), will be hand carried to the appropriate agency *NLT* the close of business on the duty day after the job is accomplished.

5.2.5.3.3.6.47. **(Added)** Recovery operations. The DBM will coordinate all long recovery actions with DECC personnel as required. In this process, the Audit Trail Tape (ATT) will recover all transactions since the last system backup, to the moment of system failure. Should the automated recovery fail, the following priorities are in effect when IMDS comes back on-line:

5.2.5.3.3.6.7.1. **(Added)** Priority 1 - Aircraft status (AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*) and input of open discrepancies - MDC.

5.2.5.3.3.6.7.2. **(Added)** Priority 2 - Aircraft sorties and flying hours - Debriefing.

5.2.5.3.3.6.7.3. **(Added)** Priority 3 - All scheduled maintenance actions, (e.g., all input and deferred discrepancies that are AWM) - MO PS&D section.

5.2.5.3.3.6.7.4. **(Added)** Priority 4 - All inputs and deferred discrepancies that are AWP - AMU supply/support section.

5.2.5.3.3.6.7.5. **(Added)** Priority 5 - All remaining closed discrepancies.Work centers are responsible for their shop inputs.

5.2.5.3.3.11.2. **(Added)** Restrict the use of any TRIC/SCREEN that the OPR requests. Subsystems OPRs must designate, in writing, the TRIC/SCREEN, option and man number authorized to use them.

5.2.5.6. **(Added)** Responsibilities for work centers using IMDS:

5.2.5.6.1. **(Added)** Ensures newly assigned personnel completed DD Form 2875 and submit to the IMDS database manager.

5.2.5.6.2. **(Added)** Retrieves user-identification with IMDS Screen 589, Option 5.

5.2.5.7. **(Added)** Each MXS flight/AMU section will appoint a DIT representative. Flight DIT representatives will receive DIT training from MMA section on an annual basis and/or when new flight DIT representatives are appointed.

6.6.10.1. **(Added)** As a minimum, QA augmentees will be qualified to perform all KTLs in their functional area. Augmentees will be trained and certified IAW this instruction. They will follow inspection guidelines established in the MSEP.

6.11.4.3.3. **(Added)** The 354 MXG/TODO is the point of contact for all issues pertaining to local work cards, job guides, page supplements, and checklists.

6.11.7.3. **(Added)** TODA Responsibilities:

6.11.7.3.1. **(Added)** Informs TODO of any changes in account location, custodians, telephone numbers, office symbol, e-mail addresses or custodian's security clearance.

6.11.7.3.2. **(Added)** Meets all applicable training and documentation requirements IAW TO 00-5-1 within 30 days of being appointed as a TODA.

6.11.7.3.3. **(Added)** TODA will be appointed, in writing, and a copy provided to the TODO.

6.12.1. **(Added)** The 354 MXG/CC or designated representative is the approval authority for all local OTIs. The 354 MXG QA will be the focal point for all local OTI requests and management to include Operations Group (i.e. AFE) related OTIs.

6.12.2. **(Added)** 354 OSS/OSL AFE QA will coordinate with 354 MXG QA on all AFE related OTI requests.

6.12.3. **(Added)** Maintenance supervision will coordinate with MXG/QA (OSL/QA, if required) to complete a sampling of 10% of assigned aircraft (minimum three aircraft) potentially affected to verify the existence of suspected conditions or malfunctions. 354 MXG QA (OSL/QA, if required) will brief the MXG/CC (OG/CC, if required) on the findings and make a recommendation on a course of action based upon the results.

6.13.2.1. **(Added)** Refer to 354FWI 21-300, *Functional Check Flight Program*.

6.13.7. **(Added)** See 354FWI 21-300, *Functional Check Flight Program* for local procedures.

6.16.5. **(Added)** 18 AMU/Contractor:

6.16.5.1. **(Added)** Notifies the QA W&B manager with sufficient time to re-compute the center of gravity limits when planning on flying an aircraft with a "Chart A" listed item removed, and when the item is reinstalled. The QA W&B manager will update program data.

6.16.5.2. **(Added)** Provides qualified personnel for assistance with "Chart A" inventories, jacking, leveling, towing, and other tasks necessary to weigh aircraft.

6.16.5.3. **(Added)** Notifies the QA W&B manager of any reported flight control abnormality that may be associated with improper aircraft W&B.

6.16.5.4. **(Added)** Notifies the QA W&B manager when scheduled aircraft configurations are not listed in the current standard conventional load listing, or applicable Dash–1 flight manual. **NOTE:** The 18 AGRS Weapons Officer in conjunction with the 354 FW Weapons Officer are responsible for ensuring aircraft configurations are legal in accordance with Dash–1 flight manuals, and will also submit "*Seek Eagle"* aircraft flight clearance requests, as required.

6.16.5.5. **(Added)** Maintains aircraft weighing equipment, and notifies the QA chief inspector or W&B manager prior to loaning out any weighing equipment.

6.16.5.6. **(Added)** Notifies the QA W&B Manager prior to load cell kit being sent to PMEL for calibration to ensure that no aircraft are going to be due a weigh while the kit is being calibrated.

6.16.6. **(Added)** Refer to LCL-354MXG-21-2, *Aircraft Weighing Preparation Checklist*, for preliminary procedures for weighing aircraft. QA will be present during F-16 aircraft de-fuel to verify accuracy of procedures.

6.16.7. **(Added)** Owning work center will update TCTO in IMDS, when complete.

6.16.8. **(Added)** The AMXS and/ or MXS Production Flights will notify PS&D, and the QA office, upon TCTO completion.

6.16.9. **(Added)** The supplemental W&B Handbook is physically located within the MXG QA office.

7.2.1. **(Added)** Refer to LCL-354MXG-21-6, *Impoundment Checklist*.

7.3.1.2.4. **(Added)** Simultaneous loss of more than one electronic display (e.g.; multi-function display) showing attitude, altitude, airspeed, or heading.

7.3.1.2.5. **(Added)** Repeat nose wheel steering fail during taxi.

7.3.1.2.6. **(Added)** Total loss of braking action on one or both of the wheels, or loss of both braking channels.

7.3.1.2.7. **(Added)** Tire/wheel failure (i.e., tread separation, material failure, etc.).

7.3.1.2.8. **(Added)** Any uncommanded activation of the emergency power unit (EPU) and any failure of the EPU to operate as required (normal system activation will not require impoundment).

7.3.1.2.9. **(Added)** Total loss of hydraulic pressure in both hydraulic systems.

7.3.1.2.10. **(Added)** Suspected or confirmed fuel contamination.

7.3.1.2.11. **(Added)** In-flight illumination of fire or overheat lights.

7.3.1.2.12. **(Added)** After a 1-hour search period has been conducted for a missing tool/item within the immediate vicinity, in or around an aircraft, engine, or gun removed to armament shop, the asset will be considered for impoundment. (NOTE: Not an automatic impoundment.) Refer to Paragraph 8.9. for lost tool/item procedures.

7.4.4. **(Added)** QA will initiate the 354FW Form 147, *Quality Assurance Impoundment Record*. The impoundment official will use the 354FW Form 147 to document the sequence of actions taken.

7.4.5. **(Added)** The Impoundment Official will be identified in Block 13 of the 354FW Form 147.

7.6.3.6. **(Added)** The Impoundment Official will use established checklists to guide the sequence of actions. See LCL-354MXG-21-6, *Impoundment Checklist*.

7.6.3.7. **(Added).** Only mandatory safing and servicing actions as directed by the impound official may be accomplished prior to the initiation of an investigation. Under no circumstances will impounded aircraft, engine(s), AGE, equipment, or component(s) be cannibalized or used for training purposes unless specifically authorized by the impoundment release authority.

7.6.4.1.1. **(Added)** The Impoundment Official will determine allowable maintenance actions and release the aircraft/equipment for impound maintenance by documenting Block 14 of the 354FW Form 147 and clearing applicable Red X in aircraft forms. If the Impoundment Official is off duty, he/she may authorize the Production Superintendent to release the aircraft/equipment for impound maintenance by telephone. The Production Superintendent will document Block 14 of the 354FW Form 147 to release the aircraft/equipment for impound maintenance and clear the Red X accordingly.

7.6.4.2. **(Added)** Parts suspected of being associated with the impoundment condition will be marked as impounded with a red-bordered AFTO Form 350, *Reparable Item Processing Tag*.

7.6.8.1. **(Added)** The MOO or Superintendent or higher will review all corrective actions using the equipment's applicable forms or MIS prior to Impoundment Release Authority review and release.

7.6.8.2. **(Added)** MXG/QA will review corrective actions using the equipment's applicable forms or MIS prior to Impoundment Release Authority review and release.

7.6.8.3. **(Added)** If the impoundment is related to a safety investigation MXG/QA will notify a Wing Safety representative prior to impound release.

7.6.8.4. **(Added)** The impoundment release authority will sign Block 29 of the 354FW Form 147.

7.6.11. **(Added)** Deployed Impoundment Official will ensure home station MOC, QA, OIC/Supt, and 354 MXG leadership are notified when an impoundment decision has been made.

7.6.12. **(Added)** Impoundment transfer procedures:

7.6.12.1. **(Added)** Impoundments may be transferred from aircraft to removed equipment (i.e. engines, gun systems, etc.). Impoundment transfers must be approved by the MOO/Supt or impoundment release authority. AMXS and MXS Production Superintendents will coordinate impoundment transfers.

7.612.2. **(Added)** Clear the aircraft impoundment JST in IMDS. Load a new impoundment JST in IMDS against the affected equipment.

7.6.12.4. **(Added)** The original aircraft 354FW Form 147 will be signed off for transfer by the MOO/ Supt or the impoundment release authority. A new 354FW Form 147 will be generated for the impounded equipment. The impounded equipment will then be cleared IAW paragraph 7.6.8.

7.6.13. **(Added)** Transient Aircraft Impoundment. The aircraft commander of transient aircraft on Eielson AFB should report impoundment conditions to Transient Alert, who will then notify the MOC. NOTE: RED FLAG-Alaska participants are not considered transient and will follow the *353 CTS Maintenance/Logistics Guide* procedures. All other units deployed to Eielson AFB for other combat training exercises/TDYs will follow **paragraph 7.6.11**. procedures.

7.6.14. **(Added)** Impoundment of Records after Aircraft Mishap. In the event of an in-flight or ground mishap warranting a Safety Investigation Board, as defined in AFI 91-204, the following documents will be impounded and turned over to QA.

7.6.14.1. **(Added)** The aircraft active forms and the central/decentralized document file from the MO PS&D office.

7.6.14.2. **(Added)** The training records (AF Form 623 or paper copy of electronic equivalent) of all personnel who have performed maintenance on the aircraft prior to the mishap, as indicated in the active aircraft records.

7.6.14.3. **(Added)** The ground station software files and printouts of the mishap engine, if applicable.

7.6.14.4. **(Added)** The TCTO history of the mishap aircraft and/or engine(s), as required.

7.6.14.5. **(Added)** The engine records from the Engine Management Office, if applicable.

7.6.14.6. **(Added)** The serial numbers of all suspension equipment and classified components, as required.

7.6.14.7. **(Added)** All support equipment servicing logs (i.e. LOX, Hydro, Oil servicing carts, etc.), as required.

7.6.14.8. **(Added)** All shop logs pertaining to the mishap aircraft.

7.6.14.9. **(Added)** DBM will lockout IMDS and consolidated engine management system (CEMS) records.

7.6.14.10. **(Added)** QA representative will hand-carry the impounded records and documents to the Safety Office.

8.2.3.2. **(Added)** The CTK Custodian will maintain a listing of all applicable warranted tool manufacturers. All broken/removed tools will be assessed for warranty against this listing before disposal. All unserviceable warranted tools will be separately stored and inventoried by the CTK Custodian.

8.2.4. **(Added)** TCMax will be utilized for the control and management of replacement, expendable and consumable hand tools, HAZMATs, and other items contained in CTKs. Dispatchable items that are consumable will be identified as such in TCMax and included on the MIL.

8.2.5.2. **(Added)** Special tools or equipment remaining in place for safety or task continuity will be signed out or hand-receipted, by the individual accepting responsibility, with approval from a production supervisor or civilian equivalent.

8.2.6.1. **(Added)** Refer to Paragraph 8.9. for lost tool/item procedures.

8.2.7.1. **(Added)** Refer to Paragraph 8.6. for tool and equipment marking and identification.

8.2.8. **(Added)** Personally issued equipment or personal items (i.e. safety glasses, ear protection, and reflective belts) are authorized providing they meet the requirements of the workcenter bio-environmental survey and are approved for use by the section chief. Items will be marked IAW para 8.2.8. (PACAF). Accountability of personally issued equipment is the responsibility of the owner. Personnel with lost or missing equipment items will follow local reporting procedures.

8.2.9.4. **(Added)** Rag control applies to all 354 FW maintenance organizations, to include units TDY to Eielson AFB. Rag control procedures are as follows:

8.2.9.4.1. **(Added)** Rags must be positively controlled. A complete inventory of rags will be conducted at the beginning and end of each shift. Rags issued for TDYs or deployments must be included during inventories.

8.2.9.4.2. **(Added)** A predetermined number of rags will be issued in TCMax (example; assign five each rags to a TCMax ID). Rags that are included as part of a CTK will be included on the MIL. Rags issued in pre-packaged containers will have the number of rags marked on the outside of the container.

8.2.9.4.3. **(Added)** Replacement rags will be issued on a one-for-one swap.

8.2.9.4.4. **(Added)** Dirty rags and clean rags must be separated.

8.2.10.1. **(Added)** Procurement of replacement tools will be limited to authorized GPC cardholders.

8.2.11.1. **(Added)** Refer to Paragraph 8.7. for locally manufactured, developed, or modified tools and equipment.

8.2.12.1. **(Added)** FSRs/DFTs/CFTs utilizing unit CTKs, tools, and equipment will be loaded into TCMax by the designated CTK custodian and will follow local procedures, as outlined in this instruction.

8.2.13.2. **(Added)** Decentralized CTKs, tools, and equipment will be locked when not in use. CTK custodians will only issue decentralized items on an as-needed basis. Items will be inspected upon issue and turn-in. The individual that signs out a decentralized item cannot be the same individual that signs the item back in.

8.2.14. **(Added)** All response trailer/vehicle (Hydrazine Response, etc.) tools and equipment will be tracked in approved tool control software.

8.2.14.1. **(Added)** Items similar to those normally stored in a CTK (i.e. tools/test equipment) and stored in a response trailer/vehicle will be annotated IAW this chapter while equipment (dunnage, pallets, or other consumable items/shop stock) are not required to be annotated in TCMax, but must be listed.

8.2.15.2. **(Added)** Coordinate with Production Superintendent, on shift, to assign a second party or on-duty supervisor to sign in tools.

8.2.16.1. **(Added)** Flight OIC/Chief will designate in writing individuals authorized unescorted access into tool rooms.

8.3.4.1. **(Added)** CTKs dispatched to the flightline/acft hangar will have a FOD bag inside or attached to the CTK. Foreign objects (FO) will be put in FOD bag during maintenance and then removed from FOD bag prior to turning in CTK.

8.3.4.2. **(Added)** Unless already protected by cases, covers or lids, all dispatchable test equipment ports, lines, hoses, electrical connections and ducts will be covered, capped or protected. Note: Due to FO potential, comm cords and headsets do not require caps.

8.3.4.3. **(Added)** Metal CTKs will not be placed on any aircraft exterior surface.

8.3.4.4. **(Added)** For safety, clearly mark all flight line dispatchable tool kits and equipment with reflective tape to increase visibility during hours of darkness/impaired visibility.

8.3.6.7.5. **(Added)** Dispatchable test equipment containing more than one piece (i.e. dust caps) also requires an approved MIL.

8.3.6.7.6. **(Added)** Units may use a smaller inventory list or label the container for dispatchable support equipment/dispatchable special tools that are too small to have a full page MIL inside the case.

8.3.13.1. **(Added)** Layout dye will be strictly controlled. Issue layout dye only to individuals who are engine blade blending qualified or designated in writing by SQ/CC or designated representative. Layout dye used for applications other than blade blending will be controlled in a manner that will prevent its issue to outside agencies.

8.6.1.2.1. **(Added)** See **Attachment 12** for Tool Kit Identification Numbers.

8.6.1.3.5.2. **(Added)** The container will be marked "(# of items) + case." For items with a 2-piece case, it will be marked "(# of items) + 2-piece case." For example, if you have a container with four allen wrenches, it should be marked "4 items + case."

8.7.1.1. **(Added)** Locally Developed Tool (LDT) will be submitted with the following procedures:

8.7.1.1.1. **(Added)** Reason LDT is needed and specific task(s) for which it will be used.

8.7.1.1.2. **(Added)** A picture or drawing of the LDT.

8.7.1.1.3. **(Added)** QA and the respective support section will maintain a copy of all approved LDT.

8.7.1.1.4. **(Added)** The Chief/Superintendent of Quality Assurance has been designated as the review/approval authority for all locally designed tools.

8.9.2.3.1.1. **(Added)** The MOC will execute the lost item checklist upon notification.

8.9.2.3.1.2. **(Added)** If the lost item/tool is not found within 1-hour of the search start time and it is determined the item/tool was used or lost within the immediate vicinity, in or around an aircraft, engine, or gun removed to armament shop, the asset will be considered for impoundment. (**NOTE:** Not an automatic impound.) Refer to Chapter 7 for impoundment procedures or paragraph 8.9.2.6. for discontinued search.

8.9.2.3.1.3. **(Added)** The MOC will assign a control number to the ACC Form 145.

8.9.2.6.4. **(Added)** Civilian Equivalent will coordinate with COR/GGFR prior to search being discontinued.

9.18.1.1. **(Added)** The requisitioning and control of TCTO kits is a supply process managed within the 354th LRS Maintenance Support Section.

9.20.3. **(Added)** Local manufacture requests determined mission essential are automatically approved if authorized by the item manager, depot engineers, supply coded, or identified in technical data as local manufacture. The MXS Maintenance Operations Officer and Superintendent will serve as the approval authority for all other requests. These requests must be routed through MXG QA.

9.20.4. **(Added)** For items that are MICAP, the fabrication flight chief or 354 MXS Production Superintendent may verbally approve local manufacture while documentation is being routed. However, JCN must be loaded in IMDS prior to start of local manufacture.

9.20.5. **(Added)** Local manufacture requiring supply processing.

9.20.5.1. **(Added)** Requester Responsibilities:

9.20.5.1.1. **(Added)** Ensures the local manufacture is JBD/SMR source coded local manufacture, and places on order.

9.20.5.1.2. **(Added)** Contacts the fabricating section to determine if the part can be locally manufactured. If yes, requester creates a JCN.

9.20.5.1.3. **(Added)** Delivers all data to the Local Manufacture Manager (LMM) in the Flight Service Center (FSC).

9.20.5.1.4. **(Added)** Fill out and provide AF Form 2005, as required.

9.20.5.2. **(Added)** Manufacturer Responsibilities:

9.20.5.2.1. **(Added)** Assists the requester in the design, material specifications, and quantity of required materials.

9.20.5.2.2. **(Added)** Maintains a log of all local manufacture transactions.

9.20.5.2.3. **(Added)** Coordinates local manufacture request to the next approval authority.

9.20.5.2.4. **(Added)** Prioritizes manufacture once approved, and when all materials are received. NOTE: 354 MXS MOO/SUPT may direct priority based on mission requirements.

9.20.5.2.5. **(Added)** Provides LMM with the actual cost of the local manufacture.

9.20.5.3. **(Added)** LMM Responsibilities:

9.20.5.3.1. **(Added)** Assists requestor in obtaining required documents and processing supply transactions. Priority 06 will be used for LM unless a higher priority can be justified.

9.20.5.3.2. **(Added)** Verifies the item is coded as (JBD) and non-procurable.

9.20.5.3.3. **(Added)** Develops a system to track local manufacture packages through the approval process.

9.20.5.3.4. **(Added)** Generates a 9-place tracking number. The first two characters identify the fabricating activity, the next four the Julian date of the request, and the last three the number of the local manufacture. (Example: MT1201047 indicates metals technology, processed the 201 day, and is the 47th request for 2001).

9.20.5.3.5. **(Added)** Forwards local manufacture package to the manufacturer and inputs transaction in the tracking system. LMM establishes a six-part folder to include the following information:

9.20.5.3.5.1. **(Added)** TAB A: LCL-354MXG-21-7, *Local Manufacture Checklist.*

9.20.5.3.5.2. **(Added)** TAB B: DD Form 1348-6/AF Form 2005, *Issue/Turn-In Request*.

9.20.5.3.5.3. **(Added)** TAB C: Drawings and/or blueprints, depot/item manager approval.

9.20.5.3.5.4. **(Added)** TAB D: Supply/purchase order documents for materials.

9.20.5.3.5.5. **(Added)** TAB E: Received material receipts.

9.20.5.3.5.6. **(Added)** TAB F: Notes.

9.20.5.3.6. **(Added)** Coordinates with the fabricating activity on a weekly basis to update status of local manufacture.

9.20.5.3.7. **(Added)** Maintains copies of local manufacture documents for one year after completion. If the requesting organization suspects that a local manufacture will be a recurring requirement, they will inform the LMM to indefinitely maintain manufacturing documents, including prints and drawings, until the requirement no longer exists.

9.20.5.4. **(Added)** Respective shops will maintain a copy of approved request as long as item is in service.

9.30. **(Added)** D23 Items. Items on the D23 cannot be coded MDR until after TIN has been processed by 354 LRS Maintenance Support Section. They shall be input into Joint Deficiency Reporting System (JDRS).

10.7.3. **(Added)** All maintenance actions to be performed on WLT designated aircraft must be coordinated through the WS superintendent.

Table 11.1. (Added) Mandatory Special Certification Roster (SCR) and Prerequisites.

	A	B
Item	Mandatory SCR Item Titles	Prerequisites
12	Red-X" and/or IPI - limited	SrA or higher, minimum 5-level 2W1X1 (or civilian equivalent) qualified in load crew chief position. Limited to Red X items related directly to tasks in the 1F-16X-33-1-2 and associated checklists (Note 2).
	A	B
Item	Mandatory SCR Item Titles	Prerequisites
44	Sign off "cannot duplicate" discrepancies	SSgt or higher, minimum 7-level (or civilian equivalent) (Note 2).
45	Sign off "repeat/recur" discrepancies	SSgt or higher, minimum 7-level (or civilian equivalent) (Note 2).
Note 1 – Approved by MXG/CC Note 2 – Approved by MOO/MX SUPT Note 3 – MOO/MX SUPT may delegate approval authority to the AMU OIC/NCOIC or Flight commander/chief.		

11.6.1.1. **(Added)** Debrief will assign and load JCNs for Red Ball maintenance into IMDS. The affected flightline expediter will supply the following information:

11.6.1.1.1. **(Added)** Aircraft tail number.

11.6.1.1.2. **(Added)** Aircrew discrepancy.

11.6.1.1.3. **(Added)** Debriefers will determine if the discrepancy is a repeat or recur and notify the expediter if it is.

11.6.1.1.4. **(Added)** If the aircraft ground aborts, debriefers will upgrade the capability code and show the sortie as a ground abort.

11.6.1.2. **(Added)** Deployed/TDY procedures:

11.6.1.3. **(Added)** The debriefer will forward information to home station MOC at least once every flying day, if MOC personnel are not deployed.

11.6.5.2. **(Added)** Refer to 354 MXG OI 21-108, *Red Ball Procedures*.

11.8.1.1. **(Added)** Refer to 354FWI 21-135, *Preventing Foreign Object Damage (FOD)* for additional program requirements.

11.8.3.6.2. **(Added)** Refer to 354FWI 21-135, *Preventing Foreign Object Damage (FOD)*.

11.9.4. **(Added)** MTF will conduct panel/fastener care and Dropped Object Prevention Program (DOP) awareness training as part of initial/block training.

11.9.5. **(Added)** Unit supervision will coordinate with the wing DOP monitor for completion of the 354 FW Form 27 for all DOP incidents.

11.9.5.1. **(Added)** QA will report preventable/non-preventable investigation results to the wing DOP monitor. The wing DOP monitor will include a summary of all dropped objects in the wing quarterly FOD prevention meeting.

11.9.6. **(Added)** The following steps will be accomplished anytime a dropped object situation occurs:

11.9.6.1. **(Added)** Unit will notify the MOC.

11.9.6.2. **(Added)** The MOC will run the DOP checklist. The wing DOP monitor will assign a report control number for each incident.

11.9.6.3. **(Added)** The Command Post will brief 354 FW/CV for determination of reporting OPREP-3 reports.

11.10.1. **(Added)** Refer to 354 MXG OI 21-10000, *Aircraft Structural Integrity Program.*

11.12.2.3.2. **(Added)** The AMU RWR/RTHW program manager will send a report summarizing RWR/RTHW checks by the 5th day of the following month to the AMU OIC/NCOIC, AMXS MOO/SUPT, and group RWR/RTHR program manager or civilian equivalent.

11.12.2.3.3. **(Added)** The AMU RWR/RTHW program manager will maintain a continuity program containing the following information as a minimum: Appointment letter, applicable extracts from this instruction, RWR/RTHW worksheets, and summary reports.

11.13.9. **(Added)** CANNs will be logged in local spreadsheet and entered into IMDS.

11.13.10. **(Added)** Refer to 354 MXG OI 21-107, *Cannibalization Procedures*.

11.16.7. **(Added)** Intake/Exhaust Inspections. Inspect anti-personnel guards and bell mouth screens for FOD and serviceability prior to all ground maintenance engine runs. This pre-use/pre-engine run inspection will be documented on the AFTO IMT 781A on a “Red X” entry, along with the engine run screen number. CAUTION: Do not use engine antipersonnel screens under ice FOD alert or conditions; instead, position a qualified individual to safely observe the engine inlet for ice buildup during the ground maintenance run. This individual will be in clear view of the run supervisor at all times, in order to signal for immediate shutdown should ice form on the inlet lip. Hush house runs require 354 MXS Commander, maintenance supervisor/superintendent, or production superintendent approval.

11.16.7.1. **(Added)** Report all engine FOD to the wing FOD prevention monitor or alternate.

11.17.1.4.2.4. **(Added)** 180-Day Emergency Procedures Exam.

11.25.3. **(Added)** Refer to LCL-354MXG-00-2, *Hot Pit Refueling 354 MXG Local Checklist*.

11.25.4.1. **(Added)** Terms.

11.25.4.1.1. **(Added)** Simultaneous Hot Refuel Operations. Anytime two or more aircraft, like or mixed MDS, are refueled on same hot refueling pad.

11.25.4.1.2. **(Added)** Units have the option to combine the de-arm and cursory area during contingency operations and readiness exercises/inspections.

11.25.4.1.3. **(Added)** Certified hot pit refueling areas on Eielson AFB are Oscar and South ramp. NOTE: No restrictions exist on Eielson AFB regarding aircraft loaded with munitions during hot pit refueling operations in areas certified.

11.25.4.1.4. **(Added)** Cursory Crew: A two-man crew that performs hot refueling pre-entry checks. The crew will consist of launch and recovery (B-Man task) qualified technicians who shall be familiar with hot refueling operations, installation of ground safety pins, aircraft marshalling, and determining hot brake conditions.

11.25.5.1. **(Added)** AMU program managers:

11.25.5.1.1. **(Added)** Keeps track of initial and reoccurring training certification, proficiency, and special requirements.

11.25.5.1.2. **(Added)** Coordinates with QA for evaluations, when required.

11.25.5.1.3. **(Added)** Forecasts, as needed, with PS&D during long-range planning/3-month outlook to determine if there is an ops requirement/maintenance training need for hot pit refueling.

11.25.5.1.3.1. **(Added)** Once need is established, AMXS MOO/SUPT will train/maintain a minimum of one primary and one alternate hot pit refueling certifier, per AMU. The AMU OIC/SUPT and Fuels Management Flight Chief/Commander will appoint these individuals.

11.25.5.2. **(Added)** AMU lead production superintendent:

11.25.5.2.1. **(Added)** Builds hot pit refueling events into quarterly, monthly, and weekly maintenance plan, as required.

11.25.5.2.2. **(Added)** Coordinates hot refueling events with airfield management and fuels management flight to ensure no limiting factors exist.

11.25.6.1.3. **(Added)** Pad Supervisor ensures hot pit refueling area is set up a minimum of 30 minutes prior to scheduled arrival of first aircraft. Coordinates with affected agencies at earliest convenience if aircraft might land early or late to prevent excessive delays.

11.25.6.1.4. **(Added)** Pad Supervisor ensures the MOC has notified fire department and fuels management flight 30 minutes prior to scheduled arrival of first aircraft.

11.25.6.2.1. **(Added)** Refuel Supervisor (A-Member) will give a safety briefing to all team members prior to starting refuel. Exception: The Pad Supervisor will give the safety briefing if simultaneous refueling operations are conducted.

11.25.8.3.1. **(Added)** Phase 3 is the responsibility of each AMU. After phase 1 and 2 are complete, individuals must perform a minimum of 1 hot pit refuel in presence of a trainer. Only after the trainee is fully proficient can the squadron certifier certify them. The squadron certifier and trainer cannot be one in the same. Under unusual circumstances, a QA certifier may perform certification in place of AMU certifier. NOTE: Notify QA one day in advance of scheduled event to allow time to verify completion of prerequisite training.

11.25.8.5.2. **(Added)** Certifiers will be certified in all positions.

11.25.8.5.3. **(Added)** QA Certifier will conduct Proficiency Evaluations on all certifiers IAW paragraph 11.25.8.

11.25.9.1.3. **(Added)** Documenting Duty positions. Document the cursory, A-member, B-member, C-member, and hot pad supervisor positions individually on AF Form 797 (or automated equivalent) if not listed in Job Qualification Standard (JQS).

11.25.12. **(Added)** TDY Units wanting to utilize Eielson AFB Hot Pits will provide in advance a copy of their home station hot pit procedures to the 354 MXG QA office. Additionally, the unit will also bring a Squadron Certifier SCR qualified individual as part of the TDY team. The units Squadron Certifier will conduct a cold pit familiarization training class for all personnel involved before hot pit operations begin. The training class will include representatives from the Eielson AFB fire department, QA and POL offices. Lastly, the units Squadron Certifier and a representative from the 354 MXG QA office will be present to observe the first aircraft to go through the hot pits to verify adequate procedures are in place.

11.28.1.1. **(Added)** See 354FWI 21-110, *Emergency Response and Crash, Damaged, Disabled Aircraft Recovery (CDDAR)* Program.

11.28.2.5.2. **(Added)** Refer to LCL-354MXG-60-12, *Crashed, Damaged, Disabled Aircraft Recovery (CDDAR) Procedures*.

11.31.3.2. **(Added)** Refer to EIELSONAFBI 13-204, *Airfield Operations Instruction and Local Flying Procedures*.

11.35. (Added) **Aircraft Towing.**

11.35.1. **(Added)** Tow team supervisor will ensure LCL-354MXG-21-1, *Hangar Entry Checklist,* is complete and displayed on the forward left side of the aircraft.

11.35.2. **(Added)** An aircraft in one of the designated FSRFs will have a tow bar or emergency snatch bar attached to it.

11.36. (Added) **Hangar Door Operations**

11.36.1. **(Added)** AMXS/MXS MOO/SUPT or civilian equivalent will establish procedures to train and qualify personnel to operate electrically driven hangar doors. Track authorized operators in IMDS. Include a safety briefing in the training to address emergency evacuation plan and manual mode door operation, at a minimum. See LCL-354MXG-21-3, *Aircraft Hangar Door Operation Checklist*.

11.36.1.1. **(Added)** 353 CTS will train ADVON personnel on hangar door operation procedures (See LCL-354MXG-21-3). ADVON personnel in turn will train their unit personnel. Units working out of North Bays (Bldgs. 1227/1228), South Bays (Bldgs. 1335/1338), and Nose Dock 7 (Bldg. 1232), will maintain a list of personnel authorized to operate the hangar doors. 353 CTS/ES will train a limited number of personnel authorized to operate hangar doors in the Thunder Dome (Bldg. 1140). A list of authorized personnel will be maintained by the RED FLAG MOC.

11.37. (Added) **Chafing Awareness Program.** This program is mandatory for fighter aircraft units and other MDS IAW applicable MDS technical data. QA must monitor and track instances of wire, harness and metal line/tube chafing. 10% of assigned aircraft are inspected when

notification is received of a potential chafing problem involving like model, lot number or block of aircraft.

11.37.1. **(Added)** Maintenance supervision will coordinate with MXG/QA (OSL/QA, if required) to complete a sampling of 10% of assigned aircraft (minimum three aircraft) potentially affected to verify the existence of suspected chafing conditions or damage. 354 MXG QA (OSL/QA, if required) will brief the MXG/CC (OG/CC, if required) on the findings and make a recommendation on a course of action based upon the results.

11.37.2. **(Added)** The chief inspector shall recommend initiating an OTI if the sampled aircraft indicates a chafing problem or the detected chafing is an operational safety hazard.

11.37.3. **(Added)** QA must develop local chafing inspection work cards if there are no requirements in the Dash-6 TOs, for periodic, pre-flight, thru-flight and basic post-flight inspections. Ensure local work cards cover at least 50% of accessible areas, focusing on known chafing areas.

11.37.4. **(Added)** QA must utilize a database for the purpose of tracking wire and harness chafing problems identified through OTIs and maintenance cross-tell reports. Consult the database before expending man-hours performing inspections.

11.38. **(Added) Engine Courtesy Run Procedures.**

11.38.1. **(Added)** The Propulsion Flight Chief will ensure that all reasonable efforts have been made to troubleshoot engines while installed in the aircraft.

11.38.2. **(Added)** The responsible AMU will coordinate with the Propulsion Flight Chief and the Production Supervision prior to requesting an engine to be run on the test cell.

11.38.3. **(Added)** The engine removed from the aircraft for the test cell courtesy run is owned by the AMU and will not be inducted for JEIM.

11.38.4. **(Added)** The AMU will provide courtesy run support at the request of the propulsion flight chief. A minimum of two AMU qualified engine technicians will be made available for all aspects of the courtesy run, if requested. They will coordinate, perform, and document all required maintenance and parts requisition for the courtesy run engine with assistance from the propulsion flight personnel.

11.38.5. **(Added)** The courtesy run process may be halted until requested AMU personnel are present.

11.38.6. **(Added)** Propulsion flight will use a modified work package when conducting a courtesy run.

11.38.7. **(Added)** The JEIM section chief will release the engine upon completion of the engine work package. The engine work package will be submitted to the engine management section for historical records keeping.

11.39. (Added) Maintenance Cyber Discipline/Hygiene

11.39.1. **(Added)** To help minimize the risk of malware being introduced into Air Force Weapon Information Systems (i.e. aircraft and support equipment), the below will be followed by all personnel in addition to -17 Series publications (i.e. AFMAN 17-1301)

11.39.2. **(Added)** Air Force Information Systems will be used authorized purposes only.

11.39.3. **(Added)** Malware can spread from different Information Systems via removable media. The following will need to be applied to mitigate malware introduction into Information Systems:

11.39.3.1. **(Added)** Approved removable media will be virus scanned before use.

11.39.3.2. **(Added)** Positive control of removable media will be maintained at all times.

11.39.3.3. **(Added)** Use read-only media when possible, and do not use re-writeable media unless required.

11.39.4. **(Added)** All standalone and independent Information Systems will have current anti-virus software downloaded. Contact the Information Systems Security Manager to receive the process for updating the anti-virus software.

11.39.5. **(Added)** Only Authorizing Official approved hardware and software with mission critical justification are allowed to be introduced to an Air Force Information System. Contact the local Communications Focal Point (CFP) at 377-2666 option 2 to request adding new hardware or software. Do not connect personally-owned media or peripheral devices with volatile or non-volatile memory (i.e. music/video Compact Disks (CD)/Digital Versatile Disk (DVD), MP3 players, and Universal Serial Bus (USB) drives).

11.39.6. **(Added)** Users will not use, access, or insert unauthorized external media devices into any Air Force Information System.

15.1.5.2.4. **(Added)** MO PS&D will create/maintain a standardized transfer checklist. This checklist will be used to ensure all requirements are accomplished prior to transfer.

15.2.3.3.2. **(Added)** Personnel will use LCL-354MXG-21-5, *18 AMU Aircraft Document Review Checklist*.

15.2.4.1.2. **(Added)** The pre-dock meeting will be conducted prior to induction into phase.

15.2.6. **(Added)** Refer to **Attachment 13** for assignment of manual JCNs.

15.2.7.4. **(Added)** In the event of an aircraft mishap involving an aircraft assigned to the 354th FW, the MOC will contact the IMDS/DBM and request applicable aircraft history stored in the database.

15.2.7.4.1. **(Added)** Immediately following notification from the MOC, the IMDS/DBM will place the system in File Update Mode (FUD), and a save of the database will be performed. The Maintenance Data System Analysis (MMA) section will provide three copies of aircraft historical data information to MXG/QA ASAP.

15.2.7.4.2. **(Added)** MOC will notify the MO PS&D section of the event, which will collect aircraft historical records/pulled forms and secure the jacket file until receiving further guidance.

15.2.7.4.3. **(Added)** MO PS&D section will consolidate affected aircraft records for MXG/QA. QA will deliver the records to the local safety office/mishap board when tasked to do so.

15.3.2. **(Added)** Egress and AFE shop personnel will be officially appointed by the section chief, trained and authorized to validate and process IMDS screen 128 to clear suspenses for only their section's SIs and TCIs – on or off the aircraft. Appointed personnel will notify PS&D by uploading suspenses to the PS&D SharePoint Site.

15.3.2.1.2. **(Added)** The performing work center responsible for removing and replacing a TCI, serially controlled, or configuration managed item on the aircraft will update IMDS for all scheduled or unscheduled maintenance actions.

15.3.3.1.2.1. **(Added)** TCTO Procedures. When hazardous materials are required to complete TCTO actions the applicable work centers will fill out an AF Form 3952, *Chemical Hazardous Material Request/Authorization Form*, and send to the HAZMART. Hazardous Materials will not be ordered using the GPC without HAZMART approval.

15.3.4.1.1.1. **(Added)** Reviews suspense files daily and process and/or delete suspense files as required. All suspense files will be printed or downloaded prior to process and/or deletion. Review daily, all PSN installation data using IMDS screen 128, and validate all suspense records for correct configuration management. All suspense records will be maintained digitally for at least 30 days. All TCTO status changes will be made on the IMDS screen 525 filed in the TCTO folder unless a new 525 is printed and filed in the TCTO folder.

15.3.4.2. **(Added)** MO PS&D will email AMU dedicated schedulers, AFE, Egress, EM, and other affected agencies (as applicable), a list of MSAT/MSM produced overdue inspections/TCIs, missing/wrong WUC error reports once a week.

15.3.4.2.4.2. **(Added)** The MO PS&D TCI monitor will use the MO PS&D developed JML review checklist when accomplishing the JML review. The completed checklist will be maintained on file with the AF Form 2411 until the next JML review is accomplished.

15.3.4.3.1.1. **(Added)** 354th OSS Aircrew Flight Equipment:

15.3.4.3.1.1.1. **(Added)** Maintains IMDS data accuracy for survival kits and components, kit and chute installed locations, and corrects any detected errors.

15.3.4.3.1.1.2. **(Added)** Maintains an AFTO Form 338, *Survival Kit Record*, for each survival kit with PSN, lot number, DOM, DOI, inspection and time change due dates, and current installed location.

15.3.4.3.1.1.3. **(Added)** Provides TCI forecast information for all locking cord cutters to MO PS&D sections IAW TO 00-20-9.

15.3.4.3.1.1.4. **(Added)** With the help of PS&D loads, installs, and establishes time change and/or inspection intervals for IMDS tracked items using appropriate IMDS screens, and corrects errors, as necessary.

15.3.4.3.1.1.5. **(Added)** Verifies drogue chute parachute and survival kit PSNs when removing and reinstalling these components to FOM, and corrects IMDS information when errors are detected.

15.3.4.3.1.1.6. **(Added)** Maintains AFTO Form 392, *Parachute Repack, Inspection, and Component Record*, or equivalent, on each parachute with PSN, lot number, DOM, DOI, due date, and installed position. Loads, installs, and establishes time change and/or inspection intervals for each drogue parachute component installed or replaced using appropriate IMDS screens.

15.3.4.3.3.2.1. **(Added)** Egress section:

15.3.4.3.3.2.1.1. **(Added)** Initiates and maintain current inventory of all egress TCIs by aircraft canopy and seat to include noun, PSN, lot number, DOM, DOI, due dates, and position.

15.3.4.3.3.2.1.2. **(Added)** Monitors monthly, egress item PRA and corrects errors, as required.

15.3.4.3.3.2.1.3. **(Added)** Performs hands-on inventory of all CAD/PAD items in conjunction with 36 month canopy and seat inspections.

15.3.4.3.3.2.1.4. **(Added)** Loads, installs, and establishes time change or inspection interval for each replacement PSN item, using the JST number of DOM or DOI, whichever comes due first.

15.3.4.3.3.2.1.5. **(Added)** Reviews IMDS screen 690 daily for GCSAS errors on F-16 aircraft components created from shop remote identifications, and contacts PS&D section for correct resolutions.

15.3.4.3.3.2.1.6. **(Added)** Coordinates with PS&D section for any removal and replacements of time change items that were damaged or found defective.

15.3.4.3.3.2.1.7. **(Added)** Provides a CAD/PAD verification sheet to PS&D section for required updates to egress configuration TCI data when completing the 36-months seat and canopy inspection.

15.3.5.2.1. **(Added)** Specific guidance for DESTRAP 107T technical assistance.

15.3.5.2.1.1. **(Added)** Affected unit will ensure QA and Air Force Engineering and Technical Service (AFETS) representatives are notified that repairs are beyond TO limits but are within wing repair capabilities. Examples illustrating the intent of this paragraph are: repair or blend aircraft skin gouges and/or cracks, disbonding of aircraft panel surfaces, and boring or over sizing of aircraft bushing or fixtures.

15.3.5.2.1.2. **(Added)** Requesting unit Pro Super/civilian equivalent may communicate with depot technical representatives to discuss proposed disposition/course of repair. E-mail correspondence will not be used as authorization for repair. To receive valid disposition/repair instructions, a Microsoft Word 107T form/DESTRAP 107T request must be used. The requesting unit will write the formal 107T request and forward to QA and PS&D for coordination. QA (Primary) or Pro Super/civilian equivalent (Alternate) will update the request on the DESTRAP website and forward the web link to QA, MXG leadership, and PS&D for informational purposes.

15.3.5.2.2. **(Added)** Specific guidance for DESTRAP 107M un-programmed depot-level maintenance.

15.3.5.2.2.1. **(Added)** Upon notification that work to be performed is outside field level capabilities, QA in coordination with the affected unit, will generate the 107M via the DESTRAP website. Examples illustrating the intent of this paragraph are: aircraft crash, aircraft fire, and major structural damage/repairs. NOTE: 107M request will normally be created from an existing 107T request based upon feedback from aircraft engineers. Ensure all 107T data to include engineering comments transfer over to the 107M request.

15.3.5.2.2.2. **(Added)** QA (Primary) or Pro Super/civilian equivalent (Alternate) will be the 354 FW point of contact for 107M requests. The requesting agency will ensure QA, MXG leadership, and PS&D are notified of all 107M requests and status.

15.3.5.2.2.3. **(Added)** The affected unit will make all necessary arrangements for arriving technicians to include tools, test equipment, hangar space, security clearances, transportation, and billeting. Additionally, they will notify QA, MXG leadership, and PS&D of the team's arrival, work status, and departure.

15.4.1.2.20.2. **(Added)** If IMDS is disabled, all engine transactions (engine/parts removals and installations, engine inspections, history updates, TCTOs, TCIs, engine status changes) will be accomplished by the use of manual AFTO Form 95 entries in conjunction with the 00-20-5-1-X series technical orders. AFTO Form 781E, *Accessory Replacement Document*, will be used to document interval times for accessories and components on engines (these items are listed in applicable -6 aircraft technical order), and AFTO Form 349, *Maintenance Data Collection Record*, will be used to document all maintenance, once IMDS is up and properly running all data will be entered into IMDS.

15.4.1.2.20.3. **(Added)** If CEMS is disabled, all transactions (engine/parts removals and installations, history updates, TCTOs, TCIs, engine status changes) will be either phoned in (DSN 884-4688, 336-4265, or 336-2036) to a CEMS technician, or emailed to (CEMS PMO Support) Tinker CEMS Division for manual updating.

15.4.1.2.20.4. **(Added)** For engine download processing, if one database is disabled, processing into CETADS will continue as normal in the active database VIA the CFP. All recorder times will be printed out, dated, and saved so when the disabled database is enabled, times can be manually input in sequence by date received. If both systems are disabled, downloads will continue to be forwarded to engine management section through CETADS, where they will be saved to an external media source, then saved in the EMDL folder (O:\MXOE\03 Daily EMDL), by date. Times will be manually added to the paper copy AFTO Form 95 for each engine. Once both systems are enabled, data in the EMDL folder(s) will be processed in order by date received.

15.4.1.2.20.5. **(Added)** Procedures for deployed engines are the same. The deployed engine monitor will email or phone in information and engine management section will process it using the above procedures.

15.4.1.2.21.3. **(Added)** Deployed Engine Manager Responsibilities:

15.4.1.2.21.3.1. **(Added)** Notify Engine Management of telephone numbers, fax numbers and email addresses of all personnel that will be updating engine data.

15.4.1.2.21.3.2. **(Added)** Monitor status of all deployed engines (installed and spare) and report status as necessary. Notify Engine Management immediately when an engine change occurs. Engine status changes include removals, installations, shipments (gains and losses), tracked component/part removals, and tracked component/part installations.

15.4.1.2.21.3.3. **(Added)** Comply with the Deployed Engine CANN Procedures as written by the Propulsion Flight Chief, located in Engine Management Deployed Engine Manager Continuity Book.

15.4.1.2.21.3.4. **(Added)** Ensure EHR COP files are downloaded daily and are sent to home station for updating via email at the end of the flying day.

15.4.1.2.21.3.5. **(Added)** Inform Engine Management as soon as possible of a serially controlled part change PRIOR to the installation is critical for proof of serviceability and TCTO compliance.

15.4.1.2.21.3.6. **(Added)** Provide TCN number before departing deployed location of any shipped engine equipment.

15.4.1.2.21.3.7. **(Added)** Ensure Engine Management provides a CEMS product E407 opt 1 and 4 (paper or electronic) for all deployed spare engines

15.4.1.3.4.2. **(Added)** Refer to 354 MXG OI 21-104, *Selective Management of Selected Gas Turbine Engines*.

15.4.1.3.14.1. **(Added)** In the event that LAN connectivity cannot be achieved, the following action will be taken:

15.4.1.3.14.1.1. **(Added)** When CETADS is down at home station, the AMU will forward data downloads to EM section on external media. EM section will store the data in date time order for processing at the earliest connection. EM section will forward the data file to CEMS and IMDS using the CFP at the first available opportunity, after achieving connectivity.

15.4.1.3.14.1.2. **(Added)** When CETADS is operational the AMU will provide aircraft engine downloads no later than 0700 hours on the next duty day following the aircraft sortie. If an aircraft condition prevents downloading, inform Engine Management of the condition within the time frame mentioned above.

15.4.1.3.14.1.3. **(Added)** At a deployed location, the deployed engine manager or responsible person will forward data downloads to the home station EM section via .data file through e-mail. This data will be loaded into CETADS by engine management and will be stored by EM in date time order if a connection is not immediately available.

15.4.1.3.14.1.4. **(Added)** The deployed engine manager will have preprinted engine/part removal, and installation data forms as a part of his/her deployment package. The Engine Managers Data List (EMDL) will be run daily in order to immediately correct errors and variances.

15.4.1.3.15. **(Added)** Engine TCI, TCTO, and inspection policies.

15.4.1.3.15.1. **(Added)** For engines being placed in spare status awaiting issue, EM section will verify with current data from IMDS Screen #713, Option 1. This verification also applies if new engine inspection criteria become applicable between the time the engine is placed in spare status and the time of issue.

15.4.1.3.15.2. **(Added)** For required engine inspections; EM section will run appropriate automated products weekly or as requested to assist AMUs in the management of engine inspections. When an engine has no more than 10% of time remaining to inspection, EM section will schedule the appropriate inspection in IMDS.

15.5.5.3.6. **(Added)** All inputs for the monthly schedule will be provided to the PS&D section no later than close of business on the 3rd Wednesday of the preceding month unless requested earlier to support unique mission requirements. E-mail all inputs to e-mail address **UDG_354MXG_MXOSPSD@us.af.mil** (354 MXG/MXOS PS&D).

15.5.6.1. **(Added)** Standardization. The following guidelines have been established to standardize scheduling practices in the 354 FW.

15.5.6.1.1. **(Added)** The flying squadron flying window is defined as the first local flying squadron take-off to the last local flying squadron landing to include cross country departure/return. The wing will adhere to a 10-hour maximum flying squadron flying window, unless otherwise approved by the 354 MXG/CC and 354 OG/CC.

15.5.3.1.2. **(Added)** Schedule all cross-country (XC) missions departing from Eielson AFB on the daily flying page with takeoff and estimated land times printed. XC missions originating from off station (returning to Eielson AFB) will be listed with a XC line number for the returning sortie along with an estimated takeoff and land time if available, or to be determined (TBD) if times are unknown, on the daily flying page. Aircraft designated as air spares to support XC deployments will use XC line numbers. NOTE: Any changes to off station XC sorties will not be recorded as a deviation for Flying Scheduling Effectiveness (FSE).

15.5.6.1.3. **(Added)** Requests for fly-bys, static displays, air shows, and local quiet hours will be coordinated through 354 OSS/OSO. Additionally, 354 OSS/OSO will be the focal point for coordination with visiting units not associated with RED FLAG-Alaska exercises.

15.5.6.1.4. **(Added)** All notifications of fly-bys, static displays, air shows, and local quiet hours requests will be made to 354 OSS/OSO by 354 FW Public Affairs, via DD Form 2535, *Request for Military Aerial Support*. All local requests for wing assets to be static displays will be coordinated using a Static Display Request letter.

15.5.6.1.5. **(Added)** 354 OSS/OSO will forward dates, location, desired aircraft configuration and recommended tasking to respective squadron commanders and the OG/CC.

15.5.6.1.6. **(Added)** Squadron commanders will notify OG/CC of their ability to support the request. The OG/CC will notify 354 OSS/OSO of approval or disapproval. Status of all static display and fly-by requests will be discussed and approved/disapproved at the scheduled MXG/OG scheduling meeting.

15.5.6.1.7. **(Added)** 354 OSS/OSO will be responsible for handling and coordinating the approval package with Major Command (MAJCOM) and non-appropriated funds (NAF) when required for additional approval.

15.5.6.1.8. **(Added)** 354 OSS/OSO will follow through on the aerial event until mission execution.

15.5.6.1.9. **(Added)** Minimum Turn Times. Turn time is defined as the time from aircraft landing to the next takeoff. Minimum turn times during winter months (bay operations) will be 3.5 hours and 3.0 hours for summer months (1 May - 15 Sep) (flight line operations).

15.5.6.1.10. **(Added)** Crew ready times for all scheduled aircraft will be called into the Maintenance Operations Center (MOC) and flying squadron (FS) Top 3 no later than 60 minutes prior to takeoff.

15.5.6.1.11. **(Added)** 354 FW Unique Requirements:

15.5.6.1.11.1. **(Added)** During RED FLAG-Alaska and other Pacific Air Forces (PACAF) directed exercises, the 354 FW will utilize an Air Tasking Order (ATO) driven daily flying schedule. It will be finalized and published not later than 2 hours prior to first takeoff time and 1 hour prior to takeoff for any subsequent ATOs. Daily published flying and maintenance schedules do not require an AF Form 2407, *Weekly/Daily Flying Schedule Coordination*, for implementation and are applicable to all affected organizations. MOC will load the finalized schedule in the Integrated Maintenance Data System (IMDS). Normal deviations will be recorded using the published daily ATO flying schedule.

15.5.6.1.11.2. **(Added)** During DISTANT FRONTIER operations, normal day-to-day scheduling procedures will apply, IAW AFI 21-101, to include all AF Form 2407 change requests will be coordinated during the daily maintenance/production meeting the day prior to implementation to ensure adequate assets are available to support the daily flying schedule.

15.5.6.2.13. **(Added)** The flying squadron will input the shell in PEX, to include turn patterns, mission configurations, takeoff and land times, and sortie durations for next week's operations scheduling program no later than 1200 two duty days prior to the Monday maintenance scheduling meeting for the affected week. The shell will be agreed upon and finalized in the approved operations scheduling program no later than Friday at 1000 prior to the affected week or as requested to meet mission requirements. Any changes after set deadline, if not coordinated with MO PS&D, will need an AF Form 2407 with designated approval authority to ensure operational requirements do not exceed aircraft availability and maintenance capability.

15.5.6.3.1.2. **(Added)** Authorized 354 FW Sortie Sequence Numbers (SSN) is as follows:

Figure 15.1. (Added) Authorized 354 FW Sortie Sequence Numbers (SSN) is as follows.

101 series	Home Station
601 series	TDY
701 series	Exercises / RED FLAG-Alaska
801 - 825	Adds
826 - 850	OCF / FCF
901 - 925	Cross Country Return
926 - 950	Cross Country Out

15.5.6.9.2.1. **(Added)** PS&D will verify and coordinate with applicable work centers the compliance status of the previous days scheduled maintenance by 0800 daily. Scheduled maintenance actions not documented as completed on, or prior to the scheduled date in IMDS by 0900 for the previous day will be coded as "missed events" and assigned a deviation category.

BENJAMIN W. BISHOP, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

354FWI 21-110, *Emergency Response and Crash Damaged Disabled Aircraft Recovery (CDDAR)*, 29 Jun 2016

354FWI 21-125, *Hydrazine (H-70) Familiarization Training, Leak Detection, Spills, and recovery of Aircraft with Fired Emergency Power Units*, 7 Mar 2012.

354FWI 21-135, *Preventing Foreign Object Damage (FOD),* 24 May 2016

354FWI 21-300, *Functional Check Flight Program*, 22 Jun 2011

354 MXG OI 21-107, *Cannibalization Procedures,* 27 Apr 2018

354 MXG OI 21-10000, *Aircraft Structural Integrity Program,* 23 Mar 2018

EIELSONAFBI 13-204, *Airfield Operations Instruction and Local Flying Procedures*, 8 Apr 2016

LCL-354MXG-01-1, *Emergency Action Procedural Checksheets*, 30 May 2014

LCL-354MXG-20-4, *F-16 Hydrazine Emergency Procedures for initial response, Leak Containment, Spill Cleanup, and Neutralization, USAF Series, F-16 Aircraft, Through Block 52*, 23 Sep 2014

LCL-354MXG-21-1, *Hangar Entry Checklist*, 12 Jul 2018

LCL-354MXG-21-2, *Aircraft Weighing Preparation Checklist*, 12 Jul 2018

LCL-354MXG-21-3, *Aircraft Hangar Door Operation Checklist*, 12 Jul 2018

LCL-354MXG-21-4, *Intake Maintenance Checklist*, 12 Jul 2018

LCL-354MXG-21-5, *18 AMU Aircraft Document Review Checklist*, 12 Jul 2018

LCL-354MXG-21-6, *Impoundment Checklist*, 12 Jul 2018

LCL-354MXG-21-7, *Local Manufacture Checklist*, 20 Mar 2019

Prescribed Forms

354FW Form 25, *Electronic Warfare Integrated Reprogramming Checklist*

354FW Form 27, *Dropped Object Report*

354FW Form 147, *Quality Assurance Impoundment Record*

Adopted Forms

ACC Form 145, *Lost Tool/Object Report*

AF Form 2005, *Issue/Turn-In Request*

AF Form 3952, *Chemical/Hazardous Material Request Authorization Form*

AFTO Form 338, *Survival Kit Record*

AFTO Form 350, *Reparable Item Processing Tag*

AFTO Form 392, *Parachute Repack Inspection and Component Record*

AFTO Form 781E, *Accessory Replacement Document*

DD Form 1574, *Serviceable Tag-Materiel*

DD Form 2535, *Request for Military Aerial Support*

DD Form 2875, *System Authorization Access Request (SAAR)*

Abbreviations and Acronyms

ACRIU—Advanced Conventional Remote Interface Unit

AGRS—Aggressor Squadron

ASAP—As Soon As Possible

ATT—Audit Trail Tape

BNCC—Base Network Control Center

CETADS—Comprehensive Engine Trending and Diagnostics System

CFP—Communications Focal Point

CLP—Centerline Pylon

CTS—Combat Training Squadron

DESTRAP—Damage Evaluation System Technical/Repair Assistance Page

DO—Director of Operations

EEC—Engine Electronic Control

EMDL—Engine Managers Data List

EPU—Emergency Power Unit

ES—Exercise Support

FS—Flying Squadron

FSE—Flying Schedule Effectiveness

FSRF—Fuel Systems Repair Facility

HAZMART—Hazardous Material Organization

JBD—Local Manufacture

JBER—Joint Base Elmendorf-Richardson

LDT—Locally Developed Tool

LMM—Local Manufacture Manager

MDR—Mandatory Declassification Review

MOO—Maintenance Operations Officer

MTF—Maintenance Training Flight

MXL—Weapons Standardization

MXLS—Weapons Standardization Section

MXO—Maintenance Operations

MXOO—Maintenance Operations Office

MXQ—Quality Assurance

OPREP-3—Operational Report-3

OPSEC—Operations Security

OSL—Life Support

OSO—Current Operations Flight

PEX—Patriot Excalibur

PRA—Planning Requirements

PSN—Proper Shipping Name

SARMS—Squadron Aviation Resource Management System

TBD—To Be Determined

TMO—Traffic Management Office

XC—Cross-Country

Attachment 11 (Added)

LOCAL RADIO CALL SIGNS

Table A11.1. Operations Net.

354 Fighter Wing Commander	ICEMAN 1
354 Fighter Wing Vice Commander	ICEMAN 2
354 Operations Group (OG) Commander	ICEMAN 3
354 OG Deputy Commander	ICEMAN 3A
354 Maintenance Group (MXG) Commander	ICEMAN 4
354 MXG Deputy Commander	ICEMAN 4A
354 MXG Chief	ICEMAN 4B
354 Mission Support Group (MSG) Commander	ICEMAN 5
354 MSG Deputy Commander	ICEMAN 5A
354 Medical Group (MDG) Commander	ICEMAN 6
354 MDG Deputy Commander	ICEMAN 6A
354 Operations Support Squadron Commander	HUSKY 1
353 Combat Training Squadron Commander	PANTHER 1
354 FW Executive Officer	RAVEN 1
Supervisor of Flying	SOURDOUGH
Base Operations	BASE OPS
Transient Alert	TA 1 - 4
Wing Weapons Manager	Weapons Chief
Weapons Standardization Supt.	WS Super
Weapons Standardization	WS
Crash Recovery	RECOVERY 1 - 4
Safety	SAFETY 1-6
Maintenance Operations Center (MOC)	MOC

Table A11.2. 18 AGRS/AMU Net.

18 AGRS Operations Duty Desk	MIG OPS
18 AGRS Commander	MIG 1
AMXS Commander	AGGRESOR 1
AMXS Maintenance Operations Officer	AGGRESOR 2
AMXS Superintendent	AGGRESOR CHIEF
18 AMU Maintenance OIC	MIG LEAD
18 AMU Maintenance Chief	MIG CHIEF
18 AMU Maintenance Superintendent	MIG 2
18 AMU Production Superintendent	MIG SUPER
18 AMU APG Expediters	MIG 3 and MIG 4
18 AMU APG Section Chiefs	MIG 3-1 and MIG 4-1
18 AMU Specialist Expediter	MIG 5
18 AMU Specialist Section Chief	MIG 5-1
18 AMU Weapons Expediter	MIG 6
18 AMU Weapons Section Chief	MIG 6-1
18 AMU End of Runway (De-arming Crew)	MIG 8
18 AMU End of Runway (Arming Crew)	MIG 9
18 AMU COSO/Support Section	MIG 11
18 AMU Debrief Section	MIG 12
Electrics	ELECTRICS
18 AMU Hot Pit Super	EXXON
18 AMU Tow Teams	TOW 1 and TOW 2
354 MXG Quality Assurance	QA
Contract Field Team Oversite	FALCON 1-6

Table A11.3. Maintenance Squadron Net.

MXS Commander	MAINTENANCE 1
MXS Maintenance Operations Officer	MAINTENANCE 2
MXS Maintenance Chief	MAINTENANCE CHIEF
MXS Production Superintendent	MAINTENANCE 3
MXS Production Superintendent (Consolidated Maintenance)	MAINTENANCE BASE
MXS Unit Control Center	MAINTENANCE UCC
Accessories Flight Chief	ACCESSORIES 1
Egress	EGRESS
Fuels	FUELS
Hydrazine Response Team	HRT
Fabrication Flight Chief	FAB 1
Metals Tech	METALS
NDI	NDI
Structures	STRUCTURES
AGE Flight Chief	RANGER 1
AGE Shop	AGE BASE
18 AMU CAT	MIG AGE
354 Wing CAT	BASE AGE
AGE Deicers	ICEBUSTER 1-4
Jet Engine Intermediate Maintenance	JET 1
Propulsion Test Cell	TEST CELL
Armament	ARMAMENT
Avionics Flight Chief	AVIONICS
Electronic Warfare	RAVEN
Automated Test Station	ATS
Crash Recovery	RECOVERY 1
Crash Tow Vehicle	RECOVERY 2
Crash Crane	RECOVERY 3
Crash Trailer	RECOVERY 4
Inspection Section	PHASE
Transient Alert	TA

Table A11.4. Maintenance Squadron AMMO Net.

Munitions Flight Commander	AMMO 1
Munitions Flight Chief	AMMO CHIEF
Munitions Control	MUNITIONS CONTROL
Production OIC	AMMO 2
Material Superintendent	AMMO 3
Production Superintendent	AMMO 4
Systems Superintendent	AMMO 5
Line Delivery NCOIC	AMMO 6
Munitions Storage	GRIZ
Precision Guided Munitions (PGM)	MAVERICK
Conventional Maintenance Section	WOLF
Munitions Inspection Section	EAGLE
Munitions Equipment Maintenance	BADGER
Command and Control	DRAGON
Flightline Maintenance (Ammo)	NIGHTHAWK

Attachment 12 (Added)

TOOL KIT IDENTIFICATION NUMBERS

Table A12.1. Squadron EID Control Numbers.

SQUADRON EID CONTROL NUMBERS	
18 AIRCRAFT MAINTENANCE UNIT	
18th AMU	EHA
354th MAINTENANCE	
SQUADRON SECTION CONTROL	
NUMBERS ACCESSORIES FLIGHT	
Fuel Shop	
Egress Shop	EHMF
Hydraulics	EHMG
AGE	EHMH
FLIGHT	EHMR
ARMAMENT	EHMX
FLIGHT AVIONICS	
FLIGHT ATS	EHMV
EWS	EHMK
FABRICATION FLIGHT	
Metals	EHMT
Tech	EHMC
Structures	EHMN
NDI	
MAINTENANCE FLIGHT	EHMA
Wheel &	EHMB
Tire Phase	EHMY
Trans Alert	EHMP
PROPULSION	EHMM
FLIGHT MUNITIONS	
FLIGHT	EHWQ
MAINTENANCE OPERATIONS	EHWT
FLIGHT QA	EHM
Training Flight	
WS	
Training Flight	
WS	

354th OPERATIONS SUPPORT SQUADRON

SECTION CONTROL NUMBERS	
Aircrew Flight Equipment – Satellite shop	EHOL
Aircrew Flight Equipment – Main shop	EHMS

354th COMMUNICATIONS SQUADRON (Optional)

SECTION CONTROL NUMBERS	EHCS

354th CIVIL ENGINEERING SQUADRON

SECTION CONTROL NUMBERS	EHCE

ADDITIONAL

RED FLAG	EHCT
ACMI	EHPS

NOTE: Each unit has been assigned a prefix for the nine-digit TAS identifier, and each prefix beginning with EH is listed below.

Attachment 13 (Added)

ASSIGNMENT OF MANUAL JOB CONTROL NUMBERS (JCNS)

A13.1. This attachment provides assignment of manual JCNs by: Individual work centers for data collection purposes during extended periods of computer down time (e.g., 30 minutes or more).

Table A13.1. (Added) 18AMU.

Work Section	JCNs
Debriefing	2051-2150
Expediter	2151-2199
APG “A”	2200-2310
APG “B”	2311-2410
Specialist	2411-2510
Weapons	2511-2610
Support	2611-2700
Aircrew Flight Equipment	2701-2749
F-16 Elect/Environmental	2750-2799
F-16 Engines	2800-2849
F-16 Structural Repair	2850-2899
Red Ball Discrepancies	R001-R050

Table A13.2. (Added) 354MXS.

Work Section	JCNs
Electronic Warfare	4000-4050
ATS	4051-4099
PMEL- Type II	4151-4250
PMEL-Type IV	4251-4299
Propulsion	4300-4399
Support General	4451-4499
Fuels	4500-4599
Fuel Systems	4651-4699
Egress	4700-4799
Pneudraulics	4800-4850
Wheel and Tire	4851-4899
Armament	4900-4950
AGE	4951-4999
Metals	5000-5050
Structural Maint/Corrosion	5050-5099
NDI	5100-5150
AGE Inspection Section	5200-5250
Munitions Control	5300-5399
Transient Alert	5400-5499

Table A13.3. (Added) F-16 Phase.

Work Section	Phase JCN	Discrepancy JCNs
Phase	A500	A501-A999

Table A13.4. (Added) Deployment JCNs.

100L-299L
100M-299M
100N-299N

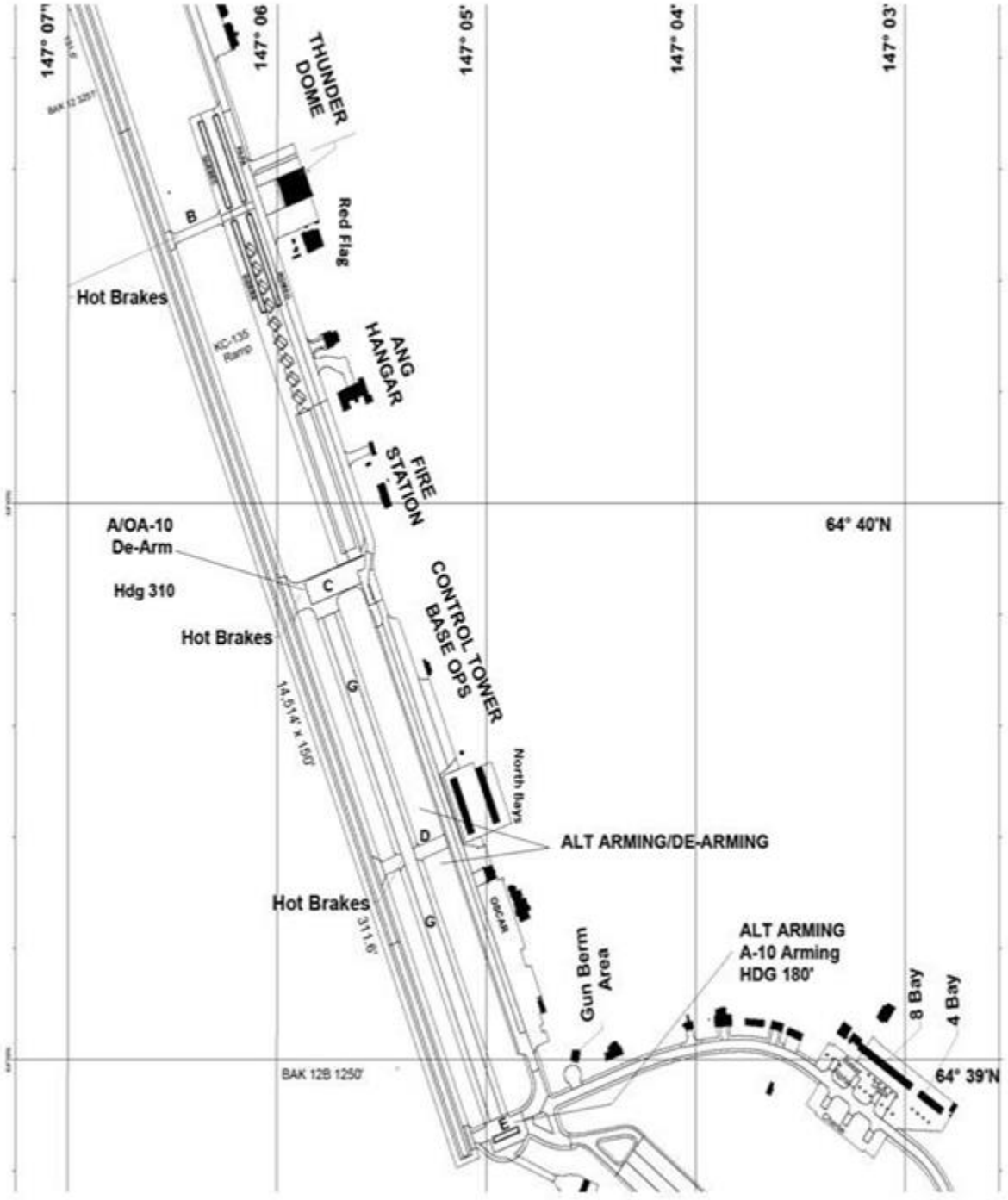
Table A13.5. (Added) MXG/MOF

Work Section	JCNs
PS&D	6000-6099
FTD	6300-6350

Attachment 14 (Added)

AIRFIELD DIAGRAM

Figure A14.1. (Added) Airfield Diagram.



Attachment 15 (Added)

LOOP PARKING

Figure A15.1. (Added) LOOP DIAGRAM.