BY ORDER OF THE COMMANDER
35TH FIGHTER WING

DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-101

PACIFIC AIR FORCE
Supplement

35TH FIGHTER WING
Supplement

12 JUNE 2023

Maintenance

AIRCRAFT AND EQUIPMENT
MAINTENANCE MANGEMENT

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This instruction includes and supplements Department of the Air Force Instruction (DAFI) 21-101, Aircraft and Equipment Maintenance Management, dated 8 November 2022, and DAFI 21-10_PACAFSUP, Aircraft and Equipment Maintenance Management, dated 2 May 2022. This supplement prescribes policies and procedures governing aerospace equipment maintenance management at Misawa Air Base. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers IAW AFI 33-324, The Air Force Information Collections and Reports Management Program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; Route AF Form 847s from the field through appropriate functional's chain of command.

SUMMARY OF CHANGES

This supplement has been revised in its entirety and must be completely reviewed. Substantial changes have been made to reduce areas already covered by parent instructions and reorganization of all chapter.

1.15.2.1. **(Added)** The MXG/CC delegates authority to applicable SQ/CC to write policies for Personal Electronic and Communication Devices.

3.8.1.1.1. **(Added)** Canopy Transparency Servicing. The following procedures supplements guidance for water repellent application IAW 1F-16CJ-12JG-00-2:

3.8.1.1.1.1. **(Added)** Water repellent (Hydroskip) application will be accomplished after the 90-day wash for all assigned aircraft.

3.8.1.1.1.2. **(Added)** Water repellent (Hydroskip) application will be accomplished if canopy pooling is reported.

3.8.1.1.1.3. **(Added)** Hydroskip application is not required for Luna canopies.

3.8.3. **(Added)** Single-Person Launch/Recovery (SPL/R). To utilize personnel in the most efficient manner, authorization has been granted by MXG/CC for trained personnel to perform Single-Person Launch/Recovery procedures, IAW TO 1F-16CJ-6WC-1-11.

3.8.3.1. **(Added)** During Red Ball maintenance, if the aircraft engine must be shut down, a minimum of two personnel must be present. The ONLY exception to the two-person requirement is in emergency situations (i.e., auto accel, fire, over temp, severe hydraulic leak). In emergencies, the engine will be shut down immediately, regardless of the number of personnel present.

3.10.2.12.1. **(Added)** Munitions personnel will take control of mission specific safing gear from the Weapons Expeditor when assets are returned to the MSA, or if no longer needed (e.g., BDU-33 C-blocks after expenditures).

4.4.3.3. **(Added)** Egress System Maintenance procedures:

4.4.3.3.1. **(Added)** Aircraft will not be moved with the canopy actuator disconnected or with the ejection seat in the raised or raised/tilted forward position.

4.4.4.3.1.2. **(Added)** The 35 MXG Form 17 will be used when positioning aircraft for fuel system maintenance.

4.4.4.3.2. **(Added)** Externally mounted components as defined by T.O. 1-1-3 do not require fuel tank/cell entry, de-puddling or purging to repair or replace. Repair or replacement of these components may be accomplished in any facility, parking ramp or open area approved for other types of aircraft repair if repair aircraft is parked away from taxiing aircraft.

6.10.10. **(Added)** Within 60 days of appointment, the TODA/Library Custodian will complete in-person training with the TODO. The 35 MXG TODA In-Person Training tracker is available on the 35 MXG TODO/PIM SharePoint.

6.10.10.1. **(Added)** TODA/Library Custodians will pick up classified TO changes on the same day they are notified by the TODO.

6.10.10.2. **(Added)** TODA/Library Custodians will maintain a digital continuity binder on the 35 MXG TODO/PIM SharePoint.

6.10.11. **(Added)** eTool Devices. eTool devices (e.g. Getac Laptops and Tablets, Panasonic Laptops and Tablets, Durabook Laptops, Dell Laptops, iPads, etc.) will be issued to TODAs from the eTool Manager by utilizing AF Form 1297s which will be filed in the TODA continuity binder. Unit TODAs will be responsible for confirming validity of 1297's every six months. All eTool devices will be tracked in a tool accountability system (i.e. TCMax) and maintained IAW 31S5-4-ETOOL-1.

6.10.11.1. **(Added)** For eTools going TDY/leaving Misawa AB, a memorandum signed by the unit TODA stating make/model/serial numbers of eTools, location, estimated deployment date, and return date to Misawa AB. This memorandum will be sent to the TODO org box (**35mxg.f13y9.todo@us.af.mil**).

6.10.12. **(Added)** Computer Program Identification Number (CPIN) Management. Units will assign, at a minimum, one primary and one alternate CPIN custodian for sections with CPINs. If CPIN custodians are not assigned, the TODA/Library custodians automatically assumes the role of CPIN custodians and do not require a separate appointment letter for sections that have a TODA program.

6.10.12.1. **(Added)** Within 60 days of appointment, CPIN Custodians will complete the same in-person training required for TODAs. The 35 MXG TODA In-Person Training tracker is available on the 35 MXG TODO/PIM SharePoint.

6.10.12.2. **(Added)** Sections will pick up all Unclassified CPINS from the TODO NLT 3 duty days after being notified. Sections will pick up all classified CPINs from the TODO the same day they are notified.

6.10.12.3. **(Added)** TODAs/CPIN Custodians will track all assigned CPINs (CD/DVD-ROM, etc.) in an approved tool accountability system (i.e. TCMax).

6.10.12.4. **(Added)** TODAs/CPIN Custodians will review their CPINs every six months to verify quantity, currency, and relevancy. The review will be documented as a Master CPIN Report in the TODA continuity binder.

6.10.12.5. **(Added)** CPIN Custodians will use the TODA/Library Custodian continuity binder for filing their appointment letter, training certificates and Master CPIN Report. The continuity binder will be digital and will be maintained on the 35 MXG TODO/PIM SharePoint.

6.12.1.2. **(Added)** All FCFs must be coordinated with the 35 OG/CC, 35 MXG/CC, and the transient aircraft's OG/CC for approval.

6.12.2.1.2. **(Added)** Functional Check Flight (FCF)/Operational Check Flight (OCF)/ High Speed Taxi (HST). Pre-FCF/OCF/HST checklists must be filled out prior to FCF/OCF/HST accomplishment. The checklists forms are available on the QA SharePoint: **https://misawa.eis.pacaf.af.mil/35FW/35MXG/35MXGStaff/MXQ/SitePages/Home.aspx**.

6.12.4.3.1. **(Added)** FCF Configuration: Normally clean. Any combination of missiles or AMD pods authorized by 1F-16CM-1-2 may be flown on stations 1 & 9. 35 OG/CC may authorize an exception to this configuration when a specific configuration is desired to confirm fuel system repairs or to relieve time constraints during transfer, deployment, exercise, or contingency operations.

6.12.6.2. **(Added)** Transient Aircraft: Forward FCF information to Command Post, Command Post will then forward the information to the transient aircraft's home station.

6.12.7. **(Added)** Fighter Generation Squadron (FGS) responsibilities:

6.12.7.1. **(Added)** FGS supervision will review all maintenance actions prior to QA review.

6.12.7.2. **(Added)** Notify the QA/FCF manager NLT 8 hours prior to FCF takeoff for a review of all maintenance actions. A Key Task Listing Inspection (KTL) of the aircraft forms will be accomplished by QA prior to the first FCF flight. The aircraft forms will be ready for exceptional release (ER) excluding normal preflight servicing items (e.g., tire servicing).

6.12.8. **(Added)** QA Responsibilities:

6.12.8.1. **(Added)** QA will ensure the reason for an OCF does not constitute an FCF IAW applicable directives. If QA finds an FCF is warranted, the owning FGS and the 35 MXG/CC will be advised.

6.12.8.1.2. **(Added)** Perform an aircraft forms KTL prior to all FCF/OCF flights.

6.12.8.1.3. **(Added)** Verify the pilot's current FCF certification letter(s) "Letter of Xs."

6.15.4.5. **(Added)** The supplemental Weight and Balance Handbook on assigned aircraft is stored at Quality Assurance.

7.6.1.1. **(Added)** Quality Assurance will review all documentation (IMDS & 781s) prior to Impound Release.

8.2.3.2. **(Added)** Units desiring to establish a warranty tool program must coordinate their program through both the supply and contracting squadrons. The following general guidelines must be outlined:

8.2.3.2.1. **(Added)** Specify desired replacement tool requirements.

8.2.3.2.2. **(Added)** Unserviceable/serviceable warranty tools will be segregated. Each tool/item will be separated by utilizing individual bins or dividers and sequentially numbered accordingly.

8.2.3.2.3. **(Added)** Document the office responsible for maintaining replacement tools and maintain a control log of the number of tools stocked.

8.2.3.2.4. **(Added)** The contract shall include procedures for replacement of lost tools and lost tool procedures.

8.2.4.1. **(Added)** A stock of spare tools, consumables and HAZMAT items are authorized IAW DAFI 21-101. Access to these items will be limited to authorized CTK personnel and the issue and inventory of those items will be tracked in TCMax.

8.2.4.2. **(Added)** For dispatchable CTKs, dispatchable support equipment, and dispatchable special tools containing multiple parts, any missing, removed, and/or broken tools & items not immediately replaced will be documented on the 35FW Form 146 and in TCMax.

8.2.4.3. **(Added)** Items intentionally removed from tools or items due to potential FOD hazards will be annotated on the MIL and in TCMax.

8.2.5.2. **(Added)** Transfer of Tools/CTKs at the Job Site (on-site transfers). Production Superintendents/Cell Bosses are authorized to approve on-site transfer of tools/CTKs for mission critical needs only.

8.2.6.1. **(Added)** Lost Tools and/or Items. When a tool or item is discovered lost/missing, an immediate search will be conducted. MOC will be notified as soon as possible, NLT 2 hours of occurrence and 35 FW Form 145 will be initiated. MOC will initiate a Quick Reaction Checklist (QRC). When a lost/missing/dropped item has the potential to be located in active aircraft movement areas, the Production Superintendent will immediately notify MOC who will initiate a Quick Freeze QRC IAW **para 11.49**.

8.2.6.2. **(Added)** The unit will place a Red X in the aircraft or equipment forms of all affected aircraft or equipment with a description of the item/tool and a specific, last known, location of the item/tool.

8.2.6.2.1. **(Added)** In the event that the lost tool/item is recovered, the 35 FW Form 145 may be signed by the unit OIC/SEL/Superintendent. If not recovered, the form shall be signed by the squadron Operations Officer/SEL.

8.2.8.2. **(Added)** Reflective belts will be visible from 360 degrees when worn.

8.2.9.4. **(Added)** The following procedures have been developed to ensure positive control of rags:

8.2.9.4.1. **(Added)** Issuance of rags not located in CTKs will be tracked in TCMax.

8.2.9.4.2. **(Added)** Pre-packaged rags placed inside of CTKs will have the number of rags in the package clearly marked on the package and annotated on the MIL.

8.2.9.4.3. **(Added)** Rags identified as “clean replacement rags” or “dirty unserviceable rags” shall be stored in labeled and secured containers. Inventories are required for “clean replacement rags” and “dirty unserviceable rags” and together they must equal the total set identified on the rag count. Access will be limited to Support Section personnel and CTK Monitors.

8.2.11.1. **(Added)** All locally manufactured or developed tools and equipment will be controlled as CTK items and typical tool control measures will be used.

8.2.12.1. **(Added)** Tool Control procedures for Depot Teams, Factory Representatives, and CFTs. The requesting unit will inventory all CTKs, equipment, and tool items brought with depot field team (DFT), field service representatives (FSR), and contract field team (CFT) prior to performing contracted maintenance and upon completion of contracted maintenance before the team departs.

8.2.14.2. **(Added)** Flashlights, FOD containers, and other optional equipment (i.e., ice scrapers, chocks, etc.) permanently assigned to vehicles will be marked with the vehicle registration number and listed on page 3 of the vehicle’s AF Form 1800, Operator’s Inspection Guide and Trouble Report.

8.2.15.2. **(Added)** In the event that only one person in the work center is available to sign a tool kit in or out, the individual will request a second party NCO or SNCO to perform the inventory & sign in the CTK in TCMax.

8.2.16.1. **(Added)** Access to tool rooms will be limited to key personnel only.

8.5.6. **(Added)** Non-MXG entity tool control: Everyone who performs duties on the flightline or in maintenance areas are responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip, and prior to departing the flightline and or maintenance area. Lost or missing tool/equipment items within FOD critical areas are reported to the work center custodian or supervisor immediately. If missing item(s) are not located within one hour, the supervisor will contact the 35 MXG/MOC (Maintenance Operations Center) immediately at 226-4833 and initiate a 35 FW Form 145.

8.7.1.1. **(Added)** Locally manufactured tools and equipment NOT authorized in MDS specific technical data or equivalent engineering approved document will be coordinated through the 35 MXS Production Superintendent, the Fabrication Flight Chief and routed to the appropriate section.

8.7.1.1.1. **(Added)** The requester will provide the following to the respective fabricating shop:

8.7.1.1.1.1. **(Added)** A properly filled out AFTO Form 350, 35FW Form 91, DD Form 1348-6 and/or AF Form 2005 as applicable and required for each item, including bits and pieces required for local manufacture. Requestors coordinate the documents through respective agencies on the 35FW Form 91.

8.7.1.1.1.2. **(Added)** Requests must include detailed drawings & pictures showing a description of all materials & measurements used in the manufacture of the item.

8.7.1.1.1.3. **(Added)** For all requests, an IMDS Maintenance Snapshot (122 screen) of the Work Center Event (WCE) specifying in-shop "Yes" is required. If multiple work centers are needed, then a WCE for each work center is required.

8.7.1.1.1.4. **(Added)** In the event that a locally manufactured item requires multiple sections for processing (e.g., Structural Maintenance, Maintenance Technology, Corrosion Control, etc.), each section will document their maintenance actions on the AFTO Form 350, Reparable Item Processing Tag.

8.7.1.2. **(Added)** All applicable forms will be submitted to MXG/CC for approval. Once the request has been approved the completed final copy will be sent to QA.

8.7.1.3. **(Added)** AGE parts that are not SMR-coded but require assembly by an allied trades shop will not need to follow the local manufacture process if the following conditions are met: (1) part numbers must be listed in the TO, (2) individual bits and pieces NSNs must be authorized by the TO or listed in FEDLOG under the applicable part number, (3) parts must be ordered by the AGE Supply Liaison so demand level can be established, and (4) A properly filled out AFTO Form 350, Reparable Item Processing Tag, and IMDS Maintenance Snapshot (122 screen) of the WCE specifying the in-shop "YES" requirement. Note: If multiple work centers are needed, a WCE for each work center is required.

11.6.7. **(Added)** All Red Ball discrepancies will be called into MOC and Debrief with the aircraft tail number/line number and Work Unit Code. FGS debriefs will load the discrepancy into IMDS and deliver the assigned Job Control Number via radio to the Expediter. Technicians performing Red Ball maintenance will annotate the discrepancy in the aircraft forms using the assigned Job Control Number provided by Debrief.

11.6.7.1. **(Added)** Production Superintendent or Expediter will notify MOC of all Red Ball maintenance actions, termination of maintenance actions and corrective actions.

11.6.7.2. **(Added)** Aircraft Crew Chief will ensure aircraft exterior is safe IAW the 1F-16CJ-6WC-1-11 recovery procedures prior to allowing any maintenance personnel to perform Red Ball maintenance. Communication will be maintained with aircrew at all times during Red Ball maintenance.

11.6.7.3. **(Added)** Maintenance technicians performing Red Ball maintenance will report to the crew chief in charge of launch procedures to verify appropriate safe for maintenance was performed.

11.6.7.4. **(Added)** If the aircraft engine is to remain running:

11.6.7.4.1. **(Added)** Ensure aircraft Safe for Maintenance is accomplished IAW 1F-16CJ-2-10JG-00-1 and ensure main wheel chocks are installed forward and aft of main wheels. The Main Landing Gear pins (NOT Nose Landing Gear), munitions safety pins (NOT any munition Dome/TDD covers), external tank safety pins, tail hook pin, and EPU safety pins must be installed, and the aircraft ground cord must be connected PRIOR to performing any Red Ball maintenance.

11.6.7.4.2. **(Added)** Safe for Maintenance will not be required for keying IFF, EGI, GPS, and MIDS. Only the EPU pin needs to be installed for KY-58 keying.

11.6.7.5. **(Added)** If aircraft engine is required to be shut down:

11.6.7.5.1. **(Added)** Ensure ONLY the crew chief is in communication with the aircrew to perform engine shutdown. After engine shutdown has been accomplished, ensure the applicable aircraft Safe for Maintenance is completed PRIOR to performing any Red Ball maintenance.

11.6.7.6. **(Added)** If the aircrew remains in the crew station to assist with the Red Ball maintenance, the Safe for Maintenance in the crew station is not required to be completed by maintenance technicians.

11.6.7.7. **(Added)** DO NOT instruct the aircrew to place the Main Power switch to OFF during engine operation.

11.6.7.7.1. **(Added)** Before requesting an aircrew member to place the Main Power switch to Battery, technicians must verify the EPU mode switch is OFF and the EPU safety pin is installed. The Main Power switch may be placed to Battery ONLY for Permanent Magnet Generator and Central Air Data Computer malfunctions. NEVER direct the aircrew to shut down the aircraft. If aircraft shutdown is required to perform Red Ball maintenance, direct the crew chief in charge of the launch to shut down the aircraft.

11.6.7.8. **(Added)** Upon completion of the task, personnel will perform an F.O. inspection of the immediate area and conduct a complete CTK inventory.

11.6.7.9. **(Added)** Production Superintendent or Expediter will inform MOC and Debrief of corrective action and applicable Work Unit Codes when Red Ball maintenance is completed.

11.6.7.10. **(Added)** Immediately complete aircraft forms documentation and clear the discrepancy in IMDS as soon as possible. If IMDS is down, an AFTO Form 349, Maintenance Data Collection Record, will be used to record maintenance data. Data must be input into IMDS as soon as it becomes operable.

11.8.3.6.6. **(Added)** Wear of headgear is prohibited on the flight line, except required safety items.

11.8.3.10.1.1. **(Added)** Each FGS will utilize the FOD Sweeper 2 times a week and report usage to the Wing FOD Monitor at the MXG/QA office monthly.

11.8.3.10.2.1. **(Added)** FOD walks will be accomplished no earlier than 2 hours prior to first crew show and no later than first crew show. Any FOD walks involving the controlled movement area (CMA) require an individual obtaining two-way radio communication from the Control Tower prior to entering the CMA, as well as maintaining communication with the Control Tower IAW Misawa Instruction 13-103. See **Attachment 6**.

11.8.3.10.3. **(Added)** Tenant and associate flying units will establish FOD walk procedures.

11.8.3.10.4. **(Added)** The Fire Department ramp will be FOD walked daily and/or after vehicle wash down. In addition, Fire Department vehicles will be inspected before entering the ramp, taxiway, or runway from any FOD potential area except in emergency situations.

11.8.3.10.5. **(Added)** In the event that an inactive taxiway becomes activated at any time, a FOD walk will be conducted prior to the taxiway being utilized by any aircraft.

11.8.3.10.6. **(Added)** All unidentifiable FO found on taxiways or the runway should be turned in to the Wing FOD Monitor for comparison with the dropped object and lost tool records.

11.8.3.15.1. **(Added)** Pintle hook pins will be secured to the vehicle with a chain and installed in the hook locking mechanism at all times.

11.8.3.15.2. **(Added)** All FOD collection containers will be emptied daily.

11.8.7.2.13.1. **(Added)** FOD Fighter of the Quarter:

11.8.7.2.13.1.1. **(Added)** FOD Fighter of the Quarter is awarded to the person whose actions contributed most to the FOD prevention program during the quarter.

11.8.7.2.13.1.2. **(Added)** The individual is selected from a written nomination provided to the Wing FOD monitor by the section/flight supervisors.

11.8.7.2.13.1.3. **(Added)** The Junior FOD Council selects, by popular vote, the individual with the most impact for FOD prevention. In case of a tie, the FOD monitor will cast the deciding vote.

11.8.7.2.13.1.4. **(Added)** The winner of the FOD Fighter Award receives a two-day pass, letter of appreciation, and other incentives upon availability.

11.8.7.2.13.2. **(Added)** FOD Poster of the Quarter:

11.8.7.2.13.2.1. **(Added)** FOD Poster of the Quarter is awarded to the person whose poster most contributes to FOD prevention awareness during the quarter.

11.8.7.2.13.2.2. **(Added)** Poster will be submitted to the Wing FOD Prevention NCO. Poster size will not exceed 8.5"x11", must be conservative and of minimal cost.

11.8.7.2.13.2.3. **(Added)** The Junior FOD Council selects, by popular vote, the winning submission. In case of a tie, the FOD monitor will cast the deciding vote.

11.8.7.2.13.2.4. **(Added)** The winner of the FOD Poster Award receives a one-day pass and a letter of appreciation.

11.8.7.2.13.3. **(Added)** Golden Bolt Program:

11.8.7.2.13.3.1. **(Added)** Awarded to the individual who discovers a golden bolt that was placed by the FOD Monitor or representative.

11.8.7.2.13.3.2. **(Added)** The golden bolt will remain under constant observation if it is placed or hidden in an area that, if not found, would create a FOD hazard.

11.8.7.2.13.3.3. **(Added)** The winner of the Golden Bolt Award receives a one-day pass and a letter of appreciation.

11.8.9. **(Added)** Ice FOD Monitor. When icing conditions are present, MOC will announce the conditions over all maintenance radio nets to inform supervision of the potential for ICE FOD conditions.

11.8.9.1. **(Added)** Probable icing conditions are present if any of the following conditions exist:

11.8.9.1.1. **(Added)** Ambient Temperature (TAMB) between -7°C (20°F) and 7°C (45°F) with precipitation (rain, sleet, snow, or fog).

11.8.9.1.2. **(Added)** TAMB below 7°C (45°F) with standing water, snow, ice, or a mixture thereof on ground in immediate proximity (approximately 10 feet) of inlet.

11.8.9.1.3. **(Added)** Dew point within 5°C (9°F) of ambient temperatures between -4°C (25°F) and 7°C (45°F).

11.8.9.1.4. **(Added)** When icing conditions are present, ice FOD monitors are required for aircraft with the engine running during all maintenance engine runs, aircraft launch/recovery, and hot pit operations.

11.8.9.1.5. **(Added)** During hours of darkness ice FOD monitors will utilize a flashlight.

11.8.9.1.6. **(Added)** When icing conditions are present and two aircraft are operating on the same throat of a HAS or taxiway Charlie Stub-Out, only one ice FOD monitor is required to monitor both aircraft.

11.8.9.1.7. **(Added)** When icing conditions are present during RWR Pit operations, the aircraft marshaler will also perform the ice FOD monitor responsibilities.

11.8.9.1.8. **(Added)** When icing conditions are present during Hot Pit operations, the A-Man will also perform the ice FOD monitor responsibilities.

11.8.9.1.9. **(Added)** When icing conditions are present during End-of-Runway operations, one ice FOD monitor is required for every four aircraft.

11.8.10. **(Added)** The 35 Civil Engineer Squadron:

11.8.10.1. **(Added)** Develop a schedule for use of mechanical airfield sweepers in coordination with Airfield Operations (35 OSS/OSAA). Provide equipment and personnel to support this schedule and distribute the schedule to all agencies concerned.

11.8.10.2. **(Added)** Maintain the capability to clean paved flight line areas after mishaps or upon request (24-hour basis with 30-minute response).

11.8.10.3. **(Added)** Install or remove FOD prevention items as required, with a Base Civil Engineer Work Request.

11.8.10.4. **(Added)** For FO that cannot be removed (including damaged pavement and hazardous ground), contact Airfield Operations on the ramp net or extension 226-3110 and advise them of the severity of the FO and the location. Airfield Operations will request an airfield sweeper to respond to the area as required.

11.8.11. **(Added)** FOD Prevention Councils.

11.8.11.1. **(Added)** All 35 FW units associated with the airfield (e.g., Hospital, CE, Vehicle Mx, Security Forces, etc.) will appoint Junior FOD Prevention Council representatives.

11.8.11.2. **(Added)** Appointees will attend Junior FOD prevention meetings quarterly or when deemed by the wing FOD monitor.

11.8.11.3. **(Added)** Unit Junior FOD Prevention Council representatives will be E-1 to E-6. The Junior FOD Prevention Council works issues at their level for FOD abatement and resolution of problem areas.

11.8.11.4. **(Added)** For agencies outside the 35 MXG, Unit Junior FOD Prevention Council representatives will collect and track completed 35 FW Form 145s. Monthly reports will be sent to the Wing FOD monitor.

11.8.11.5. **(Added)** The Wing FOD Prevention Council reviews the progress of the FOD Prevention Program and makes policy recommendations to the 35 FW/CV to ensure success of the program.

11.8.11.6. **(Added)** Group commanders, director(s), commanders of units with maintenance personnel, Safety, CE, Airfield Manager and Security Forces are identified as primary FOD Prevention Council members.

11.9.3.2. **(Added)** The production superintendent, expediter or shift supervisor will notify the MOC immediately upon discovery of the occurrence. Provide the aircraft tail number and a brief description of the incident. Immediately after notification, MOC will initiate QRC #13, Dropped Object. MOC and the aircrew being debriefed will complete known items on worksheet and forward to the Quality Assurance office.

11.9.3.3. **(Added)** The MOC will immediately notify Quality Assurance, the DOP monitor, Wing Safety, Base Operations, MXS, FGS, and Group Commanders.

11.9.3.4. **(Added)** The Units Operations Officer/Maintenance Superintendent will ensure the 35FW Form 117, Dropped Object Investigation Worksheet, is completed and forwarded to the Wing DOP monitor within 24 hours.

11.9.3.5. **(Added)** The final report will use the format of DAFI 21-101_PACAFSUP, Attachment 12, and will be submitted within 3 duty days.

11.9.3.6. **(Added)** The DOP monitor will process initial dropped object report to the MAJCOM via telephone, e-mail, or message. If it involves casualties, property damage, or if adverse publicity is likely, report IAW AFMAN 10-206, Operational Reporting. The Wing DOP monitor notifies the base/Wing Safety office of all dropped objects. The final report will use the format of DAFI 21-101 PACAFSUP, Attachment 12, and will be submitted to the MAJCOM within 3 duty days.

11.9.3.7. **(Added)** When a Dropped Object is discovered on transient aircraft:

11.9.3.7.1. **(Added)** The identifying squadron will notify the MOC immediately.

11.9.3.7.2. **(Added)** The Units Operations Officer/Maintenance Superintendent will ensure the 35 FW Form 117, Dropped Object Investigation Worksheet, is completed and forwarded to the Wing DOP monitor within 24 hours.

11.10.6. **(Added)** Procedures. The procedures listed below will not limit the requirements or responsibilities as stated in the referenced directives.

11.10.6.1. **(Added)** The WAM will be informed of any abnormalities or changes in status of the Crash Survivable Flight Data Recorder (CSFDR) systems through email or direct briefings. All ASIP correspondences from Air Logistics Center (ALC) or Lockheed Martin will be processed through the WAM.

11.10.7. **(Added)** Training. Individual requirements:

11.10.7.1. **(Added)** ASIP monitors will provide appropriate training for technicians in support of the ASIP IAW all applicable technical data. ASIP training will be documented in the individual's training records and consists of downloading, documenting, tracking, submitting collected data to Depot and completing required inspections. Each individual's shop is responsible for training and documentation in their respective work areas.

11.10.8. **(Added)** Duties and responsibilities are as follows:

11.10.8.1. **(Added)** The WAM will be the focal point for all ASIP related issues for the 35th MXG and will:

11.10.8.1.1. **(Added)** Ensure ASIP functions properly and in accordance with this instruction and referenced directives.

11.10.8.1.2. **(Added)** Review ASIP correspondences and ensure requests for action receives prompt attention.

11.10.8.1.3. **(Added)** Coordinate ASIP supply support.

11.10.8.1.4. **(Added)** Perform spot inspections and monitor reports, to include IMDS documentation, to ensure activities are being completed on schedule. Inspections will include reviews of recorder health status and time to upload ASIP data.

11.10.8.1.5. **(Added)** Conduct quarterly program meetings with FGS program monitors. Meetings will include a review of program monitor responsibilities, status of ASIP program, and training refresher.

11.10.8.1.6. **(Added)** Work with ALCs to reconcile any erroneous or missing data in order to maintain ASIP data integrity.

11.10.8.2. **(Added)** FGS Responsibilities. Each FGS will appoint a primary and alternate ASIP monitor and provide appointment letter to the WAM. The primary ASIP monitor must be at least a 5-level in AFSC 2A3X4. FGS ASIP monitors will:

11.10.8.2.1. **(Added)** Maintain and manage the FGS ASIP reporting and tracking program in accordance with applicable directives.

11.10.8.2.2. **(Added)** Obtain access to the F-16 ASIP website within 15 duty days of appointment. Departing FGS ASIP monitors will ensure a replacement is appointed and trained no later than 30 calendar days prior to departure.

11.10.8.2.3. **(Added)** Update and submit ASIP/CSFDR data, records and/or computer files as required. If a location does not support data transmission, ASIP information will be collected and secured until such capabilities can be in place or until the unit returns to home station. Upon return to home station, CSFDR data will be transferred as soon as possible. If the CSFDR data cannot be transmitted within 14 days after collection it will be copied to a compact disc and shipped by the most expedient means available to the WAM.

11.10.8.2.4. **(Added)** Perform required maintenance and scheduled downloads of aircraft CSFDR systems. These actions will be documented in the IMDS database, AFTO Form 781A, and 781K.

11.10.8.2.5. **(Added)** Ensure aircraft CSFDR data is uploaded via the internet as soon as practical, but no later than the end of the next duty day. Complete the CSFDR upload form on the ASIP website at **https://f16-asip-portal.hill.af.mil/** when the aircraft 75-hour download is performed. A download can be completed at any time, as long as 75 flight hours are not exceeded. ASIP monitors will ensure a download is completed if an airframe is within 5 hours of expected download prior to entering Phase, Depot or CANN status. A review of flight hours will also be performed before aircraft departure duty to determine if data download is required.

11.10.8.2.6. **(Added)** Conduct weekly review of ASIP last download page for overdue uploads, recorder health summary for capture rate, and verify post maintenance 10-hr downloads are scheduled for any SAU maintenance. Review quarterly reports submitted by the MDS MAJCOM OPR and ensure positive trends in ASIP reporting.

11.10.8.2.7. **(Added)** Ensure ASIP monitor training includes a review of the Flight Data Capture (FDC) field user manual, advanced analysis manuals and procedures on the use of the F-16 ASIP Portal website.

11.10.8.2.8. **(Added)** Review and inspect ASIP program status semi-annually. Inspections will include a review of continuity folders and ASIP related records.

11.10.8.2.9. **(Added)** Notify the WAM whenever an aircraft CSFDR system has faults, is deactivated, or when replacement parts are ordered/changed. Provide the document number for back ordered parts.

11.10.8.3. **(Added)** Plans, Scheduling and Documentation (PS&D) Section. The PS&D section will ensure ASIP inspections are loaded in the Maintenance Information System (MIS) and scheduled in IMDS. PS&D will also establish Job Standards (JSTs) for the required ASIP inspections.

11.10.8.3.1. **(Added)** The PS&D section will perform quarterly audits of each assigned aircraft via the website at **https://f16-asip-portal.hill.af.mil/** to verify accuracy and make any necessary corrections.

11.10.8.4. **(Added)** ASIP responsibilities:

11.10.8.4.1. **(Added)** ASIP Program roles and responsibilities. Administration of the ASIP will be the joint responsibility of the Wing Avionics Manager (WAM), Non-Destructive Inspection (NDI) Section, Aircraft Inspection Section, Specialist Flights, Maintenance Debriefs, and Plans, Scheduling and Documentation (PS&D) sections. Personnel will collect and report ASIP data IAW DAFI 63-140, TO 1F-16C-38, and TO 1F-16CJ-6-11.

11.12.4. **(Added)** The following procedures will be used to conduct RTWS/IFF checks:

11.12.4.1. **(Added)** The 35 FW performs RTWS/IFF checks a minimum of once a month. RTWS/IFF checks may be scheduled around weather and aircraft availability to ensure the maximum number of aircraft are tested.

11.12.4.2. **(Added)** The RTWS/IFF checks will be conducted on all sorties during contingency or exercise operations and may be reduced with the approval of MXG/CC.

11.12.4.3. **(Added)** The 13 FGS is responsible for leading the checks for odd months and the 14 FGS is responsible for even months. The FGS not leading the checks will assist. The FGS responsible will coordinate with the 13 FS and 14 FS on the time, location, and threats displayed. The assisting FGS will provide a minimum of one person to assist with the checks.

11.12.4.4. **(Added)** The FGS responsible for the checks will ensure a list of the aircraft checked is provided to the Wing Avionics Manager (WAM) at the end of the flying day.

11.12.4.5. **(Added)** Each unit will document the checks for both passes and fails by tail number. Each recorded fail must be written up in the aircraft forms for follow-up testing and repairs as required.

11.12.4.6. **(Added)** The WAM will coordinate with the 35 FW Electronic Combat Pilot (ECP) to ensure tracking and proper reporting of RTWS discrepancies.

11.13.9. **(Added)** Each FGS will assign a CANN Manager to maintain continuity.

11.13.9.1. **(Added)** Prior to Cannibalization (CANN) status, a pre-CANN meeting will be held in the applicable FGS conference room. Scheduled length of CANN status, Scheduled Maintenance to be accomplished during CANN status, as well as Delayed Discrepancies (DD) to be worked will be agreed upon. Mandatory attending individuals will be:

11.13.9.1.1. **(Added)** Owning FGS Lead Superintendent, CANN Manager, Dedicated Crew Chief, Plans and Scheduling representative.

11.13.9.2. **(Added)** Owning FGS will comply with 35MXG Form 33, Pre-CANN checklist prior to CANN status. Non-compliance will be grounds for rejection by the CANN Manager. 35MXG Form 33 will be printed off the QA SharePoint.

11.13.9.3. **(Added)** Upon receiving the CANN aircraft, the CANN Manager will pull the active aircraft forms.

11.13.9.4. **(Added)** When pulling the active aircraft forms, four Job Control Numbers (JCNs) with the following narratives will be added to IMDS and utilized by adding applicable WCEs to each corresponding JCN:

11.13.9.4.1. **(Added)** Panels/Doors Removed/Opened to Facilitate Other Maintenance (FOM), Operational/Leak Checks due, Components Removed to FOM, Multiple Warning Tags installed on aircraft.

11.13.9.5. **(Added)** The CANN Manager is responsible for verifying the accuracy of both active aircraft forms and IMDS daily and will account at the end of each duty day the TNB/FOM assets for assigned aircraft.

11.13.9.7. **(Added)** FGSs will coordinate all CANN actions with the CANN Manager and all parts CANN'd/ordered will go through the owning FGS's DMS.

11.13.9.8. **(Added)** Prior to the cannibalization of any component, an IMDS Maintenance Snapshot (122 screen) will be presented to the CANN Manager on shift. The CANN Manager will verify that the CANN action contains the correct Type Maintenance, a removal and installation WCE, and a document number loaded against the installation WCE.

11.13.9.9. **(Added)** Prior to removing any component from the CANN aircraft, the discrepancy will be written up in the active aircraft forms. If the write-up is a cannibalization job, it will include the name of the approving CANN Authority and the corresponding document number will be annotated.

11.13.9.10. **(Added)** Immediately after the removal of any component (CANN actions and removed to FOM) the applicable follow-on maintenance will be written up in the aircraft forms and IMDS documentation of removal will be complete.

11.23.1.1.1. **(Added)** FGS supervisors will ensure the HAS floor layout plan is followed and that each HAS is in compliance. Refer to **Attachment 4** for the HAS floor layout plan.

11.23.12. **(Added)** All vehicles entering HAS will have a spotter when backing up or when view is obstructed. Additionally, all oversized vehicles will have a spotter (e.g., POL trucks).

11.23.13. **(Added)** When temperatures fall to 33°F or below, MOC will issue a cold weather warning to units. Upon notification, all hangar/HAS doors will be closed. Exceptions are:

11.23.13.1. **(Added)** When moving aircraft, equipment, or AGE in or out of the hangar/HAS. When aircraft engines are being operated inside. When munitions are being loaded inside (except when live munitions require doors to be closed). When powered AGE is being operated inside. When refueling aircraft inside.

11.23.14. **(Added)** Vehicles may be driven into a HAS and the following additions are mandatory:

11.23.14.1. **(Added)** Refueling trucks will be backed into the HAS and chocked.

11.23.14.1.1. **(Added)** HAS doors shall remain fully open during refueling/defueling operations.

11.23.14.2. **(Added)** Vehicles may be stored in a HAS during local exercises, and for the purpose of sheltering due to weather conditions, when minimum established clearances from the aircraft can be maintained.

11.23.14.3. **(Added)** HAS doors will be open at least 10 feet prior to moving a vehicle in or out of a HAS with one aircraft parked on the back spot. Doors will be opened to the full extension when two aircraft are parked inside of the HAS.

11.23.14.4. **(Added)** Equipment items that are driven, such as cranes and jammers, may be driven into the HAS in the performance of their duties.

11.23.14.5. **(Added)** During hours of darkness, vehicles are authorized to park on the black top in front of the HASs with flashers off to conserve the vehicle battery.

11.23.15. **(Added)** When moving or repositioning Aerospace Ground Equipment (AGE) inside Hardened Aircraft Shelters (HAS) where aircraft are present:

11.23.15.1. **(Added)** HAS doors will be open a minimum of 10 feet prior to moving AGE in or out of a HAS with one aircraft parked in the back. When two aircraft are parked inside, HAS doors will be fully opened prior to moving any AGE taller than an MC-7, any stand larger than a C-1, and while using a jammer during loading operations on the forward aircraft. Exception: jammers per mission requirements (aft aircraft).

11.23.16. **(Added)** Between 1 November and 1 April, users will ensure AGE will be stored inside HAS when not in use. By 15 November the AGE ready-lines will be vacant. Once winter operations are concluded (1 April), AGE will be returned to the normal ready-lines. All AGE not in use should be on the ready-line by 15 April.

11.23.17. **(Added)** Between 1 December and 1 March, after jammer engine shutdown, ensure throttle cable is positioned at approximately midpoint/half throttle to prevent damage to equipment.

11.23.18. **(Added)** Serviceable fuel tanks are approved to be stored within, and on the apron of, bldg. 3280, within the tank storage overhang and inside aircraft shelters.

11.41. (Added) Incident Reporting and Management. When a situation requiring MOC notification (injured personnel, damaged equipment, lost items, etc.) occurs, MOC will be notified as soon as possible, NLT 1 hour after occurrence.

11.41.1. **(Added)** Upon notification MOC will initiate a Quick Reaction Checklist (QRC).

11.41.2. **(Added)** After ANY incident involving 35 MXG personnel or resources, the equipment or aircraft involved, and their respective forms, will be "frozen in place" in the exact position or location they were at the time the incident occurred. If the equipment or aircraft must be moved, it is at the discretion of the FGS/MXS Production Superintendent, and only for extreme circumstances.

11.41.3. **(Added)** Personnel involved at the scene of the incident will notify their shift supervisor/expediter. The shift supervisor/expediter will notify MOC. QA will arrive as soon as possible to assume control of the investigation and direct further actions.

11.41.4. **(Added)** Unless there is an immediate threat to life, limb, sight, physical health or the well-being of an individual, all personnel will remain on scene until released by QA.

11.42. (Added) Repeat/Recur and Can Not Duplicate (CND) Discrepancies Clearing Procedures. When clearing a Repeat/Recur or CND discrepancy, MXS or FGS Supervision will ensure an adequate corrective action was accomplished and the following procedures are strictly adhered to:

11.42.1. **(Added)** The discrepancy will be investigated using the most highly qualified technician(s) available. In addition, aircraft forms, IMDS, and other source documents will be thoroughly reviewed using a minimum 90-day look back. Consult with QA/AFETS/Tech Reps/System Program Office (SPO) for additional technical assistance as necessary.

11.42.2. **(Added)** Parts that are removed for the most probable cause will be bench checked if the capability exists. An AFTO Form 350 tag will be annotated with Repeat/Recur or CND as applicable.

11.42.3. **(Added)** On second Repeat/Recur (third occurrence) the MXS or FGS Maintenance Officer/MX Superintendent will review the corrective action prior to next flight. On the third repeat (fourth occurrence) MXS or FGS Supervision (Operations Officer/Superintendent) will evaluate the need to impound the aircraft and will review the corrective action prior to the next flight.

11.43. (Added) Dull Sword Notification. Personnel discovering a potential Dull Sword will report the discrepancy to their section/flight leadership.

11.43.1. **(Added)** Section/flight leadership will notify the squadron Nuclear Certified Equipment (NCE) Monitor and provide assistance to the NCE Monitor as needed.

11.43.2. **(Added)** Squadron NCE Monitor will document deficiency on the 35 FW Dull Sword Worksheet.

11.43.3. **(Added)** Squadron NCE Monitor will email and verify receipt of completed 35 FW Dull Sword Worksheet (within 24 hours) to MOC org box, 35 FW/SEW org box, and 35 MXG/QA org box.

11.43.4. **(Added)** MOC will run a QRC upon receipt of the 35 FW Dull Sword Worksheet.

11.43.5. **(Added)** Squadron NCE Monitor will provide assistance to MOC as needed and monitor status of damaged equipment as required.

11.43.6. **(Added)** QA will review 35 FW Dull Sword Worksheet and provide a QA flash for cross-tell if applicable.

11.44. (Added) Time Change Item (TCI) Management. All TCI forecasting will be entered on an AFTO Form 223, Time Change Requirements Forecast, and discussed during the quarterly munitions and P&S meeting.

11.44.1. **(Added)** All supporting documentation for the forecast, such as IMDS reports, P&S spreadsheets, etc., will be brought to the quarterly meeting. Once the AFTO Form 223 is agreed upon, the quarterly forecast will be signed by all parties involved (e.g., AFE, P&S, and Munitions, or Egress, P&S, Munitions, etc.).

11.44.2. **(Added)** Any changes in forecasting that occur between quarterly meetings will be submitted to the Munitions Operations using an updated AFTO Form 223 and will include the reason for the change(s). Once agreed upon, the updated AFTO Form 223 will be signed by all parties involved.

11.44.3. **(Added)** P&S will submit munitions issue/turn-in requests for TCIs to the Munitions Operations NLT 10 duty days prior to the requested date of issue.

11.44.4. **(Added)** If the Munitions Flight is unable to support the munitions issue request due to on-hand balance, forecasting errors, etc., Munitions Operations will return the issue request with the reason for denial.

11.44.5. **(Added)** Support Equipment without published inspection requirements will have a visual inspection performed prior to use.

11.45. (Added) AFTO Form 244, Industrial/Support Equipment Records Standardization. Units may keep AFTO Form 244s for equipment that is centrally controlled and managed in a separate file. Personnel will review the AFTO Form 244 before checking out the equipment.

11.45.1. **(Added)** Aircraft boarding ladder inspections will be documented prior to the first use of each day on the AFTO Form 244, Part II. Inspection will be performed per the criteria specified in T.O. 35A3-31-1 WP 004. Aircraft boarding ladders that are prepositioned for emergency use (EOR, Hot Pits, Crash Recovery, etc.) will have the inspection documented prior to the beginning of each day's flying operations.

11.45.2. **(Added)** After the AFTO Form 244 is closed out, notify and/or return the old form to the owning work center for filing.

11.46. (Added) Quick Freeze. When a lost/missing/dropped item has the potential to be located in active aircraft movement areas, the Production Superintendent will immediately notify MOC. MOC will initiate a Quick Freeze Checklist (QRC #6) and transmit all pertinent information about the Quick Freeze over all radio nets to assist in immediate location of the item. Ensure AMOPS and Munitions Control is notified upon Quick Freeze implementation and is aware of the location and item involved.

11.46.1. **(Added)** Once a Quick Freeze is initiated, all maintenance actions and aircraft movement in the affected areas will cease until the Quick Freeze is terminated. If the Quick Freeze is related to lost/missing/dropped objects, the Production Superintendent/Expediter will ensure a thorough search of the affected area(s) is performed to expedite aircraft movement.

11.46.2. **(Added)** During the Quick Freeze, if it is determined that the missing item is not in a specific aircraft movement area, the Production Superintendent may designate that area as an alternate taxi route for all unaffected aircraft and notify Operations Squadron.

11.46.3. **(Added)** If the item is found, the Quick Freeze will be terminated by the Production Superintendent. MOC will notify 35 MXG/CC, 35 OG/CC, SOF (Safety of Flight Officer), Munitions Control and AMOPS upon termination. If the item is not found, the Quick Freeze can only be terminated by the 35 MXG/CC or designated representative.

11.47. (Added) Emergency Power Unit (EPU) Maintenance Operations. In accordance with TO 1F-16CG-2-49GS-00-1, due to airflow, aircraft requiring EPU maintenance will be located in the following areas: C-11 (bldg. 3048), C-13 (bldg. 3049), C-15 (bldg. 3140), C-17 (bldg. 3141), C-45 (bldg. 3294), C-47 (bldg. 3295), or the apron on the west side of building 3280.

11.48. (Added) Normal/Wet Weather Wear Criteria for Aircraft Tires.

11.48.1. **(Added)** The normal wear criteria period will be 1 May to 30 Nov. Wet weather criteria period will be 1 Dec to 30 Apr. The MXG/CC may adjust these dates as needed due to weather conditions.

11.49. (Added) Aircraft 781 Forms. The 781 Master Forms Binder is maintained, revised, and updated by QA. The contents are organized IAW DAFI21-101_PACAFSUP and TO 00-20-1.

11.49.1. **(Added)** Each FGS shall maintain a replica of the QA Master Forms Binder and ensure each aircraft's forms binder matches the contents and arrangement of the Master Forms Binder.

11.50. (Added) Start, Run-up, and Test of Engines. Use of the trim pad (Hard Stand 8) or hush house (HH) requires clearance from the Maintenance Operations Center (MOC) in coordination with the MXS Production Superintendent.

11.50.1. **(Added)** Aircraft engine run in the HH or trim pad (Hard Stand 8), requires completion of the pre-run worksheet prior to the run. If an aircraft is towed back to the flight line for maintenance, another pre-run worksheet will be accomplished upon return to the HH or trim pad prior to engine start.

11.50.2. **(Added)** The trim pad (Hard Stand 8) is the primary aircraft high power engine run location. The HH will be used during quiet hours, and/or if the trim pad is deemed unusable due to icing, maintenance, etc. or if the trim pad is already in use.

11.50.3. **(Added)** Only one engine at a time will be operated above idle for engines below 85%. For max power runs in the HH or on the trim pad, only one engine at a time can be operated in afterburner (F-15, EA-18, etc.).

11.50.4. **(Added)** The HH NCOIC will administer training of HH operators (Fire Control Panel SCR certified). HH NCOIC/Section Chief maintains full authority over all aircraft operations in the HH.

11.50.5. **(Added)** All preliminary checks, fault isolation, and leak checks, should be performed and documented prior to placement in the HH or on the trim pad (Hard Stand 8).

11.50.6. **(Added)** The owning FGS is responsible for providing required personnel and equipment for HH runs, except for the one qualified person to operate the HH (will be supplied by the MXS). Owning FGS will not leave aircraft unattended in the HH except for overnight, on a case-by-case basis, in coordination with MXS Production Superintendent.

11.50.7. **(Added)** Prior to engine start, the HH operator is responsible for conducting a safety briefing and performing a Foreign Object Debris (FOD) check with the aircraft operator and fireguards. Only personnel briefed prior to starting the engines will be allowed in the enclosure.

11.50.8. **(Added)** If an engine or aircraft component requires replacement, the aircraft will be removed from the HH or trim pad and returned to the owning FGS at the discretion of MXS/FGS supervision. At the approval of the unit's Production Superintendent, the aircraft occupying the trim pad may remain there while maintenance is being conducted on it. FGS supervision, in coordination with MOC, will determine if waiting aircraft have priority for trim pad use.

11.50.9. **(Added)** The aircraft operator is responsible for ensuring that a FOD walk of the trim pad is accomplished prior to engine start and at the completion of engine runs/maintenance.

11.51. (Added) Management of Dash-21 Equipment. Dash-21 protective covers and safety pins shall be removed from the aircraft no earlier than notification of crew step, except those items specified otherwise in the 1F-16CJ-6WC-1-11. Covers and pins will be installed immediately after aircraft shutdown or aircraft ground abort.

11.51.1. **(Added)** All Dash-21 items will be marked with the assigned aircraft tail number. Spare Dash-21 equipment replacement will be managed on a one for one swap basis. Items to be marked with the aircraft tail number can be found in the respective Dash-21 technical order.

11.51.2. **(Added)** Aircraft grounding cords will be marked for the owning unit (e.g., 13 FGS, 14 FGS, TA, Phase, etc.).

11.52. (Added) GOV/Equipment Backing and the use of Spotters.

11.52.1. **(Added)** During all GOV backing operations, a spotter must be used to prevent vehicle and equipment damage. Prior to starting any tow or backing operations, it is the operator's responsibility to ensure a spotter is available and used. In the event a spotter is not readily available, and no one is in the immediate vicinity, the vehicle operator must dismount the vehicle and conduct a 360-degree walk around to ensure there are no obstructions nearby.

11.52.2. **(Added)** Operators will avoid backing up vehicles while towing equipment. In the event an operator is required to back up while towing equipment, he/she will ensure a spotter is in place to prevent a collision, jackknifing, or other damage to the towed item. A 360-degree walk around, as indicated in **paragraph 11.58.1**, is not a suitable solution in the event a spotter is not available while backing with support equipment. The operator will either disconnect and position the equipment by hand or request a spotter prior to backing.

11.52.3. **(Added)** Paragraphs **11.58** through **11.58.2** are applicable to all military personnel assigned to the 35 MXG on Misawa AB. They also apply to 35 MXG personnel on all TDYs, including those performing duties outside of Misawa AB but still assigned to the 35 MXG. Additionally, supervisors of Airmen TDY to Misawa AB from units outside of the 35 MXG are responsible for educating their personnel on these paragraphs and ensuring compliance.

11.53. (Added) Mandatory Red Xs.

11.53.1. **(Added)** Whenever F-16 engine oil servicing is required, associated maintenance technicians will place a red X for engine oil servicing required in the aircraft forms and MIS. In any other instance, when a technician removes or encounters an uninstalled engine oil overfill valve cap and/or engine oil fill valve cap, that technician will document the uninstalled cap(s) on a red X in the aircraft forms and MIS.

11.53.2. **(Added)** Technicians will conduct a red X inspection to verify the proper installation of the engine oil overfill valve cap and engine oil fill valve cap prior the first flight of the day. They will document the red X in the aircraft forms and MIS.

11.53.3. **(Added)** Paragraphs **11.59.1** through **11.59.2** do not apply to the 35 MXS's Propulsion Flight while conducting back shop maintenance and testing.

11.53.4. **(Added)** All intake/exhaust inspections will be documented on a red X.

11.53.5. **(Added)** The following discrepancies will be documented as red X conditions in the aircraft form 781As for engine runs: intake inspection prior to run, exhaust inspection prior to run, run screen installed on aircraft, intake inspection post engine run, exhaust inspection post engine run.

11.53.6. **(Added)** When equipment is used to service oil, hydraulic fluid, or nitrogen the equipment ID shall be documented in the AFTO Form 781A. Additionally, the 35 MXG Form 28, Oil/Hydraulic/Nitrogen Servicing Record assigned to the equipment will be documented for each aircraft serviced. The 35MXG Form 28 will be available on the QA SharePoint.

MICHAEL P. RICHARD, Col, USAF
Commander, 35th Fighter Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 10-206, *Operational Reporting, 18 Jun 2018*

DAFI 13-213, *Airfield Driving, 4 Feb 2020*

AFI 13-213_35FWSUP, *Airfield Driving, 13 Aug 2019*

DAFI 21-101, *Aircraft and Equipment Maintenance Management, 16 Jan 2020*

DAFI21-101_PACAFSUP, *Aircraft and Equipment Maintenance Management, 26 Oct 2020*

AFMAN 23-122, *Materiel Management Procedures, 27 Oct 2020*

DAFI 63-140, *Aircraft Structural Integrity Program and Air and Space Equipment Structural Management, 6 Aug 2020*

DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards, 25 Mar 2022*

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

TO 00-20-2, *Maintenance Data Documentation*

TO 00-5-1, *AF Technical Order System*

TO 00-5-16, *Software Managers and User's Manual for the USAF Automated Computer Program Identification Number System (ACPINS)*

TO 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*

TO 1F-16CJ-2-00GV-00-2, *General Vehicle Description (Electrical Maintenance Data)*

TO 1F-16CJ-21, *Aircraft Equipment Inventory List Master Guide (Lockheed Martin),*

TO 1F-16CJ-2-28JG-10-2, *Fuel System Storage*

TO 1F-16CJ-6WC-1-11, *Combined Preflight/Postflight, End-Of-Runway, Thruflight, Launch And Recovery, Alert Inspections, Quick Turnaround, Basic Postflight, And Walkaround Before First Flight Of Day Inspection Workcards*

TO 31S5-4-6085-8-1, *Viper Memory Loader Verifier Operational Programs PART NOS. 16U90A11830G001 AND 16U90A11830G002*

Prescribed Forms

35FW Form 91, *Local Manufacture Request Work Sheet*

35FW Form 117, *Dropped Object Investigation Work Sheet*

35FW Form 145, *Lost Tool Lost Object Report*

35FW Form 146, *Missing/Removed Tool Log*

35MXG Form 17, *Open Fuel Systems Repair Area Checklist*

35MXG Form 33, *Pre-CANN Preparation Checklist*

35MXG Form 28, *Oil/Hydraulic/Nitrogen Servicing Record*

Adopting Form

AF Form 483 *Certificate of Competency*

AF Form 847 *Recommendation for Change of Publication*

AF Form 1800 *Operator's Inspection Guide and Trouble Report*

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

AFTO Form 223, *Time Change Requirements Forecast*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 349, *Maintenance Data Collection Record*

AFTO Form 350, *Repairable Item Processing Tag*

AFTO Form 781, *Arms Aircrew/Mission Flight Data Document*

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

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

DD Form 1348-6, *DoD Single Line-Item Requisition*

Attachment 2

MXG WORLDWIDE IDENTIFICATION (WWID)

A2.1. MXG Worldwide Identification (WWID).

Table A2.1. MXG Worldwide Identification (WWID).

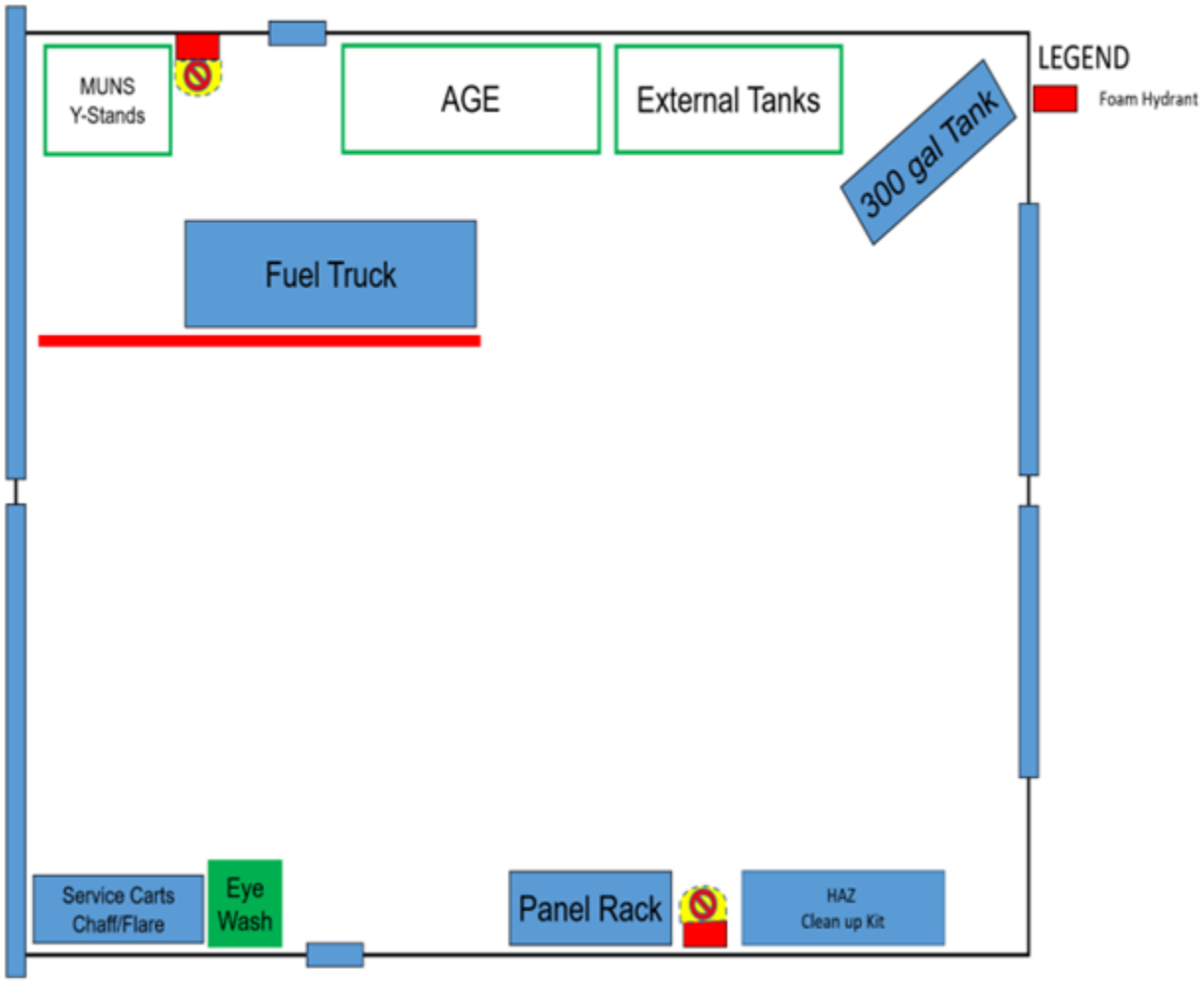
13 FGS	MOAA	Munitions	MOMW
14 FGS	MOAB	Armament	MOMR
35 MXS		**35 MXG Staff**	
Accessories	MOMC	QA	MOOQ
AGE Flt	MOMG	WSS	MOOW
Avionics	MOMV	FTD	MOOT
Fabrication Flight	MOMF	AFREP	MOOG
Metals Tech	MOMF		
Structures	MOMF		
E & E	MOMC		
NDI	MOMF		
Maintenance	MOMM	**14 FS**	
Propulsion	MOMP	Aircrew Flight Equipment	MOFE
TMDE	MOMD	**13 FS**	
Wheel & Tire/Crash	MOMM	Aircrew Flight Equipment	MOFE
Transient Alert	MOMM		
Wheel & Tire	MOMM		
Fuels	MOMC		
Egress	MOMC		
Hydraulics	MOMC		

Attachment 3

AUGMENT FORCES HAS FLOOR LAYOUT PLAN

A3.1. Augment Forces Has Floor Layout Plan.

Figure A3.1. Augment Forces Has Floor Layout Plan.

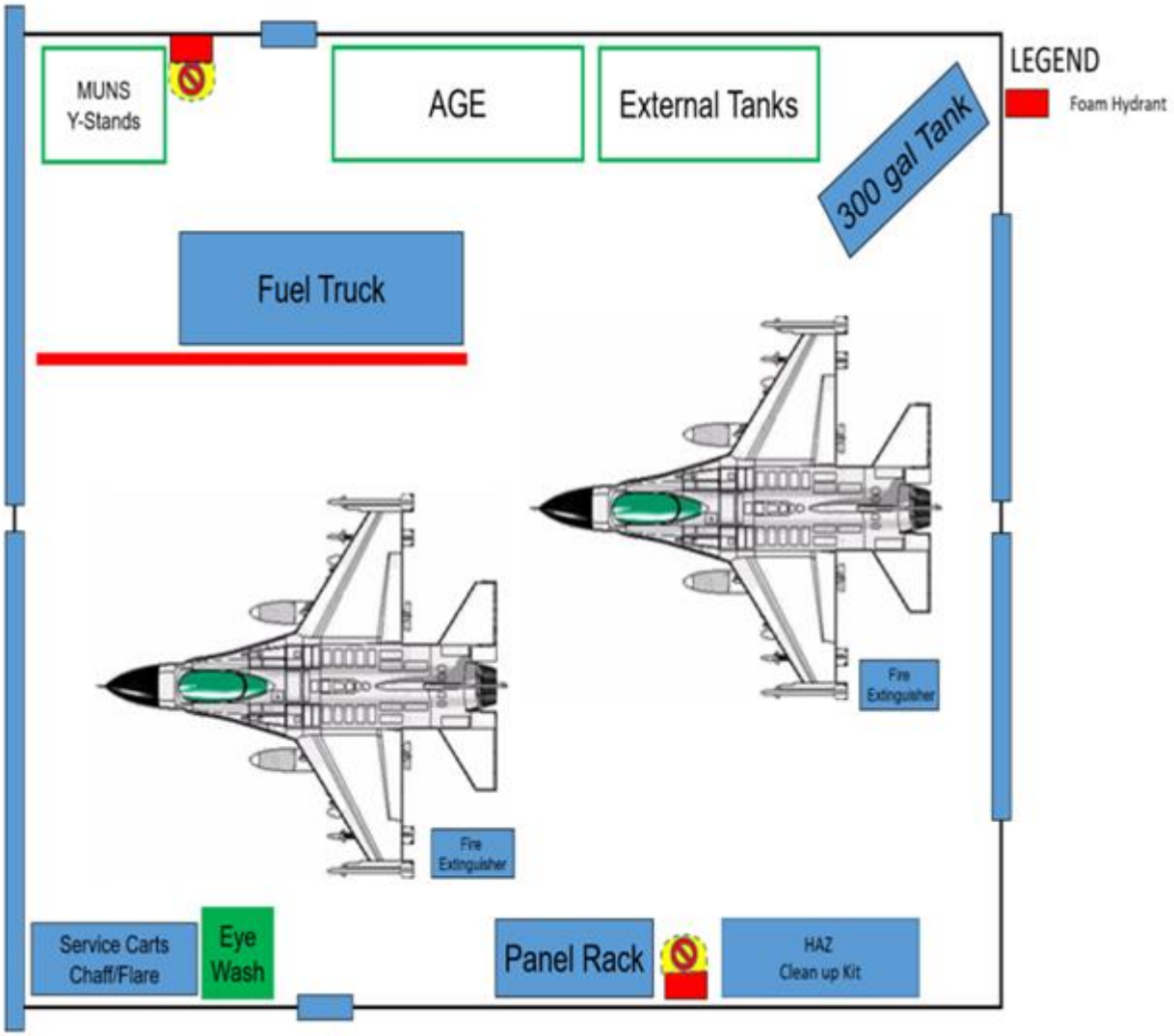


Attachment 4

HAS FLOOR LAYOUT PLAN

A4.1. HAS Floor Layout Plan.

Figure A4.1. HAS Floor Layout Plan.



Attachment 5

ASSIGNED MANUAL CONTROL NUMBERS

A5.1. Assigned Manual Control Numbers.

Table A5.1. Assigned Manual Control Numbers.

FGSs					
Section/ Activity	Workcenter Mnemonic	Assigned JCNs	Section/ Activity	Workcenter Mnemonic	Assigned JCNs
13th Specialists	AMSR	5800 - 5850	14th Specialists	AMSG	5851 - 5899
13th Weapons	AMWR	5900 - 5950	14th Weapons	AMWG	5951 - 5999
Wpns Load Tng	MXLS	6000 - 6099	13th Support Sect.	AMTR	6100 - 6150
14th Support Sect.	AMTG	6151 - 6199	13th Expediter	AMPR	6200 - 6249
13th Debrief	AMPR	6250 - 6299	14th Expediter	AMPG	6300 - 6399
14th Debrief	AMDG	6400 - 6499	13th Scheduler	MOSS	6500 - 6599
14th Scheduler	MOSS	6600 - 6699	MOC	MOSM	5200 - 5279
Quality Assurance	MXQG	6700 - 6799	Acft Accidents	N/A	5200 - 5279
13th TCTO	TCTO	5100 - 5199	Flight Simulator	N/A	7200 - 7350
14th TCTO	TCTO	6900 - 6999	372TS, Det 15, OL-A	AFTD	7250 - 7350

MXS					
Section/ Activity	Workcenter Mnemonic	Assigned JCNs	Section/ Activity	Workcenter Mnemonic	Assigned JCNs
TMDE	ETII	8500 – 5599	AIS	EAIS	8600 – 8649
EWS	EEWS	8650 – 8699	Photo	EPHO	8700 – 8749
Elect/Environmental	EELE	8750 – 8849	Egress	EEGR	8850 – 8869
Hydraulics	EPNU	8870 – 8949	Tank Farm	ETFM	8950 – 8969
Fuels	EFUL	8970 – 8989	JEIM	EJEM	8990 – 9039
Test Cell	EETC	9040 – 9079	Engine Non-Powered AGE	EAGE	7100 – 7199
Structural Mx	ESTR	7450 – 7499	Engine Support	EEMC	7300 – 7399
NDI	ENDI	7500 – 7549	Transient Alert	EMTA	7400 – 7449
Metals Tech	EMAC	7650 – 7699	Wheel/Tire	EREC	7550 – 7599
Survival Equipment	ESUR	7750 – 7799	Munitions	EMUC	7800 - 8299
AGE Scheduled Mx	EAGE	A501 – A550	Armament	EWPF	7000 – 7049
AGE Cannibalization	EAGE	5300 – 5350	AGE Mobility Use	EAGE	8300 - 8399
			AGE WRM	EAGW	8460 - 8485

Attachment 6

MISAWA AIRFIELD FOD WALK AREAS OF RESPONSIBILITY

A6.1. Misawa Airfield FOD Walk Areas of Responsibility.

Figure A6.1. Misawa Airfield FOD Walk Areas of Responsibility.