

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

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



**PACIFIC AIR FORCE
Supplement**

**374 AIRLIFT WING
Supplement**

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Maintenance

**AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT**

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This supplement implements and extends the guidance of DAFI 21-101, *Aircraft and Equipment Maintenance Management*, and the PACAF supplement. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, and those who are contractually obligated to comply with Department of the Air Force publications. This publication is applicable to all units assigned to the 374th Airlift Wing, Yokota Air Base. Supplements to this publication and the basic DAFI are not required to be sent to the OPR for review unless they have deviations. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (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 DAF Form 847,

Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) DAFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed in its entirety. Significant changes include the adjusting the applicability of this supplement to the 374 AW instead of Yokota Air Base all and extensive changes that align this supplement with DAFI 21-101, Guidance Memorandum (GM), issued 8 November 2022 and DAFI21-101_PACAFSUP_PACAFGM2022-01 issued 1 May 2023.

- 2.4.44.1. **(Added-374 AW)** Local Repeat, Recurring, and Cannot Duplicate (CND) procedures.
- 2.4.44.2. **(Added-374 AW)** Identifying Repeat/Recurring Discrepancies. Repeat/Recurring discrepancies will be identified as follows:
- 2.4.44.3. **(Added-374 AW)** The Debrief Section will enter the discrepancy in G081 and type “REPEAT” or “RECURRING” and the job control number of the initial write-up in the discrepancy block, and stamp or write “REPEAT” or “RECURRING” in red in the discrepancy block of the AFTO Form 781A, Maintenance Discrepancy and Work Document.
- 2.4.44.4. **(Added-374 AW)** When entering the discrepancy in G081, the Debrief Section will also ensure “REPEAT” or “RECURRING” is selected and the job control number of the initial write-up is included under “Miscellaneous Data” to aid Maintenance Analysis tracking.
- 2.4.44.5. **(Added-374 AW)** Actions for Clearing Repeat/Recurring Discrepancies. Repeat/recurring discrepancies will be cleared as follows:
- 2.4.44.6. **(Added-374 AW)** First and second REPEAT/RECURRENCE: An SCR-qualified 7-skill level or higher and/or civilian equivalent technician will review the discrepancy and corrective action(s). If all actions were appropriate, the reviewer will sign the “Inspected By” block and initial over the symbol.
- 2.4.44.7. **(Added-374 AW)** Third REPEAT/RECURRENCE: An SCR-qualified Production Superintendent will review the discrepancy and corrective action(s). Consider aircraft impoundment and/or the forming of a team of highly qualified technicians to troubleshoot and correct the discrepancy. If all actions were appropriate, the Production Superintendent will sign the “Inspected By” block and initial over the symbol.
- 2.4.44.8. **(Added-374 AW)** Actions for clearing CNDs. CNDs will be cleared IAW TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policy, and Procedures Air Mobility Command Supplement.
- 2.4.44.9. **(Added-374 AW)** In the event of a Class A flight mishap, or when requested by an impoundment official, involving aircraft assigned to the 374 AW, 374 MXG/MOC will notify 374 MXG/MXOA and request applicable aircraft history stored in the database. 374 MXG/MOC will notify 374 MXG/MXOS who will initiate the local Class A Aircraft Mishap Checklist, 374 MXG Form 15, *Class A Aircraft Mishap Checklist*. See **Chapter 7** for additional impound management requirements.
- 4.8.2.2.4. **(Added-374 AW)** Aircraft Washes on all 374 AW C-130 aircrafts are performed under a contract and overseen by 374 MXG/MXQ Contracting Officer Representative (COR).
- 4.8.2.2.5. **(Added-374 AW)** Standard Operating Procedures for the C-130 Aircraft wash can be found in the 374 MXG/MXQ SharePoint: <https://usaf.dps.mil/sites/374AW/374AW/374MXG/MXQ/SitePages/Home.aspx>.
- 6.12.5.2. **(Added-374 AW)** FCF Completion. Upon completion of the FCF, the QA FCF Manager will meet the FCF aircrew at Maintenance Debrief Section and review the FCF checklist and aircraft forms to determine if all requirements have been accomplished. The QA FCF Manager will accomplish the following steps:
- 6.12.5.2.1. **(Added-374 AW)** Retrieve the FCF Worksheet, 1C-130J-6CF-1, and the FCF Information Handbook from the aircrew.

6.12.5.2.2. **(Added-374 AW)** Deliver the FCF Worksheet, copy of all 781A maintenance discrepancies/corrective actions pertaining to the check flight, FCF/ACF/OCF/HSTC checklist, 1C-130J-6CF-1 to the 374th Maintenance Operations (374 MO) Plans, Scheduling and Documentation (PS&D) Section to be included in the aircraft jacket file.

6.12.5.2.3. **(Added-374 AW)** If the aircraft fails the FCF and is not released, coordinate with the MOC, 374 AMXS/MOO (or designated representative) and the respective flying squadron operations desk to schedule the next flight attempt. A non-release is defined as a termination of the FCF sortie and the FCF aircrew returning to the Maintenance Debrief Section.

6.12.5.2.4. **(Added-374 AW)** Upon each FCF non-release, a new TO 1C-130J-6CF-1 will be accomplished to account for the number of attempted FCF flights.

6.12.5.2.5. **(Added-374 AW)** When the FCF aircraft is released, the QA FCF Manager will complete all documentation in the FCF Log as required. This will serve as a permanent record as well as show deficiency or trend analysis.

6.12.7. **(Added-374 AW)** Upon notification of an FCF, OCF, ACF or HSTC, the owning unit will ensure the following steps are completed:

6.12.7.1. **(Added-374 AW)** Place FCF/ACF/OCF/HSTC checklist in the front of the AFTO Form 781A's, *Maintenance Discrepancy and Work Document*, and ensures all applicable items are completed. Remove the checklist from the forms after the completion of the FCF/ACF/OCF/HSTC.

6.15.1.2. **(Added-374 AW)** Ensure W&B Supplemental handbook is maintained IAW TO 1-1B-50, Basic Technical Order for USAF Aircraft Weight and Balance. The handbook will be enclosed in a binder and stored aboard each aircraft in the storage pocket aft of the crew entrance door on fuselage station 245.

6.15.1.3. **(Added-374 AW)** Lost supplemental book procedures: Follow lost tool procedures in this instruction. The owning unit Production Superintendent will notify QA and ensure 374 MXG Form 4, Lost Tool/Object Report, is completed and routed. QA will assemble a new supplemental book for the aircraft IAW TO 1-1B-50.

6.15.1.4. **(Added-374 AW)** All information to be used for operational purposes is to be taken from the aircrafts current 365 series forms/charts which are in the Supplemental W&B Handbook located on the aircraft. The primary W&B Handbooks will be maintained in the QA office.

6.15.3.3.2. **(Added-374 AW)** The QA W&B Program Manager will:

6.15.3.3.2.1. **(Added-374 AW)** Update the Chart A and Chart C IAW the instructions published in the TCTO or verified information extracted from a project report or other specification sheets provided by the manufacturer/contractor.

6.15.3.3.2.2. **(Added-374 AW)** Upon completion of TCTO/modification action, print all affected pages of the Chart A and the Chart C and post them in the primary Weight and Balance book and Supplemental book to reflect the changes. Complete job documentation requirements in the aircraft AFTO IMT 781A and maintenance data collection GO81 as required.

6.15.5. **(Added-374 AW)** The aircraft owning unit will:

6.15.5.1. **(Added-374 AW)** When TCTOs, OTIs, etc., that affect aircraft W&B data (Chart A and/or Chart C entry), the owning work center will enter an “X” discrepancy into the aircraft AFTO IMT 781A and G081 using WUC 04150 and shop code MXGQA for weight and balance re-computation along with TCTO completion documentation if not already loaded by PS&D.

6.15.6. **(Added-374 AW)** The P&S TCTO monitor will:

6.15.6.1. **(Added-374 AW)** Inform the QA Weight and Balance section of receipt of any TCTOs that can affect weight and balance (5lbs or more).

7.4.4. **(Added-374 AW)** Be familiar with and accomplish requirements listed in this instruction, all pertinent supplements, and the 374 MXG Aircraft/Equipment Impoundment Checklist.

7.4.5. **(Added-374 AW)** Brief the status of the aircraft/equipment impoundment investigation at least once a day to the Impoundment Authority, MXG/CC or designated representative as long as the aircraft/equipment is impounded.

7.6.1.1. **(Added-374 AW)** Quality Assurance (QA) will:

7.6.1.1.1. **(Added-374 AW)** Train and brief Impoundment Officials as required and IAW this chapter.

7.6.1.1.2. **(Added-374 AW)** Monitor the impoundment to ensure compliance of all applicable checklists, DAFIs and provide technical assistance as required to support the impoundment process and investigation.

7.6.1.1.3. **(Added-374 AW)** Review the impoundment report and applicable aircraft/equipment forms prior to it being released to determine compliance with all directives.

7.6.2.1. **(Added-374 AW)** Maintenance Operations Center (MOC) will:

7.6.2.1.1. **(Added-374 AW)** Run the impoundment quick reaction checklist.

7.6.2.1.2. **(Added-374 AW)** Notify the transient aircraft’s home station of impoundment details.

7.6.3.1. 1 **(374 AW)** Place the pre-printed Job Standard (JST) AFTO Form 781A in the aircraft forms binder for aircraft that use G081. For aircraft that do not use G081 place the Red X symbols and impoundment statements into the AFTO 781A and MIS. For equipment impoundments place the Red X symbols and impoundment statements into the applicable AFTO Form 244 and the MIS. Maintenance will only be performed when authorized by the Impoundment Official.

7.6.3.4.1. **(Added-374 AW)** Ensure the aircraft Cockpit Voice Recorder (CVR) and Digital Flight Data Recorder (DFDR) are safeguarded. If warranted, direct the removal of the CVR/DFDR immediately upon aircraft recovery.

7.6.3.4.2. **(Added-374 AW)** Safeguard both the CVR and DFDR during the entire process until one of the following occurs (as determined by 374 AW/SE, Safety Investigation Board (SIB) President or the Impound Release Authority):

7.6.3.4.2.1. **(Added-374 AW)** The items are deemed Deficiency Report (DR) exhibits.

7.6.3.4.2.2. **(Added-374 AW)** The items are to be processed by Warner-Robins/ALC.

7.6.3.5. 1 (Added) (374 AW) Cordon off the affected aircraft/equipment using cones (mandatory) and rope (when determined necessary by the Impoundment Official) to prevent unauthorized entry. Place impoundment sign (kept in QA) at the nose of the aircraft/engine/equipment at or near the Entry Control Point (ECP).

7.6.4.2. 1 (Added) (374 AW) Control all parts removed and tag with an AFTO Form 350 and applicable serviceability/suspense tags.

7.6.6. 1 (Added) (374 AW) Impoundment Release Authority will:

7.6.6.1.1. **(Added-374 AW)** Be familiar with and accomplish the required tasks listed in this chapter.

7.6.6.1.2. **(Added-374 AW)** Receive a briefing and report from the Impoundment Official prior to releasing the impounded aircraft/equipment. This briefing will include the following:

7.6.6.1.3. **(Added-374 AW)** Condition(s) resulting in impoundment.

7.6.6.1.4. **(Added-374 AW)** Actions taken to correct condition(s).

7.6.6.1. 5 (Added) (374 AW) Cost estimate required to correct condition(s).

7.6.6.1.6. **(Added-374 AW)** Actions taken to prevent recurrences.

7.6.11. **(Added-374 AW)** Impoundment Release. The Impoundment Official must follow all procedures outlined in this chapter prior to aircraft/equipment release. If the aircraft is at an off-station location that has maintenance support, every effort will be made to utilize the production superintendent and/or QA at that location for forms review prior to requesting release from impoundment.

8.2.1. 2 (Added) (374 AW) Replacement tools will not be issued until all the pieces of a broken/damaged tool are presented or documentation indicating the tool is lost and reported is presented. Replacement tools must be marked with the CTK number prior to issue.

8.2.1.3. **(Added-374 AW)** Unserviceable tools removed from a CTK will be de-etched before being placed in a separate, secure location until turned in for salvage purposes. Account for all damaged or broken tools on MXG Form 10. Items requiring turn in to DRMO or recycling will be secured and tracked until processed for disposal.

8.2.1.4. **(Added-374 AW)** If one item of a set is unserviceable, the item will be removed and handled as a broken tool. If the item is not to be replaced, the number of pieces on the tool listing must be changed and annotated in TCMAX/MIL.

8.2.3.2. **(Added-374 AW)** All wing organizations to include MDG, CE, vehicle MX and SF that dispatch tools/equipment to the flight line or aircraft maintenance areas, or work on equipment destined for use on the flight line or an aircraft, will follow Tool Management and Control program procedures. The objectives of this program are to effectively and efficiently manage high-dollar tools and equipment and eliminate foreign object damage (FOD) to aircraft, engines, training equipment and support equipment. UH-1N and C-12 tool accountability and control are covered under their specific contracts.

8.2.4.1. **(Added-374 AW)** A quarterly inventory of all spare and expendable tools/items will be accomplished and documented on a general-purpose or automated form. The inventory will reflect accurate, on-hand amounts at all times. The NCOIC or designated representative will enter their name, rank, date of inventory, balance on hand, and location of tool storage. The inventory will be kept in the (Warranty - Non-Warranty - Spare Tools/Items) continuity binder/folder for at least 1 year.

8.2.4.2. **(Added-374 AW)** HAZMAT materials will be stored and controlled IAW the 374 AW Waste Management Program Guide.

8.2.4.3. **(Added-374 AW)** All HAZMAT materials will be stored/secured in an approved locker.

8.2.4.4. **(Added-374 AW)** TCMax will be used to control dispatchable HAZMAT items. If TCMax is not available, the AF Form 1297 will be used.

8.2.4.5. **(Added-374 AW)** One permanently marked EID per container is required.

8.2.4.6. **(Added-374 AW)** HAZMAT containers will not be leaking. HAZMAT containers will be clean and serviceable. If leaking, the user will take appropriate actions to contain the leaking fluids (i.e., pig mat or absorbent padding) provided the control measures do not present an additional fire hazard.

8.2.4.7. **(Added-374 AW)** HAZMAT items, individual or part of a kit, that are required to be closed when not actively being used will have the lids firmly closed when stored in lockers.

8.2.4.8. **(Added-374 AW)** Hazmat that has been used or is in use no longer falls under the shelf-life program; it is in its "service life." Service life determines how long a material is usable once placed in service and is defined by TO, manufacturer data, or DAFI guidance (i.e., once applied to the aircraft, paint has a service life of 6 years).

8.2.4.9. **(Added-374 AW)** Service life is not intended to cover items opened and partially used, then closed and placed back on the shelf for later use (i.e., a two-part sealant kit with only a portion of the contents mixed and used may be placed back on the shelf for later use but while on the shelf still must adhere to shelf-life guidelines). These items will be disposed of once their shelf life/expiration date is exceeded.

8.2.4.10. **(Added-374 AW)** Hazardous Materials/Environmental Impact Analysis Process. CTK Custodians/NCOICs will be aware of the environmental impact of all hazardous materials issued from or stored in the CTK and will be aware of the procedures listed in the 374 AW AB Hazardous Waste Management Plan.

8.2.5.2. **(Added-374 AW)** On-site transfers of CTKs are authorized and the following procedures are used:

8.2.5.2.1. **(Added-374 AW)** The CTK will not be swapped from individual to individual on the next shift unless approved by the Production Superintendent.

8.2.5.2.2. **(Added-374 AW)** The individual on the incoming shift will obtain a blank AF Form 1297, *Temporary Issue*.

8.2.5.2.3. **(Added-374 AW)** The outgoing and incoming individuals will inventory the CTKs. The incoming individual will annotate the AF Form 1297. The CTK monitor will clear the outgoing individual and maintain the AF Form 1297 or locally approved form until the CTK has been turned in or TCMax has been updated to reflect the new user of the CTK.

8.2.5.2.4. **(Added-374 AW)** If a discrepancy exists (e.g., undocumented missing tool, broken tools), personnel will immediately notify appropriate supervision. See the lost tool/object procedures of the DAFI 21-101 and its supplements. Transfer of CTK will not take place under these circumstances.

8.2.7.1. **(Added-374 AW)** The 374 MXG QA assigns a prefix to the beginning of CTK numbers assigned to each section. Every CTK will strictly adhere to alphabetical/identification prefixes allotted/assigned per **Table 8.1**. The CTK numbers will begin with the assigned prefix followed by a set of digits consisting of any combination of numbers/letters/symbols that will ease the use of identification.

Table 8.1. (Added-374 AW) CTK WWID Prefix designators by squadron/section.

Section	374 AW AB	Squadron	Shop	WWID
374 MXG/MO				
Quality Assurance	YM	Q	Q	YMQQ
UH-1 Contractor	YM	Q	D	YMQD
Military Training Section	YM	Q	T	YMQT
374 AMXS				
Support Flight	YM	A	O	YMAO
374 MXS				
Munitions	YM	M	A	YMMA
Aircraft Structural Maintenance (ISO/Letter Check)	YM	M	B	YMMB
Crash Recovery	YM	M	C	YMMC
Transient Alert	YM	M	D	YMMD
Repair and Reclamation / Wheel and Tire	YM	M	E	YMME
Fuel Systems	YM	M	F	YMMF
AGE	YM	M	G	YMMG
TMDE	YM	M	H	YMMH
Mobility Section	YM	M	M	YMMM
Nondestructive Inspection	YM	M	N	YMMN
Electro / Environmental	YM	M	O	YMMO
Corrosion Control	YM	M	R	YMMR
Aircraft Structural Maintenance	YM	M	S	YMMS
Aircraft Metals Technology	YM	M	T	YMMT
Propulsion Test Cell	YM	M	V	YMMV
ISO Support Section / Propulsion ISO	YM	M	X	YMMX
Propulsion Material Support	YM	M	Z	YMMZ

374 FSS				
Aero Club/Flight Training Center	YF	T	C	YFTC
374 OSS				
AFE Main Shop	YM	O	S	YMOS
AFE Satellite Shop	YM	M	I	YMMI
730 AMS (515 AMOG)				
730th Air Mobility Squadron	YM	L	G	YMLG
730th Quality Assurance	YM	L	Q	YMLQ
753 SOAMXS (353 SOG)				
CV-22 Support	YM	V	S	YMVS

8.2.7.2. **(Added-374 AW)** Each CTK will be individually numbered. The CTK identification must be readable. All dispatchable CTKs will have reflective material on all visible sides to ensure maximum visibility.

8.2.7.3. **(Added-374 AW)** Tools or equipment issued individually from a tool room/support section must be marked with an equipment identification designators (EID).

8.2.7.3.1. **(Added-374 AW)** Tools will have only one identifier number. Dual etching (different numbers) is not authorized. If etched tools need to be re-etched due to CTK re-numbering, there will be a reasonable attempt made to remove old etchings without rendering the tool unserviceable.

8.2.8.2. **(374 AW)** Personal Issued Tools/Equipment and Personal Protective Equipment (PPE):

8.2.8.2.1. **(Added-374 AW)** Identify personal issue equipment (ear defenders, reflective belts, and other items purchased and issued by the unit) with minimum first initial, last name, and the individual's employee number.

8.2.8.2.2. **(Added-374 AW)** Personally procured equipment or tools are not authorized on the flight line or in maintenance work centers unless they are controlled via normal CTK procedures. Equipment/tools issued by the currently assigned unit are not considered personal tools. If they are lost, follow the guidelines in the lost tool/object procedures of the DAFI21-101 and its supplements.

8.2.9.4. **(Added-374 AW)** Rag Control:

8.2.9.4.1. **(Added-374 AW)** Positive control of rags must be enforced. Rag control applies to all 374 MXG organizations and personnel. While marking or identifying each rag with a CTK number is not necessary, issue and receipt procedures will be established to ensure positive control. Rags of uniform size and colors, such as those available through GSA and commercial contract suppliers, may be used to facilitate control procedures.

8.2.9.4.2. **(Added-374 AW)** Rags and containers will be treated like tools and will be controlled using the same methods as other tools. Lost tool/object procedures will be followed for missing or lost rags according to [paragraph 8.9](#).

8.2.9.4.3. **(Added-374 AW)** Authorized methods of positive rag control may include but are not limited to:

- 8.2.9.4.3.1. **(Added-374 AW)** Issuing rags on a one-for-one swap regardless of quantity.
- 8.2.9.4.3.2. **(Added-374 AW)** Issuing a predetermined number of rags with CTKs.
- 8.2.9.4.3.3. **(Added-374 AW)** Issuing rags in pre-packaged containers with the number of rags marked on each container.
- 8.2.9.4.4. **(Added-374 AW)** The CTK Custodian will establish procedures to ensure how many rags are on hand (segregate clean and dirty/oily rags).
- 8.7.1.1. **(Added-374 AW)** All locally manufactured tools and equipment not listed in approved technical data must be approved by the 374 MXG/CC or CD prior to manufacture of the item using [Attachment 11](#).
- 8.7.1.2. **(Added-374 AW)** The owning section will supply description, justification, and all relative information, including pictures, to QA prior to the tool being approved or put into use.
- 8.7.1.3. **(Added-374 AW)** CTKs will maintain a location and status of all locally manufactured tools.
- 8.7.1.4. **(Added-374 AW)** QA and the respective work center will maintain a copy of all approval letters.
- 8.7.2.1. **(Added-374 AW)** The review is documented in the QA Local Man Tools continuity binder and the QA SharePoint.
- 8.8.3. **(Added-374 AW)** Use of Locally Developed Oil and Hydraulic Tracking Form management.
- 8.8.3.1. **(Added-374 AW)** All Oil, Hydraulic, and Portable Hydraulic Test Stands will have a 374 MXG Form 6 included in the rain proof bag along with the AFTO Form 244/245.
- 8.8.3. 2 **(Added)** (374 AW) Users must document 374 MXG Form 6 after servicing aircraft with Oil, Hydraulic fluid, or after using a Portable Hydraulic Test Stand.
- 8.9.2.1.2. **(Added-374 AW)** If a tool/item is discovered missing and it has been positively determined the tool/item was not used on an aircraft, after a 30-minute search of the affected area, the individual with responsibility for the tool/item (with assistance from the CTK custodian, as applicable) will initiate an MXG Form 4, *Lost Tool/Object Report*, and notify the Production Superintendent. Ensure a copy of the completed report is forwarded to 374 AW FOD Monitor within 72 hours.
- 8.9.3. **(Added-374 AW)** If a tool is found missing from a CTK, and was previously used on an aircraft that has not taxied and/or is not airborne, after a 30 minute initial search of the affected area, the Production Superintendent (Pro Super) will notify the MOC. Operations personnel will follow the same reporting procedures. The CTK NCOIC will ensure a copy of the completed report is forwarded to the 374 AW FOD Monitor within 72 hours.
- 8.9.3.1. **(Added-374 AW)** If an item/object is identified while performing an inspection/maintenance, the individual who discovered this will search the immediate work area for this missing item and notify the Pro Super. If not found within 30 minutes, the Pro Super will notify MOC and the individual will initiate a MXG Form 4. The on shift Pro Super or Section Chief will ensure the user routes a completed report to the 374 AW FOD Monitor within 72 hours.

8.9.3.2. **(Added-374 AW)** The MOC will initiate the appropriate QRC. The MXG/CC or CD will determine if aircraft impoundment is necessary.

8.9.3.3. **(Added-374 AW)** If the item is not found, the respective squadron supervision will determine when the search will be terminated.

9.17.1. 1 **(Added)** (374 AW) 374 MXG directives for the local manufacture of parts are included below.

9.17.3. **(Added-374 AW)** Responsibilities:

9.17.3.1. **(Added-374 AW)** The Flight Chief of the fabricating activity has local manufacture (LM) approval authority for:

9.17.3.1.1. **(Added-374 AW)** Stock listed items coded for LM (Source of Supply [SOS] JBD or Illustrated Parts Breakdown Source Maintenance Repair [SMR] Code MF* or AF* with acquisition advice code [AAC] F).

9.17.3.1.2. **(Added-374 AW)** Non-stock listed items (items without an assigned stock number) to be made per technical order (TO)/drawing specification.

9.17.3.2. **(Added-374 AW)** 374 MXG/CC (or representative designated in writing) has LM approval authority for:

9.17.3.2.1. **(Added-374 AW)** Stock listed items not coded for LM (not SOS JBD or SMR Code Manufactured or fabricated at intermediate level [MF*]).

9.17.3.2.2. **(Added-374 AW)** Non-stock listed items to be made per other than technical order/drawing specification. These items, once approved by the MXG/CC, require coordination through the applicable systems engineer via technical assistance request (TAR) per TO 00-25-107. See [paragraph 9.17.7.4](#).

9.17.3.3. **(Added-374 AW)** The section Non-Commissioned Officer In-Charge (NCOIC) has approval authority for LM requests (other than LM tools) required to facilitate their own section's production. Maintenance performed by these sections requires extensive use of custom made templates, patterns, forming and holding fixtures, hardware extraction/installation tools, and alignment devices on a routine basis. Manufacture of these items is covered in their technical training, Career Development Course books, general methods, and procedural TO and do not require LM paperwork.

9.17.3.4. **(Added-374 AW)** Tools requiring LM will be approved by the 374 MXG Quality Assurance Office IAW this instruction.

9.17.3.5. **(Added-374 AW)** MICAP LMs do not follow the procedures listed in this document. All MICAP requests must be processed IAW AFH 23-123, *Materiel Management handbook Volume One, Materiel Management Reference Information*.

9.17.4. **(Added-374 AW)** Requesting Activity will:

9.17.4.1. **(Added-374 AW)** Research item requiring LM and ensure it cannot be obtained through normal supply channels. If item can be ordered, it will be placed on order with appropriate priority. The supply document number associated with this transaction will be required when processing LM request. When requesting items, approval will not be granted solely on local procurement versus material costs or availability through normal supply channels. The man-hours required to complete the project and equipment availability will also be considered.

9.17.4.2. **(Added-374 AW)** Complete a 374 AW Form 36 and route as required for the type of part being requested for LM.

9.17.4.3. **(Added-374 AW)** Create and load a work order in GO81 or the Integrated Maintenance Data System (IMDS) for production tracking and documentation against the LM. If more than one shop is involved in the manufacture process, a work order will be created for each work center.

9.17.4.4. **(Added-374 AW)** Provide the following supporting documentation to 374 LRS Flight Service Center (FSC):

9.17.4.4.1. **(Added-374 AW)** Approved LM request form (374 AW Form 36).

9.17.4.4.2. **(Added-374 AW)** DD Form 1348-6, *Single Line Item Requisition System Document*, AF Form 2005, *Issue/Turn-In Request*, AF Form 601 (if required), *Authorization Change Request*.

9.17.4.4.3. **(Added-374 AW)** Applicable drawings/blueprints/depot guidance/copies of technical orders or reference specifications for the requested LM. These items may be found in the Integrated Electronic Technical Manual System (IETMS), the Joint Engineering Data Management Information and Control System (JEDMICS), or obtained from local Air Force Engineering Technical Service (AFETS) representatives.

9.17.4.4.4. **(Added-374 AW)** Supply/purchase order documents for materials needed for the LM (may include raw materials, hardware, and/or tooling).

9.17.4.4.5. **(Added-374 AW)** Paper copies of GO81 or IMDS work order(s) for LM.

9.17.4.5. **(Added-374 AW)** Route supporting documentation to the manufacturing work center and appropriate approving official(s) as identified in paragraphs **9.17.3.1** and **9.17.3.2**.

9.17.5. **(Added-374 AW)** Manufacturing Activity will:

9.17.5.1. **(Added-374 AW)** Verify ability to fabricate the requested LM. A fabricating section 7-level will verify ability to manufacture and consult with requester concerning possibilities of LM and determine material specifications/proper quantities of materials/consumable parts needed. If the requester already has a LM form (374 AW Form 36) available, annotate any pertinent information and refer to FSC if manufacture is possible. Price of the item will be based on availability of material and not total cost of item.

9.17.5.2. **(Added-374 AW)** Execute requested LM. Once paperwork is approved and materials/consumables received, completion of item will be based upon priority requested. Items with same priorities, work requests are accomplished in the order received unless instructed otherwise by fabricating activity's production supervision.

9.17.5.3. **(Added-374 AW)** Contact FSC upon completion of LMs and forward property for receipt processing.

9.17.6. **(Added-374 AW)** Supply Procedures for Local Manufacture:

9.17.6.1. **(Added-374 AW)** The normal procedure for requesting a LM item is for the requesting activity to submit the request through the LRS/Supply activity. However, there are situations where mission requirements drive expedited processing of the LM. In these cases, the routing of the LM item request through LRS/Supply activity may be deferred (by the fabricating activity's Squadron MOO/Superintendent or higher) while the part is being made but must be routed immediately after LM completion.

9.17.6.2. **(Added-374 AW)** 374 LRS (FSC) will appoint, in writing, a primary and alternate Local Manufacture Manager. The LM Manager will:

9.17.6.2.1. **(Added-374 AW)** Create a file of all LM requests. Folders should contain the following:

9.17.6.2.1.1. **(Added-374 AW)** Approved LM requests (374 AW Form 36).

9.17.6.2.1.2. **(Added-374 AW)** Applicable drawings/blueprints/depot guidance/copies of technical orders or reference specifications for the requested LMs.

9.17.6.2.1.3. **(Added-374 AW)** Supply/purchase order documents for materials/consumable parts.

9.17.6.2.1.4. **(Added-374 AW)** Paper copies of IMDS work orders for LMs.

9.17.6.2.2. **(Added-374 AW)** Process documents IAW AFH 23-123 for all LMs submitted. These will include at a minimum:

9.17.6.2.2.1. **(Added-374 AW)** Approved LM request (374 AW Form 36).

9.17.6.2.2.2. **(Added-374 AW)** DD Form 1348-6, AF Forms 601 or 2005.

9.17.6.2.2.3. **(Added-374 AW)** Applicable drawings/blueprints/depot guidance/copies of technical orders or reference specifications for the requested LM.

9.17.6.2.2.4. **(Added-374 AW)** Paper copies of IMDS work order(s) for LM.

9.17.6.2.3. **(Added-374 AW)** If the requested LM item is not stock listed, work with Customer Service personnel to assign an ERRCD and a locally assigned stock number after the 1348-6 paperwork is completed.

9.17.6.2.4. **(Added-374 AW)** Assist in verifying parts availability.

9.17.6.2.4.1. **(Added-374 AW)** If parts are available, bits and pieces along with all paperwork will be delivered, by the requestor or LRS, along with the required paperwork to the repair section for manufacture.

9.17.6.2.4.2. **(Added-374 AW)** If parts are not available and the requirement is MICAP the FSC local manufacture manager will input the bits and pieces requirements with TEX "7"; appropriate MICAP UJC; JCN in the work-order field, aircraft tail number (SRD and WUC) in the mark-for, and notify the AFGLSC who will accomplish MICAP verification and requisition processes.

9.17.6.2.4.2. 1 **(Added)** (374 AW) To complete the MICAP process, when bits and pieces are received they will be delivered, by the requestor or LRS, along with the required paperwork to the appropriate repair shop for manufacture of the item.

9.17.6.2.4.2.2. **(Added-374 AW)** The request for the LM item will remain on order until the item is complete and received by Supply for REC/DOR processing.

9.17.6.2.4.3. **(Added-374 AW)** For non-MICAP requirements, the FSC LM manager will back order the requirements with the appropriate UJC and JCN in the work order field.

9.17.6.2.5. **(Added-374 AW)** Once all paperwork is completed and all bits and pieces are received and available they will be delivered, by the requestor or LRS, along with the required paperwork to the repair section for manufacture.

9.17.6.3. **(Added-374 AW)** If the requested LM item is beyond base maintenance capability to manufacture, maintenance personnel will return the work order request with the reason for non-manufacture to Stock Control.

9.17.6.3.1. **(Added-374 AW)** Stock Control will cancel the LM due-in detail record and assign REX code "2."

9.17.6.4. **(Added-374 AW)** Upon completion of manufacture the finished product will be forwarded back to FSC for REC/DOR processing, and then issued to the customer.

9.17.7. **(Added-374 AW)** Local Manufacture of Aircraft Components and Hardware:

9.17.7.1. **(Added-374 AW)** Aircraft components, assemblies, and hardware requiring LM fall into two categories:

9.17.7.1.1. **(Added-374 AW)** Items coded as LM per applicable TO guidance have automatic approval and may be locally manufactured without additional authority beyond the TO. Paperwork shall still be routed as identified in **paragraphs 9.17.4. thru 9.17.4.4.5.** of this instruction.

9.17.7.1.2. **(Added-374 AW)** Items that have other SMR codes may be locally manufactured providing the following two conditions are met:

9.17.7.1.2.1. **(Added-374 AW)** The SMR code does not specifically prohibit LM.

9.17.7.1.2.2. **(Added-374 AW)** Manufacture can be accomplished without deviation from technical drawings, blueprints, equipment technical directives, or covered under applicable general maintenance practices and within the capabilities of the primary work center.

9.17.7.2. **(Added-374 AW)** Procurable assets may be approved by the 374 MXG/CC or designated representative. Procurable assets will only be locally manufactured when normal procurement will result in unacceptable mission impact as determined by the production superintendent. **Example:** Part is SMR-Coded PAA, without a favorable EDD, fabricating activity has all capabilities to manufacture IAW technical drawings, blueprints, equipment technical directives or covered under applicable general maintenance practices and within the capabilities of the primary work center. Approval authority is 374 MXG/CC or designated representative.

9.17.7.2.1. **(Added-374 AW)** Requesting activity will contact COSO or MSL to initiate procedures listed in **paragraph 9.17.4.**

9.17.7.2.2. **(Added-374 AW)** Identify and coordinate LM request to 374 MXG/CC or designated representative for approval.

9.17.7.3. **(Added-374 AW)** Items identified with a restrictive SMR code will not be manufactured without approval of Depot Engineering. As per **paragraph 9.17.7.4,** submit request for applicable procedures to seek approval following guidance listed in TO 00-25-107.

9.17.7.4. **(Added-374 AW)** Assets requiring modification or deviation from applicable technical guidance must be approved by Depot Engineering via TO 00-25-107 request, submitted in AIRCAT in which case engineering disposition, blueprint, or drawing must be made available prior to establishing a work request. **Example:** Part is SMR-Coded PAA, without a favorable EDD, fabricating activity has all capabilities to manufacture IAW technical drawings, blueprints, equipment technical directives or is covered under applicable general maintenance practices but lacks the ability perform a listed procedure (i.e., to shot peen, perform cadmium plating, etc.), 00-25-107 TAR is required to LM the part while deviating from technical data.

9.17.7.4.1. **(Added-374 AW)** Once the 00-25-107 TAR is approved, follow [paragraph 9.17.4](#) to complete the request.

9.17.7.5. **(Added-374 AW)** Aircraft screws, bolts, and other externally aircraft threaded hardware cannot be locally manufactured or repaired in any manner. Replace parts with another of identical specifications. Repair internal threads by installing inserts IAW applicable aircraft technical data.

11.8.3.2.1. **(374 AW)** General Procedures and Prevention Policy. FOD and dropped objects are costly and have a negative impact on mission accomplishment. Every effort will be made by all 374 AW personnel and tenant units to ensure FOD and DOP prevention measures are followed. Supervisors at all levels will ensure everyone within their span of control is trained on and implements FOD/DOP prevention procedures at all times. “ZERO TOLERANCE” is the standard for all FOD prevention measures as well as for 374th Maintenance Group Quality Assurance (374 MXG/MXQ) assessments on aircraft, work areas directly in or around aircraft, tool boxes, work areas that support aircraft systems and Aerospace Ground Equipment (AGE). All FOD assessments and spot checks will be objective based on the “zero tolerance” concept.

11.8.3.2.2.2. **(Added-374 AW)** All DTADs computers will have sealant applied to external screws to avoid potential FOD hazards. Do not break the seal by loosening these screws.

11.8.3.2.2.3. **(Added-374 AW)** FOD found within one half hour of a FOD walk or hangar sweep will constitute a failure against the performing organization. FOD found, including FO discovered later than one half hour after a FOD walk or hangar sweep, will be subject to investigation by 374 AW FOD Monitor or QA inspectors.

11.8.3.2.2.4. **(Added-374 AW)** Parts bags will be always used and will be attached to the associated component or area as applicable. Use attached tag to indicate types and totals of items inside, aircraft/equipment number and safely secure parts. Plastic “Ziploc” type bags may be used as parts bags, provided they have a listing included on paper or have the contents annotated on the package with permanent ink. Locally produced part accountability kits may also be used to account for component hardware (e.g., engine mount bolt kit).

11.8.3.2.2.5. **(Added-374 AW)** FOD containers will be marked with the vehicle EID and stenciled with the word “FOD” in contrasting letters. “FOD” stickers may be used on FOD containers. All FOD containers will be emptied when full or at the end of each shift, whichever comes first. FOD containers functioning as a stand-alone item that can be check out from a CTK will be appropriately marked as a FOD container and will have its own unique EID as any standard tool would.

11.8.5.5.1. **(Added-374 AW)** Airfield inspection and monitoring.

11.8.5.5.2. **(Added-374 AW)** Representatives from 374 OSS Airfield Operations (374 OSS/OSAA) and the FOD monitor will each conduct random ramp inspections. These inspections will include the assessment of damaged pavement, flight line construction, and other FOD hazards in or near aircraft parking ramps, taxiways, and access roads. The results will be passed to 374 OSS/OSAA, Airfield Management for tracking. Results of these inspections will be tracked in the Quality Assurance database or a locally devised form and briefed quarterly to the 374 AW/CV at the Wing FOD Prevention committee meeting.

11.8.5.7. **(Added-374 AW)** Unit FOD representatives. The following units are required to have FOD representatives: 374 AMXS, 374 AW/SE, 374 CES, 374 LRS, 374 MXS, 374 OG, 459 AS (M1), and 374 SFS. Tenant units conducting flight or maintenance operations at Yokota Air Base will have a commander appointed FOD representative enforcing FOD program standards for their respective unit. Units TDY to Yokota Air Base will contact the Wing FOD Monitor to ensure FOD program standards are adhered to.

11.8.5.7. 1 **(Added)** (374 AW) Unit commanders will appoint primary and alternate FOD/DOP representatives and forward the name, grade, office symbol, DEROS, and duty telephone of those individuals in the form of an appointment letter to the 374 AW FOD office. Additional flight FOD representatives are required for units/flights with geographically separated sections (Aero Repair (A/R), support section, inspection docks, test cell, fuels maintenance section, wash rack, corrosion, etc.) and will be appointed in writing by the unit commander. The FOD/DOP representatives will:

11.8.5.7.2. **(Added-374 AW)** Inform sections within unit of potential FOD/DOP hazards, trends, and prevention practices.

11.8.5.7.3. **(Added-374 AW)** Maintain current FOD/DOP awareness board, subject to spot inspections.

11.8.5.7.3.1. **(Added-374 AW)** Required awareness board items:

11.8.5.7.3.2. **(Added-374 AW)** 374 AW FOD/DOP Monitor Flyer and appointment letter.

11.8.5.7.3.3. **(Added-374 AW)** Unit/Flight FOD/DOP Representative and alternate appointment letter with current DEROS.

11.8.5.7.3.4. **(Added-374 AW)** Current Quarterly FOD/DOP Awareness Tips (In color if available).

11.8.5.7.3.5. **(Added-374 AW)** Current quarterly FOD Awareness Poster.

11.8.5.7.3.6. **(Added-374 AW)** Optional awareness board items include but are not limited to:

11.8.5.7.3.7. **(Added-374 AW)** Photos (Wing/Squadron/Flight incentive program award winners, FOD/DOP incidents).

11.8.5.7.3.8. **(Added-374 AW)** FOD Walk collection slides.

11.8.5.7.3.9. **(Added-374 AW)** FOD/DOP related news/magazine articles.

11.8.5.7.4. **(Added-374 AW)** Conduct and document a minimum of one FOD/DOP unit/flight briefing per quarter on updated or significant information (e.g., FODs, DOs, instruction changes) located on the 374 AW FOD/DOP SharePoint web page.

11.8.5.7.5. **(Added-374 AW)** FOD/DOP briefings will be documented on an AF Form 3131, *General Purpose Form*, and at a minimum contain the following information: Name and rank of briefer, date accomplished, and briefing subject. This briefing may be accomplished through e-mail. This form will be kept by the unit FOD/DOP monitor for the current fiscal year and replaced with a new form at the start of each new fiscal year. This form will be reviewed during the unit's annual FOD SAV.

11.8.5.7.6. **(Added-374 AW)** May develop unit level FOD/DOP prevention and recognition programs as required.

11.8.5.7.7. **(Added-374 AW)** Monitor unit FOD sweeper usage and ensure compliance (if applicable).

11.8.5.7.8. **(Added-374 AW)** Assist Wing FOD/DOP Monitor with investigations as requested.

11.8.5.7.9. **(Added-374 AW)** Conduct and document a minimum of one spot-check per duty week within the unit/flight. Unit representatives will also be provided a copy of any spot inspection results conducted by the Wing FOD/DOP Monitor. Unit/flight monitors are responsible for briefing their squadron/flight supervision.

11.8.5.7.10. **(Added-374 AW)** Units involved with weekly FOD walks will document them on an AF Form 3131, and at a minimum contain the following information: Location, date accomplished, time, discrepancies noted, number of participants, and unit FOD monitor name documenting the FOD walk.

11.8.5.7.11. **(Added-374 AW)** Attend FOD/DOP Program Committee meetings as required.

11.8.5.7.12. **(Added-374 AW)** Ensure personnel accessing the flight line and maintenance areas comply with program directives and perform spot inspections.

11.8.5.8. **(Added-374 AW)** Conduct all FOD and dropped object investigations and ensure sound corrective actions.

11.8.5.9. **(Added-374 AW)** Inform units of potential FOD/DOP trends and hazards.

11.8.5.10. **(Added-374 AW)** Perform duties of 374 MXG QA augmentee; conduct and document spot checks and FOD assessments in/around the flight line and maintenance areas.

11.8.5.10.1. **(Added-374 AW)** FOD assessments will be determined by the 374 MXG QA Routine Inspection Listing.

11.8.5.10.2. **(Added-374 AW)** Spot inspections and assessments will cover, but are not limited to, the following areas: FOD continuity book/awareness board (content and condition), prevention (sweeper utilization and condition), housekeeping (shop, aircraft, tool control, hardware control, etc.), CTK (FOD in tool boxes, support equipment electrical receptacles capped/plugged, sweeper log (if applicable) and lost tool log, vehicles (FOD bars, cleanliness, roll-over FOD checks, and FOD containers), and aircraft (use of intake plugs, tubing, and electrical caps/plugs, pitot tube covers, streamers, flight deck cleanliness and throttle quadrant covers). Spot inspections and assessments will be annotated in the Logistics Evaluation Assurance Program (LEAP) database and incorporated into the 374 MXG QA Maintenance Standardization and Evaluation Program (MSEP) briefing.

11.8.5.10.3. **(Added-374 AW)** All inspection documentation will be kept on file with the applicable QA office.

- 11.8.5.11. **(Added-374 AW)** Organize Wing FOD walks and analyze recovered FO.
- 11.8.5.12. **(Added-374 AW)** Develop and monitor FOD/DOP training programs with necessary changes.
- 11.8.5.13. **(Added-374 AW)** Brief the quarterly or monthly FOD/DOP Program Committee meetings as required.
- 11.8.5.14. **(Added-374 AW)** Maintain dropped object historical data.
- 11.8.5.15. **(Added-374 AW)** FOD/DOP assistant. A FOD/DOP assistant from the 374 MXG QA will be assigned in writing to the FOD/DOP monitor. The FOD/DOP assistant will perform all 374 AW FOD/DOP duties and responsibilities in the absence of the FOD/DOP monitor.
- 11.8.5.15.1. **(Added-374 AW)** The FOD/DOP assistant will be approved by the 374 AW/CV.
- 11.8.6.1.1. 1 **(Added)** (374 AW) FOD/DOP reporting and investigations will be accomplished IAW DAFI 91-204, *Safety Investigations and Reports*, as applicable. Informational copies of the reports will be sent to the applicable flight safety office as requested. The FOD/DOP monitor will notify 374 AW Public Affairs officials if large objects are lost in-flight or incidents are likely to cause adverse publicity. When FOD or a dropped object incident is discovered, unit supervision will immediately notify the MOC. The MOC will notify the applicable FOD/DOP Monitor and QA office. Impound aircraft/engine, if required, per appropriate DAFI 21-101 and applicable supplements to them or the MDS/asset being impounded.
- 11.8.6.2.4. **(Added-374 AW)** Do not perform maintenance in the affected area of the aircraft/equipment under investigation for FOD or DOP incidents until cleared by the QA investigator as well as Safety. Save all evidence of the incident for turn-in to the applicable FOD/DOP office.
- 11.8.9. **(Added-374 AW)** Base FOD walks. FOD walks are mandatory to remove FO from the flight line parking ramp, access road, taxiways, and adjacent areas. Yokota Air Base weekly FOD walks are the responsibility of the Unit FOD Monitors and their squadron members. If the Monitors are on leave, TDY or have departed PCS, the squadron is responsible to arrange for a replacement to take over the Unit FOD Monitor duties. Yokota Air Base FOD walks are conducted once a week, normally completed on the first duty day of the week, typically between 0730 hours local to 0930 hours local unless otherwise designated. If a unit or section does not complete their required weekly FOD walk during the duty week, then that will constitute as a fail. During weeks that the airfield is closed, FOD sweeps are not required. Weekly FOD walks will not be conducted during hours of darkness. This time/date may be adjusted depending on mission requirements to maximize participation, upon coordination with the Wing FOD Monitor. Maximum participation is essential and will be enforced by respective unit/section supervision for a successful FOD walk. Units assigned to Yokota Air Base not listed in **Table 11.2** of this memorandum will FOD walk their respective AORs IAW FOD walk procedures outlined in this memorandum on a weekly basis and as applicable. Base level FOD walks, to include tenant unit participation, will be conducted after large-scale base events on the airfield at the Wing FOD Monitor's discretion.
- 11.8.9.1. **(Added-374 AW)** FOD walk areas of responsibility are as follows:

Table 11.4. (Added-374 AW) Responsibility of FOD Walk Areas.

SQUADRON	AREA OF RESPONSIBILITY
374 AMXS Time: 0730L – 0930L	Parking Spot D-7 to AGE “AMC” Ready Line
374 OG, 374 OSS, 36 AS, 459 AS Time: TBD based on mission requirements	DV Red Carpet to Parking Spot D-7
374 MXS (Fab, Programs & Accessory Flights) Time: 0730L – 0930L	Wash rack to DV Red Carpet
374 MXS (AGE) Time: 0730L – 0930L	Building 610 to AGE yard
374 MXS (MUNS) Time: 0730L – 0930L	From Hold Line at Kilo Taxiway and Foxtrot intersection to Building 1504
374 MXS (Fuels) Time: 0730L – 0930L	Building 1504 to Hold Line at Golf Taxiway Foxtrot Intersection
374 MXS (ISO, Refurbishment) Time: 0730L – 0930L	AGE “AMC” Ready Line to Aircraft Parking Spot C-8

11.8.9.2. **(Added-374 AW)** The Wing FOD Monitor may adjust FOD walk days to meet mission requirements when necessary. FOD walks may be terminated by the Wing FOD Monitor during inclement weather (e.g., heavy fog, heavy rain, severe temperatures, or when the Maintenance Operations Center (MOC) announces lightning inside five nautical miles); when these conditions are present Unit FOD monitors will contact the Wing FOD monitor to request to cancel and reschedule. FOD walks will be rescheduled accordingly if cancelled.

11.8.9.3. **(Added-374 AW)** FOD walk procedures. All participants will assemble prior to FOD walk for a safety briefing from their unit or section’s FOD walk supervisor. For safety reasons the FOD walk supervisor has ultimate authority in controlling procession of the line and personnel will disperse evenly as directed. The FOD walk supervisor must call MOC to coordinate authorization from Security Forces before breaking red (crossing the red restricted area lines) when applicable. Movement will be at a slow pace, paying special attention to equipment, grounding points, expansion joints, and cracks in pavement. Personnel will disperse evenly as directed and move slowly in an even line. If hardware (safety wire, rivets, nuts, washers, etc.) is discovered, inform the FOD walk supervisor of the parking spot and aircraft/equipment that is present where the item was found.

11.8.9.4. **(Added-374 AW)** Unit FOD walk supervisor’s duties are to:

11.8.9.4.1. **(Added-374 AW)** Turn in anything out of the ordinary to the FOD Monitor (e.g., pins, bolts, license plates, etc.).

- 11.8.9.4.2. **(Added-374 AW)** Perform a safety briefing before each FOD walk.
- 11.8.9.4.3. **(Added-374 AW)** Provide hearing protection.
- 11.8.9.4.4. **(Added-374 AW)** Provide plastic bags or suitable substitute.
- 11.8.9.4.5. **(Added-374 AW)** Make sure everyone is properly spaced out and remains in straight line for the entire walk.
- 11.8.9.4.6. **(Added-374 AW)** Ensure personnel are actively looking for FOD.
- 11.8.9.4.7. **(Added-374 AW)** Ensure personnel pull grass growing in grounding points. All grounding points will be kept clean of debris at all times and shall be a high interest item for FOD walks.
- 11.8.9.4.8. **(Added)** 374 AW) Unit FOD walk supervisors will direct the FOD walk team to perform the FOD walk again at their discretion if they feel any of the above duties were not strictly adhered to and will report this to the Wing FOD Monitor for trend analysis.
- 11.8.9.4.9. **(Added-374 AW)** Ensure Airfield Management is contacted for grass growing in areas other than grounding points to be scheduled for Entomology spraying.
- 11.8.9.4.10. **(Added-374 AW)** Aircraft parking spots will be FOD walked prior to parking and after moving aircraft from the spot. This requirement pertains to both towed and taxied aircraft, as well as aircraft conducting hot refuel operations. Tow supervisors and expeditors will ensure the spot is FOD walked no sooner than 30 minutes prior to parking on and no later than 30 minutes after moving from the spot.
- 11.8.9.4.11. **(Added-374 AW)** Flight deck FOD inspections. All 374 AW aircraft flight deck FOD prevention inspections will be accomplished no earlier than 4 hours prior to flight and annotated in the aircraft AFTO Form 781A, *Maintenance Discrepancy and Work Document*. Check for foreign, loose, or missing items (light lenses, covers, bulbs, and hardware) on all instrument, control, and circuit breaker panels. Pay particular attention to areas around seat tracks, flight control inputs, and openings in the throttle quadrant and floor.
- 11.8.9.4.12. **(Added-374 AW)** Streamers. “REMOVE BEFORE FLIGHT” streamers will be used on ground wires and any external cover applied to the aircraft on the ground.
- 11.8.9.4.13. **(Added-374 AW)** Equipment Identification. Owing organization will clearly mark -21 equipment to maintain control and facilitate equipment return if removed off-station due to mission requirements. Equipment may be marked using black paint, black permanent marker, etched or monogrammed. If the item is still too small for a marker or engraver, (e.g., tie down rings), then disregard marking it. Units will stencil their organization identifier (e.g., 374 AW, etc.) on each piece of -21 equipment using black paint, black permanent marker, etched or monogrammed. Custom engraved and/or monogrammed -21 equipment is authorized as long as the organizational identifier is standardized. If aircraft tail numbers are stenciled on -21 equipment, do not interchange -21 equipment with multiple tail numbers on a singular aircraft.

11.8.9.4.14. **(Added-374 AW)** Vehicles. Vehicles are potential FO/FOD hazards. All vehicles will be maintained FO-free at all times. Vehicles and magnetic bars, if installed will be checked for cleanliness prior to operating the vehicle. Each subsequent operator will ensure the vehicle and magnetic bar are FO free. All vehicle/equipment tires and magnetic bars will be checked and cleared of debris prior to entering the flight line. During hours of darkness, a bright flashlight will be used for this inspection. Vehicles involved in an actual emergency response or are in alert status executing mission requirements are exempt from these tire checks. This applies to agile combat employment operations of vehicle and AGE movement, as well. In these situations, Airfield Management will be notified of ECP(s) and areas of the airfield in which a proper rollover tire check was not completed to schedule for adequate street sweeper coverage.

11.8.9.4.15. **(Added-374 AW)** All vehicles prior to entering a flight line gate (with the exception of the control tower gate and the dental gate) will come to a complete stop, turn off the engine and set parking brake. Control tower and dental gate FOD checks will be completed after the flight line gate but before crossing any taxiway or ramp if no FOD check box is available. Personnel will shut off the engine, set parking brake, then exit the vehicle and check for imbedded foreign objects on vehicle tire surfaces, start engine, then pull forward (Roll-Over), turn off engine, set parking brake, and check any previously unexposed tire surface area for imbedded foreign objects. Vehicle operators will also check for any loose objects or unsecure cargo on the vehicle. This check will be accomplished inside or as close to the "FOD Roll-Over Tire Check Box" as possible and will be accomplished prior to the FOD check sign.

11.8.9.4.16. **(Added-374 AW)** Aircraft servicing vehicles, AGE tow vehicles (bobtail), or any vehicle that requires the engine to idle due to pneumatic air starters or TO specific procedures that call for the vehicle to idle for a specific period of time before the engine is turned off will be exempt from shutting engines off for vehicle FOD roll over checks. These vehicles will have the parking brake set, transmission in neutral or park, and chock the rear wheels while performing FOD Roll-Over checks IAW TC 21-305-20/AFMAN 24-306(I).

11.8.9.4.17. **(Added-374 AW)** The Charlie, Delta, and Echo ramp access road is not a FOD-free zone and requires a FOD check prior to entering the ramp. The perimeter of this road facing the flight line is marked with "FOD CHECK ZONE" and any vehicle transitioning to the flight line will perform a Roll-Over check before entering Charlie, Delta, and/or Echo ramp.

11.8.9.4.18. **(Added-374 AW)** Magnetic FOD bars may be installed on all "high use" Transit Alert/dispatch/expediter vehicles if required by group or unit supervision. Vehicles exempt from this requirement are as follows: Crash/recovery vehicles, mules/golf carts, tow vehicles, cranes, forklifts, other special purpose vehicles, and any vehicles not operated frequently on the flight line. If used, FOD bars will be installed either on the front or back bumper of the vehicle approximately 3"- 5" off the ground. All FOD bars will be removed prior to turn in to vehicle maintenance and reinstalled immediately upon return.

11.8.9.4.19. **(Added-374 AW)** Incentive Program. Foreign Object Damage (FOD) Poster Competition/Golden Bolt Award.

11.8.9.4.20. **(Added-374 AW)** The 374 AW has established the Quarterly FOD Poster Competition. This competition is open to the entire 374 AW and its tenant units. Posters may be drawn by hand or developed electronically. Submit completed posters to the 374 AW FOD Monitor either electronically or in person before the last day of each calendar quarter. The Wing FOD Monitor/QA office will vote for the best poster. For quarterly competitions, the winner will receive a certificate and be authorized/recommended for a 1-day pass. The annual competition winner will receive a certificate and be authorized/recommended for a 3-day pass.

11.8.9.4.21. **(Added-374 AW)** Each month the Wing FOD Monitor will hide a Golden Bolt in a maintenance work area or on the airfield during the weekly FOD walks to access FOD walk personnel's attention to detail and the overall effectiveness of the FOD walk. Whoever finds the bolt will be recommended for a 1-day pass and receive a certificate from the 374 AW Vice Commander (374 AW/CV). These passes must be coordinated with the individual's work center supervisor and be taken when workload permits. The bolt will be clearly tracked by the FOD Monitor to preclude its loss during FOD walk.

11.8.9.4.22. **(Added-374 AW)** Towed FOD sweepers and airfield sweeper vehicles will be used for base FOD prevention efforts. Areas requiring airfield sweepers will be coordinated through the airfield manager by calling the Maintenance Operations Center.

11.8.9.4.23. **(Added-374 AW)** Towed FOD Sweeper Usage. The FOD sweeper is an effective tool used to supplement airfield sweepers in removing FOD from large areas of the airfield in an efficient manner. In order for the FOD sweeper to be effective, units that are assigned a FOD sweeper must tow it on a regularly scheduled basis. The squadron FOD monitors are responsible for managing this program at the squadron level.

11.8.9.4.24. **(Added-374 AW)** FOD sweepers have been assigned to the 374 MXS, 374 AMXS and the 730 AMS. Maintenance and upkeep of FOD sweepers is the responsibility of the sweeper's owning organization. Any vehicle can be used to pull the FOD sweeper so long as good coverage of the ramp is achieved. To prevent damage to the FOD sweeper, backing of the vehicle is prohibited with the FOD sweeper installed, and the FOD sweeper should not be towed during inclement weather. Vehicles towing a FOD sweeper should focus additional attention on parking spots recently vacated by aircraft. FOD sweeper usage will be tracked and recorded by the CTK of the assigned work center on AF Form 3131 or a locally devised form of tracking such as an excel sheet to be updated on a weekly basis, regardless of sweeper usage. This is to accurately track sweeper coverage of applicable areas of the airfield. The method of tracking will include the following: name of personnel, squadron/office symbol, date/time, hours driven, area covered, weight and description of material collected.

11.8.9.4.25. **(Added-374 AW)** Units will FOD sweep for a minimum of 4 hours a week and dictate which shift the FOD boss will be utilized based on mission requirements and ramp/taxiway condition. After days of inclement weather, it is recommended that the FOD sweeper be pulled to ensure a FOD free ramp. The unit FOD representative or CTK will notify the 374 AW FOD Monitor when a sweeper goes down for maintenance. If a unit or section does not complete their required weekly FOD sweep during the duty week, then that will constitute as a fail. During weeks that the airfield is closed, FOD sweeps are not required. Sweepers will be borrowed from another unit to sweep required areas, which will be credited to the unit pulling it.

11.8.9.4.26. **(Added-374 AW)** FOD sweeper usage requirements are as follows:

Table 11.5. (Added-374 AW) Requirements of FOD Sweeper Usage.

SQUADRON ASSIGNED	AREA OF RESPONSIBILITY
374 AMXS	Parking spot D-11 to parking spot C-8
374 MXS	Wash rack to parking spot D-11 Golf Ramp/taxilane with Hotel, Juliet, and Kilo taxiways
730 AMS	Aircraft Parking Spots C-8 to Aircraft Parking Spot C5-4

11.8.9.5. (Added-374 AW) Engine/propeller maintenance. Aircraft engine/propeller maintenance is a FO/FOD critical area. All personnel will exercise caution when performing maintenance in these areas. Strict tool and hardware control practices will be enforced during engine/propeller maintenance. All hardware will be accounted for at all times.

11.8.9.5.1. (Added-374 AW) Covers (e.g., engine inlet, pitot tube(s), and protective covers) will not be removed more than 4 hours prior to flight and will be installed within 30 minutes following inlet/exhaust inspection. However, the units Production section determines if covers are necessary if the aircraft is scheduled for additional flights during the day. Engine inlet covers will be installed for any maintenance accomplished on the engine/propeller forward of the engine firewall. All covers will be inspected after any severe weather condition to ensure serviceability and inventory.

11.8.9.5.2. (Added-374 AW) All engine inlet maintenance, to include inlet/exhaust inspections prior to/after each engine operation and blade blending, will be annotated in the AFTO Form 781A.

11.8.9.6. (Added-374 AW) Blade damage. Upon discovery of blade damage, annotate AFTO Form 781A on a red dash and notify the MOC and 374 AW FOD Office prior to any rework of blades.

11.8.9.7. (Added-374 AW) (C-130J/ AE2100D3 only) Upon discovery of blade damage, annotate AFTO form 781A, Maintenance Discrepancy and Work Document on a red diagonal. A propulsion 7-Level or field level engineering expert will determine if the blade damage is outside of the limits identified in applicable job guides or technical data. Blade blending is not authorized on the AE2100D3 engines.

11.8.9.7.1. (Added-374 AW) Blade blending (installed engines). Tenant and TDY units will abide by owning aircraft MDS MAJCOM/installation guidance as applicable when evaluating, inspecting and conducting blade damage analysis and repair. Notify Wing FOD Monitor (730 AMS/QA FOD Monitor for AMC aircraft) prior to any blade blending on installed engines. Complete a *Blade Blending Worksheet* ([Attachment 7](#)) and forward by fax or e-mail to applicable 374 AW FOD monitor and the engine management branch (EMB). EMB will document this data in the AFTO Form 95, *Significant Historical Data*, IAW TO 00-20-1-WA-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*.

11.8.9.7.2. **(Added-374 AW)** Blade blending (uninstalled engines). Tenant and TDY units will abide by owning aircraft MDS MAJCOM/installation guidance as applicable when evaluating, inspecting, and conducting blade damage analysis and repair. Notify Wing FOD monitor of any blade blending. Complete a Blade Blending Worksheet ([Attachment 7](#)) or approved work package tracking sheet and forward by fax or e-mail to applicable 374 AW FOD monitor and the engine management branch (EMB). EMB will document this data in the AFTO Form 9, IAW TO 00-20-1-WA-1 upon review of the work package.

11.8.9.7.3. **(Added-374 AW)** Government equipment issued for the performance of official duties on the flight line must be appropriately marked/identified with squadron and office symbol, (i.e., 374 MXG/MXQ) Government equipment issued with intent to be a personnel-controlled item only need to have a first initial and last name accompanied by their unit assigned man number (i.e., D. Hamady 12345). Personnel will also comply with guidance in TO 00-25-172, DESR6055.09_AFMAN91-201, DAFI 91-207, AFI 31-218, DAFI 21-101 as well as their applicable supplements.

11.8.9.7.4. **(Added-374 AW)** The 374 AW FOD/DOP Monitor or QA offices will accomplish all FOD investigations with the assistance of the Unit FOD Monitor. The unit responsible for the incident will complete the FOD investigation worksheets; 374 AW Form 72, *Foreign Object Damage (FOD) Incident Investigation*, and 374 AW Form 71, *Cost Estimate Worksheet*. The investigation and cost estimate worksheets will be submitted the next duty day to the 374 AW FOD/DOP monitor or QA office as applicable. Consult the Air Force Safety Center website at <https://www.safety.af.mil/>, “Hourly Labor Rates” chart for current rates. When possible, crewmembers will be interviewed prior to leaving debrief. This time allotment ensures timely reporting to headquarters.

11.8.9.7.5. **(Added-374 AW)** When material deficiency is determined to be the cause, or a suspected cause, the owning unit will submit a material deficiency report IAW TO 00-35D-54, *USAF Deficiency Reporting and Investigation, and Resolution*, (even when an exhibit is not available) within 5 working days to the 374 MXG/MXQ.

11.8.9.7.6. **(Added-374 AW)** For engine compressor FOD investigations where the impacting item is not easily identifiable, the forensic metal sampling process from Failure Analysis Service Technology or “FAST” sampling may be used. This will be at the request of the owning unit or the applicable FOD monitor; however, the unit is responsible for the cost of this service.

11.8.9.7.7. **(Added-374 AW)** FOD/DOP Program meetings. FOD/DOP prevention program committee meetings will be conducted quarterly or as required. The committee chairperson will be the 374 AW/CV.

11.8.9.7.8. **(Added-374 AW)** The Wing’s FOD Prevention Committee meetings are to ensure the FOD Prevention Program is sound and meeting base needs. These meeting will include DOP and lost tool information, as well. The following personnel and agencies will attend or have their representative attend the FOD Prevention Committee meeting: 374 AW/CV, 374 AW FOD Monitor, 374 AW/SE, 374 MXG/CC, 374 MXG/MXQ, 374 AMXS/CC, 374 MXS/CC, 374 OG/CC, 374 OSS/OSAA, 374 MSG/CC, 374 LRS/CC, 374 CES/CC, 374 CS/CC, 374 SFS/SFTCA and 730 AMS/SE/MXAQ.

11.8.9.7.9. **(Added-374 AW)** Training.

11.8.9.7.10. **(Added-374 AW)** Initial FOD prevention training for maintenance personnel will be conducted during maintenance orientation briefing and will include results from previous FOD/DOP investigations as well as an orientation on this instruction.

11.8.9.7.11. **(Added-374 AW)** Recurring FOD/DOP prevention training for maintenance personnel will be conducted during maintenance block training.

11.8.9.7.12. **(Added-374 AW)** Unit and flight FOD/DOP representatives will receive training on requirements associated with their position from the applicable FOD/DOP monitor.

11.8.9.7.13. **(Added-374 AW)** The 374 AW FOD/DOP Prevention Program is defined by a combination of published guidance in **Chapter 8** of this instruction and the following section.

11.9.1. **(374 AW)** DOP is the responsibility of all aircraft operators and maintainers. Prevention begins when aircraft panels are removed, access doors opened, or when maintenance is performed on an exterior component.

11.25.1. **(374 AW)** For 374 AW Air Base Hot Refueling guidance, refer to the most applicable and up-to-date Hot Refuel package available from CE, QA, and Airfield Operations.

11.28.1. 1 (Added) (374 AW) **374 AW CDDAR Responsibilities and Personnel.**

11.28.1.1.1. **(Added-374 AW)** The 374 MXS manages the Crash, Damaged and Disabled Aircraft Recovery (CDDAR) program and will ensure personnel are trained in recovery operations and use of essential equipment IAW TO 00-80C-1.

11.28.1.1.2. **(Added-374 AW)** CDDAR Team Chiefs. Responsible for the overall CDDAR Program development, implementation, and management. CDDAR Team Chief(s) will be a SNCO or waived NCO tracked on a special certification roster. They will maintain all equipment assigned to crash recovery program and will receive the highest priority when maintenance is required. A CDDAR Team Chief will be designated upon notification of recovery operations. The Team Chief will be the focal contact for all CDDAR operations and report directly to the (Incident Commander) IC. Upon initiation of recovery operations, all movement within the recovery area will be coordinated through IC and Team Chief. The Team Chief will utilize TO 00-80C-1 in conjunction with MDS specific guidance during CDDAR operations to ensure a safe recovery of aircraft and safety to personnel.

11.28.1.1.3. **(Added-374 AW)** CDDAR Team Member. Works directly for and reports to the CDDAR Team Chief during recovery operations. All CDDAR Team Members must be qualified in basic CDDAR operations IAW TO 00-80C-1.

11.28.1.1.4. **(Added-374 AW)** CDDAR Augmentee. The recovery team may be augmented by personnel drawn from the general base military populace to support the recovery operation. Augmentees will not be used to conduct aircraft recovery tasks which require specialized training or skills to complete (e.g., lifting an aircraft), IAW TO 00-80C-1.

11.28.1.2. **(Added-374 AW)** 374 MXG will:

11.28.1.2.1. **(Added-374 AW)** Provide Personnel and equipment as required in support of the CDDAR Team Chief.

11.28.1.2.2. **(Added-374 AW)** Provide MXQ personnel to handle impound, MIS lock-out and weight & balance procedures as required by the IC and CDDAR Team Chief.

11.28.1.2.3. **(Added-374 AW)** Provide MXQ personnel to coordinate contractor support for incidents involving assigned C-12 and UH-1N aircraft.

11.28.1.2.4. **(Added-374 AW)** Notify the 374 MO Plans, Scheduling and Documentation Section (374 MO/MXOOP) to gain possession of crashed aircraft IAW DAFI 21-103, *Equipment Inventory, Status and Utilization Reporting*.

11.28.1.2.5. **(Added-374 AW)** Notify the appropriate headquarters and owning organization after initial response by the Team Chief. In the event a wide-bodied aircraft becomes disabled at 374 AW AB, the MOC will notify the Headquarters Pacific Air Forces Maintenance Engineering Division (HQ PACAF/A4M) through the PACAF Command Center, DSN 315-948-8500, and also request assistance through the following points of contact:

11.28.1.2.5. 1 (Added) (374 AW) 55 MOC, Offutt AFB, Nebraska, DSN 312-271-5147/48.

11.28.1.2.5.2. **(Added-374 AW)** AMC aircraft: Tanker Airlift Control Center (TACC), Scott AFB, Illinois, DSN 312-576-1706; 613 AOC/AMD, Hickam AFB, HI, DSN 315-448-8856

11.28.1.3. **(Added-Yokota)** 374th Civil Engineer Squadron (374 CES) will:

11.28.1.3.1. **(Added-374 AW)** Provide emergency crash/fire response, as well as hazardous materials and spill containment capability beyond the scope of the unit spill teams.

11.28.1.3.2. **(Added-374 AW)** Provide security forces personnel to secure mishap scene and the wreckage assembly point, as directed by the IC/Emergency Support Function (ESF).

11.28.1.3.3. **(Added-374 AW)** Provide heavy equipment, i.e., bulldozers, cranes, and dump trucks, as required by the CDDAR Team Chief through the IC.

11.28.1.3.4. **(Added-374 AW)** Provide maintenance support and personnel for heavy equipment participating in the recovery operation, as directed by the IC/ESF.

11.28.1.3.5. **(Added-374 AW)** Provide on-scene fuel servicing of recovery support equipment, to include AGE and heavy equipment. Also, provide fuel sample/analysis of aircraft Coordinate through the ESF for contracting support on specialized equipment not available to support recovery operations.

11.28.1.4. **(Added-374 AW)** 374 MDG will:

11.28.1.4.1. **(Added-374 AW)** Accomplish Bioenvironmental Engineering responsibilities as addressed in YAB IEMP 10-2.

11.28.1.5. **(Added-374 AW)** 374 AW Aero Club manager or the lead mechanic, will be contacted for 374 AW Aero Club aircraft recovery.

11.28.1.6. **(Added-374 AW)** 730th Air Mobility Squadron (730 AMS) will:

11.28.1.6.1. **(Added-374 AW)** Provide personnel and equipment as necessary for training and crash recovery of AMC aircraft as required per Memorandum of Agreement FB5209-03282-002 to support the CDDAR Team Chief.

11.28.1.6.2. **(Added-374 AW)** Provide and maintain C-5, and C-17 tow capability, and coordinate with 618 TACC/GADM for the rapid deployment of crash recovery equipment and personnel for AMC aircraft.

11.28.1.6.3. **(Added-374 AW)** The 730 AMS Contract Airlift Administration (730 AMS/TRO), DSN 225-5060, will coordinate with the on-station operations handling agent and owning airline for recovery assistance of civilian aircraft.

11.28.2.5.3.1. **(Added-374 AW)** The following equipment is essential for CDDAR operations, including clearing active runways and taxiways.

11.28.2.5.3.1.1. **(Added-374 AW)** Aircraft lifting bags and control consoles.

11.28.2.5.3.1.2. **(Added-374 AW)** Air compressors (MC-7), or equivalent.

11.28.2.5.3.1.3. **(Added-374 AW)** MB-2 Tug or equivalent as required.

11.28.2.5.3.1.4. **(Added-374 AW)** Tow bars for assigned aircraft.

11.28.2.5.3.1.5. **(Added-374 AW)** FL-1D light carts as required for night recovery operations.

11.28.2.5.3.1.6. **(Added-374 AW)** Composite dunnage/aircraft shoring.

11.28.2.5.3.1.7 **(Added) (374 AW)** One diesel 4x4 6-Pack vehicle capable of hauling at least 14,000 pounds with 3,000lb tung weight towing capacity.

11.28.2.5.3.1.8. **(Added-374 AW)** Initial response trailer. This trailer will store initial response equipment, CDDAR Team personal protection equipment (PPE) (gloves, hard hats, reflective belts/vests, de-bog kit, composite material protective equipment, IAW DAFI 91 series, TO 00-105E-9 and aircraft emergency rescue information), and other equipment deemed necessary by the CDDAR Team Chief.

11.28.2.8. **(Added-374 AW) CDDAR Initial response.**

11.28.2.8.1. **(Added-374 AW)** Upon notification of an on-base major aircraft accident, the IC will direct recovery operations using the CDDAR Team Chief and YAB IEMP 10-2.

11.28.2.8.2. **(Added-374 AW)** Upon notification of an off-base major aircraft accident, the 374 MXS Production Superintendent, along with the 374 MXS Flight Chief and the 374 MOC will implement the crash recovery recall roster.

11.28.2.8.2.1. **(Added-374 AW)** All accident response agencies will be notified according to YAB IEMP 10-2.

11.28.2.8.2.2. **2 (Added) (374 AW)** 374 MXG/MOC will coordinate with LRS representative to obtain the following vehicles and drivers as needed.

11.28.2.8.2.3. **(Added-374 AW)** One 10K all-terrain forklift.

11.28.2.8.2.4. **(Added-374 AW)** One diesel 4x4 6-Pack vehicle capable of hauling at least 14,000 pounds with 3,000lb tung weight towing capacity.

11.28.2.8.2.5. **(Added-374 AW)** One 35-ton lifting crane for disabled aircraft movement.

11.28.2.8.2.6. **(Added-374 AW)** The Crash Recovery Team Chief and IC will review the recovery area to determine additional equipment requirements.

11.28.2.8.2.7. **(Added-374 AW)** Control of the on/off-base mishap scene belongs to the IC until released to the president or interim president of the Safety Investigation Board.

11.28.2.8.2.8. **(Added-374 AW)** Do not remove or disturb equipment unless directed by the Safety Investigation Board or IC, to accomplish rescue operations or for security reasons.

11.28.2.8.2.9. **(Added-374 AW)** Once the wreckage is released to the crash recovery team, augmented personnel from base resources will load the wreckage for return to 374 AW. A facility large enough to house wreckage will be identified and secured, allowing only essential, authorized personnel access to the facility.

11.28.2.8.2.10. **(Added-374 AW)** CDDAR Team Chief will assist in the development of a mishap site clean-up plan.

11.28.2.8.2.11. **(Added-374 AW)** The CDDAR Team must be capable of deploying in support of assigned aircraft as directed by 374 AW/CC. If tasked, all base agencies will provide required support to expedite CDDAR Team/equipment departure.

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Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

374 AW Form 36, *Local Manufacture Request*

374 AW Form 70, *Dropped Object Investigation Worksheet*

374 AW Form 71, *Cost Estimate Worksheet*

374 AW Form 72, *Foreign Object Damage (FOD) Incident Investigation*

Terms

(Added-374 AW) Dispatchable CTK—CTK designed and/or issued out for use on aircraft or SE. This includes all components and equipment that are designated individually in GO81/MIS (i.e., aircraft, AGE, engines) but not parts or pieces of those assets (panels, doors, wheels, etc...). CTKs used on these assets, even when the asset is located inside the work center (i.e., AGE/ERRC maintenance floors, Metals Technology welding area), are considered dispatchable.

(Added-374 AW) Deployable CTKs—Dispatchable CTKs with specific markings and inventory requirements; used to support off-station missions.