BY ORDER OF THE COMMANDER
434 AIR REFUELING WING

AIR FORCE INSTRUCTION 21-101 AIR FORCE RESERVE COMMAND SUPPLEMENT 434 AIR REFUELING WING SUPPLEMENT

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Maintenance

AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel;* AFI 11-2KC-135V3, *KC-135 Operations Procedures*, and is consistent with AFPD 13-5, *Air Force Nuclear Enterprise*. It extends guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management*, 21 May 2015 (including AFI21-101_AFGM2019-01, 21 May 2019 and any such AFGMs entered hereafter), and the Air Force Reserve Command (AFRC) *Supplement*, 24 August 2015 (Certified Current 29 March 2019). It provides guidance and procedures on all weapon system and support equipment maintenance management guidance. This supplement applies to all 434 Air Refueling Wing (ARW) personnel. This supplement does not apply to the ANG. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to

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Chapter 1

MANAGEMENT PHILOSOPHY AND POLICY

1.13.1.1. **(Added)** All 434 Maintenance Group (MXG) personnel will maintain a constant awareness of the changing risk associated with the operation/task. All MXG personnel have the responsibility and authority to call "Knock-it-Off" when there are significant changes to the amount of risk involved in the operation/task. Supervision will be immediately notified to determine the proper course of action. As required, a Risk Management (RM) meeting will be conducted with the technicians involved, management, Quality Assurance (QA) and other necessary offices to determine the best course of action**. (T-3)**

1.13.1.2. **(Added)** RM will not be substituted for changes in operations where written guidance is already provided; such as Air Force Instructions (AFIs), technical orders (TOs), checklist etc.

1.13.1.3. **(Added)** Apply Operational Risk Management to both on and off duty operations (home/recreation).

1.13.1.4. **(Added)** Anytime any member of our organization witnesses a potentially unsafe situation during maintenance activities they will call a "Knock-it-Off". Due to the inherent danger to life, limb, and/or property associated with maintenance operations, personnel require a means to pause or terminate an operation or situation which they perceive is unsafe or too dangerous. Maintenance commanders and supervisors will foster the culture so that a simple, but recognizable "audible" from anyone can prevent a potential mishap.

1.13.1.5. **(Added)** The common assertive statement "Knock-it-Off" will:

1.13.1.5.1. **(Added)** Provide a clear warning when an action causes concern or be perceived as a potential safety hazard.

1.13.1.5.2. **(Added)** Communicate to all maintenance team members that a member sees and/or feels uneasy about the actions being accomplished and/or the member is uncomfortable with a developing situation.

1.13.1.5.3. **(Added)** Provide an opportunity to break or stop an action, discuss potential errors and formulate alternative actions thereby breaking a potential error chain before a mishap could occur.

1.13.1.6. **(Added)** As soon as possible after a "Knock-it-Off" has been called, the maintenance team will take the following actions:

1.13.1.6.1. **(Added)** Safety permitting - stop all activities in question.

1.13.1.6.2. **(Added)** The initiating maintenance team member will voice his or her concerns to the team.

1.13.1.6.3. **(Added)** The senior maintenance person present will provide all other maintenance team members with the opportunity to voice inputs relative to the stated concerns.

1.13.1.6.4. **(Added)** After considering all inputs, the senior maintenance team member in coordination with their supervision will direct the team to continue the current course of action or direct a new course of action. **Note:** If you believe your concerns were not properly addressed, you may pursue the issue through your chain of command without any concern for

reprisal or punishment. Commanders at all levels are to investigate any alleged reprisal and take appropriate corrective actions when necessary to fulfill the spirit of this program.

Chapter 3

AIRCRAFT MAINTENANCE SQUADRON (AMXS)

3.7.12. **(Added)** Debriefing will normally be accomplished in a centralized location in Building 439, Room 209 (Second floor of Dock 1, next door to the Maintenance Operations Center, (MOC). Debriefer may utilize room 208, for debrief, when there is no other controller available and/or depending on the aircraft landing status. Debriefing responsibility is assigned to the MOC.

3.7.12.1. **(Added)** Ground aborts do not require formal aircrew debriefing in Dock 1. MOC Personnel will complete an Abort/Incident worksheet. Crew Chief will accomplish worksheet when MOC Personnel are not available. The Expeditor will deliver aircraft forms binder to MOC as soon as possible but prior to the end of shift. **(T-3)**

3.7.13. **(Added)** Debriefing record files will be developed for each aircraft. Files will be arranged by aircraft identification number and will include a debriefing sortie recap for the last four sorties to aid in identifying repeat/recurring discrepancies. Record files will be maintained in the MOC.

3.7.14. **(Added)** The contracted Transient Alert is responsible for all transient aircraft and notifying MOC of all transient aircraft. Transient Alert will ensure all maintenance discrepancies are marked Mission Essential (ME) or Mission Capable (MC).

3.7.15. **(Added)** Thirty minutes prior to termination of flight or as soon as Ultra High Frequency (UHF) or Very High Frequency (VHF) contact can be established, the flight crew will call the 434 Air Refueling Wing Command Post (434 ARW/CP) and provide an aircraft maintenance status code identifying any system malfunctions. The 434 ARW/CP will provide the MOC with the aircraft maintenance status for relay to the Production Superintendent (Pro Super). MOC will provide Command Post (CP) with aircraft parking location.

3.7.15.1. **(Added)** Since Maintenance Status Code 3 Non Mission Capable (NMC) discrepancies affect break rate and health to fleet, special emphasis will be placed on these problems.

3.7.16. **(Added)** The Aircraft Commander or crewmembers with knowledge of discrepancies will hand-carry the aircraft 781 Forms Binder to the debrief session. **(T-3)**

3.7.17. **(Added)** The Aircraft Commander will ensure aircrews enter all discrepancies into the AFTO Form 781A, *Maintenance Discrepancy and Work Document*. MOC will assist the aircrew in entering the proper system capability codes when documenting discrepancies IAW this publication and AFI 11-2KC-135V3, *KC-135 Operations Procedures*. **(T-3)**

3.7.18. **(Added)** The Aircraft Commander will ensure aircrews fill out the AF Form 664, *Aircraft Fuels Documentation Log***,** and the DD Form 791, *Aerial Tanker In-flight Issue Log* (if required) for all refuel, defuel, and aerial refueling operations. **(T-3)**

3.7.19. **(Added)** The Aircraft Commander will ensure all AF Forms 315's, *United States Air Force Avfuels Invoice* and AF Forms 15's, *United States Air Force Invoice* are completed legibly, validated and signed and placed with the AF Form 664. **(T-3)**

3.7.20. **(Added)** All fuel documents and forms will be retained by the Aircraft Commander and turned into their respective Squadron Aviation Resource Management (SARM) office. **(T-3)**

3.7.21. **(Added)** The Aircraft Commander and pertinent aircrew will ensure the US Air Card is accounted for. If missing, inform the Production Supervisor, Expediter and/or Crew Chief who will annotate the discrepancy in the forms and initiate lost item procedures. **(T-3)**

3.7.22. **(Added)** On the AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*, the Aircraft Commander will ensure the "condition after flight" is signed and the correct number code is annotated under section 6 Status Data. They will also document flying hours; full stops and total landings respectively. **(T-3)**

3.7.22.1. **(Added)** The reverse side of 781H will be annotated in red for all fuel offloads and the corresponding block will be signed and dated.

3.7.23. **(Added)** The Aircraft Commander, boom operator and pertinent aircrew will ensure the AFTO Forms 781 are properly completed and legible according to AFI 11-401, Atch 2, *Aviation Management.* **(T-3)**

3.7.24. **(Added)** Aircrew will ensure the original forms are kept with the aircraft forms and given to MOC upon return to home station. **(T-3)**

3.7.25. **(Added)** The Debriefer will coordinate with Expediter and Pro Super to ensure all necessary specialists attend debriefing. If requested specialists are not available, Debriefer will use, AFI 21-101 AMCSUP, *Aircraft and Equipment Maintenance Management, KC-135R/T Debriefing Checklist* located on the AF Portal at **https://www.my.af.mil/gcss-af/USAF/AFP40/d/s6925EC1353610FB5E044080020E329A9/Files/a4m/a4mp/debrief/hello.html**. **(T-3)**

3.7.26. **(Added)** The Debriefer will remove all applicable forms from the forms binder, i.e., AFTO Form 781, fuel documents. Do not tear out forms. **(T-3)**

3.7.26.1. **(Added)** Arrange forms in sequence to ensure AFTO 781 Series forms are not missing; ensure forms are properly completed to include blocks 1 through 18, 39 and block 40 of the AFTO Form 781. **(T-3)**

3.7.26.2. **(Added)** MOC will ensure all fuel receipts are accurately completed, and annotated on the AF Form 664, located in the aircraft forms binder. **(T-3)**

3.7.26.3. **(Added)** As a last check, ensure any fuel receipts (AF Form 15 and AF Form 315) are removed from the aircraft forms. **(T-3)**

3.7.27. **(Added)** The Debriefer will collect a copy AFTO Form 781 and audit to ensure correct takeoff time (Zulu) date and aircraft tail number are correct. **Note:** At this point, the Debriefer may release the flight crew. **(T-3)**

3.7.28. **(Added)** The Debriefer will load the open aircraft discrepancies into the GO-81 computer. File copy AFTO form 781's in a designated Plans Scheduling and Documentation (PS&D) retrieval area for processing. **(T-3)**

3.7.29. **(Added)** The Debriefer will contact the Expediter responsible for the aircraft to retrieve the aircraft forms binder. **(T-3)**

3.7.30. **(Added)** PS&D will retrieve copy AFTO form 781 from MOC NLT the next duty day.

3.7.31. **(Added)** PS&D will review AFTO form 781 for accuracy, contact 72 and 74Air Refueling Squadron Superintendent daily to verify information and input into appropriate Maintenance Information Systems (MIS) (GO-81) NLT the next duty day.

3.7.32. **(Added)** PS&D will hand carry processed original AFTO form 781s to 434 Operations Support Squadron (OSS/DOTF) NLT 0900 each duty day.

3.7.33. **(Added)** During MIS down times, or when deployed and MIS is not available, AMC IMT 278, *Debriefing and Recovery Plan* and AMCSUP, *KC-135R/T Debriefing Checklist* will be used to ensure accurate debriefing information is obtained. When Maintenance Data System Analysis personnel are deployed, the deployed Commander will designate an individual or activity to perform the analysis function. MOC personnel/Debriefers will use blank printouts as manual documentation method and forward documents to home station for data transcribing by the most expeditious means available. All documents will be turned into the MOC upon return to home station. Automated debrief tools should be used as the primary debriefing instrument, if availability permits.

3.7.34. **(Added)** The MOC will maintain a minimum 60-day supply of hard copy debrief forms for the purpose of deployments and for flight line historical reference during GO-81 system failure. These debrief forms will be maintained in the MOC. Furthermore, AMXS Support Section will maintain a two-week supply in the cross-country kits. Hard copy forms will be used to update the GO-81 system upon redeployment or system repair.

3.7.35. **(Added)** For aircraft returning to home station during non-duty days/hours, the recovering Crew Chief will conduct the aircraft maintenance debrief at the aircraft using AMC IMT 278and AMC Checklist, KC-135R/T Debriefing Checklist available in the cross country kit. Aircraft forms and all applicable documentation will be left in the Maintenance Debrief room (Building 439, Room 209) for reconciliation and entering of information into GO-81 during the next normal duty day.

Chapter 4

MAINTENANCE SQUADRON (MXS)

4.4.4.3. **(Added) Locally Established Safety Procedures.**

4.4.4.3.1. **(Added)** Respiratory and personnel protective equipment shall be worn as required by the most current Bio-Environmental survey.

4.4.4.3.2. **(Added)** Any dermal exposure to jet fuel shall be cleansed as soon as possible.

4.4.4.3.3. **(Added)** Personnel will exit fuel tank/cells and temporarily install access doors when notified of the following conditions:

4.4.4.3.3.1. **(Added)** Electrical storms are within 5 nautical miles of the base when maintenance is being performed in primary area (Dock 2) and alternate area (Dock 6)

4.4.4.3.3.2. **(Added)** Electrical storms are within 25 nautical miles of the base when maintenance is being performed at the outside repair area

4.4.4.3.3.3. **(Added)** Sustained winds are greater than 30 nautical miles (KNOTS) when maintenance is being performed in the primary area (Dock 2) or the outside area.

4.4.4.3.3.4. **(Added)** Sustained winds are greater than 50 KNOTS when maintenance is being performed in the alternate area (Dock 6).

4.4.4.3.3.5. **(Added)** An in-flight emergency has been declared.

4.4.4.3.3.6. **(Added)** Fire Department rescue capability has fallen below 50 percent due to the response of other emergencies.

4.4.4.3.4. **(Added)** If a fuel spill or severe leak occurs personnel will take the following actions:

4.4.4.3.4.1. **(Added)** Notify the Maintenance Operations Center (MOC) of the spill classification

4.4.4.3.4.2. **(Added)** Evacuate all nonessential personnel

4.4.4.3.4.3. **(Added)** Immediately take precautionary measures to stop or contain the leak.

4.4.4.4. **(Added) MOC Responsibilities.**

4.4.4.4.1. **(Added)** Dispatches the fuel system shop to evaluate fuel system discrepancies and perform required maintenance. Notifies the shop of any inclement weather and is the central communication point for emergency situations.

4.4.4.4.2. **(Added)** Notify the fuel systems repair shop by land mobile radio or telephone when any of the following conditions exist:

4.4.4.4.2.1. **(Added)** Electrical storms are within 5 nautical miles of the base when maintenance is being performed in the primary area (Dock 2) and the alternate area (Dock 6).

4.4.4.4.2.2. **(Added)** Electrical storms are within 25 nautical miles of the base when maintenance is being performed at the outside repair area.

4.4.4.4.2.3. **(Added)** Sustained winds are greater than 30 KNOTS when maintenance is being performed in the primary area (Dock 2) or outside area.

4.4.4.4.2.4. **(Added)** Sustained winds are greater than 50 KNOTS when maintenance is being performed in the alternate area (Dock 6).

4.4.4.4.2.5. **(Added)** An in-flight emergency has been declared.

4.4.4.4.2.6. **(Added)** Fire Department rescue capability has fallen below 50 percent due to the response of other emergencies.

4.4.4.4.3. **(Added)** When notified by the fuel shop organizational rescue team of a confined space emergency the MOC will notify the Fire Department and run the appropriate Quick Reaction Checklist (QRC).

4.4.4.4.4. **(Added)** If a fuel spill or severe leak occurs the MOC will notify the Fire Department and run the appropriate QRC

4.4.4.4.5. **(Added)** During the hours of operation when the MOC is not manned, the Command Post will assume the responsibilities of the MOC.

Chapter 6

QUALITY ASSURANCE (QA)

6.11.5.4. **(Added)** Locally developed Workcards, Job Guide and Checklists will be formatted and distributed by the Technical Order Distribution Office (TODO) only. Each local Workcard, Job Guide and Checklist will be assigned a local number and will be distributed through the Enhanced Technical Information Management System (ETIMS) program. A QA representative and maintenance POC will be assigned to all locally developed tech data. **(T-3)**

6.11.5.5. **(Added)** The TODO will establish an index for all local Workcards, Job Guides and Checklists. They will be reviewed every two years for currency and when there is a change to any source data. The annual and source data change review will be documented in the QA Local Technical Data Review Handbook that is maintained by TODO. The review will be signed by the QA OPR for that tech data. The TODO will notify the QA OPR when a review is required.

6.11.5.6. **(Added)** The Technical Order Distribution Account (TODA) will notify the TODO notification of all TOs that are mobilized out of country from Grissom with the exception of aircraft libraries (G File). This notification will be done by e-mail and will only state the time the tech data will be gone from Grissom, the identification of the Mobility Kit and any additional TOs that are affected. **Do not specify where the Mobility Kit is going.**

6.11.5.7. **(Added)** When Mobility TOs have been returned to home station, an inventory of the returned TOs will be accomplished by TODA and notify the TODO of inventory results within 15 days of return.

6.11.5.8. **(Added)** The TODO will process Time Compliance Technical Order (TCTO) in the ETIMS Program. All TODA accounts with action or information on the TCTO will receive a "*Working Copy"* only and will destroy the "*Working Copy"* when all work on that TCTO has been accomplished. The QA POC for the TCTO will track those accounts that receive "*Working Copies*" in the TCTO information loaded into Quality Assurance Tracking and Trend Analisys System (QANTTAS) Program. Additional copies are to be distributed by **QA ONLY.** The exceptions to this are offices required by AFI 21-101, to maintain a TCTO folder until rescission of TCTO.

6.11.5.9. **(Added)** TCTO's will be loaded on IPads as working copies.

6.11.5.10. **(Added)** The Plans and Scheduling (P&S) Office will assign all TCTO's to applicable aircraft in GO-81 (9126) to include aircraft requiring weight and balance (W&B) updates. QA will be scheduled as an assisting work center for W&B up-date when required by the TCTO. The QA Work Event Separator (WES) for the TCTO will be upgraded to a RED X when the aircraft is placed in work and the statement **"802 assist, update chart C"** will be placed in the **REMARKS BLOCK** of QA's WES. QA will update the Chart "C" at the completion of the TCTO when informed by the primary work center. After GO-81 is completed by QA they will inform the primary work center that the 801 action can be finalized.

6.11.7.1.1. **(Added)** Each work center submits a letter of appointment for account custodians (TODA) or changes affecting the account to the TODO. The letter will contain the following information and will be updated as needed for currency and within 30 days of any changes to TO Library custodians or location:

6.11.7.1.1.1. **(Added)** Account Number

6.11.7.1.1.2. **(Added)** Office Symbol

6.11.7.1.1.3. **(Added)** Building Number

6.11.7.1.1.4. **(Added)** Phone number of TODA

6.11.7.1.1.5. **(Added)** Name of Primary custodian, AF Portal ID, date assigned to the account and date training completed.

6.11.7.1.1.6. **(Added)** Name of Alternate custodian, AF Portal ID, date assigned to the account and date training completed **Note:** Primary and alternate TODA and library custodians will complete, as a minimum, Air Force Technical Order System General Course. This course is computer based training (CBT) acquired through the following link; **https://cs3.eis.af.mil/sites/OO-LG-TO-HP/default.aspx** . The TODA will file a copy of certificate with the appointment letter in Section 1 of their Technical Order Inventory Binder.

6.11.9.3. **(Added)** When a requirement exists for a TO or Computer Program Identification Number (CPIN) to be requisitioned or deleted from an account, the primary/alternate custodian makes the request by E-mail to the TODO office for processing.

6.11.9.4. **(Added)** The TODO will process the requested TOs or CPINs in ETIMS and in Computer Program Identification Numbering System (CPINS). The TODO will return an E-mail to the TODA informing when the action is completed. The TODA will maintain a copy of this E-mail in the Technical Order Library Binder until the requisition is received or deleted from Master Report. The TODA will notify the TODO of any additional copies of CPINS to be maintained within 15 duty days. Obsolete copies of CPINS will be returned to the TODO within 5 duty days. All distribution of CPINS will be tracked by the TODO and reviewed annually.

6.11.9.5. **(Added)** TODA's will provide the TODO with a copy of the training certificate after completing the AF TODA General and Advanced Course.

6.13.7. **(Added) 434th ARW Specific Procedures.**

6.13.7.1. **(Added)** Notification of a Functional Check Flight (FCF), Operational Check Flight (OCF) and High Speed Taxi Check will begin with the performing maintenance organization supervisor contacting the AMXS Production Supervisor (Pro Super). The Pro-Super is responsible to ensure maintenance supervision is notified.

6.13.7.2. **(Added)** Pro Super will notify Plans and Scheduling Documentation (PS&D) and the QA Office.

6.13.7.3. **(Added)** Maintenance supervision and QA will brief the MXG/CC prior to contacting Stan Eval (OGV).

6.13.7.4. **(Added)** QA will contact Stan Eval, requesting an FCF, OCF or High Speed Taxi Check. QA will provide the following information: aircraft tail number, reason for the FCF, and anticipated time of aircraft availability. OGV will coordinate the FCF, OCF or High Speed Taxi with scheduling.

6.13.7.5. **(Added)** Stan Eval will coordinate and receive approval for flight from OG/CC.

6.13.7.6. **(Added) AMXS Specific Responsibilities.**

6.13.7.6.1. **(Added)** Pro Super will ensure the aircraft preflight is complete and no open discrepancies exist that affect the airworthiness of the aircraft or the systems requiring the FCF.

6.13.7.6.2. **(Added)** Pro super will review the aircraft forms and ensure the exceptional release is completed by an individual identified on the special certification roster.

6.13.7.7. **(Added) Quality Assurance Specific Responsibilities.**

6.13.7.7.1. **(Added)** Verify the preflight inspection and that no open discrepancies exist, which affect the airworthiness of the aircraft or the systems involved in the FCF.

6.13.7.7.2. **(Added)** Ensure a discrepancy exists in the aircraft forms and MIS for the FCF and the reason for accomplishment.

6.13.7.7.3. **(Added)** Initiate a FCF checklist, TO 1C-135-6CL-1, *Pilot Acceptance and/or Functional Checkflight Checklist*, Series -135 Aircraft. ***Note:*** Line non-applicable checklist blocks out or put ―N/A in red in those blocks.

6.13.7.7.4. **(Added)** Brief the flight crew on the previous maintenance problems and discrepancies recorded on the aircraft and/or system/equipment relating to the FCF.

6.13.7.7.5. **(Added)** Conduct the post flight debrief with the flight crew at the Maintenance Operations Center (MOC) when the mission is completed.

6.13.7.7.6. **(Added)** Ensure all GO-81 and aircraft form entries are completed.

6.13.7.7.7. **(Added)** Complete the Functional check flight log to indicate if aircraft was released for flight or any reason for non-release, action taken and date completed.

6.13.7.7.8. **(Added)** Forward the checklist to PS&D for inclusion in the aircraft jacket file after a complete review.

6.13.7.8. **(Added) Aircraft Commander Responsibilities.**

6.13.7.8.1. **(Added)** Ensure flight crew specialties responsible for in-flight operation of systems to be evaluated are manned by qualified individuals.

6.13.7.8.2. **(Added)** Review the requirements of TO 00-20-1, Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures, the inspection and procedural requirements of TO 1-1-300; applicable TO 1C-135–6 *Aircraft Scheduled Inspections and Maintenance Requirements*, TO 1C-135-6CF-1 *Operational Supplement Acceptance and/or Functional Checkflight Checklist* and TO 1C-135-6CL-3 *Boom Operator Acceptance and/or Functional Checkflight Checklist* . ***Note:*** These technical orders are available for review during the briefing if needed.

6.13.7.8.3. **(Added)** Accomplish the FCF as briefed and in accordance with directives.

6.13.7.8.4. **(Added)** Entering all discrepancies in the aircraft forms in a clear and concise manner.

6.13.7.8.5. **(Added)** Complete FCF checklist, TO 1C-135-6CL-1 or TO 1C-135-6CF-3.

Chapter 7

IMPOUNDMENT PROCEDURES

7.2.2.1.2. **(Added)** During a dual absence of the MXG/CC and MXG/CD the *Order of Succession for 434 MXG* memo will designate the Impoundment Release Authority. **434 ARW SPECIFIC IMPOUNDMENT PROCEDURES**

7.8. (Added) Maintenance Group personnel involved or witnessing an incident involving damage or injury will remain at the scene until released by the on-scene commander or Impoundment Official.

Chapter 8

TOOL AND EQUIPMENT MANAGEMENT

8.2.1.3. **(Added)** Composite Took Kits (CTKs) installed in trucks are permitted.

8.2.1.3.1. **(Added)** The keys for truck CTKs will be controlled through the owning work center TC-Max;,AFRC Form 175, *Broken/Missing/Removed Tools and Equipment* and AFRC Form 177, *Consolidation Tool Kit Inventory and Control Log* will be maintained with the CTK.

8.2.1.3.2. **(Added)** Users of truck CTKs are responsible for performing and documenting inventory checks at the beginning and end of each job on an AFRC Form 177.

8.2.1.4. **(Added)** The use of a "shop" or "ghost" account to sign-in/out items is strictly prohibited. On the occasions when a single person must sign in and sign out a tool kit, the item will be signed out in TC-Max and signed in on an AFRC Form 177 maintained solely for that purpose. A "second look" inspection will be completed and documented as soon as possible but not later than the start of the next duty shift. The "second look" inspection will be documented on the same AFRC Form 177 and the individual completing the "second look" will sign the item into TC-Max. For CTK's where keys are tracked in TC-Max (i.e. Truck CTK's) this process will be used if a single person signs the first and last entry of the AF Form 177 of each TC-Max transaction.

8.2.1.5. **(Added)** Equipment or CTKs that are not expected to be returned prior to the end of the current work shift are documented as long-term issues (LTI) or TDY.

8.2.1.6. **(Added)** The operator inspection for all equipment except AGE will be completed and considered documented when the item is signed out in TC-Max.

8.2.3.3. **(Added)** Warranted and replacement tools shall be purchased by the individual work center supervisor or his designated representative and managed utilizing TC-Max.

8.2.4.2. **(Added)** Maintenance Superintendents will designate authorized spare tool locations and appoint spare tools monitors to control expendable, consumable hand tools and HAZMAT items.

8.2.4.3. **(Added)** When missing tools are replaced, update the copy of the MIL in the CTK and update TC-Max.

8.2.6.1.1. **(Added)** If a missing item is suspected to be on an aircraft that has departed, the discovering individual immediately contacts MOC by the fastest means available and requests the Aircraft Commander to return to the Mass Parking Area (MPA) for a thorough inspection of the aircraft for the missing item.

8.2.7. **(Added)** Refer to **Table 8.1** for 434 ARW specific Equipment Identification Designators EID's

Table 8.1. (Added) 434 ARW Equipment Identification Designators (EIDs).

#	SHOP	EID
1	MXS Propulsion Section:	MP
2	MXS Powered Support Section:	MG
3	MXS Accessory System Section:	
	a. Fuel Systems:	MF
	b. Hydraulic/IFR Shop:	MH
	c. Electric/Environmental Shop:	ME
4	MXS Fabrication Section:	
	a. Structural Repair:	MS
	b. Metals Technology:	MT
	c. Non-Destructive Insp:	MN
5	MXS Inspection Section:	MI
	a. Aero Repair:	MA
	b. (Crash Recovery)	MC
	c. Aircraft Refurbishment:	MR
6	AMXS/Sortie Generation:	
	a. AMXS Flight Line	A1
	b. Support FLT	A2
7	MXG/QA Office:	QA
8	AFE	LS

8.2.8.3. **(Added)** Personal Protective Equipment (PPE) may be maintained in personal lockers and will be marked with TC-Max and the issue date will be tracked in TC-Max.

8.2.9.4. **(Added)** For areas that track rags in more than one location, a representative of each work center shall sign a hand receipt to the rag monitor for an initial issue of rags. These rags will be entered in TC-Max as expendable (special) stock items for issue control.

8.2.9.5. **(Added)** Once per week work center representatives will return dirty rags to the rag monitor and pick up clean ones. The time and day for rag return will be determined by the rag monitor based on the pickup day for the rag supplier.

8.2.9.6. **(Added)** Rags and absorbent pads will be issued and controlled through TC-Max. Rag monitors or work center representatives will inventory/account for all of their rags at the end of each shift. Any lost or unaccounted rags will be treated as a lost tool and follow the same procedures in this instruction.

8.2.9.7. **(Added)** Emergency spill kits that contain absorbent pads will be sealed with plastic or lead seals to prevent use of pads in non-emergency situation

8.2.11.1. **(Added)** Control of locally manufactured tools and equipment will align with this instruction.

8.2.12.1. **(Added)** Contract Field Teams and Depot Teams who are dispatched to aircraft will utilize tool control procedures and follow this instruction to the maximum extent possible.

8.2.13.1.1. **(Added)** Decentralized work centers include the Periodic Inspection (PE) Dock, Refurbishment and Wash Rack tool boxes. The security check performed by the remote work center representative will include all CTKs that are physically located there. The responsibility for maintaining, inspecting, and inventorying these CTKs will remain with the owning work center.

8.2.14.1. **(Added)** All Crash Damaged, or Disabled Aircraft Recovery (CDDAR) tools and equipment procedures will align with this instruction.

8.2.15.1.1. **(Added)** Tool rooms will be located in an area where the access can be limited when 24 hour coverage is not available. When this is not possible CTK's and equipment need to be stored in a manner as to prevent unauthorized use or access.

8.2.17.1. **(Added)** Personal cell phones and other electronic devices possessed on the flight line or in maintenance work areas will only be used for official/authorized business. Cell phones will not be used while actively performing maintenance. While performing maintenance actions, electronic devices not required in the performance of maintenance, shall be powered off. Placing these devices in the silent or vibrate mode does not satisfy this requirement.

8.2.18.1. **(Added)** Dispatchable CTK's are not required to have a Foreign Object Damage (FOD) container/pouch attached.

8.6.1.2. **(Added)** The numbering system listed in **Table 8.1** was devised for 434th Maintenance Group personnel to prevent duplication of CTK numbers presently in use at Grissom (Air Reserve Base) ARB, Indiana. All sections/shops will use U2 as the first two characters of the 9-digit Equipment Identification. Each section/shop will use the codes listed for their shop for the third and fourth characters. The remaining 5 characters are left to the discretion of the work center supervisor.

8.7.1. **(Added)** Follow procedures in local guidance to locally manufacture, develop or modify tools and equipment.

8.10. (Added) In the event of TC-Max downtime, use the AF IMT 3131, *General Purpose* or AFRC Form 177along with AFRC Form 175 to document and control dispatch of CTKs and/or equipment.

8.11. (Added) Due to the unique nature of their specialties the Powered Support (MG), Structural Repair (MS), and Metals Technology (MT) sections are authorized to utilize a Special Tool Cabinet /CTK

8.11.1. **(Added)** Each item contained in the Special Tool Cabinet/CTK will be marked with a unique TC-Max ID and loaded in TC-Max as an equipment item and the cabinet will be loaded in TC-Max as a CTK with all items being listed on the MIL. The cabinet may be utilized as a non-dispatchable CTK for normal day to day operations. The cabinet must contain all documentation and follow all procedures for CTK's contained within this instruction and all others that apply.

8.11.2. **(Added)** On the occasion that a special tool is needed outside of the shop area, the tool will be issued from TC-Max as a piece of equipment. The Issue/Return is also documented on a separate AFRC Form 177.

8.11.3. **(Added)** Broken or removed tools will be documented as required for CTK's and will also be documented in TC-Max under the unique TC-Max ID number.

8.11.4. **(Added)** The cabinet may be closed as a CTK provided all removed tools are documented. If the cabinet is closed as a CTK when the removed item is returned the cabinet must be reopened as a CTK and an inventory must be accomplished IAW **paragraph 2.1**. of the parent instruction. Items not expected to be returned by the end of the current work shift will be documented as long term issue in TC-Max under the unique TC-Max ID and on the AFRC 177, under the CTK they will be documented as removed in TC-Max and on all copies of the MIL.

8.11.5. **(Added)** All tools contained within these cabinets must be reasonably considered to be "special". Any tool that is common or is used for multiple tasks must be controlled by standard tool control procedures.

Chapter 11

ADDITIONAL MAINTENANCE REQUIREMENTS AND PROGRAMS

11.2.4. **(Added)** MXG/CC will appoint Personal Wireless Communications Systems (PWCS) Managers from assigned Maintenance Operations Center (MOC) personnel.

11.2.4.1. **(Added)** The MOC has the overall responsibility to ensure adequate communications are available and manage the non-tactical radio program.

11.2.4.1.1. **(Added)** PWCS Managers will supply land mobile radios (LMR)'s to individuals within the MXG by issuing them on an AF Form 1297, *Temporary Issue Receipt* also known as a Hand Receipt.

11.2.4.1.2. **(Added)** Work centers having TC-Max capability will control and charge out LMR's through TC-Max. This is the preferred method for issuing LMR's.

11.2.4.2. **(Added)** MOC will broadcast all emergencies and severe weather notifications over the in-use maintenance frequency these announcements will be preceded with an alert tone.

11.2.4.2.1. **(Added)** All radios in use on the flight line will acknowledge emergency messages.

11.2.4.3. **(Added)** PWCS Managers will perform an annual inventory of assigned LMR's, base stations and desk consoles and report results of inventory and any discrepancies to the 434th Communication Squadron.

11.2.4.4. **(Added)** All PWCS users will follow requirements outlined in AFI 10-712, *Cyberspace Defense Analysis (CDA) Operations and Notice and Consent Process* ensuring all Personal Electronic Devices (PEDs) or LMR's have a DD Form 2056, *Telephone Monitoring Notification Decal* attached to it.

11.2.4.5. **(Added)** Users will exercise radio discipline at all times and only activate emergency button for real-world emergencies.

11.2.4.6. **(Added)** Any LMR's that are misplaced/lost will be reported as a Lost Tool/Object in accordance with this instruction. In all cases, LMR's misplaced/lost will be reported to the 434 MXG PWCS Manager and 434th Communication Squadron. The PWCS Manager will request a Report of Survey be conducted for any radio not recovered.

11.2.4.7. **(Added)** Any LMR or desk consoles that becomes inoperable will be turned in to PWCS Manager for coordination with 434 CS for repair/replacement.

11.2.4.8. **(Added)** All LMR's will be signed out from the PWCS Manager using AF Form 1297. These forms will be reviewed and updated annually.

11.2.4.9. **(Added)** MOC personnel will only engage in conversation with aircraft using the Ultra High Frequency (UHF) radio when requested by either the aircrew via the Command Post or by Command Post personnel. Monitoring of UHF radio by MOC personnel is authorized at all times.

11.2.4.10. **(Added)** Upon activation of the distress/duress alarm, MOC will determine if the radio belongs to MXG. If it does, MOC will attempt to make contact with the user.

11.2.4.10.1. **(Added)** MOC will attempt to contact a total of three times at 20 second intervals. If no response from the user is received after the third transmission, MOC will contact the user's work center/supervisor for possible location. **This will be done via land line or runner, not over the radio net.**

11.2.4.10.2. **(Added)** If the supervisor/work center does not know the individual's location, MOC will notify security forces.

11.2.4.10.3. **(Added)** Once the individual is located and determined to be safe and secure, the emergency will be terminated.

11.2.4.11. **(Added)** Maintenance Group personnel will use the call signs listed in 434 MXG Memorandum "434 MXG Maintenance Net Call Signs" dated 14 May 2019.

11.6.6. **(Added)** Aircraft Maintenance (AMXS) Specialist Flight Chiefs will ensure qualified personnel are available from each specialist shop for Red Ball Maintenance dispatch.

11.6.7. **(Added)** A Crew Chief will maintain interphone communications, remain in full view of a flight crew member and be positioned to maintain overall surveillance of the aircraft and personnel entering or exiting the aircraft.

11.6.8. **(Added)** If aircraft status changes, an exceptional release will be re-accomplished prior to flight. This includes opening and closing of access panels and doors.

11.6.9. **(Added)** Maintenance Operations Center (MOC) will enter Red Ball discrepancies into the Maintenance Information System (MIS) when they are called in by the Expeditor/Pro-Super once the discrepancy is corrected, the Pro Super/Expediter will verify that aircraft Air Force Technical Form (AFTO) Form 781, *Arms Aircrew/Mission Flight Data Document* are properly documented and cleared prior to takeoff. Every effort will be made to clear MIS documentation as soon as possible by technicians that completed the Red Ball discrepancy. However, if technician cannot before aircraft taxi, MOC will assist to clear the MIS.

11.8.3.6.6. **(Added)** Flight line clothing policy: Any loose clothing or hats will be removed or secured prior to entering the danger area of an operating jet engine as defined by the applicable aircraft T.O. (The KC-135R is within 25 feet of the aircraft engine inlet, and 180 feet of aircraft exhaust at engine idle and 50 feet of the engine inlet and 900 feet from engine exhaust at Takeoff Rate Thrust (TRT) ground operations.)

11.8.3.6.6.1. **(Added)** See GRISSOM AIR RESERVE BASE INSTRUCTION, GARBI 13-201, *Grissom Arb Airfield Operations*, for additional information.

11.8.3.11.2. **(Added)** Each unit is responsible for specific FOD prevention walk areas. These include areas immediately surrounding their buildings, grass areas, taxiways, and Entry Control Points (ECP) that are adjacent to their areas of responsibility. Aircraft Maintenance Squadron and Maintenance Squadron shall be responsible for the Mass Parking Area, 592 and 600 ramps and the Nose dock hangar areas (all paved areas to include policing grassy areas for trash). AGE and MXS Propulsion Shop shall be responsible for Building 591, 593 and the AGE parking areas (front and rear).

11.8.3.11.2.1. **(Added)** Squadron Commanders will ensure a FOD prevention walk is completed in their areas of responsibility before 1300 Sunday of each Primary unit training assembly (UTA). **(T-3)**

11.8.3.11.2.2. **(Added)** If for some reason FOD walks are not completed as required, the Quality Assurance (QA) office will be notified.

11.8.3.11.2.3. **(Added)** Maintenance Group (MXG) Flight Chiefs, Section Chiefs, Production Supervisors and Expeditors will take the lead and direct the FOD prevention walk.

11.8.3.11.2.4. **(Added)** All available personnel will participate in the FOD prevention walk.

11.8.3.11.2.5. **(Added)** Base Operation's personnel inspect the taxiways and runways daily for foreign objects.

11.8.3.11.2.6. **(Added)** Real Property Maintenance (RPM) is responsible for sweeping aircraft parking and movement areas a minimum of once a week. If additional sweeping is needed a request should be made through Base Operations.

11.8.3.13. **(Added)** Ensure elimination of foreign objects in aircraft cockpits and flight decks prior to flight. See LCL-434ARW-10-1, *Interior Equipment Accountability Checklist for 434th KC-135(R) Aircraft*. While completing the required aircraft panel and FOD inspections prior to flight, additional attention will be given to the aircraft flight deck area for cleanliness to remove any loose debris.

11.8.3.16.1. **(Added)** Vehicle operators will stop and perform FOD checks at all flight line entry points, including Building 600.

11.8.3.19. **(Added)** If used it will be marked/etched with the vehicle identification number and attached to the vehicle key ring.

11.8.5.2. **(Added)** Weekly spot checks will be accomplished as part of the QA inspection process and will be documented IAW **Chapter 6** of this instruction.

11.8.9. **(Added)** Incentive Program:

11.8.9.1. **(Added)** Wing FOD prevention incentives and awards program is used to promote a vigorous FOD prevention program through recognition of exceptional individual achievement. Encourage competitive programs in FOD prevention between squadrons, flights, sections and shops.

11.8.9.1.1. **(Added)** Nominations for Grissom FOD Fighter Award are submitted by the section supervisor to the FOD Prevention Monitor and should be based on individuals going above and beyond picking up FOD, in FOD Prevention (i.e. finding out what caused the FOD or thinking of innovative ways to prevent and control FOD).

11.8.9.1.2. **(Added)** Recognize an individual or his/her duty section as a "FOD Fighter" when he/she demonstrates innovative and effective application of the FOD prevention program. These individuals will be recognized by the MXG/CC.

11.8.9.2. **(Added)** Wing Golden Bolt Award. A distinctive 1½" plastic bolt (painted gold) is placed on the flight line or in a maintenance area. The person finding the bolt returns it to the wing FOD prevention monitor and will receive the designated award.

11.8.9.3.3. **(Added)** See LCL-434ARW-10-1, *Interior Equipment Accountability Checklist for 434th KC-135(R) Aircraft* for additional Dropped Object Prevention (DOP) Inspection requirements.

11.9.3.3. **(Added)** See LCL-434ARW-10-1, *Interior Equipment Accountability Checklist for 434th KC-135(R) Aircraft* for additional DOP Inspection requirements.

11.13.10. **(Added)** MOC will maintain and document all cannibalizations (CANN) on a locally developed form.

11.13.11. **(Added)** MOC will enter the original CANN action in GO-81 using the maintainer's employee number for the discovered by. Controller will "X" the 349 block of Program 9050 to ensure LRS/LGRMM receives notification of CANN. Maintainer's employee number will also be entered in the aircraft AFTO Form 781A by the performing work center. Work center performing the CANN will promptly document aircraft AFTO 781A, GO-81 and orally advise MOC when any cannibalization action is complete.

11.13.12. **(Added)** When Maintenance Group (MXG) Staff and supply support is unavailable (during nightshift and Non-UTA weekends) the work center will run an inquiry if Standard Base Supply System (SBSS) is operational. If the part shows it's available on base and time allows, supply support will be recalled by the Cannibalization Authority (CA) notifying the Command Post to contact the Supply Authorizing Official (AO). **Exception:** When time does not allow (launching a sortie/mission), the part is not available or SBSS is down the CA will evaluate the situation using all means available and make the determination for the CANN action. The CA will leave detailed information of the CANN action for the completion of supply actions and documentation by work centers, MOC and LRS/LGRMM. A supply record will be established in GO-81 by the performing work center using "G" in Program 9006. This creates a "9000" series document number that will be used to help expedite the CANN process. LRS/LGRMM will review Program 8044 and resubmit all "9000" series document numbers at the beginning of their next duty day. Completion of the CANN process will be accomplished the next duty day that allows access to the aircraft and supply records.

11.13.13. **(Added)** The following actions must be completed no later than next duty day:

11.13.13.1. **(Added)** MOC opens original job necessitating the CANN action and documents the CANN log.

11.13.13.2. **(Added)** Work center requisitions part against the original aircraft and notifies MOC of document number

11.13.13.3. **(Added)** MOC establishes CANN action moving document number to CANN aircraft (in coordination with LRS/LRGMM). If the part was a straight issue LRS/LGRMM will need to manually move the document number to ensure the proper tracking of CANN'd parts.

11.13.13.4. **(Added)** Work center closes original discrepancy, and documents the removal action on the aircraft the part was canned from.

11.13.13.5. **(Added)** Work center completes the installation action when part issues (or after documentation for the straight issue is completed). Work center notifies Production Supervisor when all ops checks are completed.

11.13.14. **(Added)** Decentralized Materiel Support will notify Pro-super and MOC when cannibalized parts issue to ensure accurate aircraft status reporting.

11.13.15. **(Added)** MOC will provide Analysis (MXOA) with a copy of completed CANN Log as needed to facilitate validation of CANN documentation.

11.13.16. **(Added)** Cannibalization of engine components will be directed by the CA and will be coordinated between the Maintenance Squadron (MXS) Pro-Super and Unit Engine Manager. Maintenance Operations Center (MOC) will issue a Job Control Number (JCN) and input into GO-81, LRS/LGRMM will transfer the original Supply Document Number to the Cannibalization JCN. MXS Pro-Super/Expeditor will ensure all documentation is complete IAW T.O. IAW 00-20-1 *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*.

11.13.17. **(Added)** For deployed operations, an engine functional expert will be designated prior to deployment to compile data to determine where engine assets will be derived from during the employment phase. This data will include in theater engine points of contact, phone numbers and any associated information that would expedite the coordination and acquisition of an engine or engine parts while deployed.

11.13.18. **(Added)** Aircraft Ground Equipment (AGE) Cannibalization Procedures: The AGE Flight Chief and MXS Superintendent will designate CA on Special Certification Roster (SCR) for all AGE cannibalization actions. AGE personnel will ensure documentation for all AGE CANN actions, IAW 00-20 series Technical Order.

11.28.3. **(Added)** The CDDAR program is designed to recover crashed, damaged or disabled aircraft in minimum time. Requirements will consist of opening runways for operational use, prevention of secondary damage to the aircraft, and preservation of evidence for mishap or accident investigation.

11.28.3.1. **(Added)** There are three types of recoveries:

11.28.3.1.1. **(Added)** Aircraft that have maintenance malfunctions that require minimum recovery (i.e. flat tires/hung brakes etc.). These situations will not be considered an emergency or high risk and will normally be supported by a maintenance team from the AMXS.

11.28.3.1.2. **(Added)** On base aircraft incident or accident with damage to aircraft and or a personal injury.

11.28.3.1.3. **(Added)** Off base aircraft incident or accident involving either assigned aircraft or transient aircraft that have entered the area of responsibility, outlined in Comprehensive Emergency Management Plan (CEMP) 10-2. **Note:** Crash scenarios in **paragraph's 11.28.3.1.2** and **11.28.3.1.3** will require the assistance of the CDDAR Team Chief or alternate to evaluate the crash site and aircraft configuration.

11.28.3.2. **(Added)** The CDDAR Team will be dispatched to aircraft location when notified and authorized by the On Scene Commander (OSC) or equal. Base agencies (i.e. Fire Department, Bioenvironmental) will assist the OSC to analyze risk factors prior to dispatching recovery personnel.

11.28.3.3. **(Added)** Base support squadrons (base operations services contractor) will assist the CDDAR team with additional equipment, personnel and supplies as required.

11.28.3.4. **(Added)** Responsibilities and Procedures. Maintenance Group personnel appointed as CDDAR Team members are responsible for adhering to the following aircraft recovery procedures.

11.28.3.4.1. **(Added)** The Maintenance Group Commander (MXG/CC) will:

11.28.3.4.1.1. **(Added)** Appoint by letter, CDDAR Team Chief and Team members.

11.28.3.4.1.2. **(Added)** Notify the Maintenance Operation Center (MOC) to coordinate with all aircraft maintenance activities in the removal or recovery as required.

11.28.3.4.1.3. **(Added)** Ensure the recall of Aircraft Recovery Team Members is accomplished.

11.28.3.4.2. **(Added)** AMXS and MXS Superintendents and Flight Chiefs will:

11.28.3.4.2.1. **(Added)** Ensure that squadron CDDAR personnel are familiar with the procedures contained in this instruction.

11.28.3.4.3. **(Added)** MXS Maintenance Section Flight Chief will:

11.28.3.4.3.1. **(Added)** Validate and procure required crash recovery equipment

11.28.3.4.3.2. **(Added)** Ensure required inspections are completed.

11.28.3.4.3.3. **(Added)** Develop procedures for the unit crash recovery program.

11.28.3.4.3.4. **(Added)** Ensures required personnel are available to operate specialized equipment.

11.28.3.4.4. **(Added)** MXS Aero Repair (A/R) Shop will:

11.28.3.4.4.1. **(Added)** Maintains aircraft recovery equipment and dispatches equipment and personnel upon notification from higher authority. (Inventory of Aircraft Recovery Equipment and CDDAR POC Listing will be maintained by A/R shop.)

11.28.3.4.4.2. **(Added)** Inspect for serviceability and inventory all recovery equipment to include airbags, manifolds, jacks, slings, and shoring etc., before and after each exercise. Periodic equipment inspections must be accomplished IAW intervals established in T.O.'s or annually if no T.O. intervals have been identified. Perform operational checks IAW applicable directives during exercise and/or inventory reviews. Document inspections and Maintenance in MIS, on AFTO IMT 244, *Industrial/Support Equipment Record* or on MAJCOM approved form.

11.28.3.4.4.3. **(Added)** Provide training required to keep all Aircraft Recovery Team personnel current in all necessary procedures. Training exercises will be conducted annually and must consist of requirements listed in AFI 21-101 and will be coordinated with the Emergency Management Office. Aero Repair Shop personnel will certify training. Annual requirements will be recorded in GO-81. It is the responsibility of the Aircraft Recovery Team Chief to maintain the currency of Emergency Recall Personnel Roster.

11.28.3.4.4.4. **(Added)** Provide the MXG Commander with a report after annual inspection, exercise, or real world event on the condition of the CDDAR equipment and training status of CDDAR team members.

11.28.3.4.5. **(Added)** AMXS Pro-Super will:

11.28.3.4.5.1. **(Added)** Provide, a tow team to stand by for all In-Flight Emergency (IFE) aircraft. For transient aircraft the AMXS tow team will be replaced by Transient Alert personnel (see **para 2.8**). The tow team will remain in place until the IFE is terminated or the aircraft is parked back on the apron.

11.28.3.4.6. **(Added)** MXS Pro-Super will:

11.28.3.4.6.1. **(Added)** Provide Augmentees when requested. Special teams may be required when hazards exist which require personal protective equipment (PPE) i.e. Full Face Respirators that exceeds normal recovery procedures. Qualified personnel will be assembled from Fabrication and Systems Flight.

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

11.28.3.4.7.1. **(Added)** Focal point for notification, control, and documentation of actions taken during CDDAR operations. All actions will be documented in the AFRC Form 124, *Events Log*, for historical data purposes.

11.28.3.4.7.2. **(Added)** MOC will notify the CDDAR Team per the MXG Appointment Letter in the event of an on/off base incident. The assembly point will be Aero Repair Shop, Dock 3 room 102.

11.28.3.4.8. **(Added)** Transient Maintenance (Contractor) will:

11.28.3.4.8.1. **(Added)** Be responsible to follow the Emergency Services Response criteria outlined in the AF-Level Standardized Performance Work Statement (PWS) for Transient Alert (TA) Services here at Grissom Air Reserve Base (GARB).

11.28.3.5. **(Added)** Notification:

11.28.3.5.1. **(Added)** During normal duty hours individuals will receive notification from MOC or the team chief. After duty hours the Command Post will notify the CDDAR Team Chief.

11.28.3.5.2. **(Added)** Personnel receiving the first call of an emergency (i.e. Command Post, or MOC) must make every attempt to gather the following information:

11.28.3.5.2.1. **(Added)** Type and serial number of aircraft and/or identification of equipment.

11.28.3.5.2.2. **(Added)** Location of occurrence.

11.28.3.5.2.3. **(Added)** Date and time of occurrence.

11.28.3.5.2.4. **(Added)** Description of occurrence (i.e., damage, extent of injuries, etc.)

11.28.3.5.2.5. **(Added)** Personnel involved.

11.28.3.5.2.6. **(Added)** Name and grade of person relaying message and/or source of information.

11.28.3.6. **(Added)** Recovery Team Specific Duties and Instructions:

11.28.3.6.1. **(Added)** The Recovery Team will assemble at the Aero Repair Shop in Dock 3 room 102. Instructions will be given by the Team Chief or designated briefer.

11.28.3.6.2. **(Added)** On-base recovery: the CDDAR Team Chief or equivalent will proceed to the incident with the on scene commander or the Fire Chief for additional CDDAR evaluation after release authority occurs. (see **Note** for release authority conditions) The Team Chief, with the assistance of Quality Assurance (QA) personnel, will further evaluate and assess the site. Team members will be dispatched as needed, tools and equipment will be assembled for the recovery plan.

11.28.3.6.2.1. **(Added)** Off-base incidents will require additional coordination, base support functions will have assembled to apply risk analysis, identify personnel/equipment needed and acquire recovery authority.

11.28.3.6.2.2. **(Added)** Specific systems that require specialist expertise will need to be dispatched from aircraft assigned unit.

11.28.3.6.2.3. **(Added)** Civil aircraft recovery (i.e. Montgomery Aviation) will be in accordance with Grissom Joint Use Agreement between Miami County Economic Development Authority and the United States Air Force dated 6 September 2005. **Note:** Release authority will occur when the following has been complied with.

11.28.3.6.2.3.1. **(Added)** The incident/accident requires only basic assistance from ground maintenance crews.

11.28.3.6.2.3.2. **(Added)** When the site requires evaluations for hazards the Fire Dept. will be the first release.

11.28.3.6.2.3.3. **(Added)** Bio Environmental Engineer will approve PPE requirements for recoveries when personal hazards have been identified.

11.28.3.6.2.3.4. **(Added)** When properly investigated and released by incident/accident investigation authority. (Base Safety, Base Security and Air Field Operations Manager)

11.28.3.6.2.3.5. **(Added)** When off base first response agencies have released site to Air Force authority. (Local and State Police, Fire/ Rescue and Environmental)

11.28.3.6.3. **(Added)** Only those personnel authorized by the OSC or Team Chief will have access to the recovery site once release authority has been given.

11.28.3.6.4. **(Added)** The team chief or QA representative will locate and impound the aircraft AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*, file for further investigation for aircraft owned by host base.

11.28.3.6.4.1. **(Added)** Ensure aircraft munitions (if loaded) are safe or removed.

11.28.3.6.4.2. **(Added)** Retrieve Classified/Communications Security (COMSEC) material and components (as required).

11.28.3.6.5. **(Added)** The QA representative will assist the team chief with weight and balance configuration when abnormal recovery methods occur.

11.28.3.6.6. **(Added)** Notify Quality Assurance, Plans and Scheduling/Documentation sections.

11.28.3.6.7. **(Added)** Determine what recovery actions are required.

11.28.3.7. **(Added)** Release of Information:

11.28.3.7.1. **(Added)** All information regarding accidents and incidents involving disabled aircraft recovery operations are to be treated as sensitive information. All requests from the public will be directed to Public Affairs Office.

11.28.3.8. **(Added)** Each listed base agency will provide the minimum following equipment when required:

11.28.3.8.1. **(Added)** The Aircraft Maintenance Squadron (AMXS):

11.28.3.8.1.1. **(Added)** One (1) flight line vehicle with driver.

11.28.3.8.1.2. **(Added)** Specified number of tractors (MB-2 UKE) with driver/s and tow bar/s as directed.

11.28.3.8.1.3. **(Added)** Qualified tow team/s to stand by for immediate dispatch as directed.

11.28.3.8.2. **(Added)** Transportation (434 LRS/LGRT):

11.28.3.8.2.1. **(Added)** One (1) All Terrain Forklift, Truck-ATFL with driver.

11.28.3.8.2.2. **(Added)** One (1) 40 foot flatbed trailer with tractor and driver.

11.28.3.8.3. **(Added)** Civil Engineer (434 MSG/CE)

11.28.3.8.3.1. **(Added)** One (1) Bulldozer, D6H and driver.

11.28.3.8.3.2. **(Added)** One (1) Mobile Crane, LRT-180A and driver.

11.28.3.8.4. **(Added)** Notify the Maintenance Operational Center (MOC) anytime the equipment listed above is out of commission for lengthy repairs exceeding 5 days.

11.28.3.8.5. **(Added)** All required materials and equipment are identified in this Supplement; any additional changes will be coordinated through the CDDAR OPR

11.40. (Added) Aircraft Acceptance Procedures.

11.40.1. **(Added)** Aircraft Acceptance inspections are applicable to aircraft returning from Program Depot Maintenance (PDM); Contract Field Team (CFT). Aircraft transferred or loaned from Air Force Reserve Command (AFRC) units do not require a full acceptance inspection. Those aircraft will only require aircraft inventory and weight and balance (W&B) review.

11.40.2. **(Added)** All acceptance inspections will require local work cards and/or local JST to be accomplished.

11.40.3. **(Added)** The Production Superintendent and work leader (WL) Crew Chief (Acceptance Coordinator) will ensure Acceptance Inspection work cards and/or local JST are accomplished and will oversee all maintenance.

11.40.4. **(Added)** Aircraft Maintenance Squadron (AMXS) and Maintenance Squadron (MXS) Superintendents will ensure manpower is available to support the entire acceptance process timeframe.

11.40.5. **(Added)** All Air Force Specialty Codes (AFSC) Specialties will be required to load all work center affiliated jobs in the MIS/GO-81.

11.40.6. **(Added)** All discrepancies noted will be documented on Air Force Technical Order (AFTO) Form 781A, as well as local developed worksheet. Quality Assurance (QA) will be notified prior to repair of any major discrepancy discovered. Forms documentation will be controlled by the assigned WL Crew Chief.

11.40.7. **(Added)** The Production Superintendent will schedule the down time needed to complete the Acceptance process and the WL Crew Chief will coordinate the acceptance inspection process.

11.40.8. **(Added)** Prior to aircraft arrival on station; Plans and Scheduling will schedule a pre-dock and a post-dock meeting.

11.41. (Added) Aircraft De-icing Procedures.

11.41.1. **(Added)** The Aircraft Maintenance Squadron (AMXS) Support section maintains/provides de-icing equipment, including but not limited to de-ice trucks, communication equipment and personal protection equipment.

11.41.2. **(Added)** The Pro-super will determine priorities and coordinate with the Support Equipment Section the availability and preparation of de-ice trucks based on the alert aircraft and daily flying schedule.

11.41.3. **(Added)** Alert/Generating Aircraft will be cleared of snow accumulation at the first opportunity, including weekends and holidays. Snow accumulation removal will be accomplished as necessary using manual methods prior to administering De-icing/De-frosting process. De-icing of alert/ generating aircraft will be at the discretion of the Aircraft Commander.

11.41.4. **(Added)** Pro-Super/Expediter/Crew Chief will ensure flap wells, wheel wells and aileron/elevator balance bays are inspected for snow/ice accumulation prior to launch, consistent with de-icing procedures, following any unfavorable weather event (blowing/drifting snow, freezing rain, re-freezing melted snow, etc.).

11.41.5. **(Added)** With the exception of de-icing aircraft for the removal of frost (procedures outlined below) all de-icing with fluids, including transient, will be on De-ice spots 1 and 2 located on 600 ramp, Charlie 2, Charlie 3, Delta 2 and Delta 3 on MPA or alternate de-ice on taxiway G.

11.41.6. **(Added)** Any deviations from the approved locations and not listed in this instruction require coordination through the Base Civil Engineering Chief of Environmental Management and approved by the MXG/CC. The MXG/CC will ensure the Wing Commander is briefed.

11.41.7. **(Added)** De-icing aircraft for the removal of frost only is allowed on the mass parking area (MPA) by approval and coordination of the Pro-Super.

11.41.8. **(Added)** Frost removal will be accomplished by utilizing the de-icing fluid injection system associated with the Model GL-1800 de-icing truck.

11.41.9. **(Added)** The Tenant 1550 will be used to reclaim, to the greatest extent possible, any puddled de-icing fluid once the aircraft has launched from the parking spot. The fluid will then be dispensed into an approved containment facility.

11.41.10. **(Added)** Quantities of de-icing fluid used on the Mass Parking Area (MPA) to remove frost will be tracked using a manual tracking sheet located in the de-ice trucks. AMXS Support Equipment Section will be responsible for gathering quantities monthly.

11.41.11. **(Added)** Production Superintendents' or Expediter will ensure the de-icing recovery valve is open PRIOR to and CLOSED after all de-icing procedures.

11.42. (Added) Aircraft Refurbishment Procedures.

11.42.1. **(Added)** When scheduled, aircraft refurbishment will be accomplished as a complete process. The Maintenance Flight Chief or Refurb Coordinator and Crew Chief will inspect the 434th ARW aircraft during the Programmed Depot Maintenance (PDM) Acceptance Inspection using TO 1C-135-3-10, *Inspection, Refurbishment, and Marking Instructions for Interior Equipment and Ancillary Structure* and locally developed forms to evaluate those items requiring refurbishment. Refurb will be accomplished approximately one year after return from PDM.

11.42.2. **(Added)** Maintenance Flight Chief will:

11.42.2.1. **(Added)** Ensure the aircraft will be down-loaded of required - 21 and life support equipment prior to the start of the Refurb before towing into a nose dock

11.42.2.2. **(Added)** Ensure upon the completion of the Refurb the aircraft will be towed out, up-loaded and a full system check will be performed prior to returning aircraft to Aircraft Maintenance Squadron (AMXS) or gaining unit.

11.42.2.3. **(Added)** Ensure replenishment of consumable stock is an ongoing process that will be accomplished as stock levels are depleted, but far enough in advance to ensure adequate on-hand stock to support two Refurb aircraft.

11.42.2.4. **(Added)** Ensures adequate iPads are available for all technicians performing Maintenance on Refurb aircraft.

11.42.2.5. **(Added)** Establish and implement an alternate plan for those times in which GO-81 is down for maintenance or is inoperable.

11.42.2.6. **(Added)** Ensures a GO-81 generated aircraft status sheet, to include all supply and open 350 tags, at the end of each shift as a backup of open discrepancies in the case of GO-81 or the network is unavailable.

11.42.2.7. **(Added)** Ensure a prominently displayed status board contains not only the minimum items required by this instruction but also Part B of AF Form 1492, *Warning Tags* installed on Paperless refurb and a clipboard containing the aircraft panel sheet. **Note:** Multiple status boards may be used.

11.42.2.8. **(Added)** Ensures all AF Form 1492 Warning Tags used on the Paperless Refurb aircraft are loaded in Tool Accountability System (TAS) and issued to the user by refurb personnel.

11.42.2.9. **(Added)** Ensures that all recurring tasks are loaded into the job standard package of the Maintenance Information Systems (MIS). The job standard package is reviewed annually for accuracy.

11.42.2.10. **(Added)** Establish and implement procedures for deactivating and reactivating aircraft AFTO Form 781 series during a Paperless Refurb Process.

11.42.2.11. **(Added)** Ensures all discrepancies annotated in the AFTO Form 781 series match those discrepancies in the MIS once the aircraft has entered the Paperless Refurb process. At this time the AFTO Form 781 series will be deactivated and locked away in the Maintenance Flight Chief's office.

11.42.2.12. **(Added)** Ensure all AFTO Form 781 series forms are transcribed with the words "Transcribed to paperless Refurb see GO-81 printout dated from__to_" in the corrective action block for discrepancies completed during the Paperless Process and transcribe discrepancies not corrected during the Paperless Process per T.O. 00-20-1. Then forward transcribed forms to respected Flight Chief for review.

11.42.2.13. **(Added)** When possible ensure prior to reactivating AFTO Form 781 series that all backline checks, if required, are complete and all Paperless Refurb discrepancies completed are taken out of the MIS.

11.42.2.14. **(Added)** Ensure a new set of AFTO Form 781 series forms are printed and inserted in the AFTO Form 781 Series binder. At this time the AFTO Form 781 series will be reactivated and handed to the WL Crew Chief.

11.42.3. **(Added)** Shop Chiefs will:

11.42.3.1. **(Added)** Provide a list of AF Form 1492 Warning Tags to the Maintenance Flight Chief to be added in the Refurb Tool Accountability System (TAS). This list will be reviewed for content and accuracy every 2 years or as source data changes.

11.42.4. **(Added)** Technicians will:

11.42.4.1. **(Added)** Review the status board(s) prior to performing any maintenance on the Paperless Refurb aircraft.

11.42.5. **(Added)** Squadron Superintendents will:

11.42.5.1. **(Added)** Ensure man-power is available to support the entire Refurb process time frame.

11.42.6. **(Added)** Plans Scheduling and Documentation will:

11.42.6.1. **(Added)** Ensure down time needed to complete the Refurb process is scheduled.

11.42.6.2. **(Added)** Load a job standard package to ensure compliance with identified Refurb requirements and also schedule a pre-dock and a post-dock meeting.

11.42.7. **(Added)** Documentation Procedures:

11.42.7.1. **(Added)** The intent of paperless Refurb is to streamline the Refurb and documentation process and to provide real time data. To that end, all technicians will document their work as it is being performed and complete all documentation prior to the end of their shift.

11.42.7.2. **(Added)** Due to the unique nature of the paperless Refurb documentation process, all AF Form 1492 Warning Tags required by each task shall be linked to a primary Job Control Number (JCN) via the WES option. Any additional AF Form 1492's will go through the Refurb Coordinator prior to being installed on the aircraft.

11.42.7.3. **(Added)** Pre-Printed laminated AF Form 1492 Warning Tags used must be signed out of Refurb's TC MAX. All non-preprinted AF Form 1492 Warning Tags will be coordinated through the Refurb Coordinator for accountability. Both pre-printed laminated and non-preprinted AF Form 1492 Warning Tag Part A will be installed on aircraft where applicable and part B will be added to the status board. Both Part A and Part B must be returned upon completion of the task requiring the tag and the pre-printed AF Form 1492 Warning Tag will be signed back in Refurb's TC MAX and the non-preprinted tags will be destroyed.

11.42.7.4. **(Added)** All Warning Tags required by a task will be installed prior to work being started and will not be removed until the discrepancy has been completed and/or a qualified technician has cleared the Work Event Separator (WES).

11.42.7.5. **(Added)** Certain circumstances may require several AF Form 1492 Warning Tags to be installed on the same switch, circuit breaker etc. In these cases, a single AF Form 1492 Warning Tag may be used with a statement on the AF Form 1492 stating "Several AF Form 1492's installed (see Refurb Coordinator **Note**: Do Not Operate, Close, Reset, etc.). Tag will be

removed only by Refurb Coordinator or Maintenance Flight Chief" in the "Condition" section of tag.

11.42.7.6. **(Added)** Locally developed Warning Tags are authorized but must be properly identified. On the lower right corner of overprint tags, opposite the "AF FORM 1492 OCT 91" marking, enter the title of the squadron creating the overprint tags. (e.g. 434 overprint)

11.42.7.7. **(Added)** The Maintenance Flight Chief will take the following action when using the local panel removal form:

11.42.7.7.1. **(Added)** Ensure the appropriate panel worksheet is available and coincides with the Refurb.

11.42.7.7.2. **(Added)** Enter the technician's name and aircraft serial number on the appropriate sheet

11.42.7.7.3. **(Added)** Ensure the form is maintained on the Panel Sheet clipboard located on the Refurb status board.

11.42.7.7.4. **(Added)** Assigned technicians will enter their minimum signature and man number in the "REMOVED BY" column upon removal and enter their minimum signature and man number in the "INSTALLED BY" column upon panel installation. The "INSPECTED BY" column must be signed off by a Red X qualified inspector utilizing their minimum signature and man number.

11.42.7.7.5. **(Added)** The aircraft WL Crew Chief verifies all open panel sheet discrepancies are entered into GO-81 prior to printing new AFTO 781 A's and exiting the Paperless Refurb process.

11.43. (Added) Aircraft Structural Integrity Program (ASIP).

11.43.1. **(Added)** The MXG/CC will appoint a primary and alternate ASIP/IATP Program Manager from within the Maintenance Group (MXG).

11.43.1.1. **(Added)** The ASIP/IATP Program Manager will also serve as the ASIP/IATP monitors.

11.43.2. **(Added)** The Flight Data Recorder and Cockpit Voice Recorder (FDR/CVR) records and stores individual aircraft usage data.

11.43.3. **(Added)** Data is downloaded and transferred using Personal Computer Memory Card International Association (PCMCIA). PCMCIA cards will be controlled using TC-Max.

11.43.3.1. **(Added)** Technicians will ensure maintenance cyber discipline is followed at all times.

11.43.4. **(Added)** Units will comply with the same procedures in this instruction while deployed.

11.43.5. **(Added)** Individual users of Aircraft Data Acquisition and Distribution System (ADADS) will receive cascade training from individuals qualified to make inputs into the system. Training will consist of On the Job Training (OJT) and will be documented on an AF IMT 797, *Job Qualification Standard Continuation* or other appropriate means.

11.43.6. **(Added)** AMXS personnel shall be responsible to maintain, repair and will download FDR/CVR data after each flight and as otherwise required in TO 1C-135-6WC-1, *Preflight /Postflight/Hourly Post-Flight Inspection Workcards*. They will also transfer the data into the ADADS.

11.43.7. **(Added)** The Engine manager shall be responsible to ensure each flight has been loaded and that the data is valid for transfer to the Comprehensive Engine Trending and Diagnostic System.

11.44. (Added) Clearing Repeat, Recur and Can Not Duplicate (CND) Discrepancies.

11.44.1. **(Added)** MOC will notify MXG/QA of any Red X conditions resulting in a CND discrepancy if needed. A designated representative from section and MXG/QA office representative will review past repairs if a Red X CND condition exists. MXG/QA will review additional maintenance actions of any Red X condition resulting in a CND sign-off.

11.44.2. **(Added)** MOC will identify any repeat/recurring discrepancies during the debrief process. The MOC will notify the MXG/CC or designated representative and QA of repeat/recurring discrepancies during the morning maintenance meeting using the Aircraft Landing Status Slide. QA will review the debrief records and perform follow-ups to ensure personnel take proper troubleshooting and corrective actions to correct the repeat/recurring discrepancy as directed by management.

11.45. (Added) Dock Meeting Procedures.

11.45.1. **(Added)** Pre-dock & Post-dock meetings will be accomplished IAW 21-101 **Paragraphs 15.2.4** and **15.2.5** for the following scheduled maintenance activities Periodic (PE) Inspections, Contract Field Team (CFT) Maintenance Acceptance Inspections, and Refurbishment of aircraft.

11.45.2. **(Added)** Programmed Depot Maintenance (PDM) meeting will be held at least one week prior to scheduled input with assigned Crew Chief, Maintenance Operations (MO) Superintendent, Maintenance Squadron (MXS) Superintendent, Aircraft Maintenance Squadron (AMXS) Superintendent, Decentralized Materiel Support, Quality Assurance and any other required attendees.

11.45.3. **(Added)** For a Periodic, Acceptance Inspections and Refurbishment program, meetings will include; review of delayed discrepancies for assessing the status of backordered parts, a review of applicable TCTOs, establishment of the length of the inspection and aircraft configuration. Provide a list of items identified as out-of-configuration to the Maintenance Flight Chief in the pre-dock package for verification/correction during the major inspection. All aircraft will be washed prior to all Periodic Inspections. The length of the refurbishment will be determined by the type of refurbishment.

11.45.4. **(Added)** Post-Dock will be accomplished prior to the aircraft's first scheduled flight.

11.46. (Added) Use of E-Tools and Mobile Work Stations.

11.46.1. **(Added)** E-Tools/Mobile Work Stations (MWS) are portable electronic devices for the purpose of viewing digital technical data for maintenance and documentation. All E-Tools and supporting equipment will be tracked as automated data processing equipment (ADPE) and will be maintained on the E-Tool ADPE account. The Maintenance Group Quality Assurance (MXG/QA) Lead Technical Order Distribution Office (TODO) will manage the Maintenance

Group E-Tool ADPE account and will be the OPR of the E-Tool Program IAW eTool Lite System.

11.46.2. **(Added)** The TODO will ensure the Getac Tablets are configured with current software to support technical order (T.O.) and maintenance documentation. The Getac Tablets will not be used to replace desktop computers or for personal use. They will only be used for programs that directly support maintenance related activities. Personal Outlook will not be used on Getac Tablets. The only individuals allowed to use Outlook on the Getac Tablets are the Maintenance Expediters using the official Expediter mailbox IAW eTool Lite System.

11.46.2.1. **(Added)** The maintenance shops and support sections will have required number of Getac Tablets issued and signed acknowledge receipt on an Air Force (AF) 1297, *Temporary Issue Receipt*, from the TODO. Each section will be responsible for marking their Getac Tablets with a TCMax sticker. The Getac Tablets will be marked with the TCMax worldwide identifier (WWID) for their section and MWS for identifying that it is an MWS and the appropriate number of MWS with a two digit number. **Example:** A MXG/QA Getac Tablets would be marked as: U2QAMWS01. The Tough books will be controlled in TCMax for each section IAW eTool Lite System.

11.46.3. **(Added) Use of iPads.**

11.46.3.1. **(Added)** The eTools Lite Program is executed from HQ AFRC/A4 and implements the use of iPads as eTO readers to support aircraft maintenance and supplement the current ruggedized MWS program. The eTools Lite Program is managed with the A4/A6 eTools Lite CONOPS that is available for review in the TODO Office and will be reviewed in all iPad training.

11.46.3.2. **(Added)** The maintenance shops and support sections will have required number of iPads issued and signed acknowledge receipt on an Air Force (AF) 1297, *Temporary Issue Receipt*, from the TODO. Each section will be responsible for marking their iPads with a TCMax sticker. The iPads will be marked with the TCMax worldwide identifier (WWID) for their section and PAD for identifying that it is an iPad and the appropriate number of iPad with a two digit number. **Example:** A MXG/QA iPad would be marked as: U2QAPAD01. The iPads will be controlled in TCMax for each section IAW eTool Lite System.

11.46.3.3. **(Added)** TODO will ensure iPad is updated with current software and updated eTOs at a minimum of every 7 days. The iPads will only be used for viewing eTOs and approved maintenance documents along with use of calculator only to support aircraft maintenance tasks IAW eTool Lite System.

11.46.3.4. **(Added)** All individuals will be required to take the 434 MXG eTool Lite Training before allowed to check out and use an iPad. Contact the MXG TODO for the eTool Lite Training availability. All Users must have a digitally signed User Rules of Behavior (URB) Agreement (AF Form 4433) on file with Quality Assurance.

11.46.3.5. **(Added)** Prior to use, the iPad will be checked out from the tool accountability program, outer case inspected for broken or missing parts. Checked for cracks or damage and sufficient battery function IAW eTool Lite System.

11.46.3.6. **(Added)** Each user will ensure safe usage in compliant with AFRC eTools Lite SSP which can be reviewed in the TODO Office.

11.46.3.7. **(Added)** After completion of maintenance procedures, shut down device and return to point of issue.

11.46.3.8. **(Added)** Report any damage or functioning issues to support personnel at point of issue immediately.

11.46.3.9. **(Added)** Any damaged item requires DD Form 200, *Financial Liability Investigation of Property Loss* completed prior to receiving a replacement item.

11.46.3.10. **(Added)** Support personnel will not place a work ticket thru COMM for iPads. All function issues or damage will be reported to TODO or Quality Assurance (QA) Chief immediately.

11.46.4. **(Added)** Procedures in this instruction, will be strictly enforced for all mobilizations.

11.46.5. **(Added)** All concerns with effective use of MWS equipment to satisfy user requirements in providing access to eTOs needed at the point of maintenance and support mandated processes should be addressed with the MXG TODO.

11.47. (Added) Job Control Numbers.

11.47.1. **(Added)** Each discrepancy on the KC-135 aircraft/associated equipment will have a separate JCN. The complete JCN is a nine-digit code number, the first two digits are the year, the second three digits are the Julian Date and the last four are the block assignments designated below. These numbers are identified per specific JCN assignments in the following paragraphs.

11.47.2. **(Added)** The following JCNs apply for the type of recurring maintenance:

11.47.2.1. **(Added)** Periodic Inspections: GO-81 generated JCN's will be used with the paperless periodic inspection process with an "A" in the sixth position of the JCN.

11.47.2.2. **(Added)** 900 Hour Inspections: GO-81 generated JCN's will be used with the paperless 900 hour inspection process with a "B" in the sixth position of the JCN.

11.47.2.3. **(Added)** F108-100 Engine Inspections: Use in the sixth digit position a "W" for a #1 engine change, a "X" for a #2 engine change, a "Y" for a #3 engine change, and a "Z" for a #4 engine change.

11.47.2.4. **(Added)** Air Ground Equipment (AGE) Inspections: Basic inspection packages for equipment will be GO-81 generated as an inspection package, with an "A" in the sixth position of the JCN.

11.47.2.5. **(Added)** All "Profiled JCNs" that are generated from the Plans and Scheduling Office will be identified with an alpha character in the fourth position of the JCN, with the Work Unit Code (WUC) being the primary identifier of the work being accomplished.

11.47.2.6. **(Added)** Refurbishment Maintenance: The start date of the inspection is the second three positions of the JCN, an "R" will be used in the sixth position, and positions seven (7), eight (8) and nine (9) will be in sequential order starting with 001.

11.47.3. **(Added)** Refer to **table 11.5** for Job Control number assignments.

Table 11.5. (Added) 434 ARW Job Control Number Assignments.

JCN BLOCK	USING ACTIVITY	PURPOSE
1600 - 1699	GO-81 Generated	781K Section C Inspections
A001 - A999	Plans and Scheduling / SCHED PE Prep Package	PE Prep Package
B001 – B999	12mo/900 hr. Inspection	12mo/900 hr. Package
E001 - E999	Plans and Scheduling	Hourly Post Flight (HPO)
R001 - R999	AMXS/A1ACC/A1BCC, MXS & ISO	Refurbishment
W001 - W999	Engine Shop/ENGM	#1 Engine Change
X001 - X999	Engine Shop/ENGM	#2 Engine Change
Y001 - Y999	Engine Shop/ENGM	#3 Engine Change
Z001 - Z999	Engine Shop/ENGM	#4 Engine Change
1100 - 1199	Transient Maintenance (Input by MOC)	Transient Acft Support
1300 - 1399	Support Equipment	Maint. of Stands/Equip.
1500 - 1599	Decentralized Material Support	Scheduling Local Manufacture Work Orders
4950 - 4999	Engine shop\Spec Flt\A1ASP	Maintenance of Shop Equip.
5000 - 5049	Metals Technology/MTECH	Maintenance of Shop Equip.
5050 - 5099	NDI/NDIS	Maintenance of Shop Equip.
5100 - 5199	Munitions	Maintenance of Shop Equip.
5200 - 5299	Maintenance Operations Center (MOC)	Acft Parts Cannibalizations
5300 - 5325	Deployed Job Control Numbers	Maint. Group Deployed
5326 - 5330	Impoundment Job Control Numbers	Maint. Group Impounded
5331 - 5349	Structural Maintenance/SMCO	Maintenance of Shop Equip.
5350 - 5399	Survival Equipment/SURV	Maintenance of Shop Equip.
5400 - 5449	Fuel Cell/FUEL	Maintenance of Shop Equip.
5450 - 5499	Wheel & Tire AERO	Maintenance of Shop Equip. and Forward Supply Point
5500 - 5524	Engine Shop/ENGM	Maintenance of Shop Equip. and Engine Build Up/Tear Down
5525 - 5549	Engine Shop/A1ASP	Maintenance of Shop Equip.
5550 - 5599	PE Dock/ ISO1	Maintenance of Shop Equip.
5600 - 5649	Hydraulic Backshop/HYDR	Maintenance of Shop Equip.
5650 - 5699	Hydraulic Specialist Flt/A1ASH	Maintenance of Shop Equip.
5700 - 5799	Guidance Control/A1ASG	Maintenance of Shop Equip.
5800 - 5899	Comm/Nav Flt/A1ASC	Maintenance of Shop Equip.
5900 - 5949	Electro/Enviro Backshop /ELEN	Maintenance of Shop Equip.
5950 - 5999	Electro/Enviro Spec Flt/A1ASE	Maintenance of Shop Equip.
6050 - 6099	Powered Age/AGEFM	Maintenance of Shop Equip. and AGE Equipment Unscheduled Maintenance
6100 - 6199	MOC	Unscheduled Maintenance

		JCN's on Aircraft
6200 – 6250	ALL	Discrepancies discovered during acceptance inspection
9000 - 9999	GO-81 Generated	TCTO's and One Time Inspection
6300 – 6308	57-001472	JCNs for Aircraft Debriefing
6327 - 6335	60-000322	JCNs for Aircraft Debriefing
6336 - 6344	60-000363	JCNs for Aircraft Debriefing
6345 - 6353	62-003518	JCNs for Aircraft Debriefing
6354 - 6362	62-003530	JCNs for Aircraft Debriefing
6363 - 6371	63-007996	JCNs for Aircraft Debriefing
6372 - 6380	63-008032	JCNs for Aircraft Debriefing
6381 - 6389	63-008041	JCNs for Aircraft Debriefing
6400 – 6408	58-000076	JCNs for Aircraft Debriefing
6409 – 6417	60-000314	JCNs for Aircraft Debriefing
6418 – 6426	60-000359	JCNs for Aircraft Debriefing
6427 – 6435	60-000364	JCNs for Aircraft Debriefing
6445 - 6453	61-000272	JCNs for Aircraft Debriefing
6463 – 6471	62-003510	JCNs for Aircraft Debriefing
6472 - 6480	62-003521	JCNs for Aircraft Debriefing
6481 – 6489	64-014834	JCNs for Aircraft Debriefing
Note: Crew Chiefs are authorized to use these JCNs on cross country flights provided no JCN has been issued by the host base or they are not assigned one by transient maintenance.		

11.47.4. **(Added)** All discrepancies other than scheduled maintenance will be assigned a JCN by the MOC, via the Expediter. Personnel discovering discrepancies are responsible for entering discrepancies into the MIS; exceptions are red ball, debrief discrepancies and work packages.

11.48. (Added) Oil Analysis Program.

11.48.1. **(Added)** In addition to the guidance in this instruction, all personnel will comply with guidance listed in AFI 21-124, *Oil Analysis Program*.

11.48.2. **(Added)** Maintenance Operation Center (MOC) will:

11.48.2.1. **(Added)** Immediately upon notification by Joint Oil Analysis Program (JOAP) Lab of aircraft grounding or special sample requirements, annotate aircraft status board and ensure prompt notification of the Quality Assurance (QA) and Production Supervisor (Pro Super).

11.48.2.2. **(Added)** Ensure aircraft identified as requiring special sampling "RED CAP" are not released for flight until results of the latest sample have been received.

11.48.2.3. **(Added)** Sampling frequency will remain the same regardless of the availability of oil analysis equipment or personnel.

11.48.3. **(Added)** Aircraft Maintenance Squadron Production Superintendent will:

11.48.3.1. **(Added)** Ensure only fully trained personnel accomplish the collection of used engine oil and other fluids for analysis in accordance with applicable directives.

11.48.3.2. **(Added)** Ensure oil samples are taken within 15 to 30 minutes of engine shutdown and prior to adding any new oil to the tank. Department of Defense (DD) Form 2026, *Oil Analysis Request*, is initiated *ensuring accuracy of entries;* submitted with a sample to JOAP Laboratory for processing and analysis within 1 hour of sample receipt.

11.48.4. **(Added)** NDI JOAP Lab will:

11.48.4.1. **(Added)** Ensure personnel designated as Spectrometric Oil Analysis Program (SOAP) laboratory specialists and technicians are fully qualified and certified annually to perform oil analysis operation and evaluations.

11.48.4.2. **(Added)** Establish and maintain oil analysis data records as required.

11.48.4.3. **(Added)** Process all samples in a timely manner giving priority to "RED CAP" and special samples.

11.48.4.4. **(Added)** Notify MOC and Propulsion Flight of results of all "RED CAP" and special samples.

11.48.4.5. **(Added)** Participate in the monthly Technical Support Center (TSC) Correlation Program as prescribed in TO 33-1-37-1/-2.

11.48.4.6. **(Added)** Prior to analyzing samples, all daily standardization checks on the spectrometer will be completed in accordance with applicable tech data.

11.48.4.7. **(Added)** Laboratory control numbers will be assigned to each delivered sample. Place this number on the DD Form 2026 and sample bottle.

11.48.4.8. **(Added)** Notify MOC, Transient Alert and Propulsion Section when Spectrometer is not operational.

11.48.5. **(Added)** MXS Propulsion Flight:

11.48.5.1. **(Added)** Notify the JOAP Laboratory promptly of all inspection results, maintenance and repair actions resulting from laboratory recommendations.

11.48.5.2. **(Added)** Report all information on engine changes to the JOAP Laboratory as soon as possible.

11.48.5.3. **(Added)** Ensure oil samples are taken in a most timely manner within (15 to 30 minutes) after engine shutdown and prior to adding any new oil to the tank; DD Form 2026, *Oil Analysis Request*, is initiated *ensuring accuracy of entries* and promptly submitted to JOAP Laboratory for processing and analysis.

11.48.5.4. **(Added)** Document all engine removals that are a result of an oil analysis recommendation "SOAP HIT" to reflect "U" when discovered code and HOW MAL Code 916.

11.48.6. **(Added)** The section taking the oil sample(s) is responsible for delivery of the sample(s) to the JOAP Laboratory and will not exceed 1 hour.

11.48.7. **(Added)** 122nd FW/MXS/MXMFN (ANG) Ft Wayne, Indiana is designated as the Contingency Support Oil Analysis Program (OAP) Lab, DSN: 786-1248

11.49. (Added) Test Measurement Diagnostic Equipment Calibration Procedures (TMDE). Note: The following special terms are used throughout this section. Precision Measurement Equipment Laboratory (PMEL) Monday, PMEL Tuesday, PMEL Wednesday,

PMEL driver and PMEL rider. These terms indicate responsibilities only during weeks when PMEL runs are scheduled.

11.49.1. **(Added)** The 434 ARW Commander will:

11.49.1.1. **(Added)** Appoint two individuals, a primary and an alternate, to serve as wing PMEL Monitors. The PMEL monitors coordinate on-site calibration of TMDE at Grissom Air Reserve Base (ARB). The appointments will be disseminated to all organizations within the 434 ARW via official e-mail.

11.49.1.2. **(Added)** Ensure adequate facilities are provided to support the Wing PMEL program.

11.49.2. **(Added)** The wing PMEL Monitors shall perform the following functions:

11.49.2.1. **(Added)** Act as a focal point for PMEL related questions within the 434 ARW.

11.49.2.2. **(Added)** Maintain a list of equipment requiring "on-site" calibration.

11.49.2.3. **(Added)** Coordinate on-site calibration requests between owning work centers and Wright Patterson Air Force Base (WPAFB) PMEL laboratory.

11.49.2.4. **(Added)** Ensure required PMEL training is accomplished. Training will be provided through Wright-Patterson. Upon completion trainees need to print certificate and turn it into Grissom PMEL Monitor.

11.49.3. **(Added)** 434 LRS/LGRR serves as the focal point for coordination of support agreements between 434 ARW agencies and WPAFB.

11.49.4. **(Added)** 434 ARW/FM is responsible for advising the affected units as to the proper funding and forms to utilize when procuring PMEL support from WPAFB. Each unit is responsible for funding their own PMEL requirements and documenting expenditures.

11.49.5. **(Added)** Squadron Commanders/Superintendents assigned to the 434 ARW at Grissom ARB solicit volunteers from TMDE customers within their squadron to perform PMEL rider duties on a rotating monthly basis. PMEL riders can be either management or bargaining unit employees. PMEL riders must possess a secret security clearance and a valid state and military driver’s license.

11.49.6. **(Added)** PMEL drivers will:

11.49.6.1. **(Added)** Sign out the PMEL vehicle at vehicle operations each PMEL Monday.

11.49.6.2. **(Added)** Assist the PMEL rider with the loading and unloading of TMDE.

11.49.6.3. **(Added)** Drive the PMEL delivery vehicle to and from WPAFB.

11.49.7. **(Added)** PMEL riders will:

11.49.7.1. **(Added)** Receive TMDE and WPAFB PMEL receipts from the 434 ARW PMEL Equipment room and load TMDE equipment into the PMEL vehicle between 1300 and 1500 hours on PMEL Monday. 434 ARW PMEL Equipment room is located in building 591, room 8.

11.49.8. **(Added)** 434 PMEL monitor notifies the PMEL rider of any classified equipment requiring pickup. Classified equipment is picked up at the owning work center prior to departure to WPAFB PMEL Tuesday morning. PMEL riders ensure that they receive a security briefing

from the owning work center prior to departure to WPAFB. The classified equipment hand receipts are placed in the PMEL receipt folder provided by the PMEL Equipment room.

11.49.9. **(Added)** After the PMEL vehicle is loaded for the trip to WPAFB, it will proceed directly to Building 420 (Vehicle Maintenance) on Grissom where it will be stored inside overnight for security of the equipment.

11.49.9.1. **(Added)** Deliver TMDE and equipment manifest directly to WPAFB on PMEL Tuesdays.

11.49.9.2. **(Added)** Receive TMDE and any correspondence from WPAFB PMEL at the time designated by the WPAFB PMEL scheduler on PMEL Tuesdays. Riders ensure that PMEL receipts are used for pick-up and delivery of TMDE at WPAFB PMEL. The PMEL generated hand receipts are maintained in the PMEL receipt folder by 434 ARW PMEL Equipment room.

11.49.9.3. **(Added)** PMEL riders comply with all the instructions contained in the PMEL vehicle continuity folder.

11.49.9.4. **(Added)** Upon return to Grissom ARB, the PMEL riders deliver TMDE and PMEL receipt folder to the 434 ARW PMEL Equipment room in building 591, room 8. Classified equipment is delivered directly to the owning work center. The PMEL vehicle is returned to vehicle operations, building 420 on PMEL Tuesdays, if possible or by 1000 hours on PMEL Wednesday.

11.49.10. **(Added)** Work Center supervisors will:

11.49.10.1. **(Added)** Notify the wing PMEL monitors, in writing, of all TMDE requiring on-site calibration. Information provided to the PMEL monitors includes the following:

11.49.10.1.1. **(Added)** Equipment ID number.

11.49.10.1.2. **(Added)** Equipment nomenclature.

11.49.10.1.3. **(Added)** Equipment National Stock Number (NSN) and part number.

11.49.10.1.4. **(Added)** Equipment location.

11.49.10.1.5. **(Added)** Calibration interval.

11.49.10.1.6. **(Added)** Calibration due date.

11.49.10.1.7. **(Added)** Work center ID number.

11.49.10.2. **(Added)** Appoint a primary and alternate TMDE Coordinator and notify PMEL, through the 434 ARW PMEL Monitor, 434 MXS/MXMP, by letter. Inform the 434 ARW PMEL Monitor of any changes to the provided information. Provide the following information:

11.49.10.2.1. **(Added)** Full name and rank of primary and alternate TMDE coordinators.

11.49.10.2.2. **(Added)** Duty phone number, work center number, name of work center, and organizational address.

11.49.10.3. **(Added)** Retain one copy of the TMDE appointment letter in the Owning Work Center (OWC) PMEL folder.

11.49.11. **(Added)** TMDE Coordinators will:

11.49.11.1. **(Added)** Establish a TMDE folder that includes the following:

11.49.11.1.1. **(Added)** Appointment letter for primary and alternate TMDE coordinators.

11.49.11.1.2. **(Added)** Owning work center Master ID listing.

11.49.11.1.3. **(Added)** Owning work center 90 day forecast.

11.49.11.1.4. **(Added)** Owning work center hand receipts (generated by 434 MXS/MXMP) for items in PMEL.

11.49.11.1.5. **(Added)** Any customer handout(s) provided by PMEL

11.49.11.1.6. **(Added)** Proof of TMDE Monitor training.

11.49.11.2. **(Added)** Review the 90 day forecast and master ID listing for accuracy. Notifying WPAFB PMEL, through 434 ARW PMEL Monitor, of any error or corrections and requesting corrected listings. Upon review the Coordinator will return a signed copy of the Master Listing to the 434 PMEL Equipment section. This is required as soon as possible and, at the latest, by the following PMEL Tuesday Run.

11.49.11.3. **(Added)** Monitor and ensuring all TMDE due calibration is delivered to the 434 ARW PMEL Equipment room, building 591, room 8 or other specified location, between 0800 - 1000 hours each PMEL Monday. Coordinators will ensure TMDE meets the following standards when turned in:

11.49.11.3.1. **(Added)** The TMDE is clean, has connectors properly attached, all exposed parts protected, and the correct fuses installed.

11.49.11.3.2. **(Added)** The TMDE filters are clean.

11.49.11.3.3. **(Added)** The TMDE contains all ancillary equipment (e.g. preamplifiers, power supplies, adapters, cables, or probes) needed for calibration.

11.49.11.3.4. **(Added)** For initial calibration or equipment in need of repair ensure and AFTO Form 350, *Repairable Item Processing Tag* is properly completed and attached to the item.

11.49.11.3.5. **(Added)** Do not send common power cords with TMDE.

11.49.11.3.6. **(Added)** Plug-in modules and other TMDE that are a part of a piece of test equipment but calibrated separately have an AFTO Form 350 tag attached to it indicating the type of equipment that the module is used with.

11.49.11.3.7. **(Added)** Ensure each piece of TMDE has its own case if needed, do not group items into one case.

11.49.11.4. **(Added)** Initiate priority/emergency calibration requests as necessary. 434 ARW PMEL Monitor is notified if the TMDE requires priority/emergency handling. A letter is required to justify and expedite calibration.

11.49.11.5. **(Added)** Ensure a hand receipt is received for each item delivered to the 434 ARW PMEL Equipment room, building 591, and room 8.

11.49.11.6. **(Added)** After notification by 434 ARW PMEL Monitor, TMDE coordinators pick up equipment between the hours of 1200 and 1500 on Wednesday. If Wednesday is a holiday, pick up the TMDE on the first duty day following the holiday. Individuals picking up equipment must bring their copies of the hand receipts or a signed manifest. In the event the hand receipts have been lost, the customer must sign for the equipment before it can be released no exceptions.

11.49.12. **(Added)** 434 ARW PMEL Monitors will:

11.49.12.1. **(Added)** Serve as a collection point for TMDE going to and coming from WPAFB PMEL.

11.49.12.2. **(Added)** Accept TMDE from TMDE coordinators between 0900-1100 hours on each PMEL Monday. No TMDE is accepted after 1100 on PMEL Monday.

11.49.12.3. **(Added)** Issue hand receipts or a signed manifest to TMDE coordinators for TMDE going to PMEL.

11.49.12.4. **(Added)** Develop and publish PMEL rider schedule. This schedule will be provided to all applicable work centers.

11.49.12.5. **(Added)** Notify the PMEL rider of any classified equipment requiring pick-up at any owning work center.

11.49.12.6. **(Added)** Issue TMDE, any correspondence from work centers, and the PMEL receipt folder to the PMEL riders.

11.49.12.7. **(Added)** After receiving equipment on PMEL, Monday's print out and e-mail the equipment listing (TMDE Equipment being delivered that trip) to the WPAFB PMEL section.

11.49.12.8. **(Added)** Receive TMDE, correspondence, and PMEL receipt folder from PMEL riders upon their return from WPAFB PMEL

11.49.12.9. **(Added)** Issues TMDE to work center representatives from 1200-1500 hours each PMEL Wednesday unless the Wednesday is a holiday. In this case, TMDE is issued on the first duty day following the holiday

11.49.12.10. **(Added)** Forward WPAFB PMEL correspondence to appropriate work centers.

11.49.13. **(Added)** 434 LRS/LGRVO / BOS Contractor, Vehicle Operations will:

11.49.13.1. **(Added)** Provide the PMEL delivery vehicle and a qualified driver.

11.49.13.2. **(Added)** Establish the PMEL driver continuity folder that is issued with the PMEL delivery vehicle each week. The continuity folder contains as a minimum: maps of Indiana and Ohio, a map of WPAFB, OH, safety checklist, procedures for vehicle breakdowns, accidents, hijacking and theft, and procedures for safeguarding of classified equipment.

11.49.13.3. **(Added)** Ensure approval is received from the Accountable Officer (AO) and the Administrative Contracting Officer (ACO) for the annual scheduled PMEL runs prior to departure of the first PMEL run of the fiscal year, and any changes to that schedule thereafter.

11.49.14. **(Added)** As many items as possible will be calibrated on-site, they will include items of TMDE identified as being too large or too fragile to move. Coordinate on-site calibration through the wing PMEL monitor. WPAFB will determine all items that can be on-site calibrated or are non-mobile and require Local Calibration.

11.49.14.1. **(Added)** WPAFB local calibration technicians will use the designated facility located in Bldg. 591 room 8 to perform local calibration on scheduled cycles. A WPAFB technician and the Wing's PMEL coordinator will perform an inspection together of the work area prior to start of any calibration to ensure area is clean and orderly. After the work has been completed, the area will be inspected again by both parties to ensure work area is left in the same

original condition. 434 ARW PMEL's coordinator will be responsible for locking up the area. Appropriate power supplies and equipment will be provided by the 434 ARW PMEL section and all additional requests will be made in a timely manner and coordinated through the Wing PMEL coordinator and the facility manager for Bldg. 591.

11.49.15. **(Added)** All correspondence between WPAFB PMEL and organizations within the 434 ARW at Grissom ARB is processed through the 434 ARW PMEL section. The PMEL section ensures that all correspondence is routed to the appropriate agencies.

11.49.16. **(Added)** TMDE coordinators must receive training before assuming their duties and on an annual basis. Training sessions are conducted by the 434 ARW PMEL monitors or squadron representatives. Contact the wing PMEL monitor or squadron representative for an appointment.

11.49.16.1. **(Added)** Document training on an AF Form 2426, *Training Request and Completion Notification*. This form serves as the certificate of attendance and is placed in the work center TMDE folder. Work center supervisors ensure PMEL training is input into GO-81, if applicable.

Chapter 15

MAINTENANCE PLANS, SCHEDULING AND DOCUMENTATION (PS&D)

15.2.3.3. **(Added)** Including prior to and after an aircraft has been loaned to other units.

15.2.3.4.6. **(Added)** Aircraft Document Reviews at Deployed Locations.

15.2.3.4.6.1. **(Added)** If GO-81 is available, the Scheduler will print the Document Review Package.

15.2.3.4.6.2. **(Added)** The Crew Chief, or designated individual, will take the forms to the Scheduling function.

15.2.3.4.6.3. **(Added)** Scheduler will conduct Aircraft Document Review (ADR) as conducted at home station

15.2.3.4.6.4. **(Added)** Engine Data will be reviewed and updated during the next Home Station Document Review.

15.2.3.4.6.5. **(Added)** If GO-81 is not available, the Scheduler will review the aircraft forms with the Crew Chief or designated individual.

15.2.3.4.6.6. **(Added)** The Scheduler will make note of discrepancies and corrections.

15.2.3.4.6.7. **(Added)** Scheduler and Crew Chief will sign discrepancy/correction sheet to show document review compliance.

15.2.3.4.6.8. **(Added)** PS&D at home station will update MIS to reflect document review completion and next due date.

15.2.3.4.6.9. **(Added)** If there are no PS&D personnel deployed, aircraft forms and MIS will reflect overdue status of documents review until aircraft returns to home station.

15.3.6.4. **(Added)** The Aircraft Maintenance Squadron Production Superintendent will ensure Transfer Inspection Package, verifications and discrepancies are accomplished and will oversee all required maintenance.

15.4.1.2.20.2. **(Added)** In the event of interruption of service or connectivity problems (more than 48 hours) of GO-81 or direct line reporting to the Central Data Base (CDB), AF Form 1534, *CEMS CDB Report*, Excel Spreadsheets and local documentation will be required to reflect engine status changes. When systems recover data / information, it will be input and updated by the Engine Manager.

15.4.1.2.21.3. **(Added)** During extended deployments of assigned aircraft, designates engine monitors from the 434th AMXS/MXAP and/or MXS/MXMP Sections to assimilate and input/forward required engine maintenance documentation transactions using local established Deployed Component Change Work Sheets. Individual designated as engine monitor on deployments will process downloaded engine data from the In Flight Data Recorder (IFDR) PCMIA card and then using the local procedures/instructions for ADADS, send the data to home station. Methods of communication will be by telephone message, e-mail, or FAX.

15.5.6.3.9.2. **(Added)** An AF Form 2407, Weekly/Daily Flying Schedule Coordination will be initiated, coordinated and filed when there is a change to the weekly schedule affecting tail

numbers, take-off and landing times of more than 15 minutes, fuel load changes, receiver changes, configuration, destination changes, plus all added or cancelled sorties. Changes to more than one sortie may be documented on the same form. The AF Form 2407 with specific change information and forward it for coordination through required agencies, Maintenance Group Production Superintendent (Pro-Super), Maintenance Operations Control (MOC), P&S, Command Post (CP), Operations Scheduling Representative at Training Operations (DOTO), through the use of digitally signed e-mails with the completed form attached. Pro-super represents and coordinates as necessary with Aircraft Maintenance Squadron (AMXS) and the Maintenance Squadron Maintenance operations and in conjunction with Maintenance Operations Center (MOC) will coordinate as necessary to ensure POL and MSL support. Operations Scheduling Representative and Command Post will handle necessary coordination with the Operations Officer and Operations Group.

15.5.6.3.9.3. **(Added)** Pro Super will authorize interchanges between aircraft that were scheduled for flight. Pro Super will initiate the AF Form 2407 with complete information and forward it via electronically signed e-mail through the following agencies in this order: Pro-Super/MOC; Command Post/Operations Scheduling Representative at DOTO; P/S&D; 434 MXG 2407 Validation.

15.5.6.3.9.4. **(Added)** Operations Scheduling Representative at DOTO will initiate operational changes by completing an AF Form 2407. The AF Form 2407 is available on the forms and reports navigation bar; forms folder in Patriot Excalibur (PEX). Notify all affected parties by electronically signed e- mail with a completed AF Form 2407 attached in the following order: Operations Scheduling Representative at DOTO; Pro-Super/MOC; Command Post; P/S&D; 434 MXG 2407 Validation.

15.5.6.3.9.5. **(Added)** Completed AF Forms 2407 will be placed in an organizational mailbox (434 MXG 2407 Validation) by initiating party after all coordination’s have been received by electronically signed emails. MOC and Analysis will have access to the organizational mailbox for filing and reporting purposes.

LORENZA H. SHAW III, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) AFI 11-2KC-135V3, KC-135 Operations Procedures, August 15, 2013

(Added) AFPD 13-5, Air Force Nuclear Enterprise, July 17, 2018

(Added) AFI 21-101, Aircraft and Equipment Maintenance Management, May 21, 2015

(Added) AFI 21-101_AFRCSUP, Aircraft and Equipment Maintenance Management, August 24, 2015

(Added) AFI 21-101_AMCSUP, Aircraft and Equipment Maintenance Management, Feb 09, 2016

(Added) TO 1C-135-6CL-1, Pilot Acceptance and/or Functional Checkflight Checklist

(Added) TO 1C-135–6, Aircraft Scheduled Inspection and Maintenance Requirements

(Added) 434 ARWI 23-101, Local Manufacture Processing, Nov 18, 2014

(Added) AFI 10-712, Cyberspace Defense Analysis (CDA) Operations and Notice and Consent Process, Dec 17, 2015

(Added) GARBI 13-201, Grissom Arb Airfield Operations, Aug 23, 2016

(Added) TO 1C-135-3-10, Inspection, Refurbishment, and Marking Instructions for Interior Equipment and Ancillary Structure

(Added) TO 1C-135-6WC-1, Pre-Flight/PostFlight/Hourly Post-Flight Inspection Workcards

Adopted Forms

(**Added**) AF Form 15, United States Air Force Invoice

(**Added**) AF Form 315, United States Air Force Avfuels Invoice

(**Added**) AF Form 664, Aircraft Fuels Documentation Log

(**Added**) AF Form 1492, Warning Tag

(**Added**) AF Form 1534, CEMS CDB Report

(**Added**) AF Form 4433, US Air Force Unclassified Wireless Mobile Device User Agreement

(**Added**) AF IMT 797, Job Qualification Standard Continuation

(**Added**) AF IMT 3131, General Purpose

(**Added**) AFRC Form 124, Events Log

(**Added**) AFTO IMT 244, Industrial/Support Equipment Record

(**Added**) AFTO Form 350, Repairable Item Processing Tag

(**Added**) AMC Checklist, KC-135R/T Debriefing Checklist

(**Added**) AMC IMT 278, Debriefing and Recovery Plan

(**Added**) DD Form 200, Financial Liability Investigation of Property Loss

(**Added**) DD Form 791, Aerial Tanker In-flight Issue Log

(**Added**) DD Form 2026, Oil Analysis Request

(**Added**) DD Form 2056, Telephone Monitoring Notification Decal

Abbreviations and Acronyms

(Added) ADADS—Aircraft Data Acquisition and Distribution System

(Added) AMCSUP—Air Mobility Command Supplement

(Added) ARB—Air Reserve Base

(Added) ARW—Air Refueling Wing

(Added) ARW/CP—Air Refueling Wing Command Post

(Added) ARW/FM—Air Refueling Wing Financial Management

(Added) CEMP—Comprehensive Emergency Management Plan

(Added) CP—Command Post

(Added) CPIN—Computer Program Identification Number

(Added) DOTO—Training Operations

(Added) MXS/MXMFN—Fighter Wing Maintenance Squadron/ Non Destructive Inspection

(Added) GARB—Grissom Air Reserve Base

(Added) IFDR—In Flight Data Recorder

(Added) JOAP—Joint Oil Analysis Program

(Added) KNOTS—Nautical Miles

(Added) LRS/LGRMM—Logistics Readiness Squadron/Military Supply Logistics

(Added) LRS/LGRR—Logistics Readiness Squadron/ Logistic Plans

(Added) LRS/LGRT—Logistics Readiness Squadron Transportation

(Added) LTI—Long-Term Issues

(Added) ME—Mission Essential

(Added) MPA—Mass Parking Area

(Added) MSG/CE—Maintenance Support Group Civil Engineer

(Added) MWS—Mobile Work Stations

(Added) MXS/MXMP—Maintenance Squadron/Propulsion

(Added) MXG/MXQ—Maintenance Group Quality Assurance Superintendent

(Added) MXOA—Maintenance Operations Analysis

(Added) OGV—Stan Eval

(Added) OSC—On Scene Commander

(Added) PED—Personal Electronic Device

(Added) PCMCIA—Personal Computer Memory Card International Association

(Added) PRO SUPER—Production Supervisor

(Added) P&S—Plans and Scheduling

(Added) RM—Risk Management

(Added) RPM—Real Property Maintenance

(Added) SARM—Squadron Aviation Resource Management

(Added) SOAP—Spectrometric Oil Analysis Program

(Added) TA—Transient Alert

(Added) URB—User Rules of Behavior

(Added) WL—Work Leader

(Added) WPAFB—Wright Patterson Air Force Base

Terms

(Added) Knock-it-Off—An assertive statement used anytime any member of the 434 ARW witnesses a potentially unsafe situation during maintenance activities.

(Added) Condition After Flight—The state of an aircraft, with regard to its appearance, quality, or working order, the circumstances or factors affecting the way in which it operates.

(Added) Working Copy—A document possessing short-term or transitory value, utilized as related or reference-only information for a process or function. This document type may be referred to as a reference-only or draft copy.

(Added) RED CAP—Resample or special sample requested by Non-Destructive Laboratory to verify results.