

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
21-102**



4 AUGUST 2025

Maintenance

**SCHEDULING AND CONTROL OF
PRECISION MEASUREMENT
EQUIPMENT (PME)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Jordan E. Murphy)

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This instruction implements Department of Air Force Policy Directive (DAFPD) 21-1, *Maintenance of Military Materiel*, 21 February 2024. It establishes procedures for the identification, documentation and transportation of PME for calibration purposes to the required precision measurement equipment laboratory (PMEL). It applies to all organizations possessing PME assigned or attached to Westover Air Reserve Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 23 March 2020, and, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 to 750 Hangar Ave, Box 23, Westover ARB, Chicopee MA, 01022-1638.

SUMMARY OF CHANGES

This administrative change updates program building and room numbers.

1. Responsibilities. Owning work centers will be familiar with the following technical references: Technical Order (T.O.) 00-20-14, *Air Force Metrology and Calibration Program*, and T.O. 33K-1-100-1, *Calibration Procedure for Maintenance Data Collection Codes and Calibration Measurement Summaries*.

2. Owning Organizations.

- 2.1. Work centers will identify and add all PME to their respective owning center equipment listing and maintain a current status.
- 2.2. Work centers will deliver PME to the base PME coordinator during duty hours in Building 7072, Room 103, two days prior to transporting to PME laboratory.
- 2.3. Work centers will provide the necessary documents required to process the PME equipment in a timely manner. Hand receipt for PME items delivered to the laboratory will be kept on file in PME coordination Binder.
- 2.4. PME Laboratory will provide training to work center PME monitors. The base PME coordinator will provide an e-guidebook for general information and training guidance to each office.
- 2.5. Work centers will notify PMEL prior to purchase of items not listed in T.O. 33K-1-100-1 to determine test measurement diagnostic equipment support for initial calibration. Contact base coordinator for PMEL laboratory numbers.

3. Base Coordinator. The Base Coordinator is located in Building 7072, Room 103; and can be reached at (413) 557-2380/2740.

- 3.1. Is the liaison between the installation customer and the PME laboratory.
- 3.2. Assists work centers with the mailing or shipping of priority calibration requests to ensure the accuracy of the documents.
- 3.3. Provides a secure area for PME storage while awaiting transportation or pick up of equipment.
- 3.4. Assists with correspondence from the PMEL to the appropriate activity.
- 3.5. Maintains a signature log of all equipment delivered to and returned from the PMEL.

GREGORY D. BUCHANAN, Colonel, USAF
Commander

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

DAFPD 21-1, *Maintenance of Military Materiel*, 21 February 2024

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 20 December 2023

T.O. 1-1-300, *Maintenance Operational Checks and Check Flights*, 15 December 2023

T.O. 1C-5M-6, *Scheduled Inspection and Maintenance Requirements*, 21 September 2023

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*, 19 December 2023

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 2400, *Functional Check Flight*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ARB—Air Reserve Base

OPR—Office of Primary Responsibility

PME—Precision Measurement Equipment

PMEL—Precision Measurement Equipment Laboratory

RDS—Records Disposition Schedule

Office Symbol

439 MXG/MXQ—439th Maintenance Group, Quality Assurance

439 MXG/CC—439th Maintenance Group Commander