



**15 NOVEMBER 2019**

***Maintenance***

***AIRCREW DEBRIEFING AND  
INCIDENT REPORTING***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 439MXG/MXQ

Certified by: 439 MXG/CC  
(Col David C. Post)

Supersedes: 439AWI21-107,  
27 August 2013

Pages: 4

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Maintenance of Military Materiel*. It establishes procedures for the accomplishment of aircrew debriefing and abort/incident identification and reporting. This instruction applies to all personnel assigned to 439th MXG and 439 OG. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records 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 439 MXG/MXQ, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include the implementation of *debrief procedures for C-5M aircraft*.

**1. Debriefing Procedures.**

1.1. The AMXS or MXS Production Supervisors or their representative will debrief the aircraft as follows:

1.1.1. Meet the aircraft upon its arrival and conduct a debrief utilizing the 439 AW Form 21, *Debrief Form*, maintained and supplied by Maintenance Operations Center (MOC) or RISO Supervision.

1.1.2. Review each aircrew generated discrepancy to ensure sufficient information is provided for adequate troubleshooting, request specialist assistance as needed.

1.1.3. Review the G081–Batch 67089-04, *Previous Aircrew Discovered Discrepancies*, to determine if any discrepancy should be identified as Repeat or Recurring.

1.1.4. Ensure the appropriate Red symbols, Work Unit Codes and base station codes (off- station completed discrepancies only) have been entered on the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*.

1.1.5. Ensure the flight crew has identified open discrepancies as Mission Essential or Mission Capable (transient aircraft only).

1.1.6. Ensure the AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, is properly documented and transcribe all pertinent information to the new form.

1.1.7. Identify and report the following information to the 439 MOC, Production Supervisor, and the 439<sup>th</sup> Quality Assurance (MXQ) office: discrepancies or malfunctions that may warrant aircraft impoundment, dropped objects, Foreign Object Damage mishaps, and bird strikes.

1.1.8. Ensure the Embedded Diagnostic System Removable Memory Module (RMM) and Compact Discs are collected and delivered to the MOC or RISO Supervision for processing.

1.1.9. Remove and forward the completed AFTO 781, *Arms Aircrew/Mission Flight Data Document*, and AF Form 4097, *Aircraft Identification*, to Plans Scheduling & Documentation (PS&D). 439<sup>th</sup> PS&D will enter aircraft hours into G081 and forward the completed form to the Operations Squadron.

1.1.10. Deliver the forms binder to 439<sup>th</sup> MOC or RISO Coordinator for input of discrepancies into G081. **Note:** A duplicate copy of forms and discrepancies will be given to MOC in order to facilitate maintenance recovery. When the MOC is unmanned, the forms will be retained and delivered at the beginning of the next duty day.

1.2. MOC / RISO Coordinator will accomplish the following:

1.2.1. Update the G081 system, *Aircraft Status – Arrival/Departure*, screen to indicate the aircraft has landed.

1.2.2. Ensure “Repeat” or “Recurring” discrepancies are properly identified in G081.

1.2.3. Enter the following types of discrepancies into the appropriate programs in G081:

1.2.3.1. Open discrepancies not previously loaded.

1.2.3.2. Occurrences of in-flight engine shutdowns.

1.2.3.3. Completed AFTO 781A discrepancies that contain all historical data generated during the mission.

1.2.4. Coordinate with the appropriate Production Supervisor to determine the current aircraft status.

1.2.5. Load the required aircraft inspection package; i.e., Basic Post Flight, Thru-flight, Home Station Check, or Minor ISO.

1.2.6. Generate a new AFTO 781A/K set of forms when requested to do so by the Production Supervisor, Expeditor or aircraft crew chief.

1.2.7. Maintain the completed 439 AW Form 21 and supply a new Form and Dropped Object Worksheet.

1.2.8. Scan completed 439 AW Form 21 to appropriate aircraft folder on L-Drive (ie: L:\MOS\MOC\Debrief)

1.2.9. Download RMM data (perform a virus scan of the EDS RMM card before and after data download).

## **2. Abort/Incident Reporting.**

2.1. The MOC will notify the 439th Maintenance Group Commander (439 MXG/CC), 439 MXQ, and the applicable production superintendent by e-mail of each occurrence of aborts (Ground/Air) and incidents. QA will use the information to generate the required reports and/or gather information to facilitate further action and/or investigations as necessary.

2.2. Maintenance related incidents are defined as a malfunction that causes a delay of the sortie/launch but does not fall into the definitions of ground or air abort. **Note:** Incidents are tracked by the Maintenance Operations Flight Analysis section for trending purposes.

2.3. The 439<sup>th</sup> MXQ office will originate the Abort/Incident Investigation worksheet. The worksheet will be forwarded to the appropriate maintenance shop(s) for corrective action entries and associated documentation then routed back as indicated on the report. Once routing is complete, 439 MXQ will review the report for final comment and filing. Data extracted from completed reports will be loaded into a locally developed abort/incident analysis program for tracking and trend analysis. Significant findings will be forwarded to QA and 439 MXG/CC for review/action.

CRAIG C. PETERS, Col, USAF  
Commander

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

AFPD 21-1, *Maintenance of Military Materiel*, 01 Aug 2018

AFMAN 33-363, *Management of Records*, 1 March 2008

G081–Batch 67089-04, *Previous Aircrew Discovered Discrepancies*

AFTO 781, *Arms Aircrew/Mission Flight Data Document*, 03 Jul 2017

AFI 21-101, AFRC Supplement 1, *Aircraft and Equipment Maintenance Management*, 24 Aug 2015

AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*, 16 Dec 2016

T.O. 00-20-1, AFRC Supplement 1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*, 07 Jul 2017

AFI 21-101, AMC Supplement 1, *C-5M Debriefing Checklist*, 17 Oct 2018

***Prescribed Forms***

439 AW Form 21, *Debrief Form*, 01 June 2013

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009.

AFTO Form 781A, *Maintenance Discrepancy and Work Document*, 28 June 2017

AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document*, 15 Dec 2016