BY ORDER OF THE COMMANDER
442D FIGHTER WING

DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-101_AIR FORCE
RESERVE COMMAND
442FIGHTER WING
Supplement

10 JUNE 2024

Maintenance

AIRCRAFT AND EQUIPMENT
MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at **http://www.e-publishing.af.mil/Product-Index/** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 442 MXG/MXQ

Certified by: 442 MXG/CC
(Col William C. McLeod)

Supersedes: DAFI21-101_AFRCSUP_442FWSUP, 17 June 2022
442MGI21-117, 4 May 2019
442FWI21-102, 13 April 2020
442FWI21-121, 31 May 2018

Pages: 84

This supplement implements Department of the Air Force Instruction (DAFI) 21-101, Aircraft and Equipment Maintenance Management, and AFI 21-101_Air Force Reserve Command (AFRC) Supplement (SUP), Aircraft and Equipment Maintenance Management. It provides policies and procedures for governing aircraft maintenance management for the 442d Fighter Wing (442 FW) community at Whiteman Air Force Base (WAFB). It applies to all personnel of the 442 FW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document combines and supersedes numerous 442d Fighter Wing and 442d Maintenance Group (MXG) instructions and must be completely reviewed in its entirety.

2.10.20.2. **(Added-442FW) Aircraft Maintenance During Adverse or Severe Weather**

2.10.20.2.1. **(Added-442FW) Procedures and Responsibilities:**

2.10.20.2.1.2. **(Added-442FW)** When a severe weather warning or watch is received from the current base weather system provided by the 509th Operations Support Squadron (OSS)/ Operations Support Weather (OSW), the 442 MXG Maintenance Operations Center (MOC) will implement Severe Weather Quick Reaction Checklist (QRC) Number 301. The Production Superintendent will coordinate with the Supervisor of Flying (SOF) and Munitions Control to ensure actions are taken to make aircraft ground handling as safe as possible.

2.10.20.2.1.3. **(Added-442FW)** The Production Supervisor will determine what maintenance is essential for the safety of personnel and protection of aircraft and equipment, and will coordinate with the 303d Fighter Squadron (FS) SOF to crosscheck weather data and consult on necessary actions.

2.10.20.2.1.4. **(Added-442FW)** The 303d FS SOF will be the primary interface with the Whiteman Air Force Base (WAFB) weather flight and through coordination with Production Superintendent via MOC, be the primary decision-making authority for required actions based on all weather data, forecasts, observations, watches and warnings. MOC will monitor Joint Environmental Toolkit (JET) to ensure they get weather warnings as soon as they are issued. If the 303d FS SOF cannot be reached or decision-making time is critical, the Production Superintendent or Senior Enlisted Leader will take appropriate action IAW this instruction to safeguard 442 FW personnel and assets. MOC will coordinate with base weather only when SOF is not on duty.

2.10.20.2.1.5. **(Added-442FW)** If weather conditions dictate hangaring of aircraft in excess of 442d hangar capacities, the Production Superintendent, via 442d MOC, will request emergency use of 509th facilities.

2.10.20.2.2. **(Added-442FW) Weather General:**

2.10.20.2.2.1. **(Added-442FW)** WAFB weather forecasts, watches and warnings are produced by two weather sources, the 509 OSS/OSW and the 26th Operational Weather Squadron (OWS), Barksdale Air Force Base (AFB), which is the hub that services the eastern United States. The 509 OSS/OSW is the sole source of weather observations at WAFB and will be considered as the singular official source for real-time weather data.

2.10.20.2.2.2. **(Added-442FW)** The following terms and definitions can be referenced in Whiteman Air Force Base Instruction (WAFBI) 15-101, *Base Weather Support*, and are pertinent to the applications of this instruction and weather-based decisions: Observation, Forecast, Watch and Warning. They are paraphrased as follows:

2.10.20.2.2.2.1. **(Added-442FW)** Observation: Current weather conditions actually occurring at or near the airfield. Observations are taken at regular intervals or out of cycle when changing weather conditions warrant. Current observation reports include ceiling, visibility, precipitation, thunderstorms, lightning, winds, etc. The local observation is produced by the 509 OSS/OSW.

2.10.20.2.2.2.2. **(Added-442FW)** Forecast: Predicted weather conditions for a specified time in the future based on current conditions, observations at other stations, weather instrumentation and charts, and weather models. Forecasts are generated for WAFB by the produced forecast.

2.10.20.2.2.2.3. **(Added-442FW)** Watch: A weather watch is a special notice provided to support customers that alerts them of a potential for weather conditions of such intensity as to pose a hazard to life or property for which the customer must take protective action. Whenever meteorological conditions are favorable or forecast to be favorable for such conditions to develop, the 26 OWS will issue a weather watch, for WAFB, valid for a given time period. Personnel should refrain from calling 509 OSS/OSW unless it is absolutely necessary. The text of the weather watch will contain all essential information. Watches are issued to alert organizations to the potential for occurrence of certain elements for planning/preparation purposes. Weather Watches may not always result in Advisories or Warnings.

2.10.20.2.2.2.4. **(Added-442FW)** Warning: A weather warning is a special notice provided to supported customers that alerts them to weather conditions of such intensity as to pose a hazard to life or property. The 26 OWS and 509 OSS/OSW issue weather warnings, upgrades/downgrades, extensions and cancellations for a five nautical miles (nm) radius of the runway midpoint (unless otherwise stated in the text of the warning e.g. observed lightning within 10 nm).

2.10.20.2.2.3. **(Added-442FW)** Watches and Warnings are produced by both 509 OSS/OSW and 26 OWS, Barksdale's weather flight.

2.10.20.2.2.4. **(Added-442FW)** The 303d FS SOF will decide on the appropriate course of action when weather conditions and predictions fall within the margins of clear guidance provided below. If the 303d FS SOF cannot be reached or decision-making time is critical, the Production Superintendent or Senior Enlisted Leader will take appropriate action IAW this instruction to safeguard 442d FW personnel and assets.

2.10.20.2.3. **(Added-442FW) General Lightning:**

2.10.20.2.3.1. **(Added-442FW)** The following procedures will be implemented when WAFB issues Lightning Advisories, Watches, or Warnings:

2.10.20.2.3.2. **(Added-442FW)** Lightning Advisory: 303d FS SOF will continue to monitor weather and advise the Production Superintendent of any planned actions. 442 MOC will inform all agencies that lightning has been observed within both 50 and 25 nautical miles.

2.10.20.2.3.2.1. **(Added-442FW)** No reaction at this time from Maintenance personnel other than a heightened awareness of the potential for hazardous weather this could create.

2.10.20.2.3.3. **(Added-442FW)** Lightning Watch: 442 MOC will inform all agencies that a Lightning Watch has been issued, indicating the potential exists for lightning within 5 miles of WAFB. During a Lightning Watch, maintenance operations may continue. However, all personnel must be prepared to implement Lightning Warning procedures without delay.

2.10.20.2.3.3.1. **(Added-442FW)** Maintenance personnel must initiate controlled termination procedures for all explosives operations at outdoor locations equipped with an LPS, at locations (outdoor and indoor) not equipped with an LPS, and facilities containing exposed explosives, explosive dust, or explosive vapor.

2.10.20.2.3.3.2. **(Added-442FW)** Explosive operations may be completed, but not started under a Lightning Watch.

2.10.20.2.3.4. **(Added-442FW) Lightning Warnings** :

2.10.20.2.3.4.1. **(Added-442FW)** Lightning within 10 nautical miles (Observed): 303d FS SOF approves aircraft launch and recovery based on weather situation and will coordinate with the Production Superintendent. The Production Superintendent will determine what essential maintenance continues and will prioritize maintenance actions if lightning within 5 nautical miles is imminent. Fuel cell maintenance, Egress maintenance and flightline explosive loading operations will terminate.

2.10.20.2.3.4.2. **(Added-442FW)** Lightning within 5 nautical miles (Observed): 442 MOC will inform all agencies that a Lightning Warning has been issued for observed lightning within 5 nautical miles. All outdoor operations will cease and personnel will seek shelter.

2.10.20.2.4. **(Added-442FW) Tornado or High Winds:**

2.10.20.2.4.1. **(Added-442FW)** If local winds in excess of 30 knots are reported at WAFB, fuel cell maintenance on the flight-line will be terminated.

2.10.20.2.4.2. **(Added-442FW)** If forecasted winds are expected to exceed 40 knots, the aircraft will be moored to the ground. Remove all maintenance stands and loose equipment from parking apron and secure. If space and time permit, place non-powered support equipment inside hangars and docks. Remove fire extinguishers not in use and park on the edge of ramp. Support equipment outdoors will be secured.

2.10.20.2.4.3. **(Added-442FW)** If winds exceed 55 knots aircraft will be hangared. Implement procedures in **paragraph 2.10.20.2.1.4** of this instruction, if necessary.

2.10.20.2.5. **(Added-442FW) Wet Bulb Temperatures:** As a general rule, when the wet bulb temperature reaches 94 degrees, maintenance will be curtailed to mission essential requirements. Outside work requirements must be evaluated by the applicable maintenance supervision from the 442 MXG to determine mission essential requirements. Detailed guidance is found in DAFI 48-151, *Thermal Stress Program.*

2.10.20.2.6. **(Added-442FW) Wind Chill:** When the equivalent chill temperature is –25 degrees Fahrenheit, the outside work requirements must be evaluated by the applicable maintenance supervision from the 442 MXG to determine mission-essential requirements. Detailed guidance is found in DAFI 48-151.

2.10.20.2.7. **(Added-442FW) Hail, Snow and/or Freezing Precipitation:**

2.10.20.2.7.1. **(Added-442FW)** When 1/2-inch hail or larger is forecasted, the aircraft will be sheltered, or hangared. The Production Superintendent or Senior Enlisted Leader will make the decision to hangar the aircraft when snow or freezing precipitation is forecasted.

2.10.20.2.7.2. **(Added-442FW)** The Production Superintendent or Senior Enlisted Leader will determine when snow and/or ice-covered aircraft parking ramps are suitable for aircraft maintenance operations. The scope of maintenance will be limited until the aircraft parking ramp has been cleared or treated for ice and snow removal.

2.10.20.2.8. **(Added-442FW) Non-Duty Hours:**

2.10.20.2.8.1. **(Added-442FW)** In the event of a weather warning during non-duty hours, the squadron superintendents will be notified. If required, the squadron superintendents will form a severe weather team consisting of a maintenance supervisor and six mechanics. The

superintendents will ensure the right combination of personnel with the applicable qualifications are assembled to handle any requirements associated with the severe weather.

2.10.20.2.8.2. **(Added-442FW)** All maintenance personnel will be subject to recall if it becomes necessary to evacuate aircraft. After determining workload requirements, flight chiefs will recall personnel from leave as necessary and recommend priority of evacuation. 442 AMXS personnel will be responsible for enroute maintenance team with tools and equipment, if required.

2.10.20.2.9. **(Added-442FW) Aircraft Evacuation:**

2.10.20.2.9.1. **(Added-442FW)** During an emergency that warrants the evacuation of aircraft from the hangar bays, the following actions will be used.

2.10.20.2.9.2. **(Added-442FW)** The MOC will notify the Fire Department, run the appropriate check sheet, monitor the radio, and assist as required.

2.10.20.2.9.3. **(Added-442FW)** The Aircraft Maintenance Squadron will assemble tow teams at the southeast corner of Hangar 1117. **NOTE:** The southeast corner of Hangar 1117 is the location where tow vehicles and tow bars will be stored. The AMXS will also have the tow teams remove the aircraft to minimize threats to personnel safety and assist the fire department as directed.

2.10.20.2.10. **(Added-442FW) Vehicle Parking:**

2.10.20.2.10.1. **(Added-442FW)** Vehicles parked inside the hangar bays and outside the hangar doors will be parked IAW Attachments **2, 3, 4, 5, 6, and 7**

2.10.20.2.10.2. **(Added-442FW)** Vehicles will be allowed to park inside the hangar for weather purposes only. When vehicles are parked inside the hangar bays, keys will remain in the ignition of every vehicle and parking brake will be set.

2.10.20.2.10.3. **(Added-442FW)** Vehicles will not park inside Hangar 1118's primary fuel cell bay, alternate fuel cell bay (load bay) or external fuel tank maintenance bay when open fuel cells exist.

2.10.20.2.10.4. **(Added-442FW)** Vehicles used to deliver parts or tools to aircraft inside hangars for maintenance may enter the hangar, provided there is adequate room to allow for safe vehicle operation. After delivery, these vehicles will park outside of the hangar.

3.2.14. **(Added-442FW)** Ensure work center/flight chief review and/or clear the aircraft history for previous problems such as "Repeat", "Recur" and "Cannot Duplicate (CND)", issues. The lead technician will ensure the completion and documentation of all required troubleshooting procedures, and ensure that all in-flight operational checks are entered in the aircraft forms.

3.2.14.1. **(Added-442FW)** CND malfunctions will be cleared in the aircraft forms by a certified inspector authorized to sign off CND's as identified by Special Certification Roster (SCR).

3.2.14.2. **(Added-442FW)** Red diagonal CND discrepancies will be documented as follows: Enter "CANNOT DUPLICATE MALFUNCTION" or "CND" in the corrective action block, along with the corrective action taken and technical data used in the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*. This form entry will be made only after a thorough investigation has been completed and the malfunction cannot be duplicated. The certified inspector authorized to sign off CND malfunctions will clear the discrepancy by signing the CORRECTED BY block and initialing over the symbol.

3.2.14.3. **(Added-442FW)** Red X CND and Red diagonal CND malfunctions that have occurred more than twice will be managed as follows:

3.2.14.3.1. **(Added-442FW)** The AMU/OIC or designated representative will be thoroughly briefed on the malfunction and all investigative actions that have been accomplished. The technician and their immediate supervisor will provide this briefing prior to clearing the malfunction. The AMU/OIC or their designated representative will initial in the discrepancy block signifying the "CND" briefing has been accomplished. The qualified technician will enter "CND", the corrective action taken, and the technical data used in the corrective action block of the AFTO Form 781As and sign in the CORRECTED BY block. The work center/section supervisor authorized to sign off CND's will clear the discrepancy by signing in the INSPECTED BY block and initialing over the symbol.

3.2.14.4. **(Added-442FW)** Red diagonal "Repeat/Recur" malfunctions will be documented as follows: A qualified maintenance technician will enter the corrective action taken and the technical data used in the corrective action block of the AFTO Form 781As, and sign in the CORRECTED BY block.

3.2.14.5. **(Added-442FW)** Red X "Repeat/Recur" malfunctions will be managed as follows:

3.2.14.5.1. **(Added-442FW)** The AMU/OIC, or designated representative, will be thoroughly briefed by the technician and their immediate supervisor on all investigative actions that have been accomplished prior to clearing the malfunction. The AMU/OIC, or their designated representative, will initial in the discrepancy block signifying the "repeat/recur" briefing has been accomplished. The qualified technician will enter the corrective action taken and the technical data used in the corrective action block of the AFTO Form 781As, and sign in the CORRECTED BY block. The work center/section supervisor authorized to clear Red X discrepancies will clear the repeat/recur malfunction by signing in the INSPECTED BY block.

3.5. Production Superintendent (ProSuper).

3.5.13. **(Added-442FW) Aircraft Hangaring:**

3.5.13.1. **(Added-442FW)** Ensure the Aircraft Gun Unit (GAU-8) system ground safing pin is properly installed and no rounds are positioned in the gun.

3.5.13.2. **(Added-442FW)** Download all ammunition prior to fuel cell maintenance, aircraft weight and balance and phase inspections. Download all ammunition for depot maintenance, if required. Otherwise, 30-millimeter (MM) training projectile ammunition may remain installed.

3.5.13.3. **(Added-442FW)** Ensure all explosives are removed to comply with requirements in Technical Order (T.O.) 11A-1-33, *Handling and Maintenance of Explosive-Loaded Aircraft.*

3.5.13.3.1. **(Added-442FW)** Remove all explosive impulse cartridges for external stores release and jettison IAW applicable technical data. **NOTE:** Aircraft with impulse cartridges and bomb dummy unit (BDU-33) practice bombs installed may be hangared with the approval of the 442d Fighter Wing Commander (442 FW/CC), 442d Maintenance Group Commander (442 MXG/CC), or senior air reserve technician during inclement weather conditions. When this occurs, all aircraft will be safed IAW T.O. 1A-10C-33-1-2, *Non-nuclear Munitions Loading Procedures USAF Series A-10C Aircraft Procedures,* and no maintenance will be performed on the aircraft.

3.5.13.3.2. **(Added-442FW)** If Captive Air Training Missiles (CATM-9) are installed, follow procedures IAW 1A-10C-33-1-2, Chapter 11.

3.5.13.4. **(Added-442FW)** The tow supervisor will ensure only qualified personnel are utilized during the tow and will ensure all requirements IAW DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*, are strictly adhere to.

3.5.13.4.1. **(Added-442FW)** The tow supervisor will ensure the flaps are in the up position if the aircraft is hangared for fuel cell maintenance unless removal of pylons is anticipated.

3.5.13.4.2. **(Added-442FW)** Prior to aircraft tow, the tow supervisor will notify the flightline expediter. The expediter will contact the 442 MOC about the tow.

3.5.13.4.3. **(Added-442FW)** The flightline expediter will ensure MOC contacts the 509th Security Forces Squadron and informs them about the aircraft tow.

3.5.13.4.4. **(Added-442FW)** All aircraft will be positioned using T.O. 1A-10C-2-4JG-1 with appropriate personnel for congested area and positioned IAW Attachments **2, 3, 4, 5, 6, and 7.**

3.5.13.4.5. **(Added-442FW)** For alternate hangaring configuration, the tow supervisor will request alternative aircraft hangar positioning from the senior maintenance supervisor.

3.5.13.4.6. **(Added-442FW)** The senior maintenance supervisor will assess the alternative aircraft positioning requirement, determine if increased precautionary measures are required (i.e., if additional wing and tail walkers are needed to safely position the aircraft) and inform the tow supervisor of the alternative aircraft hangar positioning.

3.5.13.4.7. **(Added-442FW)** If the tail section of any aircraft hangs over the hangar red security line after the aircraft is positioned, traffic cones or stanchions will be placed around the tail section area to designate a potential hazard to personnel.

3.5.13.4.8. **(Added-442FW)** The aircraft will be repositioned IAW Attachments **2, 3, 4, 5, 6, and 7** as soon as conditions allow for its relocation.

5.2.1. **Maintenance Operations Officer-in-Charge/Superintendent (OIC/SUPT).**

5.2.1.7.1. **(Added-442FW)** MOC is responsible for validating Geographical Location (GEOLOC) codes in the Maintenance Information System (MIS).

5.2.1.7.1.1. **(Added-442FW)** MOC technicians will verify with the Maintenance Production Superintendent and/or the Flightline Expediter (at the start and end of each duty) the GEOLOC of all possessed aircraft assigned, both on and off station.

5.2.1.7.1.2. **(Added-442FW)** The MOC will also, when possible, contact maintenance personnel at deployed locations to validate GEOLOC codes. GEOLOC codes for aircraft in deployed location may be classified.

5.2.1.7.1.3. **(Added-442FW)** Aircraft located in classified locations will be annotated in the MIS using GEOLOC codes that have been directed by Higher Head Quarters (HHQ). Any changes to aircraft geographical locations will be confirmed and verified using the current data in the MIS.

5.2.1.7.1.4. **(Added-442FW)** MOC technicians will coordinate with the home station Production Superintendent for any aircraft that cannot be verified.

5.2.1.7.1.5. **(Added-442FW)** Debrief personnel at deployed/temporary operating locations will convert the International Civil Aviation Organization (ICAO) codes on the AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document,* to the GEOLOC code for all operational subsystem inputs into the MIS.

5.2.1.7.1.6. **(Added-442FW)** The GEOLOC codes are available in the MIS drop down menu.

5.2.1.7.1.7. **(Added-442FW)** Debriefing personnel will contact the MOC if a GEOLOC code is unavailable.

5.2.2.2.6. **(Added-442FW)** Key issue and control duties are delegated to all Maintenance Operations Controllers assigned to the Maintenance Operations Center (MOC).

5.2.2.2.6.1. **(Added-442FW)** All Maintenance Group Facility Key requests for Buildings 1117, 1118, 1119, 91 (except Munitions Flight) will be made through the Key Custodians in MOC. Requests will be submitted on digital letter format using the attached sample as a guide see **ATTACHMENT 20**. The request for keys will include justification and will be submitted by the requester's flight chief.

5.2.2.3. **(Added-442FW)** The Maintenance Operation Flight (MOF)/MOC will maintain a block of manual event identification for all work centers, including phase numbers listed on **Table 5.1**.:

Table 5.1. The Maintenance Operations Flight.

Work Center	Job Control Number
MOC	5001-5050
Debrief Section	5051-5100
PS&D	5101-5150
QA	5151-5160
Specialist Flight	5161-5220
ECM	5221-5240
Engine Manager	5241-5250
Engine Shop	5251-5260
Fuels	5261-5270
Egress	5271-5280
Pneudraulics	5281-5290
IATS	5301-5310
AGE	5311-5330
Repair & Reclamation	5331-5340
Armament	5341-5350
Weapons Loading	5351-5370
Metals Technology	5371-5380
Structural Maintenance	5381-5390
Survival Equipment	5391-5400
NDI	5401-5410
A-Flight	5411-5440
B-Flight	5441-5470
Inspection Flight	5471-5490
Support Section	5500-5520
#1 Phase Numbers	A500-A599
#2 Phase Numbers	B500-B599
Exercises	7000-8999

Indirect Labor	9000-9099
Munitions Control	9200-9299

5.2.2.3.1. **(Added-442FW)** Deployed work centers will use the same last 3 of the Job Control Numbers (JCN's), but will start with 6***(i.e. MOC would use 6001-6050)

5.2.2.3.1.1. **(Added-442FW)** All work centers will maintain copies of frequently used Integrated Maintenance Data System (IMDS) screens (i.e. screen 73, screen 914, screen 922 etc.) or equivalent. In the event of an IMDS outage, these forms will be filled out, numbered, and dated. If a work center creates a discrepancy during the outage, they will use, in sequential order, a JCN that correspond to their work center. The forms will be maintained until the automated system has been brought back up, and the maintenance data has been entered into IMDS.

5.2.2.3.1.2. **(Added-442FW)** As soon as the system comes back on-line, each work center will input their transactions in a timely manner, and in the correct chronological order.

5.2.2.3.1.3. **(Added-442FW)** During Exercises 442 MOF/MXOOA (Analysis) will control the block of manual JCN's 7000 through 8999 to allow for flexibility due to the unique requirements of tailored exercises.

5.2.5. **Maintenance Management Analysis (MMA).**

5.2.5.1.10.3. **(Added-442FW)** The 442d MMA will be responsible for assigning sortie sequence numbers to be used by the scheduling section of the 442d MXG.

5.2.5.1.10.3.1. **(Added-442FW)** The following sortie sequence numbers will be used: 01–99 Local, 100- 199 Deployment, 200-299 Second Deployment, 300-399 Sortie Additions (Non-Chargeable), 400-499 Sortie Additions (Chargeable), 500-510 Functional Check Flights (FCF), 600-699 Cross-Countries (XC), 700-799 Sortie Corrections, 800-899 Cross-Countries (XC) Return.

5.2.5.1.11.4. **(Added-442FW)** Unit work center and mnemonic codes listed in **ATTACHMENT 21** will be prioritized for utilization prior to creating one.

5.3. Maintenance Training (MT).

5.3.5. **(Added-442FW)** Administer the maintenance management and special qualification training and testing program in compliance with current directives.

5.3.6. **(Added-442FW)** Special qualification testing will be administered as needed and indicated by the training forecast listing. Maximum testing time will be two hours per test.

5.3.7. **(Added-442FW)** Testing times for maintenance unique courses, such as Auxiliary Power Unit (APU), Engine Run, Tow Team Member/Supervisor, and Aircraft Marshalling, are published on the Maintenance training schedule. The supervisor will contact the training office for an appointment.

5.3.8. **(Added-442FW)** Practical training/testing will be completed by personnel appointed by the 442 MXG/CC, no more than 30 days after the written test. An AF 2426, *Training Request and Completion,* and AFRC 176, *Request for Placement on Special Certification Roster,* (as required) will be submitted to MT to update the training in IMDS.

5.3.9. **(Added-442FW)** Individuals who fail a written test must wait at least 24 hours before re-testing. After a second failure of any maintenance test, (written or practical) testing will be rescheduled only after the squadron commander has authorized the personnel to retest and retraining has been completed and documented on the AF 2426.

5.3.10. **(Added-442FW)** All aircraft maintenance personnel, who are required to operate any type of powered Aerospace Ground Equipment (AGE), excluding Air Force Specialty Code (AFSC) 2A6X2, will be trained and qualified by the following procedures:

5.3.10.1. **(Added-442FW)** Supervisors and MT will schedule time for AGE training. Work center supervisors will send the trainee to the AGE shop, with an AF 2426, or an IMDS printout of screen 593 for the affected individual, indicating which AGE equipment training is required. An AGE qualified instructor will conduct the required training, sign the completed form or printout and forward to MT or IMDS monitor for updating in IMDS. After the update is made, the source document will be filed in the Maintenance Training Office (MTO) file plan until the disposition date.

5.3.11. **(Added-442FW)** All aircraft maintenance personnel, who are appointed as members of the Crash Recovery Training Team, will need to submit AF 101, *Reserve Requirements for School Tours of Active Duty for Training*, or Standard Form (SF) 182, *Authorization, Agreement, and Certification of Training*, to request a class to attend a formal Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) Training course.

5.3.12. **(Added-442FW)** All aircraft maintenance personnel, who are required to participate on the Blade Blending Team, will be trained and qualified by the MXG/CC appointed instructors. Training will be conducted IAW the lesson plan on file in MT. The documented AF 2426 will be entered into IMDS.

5.3.13. **(Added-442FW)** All aircraft maintenance personnel, who are required to participate in Egress Familiarization Training, will be trained IAW DAFI 21-101_AFRCSUP. The instructors will be appointed by the MXG/CC. Training will be conducted IAW the lesson plan on file in MT. The documented AF 2426 will be entered into IMDS.

5.3.13.1. **(Added-442FW)** MT and Egress Technicians are appointed to run the Egress Familiarization Training Refresher Multimedia. The appointment letter will be maintained in the MTO file plan.

5.3.14. **(Added-442FW)** The SCR lists individuals selected to perform certain specified tasks, IAW DAFI 21-101_AFRCSUP. Individuals who need to be added to the SCR must complete a new AFRC 176.

5.3.14.1. **(Added-442FW)** MT will print the roster quarterly and forward to the Superintendents for review and signatures. The Superintendents/Flight Chiefs will then route it to the appropriate work centers for verification of all entries. Work center supervisors will make the needed changes and return the roster to the appropriate Superintendents/Flight Chiefs for approval. The Superintendents/Flight Chiefs will then return the approved special certification roster to MT for updating in IMDS by the suspense date. The signed copy will be filed in the MTO and posted on the shared MXG training drive.

5.3.15. **(Added-442FW) Class Scheduling:**

5.3.15.1. **(Added-442FW)** MT will schedule planned training with affected agencies and prepare a detailed training schedule.

5.3.15.2. **(Added-442FW)** A detailed training schedule will be distributed via the MXG training shared drive. If the supervisor requires training not found on the schedule, he/she will contact MT to schedule the class.

5.3.16. **(Added-442FW) IMDS and Air Reserve Component Network (ARCNet) Products.**

5.3.16.1. **(Added-442FW)** The TMA option Overdue/Awaiting Action report reflects the training status for all courses awaiting action, or overdue (TMAF11). It will be published prior to each UTA. Anyone appearing on this list should be scheduled for training immediately.

5.3.16.2. **(Added-442FW)** IMDS screen 666 reflects mandatory training requirements for each work center and screen 589 reflects all personnel assigned to the work center. Each work center supervisor will review IMDS screen 666 twice yearly (January and July) and submit additions or deletions to MT for update in IMDS. A printed copy of IMDS screen 666 will be maintained in each work centers master training plan for one year. The reviewed training requirement will be signed and dated after each review and filed in the work center Master Training Plan (MTP).

5.3.16.3. **(Added-442FW)** The ARCNet training matrix report reflects the training status for all courses awaiting action, or overdue status not tracked in IMDS. It will be published prior to each UTA. Anyone appearing on this list should be scheduled for training immediately.

5.3.17. **(Added-442FW) Training Updates:**

5.3.17.1. **(Added-442FW)** All completed training will be updated in IMDS, MyTraining or ARCNet by MT or an authorized IMDS Monitor. For courses under the supervisor's responsibility, the supervisor may annotate completion on the TMAF1 or the member's individual training requirements, sign, date and return to MT or submit a list of training completions signed by the supervisor for IMDS update. All other updates will be made from class rosters, certificates or AF 2426, signed by the instructor. All required tests will be updated using the answer sheet with a passing score. MT will keep class rosters, certificates, AF 2426 and completed test sheets on file for one year or disposition cut off. All IMDS course deletions will be processed by MT. **NOTE**: Only use AFRC 176 and/or AF 2426 to update SCR. MT will make all updates for SCR training items.

5.3.17.2. **(Added-442FW)** Training updates from class rosters. Instructors must turn in class rosters for update in IMDS no later than the Wednesday following each UTA. For classes taught during the week, class rosters will be turned in immediately after class or next duty day.

5.3.17.3. **(Added-442FW)** All documents submitted for training updates will include the member's name, employee number, IMDS course code, course description and the date training completed. Documents without this information will be returned to the supervisor without action until corrected.

5.3.17.4. **(Added-442FW)** Any training completed by the work center must be annotated on an AF 2426 and signed by the instructor, work center Flight Chief and/or Training Monitor.

5.3.17.5. **(Added-442FW)** IMDS monitors will be identified on the MXG/CC letter authorizing access to the IMDS system. The letter will be maintained in each work center and kept on file in the MTO until superseded. All training updated in IMDS will be annotated on an approved source

document. The IMDS Monitor will sign and date the lower right-hand corner of the document and file in the MTO. **NOTE**: The CDDAR team chief will maintain CDDAR training documents.

5.3.18. **(Added-442FW) Maintenance Training Manager's Trainee Orientation Program.**

5.3.18.1. **(Added-442FW)** All newly assigned maintenance personnel must attend a trainee orientation and evaluation briefing IAW DAFI 36-2670, *Total Force Development,* upon release from Newcomers Flight. The orientation will be scheduled during the main UTA only.

5.3.18.2. **(Added-442FW)** The member will report to MT and provide the following information: trainee name, rank, AFSC, any training documents, certificates, IMDS training documents and the AF Portal Identification.

5.3.18.3. **(Added-442FW)** Supervisors, or the individual's trainer, may attend this briefing with their trainee. Trainees will be entered into all the training programs, have a training record created in MyTraining. Supervisors may request a one-on-one briefing by appointment only if the trainee and his/her supervisor/trainer are unavailable during the main UTA.

5.3.19. **(Added-442FW) Computer Based Training (CBT) Courses.**

5.3.19.1. **(Added-442FW)** All web-based training courses offered through the Air Education and Training Command/Enlisted Operations Training (AETC) will be requested through MT. MT will brief the trainee on AETC's procedures for accessing their website, enrollment procedures, and final exam requirements for the following courses: Weight and Balance.

5.3.19.2. **(Added-442FW)** Upon completion of the course, the trainee or supervisor will contact MT to schedule the end of course examination.

5.3.19.3. **(Added-442FW)** Supervisor will file one copy of the passing test results in the training record until upgrade is completed and submit the second copy to MT to be updated in IMDS.

5.3.20. **(Added-442FW) Career Development Course (CDC) Management Program.**

5.3.20.1. **(Added-442FW)** CDC Incentive Program. Trainees achieving an overall score of 90% or greater on their final course exam (CE) will receive a certificate of recognition with a time off award from the MXG/CC or Unit Squadron/Flight Commanders. This time off award does not have an expiration date and can be redeemed at any time with the trainee's supervisor approval. Trainees retesting due to course exam failure will not be eligible for a time off award regardless of course exam results.

5.3.20.2. **(Added-442FW)** CDC Monthly Management program. CDC course enrollments are valid for one year from the enrollment date. To ensure timely progression in this course, trainees will turn in one volume a month unless prior arrangements have been made with their supervisor and Unit Training Manager (UTM) for an additional 30-day extension from the original due date. Supervisors will contact MT with the new due date for each volume. Each work center will follow their milestones schedule for CDC completion.

5.3.20.3. **(Added-442FW)** If the trainee fails to complete one volume per month. The supervisor will annotate a journal entry in MyTraining indicating the reason for the trainee's lack of progress.

5.3.20.4. **(Added-442FW)** CDC extensions. When a member enters the ninth month of CDC enrollment, MT will initiate the CDC extension request process.

5.3.20.5. **(Added-442FW)** CDC CE Testing Procedures. Individuals requesting a mandatory CDC CE will be scheduled after the supervisor has documented the comprehensive review in the trainee's MyTraining. The supervisor will contact MT to schedule the course exam. The UTM will confirm that all documentation has been annotated in trainee's MyTraining prior to scheduling the CE.

5.3.21. **(Added-442FW) Waiver Request.**

5.3.21.1. **(Added-442FW)** Traditional Reservist and Air Reserve Technician (ART). Supervisors will conduct an initial evaluation with the trainee to determine if the trainee has the skills and knowledge to be considered for a waiver. Waiver request must be submitted electronically to MT within four months after his/her date of assignment. If the waiver request is submitted after the fourth month, the supervisor must submit a late justification letter with the waiver request. All waiver requests will be reviewed by the MXG/CC prior to submission. Individuals requesting a waiver will not submit a school request or be enrolled in CDC's. **NOTE**: Do not document task training in MyTraining, must use the paper Career Field Education and Training Plan (CFETP) for tracking.

5.3.22. **(Added-442FW) Formal School Requests.**

5.3.22.1. **(Added-442FW)** All formal school requests will be initiated by the member through the MTO, IAW AFMAN 36-2136, *Reserve Personnel Participation.*

5.3.22.2. **(Added-442FW)** Active Associate formal schools will be provided from the 509th FSS/FSDE and sent to the MTO for processing.

5.3.23. **(Added-442FW) Developmental Education (DE) in residence.**

5.3.23.1. **(Added-442FW)** Individuals interested in attending DE in residence must obtain the application package from MT. The application package will include the member's checklist, fitness testing results and school request form, AF 101. The completed package will be reviewed by MT and MXG/CC prior to submission to Force Support Development and Education (FSDE).

5.3.23.2. **(Added-442FW)** DE funding. DE in residence is centrally funded, unless directed by Headquarters AFRC.

5.3.24. **(Added-442FW) Field Training Detachment (FTD) Instructor requests.**

5.3.24.1. **(Added-442FW)** FTD at home station. Supervisors will request the FTD course syllabus from MT and verify that all items identified in the syllabus as requirements for training are available and will be available for the duration of the requested course. Ensure the minimum class size can be met, select the days for instruction and ensure funds have been allocated for the course. The requestor will provide the information to MT to make the formal request for the instructor. MT will complete the AF 403, *Request for Special Technical Training,* obtain MXG/CC approval and submit the request for the Mobile Training Team.

5.3.24.2. **(Added-442FW)** FTD at home station attendance. Members attending any FTD on station classes cannot be called out of class once the course has started, without prior MXG/CC approval.

5.3.24.3. **(Added-442FW)** FTD off station for traditional reserve and active associate. Supervisor will request the FTD course from MT by completing the FTD worksheet for the requested course. The formal school checklist will be completed to ensure the member has met all

medical, fitness and CBT requirements prior to submitting to the course owner (ARC only). MT will submit the request to the FTD scheduler through Field Training Scheduling System (FTSS).

5.3.24.4. **(Added-442FW)** FTD Cancellation. If a member is unable to attend the confirmed FTD, the UTM will try to find a substitute for the course. If no substitute can be found, the member will need to provide a letter of justification signed by the commander to cancel the request. The letter will be forwarded to the FTD to cancel the FTD quota and filed in the file plan. All letters requesting a FTD course cancellation will be reviewed by the MXG/CC for approval/disapproval.

5.3.24.5. **(Added-442FW)** FTD courses are unit funded.

5.3.25. **(Added-442FW) Unit Funded Courses.**

5.3.25.1. **(Added-442FW)** Unit Commanders will ensure that all school requests that are unit funded have funds set aside in the event that a Training Allocation Notice (TLN) is generated. Lack of funds is not a justification to return a TLN.

5.3.25.2. **(Added-442FW)** Cancellation of Formal Courses. All letters requesting a formal course cancellation will be reviewed by the MXG/CC for approval/disapproval. Approved letters will be forwarded to FSDE for processing.

5.3.26. **(Added-442FW) Seasoning Training Program (STP)** .

5.3.26.1. **(Added-442FW)** The STP program will be administered according to the AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP).* The FSDE STP coordinator will brief the member when the member in-processes from technical school. The member will need to accept or decline STP within two UTAs and provide the documentation to the UTM.

5.3.27. **(Added-442FW) On-the-Job Training Administration (OJT)** .

5.3.27.1. **(Added-442FW)** Commanders, UTMs, Supervisors, Trainers and Trainees will adhere to the responsibilities set within DAFI 36-2670.

5.3.27.2. **(Added-442FW)** If requested, supervisors and/or trainers will provide to the UTM monthly: CDC and OJT status, task percentages, and remarks on each member in upgrade or qualification training.

5.3.27.3. **(Added-442FW)** Supervisors will conduct and document the initial evaluation of trainee qualifications within 120 days of initial assignment and anytime the trainee is assigned to a new supervisor. The evaluation will be documented in MyTraining.

5.3.27.4. **(Added-442FW)** At a minimum, supervisors and/or trainers will enter a monthly journal entry on every member in upgrade or qualification training and annually on all members who are fully qualified.

5.3.27.5. **(Added-442FW)** If a task takes longer to complete than the timeframe indicated in the work center milestones, the supervisor must annotate a journal entry indicating the reason why the task is open for the extended time frame.

5.3.27.6. **(Added-442FW)** Milestones will be created by each work center and will be part of the MTP. The milestones are to ensure the training is completed within a projected timeframe, how the task will be completed, evaluation methods and how long it will take to complete the task (MyTraining or excel spreadsheet may be used). The milestones will include time frames for CDC volume and course exam completion, STP, home station, war, core, and duty task requirements. A

copy of the milestones will be available for each trainee in upgrade and can be paper or electronic. If the milestones are electronic, ensure each trainee, trainer and supervisor are able to access the milestones and produce it upon request. Milestones will be printed and filed in the MTP. Milestones will be tailored according to the individual's status (i.e. STP, ART, upgrade, qualification, active associate).

5.3.28. **(Added-442FW) Training Records.**

5.3.28.1. **(Added-442FW)** Members in upgrade training whose records are located in MyTraining will use the AF 623, *Individual Training Record Folder,* to maintain non-electronic training documents such as Test Summary Score Sheets, 24-month interviews, CDC answer score sheets for each volume, STP documents and other locally produced training forms until member is upgrade to 7-skill level.

5.3.28.2. **(Added-442FW)** All personnel (Active Duty, Reserves, ARTs, civilians) assigned to the 442 MXG, who perform work on the aircraft, missiles and/or associated components, will have an active training record in MyTraining regardless of rank.

5.3.29. **(Added-442FW) Upgrades and Training Status Code (TSC) Updates.**

5.3.29.1. **(Added-442FW)** When requesting an upgrade or TSC update, submit the checklist, MTP, and the members training folder for review. When the review is completed, the MT will prepare the AF 2096, *Classification/On-the-Job-Training Action.* The supervisor, commander and UTM will sign and forward to FSDE for processing.

5.3.29.2. **(Added-442FW)** If a work center is requesting a TSC change from fully qualified status, forward the emailed concurrence from the supervisor and commander to the UTM for processing.

6.4.10. **Construct and maintain a master standardized AFTO Form 781-series forms binder IAW TO 00-20-1. (T-1).**

6.4.10.1. **(Added-442FW)** Responsibilities: The supervisors of each section using AFTO 781 Forms will ensure that all their assigned personnel are thoroughly familiar with the contents of T.O. 00-20-1 and this instruction.

6.4.10.2. **(Added-442FW) AFTO Form 781-series binder instructions** :

6.4.10.2.1. **(Added-442FW)** AFRC Form 498, *Classified Equipment Installed*, card installed in the clear plastic sleeve.

6.4.10.2.2. **(Added-442FW)** AFTO Form 781F, *Aerospace Vehicle Identification Document.*

6.4.10.2.3. **(Added-442FW)** AFTO Form 781B, *Communication Security Equipment Record.*

6.4.10.2.4. **(Added-442FW)** AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document.*

6.4.10.2.5. **(Added-442FW)** AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance.*

6.4.10.2.6. **(Added-442FW)** AFTO Form 781A, *Maintenance Discrepancy and Work Document.*

6.4.10.2.7. **(Added-442FW)** AFTO Form 781J, *Aerospace Vehicle-Engine Flight Document*, is a Maintenance Information System (MIS) generated form. For the purpose of tracking hours on

oil, the “CYCLES” column for each engine is changed to “HOURS ON OIL”. The Maintenance Group Commander (MXG/CC) authorizes the use of “Cycle” column for the purpose of tracking “Hours on Oil”.

6.4.10.2.8. **(Added-442FW)** AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document.*

6.4.10.2.9. **(Added-442FW)** AFTO Form 781P, *Support General Documentation Record.*

6.4.10.2.10. **(Added-442FW)** Laminated Julian date calendar.

6.4.10.2.11. **(Added-442FW)** A-10 dent tracker.

6.4.10.2.12. **(Added-442FW)** Engine fan blade blend tracker.

6.4.10.2.13. **(Added-442FW)** Modification and configuration memorandums (waivers).

6.4.10.2.14. **(Added-442FW)** Job guide reference sheet (1 EA).

6.4.10.2.15. **(Added-442FW)** In-process and -6 inspection reference sheet (1 EA).

6.4.10.2.16. **(Added-442FW)** Access panel location and identification sheets (6 EA).

6.4.10.2.17. **(Added-442FW)** Turbine engine monitoring system (TEMS) umbilical display unit (UDU) status codes reference sheets (2 EA).

6.4.10.2.18. **(Added-442FW)** A-10 Aircraft tire wear limits reference sheet (1 EA).

6.4.10.2.19. **(Added-442FW)** Allowable leakage reference sheet (1 EA).

6.4.10.2.20. **(Added-442FW)** Aircraft ordnance weight sheet (1 EA).

6.4.10.2.21. **(Added-442FW)** Department of Defense (DD) Form 2026, *Oil Analysis Request.*

6.4.10.2.22. **(Added-442FW)** AFTO Form 781M, *System Numbers, General Grouping, and System Titles*

6.4.10.2.23. **(Added-442FW)** AFTO Form 781G, *General Mission Classifications-Mission.*

6.4.10.2.24. **(Added-442FW)** AF 664, *Aircraft Fuels Documentation Log,* will be inserted in the front of the AFTO Form 781-Series Forms whenever the aircraft is scheduled to go cross country and removed upon its return.

6.4.10.2.25. **(Added-442FW)** Transient aircraft oil analysis record (trend sheets) supplied by the nondestructive inspection (NDI) lab will be inserted in the back cover pouch whenever the aircraft is scheduled to go cross country and removed upon its return.

6.4.10.3. **(Added-442FW)** Fuel cards

6.4.10.3.1. **(Added-442FW)** Aircraft assigned aviation into-plane reimbursement (AIR) card will be stored in card holder in W-79.

6.4.10.3.2. **(Added-442FW)** If available**,** the DD Form 1896, *DoD Fuel Identaplate*, will be stored in cardholder in W-79

6.4.10.4. **(Added-442FW)** Maintenance of Forms:

6.4.10.4.1. **(Added-442FW)** Airframe Powerplant General (APG) flight chiefs will review master forms every 90 days. Date accomplished and next due dates will be annotated in the master aircraft forms files located at quality assurance.

6.4.10.4.2. **(Added-442FW)** When the AFTO Form 781A, H, J, and K are closed out, an APG flight chief will review for accuracy and initial the right top margin prior to routing to the documentation section for filing.

6.7.6.1.3.1.1. **(Added-442FW)** PEs will be requested by Section NCOICs to QA by utilizing the 442d MXG QA PE Request Form.

6.7.7.1.5.1. **(Added-442FW)** QA Inspectors will document discrepancies from Preflight, Thruflight, Basic Post Flight, and BPO/PR QVIs on the AFTO Form 781A.

6.10. Technical Order Distribution Office (TODO).

6.10.2.3. **(Added-442FW)** The TODO will submit requisitions for new TO increments through the Enhanced Technical Information Management System (ETIMS) and technical order software aka Computer Program Identification Numbering (CPIN's) through the ETIMS or the Electronic Software Distribution System (ESDS) websites.

6.10.10. **(Added-442FW)** The TODO will distribute an ETIMS list detailing the TOs requiring Annual/List of Effective Pages (LEP) checks to each sub-account Technical Order Distribution Account (TODA) monthly.

6.10.11. **(Added-442FW)** The TODO will maintain a copy of the TO training certificates for each sub-account TODA.

6.10.12. **(Added-442FW)** ETIMS Master Inventory Report will be distributed quarterly and as requested by TODAs.

6.10.12.1. **(Added-442FW)** ETIMS Distributions lists will be distributed with new increments received.

6.10.13. **(Added-442FW)** The TODA will maintain their sub-accounts Master T.O. Inventory binder IAW 00-5-1, *AF Technical Order System*.

6.10.13.1. **(Added-442FW)** TODAs will initial the official copy of Time Compliance Technical Order (TCTOs) when the working copy is distributed to their account. Once the TCTO is completed, the working copies must be destroyed.

6.10.14. **(Added-442FW)** The TODO will create and maintain the maintenance complex Electronic Technical Order (ETO) library to include all available digital tech data.

6.10.14.1. **(Added-442FW)** The TODO will keep a current copy of Mobile Work Station (MWS), and Commercial Mobile Devices (CMD) (etools) Automatic Data Processing Equipment (ADPE).

6.12.2.1.2. **(Added-442FW)** FUNCTIONAL CHECKFLIGHT (FCF) PROCEDURES.

6.12.2.1.2.1. **(Added-442FW) General:**

6.12.2.1.2.1.1. **(Added-442FW)** The 442d Maintenance Group Quality Assurance (442 MXG/MGQ) is responsible for the management and administration of the unit FCF program. This

office is the single point of contact for scheduling and completion of all FCFs, OCFs and HSTs. The Chief of Quality Assurance will assign this duty within the 442d Quality Assurance staff.

6.12.2.1.2.2. **(Added-442FW) Procedures:**

6.12.2.2.2.2.1. **(Added-442FW)** As specified in TO 1A-10C-6, *Scheduled Inspection and Maintenance Requirements.*

6.12.2.2.2.2.2. **(Added-442FW)** At the discretion of the Maintenance Group Commander (442 MXG/CC) or Operations Group Commander (442 OG/CC).

6.12.2.2.2.2.3. **(Added-442FW)** 442 MXG/MGQ will serve as the focal point for FCFs required on transit A-10C aircraft.

6.12.2.1.2.3. **(Added-442FW) Pilot Requirements:**

6.12.2.1.2.3.1. **(Added-442FW)** The number of FCF pilots will not exceed five. The 442 OG/CC will:

6.12.2.1.2.3.1.1. **(Added-442FW)** Select pilots to perform FCF duties, and list them on a letter of authorization. OCFs will be flown by an FCF pilot, but if one is not available, with OG/CC approval, an instructor pilot may fly the OCF.

6.12.2.1.2.3.2. **(Added-442FW)** The check-out program for all FCF pilots will consist of:

6.12.2.1.2.3.2.1. **(Added-442FW)** A comprehensive review of the following AFI/TOs:

6.12.2.1.2.3.2.1.1. **(Added-442FW)** DAFI 21-101_AFRCSUP

6.12.2.1.2.3.2.1.2. **(Added-442FW)** TO 1A-10C-6., *Scheduled Inspection and Maintenance Requirements.*

6.12.2.1.2.3.2.1.3. **(Added-442FW)** TO 1A-10C-6CF-1, *Functional Check Flight Procedures Manual*.

6.12.2.1.2.3.2.2. **(Added-442FW)** An academic briefing by a current FCF pilot.

6.12.2.1.2.3.2.3. **(Added-442FW)** A full FCF simulator profile using the FCF checklist.

6.12.2.1.2.3.3. **(Added-442FW)** A six (6) month currency will be established to ensure the pilot's knowledge of all FCF procedures. Any pilot, whose currency expires, will accomplish a simulator FCF profile in the Cockpit Procedures Training (CPT), prior to flying an FCF. The need for a FCF may occur during a deployment, or at a deployed location. If qualified MGQ personnel and/or a qualified FCF pilot are not available to comply with the procedures established in this supplement, then the deployment mission commander will ensure the following:

6.12.2.1.2.3.3.1. **(Added-442FW)** On-site personnel will communicate with qualified MGQ personnel to ensure that all regulatory requirements have been met, prior to an FCF being flown.

6.12.2.1.2.3.3.2. **(Added-442FW)** The Detachment Commander (DETCO) will select the most highly qualified pilot and coordinate this selection with the home station OG/CC or Operations Group Deputy Commander (OG/CD.) Before flight, ensure this pilot communicates with a qualified FCF pilot concerning all requirements of the FCF and the associated documentation.

6.12.2.1.2.4. **(Added-442FW) FCF Procedures and Responsibilities:**

6.12.2.1.2.4.1. **(Added-442FW)** Prior to flight: 442 Phase Dock (MXS/MXMAI) or the Production Super (AMX/MA) will:

6.12.2.1.2.4.1.1. **(Added-442FW)** Notify QA when a FCF is required.

6.12.2.1.2.4.1.2. **(Added-442FW)** Deliver completed aircraft forms with exceptional release signed to QA a minimum of 2 hours prior to scheduled take-off.

6.12.2.1.2.4.1.3. **(Added-442FW)** Coordinate with QA to ensure aircraft configuration is IAW the FCF Form F and other applicable documents.

6.12.2.1.2.4.2. **(Added-442FW)** 442 MXG/MGQ will:

6.12.2.1.2.4.2.1. **(Added-442FW)** Review aircraft forms and engine data to determine what FCF requirements exist, and that corrective actions have been completed.

6.12.2.1.2.4.2.2. **(Added-442FW)** Inform 303d Fighter Squadron Operations Scheduling (303 FS/DOS) that an FCF is required, and coordinate to schedule all required support of the mission.

6.12.2.1.2.4.2.3. **(Added-442FW)** Ensure the designated FCF pilot is properly briefed and has current publications to complete the FCF profile.

6.12.2.1.2.4.2.4. **(Added-442FW)** In addition to above, QA will contact owning units QA on FCFs required on transit A-10 Aircraft for weight and balance, maintenance history and AFTO Form 95, *Significant Historical Data*, entries pertaining to the FCF.

6.12.2.1.2.4.3. **(Added-442FW)** 303d OG/CC or 303d OG/CD will:

6.12.2.1.2.4.3.1. **(Added-442FW)** Reserve the FCF airspace for the period from take-off to landing. This will normally consist of the Truman Military Operating Area (MOA), Areas A and B from 8000 feet to FL 230 with a request on file with Kansas City Center for a climb to FL 350.

6.12.2.1.2.4.3.2. **(Added-442FW)** Add the FCF to the flying schedule as coordinated with 442 MXG/MGQ.

6.12.2.1.2.4.3.3. **(Added-442FW)** File the FCF Whiteman Standard Flight Plan in accordance with normal procedures.

6.12.2.1.2.4.3.4. **(Added-442FW)** Ensure a SOF is available during the FCF ground and airborne phase.

6.12.2.1.2.4.3.5. **(Added-442FW)** Schedule a FCF qualified pilot to fly the FCF mission.

6.12.2.1.2.4.4. **(Added-442FW)** Prior to flight, the FCF pilot will:

6.12.2.1.2.4.4.1. **(Added-442FW)** Sign the local clearance form and receive a SOF briefing IAW 303 FS procedures.

6.12.2.1.2.4.4.2. **(Added-442FW)** Report to QA for required briefing prior to each FCF.

6.12.2.1.2.4.4.3. **(Added-442FW)** Will coordinate with the OG/CD when weather is below Visual Meteorological Condition.

6.12.2.1.2.4.4.4. **(Added-442FW)** Confirm airspace requirements.

6.12.2.1.2.4.5. **(Added-442FW)** During flight, 442 FW MOC and 303 FS/SOF will support the FCF pilot by monitoring the common radio frequency (normally Ultrahigh Frequency channel 1) and provide any assistance needed.

6.12.2.1.2.4.6. **(Added-442FW)** Post Flight: 442 FW/MOC will coordinate with Production Super and 442 QA to ensure proper personnel are notified of aircraft status.

6.12.2.1.2.4.6.1. **(Added-442FW)** 442 MXG/MGQ will:

6.12.2.1.2.4.6.2. **(Added-442FW)** Debrief the pilot IAW the FCF briefing checklist

6.12.2.1.2.4.6.3. **(Added-442FW)** Review the AFTO Form 781A, *Maintenance Discrepancy and Work Document*, for correctness and ensure all applicable portions of TO 1A-10C-6CL-1 are completed prior to being processed.

6.12.2.1.2.4.6.4. **(Added-442FW)** QA will forward all completed 1A-10C-6CL-1 to 442 MOF/MXOOA following the completion of the FCF for filing.

6.12.2.1.2.4.7. **(Added-442FW)** The FCF pilot will:

6.12.2.1.2.4.7.1. **(Added-442FW)** Ensure that all applicable forms are completed and all applicable discrepancies are fully debriefed with Production Super, QA, and any applicable specialists.

6.12.2.1.2.4.7.2. **(Added-442FW)** Complete all applicable portions of TO 1A-10C-6CL-1 to include the pilot's signature prior to aircraft release by Quality Assurance.

6.12.2.1.2.5. **(Added-442FW) OCF Procedures:** OCF will be accomplished as prescribed by DAFI 21-101 and follow the same maintenance criteria contained in this instruction. OCF will be flown by an experienced pilot.

6.14.4. **(Added-442FW)** High Speed Taxi Checks will be performed by a qualified FCF pilot.

7.4.3.1. **(Added-442FW)** Establish an entry access control log to track personnel entering and leaving the area.

7.6. Impoundment Procedures.

7.6.6.1. **(Added-442FW)** After cause or failure has been determined, the following statement will be entered in AFTO Form 781A/AFTO Form 244, *Industrial/Support Equipment Record: "Impoundment released. All corrective actions have been reviewed, aircraft is released."* Refer to the original discrepancy in the "Corrective Action" block. The applicable forms/records will be reviewed by Quality Assurance.

8.2. Guidelines for Program Management.

8.2.1. Standardization procedures for security, control and accountability of tools and equipment.

8.2.1.2.1. **(Added-442FW)** Shift inventories will be accomplished before each shift and at the end of each shift.

8.2.1.2.1.1. **(Added-442FW)** When one person is assigned to a shift, the shift immediately following the single person shift will verify that all items are accounted for at the beginning of their respective shift.

8.2.1.2.1.2. **(Added-442FW)** If the next scheduled shift does not overlap the preceding shift, responsibility for the tool room and all items managed by the work center will remain with the individual until such time that a complete inventory can be accomplished by the oncoming shift.

8.2.1.2.1.3. **(Added-442FW)** The individual will document/communicate that the end of shift inventory needs to be verified/accomplished to the next on coming shift.

8.2.1.2.1.4. **(Added-442FW)** Shift inventories will be documented for each shift on a locally generated worksheet. Each inventoried area will be initialed off once the area has been inventoried. TCMax® (if available) will be used to document the accomplishment of the entire inventory by the shift supervisor for that shift by issuing the tool room Equipment Identification Designators (EID) to themselves.

8.2.1.2.2. **(Added-442FW)** Work centers with only one person assigned will use an AF 1297, *Temporary Issue Receipt,* to issue dispatchable items. Issuer and recipient will both verify contents and condition before issue and when the item is returned.

8.2.1.3. **(Added-442FW)** Tools and equipment that are used for Aircraft Maintenance will be loaded in the TCMax® / Tool Accountability System and assigned Composite Tool Kit (CTK) monitors.

8.2.1.3.1. **(Added-442FW)** CTK numbers will be assigned to work centers in **Table 8.1**.

Table 8.1. CTK Numbers.

Work Center	Section TCMax® Current/Non-TCMax®
Life Support	R8LS 1 thru 14
Support	R8AM O1A thru O1Z, F30A F11A, F14C, O2A thru O2Z, O3A thru 03Z, R8AM1 thru 99, R8AMA thru Z, thru O3, O5 thru O8, and R8AMCSR01-99
Specialist Flight	R8SF 1 thru 99, A3A thru A3H, 18, F22A thru F22M, R8SF A thru Z
Weapons Loading	R8WL 1 thru 20, 13A, 13B, 16A, 16B, 17C31 thru 17C42, 35A04, 35A05, 37B01, 37B02, R8WL 1 thru 99, R8WL A thru Z
Quality Assurance	R8QA1
Avionics	R8AT 1-2, 20
Electronic Countermeasures	R8EC, R8ECB2013 and R8ECB2030
Armament Shop	R8AS 1 thru 11, 1A thru 1D, 2A thru 2C, 3A, 6A thru 6J, 6SB
Propulsion	R8JE F13A and F13B, F14A and F14B
AGE	R8AG 1 thru 99
Pneudraulics	R8HD 1 thru 3
Electro/Environmental	R8EL F22, F22A thru F22Z, F34
Fuels	R8FS 1 thru 11
Egress	R8EG 1 thru 6
Phase	R8PD TR1 thru 10, R8PD SJ1 & SJ2, D1 thru D12
Repair/Reclamation	R8RR 1 thru 10, CR1 thru CR9, ST1, TR
Survival	R8SE F5, F5A thru F5Z
Structural Maintenance	R8ST A thru Z, R8ST 1 thru 9
Metals Technology	R8MT A thru Z, R8MT 1 thru 9
Non-Destructive Inspection	R8ND F8, F8A thru F8Z
Munitions Storage	R8MF 1 thru 25

8.2.1.3.2.2. **(Added-442FW)** Flight and section chiefs (or equivalent) will determine the type, size, and number of CTKs required for their work centers and approve the Master Inventory List (MIL)

8.2.1.3.2.3. **(Added-442FW)** The Wing Weapons Manager (WWM) will approve the MIL for weapons load crew CTKs.

8.2.1.3.2.3.1. **(Added-442FW)** WWM will sign Master MIL. Support Section Chief/CTK Monitors can sign subsequent MILs for identical CTKs once WWM signature is on Master MIL and MIL is on file.

8.2.1.3.2.4. **(Added-442FW)** Load crew crimpers, die and lead seals are not authorized for use.

8.2.1.3.2.5. **(Added-442FW)** Engine blade blending blue dye will be controlled by the engine shop.

8.2.1.3.2.6. **(Added-442FW)** The tool issue sections will have CTK custodians, primary and alternate, to manage and control CTKs and tool rooms.

8.2.2. **Inventory Requirements.**

8.2.2.2. **(Added-442FW)** TCMax® will be used to document the annual inventory of tools and equipment.

8.2.2.2.1. **(Added-442FW)** Letter format may also be utilized to document annual inventory inspections.

8.2.3. **Procedures for warrantied tool management** .

8.2.3.1.1. **(Added-442FW)** A manual log will be kept for warranty tools which:

8.2.3.1.1.1. **(Added-442FW)** List the items nomenclature.

8.2.3.1.1.2. **(Added-442FW)** Lists the manufacturer.

8.2.3.1.1.3. **(Added-442FW)** Shows the date broken/removed.

8.2.3.1.1.4. **(Added-442FW)** Shows the CTK EID.

8.2.3.1.1.5. **(Added-442FW)** Shows the discrepancy.

8.2.3.1.1.6. **(Added-442FW)** Shows the date replaced.

8.2.3.3. **(Added-442FW)** Warranty tool/CTK monitor responsibilities:

8.2.3.3.1. **(Added-442FW)** Monitors will be responsible for maintaining replacement tools and quantities stocked.

8.2.3.3.2. **(Added-442FW)** Monitors or Government-wide Purchase Card (GPC) card holders will be responsible for contacting and obtaining required replacement tools.

8.2.3.3.3. **(Added-442FW)** Replacement of lost tool(s) will be purchased only when the 442 MXG/CC authorizes the lost tool(s) to be replaced.

8.2.4. **Procedures for control and management of replacement, expendable and consumable hand tools, Hazardous Materials (HAZMAT), and other items contained in CTKs** .

8.2.4.2. **(Added-442FW)** TCMax® will be utilized for the control and management of replacement, expendable and consumable hand tools, HAZMATs, and other items contained in CTKs.

8.2.4.2.1. **(Added-442FW)** Items that are consumable will be identified as such in TCMax® and will be displayed on the MIL.

8.2.4.2.2. **(Added-442FW)** Expendable hand tools and bits that are identified as broken, removed or lost will be replaced when replacement item is available. AFRC 175, *Broken/Missing/Removed Tools and Equipment,* and TCMax® will be utilized to identify any items removed and replaced within a CTK, including any HAZMATs.

8.2.4.2.3. **(Added-442FW)** Spare/Replacement tools will be tracked through TCMax®.

8.2.5. **Procedures for transfer of tools/CTKs at the job site (on-site transfers).**

8.2.5.4. **(Added-442FW)** Onsite procedures apply to AMXS only during deployments or local exercises.

8.2.5.4.1. **(Added-442FW)** The user will perform an inventory then sign out the item(s) using the same AFRC 177, *Consolidated Tool Kit Inventory and Control Log*. The form will remain with the CTK.

8.2.5.4.2. **(Added-442FW)** An AF 1297 will be utilized for accountability of all items signed out. This form will be provided by the Support Section and will be placed in the CTK prior to the first shift signing the CTK out. The incoming technician will perform a complete inventory of all items, and the outgoing technician will verify and hand carry the AF 1297 into the support section for proper CTK transfer in TCMax®.

8.2.6. **Procedures for lost or missing tools.**

8.2.6.1.1. **(Added-442FW)** Upon the discovery of a lost/missing tool MOC, Production Supervisor and Expediter will be notified.

8.2.6.1.2. **(Added-442FW)** The SOF will be notified to recall affected taxied and airborne aircraft.

8.2.6.1.3. **(Added-442FW)** Store completed TCMax® generated or 442FW Form 174, *Lost Tool/Object Report,* with aircraft or equipment historical records for a minimum of one year.

8.2.6.1.4. **(Added-442FW)** Reference DAFI 21-101_AFRCSUP for further procedures for lost or missing tools.

8.2.7. **Assignment of Equipment Identification Designators (EID) for CTKs, non-Custodian Authorization Custody Receipt Listing (CA/CRL) equipment, and assignment of CTK numbers for tools.**

8.2.7.1. **(Added-442FW)** CTKs, non-CA/CRL equipment and CTK numbers for tools will be marked with the appropriate World Wide Identifier (WWID) (R8XX, with XX representing the shop ID) and a 5 digit alpha numeric sequence identifying the individual equipment, see **Table 8.1**.

8.2.8. **Procedures for issue, marking, and control of PPE, tools or equipment (such as, hearing protectors, reflective belts, headsets) assigned/issued to individuals.**

8.2.8.1.1. **(Added-442FW)** PPE will be marked with the appropriate squadron, first initial and last name, and 5-digit employee number. This will serve as the EID on all PPE issued to an individual.

8.2.8.1.2. **(Added-442FW)** Work centers may opt to issue PPE as a kit/CTK to their members. The kit/CTK will list all PPE items on the MIL. The kit/CTK will be issued to the individual showing initial issue. The MIL will reside in TCMax®.

8.2.8.1.3. **(Added-442FW)** When PPE is issued as a kit/CTK, the parent EID for PPE will be formatted the same for all individuals (i.e. R8XX00PPE). Child numbers will be assigned under the parent EID to show items issued to individuals.

8.2.8.1.3.1. **(Added-442FW)** R8XX00PPE-1 Earmuffs

8.2.8.1.3.2. **(Added-442FW)** R8XX00PPE-2 Reflective belt

8.2.8.1.3.3. **(Added-442FW)** R8XX00PPE-3 Noise canceling earmuffs

8.2.8.1.3.4. **(Added-442FW)** R8XX00PPE-4 Headsets

8.2.8.1.3.5. **(Added-442FW)** R8XX00PPE-5 Eye protection

8.2.8.1.3.6. **(Added-442FW)** R8XX00PPE-7 Breathing air mask

8.2.8.1.3.7. **(Added-442FW)** R8XX00PPE-8 Hard hats

8.2.8.3. **(Added-442FW)** Markings from previous work centers within the 442 MXG do not need to be removed as long as they are still valid work center markings.

8.2.9. **Procedures to ensure positive accountability and control of rags.**

8.2.9.4. **(Added-442FW)** According to job requirements a predetermined number of shop rags will be placed in zip lock bags/containers with the quantity identified, and issued as 1 bag/container through TCMax®.

8.2.9.5. **(Added-442FW)** Shops that utilize cheesecloth will cut and bag a determined amount and issue utilizing the same procedures as shop rags.

8.2.10. **Procedures to limit the number of personnel authorized to procure tools.**

8.2.10.1. **(Added-442FW)** CTK monitors who have a tool GPC account will purchase required tools with authorization/coordination of GPC approving official.

8.2.10.2. **(Added-442FW)** CTK monitors that do not have a tool GPC account will provide their request to their unit's tool GPC account holder for purchase of required tools.

8.2.11. **Procedures for control of locally manufactured or developed tools and equipment.**

8.2.11.1. **(Added-442FW)** All tools or equipment needed or used that cannot be obtained through appropriate procurement channels will be classified as locally manufactured tools and equipment.

8.2.11.1.1. **(Added-442FW)** All locally designed tools or equipment will be coordinated through QA.

8.2.11.1.2. **(Added-442FW)** Locally manufactured tools and equipment will have EID numbers to aid in inventory. Drawings and technical data will be filed with the appropriate CTK custodian.

8.2.11.1.3. **(Added-442FW)** Use maintenance supply support directives outlining procedures covering the manufacture of items which are source coded for local manufacture IAW DAFI 21-101_AFRCSUP and AFI 23-101_AFRCSUP, *Air Force Material Management*.

8.2.11.1.4. **(Added-442FW)** Submit a TO Change Request through ETIMS for addition into the A10 community.

8.2.11.1.5. **(Added-442FW)** Users will review items and requirements biennially (every two years) for applicability and current configuration, and document the review in the QA office.

8.2.12. **Procedures for Field Service Representatives (FSRs), Depot Field Teams (DFTs), and Contract Field Teams (CFTs) when working on equipment within the unit.**

8.2.12.1. **(Added-442FW)** Depot/contract field teams or factory representatives that will use unit's CTKs will be registered and loaded with the designated CTK custodian and will follow the same guidelines outlined in this instruction.

8.2.13. **Standardized procedures and responsibilities for decentralized CTKs, tools and equipment outside tool room/support section to meet mission requirements.**

8.2.13.2. **(Added-442FW)** All dispatchable CTKs, tools and equipment not located in a secure area, will be secured and locked when not in use.

8.2.13.3. **(Added-442FW)** CTKs, tools and equipment located outside of the tool room/support section will have a designated area marked with the EID of the CTK, tool or equipment.

8.2.13.4. **(Added-442FW) Procedures and responsibilities for two or more work centers to operate a single tool room/support section.**

8.2.13.4.1. **(Added-442FW)** The AMXS will operate one tool room/support section for three work centers. (Flightline, Specialist & Weapons Load). Armament Backshop and Specialists will use TCMax® for dispatchable equipment and tools, in-shop technical orders, and Land Mobile Radios (LMR) and shop tools that are not removed for flightline use.

8.2.13.4.1.1. **(Added-442FW) Each work center supervisor will designate in writing monitors for the following areas:**

8.2.13.4.1.1.1. **(Added-442FW)** CTK/Custodian who will be responsible for their respective work center's inspection, inventory, documentation, build-up, maintenance of Tool Kits located in the Support Section.

8.2.13.4.1.1.2. **(Added-442FW)** Items requiring calibration through base Precision Measurement Equipment Laboratory (PMEL).

8.2.13.4.1.1.3. **(Added-442FW)** Items accounted for on an equipment account.

8.2.13.4.1.1.4. **(Added-442FW)** Items requiring AFTO Form 244s.

8.2.13.4.1.2. **(Added-442FW)** These personnel will be accountable for all inspections, documentation and maintenance of these assets as well as providing inspection intervals to the Support Section Chief. If PMEL assets are geographically separated from the Support Section, and are accounted for in the Support Section's TCMax®, the applicable PMEL monitor will notify the Support Section of any removal and return actions for those assets.

8.2.13.4.1.3. **(Added-442FW)** All items requiring local manufacturing approval will be completed by individual work center. The work center supervisor or a designated representative will provide a copy of all paperwork to the Support Section Chief for filing.

8.2.13.4.1.4. **(Added-442FW)** Each work center supervisor will approve MILs as well as tool changes/additions required to meet their work center requirements.

8.2.13.4.1.5. **(Added-442FW)** The Support Section CC/Flight Chief will approve and sign MILs assigned to the APG Section.

8.2.13.4.1.6. **(Added-442FW)** The Support Section CC/Flight Chief may sign the reviewed and approved portion of the MILs with work center supervisor's coordination.

8.2.14. **Procedures for control of response equipment permanently stored/located in trailers or vehicles.**

8.2.14.1. **(Added-442FW)** Permanently stored/located response equipment will be inspected at least annually.

8.2.14.1.1. **(Added-442FW)** CTK inspections will be tracked in TCMax® (if available) or on an AFTO Form 244.

8.2.14.1.2. **(Added-442FW)** CA/CRL equipment will be tracked on an AFTO Form 244 and in IMDS.

8.2.14.2. **(Added-442FW)** CDDAR equipment is maintained and controlled by the Repair and Reclamation (R&R) Shop and stored/located in the 442 Crash Recovery Trailer.

8.2.15. **Procedures for requiring a second party or on-duty supervisor inspection of CTKs when conditions warrant a single person shift.**

8.2.15.2. **(Added-442FW)** TCMax® does not allow individuals to sign in CTKs if they were the issuer themselves. AFRC 177 will not be utilized at home station for shift transfers or signing in or out of CTKs unless TCMax® is not available or functioning properly.

8.2.15.3. **(Added-442FW)** If personnel are unavailable to verify the CTK, follow the procedures in **paragraph 8.2.1** in this instruction.

8.2.16. **Procedures for controlled access to tool rooms.**

8.2.16.1. **(Added-442FW)** Every tool room/support section must have the ability to be locked when not attended. Personnel who must access the tool room/support section, and who do not possess a key, will sign-out the master key or request access from MOC.

8.2.16.1.1. **(Added-442FW)** If personnel must enter a tool room/support section that is not attended to acquire tools, equipment or supplies, their entry will be documented on an AFRC 177. This form should be maintained in a visible location within the tool room/support section.

8.2.16.1.1.2. **(Added-442FW)** This allows the CTK monitors to know who opened their tool room/support section to obtain tools, equipment and supplies for accountability and replenishment.

8.2.16.1.2. **(Added-442FW)** Anything that is removed from an unattended tool room/support section will be documented on the AFRC 177, clearly identifying which items were removed from the tool room/support section and who removed them.

8.2.17. **(Added-AFRC)** Procedures for control electronic devices.

8.2.17.1. **(Added-442FW)** Electronic TOs and LMRs issued through the tool room/support section will be tracked through TCMax® (if available) or with the use on a hand receipt (AF 1297).

8.2.17.2. **(Added-442FW)** LMRs used by AMXS Flights will be checked out long term to the Flight. Maintenance supervision requiring LMRs will be checked out long term to either Production, MOC, Front Office or APG Supervision.

8.2.18. **(Added-AFRC)** Foreign Object Damage (FOD) container/pouch requirements for dispatchable CTKs.

8.2.18.1. **(Added-442FW)** FOD containers/pouches of CTKs stored in the tool room/support section will be examined for Foreign Object (FO) when checked out/in.

8.2.18.2. **(Added-442FW)** FOD containers/pouches of CTKs located outside of the tool room/support section will be checked for FO at the beginning and end of each shift and when checked in by user.

8.9.2.6.2.2. **(Added-442FW)** 442 MXG personnel will utilize the 442FW Form 174, *Lost Tool/Object Report (See **Attachment 22**)*. The 442FW Form 174 is initiated by the technician that discovered the tool/object missing. This form must be issued to the technician from the 442 MXG QA office. QA personnel will ensure the form has a control number, and will record the name of the technician it was issued to.

8.9.2.6.2.3. **(Added-442FW)** Provide a copy to QA office and CTK Custodian. P&S will require a copy for aircraft related reports.

9.17. Local Manufacture.

9.17.3. **(Added-442FW)** Requester will furnish drawings, specifications, a blueprint or sample of item. Provide copies from applicable Technical Order, other documentation from commercial industry (Northrop Grumman, GE, etc.), Government agencies (ALC, MAJCOM, etc.), or other sources if available. A list of parts required to make the item must also be provided, to include National Stock Number (NSN), noun, quantity, cost, and source to order from (i.e. depot, GPC or local purchase). This information is attached to the Request Worksheet (**Attachment 8**). The manufacturing shop must review and concur in Section II of worksheet to ensure the item can be manufactured locally.

9.17.3.1. **(Added-442FW)** Requester will coordinate the Request Worksheet, **Attachment 8,** through the approval and review process.

9.17.3.2. **(Added-442FW)** When the review and approval process is completed, QA will assign a local manufacture control number from the local tracking number database.

9.17.3.3. **(Added-442FW)** The requesting shop will establish a job control number and priority.

9.17.3.3.1. **(Added-442FW)** During in-line processing, order bits and pieces required to manufacture item via IMDS. Decentralized Material Support (DMS) will assist in ordering if needed.

9.17.3.4. **(Added-442FW)** If parts needed are not Air Force stocked, the requester can obtain them two ways. Requesters will either complete AF Form 1348-6, *Request for Local Purchase*, and take the form to customer service in base supply to have a stock number assigned, or they will follow unit GPC procedures to obtain required parts.

9.17.3.5. **(Added-442FW)** Upon completion of the job, the manufacturing shop will contact QA for inspection prior to contacting the requestor to have item picked up and notify MSL of job completion. The requester will ensure the completed package, including worksheet and attachments are given to QA. MSL and manufacturing shop will maintain a copy of the completed worksheet only.

9.17.3.6. **(Added-442FW)** For items previously approved, QA will assign a new Local Manufacture control number. Only the Fabricating/Manufacturing Section, QA, and the requesters

Flight Chief signature is required. The requester will attach a new worksheet to the previously approved one.

9.17.3.7. **(Added-442FW)** Items that cannot be locally manufactured by 442 FW will be forwarded by the requestor to 509th Customer Service in Supply for manufacturing assistance.

11.3.1.2.2. **(Added-442FW)** The SCR must be reviewed and signed quarterly by the MXG/CC to verify all entries are current and accurate.

11.8. Foreign Object Damage (FOD) Prevention Program.

11.8.3.1.4. **(Added-442FW)** All engine inlet maintenance, to include inlet/exhaust inspections prior to/after each engine operation and blade blending, will be annotated on a Red X symbol in the AFTO Form 781A. Fan Blade damage, blendable or not, will be reported IAW DAFI 21-101_AFRCSUP **Chapter 11 paragraph 11.8.6.9.1.** Inlet/exhaust inspections before and after operation or maintenance will be conducted by a qualified 7-level or a Red X qualified 5-level as identified on the unit's SCR for the task.

11.8.3.1.4.1. **(Added-442FW)** Cloth bag(s) with drawstrings or suitable container that can be sealed, will be securely attached to the removed components. Annotate the cloth bag or container with the aircraft/equipment serial number, quantity and nomenclature of contents. The clean-as-you-go concept will be adhered to. Hangars and back shops will remain FOD free. Ensure all work areas are cleaned upon task completion and at the end of shift.

11.8.3.3.1. **(Added-442FW) Covers (e. g. engine inlet/exhaust, water intrusion plugs, and ECS cover)** will not be removed more than 4 hours prior to flight and can remain off for the day's flying period to include spares. Pitot cover will remain in-place until just prior to pilot show and reinstalled after engine shut down. Engine compressor inlet covers will be installed for any maintenance accomplished on the engine forward of the engine compressor inlet, to include bird cage panel removal/installation. A Red X symbol will be placed in the AFTO Form 781A for the compressor inlet cover being installed. All covers will be inspected after any severe weather condition to ensure serviceability and inventory.

11.8.3.6.6. **(Added-442FW)** The flightline and maintenance hangars are designated as no hat/salute areas; however, hats are optional due to climate and safety. Hats will not be worn within 25 feet of an operating engine intake (danger area).

11.8.3.10.1.1. **(Added-442FW)** At least one flightline vehicle will have a magnetic bar installed to help eliminate FOD. Magnetic bars require cleaning daily. Magnetic bars may be removed during inclement weather and reinstalled when weather conditions improve. If a sweeper is required, call MOC to dispatch the sweeper to the location.

11.8.3.10.2. **(Added-442FW) Weekly FOD walks will be performed by all Maintenance Group personnel.**

11.8.3.12.4. **(Added-442FW)** When FOD/lost item in the cockpit occurs, every effort to locate the FOD/lost item will be made and follow the established procedures in DAFI 21-101_AFRCSUP **Chapter 8 section 8.9.**

11.8.3.14.1.1. **(Added-442FW)** Inventory of -21 equipment will occur in conjunction with the 30-day Aircraft Document Review (ADR). Use of the 442nd Publication -21 Inventory sheet will be annotated, filed along with ADR documents in PS&D. (See **paragraph 14.2.3.3.1.1.**, **Attachment 15**, and **Attachment 16**).

11.8.6.1.2. **(Added-442FW)** When FOD/Bird strike damage occurs, MOC will run Emergency Action Check sheet for FOD or Emergency Action Check sheet for bird strikes. The Unit FOD monitor will complete and forward the AFRC 42, *Foreign Object Damage (FOD) Mishap Investigation Check sheet*, to 10th Air Force (10 AF), Maintenance (A4MZ), AFRC A4MZ, and the base FOD/bird aircraft strike hazard (BASH) monitor.

11.8.7.3. **(Added-442FW)** The unit FOD/DOP monitor or representative will attend the quarterly FOD meeting with the host base FOD Prevention Committee.

11.9. Dropped Object Prevention (DOP) Program.

11.9.2.3. **(Added-442FW)** When a Dropped Object incident occurs, MOC will run Quick Reaction Checklist (QRC) #408 for aircraft dropped object. Aircrew or maintenance personnel discovering a dropped object will make the appropriate entries on the next open block of the AFTO Form 781A, IAW T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedure*. Aircrews will debrief the loss to maintenance immediately after landing. (See **Attachment 9**).

11.9.3.2.3.1. **(Added-442FW)** If material failure or design deficiency is the cause of a dropped object, a deficiency report will be submitted with information copies sent to AFRC/A4MZ and 10th AF/A4MZ. Dropped objects resulting from maintenance malpractice shall be referred to the appropriate squadron commander and the MXG commander.

11.9.3.2.3.2. **(Added-442FW)** Dropped Object Prevention Inspection is performed during End of Runway (EOR) inspection IAW TO 1A-10C-6WC-6, *End of Runway Inspection Workcards.*

11.9.3.2.3.3. **(Added-442FW)** Analysis and QA will analyze dropped object incidents for unit trends and ensure corrective actions are valid and completed.

11.10. Aircraft Structural Integrity Program (ASIP).

11.10.4.1. (**Added-442 FW**) The Individual Aircraft Tracking Program is used to determine the actual service usage of each aircraft and the potential impact of this usage on estimated service life, inspection intervals, and maintenance and modification schedules. The actual service usage is determined from the Air Data Recorder (ADR—contained in the Improved Electronic Processor Unit—IEPU) data collected and reported as described by this instruction and TO 1A-10C-38. All aircraft assigned to the 442d Fighter Wing participate in this program.

11.10.4.2. (**Added-442 FW**) Point of Contact (POC)**.** The Specialist Flight Chief is the point of contact at Whiteman Air Force Base, Missouri.

11.10.4.2.1. (**Added-442 FW**) Coordinate all maintenance repair actions with the unit's production flight.

11.10.4.2.2. (**Added-442 FW**) Assign ASIP monitors. See MXG appointment letter numbered 21-01.

11.10.4.3. (**Added-442 FW**) Both home-station and deployed aircraft. For all assigned aircraft (including other units' deployed aircraft), the Engine Shop personnel will download the ADR data *daily*, and Specialist Flight personnel will weekly input this data into the following Aircraft Data Acquisition and Distribution System (ADADS) website: **https://asimis.tinker.af.mil/ADADS/**.

11.10.4.4. (**Added-442 FW**) Component Tracking Sheet. In accordance with T.O. 1A-10C-38, when a structural component is changed, the Repair and Reclamation (R&R) Shop will complete

a Component Tracking Form and will forward it to OO-ALC/A-10 SPD, 6058 Aspen Avenue, Hill AFB, UT 84056-5811.

11.10.4.5. (**Added-442 FW**) Training Requirements. All required training will be provided by the respective work center. All training requirements will be documented in MyTraining.

11.13. Cannibalization (CANN) Program:

11.13.3.3. **(Added-442FW)** The respective Flights Chief or designee annotated on the SCR will be the CANN Authority (CA) for off-aircraft Line Replacement Units (LRUs), components, or equipment (i.e. engines, radar components, radio, gun, seats and aerospace ground equipment items).

11.13.3.3.1. **(Added-442FW)** The Production Supervisor will determine suitable aircraft to CANN with coordination from Plans, Scheduling and Documentation (PS&D).

11.13.3.3.2. **(Added-442FW)** Aircraft that have been cannibalized extensively will be identified as "CANN aircraft". CANN aircraft will be assigned a CANN manager, normally the Dedicated Crew Chief (DCC). The CANN manager will ensure documentation actions (forms/tags/MIS) remain accurate and complete.

11.13.3.3.3. **(Added-442FW)** Prior to any CANN action, all items shall be ordered through normal Standard Base Supply Systems (SBSS) and a valid Mission Capable (MICAP) established.

11.13.3.3.4. **(Added-442FW)** The CA will inform MOC before executing on-equipment CANN actions to ensure all provisions of this instruction are met.

11.13.3.3.5. **(Added-442FW)** Once a CANN action has been approved by the CA, MOC will issue a CANN JCN, notify MSL to transfer the document number to the canned aircraft, and relay the proper information to the Flightline Expeditor.

11.13.3.3.6. **(Added-442FW)** The supply document number is relayed to MOC and tracked on AFRC 172, *Cannibalization Log.* This log is in addition to proper aircraft/equipment forms and automated maintenance system documentation.

11.13.3.3.7. **(Added-442FW)** The organization that removes a cannibalized part from an aircraft will be responsible for returning and reinstalling the part and accomplishing all necessary documentation.

11.14. Hangar Queen Aircraft.

11.14.5.2.2. **(Added-442FW)** When an aircraft enters Hangar Queen Status, the 442d MXG Hangar Queen Coversheet will be utilized until the aircraft is released from all categories of Hangar Queen Status. This coversheet will be placed in the front of the AFTO Form 781-series forms binder **(See attachment 19).**

11.14.5.2.3. **(Added-442FW)** When aircraft enters Hangar Queen Status an initial Aircraft Document Review will be completed IAW ADR procedures in this instruction **(See attachment 15).**

11.14.5.2.4. **(Added-442FW)** ADRs will be completed every 7 calendar days once the aircraft has entered Hangar Queen Status until it is released from status IAW ADR procedures in this instruction **(See attachment 15).**

11.14.5.6.1. **(Added-442FW)** MOC will monitor and project all three categories of Hangar Queen status and identify this status to Maintenance Leadership.

11.14.5.6.2. **(Added-442FW)** After Hangar Queen Category 1, 2, or 3 is discovered, MOC will create the Hangar Queen job in MIS for the affected aircraft.

11.25. Hot Refueling Procedures.

11.25.4.1. **(Added-442FW)** Local published guidance for these procedures are, Local Checklist (LCL) 442FW-40-1, *Hot Refuel Pad Supervisor Checklist Multiple Hot Refueling*, and LCL 442FW-40-2, *Hot Refuel Supervisor Checklist Single Hot Refueling*.

11.25.4.2. **(Added-442FW)** The 442d Fighter Wing hot refueling sites on Whiteman AFB are located on the A-10 Ramp, Papa Row and TA Ramp, DV Row. See **Attachment 10 and Attachment 11**.

11.25.4.3. **(Added-442FW)** MOC will notify all affected entities through use of QRC # 412, prior to the start of Hot Refuel Operations.

11.28.2.4.2.1. **(Added-442FW)** Procedures for Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) and Hydrazine Response.

11.28.2.4.2.1.1. **(Added-442FW) Roles and Responsibilities for Whiteman AFB In-Flight Emergency (IFE) and Ground Emergency (GE) Response.**

11.28.2.4.2.1.1.1. **(Added-442FW) Generalized Responsibilities:** 509th Bomb Wing and 131st Bomb Wing agencies, any agency that coordinates Transient Aircraft to Whiteman AFB in association with Bomb Wing Operations, as well as unplanned Transient Aircraft will refer to WHITEMANAFBI 21-1018, *Aircraft/Equipment Emergency Response and Crash, Damaged, Disabled Aircraft Recovery (CDDAR)*.

11.28.2.4.2.1.1.1.1. **(Added-442FW)** All 442 FW agencies directly tasked in this section will provide contact information with the 442 Maintenance Operations Center (MOC) to support emergency response during stand-by hours, weekends, and holidays.

11.28.2.4.2.1.1.1.2. **(Added-442FW)** Supervisors at all levels must recognize the sources of hazards and apply appropriate safety practices to minimize their effect. There are an infinite variety of possible emergency and crash recovery situations; therefore, specific procedures cannot be prescribed for every situation. Practice through participation in wing crash recovery and implementation of operational risk management techniques are imperative for all emergency and crash recovery operations.

11.28.2.4.2.1.1.1.3. **(Added-442FW)** All units will develop and maintain emergency recall or mobilization rosters to identify and notify required recovery team members outside normal operating hours. Units must also account for team member being deployed, temporary duty (TDY) and on leave. See Crash Recovery Recall Roster appointment letter, MXG#21-32.

11.28.2.4.2.1.1.1.4. **(Added-442FW)** Host unit provides support to all tenant units as established in support agreements (SA) and this instruction. CDDAR procedures will be coordinated through host and tenant unit command chains with an emphasis on: Aircraft Maintenance, Flight Safety, Civil Engineering, Emergency Management, Explosive Ordnance Disposal, Security Forces, Bioenvironmental Engineering, Airfield Management, Logistics Readiness, Contracting, and other on/off base agencies

11.28.2.4.2.1.1.2. **(Added-442FW) 442 FW Aircraft IFE/GE.**

11.28.2.4.2.1.1.2.1. **(Added-442FW) Whiteman Fire Emergency Services (WFES) will:**

11.28.2.4.2.1.1.2.1.1. **(Added-442FW)** Provide the Incident Commander (IC) to direct operations until emergency response termination or transfer to the Recovery Operations Chief.

11.28.2.4.2.1.1.2.1.2. **(Added-442FW)** In coordination with owning agencies, determine the safety of affected aircraft/equipment.

11.28.2.4.2.1.1.2.1.3. **(Added-442FW)** Extinguish fires if present.

11.28.2.4.2.1.1.2.1.4. **(Added-442FW)** Initiate mitigating actions to contain POL spills if beyond unit capabilities IAW WAFB Spill Prevention, Control and Countermeasure (SPCC) Plan and the Facility Response Plan (FRP).

11.28.2.4.2.1.1.2.1.5. **(Added-442FW)** For emergencies involving aircraft with hot brakes, direct recovery to authorized hot brake parking areas IAW AFI 21-101_AFGSCSUP_WHITEMANAFBSUP, *Aircraft and Equipment Maintenance Management*.

11.28.2.4.2.1.1.2.1.6. **(Added-442FW)** Terminate emergency response once the affected aircraft/equipment, personnel and response area are safe.

11.28.2.4.2.1.1.2.2. **(Added-442FW) 442nd Maintenance Operations Center (MOC) will:**

11.28.2.4.2.1.1.2.2.1. **(Added-442FW)** Notify 442 FW maintenance operations of ground or in-flight emergencies. Include aircraft type, tail number, nature of emergency and, if applicable, landing direction/location and other information to inform the immediate response.

11.28.2.4.2.1.1.2.2.2. **(Added-442FW)** Direct affected agencies to the exercise/emergency (“E”) channel on the maintenance net, if applicable.

11.28.2.4.2.1.1.2.2.3. **(Added-442FW)** Initiate recall of 442 MXG, transient alert and other personnel required for emergency response during stand-by hours, weekends, and holidays. See Crash Recovery Recall Roster appointment letter, MXG#21-32.

11.28.2.4.2.1.1.2.2.4. **(Added-442FW)** Monitor progress and notify applicable agencies upon emergency response termination.

11.28.2.4.2.1.1.2.3. **(Added-442FW) 442nd Maintenance Squadron (442 MXS) will:**

11.28.2.4.2.1.1.2.3.1. **(Added-442FW)** Provide CDDAR expertise to, and operate under the direction of the IC.

11.28.2.4.2.1.1.2.3.2. **(Added-442FW)** Execute and maintain the 442 FW CDDAR program IAW paragraphs **11.28.2.4.2.1.2** through **11.28.2.4.2.1.5**.

11.28.2.4.2.1.1.3. **(Added-442FW) Transient Fighter Aircraft IFE/GE response.**

11.28.2.4.2.1.1.3.1. **(Added-442FW) Transient Aircraft Maintenance Support will:**

11.28.2.4.2.1.1.3.1.1. **(Added-442FW)** Provide a production superintendent or SME, as applicable, as the on-scene maintenance representative to the IC and assist the IC in determining and establishing the safety of the aircraft, to include installation of applicable downlocks/protective covers, opening of canopy/doors, etc.

11.28.2.4.2.1.1.3.1.2. **(Added-442FW)** In coordination with the 442 MXS, provide a tow/recovery team, tow vehicle with tow bar, necessary Aircraft Ground Equipment (AGE), subject matter experts (SME) and other essential personnel/equipment necessary to facilitate safe recovery of aircraft/equipment.

11.28.2.4.2.1.1.3.1.3. **(Added-442FW)** Contain, remove, and mitigate minor fluid spills on runways and/or taxiways.

11.28.2.4.2.1.1.3.1.4. **(Added-442FW)** Take control of the aircraft/equipment upon direction of the IC.

11.28.2.4.2.1.1.3.2. **(Added-442FW) 442 AMXS/MXS will:**

11.28.2.4.2.1.1.3.2.1. **(Added-442FW)** Provide a production superintendent ("Hammer") and Repair and Reclamation Supervisor ("Mustang 1") to the IC.

11.28.2.4.2.1.1.3.2.1.1. **(Added-442FW)** The production superintendent will coordinate 442 MXS support to the IC and Transient Aircraft Maintenance Support and will initiate CDDAR actions upon direction of the IC.

11.28.2.4.2.1.1.3.2.1.2. **(Added-442FW)** Upon direction from the IC or 442 MXS production superintendent, the Repair and Reclamation Supervisor will coordinate and perform CDDAR actions IAW **paragraph 11.28.2.4.2.1.2**.

11.28.2.4.2.1.2. **(Added-442FW) CDDAR Operations.**

11.28.2.4.2.1.2.1. **(Added-442FW) Concept of operations.** When a(n) IFE/GE results in a crashed, damaged, or disabled aircraft, the following guidance supplements that provided in **paragraph 11.28.2.4.2.1.1**.

11.28.2.4.2.1.2.1.1. **(Added-442FW)** Recovery of mishap aircraft located both on-and off-base will follow the guidelines identified in WAFB Mishap Response Plan 91-1 and the 509 BW IEMP 10-2, *Installation Emergency Management Plan*.

11.28.2.4.2.1.2.1.2. **(Added-442FW)** CDDAR actions will focus, as applicable and possible, on restoring airfield operations, minimizing secondary damage to aircraft, preserving evidence for mishap investigation, and mitigating the mishap's impact on the owning organization's mission requirements.

11.28.2.4.2.1.2.1.3. **(Added-442FW)** During all emergency response situations, the IC is the final authority for determining when the mishap site is safe, and when the investigation authority and or CDDAR team may approach the mishap site and/or conduct recovery operations.

11.28.2.4.2.1.2.2. **(Added-442FW) On-installation CDDAR Operations.** *NOTE: Whiteman AFB does not have an aircraft arresting barrier system.*

11.28.2.4.2.1.2.2.1. **(Added-442FW)** Upon notification of CDDAR requirements, the 442 AMXS Production Superintendent and CDDAR Team Chief will immediately coordinate with the IC to proceed to the mishap site and begin preparation for recovery operations. The CDDAR Team will assemble and prepare CDDAR equipment for dispatch. Once assembled, the CDDAR Team will await guidance from the IC.

11.28.2.4.2.1.2.2.1.1. **(Added-442FW)** The **509th Bomb Wing Commander** (509 BW/CC) or designated representative, with the advice and assistance of the IC and aircraft's flying

organization, if possible, determines the removal conditions for CDDAR operations which are designated as:

11.28.2.4.2.1.2.2.1.1.1. **(Added-442FW) Emergency** : This condition requires immediate runway clearance at the risk of losing equipment and evidence.

11.28.2.4.2.1.2.2.1.1.2. **(Added-442FW) Urgent** : This condition requires runway clearance as soon as possible after completion of rescue, firefighting, and explosive ordnance disposal (EOD) operations.

11.28.2.4.2.1.2.2.1.1.3. **(Added-442FW) Routine** : This condition allows sufficient time to use recovery techniques to minimize further damage to aircraft, preserve evidence and precludes exposing personnel or equipment to danger.

11.28.2.4.2.1.2.2.2. **(Added-442FW)** Prior to CDDAR Team initial dispatch, the CDDAR Team Chief will ensure all responding CDDAR personnel have proper PPE (i.e., nitrile gloves, leather gloves, steel toed boots, goggles, Powered Air Purifying Respirator [PAPR], etc.), and provide an initial safety brief (current conditions, known hazards, actions taken, current plan with possible contingencies, etc.).

11.28.2.4.2.1.2.2.3. **(Added-442FW)** The CDDAR Team Chief will maintain contact with the IC throughout recovery preparation and execution.

11.28.2.4.2.1.2.2.4. **(Added-442FW) A-10 CDDAR.** 442 AMXS/MXA will coordinate CDDAR support to include, but not limited to, specialists to identify, reclaim, and secure radio, radar, classified equipment and identify any LRUs containing radiation upon direction from the IC.

11.28.2.4.2.1.2.2.4.1. **(Added-442FW)** In coordination with the 442 MXS, provide a tow/recovery team, tow vehicle with tow bar, necessary AGE, SMEs, and other essential personnel/equipment necessary to facilitate safe recovery of aircraft/equipment.

11.28.2.4.2.1.2.2.5. **(Added-442FW) Transient Fighter Aircraft CDDAR.** Recovery of mishap transient aircraft will be the responsibility of the 442 MXS. The transient alert aircraft maintenance contractor will be the “owning” agency for transient aircraft involved in a mishap. The contractor will also provide technical assistance throughout the recovery process and will coordinate as required with the home unit.

11.28.2.4.2.1.2.3. **(Added-442FW) Off-installation CDDAR.**

11.28.2.4.2.1.2.3.1. **(Added-442FW)** Responsibilities remain the same as for on-installation CDDAR; however, operations may be executed under direction of the IC in coordination with civilian authorities. Regardless of organizational affiliation IAW the National Incident Management System, the IC will retain all tactical decision making on scene.

11.28.2.4.2.1.2.3.2. **(Added-442FW)** When locally-assigned aircraft plan to operate from alternate/expeditionary locations in non-transient status, CDDAR requirements will be addressed in site planning actions prior to aircraft movement. *NOTE: The 442 MXS maintains a limited deployable A-10 CDDAR capability to augment existing programs at forward operating locations.*

11.28.2.4.2.1.3. **(Added-442FW) CDDAR Personnel.**

11.28.2.4.2.1.3.1. **(Added-442FW)** CDDAR Team Chief. The 442 MXS Maintenance Flight Repair & Reclamation shift supervisor will perform duties as the CDDAR Team Chief ("Mustang 1").

11.28.2.4.2.1.3.1.1. **(Added-442FW)** Serves as the CDDAR SME to the IC and coordinates CDDAR requirements through the 442 AMXS Production Superintendent ("Hammer").

11.28.2.4.2.1.3.1.2. **(Added-442FW)** Forms a CDDAR Team ("Mustang 2").

11.28.2.4.2.1.3.1.3. **(Added-442FW)** Determines equipment requirements and, if required, requests personnel and equipment through the IC.

11.28.2.4.2.1.3.2. **(Added-442FW)** CDDAR Team ("Mustang 2"). The CDDAR Team should consist of five members: the CDDAR Team Chief, one 7-level technician, and three 5-level technicians. These members will be qualified on CDDAR tasks in MyLearning. Specific response and operational conditions may require additional members from 442 MXS Maintenance Flight, including those without previously completed training, to perform recovery operations.

11.28.2.4.2.1.3.3. **(Added-442FW)** CDDAR Augmentees. Additional 442 FW personnel may be required to perform Phase III (recovery of aircraft and restoration of mishap site IAW WAFB RP 91-1 Paragraph 2.3.3) CDDAR operations. Additionally, the 509th/131st Logistics Readiness Squadron (509/131 LRS) may be required to provide a semi-truck and driver and the 509th/131st Civil Engineer Squadron (509/131 CES) may be required to provide heavy equipment and operators. All requirements and requests will be channeled through the IC.

11.28.2.4.2.1.4. **(Added-442FW) CDDAR Supplies and Equipment.**

11.28.2.4.2.1.4.1. **(Added-442FW)** The 442 MXS will equip all 442 MXS CDDAR Team personnel with proper PPE (i.e., nitrile gloves, leather gloves, steel toed boots, goggles, Powered Air Purifying Respirator [PAPR], etc.).

11.28.2.4.2.1.4.2. **(Added-442FW)** The 442 MXS will maintain the following equipment and vehicles to facilitate CDDAR: (3) Disabled Aircraft Wheel Dolly (35D3-7-15-1); (1) 20-ft flatbed trailer with 15-ton aircraft lifting bags & consoles; (1) 24-ft crash trailer (containing CDDAR equipment); and (1) radio-equipped four-wheel drive 6-pax vehicle.

11.28.2.4.2.1.4.3. **(Added-442FW)** The 442 MXS CDDAR will notify 442 MUNS (or applicable organization for use of the 50-ton crane when required for CDDAR events.

11.28.2.4.2.1.4.4. **(Added-442FW)** The 442 MXS CDDAR Team Chief is to use the WAFB Form 1018, *442 MXS CDDAR Functional Checklist* to aid in planning any CDDAR actions.

11.28.2.4.2.1.5. **(Added-442FW) CDDAR Training.**

11.28.2.4.2.1.5.1. **(Added-442FW)** The WAFB CDDAR training program is managed and executed by the 509 MXS.

11.28.2.4.2.1.5.2. **(Added-442FW)** CDDAR Team Chiefs will complete at least one practical evaluation (aircraft lift) for initial certification and every 36 months thereafter for recertification. Certification and recertification will be annotated in IMDS.

11.28.2.4.2.1.5.3. **(Added-442FW)** CDDAR Team Chief and team members will complete training on CDDAR trailer equipment familiarization and video refresher training every 12 months for assigned A-10 aircraft. Though specific training on all potential transient aircraft is not feasible,

annual CDDAR training will include general aircraft recovery training from TO 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information*. Completion of annual training will be annotated in IMDS.

11.28.2.4.2.1.5.4. **(Added-442FW)** The 509 MXS will provide CDDAR support equipment training and personnel support to WAFB tenant units as outlined in applicable support agreement(s).

11.41. (Added-AFRC) Corrosion Control Program.

11.41.7. **(Added-AFRC) Aircraft Structural Maintenance (ASM) Section NCOIC/Chief Responsibilities. The ASM Section NCOIC/Chief will:**

11.41.7.2. **(Added-442FW)** Structural Maintenance personnel shall comply with work practices established to reduce exposures and use PPE as required. Report any suspected hazardous exposures to the Fabrication Flight Chief or Structural Maintenance section chief at once.

11.41.7.3. **(Added-442FW)** Monitors the washing and corrosion inspection schedule in the weekly and monthly maintenance plans.

11.41.7.4. **(Added-442FW)** Reviews the Qualified Products Listing/ Qualified Products Database (QPL/QPD) for changes concerning Mil-Spec approved cleaners for aircraft wash quarterly and notifies AMXS Supervision of any changes.

11.41.8. **(Added-AFRC) AMXS Supervision Responsibilities. AMXS Supervision will:**

11.41.8.4. **(Added-442FW)** Qualifies and trains personnel in correct procedures for aircraft cleaning.

11.41.8.5. **(Added-442FW)** Assigns Personnel as wash supervisors or cleanliness inspectors and ensures they attend the J3AZR/J4AZT2A753 000, *Aircraft Corrosion Control,* or an equivalent training course approved by HQ AFRC/A4MZ.

11.41.8.6. **(Added-442FW)** Coordinates the use of adequate wash rack facilities and manages aircraft wash rack to include maintaining equipment used during aircraft wash.

11.41.8.7. **(Added-442FW)** Procures and maintains Personal Protective Equipment (PPE) used during the wash process.

11.41.8.3.2. **(Added-442FW) AMXS Wash Supervisor Responsibilities:**

11.41.8.3.2.1. **(Added-442FW)** Ensures the facility is clean and equipment is properly maintained and stored at completion of each wash.

11.41.8.3.2.2. **(Added-442FW)** Performs washing and cleaning on assigned weapon system using aircraft wash crews.

11.41.10. **(Added-AFRC) Avionics Responsibilities. Avionics will:**

11.41.10.2. **(Added-442FW)** All Avionics work sections personnel are responsible for inspecting and cleaning pins and sockets of disconnected electrical connectors, black boxes, inside equipment drawers, etc., for corrosion. When corrosion damage is beyond the capability of the shop, request assistance from the Structural Maintenance work center.

11.41.11.3. **(Added-442FW) Protective Coating: Aircraft/Support Equipment (SE):**

11.41.11.3.4. **(Added-442FW)** Coating systems provide protection of aircraft and support equipment surfaces. T.O. directives, determine protective coating system selection.

11.41.11.3.5. **(Added-442FW)** Painting will not start until Aircraft/SE is dry after completion of wash.

11.41.11.3.6. **(Added-442FW)** If required, Aircraft/SE will be scheduled in corrosion facility for one day after wash is complete for corrosion work and/or paint.

11.41.11.3.7. **(Added-442FW)** Structural Maintenance will notify Plans and Scheduling if aircraft requires more than one full day for corrosion work and/or paint and the owning work center for SE.

11.41.11.3.8. **(Added-442FW)** Curing time before movement from controlled hangar environment at a temperature of 75 degrees or higher is 6 hours minimum after application of last paint coat. Aircraft/SE may then be moved to another location with a controlled environment of 75 degrees or higher to continue its 24-hour cure.

11.41.11.3.9. **(Added-442FW)** No maintenance will be performed in areas that paint was applied for at least 6 hours after application.

11.41.11.3.10. **(Added-442FW)** Entrances into the hangar bay will be locked during all hazardous (sanding and painting) operations. "STAY OUT WHEN DOORS ARE LOCKED—HAZARDOUS OPERATION IN PROGRESS" signs will be posted at each entrance.

11.41.11.3.11. **(Added-442FW)** When the hangar ventilation system is turned on and off, the date and time will be documented in the ventilation log. If the gauges read below 1.8 or above 2.2, the ventilation system must be shut down until system is repaired and documented in the log on how it was corrected. If ventilation system fails to operate properly at any time, all painting will stop until ventilation system is repaired and documented in the log on how it was corrected. Notify Fabrication Flight Chief or Structural Maintenance section chief at once.

11.41.11.3.12. **(Added-442FW)** Reference the Whiteman Air Force Base (WAFB) OP2018-111, *Intermediate State Permit to Operate,* for any air pollution control program compliance issues.

11.41.12. **(Added-442FW) Personnel Procedures:**

11.41.12.1. **(Added-442FW)** During all hazardous operations all personnel, regardless of reason for entering corrosion/paint area, must enter at the office door on south side of building 1118 to sign in.

11.41.12.2. **(Added-442FW)** When entering, personnel to be involved in hazardous operations will don their PPE either in the clean room or dirty room. Contaminated PPE is not permitted beyond the dirty room. When leaving hazardous operations, PPE will be removed utilizing methods to avoid contaminating skin and under garments. Personnel will store or dispose of PPE in the appropriate locations. Showering is an individual option. If respirator or other PPE is going into the clean room, it must be decontaminated.

11.41.12.3. **(Added-442FW)** Only qualified individuals will be allowed to wear approved breathing apparatus IAW AFI 48-137, *Respiratory Protection Program*.

11.41.13. **(Added-442FW) Location of Operations:** Building 1118, office area, clean room, dirty room, painting/sanding booth area, mixing room, paint storage/hazardous waste room and hangar bay.

11.41.14. **(Added-442FW) Safety Requirements:**

11.41.14.1. **(Added-442FW)** A qualified safety observer or second qualified technician will be notified before work begins. The qualified safety observer must be briefed or familiar with the potential hazards of task.

11.41.14.2. **(Added-442FW)** All supervisors will brief that only those workers who are trained and with proper PPE can enter the corrosion/paint area during hazardous operations. At no time will any person be allowed to enter the corrosion/paint area during hazardous operations without being properly trained.

11.41.14.3. **(Added-442FW)** All doors shall remain locked to deter access during hazardous operation. Doors can still be used for exit if necessary. Supervisors and emergency personnel have access by master key.

11.41.14.4. **(Added-442FW)** Eating and drinking are only permitted in the office area.

11.41.14.5. **(Added-442FW)** Ensure emergency exits, fire extinguisher, and fire alarms are not obstructed.

11.41.14.6. **(Added-442FW)** A qualified safety observer or second qualified technician will check area for non-explosive items. Make sure they are unplugged or removed from area.

11.41.15. **(Added-442FW) Emergency Procedures:**

11.41.15.1. **(Added-442FW)** In case of fire, accident, or hazardous material spills over 5 gallons, the Fire Department will be notified by dialing 911 on any available telephone or by activating the fire alarms.

11.41.15.2. **(Added-442FW)** One individual should go to the southeast corner of building 1118 to direct the Fire Department to the location, and to provide advice and/or assistance.

11.41.15.3. **(Added-442FW)** If the area must be evacuated for any reason, all personnel will assemble at south side of Building 1118. An accountability check of all personnel will be performed at this location.

11.41.15.4. **(Added-442FW)** MOC will immediately be notified of all mishaps.

11.41.16. **(Added-442FW) Corrosion Control Facility Contamination Control and Housekeeping:**

11.41.16.1. **(Added-442FW)** Maintain facility areas free as practicable from surface contamination. Cleaning will be conducted IAW 442d Structural Maintenance (STMA) Housekeeping Plan. All areas that can trap residue will be checked for accumulation at least annually.

11.41.17. **(Added-442FW) Weapon System Specific Markings:** All optional markings left to Wing Commander's discretion are identified in a policy letter to ensure uniformity. Policy letter will be held on file IAW DAFI 63-140_442FWSUP, *Aircraft Art Work/Optional Markings.*

11.46. (Added-442FW) Rapid Crew Swap (RCS).

11.46.1. **(Added-422FW)** General. RCS is the rapid turnover of an aircraft from a relinquishing aircraft commander to an accepting aircraft commander after a completed sortie. The purpose of RCS's is to reduce the amount of time swapping aircrew and maximize use of the aircraft.

11.46.2. **(Added-442FW)** MX and OG personnel will utilize the applicable MDS Technical Guidance to perform RCS procedures. Both groups of personnel must follow all safety requirements in applicable MDS Guidance. The accepting aircraft commander takes control of the aircraft by signing the Exceptional Release (ER) on the AFTO Form 781H. The ER must be signed prior to flight.

11.46.3. (**Added-442FW)** The commanding aircrew member (either the pilot turning the aircraft over or the pilot accepting the aircraft) will remain at the aircraft in the immediate area (flight line parking location spot) during the entire RCS procedure. This includes any minor servicing that may take place. If at any point the aircraft commander leaves the location, the aircraft must be relinquished to MX, thus terminating the RCS.

11.46.4. **(Added-442FW)** If at any point the aircraft must be returned to MX for any maintenance more than minor servicing the RCS will be terminated. MX will then perform applicable inspections as required by MDS guidance.

11.46.5. **(Added-442FW)** RCSs will only be performed one time between two consecutive flights. Once the aircraft returns from flight after the RCS was conducted it will be returned to MX. MX will then perform the MDS required inspection prior to another flight.

14.2. Data Documentation.

14.2.1.2.1. **(Added-442FW)** When an AFTO Form 95 is initially automated, the following statement will be entered on all hard copy AFTO Form 95s: "Automated history started this date" and the location.

14.2.2.2.1.1.1. **(Added-442FW)** Decentralized records will be kept in the Fuel Shop, AGE, Armament Flight (ARMS), Engine Management (EM), Non-Destruction Inspection (NDI) Shop, and QA. Document decentralized inspection on an AF Form 2411, *Inspection Document*. All AGE Alternate Mission Equipment (AME) and other Support Equipment (SE) historical records will be decentralized and maintained by the owning work center. **PS&D will accomplish the following:**

14.2.2.2.1.1.1.1. **(Added-442FW)** Review original manual AFTO Form 95s, for automation start date and the statement; “Automated History Entry (AHE) started this date.”

14.2.2.2.1.1.1.2. **(Added-442FW)** Verify that annual reviews of automated and manual historical records are being performed IAW TO 00-20-1 and being documented in the automated history by name and rank.

14.2.2.2.1.1.1.3. **(Added-442FW)** For inspection on fuel cell records, ensure that temporary repairs of fuel leaks in integral wing tanks are being documented on the AFTO Form 427, *Aircraft Integral Fuel Tank Repair Historical Record*, for each aircraft.

14.2.2.2.1.1.1.4. **(Added-442FW)** Inspect NDI records to ensure there is a file for each assigned aircraft. Verify film is maintained for aircraft that have had an x-ray accomplished.

14.2.2.2.1.1.1.5. **(Added-442FW)** Inspect non-powered AGE historical records to ensure they are consolidated by equipment type and that powered AGE historical documents are filed by equipment serial number.

14.2.2.2.1.1.1.6. **(Added-442FW)** Verify AFTO 244s are included in the work center’s file plan.

14.2.2.3.14.6.3. **(Added-442FW)** Missing forms letter that will be utilized is located in **Attachment 14.**

14.2.2.4.2. **(Added-442FW)** Aircraft jacket files will contain the following:

14.2.2.4.2.1. **(Added-442FW)** Airframe AFTO Form 95 (including automated 95) and electronic media with the latest downloaded automated history.

14.2.2.4.2.2. **(Added-442FW)** Wing AFTO Form 95 (including automated 95).

14.2.2.4.2.3. **(Added-442FW)** Fuel Systems AFTO Form 95 (including automated 95). AFTO Form 427 decentralized and maintained by the Fuel Shop.

14.2.2.4.2.4. **(Added-442FW)** Flight Control Rigging AFTO Form 95 (including automated 95).

14.2.2.4.2.5. **(Added-442FW)** NDI records and TF34-100A Engine records that are decentralized and maintained by the owning work centers.

14.2.2.4.2.6. **(Added-442FW)** Parachute/Survival Kit Equipment Inspection records will be decentralized and maintained by the Aircrew Flight Equipment section. Ejection Seat AFTO Form 95 (including automated 95), annual egress verification worksheet, AF Form 2411 for the annual review of egress data.

14.2.2.4.2.7. **(Added-442FW)** Gun, Drum and Hydraulic Drive AFTO Form 95s (including automated 95), and Pylon and Bomb Rack AFTO Form 95s (including automated 95), decentralized and maintained by ARMS.

14.2.2.4.2.8. **(Added-442FW)** Main Landing Gears (MLG) AFTO Form 95s (including automated 95).

14.2.2.4.2.9. **(Added-442FW)** Weight & Balance records, decentralized and maintained by QA.

14.2.2.4.2.10. **(Added-442FW)** Deviations and Waivers.

14.2.2.4.2.11. **(Added-442FW)** Functional Check Flight (FCF) Checklist.

14.2.2.4.2.12. **(Added-442FW)** #1 Phase package.

14.2.2.4.2.13. **(Added-442FW)** #2 Phase package.

14.2.2.4.2.14. **(Added-442FW)** AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing.*

14.2.2.4.2.15. **(Added-442FW)** Acceptance Inspection.

14.2.2.4.2.16. **(Added-442FW)** Programmed Depot Maintenance (PDM) Information.

14.2.2.4.2.17. **(Added-442FW)** PDM Information Continued.

14.2.2.4.2.18. **(Added-442FW)** AFTO Form 103, *Aircraft/Missile Condition Data.*

14.2.2.4.2.19. **(Added-442FW)** AFTO Form 290, *Aerospace Vehicle Delivery Receipt.*

14.2.2.4.2.20. **(Added-442FW)** Aircraft Document Review.

14.2.2.4.2.21. **(Added-442FW)** AFTO Form 781A, *Maintenance Discrepancy and Work Document*, series forms.

14.2.2.4.2.22. **(Added-442FW)** AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*, series forms.

14.2.2.4.2.23. **(Added-442FW)** AFTO Form 781J, *Aerospace Vehicle—Engine Flight Documentation*, series forms.

14.2.2.4.2.24. **(Added-442FW)** AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection, and Delayed Discrepancy Document,* series forms.

14.2.2.4.2.25. **(Added-442FW)** Lost Tool/Object Reports.

14.2.2.4.2.26. **(Added-442FW)** TCTO History.

14.2.2.4.2.27. **(Added-442FW)** Time Change Management Folder.

14.2.2.4.2.28. **(Added-442FW)** Miscellaneous.

14.2.2.4.2.29. **(Added-442FW)** Miscellaneous continued.

14.2.2.4.2.30. **(Added-442FW)** Jacket File Inspection Checklist.

14.2.2.4.2.31. **(Added-442FW)** Locally devised checklist, see **Attachment 13.**

14.2.3.3.1.1. **(Added-442FW)** Aircraft Document Review (ADR) Procedures: locally devised checklist, see **Attachment 15**

14.2.4.3.5.10.1. **(Added-442FW)** Each serial number verification worksheet will be filed along with the phase package in the aircraft jacket file at the conclusion of the inspection. Owning work centers are responsible for updating MIS after completing verification. PS&D will validate the accuracy of the MIS.

14.2.5.1.8.1. **(Added-442FW)** PS&D will ensure panel charts are received at this meeting. If not received, PS&D will coordinate with the inspection dock chief to obtain a copy.

14.2.5.1.8.2. **(Added-442FW)** A screen #148 *Detail Inspection Package* will be emailed to inspection dock chief for their records. PS&D will print a copy to be filed along with the phase package in the aircraft jacket folder to include the signed pre/post dock copy of the AF Form 2410, *Inspection/TCTO Planning Checklist*. PS&D will maintain a copy within the jacket file of the most current #1 and #2 phase inspection packages.

14.3. Configuration, TCTO, SI and TCI Management.

14.3.1.1.1.1. **(Added-442FW)** The work center that will use the HAZMAT is responsible for ordering it. Once the HAZMAT is on order, the document number will be forwarded to PS&D. The work center will inform PS&D when HAZMAT is received, so status can be changed to ready for work.

14.3.3.3.2.3.1. **(Added-442FW)** Acknowledge all TCTO folders, whether paper or digitalized, will contain the following.

14.3.3.3.2.3.1.1. **(Added-442FW)** Section 1 will have the AF Form 2410 with meeting minutes recorded.

14.3.3.3.2.3.1.2. **(Added-442FW)** Section 2 will have the Time Compliance Technical Order (TCTO)/One Time Inspection (OTI) and all applicable supplements.

14.3.3.3.2.3.1.3. **(Added-442FW)** Section 3 will be a copy of the AF Form 2001, *Notification of TCTO Kit Requirements,* (if applicable).

14.3.3.3.2.3.1.4. **(Added-442FW)** Section 4 will have a screen #525, *TCTO Data Code Inquiry*.

14.3.3.3.2.3.1.5. **(Added-442FW)** Section 5 will have a screen #663, *TCTO Shop Print*, showing the work centers loaded.

14.3.3.3.2.3.1.6. **(Added-442FW)** Section 6 will consist of any other miscellaneous information that pertains to the TCTO.

14.3.4.3.4.5. **(Added-442FW)** Cartridge Actuated Devices (CAD)/ Propellant Actuated Devices (PAD) Time Change Item (TCI) coming due each month will be validated and parts availability verified. If parts or aircraft are unavailable, extensions will be requested no later than the 10th each month using the Electronic Temporary Extension Management System (E-TEMP). Instructions for completing E-TEMP requests are available on the Ammunition (AMMO) & Agile Munitions Support Tool (AMST) – Global Ammunition Control Point (GACP).

14.3.4.3.5.3. **(Added-442FW)** At every monthly meeting, PS&D will have time change replacement dates populated for the upcoming month.

14.3.4.3.5.4. **(Added-442FW)** DMS will: Upon receipt of non-CAD/PAD TCI orders, update IMDS to show location of asset in Tail Number Bin (TNB).

14.3.4.3.6.3.3. **(Added-442FW)** Performing work centers (i.e. AFE, Egress, and Specialist Flight) will coordinate pick-up with Munitions Operations. Standard pick-up time for munitions is 1300. Munitions Operations and PS&D must be notified immediately of circumstances affecting the previously coordinated times.

14.3.4.3.6.4.1. **(Added-442FW)** The standard will be to order non-CAD/PAD TCIs through IMDS Standard Base Supply System (SBSS), 60 days prior to (but not less than 10 days) the requirement date. Account for procurement lead time when placing orders. Armament Flight will order gun system time changes.

14.3.4.3.8.1. **(Added-442FW)** Work centers will notify PS&D whenever a TCI is removed for any reason other than expiration of service/shelf life. This will allow for verification of installation date in IMDS in order to reconcile due time. All TCI and aircraft inspection suspense's will be processed by PS&D only.

14.3.4.3.12.2. **(Added-44FW)** Local spreadsheet, see **Attachment 12.**

14.3.5.1.2.1. **(Added-442FW)** QA will review the request for technical accuracy and process the request using the web-based system within 48 hours of receipt. 442d FW 10th AF will be included in -107 notifications through e-mail.

14.3.5.1.2.2. **(Added-442FW)** QA will notify the owning work center, superintendent/maintenance officer and PS&D of the -107 via email. PS&D will change the possession reporting identifier, if applicable, with the approval of the AFRC Aerospace Vehicle Distribution Officer (AVDO), IAW DAFI 21-103, *Equipment Inventory, Status and Utilization Reporting*.

14.3.5.1.2.3. **(Added-442FW)** QA will notify the owning work center, superintendent/maintenance officer and PS&D upon closure of the -107. All applicable waiver letters and attachments will be electronically filed on the local network drive for permanent record or until the -107 condition no longer exists.

14.4. ENGINE MANAGEMENT (EM).

14.4.1.2.20.1.1. **(Added-442FW)** Ensure all engine time, temperature, and cycle data are loaded in IMDS and Comprehensive Engine Management System (CEMS) databases daily.

14.4.1.2.22.3. **(Added-442FW) Responsibilities** . EM is responsible to ensure all maintenance actions and configuration managements are documented on the AFTO Form 95 in the CEMS and IMDS. As a minimum, annotate the installation/removal dates, component accumulated hours, reason for removal, and a brief narrative, as to the maintenance performed. In addition, there is specific guidance for each engine type, which this instruction will address. The 442d AMXS and 442d MXS Propulsion Shop and Aircraft Inspection Sections are required to report and update IMDS on all engine, major assembly, or component maintenance to Engine Management no later than close of business the first duty day after the event is accomplished. (e.g. engine/part removal, engine/part installation, inspections, TCTO accomplishment).

14.4.1.3.4.1. **(Added-442FW) Procedures for TF34 Technician. (A-10 Aircraft)**

14.4.1.3.4.1.1. **(Added-442FW)** The 442d AMXS, 442d MXS Propulsion Shop and Aircraft Inspection Sections will report and document in IMDS the following items to Engine Management:

14.4.1.3.4.1.1.1. **(Added-442FW)** Engine Foreign Object Damage.

14.4.1.3.4.1.1.2. **(Added-442FW)** Engine over temperature conditions that exceed specified limits.

14.4.1.3.4.1.1.3. **(Added-442FW)** Unscheduled Engine removal/replacement and a brief description for each engine removal.

14.4.1.3.4.1.1.4. **(Added-442FW)** Borescope inspection information using **Attachment 17**.

14.4.1.3.4.1.1.5. **(Added-442FW)** Internal failure.

14.4.1.3.4.1.1.6. **(Added-442FW)** Over Speed.

14.4.1.3.4.1.1.7. **(Added-442FW)** Special inspections.

14.4.1.3.4.1.1.8. **(Added-442FW)** Trim Data using **Attachment 18**.

14.4.1.3.4.1.1.9. **(Added-442FW)** Blade Blending

14.4.1.3.4.1.1.10. **(Added-442FW)** Field Service Evaluations or modifications, to include findings and other pertinent information.

14.4.1.3.4.1.1.11. **(Added-442FW)** TCTO kit verification and validations to include a brief summary of the modification. Report the part number and serial number of the item and other pertinent information.

14.4.1.3.4.1.1.12. **(Added-442FW)** Receiving/Acceptance Inspections, transfers, and shipments of engines. Include receiving and departing unit, discrepancies, and other significant information.

14.4.1.3.4.1.1.13. **(Added-442FW)** Work completed on engine and major assemblies. Enter a brief summary to include component parts, major assemblies replaced, engine preservation and other significant information.

14.4.1.3.4.1.1.14. **(Added-442FW)** Engine cannibalization actions.

14.4.1.3.4.2.1. **(Added-442FW)** TF34 removal and replacement of serial controlled and/or time changes items.

14.4.1.3.4.2.1.1. **(Added-442FW)** Removal and replacement of serial controlled and/or time change items describing maintenance actions and citing the reason for removals (including part numbers and serial numbers). See the required list below of required serial controlled and/or time change items. All engine time change items will need to be visually verified and loaded into CEMS/IMDS by an Engine Management Representative before installation.

14.4.1.3.4.2.1.2. **(Added-442FW)** Engine

14.4.1.3.4.2.1.3. **(Added-442FW)** Main Fuel Control

14.4.1.3.4.2.1.4. **(Added-442FW)** Accessory Gearbox Assembly

14.4.1.3.4.2.1.5. **(Added-442FW)** Fan Disk

14.4.1.3.4.2.1.6. **(Added-442FW)** Igniter Plugs

14.4.1.3.4.2.1.7. **(Added-442FW)** PTO Assembly

14.4.1.3.4.2.1.8. **(Added-442FW)** Lube & Scavenge Pump

14.4.1.3.4.2.1.9. **(Added-442FW)** VG Feedback Cable

14.4.1.3.4.2.1.10. **(Added-442FW)** Main Fuel Pump

14.4.1.3.4.2.1.11. **(Added-442FW)** Fan Blades

14.4.1.3.4.2.1.12. **(Added-442FW)** #1, 2, 6, 7 Bearings

14.4.1.3.4.2.1.13. **(Added-442FW)** LPT Module

14.4.1.3.4.2.1.14. **(Added-442FW)** A Sump Scavenge Pump

14.4.1.3.4.2.1.15. **(Added-442FW)** Hydraulic Pump

14.4.1.3.4.2.2. **(Added-442FW)** The 442 AMXS/442 MXS Propulsion Shop and Aircraft Inspection Sections will coordinate with Engine Management prior to any engine/assembly or tracked accessory component being turned into supply.

14.4.1.3.4.2.3. **(Added-442FW)** The 442d AMXS/442d MXS Propulsion Shop and Aircraft Inspection Sections will ensure that CEMS EA03, *Age of Serial Number,* or equivalent product is attached to all tracked accessory/component parts turned into supply. Ensure that the AFTO Form 95 accompanies accessory/component parts that are turned into supply.

14.4.1.3.4.2.4. **(Added-442FW)** The 442d AMXS/442d MXS Propulsion Shop and Aircraft Inspection Sections will ensure that “Create Automated History” is selected on all IMDS Job Data Documentation (JDD) transactions to post the corrective actions on the AFTO Form 95. Coordinate with Engine Management continuity procedures for details.

14.4.1.3.4.2.5. **(Added-442FW)** The 442d AMXS will provide Event History Recorder (EHR) data no later than 0900 the following duty day after flying.

14.4.1.3.7.1.1. **(Added-442FW)** Coordinate with AFRC Engine Manager for all engine movements.

14.6. Contingency and Expeditionary Responsibilities.

14.6.1.1.1. **(Added-442FW)** When maintenance units deploy, if able, PS&D will have access to the host unit's MIS to ensure accuracy of MIS data. If unable to have access, then the following MIS products will be saved electronically and made available to the host unit: Planning Requirements Report (PRA), Significant Historical Data (SHD), Transfer Record for Equipment (TRE), Automated Records Check (ARC) and Documented Maintenance Inquiry (380-DOM). PS&D may also use equivalent Maintenance Scheduling Module (MSM) output products in place of the above mentioned IMDS products, as long as the MSM products encompass the intent of the IMDS products. PS&D will ensure that all AFTO Form 95 required items are automated within prior to deployment. Due to the possibility of loss of critical historical documentation, jacket files ***will not*** be sent to the deployed location.

14.6.1.1.2. **(Added-442FW)** Upon re-deployment, PS&D will review any and all maintenance actions of historical significance that occurred at the deployed location and will ensure that the data is captured and entered into IMDS as soon as possible.

14.6.1.4.1. **(Added-442FW)** Upon receipt of an Immediate and Urgent Action (I/UA) TCTO, PS&D will immediately notify local and contingency aircraft maintenance supervision and contingency PS&D via email. Local PS&D will follow-up via phone, if available, with contingency PS&D or aircraft maintenance supervision to ensure receipt of TCTO.

MICHAEL D. LEONAS, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

442 FWI 21-121, *Crash, Damaged/Disabled Aircraft Recovery(CDDAR) Program,* 31 May 2018

AFI 21-101_AFGSCSUP_WHITEMANAFBSUP, *Aircraft and Equipment Maintenance Management*.

AFI 23-101_AFRCSUP, *Air Force Material Management,* 25 November 2020

AFI 23-201, *Fuels Management,* 9 August 2021

AFI 33-322, *Records Management and Information Governance Program,* 28 July 2021

AFI 48-137, *Respiratory Protection Program,* 12 September 2018

AFMAN 36-2136, *Reserve Personnel Participation,* 6 September 2019

AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP),* 28 January 2021

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 1 October 2021

DAFI 21-101_AFRCSUP, *Aircraft and Equipment Maintenance Management,* 18 April 2022

DAFI 21-103, *Equipment Inventory, Status and Utilization Reporting,* 31 October 2022

DAFI 36-2670, *Total Force Development*, 9 November 2022

DAFI 48-151, *Thermal Stress Program,* 1 May 2022

DAFI 63-140_AFRCSUP, *Aircraft Structural Integrity Program and Air and Space Equipment Structural Management,* 4 February 2021

DAFI 63-140_442FWSUP, *Aircraft Art Work/Optional Markings,* 28 September 2022

DAFI 91-204, *Safety Investigations and Reports,* 10 March 2021

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

DESR6055.09_AFMAN 91-201, *Explosive Safety Standards,* 28 May 2020

IEMP 10-2, *Installation Emergency Management Plan*

LCL 442 FW 40-1, *Hot Refuel Pad Supervisor's Checklist,* 27 January 2021

LCL 442 FW 40-2, *Hot Refuel Supervisor's Checklist,* 29 January 2021

MGI 91-204, *Munitions Handling Procedures During Severe Weather Electrical and/or Thunderstorm Warnings,* 6 March 2016

OP2018-111, *Intermediate State Permit to Operate*, 17 December 2018

T.O. 00-105E-9, *Aerospace Emergency Rescue and Mishap Response Information,* 15 October 2021

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures,* 21 June 2021

T.O. 00-5-1, *Air Force Technical Order System,* 25 January 2021

T.O. 1-1-300, *Maintenance Operational Checks and Check Flights,* 15 March 2012

T.O. 11A-1-33, *Handling and Maintenance of Explosives-Loaded Aircraft*, 23 September 2020

T.O. 1A- 10C-2-12JG-1, *Technical Manual Job Guide,* 10 September 2021

T.O. 1A-10C-2-4JG-1, *Organizational Maintenance Ground Handling*, 25 May 2021

T.O. 1A-10C-5, *Basic Weight Checklist and Loading Data USAF Series A-10C Aircraft,* 10 January 2013

T.O. 1A-10C-6, *Scheduled Inspection and Maintenance Requirements,* 10 May 2012

T.O. 1A-10C-6CF-1, *Functional Check Flight Procedures,* 10 January 2013

T.O. 1A-10C-6CL-1, *Acceptance and/or Functional Check Flight Checklist, 10 October 2018*

T.O. 1A-10C-33-1-2, *Non-Nuclear Munitions Loading Procedures,* 25 May 2021

T.O. 1A-10C-6WC-6, *End of Runway Inspection Work Cards,* 10 January 2020

T.O. 35D3-7-15-1, *Disabled Aircraft Wheel Dolly*, 28 May 1996

WAFB 91-1, *Mishap Response Plan*

WHITEMANAFBI 13-204, *Airfield Operating Instruction*, 2 March 2021

WHITEMANAFBI 15-101, *Base Weather Support,* 18 March 2021

WHITEMANAFBI 21-1018, *Aircraft/Equipment Emergency Response and Crash, Damaged, Disabled Aircraft Recovery (CDDAR)*

Adopted Forms

AF 101, *Reserve Requirements for School Tours of Active Duty for Training*

AF 1297, *Temporary Issue Receipt*

AF 2001, *Notification of TCTO Kit Requirements*

AF 2096, *Classification/On-The-Job Training Action*

AF 2410, *Inspection/TCTO Planning Checklist*

AF 2411, *Inspection Document*

AF 2426, *Training Request and Completion*

AF 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*

AF 403, *Request for Special Technical Training*

AF 483, *Certificate of Competency*

AF 623, *Individual Training Record*

AF 847, *Recommendation for Change of Publication*

AFRC 172, *Cannibalization Log*

AFRC 174, *Lost Tool/Object Report*

AFRC 175, *Broken/Missing/Removed Tools and Equipment*

AFRC 176, *Request for Placement on Special Certification Roster*

AFRC 177, *Consolidated Tool Kit Inventory and Control Log*

AFRC 42, *Foreign Object Damage (FOD) Mishap Investigation Report*

AFTO 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO 95, *Significant Historical Data*

AFTO 103, *Aircraft/Missile Condition Data*

AFTO 244, *Industrial/Support Equipment Record*

AFTO 290, *Aerospace Vehicle Delivery Receipt*

AFTO 427, *Aircraft Integral Fuel Tank Repair Historical Record*

AFTO 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO 781A, *Maintenance Discrepancy and Work Document*

AFTO 781H, *Aerospace Vehicle Flight Status and Maintenance*

AFTO 781J, *Aerospace Vehicle—Engine Flight Documentation*

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

CEMS Form EA03**,** *Age of Serial Number*

DD Form 1348-6, *Request for Local Purchase*

DD Form 2861, *Cross Reference*

SF 182, *Authorization, Agreement and Certification of Training*

WAFB Form 1018, *442 MXS CDDAR Functional Checklist*

Abbreviations and Acronyms

10 AF—10 Air Force

509th/131st CES—509th Civil Engineer Squadron

509th/131st LRS—509th Logistics Readiness Squadron

509 BW—509th Bomb Wing

509 BW/CC—509th Bomb Wing Commander

A4MZ—Maintenance

ADLS—Advanced Distributed Learning Service

ADPE—Automatic Data Processing Equipment

ADR—Aircraft Document Review

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFC—Awaiting Fuel Cell

AFE—Aircrew Flight Equipment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Material Command

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

AFRCSUP—Air Force Reserve Command Supplement

AFSC—Air Force Specialty Code

AFTO—Air Force Technical Order

AFTR—Air Force Training Record

AGE—Aerospace Ground Equipment

AHE—Automated History Entry

AIR—Aviation Into-Plane Reimbursement

AME—Alternate Mission Equipment

AMMO—Ammunition

AMST—Agile Munitions Support Tool

AMU—Aircraft Maintenance Unit

AMXS—Aircraft Maintenance Squadron

APG—Airframe Powerplant General

APH—Awaiting Phase

APU—Auxiliary Power Unit

ARCNet—Air Reserve Component Network

ARMS—Armament Flight

ART—Air Reserve Technician

ASM—Aircraft Structural Maintenance

AVDO—Aerospace Vehicle Distribution Office

AWG—Awaiting Gun Removal

AWM—Awaiting Maintenance

AWP—Awaiting Parts

BASH—Bird Aircraft Strike Hazard

BDU—Bomb Dummy Unit

BW—Bomb Wing

CA—CANN Authority

CA/CRL—Custodian Authorization Custody Receipt Listing

CAD/PAD—Cartridge Actuated Devices/Propellant Actuated Devices

CANN—Cannibalization

CATM—Captive Air Training Missile

CBT—Computer Based Training

CC—Commander

CDC—Career Development Course

CDDAR—Crashed, Damaged or Disabled Aircraft Recovery

CE—Course Exam

CEMS—Comprehensive Engine Management System

CFETP—Career Field Education and Training Plan

CFT—Contract Field Teams

CMD—Commercial Mobile Devices

CND—cannot duplicate

CP—Command Post

CPIN—Computer Program Identification Numbering

CPT—Cockpit Procedures Training

CTK—Composite Tool Kit

DAFI—Department of the Air Force

DCC—Dedicated Crew Chief

DD—Deferred Discrepancies

DE—Developmental Education

DETCO—Detachment Commander

DFT—Depot Field Team

DMS—Decentralized Material Support

DOI—Date of Installation

DOM—Date of Manufacture

DOP—Dropped Object Prevention

EHR—Event History Recorder

EID—Equipment Identification Designators

EM—Engine Management

EOR—End of Runway

EOT—Engine Operating Time

ESDS—Electronic Software Distribution System

ESS—Enterprise Supply Solution

E-TEMP—Electronic Temporary Extension Management System

ETIMS—Enhanced Technical Information Management System

ETO—Electronic Technical Order

FCF—Functional Check Flight

FOD—Foreign Object Damage

FSDE—Force Support Development and Education

FS—Fighter Squadron

FTD—Field Training Detachment

FTSS—Field Training Scheduling System

FW—Fighter Wing

FWI—Fighter Wing Instruction

GACP—Global Ammunition Control Point

GAU—Aircraft Gun Unit

GE—Ground Emergency

GEOLOC—Geographical Location

GPC—Government-wide Purchase Card

HAZMAT—Hazardous Materials

HHQ—Higher Head Quarters

HSC—Home Station Check

HST—High Speed Taxi

I/UA—Immediate and Urgent Action

IAW—In Accordance With

IC—Incident Commander

ICAO—International Civil Aviation Organization

ID—Equipment Identifier

IEMP—Installation Emergency Management Plan

IFE—In-Flight Emergency

ILS-S—Integrated Logistics System Supply

IMDS—Integrated Maintenance Data System

ISO—Isochronal Inspection

JCN—Job Control Number

JDD—Job Data Documentation

JET—Joint Environmental Toolkit

JOAP—Joint Oil Analysis Program

JST—Job Standard

LCL—Local Checklist

LEP—List of Effective Pages

LMR—Land Mobile Radio

LPS—Lightning Protection System

LRS—Logistics Readiness Squadron

LRU—Line Replacement Units

MASO—Munitions Accountability Systems Officer

MDS—Mission Design Series

MGI—Maintenance Group Instruction

MICAP—Mission Capable

MIL—Master Inventory List

MIS—Maintenance Information System

MLG—Main Landing Gear

MM—Millimeter

MMA—Maintenance Management Analysis

MOA—Military Operating Area

MOC—Maintenance Operation Center

MOF—Maintenance Operations Flight

MSAT—Maintenance Scheduling Application Tool

MSM—Maintenance Scheduling Module

MT—Maintenance Training

MTO—Maintenance Training Office

MTP—Master Training Plan

MWS—Mobile Work Station

MXG/CC—Maintenance Group Commander

MXG/MGQ—Maintenance Group Quality Assurance

MXG—Maintenance Group

MXOOA—Plans and Scheduling

MXS—Maintenance Squadron

NDI—Non-Destructive Inspection

NLT—No later than

NSN—National Stock Number

OAP—Oil Analysis Program

OCF—Operational Check Flight

OG—Operations Group

OG/CC—Operations Group Commander

OG/CD—Operations Group Deputy Commander

OIC—Office in Charge

OJT—On-the-Job Training

OPR—Office of Primary Responsibility

OSS—Operations Support Squadron

OSW—Operations Support Weather

OTI—One Time Inspection

OWS—Operational Weather Squadron

PDM—Programmed Depot Maintenance

PE—Personnel Evaluation

PMEL—Precision Measurement Equipment Laboratory

PPE—Personal Protective Equipment

PRA—Planning Requirements

PS&D—Plans, Scheduling and Documentation

QA—**-**Quality Assurance

QPL/QPD—Qualified Products Listing/Qualified Products Database

QRC—Quick Reaction Checklist

QVI—Quality Verification Inspection

R&R—Repair and Reclamation

RDS—Records Disposition Schedule

REMIS—Reliability and Maintainability Information System

SA—Support Agreement

SBSS—Standard Base Supply System

SCR—Special Certification Roster

SE—Support Equipment

SF—Standard Form

SHD—Significant Historical Data

SI—Special Inspection

SME—Subject Matter Expert

SN—Serial Number

SOF—Supervisor of Flying

STMA—Structural Maintenance

STP—Seasoning Training Program

SUP—Supplement

SUPT—Superintendent

TEMS—Turbine Engine Monitoring System

T.O.—Technical Order

TBA—Training Business Area

TCMAX®—Tool Accountability System

TCI—Time Change Item

TCTO—Time Compliance Technical

TLN—Training Allocation Notice

TMAF—All Training assigned

TMA—Training forecast

TNB—Tail Number Bin

TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office

TRE—Transfer of Equipment

TSC—Training Status Code

TSS—TCTO Status Summary

UDU—Umbilical Display Unit

UTA—Unit Training Assembly

UTM—Unit Training Manager

WAFB—Whiteman Air Force Base

WAFBI—Whiteman Air Force Base Instruction

WAFBP—Whiteman Air Force Base Plan

WFES—Whiteman Fire Emergency Services

WCE—Work Center Event

WUC—Work Unit Code

WWID—World Wide Identifier

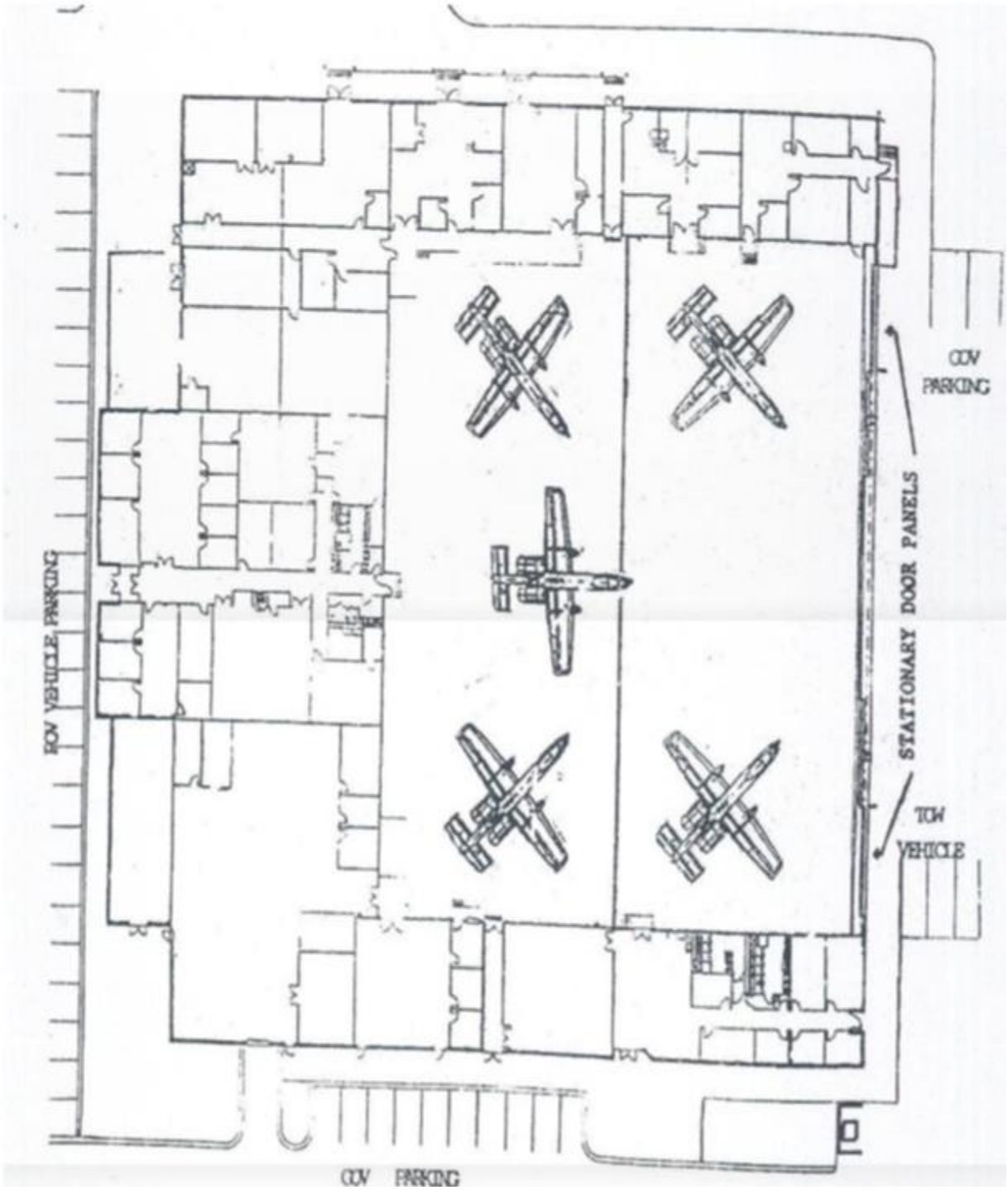
WWM—Wing Weapons Manager

XC—Cross Countries

Attachment 2

AIRCRAFT AND VEHICLE PARKING FOR HANGAR 1117 NORMAL USE (5 AIRCRAFT)

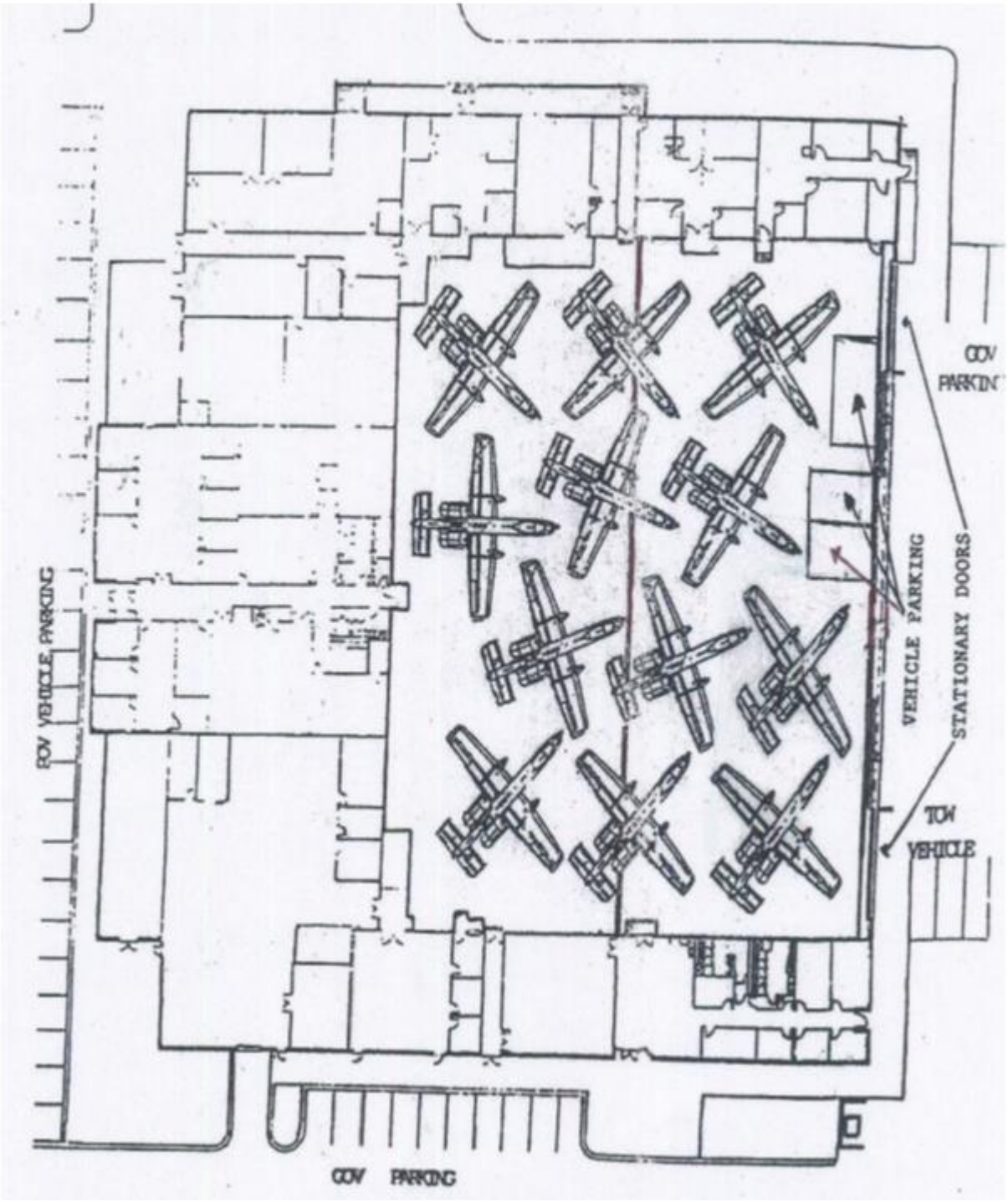
Figure A2.1. Aircraft and Vehicle Parking for Hangar 1117 Normal Use (5 Aircraft).



Attachment 3

AIRCRAFT AND VEHICLE PARKING FOR HANGAR 1117 PARKING BLOCKS CONFIGURATION (12 AIRCRAFT)

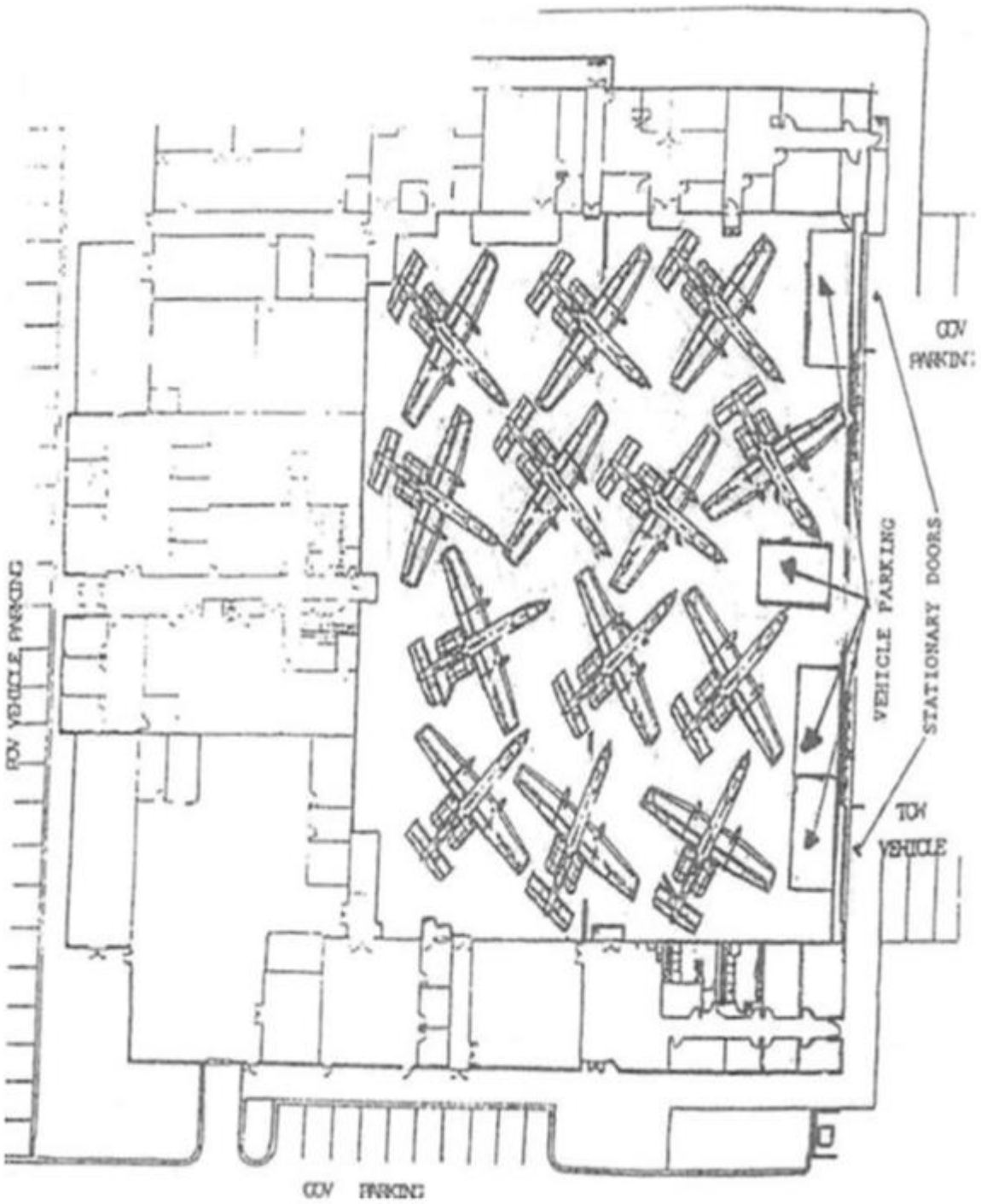
Figure A3.1. Aircraft and Vehicle Parking for Hangar 1117 Parking Blocks Configuration (12 Aircraft).



Attachment 4

AIRCRAFT AND VEHICLE PARKING FOR HANGAR 1117 DURING SEVERE WEATHER CONDITIONS (13 AIRCRAFT)

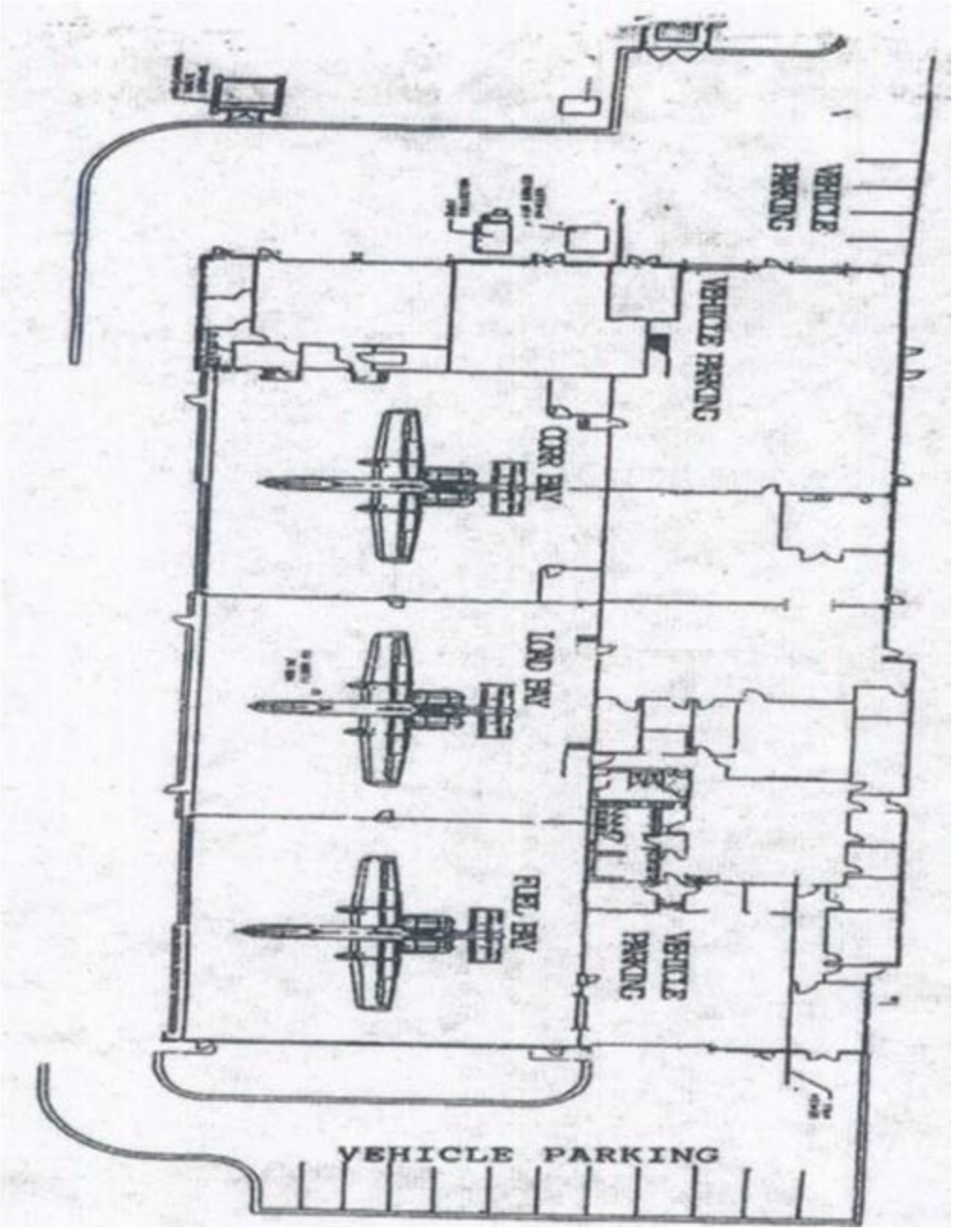
Figure A4.1. Aircraft and Vehicle Parking for Hangar 1117 During Severe Weather Conditions (13 Aircraft).



Attachment 5

AIRCRAFT AND VEHICLE PARKING FOR HANGAR 1118 NORMAL USE

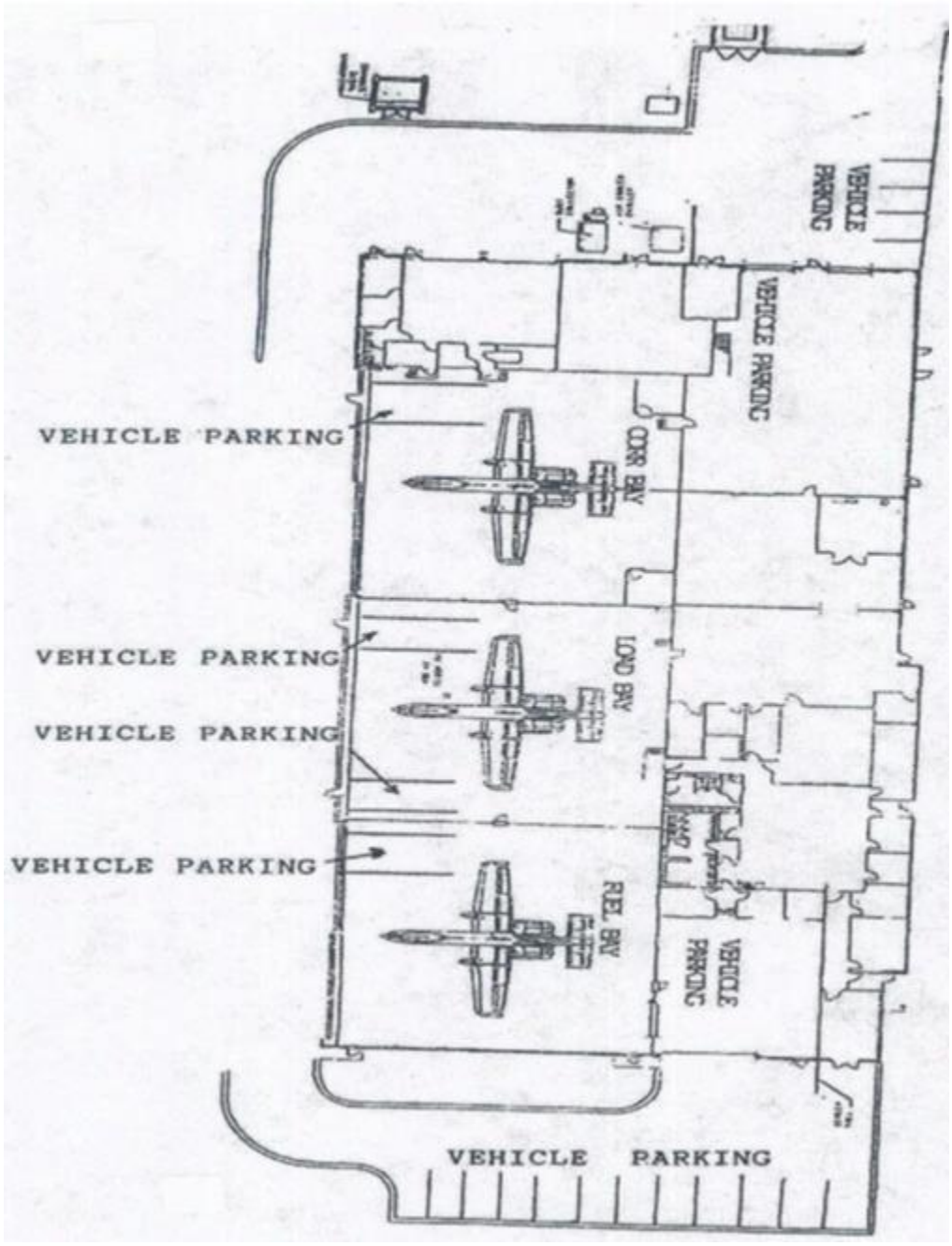
Figure A5.1. Aircraft and Vehicle Parking for Hangar 1118 Normal Use.



Attachment 6

AIRCRAFT AND VEHICLE PARKING FOR HANGAR 1118 DURING SEVERE WEATHER CONDITIONS

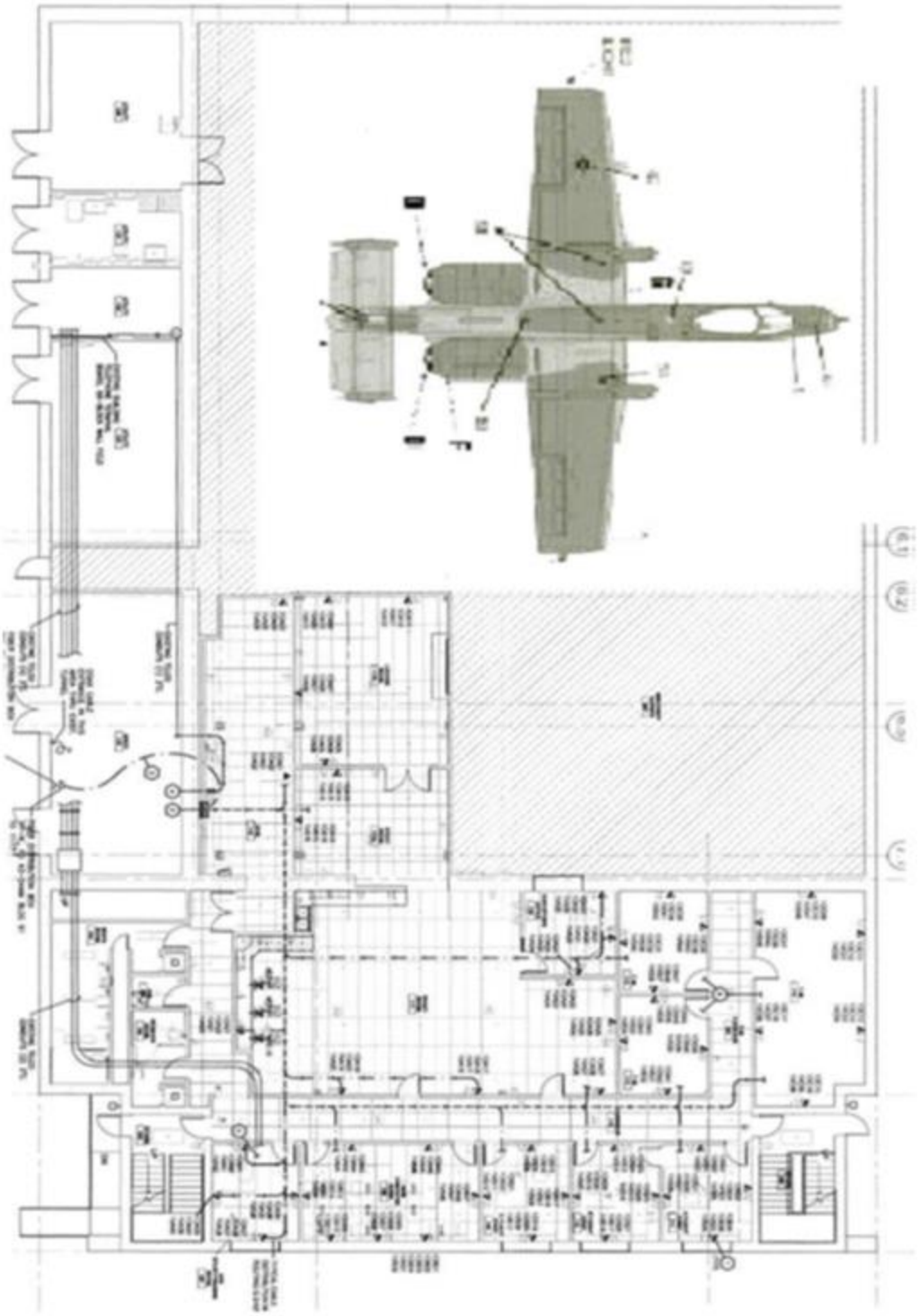
Figure A6.1. Aircraft and Vehicle Parking for Hangar 1118 Normal Use.



Attachment 7

AIRCRAFT AND VEHICLE PARKING FOR HANGAR 91 NORMAL USE

Figure A7.1. Aircraft and Vehicle Parking for Hangar 91 Normal Use.



Attachment 8

442 FW LOCAL MANUFACTURE REQUEST WORK SHEET

Table A8.1. 442 FW LOCAL MANUFACTURE REQUEST WORK SHEET.

442 FW LOCAL MANUFACTURE REQUEST WORK SHEET			
Section I	**Control Number**		**Job Number:**
Name:	**Rank:**	**Unit:**	
Item to Manufacture		**Quantity:**	**Priority**
Technical Order No:	**Figure:**	**Index:**	**Item SMR Code:**
For duplicates of items previously approved.			
-Annotate the previous Control number:			
-Only "Fabrication Section Chief" and "Requesters Flight Chief and Superintendent" blocks are			
SECTION II			
1. Attach drawings, specifications, and/or copies from applicable Technical Order if available. Attach documentation provided by commercial industry, Government agencies, o other sources. Attach parts list, include NSN, noun, quantity, cost, and source.			
2. Provide justification for local manufacture:			
3. Fabricating Section assessment:			
Feasible: Yes No	Estimated Cost: $		
Fabricating/Manufacturing Supervision Print/Signature:	Approved/Disapproved		Date
Reviewed by Requesters Flight Chief Print/Signature:	Approved/Disapproved		Date
Approval by 442MXS/MXM Superintendent Print/Signature:	Approved/Disapproved		Date
Approval by 442MXG/MXQ Quality Assurance Print/Signature:	Approved/Disapproved		Date
Approval by 442 FW/SE Ground Safety Print/Signature:	Approved/Disapproved		Date
Approval by 442 AMXS/MXAAW Wing Weapons Manager **Weapons Item Only**	Approved/Disapproved		Date
Approval by 442MXG/CC or Designated Rep Print/Signature:	Approved/Disapproved		Date
Was a copy of the completed worksheet and all attachments sent to QA?	Yes	No	N/A
Was the locally manufactured part inspected by QA Prior to issue?	Yes	No	N/A
Approved by 442 MXG/MXGQ Quality Assurance (QA)			
Print/Signature			
Remarks:			
Action by Requesting Shop: Job number created after all reviews and approvals.	Date		

442FW FORM 15 31 May 2019

Attachment 9

DROPPED OBJECT WORKSHEET/MESSAGE FORMAT

A9.1. DOP program report number: unit, year, and month, followed by sequence number (example, 442 FW-031519).

A9.2. Mission Design Series

A9.3. Type mission and mission profile.

A9.4. Aircraft tail number.

A9.5. Owning organization and base.

A9.6. Origin of sortie.

A9.7. Date of incident and discovery location (if different than origin of sortie).

A9.8. Geographical location of object, if known.

A9.9. Item, nomenclature, and description (use information from the applicable aircraft-4 series T.O.s).

A9.10. Technical Order, figure, and index.

A9.11. Part number.

A9.12. Correct work unit code (WUC) (full five-digit).

A9.13. Date of last Phase, Home Station Checks (HSC) and Isochronal Inspection (ISO) inspection.

A9.14. Last maintenance performed in the area and date.

A9.15. Investigation findings (cause).

A9.16. Cost in dollars to repair or replace as appropriate and cost in man-hours to repair.

A9.17. Actions to prevent recurrence.

A9.18. Deficiency Reports (DR) submitted?

A9.19. Unit point of contact (POC) information.

A9.20. Other pertinent information.

Attachment 10

A10C HOT REFUEL-A-10 RAMP PAPA ROW COORDINATES

Figure A10.1. A10C HOT REFUEL-A-10 RAMP PAPA ROW COORDINATES.

Attachment 11

A10C HOT REFUEL-TA RAMP DV ROW COORDINATES

Figure A11.1. A10C HOT REFUEL-TA RAMP DV ROW COORDINATES.

Attachment 12

TIME CHANGE REQUIREMENTS FORECAST

Figure A12.1. Time Change Requirements Forecast.

TIME CHANGE REQUIREMENTS FORECAST

LOCAL CONTROL NUMBER | REPORTS CONTROL SYMBOL RCS:

1. LOCATION WHITEMAN AFB, MO | 2. ORGANIZATION 442 MXG/MXOOS | 3. DATE (YYYYMMDD) | 4. SUPPLY ACCOUNT NUMBER FV6616 | 5. MAJOR COMMAND: AFRC

6. MAINTENANCE INFORMATION | 7. SUPPLY INFORMATION

FYXX 1st Quarter: MMM - MMM YYYY		78-0605	78-0631	78-0635	79-0090	79-0091	79-0093	79-0107	79-0109	79-0110	79-0111	79-0113	79-0114	79-0117	79-0118	79-0119	79-0121	79-0122	79-0123	79-0136	79-0152	79-0155	79-0164	80-0201	80-0237	80-0281	81-0951	82-0653				Total	ASSETS O/H	B/O Prev Qtr	ON EXIT/DUE REQUIRED
1377004034827ES	JAU-8/A25A INITIATOR																															0			
1377006070306ES	REMOVER, M4																															0			
1377007319271ES	INITIATOR, M-99																															0			
1377007319272ES	INITIATOR, M-53																															0			
1377008451058ES	INITIATOR, M-26																															0			
1377010528207ES	CARTRIDGE, MORTAR																															0			
1377016192973ES	A-10 RSQ MASS KIT ASSY																															0			
1377015240103ES	DIGITAL RSQ ELECTRONIC MODULE																															0			
1377015242412ES	DIGITAL RSQ POWER MODULE																															0			
1377010838459ES	DROGUE FLSC SEVERENCE ASSY																															0			
1377011664261ES	INITIATOR, INERTIA REEL																															0			
1377013123511ES	EMERGENCY POWER SUPPLY																															0			
1377013181830ES	ROCKET MOTOR																															0			
1377013193847ES	GAS GENERATOR GYRO SPIN UP																															0			
1377010528208ES	CARTRIDGE, DROGUE GUN																															0			
1377010528206ES	CARTRIDGE, HARNESS RELEASE																															0			
1377015209738ES	ROCKET CATAPULT CKU-5C/A																															0			
	EGRESS DELIVERY DATE REQUEST																																		
1377010446367ES	CTG (SQUIB), FIRE EXT																															0			
	Specialist Flight DELIVERY DATE REQUEST																																		
	PARACHUTE #:	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	26	27	28	29	30	31	32				
1377013322379ES	REEF LINE CUTTER																															0			
1377015715244ES	UVARS BATTERY KITS																															0			
1377013941272ES	UVARS (KOCH)																															0			
	DELIVERY DATE REQUEST																																		
	SURVIVAL KIT #:	14	72	102	103	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	951	1074	1004	1100	1633	##	###	##	6121				
1377013339143ES	LOCK CORD CUTTER																															0			
	DELIVERY DATE REQUEST																																		
	LPU KIT #:	17	20	31	40	54	57		6	21	23	26	33	35	37	52		8	11	22	41	44	46	49	50	51	53	55	56						
1377014549864	FLU-9B/P																															0			
	DELIVERY DATE REQUEST																																		

Notes:

AFTO FORM 223 (COMPUTER GENERATED)

Attachment 13

ANNUAL AIRCRAFT JACKET FILE REVIEW

Table A13.1. Annual Aircraft Jacket File Review.

Annual Aircraft Jacket File Review
By initialing as the inspector, you signify the task is complete. Either there were no errors or you found an error and you corrected it. Either way, it is complied with: COMPLETE!
Aircraft Serial Number:_____ Date:_____
Tab 1: Airframe. Initials of Inspector_____
a. Run a screen #393 to see the history. Delete narratives that are not valid historical data, i.e. “C/W IAW APPLICABLE TECH DATA” or “TER REMOVED” etc. Use Screen #394, to delete.
b. Ensure AFTO Form 95s are scanned to the ERM drive and entered in the MIS. If entering a 95 for a new component, ensure the statement “Automated history started on this date” is input in the MIS and the 95 is stamped entered with your initials and date.
c. Verify the aircraft operating in IMDS screen #700.
d. Make an entry in the aircraft AHE, IMDS screen 392. "Annual review c/w on this date @_____Acft Hours and _____landings by (Your name) **442FW, WHITEMAN AFB, MO**".
e. Run transfer of equipment (TRE) screen 492 and save to the applicable aircraft folder on the local ERM drive and disc/electronic media and annotate the date on the disc sleeve.
Tab 2: Wings. Initials of Inspector: _____
a. Run a screen #393 to see the history. Delete narratives that aren’t valid historical data, i.e. "C/W IAW APPLICABLE TECH DATA" etc. Use screen #394 to delete.
b. Ensure all AFTO 95s are scanned to the ERM drive and entered in the MIS. If entering a 95 for a new component, ensure the statement “automated history on this date” is input in the MIS and the 95 is stamped entered with your initials and date.
c. Make an AHE entry for each wing “Annual review of automated & manual records c/w this date ny (Rank/Your name) **442FW, WHITEMAN AFB, MO**”
Tab 3: Fuel Systems. Initials of Inspector: _____
a. Run a screen #393 to see the history on both the aft and forward bladders. Delete narratives that are not valid historical data, i.e. "C/W IAW APPLICABLE TECH DATA" etc. Use screen #394, to delete.
b. Ensure AFTO Form 95s are scanned to the ERM drive and entered in the MIS. If entering a 95 for a new component, ensure the statement “Automated history started on this date” is input in the MIS and the 95 is stamped entered with your initials and date.
c. Make an AHE entry on each bladder: "Annual review of automated & manual records c/w this date by (Rank/Your name) **442FW, WHITEMAN AFB, MO**".

Tab 4: Flight Control Rigging. Initials of Inspector: _____
a. Run a screen #393 to see the history of the flight controls. Delete narratives that are not valid historical data, i.e. "C/W IAW APPLICABLE TECH DATA" etc. Use screen #394, to delete.
b. Ensure AFTO Form 95 are scanned to the ERM drive and entered in the MIS. If entering a 95 for a new component, ensure the statement “Automated history started on this date” is input in the MIS and the 95 is stamped entered with your initials and date.
c. Make an AHE entry on the flight controls: "Annual review of automated & manual records c/w this date by (Rank/Your name) **442FW, WHITEMAN AFB, MO**”.
Tab 5: Ejection seat. Initials of Inspector: _____
a. Run a screen #393 to see the history on the ejection seat. Delete narratives that aren’t valid historical data, i.e. “C/W IAW APPLICABLE TECH DATE” etc. Use screen 394 to delete.
b. Ensure all AFTO 95s are scanned to the ERM drive and entered in the MIS. If entering a 95 for a new component, ensure the statement “Automated history started on this date” is input in the MIS and the 95 is stamped entered with your initials and date.
c. Make an AHE entry on the ejection seat” Annual review of automated & manual records c/w this date by (Rank/Your name) **442FW, WHITEMAN AFB, MO**
d. Ensure an annual Egress inventory has been accomplished with Egress within the last year and is annotated on the AF 2411
Tab 6: Main Landing Gears. Initials of Inspector: _____
a. Run a screen #393 to see the history on right, left and center MLGs and the right, left and center Drag Brace Actuators. Delete narratives that aren’t valid historical data, i.e. “C/W IAW APPLICABLE TECH DATE” etc. Use screen 394 to delete.
b. Ensure all AFTO 95s are scanned to the ERM drive and entered in the MIS. If entering a 95 for a new component, ensure the statement “Automated history started on this date” is input in the MIS and the 95 is stamped entered with your initials and date.
c. Make an AHE entry for each record” Annual review of automated & manual records c/w this date by (Rank/Your name) **442FW, WHITEMAN AFB, MO**.
Tab 7: Deviations and Waivers. Initials of the Inspector: _____
a. Verify that all applicable 107s have been filed in the folder. This can be verified by checking the QA 107 Request Folder. If uncertain where to find, ask a fellow PS&D member or QA for assistance. Retain all 107s that are still valid. If the information isn’t valid any more, annotate 107s c/w and move to the completed folder of the Deviations and Waivers folder for history. If uncertain, Q.A. or Pro Super can help you decide whether it should be kept.
Tab 8: FCF Checklist. Initials of Inspector: _____
a. Last FCF checklist (or series of FCFs) need to be on file. Ensure they are date stamped by QA. Depot records will not be date stamped. Annotate in the file name if accomplished by depot. Discard any older forms.
Tab 9: #1 Phase Package. Initials of Inspector: _____

a. Ensure there is a screen #148 Detailed Inspection Package, a locally developed aircraft part/serial number inventory, AFTO Form 781A package, panel charts and the signed and completed AF2410 present saved to the ERM drive. If not present, make a memorandum for record indicating what's missing and file in its place.
Tab 10: #2 Phase Package. Initials of Inspector: _____
a. Ensure there is a screen #148 Detailed Inspection Package, a locally developed aircraft part/serial number inventory, AFTO Form 781A package, panel charts and the signed and completed AF2410 present saved to the ERM drive. If not present, make a memorandum for record indicating what's missing and file in its place.
Tab 11: AF Form 2692. Initials of Inspector: _____
a. Only need to retain the last one.
Tab 12: Acceptance Inspection. Initials of Inspector: _____
a. Ensure an AF2410, part/serial number inventory, and screen #148 detailed inspection package have been filed from the last acceptance inspection. If missing, make a memorandum for record indicating what's missing and file in its place.
Tab 13: PDM information. Initial of Inspector: _____
a. Previous depot work packages, REMIS reports, AFMC Form 202s *Nonconforming Technical Assistance Request and Reply*, etc. should be filed here and will remain for history or until no longer applicable.
Tab 14: AFTO Form 103. Initial of Inspector: _____
a. Destroy after return from PDM and information is transcribed to IMDS.
Tab 15: AFTO Form 290. Initial of Inspector: _____
a. Destroy after return from PDM and records have been verified received.
Tab 16: Lost Tool/Object Reports. Initials of Inspector: _____
a. Form 174, *Lost Tool/Object Report*. Remove any forms that were on record prior to the last major PDM inspection such as SSI. Keep any forms that have been filed since last PDM inspection. If uncertain, ask PS&D NCOIC, QA, or Pro Super.
Tab 17: TCTO History. Initials of Inspector: _____
a. Save a new screen #525 showing indentured items and an updated AHE data inquiry (screen #393, List=TCTO) to the local ERM drive.
Tab 18: Time Change Folder. Initials of Inspector: _____
a. Delete obsolete or replaced components and ensure the folder contains IMDS snapshots of currently installed CAD/PAD, All Others, & Flight Control time change parts.
Tab 19: Miscellaneous. Initials of Inspector: _____
a. Discard anything that isn't valid anymore.
****IMPORTANT****
Significant Historical Data. Initials of Inspector:_____

a) Run the complete significant historical data record (SHD) screen 510 for the aircraft, select the ***SPECIFIED ITEM AND INSTALLED ITEMS*** option. Save the entire history to the airframe folder of the aircraft jacket file and a copy to disc or electronic media (previously used to save TRE-429) and annotate the date on the disc sleeve.
DD Form 2861. Initials of Inspector:_____
a) Ensure a DD Form 2861 is on file indicating the location of decentralized records i.e. Fuel Systems, JOAP/NDI Records, TF34-100A Engine, Parachute/Survival kit equipment, Pylon/Bomb Racks/GAU-8/A Gun, CAD/PAD E-Temps and weight & balance records.
The following records are maintained in the paper aircraft jacket file.
1. Aircraft Document Review. Initials of Inspector:_____
a) Verify the last completed forms review print-out is on file.
2. AFTO Form 781A series forms. Initials of Inspector:_____
a) Review forms to ensure documents are complete and filed sequentially with the latest in front.
b) Ensure the last 7 reports are filed, no forms are missing, page number blocks are correctly filled in and the “from” date matches the “to” date from the previous forms.
3. AFTO Form 781H series forms. Initials of Inspector:_____
a) Review forms to ensure documents are complete and filed sequentially with the latest in front.
b) Ensure the last 7 reports are filed, no forms are missing, page number blocks are correctly filled in and the “from” date matches the “to” date from the previous forms.
c) Ensure airframe hours & landings carried forward from one form to the next matches.
4. AFTO Form 781J series forms. Initials of Inspector:_____
a) Review forms to ensure documents are complete and filed sequentially with the latest in front.

b) Ensure the last 7 reports are filed, no forms are missing, page number blocks are correctly filled in and the “from” date matches the “to” date from the previous forms.
c) Ensure airframe and engine hours carried forward from one form to the next matches.
5. AFTO Form 781K series forms. Initials of Inspector:_____
a) Review forms to ensure documents are complete and filed sequentially with the latest in front.
b) Ensure the last 7 reports are filed, no forms are missing, page number blocks are correctly filled in and the “from” date matches the “to” date from the previous forms.
Jacket File Inspection Checklist. Initials of Inspector:_____
a) Scan this checklist after completing review of records and file under the applicable aircraft folder.
b) Ensure the AF2411 has been updated with completion date.

Attachment 14

442 MXG/MXOOS PLANS AND SCHEDULING

Table A14.1. 442 MXG/MXOOS PLANS AND SCHEDULING.

442 MXG/MXOOS
PLANS AND SCHEDULING

442 Fighter Wing
Whiteman AFB MO

SUSPENSE

Memo

To: AMXS DO/SUPERINTENDENT

From: MXG PLANS AND SCHEDULING

Re: MISSING AFTO SERIES FORMS

THE FOLLOWING AFTO FORM(S) IS (ARE) MISSING. THIS OFFICE REQUESTS A RESPONSE WITHIN FIVE (5) DUTY DAYS OF THIS LETTER'S ISSUE DATE IAW DAFI 21-101, PARA 14.2.2.3.14.6. IF FORMS ARE NOT FOUND, RETURN MEMO WITH SIGNATURES FOR FILING, IN PLACE OF AFTO FORMS, IN THE AIRCRAFT JACKET FOLDER.

AIRCRAFT:

AFTO FORMS:

DATES: THRU:

PLANS & SCHEDULING SIGNATURE _____ DATE

FLIGHT CHIEF SIGNATURE _____ DATE

AMXS DO/SUPERINTENDENT SIGNATURE _____
DATE

*****BY SIGNING THE SIGNATURE LINE ABOVE, YOU ACKNOWLEDGE TO HAVE MADE ALL ATTEMPTS TO LOCATE THE MISSING AFTO 781 FORMS. *****

Attachment 15

ADR PROCEDURES CHECKLIST

A15.1. Oil Analysis Program (OAP) Lab will accomplish the following:

A15.1.1. Verify engine serial numbers match those listed in the computer-based Oil Analysis Program.

A15.1.2. Reconcile in the IMDS Engine Group Times (EOT), date sample taken, and ensure sample numbers correspond to the engines currently installed on the aircraft.

A15.1.3. Sign off the Work Center Event (WCE) in IMDS showing accomplishment of the ADR.

A15.2. The Dedicated Crew Chief or alternate will initiate the ADR by accomplishing the following:

A15.2.1. Verify all entries on forms contained within the AFTO Form 781-series binder are accurate and legible.

A15.2.2. Ensure AFTO Form 781-binder is in good working condition, that spine of binder is intact, and all rings close properly.

A15.2.3. Place a stamped or handwritten entry in the corrective action block of the AFTO Form 781A for each of the required agencies to initial during the ADR process.

A15.2.3.1. Discrepancy Block: “Aircraft Document Review due”.

A15.2.3.2. Corrective Action Block: “Flight Chief_____”, “MSL_____”, “PS&D_____” “-21 Inventory_____”.

A15.2.4. Print IMDS screen # 700; Type Transaction: Print Current Operating Time. Verify the total operating time matches the airframe hours listed on the AFTO Forms 781H and 781J. Verify the total landings match the Landings “Total” on the AFTO Forms 781H. If discrepancies found, research to find error with pulled 781-series forms and correct.

A15.2.5. Print IMDS screen #713; option “General Engine Data” and the applicable tail number in the Equipment Identifier (ID) block. Update the engine operating hours, catalog # 11, on the 781J. Any corrections need to be annotated in red pencil.

A15.2.6. If updated 781J is newly printed when ADR is accomplished, ensure previous 781J operating time has been carried forward in each applicable block. If IMDS is used to correct781J, statement “Corrected per IMDS” must be written in red pencil. Any corrections need to be annotated in red pencil. Bring pulled 781J with all other paperwork to PS&D for verification.

A15.2.7. Print IMDS screen # 380; Type Event: 6, applicable Equipment ID and check “Display Supply Data with Nouns” and “Display W/C Events and Narratives”.

A15.2.7.1. Reconcile the #380 printout with the active forms and line through all completed jobs in red pencil and ensure the job is completed in IMDS.

A15.2.7.2. Ensure open discrepancies not listed on the #380 printout are entered into IMDS.

A15.2.7.3. Ensure all JCN’s over 5 days old are deferred with proper deferred code.

A15.2.7.4. Ensure discrepancies requiring extensive downtime to correct are annotated in the discrepancy block, indicating the total estimated time required for repair, such as "Downtime: 24-hrs" and/or any other limiting factors; i.e. defuel, download.

A15.2.7.5. Ensure all discrepancies requiring parts have document numbers in the AFTO Forms 781A/781K. Coordinate with Maintenance Supply Liaison **(**MSL).

A15.2.7.6. Compare AFTO Form 781-series binder to Master Forms binder in QA. Verify all documents are current and match master forms.

A15.2.8. Check the appropriate TNB for parts available and update the aircraft forms by identifying any document numbers for which parts have been received by showing the parts are in TNB or applicable location. Change JCN deferred code in aircraft forms binder and in IMDS from "AWP" to "AWM" or other applicable deferred code (i.e. "APH", "AFC", and "AWG"). Have MSL initial the printed #380 to verify completion.

A15.2.9. Hand-carry the aircraft forms binder and coordinate with each of the required agencies involved in the ADR process; PS&D will be the final reviewing agency in the coordination process.

A15.2.10. Print 442nd -21 Inventory publication. Technician will visually ensure all items are present and completely fill out the form. Technician will legibly write name, and employee number along with appropriate tail number and date on the form. This form will accompany all other documents to the Flight Chief and will be filed along with the ADR documents in the PS&D section **(See Attachment 16).**

A15.2.10.1. Once inventory is completed the technician will initial the line in the corrective action block "-21 Inventory_____".

A15.3. DMS will accomplish the following:

A15.3.1. Accomplish a tail number inquiry to validate part backorders and correct the Integrated Logistics System Supply (ILS-S) as required.

A15.3.2. Immediately reorder parts for document numbers with a non-verifiable status or that have been cancelled.

A15.3.3. Validate both the supply document numbers and job control numbers for deferred discrepancies awaiting parts (AWP). Ensure all AWP discrepancies have valid supply document numbers.

A15.3.4. Assist the crew chief in checking the appropriate TNB for parts available and update location of parts received in the aircraft forms binder and in IMDS by entering "TNB" in the AFTO Form 781K.

A15.3.5. Initial in the corrective action block of the AFTO Form 781A for accomplishment of the ADR or authorize the Flight/crew chief to initial MSL block via telephone.

A15.4. Flight Chief Will:

A15.4.1. Review entire aircraft 781 forms for correct status, neatness, accuracy, proper use of symbols, parts on order, accurate document numbers, delayed schedule and unscheduled maintenance actions. Ensure all deficiencies found are corrected at this time.

A15.4.2. Review -21 Inventory form for completeness and accuracy (**Attachment 16**).

A15.4.3. Sign the corrective action block for Document Review in 781A

A15.5. PS&D will accomplish the following:

A15.5.1. Validate with engine management current engine operating time and ensure no overdue Inspections, TCTO's or Time Changes.

A15.5.2. Review the AFTO Forms 781A and 781K to ensure:

A15.5.2.1. All deferred discrepancies are properly deferred or scheduled for accomplishment.

A15.5.2.2. Verify time remaining to the next aircraft phase inspection matches IMDS.

A15.5.3. Review the AFTO Form 781J:

A15.5.3.1. Underline in red pencil the entire last entry.

A15.5.3.2. Review and correct any errors for airframe operating times. If changes are made to form, they will be entered in red pencil.

A15.5.3.3. **Initial and date, in red pencil, beside last entry that you have verified all data matches between this form and IMDS.**

A15.5.4. Review the AFTO Form 781H to ensure:

A15.5.4.1. Verify IMDS screen # 700 Airframe hours and Landings "Total" match the form.

A15.5.4.2. Initial and date in the left margin by "9. Airframe Time" in lead pencil.

A15.5.5. Initial the stamped line in the corrective action block of the AFTO Form 781A for accomplishment of the ADR in lead pencil.

A15.5.6. Review waivers/deviations section of forms binder against the locally developed extension letter matrix, to ensure all applicable and current time change extensions are available in aircraft forms binder. If not available, PS&D will print and give to crew chief for filing in binder.

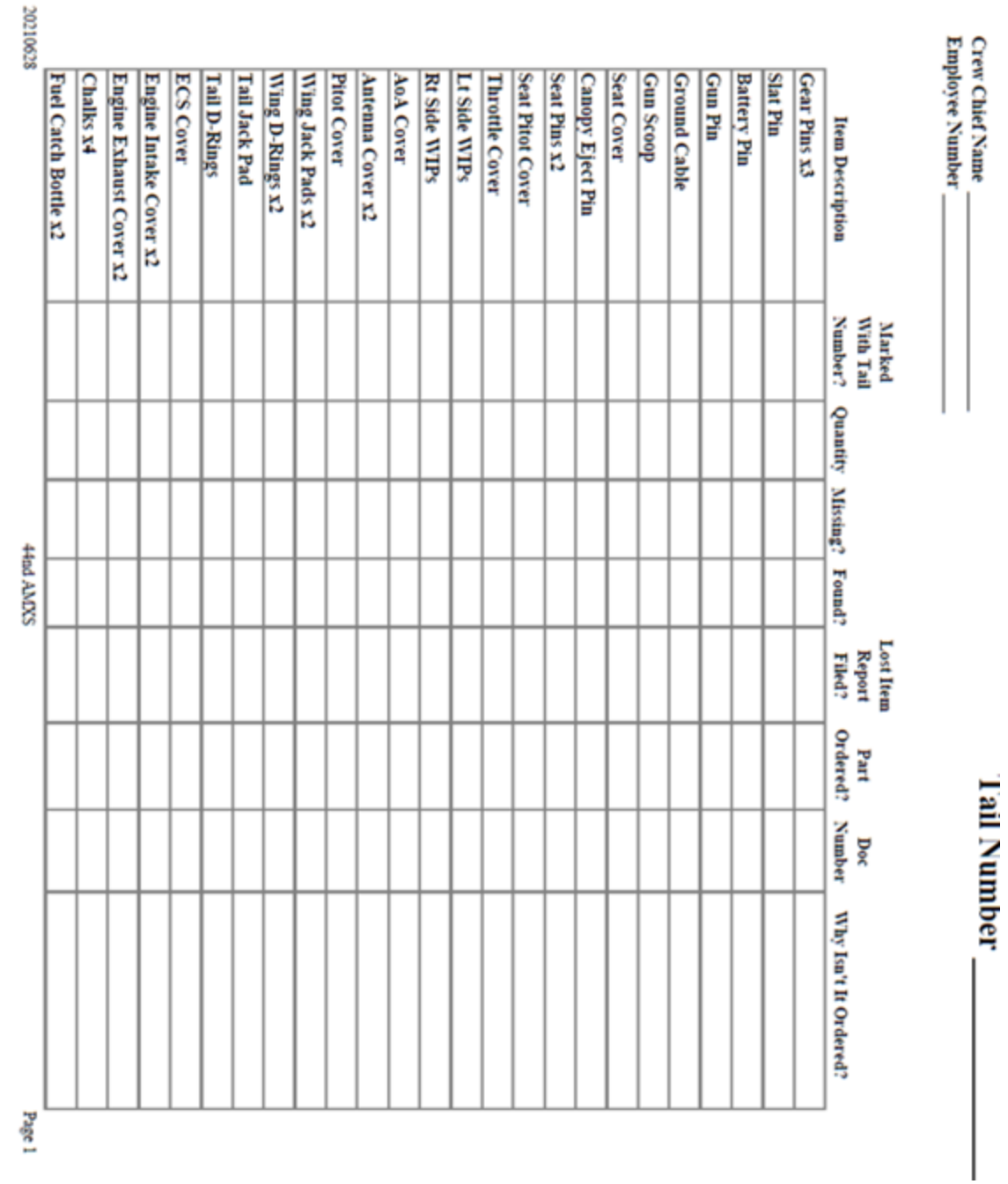
A15.6. Review -21 Inventory form to verify completeness of form, and file with other ADR forms (**Attachment 16**).

A15.7. Upon completion of the above, the Flight/Crew Chief will sign the "Inspected by" block on the AFTO Form 781A and accomplish the job data documentation in IMDS for the Event ID.

Attachment 16

-21 INVENTORY FORM

Figure A16.1. -21 Inventory Form.



Crew Chief Name _____
Employee Number _____

Tail Number _____

Item Description	Marked With Tail Number?	Quantity	Missing?	Found?	Lost Item Report Filed?	Part Ordered?	Doc Number	Why Isn't It Ordered?
Gear Pins x3								
Slat Pin								
Battery Pin								
Gun Pin								
Ground Cable								
Gun Scoop								
Seat Cover								
Canopy Eject Pin								
Seat Pins x2								
Seat Pitot Cover								
Throttle Cover								
Lt Side WIPs								
Rt Side WIPs								
AoA Cover								
Antenna Cover x2								
Pitot Cover								
Wing Jack Pads x2								
Wing D-Rings x2								
Tail Jack Pad								
Tail D-Rings								
ECS Cover								
Engine Intake Cover x2								
Engine Exhaust Cover x2								
Chalks x4								
Fuel Catch Bottle x2								

20210628 44rsf AMXS Page 1

Attachment 17

TF34 ENGINE BORESCOPE DATA

Figure A17.1. TF34 Engine Borescope Data.

DATE	
Aircraft	
Engine S/N & Position	
Discrepancy And JCN	
Stages Borescope	
Employee Name	
Employee Man Number	
Findings	

Attachment 18

TF34 ENGINE TRIM DATA

Table A18.1. TF34 Engine Trim Data.

Date	
Aircraft	
Engine S/N & Position	
Discrepancy And JCN	
Old Trim Tag	
New Trim Tag	
Employee Name	
Employee Man Number	
Findings	

Attachment 19

HANGAR QUEEN CHECKLIST

Figure A19.1. Hangar Queen Checklist.

442 MXG Hangar Queen Coversheet

Aircraft #_____ HQ Status Driver_____

Calendar Date Last Flown_____ Julian Date Last Flown_____

Supply Document # (as applicable)_____ Est. Delivery Date (as applicable)_____

CAT I Doc Review JCN_____ Week 2_____ Week 3_____ Week 4_____ Week 5_____
CAT II Doc Review JCN_____ Week 2_____ Week 3_____ Week 4_____ Week 5_____
CAT III Doc Review JCN_____ Week 2_____ Week 3_____ Week 4_____ Week 5_____
Note: A document review will be performed every 7 days.

HQ CATEGORY 1 Date _____ **HQ Manager** _____

HQ Manager REQUIREMENTS

- Manage, control, and document all CANNs, Transfer, and Diversion Actions on aircraft
- Review aircraft forms/MIS daily
- Brief aircraft maintenance and supply status at 1430 Production meeting
- Ensure applicable -6 an 00-20 series T.O. requirements and Grounding TCTOs are c/w
- Inform MOC of any status change
- Before First Flight - HQ Manager review of aircraft forms/MIS (include pulled forms) _____
- Before First Flight - APG Flight Chief review of aircraft forms/MIS (include pulled forms) _____
- Before First Flight - QA review of aircraft forms/MIS (include pulled forms) _____

HQ CATEGORY 2 Date _____ **SNCO/CIV Equivalent HQ Manager** _____

HQ Manager REQUIREMENTS

- Same REQUIREMENTS as CATEGORY 1
- Before First Flight - HQ Manager review of aircraft forms/MIS (include pulled forms) _____
- Before First Flight - APG Flight Chief review of aircraft forms/MIS (include pulled forms) _____
- Before First Flight - QA review of aircraft forms/MIS (include pulled forms) _____

HQ CATEGORY 3 Date _____ **SNCO/CIV Equivalent HQ Manager** _____

HQ Manager REQUIREMENTS

- Same REQUIREMENTS as CATEGORY 1
- Before First Flight - HQ Manager review of aircraft forms/MIS (include pulled forms) _____
- Before First Flight - APG Flight Chief review of aircraft forms/MIS (include pulled forms) _____
- Before First Flight - QA review of aircraft forms/MIS (include pulled forms) _____

NOTE The MXG/CC or designated representatives must approve CANNs on Categories 2 and 3

NOTE APG Flight Chief and QA forms/MIS reviews are executed ONLY ONCE in the HQ process

Attachment 20

BUILDING KEY REQUEST

Figure A20.1. Building Key Request.

MEMORANDUM FOR RECORD

FROM: 442 MXG/MOC/ Key Cust: MOC NAME

SUBJECT: Building Key Request

1. The individual below is responsible for maintaining any issued keys and returning the keys to Maintenance Operations Center upon departure or movement to another building.

First and Last Name:
Sqd: MXG
Status: ART
Building Number: 1119
Email Address: af.mil
Work Center/Room#:
Office Phone#: 660-687-
Personal Phone#:
Justification:
Supervisor in charge. Request Key Number_____

I first, middle intial, last name_____, understand that this facility key is issued to me. I will maintain control of the key until it is returned to the key custodian, which is located in the Maintenance Operations Center (MOC). I will not transfer or loan the key to any other individual. If the key is lost/ stolen/missing/broken, I will immediately report security incident to the key custodian. If my security clearance has been determined ineligible/denied/revoked, I will return the asset to the key custodian. If I am transfered to another workcenter or I have outprocessed, I will return the key to the Key Custodian. This memo certifies that I have completed Key Control Asset Training (ppt).
☐ Long-Term Issue ☐ Temporary Issue, Date of Expected Expiration:
Requester Signature:
W/C Flight Chief (Concurrence/approval):
Superintendent (Concurrence/approval, only required if FC unavailable):

All Master Key Request will be approved by MXG/CC:
**If key is not available: This signature does not mean you will receive a master key.

Key Custodian Use Below:
Date Key Issued:
Key Qty Issued: 1 EA
Key Core #/ID#:
Key Stamp Inventory Control# 30
Box Holder Tag#:
Key Core #/ID#:
Key Stamp Inventory Control# 30
Box Holder Tag#:
Key Core #/ID#:
Key Stamp Inventory Control# 30
Box Holder Tag#:
Key Issued by:
Key Issue Log Updated: ☐
Form filed in the Key log, until the key is turned in: ☐

Date key returned:
Key log updated by:
Key request filed in the inactive file for one year: ☐
Disposition Date:

Attachment 21

WORK CENTER MNEMONIC CODES

Figure A21.1. Work Center Mnemonic Codes.

Workcenter Mnemonic Codes

Organizational ID-0M10

QUALITY	
QUAL	Quality Assurance
MXGGROUP	**MAINTENANCE GROU**
CMND	MXG Command
MOCE	MX Operations Center
PRAN	Analysis & Database MGMNT
PROG	Programs & Mobility
PSAD	Plans & Scheduling
TRNG	Training Office

Organizational ID-0MSQ

INSPFLT	**INSPECTION FLIGHT**
INSP	Phase Dock
MUNFLITE	**MUNITIONS FLIGHT**
ARM$	Armament
MUMA	Munitions Management
STOR	Munitions Storage
FABFLITE	**FABRICATION FLIGHT**
EQMA	Fab Flt Supervision
MTEC	Metals Technology
NDIN	NDI Lab
STMA	Structural Maintenance
AGEFLITE	**AGE FLIGHT**
PAGE	Powered AGE
PRPFLT	**PROPULSION FLIGHT**
EMGR	The Engine Tracker
JENG	Jet Engine Shop
ACFLIGHT	**ACCESSORY MAINT F**
REPR	Repair and Reclamation
PNEU	Pneudraulics
FUEL	Fuel Cell Shop
ELEV	Electric and Environmental
EGR$	Egress Shop
ACMA	Accessory Maintenance
AVFLIGHT	**AVIONICS FLIGHT**
AVMA	Avionics Supervisor
ECM$	Electronic Countermeasures
IAT$	Int Automated Test Station
SEN$	Sensor Shop
MSQSTAFF	**MAINT SQ STAFF**
WUC$	IMDS Required Workcenter
MSCM	Maint SQ Command

Organizational ID-0MLS

HAVTO$	**THE HAVE TO'$ WC'$**
DBM$	Database MGT Shop
DEPO	Dept Maintenance Team
DOC$	For Cams Suspense Validation
FJON	Must Exist For Job Following
TCTO	TCTO Workcenter For GCSAS
MOF	**MOF PERSONNEL**
WING	Transferred To Wing
TRAN	Transferred Personnel
MOFC	MOF Staff
DELE	Equipment Waiting To Be Delete

Organizational ID-0MAG

442AMX	**AIRCRAFT MAINT SQ**
AFLT	A Flight
BFLT	B Flight
DEBR	Debrief
ELEC	Flight Line Electric
PROD	Production
PROP	Propulsion Flight
SFLT	AMU Specialist Flight
SUPP	Support Section
WFLT	AMU Weapons Flight
AMXSTAFF	**AMX MANAGEMENT**
AMX$	AMU Management

Organizational ID-0MAE

AEF DEP	**AEF 442 DEPLOYED**
A010	Deployed A-10 Workcenter (A/C)
A10A	A-10 APG
A10E	Deployed Electric & Environ
A10F	Deployed Fuel Shop
A10G	Deployed Egress Shop
A10N	Deployed A-10 Engine Shop
A10P	Deployed A-10 Phase Dock
A10Q	Deployed Quality Assurance
A10$	Deployed Specialist Flight
A10W	Deployed Wheel & Tire (R&R)
AAGE	Deployed AGE Shop
AARM	Deployed Armament (Release)
AMMO	Deployed Munitions Storage
HYDR	Deployed Pneudraulics Shop
LSUP	Deployed Life Support
MECH	Deployed Metals Technology
NDI1	Deployed NDI
PARA	Deployed Parachute Shp (Surv)
SMET	Deployed Struct Maintenance
WEAP	Deployed Weapons Flight

Organizational ID-0MDP

LR$	**SUPPLY, FUELS, TRA**
LSF$	Fuels Services
LSSU	Supply
LSTM	Traffic Management
LSTR	Transportation
LSVM	Vehicle Maintenance
LSVO	Vehicle Ops
MATC	Material Control

Organization ID-0MTS

3910MT$	
DPLY	Other Unit's People
HOG$	The Fighter Folk's Hogs
LIFE	Life Support
PHA$	Phase Bird Workcenter
SURV	Survival

Attachment 22

442 MXG FORM 174 (LOST TOOL/OBJECT REPORT)

Figure A22.1. 442 MXG Form 174 (Lost Tool/Object Report).

LOST TOOL/OBJECT REPORT									PAGE OF PAGES	
COMPOSITE TOOL KIT NUMBER		ORGANIZATION AND WORK CENTER							BASE	
DESCRIPTION OF LOST TOOL/OBJECT				DATE(S) LOST		TIME LOST		AFTO 781A	PAGE	BLOCK
AIRCRAFT SERIAL NUMBER		AIRCRAFT IMPOUNDED	YES	NO		TIME IMPOUNDED		DATE IMPOUNDED		
W/C SUPV NOTIFIED		MAINT SUPV NOTIFIED		MOC NOTIFIED		CTK CUSTODIAN NOTIFIED		QA NOTIFIED		
NAME (Last Name, Initial)		NAME (Last Name, Initial)		NAME (Last Name, Initial)		NAME (Last Name, Initial)		NAME (Last Name, Initial)		
TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	
AREA ITEM LOST										

ITEM NO.	MAINTENANCE SUPERVISOR/SUPERINTENDENT WILL ENSURE ALL ITEMS ARE COMPLETED	INDIVIDUAL INITIALS	TIME/DATE INITIALED
1	NAME OF INDIVIDUAL(S) THAT LOST OBJECT		
2	WORK BEING PERFORMED WHEN ITEM LOST		
3	AREAS CHECKED AND STEPS TAKEN TO FIND OBJECT		
4	SEARCH CONDUCTED BY *(List of Individuals)*		
5	ITEM WAS/WAS NOT FOUND *(If found, give location)*		
6	SIGNATURE OF MAINTENANCE SUPERVISOR/SUPERINTENDENT		
7	*SIGNATURE OF MXG/CC*		
8	Provide copy to CTK custodian (for CTK), P&S (for aircraft related and not found) and Quality Assurance (both)		

442 MXG Form 174