

**BY ORDER OF THE COMMANDER  
445TH AIRLIFT WING**

**DEPARTMENT OF THE AIR FORCE  
DAFI 21-101\_AFRCSUP\_445AWSUP**



**445th AIRLIFT WING  
Supplement**

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**Maintenance**

**AIRCRAFT AND EQUIPMENT  
MAINTENANCE MANAGEMENT**

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This supplement implements and extends the guidance of DAFI21-101, *Aircraft and Equipment Management*. It applies to all 445th Airlift Wing (445 AW) personnel who enter the flight line or aircraft maintenance areas to include all Wing organizations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Department of The Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

### **SUMMARY OF CHANGES**

This supplement has been revised in its entirety and must be completely reviewed. Substantial changes have been made to reduce areas already covered by parent instructions and reorganization of all chapters.

## **Chapter 1**

### **Management Overview, Supporting Concepts and Requirements**

#### **1.7.2. Maintenance Cyber Discipline.**

1.7.2.1.4. **(Added)** All aircraft maintenance software disks, World Wide Navigation Data Base (WWNDB), Terrain Awareness and Warning System (TAWS) and Computer Program Identification Numbers (CPINS), will be virus scanned on computer serial number, 2UA5382VPS located in the AMXS Support Flight, when received.

1.7.2.1.4.1. **(Added)** At no time will a WWNDB, TAWS, or a CPINS disk be issued out for use without being virus scanned.

1.7.2.1.4.2. **(Added)** WWNDB, TAWS, and CPINS will be stored in a secure area within the AMXS Consolidated Tool Kit (CTK), until issued out for use.

## **Chapter 3**

### **AIRCRAFT MAINTENANCE SQUADRON (AMXS) GENERATION SQUADRON**

#### **3.5. Production Superintendent (Pro Super).**

3.5.14 **(Added)** Notify the Weight and Balance (W&B) Manager anytime a Chart A item, or any non- Chart A item affecting the aircrafts Center of Gravity (CG), is removed and the affected aircraft is scheduled for flight.

#### **3.7. (Added) Aircrew and Maintenance Debrief Section.**

3.7.12 **(Added)** Ensure all discovered aircraft discrepancies are annotated on the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

3.7.12.1. **(Added)** Document maintenance identifiers to effectively communicate aircraft status, Mission Essential (ME)/Mission Capable (MC)/Open Item (OI) when required.

3.7.12.2. **(Added)** Provide hard copy AFTO Form 781 to debrief function within 30 minutes of landing.

3.7.12.3. **(Added)** Turn in AF Form 664, *Aircraft Fuels Documentation Log*, to the Wing Refueling Document Control Officer.

3.7.13. **(Added)** Maintenance Operation Center will:

3.7.13.1. **(Added)** Notify the Production Supervisor or Expediter by radio or alternate methods of the “20-Minute” out call and will transmit all information supplied by the Command Post.

3.7.14. **(Added)** Plans, Scheduling and Documentation (PS&D) will:

3.7.14.1. **(Added)** Receive AFTO Form 781’s and maintain copies for flying hour reconciliation program and forward originals to the Operations Squadron.

3.7.15. **(Added)** Production Superintendent or Expediter will:

3.7.15.1. **(Added)** Ensure any appropriate specialist attends the formal debrief process.

3.7.16. **(Added)** Debrief Section will:

3.7.16.1. **(Added)** During normal duty hours, organize and coordinate debrief immediately after

landing and ensure all appropriate parties attend the formal debrief function.

3.7.16.2. **(Added)** Aircraft returning during non-duty hours: the Mission Essential Personnel (MEP) or Person in Charge (PIC) will completely fill out Local Checklist (LCL) 445 AW-01-40, see [Attachment 13](#). The PIC will email all AFTO Form 781's to debrief organizational box within 30 minutes of landing. Debrief section will enter information into FMxC2 on the next duty day.

3.7.16.3. **(Added)** Complete LCL 445 AW-01-40, *445th AW Debrief Checklist*, to assist with FMxC2 information input. See [Attachment 13](#).

3.7.16.4. **(Added)** If a mission is returning from a cross-country, ensure a discrepancy is entered on the AFTO Form 781A for an on-board loose equipment inventory.

3.7.16.5. **(Added)** Complete FMxC2 9023, Engine Shutdown screen for all in-flight engine shutdowns.

3.7.16.6. **(Added)** When FMxC2 or email is offline, complete LCL 445 AW-01-40 See [Attachment 12](#).

3.7.16.7. **(Added)** In the event a hard copy AFTO Form 781 is given to debrief in lieu of an electronic copy, debrief section will forward the AFTO Form 781 to PS&D after debriefing is completed.

3.7.17. **(Added)** Quality Assurance will:

3.7.17.1. **(Added)** Be present at all Operational Check Flight (OCF) or Functional Check Flight (FCF) debriefings.

3.7.17.2. **(Added)** Be present at all in-flight emergency debriefings.

3.7.18. **(Added)** Off Station Debriefing:

3.7.18.1. **(Added)** Will ensure all discrepancies and flight hours from previous off station sorties are entered in the MIS upon returning to home station.

3.7.18.2. **(Added)** When an aircraft requires debrief at a location not supported by AMC or without FMxC2 capabilities, debrief personnel will fill out the LCL 445 AW-01-40 completely See [Attachment 13](#) and store it in the debrief binder until FMxC2 input can be accomplished.

3.11. Support Section:

3.11.3.2. **(Added)** Perform Dash 21 and Tiedown Equipment Inventory checklists upon cross country mission return.

3.11.3.3. **(Added)** Perform an inventory of all required equipment utilizing AF Form 4076, Aircraft Dash 21 Equipment Inventory, and AF Form 4069, Tiedown Equipment Checklist. Any items discovered missing will be reported to the appropriate supervisor, Maintenance Operation Center (MOC) and QA as the loss is known.

## Chapter 5 Maintenance Operations (MXO)

### 5.2.4. Maintenance Operations, Director of Operations/Superintendent (DO/SUPT).

5.2.4.12.1. **(Added)** 445 MXG Land Mobile Radio (LMR) call signs are in [Attachment 2](#) of this publication.

#### **5.2.5.1. The MOC Will:**

5.2.5.1.1.2. To monitor the status of aircraft/systems, the MOC will communicate with the Production Superintendent, Expeditors, and the HSC Coordinator to review and manage current aircraft maintenance status, ETIC, and location of all unit assigned/possessed aircraft.

#### **5.2.8. Maintenance Management Analysis (MMA).**

5.2.8.1.11.4. **(Added)** 445 MXG Mnemonic Work Center Codes are in [Attachment 3](#) of this publication.

### **Chapter 6 Quality Assurance (QA)**

#### **6.4. Chief Inspector Responsibilities.**

6.4.8.1. **(Added)** Quality Assurance inspectors will use the Logistics Evaluation Assurances Program (LEAP) to document inspections. Use the LEAP-FMxC2 User's Manual for specific procedures to ensure proper use of the program.

#### **6.12. Functional Check Flights (FCFs) to include Operational Check Flights (OCFs).**

6.12.7. **(Added)** The Wright-Patterson AFB (WPAFB) aircrews are not qualified to perform C-17A FCFs. If it becomes necessary to accomplish an FCF at WPAFB, the 445 MXG/CC will request 445th Maintenance Operations, Plans, Scheduling and Documentation (PS&D) (445 MXOS) office to coordinate/schedule an FCF crew.

**6.12.7.1. (Added)** For C-17A FCF's: Contact Boeing using an expedited Air Logistics Center (ALC) 107, Internal Routing Process, to request an FCF crew. Boeing will provide a flight crew for any FCF required at WPAFB. The process is to submit an ALC 107 Support Request by e-mail from the Wing (through 445 MXOS), approved by Major Command (MAJCOM) Air Mobility Command (AMC/A4QA) and Air Force Reserve Command (AFRC/A4MA) and forwarded to C-17 AFLCMC/WLMC. Send informational copy of request to 4AF/A4M.

### **Chapter 7 IMPOUND PROCEDURES**

#### **7.4. Impound Official Responsibilities.**

7.4.4. **(Added)** Impoundment officials will be tracked and documented in FMxC2 using course code INSP 000157.

7.4.5. **(Added)** The impoundment official will utilize Entry Control Point Log [Attachment 4](#) and Impoundment Official Sequence of Events Checklist [Attachment 5](#).

### **Chapter 8 TOOL AND EQUIPMENT MANAGEMENT**

**8.2.1.1. (Added)** A secure area will be designated to store Consolidated Tool Kits (CTK) when not in use. This area will be capable of being locked and provide protective measures, such as monitoring or controlled key access, to prevent unauthorized removal of tools or CTKs. Locks are not required on individually issued tools and equipment located within tool rooms or work centers.

For adequate security, if possible, CTKs will be lockable containers and the keys will be controlled, to include a beginning and end of shift inventory. If not lockable, CTKs will be stored in an area that is lockable. Dispatched CTKs will be locked and secured to an immobile object when left unattended. The only exception to this requirement is CTKs locked and located within the restricted area access on the aircraft-parking ramp.

8.2.1.2.1. **(Added)** One-person shops/shifts must, as a minimum, have a second party or on-duty supervisor perform the turn-in inspection of all tools.

8.2.3.2. **(Added)** Tools that are damaged, worn or broken will be reported to the shop supervisor or CTK Custodian and removed from the CTK. Supervisors or the CTK Custodian will control the issue and replacement of items on a one-for-one basis. Replacement tools are not issued without receipt of the unserviceable tool or documentation indicating the tool is lost and reported according to the lost tool procedures outlined in this instruction.

8.2.6.1.1. **(Added)** Post taxi/take-off. If a tool is discovered lost after taxiing or take-off of aircraft, Production Superintendent will notify MOC, who in-turn will notify the Command Post and initiate the lost tool check sheet 3-8. Upon notification to MOC, Production Superintendent will also provide information (e.g. tool lost, suspected location) for the placement of a write-up in the aircraft forms. Command Post will notify applicable aircraft commander of lost tool incident and aircraft commander will evaluate the recommendation and determine whether to continue the mission or abort.

8.2.7.1. **(Added)** The 1st and 2nd characters, W9, will be the designators for 445 AW, Wright-Patterson AFB, OH.

8.2.7.2. **(Added)** The 3rd character will be derived from the squadron/group:

8.2.7.3. **(Added)** A 445th Aircraft Maintenance Squadron

8.2.7.4. **(Added)** M 445th Maintenance Squadron

8.2.7.5. **(Added)** L 445th Maintenance Group

8.2.7.6. **(Added)** O 445th Operations Group/Operations Support Squadron

8.2.7.7. **(Added)** The 4th character is the shop designator. The following apply:

8.2.7.8. **(Added)** 445 OG-(S) Life Support

8.2.7.9 **(Added)** 445 MXG-(Q) Quality Assurance

8.2.7.10. **(Added)** 445 MXS-(A) Aerospace Ground Equipment

8.2.7.11. **(Added)** (E) Electro/Environmental

8.2.7.12. **(Added)** (F) Fuels

8.2.7.13. **(Added)** (G) Munitions

8.2.7.14. **(Added)** (H) Pneudraulics

8.2.7.15. **(Added)** (J) Jet Shop

8.2.7.16. **(Added)** (M) Metals Technology

8.2.7.17. **(Added)** (N) Non-Destructive inspection

8.2.7.18. **(Added)** (R) Home Station Check

- 8.2.7.19. **(Added)** (S) Structural Repair
- 8.2.7.20. **(Added)** 445 AMXS-(F) Flightline
- 8.2.7.21. **(Added)** Technical Data will be labeled with the following characters:
- 8.7.2.22. **(Added)** Small Binder T.O.s will have the 5th and 6th characters of JG.
- 8.7.2.23. **(Added)** Large Binder T.O.s will have the 5th and 6th characters of TD.
- 8.7.2.24. **(Added)** Except where noted above, the 5th through 9th characters is for individual shops' numbering decisions, e.g. W9MJ01A01 for item located in Cabinet 01, Drawer A, Item 01.
- 8.7.2.25. **(Added)** Manual CTK number assignment.
- 8.7.2.26. **(Added)** Operations Group/Operations Support Squadron:
- 8.7.2.27. **(Added)** Load Master- LM-01 through LM-50
- 8.2.7.28. **(Added)** Life Support- LS-10 through LS-30
- 8.2.8. **(Added)** Individually issued equipment (e.g., headsets, hard hats, ear defenders, reflective belts and respirators) will be recorded in TCMax® or AF IMT 1297 Temporary Issue Receipt; personal equipment items may be kept in personal lockers.
- 8.2.9.4. **(Added)** Rags will be placed in a suitable container or pouch, which will be assigned an item number and the number of rags contained. Rags will be signed in/out. Rags taken cross-country will be signed out by quantity and signed in when aircraft returns to home station.
- 8.2.10.1. **(Added)** Shop supervisor will approve the need and forward to the card holder for purchase
- 8.2.12.1. **(Added)** Contract Field Teams (CFT) and Depot Teams. CFT and Depot Teams will ensure a process is in place for tool inventory and control at the beginning and end of each shift. If a tool is discovered missing on or near an aircraft, a Red X will be placed in the aircraft forms with a discrepancy. The team chief will immediately notify the MOC and QA. Upon notification MOC will initiate the Lost Tool Checklist. The team chief will direct efforts to find the missing tool.
- 8.2.13.1.1. **(Added)** Tool rooms/work centers may elect to distribute CTKs or peculiar support/test equipment to decentralized locations. The owning tool room will maintain ownership, ensuring accountability and control. Upon arrival at the decentralized location a complete inventory of the CTK/test equipment will be performed.
- 8.2.14.1. **(Added)** Equipment trailers will be clearly marked with assigned EID number on the outside of trailer. Equipment contained in trailer that cannot be silhouetted/shadowed will be labeled with nomenclature and quantity at its storage location. Positive control is required in the form of physical inventories at the start and stop of a procedure or at a minimum daily when in use. All Hand-tools on the trailer fall under the CTK program guidelines and will be etched with appropriate CTK.
- 8.2.15.1.1. **(Added)** One-person shops/shifts must, as a minimum, have a second party or on-duty supervisor perform the turn-in inspection of all tools.
- 8.2.16.1. **(Added)** Tool Storage Facility/Tool Room will be secured when unattended.

8.2.17.1. **(Added)** Foreign Object Damage (FOD) Control. FOD bags will be attached to each dispatchable CTK. Non-dispatchable CTKs that remain in a shop environment, where permanent FOD containers are available, do not require a FOD bag. If not permanently attached, the FOD bag will be listed on the Master Inventory List (MIL).

8.2.18.1. **(Added)** Refer to Paragraph 8.3.6. of DAFI 21-101\_AFRCSUP

## **Chapter 9**

### **MATERIAL MANGANEMENT SUPPORT**

#### **9.17.2. Local Manufacture.**

9.17.2.1.1. **(Added)** Decentralized Material Support (DMS) will be the Maintenance Group Commanders designated representative and focal point for all local manufacture actions and will provide guidance in the accomplishment of these actions. This process will be coordinated with the MXG Quality Assurance (QA) office to ensure compliance with directives and coordinate with wing safety as required.

9.17.2.3.1.1. **(Added)** Drawings for aircraft items must be obtained from appropriate repository such as ETIMS, 107 engineering assistance request, or JEDMICS, etc.

9.17.2.4.1.1. **(Added)** Requests from Maintenance Group organizations for local manufacture of items not available through the Standard Base Supply System will be processed by the following procedures.

9.17.2.4.1.2. **(Added)** The requesting activity will research the required item to determine if it qualifies for local manufacture. Any assistance may be obtained from both the QA and DMS offices.

9.17.2.4.1.3. **(Added)** The requesting work center will fill out the top portion of a Local Manufacture Worksheet, **Attachment 6**. Take the worksheet to QA if determined to be a support equipment/ aircraft required tool, to ensure it qualifies for a local manufacture. If any additional local purchase items are needed to fabricate the local manufacture, the requesting work center is responsible for coordinating the procurement of those additional items. The respective fabrication shop will ensure all materials are available.

9.17.2.4.1.4. **(Added)** The requesting work center will bring the local manufacture request to DMS for review by ensuring all documentation is provided (drawing or sample). DMS will assign a local manufacture job control number and create an automated 350 tag assigning accountability to the appropriate fabrication shop.

9.17.2.4.1.5. **(Added)** The same shop will take their time against the 350 tag in FMxC2, add to screen 9129 in the remark's column "completed" and transfer it back to DMS and notify DMS when completed. The requestor will pick up the part.

9.17.2.6. **(Added)** The following procedures will be followed for requests from organizations that are external to the Maintenance Group.

9.17.2.6.1. **(Added)** The requesting organization will coordinate with the fabricating activity chief regarding required local manufacture.

9.17.2.6.2. **(Added)** Provide DMS a completed local manufacture worksheet that includes the fabrication's portion completed and accompanied by a DD 1348-6 that has all identification data

(unit of issue, quantity, org/shop code, description of item, price, T.O. reference, source of supply, and requester) for processing.

9.17.2.6.3. **(Added)** DMS will review the required documentation for accuracy and completeness and assign a job number.

9.17.2.6.4. **(Added)** DMS will forward the DD 1348-6 to Base Supply for processing and drawings or samples.

9.17.2.6.5. **(Added)** The responsible fabricating activity will take their time against the 350 tag in FMxC2, add to screen 9129 in the remarks column “completed” and transfer it back to DMS when completed.

9.17.2.6.6. **(Added)** DMS will take the appropriate paperwork to Base Supply to have the receipt processed.

9.17.2.6.7. **(Added)** The requester will pick-up the item(s) at DMS and sign both the bottom portion of the local manufacture worksheet and the DD Form 1348-1A from supply.

9.17.2.6.8. **(Added)** DMS will perform a biweekly review of open local manufacture items for status update.

9.17.2.6.9. **(Added)** DMS will maintain a completed file of local manufactured items for 90 days from completion date.

## Chapter 11

### ADDITIONAL MAINTENANCE REQUIREMENTS AND PROGRAMS

11.2.4. **(Added)** LMR Manager (445th Maintenance Group, 445th Maintenance Operations Center) (MOC) is responsible for managing all aspects of the LMR program for the 445th Maintenance Group.

11.2.4.1. **(Added)** For specific shop call signs see [Attachment 2](#).

11.6.6. **(Added)** The 445th Maintenance Group, MOC: Coordinates and monitors all RED BALL maintenance actions and channels the information to Command Post and other agencies as necessary.

11.6.7. **(Added)** Maintenance personnel: Provide maximum support required to correct the RED BALL condition or to those directly involved in the repair action. Provide the MOC with a Estimated Time in Commission (ETIC). All maintenance personnel will use “Maint B” radio net during RED BALL support.

11.6.8. **(Added)** The following actions will be required to support a "RED BALL":

11.6.9. **(Added)** The MOC will include the phrase RED BALL during specialist dispatches.

11.6.10. **(Added)** All parts ordered will include the phrase "RED BALL".

11.6.11. **(Added)** Aircraft parts ordered in support of a RED BALL situation may be ordered off the quick reference list (QRL) and picked up directly from the supply delivery section if it represents the most expeditious method.

11.6.12. **(Added)** The AMXS Production Superintendents and Expediters will ensure that all maintenance documentation and any required local Dropped Object Prevention (DOP) Inspection

is accomplished prior to flight.

11.6.13. **(Added)** When FMxC2 is down, AMXS will ensure that the appropriate documentation is completed as soon as the system is operational.

11.8.9. **(Added)** When suspected or confirmed FOD is discovered, the Production Superintendent or designated representative will make the aircraft available for immediate investigation and will ensure the Maintenance Operations Center (MOC) is immediately notified of all FOD incidents.

11.8.10. **(Added)** MOC will notify all parties IAW MOC Check Sheet 3-15, *FOD Damage/Bird Strike*, immediately.

11.9.6. **(Added)** The Wing Dropped Object Prevention (DOP) monitor will be from the 445th Maintenance Group QA Office and will be listed in the current Maintenance Standardization and Evaluation Program (MSEP).

11.9.7. **(Added)** Anyone suspecting a dropped object will immediately notify the Production Superintendent or if unavailable the Maintenance Operations Center (MOC).

11.9.8. **(Added)** MOC will notify all parties IAW Check Sheet 3-10, immediately. NOTE: No maintenance of any type will be performed or accomplished to repair or replace the dropped object until the Wing DOP Monitor performs an investigation. Investigation will attempt to determine and identify any material design deficiency/failure, personnel error or repeat trends. The Wing DOP Monitor will initiate referral reports to ensure actions are taken to correct trends.

11.10.4.1. **(Added)** Aircraft Structural Integrity Program (ASIP) Project Officer will be appointed from the Avionics Section. This section is the maintenance activity responsible for downloading and submitting digital Standard Flight Data Recorder (SFDR) data IAW 1C-17A-6.

11.10.4.2. **(Added)** Aircraft Structural Integrity Program (ASIP) Project Officer and Project Monitor will have required access to the Aircraft Structural Integrity Management Information System (ASIMIS) website for monitoring Aircraft Data Acquisition and Distribution System (ADADS) located at: Tinker Air Force Base, <https://asimisweb.tinker.af.mil>.

11.10.4.3. **(Added)** Ensures ADADS database is reviewed monthly for updates on data collection, and for seeking root cause on categories of lost data.

11.10.4.4. **(Added)** C-17 Requirements: ASIP Data from the aircraft's SFDR is downloaded to a Support Equipment Computer (SEC) laptop that is configured with the Data Acquisition System (DAS) maintenance program. Data is then uploaded to the ASIMIS that calculates the safe life expectancy of different aircraft structural components.

11.13.3.3. **(Added)** Cannibalization Authority will:

11.13.3.4. **(Added)** Notify MOC for aircraft-to-aircraft CANNs

11.13.3.5. **(Added)** Coordinate with the Propulsion Flight Chief or Base Level Engine Management (BLEM) if the Propulsion Flight Chief is unavailable.

11.13.9. **(Added)** MOC will:

11.13.9.1. **(Added)** Annotate all cannibalizations in the CANN log and maintain a six-month history file.

11.14.5.2.2. **(Added)** A discrepancy will be entered into the 781A's requiring a Quality Assurance forms inspection and will remain open just prior to the first flight out of hangar

queen status.

11.14.5.2.3. **(Added)** Track days since last engine run was completed in order to preclude engine preservation requirements/ FCF requirements.

11.17.16. **(Added)** See Training Request Completion [Attachment 8](#) and Initial Only Engine Run Checklist [Attachment 9](#).

11.17.16.1. **(Added)** Member must complete the on-aircraft certification run within 10 business days after completion of training.

11.17.16.2. **(Added)** The ground observer (scanner) will wear a reflective vest.

11.17.16.3. **(Added)** Engine exterior plugs and covers will be removed on all engines, if going above idle rpm with any engine. If not going above idle, only the adjacent engine plugs/covers will be removed. (Example: No. 1 engine to idle only, No. 2 plugs/covers will be removed, Number 3 and 4 engine plugs/covers can remain on and in position)

11.17.16.4. **(Added)** A qualified individual, other than the engine run supervisor, may perform the pre-run/post-run inlet/exhaust inspections.

11.17.16.5. **(Added)** If an open Red X condition exists in the aircraft forms and the engine run supervisor is uncertain whether the aircraft is safe to operate the engines, he/she will request a 7-level person from the appropriate section(s) to evaluate the condition.

11.28.2.7. **(Added)** The 445 MXS Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) team chief will develop an emergency recall/mobilization roster, identifying recovery team members, for contact during normal duty hours and non-duty hours. A copy of the recall/mobilization roster will be on file in the 445 MXG MOC and the 445 AW command post (CP).

11.28.2.7.1. **(Added)**. The 445 MXG MOC and the 445 MXS CDDAR team will utilize “C” net during these responses to keep normal maintenance frequencies open.

11.28.2.7.2. **(Added)** When notified by the 445 MXG MOC, the 445 MXS CDDAR team chief will begin the notification process to assemble the 445 MXS CDDAR team members. During normal duty hours, all personnel will respond immediately to hangar 4015, 445 MXS maintenance flight chief office. The 445 MXS CDDAR team chief may request additional support of other 445 MXG personnel, for other than actual aircraft recovery, by contacting the 445 MXG MOC.

11.28.2.7.3. **(Added)** Aircraft assigned to the 445 AW are equipped with the following classified equipment: ALE-47 processor, IRUs, IFF, ARC-210, and HF antennas. Upon approval of the On Scene Commander (OSC) during a mishap, if necessary, the listed equipment will be removed from the site by CDDAR team members and transferred to the 445 AMXS/MXAA supervision for secure storage.

11.43.1. **(Added)** RESPONSIBILITIES:

11.43.2. **(Added)** Plans, Scheduling and Documentation will:

11.43.2.1. **(Added)** Provide the Flying Crew Chief (FCC) Program Manager with future Mission Essential Personnel (MEP) requirements as soon as received from Current Operations.

11.43.3. **(Added)** Personnel:

11.43.3.1. **(Added)** Individuals that meet the criteria of the C-17 MEP Qualifications Checklist,

**Attachment 11** will be awarded FMxC2 course codes; WPAT200 for primary MEP or WPAT201 for secondary MEP. All travel on military aircraft requires appropriate military uniform in any duty status.

11.43.4. **(Added)** The AMXS SEL will:

11.43.4.1. **(Added)** Provide managerial oversight of the MEP program.

11.43.4.2. **(Added)** Appoint MEP Program Managers.

11.43.5. **(Added)** The MXS SEL will:

11.43.5.1. **(Added)** Develop a roster of all primary/secondary MEP personnel within the MXS. The roster will be kept current and forwarded to AMXS SEL as changes are made.

11.43.6. **(Added)** The 445 AMXS MEP Program Manager will:

11.43.6.1. **(Added)** Maintain a list of volunteer primary and secondary MEP.

11.43.6.2. **(Added)** Review the current and next month's flying schedule and post qualifying missions.

11.43.6.3. **(Added)** Select MEP for missions.

11.43.6.4. **(Added)** Ensure MEP are current on immunizations required for specific mission needs.

11.43.6.5. **(Added)** Research mission needs and dictates whether the following are needed; passport, visa High Risk of Capture (HRC), Isolated Personnel Report (ISO PREP), North Atlantic Treaty Organization (NATO) Orders, etc.

11.43.6.6. **(Added)** Act as the point of contact to the 89th Airlift Squadron and 445 OSS.

11.43.6.7. **(Added)** Maintain MEP trip tracking log.

11.43.6.8. **(Added)** Notify appropriate supervisors within the 445 MXG and 445th Operations Support Squadron/Current Operations to ensure orders, (MPA/RPA) and extensions are requested for specific missions.

11.43.7. **(Added)** The immediate supervisors for AMXS and MXS MEP will:

11.43.7.1. **(Added)** Review the 445 MXG C-17 MEP Qualifications Checklist for accuracy and currency.

11.43.7.2. **(Added)** Ensure all necessary pre-requisite courses are complete prior to scheduling an MEP for training.

11.43.7.3. **(Added)** Forward AFRC Form 176, Request for Placement on Special Certification Roster, to the respective maintenance superintendent for approval.

11.43.7.4. **(Added)** Schedule/coordinate required training.

11.43.7.5. **(Added)** Provide trainee sufficient time with AMXS to accomplish the MEP training.

11.43.7.6. **(Added)** Ensure MEP has a valid Government Travel Card.

11.43.8. **(Added)** Primary Mission Essential Personnel will:

11.43.8.1. **(Added)** Hold a 7-skill level, be qualified in all parts (A-D) of the MEP qualification checklist, Attachment 2 and be approved by their supervisor and squadron superintendent.

11.43.9. **(Added)** Ensure aircraft inspections are kept current IAW TO 00-20-1(AFRC SUPP) requirements.

11.43.9.1. **(Added)** Ensure the eTools (digital tech data) is current before departure, as well as utilize any tool kits designed specifically for MEP functions when available.

11.43.9.2. **(Added)** Monitor and accomplish maintenance on assigned aircraft.

11.43.9.3. **(Added)** Report to the en-route supervisors after landing.

11.43.9.4. **(Added)** Participate in the aircraft debrief at all en-route/transient locations.

11.43.9.5. **(Added)** Coordinate with the Aircraft Commander (AC) and the en-route/transient supervisor on the work/rest plan. AC will be the final approval authority for the work/rest plan.

11.43.9.6. **(Added)** Possess a current FMxC2 Personal Training Record (9119) and My Training 623, ID tags, and Government Travel Card. Passports may be required on some missions.

11.43.9.7. **(Added)** Coordinate stranded aircraft recovery IAW AFRCI 21-108.

11.43.9.8. **(Added)** When possible, at locations without FMxC2 support, grounding maintenance discrepancies will be reported to the 445 MXG MOC upon landing and prior to entering a rest period.

11.43.9.9. **(Added)** Will participate in the home station debrief, and/or have a completed manual debrief form.

11.43.9.10. **(Added)** Complete the recovery of the aircraft to include 781 forms documentation, oil servicing checks, and install engine covers when directed.

11.43.9.11. **(Added)** Provide a complete MEP Post Mission Debrief Checklist to respective Flight Chief, see [Attachment 12](#), [Attachment 13](#), [Attachment 14](#), [Attachment 15](#), [Attachment 16](#) and [Attachment 17](#) as applicable.

11.43.10. **(Added)** Secondary Mission Essential Personnel will:

11.43.10.1. **(Added)** Hold a 5-skill level, be qualified in parts A and B of the MEP qualification checklist, [Attachment 11](#) and be approved by a supervisor and squadron SEL.

11.43.10.2. **(Added)** Assist the primary MEP in performance of assigned duties.

11.43.11. **(Added)** Civilian Status:

11.43.11.1. **(Added)** The AFRC Form 4, Air Reserve Technician (Aircrew) Work Hours Record (CIV, AD, IAD), will be used to document non-standard duty days and will be provided to the respective supervisor with necessary timecard information. It will be used to track the actual duty day start and stop time as well as aircraft takeoff and landing times. The time will be expressed in 24-hour clock time. Entries will be made daily, be completed for the entire TDY period, and will include changing to and from military status.

11.43.11.2. **(Added)** The duty day begins when the MEP arrives at the 89AS for the Crew Brief which is usually 3.25 hours prior to departure time. An explanation will be provided by the MEP when: The report time is greater than 3.25 hours prior to scheduled takeoff, takeoff is more than 4 hours after reporting time, post-flight duties exceed one hour after landing, or a lunch period is not taken.

## Chapter 14 MAINTENANCE PLANS, SCHEDULING AND DOCUMENTATION

14.2.2.2.4. **(Added)** The locally developed PS&D checklist for jacket file review can be found at "S:\MXG\MOS\MOS\PS\IntranetUpdates\JacketFiles\JACKETFILEREVIEWSHEETC17'S.xls"

14.2.3.4.6. **(Added)**. Routing requirements: PS&D, DMS, MOC and QA. Boeing is optional. C- 17 Base Level Engine Management will be via email.

14.2.3.4.7. **(Added)** Plan Scheduling and Documentation will:

14.2.3.4.7.1. **(Added)** Print current 8035, 8040, 8005 and 9188 FMxC2 screens or Global Reach products and will file in jacket file. Prepare AF Form 2410 and verify flying hours, *See Attachment 10* for local ADR check sheet.

14.2.3.4.8. **(Added)** Maintenance Operation Center will:

14.2.3.4.8.1. **(Added)** Review 781As and 781Ks for completeness and accuracy.

14.2.3.4.9. **(Added)** Quality Assurance will:

14.2.3.4.9.1. **(Added)** Review forms binder for proper format and quality of produced contents.

14.2.3.4.10. **(Added)** Dedicated Crew Chief and/or Alternate Dedicated Crew Chief will:

14.2.3.4.10.1. **(Added)** Ensure a Crew Chief attends the ADR & maintains AF Form 781 series aircraft binder.

14.2.3.4.11. **(Added)** C-17 Base Level Engine Management – Via email, will provide updated engine hours.

DOUGLAS A. PERRY Jr., Col, USAF  
Commander

## **Attachment 1 (Added)**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### ***References***

DAFI 21-101, *Aircraft and Equipment Maintenance Management*  
TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*

#### ***Adopted Forms***

AFTO 349, *Maintenance Data Collection Record*  
AFTO 350, *Reparable Item Tag*  
AFTO Form 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 Document*  
AFTO 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection, and Delayed Discrepancy Document*

#### ***Abbreviations and Acronyms***

**DAFMAN**-Department of the Air Force Manual  
**AFRIMS**-Air Force Records Information Management System  
**AMXS**-Aircraft Maintenance Squadron  
**CANN**-Aircraft Canned Part  
**FMxC2**-Filed Maintenance Command & Control  
**HSC**-Home Station Check  
**IAW**-In Accordance With  
**IPI**-In Process Inspection  
**MIS**-Maintenance Information System  
**MXG**-Maintenance Group  
**MXMT**-Maintenance Squadron HSC  
**OPR**-Office of Primary Responsibility  
**PS&D**-Plans, Scheduling and Documentation  
**RDS**-Records Disposition Schedule  
**TO**-Technical Order  
**CG**-Center of Gravity  
**CTK**-Consolidated Tool Kit  
**DMS**-Decentralized Material Support  
**MEP**-Maintenance Essential Personnel  
**ASIP**-Aircraft Structural Integrity Program  
**DOP**-Dropped Object Prevention  
**MSL**-Maintenance Supply Liaison  
**SEC**-Support Equipment Computer

**Attachment 2 (Added)****445 MXG Land Mobile Radio (LMR) Call Signs**

<b>MXG Commander</b>	<b>Buckeye 1</b>
<b>MXG Deputy Commander</b>	<b>Buckeye 2</b>
<b>MO Aircraft Maintenance Officer</b>	<b>Buckeye 3</b>
<b>MO Superintendent</b>	<b>Buckeye 4</b>
<b>Q/A Chief</b>	<b>Buckeye 5</b>
<b>Q/A</b>	<b>Buckeye 51</b>
<b>MXG Senior Enlisted Leader</b>	<b>Buckeye 6</b>
<b>Plans &amp; Scheduling</b>	<b>Scheduling 1</b>
<b>Decentralized Material Support (DMS)</b>	<b>DMS</b>
<b>Maintenance Operations Center (MOC)</b>	<b>MOC</b>
<b>Demand Processing (Supply)</b>	<b>Supply 1</b>
<b>AMXS Commander</b>	<b>Viper 1</b>
<b>AMXS Maintenance Supervisor</b>	<b>Viper 11,12,13</b>
<b>AMXS Senior Enlisted Leader</b>	<b>Viper 2</b>
<b>AMXS Deputy Superintendent</b>	<b>Viper 21</b>
<b>AMU Flight Chief</b>	<b>Viper 3</b>
<b>Production Superintendent</b>	<b>Viper 4</b>
<b>Expediter</b>	<b>Viper 41, 42</b>
<b>APG Section NCOIC</b>	<b>Viper 6</b>
<b>APG Dispatch</b>	<b>Viper 61</b>
<b>APG Office</b>	<b>Viper 62</b>
<b>APG Truck</b>	<b>Linebacker 1</b>
<b>Specialist Section NCOIC</b>	<b>Viper 7</b>
<b>Specialist Dispatch (Launch Truck)</b>	<b>Viper 71</b>
<b>Avionics Dispatch</b>	<b>Viper 8</b>
<b>AGCS Lead</b>	<b>Viper 81</b>
<b>CNAV Lead</b>	<b>Viper 82</b>
<b>Systems Dispatch</b>	<b>Viper 9</b>
<b>JETS Lead</b>	<b>Viper 91</b>
<b>ELEN Lead</b>	<b>Viper 92</b>
<b>HYD Lead</b>	<b>Viper 93</b>
<b>Support NCOIC</b>	<b>Bat 2</b>
<b>Support Dispatch</b>	<b>Bat 3</b>
<b>Tool Room (CTK)</b>	<b>Bat 4</b>
<b>MXS Commander</b>	<b>Maverick 1</b>
<b>MXS ART Officer</b>	<b>Maverick 11</b>
<b>MXS Maintenance Officer</b>	<b>Maverick 12</b>
<b>MXS Senior Enlisted Leader</b>	<b>Maverick 2</b>

<b>MXS Asst Superintendent</b>	<b>Maverick 21</b>
<b>Accessories Flt Chief</b>	<b>Maverick 3</b>
<b>Fuel Shop Chief</b>	<b>Maverick 31</b>
<b>Fuel Shop Dispatch</b>	<b>Maverick 32</b>
<b>Elen Shop Chief</b>	<b>Maverick 33</b>
<b>Elen Shop Dispatch</b>	<b>Maverick 34</b>
<b>PNEU Shop Chief</b>	<b>Maverick 35</b>
<b>PNEU Dispatch</b>	<b>Maverick 36</b>
<b>Fabrication Flight Chief</b>	<b>Maverick 4</b>
<b>Structures Supervisor (Days, Nights)</b>	<b>Maverick 42, 43</b>
<b>Structures Dispatch (Days, Nights)</b>	<b>Maverick 44, 45</b>
<b>MTEC</b>	<b>Maverick 46</b>
<b>NDI Shop Chief</b>	<b>Maverick 47</b>
<b>NDI Dispatch</b>	<b>Maverick 48</b>
<b>AGE Flight Chief</b>	<b>Maverick 5</b>
<b>AGE Dispatch</b>	<b>Maverick 51</b>
<b>JETS Flight Chief</b>	<b>Maverick 6</b>
<b>JETS Dispatch</b>	<b>Maverick 61</b>
<b>Maintenance Flight Chief</b>	<b>Maverick 7</b>
<b>HSC Shop Chief</b>	<b>Maverick 71, 72</b>
<b>HSC Dispatch</b>	<b>Maverick 73</b>
<b>HSC Controller</b>	<b>Maverick 74</b>
<b>Munitions</b>	<b>Maverick 8</b>

**Attachment 3 (Added)****ORGANIZATIONAL LISTING****Table 3A.1. 445 Maintenance Group (MXG).**

<b>Function</b>	<b>Office Symbol</b>	<b>FMxC2 Mnemonic</b>	<b>FMxC2 Work Center</b>
Commander	CC	MXGCC	A0000
MXG Support	CCA	MXGCC	A0000
Superintendent	CCC	MXGCC	A0000
Quality Assurance	MXQ	MXGQA	A0010
Section Commander	MXO	MXOCCC	A1000
Orderly Room	CCQ	MOSCC	A1000
Maintenance Ops Supervision	MXO	MOSCC	A1000
Maintenance Data System Analysis	MXOA	MDSA	A1230
Maintenance Operations Center	MXOC	MOC	A1250
Programs and Resources	MXOP	PLANS	A1300
DLR/Resource Advisor	MXOPA	PLANS	A1300
Plans, Scheduling & Documentation	MXOS	SCHED	A1220
Maintenance Training	MXOT	MTFLT	A1100

**Table 3A.2. 445th Maintenance Squadron (MXS).**

<b>Function</b>	<b>Office Symbol</b>	<b>FMxC2 Mnemonic</b>	<b>FMxC2 Work Center</b>
Commander	CC	MXSCC	AE000
Orderly Room	CCQ	MXSCC	AE000
Maintenance Supervision	MXM	MXSCC	AE000
Electro-Environmental	MXMCE	ELEN	AE815
Fuel Systems Repair	MXMCF	FUEL	AE805
Pneudraulics	MXMCP	HYDR	AE810
Fabrication Flight Management	MXMF	SMCO	AE700
Aircraft Structural Repair	MXMFS	SMCO	AE720
Metals Technology	MXMFM	MTECH	AE730
Non-Destructive Inspection	MXMFN	NDIS	AE710

<b>Function</b>	<b>Office Symbol</b>	<b>FMxC2 Mnemonic</b>	<b>FMxC2 Work Center</b>
Aerospace Ground Equipment Flight	MXMG	AGEIR	AE305
Propulsion Flight	MXMP	ENGM	AE610
Home Station Check	MXMT	HSC	AE247
Munitions Flight	MXMW	AMMO	AE430

**Table 3A.3. 445th Aircraft Maintenance Squadron (AMXS).**

<b>Function</b>	<b>Office Symbol</b>	<b>FMxC2 Mnemonic</b>	<b>FMxC2 Work Center</b>
Commander	CC	A1CC	AA000
Orderly Room	CCQ	A1OPS	AA000
Maintenance Supervision	MXA	A1AFM	AA050
Sortie Generation Flight	MXAA	A1ACC	AA1AF
Sortie Generation Section A	MXAAA	A1AS	AA1AC
AMU Specialist	MXAAS	A1ASC	AA1AS
Specialist Comm/Nav	MXAASC	A1ASE	AA1AE
Specialist ELEN	MXAASE	A1ASG	AA1AG
Specialist Guidance/Control	MXAASG	A1ASH	AA1AH
Specialist Hydraulic	MXAASH	A1ASP	AA1AP
Specialist Propulsion Support Flight	MXAASP	A1SFM	AA300
Deployed Shop	MXAS	A1DEP	AA900

**Table 3A.4. Other.**

<b>Function</b>	<b>Office Symbol</b>	<b>FMxC2 Mnemonic</b>	<b>FMxC2 Work Center</b>
Deleted Personnel	LGRMM	HOLD	A9998
Depot Maintenance Life Support		DEPOT	A9999
Decentralized Material Support		LIFES	A9090
		MSL	A1260



**Attachment 5 (Added)**

**IMPOUNDMENT OFFICIAL SEQUENCE OF EVENTS CHECKLIST**

**Impoundment Official:** \_\_\_\_\_

**Date/time:** \_\_\_\_\_

	<p><b>1. Enter Red X symbol in the applicable AFTO Form 781A or AFTO 244 with a statement indicating the reason for impoundment and the name of the assigned Impoundment Official. Follow the impoundment process and procedures outlined in AFI 21-101.</b></p>
	<p><b>2. Control access to the impounded aircraft/equipment and establish ECP as follows:</b></p> <ul style="list-style-type: none"> <li><b>A. Notify MOC to contact security police to have aircraft/equipment marked off using cones, ropes, or placards indicating the impoundment condition.</b></li> <li><b>B. Establish the ECP Log (Attachment 4)</b></li> </ul>
	<p><b>3. Ensure the aircraft CVR/FDR circuit breakers are pulled immediately after engine shutdown or before applying external power to safeguard CVR/FDR data.</b></p>
	<p><b>4. Obtain and secure forms (aircraft forms binder, AMXS pulled forms, and aircraft jacket file or the AFTO IMT 244 for equipment), applicable aircraft data collection removable media; e.g. card, C-17 OQAR disc, etc and notify MOC to lock the electronic records. Ensure the data collected on the aircraft, CVR/SFDR/DFDR, is safeguarded for data download.</b></p>
	<p><b>5. If applicable, MWSs will be secured and controlled until released by Impoundment Official.</b></p>
	<p><b>6. Determine which tools and/or equipment were used on the job in question, quarantine these and release the remainder back into circulation as soon as possible in order to minimize mission impact.</b></p>
	<p><b>7. Select a team of highly qualified technicians dedicated to determine the cause of the problem that led to the impoundment. Impoundment team members will be relieved of all other duties until released by the Impoundment Official.</b></p>
	<p><b>8. Request analysis to run a 6 month report on associated Work Unit Codes/REFDES.</b></p>
	<p><b>9. Control all parts removed during the impoundment process to insure that parts, once confirmed as the cause for impoundment, are available to be processed as deficiency report exhibits.</b></p>
	<p><b>10. Once cause of the malfunction or failure has been positively determined, brief the Release Authority on findings, corrective actions, and request release of the aircraft/equipment from impoundment (NOTE: If the cause of a reported malfunction cannot be determined or a positive corrective cannot be confirmed, the Release Authority will determine if further actions are required).</b></p>
	<p><b>11. Release Authority will clear the impoundment IAW AFI 21-101 and TO 00-20-1.</b></p>

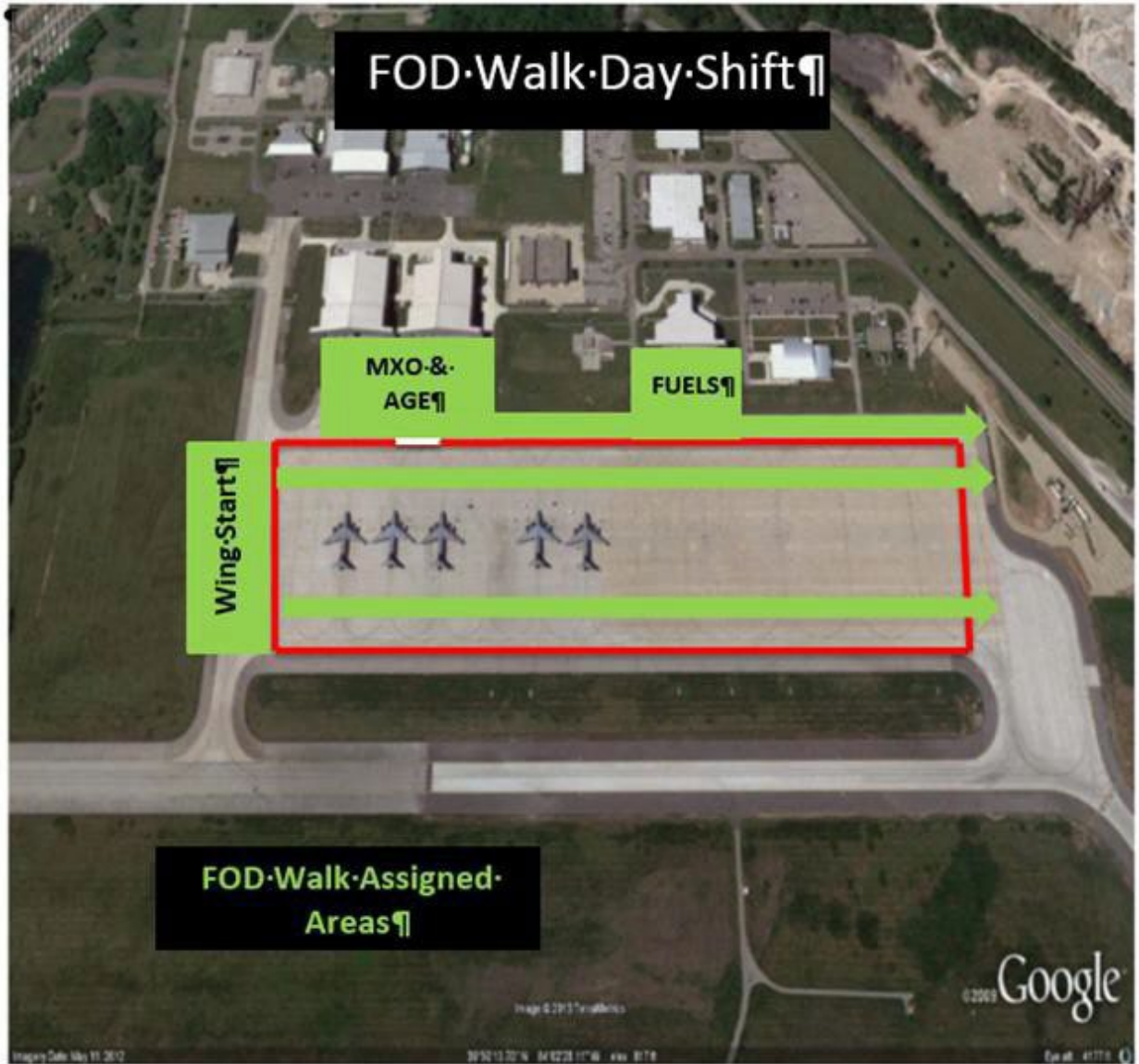
**Attachment 6 (Added)**  
**LOCAL MANUFACTURE WORKSHEET**  
**Figure 6A.1. Local Manufacture Part Information.**

<b>LOCAL MANUFACTURE WORKSHEET</b>	
Local Manufacture Part Information	
Date of Request:	Requesting Activity Shop/Office:
Supply Org/Shop Code:	POC/Employee#:
Phone Number:	Shop it's going to:
Priority:	Quantity Required:
Mark For:	Job Control Number:
Work Unit Code:	Part Number:
Technical Order Number:	Technical Order Figure:
Technical Order Index:	Nomenclature:
National Stock Number (NSN):	Manufacture from:
Intended Use:	
Justification:	
<p><i>NOTE QUALITY ASSURANCE (QA) COORDINATION IS REQUIRED on all requests for approval and use of locally designed tools or equipment that carry loads, change torque, or present potential to damage government equipment. QA does not need notified if local manufacture, modification or design of tools is authorized in specific technical data.</i></p>	
Quality Assurance Office Coordination	
Initial review accomplished and authorization given by:	Technical Order change Required:
Local Manufacture Request entered into QANTTAS Data Base by:	
DMS Coordination	
Date Received:	Time Received:
Received By:	Local Manufacture Job Control Number:
350 Tag Number:	DMS Assigned Document Number:
Fabrication Section	
Fabrication Section:	Received by:      Date/Time:
Reviewed by:	Estimated Cost/Time:



Attachment 7 (Added)

FOD WALK AREA



**Attachment 8 (Added)**

**TRAINING REQUEST AND COMPLETION**

TRAINING REQUEST AND COMPLETION						
Name of Training Monitor		EX: 445 <sup>th</sup> MXOT		Contact number of TM		Date issued
REQUESTERS NAME		ORGAN / OFF SYMBOL		PHONE		DATE INITIATED
COORDINATING ROUTING						
TO	DATE	INITIALS	TO	DATE	INITIALS	
Training Monitor / Manager						
MXOT			See these individuals in this order to ensure compliance regulations. DO NOT SKIP!			
BOEING						
NAME OF INDIVIDUAL BEING QUALIFIED			EMPLOYEE NUMBER	FMxC2 CODES TO BE UPDATED		
Name of the individual to be certified.			Employee number of the individual to be certified.	UTM IS RESPONSIBLE FOR LOADING COURSE CODES: C17 000001 (Initial only), C17 000005 (Initial, Refresher), C17 000007 (Initial, Refresher), C17 000071 (Refresher), C17 000180 (Refresher)		
ENGINE RUN ITEMS TO BE COMPLETED FOR INITIAL / REFRESHER						
ITEM NAME	DATE/SCORE			PRINT NAME/ SIGNATURE		
C17 ENGINE RUN CHECKLIST (INITIAL ONLY)	Checklist must accompany this 2426 for initial engine run students!			MXOT:		
C17 ENGINE RUN PRE-TEST (INITIAL ONLY)	Must be completed BEFORE member arrives for Boeing training			445th Maintenance Training		
TEPATS / BOEING CBT SIMULATOR TRAINING (ALL)	Dated upon completion of simulator training conducted by Boeing or Engine Run Instructors.			Boeing Instructor / Pilot / Engine Run Program Manager		
ENGINE RUN POST TEST (INITIAL, REFRESHER)	Completed within 72 hours of completing the class.			Test Proctor / DLC		
PERFORM ACTUAL AIRCRAFT RUN W/ CERTIFYING OFFICIAL	Dated when flight line engine run is completed. Must occur within 10 business days of completing simulator training			Certifier to include employee number (listed on special cert roster)		
RETURN 2426 WITHIN 10 DAYS TO MAINT. TRAINING	Dated when member returns in person to Maint. Training Office.			445th MXOT		

<b>TRAINING REQUEST AND COMPLETION</b>						
		445 MXOT		DSN 787-2625 COM 937-257-2625		
<b>REQUESTERS NAME</b>		<b>ORGAN/OFF SYMBOL</b>		<b>PHONE</b>		<b>DATE INITIATED</b>
<b>COORDINATING ROUTING</b>						
<b>TO</b>	<b>DATE</b>	<b>INITIALS</b>	<b>TO</b>	<b>DATE</b>	<b>INITIALS</b>	
BOEING						
<b>NAME OF INDIVIDUAL IN QUALIFICATION</b>			<b>EMPLOYEE NUMBER</b>		<b>FMxC2 CODES TO BE UPDATED</b>	
					<b>UTM IS RESPONSIBLE FOR LOADING COURSE CODES:</b> C17 000001 (Initial only), C17 000005 (Initial, Refresher), C17 000007 (Initial, Refresher), C17 000071 (Refresher), C17 000180 (Refresher)	
<b>ENGINE RUN ITEMS TO BE COMPLETED FOR INITIAL / REFRESHER</b>						
<b>ITEM NAME</b>		<b>DATE/SCORE</b>			<b>PRINT NAME/SIGNATURE</b>	
C17 ENGINE RUN CHECKLIST (INITIAL ONLY)					<b>UTM / Supervisor</b>	
C17 ENGINE RUN PRE-TEST (INITIAL ONLY)					<b>UTM / DLC</b>	
TEPATS / BOEING CBT SIMULATOR TRAINING (ALL)					<b>Instructor / Engine Run Program Manager</b>	
ENGINE RUN POST TEST (INITIAL, REFRESHER)					<b>UTM / DLC</b>	
PERFORM ACTUAL AIRCRAFT RUN WITH CERTIFYING OFFICIAL					<b>Certifier Print/Sign</b>	<b>Employee Number</b>
RETURN 2426 WITHIN 10 DAYS TO 445 MAINTENANCE TRAINING OFFICE					<b>445<sup>th</sup> MXOT</b>	

**Attachment 9 (Added)**

**445 MXG (WPAFB) INITIAL RUN ONLY (CHECKLIST)**

<b>445 MXG (WPAFB) INITIAL RUN ONLY (CHECKLIST)</b>	<b>Supervisor Initials</b>
QUALIFIED IN AIRCRAFT MARSHALLING (myLearning)	
QUALIFIED AS A TOW BREAK OPERATOR (C1700045)	
QUALIFIED IN BASIC RADIO AND INTERPHONE SYSTEM OPERATION (myLearning)	
CONNECT / DISCONNECT EXT. ELECTRICAL POWER (myLearning)	
SERVICE APU OIL (myLearning)	
SERVICE ENGINE OIL (myLearning)	
OPERATE MULTIFUNCTION DISPLAY (myLearning)	
OPERATE MISSION COMPUTER (myLearning)	
OPERATE FLAPS/ SLATS SYSTEM (myLearning)	
OPERATE CARGO DOORS & RAMP (C1700018)	
OPERATE STAB STRUTS (myLearning)	
OPERATE APU (C1700070)	
ENGINE INLET AND EXHAUST INSPECTIONS (myLearning)	
6 MONTHS CURRENT EXPERIENCE ON AIRCRAFT	
C-17 ENGINE PRE-TEST (E-TEST) (ATTACH TRANSCRIPT)	
<b>THIS ENGINE RUN CHECKLIST MUST BE COMPLETED AND EVALUATED WITH A SIGNATURE BEFORE INDIVIDUAL WILL BE SCHEDULED FOR C-17 ENGINE RUN COURSE</b>	
<b>BY SIGNING BELOW I CERTIFY THE ABOVE INFORMATION IS CORRECT AND ACCURATE</b>	
<b>SUPERVISOR NAME &amp; SIGNATURE:</b>	

**Attachment 10 (Added)****AIRCRAFT DOCUMENT REVIEW (ADR) CHECKSHEET**

AIRCRAFT \_\_\_\_\_ DATE \_\_\_\_\_ PS&amp;D INITIALS \_\_\_\_\_

**1. CREW CHIEF: (Prior to ADR)**

- Aircraft Forms: Will transcribe 781 forms and print a completely new set of forms to be placed in the binder prior to the ADR.
- Check JCN's and discrepancies in aircraft forms against those listed in FMxC2.
- If parts are required, check the supply document number in aircraft forms against the supply document number in FMxC2.
- Bring aircraft AFTO Form 781 series binder to the ADR.

**2. DECENTRALIZED MATERIAL SUPPORT (DMS):**

- Verify parts are on order for all requirements.
- Verify correct supply document number in FMxC2.
- Load/change/delete discrepancies/supply data as needed.

**3. PLANS, SCHEDULING AND DOCUMENTATION:**

- Verify and correct aircraft operating times.
- Inspection and Replacement items will be reviewed.
- Address TCTO dates that are coming within 60days of grounding.
- Ensure all attendees sign the AFTO Form 781A and AF Form 2410. The AF 2410 is then filed in aircraft jacket file.
- Verify JCN completion.

**4. MAINTENANCE OPERATIONS CENTER (MOC):**

- Provide current Program Screen 9032D FMxC2 product at ADR.
- Verify all open discrepancies listed on AFTO Form 781A and 781K.
- Verify JCN's and discrepancy narrative.
- Close out aircraft ADR, JCN.

**5. QUALITY ASSURANCE:**

- Review forms binder for proper format and quality of produced contents.

**Attachment 11 (Added)**

**445th C-17 MEP Qualifications Checklist**

445th C-17 MEP Qualifications Checklist					
Primary MEP's Must Have All Boxes Checked					
MEP's Printed Name: _____					
PREREQUIAITE TRAINING (PART A)		PREREQUIAITE TRAINING (PART A CONT.)		PRIMARY (PART C)	
GTC A/M32A-95	<input type="checkbox"/>	Integral Jack Team Member	<input type="checkbox"/>	Engine Run Qualified *SCR*	<input type="checkbox"/>
Diesel Driven Air Compressor	<input type="checkbox"/>	Engine/IDG/APU Oil Servicing	<input type="checkbox"/>	Refuel/Defuel Supervisor C17-030	<input type="checkbox"/>
Ground Generators	<input type="checkbox"/>	Intake and Exhaust Inspection *SCR*	<input type="checkbox"/>	Concurrent Servicing Supervisor C17-075 (as applicable) *SCR*	<input type="checkbox"/>
Ground Heaters	<input type="checkbox"/>	<b>SECONDARY (PART B)</b>		Integral Jack Supervisor C17-058 *SCR*	<input type="checkbox"/>
Lighting Equipment	<input type="checkbox"/>	Cargo Door Operation (AUTO)	<input type="checkbox"/>	Tow Supervisor C17-040 *SCR*	<input type="checkbox"/>
Essex generator	<input type="checkbox"/>	Wheel/Tire Change	<input type="checkbox"/>	Flight Control TBA 2A5X1-007 005.001	<input type="checkbox"/>
Air Conditioning units	<input type="checkbox"/>	Strut Servicing	<input type="checkbox"/>	Hydraulic Systems TBA 2A5X1- 007 006.001	<input type="checkbox"/>
Maintenance Stands	<input type="checkbox"/>	Inspections Thru/BPO/Pre C17-025	<input type="checkbox"/>	Engines TBA 2A5X1-007 007.001	<input type="checkbox"/>
Forms Documentation AFET-230	<input type="checkbox"/>	Launch/Recovery Procedures	<input type="checkbox"/>	Fuel Systems TBA 2A5X1-007 008.001	<input type="checkbox"/>
Fan Thrust Reverser Duct Assembly Open/Close	<input type="checkbox"/>	Tow Brake Operator C17-045	<input type="checkbox"/>	Electrical Systems TBA 2A5X1-007 009.001	<input type="checkbox"/>
Fire Extinguisher ANCL-680	<input type="checkbox"/>	Tow Team Member C17-039	<input type="checkbox"/>	Utility Systems TBA 2A5X1-007 004.001	<input type="checkbox"/>
AF Form 55 review SAFE-057	<input type="checkbox"/>	Refuel/Defuel Panel Operator C17-035			
Apply/Disconnect External Power	<input type="checkbox"/>	LOX Servicing C17-550	<input type="checkbox"/>		
Dropped Object Prevention Program ACFT-650	<input type="checkbox"/>	ACFT Marshalling Fixed Wing ACFT-911			
Thrust reverser Lock/Unlock		Nitrogen Servicing Equipment	<input type="checkbox"/>		
Aircraft Intercom Systems (ICS)		APU Operation C17-070/C17 *SCR* 071			
FEDS Awareness Training C17-020		Brake Change/Deactivate			
Jack Team Member Duties C17-010		Tire Servicing			
Hydraulic Servicing	<input type="checkbox"/>	Cargo Door Operation (MANUAL) C17-018			
<b>Reviewed Date:</b> _____					
<b>Immediate Supervisor Printed Name:</b> _____					
<b>Immediate Supervisor Signature:</b> _____					
<b>AMXS or MXS Superintendent Review:</b> _____					

**Attachment 12 (Added)**  
**DEBRIEF CHECKLIST 1**

4a. LOX:				4b. FUEL:		4c. CONFIG:		4d. FLARES: Y / N		4e. A/C Serial Number:	
4f. JCN	4g. REFDES	REP/REC	4h. SYMBOL	4i. Discovered By/	4k. Discrepancy						
5a. Steps To MIS Debrief Input:				5b. Completed:	5c. Debrief Step Information						
1. 9050 Input Debrief Discrepancies					< Inputs Discrepancy & REP/REC information, notify Pro Sup to change status after com						
2. 8038 Flight Detail Summary					< Ensures 781 flying time has not been previously input.						
3. 9020 Detailed Aircraft Flying Hour Input					< Input Flying time information.						
4. 9134 Aircraft Debrief Update					< Inputs Deviation, utilization, and landing status.						
5. 9140 Aircraft Flight System Capability Update					< Inputs System Capability.						
6. Oil Consumption					< Inputs Engine Oil Consumption Information.						
5d. MEP Name (if applicable) PRINT:					5e. MIS information input by:						

Attachment 13 (Added)

DEBRIEF CHECKLIST 2

<span style="font-size: 1.5em; font-weight: bold;">445th AW Debrief</span>				
1a. A/C Serial Number:		1b. Date:	1c. Spec:	1d. Mission Number:
1e. PIC:	1f. MX Debrief:	1g. Mission Symbol:		1h. Landing Status: A1 A2 A3 A4
2a. Are any of the following applicable? -"Subjected to Salt Spray" -"Operated on Semi-Prepared Runway" -"Reportable Flight Control Malfunction" - Equipment Found Missing - Successful or unsuccessful interrogation of the Mode 4 - Fluid/bio-hazard spill				Y / N
If YES: PIC: Refer to 11-2C-17 V3 to ensure appropriate 781A discrepancy is made. MX Debrief: Refer to AFI 21-101 AMC SUP CL-3, C-17 Debriefing Checklist to perform debrief and notify Production Team.				
2b. Did you experience any HUD abnormalities?				Y / N
If YES See 445 FORM HUD 1				
2c. PIC annotate all debrief discrepancies to include fault codes and annotate as ME/MC/OI.				<input type="checkbox"/> <span style="font-size: 1.5em; font-weight: bold;">Completed</span>
2d. Was the Mission / Training successfully completed?				Y / N
If NO: MX Debrief: Notify MOC to complete AIR ABORT CHECK SHEET				
2e. Have ALL AFTO 781's filled out completely and given to debrief?				Y / N
2f. For SELF PARK - Engine Oil Requires check within 1 HR of engine shutdown by MEP or Aircrew.				Y / N / NA
Completed?				
2g. PIC SIGNATURE:				
3a. Type Inspection: <small>*For QT. Ensure DOP is entered in A/C forms.</small>		QT / TH / PR/BPO		3g. OIL IN <small>*Enter date only for sorties which serviced oil.</small>
3b. OBLE inspection required? <small>*Required upon return of all cross-country missions.</small>		Y / N		Sortie Date: _____ #1 _____ #2 _____ #3 _____ #4 _____
3c. Review PADD/9032C & annotate Repeat/Recurring as required. Completed?		Y / N		Sortie Date: _____ #1 _____ #2 _____ #3 _____ #4 _____
3d. Is QA required for debrief? <small>*QA is required to attend debrief of OCF/PCF/WE.</small>		Y / N		Sortie Date: _____ #1 _____ #2 _____ #3 _____ #4 _____
3e. Ensure 781H/781J is updated. Call MOC with Vitals update. Completed?		Y / N		Sortie Date: _____ #1 _____ #2 _____ #3 _____ #4 _____
3f. For landing status CODE-3, Contact MOC with REFDES. Completed?		Y / N		Sortie Date: _____ #1 _____ #2 _____ #3 _____ #4 _____

**Attachment 14 (Added)**

**DEBRIEF QUESTIONNAIRE FOR HUD/IRU ALIGNMENT DISCREPANCIES (APPROACH)**

Flight Crew: *(Leave IRUs ON After Flight)*

Pilot Name \_\_\_\_\_ Phone # \_\_\_\_\_

Copilot Name \_\_\_\_\_ Phone # \_\_\_\_\_

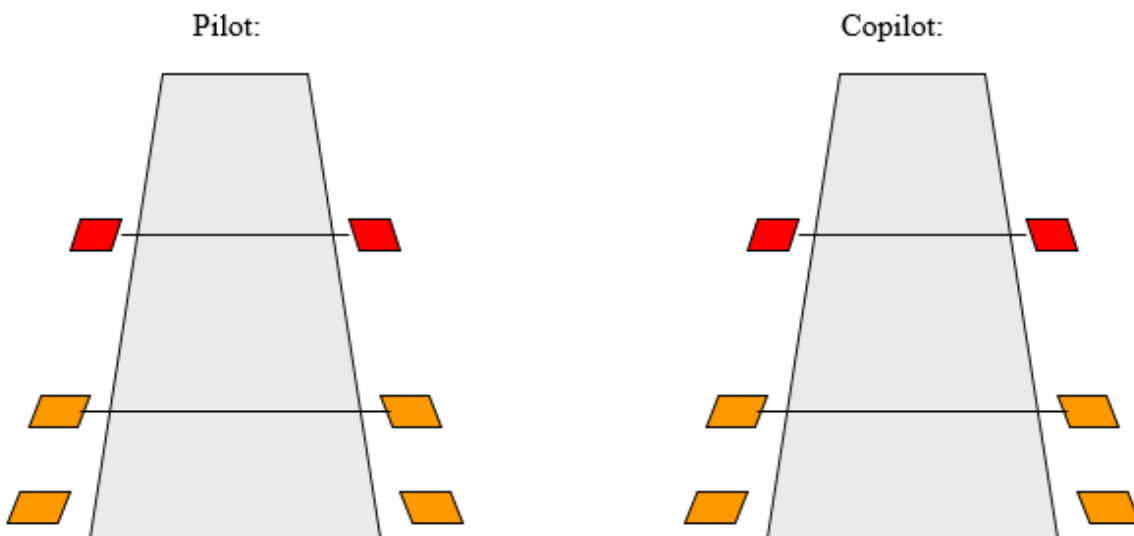
Date: \_\_\_\_\_ Airport: \_\_\_\_\_ Aircraft: \_\_\_\_\_

Altitude (Ft AGL) of Discrepancy: \_\_\_\_\_

Pilot on IRU: \_\_\_\_\_ C/P on IRU: \_\_\_\_\_ Selected Appr Angle: \_\_\_\_\_

Perceived Discrepancy between Pilot and Co-pilot Approach Path Indicators (distance in feet along runway): \_\_\_\_\_

Drawing of Pilot and Copilot depiction of Flight Path Vector and Approach Path Indicator at time of discrepancy:



**Attachment 15 (Added)**

**GROUND CREW: COLLECT POST-FLIGHT DATA**

Aircraft: \_\_\_\_\_

Date: \_\_\_\_\_

Record FCC Memory Inspect data before power down:

	FCC1	FCC2	FCC3	FCC4
Pitch: AFAA	_____	_____	_____	_____
Roll: AFA9	_____	_____	_____	_____
Yaw: AF94	_____	_____	_____	_____
Heading: AF93	_____	_____	_____	_____

Turn OFF, then turn ON, then re-align IRUs and record memory inspect data:

	FCC1	FCC2	FCC3	FCC4
Pitch: AFAA	_____	_____	_____	_____
Roll: AFA9	_____	_____	_____	_____
Yaw: AF94	_____	_____	_____	_____
Heading: AF93	_____	_____	_____	_____

**\*Furnish completed data sheet to Boeing\***

**Attachment 16 (Added)**

**MEP POST MISSION TRIP SUMMARY**

**TRIP DATES:**

**AIRCRAFT COMMANDER:**

**NCOIC:**

**ACFT TAIL #:**

**Were you notified each day of ALERT and CREW BUS TIME? Y/N:**

**Was a room reserved when you arrived at lodging? Y/N:**

**Were you notified of discrepancies that needed to be worked? Y/N:**

**How was interaction between flight crew and MEPs? Good/Fair/Poor:**

**Trip Summary:**

