

**BY ORDER OF THE COMMANDER
452 AIR MOBILITY WING**

**452 AIR MOBILITY WING
INSTRUCTION 21-113**



3 DECEMBER 2021

Maintenance

***LOCAL MANUFACTURE
PROCEDURES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This 452D Air Mobility Wing Instruction (AMWI) implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*. This 452 AMWI extends the guidance of Air Force Instruction (AFI) 21-101_AFRC Sup 1, *Aircraft and Equipment Maintenance Management*, and Air Force (AF) Technical Order (TO) 00-20-1, *Aerospace Equipment Maintenance Inspection and Documentation*. It outlines responsibilities and procedures for using locally developed maintenance forms. This AMWI is applicable to all maintenance personnel assigned to the 452d Air Mobility Wing. The local manufacturing request form is for local manufacture requests. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.af.mil/gessaf61a/afrims/afrims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”), number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests

for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

SUMMARY OF CHANGES

This publication has been updated in its entirety.

1. Responsibilities:

1.1. Decentralized Materiel Support (DMS) will be the focal point for all local manufacture actions and will provide guidance in the accomplishment of these actions in accordance with applicable AFIs.

2. Procedures.

2.1. Procedures are listed on the checklist in [Attachment 2](#).

MELISSA A. COBURN, Brigadier General, USAF
Commander

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

AFPD21-1, Air and Space Maintenance, 31 July 2018

AFI21-101, Aircraft and Equipment Maintenance Management, 16 January 2020

AFI21-101_AFRC, Aircraft and Equipment Maintenance Management, 13 August 2020

AFI33-322, Records Management and Information Program, 23 March 2020

Prescribed Forms

Local Manufacture Request Form: M:\452 MOS\452 MSL\LOCAL MANUFACTURE

Excel spreadsheet available on: M:\452 MOS\452 MSL\LOCAL MANUFACTURE
SPREADSHEET

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFI—Air Force Instruction

AFTO—Air Force Technical Order

AMWI—Air Mobility Wing Instruction

CC—Commander

DMS—Decentralized Materiel Support

IAW—In Accordance With

G081—Maintenance data information system

JEDMICS—Joint Engineer Data Management Information Control System

MXG—Maintenance Group

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TNB—Tail Number Bin

T.O.—Technical Order

Attachment 2

PROCEDURES CHECKLIST

Table A2.1. Procedures Checklist.

	RESPONSIBILITY	
Requester	Submit local man worksheet (approved with this Air Mobility Wing Instruction (AMWI) only) and technical order page of parts breakdown, provide sample, drawings, blueprints, and/or Joint Engineer, Data Management Information Control System (JEDMICS) needed, if applicable to DMS for local manufacture coordination. Approval must be obtained through Quality Assurance for all special tools and equipment or any item not coded as local manufacture within the technical order prior to bringing local man worksheet to DMS. Contact DMS for local manufacture part status and pick up part from DMS. If material is not procurable via supply system, requester must purchase and/or provide material to DMS. If requester purchases and/or provides material, they must specify if they want excess material returned.	
DMS	Route local manufacture request form and sample/ blueprints/ drawings/ parts breakdown/ JEDMICS to appropriate back shop for coordination	
Back Shop	Identify any additional sample/or drawings needed. Identify any additional materiel needed and complete back shop portion of local manufacture request form. Request identified materiel/drawings from DMS	
DMS	Order requested materiel needed, if any	
DMS	Upon receipt of materiel, process Air Force Technical Order (AFTO) 350 tag in G081; transfer to back shop and forward local manufacture worksheet along with parts/materiel ordered and samples, if required, to back shop	
Back Shop	Notify DMS when local manufacture is complete for parts pick-up	
DMS	Pick up local manufacture parts from back shop and place parts ordered against the aircraft in Tail Number Bin (TNB); notify requester for pick up.	