BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 45

SPACE LAUNCH DELTA 45
INSTRUCTION 21-101

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AIRFIELD TOOL CONTROL

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This publication implements Department of the Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management*, and DAFI 21-101_AFMCSUP_Addendum D, *United States Space Force (USSF) Non-Standard Organization (NSO) Aircraft and Equipment Maintenance Management*. It provides additional guidance, and supplements specific processes and procedures for airfield tool control that are unique to Patrick Space Force Base (PSFB) and Cape Canaveral Space Force Station (CCSFS). This publication applies to uniformed members of the Regular Air Force, the Air National Guard, the United States Space Force; all Department of the Air Force (DAF) civilian employees; and those with a contractual obligation to abide by the terms of DAF issuances. However, this publication does not apply to State Department or Air Force Reserve Command units. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. 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*; route DAF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the publication OPR for consideration. The certifier of this publications has final authority for any waivers. 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 Department of the Air Force.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include combining Airfield Tool Control for maintenance and non-maintenance agencies into one publication. Additionally, updates to Consolidated Tool Kit (CTK) program procedures with minor corrections to lost tools, consumable items, and warrantied tools.

1. General. This instruction provides positive tool control and accountability procedures. It ensures airfield services, military, civilian and contractors, maintain safe and reliable tool control for all PSFB and CCSFS airfields. Adhering to this instruction aids in reducing and deterring Foreign Object Damage (FOD) to aircraft, engines, aircrew training devices, and support equipment. This instruction is not all-inclusive; but rather supplements responsibilities in DAFI21-101 through a reliable tool control program.

1.2. CTK Identification (markings).

1.2.1. Airfield service agencies including contractors will mark all tools and equipment used to support aircraft maintenance operations with the most current 9-digit Equipment Identification Designator (EID) marking guidance. Space Launch Delta (SLD) 45 entities will remove or mark out previous markings, with the exception of PMEL markings. An EID marking uses exactly 9 digits. The EID will include a combination of upper-case letters and numbers without spaces or special characters. The first 4 digits of the EID are assigned using the base Worldwide Identification (WWID) number. The contractor's unit tool custodian will assign the remaining 5 digits (any combination of numbers and/or letters) for all CTKs, tools, and dispatch equipment that are of sufficient size. For example: PF4T00001. Responsible parties can mark tools located inside a kit or "parent" CTK with less than 9 digits, but these subordinate EIDs always contain the assigned 4-digit WWID and identifying character that ties that tool (children) back to its "parent" CTK. For example, one can mark subordinate tools as PF4T1, located inside CTK: PF4T00001.

1.2.2. Units may affix non-metallic barcode labels on tools to prevent re-etching as long as the use of the tool and its work environment does not result in excessive damage to the label, making it unreadable. Barcodes without the EID annotated on the label are not considered properly marked. **Note:** Do not etch hacksaw blades. Unit tool custodians make all 9-digit EID markings clear, legible, and easy to read.

1.2.3. Airfield service agencies including contractors will mark or etch Personnel Protective Equipment (PPE) with a minimum FIRST initial, LAST name, and EMPLOYEE number, if available.

1.2.4. Airfield service agencies including contractors will properly mark, etch, stamp, or barcode various tools too small or unfit for fixing an EID by using the Master Inventory List (MIL) and/or TCMAX (or other software) exclusively in these cases. Visual identifiers (VID) - "foam cut-outs" or "shadowing" will be used as an additional aid for tool identification that cannot receive proper EID markings.

1.2.5. Airfield service agencies including contractors will place small tools in a suitable container (holder, pouch, bag, etc.) and identify them using the MIL. Identify the tool name, quantity, container, and type of item(s) in the MIL and/or TCMAX (or other software) consistently. For example: apex container: 8 ea apex's, + container + lid = 10 pieces, etc. Mark small tool containers, holders, pouches, bags, etc, with an EID according to **para 2.1**, and have a tag, placard, label, or equivalent list placed within the CTK (either attached to the item, written on the case, or identified on the MIL) to allow inventory by the user. For Example: 2ea #10 hex apex, 3ea #8 TT apex + container + lid = 7 pieces, etc. Account for the total number of contents, including the container, on the MIL and/or TCMAX (or other software).

1.2.6. Calibrated tools: If part of a CTK, the inspection status must be loaded into TCMAX (or other software) against the CTK to which the tool is installed. Test, Measurement, and Diagnostic Equipment (TMDE) items may have additional TMDE number(s) different from the EID. If the item TMDE number differs from the CTK EID, then the unit tool custodian will annotate the TMDE number on the MIL and/or TCMAX (or other software) as part of the CTK.

1.2.7. Store Hazardous Materials (HAZMAT) consumables (grease, dye, cleaners, etc.) in a suitable locker/container. Items will be stored in an organized manner and will not be intermingled with unlike items. A quick reference listing will be posted on the exterior of the locker/container to identify items stored within. Work center supervisors will ensure HAZMAT is marked/labeled in accordance with (IAW) AFI 90-821, *Hazard Communication Program.* Once empty, return the consumable to the owning support section/shop for proper disposal, replacement, or refill. After the use of HAZMAT, either refill, replace, or dispose of them in a proper manner.

1.3. Master CTK Program Book (binder): At a minimum, the work center shall maintain CTK binders containing the following:

1.3.1. Tab A - appointment letter for CTK Custodian and, if applicable, a letter of memorandum signed by the section and/or flight chief (or equivalent) approving the CTK MIL.

1.3.2. Tab B - SLD45I 21-101.

1.3.3. Tab C - a printed copy of the MIL (contractors can keep the MIL in a separate binder).

1.3.4. Tab D - applicable CTK inspection log (for tools that are not tracked in TCMAX).

1.3.5. Tab E - blank Air Force Materiel Command (AFMC) Form 310, *Lost/Found Item Report*.

1.3.6. Tab F - completed lost tool reports.

1.3.7. Tab G - local written shop policies and procedures (if applicable).

1.4. Consolidated Tool Kit (CTK) Custodian:

1.4.1. The unit flight chief (or shop equivalent) shall appoint a primary and alternate CTK custodian in writing for all areas of responsibility with tools assigned.

1.4.2. The CTK custodian shall maintain a continuity binder to include, at a minimum, current appointment letters, CTK approval documentation, approved local or Commercial-off-the-shelf (COTS) manufactured tool letters, and any other applicable items such as waivers, documentation for permanently removed tools, etc., as required by DAFI 21-101 and this instruction. Contractors can file the documents in a location other than the continuity binder as long as a DD Form 2861, *Cross-Reference*, references the alternate filing location.

1.4.3. The CTK custodian is responsible for Warranty and Replacement Tool Management, Locally Manufactured and Modified Tool, and Lost Tool Item Programs within their section. The support section supervisor or shop chief (or equivalent) shall delegate by letter additional personnel to assist in this responsibility (i.e., shift leads can have access to spare tool bins). If delegated, contractors will maintain a file of the appropriate letters that demonstrate authority delegation if appropriate. The CTK custodian's continuity binder will have a copy of this authority delegation letter. The CTK custodian remains ultimately responsible for overall compliance with tool control programs.

1.5. Inventory and Inspection Procedures:

1.5.1. CTK binders shall contain an accurate MIL that identifies the total number of tools and their status.

1.5.2. Personnel shall conduct a visual inventory and notify the CTK custodian of any foreign objects or missing/damaged tools before signing out any tools, equipment, or CTK. The unit tool custodian or their management will enter missing, removed, and damaged tools into TCMAX (or other software) and annotate the finding using the broken/removed/missing tool report and on the hard copy MIL.

1.5.3. When CTK tools or equipment are returned to the work center/tool room, the CTK custodians or work center personnel shall conduct a visual inventory checking for foreign objects and missing/damaged items before transferring accountability back to the tool room/work center. The unit tool custodian or management will enter missing, removed, and damaged tools into TCMAX (or other software) and annotate the findings using the broken/removed/missing tool report and within the MIL.

1.5.4. The CTK custodians shall conduct and document a comprehensive inventory annually and/or when there is a change of custodian to account for all tools and equipment.

1.5.5. The CTK custodians shall account for all tools and equipment at the beginning and end of each shift.

1.5.6. Centralized tool rooms shall conduct and document a comprehensive tool inspection of each CTK every 60 days (minimum). This prevents co-mingled tools and enhances inventory requirements by ensuring correct locations, serviceability, and removal of all FOD.

1.5.7. Each tool room shall indicate in writing the interval for when CTK inspections are conducted (i.e., 30, 45, or 60 days). During CTK inspections, CTK custodians will:

1.5.7.1. Properly shadow, inlay, silhouette, or outline all tools.

1.5.7.2. Clearly mark or etch all tools or equipment with the current EID. Remove any legacy etchings.

1.5.7.3. Ensure all tools are free of corrosion.

1.5.7.4. Account for all tools on the CTK MIL and/or the broken/removed tool list.

1.5.7.5. Ensure tools and/or CTKs are free of FOD.

1.5.7.6. Ensure all tools remain in serviceable condition IAW Technical Order (TO) 32-1-101, Use and Care of Hand Tools and Measuring Tools. Establish a tracking method to ensure TMDE does not become overdue on calibration requirements. Limited calibration labels shall be initialed IAW TO 00-20-14, *Air Force Metrology and Calibration Program*.

1.5.7.7. Use Air Force Technical Order (AFTO) Form 244, *Industrial/Support Equipment Record*, to document equipment scheduled inspections, not including calibration. Examples include AGE, shop equipment, and any lifting device. Automated AFTO Form 244s are authorized, however, a hard copy of the AFTO 244 must accompany all equipment during a "prior to use inspection."

1.6. Control, Inventory, and Security Procedures:

1.6.1. The same person cannot check out and return the same item to the tool room/inventory. The person who signs for a CTK, equipment, or shop tool must have a different authorized person sign the item(s) back into the tool room/inventory. This guidance also applies to CTKs affixed inside of vehicles.

1.6.2. The CTK custodian will remove detachable pieces from parent equipment to minimize FOD potential (i.e., rubber switch covers, clips, etc.). Care should be taken not to damage equipment/tools. The custodian will annotate the detached item within TCMAX (or other software) and on the MIL.

1.6.3. All CTKs with lockable wheels shall have the wheels locked after repositioning. Secure CTKs with unlockable wheels to prevent rolling or tipping hazards. Do not secure to aircraft, AGE, or vehicles.

1.6.4. Dispatched CTKs will be locked to prevent unauthorized or cross-contamination of tools whenever the CTK is not in use. Secure equipment designated as TMDE, large special-purpose tools, fixtures, and jigs. If these items are too large to be stored in a CTK, secure them in some way to prevent unauthorized access.

1.6.5. If users are unable to lock up special CTKs, unique tools, TOs, or other support equipment items, they will make every effort to secure or close the item(s) when not in use.

1.7. Unique/Special Tools and Equipment:

1.7.1. Special tools or equipment (including, but not limited to, Johnson bars, jacking pad set, etc.) or small tool sets issued in COTS containers (including, but not limited to jack pad kits, tire inflator kits, job guide boxes, hex driver sets) as a CTK and issue independent EIDs to them. Some kits can be issued as a sub-item to a CTK, including the name/number of separate pieces on the appropriate MIL.

1.7.2. Special tools not designated or assigned to a CTK with a current EID will be tagged, labeled or marked. An inventory list will be attached to the special equipment (typically attached to the item or written on the case) to allow inventory by the user at the job site (i.e., torque wrench with case).

1.7.3. Special tools with multiple pieces that remain assembled during storage and usage (including, but not limited to, inventories, flashlights, headsets, and communication cords) do not require attached inventory lists. Dust caps will be listed, even if attached by lanyards.

1.7.4. Electronic devices will be assigned an EID (including, but not limited to, e-tools, multi-meters, test equipment, radios, radio batteries, laptop batteries, etc.) and tracked using TCMAX (or other software).

1.7.5. Maintenance computers (GETACs, iPads, etc.) will be stored utilizing a method that ensures access to software updates. Units with more computers than update stations must ensure a rotation cycle is established to ensure they receive updates. Computers shall not remain out of the rotation cycle for more than two duty days. Store these computers with users logged off and connected to the Local Area Network. This will ensure software/technical order updates are accomplished by network administrators.

1.8. Lost Tool/Object Procedures:

1.8.1. TCMAX (or other software) generated reports or AFMC Form 310 will be completed for each lost tool or object unless the item is recovered within one hour. The CTK custodian shall maintain a hard copy of the AFMC Form 310. Destroy the report after one year. File "recovered" and "not recovered" copies of paperwork separately.

1.8.2. If an item is lost, the person to whom the tool or object was issued must search the immediate work area for the item. After a thorough search, initiate an AFMC Form 310. The FOD Prevention Program Manager will issue a control number for the lost tool/object report. The section supervisors/shift leads shall ensure a thorough search is conducted, including utilizing x-ray, bore scope, and other state-of-the-art equipment to locate tools or objects in inaccessible areas if required.

1.8.3. If a lost tool report is generated, maintenance supervisors shall notify the 45 LRS/OSM. The 45 LRS/OSM will in turn notify the 45 LRS/CC. If the lost tool impacts the mission, such as a departure delay, immediately notify the SLD 45 Vice Commander, Installation Support (CV-IS) (MXG/CC equivalent).

1.8.4. The 45 LRS/OSM shall ensure that an AFMC Form 310 tracking log is maintained to control and track all lost tool reports.

1.8.5. If an airfield service agency cannot recover a lost item after a search, immediately place a Red X in the aircraft or equipment forms with a description of the lost tool and last known location. A copy of the completed report must be given to the SLD 45 FOD Prevention Program Manager. The supervisor will complete the forms to declare the missing tool.

1.8.6. The SLD 45 FOD Manager shall separate completed AFMC Form 310s, "recovered" and "not recovered." The affected unit and the SLD 45 FOD Manager will maintain these forms on file for one year.

1.8.7. Limit authorization to clear a RED X for lost tools to no lower than the Logistics Readiness Squadron (LRS)/CC.

1.9. Lost Tool/Object Procedures for Taxied Aircraft:

1.9.1. Airfield service agencies including contractors shall ensure an AFMC Form 310 is accomplished and shall be maintained on file for trend history. Forms will be maintained on file for one year.

1.9.2. If a tool or object is discovered missing and the affected aircraft has taxied, the following procedures to hold or recall the aircraft are followed:

1.9.2.1. The person making the discovery shall immediately notify 45 LRS Airfield Management Operations through the most expedient means possible. Additional notifications are made to the work center supervisor and 45 LRS/OSM.

1.9.2.2. The 45 LRS Airfield Management Operations shall notify the Command Post and Control Tower. The Control Tower shall instruct the aircrew to hold or return to the designated parking ramp. If the aircraft is airborne at the time of notification, the air traffic controllers will direct the aircraft to return to base with minimal maneuvering.

1.9.2.3. Once the aircraft lands, initiate the Lost Tool/Object investigation report.

1.10. Procedures for the Replacement of Expendable, Consumable, Common and Warrantied Hand Tools, and Other Items Contained in CTKs:

1.10.1. Storing expendable, consumable, bench stock, and replacement tools can potentially weaken the FOD prevention aspect of the CTK program. CTK custodians must manage these items to ensure positive control. Replacement expendables, consumables, and bench stock will be kept in a separate cabinet labeled "expendables/consumables or bench stock." Inventory and Lost Tool procedures shall apply to consumable/expendable items as they do for tools and equipment.

1.10.2. All consumed expendables, consumables, and common warranted tools must be replaced. Replaced items will be identified with proper etching or marking, as appropriate. If the replacement item is not available, tool custodians shall annotate the item as "removed" on the MIL.

1.10.3. The CTK custodian will replace all tools under warranty with a similar warranted tool. CTK custodians shall follow the warranted tool replacement procedures IAW vendor requirements.

1.10.4. CTK custodians shall establish controls to ensure damaged/unserviceable tools are de-etched, secured, and accounted for until processed for disposal or turn-in.

2. Airfield tool control for non-aircraft maintenance agencies.

2.1. The purpose of this chapter is to offer guidance to non-aircraft maintenance agencies across the SLD 45 to implement a robust program for controlling tools and equipment that are taken onto the airfield or maintenance facilities. The SLD 45 agencies are diverse, with no one-size-fits-all tool control policy. Some units may have only a few items, while others may account for hundreds of pieces of equipment. To comply with this instruction, units must establish a program or demonstrate that their existing programs meet the intent of positive tool and equipment accountability and control.

2.2. Definitions

2.2.1. Tool: Device/instrument used to perform maintenance and repair of Real Property facilities, roadways, airfields, airfield systems, power distribution systems, airfield lighting, and utility functions.

2.2.2. Equipment: A device/item required to accomplish a task or carry out work, such as surveyors' transit, portable generator, hearing protection, safety gear, etc.

2.2.3. Electronic Device: Portable items include but are not limited to the following: land mobile radios (LMR), cell phones, and laptop computers.

2.2.4. Airfield: Includes all areas of the installation involved in aircraft operations, such as taxiways, parking aprons, and runways.

2.2.5. Aircraft and flight line maintenance facilities: Includes all buildings & structures inside Protection Level (PL) 2 and PL3 areas, aircraft maintenance hangars, and facilities/grounds that house equipment to support airfield services.

2.3. Responsibilities.

2.3.1. Unit commanders are responsible for ensuring an effective program is in place and compliant with this instruction for those sections that perform duties on the airfield or in aircraft maintenance facilities. These areas are identified as FOD critical. Commanders must also ensure that contractors who work on the airfield or in aircraft maintenance facilities understand the importance of tool control in these areas.

2.3.2. Flight Chief/Non-Commissioned Officer in Charge (NCOIC) (or equivalent) determine what tools, equipment, and electronic devices fall under the scope of this instruction and will develop a system of inventory and control for all items brought out to the airfield or maintenance facilities to ensure they are returned to the section upon task completion.

2.3.3. Everyone who performs duties on the airfield or in maintenance facilities must safeguard their equipment against loss by ensuring accountability before and after each trip. Lost or missing tool/equipment items within FOD critical areas will be reported to the work center custodian or supervisor immediately. Organizations should take deliberate measures to locate the missing item(s). If missing the item(s) are not located within one hour, the supervisor will immediately contact the Airfield Management Operations office at 321-494-2222.

2.4. Products Available.

2.4.1. Each non-aircraft maintenance entity that accesses the airfields or its maintenance facilities should refer to its governing AFIs and regulations appropriate to its functional discipline when conducting its tool control activities.

2.4.2. The AFMC Form 62, *Consolidated Tool Kit (CTK) Inventory and Control Log*, is available for use to sign tool kits or other equipment out and to document returns to inventory. Each non-aircraft maintenance entity that accesses the airfields may use its own functionally prescribed log.

2.4.3. An individual who loses a tool or object on the airfield or corresponding maintenance facility must complete an AFMC Form 310, *Lost/Found Item Report*.

2.4.4. Supervisors of organizations that lose controlled tools/objects will submit a copy of this report to the SLD 45 Safety Office (SLD 45/SE 321-494-2114).

2.5. Program Elements.

2.5.1. The SLD 45 recommends that non-aircraft maintenance entities with access to the airfield and aircraft maintenance facilities develop a solid tool control program that incorporates the following elements:

2.5.1.1. Master Inventory Listing (MIL): A listing of all items dispatched out. Individual toolboxes should include an inventory of all items in that box.

2.5.1.2. Daily Inventory Log: Proof of physical accountability of all items on the MIL before and after each duty day or shift.

2.5.1.3. Sign In/Sign Out Log: Method to show custodial responsibility of items checked out for use on the airfield or in maintenance facilities. **Note:** Ideally, a second person (if available) should sign in the item upon turn-in.

2.5.2. For programs with stricter control, the SLD 45 recommends that units incorporate the following:

2.5.2.1. Clearly mark all CTKs and tools with the EID. The EID will consist of the unit's organizational shop code and a five-digit number. Units place the EID on all CTKs, tools, and dispatchable equipment that is of sufficient size. Items that are too small to mark, etch, or be stamped legibly shall be annotated with a description of the item on the CTK/MIL.

2.5.2.2. Personnel issued Personal Protective Equipment (PPE) shall ensure that they are clearly marked with a minimum FIRST initial, LAST name, and EMPLOYEE number, if applicable.

2.5.2.3. Program continuity book or electronic equivalent: Specific contents are at the discretion of the Flight Chief/section NCOIC (or equivalent) but should include shop policy on the MIL.

2.5.2.4. For additional guidance, refer to DAFI 21-101, Chapter 8.

KRISTIN L. PANZENHAGEN
Brigadier General, USSF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 38-101, *Manpower and Organization,* 29 August 2019

AFI 90-821, *Hazard Communication Program,* 13 May 2019

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

DAFI 21-101_AFMCSUP_Addendum D, *United States Space Force (USSF) Non Standard Organization (NSO) Aircraft and Equipment Maintenance Management*, 08 November 2022

TO 00-20-14, *Air Force Metrology and Calibration Program*, 30 November 2023

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AFMC Form 62, *CTK Inventory and Control Log*

AFMC Form 310, *Lost/Found Item Report*

AFTO Form 244, *Industrial/Support Equipment Record*

DD Form 2861, *Cross-Reference*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

CCSFS—Cape Canaveral Space Force Station

COR—Contracting Officer Representative

COTS—Commercial-off-the-shelf

CTK—Composite Tool Kit

CV-IS—Vice Commander, Installation Support

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

EID—Equipment Identification Designator

FOD—Foreign Object Damage

HAZMAT—Hazardous Materials

IAW—In Accordance With

LMR—Land Mobile Radios

LRS—Logistics Readiness Squadron

MIL—Master Inventory List

NCOIC—Non-Commissioned Officer in Charge

NSO—Non-Standard Organization

OPR—Office of Primary Responsibility

PL—Protection Level

PMEL—Precision Measurement Equipment Laboratory

PSFB—Patrick Space Force Base

SLD—Space Launch Delta

TA—Transient Alert

TO—Technical Order

TMDE—Test, Measurement and Diagnostic Equipment

USSF—United States Space Force

VID—Visual Identifiers

WWID—Worldwide Identification

Office Symbols

CV-IS—Vice Commander, Installation Support

Terms

Bench Stock—Stores of expendability, recoverability, reparability coded (ERRC) XB3 items kept on-hand in a work center to enhance maintenance productivity.

Composite Tool Kit (CTK)—A controlled area or container used to store tools or equipment and maintain order, positive control, and ease of inventory. CTKs are assembled as a kit and designed to provide quick, easy visual inventory and accountability of all tools and equipment. CTKs may be in the form of a toolbox, a shadow board, shelves, system of drawers (Stanley Vidmar®, Lista®), cabinets, or other similar areas or containers. The CTK contains tools and equipment necessary to accomplish maintenance tasks, troubleshooting, and repair.

Contracting Officer Representative (COR)—A COR is an individual designated in accordance with Department of Defense Federal Acquisition Regulation Supplement subsection 201.602-2 and authorized in writing by the contracting officer to perform specific technical or administrative functions.

Delta—(Also called "Space Base Delta or Space Launch Delta")—A component of the USSF subordinate to a field command, similar to an Air Force Wing. Responsible for Space Mission Force operations and oversight.

Equipment Identification Designator (EID)—A number assigned to a piece of shop equipment, used to track status and accountability.

Master Inventory List (MIL)—Primary source document for inventory of CTKs. The MIL indicates the total number of items in each drawer or section of the tool kit. MIL may be automated.

Non-Standard Organizations (NSOs)—NSOs are organizations where their logistics/maintenance support missions are not organized under the standard DAFI 21-101 Wing Organization concept IAW AFI 38-101, *Manpower and Organization*, and require supplemental guidance.

Personnel Protective Equipment (PPE)—Equipment required to do a job or task in a safe manner.