BY ORDER OF THE COMMANDER
482D FIGHTER WING

DEPARTMENT OF THE AIR FORCE
INSTRUCTION 21-101_AFRCSUP

482 FIGHTER WING
Supplement

23 MAY 2023

Maintenance

AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publication and forms are available for downloading or ordering on the e-publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 482 MXG/MXQ

Certified by: 482 MXG/CC
(Col Kyle W. Hosman)

Supersedes: AFI21-101_AFRCSUP_482FWSUP, 18 January 2019

Pages: 66

This supplement implements and extends the guidance of Department of the of Air Force Instruction (DAFI) 21-101, *Aircraft and Equipment Maintenance Management,* and DAFI 21-101_Air Force Reserve Command (AFRC) Supplement (SUP), *Aircraft and Equipment Maintenance Management.* This publication applies to all personnel of the 482 FW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) 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 AFI 33-322, *Records Management and Information Governance Program,* and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. 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 AF.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed in its entirety. Additionally, this supplement merged five former standalone Fighter Wing Instructions (FWIs) allowing for

their rescission. The five FWIs merged into this publication were: 1) 482FWI21-204, Transient Alert (now **paragraph 2.4.49**); 2) 482FWI21-137, Freezing of Aircraft Records in Event of Aircraft Accident, Mishap, or Impoundment (now **paragraph 7.8**); 3) 482FWI21-202, Operation of Hangar Doors (now **paragraph 11.46**); 4) 482FWI21-173, Procedures for Flightline Visitors/Photography/Video (now **paragraph 11.47**); and 5) 482FWI 21-204 Flightline and Aircraft Maintenance Severe Weather Procedures (now **paragraph 15.10.7**) To aid the reader throughout this publication, the first sentence of local guidance for each main subject being supplemented is written in bold font. Thereafter, local guidance sentences/paragraphs are written in regular font until the main subject changes. Upon the next local guidance subject, the first sentence will appear in bold text again. This is to show an overall change in the local guidance subject; not to be confused with subsets of subjects that are identified by paragraph numbering. Standard paragraph numbering/hierarchy still applies.

1.3.4.1. **(Added) Technical Assistance Requests.** 10AF/A4M, Maintenance Operations Center (MOC), squadron commanders, the Production Superintendent (Pro Super), Maintenance Superintendent (Mx Super), the originating individual, and Plans, Scheduling and Documentation (PS&D) personnel are notified by Quality Assurance (QA) post evaluation and/or repair assistance request submittal via email.

1.3.4.2. **(Added)** The work center that requires the technical or depot assistance (107T/M) is responsible for initiating the request using local 482 MXG Form 29 (see prescribing publication TO 00-20-1 482 MXG SUP). The TAR is forwarded with any supporting documentation or pictures to the squadron superintendent/maintenance officer for approval. After review/approval the request is forwarded to 482 MXG QA for processing.

1.3.4.3. **(Added)** 482 MXG QA reviews TAR (107T) requests for technical accuracy and requests approval from the MXG/CC or designated representative prior to processing the request. Field users can submit a 107-M (DFT/CFT request only) through the Falcon Scheduling System (FSS) at **https://fss.emap-web.com**. Requests for a field team to assist in troubleshooting are not DFT/CFT functions. Therefore, they are not submitted on the 107-M website, but rather on the open 107-T after all possible actions have been exhausted to no avail and the MXG/CC approves the request.

1.3.4.4. **(Added)** The Propulsion Flight Chief or designated representative is responsible for initiating engine waiver requests. The request along with any supporting documentation or pictures is forwarded to the maintenance superintendent/maintenance officer for approval. The Propulsion Flight Chief or designated representative forwards the completed request to 482 MXG/CC, 482 MXG QA, 10AF/A4M, AMXS/CC, Pro Super, MXS/CC, and Mx Super.

1.3.4.5. **(Added)** The originating work center is responsible for keeping all non-conforming TARs and reply packages with aircraft/ equipment records until no longer applicable. Refer to TO 00-20-1 482 MXG SUP, 5.3.1.

1.3.4.6. **(Added)** QA briefs all 107T/M or engine waiver requests status at the daily aircraft production meetings and at the weekly Commander's Staff Meetings.

2.4.1. **Radiation Protection Program.** 482 MXG follows HARBI 48-201, Radiation Protection Program and referenced publications to meet radiation protection program requirements.

2.4.1.1. **(Added)** Maintenance radar operations are only authorized on the Mako ramp at parking spots C1, D1, and D2 (collectively Radar Row) or in the Live Ordinance Loading Area (LOLA).

Any other location requires MXG/CC approval. Ensure additional guidance/restrictions in technical orders are followed.

2.4.26.1. **(Added) Static Displays.** Static displays are prepared IAW TO 00-80G-6, Make Safe Procedures for Public Static Display and DAFI 11-209, Participation in Aerial Events.

2.4.26.2. **(Added)** Assigned escort carrying a Land Mobile Radio (LMR) briefs and ensures visitors do not smoke or utilize electronic devices, (i.e., cell phones) within 50 feet of the aircraft.

2.4.26.2.1. **(Added)** Cameras are not allowed unless authorized by the Pro Super and a photo pass is obtained from the 482 MXG MOC. Pictures of the crew station are not permitted under any circumstances.

2.4.26.3. **(Added)** During an emergency, the assigned escort immediately evacuates all personnel in the area to a minimum distance of 300 feet.

2.4.26.3.1. **(Added)** Notifies the 482 AMXS flightline expediter and MOC via LMR.

2.4.26.3.2. **(Added)** MOC initiates the Ground Emergency (E-02) Checklist.

2.4.44.1. **(Added) Repeat/Recurring and CND.** These discrepancies require additional supervisory emphasis to ensure every effort has been expended to correct the reported condition. Repeat/Recurring discrepancies are entered as "Repeat" or "Recur" on screen 168 in IMDS, and in red pen or pencil in the "DISCREPANCY" block of the AFTO Form 781A, *Maintenance Discrepancy and Work Document*.

2.4.44.1.1. **(Added)** A supervisor (E-7 and above) who is authorized to clear Red X conditions for that particular system must sign the "INSPECTED BY" block for Red X conditions.

2.4.44.1.2. **(Added)** Subsequent repeat/recurs will only be cleared by the superintendent or higher (E-8 or Maintenance Officer) who is authorized to clear All Systems Red X conditions.

2.4.44.1.3. **(Added)** Code 2 repeat/recur discrepancies written up on a Red Diagonal will be upgraded to a Red X at time of correction. The "INSPECTED BY" block will be signed off IAW the requirements in paragraphs **2.4.44.1.1** and **2.4.44.1.2**.

2.4.44.1.4. **(Added)** If a system malfunction repeats for a third time, refer to **chapter 7** of this publication, Aircraft and Equipment Impoundment.

2.4.44.2. **(Added)** CND are cleared IAW TO 00-20-1.

2.4.44.2.1. **(Added)** A supervisor (E-7 and above) who is authorized on the Special Certification Roster (SCR) to clear CND discrepancies, clears the discrepancy.

2.4.44.2.2. **(Added)** Subsequent/repeat CND discrepancies will only be cleared by the superintendent or higher (E-8 or Maintenance Officer) who is authorized to clear All Systems Red X conditions.

2.4.44.2.3. **(Added)** When any corrective action involves more than one work center, personnel having the primary responsibility for repair will not initial over the symbol until all participating work center personnel have completed and documented their work. Each work center will make a separate form entry and IMDS WCE, referencing the original discrepancy under the same Job Control Number (JCN).

2.4.49. **Transient Alert/Aircraft Function.** The 482 MXG is required to support the following:

2.4.49.1. **(Added)** Upon request from the contracted Service Provider (SP), the 482d Maintenance Operations Center (MOC) will:

2.4.49.1.1. **(Added)** Contact 482d Aircraft Maintenance Squadron (482 AMXS) and 482d Maintenance Squadron (482 MXS) for maintenance support on F-16C/D, Block 25/30 aircraft only.

2.4.49.1.2. **(Added)** In the event of a transient aircraft In Flight Emergency (IFE), contact 482 AMXS Weapons Loading Section for arming or de-arming, unloading/loading actions, impulse

cart storage and weapons safing. Weapons personnel will only arm/safe/unload/load munitions they have been certified on.

2.4.49.1.2.1. **(Added)** The Weapons Loading section will store transient aircraft impulse carts and will separate them from local cartridges while in the locker.

2.4.49.1.2.2. **(Added)** The responsible supervisor for impulse cartridge storage will ensure that quantity, compatibility, and explosive class/division limits are not exceeded for the licensed location. The Munitions Storage Area (MSA) will segregate and courtesy store munitions items for reload or further disposition.

2.4.49.1.2.3. **(Added)** In the event transient aircraft require munitions downloading for maintenance purposes, the MSA will provide necessary munitions trailers and necessary storage of munitions until the aircraft has been repaired and returned to Fully Mission Capable (FMC) status.

2.4.49.2. **(Added)** 482 MXS Non Destructive Inspection Section (NDI) performs oil sample inspections during normal duty hours.

2.4.49.3. **(Added)** 482 MXS Egress Section shall safe F-16C/D, Block 25/30 aircraft only, if maintenance is required. All other aircraft explosive egress systems shall be rendered safe by the transient aircrew.

2.4.49.4. **(Added)** 482 MXG/Quality Assurance (482 MXG/MXQ) shall perform inspections on tools, equipment, and general housekeeping. All TA inspections will be loaded on a MAJCOM approved QA database, Logistics Evaluation Assurance Program (LEAP).

2.4.49.4.1. **(Added)** 482 MXG/MXQ will email the 482d Mission Support Group, Performance Management Office (482 MSG/PMO) the LEAP report for review and action, if required. If an inspection is rated as a fail, the 482 MSG/PMO shall ensure the contracted SP provides corrective action and will e-mail the response to 482 MXG/MXQ.

2.4.67.1. **(Added) Antipersonnel Engine Run Screen Requirements.** In accordance with applicable engine operation technical data, aircraft engine run screen use during installed engine maintenance run operations for members of the 482nd Maintenance Group is as follows:

2.4.67.1.1. **(Added)** Run screens are optional for maintenance runs with the following exceptions: Run screens remain mandatory for engine runs that require ground and test equipment connected forward of the main landing gear wheel well. Additionally, run screens will be mandatory for all engine run ups requiring operation above 85% RPM.

2.4.67.1.2. **(Added)** All maintenance personnel performing F-16 maintenance run operations shall be familiar with additional run requirements. Prior to the start of the engine run, the operator is responsible for briefing safety and additional run requirements to all maintenance personnel

involved. Communication between ground personnel and the engine run operator must be always maintained. If communication is lost or engine danger area incursion is observed, emergency shutdown procedures will be performed.

2.4.67.1.3. **(Added)** The local Engine Run Trainer/Certifier will highlight local maintenance procedures to include run with and without the usage of run screens and aircraft danger areas associated with maintenance engine runs. These instructions will be accomplished during engine run courses and to all newly assigned 482 MXG personnel during initial maintenance orientations. All runs accomplished during training courses/initial certification run will require the use of a run screen to instill knowledge of the run screen operations and ensure to ensure additional safety in the academic environment.

2.4.67.1.4. **(Added)** The MXG/CC may amend engine run screen guidance at any time via memorandum and republish procedures during the next rewrite of this publication.

2.7.14. **Weapons Arm/De-arm/Downloading/Approved Locations.** The areas approved for arm/de-arm of munitions loaded aircraft are both primary EORs (Taxiways Alpha and Echo), both alternate EORs (Taxiways Bravo and Delta), LOLA, Transient Ramp, Mako Ramp, Hot Cargo Pad, and the Alert Facility with adherence to specific load restrictions to each Arm/De-arm location based on the actual load as described throughout this section. Exception: Under emergency conditions, Arming/De-arming is authorized on other areas of the airfield such as the runway or other taxiways if aircraft is unable to taxi to the approved areas.

2.7.14.1. **(Added)** An aircraft is considered "de-armed" when fuel tanks are mechanically safe; when all impulse carts are removed; stations loaded with missiles are electrically isolated; gun clearing cam holdback tool and gun electrical safety pin are installed, rounds counter set to 990 and "On"; chaff/flare and 2.75" rockets electrically/mechanically safe.

2.7.14.2. **(Added)** With the exception of **paragraph 2.7.14.11** of this publication, all aircraft are required to be de-armed and downloaded prior to hangar entry. An aircraft is considered "de-armed and downloaded" when all impulse carts are removed, all munitions are downloaded, gun clearing sector holdback tool and gun electrical safety pin installed, rounds counter set to 990 and "On", all 20MM ammunition is removed (unless otherwise noted), chaff/flare removed, and 2.75" rockets downloaded.

2.7.14.2.1. **(Added)** Safety-wired cartridge retainer breeches certify that impulse cartridges are removed. A breech will be considered "armed" if the safety wire is broken or not present.

2.7.14.3. **(Added)** Maintenance personnel follow all safety instructions as well as wearing of PPE and clothing required by the applicable technical orders, manuals, AFOSH standards and operating instructions.

2.7.14.4. **(Added)** Ensure that only authorized maintenance is performed on explosive loaded aircraft. All personnel who may be dispatched to work on explosives loaded aircraft receive explosive loaded aircraft training per TO 11A-1-33. Each section is responsible for training and tracking their assigned personnel. Training can be performed via the Griffin website at **https://367trss.hill.af.mil/**. If required, further training and/or assistance can be scheduled via the Weapons Standardization Section of the Weapons Flight (Bldg. 192).

2.7.14.5. **(Added)** Only trained personnel under the supervision of an individual who understands the hazards and risks involved in these operations are to use these procedures. In addition, only

personnel possessing at least a 2W1 7-level or above will perform visual verification that rounds are in the clearing or firing cycle, including all End of Firing Day and gun thru flight inspections.

2.7.14.6. **(Added)** Aircraft being towed to or from taxiways Alpha, Echo, Bravo, Delta, Papa, Live Ordnance Loading Area (LOLA), or End of Runway (EOR), do not require de-carting or downloading of training munitions; 20MM TP ammunition, chaff/flares, captive missiles, impulse cartridges, inert bombs, or BDU-33s.

2.7.14.7. **(Added)** Aircraft will not be towed to the Mako Ramp while loaded with 20MM High Explosive (HE) ammunition, live bombs, 2.75" rockets and/or missiles. Any exceptions to this policy must receive MXG/CC approval.

2.7.14.8. **(Added)** When an aircraft loaded with live ordnance requires towing to LOLA, qualified personnel will ensure it is safe for maintenance IAW TOs 1F-16C-2-10JG-00-1, *Aircraft Safety*, and 1F-16C-33-1-2, *Nonnuclear Munitions Loading Procedures* and all live munitions are made safe prior to towing. No other maintenance will be performed, until downloaded.

2.7.14.9. **(Added)** Prior to performing the following maintenance, the aircraft will be de-armed and all munitions downloaded:

2.7.14.9.1. **(Added)** Scheduled washing and/or painting of the aircraft.

2.7.14.9.2. **(Added)** Fuel system maintenance requiring hangar entry or placement on alternate fuel cell.

2.7.14.9.3. **(Added)** Trim Pad high power runs.

2.7.14.9.4. **(Added)** X-Ray.

2.7.14.10. **(Added)** Prior to performing the following maintenance, aircraft will be de-armed, missiles electrically isolated from launcher(s), and 2.75" rockets downloaded:

2.7.14.10.1. **(Added)** Anytime the Stores Management System (SMS) switch is required to be turned on.

2.7.14.10.2. **(Added)** All maintenance engine runs.

2.7.14.10.3. **(Added)** During jacking of aircraft, more than one gear, captive missiles and 20MM may remain loaded.

2.7.14.11. **(Added)** Aircraft storage for weather and short periods of time; aircraft is de-armed and partially downloaded, only captive missiles and 20MM TP ammunition may remain loaded but must be approved by AMXS/MXS commanders or superintendents. However, all other 20MM with a HE component is not authorized to be in aircraft maintenance hangars, transient or Mako Ramp.

2.7.14.11.1. **(Added)** When towing aircraft to an enclosed facility, the tow team supervisor initiates a 482 MXGQA-CL-2, *Hangaring Checklist*, prior to starting the towing operation.

2.7.14.11.2. **(Added)** Items 1 thru 5 need to be completed prior to movement of the aircraft. Complete and secure 482 MXGQA-CL-2 to aircraft in plain view when towing operation is finished.

2.7.14.11.3. **(Added)** Weapons loading personnel ensure aircraft are properly prepared for hangar entry IAW applicable job guides, TOs 1F-16C-33-1-2, 11A-1-33, and this publication, when notified by the expediter.

2.7.14.12. **(Added) Explosive Safety.** Explosive limits, including the Hazard Division (HD) and Compatibility Group (CG) will be limited to the actual load of the aircraft gun system or 510 20MM rounds of HD 1.4C Target Practice (TP) ammunition.

2.7.14.12.1. **(Added)** Ensure only the minimum number of essential personnel required by the operation or task to be performed are present.

2.7.14.12.2. **(Added)** Maximum number of personnel will be determined by maintenance actions required to perform the task in the input conditions.

2.7.14.12.3. **(Added)** Casuals are persons not normally part of an explosives operation but have duties that require their presence, such as quality assurance, safety, or inspection personnel.

2.7.14.12.4. **(Added)** Visitors are non-essential personnel with limited access. Visitors are not permitted at any location where live ordnance operations are being conducted.

2.7.14.12.5. **(Added)** Aircraft will be parked so it exposes the minimum amount of hazard to personnel and resources for the minimum amount of time.

2.7.14.12.6. **(Added)** Aircraft parking areas for Explosive Loaded aircraft include the Mako Ramp, LOLA, Transient Ramp, EOR Alpha or Echo, and Alert Facility (Hangar 877).

2.7.14.12.7. **(Added)** Locations of operations are determined by the HD of explosives loaded.

2.7.14.12.8. **(Added)** Live ordnance is only permitted to be loaded on aircraft at the LOLA and alert facility. All other locations are permitted to have aircraft loaded with 20MM TP and Target Practice Tracer (TPT) ammunition, chaff/flare, captive carry training missiles, inert bombs and BDU-33s provided the trailers servicing these aircraft do not remain at the designated parking areas longer than the loading or unloading operation being conducted.

2.7.14.12.9. **(Added)** Anytime an abnormal condition is encountered, all operations will cease.

2.7.14.12.10. **(Added)** In case of drop/collision or partially armed condition, the area will be evacuated initially to a minimum of 300 feet until On Scene Commander/Explosive Ordnance Disposal (EOD) personnel either extends distance or determines it is safe to resume operations.

2.7.14.12.10.1. **(Added)** Contact the supervisor, maintenance expediter, and MOC.

2.7.14.12.11. **(Added)** In the event of fire, evacuate non-essential personnel to minimum withdrawal distances based on the type munitions loaded.

2.7.14.12.11.1. **(Added)** Contact the Fire Department, extension 911 and/or extension 7117 and MOC at 6922/6923 or over LMR on Net #2 immediately.

2.7.14.12.11.2. **(Added)** Report the location, type of munitions, the fire symbol, HD and the time the munitions were engulfed in flames.

2.7.15.1. **Hung Ordnance.** For Hung Ordnance, the Supervisor of Flying/Top 3 will notify the MOC, Pro Super, Weapons Expediter and EOR de-arm crew as follows:

2.7.15.1.1. **(Added)** Declare which end of the runway is active.

2.7.15.1.2. **(Added)** Aircraft tail number.

2.7.15.1.3. **(Added)** Type(s) of hung ordnance.

2.7.15.1.4. **(Added)** Any additional remarks given by the pilot that may be pertinent to the safety of personnel at EOR.

2.7.15.2. **(Added)** The designated EOR team chief briefs the de-arm crew on all information received from MOC as well as any specific hazards that might be considered present. The aircraft will be directed to the hung ordnance/jammed gun area at Taxiway Alpha or Echo only if the Emergency Power Unit (EPU) has not been activated (See **Figure 11.1** & 11.2).

2.7.15.2.1. **(Added)** If aircraft ordnance cannot be made properly safe, all operations will cease. EOR personnel evacuates to the minimum required withdrawal distance IAW the specific munition technical data and notifies MOC.

2.7.15.2.1.1. **(Added)** MOC arranges for proper EOD support. The EOR team chief directs the pilot to shut down the aircraft after it has been properly chocked, EPU, landing gear, tail hook, and if installed external fuel tanks pins installed.

2.7.15.3. **(Added)** For an unexpended rocket with aircrew attempt (misfire condition), de-arm personnel safe the aircraft IAW applicable technical data and visually check the rocket. If rocket is safe, recovery personnel safe the aircraft IAW applicable technical data and direct the aircraft back to the aircraft parking spot.

2.7.15.3.1. **(Added)** When a rocket is in an unsafe or unknown condition, the following procedures apply:

2.7.15.3.1.1. **(Added)** Aircraft will be directed to the hung ordnance/jammed gun area at Taxiway Alpha or Echo (See **Figures 11.1** & 11.2), only if the EPU has not been activated.

2.7.15.3.1.2. **(Added)** Avoid standing or walking directly in front of or behind hung rockets.

2.7.15.3.1.3. **(Added)** No personnel will approach the aircraft until the senior weapons technician or EOD can safe the rocket pod.

2.7.15.3.1.4. **(Added)** After rockets have been made safe, maintenance crews may approach the aircraft for towing procedures.

2.7.15.3.1.5. **(Added)** Aircraft is towed back to the LOLA for downloading.

2.10.4.1.1. **(Added) Occupational and Environmental Health Risks.** Double hearing protection shall be worn within 50 feet of operating jet engines and -60 power units.

2.12.8.1.1. **(Added) Section NCOIC/Chief MIS Responsibility**. Upon completion of scheduled or unscheduled maintenance or inspections, the performing work center will close out the entry in IMDS during the shift when work was completed. When not feasible to enter in IMDS within the shift, the job will be closed out in IMDS NLT 24 hours of the work being completed (prioritize for the next shift to complete).

3.2.2.1. **(Added) Hot Brakes.** Three primary hot brake locations have been established at HARB as follows:

3.2.2.1.1. **(Added)** Runway 24 EOR, Spot 8.

3.2.2.1.2. **(Added)** Runway 06 EOR, Spot 8.

3.2.2.1.3. **(Added)** Hot Cargo Ramp, located at the corner of Papa and Bravo taxiways.

3.2.2.2. **(Added)** The areas located at each end of the runway are appropriate for aborted take-offs or heavyweight landings where hot brakes are likely.

3.2.2.3. **(Added)** Every effort should be made to park any aircraft with suspected hot brakes, facing into the wind at one of the three designated hot brake locations.

3.2.2.4. **(Added)** Anytime a ground emergency for hot brakes is declared in an EOR/de-arm area, the de-arm operations for other aircraft is moved from the EOR locations to an alternate location, Bravo or Delta until the emergency is terminated.

3.2.2.5. **(Added)** Hot Brake procedures are provided in TO 1F-16C-6WC-1-11 for aircraft being recovered by ground crews and TO 1F-16C-2-12JG-00-1 for aircraft being Hot Pit Refueled.

3.2.2.6. **(Added)** Notify the pilot of a hot brake condition/alert using the hot brake hand signal and stay clear of aircraft.

3.2.2.6.1. **(Added)** Use the Aircraft Maintenance Net on a LMR to alert MOC.

3.2.2.6.1.1. **(Added)** MOC initiates checklist for Ground Emergency, E-02.

3.2.2.6.2. **(Added)** The area will be cleared of non-essential personnel for a minimum of 300 feet in all directions.

3.2.2.6.3. **(Added)** Taxi aircraft to the Hot Brake parking locations. Refer to paragraphs **3.2.2.1.1**, **3.2.2.1.2**, and **3.2.2.1.3**.

3.2.2.6.4. **(Added)** Avoid the area of the inflated Main Landing Gear (MLG) tire for a minimum of 300 feet for 45 minutes after aircraft has stopped.

3.2.2.6.5. **(Added)** If required, approach from front or rear for firefighting purposes only.

3.2.2.6.6. **(Added)** A maintenance supervisor (OIC, NCOIC), Pro-Super, aircraft maintenance flight chief, or expediter immediately responds to the Fire Chief or his assistant at the hot brake ground emergency location for instructions. Depending on the location of the emergency, it may become necessary to move other aircraft or resources away from the emergency area.

3.2.2.6.7. **(Added)** After the ground emergency is terminated by the Fire Chief and 45 minutes has passed from the time the aircraft was stopped, secure the aircraft and tow it to the appropriate parking location.

3.2.2.6.7.1. **(Added)** The Fire Department may provide an escort vehicle to follow the aircraft back to the parking area.

3.2.2.7. **(Added)** Suspected hot brakes immediately after landing, the pilot will accomplish hot brake procedures IAW TO 1F-16C-1CL-1.

3.2.2.7.1. **(Added)** If the pilot suspects to have hot brakes due to variables, such as landing heavy, a short runway or higher speeds, the aircraft should be directed straight into Spot 8 at EOR. The aircraft nose should be directed into the wind and firefighting equipment is requested immediately. Do not shut the engine down until instructed by the Fire Department due to a potential fuel fire hazard.

3.2.2.8. **(Added)** When de-arm personnel detect a hot brake condition, immediately call Homestead Ground Control declaring a ground emergency for hot brakes and follow steps listed in paragraphs **3.2.2.2** through **3.2.2.6.5**.

3.2.2.9. **(Added)** When maintenance personnel detect a hot brake condition at the Mako Ramp, technicians will follow procedures mentioned in paragraphs **3.2.2.5** through **3.2.2.6.5**.

3.7.2. **Debrief Section Incident Reporting.** Reports all aborts, incidents, foreign object damage, and lost objects to MOC.

3.7.2.1. **(Added)** MOC in turn initiates the applicable checklist, calls QA, and provides all pertinent information concerning the occurrence.

3.7.2.2. **(Added)** QA takes the information and records it on the appropriate tracking log for tracking and trending purposes. All reports and completed investigation forms are saved accordingly.

3.7.5. **Debrief Section MIS Updates.** Update/clear entries in the MIS when aircrew completes entries in aircraft forms.

3.7.5.1. **(Added)** Contact Pro Super when the Red symbol of a discrepancy is in question.

3.7.5.2. **(Added)** Thoroughly review aircraft forms before releasing to flightline personnel. Primarily, check for the following items:

3.7.5.2.1. **(Added)** In-flight ops checks.

3.7.5.2.2. **(Added)** Completed entries by aircrew requiring MIS entry.

3.7.5.2.3. **(Added)** Duplicate discrepancies.

3.7.5.2.4. **(Added)** Repeat/Recurs (see **paragraph 3.7.6.1**).

3.7.8.1. **(Added) MOC Responsibilities for Debrief Section.** MOC acts as a line of communication between Debrief and Production.

3.7.8.1.1. **(Added)** Provides Debrief with changes to the daily flying schedule.

3.7.8.1.2. **(Added)** Reports all aborts, incidents, foreign object damage, bird strikes, and lost objects to the Pro Super, appropriate work centers, wing agencies, and QA per applicable checklists.

3.7.8.1.3. **(Added)** Initiates/completes checklists and investigations as required by fault isolation manuals and other publications.

4.4.3.2.7.1. **(Added) Fire Department Egress Training.** Fire department personnel will be trained on F-16 Initial Egress Cockpit Safety prior to entering cockpit and be current on 24-month Egress Familiarization training.

4.4.4.1.3.1. **(Added) External Fuel Tank Accountability/Procedures (AMXS/MXS Agreement).** In lieu of a MOA/MOU, this instruction will be used. Installed external fuel tanks inventory control will be accomplished by AMXS personnel monthly, which will be incorporated in the 30 Day Aircraft Document Review (ADR). The inventory will be compared to the MIS (IMDS screen 469) to ensure correct tank serial numbers are installed on assigned aircraft.

4.4.4.1.3.1.1. **(Added)** Uninstalled external fuel tank inventory is controlled by the 482 MXS/MXMCF (Fuel Systems Section).

4.4.4.1.3.2. **(Added)** Upon request, Fuel Systems personnel will load a clean and serviceable external fuel tank on a transport dolly. Ensuring required covers and tags are in place.

4.4.4.1.3.2.1. **(Added)** Fuel shop personnel will refer to the MIS and issue tanks with the most time remaining on the annual inspection cycle.

4.4.4.1.3.2.2. **(Added)** Notify the flightline expediter when the external fuel tank/s is loaded on the transport dolly and ready for dispatch.

4.4.4.1.3.2.3. **(Added)** Fuels personnel and AMXS personnel will review and sign the tank sign out/in sheet before receiving or turning in a tank.

4.4.4.1.3.3. **(Added)** Upon notification, the expediter will have the tank delivered to the required location for installation.

4.4.4.1.3.4. **(Added)** On removal of external fuel tanks, APG personnel will clean, cap, tag, and transport to the Fuel Systems Section for inspection or troubleshooting and storage.

4.4.4.1.3.4.1. **(Added)** Tanks removed serviceable, for configuration changes do not require a back shop WCE in the MIS. At a minimum, the AFTO Form 350, *Repairable Item Processing,* tag will contain tank's serial number, JCN, removal date and aircraft serial number. Tank condition and/or reason for removal will be annotated in block 14 of the 350 Tag.

4.4.4.1.3.4.2. **(Added)** Tanks that are removed for a discrepancy will be treated the same as in **paragraph 4.4.4.1.3.4** with exception of a back shop WCE. The shop (Fuels, Specialists, or APG) that calls the tank "bad" will create the back shop WCE, including the tank's serial number, created in the MIS and the discrepancy is annotated on the AFTO 350 tag as mentioned in **paragraph 4.4.4.1.3.4.1**.

4.4.4.1.3.5. **(Added)** All uninstalled external fuel tanks will be stored by the Fuel Systems Section IAW applicable directives.

4.4.4.1.3.6. **(Added)** Installed external fuel tanks coming due for annual inspections are scheduled no less than 10 days prior to the due date. This lead time will give AMXS sufficient time to schedule the removal and replacement of the tank.

4.4.4.1.3.7. **(Added)** Uninstalled tank maintenance will be scheduled by the Fuel Systems Section as required.

5.2.1.12.1. **(Added) Local Radio Call Signs for maintenance LMR networks.** Each flight will have a designated radio call sign for their respective work area. If there is more than one section within a work area, then each subsection will have a separate call sign. See **Table 5.1** for call signs.

5.2.1.12.2. **(Added)** The maintenance radio nets will only be used for "OFFICIAL BUSINESS" communications.

5.2.1.12.3. **(Added)** All personnel will maintain radio discipline and courtesy when using a LMR owned by HARB.

5.2.1.12.4. **(Added)** The use of vulgar or profane language is strictly forbidden.

5.2.1.12.5. **(Added)** The position switch on all assigned LMR radios is set to NET B with LMR network channel 5 "ACFT MNT".

5.2.1.12.5. **(Added)** **Table 5.1** below lists all authorized radio call signs by sections for the MXG.

Table 5.1. (Added) 482 MXG Radio Call Signs.

1	MXG Commander	**-Reef 6**	50	Propulsion Section Chief (Test Cell)	**-Turbo 2**
2	MXG Superintendent	**-Viper 1**	51	Propulsion Section Chief (Shop)	**-Turbo 3**
3	MXO Maintenance Officer	**-Cuda 1**	52	Propulsion Section Dispatch	**-Turbo 4**
4	MXO Superintendent	**-Cuda 2**	53	AGE Flight Chief	**-Maverick 1**
5	Plans & Mobility	**-Cuda 3**	54	AGE Dispatch	**-Maverick 2**
6	Plans & Scheduling (PS&D)	**-Cuda 4**	55	AGE NCOIC (A Flight)	**-Maverick 3**
7	Engine Management (EM)	**-Cuda 5**	56	AGE NCOIC (B Flight)	**-Maverick 4**
8	Analysis	**-Cuda 6**	57	AGE NCIOIC (C Flight)	**-Maverick 5**
9	Maintenance Supply Liaison	**-Cuda 7**	58	Accessory Flight Chief	**-Cobra 1**
10	Maintenance Operations Control (MOC)	**-MOC**	59	Egress Shop	**-Cobra 2**
11	QA Superintendent	**-Blue 1**	60	Electrical & Environmental Shop	**-Cobra 3**
12	APG Inspector #1	**-Blue 2**	61	Fuel Section Chief	**-Cobra 4**
13	APG Inspector #2	**-Blue 3**	62	Fuel Shop	**-Cobra 5**
14	Weapons Inspector	**-Blue 4**	63	Hydraulic Shop	**-Cobra 6**
15	Propulsion Inspector	**-Blue 5**	64	Munitions Flight Chief	**-Ammo Chief**
16	Avionics Inspector	**-Blue 6**	65	Munitions Production Super	**-Ammo 1**
17	Munitions Inspector	**-Blue 7**	66	Munitions Material Super	**-Ammo 2**
18	AGE Inspector	**-Blue 8**	67	Munitions AFK 1	**-Wizard 1**
19	Structures Inspector	**-Blue 9**	68	Munitions AFK 2	**-Wizard 2**
20	APG Inspector #3	**-Blue 10**	69	Munitions AFK 3	**-Wizard 3**
21	Chief Inspector	**-Blue 11**	70	Munitions Line Delivery Supervisor	**-Reaper**
22	AMXS Commander	**-Falcon 1**	71	Munitions Inspection Supervisor	**-Jedi 1**
23	AMXS Operations Officer	**-Falcon 2**	72	Munitions Inspection 1	**-Jedi 2**
24	AMXS Superintendent	**-Falcon 3**	73	Munitions Inspection 2	**-Jedi 3**
25	AMU Superintendent	**-Falcon 4**	74	Munitions Missile Shop	**-Sidewinder**
26	Production Supervisor	**-Falcon Super**	75	Munitions Storage	**-Stacker**
27	Flightline Expediter 1	**-Mako 1**	76	Munitions Storage 1	**-Stacker 1**
28	Flightline Expediter 2	**-Mako 2**	77	Munitions Storage 2	**-Stacker 2**
29	Specialist Expediter	**-Mako 3**	78	Munitions Storage 3	**-Stacker 3**
30	Weapons Expediter	**-Mako 4**	79	Munitions Storage 4	**-Stacker 4**
31	Debrief	**-Debrief**	80	Munitions Control Ammo	**-Control**
32	APG Flight Chief	**-Falcon 5**	81	Munitions Control (Alternate)	**-Smoke**
33	APG Section Chief	**-Falcon 6**	82	Armament Section Chief	**-Trap 1**
34	Specialist Flight Chief	**-Falcon 7**	83	Fabrication Flight Chief	**-Shark 1**
35	Weapons Flight Chief	**-Falcon 8**	84	Fabrication Metals Technician	**-Shark 2**
36	APG Servicing Crew	**-Falcon 9**	85	Nondestructive Inspection (NDI)	**-Shark 3**
37	APG EOR	**-Falcon 10**	86	Structural Repair Section Chief	**-Shark 4**
38	Weapons Loading (Maintenance)	**-Falcon 12**	87	Structural Repair Shop	**-Shark 5**
39	Weapons Load Standardization (LSC)	**-Falcon 13**	88	Paint Facility Manager	**-Shark 6**
40	Specialist Section Chief	**-Falcon 14**	89	Avionics Flight Chief	**-Snapper 1**
41	Avionic Specialist	**-Falcon 15**	90	Avionics Section Chief (ECM)	**-Snapper 2**
42	E & E Specialist	**-Falcon 16**	91	Avionics Section Chief (AIS)	**-Snapper 3**
43	Weapons EOR	**-Falcon 18**	92	Avionics (PMEL)	**-Snapper 4**
44	Support Section	**-Support**	93	Phase Dock Chief	**-Coral 1**
45	MXS Commander	**-Viper 2**	94	Phase Floor Lead	**-Coral 2**
46	MXS Operations Officer	**-Viper 3**	95	Phase Maintenance Team	**-Coral 3**
47	MXS Maintenance Super	**-Viper Super**	96	CDDAR Team Chief	**-Recovery 1**
48	MXS Superintendent	**-Viper 4**	97	CDDAR Team	**-Recovery 2**
49	Propulsion Flight Chief	**-Turbo 1**	98	CDDAR Tow Crew	**-Recovery 3**

5.2.2.1.15.1. **MOC Run Clearance Approval.** Engine operator obtains aircraft run clearance from Homestead Ground after MOC approval.

5.2.2.1.15.1.1. **(Added)** MOC verifies engine operator is current in IMDS, and listed on the SCR for emergency and annual written tests, annual recertification, and 90 day engine run proficiency. Run clearance will not be approved, if any annual recertification requirements are overdue past the last day of the month in which recertification is due or if the 90 day proficiency run is overdue.

5.2.5.1.11. **Assignment of Work Center and Mnemonic Codes.** Work center mnemonic codes are developed in accordance with TO 00-20-2, *Maintenance Data Documentation*.

Table 5.2. (Added) Work center mnemonic codes for Organization ID-0M01.

482 MXG-Maintenance Group	
MGCC	MXG Commander Staff
ADMN	Unit Administration
DPOT	ACFT Awaiting Depot Maintenance
QUAL	Quality Assurance
482 MXG/MXO- Maintenance Operations	
ANLY	IMDS Management/Analysis
AFRC	HHQ AFRC Personnel
CM00	Required by IMDS (Configuration Management)
DDLR	Resource Advisor/Analysis
DOCS	Required by IMDS (Documentation)
DPLY	Deployed Work Center
EMGR	Engine Management
MATC	Required by IMDS (Configuration Management)
MJSN	Required by IMDS (Configuration Management)
MOCC	Maintenance Operations Control Center
MRSP	Maintenance Supply Liaison
PMOB	Programs Mobility
SCHD	Plans Scheduling & Planning
TCTO	Required by IMDS (TCTOS)
TRNG	Training Management
WUCS	Required by IMDS (Configuration Management)
482 AMXS-ACFT Maintenance Squadron	
ADM2	AMXS Administration
AMXC	ACFT Maintenance Squadron Staff
ELEN	Electrical/Environmental
FLAV	Flight Line Avionics/E&E Shop Equipment

482 AMXS-ACFT Maintenance Squadron (cont'd)	
FTLN	Flight Line Maintenance
PSUP	Production Superintendents
SPEC	Specialists
TOOL	Support Section/ tool room
WPNS	Weapons Loading
WSUP	Weapons Support
482 MXS-Maintenance Squadron	
ADM3	MXS Administration
AGES	AGE Shop
ARMT	Armament Section
ATTS	Avionics Back Shop
DOCK	Phase Dock
ECMS	Electric Countermeasures Section
EGRE	Egress
ELEV	Electrics Back Shop
FUEL	Fuel Systems Shop
JEAG	Engine Shop Equipment
JENG	Jet Engine Shop
MACH	Machine/Welding Shop
MUNS	Munitions Section
NDIS	Non-Destructive Inspection Shop
PNEU	Pneudraulics Shop
STRU	Structural Repair Shop
TIRE	Wheel and Tire Shop
TRAL	Transient Maintenance

5.2.5.1.11.4. **(Added)** The work center codes and IMDS work center mnemonics listed in **Table 5.2** are the only codes authorized for use in the 482 MXG.

5.2.5.1.11.5. **(Added)** If problems are experienced in the implementation and use of these work center codes, contact the Analysis office.

5.2.5.1.11.6. **(Added) Labor Codes and P&R Coordination.** 482 MXG/MXOA (Analysis Element) will assign work center codes by means of coordinating with the P&R.

5.2.5.1.11.7. **(Added)** Work center supervisors must ensure all personnel are assigned the proper labor codes to allow accurate documentation and man-hour accounting. Any changes will be coordinated through P&R.

5.2.5.1.11.8. **(Added)** Labor Code 31X is assigned at branch level or above, Labor Code 30X and 10X are assigned at work center level and below only. Only working supervisors, technicians or specialists with Labor Codes 30X or 10X are allowed to complete Job Data Documentation (JDD). Use of any other code will distort the data and cause excessive man-hours.

6.4.10.1. **(Added) Aircraft Forms Master Binder (See TO 00-20-1 482 MXG Sup).** In addition to QA's aircraft master standardized forms binder, APG is permitted to possess a duplicate "For Reference Use Only" master binder.

6.4.10.1.1. **(Added)** APG verifies duplicate master binder matches all contents of the QA master binder.

6.7.6.1.3.2. **(Added) Initial PE Requirements.** If a new Active Duty individual arrives from a base that didn't track PEs or if this is the member's first duty assignment, accomplish PE within 6 months of arrival and NLT 18 months thereafter.

6.7.6.1.3.2.1. **(Added)** Traditional Reservists will have an initial PE accomplished NLT 6 months after return from technical training and NLT 36 months thereafter.

6.7.7.3.3. **(Added) Aircraft Forms/MIS Inspections Discrepancy Documentation Procedures.** Forms inspection findings are documented using local 482 MXG Form 102 (see prescribing publication TO 00-20-1 482 MXG SUP) by the QA inspector. Completed copies are filed with the aircraft forms. For Paperless Phase, file with the Phase package.

6.7.7.3.3.1. **(Added)** The assigned crew chief is responsible for assuring all findings are corrected prior to returning the QA forms/IMDS review record to QA for correction verification.

6.7.7.3.3.2. **(Added)** Post-dock, MIS review discrepancies are also documented on the 482 MXG Form 102. The Phase NCOIC/Dock Chief is responsible for assuring all findings are corrected prior to returning the QA forms/IMDS review record to QA for correction verification.

6.7.11.4.12.3. **(Added) QA Flashes.** QA Flashes will be kept for the last 2 years from the date that they are published. Sections will attach a signature sheet to each QA Flash, and supervisors ensure all members sign the worksheet acknowledging receipt of the briefing.

6.11. One-Time Inspections (OTI) Program. OTIs are processed and tracked by QA IAW TO 00-20-1-AFRC-482 MXG SUP, paragraph 2.4.19.

6.12.1. **Functional Check Flights (FCFs) to include Operational Check Flights (OCFs).** The 482 OG/CC will appoint an OIC for the FCF/OCF Program. This individual will implement, manage and submit recommendations to improve FCF criteria and procedures to the appointed QA FCF/OCF Manager.

6.12.1.2. **(Added)** Pro Super notifies MOC, QA and 93 FS Ops of the probable need for a FCF.

6.12.2.1.2. **(Added)** Ensures all discrepancies are signed off that were written-up from the original discrepancy in the 781As and MIS.

6.12.2.1.2.1. **(Added)** QA will review aircraft forms (active and transcribed) to ensure maintenance actions which generated the requirement for a FCF/OCF are signed off.

6.12.2.1.3. **(Added)** Flightline expediter notifies QA when the aircraft is ready for a Pre-flight Quality Verification Inspection (QVI).

6.12.2.3.1.1. **(Added)** FCF Manager or alternate uses the local FCF/OCF Briefing checklist to ensure all required documentation and actions are completed. This form is located on the QA SharePoint page and in the FCF/OCF binder.

6.12.2.5. The FCF/OCF Manager carries out all flight crew briefings IAW briefing/debriefing guide in conjunction with local forms. The appointed FCF/OCF pilot briefs the 482 OG/CC or designated representative on the purpose of the check flight, its profile and any expected deviations.

6.12.2.5.1. Brief the FCF/OCF appointed pilot using the aircraft forms and FCF checklist with the designated aircraft crew chief. At that time, the FCF/OCF manager verifies the pilot's name is listed in the current FCF pilot appointment letter and current "Letter of Xs".

6.12.3.6. **(Added)** Accomplish an aircraft FCF/OCF pre-flight QVI with a crew chief present.

6.12.3.7. **(Added)** Keep MOC informed of all FCF actions.

6.12.4.4. **(Added)** FCF/OCFs are flown during daylight hours only.

6.12.4.5. **(Added)** Weather requirements will normally be Visual Meteorological Conditions and weather requirements IAW TO 1-1-300. The 482 OG/CC may waive certain weather requirements IAW TO 1-1-300.

6.12.4.6. **(Added)** FCF flights will utilize the HST-2 stereo flight plan and W465 airspace. FCF pilots will follow procedures outlined in the current Mako Pilot Aid.

6.12.4.7. **(Added)** The 93 FS/CC or 93 FS Director of Operations (93 FS/DO) selects and the 482 OG/CC approves all FCF pilots.

6.12.4.8. **(Added)** The FCF pilot will comply with any expanded preflight and flight checks outlined by all pertinent directives and checklist (TO 1F-16C-6CL-1) provided for the flight.

6.12.6.1. **(Added)** If an FCF is required while the aircraft is deployed and a certified FCF pilot is not available, the detachment commander can designate a qualified pilot to perform FCF duties.

6.14. High Speed Taxi Checks. 482 FW does not perform high speed taxi checks. Regular/functional taxi checks are performed at safe/normal speeds determined by the aircraft commander. A conditional release will be signed off prior to conducting a regular/functional taxi check.

6.15.3.2.3. **(Added) Weight and Balance (W&B) Program.** Qualified personnel perform all W&B inspections for 36 month requirements and modifications affecting the aircraft's center of gravity IAW TOs 1-1B-50, 1F-16C-5-1, and 1F-16C-5-2.

6.15.4.5. **(Added)** Perform Chart A inventories assisted by APG, Specialist, Weapons Loading and Egress Flights using a printed DD Form 365-1, *Chart A- Basic Weight Checklist Record,* for inventory reference.

6.15.4.5.1. **(Added)** APG, Specialist, and Weapons Loading Flights de-panel aircraft as required per, 482 MXG Form 4 and assist QA with verifying Chart A components that are required; as well as Egress verifying survival gear and ejection seat accessories are installed, using DD Form 365-1 provided by QA.

6.15.4.6. **(Added)** Levels aircraft with aid from AMXS personnel for the 2 degree nose up defuel.

6.15.4.7. **(Added)** Provides and files DD Form 365-4, *Weight and Balance Clearance Form F*, documents as required for all aircraft configurations.

6.15.4.8. **(Added)** PS&D loads appropriate JST package when a W&B inspection is due or a repair/modification affects aircraft weight and balance, including a (full paint) thoroughly painted aircraft.

6.15.4.8.1. **(Added)** Creates a WCE for QA in IMDS for any TCTO/modification procedure that affects aircraft W&B or maintenance of W&B records.

6.15.4.8.2. **(Added)** Notifies QA upon TCTO completion.

6.15.4.8.3. **(Added)** Updates IMDS post 36 month required W&B inspection.

6.15.4.9. **(Added)** Structural Repair notifies PS&D of any repair/modification that adds more than two pounds of weight to the vertical stabilizer, horizontal stabilizer, flaperons, or any fixed wing surface.

6.15.4.10. **(Added)** APG assists QA with performing the 2 degree nose up aircraft defuel and ensures all external tanks, pylons and liquid oxygen converter are removed prior to W&B inspection.

6.15.4.10.1. **(Added)** Tows aircraft to a predetermined, certified W&B location.

6.15.4.10.1.1. **(Added)** Weighing locations for F-16 aircraft are designated as any spot in Hangars 194 and 200.

6.15.4.10.2. **(Added)** Jacks aircraft to enable leveling and W&B procedures.

6.15.4.11. **(Added)** The aircraft will be weighed with wingtip launchers installed, liquid oxygen converter removed, hydraulic and engine oil reservoirs fully serviced or completely empty IAW TOs 1-1B-50 and 1F-16C-5-2.

7.3.1.2.4. **(Added) Local Impoundment Procedures.** When a system malfunction repeats for a third time, the Pro Super will inform the applicable commander/Mx Officer/superintendent for consideration of impoundment.

7.4.4. **(Added)** Initiates the local 482 MXGQA-CL-7 (see prescribing publication TO 00-20-1 482 MXG SUP).

7.4.5. **(Added)** Utilizes local 482 MXG Form 75 (see prescribing publication TO 00-20-1 482 MXG SUP), as required.

7.4.6. **(Added)** Loads impoundment JST in IMDS and inserts impoundment package in aircraft forms binder or AFTO 244. Name of IO, impoundment cause and reference page of original discrepancy are noted on the first WCE/write-up.

7.4.7. **(Added)** Ensures all blocks on impoundment checklist are completed prior to submitting aircraft/equipment forms to QA for review.

7.4.8. **(Added)** Reviews aircraft or equipment forms prior to meeting with QA to ensure completeness and accuracy of all corrective actions.

7.4.9. **(Added)** Pulls forms and delivers them to PS&D including the impoundment checklist and ECP log for filing in aircraft jacket file (AJF).

7.5.7.8. **(Added)** Whenever an engine is impounded for other than FOD, a direct Digital Engine Control DEC and a Crash Survivable Flight Data Recorder (CSFDR) download will be accomplished prior to performing engine/aircraft maintenance.

7.5.7.8.1. **(Added)** EM will schedule impoundment procedures by loading JST # 00154 to IMDS and printing 781A copies to be inserted in the Engine forms binder and initiate a local impoundment checklist (see **paragraph 7.6.2.1**).

7.6.2.1. **(Added)** MOC will notify appropriate individuals and staff agencies of aircraft /equipment impoundments as indicated in checklist R-04, *Impoundments of Aircraft/Munitions/ Equipment.*

7.6.5.1. Team members will be listed on 482 MXG Form 75, Impoundment Team & ECP Log.

7.6.11. **(Added)** QA attends briefings for all impoundment conditions.

7.6.11.1. **(Added)** For impoundment release, QA reviews aircraft/equipment forms, 482 MXGQA-CL-7 local checklist and ECP log for accuracy and completeness, prior to meeting with the Release Authority (RA).

7.6.11.2. **(Added)** Contact Wing Safety Office prior to release of impoundment for safety reported events.

7.6.12. **(Added)** PS&D verifies all impoundment checklists and entry control logs are accurately filled and dated prior to filing in respective AJF.

7.8. (Added) Freezing of Aircraft Records in Event of Aircraft Accident, Mishap, or Impoundment. In addition to the impoundment criteria listed above and based at the discretion of the IO when circumstances require it, the following will be accomplished as required:

7.8.1. **(Added)** In the event of an aircraft accident, mishap, or impoundment and upon notification, all work centers shall immediately relinquish all records pertaining to related aircraft and equipment.

7.8.2. **(Added)** The 482d Maintenance Operations Center (MOC), upon notification of aircraft mishap, shall immediately notify 482d Maintenance Group/Quality Assurance (482MXG/QA) and run checklist CL E-03, Aircraft Crash, Accident and Incident, and CL R-04, Impoundment of Aircraft, Munitions and Equipment, as deemed necessary per Impoundment Authority.

7.8.3. **(Added)** MOC obtains the aircraft/equipment records from PS&D and keeps them until such time that QA can transfer all frozen records to the on-scene commander. The on-scene commander shall determine where to store them for safe keeping for the Investigation Board.

7.8.4. **(Added)** QA shall:

7.8.4.1. **(Added)** Notify PS&D and Analysis to initiate the immediate freezing of all records associated with the mishap aircraft.

7.8.4.2. **(Added)** Immediately impound any Aerospace Ground Equipment (AGE) that last serviced the mishap aircraft.

7.8.4.3. **(Added)** Contact 482d Logistics Readiness Squadron/ Petroleum, Oil, Lubricants (POL) (482 LRS/LGRF) to have their QA impound fuel vehicle(s) that last serviced the mishap aircraft.

7.8.4.4. **(Added)** When ready, transfer all aircraft/equipment records from the MOC to the appointed on-scene commander.

7.8.5. **(Added)** The security of the aircraft records is the ultimate responsibility of 482d Maintenance Operations, Plans, Scheduling and Documentation (PS&D) section. PS&D shall:

7.8.5.1. **(Added)** Notify the following work centers to relinquish all records pertaining to the mishap aircraft and/or equipment:

7.8.5.1.1. **(Added)** 482d Operation Support Squadron/Life Support (482 OSS/OSL)

7.8.5.1.2. **(Added)** 482 MXS Egress section

7.8.5.1.3. **(Added)** 482 MXOO Engine Management section

7.8.5.1.4. **(Added)** 482 OG Survival Equipment section

7.8.5.1.5. **(Added)** 482 MXS Non Destructive Inspection (NDI) section

7.8.5.1.6. **(Added)** 482 MXS AGE section

7.8.5.1.7. **(Added)** 482 LRS/LGRF

7.8.5.1.8. **(Added)** 482 MXS Weapons Release section

7.8.5.1.9. **(Added)** 482 MXS Avionics section

7.8.5.1.10. **(Added)** 482 MXS Munitions Flight

7.8.5.2. **(Added)** Deliver aircraft records to the MOC.

7.8.5.3. **(Added)** Notify the 482d Maintenance Training (MXOT) section to freeze all Training Business Area (TBA) records on all personnel who performed maintenance on the mishap aircraft prior to the incident.

7.8.6. **(Added)** POL QA will also impound the Liquid Oxygen (LOX) cart and tank pending laboratory analysis.

7.8.7. **(Added)** Analysis (MXOA) section shall:

7.8.7.1. **(Added)** Freeze all Maintenance Information System (MIS) actions on the mishap aircraft prior to the incident and advise that under no circumstances, no one shall be allowed to alter any information regarding the aircraft involved.

7.8.7.2. **(Added)** Initiate maintenance repair/history reports for any significant malfunctions and related maintenance actions.

7.8.8. **(Added)** All records will be the property of the Aircraft Mishap Investigation Board.

8.2.1. **Tool and Equipment Management.** Support Sections and assigned tool rooms control dispatchable aircraft, vehicle and trailer mounted CTKs IAW the following paragraphs and parent publication.

8.2.1.2.1. **(Added)** Refer to **paragraph 8.2.15.2** for local procedure for tool control for single person shift/workcenters.

8.2.1.3. **(Added)** Engine blade blending blue dye, weapons load crew crimpers, die, lead seals, and any other tool/equipment or consumable dispatch items, will be tracked in TCMax® and follow the same procedures as all dispatch equipment in this publication.

8.2.1.4. **(Added)** Unattended CTKs that have inoperable or no brakes are kept locked and secured to a permanent fixture for stability and protection against wind forces or when applicable. Tools shall be placed back in the appropriate inlays when not in use or when the job is complete.

8.2.1.5. **(Added)** When CTKs, equipment or consumables are transported to the flightline on push carts with no brakes, the push cart will be chocked or restrained by any means possible to keep it from rolling away or into aircraft.

8.2.1.6. **(Added)** Small items, including consumables and electronic devices (eTools), not part of a CTK, that present a Foreign Object (FO) hazard and can fit inside the CTK shall be stored in the CTK when left unattended.

8.2.1.7. **(Added)** Large items, not part of the CTK, such as the fuel wrap-around hose, tire jack cart are kept neatly organized and away from work areas, when unattended. Items equipped with locking devices are secured to the CTK or a permanent fixture.

8.2.1.8. **(Added)** CTKs, equipment, and consumables are inventoried and returned to the Support Section or assigned tool room no later than the end of each shift, unless an in-place tool transfer is authorized and accomplished by a Support Section/tool room representative using an AFRC Form 177, *Consolidated Tool Kit Inventory and Control Log* (see **paragraph 8.2.5**).

8.2.1.9. **(Added)** Aircraft test equipment that is connected to the aircraft can be left connected. However, it must be written up in the aircraft forms. Furthermore, any open lines or connectors must have suitable protective devices installed. In addition, test equipment must not be left connected unattended overnight unless approved by the MXG/CC.

8.2.1.10. **(Added)** Personnel are permitted to leave their communication cord and head set connected to the aircraft unattended, if the aircraft is scheduled to fly within thirty minutes. Otherwise, the equipment will be stored in the CTK.

8.2.1.11. **(Added)** All dispatchable CTKs will have a FO container available and it will be properly emptied prior to returning CTK to the Support Section or designated tool room.

8.2.1.12. **(Added)** Store CTKs, tools, electronic devices (eTools), and equipment in a designated location for positive control and ease of inventory. Personnel are responsible for control of the CTK and equipment when in their possession and signed out to them.

8.2.1.13. **(Added)** All wing agencies and TDY units will control CTKs, tools, electronic devices (eTools, test sets) and other equipment, dispatched to the flightline, runways, taxiways and maintenance areas IAW this instruction.

8.2.1.13.1. **(Added)** Ensure all tools are returned to their appropriate place in the tool kit/CTK and perform a thorough inventory prior to aircraft launch procedures.

8.2.2.2. **(Added)** Annual inventory will be performed by task qualified personnel in their training records and will include the following:

8.2.2.2.1. **(Added)** Ensure the Master Inventory List (MIL) matches the contents in the CTK or SE.

8.2.2.2.2. **(Added)** Local manufactured (LM) tools are identified on the MIL with LM ID numbers in the serial number column. Copies of approved LM requests can be obtained by calling the LM Manager at QA, LM ID #s can be found in the following folder: <P:\MXG\QA\Public\LOCAL MANUFACTUE PROGRAM\LOCAL MAN LOGS\WorkCenter LM Logs>.

8.2.2.2.3. **(Added)** All tools are identified on the MIL with minimum description and size.

8.2.2.2.4. **(Added)** All equipment is properly marked with Equipment Identification Designators (EID), unless item is too small or unfeasible as identified in paragraph **8.3.6.6.1** or **8.3.6.6.1.1**.

8.2.2.2.5. **(Added)** All tools and equipment are inspected IAW applicable tech data or manufacturer manual. Replace or remove unserviceable tools/equipment and document in TCMax® or MAJCOM/local form.

8.2.2.2.6. **(Added)** All tools and equipment are clean and serviceable.

8.2.2.2.7. **(Added)** No FO in the CTK, SE, or FO container.

8.2.2.2.8. **(Added)** All tools/equipment properly fit in the foam inlay (when used).

8.2.2.2.9. **(Added)** All required forms listed on the MIL, accounted for and correctly documented.

8.2.2.3. **(Added)** Inventory CTKs/tools or SE while checking for serviceability prior to signing out and during turn-in.

8.2.2.3.1. **(Added)** All SE accessories are accounted for and inside designated containers.

8.2.2.3.2. **(Added)** Torque wrenches are set to the lowest setting and exercised prior to use.

8.2.2.3.3. **(Added)** No FO in the CTK, SE, or FO container.

8.2.2.3.4. **(Added)** CTK MIL, AFRC Form 175, *Missing/Removed Tools and Equipment,* and AFRC Form 177 are complete and accurate.

8.2.3.2.5. **(Added)** Owning section supervisor or tool room manager files tool/equipment warranty documents in the CTK program binder.

8.2.3.2.5.1. **(Added)** Warranted tools and equipment shall not be modified when such modification voids the warranty.

8.2.3.2.5.2. **(Added)** Unserviceable warranty tools will be tagged with a DD Form 1500 series tag or AFTO 350 Tag and will be physically segregated from non-warranty tools.

8.2.4.2. **(Added)** Upon return to the tool room, tools in each CTK including consumables, are inspected for serviceability and accountability.

8.2.4.3. **(Added)** The individual that signs for the CTK is responsible for accountability of all issued items.

8.2.4.4. **(Added)** Inventory is checked by both, the responsible individual and Support Section/tool room personnel.

8.2.4.5. **(Added)** For sections without full time Support Section, the inventory is accomplished by a second individual and the individual who had the CTK signed out (see **paragraph 8.2.15.2**).

8.2.4.6. **(Added)** Replace unserviceable tools to the specified quantity and update TCMax® spare tools inventory.

8.2.4.7. **(Added)** If spare items, to include consumables, are not available for replacement, the quantity removed shall be annotated accordingly in TCMax® and on the AFRC Form 175 of the applicable CTK.

8.2.4.7.1. **(Added)** HAZMAT is replaced on a one-for-one case basis. The consumed HAZMAT package/container is turned in to the tool room personnel for the replacement HAZMAT item. This applies to HAZMAT in CTKs as well as individually issued HAZMAT. Tool room personnel update TCMax® accordingly.

8.2.5. **Paragraph 8.2.1.8** states requirements for on-site transfer procedures.

8.2.6.1. If it is suspected that a tool or object may be aboard an aircraft already in operation, the expediter shall notify MOC immediately.

8.2.6.1.1. **(Added)** If the aircraft is already in flight, MOC shall then notify the 482 MXG/CC, 482 MXG/MXQ and 482 AMXS/CC or designated senior officer in charge for a coordinated decision to recall the aircraft if necessary.

8.2.6.1.2. **(Added)** If the aircraft has not taken off, MOC shall notify 93 FS/DO.

8.2.6.1.2.1. **(Added)** The 93 FS/DO shall notify the pilot and advise him to stand-by until the determination is made to recall the aircraft.

8.2.6.1.3. **(Added)** MOC executes R-05 Checklist, *Lost Tool Procedures.*

8.2.7. 482 MXG assigns EIDs per **Table 8.1**.

8.2.8.3. **(Added)** When PPE is part of a tool kit, the Support Sections and assigned tool rooms identifies it by etching the CTK EID on the item and it is controlled as a regular tool within the CTK.

8.2.8.3.1. **(Added)** Maintenance personnel are responsible for maintaining and controlling long term issued PPE in their possession. As a minimum, this PPE shall be marked with the World-Wide Identification code (WWID) of the individuals assigned work center and their employee number. The initial issue is recorded in TCMax®, or AF Form 1297, *Temporary Issue Receipt.*

8.2.9.4. **(Added)** Keep all rag containers secured to ensure accountability.

8.2.9.4.1. **(Added)** Rags are controlled as kits from TCMax® and issued in a container holding a predetermined quantity, and during turn-in that same quantity is returned after use. In the event a rag is not returned, follow missing item procedures in **paragraph 8.9** and subsequent paragraphs.

8.2.9.4.1.1. **(Added)** Dirty rags will not be mixed with clean rags.

8.2.9.4.2. **(Added)** The spare rag supply point will be secured to prevent uncontrolled rags from entering the work area.

8.2.9.4.2.1. **(Added)** Only personnel working in the Support Section are authorized access to the replacement rags.

8.2.9.4.2.2. **(Added)** Rags are taken from the supply point for only one purpose, to immediately establish controlled rag kits. Under no circumstances are any rags to be used anywhere in the MXG without first being established as a Rag Kit described in **paragraph 8.2.9.4.1** of this supplement and then issued out in TCMax® to an individual for use.

8.2.9.4.3. **(Added)** Rags in Hydrazine Response kits are bundled in predetermined quantities to allow expedient accountability without hindering emergency actions. All dirty rags must be accounted for prior to replenishment.

8.2.10.1. **(Added)** CTK custodians, section level supervisors, or higher level authorities are the only personnel authorized to procure (buy) tools in coordination with 482 MXG GPC cardholders.

8.2.10.2. **(Added)** CTK appointed custodians are the only personnel authorized to procure (obtain) spare tools for replacing broken/removed items in CTKs.

8.2.11. See paragraphs **8.7** and **9.17.3** thru 9.17.6.4. (482 FW SUP) for Local Manufacture Program requirements.

Table 8.1. (Added) Assigned EID CTK/Tool Numbers.

482 AIRCRAFT MAINTENANCE SQUADRON AMXS:	
MXAAA	U3FMAG001 thru U3FMAGxxx
MXAAS	U3FMSP001 thru U3FMSPxxx
MXAAW	U3FWL0001 thru USFWLxxxx, U3FWM0001 thru U3FWMxxxx, U3FWWS021 thru U3FWWSxxx, U3FWG0001 thru U3FWGxxxx, U3FWMINI1 thru U3FWMINIx, U3FWEOR01 thru U3FWEORxx, U3FWFLY01 thru U3FWFLYxx, U3FWGKIT1 thru U3FWGKITx
MOBILITY	MXAAA- U3MBAG001 - U3MBAGxxx, MXAAS- U3MBSP001 - U3MBSPxxx, MXAAW- U3MBWS001 - U3MBWSxxx

482 MAINTENANCE SQUADRON (MXS):	
MXMI	MXMCF- U3FUC0001 thru U3FUCxxxx, and U3FUCWRM1 thru U3FUCWRMx
	MXMCG- U3EG00001 thru U3EGxxxxx
	MXMCE- U3ES00001 thru U3ESxxxxx, and U3ESCTK01 thru U3ESCTKxx
	MXMCP- U3HSCTK01 thru U3HSCTKxx
MXMG	U3AGAGE01 thru U3AGAGExx
MXMR	U3AF00001 thru U3AFxxxxx

MXS (CONT'D)	
MXMV	MXMVT- U3VTAIS01 thru U3VTAISxx and U3VTIAIS4
	MXMVE- U3VECTK01 thru U3VECTKxx
MXMF	MXMFM- U3MTCTK01 thru U3MTCTKxx
	MXMFN- U3ND000B1 thru U3ND000Bx, U3ND000EK, and U3ND000WA
	MXMFR- U3SMCTK01 thru U3SMCTKxx, U3SMBIN07 thru U3SMBINxx
MXMW	U3AM00001 thru U3AMxxxxx
MXMP	U3JE00001 thru U3JExxxxx and U3JECTK01 thru U3JECTKxx
MXMTC	Crash Recovery- U3CR00001 thru U3CRxxxxx Inspection Flight- U3PH00001 thru U3PHxxxxx Wheel and Tire- U3WT00001 thru U3WTxxxxx

8.2.12. FSRs/DFTS/CFTs shall show full accountability for tools in accordance with the applicable portion of the contract or comply with this publication. A listing of CTK numbers or other means of tool identification is obtained by QA for coordination and accountability.

8.2.13.2. **(Added)** The AFRC Form 175 will be used in all decentralized CTKs and follow the same guidance as dispatch CTKs regarding the use of this form.

8.2.14.1. **(Added)** Vehicles and trailer mounted CTKs are signed out/in of TCMax® at the beginning and end of each shift, and upon transfer to a different individual.

8.2.14.1.1. **(Added)** All permanently stored response equipment in vehicles or trailers will be secured and assigned to a vehicle CTK.

8.2.15.2. **(Added)** When only one individual is available in a work center, the individual contacts Mx Super or another work center for a separate individual that will verify the inventory is properly accomplished and will sign in the CTK in TCMAX. Both individuals ensure the CTK/SE is inventoried and secured.

8.2.16.1. **(Added)** All 482 MXG members who sign in/out tools in TCMax® and inspect/perform CTK inventories will be task qualified in their training records.

8.2.16.1.1. **(Added)** Maintain security of and limit access to the tool storage area. When no tool room personnel are available, only the Flight/Section Chiefs or shift supervisor are authorized entry and will control access to tool rooms.

8.2.17.1. **(Added)** See paragraphs **8.2.1.6**, **8.2.1.12**, **8.2.1.13** (482 FW SUP), and 8.5.5.3 for controlling procedures of electronic devices.

8.2.18.1. **(Added)** Refer to **paragraphs 8.2.1.11** (482 FW SUP) and 8.3.13 (AFRC Sup) for dispatchable CTK FOD containers requirements.

8.3.6.5.2. **(Added)** All items (bench stock consumables) included in a CTK will be strictly issued by CTK custodians, tool room personnel, or a supervisor to ensure accountability.

8.3.6.5.2.1. **(Added)** All expendable tools will be replaced on a one-for-one case basis, to include but not limited to the following items: apexes, blades, grinding wheels, drill bits, rotary attachments/accessories, files, and file cleaners.

8.3.6.5.2.1.1. **(Added)** Authorized tool room personnel updates the spare tool inventory in TCMax® to reflect the amount taken to replenish the applicable CTK(s).

8.3.6.6.1. All apexes and drill bits belonging to sets/containers/holders are authorized not to be marked, etched, or stamped if they are annotated with a description of the individual items contained within the set on the CTK/MIL and meet container marking IAW **paragraph 8.3.6.6**.

8.3.6.6.1.1. **(Added)** Grinding wheels, rotary attachments/accessories, allen wrenches, files, and any other items/pieces belonging to sets, containers, holders, and tool assemblies are authorized not to be marked if they are too small to be marked, if marking them is unfeasible (e.g., marking surface undergoes rotational wear under normal use), or if it would compromise tool integrity/use, (e.g., rivet gun head assembly grip teeth, internal sleeve, spring, etc.).

8.5.4. In addition to **paragraph 8.5.4** inventory requirements, after the CTK is dispatched/transported, personnel will inventory the CTK again prior to starting a task.

8.5.5.7.1. **(Added)** Commercial Mobile Devices (CMDs/eTools) that are shipped for mobility requirements are packed up along with other CTK equipment. All deployed CMDs/eTools will be tracked in TCMax® and signed out from the home station TCMax® database as deployed (long term) by the assigned deployed Support Section/tool room custodian. Refer to TO 00-5-1-482 MXG SUP (5.12.5) for additional requirements.

8.6.1.1.1. **(Added)** Acceptable permanent EID markings will be etching, permanent marker, and stickers.

8.6.1.2. All 482 MXG CTKs/Tools are marked with EIDs listed in **Table 8.1** above.

8.7. The QA Superintendent will designate a Local Manufacture Manager (LMM) for locally manufactured tools or equipment.

8.7.2. A biennial review letter is utilized to document biennial reviews for applicability and current configuration.

8.7.2.1. **(Added)** The biennial review letter is emailed by the appointed QA LMM or a blank copy can be obtained from <P:\MXG\QA\Public\LOCAL MANUFACTURE PROGRAM\LOCAL MAN LOGS\MISC> and forwarded to the LMM when due.

8.8.1.2.1. Items signed out beyond daily use, such as PMEL or broken, will either be labeled accordingly in the silhouette/shadow spot, or the AFRC form 175 will be utilized in the same manner as dispatchable/decentralized CTKs.

8.9.2.1.1. **(Added) Lost Item/Tool Procedures.** Personnel have one hour to perform an initial search, however they must immediately notify Pro Super or Expediter of their initial search when aircraft are operating or will be operated prior to initial search completion (for quick freeze and all-call FOD walk decision). If item is found during the initial search, the AFRC Form 174 is not required. An initial search is defined as a search of the immediate work area(s) or last known place the item was used or transported.

8.9.2.3.2. If any item is lost within the maintenance complex, an AFRC Form 174, *Lost Tool/Object Report*, will be initiated after an initial search. Expediter determines which work center is responsible for filling out the report. Typically, the report should be completed by the shop that is responsible for the equipment or system so they can investigate the cause; however, if causal action is not in question or undetermined, the Expediter will delegate the report to the individual that identified the item missing. Once initiated, follow procedures on filling out the form in the following paragraphs.

8.9.2.3.2.1. **(Added)** If not already accomplished, immediately notify Pro Super, flightline expediter and MOC.

8.9.2.3.3. **(Added)** Upon notification, MOC initiates and completes the Lost Tool/Item Procedures (R-05) checklist as required.

8.9.2.6.4. **(Added)** Local procedures for a lost tool/object report are as follows:

8.9.2.6.4.1. **(Added)** Fill out all fields in the form according to their respective titles.

8.9.2.6.4.2. **(Added)** Print Last name and first initial of the personnel notified.

8.9.2.6.4.3. **(Added)** Give a detailed description in the “Area Item Lost” block for search purposes.

8.9.2.6.4.4. **(Added)** Item No. 1, *Name of Individual(s) that Lost Object*, is adapted with appropriate terms of circumstance when the field does not accurately describe the incident. For example, if an item is discovered missing or broken and the broken piece is not found from an aircraft during an inspection, the individual lines through "Lost," and writes "identified missing," or "found broken" unless the technician actually did lose the item. In either case, write the names of the individuals involved in losing or identifying missing/broken items.

8.9.2.6.4.4.1. **(Added)** Items 1 thru 5 are legibly completed with individual initials, time, and date.

8.9.2.6.4.5. **(Added)** Item 6 is only filled out when a CTK item is involved and the form is filed IAW **paragraph 8.9.2.6.2.1** of parent publication. Leave blank or write "N/A" for non-CTK items.

8.9.2.6.4.6. **(Added)** Item 7 is not used, leave blank or write "N/A".

8.9.2.6.4.7. **(Added)** For all "Not Found" lost items, block #8 of AFRC Form 174 is signed by a maintenance superintendent or officer. Signing authorities legibly print their name next to their signature.

8.9.2.6.4.7.1. **(Added)** The section supervisor verifies AFRC Form 174 is completely filled out and filed accordingly. The supervisor will ensure a completed copy is given to QA for documentation in a MAJCOM approved database or local tracking log NLT one business day after the thorough search is completed and documented in items 4 and 5 of the AFRC Form 174.

8.9.2.6.4.7.2. **(Added)** QA verifies the form is correctly filled out, signed by the SCR qualified official, verifies turn-in time after thorough search was not exceeded, and documents the database or local tracking log after a thorough investigation.

8.9.2.6.4.8. **(Added)** When the lost item is from aircraft, AGE, and components thereof, the lost item is written up on a Red X in the associated forms. If later found, sign off the affected aircraft/equipment forms by Red X qualified personnel, and notify QA of the JCN so they can clear the Lost Tool/Item tracking log (in QA public drive). The AFRC Form 174 may be disposed of, after Red X documentation is signed off in both the forms and MIS for found non-CTK items only.

8.9.2.6.4.9. **(Added)** For lost and later found CTK items and any item other than aircraft/AGE/components thereof, block #8 of the AFRC Form 174 will be signed by the section

supervisor minimally and a copy provided to QA for documentation in the MAJCOM approved database and/or tracking log.

9.17.3. **(Added) Local Manufacture.** The requester generates a local 482 MXG Form 47 (see prescribing publication TO 00-20-1 482 MXG SUP), as follows:

9.17.3.1. **(Added)** Date the LM Request form and completely fill out sections I, II and III.

9.17.3.1.1. **(Added)** Generates AFTO Form 350 Tag, and delivers it with materials needed to fabricate the item to the performing work center. The 350 Tag number is documented on section II, item #6 of local 482 MXG Form 47.

9.17.3.1.2. **(Added)** Assigns EID number to LM tools/equipment IAW this publication prior to use. Documents EID on local 482 MXG Form 47, section II, item #5.

9.17.3.1.3. **(Added)** Completes AF Form 2005, *Issue/Turn-In Request*, for aircraft parts and turns into supply to order assets (LRS will identify source code and process order for applicable source materials).

9.17.3.1.4. **(Added)** Procures all resources needed to complete the requested product.

9.17.3.1.5. **(Added)** Provides copy of request to immediate supervisor for a thorough review (accuracy and completeness) prior to forwarding master copy to QA for final MXG/CC approval.

9.17.3.1.5.1. **(Added)** Ensure all appropriate pictures, samples and/or drawings are attached to LM request. Assist requester establishing inspection criteria for all LM tools/equipment and include in TcMax®.

9.17.3.1.6. **(Added)** Establishes LM tools/equipment inspection criteria. Document inspection criteria on local 482 MXG Form 47, section VI.

9.17.3.2. **(Added)** Fabrication flight provides material information required in section V, initiates JCN in IMDS, enters JCN in block #1 and signs applicable signature block #1.

9.17.3.3. **(Added)** Requester's commander reviews LM request and approves the request by signing applicable signature block #2.

9.17.3.4. **(Added)** QA assigns an LM ID number from the "LM NUMBERS MASTER Listing" and signs block #3.

9.17.3.5. **(Added)** . The WWM (section IV), item 4 is used for Weapons Loading and Armament request approval only.

9.17.3.6. **(Added)** QA reviews the completed request prior to 482 MXG/CC review and final approval and stamps "Not required" or "Not Available" as applicable.

9.17.3.7. **(Added)** Approved requests with applicable pictures/drawings is forwarded to Fabrication flight for tool/equipment fabrication.

9.17.4. **(Added)** During biennial review, consider submitting AFTO Form 22, *Technical Manual Change Recommendation*, for all items not currently listed in technical data for possible inclusion Air Force wide.

9.17.5. **(Added)** QA logs all requests, approved or disapproved in the respective Local Manufacture Log for tools and equipment (P:\MXG\QA\Public\LOCAL MANUFACTURE PROGRAM).

9.17.5.1. **(Added)** Reviews and forwards LM tool and equipment requests to MXG/CC for final approval.

9.17.5.2. **(Added)** Reviews LM logs and forms for accuracy and compliance, making sure pictures/drawings are attached or linked to LM log and completed requests packages.

9.17.6. **(Added)** The performing work center determines materials required to manufacture LM tools and equipment.

9.17.6.1. **(Added)** List all materials in section V of local 482 MXG Form 47, by NSN, noun, unit of issue, quantity, and cost.

9.17.6.2. **(Added)** Procure materials needed to local manufacture source coded items.

9.17.6.3. **(Added)** Verify drawing, sample, technical data and AFTO Form 350 are provided and properly documented.

9.17.6.4. **(Added)** Manufacture and/or modify items requested once authorization is granted by the MXG/CC.

9.19.4.1. **(Added) Tail Number Bins (TNB).** DMS maintains security and accountability of TNB/FOM, by escorting personnel into the TNB/FOM area for drop off and pick up and remains present for the duration of their visit.

9.19.5. DMS personnel documents all entries in the TNB/FOM Log 482 MXG Form 83 IAW parent publication and this supplement, and ensures all removed items are signed for by the individual removing the parts/components. Log sheets are divided into three sections: Received (to include the required entries determined as per 482 MXG Form 83 field entries), Removed, and Remarks. All log entries are made in black or blue ink only.

9.19.6. **(Added)** Parts that have been retrieved and brought back into TNB/FOM for storage are logged back in a new entry line by the DMS technician.

9.19.7. **(Added)** Completely filled out log sheets are pulled and archived for a one year period.

9.19.8. **(Added)** DMS verifies all items (serviceable only) are properly identified in an attached AFTO Form 350 Tag prior to storing them in the TNB/FOM.

9.19.8.1. **(Added)** Confirms all corresponding paperwork is attached to stored items.

9.19.8.2. **(Added)** Ensures all items requiring drain & purge, are not accepted, until this requirement is met and are annotated as such.

9.19.8.2.1. **(Added)** Items requiring drain and purge will be drained prior to turn-in to TNB/FOM. These items must be capped, double bagged and have spill pads placed under them while in storage.

9.19.8.3. **(Added)** Ensures bins are kept clean and organized. Each part or kit in a separate container for ease of identification.

9.19.8.4. **(Added)** Inventories all parts for aircraft document reviews.

9.19.8.4.1. **(Added)** Verify document numbers in IMDS match document numbers on the parts paperwork.

9.19.8.4.2. **(Added)** Confirm JCN on 350 Tag corresponds to aircraft's screen 380 in IMDS for FOM parts.

9.19.8.4.3. **(Added)** Items not meeting above criteria are thoroughly researched and turned into base supply.

9.19.8.5. **(Added)** Perform a weekly walk-through inventory of the TNB/FOM bins to be completed by end of shift on Thursday.

9.19.8.5.1. **(Added)** During weeks that fall on a UTA, TNB/FOM inventories are accomplished on Sunday of the UTA.

9.19.8.5.2. **(Added)** Turn parts into Supply, when determined to be unserviceable or expired, duplicate issue, have been in TNB longer than six months, or no longer required with a closed JCN.

9.19.8.5.2.1. **(Added)** AF Form 2005 is filled out and attached to the part with the serviceable tag.

9.19.8.5.3. **(Added)** Discrepancies found between the log and the TNB/FOM bins are immediately resolved by taking all necessary actions.

9.19.8.5.3.1. **(Added)** If the discrepancy cannot be resolved, a brief explanation is noted in the remarks block of the discrepant entry and initialed by supervision.

9.19.8.6. **(Added)** When receiving parts from Supply, DMS personnel obtain the item's serviceable tag and scan a copy to be filed in their public folder (PQDR use) and fill out a 350 Tag for each item as follows:

9.19.8.6.1. **(Added)** Stock Number in block #13.

9.19.8.6.2. **(Added)** Document Number in block #16.

9.19.8.6.3. **(Added)** Serial Number if applicable in block #12.

9.19.8.6.4. **(Added)** Part Number in block #11.

9.19.8.6.5. **(Added)** Aircraft Tail Number in block #2.

9.19.8.6.6. **(Added)** Nomenclature in block #17.

9.19.8.6.7. **(Added)** Quantity in block # 9

9.19.8.6.8. **(Added)** Work Unit Code (WUC) in block #7.

9.19.8.6.9. **(Added)** Identify as "TNB" or "FOM" in block #14.

9.19.8.6.10. **(Added)** TCTO number in block #15 for TCTO kits.

9.19.8.6.10.1. **(Added)** TCTO kits are only released to be used on the assigned aircraft.

9.19.8.7. **(Added)** When receiving FOM parts the maintenance technician prepares a 350 Tag with above mentioned information except for "Removed to FOM" in block #14 and a JCN in block #1. Hardware items are annotated on screw bags attached to their respective item.

9.19.8.7.1. **(Added)** Log parts on the local 482 MXG Form 83 (see prescribing publication TO 00-20-1 482 MXG SUP) TNB/FOM log and place in proper aircraft bin.

9.19.9. **(Added)** In the course of issuing TNB/FOM parts, DMS ensures the maintenance technician taking possession of a part/s, completely fills out the "removed by" block in the TNB/FOM Log.

9.19.9.1. **(Added)** TNB/FOM log is controlled by DMS and only annotated in their presence (see sub-**paragraph 9.19.5**).

9.19.10. **(Added)** Reusable containers are treated as part of the aircraft item being handled. Return all reusable containers with the issued/removed/defective part to DMS.

9.19.11. **(Added)** All parts in TNB/FOM will be stored and handled IAW AFJMAN 23-210, *Joint Service Manual(JSM) for Storage and Materials Handling,* DAFMAN 23-122, *Material Management Procedures*, TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment* and this publication.

9.19.11.1. **(Added)** Electrostatic Discharge items will be stored and handled IAW DAFMAN 23-122, *Material Management Procedures* and TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment*.

9.19.11.2. **(Added)** Classified and Controlled Cryptographic Items (CIC 9) will not be stored in TNB or FOM. They will be placed in the GSA approved storage area that is controlled by DMS.

11.6.5.2. **(Added) Red Ball Maintenance.** If a follow-on operational check is required, it will be performed by ground personnel or by the pilot, prior to aircraft launch.

11.6.5.3. **(Added)** If parts are required for aircraft during Red Ball maintenance, the maintenance expediter will direct immediate dispatch of the necessary parts.

11.6.5.4. **(Added)** Avionics technicians are allowed to leave technical data outside the aircraft operating area while performing re-key operations. However, they must review the technical data prior to and upon completing the tasks.

11.6.5.5. **(Added)** Red Ball response technician ensures loose personal items are stowed/secured prior to approaching the aircraft, i.e. line badge, hat, etc.

11.6.5.5.1. **(Added)** Ensure and maintain voice communication with the pilot during any operational check with the engine operating.

11.6.5.5.2. **(Added)** Keeps the area forward and aft of the aircraft clear of personnel, vehicles and equipment prior to the pilot advancing throttle above idle, selecting "SEC" engine mode or accomplishing the EPU bleed air mode check, (as required for an operational check).

11.6.5.5.3. **(Added)** Verifies flight control surfaces are clear prior to the pilot operating them.

11.6.5.5.4. **(Added)** Inventories CTK and/or any equipment used during Red Ball response, prior to aircraft taxiing from the spot.

11.6.5.6. **(Added)** Pro Super, expediter, and aircrew will be notified if Red Ball maintenance is required.

11.6.5.7. **(Added)** The expediter will notify Debrief or MOC to obtain a job control number.

11.6.5.7.1. **(Added)** If IMDS is down, a manual job number will be generated by MOC or Debrief. Debrief will enter the discrepancy in IMDS when it is DMS01 operational.

11.8.3.2.1. **Foreign Object Damage (FOD) Prevention Program.** Aircraft Dash 21 equipment shall be marked with the aircraft serial number and will be always installed on the aircraft except when required for maintenance or when an aircraft is declared crew ready. When removed, all Dash 21 items must be secured from potential wind or jet blast. All Dash 21 covers shall be installed NLT the completion of aircraft recovery unless covers are off due to BPO or Thru-Flight inspection actively being performed (follow TO **WARNINGS** for heated components requiring cool down before cover installation).

11.8.3.2.2. During high FOD risk maintenance tasks (Intake/Exhaust/ECS or equivalent tasks), use of plugs/barrier paper and tape to prevent and control FOD is mandatory. Additionally, IAW TO 00-20-1, document a Red X FO inspection when maintenance has been performed in or around the air intake or exhaust areas of jet or gas turbine engines.

11.8.3.5. Prior to entering the aircraft intake/exhaust and again upon completion of maintenance inspections or tasks, the individual shall inventory all tools and test equipment taken into the intake/exhaust.

11.8.3.5.1. In all cases, prior to engine start, a CTK inventory shall be accomplished and all equipment, tools, forms, rags, etc. in the vicinity of the aircraft shall be accounted for and secured.

11.8.3.5.2. **(Added)** If any maintenance is performed in the intake/exhaust after they are inspected, another intake/exhaust inspection shall be accomplished. The shop performing the maintenance is required to document the inspection on a Red X in the 781A's.

11.8.3.6.1.1. **(Added)** If an armband is used it shall be worn on the upper part of the arm between the shoulder and the elbow. The plastic armband is worn with the ground crew chemical ensemble in place of the nylon/cotton cord.

11.8.3.6.2.1. **(Added)** Shall be stowed away when within 25 feet of an operating jet engine.

11.8.3.6.4.1. **(Added)** Watches are authorized to be worn on the flightline and maintenance areas, however, watches are removed and stored prior to performing any maintenance or inspection.

11.8.3.6.6. **(Added)** Hearing protectors are inspected for serviceability and securely worn around running engines and not left unattended on the flightline.

11.8.3.6.6.1. **(Added)** Ear protectors, communication headsets and eyewear are the only headgear authorized for wear while working on or within danger zones of aircraft with operating engines. Double hearing protection shall be worn within 50 feet of operating jet engines and -60 power units. While working in maintenance areas, lanyards may be worn with approved eyewear. However, lanyards are not worn outside of the maintenance area.

11.8.3.6.7. **(Added)** Personal items, such as electronic devices (cell phones, laptops, etc.) are not authorized on the flightline or any other aircraft maintenance areas.

11.8.3.6.7.1. **(Added)** Exception for electronic devices. Only official government issued electronic devices/cell phones may be carried and used on the flightline and in maintenance areas. Devices will not be used within 25 feet of live munitions unless approved IAW TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*. Devices must not be carried/used in fuel servicing safety zones and be at least 50 feet away from aircraft when being used unless approved IAW TO 00-25-172.

11.8.3.6.7.2. **(Added)** Exception for drink containers. Personnel are authorized to use plastic and metal drink containers with attached/secured lid on the flightline or in hangar bays. Glass drink containers and metal cans are prohibited. In addition, when not being consumed or when aircraft engines are operating, the drink containers must be stored/secured. Drink containers are prohibited on top of CTKs, carts, equipment and in the vicinity of any maintenance activity that involves the use of POL or chemical products.

11.8.3.6.8. **(Added)** Wear of the watch cap is authorized. Wear of the watch cap shall comply with DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Boonie hats are also authorized on the flightline and will be secured with the attached cord when worn. Watch cap and Boonie hats shall be removed when within 50 feet of any operating aircraft engine.

11.8.3.6.9. **(Added)** "Camelbacks" (personal hydration packs) are authorized for use on the flightline, however they are not authorized inside the intake or exhaust. The "Camelbacks" are

authorized during launch and recovery, if serviceable and worn properly. “Camelbacks” shall be secured away from operating engines, when not in use.

11.8.3.6.10. **(Added)** Personal backpacks/bags are permitted on the flightline. Backpacks shall comply with DAFI 36-2903 and shall be secured away from operating engines, when not in use.

11.8.3.7.1.1. **(Added)** All vehicles normally driven on the flightline must be kept clean and free of FO.

11.8.3.7.1.2. **(Added)** Fire extinguishers carried on or mounted to vehicles must have safety chains or cables attached to the extinguishers safety pins to prevent FOD.

11.8.3.10.1.1. **(Added)** Airfield Management ensures the base sweeper vehicle is routinely utilized on the Airfield (daily for runways/taxiways).

11.8.3.10.1.2. **(Added)** MOC will call-in requests and ensure the base sweeper is utilized on the flightline at minimum once per week. Expediter will direct the sweeper to areas of concern.

11.8.3.10.1.3. **(Added)** In addition to the base sweeper use and based on FOD trends, wing FOD monitor recommendations, and FOD fighting equipment availability, MXG/CC determines when the use of FOD sweeper mats (e.g. FOD-Razor®) is mandatory on the flightline. If determined to be utilized, maintenance flight chiefs and section supervisors ensure the FOD sweeper mats are utilized on the flightline before the first flight(s) of the day when their section is tasked to manage the daily FOD walk .

11.8.3.10.1.4. **(Added)** FOD roller magnets (if available) are used during the FOD walk. Areas of coverage on the flightline shall be determined by the organization leading the FOD walk that day.

11.8.3.10.1.5. **(Added)** Vehicles equipped with magnets will be driven and magnets inspected twice daily and any speculative FOD (parts or items suggestive of investigating or indicating an underlying problem) turned into the QA office/FOD monitor for tracking purposes. Note: Rust, random debris, or hodgepodge that does not suggest a larger problem may exist is not required to be turned into QA.

11.8.3.10.2. **(Added)** FOD walks shall be accomplished prior to the start of the daily flying period by all available aircraft/equipment maintenance personnel. All aircraft operating areas up to the adjacent taxiways areas are to be inspected and made free of FO. Special attention will be given to cleaning of cracks and expansion seams in hard surfaced areas where engines will be operated.

11.8.3.10.2.1. **(Added)** 482 MXG personnel report to the aircraft parking ramp with appropriate hearing protection and line up by direction of the assigned supervisor from the section in charge. Drinking containers are not authorized during FOD walk (i.e. coffee cups, water bottles).

11.8.3.10.2.2. **(Added)** FO found on the ramp is turned in to the QA representative as they oversee the FOD walk in progress.

11.8.3.10.2.3. **(Added)** The supervisor in charge of the daily FOD walk calls MOC and reports FOD walk completion.

11.8.3.10.2.4. **(Added)** Work center personnel perform a weekly FOD walk around the exterior of their facilities. The section chief verifies accomplishment.

11.8.3.10.2.5. **(Added)** Common use areas such as the EOR, LOLA, Hot Pit area, Aircraft Wash Rack, Trim Pad and the Hydrazine Pad shall be FOD walked prior to use by the using organization. For EOR, since it is part of the operating airfield, a FOD check may be accomplished by vehicle as an alternate method to a FOD walk.

11.8.3.10.2.5.1. **(Added)** Aircraft parking spots will be thoroughly inspected for foreign objects immediately after safe for maintenance procedures are accomplished by all maintainers in the area. Parking spots will also be inspected after aircraft launch.

11.8.3.10.2.6. **(Added)** The FOD monitor or QA representative, shall perform a spot FOD check in selected areas as directed by the monthly evaluation plan. QA FOD inspections will be scheduled more frequently on the Mako Ramp than building inspections. These inspections shall be documented in the MAJCOM approved QA database, or FOD program tracking log if the agency is not part of the QA database.

11.8.3.12.4. **(Added)** Aircrew members inventory and secure personal property and issued equipment prior to entering the crew station to prevent FOD.

11.8.3.12.4.1. **(Added)** An inventory of all personal property and issued equipment is conducted prior to exiting the crew station post landing.

11.8.3.12.4.2. **(Added)** When the inventory reveals missing items, the pilot documents the discrepancy on the 781As on a Red X.

11.8.3.12.4.3. **(Added)** Other personnel entering aircraft cockpits ensure equipment, consumables, tools and personal belongings are properly inventoried and secured to prevent FOD.

11.8.3.12.4.4. **(Added)** In the event cockpit FO is suspected, perform preliminary search, and follow lost tool/object procedures located in **chapter 8**.9 of this publication.

11.8.3.12.4.5. **(Added)** If the FO is not found, notify egress shop for assistance.

11.8.3.15. Vehicle operators will perform a visual FOD inspection prior to driving on taxiways and other aircraft parking ramps. Verify all tire air valve covers/caps are accounted for. Any vehicle leaving the paved surface while on above mentioned areas must re-accomplish the FO check upon re-entry onto the paved surface. Vehicles stop at Entry Control Points (ECPs), remove FO from tires, roll forward to inspect portion of tire not visible during initial tire inspection, place FO in vehicle FO container, and proceed. Unless otherwise specified below and in higher-level publications, vehicles are turned off when driver exits the vehicle for the FOD check.

11.8.3.15.1. **(Added)** Refuel trucks are exempt from the requirement to turn off the vehicle ignition at the flightline ECP.

11.8.3.15.2. **(Added)** AGE towing vehicle engine may be left running during FOD checks (with emergency brake on). Refer to DAFMAN 91-203 *Air Force Occupational Safety, Fire, and Health Standards* for further guidance.

11.8.3.15.3. **(Added)** Emergency vehicles responding to an emergency are exempt from FOD checks at the ECP.

11.8.3.17. See paragraphs **11.8.3.10.1.4** and **11.8.3.10.1.5** for magnetic bars used to supplement FOD walks.

11.8.3.18.1. **(Added)** LM or purchased FO removal tools are authorized. If used, they shall be etched with the vehicle identification number and secured to the vehicle keyring.

11.8.3.21. **(Added)** Extreme caution shall be exercised using toolboxes, test equipment, etc. when working around aircraft. The components thereof, engines, AGE, munitions, and aircraft maintenance areas (i.e. aircraft hangars). A FO check shall be accomplished and all tools/equipment/consumables shall be accounted for upon completion of the assigned task.

11.8.3.21.1. **(Added)** All CTKs dispatched to the flightline shall have a FOD container assigned to the CTK.

11.8.3.22. **(Added)** All hardware removed from aircraft, the components thereof, engines, AGE, munitions, or equipment shall be secured in a suitable container, zip lock bag, or screw bag. Regardless of the storage method, it shall be marked at a minimum with the aircraft or equipment ID and nomenclature of the part the hardware belongs to.

11.8.3.22.1. **(Added)** FOD containers shall be used to control work residue during maintenance. Ensure precious metal is separated and stored accordingly.

11.8.3.23. **(Added)** Ensure only parts and hardware required to complete a specific task are taken to the flightline. Inventory, control, and account for all parts/hardware when taken to the flightline and after the completion of the task.

11.8.5.3.1. **(Added)** Conduct a thorough investigation to ascertain the root cause for any FOD mishap and to determine if any underlying problems exist.

11.8.5.3.1.1. **(Added)** Report investigation results to 482 FW/CV.

11.8.5.4.3. **(Added)** All newly assigned 482 FW personnel shall receive initial FOD awareness training by watching the video titled, *Non-Maintenance, Newly Assigned, and Contractor Personnel FOD Awareness Training Video* and document this training <P:\MXG\QA\Public\FOD and DOP Training\Non-Maintenance, Newly Assigned, & Contractor Personnel FOD Awareness & Prevention Training>.

11.8.5.4.4. **(Added)** All personnel, to include contractors, shall receive FOD prevention training prior to being allowed to work or travel on the flightline and in maintenance areas.

11.8.5.4.4.1. **(Added)** 482 MXG personnel are required to watch the video titled, *FOD & DOP Prevention Training Video*, review the PowerPoint training titled, *FOD & DOP F-16 MDS Specific Training*, and document this training <P:\MXG\QA\Public\FOD and DOP Training\FOD and DOP MDS Specific Training>.

11.8.5.4.4.2. **(Added)** Base Operating Support (BOS) contract employees are required to watch the video titled, *Non-Maintenance, Newly Assigned, and Contractor Personnel FOD Awareness Training Video*, review the PowerPoint training titled, *Contractor FOD Awareness and Prevention Briefing* in this folder, and document this training <P:\MXG\QA\Public\FOD and DOP Training\Non-Maintenance, Newly Assigned, & Contractor Personnel FOD Awareness & Prevention Training >.

11.8.5.4.4.3. **(Added)** Contractors not part of the BOS contract shall be directed by the wing contracting office and/or government representative to the 482 MXG QA office to receive the training titled, *Contractor FOD Awareness and Prevention Briefing* <P:\MXG\QA\Public\FOD and DOP Training\Non-Maintenance, Newly Assigned, & Contractor Personnel FOD Awareness

& Prevention Training >. Wing contracting office and/or government representative will track/document the contractor's training.

11.8.5.4.5. **(Added)** In addition to FOD training, all 482 MXG FOD walk personnel shall receive F-16 flightline safety training prior to participating in the flightline FOD walk. This training is performed by watching the F-16 specific safety training video accessed from <P:\MXG\MOF\MXOT\1. ANCILLARY & OTHER TRAINING\5. MAINTENANCE O>, titled F-16 Flightline Safety. Contact 482d Maintenance Group Training for any problems accessing this training. This training requirement shall be tracked in IMDS under course code 012048.

11.8.6.1.1. For suspected FO including bird strikes and dropped objects, MOC will initiate applicable checklists and notify appropriate agencies.

11.8.6.3.1.1. **(Added)** QA documents and loads all FOD, DOP, bird strike, and lost item incidents to the approved MAJCOM QA database or local tracking log for trend tracking.

11.8.7.1. Minimum required attendees determined by the 482 WG/CV are: 482 MXG/CC, 482 MSG/CC, 482 OG/CC, 482 AMXS/CC, 482 MXS/CC, 482 FW/SE, 482 MSG/PMO, 482 OG/OSAA, Transient Alert representative(s), BOS Contract representative(s), 125 FANG representative(s), 482 SFS representative(s), 482 LRS representative(s), SOCSOUTH representative(s), U.S. Customs representative(s), or delegated representatives as determined by unit commanders. Delegated representatives shall represent their commander's FOD issues at the committee meetings and disseminate to the organization any FOD/DOP information.

11.8.7.1.1. Follow mandatory meeting guidelines prescribed within this publication when FOD rate is exceeded. Otherwise, FOD program information will be sent out via email, FOD bulletin, or QA Flash when FOD issues arise without exceeding the FOD rate. If underlying FOD problems still exist, at the discretion of 482 MXG/CC, a meeting will occur.

11.8.7.1.2. **(Added)** The FOD/DOP Program Monitor briefs the committee on suggested agenda items in this section and suggests actions to prevent recurrence when the MAJCOM established FOD rate has been exceeded.

11.8.8.1. **(Added)** The flightline expediter will ensure bird remains or samples are taken and turned-in to HARB Bird/Wildlife Aircraft Strike Hazard personnel for processing.

11.8.9. **(Added)** QA is the OPR for the FOD Awards Program.

11.8.9.1. **(Added)** The intent of this program is to increase FOD, dropped object, and lost tool awareness by rewarding outstanding contributions of 482 FW personnel for their efforts. The 482 FW/CC, 482 FW/CV, 482 OG/CC, 482 MXG/CC or their designated representative shall present the awards.

11.8.9.2. **(Added)** Personnel may be submitted by their supervisor for their FOD prevention efforts via the FOD Award nomination package. Contact QA for nomination package requirements. A certificate of recognition signed by the 482 FW/CV shall be presented for this achievement.

11.8.9.3. **(Added)** Personnel may also be recognized for their efforts through military or civilian award programs (Time-off Award, Notable Achievement, etc.).

11.9.3.2.1.1. **(Added) Dropped Object Prevention (DOP) Program.** The FOD/DOP Program Monitor reports investigation results to 482 FW/CV.

11.9.4.1. **(Added)** All 482 MXG personnel involved in on-equipment maintenance receive dropped object program training. This training is available on <P:\MXG\QA\Public\FOD and DOP Training>. This training shall be documented in IMDS under course code: 032034.

11.10.1.1. **(Added) Aircraft Structural Integrity Program (ASIP).** ASIP Project Officer (PO) is appointed in writing by MXG/CC IAW DAFI 63-140.

11.10.1.1.1. **(Added)** PO reviews F-16 ASIP webpage for downloads and overdue inspections and emails ASIP monthly summary to Specialist, AMXS Pro Super, AMXS Superintendent, AMXS/CC, MXS Superintendent/Pro Super, MXS/CC, PS&D, NDI, Phase, MXG/CC, and any other unit members as required.

11.10.1.1.2. **(Added)** Notifies PS&D, MXS Superintendent, and appropriate work centers when inspections are due.

11.10.1.1.3. **(Added)** Notifies PS&D, AMXS Pro Super and appropriate work centers of deficient capture rates.

11.10.1.2. **(Added)** Specialist Section appoints ASIP monitors at home station and deployed/contingency locations.

11.10.1.2.1. **(Added)** Coordinates appointment of ASIP monitors with the ASIP PO.

11.10.1.2.2. **(Added)** Collects and submits ASIP aircraft usage data at home station and deployed locations.

11.10.1.2.3. **(Added)** Monitors aircraft with capture rates less than 90%. Document aircraft with capture rates of less than 80% in aircraft forms and the MIS. Specialist Section chief will make efforts to prioritize these aircraft in order to minimize data loss. Inform the ASIP PO of back ordered parts with unacceptable delivery dates.

11.10.1.2.4. **(Added)** Downloads aircraft that have been troubleshot and repaired due to capture rate deficiencies no later than 10 flight hours after repair. Once the ASIP PO has verified an acceptable capture rate, the aircraft may resume the normal download requirement per TO 1F-16C-6-11.

11.10.1.2.5. **(Added)** Perform "Header Only" upload to the ASIP website whenever a Signal Acquisition Unit (SAU) replacement is performed.

11.10.1.2.6. **(Added)** Implements a section training program to ensure ASIP monitors are aware of the correct procedures for submitting downloads and the requirements of ASIP instructions.

11.10.1.2.7. **(Added)** Documents ASIP monitor training in the member's training records.

11.10.1.3. **(Added)** The NDI Section appoints ASIP monitors at home station and deployed contingency locations. Coordinate appointment of ASIP monitors with the ASIP PO.

11.10.1.3.1. **(Added)** Ensures ASIP inspections are entered into the F-16 IAT website (**https://f16-asip-portal.hill.af.mil/**) in a timely manner.

11.10.1.3.2. **(Added)** Provides a copy of completed Inspection Detail reports from the F-16 IAT Inspections website to the ASIP PO and the PS&D organizational e-mail. (**482MXG.MXOS.PlansandScheduling@us.af.mil**) after each inspection.

11.10.1.3.3. **(Added)** Implements a section training program to ensure NDI ASIP monitors are aware of the correct procedures for accomplishment of ASIP inspections and the requirements of ASIP instructions.

11.10.1.3.4. **(Added)** Document ASIP monitor training in the member's training records.

11.10.1.4. **(Added)** PS&D ensures ASIP equipped aircraft are identified in the weekly flying schedule and AJFs are clearly marked to show ASIP equipment is installed.

11.10.1.4.1. **(Added)** Maintains copies of ASIP documentation in assigned aircraft historical jacket files.

11.10.1.4.2. **(Added)** Ensures ASIP inspections are scheduled and loaded into the MIS as required.

11.10.1.4.3. **(Added)** Schedules 75 hour CSFDR downloads 10 hours prior to due flight hours.

11.13.3.3. **(Added) Cannibalization Program.** 482 AMXS supervision identifies a cannibalization aircraft.

11.13.3.3.1. **(Added)** Establishes ETIC for short cycle rebuild as advised in AFTTP 3-4.21V1, *Aircraft Maintenance*.

11.13.3.3.2. **(Added)** Appoints a Cannibalization Manager.

11.13.3.3.2.1. **(Added)** CANN Manager reviews IMDS and aircraft forms daily for accuracy in documentation.

11.13.3.3.2.1.1. **(Added)** Form reviews are SI tracked in LEAP and all findings are documented using local 482 MXG Form 102 IAW **paragraph 6.7.7.3.3** of this supplement.

11.13.3.3.2.2. **(Added)** Tracks, monitors, and accounts for all hardware of cannibalized parts.

11.13.3.3.2.3. **(Added)** Briefs the CA daily of status and limiting factors that will affect CANN rebuild.

11.13.3.3.2.4. **(Added)** Conducts a bi-weekly and final forms review prior to QA's review.

11.13.3.4. **(Added)** CANN manager creates a JCN for bi-weekly forms reviews during the aircraft CANN period.

11.13.3.5. **(Added)** QA conducts a bi-weekly aircraft forms review for CANN documentation accuracy IAW **paragraph 6.7.7.3.3** of this supplement.

11.13.3.5.1. **(Added)** After CANN rebuild a final forms review is conducted to verify complete documentation.

11.13.3.6. **(Added)** The CA approves/disapproves all CANN requests.

11.13.3.6.1. **(Added)** Directs Supply Section to process cannibalization paperwork.

11.13.3.6.2. **(Added)** Briefs MXG/CC weekly of status and limiting factors that would affect CANN rebuild.

11.13.3.7. **(Added)** Maintenance technicians verify that mission impairment exists.

11.13.3.7.1. **(Added)** Confirms a JCN exists in IMDS for the item being cannibalized.

11.13.3.7.2. **(Added)** Order CANN parts as required.

11.13.3.7.3. **(Added)** Notify the Pro Super and expediter of grounding condition.

11.13.3.7.4. **(Added)** Ensure CANN JCN and supply document numbers are entered into aircraft AFTO 781A or equipment AFTO Form 244 of both aircraft/equipment forms.

11.13.3.7.5. **(Added)** Notify the CANN Manager prior to performing maintenance on the aircraft.

11.13.3.7.6. **(Added)** Initiate CANN paperwork.

11.13.3.8. **(Added)** Propulsion Section supervision will identify a CANN engine.

11.13.3.8.1. **(Added)** Prior to any CANN of an engine SRU or LRU, EM will be notified to ensure sufficient time remaining on the LRU or SRU meets or exceeds the next scheduled maintenance visit.

11.13.3.8.2. **(Added)** EM schedules CANN JCNs in MIS and provides action taken code T and U action WCE to Propulsion Section supervision.

11.13.3.8.3. **(Added)** Engine-to-engine CANN is documented using MIS.

11.13.3.8.4. **(Added)** If the LRU or SRU is already removed in IMDS due to JEIM, the CANN will be documented using local forms.

11.13.3.9. **(Added)** Supply will transfer on-equipment supply documentation to Propulsion Section after the CANN action is completed.

11.13.3.9.1. **(Added)** Deployed engine CANN procedures will follow these same guidelines. In addition, EM will be notified of any operational checks that are required on cannibalized spare engines.

11.13.3.10. **(Added)** AGE flight supervision will approve all AGE CANN actions.

11.13.3.10.1. **(Added)** Technician will schedule a job in IMDS against the equipment requiring the part and in turn, place the part on order.

11.13.3.10.2. **(Added)** Technician will schedule CANN JCN in IMDS using procedures outlined in AGE flight CANN log book.

11.13.9. Phase Dock CANN actions will be coordinated through the designated MXS CA and appointed CANN Manager.

11.13.9.1. **(Added)** The need for a CANN action will be determined between MXS and AMXS Supervision.

11.13.9.2. **(Added)** The CA directs Supply Section to process CANN paperwork.

11.13.9.2.1. **(Added)** Briefs MXG/CC weekly of status and limiting factors that will affect CANN rebuild.

11.13.9.3. **(Added)** The appointed CANN Manager reviews IMDS daily for accuracy in documentation.

11.13.9.3.1. **(Added)** Confirms a JCN exists in IMDS for the item being cannibalized.

11.13.9.3.2. **(Added)** Orders CANN parts as required.

11.13.9.3.3. **(Added)** Ensures CANN JCN and supply document number are entered into IMDS.

11.13.9.3.4. **(Added)** Tracks, monitors, and accounts for all hardware of cannibalized parts.

11.13.9.3.5. **(Added)** Briefs the CA daily of status and limiting factors that will affect CANN rebuild.

11.13.9.4. **(Added)** After CANN rebuild and prior to post-dock a final IMDS review is conducted to verify complete CANN actions documentation in conjunction with the Phase package review.

11.14.5.2. **Hangar Queen Aircraft.** The Pro Super notifies the Section Supervisor a Hangar Queen Manager (HQM) is required for a particular aircraft that has not flown in 30 days. The HQM will notify PS&D to load the appropriate JST against the aircraft.

11.14.5.2.2. **(Added)** Initiate Hangar Queen (HQ) 482 MXGQA-CL-6 checklist (see prescribing publication TO 00-20-1 482 MXG SUP) and insert in the aircraft forms binder.

11.14.5.2.2.1. **(Added)** Accurately fill out all fields in title section of checklist (Aircraft serial number, Date of last flight, date of entry into HQ Status, HQ JCN and HQM's name).

11.14.5.2.2.2. **(Added)** Initial and date all applicable action blocks according to the "Performed by" blocks.

11.14.5.2.3. **(Added)** An initial and bi-weekly forms review will be conducted by the HQM prior to the initial and bi-weekly QA reviews, until the aircraft is released and has flown.

11.14.5.2.3.1. **(Added)** A final forms review will be accomplished prior to the first flight by the HQM prior to QA's final review, verifying all maintenance discrepancies have been corrected.

11.14.5.9. **(Added)** For aircraft on Paperless Phase (PP); initiate HQ Checklist per **paragraph 11.14.5.2.2** and load JST in IMDS, initial review of forms and IMDS for HQ will be conducted on PP completion.

11.14.5.9.1. **(Added)** Once aircraft is AMXS possessed, continue with other HQ procedures.

11.17.2.3. **(Added) Engine Run Requirements.** The below guidance is used for both being certified and under normal engine run guidance in addition to technical data and higher-level publications. Prior to engine operation, personnel ensure a standby firefighting vehicle is present in the immediate vicinity of aircraft when required. See TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, (Table 3.1) for fire protection requirements.

11.17.2.3.1. **(Added)** Engine operator confirms aircraft systems are fully serviced and all munitions are removed including TP ammunition before towing aircraft to the trim pad.

11.17.2.3.1.1. **(Added)** Thoroughly reviews the aircraft forms to ensure no discrepancies/form entries exist, which would prohibit an engine run, which could result in damage to equipment or injury to personnel, if the engine is operated.

11.17.2.3.1.2. **(Added)** Prepares aircraft for engine operation IAW applicable TO.

11.17.2.3.1.3. **(Added)** Ensures surrounding area is free of foreign debris or loose objects and other hazardous or potentially hazardous items/ conditions. Call MOC or AMXS flightline expediter for sweeper/vacuum truck, if required.

11.17.2.3.1.4. **(Added)** Aircraft engine motoring shall only be performed by qualified engine run personnel.

11.17.2.3.1.5. **(Added)** Engine runs shall not exceed 85% on the flight line.

11.17.2.3.1.6. **(Added)** Obtains clearance for engine run by contacting MOC for approval prior to engine run up.

11.17.2.3.1.7. **(Added)** Establishes UHF radio contact with Homestead Ground on preset channel 2 or manual (275.8) and always maintains radio contact with Homestead Ground during engine operation.

11.17.2.3.1.8. **(Added)** Will not operate the throttle or flight controls without approval from the Maintenance Ground Observer (MGO) via comm headset.

11.17.2.3.2. **(Added)** Aircraft position lights are not required to be on during hush house operations. However, flightline and trim pad operations require the use of all exterior lighting.

11.17.2.3.3. **(Added)** The MGO directs the fireguard and other personnel required for ops checks and adjustments during engine run.

11.17.2.3.3.1. **(Added)** Keeps all personnel from approaching danger zones in the front and rear of aircraft.

11.17.2.3.3.2. **(Added)** Ensures personnel and equipment are not positioned in line with plane of rotation of engine and Jet Fuel Starter (JFS).

11.17.2.3.3.3. **(Added)** Notifies MOC or flightline expediter of any emergency, aircraft discrepancies, and completion of engine run.

11.17.2.4. **(Added)** Engine operator and MGO documents all discrepancies found during engine run in AFTO Forms 781A and IMDS.

11.17.2.5. **(Added)** The fire guard assists the MGO with applying ground power and moving support equipment when required.

11.17.2.5.1. **(Added)** Positions themselves with a suitable fire extinguisher on the left aft side of the aircraft during engine operation.

11.17.2.6. **(Added)** After engine shutdown, the engine operator contacts Homestead Ground and MOC and notifies them of engine run completion.

11.25.5.1. **(Added) Hot Refueling Procedures.** PS&D schedules aircraft for hot refueling and identifies them on the weekly flying schedule.

11.25.5.1.1. **(Added)** MOC will assist with the coordination to notify 482 OG, Airfield Management, Fire Department, and 482 LRS Fuels Shop of the date and time of all Hot Refuel operations.

11.25.6.6. **(Added)** All Hot Pit Refueling procedures will be conducted IAW TO 1F-16C-2-12JG-00-1 and this publication.

11.25.6.7. **(Added)** The hot refueling supervisor ensures hot refueling team members are qualified and familiar with munitions safety standards for configurations on aircraft being hot refueled.

11.25.6.8. **(Added)** Hot pad supervisor along with the hot refuel supervisor will wear a safety vest for high visibility and identification.

11.25.6.9. **(Added)** Prior to taxiing to the Hot Refueling ramp, aircraft with live ordnance are de-armed and properly safed at EOR by qualified weapons personnel.

11.25.6.9.1. **(Added)** A cursory inspection is conducted by Hot Refueling qualified technicians outside of the servicing site.

11.25.8.4.3. Hot Refuel training Phases 2 and 3 are accomplished at the approved specific hot refuel site. Phase 2 training may also be accomplished on the Mako ramp at the digression of the Hot Pit Trainer/Certifier.

11.25.9.3. **(Added)** Training Management (MXOT) assigns IMDS course codes for all Hot Refuel training.

11.31.3.1. **Chaff/flare-loaded aircraft procedures.** When evidence of exposed, initiated, or partially ejected flare exists, a ground emergency will be declared.

11.31.3.1.1. **(Added)** The EOR crew notifies MOC of the condition, exact location, and aircraft serial number. MOC contacts EOD.

11.31.3.2. **(Added)** Weapons EOR crew performs an emergency shutdown of the aircraft and assists aircrew evacuation. No attempt will be made to safe the rest of the aircraft or install chaff and flare pin.

11.31.3.3. **(Added)** The incident aircraft will not be moved from its present location to reduce the possibility of jarring the flare(s) loose and/or cause inadvertent ignition.

11.31.3.4. **(Added)** All remaining aircraft will be de-armed at the alternate arm/de-arm areas (refer to **paragraph 11.33.4** of this supplement).

11.33.1.1. **(Added) End-of-Runway (EOR) Inspection.** During hours of darkness floodlight(s) will be placed to the rear of aircraft parking locations on the grassy area and away from exhaust blast. The floodlight table will be fully extended with the lights directed to cover the EOR parking ramp.

11.33.3.1. **(Added)** The EOR team chief, that stands in front of the ACFT will brief personnel on safety/emergency procedures, check firefighting equipment for serviceability, and performs a FOD check of the aircraft operating areas prior to performing EOR procedures. Since EOR is part of the active airfield, FOD check may be accomplished by vehicle or FOD walk.

11.33.3.1.1. **(Added)** Position aircraft to present the minimum hazard to personnel and resources in the event of a mishap.

11.33.3.1.2. **(Added)** Hung Ordinance/Gun Clearing procedures are accomplished at Taxiway Alpha or Taxiway Echo (see Figure **11.1** and **11.2**). If hung ordnance is declared, de-arm supervisor will direct "safing" of hung munitions or external stores, control access to area from unauthorized personnel, and ensure that all aircraft ordnance has been properly made safe.

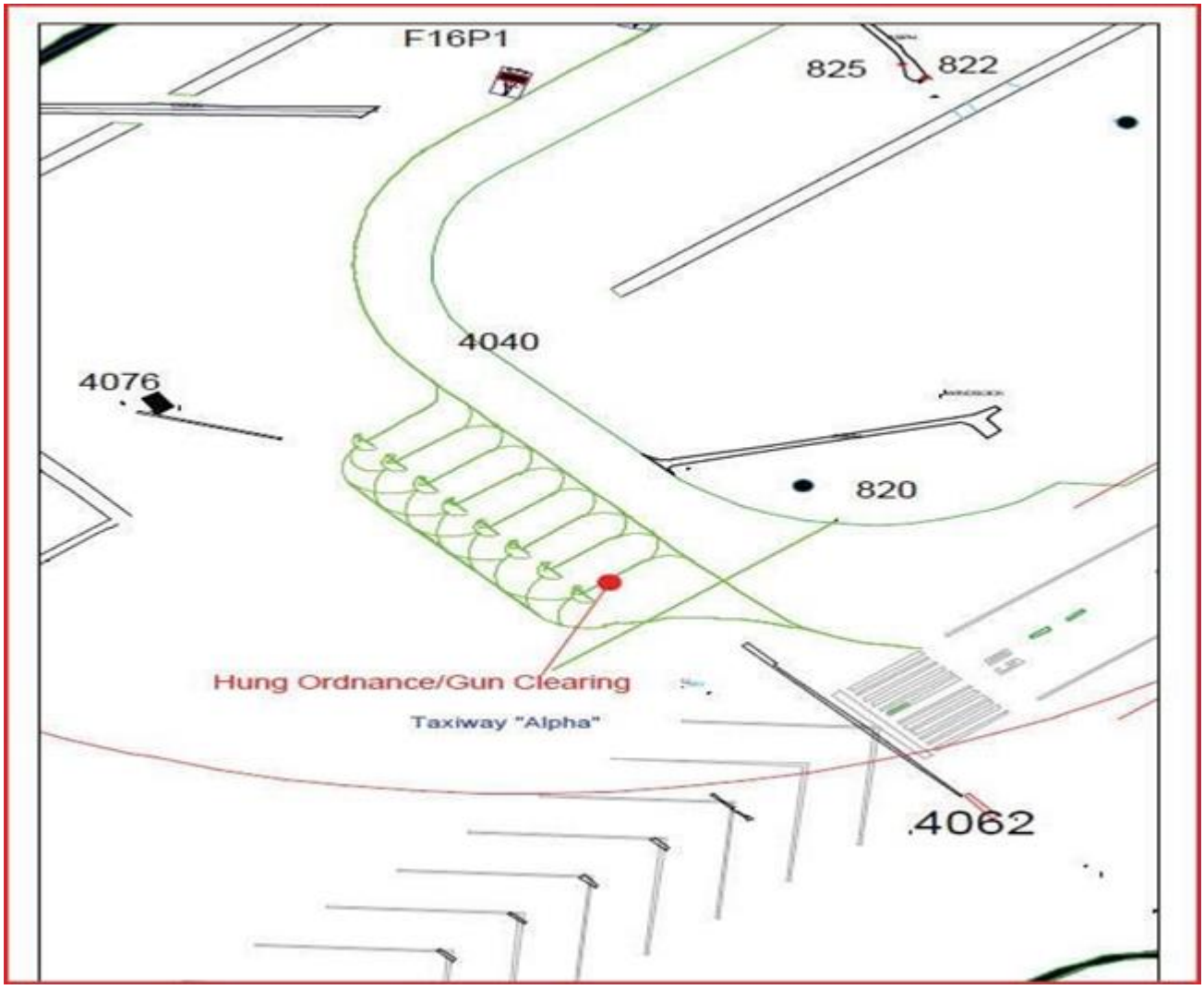
11.33.3.1.3. **(Added)** Verifies all personnel performing EOR operations take appropriate measures to ensure loose clothing or objects that could be ingested into an aircraft engine are not carried into the work area.

11.33.31.4. **(Added)** Ensures personnel do not stand directly in front of or behind forward-firing munitions or around the AIM-9 Infrared dome glass.

11.33.3.1.5. **(Added)** Ensures personnel do not position any portion of their body under carted or munitions loaded stations and chaff/flare dispensers when inspecting and /or arming.

11.33.3.1.6. **(Added)** Notifies the MOC when emergencies occur.

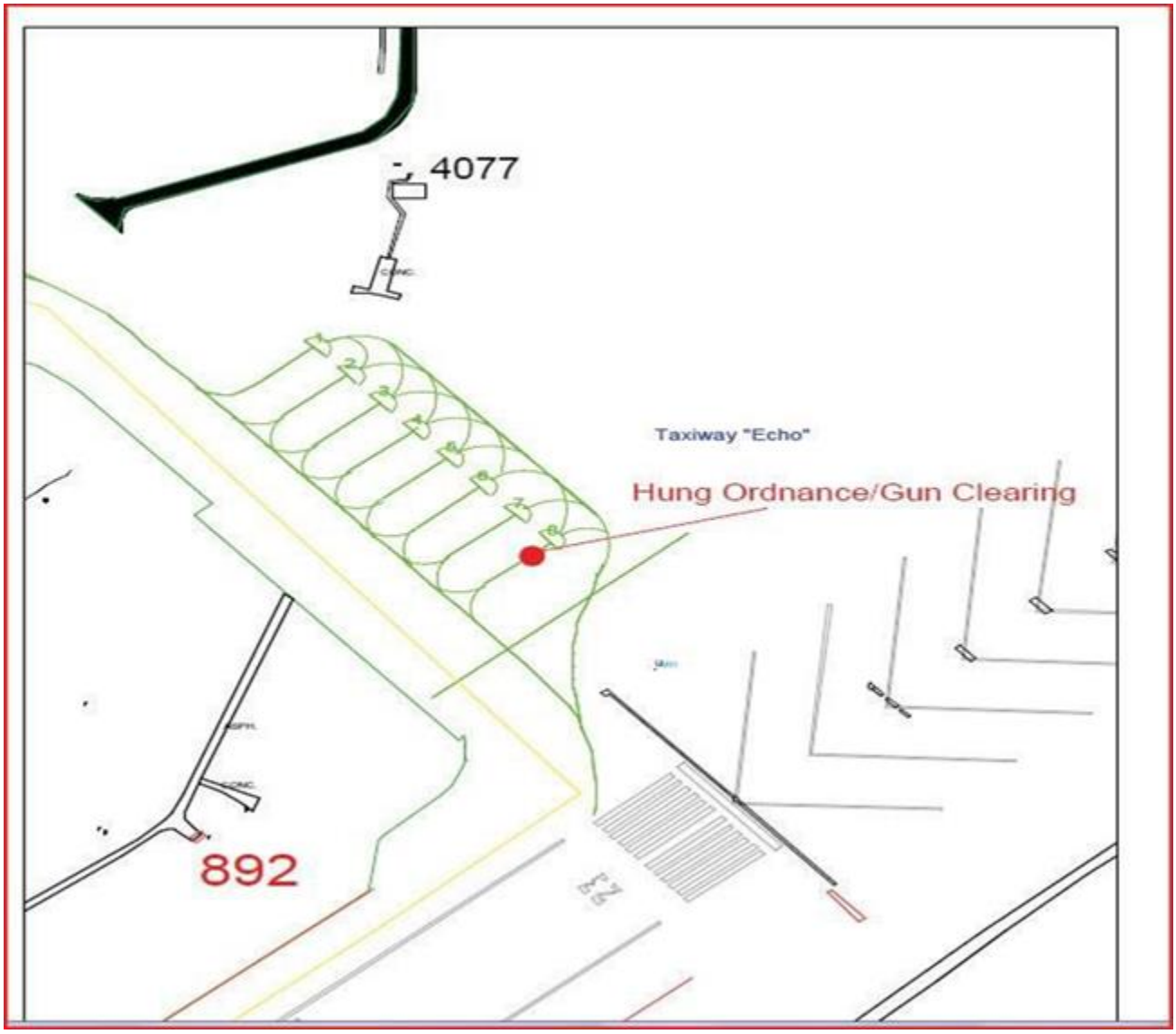
Figure 11.1. (Added) Hung Ordnance/Gun Clearing Taxiway Alpha. See paragraph 11.33.3.1.2.



11.33.4. **(Added)** EOR designated arm/de-arm areas are located at Taxiway Alpha and Taxiway Echo (See Figures **11.1** and **11.2** respectively). Taxiway Alpha (Runway 06) is the primary arming area with Taxiway Bravo as alternate, except for forward firing ordnance. If Taxiway Echo (Runway 24) becomes the active arming area; then, Taxiway Delta is used as the alternate arming area except for forward firing ordnance. Forward firing ordnance will be armed only in the primary arming areas, either Taxiway Alpha or Echo.

11.33.5. **(Added)** Anytime a ground emergency occurs, all operations will cease and the area will be evacuated until it is safe to resume operations.

Figure 11.2. (Added) Hung Ordnance/Gun Clearing Taxiway Echo. See paragraph 11.33.3.1.2.



11.33.6. **(Added)** Weapons EOR personnel keep clear of the chaff and flare canisters during removal of safety pin.

11.33.6.1. **(Added)** Personnel are signaled to withdraw to a safe distance during removal and tire rollover checks.

11.33.6.2. **(Added)** Personnel are not to go under arrestment gear at any time.

11.33.6.3. **(Added)** Personnel will not walk forward of wing tanks to install/remove safety pins or perform inspections while engine is running.

11.33.7. **(Added)** For de-arming operations, the EOR team chief will brief personnel on safety/emergency procedures, check firefighting equipment for serviceability, and performs a FOD check of the aircraft operating areas prior to performing EOR procedures. FOD check may be accomplished by vehicle or FOD walk.

11.33.7.1. **(Added)** After chock installation, personnel inspect aircraft for possible hot brakes, hung ordnance, and aircraft damage. If hot brakes or hung ordnance are detected, perform emergency procedures outlined in paragraphs **2.7.15.1** and **3.2.2.1** of this supplement, respectively.

11.33.7.2. **(Added)** If no unsafe condition is detected, personnel will safe unexpended munitions IAW applicable tech data as required.

11.33.8. **(Added)** For hot brakes at EOR see **paragraph 3.2.2.1** of this supplement.

11.33.9. **(Added)** When the EPU has been activated, the EOR arm/de-arm crew will not approach the aircraft under any circumstances. The EOR team chief will withdraw personnel to a minimum distance of one hundred feet upwind and notify the MOC. The hydrazine response team determines whether a hydrazine leak has occurred and gives the EOR crew clearance to proceed with de-arm procedures, unless a leak is confirmed.

11.33.10. **(Added)** For hung flare(s) at EOR, see **paragraph 11.31.3.1**.

11.33.11. **(Added)** For emergency aircraft shutdown, the EOR team chief directs the pilot to shut down the aircraft after it has been properly chocked, EPU, landing gear, tail hook, and if installed external fuel tanks pins installed.

11.33.11.1. **(Added)** The EOR crew notifies MOC of incident and aircraft shut down.

11.41.2.1. **Corrosion Control Program.** The aircraft corrosion control and prevention training course will be tracked in IMDS with course code 016014. In addition to ADLS training a Support Equipment & Corrosion prone areas Power Point is made available by the Corrosion Control Manager (CCM).

11.41.6.6. **(Added)** The appointed Wing CCM oversees maintenance sections managing their own corrosion programs to include cleaning operations, corrosion prevention, inspection, and removal and treatment techniques.

11.41.6.6.1. **(Added)** Approves equipment and materials used to support the corrosion prevention and control program.

11.41.6.6.2. **(Added)** Reviews the QPL (reference **paragraph 11.41.11.1**) and periodically monitors aircraft washing operations to ensure only qualified products are being used.

11.41.7.1.1. **(Added)** ASM personnel sign off the corrosion inspection in the aircraft AFTO 781A forms and the corresponding WCE in IMDS.

11.41.7.2. **(Added)** Procure and maintain materials and supplies required for aircraft washing and cleaning purposes.

11.41.8.4. **(Added)** Production section will:

11.41.8.4.1. **(Added)** Ensure aircraft are scheduled by PS&D for wash cycle and washed prior to each phase inspection (if performed by AMXS). If performed under the aircraft wash contract, PS&D coordinates with Production and schedules washes.

11.41.8.4.2. **(Added)** Submit technical assistance requests to QA for a 107 to be submitted when aircraft exceeds 180 day wash cycle, or the aircraft will be grounded until the wash is complied with.

11.41.8.4.3. **(Added)** Ensure wash is complied with prior to the departure of any aircraft deploying longer than 60 days to any location without wash facilities.

11.41.8.4.4. **(Added)** Ensure aircraft taxi through bird bath at the end of the aircraft's flying day. In the event of bird bath outage, supervision will work alternative measures.

11.41.8.4.5. **(Added)** Maintain Washrack Facility in a clean and serviceable condition.

11.41.8.4.6. **(Added)** Keep all aircraft wash required PPE in the Support Section and verifies serviceability.

11.41.8.4.7. **(Added)** Confirm any aircraft scheduled for full paint or touch-up, is washed prior to the paint process.

11.41.11.3.2.1. **(Added)** Small paint chips in the primary coating are treated with Corrosion Preventative Compound. Larger chips will be treated using Sempen paint applicators IAW applicable tech data.

11.46. (Added) Operation of Hangar Doors.

11.46.1. **(Added)** Hangar doors for hangars 193, 194 and 200 and the Paint Booth doors inside hangar 194 are operationally the same.

11.46.2. **(Added)** Hush Houses 4055 and 4064 have operationally different hangar doors than hangars 193, 194 and 200. The primary difference is the hush house doors can be operated from a control panel located in the hush house fire control room as well as a control panel on the doors.

11.46.3. **(Added)** All hangar doors will be marked IAW DAFMAN 91-203.

11.46.4. **(Added)** 482d Aircraft Maintenance Squadron (AMXS) and Maintenance Squadron (MXS) flight/section chiefs will ensure hangar door operators are qualified personnel and approved by the squadron commander through signed appointment letters.

11.46.5. **(Added)** Hangar 193, 194, 200 and Paint Booth Door Procedures:

11.46.5.1. **(Added)** Doors shall be operated by qualified personnel using the "two-person" concept. Door operation shall be stopped, if any hazards are noticed.

11.46.5.1.1. **(Added)** Single hearing protection, (ear plugs or ear defenders) shall be worn.

11.46.5.1.2. **(Added)** One person will act as task supervisor and shall:

11.46.5.1.2.1. **(Added)** Ensure that there is proper clearance inside and outside the hangar, in the door wells (if applicable) and door tracks prior to starting the operation. The task supervisor shall also ensure that small exit doors, located in the hangar doors are closed (if applicable).

11.46.5.1.2.2. **(Added)** Ensure the hangar doors are open a minimum of 10 feet and the equipment entering/exiting the hangar has proper clearance.

11.46.5.1.2.3. **(Added)** Ensure that the alarm bells/buzzers are operating before doors begin to open or close.

11.46.5.1.2.4. **(Added)** Ensure no one crosses in between the doors or enters the clear zone or alcoves during operation.

11.46.5.1.3. **(Added)** The second person is the door operator and shall stay with the control switch while task supervisor monitors the movement of the doors. The second person shall also act as a safety observer during operation.

11.46.5.2. **(Added)** If electrical power is lost, the following procedures can be used to manually open/close hangars 193, 194, 200 and hangar 194 Paint Booth doors:

11.46.5.2.1. **(Added)** Follow training procedures kept on file with 482d Maintenance Group, Maintenance Training office (MXOT) when manually opening or closing hangar doors. Access to the training file can be found by contacting 482d MXG/MXOT.

11.46.5.2.2. **(Added)** If an aircraft is in the Phase Dock bay, the Paint Booth door adjacent to the phase dock bay must remain closed unless an aircraft needs to be towed in or out of the Paint Booth. This is to ensure aircraft in the phase dock can be towed out in an emergency without delay.

11.46.6. **(Added)** Hush Houses 4055 and 4064 Procedures:

11.46.6.1. **(Added)** Three qualified personnel are required when the doors are operated from inside the Control Room. Two qualified personnel are required when the doors are operated from inside the Hush House Bay. Door operations shall be stopped, if any hazards are noticed.

11.46.6.1.1. **(Added)** Single hearing protection, (ear plugs or defenders) shall be worn.

11.46.6.1.2. **(Added)** Task supervisor shall ensure procedures listed in paragraphs **11.46.5.1.2.1** through **11.46.5.1.2.4** above are followed and will operate the door controls.

11.46.6.1.3. **(Added)** The second person is the exterior Safety Observer and will stand outside the Hush House doors during door operation and will give a verbal “ALL CLEAR” to the task supervisor prior to door operation.

11.46.6.1.4. **(Added)** The third person shall be utilized as a Safety observer when the doors are operated from inside the Control Room and will be positioned inside the Hush House bay and monitor the door movement.

11.46.6.1.5. **(Added)** Safety observers will give a verbal “ALL CLEAR” to the task supervisor prior to door operation. The Safety observers will also position themselves to safely allow maximum visual contact with the task supervisor during door operation.

11.46.7. **(Added)** Additional Hangar Door Responsibilities. As applicable, the work center Supervisor/Facility Manager of each hangar shall:

11.46.7.1. **(Added)** Maintain the door operating instructions.

11.46.7.2. **(Added)** Display a current set of operating instructions adjacent to control switch.

11.46.7.3. **(Added)** Maintain legible identification stencils for all door control switches.

11.46.7.4. **(Added)** Maintain all appropriate door markings in accordance with DAFMAN 91-203.

11.46.7.5. **(Added)** Ensure the 482d Maintenance Group (MXG) Maintenance Operation Center (MOC) is notified of all inoperative doors and measures taken to correct the problem.

11.46.7.6. **(Added)** Inspect and document Hangar doors IAW DAFMAN 91-203.

11.46.7.7. **(Added)** Ensure hangar doors are locked out by qualified personnel.

11.46.8. **(Added)** Training Requirements:

11.46.8.1. **(Added)** All personnel who operate hangar doors shall receive Hangar Door Awareness Training, initial and annual refresher IAW DAFMAN 91-203, from a qualified trainer. Training shall be conducted using an approved Hangar Door lesson plan which will be kept on file with 482d MXG/MXOT. Training shall be documented IAW DAFMAN 91-203.

11.46.8.2. **(Added)** All other personnel, (Temporary Duty (TDY)/Depot personnel) shall receive training from 482d MXG Quality Assurance prior to operating any hangar door IAW DAFMAN 91-203.

11.47. (Added) Procedures for Flightline Visitors/Photography/Video.

11.47.1. **(Added)** Flightline Visitor Policy:

11.47.1.1. **(Added)** Production Super, Expediter, or personnel on the open/close flightline letter are the only personnel authorized to approve flightline visitors.

11.47.1.2. **(Added)** Flightline must be open and under maintenance/operations control. If under 482d Security Forces Squadron's (482 SFS) control, flightline must be opened by authorized personnel above prior to any escorting.

11.47.1.3. **(Added)** The 482 FW policy does not allow the public to sit in the cockpit.

11.47.2. **(Added)** Responsibilities:

11.47.2.1. **(Added)** All individuals and sections requesting to take photos/videos on the flightline or EOR must coordinate with 482d MXG MOC and request approval in accordance with this instruction.

11.47.2.2. **(Added)** Escorts will:

11.47.2.2.1. **(Added)** Obtain flightline access clearance from 482 SFS at 786-415-7115.

11.47.2.2.2. **(Added)** Coordinate flightline photography through 482 MXG MOC to obtain a flightline photo pass. Refer to **paragraph 11.47.3** below for additional photo pass requirements.

11.47.2.2.3. **(Added)** Coordinate aircraft availability with 482 MXG MOC, 482d AMXS Production Supervisor, or the AMXS Expediter.

11.47.2.2.4. **(Added)** Coordinate with Base Operations at 786-415-7516, if photos/videos will be taken outside of the Mako ramp.

11.47.2.2.5. **(Added)** Review **paragraph 2.4.26.1** and ensure aircraft is made safe for static display. In all cases where maintenance personnel are not available to safe the aircraft, public access will not be allowed.

11.47.2.2.6. **(Added)** Review and brief visitors on 482d FOD prevention program requirements (see **Chapter 11**.8).

11.47.2.2.6.1. **(Added)** Ensure all visitors adhere to FOD prevention procedures by removing any items that may fall off without notice.

11.47.2.2.7. **(Added)** Provide a safety briefing of the potential hazards of the area and actions to be taken in an emergency. Evacuation route and meeting place should be specified. It is imperative visitors remain with the escort at all times. Brief visitors not to cross "red lines" on the flightline or any maintenance hangars. Ensure briefing covers the following topics:

11.47.2.2.7.1. **(Added)** Running engines intake and exhaust distance.

11.47.2.2.7.2. **(Added)** Radiation hazards.

11.47.2.2.7.3. **(Added)** Sharp edges.

11.47.2.2.7.4. **(Added)** Visitors are not authorized to open panels or assist in any aircraft maintenance.

11.47.2.2.7.5. **(Added)** Hazardous liquids.

11.47.2.2.7.6. **(Added)** Fire.

11.47.2.2.7.7. **(Added)** Weapons brief, Chaff and flare is loaded daily, include standoff distance, forward firing munitions, and bombs if applicable. (Should only be performed by Weapons personnel with checklist.)

11.47.2.2.8. **(Added)** Flight line vehicles must have seatbelts if it is integral to the vehicle.

11.47.2.2.9. **(Added)** Ensure visitors do not smoke on the flightline or in aircraft maintenance hangars.

11.47.2.2.10. **(Added)** Ensure visitors wear reflective Personal Protective Equipment (PPE) at night while on the flightline.

11.47.2.2.11. **(Added)** Ensure visitors wear hearing protection (foam type plugs or ear defenders) while in the aircraft maintenance areas when aircraft or support equipment are in operation.

11.47.2.2.12. **(Added)** In addition, visitors must remain at least 50 feet away from operating aircraft engines or -60 power units unless they are wearing double hearing protection (foam type plugs and ear defenders). Double hearing protection will be provided by the visit requestor.

11.47.2.2.12.1. **(Added)** Personal cell phones are not authorized at any time on the flight line or inside any hanger.

11.47.2.2.12.2. **(Added)** Government issued cell phones are authorized for use but must be kept at least 50 feet away from aircraft when being used.

11.47.3. **(Added)** Flightline Photography:

11.47.3.1. **(Added)** 482 MXG MOC is the central Point of Contact (POC) for flight line photo passes.

11.47.3.2. **(Added)** Any individual requesting a photo pass will contact 482 MXG MOC at 786-415-6922/6923.

11.47.3.3. **(Added)** 482 MXG MOC will ensure the requestor has read, understands and signs the flightline photography/video authorization request prior to issuing a photo pass. See **Attachment 17**, Photography/Video Authorization Request.

11.47.3.4. **(Added)** The requestor will sign in and out on the flight line photography log maintained by 482 MXG MOC. See **Attachment 18**, Photography Pass and Issue Log.

11.47.3.5. **(Added)** 482 MXG MOC will issue the requestor a flight line photo pass after getting approval from 482 AMXS Pro Super or Expediter. 482 MXG MOC will also coordinate with the following agencies:

11.47.3.5.1. **(Added)** 93d Fighter Squadron (93 FS), Operations Supervisor (Top 3) at 786-415-6742/7515.

11.47.3.5.2. **(Added)** Base Defense Operations Center (BDOC) at 786-415-7115/7116.

11.47.3.5.3. **(Added)** 482d Fighter Wing, Public Affairs (PA) at 786- 415-7303/7263.

11.47.3.6. **(Added)** All photography conducted within 50 yards of the flightline, photography of the flightline with a telephoto lens or photography inside aircraft hangars must be coordinated through 482 MXG MOC.

11.47.3.7. **(Added)** Photography of the following is prohibited (except for coordinated photographs directly required for maintenance actions):

11.47.3.7.1. **(Added)** F-16 cockpit.

11.47.3.7.2. **(Added)** Aircraft with maintenance panels open.

11.47.3.7.3. **(Added)** Close up shots of aircraft systems and stores/weapons while panels are open or maintenance is being conducted.

11.47.3.7.4. **(Added)** Transient aircraft without aircraft commander's permission.

11.47.3.7.5. **(Added)** 482 SFS personnel or equipment.

11.47.3.8. **(Added)** Anyone violating this requirement shall be detained by 482 SFS and photography equipment shall be confiscated until it can be reviewed by 482 AMXS Production Superintendent (MXAA), 93 FS, Operations Supervisor (Top 3), or 482d Fighter Wing, Programs Office (482 FW/CVN).

11.47.3.9. **(Added)** Flightline security procedures shall be followed. AF Form 1199A, USAF Restricted Area Badge or an escort that has been issued an AF Form 1199A, is required to enter the restricted area.

11.47.3.10. **(Added)** Photo passes shall be displayed at all times except around operating aircraft engines. All personal items/objects shall be controlled to prevent FOD to aircraft and /or equipment.

11.47.3.11. **(Added)** Passes will be returned to 482 MXG MOC upon completion of photography but no later than the end of the duty day.

11.47.3.11.1. **(Added)** 482 MXG MOC will retain the photo pass on file for one year.

11.47.3.12. **(Added)** Normal duty hours: 0800-1600L.

11.47.3.13. **(Added)** Outside normal duty hours, contact the 482 FW Command Post to call the 482 AMXS Pro Super.

11.47.3.14. **(Added)** No photography will be conducted during Combat Operations, exercise or real world, with the exception of pre-coordinated 482 FW/PA actions.

11.47.3.15. **(Added)** Flight line photography policy at deployed locations will adhere to these local procedures.

11.47.3.16. **(Added)** Before taking photos or escorting media or tour groups onto the flight line, PA will coordinate with other agencies IAW **paragraph 11.47.3.5** of this instruction. PA personnel will escort media representatives at all times.

11.47.3.17. **(Added)** The 482d FW PA Office is the only public release authority for any flight line photography and/or videography.

11.47.4. **(Added)** Flightline Photography Training. All individuals and sections that are tasked or involved with these instructions must be familiar with the rules and procedures outlined herein. 482 MXG MOC personnel must be trained on all aspects of this instruction.

11.47.5. **(Added)** In case of an emergency contact the following:

11.47.5.1. **(Added)** 482d Fire Department at 786-415-7117.

11.47.5.2. **(Added)** 482 MXG MOC at 786-415-6922/6923.

11.47.5.3. **(Added)** 482 FW CP at 786-415-7023.

11.47.5.4. **(Added)** 482 SFS at 786-415-7114.

11.47.5.5. **(Added)** 482 FW PA at 786-415-7303/7263.

14.2.2.2.4. **(Added) Maintenance Plans, Scheduling, and Documentation (PS&D**). Upon verification of Aircraft Tail Numbers to be deployed, PS&D will inspect affected AJFs to ensure that all records are accounted for and correct. Documentation clerk will make copies and establish an AJF file to be taken on deployment leaving the original in the PS&D office at home station.

14.2.2.2.4.1. **(Added)** Upon arrival at deployment base, PS&D representative will file aircraft records in a secure location.

14.2.2.4.2. **(Added)** Documentation clerk will check all aircraft AFTO Form 95s and ensure that all data is correct and reflects the most current data. All aircraft AFTO forms will be IAW TO 00-20-1.

14.2.2.4.3. **(Added)** When automated records exist, the review will be documented in IMDS with the name of the individual performing the review.

14.2.2.4.4. **(Added)** For manual records, an entry will be made stating that a review has been performed; the entry will include the printed name of the individual performing the review.

14.2.3.2.4. **(Added)** Aircraft deploying will have a records review NLT two days before deployment.

14.2.3.3.2. **(Added)** 482MO-CL-2, *Aircraft Document Review*, checklist shall be used during all Document Reviews (DR).

14.2.4.3.5.3.1. **(Added)** DMS validates document numbers with those discrepancies identified as AWP in IMDS during the pre-dock meeting.

14.2.4.3.5.3.2. **(Added)** Provides information on availability of parts in TNB and the status of parts that are back-ordered, to include those items ordered for TCI replacements and TCTO Kits.

14.2.4.4. **(Added)** Prior to the pre-dock meeting, the DCC performs a full ADR IAW 482MO-CL-2 (see prescribing publication TO 00-20-1 482 MXG SUP) and all 781A forms are removed from binder. The aircraft AFTO 781 forms binder is secured for the PP duration. The completed IMDS phase work package is reviewed by QA prior to holding the post-dock meeting.

14.2.4.4.1. **(Added)** The DCC or assigned aircraft mechanic ensures that all discrepancies identified as AWP have a valid document number assigned.

14.2.4.4.1.1. **(Added)** Remains with his/her specific aircraft assisting the phase dock throughout the entire period.

14.2.4.4.2. **(Added)** In addition to mentioned agencies in the parent publication, attendees for the pre-dock and post-dock meetings include the APG flight chief, Fuel Systems Specialist, Structures flight chief, Egress flight chief and Avionics flight chief.

14.2.4.4.3. **(Added)** During the phase inspection the Dock Chief updates all agencies daily on the status of the phase and any problems arising that would prevent the phase from being completed by the ETIC established at the pre-dock meeting.

14.2.4.4.3.1. **(Added)** Prior to the post-dock meeting, ensures IMDS is updated as required for all work accomplished during phase by conducting a MIS review prior to notifying QA to perform their review.

14.2.4.4.3.2. **(Added)** Notifies MOC and the Pro Super when the look phase has been completed.

14.2.4.4.4. **(Added)** PS&D conducts a post-dock records review directly after phase completion and ensures turn in/pick up of any applicable AFTO Form 95 is accomplished.

14.2.4.4.4.1. **(Added)** Verifies, prior to QA MIS review, all agreed discrepancies have been cleared correctly in IMDS, and configuration management has been corrected by appropriate work centers.

14.2.5.1. PS&D validates IMDS screen number 942 and prints out IMDS screen 105, *Maintenance History Report*, for duration of aircraft in phase.

14.2.5.1.2.1. **(Added)** Dock Chief returns all documents issued at the pre-dock meeting to PS&D at the post-dock meeting.

14.2.5.1.2.1.1. **(Added)** Ensures that configuration management has been properly annotated and updated accordingly in IMDS prior to post-dock.

14.2.5.1.2.1.2. **(Added)** Ensures QA's post-dock MIS review was accomplished and all forms (panel sheets, phase minor discrepancy sheets, etc.) are returned to PS&D.

14.2.5.1.5.1. Overdue items that could not be accomplished during the phase inspection are discussed in the post-dock meeting and confirmed as documented in the AFTO 781As.

14.2.6.1. The following procedures are followed by all 482 MXG personnel that work with IMDS during periods of database down time, either scheduled or unscheduled:

14.2.6.1.2. **(Added)** Analysis notifies all work centers when IMDS is unavailable. If an extended period of downtime is expected, or estimated to last 24 hours or longer, Analysis will contact HQ AFRC/A4.

14.2.6.1.3. **(Added)** Local management directs, manual JCN reporting implementation.

14.2.6.1.4. **(Added)** Analysis section maintains the manual JCN list stored in the local drive under the file named "Manual JCN List (IAW DAFI 21-101 482 FW Sup) at <P:\MXG\MOF\MXOOA\Public\Manual JCN List (IAW DAFI 21-101 482 FW Sup)>. JCNs are assigned to the work centers for off-equipment tasks and on-equipment for aircraft and used when operating under a manual documentation system only. Each job control number is prefixed by the Julian date.

14.2.6.1.5. **(Added)** Work center supervisors are responsible for maintaining AFTO Form 349s or copies of IMDS screens on hand as backup for data collection and documentation while IMDS is inaccessible.

14.2.6.1.5.1. **(Added)** Supervisors will ensure accuracy of data entered on the forms within their sections.

14.2.6.1.6. **(Added)** PS&D ensures work center and aircraft control numbers listed in the local drive under the file named "Manual JCN List (IAW DAFI 21-101 482 FW Sup) at <P:\MXG\MOF\MXOOA\Public\Manual JCN List (IAW DAFI 21-101 482 FW Sup)> are utilized to schedule any maintenance during MIS unavailability.

14.2.6.1.7. **(Added)** Work center supervisors are responsible for loading all transactions in a timely manner and in work event chronological order.

14.2.6.1.8. **(Added)** Maintenance personnel and Debrief use aircraft general support numbers listed in the Aircraft Forms Binder, AFTO 781F, *Aerospace Vehicle identification Document,* (obtained from list in the local drive under the file named "Manual JCN List (IAW DAFI 21-101 482 FW Sup) at <P:\MXG\MOF\MXOOA\Public\Manual JCN List (IAW DAFI 21-101 482 FW Sup)>) when recording discrepancies on AFTO Forms 781A and report the used JCN to MOC for accountability and control.

14.2.6.1.9. **(Added)** MOC keeps track of all general support numbers used during each 24 hour period of MIS IAW the list of JCNs in the local drive under the file named "Manual JCN List (IAW DAFI 21-101 482 FW Sup) at <P:\MXG\MOF\MXOOA\Public\Manual JCN List (IAW DAFI 21-101 482 FW Sup)>.14.2.6.1.10. (Added) AGE flight uses JCNs that follow the guidelines of the Manual JCN List (IAW DAFI 21-101 482 FW Sup) at <P:\MXG\MOF\MXOOA\Public\Manual JCN List (IAW DAFI 21-101 482 FW Sup)> as well as TO 00-20-2, *Maintenance Data Collection*, when accomplishing scheduled inspections on powered and non-powered flightline support equipment.

14.3.1.1.1.1. **(Added) Configuration, TCTO, SI, and TCI Management.** PS&D will send all Hazardous Time Change/TCTO orders to Base Supply for ordering.

14.3.1.1.1.2. **(Added)** Once received Base Supply will deliver assets to DMS where they will be stored in correct TNB.

14.3.2. All personnel involved with configuration tracked items follow parent regulations and technical data as well as the yearly 482 MXG MSEP guidance.

14.3.2.1.2. **(Added)** Maintenance personnel discovering a tracked part not listed on the approved system configuration table or incorrect part/serial data versus the MIS, will update the part/serial verification worksheet, and provide the updated copy to PS&D for correction in IMDS.

14.3.2.1.3. **(Added)** PS&D provides Generic Configuration Status and Accounting Subsystem (GCSAS) assistance to maintenance personnel.

14.3.2.4.2. **(Added)** Creates JCNs in IMDS, for configuration discrepancies and notifies the responsible work centers for correction.

14.3.2.6. **(Added)** Coordinate with DBM to get part numbers approved and pushed down through REMIS.

14.3.3.1. TCTOs are managed IAW this publication by the 482 MXG QA TODO and PS&D.

14.3.3.3.1.8.1. **(Added)** The 482 MXG TODO tracks TCTOs on a locally developed log kept in a digital folder on the local drive.

14.3.3.3.1.8.2. **(Added)** After verification of applicability, the TCTO is date stamped and two digital copies (original & working copy) are forwarded to PS&D and when required a supply cover letter is forwarded to Base Supply.

14.3.3.3.2. PS&D receives the TCTO and immediately schedules a planning meeting by emailing all applicable work sections as required.

14.3.3.3.2.2. During the meeting the working copy is provided to affected work center supervisors or representatives.

14.3.3.3.2.2.3. The meeting minutes on the AF Form 2410 are made available to the 482 MXG TODO for tracking purposes. This can be done by providing a copy to the TODO, or if the TODO has access to PS&D's digital TCTO folders, the copy is readily available and stored there.

14.4.1.2.21.2. **Engine Management.** EM follows engine tracking procedures and documentation listed below:

14.4.1.2.21.2.1. **(Added)** Provides via email, component and engine time change requirements to PS&D for input to the monthly and weekly maintenance plans. CANN actions are conducted IAW **paragraph 11.13.3.8** of this supplement.

14.4.1.2.21.2.2. **(Added)** Notifies MOC and Propulsion supervision of any faults/events noted from the Comprehensive Engine Tracking and Diagnostic System (CETADS) for appropriate maintenance action.

14.4.1.2.21.2.3. **(Added)** Provides an engine "SEND" file along with the engine records when an aircraft or engine is transferring to another unit.

14.4.1.2.21.2.4. **(Added)** Follow the procedures outlined in the EM continuity binder when processing all engine events to include TCI, SI, and TCTO.

14.4.1.2.21.2.5. **(Added)** Attends the daily production and weekly scheduling meetings.

14.4.1.2.21.2.6. **(Added)** Ensures historical entries are loaded in the MIS and CEMS for any significant engine event.

14.4.1.2.21.2.7. **(Added)** Refers to **paragraph 14.4.1.2.21.9.3** below, for "Deployed Engine Monitor" responsibilities if CEMS or MIS systems are down for extended periods (more than 48 hours).

14.4.1.2.21.2.8. **(Added)** Submits a daily engine status report to the Command Engine Manager, 10th AF, and other affected personnel NLT 0900.

14.4.1.2.21.2.9. **(Added)** Ensures all inspections are tracked in CEMS and IMDS by engine flying hours and both systems mirror each other.

14.4.1.2.21.2.10. **(Added)** Retains ownership of an engine during shipping or transfer process until the gaining unit takes physical possession of the engine. The opposite applies when EM is awaiting receipt of an inbound engine.

14.4.1.2.21.3. **(Added)** Propulsion technicians will download all aircraft that have flown at the end of each flying day to verify the serviceability of each engine.

14.4.1.2.21.3.1. **(Added)** Inspect the aircraft/engine fault indicators and report any tripped indicators to the flightline expediter and document findings on aircraft forms and IMDS.

14.4.1.2.21.3.2. **(Added)** Process engine downloads from the Common Engine Transfer System unit into CETADS.

14.4.1.2.21.3.3. **(Added)** Provide the Time, Temperature and Cycle data to EM for inclusion to IMDS and CEMS.

14.4.1.2.21.3.4. **(Added)** Download engines prior to a serially tracked engine component change.

14.4.1.2.21.3.5. **(Added)** Download cross country aircraft as soon as they return to home station.

14.4.1.2.21.3.6. **(Added)** Notify MOC and the flightline expediter of any faults/events noted from any engine download for appropriate maintenance actions.

14.4.1.2.21.3.7. **(Added)** Report all TCTO, SI and TCI actions to EM and provide the following information to EM for all serially controlled components that are newly received or removed to include CANN actions: Part number, serial number, received documents, Aircraft Current Operating Time (A/C COT).

14.4.1.2.21.3.8. **(Added)** Provide local 482 MXG Form 5 (see prescribing publication TO 00-20-1 482 MXG SUP) and local 482 MXG Form 6 (see prescribing publication TO 00-20-1 482 MXG SUP) to EM to include defects, repairs, blending actions, aircraft and engine ID, engine flight time, applicable serial numbers, date, and employee number.

14.4.1.2.21.3.9. **(Added)** Ensure operating times and serial numbers are strictly controlled for all slaved-in components used for trouble-shooting.

14.4.1.2.21.3.10. **(Added)** Ensure engine and component data is reported to EM no later than close of business the first duty day after the event (e.g., part removal, installation, inspections, and TCTO compliance.)

14.4.1.2.21.4. **(Added)** Technicians will document AFTO Form 781A and IMDS if an aircraft/engine fault indicator is tripped. Report findings to the flightline expediter who will notify MOC.

14.4.1.2.21.4.1. **(Added)** Annotate the Engine and EMSC serial number on the AFTO Form 781J, *Aircraft and Engine Operating Time, Cycle and Oil Added,* or local equivalent and request Propulsion flight to perform a Header Upload whenever an engine or MEMSC is changed.

14.4.1.2.21.4.2. **(Added)** Ensure that a new AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document,* is printed from IMDS after an engine replacement and all MIS documentation is completed.

14.4.1.2.21.5. **(Added)** Flightline expediter notifies MOC and EM of all engine removals and installations.

14.4.1.2.21.5.1. **(Added)** Ensures that all engine faults, event codes, and all tripped indications are promptly reported to MOC.

14.4.1.2.21.6. **(Added)** MOC provides a daily list of all aircraft that have flown to the Propulsion flight for engine downloading.

14.4.1.2.21.6.1. **(Added)** Upon notification of an engine fault or tripped indicator, notifies the Propulsion Flight/EM.

14.4.1.2.21.7. **(Added)** PS&D ensures EM has the engine records and the records are loaded in IMDS prior to first sortie of aircraft that have returned from depot or newly assigned aircraft/engines.

14.4.1.2.21.8. **(Added)** For engine shipments, EM will prepare a DD Form 1149, *Requisition and Invoice Shipping Document,* and deliver to Transportation Management Office (TMO). **NOTE:** TMO reviews the form for accuracy and assigns a Transportation Control Number.

14.4.1.2.21.8.1. **(Added)** EM places the engine in "SL" status in CEMS with the "as of" date and time the engine physically leaves the base. NOTE: TMO coordinates the shipping arrangements and notifies EM when they are ready to accept the engine for shipment.

14.4.1.2.21.8.2. **(Added)** EM places engines in "RB" status in CEMS as of the date and time engines are delivered from TMO and accepted at Propulsion Shop. **NOTE:** TMO notifies EM upon receipt of engines.

14.4.1.2.21.9. **(Added) Deployed Engine Monitor (DEM).** The MXG/CC appoints by letter, a DEM where EM personnel do not deploy with unit assigned aircraft.

14.4.1.2.21.9.1. **(Added)** The assigned DEM reports to EM no less than two days prior to deploying for training on the specific duties.

14.4.1.2.21.9.2. **(Added)** Obtains training from EM prior to the scheduled deployment.

14.4.1.2.21.9.3. **(Added)** Follows the contingency plan listed below for maintaining CEMS and MIS data when both systems are down for an extended period (more than 48 hours).

14.4.1.2.21.9.4. **(Added)** For Engine downloads – Maintains a printout of the most current EHR.DAT file (a product of the CETADS download process), according to date/time order. When the systems are up and running, input downloads in date/time order.

14.4.1.2.21.9.5. **(Added)** For Engine Removals/Installations: maintain an updated copy of the "2-Engine Shop Forecast" and "3-110 Inspection Worksheet" files. Maintain the log in date/time order.

14.4.1.2.21.9.6. **(Added)** Parts/Component Removal/Installations; maintain an updated copy of the "2-Engine Shop Forecast" and "3-110 Inspection Worksheet".

14.4.1.2.21.9.7. **(Added)** Use local 482 MXG Form 46 to document and track all component removals and installations. Maintain the form in date/time order.

14.4.1.2.21.9.8. **(Added)** Historical data entries for daily occurrences; maintain a written log with pertinent information by date/time order.

14.4.1.2.21.9.9. **(Added)** Loading new parts retrieve and maintain any information that came with the item. Load the pertinent data to the "110 New Parts Log" file. Maintain the information in a safe place in date/time order.

14.4.1.2.21.9.10. **(Added)** Parts turned in to supply; at this point, the affected part has already been removed and the "Turn-in Log" file has been updated with the removal information. Use the Propulsion Flight "Due-In from Maintenance" turn in log to verify the date/time the part was

picked up by Supply. Once MIS and CEMS are running again, delete the part from MIS/CEMS according to the date/time on the DIFM log.

14.4.1.2.21.9.11. **(Added)** Use AF Form 1534, *CEMS CDB Report*, if available to manually update engine status changes.

14.4.1.2.21.10. **(Added) DEM Items Required.** Obtain the following items from EM for use during the deployment:

14.4.1.2.21.10.1. **(Added)** EM Continuity files.

14.4.1.2.21.10.2. **(Added)** Laptop with the CETADS program loaded, printer & download cable.

14.4.1.2.21.10.3. **(Added)** CANN procedures to include MIS documentation and cannibalization log.

14.4.1.2.21.11. **(Added) Deployed Propulsion Section.** Ensures an engine specialist is dispatched to the flightline by the end of the flying day to download all aircraft that have flown. Ground operation runs only require downloading if an engine bit ball is tripped or a Maintenance Fault List is indicated.

14.4.1.2.21.11.1. **(Added)** Accomplishes all engine borescope inspections and engine phase inspections.

14.4.1.2.21.11.2. **(Added)** Documents all inspections on the appropriate engine inspection forms, and provides the forms to the DEM for engine records filing.

14.4.1.2.21.11.3. **(Added)** Notifies and provides the DEM with part and serial number information of all removed and replaced serially controlled and tracked components.

14.4.1.2.21.11.4. **(Added)** Updates the AFTO 781K upon completion of a borescope or phase inspection and closes out the events in the MIS.

14.5.2.1.1. **(Added) Maintenance and FHP Planning Cycle.** AMXS Supervision assists PS&D with data collection from respective shops.

14.5.2.1.1.1. **(Added)** HQ will send a parsed -6 report to our unit. PS&D, with the assistance of leadership will reach out to the respective shops to annotate whether each task was performed on the flight line, HSC, ISO, Phase, or PDM. PS&D will set a meeting with AMXS and MXS flight chiefs or section chiefs at the beginning of July to go over each task. The technicians will annotate the AFSCs involved and the time it takes to complete the task-from getting the tools, configuring the aircraft, completing ops checks, to finally completing the paperwork and IMDS. Also, equipment sent to the back shops for inspection, to include removal/replacement/ops checks of the equipment by flight line personnel.

14.5.2.3.3. **(Added)** PS&D with the assistance of leadership, will need personnel availability data as well as task qualification data (e.g., how many 5 levels, 7 levels in each shop, etc.). This will be provided by squadron superintendents.

14.5.2.3.4. **(Added)** PS&D will input future sortie information provided by 93 FS Ops including any deployments for the next FY.

14.5.2.3.5. **(Added)** PS&D will take the output information from the MxCAP2 model and analyze findings to be incorporated into the annual plan and present to the MXG/CC, OG/CC, and FW/CC on the third Thursday of September. For more specific instructions on how to input data

and how to properly analyze the output, refer to the MxCAP2 Users Guide provided on the AFRC PS&D SharePoint site, **https://afrc.eim.us.af.mil/sites/A4/A4M/PSD/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/A4/A4M/PSD/MxCap2/MxCAP2_Users_Guide_02_17_2016.pdf&action=default**.

14.5.8. **(Added)** Flying Hour Accounting in IMDS.

14.5.8.1. **(Added)** Debrief uses the aircrew's completed AFTO Form 781s (electronic or paper).

14.5.8.2. **(Added)** If using paper 781s, initial, date, and input the sorties line number in block 39 (Maintenance Review) after accounting for flying hours in IMDS. Provide the 93 FS/DO, Squadron Aviation Resource Management (SARM) with the original 781, and PS&D with a copy. If using electronic 781s, electronically input initials and the sortie line number in the maintenance review section.

14.5.8.3. **(Added)** SARM reviews AFTO Form 781s for accuracy and completeness. If discrepancies are found, or if cross-country sorties are not debriefed, route through applicable agencies for corrections.

14.5.8.3.1. **(Added)** Check the daily Accomplishment Utilization Report (AUR) against the AFTO Form 781 for accuracy.

14.5.8.3.2. **(Added)** If an error exists, notify PS&D and Debrief to ensure the changes are made in IMDS in a timely manner. Request a new AUR from the PS&D to ensure all corrections have been completed.

14.5.8.4. **(Added)** The final report will be verified no later than the 5th day of the month. Forward the final corrected report to AFRC and 482 FW/FMB (Budget Analysis).

14.5.8.5. **(Added)** PS&D provides a daily AUR for reconciliation to the SARM.

14.5.8.5.1. **(Added)** Verify cross-country sorties were debriefed.

14.5.8.5.2. **(Added)** Audit monthly AUR against flying schedule for aircraft utilization only. Once audited, provide the SARM with the monthly report for further verification and signatures. File the approved monthly AUR for one year.

14.5.8.5.3. **(Added)** At the beginning of each month, and NLT the 4th day, PS&D will request a monthly AUR. A copy of this report will be forwarded to the SARM technician, for final analysis.

14.6.1.4.1. **(Added)** In the event an Urgent/Immediate Action TCTO is received at a deployed location, deployed schedulers will send TCTO information back to home-station NLT the next work day.

15.10.7. **(Added) Flightline and Aircraft Maintenance Severe Weather Procedures.** DEVIATIONS FROM THIS INSTRUCTION ARE AT THE DISCRETION OF THE WING COMMANDER OR HIS/HER DELEGATED AUTHORITY ONLY. Maintenance supervisors at all levels should be constantly aware of changing weather conditions. They are required to take appropriate actions in securing facilities and initiating notification procedures via the 482d Maintenance Group, Maintenance Operations Center (482 MXG/MOC). The Base Weather Flight will be the central point for information flow concerning severe weather. Supervision is required to ensure all assigned personnel on station are briefed to minimize any unnecessary outdoor exposure during severe weather watch and warnings. The maintenance

production supervisor of the applicable shift is responsible for ensuring all aircraft and flight line maintenance equipment is secured as required by this instruction.

15.10.7.1. **(Added)** Severe Weather Watch:

15.10.7.1.1. **(Added)** Flightline: During severe weather watch, all personnel must be prepared to cease all outside operations and seek shelter without delay.

15.10.7.1.2. **(Added)** Hail: If greater than one-half inch hail is forecasted in a weather watch, aircraft are required to be sheltered.

15.10.7.1.3. **(Added)** Tornadoes: If Homestead Air Reserve Base (HARB) is under a weather watch for tornadoes, aircraft will be sheltered when directed by the 482d Fighter Wing Commander (482 FW/CC) or designated representative.

15.10.7.1.4. **(Added)** Hurricanes: The 482 FW/CC or designated representative will determine whether to shelter or evacuate aircraft to a safe location based on weather predictions.

15.10.7.2. **(Added)** Individual Severe Weather Detection: All personnel that detect severe weather conditions (e.g., high winds, lightning, hail, thunderstorms, tornadoes, flooding) with no known Watch or Warning being issued should notify the 482 MXG/MOC via the most expeditious means available and take shelter as applicable.

15.10.7.3. **(Added)** Procedures and Notification:

15.10.7.3.1. **(Added)** After an ADVISORY notification for high winds and/or lightning within 5 nautical miles (NM):

15.10.7.3.1.1. **(Added)** 482 MXG/MOC will initiate Checklist (CL) # E04, Severe Weather, and make a radio call notifying all maintenance net users of the advisory.

15.10.7.3.2. **(Added)** After a Lightning WATCH notification (30 minutes prior to thunderstorms being within 5 NM):

15.10.7.3.2.1. **(Added)** Initiate controlled termination procedures for all explosives operations.

15.10.7.3.2.2. **(Added)** Munitions/explosives movement will be conducted IAW CL# E04, DAFMAN 91-203, and DAFMAN 91-201, Explosives Safety Standards.

15.10.7.3.3. **(Added)** After a WARNING for lightning within 5 NM notification:

15.10.7.3.3.1. **(Added)** 482 MXG/MOC will initiate a radio call notifying all maintenance net users of the warning.

15.10.7.3.3.2. **(Added)** Personnel cease outside operations and seek shelter.

15.10.7.3.3.3. **(Added)** If towing an aircraft is in progress, continue to destination, the nearest suitable alternate location (e.g., sunshade), or cease towing as directed by maintenance supervision. Seek shelter immediately after securing the tow vehicle and aircraft.

15.10.7.3.3.4. **(Added)** If performing a maintenance engine operation on the trim pad or aircraft parking area, personnel will terminate the run. Ground crews will seek shelter.

15.10.7.3.3.5. **(Added)** If explosives are present at Live Ordinance Loading Area (LOLA), evacuate all personnel per the 482FWI 10-100. Supervisors assess the need or urgency to continue explosives operations at facilities with a Lightning Protection System (LPS).

15.10.7.3.3.6. **(Added)** All fueling operations cease.

15.10.7.3.3.7. **(Added)** All liquid oxygen servicing ceases.

15.10.7.3.3.8. **(Added)** Aircraft will not be armed or de-armed during a Lightning Weather Warning.

15.10.7.3.3.9. **(Added)** All fuel system servicing/maintenance ceases.

15.10.7.3.3.10. **(Added)** All egress explosives maintenance ceases.

15.10.7.3.3.11. **(Added)** Uninstalled engine operation at the hush house ceases.

15.10.7.3.4. **(Added)** Lightning warning during an aircraft launch:

15.10.7.3.4.1. **(Added)** Aircraft engine start associated with aircraft launch will be terminated and aircraft on the ground with engines running will hold in place, taxi, or shutdown in case of an emergency as directed by the Top-3.

15.10.7.3.4.2. **(Added)** Airborne aircraft will be advised to divert or land as directed by the Supervisor of Flying (SOF).

15.10.7.3.5. **(Added)** Lightning warning during aircraft recovery:

15.10.7.3.5.1. **(Added)** Impending fuel starvation during weather warning: Aircraft on the ground under a Severe Weather Warning (e.g., Lightning Warning) will be directed by the Top-3 when to shut down if the aircraft fuel totalizer reaches 600 pounds prior to the termination of the weather warning to prevent fuel pump damage. Aircrew will shut down aircraft and leave battery power on until maintenance supervision deems it safe to chock the aircraft. Maintenance supervision will minimize their exposure during this emergency response period.

15.10.7.3.6. **(Added)** After a WARNING for high winds notification:

15.10.7.3.6.1. **(Added)** 482 MXG/MOC will initiate a radio call notifying all maintenance net users of the warning.

15.10.7.3.6.2. **(Added)** The maintenance expediter, Pro Super, and all maintenance personnel are required to follow procedures IAW CL #E-04, Severe Weather.

15.10.7.4. **(Added)** Fuel System Repair Hangar and Alternate Repair Area: Upon lightning within 10 NM or less notification, Fuel Shop supervisor is required to suspend all fuel system maintenance to give ample time to secure aircraft and repair area as follows:

15.10.7.4.1. **(Added)** Tack all removed fuel panels, filler caps and cover seams with tape as needed (if temporary panels are used, panels will be manufactured from non-conductive materials).

15.10.7.4.2. **(Added)** Close hangar doors.

15.10.7.4.3. **(Added)** Secure loose items (tools, toolboxes).

15.10.7.4.4. **(Added)** Reposition work stands away from aircraft and ensure wheels are locked.

15.10.7.4.5. **(Added)** If high winds (above 30 knots per T.O. 1-1-3) are expected, the procedures are the same as stated, to include stands, rope, and stanchions are required to be brought inside until the high winds subside and work can be resumed.

15.10.7.4.6. **(Added)** Ensure aircraft on alternate repair area are tied down.

15.10.7.4.7. **(Added)** Ensure all external tanks are tied down.

15.10.7.4.8. **(Added)** Put waste storage containers inside the hangar.

15.10.7.5. **(Added)** Vehicles:

15.10.7.5.1. **(Added)** All vehicles will be secured.

15.10.7.5.2. **(Added)** Vehicles will be sheltered to the maximum extent possible.

JOSHUA G. PADGETT, Col, USAF
Commander, 482d Fighter Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) 482 FWI 15-101, *Base Operational Weather Support,* 16 November 2020

(Added) AFJMAN 23-210, *Joint Service Manual (JSM) for Storage and Materials Handling,* 12 April 1994

(Added) AFPD 91-2, *Safety Programs,* 3 September 2019

(Added) AFTTP 3-4.21V1, *Aircraft Maintenance,* 26 November 2018

(Added) DAFI 11-209, *Participation in Aerial Events,* 20 May 2021

(Added) DAFI 13-213 482FWSUP, *Airfield Driving, 20 July 2021*

(Added) DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020

(Added) DAFI 51-307, *Aerospace and Ground Accident Investigations*, 18 March 2019

(Added) DESR 6055.09 AFMAN 91-201 AFRC Sup, *Explosive Safety Standards*, 30 October 2020

(Added) HARBI 48-201, *Radiation Protection Program*, 9 January 2019

(Added) TO 00-5-1 482 MXG Sup, *AF Technical Order System,* 2 April 2020

(Added) TO 00-20-1 482 MXG Sup, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures,* 11 April 2022

(Added) TO 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment,* 27 October 2021

(Added) TO 00-80G-6, *Make Safe Procedures for Public Static Display,* 17 August 2017

(Added) TO 1F-16C-2-00GV-00-1, *General Vehicle,* 1 May 2017

(Added) TO 1F-16C-2-10JG-00-1, *Aircraft Safety,* 1 August 2022

(Added) TO 1F-16C-2-12JG-00-1, *Servicing,* 1 November 2021

(Added) TO 1F-16C-5-2, *Loading Data,* 15 February 2021

(Added) TO 1F-16C-6-11, *Scheduled Inspection and Maintenance Requirements,* 1 December 2021

(Added) TO 1F-16C-33-1-2, *Nonnuclear Munitions Loading Procedures,* 1 Dec 2021

(Added) TO 1F-16C-1CL-1, *Flight Crew Checklist,* 15 April 2021

(Added) TO 1F-16C-6CL-1, *Acceptance And/Or Functional Check Flight Checklist,* 15 May 2019

(Added) TO 1F-16C-6WC-1-11, *Combined Preflight/Postflight, End of Runway, Thruflight, Launch and Recovery, Alert Inspection, Quick Turnaround, Basic Postflight, and Walkaround before First Flight of Day Inspection Workcards,* 1 October 2021

Prescribed Forms

(**Added**) 482 MO-CL-2, *Aircraft Document Review*

(**Added**) 482 MXG Form 4, *Chart A Weight and Balance Inventory Panel Worksheet*

(**Added**) 482 MXG Form 5, *F110-GE-100 1st Stage Fan Blade Worksheet*

(**Added**) 482 MXG Form 6, *F110-GE-100 Front Frame Worksheet*

(**Added**) 482 MXG Form 29, *Technical Assistance Request (107 TAR)*

(**Added**) 482 MXG Form 46, *Engine/Component Removal and Installation*

(**Added**) 482 MXG Form 47, *Local Manufacture Request*

(**Added**) 482 MXG Form 75, *Impoundment ECP Log*

(**Added**) 482 MXG Form 83, *TNB/FOM Log*

(**Added**) 482 MXG Form 102, *QA Aircraft Forms/IMDS Review Record*

(**Added**) 482 MXGQA-CL-2, *Hangaring Checklist*

(**Added**) 482 MXGQA-CL-6, *Hangar Queen Checklist*

(**Added**) 482 MXGQA-CL-7, *Impoundment Checklist*

(**Added**) E-03 Checklist, *Aircraft Accident/Incident*

(**Added**) E-04 Checklist, *Severe Weather*

(**Added**) R-04 Checklist, *Impoundments of Aircraft/Munitions/Equipment*

(**Added**) R-05 Checklist, *Lost Tool Procedures*

Adopted Forms

(**Added**) AF Form 1534, *CEMS CDB Report*

(**Added**) AFTO Form 22, *Technical Manual Change Recommendation*

(**Added**) AFTO Form 350, *Repairable Item Processing*

(**Added**) AFTO Form 781F, *Aerospace Vehicle Identification Document*

(**Added**) DD Form 1149, *Requisition and Invoice Shipping Document*

(**Added**) DD Form 365-1, *Chart A – Basic Weight Checklist Record*

(**Added**) DD Form 365-4, *Weight and Balance Clearance Form F*

Abbreviations and Acronyms

(Added) A/C COT—Aircraft Current Operating Time

(Added) AFOSH—Air Force Occupational Safety and Health

(Added) AJF—Aircraft jacket file

(Added) AOA—Angle of Attack

(Added) APG—Aerospace Propulsion Generation

(Added) AUR—Accomplishment Utilization Report

(Added) BDOC—Base Defense Operations Center

(Added) BOS—Base Operating Support

(Added) CCM—Corrosion Control Manager

(Added) CETADS—Comprehensive Engine Tracking and Diagnostic System

(Added) CG—Compatibility Group

(Added) CIC—Controlled Cryptographic Items

(Added) CL—Checklist

(Added) CMD—Commercial Mobile Device

(Added) CP—Command Post

(Added) CVN—Wing Programs Office

(Added) CSFDR—Crash Survivable Flight Data Recorder

(Added) DEM—Deployed Engine Monitor

(Added) DO—Director of Operations

(Added) DR—Document Reviews

(Added) ECP—Entry Control Point

(Added) EMSC—Engine Monitoring System Computer

(Added) EPU—Emergency Power Unit

(Added) FSS—Falcon Scheduling System

(Added) GCSAS—Generic Configuration Status and Accounting Subsystem

(Added) GSA—Government Services Administration

(Added) HARB—Homestead Air Reserve Base

(Added) HD—Hazard Division

(Added) HE—High Explosive

(Added) HQ—Hangar Queen

(Added) HQM—Hangar Queen Manager

(Added) JFS—Jet Fuel Starter

(Added) LM—Local Manufacture

(Added) LMM—Local Manufacture Manager

(Added) LOLA—Live Ordnance Loading Area

(Added) LPS—Lightning Protection System

(Added) MGO—Maintenance Ground Observer

(Added) **MLG**—Main Landing Gear

(Added) **Mx Super**—Maintenance Superintendent

(Added) **N/A**—Not Applicable

(Added) **NM**—Nautical Mile

(Added) **OSL**—Operations Life Support

(Added) **POL**—Petroleum, Oil, Lubricant

(Added) **PP**—Paperless Phase

(Added) **PQDR**—Product Quality Deficiency Report

(Added) **PR**—Pre-Flight

(Added) **Pro Super**—Production Superintendent

(Added) **QPL**—Qualified Products List

(Added) **RDS**—Records Disposition Schedule

(Added) **SARM**—Squadron Aviation Resource Management

(Added) **SAU**—Signal Acquisition Unit

(Added) **SFS**—Security Forces Squadron

(Added) **SI**—Special Inspection

(Added) **SMS**—Stores Management System

(Added) **SOF**—Supervisor of Flying

(Added) **SP**—Service Provider

(Added) **SUP**—Supplement

(Added) **TMO**—Transportation Management Office

(Added) **TP**—Target Practice

(Added) **TPT**—Target Practice Tracer

Attachment 17 (Added)

PHOTOGRAPHY/VIDEO AUTHORIZATION REQUEST

Date: _____

MEMORANDUM FOR WHOM IT MAY

CONCERN

FROM: 482 MXG/MXOC

SUBJECT: Photography/Video Authorization

Request

1. This photo/video pass is required for all photography conducted within 50 yards of the flightline and/or the End of Runway (EOR) inspection area, photography of the flightline with a telephoto lens or photography inside aircraft hangars. Uploading pictures/video to social media websites is not authorized. Refer to DAFI 21-101 AFRC SUP 482 FW SUP for additional guidance.

2. The following individuals are authorized to take photographs/video. IAW DAFI 31-101 and DODM5200.01V1DAFMAN16-1404V1. This authorization is approved for (Event Time(s) and Date)_____.

	Telephone	***Unit/Agency***	***Signature***	***Pass Number***

3. The above individual(s) are instructed and by their signature, acknowledge and understand that photography of the following is prohibited:

a. Cockpit Interior.

b. Any aircraft with visible open panels.

c. Close up shots of aircraft systems and stores/weapons while panels are open or maintenance is being conducted.

d. Transient aircraft without aircraft commander's permission. This permission is not transferable. All individual utilizing camera/video equipment must be indicated above. Proper identification maybe requested. Photo pass must be displayed at all times except in vicinity of running aircraft. 482 FW reserves the right to confiscate any photograph/video equipment used in the event of a suspected or actual violation.

e. Security Forces personnel or equipment.

4. 482 MXG/MXOC will contact the following offices for coordination:
a. 482 AMXS/MXAA – Production Superintendent at (305) 992-3569 or by radio.
b. 93 FS Operations Supervisor (Top 3) (786) 415-6742
c. 482 SFS/CSC – Central Security Control at (786) 415 7115/7116
d. 482 FW/PA – Public Affairs at (786) 415-7303/7263

5. Flightline security procedures must be followed. A photo pass does not grant an individual access to the flightline. A restricted area badge or escort is required to enter the restricted area.

6. Any questions/concerns can be directly the 482 MXG/MXOC at 786-415-6922 or at 482 FW/CVN, extension 786-415-6743.

_____

(482 MXG/MXOC Signature)

_____

(Print Name, Rank)

Attachment 18 (Added)

PHOTOGRAPHY PASS & ISSUE LOG

Note: By signing for your Photo Pass, you agree to abide by the rules in the training aid and follow the directions of your escort at all time.

Badge Number	Date	Name of Badge Holder	Signature	Escort(s) Name	Time Out	Time In	Issued By