BY ORDER OF THE COMMANDER
552D AIR CONTROL WING

552D AIR CONTROL WING
INSTRUCTION 10-402

5 NOVEMBER 2020

OPERATIONS

QUICK TURN PROCEDURES AND ENGINE RUNNING CREW CHANGES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 552 MXG/CC
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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air Expeditionary Force (AEF) and Global Force Management*. It establishes procedures for Quick Turn parking, maintenance, recovery, debrief actions, and Engine Running Crew Changes (ERCC). This instruction is directive and applies to all units assigned to the 552d Maintenance Group (552 MXG) and the 552d Operations Group (552 OG). Supplements should be coordinated to all OPR and OCR agencies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: **Paragraphs 1.1** and **1.3** were changed from 3 hours to 4 hours to provide a more appropriate timeframe for aircraft to return to "crew ready" status. **Paragraphs 4.5** and **4.6** have been deleted due to the AFI being rescinded. Various grammatical changes have been made to ensure clarity of document.

Section A—: Quick Turn Procedures.

1. A Quick Turn (QT) inspection: Is accomplished when time scheduled between flights is less than 6 hours and when a Thru-flight inspection is not required as defined in T.O. 00-20-1.

1.1. As a minimum, the Aircraft Maintenance Unit (AMU) will be afforded 4 hours to return the aircraft to crew ready status on all QTs. The 4 hours to return the aircraft to crew ready status is computed from the time the flight crew departs the aircraft.

1.2. The aircraft forms binder will accompany the departing crew in order to accomplish a proper debrief, then promptly returned to aircraft once debrief is complete.

1.3. If the Operations Squadron wants to QT the aircraft (in less than 4 hours), the pilot or flight engineer of the originating flight must resume the next sortie or stay at the aircraft to give turnover to the new flight crew.

1.3.1. If a Thru-Flight is required, the AMU will be afforded 6 hours to return the aircraft to crew ready status.

1.4. Mission planners should normally plan for 4.5 hours or more from landing to subsequent takeoff. Additionally, the aircrew should only show to the aircraft upon notification by the AMU Production Superintendent or designated representative that the aircraft is prepared.

1.5. The flightline maintenance expediter will coordinate fuel requirements through the Maintenance Operations Center (MOC) utilizing the proper fuel request priority.

Section B—: Quick Turn Responsibilities.

2. Operations Support Squadron:

2.1. Ensures flying schedule is adhered to the maximum extent practical, ensuring the first sortie lands no later than the scheduled landing time.

2.2. Requests to extend the scheduled landing time or delay the subsequent takeoff time must be coordinated through the 552d Aircraft Maintenance Squadron Maintenance Operations Officer or designated representative and the 552d Operations Group Commander or designated representative.

3. The aircrew:

3.1. Relay landing time and aircraft maintenance codes to the 552 ACW/CP, no later than 30- minutes prior to landing. 552 ACW/CP will relay aircraft landing time and codes to MOC.

3.2. Upon parking within the birdcage, remain on the aircraft with engines running when a discrepancy exists which requires maintenance evaluation requiring running engines.

3.3. Brief the maintenance recovery team supervisor or designated representative on all maintenance discrepancies.

3.4. Prior to debrief, document all required AFTO Forms 781, *Aircrew/Mission Flight Data Document,* (e.g. AFTO 781, 781A, 781H, 781J).

3.5. Proceed as soon as possible to the AMU's debriefing section with the in-flight discrepancies for a formal debrief of the aircraft.

4. AMXS:

4.1. Ensure adequate blank AFTO Form 781A's are provided in the aircraft's forms binder prior to the first sortie of the day whenever the aircraft is scheduled for a QT. This is to facilitate a quicker maintenance status briefing at the aircraft during the QT recovery.

4.2. To the maximum extent practical, maintenance specialists will meet the aircraft before engine shutdown to expedite debriefing and troubleshoot systems of engine related discrepancies.

4.3. If oil samples are taken, process paperwork to the OAP lab as soon as practical. Mark samples urgent to alert lab for immediate processing. Document take-off time on DD Form 2026, *Oil Analysis Request*, in the remarks block.

5. AMXS Debrief:

5.1. Conduct debrief, review and verify discrepancies on the AFTO Forms 781A and upload all debrief discrepancies into IMDS.

5.2. Contact AMU flightline expediter when debrief is concluded and IMDS is updated.

5.3. Print out sortie recap, IMDS Screen 174 and provide to the flightline maintenance expediter for updating the aircraft forms.

Section C—: Engine Running Crew Change Procedures.

6. Engine Running Crew Changes (ERCCs) : Will be coordinated and published in the weekly flying schedule.

6.1. The Supervisor of Flying (SOF) will normally coordinate up/download of crew member/passenger(s). Aircrew taxi-back checklist will be accomplished.

6.2. Aircrew/Passenger up/download procedures: Left wing engines (#1 and #2) shutdown using normal engine shutdown procedures. Right wing engines (#3 and #4) will remain no higher than idle speed throughout the process of uploading and downloading personnel.

6.3. The aircrew will normally notify 552 ACW Command Post (552 ACW/CP) of maintenance status codes and VIP transportation requirements if applicable.

6.4. Parking location will be given to the 552 MXG/MOC by the AMU flightline expediter which will be relayed to 552 ACW/CP.

6.5. If an aircraft lands code three (3) for a system needed on the proficiency flight the ERCC will be canceled [Recommend Removal].

6.6. If aircraft is code three (3) for a mission system(s), coordinate through 552 AMXS Maintenance Operations Officer or designated representative for a decision to continue or cancel the ERCC.

6.7. ERCCs will not be planned when fuel service is required on the returning aircraft. If fuel is required, a new sortie number will be obtained and a QT will be required.

6.8. If only a download of crewmember/passenger(s) is accomplished, the same mission number and AFTO Forms 781 will be used in accordance with governing AFIs. As required by AFIs, the aircrew will enter a remark in the AFTO Form 781 listing the actual aircraft landing time to explain the differences in flight time versus total time.

6.9. If any individual who was not on the original flight is uploaded, a new sortie number and a new set of AFTO Forms 781 will be annotated.

6.10. All ground crew and aircrew members will ensure loose items and equipment are properly stowed or secured to minimize Foreign Object Damage (FOD) potential.

6.11. Air stairs or B-7 stands will be utilized for on/off loading passengers during ERCCs.

6.12. The 552 MXG will provide a dedicated safety observer during the ERCC.

Section D—: Engine Running Crew Change (ERCC) Responsibilities.

7. 552 ACW Command Post (552 ACW/CP):

7.1. Notify the SOF, transportation, and MOC of landing time and of aircraft involved in ERCC procedures.

7.2. Ensure base transportation is aware of the ERCC to include projected landing time and parking location.

7.3. Notify MOC, Transportation, and Security Forces of any changes to aircraft(s) landing time.

7.4. Notify AMU Production Superintendent of any changes to aircraft(s) landing time.

8. Operations Squadron:

8.1. Ensure departing or boarding aircrew members or VIPs use proper hearing protection and wear reflective belts during the hours of darkness.

8.2. Ensure flight deck and mission aircrew members coordinate up/download seat changeover procedures.

8.3. Ensure aircrews brief crewmembers to depart or board aircraft in a safe and expeditious manner and departing crew members go directly to maintenance debrief.

9. Departing Aircrew:

9.1. Compute the brake energy and required cooling time, and pass information to boarding flight crew.

9.2. To the maximum extent practical, ensure aircraft lands with enough fuel to accomplish remainder of mission.

9.3. As required, leave FLIP onboard.

9.4. Fill out all AFTO Form 781 series forms.

9.5. Calculate new takeoff gross weight.

9.6. Keep flight plan(s) open and put clearance on request.

9.7. Ensure #1 and #2 engines are shutdown and entire crew exits aircraft expeditiously. **NOTE:** At least one (1) member of the original crew (pilot or co-pilot) must stay on board the aircraft. Crew turnover will normally be briefed on awaiting crew bus prior to off-going crew departing to maintenance debrief.

9.8. As soon as possible, aircrew will proceed to maintenance debrief section to accomplish an informal debrief of discrepancies discovered during first portion of the sortie.

10. Boarding Aircrew:

10.1. Check with 552 ACW/CP 30 minutes prior to schedule ERCC chock time for aircraft status, fuel load, parking location, and actual ERCC chock time.

10.2. Ensure enough water is available for the sorties, at the Aircraft Commander's discretion.

10.3. Designate a crew member to coordinate equipment and personnel download and upload while the flight deck crew exchange control of brakes, debrief aircraft status, and weather.

10.4. Cross-check takeoff, landing data, and brake cooling time provided by departing flight crew.

11. AMXS Debrief:

11.1. Accomplish an debrief of discrepancies discovered during first portion of the sortie.

11.2. Notify Production Superintendent/Expediter of any discrepancies that change status of aircraft.

11.3. Conduct a final debrief, review and verify discrepancies on the AFTO Forms 781A and upload all debrief discrepancies into IMDS after the final flight.

11.4. Contact AMU flightline expediter when debrief is concluded and IMDS is updated.

11.5. Print out sortie recap, IMDS Screen 174 and provide a debrief sortie recap to the flightline maintenance expediter for updating the aircraft forms.

12. Supervisor of Flying:

12.1. Coordinate VIP transportation requirements.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, 04 April 2019

AFI 21-101, ACCSUP, *Aircraft and Equipment Maintenance Management*, 18 April 2019

AFI 11-2E-3V3, *E-3 Operations Procedures*, 2 March 2016

AFI 11-401_AFGM2019-01, *Aviation Management*, 31 January 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms:

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

DD Form 2026, *Oil Analysis Request*

552ACW IMT 41, *Aircraft Incident Worksheet*

Abbreviations and Acronyms

ACCI—Air Combat Command Instruction

ACW—Air Control Wing

AEFPP—Air & Space Expeditionary Force Presence Policy

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFTO—Air Force Technical Order

AMU—Aircraft Maintenance Unit

AMXS—Aircraft Maintenance Squadron

ART—Airborne Radar Technician

CAF—Combat Air Forces

CDMT—Computer Display Maintenance Technician

CP—Command Post

CT—Communications Technician

ERCC—Engine Running Crew Change

FLIP—Flight Instruction Publication

FOD—Foreign Object Damage

IAW—In Accordance With

IMDS—Integrated Maintenance Data System

JOAP—Joint Oil Analysis Program

MOC—Maintenance Operations Center

MXG—Maintenance Group

QT—Quick Turn

RDS—Records Disposition Schedule

SNCO—Senior Non-Commissioned Officer

SOF—Supervisor of Flying

T.O.—Technical Order

VIP—Very Important Person