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SPECIAL OPERATIONS WING

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Maintenance

AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

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This supplement extends the guidance DAFI 21-101, dated 16 January 2020 incorporated with Corrective Actions 15 September 2020 and DAFI-21-101 DAFGM2021-01, and AFI 21-101_AETC Supplement, dated 10 August 2020, with Corrective Action 02 October 2020, Aircraft and Equipment Maintenance Management by providing local maintenance guidance requirements. This publication supplement applies to the 58th Special Operations Wing (SOW), (Exemption: Ft. Rucker maintenance contractor) and the 150th Maintenance Group, Air National Guard (ANG) under Total Force Integration aircraft maintenance, trainer maintenance, and support equipment maintenance activities. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Submit recommendation for changes, improvements or waivers to this supplement on an AF Form 847, *Recommendation Changes for Publications*, to the Office of Primary Responsibility (OPR). Route AF form through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification approval. Requests for waivers must be submitted to the OPR listed above for

consideration and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by United States Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be reviewed in its entirety. This revision clarifies policy and corrects errors in the August 2016 edition. It has been revised in an effort to be more directive in nature providing the user clear guidance and was completely restructured to correctly align corresponding paragraphs. Several group and squadron OIs have been incorporated into this regulation to consolidate maintenance regulations. This revision is a complete rewrite.

1.3.4.1. When drafting a Technical Assistance Request/Maintenance Assistance Request (TAR/MAR), include on-site engineer's disposition recommendations if provided. NOTE: 58th Maintenance Group (MXG) will submit all requests through AIRCAT. Exception: CV-22 personnel will submit requests through the NAVAIR Fleet Support Team (FST) V-22 Technical Assistance Management Program (VTAMP) database. At a minimum, TARs/MARs will be reviewed and approved by the submitting unit's Production Superintendent prior to submission.
2.4.59.2. For hangaring of aircraft, units will utilize the MXG approved towing and hangaring checklists found on MXG QA SharePoint https://usaf.dps.mil/teams/aetc-58sow-mxg/mxgqa/SitePages/Home.aspx.
2.5. Maintenance Group Deputy Director (MXG/DD). The MXG/DD will:
2.9.1.1. The Maintenance Group will coordinate with squadrons to develop and execute a rotation plan for all applicable AFSCs to balance grade, skill level and experience of personnel between AMU/MXS as necessary. The WWM will perform this function for AFSC 2W1X1, (N/A to ARC).
2.10.9.1. Before operating any AGE, users will perform and document a prior-to-use inspection in accordance with T.O. 00-20-1, Paragraph 7.3.2. Documentation will be accomplished using Part II of the AFTO Form 244.
2.10.10.1. IAW TO 00-20-1, Para 7.6.1., AGE use of AFTO Form 244, *Industrial/support Equipment Record*, Block 8 is authorized for entry of the SRD code for the end item.
2.10.10.2. IAW TO 00-20-1 AETCSUP1, Para 7.6.5.4, AGE use of AFTO Form 244, part V, Block 11 is authorized for entry of the Shop/Org code of the supply account assigned to the end item.
2.10.10.3. Vehicular Support Equipment (de-icers, mobile cranes, etc.) will use the AF Form 18XX series if treated as a vehicle (for instance, serviced by outside agency). If treated as an equipment item (for example, Genie lift), it will use an AFTO Form 244. Exception: All OGMVC type vehicles (Polaris Rangers, EZ-Gos, John Deere Gators, Kawasaki Mules, etc.) will only utilize the AF Form 1800, *Operator's Inspection, Guide and Trouble Report*.
2.10.10.4. Special tools (cradles, vacuum pumps, floor jacks, engine slings, etc.) and other equipment designed to support the mission will use the AFTO Form 244 if the assets require periodic recurring inspections.
2.10.11.1. IAW T.O. 33-1-27, *Logistics Support of Test Measurement and Diagnostic Equipment (TMDE)* designated in T.O. 33K-1-100, which contain batteries, will include a periodic check for corrosion from battery leakage. The inspection interval is every 180 days. If the TMDE item is loaded in TAS, utilize TAS to track all inspections. If item is not tracked in TAS document on AF Form 2411, or AFTO Form 244.
2.10.32. Oil servicing cart users will appoint a primary and an alternate OAP monitor that will act as the focal point for OAP related problems within their organization. OAP monitors will update monitor letters when a change occurs and forward a copy to the OAP laboratory for filing. Training will be documented on the appointment letter. Primary OAP monitors will oversee and take corrective action on OAP related problems.
2.10.33. Appoint a primary and alternate representatives to the Data Integrity Team (DIT). Forward appointment letters to 58 MOF/MXOOA. Contractors will comply with requirement IAW their Statement of Work.
2.10.34. Request changes to the MIS work center table through 58 MOF/MXOOA.

3.4.5. Provide a letter with names and employee numbers for qualified debrief personnel to 58 MOF/MXOOA to allow access to debriefing screens. Update the letter as often as needed to reflect personnel changes.
3.7.1.2. Prior to final landing on missions terminating at Kirtland AFB, aircrews will report landing alpha status and mission limiting system discrepancies. The Wing Operations Center (WOC) flight followers/mission coordinators will record the alpha status reported by the flight crews and pass them to the owning organization Production Superintendent or contractor equivalent prior to aircraft landing. Aircrews will accomplish debrief with maintenance.
3.7.5.1. If the aircrew detects an abnormal vibration during flight, debrief will ensure the Vibration Debrief Checklist in addition to the AFTO Form 781A are documented correctly prior to aircrew departure from debrief. Debrief will ensure a copy of the Vibration Debrief Checklist is retained in the aircraft forms, one is stapled to the Manual Debrief Worksheet and a copy is forwarded to the Vibration Program Management Office. For CV-22 aircraft, Vibration, Structural Life and Engine Diagnostics (VSLED), and Aircraft Maintenance Event Ground Station (AMEGS) products will be reviewed for discrepancies during debrief.
3.7.11.1. Use MXG approved Manual Debrief form for manual debriefs to gather all data prior to the MIS input. For manual debriefs, the debriefer will e-mail a copy of the MXG locally approved debrief form to the MOC. Once the MIS is online, the debriefer will load all manual debriefs into the MIS, ensuring all jobs are loaded using the previously assigned manual debrief JCNs.
3.7.12. At the end of each flying day (if the aircraft was flown), the deployed NCOIC will ensure a copy of the AFTO Form 781 and MXG debrief form is sent to home station, if means are available. Debrief personnel will load the aircraft debrief into the MIS upon receipt of the AFTO Form 781A and MXG debrief form. Debrief personnel will contact the MOC to report aircraft status, completion of the debrief, and will contact their respective operations desk to forward any requested documentation. If infrastructure at deployed location does not support sending copies of AFTO Form 781A and MXG debrief form to home station, the aircraft will be debriefed upon return to home station.
3.7.13. Incident Reporting Procedures: 58 SOW units will use the Aircraft Mishap Notification Instructions available on the 58 SOW Wing Safety SharePoint at https://usaf.dps.mil/sites/aetc-58sow/wgsafety/SitePages/Home-Wing%20Safety.aspx to record all in-flight emergencies and the following:
3.7.13.1. Any aircraft damage.
3.7.13.2. Bird strike.
3.7.13.3. Foreign object damage.
3.7.13.4. Airdrop malfunction.
3.7.13.5. Injury or damage to equipment resulting from an airdrop.
3.7.13.6. Any unplanned event that causes or creates a potential for damage to equipment or property, or injury to personnel on duty as a result of Air Force operations, to include lightning strikes (airborne or ground).
3.7.13.7. Any human factors related situations that could create a dangerous flying situation.
3.7.13.8. Any occurrence that, in the judgment of the aircraft commander, constitutes a significant hazard to the crew or aircraft.
3.9.4.7. 58 AMXS/MXAC will provide T701C/D recorder readings of all installed engines to EM upon completion of 50-hour inspection or on a more frequent basis.

3.9.4.8. The 58 AMXS/MXAE or designated contractor representative will supply PBTH/ESMH information via the aircraft debriefing process, using the V-22 VSLED for submission to the NADEP Cherry Point FST.
3.9.4.9. Acquire any required historical records for serially controlled components from EM office prior to turn-in to supply.
3.9.4.9.1. Pick up historical records from Engine Management (EM) for any serially controlled module or component turned-in to supply. Records must accompany the unit.
3.9.4.9.2. Deliver historical records from any new serially controlled module or component received to EM. In the event no records are available, the serviceable tag will suffice.
3.9.5.3. The Owning E/E Work Center will verify the accuracy of CAD/PAD components listed in the MIS at each Phase/ISO/letter check inspection.
3.9.5.3.1. The minimum data required to be verified includes: Component part number, serial number, lot number, position installed, date of manufacture and date of installation.
3.9.5.4. E/E will print and use IMDS screen 257, or applicable MIS screen, to validate CAD/PAD items. After verifying data accuracy/required changes sign (include Employee # and date) and forward to PS&D.
3.9.5.5. PS&D will review, ensure IMDS is updated, and file the signed and dated copy received from E/E in the aircraft historical jacket file. The copy will remain on file until replaced by a superseding copy. If changes occur, PS&D will print and attach a change sheet to the file copy.
4.5.1.3.1. The AGE Flight will charge and dispatch self-generating nitrogen servicing carts. The user will not recharge the carts and will notify AGE when carts require recharge.
4.5.1.3.2. AGE Flight will control all fuel bowsers in the AGE yard. Flightline users will coordinate with AGE Flight to request a fuel bowser when needed. AGE will unlock and inspect fuel bowsers prior to releasing to users to ensure bowser is free of contaminants. Users will contact AGE Flight to pick up bowser when defuel operations are complete. Upon pick up of fuel bowser AGE will again inspect fuel bowsers for contaminants. If contaminated, AGE will inform the user and it will be the user's responsibility to coordinate disposal through the Environmental Manager or DRMO.
4.5.2.13.1. Authorized AGE sub pool locations are as follows: NW side of hangar 1000, NE/NW side of hangar 1002, and the Transient Alert area adjacent to hangar 333.
4.5.2.13.2. Maintenance organizations are responsible to notify AGE Support Section prior to removing any AGE from the 58 SOW in support of down range or off-stations locations. Any AGE removed from Kirtland AFB must be documented on AF Form 1297, *Temporary Issue Receipt*, and custodial responsibility transferred. The AGE Flight equipment custodian must have a signed AF Form 1297 prior to equipment departure. Requirements for personnel support from AGE Flight will be coordinated through 58 MXS/MXM.
4.7.2.7. Ensure at least one technician possessing solder qualifications is assigned and receives 18-month recertification in accordance with AFH 23-123, *Air Force Repair Enhancement Program (AFREP).* Technicians must have successfully completed the Miniature Electronic Repair course J4AMP30000-AS1A, Micro Miniature Electronic Repair course J4AMP30000-AS2A, and Huntron User Development course J4AMP30000-AS3A or equivalent to perform repairs.
4.8.1.6. Will ensure that all 5 and 7 level Sheet Metal and Metals Technology personnel will be trained and have access to JEDMICS.
4.8.4.1.1.2. Aircraft, which are on special surveillance (not to include Code "C" or "Q"), will not be allowed to fly cross-country without 58 MXG/CC approval. Prior to requesting approval,

flightline personnel will coordinate with the Propulsion Flight Chief. The Propulsion Flight Chief will coordinate with the OAP laboratory before making any recommendation. The cross-country flight request and Propulsion Flight Chief's recommendation will then be given to the 58 MXG/CC for final approval or disapproval. If approved, the OAP laboratory will initiate cross-country paperwork.
4.8.4.1.1.3. Only Nondestructive Inspection personnel (2A7X2) are allowed to implement and remove OAP code recommendations.
4.8.4.1.2. The following AFTO Form 781A documentation will be used in support of the OAP:
4.8.4.1.2.1. Routine Samples: Symbol Red Dash. Discrepancy: OAP sample due analysis. If the result is Code "A", clear the discrepancy. If not, take action as directed by the OAP laboratory.
4.8.4.1.2.2. OAP discrepancies will not be cleared until the sample results are known.
4.8.4.1.2.3. Special Sample (RED CAP): Symbol Red X. Discrepancy: OAP sample due analysis. If the engine is released for flight, clear the discrepancy. If not, take action as directed by the OAP laboratory.
4.8.4.1.3. Oil Carts:
4.8.4.1.3.1. Ensure organizations using oil-servicing carts are sample carts weekly after the last scheduled flight of the week and delivered to the OAP laboratory no later than 1200 hours on the first duty day of the week or before first flight of the day whichever occurs first. Oil carts not sampled will be identified on the Wing Status Sheet as grounded and removed from service until the sample has been analyzed and results are known. If oil carts are, or are suspected to be, contaminated place a Red X in the AFTO Form 244.
4.8.4.1.3.2. Owning agencies will notify OAP laboratory of oil carts that are in for maintenance or Temporary Duty Assignment (TDY).
4.8.4.1.3.3. Part V of the AFTO Form 244 will be annotated.
4.8.4.1.3.4. All oil carts exceeding given criteria will be placed on Code "B" (do not change oil; submit re-sample within 1 hour of notification). If re-sample readings are still excessive, the oil cart will be placed on a Code "J" for a complete drain and flush by AGE Flight. The following drain and flush procedures are required:
4.8.4.1.3.5. Contaminated oil carts will be immediately removed from service and the previous use and type of contamination will be evaluated to determine if further actions such as impoundments are necessary.
4.8.4.1.4. The OAP laboratory will:
4.8.4.1.4.1. Notify the MOC, MXS Supervision, AND SPECTRO INC. when the spectrometer becomes inoperative. Coordinate with the Cannon AFB or Holloman AFB OAP Laboratory for back-up support. If the spectrometer cannot be repaired locally, or will be down for an extended period of time, HQ AETC/A4MSS will be notified.
4.8.4.1.4.2. Be the OPR for all OAP related procedures and policies pertaining to engine, gearbox and hydraulic sampling. Unit Training Managers will be the OPR for ensuring all monitors have the FTD course loaded to them and have completed the course once assigned as an OAP monitor.
4.8.4.1.4.3. Maintain a visual display board of all recommendations made to supported activities and keep a phone log with names of individuals contacted, to document notification and follow-up actions.
4.8.4.1.5. Plans and Scheduling Element will:

4.8.4.1.5.1. Contact the OAP laboratory every 30 days for an OAP records check via telephone and inform them of the following information: aircraft tail number and, engine serial number, engine position, total engine overhaul tine, and time since last oil change.
4.11.1.17. Ensures personnel acquire required historical records for serially controlled components from EM office prior to turn-in to Supply.
4.11.1.18. CANN authority will coordinate with Engine Management section prior to CANN of TCI engine component to ensure enough time is left on the component to justify CANN action.
5.2.1.12.1. Publishes local radio call signs for maintenance LMR networks. (See Attachment 28)
5.2.2.1.14.2. Record all flight information/deviations on AETC Form 206C, *Aircraft Deviation Record*, EMOC, or Back-up for MIS in Failure folder that is accessible to all MOC Controllers.
5.2.2.1.15.2. Once a month MOC will report all coordinated engine runs with associated employee numbers to MTS. This will be used by MTS to update 90 day proficiency run tracking. Or MTS will complete utilizing EMOC.
5.2.2.1.23. Coordinates with 58 MXS/MXM for Crash Damage or Disabled Aircraft Recovery (CDDAR) notifications.
5.2.5.1.11.4.1. When it is necessary to delete a work center, ensure there are no open work orders against the work center. Additionally, all equipment assigned to the work center must be transferred to a new owning work center or deleted from the system.
5.2.5.1.11.4.2. 58 MOF/MXOOA will assist work centers with the deletion/change of equipment prior to deleting the work center. See Table 5.1.

Table 5.1. Organizational Identification Codes

Organizational ID	Unit
0J02	58th Maintenance Group
0J10	58th Maintenance Operation
0J30	58th Maintenance Squadron
0J40	512th Rescue Squadron
0J50	58th Operations Support Squadron
0J70	58th Aircraft Maintenance Squadron
0J22	71st Special Operations Squadron
0J60	58th Training Squadron
0J80	23d Flying training Squadron
0J10	415th Special Operation Squadron

5.2.5.1.12.1. IMDS users will use terminal-IDs assigned by 58 MOF/MXOOA. The IMDS DBM will distribute terminal-IDs to work center supervisors, who are responsible for distributing terminal-IDs to personnel. Users may not make up their own terminal-IDs; they must use the ones assigned to their work center.
5.2.5.1.12.2. Agencies responsible for entering data into MIS (including, but not limited to debrief, MOC, Wing Plans, PS&D and Materiel Control) should ensure data for the previous month is accurate and complete by COB on the 3rd duty day of the current month.
5.2.5.3.6.2.1 The AMU debrief section with the senior ranking individual will be the AMU lead DIT monitor.

5.2.5.3.6.5.5.2. 58 MOF/MXOOA will provide weekly reports to performing work centers (PWC) and squadron managers reflecting initial and corrected error rates for each PWC within the 58 MXG. The Maintenance Action Review report will be sent to 58 AMXS Night Stalker and Osprey AMUs electronically at least once per week. All other units will receive the report monthly.
5.4.3.1. Personnel Information Updates:
5.4.3.1.1. 58 MOF/MXOP will distribute the manpower slides, utilizing the UMPR/UMD, to all units in the group each month. Flight Chiefs will validate/update information on the slides and return it to 58 MOF/MXOP for update (contractors exempt).
5.4.11. The 58 MXG VCNCO will serve as the group focal point and liaison between host/tenant units for all 58 MXG vehicle matters. Coordinate with 377 LRS on the Mission Essential Vehicle Listing (MEVL). Provide additions, changes, and deletions affecting the MEVL to 377 LRS Vehicle Operations when mission-affecting changes occur. The 58 MXG Vehicle Control Noncommissioned Officer (VCNCO) and alternate VCNCO will receive Vehicle Control Officer (VCO) training from the 377th Logistics Readiness Squadron (377 LRS) Fleet Management. Refer to 377 LRS/LGRV Vehicle Control Officer/Non-Commissioned Officer Training Form for guidance.
5.4.11.1. The 58 MXG VCNCO will be the vehicle account custodian for the group and maintain an account and/or hand receipts signed by Unit Vehicle Manager (UVM) for all assigned vehicles.
5.4.11.2. Review Staff Assistance Visit (SAV) and semiannual assessment reports from 377 LRS Fleet Management and initiate corrective actions for identified discrepancies. Coordinate with 377 LRS on the wing annual vehicle priority buy proposal.
5.4.11.3. Conduct no-notice vehicle inspections on assigned vehicles monthly. Exception: Not applicable to contractors.
5.4.11.4. Maintain VCNCO Handbook IAW 377 LRS Fleet Management Index guide and AETC guidelines.
5.4.11.5. Obtain transportation services when required by submitting support request letters to 377 LRS Vehicle Operations.
5.4.11.6. Notify SQ/CC when a vehicle will be out of commission for 30 days or more for maintenance.
5.4.11.7. Ensure squadron vehicle monitors are properly annotating AF Form 18XX series with the following minimum requirements (Refer to AFI 24-302, *Vehicle Management*, and AFI 24-301, *Ground Transportation*):
5.4.11.7.1. Vehicle starting miles will be annotated on page 2, and the applicable vehicle inspection items will be identified on back of AF Form 18XX by the first duty day of the month.
5.4.11.7.2. Tire pressure will be annotated, dated, and signed on vehicle AF Form 18XX center page before the 10th calendar day of month.
6.2.11.1. CDDAR exercises will be conducted on one MDS per quarter.
6.2.22**.** Assist Wing Safety when needed for cost estimates and technical assistance regarding any incident/mishap involving 58 SOW assets by AFI 91-204 and AFMAN 91-223.
6.4.10. Forms binders will be standardized by MDS as follows (see **Figure 1** and **Figure 2**):

Figure 1.1. CV-22 Forms Binder

CV-22

A – Binder Cover

B – AFTO Form 781F: Aerospace Vehicle Identification Document

C – AFTO Form 781: Flight Data Document

D – AFTO Form 781H: Flight Status and Maintenance

E – AFTO Form 781A: Discrepancy and Work Document

F – AFTO Form 781J: Engine Flight Document

G – AFTO Form 781K: Engine Data and Delayed Discrepancy Document

H – AF Form 664: Aircraft Fuels/Ground Servicing Documentation Log

I – AFTO Form 781B: Communication Security Equipment Document

J – Miscellaneous Items:

1. Julian Date Calendar

2. CV-22 IPI Listing

4. CV-22 UNS System Code List

5. AFTO Form 781G: General Mission Classifications-Mission

Figure 1.2. C-130 Forms Binder

H/MC-130J

A – AFTO Form 781F: Aerospace Vehicle Identification Document

B – AFTO Form 781: Flight Data Document

C – AFTO Form 781H: Flight Status and Maintenance

D – AFTO Form 781A: Maintenance Discrepancy and Work Document

E – AFTO Form 781J: Engine Flight Document

F – AFTO Form 781K: Inspection, Engine Data, and Delayed Discrepancy Document

H – AFTO Form 781B: Communication Security Equipment Document

J – AF Form 4076: Aircraft Dash 21 Equipment Inventory

K – AFTO Form 46: Aircrew Flight Equipment

L – Miscellaneous Items:

1. Depot Messages (107s)

2. Julian Calendar

3. C-130 IPI Listing

5. AF Form 664: Aircraft Fuels/Ground Servicing Documentation Log

6. AFTO Form 781M: Status Symbols and Functional System Codes

6.4.10.1. Contractor Quality Control is responsible to standardize, review, and maintain H-1/H-60 master forms lists/binders.
6.7.2.7.1. The current KTL listing can be found in the 58th Maintenance Group Maintenance Standardization and Evaluation Program (MSEP) QA Handbook. Contractor KTL will be kept in the Contractor Quality Control Office. Note: Contractors will follow PWS requirements for mandatory inspections.
6.7.6.1.3.1. 18-month PEs will be tracked/updated by the Unit Training Monitors.
6.9.5.1.1.1. Data contained in exhibit documentation is critical to the validity of the DR. Organizations initiating DRs (Originators) shall establish local processes to ensure all supply issue documentation (serviceable tags, Ready For Installation (RFI) tags, contractor support tags or papers, local and off base supply documentation) is maintained for a minimum of 60 days to eliminate DR exhibit documentation shortfalls.
6.9.5.1.1.2. QA will provide four copies of the printed DR and two DD Forms 2332, *Product Quality Deficiency Report Exhibit*, to the originator. The originator will submit these tags with the exhibit for turn-in to supply. The initiator will document two DD Forms 1575, *Suspended Tag – Materiel*, and an AFTO Form 350 for turn-in with exhibit.
6.9.5.1.4.1. Ensure DRs submitted on components related to aircraft mishaps are coordinated with Wing Safety personnel prior to submission.
6.10.4.4. OPRs will maintain Local Work Cards, Local Job Guides, Local Page Supplements and Local Checklists for current and will provide an AF Form 673 to QA and 58 SOW/KOM when source TOs or documents have changed.
6.10.4.5. For writing local checklists use the following MXG forms found on MXG QA SharePoint: Local Checklist Cover, List of Effective Pages, and Checklist Text. For writing local work cards use the following MXG forms found on MXG QA SharePoint: Local Work Card Cover, List of Effective Pages, and Aircraft Inspection Work Card.
6.10.7.3. Appointment Letters: New appointment letters will be sent to the 58 MXG QA TODO office within 30 calendar days of change of any squadron TODO/TODA.
6.12.2.1.1.2. The FCF/OCF will normally be briefed in the Production office of the applicable AMU. Exceptions will be considered on a case-by-case basis when deemed necessary and coordinated with all parties concerned (QA, maintenance and aircrew).
6.12.2.1.1.3. The minimum mandatory aircrew for the FCF/OCF briefing is the pilot.
6.12.2.1.1.4. Aircrews are authorized to combine currency events with FCF/OCF provided the primary aircraft systems, as defined in TO 1-1-300, are checked and verified as functional. At no time will this be interpreted to include student training.
6.12.2.5.3. After the FCF/OCF attempt, QA will attend the aircrew debrief and complete the FCF checklist form. Contractor will complete their checklist.
6.12.2.5.4. QA will brief multi-sortie requirements as required and provide the applicable MDS - 6 CL-1 checklists.
6.12.3.4.1. AMUs have the option of transcribing the AFTO Forms 781A prior to an initial FCF brief or after the FCF release.
6.12.3.4.1.1. In cases where the AMU elects to not transcribe prior to the initial FCF brief, QA will perform a forms review after the Exceptional Release is completed to ensure all appropriate maintenance actions were accomplished, documented and the aircraft is ready for a flight attempt.
6.12.3.4.1.2. In cases where the AMU elects to transcribe AFTO Forms 781A prior to the initial FCF brief, QA will review the forms to review for all FCF associated maintenance. QA will

ensure the appropriate maintenance actions were accomplished, documented, and the aircraft is ready for a flight attempt. QA will maintain the closed out AFTO Forms 781A on file in the QA office until the aircraft is released from FCF, at which time they will be returned to PS&D. An OCF briefing requires current forms to be properly documented (transcription not required). A current IMDS screen 380 printout will be provided for the FCF/OCF briefings, provided IMDS is operational.

6.12.3.4.2. The owning unit will ensure aircraft Exceptional Release is signed prior to presenting the current aircraft forms to QA for review and FCF/OCF brief (Exception: If test or compressor wash equipment is installed on a Red X symbol and ground run is required, or alternating current generator operational checks are required).

6.12.3.4.3. The unit will request the FCF/OCF through QA and will provide a Crew Chief or an individual knowledgeable of the maintenance performed on the aircraft to be at the QA forms review and aircrew brief.

6.12.6. Off-station Aircraft Commanders will contact 58 SOW/WOC and the 58 MXG/QA office to resolve issues pertaining to FCFs, OCFs, and high-speed taxi checks when required. Contractor COR office will be contacted to resolve contractor aircraft issues.

6.14.4. The MXG approved FCF/OCF/High Speed Taxi Checklist, will be used for all subject briefings. Contractors will use a locally developed checklist. The checklist will incorporate appropriate items from the MXG approved FCF/OCF/High Speed Taxi Checklist.

6.14.4.1. To minimize brake and tire wear, configure aircraft with the minimum Dash-1 operational fuel requirements. Ensure aircraft is prepared for flight and the Exceptional/Conditional release is signed off.

6.15.2.1. Aircraft weight and balance procedures will be centrally managed through 58 MXG QA office. Aircraft Master Weight and Balance Handbook and Automated Weight and Balance System (AWBS) program will reside in QA. 58 MXG assigned contractors will comply with their applicable performance work statement. AMU personnel will comply with procedures for weight and balance and coordinate all updates with MOC and QA as far in advance as possible.

6.15.3.2.3. In the event an aircraft requires a weigh IAW the MDS -5 and TO 1-1B-50, PS&D will schedule the event with the AMU. The AMU will notify QA once scheduled. The AMU will coordinate the accomplishment of a Chart A inventory with QA supervision and will provide qualified system personnel. AMU personnel under supervision of QA will prepare the aircraft for weigh by washing the aircraft, allowing it to dry, defueling and servicing as required. The AMU will provide serviceable scales and equipment, personnel to assist in the weigh and a full tow team for the duration of the weigh.

6.15.3.3.1. Upon starting a TCTO or modification that affects weight and balance PS&D will create a Red X entry in IMDS. PS&D will deliver all weight and balance records contained in the aircraft jacket file for aircraft returning from PDM or modification, transferred or newly assigned to QA (including those temporarily assigned to the 58 SOW). PS&D will pick up and sign for weight and balance records (Master Weight and Balance Handbook) from QA for all aircraft departing home station for PDM or modification.

6.15.4.3.1. AMU Production Superintendent/Phase and ISO Supervisors will ensure aircraft equipment items and components to include TCTO and Modifications removed or installed that affect weight and balance are entered into the aircraft AFTO Form 781A and IMDS as a Red X. The entry will state, “weight and balance update required for” and will reference the original entry by page and block that identifies the item, component, TCTO or modification removed or installed. Aircraft 781 Forms along with the aircraft Supplemental Handbook will be brought to

QA for weight and balance updates. Exceptional situations will be assessed on a case-by-case basis as long as the intent of this instruction is met. Items or components removed that require a weight and balance update that will be installed prior to next flight will have the weight and balance entry cleared IAW TO 00-20-1 with a corrective action of, "Reinstalled, no weight and balance update required" and will reference the maintenance action by page and block.
6.15.4.4.1. The QA weight and balance technician will (see **Figure 3**):

Figure 3.1. W/B Responsibilities

1) Update the AWBS aircraft record within the database as required by TO 1-1B-50.
2) File a copy of the current Chart C in the Primary Handbook.
3) Sign off the weight and balance Red X in the current AFTO Form 781A.
4) File a copy of the signed Chart C in the Supplemental Handbook on the aircraft.
5) Clear the discrepancy in MIS IAW 00-20-1.

6.15.4.4.2. These procedures apply to aircraft that undergo major maintenance or modifications and require equipment or components to be removed prior to aircraft departure or installed upon return from the facility. AMU will request a Chart A from QA, perform on inventory which identifies all equipment or components removed or installed and return the Chart A to QA in order to perform the appropriate changes per this paragraph prior to the next scheduled flight.
7.2.1.1.1. All personnel will attend the Impound Official course taught by QA prior to being appointed an Impound Official. (Exception: Contractors).
7.4.4. 58 MXG impoundment officials will report to QA to obtain an impoundment briefing and folder. Aircraft maintenance contractor impoundment officials will report to the aircraft maintenance Contractor Quality Control Office to obtain an impoundment briefing and folder. The impound official will coordinate maintenance actions with Wing Safety to ensure they are not conducting or planning to conduct a safety investigation. If Wing Safety is actively investigating the cause of the impound they have the lead agency role.
7.6.6.1. The impoundment official will ensure, once the cause of the malfunction or failure has been determined, all original discrepancies and investigation maintenance actions entered in the applicable AFTO Forms 781A/244/95 have corrective actions (if applicable). The impoundment official will ensure the impoundment folder contains copies of these documents and any other forms documenting the investigation from the initial discrepancy to the final corrective action (if applicable). The folder will have a completed: MXG impoundment form found on the MXG QA SharePoint, Aircraft, Engine, or Equipment Impoundment Worksheet. The current aircraft/equipment AFTO Forms 781A/244 will have a Red X entry for impoundment, entry for a FCF/OCF if required by the aircraft Dash 6 technical order or an operational check flight if the initial discrepancy occurred in-flight and requires an in-flight check to verify operation. A releasing statement will be entered for both paper and MIS versions.
7.6.6.2. The impoundment folder will be presented to 58 MXG/MXQ or aircraft maintenance contractor quality offices for review. The 58 MXG/MXQ coordinator or maintenance Contractor Quality Control representative will review the folder for required documentation as directed in the impoundment folder, accuracy of the documentation and, once satisfied all actions have been accomplished, sign the MXG impoundment form in the appropriate block indicating concurrence. The contractor will submit the impoundment folder to the COR for review and signature.

7.6.6.3. The 58 MXG/MXQ or aircraft maintenance Contractor Quality Control coordinator will make an appointment with an impoundment releasing authority for release of the impoundment and will attend the impoundment release briefing.
7.6.6.4. Once the current AFTO Forms 781A/244/95 have been signed by the impoundment releasing authority, the applicable 58 MXG/MXQ coordinator or aircraft maintenance contractor quality assurance coordinator will make a copy of the applicable signed forms. Place them in the appropriate forms section of the impoundment folder to show a closing action for the impoundment file. The folder will be maintained for 12 months.
7.6.6.5. 58 MXG/MXQ or aircraft maintenance contractor quality assurance coordinator will notify the MOC upon release of the impoundment.
7.6.6.6. Should the 58 SOW/SE single safety investigator or Safety Investigation Board impound an aircraft, engine, or equipment for safety investigation in accordance with AFI 91-204, *Safety Investigation and Hazard Reporting*, all maintenance initiated or pending impoundment actions will be suspended until 58 SOW/SE releases the aircraft, engine, or equipment back to maintenance. Once released back to maintenance, the impoundment official and 58 MXG/MXQ or aircraft maintenance Contractor Quality Control Office will coordinate with 58 SOW/SE to determine if the aircraft, engine, or equipment was causal in the investigation mishap or incident. If not causal and further impoundment is determined unnecessary by the impoundment releasing authority, the aircraft, engine, or equipment will be released from impoundment by completing the MXG impoundment form. If further impoundment is found to be necessary, the appointed impoundment official will complete all required impoundment maintenance actions.
7.6.11. Transfer of impounded aircraft, engines, or equipment from one squadron to another will be approved by an Impoundment Authority. The Impoundment Official retains responsibility for the impounded item and compliance with isolation procedures, until the impoundment is released or a new Impoundment Official is appointed. Variance to this will require 58 MXG/CC or designated representative approval. The 58 MXG/MXQ will take action as required to transfer the impoundment folder.
8.2.4.2. Expendable hand tools such as blades, drill bits, apexes, files or file cleaners will be controlled in a toolbox or exchanged on a one-for-one basis. Expendable hand tools may be placed in bench stock. However, if expendables are placed in bench stock, accountability and control procedures must be established. CTK custodians and bench stock monitors will ensure a system is in place to manage expendable tool security and exchange. If the items are not placed in bench stock, the replacement tool procedures apply.
8.2.4.3. Empty containers for safety wire, solder, HAZMAT, etc. will remain in the CTK (unless annotated on the broken tool listing) until replaced by tool room personnel or the CTK custodian. The replacements for these items will be controlled in the same manner as replacement tools.
8.2.5.1.1. In rare circumstances during maintenance procedures where on-site transfer of CTKs/equipment is necessary Production Superintendents can authorize job site tool or equipment transfer if maintenance actions deem necessary. The following procedures will be utilized during job site turnovers:
8.2.5.1.1.1. The individual on the incoming shift will obtain a blank AF Form 1297 and report to the job site.
8.2.5.1.1.2. The outgoing and incoming individuals will inventory the CTKs together. The incoming individual will complete the AF Form 1297. The CTK monitor will clear the outgoing individual and maintain the AF Form 1297 until the CTK has been turned in.

8.2.5.1.2. If a discrepancy exists (e.g., undocumented missing tool, broken tools, etc.), personnel will immediately notify appropriate supervision and follow guidance for Lost Tool/Object Procedures. Transfer of CTK will not take place under this circumstance.
8.2.7.1. See Attachment 25 of this supplement for WWID listing for 58 SOW.
8.2.8.1. Control of PPE. Items such as reflective belts, hard hats, headsets, etc., are considered PPE, not personal tools, and are authorized for use. All 58 MXG personnel will mark their PPE with the individual's last name, first initial, and employee number. Wing and OG will mark theirs with individual's last name, first initial, and office symbol.
8.2.9.1.2. Work centers that use rags (to include cheesecloth) in general industrial, shop, and flightline operations will conduct and document a physical inventory of all on hand (ready for issue) rags once per shift to ensure positive control and accountability.
8.2.9.1.3. Used rags will be disposed of according to local hazardous waste procedures. Any questions regarding the storage and/or disposal of used rags should be directed to the unit hazardous waste monitor or 58 SOW Environmental Manager.
8.2.10.1. Flight chiefs will designate personnel to procure tools.
8.2.15.2. During unmanned CTK operations the CTK user will document CTK sign in/out using AETC Form 1042, *CTK Tool Checklist*. The AMU or Squadron Production Superintendent will verify that all tools are accounted for by annotating their employee number and initials in the "Insp Initial" block on AETC Form 1042.
8.2.16.1. Flight chiefs/section NCOICs (or equivalents) will designate individuals by letter that has controlled access to tool rooms.
8.3.1.2. Support section continuity books may be maintained digitally or on hard copy. Tabs C and E will require a signed inspection log documenting currency. The Support Section Chief will ensure CTK continuity books are arranged in the following tab format, (see **Figure 4**):

Figure 4.1. CTK Continuity Book Arrangement

TAB A	Appointment Letters
TAB B	References
TAB C	Master Inventory Listing
TAB D	Locally Developed Tools
TAB E	TCMax
TAB F	Biennial Review/ Annual CTK inventory
TAB G	Miscellaneous

8.3.3.1. Ensure a signed copy of the MIL and a list of broken tools for that CTK remain with dispatchable CTKs at all times for inventory purposes.
8.4.3.2. Print master ID list, at a minimum, annually and review monthly to ensure accuracy. Monthly reviews will be documented on a locally developed tracker. Master ID list will be replaced within five duty days of any updates.
8.6.2.3. HAZMAT will be controlled with the WWID code. All containers that are reused for HAZMAT (i.e., grease gun/fluid containers) will be marked with the WWID. All items that have the same NSN may have the same WWID. Items will be entered in TCMax as a special item.
8.6.4.2. Serialized/ID numbered test equipment, special tools, or CA/CRL items located in a dispatchable CTK need to have the WWID marked on them as well as the serial/identification number identified on the master inventory listing.
8.6.6.1. Unserviceable tools will be controlled until they are turned in to salvage. They will not be placed in metal recycling bins. The etched number will be removed before placing a tool in a

separate, secure location for salvage purposes. Unserviceable/broken tools will be replaced as soon as practical or a requisition must be on file showing that the tool(s) is/are on order. Account for damaged or broken tools until disposed. (Exception; Expendables will not be tracked as a broken tool and maybe turned in as scrap metal)
8.6.6.2. If one item of a set is unserviceable, that item will be removed and replaced. The unserviceable item will be handled as a broken tool (expendables not included). If the item is not to be replaced, the number of pieces on the tool listing and, if applicable, the kit or pouch quantities will be changed.
8.6.6.3. Issue of replacement tools/items will be documented in TCMax. The inventory will reflect accurate, on-hand amounts at all times. The tool room manager or designated representative may manually update the inventory with name, rank, date of inventory, balance on-hand, and location of tool storage.
8.8.2.2.2.1. Dispatchable CTKs will be secured to another non-easily moved object when not in use and stored outside the controlled environment of a support section. This will include all restricted aircraft parking areas and hangars.
8.9.2.5.1.2. If the tool/item is found, the Red X will be cleared by any Red X qualified 7-level and the lost tool report will be completed and routed thru to 58 MXG/MXQ within five calendar days.
8.9.2.5.2. If a tool is lost on a piece of support equipment or in a shop, the procedures are the same.
8.9.2.6.2.1. 58 MXG/MXQ will review the lost tool report for completeness and accuracy and file the completed report for a minimum of one year and will include the lost tool incident in the foreign object damage report and MSEP summary.
8.9.2.6.2.1.1. The AETC Form 138, *Lost tool or Item Investigation Record,* will be completed and sent to the QA office within five calendar days of identification of a lost tool.
9.17.3. Agencies requesting local manufacture will:
9.17.3.1. Order aircraft items using SBSS/IMDS ordering procedures after determining the items have a Source, Maintenance and Recoverability (SMR) code of Assemble Intermediate Remove/Replace by Organizational (AFO) or Manufacture Intermediate Remove/Replace by Organizational (MFO).
9.17.3.2. Ensure MICAP requests are verified and upgraded as necessary by contacting the MICAP office.
9.17.3.3. Submit a sample (if available), JEDMICS, or equivalent drawings of the requested item.
9.17.3.4. Provide IMDS screen 499 printout, AFTO Form 350 and IMDS screen 122 printout to MSL, or equivalent G0-81 screens.
9.17.3.5. Pick up and sign for the item(s) from the MSL local manufacture representative when notified.
9.17.4. MSL will:
9.17.4.1. Complete the DD Form 1348-6 for non-stock listed requests.
9.17.4.2. Ensure the items being ordered have SMR Code of “MFO” or “AFO” and are coded with a routing identifier of JBD. When the item has been fabricated, process the receipt and release the property to requesting organization to close out the request.
9.17.4.3. Submit the requisition to the manufacturing shop or work center.
9.17.4.4. Process the receipts and due-out release when contacted by the manufacturing work center and deliver the due-out release document to MSL for signature. Issues for local manufacture assets will be delivered to the requesting work center.

9.17.5. Local manufacturing work center/flight chief will:
9.17.5.1. Evaluate the request to determine the capability to manufacture and estimate time, material and cost for the prime work center to manufacture the items. **NOTE**: The overall cost for the items will be based on material ordered. This cost normally covers replacement of minor material (rivets, sandpaper, cutters, etc.) used to locally manufacture the items, but not ordered against the request. An assembling fee for the items (e.g., 1 - 4 hours, $25; 4 - 6 hours, $50; 8 - 12 hours, $75, etc.) will not be used.
9.17.5.2. Order required material and items needed for completion against the due-out document number provided on the AF Form 2005 or DD Form 1348-6. Order all material and items required for completion of the local manufacture request against the supply due-out document. If item is a MICAP, order materials against the aircraft tail number through MIS.
9.17.5.3. Provide a daily update of all local manufacture requests to the Supply and MSL local manufacture representative. If the completion date is exceeded, notify the requesting unit of the reasons and new completion date.
9.17.5.4. Evaluate the capability to locally manufacture the items using applicable shop references, blue prints, engineering dispositions, and technical orders. Contact AFETS to obtain drawings and verify drawings are current.
9.17.5.5. Ensure all documents are properly completed by the requesting work center.
9.17.5.6. Ensure no MICAP due out will be on order against the aircraft and parts assembly (bit and piece) simultaneously.
9.17.6. The Supply/MSL local manufacture representative will:
9.17.6.1. Notify the requester of any change(s) to the scheduled completion date when notified by the section chief.
9.18.3.2.1. Repair cycle assets are updated in MIS by the end of the shift of when it physically received by the repair work center.
9.18.3.2.2. The RNEP program will be briefed monthly, and will be chaired by the MXG/CC or MXG/DD (in their absence).
9.18.7.4.1. For serviceable items/hardware removed off any end system (aircraft, equipment, etc.) for the sole purpose of facilitating other maintenance (FOM), those items will have an AFTO 350 attached to them. Use hardware/parts bags to hold and account for all removed, awaiting installation, bits and pieces too small to individually tag or too numerous to effectively control. The AFTO Form 350 with the following minimum information: nomenclature of items, number of items, aircraft/equipment serial number, and JCN. AFTO 350 tag placed on them as soon as feasible, but no later than the end of the shift the item was removed and/or an extended period of time away from the item by the individual(s) who removed it
9.27.10.1. Upon receipt of an asset from supply, the individual signing for the item must inspect the reusable container and ensure the asset is packaged in the correct container. If it is not in the proper container, do not accept the item until the individual (flightline technician, supply delivery driver, etc.,) delivering the item provides one of the following:
9.27.10.1.1. A copy of Standard Form 364, *Report of Discrepancy*
9.27.10.2.2. If a part is received after normal duty hours, annotate shipping document "Shipping received in wrong container". SF 364 will be accomplished within the next duty day.
9.27.10.2.3. Occasionally, packaging services will need to be requested from the Traffic Management Office. On these occasions, shops will complete an AF Form 451 IAW AFI 24-602V2, Attachment 5, and will be charged for packaging. These occasions are rare and should be kept to a minimum.

9.27.10.2.4. Each shop/work center that requires a reusable container program will maintain a storage area IAW AFI 24-602V2, *Cargo Movement,* to ensure that containers for parts in the repair cycle are not lost. Additionally, they will maintain an inventory of reusable containers on hand. A comprehensive accounting of reusable containers will be accomplished at a minimum, semi-annually and documented on the inventory. (This should be accomplished by DMS personnel and submitted to LRS)
10.1.1.1. Explanation of Terms, (for further guidance refer to DESR 6055.09_AFMAN91-201):
10.1.1.1.1. Hung ordnance: Any ordnance or store that fails to release when all appropriate switch settings were selected and the crew attempted release or firing. Live flares that protrude or are partially fired from the ALE-40/47 dispenser will be considered hung ordnance.
10.1.1.1.2. Only qualified armament systems and Explosive Ordnance Disposal (EOD) personnel will handle hung ordnance.
10.1.1.1.3. Jammed gun: A gun containing a live round or rounds that cannot be cleared, but the gun can be safed and no probability of inadvertent firing exists.
10.1.1.1.4. Hot gun: A gun containing a live round or rounds that cannot be cleared, or a gun that cannot be safed and the probability of inadvertent firing exists.
10.1.1.2. Personnel limits:
10.1.1.2.1. Explosive Operations, (arm, de-arm, loading, etc.): Require minimum of two qualified personnel. Maximum personnel limits are the number of personnel required to accomplish a given task as determined by the weapons supervisor.
10.1.1.3. Handling qualifications:
10.1.1.3.1. Only qualified armament systems, maintenance and aircrew personnel will arm, safe, remove, replace, install, maintain, or handle explosives or explosive devices of their respective systems.
10.1.1.4. Location of operations:
10.1.1.4.1. Designated combat aircraft parking areas (Rows A, B, C, D, E and F) and the hot gun/hung ordnance de-arming pad (parallel to Taxiway "E").
10.1.1.4.2. Jammed gun systems will be cleared in weapons storage vault in Building 979.
10.1.1.4.3. A qualified aircrew member or armament personnel will remove the gun and place it on the ground at the applicable withdrawal distance from the aircraft pointing in the least hazardous direction to personnel, equipment, and facilities.
10.1.1.4.4. For helicopter landing with a hot/jammed gun that the on scene armament supervisor deems unsafe/unable to remove from the helicopter, the following procedures will be followed: The helicopter will be shut-down and remain at the hot gun parking area until the gun can be safed and removed.
10.1.1.5. Emergency Procedures:
10.1.1.5.1. In the event of a fire, render aid as needed and notify the fire department and MOC by telephone, or by LMR. State location, type of fire, and information concerning the type, quantity, and Hazard Class/Division of pyrotechnics/munitions involved.

Table 11.1. (AETC) Mandatory Special Certification Roster and Prerequisites.

45	**(Added)** MICAP Approval (Note 1)	MSgt or higher, minimum 7-skill level (or civilian equivalent)

11.8.3.10.2. All work centers will perform FOD walks Monday through Friday at the beginning of each shift or after roll call. Assigned AORs can be found in Attachment 29. Areas to be inspected are as follows: flight line (up to the perimeter fence line in respective AOR), around facilities and all shop floors where maintenance is performed.
11.8.3.10.3. **Golden Bolt Program**: The Golden Bolt Program is led by the QA office/Wing FOD Monitor as a means to evaluate FOD Prevention during FOD walks.
11.8.3.10.3.1. The Golden Bolt will be placed by a QA inspector in a location covered under the 58 MXG FOD walk map referenced in Attachment 29. The QA inspector who placed the Golden Bolt will maintain visual accountability at all times during the entire FOD walk.
11.8.3.10.3.2. The individual who discovers the Golden Bolt will receive a 1-day pass from the WG/CV.
11.8.5.9. The FOD monitor will ensure each squadron commander appoints a Unit Primary and Alternate FOD monitor. MXS squadron commander will appoint at least one monitor from the Propulsion flight.
11.8.5.9.1 Unit FOD monitors will be a SrA or above and act as the focal point for FOD related issues within their organization. Appointment letters will be reviewed annually or when changes occur.
11.8.5.9.2. Unit FOD monitors will maintain the unit FOD bulletin board in each maintenance work center. One centrally located board may cover all shops in a single building. Placement of the board should give the greatest visual access to all personnel and contain the following: Wing FOD/DOP Monitor Appointment Letter, Unit FOD Monitor Appointment Letter, Quarterly FOD poster, Golden Bolt Program flyer, FOD Fighter Award Program flyer and FOD Poster contest flyer. FOD boards will be updated when FOD monitors change at the wing or unit level or quarterly when new FOD poster is released.
11.9.3.2.1.1. All squadrons (including contractors) within 58 MXG will report all objects dropped or inadvertently released from an aircraft to the MOC. A 58 SOW Form 60: Dropped Object Worksheet will be routed to the Quality Assurance Office for trend analysis and reporting to Higher Headquarters.
11.36.10.1.3.5.1. Ensure electronic signatures are recorded for circuit cards being repaired and data is provided to the lead wing in Silver Disc format in accordance with AFH 23-123 procedures and TO 33D7-38-308-2.
11.36.10.1.4. Routing:
11.36.10.1.4.1. The owning work center will:
11.36.10.1.4.2. Remove and replace the defective component in accordance with applicable technical order(s).
11.36.10.1.4.3. Place a demand on supply for replacement component.
11.36.10.1.4.4. Complete and attach an AFTO Form 350 to the asset (include a point of contact to provide any additional information required during the repair process).
11.36.10.1.4.5. Deliver the asset to be repaired, along with all applicable technical data.
11.36.10.1.4.6. After repair, the owning work center will install the repaired component into the end item and perform complete diagnostic testing in accordance with applicable technical order. If the component does not pass diagnostic testing, return the component to AFREP with full details of the indicated malfunction.
11.36.10.1.5. The AFREP element is assigned to the 58 MXG Quality Assurance section. All manpower positions authorized to the AFREP element will be transferred to the MXG Unit

Manpower Document. The operational chain of command runs from the senior AFREP supervisor to the QA Superintendent to the 58 MXG Commander.
14.1.4.13.1. Standard aircraft configurations are published in the weekly flying schedule.
14.1.4.13.2. Crew Ready/Step Minimums & Minimum/Standard Turn Times: See attachment 27.
14.1.4.13.2.1. After crew show, maintenance will have up to one hour from the scheduled T/O to repair the primary aircraft before offering the spare aircraft to the aircrew. The spare can be offered immediately if the Ops Supt (or Aircraft Commander if the Ops Superintendent is not available) in coordination with the MX Production Superintendent, determine that more PFT can be accomplished by stepping to the spare than awaiting a possible fix on the primary aircraft. If the determination is made to stay with the primary aircraft, the aircrew will remain with the aircraft to assist with troubleshooting if requested by maintenance and aircrew is qualified.
14.1.4.15. PS&D personnel are recommended to have access to and be trained on the following systems, in respect to the unit they are working with:
14.1.4.15.1. PS&D: REMIS, IMDS, G0-81, AIRCAT, GTIMS, ETIMS, CAMEO, and CBM+.
14.1.4.15.2. H/MC-130J: REMIS, IMDS, G0-81, ETIMS, AIRCAT, CBM+, GACP, GTIMS, and TICMS.
14.1.4.15.3. CV-22: REMIS, IMDS, CAMEO, GACP, GTIMS, and TICMS.
14.1.5.1.1. The Wing Aerospace Vehicle Distribution Officer (AVDO), Squadron Aviation Resource Manager (SARM), and AMU debrief sections (as applicable) will coordinate on all flying hour reporting and daily reconciliation. IMDS Aircraft Utilization Report (AUR) will be ran daily and verified by OSS, flying squadron, and debrief. Any corrections will be verified on the following day's AUR. The 781 forms are the primary source document for aircraft flying hours and mission sortie utilization.
14.1.5.1.2. Monthly, PS&D will produce AURs by MDS for validation and will file when all sorties are loaded in IMDS. The monthly AUR will be sent NLT the third duty day of the following month. Each SARM and debrief section will ensure AUR data matches AFTO 781s. Reconcile any disparities that exist between the two documents. The reconciled AUR will be signed by debrief and maintained by SARM for three months. SARM will send final agreed upon AUR to PS&D and OSS IAW AFI 21-103.
14.1.6.5.1. The applicable PS&D or designated scheduling representative (in sections where no 2R1X1 personnel are assigned) will load and monitor all required aircraft and equipment inspections to the MIS IAW the applicable Dash 6 and commodity T.O. MOF PS&D will assist when needed.
14.1.6.5.1.1. All SI/TCIs/TCTOs will be updated in the MIS when the aircraft returns from programmed depot maintenance (PDM). Aircraft returning from PDM will have serial numbers verified during acceptance to ensure accuracy of jacket file and TCIs. Any required SI/TCIs/TCTOs will be completed during the acceptance inspection.
14.1.6.6.1. PS&D will e-mail the signed AFTO Form 103 to HQ AETC/A4MA or Fleet Scheduling System (FSS) and file the original AFTO Form 103 until the approved copy has been received. Contractor will forward a copy to COR.
14.1.6.6.2. A supplemental AFTO Form 103 can be submitted to address depot requirements that have been found since submission of the original form.
14.1.6.6.3. Coordinate with EM prior to completion of the AFTO Form 103.
14.2.1.2.1. PS&D, Engine Management, Fuel Shop, Armament and AGE are responsible for documenting AFTO Form 95s. If Automated History (AHE) exists this will be done in MIS/IMDS.

14.2.1.2.1.1. Installation/removal dates (must be annotated on historical record for the component and next higher assembly)
14.2.1.2.1.2. Clear justification for component removal (on component/next higher assembly historical record)
14.2.1.2.1.3. Known maintenance performed on the component between removal and installation (i.e., cleaning, inspection, overhaul, minor parts replacement, TCTOs, TCIs, and any other significant information that may have bearing on future maintenance/tracking for aerospace equipment/components should be annotated on the automated/AFTO Form 95).
14.2.1.2.1.4. If the component is removed/installed in ONLY the MIS to correct data, and the alteration is NOT seamless (DOI changes, operating time adjustments, etc.), provide a narrative detailing the removal or installation action and purpose.
14.2.1.2.1.5. Annotate annual AFTO FORM 95 review in MIS IAW 00-20-1 para 9.4.4.
14.2.1.2.1.6. If the MIS is unavailable, annotate historical data on an AFTO IMT 95, and file the document in the jacket file/historical folder until the MIS becomes available.
14.2.2.2.1.2. Establish jacket files/historical folders for aircraft/maintenance historical documents IAW AFMAN 33-363, TO 00-20-1, and any applicable Air Force/MAJCOM/local procedures or guidance. New jacket files will be created no later than 5 duty days after a new aircraft is permanently assigned to the 58 SOW.
14.2.2.3.14.4.1. PS&D will review forms packages and file (NLT 1 day after receipt of pulled forms) to ensure all required signatures are included on the forms cover page, page numbers are correct, and the from date matches the “To” date on previous forms.
14.2.2.4.2.2.1. In the absence of an egress section, MXS (ISO/Phase) will perform a visual verification of CAD/PAD items at all Phase/ISO/letter checks and provide P&S with a signed PRA or screen 257. Any discrepancies found will be corrected by the owning workcenter that originally installed the item.
14.2.3.3.2. PS&D and applicable agencies will utilize the MOF PS&D developed aircraft document review cover sheet to ensure all required areas are covered during the ADR.
14.2.4.1.1. 58 MXG units will perform pre and post dock meetings.
14.2.4.3.2.1. Verify configuration items during major aircraft inspection (ISO/Phase) as required by MDS.
14.2.4.3.2.2. A serial number verification sheet will be provided to the aircraft Crew Chief (CC) to be completed in conjunction with ISO/Phase inspections. Once the CC has verified serial numbers, the CC will then return the serial number verification sheet to PS&D who will verify the sheet against IMDS and annotate any discrepancies. The verification sheet will be returned to PS&D NLT the post dock meeting. Contractor PS&D will do the verification process against IMDS and jacket file at the completion of the look phase and prior to FCF.
14.2.6.1.2. PS&D will contact AETC A4/LGPP for a waiver to exclude documentation/tracking of non-historically significant discrepancies on Form 349 for the duration of the MIS downtime.
14.2.6.2.1.1. When the use of manual JCNs is required, refer to Attachment 26 to obtain the correct JCNs for each function within the 58 MXG.
14.2.6.2.1.2. AMUs will track and assign their own JCNs preventing duplication. The 58 MOC will keep a log of all JCNs that effect status change and/or require back shop support.
14.2.6.2.3.1. Teams of personnel consisting of DIT monitors and debriefers will input all data into IMDS.

14.2.6.2.3.2. If MIS issues persist and prevent on time documentation, an information note will be documented on the top right hand corner of the specific AFTO Form 349 stating MIS latency prevented input.
14.2.6.2.3.3. During periods of extended MIS downtime or MIS migration, PS&D will increase their jacket file to enough historical to ensure reconciliation of all Form 349s.
14.2.7.1.1. Upon notification of event, change file name of electronic historical file to include "record frozen for ____" or place laminated placard in front of the historical file indicating the type of occurrence and indicating the records are frozen until release from investigation. Only personnel associated with the convening investigation team will be allowed access to the records.
14.2.7.1.2. Enter narrative in MIS Automated History Event (AHE) including date of occurrence, reason for record freezing and recorded aircraft hours, name of person making the entry, and station location.
14.2.7.1.3. Upon release of occurrence, enter narrative in MIS AHE including date the occurrence was cleared, and statement indicating the occurrence is cleared and the releasing officials name and position.
14.2.7.1.4. File all associated historical documentation in the applicable record.
14.3.3.2.3.2. The MOF PS&D TCTO monitor will brief the MXG on open TCTOs that are within 90 days of grounding. PS&D will also review TIL & TSS reports from IMDS monthly. MOF PS&D will check all TCTOs showing rescinded on the TIL against REMIS to ensure the TCTO has actually rescinded. MOF PS&D will either update the rescission date or delete the TCTO in IMDS after review is complete.
14.3.4.2.1.1.1. The following owning work centers will be responsible for reviewing their respective JMLs: Engine Management, Contract PS&D, Bandits AMU, AGE Flight and Armament Flight. MOF PS&D will provide training on JML management as required by the owning work centers. All other guidance on JML management remains applicable.
14.3.4.2.4.2.3.4. 58 MXG CC has approved the use of panel sheets for scheduled inspections. Approved panel sheets are located on MXG/QA SharePoint, shared documents folder. Contractor panel sheets have been approved by the CORs and are located on the I: drive.
14.3.4.2.4.2.3.5. Documentation. The individual who signs the ―inspected by block must be Red X qualified. Panels that require an IPI must be entered separately on the AFTO Form 781A; these panels cannot be listed on a sheet/checklist.
14.3.4.2.4.2.3.6. A Red X entry stating "Aircraft panel sheet(s) or checklist(s) in use, see Pages___of____" will be entered into the next open discrepancy block of the AFTO Form 781A, Maintenance Discrepancy, and Work Document.
14.3.4.2.4.2.3.7. Panels that cannot be reinstalled prior to the release of the aircraft from inspection, will be carried forward to the AFTO Form 781A, and entered into IMDS. The carried forward action will be documented on the panel sheet/checklist.
14.3.4.2.4.2.3.8. When all panels listed on the panel sheet/checklist have been installed or transcribed, the Red X entry for that panel sheet/checklist stating "Aircraft panel sheet (or checklist) in use" will be cleared. The individual clearing the Red X entry in the AFTO Form 781A will ensure all documentation is complete and accurate.
14.3.4.2.4.2.3.9. Filing: The panel removal sheet/checklist remains a permanent page of the AFTO Forms 781A. It will be entered in the AFTO Forms 781A as the next blank page(s) and will be numbered accordingly. When AFTO Forms 781A are transcribed, they will be forwarded accordingly with AFTO Forms 781A to be filed in the aircraft historical records.

14.3.6.1.1.3. Request records from EM for installed engines on aircraft upon notification of transfer.
14.3.6.1.1.4. In the event of aircraft contingencies or deployments other than depot or contracted maintenance inputs, PS&D section will prepare the following records and products:
14.3.6.1.1.4.1. If period is less than one week, send aircraft forms binder only.
14.3.6.1.1.4.2. If period is greater than 30 days, send aircraft forms binder and aircraft jacket file to include IMDS background report TRIC code TRE (if required by gaining unit).
14.5.6.1.1.1. MOF PS&D will publish written guidance to ensure common formats for monthly/weekly utilization and maintenance schedules. All other guidance covering this subject is applicable. The monthly/weekly schedules will include at a minimum but not limited to:

Table 14.2.1. (Added) Monthly & Weekly Schedule Formats

Monthly Schedule	**Weekly Schedule**
1. Cover Page	1. Cover Page
2. General Info	2. General Info
3. AGE Schedule	3. Depot Schedule
4. Wash Schedule	4. TO Distribution List
5. Engine Forecast	5. Engine Forecast
6. 71 SOS Schedule	6. Wash Schedule
7. 415 SOS Schedule	7. AGE Schedule
8. 512 SOS Schedule	8. 71 SOS Schedule
9. 23 FTS Schedule	9. 415 SOS Schedule
10. 36 RQS Schedule	10. 512 SOS Schedule
11. FTD Training Schedule	11. 23 FTS Schedule
	12. 36 RQS Schedule

14.5.6.3.1.3.8. See Table 14.2.1.1. for assignment of sortie sequence numbers.

Table 14.2.1.1. (Added) Sortie Sequence Numbers.

Unit	**512 RQS (UH-1)**	**415 SOS**	**71 SOS**	**512 RQS (HH-60)**	**512 RQS (HH-60W)**
Local	001-020	201-220	301-320	401-420	501-520
XC	021-030	221-230	321-330	421-430	521-530
Deployed	031-050	231-250	331-350	431-450	531-550
FCF/OCF/IFC	051-060	251-260	351-360	451-460	551-560
Off Station	061-070	261-270	361-370	461-470	561-570
Addition	071-080	271-280	371-380	471-480	571-580
Ferry	091-099	291-299	391-399	491-499	591-599
HQ AETC Tasking	750-759	760-769	770-779	780-789	790-799
Wx Evacuation	800-819	820-839	840-859	860-879	880-899

14.5.6.3.8.1.1. Requesting agency will initiate locally approved AF Form 2407 and coordinate required signatures. It is the responsibility of the AF Form 2407 initiator to contact and acquire the required coordination signatures to include: Pro-Super, AMXS MOO or MXA, PS&D, Ops Scheduling, Munitions, Armament, and ECM as required. AF Form 2407 will be saved in each flying squadron's folder and an e-mail sent notifying the applicable organization. AF Form 2407 coordination will include: Pro-Super, AMXS MOO or MXA, PS&D, Ops Scheduling. Munitions, Armament, and ECM will be coordinated with MXS MOO and Pro-Supers as required. Once AF Form 2407 is signed by all parties, initiator will notify MOC for routing to MXG/CC and OG/CC or designated representative for approval. Once approved, MOC will implement the AF Form 2407 and make required changes as needed. For pure maintenance actions scheduled in the weekly schedule requires MXG personnel coordination only.
14.5.6.7.3.3.6. Early Take-off (ET). An early take-off is a scheduled sortie launching more than 30 minutes prior to the published take-off time.
14.5.6.7.3.3.7. Late Take-off (LT). A late take-off occurs when a scheduled sortie becomes airborne more than 15 minutes after the scheduled take-off time.
14.5.6.7.3.3.8. Early Landing (EL). An early landing is an aircraft/sortie landing more than 15 minutes before the scheduled landing time.
14.5.6.7.3.3.9. Late Landing (LL). A late landing is an aircraft/sortie landing more than 15 minutes after the scheduled landing time.

MICHAEL D. CURRY, Col, USAF
Commander, 58th Special Operations Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-301, *Ground Transportation*, 22 October 2019

Prescribed Forms

DD Form 1575, *Suspended Tag-Materiel*
DD Form 2332, *Product Quality Deficiency Report Exhibit*
AF Form 1800, *Operator's Inspection, Guide and Trouble Report*
AF Form 673, *Department of the Air Force Publication/Form Action Request*
AF Form 451, Request For Packaging Service
AFTO Form 350, *Repairable Item Processing Tag*
AETC Form 1042, *CTK Tool Checklist*

Abbreviations and Acronyms

KAFB—Kirtland Air Force Base
SOW—Special Operations Wing
RDS—Records Disposition Schedule
VTAMP—V-22 Technical Assistance Management Program
WOC—Wing Operations Center
VSLED—Vibration Structural Life and Engine Diagnostics
AMEGS—Aircraft Maintenance Event Ground Station
PWC—Performing Work Center
FTD—Field Training Detachment
AHE—Automated History Event
ET—Early Take-off
LT—Late Take-off
EL—Early Landing
LL—Late Landing

Terms

(Added-AETC) "T" Designated Aircraft—A term used to describe AETC-assigned aircraft that are designated as trainers; that is, all MDSs of the T-1, T-6, and T-38 aircraft. (Added-AETC)

Additions—Sorties or missions or aircraft flown, but not printed, on the weekly utilization and maintenance schedule for a given day.

(Added-AETC) Adjustment—A formally coordinated change to a unit's annual FHP. An adjustment changes the total annual allocation and usually results in a reflow. Aircraft and

Equipment Impoundment—Isolation of an aircraft or equipment due to an unknown malfunction or condition making it unsafe for use or flight.

Aircraft Purpose Identifier Codes (PIC)—specified in AFI 21-103, PIC are applied to assigned aerospace vehicles to facilitate standardization of reporting. Examples of PIC are: CC=Combat, BQ=major maintenance awaiting AFMC decision or action; DJ=awaiting depot level maintenance work. Refer to AFI 21-103 for a listing of all specific PIC.

Air Reserve Component—The Air National Guard and Air Force Reserve together form the ARC.

Allowance Standard (AS)—Authorized document that identifies the amount and type of equipment for an organization.

Alternate Mission Equipment (AME)—Equipment identified to a higher end-item, not listed in the table of allowance. Normally, -21 equipment.

(Added-AETC) Assist—May perform all or parts of the task, but must be closely supervised by certified personnel.

(Added-AETC) Attrition (aircraft)—Excess to PAI requirements procured to ensure aircraft fleet size remains the same, both at the beginning and end of the life cycle. No operating resources are allocated for these aircraft in the defense budget.

(Added) (AETC) Attrition (sorties or missions)—Losses expected based on historical data. Sorties or missions added by maintenance scheduling to a unit's sortie or mission requirement to allow for expected losses due to maintenance, operations, supply, air traffic control, sympathy, higher headquarters, other cancels, and weather cancels. Attrition sorties or missions are not substitutes for capability shortfalls; they are added to the contract to ensure mission goals are met.

(Added-AETC) Attrition Rate (hours, sorties, or missions)—Percent of scheduled hours, sorties or missions that are cancelled (log zero time) for any reason (operations, maintenance, weather, other).

Automated Inspection, Repair, Corrosion, and Aircraft Tracking (AIRCAT)—is the

(Added-AETC) Average Daily Sortie Rate—The number of sorties or missions planned for that month from the annual plan divided by the number of O&M days in that month.

(Added-AETC) Average Mission Duration (AMD)—The average time flown permission by type of aircraft, determined by dividing total hours flown by total missions flown. HQ AETC/A3 establishes the annual planning AMD. The AMD is not used as a flying objective.

(Added-AETC) Average Sortie Duration (ASD)—The average time flown per sortie by type of aircraft, determined by dividing total hours flown by total sorties flown. HQ AETC/A3 establishes the annual planning ASD. The ASD is not used as a flying objective.

(Added-AETC) Backup Aircraft Inventory (BAI)—Aircraft over and above the PAI to permit scheduled and unscheduled depot-level maintenance, modifications, inspections, and repair without a reduction of aircraft for the operation tasking. No operating resources are allocated for these aircraft in the defense budget.

(Added-AETC) Cancellation—A scheduled aircraft or sortie that is not flown for any reason other than a ground abort.

(Added-AETC) Certification—A documented formal review of an individual's training and experience with demonstration of adequate task proficiency.

(Added-AETC) Civilian Equivalent—Any civilian (DoD or contractor) who occupies an egress duty position and has completed all egress training as defined by AFI 36-2101, Classifying Military Personnel (Officer and Enlisted), this AFI, and the current 2A6X3 Career Field Education and Training Plan. A civilian who has completed appropriate egress training but does not occupy an egress duty position is an augmentee.

(Added-AETC) Cross-country (XC) Mission—A scheduled mission planned to remain overnight at other than home station or auxiliary field.

(Added-AETC) Deviation—A departure from the printed weekly utilization and maintenance schedule.

(Added-AETC) Egress Augmentee—Any non-egress person who performs or assists in egress maintenance tasks.

(Added-AETC) Egress Final—Verification of total system integrity.

(Added-AETC) Egress Maintenance—Any maintenance action that changes the status or condition of an egress system. Excluded is the removal/installation of flight status safety pins and non-integral personnel parachutes and survival kits.

(Added-AETC) Egress Personnel—Military 2A6X3 Aircrew Egress Systems and civilian equivalent personnel.

(Added) (AETC) Engine Running Crew Change (ERCC)—A sortie or mission scheduled to relaunch a tanker, airlift, tanker transport trainer, or rotary wing aircraft after a crewmember change without shutting down engines. The purpose of this scheduled event is to make up for partially missed operational training events that occurred on previous sortie or missions. An ERCC does not require any aircraft maintenance support except to meet local safety requirements (marshalling, safety or fire guard, etc.). If an ERCC is not printed in the weekly schedule, but required due to a missed operational training event, it must be added using an AF

Form 2407. An ERCC is a scheduled event and is used in sortie scheduling effectiveness computations when printed in future weekly schedules. Do not use an ERCC in sortie scheduling effectiveness computations if the ERCC sortie or mission is added during the same week an objective is lost.

(Added-AETC) Ferry Sorties or Missions—Sorties or missions used to support unscheduled depot input and return, transfer, aircrew transport to recover XC aircraft, etc. When sortie or mission requirements are known prior to printing the flying schedule, include them in the weekly schedule and identify the type in the applicable remarks column. Any deviations that occur are nonchargeable and not used in scheduling effectiveness computations. Use the "other" category to record sortie or mission cancellations. Ferry sortie or mission requirements generated too late for inclusion in the flying schedule will be documented as a new line and considered flown as scheduled.

(Added-AETC) First-go Sortie—The first scheduled takeoff for a single or group of aircraft.

(Added-AETC) Historical Attrition—Average historical sortie or mission losses for maintenance, operations, weather, other, and supply. Schedulers use historical attrition when completing AETC Forms 206 and 206A. Attrition is always expressed as additions to the sortie or mission or hourly requirement.

Individual Aircraft Tracking Program (IATP) —Of record for the C130 as mandated by the USAF Aircraft Structural Integrity Program (ASIP). This effort includes development and maintenance of an extensive Oracle database and a wide variety of both client, server and web-based applications to provide data entry, reporting, and analysis.

Awaiting Maintenance (AWM)—Designation for a deferred discrepancy on an aircraft awaiting maintenance.

Awaiting Parts (AWP) —Designation for a deferred discrepancy on an aircraft awaiting parts.

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

Cannibalization—Authorized removals of a specific assembly, subassembly, or part from one weapons system, system, support system, or equipment end-item for installation on another end-item to meet priority mission requirements with an obligation to replace the removed item.

Centralized Repair Facility—A facility that performs repairs for a specified region or bases.

Certified Load Crew Member—A load crew member trained and certified by position according to Chapter 10 of this instruction.

Classified Processing Area (CPA)—Areas identified by the unit which have had an Emission Security assessment and have been approved by the by the wing Information Assurance office to be utilized to discuss or process classified information IAW AFI 16-1404.

Code 1, Code 2, Code 3, Code 4, Code 5—Landing status codes used by aircrew to inform maintenance of their inbound aircraft's condition. A Code 1 aircraft has no additional discrepancies other than those it had when it last departed; a code 2 aircraft has minor discrepancies, but is capable of further mission assignments; a code 3 aircraft has major discrepancies in mission-essential equipment that may require repair or replacement prior to further mission tasking; a code 4 indicates suspected or known nuclear, biological, or chemical contamination; and a code 5 indicates battle damage. Codes 4 and 5 are entered into the MIS as code 8.

Commercial Derivative Aircraft (CDA)—Any fixed or rotary-wing aircraft procured as a commercial Type Certified off-the-shelf aircraft, and whose serial number is listed on an FAA-approved Type Certified Data Sheet.

Commodity Time Compliance Technical Order—TCTO concerning a designated item, subsystem, or system that is not identified as a weapon or military system.

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

Condition-Based Maintenance Plus—A set of maintenance processes and capabilities derived from real-time assessment of weapon system condition obtained from embedded sensors, external tests and measurements using portable equipment. The goal of CBM+ is to perform maintenance only when internal and/or external sensors indicate the need instead of performing maintenance on a periodic basis.

Consumable Items—Also known as "Consumption" or "Expendable" Items designated XB3. Items which are consumed in use or which lose their original identity during periods of use by incorporation into or attachments upon another assembly. Issued on an as required basis and consist of such supplies as maintenance parts or office supplies.

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

Crashed, Damaged or Disabled Aircraft Recovery (CDDAR)—The ability to move damaged or disabled aircraft using specialized equipment.

Critical Application Item (CAI)—An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the

military services. The subset of CAI whose failure could have catastrophic or critical safety consequences is called CSIs. Refer to Attachment 7.

Critical Safety Item (CSI)—A part, assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapons system that contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss or serious damage to the aircraft or weapons system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety. Damage is considered serious or substantial when sufficient to cause a 'Class A' mishap. The determining factor in CSIs is the consequence of failure, not the probability that the failure or consequence may occur. For the purpose of this instruction "Critical Safety Item", "Flight Safety Critical Aircraft Part", "Flight Safety Part", "Safety of Flight Item", and similar terms are synonymous.

Cross-tell—Cross-tells are used to highlight trends, benchmarks or safety conditions relating to maintenance equipment, personnel, training or processes. A cross-tell is initiated to assist other maintenance or logistics personnel with similar equipment to do their jobs more safely and/or efficiently. Typically a cross-tell will be initiated when a condition or trend is discovered regarding, but not limited to, a weapon system or common components that should be shared with other users or potential users. This information should be transmitted using signed and encrypted e-mail to ensure widest dissemination and ensure it is brought to the attention of unit commanders in order to prevent or mitigate mishaps, injury or damage to AF personnel, equipment or property. Typically cross-tells will provide relevant background information and history and can include such information as NSNs, part numbers, specific location of problem areas.

Customer Wait Time—Customer Wait Time for LRUs is the total elapsed time between the issuance of a customer order and satisfaction of that order, regardless of source (immediate issues or backorders), and can include issues from wholesale and/or retail stocks as well as various other arrangements. Customer Wait Time for end items (engines and pods) includes time for the retrograde and serviceable transportation legs.

Debriefing—Program designed to ensure malfunctions identified by aircrews are properly reported and documented.

Decertification—The removal of certification status from a person for a specific task.

Dedicated Crew Chief—DCCs are first-level supervisors in the flightline management structure who manage and supervise all maintenance on their aircraft, and are selected on the basis of initiative, management and leadership ability, and technical knowledge.

Delayed or Deferred Discrepancies—Malfunctions or discrepancies not creating NMC or PMC status that are not immediately corrected.

Delayed Release—Munition or store that fails to eject from an aircraft upon firing of impulse cartridge, but releases sometime afterwards. Release times qualifying "delayed" bombs are outlined in MDS-specific technical orders.

Demand Response Team—Two-member team where one person reads technical order steps and the other person performs the task and responds when each step is completed.

Depot Level Maintenance—Provides the capability to maintain materiel coded for organizational, intermediate and depot levels of maintenance. Includes maintenance requiring the overhaul, upgrading, or rebuilding of parts, assemblies, or subassemblies, and the testing and reclamation of equipment as necessary IAW AFPD 21-1.

Dispatchable CTK—CTK issued out and is designed to be used outside the work center.

Equipment Custodian—Individual responsible for all in-use equipment at the organizational level whose duties include requisitioning, receiving, and controlling of all equipment assets.

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

Equipment Items—Item authorized in the allowance standard within an organization.

Evaluated Load—A loading task that is assessed according to Chapter 10 of this instruction.

Expendability, Recoverability, Reparability, Category (ERRC)—Used to categorize Air Force inventory into various management groupings. The grouping determine the type of management used throughout the logistics cycle, designates the process to be used in computing requirements and are used in the correction and reporting of asset and usage data. (such as, XB3, XF3, XD2, NF2, NF4).

Flight Chief—NCO responsible to the maintenance officer or superintendent for management, supervision, and training of assigned personnel.

FK or FV—Prefix used to identify the munitions supply account. FV denotes units utilizing the Combat Ammunition System and FK denotes units utilizing ILS-S or manual records supply point within a munitions'' operations unit for conventional munitions.

Functional Checklist—locally developed checklists used to identify the steps required to react to specific events. Functional checklists are required for use by functional area(s) during actions such as aircraft crash, mass loads, severe weather warning or evacuation, self-inspections.

Hung Ordnance—Any item attached to the aircraft for the purpose of dropping or firing which has malfunctioned or failed to release. In addition, hung ordnance includes the following items: (1) External fuel tanks after unsuccessful jettison attempt; (2) Remaining ordnance after an inadvertent release; (3) 20/30 mm ammunition after a gun malfunction (no fire, unplanned cease

fire, runaway gun, or gun unsafe indication); (4) Any stores determined to be in an unsafe condition.

Inadvertent Release—Uncommanded launch or release of a store or ordnance, or launch or release of a store or ordnance other than those selected when a launch or release command was generated (system malfunction); does not include an unintentional release. If commanding a single release, do not consider a double bomb release as an inadvertent release if the releases occur from a practice bomb dispenser.

Individual Tools and Equipment—Tools and equipment that are available for individual sign-out but stored in the tool room in storage bins, cabinets, shelves with every item having an assigned location (example, flashlights, ladders).

(Added-AETC) Ineffective Sortie or Mission—A sortie or mission that did not complete minimum training requirements as determined by the aircrew. Therefore another sortie or mission is required to complete the original training objective. Commanders establish ineffective sortie or mission guidelines in the form of a local OI to ensure consistency in determining refly factors. See refly rate.

(Added-AETC) Integral Part of Egress System—Any component physically attached to the egress system that if improperly installed would cause improper operation of the egress system.

Integrated Logistics System—Supply (ILS-S)—is the overarching term used to describe the system(s) used by base retail materiel management operations. ILS-S is comprised of the Enterprise Solution–Supply. In many cases the term ILS-S is used to identify system related functions and/or references.

(Added-AETC) Interchange—Printed aircraft tail number swaps made to the daily portion of the weekly schedule.

Intermediate-Level Maintenance—Maintenance consisting of those off-equipment tasks normally performed using the resources of the operating command at an operating location or at a centralized intermediate repair facility.

In Process Inspection (IPI)—Inspection performed during the assembly or reassembly of systems, subsystems, or components with applicable technical orders. An IPI is accomplished and documented by an authorized IPI inspector other than the technician performing the specific step of a task that requires the IPI.

"Knock It Off"—"Knock it Off" empowers all Airman regardless of rank to terminate an operation or situation which they perceive is unsafe or too dangerous. "Knock it Off" includes using a recognizable "audible" (capable of being heard) from anyone in an effort to prevent a potential mishap.

Lead Crews—A load crew certified by the load standardization crew (LSC), which is assigned to WS to assist in conducting the weapons standardization program.

Levels—Computed and authorized requirements for a quantity of assets.

Loading Standardization Crew (LSC)—A load crew designated by the WWM and the WS superintendent to administer the weapons standardization program. LSC members have certification and decertification authority.

Loading Task—The actions required by one crew member, in a designated position, to accomplish a munitions load.

Local Commander—The group commander with responsibility for maintenance (as applicable to loading technical data).

(Added-AETC) Local Sortie or Mission—Sorties or missions launched at the home station (includes O&B and XC) or a deployed location when launched and recovered by parent maintenance support. Includes deployed sorties or missions flown geographically away from home base or at simulated isolated areas on home base.

Maintenance Capability—Unit's ability to generate and sustain weapon systems to support the mission. It is composed of personnel, capacity (facilities, support equipment, and parts), and weapons systems and is affected by policies and business practices.

Maintenance Cyber Discipline—A focus on daily cyber hygiene activities which requires continuous attention in order to mitigate daily threats by creating a culture of cyber awareness, discipline, and strict compliance.

Maintenance Training—Any proficiency, qualification, or certification tasking required by a technician to perform duties in their primary AFSC.

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

(Added-AETC) Mission—A primary objective for which an aircraft is operated. It may consist of an increment of one or more sorties. For example, a mission may involve two sorties or, in the case of an inflight refueling, several missions may be accomplished in one sortie (AFI 11-401).

Mission Design Series (MDS)—Alpha and numeric characters denoting primary mission and model of a military weapons system.

Mission Generation Network—The MGN supports all Organizational-level, on-equipment and off-equipment maintenance and is optimized at the Wing-level across the USAF. MGN consists of the cumulative effort required to generate, and sustain sortie and mission production to meet assigned mission requirements.

Minimum Required Proficiency Load (MRPL)—Recurring loading of munitions for which a person is certified.

(Added-AETC) Monthly Flying and Maintenance Plan—The combination of planned monthly sorties or missions and maintenance events planned in support of those sorties or missions that will be performed during the effective month. A systematic approach of matching operational requirements to maintenance capabilities.

(Added-AETC) Monthly Sortie or Mission Contract—A written agreement approved by the WG/CC that specifies the number of sorties or missions and hours to be flown during the monthly period designated. The contract does not include attrition sorties or missions nor are attrition sorties or missions substitutes for capability shortfalls. The contract is based on student production, UTE rates, and instructor and maintenance capabilities.

Munitions Decertification—Removal of the certification status of a person that precludes them from loading a specific type munitions or MFG.

(Added-AETC) Non-egress Personnel—Other-than-egress personnel, such as egress maintenance augmentees, QA inspectors, and COR.

Normally Installed Equipment (NIE)—launchers, and pylons normally installed on an aircraft.

No-Lone Zone—Area where the two-person concept must be enforced because it contains nuclear weapons, nuclear weapons systems, or certified critical components.

Non-Consumable Item—Also referred to as a “non-expendable” or “equipment” item. Durable items that are capable of continuing or repetitive use by an individual or organization.

Non-Release—System malfunction in which a weapon does not release from the delivery system.

Off-Equipment Maintenance—Maintenance tasks that are not or cannot be effectively accomplished on or at the weapon system or end-item of equipment, but require the removal of the component to a shop or facility for repair.

(Added-AETC) Off-station Sortie or Mission—All sorties or missions launched from other than the home station and/or auxiliary field not supported by the parent maintenance support.

On-Equipment Maintenance—Maintenance tasks that are or can be effectively performed on or at the weapon system or end-item of equipment.

Operating Stock—The bits and pieces needed to support a maintenance work center that does not meet the criteria of bench stock. It includes reusable items such as dust covers, hydraulic line covers, caps, items leftover from work orders, TCTOs. Items deleted from bench stock that are less than a full Unit of Issue (UI) are not considered operating stock but may be retained as work order residue.

(Added-AETC) Operation and Maintenance (O&M) Days—The number of calendar days in a year, month, or week minus Saturdays, Sundays, and Federal holidays.

Operational Safety, Suitability & Effectiveness (OSS&E)—OSS&E is an outcome of properly applied systems engineering principles, processes, and practices. Well-integrated configuration management and control, deficiency reporting and response, reliability, maintainability, integrity, and other engineering practices ensure that base-lined engineering characteristics of systems and end items are not allowed to degrade as a result of maintenance, repairs, parts substitutions, and similar activities. The PM is responsible for the assurance OSS&E throughout the life cycle of each configuration of each component of each system.

(Added) (AETC) Operations Adds—Sorties or missions added by operations to the weekly schedule.

(Added-AETC) Operations Squadron—Synonymous with flying squadron, fighter squadron, training squadron, or airlift squadron.

Organizational Level Maintenance—Maintenance consisting of those on-equipment tasks normally performed using the resources of an operating command at an operating location.

(Added-AETC) Out and Back (O&B) Mission—A mission scheduled to depart and return on the same day, consisting of at least one off-station launch.

PACER WARE—is the unclassified term for an actual change or notification of a deficiency to an Electronic Warfare system.

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

Plan—A forecasted scheme of sequenced and timed events for accomplishing broad objectives. The plan is the product of annual, quarterly, and monthly planning of scalable operations and maintenance activities necessary to achieve long term mission requirements.

Preload—A complete munition and suspension equipment package ready for loading.

Primary Aerospace Vehicle Authorization (PAA)—The number of aircraft authorized to a unit for performance of its operational mission. The primary authorization forms the basis for the allocation of operating resources to include manpower, support equipment, and flying-hour funds.

Primary Aerospace Vehicle Inventory (PAI)—The aircraft assigned to meet the primary aircraft authorization. Includes PMAI, PTAI, PDAI and POAI.

(Added-AETC) Primary Aircraft Inventory (PAI)—Aircraft assigned to meet the primary aircraft authorization for performance of the operational and support mission to include wing-

level maintenance requirements. PAI forms the basis of the allocation of operating resources to include manpower, support equipment, and flying hour funds. For aircraft managed under an Hourly UTE rate: Calculated as annual hours required divided by the programmed annual UTE rate divided by 12 months. For aircraft managed under a Sortie UTE rate: Calculate as annual hours required divided by programmed annual UTE rate divided by 12 months divided by the programmed ASD.

(Added-AETC) Prime Fliers—Number of aircraft committed to the daily schedule excluding spare aircraft, aircraft required for FCFs, and aircraft required for ferry sorties or missions.

Production Superintendent (Pro Super)—Senior NCO responsible for squadron maintenance production. Directs the maintenance repair effort.

Program Manager (PM)—The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority.

Programmed Depot Maintenance (PDM)—Maintenance activities requiring skills, equipment, or facilities not normally possessed by operating locations. Project Funds Management Records—a record maintained in the material accounting system to provide for control over that portion of each responsibility center manager operating budget programmed for purchase of expense materials from the Defense Business Operations Funds stock activity fund. It is used to record available expense authority, current month and fiscal year-to-date sales, sales returns, and due-outs for both supplies and expense equipment.

Quality Assurance (QA)—Office or individual who monitors maintenance (organic or contractor) on a daily basis.

Quarterly Evaluation (QE)—Recurring calendar task evaluations required by munitions and weapons personnel.

Quick Reference List (QRL)—Listing of fast moving, high use items required for primary mission aircraft. The basic purpose of the QRL is to provide maintenance personnel with a speedy way to place a demand on the supply system.

Rag—A remnant of cloth purchased in bulk or a standardized, commercial quality, vendor-supplied shop cloth (uniform size and color) or similar material used in general industrial, shop, and flightline operations.

(Added-AETC) Recertification—Revalidation of an individual’s certification.

Reclama—A request to a duly constituted authority to re-consider its decision or its proposed action (see JP 1-02).

(Added-AETC) Reconstitution Reserve—Aircraft currently stored, but planned to return to operation. Commonly referred to as flyable storage aircraft.

Recoverability Code—A one position code assigned to end items and support items to indicate the recoverability intention and the level of maintenance authorized disposition action on unserviceable support items; and for reparable items, it is used to indicate the lowest maintenance level responsible for repair, disposition or condemnation of the item.

Recurring Discrepancy—A recurring discrepancy is one that occurs on the second through fourth sortie or attempted sortie after corrective action has been taken and the system or sub-system indicates the same malfunction when operated.

(Added-AETC) Recurring Discrepancy—A recurring discrepancy is one that occurs on the second through the fifth sortie or attempted sortie after corrective action has been taken and the system or subsystem indicates the same malfunction when operated.

(Added-AETC) Reflow—A reallocation of program elements (hours, sorties or missions, ASD/AMD, UTE) carried out across the remainder of the month or year that does not change the total annual allocation. Reflows will always accompany a flying hour adjustment. Reflows of execution deviations may or may not be applied to execution models.

(Added-AETC) Refly Rate (hours, sorties, or missions)—Hours, sorties, or missions flown in excess of syllabus requirements, expressed as a percentage. Includes any student sorties or missions that were airborne, but were incomplete or unsatisfactory, required additional training, etc. Only applies to student training sorties or missions. Does not include cancelled hours, sorties, or missions.

Reliability-Centered Maintenance—A logical discipline for developing a scheduled-maintenance program that will realize the inherent reliability levels of complex equipment at minimum cost.

Remote Split Operations—Occurs when the ground control stations, the Unmanned Aerial Vehicle (UAV) launch and recovery functions, and the satellite uplink are geographically separated.

Repair Cycle Asset—Any recoverable item with an expendability, recoverability, reparability code (ERRC) category of XD or XF.

Repair Recommendation—An idea or proposal to repair an item that is not currently repaired or is beyond the capability of the work center. An AFREP initiative is generated when an asset has a demand level of "greater than three" per calendar year. All new AFREP initiatives will be staffed through the applicable organizations.

Repairable—Unserviceable items that can be economically repaired and restored to a serviceable condition.

Repeat Discrepancy—A repeat discrepancy is a pilot reported discrepancy (PRD) occurring on the same system or subsystem on the first sortie or sortie attempt after that PRD has been signed off.

(Added-AETC) Required Sorties or Missions—Number of sorties or missions to be flown to meet wing objectives. These are the numbers of sorties or missions that ensure training and proficiency requirements are met as reflected in the AETC PA. Includes refly sorties or missions. For an hourly UTE rate, required hours, sorties, or missions are the number of hours, sorties, or missions that ensure training and proficiency requirements are met by achieving the annual goal reflected in the AETC PA.

Retrograde—Returning assets (reparable assets) from the field to their source of repair.

(Added-AETC) Safe—Actions necessary to prevent or interrupt complete or partial operation of the egress system.

Schedule—Planned events that result in final review and agreement of how to execute a proposed plan of sequenced and timed events. Results in a binding commitment captured in writing and approved by signature between operations and maintenance to complete activities required to accomplish agreed upon objectives. Refers to the execution phase of weekly and daily operations and maintenance activities.

(Added-AETC) Scheduled Sorties or Missions—The sum of required and attrition sorties or missions.

(Added-AETC) Scheduled Takeoff—The takeoff time printed in the daily portion of the weekly schedule for each sortie sequence number or mission line number. If the sortie sequence number or mission line number takeoff time is changed at the daily scheduling meeting for the next day and recorded on an AF Form 2407, that time becomes the new scheduled takeoff time. A sortie sequence number or mission line number takeoff time change of ± 15 minutes does not require an AF Form 2407, but it must be agreed to by maintenance and now becomes the new scheduled takeoff time.

SEEK EAGLE—The Air Force certification program for determining safe carriage, employment and jettison limits, safe escape, and ballistics accuracy, when applicable, for all stores in specified loading configurations on USAF aircraft.

SERENE BYTE—is the unclassified term for an exercise change or deficiency notification to an Electronic Warfare system.

Shop CTK—Tool kits (not dispatched) used by work center personnel during a shift, provided a single person is responsible for the tool kit.

Shop Stock—Includes items such as sheet metal, electrical wire, fabric, and metal stock, used and stored within a maintenance work center to facilitate maintenance.

(Added-AETC) Sortie—The definition of a sortie is outlined in AFI 11-401, In addition the following rules apply. A sortie ends when performing a refuel operation (actual or simulated). A series of practice landings (touch and go's) will be debriefed as one sortie or mission. Helicopter sorties with multiple landings and takeoffs will be documented as one sortie (line #) unless stopped based on the definition in AFI 11-401 and this instruction. Multiple helicopter takeoffs and landings involving FCF requirements will be documented as one sortie or mission. Each sortie or mission will be debriefed in the MIS with a unique sortie sequence number or mission line number. **Exceptions:** During training missions that require the uploading or downloading of paratroopers or passengers, the aircraft may be shut down during this operation and once readied for takeoff will be considered an extension of the original sortie or mission. (This does not include crewmembers.) **Exceptions:** AETC rotary wing aircraft on the ground for more than five minutes for the purpose of hot refueling and student crew change, may document these types of continuation sorties using a sortie modifier for sortie continuation.

(Added-AETC) Sortie Modifier (mod)—Sortie Mods do not need to be independently annotated on the weekly schedule. A Sortie Mod does not require its own sortie sequence number, but is an extension to the sortie sequence number to continue the same sortie with the same crew and affords for operational stops, where the engines/APU remain running or no maintenance or servicing is performed.

(Added-AETC) Sortie/Sortie Modifier Start Time—Synonymous with takeoff time. When the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. The original time entered on the AF Form 781 will be the source document for this data.

(Added-AETC) Sortie/Sortie Modifier Stop Time—Synonymous with landing time. The original time entered on the AF Form 781 as the landing time will be the source data.

Source Code—Codes assigned to end items and support items to indicate the manner of acquiring items for the maintenance, repair, or overhaul of end items.

Source, Maintenance, Recoverability (SMR) Code—A code assigned to parts and assemblies that provides maintenance activities with repair level responsibilities, support method and disposition instructions. The SMR codes are also input into the supply and maintenance automated data system. The uniform SMR code is composed of three parts, consisting of a two position source code, a two position maintenance code, and one position recoverability code.

(Added-AETC) Spare Aircraft—Aircraft committed to the flying schedule in addition to the prime flyers. Spares are identified on the flying schedule to be used at the discretion of the production supervisor to replace NMC or PMC aircraft when needed. However, spares should be used appropriately and not intentionally held or set aside for the purpose of selective deviation reporting. Other aircraft considered as useable spares are those that have flown in an earlier sortie or mission on the day needed, to include FCF- or OCF-released aircraft and those scheduled for a sortie or mission that has been cancelled or aborted.

Spares—Serviceable assets that are available for future use, and in the logistics pipeline. The term spare carries the assumption that there are already enough assets in the AF inventory to satisfy end item or quantity per aircraft requirements.

Special Certification Roster (SCR)—Management tool that provides supervisors a listing of personnel authorized to perform, evaluate, and inspect critical work.

Special Purpose CTK—Small individually issued tool kits that because of the nature of contents or type of container could preclude shadowing or silhouetting (example, launch kits, recovery kits, cartridge cleaning kits, oxygen servicing kits).

(Added-AETC) Student Sorties or Missions—Sorties or missions necessary to accomplish the current syllabus of instruction.

Subcrew—Two or more certified and/or qualified personnel who may perform specific tasks.

Supply Point—Forward warehouse located within or near the maintenance work center.

Supply Reports—There are many examples of "Supply Reports" used to record supply transactions. The Daily Document Register (D04) provides a means for organizations to review all document numbers processed during the day by the SBSS. The Project Funds Management Records and Organization Cost Center Record Update and Reconciliation (D11) show the current status and internal balance of the Project Funds Management Record by supplies and equipment. The Repair Cycle Asset Management Listing (D23) is used to monitor repair cycle assets and as a management product to monitor the stock position and repair cycle status of repairable (DIFM) assets. It may be produced in several sequences and is provided to the customer daily.

Sub-Pool—A parking area designated by the Airfield Operations Flight that provides authorized pooling of serviceable AGE to enhance close proximity support to using organizations.

(Added-AETC) Support Sorties or Missions—Nonstudent sorties or missions required in support of the mission by AFI 11-401; AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program; and the applicable AETC 51-series directives.

(Added-AETC) Sympathy Aborts or Delays—Deviations that occur when a flight of two or more aircraft under the command of a flight leader or instructor pilot are cancelled, aborted, or late due to a cancellation, abort, or delay of one or more of the aircraft in the flight or a supporting flight. Dissimilar air combat tactics delayed by the other aircraft. Cancellations caused by an aircraft's scheduled tanker, receiver, or mission event.

Tactical/Theater Airborne Reconnaissance System (TARS)—is a sensor package offers improved timeliness, reduced support costs, and improved operational capability over film systems. Once fielded, this system will provide the tactical commander with an organic system capable of responding in Near Real-Time (NRT) (in time) to battlefield requirements.

Tail Number Bins (TNB)—Locations established and controlled to store issued parts awaiting installation and parts removed to FOM. Holding bins are set up by tail number, serial number, or identification number.

Task Assignment List—Functional grouping of procedural steps from applicable -33 series TOs, by crew position, to be accomplished in sequence by each crew member during an operation.

Technical Administrative Function—Function responsible for ordering and posting instructions, processing all orders, enlisted performance ratings, and general administrative tasks for the section.

Technical Data—Information (regardless of the form or method of the recording) of a scientific or technical nature, including computer software documentation. As applied in this publication, it includes information required for the design, development, production, manufacture, assembly, operation, training, testing, repair, maintenance, or modification of defense articles.

Technical Order Distribution Office (TODO)—Function required to maintain records on TOs received and distributed.

Time Compliance Technical Order (TCTO)—Authorized method of directing and providing instructions for modifying equipment, and performing or initially establishing one-time inspections.

Tool Storage Facility/Tool Room—A controlled area within a work center designated for storage and issue of tools and equipment.

(Added-AETC) Total Aircraft Inventory (TAI)—Aircraft assigned to operating forces for mission accomplishment. Includes PAI, attrition, BAI, and reconstitution reserve.

Total Asset Visibility—The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of the Department of Defense's logistic practices.

(Added-AETC) Turnaround Time—The time from takeoff to takeoff for the same aircraft.

Unintentional Release—Store or ordnance launched or released through pilot error.

Unique Item Identifier (UII)—The set of data elements marked on items that are globally unique, unambiguous, and robust enough to ensure data information quality throughout life, and to support multi-faceted business applications and users.

Unit Committed Munitions List (UCML)/Test/Training Munitions List (TTML)—The UCML/TTML is a list of primary munitions (PM), support munitions (SM), and limited-use munitions (LM) necessary to meet unit operational and training requirements.

Unmanned Aerial Vehicle (UAV)—An unmanned aircraft that is either remotely piloted (such as, Predator) or programmed (such as, Global Hawk).

Urgency Justification Code—Two-digit code used to reflect the impact and type of need. The Urgency of Need Designator fills the first position of the Urgency Justification Code. Use of Urgency of Need Designator 1, A and J is restricted and is verified by designated personnel.

(Added-AETC) UTE Rate—The average number of required sorties or missions (or hours) flown (planned or actual) per PAI aircraft for a specific timeframe. HQ AETC/A4 establishes the annual maximum sustainable UTE rate. The monthly UTE rate is calculated as monthly sorties or missions (or hours) flown divided by PAI. The annual UTE rate is calculated as annual sorties or missions (or hours) flown divided by PAI divided by 12 months.

Utilization Rate (UTE Rate)—Average number of sorties or hours flown per primary assigned aircraft per period. Usually time period is based on a monthly rate.

War Readiness Engine (WRE) Levels—The quantity of net serviceable engines required to support the Air Force war tasking and to sustain operational units' war efforts until pipelines are filled and repair capabilities are available. These engines are to be available to support a weapon system from the start of the war until re-supply (via base, intermediate, CRF or depot repair) is established.

War Reserve Materiel (WRM)—Consists of enterprise managed, dynamically positioned equipment and consumables that contribute to initial operations and provide initial support cross the full range of military operations. It enhances Agile Combat Support capability to reduce the time required to achieve an operational capability and/or produce an operational effect.

Weapons Certification—The act of verifying and documenting a person's ability to load a particular type of aircraft, and munition or MFG within established standards.

Weapons Locally-Manufactured Equipment (LME)—All equipment that measures, tests, or verifies system, subsystem, component, or item integrity. It also includes equipment such as handling dollies, storage racks (except storage shelves), maintenance stands, or transport adapters. It does not include simple adapter cables and plugs constructed as troubleshooting aids to replace pin-to-pin jumper wires specified in TOs.

Weapons Standardization (WS)—Organization comprised of the WWM, a Superintendent, the Load Standardization Crew, an academic instructor, and lead crews.

Weapons Task Qualification—A munitions related task not requiring certification.

Weight and Balance (W&B) Program—Program used in calculating, verifying, updating, and computing weight and balance on a weapon system.

Attachment 2

Attachment 25 (Added)
WORLDWIDE IDENTIFIERS (WWID) BY ORGANIZATION

A25.1. 58 SOW WWIDs

58th Aircraft Maintenance Squadron	
NIGHT STALKER AMU	KVAA
OSPREY AMU	KVAE
512 AMU	KVAC
58th Maintenance Squadron	
Propulsion Flight	KVPP
Electrical/Environmental	KVCE
AFREP	KVVR
Avionics	KVVE
Non-Destructive Inspection	KVFN
AGE	KVGA
Fuels	KVCS
Metals Technology	KVSM
Structures	KVSS
Armament	KVRW
Repair and Reclamation/Wheel and Tire	KVMW
ISO	KVMA
Hydraulics	KVCP
58th Maintenance Group	
QA	KVXQ

Attachment 26 (Added)
58 MXG Manual JCNS

A26.1. (Added) Wing Plans, Scheduling and Documentation Section is responsible for assigning manual JCN for all work centers within the 58 MXG. If MIS becomes unavailable, the following JCNs are assigned to organizations/agencies/equipment as indicated:

Table A26.1. (Added) Manual JCN listing.

Maintenance Operations Center:	
MOC	2000-2099
58th Maintenance Squadron:	
Armament Flight:	2100-2149
Propulsion Flight:	2150-2299
Fabrication Flight:	2300-2399
Aerospace Ground Equipment Flight:	2400-2499
Avionics Flight:	2500-2599
AFREP Section:	2600-2649
Accessories Flight:	
ELEN Section	2650-2699
HYDE Section	2700-2749
Fuel Section	2750-2799
Maintenance Flight:	
Wheel/Tire Section	2951-2975
C130 ISO Dock:	
A Check	A501-A999
B Check	B501-B999
C Check	C501-C999
D Check	D501-D999
CV-22 Phase Dock:	
#1 Phase	A001-A500
#2 Phase	B001-B500
#3 Phase	C001-C500
#4 Phase	D001-D500
512th Aircraft Maintenance Unit:	
Crew Found:	3000-3099
HH-60 Flightline:	3100-3199
UH-1N Flightline:	3200-3299
Backshop:	1500-1524
H1 Phase:	
#1 Phase	A501-A999

#2 Phase	B501-B999
#3 Phase	C501-C999
#4 Phase	D501-D999
H60 Periodic	A501-A999
Cannibalization:	3300-3349
TCTO/OTI/SI/TCI/PS&D:	4600-4624
415th Aircraft Maintenance Unit:	
Crew Found:	3400-3449
FlightLine:	3500-3599
Backshop:	1525-1549
Cannibalization	3600-3649
TCTO/OTI/SI/TCI/PS&D:	4625-4649
71st Aircraft Maintenance Unit	
Crew Found:	7100-7199
Flightline:	7200-7299
Backshop:	1550-1599
Cannibalization:	7300-7399
TCTO/OTI/SI/TCI/PS&D:	4650-4699

Attachment 27 (Added)
58 SOW Standard Crew Ready Times

Table A27.1. (Added) Standard Crew Ready Times

UH-1N	HH-60G/W	MC/HC-130J	CV-22
1* HOUR	4.5* HOURS	3.25 HOURS	2 HOURS
*** ADD 30 MINUTES FOR GUNS**			

Table A27.2. (Added) Minimum Turn Time Between Scheduled Missions

UH-1N	HH-60G/W	MC/HC-130J	CV-22
2* HOURS	4.5* HOURS	5 HOURS	4 HOURS
***ADD 1 HOUR FOR GUNS**		***ADD 1 HOUR FOR HOIST**	

Note: Minimum turn time is the time between parking an aircraft after it returns from a sortie and the next take off on the same aircraft. The times illustrated above DO NOT apply to engine running aircrew face to face turnovers. Minimum turn time includes crew ready time and is the minimum time required for maintenance to prepare the aircraft for its next sortie. Minimum turn times are applicable to aircraft with no grounding discrepancies from previous sortie.

Attachment 28 (Added)
58 SOW Non-Tactical Call Signs

Table A28.1. (Added) Non-Tactical Call Signs:

58 SOW	
WING COMMANDER	EAGLE 1
VICE COMMANDER	EAGLE 2
FLIGHT SAFETY	FLIGHT SAFETY
GROUND SAFETY	SOW SAFETY
58 OG	
OPERATIONS GROUP (OG)	FALCON 1
OG DEPUTY COMMANDER (ROTARY	FALCON 2
OG DEPUTY COMMANDER (FIXED	FALCON 3
WING OPERATIONS CENTER	WOC
58 OSS	
COMMANDER	FALCON 4
AERIAL DELIVERY BASE	AD OPS
AERIAL DELIVERY FLT LINE	AD 1
AERIAL DELIVERY DROP ZONE	AD 2
LIFE SUPPORT BASE	LIFE SAVER BASE
LIFE SUPPORT FLT LINE	LIFE SAVER 1
LIFE SUPPORT FLT LINE	LIFE SAVER 2
58 TRS	
COMMANDER	FALCON 5
415 SOS	
COMMANDER	STALK 1
OPS OFFICER	STALK 2
OPS DESK	STALK OPS
512 RQS	
COMMANDER	SKULL 1
OPS OFFICER	SKULL 2
OPS DESK	SKULL OPS
71 SOS	
COMMANDER	DUSTY 01
OPS OFFICER	DUSTY 02
OPS DESK	RED BARN
58 MXG	
MAINTENANCE GROUP	MAINTENANCE 1
MAINTENANCE GROUP DEPUTY	MAINTENANCE 2
MAINTENANCE GROUP CIVILIAN	MAINTENANCE 3
MAINTENANCE GROUP	MAINTENANCE
ENVIRONMENTAL	ENVIRONMENTAL 1

ENVIRONMENTAL	ENVIRONMENTAL 2
QUALITY ASSURANCE CHIEF	QA CHIEF
QUALITY ASSURANCE CHIEF	QA 1
QUALITY ASSURANCE (as applicable)	QA 2
QUALITY ASSURANCE (as applicable)	QA 3
QUALITY ASSURANCE (as applicable)	QA 4
QUALITY ASSURANCE (as applicable)	QA 5
QUALITY ASSURANCE (as applicable)	QA 6
QUALITY ASSURANCE (as applicable)	QA 7
QUALITY ASSURANCE OFFICE	QA BASE
58 MOS	
COMMANDER	HAWK 1
MAINTENANCE OPERATIONS	HAWK 2
MAINTENANCE OPERATIONS	MOC
MAINTENANCE OPERATIONS	MOC SUPER
58 AMXS	
COMMANDER	PHOENIX 1
SUPERVISION	PHOENIX 2
SUPERINTENDENT	PHOENIX SUPER
DUTY OFFICER	PHOENIX 3
PRODUCTION SUPERINTENDENT	PHOENIX 4
MATERIAL CONTROL	VIPER BASE
SUPPLY FLT LINE	VIPER 1
SUPPLY FLT LINE	VIPER 2
SUPPLY FLT LINE	VIPER 3
58 AMXS/MXAA (C-130)	
UHF PRODUCTION	STALKER
UHF MAINTENANCE	STALKER
OIC	STALKER 1
NCOIC/CHIEF	STALKER CHIEF
ASSISTANT OIC	STALKER 2
LEAD PRODUCTION	STALKER 3
PRODUCTION SUPERINTENDENT	STALKER 4
EXPEDITER	STALKER 5
SPECIALIST EXPEDITOR	STALKER 7
DEBRIEF	STALKER 8
-21 EQUIPMENT	STALKER 13
ENGINESHOP	STALKER ENGINES
HYDRAULICS SHOP	STALKER
ELECTRIC SHOP	STALKER ELECTRICS
58 AMXS/MXAA (C-130) (cont'd)	
GUIDANCE AND CONTROL SHOP	STALKER GACS
COMM/NAV SHOP	STALKER

(CTK)	STALKER 10
SUPPLY	STALKER 11
MAINTENANCE RECOVERY TEAM	STALKER RECOVERY
CREW CHIEF ON AIRCRAFT	AIRCRAFT #
58 AMXS/MXAC (H-60, UH-1)	
UHF PRODUCTION	BANDIT
UHF MAINTENANCE	BANDIT
PROGRAM MANAGER	BANDIT SUPER
PRODUCTION MANAGER	BANDIT 2
QUALITY CONTROL	BANDIT QA
PRODUCTION SUPERINTENDENT	BANDIT 4
LEAD (HH-60)	BANDIT 6
LEAD (UH-1)	BANDIT 7
DEBRIEF	BANDIT 8
UH-1 FCF CREW	BANDIT 11
HH-60 FCF CREW	BANDIT 13
MAINTENANCE RECOVERY TEAM	BANDIT RECOVERY
PHASE DOCK	BANDIT PHASE
CONTRACT MAINTENANCE COR	
CHIEF COR (GOV)	COR 1
QUALITY ASSURANCE EVALUATOR	COR 2
QUALITY ASSURANCE EVALUATOR	COR 3
QUALITY ASSURANCE EVALUATOR	COR BASE
58 AMXS/MXAE (CV-22)	
UHF PRODUCTION	OSPREY
UHF MAINTENANCE	OSPREY
OIC	OSPREY 1
NCOIC/CHIEF	OSPREY CHIEF
ASSISTANT OIC	OSPREY 2
LEAD PRODUCTION	OSPREY 3
PRODUCTION SUPERINTENDENT	OSPREY 4
EXPEDITER	OSPREY 5
SPECIALISTS	OSPREY 7
DEBRIEF	OSPREY 8
TOOL ROOM (CTK)	OSPREY 10
PHASE	OSPREY 21
CREW CHIEF ON AIRCRAFT	AIRCRAFT #
MAINTENANCE RECOVERY TEAM	OSPREY RECOVERY
58 MXS	
UHF PRODUCTION	RATTLER
UHF MAINTENANCE	RATTLER
COMMANDER	RATTLER 1
SUPERVISION	RATTLER 2

SUPERINTENDENT	RATTLER CHIEF
ASSISTANT SUPERINTENDENT	RATTLER 3
PRODUCTION SUPERINTENDENT	RATTLER 4
ACCESSORIES FLIGHT CHIEF	ACCESSORIES SUPER
ELECTRICAL & ENVIRONMENTAL	RATTLER 5
FUELS BASE	FUELS BASE
FUELS SYSTEMS	RATTLER 6
HYDRAULIC SHOP	RATTLER 7
AGE FLIGHT CHIEF	AGE SUPER
AGE SERVICING SECTION	AGE BASE
AGE DISPATCH	RATTLER 8
AGE DISPATCH/TA	RATTLER 9
ARMAMENTS FLIGHT	GUNS SUPER
ARMAMENT BASE	GUNS BASE
GUNS 1	RATTLER 10
GUNS 2	RATTLER 11
AVIONICS FLIGHT	AVIONICS SUPER
COMM NAV BASE	COMM NAV BASE
INTEGRATED AVIONICS	RATTLER 12
COMM NAV	RATTLER 13
ECM BASE	ECM BASE
ECM	RATTLER 14
GUIDANCE AND CONTROL BASE	GACS BASE
GUIDANCE AND CONTROL	RATTLER 15
SENSORS	RATTLER 16
FABRICATION FLIGHT	FAB SUPER
NON DESTRUCTIVE INSPECTION	RATTLER 17
STRUCTUAL MAINTENANCE BASE	SHEET METAL BASE
STRUCTUAL MAINTENANCE	RATTLER 18
METALS TECHNOLOGY	RATTLER 26
PROPULSION FLIGHT	PROP SUPER
TEST CELL	RATTLER 19
MAINTENANCE FLIGHT	MAINT FLT SUPER
AERO REPAIR/TIRE SHOP	RATTLER 20
PHASE DOCK	RATTLER 21
ISO DOCK	RATTLER 22
AGE DISPATCH/AGE SUPPORT	RATTLER 23
AGE DISPATCH/ADDITIONAL	RATTLER 24
AGE DISPATCH/ADDITIONAL	RATTLER 25
58 MXS (cont'd)	
CRASH & RECOVERY	DART 1
CRASH & RECOVERY	DART 2
CRASH & RECOVERY	DART 3

CRASH & RECOVERY	DART 4
CONTRACT MAINTENANCE COR	
CHIEF COR (GOV)	COR 1
QUALITY ASSURANCE EVALUATOR	COR 2
DISASTER PREPAREDNESS	
(OS DRF) REPRESENTATIVE	RECOVERY 1
CONTAMINATION CONTROL TEAM	RECOVERY 2
SHELTER MANAGEMENT TEAM 1	SHELTER 1
SHELTER MANAGEMENT TEAM 2	SHELTER 2
377 LRS/LGR	
BASE SUPPLY	TUMBLEWEED 1
SUPPLY SUPERVISOR	TUMBLEWEED 2

Attachment 29 (Added)
Flight Line FOD Area Map

Figure A29.1. 58 MXG FOD Walk Map.