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This supplement implements and extends the guidance of AFI21-101_AFRCSUP AIRCRAFT AND EQUIPMENT MAINTENANCE. It applies to all 910th Airlift Wing (910AW) personnel which enter the flight line or aircraft maintenance areas to include all wing organizations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision incorporates Composite Tool Kit (CTK) Management procedures.

1.18.2.3. The 910 MXG maintains three contracts: fleet services, aircraft wash, and rag cleaning. In the event of contract lapse, default, or termination the following would occur:

1.18.2.3.1. For fleet services and aircraft wash, Crew Chief personnel from both MXS (MXMT) and AMXS (A1AFM) would share the responsibilities of performing both of these tasks. The shared responsibilities will be based on workload and decided between the AMXS and MXS Commanders and/or Superintendents.

1.18.2.3.2. In the event of contract disruption, the support equipment section (MXAS) will be expected to wash, dry and return rags to the flights requiring rag cleaning.

2.4.3.23. Local manufacture procedures are written in section 9.17 of this supplement.

2.4.4.3.18. 910 MXG procedures for impound are written into **Chapter 7** of this supplement.

2.4.3.15.1. Procedures for “repeat” and “recur”:

2.4.3.15.1.1. Maintenance Operations Center (MOC) will enter Repeat/Recur on the discrepancy into the MIS and file a paper copy of the 9050 screen indicating “repeat/recur” for historical record.

2.4.3.15.1.2. Flight Chief/Section Supervisor will ensure previous discrepancy documentation is reviewed for troubleshooting purposes.

2.4.3.15.2. Procedures for “Could Not Duplicate” (CND):

2.4.3.15.2.1. Technician will notify Pro-Super or Flight line Expeditor of CND.

2.4.3.15.2.2. Production Superintendent / Expeditor will inform MOC when a CND is declared by the technician.

2.4.3.15.2.3. MOC will file a paper copy of the 9050 screen indicating CND for historical record.

2.4.3.25. Specific procedures for cannibalization actions will be found in **Chapter 11.13.10** of this supplement.

2.4.2.46. The 910 MXG does not have a Ground Instructional Training Aircraft or Training Aircraft Aid assigned.

2.4.1.7. The 910 MXG does not maintain a permanent Transient Alert section. 910 MXG will support transient aircraft with available manpower, support equipment, fuel, LOX, supplies, and parts as needed.

2.4.2.19. The QA office will ensure Flights have sufficient quantities of eTools available. All eTool assets will be controlled using the computer inventory procedures developed by the 910 Communications squadrons for IT asset management as control.

2.4.2.20. The 910 MXG will follow procedures below for accurate forms documentation:

2.4.2.20.1. Assigned personnel will ensure Aircraft forms and MDC are complete for all completed maintenance actions prior to the end of every shift.

2.4.2.20.2. The Dedicated Crew Chief or assigned personnel will coordinate with Expeditor/Pro-Super and PS&D to review all forms/MIS documentation to ensure all maintenance actions are completed when recovering an aircraft from PDM, ISO, HSC, CFT or other extensive maintenance actions.

2.4.2.20.3. The Expeditor/Pro-Super will ensure all IPI's, operational checks and maintenance actions are signed off correctly in both the aircraft forms and MIS prior to releasing an aircraft. Ensure aircraft status is correct before releasing an aircraft for flight, coordinate with primary crew chief and MOCC to review all forms/MIS documentation. Ensure all maintenance actions are complete when recovering an aircraft from PDM, ISO, HSC, CFT or other extensive maintenance actions.

2.4.2.20. The PS&D section will review form 95's and ensure all TCTO's, W&B, serial number tracking, and configuration management prior to returning an aircraft to service after an extensive maintenance action.

2.4.2.20.1. Refer to QA office any maintenance actions that may require an OCF or FCF.

2.4.2.20.2. The QA office will review all aircraft forms documentation to determine if OCF or FCF is required after extensive maintenance actions.

3.2.2. If suspected Hot Brake condition exists MOC will run Emergency Checklist #7.

3.7. **(Added)** Aircraft Maintenance Squadron (AMXS) (910 AW) For the purposes of this instruction, the Debrief Section is defined as a collaboration between 910 MXG/MXOC and 910 AMXS/ MXAS, both sections should be present for the debrief process.

3.7.1.1. The debriefer will initiate the approved Job Control Number (JCN) from the JCN numbers list maintained in the AFTO Forms 781 binder. The debriefer will forward a copy of the AFTO 781A and original AFTO 781H, *Aerospace Vehicle Flight Status and Maintenance* to MOCC.

3.7.1.2. The Expediter/Production Superintendent will ensure that the aircrew and debriefer have completed all required annotations.

3.7.2. The Expediter/Production Superintendent will notify MOCC For Dropped Object and possible impoundment, to include engine malfunctions requiring impoundment.

3.7.2.1. **(Added)** (910 AW) 910 MXG/MXOC will initiate appropriate checklist as required.

3.7.10. The aircrew will forward the AFTO 781, *Aircrew Mission/Flight Data Document* to MOCC. MOCC will validate correct airframe times from the AFTO 781 and AFTO 781H before entering in the MIS.

5.2.1.3. Maintenance Operations Center (MOC) is primarily responsible for assigning job control numbers for all aircraft discrepancies found by aircrew and/or maintenance personnel. Flight line personnel will create on-equipment JCN's for the following routine tasks BPO/Preflights, Thru- Flights, Preflights, and DOPP Inspections. All discrepancies that require other work centers will coordinate through MOC. During Isochronal Inspections, the dock coordinator will assign job control numbers. Work centers will utilize the designated block of numbers under Support Equipment in the assignment of in-shop discrepancies.

5.2.5.1.11. Control the assignment of unit work center and mnemonic codes:

SECTION	MNEMONIC	W/C Number
Maintenance Group CC/Staff	MXGCC	A0000
Quality Assurance	MXGQA	A0010
Maintenance OPS /Staff	MOS CC	A1000
Maintenance Training	MTFLT	Al 100
Plans Sched & Documentation	SCHED	A1220
Maintenance Data Analysis	MDSA	A1230
Maintenance Supply Liaison	MSL	A1260
Programs & Deployment	PLANS	A1300
Deleted Person (90 DAY HOLD)	HOLD	A9998
AMXS Squadron CC/Staff	A1CC	AA000
Maintenance Operations Center	MOC	AL250
Sortie Generation Flight	A1AFM	AA1AF
Deployed Work Center	A1DEP	AA900
MXS Squadron CC/STAFF	MXSCC	AE000
Avionics Flight Management	AVIFM	AE100
Back shop Integrates Avionics	AVON	AE110
Aero Repair	AERO	AE210
ISO Inspection Dock	ISO1	AE240
Support Equipment	MXAS	AA325
Aerospace Ground Equipment	AGEFM	AE300
Munitions	MUNFM	AE400
Propulsion Flight	ENGM	AE610
Fabrication Flight Management	FABFM	AE700
Non Destructive Inspection	NDI	AE710
Structural /Corrosion Repair	SMCO	AE720
Metals Technology	MTECH	AE730
Accessories Flight Management	ACYFM	AE800
Fuel Systems	FUEL	AE805
Hydraulics	HYDR	AE810
Electro/Environmental	ELEN	AE815
Aerial Spray Shop	SPRAY	AE905
Resource Advisor	BDGT	A1310
Propulsion/ AMU	A1ASP	AA1AP
Electro/Environmental/ AMU	A1ASE	AA1AE
Hydraulics/ AMU	A1ASH	AA1AH
Flightline Integrated Avionics	A1ASC	AA1AN
Specialist Flight Chief/ AMU	A1AS	AA1AS

Table 5.1. (Added-910AW)

Situation	Office Symbol	Work Center	Last Four Digits	
Misc Inspections	MXQ	MXGQA	3000 to 3099	
ISO Inspection	MXQ	MXGQA	3100 to 3159	
FCF	MXQ	MXGQA	3160 to 3200	
Spray (all)	MXMX	SPRAY	5000 to 5199	
Transient Acft	MXAA	A1AFM	6000 to 6050	
Debrief Acft	MXAA	A1AFM	Aircraft	Debrief
89-9106			7100 to 7109	7110 to 7119
90-0107			7120 to 7129	7130 to 7139
90-0108			7140 to 7149	7150 to 7159
92-3022			7180 to 7189	7190 to 7199
92-3023			7200 to 7209	7210 to 7219
92-3024			7220 to 7229	7230 to 7239
20-5982			7300 to 7309	7310 to 7319
20-5991			7320 to 7329	7330 to 7339
21-6001			7340 to 7349	7350 to 7359
21-6002			7360 to 7369	7373 to 7379
22-6011			7480 to 7489	7490 to 7499
22-6012			7400 to 7409	7410 to 7419
22-6016			7420 to 7429	7430 to 7439
22-6021			7440 to 7449	7450 to 7459
ISO Acft	MXMT	ISO1	#1 Minor ISO	A001 to A999
			#2 Minor ISO	B001 to B999
			#3 Minor ISO	C001 to C999
			Major ISO	D001 to D999
Deployed Acft	MXOD	A1DEP	5300 to 5399	
Unscheduled Maint	MXOD	MOC	9000 to 9100	
AGE	MXMG	AGEFM	A001 to A999	
Local Manufacture	MXOM	DSM	9200 to 9215	
Acft Cannibalization	MXOD	MOC	5200 to 5249	
Engine Cannibalization	MXOD	MOC	5250 to 5299	
Support Equipment				
	MXMV	AVCN	8201 to 8250	
	MXMW	MUNFM	8351 to 8400	
	MXMC	HYDR	8401 to 8450	
	MXMC	ELEN	8451 to 8500	
	MXMC	FUEL	8501 to 8550	
	MXMT	AERO	8551 to 8600	
	MXMP	ENGM	4000 to 4050	
	MXMF	NDIS	4051 to 4100	
	MXMF	SMCO	4101 to 4150	
	MXMF	MTECH	4151 to 4200	

MXAAA	A1AFM	4251 to 4300
MXAS	A1SDR	4301 to 4350
MXMX	SPRAY	4351 to 4400
MXMT	ISO1	4400 to 4499

6.4.8. QA inspectors will use the Logistics Evaluation Assurances Program (LEAP) to document inspections. Use the LEAP-GO81 User's Manual for specific procedures to ensure proper use of the program.

6.12.2.1.1.1. Maintenance Supervision will inform the Plans and Scheduling Office of any FCF/ OCF requirements due to maintenance performed or aircraft acceptance. Plans and Scheduling will coordinate the FCF/OCF with the Quality Assurance Office and the 910 Operations Group. Quality Assurance will coordinate the aircrew briefing.

6.12.2.1.1.2. Scheduling of FCF/OCFs: After being informed of the FCF/OCF requirement, the Plans and Scheduling office will schedule the FCF/OCF after coordinating with the Operations Group. After the FCF aircrew has been scheduled, Plans and Scheduling will confirm the date and time with Quality Assurance.

6.12.2.1.1.3. Per T.O. 1-1-300, FCF/OCF will be conducted using the minimum aircrew required to perform check flight duties or accomplish in-flight requirements. Check flights will be accomplished without cargo and nonessential passengers.

6.12.3.1.1.4. Prior to the aircrew preflight, the aircraft commander, co-pilot, navigator (if required), flight engineer and loadmaster will report to Quality Assurance to review the forms and the planned flight profile. Quality Assurance will brief all maintenance discrepancies that are pertinent to the FCF/OCF crew prior to release of the aircraft. Quality Assurance will provide the aircrew with the FCF/OCF checklist for review prior to flight.

6.12.3.4.1. After the aircraft has been released the aircraft crew chief will provide Quality Assurance the AFTO Form 781A, Maintenance Discrepancy and Work Document approximately two hours prior to FCF/OCF aircrew briefing. Quality Assurance will review the records to determine that the necessary maintenance and inspections have been accomplished and required entries or transcription have been completed.

6.12.5.2. Each crew member will carefully evaluate each FCF checklist (T.O. lC-130H- 6CL-I) item relative to crew position, record all discrepancies discovered on the AFTO Form 78IA, and sign the "Discovered By" block per TO 00-20-1. All discrepancies found must be annotated in the aircraft forms in detail to assist in the maintenance action. Quality Assurance will assign job control numbers to discrepancies discovered during FCF.

6.12.5.3. Upon completion of the FCF, the aircrew will be debriefed IAW 910AWI21- 300, Debrief Procedures. A QA representative will attend debrief and collect completed checklist, TO 1C-30H-6CL-1. If the aircraft commander has determined that all aircraft systems have met the criteria in TO 1C-130H-6CL-1, the aircraft commander will release the aircraft. Once the aircraft has been released, Quality Assurance will forward all required documentation to the Plans & Scheduling office to be filed in the aircraft document file. Quality Assurance will keep a copy of the checklist and FCF/OCF log. If the aircraft commander does not release the aircraft, maintenance and aircrew will discuss the discrepancies and appropriate maintenance action will be taken prior to the aircraft being scheduled for another FCF/OCF.

6.12.5.4. Quality Assurance will review the Air Force Technical Order (AFTO) Forms 781A, after corrective actions for FCF discrepancies are complete.

6.12.5.5. Aircraft Disposition on Completion of FCF: In the event additional maintenance or flight checks are necessary, the aircraft will be returned to the Production Superintendent through Quality Assurance.

6.13.2. When OCFs are accomplished to check specific equipment or systems, only applicable portions of the checklist will be used. OCFs will be flown by experienced aircrews (not required to be an FCF qualified aircrew) and will be accomplished following the same maintenance criteria as FCFs.

7.5.12. Aircraft throttles binding not covered by technical order data

7.5.13. Accident/structural damage or fire.

7.5.14. Aircraft equipped for spray:

7.5.14.1. Spills that may occur inside the aircraft

7.5.14.2. Modular Aerial Spray System (MASS) units that may have a serious problem.

7.6.1.1. Enter in the AFTO Form 781A or the AFTO Form 244 the name/names of the Impoundment Official/Senior Noncommissioned Officer (SNCO) along with the QA representative and work center team leader to whom the aircraft/equipment will be released for investigation

7.6.1.2. If an aircraft is impounded on the flight line or in a hangar, highlight the aircraft by attaching a placard and streamer that state, “Aircraft Impounded, Authorized Personnel Only” to the crew entrance door lock.

7.6.1.3. The Impound Checklist and Impound Access Log will be used in conjunction with these instructions to document Impound actions. (Refer to **Attachment 15**, “Impound Checklist” and **Attachment 16**, “Impound Log”).

7.6.1.4. The Expeditor responsibilities:

7.6.1.4.1. Notify Maintenance Operations Center (MOC) of a possible impoundment action on an aircraft. Provide the discrepancy, aircraft tail number and location.

7.6.1.4.2. Ensure the aircrew gives a detailed description of the problem and is available for discussion.

7.6.2.1. MOC responsibilities:

7.6.2.1.1. Notify the 910 AW Wing Commander, Operations Group Commander, Maintenance Group Commander, Quality Assurance Superintendent and Maintenance Senior Leaders who need to be involved with the impoundment.

7.6.2.1.2. If event occurs after duty hours, MOC will make positive contact with the individuals above using the recall roster.

7.6.2.1.3. Request the performing work center to send their most qualified person to debrief the aircraft problem.

7.6.7. The QA office will ensure the impoundments are up channeled to NAF/A4 and HQ AFRC/A4M.

7.6.8.1. The Impoundment Official, team leader and QA will review the forms to ensure the corrective action has been completed and brief the OG/CC, MXG/CC or designated representative (Impoundment Authority/Releasing Authority) on the corrective action. Written record of findings/corrective actions must be on file with log and checklist.

7.6.8.2. OG/CC, MXG/CC or a designated representative (Impoundment Authority/Releasing Authority) listed on the SCR is the final releasing authority for impounded aircraft/equipment. The Impoundment Authority/Releasing Authority will release the aircraft/equipment by entering in the AFTO Form 781A/AFTO 244, "Investigation complete, all corrective actions have been reviewed, aircraft/equipment released." "Reference back to the original discrepancy and sign the AFTO Form 781A or AFTO 244 "Inspected By" block of the impoundment and initial over the red X symbol."

7.6.11. During hours of local flying when the above offices are not available (night flying) the Night Shift Supervisor will contact the MXG/CC or appointee to determine impoundment. The Night Shift Supervisor will seal the aircraft and contact the Supervisor of Flying (SOF) and MOC to ensure the impoundment is documented on turn over logs. The aircraft seal will only be removed by order of the OG/CC, MXG/CC or appointee.

8.2.1.2. In a one-person shop, the same individual may inventory non-dispatchable CTK at the beginning and end of each shift. Dispatchable CTK's will be signed out using TCMax. In the event there is no other person available to sign the toolbox / tools back in using TCMax, personnel will utilize the AFRC form 177 ensuring that all information is filled in to include writing TCMax in the signed-out block. The next day / shift, a different person will review the tools/ toolbox for inventory, ensure AFRC form 177 was completed and then sign tools/ toolbox back into inventory using TCMax.

8.2.1.2.2. Aircrew Flight Equipment (AFE) personnel that dispatch tool kits to the flight line will do so in accordance with AFI 11-301V1. Furthermore, all AFE CTK's are identified as T9FJX1001 thru T9FJX1018. AFE is currently not using an electronic tool accountability system. Aircrew dispatchable tool kits have not been identified. However, any additions of aforementioned kits will be coordinated through the AFE superintendents and 910 MXG QA superintendent for inclusion in this supplement.

8.2.1.3. Tools will be stored in a consolidated tool kit, each tool will be shadowed and etched.

8.2.2. All CTK inventories will be documented in and maintained in TCMax.

8.2.2.1. Annual inventories will be documented in TCMax as an Annual inspection. There is no need to print a new MIL unless the inventory changes.

8.2.3.1. Ensure all broken or defective warranted tools are disposed of properly, or exchanged thru the CTK custodian or Flight chief for a one-for-one swaps with the warrantor.

8.2.6.1. If a tool is discovered missing and was last used on an aircraft that has since taxied-out or taken-off, immediately contact the Pro-Super, MOC or MXG/QA. The first office contacted will make contact with the MXG/CC to have the aircraft immediately returned to home station and lost tool procedures started.

8.2.9. Rag inventory will be maintained in TCMax. Rags will be stored in a secure location and issued out in TCMax for positive control.

8.2.10. Tools will be purchased by GSA cardholders.

8.2.10.1. Replacement tool requirements will be determined by the Flight Chief and the CTK Custodians.

8.2.11. Locally manufactured or developed tools/equipment will be requested by the custodian or shop supervisor IAW **Chapter 9** of this supplement.

8.2.12. Control of tools by contractors, depot teams, factory representatives, contract field teams, and contractors supporting aircraft maintenance functions and facilities will use procedures for tool control in accordance with their government contract. If tool control is not covered in the contract then, as a minimum, tools will be etched or marked in some way to identify who owns the tools. In addition, long-term contractors will be required to have all tools shadowed to highlight missing tools and make it easier to accomplish required inventories. For the purposes of this instruction, "long term" is defined as a contractor supporting aircraft maintenance functions for over 180 continuous days. For all depot teams, factory representatives, and contract field teams, the team chief is responsible for inventory of tools and inventory documentation at the end of each work shift. Lost tools will be reported to a QA representative if the tool is not immediately recovered.

8.2.13. Decentralized CTK sign out procedures: The toolbox will be signed out at the owning work center, a folder identified by the toolbox EID will be taken to the box, this will contain the AFRC 175, 177 the CTK will be inventoried and member will sign the AFRC 177. Custodial responsibility begins when inventory is completed and AFRC 177 is signed. At the end of use another person will inventory the box and sign the AFRC 177, this will be returned to the CTK room enabling the toolbox to be signed back in. Lost, broken, or removed tools will be annotated on the AFRC 175, Missing/Removed Tools and Equipment, and transcribed into TCMax.

8.2.14. CDDAR equipment trailer will be clearly marked with assigned EID number on the outside of trailer. Equipment contained in trailer that cannot be silhouetted / shadowed will be labeled with nomenclature and quantity at its storage location. Positive control is required in the form of physical inventories at the start and stop of a procedure or at a minimum daily when in use. All Hand-tools on the trailer fall under the CTK program guidelines and will be etched with appropriate CTK EID number. Operating Stock/materials need a master listing or other type of positive control.

8.2.15. In a one-person shop, the same individual may inventory non-dispatchable CTK at the beginning and end of each shift. Dispatchable CTK's will be signed out using TCMax. In the event there is no other person available to sign the toolbox / tools back in using TCMax, personnel will utilize the AFRC form 177 ensuring that all information is filled in to include writing TCMax in the signed-out block. The next day / shift, a different person will review the tools/ toolbox for inventory, ensure AFRC form 177 was completed and then sign tools/ toolbox back into inventory using TCMax.

8.2.16.1. If the Tool Storage Facility/Tool Room is unable to be secured CTK keys will be secured separately from CTK.

8.2.17. FOD Pouches if attached to dispatchable CTK will be listed on the MIL.

8.2.18. Mobile Work Station (MWS), Electronic Tools (E-Tools), and dispatchable accessories will be loaded and tracked in TCMax.

8.3.6. Work center 7 level will sign the review block on MIL. Designated CTK custodian / NCOIC may sign inventory approved by block on MIL in lieu of Flight Chief.

8.3.6.4.2.1. CTK keys will be marked with the applicable CTK number and listed on the MIL with appropriate QTY. If the key is being stored separately from CTK for security, then the location of the key needs to be annotated on the MIL in the comments section. (e.g. stored in key box when CTK is not in use) Some CTK's have multiple keys for separate compartments. Total number of keys is identified in the nomenclature block with the ring and id tag.

8.3.6.8. Locations of tools will be listed by drawer/section on the MIL.

8.6.1.2.1.1. First two characters are T9 to represent Youngstown ARS.

8.6.1.2.1.2. Third Character is as follows:

8.6.1.2.1.2.1. M - 910 Maintenance Squadron.

8.6.1.2.1.2.2. A - 910 Aircraft Maintenance Squadron.

8.6.1.2.1.2.3. L – 910 Maintenance Group/Maintenance Operations Flight

8.6.1.2.1.2.4. F - 910 Operations Group (AFE)

8.6.1.2.1.5. The fourth character is the shop designator. The following will apply:

8.6.1.2.1.5.1. G – Aero Space Ground Equipment (AGE)

8.6.1.2.1.5.2. A – Avionics

8.6.1.2.1.5.3. D – Spray Shop

8.6.1.2.1.5.4. E –Electro Environmental Shop

8.6.1.2.1.5.5. F – Fuel shop

8.6.1.2.1.5.6. H - Pneudraulic Shop

8.6.1.2.1.5.7. I - ISO Dock

8.6.1.2.1.5.8. J - Jet Shop

8.6.1.2.1.5.9. M - MTEC Shop

8.6.1.2.1.5.10. N - NDI Shop

8.6.1.2.1.5.11. R - Aero Repair Shop

8.6.1.2.1.5.12. S - Structural Repair Shop

8.6.1.2.1.5.13. W - Munitions Shop

8.6.1.2.1.5.14. Q - Quality Assurance

8.6.1.2.1.5.15. L – AMXS / AMU

8.6.1.2.1.5.16. S - Support Equipment

8.6.1.2.1.5.17. J- Aircrew Flight Equipment (AFE)

9.17.2. The 910 MXG/CC Authorized Local Manufacture of items using the following procedures:

9.17.2.1. Request for Local Manufacture for Nonrecurring (One Time) items. 910 AW Form 53 worksheet, Locally Manufactured Requests is now a complete electronic form and will be completed as follows:

9.17.2.1.2. 910 AW Form 53 Section A will be completed by the requesting/initiation work center and forwarded to the performing work center supervisor.

9.17.2.1.2. The performing work center supervisor or designated representative will review 910 AW Form 53 worksheet to determine if the work center can locally manufacture the item. The performing work center will digitally sign the 910 AW Form 53 worksheet, and forward to the Quality Assurance (QA) Office for review.

9.17.2.1.3. The QA office will review the request and ensure it is tracked for applicability and current configuration. The QA office will then digitally sign and forward to the MXM officer/Maintenance Superintendent.

9.17.2.2. The MXM officer/Maintenance Superintendent or designated representative will review the request and sign digitally to complete Section A. The MXM officer/Maintenance Superintendent will then forward all approved requests to the Decentralized Material Support (DMS), disapproved requests will be returned to requestor/initiator.

9.17.2.3. DMS will input the local manufacture request information into the 9128 program in GO81 generating a 350 TAG, then complete Section B by digitally signing the form and forwarding it to the performing work center.

9.17.2.4. The performing work center supervisor or designated representative will ensure the required item is manufactured and then complete Section C of the form and forward it to DMS. The performing work center will notify requesting/initiating work center when item is ready for pick-up.

9.17.2.5. DMS will complete Section D and file the completed form IAW Records Disposition Schedule (RDS), Table 21-11, Rule 35. DMS will also route a complete, digitally signed copy of the 910 AW Form 53 worksheet to the QA office for their records.

9.17.2.6. Local manufacture or fabrication of equipment items coded local manufacture non-stock listed will not be processed without prior approval from the Equipment Management Section (EMS) in Base Supply.

9.17.2.6.1. Local manufactured equipment such as stands, racks for storing cowling, rails, panels and etc. must be processed through the EMS to have a local stock number assigned and inputs processed so the item appears on the CA/CRL listing. All local manufactured equipment must have a DD Form 1574 (Serviceable Tag) and/or an AFTO Form 244 (Industrial/Support Equipment Record) attached as required.

9.17.2.7. All locally manufactured, developed or modified tools and equipment must be approved by the MXG/CC or their designated representative. This procedure does not apply to local manufacture, modification or design of tools authorized in specific technical data. QA coordinates on all requests for approval and use of locally designed tools or equipment.

9.17.2.8. Weapons loading, maintenance and armament systems flight locally designed equipment must be coordinated through the Wing Weapons Manager (WWM)

9.17.2.9. After the Fact Request: After the fact approval is authorized only for emergency, need of mission essential parts, or when it is impractical to stop normal in-process repair. Action will be coordinated through MXG/QA. The requesting shop must complete and process a 910 AW Form 53 worksheet as soon as possible.

9.17.2.10. Recurring Request: All such requests must be approved by MXG/CC after review by MXG Supervision and QA. Any questions regarding recurring requests can be research using AFMAN 23-122.

9.18.5. Flights that regularly maintain repair cycle assets will:

9.18.5.1. Ensure item has proper supply status tags or completed AFTO 350 tag.

9.18.5.2. Determine whether item is a Due In For Maintenance (DIFM), if so enter item in locally generated DIFM control log.

9.18.5.3. Check item against 910th Maintenance Group NRTS Listing.

9.18.5.4. Ensure the proper three position DIFM status code is assigned and entered in GO81.

9.18.5.5. Repair or NRTS item according to supply SRAN codes.

9.18.5.6. Process item for delivery to DMS, by properly packaging and completing appropriate condition tag paperwork.

9.18.5.7. Coordinate with Supply or DMS for delivery of item. Ensure Supply or DMS personnel initial locally generated DIFM control log accepting physical responsibility for the item.

11.6.5. The Pro Super or Flight line Expeditor will have responsibility to identify a “Red Ball” discrepancy to MOC.

11.6.5.1. The Pro Super or Flight line Expeditor will provide MOC with the Work Unit Code (WUC), Job Control Number (JCN), the discrepancy narrative and request technicians be dispatched to the aircraft.

11.6.5.2. The Pro Super or Flight line Expeditor will ensure the discrepancy is entered into the aircraft forms.

11.6.5.3. The Pro Super or Flight line Expeditor will order the parts from DMS thru the land mobile radio (LMR). When ordering required parts, the Production Superintendent or Flight line Expeditor will state the term “Red Ball”. These parts will always be ordered priority 2.

11.6.5.4. The Pro Super or Flight line Expeditor will:

11.6.5.4.1. Ensure the discrepancy is corrected

11.6.5.4.2. Aircraft forms are documented correctly

11.6.5.4.3. The DOP inspection is complied with (If required)

11.6.5.4.4. The aircraft is released back to the aircrew

11.6.5.4.5. Ensure the aircraft status is updated with MOC.

11.6.5.5. The MOC will close the pacing job without MDC taken in the MIS and ensure status is correct in the MIS.

11.6.5.6. The technician(s) repairing the job will return to the work center and complete all documentation (e.g. MIS, Serviceability Tags, Parts Turn-In).

11.6.5.7. The respective supervisor of the technicians performing the maintenance will review documentation to ensure the discrepancy was completed and documented accurately.

11.8.3.2.1. **(Added)** Protective plugs and covers must be installed in the aircraft as applicable with technical data when aircraft is parked and will remain installed on aircraft as close to crew show as possible to prevent FOD.

11.8.3.3. Throttle quadrant covers must be installed without delay after each flight and remain in place while on the ground.

11.8.3.6. **(Added)** Wearing of loose clothing and/or articles around engine/equipment intakes is prohibited. The wear of clothing on the flight line must be consistent with FOD prevention in mind. Personnel will pay close attention to straps, buckles, quick release clips and accountable tool pouches to ensure they are properly secured to their clothing, belts, back packs, etc…in order to prevent entanglement during working operations. At no time will hats be permitted to be worn within the areas of operating aircraft engines to include auxiliary power units of the aircraft. Wigs, hairpieces, metal hair fasteners, and all jewelry (rings, bracelets, necklaces, earrings, etc.) of any material is not permitted to be worn on the flight line.

11.8.3.12. A thorough FO inspection of the flight deck area will be conducted before and after flight

11.9.1.1. The Quality Assurance Office (MXQ) is the Dropped Object Program monitor and the investigating office for the Dropped Object Program. MXQ will immediately investigate reports of aircraft parts or objects that have dropped from an aircraft in an effort to identify the cause. Ensure a Material Deficiency Report (PQDR) is submitted (if applicable). Dropped Object incidents will be included in the MXQ monthly and quarterly summary

11.13.3.1. 910 MXG Procedures for CANN:

11.13.3.1.1. Maintenance Operations Center (MOC) responsibilities:

11.13.3.1.2. Receive verbal approval from CANN Authority.

11.13.3.1.3. MOC will initiate a job control number in the MIS (GO81).

11.13.3.1.4. MOC will relay the JCN to members of Decentralized Material Support (DMS) along with the Aircraft tail number which the MICAP requirement will be transferred to.

11.13.3.1.5. If the part is required for a priority 2 aircraft (FE preflight, during aircraft launch or after duty hours), a manual JCN (yyddd5210-5220 series) will be utilized to expedite the repair with the intention of relaying all information to MOC and DMS to ensure all paperwork is documented properly.

11.13.10. Maintenance Technicians responsibilities:

11.13.10.1. When notified or directed to perform Cannibalization action, the qualified technician will annotate both Aircraft AFTO 781A's: the Aircraft or system the component was removed from and the Aircraft requiring the component. All maintenance actions will use applicable Tech order reference page and paragraph required for the particular system along with correct JCN and document number.

11.13.10.2. Once the removal has been accomplished, notify MOC that the removal is complied with, and the installation is in progress.

11.17.16. Local Operating Procedures:

11.17.16.1. Maintenance Operations Center (MOC) will be aware of engine runs and requirements for each run.

11.17.16.2. The respective engine run supervisor will make sure the area and engines are inspected for foreign object damage (FOD) before the run.

11.17.16.3. Radio contact will, at a minimum, be established with Youngstown Ground Control. Contact with Base Operations will be made when available.

11.17.16.4. The minimum crew to start and run installed engines is three, engine runs above ground idle will have at least four on C-130H. Crew positions and duties are as follows:

11.17.16.4.1. Crew supervisor, Mechanic A: engine run certified in the pilot's seat, will determine whether the other crew members are qualified in their respective run-up duties.

11.17.16.4.2. Mechanic B: will be in the co-pilots seat and will be brake qualified. The individual will monitor the brakes and watch for aircraft movement

11.17.16.4.3. Mechanic C: must be a qualified ground observer who will be on a headset and in contact with the mechanics in the flight deck

11.17.16.4.4. Mechanic D (if required): will be engine run certified and sit in the flight engineers seat. Mechanic D will be required if engines are to be run above ground idle.

11.17.16.5. (Added 910 AW) All flight deck positions are required to fasten seat belts for all engine maintenance ground runs.

11.17.16.6. The minimum crew to start and operate the test cell will be three, see T.O. 1C-130B-4CL-2.

11.17.16.6.1. One certified individual to operate the booth controls.

11.17.16.6.2. One ground safety monitor in radio or telephone communication with emergency facilities.

11.17.16.6.3. One person in the booth with the operator as a recorder/scanner.

11.28.2.6.1.1. Establish a CDDAR continuity book containing, recall roster, training plan, host/tenant support agreements and checklist.

11.28.2.6.1.2. Upon notification of an on/off base crash, the CDDAR Team Chief will implement the crash recovery team's recall.

11.28.2.6.1.3. Be the single On-Scene (OS) focal point for CDDAR operations and reports directly to the Incident Commander (IC). All CDDAR aircraft operations will be coordinated through this individual. The CDDAR Team Chief will be designated upon notification of a recovery operation. If the operation will be ongoing two CDDAR Team Chiefs will be designated for 24-hour operations. These individuals will be readily identifiable by a YELLOW hard hat.

11.28.2.6.2. In the event of a major mishap, additional members may be augmented to assist in CDDAR operations under the direct supervision of the CDDAR Team Chief and team members.

11.28.2.6.8. CDDAR Team Chief will distribute the CDDAR emergency recall roster to the YARS Fire Department, YARS Airfield Manager (910 OSS/OSA), 910 AW Safety (910 AW/SE), 910 AW/CP, 910 MXG/MOC, 910 MXG/CC, and 910 AMXS.

11.28.2.6.9. CDDAR Team Chief will assign qualified, explosive loaded aircraft personnel to remove or safe explosive Countermeasures munitions loaded on the aircraft, when directed by the IC.

11.28.2.6.10. CDDAR Team Chief will assign qualified personnel to positions prior to recovery operation (e.g., special vehicle operators, console operators, safety observers, etc)

11.28.2.6.11. CDDAR Team Chief will coordinate requests for additional personnel/equipment with the 910AW/AMXS/MXG/MOC.

11.28.2.6.12. CDDAR Team Chief will coordinate with 910 MXG Quality Assurance (QA) Office on all weight and balance issues and provide assistance to QA with disabled aircraft reporting matters.

11.28.2.6.13. CDDAR Team Chief will evaluate the situation and coordinate with the IC to formulate a recovery plan. Ensure the IC has released the aircraft before recovery actions begin.

11.28.2.6.14. CDDAR Team Chief will consult with the IC and Bioenvironmental Engineering (BEE) prior to beginning crash recovery operations, to determine what PPE will be required.

11.28.2.6.15. CDDAR Team Chief will plan for and anticipate minimal secondary damage to the aircraft during recovery operations.

11.28.2.7. Maintenance Operations Center (MOC)

11.28.2.7.1. Maintain and initiate accident/incident checklists for aircraft mishap and notify all supporting agencies.

11.28.2.7.2. Coordinate with support organizations such as the 910 Logistics Readiness Squadron (910 LRS) and the 910 Civil Engineer Squadron (910 CES) for resources/actions required for CDDAR operations.

11.28.2.8. Maintenance Squadron (910 MXS) will:

11.28.2.8.1. The Repair and Reclamation (R&R) shop personnel are assigned duties of Primary CDDAR Team Members. The Repair and Reclamation Shop CDDAR Team members will respond to all accidents/incidents involving unit owned aircraft and/or transient C-130 aircraft on runways, taxiways, and overruns at Youngstown Air Reserve Station. The CDDAR Team will remain in place, awaiting instructions from the Fire Chief/IC. Other accident/incident responses off station will be on an as needed basis.

11.28.2.8.2. Repair and Reclamation Shop CDDAR Team will provide immediate response during normal weekday duty hours (0630 – 1700). The 910 AW CDDAR recall roster will be utilized for other than normal duty hours. The CDDAR team Chief will access the recall roster through the 910 MOC and/or 910 Airlift Wing Command Post (910 AW/CP).

11.28.2.8.3. Minimum response to In Flight Emergencies (IFEs) consists of assembling a tow team, pre-positioning it for immediate response, and it remaining in place until the IFE is terminated or until the aircraft is towed back to the parking apron if required.

11.28.2.8.4. Repair and Reclamation Shop (RRS) will provide qualified personnel and equipment to include Personal Protective Equipment (PPE) for all CDDAR Operations.

11.28.2.8.5. The AGE Flight will provide AGE to support the recovery effort as requested by OSC and or CDDAR Team Chief.

11.31.3.1.1. Launch Procedures. The aircrew will follow their preflight checklist prior to aircraft launch. Chaff/flare dispensing system safety pins will not be removed until the aircraft has departed Youngstown Warren Regional Airport and achieved a minimum altitude of 5,000 feet.

11.31.3.1.2. Recovery and parking of chaff/flare loaded aircraft:

11.31.3.2.1. Parking of chaff/flare loaded aircraft is restricted to the 910 AW Military Ramp. Aircraft loaded with chaff/flare will be parked in spot locations sited for the explosive Quantity Distance (QD) IAW the 910 AW D-8 Explosive Location Map.

11.31.3.2.2. Aircrews will follow procedures in their Tactical Flimsy for chaff/flare dispensing system safing procedures, recovery procedure on validating no hung ordnance (partially ejected flare) exists before taxiing to the 910 AW Military Ramp. If discovered partially ejected flare, aircrew will notify Command Post and proceed to taxiway T.

11.31.3.1.3. Storage and ground transportation of countermeasures:

11.31.3.1.3.1. Storage and ground transportation of chaff/flares will be IAW with applicable 11 series technical orders, AFI 21-201, AFMAN 91-201 and the 910 AW D-8 Explosive Location Map.

11.31.3.1.3.2. Storage and transportation of chaff/flare will only be performed by qualified 2W0 Munitions Personnel. 2AX personnel are not qualified or cut trained to transport explosives.

11.31.3.1.4. Partially Ejected Flares: Aircrew procedures for partially ejected flares is contained in their Tactical Flimsy.

11.31.3.1.5. Run EOD Emergency Action Checklist: If an immediately dangerous explosive situation is encountered, shut down all operations in the immediate vicinity, evacuate personnel to a safe location, and call EOD personnel to analyze and eliminate the hazard. Do not resume operations until the hazard has been eliminated, removed, or otherwise determined to be safe by EOD personnel.

11.31.3.1.6. **(Added)**Countermeasures Loading Requirements

11.31.3.1.6.1 **(Added)**Explosive Limits*: The explosive limits at the aircraft will only be what is required for that specific load determined by mission countermeasures requirements.

11.31.3.1.6.1.1. **(Added)**Table 11.31.3.1.6.1.1 and 11.31.3.1.6.1.2. below include types of munitions used at Youngstown Air Reserve Station, their hazard class, compatibility and parking location NEW limits.

Table 11.31.3.1.6.1.1

Munitions Type	Hazard Class/Compatibility
M206	1.3G
RR-180	1.4S
MJU50	1.4G
MJU66	1.4G

Table 11.31.3.1.6.1.2

Parking Location	HD 1.3	HD 1.4
1F and 1A	1800lbs	3000lbs
2-15	3000lbs	MEQ

11.31.3.1.6.2. **(Added) Personnel Limits:** There will be a minimum of two qualified personnel (supervisor and worker) present during all explosive operations. Do not exceed 5 personnel (supervisor and 4 workers). Access to the area will be restricted to mission or task essential personnel only. Two casuals (quality assurance, medical, safety or inspection) are permitted in area with pre-coordination (not required for medical personnel). Operations will cease when any visitors or additional personnel enter the area.

11.31.3.1.6.3. **(Added) Additional Requirements:** Safety Cones will be placed off the wing tips, tail, and nose of the aircraft, during upload/download procedures securing the area of operation prior to start of upload or download of ordinance. The load team will remain vigilant throughout the upload/download operation to ensure unauthorized personnel do not enter the coned off area during the explosive operation. Upon completion of upload/download procedure the safety cones will be removed.

11.31.3.1.6.3.1. **(Added)** No radio frequency transmissions of any kind will be made within 15 feet of the immediate area of explosives, explosive-loaded aircraft/vehicles. This will include the use of handheld radios, cell phones, and I-Pads. Vehicle mounted radios must maintain a 40-foot safety distance. (utilize current HERO certification Memorandum)

11.31.3.1.6.3.1.1. **(Added)** I-Pads will have Wi-Fi + cellular data disabled for the duration of upload/download operations.

14.2.2. The locally-developed master aircraft jacket file can be found on the PS&D SharePoint site:https://usaf.dps.mil/sites/910AW/MXG/910MXGMO/PS&D/Shared%20Documents/Forms/File%20Documents.aspx

14.2.3.3. The locally-developed checklist for aircraft document review (ADR) can be found on the PS&D SharePoint site: https://usaf.dps.mil/sites/910AW/MXG/910MXGMO/PS&D/Shared%20Documents/Forms/File%20Documents.aspx

14.2.4.2.1.1. As a minimum the following work centers will attend the pre-dock meeting. Plans & Scheduling and Inspection Section Coordinator (will co-chair meeting.)

Quality Assurance	Decentralized Material Support	Structural Repair
Avionics (MXMV)	Pneudraulics	Primary Crew Chief
Propulsion (MXMP)	Aero Repair	Heavy Maintenance Flight
Electric/Environmental (MXMC)	NDI	
Fuels (MXMC)	Production Supervisor	

14.2.4.2.1.1.1. Maintenance supervision will assure that personnel assigned to the ISO or another shop representative will attend the pre-dock meeting. The assigned crew chief will bring the aircraft 781 binder. They will identify any paint or refurb type request that would require materials and manpower above and beyond a normal ISO inspection. Plans and Scheduling will provide each attendee with a copy of the AF Form 2410, documenting all work required by G081.

14.2.4.3.5.10. The locally-developed worksheet for serial number verification can be found on the PS&D Sharepoint site: https://usaf.dps.mil/sites/910AW/MXG/910MXGMO/PS&D/Shared%20Documents/Forms/File%20Documents.aspx

14.2.6.2 **(Added)** Units will develop guidance to establish procedures to accurately manage Time Change Items, Special Inspections, and Time Compliance Technical Orders during Maintenance Information System (MIS) extended downtime, outage, or intermittent operability. These procedures are to ensure health of fleet and aircraft safety of flight. (T-2)
14.2.6.2.1. **(Added)** For PS&D and work centers performing maintenance scheduling functions local guidance will address procedures to validate operating times (i.e., hours, cycles, starts, landings, rounds, due dates...etc.) affecting the accurate management of Time Change Items, Special Inspections, and Time Compliance Technical Orders weekly during extended or intermittent MIS outage or faulty operability. (T-2) Document completion on AF Form 2411, Inspection Documentation. (T-2)

14.2.6.2.2. **(Added)** MSM, Global Reach system products, or local tracking products may be used until the MIS is restored and backlog data has been loaded and verified in the system. If debriefed sorties are unable to be loaded into the MIS, the debrief section will provide a cumulative breakdown of sorties and hours completed daily to PS&D and MMA to ensure operating times reflect accordingly on locally tracked products and use to forecast scheduled maintenance actions. (T-2)

14.2.6.2.3. **(Added)** Munitions, Engine Management, AGE, and work centers performing scheduling functions will provide operating times (i.e., hours, cycles, starts, rounds, due dates...etc.) as required by PS&D. (T-2)

14.3.1.1.1. **(Added)** Procedures for ordering hazardous materials for TCIs and TCTOs are as follows:

14.3.1.1.1.1. **(Added)** Prior to the monthly TCI (Time Change Inspection) reconciliation meeting, Plans Scheduling & Documentation (PS&D) will identify all TCI's due within the next quarter. This will be formatted into a quarterly forecast IAW 00-20-9.

14.3.1.1.1.1.1. **(Added)** PS&D will verify TCI requirements 45-60 days prior to the next quarter

14.3.1.1.1.2 **(Added)** Flight line supervision will provide the HAZMAT POC with the items that are to be placed on order.

14.3.1.1.1.3 **(Added)** PS&D will ensure the correct materials have been placed on ordered and are available for the time change replacement for the upcoming quarter.

14.3.1.1.1.4 **(Added)** Upon reaching the due date for each HAZMAT TCI, PS&D will create JCNs against each replacement and maintenance personnel responsible will accomplish the time change replacement.

14.3.1.1.1.5 **(Added)** After replacement, maintenance personnel should take time in G081 with the correct serial number and part number information of the new item.

14.3.1.1.1.6 **(Added)** PS&D will be notified of any situation that prevents closure of JCN in G081 and receive data on the new HAZMAT item that requires updating in the system.

14.3.1.1.1.7 TCTO hazardous materials will be identified at the TCTO meeting. HAZMAT POC's will be notified and materials will be placed on order. PS&D will ensure materials are ordered through Supply, track materials, and ensure they are available for use when the TCTO is scheduled to be completed.

14.3.4.2. The locally-developed matrix for SIs and TCIs can be found on the PS&D SharePoint site:https://usaf.dps.mil/sites/910AW/MXG/910MXGMO/PS&D/Shared%20Documents/Forms/File%20Documents.aspx

14.3.5.2 The 910 MXG developed the following procedure for routing Major Maintenance request IAW 00-25-107, Technical Assistance:

14.3.5.2.1 All maintenance actions that require a technical assistance request will be forwarded to the QA office for review by both QA and the MXG/CC.

14.3.5.2.2 Once validated, the QA office will submit the technical assistance request IAW 00-25-107 and notify both MOC and PS&D of the submittal.

14.3.5.2.3 Once submitted, MOC or PS&D will change the aircraft status as required and notify all affected work centers of the request submission.

14.3.5.2.3.1 As required, QA will report the current status of the assistance request during daily production meetings, until the request has been approved/returned to the unit.

14.3.5.2.4 Upon receipt of an approved/returned technical assistance request to the QA office, QA will forward the instructions to all affected parties, including PS&D and MOC.

14.3.5.2.5 PS&D or MOC will correct aircraft status, as required, after receipt of the approved/returned technical assistance request.

14.4.1.3.4.1. Maintain the Maintenance Information System/Comprehensive Engine Management System database for Station Record Account FJ6656. Ensures compliance with all prescribing Comprehensive Engine Management directives, policies and procedures from the AFRC Command Engine Manager.

14.4.1.3.4.1.1. Inputs all reportable transactions on unit assigned aircraft, spare assets and tracked components using AF1534 and Maintenance Information System (MIS) reporting system in a timely manner, monitors/schedules required inspection and time change actions, ensures all engine maintenance requirements are coordinated with appropriate agencies and functions. Coordinates with Plans and Scheduling Documentation Section on engine related Time Compliance Technical Order (TCTO) s. During extended deployments of assigned aircraft, designates engine management monitors from the 910th Propulsion to coordinate with the deployed location engine manager to assimilate and input/forward required engine maintenance data. This will include serially controlled engine or engine component replacement documentation transactions, using local established Deployed Component Change Work Sheets. Methods of communication will be by telephone message, e-mail, or FAX.

14.4.1.3.4.1.2. Reconciles CEMS database and MIS database (direct line reporting) to reflect the most current and correct engine information available. Takes immediate action to correct all reporting errors and variances.

14.4.1.3.4.1.2.1. In the event of interruption of service or connectivity problems (more than 48 hours) of direct line reporting to the Central Data Base (CDB), AF1534 documentation will be required to reflect engine status changes and forwarded to the CDB for updating. Air Force Technical Order (AFTO) Form 349 will be used for MIS (G0-81) to reflect engine status changes.

14.6.1.4. **(Added)** Local coordination procedures for contingency aircraft affected by Immediate and Urgent Action (I/UA) TCTOs are as follows:

14.6.1.4.1. **(Added)** Home station PS&D will contact the deployed unit responsible for the aircraft.

14.6.1.4.2. **(Added)** Share the relevant TCTO documents.

14.6.1.4.3. **(Added)** Direct the deployed unit to follow guidance for TCTO completion downrange IAW DAFI21-101 AFRCSUP, 14.6.1.5, dated 30 OCT 2024.

14.6.1.4.4. **(Added)** Home station PS&D will track TCTO statuses for TCTOs as required by DAFI21-101 AFRCSUP, 14.3.3.2, dated 30 OCT 2024

WINCHESTER.JOSEPH.CARSON.1042042435

Digitally signed by WINCHESTER.JOSEPH.CARSON.1042042435
Date: 2025.02.26 11:54:46 -05'00'

JOSEPH C. WINCHESTER, Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-101, *Aircraft and Equipment Maintenance Procedures*, 16 January 2020

AFI 21-101 AFRCSUP, *Aircraft and Equipment Maintenance Management*, 24 October 2024

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFE—Aircrew Flight Equipment

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AMU—Aircraft Maintenance Unit

APG—Airframe Power Plant General

BPO—Basic Post Flight

CAD/PAD—Cartridge/Propellant Activated Device

CANN—Cannibalized

CDDAR—Crash Damaged or Disabled Aircraft Recovery

CEMS—Comprehensive Engine Management System

CTK—Consolidated Tool Kit

DFT—Depot Field Team

DIFM—Due In For Maintenance

DIT—Data Integrity Team

EID—Equipment Identifier

EM—Engine Management

ER—Exceptional Release

EOR—End Of Runway

FCF—Functional Check Flight

FO—Foreign object

FOD—Foreign object damage

FOM—Facilitate Other Maintenance

IO—Impound Official

JCN—Job Control Number

JDD—Job Data Documentation

JST—Job Standard

MDS—Mission Design

MIS—Maintenance Information System

MMA—Maintenance Management Analysis

MOC—Maintenance Operations Center

MXOM—Engine Management

MXOT—Maintenance Training Flight

NCOIC—Noncommissioned Officer In Charge

NDI—Non Destructive Inspection

NLT—No Later Than

OCF—Operational Check Flight

OPR—Office of Primary Responsibility

PS&D—Plans Scheduling and Documentation

QA—Quality Assurance

QVI—Quality Verification Inspection

SCR—Special Certification Roster

TCI—Time Change Item

TCTO—Time Compliance Technical Order

T.O.—Technical Order

WCE—Work Center Event

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two- letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 15

910TH IMPOUND CHECKLIST

910th IMPOUND CHECKLIST | PAGE ____ OF ____ PAGES

IMPOUND AUTHORITY | OPR | DATE

Aircraft Tail Number ____ Equipment ID ____

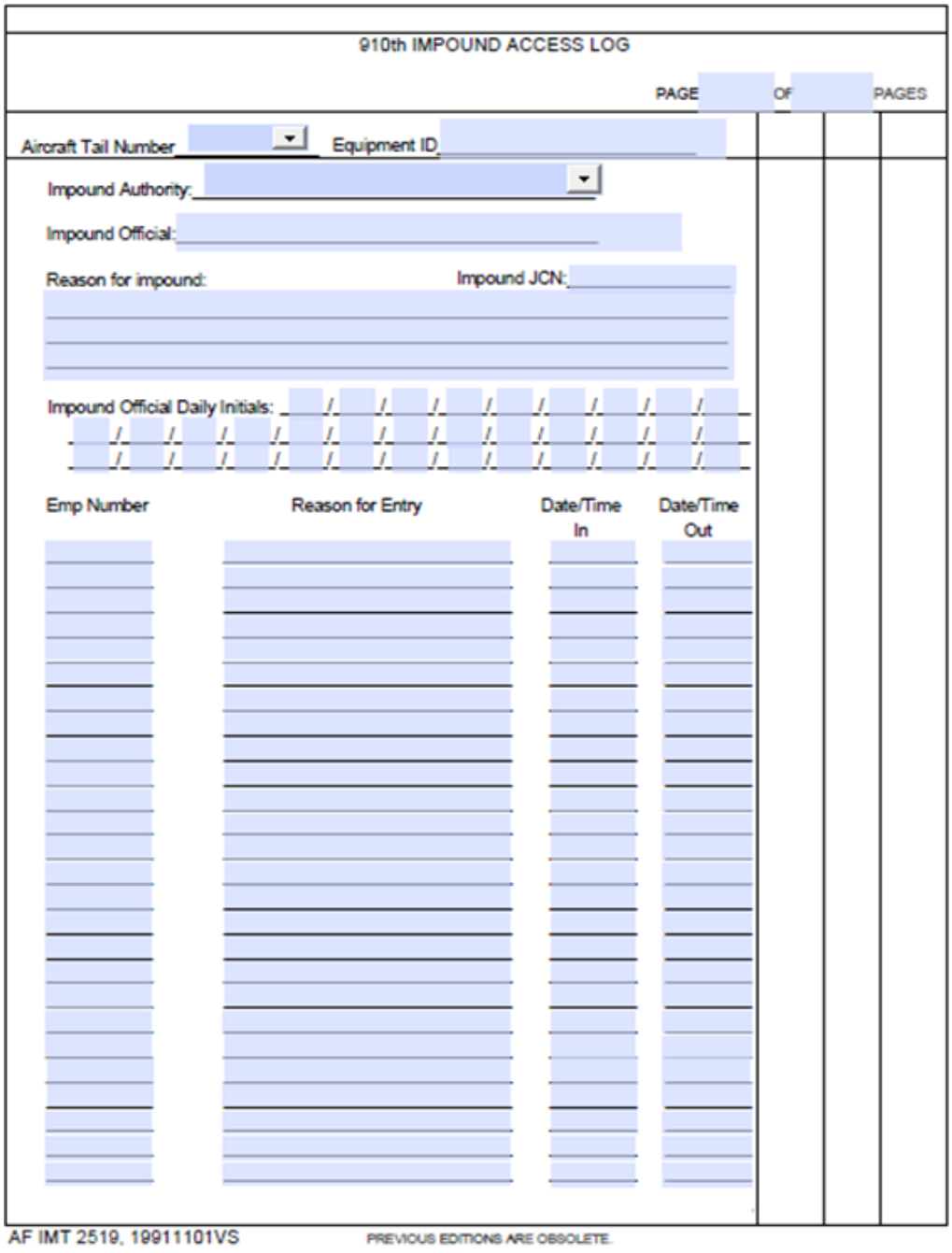
	C/W	NC/WW	N/A
Impound Official ____			
-Secure aircraft/equipment area	☐	☐	☐
-Attach Impund streamer and placard to aircraft/equipment	☐	☐	☐
-Secure current aircraft forms aircraft jacket file, engine work packages and/or equipment AFTO Form 244's	☐	☐	☐
-Secure personnel records	☐	☐	☐
-Red "X" entry into AFTO Form 781 A/AFTO Form 244	☐	☐	☐
-Ensure CVR/FDR circuit breakers for safety related incidents	☐	☐	☐
-Notify Analysis to isolate Aircraft/equipment to preserve MIS historical data	☐	☐	☐
-Maintain Impound Access Log	☐	☐	☐
-Brief Impound Release Authority on findings	☐	☐	☐
QA Representative ____			
Notify MOC with impound JCN Impound JCN: ____	☐	☐	☐
Review investigation for corrective action prior to release	☐	☐	☐
Enter impound into QANTTAS	☐	☐	☐
Expediter			
Debrief aircrew	☐	☐	☐
Identify aircrew	☐	☐	☐
Pilot: ____			
Co-Pilot: ____			
Navigator: ____			
Loadmasters: ____			
Impound Release Authority ____			
Determine if FCF/OFC/HST is re uired	☐	☐	☐
Review investigation for corrective action prior to aircraft/euuipment release	☐	☐	☐

Reason for impound:

AF IMT 2519, 19911101V5 PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 16

910TH IMPOUND ACCESS LOG



910th IMPOUND ACCESS LOG

PAGE ____ OF ____ PAGES

Aircraft Tail Number ____ Equipment ID ____

Impound Authority: ____

Impound Official: ____

Reason for impound: Impound JCN: ____

Impound Official Daily Initials: ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____

____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____

____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____ / ____

Emp Number	Reason for Entry	Date/Time In	Date/Time Out

AF IMT 2519, 19911101VS PREVIOUS EDITIONS ARE OBSOLETE.