BY ORDER OF THE COMMANDER
934TH AIRLIFT WING

AIR FORCE INSTRUCTION 21-101_AFRCSUP_934AWSUP

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Maintenance

AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance* and references Air Force Instruction (AFI) 21-101/AFRCSUP, *Aircraft and Equipment Maintenance Management*. It applies to all users and maintainers of this equipment. Refer recommended changes and questions about this publication to the Office of Primary

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

2.12.30. **(Added)** For repeat/recur/CND discrepancies, will facilitate communications between the technician who previously worked on the discrepancy and the technician currently dispatched.

2.12.31. **(Added)** Should make every effort to solicit from the flight crew any additional information or clarification that will aid in troubleshooting the malfunction.

2.12.32. **(Added)** Will ensure technicians have fully complied with all troubleshooting and checkout procedures. Qualified personnel may clear Repeat/Recurring discrepancies after performing fault isolation process.

2.12.33. **(Added)** Will ensure all means of duplicating Cannot Duplicate (CND) discrepancies on the ground have been exhausted. Only personnel authorized, and identified in GO81 (G081 Course Code "INSP 000093") may clear CND discrepancies.

3.5.10.2. **(Added)** Pro Super will ensure that each discrepancy identified as a Repeat/Recurring condition is brought to the attention of the section chief responsible for the system identified in the discrepancy prior to or during the daily maintenance pre-planning meeting.

3.5.13.2. **(Added)** Provide QA Weight and Balance Program Manager an itemized listing when removing/installing equipment (other than for normal configuration changes) that will remain removed/installed for flight. Listing will contain applicable aircraft tail number, and all equipment noun/nomenclature(s), part number(s), National Stock Numbers (NSNs), Quantities, and item location.

3.7. (Added) Day shift debriefing will be accomplished by Maintenance Operations Center (MOC). Debrief section will be at Airfield Management counter. Night shift debriefing will be accomplished by the expediter either at the aircraft or at Airfield Management counter (T-3)

3.7.1.1.2. The 934AW Aircrew personnel will:

3.7.1.1.3. **(Added)** Advise 934AW Command Post of landing status code prior to landing. (T- 3).

3.7.1.1.4. **(Added)** Will include justification for status codes of 2 or higher. (T-3).

3.7.1.1.5. The 934AW Command Post personnel will:

3.7.1.1.1. **(Added)** Notify the 934th Maintenance Operations Center (MOC) of estimated time of arrival (ETA), landing status code and other pertinent information. If code 2 or higher, specify discrepancy.

3.7.1.1.2. **(Added)** Inform aircraft commander of parking spot.

3.7.1.2. **(Added)** 934 MOC will notify 934 AMXS Production Superintendent (Pro Super) and/or the Flightline Expediter of aircraft ETA and landing status code.

3.7.1.3. **(Added)** 934 AMXS debrief will:

3.7.1.1.1. **(Added)** Ensure available specialist personnel are notified to attend the debriefing as needed.

3.7.1.1.2. **(Added)** Notify 934 MOC for the following: 3.7.1.4.2.1. **(Added)** All flying schedule deviations.

3.7.1.1.1.2. **(Added)** Aborts and inflight emergencies.

3.7.1.1.1.3. **(Added)** All aircraft data including maintenance priority, flying hours, parking location, status, configuration, tow/taxi code, preflight time, fuel and liquid oxygen levels.

3.7.1.1.2. **(Added)** Submit Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document* to 934 MOC and Plans, Scheduling & Documentation (PS&D).

3.7.5.1. In the event the MIS is inaccessible (temporary duty/TDY, deployed etc.), annotate all required information listed above using AFTO Forms 781 and the local MIS Backup Worksheet.

3.7.5.2. **(Added)** Return all information to the 934 AMXS debrief by the most expeditious means available.

3.7.5.3. **(Added)** The 934 MOC debrief will complete all required G081/MIS transactions in date/time, order of occurrence within 24 hours of system access.

3.7.5.4. **(Added)** These contingency procedures apply whether at home station, TDY or deployed.

3.7.6.2. **(Added)** Debrief will identify all Repeat or Recurring discrepancies using G081 program 9032C and enter any Repeats/Recurs into the MIS using G081 screen 9050. Debrief should inform the Production Superintendent and Expediter of any discrepancies identified as repeat or recurring.

3.8.1.4. For repeat/recur/CND discrepancies, will document all work performed in the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document,* with a detailed record of all maintenance actions taken such as Technical Order (TO) data used, torque values, cable tensions, pressures, etc. Technicians will also ensure the Fault Reporting Code indicated in the AFTO Form 781A and in G081 matches the discrepancy indicated in the applicable system Fault Reporting Manual.

3.8.3. **(Added)** Optional Aircraft Art. The DCC selects or designs the proposed artwork

3.8.3.1. **(Added)** For any aircraft without nose art, the DCC has 6 months upon appointment to mark their aircraft with nose art. If the aircraft is not marked at the 12-month point, the DCC relinquishes their privilege to mark the aircraft to the Maintenance Group Commander.

3.8.3.2. **(Added)** For aircraft with nose art, the DCC may choose to change the nose art at any time during their tenure.

3.8.3.3. **(Added)** Initiates AF Form 1768, *Staff Summary Sheet* with any attachments to include the artwork proposal and copyright permission letter.

3.8.3.3.1. **(Added)** Use following routing sequence:

3.8.3.3.2. **(Added)** Aircraft Maintenance Squadron Superintendent

3.8.3.3.3. **(Added)** Aircraft Maintenance Squadron Commander

3.8.3.3.4. **(Added)** Maintenance Group Commander

3.8.3.3.5. **(Added)** Airlift Wing Public Affairs (informational only)

3.8.3.3.6. **(Added)** Airlift Wing Judge Advocate

3.8.3.3.7. **(Added)** Airlift Wing Commander

3.8.3.8. **(Added)** The nose art will be placed on the left side of the fuselage forward of Flight Station 212 with the bottom resting no lower than Water Line 224.

3.9.4.3.1. **(Added)** Provide completed Engine Borescope and Blade Blending worksheets to Engine Manager the same day the completed maintenance actions are performed.

4.11.1.13.1. **(Added)** Provide completed Engine Borescope and Blade Blending worksheets to Engine Manager the same day the completed maintenance actions are performed.

6.3.9.2. Verify 934 MXG Local Manufacture Worksheet including applicable JEDMICS/A-Team drawings, and specifications required to fabricate item are correct.

6.3.9.3. **(Added)** Ensure locally manufactured, developed or modified equipment for weapons loading, maintenance and the armament systems flight is coordinated through the WWM.

6.3.9.4. **(Added)** Assume OPR status when operating procedures are required.

6.4.10.1.1. **(Added)** Each section will be divided and labeled

6.4.10.1.2. **(Added)** AFTO Form 781F, *Aerospace Vehicle Flight Report, Maintenance Document,* and AFRC Form 498, *Communication Security Equipment Record.*

6.4.10.1.3. **(Added)** AFTO Form 781B, *Communication Security Equipment Record.*

6.4.10.1.4. **(Added)** AFTO Form 781, *AFORMS Aircrew/Mission Flight Data Document.*

6.4.10.1.5. **(Added)** AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance Document* (sufficient copies).

6.4.10.1.6. **(Added)** AFTO Form 781A, *Maintenance Discrepancy and Work Document,* (sufficient copies).

6.4.10.1.7. AF Form 4076, *Aircraft Dash 21 Equipment Inventory*.

6.4.10.1.8. **(Added)** AFTO Form 781J, *Aerospace Vehicle – Engine Flight Document.*

6.4.10.1.9. **(Added)** AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*.

6.4.10.1.10. **(Added)** Compliance Technical Order (TCTO) Status Report for Aircraft, (generated by using Maintenance Information System G081 screen 8027).

6.4.10.1.11. **(Added)** Debrief Forms, Previous Aircrew Discovered Discrepancies, (generated by using Maintenance Information System G081 screen 9032C or 9032F) for inclusion of last four sorties.

6.4.10.1.12. **(Added)** AFTO Form 781C, *Avionics Configuration and Load Status Document.*

6.4.10.1.13. **(Added)** Miscellaneous Section (Julian calendar, applicable waiver letters, applicable information letters, fuel loads, etc.).

6.4.10.1.14. **(Added)** AFTO Form 781M, *Status Symbols and Functional System Codes,* and AFTO Form 781G, *General Mission Classifications-Mission Symbols.*

6.15.4.5. **(Added)** Determine if changes in the status of equipment, other than normal aircraft configuration changes, which will remain removed/installed for aircraft flight will have an effect on the aircraft's center of gravity (CG) (e.g., significant re-configurations such as Programmed

Depot Maintenance [PDM] input, Time Compliance Technical Orders [TCTOs], etc.) and will update the aircraft weight and balance records.

7.2.5. **(Added)** 934AW personnel involved in or witnessing an incident involving damage or injury that could involve impoundment must remain at the scene until released by the on-scene commander or Impoundment Official (IO). The Base Legal Office will be consulted for legal advice as appropriate.

7.4.4. **(Added)** Has the authority to determine whether to relocate the impoundment exhibits or if such actions will compromise the investigation.

7.4.5. **(Added)** Will request 934th Operations Support Squadron (OSS) Chief of Tactics to provide a qualified team member for airdrop malfunction investigative support.

7.4.5.1. **(Added)** 934 OSS team member(s) shall be from 934OSS (Tactics) and/or a designated Joint Airdrop Inspection (JAI) qualified loadmaster.

7.4.5.2. **(Added)** Will ensure contact the 27th Aerial Port Squadron for disposition of airdrop equipment still onboard the aircraft.

7.4.5.3. **(Added)** If equipment being dropped leaves the aircraft, but results in a mis-drop, the aircraft is not required to be impounded. However, the aircraft will be locked and sealed after it lands and is parked so that no maintenance will be allowed until the 934 OSS is able to download data.

7.5.12. **(Added)** When an airdrop incident results in personal injury or aircraft equipment damage.

7.5.13. **(Added)** When engine controls bind.

7.5.14. **(Added)** When flight control 'auto mode' fails to disengage.

7.5.15. **(Added)** Discrepancies or malfunctions considered to be unusual or requiring further investigation.

7.6.2.1. **(Added)** MOC will initiate the Aircraft/Equipment Impoundment Checklist.

7.6.2.2. **(Added)** MOC will create a “Red X” discrepancy using a Job Control Number starting with the Julian date and ending with 8479 through 8499.

7.6.2.3. **(Added)** If possible, the aircraft will be secured in its recovered state to preserve evidence.

7.6.2.4. **(Added)** Quality Assurance (QA) will report all incidents of multiple-engine power loss to AW/Wing Safety (SE). The report will include specific values of RPM, torque, fuel flow, Turbine Inlet Temperature, and other related power plant indications.

7.6.2.5. **(Added)** Release of Impoundment. After the investigation has been completed and the most probable cause is identified and corrected, the Impoundment Release Authority will clear the impoundment entry in the applicable forms Air Force Technical Order (AFTO) Form 781A or AFTO Form 244). The MOC will be notified, and the aircraft/equipment will be released.

7.6.4.1.2. IO will initiate and maintain **Attachment 15**, *AW Aircraft/Equipment Impound Worksheet* and applicable **Attachment 16**, *AW Impound Control Log*. (T-3).

7.6.8.1. Impoundment Release Authority will clear the impoundment entry in the applicable forms and MIS IAW TO 00-20-1.

7.6.8.2. **(Added)** Impoundment Release Authority will ensure Maintenance Operations releases impounded aircraft/equipment to include MIS and file records.

7.6.10.2. Aircraft Commander will ensure aircraft is secure and ensure notification of home station MOC at the earliest available time with a complete description of the discrepancy.

7.6.10.3. **(Added)** Aircraft Commander will ensure no maintenance is performed until directed by the Maintenance Group (MXG)/Commander (CC) or unless coordinated in advance due to foreseen potential communications issues.

7.6.12. **(Added)** Outside normal duty hours the night shift supervisor or designated representative will ensure the intent of this instruction is met. The aircraft will be secured and a boxcar seal placed on the crew entrance door. The seal number will be written in ink in the AFTO Form 781A impoundment entry discrepancy block and the aircraft forms placed inside the aircraft prior to the seal installation. Only the assigned IO may remove this seal.

8.2.1.3. **All 934th Airlift Wing personnel will have a tool program for tools, equipment and personal protective gear/equipment that are dispatched to flight-line and aircraft maintenance areas.** Support personnel (e.g. Civil Engineering and Vehicle Maintenance personnel etc.) working on the flight line or other aircraft maintenance area shall ensure positive control of tools, components, hardware, and consumables. As a minimum, items will be inventoried and accounted for prior to, and at the end of each task. Lost tool procedures must be applied by any work center support organization when items carried by employees cannot be accounted for.

8.2.1.4. **(Added)** Only Blade blending qualified personnel listed on the SCR are authorized to sign in/out engine blade blending blue dye.

8.2.1.5. **(Added)** CTKs used after regular work shifts (i.e. a second individual may not be available in shop to sign tool box back in) will be inventoried and signed back in (AFRC Form 177) by someone else working on the aircraft.

8.2.1.6. **(Added)** After job is complete individual will perform contents verification and document, sign in, CTK on an AFRC Form 177.

8.2.1.7. **(Added)** At the earliest opportunity, a Flight Chief or CTK custodian will perform a contents verification and document, sign in, CTK.

8.2.3.2. CTK Custodians will secure and track all broken tools in a controlled, lockable area, until they are processed for disposal.

8.2.3.3. **(Added)** All sections that possess warranty tools will contact the appropriate local vendor (Snap-On, Grainger, etc.) for replacement of broken or damaged tools as soon as the damage/breakage is discovered. Replacement tools will be marked with Equipment Identification Designator (EID) prior to placing tool in service.

8.2.6.2. When an item becomes lost or cannot be accounted for, notify the 934 MXG Maintenance Operations Center (MXOC, MOC) immediately. Provide the MOC with thorough description of the item and all areas traveled while on the airfield. The MOC will coordinate a search effort and notify 934 MXG/MXQ of the incident and result of the search.

8.2.6.3. **(Added)** When an item or tool is discovered missing after taxi or take-off, ground personnel will conduct an immediate search of the area. If item/tool is not found; steps will be taken to contact the AC and coordinate with the 934 MXG/CC or designated representative to determine aircraft recovery procedures to be followed. Additional requirements in **Chapter 8.9**. (T-3).

8.2.7.1. Refer to **Table 8.1** for CTK/WWID designators.

Table 8.1. (Added) Assignment of Equipment Identification Designators.

AGE: W3MA-----	Flight Line/AMU: W3ML-----
Munitions: W3MB-----	Metals Technology: W3MM-----
Electrical/Environmental: W3ME-----	NDI: W3MN-----
Fuels: W3MF-----	Quality Assurance: W3MQ-----
Guidance Control: W3MG-----	Structural Repair: W3MS-----
Pneudraulics: W3MH-----	R&R/CDDAR: W3MT-----
Inspection Dock: W3MI-----	Comm/Nav: W3MU-----
Propulsion: W3MJ-----	EWS: W3MW-----

8.2.8.1.1. **(Added)** All issued PPE will be marked with a unique EID number and tracked in TCMAX.

8.2.8.1.2. **(Added)** Work centers may opt to issue items individually or as a kit/CTK to their members. The kit/CTK will list all PPE items on the MIL. The kit/CTK will be inspected at least annually for inventory purposes.

8.2.8.1.3. **(Added)** PPE issued to individuals may be stored in personal lockers, and will not be stored/left on aircraft.

8.2.8.1.4. **(Added)** Personal tools such as Leatherman's, Gerber's, etc. will be signed out in TCMax. These tools are not authorized to be long term issued to an individual and will be returned to the CTK daily.

8.2.8.1.5. **(Added)** Flashlights may only be long term issued when maintenance personnel are going off station with aircraft. Flashlights will be checked back in at the earliest opportunity when returning to home station.

8.2.9.1.2. **(Added)** Rags are considered tools and will be issued and returned to CTK. They will be secured in the same manner as tools, and if lost or missing they will be reported as a lost tool.

8.2.9.1.3. **(Added)** Rags assigned to a dispatchable CTK will be exchanged on a one for one basis.

8.2.9.1.4. **(Added)** Rags will be stored in a container with a self-closing lid. Containers will be clearly marked: "CLEAN RAGS" or "DIRTY RAGS" and will be locked when unattended if kept outside CTK.

8.2.9.1.5. **(Added)** Contents of the "Clean Rag" and "Dirty Rag" bins will match the "Quantity on Hand" in TCMax.

8.2.10.1. Only CTK Custodians, Section/Flight Chiefs, or Government Purchase Card holders with CTK custodian approval are authorized to procure tools.

8.2.12.1. QA will review and approve Depot Teams, Factory Representatives, and Contract Field Teams (CFT) tool control procedures and ensure compliance with this instruction.

8.2.13.2. **(Added)** For decentralized CTKs and vehicle mounted CTKs; such as Flight Line Expeditor truck/large CTKs stored in ISO: The CTK and key will be signed out in TCMAX daily and AFRC Form 177 will be documented at the decentralized location. The person signing the CTK "out" on the AFRC Form 177 will not be the same as the person signing CTK "in." A second party or on duty supervisor will perform an inspection of the tool kit No Later Than (NLT) the end of shift and document the AFRC Form 177. The CTK and key will be signed back into TCMAX at the end of the shift.

8.2.13.3. **(Added)** Decentralized CTKs located on aircraft will be inventoried by the person performing the Exceptional Release (ER). The inventory will be documented on the AFRC Form 177 and the CTK will be locked and not re-opened until the aircraft has been turned back over to maintenance.

8.2.14.1. CDDAR Team tools and equipment will be controlled/issued/stored in the same manner as all other tools/equipment.

8.2.16.1. Access to tool rooms, keys, tools and equipment will be limited to authorized personnel only. Authorized personnel is defined as: primary and alternate CTK custodians, work center supervisors and personnel tasked with being the CTK monitor.

8.2.17.1. FOD containers/pouches if included in a dispatchable CTK will be annotated on the MIL.

8.3.5.2. **(Added)** Special Purpose CTKs are defined as small individually issued tool kits that because of the nature of contents or type of container could preclude shadowing or silhouetting (e.g., launch kits, recovery kits, cartridge cleaning kits, oxygen servicing kits, etc.).

8.3.6.2.1. **(Added)** Dispatchable CTKs will have a copy of an AFRC Form 175 and AFRC Form 177.

8.3.6.7.3.1. **(Added)** A permanently removed (without planned replacement) item/tool shall have its inlay/silhouette, marked as deleted or compartments filled in. Ensure filler doesn't pose a FOD hazard.

8.3.14. **(Added)** Each work center will review the TO Daily Distribution sheet to check for TO updates that may affect a warning tag set. If a TO has been changed that affects a warning tag set the owning work center will review the content accuracy of the tags and make applicable changes as needed.

8.4.10. **(Added)** TMDE/PMEL inspections shall be tracked in TCMax.

8.5.3.3.1. **(Added)** Inventory will be documented in TCMax. The MIL is not required to be updated as a part of the annual inventory however, if items on the MIL have changed a new MIL must be produced.

8.5.4.3.1. **(Added)** Unless users are required to shelter in place for real world/exercise events.

8.5.5.2.1. **(Added)** iPads fall under the eTools classification and will also be tracked and issued out in TCMAX.

8.5.5.9. The934 MXG/MXQ TODO will procure/distribute assets to fulfill mobility requirements.

8.6.1.1.1. **(Added)** Units/Shops will use **Table 8.1** to establish the first four characters of their respective TC Max Worldwide Identification (WWID) code for CTKs.

8.7.1.1. Items to be manufactured by specific technical data will utilize the routing process outlined in this instruction per section 6.3.9.2 & 6.3.9.3

8.8.1.1.1. Sections will have appointed CTK/Tool Custodians, primary and alternate, to manage and control CTKs/Tool rooms.

8.8.2.1.3. **(Added)** Tool rooms will be locked at all times when left unattended.

8.8.2.2.4. **(Added)** All CTK keys will be individually etched and issued separately from its corresponding tool kit in TCMAX.

8.8.2.2.4.1. **(Added)** During Aircraft Maintenance Unit (AMU) tool room operations CTKs may be issued with their corresponding key.

8.9.2.3.3. **(Added)** If an item/tool is discovered missing after taxi/take off, ground personnel will conduct an immediate search of the area. If item/tool is not found; Steps will be taken to contact the Aircraft Commander and coordinate with the 934 MXG/CC or designated representative to determine aircraft recovery procedures to be followed.

8.9.2.3.4. Initial search will not exceed 1 hour.

9.17.3. Requesting organization will research and determine item local manufacture applicability. Assistance may be obtained from QA. Route local manufacture item IAW **Attachment 17**, *MXG Manufacture Worksheet*. Include pictures or drawings and a description of the use for each item.

9.17.3.1. The 934 MXG/CC is the local manufacture approval authority. 934 MXG/CC may designate any superintendent within the 934MXG as approval authority.

9.17.3.2. Requesting organization will include applicable JEDMICS drawings and specifications required to fabricate item with **Attachment 17**, *MXG Manufacture Worksheet*.

9.17.3.3. Requesting organization will initiate **Attachment 17**, *MXG Manufacture Worksheet.* Requesting organization will coordinate with QA and DMS to determine appropriate routing and parts requirements.

9.17.3.4. Prime manufacturing shop will coordinate with requesting organization and DMS on supply demand, and acquisition of bits and pieces as needed.

9.17.3.5. **(Added)** Requesting organization will provide QA **Attachment 17** and supporting documentation. QA will review documentation for applicability of item, correct materiel, technical data conflicts, safety, maintenance capability, and aircraft integrity.

9.17.3.6. **(Added)** Requesting organization will provide Decentralized Materiel Support (DMS) the documentation listed in **paragraph 2.1.2**. DMS assists item processing determination IAW **Chapter 9** and AFMAN 23-122, *Materiel Management*.

11.6.5.2. **(Added)** When the Red Ball occurs, the expediter will notify MOC who will dispatch the appropriate shop specialist to the aircraft.

11.6.5.3. **(Added)** MOC will input the discrepancy into the MIS (G081) as soon as the discrepancy is called in by the Expediter.

11.6.5.4. **(Added)** If the AMXS or MXS shop determines a replacement part is required, the Expediter and/or Technician will verify the part is on the QRL.

11.6.5.4.1. **(Added)** If the part is listed the Expediter will order the part by Radio using the QRL line number.

11.6.5.4.2. **(Added)** If not listed, the part will be ordered using MIS. If the G081 is down, the order will be placed by phone to the DMS.

11.6.5.5. **(Added)** Upon receipt of a document number, DMS will ensure the part is delivered to the requested location in an expedient manner.

11.6.5.6. **(Added)** If the part is not available, the Production Superintendent will consider CANN actions.

11.6.5.7. **(Added)** The MOC will clear G081 discrepancy (9010) as soon as they are informed by the expediter of the completed maintenance action. The technician(s) responsible for correcting the discrepancy will document their corrective action in G081 upon Red Ball completion.

11.6.5.8. **(Added)** When a Red Ball occurs, all work order generation and cannibalization will require follow-up by the Production Supervisor, MOC, Expediter, DMS, and applicable work center to ensure their accuracy and completion.

11.8.3.1.4. Crew chiefs and all other maintenance personnel working in or around aircraft cockpits and flight decks will ensure the area is FOD free prior to flight by policing up any small items of debris, such as pens, pen caps, pencils, erasers, hardware, etc., and placing them in a FOD container or in a proper storage compartment.

11.8.3.2.4. Aircraft engine intake and exhaust inspections will be documented and performed prior to aircraft engine maintenance runs.

11.8.3.6.6. The flight line is a no-hat area. Flight caps, OCP patrol caps, and organizational caps are not authorized. Winter watch caps may be worn when temperatures are cold. Ear defender/communication headset device must be worn over the watch cap within 25 feet of a running aircraft engine. Air Pods, ear buds or any other ear device will not be allowed on the flight line or when working on an aircraft in a hangar.

11.8.3.17.1. Vehicle ice scrapers, gloves etc., will be marked with vehicle registration number and will be listed on the AF Form 1800, *Operator's Inspection Guide and Trouble Report* under the 'OTHER' block.

11.8.4.2.7. Each squadron commander who has personnel that must access the flight line area will appoint a squadron FOD representative.

11.8.4.2.8. The appointment must be in writing and contain the name, grade, office symbol, and duty phone and will be submitted to the wing FOD monitor.

11.8.4.2.9. **(Added)** Facility managers are responsible for the immediate areas around their facilities to include smoking areas and parking lots.

11.8.4.2.10. **(Added)** The 934th Operations Support Squadron Airfield Manager (934 OSS/OSA) or designated representative will:

11.8.4.2.11. **(Added)** Conduct daily FOD checks of the primary parking ramp surfaces prior to the start of flying activities.

11.8.4.2.12. **(Added)** Ensure requested sweepers are dispatched as required.

11.8.4.2.13. **(Added)** Notify the FOD program monitor of any changes in airfield conditions that may cause a potential FOD hazard.

11.8.4.2.14. **(Added)** Brief status of airfield conditions and construction projects as required.

11.8.5.4.2.1. Work center supervisors will ensure that each individual receives the necessary training and briefing to ensure they are made aware of the importance and understanding of FOD detection and prevention

11.8.5.6. **(Added)** Coordinate the FOD walk. All 934 MXG organizations will regularly participate in the FOD walk. Unit FOD monitors will participate as required. All other wing personnel are highly encouraged to attend

11.8.6.1.2. Conduct an investigation IAW AFI 91-204 and AFI 21-101 to determine if the incident is a preventable FOD incident and chargeable to the wing FOD rate. Coordinate with 934 AW/SE as necessary. Brief investigation results to 934 MXG/CC.

11.8.6.1.3. Incidents (to include aircraft tire FOD) will be reported to the 934th Aircraft Maintenance Squadron (934 AMXS) and the 934th Maintenance Squadron (934 MXS) production superintendent on duty.

11.8.6.1.4. Upon notification of a FOD incident, the MOC will:

11.8.6.1.5. **(Added)** Run the emergency action FOD checklist.

11.8.6.1.6. **(Added)** Notify Command Post of FOD incident, aircraft tail number, discovery time, and description of FOD damage.

11.8.6.1.7. **(Added)** Notify 934 MXG/MXQ and 934 AW/SE of aircraft tail number, parking location, time of discovery, and give brief description of damage resulting from FOD incident.

11.8.6.1.8. **(Added)** The production superintendent or person discovering the damage will complete AFRC Form 42, *Foreign Object Damage (FOD) Mishap Investigation Report*, and then provide to 934 MXG/MXQ as soon as possible.

11.8.6.1.9. **(Added)** In the event of a FOD incident while an aircraft is off station, the senior enlisted maintenance personnel or aircraft commander will notify the home-station MOC no later than the end of the day the incident occurred DSN 783-1328/1330, Commercial 612-713-1328/1330.

11.8.6.1.10. **(Added)** 934 MXG/MXQ will track all FOD incidents, enter them in Logistics Evaluation Assurance Program (LEAP)

11.8.7.2.14. **(Added)** Inspection items CTK and FOD areas.

11.8.7.2.15. **(Added)** Construction projects both ongoing and proposed. 11.8.7.2.16. **(Added)** Deployed FOD areas of interest.

11.8.7.2.17. **(Added)** Points of interest from command and aircraft fleet.

11.8.7.2.18. **(Added)** Questions and answer session.

11.8.8.1. Any person discovering bird strike damage and/or remains will notify the MOC.

11.8.8.2. **(Added)** The MOC will notify the 934 AW Safety Office (934 AW/SE) for investigation and collection of remains.

11.8.8.3. **(Added)** 934 MXG/MXQ will assist 934 AW/SE in the investigation of bird strikes for possible FOD damage to the aircraft.

11.8.9. **(Added)** Wing FOD prevention incentives and awards. Will be utilized to promote a vigorous FOD prevention program through recognition of exceptional individual achievement.

11.8.9.1. **(Added)** The Golden bolt will be set out a minimum of two times on/or around the flight line or back shop areas during the FOD walk season which is typically April - November>".

11.8.9.2. **(Added)** Individuals who find the golden bolt will return it to 934 MXG/MXQ.

11.8.9.3. **(Added)** 934 MXG/MXQ will forward the name of the individual recovering the golden bolt (winner) to the wing FOD prevention monitor for award.

11.8.9.4. **(Added)** Winner will receive recognition and other awards as available and allowable by law.

11.8.9.5. The 934 AW/SE and 934 MXG/MXQ will equally share in funding the awards.

11.9.2.3. **(Added)** Maintenance Group QA will document DOP incidents in LEAP.

11.9.2.4. **(Added)** Airframe & Power plant General (APG) personnel will conduct a post-recovery visual inspection for loose or damaged components/panels of all aircraft that have performed landings on unimproved/substandard airfields, regardless of whether or not a Thru-flight Inspection is required.

11.9.3.2.2.1. Maintenance Group QA will forward a LEAP-generated copy of the final report.

11.9.5. Dropped object prevention inspections will be performed IAW LCL 934AW-10-2. Dropped object investigations will include aircraft secondary structures doors, panels, covers, cowlings, fairings, fillets, etc. or items that have the potential to depart the aircraft in flight.

11.9.6. **(Added)** Immediately following discovery of a dropped object the following personnel will be notified.

11.9.7. **(Added)** Expediter and/or Production Superintendent.

11.9.8. **(Added)** Maintenance Operations Center (MOC), who will then run the appropriate emergency checklist.

11.9.9. **(Added)** Wing DOP monitor, who will crosscheck with command post for MAJCOM notification.

11.9.10. **(Added)** Command Post, who will report IAW AFI 10-206, *Operational Reporting,* if it involves casualties, property damage, or if adverse publicity is likely.

11.9.11. **(Added)** Flight Safety Officer, who will accomplish reporting requirements if the incident meets the criteria for reporting IAW AFI 91-204, *Safety Investigations and Reports.*

11.9.12. **(Added)** Airfield Manager (if the incident occurred during any portion of the flight sequence involving operations at Minneapolis-St Paul International Airport).

11.10.5. **(Added)** The Maintenance Group ASIP Project Officer (PO) will ensure accurate, timely inspections and reporting IAW AFI63-140 and TO 1C-130A-6.

11.10.6. **(Added)** Appoint ASIP monitors from the Aircraft Structural Maintenance (ASM) and Non-Destructive Inspection (NDI) work centers for home station and deployed locations.

11.10.7. **(Added)** The 96 AS Chief Flight Engineer will be the 934th Operations Group PO. That individual will delegate the data entry to the flight engineer section and periodically ensure the reporting rate standards are in compliance with TO 1C-130-101, *Aircraft Usage Report Instructions USAF Series C-130 Aircraft*.

11.10.8. **(Added)** Individual users of the Automated Inspection, Repair, Corrosion & Aircraft Tracking (AIRCAT) segments (i.e., Inspection, Corrosion and Repair Recording [ICARR] or Usage Database Input [UDI] software) will receive cascade training from qualified individuals. Training will consist of on-the job training and will utilize the PowerPoint presentation available on the AIRCAT website. This training will be documented in the My Training database or AF 797, *Job Qualification Standard Continuation*/*Command JQS*.

11.10.9. **(Added)** The Quality Assurance (QA) office will monitor the ASIP program with inspections identified in the unit Maintenance Standardization and Evaluation Program (MSEP) and quarterly plan.

11.10.10. **(Added)** Reporting Requirements (Maintenance).

11.10.11. **(Added)** ICARR software will be accessible to qualified ASM, NDI and QA personnel and to contractor personnel when necessary, as part of field team/contract requirements in Workload Agreements.

11.10.12. **(Added)** ASM and NDI work centers are responsible for changing and submitting ASIP inspection data into the ICARR program.

11.10.13. **(Added)** When aircraft are deployed or at remote locations without access to the ICARR or AIRCAT databases, information may be entered with the Remote UDI software or alternate UDI, and then downloaded into databases upon return to home station or when access is available.

11.13.9. All CANN actions shall be coordinated with the Pro Super prior to approval. If the Pro Super is not present, MOC shall obtain authorization in order of precedence as identified on the 934 MXG CANN Approval Authorization appointment letter.

11.13.10. **(Added)** The MXG/CC shall be notified of all CANN actions no later than next production meeting.

11.13.11. **(Added)** MOC shall establish and maintain a CANN Log. As a minimum it will include date and time of CANN Action, CA Name, Aircraft Removed From, Aircraft Installed On, and Part Nomenclature.

11.13.12. Any requested CANN from GITA S/N 61-2368 requires MXG/CC approval prior to coordinating request with AFRC/A4M.

11.17.5.3.8. All three phases of the initial Engine Run Training Program (ERTP) must be completed within 120 days of the start date. If not completed within 120 days, the ERTP must be completely re-accomplished.

11.17.5.3.9. Engine run clearances will be requested and given by radio in the following order: 11.17.5.3.9.1. **(Added)** 934th Maintenance Operations Center (MOC) UHF channel 281.2.

11.17.5.3.9.2. **(Added)** 934th Command Post (call sign NORTHSTAR) UHF channel 252.1.

11.17.5.3.9.3. **(Added)** 934th Airfield Management, UHF channel 282.675, or Minneapolis Ground Control, VHF channel 121.8.

11.17.5.3.10. Perform a maximum power run for initial Certification. 11.17.5.3.11. Pass an oral quiz from the certifier.

11.17.5.3.12. **(Added)** Demonstrate knowledge of cold weather procedures. 11.17.5.4. On the 934th Airlift Wing ramp, any combination of engines may be operated from flight idle to maximum reverse in the existing parking spots.

11.17.5.4. **(Added)** Maximum power runs will be done on spot 8 facing westbound (primary). Spot 1 facing eastbound is a secondary location but will be used on a case-by-case basis.

11.17.5.5. **(Added)** Minimum distance for traffic (aircraft/vehicle) is 800 feet to the rear, 300 feet forward, and 25 feet from each wing tip.

11.17.5.6. **(Added)** The ground crew member will maintain interphone contact with the engine run supervisor to prevent hazardous jet/prop blast to personnel and vehicles.

11.17.5.7. **(Added)** The maintenance crew member performing right seat duties will be brake operator and radio qualified.

11.17.6.5. Annual recertification will be initiated on AF Form 2426, Training Request and completion Notification, by the engine run certifier.

11.17.6.5.1. **(Added)** Perform a Normal Ground Idle run for recertification.

11.17.6.5.2. **(Added)** Pass an oral quiz from the certifier.

11.17.6.5.3. **(Added)** Demonstrate knowledge of cold weather procedures.

11.17.8.2.2. **(Added)** Supervisors will remove decertified personnel from Special Certification Roster.

11.17.8.2.3. **(Added)** Supervisors will provide decertified personnel ITP Journal entry stating Engine Run decertification.

11.17.14.7. The 934th Maintenance Squadron (MXS) Propulsion Flight Chief will identify individuals requiring test stand engine run training and certification.

14.2.1.2.1. When an AFTO Form 95 is initially automated, an entry will be made on the manual AFTO Form 95 indicating the date and location of the event.

14.2.1.2.2. **(Added)** The following statement will be entered in ink on the original AFTO Form 95: “Automated history started this date”. Printed G081 MIS automated 95s will be attached to the original AFTO Form 95 and filed in the equipment record. Print new automated Form 95s for aircraft installed components requiring an AFTO Form 95 IAW Section 5 of the applicable Dash 6 Technical Order (TO) and attach it to the original AFTO Form 95.

14.2.1.2.3. **(Added)** All major maintenance accomplishments [Depot, Contract Field Team (CFT), etc.] will be recorded on an AFTO Form 95 or automated historical record. CFT may forward a certificate of completion to Maintenance Operation Section (MOS) Plans Scheduling

and Documentation (PS&D) Section. The G081 MIS will then be updated to reflect work completed and the historical records will be filed in the applicable aircraft jacket file. The certificate of completion will also be filed in the aircraft jacket file after automation.

14.2.2.2.1.2. **(Added)** AGE historical AFTO 95s and/or automated historical records are decentralized and will be maintained by and in within AGE Flight.

14.2.2.2.1.3. Engine historical AFTO 95s and/or automated historical records are decentralized and will be maintained by the Propulsion Flight Engine Manager located in the propulsion section.

14.2.2.2.1.4. Fuel Cell's historical AFTO Form 427, Aircraft Integral Fuel Tank Repair Historical Record, and/or automated historical records are decentralized and will be maintained by the Fuel shop located in the Fuel Cell Section.

14.2.2.2.1.5. **(Added)** Decentralized historical records procedures. All decentralized records will be inspected at a minimum of semi-annually by PS&D in coordination with respective shops to ensure they are being properly maintained.

14.2.2.2.4. **(Added)** Decentralized historical records inspection procedures for Engine Management Branch (EMB) are as follows:

14.2.2.2.4.1. **(Added)** PS&D will meet with EMB. Together they will verify accuracy between G081 MIS and Comprehensive Engine Management System (CEMS) engine records, and ensure all entries are current and correct.

14.2.2.2.4.2. **(Added)** PS&D and EMB will make any changes or corrections and sign the monthly Engine records review sheet.

14.2.2.2.5. **(Added)** Decentralized historical records inspection procedures for Fuel Systems Section are as follows:

14.2.2.2.5.1. **(Added)** PS&D and Fuel Systems personnel will use current G081 MIS products to ensure proper documentation of job control numbers (JCN) issued against aircraft fuel systems. They will also verify current fuel systems work and ensure aircraft down time is scheduled to accomplish the repairs.

14.2.2.2.5.2. **(Added)** PS&D and Fuel system personnel will also ensure data on the AFTO Form 427 regarding temporary repair of fuel leaks in integral wing tanks on the forms as prescribed in TO 1-1-3 is accurate and current.

14.2.2.2.5.3. **(Added)** PS&D and Fuel Systems personnel will make any changes or corrections and sign the Fuel Cell records review sheet.

14.2.2.2.6. **(Added)** Decentralized historical records inspection procedures for the Aerospace Ground Equipment (AGE) Flight are as follows:

14.2.2.2.6.1. **(Added)** PS&D and AGE personnel will use current G081 MIS products to ensure proper documentation of JCNs issued against AGE. They will also verify current AGE work and ensure AFTO 95s for AGE are properly documented.

14.2.2.2.6.2. **(Added)** PS&D and AGE personnel will make any changes or corrections and sign the AGE records review sheet.

14.2.2.4.2. **(Added)** A copy of a G081 MIS automated history will be printed/downloaded (on a disk or CD) annually then retained in the specific aircraft jacket file and be available at all times.

14.2.2.4.3. Inspect aircraft jacket files annually using the PS&D local inspection checklist. Decentralized records (fuel cell, engines/props, weight and balance, and aerospace ground equipment) will be maintained by the owning agency and reviewed during annual inspection. A Defense Department (DD) Form 2861 Cross-Reference will be placed in the jacket file for each decentralized record.

14.2.2.4.4. Correct all discrepancies found during annual/semi-annual inspections or document errors which are not immediately correctable. Conduct a thorough search for any missing documents in the jacket file. If documents are not found, annotate on a Word document that a thorough search was conducted, and the documents were not found. Sign and date the document and store in the jacket file slot in place of the missing document.

14.2.2.4.5. **(Added)** Annotate the completion of the annual jacket file review in the automated history using G081 screen 9037. Include rank and name of inspector.

14.2.2.4.6. **(Added)** Document accomplishment of annual/semi-annual reviews on an AF Form 2411, *Inspection Document*, and file in aircraft jacket file.

14.2.3.4.6. **(Added)** Deployed Aircraft Records and Documentation Management.

14.2.3.4.6.1. **(Added)** Prior to aircraft deployment, the following factors will be considered in order to determine which, if any aircraft records will be sent:

14.2.3.4.6.1.1. **(Added)** Deployed location with host PS&D resources.

14.2.3.4.6.1.2. **(Added)** If anticipated length of deployment exceeds thirty (30) days.
14.2.3.4.6.1.3. **(Added)** Access to the G081 MIS.

14.2.3.4.6.1.4. **(Added)** Deploying PS&D personnel.

14.2.3.4.6.1.5. **(Added)** Availability and reliability of communications between the deployed location and home station.

14.2.3.4.6.1.6. **(Added)** Final determination to deploy records will be the responsibility of the MOS superintendent.

14.2.3.4.6.2. **(Added)** If PS&D personnel are at the TDY location, they will:

14.2.3.4.6.2.1. **(Added)** Accumulate and manage aircraft documents for return to home station.

14.2.3.4.6.2.2. **(Added)** Update G081 or other automated information system (if available) for flying hours flown, landings and sorties, etc.

14.2.3.4.6.3. **(Added)** If PS&D personnel are not at the TDY location the AMXS NCOIC will:

14.2.3.4.6.3.1. **(Added)** Forward historical data to the home station PS&D section on a weekly basis by the most expeditious means available.

14.2.3.4.6.3.2. **(Added)** Coordinate with the host PS&D (if available) for assistance in updating G081 or other automated system as applicable on flying hours flown, landings and sorties, etc.

14.2.3.4.6.3.3. **(Added)** The Maintenance NCOIC (or PS&D designated representative) will accumulate and manage aircraft documents for return to home station PS&D section.

14.2.4.2.8. **(Added)** The pre-dock meeting will be scheduled and the date/time posted in the 934th Airlift Wing’s weekly flying schedule.

14.2.4.3.5.11. **(Added)** A firm aircraft input date will be determined.

14.2.4.3.5.12. **(Added)** The due dates on all special inspection requirements will be verified.

14.2.4.3.5.13. **(Added)** Perform a review of all current G081 inspection/time change/TCTO automated runs for accuracy.

14.2.5.1.9. Verify next ISO and HSC due dates.

14.2.6.2.4. **(Added)** Maintenance Operations Center (MOC) will retain copies of the aircraft debrief and/or ground found discrepancies until they are input into the MIS.

14.2.6.2.5. **(Added)** PS&D will retain copies of the 781 until the aircraft flying time can be input into the MIS. The same procedures will apply at deployed locations unless that location has superseding instructions in place.

14.2.6.2.6. **(Added)** MOC will notify PS&D of any SI, TCI, TCTO and Aircraft Configuration Management (ACM) completions. PS&D will maintain a list of actions until GO81 MIS is restored. At that time all actions will be validated.

14.2.7.1.1. **(Added)** Upon notification of the event; PS&D will run the local Freeze/Impoundment of aircraft records checklist.

14.2.8. **(Added)** Flying Hour Accountability Procedures.

14.2.8.1. **(Added)** Debrief provides Air Force Technical Order (AFTO) Form 781, ARMS Aircrew/Mission Flight Data Document to PS&D electronically utilizing Mission Mobility Kit. When electronic method is unavailable, AFTO Form 781 paper copy will be utilized.

14.2.8.2. **(Added)** PS&D will review the AFTO Form 781 against G081 for accuracy.

14.2.8.3. **(Added)** PS&D will update their tracking flying hour spreadsheet.

14.2.8.4. **(Added)** On the first duty day of the month PS&D will run a flying hour accountability G081 report. PS&D will ensure the flying hour tracking sheet is up to date. After the G081 report will be given to the Squadron Aviation Resource Management office (SARM).

14.2.8.5. **(Added)** SARM will contact PS&D after data verification.

14.2.8.6. **(Added)** All corrections must be completed by the 4th day of the month.

14.3.3.3.2.10.2. PS&D will schedule the TCTO and submit it into the Monthly and Weekly Maintenance Utilization Plan for completion/compliance.

14.3.3.3.2.10.3. **(Added)** PS&D will notify the W&B Manager of completed TCTOs or modifications affecting W&B.

14.3.3.3.2.16. **(Added)** Upon completion of a TCTO, GO81 screen 8023 will be printed and placed within the specific TCTO folder verifying completion of the TCTO.

14.3.3.3.2.16.1. **(Added)** The completed TCTO folder will be placed in the proper area awaiting rescission.

14.3.4.3.6.1.1. MSL will order the required TCI items, fill in the document numbers on the AF Form 2001 and return it to PS&D within 2 working days of ordering.

14.3.7.1. **(Added)** PS&D will review the AFTO Form 95 entries to ensure compliance with all outstanding Time Compliance Technical Orders (TCTOs).

14.3.7.2. **(Added)** PS&D will schedule the TO 1C-130A-21 (Dash 21) inventory in G081 for the first workday after return to home station to verify AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing,* assets are onboard. The acceptance inspection will be loaded in G081 for the next workday after the AI meeting.

14.3.7.3. **(Added)** AMXS will accomplish an inventory of aircraft Dash 21 equipment and compare equipment on-board versus the AF Form 2692. After accounting for all equipment, the remaining equipment will be installed as required. When all equipment removed for the PDM/UDM input has been reinstalled, QA will perform and document through Automated Weight and Balance System (AWBS); Chart A - Basic inventory of all aircraft equipment and update the aircraft Weight & Balance records. In the case of aircraft transfers, shortfalls of equipment will be reconciled with the losing organization.

14.3.7.4. **(Added)** All acceptance inspections of aircraft returning from PDM/UDM or Contract/Depot Field Team maintenance will be reported in accordance with TO 00-35D-54. All discrepancies will be reported to QA for the preparation of the necessary material deficiency reports or warranty claims reports.

14.3.7.5. **(Added)** An Aircraft Document Review will be accomplished prior to the first flight.

14.4.1.2.24.2. Complete **Attachment 18** *934AW ENGINE MANAGER INFORMATION SHEET*. Procedures apply while deployed, at home station, or TDY.

14.4.1.2.24.2.1. **(Added)** Complete CEMS/GO81 transactions in date/time order of occurrence within 24 hours of system access.

14.4.1.3.7.1. Arrange for engine shipments with TMO and prepare the documents. Shipping documents will be filed and kept for one calendar year.

14.5.3.4. **(Added)** The following information is required from each agency to be given to PS&D upon request.

14.5.3.4.1. **(Added)** Maintenance Supervision: shift manning, skill level on each shift, and shift hours.

14.5.3.4.2. **(Added)** Maintenance shops: time, personnel, equipment, and facilities it takes to perform a required -6 task.

14.5.3.4.3. **(Added)** Maintenance Analysis: historic rates i.e. attrition, and average sorties duration.

14.5.3.4.4. **(Added)** Maintenance Training: AFRC Training Visibility Ledger report.

14.5.3.4.5. **(Added)** Operations: Sorties, flying hours, block schedule, turn times, average sortie duration for a specified time frame. Trip details to include flying hours, sorties, and general itinerary.

14.5.4.4.3.6. **(Added)** Quarterly Schedule Contributions. Any activity requiring use of a maintenance facility for commander’s calls, retirements, and ceremonies will be coordinated through PS&D NLT the second Thursday of the month prior to the next quarter.

14.5.4.4.6. **(Added)** For the purposes of long-range scheduling (annual and quarterly), the commitment rate is 65% of possessed aircraft for operations. This rate may be flexed for short periods as mission requirements dictate with the agreement of 934 OG/CC and MXG/CC.

14.5.4.4.7. **(Added)** For monthly and weekly schedules, a total operations and maintenance commitment rate of 75% for more than 3 consecutive days is flagged for MXG/CC review.

14.5.4.4.8. **(Added)** Deviations are negotiated when they become known or by the weekly scheduling meetings and require agreement between the Maintenance Group Commander (MXG/CC) and the Operations Group Commander (OG/CC).

14.5.4.4.9. **(Added)** Operations committed aircraft include, but are not limited to local training sorties, cross country trips, *Joint Airborne and Air Transportability Training* support, and a daily spare.

14.5.5.2.14. **(Added)** Spare Aircraft.

14.5.5.2.14.1. **(Added)** MXG will normally provide one spare aircraft daily. Use of the spare as a primary line may be negotiated.

14.5.5.2.14.2. **(Added)** Spare configuration will be the standard configuration unless otherwise requested.

14.5.5.2.14.3. **(Added)** Spare aircraft will be included in the daily operations aircraft utilization formula of 75% and will be considered a committed aircraft.

14.5.5.2.14.4. **(Added)** If a scheduled aircraft breaks for a maintenance issue, the OG/Airfield Management rep working the base operations duty desk, in coordination with the appropriate squadron leadership may elect to use the spare aircraft for any tail that day. The use of the spare will be coordinated between the Pro Super/Expeditor and Airfield Management. Once utilized, MXG will not generate another spare aircraft.

14.5.5.3.1.3. **(Added)** Aircraft will be crew ready no later than (NLT) two hours prior to the published take-off time for standard missions not requiring loading. Missions requiring loading will follow **Table 1**.

Table 14.1. (Added) Mission Turnover Minimum Times (T-3).

Mission type	Ready no later than time
Assaults	2 hours
Actual airdrop	3 hours
Bundles airdrop	2 hours
AES	3 hours
Off station requiring loading	3 hours
Exceptions: inclement weather and unknown maintenance discrepancies	
*Subject to deviations.	

14.5.5.3.3.1. **(Added)** NLT the second Thursday of the month the Aircraft Maintenance Squadron (AMXS) and Maintenance Squadron (MXS), will give PS&D any requests for aircraft down time for the next month.

15.5.5.3.3.2. **(Added)** NLT the third Wednesday of the month other base agencies requests need to be submitted to PS&D to be complied into the monthly schedule.

14.5.6.9. **(Added)** All requests must be submitted to PS&D NLT 1500hrs on Wednesdays for the following week.

14.5.6.9.1. **(Added)** The Quality Assurance Technical Order Distribution Office (procedural update) point of contact will submit a list of new or revised publications.

14.5.6.9.2. **(Added)** Other base agencies that need to use an aircraft will submit a request by email. The request will include point of contact, date and time needed, duration, configuration or special requirement, and reason.

14.5.6.9.3. **(Added)** The weekly aircraft utilization meeting, also known as the WALMART, is normally held in the 96AS Blue Room on Thursdays.

SAMUEL J. KRAEMER, Colonel, USAF
Commander

Attachment 15 (Added)

934AW AIRCRAFT/EQUIPMENT IMPOUNDMENT WORKSHEET.

OPR: MXG/MXQ	Date:			Page 1 of 4
Aircraft Tail Number or Equipment ID:	MDS or WUC:	Initial	Time	Date
Impoundment Official Aircraft/Equipment Impoundment Worksheet 1. Name of Impoundment Authority (IA): 2. Name of IA designated Impoundment Official (IO): 3. The IO will ensure all of the following: 3.1. IO will notify Maintenance Management Analysis (MMA) /Data Base Management (DBM) to lock G081 on affected aircraft/ equipment in order to maintain data integrity. 3.2. Production Super, MOC, 934AW/SE (Flight Safety), and Quality Assurance (QA) are notified of the aircraft/equipment impoundment order. 3.2.1. Production Super Notified (If not IA): 3.2.2. MOC Coordinator Notified (ensure GO81 is locked out): 3.2.3. QA Inspector Notified: 3.2.4. 934 AW/SE Flight Safety Notified: 3.2.4.1. Notify Security Forces and request cordon if required: MOC: DSN: 783-1328 QA: DSN: 783-1320 WG/SE: 783-1237 Security Forces: 783-1102 OSS/OSK: 783-1752 (if Air Drop Associated)				

OPR: MXG/MXQ	Page 2 of 4		
Tail/Equip # WUC:MDS	Initial	Time	Date
Impoundment Official Aircraft/Equipment Impoundment Worksheet 3.3. Will ensure the following discrepancy statement is entered in the affected AFTO Form 781A/244/245: A Red X stating: "Aircraft/Equipment Impounded IAW AFI 21-101. Impoundment Official is (Rank and Last Name); See page (n), block (n)" (Refer to cause of impoundment). 3.4. Will select a team of qualified technicians to determine the cause of the problem. 3.4.1. Will submit this list of individuals for authorized access to the impounded asset for MXG/CC or IA approval. 3.5. Will ensure a copy of the signed letter is provided to Security Forces. 3.6. Will ensure a copy of the signed letter is provided to impound location for use. 3.7. If required, the IO will establish an ECP with access control log for impounded aircraft/equipment. 3.8. Will ensure any maintenance performed is documented completely and accurately IAW applicable technical data. **NOTE** Aircraft/equipment records will be controlled at discretion of IO. IO will maintain strict accountability on impoundment associated parts. Identify parts removed as "REMOVED FROM IMPOUNDED AIRCRAFT/EQUIPMENT" on disposition tags and that all components requiring PQDR/SDR are process IAW T.O. 00-35D-54.			

	Page 3 of 4		
Tail/Equip # WUC:MDS	Initial	Time	Date
Impoundment Official Aircraft/Equipment Impoundment Worksheet 3.9. Request personnel training records from organization. 3.10. Interview pilot/flight crew, as needed. 3.10.1. Names: 3.11. Aircraft Released to Maintenance (Time/Date): 3.12. Reason for impoundment: 3.13. Corrective Action: 3.14. Maintenance Factor: (YES) (NO)Material Failure: (YES) (NO)			

	Page 4 of 4		
Tail/Equip # WUC:MDS	Initial	Time	Date

Impoundment Official Aircraft/Equipment Impoundment Worksheet

Only Complete Engine Information If Applicable

3.15. Engine/Equipment related.

3.15.1. Engine Series:

3.15.2. Eng. S/N:

3.15.3. Total Operating Time/Cycles:

3.15.4. Work Unit Code:

3.15.5. Total Cycles since overhaul:

3.15.6. Time/Cycles since overhaul:

3.15.7. Total Equivalent Cycles:

3.15.8. Time/Cycles since installed:

3.15.9. Fuel Control S/N:

3.15.10. Engine Control S/N:

3.16. IO with QA, meet with Impound Release Authority (RA) to brief all findings and review forms.

3.17. IO is responsible for clearing impound discrepancy in applicable MIS as well as forms "Corrective Action" and "Corrected By" blocks.

3.18. Name of RA:

3.19. RA is responsible for clearing impound discrepancy in applicable forms "Inspected By" block.

Attachment 16

934AW IMPOUNDMENT CONTROL LOG

Aircraft Tail Number or Equipment ID:				
NAME/RANK/EMP #	DATE/TIME ARRIVED	DATE/TIME DEPARTED	JCN	REASON FOR ACCESS

Attachment 17

934MXG LOCAL MANUFACTURE WORKSHEET

934 MXG MANUFACTURE WORKSHEET	
1. Requester Name: Shop: Phone: Date:	
2. Nomenclature:	
3. Part Number if applicable:	
4. Describe what the item is needed for and make a dimensional drawing:	
5. Requester's Supervisors Signature:	
6. Quality Assurance Office Signature:	8. Job Control Number:
7. SOS ____ Equipment Accountability Element (EAE) Verified: YES ☐ NO ☐	9. AFTO 350 Tag Number :
8. Local Manufacture Approval Signature:	11. Remarks:

Attachment 18

934AW ENGINE MANAGER INFORMATION SHEET

Figure A18.1. 934AW Engine Manager Information Sheet.

ENGINE/PROPELLER/SERIALLY CONTROLLED ITEM

Date: _____ Time:_____

Aircraft Tail Number:_____

Aircraft Hours at Removal:_____

Item Removed Serial Number:_____

Next Higher Assembly Serial Number:_____

How Malfunctioned Code:_____

Reason for Removal:_____

Item Installed Serial Number: _____

Next Higher Assembly Serial Number:_____

'Corrected By' Name and Man Number:_____

'Inspected By' Name and Man Number:_____

934MXG Engine Management POC:_____

COMM: 612-713-1367/1333 DSN: 783-1367/1333
FAX (MOC): Comm: 612-713-1547 DSN FAX: 783-1547
E-Mail: **934MOC@us.af.mil** SRAN Address:
Engine Manager 934 MXS/MXMP
760 Military Highway
Minneapolis MN, 55450-2100

Note: This is unclassified-critical information.
Encrypt e-mail traffic containing removal/installation information.