

**BY ORDER OF THE COMMANDER**  
**96TH TEST WING**



**AIR FORCE INSTRUCTION 21-101**  
**AIR FORCE MATERIEL COMMAND**  
**Supplement**

**96TH TEST WING**  
**Supplement**  
**15 NOVEMBER 2022**

**Maintenance**

**AIRCRAFT AND EQUIPMENT**  
**MAINTENANCE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Department of the Air Force Instruction (DAFI) 21-101, Aircraft and Equipment Maintenance Management, 16 January 2020, and AFMCSUP, 10 November 2020, are supplemented as follows: This publication applies to all units assigned under the 96 Test Wing (TW), and all personnel performing/supporting maintenance on aircraft or equipment controlled by the 96 TW. This instruction will apply to the Air Force Reserve Command (AFRC) and Air National Guard (ANG) Associate Units, but only when assigned duties are in support of 96 TW aircraft and equipment. Associate Unit AFRC, ANG and AD Air Force personnel, who support/maintain aircraft not owned/controlled by the 96 TW, are not required to comply with this supplement unless specifically instructed by other directive instruction. This supplement does not apply to Civil Air Patrol (CAP). Submit requests for waivers through the chain of command to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items and this instruction cannot be supplemented or further extended.

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### ***SUMMARY OF CHANGES***

This supplement has been revised in its entirety and must be completely reviewed. Substantial changes have been made to reduce areas already covered by parent instructions and reorganization of all chapters. Changes include, but not limited to, COMSEC/CCI compliance, MIS downtime procedures, revised electronic device/cell phone usage, tool control procedures, trend analysis procedures, operational and functional check flight configurations, the addition of engineering disposition processes, panel sheets, incorporating multiple 96 MXG operating instructions and policy letters.

1.7.1.1.1. **(Added)** See [paragraph 2.12.7.1](#) for COMSEC/CCI inventory accountability guidance.

1.12.1.1. **(Added)** in the event of significant MIS downtime, units will ensure accurate and reliable maintenance data documentation practices are complied with IAW 00-20-2.

1.12.1.2. **(Added)** All data manually recorded will be input into the MIS upon return of system availability.

1.12.1.3. **(Added)** Locally approved general use and manual job control numbers can be found in 96 TW Sup to AFI 21-101, Attachment 32.

1.15.2.3.1. **(Added)** Hands free earpieces or headphones are not authorized.

1.15.2.3.1.1. **(Added)** Portable music players issued through applicable support sections that are Hazard of Electromagnetic Radiation to Ordnance (HERO) and intrinsically safe radios may be used in or around maintenance activities unless otherwise specified by a specific TO

1.15.2.4. **(Added)** Personnel are not authorized to possess personal cellular phones on Eglin AFB restricted areas or hangars when aircraft or classified assets are present. The following individuals have been identified as personnel authorized to utilize personal communication devices on the flightline for official use only: Wing/MXG/AMXS/MXS/AMU/QA/QC/Contracted Leadership, Production Superintendents, Expeditors, Test Engineers, or personnel approved in writing by Squadron CC/civilian equivalent on a case-by-case basis. The following conditions will be observed by any individual authorized to possess a personal cellular/electronic device:

1.15.2.4.1. **(Added)** Under no circumstances will personal electronic devices be inside the cockpit or any locations where prohibited (i.e. Fuels shop).

1.15.2.4.2. **(Added)** Devices will not be used within 10 feet of aircraft and electro-explosive assets.

1.15.2.4.3. **(Added)** Use of social media or recreational applications while in the restricted areas or around classified assets is strictly prohibited.

1.15.2.4.4. **(Added)** Under no circumstances will personal electronic devices be used in the vicinity of classified material or operations.

1.15.2.4.5. **(Added)** Under no circumstances will personal electronic devices be used to capture images or video without approved Eglin Flightline Photo Pass. All pictures of aircraft or munitions either for personal or official use will be reviewed by the Activity Security Manager (ASM) or personnel approved by the ASM. The ASM is located in hangar 103 and can be reached at 882-6773. Unauthorized capture of images or video will be immediately reported to the Unit or Activity Security Manager.

1.15.2.4.6. **(Added)** Possessing personal electronic devices is an individual election and is not mandated; therefore, any damage, service provider costs, or other fees are the sole responsibility of the individual.

2.4.5.1. **(Added)** The 96 MXG/CC or designated representative is the only approval authority for authorizing maintenance personnel to conduct maintenance action on the airfield, to include shutdown, taxi, towing, or EOR activity, when there is lightning within 5 NM of EAFB. Maintenance personnel will perform the minimum essential tasks to safely shut down/secure the aircraft then immediately take cover.

2.4.16.2. **(Added)** See 96 TW Sup to AFI 21-101, Attachment 26, for the 96 TW Aircraft Paint Score sheet.

2.4.36.1. **(Added)** Guidance for Parking, Launch and Recovery of Explosive Loaded Aircraft are outlined in 96 TW Sup to AFI 21-101, Attachment 38.

2.4.44.1. **(Added)** Debrief personnel will utilize Integrated Maintenance Data System (IMDS) to identify previous discrepancies (especially CND discrepancies) to validate if the newly reported discrepancy fits the repeat and recur criteria. If the discrepancy is validated by debrief personnel as a repeat or recur, the debriefer will document in the aircraft forms and IMDS.

2.4.44.2. **(Added)** Technicians tasked to troubleshoot a repeat or recur discrepancy will investigate the aircraft history for the previous 30 days or last 5 flights, whichever is longer.

2.4.44.3. **(Added)** After a thorough review of maintenance history and the repair actions taken, the repeat, recur or CND discrepancy must be verified and cleared by a qualified 7-level or higher technician.

2.4.54.1. **(Added)** A pre-task safety briefing will be conducted prior to any and all operations involving explosives. (96 TW Sup to AFI 21-101, Attachment 28)

2.7.17.1. **(Added)** Use 96 TW Form 2434, *Munitions Configuration and Expenditure Document*, on all aircraft configured with munitions (includes impulse cartridges and chaff/flare). (96 TW Sup to AFI 21-101, **Attachment 37**)

2.10.22.1. **(Added)** The 96 AMXS/CC will establish a DCC program (AFI 21-101, para. 3.8.2).

2.10.22.2. **(Added)** DCCs will attend the DCC training course prior to being assigned an aircraft.

2.12.5.2.1. **(Added)** Specialist Section Chief will ensure configuration control for all applicable software required for the section's assigned systems.

2.12.7.1. **(Added)** Section Chief (Specialist) will ensure procedures are in place to maintain serial number inventory accountability for all COMSEC/CCI issued or removed. (**Paragraph 1.7.1.1** requirement).

2.12.19.1. **(Added)** Section Chief (Weapons & Avionics) will ensure procedures are in place to control, store, and manage Alternate Mission Equipment.

3.10.2.6.1.1. **(Added)** Use 96 TW Form 2434 on all aircraft configured with munitions (includes impulse cartridges and chaff/flare).

3.10.2.6.2.1. **(Added)** 96 TW Forms 2434 will be turned into Munitions Control at the end of each shift. Munitions Control must reconcile munitions activity (movements, uploads, downloads, expenditures, etc.) prior to additional munitions getting delivered for the on-coming shift.

3.10.2.6.2.2. **(Added)** Use 96 TW Form 2434 to report on all aircraft (primary, spare, non-flyers and TDY aircraft) configured with munitions to include impulse cartridges, chaff/flare and 20mm ammunition.

3.10.2.6.2.2.1. **(Added)** Document chaff/flare by magazine serial number and quantity of cartridges.

3.10.2.6.2.3. **(Added)** Discrepancies/inaccuracies identified on the AF Form 2434 by Munitions Control as part of the shift reconciliation process must be resolved before additional munitions can be delivered.

3.10.2.16. **(Added)** Maintain Impulse Cartridge Inventory Log (96 TW Sup to AFI 21-101, Attachment 35).

4.4.3.1.2.2. **(Added)** Egress will utilize the Egress Pre-Task Safety Briefing (96 TW Sup to AFI 21-101, Attachment 39) prior to any and all explosive operations.

4.4.4.1.4.1.2. **(Added)** Fuels Hangar Checklist (96 TW Sup to AFI 21-101, Attachment 40) will be utilized for all fuel pad and fuel system repair when aircraft hangaring is required.

4.5.1.8. **(Added)** Take OAP samples from all oil servicing carts prior to the beginning of the routine flying week (T.O. 33-1-37-2). Any servicing carts the Nondestructive Inspection (NDI) Laboratory declares contaminated will be drained, flushed, refilled, and retested. While oil carts are deployed, the using organization shall comply with the same OAP requirement as stated above and document the results on the AFTO Form 244.

4.5.1.9. **(Added)** Be responsible for clearing the flightline of all AGE equipment by end of shift on Fridays after coordination with 96 AMXS Red and Blue Pro Supers. AGE equipment still in use as determined by the Pro Supers will be the responsibility of AMXS to secure. AGE personnel will enter the Pro Super's name/rank into AGE SVPD shift logbook. The equipment can remain in one of the approved sub-pools or be brought back to the AGE yard.

4.5.1.10. **(Added)** Shall empty user-delivered bowsers and dispose of collected fluids. The AGE Flight is not responsible to collect or dispose of fuel/oils at fixed-site bowsers, storage tanks, or in 55-gallon drums.

4.5.1.11. **(Added)** Shall immediately notify the 96 LRS/EAO or AFGLSC/EME before physical movement of items for transfers of equipment for rotation, exercise, deployments, or inter- or intra-command loans. Custodians notify the 96 LRS/EAO or AFGLSC/EME when the item is returned, or when they receive the item from other activities. The AFGLSC/EME processes the inputs to TRICs FED/1ET, which receives/transfers the item.

4.5.4.8. **(Added)** The 96 MXG AGE contractor/Production Support Section (PSS) shall implement and submit to Plans and Scheduling an inspection schedule for periodic maintenance on munitions trailers. The schedule submitted will be available for viewing on the 96 TW servers at T:\MXG\Plans & Scheduling Products\Weekly Schedule.

4.5.4.8.1. **(Added)** AGE Drivers shall:

4.5.4.8.1.1. **(Added)** Deliver, pickup and service powered and non-powered AGE for Job Order Number (JON) paying customers located in the Eglin AFB flightline area, as required.

4.5.4.8.1.2. **(Added)** Maintain constant radio communications for the purpose of controlling AGE movement on Maintenance Net 5 or may be reached by calling the AGE SVPD.

4.8.1.3.1. **(Added)** Marking of Aerospace Vehicles/Equipment. The Corrosion Control Section will provide services and maintain aerospace equipment for both Air Force Materiel Command and Air Combat Command assigned aircraft.

4.8.1.3.2. **(Added)** Flagships: 96th Test Wing Commander (96 TW/CC), 53rd Wing Commander (53 WG/CC), 96th Operations Group Commander (96 OG/CC), 40th Flight Test Squadron Commander (40 FLTS/CC), and 85th Test & Evaluation Squadron Commander (85 TES/CC) are the only authorized flagships. Additional flagship paint schemes may be accomplished provided MAJCOM approval (HQ AFMC/LGM) has been received. The timely rotation of flagship aircraft is encouraged to avoid excessive paint build-up.

4.8.1.3.3. **(Added)** Aircraft markings will be reapplied when they become deteriorated or faded. Requirements to reapply markings will be scheduled at the shared resource meeting. All pilot and dedicated crew chief names on the aircraft will be accomplished in vinyl (Flagship aircraft may be painted on a case-by-case basis). This will ensure timely and responsive name changes with little or no impact to the environment.

4.9.5.14. **(Added)** See 96 TW Sup to AFI 21-101, Attachment 34, for Pre-Task Safety Briefing for TA Aircraft.

4.11.1.18. **(Added)** When aircraft are to be operated inside the hush house, the Hush House Checklist (96 TW Sup to AFI 21-101, Attachment 30) will be utilized.

4.11.1.19. **(Added)** When an uninstalled aircraft engine is to have a courtesy run, the Courtesy Run Checklist (96 TW Sup to AFI 21-101, Attachment 31) will be utilized.

4.11.3.5.3. **(Added)** Procedures required as outlined in section 4.11.3.5 can be found in MXGOI 21-134.

5.2.5.1.11. **(Added)** All requests to add, delete, or change W/C mnemonics will be routed to the MIS Database Management office using the format shown in the 96 TW Sup to AFI 21-101, Attachment 2. MIS Database Management will coordinate with the Programs Section on the assignment of W/C mnemonics and W/C codes.

5.2.5.1.11.1. **(Added)** No action to delete a W/C will be performed until all equipment and/or personnel are transferred to another W/C.

5.3.4. **(Added)** MXG/UTM will notify 896 TSS/CL and squadron UTM of AF/Wing training requirement changes.

6.7.1.1.1. **(Added)** 96 MXG/QA conducts inspections on 896 TSS personnel and coordinates quarterly contract reviews with 896 TSS/CL or designated representatives.

6.7.11.4.12.2.1.1. **(Added)** Corrective Action Plans (CAP) will be reviewed for trends QTRLY and highlighted during QTRLY MSEP.

6.7.11.4.12.2.2.1. **(Added)** Corrective Action Plan (CAP). The problem-solving responsibility and the corrective action process resides at the lowest appropriate command level. Commanders will ensure CAP worksheets are completed for all incidents involving equipment/engine/aircraft damage, personnel injuries, using the problem-solving approach/tool and level of effort best suited to the situation. (96 TW Sup to AFI 21-101, Attachment 29)

6.7.11.4.12.2.2.2. **(Added)** The CAP should be completed no later than one week from the recorded incident or QA fail. Ensure the data is valid and submitted to meet MXG suspense reporting requirements. Submission, reconciliation, and coordination with squadron and group leadership are required to ensure comments fully explain the causes of the data.

6.7.11.4.12.2.2.3. **(Added)** Write recommendations that have a definitive closing action. For example, do not recommend reminding personnel of the importance of doing their jobs properly; however, recommendations to place CAUTIONS and WARNINGS in TO guidance relating the adverse consequences of not doing one's job properly may be appropriate. Recommendations for specific actions, such as refresher training, implementing in-process inspections, etc., to ensure job duties are being properly performed may also be appropriate since they are specific and can be closed.

6.12.2.1.2. **(Added)** FCF procedures are detailed in 96 TW Sup to AFI 21-101, Attachments 3, 4, and 41.

6.13.2. **(Added)** See 96 TW Sup to AFI 21-101, Attachment 3 and Attachment 4 for local FCF procedures, configurations, and requirements.

6.13.3. **(Added)** QA will perform rated OCF/FCF preflight and active forms inspections as required. See [para. 6.13.4.4.3](#).

6.13.4. **(Added)** AMXS will:

6.13.4.1. **(Added)** Document aircraft forms with a red dash (-) and enter the reason for the OCF/FCF in the "DISCREPANCY" block, IAW TO 00-20-1 and TO 00-20-2.

6.13.4.2. **(Added)** Pull the AFTO Forms 781A & 781H prior to OCF/FCF. However, all forms containing maintenance related to OCF/FCF (from last good flight, until FCF release), will remain with the aircraft forms binder.

6.13.4.3. **(Added)** Coordinate with QA and ensure sufficient time is allotted to perform a rated aircraft forms inspection (including all maintenance related to OCF/FCF) and rated preflight inspection prior to first OCF/FCF attempt. For subsequent flight attempts, only the aircraft forms will require a rated inspection.

6.13.4.4. **(Added)** Notify Weight and Balance (W&B) after exceptional release is complete for forms review. Ensure W&B Section has appropriate time to review forms prior to aircrew brief.

6.14.1.2.1. **(Added)** QA will brief aircrew using High-Speed Taxi Checklist (96 TW Sup to AFI 21-101, Attachment 5).

6.14.4. **(Added)** AMXS will:

6.14.4.1. **(Added)** Coordinate EOR to inspect brakes prior to and following High-Speed Taxi.

6.14.4.2. **(Added)** Ensure aircraft is in flyable condition with exceptional release signed off and configured with minimal fuel load (determined by aircrew).

6.15.1.1.1. **(Added)** Primary weight and balance handbooks will remain in the QA office; secondary handbooks (UH-1N) will remain on the aircraft.

6.15.3.3.1. **(Added)** 896 TSS personnel will:

6.15.3.3.1.1. **(Added)** Perform Chart "A" inventory on instrumentation equipment and components installed in modified aircraft, as required.

6.15.5.3.3.1.2. **(Added)** Provide the W&B Section a detailed listing of all items installed or removed during modification. Listing will include weight, arm, and quantity removed or installed.

6.15.5. **(Added)** Plans and Scheduling will:

6.15.6.1. **(Added)** Notify the W&B Section upon completion of a TCTO or any maintenance that will affect the W&B of the aircraft.

6.15.6.1.1. **(Added)** Coordinate aircraft downtime requirements with the W&B manager for scheduled aircraft weighs (typically 1 day down). Additional downtime may be required following modification/TCTO of the aircraft, as determined by the W&B manager.

**7.1. (Added) Aircraft will be impounded for.** Discovered or lost/item(s)/tool(s) in the following areas: cockpit, engine, engine bay, intake(s), flight control surfaces, where there are moving parts or pieces that could jam (excludes F-15 inlet ramps). Only the MXG/CC, MXG/CD, MXG/DD, or MXG/CCC can waive impound requirements.

7.2.1.1. **(Added)** 96 MXG Impoundment Checklist is located in the 96 TW Sup to AFI 21-101, Attachment 15.

7.2.4.1. **(Added)** See 96 TW Sup to AFI 21-101, Attachment 16, for Impoundment Transfer Checklist.

7.4.2.1. **(Added)** Impound procedures are located in 96 TW Sup to AFI 21-101, Attachments 15-21.

8.2.3.1.1. **(Added)** Unserviceable warranty tools will be tagged and segregated from other broken/removed tools, until the replacement tool can be attained.

8.2.3.2.1. **(Added)** Procedures for etching/de-etching tools are located in [para 8.6](#) Units will consult applicable TOs/warranties to ensure they are not voided.

8.2.3.3.1. **(Added)** Support sections are the OPR for maintaining replacement tools.

8.2.4.1. **(Added)** Items are inspected for serviceability during issue/turn in. Items are replaced when needed.

8.2.5.2. **(Added)** Incoming personnel taking over the CTK will be provided a list of all items the outgoing individual has signed out (i.e., AF Form 1297, TAS printout, or equivalent). Both individuals will conduct an inventory of all items listed. Once all tools are accounted for, the incoming person will sign the listing, accepting responsibility for all items and annotate the date, time, and aircraft tail number. The outgoing person will return the listing to the Support Section/work centers to complete the turnover. The signed list will be retained in the Support Section/work centers until all listed CTKs/items have been turned in.

8.2.5.3. **(Added)** If on site transfers are required a Support section personnel will be present and account for all tools.

8.2.6.2. **(Added)** Procedures for lost/missing tools are covered in 8.9.

8.2.7.1. **(Added)** See 96 TW Sup to AFI 21-101, Attachment 24 for list of approved EIDs.

8.2.8.1. **(Added)** Items issued to personnel will be permanently marked with the two-letter base code (EG for Eglin), two- or three-digit wing/group designation (96 or 896), followed by their 5-digit employee number (EG9601234 or EG89601234), or first initial, last name and employee number (J Doe 01234).

8.2.9.1. **(Added)** Rags/cheesecloths/canopy cloths are issued in groups and stored in a bag. The tool bag will be marked with quantity of items and the applicable EID.



8.2.9.1.1.1. **(Added)** Paper products are not controlled via TCMAX, they are consumables.

8.2.10.1. **(Added)** The Support section flight CC/Chief will designate personnel authorized to procure tools.

8.2.11.1. **(Added)** Locally manufactured/developed tools after approval are controlled in the same manner as all other tools in [chapter 8](#).

8.2.12.1. **(Added)** Depot teams/contractors/Contract Field Teams working within the 96 TW Maintenance Complexes on Eglin AFB and associated ranges, to include Duke Field, will use a positive tool/equipment/parts control and accountability system.

8.2.12.2. **(Added)** QA will be the point of contact for assistance in setting up a positive control system for 96 MXG controlled aircraft. If a tool is identified as missing, depot teams, contractors, and Contract Field teams will comply with procedures in this instruction.

8.2.14.1. **(Added)** The Flight/Section Chief identifies/approves the need to maintain CTKs or support equipment in decentralized locations.

8.2.14.2. **(Added)** If required, the vehicle/trailer will be set up as a dispatchable CTK and all CTK requirements apply.

8.2.14.2.1. **(Added)** All equipment, tools, and personal protective equipment in vehicles/trailers must be identified with the same CTK ID code.

8.2.14.2.2. **(Added)** A MIL will be maintained with the vehicle/trailer.

8.2.15.2. **(Added)** Support personnel will conduct final inventory, Production Super will verify accountability is complete and sign in CTK.

8.2.16.1. **(Added)** Personnel will obtain verbal permission from support section personnel before entering the restricted tool control/storage area.

8.2.17.1. **(Added)** Items identified in long term storage will only be inspected upon removal from long term storage.

8.2.18.1. **(Added)** Equipment issued will be secured IAW [para 8.5.4.3](#).

8.2.19.1. **(Added)** Items are controlled per [para 8.3.8](#) through [8.3.8.2.1](#).

8.2.20.1. **(Added)** Tooling will be secured per [para 8.5.4.3](#).

8.2.21.1. **(Added)** Loaned tools will be tracked with AF1297. Once per duty week support sections will contact all receipt holders and verify accountability.

8.2.22.1. **(Added)** Personnel will receive OJT/Section specific training mandated by NCOIC or equivalent.

8.3.1.2. **(Added)** Flight commander/chief (or civilian equivalent) responsibilities:

8.3.1.2.1. **(Added)** Approve written procedures established by the CTK Custodian for:

8.3.1.2.1.1. **(Added)** CTK Sign-in/out procedures for instances where only one person is assigned to a shift/work center if required.

8.3.1.2.1.2. **(Added)** Procedures and policies for situations where two or more work centers operate a single tool room/Support Section.

8.3.1.2.2. **(Added)** Develop memorandum identifying unit personnel who are granted unrestricted access to the tool room. Any individual not listed on this memorandum will obtain verbal permission from support section personnel before entering the restricted tool control/storage area.

8.3.6.1.1. **(Added)** MIL located in CTK will be verified against master WWM approved MIL and signed by CTK custodian or designated representative.

8.3.6.7.1.3. **(Added)** Document with a brief description the discrepancy/reason the item was removed, such as broken and removed, broken not removed, or removed for PMEL. Permanently removed tools will be removed from the MIL, have the inlay filled in and/or the shadow and label/silhouette removed.

8.3.7.2. **(Added)** Support equipment containing hand tools as part of the equipment inventory require an inventory list, and the tools will be marked with the support equipment ID number.

8.3.10.2. **(Added)** Units will establish memo detailing items removed for FO prevention purposes that are not AFI requirements.

8.3.13.4.1. **(Added)** Do not de-etch a tool if it will void the warranty.

8.3.14. **(Added)** Spare/expendable tool bins must be secured, neatly organized with like items stored together, and controlled.

8.3.14.1. **(Added)** Spare tool monitors (primary and alternates) will be appointed by the Section Chief in writing.

8.3.14.2. **(Added)** Spare tool access will be limited and determined by the Section Chief in writing.

8.3.14.3. **(Added)** Spare tool monitors will determine the contents and establish stock levels of spare tools.

8.3.15. **(Added)** Work centers will keep a spare tools inventory working copy which reflects accurate, on-hand amounts at all times. The working copy and the TAS will be updated whenever items are added/subtracted. Working copies are printed out as determined by the Section Chief.

8.5.1.2.1.2. **(Added)** Tools, equipment, tool kits, HAZMAT items, and TOs kept in a shop is defined as "immediate support section-controlled area" where these items are secured. If items are required outside of the immediate support section-controlled area, items will be tracked using the TAS.

8.5.1.2.1.3. **(Added)** All personnel assigned or unassigned (field teams, contractors, etc.) will be issued tools and equipment using the TAS. All tools and equipment will be turned in at the end of each work shift. If the person does not have an employee number, the CTK custodian supervisor will create an employee ID using 10000 series numbers (i.e., Smith 10001).

8.5.2.3.1. **(Added)** TDY support personnel or equivalent will ensure their tool kits are complete and properly etched/marked before departing home and TDY locations to ensure no lost/misplaced tools during shipment. These kits are subject to all controls, inventories, and lost tool procedures. Lost tools/items will be reported per home base and deployed location lost tool procedures.

8.5.2.3.1.1. **(Added)** When turnover at end of shift is not feasible, the Production Superintendent may authorize turnover for their assigned personnel on a case-by-case basis, not to exceed 24 hours. Both individuals will document an inventory of all tools and equipment being transferred to the next individual. Personnel requiring tools and equipment for an extended period will follow procedures in [para. 8.5.2.3.1.2.](#)

8.5.2.3.1.2. **(Added)** Items that are to be used for an extended period of time, (e.g., clecos, safing pins, rig pins, and boresight equipment) will be documented in the TAS as “Long-Term” issued. For stand-alone items, use an AF Form 1297 annotated with the projected return date. Accountability will be verified weekly by contacting the individual to ensure that the item is still required and accounted for. For all other items, use an AFMC Form 61, kept with the MIL.

8.5.4.1.1. **(Added)** CTKs and test equipment may be sealed for ease of inventory and for long-term storage of up to 12 months. Sealed CTKs and test equipment will be 100% inventoried and an AFTO Form 255 will be attached with the inspection date and supervisor's initials. Sealed CTKs and equipment are exempt from the local 90-day and 180-day inspections listed in 8.5.4.1.2.

8.5.4.1.2. **(Added)** All tools and equipment under the CTK custodian’s control will be inspected at least every 180 days. Dispatchable CTKs utilized on the flightline require inspection every 90 days. Inspections will be annotated in AFTO Form 244 and/or the MIS per 00-20-1.

8.5.6. **(Added)** TCTOs and modification kits may issue with special tools; equipment, or instructions to locally manufacture tools/equipment. Tool/equipment items retained for future use will be controlled IAW this instruction and all applicable supplements. Tool/equipment items not retained after the completion of the TCTO/modification will be treated as temporary loan tools and hand-receipted to the individual user.

8.5.7. **(Added)** Use the following approved methods for controlling CTKs:

8.5.7.1. **(Added)** Method 1: Work center supervisors, or their designated representatives, are responsible for the tools and will control tools by means of an inventory at the beginning and end of each shift.

8.5.7.2. **(Added)** Method 2: Set up a centralized tool room using squadron assets. The tool room supervisor will supervise control of inventory and issuance of tools and mini kits.

8.5.7.3. **(Added)** Method 3: This method is a combination of Methods 1 and 2. Unit may establish a centralized tool room, yet still have CTKs in the work centers. Work center supervisors, or their designated representatives will control tools by means of an inventory at the beginning and end of each shift.

8.5.7.3.1. **(Added)** For units that choose tool accountability Method 3, the tool room will maintain a master consolidated CTK ID listing of all the subaccounts as well as the listing of its own CTK items.

8.5.7.3.2. **(Added)** Each subaccount will maintain an inventory listing of their CTK items.

8.5.7.3.3. **(Added)** The tool room and work centers will be assigned individual (separate) ID codes.

8.5.7.3.4. **(Added)** All special tools/test equipment and maxi-/mini-kits will have designated locations in the Support Section/work center for quick visual inventory and accountability.

8.5.8. **(Added)** Depot Teams/Contractors/Contract Field Team Responsibilities:

8.5.8.1. **(Added)** Depot teams/contractors/Contract Field Teams working within the 96 TW Maintenance Complexes on Eglin AFB and associated ranges, to include Duke Field, will use a positive tool/equipment/parts control and accountability system.

8.6.1.1. **(Added)** Currently assigned WWID codes are available on 96 TW Sup to AFI 21-101, Attachment 24.

8.6.1.2.1.3.1. **(Added)** Golf carts and similar type vehicles will be marked with the first four WWID characters assigned to the applicable work center, followed by the designated ID number assigned to that equipment item, as listed in the MIS. Example: EGQA for work center, and GEZ08 as shown in the MIS to create the full ID of EGQAGEZ08.

8.7.3.1.2.1. **(Added)** LMT/LME and LMDT/LMDE package requirements:

8.7.3.1.2.1.1. **(Added)** LMT/LME and LMDT/LMDE approval packages will be initiated by the requesting work center, routed IAW 96 TW Sup to AFI 21-101, Attachment 22, and include: Pictures, drawings, or sketches of proposed tool/equipment. Completed LMT/LME and LMDT/LMDE Approval Worksheet (96 TW Sup to AFI 21-101, Attachment 22).

8.7.3.1.2.1.2. **(Added)** LMT/LME and LMDT/LMDE packages will be maintained on file in the support section/tool room until a copy is provided to QA and owning work center verifies all documents are posted on the QA SharePoint. Once local manufacture items are approved for use, all CTK and equipment rules/guidelines apply.

8.7.3.1.2.1.3. **(Added)** Inspection and serviceability criteria for all local manufacture tools/equipment authorized by technical data will be readily available. All locally manufactured/modified items will be identified as such on the applicable MIL.

8.7.3.1.2.1.4. **(Added)** The Support Section Chief/CTK custodian or designated representative will perform the biennial review of all locally modified, manufactured/developed tools/equipment. The reviewer will: Verify need, requirement, applicability, and current configuration. Compare each package on file (if retained) with QA library files (QA SharePoint). Discrepancies between packages on file will be corrected. Discontinue use of items with lost, missing, or unverified authorization letters until authorization is renewed. Delete tools/equipment and remove supporting packages from all file libraries for all items no longer required. Document completion of review in MFR format and maintain in applicable location on QA SharePoint.

8.8.2.2.3. **(Added)** CTKs, -21 equipment caskets, and other support equipment will be secured to an immobile object, such as a grounding point, when left unattended on the flightline. All available brakes will be set on applicable equipment. Items will not be secured to moveable objects such as aircraft, trailers, fire extinguishers, or AGE. All other SE should be secured in a way to prevent damage caused by high winds from weather and/or jet engine exhaust.

8.8.2.2.3.2. **(Added)** AMU building overhangs are not defined as high traffic areas.

8.8.2.3. **(Added)** All common tools issued to perform routine housekeeping or facility tasks within the work center (e.g., hammers, screwdrivers, pliers, and drills) will be issued from a non-dispatchable CTK and documented in the TAS and/or by AF Form 1297.

**8.9. (Added) Aircraft “involved” is defined as:** The tool, item or parent CTK was used to perform a task/inspection in or on an aircraft regardless of location (i.e., hangar, flightline or wash rack). If there is doubt whether or not an aircraft is “involved,” the aircraft WILL be considered involved until proven otherwise. Procedures for lost or discovered items/tools involving aircraft are listed in 96 TW Sup to AFI 21-101, Attachment 6. When aircraft are not involved, use 96 TW Sup to AFI 21-101, Attachment 7.

8.9.2.1.1. **(Added)** When a tool/item is discovered missing and aircraft are involved, the Pro Super will call the MOC for a “quick freeze.” During a quick freeze, aircraft will not taxi and all affected area operations will cease until the quick freeze is terminated. AMXS/MXA or above may approve deviations from this paragraph. Quick freeze termination authority is the AMXS/MXA or above.

8.9.2.1.1.1. **(Added)** If a lost tool/item was used or suspected to have been used on an aircraft that has taxied or taken off, MOC will contact aircraft operations IAW 96 TWI 21-130 to recall aircraft. Upon aircraft return, the Pro Super will initiate procedures contained in 96 TW Sup to AFI 21-101, Attachment 6.

8.9.2.3.4. **(Added)** AFMC Form 310 will be filled out with as much detail as possible. The form initiator will include all personnel and a final man-hour total. They will also list all areas searched, and the dollar amount for item/tool to be replaced.

8.9.2.3.5. **(Added)** All AFMC Forms 310 will be turned in to 96 TW FOD/DOP Monitor no later than 5 duty days from date of issuance.

8.9.2.6.2.1. **(Added)** Procedures for aircraft involved/not involved are outlined in Attachments **6, 7** and **7.1. (Added)** Discovered or lost/item(s)/tool(s) for impoundment procedures if aircraft are involved.

8.9.3.1. **(Added)** When an individual discovers an item/tool and the origination is not known, an investigation is still required to determine its origin.

8.9.3.1.1. **(Added)** If the discovered item/tool is believed to belong to an aircraft or supporting equipment, contact the Pro Super immediately and follow guidance in 96 TW Sup to AFI 21-101, Attachment 6.

8.9.3.1.2. **(Added)** If the discovered item/tool does not involve aircraft, follow guidance in the 96 TW Sup to AFI 21-101, Attachment 7.

9.3.1. **(Added)** Only personnel listed with MICAP Approval Authority on the SCR are authorized to sign supply documentation for MICAP backorders. Supply Support personnel will ensure a copy of the letter is posted in the supply support area.

10.17.1.1. **(Added)** Nonstandard test munition load time standards will be determined on a case-by-case basis by WWM.

11.1.4. **(Added)** All spills and accidental discharges of petroleum, oils, lubricants, chemicals, hazardous waste or hazardous materials must be reported to MOC by the responsible organization regardless of quantity. A spill report will be completed and sent to the Unit Environmental Coordinator.

11.3.1.1. **(Added)** 96 RN/CL is the equivalent to MXG/CC, and will approve all items identified applicable to personnel in the 96th Range Group.

11.3.1.1.1. **(Added)** Requests to add 896 TSS personnel to the Special Certification Roster will be generated by the 896 TSS/CL or designated representative and coordinated through 96 MXG/CC for approval.

11.4.2.3. **(Added)** Units will utilize the Engineering Disposition Worksheet when submitting requests to QA. (96 TW Sup to AFI 21-101, Attachment 36)

11.6.5.1.1. **(Added)** If the MIS is down or unavailable, the Production Super will ensure any actions documented in aircraft forms will be entered into the MIS as soon as it becomes available and/or accessible.

11.8.3.1.4. **(Added)** Assigned dispatchable and non-dispatchable support/test equipment containing openings, ports, lines, hoses, electrical connections, and ducts stored within maintenance shops and support sections will have caps and plugs installed when stored in an open, unprotected environment, where the possibility exists for the introduction of FO. Support and test equipment components stored within enclosed outer cases, containers, cabinets, drawers, or similar protective enclosures do not require caps or plugs where protective enclosure is adequate to protect equipment from introduction of FO unless otherwise directed by equipment specific TOs. Installed caps and plugs will be attached/secured and identified on the MIL.

11.8.3.1.5. **(Added)** While an aircraft is positioned in any hangar, the organization performing maintenance, i.e., phase, mods, speed line, fuels, will ensure that unattended aircraft is protected with suitable covers.

11.8.3.1.6. **(Added)** Aircraft canopies will be closed during the weekend and during extended down time (when cockpit entry is not required). If the aircraft canopy is removed, aircraft cockpits will be covered when not in use for an extended period.

11.8.3.2.2.1. **(Added)** On F-15 aircraft, cover exterior inlet louvers/openings when maintenance is performed within 5 feet of the vari-ramp louvers.

11.8.3.2.2.2. **(Added)** Upon completion of all major maintenance actions in the following areas: cockpit, engine bay, engine inlet/intake, engine exhaust/augmenter, gun systems (F-15 add: vari-ramp areas) (F-16 add PDU/LEF area) annotate a separate Red-X entry in the AFTO Form 781A IAW 00-20-1, "FO inspection due after maintenance." Reference will be made to the original discrepancies. The FO inspection will be accomplished as close as possible prior to QA KTL if applicable. If QA KTL is not required, FO inspection will be accomplished after all maintenance in the area is completed

11.8.3.2.3.1. **(Added)** Applicable TOs will be used to determine if anti-personnel guards are required. EXCEPTION: Anti-personnel guards will be used when maintenance is performed within 25 feet forward and/or 5 feet aft of the engine inlet and during all ground mounts that require radio, of all engines.

11.8.3.3.1. **(Added)** All intake/inlet plugs/covers, probe/pitot covers will be left on until 1 hour prior to scheduled take off or until crew step is called for that aircraft. Items that have both hard and soft covers only need to utilize one of the two. During recovery/inspection process -21 will be installed IAW MDS specific TOs.

11.8.3.6.1.1. **(Added)** When personnel are within 25 feet of a running aircraft, line badges and passes will be stowed in a way to prevent FOD.

11.8.3.6.6. **(Added)** With the exception of stocking caps, bush style hats, and security forces personnel wearing berets (metal insignias removed), hats will not be worn on the flightline or areas where engine operations are conducted. Only stocking caps may be worn within 25 feet of an operating engine, as long as the cap does not interfere with proper wear of hearing protection and is secured underneath hearing protection.

11.8.3.6.7. **(Added)** Jacket hoods will be tucked in within 25 feet of running engines.

11.8.3.6.8. **(Added)** Personnel reflective and tool belts will not have any items attached/affixed. Exceptions (not cockpit): hearing protection, hearing protection holder; and tool/checklist pouch (tool belt only).

11.8.3.6.9. **(Added)** All personnel entering fighter type aircraft cockpits will ensure personal belongings are removed and secured from their person to prevent FOD. Exception: Reflective belt with no items attached may be worn in hours of darkness.

11.8.3.8.2. **(Added)** Vehicles with FOD containers will be emptied when full or at turn in, whichever comes first. Containers will be marked with the vehicle registration number and added to the AF Form 1800.

11.8.3.8.2.1. **(Added)** When Structural Maintenance makes repairs or replaces rivets in the aircraft intake area, they will document maintenance using 96 TW Sup to AFI 21-101, **Attachment 9**, "Intake Rivet Replacement/Intake Maintenance Checklist". The checklist, along with any items removed and collected, will be sent to QA and held for a minimum of 90 days.

11.8.3.10.2. **(Added)** FOD walks are required each flying day and should be completed prior to the first flight of the day. Supervision may delay FOD walks due to darkness.

11.8.3.10.3. **(Added)** FOD walks will include the area around each building, inside the FOD free area, and are the responsibility of the unit(s) occupying each building.

11.8.5.2.1. **(Added)** The 96 TW FOD Monitor, in conjunction with QA/QC, will monitor FOD conditions during inspections to determine the degree of compliance with FOD prevention policies. The 96 TW FOD Monitor will perform documented weekly spot checks throughout the flightline/maintenance areas using 96 TW Sup to AFI 21-101, Attachment 12. Deficiencies noted will be forwarded to the responsible section for correction.

11.8.5.2.1.1. **(Added)** Unit FOD representatives will conduct weekly spot checks of their assigned areas and document them on spot check worksheet located on unit FOD board. Wing FOD monitor will validate completion of spot inspections monthly in addition to completing FOD inspections located on RIL.

11.8.6.4.4.1. **(Added)** Notify the 96 TW FOD Monitor/QA prior to blade blending when damage, other than for minor sand nicks or scratches, is identified. Ensure repaired FOD is documented on the blade blend worksheet (96 TW Sup to AFI 21-101, Attachment 10) and forwarded to EMB. This information will be entered into MIS with a suspense sent to EMB.

11.8.9. **(Added)** Unit Responsibilities:

11.8.9.1. **(Added)** Every function pertaining to aircraft operations, aircraft maintenance, and aircraft modifications within the 96 TW will appoint a FOD/DOP focal point in writing for their organization. The FOD/DOP focal point must:

11.8.9.1.1. **(Added)** Provide FOD/DOP information to subordinate units.

11.8.9.1.2. **(Added)** Establish and maintain a continuity book or an electronic version on the 96 MXG QA SharePoint, as specified in 96 TW Sup to AFI 21-101, Attachment 11.

11.8.9.1.3. **(Added)** Attend Monthly/Quarterly FOD/DOP Committee Meetings.

11.8.10. **(Added)** FOD bulletin boards will be maintained and kept current. They will contain as a minimum, the unit FOD focal point's contact information, the 96 TW FOD Monitor's contact information, unit-specific FOD prevention information and the current FOD Poster. Placement of the bulletin board is at the discretion of the facility manager. Bulletin boards should be located to afford the greatest visibility to shop personnel. Multiple work centers within a small facility may share a common bulletin board.

11.8.10.1. **(Added)** The following facilities will have a FOD bulletin board posted:

11.8.10.1.1. **(Added)** Each squadron/AMU maintenance facility.

11.8.10.1.2. **(Added)** Each operations and maintenance section that performs on/off equipment maintenance. There will be a minimum of one board per building.

11.8.11. **(Added)** Occupants and users of Hangar 130 will be responsible for FOD and housekeeping as follows:

11.8.11.1. **(Added)** The 896 TSS has overall responsibility of the Western half of Hangar 130 and the North side door track. The 96 MXG/MXWL is responsible for the Eastern half of Hangar 130 and the South side door track.

11.9.3.2. **(Added)** The 96 TW Dropped Object Program (DOP) Monitor will:

11.9.3.2.1. **(Added)** Ensure all DO incidents are briefed during quarterly/monthly FOD meeting.

11.9.3.3. **(Added)** The 96 MXG/MXQ (QA) will:

11.9.3.3.1. **(Added)** Recommend a QA DOP Monitor and alternate to the 96 MXG/CC. The 96 MXG/CC will forward the name to the 96 TW/CV for final approval. The 96 TW/CV will sign the final appointment letter.

11.9.3.3.2. **(Added)** Assist the 96 TW DOP Monitor in investigating incidents. Every effort will be made to determine the precise cause to ensure positive corrective action is accomplished.

11.9.3.4. **(Added)** AMUs will:

11.9.3.4.1. **(Added)** Ensure all DOs are reported to QA immediately and assist QA in determining the precise cause of the DO to ensure positive corrective action is accomplished.

11.13.3.3. **(Added)** 96 MXG MOC responsibilities:

11.13.3.3.1. **(Added)** Provide a CANN control number to the applicable unit Decentralized Material Support for input into MIS.

11.13.3.3.2. **(Added)** Annotate the CANN log with the appropriate information.

11.13.8.5. **(Added)** Engines/engine parts will not be cannibalized without coordination from the Engine Management Section or personnel. When personnel are not available, contact Viking Super.



11.13.8.6. **(Added)** Aircraft in phase or modification status will not be cannibalized without coordination from the Inspection element/modification chief. When Phase personnel are not available, contact Viking Super.

11.16.3. **(Added)** Initial certification will take place within 30 days of completion of formal training, and will be documented in the MIS and entered on the SCR.

11.17.1.5. **(Added)** Initial certification will take place within 30 days of completion of formal training, and will be documented in the MIS and entered on the SCR.

11.18.1.1. **(Added)** Initial certification will take place within 30 days of completion of formal training, and will be documented in the MIS and entered on the SCR.

11.19.1.2. **(Added)** Initial certification will take place within 30 days of completion of formal training, and will be documented in the MIS and entered on the SCR.

11.25.4.1. **(Added)** See LCL-083, *F-15 Hot Pit Refueling Procedures*, and LCL-084, *F-16 Hot Pit Procedures*, for local requirements not covered in the supplement.

11.28.3. **(Added)** See 96 TW Sup to AFI 21-101, Attachment 27, for Sample F-16 EPU Recovery Areas.

11.38.3.5.4. **(Added)** Use the OAP Laboratory at the 33d Fighter Wing (33 FW) as a back-up when required.

11.38.6.7.3.1. **(Added)** MXG Form 572, Oil Analysis Program Maintenance Action Report procedures:

11.38.6.7.3.2. **(Added)** When the MXG Form 572 (96 TW Sup to AFI 21-101, Attachment 33) is received from the OAP Laboratory concerning abnormal wear metals, complete Section 2, to include the corrective maintenance and diagnostic action of the system and place an applicable Job Control Number in the Control Number block of Section 1.

11.38.6.7.3.3. **(Added)** Return the original, signed MXG Form 572 to the OAP Laboratory when all corrective maintenance actions are completed.

11.38.6.7.3.4. **(Added)** The Maintenance Operations Center (MOC) will be notified, by telephone or radio, of all engine changes.

11.38.6.7.3.5. **(Added)** Notification will consist of the aircraft tail number, engine position number and Serial Number(s) (SN) of the engine(s) being removed and/or installed.

11.38.6.7.3.6. **(Added)** Any time an engine is replaced, regardless of origin (i.e. Jet Engine Intermediate Maintenance (JEIM) or from another aircraft), an oil sample must be submitted to the OAP Laboratory after a ground run is accomplished.

11.38.6.7.3.7. **(Added)** The engine will then be coded accordingly and status boards for MOC and the OAP Laboratory will be updated.

#### **11.43. (Added) Maintenance and Control of Aircraft Hangars:**

11.43.1. **(Added)** Personnel will use the Hangar Entry Checklist, 96 TW Sup to AFI 21-101, Attachment 13, when hangaring 96 MXG controlled aircraft.

11.43.2. **(Added)** When vehicles are hangared due to adverse weather, keys must remain with vehicles to expedite removal and prevent blocking of aircraft during recovery operations.

**11.44. (Added) Aircraft Radar Transmission.**

11.44.1. **(Added)** Flightline expeditors will notify the 96 MXG MOC of aircraft tail number, location, approximate transmission duration, and when complete.

11.44.2. **(Added)** The transmitting area will be cordoned off IAW aircraft specific TOs with the appropriate number of cones to prevent any unauthorized entry into the area. Cordon/cone off all access points to include non-paved surfaces which may lead into the radiation path.

11.44.3. **(Added)** Flammable and explosive materials (jettison cartridges, fuel, munitions, etc.) will not be stored within radar transmission area, as shown in the aircraft specific technical orders.

11.44.4. **(Added)** F-15 Fire Control Radar ground transmissions will be performed at Hardstand Area 10 (Trim Pad). See 96 TW Sup to AFI 21-101, Attachment 23, for aircraft alignment and safety stand-off distances.

11.44.5. **(Added)** F-16 Fire Control Radar ground transmission will be accomplished at aircraft parking rows C thru K, parking spots #3 or higher, or Hardstand Area 10.

11.44.6. **(Added)** Alternate radar transmission locations and procedures will be determined on a case-by-case basis, coordinated with Quality Assurance Supervision.

**11.45. (Added) Aerospace Ground Equipment.**

11.45.1. **(Added)** Only qualified personnel will operate powered AGE. An operator inspection must be accomplished prior to operating 96 TW equipment. Do not document operator inspections on AFTO Form 244, *Industrial/Support Equipment Record*, Part II.

11.45.2. **(Added)** The AGE contractor shall not conduct supervisory reviews on equipment that AGE does not perform 100 percent maintenance on, such as E/E AGE and munitions support equipment 20- and 30-series ammo loaders. AFTO Form 244 supervisory reviews are the responsibility of owning work centers.

11.45.3. **(Added)** AGE units are dedicated to the support of flying and test missions, ground mounts, and aircraft checkouts, and shall not be used for facilities' cooling/heating or provide power and/or lights unless approved by the 96 MXG/CC or designated representative. Funding for operation, repairs, and servicing is furnished by the customer.

11.45.4. **(Added)** TA shall be responsible for AGE movement to and from the sub-pool in support of transient aircraft. All equipment shall be kept in the sub-pool or AGE ready line when not required for transient aircraft support.

11.45.5. **(Added)** TA shall notify the AGE SVPD of any AGE requiring service or maintenance.

11.45.6. **(Added)** User is responsible for locating and transporting Non-powered AGE to and from sub-pools, aircraft, or buildings as needed. Users will ensure all maintenance stand rails are installed and pinned prior to movement.

11.45.7. **(Added)** Bomb lifts will be returned to the AGE yard, Building 106, for servicing/inspection and re-accomplishment of the bomb lift sign-out procedures as required, but no later than the last duty day of each week with the following exceptions:

11.45.7.1. **(Added)** If a bomb lift is discovered to be out of fuel or runs out of fuel, the user is responsible for refueling the unit prior to returning it to the AGE yard.

- 11.45.8. **(Added)** Oxygen and liquid/gaseous nitrogen cart servicing is the responsibility of user.
- 11.45.9. **(Added)** Only aircraft jack operator inspections will be documented by the user or jack supervisor on an AF Form 2411. All other AGE operator inspections will not be documented.
- 11.45.10. **(Added)** Notify AGE SVPD and properly document AFTO Form 244, Part V, immediately upon discovering any damage, system contamination, major discrepancies, or other unserviceable condition on any AGE unit. Damage and/or suspected hydraulic/oil system contamination shall be reported to the MOC by the user and taken out of service immediately.
- 11.45.11. **(Added)** A qualified operator will be present at all times when charging/operating Self-generating Nitrogen Servicing Carts. The individual charging the unit nitrogen system will monitor the unit until the system is fully charged and is responsible for shutting down the unit.
- 11.45.12. **(Added)** When finished using any piece of equipment, the user will ensure all hoses are rolled up, brakes (if equipped) are properly engaged, and items (i.e. rails, pins, ducts) are secured, etc. AGE equipment will not be left directly in front of or behind aircraft. AGE not equipped with brakes will be chocked when on the flightline or when it poses a movement hazard.
- 11.45.12.1. **(Added)** Do not store hoses or cables on or near exhaust ducts.
- 11.45.12.2. **(Added)** All AGE units shall be kept free of FO, trash, etc., at all times.
- 11.45.13. **(Added)** Waste/recoverable fuel, oil, and hydraulic bowsers shall be returned to the secondary containment area behind hangar 110 any time the flightline is inactive.
- 11.45.14. **(Added)** Users will ensure that only designated fluids are put in the respective bowsers IAW T.O. 42B-1-23 and "Reclaimable Fuel Program Policy for Eglin AFB." JP8 should be collected in bowsers marked as "RECLAIMED JET A" if it is clear to straw colored and contains no solids or water. Oil and hydraulic fluids will not be mixed in "RECLAIMED JET A" fuel bowsers. Used oil and hydraulic fluids shall be collected (combined) in bowsers identified as "USED OIL." Contaminated JET A shall also be collected in "USED OIL" bowsers.
- 11.45.15. **(Added)** Aircraft jacks will be fully lowered, raincoats securely installed.
- 11.45.16. **(Added)** MD-1 aircraft nose wheel towbars require a 12-to-18-inch clearance from the ground to the end of the tow arms, to prevent damage to the towbar lock-pin assemblies. The lunette end will be attached to the tow vehicle pintle hook lower than the tow arm end of towbar to ensure a horizontal configuration (i.e., keep the towbar as parallel to the ground as possible).
- 11.45.17. **(Added)** AGE Familiarization (FAM) training is mandatory for all first duty station military, all new civilian and contractor personnel assigned to the 96 TW that operate AGE, and all retrainees who were not previously qualified on the equipment. New personnel to the 96 TW will not be required to repeat AGE operator training if they have proof of previous attendance of an AGE operator course or qualification training is documented in their training record.
- 11.45.18. **(Added)** Scheduling: AGE FAM training will be performed in the work center or scheduled through AGE Flight. AGE FAM Training conducted by the AGE Flight will be scheduled 30 to 90 days out and will take place on the 1st and 3d Tuesday of the month, as well as on quarterly training days, if required. Attendees shall bring double hearing protection and an initiated AF Form 2426 to document training.

11.45.19. **(Added)** AGE qualification training is user specific, hands-on training provided by the work center trainer/certifier. This training qualifies an individual to operate specific AGE for maintenance operations.

11.45.19.1. **(Added)** Prerequisite: AGE FAM training will be completed prior to qualification/certification training on all AGE, including weapons load training.

11.40.19.2. **(Added)** Qualification/Certification: Training to the go/no-go standard will be conducted by the work center trainer/certifier. Training qualification/certification rules apply IAW AFI 36-2201, *Air Force Training Program*. AGE operator training alone does not qualify an individual to operate the equipment on or near aircraft maintenance operations, to include weapons loading or munitions buildup operations.

11.45.19.3. **(Added)** Documentation: Military personnel qualification training will be documented in Training Business Area (TBA), using pre-existing task qualification items or will be added to an AF Form 797, as required. Civilian and contractor qualifications will be documented as required.

11.45.20. **(Added)** Flightline personnel will document the lot number from the can of oil or field number from hydraulic servicing carts/units (including hydraulic test stands and LOX/GOX cart) on AFTO Form 781A every time an aircraft is serviced, or the test stand is used. This documentation will enable identification and tracking of contaminated aircraft/AGE. If contamination is suspected, notify MOC immediately.

11.45.21. **(Added)** All MXG personnel, to include contractors who perform servicing with the following oil and hydraulic servicing equipment listed below, will record servicing on the 96 TW Form 204, *Age Servicing Log*:

11.45.21.1. **(Added)** Hydraulic Test Stand, type MJ-2A or equivalent;

11.45.21.2. **(Added)** Oil Servicing Cart, type PMU-29/E or equivalent; and

11.45.21.3. **(Added)** Hydraulic Servicing Cart, type MIL-F-83766 or equivalent.

11.45.22. **(Added)** Maintaining the 96 TW Form 204 rests exclusively with the 96 AMXS. This will include tracking, producing, filing (2-week disposition) and placing the form on applicable AGE equipment in the forms holder.

11.45.23. **(Added)** All 96 MXG AGE leaving flightline areas to other base locations, ranges or other installations must be coordinated through the AGE SVPD prior to deployment.

11.45.23.1. **(Added)** The deploying equipment custodian/lead will sign an AF Form 1297, *Temporary Issue Receipt*, at AGE SVPD for all AGE deploying off Eglin AFB or to its ranges.

11.45.23.2. **(Added)** AGE returning from all deployments must be processed through the AGE SVPD for inspection/servicing prior to dispatch/use.

11.45.24. **(Added)** 96 MXS/MXMWSA Munitions Control will notify AGE of any unscheduled maintenance and will receive a job control number from AGE PSS to enter in the forms. Any unscheduled maintenance shall be addressed on a case-by-case basis.

11.45.24.1. **(Added)** GE PSS shall coordinate delivery with Munitions Control when a trailer is ready for pickup from the AGE facility.

11.45.25. **(Added) Repeat/Recur and Cannot Duplicate (CND) Discrepancy Procedures.**

11.45.25.1. **(Added)** Definitions: A repeat discrepancy occurs on the next sortie or attempted sortie after corrective action has been taken and the system or sub-system indicates the same malfunction when operated. A recurring discrepancy is one that occurs on the second through fourth sortie or attempted sortie after corrective action has been taken and the system or subsystem indicates the same malfunction when operated.

11.45.25.2. **(Added)** Debrief personnel will utilize the MIS and Integrated Maintenance Information System to identify previous discrepancies (especially CND discrepancies) to validate if the newly reported discrepancy fits the repeat and recur criteria. If the discrepancy is validated by debrief personnel as a repeat or recur, the debriefer will document in the aircraft forms and MIS.

11.45.25.3. **(Added)** Technicians tasked to troubleshoot a repeat or recur discrepancy will investigate the aircraft history for the previous 30 days or last 5 flights, whichever is longer.

11.45.25.3.1. **(Added)** After a thorough review of maintenance history and the repair actions taken, the repeat, recur or CND discrepancy must be verified and cleared by a qualified (SCR coded), 7-level or higher technician.

11.45.25.4. **(Added)** The following F-15 ASP discrepancies should not be considered as repeat/recur discrepancies:

11.45.25.4.1. **(Added)** Overload warning system activation/inspection, which is triggered due to pilot performance.

11.45.25.4.2. **(Added)** Tripped ASP indicators when the same ASP is associated with failures on different Line Replaceable Units (LRUs).

#### **11.46. (Added) Aircraft panel guidance (to include doors and covers).**

11.46.1. **(Added)** The 96 MXG/CC authorizes local panel sheets to be used for scheduled inspections, per TO 00-20-1. (see 96 TW Sup to AFI 21-101, Attachment 41, *Aircraft Panel Sheet Sample*)

11.46.1.1. **(Added)** When using local panel sheets, a single AFTO Form 350 will be attached to each panel rack/bin. If a panel is too large to place on a rack or in a bin, it may be placed on the floor as long as padding is used, and a separate AFTO Form 350 is affixed to the panel.

11.46.1.2. **(Added)** When multiple aircraft use the same panel rack/bin, the rack/bin will be clearly sectioned off to differentiate between the aircraft, and each section will have an AFTO Form 350 attached. Otherwise, each panel will require a separate AFTO Form 350 attached.

#### **11.47. (Added) 896 TSS Programs and Procedures.**

11.47.1. **(Added)** The 896 TSS/CL will conduct Status of Training (SOT) meetings quarterly, in coordination with squadron UTM. The 896 TSS/CL or alternate will attend quarterly 96 MXG SOT meetings.

11.47.2. **(Added)** 896 TSS personnel will utilize existing AF approved procedures for loading pods when applicable.

11.47.2.1. **(Added)** Procedures for unique test items generated by 896 TSS will be routed through 96 MXG/QA for approval.

11.47.3. **(Added)** 896 TSS/RNMS provides specialized Physical Configuration Inspector training for 96 MXG/QA and certifies all 896 TSS employees.

11.47.4. **(Added)** 896 TSS personnel will document AFTO 781 form entries for all instrumentation equipment actions.

**11.48. (Added) Hangar Door Operations.**

11.48.1. **(Added)** Hangar door operations are outlined in 96 TW Sup to AFI 21-101, Attachment 25

14.2.2.2.2. **(Added)** Pulled Forms. Aircraft forms will be forwarded to the PS&D Section within 5 duty days after being removed from the aircraft binder. An exception for extremely large pulled forms package (i.e., modifications, phase, and part acquisition aircraft) may be approved by a letter from the squadron maintenance supervision on a case-by-case basis. The exception will be no longer than 10 duty days.

14.3.3.3.1.1.1. **(Added)** The 96 MXS Munitions Flight (96 MXS/MXMW) will perform all TCTO actions internally by providing applicable TCTOs/OTIs to responsible work centers; schedule and conduct TCTO/OTI meetings with affected agencies; enter all necessary information into Combat Ammunition System (CAS), Tactical Missile Reporting System (TMRS), Central Scheduling Enterprise (CSE), AF Conventional Munitions Command and Control (AF MC2), and/or applicable end item forms; ensure all required kits/parts/tools/drawings are ordered if not supplied; and forward TCTOs/OTIs status to all appropriate agencies.

14.3.3.3.1.8. **(Added)** Maintain a control log and a suspense file for all letters sent to Supply. Upon receipt of Supply's response, forward a copy of the response letter to the PS&D Section or Engine Tracking, as required, to be included in the TCTO/OTI jacket file.

14.3.3.3.1.9. **(Added)** Provide a cover letter with each TCTO/OTI to PS&D and Engine Tracking, as applicable. The cover letter will include, but will not be restricted to, the TCTO/OTI title, data code, rescission date, performing work centers, the time frame the TCTO is to be accomplished, and if the weight and balance of aircraft will be affected.

14.3.3.3.1.10. **(Added)** Maintain/monitor a TCTO/OTI tracking log for all intermediate and field-level TCTO/OTIs, including the TCTO/OTI title, data code, rescission date, and performing work centers.

14.3.3.3.1.11. **(Added)** Provide copies of TCTOs to the QA Weight and Balance Section (96 MXG/MXQB) when required.

14.3.3.3.1.12. **(Added)** Save an electronic copy of each TCTO received in MXG Server Drive, PIM Programs Folder, along with the TCTO cover letter, supply letter, and meeting attendance sheet.

14.3.3.3.1.13. **(Added)** Upon receipt of a TCTO/OTI that requires a response from Base Supply (96 LRS/LGMS):

14.3.3.3.1.14. **(Added)** Process OTIs from the information provided by the QA Inspection Section (96 MXG/MXQA).

14.3.3.3.1.15. **(Added)** Assign and maintain a control log of all locally assigned OTIs.

14.3.3.3.1.16. **(Added)** Maintain an active file for all uncompleted OTIs.

14.3.3.3.1.17. **(Added)** Maintain an inactive file for all completed OTIs with their associated cover letter, supply letter, meeting attendance sheet, and tracking sheet, if applicable, for two years after the rescission date.

14.3.3.3.2.2.4. **(Added)** PS&D will provide copies of all applicable TCTOs/OTIs to responsible work centers.

14.3.3.3.2.14.1. **(Added)** Create a Job Data Documentation and Work Center Events, as necessary, for the TCTO/OTI in the Integrated Maintenance Data System (IMDS).

14.3.3.3.2.14.2. Provide the primary work center with a listing of the required entries for the specified equipment forms at the TCTO meeting.

14.3.3.3.2.21. **(Added)** Supervisors of the primary work center will:

14.3.3.3.2.21.1. **(Added)** Perform inspections of equipment within their work center for commodity-type TCTO applicability, then complete the TCTO research letter and return it to the QA TCTO/OTI Monitor within 24 hours of receipt of letter or produce the letter to PS&D at the TCTO meeting, whichever comes first. If the letter is not produced, then the performing work center will fix any discrepancies between IMDS and what is physically in the work center.

14.3.3.3.2.21.2. **(Added)** Notify the QA Inspection Section of the date/time the TCTO/OTI will be started/performed to facilitate the initial evaluation.

14.3.3.3.2.21.3. **(Added)** Notify QA of the findings of all OTIs being performed by the work center. Notify QA within 24 hours of any unsatisfactory result during performance of TCTOs/OTIs. QA will evaluate the findings and initiate any required cross-tell message, etc.

14.3.6.1. **(Added)** The following guidance directs minimum inspection requirements for permanent transfer of an aircraft, or an aircraft not covered by MOA. When a signed MOA exists (temporary transfer of aircraft--loaner aircraft, programmed depot maintenance, major modification, contract maintenance, etc.), follow guidance in [paragraph 15.3.7.4](#) of this supplement.

14.3.6.1.1.3.6. **(Added)** Schedule transfer pre-dock meeting with applicable representatives.

14.3.6.1.1.3.7. **(Added)** Coordinate uncorrectable maintenance problems with the gaining organization through HQ AFMC/LGMA. (Permanent transfer only)

14.3.6.1.1.3.8. **(Added)** Request aircrew to ferry aircraft no later than 10 working days prior to the scheduled departure date.

14.3.6.1.1.3.9. **(Added)** Forward AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*, to the gaining PS&D element, and file the form in aircraft historical records.

14.3.6.1.4.1. **(Added)** The 96 AMXS will:

14.3.6.1.4.1.1. **(Added)** Supervise transfer inspection.

14.3.6.1.4.1.2. **(Added)** Ensure classified equipment accountability.

14.3.6.1.4.1.3. **(Added)** Pick up aircraft records from the PS&D Section on the day of departure.

14.3.6.1.4.1.4. **(Added)** De-panel aircraft, utilizing 96 TW Sup to AFI 21-101, Attachment 14.

14.3.6.1.4.1.5. **(Added)** Inventory -21 and forward completed AF Form 2692 to PS&D.

14.3.6.1.4.1.6. **(Added)** Ensure NWRM assets are removed.

14.3.6.1.4.1.7. **(Added)** Inventory all Armament equipment and verify appropriate quantity provided. Utilize 96 TW Sup to AFI 21-101, Attachment 8 or equivalent. Send completed list to Armament shop and PS&D.

14.3.6.1.4.1.8. **(Added)** Perform Records check.

14.3.6.1.5. **(Added)** Weight and Balance will update Chart A inventory as required.

14.3.7. **(Added)** The following guidance directs minimum inspection requirements for acceptance of a newly assigned aircraft, or those aircraft not covered by a MOA. When a signed MOA exists, (for loaner aircraft, programmed depot maintenance, major modification, contract maintenance, etc.) see [paragraph 15.3.7.4](#) of this supplement for minimum inspection requirements.

14.3.7.1. **(Added)** The Egress Shop will complete a 100% egress system Cartridge/Propellant Activated Device (CAD/PAD) inspection on newly assigned aircraft. When depot personnel have completed egress system time change items, the Egress Shop will verify the applicable time change item information. If the personnel and/or drogue chute records reflect a repack at depot or another agency, the Survival Equipment Shop will repack the parachute assemblies. If last repack was performed at Eglin, no repack is required.

14.3.7.2. **(Added)** AMXS will:

14.3.7.2.1. **(Added)** Deliver aircraft jacket file to PS&D as soon as possible.

14.3.7.2.2. **(Added)** Inventory Armament equipment and verify quantity provided. Utilize 96 TW Sup to AFI 21-101, Attachment 8, or equivalent. Send completed list to Armament shop and PS&D once complete.

14.3.7.2.3. **(Added)** Ensure F-15 vari-ramps x-rays have been accomplished, if required. Note: If a set of x-ray negatives are available (less than 6 months old), x-rays will not be required.

14.3.7.2.4. **(Added)** Ensure aircraft are not used for any cannibalizations until acceptance/MOA requirements have been completed, unless approved by the 96 MXG/CC or designated representative.

14.3.7.3. **(Added)** Owing work center will schedule support equipment, engines, or modules within 3 workdays for acceptance/transfer inspections, consistent with mission requirements.

14.3.7.4. **(Added)** MOA related Transfer/Acceptance inspections.

14.3.7.4.1. **(Added)** MOA Transfer and Acceptance inspections are expected to be minimal in nature and will concentrate on completing requirements of the MOA. The 96 MXG/CC or designated representative may waive or amend the minimum requirements to ensure quality, while reducing excessive man-hours expended. Any changes will be amended to the respective Job Standard (JST) and briefed at the acceptance/transfer meeting.

14.3.7.4.1.1. **(Added)** AMXS will:

14.3.7.4.1.1.1. **(Added)** De-panel aircraft per 96 TW Sup to AFI 21-101, Attachment 14, when required by W&B.

14.3.7.4.1.1.2. **(Added)** Deliver aircraft jacket files to PS&D as soon as possible.



14.3.7.4.1.1.3. **(Added)** De-classify aircraft as required, per depot workload agreement. Re-classify aircraft upon return. Notify W&B upon completion.

14.3.7.4.1.2. **(Added)** W&B will update aircraft W&B records as required.

15.10.1.1. **(Added)** Sun Shelter Operations:

15.10.1.1.1. **(Added)** This section establishes local procedures for placement/operation of vehicles and equipment in close proximity to aircraft sun shelters in the controlled aircraft parking areas.

15.10.1.1.2. **(Added)** Driving through sun shelters is prohibited if an aircraft is present. If the shelter is vacant, entrance and exit will be through the front or back of the shelter.

15.10.1.1.3. **(Added)** Shelter side openings are to be used for personnel movement only.

15.10.1.1.4. **(Added)** All AGE and servicing equipment (to include fuel servicing vehicles) will not be positioned on the North side of the fuel pad shelter (near the flight line road).

15.10.1.1.5. **(Added)** All powered AGE will be positioned and operated outside of the smaller fuel pad shelter.

15.10.1.1.6. **(Added)** Vehicles may be parked in sun shelters when aircraft are not present in shelter.

15.10.1.1.7. **(Added)** Equipment and munitions trailers may be parked/placed in sun shelters; however, to ensure adequate taxi/tow clearance, assets will be positioned along sides within established boundary safe zones.

15.10.1.2. **(Added)** Munitions/Weapons Safety:

15.10.1.2.1. **(Added)** Movement of any munitions assets between sun shelter side openings (vertical support pillars/cabling) is strictly prohibited.

A8.1.4.1. **(Added)** Refer to EGLINAFBI13-200, EGLIN RANGE MISSION SCHEDULING AND CONTROL, and AFMC Sup to AFI 21-101, Attachment 8, for 96th Test Wing maintenance and flying schedule procedures including the standardized attrition rate, spare factors and scheduling practices for the wing and each assigned mission design series (MDS).

JEFFREY T. GERAGHTY,

Brig Gen, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 11-2F-16V3, *F-16 Operations Procedures*, 12 Sep 22

DAFI 21-101, *Aircraft Equipment Maintenance Management*, 16 JAN 20

DAFI 21-101 AFMC SUP\_AFMCGM2022-01, *Aircraft Equipment Maintenance Management*, 5 Jul 2022

DAFI 36-2670\_DAFGM2020-03, *Total Force Development*, 12 Oct 21

DESR 6055.09\_AFMAN 91-201\_AFGM2022-01, *Explosive Safety Standards*, 9 Mar 22

T.O. 42B-1-23, *Management of Recoverable and Waste Liquid Petroleum Products*, 1 Sep 21

T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 23 May 22

T.O. 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 21 Jun 21

T.O. 00-20-2, *Maintenance Data Documentation*, 22 Jul 21

TO 1F-16( )-2-70FI-00-21, *Series Fault Isolation - Power Plant*, 1 Nov 21/1 Dec 21

TO 1F-16( )-2-27FI-00, *Series Fault Isolation - General*, 1 Nov 21

96 MXG OI 21-130, *Emergency Action/Procedural Checklists*, 6 Jul 22

EGLINAFBI 13-204, *Air Operations*, 22 Dec 20

EGLINAFBMAN 91-202, *Designation of Explosive Loaded Aircraft Parking Areas, Load/Unload Areas, and Arm/De-arm Areas*, 5 Feb 19

***Prescribed Forms***

96TW Form 2434, *Munitions Configuration and Expenditure Document*, 30 July 19

96TW Form 204, *Age Servicing Log*, 21 Nov 17

***Adopted Forms***

AFTO Form 244, *Industrial/Support Equipment Record*, 20 Apr 17

AF Form 797, *Job Qualification Standard Continuation*, 1 Aug 02

AF Form 847, *Recommendation for Change of Publication*, 14 Apr 22

AF Form 1297, *Temporary Issue Receipt*, 30 Jun 87

AF Form 2411, *Inspection Document*, 31 Mar 03

AFMC Form 61, *Missing/Removed Tools and Equipment*, 18 Jan 06

AFMC Form 310, *Lost/Found Item Report*, 20 Jul 16

AFTO Form 66, *TMDE Bar Codes (Polyester Film)*, 30 Sep 89

AFTO Form 255, *Notice Certification Void if Seal is Broken*, 31 May 09  
AFTO Form 350, *Repairable Item Processing Tag*, 13 Apr 11  
AFTO Form 781A, *Maintenance Discrepancy and Work Document*, 27 Jun 17  
AFTO Form 781H, *Aerospace Vehicle Flight Status and Maintenance*, 14 Dec 16  
AFTO Form 781K, *Aerospace Vehicle Inspection*, 5 Mar 19  
AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 31 Mar 10  
AF Form 2426, *Training Request and Completion*, 31 Jul 96  
AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing*, 30 Apr 76  
DD Form 2056, *Phone Monitoring Notification Decal*, 1 May 00

### ***Abbreviations and Acronyms***

**AGE**—Aerospace Ground Equipment  
**AFRIMS**—Air Force Records Information Management System  
**ASP**—Avionics Status Panel  
**BPO/PR**—Basic Post Flight/Pre-Flight  
**CAD**—Cartridge Activated Device  
**CANN**—Cannibalization  
**CBT**—Computer Based Training  
**CD**—Compact Disk  
**CND**—Cannot Duplicate  
**CTK**—Composite Tool Kit  
**DCC**—Dedicated Crew Chief  
**DEC**— Digital Engine Control  
**DO**—Dropped Object  
**DOP**—Dropped Object Program  
**ECA**—Electronic Component Assembly  
**EED**—Electro-Explosive Devices  
**EMB**—Engine Management Branch  
**EOR**—End of Runway  
**FAM**—Familiarization  
**FCF**—Functional Check Flight  
**FDR/CSFDR**—Flight Data Recorder/Crash Survivable Flight Data Recorder  
**FLCC**—Flight Control Computer


**FLCS**—Flight Control System  
**FO**—Foreign Object  
**FOD**—Foreign Object Damage  
**GOX**—Gaseous Oxygen  
**HAZMAT**—Hazardous Material  
**HiAOA**—High Angle- of-Attack  
**HGL**—Hot Gun Line  
**IAW**—In Accordance With  
**IC**—Incident Commander  
**ID**—Identification Data  
**IO**—Impoundment Official  
**IMDS**—Integrated Maintenance Data System  
**IRA**—Impoundment Release Authority  
**LMDE**—Locally Manufactured/Developed Equipment  
**LMDT**—Locally Manufactured/Developed Tools  
**LME**—Locally Manufactured Equipment  
**LMT**—Locally Manufactured Tools  
**LOX**—Liquid Oxygen  
**LRU**—Line Replaceable Unit  
**MDS**—Mission Design Series  
**MFL**—Maintenance Fault List  
**MICAP**—Mission Impaired Capability Awaiting Parts  
**MIL**—Master Inventory Listing  
**MIS**—Maintenance Information Systems  
**MOA**—Memorandum of Agreement  
**MOC**—Maintenance Operations Center  
**MSL**—Maintenance Supply Liaison  
**MXG/MXW**—Wing Weapons Manager  
**MXGOI**—Maintenance Group Instruction  
**NWRM**—Nuclear Weapon Related Material  
**OAP**—Oil Analysis Program  
**OCF**—Operational Check Flight

**OPR**—Office of Primary Responsibility  
**PAD**—Propellant Activated Device  
**PDU**—Power Drive Unit  
**PMEL**—Precision Measurement Equipment Laboratory  
**Pro Super**—Production Superintendent  
**PS&D**—Plans, Scheduling, and Documentation  
**PSS**—Production Support Section  
**QA**—Quality Assurance  
**QC**—Quality Control  
**RDS**—Records Disposition Schedule  
**SCR**—Special Certification Roster  
**SOMXS**—Special Operations Maintenance Squadron  
**SVPD**—Servicing, Pickup, and Delivery  
**TA**—Transient Alert  
**TAS**—Tool Accountability System  
**TCTO**—Time Compliance Technical Order\*  
**TDY**—Temporary Duty  
**TO**—Technical Order  
**TP**—Target Practice  
**TW**—Test Wing  
**TW/SEW**—Weapons Safety  
**UTM**—Unit Training Manager  
**W&B**—Weight and Balanc  
**W/C**—Work Center

## Attachment 2

## WORK CENTER MNEMONIC REQUEST LETTER

Table A2.1. Work Center Mnemonic Request Letter.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 96TH TEST WING (AFMC) EGLIN AIR FORCE BASE FLORIDA</p>	<p>24 February 2017</p>
<p>MEMORANDUM FOR 96 MXS/MXMK</p>		
<p>FROM: (Your office symbol)</p>		
<p>SUBJECT: Work Center Mnemonic Code Change/Addition/Deletion</p>		
<p>1. State your requirement(s): (some examples)</p>		
<p>a. Request change for work center AXXXX. Change the following: W/C mnemonic code from _____ to _____, or Supply Account Code from _____ to _____. (Identify only the data elements to be changed)</p>		
<p>b. Request addition of a work center code to an organization. Need name of new work center, branch it is in, supply account code, office symbol, and organization.</p>		
<p>c. Request deletion of work center AXXXX. Personnel and equipment will either be deleted or moved to work center AXXXX.</p>		
<p>2. State your rationale for change, addition, or deletion of a work center mnemonic.</p>		
<p>_____ (Signature Block)</p>		

## Attachment 3

## FCF/OCF PROCEDURES

Table A3.1. FCF/OCF Procedures. F-16/F-15/UH-1N.

**NOTE:** Transient aircraft will follow host base requirements per AFI 21-101. Coordinate with owning unit to ensure all FCF-related requirements of both bases are met. Use the following:

- 1) Ensure all pulled forms must remain in the active forms binder for reference.
- 2) Ensure AFTO 781A entry “Aircraft due FCF/OCF for \_\_\_\_\_”, is in the forms.
- 3) QA will complete KTLs for forms and PR per Chapter 6.13.
- 4) Review Aircraft W&B records/Create Form F for FCF/OCF; load into COOL website.
- 5) Print FCF checklist and verify complete per 00-5-1.
- 6) Tailor checklist to discrepancy causing FCF.
- 7) Coordinate with Pro Super for FCF takeoff/brief time.
- 8) Verify aircrew is on “Letter of X” list and current (located on COOL).
- 9) Notify W&B for review of aircraft forms for maintenance performed since forms KTL. Ensure Exceptional Release complete.
- 10) Brief aircrew on maintenance performed and FCF requirements.
- 11) Debrief upon return or abort. Collect discrepancy information and enter into FCF database. For re-attempts, collect corrective actions of previous discrepancies and update previous attempt data in FCF database.

**POST ATTEMPT:**

- 1) If aircraft is released:
  - a) Ensure aircrew completes FCF checklist requirements and signs FCF checklist.
  - b) Ensure FCF discrepancy is signed off by aircrew in the aircraft 781A forms.
  - c) Turn-in FCF checklist to PS&D. Turn-in FCF checklist(s) to P&S.
- 2) If non-release:
  - a) Hold on to FCF checklists until aircraft releases.
  - b) Ensure aircraft is configured for flight, using configuration matrix Attachment 4.
  - c) After the completion of a FCF Collect discrepancies and enter into FCF section of QA database.

## Attachment 4

## FCF AIRCRAFT CONFIGURATION

## A4.1. Verify aircraft configuration per configuration as follows.

Table A4.1. FCF Aircraft Configuration Guide.

<b>NOTE:</b> Whenever FCFs are flown for flight controls, fuel controls or engine changes the aircraft must be flown in a clean configuration
<b>F-16:</b> -No Fuel tanks. <b>Exception:</b> D-models may fly with 300 Gallon fuel tank at aircrew request -No munitions (ammo, missiles, bombs, etc.) -No pods -No pylons/adapters (stations 1 & 9 missile rails are required for flight)
<b>F-15C:</b> -No fuel tanks -No munitions (ammo, missiles, bombs, etc.) -No pylons/adapters
<b>F-15E/EX:</b> -No fuel tanks -CFTs are optional (ground or air configuration) -No Pods -No munitions (ammo, missiles, bombs, etc.) -No pylons/adapters
<b>UH-1N:</b> - No external pods, mounts or equipment (except for required vibration analysis equipment) - No external guns - No external steps



**Attachment 5**

**HIGH SPEED TAXI CHECKLIST**

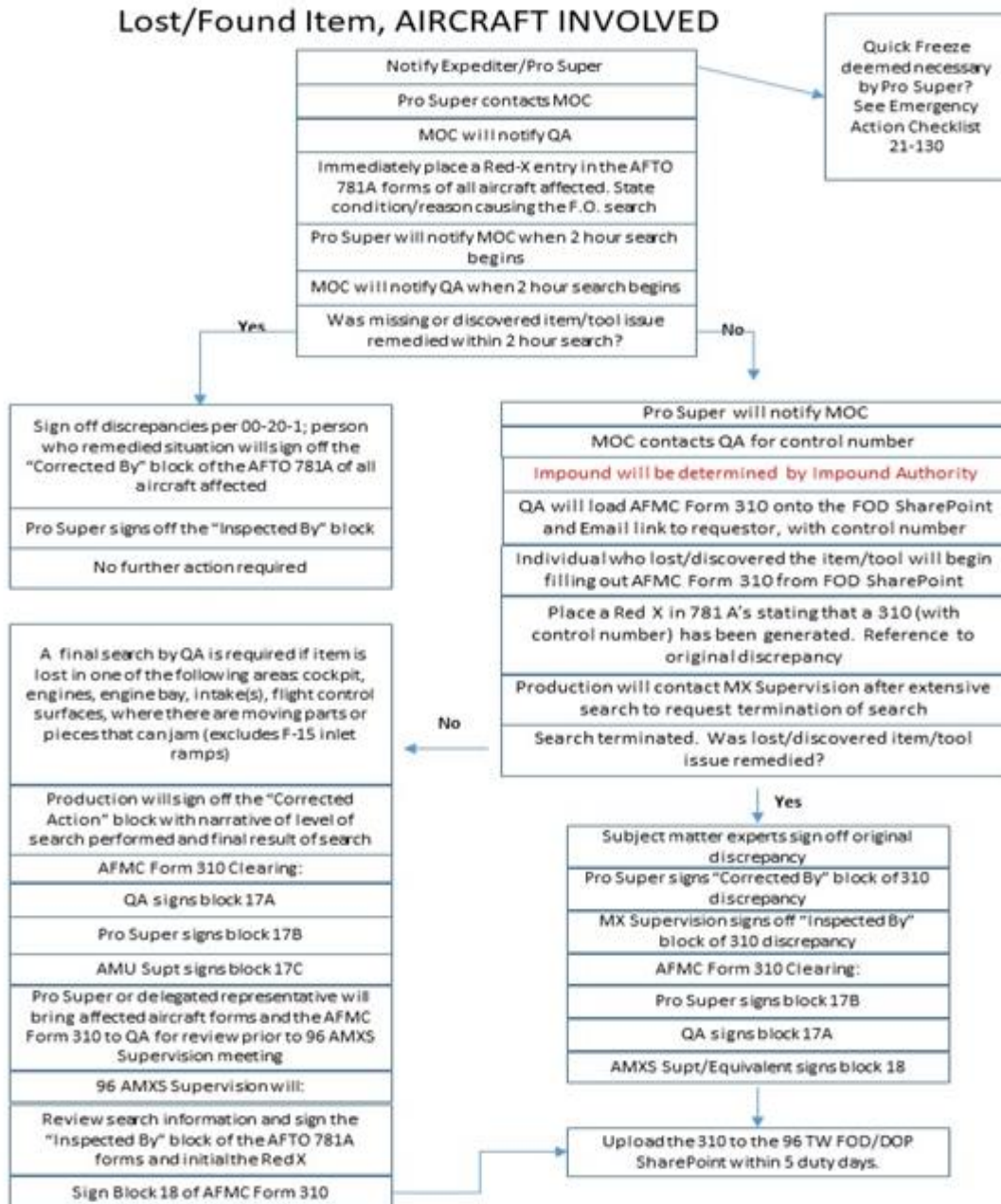
**Table A5.1. High Speed Taxi Checklist.**

<p><b>Title:</b> <b>HIGH-SPEED TAXI CHECKLIST</b></p>	<p><b>OPR: MXQB</b></p>
<ul style="list-style-type: none"> <li>- Ensure aircraft is ready for flight and Exceptional/Conditional Release signed off.</li> <li>- Do not conduct HSTC with less than the aircraft Dash-1 flight manual operational minimums on board.</li> <li>- Compute the aborted takeoff maximum brake application speed, in addition to normal takeoff/landing distance.</li> <li>- Review the antiskid malfunction (ground and landing); brake failure, hot brakes, nose wheel steering failure hard over, abort, and cable arrestment checklists prior to the taxi checks.</li> <li>- Ensure the appropriate departure end cable is available and in place.</li> <li>- Taxi through EOR (de-arm) prior to and following HSTC for launch checks and to ensure the aircraft is checked for hot brakes after a high-speed taxi check attempt.</li> </ul>	

Attachment 6

LOST OR DISCOVERED ITEM/TOOL, AIRCRAFT INVOLVED GUIDE

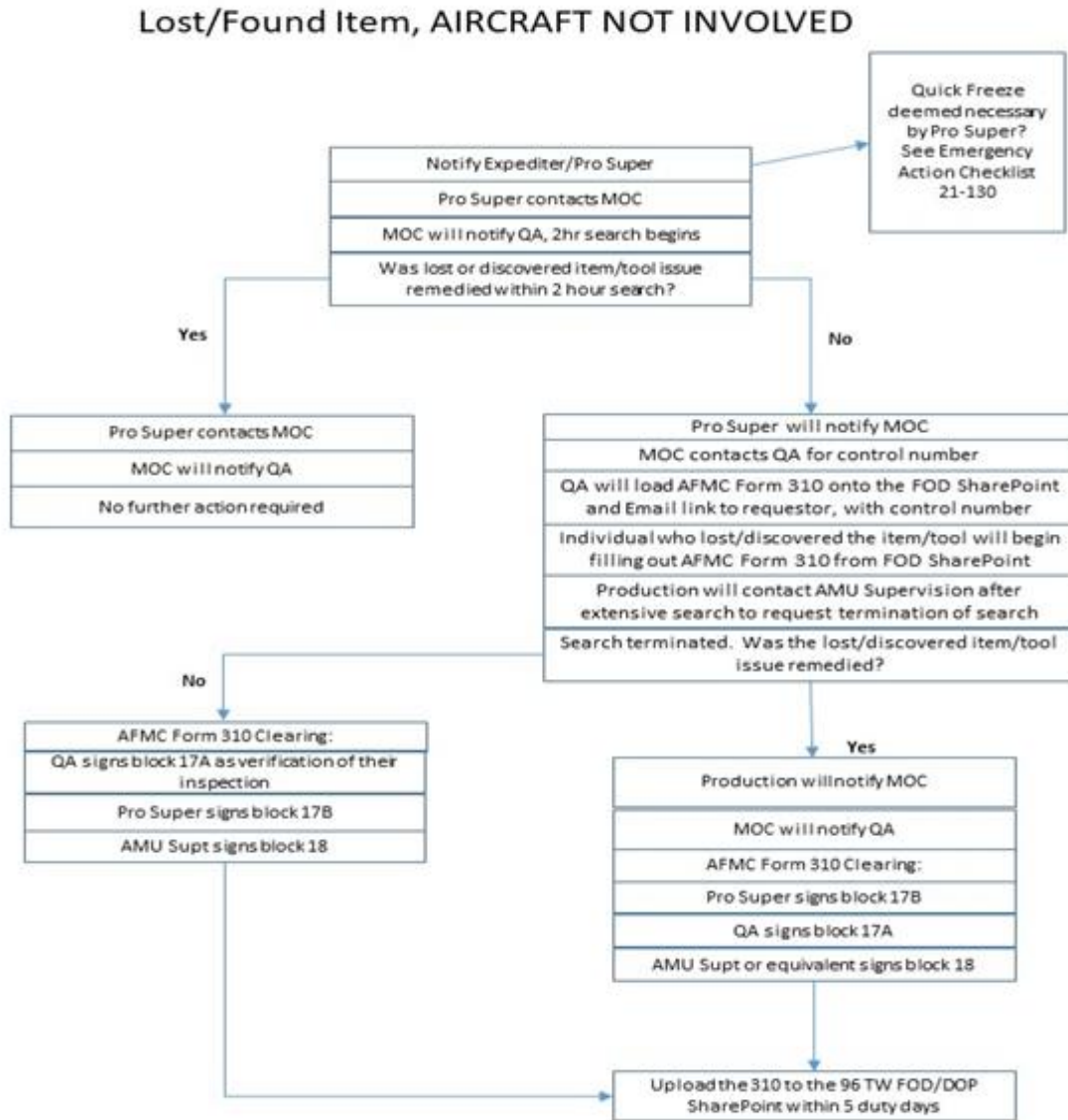
Table A6.1. Lost or Discovered Item/Tool guide; Aircraft Involved.



Attachment 7

LOST OR DISCOVERED ITEM/TOOL, AIRCRAFT NOT INVOLVED GUIDE

Table A7.1. Lost or Discovered Item/Tool guide; Aircraft Not Involved.



Attachment 8

**AIRCRAFT ARMAMENT EQUIPMENT INVENTORY FOR AIRCRAFT TRANSFER**

**Table A8.1. Aircraft Armament Equipment Inventory for Aircraft Transfer.**

Verify all installed Serial Numbers of equipment on aircraft. A copy will be sent to the Armament Section and Plans and Scheduling. It will be maintained on file until aircraft returns.	
<b>AIRCRAFT TYPE:</b>	<b>AIRCRAFT TAIL #:</b>
Only list items present. Use the following as an example (L=launcher, P=Pylon, A=Adapter, etc.)	
<b>Station</b>	<b>Item</b>
	<b>F-16 Example</b>
Sta 1	L-02863
Sta 5	P-09384
Sta 9	L-99890
	<b>F-15E example</b>
Sta 8A	A-01244 ; L-33252
Sta 8	P-595247
Sta 8B	A-11154 ; 66824
Sta 2A	A-05854; L-98587
Sta 2	P-99783
Sta 2B	A-98572; L-35254
LC1-6	BRUs #56514, #69854, #69854, #6546, #11242, #98754
RC1-6	BRUs #52534, #79894, #62811, #45456, #01352, #65743
<b>GUN SYSTEM:</b>	
Gun #: _____	
Drum #: _____	
All NWRM is removed from aircraft. I certify the above is correct at time of verification.	
(Print) _____	(Sign) _____ Date: _____
Verified: (Print) _____ (Sign) _____ Date: _____	

Attachment 9

INTAKE RIVET REPLACEMENT/INTAKE MAINTENANCE CHECKLIST

Table A9.1. Intake Rivet Replacement/Intake Maintenance Checklist.

Date:	ACFT S/N:	Engine S/N:
Reason for Intake Maintenance:		
<b>Action</b>	<b>PART I: In-Shop</b>	<b>Initials</b>
1. Inventory: (PRIOR TO LEAVING SHOP)		
a. CTK		
b. All repair materials required for repair		
c. All required hardware		
<b>PART II: At the Aircraft</b>		
2. Inspect AFTO Form 781 for appropriate entries.		
a. Repair required and/or number of rivets to be replaced		
b. Installation of Engine Inlet Plug and Tape		
c. F.O. Inspection at conclusion of maintenance		
3. Prior to intake entry, remove ALL items from pockets; inspect boot soles for F.O.; Don bunny suit and booties.		
4. Install barrier paper immediately forward of the engine, tape all vari-ramp skin splices and annotate AFTO Form 781A with Red X symbol.		
5. Remove defective fasteners and/or damaged material as required		
6. For rivet installation: As each rivet is installed, the rivet stem will be removed from the installation gun and exchanged for a serviceable rivet,		
a. Can drilled rivet shanks and residue be removed?                      YES    NO		
7. Ensure ALL rivet stems, heads, anvils, washers, and shanks in accessible areas are accounted for and placed in bag labeled with the aircraft tail number, engine number, and date of maintenance.		
8. Post Maintenance:		
a. Thoroughly clean and vacuum inlet to ensure no residue remains		
b. Perform and document a F.O. inspection (accomplished by a Red X qualified technician)		
c. Remove engine inlet plug and tape		
d. Inventory CTK and account for all repair residue and materials.		
9. Residue:		
a. Number of rivets removed: _____		
b. Number/size of defective rivets: _____ / _____		
c. Number/size of drilled shanks that fell into sealed area: ____/_____		
10. Date/Time of job completion: _____		
11 Verified by Quality Control Office.		
Signature of technician performing maintenance: _____		
Signature of Red X qualified technician: _____		

Attachment 10

BLADE BLEND WORKSHEET

Table A10.1. Engine Blade Blending Worksheet.

BLADE BLEND WORKSHEET					
ACFT S/N:	Engine Position:	Engine S/N:	Module S/N:		Total Blended:
Notify the 96 TW FOD monitor (QA office, 882-2646) anytime FOD is identified, other than minor sand nicks or scratches.			Time:	Date:	Print Name / Employee #
Create a JCN in the MIS against the engine. Include the engine S/N, Stage, number of blades blended, depth of damage before blending, depth after blending, area of blade, and employee number of the person who performed the maintenance actions. <b>IMPORTANT:</b> After entering the corrective action, select "Create Maintenance Snapshot Suspense". This action creates a suspense for EMB to update the historical record in CEMS.  ENGINE: _____ JCN: _____			Time:	Date:	Print Name / Employee #
Create a JCN in the MIS against the applicable aircraft to document the remaining maintenance actions performed. The actions may include, but are not limited to: panels/doors; borescope inspections; borescope plugs, etc.  AIRCRAFT _____ JCN: _____					
<b>Note: For uninstalled engines/modules, file a copy in the engine/module work package</b>					
<b>If blades are not numbered, number them counterclockwise while viewing the engine FWD to AFT</b>					
Stage #	Blade #	Depth of Damage Before Blending	Depth After Blending	Area/Location of Damage	Employee # of the person who blended

**Attachment 11**

**FOD CONTINUITY BOOK GUIDANCE**

**A11.1. In order to enhance the 96 TW FOD/DOP Programs, FOD/DOP representatives will be appointed.** Each representative will establish and maintain a FOD/DOP continuity book or electronic version on the 96 MXG QA SharePoint.

**A11.2. FOD and DO Awareness and Prevention Program continuity books will contain the following as a minimum.**

**Table A11.1. FOD Continuity Book Guidance.**

Table of Contents
TAB A: Guidance letter
TAB B: Letter of appointment for FOD/DOP representative
TAB C: Policy letters
TAB D: Applicable instructions (for reference only)
TAB E: FOD focal point weekly checklist
TAB F: FOD and DOP incidents, cross tells, FOD flashes, etc.
TAB G: Quarterly briefing log
TAB H: Quarterly FOD/DOP Awareness and Prevention Committee minutes (Maintain last two Quarters)
TAB I: Monthly FOD working group minutes (Maintain for one Quarter)
TAB J: FOD Nomination sample letter
NOTE: Additional items may be added to the continuity books if required. Additional items will start with TAB K and run in succession thereafter

**A11.3. The 96 TW FOD/DOP Monitors will inspect these books annually.**

**Table A11.2. Units Required to Maintain FOD/DOP Continuity Books.**

96 MXG/MXQ	96 MXS/MXMD	96 SK/SKA
96 MXG/MXWL	96 MXS/MXMW	96 OSS/OSOA
96 AMXS/MXAR	96 MXS/MXMG	896 TSS/CL
96 AMXS/MXAB	96 MXS/MXMK	96 LRS/LGRF

**Attachment 12**

**FOD FOCAL POINT WEEKLY CHECKLIST**

**Table A12.1. FOD Focal Point Weekly Checklist.**

<p>The following checklist is a tool to assist unit FOD representatives administer the FOD program in their respective areas. It provides minimum guidance/procedures to ensure an effective program. This checklist should be utilized with weekly FOD program spot checks.</p>		
<b>HAVE YOU:</b>	<b>YES</b>	<b>NO</b>
1. Inspected maintenance production areas for housekeeping and FOD?		
2. Inspected maintenance production areas for approved FOD containers readily accessible to workers? Are they marked correctly?		
3. Inspected hangar door tracks, grounding/mooring points and flight line accessible roads in your area of responsibility for FOD?		
4. Inspected FOD Program bulletin boards?		
5. Current FOD Poster is posted in a highly visible area?		
6. Ensured vehicles have properly marked FOD containers?		
7. Ensured vehicles have FOD removal tool (FOD Pick)?		
8. Briefed personnel on recent FOD finding and trends?		
<p>Date Accomplished: _____ Inspectors Initials: _____</p> <p>Findings: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		



Attachment 13

HANGAR ENTRY CHECKLIST

Table A13.1. Aircraft Hangar Entry Checklist.

<b>Hangar Entry Checklist</b>	
<b>ACFT S/N:</b>	<b>Hangar #:</b>
<b>NOTE: Complete steps 1 thru 7 prior to hangar entry</b>	
<p>_____ 1. Ensure Aircraft prepped for hangar entry by Specialist Expediter, prior to towing aircraft.</p> <p>_____ 2. Ensure Aircraft prepped for hangar entry by Weapons Expediter, prior to towing aircraft.</p> <p>_____ 3. Verify aircraft AFTO 781 series forms to ensure aircraft has been de-armed, and <b>Physically</b> verify aircraft has been de-armed, prior to towing aircraft.</p> <p>_____ 4. Ensure gun is configured cold/safe, as required. Ammo removed, prior to towing aircraft.</p> <p>_____ 5. Verify landing gear and arresting hook pins installed, as required.</p> <p>_____ 6. Verify external stores ground safety pins installed.</p> <p>_____ 7. Verify all ejection seat pins, seat PITOT covers, and seat cover(s) installed.</p> <p>_____ 8. Verify canopy strut installed, as required</p> <p>_____ 9. Ensure ground wire properly connected.</p> <p>_____ 10. Ensure all -21 equipment is installed, to include intake covers</p> <p>_____ 11. Place drip pans under aircraft</p> <p>_____ 12. Ensure wheel chocks are in place and laced together.</p> <p>_____ 13. Ensure Fire Extinguisher is available (Minimum: one 150 lb. HALON per 2 aircraft)</p> <p>_____ 14. Ensure covers are placed on sharp edges/corners. (Edge guards will cover edge of component completely to eliminate possible injuries to personnel or damage to equipment.)</p>	
<b>Tow Team Supervisor:</b>	
<b>Signature:</b>	<b>Employee #:</b>
<b>Entry Date:</b>	<b>Time:</b>



Attachment 15

IMPOUNDMENT CHECKLIST

Table A15.1. Impoundment Checklist.

<p>The following checklist is not all-inclusive; it is to be used as a guide to aid in the impoundment process. If deployed, the deployed commander, Maintenance Operations Officer/MX SUPT, or designated individual will notify home station of any impoundments involving 96 MXG aircraft. This notification will be reported to the 96 MOC for dissemination to applicable squadron supervision, QA, and QC. The deployed commander will coordinate with the 96 MXG/CC or designated alternate at home station and, upon verbal approval, will assume Impoundment Release Authority (IRA) responsibilities for that impoundment. This individual will assume the role of IO and complete the procedures contained in this instruction</p>	
<p><b>*** Potential safety related incidents: Ensure the Cockpit Voice Recorder (CVR)/Flight Data Recorder (FDR) circuit breakers are pulled immediately after engine shutdown or before applying external power to safeguard CVR/FDR data, if equipped.</b></p>	
<p><b>QA will:</b></p>	<p><b>Status</b></p>
<p>1) Verify Impoundment Official qualifications in MIS</p>	
<p>2) Fill in applicable blocks of the Impoundment Information Sheet (Attachment 17)</p>	
<p>3) Ensure the following entries are entered on the impoundment AFTO 781A Forms (see Attachment 21), or equipment forms:</p>	
<p>a. Red-X: "Aircraft/Equipment impounded for:"</p>	
<p>b. Red-dash: "Aircraft/Equip requires release for maintenance by impoundment official"</p>	
<p>c. Red-dash: "Aircraft/Equip forms require review by QA/QC prior to impound release"</p>	
<p><b>NOTE:</b> The Impoundment Information Sheet (Attachments 17-20) and the impoundment AFTO Form 781A (Attachment 21) will be bordered in RED and placed in front of all existing AFTO Forms 781A. Additionally, when associated equipment is involved, the same entries will be made on the applicable equipment forms. In the case of engine impoundment, enter write ups into the engine work package.</p>	
<p>4) Attach the following WCEs in MIS to the original discrepancy:</p>	
<p>a. Red-X: "Aircraft/Equipment impounded for:" (Assign WCE to QA/QC)</p>	
<p>b. Red-dash: "Aircraft/Equip requires release for maintenance by impoundment official" (Assign WCE to the same shop as the Impoundment Official assigned)</p>	
<p>c. Red-dash: "Aircraft/Equip forms require review by QA/QC prior to impound release" (assign WCE to QA/QC)</p>	
<p><b>NOTE:</b> All WCEs for the impoundment should reflect a support general WUC.</p>	
<p><b>The IO will:</b></p>	
<p>1) Establish entry control point. (See Attachment 19)</p>	
<p>2) Mark aircraft/equipment with ropes, cones, or placards indicating impoundment condition</p>	
<p>3) Obtain and secure aircraft/equipment records, at discretion of the IO.</p>	
<p>4) Request and collect any training records required to complete the impoundment investigation (if required)</p>	
<p>4) Initially limit maintenance actions to make aircraft/equipment safe.</p>	
<p>5) Restrict and control, removal and cannibalization of parts.</p>	

<b>NOTE:</b> The IO will ensure all components related to impound that are removed will have an AFTO Form 350 filled out with the words “Impoundment from A/C or S/N___”, as applicable. The original discrepancy and any other information discovered during the troubleshooting procedures will also be annotated on the AFTO Form 350.	
6) Verify Deficiency Reports/exhibits are submitted as required.	
7) Assign a team chief to determine the cause of the problem that led to the impoundment.	
8) Review the aircraft/equipment records after discrepancy has been corrected.	
9) Ensure history of maintenance troubleshooting is reviewed prior to clearing impoundment	
10) Deliver records to QA for review.	
11) Accompany QA to IRA for impoundment release.	
<b>Impoundment Clearing Procedures:</b>	
<b>Note:</b> If the cause of a reported malfunction cannot be determined or a corrective action cannot be confirmed, the IRA will either clear the impoundment or direct that further actions be accomplished.	
<b>The IO will:</b>	
1) Ensure the team subject matter expert signs off the original discrepancy (if corrected) and all applicable forms documentation and MIS are reviewed, complete and accurate.	
2) Ensure Impoundment Sheets (Attachments 17-20) are filled out accurately	
3) Enter "Investigation complete, all corrective actions have been reviewed, aircraft/equipment released" in the corrective action block of the red X entry on the impoundment AFTO Form 781A (Attachment 21) and reference the original discrepancy.	
<b>QA/QC will:</b>	
1) Review the forms and MIS to ensure all documentation is complete.	
2) Sign the Impoundment Information Sheet in the “QA/QC Records/Impoundment Review” block. (Attachment 18)	
3) Sign the “inspected by” block for “Forms require review by QA/QC prior to impoundment release” discrepancy on the impoundment AFTO Form 781A (Attachment 21).	
<b>The IRA will:</b>	
1) Review all information on the Impoundment Sheets (Attachments 17-20), impoundment AFTO Form 781A (Attachment 21) and all applicable maintenance or inspection entries in the AFTO Forms 781A.	
2) Sign the Impoundment Information Sheet (Attachment 18) in the “Impoundment Release Authority” block.	
3) Clear the impoundment by signing the “inspected by” block and initialing over the red X on the impoundment AFTO Form 781A (Attachment 21)	
<b>Final Clearing Procedures:</b>	
The IO will notify the 96 MOC once impoundment is cleared.	
QA will ensure that both the Impoundment discrepancy and forms review are correctly cleared from MIS for MXG/CC or designated representative.	
<b>For Impoundments related to lost items or tools, utilize Attachments 6 or 7 (as applicable) in addition to requirements in this checklist and parent publication</b>	

**Attachment 16**

**IMPOUNDMENT TRANSFERS**

**Table A16.1. Impoundment Transfer Checklist.**

<b>Impoundment Transfers</b>	
<b>The IO will:</b>	
1) Ensure the Impoundment Information Sheet (Attachment 17) is complete prior to transferring the impoundment to equipment/components removed from the aircraft for repair.	
2) Enter, “Impoundment transferred to: SN, item turned in for troubleshooting.” In the “Corrective Action” block of the Red X entry on the impoundment AFTO Form 781A (Attachment 21) and reference the original discrepancy.	
3) Sign the “corrected by” block for the Red X entry on the impoundment AFTO Form 781A (Attachment 21).	
4) Hand carry all documentation to QA/QC for review prior to transfer.	
<b>QA or QC will:</b>	
1) Review the Impoundment Sheets (Attachments 17-20), impoundment AFTO Form 781A (Attachment 21) and additional AFTO Forms 781A to ensure that all investigation and troubleshooting documentation is complete.	
2) Ensure a new IO and Team Chief will be assigned and documented on page 2 of the Impoundment Information Sheet (Attachment 18).	
3) Sign the Impoundment Information Sheet in the “QA/QC Records/Impoundment Review” block. (Attachment 18)	
4) Sign the “inspected by” block for “Forms require review prior to impoundment release” discrepancy on the impoundment AFTO Form 781A (Attachment 21).	
<b>The IRA will:</b>	
1) Review all information on the Impoundment Information Sheets (Attachments 17-20), impoundment AFTO Form 781A (Attachment 21) and all applicable maintenance/ inspection entries in the AFTO forms 781A.	
2) Sign the Impoundment Information Sheet in the “Impoundment Release Authority” block. (Attachment 18)	
3) Clear the aircraft impoundment and transfer it to the affected equipment by signing the “inspected by” block and initialing over the red X on the impoundment AFTO Form 781A (Attachment 21).	
<b>Completing Transfer:</b>	
The Impoundment Information Sheets (Attachments 17 & 18) will then accompany the equipment to the respective shop.	
QA or QC will ensure that MIS is updated or transferred, as required, for all equipment tracked in the MIS system.	

Attachment 17

96 MXG IMPOUNDMENT INFORMATION FORM

Table A17.1. Impoundment Information Form.

96 MXG Impoundment Information Form					
Date:(yyyymmdd)		Impound Control Number:		Page 1 of	
Equipment Type (check one)					
Aircraft (On Equipment)	MDS:		Tail Number:		
Engine (Off Equipment)	Type:		Engine S/N:		
Other (Off Equipment)	Item:		Item S/N:		
Reason for Impoundment					
Impoundment Team					
Impoundment Official:		Team Chief:			
Shop	Name		Signature		
Investigation/Troubleshooting Procedures			Results		
Continued on reverse side					

Attachment 18

96 MXG IMPOUNDMENT CONTINUATION FORM

Table A18.1. Impoundment Continuation Form.

96 MXG Impoundment Information Form cont.		
Quality Deficiency Report Submitted? (circle one)	Yes / No	Page 2 of
QDR Remarks:		
QA/QC Records/Impoundment Review		
Signature:		Date: (yyyymmdd)
Impoundment Release Authority		
Signature:		Date: (yyyymmdd)
Impoundment Transfer (sections below are for impoundment transfers only)		
Does the impoundment require transfer? (circle one)	Yes / No	Impoundment Transferred to:
Transferred to Impoundment Team		
Impoundment Official:		Team Chief:
SHOP	NAME	SIGNATURE
Investigation/Troubleshooting Procedures		Results
QA/QC Records/Impoundment Review		
Signature:		Date: (yyyymmdd)
Impoundment Release Authority:		
Signature:		Date: (yyyymmdd)







Attachment 21

IMPOUNDMENT 781A FORM SAMPLE

Table A21.1. Impoundment AFTO Form 781A Sample.

FROM 20160101		TO		MOG F-16CG	SERIAL NUMBER 87-0353	PAGE 3	PAGES OF
<input checked="" type="checkbox"/> SYM	JCN 16001001	DATE DISC 20160101	DOC NO.		CF <input type="checkbox"/> 781A	XF <input type="checkbox"/> 781K	DATE CORRECTED
WUC/REF	FAULT CODE	STA CODE	CORRECTIVE ACTION Investigation complete, all corrective actions have been reviewed. Aircraft released.  See page ____ Block ____ IAW AFI 21-101, 96 TW Sup1, para., 7.6.				
DISCREPANCY Aircraft impounded for:  See page ____ Block ____			CORRECTED BY		EMPLOYEE NO.		
DISCOVERED BY (Print) J. Doe			EMPLOYEE NO. 00001		INSPECTED BY		EMPLOYEE NO.
<input type="checkbox"/> SYM	JCN 16001001	DATE DISC 20160101	DOC NO.		CF <input type="checkbox"/> 781A	XF <input type="checkbox"/> 781K	DATE CORRECTED
WUC/REF	FAULT CODE	STA CODE	CORRECTIVE ACTION Aircraft released for maintenance  IAW AFI 21-101, 96 TW Sup1, Para., 7.6.4.1.				
DISCREPANCY Aircraft requires release for maintenance by Impoundment Official  Impoundment Official: _____			CORRECTED BY		EMPLOYEE NO.		
DISCOVERED BY (Print) J. Doe			EMPLOYEE NO. 00001		INSPECTED BY		EMPLOYEE NO.
<input type="checkbox"/> SYM	JCN 16001001	DATE DISC 20160101	DOC NO.		CF <input type="checkbox"/> 781A	XF <input type="checkbox"/> 781K	DATE CORRECTED
WUC/REF	FAULT CODE	STA CODE	CORRECTIVE ACTION Aircraft/Equipment forms reviewed  IAW AFI 21-101, 96 TW Sup1, para 7.6.8.				
DISCREPANCY Aircraft/Equipment forms require review by QA/QC prior to impoundment release			CORRECTED BY		EMPLOYEE NO.		
DISCOVERED BY (Print) J. Doe			EMPLOYEE NO. 00001		INSPECTED BY		EMPLOYEE NO.
AFTO FORM 781A, 20130711							
MAINTENANCE DISCREPANCY AND WORK DOCUMENT							

## Attachment 22

**SAMPLE LOCALLY MANUFACTURED/DEVELOPED TOOL/EQUIPMENT  
REQUEST**

Table A22.1. Locally Manufactured/Developed Tool/Equipment Request Sample.

<b>1. Requestor Information</b>		
Name/Rank:	Org / Work Center / Phone:	
Requested Item Name:	Qty:	
PMEL Requirement: (Y/N)	Load Bearing: (Y/N)	
Description: use of item/operating instruction to include cautions, Warnings, Notes, Inspection Criteria, and Calibration data if applicable. Pictures, sketches, drawing, must be included as well.		
<b>2. Unit Supply Section/TW MSL/Fabrication Section</b>		
Serial/Tail #:	Mission essential: (Y/N)	
NSN:	Part Number:	
Document Number:		
Is item procurable and/or available to meet mission requirements? (Y/N)		
Can Items be fabricated locally? (Y/N)	Are all required bits and pieces on hand? (Y/N)	
Blueprints/drawings required? (Y/N)	Is a sample required? (Y/N) *	
<b>* If sample is required, requestor must provide blueprints/drawings/sample, tech data, and DD Form 1348-6</b>		
Material/bits and pieces to be ordered **		
<b>** Fabrication section will order all bits/pieces against end item document number as a mark for</b>		
NSN or PN	Nomenclature	Unit of Issue and Quantity
Supply Signature:	Fabrication Signature:	
<b>3. Production Control (Non-Aircraft or Serially Numbered Items)</b>		
Event ID:	Estimated Man-hours:	
Total Cost:	Production Control Signature:	
<b>4. Coordination/Authorization (Print/Sign/Date)</b>		
<b>Support Section Chief:</b>	<b>Flight Chief</b>	
<b>Equipment Accountability Element (EAE):</b>	<b>Wing/Base Safety:</b>	
<b>MOO/Superintendent:</b>	<b>Wing Weapons Manager: (if applicable)</b>	
<b>96 MXG/QA (TG/QA if Holloman)</b>	<b>96 MXG/CC (TG/CC if Holloman)</b>	

Attachment 23

F-15 RADAR TRANSMISSION MAP (HARDSTAND 10 TRIM PAD)

Table A23.1. F-15 RADAR TRANSMISSION MAP (HARDSTAND 10 TRIM PAD).

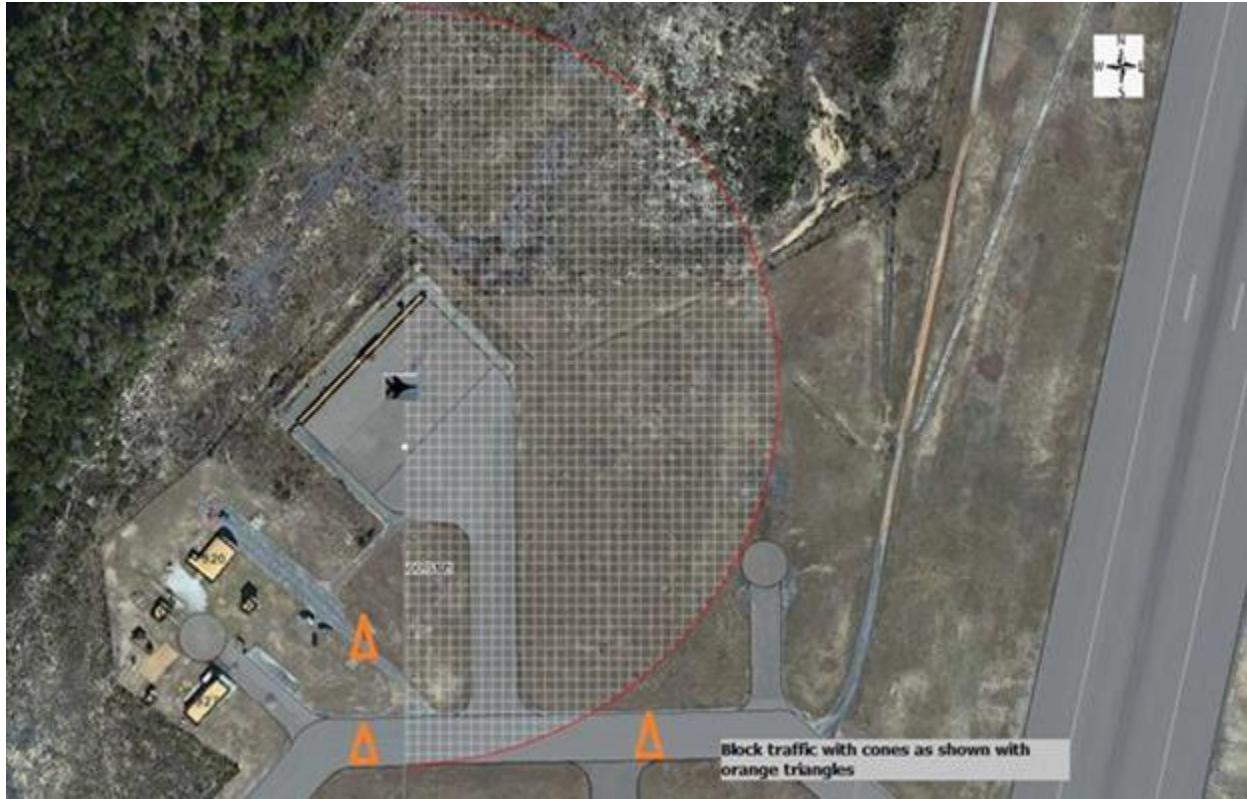


Table A23.2. F-15 RADAR TRANSMISSION SAFETY STANDOFF DISTANCES.

RADAR TYPE/VERSION	EED DISTANCE	PERSONNEL DISTANCE
F-15C: AGP-63(V)3	591 feet	588 feet
F-15C APG-63(V)1	500 feet	302 feet
F-15E APG-82(V)1	476 feet	476 feet
F-15E APG-70(V)1	500 feet	302 feet

Note: Standoff distances were derived from aircraft 00-GV series technical orders and current as of this writing. Aircraft specific technical orders have precedence. **Map and distances are measured to scale for 600 feet using V-3 Radar standoff distances, using the AFMC Standard Flex Viewer, located at: <https://eglinviewer.eglin.af.mil/flex37/>**

## Attachment 24

## EID CODES FOR EGLIN COMPLEX TO INCLUDE DUKE FIELD

Table A24.1. EID Codes for Eglin Complex to Include Duke Field.

EG11	782 TS/RNWI (SATIRS)
EG85	85th Life Support
EGAA	F-15 Air National Guard Unit
EGAB	Airborne Instrumentation Simulation
EGAC	Aircraft Repair
EGAF	896 TSS Mod Installation Flight
EGAG	AGE
EGAI	F-15 Avionics Intermediate Section (AIS)
EGAR	Armament Shop
EGAS	Applied Systems Engineering
EGAT	F-16 AIS
EGBA, J, K, R, W	Blue Aircraft Maintenance Unit (Blue AMU)
EGBP	Conventional Munitions Maintenance
EGCA	CACI Technology Services
EGCC	Corrosion Control
EGCM1	MXG Contract Management Office (CMO)
EGDB	F-15 Equipment Maintenance
EGEB	896 TSS Preflight
EGEE	Electro/Environmental
EGEG	Egress
EGEL	896 TSS Mod Installation Flight
EGEN	Entron
EGEOD	Explosive Ordnance Disposal (EOD)
EGES	Engine Shop
EGFS	Fuel System
EGFT	C-130 MX
EGFX	Patterns Plastics
EGGB	TSI Group B Modification Equipment
EGHH	Hush House
EGJE	Jet Engine Test Cell
EGJT	A J Communications Test Mod
EGLA	896 TSS Engineering Lab
EGLB	Weapons Standardization
EGLM	Lockheed-Martin Corporation
EGLS	Life Support

EGMA	Conventional Munitions Maintenance
EGMH	Machine Shop
EGMI	Munitions Inspection
EGMS	Multistage Improvement Program (MSIP)
EGMT	Advanced Medium Range Air to Air Missile (AMRAAM) Test
EGMU3	Air Force Repair Enhancement Program (AFREP)
EGND	Nondestructive Inspection Section (NDI)
EGOA	C-130A Airborne Seeker-Evaluation Test System (ASETS)
EGOR	End of Runway
EGPH	Phase Section
EGPL	PMEL
EGPM	Mass Properties (990)
EGPR	Preflight Integration of Munitions & Electronic Sys (JPRIMES)
EGPS	Parachute Shop
EGPU	Pneudraulics Backshop
EGQA	QA, W & B
EGRE, K, T, W, X	Red Aircraft Maintenance Unit (Red AMU)
EGRHU	Helicopters
EGRS	Missile Maintenance
EGRY	Raytheon
EGSC	SEMCOR
EGSE	Sentel Corporation
EGSH	Carpenter Shop
EGSM	Sheet Metal Shop
EGSV	Sverdrup Corporation
EGT2	96th Test Squadron
EGTA	Transient Alert
EGTB	Munitions (999)
EGTE	TEAS
EGTP	Tank Parts (Fuel barn)
EGTS	Tire Shop
EGTX	Textron
EGVT	Volt
EGWD	Munitions Delivery
EGWH	Munitions Storage
EGWS	Welding Shop

## Attachment 25

## HANGAR DOOR OPERATIONS

Table A25.1. Hangar Door Operations.

**NOTE:** In the event of an emergency, the nature of the emergency will dictate what actions can or cannot be taken. Always consider the personal safety of all involved.

**A25.1. Electrically-Operated Doors.** All electrically-operated doors will be opened or closed by qualified personnel who have been trained on door operation by their respective Hangar/Facility Manager or designated representative. These individuals will be identified in MIS.

**A25.2. Manually-Operated Doors.** All manually-operated doors will be opened or closed by qualified personnel who have been trained on door operation by their respective Hangar/Facility Manager or designated representative. These individuals will be identified in MIS. All personnel doors will be closed prior to attempting to open or close hangar doors.

**A25.3. Electrically-Operated Hoist.** Electrically operated hoist will only be operated by qualified personnel. These individuals will be trained and certified on hoist operation by their respective Hangar/Facility Manager or designated representative. Qualified individuals will be identified in the MIS. Hoist instructions near the controls will be reviewed prior to operation.

**A25.4. Hangar 110.** Three individuals are required to operate hangar 110 doors: one qualified to operate the door controls; the second individual will be positioned as a relay in clear view of the door operator and the third individual. The third individual will be in front of the hangar and clearly visible to the second individual to ensure the area marked by yellow diagonal stripes is clear of any equipment and/or personnel. The third individual will be far enough out on the ramp to clearly observe the front of the hangar. Hangar 110 doors have two positions—fully opened or fully closed. These doors will not be stopped in any other position as damage to the doors could result. **WARNING: Prior to opening a main door, ensure the applicable rollup door is fully opened (up position) with the chains secured or damage will result.**

**A25.5. Hangar 130.** All personnel entrance doors must be closed prior to operating door controls. Under normal conditions, powered hangar doors will be opened to a minimum of 10 feet. If emergencies arise and the hangar doors are inoperative, a warehouse tug may be used to open the doors. Instructions for the manual operation of the door will be posted at the door controls and must be followed or damage to the doors could result.

**A25.6. Hangar 72 – Paint Barn.** This hangar will be opened and closed by Paint Barn personnel or by Viking Super when Paint Barn personnel are not on duty.

**A25.7. Hangar 138 – Fuel Shop.** This hangar will be opened and closed by Fuel Shop personnel or by Viking Super when Fuel Shop personnel are not on duty.

**A25.8. Hangar 113 – Hush House.** This hangar will be opened and closed by Hush House personnel or by Viking Super when Hush House personnel are not on duty.

**A25.9. Climatic Lab.** The only personnel authorized to open and close these doors are the Climatic Lab electricians. After normal duty hours they can be contacted at 882-5412 or the Range Operations Control Center (ROCC) at 882-5800. The doors cannot be fully opened when winds exceed 30 knots as damage to the doors could result.

**A25.10. Hangar 916A, 985.** Hangars 916A, 985. These hangars will be opened and closed by their respective owners/occupants only.

**A25.11. Hangars 68, 71, 102, 103.** Hangar doors will be repositioned manually. Vehicles or tugs will not be used under normal circumstances to open or close these doors. Ensure any locking rods are released prior to moving doors. Safety precautions will be exercised at all times to ensure personnel and equipment is clear of the doors being moved. When moving aircraft into or out of the hangar, a minimum clearance of 10 feet will be maintained between the aircraft wing tip and the hangar door. If this is not possible, the door must be fully opened.

**A25.11. Hangars 68, 71, 102, 103.** Hangar doors will be repositioned manually. Vehicles or tugs will not be used under normal circumstances to open or close these doors. Ensure any locking rods are released prior to moving doors. Safety precautions will be exercised at all times to ensure personnel and equipment is clear of the doors being moved. When moving aircraft into or out of the hangar, a minimum clearance of 10 feet will be maintained between the aircraft wing tip and the hangar door. If this is not possible, the door must be fully opened.



Attachment 26

96 TW AIRCRAFT PAINT SCORE SHEET

Table A26.1. 96 TW Aircraft Paint Score Sheet.

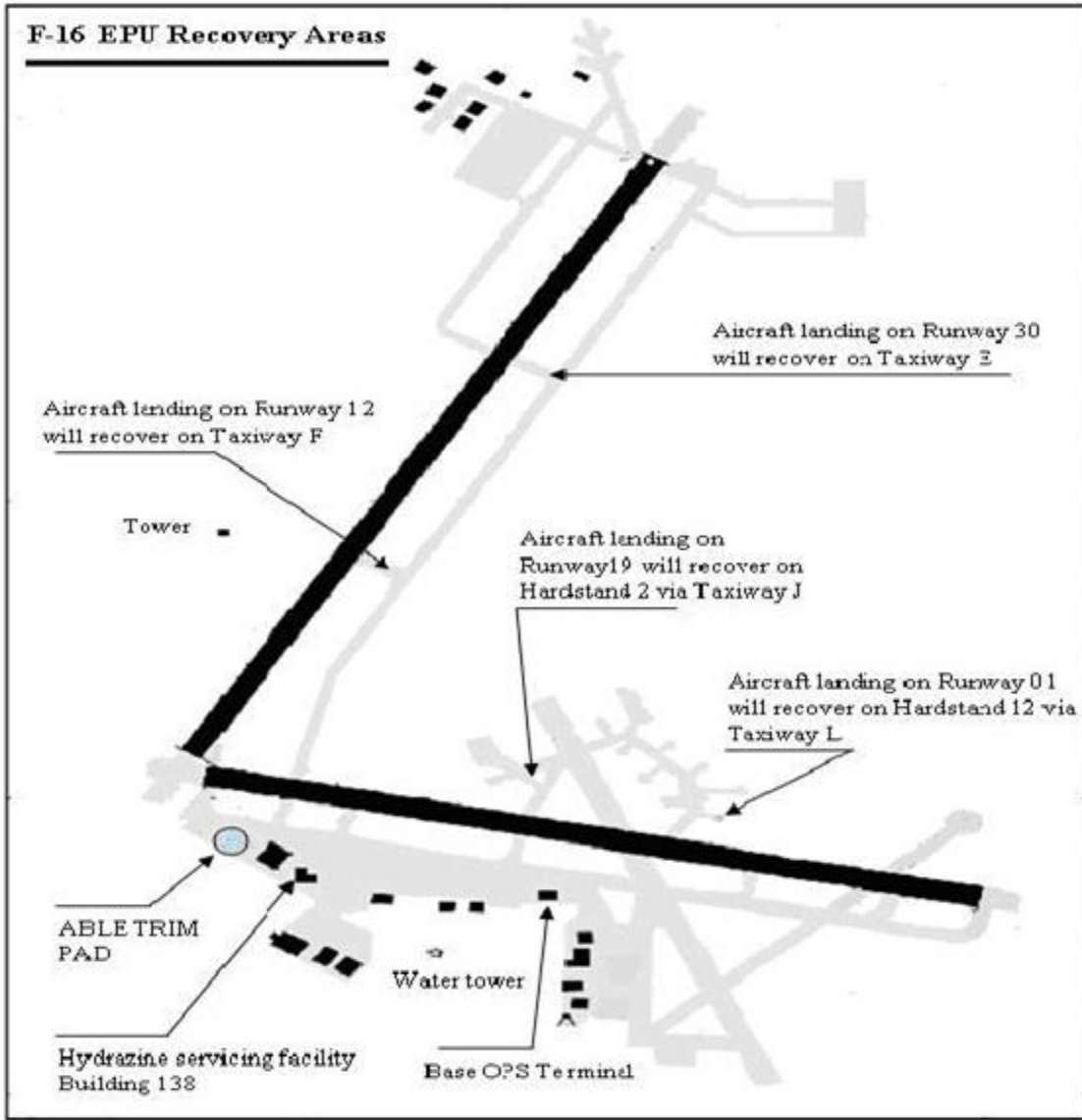
FOR OFFICIAL USE ONLY																		
96 TW AIRCRAFT PAINT SCORES AS OF: 12 Feb 2018																		
Unit	MDS	Tail #	L/E	NOSE	L/E	TOP	B	BOT	NOSE	INTK	MAIN	LAST	LAST	CORR	Inlet RAM	DATE	REMARKS	
			HORZ	VERT	FUS	WING	WING	FU	WING	GEAR	GEAR	PAINT	T/U	SCORE	Replace	SCORED		
			STAB	STAB			FUSE								Date			
Blue	F-16C																	
Blue	F-16C	87-0353	2	1	1	1	1	1	1	1	1	1	22 Aug 2017		1	22 Aug 2017	28 Dec 2017	Poly/ 96 TW
Blue	F-16C	91-0396	2	2	2	2	1	1	1	1	2	2	19 Jun 2013	7 Mar 2016	2	6 Oct 2010	28 Dec 2017	13 Mar touch up/Test Primer Poly
Blue	F-16C	88-0441	1	1	1	1	1	1	1	1	1	1	20 Nov 2015	11 May 2016	1	20 Nov 2015	26 May 2017	Poly
Blue	F-16D	88-0170	2	1	2	1	2	1	1	1	3	3	18 Apr 2014	31 Dec 2015	2	16 Sep 2011	28 Dec 2017	Poly
Blue	F-16D	91-0465	1	1	1	1	2	1	1	1	1	1	29 May 2013	13 Apr 2016	1	19 Apr 2010	26 May 2017	Touch-up 21
Blue	F-16D	90-0836	1	1	3	1	2	1	1	1	1	1	25 Apr 2014	Jun-17	1		28 Dec 2017	Test Primer/UHG
Blue	F-16	89-2173	1	1	1	2	1	1	1	1	1	1	22 Mar 2015	7 Apr 2017	1	31 Aug 2011	28 Dec 2017	UHG
53rd	F-16CJ	97-0106	4	4	1	4	1	1	1	1	1	1	22 Jan 2013	28 Oct 2016	3	30 Jul 2012	28 Dec 2017	Gun Pnl Poly/Touch-up 27 Feb/H/G
53rd	F-16CJ	97-0107	1	1	3	1	3	2	1	3	1	1	26 Jan 2015	7 Jun 2017	2	16 Apr 2013	28 Dec 2017	UHG
53rd	F-16CJ	98-0004	4	1	3	1	2	2	2	1	1	1	18 Dec 2015	30 Jun 2017	3	17 Oct 2014	28 Dec 2017	Touch up 12
53rd	F-16CJ	98-0005														3 Aug 2015		Tail Flash 5
53rd	F-16D	90-0799	1	1	1	1	1	1	1	1	2	1	25 Aug 2016	8 Dec 2016	1	25 Aug 2016	28 Dec 2017	Pnl 4216 req's
53rd	F-16D	90-0841	1	1	1	1	1	1	1	1	2	1	31 Jan 2017		1	31 Jan 2017	26 May 2017	UHG
53rd	F-16D	90-0847	1	1	1	1	1	1	1	1	1	1	27 Jul 2012	12 Jan 2018	1	30 Mar 2009	28 Dec 2017	H/G
Red	F-15C	82-2014	1	1	2	1	1	1	1	1	1	1	Apr-13	Dec-17	1	N/A	28 Dec 2017	
Red	F-15C	82-0025	1	1	2	2	1	1	1	1	1	1	27 Nov 2012	23 Jan 2015	1	N/A	28 Dec 2017	
Red	F-15E	86-0184	1	1	1	1	1	1	1	1	1	1	April 17	11 Aug 2017	1	N/A	28 Dec 2017	
Red	F-15E	86-0185	1	1	1	1	1	1	1	1	1	1	20 Jul 2017	15 Nov 2017	1	N/A	28 Dec 2017	
Red	F-15E	86-0188	1	1	1	1	1	1	1	1	1	1			1	N/A		Tail flash 1 May
Red	F-15E	90-0252	1	1	1	1	1	1	1	1	1	1	24 Apr 2015	10 Jun 2016	1	N/A	28 Dec 2017	40 FTS
Red	F-15E	87-0180	1	1	2	1	1	1	1	1	1	1	8 Jun 2012	28 Nov 2016	1	N/A	28 Dec 2017	OG
53rd	F-15C	78-0503	1	1	1	1	1	1	1	1	1	1	Jun-16	Jan-17	1	N/A	28 Dec 2017	
53rd	F-15C	86-0170	1	1	1	3	1	1	1	1	1	1	Jul-15	10 Nov 2015	1	N/A	28 Dec 2017	Touch-up 23 Apr
53rd	F-15C	80-0053	1	1	1	2	1	1	1	1	1	1	10 Aug 2012	Nov-16	1	N/A	28 Dec 2017	85 TES
53rd	F-15C	84-0018														N/A		Depot return Apr
53rd	F-15C	85-5126	1	1	1	1	1	1	1	1	1	1	24 Mar 2013	23 Jun 2017	1	N/A	28 Dec 2017	
53rd	F-15E	88-1681	1	1	1	1	2	2	1	1	1	1	1 May 2010	29 Sep 2017	1	N/A	28 Dec 2017	
Red	F-15	78-0132	3	2	1	3	1	1	1	1	1	1	Mar 15		2		28 Dec 2017	Req's Eglin
Red	F-15	81-0033	1	1	1	1	1	1	1	1	1	1	Dec 16				28 Dec 2017	Req's Eglin
Red	UH1N	69-6617	1	1	1	1	1	1	1	1	1	1	27 Aug 2013	4 Apr 2017	1	N/A	4 Apr 2017	
Red	UH1N	69-6626	1	1	1	1	1	1	1	1	1	1	10 Jun 2015		1	N/A	Jun 15	
TRN	F-16	83-1123	2	1	2	1	4	3	3	2	1	1	6 Apr 2008	18 Feb 2011	3	N/A	28 Dec 2017	Needs Wash/Ground Trainer
TRN	F-15	79-9059	1	1	1	1	1	1	1	1	1	1	19 Jul 2008	4 Sep 2009	1	N/A	28 Dec 2017	Needs Wash/Ground Trainer
TRN	A-10	225	1	1	1	1	1	1	1	1	1	1		4 May 2012	1	N/A	28 Dec 2017	Needs Wash/Ground Trainer

SCORING:  
 1=EXCELLENT; May Require minor touch-up.  
 2=VERY GOOD; Requires minor touch-up.  
 3=GOOD; Requires major touch-up.  
 4=FAIR; Requires major touch-up or full paint.  
 5=POOR; Requires full paint.

Attachment 27

SAMPLE F-16 EPU RECOVERY AREAS

Figure A27.1. Sample F-16 EPU Recovery Areas.



Eglin Airfield Diagram

Attachment 28

ARMAMENT EXPLOSIVE PRE-TASK SAFETY BRIEFING

Table A28.1. Armament Explosive Pre-Task Safety Briefing.

- 1. The lead mechanic will brief each individual on their role in the clearing operation of ammunition from the System, UALS/ALA and LALS.
- 2. Do not exceed the authorized explosive limits set by current authorization on license. The license is located beside the gun cage in room 16.
- 3. Post applicable fire symbols.
- 4. Notify the MOC at 882-4691.
- 5. Personnel limits: IAW AFMAN 91-201, expose the minimum number of people to the minimum amount of ammunitions and explosives for the minimum amount of time consistent with safe and efficient operations.
- 6. A minimum of 2 personnel will be present during any operation involving live ammunition.
- 7. A maximum of 2 senior mechanics, 3 workers and 2 casuals will be in Hanger 110, room 16 during explosive operations.

Senior Mechanic: \_\_\_\_\_

Worker: \_\_\_\_\_

Casuals: \_\_\_\_\_

- 8. Location of Operation: Building 110, room 16
- 9. Remove watches, rings and jewelry.
- 10. During periods of thunderstorms and lightning within 5 miles of EAFB, immediately stop the explosive operation.
- 11. Ground yourself frequently. Gun systems, to include drums and storage cans containing 20mm ammunition, will be grounded. Prior to handling any 20mm ammunition and at frequent intervals during handling, each person will touch a grounding device to discharge any static electricity potential.
- 12. Drop criteria: 20mm drop distance packed=3ft, unpacked=3ft; 30mm drop distance packed=5ft, unpacked=1ft.

13. A minimum of two 10lb type ABC fire extinguishers will be readily available.

14. Brief applicable Warnings, Cautions and Notes from the technical order.

### **EMERGENCY PROCEDURES**

In case of emergency, cease all operations. The Senior Mechanic on shift will direct emergency actions until the arrival of appropriate response team.

#### **For Fire:**

1. The Senior Mechanic on shift will call 911 with type and location of emergency. If immediate contact with 911 is not possible, notify the MOC at 882-4691.
2. If Hazard Class/Division (HC/D) 1.4 munitions are present, evacuate personnel to 300ft. If HC/D 1.2 munitions are present, evacuate all personnel to 2,500ft.
3. A minimum of two personnel will be present during any operation involving live ammunition (The Senior Mechanic on shift and one technician).
4. Direct personnel in controlling the fire, using available firefighting equipment. If fire engulfs explosives or is so large that it cannot be extinguished with the equipment on hand, personnel will evacuate the facility.
5. Report the status of the fire to the first responding fire vehicle.
6. All munitions not engulfed in flames will be removed from the area, if possible.

#### **Reference phone numbers are as follows:**

Fire Department, 911. Reference MXG OI 21-130, *Emergency Action/Procedural Checklists*.

96 MXG MOC, 882-4691/4692/4693.

Munitions Control, 882-8362/8363.

Attachment 29

CORRECTIVE ACTION PLAN WORKSHEET

Table A29.1. Corrective Action Plan Worksheet Template.

FOR OFFICIAL USE ONLY (When filled in)  
96 MXG Corrective Action Plan Worksheet

1. Inspection & Finding No <i>{From inspection report}</i>	2. Current Date <i>{YYYYMMDD}</i>	
<input type="text"/>	<input type="text"/>	
3. Unit/Office Symbol	4. Unit POC/Action Officer <i>{Include contact info}</i>	
<input type="text"/>	<input type="text"/>	
5. Criticality	6. Estimated Closure Date	7. Initial Review, Update or Recommend Close
<input type="text" value="Incident"/>	<input type="text"/>	<input type="text"/>
8. Other Pertinent Identifiable Information, if applicable.		
<input type="text"/>		
9. Deficiency <i>{Verbatim from report - Reiteration of the deficiency description - Personnel Involved, Rank, Skill Level, Experience, Shift, Etc.}</i>		
<input type="text"/>		
10. Breakdown of Deficiency <i>{Identify the gap between actual performance and the required level of performance.}</i>		
<input type="text"/>		
11. Improvement Target <i>{What are the goals of the corrective action?}</i>		
<input type="text"/>		

12. Description of Root Cause Analysis and Results *{State method used, e.g. 5 Why's / Brainstorming. Explain the root cause of why not in compliance. Must address the deficiency.}*

13. Observation Cause Code *{From AFI 90-201 Attachment 9.}*

14. Mitigation Plan *{Briefly explain how the deficiency is being mitigated until a permanent fix is implemented. Include a brief description of risk assessment rationale. Highlight what is being done.}*

15. Description of Corrective Action Plan *{Describe in detail steps being taken to address the root cause and return to compliance. Include resource costs in terms of manpower and dollars, as applicable. Include estimated completion date and POC if different from Unit POC/Action Officer (name/grade/office symbol/phone/e-mail).}*

16. Recommend Closure *(Explain how this is ready for closure, i.e. policy written, training updated.)*

17. CAP Review and Closing Comments

Owning Work-Center

First Reviewer *(As Applicable)*

Squadron CC/CL

Group QA

Group Superintendent

Group CC/CD

18. Date Closed *{YYYYMMDD}*

## Attachment 30

## HUSH HOUSE CHECKLIST

Table A30.1. Hush House Checklist.

A30.1. HUSH HOUSE CHECKLIST (1 of 4 pages)	PAGE 1 OF 4	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA	OPR 96 MXMK	DATE
<b>PRE-ENTRY HUSH HOUSE (H/H) GENERAL CHECKLIST</b>		
<p>The following procedures will be accomplished prior to aircraft movement to H/H:</p> <ol style="list-style-type: none"> <li>1. Aircraft serviced with fuel prior to movement.</li> <li>2. All ejector cartridges, internal and external ordnance removed.</li> <li>3. External gun pods removed.</li> <li>4. All ammunition, except Target Practice (TP) rounds in the internal gun system removed.</li> <li>5. Internal guns safed.</li> <li>6. Anti-personnel guards available as required (not used for augments anomaly troubleshooting).</li> <li>7. Aircraft safe for maintenance; all ground safety devices installed.</li> <li>8. Panels/doors secured as applicable.</li> <li>9. Aircraft forms reviewed by Tow Supervisor for discrepancies that will hinder engine operation.</li> <li>10. If Halon system is inoperable, contact the MOC (882-9691) and request a standby fire truck.</li> </ol> <p><b>NOTE:</b> Aircraft will normally enter the H/H only for engine runs above 80 percent RPM (85 percent for GE).</p> <p>This checklist will be completed on the ramp in front of H/H by authorized 96 MXS personnel prior to positioning aircraft in the H/H.</p> <p>Tow Supervisor:</p>		



<p><b>A30.1. HUSH HOUSE CHECKLIST (2 of 4 pages)</b></p>	<p>PAGE 2 OF 4PAGES</p>	
<p>TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA</p> <p><b>SAFETY BRIEFING – HUSH HOUSE (H/H) AIRCRAFT TESTING ACFT S/N</b></p>	<p>OPR 96 MXMK</p>	<p>DATE</p>
<p>These general safety and informational requirements must be adhered to prior to, during, and after operational checks of all aircraft in the H/H.</p> <p>REFERENCE: TO 33D4-6-645-1, 00-25-172</p> <ol style="list-style-type: none"> <li>1. All facility equipment will be operated by authorized personnel only. These include: <ul style="list-style-type: none"> <li>• All functions in the Control Room/Cab.</li> <li>• Main fire extinguishing system (unless directed).</li> <li>• Main doors.</li> <li>• Electrical junction boxes, generators, and rectifiers.</li> <li>• Lights</li> </ul> </li> <li>2. Intake door areas must be kept clear of personnel, equipment, and FO at all times.</li> <li>3. Police all FO off floor; throw nothing into drain, intake door areas, or augments tube.</li> <li>4. All personnel must remove all loose items from their clothes/uniforms during engine Operation.</li> <li>5. Be alert to high-velocity air through intake door and chill factor when outside temperature is 50 degrees Fahrenheit or below.</li> <li>6. All loose/nonessential equipment and aircraft panels must be placed in bays 5 and 6 storage areas.</li> <li>7. For emergency egress, all exit doors will be unlocked. Usage must be limited when “TESTING” lights are illuminated.</li> <li>8. Aircraft canopy must be closed during engine operation after start.</li> <li>9. Ensure all required aircraft panels and doors are installed prior to engine start.</li> </ol>		

<b>A30.1. HUSH HOUSE CHECKLIST (3 of 4 pages)</b>	PAGE 3 OF 4PAGES	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA	OPR 96 MXMK	DATE
<b>NONDESTRUCTIVE INSPECTION (NDI) – H/H</b>		
<p>These general safety and informational requirements must be adhered to prior to, during, and after NDI procedures on all aircraft in the H/H.</p> <p>REFERENCE: TO 33D4-6-645-1, 33B-1-1</p> <ol style="list-style-type: none"> <li>1. NDI equipment must be unloaded through the main doors.</li> <li>2. The cord for exterior rotating beacon must pass between main doors on yellow center line.</li> <li>3. Intake doors (10 each), main doors (2 each), and augmenter door closed.</li> <li>4. Far (south side) door locked with padlock.</li> <li>5. Personnel door by Control Room closed.</li> <li>6. Authorized 96 MXS personnel will activate “TEST START” button in Control Room.</li> <li>7. All personnel, except those directly involved with NDI procedure, must vacate H/H area.</li> <li>8. NDI supervisor will notify the MOC (2-9691) and 96 MXS Production Super upon completion.</li> </ol> <p>Post NDI Procedures:</p> <ol style="list-style-type: none"> <li>1. Remove all equipment from H/H.</li> <li>2. Perform cleanup of H/H, to include test bay and Control Room.</li> </ol> <p>NDI Supervisor:</p>		

<p><b>A30.1. HUSH HOUSE CHECKLIST (4 of 4 pages)</b></p>	<p>PAGE 4 OF 4 PAGES</p>	
<p>TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA</p> <p><b>AIRCRAFT REFUELING – H/H</b></p>	<p>OPR 96 MXMK</p>	<p>DATE</p>
<p>These general safety requirements must be followed when aircraft refueling is necessary in the H/H.                  REFERENCE: TO 00-25-172, 33D4-6-645-1, and AFOSH Standard 127-39  <b>CAUTION: TURN OFF ALL CIRCUIT BREAKERS WITH MAIN POWER BREAKER BEING LAST. SECURE MAIN BREAKER TO PREVENT ACTIVATION BY SLIDING SAFETY LATCH TO THE RIGHT AND INSTALLING SAFETY PIN.</b>                  *NOTE: If Halon system is inoperable, contact the MOC (882-9691) and request a standby fire truck.</p> <p>1. Prior to refueling:</p> <ul style="list-style-type: none"> <li>• All electrical power will be turned off.</li> <li>• All other operations will stop.</li> <li>• All AGE and power equipment will be turned off if located in H/H bay.</li> <li>• Doors:                         <ul style="list-style-type: none"> <li>• Three each Control Room doors closed.</li> <li>• Far side (south side) personnel door open.</li> <li>• Intake doors (10 each) and augments door open.</li> <li>• Both main doors open.</li> </ul> </li> <li>• All personnel, except those required for refuel operation, must vacate bay area.</li> <li>• No smoking within 50 feet will be <u>observed at all times.</u></li> </ul> <p>2. Post refuel procedures:  <b>CAUTION: TURN MAIN POWER BREAKER ON FIRST BY REMOVING SAFETY PIN, SLIDING SAFETY LATCH TO THE LEFT, AND INSTALLING PIN. TURN MAIN POWER BREAKER ON, FOLLOWED BY OTHER INDIVIDUAL CIRCUIT BREAKERS.</b></p>		

Attachment 31

COURTESY RUN CHECKLIST

Table A31.1. Courtesy Run Checklist.

A31.1. COURTESY RUN CHECKLIST	PAGE 1 OF 1 PAGES	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA COURTESY RUN CHECKLIST ENGINE SERIAL NO. JCN	OPR 96 MXS/ MXKMP	DATE
<p>THE FOLLOWING ARE MINIMUM REQUIREMENTS TO BE PERFORMED BY 96 MXS AND 96 AMXS PERSONNEL PRIOR TO COURTESY RUN: REFERENCE: TO 2J-F100-96-2, 1F-15_-2-71GS-00-1, 1F-15_-2-71GS-01-1, and 1F-16_-2-70 FI 0021</p> <p>1. 96 AMXS:</p> <ul style="list-style-type: none"> <li>• Perform bore scope inspection of all 7 Aps. Emp # _____ Name _____</li> <li>• Provide Propulsion Flight with a JCN/WCE for engine courtesy run.</li> <li>• Perform post-test cell bore scope inspection of AP ports 2, 3, 6 and 7. Emp # _____ Name _____</li> <li>• Comply with removal and replacement of all components identified as defective during courtesy run.</li> <li>• Comply with all supply-related issues associated with engine courtesy run (cannibalization actions, parts ordering, purging, and turn-in).</li> <li>• Comply with all maintenance data collection actions required by the courtesy run.</li> </ul> <p>2. 96 MXS:</p> <ul style="list-style-type: none"> <li>• Inspect first stage rotor blades for FOD. Emp# Name</li> <li>• Inspect CIVVs for trailing edge flap play. Emp# Name</li> <li>• Check malfunction indicators on:               <ul style="list-style-type: none"> <li>• Oil filter</li> <li>• Gear pump fuel filter</li> <li>• Fuel filter</li> </ul>               Emp# _____ Name _____             </li> <li>• Remove, inspect, and reinstall gearbox metal chip detector. Emp# _____ Name _____</li> <li>• Inspect (1) spray rings for cracks/holes, or bent, broken, or missing pintles; and (2) security of attachment hardware, mounting post, brackets, rivets, washers, bushings, and clinch nuts. Emp # _____ Name _____</li> <li>• Inspect flame holder rod shoulder bolts. Emp # _____ Name _____</li> <li>• Security of convergent segment front/rear connecting pins and locks, Inspect segment towers. Emp # _____</li> <li>• Name _____</li> </ul>		

## Attachment 32

## LOCALLY APPROVED GENERAL USE AND MANUAL JOB CONTROL NUMBERS

Table A32.1. General Use JCNs.

USER	JCN		
MOC Unscheduled Maintenance “Red Balls”	5000	thru	5200
MOC “Cannibalization Actions”	5201	thru	5220
Wing PS&D “Commodity Time Compliance Technical Orders (TCTOs)”	5221	thru	5249
Maintenance Training	5501	thru	5550
Quality Assurance “FCFs”	6590	thru	6599
Quality Assurance “QVIs and Inspections”	6600	thru	6999
Load Standardization	7000	thru	7030
Production Control	8201	thru	8230

Table A32.2. 96 AMXS Blue JCNs.

USER	JCN		
Blue “TCTOs”	5250	thru	5300
Blue “Scheduled Maintenance”	5301	thru	5350
Blue “Time Change Items”	5351	thru	5400
Blue “Debrief Events”	5401	thru	5500
Blue “Specialist Section”	5551	thru	5625
Blue “Aircraft General Support”	6101	thru	6400
Blue “Weapons Section”	6401	thru	6465
Blue Production	7211	thru	7250

Table A32.3. 96 AMXS Red JCNs.

USER	JCN		
Red “TCTOs”	5626	thru	5650
Red “Scheduled Maintenance”	5651	thru	6590
Red “Aircraft General Support”	5691	thru	6100
Red “Production”	6466	thru	6433
Red “Weapons Section”	7031	thru	7100
Red “Specialist Section”	7101	thru	7175
Red “Time Change Items”	7176	thru	7210
Red “Debrief Events”	9101	thru	9200

**Table A32.4. Maintenance Group (Backshop/AGE) JCNs.**

USER	JCN		
Engine "TCTOs"	6500	thru	6525
Engine "Time Changes"	6526	thru	6550
Engine "Inspections"	6551	thru	6575
F-16 AIS	7371	thru	7380
F-15 AIS	7401	thru	7425
Propulsion Branch Material Support	7426	thru	7450
JEIM	7451	thru	7475
Test Cell	7476	thru	7500
Small Gas Turbine	7501	thru	7525
Fuel Systems	7551	thru	7600
Egress Systems	7601	thru	7625
Pneudraulics Systems	7626	thru	7650
Major Aircraft Inspections (* an alpha character is in the first position IAW TO 00-20-2)	*301	thru	*501
Powered AGE	7851	thru	7900
Non-Powered AGE	7901	thru	7930
Repair and Reclamation	7931	thru	7960
Wheel & Tire Shop	7961	thru	7990
Metal Processing	79991	thru	8020
Structural Repair	8021	thru	8050
Not Assigned	8051	thru	8060
Paint Shop	8061	thru	8080
Survival Equipment	8081	thru	8099
Corrosion Control	8100	thru	8130
Armament Maintenance	8131	thru	8150
Electro-Environmental Shop	8171	thru	8200
Machine Shop	8281	thru	8300
Non-Destructive Inspection	8301	thru	8330

**Table A32.5. Support activities not otherwise assigned JCNs.**

USER	JCN		
MOD Section (T-2 Mod)	7701	thru	7730
Transient Alert Maintenance	8151	thru	8170
T-2 MOD Scheduler	8231	thru	8280
ACC AFE On/Off Equipment	8331	thru	8450
TW AFE On/Off Equipment	8451	thru	8580
Job Support (Project Support)	8581	thru	8620

Deployed Aircraft	8621	thru	8720
JON Control Numbers (Assigned by Analysis)	8721	thru	8920
ACC ECM	8951	thru	8999
Assigned by MDSA as needed	6576	thru	6589
Assigned by MDSA as needed	7351	thru	7370
Assigned by MDSA as needed	7526	thru	7550
Assigned by MDSA as needed	7651	thru	7700
Assigned by MDSA as needed	7731	thru	7850
Assigned by MDSA as needed	8921	thru	8950
Assigned by MDSA as needed	9000	thru	9100
Assigned by MDSA as needed	9201	thru	9400
Assigned by MDSA as needed	9401	thru	9999

## Attachment 33

## ANALYSIS PROGRAM MAINTENACNE ACTION REPORT

Table A33.1. Analysis Program Maintenance Action Report.

<b>A33.1. OIL ANALYSIS PROGRAM (OAP) MAINTENANCE ACTION REPORT</b>											1. CONTROL NUMBER	
1	<b>TO</b>				<b>FROM</b>				2. SUSPENSE DATE			
3. ENGINE TYPE/MODEL/SERIES				4. SERIAL NUMBER				5. TIME SINCE OVERHAUL				
6.	<b>LAST FIVE OAP SAMPLES</b>											
	D A T E	TIME SINCE OVERHAUL	TIME SINCE OIL CHANGE	F E	A G	A L	C R	CU	NI	SI	T I	CODE
	A	B	C	D	E	F	G	H	J	K	L	M
7. LOGIC FOR ENGINE REMOVAL												
8. DATE		9. OAP LAB INSPECTORS SIGNATURE										
2	<b>TO</b>				<b>FROM</b>							
10. LAST OVERHAUL ACTIVITY			11. DATE				12. ENGINE TIME SINCE NEW					
13. LAST JEIM ACTIVITY			14. DATE				15. TIME SINCE OVERHAUL					
16. ACTION TAKEN												
17. DISCREPANT ITEM												
18. STATE HOW ITEM MALFUNCTIONED												
19. STATE HOW THE MALFUNCTION WAS DISCOVERED												
20. REMARKS												



21. DATE	22. ENGINE SHOP INSPECTOR'S SIGNATURE		
<b>96 MXG FORM 572, 20130815</b>			REPLACES AAC FORM 572

## Attachment 34

**PRE-TASK SAFETY BRIEFING TRANSIENT ALERT AIRCRAFT****Table A34.1. Pre-Task Safety Briefing Transient Alert Aircraft.**

**1. Briefing Guide.** Ensure a comprehensive pre-task safety briefing is given prior to opening storage locker. Personnel not initially provided a pre-task safety briefing will be given one prior to entering the operation area.

- Casuals must have duties that require their presence such as Quality Assurance, Safety or inspection personnel. Casuals are non-essential personnel with limited access.

**2. General Safety.**

- Remove all watches, rings and jewelry.
- No vehicles or AGE Equipment located within 25’.
- Official-use cell phones will be turned off and MME (Radios) must not be keyed within 10 feet of any EEDs. Remote keyless entry devices (also known as “key fobs”) must maintain at least a 0.5 ft. distance from all EEDs. All wireless equipment must maintain at least a 2.5 ft. distance from all EEDs.
- Ground yourself prior to touching impulse carts and often thereafter during operations.

**3. Location of Operation:** NW corner of Bldg. 102 or SW corner of Bldg. 103.

**4. Personnel Limits: (Reference Explosive Site License)**

- Supervisors: \_\_\_\_\_
- \_\_\_\_\_
- Workers: \_\_\_\_\_
- Casuals: \_\_\_\_\_

**5. Explosives Limits: (Reference Explosive Site License)**

**6. Hazard Division/Principle Hazard/Withdrawal Distance.** 1.4, Moderate Fire 300’.

**7. Personal Protective Equipment (PPE):** N/A

**8. Emergency Procedures.** In case of emergency, cease all operations. The Senior Technician will direct emergency actions until the arrival of the response team.

- The Senior Technician will call 911 with the location of the emergency. If immediate contact with 911 is not possible, notify the Maintenance Operations Center (MOC) at

882-4691.

- Fight fire/remove munitions (as applicable). Record time flames envelop munitions.
- Evacuate non-essential personnel to a minimum 300 feet.
- In the event of an abnormal situation not covered by pertinent procedures, stop the operation. Do not move any equipment or articles following an accident or incident unless necessary for safety, or when directed by appropriate personnel.

Attachment 35

IMPULSE CARTRIDGE INVENTORY LOG

Table A35.1. Impulse Cartridge Inventory Log.

A35.1. DAILY CART LOG											DATE:										
Shift Inventory's Requires 2 Individuals										Aircraft											
TYPE	LO	TOP	SIN	C	O	E	CO	T	TO	ACFT#	FUEL CODE	863	LOT #	EXP	RN	446	LOT #	EXP	RNTD		
P	T#		GLE	A	U	X	DE	D	TAL												
M	8																			STA	
I	4																			RT	
D	4																				
S	8																			END	
	4																				
	4																				
D	L	TOP	SI	C	O	E	CO	T	TO												
	8																			STA	
A	4																			RT	
Y	4																				
S	8																			END	
	4																				
	4																				
S	L	TOP	SI	C	O	E	CO	T	TO												
W	8																			STA	
I	4																			RT	
N	4																				
G	8																			END	
S	4																				
	4																				
	4																				
<b>FOB</b>																					
T	L	QUA	Where Found Info																		
Y	O	NTI																			
P	T	TY																			
E	#																				
<b>TRANSIENT A/C</b>																					
AIRC	TYPE	LO	QUA																		
RAFT		T #	NTIT																		
#			Y																		
<b>TOTAL</b>																					



## Attachment 36

## ENGINEERING DISPOSITION WORKSHEET

Table A36.1. Engineering Disposition Worksheet.

A36.1 Engineering Disposition Worksheet			
*Serial/Tail #/MDS:		*Block # (F-16 only):	
*Discovered Date:		*Airframe Hours:	
*Last Phase Type (1 <sup>st</sup> or 2 <sup>nd</sup> HPO, PE) (F-15 only):			
*Last Phase Date (F-15 only):			
*Current Maintenance Performed:			
*Damaged Area/Deficiency (Fuselage, Wing):			
*Nomenclature:			
*Part #:			
NSN:			
*Work Unit Code:			
*TO, Figure, Index:			
*Work Stoppage/Grounded?:			
*Priority Level:			
QC Rep. Notified (Name):		Time:	
QA Rep. Notified (Name):		Time:	
Problem Description			
Proposed Repair			
Comments			
Engineer Contacted:			
Name of Submitter:		Duty Phone:	
Pictures Attached (Y / N):		Quantity	
96 MXG Commander approval (Y/N)		DATE/TIME	
**NOTE** All blocks marked with (*) are required information unless specified with (F-XX only)			
When complete, send form and any additional info to the <a href="#">96 MXG Engineering Dispo 107</a>			

**Attachment 37**

**96 TW FORM 2434, MUNITIONS CONFIGURATION AND EXPENDITURE  
DOCUMENT**

**Table A37.1. 96 TW FORM 2434 RED AMU.**





Table A37.2. 96 TW FORM 2434, BLUE AMU.

MUNITIONS CONFIGURATION AND EXPENDITURE DOCUMENT																		DA AMCS/ WCAEW 1 OF 2 PAGES			
LINE NO. (4)	MUN. NO. (5)	MUN. TYPE (6)	MUN. QTY (7)	LINE NO. (8)	NOTE (9)	MUNITIONS AND SERIAL NUMBER			IMPULSE CARTR						ARM SERIAL NUMBER (CIRCLE MISSING STATIONS)				FIRM TYPE (16)	ISSUE (17)	
						QTY (10)	STATION (11)	QTY (12)	STATION (13)	STATION (14)	STATION (15)	QTY (16)	STATION (17)	STATION (18)	STATION (19)	STATION (20)					
Name/Signature of Weapons Expediter										Name/Signature of Munitions Personnel										Documentation Action (Armament Fit ONLY)	

MUNITIONS CONFIGURATION AND EXPENDITURE DOCUMENT																		DA AMCS/ WCAEW 2 OF 2 PAGES			
LINE NO. (4)	MUN. NO. (5)	MUN. TYPE (6)	MUN. QTY (7)	LINE NO. (8)	NOTE (9)	MUNITIONS AND SERIAL NUMBER			IMPULSE CARTR						ARM SERIAL NUMBER (CIRCLE MISSING STATIONS)				FIRM TYPE (16)	ISSUE (17)	
						QTY (10)	STATION (11)	QTY (12)	STATION (13)	STATION (14)	STATION (15)	QTY (16)	STATION (17)	STATION (18)	STATION (19)	STATION (20)					
Name/Signature of Weapons Expediter										Name/Signature of Munitions Personnel										Documentation Action (Armament Fit ONLY)	

**Attachment 38****PARKING, LAUNCH AND RECOVERY OF EXPLOSIVE LOADED AIRCRAFT****A38.1. Explanation of Terms.**

A38.1.1. Arming: The operation performed by ground personnel that transfers control of the armament or external stores system to the pilot (such as removing safety pins or clips).

A38.1.2. Safing: The operation performed by ground personnel to remove control of the armament or external stores system from the pilot (such as installing safety pins, clips or positioning of safing switches).

A38.1.3. End of Runway (EOR) Crew: A crew consisting of both weapons and aircraft crew chief personnel (and their service/contractor equivalents) whose responsibility is to perform systems inspection or any other actions that will change the aircraft status from “delayed flight” to “immediately prior to launch” or vice versa.

A38.1.4. Explosives: All ammunition, munition fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, warheads of all types, explosive elements of ejection and aircrew egress systems, explosives components of missile systems, and assembled kits and devices containing explosive materials. Explosives, explosive weight, net weight and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics and chemical agents. Liquid fuels and oxidizers (JP-8, Liquid Oxygen (LOX), etc.), when not used with missiles, rockets, and other such weapons or explosives items, are excluded.

A38.1.5. Hung Ordnance: Any item attached to the aircraft for the purpose of dropping or firing which has malfunctioned or failed to release. In addition, hung ordnance includes the following items: (1) External fuel tanks after unsuccessful jettison attempt; (2) Remaining ordnance after an inadvertent release; (3) 20/30 mm ammunition after a gun malfunction (no fire, unplanned cease fire, runaway gun, or gun unsafe indication); (4) Any stores determined to be in an unsafe condition.

A38.1.6. Inadvertent Release: Uncommanded launch or release of a store or ordnance, or launch/release of a store/ordnance other than those selected when a launch/release command was generated (i.e.; system malfunction); does not include an unintentional release. If commanding a single release, do not consider a double bomb release as an inadvertent release if the releases occur from a practice bomb dispenser.

A38.1.7. The Incident Commander (IC): The responding Fire Chief or designated representative.

A38.1.8. Live Ordnance Loading Area, (LOLA): Refers to areas authorized by the 96 TW/SEW to load live ordnance and/or recover hung ordnance IAW EGLINAFBMAN 91-202.

A38.1.9. Hot Gun Line (HGL-1/3): Refers to areas authorized by the 96 TW/SEW to load live ordnance and/or recover hung ordnance IAW EGLINAFBMAN 91-202.

**A38.2. General Safety:**

A38.2.1. Explosives Transportation: Normally, personnel with a 2W0X1 AFSC will tow and transport explosives. They are trained and qualified to do so via Squadrons Explosive Safety and Explosives Transportation training program requirements. Personnel with a 2W1X1 or other

AFSCs assigned to vehicles required to tow, transport or handle explosives on the 96 TW aircraft parking ramp, the LOLA, or Hot Gun Line 1/3, must have completed Explosive Safety, Explosives Transportation, and weapons academic training. Vehicles transporting explosives to and from the designated loading areas will be restricted to designated explosives laden vehicle routes. Refer to D-8 Map, Eglin Military Operations located on QA SharePoint.

A38.2.2. Notification requirements: The weapons expeditor will provide Maintenance Operations Center (MOC) the upload/download Start/Stop times, aircraft location, tail number, and DoD class/division of the munitions loaded/downloaded. All class/division 1.1, 1.2, 1.3 munitions operations require MOC notification, except exempted class/division 1.3 and 1.4 munitions. These include Target Practice (TP) gun ammunition, 30mm or less, class/division 1.3 internally installed defensive aircraft flares, as well as all class/division 1.4 munitions squibs, captive missiles, chaff and survival pyrotechnics.

A38.2.2.1. MOC will notify the Fire Department when uploads/downloads have been completed for class/division 1.1, 1.2. and non-exempted 1.3 munitions. The aircraft location, tail number, and DoD class/division of the munitions uploaded will be provided.

A38.2.3. Adverse Weather Conditions: For adverse weather conditions follow guidance in 96 MXGOI 21-130 Emergency Actions/Procedural Checklists.

**A38.3. Aircraft Launch (Arming):** Arming operations will be performed in the authorized areas as specified in EGLINAFBMAN 91-202. All aircraft missions involving explosive or captive munitions items will be inspected and armed immediately prior to launch by a qualified weapons EOR crew before take-off. The use of ground communication cords/headsets is mandatory.

A38.3.1. The required EOR equipment will be used during arming operations, includes, but is not limited to: checklists, composite tool kits (CTKs), reflective vests, aircraft chocks, hearing protection, fire bottles, ladders and ground cords. In addition, reflective belts and light-all are to be used during hours of darkness.

A38.3.2. A qualified marshaller will assist the pilot in positioning the aircraft in the desired location. A qualified marshaller will be visible to the pilot at all times, will also maintain a position to observe the actions of the team members and will be identifiable by wearing a reflective vest. Lighted wands will be used during the hours of darkness. Upon completion of the Go/No-Go inspection, the weapons EOR crew will proceed/continue with arming of the aircraft.

A38.3.3. When weapons test/project engineers/weapons contractor personnel are required to participate in EOR checks, this action will be cleared by the project engineer, 96 MXG Quality Assurance and 96 TW Chief of Safety, as appropriate and addressed prior via the Risk Management Board.

A38.3.3.1. On request, Weapons Safety, (96 TW/SEW) will provide guidance to project personnel, supporting activities and contractor representatives to ensure maximum safety measures are taken in all operations.

A38.3.3.2. The only personnel authorized to remove munitions safety pins/devices as part of arming operations are qualified weapons personnel. Exception: Qualified personnel may arm/safe BRU-47 arm/safe handles or install/remove MAU-12 safety pins on stations with external fuel tanks installed only when specifically authorized by the respective aircraft launch/recovery work cards or equivalent guidance.

**A38.4. Aircraft Recovery (Safing):** Safing operations will be performed in the authorized areas as specified in EGLINAFBMAN 91-202. All aircraft missions involving explosive or captive munitions items will be inspected and safed immediately after recovery by a qualified weapons EOR crew. This operation requires at least two qualified 2W1X1 personnel. Weapons personnel may recover aircraft without an aircraft crew chief present, provided one team member is qualified to marshal aircraft.

A38.4.1. The required EOR equipment will be used during arming operations, includes, but is not limited to: checklists, composite tool kits (CTKs), reflective vests, aircraft chocks, hearing protection, fire bottles, ladders and ground cords. In addition, reflective belts and light-alls are to be used during hours of darkness.

A38.4.2. For missing fuse access panels, missile wings/fins, etc. notify MOC. MOC will in turn notify Quality Assurance (96 MXG/MXQ) FOD/DOP monitor in to initiate applicable reporting.

**A38.5. Hung Ordnance/Unsafe condition:** EGLINAFBI 11-201, EGLINAFBMAN 91-202 and this instruction will be complied with when aircraft return to Eglin with hung ordnance.

A38.5.1. For 96 TW operations, MOC will follow guidance in 96 MXGOI 21-130 Emergency Actions/Procedural Checklists.

A38.5.2. Aircraft will be directed to appropriate LOLA/HGL IAW EGLINAFBI 11-201. NOTE: Ensure aircraft with forward firing munitions (including ammunition) are positioned facing the earthen berm or revetment wall IAW EGLINAFBMAN 91-202. Weapons personnel will make positive contact with IC before preceding to safe the aircraft. If the aircraft cannot be safed; shut aircraft down, terminate the active IFE and initiate the appropriate ground emergency.

A38.5.3. Missiles/munitions with internal batteries may require a stand-off cool down period if launch was attempted potentially initiating the battery even if still securely loaded. Safe and pin the aircraft and loaded stations. Isolate the aircraft until cool down time period has elapsed as indicated by the applicable Technical Order.

A38.5.4. Hung/Jammed Guns: Avoid towing aircraft if the gun cannot be safed. Armament Shop personnel will respond (as required) and assist weapons loading personnel during any gun malfunctions. In cases where the risk cannot be safely mitigated, weapons maintenance personnel will remove the unsafe gun for turn over to EOD.

A38.5.4.1. 20mm Guns: If jammed systems need to be disassembled with isolation of the gun from the handling set, utilize applicable portions of the 1-F16C(\*)-2-94JG-50-1: or F-15A/E-2-94JG-50-1.

A38.5.4.2. Other aircraft mounted guns: Systems will be rendered safe IAW applicable MDS T. O.'s.

**A38.6. Impoundments:** Refer to [Chapter 7](#) for mandatory impoundments or when the Impoundment Authority determines extraordinary measures are required to ensure the safe operating condition of a specific aircraft/equipment or to address any degradation of aircraft airworthiness or serious anomaly.

A38.6.1. Aircraft experiencing gun system damage with FOD potential or a sudden stoppage during firing will be impounded.

**A38.7. Hangaring Explosive Loaded Aircraft:** For maintenance or sheltering of explosive loaded aircraft in hangars refer to requirements in T.O. 11A-1-33.

A38.7.1. Aircraft loaded with munitions containing of 1.4 explosives may be located in hangars 71, 102, 103, and 130 for Weapons Load Training or Ground Mounts with the prior approval of 96 TW/SEW. Munitions will not remain overnight.

## Attachment 39

## EGRESS PRE-TASK SAFETY BRIEFING

Table A39.1. Egress Pre-Task Safety Brief.

## EGRESS PRE-TASK SAFETY BRIEFING

1. Description of operation: \_\_\_\_\_
2. Class/Division and Hazard Symbols: \_\_\_\_\_
3. Operation Location (Bldg./Rm): \_\_\_\_\_
4. Personnel Limits: (2) Supervisors, (4) Workers, (2) Casuals
  - 4.1. Supervisor: \_\_\_\_\_
  - 4.2. Workers: \_\_\_\_\_
  - 4.3. Casuals: \_\_\_\_\_

Supervisor Checklist

Prior to starting explosive operations, ensure facility is secured.

All emergency exits are unobstructed and functioning correctly.

Post "Explosive Operation" signs as required.

Brief all general hazards of current operation and applicable TO notes, Cautions/Warnings prior to start of task.

Ensure a minimum of two (2) fire extinguishers suitable for the hazard involved are available.

Technical data is available and is being used.

Ensure all personnel remove all jewelry prior to start of operations.

All personnel ground themselves frequently during operations with Electro Explosive Devices (EED) or electrically primed munitions.

Technical References are: 13A5-56-11 and applicable 11P series TOs.

Brief all casualties on the hazards involved and emergency procedures.

*Emergency Procedures*

- 5.1. In the event of an incident involving munitions, the senior individual will direct emergency actions until relieved by responding emergency personnel.
- 5.2. \_\_\_ will notify Maintenance Operation Control (MOC) (Hotline or 882-4691) and provide the following information:
  - 5.3. Evacuate all non-essential personnel (xx) feet to \_\_\_\_\_ (state distance and location).
  - 5.4. Location and brief details of the incident:
  - 5.5. Type of munitions and hazards involved: \_\_\_\_\_
  - 5.6. Names of personnel injured and extent of any injuries:
  - 5.7. Whether fire is being fought or all personnel are evacuating:
  - 5.8. Time munitions were engulfed in flames: \_\_\_\_\_
- 5.9. \_\_\_ will attempt to extinguish fire, if feasible (fire engulfing 1.1 munitions will be fought only during rescue attempts).
- 5.10. \_\_\_ will alert others in the immediate area and evacuate non-essential personnel to the designated location.
- 5.11. \_\_\_ will direct responding emergency personnel to the scene.
- 5.12. Personnel will ensure that the Ground Accident Reporting Procedures are completed, and personnel involved will remain at the scene until relieved, unless medical attention is necessary.

Attachment 40

FUELS HANGAR CHECKLIST (AMXS/MXS)

Table A40.1. Fuels Hangar Checklist (AMXS/MXS).

<p><b>A40.1. AIRCRAFT FUEL SYSTEMS REPAIR HANGAR AND FUEL PAD CHECKLIST</b></p>	<p>PAGE 1 OF 1 PAGES</p>		
<p>TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA</p> <p><b>AIRCRAFT FUEL SYSTEMS REPAIR HANGAR AND FUEL</b></p>	<p>OPR 96 MXS/</p>	<p>DATE</p>	
<p>96 AMXS AIRCRAFT MAINTENANCE PERSONNEL</p>			
<p>AIRCRAFT TAIL NUMBER: _____                  DATE: _____                  1. Aircraft defueled and drain.                  2. All munitions downloaded to include gun ammunition, impulse carts, and powered pods.                  3. Aircraft properly parked, chocked, and grounded.                  4. Drip pans placed as required.                  5. All open oil/hydraulic lines capped to prevent leakage and all electrical connections capped.                  6. Aircraft battery disconnected and capped (if applicable).                  7. Oxygen closed or cockpit covered.                  8. Canopy closed or cockpit covered.                  9. All probe, intake, exhaust, and other protective covers installed.                  10. All maintenance preparations documented in the 781.                  11. Aircraft forms given to Fuel Shop personnel.                  12. Checklist accomplished by:                      Sign _____                      Employee number _____</p>			





