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AIR FORCE SPECIAL OPERATIONS COMMAND

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Maintenance

AFSOC CENTRALIZED REPAIR FACILITY (CRF) OPERATIONS

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 21-1, *Maintenance of Military Materiel*, and references AFI 21-101_AFSOCSUP, *Aircraft and Equipment Maintenance Management*. It provides guidance regarding Centralized Repair Facilities (CRF) in Air Force Special Operations Command (AFSOC). This publication applies to AFSOC active-duty units and Air Force Reserve Command (AFRC) special operations units supported by AFSOC Centralized Repair Facilities (CRFs). It also applies to AFSOC gained AFRC and Air National Guard (ANG) units. Specific agreements for ANG, AFRC, and Air Education and Training Command aircraft will be documented in a command-to-command agreement. This publication does not apply to the U.S. Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*, route DAF Form 847s from the field through the appropriate functional's chain of command. Subordinate units may supplement this publication, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit-level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver authority IAW DAFMAN 90-161, *Publishing Processes and Procedures.* Non-tiered

compliance items targeted for units above the wing or equivalent, the waiver authority is AFSOC A4/A4M.

SUMMARY OF CHANGES

This rewrite reflects administrative changes, clarifies guidance, and procedures for AFSOC CRF Management. This document has been substantially revised and must be completely reviewed. Leadership roles reflected herein have been adjusted to reflect the A-Staff construct. **Chapter 3** has been rewritten to align with the new AFSOC CRF structure by removing the AFSOC Engine CRF and replacing it with the AFSOC MC-130J Aerial Refueling Pod CRF. **Chapter 4** removed all references to the C-130 avionics CRF due to the retirement of the Special Operation Force (SOF)-unique C-130 avionics components. **Chapter 5** major updates include updating 2410 routing procedures, removed Shared Resources meeting attendance requirement for LC Coordinator due to virtual coordination availability, and updated the LC CRF Crisis Action Relocation Requirement to reflect applicable Mission Design Series (MDS) necessities. **Chapter 6** has been revised to establish lateral shipment priorities as well as procedures for requisitioning from Depot/CRF. Lastly, instructions for the quarterly executive council briefing have been defined.

Chapter 1

AFSOC CENTRALIZED REPAIR FACILITY (CRF) MANAGEMENT PHILOSOPHY AND GUIDANCE

1.1. Introduction. This instruction prescribes the basic AFSOC CRF requirements and responsibilities. AFSOC CRFs have been established to centralize Intermediate-Level Maintenance (ILM) for AFSOC unique avionics Line Replaceable Units (LRUs), AFSOC MC-130J Aerial Refueling Pods, and C-130 Letter Checks (LC). AFSOC CRF senior managers continually evaluate potential candidates for centralized maintenance and will identify prospective candidates for inclusion in CRF operations. Additionally, they strive to increase throughput with standard work processes that improve supply chain velocity, including maintenance, repair and overhaul. The benefits of CRFs include: training like we fight, production smoothing and workload-leveling, efficiency through economies of scale, improved reliability- centered maintenance, and enhanced opportunities for on-the-job training.

1.2. Organization. AFSOC C-130 CRFs are currently established within the 1st Special Operations Maintenance Group (SOMXG) at Hurlburt Field, FL and the 27 SOMXG at Cannon AFB, NM. The 1st Special Operations Maintenance Squadron (SOMXS) is responsible for the C-130 LC CRF and AFSOC MC-130J Aerial Refueling Pod CRF. The AFSOC CV-22 Avionics CRF is currently established at Cannon AFB, NM and assigned to the 27 SOMXS.

1.2.1. AFSOC CRF supported units are 1st Special Operations Wing (SOW), 27 SOW, 352 SOW, 353 SOW, 58 SOW, 193 SOW and all deployed AFSOC units with C-130 and CV-22 aircraft assigned.

1.2.2. AFSOC Logistics Operations Cell (LOC) provides improved aircraft availability for AFSOC forces through operational support and oversight of command CRF operations. In this role, the LOC manages CRF processes by coordinating and prioritizing CRF input and output to AFSOC units based on command priorities. It is the single point contact for CRF stakeholders and outside agencies into CRF operations. In addition, the LOC identifies and coordinates corrective actions for shortages with regard to parts, personnel, and other resources for CRF operations.

1.3. Command Authority. Primary CRF oversight will be provided by AFSOC/A4M through the LOC, with production managed by 1 SOMXG/CC, 27 SOMXG/CC or equivalent. However, a teaming concept is essential for effective CRF operations; therefore, all CRF supported unit leadership should communicate CRF support concerns or deficiencies to the LOC through the AFSOC CRF SharePoint. CRF host units retain Command and Control (C2) over assigned forces and control production through normal unit C2 processes. Specific responsibilities are covered in **Chapter 2** of this instruction.

1.4. Centralized Repair Facility (CRF) SharePoint. Logistics and maintenance managers need accurate and timely information to make C2 decisions over CRF activities. Current data systems will be utilized to help manage and run the AFSOC CRF network. As future systems are brought online, the new systems will be incorporated as appropriate. The CRF C2 network will leverage current and standard Information Technology systems.

1.4.1. Oversight: The LOC will use a SharePoint Team Site that combines status, schedules, metrics, feedback surveys, and other necessary C2 documentation to give all AFSOC CRF stakeholders an accurate sight picture of CRF commodities.

1.4.2. Access/Requirements: The CRF SharePoint Site is open to approved users. The LOC will approve access to external users and to those required to post documents. The documents are accessed via the AFSOC SharePoint Site at: **https://usaf.dps.mil/teams/AFSOC-CRF/SitePages/Home.aspx**

1.5. Cannibalization (CANN) of Assets.

1.5.1. Aircraft CANN actions. Supported units will retain CANN authority for all on-aircraft CANN activity while the aircraft is inducted into the LC CRF.

1.5.2. Avionics LRU CANN actions. No CRF-repaired LRUs are retained at supported locations, off-aircraft CANN assets are approved by the LOC to meet exceptional mission critical circumstances.

1.6. Documentation. The CRF and supported units will update the CRF SharePoint Site and maintain all required status, inventory, and historical record documentation, including manual documentation methods and applicable maintenance information systems inputs for CRF repaired assets.

1.7. Metrics. CRFs will report performance against various customer and production metrics specified in each of the following sections of this instruction **Chapter 4**, Avionics CRFs, **Chapter 5**, LC CRF, and **Chapter 6**, Supply Chain Management. The metrics will be posted to the CRF SharePoint by the fifteenth duty day of each month. **(T-2)**

1.8. Liaison with Logistics Readiness Squadron (LRS) and the Air Force Sustainment Center. CRF operations rely on a robust relationship between maintenance, materiel management and transportation. CRF pipeline velocity must be sustained at a level that supports unit requirements. Procedures to ensure the rapid movement of unserviceable and sustainment assets between the CRF and supported units are found in **Chapter 6** of this instruction.

1.9. Logistics Operations Cell (LOC) Centralized Repair Facility (CRF) Manager Contact. The LOC can be contacted via email at **afsoc.a4mo.loc@us.af.mil**. The SharePoint can be accessed IAW 1.4.1. of this instruction.

Chapter 2

AFSOC CENTRALIZED REPAIR FACILITY (CRF) COMMAND AND CONTROL (C2)

2.1. General. The C2 of AFSOC CRFs will be accomplished by a decision-making chain consisting of the AFSOC/A4, AFSOC/A4M, AFSOC/A4MO (LOC), CRF host units and CRF supported units. The 1 SOMXG/CC or equivalent will retain a standard maintenance backshop organization structure with CRF functions operating from the 1 SOMXS. The 27 SOMXG CRF functions will be consolidated under the 27 SOMXS/CC. Any exercise or activation of AFSOC ILM Unit Type Codes shall be coordinated with and approved by AFSOC/A4M. The LOC will obtain and provide real-time visibility of assets and authority to identify Sources of Repair, determine priorities, and distribute assets.

2.2. Responsibilities.

2.2.1. AFSOC/A4 will:

2.2.1.1. Be the final authority for all avionics, pod, and LC CRF Guidance.

2.2.1.2. Approve new systems and LRUs identified as potential CRF candidates.

2.2.1.3. Direct movement of CRF operations during crisis action operations. For crisis action operations requirements see **Attachment 2**, this instruction.

2.2.2. AFSOC/A4M will:

2.2.2.1. Ensure effective CRF C2 by closely monitoring CRF operations and providing maintenance guidance to the LOC Chief, CRFs, and CRF supported units.

2.2.2.2. Ensure sustainment funding availability through appropriate Special Operations Forces (SOF) funding vehicles.

2.2.2.3. Resolve maintenance priority conflicts within and between commands.

2.2.2.4. Provide subject matter expert support upon request to help resolve technical problems.

2.2.2.5. Be responsible for overall integration into enterprise architecture and solutions.

2.2.3. AFSOC Logistics Readiness Division (AFSOC/A4R) will:

2.2.3.1. Ensure effective CRF C2 by closely monitoring CRF operations and providing supply chain and funding guidance to the LOC Chief, CRFs, and CRF supported units.

2.2.3.2. Resolve logistics and resource conflicts within and between commands.

2.2.3.3. Review supply data for parts availability and support LOC parts sourcing and transportation efforts.

2.2.3.4. Review supply data to forecast parts and programs to identify resource constraints.

2.2.4. LOC Chief will:

2.2.4.1. Provide leadership for all technical and administrative aspects of the LOC.

2.2.4.2. Direct CRF input and distribution of repaired assets based on established command priorities.

2.2.4.3. Develop and implement use of metrics and control measures to oversee AFSOC CRF operations.

2.2.4.4. Retain overall responsibility for ensuring accurate information is inputted into the CRF SharePoint Site.

2.2.4.5. Be the focal point for questions and issues regarding the CRF operations.

2.2.4.6. Oversee avionics, pod, and LC CRF management and assign work priorities when mission needs dictate a change in normal workflow.

2.2.4.7. Oversee scheduling of CRF inducted assets based on command-wide priorities.

2.2.4.8. Oversee logistic support to AFSOC deployed forces for CRF supported items.

2.2.4.9. Coordinate with external agencies as needed to support LOC assigned responsibilities.

2.2.4.10. Ensure briefing requirements are accomplished with regard to CRF operations.

2.2.4.11. Be the final approval authority for LC concurrent maintenance if there is a dispute on the ability to perform maintenance within the LC or if concurrent maintenance items are requested by the owning unit after the AFSOC Form 2410, *Inspection/TCTO Planning Checklist*, is signed at pre-dock.

2.2.4.12. Work with AFSOC functional managers, CRFs, and CRF supported units to resolve process or support issues.

2.2.4.13. Establish CRF priorities based on the following order or as directed by AFSOC/A4M or higher:

2.2.4.13.1. Operational mission requirements.

2.2.4.13.2. Unit Commitment/deployment status.

2.2.4.13.3. Combat/training coding of units.

2.2.4.13.4. Unit alert status.

2.2.4.13.5. Exercise requirements.

2.2.4.13.6. Initial qualification Programmed Flying Training (PFT) requirements.

2.2.4.13.7. Special unit/configuration requirement.

2.2.4.13.8. Test program support requirement.

2.2.4.13.9. Spares posture.

2.2.4.13.10. Other economic factors.

2.2.5. 1 SOMXG/CC or equivalent will:

2.2.5.1. Retain Command and Control of CRF organizations with LOC input to support command wide priorities.

2.2.5.2. Retain administrative control over assigned CRF personnel.

2.2.5.3. Exercise Impound Authority for all aircraft and commodities inducted into 1 SOMXG LC CRF operations.

2.2.5.4. Retain authority to task CRF personnel as required to meet mission requirements while ensuring CRF production requirements are met.

2.2.5.5. Inform the LOC of projected personnel, facility, materiel/parts, or equipment shortfalls as early as possible to allow sourcing of shortfalls and resolution of limiting factors (LIMFACs).

2.2.5.6. Ensure material support requirements are identified.

2.2.5.7. Ensure CRFs identify and order equipment needed to meet repair plans.

2.2.5.8. Communicate capacity and capability data to the LOC.

2.2.5.9. Ensure LOC repair priority guidance is executed within the CRFs.

2.2.5.10. Identify separate Organization and Shop Codes for tracking and charging CRF repair parts against the source Mission Design Series (MDS).

2.2.5.11. Support and prioritize process improvement events on CRF and supporting processes.

2.2.5.12. Assign qualified and trained Quality Assurance Evaluators (QAE) to monitor the Contract Maintenance Team (CMT) compliance with the LC CRF contract.

2.2.5.13. Identify a focal point for communications with the LOC to ensure effective communication and resolve issues related to CRF production.

2.2.5.14. Appoint a Product Quality Deficiency Report (PQDR) monitor in writing who is the single focal point responsible for accessing Joint Deficiency Reporting System (JDRS), providing disposition instructions for all PQDR's against CRF Stock Record Account Number (SRANs) FB1820 and FB4417, ensuring all deficiency reports are sent to the 1 SOMXS PQDR monitors, and MAJCOM functional managers for investigation, and reviewing CRF findings and closing out reports in JDRS.

2.2.5.15. QAE will:

2.2.5.15.1. Monitor and ensure contractor performance in accordance with the Performance Work Statement (PWS) and Quality Assurance Surveillance Plan.

2.2.5.15.2. Monitor completion of final aircraft zone inspection as the look phase is completed to identify possible discrepancies and prevent bottlenecks.

2.2.5.15.3. Attend the pre-dock and post-dock meetings.

2.2.5.15.4. Attend the Day 4 meeting as required.

2.2.5.15.5. Ensure robust safety reporting

2.2.5.15.6. Work with on-site engineers to improve processes, track deficiencies, and correct inefficiencies.

2.2.5.15.7. Provide a monthly report on inspection findings and observations to AFSOC/A4M via the AFSOC/A4MO organizational e-mail box, **afsoc.a4mo.loc@us.af.mil**.

2.2.5.15.8. Assist in developing the Quality Assurance Surveillance Plan and participate in contract reviews.

2.2.6. 1 SOMXS/CC or equivalent will:

2.2.6.1. Maintain functional responsibility and provide daily oversight and management for all production activities associated with the CRF operations and facilities.

2.2.6.2. Retain administrative control over CRF assigned personnel.

2.2.6.3. Appoint a primary and alternate PQDR monitor in writing who is responsible for conducting investigations and reporting PQDR findings back to the 1 SOMXG PQDR Monitor for closure in JDRS.

2.2.7. 1 SOMXS CRF OIC/Superintendent will:

2.2.7.1. Ensure all Pod CRF I-level maintenance is completed IAW applicable technical data.

2.2.7.2. Report issues to the LOC or Pod CRF Manager that prevent repair of CRF systems using the CRF SharePoint Site **https://usaf.dps.mil/teams/AFSOC-CRF/SitePages/Home.aspx**. Include any test equipment that is down for scheduled or unscheduled maintenance or supply parts issues.

2.2.7.3. Ensure critical assets identified on the SharePoint Site are inducted into the repair process as soon as possible upon receipt.

2.2.7.4. Schedule repair cycle actions based on first in, first out unless otherwise directed by the LOC.

2.2.7.5. Ensure production representation at the LC pre-dock meeting.

2.2.7.6. Will coordinate and provide updated status on all CRF repaired assets.

2.2.7.7. Maintain functional responsibility and provide daily oversight and management for all production activities associated with the LC CRF facility and operations.

2.2.7.8. Determine the best location for post LC repairs (if required) in coordination with the 1st Special Operations Maintenance Group (1 SOMXG)/Maintenance Supervision (MXM) or equivalent.

2.2.7.9. Provide representation at the post-dock meeting.

2.2.7.10. Provide secure storage for life rafts and -21 equipment removed for LC.

2.2.8. 1 SOLRS/CC or equivalent will: Maintain functional responsibility for all materiel management and distribution activities associated with the LC, and Pod CRF operations. **(T-2)**

2.2.9. 27 SOMXG/CC or equivalent will:

2.2.9.1. Retain C2 of CRF organizations with LOC input to support command wide priorities.

2.2.9.2. Retain administrative control over CRF assigned personnel.

2.2.9.3. Retain authority to task CRF personnel as required to meet mission requirements while ensuring CRF production requirements are met.

2.2.9.4. Inform the LOC of projected personnel, facility, materiel/parts or equipment shortfalls as early as possible to allow sourcing of shortfalls and resolution of LIMFACs.

2.2.9.5. Ensure material support requirements are identified.

2.2.9.6. Ensure CRFs identify and order equipment needed to meet repair plans.

2.2.9.7. Ensure LOC repair priority guidance is executed within the CRFs.

2.2.9.8. Identify separate Organization and Shop Codes for tracking and charging CRF repairs against the source MDS.

2.2.9.9. Support and prioritize process improvement events on CRF and supporting processes.

2.2.9.10. Identify a focal point for communications with the LOC to ensure effective communication and resolve issues related to CRF production.

2.2.9.11. Appoint a PQDR monitor in writing who is the MXG focal point responsible for accessing JDRS, providing disposition instructions for all PQDR's against CRF SRAN FB1801, ensuring all deficiency reports are sent to the 27 SOMXS CV-22 Avionics CRF PQDR monitor for investigation, reviewing and closing out reports in JDRS based on the CRFs findings.

2.2.10. 27 SOMXS/CC or equivalent will:

2.2.10.1. Maintain functional responsibility and provide daily oversight and management for all production activities associated with avionics CRF operations and facilities.

2.2.10.2. Retain administrative control over CRF assigned personnel.

2.2.10.3. Appoint a primary and alternative CV-22 Avionics CRF PQDR monitor in writing who is responsible for conducting investigations and reporting PQDR findings back to the MXG PQDR Monitor for closure in JDRS.

2.2.11. 27 SOLRS/CC or equivalent will: Maintain functional responsibility for all materiel management and distribution activities associated with the avionics CRF operations.

2.2.12. CRF Supported Units will:

2.2.12.1. Fully utilize LOC for communication and problem resolution.

2.2.12.2. Ensure supply chain velocity is a top priority.

2.2.12.3. Notify the LOC of mission requirements which will drive increased demand of CRF supported commodities.

2.2.12.4. Provide system access to support LOC responsibilities.

2.2.12.5. Identify new CRF candidates using the CRF commodity checklist in **Attachment 3**. After the checklist is completed, units will coordinate with appropriate Integrated Process Team lead to have the candidate approved and added as a CRF commodity.

Chapter 3

AFSOC MC-130J AERIAL REFUELING POD CENTRALIZED REPAIR FACILITY (CRF)

3.1. General. The MC-130J Aerial Refueling Pod CRF, located at Hurlburt Field, FL is assigned to 1 SOMXS and is supported by 1 SOLRS for supply and transportation functions. It is the command's I-level repair location for MC-130J aerial refueling pod reels and drogues. All AFSOC MC-130J refueling pod reels will be serviced at this facility unless otherwise directed by the LOC. I-level refueling pod reel testing and repair will not be maintained outside the CRF. **(T-2)**

3.2. Responsibilities:

3.2.1. LOC MC-130J Aerial Refueling Pod CRF Manager will:

3.2.1.1. Monitor CRF-supported Refueling Pod Reel levels command wide.

3.2.1.2. Direct, manage, and track Refueling Pod Reel movements within AFSOC.

3.2.1.3. Coordinate with the LOC Materiel Manager to facilitate Mobility Readiness Spares Package (MRSP) replenishment or reallocation of MC-130J refueling pod CRF assets to best meet AFSOC's mission.

3.2.1.4. Track all CRF metrics related to Refueling Pod Reel production and perform CRF analysis to identify areas for continuous process improvement.

3.2.1.5. Track CRF Refueling Pod Reels using the Integrated Data Environment and Global Transportation Network Convergence (IGC) to engage with distribution system technicians/managers as necessary to ensure mission needs are met.

3.2.1.6. Monitor and redirect maintenance priorities based on command needs.

3.2.1.7. Monitor support equipment and test stand availability/status.

3.2.1.8. Monitor Refueling Pod Reel repair part levels and coordinate with AFSOC/A4R, AFSOC/A4M, and SMEs to resolve issues regarding repair capability and spare parts availability.

3.2.1.9. Meet regularly with Refueling Pod Reel CRF leadership to facilitate continuous process improvement.

3.2.1.10. Ensure information loaded onto the CRF SharePoint Site is accurate and updated.

3.2.1.11. Solicit LIMFACs for CRF operations and advocate resolutions.

3.2.1.12. Attend Base Level Review (BLR) for Out of Cycle MRSP Add/Change/Delete

3.2.2. 1 SOMXS MC-130J Refueling Pod Reel CRF will: **(T-2)**

3.2.2.1. Publish status for all in shop repair parts to the CRF Manager daily.

3.2.2.2. Perform acceptance inspection of all inducted repairable assets within one duty day of reception.

3.2.2.3. Appoint a primary and alternate PQDR monitor in writing who investigates PQDR's against their work centers and reports findings back to the MXG PQDR Monitor

for closure in JDRS. Additionally, submit findings for PQDR's within 20 calendar days and notify LOC MC-130J Refueling Pod CRF Manager with findings.

3.2.2.4. Ensure locally developed feedback sheets are attached to every spare refueling pod reel produced by the CRF. Respond to any requests from customers feedback forms.

3.2.2.5. Provide quarterly production numbers to the MC-130J Refueling Pod CRF Manager, to include in-work, awaiting maintenance, and awaiting parts times NLT the 3rd duty day following the last day of the quarter.

3.2.3. CRF Supported Units will:

3.2.3.1. Maintain all on-aircraft reel maintenance capabilities.

3.2.3.2. Replace all organizational level LRU Time Change Item (TCIs).

3.2.3.3. Complete all Organizational-Level (O-level) Time Compliance Technical Order (TCTOs) within local maintenance capability (e.g. TCTO coded completed at "O-level").

3.2.3.4. Deliver unserviceable LRUs to LRS or local Traffic Management Office (TMO) for shipment to CRF SRAN within 4 duty days after removal from the aircraft. Deployed MRSPs without logistics support will be reconciled upon return to home station or where support can be provided.

3.2.3.5. Complete online or paper feedback forms for all serviceable refueling pod reel received and send to the AFSOC Logistics Operations Cell.

3.2.3.5.1. Email: **afsoc.a4mo.loc@us.af.mil**

3.2.3.5.2. Online Survey: **https://usaf.dps.mil/teams/AFSOC-CRF/Pods**

Chapter 4

AFSOC CV-22 AVIONICS CENTRALIZED REPAIR FACILITY (CRF)

4.1. General.

4.1.1. The CV-22 Avionics CRF is located at Cannon AFB, NM and assigned to 27 SOMXS and is supported by 27 SOLRS for supply and transportation support. It is the command's I-level repair location for CV-22 avionics components. All CV-22 I-level avionics components will be serviced at this facility unless otherwise directed by the LOC. **(T-2)**

4.1.2. The Avionics CRF's will utilize the CRF Commodities Checklist (**Table A3.1**) when units request new National Stock Numbers (NSN) be repaired. **(T-2)**

4.2. Responsibilities:

4.2.1. LOC Avionics Manager will: **(T-2)**

4.2.1.1. Direct avionics CRF operations based on command-established priorities.

4.2.1.2. Coordinate with the LOC Materiel Management Manager to facilitate MRSP replenishment or reallocation of avionics assets to best meet AFSOC's mission.

4.2.1.3. Coordinate with AFSOC/A4R on transportation of critical component replenishment and retrograde movements.

4.2.1.4. Coordinate with AFSOC/A4R, AFSOC/A4M, and SMEs to resolve issues regarding repair capability and spare parts availability.

4.2.1.5. Communicate CRF repair priorities to 27 SOMXS.

4.2.1.6. Coordinate with other agencies to correct issues and identify LIMFACs affecting the CRF's ability to turn assets.

4.2.1.7. Monitor supply levels (MRSP's, Due-in From Maintenance (DIFM), Due-in/Due-out, Depot Unserviceable of LRUs used in all avionics systems supported by the CRF.

4.2.1.8. Monitor avionics CRF health based on ability to produce avionics components.

4.2.1.9. Monitor supply status of critical components for all LRUs repaired by the AFSOC CRF.

4.2.1.10. Monitor status of test benches supporting avionics CRF assets.

4.2.1.11. Monitor associated metrics, perform analysis and meet regularly with avionics CRF managers to facilitate continuous process improvement.

4.2.1.12. Develops and maintains capability, capacity, and critical component metrics with regard to overall CRF operations.

4.2.1.13. Publish accurate avionics CRF status to SharePoint and brief status as required.

4.2.1.14. Measure Mission Impaired Capability Awaiting Parts (MICAP) wait times and fulfillment rates monthly, and work to expedite, as required.

4.2.1.15. Solicit LIMFACs for CRF operations and advocate resolutions.

4.2.1.16. Attend BLR for Out of Cycle MRSP Add/Change/Delete.

4.2.2. CRF Supported Units will:

4.2.2.1. Remove and replace all LRUs on equipment.

4.2.2.2. Replace all O-level LRU TCIs.

4.2.2.3. Complete all O-level TCTOs within local maintenance capability.

4.2.2.4. Prepare all CRF LRUs for shipment IAW applicable directives.

4.2.2.5. Prepare all Hazardous Declarations required for shipment.

4.2.2.6. Deliver unserviceable LRUs to LRS or local TMO for shipment to CRF SRAN not later than the next duty day after removal from the aircraft. Deployed MRSPs without logistics support will be reconciled upon return to home station or where support can be provided.

4.2.2.7. Process PQDRs for required LRUs within three duty days.

4.2.3. 27 SOMXS Avionics CRFs will:

4.2.3.1. Monitor daily supply documents and report LIMFACS affecting production to the Avionics CRF Manager. Include any test equipment that is down for scheduled or unscheduled maintenance or supply parts issues.

4.2.3.2. Schedule repair cycle actions based on first in, first out unless otherwise directed by the Avionics CRF Manager.

4.2.3.3. Review and document histories using Maintenance Information System (MIS) on CRF avionics inbound assets to assess repair actions.

4.2.3.4. Functional check, repair and prepare LRUs for shipment.

4.2.3.5. Abide by guidance provided by the LOC in regard to reallocating assets and changing the priority on maintenance actions to meet changing warfighter requirements.

4.2.3.6. Ensure AFSOC/A4MO approved feedback forms are attached to every avionics shipment.

4.2.3.7. Appoint a primary and alternate PQDR monitor in writing who investigates PQDRs against their work centers and reports findings back to the MXG PQDR Monitor for closure in JDRS.

4.2.3.8. Provide quarterly DIFM production numbers to the Avionics CRF Manager. **(T-2)**

Chapter 5

AFSOC LETTER CHECK (LC) CENTRALIZED REPAIR FACILITY (CRF)

5.1. General. The LC CRF is located at Hurlburt Field and assigned to 1 SOMXS. It is supported by 1 SOLRS for transportation and the LOC LC Manager for scheduling and is the command's B & C LC facility for SOF C-130J model aircraft. Currently all AFSOC C-130 aircraft, except those assigned to 353 SOW (currently serviced by the Yokota AB, Japan LC CRF), will be serviced at this facility unless otherwise directed by AFSOC/A4M. The LC CRF inspection dock is a contracted maintenance activity supported by back shop functions within the 1 SOMXS. **(T-2)**

5.2. Planning Timeline.

5.2.1. 120 days prior to Letter Check, the unit will route, via LC CRF SharePoint (**https://usaf.dps.mil/teams/AFSOC-CRF/ISO/SitePages/Home.aspx**), a completed AFSOC Form 2410 to the LOC LC Coordinator. The LOC LC Coordinator will review applicable Maintenance Information System (MIS) data and T.O. 00-25-107, *Maintenance Assistance*, Technical Assistance Request (TAR) in the Automated Inspection, Repair, Corrosion and Aircraft Tracking (AIRCAT) system to assess any other maintenance requirements to be added to the AFSOC Form 2410. **(T-2)**

5.2.2. 90 days prior to Letter Check, the LOC LC Coordinator will route, via LC CRF SharePoint, the AFSOC Form 2410 to the 1 SOMXS Production Superintendents for review with the CMT and finalize the items that will be completed during the Letter Check. The 1 SOMXS & CMT finalized AFSOC Form 2410 is due back to the LOC LC Coordinator 75 days prior to Letter Check for final approval by the LOC LC Manager. **(T-2)**

5.2.3. 60 days prior to Letter Check, the LOC LC Coordinator will coordinate parts requirements with the LOC Materiel Management Manager. **(T-2)**

5.2.4. 30 days prior to Letter Check, the LOC LC Coordinator will provide a copy of the approved AFSOC Form 2410 to the supported unit. Units will have 10 days to submit additional and/or delete requirements from the 2410 for inclusion in the pre-dock. **(T-2)**

5.2.5. 12 days prior to Letter Check, the pre-dock will be held. The following members will attend: LOC LC Manager (Chair), LOC LC Coordinator, CMT Lead, 1 SOMXS Maintenance Operations or representative, Unit PS&D, Engine Management, and supported unit representative. Cannon and RAF Mildenhall units will attend via MS Teams or telecom. The LOC LC Coordinator will coordinate and publish the date, time, and dial in number. **(T-2)**

5.2.6. Any changes to the AFSOC Form 2410 after the pre-dock meeting must be routed through the owning unit's Maintenance Group Commander/Deputy Commander or equivalent and forwarded to the LOC Chief for final approval. **(T-2)**

5.2.7. All aircraft debriefed at the AFSOC LC CRF will have all debrief times to include takeoff, land, engine start, and engine shutdown documented in Zulu hours for continuity purposes. **(T-2)**

5.2.8. Aircraft entering the LC CRF will be possessed by the CMT NLT 0600L on Day 1 of the Letter Check flow. Induction will include a forms review by the CMT team lead and the owning unit. **(T-2)**

5.2.9. Day four of Letter Check, a meeting will be held to discuss any major items found during the look phase of the Letter Check that could affect the output date of the aircraft. Additionally, the meeting will be used to develop a triage plan if required and coordinate any potential impact on the aircraft's schedule. The following members will attend: LOC LC Manager (Chair), LOC LC Coordinator, CMT Lead, 1 SOMXS Maintenance Operations, Unit PS&D, Engine Management, supported unit production supervision representative. Cannon and RAF Mildenhall units will attend via telecom. The LOC LC Coordinator will publish the date, time, and dial in number. Second Bay of Eason Hangar will be the primary triage location for the LC CRF. If the hangar is full or is not accessible, 1 SOMXS Maintenance Supervision will determine the best location for repairs in coordination with 1 SOMXG/MXM. The Letter Check triage process will be worked in the following order: CMT complete work after Letter Check flow (including some depot tasks), 1 SOW augment CMT with needed skills, supported unit provides a Maintenance Recovery Team, On Station Depot Support (OSDS) Team (for depot tasks), and finally request a Depot Field Team. **(T-2)**

5.2.10. Post-dock. The Monday (or earliest duty day) following a Letter Check, the post-dock will be held. The following members will attend: LOC LC Manager (Chair), LOC LC Coordinator, CMT Lead, 1 SOMXS Maintenance Operations or representative, Unit PS&D, Engine Management, and a support unit representative. Cannon and RAF Mildenhall units will attend via telecom. The LOC LC Coordinator will publish the date, location, time, and dial in number. **(T-2)**

5.2.11. Canary slide depot level repair. AFSOC units requiring depot level repair for SOF C-130 Bi-fold Auxiliary Ramps (Part Number WP106000-101 (Center Ramp); WP106000-103 (LH Ramp); WP106000-104 (RH Ramp)) may include one set of slides on the aircraft when inducted into LC/Letter Check. OSDS accepts SOF Ramp repairs based on resource availability and sets workload priority in coordination with AFSOC Aircraft Maintenance Weapons System Branch (AFSOC/A4MYA). The canary slides must be pre-planned on the AFTO Form 2410, the repair must exceed TO 13C10-8-1 repair limits and would require a TAR entered in USAF-AIRCAT, or the repair estimate exceeds 25 man-hours. **(T-2)**

5.2.12. Induction Instructions for OSDS Repair:

5.2.12.1. The capability of OSDS to support canary slide repair will be confirmed during the Pre-Dock meeting. Once support capability is confirmed units can coordinate delivery of ramps to OSDS.

5.2.12.2. Component will have a properly affixed AFTO 350, *Repairable Item Processing Tag,* with discrepancies annotated, an active job in the Maintenance Information System (MIS) assigned to shop “OSDS” and TAR number, if applicable.

5.2.12.3. As OSDS completes components, they will notify the Aircraft Maintenance Squadron (AMS) MXM in writing for pick-up and delivery of additional components that require repair. If repaired assets are not available for off-station aircraft during LC, OSDS will coordinate delivery of repaired assets with the AMS MXM.

5.2.13. Materials and Supplies:

5.2.13.1. The OSDS supply account, 460DT, has a depot supply priority. If the AMS needs SOF Ramp components repaired at an expedited rate, OSDS may need the AMS to order and MICAP materials to meet the expedited component repair delivery requests. **(T-2)**

5.2.13.2. If OSDS supply funds are exhausted for the FY and the unit has an urgent repair requirement, the unit must procure the required materials to facilitate the repairs. **(T-2)**

5.3. Responsibilities.

5.3.1. LOC LC Manager will:

5.3.1.1. Build and distribute a command wide LC CRF schedule by tail/serial number for all aircraft serviced by the LC CRF.

5.3.1.2. Monitor aircraft inducted into the LC CRF flow to ensure all scheduled tasks on the Inspection Planning checklist (AFSOC Form 2410) are met by means of the pre-dock planning and post dock meeting review. Elevate any issues to the LOC Chief.

5.3.1.3. Manage and provide functional expertise on all LC CRF scheduling activities.

5.3.1.4. Coordinate changes to the LC CRF schedule with AFSOC/A4MYA, CMT and all affected agencies.

5.3.1.5. Chair quarterly meetings with supported unit schedulers and production supervisors to update the LC plan and forecast future LC requirements.

5.3.1.6. Attend the semi-annual MAJCOM Programmed Depot Maintenance (PDM) scheduling conference as AFSOC's primary LC CRF representative.

5.3.1.7. Review, monitor and audit LC inspection data loaded in the MIS (i.e. job flow packages, job data collection, time distribution for LC job standards, etc.).

5.3.1.8. Analyze data on each aircraft prior to and after CMT LC completion. Provide trend analysis information to the AFSOC/A4 staff and applicable agencies to assess LC CRF performance (e.g., LC Flow days, First 5 Flights, LC Delayed Discrepancies (DDs), etc).

5.3.1.9. Validate metric reports submitted by the contractor.

5.3.1.10. Validate requirements based on the overall LC schedule and available resources.

5.3.1.11. Prepare and brief metrics in the quarterly CRF Executive Council Slides. Pre-Brief will be with Chief, Logistics Operations Branch prior to sending out final slides.

5.3.1.12. Monitor and forecast consumable kit supply levels with Defense Logistics Agency (DLA) representative and coordinate with AFSOC/A4R to facilitate LC kit replenishment or reallocation to meet the CMT LC mission.

5.3.1.13. Deploy as required during natural disasters and other emergencies to support continuity of operations for AFSOC CRF.

5.3.1.14. Provide a dial in number to enable unit coordination on engine and propeller documentation. Discussion will focus on the MIS and Comprehensive Engine Management System removal and installation changes required as a result of the LC look phase.

5.3.1.15. Identify LIMFACs for CRF operations and advocate resolutions.

5.3.1.16. Manage the feedback process and discrepancy reporting for problems discovered post LC to recommend process improvement actions and correct deficiencies.

5.3.1.17. Chair pre/post dock meetings as well as the Day 4 planning meeting.

5.3.2. LOC LC Coordinator will:

5.3.2.1. Inform supported units of limiting factors that might affect the schedule.

5.3.2.2. Coordinate any major changes to the LC CRF schedule with AFSOC/A4MYA, CMT and all affected agencies.

5.3.2.3. Compile metrics to monitor the performance of the LC process.

5.3.2.4. Collect status of aircraft maintenance and supply requirements prior to and after LC completion for monthly metrics and to facilitate analysis by the LC CRF Manager.

5.3.2.5. Provide status update for CMT LC issues in the AFSOC/A4 daily production meeting (i.e. daily LC aircraft status, any LC delays such as late input or output, etc.). Aircraft will be briefed until all post LC maintenance is complete.

5.3.2.6. Review the Shared Resources slides at 1 SOMXG to ensure aircraft are included in wash schedule.

5.3.2.7. Attend the semi-annual MAJCOM PDM scheduling conference as AFSOC's alternate LC CRF representative.

5.3.2.8. Receive the completed AFSOC Form 2410 from the supported unit 120 days prior to scheduled aircraft LC input.

5.3.2.9. Complete a review of MIS data and review TAR's in AIRCAT to identify any additional maintenance requirements and coordinate parts requirements with LOC Materiel Manger.

5.3.2.10. Return the AFSOC Form 2410 to 1 SOMXS for coordination.

5.3.2.11. Forward the coordinated AFSOC Form 2410 to the LOC LC Manager for final approval.

5.3.2.12. Forward the approved AFSOC Form 2410 to the owning unit

5.3.2.13. Schedule and attend the pre-dock meeting 12 days prior to the start of every LC. The meeting should be held in Eason hangar in the production dock booth. Publish the date, time, and dial in number.

5.3.2.14. Schedule and attend the Day 4 meeting and provide a call-in number to the off-station supported units to discuss any post LC maintenance that is required as a result of the LC look phase. Publish the date, location, time, and dial in number.

5.3.2.15. Schedule and attend the post-dock meeting on Monday (or earliest appropriate duty day) following an LC. Publish the date, location, time, and dial in number.

5.3.2.16. Review and evaluate TCTOs, TCIs, Special Inspections, DDs and special requirements to be accomplished on the AFSOC Form 2410, Inspection/TCTO Planning Checklist, research Job Control Numbers for parts on order, and review T.O. 00-25-107, *Maintenance Assistance*, submissions in AIRCAT and review MIS data. Notify the LOC LC Manager of any recurring problems. Use the AFSOC Form 2410 and maintain a copy on file.

5.3.2.17. Coordinate parts requirements listed on the AFSOC Form 2410 with the LOC Materiel Management Manager 60 days prior to aircraft induction.

5.3.2.18. Meet regularly with LC CRF members to facilitate continuous process improvement.

5.3.2.19. Ensure scheduling information loaded onto the SharePoint is accurate and updated.

5.3.3. CRF Supported Units will:

5.3.3.1. Perform an aircraft document review and initiate the AFSOC Form 2410.

5.3.3.2. Ensure engine compressor washes have been accomplished within 30 days of aircraft induction.

5.3.3.3. Complete and deliver the AFSOC Form 2410 to the LOC LC Coordinator 120 days prior to input. Include any supporting documentation, i.e. historical data, TAR/-107, AFTO 95's, *Significant Historical Data*, that drive inspection requirements, or PDM AFTO 95's that specify additional inspection or repair requirements.

5.3.3.4. Order TCIs 60 days prior to aircraft induction. TCIs will be ordered with a delivery destination of Hurlburt Field or will accompany the aircraft when it is delivered. Ensure all parts required to complete DD's, TCTO's, or TCI's outlined on AF Form 2410 are received by the CMT NLT 1600 on Day 3 of the LC flow.

5.3.3.5. Ensure rigor in the planning process. Any requests by the units to add concurrent maintenance tasks after the pre-dock meeting must be reviewed by the MXG/CD or equivalent to validate the requirement prior to sending the request for concurrent maintenance to the LOC Chief for approval decision. The LOC Chief will make the final decision on adding to the LC based on the impact to the scheduled Letter Check flow and follow on aircraft.

5.3.3.6. Provide two crew chiefs to accompany the aircraft through LC. The technicians will be 5-skill level or higher unless previously coordinated with the LOC. At least one technician must be a qualified 7-skill level capable of accepting the aircraft after post-dock. In addition to the 2 required crew chiefs, the units are encouraged to send technicians for more in-depth training on aircraft systems that the LC process allows. Target audience is 5 level crew chiefs or specialist working toward 7 level, but any skill level can be accommodated in limited numbers. Coordinate additional technicians at the pre-dock meeting to ensure they can be accommodated and are expected. The contract team cannot sign off training tasks but has a wealth of experience that is valuable to flight line technicians that may not get the time to delve as deeply into the aircraft systems.

5.3.3.7. Induct the aircraft NLT 0600 local on first day of the LC. Induction will include a complete forms review by the owning unit and the CMT and acceptance of the aircraft by the CMT.

5.3.3.8. Complete the customer feedback sheet provided by the CMT. Route the form through the supported unit's chain of command and deliver it to the LOC LC Manager. Forward all customer feedback to **AFSOC.A4MOLOCSCHED@us.af.mil**.

5.3.3.9. Schedule delivery and pick-up of the aircraft to the CRF location.

5.3.3.10. Transcribe the AFTO Form 781As, *Maintenance Discrepancy and Work Document,* no later than 1000 local, Day 2 (normally Monday) of the LC. This will include

a transcription of all scheduled/workable AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document,* discrepancies to the AFTO Form 781A.

5.3.3.11. Schedule and move all TCTOs, TCIs and Special Inspections (SIs) that are to be accomplished in conjunction with the Letter Check into the AFTO Form 781As.

5.3.3.12. Remove flight deck armor prior to induction.

5.3.3.13. Remove Helicopter Aerial Refueling Pod cutter cartridges on MC-130J aircraft or make prior arrangements with the Hurlburt Field Munitions Accountable Systems Officer prior to aircraft departing home station.

5.3.3.14. Remain responsible for delayed discrepancy window changes. Window changes identified during the LC are completed by the CMT. Aircraft inducted with DDs for window changes can be completed during post LC maintenance depending on the overall Estimated Time In Commission (ETIC), but will be accomplished by the unit because the window changes interfere with other inspection requirements in the flight deck area.

5.3.3.15. Remove dual rails and -21 equipment items and have core bolts installed prior to 1200 local Day 2 (normally Mondays) to facilitate chine plate inspection.

5.3.3.16. Inspect TCIs for serviceability prior to LC input.

5.3.3.17. Have the primary crew chief present for pre-dock, day 4 meeting, and post-dock meetings.

5.3.3.18. Coordinate in advance any early A Check accomplishment as this affects the command Letter Check schedule. An early LC is defined as one that is completed more than 15 days before its programmed due date. Additional information is published in T.O. 1C-130J-6WC-14 A/B/C/D Check Inspection.

Chapter 6

CENTRALIZED REPAIR FACILITY (CRF) SUPPLY CHAIN MANAGEMENT

6.1. General. The materiel management function encompasses procedures to order, receive, store, control, issue, and distribute assets. This chapter defines the responsibilities and tasks to be performed by the LOC Materiel Management Manager, 1 SOLRS, 27 SOLRS, 635th Supply Chain Operations Group (SCOG), 735 SCOG and CRF supported units. It also defines mobility, transportation and financial requirements. **(T-2)**

6.2. Responsibilities.

6.2.1. AFSOC/A4R will:

6.2.1.1. Engage with 635 SCOG for internal support throughout the CRF process:

6.2.1.1.1. Involve 635 SCOG to coordinate with the MAJCOM to ensure assets are on hand at required locations.

6.2.1.1.2. Coordinate with 635 SCOG to provide Awaiting Parts (AWP) support and follow-up action on requisitions supporting CRF operations.

6.2.1.2. Request initiate cataloging actions to delete the two-level maintenance designation for those items determined to be repaired at a CRF.

6.2.1.3. Track Transportation Control Number as needed to resolve transportation issues.

6.2.1.4. Work with functional experts to green sheet (expedite) and/or resolve frustrated cargo at Air Mobility Command aerial ports and Air Mobility Squadrons.

6.2.1.5. Use Power Track and Transportation Allowance Codes to ensure transportation billing issues are completed.

6.2.1.6. Expedite movement between supported units and to/from CRFs if needed.

6.2.2. LOC Materiel Manager will: **(T-2)**

6.2.2.1. Monitor asset availability for all CRF National Stock Numbers (NSN's). Direct shipments from the CRF and coordinate with 436 SCOS for lateral support shipments from other sources to satisfy MICAP/AWP/MRSP requirements. Outside Continental United States units supporting homeland security and crisis action operations will receive first priority. Additionally, ensure sufficient Shop Replaceable Units (SRUs) and consumable bits and pieces are available to support the SOF CRF program through oversight and problem resolution with the appropriate SCOG.

6.2.2.2. Review all CRF-supported NSN’s (including related Interchangeable and Substitute Group NSNs) to ensure applicable records are loaded properly at all bases sending assets to the CRF. Review will be accomplished quarterly or upon introduction of new CRF NSNs.

6.2.2.3. Monitor/track assets to and from the CRF using the Integrated Logistics System-Supply (ILS-S), IGC, and Air Force Material Command Tracker system to ensure prescribed repair echelon and transportation routing is being followed. Make every effort to resolve bottlenecks in the pipeline that may occur.

6.2.2.3.1. Monitor the Due-in Receipt Listing (R28/NGV865) on a daily basis to review unserviceable (retrograde) assets inbound to the CRF. Ensure all ILS-S records have the required data (e.g., each NSN should have applicable org/shop of the repair facility) to facilitate automatic processing of the unserviceable receipt.

6.2.2.3.2. Monitor the Repair Cycle Management List (D23/NGV905) on a daily basis to follow-up on unsatisfactory DIFM status or items without status.

6.2.2.3.3. Monitor the Due-Out Status Listing (R31/NGV851) or local script daily for lateral requisitions for supported units. Process lateral shipments from CRF account to fill Due Outs at supported locations.

6.2.2.3.4. Process all within command Lateral Support Shipments with Priority "04" for MRSP and Priority "06" for Peacetime Operating Stock (POS) levels. Any shipments to fulfill MRSP details with zero balance will be processed with Priority "03" in efforts to prevent any MICAP conditions.

6.2.2.3.5. Process all overseas Lateral Support Shipments with Priority "02" or "03", regardless of MRSP or POS levels to avoid long transit time via sea/boat.

6.2.2.4. Monitor and coordinate Repairable Item Movement Control System data changes with 437 SCOS/Records Maintenance quarterly. (**437SCOS.GWR.RecordsMaintenance@us.af.mil**.)

6.2.2.5. Requisition Exception Codes (REX) & Shipment Exception Codes (SEX) codes are established through 437 SCOS/Records Maintenance and 436 SCOS/Rotary Stock Control. All CRF supported bases will use the following REX and SEX Codes for the appropriate CRF account locations. Refueling Pod CRF account FB1820/DQM (Hurlburt Field AFB, FL) and CV-22 CRF account FB1801/DH8 (Cannon AFB, NM). REX code "J" and SEX Code "V" for requisitions to the CV-22 CRF account FB1801/DH8 (Cannon AFB, NM). REX Code "E" and SEX Code "M" for requisitions to the Refueling Pod CRF FB1820/DQM. **If the CRF warehouse is zero balance for an asset, the LOC Materiel Manager will reestablish requisition(s) to depot** as well as Routing Identifier Code (RIC) Conversion. The Materiel Management CRF Manager must change the RIC whenever the source of supply changes from CRF to Depot or Depot back to CRF using Transaction Routing Identifier Code: AE and Status Code: BM.

6.2.2.6. Deploy as required supporting continuity of operations for AFSOC CRF.

6.2.2.7. Coordinate parts requirements listed on AFSOC Form 2410 with the LOC LC Coordinator, 436 SCOS and DLA.

6.2.2.8. 60 days prior to induction into LC CRF, review the AFSOC Form 2410 to ensure all supply requisitions are being monitored for procurement and are available.

6.2.2.9. 12 days prior to induction into LC CRF, coordinate with 436 SCOS and DLA to ensure items identified on the AFSOC Form 2410 are procured and available to the CMT.

6.2.2.10. Research all applicable 356 reject notices (REJ DUE-IN DETAIL NOT LOADED-INITIATOR) to verify pre-positioned material receipts were received and processed.

6.2.2.11. Monitor critical items and critical MRSP items on a bi-monthly basis to ensure POS are readily available. Coordinate with 436 SCOS to maintain demand levels.

6.2.2.12. Submit Electronic Forced Record Alterations (EFIX) request via SharePoint Link: **https://usaf.dps.mil/teams/11813/ISA/SCMGefix/SitePages/Home.aspx** for any erroneous records when traditional processing has been exhausted (e.g. Due-Out Cancellations that were processed incorrectly for Credit Turn-ins for SRAN FB1801 and FB1820. Forward email received by Supply Chain Management Group Electronic Fix Request to the Base Quality Assurance Section and courtesy copy their leadership.)

6.2.2.13. Ensure Centralized Repair Facility Quarterly Executive Council Slides are drafted, reviewed, and transmitted to the CRF enterprise on a quarterly basis.

6.2.2.14. Attend BLR for Out of Cycle MRSP Add/Change/Delete of CRF NSNs.

6.2.3. 1 SOLRS and 27 SOLRS will: **(T-2)**

6.2.3.1. Process all Prepositioned Materiel Receipts (PPMR)/Document Identifier Code immediately upon receipt. If rejects occur on PPMR processing, coordinate with the supported base or 436 SCOS /437 SCOS Records Maintenance to correct.

6.2.3.2. Process all transactions to turn in serviceable assets to stock. Ship unserviceable assets deemed not repairable at the CRF back to the depot, using approved transportation packing orders. Note: Serviceable assets will be placed on the CRF (satellite) account for release to CRF supported bases or to worldwide redistribution if no requirement exists at the supported units.

6.2.3.3. Provide personnel to support CRF activities.

6.2.3.4. Provide temporary storage for repairable assets until delivered to the CRF.

6.2.3.5. Provide storage for serviceable assets awaiting disposition IAW proper warehousing procedures.

6.2.3.6. Ensure maintenance personnel have the capability to access Discoverer, Global Combat Support System (GCSS), ILS-S reports (e.g., D-23 DIFM listing) needed for day-to-day management of the CRF. Provide a single turn-in point for CRF SRU's and LRUs.

6.2.3.7. Ensure DIFM status updates and ETIC dates are received daily from CRF.

6.2.3.8. Ensure Quality Assurance Section review and approve submitted EFIX request via SharePoint Link: **https://usaf.dps.mil/teams/11813/ISA/SCMGefix/SitePages/Home.aspx**.

6.2.3.9. Ensure the expeditious receipt, handling, and shipment of CRF-supported LRUs.

6.2.3.10. Transport unserviceable assets to the CRF repair facility for repair and coordinate the pick-up of repaired/serviceable assets and items deemed not repairable/unserviceable.

6.2.3.11. Monitor the DIFM listing, D23/NGV905 (Repair Cycle Asset Management Listing), on a daily basis to follow up on unsatisfactory DIFM status or no status. Coordinate with the CRF maintenance shop for updates.

6.2.3.12. Monitor the D-19 AWP validation listing. Follow-up with depots as required ensuring timely receipt of parts required to repair DIFM items.

6.2.3.13. Establish Forward Supply Points and Quick Reference Lists as identified by CRF managers.

6.2.3.14. Provide interface between maintenance, materiel management, and transportation.

6.2.3.15. Provide adequate supply capability to receive, store, and distribute required items.

6.2.3.16. Verify funding, packing, and shipment paperwork.

6.2.3.17. Arrange shipment through Cargo Movement Operations System based on established business rules, unless LOC/436 SCOS alters normal shipment requirements.

6.2.3.18. Load, block, and brace the engine as required upon carrier arrival. If moved by truck, shipment must be an Air-Ride equipped trailer.

6.2.3.19. Ensure historical demand rate data from CRF supported bases remain with the units.

6.2.3.20. Maintain parts availability to support steady state and surge operations. This will be accomplished by establishing required bench stocks, supply points, and adjusted stock levels.

6.2.4. CRF Supported LRS Units will: **(T-2)**

6.2.4.1. Process unserviceable repairable assets identified on the CRF NSN list as Action Taken Code "D" (Bench checked—transferred to another base) assets for shipment to the CRF NLT next duty day.

6.2.4.2. Process unserviceable turn-ins for shipment with required documentation (DD Form 1577-2, *Unserviceable (Reparable) Tag-Material*; AFTO Form 350; DD Form 1348-1A, *Issue Release/Receipt Document*, MIS snapshot and supply shipping document). At no time should assets be shipped to the CRF without being processed through the ILS-S. Do not ship assets on a DD Form 1149, *Requisition and Invoice/Shipping Document,* as accountability and visibility of the asset will be lost.

6.3. Transportation.

6.3.1. Traffic Management Responsibilities (AFSOC/A4RE matrixed position to the LOC). Also, the Transportation representative will be a liaison between maintenance, supply, and the Distribution Flight to ensure time definite delivery of CRF assets.

6.3.2. The transportation representative will resolve transportation issues for CRF assets as needed. Asset movement status will be briefed to LOC managers as needed.

6.4. Financials. CRFs will use the appropriate Project Fund Management Record/Organization Cost Center Record ILS-S accounts for each supported unit until future financials are implemented. **(T-2)**

JOHN E. BAQUET, Col, USAF
Director of Logistics, Engineering and Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-101_AFSOCSUP*, Aircraft and Equipment Maintenance Management,* 24 November 2020

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

DAFMAN 90-161, *Publishing Processes and Procedures,* 18 October 2023

DAFPD 21-1, *Maintenance of Military Materiel,* 21 February 2024

T.O. 00-25-107, *Maintenance Assistance,* 15 August 2022

Prescribed Forms

AFSOC Form 2410, *Inspection/TCTO Planning Checklist*

Adopted Forms

AFTO Form 350, *Repairable Item Processing Tag*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781K*, Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document*

AFTO Form 95, *Significant Historical Data*

DAF Form 847, *Recommendation for Change of Publication*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1577-2, *Unserviceable (Reparable) Tag-Material*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AFSOCI—Air Force Special Operations Command Instruction

AIRCAT—Automated Inspection, Repair, Corrosion and Aircraft Tracking

AMS—Aircraft Maintenance Squadron

ANG—Air National Guard

AWP—Awaiting Parts

BCA—Business Case Analysis

BLR—Base Level Review

C2—Command and Control

CANN—Cannibalization

CC—Commander

CMT—Contract Maintenance Team

CRF—Centralized Repair Facility

DAFPD—Department of the Air Force Policy Directive

DD—Delayed Discrepancy

DIFM—Due-in From Maintenance

DLA—Defense Logistics Agency

EFIX—Electronic Forced Record Alterations

ETIC—Estimated Time in Commission

GCSS—Global Combat Support System

IAW—In Accordance With

IGC—Integrated Data Environment (IDE) / Global Transportation Network (GTN) Convergence (IGC)

ILM—Intermediate-Level Maintenance

ILS-S—Integrated Logistics System-Supply

JDRS—Joint Deficiency Reporting System

LC—Letter Checks

LIMFAC—Limiting Factor

LOC—Logistics Operations Cell

LRS—Logistics Readiness Squadron

LRU—Line Replaceable Unit

MAJCOM—Major Command

MDS—Mission Design Series

MICAP—Mission Capable

MIS—Maintenance Information System

MMF—Mobile Maintenance Facility

MRSP—Mobility Readiness Spares Package

MTBF—Mean Time Between Failure

MXG—Maintenance Group

NLT—Not Later Than

NSN—National Stock Number

O-Level—Organizational-Level

OPR—Office of Primary Responsibility

OSDS—On-Site Depot Support

PDM—Programmed Depot Maintenance

PFT—Programmed Flying Training

POS—Peacetime Operating Stock

PPMR—Pre-Positioned Materiel Receipts

PQDR—Product Quality Deficiency Report

PS&D—Plans, Scheduling and Documentation

PWS—Performance Work Statement

QAE—Quality Assurance Evaluators

REX—Requisition Exception Codes

RIC—Routing Identifier Code

RTCASS—Reconfigurable Transportable Consolidated Automated Support System

SCOG—Supply Chain Operations Group

SEX—Shipment Exception Codes

SI—Special Inspection

SOF—Special Operations Forces

SOW—Special Operations Wing

SRAN—Stock Record Account Number

SRU—Shop Replaceable Unit

SRU—Shop Replaceable Unit

TAR—Technical Assistance Request

TCI—Time Change Item

TCTO—Time Compliance Technical Order

TMO—Traffic Management Office

Office Symbols

1 SOMXG/MXM—1st Special Operations Maintenance Group/Maintenance Supervision

1 SOMXS CRF—1st Special Operations Maintenance Squadron Centralized Repair Facility

27 SOMXG CRF—27th Maintenance Group Centralized Repair Facility

436 SCOG—436th Supply Chain Operations Group

AFSOC/A4M—AFSOC Aircraft Maintenance Division

AFSOC/A4MO—AFSOC Logistic Operations Branch

AFSOC/A4MY—AFSOC Aircraft Maintenance Weapons System Branch

AFSOC/A4MYA—AFSOC Aircraft Maintenance Weapons System Fixed Wing Section

AFSOC/A4R—AFSOC Logistics Readiness Division

AFSOC/A4RMP—AFSOC Logistics Readiness Policy and Procedures Branch

SCOG—Supply Chain Operations Group

SOAMXS—Special Operations Aircraft Maintenance Squadron

SOMXG/CC—Maintenance Group Commander

SOMXS—Special Operations Maintenance Squadron

Attachment 2

CENTRALIZED REPAIR FACILITY (CRF) CRISIS ACTION RELOCATION REQUIREMENTS

A2.1. Overview.

A2.1.1. In the event of a natural disaster or other catastrophic event at or near Hurlburt Field which will cause the base to be closed for 30 days or more, it may be necessary to relocate AFSOC's CRF capability. The overarching goal of this attachment is to capture what generates the capacity to perform LC, Avionics, and pod CRF repairs.

A2.1.2. Listed below are the space, power, equipment, manpower and AFSOC unique requirements for each CRF. Additionally, the estimated throughput or workload is provided. Finally, a list of options as well as LIMFACS is included. The decision to execute any portion of a crisis action plan will be made jointly by the AFSOC/A4M and 1 SOMXG/CC or 27 SOMXG/CC.

A2.2. Letter Check (LC) Centralized Repair Facility (CRF).

A2.2.1. Space - Approximately 90,000 square feet.

A2.2.1.1. C-130 dimensions: length 98 ft., wingspan 133 ft., height 39 ft.

A2.2.2. Power–Frequency Converter to 115 VAC 400Hz 3-Phase or -86 External Power Cart.

A2.2.3. Equipment:

A2.2.3.1. Computers with NIPR access (4 ea.).

A2.2.3.2. Self-Generating Nitrogen Cart or Nitrogen Bottle Cart (1 ea.), 8 Bottle Cart for purge

A2.2.3.3. 15-ton Crane (1 ea.).

A2.2.3.4. B-1 (4 ea.)/B-2 (2 ea.)/B-4 (4 ea.) /B-5 (4 ea.) / C-1 (2 ea.) maintenance stands.

A2.2.3.5. Jacking Manifold plus Jacks (6 ea.).

A2.2.3.6. Wing Cribbing (2 pieces)/Tail Cribbing (2 ea.). *Long term operations should include a full set of aircraft cribs.

A2.2.3.7. Model MJ1B Hydraulic Test Stand (mule) (1 ea.).

A2.2.3.8. LOX Cart and LOX supply.

A2.2.3.9. Model -95 Bleed Air Cart (1 ea.).

A2.2.3.10. Engine Change Kit (1 ea.), to include a prop and engine dolly.

A2.2.3.11. Tow Bar for AC-J and MC-J, aircraft (1 ea.).

A2.2.3.12. Tow Vehicle - MB-2 (1 ea.).

A2.2.3.13. TOs.

A2.2.4. Manpower.

A2.2.4.1. Approximately 90 C-130 LC qualified personnel.

A2.2.4.2. Military backshop (off-equipment) support for structures, metals tech, NDI, propulsion, in-tank fuel cell mx, and weapons mx.

A2.2.5. AFSOC Unique Requirements–manned by civilian Contract Maintenance Team (CMT).

A2.2.6. Throughput/workload - 4 aircraft per month.

A2.2.7. Tire Dollies

A2.2.8. CTK and Support Equipment

A2.2.9. Possible Relocation Options:

A2.2.9.1. Duke Field.

A2.2.9.2. Contract at Crestview Aerospace.

A2.2.9.3. 53rd Weather Reconnaissance Sq Keesler AFB.

A2.2.9.4. 71st Rescue Sq Moody AFB.

A2.2.9.5. USCG Aviation Training Center, Mobile.

A2.2.9.6. Jacksonville ANG Base, Florida.

A2.2.9.7. 339th Flight Test Sq, Robins AFB.

A2.2.9.8. 700th Airlift Sq, Dobbins AFR.

A2.2.9.9. Little Rock AFB CRF.

A2.2.9.10. Cannon AFB, New Mexico.

A2.2.10. LIMFACS.

A2.2.10.1. Forward supply point not available causing increased Letter Check flow days.

A2.2.10.2. Relocation of CMT personnel (some or all may not be willing to relocate).

A2.3. CV-22 Avionics Centralized Repair Facility (CRF).

A2.3.1. Space - 15,000 Square Feet

A2.3.1.1. Classified storage is not required.

A2.3.1.2. Computers with NIPR access (4 ea.).

A2.3.2. Power - 115 or 220 volts, 3 phase 60 Hz with 100 amp draw and 115 or 220 volts, 3 phase 400 Hz.

A2.3.3. Equipment - 2 Mobile Maintenance Facility (MMF)'s and 1 Reconfigurable Transportable Consolidated Automated Support System (RTCASS) station with Operational Test Program Sets (OTPS).

A2.3.4. Manpower – 26 CV-22 Avionics CRF Technicians.

A2.3.5. AFSOC Unique Requirements: Keyboard Unit, Control, Display, Unit, Intercommunication Station Control and Primary Lighting Control Unit.

A2.3.6. Throughput/workload. 40 LRU’s monthly.

A2.3.7. Possible Repair Options (Worked through Item Managers at WR-ALC/ NAVICP). Transfer workload to Hurlburt Field or Kirtland where RTCASS stations were set up for base Could Not Duplicate screening.

A2.3.8. LIMFACS.

A2.3.8.1. Limited transportation available for movement of Mobile Maintenance Facility (MMF) with RTCASS and OTPS's 2 MMF's are needed to set up operations at deployed location, 1 station trailer and 1 support trailer. The MMF's are 20ftX8ftX8ft, the empty weight is 4,400lbs; the max loaded weight is 20,000lbs. Each MMF is 1007ft cubed.

A2.3.8.2. Limited access, use or loss of SRU/LRUs frustrated at CRF location.

A2.3.8.3. Low SRU spares available.

A2.4. Aerial Refueling Pod Centralized Repair Facility (CRF).

A2.4.1. Space - 1,500 Square Feet.

A2.4.1.1. From the rear of the Test stand, an area 135 feet long by 10 feet wide must be clear to accommodate extension and retraction of hose reel during testing.

A2.4.2. Equipment Needed:

A2.4.2.1. Non-locally manufactured equipment.

A2.4.2.1.1. Computers with NIPR access (1 ea).

A2.4.2.1.2. Reel Lifting Sling.

A2.4.2.1.3. Hose Reel Test Stand.

A2.4.2.1.4. Test Stand Cable.

A2.4.2.1.5. Test Stand Control Box.

A2.4.2.1.6. Control Box Power Cable.

A2.4.2.2. Equipment Needed that may be locally manufactured:

A2.4.2.2.1. Reel Response Test Adapter (Drawing number 14E2956).

A2.4.2.2.2. Drum Pressure Adapter Set (Drawing number 14E2948).

A2.4.2.2.3. Go/No Go Gage (Drawing number 14D2947).

A2.4.2.2.4. Hose Reel Maintenance Stand (Drawing number 3637AS900).

A2.4.2.2.5. Drive Group Adapter Assembly (Drawing number 14D3163).

A2.4.2.2.6. Drum Maintenance Stand (Drawing number 14E3162).

A2.4.2.2.7. Torque Arm Stop Tool (Drawing number 14D2951).

A2.4.2.3. Additional Aircraft Equipment for Testing (Drogue Stowage Tube Assembly (complete with Guillotine, Switches, and Wire Harness), Reception Coupling Assembly, 93 foot Refueling Hose, Hose End Fittings, Spring Ejection, Spring Seat, Reception Coupling Adapter, Retainer Wire, Ring Assembly).

A2.4.3. Manpower – 2 Aerial Refueling Pod CRF Technicians.

A2.4.4. Throughput/workload. 1 Pods monthly.

A2.4.5. Possible Relocation Options:

A2.4.5.1. 53rd Weather Reconnaissance Sq Keesler AFB.

A2.4.5.2. Little Rock AFB, Arkansas CRF.

A2.4.5.3. Cannon AFB, New Mexico.

A2.4.5.4. Transfer work load to Navy Depot at NAS Jacksonville, Florida.

A2.4.6. LIMFACS.

A2.4.6.1. Parts/Material Availability.

A2.4.6.2. Hose Reel Test Stand requires mounting configuration capable of withstanding 1,000 pounds of torque for 10 minutes.

Attachment 3

CENTRALIZED REPAIR FACILITY (CRF) COMMODITITES CHECKLIST

Table A3.1. CRF Commodities Checklist.

CRF Commodity Checklist		**OPR: AFSOC/ A4MO**	**DATE: 14 Sep 2023**	
ITEM NO.	**ITEM**	**YES**	**NO**	**N/A**
Commodities which are identified for inclusion into the CRF must have a business case analysis (BCA) completed. This BCA will contain (at a minimum) the following:				
1.	**What is system reliability?**			
1.1.	Mean Time Between Failure (MTBF)			
2.	**Are sufficient spares available?**			
2.1.	POS, RSP			
2.2.	SRU or bit-piece parts available			
3.	**Collection of MIS data (work unit code, number of failures, How Mal, man-hours, part numbers, etc)**			
4.	**Technician input (interviews)**			
5.	**Are infrastructure requirements adequate? (test equipment and availability)**			
6.	**Available technical data**			
6.1.	Is a change in technical data required?			
6.1.2.	Change in procedures?			
6.1.3.	Change in repair code?			
7.	**Does existing manpower (capacity) allow for new commodity?**			
7.1.	Is additional manpower required to accomplish commodity repair (# of Repairs x man-hours)?			
7.1.1.	Is the inventory contract sufficient to accommodate additional parts flow?			
8.	**Contact AFSOC/A4R for analysis on the following:**			
8.1.	Determine consumption data for SRU, bit and piece			

	parts			
8.1.1.	Identify/establish levels for spares, SRU's, consumables, bits and piece parts			
8.1.2.	Coordinate with 436 SCOS to provide consumables forecast to Source of Supply			
8.1.3.	Identify parts availability with 436 SCOS			
8.2.	Identify transportation requirements			
8.2.1.	The TO/Shipment planners determine the appropriate mode/method and select the carrier to move the material to destination consistent with the delivery requirement			
8.2.2.	The DOD is a mandatory user EXCEPT WHEN:			
8.2.2.1.	DOD shipments between 0 and 500 miles from origin			
8.2.2.2.	DOD shipments under DOD contracts in effect prior to award of this contract until expiration of the existing contracts or agreements			
8.2.2.3.	When required by wartime contingency operations			
8.2.2.4.	When shipments are outside the scope of the contract			
8.2.2.5.	Individual shipments with a gross weight of 300 pounds or more are outside the scope of this contract			
8.3.	Forecast/budget annual transportation costs			
8.4.	What supply data requires updating if commodity is CRF'd?			
8.4.1.	Establish/maintain SRAN FB1820 for all CRF property			
8.4.2.	Load organization/shop codes for SRAN FB1820			

8.4.3.	LRS will load approved stock numbers for the CRF			
8.4.4.	Provide a single turn-in point for CRF SRU's/LRUs regardless of serviceability			
8.5.	Will parts kitting be required?			
8.5.1.	Must submit a kitting request through appropriate source			
8.5.2.	Identify all required NSN's and part numbers			
8.5.3.	Submit request for through appropriate source for further instructions			
8.6.	Identify/establish special levels for spares, SRU's, consumables, bit and piece parts			
8.6.1.	Check Standard Reporting Designator			
8.6.2.	Examine Cause Codes			
8.6.3.	Examine the requisition objectives and re-order point			
8.6.4.	Stock replenish requisition			
8.7.	Will additions to bench stock be required? (Maintenance will provide, NSN, p/n, qty, etc)			
8.7.1.	LRS will re-look at stock replenish requisition			
8.7.2.	LRS will provide material storage/distribution facilities (IAW proper warehousing procedures)			

Note: *This checklist will be utilized prior to any commodity being added to CRF operations. There are two primary methods for adding commodities to the CRF enterprise: 1.) Items which will be identified as base or unit level repair through the source of repair analysis (SORA) during the system acquisition process and 2.) Review of existing commodities with the RNI In/Out Decision Tree to determine if they meet best practice criteria as a CRF commodity.*

Proposed CRF commodities will be vetted through the CRF Executive Council (EC) via a business case analysis addressing manpower, facilities, SE, return on investment, etc. New commodities which are determined to be CRF'd during the SORA or similar process will have MAJCOM analysis conducted prior to approval.