

**BY ORDER OF THE COMMANDER  
ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX  
INSTRUCTION 21-113**



**27 JUNE 2025**

**Maintenance**

**TOOL CONTROL**

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This publication implements the Tool Control Program requirements of Department of the Air Force Instruction (DAFI) 21-101, Air Force Materiel Command (AFMC) Supplement, Addendum A, *Non Standard Organization (NSO) Logistics Maintenance Management*. This instruction provides the minimum essential guidance and procedures to manage and implement the Tool Control Program. It applies to all Government, contractor, and test customer personnel working in, around, or traveling through Foreign Object (FO) Critical Areas and FO Awareness Areas at Arnold Air Force Base and its Operating Locations. This document does not apply to the 704th Test Group (AEDC/704TG). This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the OPR listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule (RDS), which is in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include the incorporation of the Government Property Administrator (GPA) and Government Property rules to ensure compliance with the Federal Acquisition Regulation (FAR). This document also leverages Government Furnished Property (GFP) rules for effective tool control and prevents unauthorized personnel from directing activities of the contractor(s).

**1. Overview.** The primary objective of the tool control program is to prevent foreign object damage (FOD) to aircraft, test articles, test infrastructure, and test support equipment from ineffective tool management. Secondary objectives are to reduce the cost of tool replacement and provide efficient access to tools. The following paragraphs identify the need for exceptional physical security, control, and accountability of Government furnished tools in FO Critical or Awareness Areas. The paragraphs also assist in navigating complex contractual seams to prevent unauthorized personnel from directing activities of the contractor(s).

## **2. Responsibilities.**

2.1. AEDC employs a contractor workforce to execute the test operations and sustainment mission. At times, this could be one large contractor managing all processes across the complex and at other times, multiple contractors managing segments of processes under different contract types (i.e., Firm-Fixed Price, Cost Plus, etc.).

2.1.1. The AEDC Commander (AEDC/CC) shall ensure assets and resources are allocated to implement and execute this instruction.

2.1.2. The 804th Test Group Commander (804 TG/CC) shall ensure compliance with this instruction.

2.1.3. The 804 TG Superintendent or designated representative shall serve as the Tool Control Program Administrator and shall:

2.1.3.1. Coordinate with the AFTC/PZ Government Property Administrator (GPA) to ensure the contractor's property management system includes tool accountability requirements consistent with this document.

2.1.3.2. Ensure tool control requirements do not conflict with approved property management plans for Government Furnished Property (GFP).

2.1.3.2.1. Coordinate with AFTC/PZ to establish Contract Data Requirement Lists (CDRLs) for necessary data delivery requirements (inventories, inspection results, etc.).

2.1.4. The 804th Test Support Squadron (804 TSS) Functional Specialists or designated representative shall:

2.1.4.1. Coordinate with the Tool Control Program Administrator and the AFTC/PZ GPA to ensure contractor approved procedures meet the requirements of this document.

2.1.4.2. Perform monthly spot inspections in accordance with the applicable contract surveillance schedule(s); document all findings on AEDC Form 881, *Unauthorized Tool Observations*, and AEDC Form 882, *Tool Stewardship Observations*; and notify the Contractor Officer Representative (COR) and the GPA of inspection results.

2.1.4.3. Perform housekeeping and safety inspections in FO Critical and FO Awareness areas in conjunction with monthly tool control spot inspections and provide results to the COR.

2.1.5. AEDC personnel shall ensure this document is referenced in contracts for work performed in FO Critical and Awareness Areas and shall ensure test customers comply with the tool control requirements stated in **Attachment 2**. FO Critical and FO Awareness Areas along with boundaries, descriptions, and access points may be found on the FOD PREVENTION server: \\52anzw-as-54v\aedc\FOD\_PREVENT\FO Critical and FO Awareness Areas Listing.

**3. Tool and Equipment Management.** The following paragraphs identify the need for exceptional physical security, control, and accountability of Government furnished tools in FO Critical or Awareness Areas while affording flexibility to properly manage multi-contractor seams. The following paragraphs ensure compliance with the Federal Acquisition Regulation (FAR), leverage GFP rules for effective tool control, and prevent unauthorized personnel from directing activities of the contractor(s).

3.1. Tool Issue Center (TIC). AEDC shall establish a centralized source of storage, control, maintenance, and tool replacement within the bounds of contracting rules and regulations. The centralized point shall:

3.1.1. Issue, receive, turn-in, and maintain configuration control, and process custodian changes of Tool Kits (TK), Tool Cribs (TC), and associated items.

3.1.2. Obliterate identification markings from tools when they are no longer assigned to a TK in accordance with the contractor's approved property management procedures.

3.1.3. Maintain a record of inventory for each TC/TK using AEDC 1771, *Tool Control Inventory Record*, or contractor equivalent.

3.1.4. Employ chit systems, Government forms, or contractor equivalent processes as approved by the GPA to account for and control TKs, equipment, and tools.

#### **4. Identification.**

4.1. Permanently mark tools with the assigned equipment identification (EID). Etching will be the preferred method to mark tools; however, any method that ensures the EID is not easily removed will be sufficient. Small tools (such as drill bits, Allen wrenches, apexes, jeweler's screwdrivers, etc.) and/or items that cannot be etched will be maintained in a container marked with the EID along with the number of tools it contains and identified as such on the inventory list.

4.1.1. See Federal Acquisition Regulation (FAR) Part 45, Government Property, and FAR clause 52.245-1, Government Property, for GFP marking requirements.

4.1.2. Utilize the property tag or the existing bar code number on the Air Force Technical Order (AFTO) Form 66, *TMDE Bar Codes (Polyester Film)*, attached by Precision Measurement Equipment Laboratory (PMEL) for Test, Measurement, and Diagnostic Equipment (TMDE) assets.

4.2. All individually shadowed/silhouetted items in a tool kit or crib shall be etched, stamped or marked with an identification number in accordance with the approved property management procedures.

4.2.1. Small tools or items that cannot be marked with the identification number (such as drill bits, Allen wrenches, apexes, etc.) are to be maintained in a container marked with the tool kit or crib number and the number of tools contained. The container and the master inventory list (MIL) shall be marked “XX pieces plus case” and an asterisk shall be placed on the MIL denoting the items are too small to mark.

4.2.2. Tools that consist primarily of a shank such as rotary files need not be etched but shall be stored in an etched container.

4.2.3. Drill bits maintained in drill bit indexes do not require individual etching, but the index shall be etched.

4.2.4. Fiberglass-handled hammers shall be mechanically etched on the metal head only (not on handle) in a non-impact area. A permanent marker may be used to mark on the handle, but the marking must always remain legible.

4.2.5. Items that are assembled and are not intended to be disassembled during use require only one mark/etch/stamp and one entry on the MIL (scribes, flashlights, etc.).

4.2.6. All Individual Tool Kit (ITK) and Consolidated Tool Kit (CTK) (to include any storage containers designated to be affixed to the TK) and all TC shall be marked with an identification number, and all contents shall be subject to the guidelines of this instruction.

4.2.7. Storage containers affixed to TKs used to store consumables will not be identified on the MIL. However, these storage containers must be labeled with “Consumables” and must not be comingled with tools. The contents must be accounted for and controlled in FO Critical and Awareness Areas.

**5. Accountability Requirements.** Tools and related items required for executing contractual requirements are provided to contractors as GFP. Contractors are allowed and encouraged to use voluntary consensus standards and industry leading practices to manage government property in their possession. Contractor tool accountability procedures must meet the spirit and intent of this document and must be approved by the AFTC/PZ GPA with consultation from the 804 TG Tool Control Program Administrator.

5.1. TKs shall be designated as single-user ITK or multi-user CTK or Dispatchable Tool Kit (DCTK) or contractor equivalent.

5.1.1. All kits shall be designed to provide a quick inventory and accountability of tools using uncomplicated methodology using the “show” (e.g., a shadow of the tool) and “know” (knowledge of tool or kit location) concept or Government approved equivalent.

5.1.1.1. No more than one item shall be stored in a cutout, shadow, or silhouette except for tools issued in sets such as drill bits, Allen wrenches, apexes, or paired items (e.g., gloves, booties). As much as practicable, sets should be placed in a container.

5.1.1.2. Storing of multiple items in a TC is permitted, provided the items/tools are similar type and provides for a quick inventory and accountability. Storing of more than one item in a cutout, shadow, or silhouette shall be approved by the 804 TG Maintenance Superintendent or designated representative before implementation, to ensure stacking of tools as necessary.

5.1.2. Each tool contained in an ITK/CTK shall have an assigned location in a drawer identified either by inlay cuts in the shape of the item, shadowed layout, label, or silhouette. The 2-colored inlay cut is preferred. Silhouettes should only be used when logistics prevent inlay cuts.

5.1.3. A MIL shall be developed for each ITK, CTK, and TC. A copy of the MIL shall be kept in the kit or crib and a master MIL shall always be maintained by the centralized storage location. The MIL may be electronic.

5.1.4. MILs must meet the following minimum criteria:

5.1.4.1. Contents must be identified by drawer/section indicating the number and type of items in each drawer/section.

5.1.4.2. The type of items listed must be sufficiently detailed to ensure the item can be identified for search and/or replacement purposes.

5.1.4.3. The centralized storage location shall maintain a template which is to be used for all MILs.

5.1.4.4. If chits/dog tags/identification tags or similar tags or dust caps are attached to tools/equipment, they shall be listed on the MIL.

5.1.5. The MIL remains valid until the contents in the ITK, CTK, or TC change. Pen and ink changes are permissible but require the initiating individual's initials and the date of the change. MILs do not require replacement solely to update signature and/or pen and ink changes.

5.1.5.1. The MIL shall state the identification number(s) of assigned TMDE items.

5.1.5.2. Remove pocket clips from tools prior to placement (flashlights, continuity testers, small screwdrivers, tape measures, mirrors, etc.) when possible. These items must be annotated "with clip" or "without clip" on the MIL.

5.2. Each TK and TC shall have a custodian assigned.

5.2.1. All tools, equipment, TK, and TC must be secured, if practical, when left unattended. The term unattended means when not in use by local personnel such as at the end of a shift.

5.2.2. Tool kit and crib locks shall be used to provide a physical barrier to opening the container or door and prevent the unauthorized removal of tools.

5.2.3. Access to keys for all kits and cribs must always be available to permit DoD audits and ensure access to tools can be achieved without regard to specific employee availability.

5.3. Perform and document a visual inventory using AEDC 1771, or contractor equivalent, of all CTKs and ITKs when issued for use, when transferred to another person, after last use during a shift, and prior to operation of any major system, test article, or equipment when maintenance actions were performed (engine run, system checkout, before closing a confined space, etc.)

5.3.1. If tools/tool kits are required to be transferred from one employee to another at a job site, the individuals involved in the transfer shall conduct and record the inventory on the AEDC 1771, Tool Control Inventory Record, or contractor equivalent, in accordance with the approved property management procedures.

5.4. Tools in an FO Awareness Area not controlled through the tool control program to include personal tools are considered unauthorized tools.

**6. Inventory Requirements.** Tools maintained and used in FO Critical or Awareness Areas are subject to exceptional physical security, control, and accountability. The 804 TG Superintendent shall coordinate with the AFTC/PZ GPA to ensure the contractor's property management system includes the following accountability controls for tools and equipment maintained and used in FO Critical or Awareness Areas:

6.1. Tool control systems will account for tools and dispatchable equipment at the beginning and end of each shift to identify tools lost while performing work. These inventories will be recorded on the AEDC 1771, *Tool Control Inventory Record*, or contractor equivalent in accordance with the approved property management procedures. **NOTE:** TKs and TCs not used on a particular day do not need to be opened simply for the purpose of inventory.

6.1.1. Tool control systems will be capable of differentiating between tools checked out for temporary use over a single shift and those checked out for more than one shift.

6.1.1.1. Tools checked out for long-term use must be inventoried and documented every 30 days.

6.2. A comprehensive inventory and inspection of all tool kits is performed at least every 180 days. This comprehensive inventory will include:

6.2.1. Extensive inspection of all tools, to include condition, identification markings, accuracy of the Master Inventory List (MIL), and a review of lost tool reports.

6.2.2. Verification that each kit contains the required type and quantity of tools and identify excess and duplicate tools.

6.2.3. The 804 TSS Functional Specialist will perform a review of the 180-day inventory results and forward a copy of results to the COR and the AFTC/PZ Government Property Administrator.

## 7. Lost Tools.

7.1. All personnel using tools in FO Awareness and FO Critical Areas shall be trained in lost tool procedures.

7.2. When a tool or item is suspected to be lost, the individual identifying the condition shall search the immediate work area for the tool or item.

7.2.1. If the lost item/tool is not found after completing an initial search, the individual shall immediately notify their supervisor and proceed to conduct a thorough search.

7.2.2. If a thorough search does not produce the item/tool within one hour, then notify the Operations Center (Ops Center), FOD Monitor, 804 TSS Functional Specialist, other leadership as necessary, and start the lost tool documentation process using AEDC 145, *Lost Tool/Object Report*. The 804 TG FOD Monitor will notify the COR.

- 7.2.2.1. If an item/tool is lost in a FO Critical Area, notify the Impound Authority IAW AEDCI 21-112, *Impoundment Procedures*, and perform an operational risk assessment.
- 7.2.3. Upon completion of all checklist items one through sixteen on the AEDC 145, submit the form to the 804 TG Maintenance Superintendent or designated representative and the 804 TSS Functional Specialist for review.
  - 7.2.3.1. The 804 TSS Functional Specialist will provide a completed copy of the AEDC 145 to the COR and the contractor for the custodian's records.
- 7.2.4. Discontinued operations may only resume when the item/tool is found, or the area(s) is cleared for return to service by concurrence of the Government.

## **8. Missing, broken or removed tools/items.**

- 8.1. Document all actions concerning the tool kit or crib on AEDC 1771 or contractor equivalent. This includes documenting removed/broken/replaced items, Test, Measurement, and Diagnostic Equipment being calibrated, and other items requiring special inspections.
- 8.2. Maintain and provide a record of lost, broken, or damaged tools to the COR and AFTC/GPA with the following data:
  - 8.2.1. Date of incident.
  - 8.2.2. Kit number.
  - 8.2.3. Type replacement (lost, broken, or damaged).
  - 8.2.4. Item description.
  - 8.2.5. Kit Custodian
  - 8.2.6. Kit Custodian Organization
  - 8.2.7. Value of lost/broken/damaged tools.
  - 8.2.8. Property tag number.
- 8.3. Turn in broken, damaged, or excess tools in accordance with approved property management procedures.

## **9. Management of replacement, expendable, and consumable hand tools.**

- 9.1. Expendable tools shall be treated as tools except where specifically directed otherwise in this instruction.
- 9.2. Consumables should not be placed in a TK. If a consumable item must be placed in a TK, it shall be treated as a tool and shall meet all the requirements of this instruction.
  - 9.2.1. Consumables must be accounted for in FO Critical and Awareness Areas to prevent Foreign Object Damage (FOD) as part of good housekeeping; however, consumables do not require marking and inventory unless they are contained in a tool kit.
- 9.3. Control consumables and Personal Accountable items that are not configured in TK or TCs as follows:
  - 9.3.1. Provide security of supply storage.
  - 9.3.2. Maintain a neat and organized supply storage.

9.3.3. Provide managed dispensing of supply items.

9.3.4. Ensure positive control of rechargeable power tools and batteries.

9.3.5. Remove internal components such as spare bits, blades and light bulbs from tools such as utility knives and flashlights. If spare items are not removed, the MIL shall be annotated “with # blades/bits stored internally” and these spare components shall be subject to inventory.

9.3.5.1. Any tool normally used with a blade, such as a utility knife or hacksaw, shall be stored with the blade installed and the MIL shall be annotated “with blade.” If a blade is temporarily unavailable, annotate the missing blade on the AEDC 1771 or contractor equivalent as approved by the GPA.

9.3.6. Industrial shop machinery accessories/attachments need not be controlled as tools. However, these items shall be maintained in designated storage locations for accountability and inventory purposes in a neat, clean, orderly fashion. Accessories/attachments either will be in use on the designated piece of equipment or properly stored in the designated location.

9.3.7. Test meter leads/circuit jumpers and jumper adapters are permitted outside the scope of tool control if and only if they meet the following criteria:

9.3.7.1. Must not be taken into FO Critical or FO Awareness Areas.

9.3.7.2. Must be stored in a designated area.

9.3.7.2.1. The storage area must be kept neat, clean, and orderly.

**10. Spare Tools.** AEDC shall establish a centralized source of storage of spare tools within the bounds of contracting rules and regulations.

**11. Locally Manufactured Tools (LMT).**

11.1. Modifications or alterations of Government property are prohibited, unless they are reasonable and necessary due to the scope of work under contract or its terms and conditions; required for normal maintenance; or otherwise authorized by the Contracting Officer.

11.2. An engineering design review and evaluation is required on all requests for approval and use of LMT or equipment that carry loads, change torque, or present potential injury to personnel or damage to government resources. **NOTE:** This procedure does not apply to local manufacture, modification or design of tools authorized in specific technical data.

11.2.1. A copy of the approval and certification letter shall be maintained by the centralized source of storage and the affected CTK, ITK, or TC for each locally manufactured/modified item assigned. A copy shall also be provided to the AFTC/PZ GPA.

GRANT A. MIZELL, Colonel, USAF  
Commander

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

Federal *Acquisition Regulation*, Part 45

Federal *Acquisition Regulation*, Part 52, Clause 245-1

DAFI 21-101\_AFMCSUP\_ADD\_A, *Non-Standard Organization (NSO) Logistics Maintenance Management*, 24 October 2024

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

TO 32-1-101, *Maintenance & Care of Hand Tools*, 29 April 2024

***Prescribed Forms***

AEDC 145, *Lost Tool Procedures*

AEDC 881, *Unauthorized Tool Observations*

AEDC 882, *Tool Stewardship Observations*

AEDC 1771, *Tool Control Inventory Record*

***Adopted Forms***

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

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFRIMS**—Air Force Records Information System

**AFTO**—Air Force Technical Order

**CDRL**—Contract Data Requirement List

**COR**—Contractor Officer Representative

**CTK**—Consolidated Tool Kit

**DCTK**—Dispatchable Consolidated Tool Kit

**DOD**—Department of Defense

**EID**—Equipment Identification

**FAR**—Federal Acquisition Regulation

**FO**—Foreign Object

**FOD**—Foreign Object Damage

**GFP**—Government Furnished Property

**GPA**—Government Property Administrator

**IAW**—In Accordance With

**ITK**—Individual Tool Kit

**LMT**—Locally Manufactured/Modified Tool

**MIL**—Master Inventory List

**OPR**—Office of Primary Responsibility

**Ops Center**—AEDC Operations Center

**PMEL**—Precision Measurement Equipment Laboratory

**RDS**—Records Disposition Schedule

**TC**—Tool Crib

**TIC**—Tool Issue Center

**TK**—Tool Kit

**TMDE**—Test, Measurement, and Diagnostic Equipment

### *Office Symbols*

**AEDC/CC**—AEDC Commander

**804TG/CC**—804<sup>th</sup> Test Group Commander

**AEDC/804TSS**—804<sup>th</sup> Test System Sustainment

**AFTC/PZ**—Contracting Directorate

**AEDC/704TG**—704<sup>th</sup> Test Group

### *Terms*

**Chit Set**—Numbered tags, manufactured of metal, plastic or some material not easily damaged, used to identify a person who borrows a tool from a tool kit or shadow board.

**Consolidated Tool Kit (CTK)**—A multi-user container used to store tools or equipment, enabling effective/efficient control of tools and ease of inventory.

**Consumables**—Items that after limited usage, do not maintain their original configuration and are considered spent. Examples are safety wire, solder, tape, string, chalk, etc.

**Daily Tool Kit Inventory**—A documented verification that all items are in place and missing items are documented and reported.

**Dispatchable Consolidated Tool Kit (DCTK)**—Any tool kit that is not permanent to an FO Awareness or FO Critical Area that will be used by personnel to perform work in or near an FO Critical Area.

**Expendable Tools**—Items used in conjunction with tools that wear because of use such as bits, files, saw blades, sanding disks, and grinding wheels.

**FO Awareness Areas**—Locations where there is the potential for damage to aircraft, test articles, test equipment, or test facilities from FO. AEDC FO Awareness Areas are all active test cells, test plants, test utilities industrial areas and airfields.

**FO Critical Areas**—Areas designated in AEDCI 21-1 where there is significant potential for damage due to foreign objects.

**Individual Tool Kit (ITK)**—A single-user tool kit used to store tools or equipment, enabling effective/efficient control of tools and ease of inventory.

**Industrial Shop Machinery Accessories and Attachments**—Blades, bits, and other like items used in non-portable shop machinery such as lathes, band saws, drill presses, etc.

**Locally Manufactured/Modified Tool (LMT)**—A tool or equipment that is designed, developed, built, or modified locally.

**Master Inventory List (MIL)**—A list of all the items in a tool kit or tool crib.

**Shop machinery accessories/attachments**—Tool type items such as dies, fixtures, tool holders, chucks, machine tool wrenches, and special valve wrenches that are designed for use exclusively with a specific asset. Common tool items such as screwdrivers, Allen wrenches, sockets, pliers, and wrenches are not normally considered accessories or attachments.

**Supervisor's Inspection**—A comprehensive inspection/inventory of all tool kits conducted at least every 180 days. The purpose of this inventory is to perform an extensive inspection of all tools, to include condition, identification markings, and accuracy of the MIL. Inspect all tools for serviceability and review lost tool reports. Document these inspections and maintain the most current inventory documentation on file. This inspection also verifies that each kit contains the required type and quantity of tools and eliminates excess and duplicate tools.

**Tool**—Any instrument or object used to perform work on components, equipment, and facility systems. This includes wrenches, pliers, hammers, screwdrivers, sockets, ratchets, flashlights, continuity testers, tape measures, mirrors, etc. and portable power tools (electric tools such as drills and saws and pneumatic tools such as impact wrenches).

**Tool Crib (TC)**—Multi-user selection of tools normally secured in a cage or room that are available for routine checkout and issued by a custodian.

**Tool Issue Center (TIC)**—The area designed to issue and accept return of tool kits and perform inventory changes with configuration control of documentation for all kits within the tool control program. Primary source of replacement tools and contact point for maintenance and control of all lost tool reports.

**Tool Kit (TK)**—Any tool kit that may be used in a test cell, plant, machine shop area, and/or FO Awareness Area.

**Tool Serviceability**—The physical condition of a tool item that renders it safe and capable of use for its intended purpose. Conditions that render a tool unserviceable include dullness of cutting surfaces, structural damage due to loose or cracked handles, corrosion, nicks, cracks, mushrooming of striking surfaces, or critical dimensional changes that would cause the tool to cause personal injury or damage to the equipment being serviced. Reference: TO 32-1-101.

**Unauthorized Tool**—Any tool in an FO Awareness Area not controlled through the tool control program to include personal tools.

## Attachment 2

### FO CRITICAL & AWARENESS AREAS DISPATCHABLE CONSOLIDATED TOOL KITS CONTROL REQUIREMENTS

**Table A2.1. Tool Control Requirements for Dispatchable Consolidated Tool Kits to Be Used in FO Critical and Awareness Areas.**

1. A dispatchable consolidated tool kit (DCTK) is any tool kit that is not permanent to an FO Awareness or FO Critical Area that will be used by personnel to perform work in an FO Critical or Awareness Area. A DCTK may include tools owned by the Government, AEDC contractors, and non-AEDC contractors including test customers. A DCTK shall be utilized for the shortest period necessary to perform the work.
2. A DCTK may be created by checking out a selection of tool items from CTK, TK, TIC, or other source for use at remote job sites.
3. Each DCTK shall have a custodian assigned.
4. All tools, expendable tools, and consumables must be marked to identify the custodian and/or tool kit.
5. Each DCTK shall have a temporary Master Inventory List (MIL) of all tools, expendable tools, and consumables; and identifies the custodian.
6. Inspect DCTK daily, record inventory on AEDC Form 1771, and report inspection results as required by Area Supervisor or Master Permit Issuer. Inventories must be accomplished and documented upon the first opening and last closing of every shift.
7. Lost tools must be immediately reported to the work permit issuing official or other work area responsible person.
8. If unmanned storage of DCTK is required, provide the following:
  - a. Lockable storage security protection (gang box, job box, cabinet, room, vehicle compartment, etc.).
  - b. Protection from weather or other potential physical harm.
  - c. Marking outside of storage units with the name of Custodian and work crew organization.
9. At the end of work assignment: perform a final inventory, remove the DCTK from the FO Awareness or FO Critical Area, break down the DCTK and return tools.