

**BY ORDER OF THE COMMANDER  
2D BOMB WING**

**BARKSDALE AIR FORCE BASE  
INSTRUCTION 13-396**



**14 MARCH 2014**

***Space, Missile, Command and Control***

***AIRFIELD TOOL CONTROL FOR ALL NON-  
AIRCRAFT MAINTENANCE AGENCIES***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 2 MXG/CC  
(Colonel David E. Foote)

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This instruction implements Air Force Policy Directive 21-1, *Air and Space Maintenance*, and fulfills the requirements of Air Force Instruction (AFI) 21-101, *Aerospace Equipment Maintenance Management*, 26 July 2010, Paragraph 3.2.2 to develop a coordinated wing instruction to control tools, equipment, and electronic devices from all wing agencies dispatching to aircraft parking/runway/taxi areas or aerospace maintenance facilities. It applies to all units assigned to the 2d Bomb Wing (2 BW) with the exception of the 2d Maintenance Group (2 MXG) and Aircrew Flight Equipment of 2d Operations Group (2 OG). These excluded units will follow guidance in AFI 21-101, including applicable local and MAJCOM supplements. The 307 BW will follow AFRC directives and their Wing Tool Control Instruction. All 307 lost tool reporting should be provided to the 2 BW FOD/DOP Monitor as a courtesy. "This publication does not apply to Air Force Reserve Command (AFRC) Units." Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*, through the appropriate functional's chain of command.

## Chapter 1

### PURPOSE

**1.1. Positive control and accountability of tools, equipment and electronic devices used on aircraft parking, runway and taxi areas is essential for the elimination of FOD.** FOD-related accidents cost the Air Force millions of dollars each year. The purpose of this publication is to provide 2 BW agencies the necessary guidance to implement a solid program to control tools and equipment taken onto the airfield. Due to the diverse nature of 2 BW agencies, one size does not fit all when it comes to tool control policy. Some units such as Communication Squadron may have only a few items, while others, like Civil Engineering and Logistic Readiness Squadron, have literally hundreds of pieces of equipment. To be in compliance with this instruction, units must establish a program or demonstrate that existing programs meet the intent of positive tool and equipment accountability and control.

## Chapter 2

### RESPONSIBILITIES

**2.1. Unit commanders are responsible for ensuring an effective program is in place and compliant with this instruction for those sections that perform duties on the airfield or in aerospace maintenance facilities.** Commanders must also ensure that contractors who work on the airfield or on/in aerospace maintenance facilities understand the importance of tool control in these areas.

**2.2. Flight chiefs/section NCOICs (or equivalent) determine what tools, equipment, and electronic devices fall under the scope of this instruction and will:**

2.2.1. Develop a system of inventory and control for all items brought out to the airfield or aerospace maintenance facilities to ensure they are returned to the section upon the completion of the job.

**2.3. Everyone who performs duties on the airfield or in aerospace maintenance facilities is responsible for safeguarding their equipment against loss by ensuring accountability before and after each trip.** Lost or missing tool/equipment items within the airfield or aerospace maintenance facilities will be reported to the work center custodian or supervisor immediately. Extreme measures will be taken with locating missing item(s). If missing item(s) are not located immediately, the supervisor will contact the Maintenance Operations Center (MOC) office at 456-4041 and MXG Quality Assurance office at 456-5878 immediately for instructions on further actions. AFGSC Form 145, Lost Tool/Object Report, will be completed by the individual who lost the item and given to the 2 MXG Quality Assurance within 5 duty days to be filed.

**2.4. 2 MXG QA will serve as subject matter experts to assist sections with setting up an effective program.**

### Chapter 3

#### PROGRAM ELEMENTS

**3.1. A solid tool control program in the context of this instruction must include the following:**

3.1.1. Master Inventory Listing (MIL): A listing of all items dispatched out. Individual tool boxes will include an inventory of all items in that box.

3.1.2. Daily Inventory Log: Proof of physical accountability of all items on the MIL before and after each duty day or shift.

3.1.3. Sign In/Sign Out Log: Method to show custodial responsibility of items checked out for use on the airfield or in aerospace maintenance facilities. NOTE: Ideally, a second person (if available) should sign in the item upon turn-in.

3.1.4. Program continuity book: Specific contents are at the discretion of the flight chief/section NCOIC (or equivalent), but should include shop policy and the MIL.

**3.2. For additional guidance refer to AFI 21-101, Chapter 10 and Chapter 14.**

## Chapter 4

### PRODUCTS AVAILABLE

#### **4.1. While not all are mandatory for non-aircraft maintenance units, the following products are readily available:**

4.1.1. Computer based tool accountability; units that do not already have a computer program to control tools may use any Air Force approved program such as the Tool Accountability System <sup>TM</sup> (TAS), TC Max, or any other approved tool accountability system. These are computer programs developed for the Air Force and primarily designed for aircraft maintenance units, but the software is very adaptable for any unit. Contact your unit computer administrator before installing any software.

4.1.2. AFGSC Form 140, **Consolidated Tool Kit (CTK) Inventory and Control Log**. Inventory and Control Log may be used to sign tool kits or other equipment out and to document inventory upon return. (see [attachment 2](#))

4.1.3. AFGSC Form 145, **Lost Tool/Object Report**. This report is required and will be completed by the individual losing the tool/object anytime a tool/object is lost on the airfield or in an aerospace maintenance facility. If this situation arises, immediately contact 2 MXG QA for guidance on completing the form. (see [attachment 3](#))

## Chapter 5

### DEFINITIONS

**5.1. Tool:** Device/instrument used to perform maintenance and repair of Real Property facilities, roadways, airfields, power distribution systems, airfield lighting, aircraft barriers, and utility functions.

**5.2. Equipment:** A device required to accomplish a task or carry out work, such as surveyors' transit, portable generator, etc.

**5.3. Electronic Device:** Portable items such as land mobile radios (LMR), cell phones, and laptop computers.

**5.4. Airfield:** Includes all areas of the installation involved in aircraft operation, such as taxiways, parking ramps, hardstands, and the runway.

**5.5. Aerospace maintenance facilities:** Includes all aerospace maintenance areas including buildings/docks, aircraft maintenance hangers, and munitions storage area.

ANDREW J. GEBARA, Colonel, USAF  
Commander, 2d Bomb Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

**AFI 21-101**, *Aerospace Equipment Maintenance Management*

**AFGSC Form 140**, *Consolidated Tool Kit (CTK) Inventory and Control Log*

**AFGSC Form 145**, *Lost Tool/Object Report*

**Adopted Forms**

**AF847**, *Recommendation for Changes of Publication*

*Abbreviations and Acronyms*

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**CC**—Commander

**FOD**—Foreign Object Damage/ Foreign Object Debris

**MIL**—Master Inventory Listing

**MXG**—Maintenance Group

**OG**—Operations Group

**OI**—Operating Instruction

**OCR**—Office of Collateral Responsibility

**OPR**—Office of Primary Responsibility

**QA**—Quality Assurance

**Attachment 2**

**AFGSC FORM 140, *CONSOLIDATED TOOL KIT (CTK) INVENTORY AND CONTROL LOG***

**Air Force e-Publishing AFGSC Form 140 [Hyperlink](#)**



Attachment 3

AFGSC FORM 145, LOST TOOL/OBJECT REPORT

AFGSC Form 145 Air Force e-Publishing Hyperlink

LOST TOOL/OBJECT REPORT				PAGE	OF	PAGES
BASE	AIRCRAFT SERIAL NUMBER	ORGANIZATION AND W/C	DATE(S)	TIME LOST		
COMPOSITE TOOL KIT NUMBER	DESCRIPTION OF OBJECT	AFTO 781A PAGE      BLOCK	AIRCRAFT IMPOUNDED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
W/C SUPV NOTIFIED <i>(Last Name, Initial)</i> NAME	MAINT SUPV NOTIFIED <i>(Last Name, Initial)</i> NAME	MOC NOTIFIED <i>(Last Name, Initial)</i> NAME	CTK CUSTODIAN NOTIFIED <i>(Last Name, Initial)</i> NAME	QA NOTIFIED <i>(Last Name, Initial)</i> NAME		
TIME	TIME	TIME	TIME	TIME		
DATE	DATE	DATE	DATE	DATE		
AREA ITEM LOST						
ITEM NO.	MAINTENANCE SUPERVISOR/SUPERINTENDENT WILL INSURE ALL ITEMS COMPLETED				INDIVIDUAL INITIALS	TIME/DATE INITIALED
1	NAME OF INDIVIDUAL(S) THAT LOST OBJECT					
2	WORK BEING PERFORMED WHEN ITEM LOST					
3	AREAS CHECKED AND STEPS TAKEN TO FIND OBJECT					
4	SEARCH CONDUCTED BY <i>(List all Individuals)</i>					
5	ITEM WAS/WAS NOT FOUND <i>(If found, give location)</i>					
6	COPY OF FORM FILED BY CTK CUSTODIAN					
7	FORM FILED BY RECORDS CLERK <i>(If Applicable)</i>					
8	SIGNATURE OF MAINTENANCE SUPERVISOR/SUPERINTENDENT					