BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)

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AIRCRAFT AND EQUIPMENT MAINTENANCE MANAGEMENT

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This supplement implements Air Force Instruction (AFI) 21-101_AFSOCSUP, *Aircraft and Equipment Maintenance Management*. This supplement is applicable to all Commanders, Senior Enlisted leaders, Squadron leadership and personnel within their organizations in the 27th Special Operations Wing (27 SOW) and all personnel working or utilizing assigned aircraft. This publication may be supplemented at any level, but all supplements must be routed to Office of Primary Responsibility (OPR) for coordination prior to certification 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, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication;* route AF Form 847s from the field through the appropriate functional chain of command. 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. See DAFI 90-161, *Publishing Processes and Procedures*, Table A10.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed in its entirety. There have been numerous paragraphs removed due to redundancies from other AFMANs and AFIs and revisions to paragraphs for clarity.

2.4.53.4. **(Added)** Warning Tag Documentation on Remotely Piloted Aircraft (RPA), if any switch, circuit breaker or electrical component removed that would prevent safe application of external power, attach a warning tag on the external electrical power receptacle of the aircraft, Ground Control Station, or Ground Data Terminal.

3.6.12.1. **(Added)** The following are the minimum Crew Ready Times, enabling technicians the proper time to safely prepare aircraft:

AC-130J: 3.5 hours
MC-130J: 3.5 hours
CV-22B: 2 hours
MQ-9: 2 hours

3.6.12.2. **(Added)** The following are the minimum Aircraft Warm/Hot turn times unless precoordinated by the Operations Squadron and Maintenance Squadrons. This will enable technicians the proper time to safely prepare aircraft:

AC-130J: 3 hours
MC-130J: 2 hours
CV-22B: 1 hour
MQ-9: 1 hour

4.5.2.13.1. **(Added)** Users may dispatch Non-Powered AGE (NPA). When moving NPA from location to location, the user will notify Aerospace Ground Equipment (AGE) driver of the movement. Users will not place NPA back on the ready line after use.

4.11.7.5. **(Added)** Propulsion Flights will coordinate with the Engine managers, squadron Production Superintendents, and organization leadership to meet oversight requirements of Engine and Propeller support equipment and trailers. Track and schedule all inspections and maintenance in the applicable Air Force Technical Order (AFTO) 244 and Maintenance Information Systems (MIS), as outlined in paragraph 4.11.7. AFI21-101_AFSOCSUP.

6.7.2.7.2.1.3. **(Added)** Designated Quality Assurance (QA) Augmentees may perform Key Task List's on their associated Mission Design Series' (MDS) when qualified QA personnel are not available off station and required to be a minimum grade of E-6 (TSgt), with coordination with QA Supervision. All Augmentees will be trained by QA Inspectors and tracked in Training Business Area or a MIS for completion and on augmentee roster. The individuals will update home station QA as soon as possible with all required information for input into the Logistics Evaluation Assurance Program (LEAP) database

6.10.7.2.3. **(Added)** Ensure all Technical Order (TO) Distribution Accounts within the 27th Special Operations Maintenance Group (27 SOMXG) will add the Lead TO Distribution Office as

a contact in Enhanced Technical Information Management System (ETIMS) for their account/sub-accounts for purposes of account monitoring.

6.10.10. **(Added)** Mandatory/Optional Paper Technical Data Usage.

6.10.10.1. **(Added)** Integrated Maintenance Information System and ETIMS are the preferred technical data source for all TOs except for those TOs listed in Table **6-1** The TOs listed in Table **6-1** require use of paper technical data or have optional use of paper technical data for the tasks identified.

Table 6.1. (Added) Mandatory/Optional Paper Technical Data Usage.

Tasks requiring mandatory paper TO use	**Technical Order**
GTC/APU Operation	1C-130H-2-49JG-00-1-1 1C-130(A/H/M)J-2-49JG-00-1
Engine Runs	1C-130H-2-71JG-00-1 1C-130(A/H/M)J-2-71JG-00-1
Nonnuclear munitions loading procedures (C-130)	1C-130(…) -33-1-2 (All applicable checklist)
Nonnuclear munitions loading procedures (CV-22)	1V-22(…) – 33-1-2 (All applicable checklist)
Tasks requiring paper or electronic TO use	**Technical Order**
Towing	1C-130H-2-09JG-10-1 1C-130(H/M)J-2-09JG-10-1
Fuel Servicing	1C-130H-2-12JG-10-1
LOX Servicing	1C-130H-2-12JG-10-2
Nonnuclear munitions loading procedures (MQ-9)	1Q-9(…)-33-2-1 (All applicable checklist)

6.15.5. **(Added)** Approved aircraft weigh location: hangars 109, 133, 194, 195, 196, 197, 199, 204, 208, 4605, 4606, 4607, 4608, 4609 and 4610 have been certified by 27 SOCES/CEN. Hangar 4605, 4606, 4607, 4608, 4609 and 4610 have been certified for C-130 weighs. Hangar 199 bays 2 & 3 can be used for CV-22 weighs, and Hangar 195 and 196 can be used for MQ-9 weighs as long as the requirements in TO 1-1B-50, Chapter 6 are met.

6.16. (Added) Graduate Assessment Program . This program is to provide feedback to the 27 SOMXG and squadron commanders on the training being provided during CV-22/C-130 Maintenance Qualification Training Program (MQTP) Phase I and II.

6.16.1. **(Added)** This program will be executed to ensure adequate feedback is provided to the 27 SOMXG and squadron commanders.

6.16.1.1. **(Added)** The MQTP site lead and or MTF will provide QA with a list of students attending applicable MQTP courses, graduation dates, and applicable course objectives to assess.

6.16.2. **(Added)** The number of evaluations will be no less than 50 percent of the class size and should be targeted to complete the Graduate Assessment PEs within 14 days of graduation but will not exceed 30 days.

6.16.2.1. **(Added)** QA will establish a method of tracking the Graduate Assessments performed and what percentage is completed on each class.

6.16.3. **(Added)** QA will document the Evaluations within LEAP.

6.16.3.1. **(Added)** Graduate Assessments will be documented against the individual not the instructor.

6.16.3.2. **(Added)** Within the remarks section of the evaluation, QA will discuss strengths, weaknesses, areas for improvement, and identify the instructor.

6.16.4. **(Added)** Assessments will be routed through the applicable squadron leadership.

6.16.5. **(Added)** If a trainee fails an assessment the supervisor will decertify them on the task, enter the trainee in remedial training, and re-evaluate within 30 days. Reference DAFI 36-2670, *Total Force Development*, Chapter 4 for decertification/recertification process.

7.5.12. **(Added)** Unknown complete loss of braking system.

7.5.13. **(Added)** Unknown Loss of hydraulic power.

7.5.14. **(Added)** Unknown Contaminated fluids due to unknown causes.

7.5.15. **(Added)** Unknown Loss of commanded flight during C-band/LRE operations. On RPA, all affected systems.

7.5.16. **(Added)** Third time repeat for code 3 write-ups.

7.5.17. **(Added)** Inadvertent weapons release (Exception: CV-22 aircrew will remove weapon).

7.5.18. **(Added)** When safety/appropriate maintenance personnel have determined that the aircraft is the reason for a missed air drop.

7.5.18.1. **(Added)** Once safety/qualified maintenance personnel have determined the cause of a miss drop is aircraft related, insert the aircraft impoundment discrepancies IAW DAFI 21-101.

7.5.18.2. **(Added)** If aircraft maintenance determines the aircraft is not the cause of an air drop malfunction, and no other grounding discrepancies exists, the Production Super may return the aircraft back to service.

8.2.3.1.1. **(Added)** Unserviceable warranty tools will be separate from non-warranty tools, secured, and accounted for until turned in for replacement.

8.2.3.1.2. **(Added)** Serviceable warranty spare tools will be stored and accounted for in the spare tools bin/cabinet and compartments will be marked as ―Warranty Tool.

8.2.4.1. **(Added)** Spare and consumable tools will be accounted for in TCMax® and secured with padlock or drawer locks at all times. TCMax® will be updated on a one-for-one swap-out basis and will reflect the exact quantity in each bin/drawer. Access to spare tools will be limited to unit/section supervision, support flight chief, support section Non-Commissioned Officer In Charge (NCOIC), support shift supervisors and program managers.

8.2.4.2. **(Added)** If replacement is not readily available, remove all unserviceable items, document in TCMax® and on the Master Inventory List (MIL). Replace unserviceable items as soon as a replacement becomes available.

8.2.9.4. **(Added)** Rags will be controlled strictly as tools.

8.2.9.4.1. **(Added)** Dispatchable cloth rags will be issued as kits of five (5) or ten (10) rags in a bag. The bag will be inventoried upon issue and turn-in to Support section. The bag will be

marked with a nine-digit Equipment Identification Designator (EID) and the quantity of rags will be listed on the outside of the bag. The rags inside the bag do not require EID markings. MILs are not required. Support personnel will replace kit rags as necessary. Back shop support sections may issue single item in-shop rags not be used on aircraft/engines and do not create a Foreign Object Damage (FOD) potential on the flight line. Cheesecloth will be issued on a one-for-one swap.

8.2.9.4.2. **(Added)** Replacement rags will be treated as spare/consumable tools and accounted for in TCMax® on a one-for-one swap-out basis. Due to high-volume replacement of rags, clean replacement rags will be accounted at shift turnover. Replenishment containers in the Support section do not require locks. Excess/bulk rags will be stored in the designated area and will be accounted for. TCMax® will match rag quantity at all times.

8.2.9.4.3. **(Added)** Lost rags or pieces of rags will be handled using the same procedures as a lost tool.

8.2.13.1.1. **(Added)** Mobile Composite Tool Kits (CTK) (hard mounted inside or to vehicles) will be inventoried when vehicle is checked in/out from support and at the completion of each use.

8.2.13.1.2. **(Added)** Engine Change Kits, Crash Recovery Trailers and Spill Kit Trailers will follow all guidance regarding CTK management. The trailer will be set up as one CTK and all items within or attached to the outside of the trailer will be marked with the nine-digit Worldwide Identification (WWID). All forms associated with CTKs/vehicles are required to be maintained as applicable.

8.2.15.2. **(Added)** If no one is available from the Support section, the shift production superintendent will perform a thorough inspection/inventory of the item before signing it back in.

8.3.5.2. **(Added)** If tools are permanently removed from a dispatchable CTK, the custom inlay, shadowed layout or silhouette will be filled in and or labelled (i.e.; glue down foam that is used to fill in foam cut-out voids or labeled as removed with MIL updated).

8.3.5.3. **(Added)** Tools/kits/Test Measurement and Diagnostic Equipment (TMDE)/oversized items that do not require a foam shadow must have an obvious designated outlined location and have a TCMax® EID with the name of the item affixed to the location to reflect the item removed.

8.3.6.3.1. **(Added)** MILs are not required to be listed as a separate item in TCMax®. A lost MIL is not required to be reported as a lost tool.

8.3.6.3.2. **(Added)** The hard copy of the MIL will be signed by both a reviewer and by an approver.

8.3.6.7.1.3. **(Added)** Dispatchable CTKs used for maintenance on aircraft and flight line will contain a packaging envelope used to secure the MIL. Envelopes securing the MIL will be attached to the CTK.

8.3.11.1.1.1. **(Added)** Authorized issued items, tools and equipment for flight line use are headsets, ear defenders, mechanics gloves, safety goggles/glasses, reflective belts, headlamps, and carabineers. All items will be marked/etched IAW AFI 21-101_AFSOCSUP para. 8.3.11.1.1.

8.3.13. **(Added)** If installed, FOD bags will be marked with the letters "FOD", EID for the associated CTK and added to the CTKs MIL. If installed, FOD bags will be shadowed in or

attached to the CTK (may be attached to the outside of the CTK). If installed, FOD bags must secure the Foreign Object (FO) contents when closed.

8.5.1.2.3.2. **(Added)** All in-use CTKs and equipment assets will be inspected at least every 180 days. This inspection will include a thorough inspection for accountability (which includes all required documentation, shadowing, etchings and inventory), serviceability and replenishment of consumables, FOD and corrosion prevention treatment. The 180-day inspections for a rack or drawer of tools can be grouped into a single inspection if there is a MIL identifying all items in the rack or drawer. CTKs in rack or drawers with individual MILs will be inspected as CTKs and annotated as such. TMDE inspections (if required by individual equipment's TO) must be tracked in TCMax® separately.

8.5.4.4. **(Added)** CTK/TMDE will be visually inspected and inventoried prior to turn in, to identify missing/broken/damaged/wet tools, replacement of consumable items (i.e., safety wire), cleanliness and removal of FO. TOs, Job Guides, and Check Lists will fall under the same guidelines and will be inspected for missing/damaged pages, binder rings and serviceability. All Vehicles will be inspected prior to turn in for damage, cleanliness and FO. The USER will accomplish the inspection and cleaning/drying off all items before the CTK/TMDE/TO/Vehicle is returned in TCMax® and will inform the Support custodian of any discrepancies.

8.6.1.2.2. **(Added)** See 27 SOMXG Form A14 *Authorized WWID Listing* for a listing of authorized CAFB WWIDs located on Share point at 27 SOMXG/QA/Local Forms (see note for TELFORD/SNC as applicable, tool kit etchings and identification). Requests for additional numbers or changes will be coordinated with and approved by QA.

8.6.8. **(Added)** All dispatchable CTK/TMDEs, Engine Change kit/trailer, Crash/Recovery trailer, Armor boxes will be clearly marked with reflective tape/paint on all four corners of the box/kit/trailer.

8.6.9. **(Added)** Vehicle keys will be tracked in TCMax® and have a streamer with the WWID.

8.7.1.1. **(Added)** Use 27 SOMXG Form 4 *Manufactured-Modified Tool Request* for QA approval of Local Manufactured Tool/Equipment Request with drawings/pictures attached. QA Local Manufacture Tool Manager and applicable work center will retain a central file copy of all required paperwork (electronic or hardcopy) for review.

8.8.2.1.3. **(Added)** When the Support section/tool room is unattended, all doors will be locked. After-hours access will only be granted to essential personnel listed on the Entry Authorized Letter (EAL) posted at every entry. Personnel not on this letter will be escorted while in the Support section/tool room. The EAL should list all assigned individual needing access during normal hours and after hours. 27 SOMXG, Squadron and Unit Leadership is exempt from the EAL policy.

8.8.2.2.4. **(Added)** Locks on dispatchable CTKs will be secured to the CTK by cable or chain and listed on the MIL. Keys will have a streamer permanently attached. The streamer will measure at least 6" in length. Streamers will be permanently marked with CTK WWID and annotated on the MIL.

11.3.6.1.2. **(Added)** When routing Air Mobility Command (AMC) Form 64, *Request for Placement on Special Certification Roster,* follow the requirements:

11.3.6.1.2.1. **(Added)** AMC Form 64, PART I. ROUTING/COORDINATION is not required due to being redundant information to PART IV QUALIFICATION VERIFICATION/CERTIFICATION.

11.3.6.1.2.2. **(Added)** AMC Form 64, PART II. PERSONAL DATA the months experience and current MDS is not required

11.3.6.1.2.3. **(Added)** One AMC Form 64 can be utilized when routing more than one individual for the identical MIS code/Special TASK Title by using remarks section and or an attachment. Name/Grade, PAFSC/DAFSC, Employee No., and WCE MNEMONIC are required in the remarks section and or on the attachment.

11.13.6.2. **(Added)** CANN actions will be reported to PS&D via email: 27 SOMOS/Plans and Scheduling (Distribution List) **27SOMOSPlansandSche@us.af.mil** <mailto:**27SOMOSPlansandSche@us.af.mil**> and EM: 27 SOMXG/MXOM Engine Management **27SOMXG.MXOM.EngineManagement@us.af.mil** <mailto:**27SOMXG.MXOM.EngineManagement@us.af.mil**> within 24 hours. CANN actions will be documented in the MIS using Action Taken Code(s) "T" and "U" IAW T.O. 00-20-2 Appendix E.

11.14.2.1.3. **(Added)** In addition to a forms review prior to flight, a BPO/Preflight or BPO and Preflight Quality Verification Inspections (QVI) will be accomplished by QA when documented separately.

11.14.2.1.4. **(Added)** Make the following Red Dash entry in the AFTO Form 781A documents when an aircraft is designated as hangar queen. "BPO/PRE or BPO and Preflight QVI due by QA prior to flight."

11.14.2.1.5. **(Added)** In the absence of QA during deployments/ Temporary Duty (TDY), the forms review and BPO/PRE or BPO and Preflight (when documented separately), QVI will be accomplished by the deployed/TDY Production Superintendent.

11.17.14.4.3.1. 1. (**Added**) Engine Power Run Locations and Notification Procedures.

11.17.14.4.3.1.1.2. **(Added)** Full power run-ups may be performed on any aircraft spot as long as there are no other aircraft or structures within 400 ft to the rear of the propeller for C-130s (One clear aircraft parking spot for C-130s, two clear spots if aircraft to the rear is on full jacks), 200 ft clearance is required for MQ-9s.

11.17.14.4.3.1.1.3. **(Added)** Maintenance personnel must provide Maintenance Operations Center (MOC) with the aircraft tail number, parking spot, reason for engine run, run operator man number, and power setting prior to performing engine runs. MOC will pass this information to base operations/control tower and security police for authorization to perform maintenance engine runs. Additionally, during full power runs, MOC will verify required 400 ft clearance, for C-130, 200 ft required clearance for MQ-9 aircraft, with requestor and make a radio announcement on all nets informing flight line personnel of aircraft location and safety precautions. If base operations/control tower is closed, MOC will contact the Command Post and security forces.

11.17.14.4.3.1.4. **(Added)** The engine run supervisor will contact the air traffic control tower for clearance prior to engine start. If clearance is given for ground idle settings, the control tower must be contacted again for power settings. Maintenance personnel must reduce engine power settings or terminate the engine run if directed by the control tower. When the control tower is

closed, radio contact will be made with the Command Post. Personnel performing engine runs will always monitor the appropriate frequencies

11.17.16. **(Added)** The following crew positions will be filled with personnel current to the following qualification levels:

11.17.16.1. **(Added)** The minimum crew for an AC/MC-130J engine run at ground idle will be:

Pilot's seat - engine run qualified.
Co-Pilot's seat - qualified brake operator, hydraulic panel, and communications operator. .
Ground observer - must be ground-power equipment and fire extinguisher qualified.
Interphone contact with flight station personnel must be maintained at all times.

11.17.16.2. **(Added)** The minimum crew for an AC/MC-130J engine run above ground idle including reverse will be:

Pilot's seat - engine run qualified.
Co-Pilot's seat - engine run qualified.
Ground observer – must be ground-power equipment and fire extinguisher qualified.
Interphone contact with flight station personnel must be maintained at all times.

11.45. (Added) Forms Documentation.

11.45.1. **(Added)** Repeat/Recur requirements:

11.45.1.1. **(Added)** Repeat/recur discrepancies will be clearly marked/stamped in red in the discrepancy block of the associated write-up. Example: "REPEAT #1" or "RECUR #2".

11.45.1.2. **(Added)** For first-time repeat/recur discrepancies, a separate "RED DASH" entry will be made in the AFTO Form 781A stating "Red X qualified 7-level review required due to repeat/recur of Job Control Number (JCN) 'XXX'". Clearing the discrepancy requires a 7-level, Red X certified technician who is qualified on the system to troubleshoot and correct the original discrepancy. The technician who corrected the original discrepancy will sign the "CORRECTED BY" block of the original discrepancy. The qualified 7-level, Red X certified technician who troubleshot and corrected the original discrepancy will sign the "INSPECTED BY" block of the 7-level review entry created for the repeat/recur.

11.45.1.3. **(Added)** For second-time or later repeat/recur discrepancies, a separate "RED X" entry will be made in the AFTO Form 781A stating "Red X qualified 7-level review required due to 'X'-time repeat/recur of JCN "XXX". Clearing the repeat/recur discrepancy requires a 7-level, Red X certified technician qualified on the system to troubleshoot and correct the original discrepancy. The 7-level, Red X certified technician qualified on the system who corrected the original discrepancy will sign the "CORRECTED BY" block of the original job. Another 7-level, Red X certified technician qualified on the system will review the actions taken to clear the discrepancy and sign the "INSPECTED BY" block of the original job and the 7-level review entry created for the repeat/recur. QA or Air Force Engineering and Technician Services

11.45.2. **(Added)** Can Not Duplicate (CND) Discrepancies Documentation:

11.45.2.1. **(Added)** Personnel will make every effort to duplicate the circumstances creating the reported discrepancy. The discrepancy may be cleared only after thorough troubleshooting has been accomplished. CND discrepancies will be cleared in the following manner:

11.45.2.1.1. **(Added)** CND discrepancies require a review of troubleshooting by a system qualified 7-level, Red X certified technicians.

11.45.2.1.2. **(Added)** When a discrepancy cannot be duplicated, the technician will document "Leak or Ops checked system/component IAW T.O. 00-20-1.

11.45.2.1.3. **(Added)** If an Line Replaceable Unit is removed from an aircraft and I-level CNDs a malfunction, the supervisor/Due-In From Maintenance monitor will notify the appropriate O-level work center of the CND action.

11.46. (Added) AFTO Form 244 Supervisory.

11.46.1. **(Added)** Supervisory Reviews will be performed at least every 180 days and after major maintenance and/or major inspections. During this review, the AFTO Form 244 will be reviewed to verify proper documentation and compared with MIS for accuracy. Reviewer will verify equipment is serviceable and all required inspections are documented. Lead technician, Flight Scheduler or 7-level equivalent will accomplish supervisory reviews. Individual will document completion of review on AFTO Form 244 Part IV IAW TO 00-20-1.

11.47. (Added) Aircraft Hangaring.

11.52.1. **(Added)** Facility managers will ensure towing guidelines and wheel spots are painted on the floor and a sufficient number of drip pans and snatch cables are available for hangared aircraft. NOTE: MQ-9 do not require wheel spots when hangared.

11.47.1. **(Added)** Tow Supervisor will notify the fire department through MOC if an aircraft is towed into a hangar lacking an automatic fire suppression system.

11.47.1.1. **(Added)** Use Hangaring checklist 27 SOMXG Form 19A (C-130), Form 19B (CV-22), or Form 19C (MQ-9), found on SharePoint in the 27 SOMXG/QA/Local Forms section and ensure all checks are complete; i.e., munitions downloaded, high frequency radio antennas disconnected as required per MDS, FO checks during install and removal of aircraft, etc. Tow Supervisors are ultimately responsible for completing the hangaring checklist and verifying all steps are complied with.

11.47.1.2. **(Added)** Display completed checklist at the nose of the aircraft. For CV-22 aircraft, the tow/hangaring checklist may be displayed in the front windscreen of the aircraft, as long as it is visible from the outside.

14.3.1.1.1.1. **(Added)** Hazardous materials for Time Change Items and Time Compliance Technical Orders (TCTO) will be ordered through the appropriate Munitions Operations, Decentralized Material Support function and or through Plans, Scheduling and Documentation (PS&D). These items will be contained in an approved Hazardous Materiel/Explosive Sited location until ready for use.

14.3.2.3.1. **(Added)** Serial number verifications will be accomplished prior to aircraft transfer and during aircraft acceptance. Serial number verifications for Phases, Isochronal Inspections, Home Station Checks, Letter Checks, Acceptance, and Transfer will be documented electronically and emailed to the Plans and Scheduling distribution list (27 SOMOS/Plans and Scheduling (Distribution List) **27SOMOSPlansandSche@us.af.mil** <mailto:**27SOMOSPlansandSche@us.af.mil**>).

14.3.3.5. **(Added)** TCTO Management.

14.3.3.5.1. **(Added)** QA will perform in-process evaluations on the first 10 percent of all urgent/immediate action TCTOs and One Time Inspections (OTI) accomplished (aircraft, engine and commodity) within the 27 SOMXG. As a minimum, this will include one TCTO/OTI from every affected MDS. The performing flight or section will not begin the TCTO/OTI until QA is present to monitor and provide guidance for each step. If new procedures are added to the TCTO/OTI, QA will conduct an additional 10 percent in-process evaluation.

14.3.5.3.2.1. **(Added)** Aircraft Maintenance Unit (AMU) PS&D will schedule periodic maintenance engineering requirements.

14.5.6.1.2.1. **(Added)** Weekly Schedules and associated meeting products will be due to the PS&D Org Box (**27SOMOSPlansandSche@us.af.mil**) No Later Than 1400 on the Wednesday prior to the Weekly Scheduling Meeting. All changes after 1400 on Wednesday(s) will require a Pen-and-ink change.

14.5.6.3.9.3. **(Added)** Changes arising after the first crew ready time for the remainder of the flying day of each AMU, such as tail number swaps, configuration changes, fuel loads, and sortie cancellations do not require an AF Form 2407 Weekly/Daily Flying Schedule Coordination; however, these changes will be coordinated by telephone or radio with all affected agencies and will be recorded as a deviation to the weekly flying schedule in MIS. Exception: Any aircraft or sortie added to the flying schedule and any sortie duration change that extends flying or landing beyond the flying hour window will be coordinated using an AF Form 2407 for 27 SOMXG/CC and OG/CC approval. Any sortie originating from off station does not require the use of a AF Form 2407 and will be considered flown as scheduled.

14.5.6.3.9.4. **(Added)** Changes made prior to the first crew ready time such as configuration changes, take off and land times, fuel loads, and sortie cancellations will be approved at the squadron levels. Any change to add a line or a tail to the printed schedule will be approved at the MXG/OG levels. Changing tail numbers the day prior and before the 1500 production meeting will follow the daily scheduling rules IAW **para 14.5.6.3.9.1.1** Call sign changes must always be recorded and routed on a AF Form 2407 approved at the MXG/OG levels to be recorded by MOC.

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Commander