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CANNON AIR FORCE BASE**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements Department of the Air Force Instruction (DAFI) 21-101\_AFSOCSUP, *Aircraft and Equipment Maintenance Management*. This supplement applies 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 does not apply to the Air National Guard or the Air Force Reserve. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System at <https://afrims.cce.af.mil>. Refer recommended changes and questions about this publication to the

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### ***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 publications and revisions to paragraphs for clarity. For the purposes of this document, 27th Special Operations Wing Deputy Commander of Sustainment (27 SOW/DCS) is being utilized in lieu of 27th Special Operations Maintenance Group Commander (27 SOMXG/CC), and 27th Special Operations Deputy Commander of Operations (27 SOW/DCO) is being utilized in lieu of 27th Special Operations Group Commander (27 SOG/CC) for all DAFI references.

2.4.4. **(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.

2.9.5.1. **(Added)** Will conduct a semi-annual SCR review to ensure the following: overdue items are removed, validate listed personnel are accurate, and validate/update all SCR information (i.e. rank, skill level, qual/waiver, etc.). Keep all copies of signed reviews for minimum of one year.

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 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

4.11.7.5. **(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 DAFI21-101\_AFSOCSUP, paragraph 4.11.7.

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 Wing Sustainment 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.

6.15.5. **(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 SOW/DCS 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 SOW Sustainment Team 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.

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 briefed to the applicable squadron leadership through the monthly MSEP.

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 DAFI36-2670, *Total Force Development*, Chapter 4 for decertification/recertification process.

7.5.2.1.1. **(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.

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).

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 to 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, Production Superintendent/Flight Chief or Section Non-Commissioned Officer in Charge (NCOIC), 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.

8.3.6.7.1.3. **(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.

8.3.6.7.1.3.1. **(Added)** CTKs will maintain a “Small CTK Binder” that contains MILs for items that are too small to have a MIL attached (e.g., drill bit cases, apex holders, socket sets, etc.). The binder will be kept at CTK counters and will be reviewed by the members upon checking out and or in the item.

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.

8.5.1.2.3.3. **(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.

8.6.1.2.2. **(Added)** See 27 SOW Sustainment Form 14, *Authorized WWID Listing*, for a listing of authorized CAFB WWIDs located on SharePoint® at 27 SOMXG/QA/Shared Documents/27 SOW Sustainment 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 SOW Sustainment Form 04, *Local 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 SOW Sustainment, 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.

8.9.2.3.1.1. **(Added)** If the lost item/tool cannot be located within 1hr, the on-shift production superintendent or expediter will notify 27 SOW/A4 Quality Assurance (QA), the MOC, and all appropriate levels of supervision. Production will initiate 27 SOW Sustainment Form 11 Lost Tool/Item Report. Once signed it will be sent to the 27 SOW FOD/DOP monitor within 5 duty days. If the lost tool/item is found at any point after the initial 1hr and notification has already occurred, a 27 SOW Sustainment Form 11 is still required to be completed.

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

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

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

11.3.6.1.4. **(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.

11.8.3.1.1.1. **(Added)** All panels, doors, and component hardware removed from the aircraft will be placed in marked hardware bags and attached to the item or aircraft as appropriate. At a minimum, hardware bags will be marked with the aircraft tail number, component nomenclature, and amount of hardware inside the bag.

11.8.3.2.4. **(Added)** Before closing any access doors or panels, and after each job completion, the technician will perform a FOD inspection and perform a tool/hardware accountability check.

11.8.3.2.5. **(Added)** Aircrew members must account for all equipment and personal items before and after each flight. If items are identified as missing, aircrew will conduct an immediate search of the flight deck/cargo compartments. If the item is not recovered, the aircrew must ensure that the proper documentation is annotated on the AFTO Form 781A.

11.8.3.2.6. **(Added)** Aircrew will ensure cleanliness of aircraft prior to accepting the aircraft as crew ready. The air-crew is responsible for all trash accumulated from the time of acceptance

through releasing the aircraft back to maintenance.

11.8.3.6.6. **(Added)** All flightline areas are designated no-hat areas. During cold weather, the winter stocking/fleece cap is authorized to be worn in no-hat areas. During hot weather, the boonie hat is authorized. When the boonie hat is worn the strap must go under the user's chin. When either is worn, the wearer must remain alert to operating engines. Hats of any kind will not be worn during man on the stand engine runs.

11.8.3.6.7. **(Added)** Security forces, while performing official duties, may wear the beret with insignia attached; however, the metal insignia will be removed while on the flight line. Berets will be removed and secured within 50 feet of operating engines.

11.8.3.6.8. **(Added)** Personnel performing maintenance within 50 feet of running aircraft engines will secure all loose clothing items (e.g., hats, badges, gloves, etc.).

11.8.3.6.9. **(Added)** Line badges will be secured to the uniform using a lanyard or armband that also conforms to DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*. Lanyards used around the neck will be of a breakaway style and must not be able to support the weight of the individual.

11.8.3.6.10. **(Added)** No necklaces will be worn on the flightline. The only form of necklace authorized on the flightline is the ball chain necklace for dog tags and only dog tags are authorized to be affixed to the chain.

11.8.3.6.11. **(Added)** At no time will personal ear bud/headphone devices be used or authorized on the flightline. This applies to both wired or wireless types, and in ear or over ear types.

11.8.3.10.2. **(Added)** FOD walks will be performed daily. When possible, FOD walks should be performed before the beginning of the day's flying operations, and each unit will notify their respective maintenance operations center at the start and end of the FOD walks. Maximum participation that will cover all aircraft taxiways, aircraft movement and parking areas, hangars, and AGE sub-pools. Daily FOD walks will not cross IFR/VFR hold lines and will not include CMA unless it is required and properly coordinated. These areas will be covered by airfield management. Personnel should be evenly spaced with a maximum of 10 feet separation to provide effective coverage. At the discretion of the FOD walk supervisor, personnel will periodically stop to re-form an even line. FOD walks may be postponed due to inclement weather at the discretion of the squadron commander or squadron operations officer. The 27 SOW FOD monitor will be notified if a FOD walk is to be postponed or if it will not be performed. Postponed FOD Walks must be made-up as soon as possible.

11.8.3.10.3. **(Added)** All FOD will be picked up. Any unique or unusual objects will be given to squadron/unit FOD representatives to be turned into the Wing FOD monitor. All other objects will be discarded at the termination of the walk unless otherwise specified by the Wing or unit FOD monitor.

11.8.3.10.4. **(Added)** FOD Bosses will be used at a minimum of two times per week. These two

days should be Monday and Friday before and after the week's flying operations IAW **paragraph 11.8.3.10.8.** of this publication. FOD walks only need to be accomplished two days a work week. These two days should be Monday and Friday before and after the week's flying operations.

11.8.3.10.5. **(Added)** Each AMU will perform the daily FOD walks/Boss in their assigned area of responsibility. The area of responsibility for each unit in **Table 11.3.**

Table 11.3. **(Added)** FOD Walk Areas of Responsibility.

<b>Squadron/Unit</b>	<b>Area of Responsibility</b>
6 AMU	Taxiway L, R15-R10 and adjoining portion of Taxiway D
9 AMU	R9-R1 and adjoining portion of Taxiway D, and S1-S3
12 AMU	Parking rows F through K and adjoining portion of Taxiway R
16 AMU	U1-U7, T1-T4, Taxiway J, and Taxiway K
20 AMU	Hornet tow-way, surrounding area of hanger 208, parking rows A through E and adjoining portion of Taxiway R
27 SOMXS	Parking rows L through Q and adjoining portion of Taxiway R, Vader ramp and adjoining portion of Taxiway E
Airfield Management	Taxiways A, B, C, D both sides of runway 04/22, E, F, H, M and runways 04/22, 13/31

11.8.3.10.6. **(Added)** All units with buildings adjacent to the flightline or that perform aircraft/AGE maintenance will accomplish a daily FOD walk on the interior and exterior of their duty sections to include hangar bays. FOD boss usage does not mitigate these areas.

11.8.3.10.7. **(Added)** Upon request of the Wing FOD Manager, assistance from all base squadrons may be utilized to augment FOD walks/sweeps.

11.8.3.10.8. **(Added)** FOD Boss usage:

11.8.3.10.9. **(Added)** Towed FOD bosses and airfield sweeper vehicles will be used for airfield FOD prevention efforts.

11.8.3.10.10. **(Added)** The FOD Boss is an effective tool used to supplement airfield sweepers in removing FOD from large areas of the airfield in an efficient manner.

11.8.3.10.11. **(Added)** Any vehicle can be used to pull the FOD Boss so long as it is equipped with a proper trailer hitch. To prevent damage to the FOD Boss, backing of the vehicle is prohibited with the FOD Boss attached. Vehicles towing a FOD should focus additional attention on parking spots recently vacated by aircraft as well as taxiways that are not normally traveled by personnel on foot or production vehicles.

11.8.3.10.12. **(Added)** FOD Boss usage will be tracked and recorded by the squadron/unit FOD monitor of the assigned work center on General Purpose AF IMT 3131 available from the 27 SOW FOD monitor. The form will track the following: Name of personnel, squadron/office symbol, date/time, hours driven, area covered, and description of material collected.

11.8.3.10.13. **(Added)** All flightline users are able to request sweepers when it is unreasonable to pick up debris found on the flightline by hand. To report and request a sweeper when necessary, contact MOC or airfield management.

11.8.3.15.1. **(Added)** Vehicle Operations:

11.8.3.15.2. **(Added)** Vehicle pintle hooks can be in the open or closed position with the pin installed at all times. The pin will be secured to the hitch by a lanyard or chain.

11.8.3.15.3. **(Added)** All flightline support vehicles will have a FOD container and it will be emptied after every shift. Vehicle floorboards will be kept FOD free. Special Purpose Vehicles do not require FOD containers.

11.8.3.15.4. **(Added)** AGE equipment will be inspected for FOD before and after each use. AGE flight will be responsible for equipment on the ready line.

11.8.5.6. **(Added)** Organize, report, and present FOD program status at monthly and quarterly FOD briefings.

11.8.5.7. **(Added)** Maintain the wing FOD continuity book and historical records of all FOD incidents for a minimum of 2 years.

11.8.5.8. **(Added)** Maintain the Failure Analysis Service Technology kit and be the point of contact for the program.

11.8.5.9. **(Added)** Attend the J3AZR2A671A 001, Jet Engine Mishap Investigation Course, within 180 days of assuming position.

11.8.5.10. **(Added)** Serve as the focal point for all FOD prevention incentive programs.

11.8.5.11. **(Added)** Organize at least one, entire airfield wide, wing FOD walk per year.

11.8.6.1.2. **(Added)** Local worksheet 27 SOW Sustainment Form 05 will be used to document FOD investigations. Upon completion the document must be sent to the wing FOD monitor within 24 hrs.

11.8.9. **(Added)** Squadron Commander Responsibilities:

11.8.9.1. **(Added)** Any organization that drives or works on the flightline will establish and maintain an effective squadron FOD program.

11.8.9.2. **(Added)** Assign a primary and alternate squadron FOD monitor, in writing, as the point of contact for their squadron on all FOD issues. Supervision will appoint a squadron FOD monitor and a unit FOD monitor within each AMU. Additional representatives may be appointed to assist the squadron primary and alternate FOD representatives. A copy of the FOD appointment letter will be forwarded to the wing FOD monitor to be kept on file.

11.8.9.3. **(Added)** Ensure maximum participation in daily FOD walks.

11.8.9.4. **(Added)** Attend the 27 SOW quarterly FOD meetings if requested. If unable to attend, ensure his/her representative attends.

11.8.10. **(Added)** Incentive Programs.

11.8.10.1. **(Added)** The purpose of the wing's FOD prevention incentive program is to recognize personnel for their participation in the prevention of FOD and to promote FOD prevention awareness. All awards are subject to change due to availability of gifts, sponsors, and adjustments implemented to the program. The awards are as follows:

11.8.10.2. **(Added)** The Golden Bolt Award: The golden bolt may be placed up to twice a month throughout the flightline and off-equipment areas. The placement of the bolt will be rotated through areas of responsibility to allow each participating squadron the opportunity to find the bolt at least once during the year. The golden bolt may be placed by either QA or the 27 SOW FOD/DOP monitor. If QA is to place the Golden Bolt, they must get the bolt from the FOD/DOP monitor. QA will not create their own bolt. The 27 SOW FOD/DOP monitor must be informed of the time and location prior to placement of the golden bolt. If the bolt is found, give the name of the individual that found it to the 27 SOW FOD/DOP monitor. The golden bolt will not be placed on any aircraft.

11.8.10.3. **(Added)** The FOD Poster of the Quarter Award. All personnel assigned to participating units may submit FOD posters. The poster must promote a strong FOD prevention message which may be hand-drawn or computer generated on 8½" x 11" white paper. If aircraft are depicted on the poster, they must be of the type locally assigned. The 27 SOW FOD/DOP monitor with help from squadron FOD monitors will vote on the winning poster. Computer generated designs are acceptable and will be submitted along with the graphical file on disc or via e-mail. The designer of the winning poster will be recognized at the monthly Maintenance Standardization and Evaluation Program (MSEP) meeting.

11.8.10.4. **(Added)** The FOD Fighter of the Month Award. Selections for this award are based on a nomination letter submitted by supervisors, through their squadron FOD Monitors or alternates. Individuals submitted must have demonstrated exceptional FOD awareness and contributions.

11.8.10.4.1. **(Added)** At a minimum, the nomination letter will include the following: date of discovery, task being performed, action taken, damage prevented and potential savings to the 27 SOW.

11.8.10.4.2. **(Added)** The squadron commander, AMU officer in charge or appropriate supervision will endorse the nomination letter.

11.8.10.4.3. **(Added)** Entries will contain name, unit, and duty phone.

11.8.10.4.4. **(Added)** Only one person may be nominated per entry. No group entries allowed.

11.8.10.4.5. **(Added)** The unit FOD monitor will send the submissions to the 27 SOW FOD monitor as soon as possible but no later than the 5th duty day of the next month.

11.8.10.4.6. **(Added)** The golden bolt, monthly, and quarterly winners receive a 1-day pass from the 27th Special Operations Wing Deputy Commander (27 SOW/CD).

11.9.1.3. **(Added)** The 27 SOW Sustainment Form 06 must be initiated immediately for all DO investigations and submitted to the wing FOD/DOP monitor within 5 duty days.

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.

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

11.17.5.3.9. **(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.

11.17.5.3.10. **(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.

11.17.5.3.11. **(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 OR above 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.

11.46. **(Added)** Forms Documentation.

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

11.46.1.1. **(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".

11.46.1.2. **(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 troubleshoot and corrected the original discrepancy will sign the "INSPECTED BY" block of the 7-level review entry created for the repeat/recur.

11.46.1.3. **(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.

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

11.46.2.1. **(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:

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

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

11.46.2.1.3. **(Added)** If a 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.

11.47. **(Added)** AFTO Form 244 Supervisory.

11.47.1. **(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. Individuals will document completion of review on AFTO Form 244 Part IV IAW TO 00-20-1.

11.48. **(Added)** Aircraft Hangaring.

11.48.1. **(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.

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

11.48.2.1. **(Added)** Use Hangaring checklist 27 SOW Sustainment 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.

11.48.2.2. **(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.

14.3.3.3.1.8. **(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 SOW Sustainment. 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](mailto: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.

14.5.6.3.8.2 **(Added)** Refer to the 27 SOW DCS/DCO or designee delegation authority letter and routing matrix for local policy detailing the approval authorities for Form 2407s.

14.5.6.3.9.1.2. **(Added)** Any change to the printed schedule will require an AF Form 2407 to add an additional sortie to the daily flying schedule. Instances where an aircraft returns early from its scheduled sortie, due to maintenance or other issues can drive a requirement to draft an AF Form 2407 to continue the scheduled training. However, a delay in coordination and approval of an “add line” can cause a loss in aircrew training and user support rendering the sortie ineffective.

ROBERT L. JOHNSTON, Colonel, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

- (Added) DAFI21-101\_AFSOCSUP, *Aircraft and Equipment Maintenance Management*, 1 August 2024
- (Added) DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

**Prescribed Forms**

None

**Adopted Forms**

- (Added) AF IMT 3131, *General Purpose*, 15 February 2006
- (Added) AMC Form 64, *Request for Special Certification*, 1 January 2008
- (Added) 27 SOW Sustainment Form 04, *Local Manufactured/Modified Tool Request*, 9 September 2024
- (Added) 27 SOW Sustainment Form 05, *Foreign Object Damage (FOD) Investigation Worksheet*, 9 September 2024
- (Added) 27 SOW Sustainment Form 06, *Dropped Object Prevention (DOP) Program Investigation Worksheet*, 9 September 2024
- (Added) 27 SOW Sustainment Form 14, *Authorized WWID Listing*, 09 September 2024
- (Added) 27 SOW Sustainment Form 19A, *C-130 Aircraft Hangar Checklist*, 9 September 2024
- (Added) 27 SOW Sustainment Form 19B, *CV-22 Aircraft Hangar Checklist*, 9 September 2024
- (Added) 27 SOW Sustainment Form 19C, *MQ-9 Aircraft Hangar Checklist*, 9 September 2024

**Abbreviations and Acronyms**

- (Added) CAFB—Cannon Air Force Base
- (Added) DCO—Deputy Commander of Operations
- (Added) DCS—Deputy Commander of Sustainment
- (Added) EAL—Entry Authority List
- (Added) LRE—Launch and Recovery Element
- (Added) MQTP—Maintenance Qualification Training Program

**Office Symbols**

- (Added) 6 SOAMXS—6th Special Operations Aircraft Maintenance Squadron
- (Added) 6 SOS—6th Special Operations Squadron
- (Added) 27 SOG/CC—27th Special Operations Group Commander
- (Added) 27 SOMXG/CC—27th Special Operations Maintenance Group Commander
- (Added) 27 SOW—27th Special Operations Wing
- (Added) 27 SOW/A3—27th Special Operations Wing Operations
- (Added) 27 SOW/A4—27th Special Operations Wing Logistics Engineering, and Force Protection
- (Added) 27 SOW/CD—27th Special Operations Wing Deputy Commander

**(Added) 27 SOW/DCO**—27th Special Operations Wing Deputy Commander of Operations  
**(Added) 27 SOW/DCS**—27th Special Operations Wing Deputy Commander of Sustainment

***Terms***

None